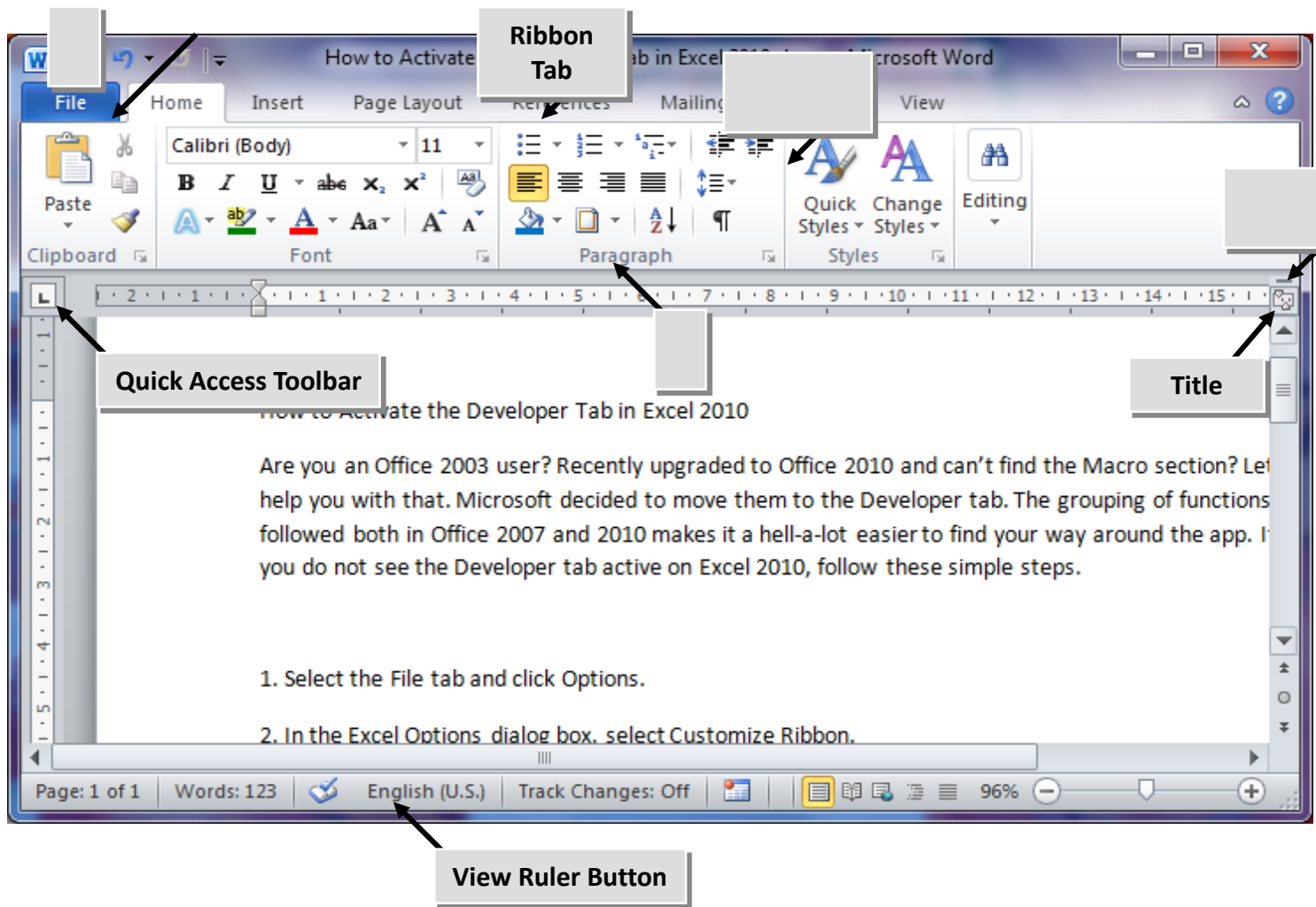


Quick Reference Guide

Microsoft Word 2010

A Guide to Improve Your Skills

Word Application Interface



Keyboard Shortcuts

Command Name	Modifiers Key	Command Name	Modifiers Key
All Caps	Ctrl+Shift+ A	Outline Promote	Alt+Shift+ Left
App Restore	Alt+ F5	Outline Show First Line	Alt+Shift+ L
Auto Format	Alt+Ctrl+ K	Page	Alt+Ctrl+ P
Bold	Ctrl+ B	Page Break	Ctrl+ Return
Bold	Ctrl+Shift+ B	Page Down	Page Down
Bookmark	Ctrl+Shift+ F5	Page Down Extend	Shift+ Page Down
Browse Next	Ctrl+ Page Down	Page Field	Alt+Shift+ P
Browse Prev	Ctrl+ Page Up	Page Up	Page Up
Browse Sel	Alt+Ctrl+ Home	Page Up Extend	Shift+ Page Up
Cancel	Esc	Para Down	Ctrl+ Down
Change Case	Shift+ F3	Para Down Extend	Ctrl+Shift+ Down
Char Left	Left	Para Up	Ctrl+ Up
Char Left Extend	Shift+ Left	Para Up Extend	Ctrl+Shift+ Up
Char Right	Right	Paragraph Alignment	Ctrl+ E
Char Right Extend	Shift+ Right	Paragraph Alignment	Ctrl+ R
Clear	Del	Paragraph Alignment	Ctrl+ J
Close Pane	Alt+Shift+ C	Paragraph Alignment	Ctrl+ L
Column Break	Ctrl+Shift+ Return	Paragraph Formatting	Ctrl+ Q
Column Select	Ctrl+Shift+ F8	Paragraph Spacing	Ctrl+ 5
Copy	Ctrl+ C	Paragraph Spacing	Ctrl+ 2
Copy	Ctrl+ Insert	Paragraph Spacing	Ctrl+ 1
Copy Format	Ctrl+Shift+ C	Paste	Ctrl+ V
CopyToFrom	Shift+ F2	Paste	Shift+ Insert
Create Auto Text	Alt+ F3	Paste Format	Ctrl+Shift+ V
Customize Keyboard Shortcut	Alt+Ctrl+ Num +	Paste Special	Alt+Ctrl+ V

Command Name	Modifiers Key
Cut	Ctrl+ X
Cut	Shift+ Del
Date Field	Alt+Shift+ D
Delete Back Word	Ctrl+ Backspace
Delete Word	Ctrl+ Del
Distribute Para	Ctrl+Shift+ J
Do Field Click	Alt+Shift+ F9
Doc Close	Ctrl+ W
Doc Close	Ctrl+ F4
Doc Maximize	Ctrl+ F10
Doc Move	Ctrl+ F7
Doc Restore	Ctrl+ F5
Doc Size	Ctrl+ F8
Doc Split	Alt+Ctrl+ S
Double Underline	Ctrl+Shift+ D
Edit	Alt+Shift+ R
End of Column	Alt+ Page Down
End of Column	Alt+Shift+ Page Down
End of Doc Extend	Ctrl+Shift+ End
End of Document	Ctrl+ End
End of Line	End
End of Line Extend	Shift+ End
End of Row	Alt+ End
End of Row	Alt+Shift+ End
End of Window	Alt+Ctrl+ Page Down
End of Window Extend	Alt+Ctrl+Shift+ Page Down
Endnote	Alt+Ctrl+ D
Equation Toggle	Alt+ =
Extend Selection	F8

Command Name	Modifiers Key
Prev Field	Shift+ F11
Prev Field	Alt+Shift+ F1
Prev Object	Alt+ Up
Prev Pane	Shift+ F6
Prev Window	Ctrl+Shift+ F6
Prev Window	Alt+Shift+ F6
Print	Ctrl+ P
Print	Ctrl+ F2
Print	Ctrl+Shift+ F12
Print	Alt+Ctrl+ I
Proofing	F7
Redo	Alt+Shift+ Backspace
Redo or Repeat	Ctrl+ Y
Redo or Repeat	F4
Redo or Repeat	Alt+ Return
Repeat Find	Shift+ F4
Repeat Find	Alt+Ctrl+ Y
Replace	Ctrl+ H
Research Lookup	Ctrl+Shift+ O
Reset Char	Ctrl+ Space
Reset Char	Ctrl+Shift+ Z
Revision Marks Toggle	Ctrl+Shift+ E
Save	Ctrl+ S
Save	Shift+ F12
Save	Alt+Shift+ F2
Save As	F12
Select All	Ctrl+ A
Select All	Ctrl+ Clear (Num 5)
Select All	Ctrl+ Num 5

Command Name	Modifiers Key
Field Codes	Alt+ F9
File Close or Exit	Alt+ F4
Font	Ctrl+Shift+ F
Font Formatting	Ctrl+ D
Font Size Select	Ctrl+Shift+ P
Footnote	Alt+Ctrl+ F
Formatting Pane	Alt+Ctrl+Shift+ S
Formatting Properties	Shift+ F1
Go Back	Shift+ F5
Go Back	Alt+Ctrl+ Z
Go To	Ctrl+ G
Go To	F5
Grow Font	Ctrl+Shift+ .
Grow Font One Point	Ctrl+]
Hanging Indent	Ctrl+ T
Help	F1
HHC	Alt+Ctrl+ F7
Hidden	Ctrl+Shift+ H
Highlight	Alt+Ctrl+ H
Hyperlink	Ctrl+ K
Indent	Ctrl+ M
Insert Building Block	F3
Insert Building Block	Alt+Ctrl+Shift+ V
Insert Comment	Alt+Ctrl+ M
Insert Field	Ctrl+ F9
Insert Spike	Ctrl+Shift+ F3
Italic	Ctrl+ I
Italic	Ctrl+Shift+ I
Line Down	Down
Line Down Extend	Shift+ Down

Command Name	Modifiers Key
Select Table	Alt+ Clear (Num 5)
Show All	Ctrl+Shift+ 8
Show All Headings	Alt+Shift+ A
Show All Headings	Alt+Shift+ A
Show Heading1	Alt+Shift+ 1
Show Heading2	Alt+Shift+ 2
Show Heading3	Alt+Shift+ 3
Show Heading4	Alt+Shift+ 4
Show Heading5	Alt+Shift+ 5
Show Heading6	Alt+Shift+ 6
Show Heading7	Alt+Shift+ 7
Show Heading8	Alt+Shift+ 8
Show Heading9	Alt+Shift+ 9
Shrink Font	Ctrl+Shift+ ,
Shrink Font One Point	Ctrl+ [
Shrink Selection	Shift+ F8
Small Caps	Ctrl+Shift+ K
Spike	Ctrl+ F3
Start of Column	Alt+ Page Up
Start of Column	Alt+Shift+ Page Up
Start of Doc Extend	Ctrl+Shift+ Home
Start of Document	Ctrl+ Home
Start of Line	Home
Start of Line Extend	Shift+ Home
Start of Row	Alt+ Home
Start of Row	Alt+Shift+ Home
Start of Window	Alt+Ctrl+ Page Up
Start of Window Extend	Alt+Ctrl+Shift+ Page Up
Style	Ctrl+Shift+ L
Style	Alt+Ctrl+ 1

Command Name	Modifiers Key
Line Up	Up
Line Up Extend	Shift+ Up
List Num Field	Alt+Ctrl+ L
Lock Fields	Ctrl+ 3
Lock Fields	Ctrl+ F11
Macro	Alt+ F8
Mail Merge Check	Alt+Shift+ K
Mail Merge Edit Data Source	Alt+Shift+ E
Mail Merge to Doc	Alt+Shift+ N
Mail Merge to Printer	Alt+Shift+ M
Mark Citation	Alt+Shift+ I
Mark Index Entry	Alt+Shift+ X
Mark Table of Contents Entry	Alt+Shift+ O
Merge Field	Alt+Shift+ F
Microsoft System Info	Alt+Ctrl+ F1
Move	F2
Nav Pane Search	Ctrl+ F
New Default	Ctrl+ N
Next Field	F11
Next Field	Alt+ F1
Next Misspelling	Alt+ F7
Next Object	Alt+ Down
Next Pane	F6
Next Window	Ctrl+ F6
Next Window	Alt+ F6
Normal	Alt+Ctrl+ N
Normal Style	Ctrl+Shift+ N
Normal Style	Alt+Shift+ Clear (Num 5)

Command Name	Modifiers Key
Style	Alt+Ctrl+ 2
Style	Alt+Ctrl+ 3
Style Apply Pane	Ctrl+Shift+ S
Style Separator	Alt+Ctrl+ Return
Subscript	Ctrl+ =
Superscript	Ctrl+Shift+ =
Symbol Font	Ctrl+Shift+ Q
Thesaurus RR	Shift+ F7
Time Field	Alt+Shift+ T
Toggle Character Code	Alt+ X
Toggle Field Display	Shift+ F9
Toggle Master Subdocs	Ctrl+ \
Toggle Ribbon	Ctrl+ F1
Toggle XMLTag View	Ctrl+Shift+ X
Translate Pane	Alt+Shift+ F7
Un Hang	Ctrl+Shift+ T
Un Indent	Ctrl+Shift+ M
Underline	Ctrl+ U
Underline	Ctrl+Shift+ U
Undo	Ctrl+ Z
Undo	Alt+ Backspace
Unlink Fields	Ctrl+ 6
Unlink Fields	Ctrl+Shift+ F9
Unlock Fields	Ctrl+ 4
Unlock Fields	Ctrl+Shift+ F11
Update Auto Format	Alt+Ctrl+ U
Update Fields	F9
Update Fields	Alt+Shift+ U

Command Name	Modifiers Key
Open	Ctrl+ O
Open	Ctrl+ F12
Open	Alt+Ctrl+ F2
Open or Close Up Para	Ctrl+ 0
Outline	Alt+Ctrl+ O
Outline Collapse	Alt+Shift+ -
Outline Collapse	Alt+Shift+ Num -
Outline Demote	Alt+Shift+ Right
Outline Expand	Alt+Shift+ =
Outline Expand	Alt+Shift+ Num +
Outline Move Down	Alt+Shift+ Down
Outline Move Up	Alt+Shift+ Up

Command Name	Modifiers Key
Update Source	Ctrl+Shift+ F7
VBCode	Alt+ F11
Web Go Back	Alt+ Left
Web Go Forward	Alt+ Right
Word Count List	Ctrl+Shift+ G
Word Count Recount	Ctrl+Shift+ R
Word Left	Ctrl+ Left
Word Left Extend	Ctrl+Shift+ Left
Word Right	Ctrl+ Right
Word Right Extend	Ctrl+Shift+ Right
Word Underline	Ctrl+Shift+ W

Create & Save Documents

PROCEDURES

Create an Additional Blank Word Document

1. Select the File tab and click New.
2. Under Available Templates, click Blank Document.
3. Click Create.

Create a New Document from a Sample Template

1. Select the File tab and click New.
2. Under Available Templates, Click Sample Templates.
3. From the thumbnail view of the prebuilt sample templates, select a template.
4. Click Create.

Create a New Document from a Template in Office.com

1. Select the File tab and click New.
2. Under Available Templates, in the Office.com Templates section, select a template category.
3. From the thumbnail view of the prebuilt Office.com templates, select a template.
4. Click Download.

Create a New Blog Post

1. Select the File tab and click New.
2. Under Available Templates, click Blog Post.
3. Click Create.

Create a New Document from a Recent Template

1. Select the File tab and click New.
2. Under Available Templates, click Recent Templates.
3. From the thumbnail view of the recent templates select a template and click Create or Download.

Note: You need to have used some templates in the recent past to be able to create a new document from this category.

Create a New Document from an Existing Template

1. Select the File tab and click New.
2. Under Available Templates, click My templates.
3. In the New dialog box, in the Create New section, verify that Document is selected.
4. From the thumbnail view of the templates select a template and click OK.

Create a New Document from an Existing Document

1. Select the File tab and click New.

Open an Existing Document

1. Select the File tab, and click Open.
2. In the left pane of the Open dialog box,

PROCEDURES

2. Under Available Templates, click New from existing.
3. In the New from Existing Document dialog box, select a document and click Create New.

navigate to the location that contains the document.

3. Select the document you want to open and click Open.

Note: You can also double click the document to open it.

Save a New Document in the DOCX Format (used in Word 2010 and 2007 versions)

1. Select the File tab and click Save.
2. In the Save as type box, verify if Word Document is selected.
3. In the Save As dialog box, in the File name box, enter a document name.
4. If necessary, using the left pane, navigate to the desired location you want to save the document.
5. Click Save.

Save a Document in the DOC format (used in Word 2003 and earlier versions)

1. Select the File tab and click Save As.
2. In the Save As dialog box, in the Save as type drop-down list, select Word 97-2003 Document.
3. In the Save As dialog box, in the File name box, enter a document name.
4. If necessary, using the left pane, navigate to the desired location you want to save the document.
5. Click Save.

Save a Document as an XPS or PDF File

1. Select the File tab and choose Save As.
2. In the Save As dialog box, in the File name text box, enter a file name.
3. In the Save as type drop-down list, select PDF (*.pdf) or XPS Document (*.xps.)
4. If necessary, click Options to set the range of pages to be printed, choose markups to be printed, and choose other document output options and then click OK.
5. Click Save.

Save a Document as a Word Template

1. Open the document you want to convert to a template.
2. Select the File tab and choose Save As to open the Save As dialog box.
3. In the Save as type drop-down, select Word Template.
4. In the Save As dialog box, in the File name box, enter a document name.
5. If necessary, using the left pane, navigate to the desired location you want to save the document.
6. Click Save.

Display Documents in Different Views

PROCEDURES

Display the Document in Print Layout View

- On the Status Bar, click the Print Layout button.
- OR
- On the View tab, in the Document Views group, click Print Layout.

Display the Document in Full Screen Reading View

- On the Status Bar, click the Full Screen Reading button.
- OR
- On the View tab, in the Document Views group, click Full Screen Reading.

Display the Document in Web Layout View

- On the Status Bar, click the Web Layout button.
- OR
- On the View tab, in the Document Views group, click Web Layout.

Display the Document in Outline View

- On the Status Bar, click the Outline button.
- OR
- On the View tab, in the Document Views group, click Outline.

Display the Document in Draft View

- On the Status Bar, click the Draft button.
- OR
- On the View tab, in the Document Views group, click Draft.

View the Document in a Split Window

- Click and drag the split box to the screen. The split box appears on the vertical scrollbar above the View Ruler button. Ensure that the mouse pointer turns to a double-edged arrow before you drag it.
- OR
- On the View tab, in the Window group, click Split.

View All Open Documents in a Tiled Window View

On the View tab, in the Window group, click Arrange All.

View the Active document in a New Window

On the View tab, in the Window group, click New Window.

PROCEDURES

Magnify the Document Using the Zoom Control

- On the status bar move the Zoom Slider to the right or left as required.

OR

1. On the View tab, in the Zoom group, click Zoom.
2. In the Zoom dialog box, set the zoom percentage.

Remove a Split Window

- Drag the split line on the screen to the top or bottom of the screen.

OR

- Double-click the split line.

OR

- On the View tab, in the Window group, click Remove Split.

Format Text

PROCEDURES

Highlight Text in a Document

1. On the Home tab, in the Font group, click the Text Highlight Color button.
2. If necessary, click the Text Highlight Color drop-down arrow and select a desired color.
3. In the document, click and drag the desired text.
4. If necessary, click the Text Highlight Color button again or press Esc to stop highlighting.

Indent the First Line of Every Paragraph

1. Select the paragraphs you want to indent.
2. On the Home tab, in the Paragraph group click the dialog box launcher.
3. In the Paragraph dialog box, in the Indentation section, from the Special drop-down list, select the First Line option.
4. If required, in the By box enter a value.
5. Click OK.

Sort Text in Alphabetical Order

1. Place the insertion point in the list that you want to sort.
2. On the Home tab in the Paragraph group click the Sort button.
3. In the Sort Text dialog box, select either the Ascending or Descending option and click OK.

To Permanently Display Paragraph Marks

1. Select the File tab and choose Options to display the Word Options dialog box.
2. On the left of the dialog box, select the Display tab.
3. In the Always Show These Formatting Marks on the Screen section check the Select the Paragraph Marks check box.
4. Click OK.

Apply Shading to Text

1. Select the text you want to shade.
2. On the Home tab in the Paragraph group click the Shading drop-down arrow.
3. Select the color you want to use to shade the text.

Apply a Border to Text

1. Select the text you want to draw a border around.
2. On the Home tab, in the Paragraph group, click the Borders drop-down arrow and select the Outside Borders option.
3. If necessary, in the Borders drop-down list, select Borders and Shading and set options to change the border's style, color, or width.
4. Click OK.

PROCEDURES

Copy Formatting from One Text to Another

1. Highlight the text that has the format you want to copy.
2. On the Home tab, in the Clipboard group, click the Format Painter button.
3. Click and drag the cursor over the text you want to copy the format to.

Set Tabs

1. Click the View Ruler button at the top of the vertical scroll bar to display the Ruler.
2. At the top-left of the document, click the box to select the tab type. (left, right, center, decimal)
3. Click the ruler at each spot where you want to insert a new tab stop.
4. Press the Tab key to advance to your new tab stop.

Customize the Word Interface

PROCEDURES

Reposition the Quick Access Toolbar

1. Click the drop-down arrow at the end of the Quick Access Toolbar to display a drop-down list.
2. From the Customize Quick Access Toolbar drop-down list, select Show Below the Ribbon.

Add Commands to the Quick Access Toolbar

1. Click the drop-down arrow at the end of the Quick Access Toolbar to display the Customize Quick Access Toolbar drop-down list.
2. Select the command you want to add to the Quick Access Toolbar.
3. If the command you want is not available in the drop-down list, click More Commands.
4. The Word Options dialog box is displayed. From the Choose commands from list box, select the command you want, and click Add.
5. Click OK.

Change the Order of Commands Displayed on the Quick Access Toolbar

1. Click the drop-down arrow at the end of the Quick Access Toolbar to display the Customize Quick Access Toolbar drop-down list.
2. Click More Commands.
3. The Word Options dialog box is displayed. In the Customize Quick Access Toolbar list box, select a command you want to move up and click the Move Up button located at the right of the list box. Click as many times as you want to move up the order.
4. Similarly, select a command you want to move down the list and click the Move Down button located at the right of the list box. Click as many times as you want to move down the order.

Add a New Group to an Existing Ribbon Tab

1. Select the File tab and choose Options.
 2. In the Word Options dialog box, on the left, select Customize Ribbon.
 3. In the Customize the Ribbon list box, select the tab to which you want to add a new group and click New Group.
 4. Click Rename.
 5. In the Rename dialog box, in the Display name text box, type a name for the new group you created and click OK.
 6. From the Choose commands from list box, select the commands you want to add to the new group and click Add.
- Add as many commands as you want and then click OK.

PROCEDURES

Add a New Tab to a Ribbon

1. Select the File tab and choose Options.
2. In the Word Options dialog box, on the left, select Customize Ribbon.
3. Below the Customize the Ribbon list box, click New Tab.
4. A new custom tab and new custom group are created. Click Rename.
5. In the Rename dialog box, in the Display name text box, type a name for the new group you created and click OK.
6. Select New Tab (Custom) and then click Rename.
7. In the Rename dialog box, in the Display name text box, type a name for the new tab you created and click OK.
8. Select the new group you created.
9. From the Choose commands from list box, select the commands you want to add to the new group and click Add.
10. Add as many commands as you want and then click OK.

Create Custom Keyboard Shortcuts

1. Select the File tab and choose Options.
2. In the Word Options dialog box, on the left, select Customize Ribbon.
3. In the Keyboard shortcuts section, click Customize to display the Customize Keyboard dialog box.
4. In the Specify a command section, in the Categories list box, select a category.
5. The commands related to the category are displayed in the Commands list box. Select the item for which you want to assign a keyboard shortcut.
6. In the Specify keyboard sequence section, in the Current keys text box, commands with current shortcuts are displayed. Place the cursor in the Press new shortcut key text box, and on the keyboard, press the shortcut you want to assign to the command.
7. Click Assign to assign the keyboard shortcut and then click Close.
8. Close the Word options dialog box.

Note: Use the Shift, Ctrl, and Alt keys in combination with other keys when assigning shortcuts.

Word Templates

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MICROSOFT

WORD 2010

QUICK REFERENCE GUIDE

The App Times

This ebook has been compiled by [The App Times](http://theapptimes.com) specifically for its readers. This ebook aims to help you quickly reference commonly used functions and tasks in Microsoft Word 2010.

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