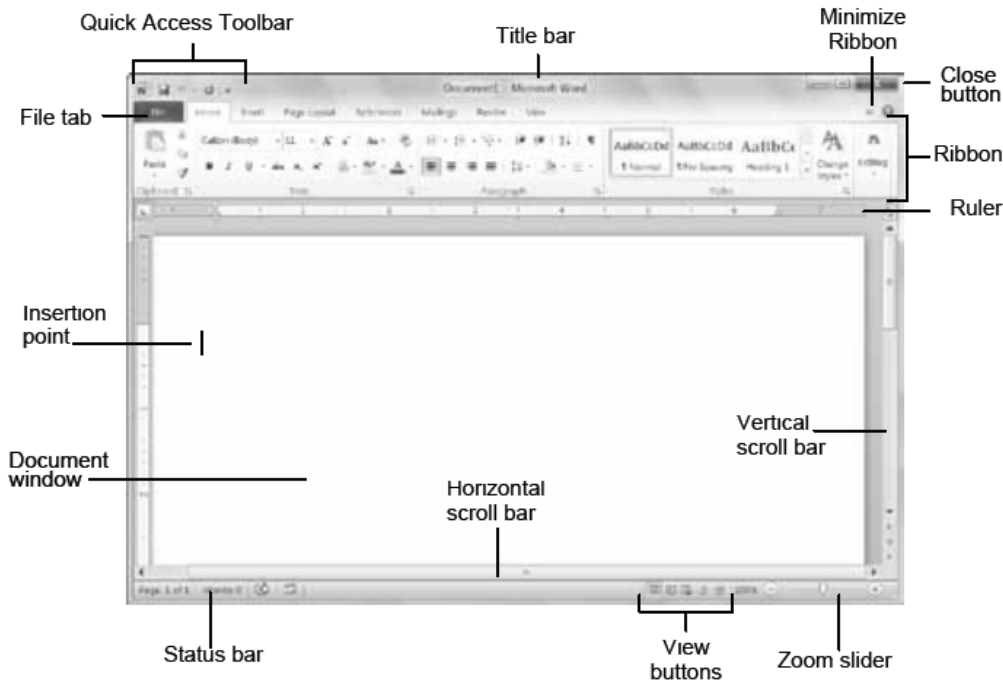


# Word 2010

## QUICK REFERENCE GUIDE

www.dianemckeever.com

### THE WORD 2010 SCREEN



### KEYBOARD SHORTCUTS

#### GENERAL

New Document..... Ctrl + n  
Open Document ..... Ctrl + o  
Save Document..... Ctrl + s  
Print Document ..... Ctrl + p  
Quit Program ..... 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

#### EDITING

Undo ..... Ctrl + z  
Cut ..... Ctrl + x  
Copy ..... Ctrl + c  
Paste ..... Ctrl + v

#### SELECTING TEXT

Word	Dbf click the word
Paragraph	Triple click the paragraph
Sentence	Ctrl click the sentence
Whole document	Ctrl + a
Variable	Click at the beginning of text, hold down the Shift key and click at the end of the text.

### FILE TAB AND BACKSTAGE VIEW AND COMMANDS

**To Create a New Document:** Click the File tab, click the New option and click the Create button.

**To Open a Document:** Click the File tab and click the Open option.

**To Save a Document:** Click the Save button on the Quick Access Toolbar.

**To Save a Document with a Different Name or File type:** Click the File tab, click the Save As option and enter a new name or select a different file type for the document.

**To Preview and Print Document:** Click the File tab and click the Print option.

**To Undo:** Click the Undo button on the Quick Access Toolbar.

**To Move Text with the Mouse:** Select the text you want to move. Position your mouse on the selected text, hold down the mouse button and drag to a new location. Release the mouse button.

**To Move Text with the Menus:** Select the text you want to move. From the Home tab, Clipboard group choose Cut. Click where you want the text moved to and choose Paste from the Home tab, Clipboard group.

**To Replace Text:** Click the Replace option in the Editing group on the Home tab.

**To Close a Document:** Click Close "X" on the window.

**To Correct a Spelling, Grammar or Homophone Errors:** Right-click the error and select a correction from the contextual menu.

**To Minimize the Ribbon:** Click the Minimize Ribbon option on the Ribbon, or double-click the tab.

**To Change Program Settings:** Click the File tab and click the Options button

**To Get Help:** Press F1 to open the Help window or click the blue help question mark button.



## EDITING

**To Cut or Copy Text:** Select the text you want to cut or copy and click the Cut or Copy option in the Clipboard group on the Home tab.

**To Paste Text:** Place the insertion point where you want to paste and click the Paste option in the Clipboard group on the Home tab

**To Preview an Item Before Pasting:** Place the insertion point where you want to paste, click the Paste option list arrow in the Clipboard group on the Home tab and select a preview option to view the item.

**To Insert a Comment:** Select the text where you want to insert a comment and click the Review tab. Click the New Comment option in the Comments group. Type a comment, then click outside the comment text box.

**To Delete a Comment:** Select the comment, click the Review tab and click the Delete Comment option in the Comments group.

## TABLES

**To Insert a Table:** Click the Insert tab, click the Table option in the Tables group and select Insert Table from the list.

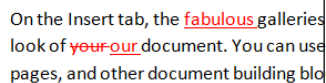
**To Insert a Column or Row:** Click the Layout tab under the Table Tools and use the commands located in the Rows & Columns group.

**To Delete a Column or Row:** Select the column or row you want to delete. Click the Layout tab under Table Tools and click the Delete button in the Rows & Columns group. Make an appropriate selection from the list.

**To Adjust Column Width or Row Height:** Position your mouse on the vertical or horizontal line you want to adjust. Hold down the mouse button and move the mouse left/right or up/down. This can also be adjusted using the Layout tab, Cell Size group. Choosing the Auto Fit option will automatically adjust the column

## TRACKING CHANGES

**To Turn on Tracking:** Click the Track Changes option in the Tracking group on the Review tab. As you make editing changes to the document they will be shown along with the original text. Each person who makes a change will automatically have a different color assigned.



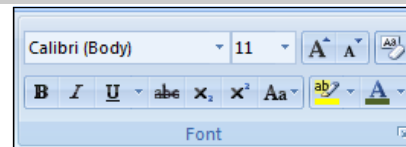
On the Insert tab, the **fabulous** galleries look of **your our** document. You can use pages, and other document building blo

**To Identify Change User Information:** Hover on the changed text and a box will appear identify the user and the date and time of the change.

**To Accept/Reject Changes:** Use the Accept/Reject options in the Changes group on the Review tab.

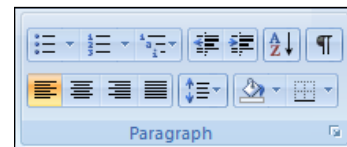
## FORMATTING

**To Format Text:** Use the commands in the Font group on the Home tab.



**To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy and click the Format Painter option in the Clipboard group on the Home tab. Click once for one use and twice for unlimited uses. Then select the text to which you want to apply the copied formatting.

**To Indent a Paragraph:** Click the Increase Indent button in the Paragraph group on the Home tab



**To Decrease an Indent:** Click the Decrease Indent button in the Paragraph group on the Home tab.

**To Create a Bulleted or Numbered List:** Select the paragraphs you want to bullet or number and click the Bullets or Numbering option in the Paragraph group on the Home tab. Use the Bullets or Numbering option list arrow to view type of bullets or numbering schemes.

**To Change Margins:** Click the Page Layout tab and click the Margins option in the Page Setup group.

**To Change Page Orientation:** Click the Page Layout tab and click the Orientation option in the Page Setup group.

**To Insert a Header or Footer:** Click the Insert tab and click the Header or Footer option in the Header & Footer group.

**To Insert a Manual Page Break:** Click the Insert tab and click the Page Break button in the Pages group.

## DRAWING AND GRAPHICS

**To Insert Clip Art:** Click the Insert tab and click the Clip Art option in the Illustrations group. Type the name of what you're looking for in the "Search for" box and press Enter. Click a Clip Art to add to the document.

**To Insert a Picture:** Click the Insert tab and click the Picture button in the Illustrations group. Find and select the picture you want to insert and click Insert.

**To Insert WordArt:** Click the Insert tab, click the WordArt button in the Text group and select a design from the WordArt Gallery. Click the text box and enter your text. If necessary, click the text box and drag it to the desired position.

**To Insert SmartArt:** Click the Insert tab, click the SmartArt button in the Illustrations group, select a layout and click OK.

**To Resize an Object:** Click the object, click and drag one of its sizing handles. Use corner resize handles to keep it in proportion while resizing it.

**To Delete an Object:** Select the object and press the Delete key.