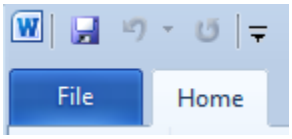
Microsoft Word 2010

You can use Word to create any project involving text, such as correspondence, reports, memos and more. Word offers a variety of editing tools to help you make your documents look its best.

Open Word: Start>Programs>Microsoft Office>Microsoft Office Word 2010.

Overview of Microsoft Word 2010 Window

File Tab

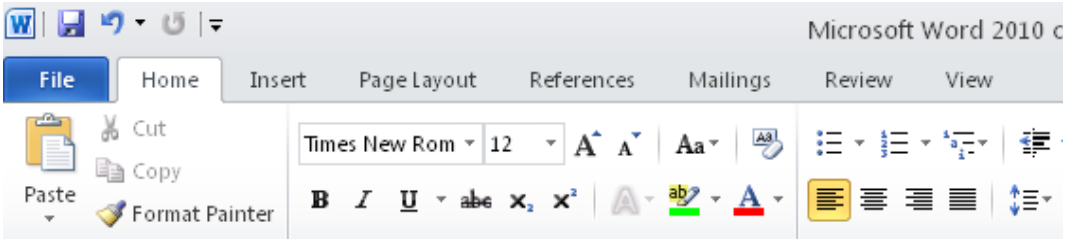


The File Tab is in the top-left corner of Word 2010. It provides fast access to files and frequently used commands. Here you can open or save a file, publish a file to a blog, save a file in PDF, email a file, or print a file. This is also where you'll find a link to the Word options.

Quick Access toolbar

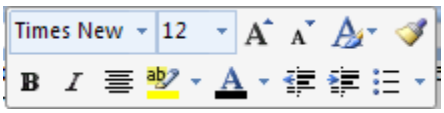
The quick access toolbar located just above the File Tab can be used in Word 2010 to save a file, and to undo or redo commands. You can place the Quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click **Show Below the Ribbon**. You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click Add to Quick Access Toolbar and a shortcut will be added.

The Ribbon



The Ribbon is a panel that houses the command buttons and icons and organizes commands as a set of tabs each grouping relevant commands: Home, Insert, Page Layout, References, Mailings, Review, and View. Command buttons of the Ribbon are arranged logically into groups. Because Word offers many options, they don't all fit on the Ribbon. To access more commands for a particular section, click on the arrow at the bottom of the section title.

Mini Toolbar



This is a floating toolbar that is displayed when you select text or right-click text.

It displays common formatting tools, such as *Bold*, *Italics*, *Fonts*, *Font Size* and *Font Color*. This is a good timesaver if you are working on a different tab and don't want to switch to the Home tab to perform font related tasks.

If you highlight some text and point the cursor at it, the mini toolbar appears faded to allow almost unobstructed view of what's beneath, if you point the cursor at the mini toolbar, it becomes solid and you can select a command to use.

If you decide you don't like the mini toolbar, you can disable it: click the File Tab > Word Options > Popular, and uncheck *Show Mini Toolbar on Selection*.

Task bar

The Task bar provides information and viewing options. You can change document views or use the slider to adjust the document zoom.

You also can click the **View** tab on the Ribbon and then choose a layout view button.

Print Layout view shows margins, headers, and footers.

Full Screen Reading Layout view optimizes your document for easier reading.

Web Layout view displays a Web page preview of your document.

Outline view shows the outline levels in a document.

Draft view shows a draft version of your document.

Typing Text

Start typing the text. Do not worry about reaching the end of the line. Word automatically wraps text for you. Press Enter to start a new line or a new paragraph. Press the Tab key to create a quick indent. Press Enter twice to add an extra space between paragraphs.

"All of the Microsoft office programs share a common appearance and feel. You can find many of the same features in each program, such as the Ribbon feature, Quick Access toolbar, program window controls, and the new File menu.

When you learn your way around one program, you can easily use the same skills to navigate the other Office programs. If you are new to Office, you should take a moment and familiarize yourself with the types of on-screen elements that you can expect to use."

Edit Text

- Click the document where you want to fix mistakes
- Press backspace to delete characters to right of the cursor
- Press delete to delete characters to the right of cursor

Select Text

Click and Drag to select text

- Click to one side of the word or character that you want to select
- Drag the cursor across the text that you want to select
- You can use this technique to select characters, words, sentences, and paragraphs.

Select text with a mouse click

- Double-click anywhere inside a word that you want to select. Word selects the text.
- Triple-click anywhere inside a paragraph to select a paragraph

Select a Line

- Move the mouse into left margin beside the line you want to select. The mouse pointer changes to pointing arrow
- Click the mouse to select a line of text or drag the mouse to select several lines

Check Spelling and Grammar

By default, Word automatically checks for spelling and grammar problem. You can use Word's Spelling and Grammar check features to review your document for spelling and grammatical errors. Although both features are helpful, they are never a substitute for good proofreading with your own eyes.

To fix the spelling error, right click the underlined text. The menu that appears shows possible corrections, from which you can choose the proper word. Green line means a

grammar mistake (unlike spell checking, grammar checking is more of the suggestion than an absolute rule).
To run the spell checker:

- Click the **Review** tab on the Ribbon
- Click the **Spelling and Grammar** button

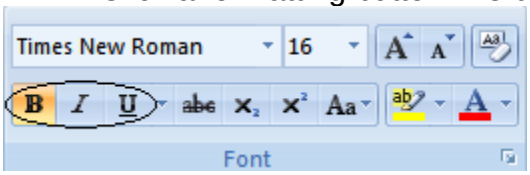
To edit the spell checker:

- Go to **File** and click on **Options**
- Select **Proofing** on the left hand side. The dialog box gives you several options and you can customize Spell Check however you like:
    - You can have Word check for grammar and style.
    - Word will also show you readability statistics, which will tell you what level the writing is, word count, etc.
    - If you don't want Word to automatically check spelling, uncheck Check spelling as you type.
    - If you don't want grammar errors to be marked, uncheck Mark grammar errors as you type.
    - To check for contextual spelling errors, check Use contextual spelling.

Formatting Text

Your primary job in word processing is to get down the text. After that you can go back and format: change the text style, size, color; set line spacing; apply color shading; highlight text or adjust the margins.

- Select the text you want to format.
- Click the **Hom**e tab on the Ribbon
- Click a formatting button: **Bold**, **Italic**, **Underline**



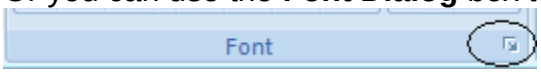
To Undo formatting
Click the appropriate button again to toggle the formatting off, or
Click the **Undo** button on the Quick Access toolbar.

Change the Font or the Font Size

- Select the text you want to format
- Click the **Home** tab on the Ribbon
- Click the **Font**
- Choose a font

- Click the **Font Size**
- Click a size

Or you can use the **Font Dialog** box to adjust a font.

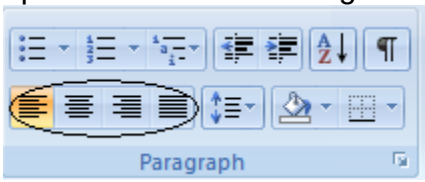


Add Color to a Text

- Select a text
- Click **Home** tab on the Ribbon
- Click the **Font Color**
- Select a color

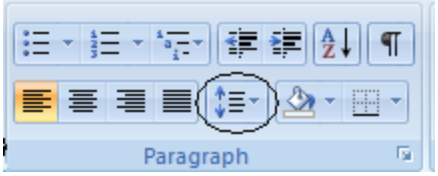
Align Text

You can use Word's alignment commands to change how text is positioned horizontally on a page. By default, Word assigns the Left Align command. You can also choose to center your text on page, align it to the right side of the page, or justify it so that it lines up at both the left and right margins of the page.



Set Line Spacing

- Click the **Home** tab
- Click the **Line Spacing** button
- Click a line spacing option



Set Character Spacing

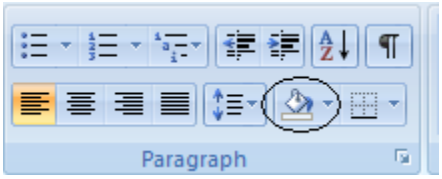
You can control the spacing that occurs between characters in your text. You may want the title text of your document to appear stretched out across the top of the page, or you may need to condense the spacing to make the title text fit on one line.

- Select the text
- Click the **Home** tab on the Ribbon
- Click the **Font Dialog** button
- Click the **Advanced** tab
- Under **Character Spacing** choose a spacing option
- Click the arrow in the **By** box to decrease or increase the spacing
- You can see a preview of the spacing in the Preview window

Apply Color Shading

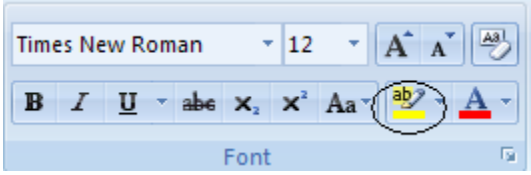
You can add color shading to create emphasis or to set the text apart from the rest of the document.

- Select the text
- Click the **Home** tab on the Ribbon
- Click the **Shading** button
- Click a color



Highlight Text

- Click the **Home** tab
- Click the **Text Highlight Color** button

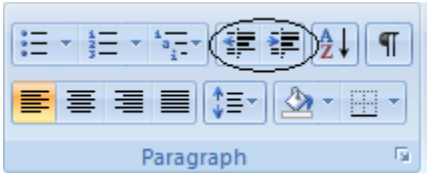


- Click a color
- Click and drag over the text you want to highlight

Indent Text

You can use indents as another way to control the horizontal positioning of text in a document. Indents are simply margins that affect individual lines of text or paragraphs.

- Click the **Home** tab
- Click **Decrease Indent** or **Increase Indent**



Set Margins

By default, Word assigns a 1-inch margin at the top and bottom, and left and right of a page in every new document you create. You can set wider margins to fit more text on a page, or set smaller margins to fit less text on a page.

- Click the **Page Layout** tab on the Ribbon
- Click the **Margins** button
- Click a margin setting

Format with Styles

Word comes with a collection of preset styles.

- Select the text you want to format

- Click the **Home** tab on the Ribbon
- Click a style from the Styles list.
- You can click the **More** button to see the full collection of available styles.

Assign a Theme

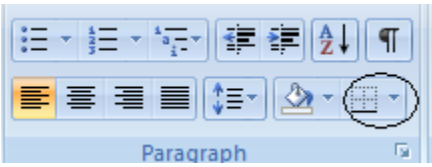
You can use Word's themes to add a professional look to your documents. Themes are predesigned sets of formatting that include backgrounds, color schemes, and fonts.

- Start a new document
- Click the **Page Layout** tab on the Ribbon
- Click **Themes** button
- Click a theme

Add Borders

You can add borders to your document text to add emphasis and bring attention to the text.

- Select the text to which you want to add a border
- Click **Home** tab
- Click **Borders** button
- Click a border



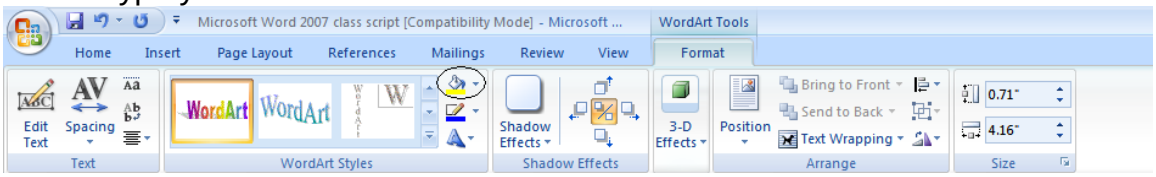
Add a Page Border

- Click the **Page Layout** tab
- Click the **Page Borders** button
- Click a border style from the **Borders and Shading** dialog box

WordArt

WordArt is a gallery of text styles that you can add to your 2010 Microsoft Office system documents to create decorative effects.

- Click the **World Art** button on the **Insert** tab
- Select the style in the WordArt style window, you see **Your Text Here** as a placeholder
- Type your text and click OK



Watermarks

Watermarks are text or pictures that appear behind document text. You can see watermarks in **Print Layout** view and **Full Screen Reading** view or in a printed document. If you use a picture, you can lighten it, or wash it out, so that it doesn't interfere with document text. If you use text, you can select from built-in phrases or type in your own text.

Insert a predesigned watermark from a gallery of watermark text, or a watermark with custom text:

- Click **Page Layout** tab
- Click **Watermark** in the **Page Background** group
- Click a predesigned watermark in the gallery of watermarks.
- Click **Custom Watermark**, click **Text watermark** and then select or type the text that you want.
- To view a watermark as it will appear on the printed page, use **Print Layout** view.

Turn a picture, clip art, or a photo into a watermark that you can use to brand or decorate a document:

- Click **Watermark** in the **Page Background** group
- Click **Custom Watermark**
- Click **Picture watermark**, and then click **Select Picture**
- Select the picture that you want, and then click **Insert**.
- Select a percentage under **Scale** to insert the picture at a particular size
- Select the **Washout** check box to lighten the picture so that it doesn't interfere with text.

Add a background color or texture to a document

- Click Page Color in the Page background group
- Click the color that you want under **Theme Colors** or **Standard Colors**.
- Click **Fill Effects** to change or add special effects, such as gradients, textures, or patterns.
- Select the color that you want before you apply a gradient or pattern.

Apply a Template

You can use Word templates to speed up your document creation. Templates are ready-made documents that you can use to quickly assemble memos, letters faxes, and more. Templates contain preformatted placeholder text. All you need to do is replace the placeholder text with your own.

- Click the **File Tab**
- Click **New**
- Click **Installed Templates** in the **New Document** dialog box
- Word displays the samples of the templates stored in the Templates folder
- Select the template and **Create**

Apply an Office.com Template

Word 2010 provides basic templates, but Office.com provides templates created by Microsoft staff and people like you and me. They are all divided by category and can be as specific or generic as you want.

- View the Resume templates. Click **New** >> Scroll to Resumes and CVs >> View a job specific resume
- View a Project Template. Click **New** >> Scroll to Projects >> View a paper folding project.

Insert a Table

You can use tables to present you data in an organized fashion. Tables are built with columns and rows that intersect to form cells.

- Click in the document where you want to insert a table
- Click the **Insert** tab on the Ribbon
- Click the **Table** button
- Drag across the number of columns and rows you want to set for your table. Word preview the table as you drag over cells
- Word adds the table to a document.