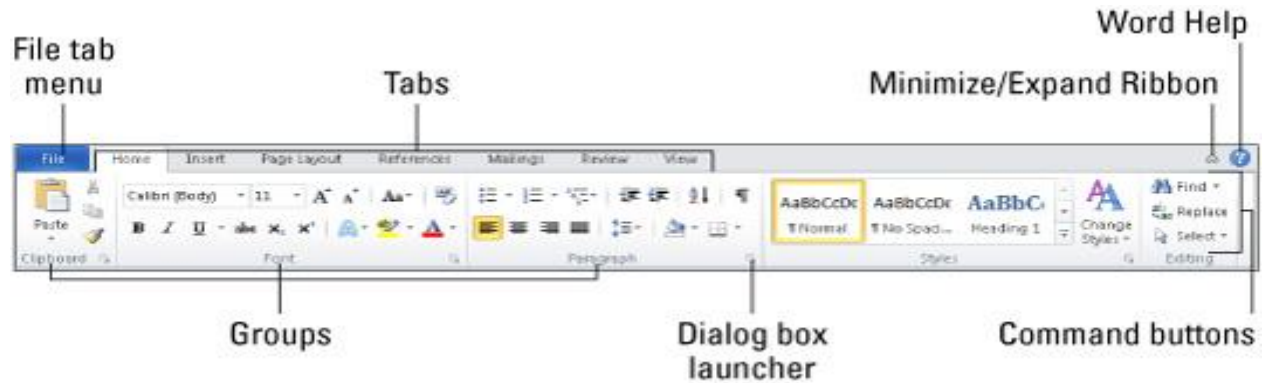


# WORD 2010 CHEAT SHEET



## Word 2010 Shortcut Keys

Peruse the following table for the many shortcuts Microsoft Word 2010 offers.

### Moving around in a document

#### Press This To Move Insertion Pointer Here

|           |                          |
|-----------|--------------------------|
| ↑         | Up one line of text      |
| ↓         | Down one line of text    |
| →         | Right one character      |
| ←         | Left one character       |
| Ctrl+↑    | Up one paragraph         |
| Ctrl+↓    | Down one paragraph       |
| Ctrl+→    | Right one word           |
| Ctrl+←    | Left one word            |
| PgUp      | Up one screen            |
| PgDn      | Down one screen          |
| End       | To end of current line   |
| Home      | To start of current line |
| Ctrl+Home | To top of document       |
| Ctrl+End  | To bottom of document    |

# WORD 2010 CHEAT SHEET

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## The most common key commands

### Press This To Do This

|        |       |
|--------|-------|
| Ctrl+C | Copy  |
| Ctrl+X | Cut   |
| Ctrl+V | Paste |
| Ctrl+Z | Undo  |

## Text-formatting key commands

| To Do This       | Press This    |
|------------------|---------------|
| Bold             | Ctrl+B        |
| Italic           | Ctrl+I        |
| Underline        | Ctrl+U        |
| Double Underline | Ctrl+Shift+D  |
| Word Underline   | Ctrl+Shift+W  |
| Small Caps       | Ctrl+Shift+K  |
| Superscript      | Ctrl+Shift++  |
| Subscript        | Ctrl+=        |
| Erase Formatting | Ctrl+spacebar |
| Grow Font Size   | Ctrl+Shift+>  |
| Shrink Font Size | Ctrl+Shift+<  |
| ALL CAPS         | Ctrl+Shift+A  |
| Font             | Ctrl+Shift+F  |
| Point Size       | Ctrl+Shift+P  |
| Font Dialog Box  | Ctrl+D        |

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## Paragraph-formatting key commands

| <b>To Do This</b> | <b>Press This</b> |
|-------------------|-------------------|
| Center Text       | Ctrl+E            |
| Left Align        | Ctrl+L            |
| Right Align       | Ctrl+R            |
| One Line Spacing  | Ctrl+1            |
| 1½ Line spacing   | Ctrl+5            |
| Two Line Spacing  | Ctrl+2            |
| Justify           | Ctrl+J            |
| Indent Paragraph  | Ctrl+M            |
| Unindent          | Ctrl+Shift+M      |
| Hanging indent    | Ctrl+T            |
| Unhang indent     | Ctrl+Shift+T      |

## Common Word key commands

| <b>Feature/Action</b> | <b>Press This</b> |
|-----------------------|-------------------|
| Help                  | F1                |
| Cancel                | Escape            |
| Go Back               | Shift+F5          |
| New Document          | Ctrl+N            |
| Open                  | Ctrl+O            |
| Print                 | Ctrl+P            |
| Close                 | Ctrl+W            |
| Quick Save            | Ctrl+S            |
| Repeat                | Ctrl+Y            |
| Find                  | Ctrl+F            |
| Find and Replace      | Ctrl+H            |

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## Uncommon (but useful) Word key commands

| <b>Feature/Action</b> | <b>Press This</b> |
|-----------------------|-------------------|
| Go To                 | F5                |
| Show/Hide             | Ctrl+Shift+8      |
| Office Button Menu    | Alt+F             |
| Styles Task Pane      | Ctrl+Shift+Alt+S  |
| Print Preview         | Ctrl+Alt+I        |
| Word Count            | Ctrl+Shift+G      |
| Symbol Font           | Ctrl+Shift+Q      |
| Print Layout View     | Ctrl+Alt+P        |
| Draft (Normal) Mode   | Ctrl+Alt+N        |
| Outline Mode          | Ctrl+Alt+O        |
| Split Window          | Alt+Ctrl+S        |

## Handy insert key commands

| <b>To Insert This</b> | <b>Press This</b> |
|-----------------------|-------------------|
| Today's Date          | Alt+Shift+D       |
| Current Time          | Alt+Shift+T       |
| Paste Special         | Alt+Ctrl+V        |
| Footnote              | Alt+Ctrl+F        |
| Endnote               | Alt+Ctrl+D        |
| Comment               | Ctrl+Alt+M        |

# WORD 2010 CHEAT SHEET

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## 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.

| <b>Character</b>   | <b>Symbol Produced</b> | <b>Key Combination</b>                  |
|--------------------|------------------------|---|
| 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)                   |

## Word 2010 Tips and Tricks

When working in Microsoft Word 2010, don't forget these handy tips and tricks to get something done quickly or to format your text more in a more pleasing way.

- Press Ctrl+Enter to start a new page.
- 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.

<http://www.dummies.com/how-to/content/word-2010-for-dummies-cheat-sheet.html>