Microsoft® Word 2010 Training
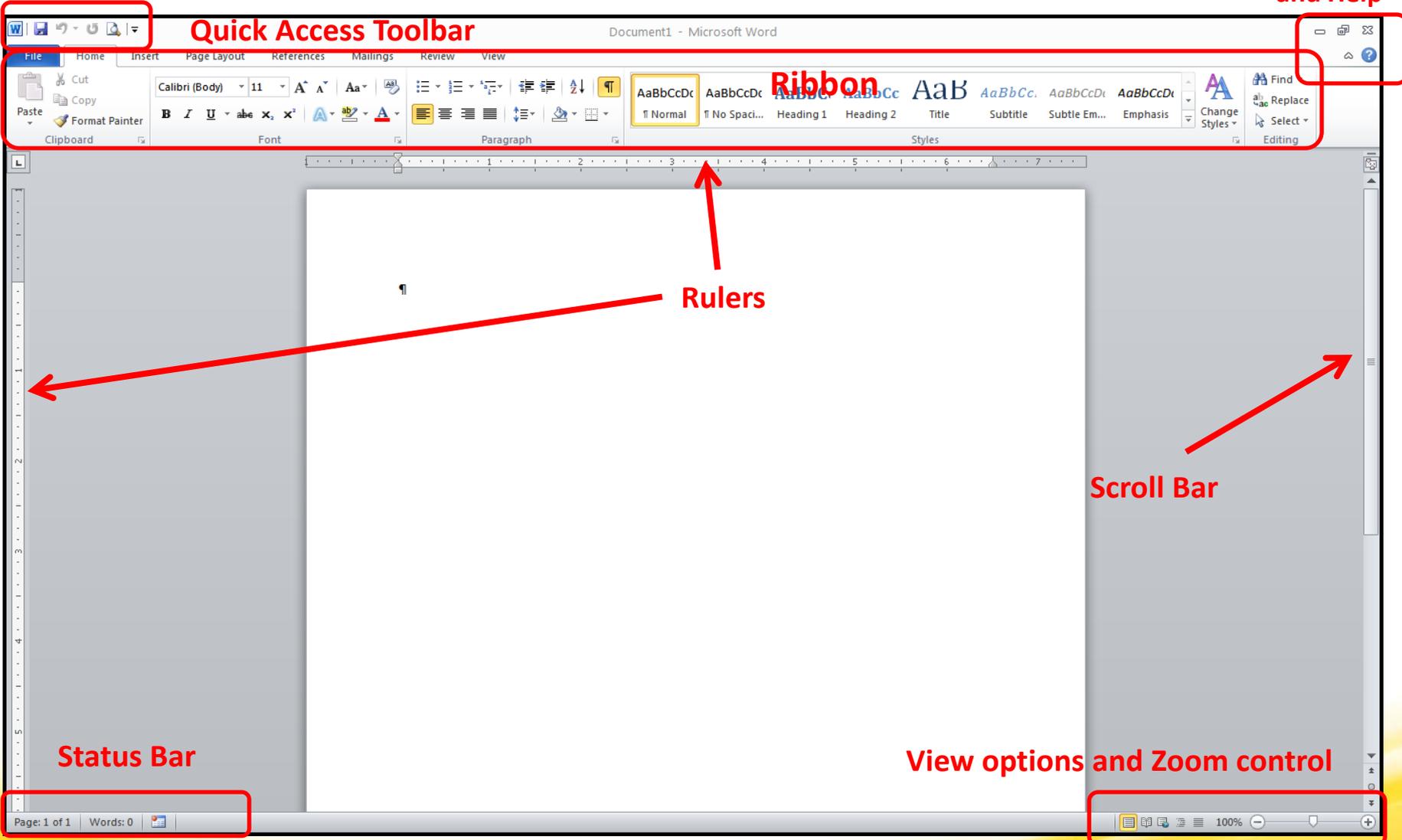
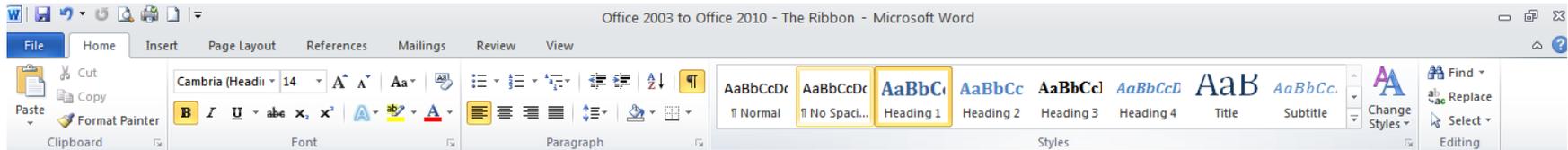## Microsoft Word 102

Instructor:

Debbie Minnerly

Course goals

❖ Learn how to work with paragraphs.

❖ Set tabs and work with tables.

❖ Learn about styles

❖ Use the spelling and grammar tools.

Office

Office Environment in Word

Window controls and Help

Quick Access Toolbar

Document1 - Microsoft Word

Ribbon

Rulers

Scroll Bar

Status Bar

View options and Zoom control

Page: 1 of 1 | Words: 0

Microsoft Word 101

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Word 2010 Ribbon

- File
- Home
- Insert
- Page Layout

- References
- Mailings
- Review
- View

Word 101 Review

1. Use Backstage view to open, close, create new documents.

2. Press Enter only to start a new paragraph. Word automatically wraps text to the next line as needed.

3. Be sure to Save as you go

4. Ctrl+Home moves to the beginning of the document, Ctrl+End moves to the end of the document

5. Type most of your text, then apply formatting

6. To view the non-printing items in the document, click the Show/Hide button on the Home tab
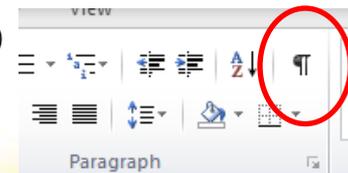
Working with the Quick Access Toolbar

You were introduced to the Quick Access toolbar in Word 101. You can easily add some useful tools to the toolbar. To add/remove an item, click the down arrow to the right of the toolbar and click an item to add it. If it has a checkmark, it's already displayed and clicking it will remove it.

- ❖ New document
- ❖ Quick Print
- ❖ Open

Customize Quick Access Toolbar

Reordering the tools on Quick Access toolbar– icons are shown in the order added. You could remove each tool, then re-add to change the order, or click the down arrow to the right of the toolbar and choose More Commands…

The selected Quick Access Toolbar icons are on the right-hand side. Click one and choose to move it up or down. Click OK.

Highlighting Text

❖ Select the text that you want to highlight and choose the down arrow on the Text Highlight Color icon. Click a color and the text will be highlighted that color

OR

❖ Click the Text Highlight Color icon and click and drag across the text you would like to highlight
To remove highlighting, click No Color on the highlighter and drag across the highlighted text.

❖ To stop highlighting, press Esc on the keyboard, or choose Stop Highlighting from the Text Highlight Color down arrow

Remember – if you don't have a color printer (or if you print grayscale on a color printer) the highlighting will show as shading on the text when you print.

Formatting paragraphs

Format after you have typed most of your text.

❖ Click anywhere in the paragraph to format, then choose formatting options from the Ribbon (Paragraph group)
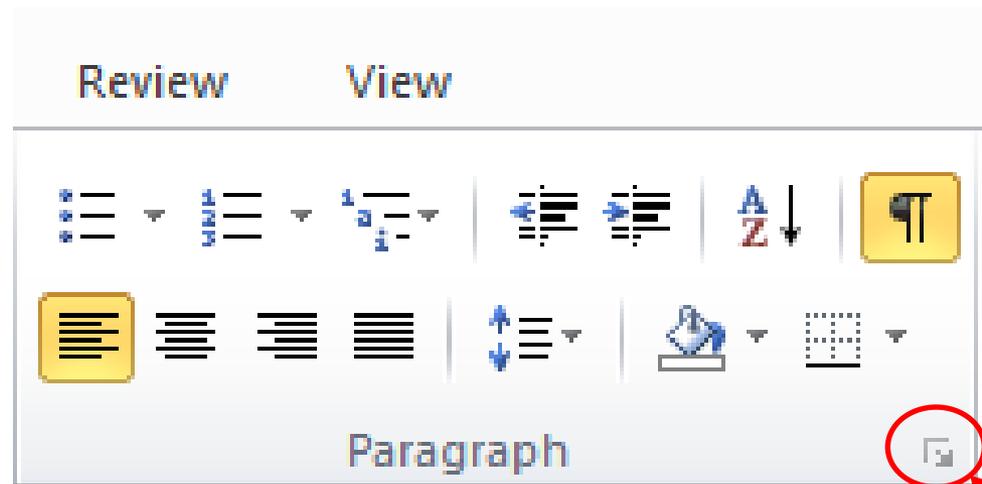
Note – to access more formatting choices, click the arrow in the bottom-right of the Font group to open the Font dialog box.

Working with Paragraphs

❖ Word has the following default paragraph settings:

  ❖ Line spacing set to 1.15 lines (each time you press enter, you move down 1.15 lines to start a new paragraph).

  ❖ Spacing before is set to 0

  ❖ Spacing after is set to 10 pt (72 pt = 1 inch)

The Preview area shows a sample of how the paragraph will appear in the document as you make changes
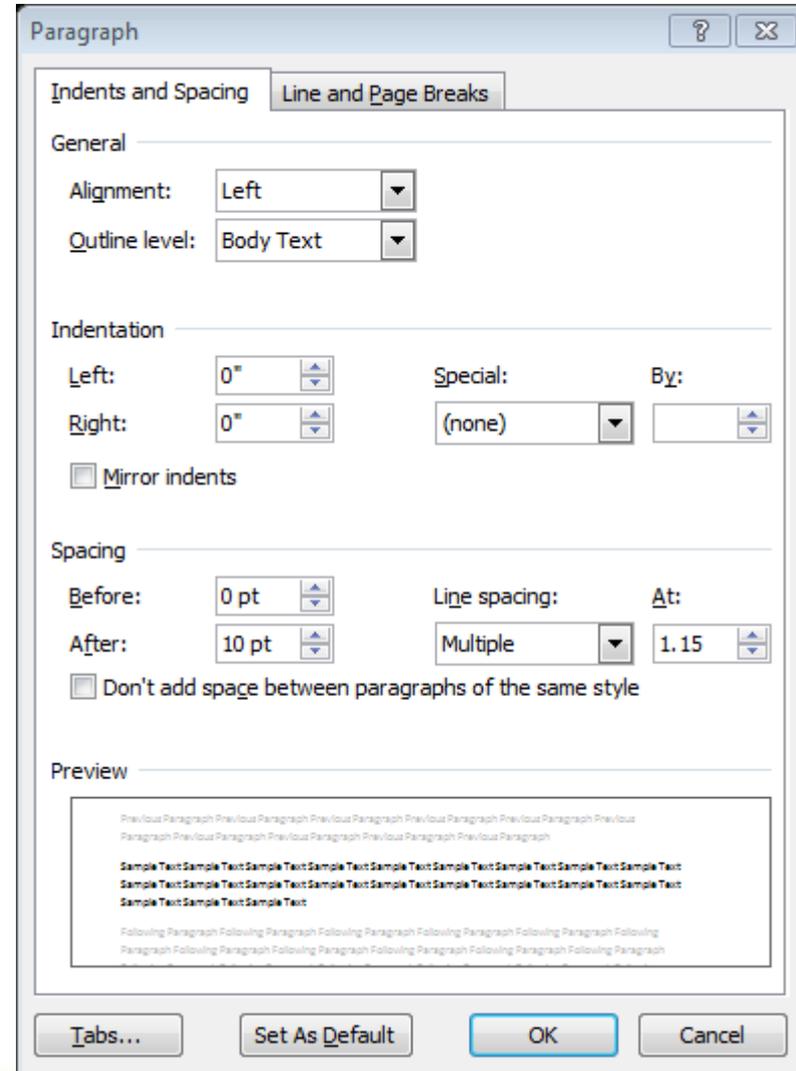
Updating the Default Paragraph

To change the line spacing and before/after spacing for the current and future documents:

1. On the Home tab, in the Styles area, click on **Change Styles**.

2. Hover over **Style Set** to open up the available styles

3. Click **Word 2003** to change the style set to the "old" Word style.
   Note: to return to 2010 style, repeat steps 1 & 2, then choose **Word 2010**.

4. To save that style for current and future documents, click on **Change Styles**, then click **Set as Default**

Reveal Formatting

To see what formatting has been applied to any section of your document, you can open the Reveal Formatting task pane:

1. On the Home tab, in the Styles area, click on the right-pointing down arrow below **Change Styles** to show the Styles window.

2. Click the **Style Inspector** button at the bottom of the Styles pane.

3. In the Style Inspector pane, click the **Reveal Formatting** button to open the Reveal Formatting task pane.

To use Reveal Formatting, click anywhere in the document to view the formatting.

Tabs

Note – before working with Tabs, be sure you can see the ruler.
Go to the View tab, then click Ruler in the Show area if it's not checked.

❖ Tabs are automatically set at every ½ inch. Setting your own tabs gives you greater control over your documents.

1. Select the paragraphs where you would like to set a tab (or tabs).

2. Click the Tab box on the left side of the ruler to choose the tab you need – hover your mouse over the Tab box to see the type of tab

3. Click on the ruler where you would like the tab to go

4. Remove a tab by clicking and dragging it off the ruler. Move a tab by clicking and dragging it to the new location on the ruler.

Remember – there is always more than one way to accomplish a task – tabs can also be set through the menus: in the Paragraph group, click the down-pointing arrow to open the Paragraph dialog box, then click **Tabs…** at the bottom of that dialog box to open the Tabs dialog box.

Office

Creating Tables

❖ Tables allow you to set sections of your document in row and column format.

Note – if you have a lot of data in rows and columns and/or you need to do calculations on numeric data, Excel is a better tool to use.

❖ To insert a table, go to Insert, then click Table and drag through the grid to the size table you would like to insert.
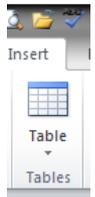
OR

❖ Select text that you would like to convert to a table. Go to Insert, click Table, then Convert Text to Table. Verify that Word is creating a table that works for the selected data or make changes, then click OK.

Working with Tables

❖ To add new lines to the table, click in the last cell and press Tab – a new row will automatically be created

❖ To select a cell, position the mouse pointer in the left side of the cell until you see a right-pointing black arrow. Click to select the cell.

❖ To select a row, move the mouse pointer to the left of the row until you see a right-pointing white arrow. Click to select the row.

❖ To select a column, move the mouse pointer to the top of the column until you see a down-pointing black arrow. Click to select the column.

❖ To delete a row or column, select it, move the mouse pointer into the selection and right-click. Choose Delete Rows or Delete Columns.

Styles

❖ **What is a style?**
A style is a grouping of one or more formats that is given a name. Styles can contain character or paragraph formatting or any combination of either.
There are several styles available in the Styles area on the Home tab in the Ribbon. You can use any of these, customize them, and create your own styles based on them.
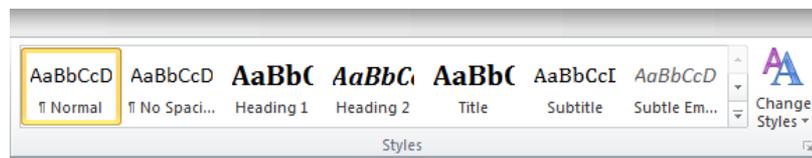
❖ To apply a style:
Select the text or paragraph, go to the Styles section on the Home tab and select a style to apply

Spelling and Grammar

❖ Spelling and grammar "errors" usually display as you type but you can run the checker as you complete your document to be sure you didn't miss anything.

To run the Spelling and Grammar checker, go to the Review tab and click Spelling & Grammar to check the entire document.
Anything that Word doesn't recognize will come up for you to look at it. It's up to you whether or not you change it.

WARNING: You still need to proofread the document to be sure it says what you want to say in the way you want to say it. It can help to read it out loud or have someone else read it for you.

Changing Case

Did you ever type for a while, then look up and notice that you had accidentally hit the Caps Lock key and everything was in caps?

What did you do then? Most people delete everything, then re-type. No need to do that. Word has a tool to help you fix that problem.

1. Select the text that has the incorrect case.

2. Click the Change Case button and choose the solution that converts it to what it should be (usually Sentence case or lowercase). Aa ▾

Inserting a Page Break

❖ By default, Word will break the pages automatically as needed. If you want Word to break at a certain paragraph, follow these steps:

1. Click at the beginning of the paragraph that should start on a new page.

2. Go to the Insert tab and click Page Break in the Pages section (alternatively, you can press Ctrl+Enter)
   A manual page break is now in the document (note: the Show/Hide button must be on to view the page break)

3. If you would like to delete the page break, it appears on the page before the paragraph where you just inserted it, click at the beginning of the Page Break and press Delete on the keyboard.

Office

Printing

1. Go to File/Print

2. Print Preview shows how your document will appear printed (you can zoom in or out and move to other pages in your document).

   If you decide to make formatting changes, you'll need to go back to the document – click File a 2nd time or click Home to get back to the document.

3. Be sure to click the Print button on the left side to send the document to the printer.
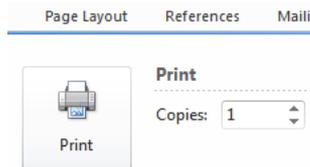
Getting Help in Office

➢ In any Office 2010 program, go to File/Help/Getting Started. This brings you to the Office website for that program where you can:

➢ See what's new in a program

➢ Make the switch from a previous version

➢ Find menu items in the ribbon and learn basic tasks

Word 2010 Getting Started web page:
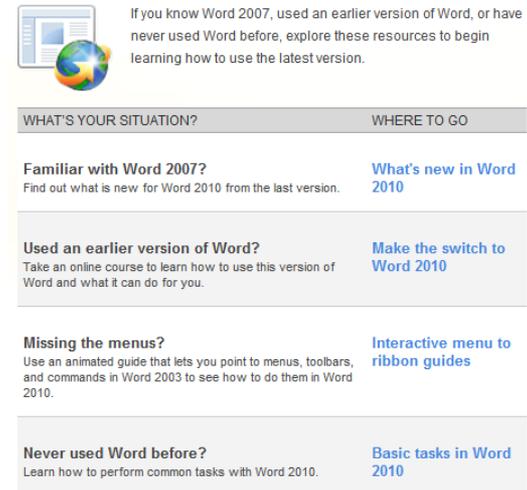
If you know Word 2007, used an earlier version of Word, or have never used Word before, explore these resources to begin learning how to use the latest version.

WHAT'S YOUR SITUATION?	WHERE TO GO
Familiar with Word 2007? Find out what is new for Word 2010 from the last version.	**What's new in Word 2010**
Used an earlier version of Word? Take an online course to learn how to use this version of Word and what it can do for you.	**Make the switch to Word 2010**
Missing the menus? Use an animated guide that lets you point to menus, toolbars, and commands in Word 2003 to see how to do them in Word 2010.	**Interactive menu to ribbon guides**
Never used Word before? Learn how to perform common tasks with Word 2010.	**Basic tasks in Word 2010**

Office

Commonly used tasks in Word 2010

– New

- Click **File/New**
- Choose type of document (default is blank) then click Create

– Save

- Click the **Save** button in the Quick Access Toolbar (above the ribbon) – we recommend using this button often – you can't wear it out!

– Save As (save a duplicate of the file with a new name)

- Click **File/Save As**
- Name the file, then click Save (you are now working with the new version of the file – the original has closed and will stay as you left it)

– Open

- Click **File/Open**
- Choose a file, then click Open

Commonly used tasks in Word 2010

- Close
  - Click **File/Close** to close the current document and continue working in Word. If you want to exit Word, you can click the x in the top right corner.

- Recent Files List
  - Click **File/Recent**
    You'll see a list of your recent files, newest at the top, as well as folders you have recently opened
  - To quickly access the most recent files, click the checkbox next to Quickly access this number of documents and set the number of documents (default is 4). They will appear just above Info.

- Print Preview
  - Click **File/Print** (the preview appears on the right side of the screen)

Commonly used tasks in Word 2010

- Print
  - Click **File/Print**.
  - Choose print settings as needed – to choose properties of the selected printer, click Printer Properties

- Format Painter (Word, Excel, PowerPoint)
  - Select the formatted text to copy, click **Home/Format Painter**.
  - Click where you would like to apply that formatting

- Page Setup
  - Click Page Layout tab, then Page Setup group. If you would like to see all options for Page Setup, click the Dialog Box Launcher (arrow to the right in the Page Setup group)

Commonly used tasks in Word 2010

– Undo

- To undo the last task, click the **Undo** button in the Quick Access Toolbar (above the ribbon) – click multiple times to undo multiple tasks

– Options

- Click **File/Options** – categories are on the left. When making changes to options, make changes slowly so you can test and be sure Word is working the way you'd like it to work. You can undo options by unchecking each one, but there is no reset to return to the default options.

Resources

Books

- ❖ Teach yourself visually Word 2010 by Kate Shoup

- ❖ Word 2010 simplified by Kate Shoup

- ❖ Microsoft Office 2010 All-In-One For Dummies by Peter Weverka

- ❖ Office 2010 For Dummies by Wallace Wang

- ❖ Discovering Microsoft Office 2010 : Word, Excel, Access, PowerPoint by Edward G. Martin

All books on this list are available in the Mid-Hudson Library system

Resources

Websites

Make the Switch to Word (about 35 minutes total – contains 5 short videos):
http://office.microsoft.com/en-us/word-help/make-the-switch-to-word-2010-RZ101816356.aspx

Create your first Word document
http://office.microsoft.com/en-us/word-help/create-your-first-word-document-i-RZ101790574.aspx

Get Started with Word 2010 (also available through File/Help/Getting Started):
http://office.microsoft.com/en-us/word-help/getting-started-with-word-2010-HA010370239.aspx

Cheat Sheet – Word 2010 Keyboard Shortcuts and Ribbon Commands
http://www.dummies.com/how-to/content/word-2010-allinone-for-dummies-cheat-sheet.html

Menu to Ribbon guide – 2003 to 2010
http://office.microsoft.com/en-us/templates/word-2010-menu-to-ribbon-reference-workbook-TC101817139.aspx?CTT=5&origin=ZA101796062

We can send you a document with clickable links – please provide your email address on the evaluation to receive the document.

Office

Contact Information

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THANK YOU!