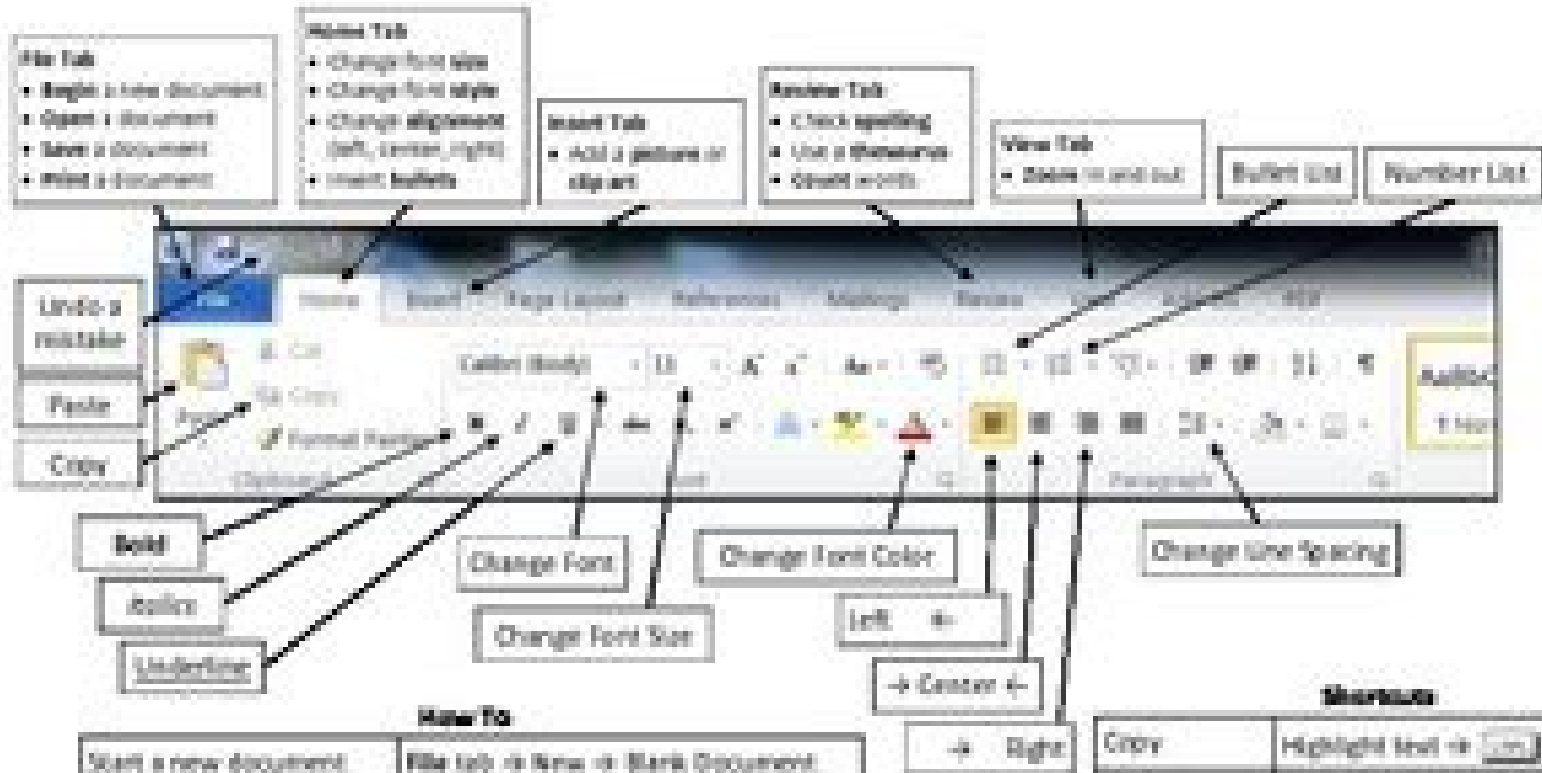


## Microsoft Word 2010 — Quick Reference Guide



### How To

Start a new document	File tab → New → Blank Document
Open a saved document	File tab → Open
Check spelling	Review tab → Spelling & Grammar
Print	File tab → Print
Copy	Highlight text → Home tab → Copy
Paste	Place cursor → Home tab → Paste
Save	File tab → Save
Number pages	Insert tab → Page Number

### Shortcuts

Copy	Highlight text → <b>Ctrl</b> + <b>C</b>
Paste	Place cursor → <b>Ctrl</b> + <b>V</b>
Save	<b>Ctrl</b> + <b>S</b>
Undo	<b>Ctrl</b> + <b>Z</b>
Bold	<b>Ctrl</b> + <b>B</b>
Underline	<b>Ctrl</b> + <b>U</b>
Italic	<b>Ctrl</b> + <b>I</b>
Print	<b>Ctrl</b> + <b>P</b>

# Microsoft Word 2010 Quick Reference Guide

**Hussin A.Rothana**



## **Microsoft Word 2010 Quick Reference Guide:**

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