

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.

Office Home and Student 2010	Office Home and Business 2010	Office Professional 2010	Office Professional Academic 2010
Word 2010	Word 2010	Word 2010	Word 2010
Excel 2010	Excel 2010	Excel 2010	Excel 2010
PowerPoint 2010	PowerPoint 2010	PowerPoint 2010	PowerPoint 2010
OneNote 2010	OneNote 2010	OneNote 2010	OneNote 2010
	Outlook 2010	Outlook 2010	Outlook 2010
		Publisher 2010	Publisher 2010
		Access 2010	Access 2010

Figure 1: Microsoft Office Versions

- **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, communicate, and manage 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.

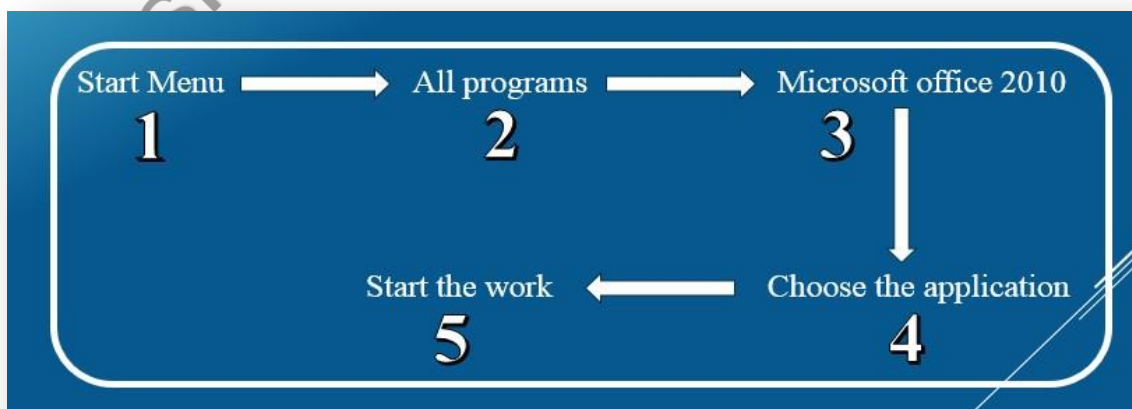


Figure 3: How to Open Microsoft Office Programs

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

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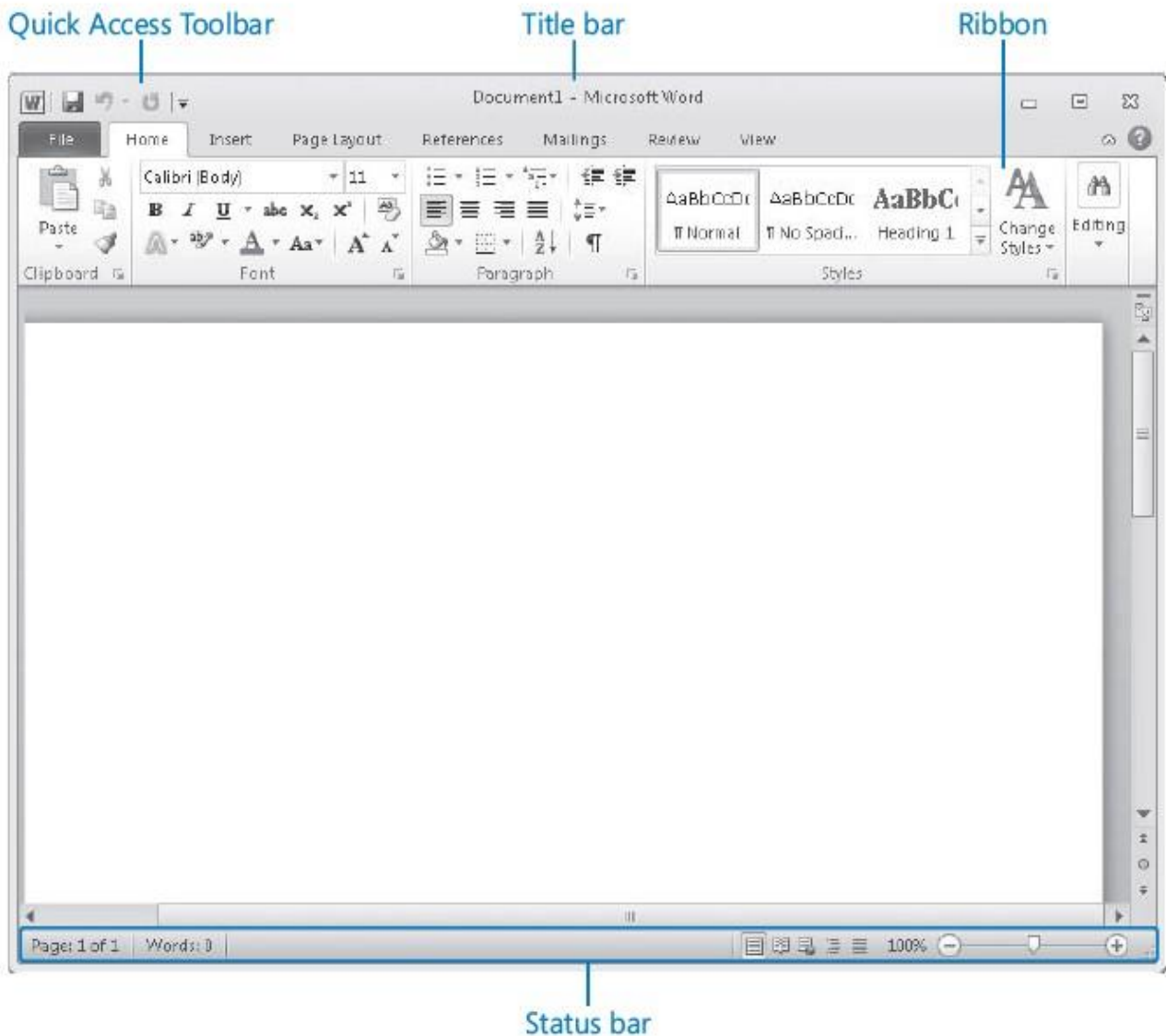


Figure 4: Microsoft Word window

- 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.



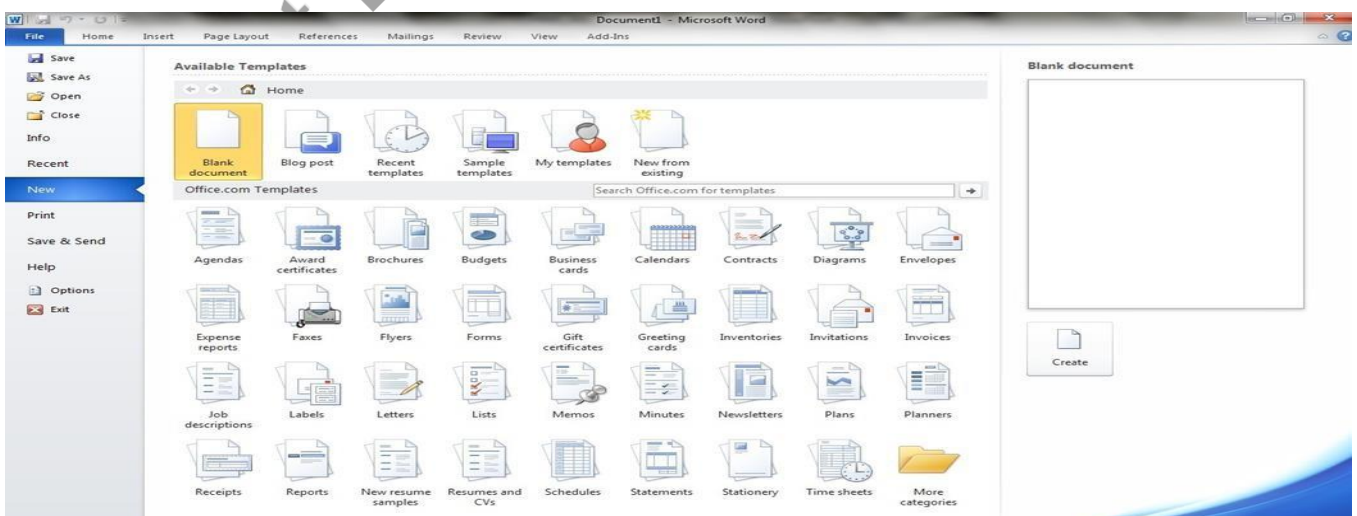
- By default, the Quick Access Toolbar appears to the right of the program icon at the left end of the title bar. Each program has a default set of Quick Access Toolbar buttons; most commonly, the default Quick Access Toolbar displays the Save, Undo, and Redo buttons. You can change the location of the Quick Access Toolbar and customize it to include any command to which you want to have easy access.



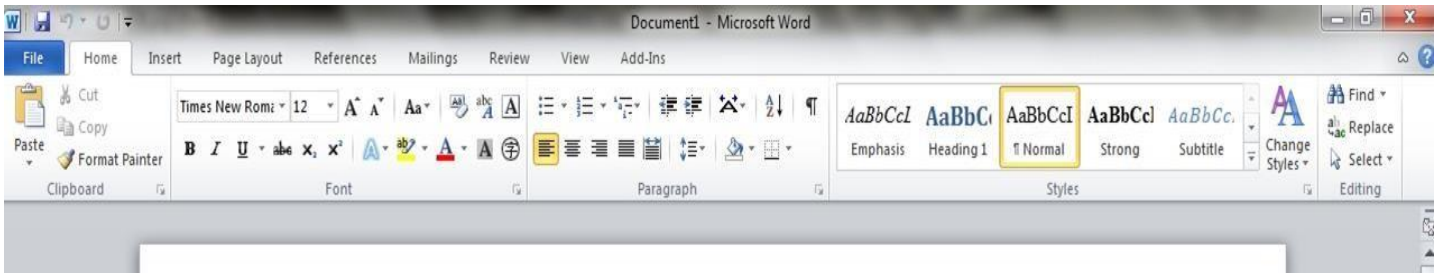
- Below the title bar is the ribbon. All the commands for working with file content are available from this central location so that you can work efficiently with the program.



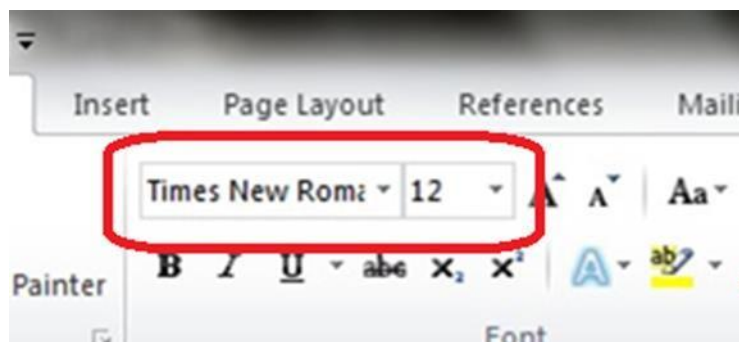
- File Menu:** This menu will give you access to general options related to the Word file itself.



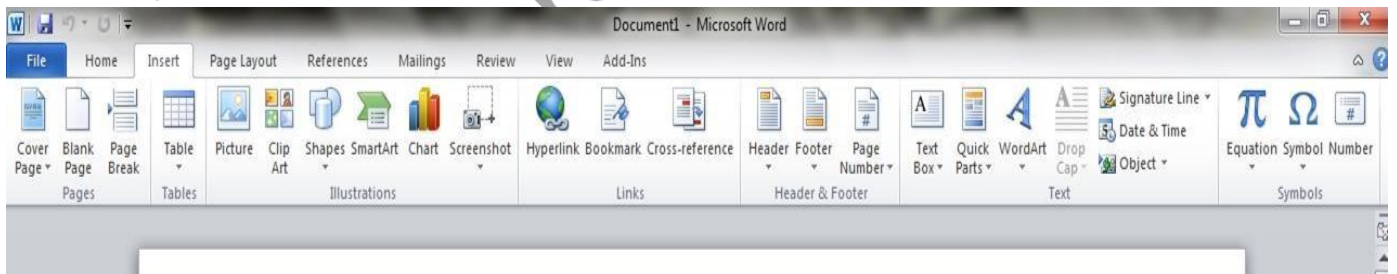
- **Home Ribbon Menu:** The “Home” menu contains general options such as font sizes, alignment, and copy/paste. The bulk of your time in the menu system will be spent in this menu.



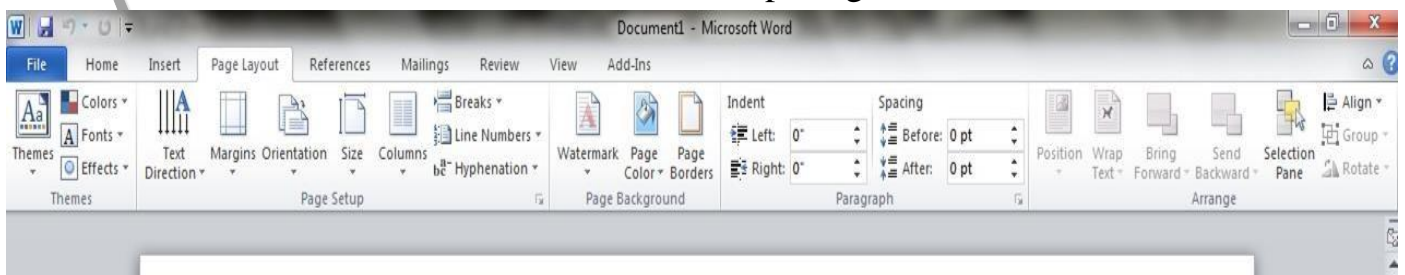
The font size and style controls are located within this ribbon, as shown below. You may adjust these settings by using the relevant dropdown menus.



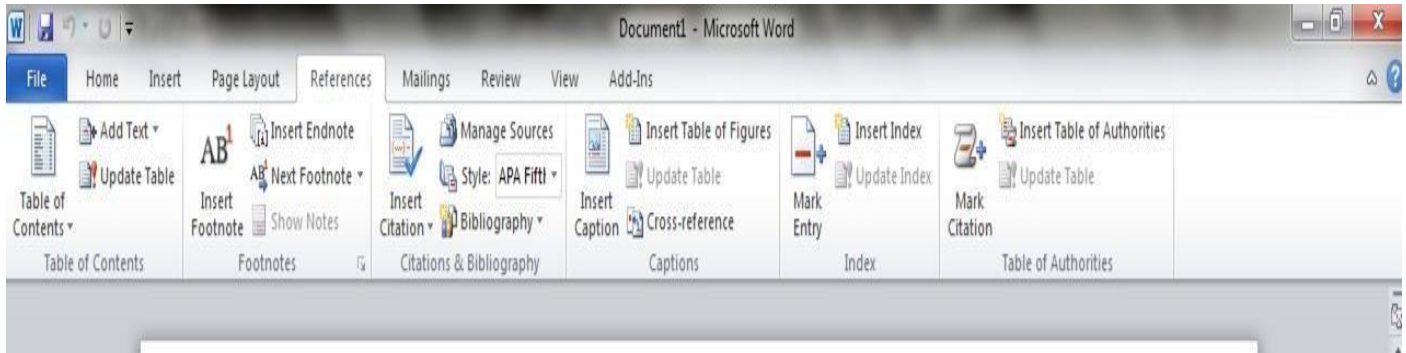
- **Insert Ribbon Menu:** This menu allows you to insert a variety of non-text objects into your document. You can use it to add tables, pictures, links, headers and footers, among other things.



- **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.



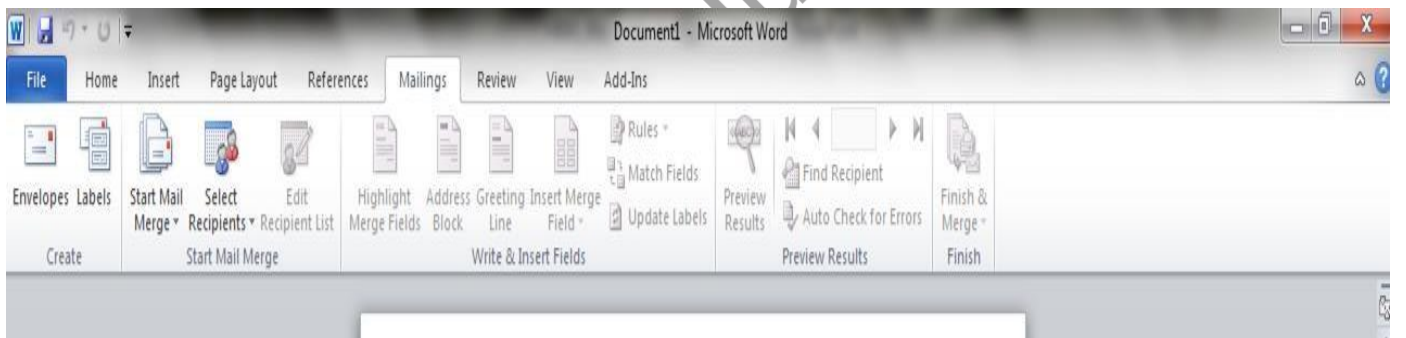
- **References Ribbon Menu:** The “References” menu allows you to easily cite and reference sources that you may use while creating a document.



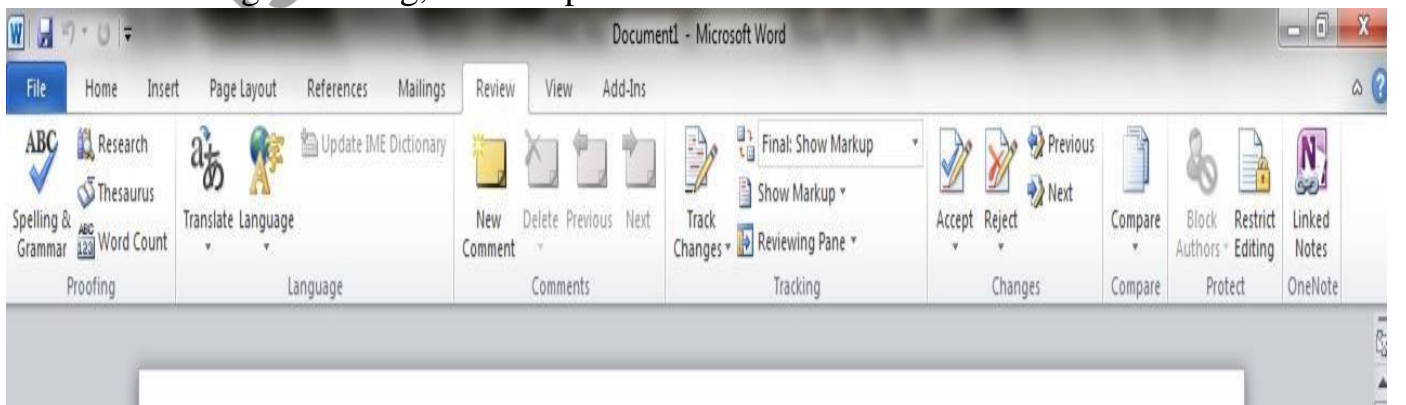
- **Mailings Ribbon Menu:** The “Mailings” ribbon menu contains a number of features related to documents that will be created for the purpose of being sent in the mail.

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.

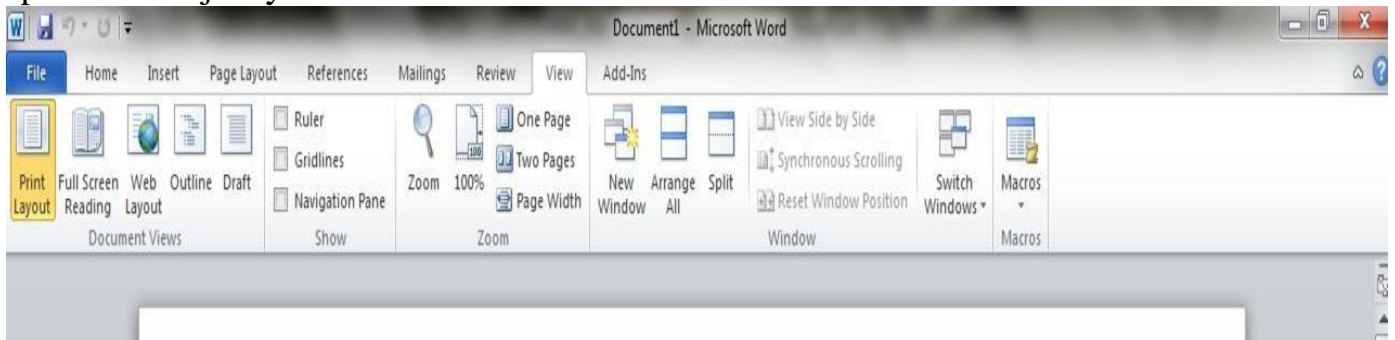


- **Review Ribbon Menu:** The “Review” menu allows you to review your document for spelling and grammatical errors, insert comments, track (and accept) changes made to your document during reviewing, and compare or combine two documents.

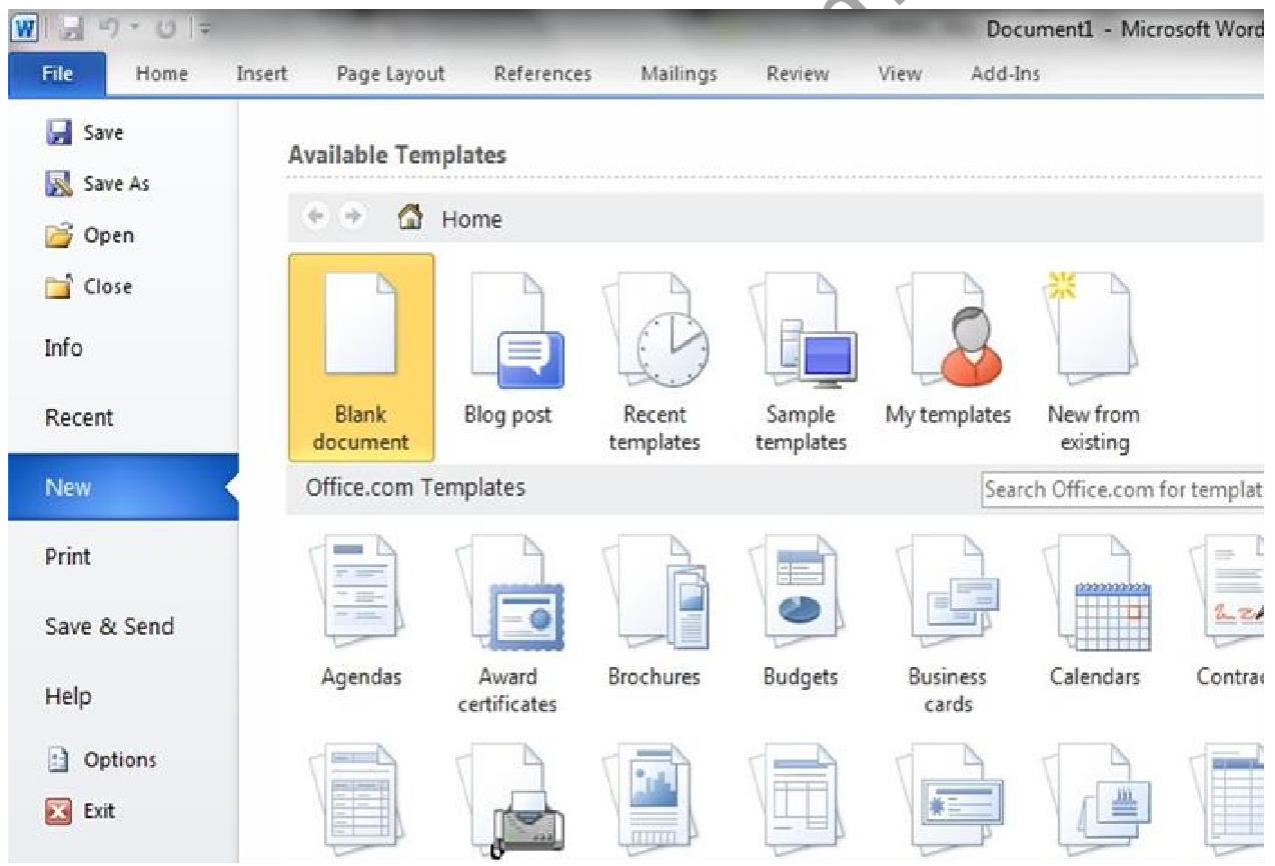


- **View Ribbon Menu:** The “View” menu allows you to change how the document is viewed within Word.

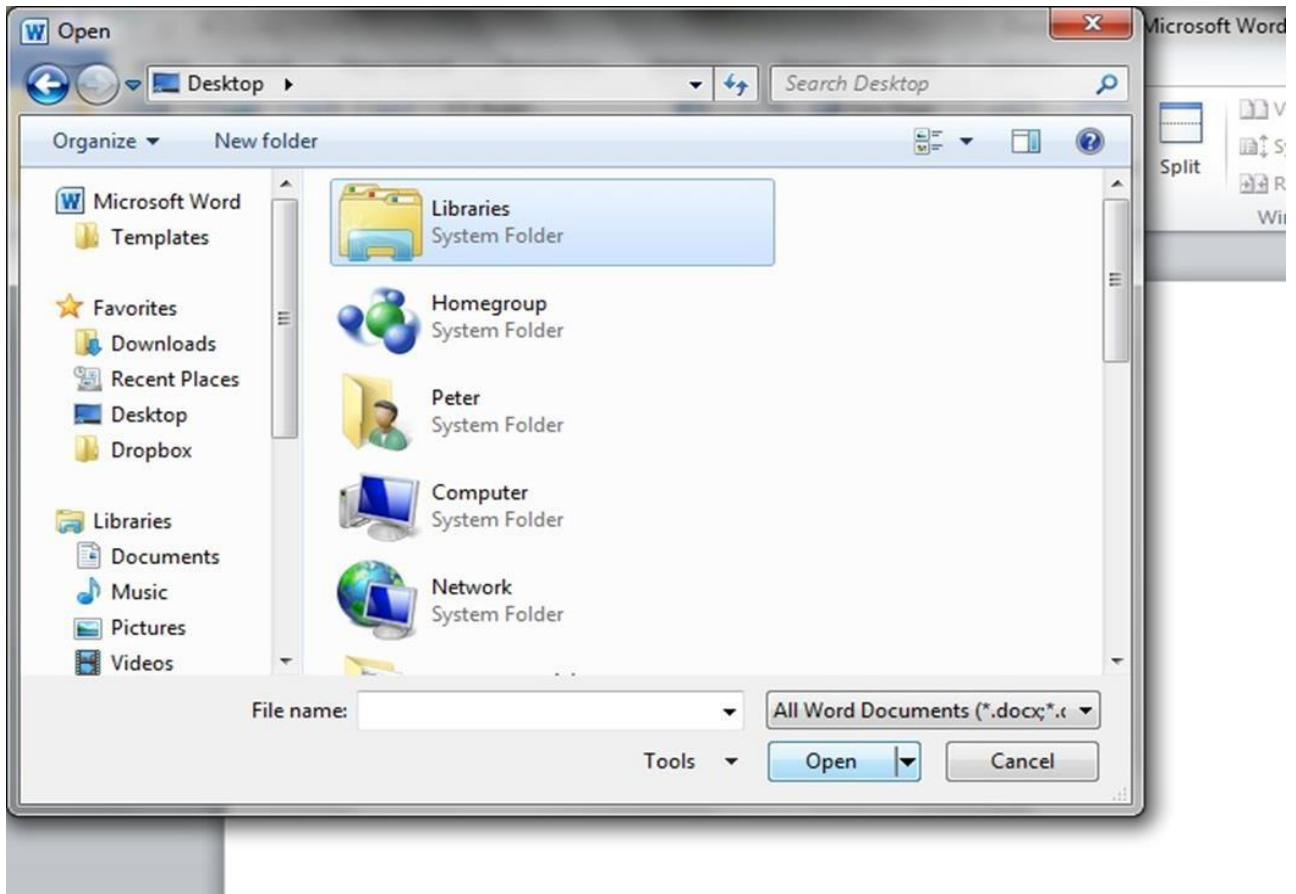
The “Zoom” and the “Document Views” sections of this document are where you will spend the majority of the time in this menu.



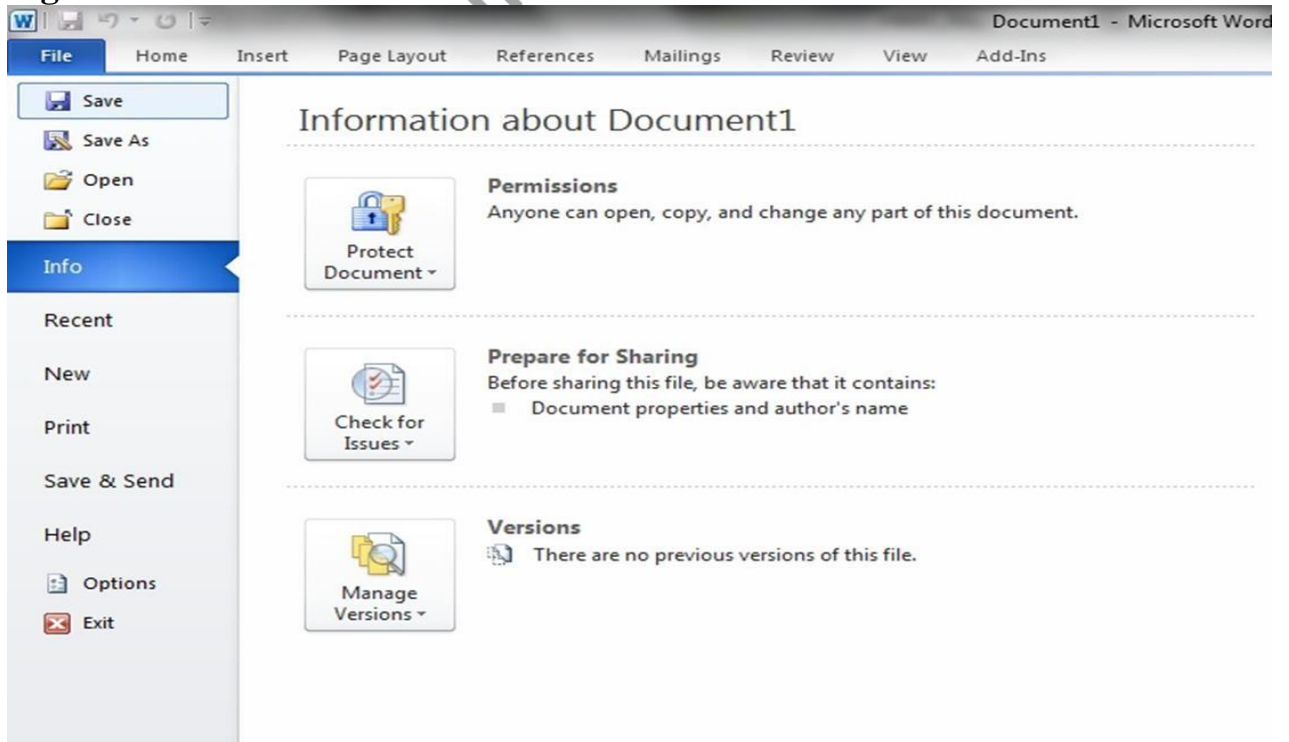
Create New Document



Open Existing Document



Saving Document for the first time



- **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.