

Microsoft Office Word 2010



Introduction

Microsoft Word 2010 is a word-processing program, designed to help you create professional-quality documents such as letters, papers, faxes and more.. With the finest document-formatting tools, Word helps you organize and write your documents more efficiently. Word also includes powerful editing and revising tools so that you can collaborate with others easily. You will be introduced to the **Ribbon** and the new **Backstage view**, and you'll learn how to create **new** documents and **open** existing ones.

The Quick Access Toolbar

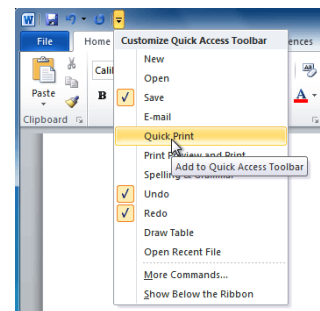


The Quick Access toolbar provides you with access to commands you frequently use. By default, Save, Undo, and Redo appear on the Quick Access toolbar. You use Save to save your file, Undo to rollback an action you have taken, and Redo to reapply an action you have rolled back.

To Add Commands to the Quick Access Toolbar:

- 1- Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.
- 2- Select the command you wish to add from the drop-down menu.

It will appear in the Quick Access toolbar.







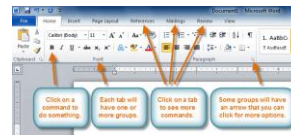
Undo

The **Quick Access Toolbar** holds a variety of commands right at you finger tips. It is located in the top left of the document above the **File** and **Home** tab.

If you make an error in your document click on the **Undo** command and it will remove the last thing you did.

You can click and drag the vertical and horizontal splitter bars to change the size of your panes.

You use the Minimize button  to remove a window from view. While a window is minimized, its title appears on the taskbar. You click the Maximize button  to cause a window to fill the screen. After you maximize a window, clicking the Restore button  returns the window to its former smaller size. You click the Close button  to exit the window and close the program.



The Ribbon

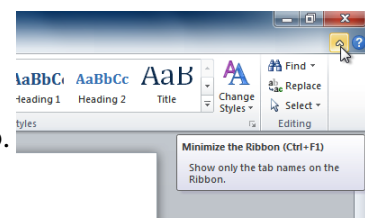
The new, **tabbed Ribbon system** was introduced in Word 2007 to replace traditional menus. The **Ribbon** contains all of the commands you'll need in order to do common tasks. It contains multiple **tabs**, each with several **groups** of commands, and you can add your own tabs that contain your favorite commands. Some groups have an arrow in the bottom – right corner that you can click to see even more commands.

Minimize and Maximize the Ribbon:

The Ribbon is designed to be responsive to your current task and easy to use; however, you can choose to minimize it if it's taking up too much screen space.

1. Click the arrow in the upper-right corner of the Ribbon to minimize it.
2. To maximize the Ribbon, click the arrow again.

When the Ribbon is minimized, you can make it reappear by clicking on a tab. It will disappear again when you're not using it.

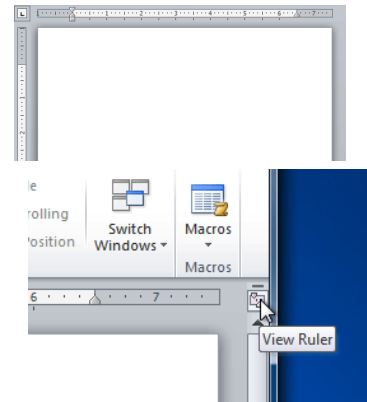


Rulers

Rulers are vertical and horizontal guides. You use them to determine where you want to place an object. If the rulers do not display in your Word window:

To Hide or View the Ruler:

1. Click the View Ruler icon over the scrollbar to hide the ruler.
2. To show the ruler, click the View Ruler icon again.

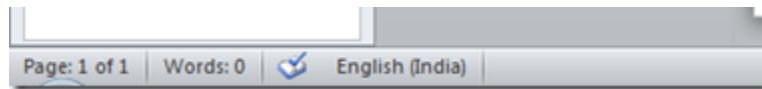


Zoom



Allows you to zoom in and zoom out on the window. Zooming in makes the window larger so you focus in on an object. Zooming out makes the window smaller so you can see the entire window.

Status Bar



is available at the bottom of the document window and displays information about your document, such as what page you are currently viewing, how many words are in your document and total pages in the document. The icons on the right side of the Status Bar provide information about, and allow you to change, how you are using Word. For example, you can change the viewing mode (Read Mode, Print Layout, and Web Layout) and the zoom level. If text is highlighted in the document, the number of words in that highlighted portion of text is displayed.



Creating and Opening Documents

Word files are called documents. Whenever you start a new project in Word, you'll need to create a new document, which can either be blank or from a template. You'll also need to know how to open an existing document.

Create a New, Blank Document:

1. Click the **File** tab.
2. Select **New**.
3. Select **Blank document** under **Available Templates**.

It will be highlighted by default.

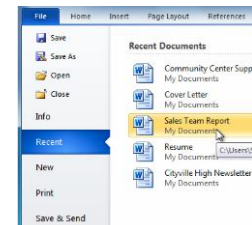
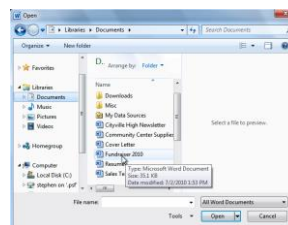
4. Click **Create**. A new, blank document appears in the Word window.



You can create your document from a **template**, which you can select from the New Document pane.

Open an Existing Document:

1. Click the **File** tab.
2. Select **Open**. The Open dialog box appears.
3. Select your document and then click Open.



If you've opened a file recently, you can also access it from the Recent Documents list. Just click on the File tab and select Recent.

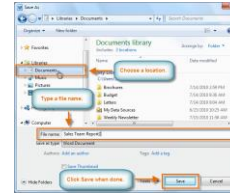
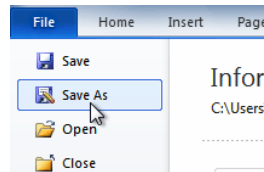
Save Documents

Whenever you create a new document in Word, you'll need to know how to save it in order to access and edit it later. Word allows you to save your documents in a number of ways.

Use the Save As Command:

Save As allows you to choose a name and location for your document. It's useful if you've first created a document or if you want to save a different version of a document while keeping the original.

1. Click the **File** tab.
2. Select **Save As**.
3. The Save As dialog box will appear.

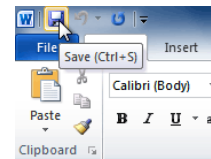


Select the location where you wish to save the document. Enter a name for the document and click Save.

To Use the Save Command:

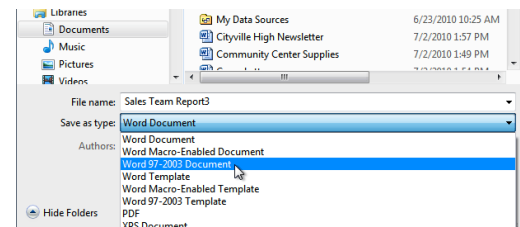
1. Click the **Save** command on the **Quick Access Toolbar**.
2. The document will be saved in its current location with the same file name.

If you are saving for the first time and select **Save**, the **Save As** dialog box will appear.



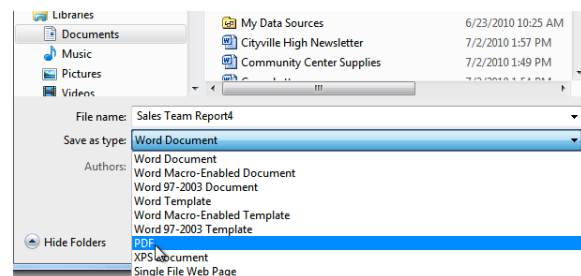
To Save As Word 97 - 2003 Document:

1. Click the **File** tab.
2. Select **Save As**.
3. In the **Save as type** drop-down menu, select **Word 97-2003 Document**.
4. Select the location you wish to save the document.
5. Enter a name for the document and click **Save**.



To Save As a PDF:

1. Click the **File** tab.
2. Select **Save As**.
3. In the **Save as type** drop-down menu, select **PDF**.
4. Select the location you wish to save the document.
5. Enter a name for the document.
6. Click the **Save** button.



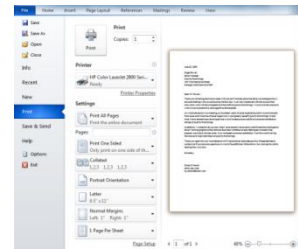
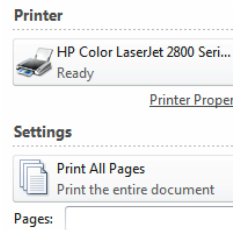
Introduction

Once you've completed your document, you may want to print it. In previous a version of Word, there was a Print Preview option that allowed you to see exactly what the document looked like before printing it. You may

have noticed that this feature seems to be gone in Word 2010. It actually hasn't disappeared; it's just been combined with the Print window to create the Print pane, which is located in backstage view.

To View the Print Pane:

1. Click the **File** tab to go to Backstage view.
2. Select **Print**. The Print pane appears, with the print settings on the left and the **Preview** on the right. Click the buttons in the interactive below to learn about the Print pane.



To Print:

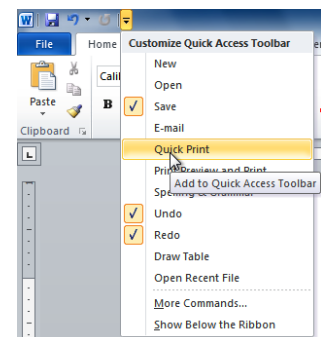
1. Go to the Print pane.
2. If you only want to print certain pages, you can type a range of pages. Otherwise, select Print All Pages.
3. Select the number of copies.
4. Check the Collate box if you are printing multiple copies of a multi-page document.
5. Select a printer from the drop-down list.
6. Click the Print button.

Quick Print

There may be times when you want to print something with a single click, using Quick Print. This feature prints the document using the default settings and the default printer. In Word 2010, you'll need to add it to the Quick Access Toolbar in order to use it. **Quick Print** always prints the whole document, so if you only want to print part of your document you'll have to use the Print pane.

To Access the Quick Print Button:

1. Click the **drop-down arrow** on the right side of the **Quick Access Toolbar**.
2. Select **Quick Print** if it is not already checked.
3. To print, just click the Quick Print command.



Closed Document

If you don't want this document you can close it without leavening the program by using close command.

- 1- Select **File**
- 2- Click **Close**

Exit Microsoft word

If you want to leave the program use Exit command.

- 1- Select **File**
- 2- Click **Exit**

How to Open Recently Closed Word Documents

Microsoft Word contains a Recent Documents list that enables you to quickly find and open documents that were recently closed. This feature saves you the trouble of navigating to the document each time you want to access the Word file. By default, Word 2010 lists up to 25 recent documents, but you can change that value to list up to 50 documents. If this option is changed to zero, then the Recent Documents feature is disabled.

Opening Recent Documents

1. Click the **File** tab at the top of the Microsoft Word window.
2. Click the **Recent** tab from the side menu.
3. Click the recently closed document from the Recent Documents list to re-open it. The most recently closed document appears at the top of the list.

Recent Documents Settings

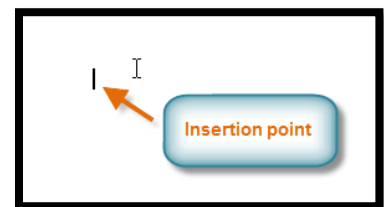
1. Click **File** and select **Options**.
2. Click the **Advanced tab** and scroll down to the "Display" section.
3. Enter a number from zero to 50 in the "Show This Number of Recent Documents" field.
4. Click **OK**.

Working with Text

If you're new to Microsoft Word, you'll need to learn the basics of working with text so that you can type, reorganize, and edit text. You'll need to know how to insert, delete, and move text, as well as how to find and replace specific words or phrases.

To Insert Text:

1. Move your mouse to the location you wish text to appear in the document.
2. Click the mouse. The insertion point appears.
3. Type the text you wish to appear.



To Delete Text:

1. Place the insertion point next to the text you wish to delete.
2. Press the **Backspace** key on your keyboard to delete text to the **left** of the insertion point.
3. Press the **Delete** key on your keyboard to delete text to the **right** of the insertion point.

To Select Text:

1. Place the insertion point next to the text you wish to select.
2. Click the mouse, and while holding it down, drag your mouse over the text to select it.
3. Release the mouse button. You have selected the text. A highlighted box will appear over the selected text.