














Word 2010

Shortcuts, Buttons, and Commands

| | | |
|---|--------------|--------------------------|
|  | CTRL + B | = Bold |
|  | CTRL + I | = Italic |
|  | CTRL + U | = Underline |
|  | CTRL + C | = Copy |
|  | CTRL + X | = Cut |
|  | CTRL + Z | = Undo Typing |
|  | CTRL + Y | = Repeat Typing |
|  | CTRL + B + I | = Bold Italic |
|  | CTRL + U + I | = Underline Italic |
|  | CTRL + N | = Open a blank document |
|  | CTRL + O | = Open document |
|  | CTRL + S | = Save a document |
|  | CTRL + P | = Print |
| | CTRL + A | = Select all in document |

Basic Tasks and Using the File Tab

Starting Microsoft Word 2010

- 1 Click the Start button.
- 2 Point to All Programs, click Microsoft Office, and then click Microsoft Word 2010.

Editing Microsoft Word 2010

- 1 On the File tab, in Backstage view, click Exit.
Or
Click the Close button in the top right corner of the window.


Opening a document

- 1 Click the File tab to open Backstage view, and then click Open.
- 2 Choose the folder or drive where the file is stored.

3 Choose the correct document.

4 Click Open.

Saving a document

- 1 Click the File tab to open Backstage view, and then click Save As.
- 2 Select the location where you would like to save the document.
- 3 Type the file name in the File name box.
- 4 Click Save.
Or
After the file has been given a name, on the Quick Access Toolbar, click the Save button .

Printing a document

- 1 Click the File tab to open Backstage view, and then click Print.
- 2 Choose a printer, number of copies, and other printing options before printing.
- 3 Click the Print button to print.





The Ribbon

Word 2010 uses a Ribbon consisting of tabs that contain groups of commands that you will use the most. Across the top of the Ribbon are tab names that you click to change between the tabs.

Formatting and Editing Text

Cut, copy, and paste text

- 1 Select the text you would like to cut or copy.
- 2 On the Home tab, in the Clipboard group, click the Cut  or Copy  button.
- 3 Position the insertion point where you want the text to appear.
- 4 On the Home tab, in the Clipboard group, click the Paste button.

Format Painter

- 1 Select the text that has the desired formatting. The Mini toolbar will display directly transparent, giving you options for formatting the text, including Format Painter.
- 2 Click the Format Painter button , or click the Format Painter button on the ribbon to copy the formatting one time, or


double-click it to apply the same formatting to multiple places in the document.

- 3 Click the text that you would like to apply the formatting to.
- 4 If necessary, on the Home tab, click the Format Painter button, or press ESC to turn off the Format Painter.


Using drag and drop to move or copy text


- 1 Select the text you would like to move or copy.
- 2 Drag the selection, and then position the insertion point where the text is to display.
- 3 Release the mouse button.



Changing a font

- 1 Select the text you would like to format.
- 2 On the Home tab, in the Font group, click the Font button arrow .
- 3 Click the font to be applied.

Changing a font size

- 1 Select the text you would like to change the size of.
- 2 On the Home tab, in the Font group, click the Font Size arrow .
- 3 Click the font size.
Or

- 1 Select the text you would like to change the size of.
- 2 On the Mini toolbar, click the Font Size arrow .
- 3 Click the font size.
Or

- 1 Select the text you would like to change the size of.
- 2 To increase the font size, click the Grow Font button  and keep clicking until the desired font size is displayed.
- 3 To decrease the font size, click the Shrink Font button  and keep clicking until desired size is displayed.

Creating Lists

- 1 Select the text you would like to add bullets to.

Phit Tips Word

Donald A Burquest



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