Microsoft® Word 2010
Cheat Sheets

GEORGIA DEPARTMENT OF NATURAL RESOURCES

The Word 2010 Screen

Quick Access Toolbar • Title bar • Minimize Ribbon • Close button • File tab • Ribbon • Ruler • Insertion point • Document window • Vertical scroll bar • Horizontal scroll bar • Status bar • View buttons • Zoom slider

Keyboard Shortcuts

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**

Navigation:

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

Editing

Cut	**Ctrl + X**
Copy	**Ctrl + C**
Paste	**Ctrl + V**
Undo	**Ctrl + Z**
Redo or Repeat	**Ctrl + Y**

Formatting

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

Text Selection

To Select:	Do This:
A Word	Double-click the word
A Sentence	Press and hold **Ctrl** and click anywhere in the sentence
A Line	Click in the selection bar next to the line
A Paragraph	Triple-click the paragraph
Everything	**Ctrl + A**

The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.

- **To Create a New Document**: Click the **File** tab, click the **New** tab, and click the **Create** button. Or, press **Ctrl + N**.

- **To Open a Document**: Click the **File** tab and click the **Open** button, or press **Ctrl + O**.

- **To Save a Document**: Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**.

- **To Save a Document with a Different Name**: Click the **File** tab, click the **Save As** button, and enter a new name for the document.

- **To Preview a Document**: Click the **File** tab and click the **Print** tab, or press **Ctrl + P**.

- **To Print a Document**: Click the **File** tab and click the **Print** tab, or press **Ctrl + P**.

- **To View Advanced Printing Options**: Click the **File** tab and click the **Print** tab. Select from the options under Settings.

- **To Undo**: Click the **Undo** button on the Quick Access Toolbar, 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.

- **To Change Program Settings**: Click the **File** tab and click the **Options** button.

- **To Get Help**: Press **F1** to open the Help window. Type your question and press **Enter**.

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 the **Browse the results from your current search** tab of the Navigation Pane.

- **To View a Document's Headings**: Click the **Browse the headings in your document** tab.

- **To View a Document's Pages**: Click the **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.

- **To Insert a Manual Page Break**: Click the **Insert** tab on the Ribbon and click the **Page Break** button in the Pages group.

Editing

- **To Cut or Copy Text**: Select the text you want to cut or copy 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.

Drawing and Graphics

- **To Insert a Clip Art Graphic**: Click the **Insert** tab on the Ribbon and click the **Clip Art** button in the Illustrations group. Type the name of what you're looking for in the "Search for" box and press **Enter**.

- **To Insert a Picture**: Click the **Insert** tab on the Ribbon and click the **Picture** button in the Illustrations group. Find and select the picture you want to insert and click **Insert**.

- **To Insert a Screenshot**: Click the **Insert** tab on the Ribbon and click the **Screenshot** button in the Illustrations group. Select an available window from the list, or select the **Screen Clipping** option to take a screen clip.

- **To Draw a Shape**: Click the **Insert** tab on the Ribbon, click the **Shapes** button in the Shapes group, and select the shape you want to insert. Then, click where you want to draw the shape and drag until the shape reaches the desired size. Hold down the **Shift** key while you drag to draw a perfectly proportioned shape or straight line.

- **To Insert WordArt**: Click the **Insert** tab on the Ribbon, click the **WordArt** button in the Text group, and select a design from the WordArt Gallery. Click the text box and enter your text. If necessary, click the text box and drag it to the desired position.

- **To Insert SmartArt**: Click the **Insert** tab on the Ribbon, click the **SmartArt** button in the Illustrations group, select a layout, and click **OK**.

- **To Adjust Text Wrapping**: Double-click the object, click the **Wrap Text** button in the Arrange group on the Format tab, and select an option from the list.

- **To Resize an Object**: Click the object to select it, click and drag one of its sizing handles (○), and release the mouse button when the object reaches the desired size. Hold down the **Shift** key while dragging to maintain the object's proportions while resizing it.

- **To Format an Object**: Double-click the object and use the commands located on the Format tab.

- **To Delete an Object**: Select the object and press the **Delete** key

Tables

- **To Insert a Table**: Click the **Insert** tab on the Ribbon, click the **Table** button in the Tables group, and select **Insert Table** from the menu.

- **To Insert a Column or Row**: Click the **Layout** tab under Table Tools on the Ribbon and use the commands located in the Rows & Columns group.

- **To Delete a Column or Row**: Select the column or row you want to delete, click the **Layout** tab under Table Tools on the Ribbon, click the **Delete** button in the Rows & Columns group, and select an appropriate option from the menu.

- **To Adjust Column Width or Row Height**: Select the column or row you want to adjust, click the **Layout** tab under Table Tools on the Ribbon, and use the commands located in the Cell Size group.