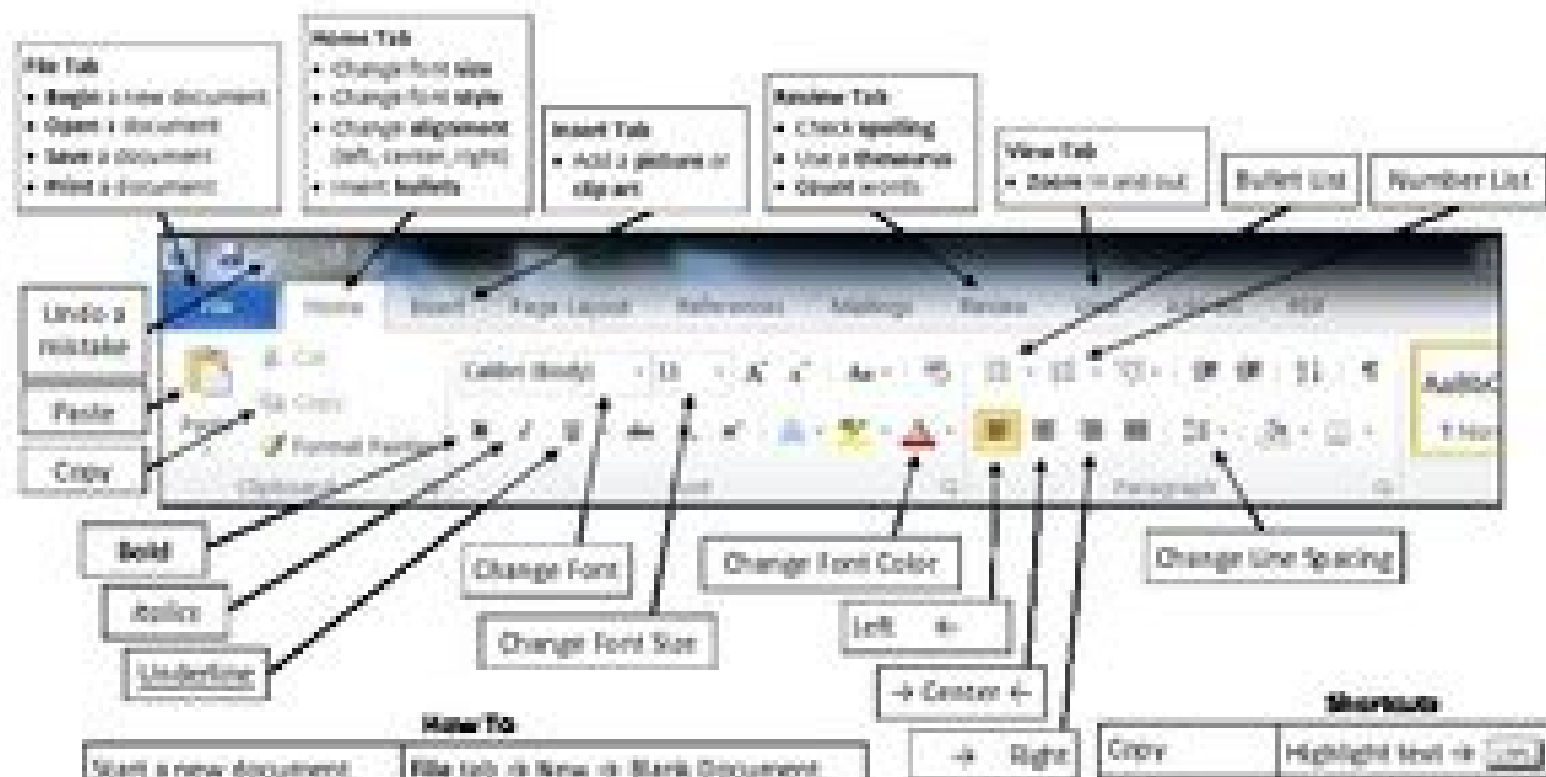


## Microsoft Word 2010 — Quick Reference Guide



### 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>                  |

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**Minjie Lin**



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