



WORD 2010 QUICK REFERENCE

SAVE AS 2003 DOCUMENT

1. Click **File – Save As**.
2. Select **Word 97-2003 document**.

CONVERT TO PDF

1. Save the file as a Word document.
2. Click **File – Save & Send**.
3. Select **Create PDF/XPS Document**.
4. Click **Create PDF/XPS**.

PRINT/PRINT PREVIEW

1. Click **File – Print**.
2. A print preview is returned. Click the **Print** button to print the document.

CREATE A NEW DOCUMENT

1. Click **File – New**.
2. Either select a template or select **Blank document**.

OPEN AN EXISTING DOCUMENT

1. Click **File – Open**.
2. Navigate to the location of the document.

CUT, COPY & PASTE

1. To cut or copy, first select the text or object.
2. Click the **Home** tab on the Ribbon and click either the **Cut** or **Copy** button.
3. To paste the text, go to the location where you want to place the selection and click the **Paste** button (on the Home tab).
4. NOTE: You can also use the keyboard shortcuts: Cut: **Ctrl + X** Copy: **Ctrl + C** Paste: **Ctrl + V**

HEADERS AND FOOTERS

1. Click the **Insert** tab on the Ribbon.
2. Click the **Header** or **Footer** button.
3. Select the first option in the Gallery to create a blank header or select one of the

pre-defined options.

PAGE LAYOUT

1. Click the **Page Layout** tab on the Ribbon.
2. To change the Orientation, click the **Orientation** down arrow.
3. To change the margins, click the **Margins** down arrow.

PAGE NUMBERING

1. On the **Insert** tab, click on the **Page Number** button.
2. Select from the drop down menu where you want the page numbers to display.
3. For example, Bottom of Page, Plain Number 3.

PAGE BREAKS

1. Place the insertion point where you want the page break to occur.
2. Click the **Page Layout** tab on the Ribbon. Select the button for **Breaks** (in the Page Setup group) and select the option for **Page** from the drop down menu.

LINE SPACING

1. Click anywhere in the paragraph that you want to adjust line spacing.
2. Click the **Home** tab on the Ribbon and click the **Line and Paragraph Spacing** button (in the Paragraph group). With the mouse, click the desired line spacing.
3. NOTE: Word 2010 and 2007 have line spacing of 1.15 pt (Word 2003 was 1pt).

PARAGRAPH SPACING

1. Click anywhere in the paragraph that you want to adjust paragraph spacing.
2. Click the **Page Layout** tab on the Ribbon.
3. Use the **Before** and **After** fields under

Spacing to adjust the amount of space inserted before or after a paragraph (each time you click on the Enter key).

4. NOTE: Word 2010 has a paragraph spacing of 10 pt after (Word 2003 was 0pt after).



INDENTS – METHOD 1

1. Put the cursor in the paragraph where you want the indent to be.
2. Click the **Page Layout** tab on the Ribbon and use the fields under Indent (in the Paragraph group) to specify the indent.

INDENTS – METHOD 2

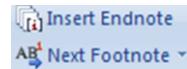
1. Put the cursor in the paragraph where you want the indent to be.
2. Click the **Home** tab on the Ribbon and click the dialogue box launcher in the Paragraph group.
3. Specify the appropriate settings and click **OK**.
4. NOTE: Use this method to indent paragraphs or to create a first line or hanging indent.

TABS


1. Click the **Home** or **Page Layout** tab on the ribbon and click the dialogue box launcher in the Paragraph group.
2. Click the **Tabs** button in the bottom left corner.
3. In the **Tab stop position** field, enter the decimal value for the distance you want the tab set at.
4. Select the radio button for the **Alignment**.
5. Click the **Set** button.
6. If you want to add several tab stops, you can enter the Tab stop position and Alignment, select the Set button and repeat until all tabs have been set.



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FOOTNOTES/ENDNOTES

1. Make sure you are in Print Layout view.
2. Click the *References* tab on the Ribbon and click **Insert Footnote** or **Insert Endnote** (in the Footnotes group).
3. Type the note text. Double-click the footnote or endnote number to return to the reference mark in the document.
4. NOTE: To change the format, click the dialogue box launcher  in the Footnotes group.



CITATIONS

1. Click the *References* tab on the Ribbon and click the arrow next to **Style** in the Citations & Bibliography group.
2. Select the style you wish to use.
3. Click at the end of the sentence or phrase you want to cite.
4. Click **Insert Citation** (on the *References* tab on the Ribbon).
5. Either:
 - A. Click **Add New Source** and add the source information
 - B. Click **Add new placeholder**. This allows you to enter the source information later.
6. Click the arrow next to **Type of source** and specify the source.
7. Enter the bibliography information.

BIBLIOGRAPHY

1. Click where you want to insert the bibliography (usually the end of the document).
2. Click the *References* tab on the Ribbon and click **Bibliography** in the Citations & Bibliography group.
3. Select the format you wish to use.

COVER PAGE

1. Click the *Insert* tab on the Ribbon and select **Cover Page**.
2. Use the Gallery to select a Cover Page design.
3. Click the placeholders (text boxes) to enter text.



INSERT PICTURES

1. Click in the document where you want the picture to appear.
2. Click the *Insert* tab on the Ribbon and select the **Picture** button.
3. Locate the picture you want to insert.



INSERT CLIP ART

1. Click in the document where you want the clip art to appear.
2. Click the *Insert* tab on the Ribbon and select the **Clip Art** button (in the Illustrations group).
3. Enter the Search criteria. Click the **Go** button.

NUMBERING

1. Click on the Numbering button to start numbering OR if you have already entered text, select the text you wish to number.
2. Click the *Home* tab on the Ribbon and select the **Numbering** button.
3. If you need to change the format of the numbers click the down arrow and select the appropriate format from the Gallery.

BULLETS

1. Click on the Bullets button to start using bullets OR if you have already entered text, select the text you wish to bullet.
2. Click the *Home* tab on the Ribbon and select the **Bullets** button.
3. If you need to change the format of the bullets click the down arrow and select the appropriate format from the Gallery.



SPELLING & GRAMMAR CHECK

1. Click the *Review* tab on the Ribbon and click the **Spelling & Grammar** button.
2. If you prefer to turn off Grammar checking, uncheck the option in the bottom left corner titled **Check grammar**.



THESAURUS

1. Select the word you wish to lookup.
2. Click the *Review* tab on the Ribbon and click the **Thesaurus** button.

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