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# Microsoft Word 2010 Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

## Word 2010 Introduction

**Creating a New Document**

A blank new document (page when Word is launched) is created automatically.

1. Choose FILE, New (N) [F5]
2. CHOOSE BLANK DOCUMENT [B] to open a template
  - Your Office can create templates under OFFICE, NEW TEMPLATES or to search, type templates from the list or from OFFICE, NEW TEMPLATES, and you can choose.
  - Select one of the OFFICE TEMPLATES or CUSTOM TEMPLATES.
  - The window highlights, CHOOSE MY TEMPLATES.
3. CHOOSE CREATE or CHANGING OVER

**Opening an Existing Document**

1. Choose FILE, New (N) or press <Ctrl> N
2. Select the document, and CHOOSE OPEN.

To change the location, CHOOSE the folder name (highlighted at the top of the dialog box), then click on the left or double-click folders in the outline.

**Recently opened documents places:**

- To open recently used documents or places (the first and second), CHOOSE FILE, RECENT
- To bring a document to place on the ribbon bar, CHOOSE [M]
- To remove a document or place, CHOOSE [E]

**Working with Previous File Versions**

This is available for Word 2003 files or compatibility mode files (CHOOSE FILE, RECENT) in the title bar.

- Versions are displayed or changed by clicking on the version of Word 2010.
- To save a file for a previous version, CHOOSE FILE, SAVE AS, then choose FILE, HISTORY or pressing ALT, then pressing TAB, then clicking on the version of Word 2010.
- To connect an older file to the Word 2010 format, CHOOSE FILE, HISTORY, then CHOOSE FILE, COMPATIBILITY. The Compatibility Pack has been installed automatically to read the new file format.

**Saving the Document**

1. Choose FILE, SAVE or CHOOSE [S], or press <Ctrl> S
2. If saving the document for the first time:
  - a. Type the FILE NAME.
  - b. Choose a location by clicking the folder name (displayed at the top of the dialog box), double-click on the left, or double-click folders in the outline.

To save a copy of a document with a different name and/or location, CHOOSE FILE, SAVE AS. To save more copies with the same name/location, CHOOSE FILE, SAVE AS, then click on the same name/location, CHOOSE FILE, SAVE AS. CHOOSE FILE, CHOOSE FILE NAME, and CHOOSE FILE, CHOOSE FILE NAME.

**Setting up Page Layout**

1. CHOOSE FILE, LAYOUT
2. Select the page MARGINS, ORIENTATION, LAYOUT, and CHOOSE one of the PAGE SETUP options. Changes are applied to the entire document or selected area for columns.

To make changes to just one part of the document:

1. Select the area to be changed.
2. CHOOSE [L] in the PAGE SETUP group.
3. Make the changes on the MARGINS, PAPER, or LAYOUT tabs.
4. Change the setting to apply to SELECTED TEXT, CHOOSE [E].

**Inserting/Deleting Text**

To insert text:

CHOOSE where the text is to be inserted, then type.

To delete characters:

1. Place the insertion point in front of, or after, the text to be deleted.
2. Press <Backspace> to delete characters to the left, or <Delete> to delete characters to the right.

To delete a large amount of text:

1. Drag across the text to select it, or use one of the shortcut listed under Text Selection Shortcuts.
2. Press <Backspace> or <Delete>.

To replace text: Select the text, then type the new text.

**Spacing between Paragraphs**

By default, 10 points of space is applied after every paragraph. To start a new line without starting a new paragraph (such as list items), press <Shift> <Return> to turn off the default paragraph spacing.

1. Select the text.
2. CHOOSE HOME, then [P] in the STYLES group.

**Undoing/Redoing Actions**

CHOOSE [Z] or press <Ctrl> Z. Repeat to undo more steps. To redo several steps of undo, CHOOSE the step down arrow of the CHOOSE Undo and redo steps.

To turn off the Undo and redo steps:

1. Select the text.
2. CHOOSE HOME, then [U] in the STYLES group.

**Repeating an Action**

To repeat the last action, CHOOSE [Y] or press <Ctrl> Y.

**Moving or Copying Text: Cut, Copy, Paste**

1. Select the text to move or copy.
2. To move, CHOOSE HOME, then [C], or press <Ctrl> C.
3. To copy, CHOOSE HOME, then [C], or press <Ctrl> C.
4. CHOOSE [P] to place the content at the new location.
5. CHOOSE [V] or press <Ctrl> V.

Or to copy text as Keep Source Formatting, CHOOSE [V], and choose one of the PAGE, LAYOUT, or other options, CHOOSE [E] to show the options.

**Drag and Drop**

1. Select the text to move or copy.
2. Point at the selected area (the mouse pointer changes into an arrow) and drag the text to the new location. To copy, press <Ctrl> while dragging.

**Changing Text Font and Size**

1. Select the text to change.
2. CHOOSE HOME, then select from the Font list, e.g. [A] (New font face).
3. Choose from the font size list, [12] or with the number in the size and press <Enter>.

**Enhancing Text: Bold, Italic, etc.**

1. Select the text to change.
2. CHOOSE one or more of the [B], [I], [U], Bold, Italic, or Underline buttons, for more underline options, CHOOSE the arrow of the Underline button. For more font options, CHOOSE [A] in the FONT group. To choose underline options, select the text, and CHOOSE the underlines.

**Copying Formatting**

1. Select the text that has formatting you wish to copy. To copy paragraph formatting, ensure you select the entire paragraph.
2. CHOOSE HOME, [F] to use Format Painter. If applying the format to more than one paragraph, CHOOSE the Format Painter button again after format is applied.

**Changing Paragraph Alignment**

1. Select the paragraph to change.
2. CHOOSE HOME, then one of [L], [R], [C], [J].

**Formatting Text with the Mini Toolbar**

Use the Mini Toolbar for quick access to common formatting options.

1. Select the text to change with your mouse.
2. Click (CHOOSE) to move the mouse up and to the right.

**Using the Highlighter**

As the Highlighter document, you can highlight key phrases in all document sections.

1. Select the text.
2. CHOOSE HOME, [H] to drag down for colors.

To highlight text in a document throughout the document, CHOOSE [H], the button in CHOOSE the button in the Mini toolbar that is selected.

When finished, press <Esc> or <Ctrl> to cancel the action. To remove highlighting from text, select the text, CHOOSE the drop-down arrow of the ribbon group bar and select CHOOSE [C].

**Text Selection Shortcuts**

All text	Double (CHOOSE) to extend.
A sentence	<Ctrl> (CHOOSE) in the sentence.
A line	(CHOOSE) in the left margin.
A paragraph	Double (CHOOSE) in the left margin, or (CHOOSE) in the paragraph.
All text in the left margin	(CHOOSE) or <Ctrl> (CHOOSE) in the left margin.
All text in the right margin	(CHOOSE) or <Ctrl> (CHOOSE) in the right margin.
All text in the document	Home (CHOOSE) or (CHOOSE) in the ribbon group bar.
All text in the selection	(CHOOSE) in the selection.
Multiple selections	Press <Ctrl> and select separate areas of text.

**Measurement Shortcuts**

The (CHOOSE) key with any of these movement shortcuts selects from the current position to that location (e.g., which controls where in the end of the document).

Beginning of document	CHOOSE (Home)
End of document	CHOOSE (End)
Beginning of current line	Home
End of current line	End
Begin. of next or prev. para.	CHOOSE (Left or Right)
End of next or prev. para.	CHOOSE (Left or Right)
Next word/para.	Page Up/Down
Previous word/para.	Page Up/Down

**Copying**

Default text for the font	CHOOSE (Home)
Default text for the style	CHOOSE (Home)



## Synopsis

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Office Word 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Creating, Opening & Saving Documents; Working with Previous File Versions; Setting up the Page; Inserting/Deleting Text; Spacing between Paragraphs; Undo, Redo, and Repeat; Moving and Copying Text. Formatting: Changing Font, Size, Enhancements, Paragraph Alignment; Copying Formatting; Using the Mini Toolbar; Highlighter. Draft, Print Layout, Reading Views; Going to a Page; Searching Using the Navigation Pane; Creating and Editing Headers and Footers; No Header or Footer on the First Page, Inserting a Page Break. Checking Spelling, Grammar; AutoCorrect; Creating and Inserting Quick Part Building Blocks; Sending the Document as an E-mail Attachment; Saving as PDF; E-mailing a PDF; Printing Envelopes and Labels; Previewing and Printing. Also includes: Lists of Selection and Movement Shortcuts. This guide is one of several titles available for Word 2010: Word 2010 Introduction, Word 2010 Formatting, Word 2010 Advanced, Word 2010 Mail, Merge & Forms, Word 2010 Templates & Macros, Word 2010 Collaboration Features.

## Book Information

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## Customer Reviews

This card is two sided, laminated and is titled Word 2010 Introduction. And that it is...if you've used Word 2010 or 2007 for over twenty minutes, you no longer need this card. I decided to look up something simple on it--how to change from single space to double space. It's not on there. So, I

thought, let me see a subject that actually might help me: how do you use Master Documents, and headers and styles. No way, Jose. Not even a hint. So, take the cost of this product and put it towards a simple book on MS Word and you'll be ahead, from what I can see. Maybe I'll give this card to some first grader that is using Word for the very first time in his little life.

This item came in handy to have available on my desk for quick reference. I recently purchased a new computer and it contained Windows 7 and a lot of the routine processes were somewhat different. Even if you have basic knowledge of Microsoft Office, this is a handy reference laminated sheet to have available.

Not worth the price unless you are a complete newbie. Laminated sheet and does cover some hot key shortcuts but not anywhere near all of them.

Great for beginners who have had no training and also helpful because my firm is changing from 2003, so it has been great.

I purchased this "cheat sheet" as a middle-aged adult returning to college after having graduated from college almost 20 yrs ago. Very useful guide/summary of the key functions of Word 2010 in a well-organized fashion and encased neatly in a sturdy laminated protector at an unbelievably low price. Saves me a great deal of time and frustration. I use this reference sheet often and would highly recommend this to consumers with any level of computer literacy. So now go on and cheat. With a clear conscience.

While this sheet is more basic than I had hoped, it did contain some helpful hints for me and the sheet is well made--should last the life of the software. Topics are easy to find on the sheet and the hints are easy to follow.

This has been very helpful when working with Microsoft's Word 2010. Office 2010 is so different than the earlier versions and this little cheat sheet has been incredibly helpful with things that used to be so obvious. Nice information and the lamination means it will last for quite some time to come. It beats dragging out the book and looking up the process you are trying to accomplish only to be run around in circles until you finally find the answer. Highly recommend to anyone having trouble with Microsoft's Word 2010.

We had to upgrade from 2002 because of the death of the XP that we ran MS programs on. We thought we would need a guide to take us through the changes over the past 10 years. Well, there haven't been any significant changes to Excel or Word, and anyone who has ever used these programs in the past won't need this Reference Guide. In fact, this reminds me of guides that we used to get in the 90s when we didn't know "justification" from "font size." I wouldn't be surprised if my 7 year old grandkid doesn't know most of the stuff on this card. No great loss, but I would recommend that you go out and buy a double scoop ice cream cone instead. The memory will linger longer than any knowledge you gain from this guide. EW

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