

Word 2010 Cheat Sheet

• Program Layout

File Tab & Backstage View: Holds the options to start a new workbook, open a saved file, save, print, prepare for distribution, publish the document, close the program and show recently viewed documents

Customize the Quick Access Toolbar: Customize the Quick Access Toolbar to hold commands such as Save, Print, undo, Redo, Copy and Paste.

• Keyboard Shortcuts

Program Shortcuts

Ctrl+O Open
 Ctrl+N Create New
 Ctrl+S Save
 Ctrl+P Print
 Ctrl+W Close
 F7 Spell Check
 F1 Open Help

Editing Shortcuts

Ctrl+X Cut
 Ctrl+C Copy
 Ctrl+V Paste
 Ctrl+Z Undo
 Ctrl+Y Redo
 Ctrl+F Find
 Ctrl+A Select All

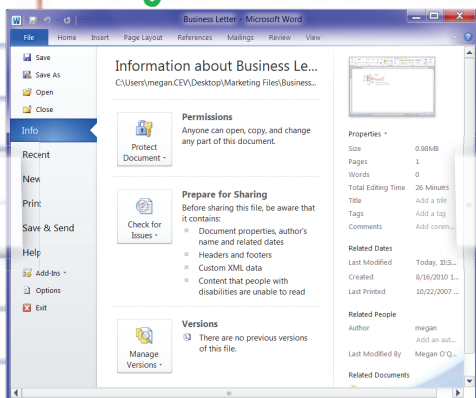
Navigation Shortcuts

Page Up Up on screen
 Page Down Down one screen
 Home Beginning of Line
 End End of Line
 Ctrl+Home Start of Document
 Ctrl+End End of Document
 F5 Go to Dialog Box

Formatting Shortcuts

Ctrl+B Bold
 Ctrl+I Italics
 Ctrl+U Underline
 Ctrl+L Left Align
 Ctrl+E Center Align
 Ctrl+R Right Align
 Ctrl+J Justify

• Program Basics



Create New Document:

File Tab, select New

Open a Document:

File Tab, select Open

Save a Document:

File Tab, select Save

Save Document with a New Name:

Click File Tab, select Save As, type in the title

Print Preview:

Click File Tab, mouse over Print, choose Print Preview

Print Document:

File Tab, mouse over Print, choose Print

Text Selection:

Word: Double-click the word

Sentence: Ctrl and click in the sentence

Paragraph: Triple-click the paragraph

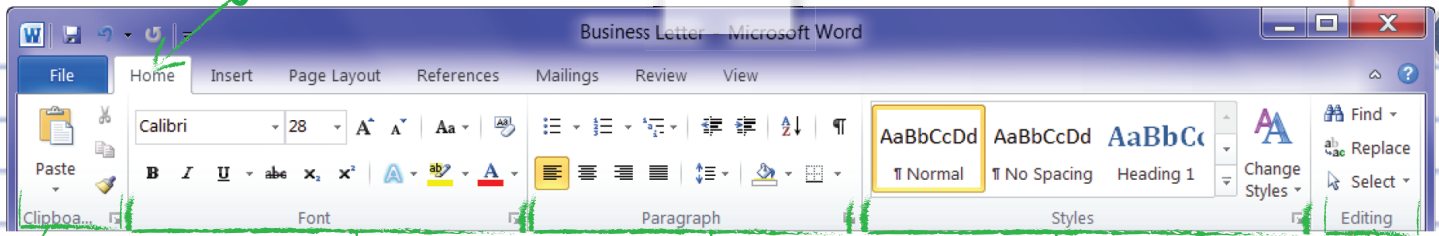
Keys to Remember:

Backspace: Erases back one space

Delete: Erases forward one space

Num Lock: Controls the 10-key pad

• Formatting Home Tab



Clipboard Group

Font Group

Paragraph Group

Styles Group

Editing Group

Using the Clipboard Group:

Cut and Copy Text:

Select the text and click on the Cut or Copy button

Paste Text:

Put insertion point where you want the text and click on the Paste button

Copy Formatting:

Select text with formatting, click the Format Painter button, select text you want to apply the formatting

Formatting Fonts using the Font Group:

Style: use the Bold, Italics and underline buttons

Type: Choose an option from the Font List

Size: Choose an option from the Font Size List

Color: Choose an option by clicking the Font Color Button

Editing Group

Find Text:

Click the Find button

Replace Text:

Click the Replace button

Styles Group

Holds premade text/font styles you can apply to your documents.

Using the Paragraph Group:

Change Paragraph Alignment:

Click the left, right, center or justify buttons

Indent Paragraph:

Click Increase Indent Button

Decrease an Indent:

Click Decrease Indent Button

Adjust Line Spacing:

Click the Line Spacing button and choose from the list

Create a Bulleted or Numbered List:

Select the paragraph, click on the Bullets or Numbering button

To move text with the mouse, select it and then drag it to a new location.

Using the Page Layout Tab:

Change a Document's Margins:

Click Margins in the Page Setup Group, select a setting

Change Page Orientation:

Click the Orientation button in the Page Setup Group, select an option

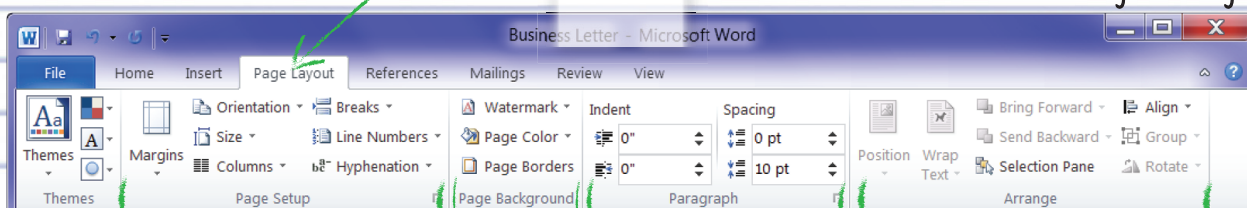
Add Section Break:

Click the Breaks button in the Page Setup Group, select an option

Add Watermark, Background Color, Border to Page:

Click the Watermark, Page Color or Page Border button in the Page Background Group

Page Layout Tab



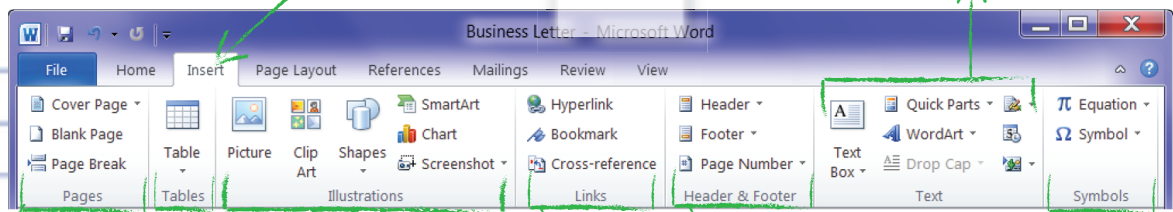
Page Setup Group

Page Background Group

Paragraph Group

Arrange Group

• The Insert Tab



Text Group

Pages Group Tables Group Illustrations Group Links Group Header & Footer Group Symbols Group

• Tables

Insert a Table:

Click the Insert tab, click the table button in the Tables group and select Insert Table

Insert a Column or Row:

Click the Layout tab under Table Tools, use the commands in the Rows & Columns group

Delete a Column or Row:

Select the item you want to delete, click the Layout tab under Table Tools, click Delete button in the Rows & Columns group

Use the Table Tools section of the Ribbon to change the Design and Layout of the table.

• Charts

To Create a Chart:

Click the Insert tab, click the chart button in the Illustrations group, choose the type of chart you want to display the data and use the Excel spreadsheet's cells to insert the data you want represented in the chart

Use the Chart Tools section of the Ribbon to change the Design, Layout and Format of the chart.

• Headers & Footers

Headers:

Click the Headers button in the Headers & Footers group and choose an option from the list

Footers:

Click the Footers button in the Headers & Footers group and choose an option from the list

• Items to Add

Cover Page:

Click Cover Page in the Pages group, select the option you want to use

Blank Page:

Click Blank Page in the Pages group

Page Break:

Click Page Break in the Pages group

Page Numbers:

Click the Page Number button in the Headers & Footers group and choose an option from the list

Hyperlinks:

Click Hyperlink in the Links group

• Graphics

Adding Pictures:

Click the Picture button in the Illustrations group, locate the picture you want to add

Adding Clip Art:

Click the Clip Art button in the Illustrations group, locate the Clipart you want to add in the Clip Art Task Pane

Adding Shapes:

Click the Shapes button in the Illustrations group and choose from the drop down menu

Adding SmartArt:

Click the SmartArt button in the Illustrations group and choose the smartart you want to use

Adding WordArt:

Click WordArt in the Text group and choose the option you would like to use

Adding Symbols:

Click Symbols in the Symbols group and choose the symbol you need to insert

• Reviewing Documents

Using the Review Tab:

Check Spelling & Grammar:

Click the Spelling & Grammar button in the Proofing group

Open the Thesaurus:

Click the Thesaurus button in the Proofing group

Add Comments:

Click New Comment in the Comments group and begin typing

Delete Comments:

Click the Delete Comment button in the Comments group

Track Changes:

Click the Track Changes button in the Tracking group

• Mailings

Using the Mailings Tab:

Create Envelopes:

Click on the Envelopes button in the Create group

Create Labels:

Click on the Labels tab in the Create group

Start a Mail Merge:

Click the Start Mail Merge icon in the Start Mail Merge group and choose the type of mail merge you want to create from the menu

To select recipients for the mail merge click on the Select Recipients icon in the Start Mail Merge group.

• Your Notes