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Word 2010 cheat sheet

How to find your way around Microsoft Word 2010 and make the most of its new features

Preston Gralla

July 12, 2011 ([Computerworld](#))

There are two basic types of Word 2010 users: Those who upgraded from Word 2007 and those who skipped from Word 2003 (or an earlier version) directly to 2010. These two groups are likely to have very different experiences in learning Word 2010.

That's because with its Office 2007 suite, Microsoft introduced a new interface that radically changed how users interact with common features and functions. The company's newest Office 2010 software keeps the 2007 interface, with a few notable changes. This means that former Word 2007 users will find a few small interface tweaks and a handful of very useful new features in Word 2010, while those who haven't used Word 2007 are likely to feel completely bewildered.

This Word 2010 cheat sheet can help both types of users, covering how to get around as well as how to take advantage of what's new. We've noted which sections of the story former Word 2007 users can skip over.

Stay tuned for more Office 2010 cheat sheets: We'll be covering Excel 2010, PowerPoint 2010 and Outlook 2010 in the coming months.

Get acclimated to the new Word

To help you find your way around Word 2010, here's a quick guided tour of the revamped interface; follow along using the [screenshot below](#).

The Quick Access toolbar. Introduced in Word 2007, this mini-toolbar offers buttons for the most commonly used commands, and you can [customize it](#) with whatever

1991

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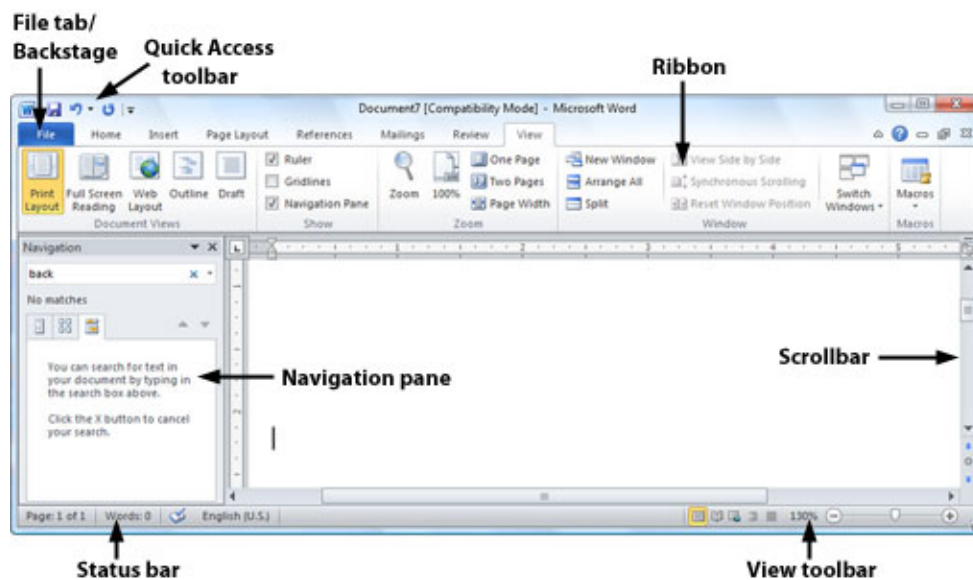
buttons you like.

The File tab/Backstage. The File tab in Word 2010 replaces the Office orb button in Word 2007, which replaced the old File menu found in earlier versions of Word. Click it, and it leads you to Backstage, a new command center where you can handle an array of tasks, including opening, printing and sharing files; customization; version control and more. As you'll see later in this story, Backstage represents the biggest change from Word 2007.

Share this story

IT folks: We hope you'll pass this guide on to your users to help them learn the Word 2010 ropes.

The Ribbon. Love it or hate it, the Ribbon is here to stay in Word. The Word 2010 Ribbon looks and works much the same as the Word 2007 Ribbon, with one nifty addition: In Word 2010 you can customize what's on the Ribbon.



Get to know Word 2010's interface. [Click to view larger image.](#)

The Navigation pane. This addition in Word 2010 lets you easily navigate around your document; it shows the document's organization by headings and lets you jump to any of them. It's also a search tool and can display thumbnails of all of the pages in the document. Normally, the Navigation pane is hidden; to display it, click the Find button that appears at the right edge of the Ribbon when you're on the Home tab, or press Ctrl-F when you're in any tab.

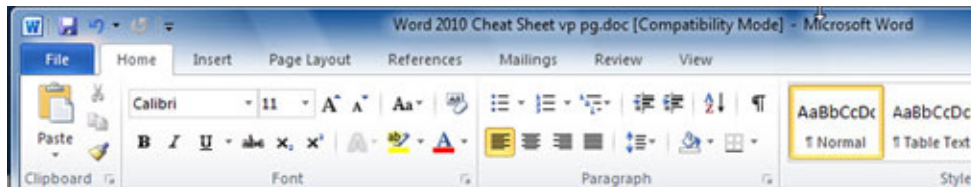
The Scrollbar. As in Word 2007, the scrollbar (for scrolling up and down in your document) has two minor extras: There's a small button at the top that looks like a minus sign that lets you split your screen in two, and just below that, there's a small icon that displays or hides a ruler when you click it.

The Status bar. As in Word 2007, the status bar displays information such as the number of pages and number of words in your document. If you highlight an area of text, it will display the number of words in the highlighted area.

The View toolbar. Here's another piece of the interface that looks and works like the one in Word 2007 -- and it's not much different from earlier versions. It lets you choose between print layout, full screen, Web layout, outline and draft views. There's also a slider that lets you zoom in or out on your document.

Learn to love the Ribbon

If you're comfortable with the Ribbon interface in Word 2007, you'll be happy to hear that it's basically the same in Word 2010. You can skip directly to the next section of the story, "[Find Your Way Around Backstage](#)," where you'll learn, among other things, how to [customize the Ribbon](#) -- a feature that wasn't available in Word 2007.



The default Word 2010 Ribbon. [Click to view larger image.](#)

At first, the Ribbon may be offputting, but the truth is, once you learn to use it, you'll find that it's far easier to use than the old Word 2003 interface. It does take some getting used to, though.

By default, the Ribbon is divided into eight tabs, with an optional ninth one (Developer). Here's a rundown of the tabs, with a description of what each one does:

File (also known as Backstage): As you'll see [later in the story](#), here's where you perform a variety of tasks such as printing, sharing files, customizing the Ribbon and more.

Home: This contains the most-used Word features, such as tools for changing fonts and font attributes, customizing paragraphs, using styles, and finding and replacing text.

Insert: As you might guess, this one handles anything you might want to insert into a document, such as tables, pictures, charts, hyperlinks, bookmarks, headers and footers ... you get the idea.

Page Layout: Here's where you change margins and page size and orientation, set up columns, align objects, add effects and so on. There are some gray areas between this tab and the Home tab. For example, on the Page Layout tab you set paragraph spacing and indents, while on the Home tab you set paragraph alignment and spacing between lines.

References: This tab handles tables of contents, footnotes, bibliographies, indexes and similar material. It also lets you insert a "Table of Authorities," which sounds like something straight out of a Soviet bureaucracy but in fact is a list of references used in legal documents.

Mailings: As the name says, this is where you'll go for anything to do with mailings, from something as simple as creating labels to the more daunting task of mail merges.

Review: Need to check spelling and grammar, look up a word in a thesaurus, work in markup mode, review other people's markups or compare documents? This is the tab for you.

View: Here's where to go when you want to change the view in any way, including displaying a ruler and grid lines, zooming in and out, splitting a window in two and so on.

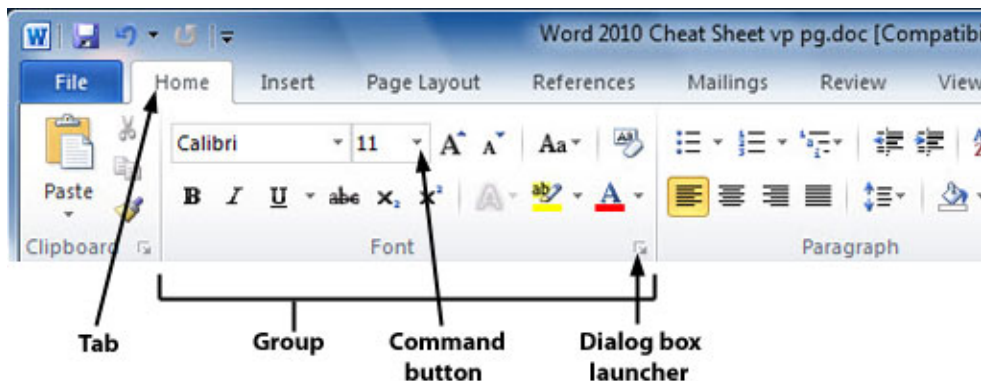
Developer: If you write code or create forms and applications for Word, this is your tab. It also handles macros, so power users might also want to visit here every once in a while.

The Developer tab is hidden by default. To display it, click the File tab and choose Options -->

Customize Ribbon and then check the box next to Developer in the Customize the Ribbon section.

Each tab along the Ribbon is organized to make it easy to get your work done. As you can see below, each **tab** is organized into a series of **groups** that contain related commands for getting something done -- such as handling fonts, in our example. Inside each group is a set of what Microsoft calls **command buttons**, which carry out commands, display menus and so on; in the example, the featured command button changes the font size.

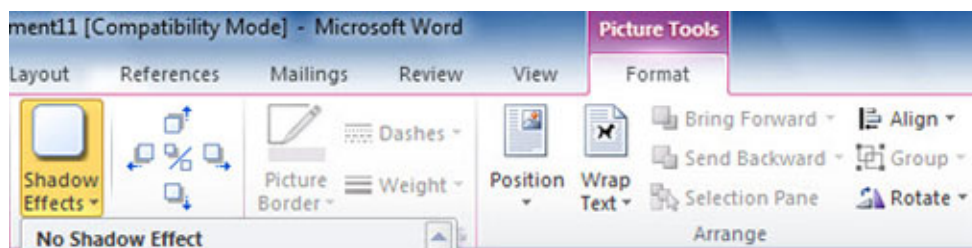
There's also a small diagonal arrow in the bottom right corner of some groups that Microsoft calls a dialog box launcher. Click it to display more options related to the group.



Get to know how the Ribbon is organized.

All that seems simple enough ... so it's time to throw a curveball at you. The Ribbon is context-sensitive, changing according to what you're doing. Depending on the task you're engaged in, it sometimes adds more tabs and subtabs.

For example, when you insert and highlight a picture, an entirely new tab appears -- the Format tab, with a "Picture Tools" supertitle on top, as you can see here.



The Picture Tools - Format tab appears only when you need it.

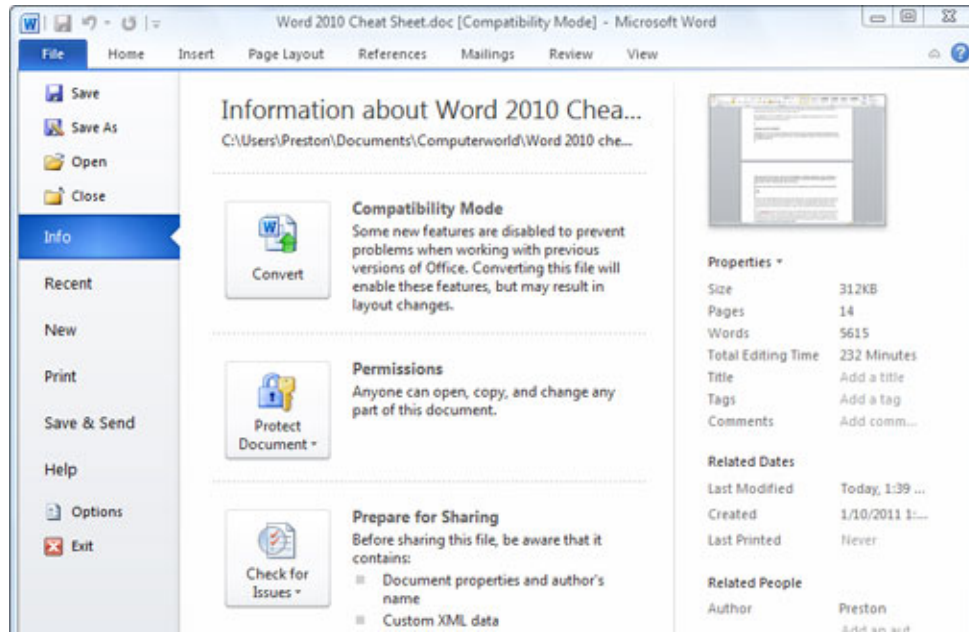
Other "now you see them, now you don't" tabs include Chart Tools, Table Tools and SmartArt Tools -- all of which appear in response to various actions you take in Word.

Find your way around Backstage

Backstage is an all-in-one stop for doing common tasks such as saving, printing and sharing documents, getting information about your documents, and more. It brings together a variety of functions that were found in multiple locations in previous versions of Word.

When you click the File tab on the Ribbon, you're sent to Backstage. The Ribbon disappears and is replaced by a series of items down the left-hand side of the screen, most of which are self-

explanatory, such as Save, Save As, Open, Close, Recent, New, Print and Help.



Backstage in Word 2010 is a one-stop shop for performing a wide variety of tasks. [Click to view larger image.](#)

However, there are three choices that are not so self-explanatory, and can be enormously helpful:

Info

On the far right of the screen, Info shows useful information about the file you're working on, including its size, number of pages, number of words, the last time it was modified and printed, its author, the last person who modified it, the total amount of time spent editing the document, its title and tags, and similar information.

But finding information about the document is just the start of what you can do when you click the Info button. If you've opened a document that's not in the latest Word format (.docx), such as a .doc or .rtf file, you'll see a Compatibility Mode area, which lets you know that some of the newest Word features have been disabled to ensure compatibility with the older format. Click the Convert button if you want to convert the file into the new format, but note that some layout formatting may change.

Click Protect Document in the Permissions area to specify who has rights to read and edit the document, restrict all editing or set similar permissions options.

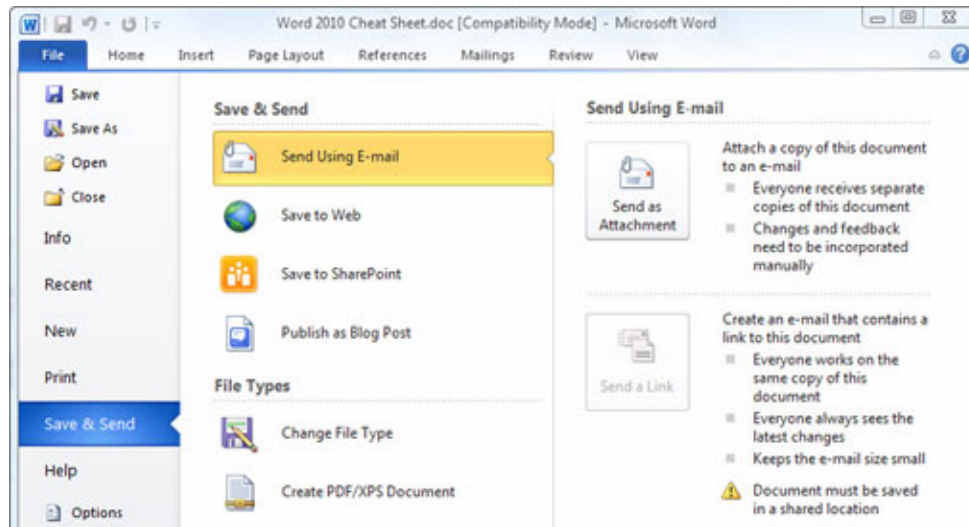
Before sharing the document with anyone, click Check for Issues in the Prepare for Sharing area -- this will enable you to see if you've left any hidden information or fields in the document, determine whether the file is compatible with earlier versions of Word, and see whether those with disabilities can read what is in the document.

Click Manage Versions in the Versions area if you would like to see earlier versions of the document that have been auto-saved.

Save & Send

Word 2010 was built for a world in which documents and their contents are meant to be shared in

many ways, such as via email, in Microsoft's SharePoint collaboration software, in the cloud or in blog posts. Click Save & Send, and you get options to do all that and more.



The Save & Send options in Backstage offer several ways to share your documents with others.

[Click to view larger image.](#)

Send Using Email attaches the current document to a blank outgoing email, using your default email program. You can send it in its current format, as a PDF or XPS (a PDF-like Microsoft format) file, or as an Internet fax. If the file is stored in a shared location, you can choose to email a link rather than an attachment.

Save to Web lets you save the file to Windows Live SkyDrive, Microsoft's cloud-based file storage site. You'll of course have to have a SkyDrive account, and you'll be prompted to log in the first time you use this feature. After that, when you click it, you can save the current file to any of your folders on SkyDrive.

Save to SharePoint lets you save your file to a SharePoint server for sharing with co-workers -- check your IT department if you don't have details for your organization's SharePoint access information.

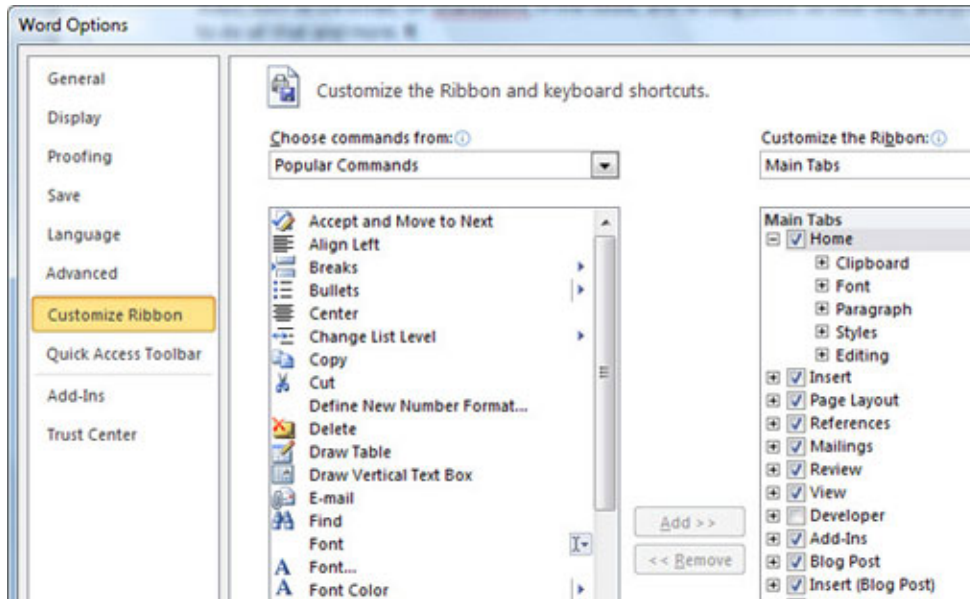
Publish as Blog Post will publish the contents of your current document to any one of a variety of blogging sites including WordPress, Blogger, SharePoint, Windows Live Spaces, TypePad and Community Server. You'll of course need your blog log-in information. Depending on how your blog is set up, using this option can be very simple or so difficult that it's not worth the effort.

The Save & Send section of Backstage also lets you convert the document to a variety of other file types, such as plain text, .rtf, Open Document (.odt), PDF, XPS and others. Note that if you do this, you may lose some formatting.

Options

Here's where you can customize the way Word looks and works, taking care of everything from how text and formatting marks display, to what buttons appear in the Quick Access toolbar, to proofing options and more.

New to Word 2010 is the ability to customize the Ribbon. After you click Options, click Customize Ribbon, and you can choose what you want shown on each of the Ribbon's tabs.



Options is where you can customize the way Word 2010 looks and feels to your heart's content.

[Click to view larger image.](#)

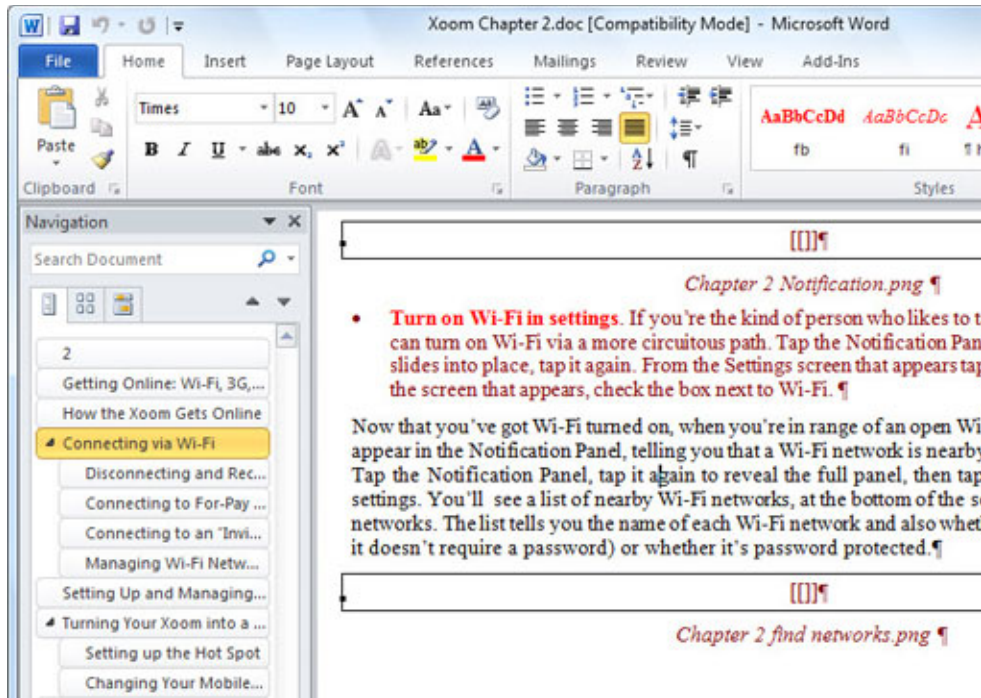
Use the new Navigation pane

The next biggest addition to Word 2010 is the new Navigation pane. It does triple duty:

- It lets you see the overall structure of a page, based on its headings, and then jump to any section.
- It shows thumbnails of each page so that you can quickly jump to any page.
- It's a search tool, showing you search results in context.

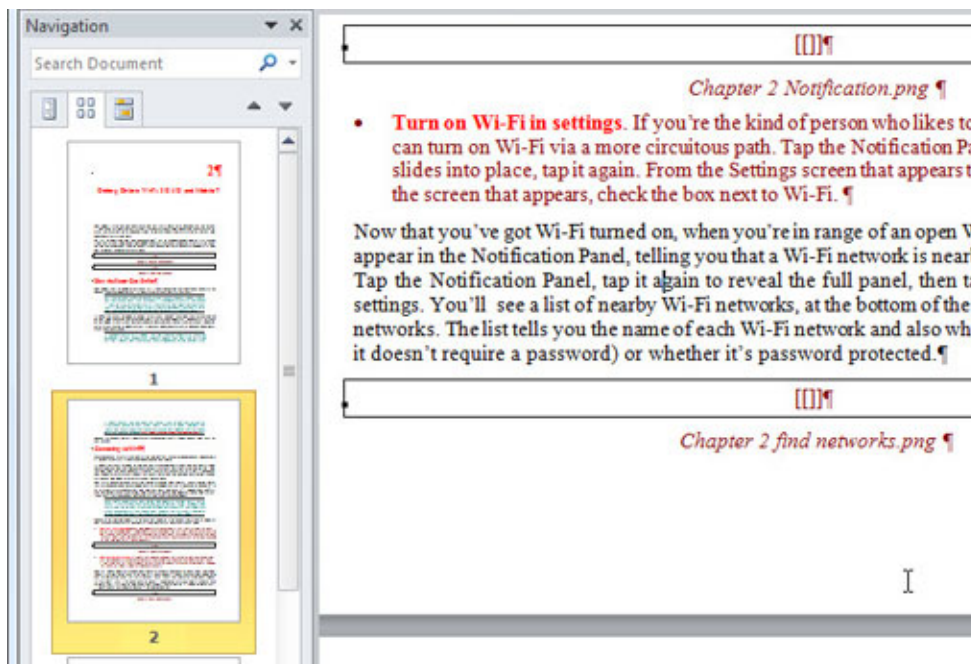
Launch the Navigation pane by pressing Ctrl-F or clicking the Find button at the right of the Home Ribbon. When the pane opens on the left side of the screen you'll see a search box at its top and three buttons beneath that.

Click the leftmost button and you'll see the structure of your document, based on its headings. Headings are collapsible and expandable in the same way they are in Windows Explorer, by clicking the tiny arrow to the left of the heading. To jump to any heading in the document, click it.



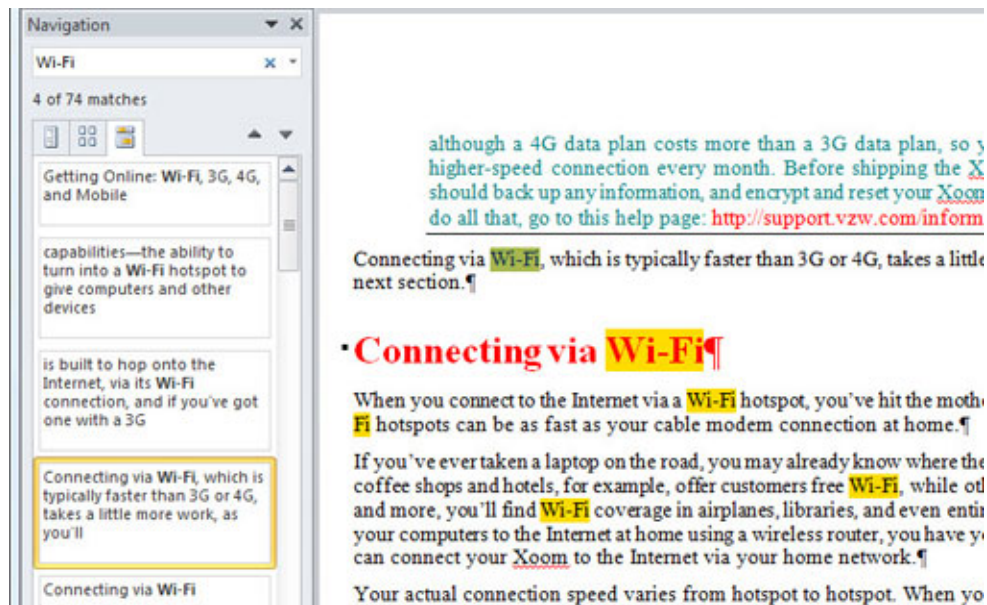
The Navigation pane is one of Word 2010's best additions. [Click to view larger image.](#)

Click the middle icon and you'll see thumbnails of all of your pages. Scroll through them until you find the page you want, then click the thumbnail to go right to that page.



The Navigation pane's thumbnail view is a simple way to browse through a document to find the page you want to go to. [Click to view larger image.](#)

Click the rightmost icon and type in a search term at the top of the page; you'll see a list of all matching text in context so that you can view the surrounding text, with the text you're searching for highlighted in black. Click any result to jump to it.



In Word 2010, when you search for a word or phrase, you also see surrounding text.
[Click to view larger image.](#)

You can also combine searching for text with the thumbnail and overall structure views of your document. In either of those views, type in text that you're looking for. Each instance of that text will then be highlighted in the main body of the document itself, although you won't see the text highlighting in the thumbnails or in the document structure view.

What if you want to not just search for text, but search and replace? Then you'll have to go the old-fashioned route. Click Replace to the right of the Ribbon on the Home tab, or press Ctrl-H from any tab. and you'll find Word's tried-and-true search-and-replace dialog box. Use it the same way you've used it in previous versions of Word.

More new features to take advantage of in Word 2010

While Backstage and the Navigation pane are the most important new features in Word 2010, there are several others that are well worth exploring. Here are a few of our favorites.

Paste Preview

Here's a once-simple question that has gotten more complex with time: In what format do you want to paste content into Word? Given that you may be pasting rich text, plain text, graphics, a mix of text and graphics, tables and so on, the simple paste operation has become confusing.

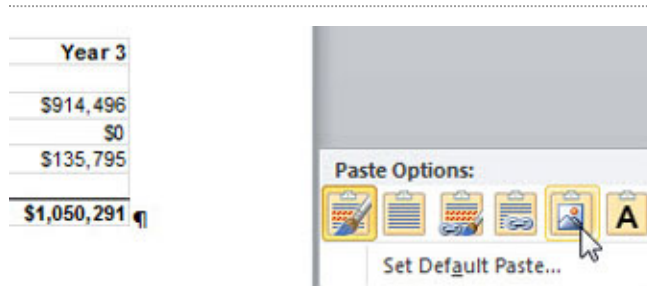
Word 2010's new Paste Preview feature solves the problem very simply. When you paste anything into Word, a small icon of a clipboard appears next to what you're pasting, with a downward-facing triangle next to the clipboard. If you click the triangle, you will see small thumbnails for all the paste options available to you for the specific type of content you're pasting.

Hover your mouse over any thumbnail, and not only will you see a description of the paste option (for example, Keep Text Only, Picture, and so on) off to the side, but the content that you're pasting will change to reflect that option in the main document. Click an option to paste in the content in that format.

So let's say you're pasting cells from a spreadsheet, and you want to save those cells as a graphic. Paste the cells, click the clipboard thumbnail, and select the Picture thumbnail that

appears.

What's the point of all this? In previous versions of Word, you didn't get a chance to preview the results of your paste choice. With Paste Preview, you do. Make Paste Preview your friend. It sounds like a minor change, but it will save your plenty of undo and redo operations.

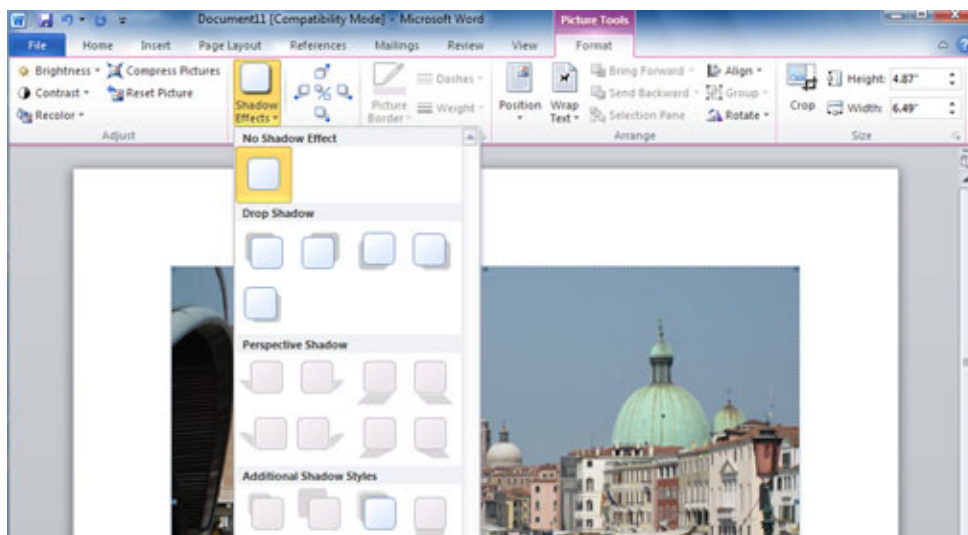


Paste Preview in action. [Click to view larger image.](#)

By the way, you can also set a default paste option. After you click the clipboard icon, click Set Default Paste. You'll then be sent to Word's Advanced Options page, where you can select your default paste option. Alternatively, you can select File --> Options --> Advanced to get to this page.

Image editing tools

Word 2010 offers new tools for performing basic image editing on a graphic or photo you're using in a document. These tools certainly don't rival Photoshop or even midrange image-editing software, but for basic, quick-and-dirty editing, they're quite good.



Word 2010 offers simple, useful, quick-and-dirty image-editing tools. [Click to view larger image.](#)

Select an image in a document and you'll see a Picture Tools tab on the Ribbon. The tools are straightforward and self-explanatory. For changing the brightness or contrast, for example, click the appropriate button at the left end of the Ribbon and simply select your option -- anywhere from +40% to -40% for increasing or decreasing the brightness or contrast.

The Recolor button gives you options for performing tasks such as converting a color photo to gray scale or black-and-white. If you want to reduce the amount of space your document takes up on your hard disk, or shrink a picture because you're posting the document with the picture onto the Web, click Compress Pictures and make your selection.

You can also add a variety of shadows by clicking the Shadow Effects button. And pay attention to the box just to the right of the Shadow Effects button: By clicking the appropriate arrow you can

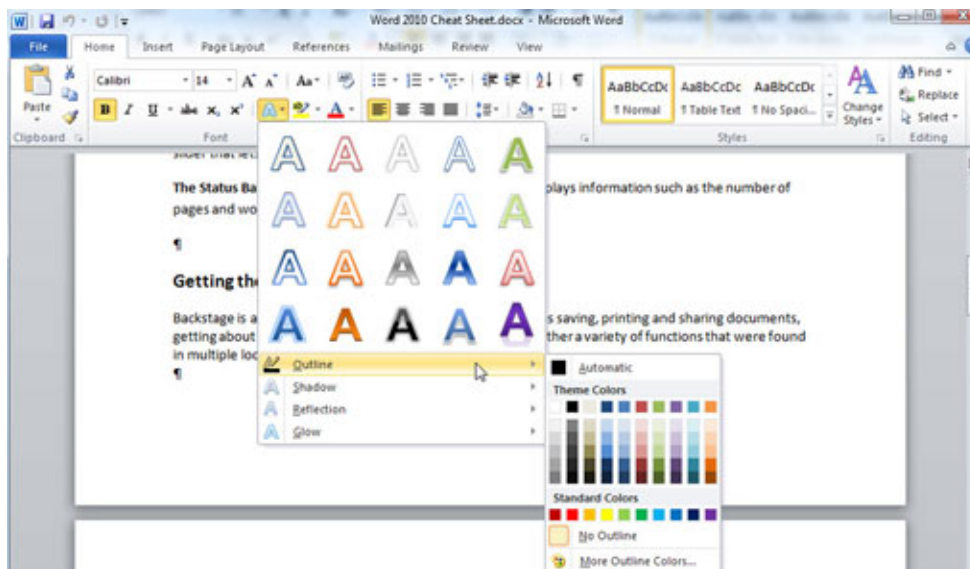
move the shadow down, up or to either side.

The remainder of the image-editing tools, on the right side of the Ribbon, let you crop and reposition graphics, wrap text around them and so on. Again, it's all straightforward and self-explanatory, especially if you've used graphics-editing tools before.

Text effects

Do you like fancy-looking text with plenty of special effects? Then you'll be pleased with Word 2010's Text Effects feature. It lets you add all kinds of special effects to any text on the page -- make the text outlined, make it look as if it glows, apply a gradient, apply one color to the outline and another to the fill, add shadows and so on. (Note that this feature is available only when you create or edit .docx files; it doesn't work for files in the older .doc format.)

This may sound suspiciously like what was called WordArt in previous versions of Word. It's not, though -- it's more powerful than that. When you add text effects, the text remains as text, rather than being turned into a graphic. So you can still edit the text and do anything to it that you can do to plain-Jane text.



It's easy to pretty up text using the Text Effects feature. [Click to view larger image.](#)

Adding text effects is exceptionally easy. Highlight the text to which you want to add effects and then, using the Home tab, find the Font section and click the Text Effects icon -- it's an outlined letter A. When you click it, you'll get a gallery of various text effects you can apply.

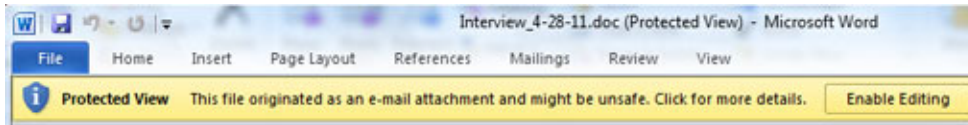
You're not stuck with what's shown there, though. Beneath the handful of styles shown in the gallery, you'll find options for creating your own effects by applying a variety of outlines, shadows, reflections and glows.

Protected view

Word 2010 introduces a new feature called Protected View, which is designed to keep you safe when opening Word documents sent to you via email or that you downloaded from the Web. Any time you open one of those documents, it's opened in Protected View, which essentially means that you're blocking that document from accessing your computer.

It also means, though, that you can't edit those documents, or even print them -- you can only

read them. When you open a document in Protected View, you'll see a notification at the top of the page. If you want to edit or print the document, click the Enable Editing button.



Protected View blocks downloaded or emailed content from accessing your PC.

[Click to view larger image.](#)

If Protected View annoys you, click File --> Options --> Trust Center --> Trust Center Settings. From there you can turn off Protected View altogether or customize it to a limited extent -- for example, you could turn it off for documents you receive in Outlook but leave it on for documents you download from the Web.

Other small changes from Word 2007

Microsoft introduced a [number of useful features](#) in Word 2007 -- including the Mini Toolbar, Themes, Live Preview and more -- that users of earlier Word versions will likely want to learn about. These are still available in Word 2010, and for the most part they work just as they did in Word 2007, with a few exceptions, such as these:

Saving in the .doc file format: Like Word 2007, Word 2010 defaults to saving files in the .docx format. To save documents in the older .doc format for compatibility with users of Word 2003 or earlier, click the File tab; then, in Backstage, choose Save As --> Word 97-2003 Document. To have Word 2010 save all of your files in the old .doc format automatically, click the File tab and choose Options --> Save --> Save files in this format --> Word 97-2003 Document. (Reminder: Doing this will limit your options for things like text effects and other features available only in the .docx format.)

Quick Parts: To insert a style or an object such as a decorative text callout into your document, click the Insert tab, click Quick Parts --> Building Blocks Organizer, select what you want from the list that appears and click Insert. To insert a field such as the page number, click the Insert tab, click Quick Parts --> Field, choose the field you want to insert and click OK.

Blogging: To save a document as a blog post, click the File tab and choose Save & Send --> Publish as Blog Post.

Five tips for working with Word 2010

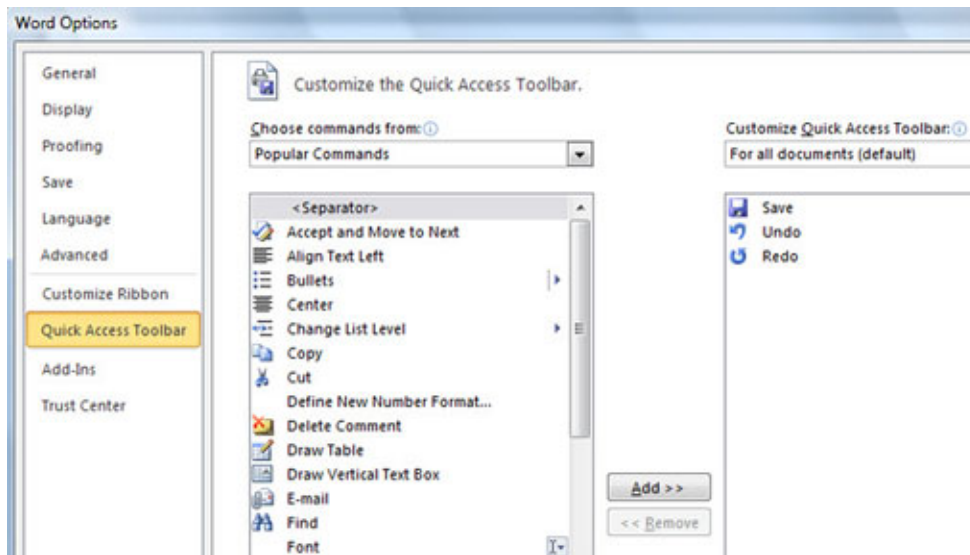
With the introduction of the Ribbon in 2007, many familiar ways of interacting with Word became hard to find while powerful new tools cropped up. These five tips, originally written for Word 2007 and now updated for Word 2010, can help you get the most out of the new interfaces and locate your old favorites.

1. Add commands to the Quick Access toolbar

By letting you customize the Ribbon, Word 2010 has gotten a lot more flexible than Word 2007. But it can still be helpful to customize the Quick Access toolbar for one-click access to your most frequently used commands no matter which Ribbon tab is showing.

As mentioned earlier in the story, you can do this via Backstage's Options screen, but a quicker way is to click the small down arrow to the right of the Quick Access toolbar and choose More Commands.

From the left-hand side of the screen that appears, choose a command that you want to add to the toolbar and click Add. You can change the order of the buttons by highlighting a button on the right side of the screen and using the up and down arrows to move it.



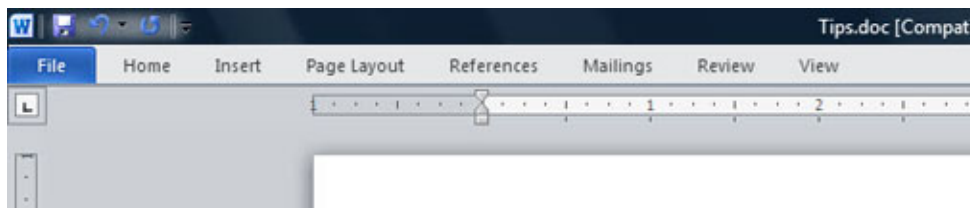
Adding buttons to the Quick Access toolbar. [Click to view larger image.](#)

The list of commands you see on the left may seem somewhat limited at first. That's because Word is showing you only the most popular commands. Click the drop-down menu under "Choose commands from" at the top of the screen, and you'll see other lists of commands -- All Commands, Home Tab and so on. Select any option, and there will be plenty of commands you can add.

Finally, there's an even easier way to add a command. Right-click any object on the Ribbon and choose "Add to Quick Access Toolbar." You can add not only individual commands in this way, but also entire groups -- for example, the Font group.

2. Hide the Ribbon

Here's what may be the best tip you'll ever come across for Word 2010 -- how to turn off the Ribbon. Doing this will get you back plenty of screen real estate, as you can see in the screenshot below.



It's easy to make the Ribbon disappear and reappear.

To hide the Ribbon, you can either press Ctrl-F1 (and press Ctrl-F1 again to make the Ribbon reappear) or just right-click anywhere in the Ribbon and select "Minimize the Ribbon."

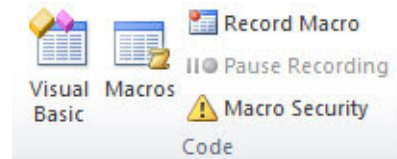
The Ribbon will still be available when you want it -- all you need to do is click on the appropriate tab (Home, Insert, Page Layout, etc.) and it appears. It then discreetly goes away when you are

no longer using it.

3. Use macros

As in Word 2007, macros -- ingenious shortcuts you can create for performing repetitive tasks -- are hard to find in Word 2010. But they're there: If you display the Developer tab, you'll find the macro tools in all their glory in the Code group. In fact, they're easier to reach than they were in earlier versions of Word.

You'll find everything you want in the Code group. Record a macro by clicking the Record Macro button, manage your macros by clicking the Macros button, and configure [security](#) for a macro by clicking the Macro Security button.



All your macro controls are in the Code group on the Developer tab.

4. Find your old friends

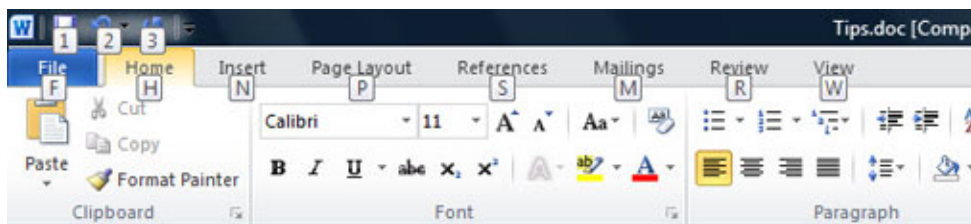
If you've been using Word 2007, you've probably found most of the features and functions you used in earlier versions of Word. But if you're upgrading directly to Word 2010 from Word 2003 or earlier, you'll have a hard time locating many of your favorite commands.

Use our [Word 2010 cheat sheet quick reference charts](#) for an extensive list of where to find your old friends in the newest version of Word. We've also included keyboard shortcuts for all these commands to save you more time.

5. Use keyboard shortcuts

If you've been using keyboard shortcuts in Word 2007, Word 2003 or earlier versions, take heart -- the same ones work in Word 2010. So keep using them.

You can also use a clever set of keyboard shortcuts for working with the Ribbon. (These are unchanged from Word 2007.) Press the Alt key and a tiny letter or number icon appears on the menu for each tab -- for example, the letter H for the Home tab. Now press that letter on your keyboard, and you'll display that tab or menu item. When the tab appears, there will be letters and numbers for most options on the tab as well.



Using the Alt key helps you master the Ribbon.

Once you've started to learn these shortcuts, you'll naturally begin using key combinations. So instead of pressing Alt then H to display the home tab, you can press Alt-H together.

The screenshot above shows the most useful Alt key combinations in Word 2010. For more nifty keyboard shortcuts, see the table below. And even more shortcuts are listed on Microsoft's [Office 2010 site](#).

Next: [Word 2010 quick reference charts](#)

More useful keyboard shortcuts in Word 2010

Key combination Action

Document navigation

Ctrl-Up arrow	Move up one paragraph
Ctrl-Down arrow	Move down one paragraph
Ctrl-Right arrow	Move right one word
Ctrl-Left arrow	Move left one word
Ctrl-Home	Move to the top of the document
Ctrl-End	Move to the bottom of the document
Ctrl-G or F5	Go to a page, bookmark, footnote, table, comment or some other location
Alt-Ctrl-Z	Switch among the last four places in the document you edited
Alt-Ctrl-Home	Open options for browsing through document

Text formatting

Ctrl-B	Make text bold
Ctrl-I	Make text italic
Ctrl-U	Underline text
Ctrl-Shift-D	Double underline text
Ctrl-Shift-W	Underline a word
Ctrl-Shift-A	Make text all caps
Ctrl-Shift-K	Make text small caps
Ctrl-Shift-+	Make text superscript
Ctrl-=	Make text subscript
Ctrl-Shift->	Make font size larger
Ctrl-Shift-<	Make font size smaller
Ctrl-D or Ctrl-Shift-F	Open the font dialog box
Shift-F3	Change the case of letters from upper to lower or lower to upper

Paragraph formatting

Ctrl-L	Left-align text
Ctrl-R	Right-align text
Ctrl-E	Center-align text
Ctrl-J	Justify text
Ctrl-M	Indent a paragraph
Ctrl-Shift-M	Remove paragraph indentation
Ctrl-1	Change to single-line spacing
Ctrl-2	Change to double-line spacing
Ctrl-5	Change to 1.5-line spacing
Ctrl-Shift-S	Open the Apply Styles task pane

Ctrl-Q Remove paragraph formatting

Other useful shortcuts

Ctrl-N Create a new document

Ctrl-O Open a document

Shift-F5 When you open a document, go to the place you were working when you last closed it

Ctrl-S Save a document

Ctrl-W Close a document

Ctrl-F Open the Navigation pane

Ctrl-H Open the Search and Replace dialog box

Ctrl-P Print a document

Alt-Ctrl-P Switch to Print Layout View

Alt-Ctrl-O Switch to Outline View

Alt-Ctrl-N Switch to Draft View

Alt-Ctrl-I Switch to Print Preview

Alt-Ctrl-M Insert a comment

Ctrl-Shift-E Turn revision tracking on or off

Alt-Shift-C Close the Reviewing Pane

Ctrl-C Copy selection to the clipboard

Ctrl-V Paste from the clipboard


Ctrl-X Delete selection and copy it to the clipboard

Ctrl-Z Undo the last action

Ctrl-Y Redo the last action

Source: Microsoft

Preston Gralla is a contributing editor for Computerworld.com and the author of more than 35 books, including [How the Internet Works](#) (Que, 2006).





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Word 2010 cheat sheet: Quick reference charts

New to Microsoft Word 2010? Find your favorite commands from earlier versions of Word with these charts.

Computerworld staff

July 12, 2011 ([Computerworld](#))

These charts accompany our story [Word 2010 cheat sheet](#). Click through to that story for detailed information on getting up and running with Word 2010.

If you've upgraded to Word 2010 directly from Word 2003, you'll probably have difficulty finding some of your favorite menu commands in the new Ribbon interface. Even Word 2007 users might have trouble finding one or two things in Word 2010. These quick reference charts can help.

We list the most commonly used Windows 2003 commands and tell you where they are in both Word 2007 and Word 2010. They're listed here according to the menu on which they're found in Word 2003. We've also included keyboard shortcuts for all the commands. Most of them are the same in all three versions of Word; we've noted where they differ.

For a full listing of every menu and submenu item, see Microsoft's [Office 2010 website](#).

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File menu

Word 2003 location	Word 2007 location	Word 2010 location	Keyboard shortcut
File menu --> New	Office button --> New	File tab --> New	Ctrl-N
File menu --> Open	Office button --> Open	File tab --> Open	Ctrl-O

File menu --> Close	Office button --> Close	File tab --> Close	Ctrl-W
File menu --> Save	Office button --> Save <i>or</i> Quick Access toolbar --> Save icon	File tab --> Save <i>or</i> Quick Access toolbar --> Save icon	Ctrl-S
File menu --> Save As	Office button --> Save As	File tab --> Save As	F12
File menu --> Page Setup	Page Layout tab --> Page Setup group (click dialog box launcher for more options)	Page Layout tab --> Page Setup group (click dialog box launcher for more options)	<i>In Word 2003:</i> Alt-F, U <i>In Word 2007/2010:</i> Alt-P, SP
File menu --> Print Preview	Office button --> Print --> Print Preview	File tab --> Print	Alt-Ctrl-I
File menu --> Print	Office button --> Print	File tab --> Print	Ctrl-P
File menu --> Recently Used Documents	Office button --> Recent Documents	File tab --> Recent	Alt-F

Edit menu

Word 2003 location	Word 2007 location	Word 2010 location	Keyboard shortcut
Edit menu --> Undo	Quick Access toolbar --> Undo icon	Quick Access toolbar --> Undo icon	Ctrl-Z
Edit menu --> Redo	Quick Access toolbar --> Redo icon	Quick Access toolbar --> Redo icon	Ctrl-Y
Edit menu --> Cut	Home tab --> Clipboard group --> Cut	Home tab --> Clipboard group --> Cut	Ctrl-X
Edit menu --> Copy	Home tab --> Clipboard group --> Copy	Home tab --> Clipboard group --> Copy	Ctrl-C
Edit menu --> Office Clipboard	Home tab --> Clipboard group dialog box launcher	Home tab --> Clipboard group dialog box launcher	<i>In Word 2003:</i> Ctrl-C, Ctrl-C <i>In Word 2007/2010:</i> Alt-H, F, O
Edit menu --> Paste	Home tab --> Clipboard group --> Paste	Home tab --> Clipboard group --> Paste	Ctrl-V
Edit menu --> Paste Special	Home tab --> Clipboard group --> Paste --> Paste Special	Home tab --> Clipboard group --> Paste --> Paste Special	<i>In Word 2003:</i> Alt-E, S <i>In Word 2007/2010:</i> Alt-E, S
Edit menu --> Paste as Hyperlink	Home tab --> Clipboard group --> Paste --> Paste as Hyperlink	File tab --> Options --> Customize Ribbon --> All Commands --> Paste as Hyperlink	Alt-E, H
Edit menu --> Select	Home tab --> Editing group -->	Home tab --> Editing group -->	Ctrl-A

All	Select --> Select All	Select --> Select All	
Edit menu --> Find	Home tab --> Editing group --> Find	Home tab --> Editing group --> Find	Ctrl-F
Edit menu --> Replace	Home tab --> Editing group --> Replace	Home tab --> Editing group --> Replace	Ctrl-H
Edit menu --> Go To	Home tab --> Editing group --> Find --> Go To	Home tab --> Editing group --> Find --> Go To	Ctrl-G

View menu

Word 2003 location	Word 2007 location	Word 2010 location	Keyboard shortcut
View menu --> Normal	View tab --> Document Views group --> Draft	View tab --> Document Views group --> Draft	Alt-Ctrl-N
View menu --> Web Layout	View tab --> Document Views group --> Web Layout	View tab --> Document Views group --> Web Layout	Alt-V, W
View menu --> Print Layout	View tab --> Document Views group --> Print Layout	View tab --> Document Views group --> Print Layout	Alt-Ctrl-P
View menu --> Reading Layout	View tab --> Document Views group --> Full Screen Reading	View tab --> Document Views group --> Full Screen Reading	Alt-V, R
View menu --> Outline	View tab --> Document Views group --> Outline	View tab --> Document Views group --> Outline	Alt-Ctrl-O
View menu --> Task Pane	The overall task pane is gone in Word 2007, but some dialog box launchers display task panes.	The overall task pane is gone in Word 2010, but some dialog box launchers display task panes.	<i>In Word 2003:</i> Ctrl-F1 <i>In Word 2007/2010:</i> not available
View menu --> Toolbars	Word 2007 doesn't have toolbars.	Word 2010 doesn't have toolbars.	<i>In Word 2003:</i> Alt-V, T <i>In Word 2007/2010:</i> not available
View menu --> Ruler	View tab --> Show/Hide --> Ruler	View tab --> Show/Hide --> Ruler	Alt-V, L
View menu --> Thumbnails	View tab --> Show/Hide --> Thumbnails	File tab --> Options --> Customize Ribbon --> All Commands --> Clear --> Thumbnails	Alt-V, B
View menu --> Header and Footer	Insert tab --> Header & Footer	Insert tab --> Header & Footer	Alt-V, H
View menu --> Footnotes	References tab --> Footnotes group --> Show Notes	References tab --> Footnotes group --> Show Notes	Alt-V, F
View menu --> Markup	Review tab --> Tracking group --> Show Markup	Review tab --> Tracking group --> Show Markup	Alt-V, A
View menu --> Full Screen	View tab --> Document Views group --> Full Screen Reading	View tab --> Document Views group --> Full Screen Reading	Alt-V, U

View menu --> Zoom	Status bar --> Zoom Slider <i>or</i> View tab --> Zoom group --> Zoom	Status bar --> Zoom Slider <i>or</i> View tab --> Zoom group --> Zoom	Alt-V, Z
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Source: Microsoft website

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Insert menu

Word 2003 location	Word 2007 location	Word 2010 location	Keyboard shortcut
Insert menu --> Break	Insert tab --> Pages group --> Page Break	Insert tab --> Pages group --> Page Break	Alt-I, B
Insert menu --> Page Numbers	Insert tab --> Header & Footer group --> Page Number	Insert tab --> Header & Footer group --> Page Number	Alt-I, U
Insert menu --> Date and Time	Insert tab --> Text group --> Date & Time	Insert tab --> Text group --> Date & Time	Alt-I, T
Insert menu --> AutoText	Insert tab --> Text group --> Quick Parts --> AutoText	Insert tab --> Text group --> Quick Parts --> AutoText	<i>In Word 2003:</i> Alt-I, A <i>In Word 2007/2010:</i> Alt-N, Q, A
Insert menu --> Field	Insert tab --> Text group --> Quick Parts --> Field	Insert tab --> Text group --> Quick Parts --> Field	Alt-I, F
Insert menu --> Symbol	Insert tab --> Symbols group --> Symbol	Insert tab --> Symbols group --> Symbol	<i>In Word 2003:</i> Alt-I, S <i>In Word 2007/2010:</i> Alt-I, S <i>or</i> Alt-N, U
Insert menu --> Comment	Review tab --> Comments group --> New Comment	Review tab --> Comments group --> New Comment	Alt-Ctrl-M
Insert menu --> References	All Reference commands are located on the References tab.	All Reference commands are located on the References tab.	<i>In Word 2003:</i> Alt-I, N <i>In Word 2007/2010:</i> Alt-S
Insert menu --> Picture	All Picture commands are located on the Insert tab --> Illustrations group, with the following exceptions: • WordArt is located in Insert --> Text --> WordArt • From Scanner or Camera is not included in	All Picture commands are located on the Insert tab --> Illustrations group, with the following exceptions: • WordArt is located in Insert --> Text --> WordArt • From Scanner or Camera is not included in	<i>In Word 2003:</i> Alt-I, P <i>In Word 2007/2010:</i> Alt-N

	Word 2007	Word 2010	
Insert menu --> Text Box	Insert tab --> Text group --> Text Box	Insert tab --> Text group --> Text Box	<i>In Word 2003:</i> Alt-I, X <i>In Word 2007/2010:</i> Alt-N, X
Insert menu --> File	Insert tab --> Text group --> Object --> Text from File	Insert tab --> Text group --> Object --> Text from File	Alt-I, L
Insert menu --> Object	Insert tab --> Text group --> Object	Insert tab --> Text group --> Object	Alt-I, O
Insert menu --> Bookmark	Insert tab --> Links group --> Bookmark	Insert tab --> Links group --> Bookmark	Alt-I, K
Insert menu --> Hyperlink	Insert tab --> Links group --> Hyperlink	Insert tab --> Links group --> Hyperlink	Ctrl-K

Format menu

Word 2003 location	Word 2007 location	Word 2010 location	Keyboard shortcut
Format menu --> Font	Home tab --> Font group (click dialog box launcher for more options)	Home tab --> Font group (click dialog box launcher for more options)	Ctrl-D
Format menu --> Paragraph	Home tab --> Paragraph group (click dialog box launcher for more options) <i>or</i> Page Layout tab --> Paragraph group (click dialog box launcher for more options)	Home tab --> Paragraph group (click dialog box launcher for more options) <i>or</i> Page Layout tab --> Paragraph group (click dialog box launcher for more options)	Alt-O, P
Format menu --> Bullets and Numbering	Home tab --> Paragraph group -> Bullets icon <i>or</i> Numbering icon	Home tab --> Paragraph group -> Bullets icon <i>or</i> Numbering icon	<i>In Word 2003:</i> Alt-O, N <i>In Word 2007/2010:</i> Alt-O, N <i>or</i> Alt-H, N/U
Format menu --> Borders and Shading	Home tab --> Paragraph group -> Borders icon <i>or</i> Shading icon (click down arrow to right of icon for options)	Home tab --> Paragraph group -> Borders icon <i>or</i> Shading icon (click down arrow to right of icon for options)	<i>In Word 2003:</i> Alt-O, B <i>In Word 2007/2010:</i> Alt-O, B <i>or</i> Alt-H, B/H
Format menu --> Columns	Page Layout tab --> Page Setup group --> Columns	Page Layout tab --> Page Setup group --> Columns	<i>In Word 2003:</i> Alt-O, C <i>In Word 2007/2010:</i> Alt-O, C <i>or</i> Alt-P, J
Format menu --> Tabs	Home tab --> Paragraph group dialog box launcher --> Tabs	Home tab --> Paragraph group dialog box launcher --> Tabs	Alt-O, T
Format menu --> Change Case	Home tab --> Font group --> Change Case icon	Home tab --> Font group --> Change Case icon	<i>In Word 2003:</i> Alt-O, E <i>In Word 2007/2010:</i>

Format menu --> AutoFormat	Office button --> Word Options -> Customize --> All Commands --> AutoFormat	File tab --> Options --> Customize Ribbon --> All Commands --> AutoFormat	Alt-O, E or Alt-H, 7 Alt-Ctrl-K or Alt-O, A
Format menu --> Styles and Formatting	Home tab --> Styles group (click dialog box launcher for more options)	Home tab --> Styles group (click dialog box launcher for more options)	Alt-O, S
Format menu --> Reveal Formatting	Home tab --> Styles group dialog box launcher --> Style Inspector icon	Home tab --> Styles group dialog box launcher --> Style Inspector icon	Alt-O, V or Shift-F1

Tools menu

Word 2003 location	Word 2007 location	Word 2010 location	Keyboard shortcut
Tools menu --> Spelling and Grammar	Review tab --> Proofing group --> Spelling & Grammar	Review tab --> Proofing group --> Spelling & Grammar	F7
Tools menu --> Research	Review tab --> Proofing group --> Research	Review tab --> Proofing group --> Research	Alt-Click
Tools menu --> Word Count	Status bar --> Words or Review tab --> Proofing group --> Word Count	Status bar --> Words or Review tab --> Proofing group --> Word Count	Ctrl-Shift-G
Tools menu --> AutoSummarize	Office button --> Word Options -> Customize --> All Commands --> AutoSummary Tools	AutoSummarize is not available in Word 2010.	Alt-T, U
Tools menu --> Track Changes	Review tab --> Tracking group --> Track Changes	Review tab --> Tracking group --> Track Changes	Ctrl-Shift-E
Tools menu --> Compare and Merge Documents	Review tab --> Compare group -> Compare	Review tab --> Compare group -> Compare	<i>In Word 2003:</i> Alt-T, D <i>In Word 2007/2010:</i> Alt-T, D or Alt-R, M, C
Tools menu --> Letters and Mailings	All Mailing commands are located on the Mailings tab.	All Mailing commands are located on the Mailings tab.	<i>In Word 2003:</i> Alt-T, E <i>In Word 2007/2010:</i> Alt-M
Tools menu --> Macro	View tab --> Macros group --> Macros or Developer tab --> Code group --> Macros	View tab --> Macros group --> Macros or Developer tab --> Code group --> Macros	<i>In Word 2003:</i> Alt-T, M <i>In Word 2007/2010:</i> Alt-W, M
Tools menu --> Templates and Add-Ins	Developer tab --> Templates group --> Document Template	Developer tab --> Templates group --> Document Template or Developer tab --> Add-Ins group	Alt-T, I

		--> Add-Ins or File tab --> Options --> Add-Ins	
Tools menu --> AutoCorrect Options	Office button --> Word Options - -> Proofing --> AutoCorrect Options	File tab --> Options --> Customize Ribbon --> All Commands --> AutoCorrect Options	Alt-T, A
Tools menu --> Customize	Office button --> Word Options - -> Customize	File tab --> Options --> Customize Ribbon	<i>In Word 2003:</i> Alt-T, C <i>In Word 2007:</i> Alt-F, I, C <i>In Word 2010:</i> Alt-F, T, C
Tools menu --> Options	Office button --> Word Options	File tab --> Options	Alt-T, O

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Table menu

Word 2003 location	Word 2007 location	Word 2010 location	Keyboard shortcut
Table menu --> Draw Table	Insert tab --> Tables group --> Table --> Draw Table or Table Tools tab --> Design group --> Draw Borders --> Draw Table	Insert tab --> Tables group --> Table --> Draw Table or Table Tools tab --> Design group --> Draw Borders --> Draw Table	<i>In Word 2003:</i> Alt-A, W <i>In Word 2007/2010:</i> Alt-A, W or Alt-N, T, D
Table menu --> Insert --> Table	Insert tab --> Tables group --> Table --> Insert Table	Insert tab --> Tables group --> Table --> Insert Table	<i>In Word 2003:</i> Alt-A, I, T <i>In Word 2007/2010:</i> Alt-A, I, T or Alt-N, T
Table menu --> Insert --> Columns, Rows, Cells	Table Tools tab --> Layout subtab --> Rows & Columns group	Table Tools tab --> Layout subtab --> Rows & Columns group	<i>In Word 2003:</i> Alt-A, I, choose addl. letter <i>In Word 2007/2010:</i> Alt-J, L, choose addl. letter
Table menu --> Delete --> Table, Columns, Rows, Cells	Table Tools tab --> Layout subtab --> Rows & Columns group --> Delete	Table Tools tab --> Layout subtab --> Rows & Columns group --> Delete	<i>In Word 2003:</i> Alt-A, D, choose addl. letter <i>In Word 2007/2010:</i> Alt-J, L, D, choose

addl. letter

Table menu --> Select --> Table, Column, Row, Cell	Table Tools tab --> Layout subtab --> Table group --> Select	Table Tools tab --> Layout subtab --> Table group --> Select	<i>In Word 2003:</i> Alt-A, C, choose addl. letter <i>In Word 2007/2010:</i> Alt-J, L, K, choose addl. letter
Table menu --> Merge Cells	Table Tools tab --> Layout subtab --> Merge group --> Merge Cells	Table Tools tab --> Layout subtab --> Merge group --> Merge Cells	<i>In Word 2003:</i> Alt-A, M <i>In Word 2007/2010:</i> Alt-A, M or Alt-J, L, M
Table menu --> Split Cells	Table Tools tab --> Layout subtab --> Merge group --> Split Cells	Table Tools tab --> Layout subtab --> Merge group --> Split Cells	<i>In Word 2003:</i> Alt-A, P <i>In Word 2007/2010:</i> Alt-A, P or Alt-J, L, P
Table menu --> Split Table	Table Tools tab --> Layout subtab --> Merge group --> Split Table	Table Tools tab --> Layout subtab --> Merge group --> Split Table	<i>In Word 2003:</i> Alt-A, T <i>In Word 2007/2010:</i> Alt-A, T or Alt-J, L, Q
Table menu --> Table AutoFormat	Table Tools tab --> Design subtab --> Table Styles group	Table Tools tab --> Design subtab --> Table Styles group	<i>In Word 2003:</i> Alt-A, F <i>In Word 2007/2010:</i> Alt-J, T, S
Table menu --> AutoFit	Table Tools tab --> Layout subtab --> Cell Size group --> AutoFit	Table Tools tab --> Layout subtab --> Cell Size group --> AutoFit	<i>In Word 2003:</i> Alt-A, A <i>In Word 2007/2010:</i> Alt-J, L, F
Table menu --> Heading Rows Repeat	Table Tools tab --> Layout subtab --> Data group --> Repeat Header Rows	Table Tools tab --> Layout subtab --> Data group --> Repeat Header Rows	<i>In Word 2003:</i> Alt-A, H <i>In Word 2007/2010:</i> Alt-A, H or Alt-J, L, J
Table menu --> Convert --> Text to Table	Insert tab --> Tables group --> Table --> Convert Text to Table	Insert tab --> Tables group --> Table --> Convert Text to Table	<i>In Word 2003:</i> Alt-A, V, X <i>In Word 2007/2010:</i> Alt-A, V, X or Alt-N, T, V
Table menu --> Convert --> Table to Text	Table Tools tab --> Layout subtab --> Data group --> Convert to Text	Table Tools tab --> Layout subtab --> Data group --> Convert to Text	<i>In Word 2003:</i> Alt-A, V, B <i>In Word 2007/2010:</i> Alt-A, V, B or Alt-J, L, V
Table menu --> Sort	Home tab --> Paragraph group - -> Sort <i>or</i> Table Tools tab --> Layout	Home tab --> Paragraph group - -> Sort <i>or</i> Table Tools tab --> Layout	<i>In Word 2003:</i> Alt-A, S <i>In Word 2007/2010:</i> Alt-A, S or Alt-J, L,

	subtab --> Table group --> Sort	subtab --> Data group --> Sort	S, O
Table menu --> Formula	Table Tools tab --> Layout subtab --> Table group --> Formula	Table Tools tab --> Layout subtab --> Data group --> Formula	<i>In Word 2003:</i> Alt-A, O <i>In Word 2007/2010:</i> Alt-A, O or Alt-J, L, U, L
Table menu --> Hide/Show Gridlines	Table Tools tab --> Layout subtab --> Table group --> Hide/Show Gridlines	Table Tools tab --> Layout subtab --> Table group --> View Gridlines	<i>In Word 2003:</i> Alt-A, G <i>In Word 2007:</i> Alt-A, G or Alt-J, L, T, G
Table menu --> Table Properties	Table Tools tab --> Layout subtab --> Table group --> Properties	Table Tools tab --> Layout subtab --> Table group --> Properties	<i>In Word 2003:</i> Alt-A, R <i>In Word 2007:</i> Alt-A, R or Alt-J, L, O

Window menu

Word 2003 location	Word 2007 location	Word 2010 location	Keyboard shortcut
Window menu --> New Window	View tab --> Window group --> New Window	View tab --> Window group --> New Window	Alt-W, N
Window menu --> Arrange All	View tab --> Window group --> Arrange All	View tab --> Window group --> Arrange All	Alt-W, A
Window menu --> Compare Side by Side with	View tab --> Window group --> View Side by Side	View tab --> Window group --> View Side by Side	Alt-W, B
Window menu --> Split/Remove Split	View tab --> Window group --> Split/Remove Split	View tab --> Window group --> Split/Remove Split	<i>Split:</i> Alt-Ctrl-S <i>Remove Split:</i> Alt- Shift-C
Window menu --> Currently Open Documents	View tab --> Window group --> Switch Windows	View tab --> Window group --> Switch Windows	<i>In Word 2003:</i> Alt-W <i>In Word 2007/2010:</i> Alt-W, W

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