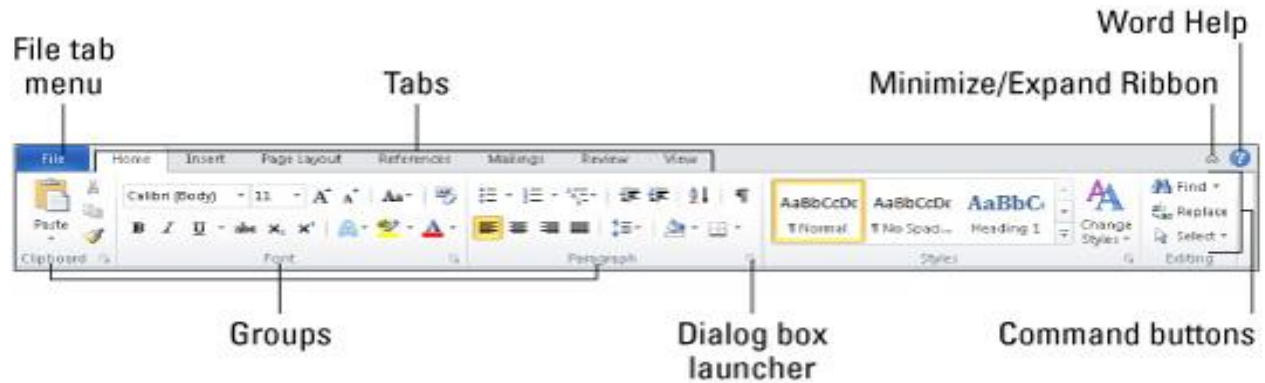


WORD 2010 CHEAT SHEET



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

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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

To Do This	Press This
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

Feature/Action	Press This
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

Feature/Action	Press This
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

To Insert This	Press This
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

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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.

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)

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>