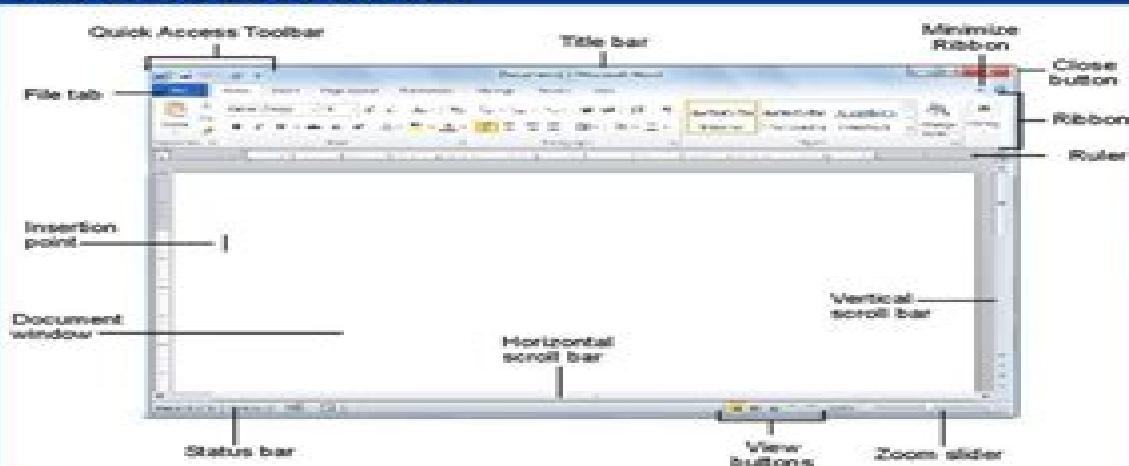


# Microsoft® Word 2010

## Quick Reference Card

### The Word 2010 Screen



### 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>**.

### Keyboard Shortcuts

#### General

Open a Document	<b>&lt;Ctrl&gt; + &lt;O&gt;</b>
Create New	<b>&lt;Ctrl&gt; + &lt;N&gt;</b>
Save a Document	<b>&lt;Ctrl&gt; + &lt;S&gt;</b>
Print a Document	<b>&lt;Ctrl&gt; + &lt;P&gt;</b>
Close a Document	<b>&lt;Ctrl&gt; + &lt;W&gt;</b>
Help	<b>&lt;F1&gt;</b>

#### Navigation

Up One Screen	<b>&lt;Page Up&gt;</b>
Down One Screen	<b>&lt;Page Down&gt;</b>
Beginning of Line	<b>&lt;Home&gt;</b>
End of Line	<b>&lt;End&gt;</b>
Beginning of Document	<b>&lt;Ctrl&gt; + &lt;Home&gt;</b>
End of Document	<b>&lt;Ctrl&gt; + &lt;End&gt;</b>
Open the Go To dialog box	<b>&lt;F5&gt;</b>

#### Editing

Cut	<b>&lt;Ctrl&gt; + &lt;X&gt;</b>
Copy	<b>&lt;Ctrl&gt; + &lt;C&gt;</b>
Paste	<b>&lt;Ctrl&gt; + &lt;V&gt;</b>
Undo	<b>&lt;Ctrl&gt; + &lt;Z&gt;</b>
Redo or Repeat	<b>&lt;Ctrl&gt; + &lt;Y&gt;</b>

#### Formatting

Bold	<b>&lt;Ctrl&gt; + &lt;B&gt;</b>
Italics	<b>&lt;Ctrl&gt; + &lt;I&gt;</b>
Underline	<b>&lt;Ctrl&gt; + &lt;U&gt;</b>
Align Left	<b>&lt;Ctrl&gt; + &lt;L&gt;</b>
Center	<b>&lt;Ctrl&gt; + &lt;E&gt;</b>
Align Right	<b>&lt;Ctrl&gt; + &lt;R&gt;</b>
Justify	<b>&lt;Ctrl&gt; + &lt;J&gt;</b>

#### Text Selection

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

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