



Keyboard Shortcuts

Navigation Keys	
Beginning of Doc	Ctrl Home
End of Doc	Ctrl End
Beginning of Line	Home
End of Line	End
Next Word	Ctrl →
Previous Word	Ctrl ←
Next Paragraph	Ctrl ↓
Previous Paragraph	Ctrl ↑
Next Screen	Page Down
Previous Screen	Page Up
Next Field	F11
Go To	Ctrl G or F5
Go to Last Editing Position	Shift F5
Selecting Shortcuts	
Select Document	Ctrl A
Select Paragraph	Triple Click within Text
Select Line	Click in Left Margin
Select Sentence	Ctrl Click within text
Select Text	F8 + Navigation keys
Select Word	Double click or Ctrl Shift →
Select w/Keyboard	Shift + Navigation keys
Formatting Keys	
Align Left	Ctrl L
Align Justify	Ctrl J
Align Right	Ctrl R
Bold	Ctrl B
Center	Ctrl E

Font	Ctrl D
Font Size Decrease	Ctrl Shift <
Font Size Increase	Ctrl Shift >
Indent, Hanging	Ctrl T
Indent, Hanging remove	Ctrl Shift T
Indent, Left remove	Ctrl Shift M
Indent, Left	Ctrl M
Italics	Ctrl I
Remove Character Formats	Ctrl Spacebar
Remove Paragraph Formats	Ctrl Q
Spacing Double	Ctrl 2
Spacing One-and-a-half	Ctrl 5
Spacing Single	Ctrl 1
Space Before Paragraph	Ctrl 0 (zero) (a toggle)
Subscript	Ctrl =
Superscript	Ctrl Shift +
Underline	Ctrl U
Underline, Double	Ctrl Shift D
Underline, Words only	Ctrl Shift W

Using Views

- Select the View tab, then select a view on the ribbon or
- Choose a view button found on the status bar:
 - Print Layout
 - Full Screen Reading
 - Web Layout
 - Outline
 - Draft

Using Multi-Section

- Select first block of text.
- Hold **[Ctrl]** while selecting additional blocks of text.
- To select all with same format, select the **Home** tab.
- Click Select on the ribbon.
- Click **Select Text with Similar Formatting**.

Formatting Text

- Select the text.
- Select the **Home** tab.
- Click , , or on the ribbon.
- Click for fonts and for font sizes.
- Click the "A" on for color shown, or use the drop-down arrow to select color.
- Click the Dialog Box Launcher located at the bottom-right corner of the **Font** group to see all text format options.

Tip: Use the **Format Painter** to copy text formatting.

- Select the text with the formatting you wish to copy.
- Click the button on the **Home** tab.
- Select the text to receive the formatting

Tip: For multiple format copying, double-click the **Format Painter** button.

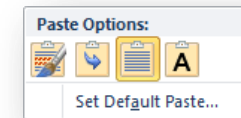
Formatting Paragraphs

- Select the paragraph(s).
- Select the **Home** tab.
- Click , , , or for alignment.
- Click for line spacing.
- Select the tab style on the ruler. Click at tab location where horizontal and vertical rulers converge:
 - Left Tab
 - Center
 - Right Tab
 - Decimal Tab

- Bar Tab
 - First Line Indent
 - Hanging Indent
- Click the Dialog Box Launcher located at the bottom-right corner of the **Paragraph** group to see all Paragraph format options.

Selecting Paste Options

- Cut** or **Copy** text.
- Insert text using the button or Press **[Ctrl + V]**
- The Paste Options Smart Tag appears.
- Click to choose from options



Working with the Office Clipboard

- Select the **Home** tab.
- Click the Dialog Box Launcher located at the bottom-right corner of the **Clipboard** group to open the **Office Clipboard** pane. *Up to 24 items cut or copied from any Office application appear on Clipboard list.*
- Click the position for item to Paste into.
- Click the item to Paste from the list.
- Click to Paste all items in the list or Click to clear the Office Clipboard list.



Saving to PDF Files

Word 2010 can save documents to the Adobe PDF format. PDF stands for **Portable Document Format**.

1. Click the **File** tab to open the Backstage View
2. Select the **Save As** option.
Word 2010 opens the Save As dialog
3. Select **PDF (*.pdf)** from the **Save As Type** drop-down list
4. Enter the name for the file
5. Click **Save** to complete the process

Using Section Breaks

1. Click the location for break.
2. Select the **Page Layout** tab.
3. Select **Breaks** on the ribbon.
Word 2010 opens a drop-down list of the different Section Breaks available.
4. Choose **Next Page** to begin a new section on new page
or
Choose **Continuous** to create a new section at current location.

Using the Speller Checker

1. Select the **Review** tab on the Ribbon
2. Click in the **Proofing** group.
3. Suggestions appear for all grammatical errors and words not found in the dictionary.
4. Select a suggestion and click **Change** to accept the change
or
Click **Ignore Once** to ignore the current issue
or
Click **Ignore Rule** to tell Word to ignore all issues flagged by the current Rule.
5. You may enter your own new spelling and click **Change**.

Using the Thesaurus

1. Select a word
2. Press **[Shift + F7]**
or
- Click on the Review tab
Word 2010 opens the Research Task Pane.
3. Click the drop-down button next to the word you would like to use.
4. Choose **Insert** from the drop-down menu.

Using Find and Replace Options

1. Select the **Home** tab.
2. Select **Find** on the ribbon.
Word 2010 opens the Navigation pane with a text box at the top for your search value.
3. Select **Replace** on the ribbon to replace characters.
Word 2010 opens the Find and Replace dialog.
4. Enter text to locate and the replacement text.
5. Click **More >>** for more options.
6. Click **Format** to specify format
or
Click **Special** for special characters.
7. Click **End Next** to begin search, then continue to click for next.
8. Click **Replace** to perform the replacement
or
Click **End Next** to skip to next occurrence.
or
Click **Replace All** to replace all occurrences.
9. Click **Cancel** to exit the replacement search.

Inserting Hard Page Breaks

1. Click at location for break.
2. Press **[Ctrl + Enter]**.

Creating and Editing Bulleted and Numbered Lists

1. Select paragraphs to format
or
Select format before entering text.
2. Select the **Home** tab.
3. Click **Bullets** or
Click **Numbering**
4. To edit bullet or number select the drop-down arrow and choose **Define New Bullet** or **Define New Number Format**.

Creating Tables

1. Select the **Insert** tab.
2. Select from the ribbon.
Word 2010 opens a drop-down menu with Table options.
3. Select the number of columns and rows you would like in your table.
Word 2010 automatically creates the Table. Use the Design or Layout tab to change the layout.

Printing

1. Click the **File** tab to open the Backstage View
2. Click the **Print** option on the left side of the Backstage View.
Word 2010 automatically shows a Preview of the document with the different print options
3. Select a printer from **Printer Name** dropdown list.
4. Enter page(s) to print in **Pages**.
5. Enter a number in Number of copies.
6. Click

Printing a Portion of a Document

If you wish to print only a portion of the document, you must use the **Pages** section of the Page range field. The table below details how information should be inserted into this field.

Print Job	What to Type
Non-contiguous pages	Type the page numbers with commas between them or type the range of pages with a hyphen between the starting and ending numbers in the range. <i>Example:</i> To print pages 2, 4, 5, 6, and 8, type 2,4-6,8
A range of pages within a section	Type p before the page numbers and s before the section numbers. <i>Example:</i> To print pages 5 through 7 in section 3, type p5s3-p7s3
An entire section	Type s before the section number. <i>Example:</i> Type s3
Noncontiguous sections	Type the section numbers with commas between them. <i>Example:</i> Type s3,s5
A range of pages across sections	Type a range of page numbers and the sections that contain them with a hyphen between the starting and ending numbers in the range. <i>Example:</i> type p2s2-p3s5