

Microsoft®
Word 2010
 Quick Reference Card

The Word 2010 Screen



Keyboard Shortcuts

General

Open a Document	<Ctrl> + <O>
Create New	<Ctrl> + <N>
Save a Document	<Ctrl> + <S>
Print a Document	<Ctrl> + <P>
Close a Document	<Ctrl> + <W>
Help	<F1>

Navigation:

Up One Screen	<Page Up>
Down One Screen	<Page Down>
Beginning of Line	<Home>
End of Line	<End>
Beginning of Document	<Ctrl> + <Home>
End of Document	<Ctrl> + <End>
Open the Go To dialog box	<F5>

The Fundamentals

The File tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- **To Create a New Document:** Click the **File** tab, click the **New** tab, and click the **Create** button. Or, press <Ctrl> + <N>.
- **To Open a Document:** Click the **File** tab and click the **Open** button, or press <Ctrl> + <O>.
- **To Save a Document:** Click the **Save** button on the Quick Access Toolbar, or press <Ctrl> + <S>.
- **To Save a Document with a Different Name:** Click the **File** tab, click the **Save As** button, and enter a new name for the document.
- **To Preview a Document:** Click the **File** tab and click the **Print** tab, or press <Ctrl> + <P>.
- **To Print a Document:** Click the **File** tab and click the **Print** tab, or press <Ctrl> + <P>.
- **To View Advanced Printing Options:** Click the **File** tab and click the **Print** tab. Select from the options under Settings.
- **To Undo:** Click the **Undo** button on the Quick Access Toolbar, or press <Ctrl> + <Z>.
- **To Move Text with the Mouse:** Select the text you want to move, drag the text to a new location, and release the mouse button.
- **To Replace Text:** Click the **Replace** button in the Editing group on the Home tab. Or, press <Ctrl> + <H>.
- **To Close a Document:** Click the **Close** button, or press <Ctrl> + <W>.
- **To Correct a Spelling Error:** Right-click the error and select a correction from the contextual menu. Or, press <F7> to run the Spell Checker.
- **To Use the Thesaurus:** Right-click the word you want to look up and select **Synonyms** from the contextual menu. Select a word or select **Thesaurus** to search the Thesaurus.
- **To Minimize the Ribbon:** Click the **Minimize Ribbon** button on the Ribbon. Or, press <Ctrl> + <F1>. Or, double-click a tab. Or, right-click a tab and select **Minimize the Ribbon** from the contextual menu.
- **To Change Program Settings:** Click the **File** tab and click the **Options** button.
- **To Get Help:** Press <F1> to open the Help window. Type your question and press <Enter>.

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>

Formatting

Bold	<Ctrl> +
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Align Left	<Ctrl> + <L>
Center	<Ctrl> + <E>
Align Right	<Ctrl> + <R>
Justify	<Ctrl> + <J>

Text Selection

To Select:	Do This:
A Word	Double-click the word
A Sentence	Press and hold <Ctrl> and click anywhere in the sentence
A Line	Click in the selection bar next to the line
A Paragraph	Triple-click the paragraph
Everything	<Ctrl> + <A>

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