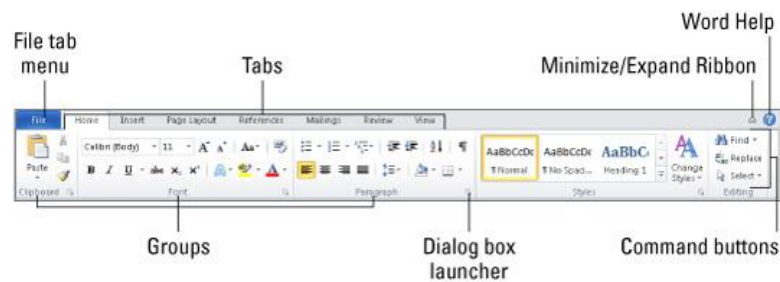


THE WORD 2010 SCREEN AND RIBBON

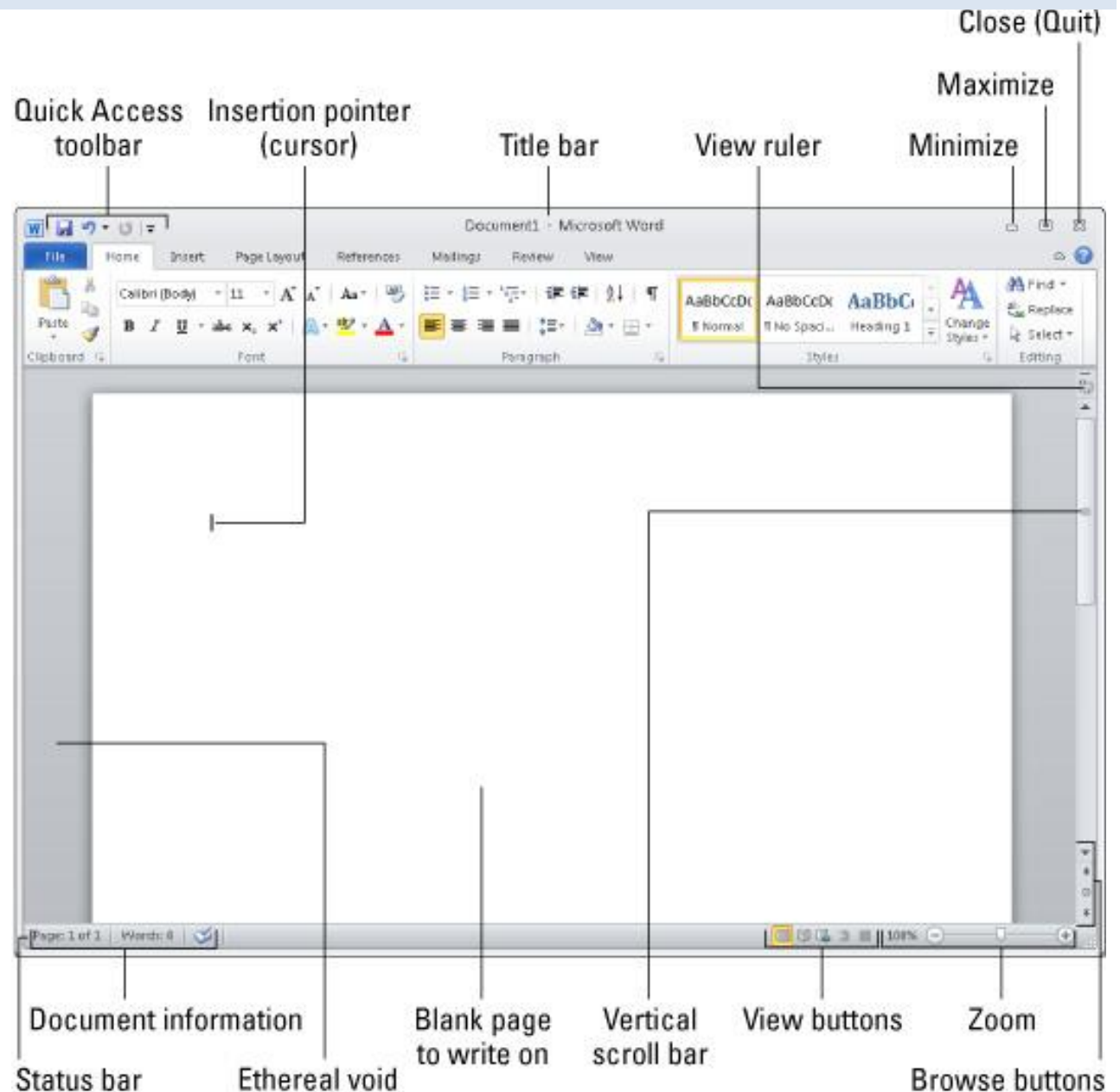
If you're familiar with previous versions of Microsoft Word, you might find a few things moved around in Word 2010.

Use this handy reference to get oriented.

With the advent of Microsoft Office 2007, the Ribbon interface was first introduced. There are a few differences in Word 2010. The following figure points out the important parts of the Ribbon to keep in mind.



Upgrading from 2003? Use this [Interactive link](#) to help



Activity	Shortcut
Help	F1
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Undo	CTRL+Z
Bold	CTRL+B
Save	CTRL+S
Print	CTRL+P
All caps	CTRL+SHIFT+A
Make web hyperlink	CTRL+K
Open a file	CTRL+O
New file	CTRL+N
Close file	CTRL+W
Save As	F12
Save	CTRL+S
Print Preview	CTRL+F2
Print	CTRL+P
Show/Hide paragraph symbols	CTRL+*
Spelling and grammar	F7
Help	F1
Find	CTRL+F
Replace	CTRL+H
Go To	CTRL+G
Select All	CTRL+A
Go to start of document	CTRL+Home
Go	CTRL+End
Format painter	CTRL+SHIFT+C
Left alignment	CTRL+L
Centre alignment	CTRL+E
Right alignment	CTRL+R
Justified	CTRL+J
Delete previous word	CTRL+Backspace
Apply bulleted list	CTRL+SHIFT+L
Page break	CTRL+Enter

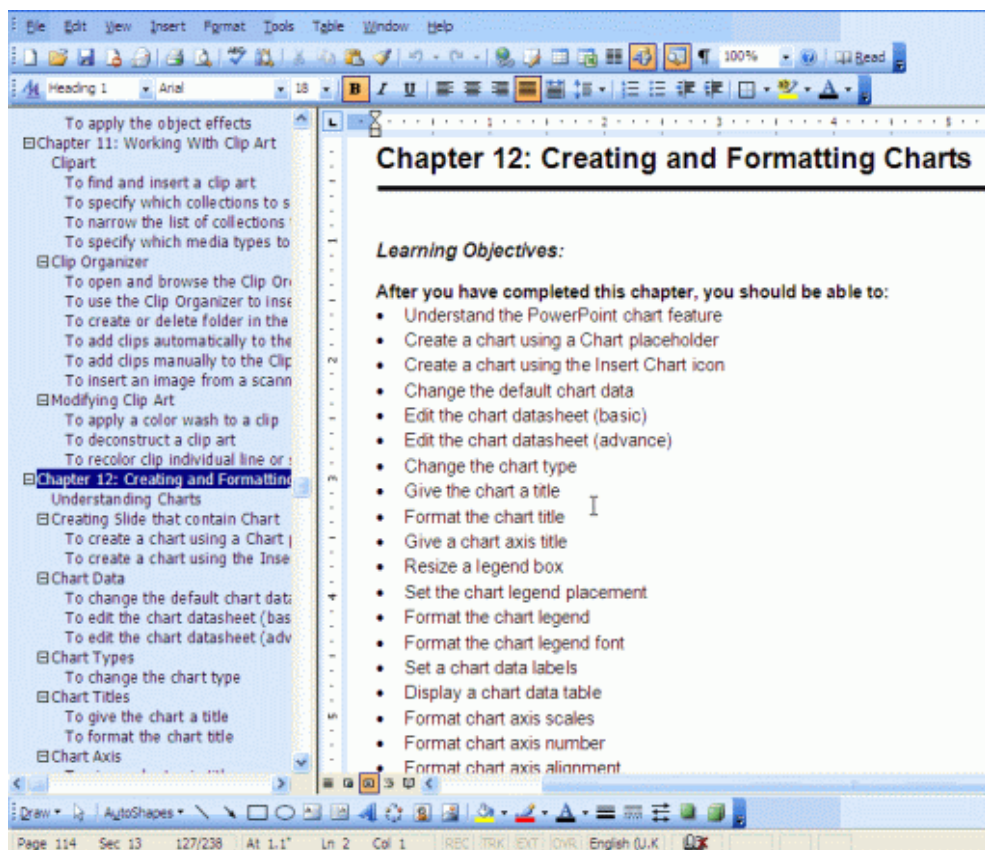
DOCUMENT MAP

A Word Document Map is useful when navigating a large document. It displays a list of headings in your document in a separate left hand pane of the screen. When you use this feature, Word will create a list based on its heading styles (Heading 1, Heading 2, and so on). The headings must be formatted using one of the built-in heading styles.

When you click on any of the headings in the map, Word will quickly jump to the corresponding heading in the document. The Document Map is to assist you when you are working on your document.

Open a Word document that already being formatted using the heading styles.

From the View menu, click Document Map.



To navigate a document with the Document Map

Open a Word document that already being formatted using the heading styles.

From the View menu, click Document Map.

To display all headings at a specific level or higher, right-click a heading in the Document Map, and then click a number on the. For example, click Show Heading 3 to display heading levels 1 through 3.

To collapse or expand the subordinate headings under an individual heading, click the minus (-) or plus (+) sign next to the heading.

To close, click the Document Map from the View menu again.

INSERTING SPECIAL CHARACTERS IN WORD 2010

Once in a while, you might need to insert an unusual character or symbol into your Word 2010 document. For those special times, refer to the following table.

Character	Symbol Produced	Key Combination
Euro	€	Ctrl+Alt+E
Trademark	™	Ctrl+Alt+T
Copyright	©	Ctrl+Alt+T
Registered mark	®	Ctrl+Alt+R
En dash	–	Ctrl+minus sign (on numeric keypad)
Em dash	—	Alt+Ctrl+minus sign (on numeric keypad)
Unbreakable space		Ctrl+Shift+spacebar
Unbreakable hyphen		Ctrl+Shift+- (hyphen)

Shortcut Tips

Press Ctrl+Enter to start a new page. A manual page break is inserted, which forces a new page automatically.

Press Shift+Enter to insert a **soft return**, which is useful for breaking a line of text, such as in a document title or an address.

Use tabs to line up your text. Never use spaces. One tab is all you need. If you're typing more than one tab, you need to reset the tab stops.

Always use one tab between columns to line them up. That makes editing the information easier if you have to do it.

If you need to change page formatting in the middle of your document, start a new section.

Save your **styles** in a **template**! That way, you can use them for new documents you create without having to rebuild all your styles over and over.

WHERE IS PRINT PREVIEW?

In Word 2010, Print Preview no longer appears in a separate window. Look for it in Backstage view alongside other useful print-related settings.

Click the **File** tab, and then click **Print**. The right side of the window shows a preview of how the current document will look when printed.

You can use the left side of the window to fine-tune your preferences — for example, to change the orientation from Portrait to Landscape, to change the paper size, or to select the option to print the current page only instead of the entire document.

If you want to set additional print options, click the **Page Setup** link under the printing options, or click the **Page Layout** tab on the ribbon to close Backstage view and display other options.

Create ribbon tabs or groups of your own

You can customize ribbon commands by putting buttons into ribbon groups where you want them to appear, or by creating custom ribbon tabs of your own.

Right-click any ribbon group and then click **Customize the Ribbon**. In the **Word Options** dialog box, you can add commands to your own tabs or groups. For example, you could create a tab called **Quick**

Documents, and then add your favourite commands to a custom group on this tab.

If you make a mistake, don't panic. You can use the **Reset** button if you want to go back to the default ("factory") settings.

Not all older Word commands appear on the ribbon, but they're still available. If you can't live without some of these, simply add them to the ribbon or to the Quick Access Toolbar.

In the **Word Options** dialog box, in the **Choose commands from** list, select **Commands Not in the Ribbon**. Next, find the command that you want and add it to a custom ribbon tab or group.

Customize the Ribbon: ⓘ

Main Tabs

Main Tabs

Quick Documents (Custom)

Top 5 (Custom)

Cover Page

Watermark

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Spelling & Grammar

Word Count

