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2.1.5 Introducing KeyTips Word 2010 provides shortcuts for the ribbon, called KeyTips, so you can quickly perform tasks without using your mouse. Figure 15. To make KeyTips appear on the ribbon, press the ALT key. Next, to switch to a tab on the ribbon using your keyboard, press the key of the letter displayed under that tab.

[INTRODUCTION TO MICROSOFT WORD 2010](#)

Introduction to Microsoft Word 2010 Created 6/2010 2 Creating a New Document ¶ Choose the File tab above the ribbon and select New in the left sidebar. ¶ Click Blank Document . OR ¶ Click the New Document icon on the Quick Access Toolbar . Typing and Inserting Text

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An Introduction to Microsoft Word 2010. Microsoft Word is a word processing program similar (but better than) the antiquated Word Perfect or the Microsoft Works Word processor. Just like any other word processing program, you use MS Word to view and edit formatted text within a document. A formatted text document is defined as a document that contains text which may be in bold, italics, underlined, a different color, or a different font.

[An Introduction to Microsoft Word 2010 | UniversalClass](#)

Practice Activity ¶ Introduction to MS Word 1. Create a new document. 2. Type ¶ have learned the basics of using Word to create, save, and print a document. I also know how to use Help.¶ 3. Save the document as My achievements. 4. Find the Help topic on Opening a file. Online advice and support forum [www.microsofttraining.net/forum](#)

[Word 2010 Introduction - stl-training.co.uk](#)

Introduction to Microsoft Word 2010. Navigating Microsoft Word and Its UI. Learn how to use the different parts of Word 2010's user interface, how to look at your document in different types of views, how to zoom in and out to magnify or shrink your text, and how to change the margins of individual paragraphs.

[Introduction to Microsoft Word 2010 | Professional...](#)

Create a new document. When you create a document in Microsoft Word Starter 2010, you can start from scratch or you can start from a template, where some of the work is already done for you. Click File, and then click New. If you want to start with the equivalent of a blank piece of paper, double-click Blank document.

[Introduction to Word Starter - Word - support.microsoft.com](#)

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