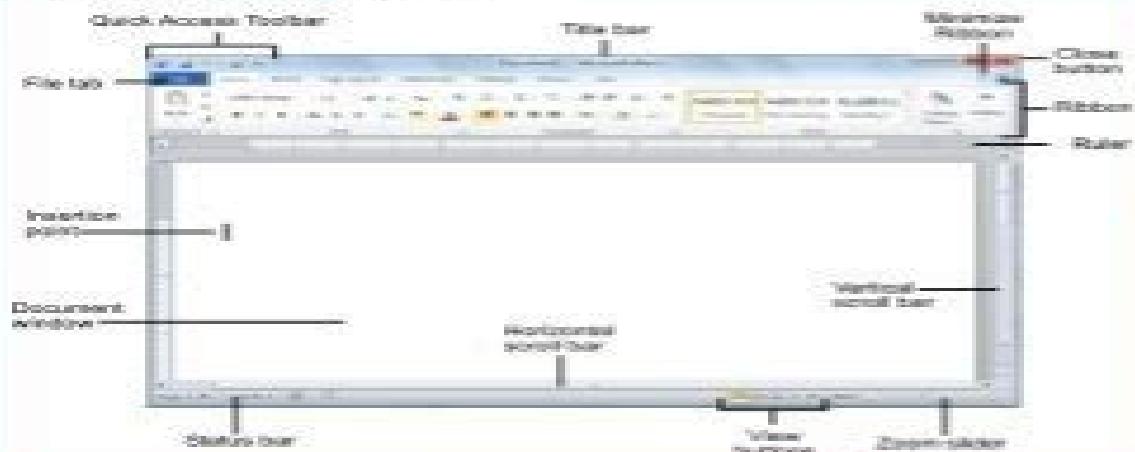


# Microsoft® Word 2010

## Quick Reference Card

### The Word 2010 Screen



### 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>**.

### Keyboard Shortcuts

#### General

Open a Document	<b>&lt;Ctrl&gt; + &lt;O&gt;</b>
Create New	<b>&lt;Ctrl&gt; + &lt;N&gt;</b>
Save a Document	<b>&lt;Ctrl&gt; + &lt;S&gt;</b>
Print a Document	<b>&lt;Ctrl&gt; + &lt;P&gt;</b>
Close a Document	<b>&lt;Ctrl&gt; + &lt;W&gt;</b>
Help	<b>&lt;F1&gt;</b>

#### Navigation

Up One Screen	<b>&lt;Page Up&gt;</b>
Down One Screen	<b>&lt;Page Down&gt;</b>
Beginning of Line	<b>&lt;Home&gt;</b>
End of Line	<b>&lt;End&gt;</b>
Beginning of Document	<b>&lt;Ctrl&gt; + &lt;Home&gt;</b>
End of Document	<b>&lt;Ctrl&gt; + &lt;End&gt;</b>
Open the Go To dialog box	<b>&lt;F5&gt;</b>

#### Editing

Cut	<b>&lt;Ctrl&gt; + &lt;X&gt;</b>
Copy	<b>&lt;Ctrl&gt; + &lt;C&gt;</b>
Paste	<b>&lt;Ctrl&gt; + &lt;V&gt;</b>
Undo	<b>&lt;Ctrl&gt; + &lt;Z&gt;</b>
Redo or Repeat	<b>&lt;Ctrl&gt; + &lt;Y&gt;</b>

#### Formatting

Bold	<b>&lt;Ctrl&gt; + &lt;B&gt;</b>
Italic	<b>&lt;Ctrl&gt; + &lt;I&gt;</b>
Underline	<b>&lt;Ctrl&gt; + &lt;U&gt;</b>
Align Left	<b>&lt;Ctrl&gt; + &lt;L&gt;</b>
Center	<b>&lt;Ctrl&gt; + &lt;C&gt;</b>
Align Right	<b>&lt;Ctrl&gt; + &lt;R&gt;</b>
Justify	<b>&lt;Ctrl&gt; + &lt;J&gt;</b>

#### Text Selection

To Select: Do This:	
<b>A Word</b>	Double-click the word
<b>A Sentence</b>	Press and hold <b>&lt;Ctrl&gt;</b> and click anywhere in the sentence
<b>A Line</b>	Click in the selection bar next to the line
<b>A Paragraph</b>	Triple-click the paragraph
<b>Everything</b>	<b>&lt;Ctrl&gt; + &lt;A&gt;</b>

# Custom Guide Word 2010

**Scott C. Dulebohn**

## Custom Guide Word 2010:

**Log On To Computers** 5 Meera Aggarwal, Dorothy Fanthome, LOG ON TO COMPUTERS series consists of ten thoroughly revised and updated textbooks for classes 1-10. The books aim to help students master the use of various types of software and IT tools. The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners. The series is based on Windows 7 and MS Office 2010 and adopts an interactive approach to teach various concepts related to Computer Science. The books for classes 1-5 focus on the basics of computers Windows MS Office OpenSource software and programming language LOGO. However the books for classes 6-8 encourage students to experience and explore more about programming languages like QBasic HTML and Visual Basic application software such as Photoshop Flash and MS Office. The ebook version does not contain CD.

*Boot-Click-Enter* 4 Gurpreet Bindra, Boot Click Enter Enter the world of IT based on Windows 7 and MS Office 2010 comprises of eight computer science textbooks for classes 1-8. The CCE compliant series is based on an interactive approach to teach various concepts related to Computer Science. This series is created to help students master the use of various kinds of software and IT tools. The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners. The books for classes 1-5 are introductory. They introduce students to the basic features of Windows 7 and MS Office 2010 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet. However the books for classes 6-8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic. Students learn to create animations using Flash and Photoshop and how to communicate using the Internet. The ebook version does not contain CD.

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all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics The Original Log Home Guide for Builders & Buyers ,1988 **Personal Computer Fundamentals for Technology Students** Marc E. Herniter,2001 This is one of the most comprehensive books ever published on introduction to computers This self paced text is graphically oriented with step by step screen captures The book is designed to provide tutorial information on DOS Windows Word R for Windows Excel R for Windows PowerPoint R and shareware has two components the printed text shows students how to use a personal computer with Windows 2000 and various application programs including Microsoft R Office 2000 New to this edition are chapters on Windows 2000 Office 2000 Networking Systems Administration and the World Wide Web The CD ROM contains tutorial information on DOS Windows 3 x Windows 95 and application programs based on Windows 3 1 and Windows 95 Employers and academics have applauded this landmark publication

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*The ABC, Or, Alphabetical Railway Guide* ,1901 **Social TV** Cory Barker,2022-06-27 Winner of the 2023 SCMS Media Industries Scholarly Interest Group Outstanding Book Award sponsored by the Center for Entertainment Media Industries On March 15 2011 Donald Trump changed television forever The Comedy Central Roast of Trump was the first major live broadcast to place a hashtag in the corner of the screen to encourage real time reactions on Twitter generating more than 25 000 tweets and making the broadcast the most watched Roast in Comedy Central history The trumproast initiative

personified the media and tech industries utopian vision for a multi screen and communal live TV experience In Social TV Multi Screen Content and Ephemeral Culture author Cory Barker reveals how the US television industry promised but failed to deliver a social media revolution in the 2010s to combat the imminent threat of on demand streaming video Barker examines the rise and fall of Social TV across press coverage corporate documents and an array of digital ephemera He demonstrates that despite the talk of disruption the movement merely aimed to exploit social media to reinforce the value of live TV in the modern attention economy Case studies from broadcast networks to tech start ups uncover a persistent focus on community that aimed to monetize consumer behavior in a transitional industry period To trace these unfulfilled promises and flopped ideas Barker draws upon a unique mix of personal Social TV experiences and curated archives of material that were intentionally marginalized amid pivots to the next big thing Yet in placing this now forgotten material in recent historical context Social TV shows how the era altered how the industry pursues audiences Multi screen campaigns have shifted away from a focus on live TV and toward all day content streams The legacy of Social TV then is the further embedding of media and promotional material onto every screen and into every moment of life

### **Islands Magazine**

,2002-04    *Popular Science* ,1991    **Bradshaw's monthly railway and steam navigation guide** George Bradshaw,1906    *SRDS Consumer Magazine Advertising Source* ,2003-11    *The Literary World* ,1885    Microsoft Word 2010 Templates and Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2010-04-15 Laminated quick reference guide showing step by step instructions and shortcuts for how to use macros and template features of Microsoft Office Word 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Templates Templates vs Documents Using a Template Creating a New Template Editing a Template Adding a Workgroup Template Folder Changing which Template is Attached Changing Defaults in the Attached Template Changing Elements in the Attached Template Changing the Normal Template Making Elements Available in All Documents Using Global Templates Removing a Global Template Organizing Macros and Styles in Templates and Documents Inserting Fields with Options Including Building Blocks in a Template Copying Building Blocks Between Templates Moving Building Blocks Between Templates Creating a Custom Building Block Creating Building Block Libraries Macros Showing the Developer Tab Recording a Macro Naming a Macro Renaming a Macro Creating a Macro without Recording Editing Macros Running Macros Documenting Macros Assigning Macros to the Quick Access Toolbar and Shortcut keys Auto Macros Calling Another Macro Deleting Macros Setting Macro Security Getting Help on Visual Basic This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features    **Sunset** ,2010    **Catalogue of Printed Books in the Library of the British Museum** ... British Museum. Department of Printed Books,1885    **The Independent** ,1898    *Publishers Directory* ,1993

Custom Guide Word 2010: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the fascinating narratives that have enthralled audiences this year. The Must-Read : Colleen Hoovers "It Ends with Us" This heartfelt tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Custom Guide Word 2010 : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and gripping novel that will keep you guessing until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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