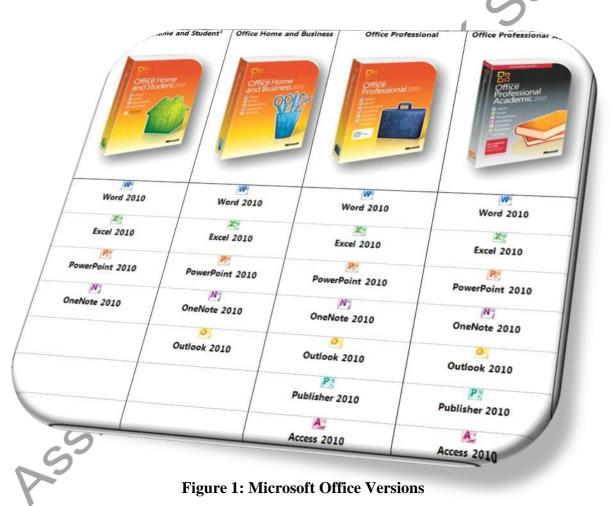
Computer Science

Microsoft Office 2010

Microsoft Office 2010 is a comprehensive system of programs, servers, services, and solutions, including a dozen desktop productivity programs that you can install on your computer, and four new online program versions. To meet the varying needs of individuals and organizations, Microsoft offers five different Office 2010 software suites, each consisting of a different subset of programs. The following table identifies the programs available in each of the software suites.



- **Microsoft Word 2010** a word-processing program with which you can quickly and efficiently author and format documents.
- **Microsoft Excel 2010** a spreadsheet program with which you can analyze, communicates, and manages information.
- **Microsoft PowerPoint 2010** a program with which you can develop and present dynamic, professional-looking slide presentations.

- **Microsoft OneNote 2010** a digital notebook program with which you can collect, organizes, and quickly locates many types of electronic information.
- **Microsoft Outlook 2010** a personal information management program with which you can manage e-mail, contacts, meetings, tasks, and other communications.
- **Microsoft Access 2010** a database program with which you can collect information and output information for reuse in a variety of formats.
- **Microsoft Publisher 2010** a desktop publishing program with which you can lay out newsletters, cards, calendars, and other publications.



Figure 2: Microsoft Office Package

Working in the Program Environment

The most common way to start any Office 2010 program is from the Start menu, displayed when you click the Start button at the left end of the Windows Taskbar. On the Start menu, click All Programs, click the Microsoft Office folder, and then click the program you want to start. When you start Microsoft Word, Excel, or PowerPoint without opening a specific file, the program window appears, displaying a new blank document, workbook, or presentation.

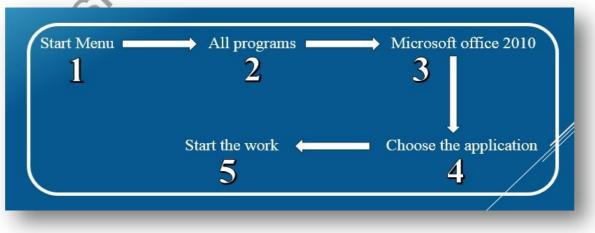


Figure 3: How to Open Microsoft Office Programs

3.1 Microsoft Word 2010:

Aside from actually typing the document, there are a number of tasks that you will perform most during your usage of Word. These tasks include:

- Creating new documents
- Opening existing documents
- Saving documents
- Working with text within documents
- Formatting documents
- Inserting non-text items
- Proofing documents
- Printing documents
- Closing Documents



ick Access Toolbar	Title bar	Nu.	obon
i 🖬 🤊 - Ci i∓ File Home Insert Page Layout Refe	Document1 - Microsoft Word	VIEW	
B I U * abe X, X' ⅔ 📰	• 1 = • * 7 + 1 € € € = = = ↓ = • ↓ = • •		Change Styles +
			- 1
			- 1
ge:1of1 Words:0	u.		• •

Status bar

Figure 4: Microsoft Word window

• The title bar displays the name of the active document. At the left end of the title bar is the program icon, which you click to display commands to move, size, and close the program window. Three buttons at the right end of the title bar serve the same functions in all Windows programs: You can temporarily hide the program window by clicking the Minimize button, adjust the size of the window by clicking the Restore Down/Maximize button, and close the active document or exit the program by clicking the Close button.



- By default, the Quick Access Toolbar appears to the right of the program icon at the left end of the title bar. Each program has a default set of Quick Access Toolbar buttons; most commonly, the default Quick Access Toolbar displays the Save, Undo, and Redo buttons. You can change the location of the Quick Access Toolbar and customize it to include any command to which you want to have easy access.
- Below the title bar is the ribbon. All the commands for working with file content are available from this central location so that you can work efficiently with the program.

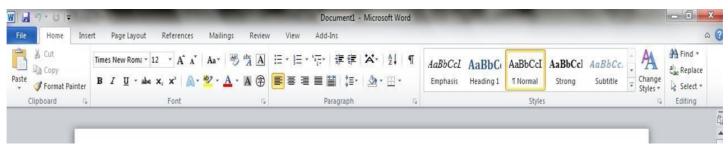
v - 19 - 19 IV

🚽 🤊 - O 🗋 🎒	- 60 +		Document1 [Compatibilit	y Mo	ode] - Microsoft Word							
File Home Inser	t Page Layout References	Mailings	Review View									۵
Copy	Construction and the construction of the const		≝੶≝੶≓* ≣≡ <mark>≡</mark> ≣*\ä•\ ∞ ∗⊞*	¶	bCcDdEe 11 Normal 11 No Spaci	1000			dEe Title	<i>CcDdEe</i> Subtitle	 ▲ A Change Styles * 	A Find * ዲac Replace
Clipboard G	Font	G.	Paragraph	G			Style	i .			5	Editing

• File Menu: This menu will give you access to general options related to the Word file itself.

Save Save As	Available Ten	nplates								Blank document	
g Save As	* * 🙆	Home									
Close			B		2						
ecent	Blank document	Blog post	Recent templates	Sample templates	My templates	New from existing					
ew 🗸	Office.com T	emplates			Sear	ch Office.com f	or templates		+		
rint ave & Send								Q.00			
elp	Agendas	Award certificates	Brochures	Budgets	Business cards	Calendars	Contracts	Diagrams	Envelopes		
Options Exit											
	Expense reports	Faxes	Flyers	Forms	Gift certificates	Greeting cards	Inventories	Invitations	Invoices		
										Create	
	Job descriptions	Labels	Letters	Lists	Memos	Minutes	Newsletters	Plans	Planners		
								VA			
	Receipts	Reports	New resume samples	Resumes and CVs	Schedules	Statements	Stationery	Time sheets	More		

• Home Ribbon Menu: The "Home" menu contains general options such as font sizes, alignment, and copy/paste. The bulk of your time in the menu system will be spent in this menu.



The font size and style controls are located within this ribbon, as shown below. You may adjust these settings by using the relevant dropdown menus.

sert Page Layout References Mailin Times New Roma + 12 + A A Aa + B I U + abe Xa Xa Aa +				
	ert	Page Layout	References	Mailir
B <i>I</i> U · abs x, x ² A · ³ / ₂ ·	Times	New Roma * 1	2 × 1 × 1	Aa*
	В	<u>I</u> ∐rabe	X ₂ X ²	aby

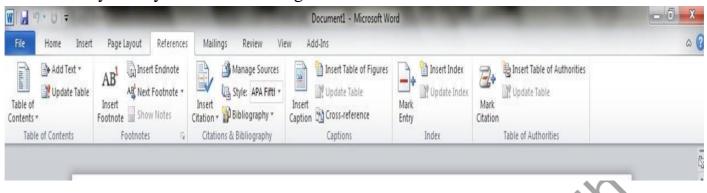
• **Insert Ribbon Menu:** This menu allows you to insert a variety of non-text objects into your document. You can use it to add tables, pictures, links, headers and footers, among other things.

to the		-							Q	No				#	A	A	A	邊 Signature Line ▾ 🛃 Date & Time	π	Ω	#
	Blank Page		Table	Picture	Clip Art	Shapes Sm	irtArt Chart	Screenshot		Bookmark (Cross-reference	Header *			Text Box *	WordArt *		Date & Time	Equation	Symbol *	Numbe
	Pages		Tables			Illustra	ions			Links		Hea	der & F	ooter		1	Text			Symbols	

• **Page Layout Ribbon Menu:** The "Page Layout" menu is where you will do the majority of your document formatting. You can use it to set margins, page orientation, and size, the number of text columns, borders, indentation and spacing.

		Document1 - Mic	rosoft Word		- 0 ×
File Home Insert	Page Layout References Mailings Review V	View Add-Ins			۵ 🕜
Aa Colors *	Breaks *		Indent Spacing		🖳 🗎 Align *
	Line Numbers *		🚝 Left: 0" 🗘 葦 Before: 0 pt		Group *
Themes Effects * Text Directio		Watermark Page Page * Color * Borders	≣∃ Right: 0° 🛟 🎽 After: 0 pt	 Position Wrap Bring Send Text = Forward = Backward 	* Pane A Rotate *
Themes	Page Setup	Page Background	Paragraph	ra Arrange	

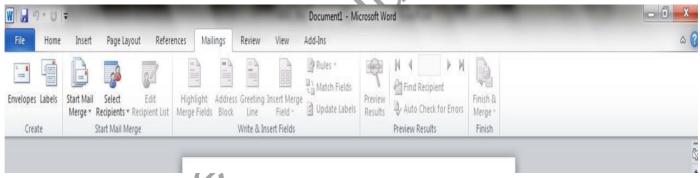
• **References Ribbon Menu:** The "References" menu allows you to easily cite and reference sources that you may use while creating a document.



• **Mailings Ribbon Menu:** The "Mailings" ribbon menu contains a number of features related to documents that will be created for the purpose of being sent in the mail.

You can use these tools to print envelopes and labels, as well as personalizing individual letters in a large mailing to the specific recipient using address and contact information.

Note that not all printers support these features, and you must have contacts available in your Microsoft Outlook application in order to use the "Select from Outlook Contacts" feature.

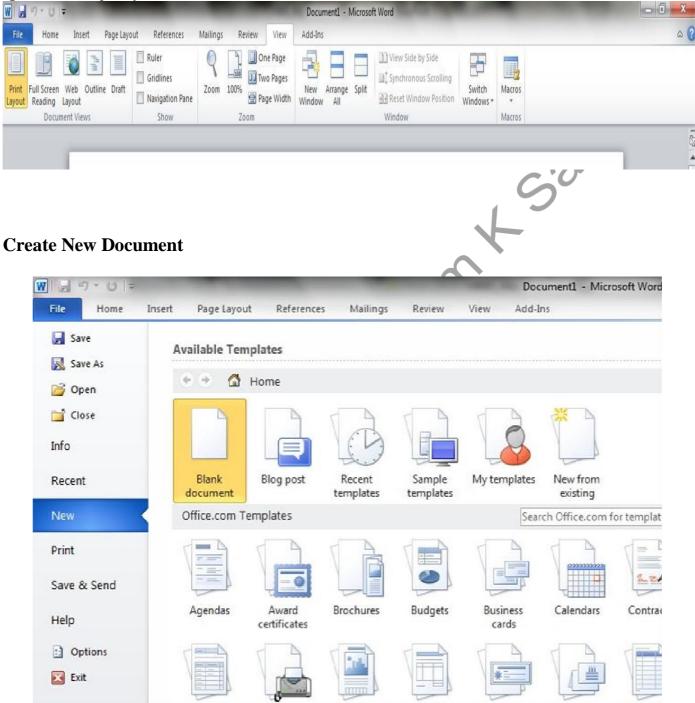


• **Review Ribbon Menu:** The "Review" menu allows you to review your document for spelling and grammatical errors, insert comments, track (and accept) changes made to your document during reviewing, and compare or combine two documents.

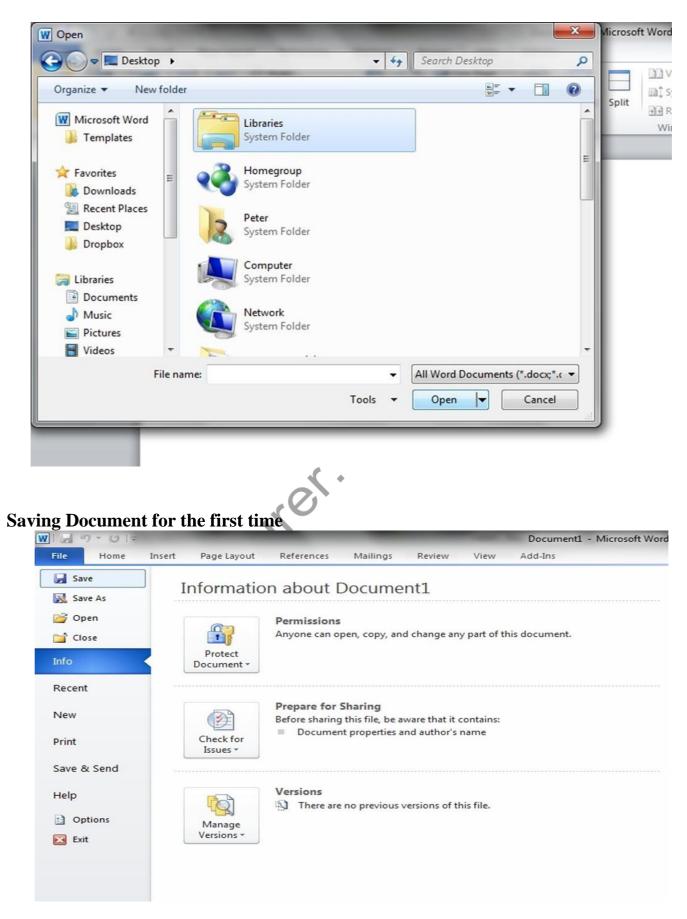
File Home Inser	rt Page Layout References Mailings	Review View Add-Ins	nt1 - Microsoft Word				۵
ABC pelling & ABC Frammar	a Ipdate IME Dictionary Translate Language	New Delete Previous Next	Final: Show Markup * Final: Show Markup * Track Changes * Reviewing Pane *	Accept Reject	Compare *	Block Restrict Authors - Editing	Linked Notes
Proofing	Language	Comments	Tracking	Changes	Compare	Protect	OneNote

• View Ribbon Menu: The "View" menu allows you to change how the document is viewed within Word.

The "Zoom" and the "Document Views" sections of this document are where you will spend the majority of the time in this menu.



Open Existing Document



• Shortcut Keys in Microsoft Word

- **F1 key**: Get help on a selected command or use the Office assistant.
- Shift and F1 Key: Review text formatting.
- **F2 Key**: Move text or image.
- Shift + F2 Key: Copy text.
- **F3 Key**: Insert an auto text entry.
- **Shift + F3 Key**: Change the case of the selected text.
- **F4 Key**: Perform last action again.
- **Shift** + **F4 Key**: Perform a Find or Go To action again.
- **F5 Key**: Displays the Go To dialogue box. You can also get to Find and Replace from here.
- **Shift + F5 Key**: Move to a previous revision.
- **F6 Key**: Go to the next frame or pane.
- **Shift** + **F6 Key**: Go to the previous frame or pane.
- **F7 Key**: Launch the Spell Checker.
- **Shift + F7 Key**: Launch the Thesaurus.
- **F8 Key**: Extend the current selection.
- **Shift + F8 Key**: Shrink the current selection.
- F9 Key: Refresh.
- Shift + F9 Key: Switch between a field code and its result.
- **F10 Key**: Show Key Tips.
- Shift + F10 Key: Display a Shortcut Menu (same as right-clicking).
- **F11 Key**: Go to the next field.
- **SHIFT** + **F11 Key**: Go to the previous field.
- **F12 Key**: Open Save As, equivalent to tools menu.
- Shift + F12 Key: Save document, equivalent to tools menu.
- **Ctrl** + **A**: Selects all in the current document.
- **Ctrl** + **B**: Bold text.
- **Ctrl** + **C**: Copies the item or text.
- **Ctrl** + **D**: Displays the Font dialogue box.
- **Ctrl** + **E**: Switch a paragraph between center and left alignment.
- **Ctrl** + **F**: Displays the Find dialog box to search the current document.
- **Ctrl** + **G**: Displays the Go to dialog box to search for a specific location in the current document.
- **Ctrl** + **H**: Displays the Replace dialogue box.

- **Ctrl** + **I**: Italicize text.
- **Ctrl** + **J**: Switch a paragraph between justified and left alignment.
- **Ctrl** + **K**: Create a hyperlink.
- **Ctrl** + **L**: Left align a paragraph.
- **Ctrl** + **M**: Indent a paragraph from the left.
- **Ctrl** + **N**: Create a new document.
- **Ctrl** + **O**: Opens a new document.
- **Ctrl** + **P**: Prints a document.
- **Ctrl** + **R**: Switch the alignment of a paragraph between left and right.
- **Ctrl** + **S**: Saves a document.
- **Ctrl** + **U**: Underlines text.
- **Ctrl** + **V**: Pastes the copied item or text.
- **Ctrl** + **X**: Cuts the selected item or text.
- **Ctrl** + **Y**: Redo the last action.
- **Ctrl** + **Z**: Undo the last action.
- **Ctrl + Enter**: Insert a page break.
- **Ctrl** + **F2**: Select Print Preview command.
- **Ctrl** + **F4**: Closes the active window.
- **Ctrl** + **F6**: Opens the next window if multiple is open.