


The Computer Tutorial Language Center's

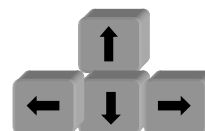
MS Word 2010 Survival Guide

Text goes in at the blinking cursor (“|”). **Don't** press the ENTER key at the end of each line! (Only at the end of paragraphs) You should use formatting procedures (see below) for centering and double spacing of lines.

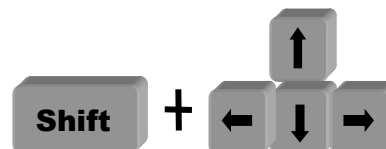
Help facilities: Use them! Also, if you leave the arrow cursor on a button for a moment, the legend

that MS Word should have used appears for that button. Click on the  to type in more specific questions (I've used this several times in this document).

Cursor Movement: All text is entered at the cursor. Point with the mouse and click with the left button, or use the arrow keys to move the blinking cursor to the spot where you wish to type.

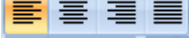


Select Text: Once you have selected text, you may delete it, move it, or modify its appearance. Click and hold left mouse button while dragging across the desired text, or press Shift and arrow keys.






Undo: Use the mouse to click on the  button at the top of the screen.


Line Spacing: Highlight the text which you want to change. For double space, hold the **CTRL** key down, and press **2**. For single space, hold the **CTRL** key down, and press **1**.

Justification: On the **Home** tab, Click on the button  that shows the type of justification you would like.

Margins: On the **Page Layout** tab, click on  **Margins**, and select the desired choice (Normal).



Headers and Footers:

- **General:** On the **Insert** tab, select desired header or footer style. In the **Insert** field of the **Header & Footer Tools**, use  **Quick Parts** then  **Field...** to insert desired information, such as file name.
- **Page Number only:** On the **Insert** tab, select **Page Number** , then **Top of Page**, then **Plain #3**.


Save New Typing: Click on the **File** tab, at the top of the screen. Click on “ **Save As**” in the menu. **Make sure you have selected your media.** Type the name you would like to remember the file by, and press <ENTER>.

Open Existing File: Type <Ctrl – O> or click on the **File** tab at the top of the screen, then

“ **Open**” in the menu. **Make sure you have selected your media.** Click on the file you would like to open, and press <ENTER>.

Print: Click on the  at the top of the screen: one copy of the full document will be printed. To print a single page, type <Ctrl – P> or click on the **File** tab at the top of the screen, then “

Print” in the menu, and select your desired options.

Quit: Double-click on the the **File** tab or the  at the top of the screen. If you have changed anything since your last **SAVE**, you will be asked if you want to **SAVE** your changes.