



# Microsoft Word 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

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Laminated quick reference card showing step-by-step instructions and shortcuts for how to use 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:

Creating, Opening & Saving Documents; Working with Previous File Versions; Setting up the Page; Inserting/Deleting Text; Spacing between Paragraphs; Undo, Redo, and Repeat; Moving and Copying Text. Formatting: Changing Font, Size, Enhancements, Paragraph Alignment; Copying Formatting; Using the Mini Toolbar; Highlighter.

Draft, Print Layout, Reading Views; Going to a Page; Searching Using the Navigation Pane; Creating and Editing Headers and Footers; No Header or Footer on the First Page, Inserting a Page Break.

Checking Spelling, Grammar; AutoCorrect; Creating and Inserting Quick Part Building Blocks; Sending the Document as an E-mail Attachment; Saving as PDF; E-mailing a PDF; Printing Envelopes and Labels; Previewing and Printing.

Also includes: Lists of Selection and Movement Shortcuts.

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.

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