Microsoft Word 2010

Beginner

Microsoft
Office Word

RUNNING MICROSOFT WORD

USAGE:

Microsoft Word can be accessed through the desktop or through the Start menu (located on the taskbar at the bottom of the screen).

If you have assigned a shortcut to your desktop, double-click on the **Microsoft Word 2010** icon to run the application.

Although the quickest way of running Word is obviously through the desktop, you can also access the **Start** menu which allows you to locate any program available on your system.
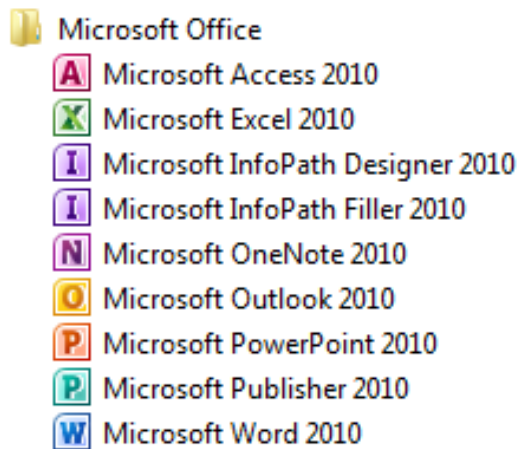
Follow these steps to run Word from the Start menu:

❶ Click on this button (located along the far left side of the taskbar) to access the Windows **Start** menu.

❷ Select ▶ All Programs from the pop-up menu.

❸ Select 📁 Microsoft Office from the sub menu.

📁 Microsoft Office
  Ⓐ Microsoft Access 2010
  Ⓧ Microsoft Excel 2010
  Ⓘ Microsoft InfoPath Designer 2010
  Ⓘ Microsoft InfoPath Filler 2010
  Ⓝ Microsoft OneNote 2010
  Ⓞ Microsoft Outlook 2010
  Ⓟ Microsoft PowerPoint 2010
  Ⓟ Microsoft Publisher 2010
  Ⓦ Microsoft Word 2010

❹ Select **Microsoft Word 2010** from the sub-menu.

THE WORD SCREEN

After you start the program, you are taken into a blank untitled document where you may begin entering your text. The screen can be quite intimidating the first time you see it as there are so many items displayed on it. However, if you take a few minutes to familiarize yourself with the various screen elements, the program will become easier to work with.
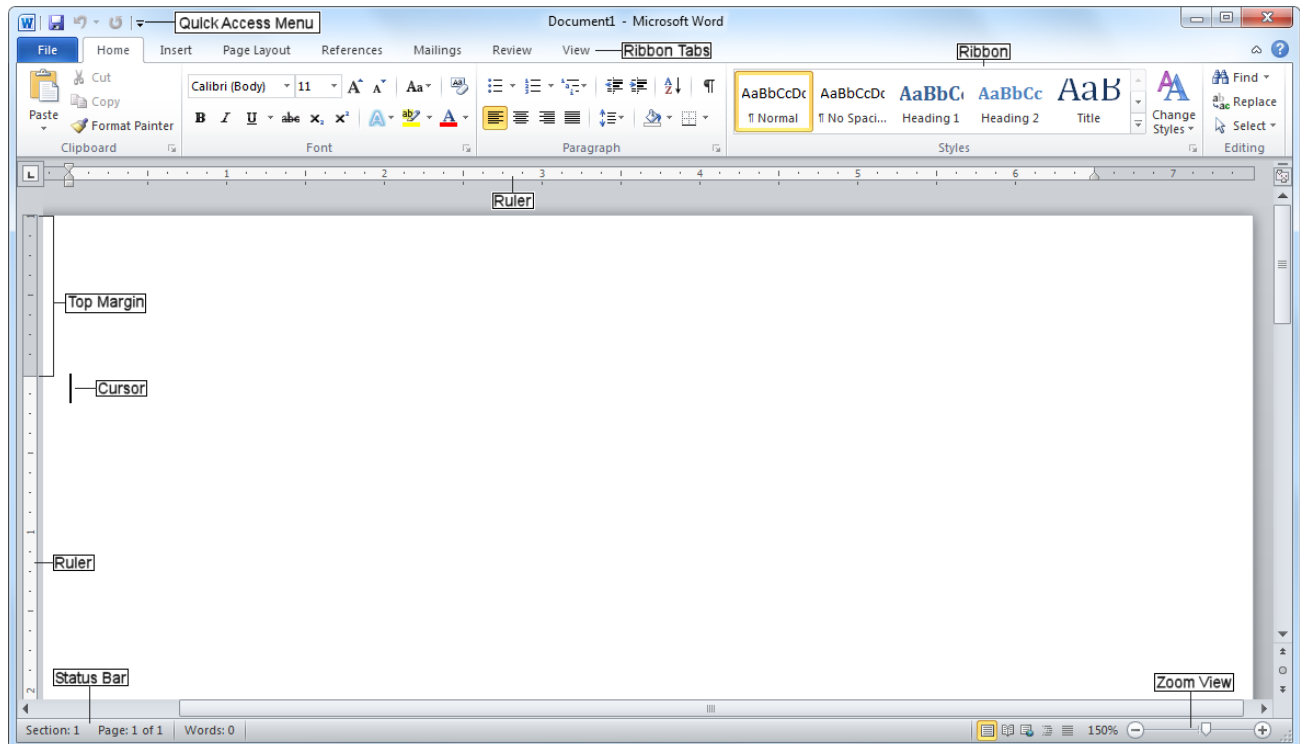
Along the top left corner of the screen is the **Word** button which is used to manipulate the program window (minimize, maximize and restore its size, move it, close it). To the right of the Word Button is the Save tool as well as the Undo and Redo tools. Since those are tools that are most often used, they are placed in a convenient location on what is referred to as the

"Quick Access Menu". Click on the button to the right of these tools to customize this Quick Access Menu.

The name of current document followed by the application name is displayed in the middle.

The far right side of this line contains three icons for minimizing, maximizing, and closing the document or program:

The second line contains tabs which are used to access a series of **Ribbons** to help you quickly find the commands needed to complete a task. Commands are organized in logical groups that are collected together under these tabs. Each tab on the Ribbon relates to a type of activity, such as inserting an object or laying out a page. To reduce screen clutter, some tabs are shown only when they are needed.

There is no way to delete or replace the Ribbon with the toolbars and menus from previous versions of Microsoft Office. However, you can minimize the Ribbon to make more space available on the screen. To quickly minimize the Ribbon, press CTRL+F1. If you prefer using the mouse, point to an empty space just to the right of the last tab across the top of your screen and click the [RIGHT] mouse button. From the pop-up menu, choose **Minimize Ribbon**.

If you press CTRL+F1 a second time, the Ribbon will again be displayed. If you prefer using your mouse, point just to the right of the last tab and click your [RIGHT] mouse button. From the pop-up menu, again choose **Minimize Ribbon** (this time to de-select it).

Use the ALT key to access the ribbon directly from the keyboard. For example, if you were to press ALT+N, you could access the "Insert" Ribbon. Each time you press ALT, Word displays corresponding letters for the ribbon items to help you to continue using keyboard shortcuts to select them.

Along the right side of the screen is the **scroll bar** used to quickly move (vertically) within your document. Use the arrows located across the top and bottom of the scrollbar to move up and down. To move more quickly, drag the small rectangle located within the scroll bar to the desired location (up or down).

If you zoom to a larger size than can fit horizontally within the window, a horizontal scroll bar will appear across the bottom of the screen.

Below the vertical scroll bar are three buttons which are used to move up and down between pages and/or document objects.

The **Ruler** indicates the current margins and tab settings and is displayed across the top and along the far left side of the typed document. Click on (located towards the right side of the screen just above the vertical scroll bar) to toggle the ruler on/off.

The actual typing area is the large interior portion of the window that the program uses to display its data and special symbols. In Word, this working section is referred to as the **Text Area**.

Within the text area you should see a small blinking vertical line, referred to as the **Insertion Point** or cursor. It marks the spot where your next typed character will appear.

You should also see an **I-beam** I which indicates where the mouse pointer is located. As you move the mouse to the Ribbon area at the top of the screen or along the left or right edges of the document, it will change into the shape of an arrow. The arrow is used to point to items within the Ribbon or to select lines of text.

Just below and to the left of the vertical scroll bar is the **Zoom** Area. Notice you can click on the increase ⊕ or decrease ⊖ buttons to change the zoom factor. You can also drag the slider horizontally to change the text size as it appears on the screen. Word displays the current percentage just to the left of this area.

To the left of the zoom area are five **View Icons**. These are used to change the current page for display purposes. Simply click on the view you want to switch to.

The far left side of this line contains the **Status Bar** which indicates the number of pages and how many words have been entered in the document, as well as information on proofing tools.

> **NOTE:**   *If you have a document with a Table of Contents, Word displays a Navigation pane along the left side of the screen with each of the topic listed.*

To make working with multiple documents less confusing, Word displays all opened documents along the taskbar at the very bottom of the screen. Rather than having to access the Ribbon labeled **View** to switch between opened windows, you can simply use your mouse to click on the name of the file you want to access directly on the taskbar. Once selected, that document becomes the active window.

WORKING WITH HELP

USAGE:

Word has an extensive help database that can assist you with virtually any topic you encounter while working with the program.

Help can be as generic as explaining how to print within the program or as specific as detailing each item within a dialog box.

To display help, simply click on this tool (located on the far right side of the tabs and just above the Ribbon).
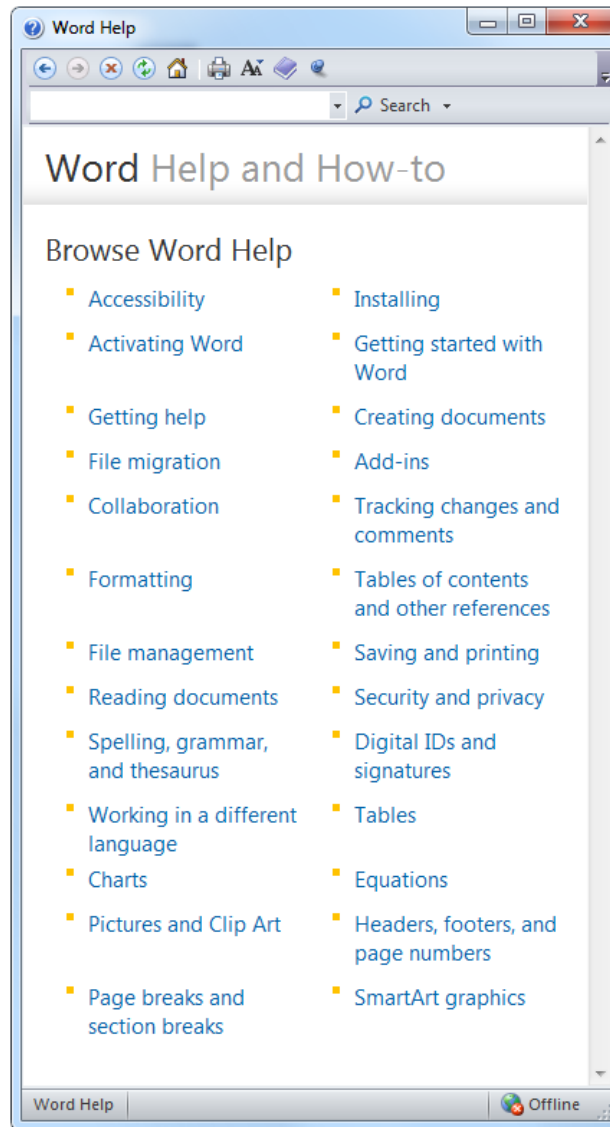
There are several buttons across the top of the help window:

If you have been moving between help topics, click on the back arrow button to return to the previous help topic.

If you have returned to a previous help topic, click on the forward arrow button to display the next topic.

If you are viewing a topic online and it is taking a long time to load, click on this button to cancel the help page.

Click on this button to refresh the help window.

Click on this button to return to the original help topic list.

Click on this button to print the current help topic.

Click on this button to increase/decrease the text size for viewing purposes in the help window.

Click on this button to access Word's complete table of contents for help. A separate pane will be opened along the left side of the help window, listing all help topics. To view a topic, simply click on its title. Click on this button a second time to close the contents pane.

Click on this button to keep the current help topic on top.
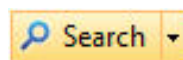
Click on the down arrow ▼ beside this button to select the type of help topic you would like displayed.

By default, help is connected to the online Microsoft Office website. Click on this button (lower right side of the status bar) to disconnect from the website and, instead, search for help topics available only on your computer.

PRINTING HELP TOPICS

If you find a help topic that you feel might be a good idea to print, you can have Word send that topic to the printer. This comes in handy when a screen lists several choices or perhaps lists various keyboard shortcuts.

Click on this tool to print the current help topic. A dialog box containing two tabs will be displayed:
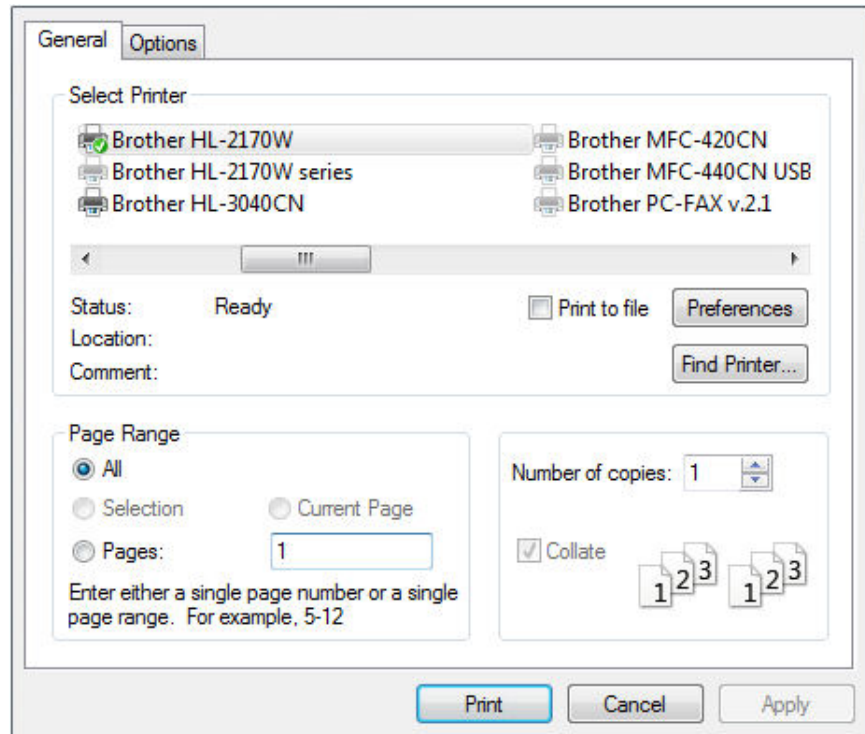
The first tab (labeled **General**) is divided into three main sections, as discussed below:

Select Printer　　This section is used to select the printer. There is also a checkbox to print the topic to a file.

Page Range　　Use this section to specify the print range.

Number of copies　Sets the number of copies to print. If you are printing more than one copy of a multiple page topic, you can check the **Collate** box to have Word organize each set of copies for you.

The second tab (labeled **Options**) contains the following items:

Print frames   This section is only used for pages that have been divided into multiple frames and is not always available.

There are also two check boxes at the bottom of this dialog box that allow you to print related linked documents as well as a table that lists the links in the document.

Printing all links will also print any documents referred to (via links) by the displayed topic. Printing a table of links adds a table at the end of the printout which lists all linked documents.

When done, choose [Print] to begin the printing.

EXITING HELP

Click on this button (located in the top right corner) to **close** the help window and return to your document.

SCREENTIPS

A common problem most users encounter is not knowing what each tool on the screen represents.

For example, the SAVE tool is displayed as a 3.5" diskette which some users do not immediately relate to saving a file.

To alleviate this problem, Word offers quick mouse assistance on each tool, referred to as ScreenTips.
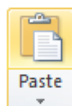
As you point to a tool, Word will display a quick note as to the tool's function.

Paste

Paste (Ctrl+V)

Paste the contents of the Clipboard.

VIEWING OPTIONS

USAGE:

Word provides more than one way to view a document. The five views include Print Layout (the most common), Full Screen Reading, Web Layout, Outline, and Draft. The main difference between these views is your personal preference as to how you want to work with the document. Each view has its own unique format. You can switch between the views at any time. It is also possible to zoom in or out of a document to get different perspectives of the same page.

You can change the display mode by either accessing the "Document Views" section on the **View Ribbon** or using the viewing icons located towards the bottom right of the screen:

Click on this button to switch to **Print Layout** view. This display shows the final page layout while still allowing you to edit the document. Headers, footers and all formatting are displayed within this view.

Click on this icon to switch to **Full Screen Reading Layout** view. This view is best when opening simply for reading as it hides most of the screen elements.

Click on this icon to switch to **Web Layout** view. This display is used to create documents for the Internet.

Click on this icon to switch to **Outline** view. This view allows you to work with large documents - collapsing certain sections while expanding others.

Click on this button to switch to **Draft** view. Headers, footers and most of the formatting are not displayed within this view.

100% If you click on this button (located to the right of the viewing icons) a dialog box will open whereby you can select a **Zoom** factor for the text displayed on the screen. You can also use the ⊖ and ⊕ buttons to increase/decrease the zoom factor.

You can also access the "Zoom" section on the **View Ribbon** to switch to a specific zoom factor, 100%, one page, two pages, or page width view.

DISPLAYING NON-PRINTING SYMBOLS

¶ This tool (located within the Paragraph section on the Home Ribbon) toggles between displaying/hiding non-printing symbols, such as hard returns, spaces and tabs.

SHOW/HIDE SCREEN ELEMENTS

The "Show/Hide" section on the View Ribbon is used to display (when checked) or hide various screen elements. These elements include the ruler (to see your margins), gridlines (to align graphic objects), the message bar (to complete required actions), the document map (to navigate through the structural view of your file), and thumbnails (to quickly move through a large file).

WORKING WITH A FULL READING SCREEN

The full screen reading layout hides most of the screen elements so that you can easily read only the text within the document. This view is useful when reviewing a document from a colleague.

While in this view, there are a series of tools across the left side of the screen which are used to save, print, translate, highlight, and add comments.

Page 1 of 1 ▾ Across the top center of this screen, Word displays the current page number along with the total number of pages within the document.

View Options ▾ The right side of the screen is used to change viewing options (increase or decrease text size, display one or two pages at a time, allow typing to be performed from within this view, track changes, show comments, and show the original or final version of the document).

RETURNING THE SCREEN TO NORMAL

✕ Close When done reviewing the document in this view, click on this button to close the full screen reading layout and return to the normal view.

SAVING A DOCUMENT

USAGE:

After having typed a document, you will want to save it and assign a name that will allow you to easily find it again. If you access the File tab (across the top of the screen in the ribbon section), you will notice two options for saving a document: **Save** and **Save As**.

Save is the normal save feature which will ask you the first time you save a file to assign a name to it. From that point on, choosing SAVE will simply update the file to include the new information. On the other hand, **Save As** saves an existing file under a new name or as a different format to be imported into another program.

Click on the **Save** icon (located on the Quick Access Bar).

The first time you save a document, Word provides a dialog box prompting you to enter a file name, as shown below:
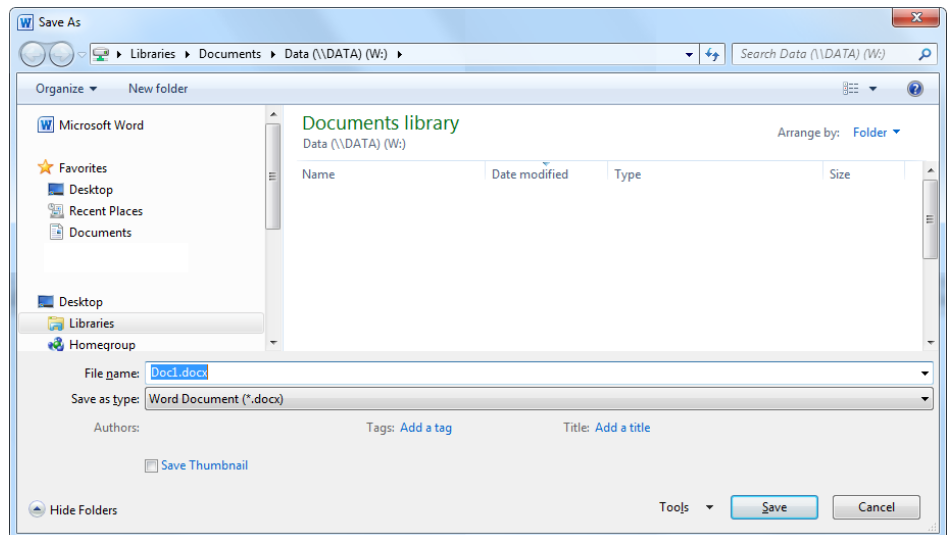
Along the left side of the dialog box, Word displays the **Navigation Pane**. This pane lists common/favorite locations (links) as well as a section for browsing your folders and drives. You can hide/display the "Folders List" section at the bottom of this area by clicking on the ⌄ ⌃ arrows.

Use the address bar to determine the path, as shown below:
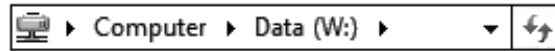
Notice the path is displayed horizontally on the bar. For example, in the diagram shown above the currently selected item is the "Data" drive (W) which is part of your computer. To get to that folder, you had to first choose your computer, then the Data drive (W). This new layout is commonly referred to as "bread crumbs" because it shows you the path that was taken to get to the current location.

You can easily move to another folder on the "W" drive by clicking on the ▶ arrow beside the drive name and then selecting a different folder to view.

In the box provided, enter a name for the new file. Letters, numbers and spaces are allowed. Enter 1-255 characters.

Notice that Word defaults to assigning the "docx" extension.

If you want to save the document in another format (such as another word processing application or any previous version of Word so that someone else can edit the document who does not have this version), click on the down arrow ▼ beside the box labeled **Save as type** and select the format from the list provided.

Enter a name for the document in the box labeled **File name** and then click on Save to actually save the document.

TIP: *The shortcut key for saving is* CTRL *+* S *.*

USING THE AUTO SPELL CHECKER

USAGE:

Word offers an automatic spell checker which, as you type, checks words to see if they match the installed dictionary. Simple corrections will be performed automatically for you. If you type a word that is not included in the installed dictionary, Word will flag it as a misspelling by underlining it in red. The underline is for viewing purposes only and will not be printed.

This is a sentence with a mstake in it.

You can quickly correct the spelling mistake using your mouse.

Click the **[RIGHT]** mouse button while pointing to the flagged word. A pop-up menu will appear as shown below:
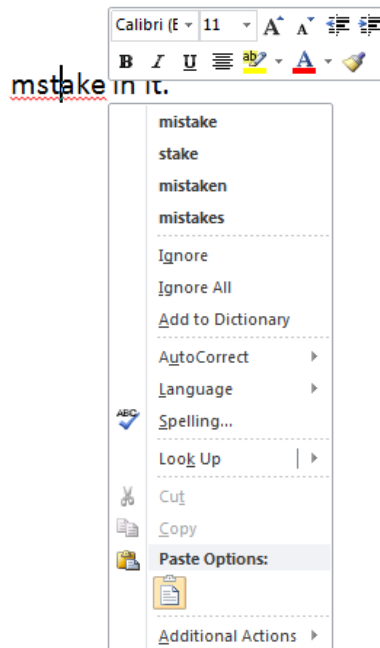
The top below portion of the pop-up menu offers suggestions for the flagged word. Notice that Word also allows you to **ignore** the word (regardless of how many times it is contained within the document) or **add** the word to the user dictionary for future reference.

You can also instruct Word to automatically correct this mistake in the future by choosing the **AutoCorrect** option or change the **Language** that is being used to check the spelling. In addition, you can access the spell checking dialog box or lookup the word.

USING THE SPELL CHECKER

USAGE:

Before printing and sending a document out for others to read, you should always spell check it for typing errors. By comparing words in your file against the dictionary, Word can check your spelling and alert you of possible mistakes.

For each word the program cannot find in its dictionary, Word asks what to do. You will be able to choose to change the spelling, suggest alternative words, have the word remain as it is, or add the word to the dictionary. Word also checks for words that are incorrectly capitalized and for repeated words.

ABC ✔
Spelling & Grammar

Click on the **Spelling and Grammar** tool (located within the Proofing section on the Review Ribbon).

Word will display the following box:
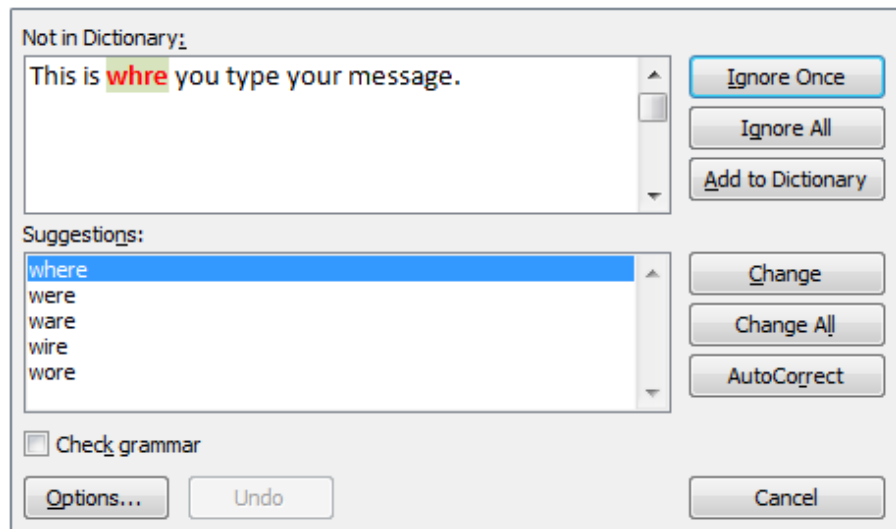
The top section of the box contains the first unrecognized word - shown in red with its accompanying sentence so you can see how you were using the word within the document. The bottom of the dialog box contains suggestions for correcting the flagged word.

The following buttons are provided within the spell checking box:

| Ignore Once Ignore All | If the word should remain as it is, select the **Ignore Once** button. Word also offers the option of **Ignore All** if the word in question appears throughout the document. |

If the word should remain as it is, select the **Ignore Once** button. Word also offers the option of **Ignore All** if the word in question appears throughout the document.

Add to Dictionary — If the word should be added to your custom dictionary for future reference, click on this button.

Change / Change All — If one of the suggestions is correct, double-click on the correct spelling or highlight the word and choose the **Change** button. If you are afraid you misspelled a word more than once, click on the **Change All** button.

If both the word and suggestions are incorrect, you can type the correct spelling yourself since your cursor is already blinking in the top section (beside the selected word). Afterwards, press `ENTER` or select **Change**.

AutoCorrect — Use this button to add the word to the AutoCorrect list. In the future, when you misspell this word while typing, Word will automatically correct it - without you having to access the spell checker.

Undo — Reverses the latest actions made during the current spell checking session.

☐ **Check grammar** — Check this box to include grammar checking.

Options... This button is used to change the options associated with spelling and grammar features.

This box provides a variety of options to customize how the spell checker works. You can specify whether to suggest and where to get the suggestions and what you want to ignore during the spell checker (such as uppercase words or words containing numbers).

Click on **Custom Dictionaries...** to add or modify custom dictionaries, such as medical and legal to be used during spell checking.

In addition, you can specify grammar options, such as how often to check, and what writing style to use.

Once all options are selected, choose **OK**. You will be returned to the original spell checking box where you can continue.

After running the spell checker, save your document again.

PRINTING YOUR DOCUMENT

USAGE:

Obviously, you'll need to print at some point. You can choose what part of the document to print (such as the current page, multiple pages or the entire file). In addition, you can specify which printer to use and how many copies you'd like.
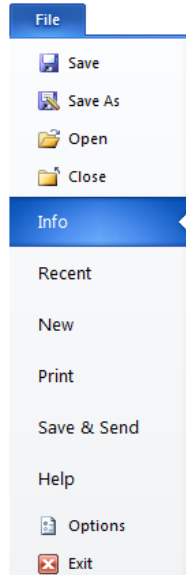
Click on the **File** tab on the Ribbon and select **Print** from the pull-down list of options.

The Print window will be displayed:
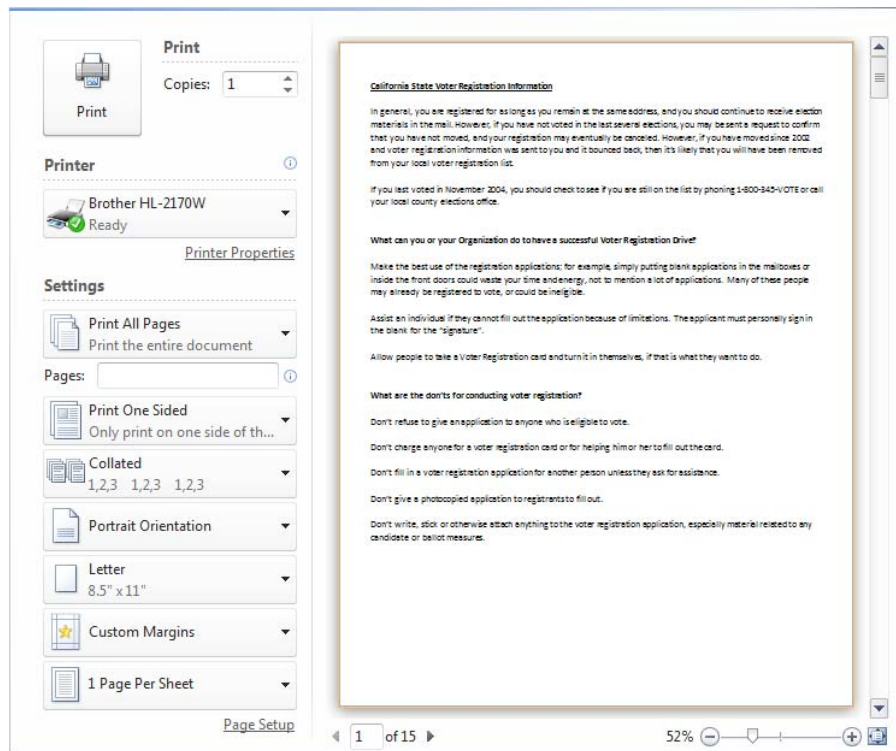
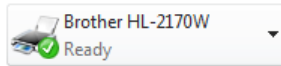A preview of the document as it will be printed appears along the right side of this window.

52% ⊖——▽—│——⊕   Use this section to zoom in and out of the document.

Use this button to quickly display the full page.
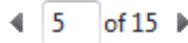
◀ 5 of 15 ▶   Use this section to move between pages within the print preview.

Brother HL-2170W Ready   Click on this button to select the printer you want to use.

Printer Properties   Click this item to access additional properties for the printout.
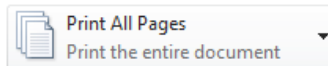
Print All Pages
Print the entire document   Use this section to specify which page(s) should be printed.

Pages:
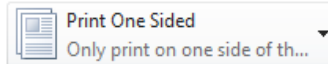
Print One Sided
Only print on one side of th...   Specify whether you want a single-sided or double-sided printout.
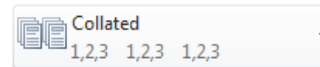
Collated
1,2,3 1,2,3 1,2,3   You can choose to collate multi-page documents so you don't have to go back and arrange them manually.
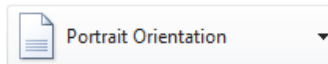
Portrait Orientation   Choose whether you are printing landscape or portrait.

Letter
8.5" x 11"   Use this section to specify your paper size.

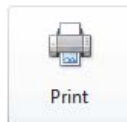Normal Margins
Left: 1" Right: 1"   Set your margins for the printout.
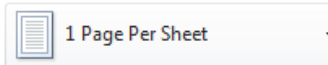
1 Page Per Sheet   If you're creating a booklet, you may need this to combine pages on a single sheet.

Page Setup   Provides detailed document settings.

Print   Click on this button to begin printing.

TIP: *The shortcut key for printing is* CTRL + P.

CLOSING A DOCUMENT

USAGE:

Although you can have several windows (documents) open at the same time, it is usually a good idea to close a file once you have saved and printed it if you no longer need to continue editing.
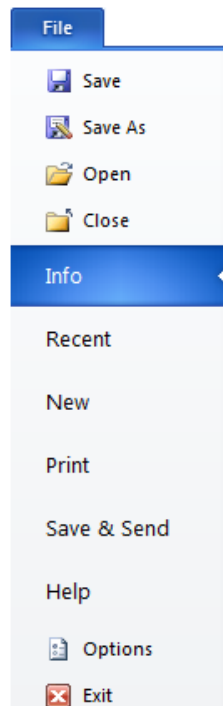
Click on the close button in the upper right corner of the window to close the current document. If you only have one document open and you click on this icon, Word will close the entire program.

If you only have one document open and don't want to close the entire application, you can close the document by accessing the **File** tab on the Ribbon, as shown below:

Select **Close** from the pull-down list of options.

File
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit

NOTE: *If you have made changes to the file and have not saved those changes, Word will ask whether you want to save the changes before closing the file.*

CREATING A NEW DOCUMENT

USAGE:

When you first access Word you are automatically taken into a blank, untitled document where you may begin entering text. If, however, you are in the midst of working with one file and then decide to create another document, you will need to instruct Word as to what type of new document you want to create.
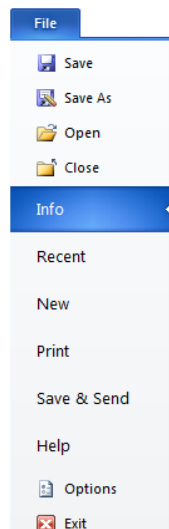
To create a new document, select **New** from the pull-down list of options within the File tab on the Ribbon.

The following window will be displayed:
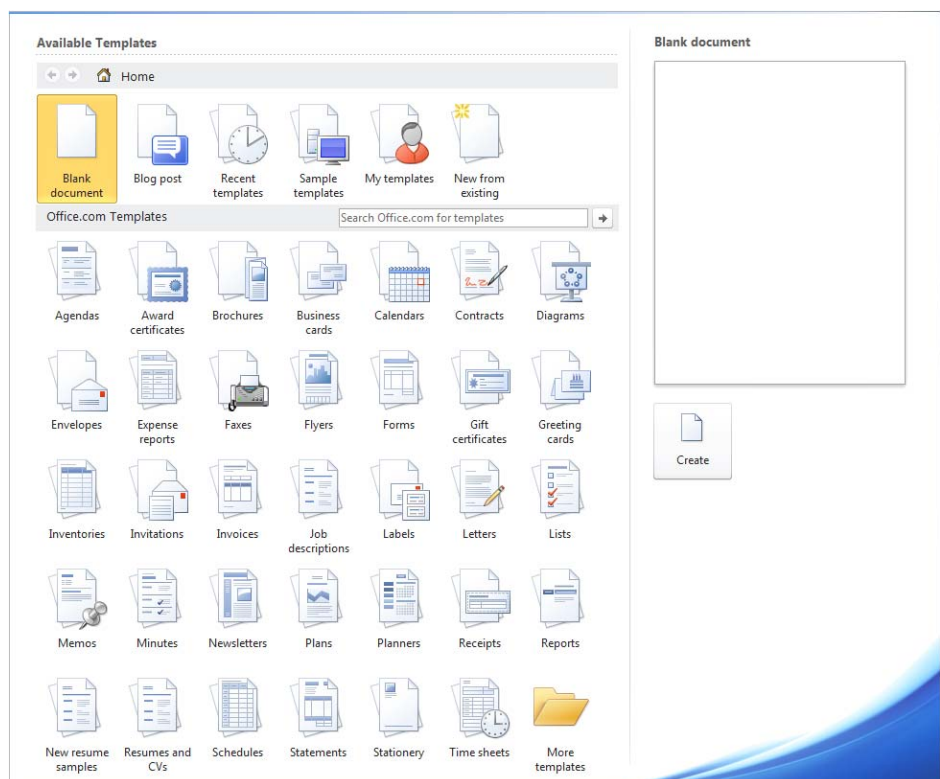
You can create a blank document or base the new file on one of the built-in templates that come with Word. A template is used to determine the basic structure of the document and can contain predefined settings, such as fonts, page layouts, graphics, formatting, and macros.

The right section of the window displays a preview of the currently selected template. To preview a template before actually selecting it, click on its name and then look at the right side of the window.
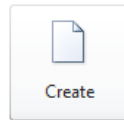
Once you decide which template you would like to use, highlight its name and then click on this button.

The new document will be created - based on the template you have selected.

NOTE: *To quickly create a new blank document without first having to access the Office menu, press* CTRL+N.

SWITCHING BETWEEN MULTIPLE DOCUMENTS

When working with two or more open documents, you can switch between them by accessing the **View Ribbon** and then clicking on the button labeled **Switch Windows** or you can quickly switch between open documents using the Windows taskbar (located along the bottom of your screen), as shown below:

Each time you create a new document or open an existing one, Word displays it along your taskbar - making it easy to access.

Simply click on the document you want to switch to and that file will become the active window.

If there is not enough room on the taskbar to display all of your open documents, Word will stack the documents under this icon.

Either point or click on the icon to display a preview of each of your opened documents, as shown below:
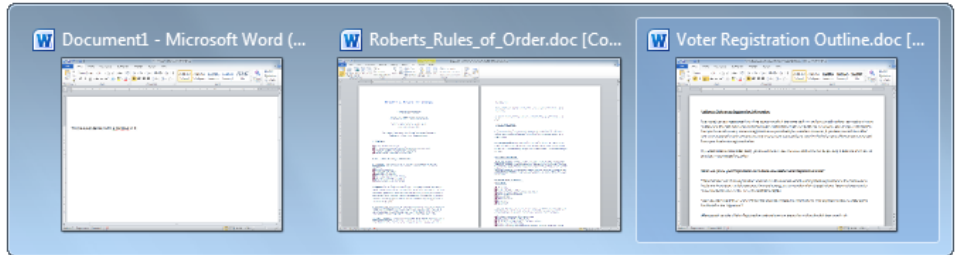
Simply click on the document you wish to work with.

OPENING AN EXISTING DOCUMENT

USAGE:

When you want to work on a document that already exists, you will need to open it. If it's a file that you have been working on recently, you can select it from a list provided by Word of recent files.
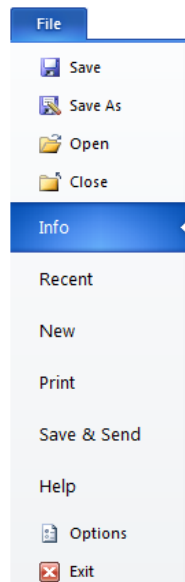
To open an existing document, select **Open** from the pull-down list of options within the File tab on the Ribbon.

If you select the option labeled **Recent** from this list, you will be taken to a box displaying your most recently used files.

The following window will be displayed:
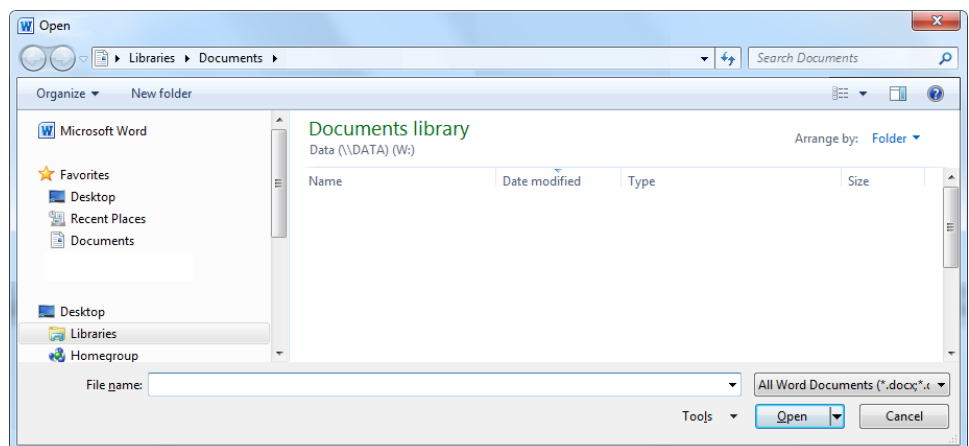
Along the left side of the dialog box, Word displays the **Navigation Pane**. This pane lists common/favorite locations (links) as well as a section for browsing your folders and drives. You can hide/display the "Folders List" section at the bottom of this area by clicking on the ∨ ∧ arrows.

The address bar is displayed, as shown below:
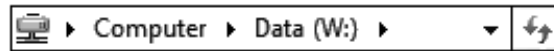
Notice that the path is displayed horizontally on the bar. For example, in the diagram shown above the currently selected item is the "Data" drive (W) which is part of your computer.

To get to that folder, you had to first choose your computer, then the Data drive (W). You could then select the folder containing your Word documents.

This layout is commonly referred to as "bread crumbs" because it shows you the path that was taken to get to the current location.
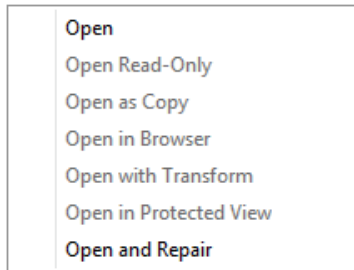
You can easily move to another folder on the "W" drive by clicking on the ▶ arrow beside the drive name and then selecting a different folder to view.
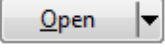
Across the top of the window are the following buttons:

Organize ▼   Click on this button to access the **Organize** pull-down menu. From the resulting pull-down list, select the operation (e.g., cut, copy, paste, delete, rename) you want to perform on existing files listed within this box.
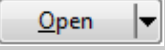
New folder   Click on this button to create a new folder.

When ready, double-click on the name of the file you want to open or highlight the name and click on [Open |▼] to open the file.

Open
Open Read-Only
Open as Copy
Open in Browser
Open with Transform
Open in Protected View
Open and Repair

If you click on the down arrow [▼] beside the [Open |▼] button, you can choose from a list of options (such as opening the file as read-only or in your Web browser).

TIP: *To open more than one file at a time, select the first file by clicking on its name once to highlight it. Next, hold the [CTRL] key down as you click on each additional file to be opened. Once all files have been selected, click on [Open |▼] to actually open them. Each file will be placed in its own window.*

TIP: *The shortcut key for opening files is [CTRL]+[O].*

NAVIGATING WITHIN A DOCUMENT

USAGE:

When working with large files you should know the quickest ways of moving from page to page and from one area to another.

Key	Action
↑	Moves one line up.
↓	Moves one line down.
←	Moves one character to the left.
→	Moves one character to the right.
CTRL + →	Moves one word to the right.
CTRL + ←	Moves one word to the left.
CTRL + ↓	Moves one paragraph down.
CTRL + ↑	Moves one paragraph up.
HOME	Moves to beginning of the current line.
END	Moves to end of the line.
CTRL + G	Moves to specified page number.
CTRL + HOME	Moves to beginning of the file.
CTRL + END	Moves to end of the file.
PG↑	Displays the previous screenful.
PG↓	Displays the next screenful.

To scroll through the document using the mouse, click on one of the arrows located on either the horizontal or vertical scroll bar.

If you drag the scroll box on the vertical scroll bar up or down, Word will display the current page number to the left of the box. When you see the desired page, release the mouse button and that page will be displayed.

If you are using a mouse with a scroll wheel, roll the rubber wheel (located between the **[LEFT]** and **[RIGHT]** mouse buttons) forward or back to quickly scroll through large documents.

NOTE: *If you are using the mouse to move through a document, remember that you must click on the new page before the cursor will move to the new location!*

Directly beneath the vertical scroll bar are two icons. The top one moves to the previous page while the bottom icon moves to the next page.

Click on this button (located between the previous and next page icons) to change the method by which the previous and next buttons will navigate through your document. For example, you can set them to move from one graphic picture to another rather than from page to page.

Once you click on the **Select Browse Object** button, a pop-up box appears:
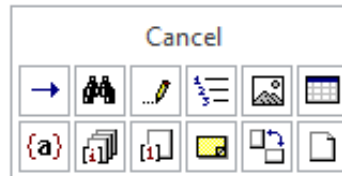
Each icon within this box represents a type of object available within a Word document. The object you select will be used to browse through the document. For example, if you select the table object, the previous and next buttons will go to the previous or next table within your document.

The previous and next buttons change color (to blue) if you select anything other than page (the last icon on the first line of the box) as the object.

You can see the description of each icon as your mouse hovers over an icon.

If you click on the left side of the status line where the current page number and section are displayed (located at the bottom of your screen), Word will ask what page to "Go To".

REPLACING TEXT

USAGE:

In Word you are automatically placed in insert mode. If you move your cursor to a line where text exists and begin typing, Word will insert it and move the existing text over.

REPLACING EXISTING TEXT

There will be times when you would rather type over existing text.

To do this, use the mouse or the keyboard to select the text to be replaced as described below:

Move the mouse pointer to the beginning of the text to be selected. Next, click and drag to highlight the desired text.

Move the cursor to the beginning of the text to be selected. Hold the **SHIFT** key down and use the arrow keys to highlight text.

After you have selected the text (using either the mouse or the keyboard method discussed above), simply begin typing. The highlighted text will be replaced by the new information.

DELETING TEXT

USAGE:

When a block of text is no longer needed, you can easily remove it.

`←BACKSPACE`	Deletes the character to the left of the cursor. Works like a correctable backspace on a typewriter.
`DEL`	Deletes the character to the right of the cursor.

SELECTING WITH THE MOUSE

Word Double-Click anywhere on the word.

Line Move the Insertion Bar to the left of a line until it changes to an arrow. Click once.

Sentence Hold the `CTRL` key down and click the mouse button anywhere on the sentence.

Paragraph Move the Insertion Bar to the left of a line until it changes to a pointer arrow. Double-Click. Triple-Clicking on a paragraph also selects it.

Any Text Move the Insertion Bar to the beginning of the block you want to delete. Click and drag.

Entire File Move the Insertion Bar to the left of a line until it changes to a pointer arrow. Hold `CTRL` down and click once. Triple-Clicking on the left side of the screen also selects the entire file. You can also press `CTRL`+`A` to select the entire document.
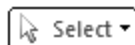
`Select ▾` You can also use this button (located within the **Editing** section of the Home Ribbon) to select items. The pull-down list includes options for selecting everything within the document, graphic objects, or text with similar formatting.

After selecting the item(s) you wish to remove, press `DEL`.

SELECTING NONCONTIGUOUS TEXT

To select multiple pieces of text from different parts of a document, you will need to select the first item and then while holding down the `CTRL` key, select the additional text items. For example, to select three words that are located in different paragraphs, double-click on the first word and then while holding down the `CTRL` key, double-click on the other two words. All three words will be highlighted.

USING THE KEYBOARD TO SELECT TEXT

Hold down `SHIFT` and use the arrows to highlight desired text.

To highlight larger blocks of text, you can use the movement keys while holding `SHIFT`.

Below is a listing of some quick selecting keys:

`SHIFT`+`CTRL`+`→`   Selects to the next word.

`SHIFT`+`CTRL`+`←`   Selects to the previous word.

`SHIFT`+`END`   Selects to the end of a line.

`SHIFT`+`HOME`   Selects to the beginning of a line.

`SHIFT`+`CTRL`+`↓`   Selects to the end of the paragraph.

`SHIFT`+`CTRL`+`↑`   Selects to the beginning of the paragraph.

`SHIFT`+`CTRL`+`END`   Selects to the end of the document.

`SHIFT`+`CTRL`+`HOME`   Selects to the beginning of the document.

Once the appropriate block of text is selected, press `DEL` to remove the selected block of text.

OOPS!! UNDELETING TEXT

USAGE:

If you ever delete a portion of a document by mistake, Word has the ability to undo that deletion. Undo instructs the program to disregard the last action (whether it was deleting, copying, or applying format changes). It is important to understand, however, that certain actions (such as printing and saving) cannot be undone. Word has the capability of remembering not only the last action performed but the last several.

Click on the **Undo** tool to undo the last action.

Clear
Spelling Change
Typing "with a mstake in it."
AutoCorrect
Typing "This is a sentnce "
Cancel
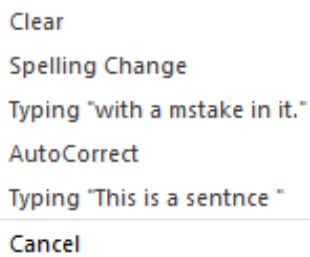
If you click on the down arrow ▼ (to the right of the tool), you can scroll through the last several actions.

Move your mouse down the list to highlight the number of actions to undo. They must be done in sequence!

REDOING/REPEATING COMMANDS

If you undo an action and then change your mind (again), you can always redo what you have just undone.

Click on this button to redo the last undo.

The Redo button (shown above) changes from **Redo** to **Repeat** depending on what action was last performed. For example, if you just deleted an item and then chose to "Undo" the deletion, Word would display the "Redo" button. However, if you just applied an attribute (such as bold or underline) to a block of text, Word would display the "Repeat" button so that you could repeat the last action (applying the attribute) for another block of text.

USING CLICK AND TYPE

USAGE:

Word has a feature referred to as **Click and Type** which allows you to simply double-click at a blank location and begin typing. Depending on where you click (left, center or right), Word will automatically apply the formatting necessary to align the new item to the position where you double-clicked.

If you double-click in a blank spot when your mouse pointer looks like this, the next item you enter will be left-justified.

If you double-click in a blank spot when your mouse pointer looks like this, Word will automatically indent the first line of new text you enter and left-justify the remainder of the paragraph. This pointer will only appear when your mouse pointer is approximately a half-inch from the left margin.

If you double-click in a blank spot when your mouse pointer looks like this, the next item you enter will be centered.

If you double-click in a blank spot when your mouse pointer looks like this, the next item you enter will be right-justified.

In the example below, turning on the formatting marks shows how 'Click and Type' adds the blank lines and justification codes:

Before double-clicking......	.... after double-clicking.
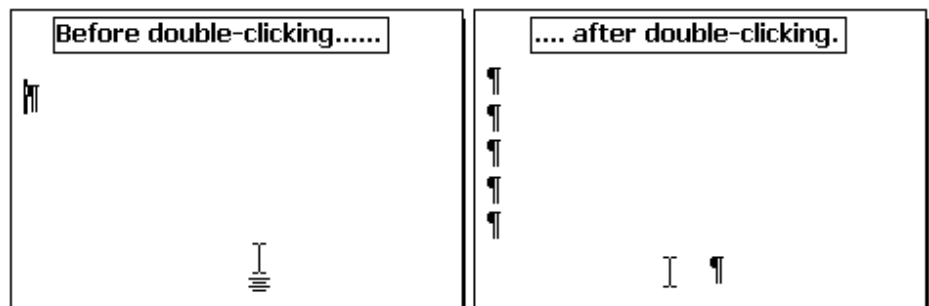
APPLYING ATTRIBUTES

USAGE:

As you enter and edit text, you can change its appearance to add emphasis. Formatting the text means setting the font and size of the letters, and emphasizing words using such attributes as bold, underline or italics. To format characters you can either use the keyboard or the **Home Ribbon**. All of the character attributes are located within the "Font" section on this ribbon.

Before typing, turn on the attribute and then begin entering text. When you want to turn the attribute off you select the same tool.

Click on this tool to turn **bold** on and off.

Click on this tool to turn *italics* on and off.

Click on this tool to turn underline on and off.

Click on this tool to turn strikeout on and off.

Click on this tool to turn subscript on and off.

Click on this tool to superscript on and off.

Click on this tool to select from a variety of text effects.

Click on this tool to highlight a block of text.

Click on this tool to change the **font color**.

Click on these tools to **increase**/decrease the font size.

Click on this tool to specify upper/lower case.

When you select a block of text, a semitransparent toolbar is displayed which helps you work with fonts, font styles, font sizing, alignment, text color, indent levels, and bullet features. When you see the transparent toolbar appear, simply point to the attribute you want to set and select it with your mouse.
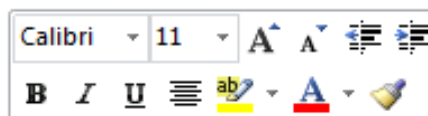
TURNING HIGHLIGHT ON/OFF

When working on a document with someone else, you may want to highlight text so that it stands out - just as you would with a yellow highlighter pen.

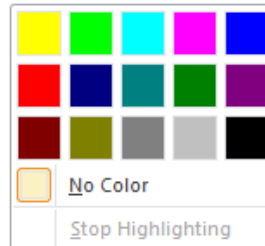To highlight existing text, follow these four steps:

❶ Click on the down arrow ⊡ beside the **Text Highlight** tool on the **Home Ribbon**.

❷ Select the color you want to use (from the pull-down list) to highlight text.

No Color

Stop Highlighting

❸ When you move to your document, the mouse pointer will have changed shape. Click and drag the **[LEFT]** mouse button to select the text to be highlighted.

❹ on the **Highlight** tool a second time to turn it off.

NOTE:	*If you do not have any text selected before clicking on the Highlighter Pen, the mouse pointer will automatically change to the pen so that you may begin highlighting blocks of text. When done, select the Highlighter Pen tool a second time to turn it off.*

Below is a table summarizing the character formatting keys:

KEYS WITH CTRL	
KEY RESULT	
B	Bold
I	Italics
U	Underline
KEYS WITH CTRL + SHIFT	
KEY	**RESULT**
D	Double Underline
H	Hidden
K	Small Caps
W	Word Underline

REMOVING ATTRIBUTES

After selecting the text containing the attributes you want removed, click on the **Clear Formatting** tool (located within the Font section on the Home Ribbon).

You can also press CTRL + SPACEBAR to remove most attributes.

CHANGING FONTS & POINT SIZE

USAGE:

A font is a family of characters that have the same design. To change fonts, you select the new font by its name.

❶   Click on the down arrow ⬓ to the right of the **Font** tool (located within the Font section on the Home Ribbon).

> Calibri   ▾

❷   Select the new font from the pull-down list. Notice how Word displays a sample of each font within the pull-down list so that you can see the font before actually selecting it.

❸   The new font begins at the current cursor location and continues until the end of the document or until you change it again. Begin typing your text.

NOTE: *Notice that Word displays the current theme fonts along with the last few selected fonts at the top of the list for easy access.*

NOTE: *To change existing text, be sure to select the text first and then choose the desired font. If text is selected, as you scroll through the list of available fonts, Word will display the selected text with the currently highlighted font – as a preview.*

CHANGING THE POINT SIZE

❶ Click on the down arrow ⊡ to the right of the **Font Size** button (located within the Font section on the Home Ribbon).

> 11 ▾
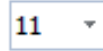
❷ Select the desired font size from the pull-down list.

❸ The new font size begins at the current cursor location and continues until the end of the document or until you change it again. Begin typing your text.

NOTE:	*As was the case with attributes, to change existing text, be sure to select the text first and then choose the desired font size.*

You can also use the following tools (both of which are located within the Font section on the Home Ribbon) to quickly increase or decrease the font size.
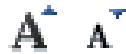
A˄ A˅   Click on these tools to quickly increase or decrease the current font size.

CHANGING THE COLOR OF THE FONT

Although Word defaults to printing your text in black, if you have a color printer you can change the color of the font by accessing the Home Ribbon, as shown in the steps below:

❶   A ▾   Click on this tool to use the last selected color or click on the down arrow ▾ beside the **Font Color** tool (located within the Font section on the Home Ribbon) to choose another font color.

❷   Select the color you want to use (from the pull-down list) for the selected text.
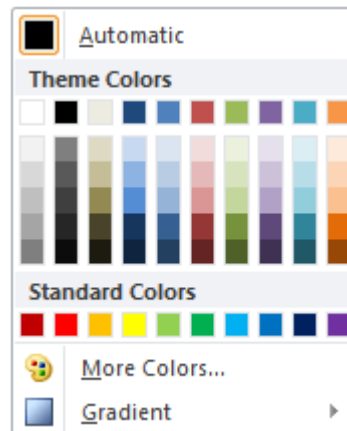
❸   The new font color begins at the current cursor location and continues until the end of the document or until you change it again. Begin typing your text.
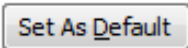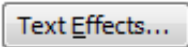
NOTE: *The color you chose last becomes the default. If you look at the tool, the current color will be shown (as an underline for the letter A on the tool).*

To view the complete color palette, click on 🎨 More Colors...

The following dialog box will be displayed:
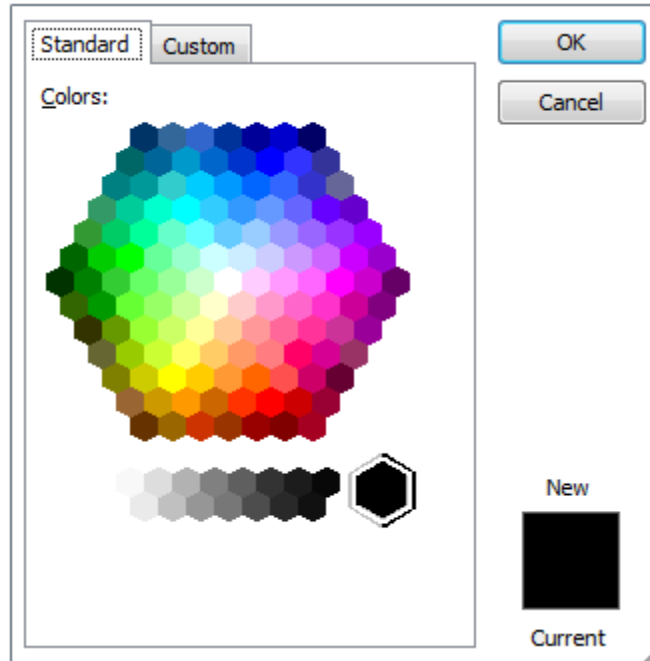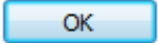
The first tab (labeled **Standard**) allows you to select from a group of predefined colors.

The box in the lower right corner of the dialog box will display the current font color as well as the new color you select.

The second color tab (labeled **Custom**) allows you to further customize the color applied to the text, as shown below:
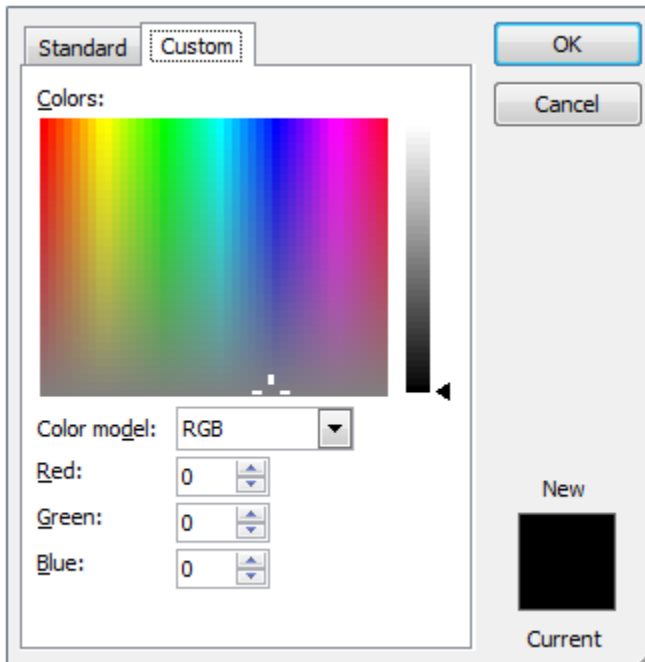
Unless you know the exact values for a particular color, follow the steps shown below to choose a custom color:

❶ Click in the palette area on the color to customize. Notice the bottom right corner of the screen contains a box labeled **Current**. Be sure you see the color to customize in that box before continuing to the second step.

❷ Drag the color marker ◄ up or down to intensify the color. Notice the **New** color box at the bottom of the dialog box.

❸ Once you have the desired color, click on the [OK] button to close the dialog box.

APPLYING TEXT EFFECTS

You can also add special effects to text (such as a shadow or an outline) by accessing the Text Effects tool located on the Home Ribbon, as shown in the steps below:

❶   Click on this tool to choose from a list of built-in text effects.

❷   From the list provided, select the effect you want to use.

❸   The new effect begins at the current cursor location and continues until the end of the document or until you change it again. Begin typing your text.

ADVANCED FORMATTING OPTIONS

USAGE:

To access the more advanced text effects, you will need to access the "Font" dialog box.

Click on the **Font Dialog Box Launcher** (located on the Home Ribbon).

The first tab (labeled **Font**) offers the following options:

As you make changes within this dialog box, a preview of your selections is displayed at the bottom.

Font	Scroll through the list of available fonts. They are listed in alphabetical order and contain the fonts currently installed on your system. Simply click on the font you would like to use.
Font style	Scroll through the list of font styles. The styles available will depend on the currently selected font. Click on the style you want to apply.
Size	Scroll through the list of available font sizes. Simply click on the size you want to apply.
Font color	Click on this box to specify which font color to apply to your text.
Underline style	Click on this box to specify the type of underline you want to apply to your text.
Underline color	If you have chosen to underline text, you can click on this box to specify which underline color you would like to apply to your text.
Effects	Use these checkboxes to specify which (if any) effects should be applied to your text. To preview each effect, simply click in its corresponding box (to enable it) and then look at the Preview section (located at the bottom of the dialog box). To remove an unwanted effect, click a second time to remove the check which will disable the effect.
Preview	This section simply displays a preview of the currently selected options within this dialog box to let you see how the text will appear if you accept the current settings.
Set As Default	Click on this button to change the default font for all future documents to your current settings.
Text Effects...	Click on this button to access a second dialog box containing more advanced text effects.

The tab labeled **Advanced** contains these options:
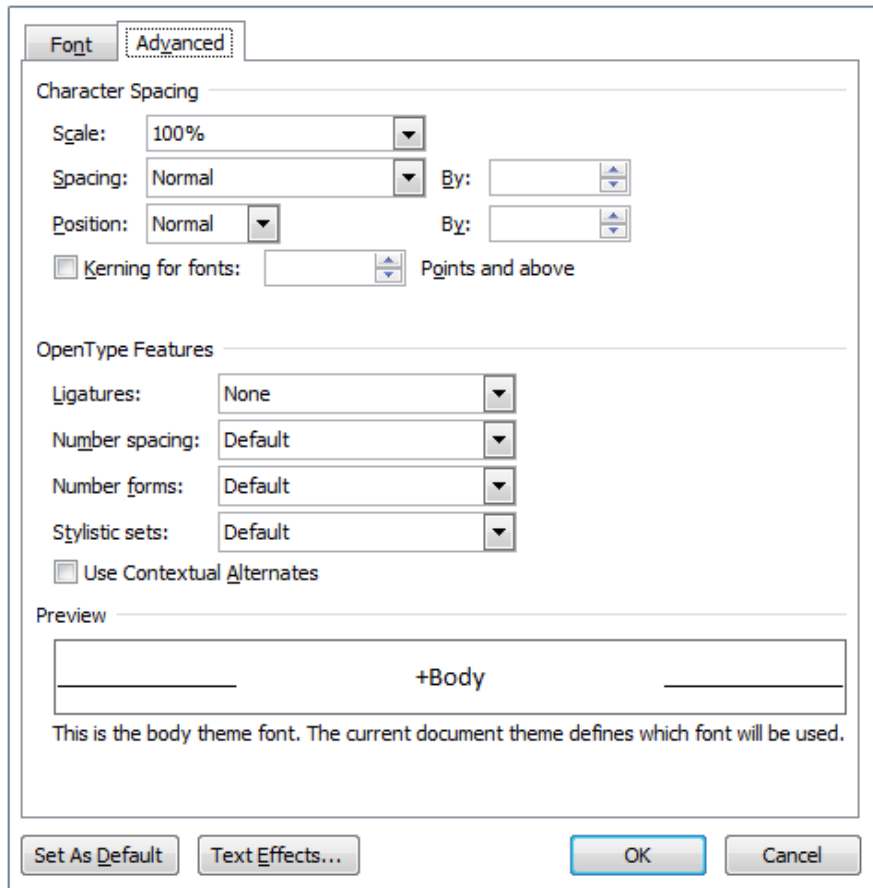
The following options are available within this box:

Scale   Click on the down arrow ⊡ beside this box to stretch or compress the text as a percentage of what it currently is set to.

Spacing   Use this section to manually increase or decrease the spacing between the individual characters.

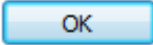Choose either Expanded or Condensed and then enter the amount in the box labeled **By**.

Position   Use this section to raise or lower the selected text in relation to the baseline.

Choose either Raised or Lowered and then enter the amount in the box labeled **By**.

Kerning for fonts   Use this box to have Word automatically adjust the spacing between characters to give your words a more evenly spaced appearance.

Preview   This section displays a preview of the currently selected options within this dialog box.

OpenType Features   If you are familiar with OpenType fonts, you can use this section to customize the settings for these fonts.

When done, click on [OK] to accept the changes made within the dialog box and return to your document.

USING THE FORMAT PAINTER

USAGE:

Word offers a feature which allows you to copy attributes from one block of text and paste them onto another block. This feature can save you time by copying the format of an existing block of text.

To use the format painter, follow the steps outlined below:

❶ Select the text containing the attributes to be copied.

❷ Format Painter   Select the **Format Painter** tool from the Home Ribbon. If you plan on formatting more than one block of text, double-click on this tool.

Your mouse pointer changes to a paintbrush.

❸ Highlight the block of text to be formatted. Word will automatically apply the same formatting options you copied. If you only clicked the tool once, Word deactivates this feature after the first block is formatted.

❹ If you double-clicked the icon to begin with, the Format Painter remains active until you deactivate it by clicking the tool again.

Continue highlighting each block of text to be formatted.

TIP:	*If you include the end of paragraph marker when you are selecting the block to be copied, Word will also copy any paragraph formats (e.g., spacing, justification) along with any character formats.*

PAGE SETUP

USAGE:

To change the margins, page orientation, and page size or other features that affect the layout of your page, switch to the **Page Layout Ribbon**.

CHANGING MARGINS
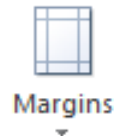
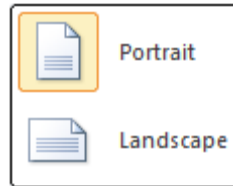Click on the **Margins** tool (located within the Page Setup section on the Page Layout Ribbon).

	Last Custom Setting	
	Top: 0.3"	Bottom: 0.3"
	Left: 0.3"	Right: 0.3"
	Normal	
	Top: 1"	Bottom: 1"
	Left: 1"	Right: 1"
	Narrow	
	Top: 0.5"	Bottom: 0.5"
	Left: 0.5"	Right: 0.5"
	Moderate	
	Top: 1"	Bottom: 1"
	Left: 0.75"	Right: 0.75"
	Wide	
	Top: 1"	Bottom: 1"
	Left: 2"	Right: 2"
	Mirrored	
	Top: 1"	Bottom: 1"
	Inside: 1.25"	Outside:1"
	Office 2003 Default	
	Top: 1"	Bottom: 1"
	Left: 1.25"	Right: 1.25"
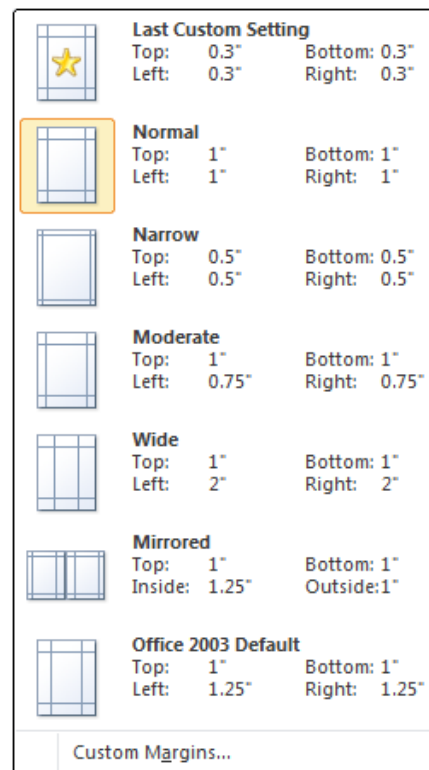
Custom Margins...

Select the new margin setting from the list provided.

If you need a margin setting that is not included in this pull-down list, click on **Customize Margins….** (located at the bottom of the list) to open a dialog box where you can enter custom margins.

CHANGING ORIENTATION
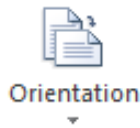
Click on the **Orientation** tool (located within the Page Setup section on the Page Layout Ribbon).

Select the page orientation from the two diagrams provided.

CHANGING PAPER SIZE
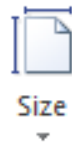
Click on the **Size** tool (located within the Page Setup section on the Page Layout Ribbon).
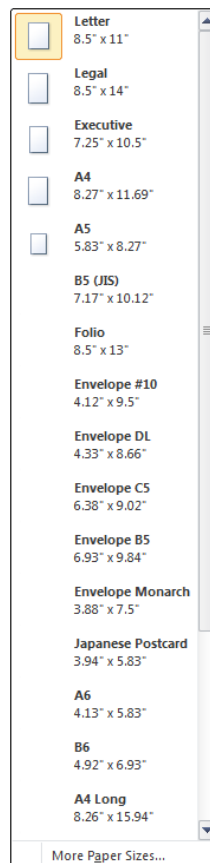
Select the paper size desired. If you don't see a size in the list, click on **More Paper Sizes…** to access the Page Setup dialog box.

ACCESSING THE PAGE SETUP DIALOG BOX

Click on the **Page Setup Dialog Box Launcher** ⌸ (located Page Layout Ribbon).

Using the first tab within this dialog box (labeled **Margins**), you can adjust the top, bottom, left or right margins. A preview box is provided in the lower portion of this box to see how your new margin settings will affect the document.

The **Gutter** option refers to an additional margin used when creating manuals or documents which will be bound. This margin is added to either the left or top margins to compensate for binding that may occur. Use this section to specify both the gutter margin and the gutter position.

The **Orientation** option can be changed simply by clicking on the appropriate diagram.

The section labeled **Pages** is used to specify how your multiple-paged document will be handled. Mirror margins are used when creating books/manuals. While reading a book, margins mirror themselves as the pages are turned to accommodate the binding of the book. For example, even pages might have a left margin of 2" and a right margin of 1" while odd pages would have exactly the opposite settings. When you select this option, left and right margins are replaced by inside and outside margin settings.

You can select the option of 2 pages per sheet if you want to combine two pages of text on a single sheet of paper. Word will do this by adjusting your margins so that two pages can fit on one. Once Word adjusts the margins, you will probably need to review the document to make sure the pages have been split properly.

If you are creating a booklet with more than two pages, choose the book fold option to print your document in landscape format with two pages per sheet. After selecting this option, you can choose to limit each booklet to a specific number of pages. If your document contains more pages than you specify per booklet, Word will print multiple booklets.

The **Apply to** section of the dialog box allows you to apply the margin settings to various portions of the document.

To change the paper size and/or paper source, select the second tab at the top of the dialog box, labeled **Paper**.
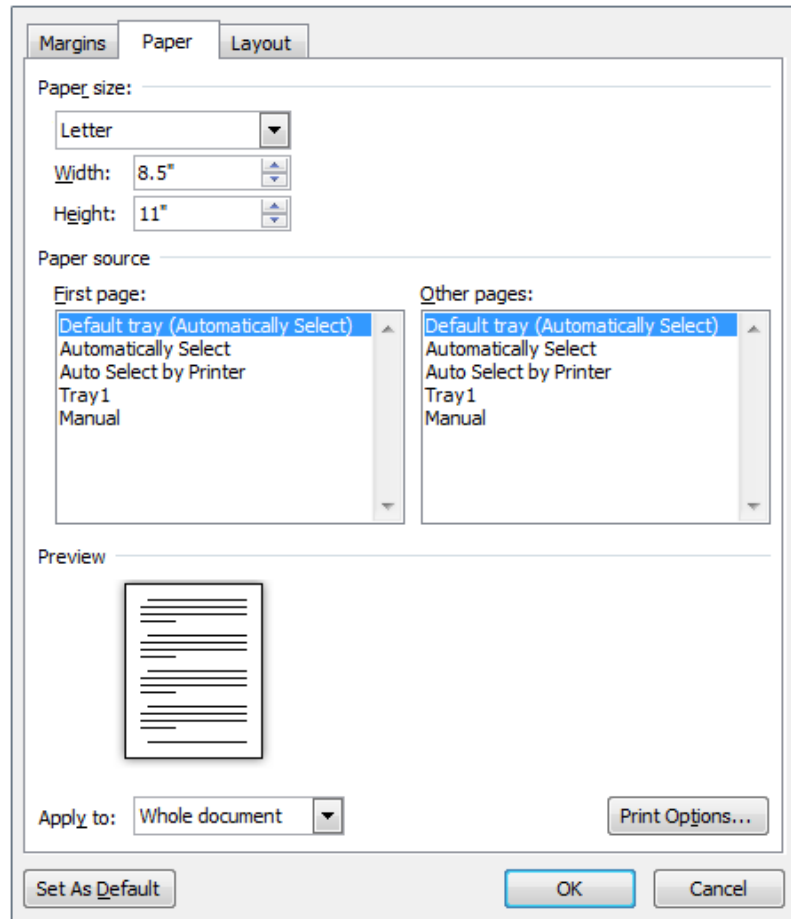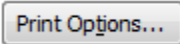

Click on the down arrow ⊡ to the right of the **Paper size** box to select from one of many predefined sizes.

You can define a custom size by entering a new width or height in the sections provided.

Using the **Paper source** section, you can instruct Word as to where paper should be loaded from.

For example, your printer may have two paper trays. The first page of a document may require letterhead paper (which is stored in the top paper tray) while the remainder of the document requires bond paper (stored in the bottom tray). Select the tray to be used for the first page as well as the tray to be used for all other pages.
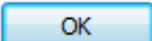
The **Apply to** section of the dialog box allows you to apply the margin settings to various portions of the document.

Click on Print Options... to access a second dialog box where you can even further specify how the document will be printed.

You can also control advanced layout settings for headers and footers, section breaks, vertical alignment and line numbers. Be sure the **Layout** tab has been selected from the top of this box.
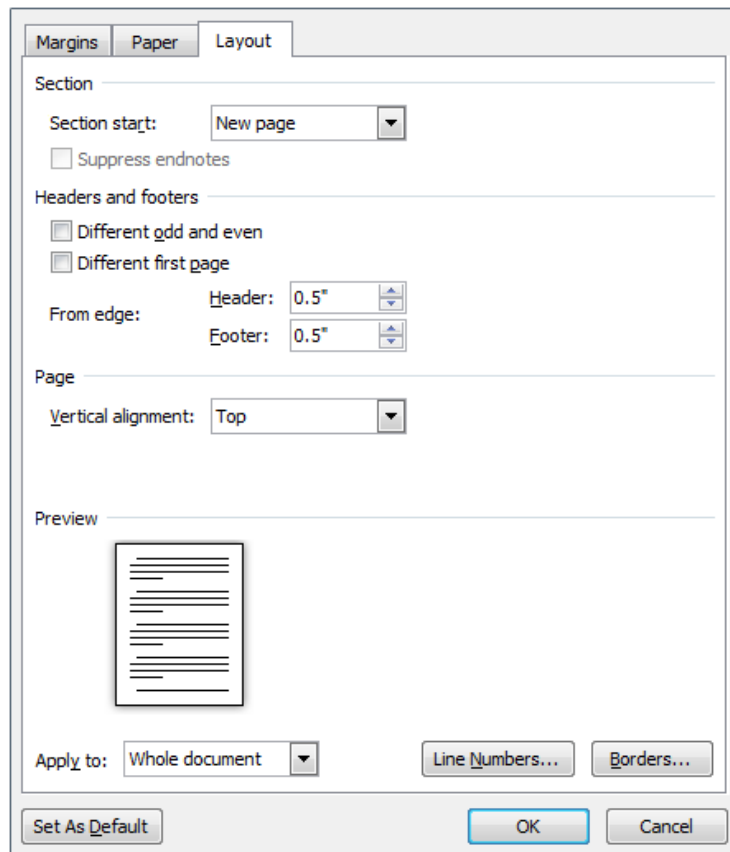
Use **Section start** to select whether the current section should begin on a new, even or odd page, a new column or whether the section should continue from the previous one.
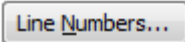
Check the box labeled **Suppress endnotes** if you want to prevent endnotes from printing in the current section. Instead, they will be printed in the next section. Endnotes (like footnotes) are used to explain, comment on, or provide references for text within a document. Whereas footnotes are printed at the bottom of each page, endnotes are typically printed at the end of a document or the end of a section.
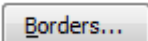
Use the section labeled **Header and footers** to determine if you would like different ones added for odd/even pages and whether to have a separate header/footer for the first page.
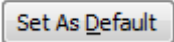
The section labeled **From edge** is used to define header and footer margins. These two margins are measured from the edge of the paper - within the page margins you have set.

Use **Vertical alignment** to determine whether the text on the page is to be vertically centered or evenly justified between the top and bottom margins.

The **Apply to** section of the dialog box allows you to apply the margin settings to various portions of the document.

Click on Line Numbers… to access a second box where you can add or remove line numbering as well as specify what number to start with, the increment to be used, and whether numbering should re-start for each page, each section, or continue until to the end of the document.

Click on Borders… to access a second dialog box which provides options for adding borders and shading to your text and/or pages.

If the changes you make are to be permanent for the current and all future documents (based on this template), click Set As Default.

You will need to confirm this option.

Once settings have been changed, select OK to close the "Page Setup" dialog box and return to your document.

CHANGING MARGINS WITH THE MOUSE

USAGE:

You can easily set all four margins using the mouse. However, be sure you are in Print Layout view before continuing.

❶ ↔ ↕ Move your mouse to either the horizontal ruler (to adjust left/right margins) or the vertical ruler (to adjust top/bottom margins). The pointer will change to one of these two shapes (depending on which margin is being changed). If you leave your pointer in place for a few seconds, a small note will appear - indicating which margin you have selected (e.g., top or left).

When selecting the left margin marker, you may find the indent markers to be in the way. Place your mouse pointer between the first line indent and hanging indent markers (point more towards the first line indent marker at the top). Do not begin dragging until you see the double-arrow.

Drag the margin left/right as needed.
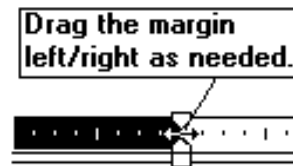
❷ As you drag the margin, a dashed line will appear across the page providing an easy method for aligning the margins.

TIP: *Hold the [ALT] key down while dragging a margin marker, to display the margin distances in inches (as shown below) - to adjust the margins more precisely.*

← 1.5" → ⋈ ←————————— 6" —————————→ ⋈ ← 1" →
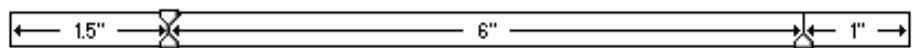
TIP: *If you double-click on the Ruler Bar, Word will display the "Page Setup" dialog box.*

ADJUSTING THE LINE SPACING

USAGE:

Line spacing is the amount of space between lines of text within a paragraph. When typing a draft, you may want to double space it to allow room for hand-written comments and corrections. Word is set for single line spacing but adjusts the spacing to what is needed to accommodate the largest font size on the line.

The easiest method for adjusting line spacing is through a tool located on the **Home Ribbon**:

Click on this tool (within the **Paragraph** section of the Home Ribbon) to choose from a list of the most common line spacing settings.

If you select the option in the list (labeled **Line Spacing Options…**), you will be taken to the dialog box displayed on the previous page where you can choose a customized setting.

ADJUSTING PARAGRAPH SPACING

You can also specify the spacing before and after each paragraph within a dopcument. You wil need to use the **Spacing** section (located on the Page Layout Ribbon) to adjust the spacing between paragraphs.

Click in this section to make your changes. Notice you can either enter an actual value in the boxes provided or use the up and down arrows to increase/decrease the current spacing between paragraphs.

For more customization, click on the **Paragraph Dialog Box Launcher** (located on the Page Layout Ribbon).

The following dialog box will be displayed:

Select the **Indents and Spacing** tab from the top of the dialog box. The first two sections in this dialog box have nothing to do with line spacing. Instead, look for the third section labeled "Spacing" which is divided into three sets of boxes, as described below:

Before/After   Sets the spacing before and after a paragraph. You can either type a number in the box provided or click on the arrow buttons (located to the right of each box) to increase/decrease the setting.

Line spacing   Sets basic spacing (e.g., single, double).

At   Sets precise spacing for pre-printed forms or documents requiring an exact measurement.

There is also a checkbox within this section that instructs Word not to add a space between paragraphs of the same style.

When done, click on OK.

PARAGRAPH ALIGNMENT

USAGE:

Depending on the type of document you are creating, you may find it preferable to have a report title centered between the left and right margins or to have the paragraphs fully justified.

Word is capable of aligning paragraphs, as shown below:

Left Justification
This paragraph is left justified which means that only the left edge is neatly justified.

Center Justification
This paragraph is center justified which means that neither the left edge nor right edge is justified.

Right Justification
This paragraph is Right justified which means that only the right edge is neatly justified.

Full Justification
This paragraph is fully justified which means that both the left edge and right edge are justified. Only the last line of a paragraph is not justified.

Word is automatically set for left alignment. To change the alignment, place your cursor anywhere on the paragraph and select one of the following tools (located on the **Home Ribbon**):

Left Aligned

Centered

Right Aligned

Full Justification

| TIP: | Typically the last line of a paragraph is shorter than the rest of the paragraph and may not be justified. To justify the last line, press **SHIFT** + **ENTER** instead of **ENTER** at the end of the line. However, if the line is very short, there may be large gaps between words. |

You can quickly set the alignment before typing within a blank area by moving your mouse pointer left/right on the page until you see the pointer change to the desired alignment setting.

The mouse pointer will change shape depending on where you move it.   For example, if you move the pointer in the middle of the page, the pointer will change to $\stackrel{\text{I}}{\equiv}$ - indicating center alignment. Double-click at that location and the next text you enter will be centered.

It is also possible to adjust the paragraph alignment through the keyboard, using the following shortcut keys:

`CTRL`+`J`   (Justified)

`CTRL`+`E` (Centered)

`CTRL`+`R` (Flush   Right)

`CTRL`+`L` (Left)

All text from within the current paragraph will be aligned accordingly. As with all other formatting options, you can first select existing text and then alter its alignment.

REVEAL FORMATTING

USAGE:

Word provides a handy feature referred to as **Reveal Formatting**. It can be used to troubleshoot your document when encountering formatting issues, such as font changes and alignment settings.

When activated, this feature reveals all of the formatting properties for the current word or selected text. These properties are displayed within a task pane so that you can quickly modify the format currently being used.

Press ⌈SHIFT⌉ + ⌈F1⌉ to display the Reveal Formatting task pane.

The task pane will change to display the reveal formatting information, as illustrated in the diagram below:
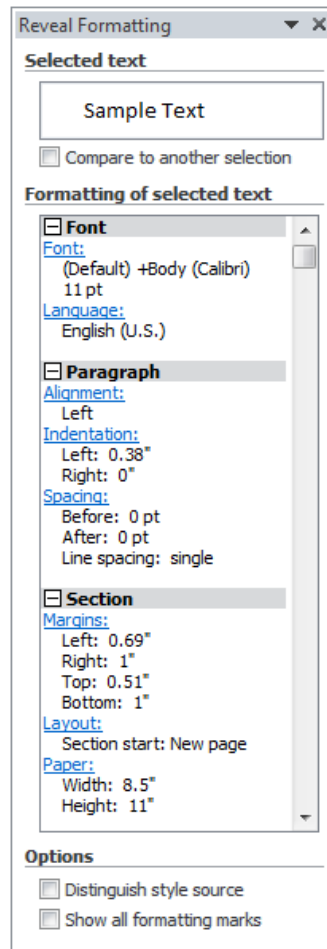
The top of the task pane displays a copy of the text (or portion of the text) currently selected. All of the formatting properties that are currently being applied to the selected text will be displayed in the window below the sample.

Simple formatting changes can be applied by accessing the **Selected text** box (located across the top of the Reveal Formatting task pane), as shown below:

sample
Select All Text With Similar Formatting (No Data)
Apply Formatting of Surrounding Text
Clear Formatting
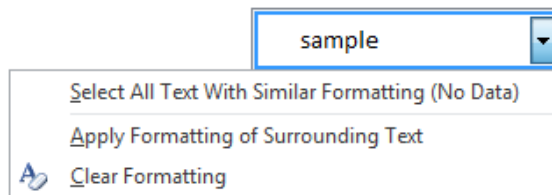
Click on the down arrow to the right of the "Selected text" box to display a list of available options.

Choose from one of the following options:

The first option (labeled **Select All Text with Similar Formatting**) allows you to quickly select other text within the document having the same formatting properties.

The second option (labeled **Apply Formatting of Surrounding Text**) is used to apply the formatting of the text on either side of the current selection. This can be useful if you have inserted a word or phrase within the middle of a paragraph and the inserted text does not match the surrounding format.

The third option (labeled **Clear Formatting**) is used to remove all formatting for the selected text.

The checkbox labeled **Compare to another selection** can be used to quickly see the formatting differences between two pieces of text. To use this option, select the first piece of text, check the box and then select the second piece of text to which the original selection should be compared.

If you then want the second piece of text to match the first, click the down arrow (to the right of the lower "Selected text" box) and choose **Apply Formatting of Original Selection**.

To compare the original selection to a different piece of text, uncheck the box and repeat the process.

Beneath the "Selected text" box you will see different types of formatting, such as font, paragraph and section. Each format (e.g., font, paragraph, section) will have a plus ⊞ or minus ⊟ sign to the left, which allows you to display (plus) or hide (minus) the details associated within that format. The number of formats will depend on what is currently selected.

While reviewing the properties of a particular format, you will notice that the properties that can be modified are displayed in blue and underlined (similar to a hyperlink).

⊟ **Font**
Font:
    (Default) +Body (Calibri)
    11 pt
Language:
    English (U.S.)
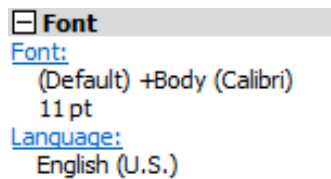
Simply click on the underlined property to be modified. A dialog box will be displayed where you can make the desired changes.

There are two checkboxes displayed along the bottom of the Reveal Formatting task pane.

If your document contains several styles, use the first checkbox (labeled **Distinguish style source**) to display the style names from which the formatting originates. This allows you to verify the formatting properties that should be applied by a particular style. This option will not be available while comparing the formatting of two selections.

The checkbox labeled **Show all formatting marks** is used to display all of the non-printing symbols, such as hard returns, spaces and tabs within your document. This option is the same as selecting the ¶ tool (located on the **Home Ribbon** and discussed previously within this manual).

To remove the Reveal Formatting task pane from view, click on the close button (which is located in the upper right corner of the task pane).

CHANGING CASE

USAGE:

If you have pressed the [CAPS LOCK] key by mistake and continued typing more than a few characters, you can have Word go back and convert the text to the correct case.

Select the text to be converted.

Aa ▾ Click on the **Change Case** tool (located within the Font section on the Home Ribbon).

Sentence case.
lowercase
UPPERCASE
Capitalize Each Word
tOGGLE cASE
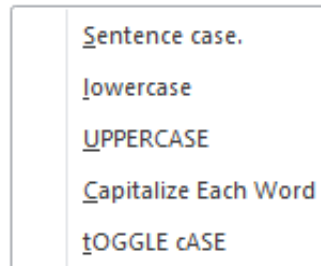
The following choices are available within this list:

Sentence case   The first character of each sentence will be capitalized. Word looks for punctuation (a period, exclamation or question mark) to determine the end of a sentence.

lowercase   Converts selected text to all lowercase.

UPPERCASE   Coverts selected text to all uppercase.

Capitalize Each Word   Capitalizes the first letter of each word.

tOGGLE cASE   Switches the case of the selected text to the exact opposite as it is now.

Select the desired case from the list.

INSERTING THE DATE & TIME

USAGE:

You can quickly insert the date and time in the middle of your document. In addition to selecting the exact format for the date/time, you can also specify whether it should be updated automatically. This can be useful for letters you use as a template for new files.

🖰 Date & Time   Click on the **Date and Time** tool (located within the Text section on the Insert Ribbon).

The following dialog box will be displayed:

Available formats:
Language:

9/1/2010
English (U.S.)
Wednesday, September 01, 2010
September 1, 2010
9/1/10
2010-09-01
1-Sep-10
9.1.2010
Sep. 1, 10
1 September 2010
September 10
Sep-10
9/1/2010 2:23 PM
9/1/2010 2:23:13 PM
2:23 PM
2:23:13 PM
14:23
14:23:13

☐ Update automatically

Set As Default   OK   Cancel
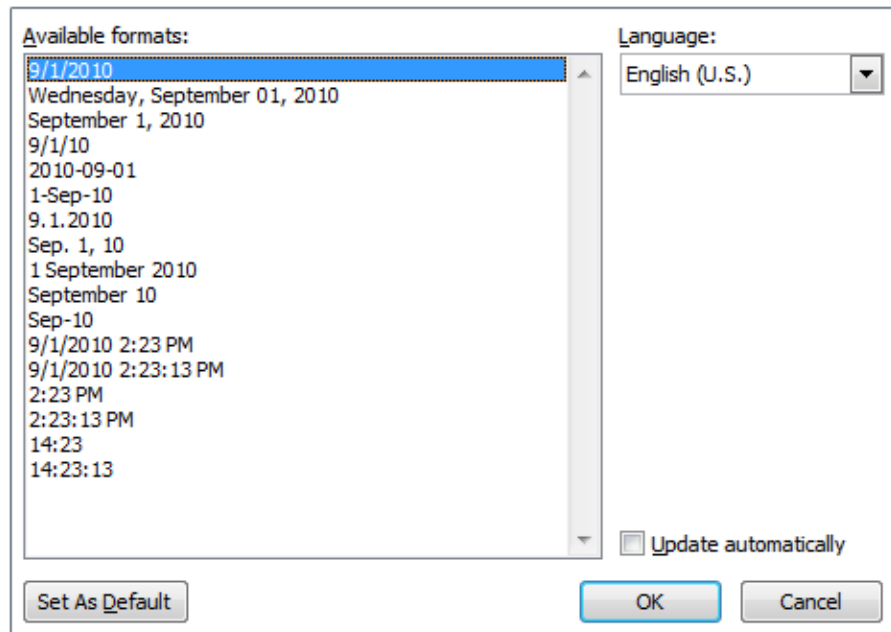
Click on the Set As Default button to change the default setting within Word to the currently selected format. This setting will be used for any date codes (e.g., when working with headers or footers) added to this or future documents.

Select the desired format and choose OK .

SETTING TABS

USAGE:

Tabs are used for creating columnar lists of numbers and text. As with other paragraph settings, tabs affect the current paragraph and are stored in the paragraph marker. These settings are then duplicated for the next paragraph when you press ⌗ENTER⌗. The default tab stops appear every half inch.

When creating tabs, Word allows you to create five types: Left, Center, Right, Decimal, and Bar.

The left edge of the ruler contains an icon ⌐L⌐ used to select the type of tab or indent required.

⌐L⌐	Left Tab
⌐⊥⌐	Center Tab
⌐⌐⌐	Right Tab
⌐⊥⌐	Decimal Tab
⌐I⌐	Bar Tab
⌐▽⌐	First Line Indent
⌐⊔⌐	Hanging Indent

To set a tab, follow the steps outlined below:

❶ Choose the appropriate tab style and then move to the position on the ruler where the tab should be inserted.
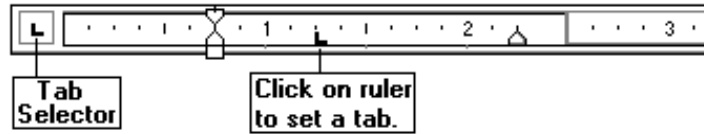
❷ Click the **[LEFT]** mouse button once at the desired location and the tab will appear on the ruler.

REMOVING TABS FROM THE RULER

Grab the tab stop and pull it down off the ruler.

MOVING A TAB STOP POSITION

Grab the tab stop and drag it left or right to the new location. A dashed vertical line will appear to help guide you.

CREATING DOT LEADER TABS

You can use dot leaders for your tabs for items such as phone lists, table of contents, and indexes.

Chapter 1...1
Chapter 2...9
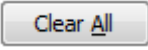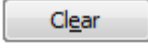
To set a dot leader tab or to set several tabs at once, point to the location on the ruler where you want to set the new tab and then double-click on that blank spot (towards the lower portion of the ruler).
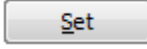
You can also access the Tabs dialog box by switching to the **Page Layout Ribbon** and launching the **Paragraph** dialog box. From within the dialog box, click on the Tabs... button.

The following dialog box will be displayed:

Tab stop position:

1

Default tab stops:

0.5"

Tab stops to be cleared:

Alignment

◉ Left   ○ Center   ○ Right

○ Decimal   ○ Bar

Leader

◉ 1 None   ○ 2 ....   ○ 3 -------

○ 4 ____

Set   Clear   Clear All

OK   Cancel
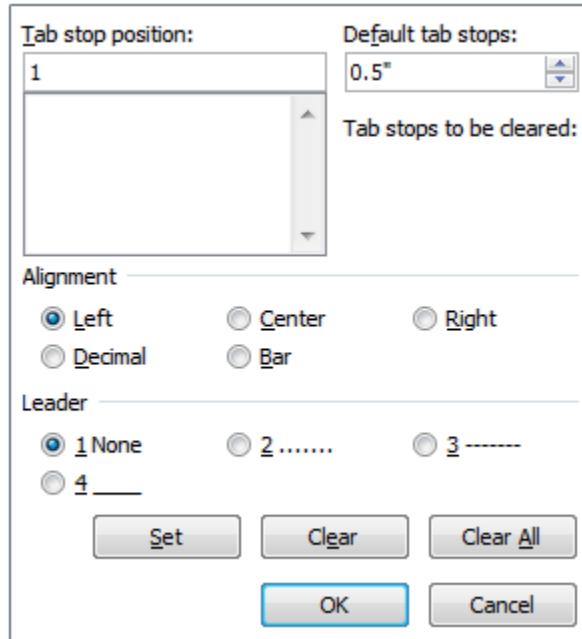
To clear all existing tabs so that you can start setting new tabs, click on the Clear All button.

If you need to remove a single existing tab, highlight it from within the list and then click on Clear.

To set a new tab, type in the position number, set the alignment type, a leader style and then click on the Set button.

When done setting all tabs, choose OK.

INDENTING PARAGRAPHS

USAGE:

Should you want to change the left margin for only one paragraph, you may find using the indent command easier than changing the left margin. Word actually allows for three indent settings: left, right and first line.

The **left indent** controls the left edge of all lines within a paragraph except the first. This indent is measured from the left margin. A paragraph's **right indent** controls the right edge of all lines in the paragraph. This indent is measured from the right margin. A paragraph's **first line indent** controls only the left edge of the paragraph's first line. This indent is measured from the left margin. Setting it to a negative number would create a "hanging indent."

Click on this button to **indent** a paragraph.

Click on this tool to **outdent** a paragraph.

When using the ruler to set indents, drag the indent marker to the desired position. Notice that when you drag the left indent marker, the first line marker moves with it. This keeps the first line indentation you set as you change the left indent. It is possible to move the first line marker individually.
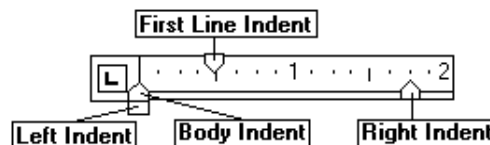
CREATING A HANGING INDENT

Hold SHIFT down while dragging the left indent marker on the ruler. You can also change the tab selector to the hanging indent symbol and then click on the ruler to set the indent.

ADDING MANUAL PAGE BREAKS

USAGE:

Although Word automatically paginates your documents using the margins and paper size settings as its guide, there will be times when you will want to add a page break manually.

To add a page break to your document, move your cursor to the location where the current page should end.

Click on the **Page Break** tool (located within the Pages section on the Insert Ribbon).

If you prefer using the keyboard, press `CTRL`+`ENTER`

REMOVING A PAGE BREAK

If you place a page break in your document manually, it is possible to remove it yourself.

Turn on **paragraph markers** ¶ (from the Paragraph section on the Home Ribbon).

Manual page breaks are displayed as thin dotted lines with the words "Page Break" in the middle.

Place your cursor at the beginning of the Page Break line to be removed and press `DEL`.

INSERTING BLANK PAGES

USAGE:

Although Word automatically paginates your documents using the margins and paper size settings as its guide, there might be a time when you want to have a blank page inserted in the middle of your document.

This can be useful when creating long documents with several sections. You might decide that a blank page between sections makes sense.

To add a blank page to your document, move your cursor to the location where the current page should end and the blank page should be inserted.

Click on the **Blank Page** tool (located within the Pages section on the Insert Ribbon).

A new blank page will have been inserted into your document at the current cursor location.

TIP:	You can quickly insert a blank page by pressing CTRL + ENTER.

CREATING COVER PAGES

USAGE:

Word has a new feature that allows you to create custom cover pages for a more polished feel to your document. You first select one of the predefined cover pages that Word includes and then you edit it to include your own text.

To add a cover page to the current document follow these steps:

❶ Click on the **Cover Page** tool (located within the Pages section on the Insert Ribbon).

❷ From the pull-down list of built-in cover pages, select the one you'd like to insert into your document.

Notice there is an option within this pull-down list to remove the current cover page – in case you change your mind after inserting one.

You can also choose to save the selection to the Cover Page Gallery for use in future documents.

Once the cover page has been inserted, simply click in each section to customize the text.

MOVING TEXT

USAGE:

If you have typed a document and then decide that a portion of the text should be placed in a different area in the file, you can move the contents by cutting and pasting.

When you choose to cut text, Word removes it from the current document and places it in the Windows Clipboard (a temporary storage area).

Only the last item that was cut or copied is stored within the clipboard.

To move a block of text from one location to another within your document, follow these steps:

❶ Select the portion of the document to be moved.

❷ ✂ Cut   on the **Cut** tool (which is located on the Home Ribbon). The block of text is temporarily removed from the screen and placed in the clipboard.

❸ Move your cursor to the new location.

❹ 📋 ;k   on the **Paste** tool.
Paste
▾

TIP: *Using the keyboard, press* CTRL+X *to* ***Cut*** *and* CTRL+V *to* ***Paste*** *text.*

PASTE FORMAT OPTIONS

Once an item has been pasted, a small clipboard icon [📋 (Ctrl) ▾] is displayed at that location within the document.

Click on this icon to select from a list of options that defines how the item should be pasted. These options depend on the type of content you are pasting, the application you are pasting from and the format of the text where you are pasting.
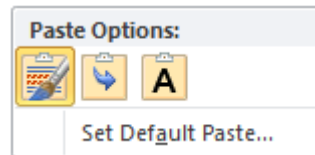
When you click on the clipboard icon from within your document, a pull-down list appears offering several formatting options.

Choose from one of the following options:

Select this option to retain the original format of the pasted item.

Choose this option to merge the original format of the copied text with the format of where you're pasting it. For example, if the original text was bold and the location where you're inserting the text is underlined, this option will paste the text with both the bold and underline formats applied.

Select this option to paste the text without any format.

Set Default Paste Choose this option to access a dialog box where you can set the default format options for pasting future items within your document.

COPYING TEXT

USAGE:

If you need a portion of text copied within the same file or placed in another document within Word, you can copy the text. This leaves the text in its original location while taking a copy of it to the new location.

To copy a block of text from one location to another within the document, follow these steps

❶ Select the portion of the document to be copied using either the mouse or the keyboard.

❷   Copy   on the **Copy** tool (which is located on the Home Ribbon). The block of text is temporarily copied to the clipboard.

❸ Move your cursor to the new location.

❹   :k   on the **Paste** tool.

Paste

TIP:	*Using the keyboard, press* CTRL *+* C *to* ***Copy*** *text and* CTRL *+* V *to* ***Paste***.

DRAGGING & DROPPING

USAGE:

Word also allows you to cut/copy and paste text within a document by using the **Drag & Drop** feature available in most Windows programs. This feature allows mouse users to place the pointer in the middle of selected text and "drag" the block to a new location. Once the location is reached, you "drop" the selected text off.

MOVING TEXT WITH DRAG & DROP

❶   Begin by selecting the text to be moved.

❷   Place the mouse pointer in the middle of the selected text. The pointer should change to an arrow.

❸   Begin dragging the block of text. A small piece of paper moves with you. Notice a light cursor also appears - indicating where the text will be placed when the mouse button is released.

❹   When you reach the correct location, release the mouse button. The selected text should have been moved.

COPYING TEXT WITH DRAG & DROP

❶   Begin by selecting the text to be copied.

❷   Place the mouse pointer in the middle of the selected text. The pointer should change to an arrow.

❸   While holding the CTRL key down, drag the block of text. A small piece of paper with a plus sign moves with you. Notice a light cursor - indicating where the text will be placed when you release the mouse button.

❹   When you reach the correct spot, release the mouse button.

USING THE OFFICE CLIPBOARD

USAGE:

You can use the Office Clipboard to collect multiple items (both text and graphics) to be pasted within Word or other Office applications. The standard Windows clipboard is only able to store one item at a time.   You have to paste whatever you have cut or copied before your next cut/copy can be completed.

However, the Office Clipboard can store up to 24 items at a time, making it easy to collect multiple items to be pasted. If you copy a 25th item, the first item in your clipboard will automatically be removed to make room for the latest entry.

Depending on your computer's settings, choosing to copy an item and then copying a second one without pasting the first may trigger the Clipboard task pane to be displayed.

If the task pane is not automatically displayed, you can manually display it by accessing the following tool:

Click on the **Clipboard Task Pane Launcher** 🗗 (located along the far left side of the Home Ribbon).

The Office Clipboard will automatically be opened and placed within a task pane, as shown below:
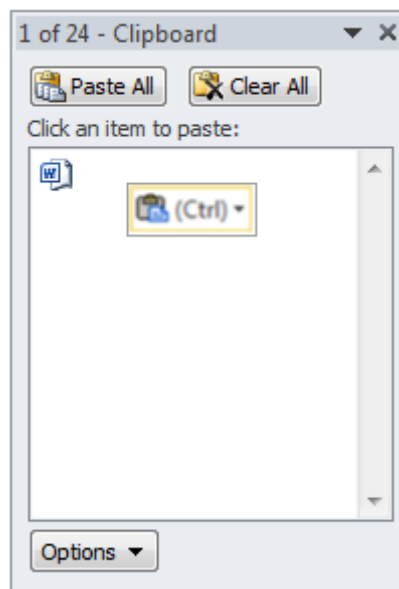
The clipboard will display each of the cut or copied items - with the latest item placed at the top of the list. If you have cut or copied several entries, a scroll bar will be placed along the right side so that you can quickly move through the items.

A small icon is placed to the left of each object to indicate what application the cut or copied item was originally created in.

Move to the location to which the item(s) should be pasted.

Click on the clipboard item to be pasted.

There are two tools available across the top of the clipboard:

Paste All	Click on this tool to paste each of the items stored within the Office Clipboard in the current document (or within the current Office application).
Clear All	Click on this button to clear the contents of the Office Clipboard. It will also clear the Windows Clipboard.
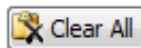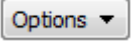
To remove a single item from the clipboard, point to the item you want to remove until you see a small down arrow ▼.
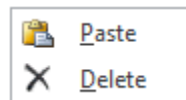
Paste Delete	Click on the down arrow ▼ and select **Delete** from the list of options.

CLIPBOARD OPTIONS

Towards the bottom of the clipboard is a button Options ▼ which is used to change the display settings for the Office Clipboard.

Show Office Clipboard Automatically

Show Office Clipboard When Ctrl+C Pressed Twice

Collect Without Showing Office Clipboard

✔ Show Office Clipboard Icon on Taskbar

✔ Show Status Near Taskbar When Copying
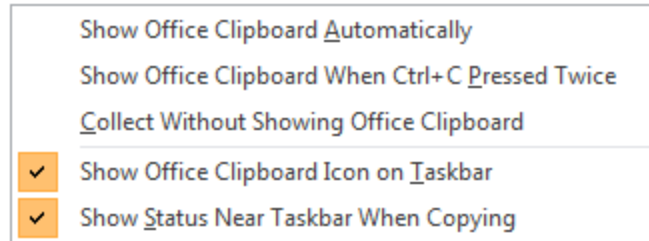
From the five options available, check the box labeled **Show Office Clipboard Automatically** to open the clipboard within the task pane when two items in a row have been copied.

Select **Show Office Clipboard When Ctrl+C Pressed Twice** to display the Office Clipboard after pressing the copy shortcut keys.

Choose **Collect Without Showing Office Clipboard** if you prefer not to display the clipboard within the task pane when two items in a row have been copied. This option displays the clipboard icon on the taskbar even if you are in a different application.

Select **Show Office Clipboard Icon on Taskbar** to display the clipboard icon at the bottom of your screen.

Choose **Show Status Near Taskbar When Copying** to display the status of a copied item on the taskbar.

Check each of the options you would like to enable from the list. Click a second time to disable the option.

Once the Office Clipboard has been activated, an icon will be placed on the Windows taskbar (notification tray) along the bottom right of your screen. If you are in an Office application and the clipboard is not displayed, double-clicking on this icon will open the task pane and display the clipboard items. If you are in a different application (not an Office product), double-clicking on this icon will display the Office application and activate the Office Clipboard within the task pane.

If you right-click on the clipboard icon located along the taskbar at the bottom of your screen, the following list of options will be displayed:

📋	<u>S</u>how Office Clipboard
📋	<u>C</u>lear All
	Stop Collecting
	<u>O</u>ptions ▸
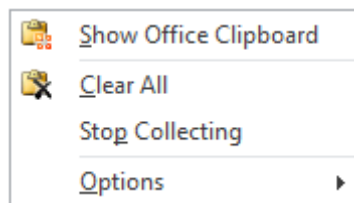
From this list, you can choose to display the Office Clipboard, clear all of the items currently being stored within the clipboard, or close the clipboard. The last item within this list allows you to specify the display options for the clipboard (which were discussed on the previous page).

If you do not specify otherwise, the collected items remain in the Clipboard until you close all Office applications.

WORKING WITH THE THESAURUS

USAGE:

If you have used a word several times within the same paragraph, you may want to use the thesaurus to look up an alternative word. You can also use this feature to find a word similar in meaning to the one you want to use, but gets the point across a bit stronger.

Using the mouse, select the word you want to look up and then switch to the Review Ribbon and click on this tool (located within the Proofing section) to activate the Thesaurus Task Pane.
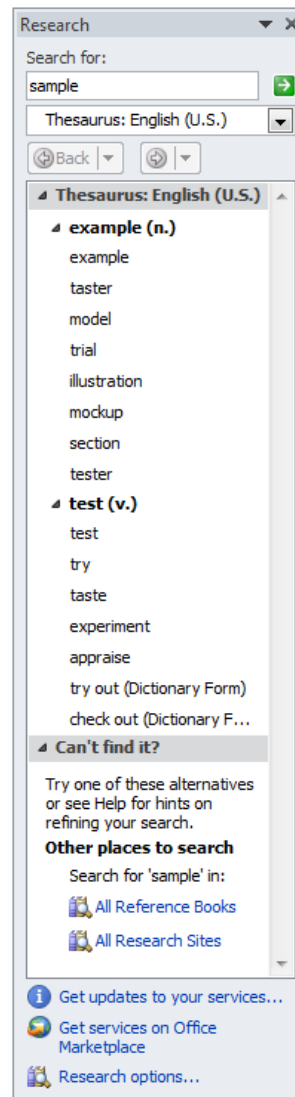
A listing of words similar to the one currently selected will be provided within the task pane. If there is more than a screenful, you can move through the list by using the scroll bars provided.

Notice if the selected word has more than one meaning, Word displays each of those meanings with a list of alternative words.

Each different meaning will have a plus ⊞ or minus ⊟ sign to the left, which allows you to display (plus) or hide (minus) its set of alternative words. The number of meanings will depend on what word is currently selected.

REPLACING A WORD
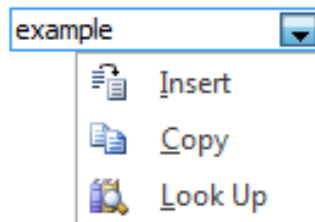
To replace the word in your document with one of the choices provided within the task pane, simply click on the down arrow ▼ beside the new word and choose **Insert** from the list.

Notice you can also copy the word to paste in another location or lookup the selected word.

LOOKING UP A NEW WORD

To look up a different word, simply click in the box labeled **Search** and then enter the new word. After entering the word, either press ENTER or click on ⊕ ▼.

If you have looked up more than one word, click on ⊕Back ▼ to return to the previous listing.

If you have chosen to move back through the list of thesaurus choices, click on ⊕ ▼ to move forward through the list.

USING THE AUTO GRAMMAR CHECKER

USAGE:

Word not only offers a spell checker but can also act as a proof reader - letting you know of any grammatical errors within your document. While spelling errors are underlined in red, grammatical errors are flagged using a wavy green underline. This underline is for viewing purposes only and will not be printed.

I met the barrel which was now

Once a sentence is flagged as having a possible mistake, you will notice that the status bar at the bottom of the screen displays an ✗ with the **Proofing** icon 🖱✗. This indicates that a spelling or grammatical error has been found in your document.

You do not need to access the grammar checking box to correct the mistake. Instead, you can use your mouse, as outlined below:

Click on this icon 🖱✗ or point to the underlined word and click the **[RIGHT]** mouse button once.

This is	
These are	
Ignore Once	
📝	Grammar...
❓	About This Sentence
	Look Up	▸
✂	Cut
🗐	Copy
📋	Paste Options:
	📄
	Additional Actions	▸
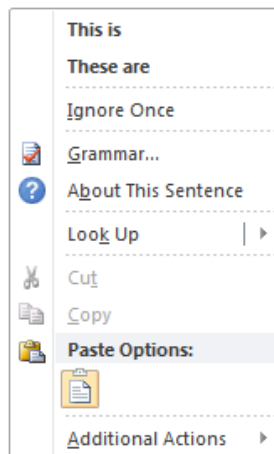
A pop-up menu will appear. The top portion of this pop-up menu offers suggestions for the possible mistake. Notice that Word allows you to **ignore** the mistake.

You can also choose to access the grammar checking dialog box (shown on the next page) or read a further explanation of the mistake and examples of how to correct the sentence by choosing "About this Sentence..." from the menu.

THE GRAMMAR CHECKER

USAGE:

Before printing and sending a document out for others to read, you should always check it for grammatical errors as well as spelling mistakes you may have made.

ABC

Spelling & Grammar

Click on the **Spelling & Grammar** tool (located within the Proofing section on the Review Ribbon).

Word will stop at the first spelling or grammar error. Grammar errors are placed in a dialog box, as shown below:

Subject-Verb Agreement:

This are sample of text on the screen.

Ignore Once
Ignore Rule
Next Sentence

Suggestions:

This is
——————————— OR ———————————
These are

Change
Explain...

Options...   Undo   Cancel
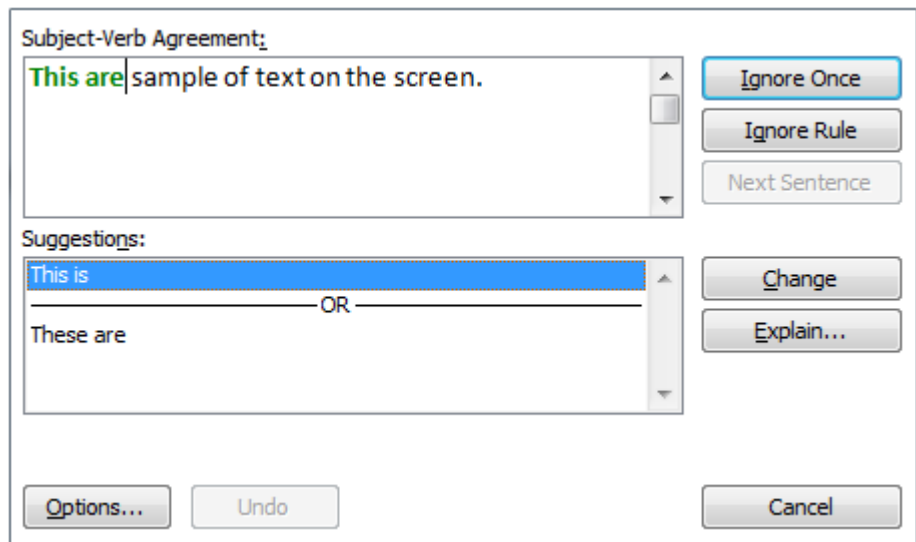
The top section contains the first questionable phrase - shown in green with its accompanying paragraph so you can see how you were using the sentence within the document.

The bottom section of the dialog box contains suggestions for correcting the mistake.

There are also several buttons on the right side of the box, as discussed below:
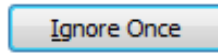
Ignore Once / Ignore Rule	If the questionable phrase should remain as it is, select the **Ignore** button. Word also offers the option of **Ignore Rule** if the phrase in question appears throughout the document.
Next Sentence	Click on this button to move to the next questionable sentence.
Change	Click on this button to accept the current selection in the suggestion box. If you have manually edited the text in the box, click this button to make the change.
Explain…	Click on this button to read an explanation of the rule.
Close	Click on this button to close the dialog box.
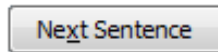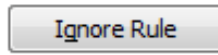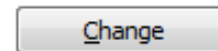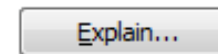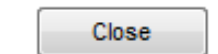
NOTE: *If the mistake involves a repeated word, you'll have the option of deleting the additional word.*

Options...

This button opens a second dialog box where you can change the options associated with the grammar checking feature. For example, you can determine whether you want the program to automatically check the file for grammar mistakes as you type.

You can also specify whether grammar is checked when the spelling is and if you want to display the readability statistics (e.g., average number of words per sentence, grade level you are writing at). You can also specify the writing style (grammar and style or grammar only).

After running the grammar checker, be sure to save your document again as changes have probably been made to it.

USING BOOKMARKS

USAGE:

A "Bookmark" in Word is similar to a physical bookmark you might use when reading a book - if you want to return to the page you left off, you insert a bookmark at that location. If you get interrupted while working on a document, you can set a bookmark so that you can quickly pick up where you left off.

You can also use bookmarks to mark different sections of a large document. Instead of trying to remember what page the section was in, you could simply go to the bookmark.

Word allows you to set several bookmarks within a document. Each bookmark is given a unique name so that you can quickly move to a particular location. The name you assign to the bookmark should remind you of why you set that bookmark.

CREATING BOOKMARKS

Place your cursor at the location you want to mark and then click on the **Bookmark** tool (located within the Links section on the Insert Ribbon).
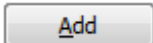
You may now enter a name for the bookmark (up to 40 characters - no spaces) and then click on the ⬚ Add ⬚ button.

GOING TO A BOOKMARK

To quickly go to one of your bookmarks, you can either use the mouse or the keyboard as shown below:

Click on the current page number (located on the status bar at the bottom left of your screen).

If you prefer using the keyboard:
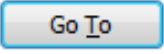
Press CTRL + G

The following box will be displayed asking where you want to go:

Find	Replace	Go To

Go to what:

| Page |
| Section |
| Line |
| Bookmark |
| Comment |
| Footnote |

Enter bookmark name:

Chapter 1

Previous | Go To | Close
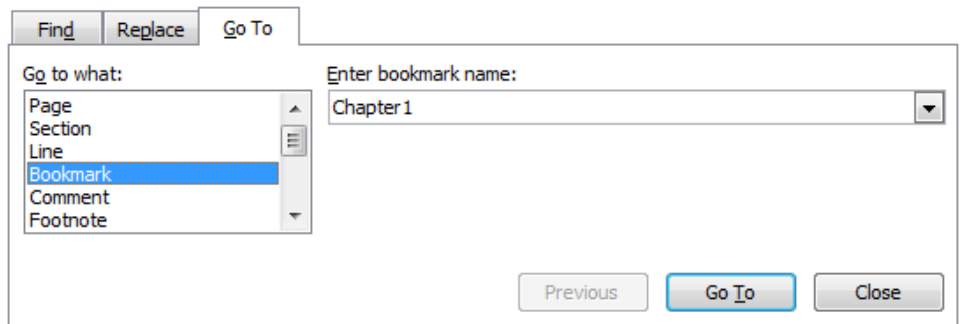
Be sure to select **Bookmark** from the section labeled "Go to what" and then choose your bookmark from the list provided (in the pull-down list along the right side of the dialog box).

After selecting the bookmark, click on Go To. Your cursor will be taken to the location where the bookmark was originally created.

The box remains on the screen until you choose Close.

DELETING A BOOKMARK

If you no longer use or need a bookmark, you should delete it from the document to remove excess codes.

Click on the **Bookmark** tool (located within the Links section on the Insert Ribbon).

The following dialog box will be displayed:
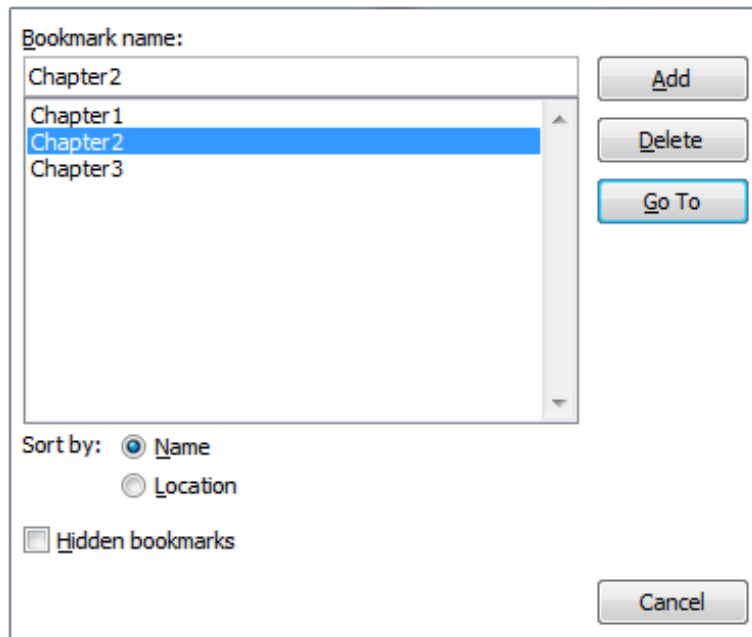
From the list of bookmarks, select the bookmark to be removed and click on Delete.

PRINTING ENVELOPES

USAGE:

Envelopes are a major part of word processing. In the past, placing return and mailing addresses on envelopes ranged from using a typewriter to print labels and sticking them on envelopes to simply handwriting them. Word has an enhanced feature that can automatically capture the mailing address from the current document and place it on an envelope.

The return address can also be filled in or left off, depending on whether you are using preprinted envelopes.

Once you have completed typing your letter, you will be ready to add an envelope.

Click on the **Envelope** tool (located within the Create section on the Mailings Ribbon).

The following dialog box will be displayed:
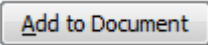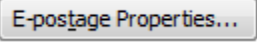
Select the tab labeled **Envelopes**. Next, click on 📖 ▼ in the Delivery and/or Return address section of this dialog box to choose from a list of stored addresses. Notice there is a checkbox to **omit** the return address if you are using pre-printed envelopes.

If everything is correct, select [Print] to immediately begin printing the envelope.

If you are not ready to print, click on [Add to Document] to add the envelope to the beginning of the document. The envelope will be added to a page numbered 0.

☐ Add electronic postage   If you have an electronic postage application installed (such as stamps.com), you can check this box to instruct Word to automatically print the postage on the envelope. Click on [E-postage Properties...] to customize your electronic postage settings.

ENVELOPE OPTIONS

To change the size of the envelope, add bar codes, or change the fonts for the envelope, select the | Options... | button. A second dialog box will be displayed, as shown below:
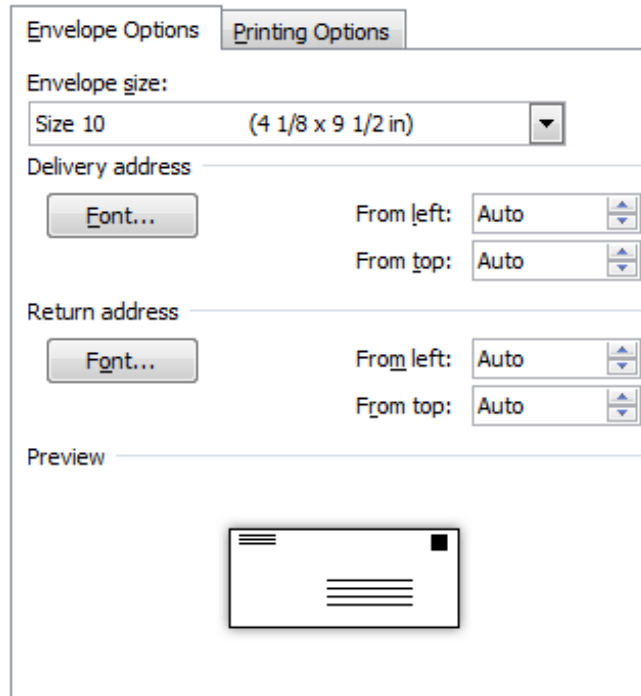
Envelope size	Click on the down arrow ▼ beside this option to choose from a list of predefined sizes.
Delivery address	Use this section to define the font and placement of the delivery address.
Return address	Use this section to define the font and placement of the return address.

A preview is provided along the bottom of this dialog box.

PRINTING OPTIONS

Select the second tab (labeled **Printing Options**) to change how the envelope will be fed into the printer and from which paper tray.
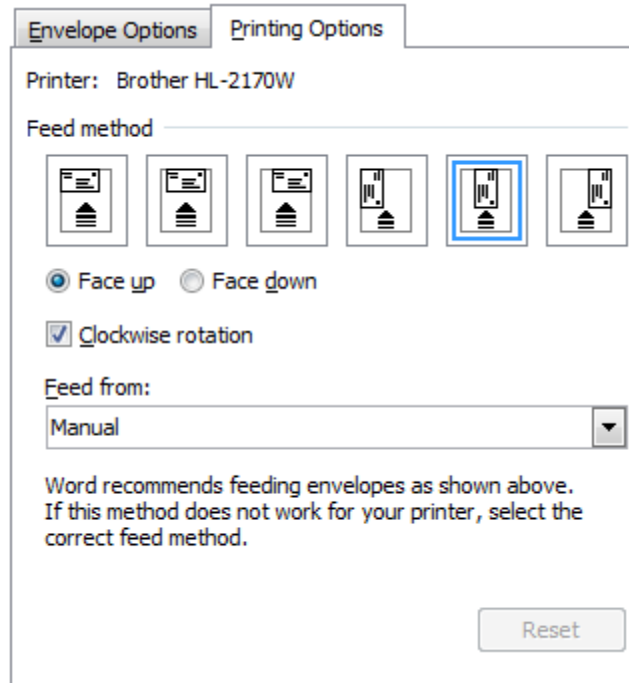
Feed method	Select the way in which the envelope will be fed into the printer. You will also need to include whether the envelope should be fed face up or face down.
Clockwise rotation	When feeding envelopes vertically, check this box to reverse the actual printing direction.
Feed from	Click on the down arrow ▼ beside this option to define how the envelopes will be fed into the printer (through a specific printer tray or manually).

When done, click on OK .

MAILING LABELS

USAGE:

Word is commonly used to produce mailing labels. This process is as simple as providing the program with the information it needs to know about your labels (printer type, label type/size, quantity).

You can print an address on a single mailing label, or print the same address on every label on an entire sheet of mailing labels.

You can either specify the mailing address and return address from the one contained in the current document or you can enter the address while in the labels dialog box.

Select the **Labels** tool (located within the Create section on the Mailings Ribbon).

The following dialog box will be displayed:

Be sure to select the **Labels** tab from the top of the dialog box.
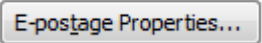
If working with a document containing a mailing address, Word will select it as the text for the labels. Click on [ ] ▼ in the Address section of this box to choose from a list of stored addresses.
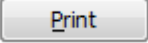
To print multiple return addresses, check **Use return address**.

In the bottom left corner of the dialog box are options to print a **Full Page of the same label** or a **Single label**. If you are not printing a full page of labels, select the **Single label** option, which allows you to specify the number of labels to print.

☐ Add electronic postage   If you have an electronic postage application installed, you will also see this box which, when checked, will print the postage directly on the envelope.
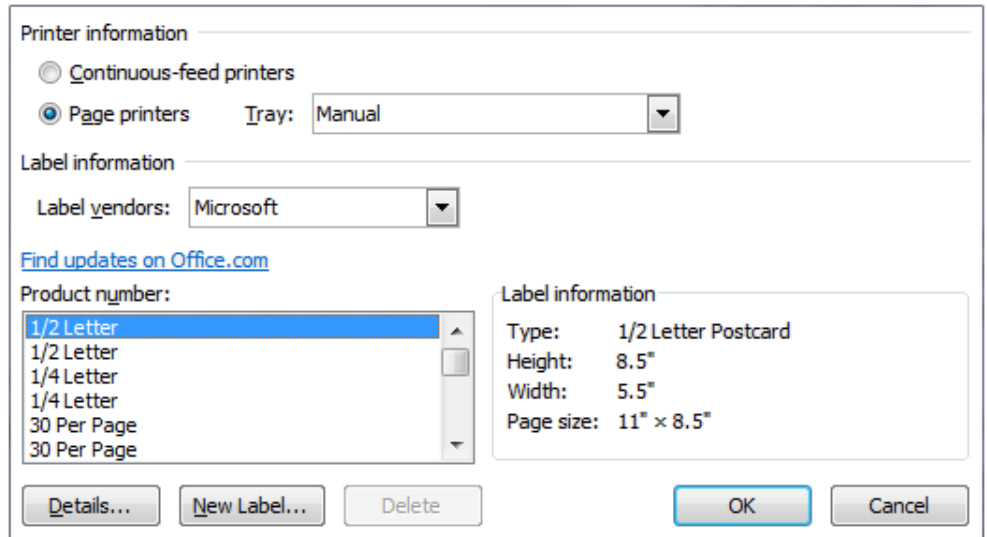
Click on [E-postage Properties...] to customize your e-postage settings.

To begin printing your labels, click on the [Print] button.

CHANGING LABEL FORMATS

Word has all of the standard Avery label definitions available as well as many other label vendors.

To choose a different label format, select Options... .

Choose between continuous-feed and page printer label formats, depending on your requirements.

Select the vendor of the labels you are using.

Next, choose the type of label from the **Product number** section. To the right of the product number is a "Label information" box which displays details for the currently selected product to help you determine the correct label to use.

CREATING CUSTOM LABELS

If you have labels that do not fit any of the predefined formats, choose the format closest to your label and click on [New Label...].

The following window will be displayed:

Change the **Label** name to identify your custom label.

Next, change the format features as needed for your custom label.

As you make your changes, Word adjusts the **Preview** of the label to match your specifications.

When all changes have been made, click on [OK].

TEMPLATES

USAGE:

Word's **Template** feature allows you to create documents which may be used for files with standard information or formatting codes. Rather than creating new documents each time, a template file may be set up.

Templates may consist of text, styles and/or formatting codes. There are several built-in templates to create memos, fax covers, newsletters, and other business as well as personal documents.

When you create a new document, Word needs to know which template to apply to the new file. The default setting is a template called **Normal**. If you do not tell Word otherwise, all new documents will be based on this template.

The "Normal" template is a blank document containing the default margin, character and paragraph formatting codes. You may edit the "Normal" template or create a number of your own templates. Template files within Word 2010 contain the extension **.DOTX**

Once the template is saved, you can create new documents based on that template. You will simply choose to create the new document based on that particular template.

Each time you create a new document based on a template, Word creates a new document (untitled until you save it) but places all of the text and/or formatting codes in that file based on the selected template.
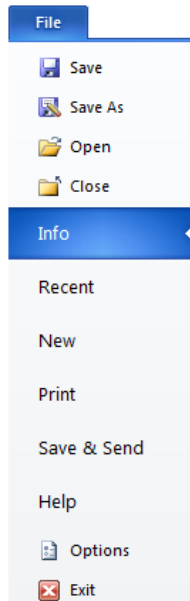
CREATING A NEW TEMPLATE

The simplest method for defining a new template is to create a document as you would any other and then save it as a template.

After creating the document and inserting all of the necessary codes and graphics for the template, follow the steps outlined below to save it as a template for future documents to be based on.
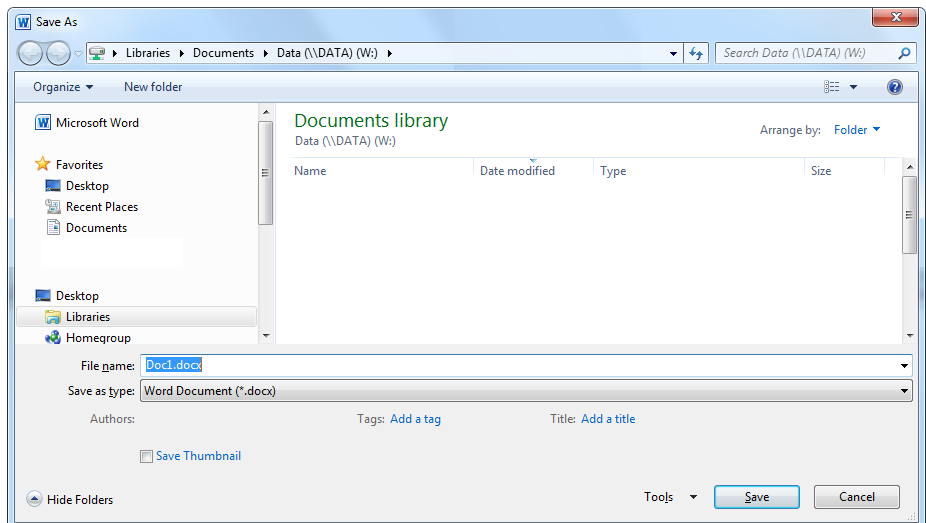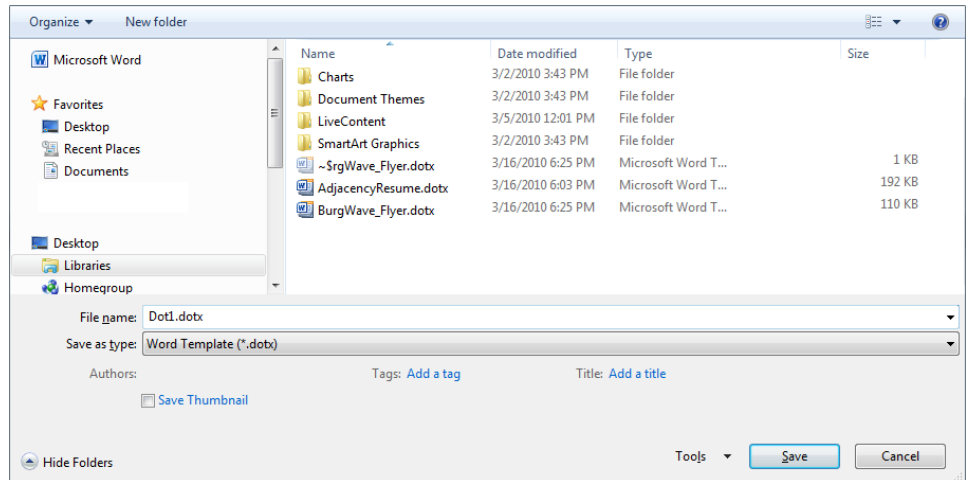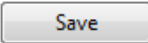
❶ **Save As** from the pull-down list of options within the File tab on the Ribbon.

The following window will be displayed:

❷   Click on the down arrow ▾ beside the **Save as type** option and select "Word Template (*.dotx)".

❸   Be sure you have entered a descriptive name for the template before clicking on the Save button.

| NOTE:	Notice that Word automatically assigns the extension *.DOTX* to template files.
	Normal Microsoft Word documents are assigned the extension *.DOCX*.

USING A TEMPLATE

To use the template that you created, you will follow the usual steps to create a new document with one exception. You will choose your template as the one to base the new document on.

To create a new document based on an existing template, follow the steps outlined below.
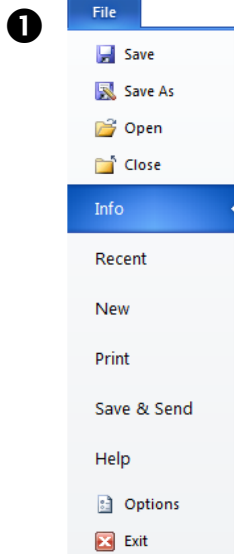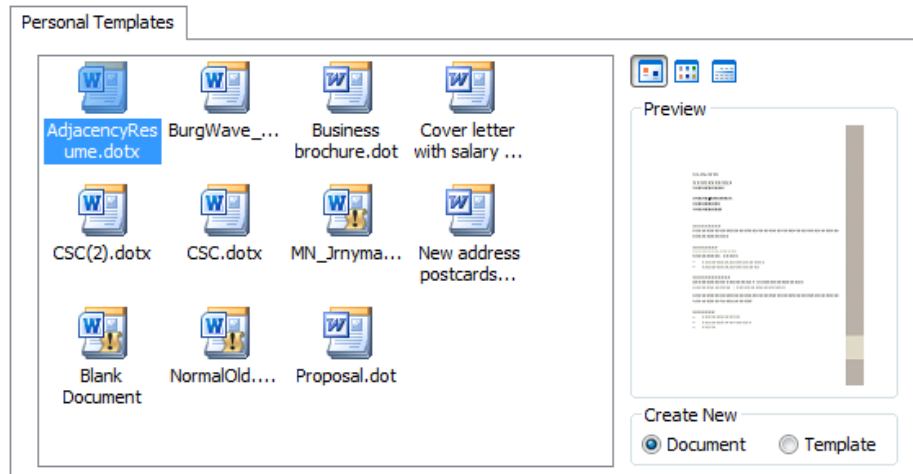
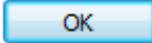❶ **New** from the pull-down list of options within the File tab on the Ribbon.

The following window will be displayed:
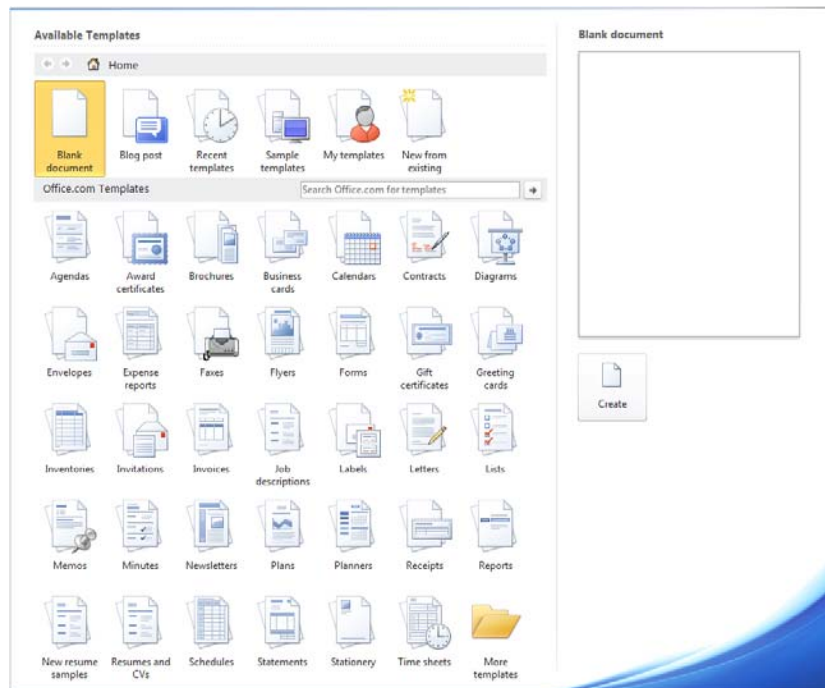
❷ Select the **My templates…** category.
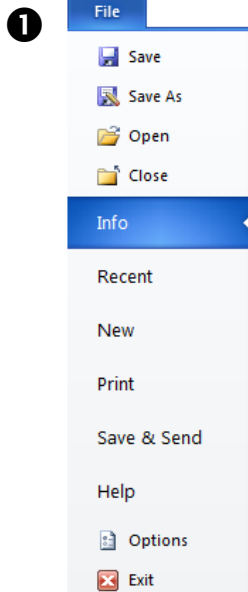
The following dialog box will be displayed:

❸ From within this dialog box, select the template to base your new document on.

❹ Select **Document** as the type of new file to create.

❺ Choose OK to actually create the new file based on the currently selected template.

OPENING A TEMPLATE

If you realize that a template needs to be modified, you can open it as you would any other document. Once opened, you will be able to edit the template and then save it again. You can also edit the **Normal** template to set any defaults you would like applied to all documents created using the default template.

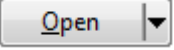To open a template, follow these steps:

❶ **Open** from the pull-down list of options within the File tab on the Ribbon.

The following window will be displayed:
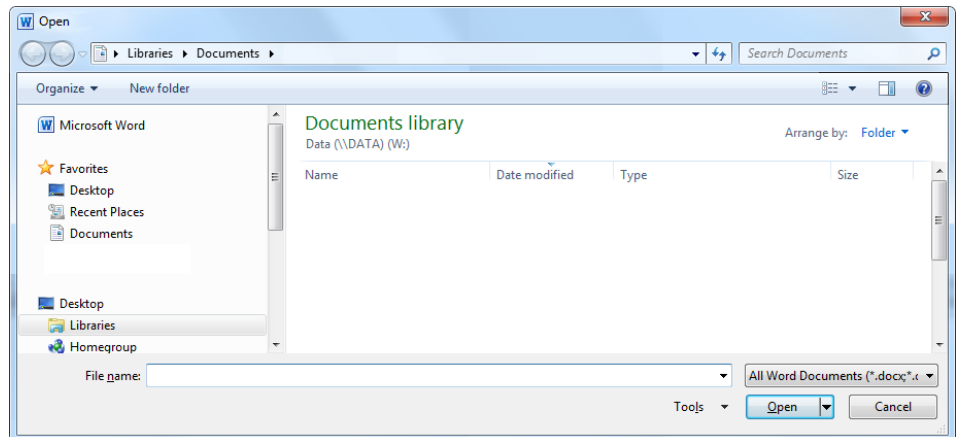
❸ Change   the **Files of type:** section (located at the bottom of the dialog box) to include only **Document templates (*.dotx)**. You may need to switch drives/folders to locate it.

❹   Select the template to modify and choose Open ▼ .

Make the changes you'd like to the template and then save it again – as you would any other document.

APPLYING A DOCUMENT THEME

USAGE:

You can quickly and easily format an entire document to give it a professional and modern look by applying a document theme. A document theme is a set of formatting choices that include a set of theme colors, a set of theme fonts (including heading and body text fonts), and a set of theme effects (including lines and fill effects).

To quickly apply one of the existing document themes to the current file, click on the **Themes** tool (located within the Themes section on the Page Layout Ribbon).
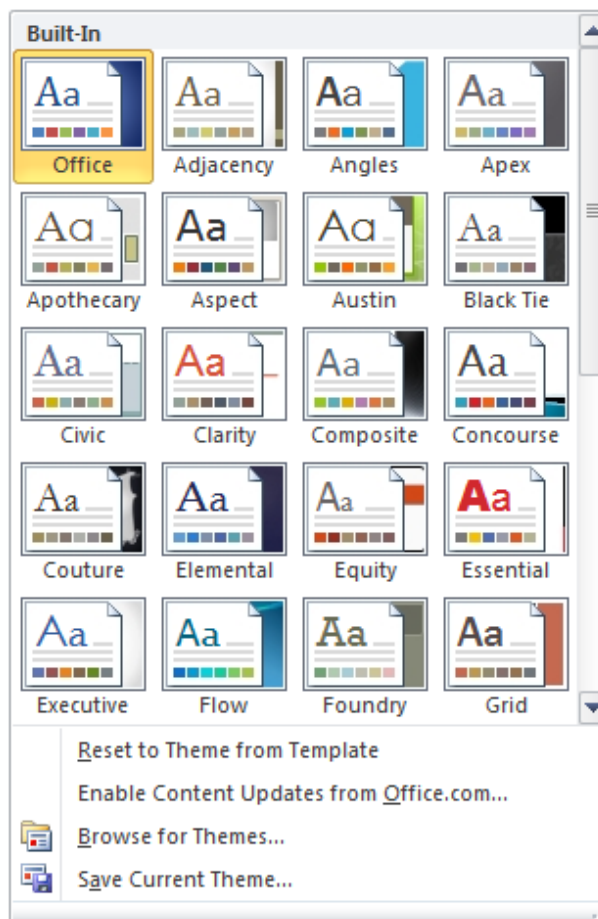
Select the theme to be applied from the list provided. If you decide you don't like the theme you selected, notice there is an option to reset the theme back to the original template setting. You can also make changes to the theme and then save it as a new theme.

Colors ▾   Click on this button (located within the **Themes** section of the Page Layout Ribbon) to customize the theme colors being applied to your document.

A list of theme colors will be displayed. Click on the one you want to apply. Notice you can also choose to create your own color theme.

A Fonts ▾   Click on this tool (located within the **Themes** section of the Page Layout Ribbon) to customize the theme fonts being applied to your document.

A pull-down list of theme fonts will be displayed. Click on the one you want to apply to your document. Notice you can also create new theme fonts.
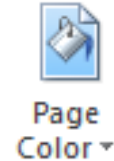
Effects ▾   Click on this tool (located within the **Themes** section of the Page Layout Ribbon) to customize the theme effects being applied to your document.

A pull-down list of theme effects will be displayed. Click on the one you want to apply.

CHANGING THE PAGE COLOR

USAGE:

You can quickly and easily change the color of a page to make it appear more professional. This can also be useful if you'd like the document to stand out a bit but don't have color paper on which to print it.

Page
Color ▾

To quickly change the background color of the page, click on this tool (located within the **Page Background** section on the Page Layout Ribbon).
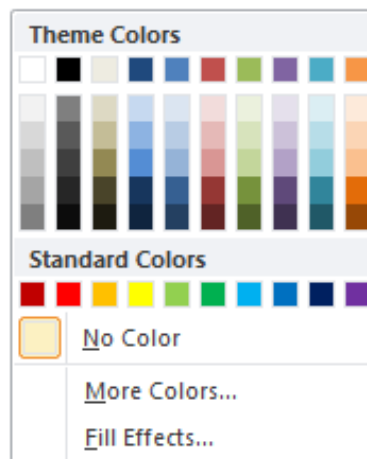
From the list provided, select the color you wish to apply. Notice as you scroll through the options, Word offers a preview of the page color for you to see before making your choice.