

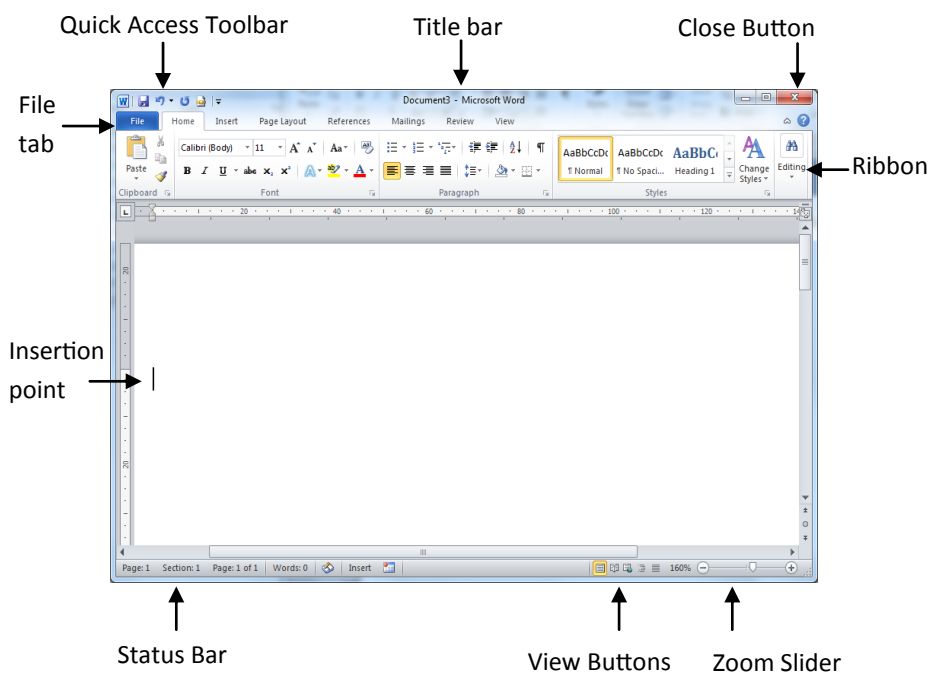
Keyboard Shortcuts Word 2010 Screen

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

Editing

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



Navigation

Up One Screen	Page Up
Down One Screen	Page Down
Beginning of Line	Home
End of Line	End
Beginning of doc	Ctrl+Home
End of Document	Ctrl+End
Open the Go To dialogue box	F5

Formatting

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

The Essentials

- The **File** tab menu and Backstage view contain commands for working with a program's files, including New, Open, Save, Print and Close.
- **To Create a New Document:** Click File > New > **Create**, or **Ctrl+N**
- **To Open a Document:** Click File > **Open**, or **Ctrl+O**
- **To Save a Document:** Click the **Save** button on the Quick Access Toolbar, or **Ctrl+S**
- **To Save a Document with a Different Name:** Click File > **Save As**, enter a new name for the presentation, and click **Save**.
- **To Preview and Print a Document:** Click File > **Print**, or **Ctrl+P**
- To View Advanced Printing Options: Click File > **Print**. Select from the options under Settings
- **For Help: F1**
- **To Undo:** Click the **Undo** button on the Quick Access Tool bar, 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.

Navigation

- **To Open the Navigation Pane:** Click the Find button in the Editing group on the Home tab. Or, press Ctrl + F.
- **To Search for a Word or Phrase:** Click the Search box, type the word or phrase, and press Enter.
- **To Search for Graphics, Tables, Equations, or Comments:** Click the Magnifying Glass and select an option from the list. Click the Search box, enter the information you are searching for, and press Enter.
- **To View Search Results:** Click **Browse the results** from your current search tab of the Navigation Pane.
- **To View a Document's Headings:** Click **Browse the headings** in your document tab.
- **To View a Document's Pages:** Click **Browse the pages** in your document tab.

Styles

- **To Apply a Style:** Select the text to which you want to apply the style and select the style you want to use from the Styles Gallery in the Styles group on the Home tab.
- **To Apply a Document Theme:** Click the **Themes** button in the Themes group on the Page Layout tab of the Ribbon and select a theme.
- **To View All Available Styles:** Click the **Dialog Box Launcher** in the Styles group on the Home tab.
- **To Change a Style Set:** Click the **Change Styles** button in the Styles group on the Home tab and select **Style Set** from the menu. Select the Style Set you wish to use.
- **To Create a Style:** Select the text that contains the formatting of the new style, right-click the text, and select **Styles** from the contextual menu. Select **Save Selection as a New Quick Style** from the contextual menu, enter a name for the style, and click OK.
- **To Check Your Styles:** Select the text you wish to check. Click the **Dialog Box Launcher** in the Styles group on the Home tab of the Ribbon. Click the **Style Inspector** button in the Styles task pane.

Formatting

- **To Format Text:** Use the commands in the Font group on the Home tab, or click the Dialog Box Launcher in the Font group to open the Font dialog box.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy and click the Format Painter button in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to.
- **To Indent a Paragraph:** Click the Increase Indent button in the Paragraph group on the Home tab.
- **To Decrease an Indent:** Click the Decrease Indent button in the Paragraph group on the Home tab.
- **To Create a Bulleted or Numbered List:** Select the paragraphs you want to bullet or number and click the Bullets or Numbering button in the Paragraph group on the Home tab.
- **To Change Page Orientation:** Click the Page Layout tab on the Ribbon, click the Orientation button in the Page Setup group, and select an option from the list.
- **To Insert a Header or Footer:** Click the Insert tab on the Ribbon and click the Header or Footer button in the Header & Footer group.

Editing

- **To Cut or Copy Text:** Make your selection and click the Cut or Copy button in the Clipboard group on the Home tab.
- **To Paste Text:** Place the insertion point where you want to paste and click the Paste button in the Clipboard group on the Home tab.
- **To Preview an Item Before Pasting:** Place the insertion point where you want to paste, click the Paste button list arrow in the Clipboard group on the Home tab, and select a preview option to view the item.
- **To Insert a Comment:** Select the text where you want to insert a comment and click the Review tab on the Ribbon. Click the New Comment button in the Comments group. Type a comment, then click outside the comment text box.
- **To Delete a Comment:** Select the comment, click the Review tab on the Ribbon, and click the Delete Comment button in the Comments group.