# Microsoft® Word 2010
## Quick Reference Card

## The Word 2010 Screen



Labels: Quick Access Toolbar, Title bar, Minimize Ribbon, Close button, File tab, Ribbon, Ruler, Insertion point, Vertical scroll bar, Document window, Horizontal scroll bar, Status bar, View buttons, Zoom slider
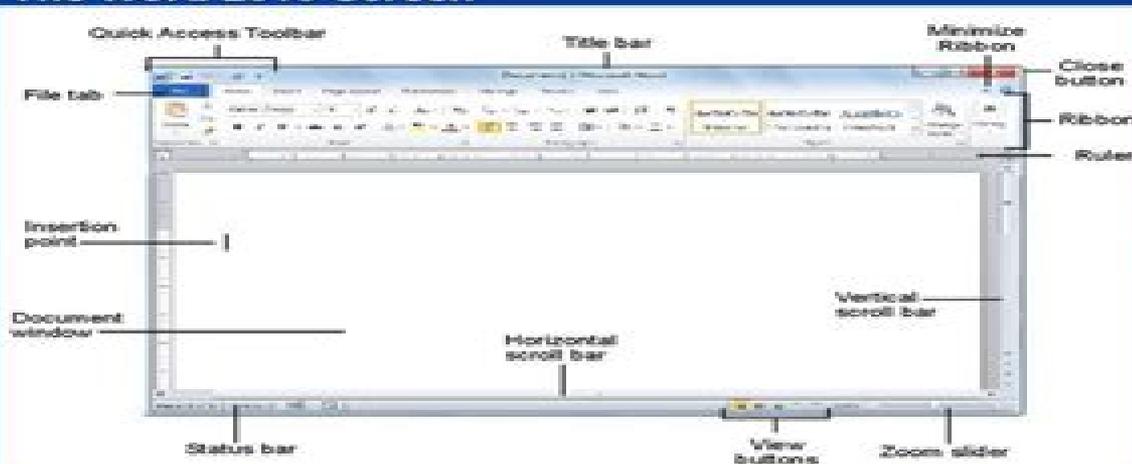
## Keyboard Shortcuts

### 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> + <B> |
| 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> |

# Microsoft Word 2003 Quick Reference Guide

**Faithe Wempen**

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