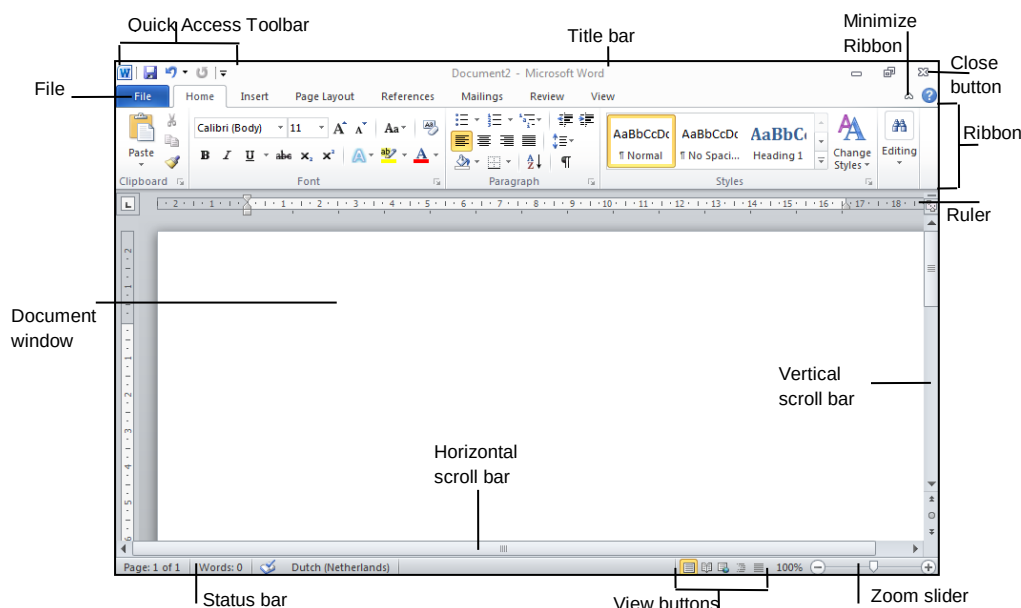


# Quick Reference Card MS Office Word 2010



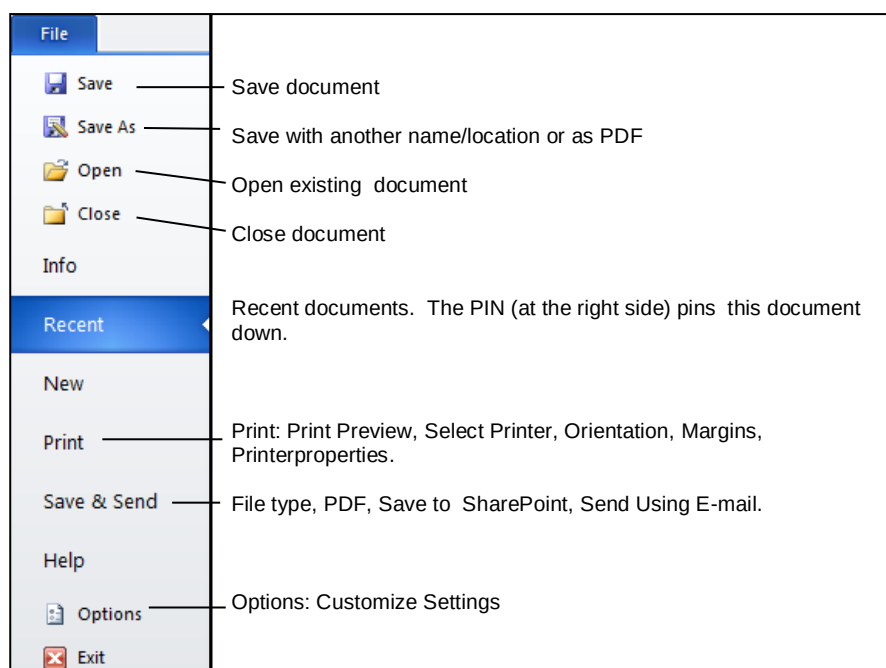
## KEYBOARD SHORTCUTS

|          |            |
|----------|------------|
| Open doc | <Ctrl>+<O> |
| New doc  | <Ctrl>+<N> |
| Save     | <Ctrl>+<S> |
| Print    | <Ctrl>+<P> |
| Close    | <Ctrl>+<W> |
| Copy     | <Ctrl>+<C> |
| Paste    | <Ctrl>+<V> |
| Cut      | <Ctrl>+<X> |

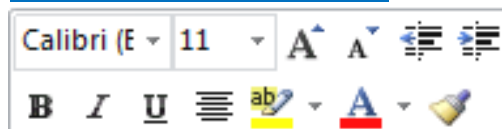
## QUICK ACCESS TOOLBAR



With the Quick Access Toolbar you get direct access to frequently used commands.  
Add button from Ribbon: Press right mousebutton, then select Add to Quick Access Toolbar.



## MINI TOOLBAR



The Mini Toolbar appears when you select text and move the Mouse upwards.

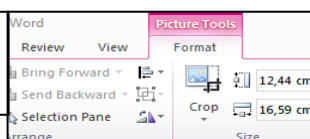
When you place the Mouse on top of the Mini Toolbar, it becomes clearly visible, and now you can make a selection from this toolbar.



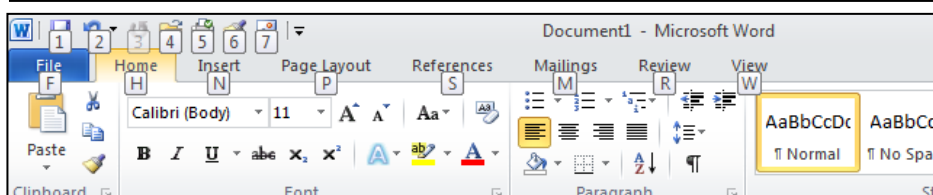
Dialog Box Launcher

Clicking on this button will open a Dialog Box, in this case the Dialog Box Paragraph.

**Additional Tabs:** Making a selection in the Ribbon, e.g. Insert Picture, will get you an additional Tab, Picture Tools Format, which you can use to edit.



## TAB HOME



By pressing the left Alt-key, letters and numbers will appear next to Tabs and Commands in the Ribbon. Now you can select items by using the keyboard instead of the mouse. So to select the tab Insert, press the N-key. Subsequently again letters and numbers will appear in the new menu/ribbon.



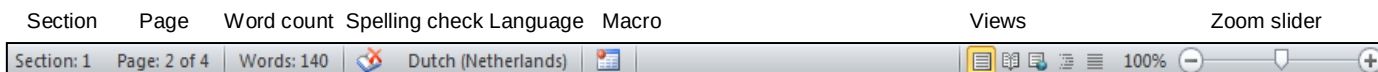
Find:  
Looking for text.

Replace:  
Find and Replace text.

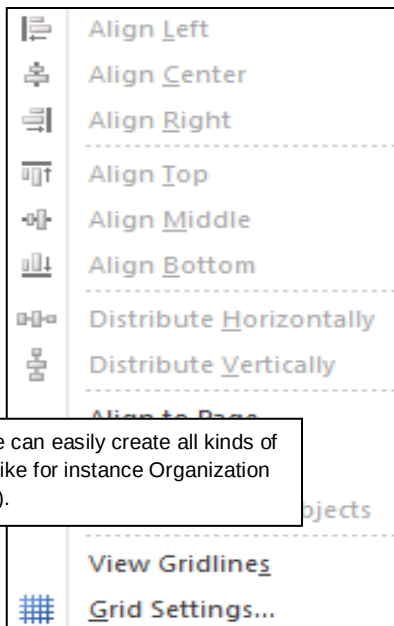
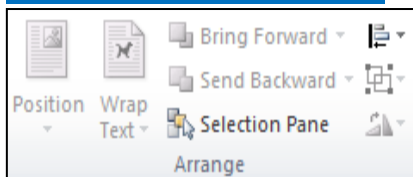
Select:  
Select All Text With Similar Formatting

The Group Editing

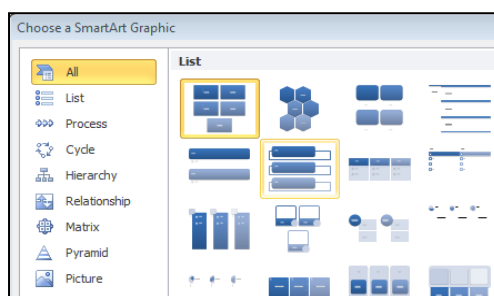
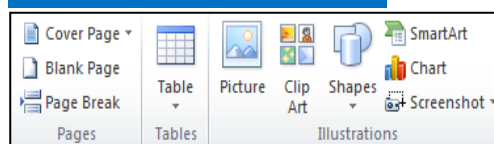
## STATUS BAR



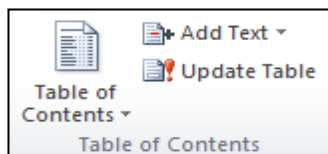
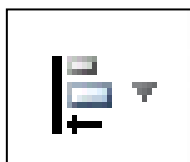
## TAB PAGE LAYOUT



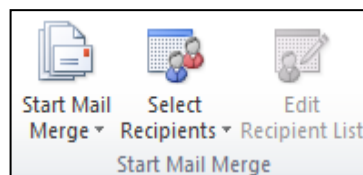
## TAB INSERT



With SmartArt one can easily create all kinds of Graphic Objects ,like for instance Organization Charts (Hierarchy).

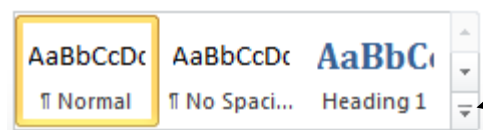
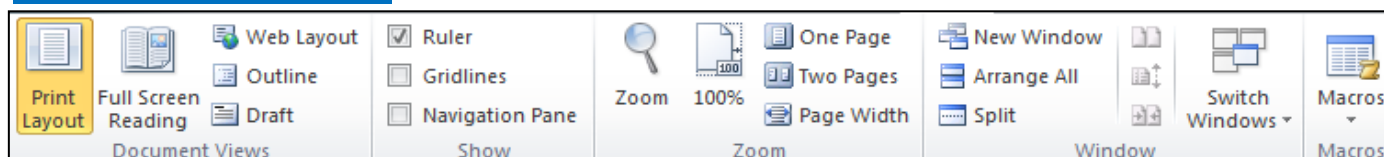


## TAB REFERENCES

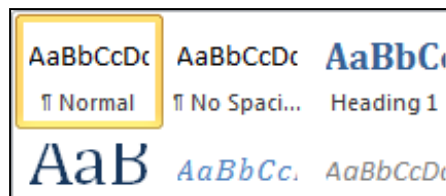


## TAB MAILINGS

## TAB VIEW



Clicking the MORE button, you will get an additional menu to select from.



## WHERE CAN I FIND IT

Print Preview : File tab → Print  
 Paragraph options : Page Layout → Dialog Box of Paragraph  
 Auto Correct Option: File tab → Options → Proofing  
 Insert a File : Insert → Down Arrow of Insert Object → Text from File  
 Properties : File tab → Info  
 E-mail attachment NOT in Full Screen : File tab → Options → General  
 Table of Contents : References tab → group Table of Contents  
 Kop en voettekst : Insert → group Header and Footer  
 Macro's : View tab → group Macros  
 Styles : Home → group Styles  
 Save As PDF : File tab → Save as → Save as type: PDF

## WHERE CAN I FIND IT

Save As : File tab → Save as → Save as type: doc (Word 97-2003 Document)  
 Bullets : Home → group Paragraph → Bullets  
 Page numbering : Insert → group Header & Footer → Page Number  
 Paperformat : Page Layout → group Page Setup → Size  
 Mail merge : Mailings → Start Mail Merge → Step by Step Mail Merge Wizard  
 Section Break : Page Layout → Breaks → Section Breaks  
 Sort : Home → group Paragraph → Sort (A → Z)  
 Spelling : Review tab → group Proofing → Spelling & Grammar  
 Insert Symbol : Insert → group Symbols → Symbol  
 Hyphenation : Page Layout → Hyphenation → Automatic