

# Word 2019 Basic

## The Word 2019 Program Screen



### Word Fundamentals

**Create a Blank Document:** Click the File tab, select New, and click Blank document, or, press **Ctrl + N**.

**Open a Document:** Click the File tab and select Open, or press **Ctrl + O**. Select a location with a file you want, then select a file and click Open.

**Save a Document:** Click the Save button on the Quick Access Toolbar, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click Save.

**Recover an Unsaved Document:** Restart Word after a crash. If a document can be recovered, the Recover unsaved documents link will appear on the start screen. Click the link to open the Document Recovery pane, then select an auto-recovered document.

**Change Document Views:** Click the Views tab and select a view, or click one of the View buttons at the bottom of the window.



Reading View



Print Layout View



Web Layout View

**Print:** Click the File tab, select Print, specify print settings, and click Print.

### Select and Edit Text

**Select a Block of Text:** Click and drag across the text you want to select, or, click at the beginning of a text block, hold down the **Shift** key, and click at the end of a text block.

**Select a Sentence:** Press the **Ctrl** key and click in a sentence.

**Select a Line of Text:** Click in the left margin for the line you want to select.

**Select a Paragraph:** Double-click in the left margin for the paragraph you want to select.

**Select Everything:** Click the Select button on the Home tab and click Select All, or press **Ctrl + A**.

**Edit Text:** Select the text you want to replace and type new text.

**Cut, Copy and Paste:** Select the text you want to cut or copy and click the **Cut**  or **Copy**  button on the Home tab. Click where you want to paste the text, and click the **Paste**  button.

**Undo:** Click the **Undo**  button on the Quick Access Toolbar.

**Redo or Repeat:** Click the **Redo**  button on the Quick Access Toolbar. The button turns to Repeat  once everything has been redone.

### Keyboard Shortcuts

#### General

Open a document	<b>Ctrl + O</b>
Create a new document	<b>Ctrl + N</b>
Save a document	<b>Ctrl + S</b>
Print a document	<b>Ctrl + P</b>
Close a document	<b>Ctrl + W</b>

#### Navigation

Move the text cursor	<b>↑, ↓, ←, →</b>
Up one screen	<b>Page Up</b>
Down one screen	<b>Page Down</b>
Beginning of a line	<b>Home</b>
End of a line	<b>End</b>
Beginning of a document	<b>Ctrl + Home</b>
End of a document	<b>Ctrl + End</b>
Open Go To dialog box	<b>Ctrl + G</b>

#### Editing

Cut	<b>Ctrl + X</b>
Copy	<b>Ctrl + C</b>
Paste	<b>Ctrl + V</b>
Undo	<b>Ctrl + Z</b>
Redo	<b>Ctrl + Y</b>
Find	<b>Ctrl + F</b>
Replace	<b>Ctrl + H</b>
Select All	<b>Ctrl + A</b>
Check Spelling and Grammar	<b>F7</b>

#### Formatting

Bold	<b>Ctrl + B</b>
Italic	<b>Ctrl + I</b>
Underline	<b>Ctrl + U</b>
Align Left	<b>Ctrl + L</b>
Align Center	<b>Ctrl + E</b>
Align Right	<b>Ctrl + R</b>
Justify	<b>Ctrl + J</b>
Indent a paragraph	<b>Ctrl + M</b>
Remove an indent	<b>Ctrl + Shift + M</b>
Increase font size	<b>Ctrl + Shift + +</b>
Decrease font size	<b>Ctrl + Shift + -</b>
Increase font size 1pt	<b>Ctrl + B</b>
Decrease font size 1pt	<b>Ctrl + E</b>
Copy formatting	<b>Ctrl + Shift + C</b>
Paste formatting	<b>Ctrl + Shift + V</b>
Show/Hide Formatting Marks	<b>Ctrl + Shift + F</b>

# Microsoft Word 2010 Custom Guide

**HowExpert HowExpert Press, Abdul  
Salam**

## **Microsoft Word 2010 Custom Guide:**

**How to Use Microsoft Word 2010** HowExpert HowExpert Press, Abdul Salam, 2016-09-05 If you want to learn how to use Word documents then get the How To Use Microsoft Word 2010 step by step guide The tactics and techniques in this single guide are scripted to aid the user in documenting their text material easily by using Microsoft Word 2010 With the handy step by step guidelines of this guide it is easier to meet the diversified textual file documentation requirement Undoubtedly this study guide will assist you to make standardized formatting and content scheduling of documents in minimum possible time This study guide offers the following substantial benefits to its booklovers This guide will assist you in using pre defined and built in document themes and templates You will learn standard documentation from scratch to highly professional and featured document files Microsoft Word 2010 equips the user with the powerful set of editing tools and commands for outlining the document Microsoft Word 2010 will also guide how to format a small portion of text a whole paragraph a full document and or an entire long document file You will also learn to add several illustration types such as shapes charts tables etc to organize different text contents and therefore making the document convey its main theme to the audience visually The guide will also help you to change the preface and formatting of your documents by employing a simple step by step process You will also learn how pictures are formatted by using the new and cool tools of Microsoft Word 2010 such as background removal artistic effect etc Microsoft Word 2010 also offers tools to customize the document file such as built in styles columns and the creation of section and page breaks You can use header and footer to display main ideas document titles page numbers etc on each document page Lastly you can also measure the length of your document file by using the Count Characters and words tool This guide is organized into different chapters which present all inclusive details of different tools commands features and functions of Microsoft Word 2010 It is unquestionably a valuable service package for those who want to learn Microsoft Word 2010 and make use of it in their practical life to meet their documentation requirements Click Buy Now to get it now [Log On To Computers](#) 5 Meera Aggarwal, Dorothy Fanthome, LOG ON TO COMPUTERS series consists of ten thoroughly revised and updated textbooks for classes 1 10 The books aim to help students master the use of various types of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The series is based on Windows 7 and MS Office 2010 and adopts an interactive approach to teach various concepts related to Computer Science The books for classes 1 5 focus on the basics of computers Windows MS Office OpenSource software and programming language LOGO However the books for classes 6 8 encourage students to experience and explore more about programming languages like QBasic HTML and Visual Basic application software such as Photoshop Flash and MS Office The ebook version does not contain CD [Boot-Click-Enter](#) 4 Gurpreet Bindra, Boot Click Enter Enter the world of IT based on Windows 7 and MS Office 2010 comprises of eight computer science textbooks for classes 1 8 The CCE compliant series is based on an interactive approach to teach various

concepts related to Computer Science This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The books for classes 1 5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2010 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD *Altogether Book 5 Semester 1* Alka Batra, Altogether 1 5 is a semester series consisting of a total of ten books two semester books per class Each book is divided into segments of English Mathematics Social Science for classes 1 2 Social Studies for classes 3 5 Environmental Studies for classes 1 2 Science for classes 3 5 General Knowledge and Computer Science All the subjects have been designed to develop comprehensive understanding in learners and are essential for an interactive and participative atmosphere A progressive vision providing graded topics in all subjects has been ensured

### **Word 2003 Personal Trainer** CustomGuide Inc,2005

Provides a training manual on using Microsoft Office Word 2003 covering such topics as working with tables performing mail merge using Document collaboration and working with forms

### **Personal Computer Fundamentals for Technology**

**Students** Marc E. Herniter,2001 This is one of the most comprehensive books ever published on introduction to computers This self paced text is graphically oriented with step by step screen captures The book is designed to provide tutorial information on DOS Windows Word R for Windows Excel R for Windows PowerPoint R and shareware has two components the printed text shows students how to use a personal computer with Windows 2000 and various application programs including Microsoft R Office 2000 New to this edition are chapters on Windows 2000 Office 2000 Networking Systems Administration and the World Wide Web The CD ROM contains tutorial information on DOS Windows 3 x Windows 95 and application programs based on Windows 3 1 and Windows 95 Employers and academics have applauded this landmark publication

*Absolute Beginner's Guide to Corel WordPerfect 10* Laura Acklen,2003 Guides novice users through the basic concepts and skills of WordPerfect covering such topics as Reveal Codes file management tables bulleted lists and Quattro Pro

**Using Microsoft Word 2010** Tim Huddleston, Mike Miller,2010-11-30 Using Microsoft Word 2010 is a customized media rich learning experience designed to help new users master Microsoft Word 2010 system quickly and get the most out of it fast It starts with a concise friendly straight to the point guide to Microsoft Word 2010 This exceptional book is fully integrated with an unprecedented collection of online learning resources online video screencasts podcasts and additional web content all designed to reinforce key concepts and help users achieve real mastery The book and online content work together to teach everything mainstream Microsoft Word 2010 users need to know Practical approachable coverage that

completely flattens the Microsoft Word 2010 learning curve Tightly integrated with online video screencast tutorials podcasts and more the total learning experience for new Microsoft Word 2010 users A companion website offers supplemental media including video screencast tutorials podcasts and more [CorelDRAWTM 10: The Official Guide](#) Steve Bain,2001-01-08

Including a 16 page full color insert this helpful guide contains not only technical information on using the software but also instruction and learning techniques not found in other books [\*\*Microsoft Word 2010 Advanced Quick Reference\*\*](#)

**Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix Software Services, Inc,2010-08-09

Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of 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 Using Styles Character Paragraph Linked Styles Applying Character and Paragraph Styles Creating a Style Displaying the Styles Pane Disabling Linked Styles Changing Styles Deleting a Style Selecting All Text with the Same Style Showing Formatting as Styles to Clean Up a Document Importing Styles from Another Document Using Numbered Lists with Styles Adding Styles to the Default List Applying Table Styles Restricting Formatting Creating a Table of Contents Updating a Table of Contents Preparing an Index Generating an Index Updating an Index Section Breaks Inserting a Section Break Changing Page Numbering Mid Document Changing Headers and Footers Changing Page Setup in a Section Displaying the Section Number in the Status Bar Inserting a Footnote Endnote Editing a Footnote Endnote Deleting a Footnote Endnote Creating a Bookmark Going to Selecting Bookmarked Text Using Bookmarks to Refer to Pages Outlining Adding a Watermark Inserting an Excel Spreadsheet Comparing Documents Side by Side Creating a Template Library in Windows 7 Creating a Template 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 [CorelDRAW\(r\) 10: The Official Guide](#) Steve Bain,2000-12-18 Including a 16 page full color insert this helpful guide contains not only technical information on using the software but also instruction and learning techniques not found in other books [\*\*Access 2003 Personal Trainer\*\*](#) CustomGuide Inc,2005 A fully illustrated modular approach to the features of Access allows readers to proceed at their own pace [Guide to Picmicro Microcontrollers](#) Carl J.

Bergquist,2001 Aimed at both students and seasoned users this book will take the reader though the peripheral interface controller PIC like no other text PICs have been described as the hobby chip of the 90s due to their ease of use Hardware and software are also discussed in detail Topics include physical appearance electrical structure software requirements hardware requirements prototype layout boards simple PIC programmers PIC instruction set use of the Microchip tools including MPLAB and Technical Library software applications software codes and 8 10 PIC projects [Easy Windows 98](#) Shelley O'Hara,1998 Easy Windows 98 is a task based tutorial that gives you full color step by step solutions to your Windows questions Easy books are tightly focused around the needs of new and casual computer users The task selection tone and

pace are perfect for those users     *Master Office? 97 VISUALLY* Ruth Maran,Kelleigh Wing,Paul Whitehead,Maarten Heilbron,1998-07-07 Master Office 97 Visually An extraordinary well done reference guide Steve Segal Pittsburg Tribune Review on Master Windows 95 Visually Read Less Learn More The Revolutionary Way to Learn Visual Learning With text and visuals tightly integrated to provide a complete overview of Office 97 s high productivity components Master Office 97 Visually s cutting edge graphic presentation style makes it quicker and easier than ever to become an Office 97 expert Practical Know How This hands on guide shows you how to make real world use of Office 97 with step by step instructions on how to accomplish specific tasks to solve specific problems Complete Mastery Master every feature of Office 97 make the most of each individual program including Word Excel PowerPoint Access Outlook and Internet Explorer 4 integrate applications for maximum productivity and take full command of Office 97 s Internet capabilities CD ROM jam packed with EarthLink Total Access with Netscape Navigator 4 MindSpring with Internet Explorer 4 Tryouts of Cybermedia FirstAid and Oil Change Niko Mak WinZip 6 3 Quarterdeck CleanSweep 3 0 Symantec WinFax Pro 8 0 Adobe Acrobat Reader Web links for instant access to the hottest Web pages Plus an easy to search on screen version of the book A publishing concept whose time has come The Globe and Mail www idgbooks com     **Microsoft Word 2010 Beginner's Guidebook** Allen

Wyatt,2011-11-02 Microsoft Word 2010 Beginner s Guidebook is the one book you need to best learn to use Microsoft Word Why Unlike other books that try to explain how to use every feature Microsoft Word 2010 Beginner s Guidebook focuses on the most common tasks and explains how to use them in an easy to understand format You can see right away how to accomplish your tasks through the use of step by step instructions and helpful figures At each critical juncture the figures show you exactly what you should see on your screen You will learn a wealth of information about Word in the course of ten easy to read chapters that include Getting Acquainted with Word 2010 Configuring Word 2010 Creating and Editing Documents Searching and Replacing Information Formatting Your Document Introducing Styles and Templates Using Tables Working with Fields Printing Documents and Managing Documents and Files Best selling author Allen Wyatt has been teaching people how to use Word for decades He has helped several corporations make the move from other word processing systems to Microsoft Word and he brings his expertise to the forefront in the clear concise pages of Microsoft Word 2010 Beginner s Guidebook He is also the editor of the popular WordTips newsletter which has been published free on the Internet since 1997 Isn t it time you learn how to use Microsoft Word effectively and productively     **Brilliant Word 2010** Steve

Johnson,2010-07-01 Brilliant Word 2010 allows you to find the information you need easily and without fuss It guides you through all the tasks and applications using a visual step by step approach It shows you how to create documents use formatting and editing tools create customized letters and envelopes and how to share documents     **Web Developer's Guide to Visual J++ & ActiveX** Trevor Harmon,1996 Do you choose the simplicity of Java or the power of ActiveX Why decide at all With Visual J you can harness the strength of both technologies Web Developer s Guide to Visual J ActiveX

shows you how to integrate ActiveX controls with Java applets give your code direct access to hardware and bring the world of ActiveX to your doorstep Instructor Software User's Guide Gregg College Keyboarding & Document Processing ,2006

**Learning New Techniques with Microsoft Word 2010** Doug Hewitt,Robin Hewitt,2010-01 As the title suggests Learning New Techniques with Microsoft Word 2010 shows readers how to use the new functions in Word 2010 It starts from the ground floor and works its way up Readers do not need any prior knowledge of how to work with Word This book includes step by step instructions for creating letters resumes lists term papers and more Learning New Techniques with Microsoft Word 2010 relays in simple terms how to utilize the powerful aspects of the program such as how to use fonts graphs screenshots charts and photographs to give your documents a professional appeal New functions such as SmartArt and Screen Capture are covered in detail Some Word books overwhelm the reader with detailed descriptions of hundreds of commands this book is different It is a guide that walks readers through the tasks of creating specific kinds of documents Packed with tips and screenshots to make the how to steps easy to understand readers will find this book the perfect guide to learning Microsoft Word 2010

## Unveiling the Magic of Words: A Report on "**Microsoft Word 2010 Custom Guide**"

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