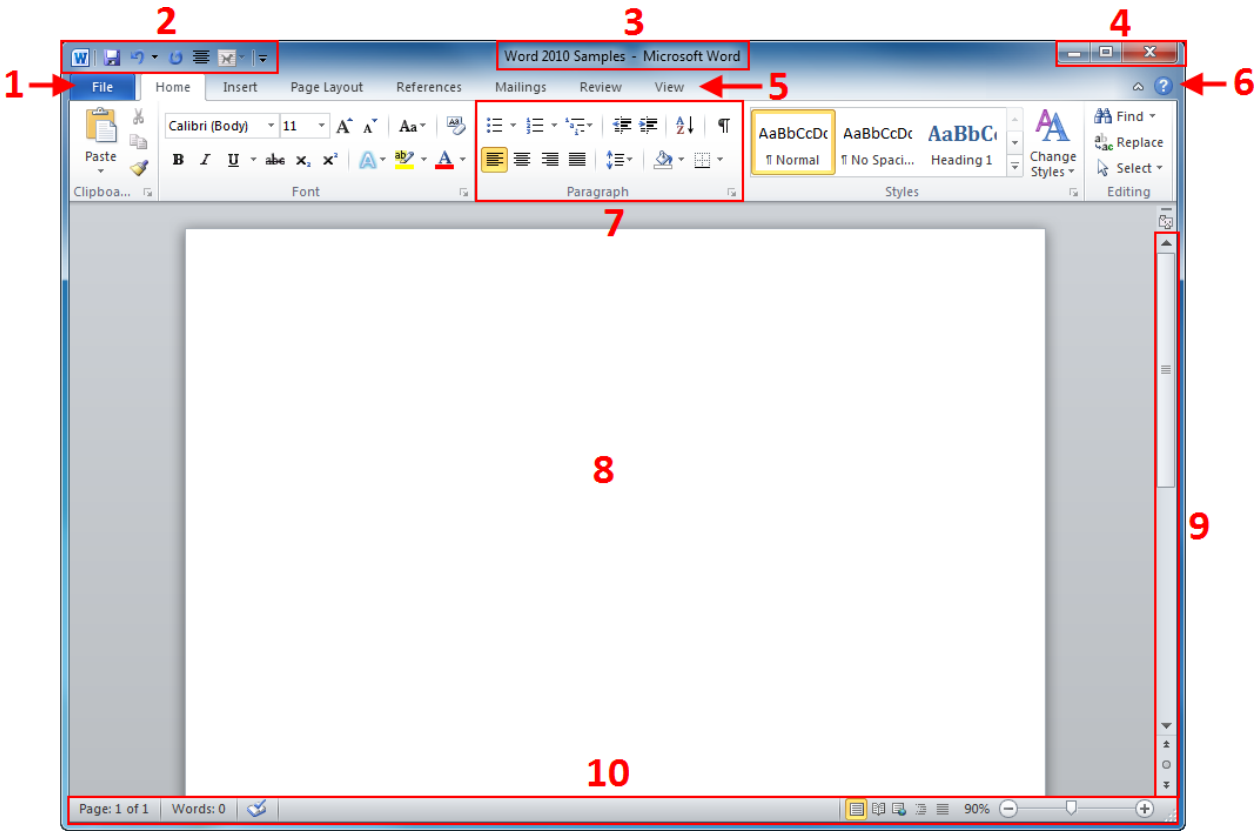
Microsoft Office®

Word 2010

Quick Reference Guide

Interface Overview



1: File Menu (Backstage)	Click the File button to view the Backstage menu.
2: Quick Access Toolbar	This specialized toolbar provides quick access to the commands you use most often.
3: Title Bar	The name of the document will appear here, as well as the program name.
4: Window Controls	From left to right, these are Minimize, Maximize/Restore, and Close.
5: Tabs	Click a tab name to view commands specific to the tab name. For example, the Page Layout tab lets you change the paper size, margins, paragraph settings, and more. The command area under the tabs is known as the ribbon.
6: Minimize the Ribbon and Help Icons	Click the small up arrow on the right-hand side of the window to hide the ribbon. Click the blue question mark icon to open the Help dialog window. We will explore the Help file later in this manual.
7: Groups	The commands on each tab are separated into groups.
8: Working Area	Here is where you will type the contents of the document.
9: Scroll Bar	The scroll bar lets you browse through your document. Click the up/down arrow at each end of the scroll bar to move in that direction, or click and drag the scroll marker to move quickly through the document. If your mouse is equipped with a wheel, rotate the wheel up or down to scroll. Also note that if you have zoomed into your document and the width of the page exceeds the width of the Word window, you will see a horizontal scroll bar appear just about the status bar. Use this to scroll from side to side.
10: Status Bar	The status bar provides information about the document. It shows which page or pages are visible, how many words the document has, what view is currently being used, and the current zoom level.

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Customizing the Ribbon

One of the most exciting new features in Office 2010 is the ability to customize the ribbon.

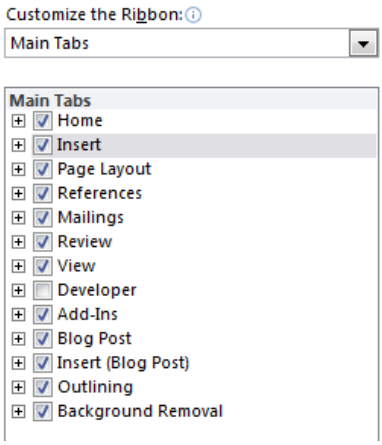
To Start: Click File → Options and then click Customize Ribbon.

To Show a Tab: Ensure that it has a checkmark in the list on the right. Note that some tabs will only be visible under certain conditions. (For example, Outlining will only be visible in Outline view.)

To Hide a Tab: Remove the checkmark from the list on the right.

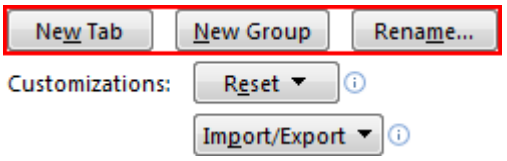
To Rearrange Items: Select an item and then click the up or down arrows.

To Reset All Tabs: Click Reset → Reset all customizations. This will remove all custom tabs and groups. Note that this will also reset the QAT as well.



To Create a Tab:

1. Click New Tab.
2. Click Rename.
3. Choose an icon, type a name, and press Enter.
4. Click New Group.
5. Rename the group using Steps 2 and 3.
6. Choose a command from the list on the left.
7. Click Add. Use the arrows to rearrange commands if desired.
8. Repeat Steps 4 to 7 until you have added all desired commands.



To Delete a Tab: Select the tab from the list on the right and click <<Remove to delete it permanently.

Tips and Tricks for Selecting Text

- ✓ If you have a block of text selected and you start typing, the selected text will be replaced by your new text.
- ✓ You can select a block of text and drag and drop it into anywhere in your document. You can also use the navigation pane to move large amounts of text.
- ✓ You can select any level of text (letter, word, phrase, paragraph, page, document, or parts thereof) and manipulate it. This means you can bold a single letter the same way you would an entire document.
- ✓ You can double-click a word to select it. Triple-click to select the whole paragraph.
- ✓ If you want to delete a portion of text, you can select it and hit either the Backspace or Delete keys on your keyboard rather than cutting it.
- ✓ You can select different parts of text by selecting the first part, holding the Ctrl key with your mouse, and selecting another part.
- ✓ You can select a large portion of text by selecting the first word, holding the Shift key, and selecting the last word.
- ✓ To deselect text, just click anywhere in your document.

Selecting Text with the Keyboard

Select a letter to the left of your cursor	Shift + Left Arrow
Select the letter to the right of your cursor	Shift + Right Arrow
Select text from your cursor to the beginning of a word	Ctrl + Shift + Right Arrow
Select text from your cursor to the end of a word	Ctrl + Shift + Left Arrow
Select from your cursor to one line above	Shift + Up Arrow
Select text from the position of your cursor to one line below	Shift + Down Arrow
Select text from your cursor to one page above	Shift + Page Up
Select text from your cursor to one page below	Shift + Page Down
Select text from your cursor to the beginning of the line	Shift + Home
Select text from your cursor to the end of the line	Shift + End
Select text from your cursor to the beginning of the paragraph	Ctrl + Shift + Up Arrow
Select text from your cursor to the end of the paragraph	Ctrl + Shift + Down Arrow
Select an entire document	Ctrl + A

New Features in Word 2010

Expanded SmartArt	SmartArt lets you create professional-looking diagrams very easily. There are many new types of SmartArt in Word 2010.
Navigation Pane	Word 2010 includes a new feature called the navigation pane. This is a special task pane that appears on the side of the screen. It lets you quickly navigate through your document, rearrange content by dragging and dropping, view each page of the document as a thumbnail (small image), and search the document.
Simultaneous Online Editing	Many programs in Office 2010, including Word, are capable of using an online collaboration tool called SharePoint. In a nutshell, SharePoint allows you to share documents and information with coworkers via a central server, usually set up by your IT department. Word 2010 uses this to allow many people to work on the same document at the same time.
Backstage	In the upper left-hand corner of the screen, you will see a tab marked File. Click this tab to view the Backstage menu. This menu gives you quick access to management commands for your document. You can save, print, share, and modify background properties of your document all in one place.
Streamlined Printing	Printing in previous versions of Word required opening a separate dialog box in order to change features like paper size, collation, number of copies, etc. Now all print commands and a true-to-scale preview are accessible in the Backstage menu.
PDF Support	Word 2010 has native save support for PDF files without needing to download any additional software.
Integrated Screen Capture	Word 2010 gives you the option to insert an image of any open window or a rectangular screenshot that you define by clicking and dragging.

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