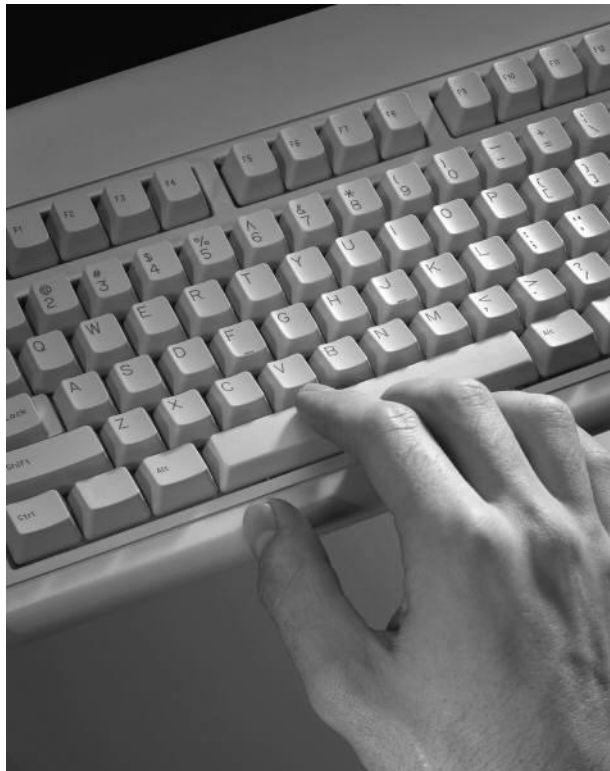


Introduction to MS Word 2010

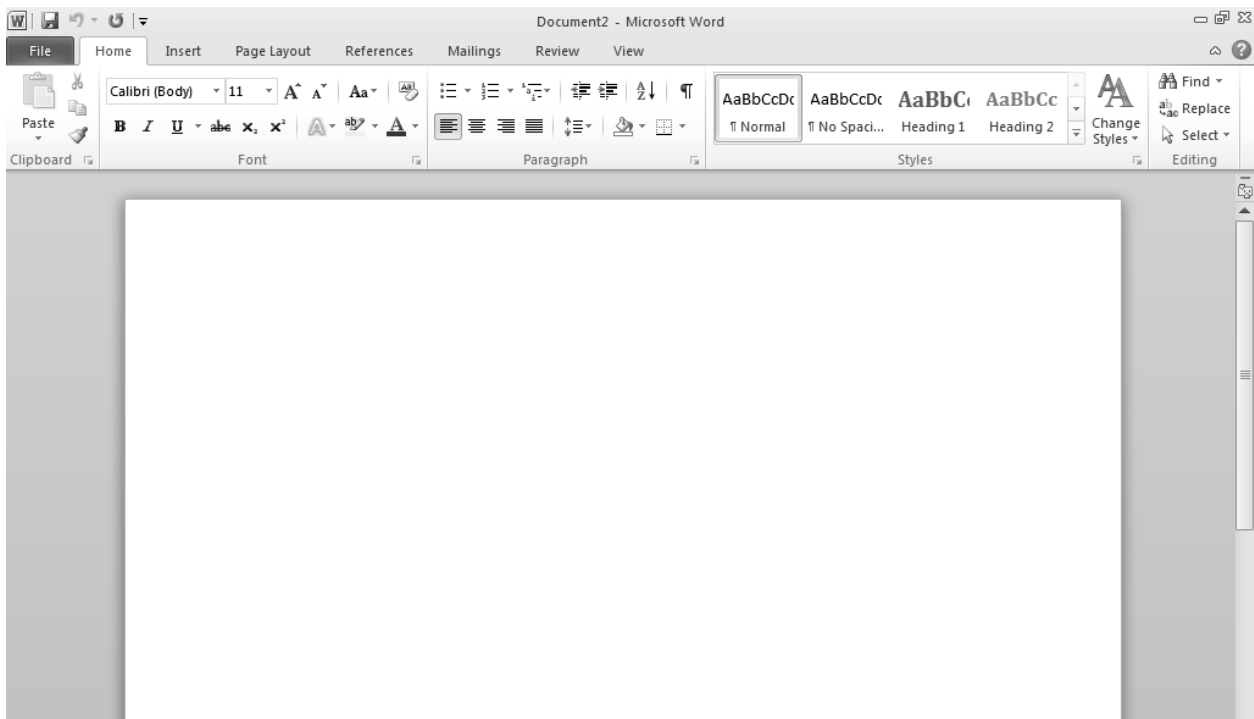


Updated: 2/22/2011
Price: \$2.00

Getting Familiar with Microsoft Word 2010 for Windows

Microsoft Word is a word processing [software package](#). You can use it to type letters, reports, and other documents. This tutorial teaches Microsoft Word 2010 basics. Although this tutorial was created for the computer novice, because Microsoft Word 2010 is so different from previous versions of Microsoft Word, even experienced users may find it useful.

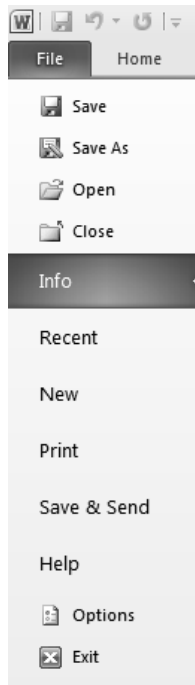
This lesson will introduce you to the Word window. You use this window to interact with Word. To begin this lesson, open Microsoft Word 2010. The Microsoft Word window appears and your screen looks similar to the one shown here.



Note: Your screen will probably not look exactly like the screen shown. In Word 2010, how a window displays depends on the size of your window, the size of your monitor, and the resolution to which your monitor is set. Resolution determines how much information your computer monitor can display. If you use a low resolution, less information fits on your screen, but the size of your text and images are larger. If you use a high resolution, more information fits on your screen, but the size of the text and images are smaller. Also, Word 2010, Windows Vista, and Windows XP have settings that allow you to change the [color](#) and style of your windows.

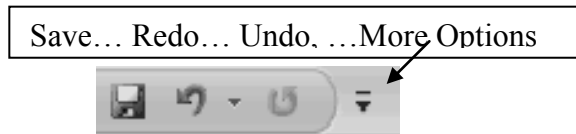
The Microsoft Office File Button

In the upper-left corner of the Word 2010 window is the Microsoft File button. When you click the button, a drop-down menu appears. You can use the File tab to: Save, Save As, Open, Close, and perform many other tasks.



The Quick Access Toolbar

Next to the Microsoft Office button is the Quick Access toolbar. The Quick Access toolbar provides you with access to commands you frequently use. By default Save, Undo, and Redo appear on the Quick Access toolbar. You can use Save to save your file, Undo to rollback an action you have taken, and Redo to reapply an action you have rolled back.

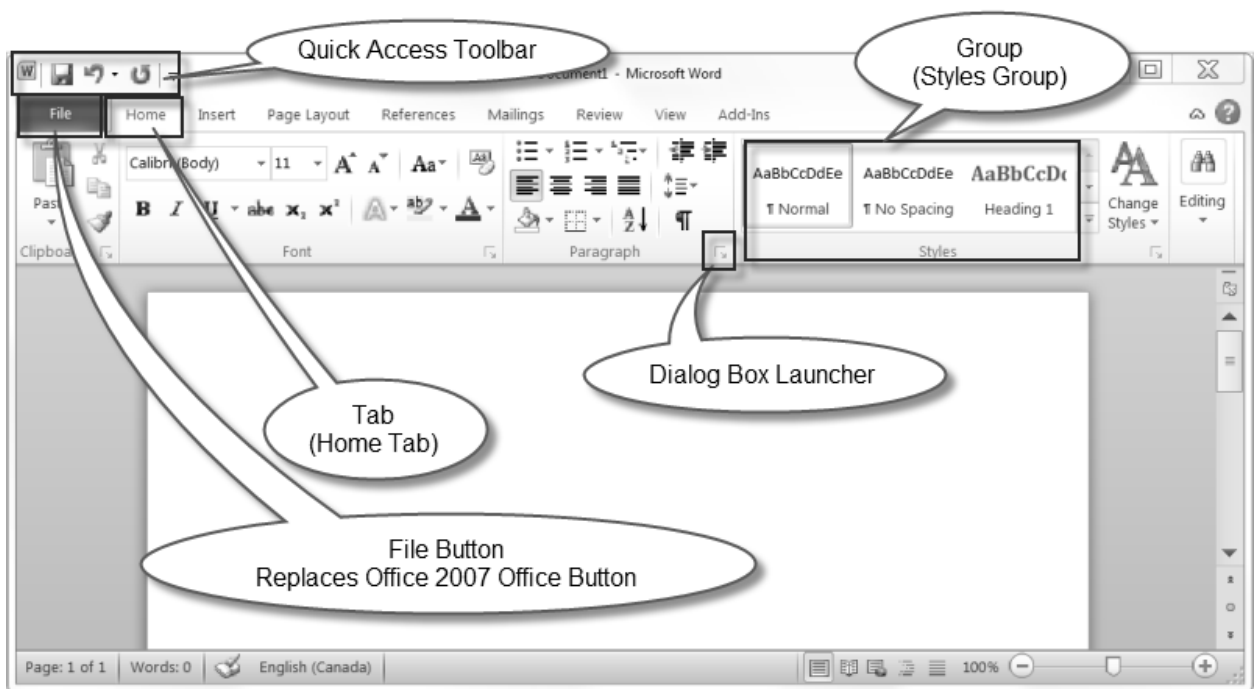


The Title Bar

Next to the Quick Access toolbar is the Title bar. The Title bar displays the title of the document on which you are currently working. Word names the first new document you open Document1. As you open additional new documents, Word names them sequentially. When you save your document, you assign the document a new name.

The Ribbon

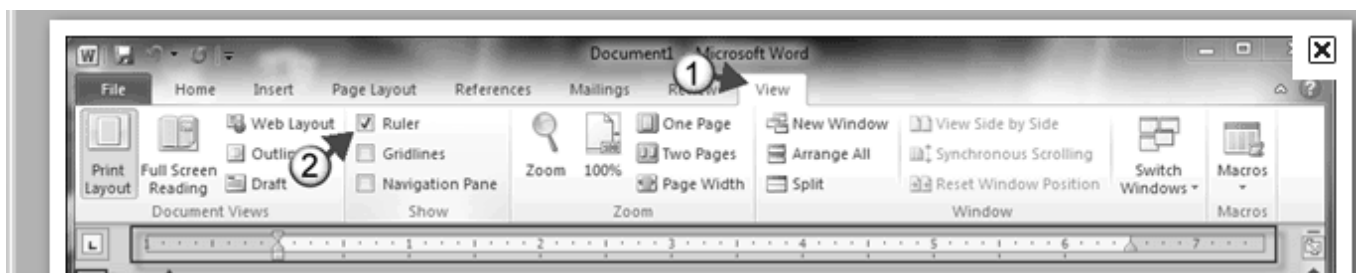
You use commands to tell Microsoft Word what to do. In Microsoft Word 2010, you use the Ribbon to issue commands. The Ribbon is located near the top of the screen, below the Quick Access toolbar. At the top of the Ribbon are several tabs; clicking a tab displays several related command groups. Within each group are related command buttons. You click buttons to issue commands or to access menus and dialog boxes. You may also find a dialog box launcher in the bottom-right corner of a group. Clicking the dialog box launcher gives you access to additional commands via a dialog box.



The Ruler : *The ruler is found below the Ribbon.*



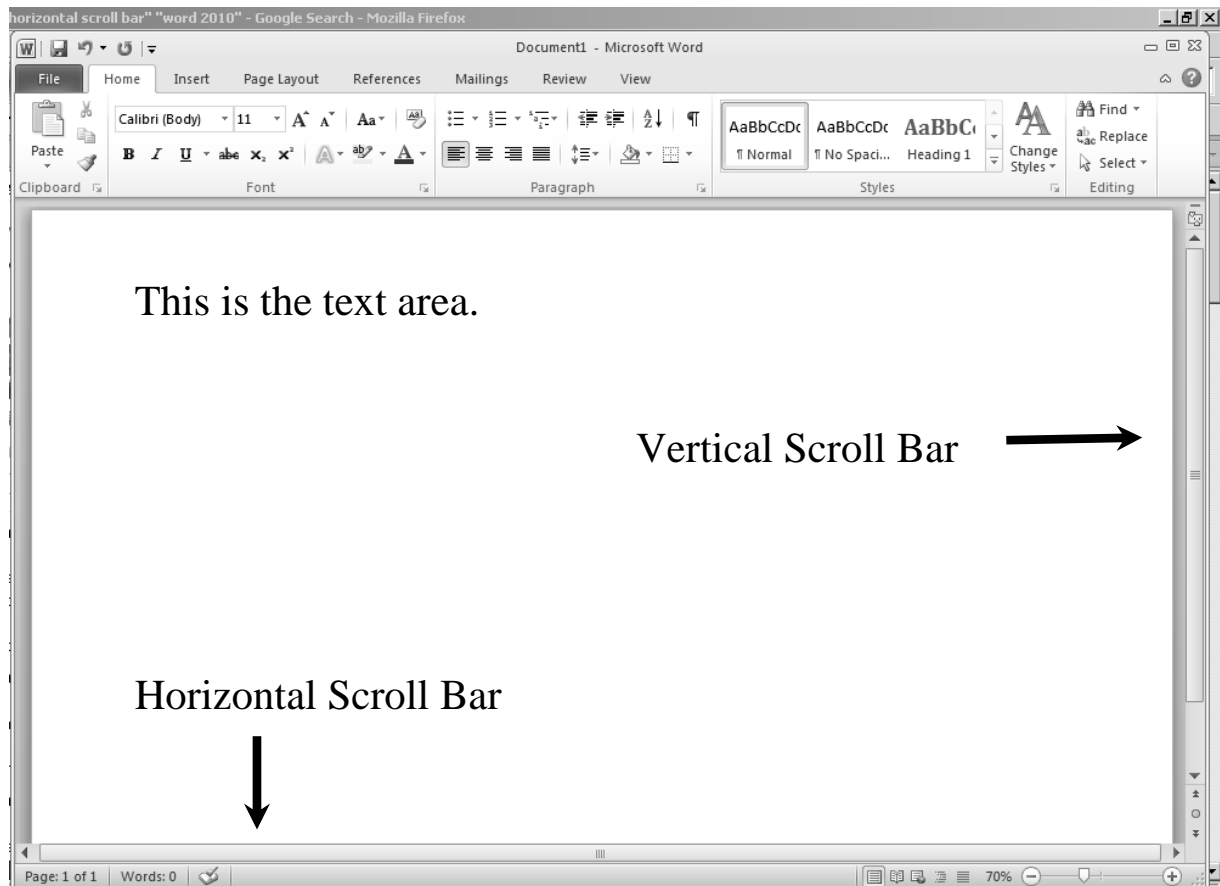
You can use the ruler to change the format of your document quickly. If your ruler is not visible, follow the steps listed here:



1. Click the View tab to choose it.
2. Click the check box next to Ruler in the Show/Hide group. The ruler appears below the Ribbon.

The Text Area

Just below the ruler is a large area called the text area. You type your document in the text area. The blinking vertical line in the upper-left corner of the text area is the **cursor**. It marks the insertion point. As you type, your text displays at the cursor location. The horizontal line next to the cursor marks the end of the document.

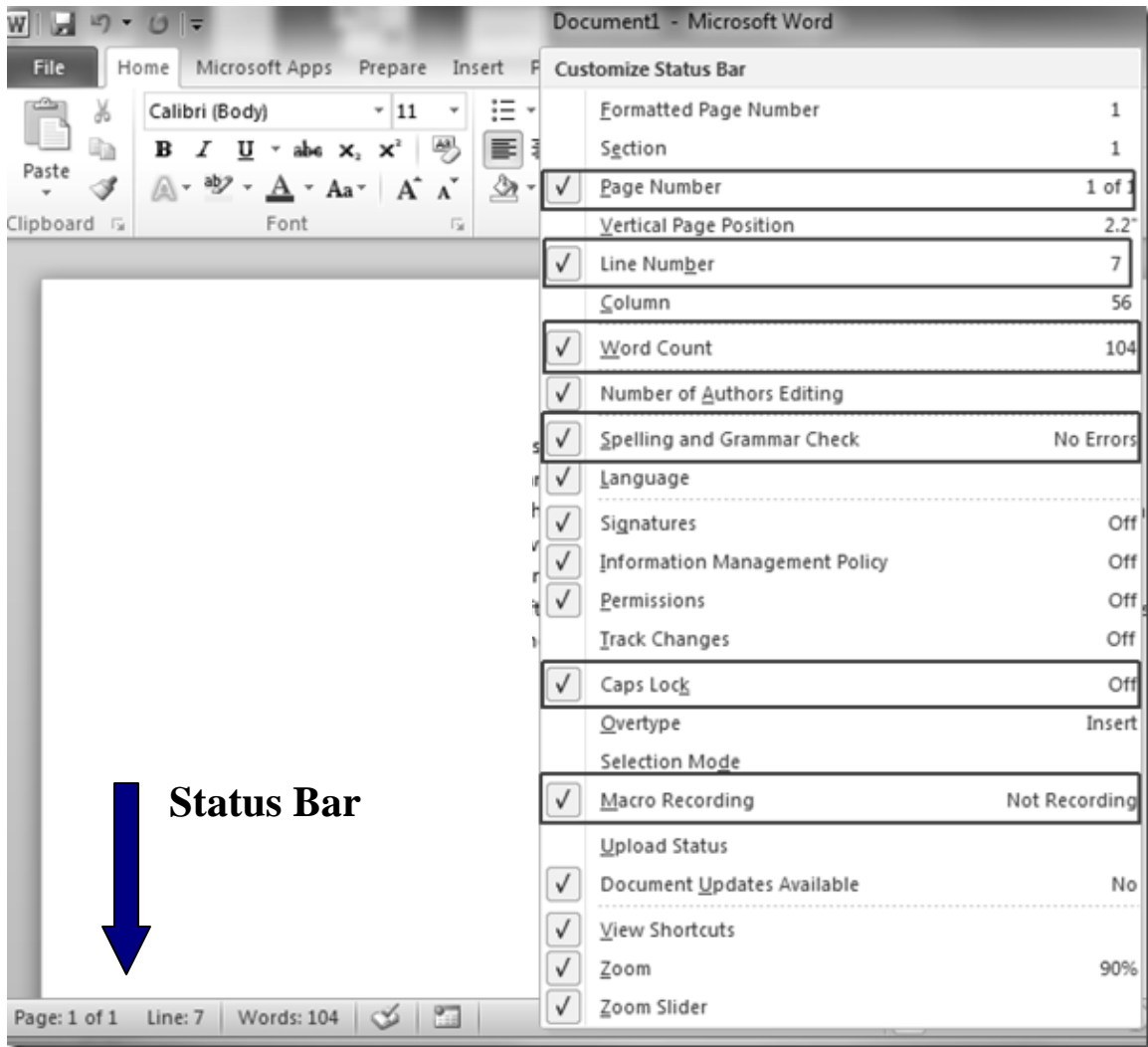


The Vertical and Horizontal and Vertical Scroll Bars

The vertical and horizontal scroll bars enable you to move up, down, and across your window simply by dragging the icon located on the scroll bar. The vertical scroll bar is located along the right side of the screen. The horizontal scroll bar is located just above the status bar. To move up and down your document, click and drag the vertical scroll bar up and down. To move back and forth across your document, click and drag the horizontal scroll bar back and forth. You won't see a horizontal scroll bar if the width of your document fits on your screen.

The Status Bar

The Status bar appears at the very bottom of your window and provides such information as the current page and the number of words in your document. You can change what displays on the Status bar by right-clicking on the Status bar and selecting the options you want from the Customize Status Bar menu. You click a [menu item](#) to select it. You click it again to deselect it. A check mark next to an item means it is selected.



◆ Understanding Document Views

In Word 2010, you can display your document in one of five views: Draft, Web Layout, **Print** Layout, Full Screen Reading, or Online Layout.

Draft View

Draft view is the most frequently used view. You use Draft view to quickly edit your document.

Web Layout

Web Layout view enables you to see your document as it would appear in a browser such as Internet Explorer.

Print Layout

The Print Layout view shows the document as it will look when it is printed.

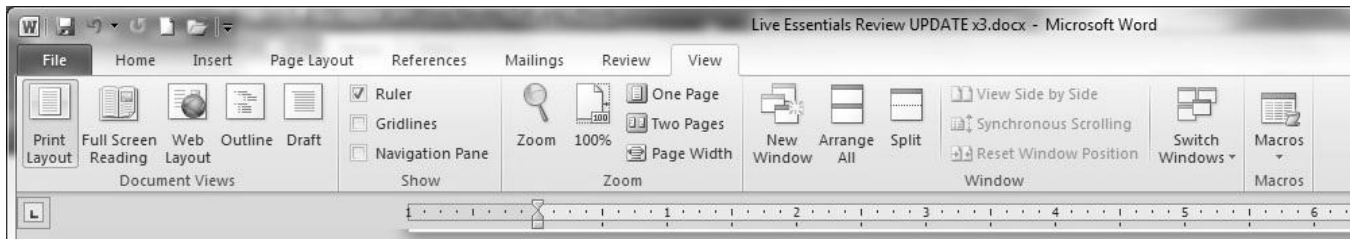
Full Screen Reading Layout

Reading Layout view formats your screen to make reading your document more comfortable.

Outline View

Outline view displays the document in outline form. You can display headings without the text. If you move a heading, the accompanying text moves with it.

You should use Draft view for these lessons. Before moving ahead, make sure you are in Draft view:



1. Click the View tab.
2. Click Draft in the Document Views group. When the Draft option is selected it appears in a contrasting color.

Click: *During the lessons that follow, you will be asked to "click" items and to choose tabs. When asked to click:*

1. Point to the item.
2. Press your left mouse button once.

If you are asked to double-click an item:

1. Point to the item.
2. Quickly press your left mouse button twice.

If you are asked to right-click:

1. Point to the item.
2. Press your right mouse button.

If you are asked to choose a tab, click the tab.

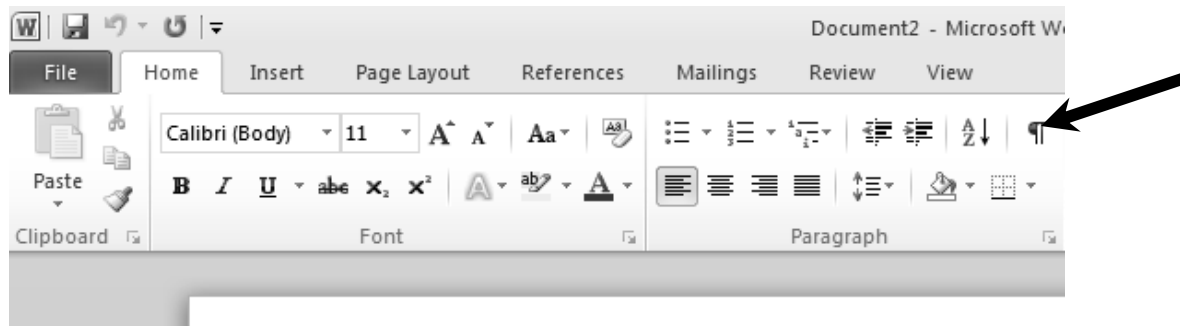
Understanding Nonprinting Characters

Certain characters, called nonprinting characters, do not print and will not appear in your printed document but do affect your document layout. You can elect to see these characters on the screen as you type or you can elect to have them remain invisible. This table describes most of them:

Character	Denotes
→	A tab
.	A space
¶	The end of a paragraph
Hidden	Hidden text

To view nonprinting characters:

1. Choose the Home tab.
2. Click the Show/Hide button ¶ in the Paragraph group. The Show/Hide button appears in a contrasting color, when it is selected.



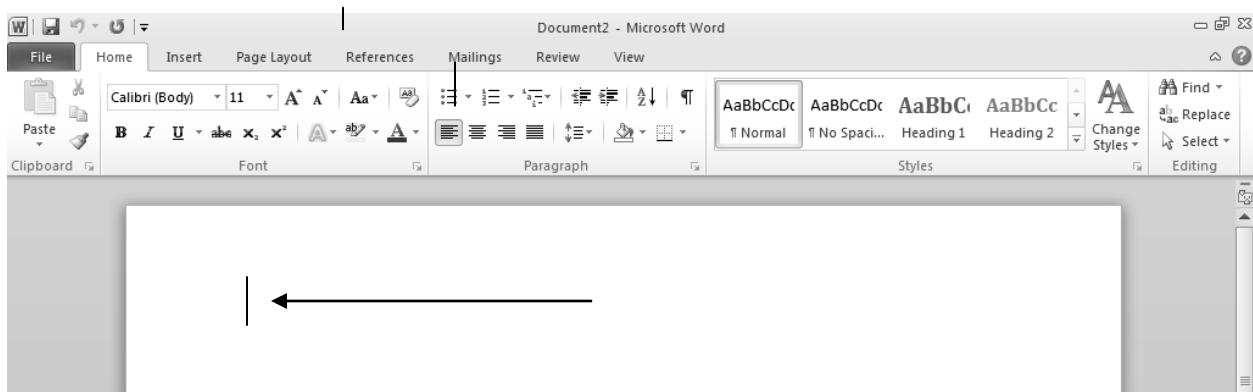
- In Word 2010 display the File tab of the ribbon and then click Options.
- Click Display at the left side of the dialog box.
- In the Always Show These Formatting Marks On the Screen section, select the characters you want Word to display.
- Click on OK.

Creating New Documents

Exercise 1

Once you open Word 2010, you have actually started a new document. Please note...you see a blank page and a blinking cursor. (Figure 1)
Figure 1: Microsoft Word interface.

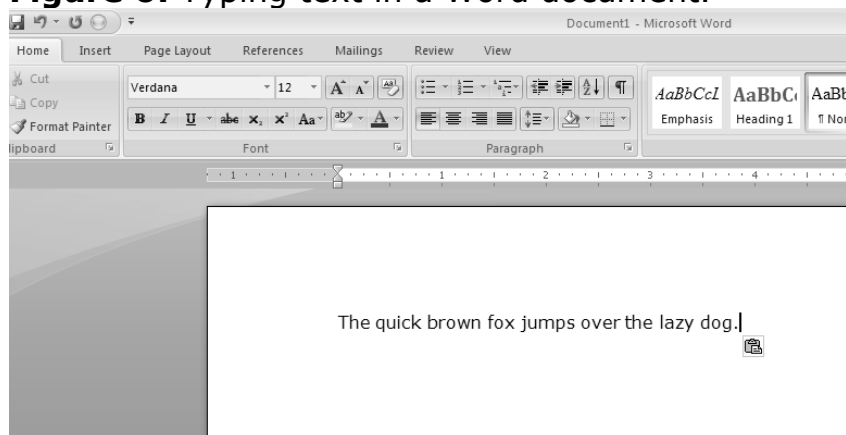
At this point, you can just start by entering text. After you create a new document, you should save it so you can use or modify it later. You may need several sessions in Word to complete final versions of lengthy or complex documents. You can also print draft or final copies of the documents you create in Word.



When you type text into a Word document, each character appears to the left of the blinking insertion point in the document window. The text you enter into a document can include letters, spaces numbers and symbols. As you type, the insertion point moves across the screen from right to left.

Go ahead, and type in.... The quick brown fox jumps over the lazy dog.

Figure 6: Typing text in a Word document.



Using Word Wrap

If you continued to add to this sentence, eventually you would reach the end of the line. Go ahead, and continue to type more words. Please do not ever touch the Enter key on the keyboard.

Notice that when you reached the end of the first line, the text you were typing automatically wrapped around to the next line. It was unnecessary for you to actually press the *Enter* key, as you would have to on a typewriter. Word automatically fills each line with as many words as will fit. You only need to press the *Enter* key to end a paragraph or line shorter than the length of a full line.

Highlighting

To highlight means to actually drag your mouse pointer across the text, causing it to appear in a different color. You will need to know how to highlight to perform many of the functions that we will cover later.

Select with the Mouse

1. Position the I-Beam in front of the first letter of your sentence. Click the mouse button once, so that the blinking insertion point is present.
2. Click on the left mouse button, as you hold the mouse button down, drag the mouse over the entire sentence. Then let go of the mouse button.
3. Notice now, that your sentence appears in a different color. This is called highlighting.
4. Click anywhere outside the highlighted area to remove the highlighting.

Select with the Shift and Arrow Keys

1. Position the I-Beam in front of the first letter of your text. Click the mouse button once, so that the blinking insertion point is present.
2. Hold down the *Shift* key on the keyboard.
3. As you hold the *Shift* key, press the right arrow key. This will highlight one letter at a time.
4. Press the down arrow key until the first paragraph is highlighted.
5. Click anywhere outside the highlighted area to remove the highlighting.

Exercise 2: The Arrow Keys & Execute Commands with Keyboard Shortcuts

Keyboard Movement:

Certain keys on the keyboard move the insertion point. The arrow keys, located at the right side of the keyboard, move the insertion point in the direction of the arrow. Other commands, listed below, require you to hold down one key, while pressing another. For example: CTRL+END, require that you hold down the CTRL key while simultaneously pressing the END key.

To move the insertion point....	Press.....
One character to the left or right	Left Arrow or Right Arrow
One word left or right	CTRL+Left Arrow or CTRL+Right Arrow
One line up or down	Up or Down Arrow
One paragraph up or down	CTRL+Up Arrow or CTRL+Down Arrow
One screenful up or down	Page Up or Page Down
To left or right end of current document	Home or End
To first or last character of document	CTRL+Home or CTRL+ End

Basic Shortcut Keys for Navigating Through Documents

New **Ctrl + N** Creates a new blank document

Open **Ctrl + O** Opens a saved document

Save **Ctrl + S** Saves the current document

Print **Ctrl + P** Prints the current page

Undo **Ctrl + Z** Cancels the last change to the document

Repeat **Ctrl + Y** Repeats the last command

Copy **Ctrl + C** Copies the selected text to the clipboard

Paste **Ctrl + V** Pastes the cut or copied selection

Cut **Ctrl + X** Removes the selection and places it on the clipboard

Find **Ctrl + F** Finds text within the current document

Help **F1** Opens Word's Help center

Save As **F12** Saves the current document with a different name

Arrow Keys Moves the cursor one place in the respective direction

Ctrl + Left Arrow Moves the cursor one word to the left

Ctrl + Right Arrow Moves the cursor one word to the right

Ctrl + Down Arrow Moves the cursor to the top of the next paragraph

Ctrl + Up Arrow Moves the cursor to the top of the previous paragraph

Page Down Displays the next screen

Ctrl + Page Down Moves the cursor to the top of the next page

Ctrl + Alt + Page Down Moves the cursor to the bottom of the window

Page Up Displays the previous screen

Ctrl + Page Up Moves the cursor to the top of the previous page

Ctrl + Alt + Page Up Moves the cursor to the top of the window

End Moves to the end of the current line

Ctrl + End Moves the cursor to the end of the document

Home Moves to the beginning of the current line

Ctrl + Home Moves the cursor to the beginning of the document

Ctrl + G Opens the **go to** tab in the **find and replace** dialog box

Ctrl + F Opens the **find** tab in the **find and replace** dialog box

Ctrl + H Opens the **replace** tab in the **find and replace** dialog box

For additional shortcut keys, you can visit: <http://support.microsoft.com/?kbid=290938>
or visit www.about.com and type word processing for other helpful information.

Exercise 3:

Saving Your Work

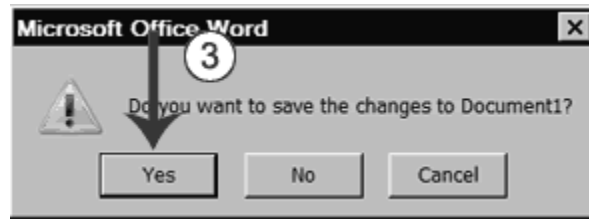
Until we save our document that we have created as a file on a disk, the document exists only in the computer's temporary memory. If the computer is intentionally, or unintentionally turned off, the computer's temporary memory is cleared, and the document is erased. We can avoid losing any document by *Saving* it.

Word will automatically insert a 'default' filename. This default is always the first phrase in the document. You can change the filename to anything you wish. Word can handle long filenames up to 255 characters. These filenames can include uppercase and lowercase letters, numbers and even space. They cannot contain the characters < > : * | \ " ? and / In the **File Name box**, type a filename.

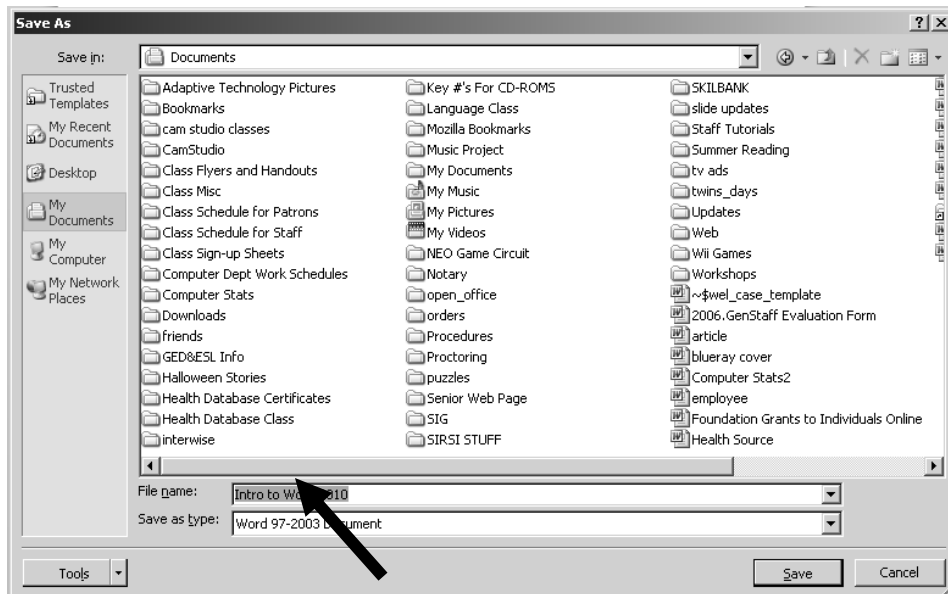
Word will also 'default' to a specific folder, or location where the document will be saved. Here, it is "*My Documents*". If you want to store the document in a different folder, jump drive or in a floppy disk, Click the arrow to the right of the **Save In box**. Use this drop down list to navigate to the folder or drive in which you want the document to be saved in. Double-Click that folder or drive, to display its name in the **Save In box**.

1. Click Exit...which you find in the bottom left corner.





3. You are prompted: "Do you want to save changes to Document1?" To save your changes, click Yes. Otherwise, click No. If you click Yes, the Save As dialog box appears.



4. Move to the correct folder.
5. Name your file by typing **Intro to Word 2010.doc** in the File Name field.
6. Click Save. Word saves your file in the "My Documents" folder.

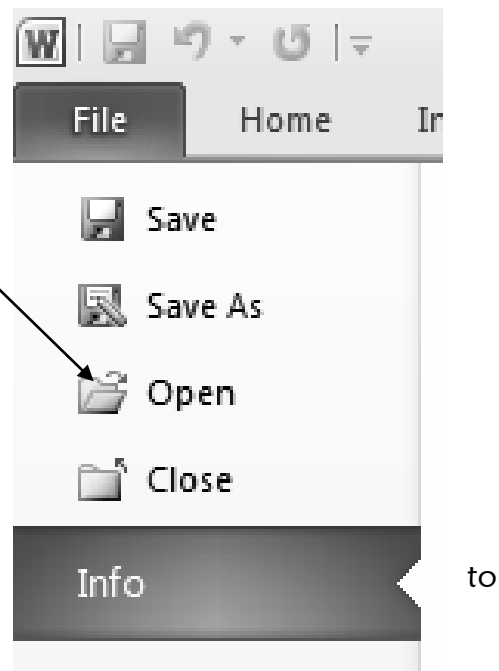
Opening Existing Documents

Exercise 4

Document previously stored on your disk can be brought up on the screen to be revised or viewed by using the Open command. Chose Open from the File menu. The Open dialog box displays the names of the files on your disk in the File Name box.

Try This:

1. Click on the File button in upper-left corner. This displays the Open dialog box. Listed, are some Word documents that have been created.
2. To open one of these documents, you can:
 - a. Highlight the document you wish view, then click on Open on the right.
 - b. Double-click the document you wish to view.



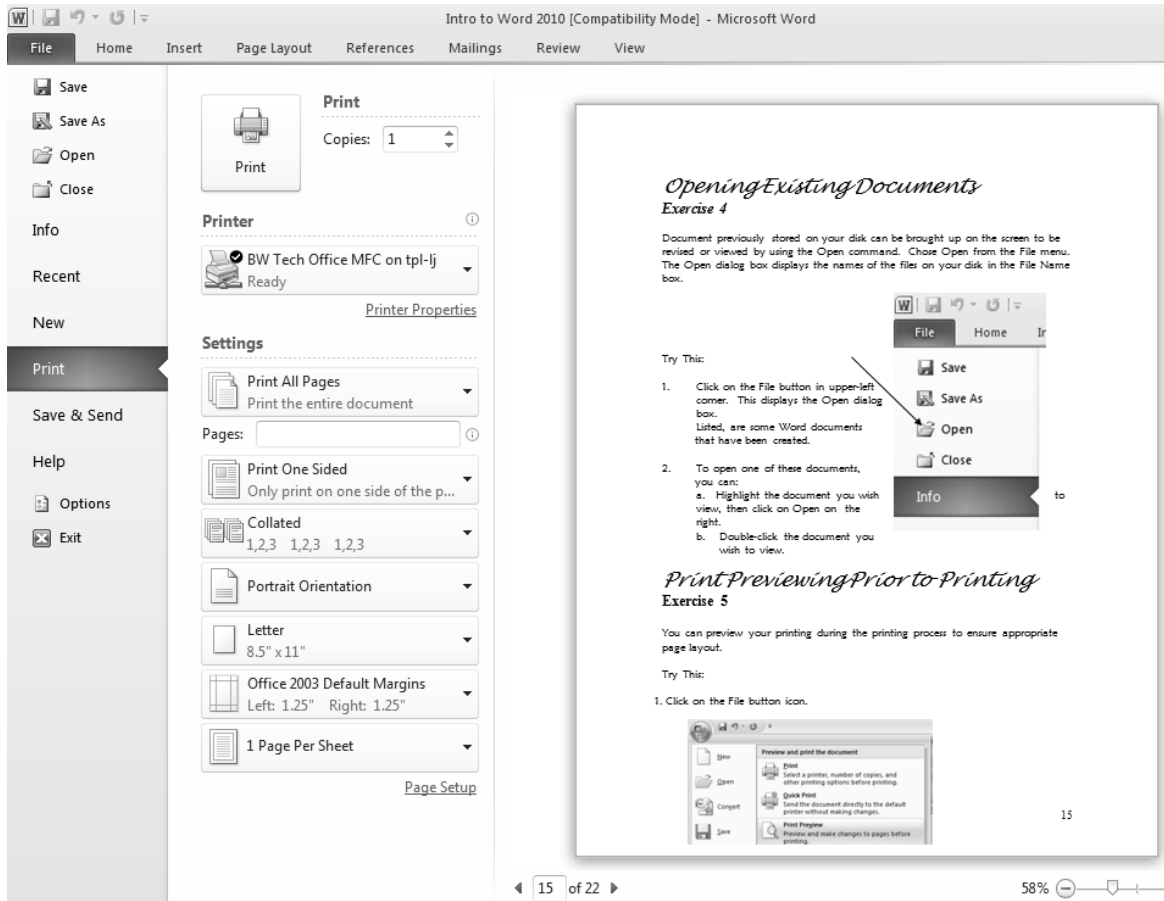
Remember...when you click Open...it looks at the last place you saved or opened a file from. In MS Word, the default place it looks is in the documents folder, so...if you want to open from your jump drive, you must select...my computer and that specific jump drive.

Print Previewing Prior to Printing

Exercise 5

You can preview your printing during the printing process to ensure appropriate page layout.

1. Click on the File button icon.



This will display your document to the right of the screen with a multitude of setting options. Don't get overwhelmed with all of the new setting options! Let's keep it simple!

If you decide to CANCEL your printing, click on the **Home Tab**.

Printing Documents

Exercise 6

After you create a new document, you can print it to review a hard copy. You can print a document using menu commands or the print button in the Standard Toolbar. When you click the button on the Standard Toolbar, you automatically specify to print a single copy of the document using the current print settings.

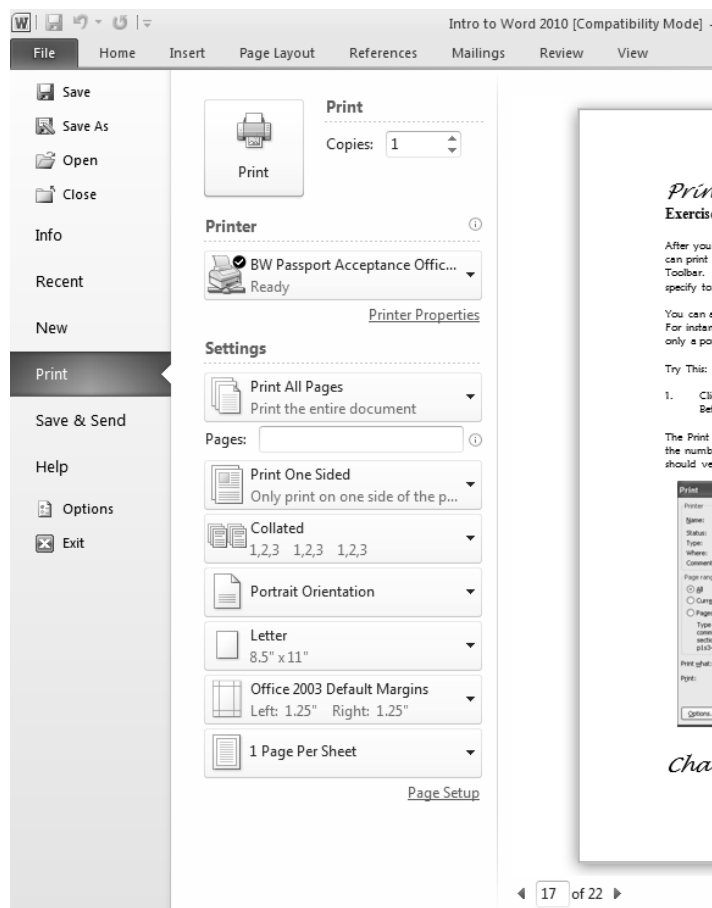
You can also use the File, Print command to adjust your current print settings. For instance, you can specify to print multiple copies of a document, or to print only a portion of your document, such as a single page or paragraph.

Try This:

1. Click on **File** Button, then... click on Print.

Before we go any further, let's look at the Printing options.

They include: specifying a printer, a print range, and the number of copies to print and much more. If you have access to more than one printer, you should verify that the correct printer is selected before printing your document.



Changing the Font

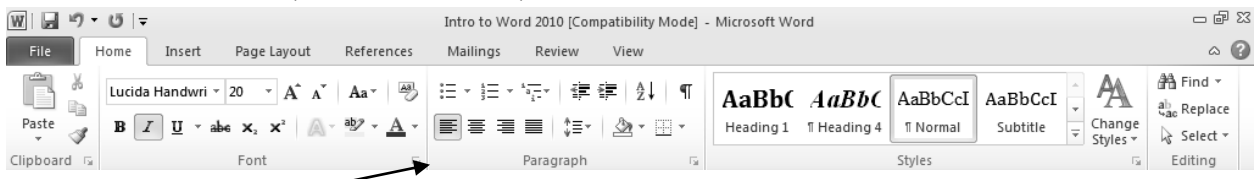
Exercise 7

A font is a collection of letters, numbers, symbols, and punctuation you can create with a specific typeface, in all sizes and styles. Some of the most common fonts are Roman, Courier, Times Roman, Helvetica, and Arial.

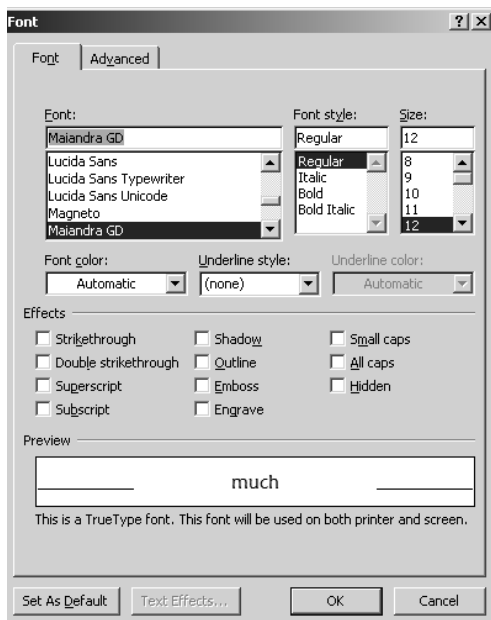
Font sizes are measured in points. *Point size* is the vertical measurement of a character. One inch equals 72 points. The most common point sizes are 10 and 12 point.

Try this;

1. If your name is not currently on your monitor, go ahead and type it.
2. Highlight your name.
3. Click the right corner indicator on the *Font Menu Bar*. This displays the Font Dialog Box. It is here that you can view different font styles, sizes, colors, and effects.
4. Under the Font style, scroll down, and highlight a different font style. Click on OK when you have made your decision.



The ribbon toolbar has some shortcuts to make it easier to change the size, shape, and style of your font. From here, you can Bold, Italicize, Underline and so much more. You can also change the point size, and the type of font you are typing in.



NOTE:

It is important to realize there may be a difference in the command you give, depending on WHEN you give it. Let me explain. If at the beginning of my document, I decide to type in 16 point, Times New Roman font. This decision will remain as I continue to type, and as long as I don't change it.

If I, half way through the document, decide to start typing in 12 point, my font will change size, and remain that way, throughout the rest of the document.

If I, however, go back and highlight a specific phrase, line or word, and change its size, it will change only that part that I have highlighted.

This should be practiced, a few times, before it will be fully understood.

Line Spacing

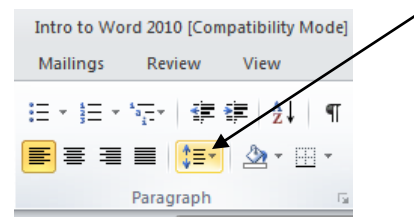
Exercise 8

Word is pre-set to use single spacing. The line spacing can be easily changed to 1.5 or double spacing. The new line spacing effects the entire paragraph that contains the insertion point or the paragraphs that are selected.

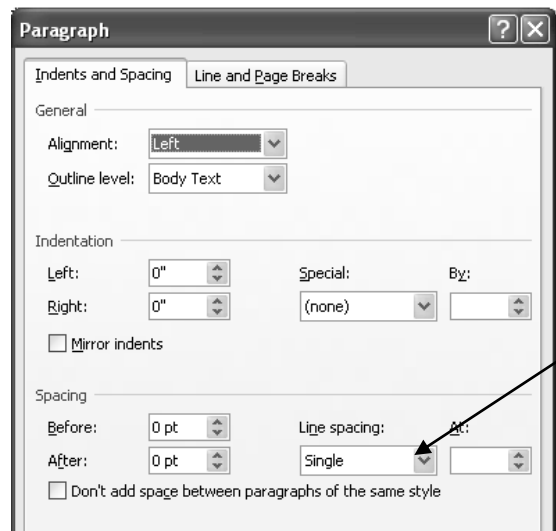
Try This:

1. Type your name, address and phone number as four different lines. It should look like this:

Twinsburg Library
10050 Ravenna Rd
Twinsburg, OH 44087
330.425.4268



2. Highlight your name and address.
3. Click on the Paragraph icon or on the Paragraph's button right corner to reveal the *Paragraph* dialog box.
4. There is an option in this dialog box to change the spacing. It is labeled *Line Spacing*. Click on the small triangle next to the words *Line Spacing*, and choose double.
5. Click on OK.



You can change line spacing for an entire document by specifying the spacing you desire before you begin typing anything. Or, you can change the line spacing by highlighting a specific paragraph (as you just did) and changing only it.

*Make sure the *Before and After Spacing* options shows: 0 pt

Cut, Copy, and Paste

Exercise 9

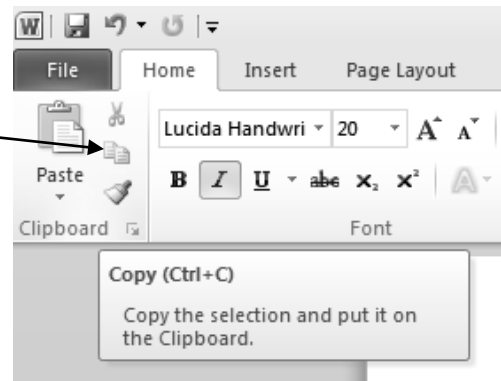
To copy text, means exactly that, to make a copy of it.

To cut text, also means what it says, in that it actually cuts the text from your document.

To paste text means to deposit the text that you have either cut or copied, to another location in your document, or to another document entirely.

Let's Try This:

1. Highlight your name only. Click on the copy icon in the toolbar. This creates an invisible copy of your name. The computer is now waiting for you to tell it where you want this copy.



2. Hit the enter key a few times, to move your cursor further down your page. Now click on the paste icon in the toolbar. This should paste a second copy of your name on you document. (You can actually paste your name as many times as you want to.)

3. Now, highlight you original address. Click on the cut icon in the toolbar. This actually cuts the original text (your address) from the document. Click on a different area on your document, possibly after one other copy of your name.

4. Click on the paste button in the same area of buttons. This should have “cut” your address from your original name, and pasted it to where you currently are in the document.

Spelling and Grammar Check

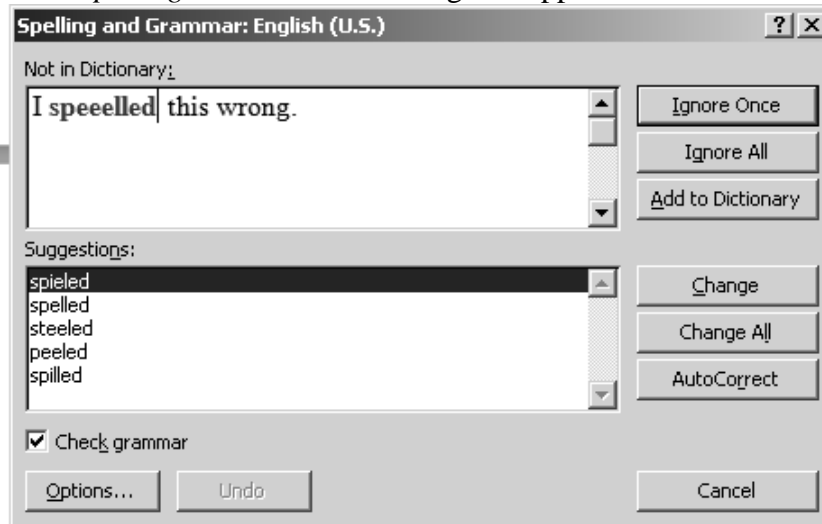
Exercise 10

1. From the **Review** ribbon tab, in the *Proofing* group, click **ABC SPELLING & GRAMMAR**

OR

Press **[F7]**

The *Spelling and Grammar* dialog box appears.



NOTES:

The *Spelling and Grammar* dialog box appears only if Word detects spelling or grammar errors.

The **[F7]** key can be used from any command tab.

2. To exit the *Spelling and Grammar* dialog box, click **CANCEL**

Correcting Grammar

When *Grammar Check* finds a sentence that appears to have an extra space and/or improper grammar, the possible error will be underlined with a wavy green line. You can correct mistakes through the *Quick* menu or through a dialog box. If an error has no clear solution, Word displays the grammatical rule being violated.

A red line indicates possible misspellings. If it is spelled correctly, you can always add the word to its dictionary so it doesn't keep coming up as a misspelled word.

Word 2010 quickly fixes hundreds of common typos and spelling errors on the fly with the AutoCorrect feature. There's nothing to using AutoCorrect; it happens automatically. Beyond spelling, AutoCorrect fixes some common punctuation.

*I don't use this feature...I would rather make the changes myself...but...that's your choice.