

Word 2010: Basics

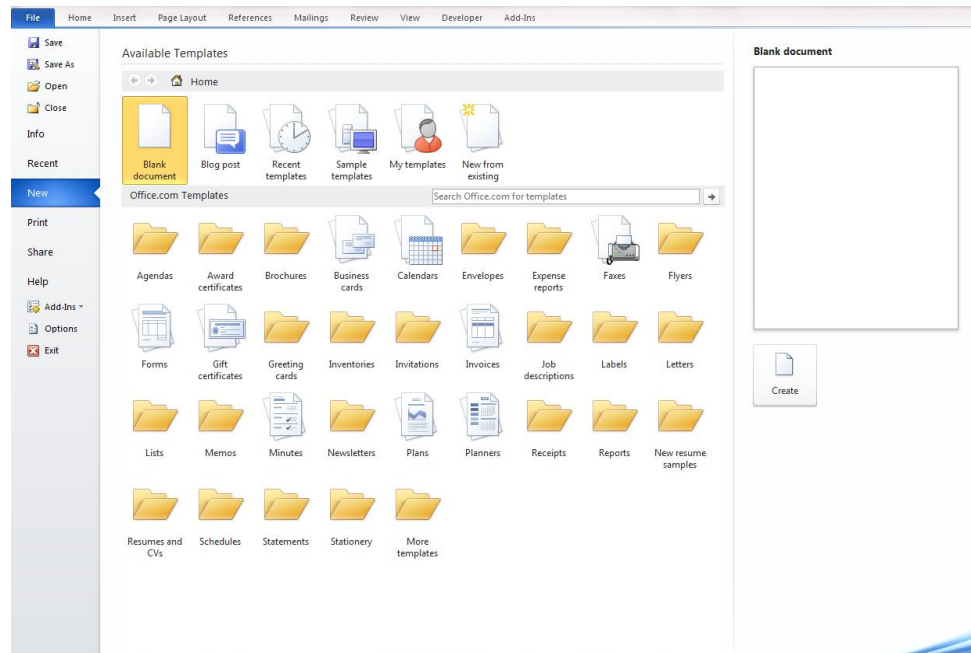
Learning Guide

Exploring Word

At first glance, the Word 2010 is largely the same as before. This guide will help clarify the new changes put into Word 2010.

The File Button

The purple **File** button, located in the top left corner of your screen, replaces the **Office** button found in Word 2007. The File button allows you to carry out the same functions as the old **Office** button, albeit in a more condensed form. In what Microsoft has deemed the “Backstage” view, the **File** button now visualizes more hidden information about a file than before.



Printing

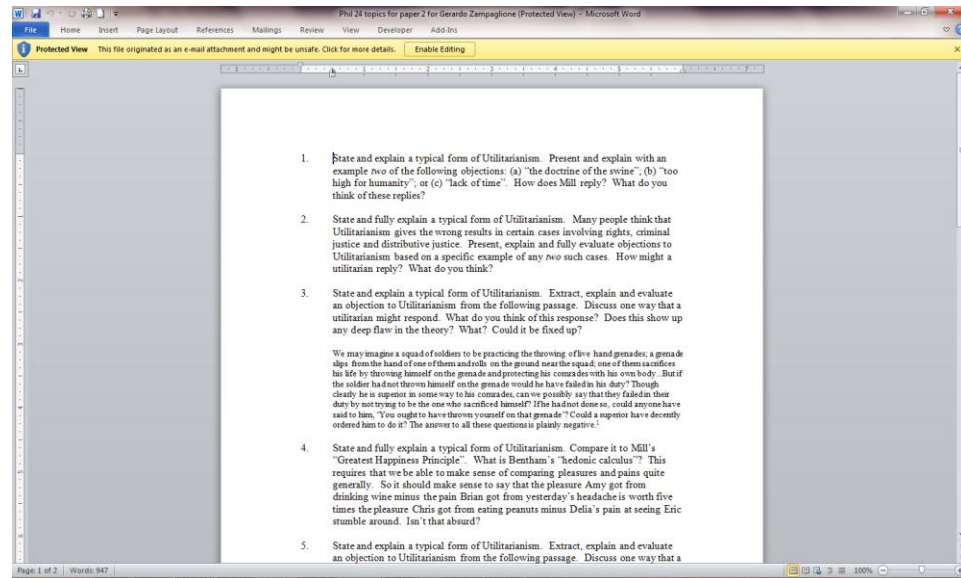
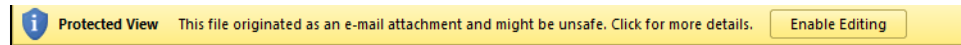
Discussed in detail on page 18, Word 2010 eliminates the **Print Preview** button and integrates it into the **Print** section of the **File** button.

Copying and Pasting

Discussed in more detail on page 7, Word 2010 allows you to select if you would like to cut, copy, and paste text formatting, the text itself, or both.

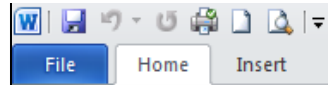
Protected View

In an effort to increase Office 2010's security, Microsoft has instituted this feature across all its products. Documents that are opened from an untrusted source (i.e., a word document downloaded from Gmail or opened from Outlook) will appear in so-called **Protected Mode**. In **Protected Mode**, you cannot edit, print, or save files to your computer



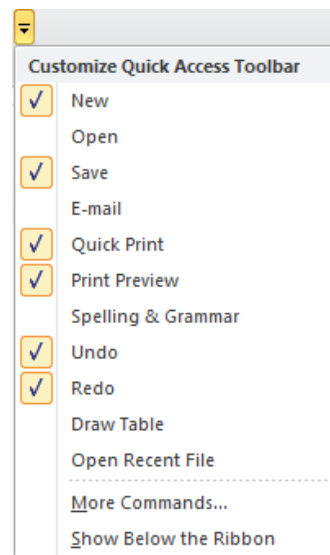
The Quick Access Toolbar

The Quick Access toolbar, which used to be located to the right of the Office button, is now directly above the **File** button. By default, it contains the three most frequently used buttons, Save, Undo, and Redo.



You can customize the Quick Access toolbar and add any button that you frequently use. To add any button to the Quick Access toolbar:

- Click on the downward-facing arrow with a bar on top of it.
- From the menu that appears, select what you would like to add to the Quick Access toolbar.



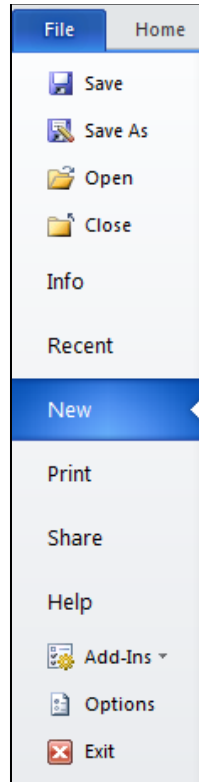
- The button will then appear on the Quick Access toolbar.
- If you want to add buttons that are not on the default ribbon, see the **Customizing Ribbon and Quick Access Toolbar** tutorial, available [here](#).

Composing and Editing Documents

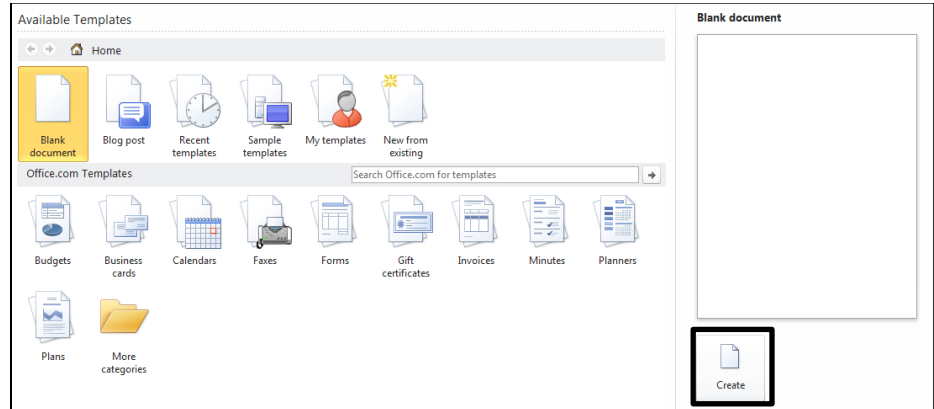
Opening a New Document

Before you can begin, you must create a new blank document.

- From the **File** button, select the **New** button.



- In the pane that appears to the right, click on the desired template (by default, **Blank Document**), and then the button labeled **Create**.



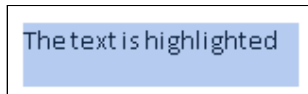
Composing Text

Now that you have opened up a new blank document, you can begin to compose text to fill your new document.

- By default, Word will place a flashing insertion point cursor at the upper left corner of your new document window.
- As you type, your text will appear to the left of the insertion point.
- To insert new text within a paragraph you have already composed:
 - Click inside the paragraph at the point where you would like to insert your text.
 - Type your new text, which will appear to the left of the flashing insertion point.

Selecting Text

Whenever you change the text of your document or apply formatting, you will first need to select the text that you wish to change or format. Once you have selected text, it will be highlighted in blue and ready to accept your change.



Selecting Text in Your Document

- To select a **whole word**, double-click on it.
- To select a **whole paragraph**, triple-click anywhere in the paragraph.
- To select a **long block of text**:
 - Click at the beginning of the text block, hold down the **shift key**, and click at the end of the text block
 - Drag your cursor over the block of text.

Removing text that you have already composed

There are several ways to remove or replace text that is already part of your document.

- To delete text using the **Backspace** key on your keyboard:
 - Place the insertion point to the right of the text you wish to delete.
 - Press the **Backspace** key on your keyboard to delete characters to the left of your insertion point
- To delete text with the **Delete** key:
 - Click inside your document so that the insertion point is to the left of the text you wish to delete.
 - Press the **Delete** key and the characters to the right of the insertion point will be erased.
- To **select and replace** existing text:
 - Drag to select the text you wish to erase.
 - Press the delete or backspace key to remove the text.
 - Begin typing new text to replace the text you selected.

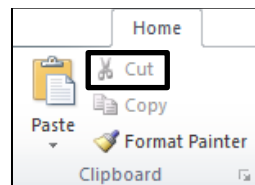
Cutting, Copying, and Pasting Text

Sometimes, you will want to move text you have already composed to a new location in your document. Word's **Cut**, **Copy**, and **Paste** buttons allow you to move blocks of text (of any length) within in your document.

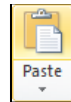
Cutting and Pasting Data

To move your text from its current location to a new location:

- Select the text you wish to cut.
- From the **Clipboard** area of the **Home** ribbon, click on the **Cut** button.



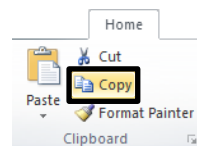
- Click on the location in your document where you wish to insert the block of text. *Your pasted text will be inserted to the left of the insertion point.*
- From the **Clipboard** area of the **Home** ribbon, click on the button labeled **Paste**.



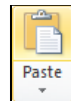
Copying and Pasting Data

To move a copy of your text from its current location to a new location:

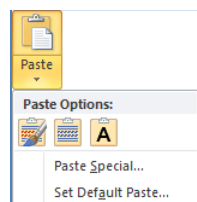
- Select the text you wish to copy.
- Click on the location in your document where you wish to insert the block of text. *Your pasted text will be inserted to the left of the insertion point.*
- From the **Clipboard** area of the **Home** ribbon, click on the **Copy** button.



- From the **Clipboard** area of the **Home** ribbon, click on the button labeled **Paste**.



- If you select the downward-facing arrow below **Paste**, you can choose to copy the formatting of the text along with the text, or just the text itself.



- To paste just the text, without any formatting, click on the bolded **A** in the above menu at the far right. To paste the text with its original formatting, click the icon in the middle.

Tip: Cut, Copy, and Paste Shortcut Keys

To ...	Type...
Cut	Ctrl-X
Copy	Ctrl-C
Paste	Ctrl-V

Tip: To easily copy a block of text, drag a block of selected text while holding down the **Ctrl** key. (This action is marked by a gray insertion point with a plus sign at the base of the arrow, indicating that the text block is being copied and not moved).

Cutting, Copying, and Pasting Data

Cutting, copying, and pasting allow you to move your data (or copies of that data) from its current location to another location in your spreadsheet.

Cutting and Pasting Data

To move your data from its current location to a new location:

- Select the cell or range of cells containing the data you wish to cut.
The selected data will have a black border around it.

Copying text by dragging

Fixing Mistakes

For every document that you create, you will make at least a few mistakes. Word allows you to quickly and easily fix your mistakes using the Undo and Redo buttons.

Undoing a Mistake

- From the **Quick Access** toolbar, locate the **Undo** button.



- Click once on the **Undo** button to undo the most recent action you completed.



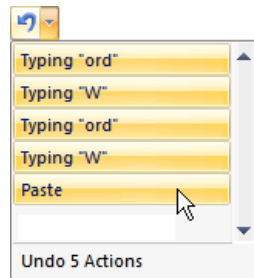
- Click on the **Undo** button again to undo the second most recent action.

Undoing Multiple Mistakes at Once

- From the **Quick Access** toolbar, locate the **Undo** button.



- Click on the down-facing arrow of the **Undo** button.
- From the list that appears, select the actions you wish to undo. *Word will highlight the actions in orange.*



Redoing an Action

Do you wish you had not just undone an action? The **Redo** button allows you to restore the action

- From the **Quick Access** toolbar, locate the **Redo** button.



- Click once on the **Redo** button to restore your previous content.



Tip: *You can only reverse an action immediately after it has been undone. Once you make further changes to your document you can no longer redo previous actions.*

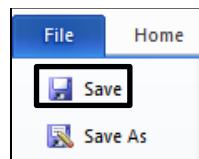
Saving your document

Most people save a document only after they have completed some substantial work on it. When you delay saving your document, you risk losing some of your work if you encounter computer problems or a power outage. To avoid any and all problems, **SAVE YOUR DOCUMENTS EARLY AND OFTEN**. Here are some best practices:

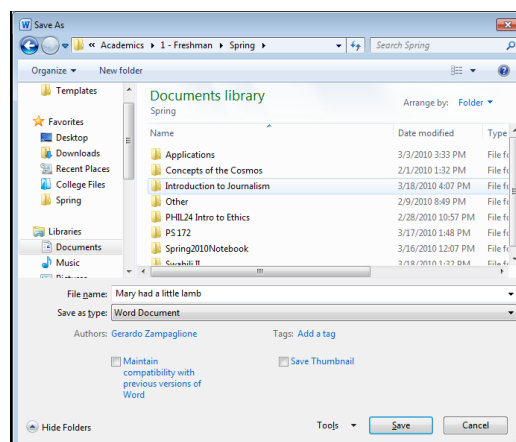
- Save frequently.
- Be sure you know where you are saving your document.
- Save whenever you complete a thought, not just when you complete a major section of your document.
- Save a backup copy when working on a critical document.

Saving a document for the first time

- Click on the **File** button.
- From the menu that appears, select **Save**.



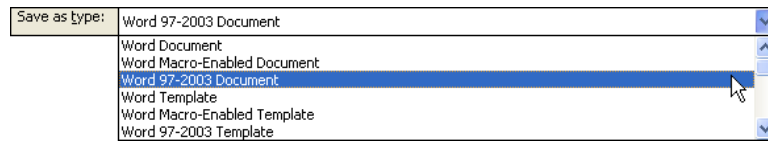
- From the **Save As** window that appears, navigate to the location where you wish to save your document.
- In the box labeled **File name**, type a descriptive name for your document.
 - This name should allow you to remember the document's purpose and contents- even many months into the future. This filename can be more than one word long and can contain spaces.
 - Allow Word to save the document in its default Word document format.
- Click on the button labeled **Save**.



Saving for Office 2003 Compatibility

By default, Word saves your document in a format that is unreadable by versions of Word older than 2007. To save your document with Word 2003 compatibility:

- From the **File** button, select **Save**.
- The **Save As** window will appear.
- Navigate to the location where you wish to save your Spreadsheet.
- In the box labeled **File Name**, type a descriptive name.
- Click on the down-facing arrow next to the box labeled **Save as type**
- From the list that appears, select **Word 97-2003 Workbook**.



- Click on the button labeled **Save**

Saving Changes to a Document

To save changes that you have made to your document:

- From the **Quick Access Toolbar**, click on the **Save** button.



- To save a copy of your file under a new name:
 - Click on the **File** button.
 - From the drop-down menu that appears, select **Save As**.
 - Save this renamed document as if you were saving the document for the first time.

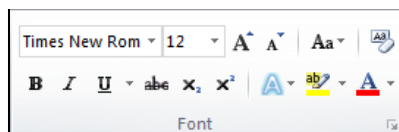
Formatting Text

Once you have composed text in your document, a little formatting can highlight your ideas and make your document easy to read. You can easily format text using the **Home Ribbon**.

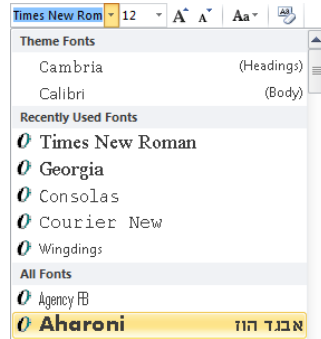
Changing the Font and Size of Your Text

Changing the Text Font

- Select the text you wish to format
- Locate the **Font** area of the **Home** ribbon



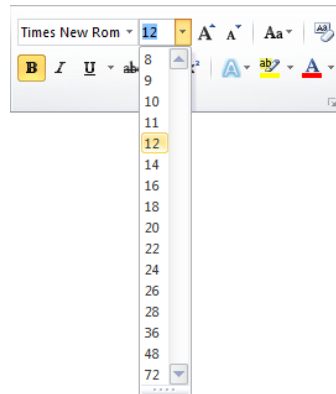
- Click on the down-facing arrow next to the drop-down **font** list
- From the list that appears, click on the **name** of the font you want.



Changing the Font Size

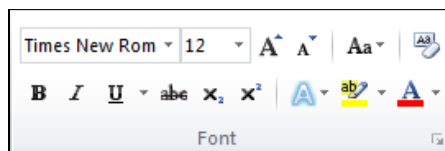
To change the size of your text:

- Select the text you wish to format
- Locate the **Font** area of the **Home** ribbon
- Click on the down-facing arrow next to the font size menu
- From the list that appears, click on the **size** of the font you want



Adding Bold, Italic, and/or Underline

- Select the text you wish to format.
- Locate the **Font** area of the **Home** ribbon.

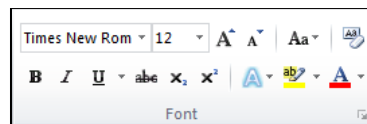


- Click on one of the following buttons to apply text formatting

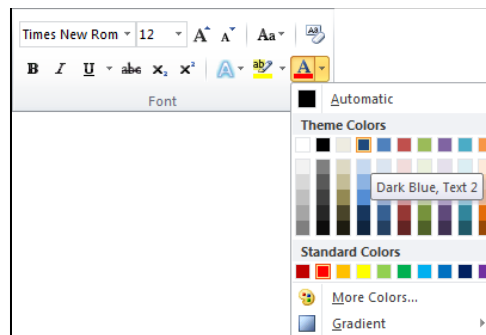
To format your text...	Click on...
Bold	B
Italic	<i>I</i>
Underline	<u>U</u>

Changing the Text Color

- Select the text you wish to format.
- Locate the **Font** area of the **Home** ribbon.



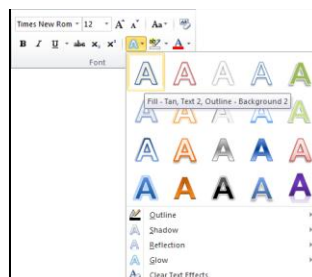
- Click on the down-facing arrow to the right of the **Font Color** button, an underlined red A.
- From the font colors that appear, select the color you want.



Adding Text Effects

To add **COOLEFFECTS** to text:

- Select the text you want to format.
- From the **Font** section of the **Home** ribbon, select the downward-facing arrow to the right of the stenciled blue A.
- Select your desired effect.

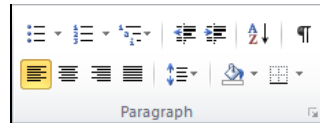


Formatting Paragraphs





Just as text formatting makes your content easier to read, paragraph formatting creates a visual structure that greatly improves the appearance of your document.

Aligning text

- Select the paragraph(s) you wish to format.
- Locate the **Paragraph** area of the **Home** ribbon.

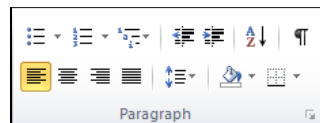


- Click on one of the following buttons to change the alignment of your paragraph(s).



To align your text ...	Click on...
To the Left	
In the Center	
To the Right	
Evenly across the margin (Justified)	

Indenting text

- Select the paragraph(s) you wish to format.
- Locate the **Paragraph** area of the **Home** ribbon.



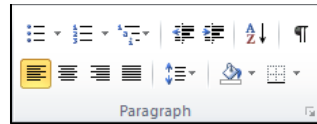
- Click on one of the buttons below.

If you want to ...	Click on ...
Increase the indent	
Decrease the indent	

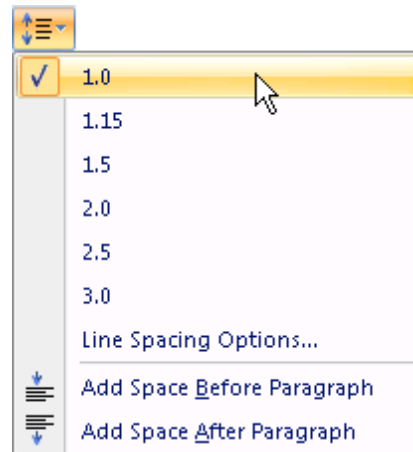
Line Spacing

When composing a document, you may wish to change the line spacing to include room for future editing.

- Select the paragraph(s) you wish to format.
- Locate the **Paragraph** area of the **Home** ribbon.



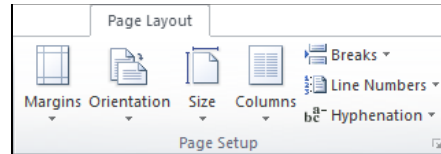
- Click on the down-facing arrow next to the **Line spacing** button
- Select the line spacing that best fits your paragraph(s), or select **Line Spacing Options** for more options.



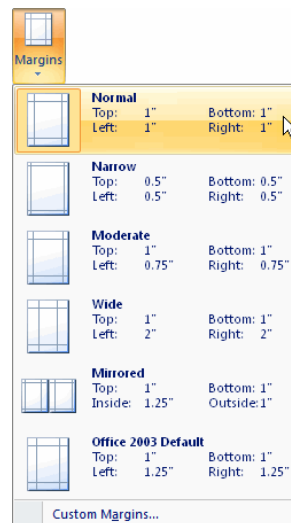
Formatting Page Margins

By default, Word sets margins of 1.0" to the right and left and 1.0" to the top and bottom of your document. If you wish, you can adjust the margins of the document to better accommodate your content.

- Locate the **Page Setup** tab of the **Page Layout** ribbon.



- Click on the down-facing arrow of the **Margins** button.
- From the list that appears, select the margins you wish to apply to your document.



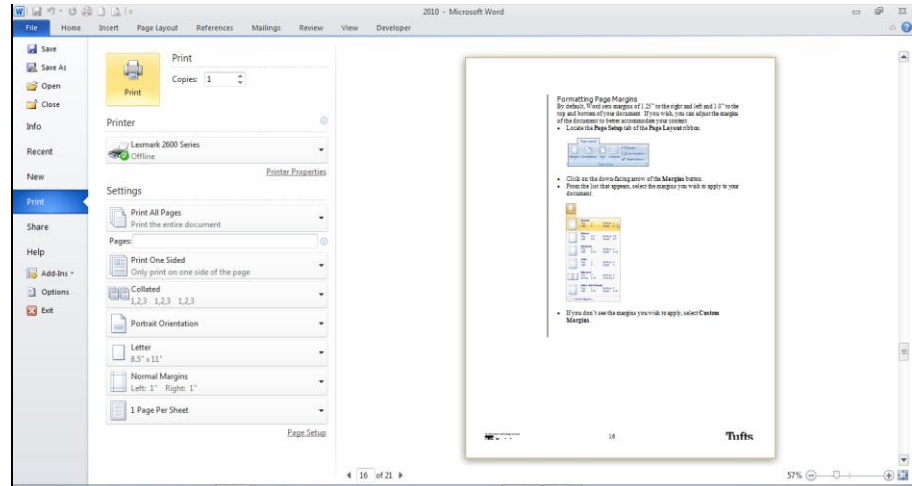
- If you don't see the margins you wish to apply, select **Custom Margins**. To learn more about creating custom margins, see the **Document Design** tutorial, available [here](#).

Previewing and Printing your Document

Before printing, you may want to preview your document on the screen to make sure that it will print out in the way you intended. In Office 2010, the techniques for previewing and printing have been combined.

Previewing your Document

- From the **File** button, select the **Print** button.
- A preview of your document will appear in the right of the **Print** pane.

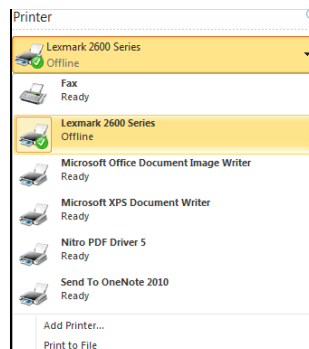


- Word will display a copy of your document as it will look when it is printed. To view the document closer, use the zoom slider in the bottom right corner of the screen. The button to the right of the plus sign returns to the default print preview view, which shows the entire page.

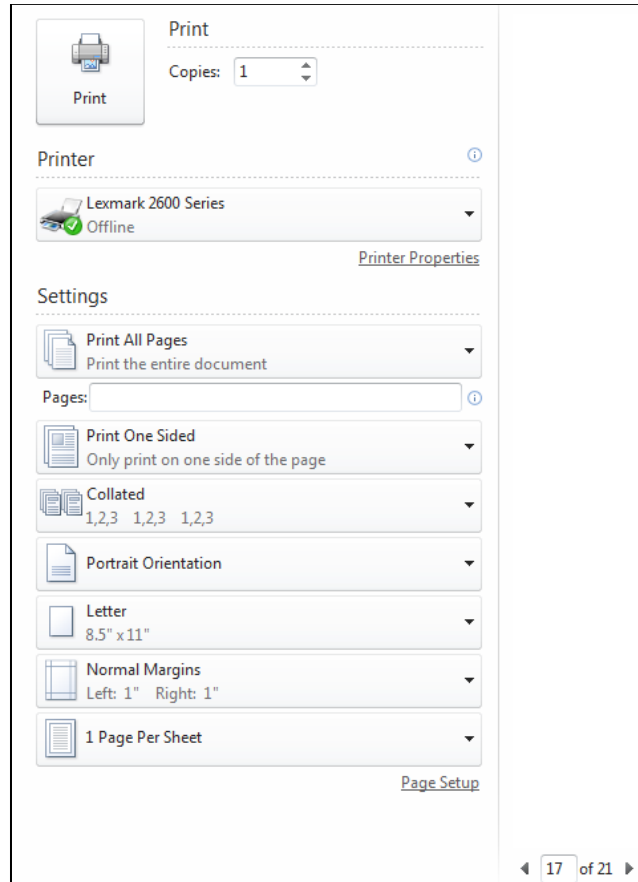


Printing your Document

- From the **File** button, select the **Print** button.
- Make sure your printer is selected by clicking the downward-facing arrow to the right of the printer icon..



- Click on the button labeled **Print**.

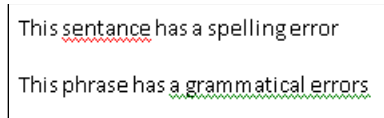


The screenshot displays a print dialog box with the following sections:

- Print:** A button with a printer icon and the text "Print". To its right, "Copies: 1" is shown with a small up/down arrow.
- Printer:** A dropdown menu showing "Lexmark 2600 Series" with a green checkmark and the word "Offline" below it. A "Printer Properties" link is located to the right.
- Settings:** A series of dropdown menus for print options:
 - "Print All Pages" with the subtext "Print the entire document".
 - "Pages:" followed by an empty input field.
 - "Print One Sided" with the subtext "Only print on one side of the page".
 - "Collated" with the subtext "1,2,3 1,2,3 1,2,3".
 - "Portrait Orientation".
 - "Letter" with the subtext "8.5" x 11"".
 - "Normal Margins" with the subtext "Left: 1" Right: 1".
 - "1 Page Per Sheet".A "Page Setup" link is located to the right of the last dropdown.
- Page Navigation:** At the bottom right, a page number "17" is shown between left and right arrow icons, with "of 21" to its right.

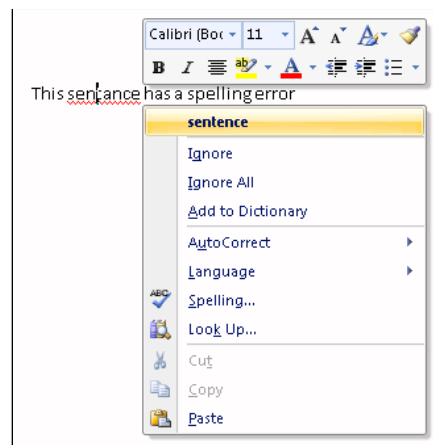
Fixing Spelling Errors

Word provides visual cues about your spelling and grammar errors. Misspelled words are underlined in red, while sentences with grammatical flaws are underlined in green. These annotations do not appear in when you print your document.



Although you can correct spelling errors manually, Word can also suggest appropriate spelling corrections:

- Right-click on any misspelled word to display a contextual menu with suggested corrections.
- Select the correct spelling and Word will automatically make the correction.



Tip: Correcting Grammatical Mistakes:

Grammatical errors can also be corrected by right-clicking on them with your cursor. If the contextual menu contains the grammatical correction, simply select the corrected phrase and it will be automatically inserted in your document. Unfortunately, grammatical mistakes, unlike spelling errors, must often be corrected manually.

Getting Help in Word

Word's Help index is a good resource when you are trying to use an unfamiliar feature or starting a new project. To get help in Word:

- Click on the blue question mark, the **Microsoft Office Word Help** button, in the upper right corner of the Word window.



- The **Word Help** window will appear.



- Click in the box next to the blue question mark, and type a description of the task in Word about which you would like to learn.
- Click on the button labeled **Search**.



- The topics that relate to the task you described will then be listed. Click on one of the topics to display its contents.

