

# 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 displays when Word is launched. To print an empty document:

1. Choose FILE > New.
2. **CLICK** **BLANK DOCUMENT** to start a new document.

For more information, see [Word 2010: Getting Started](#).

### Opening an Existing Document

1. Choose FILE > Open, or press <Ctrl>+O.
2. Select the document, and **CLICK** **OPEN**.

To change the location, **CLICK** the folder name displayed at the top of the dialog box, **CLICK** on the left, or **DOUBLE-CLICK** folders in the outline.

### Recently opened documents/places:

- To open recently used documents or places, **CLICK** the left sidebar, choose FILE > RECENT.
- To keep a document open in the RECENT list, **CLICK** .
- To remove a document or place, **CLICK** .

### Working with Previous File Versions

Files created in Word 2007 or earlier can be opened in Word 2010. To open a previous version of a document:

1. To save a file for use with an earlier version, choose FILE > SAVE AS > SAVE AS > CHOOSE FILE TYPE > WORD 97-2003 DOCUMENT, then **CLICK** **SAVE**.
2. To open a file for use with an earlier version, choose FILE > OPEN > CHOOSE FILE TYPE > WORD 97-2003 DOCUMENT, then **CLICK** **OPEN**.

A warning will display if the file will be opened differently with the selected program.

### Saving the Document

1. Choose FILE > SAVE or **CLICK** , or press <Ctrl>+S.
2. If saving the document for the first time:
  - a. Type the FILE NAME.
  - b. Choose a location by **CLICK**ing the folder name displayed at the top of the dialog box, **CLICK** on the left, or **DOUBLE-CLICK** folders in the outline. **CLICK** **SAVE**.
3. To save a copy of a document with a different name and/or location, choose FILE > SAVE AS. If the document exists with the same name/location, choose **REPLACE EXISTING FILE**. Change the name, or **MOVE** **CHOOSE FILE TYPE > CHOOSE FILE TYPE**.

### Inserting/Deleting Text

To insert text:

**CLICK** 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, or use one of the keyboard listed under Text Selection Shortcuts.
2. Press <Backspace> or <Del>.

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

### Spacing between Paragraphs

By default, 36 points of space is applied after every paragraph. To start a new line without starting a new paragraph (such as in lists), press <Shift>+<Enter>.

To turn off the default paragraph spacing:

1. Select the text.
2. Choose HOME, then **CLICK** in the STYLES group.

### Undoing/Redoing Actions

**CLICK** , or press <Ctrl>+Z, to undo one step. To undo several steps at once, **CLICK** the drop-down arrow of the **Undo** button and select steps. To redo an action, **CLICK** or press <Ctrl>+Y. This repeats the last Undo command.

### Repeating an Action

To repeat the last action, **CLICK** or press <Ctrl>+F5.

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

1. Select the text to move or copy.
2. To move, choose HOME, then **CLICK** , or press <Ctrl>+X.
3. To copy, choose HOME, then **CLICK** , or press <Ctrl>+C.
4. **CLICK** to place the cursor at the new location.
5. **CLICK** or press <Ctrl>+V.

Or for copying such as Keep Source Formatting, **CLICK** and choose one of the FILE > OPTIONS, or after pasting, **CLICK** in the ribbon.

### Drag and Drop

1. Select the text to move or copy.
2. Place it at the selected area. The mouse pointer changes into an arrow and **DRAG** the text to the new location. To copy, press <Ctrl> while **DRAG**ing.

### Changing Text Font and Size

1. Select the text to change.
2. Choose HOME, then select from the Font list, such as Times New Roman.
3. Choose from the font size list, , or click the number in the box and press <Enter>.

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

1. Select the text to change.
2. **CLICK** one or more of the **B**, **I**, **U**, **S**, **D**, **ST**, **AB**, or **Color** buttons. For more under list options, **CLICK** the arrow of the FontStyle button. For more font options, **CLICK** in the FONT group.

To remove enhancements, select the text, and **CLICK** the same buttons.

### Copying Formatting

1. Select the text that has formatting you wish to copy. To copy paragraph formatting, make sure you select the entire paragraph.
2. Choose HOME, **CLICK** if applying the format once, or **CLICK** if applying the format multiple times. (Double **CLICK** to copy the format.)
3. Select the text to be formatted.

If applying multiple times, press <Ctrl> or **CLICK** the Format Painter button again after formatting.

### Changing Paragraph Alignment

1. Select the paragraph to change.
2. Choose HOME, then select .

### Formatting Text with the Mini Toolbar

When you select text, a Mini Toolbar appears above the text. Use the Mini Toolbar for quick access to common formatting options.

1. Select the text to change with your mouse.
2. **CLICK** to move the mouse up and to the right.

### Using the Highlighter

Just like a highlighter, you can highlight by choosing with the mouse.

1. Select the text.
2. Choose HOME, **CLICK** (shades down for color.)

To highlight multiple places throughout the document, **DOUBLE-CLICK** the button, or **CLICK** the button in the ribbon and then click the selected text.

When finished, press <Ctrl>+<Click> the button again to remove highlighting from text.

Select the text, **CLICK** the drop-down arrow of the **Highlighter** button and select the color.

#### Text Selection Shortcuts

A word	<b>DOUBLE-CLICK</b> (to extend)
A sentence	<Ctrl>+<Click> in the sentence.
A list	<Ctrl>+the left mouse button
A paragraph	<b>DOUBLE-CLICK</b> in the left margin or <b>TRIPLE-CLICK</b> in the paragraph
All text	<b>CTRL</b> +<Click> or <Ctrl>+<Ctrl> in the left margin or choose HOME > SELECT > <b>SELECT ALL</b> , or press <Ctrl>+A.
Multiple selections	Press <Ctrl> and select separate areas of text.

#### Movement Shortcuts

The <Ctrl> key with any of these movement options selects from the current position to that location. For example, <Ctrl>+<End> selects to the end of the document.

Beginning of document	<b>Ctrl</b> Home
End of document	<b>Ctrl</b> End
Beginning of the next line	Home
End of the next line	End
Begin of next or previous word	<b>Ctrl</b> F or <b>Ctrl</b> B
End of next or previous word	<b>Ctrl</b> D or <b>Ctrl</b> J
Previous page	Page Up
Next page	Page Down
Previous window	<b>Shift</b> F5

#### Editing

Deleted text to the left	<b>Ctrl</b> Backspace
Deleted text to the right	<b>Ctrl</b> Delete

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## 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.

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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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