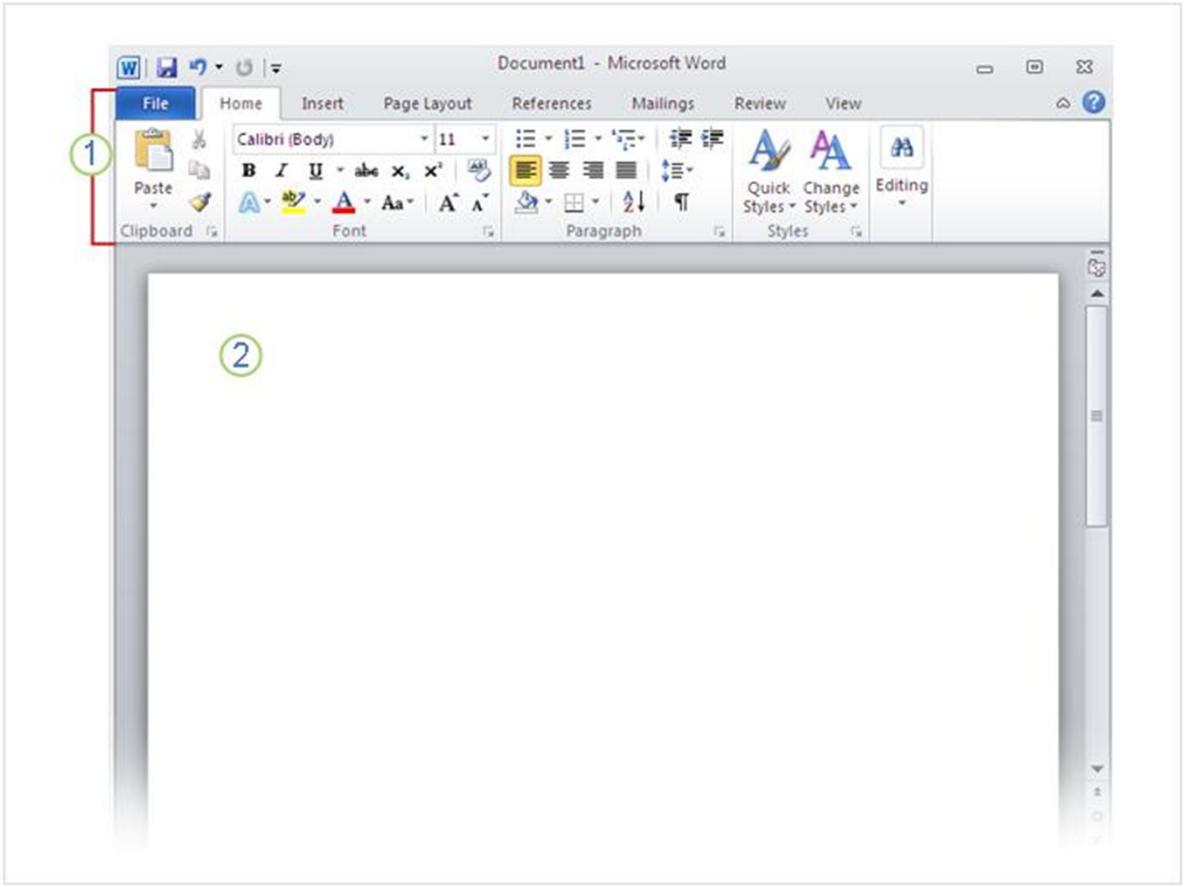
Microsoft® Word 2010

The first time you open Word



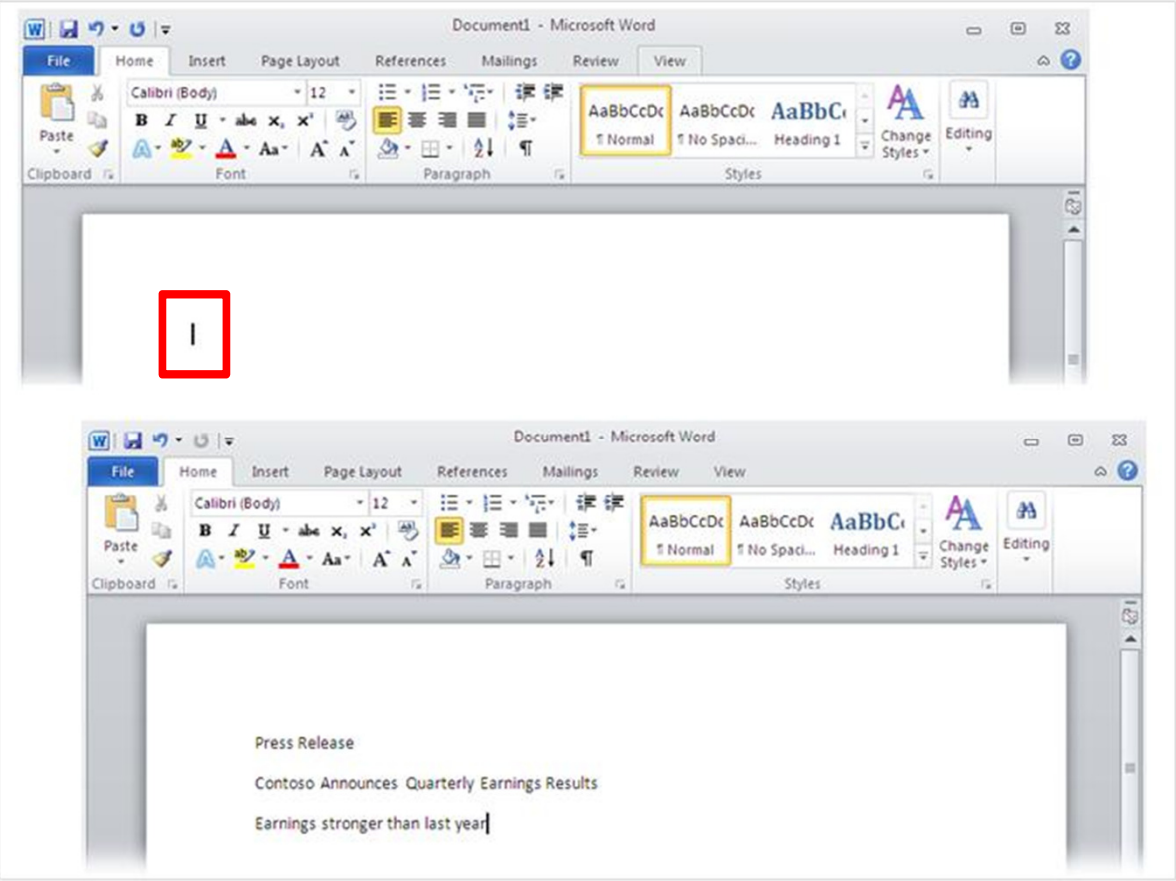
When you open Word, you see two things, or main parts:

1. The **ribbon**, which sits above the document, and includes a set of buttons and commands that you use to do things in and with your document (like print it).
2. A **blank document**, which looks like a white sheet of paper and takes up most of the window.

A new, blank document

Microsoft Office

Just start typing



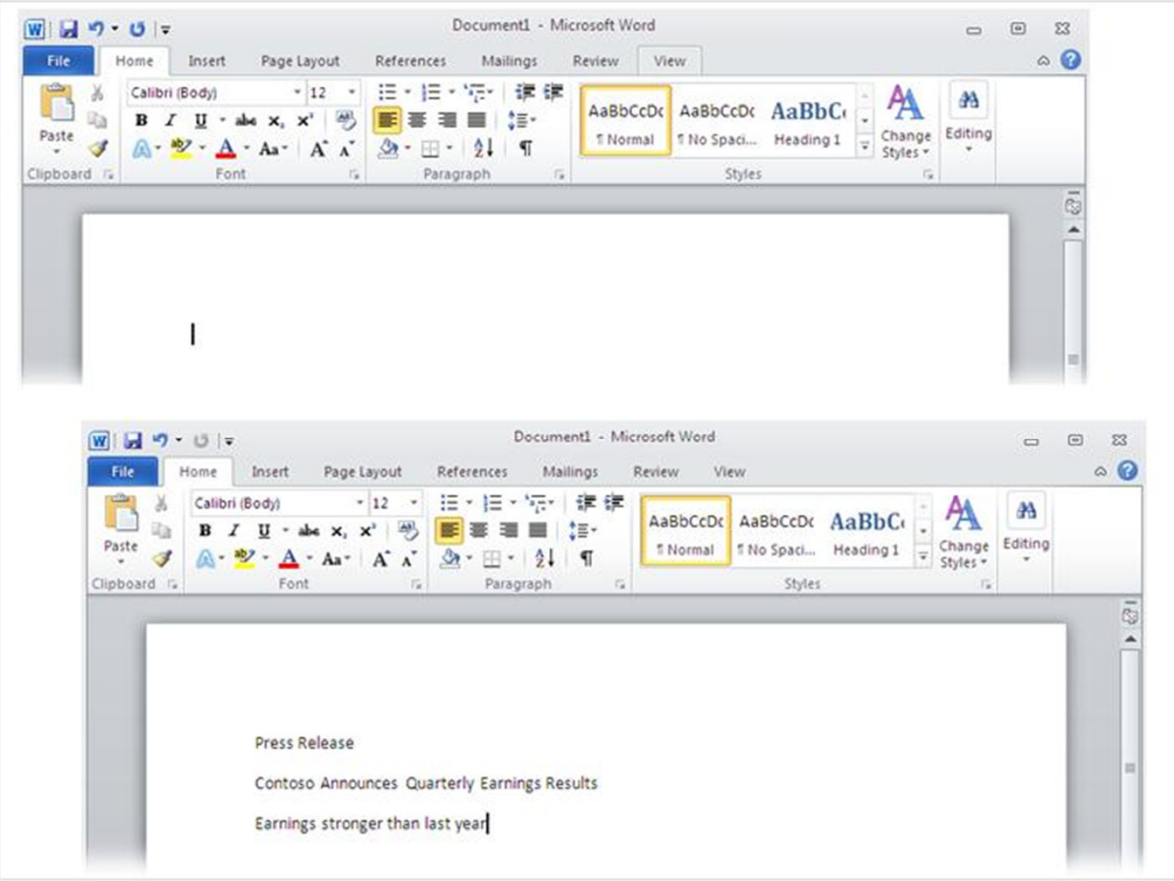
In the document, look for the **cursor**, which tells you where the content you type will appear on the page. Word waits for you to start typing.

If you'd like to start typing further down the page instead of at the very top, press the ENTER key on your keyboard until the cursor is where you want to type.

The cursor – a blinking vertical line in the upper-left corner of the page

Microsoft Office

Just start typing

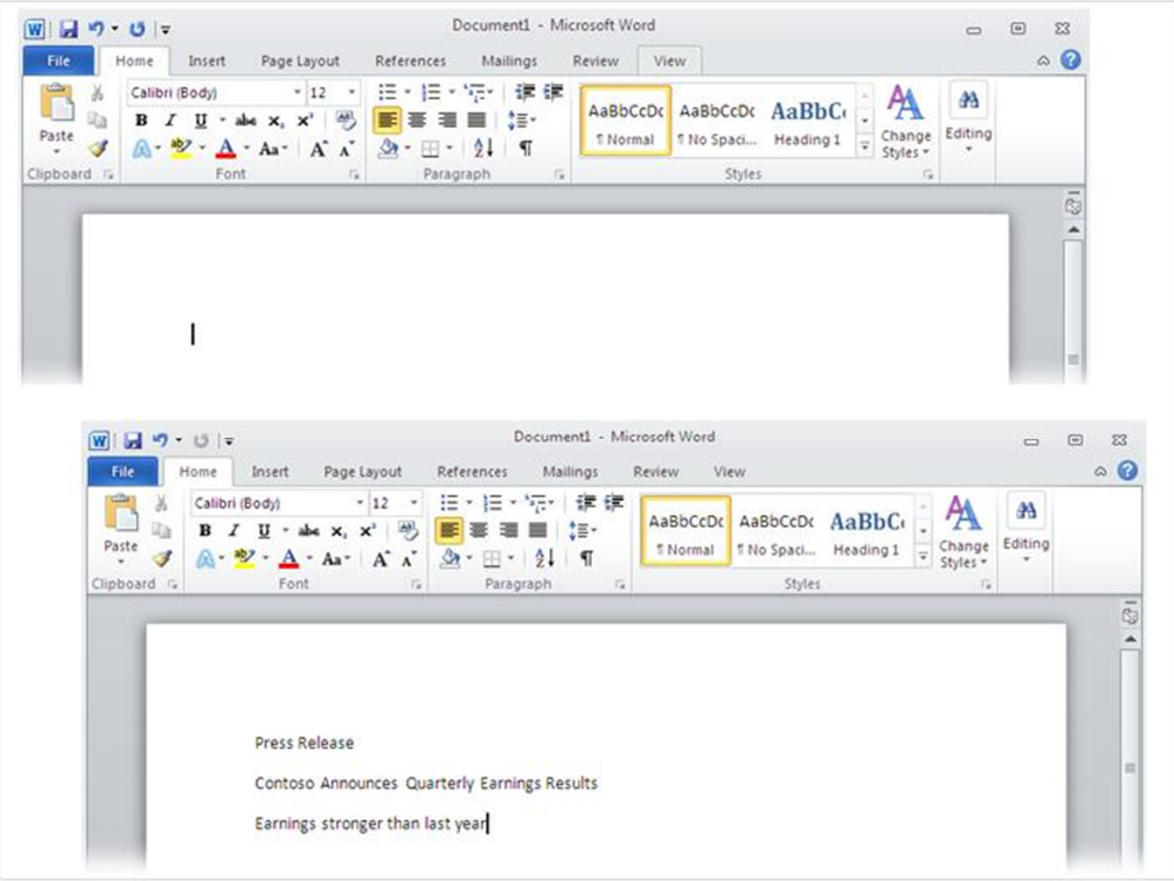


When you start typing, the text you type pushes the cursor to the right. If you get to the end of a line, just continue to type. The text and the insertion point will move on to the next line for you.

The cursor – a blinking vertical line in the upper-left corner of the page

Microsoft Office

Just start typing

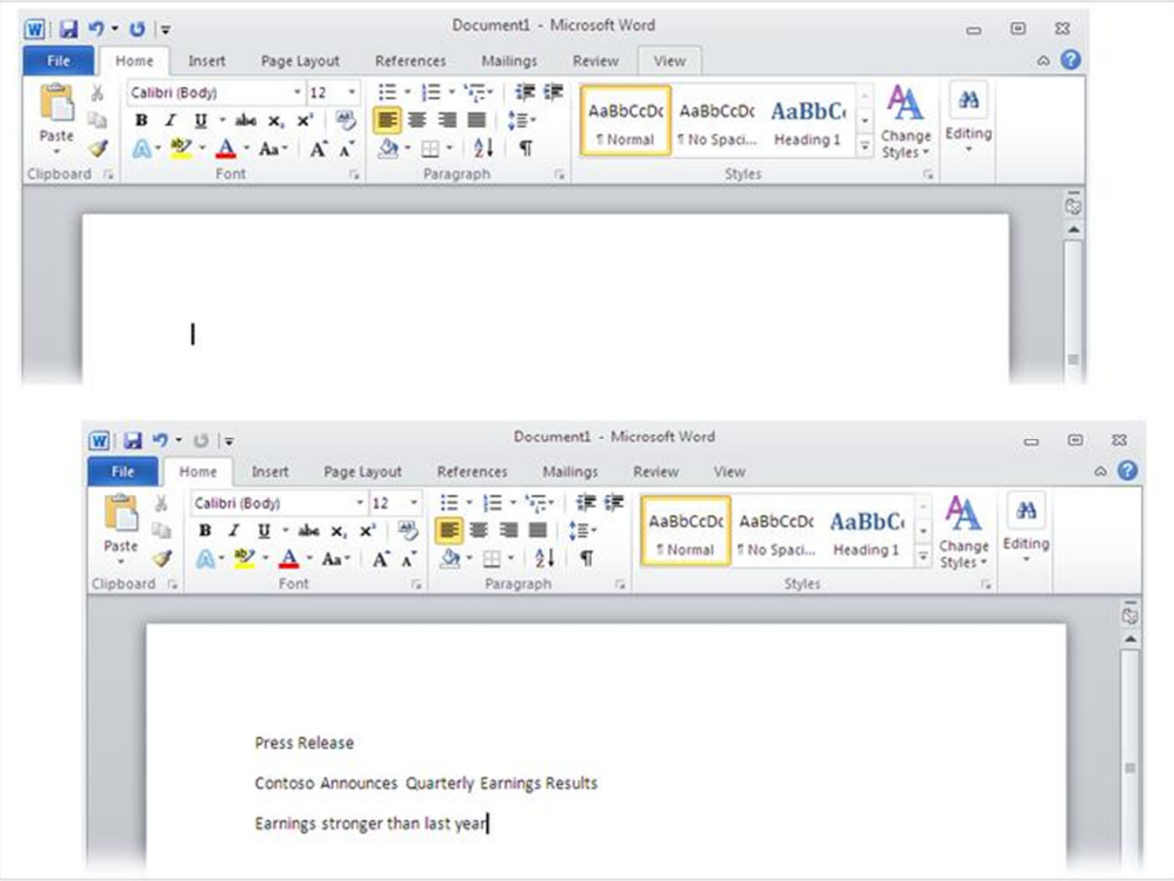


Once you've finished typing your first paragraph, press the ENTER key to go to the next paragraph. If you want more space between the two paragraphs (or any two paragraphs), press ENTER again and then start typing your second paragraph.

The cursor – a blinking vertical line in the upper-left corner of the page

Microsoft Office

Just start typing



If you make a mistake while typing, just press the BACKSPACE/DELETE key to “erase” the incorrect characters or words.

The cursor – a blinking vertical line in the upper-left corner of the page

Creating a New Document

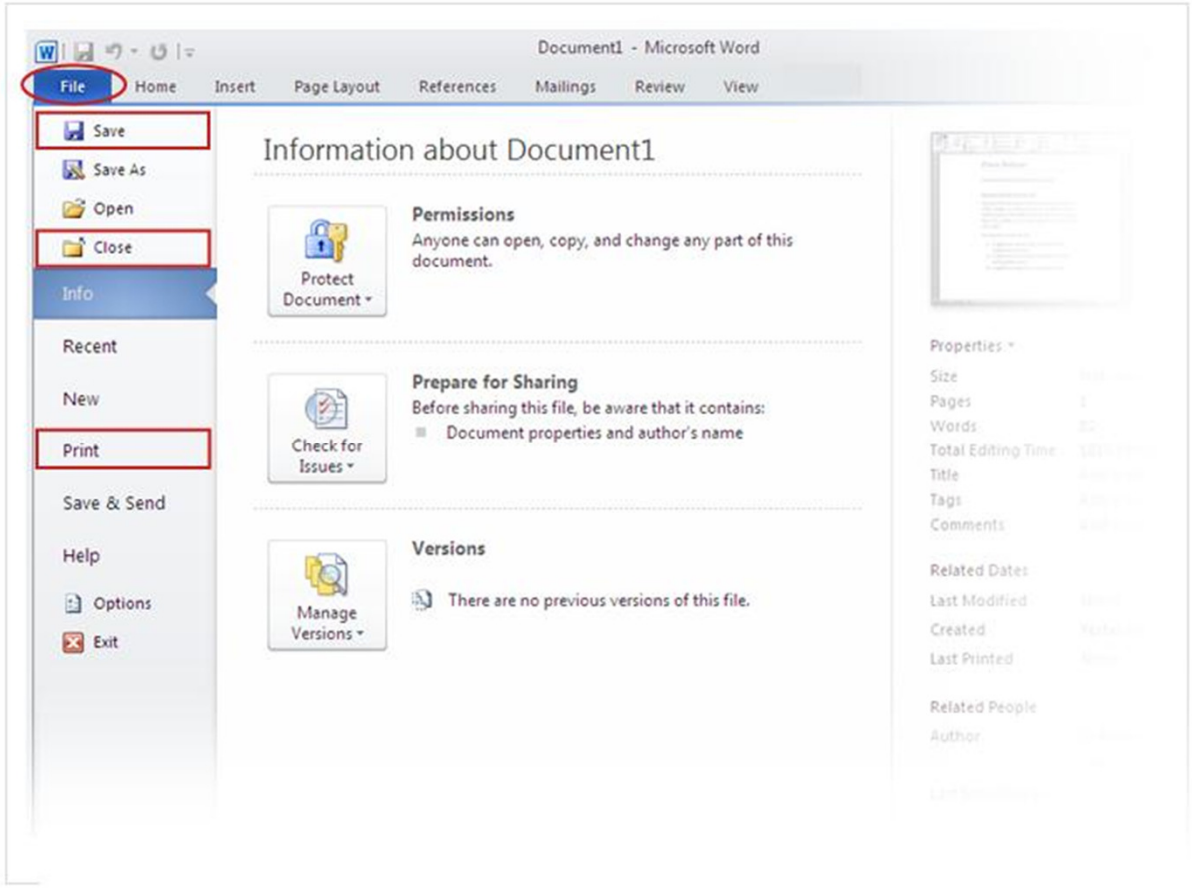
- Click on File
- Select New
  - Press CTRL+N (depress the CTRL key while pressing "N") on the keyboard.
  - To create a document based on one of the templates provided in Microsoft Word, select which one you would like to create.
  - You will be shown all the template available.

Open an Existing Document

- Click the Open File button on the quick access bar. Choose **File | Open** from the menu option in the Ribbon.
- Press **CTRL+O** on the keyboard.
  - Each method will show the Open dialog box. Choose the file and click the **Open** button

Microsoft Office

Save, print, and close your document



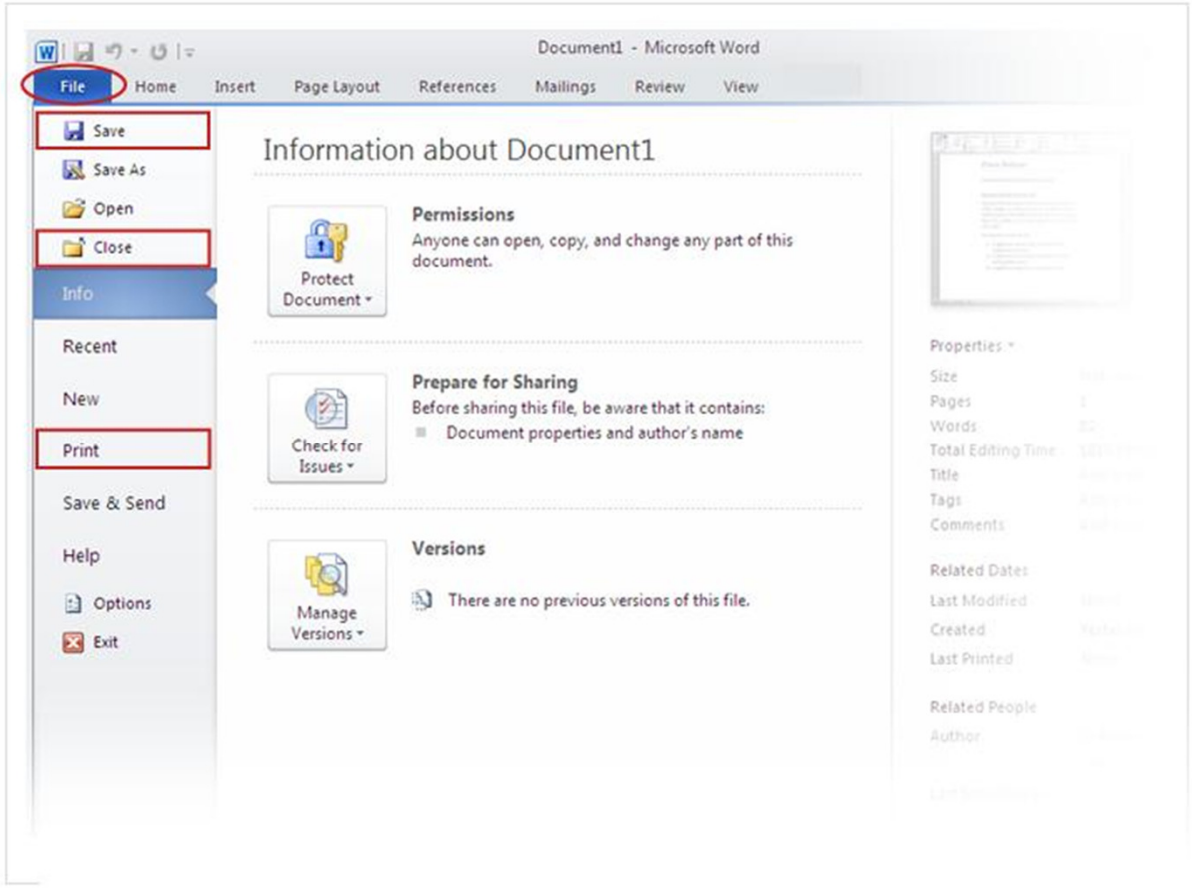
At some point you may have a finely tuned sentence or several paragraphs of ideas, facts, or figures that you would regret losing if your cat jumped on your keyboard, or if a power failure shut your computer off.

To keep your work, you have to save it, and it's never too early to do that.

Backstage view, where you can save and print your document.

Office Microsoft

Save, print, and close your document



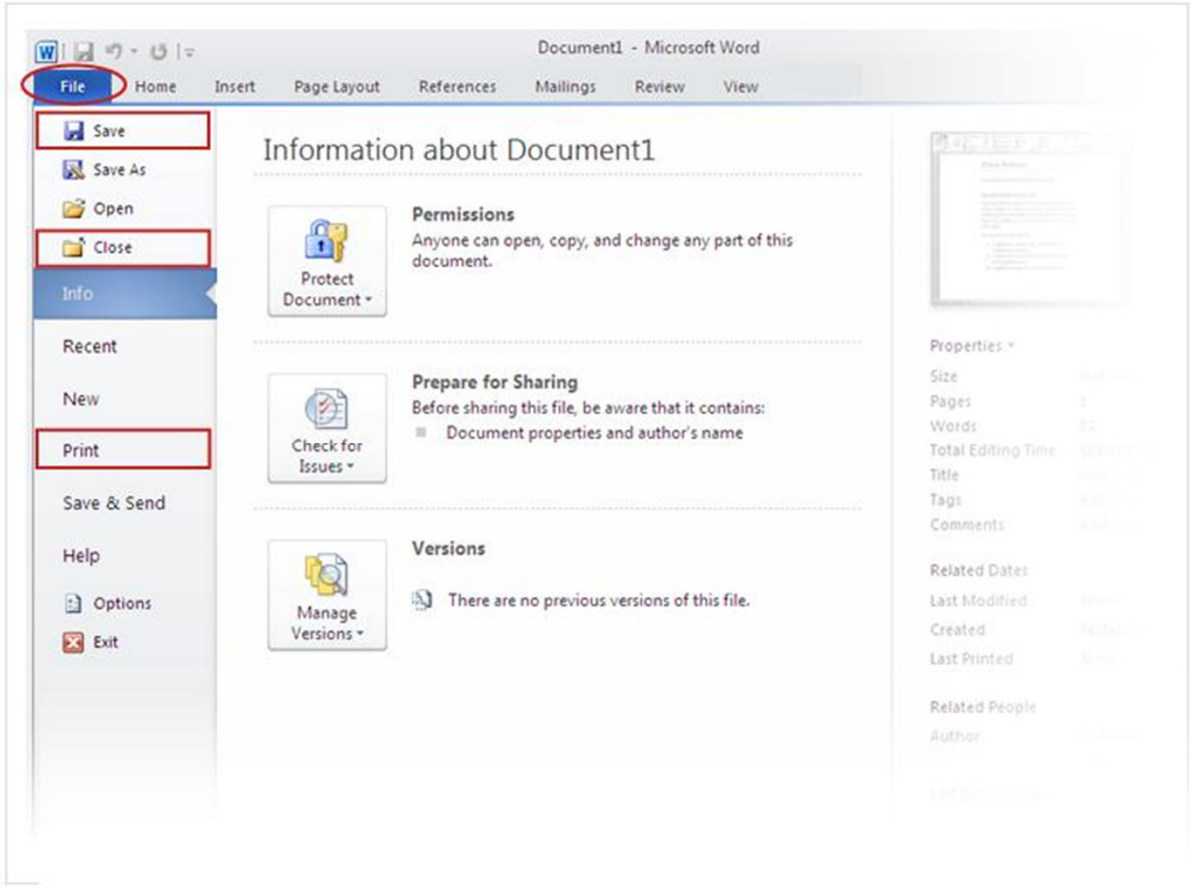
On the ribbon, you click the first tab, the **File** tab.

This opens a large window called the Backstage, a place where you take care of a lot of things, such as saving you document, and printing it.

Backstage view, where you can save and print your document.

Microsoft Office

Save, print, and close your document

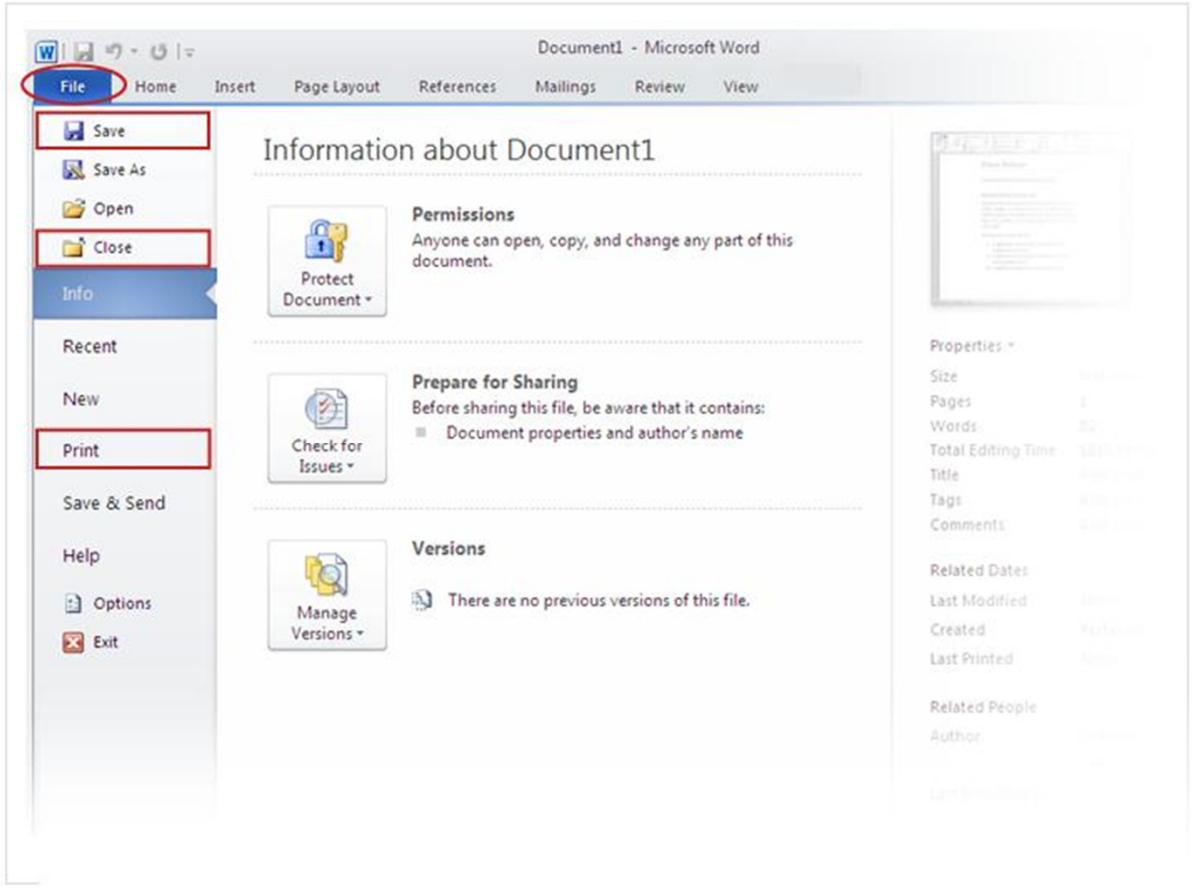


In the left column, you click **Save**. A smaller window, called a dialog box, opens. You use this box to tell Word where you want to store the document on your computer, and what you want to call it.

After you save your document, and you continue to type, you should save your work as you go. Shortcut Key **Ctrl+S**

Backstage view, where you can save and print your document.

Save, print, and close your document



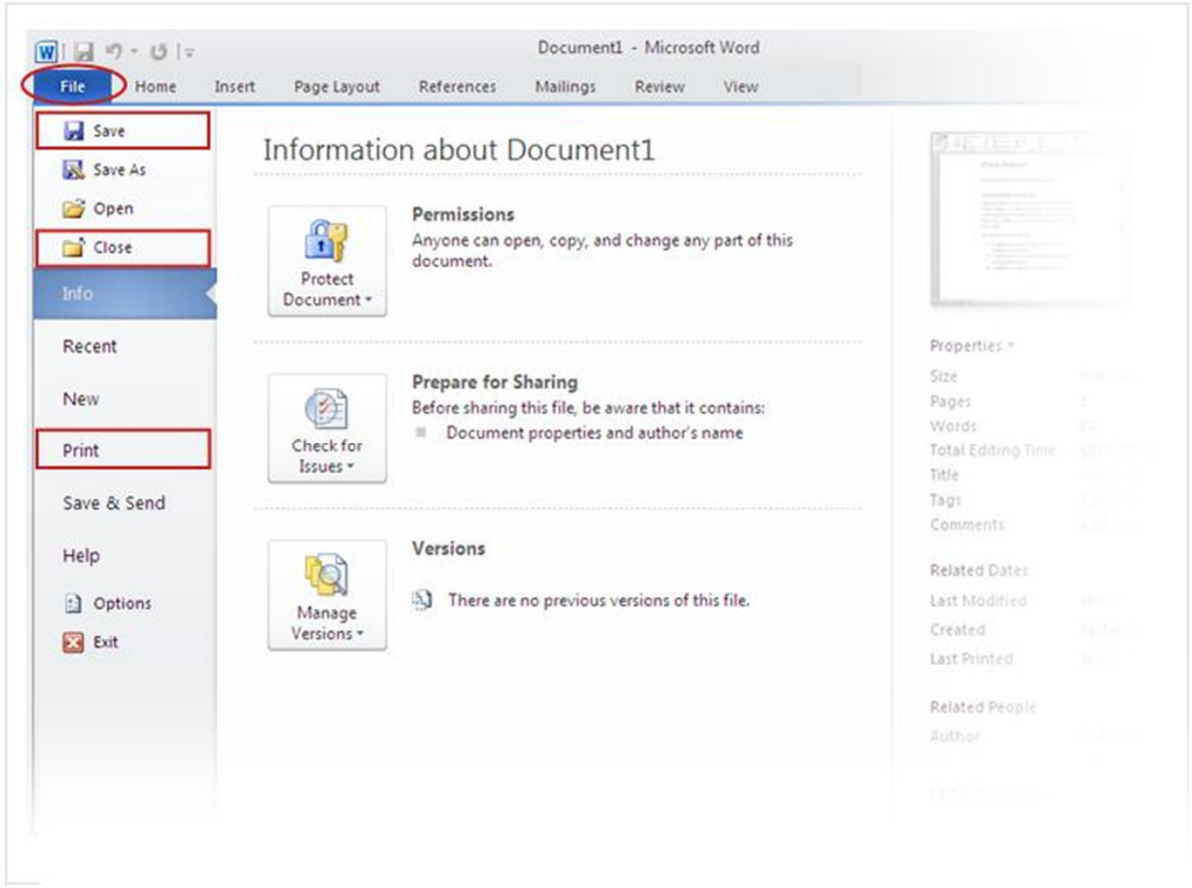
Need to print? When you're ready to print, click again the **File** tab (the first tab). In the left column, you click the **Print** command. A large window opens, and you click the **Print** button.

Of course, you'll need to have a printer hooked up to your computer.

Backstage view, where you can save and print your document.

Microsoft Office

Save, print, and close your document



When you are through with the document and have saved your work, close the file. Click the **File** tab, and in the left column click **Close**.

Backstage view, where you can save and print your document.

Microsoft Office

Typing and Inserting Text

- To enter text, just start typing! The text will appear where the blinking cursor is located. Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button. The keyboard shortcuts listed below are also helpful when moving through the text of a document:

Move Action	**Keystroke**
Beginning of the line	**HOME**
End of the line	**END**
Top of the document	**CTRL+HOME**
End of the document	**CTRL+END**

Microsoft Office

Selecting Text

- To change any attributes of text it must be highlighted first. Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the **SHIFT** key on the keyboard while using the arrow buttons to highlight the text. The following table contains shortcuts for selecting a portion of the text:

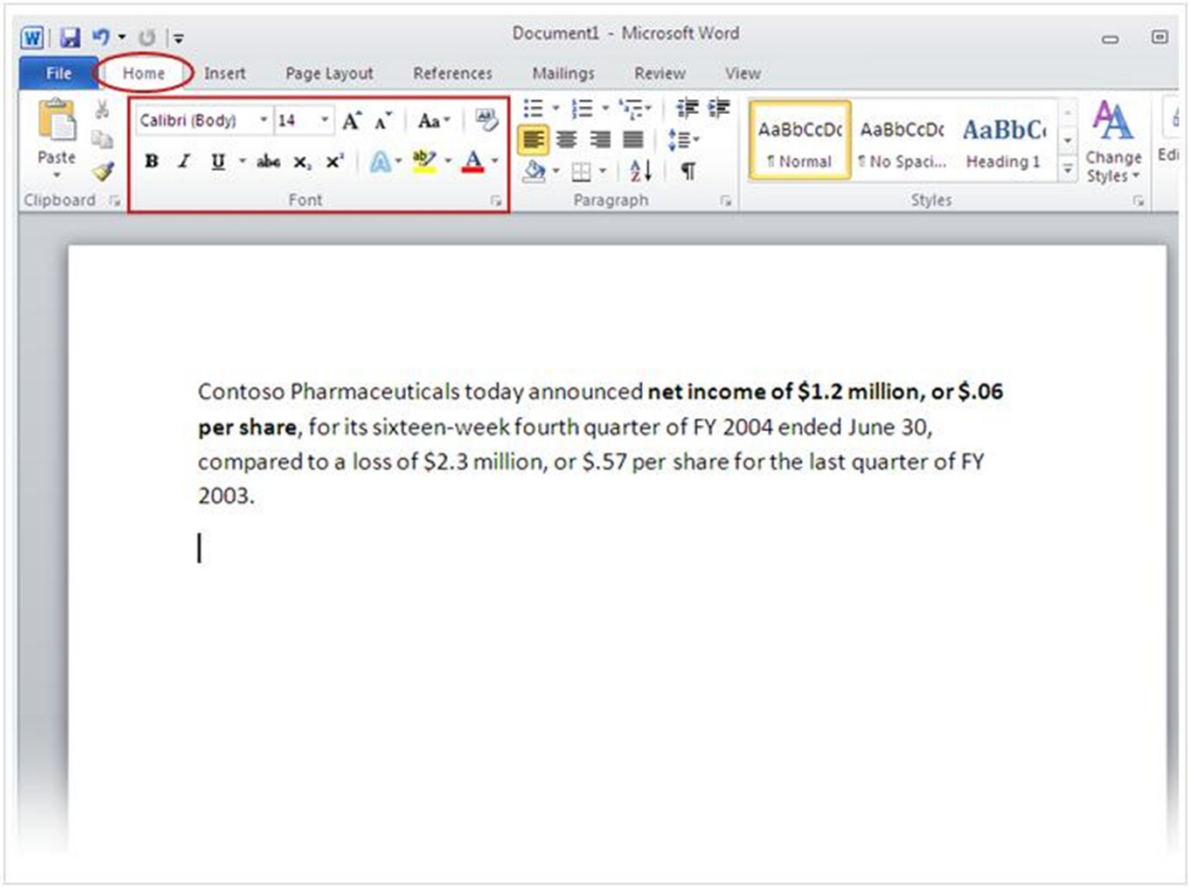
Selection	**Technique**
Whole word	double-click within the word
Whole paragraph	triple-click within the paragraph
Several words or lines	drag the mouse over the words, or hold down **SHIFT** while using the arrow keys
Entire document	choose **Edit|Select All** from the menu bar, or press **CTRL+A**

Microsoft Office

Deleting Text

- Use the **BACKSPACE** and **DELETE** keys on the keyboard to delete text. Backspace will delete text to the left of the cursor and Delete will erase text to the right. To delete a large selection of text, highlight it using any of the methods outlined above and press the **DELETE** key.

Format text



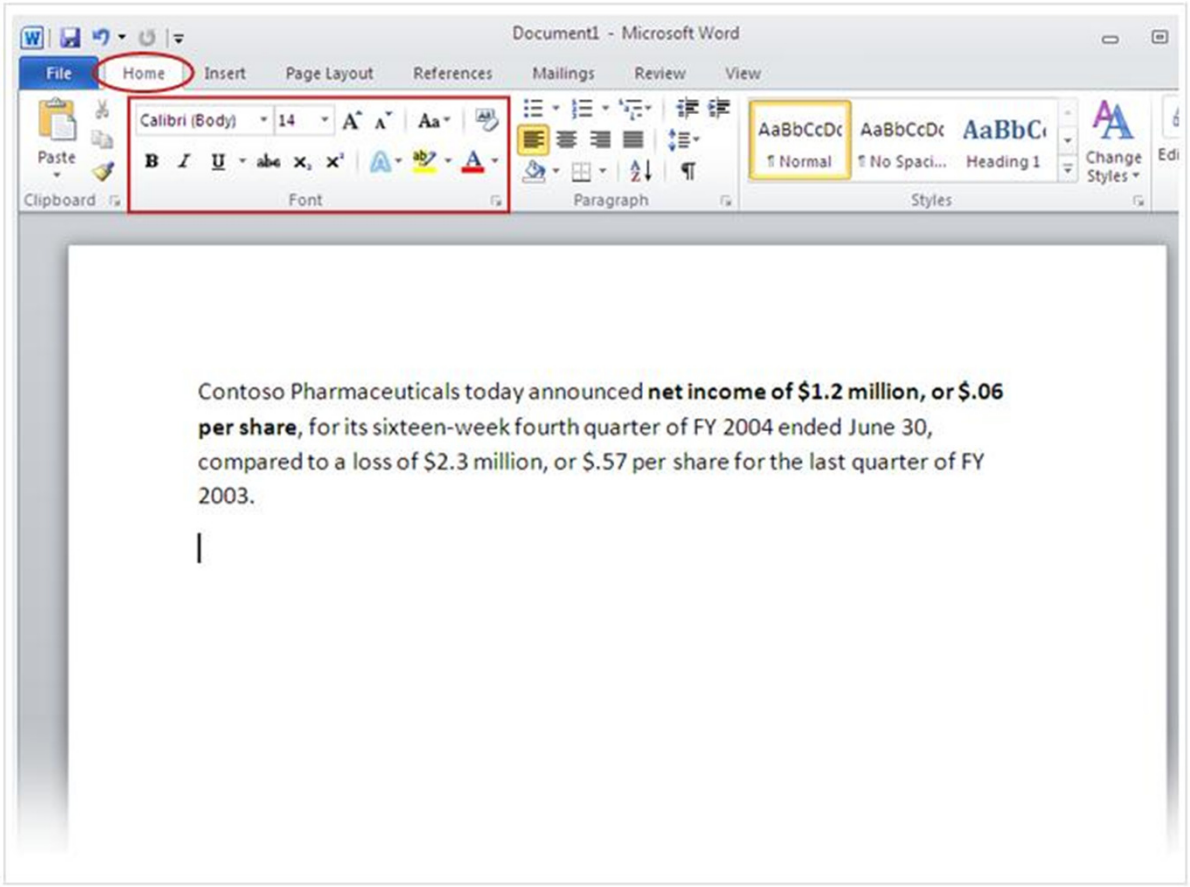
The press release you're typing announces the net income and price per share for Contoso Pharmaceuticals.

You can call attention to this important information by adding emphasis with bold, italic, or underlined formatting.

There are many ways to emphasize text including bold, italic, and underlined formatting.

Microsoft Office

Format text



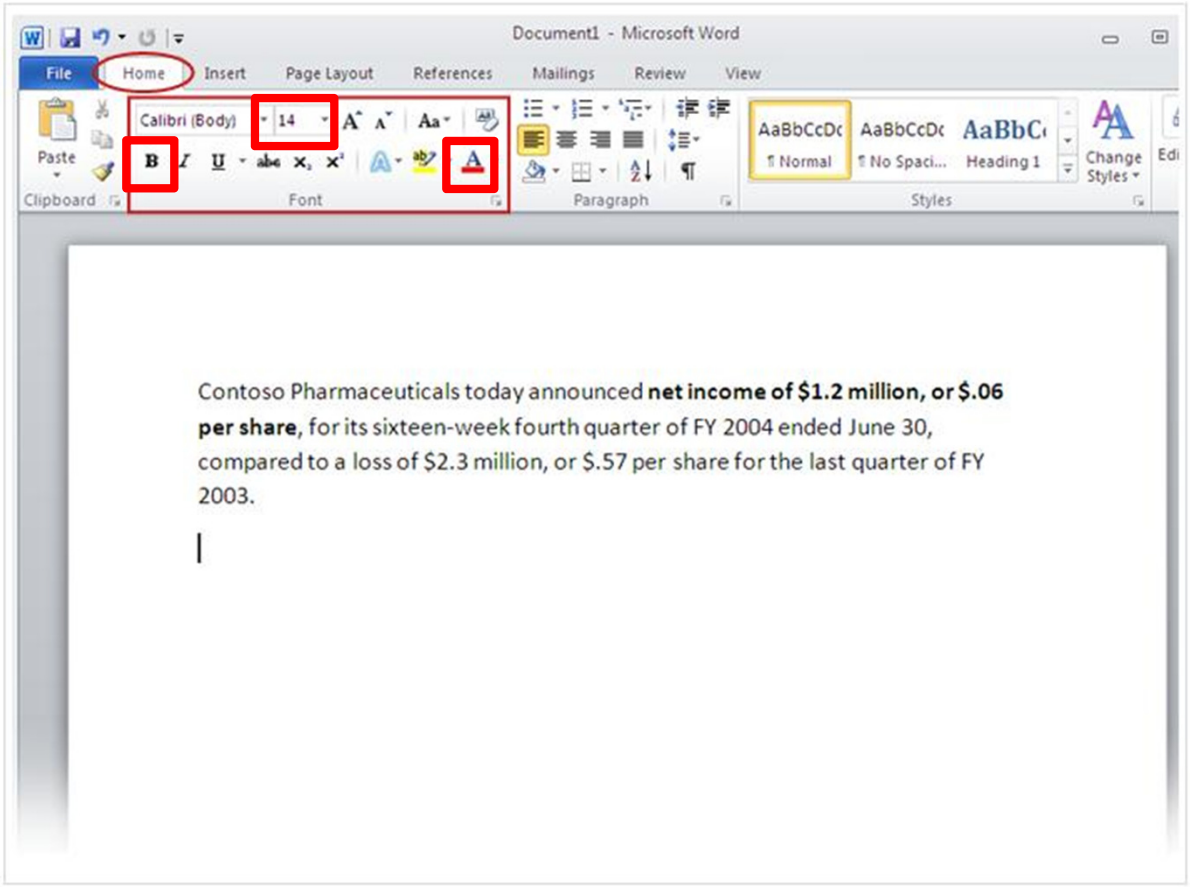
Let's make the text bold. Remember the **ribbon** we mentioned at the beginning of the lesson? Now's when you'll see how it's used.

As you can see in the picture, there are several tabs across the top. Each represents an activity area. The second tab, the **Home** tab, should be selected (if not, you click it to select it).

There are many ways to emphasize text including bold, italic, and underlined formatting.

Microsoft Office

Format text

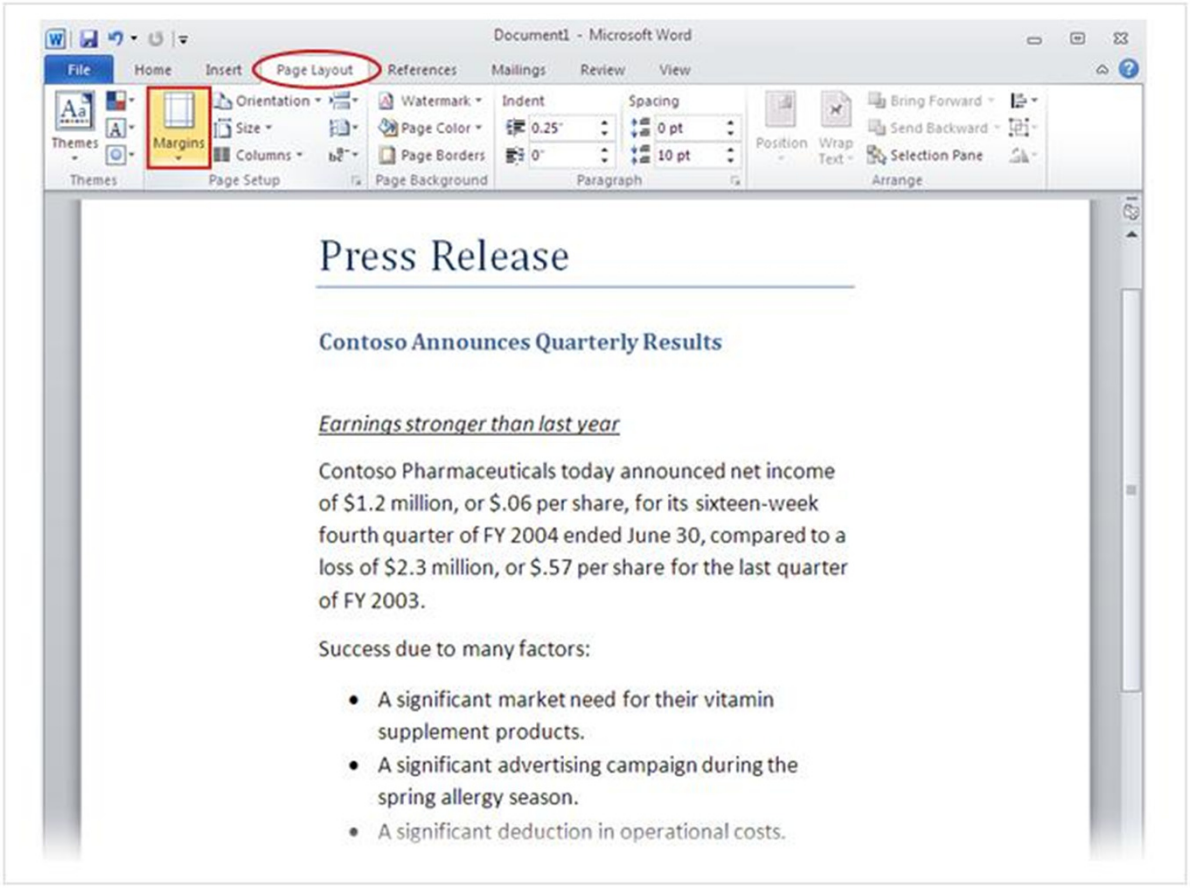


There are many ways to emphasize text including bold, italic, and underlined formatting.

Each tab has several **groups** of commands that show related items together.

On the **Home** tab, look for the **Font** group, where you'll see buttons and commands that perform a specific action on your document. For example, the **Bold** button makes the text bold. Or you can change the font color and size of text with the **Font Color** and **Font Size** buttons.

Change margins



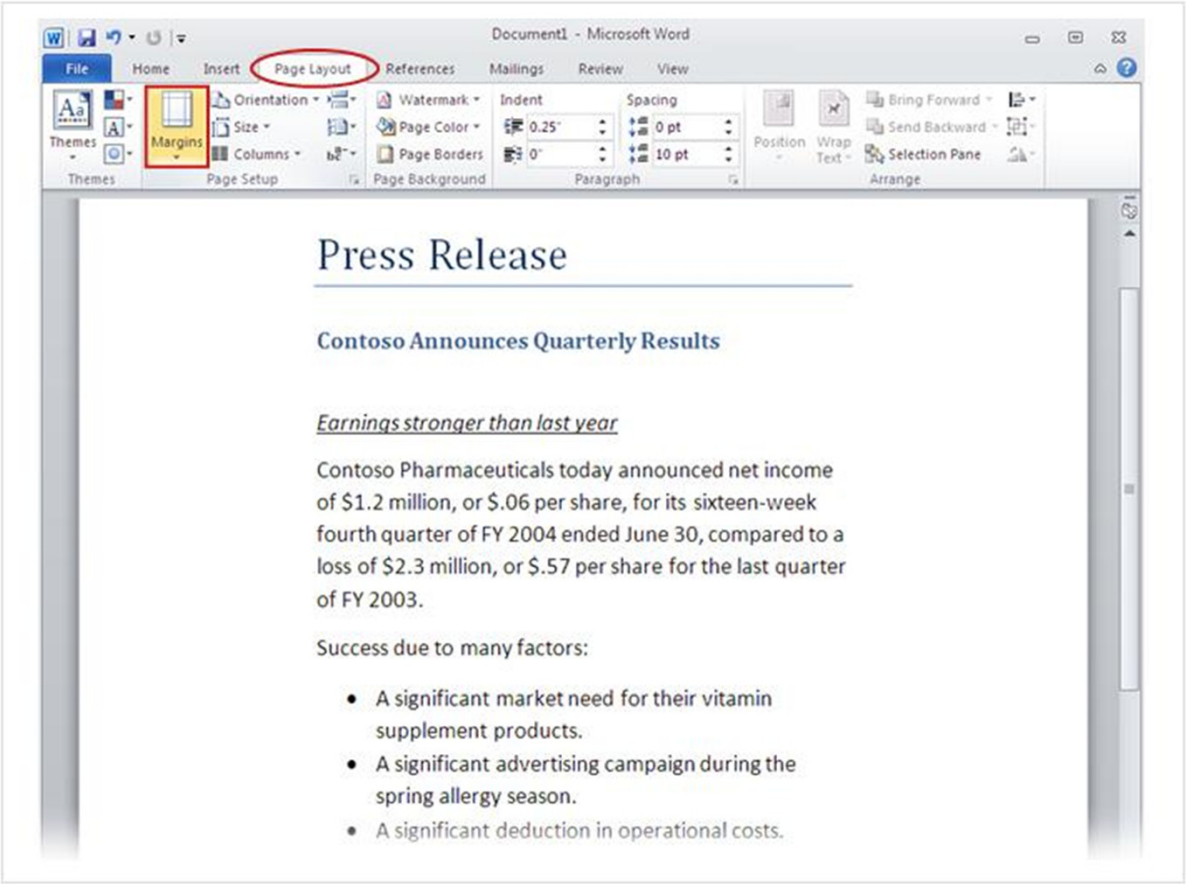
Page margins are the blank spaces around the edges of the page. There is a 1-inch (2.54 cm) page margin at the top, bottom, left, and right sides of the page.

This is the most common margin width, which you might use for most of your documents. But if you want different margins, you should know how to change them, which you can at any time.

The **Margins** button on the **Page layout** tab.

Microsoft Office

Change margins



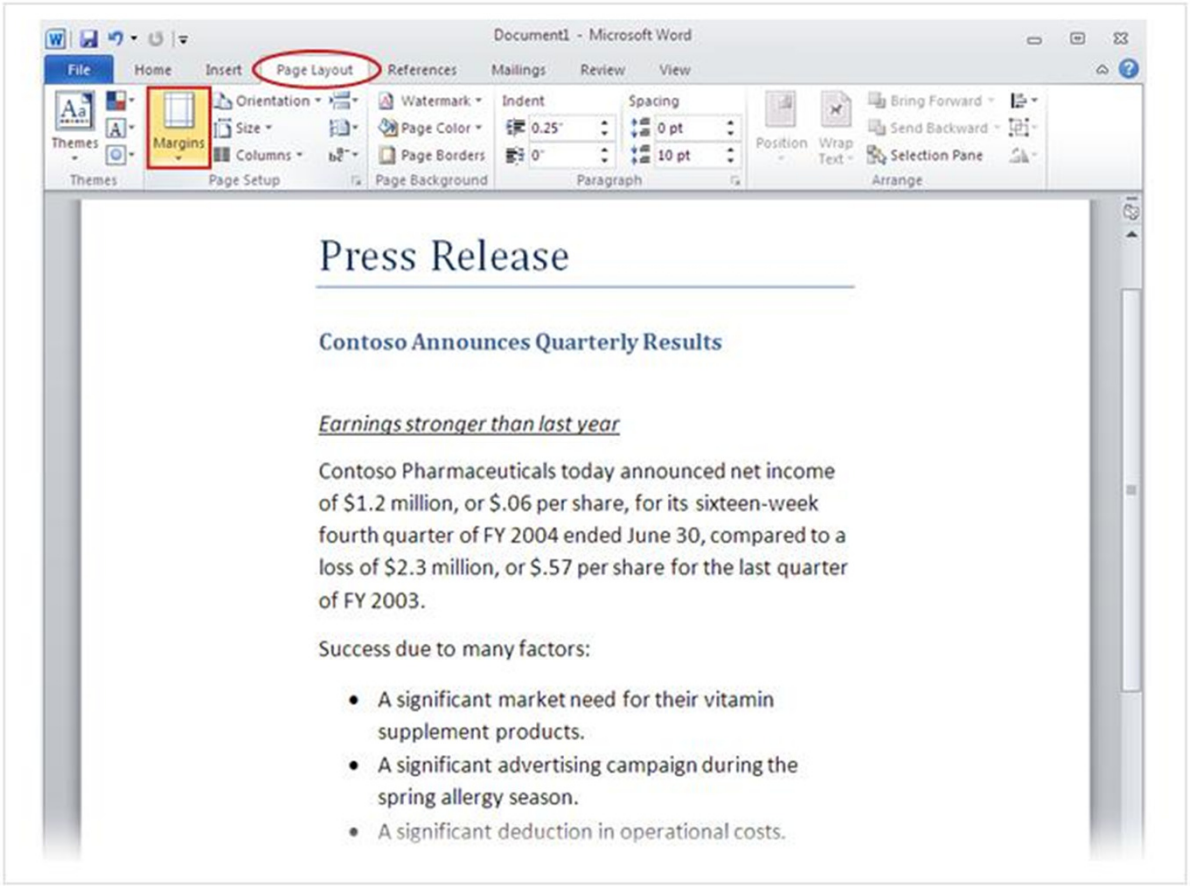
You also use the ribbon to change margins, except you work from the **Page Layout** tab.

First you click it to select it, and then, in the **Page** Setup group, you click **Margins**. You'll see different margin sizes, shown in little pictures (icons), along with the measurements for each of the margins.

The **Margins** button on the **Page layout** tab.

Microsoft Office

Change margins



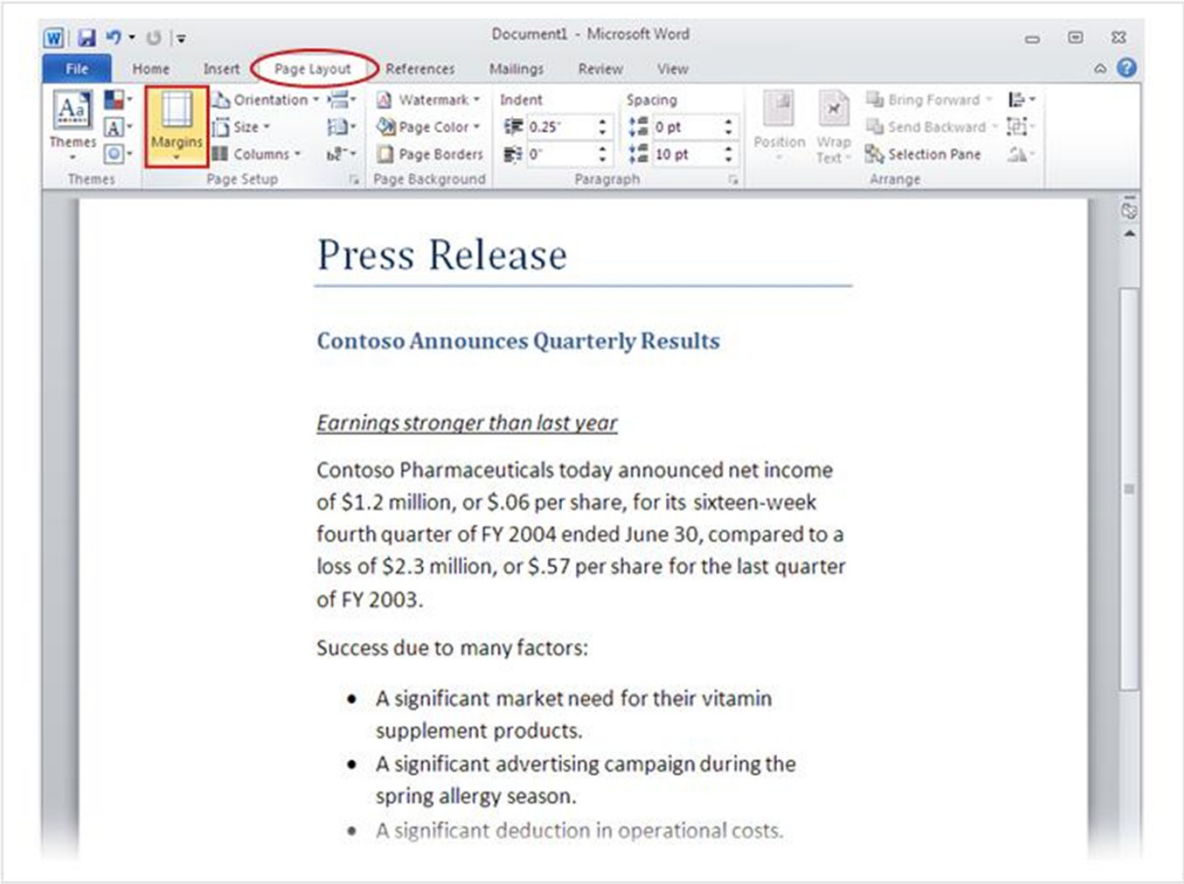
The first margin in the list is **Normal**, the current margin. To get narrower margins, you would click **Narrow**. If you want the left and right margins to be much wider, click **Wide**.

When you click the margin type that you want, your entire document automatically changes to the margin type you selected.

The **Margins** button on the **Page layout** tab.

Microsoft Office

Change margins



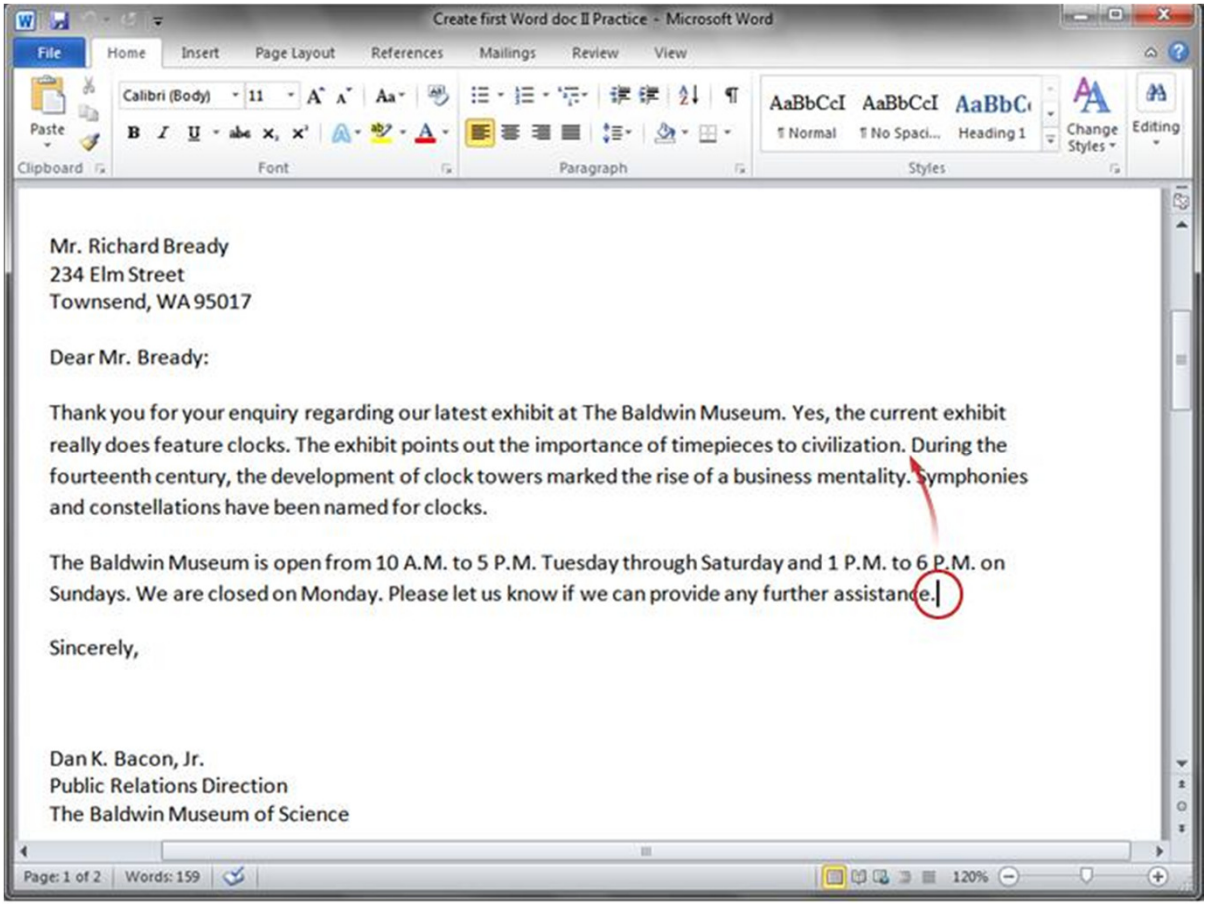
When you choose a margin, the icon for the margin you chose gets a different color background.

If you click the **Margins** button again, that background color tells you which margin size has been set for your document.

The **Margins** button on the **Page layout** tab.

Microsoft Office

Moving around in the document



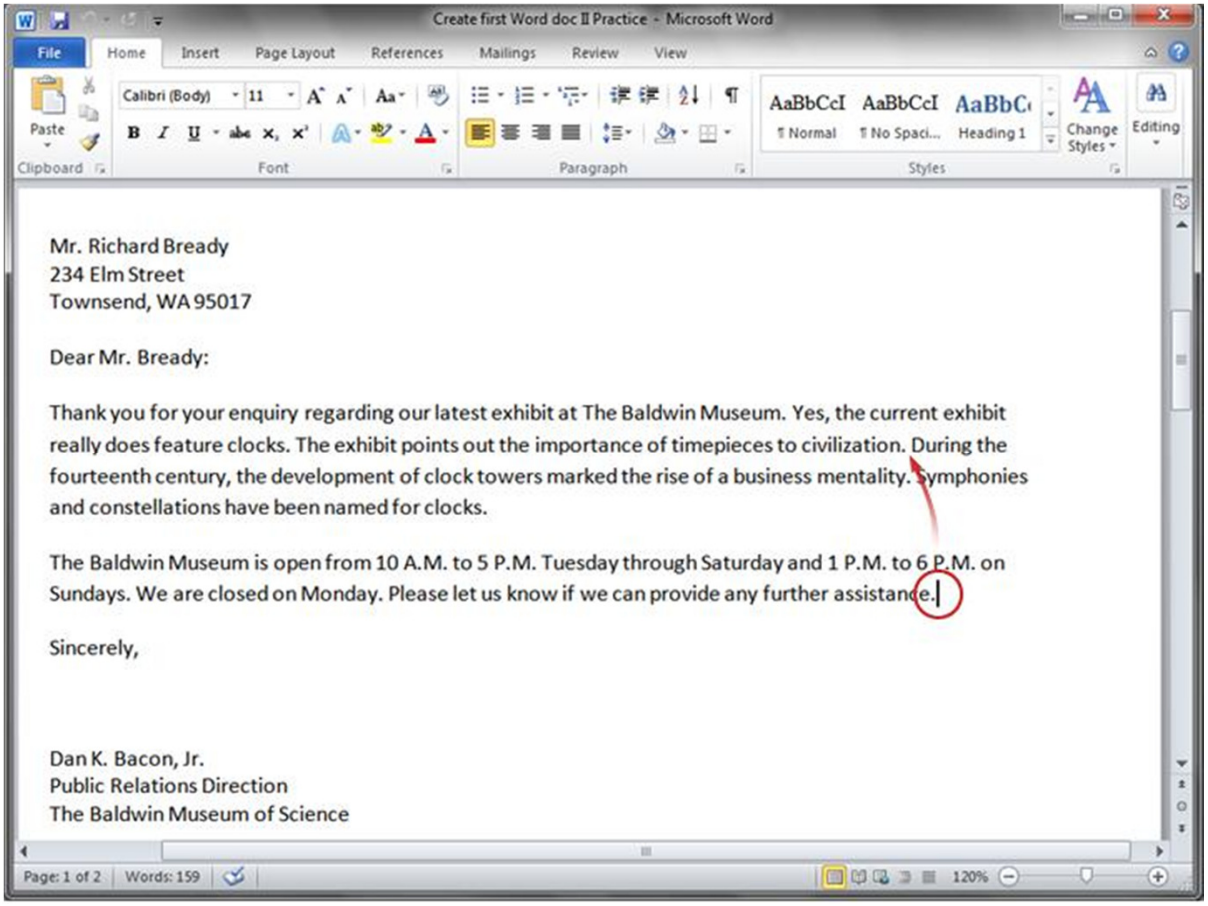
Imagine, in this picture, that you want to type a new sentence in the first paragraph between “civilization” and “During”.

The cursor (the vertical line) is at the end of the second paragraph, after the word "assistance." To type anywhere else in the document, you need to move the cursor to that place.

Move the cursor to another location by moving the pointer and then clicking, or by using the keyboard.

Microsoft Office

Moving around in the document



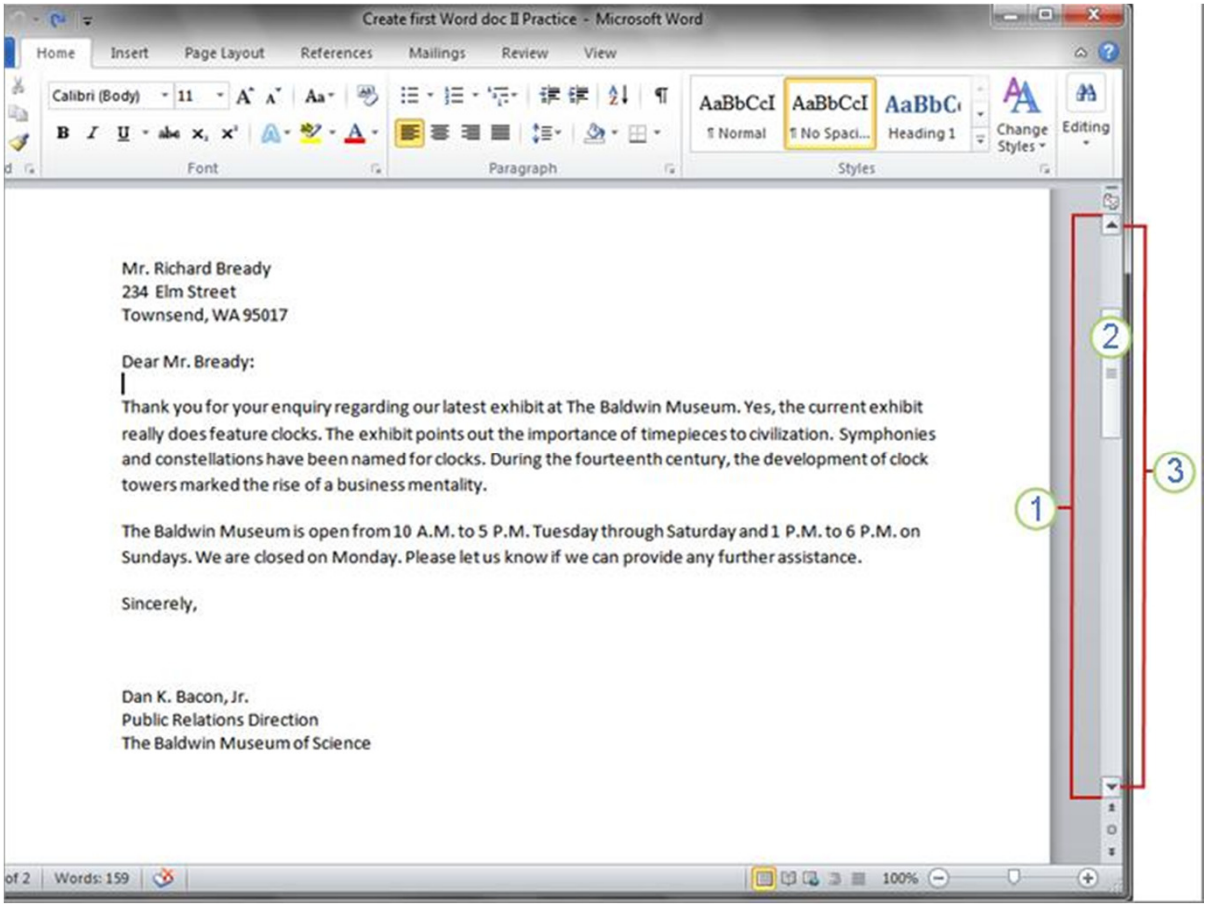
Here are a couple of ways to do that:

- With your mouse, move the cursor just to the left of "During," and then click to insert the cursor. Then start typing. Or…
- Press the UP ARROW on your keyboard to move the cursor up one line at a time. Then press the LEFT ARROW to move the cursor left, one character at a time.

Move the cursor to another location by moving the pointer and then clicking, or by using the keyboard.

Microsoft Office

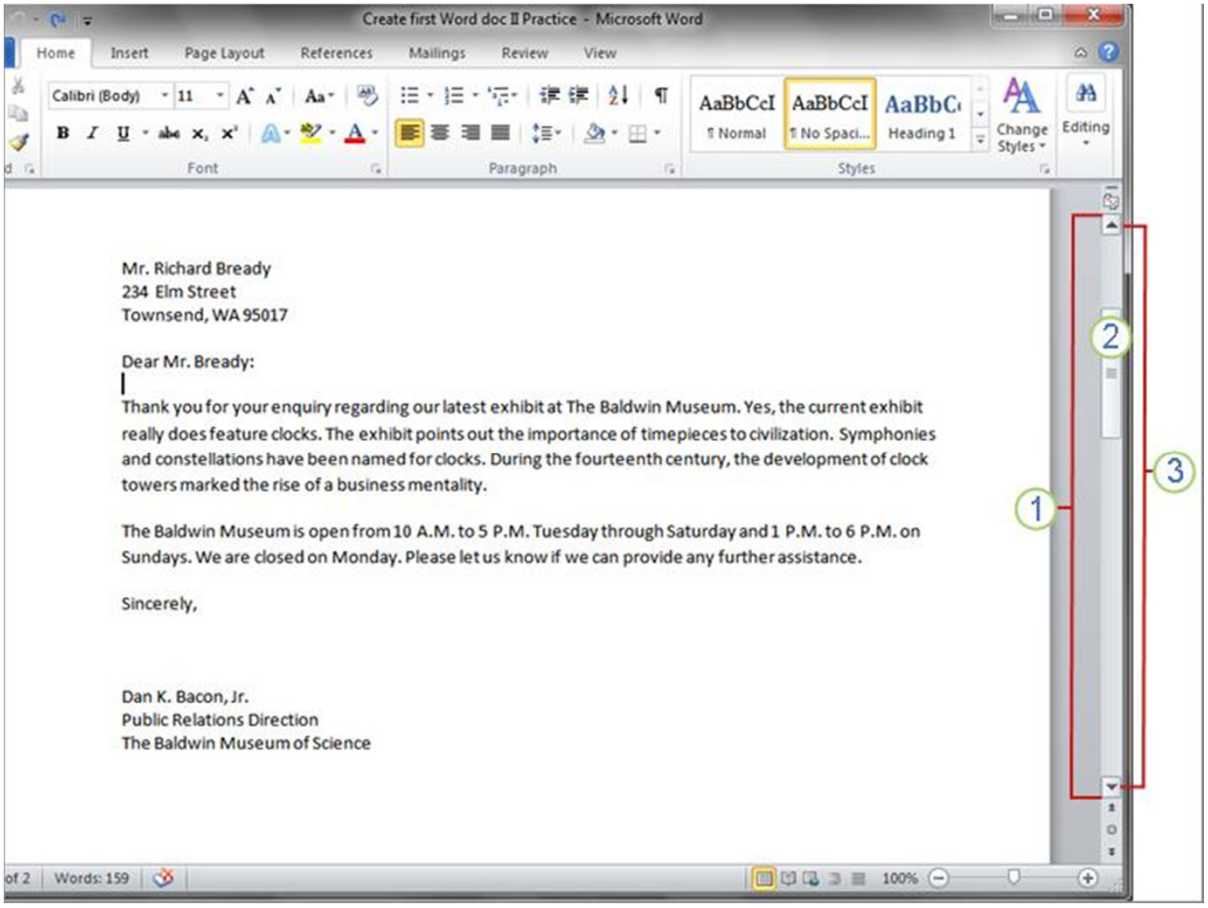
Use the scroll bar



But if your document is getting long, it may not be practical to have to continuously press the arrow keys to move up or down the document. Instead, use the **scroll bar**.

The scroll bar.

Use the scroll bar

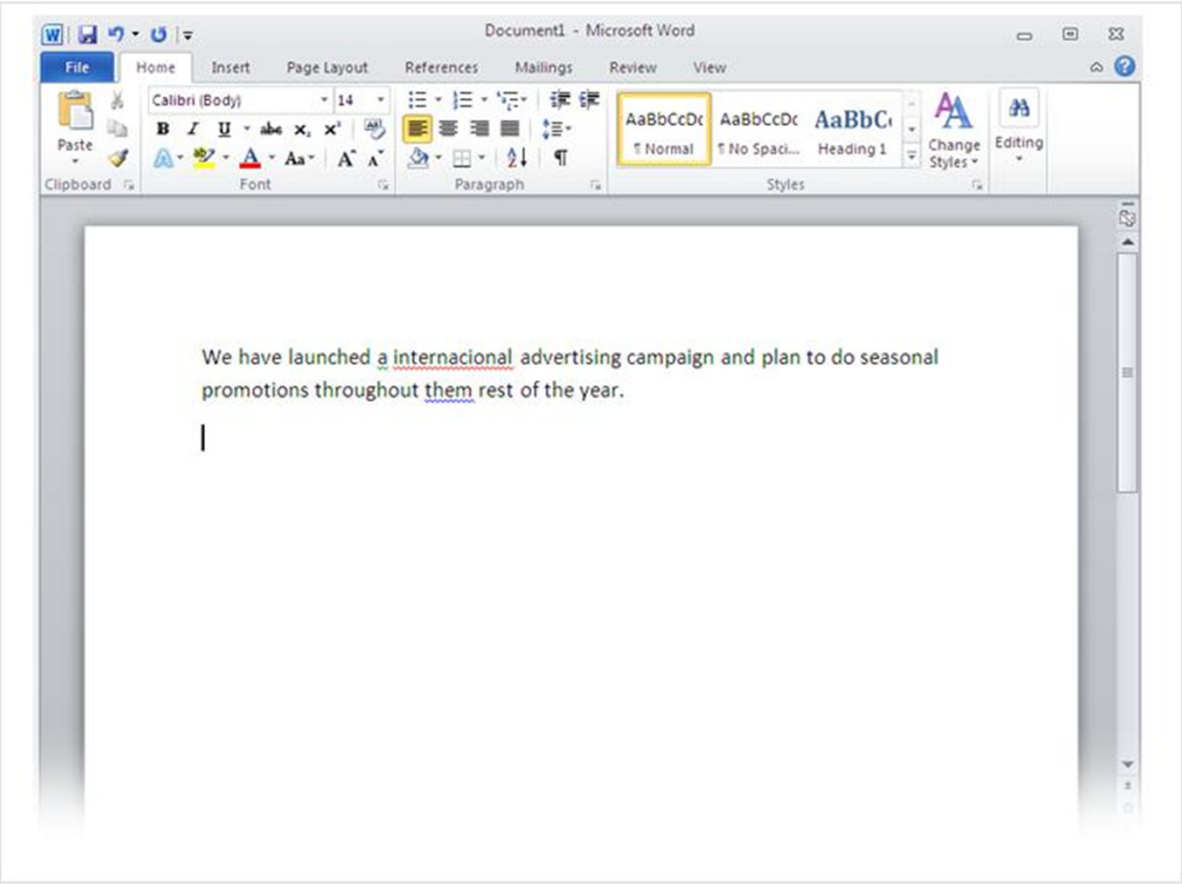


Here's how it works:

1. The scroll bar is on the right side of the window.
2. To use it, click the scroll box, and then drag it up or down to move through a document without moving the cursor.
3. Or click the single scroll arrows at either end of the scroll bar to move up or down.

The scroll bar.

Fix spelling and grammar mistakes



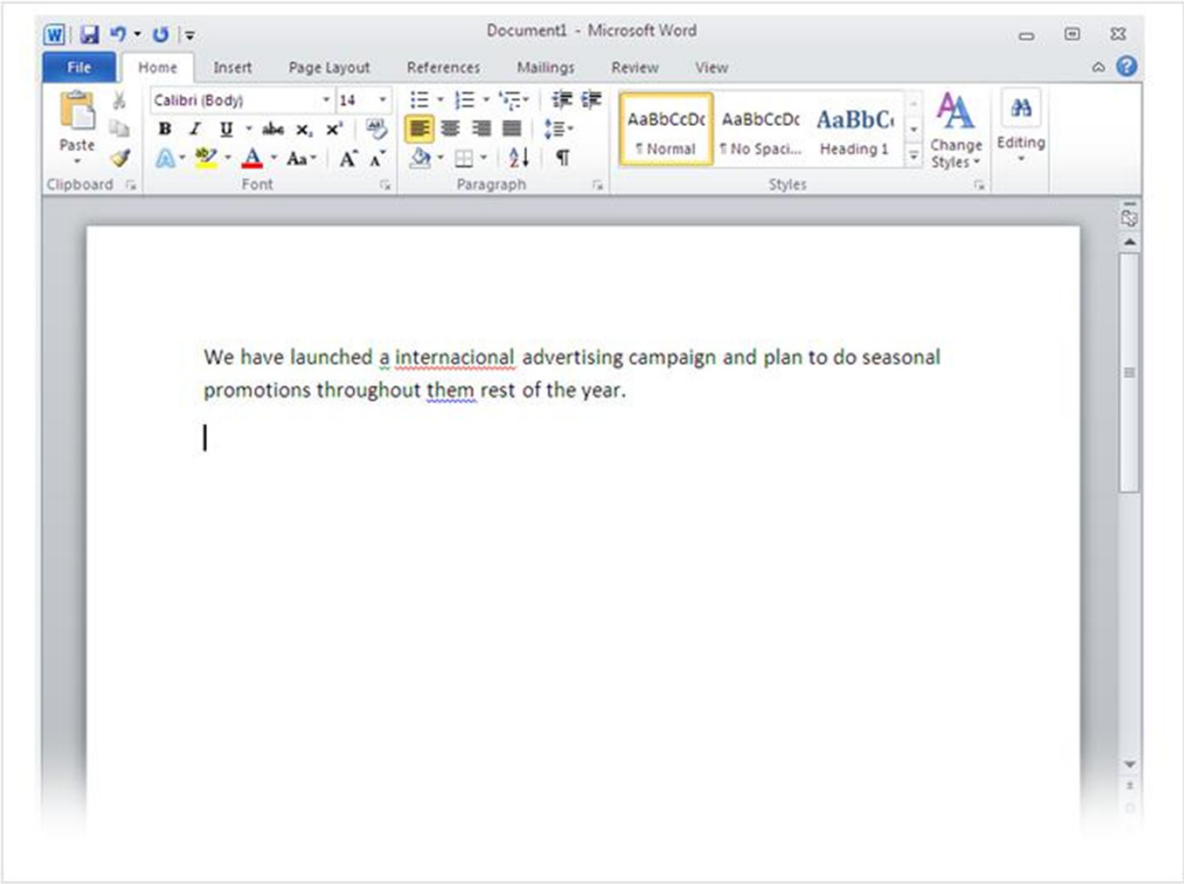
As you type, Word will warn you if make spelling or grammar mistakes by inserting a wavy red, green, or blue underline beneath the text that it thinks is an error.

Red underline: This indicates either a possible spelling error or that Word doesn't recognize a word, such as a proper name or place.

Wavy lines like these warn you of spelling and grammar mistakes.

Microsoft Office

Fix spelling and grammar mistakes



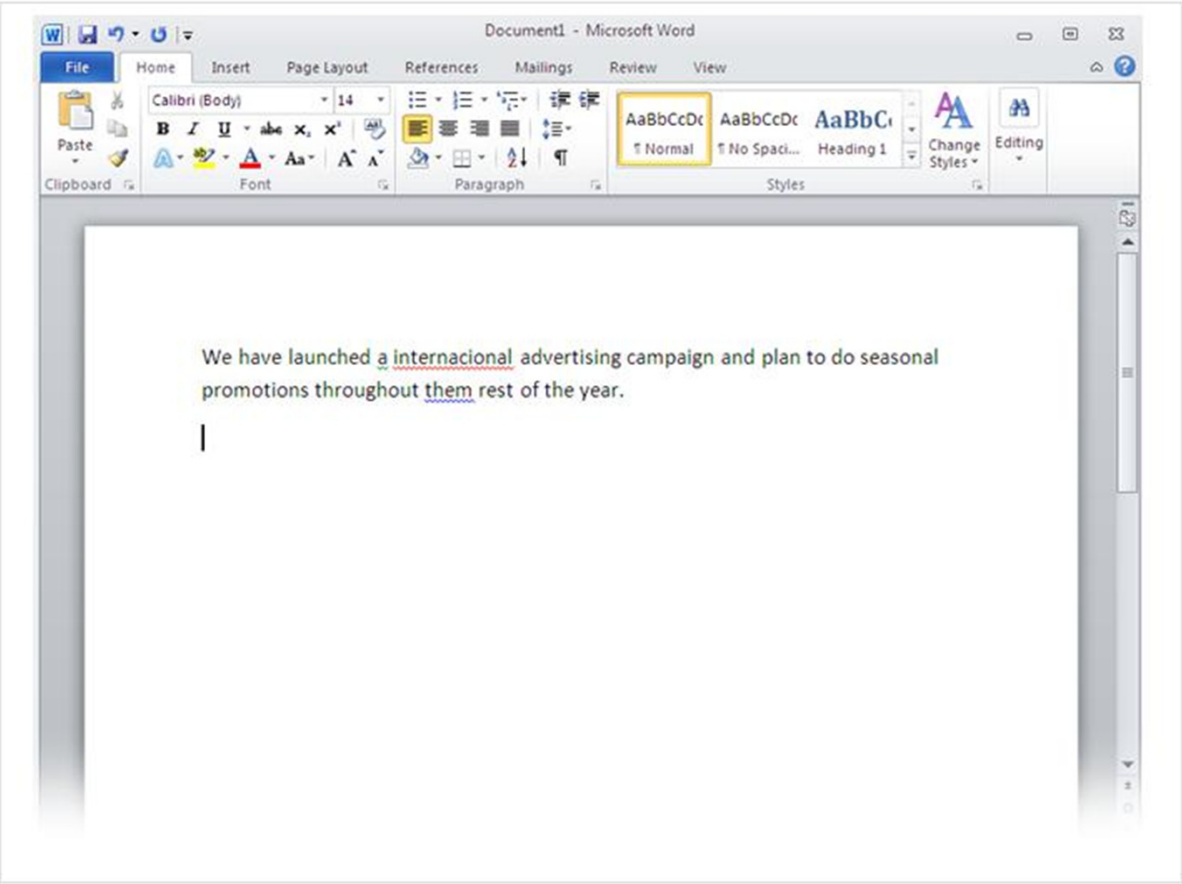
Green underline: Word thinks that grammar should be revised.

Blue underline: A word is spelled correctly but does not seem to be the correct word for the sentence. For example, you type “too,” but the word should be “to.”

Wavy lines like these warn you of spelling and grammar mistakes.

Microsoft Office

Fix spelling and grammar mistakes



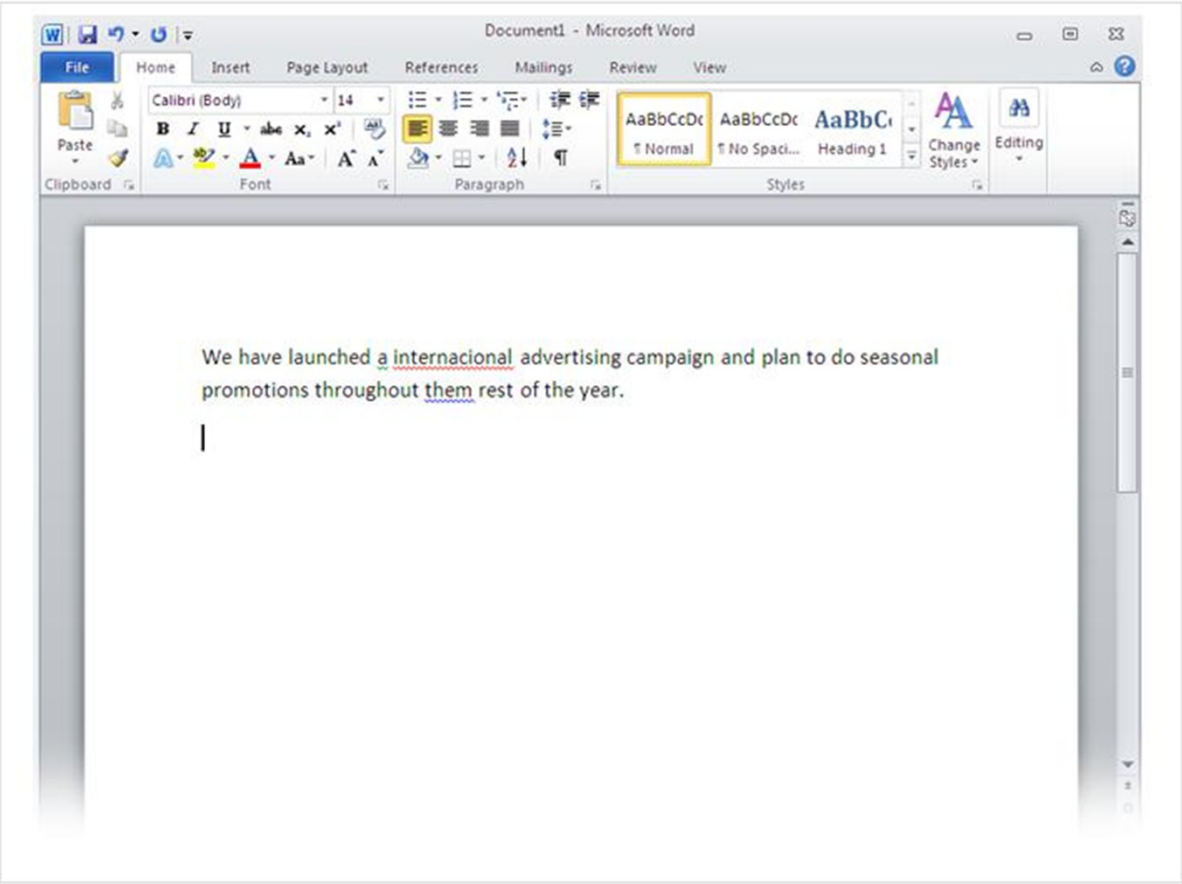
You right-click an underlined word to see suggested revisions.

Click a revision to replace the word in the document and get rid of the underlines.

Wavy lines like these warn you of spelling and grammar mistakes.

Microsoft Office

Fix spelling and grammar mistakes



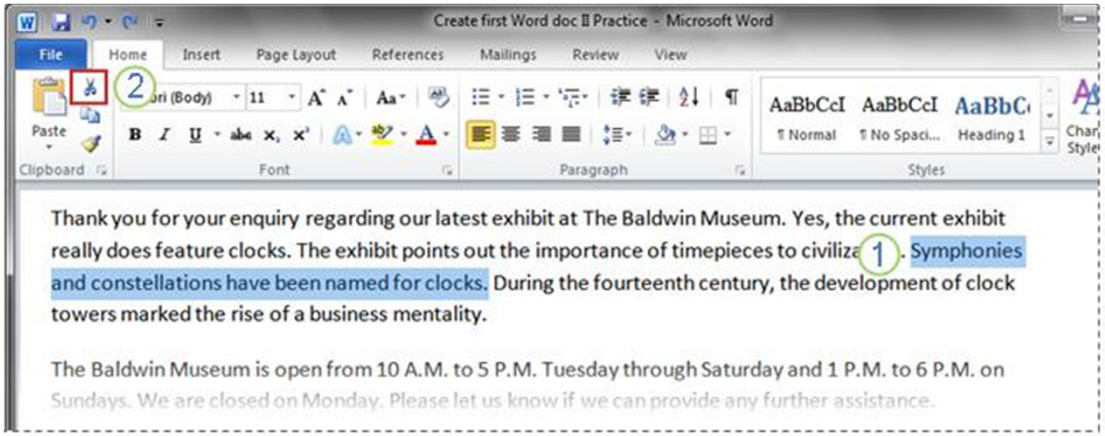
A note of caution about green and blue underlines: Word is really good at spelling, which is pretty straightforward most of the time. But grammar and correct word usage take some judgment.

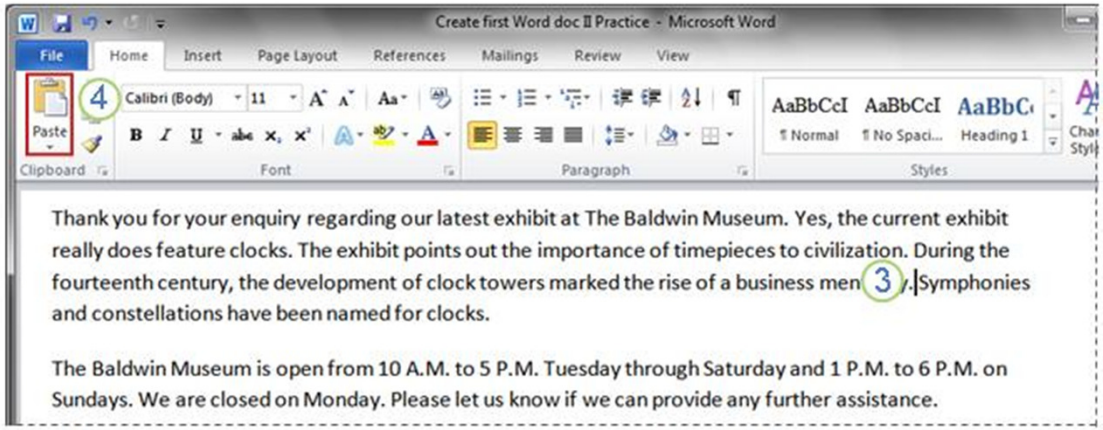
If you think that you are right, and Word is wrong, then you can right-click the word and ignore the suggested revisions and get rid of the underlines.

Wavy lines like these warn you of spelling and grammar mistakes.

Microsoft Office

Move text by using Copy/Cut and Paste





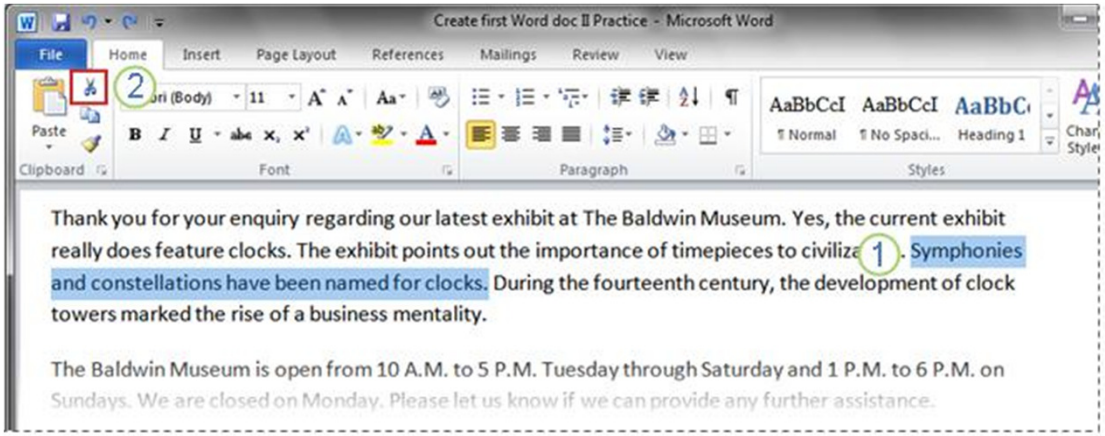
What if you need to move some text around in the document? You don't need to delete it and type it again where you want it. Instead, just use Copy/Cut and Paste.

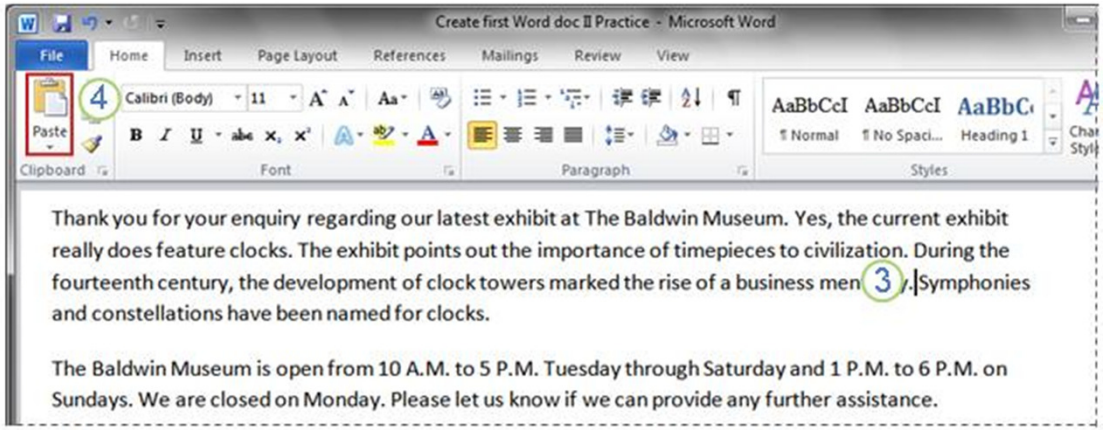
For instance, in the first paragraph, you decide that the fourth sentence should be the last sentence in the paragraph.

Don't delete and retype – use Cut and Paste.

Microsoft Office

Move text by using Copy/Cut and Paste



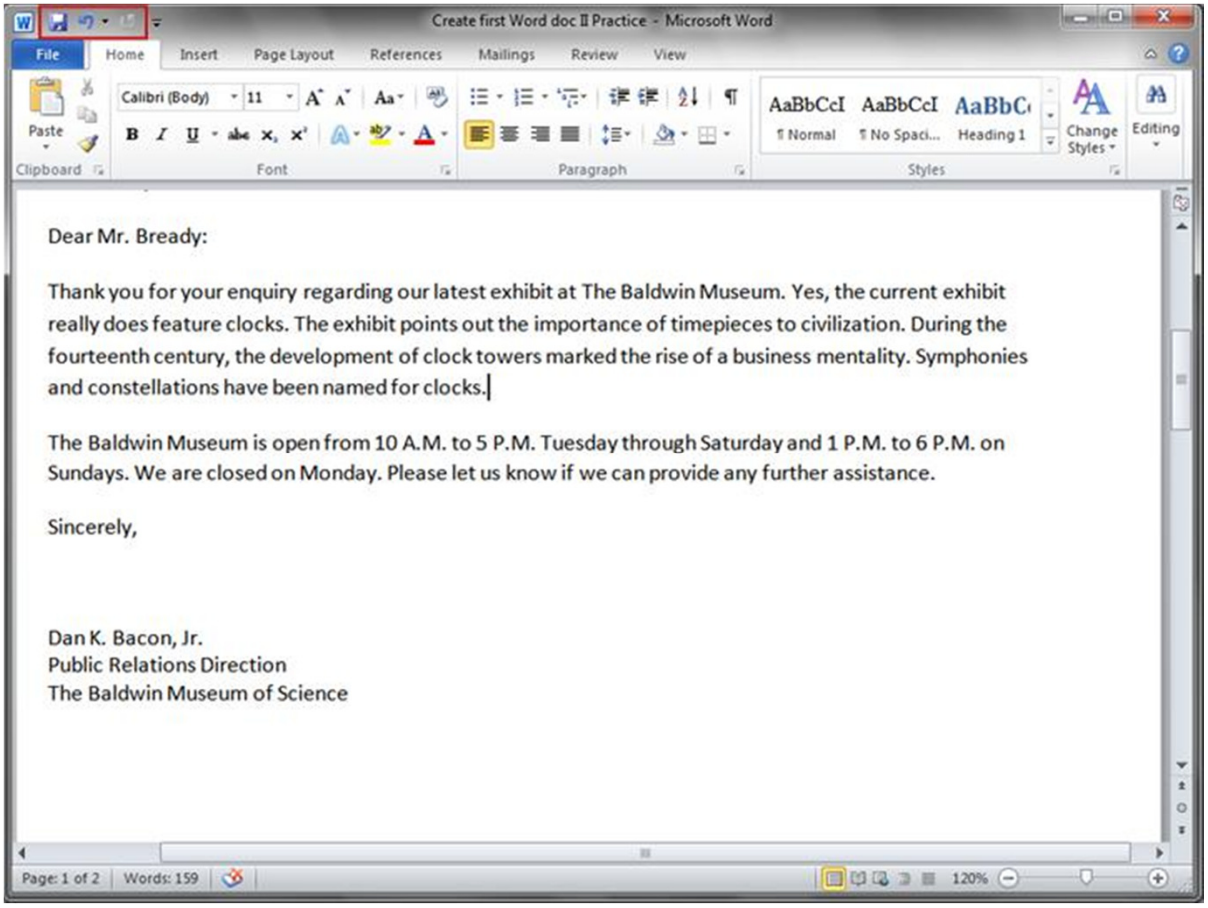


1. Select the sentence you want to move, as shown in the picture.
2. On the ribbon, on the **Home** tab, Click **Cut** ( ) or **Copy**
3. Move the cursor to the end of the paragraph, where you want the sentence to appear (after the dot formatting mark).
4. On the **Home** tab, in the **Clipboard** group, click **Paste** ( ).

Don't delete and retype – use Cut and Paste.

Microsoft Office

Undo!



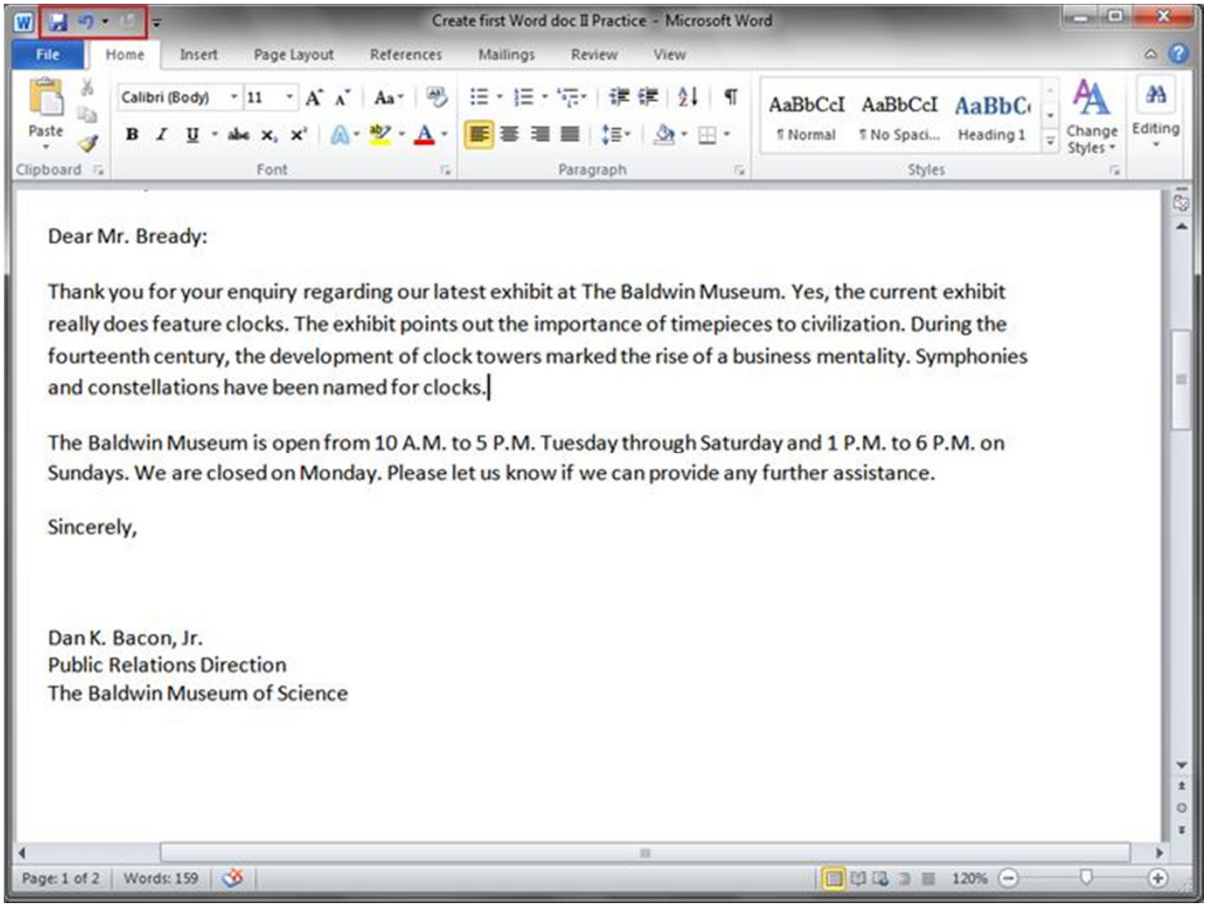
You've moved the sentence, but now that you look at it, you're not happy with the change. Fortunately, you don't have to go through the entire cut-and-paste process again to move the sentence back to its original place. Instead, use Undo.

On the Quick Access Toolbar at the very top of the window, click the **Undo** button ( ).

The **Undo** button on the Quick Access Toolbar.

Microsoft Office

Undo!



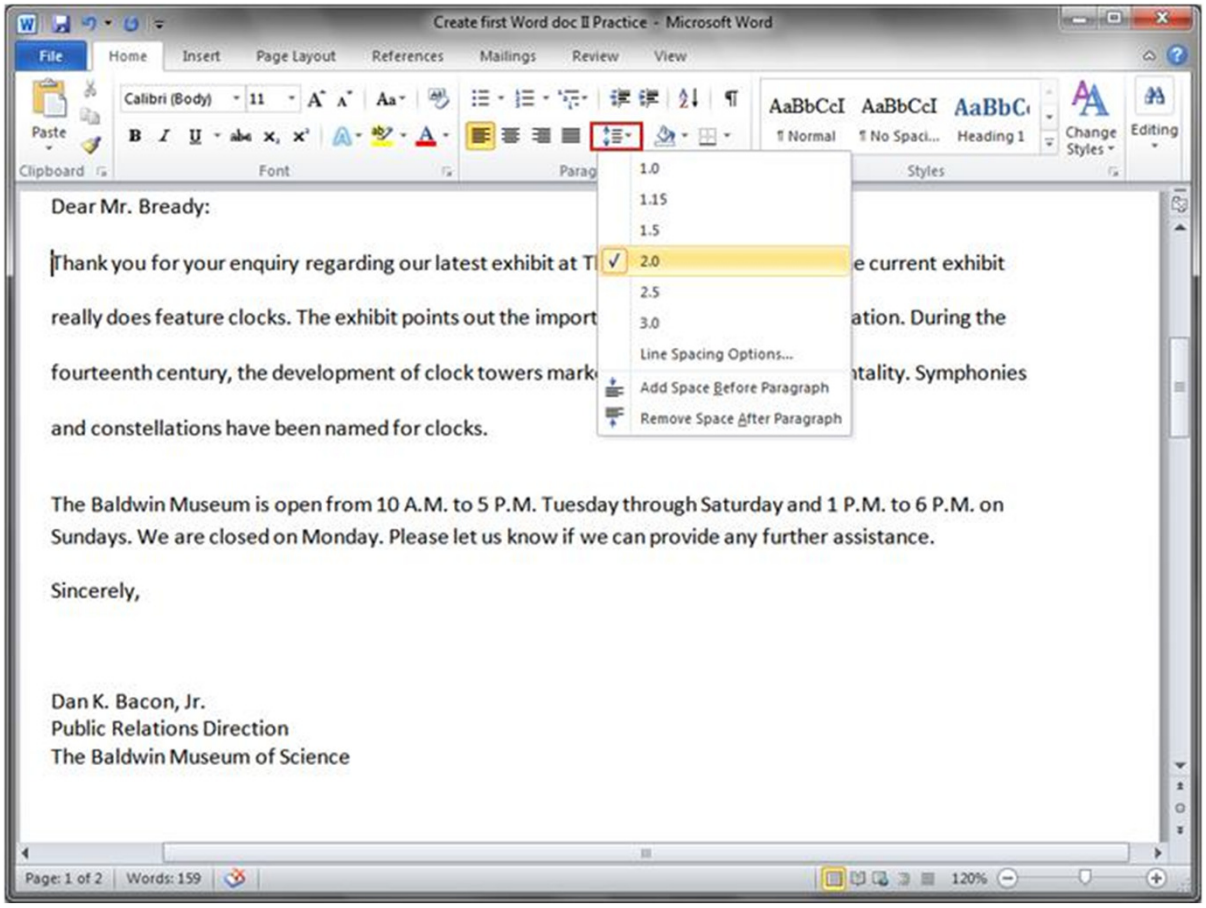
This will undo the last action you took, which in this case was pasting the sentence in the new location.

Click the **Undo** button again to undo the previous action, which in this case was cutting the sentence from its original location. Now your sentence is back in its original location.

The **Undo** button on the Quick Access Toolbar.

Microsoft Office

Line spacing

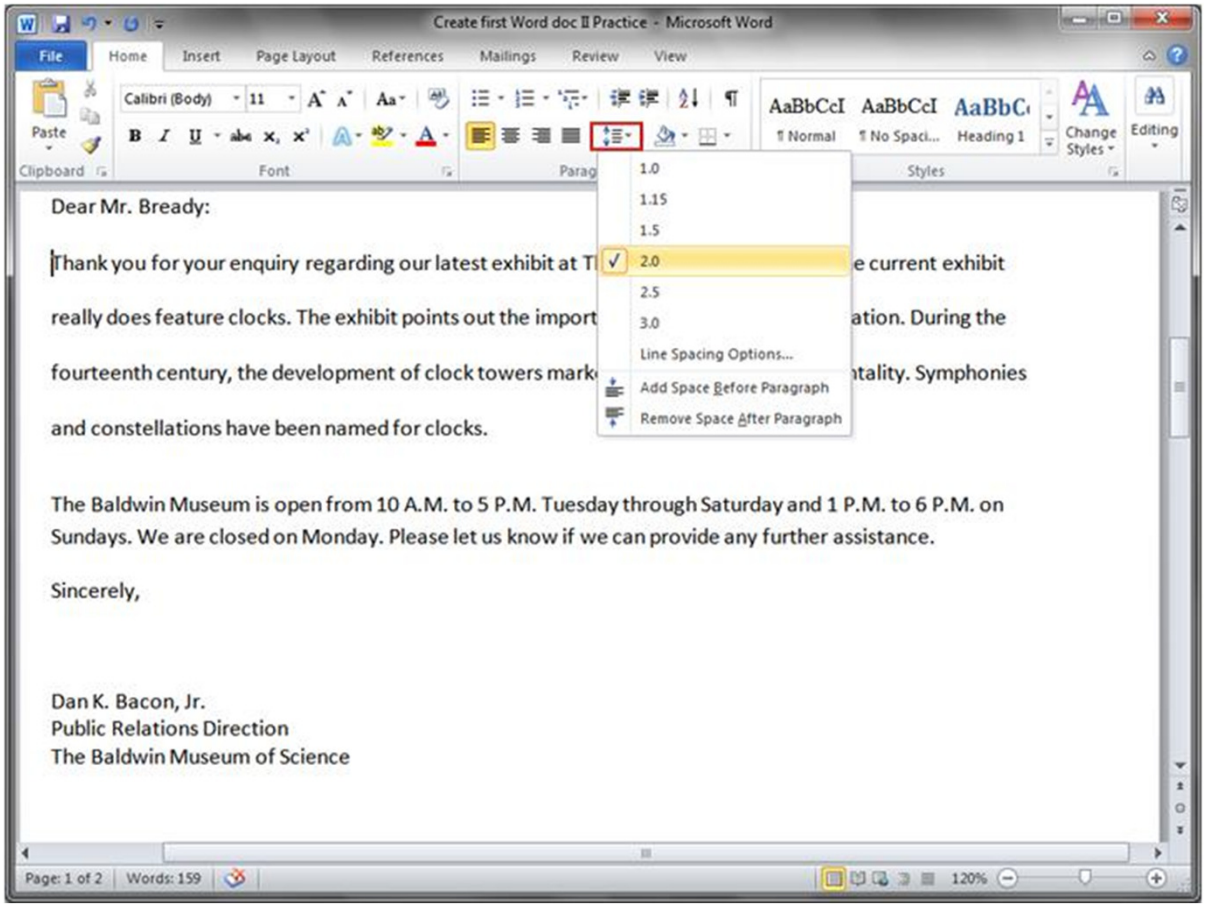


You can adjust how much space is between lines of text. If you'd like more or less space between lines throughout a document, or in a selected area of text, such as in a letter address, it's easy to change the spacing.

Changing line spacing in a document.

Microsoft Office

Line spacing

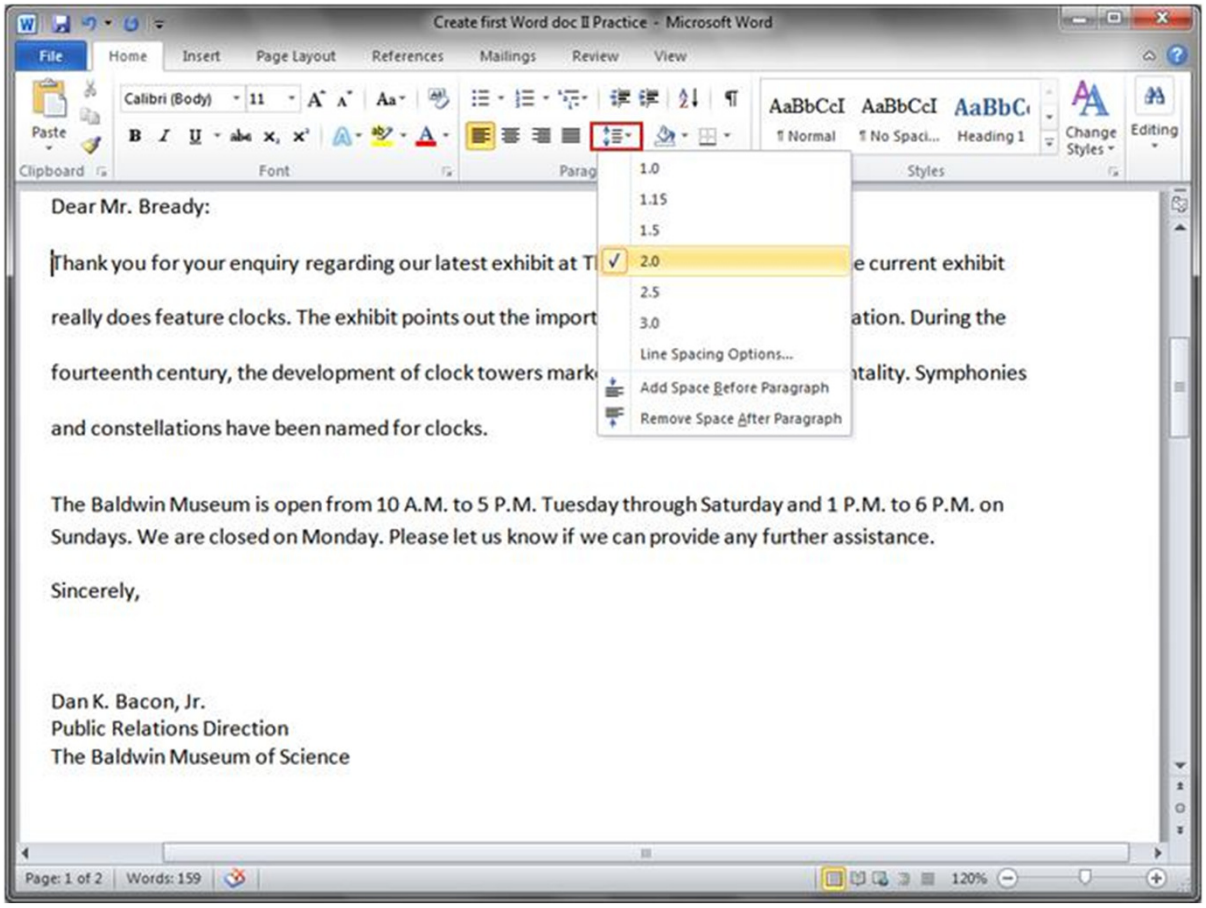


To change the line spacing for an entire document, you need to select all the text in the document by pressing CTRL+A.

To change line spacing for a single paragraph, you can just place the cursor inside the text; you don't have to select the text.

Changing line spacing in a document.

Line spacing



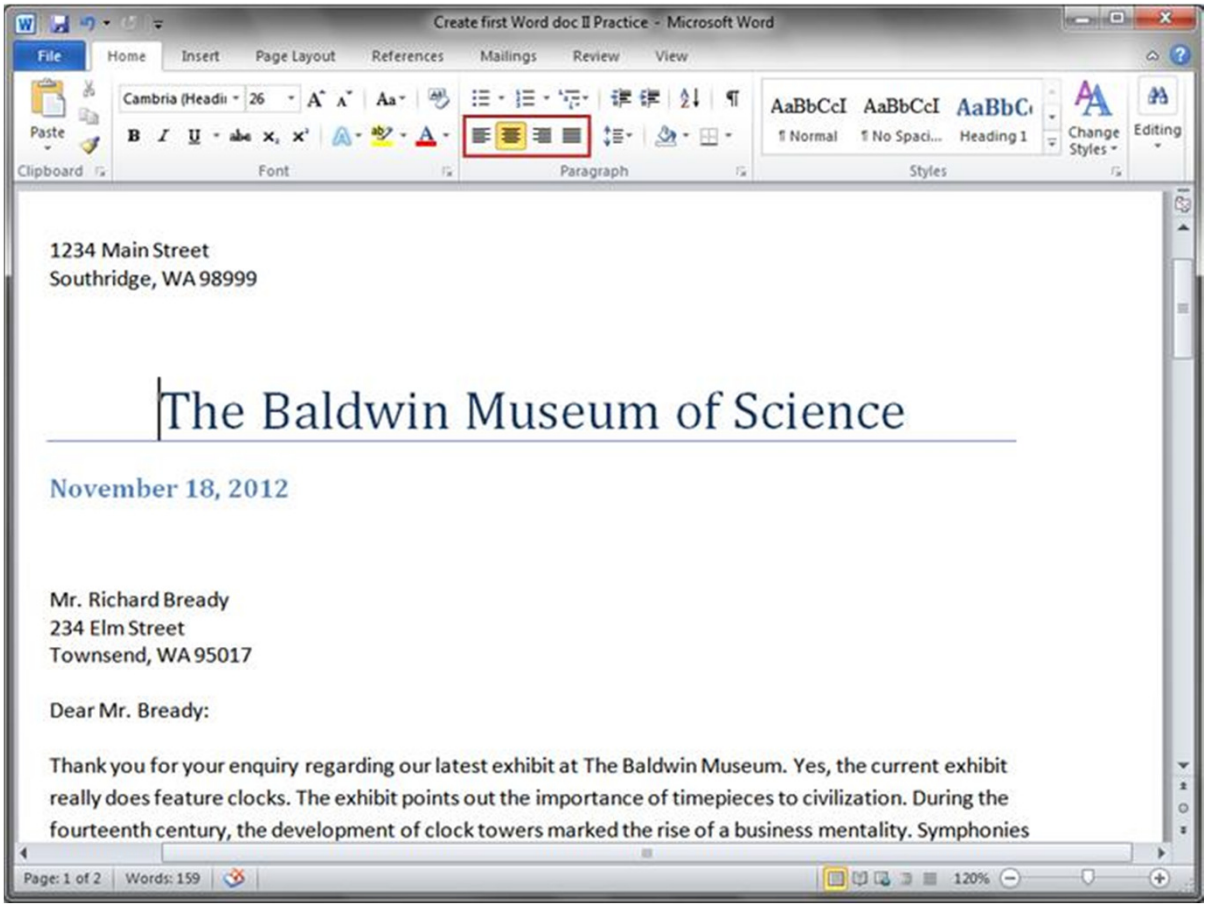
Then, on the **Home** tab, in the **Paragraph** group, click **Line Spacing** ( ).

A check mark in the list tells you what the current line spacing is. Click the new line spacing you want.

Changing line spacing in a document.

Microsoft Office

Align text left, center, or right



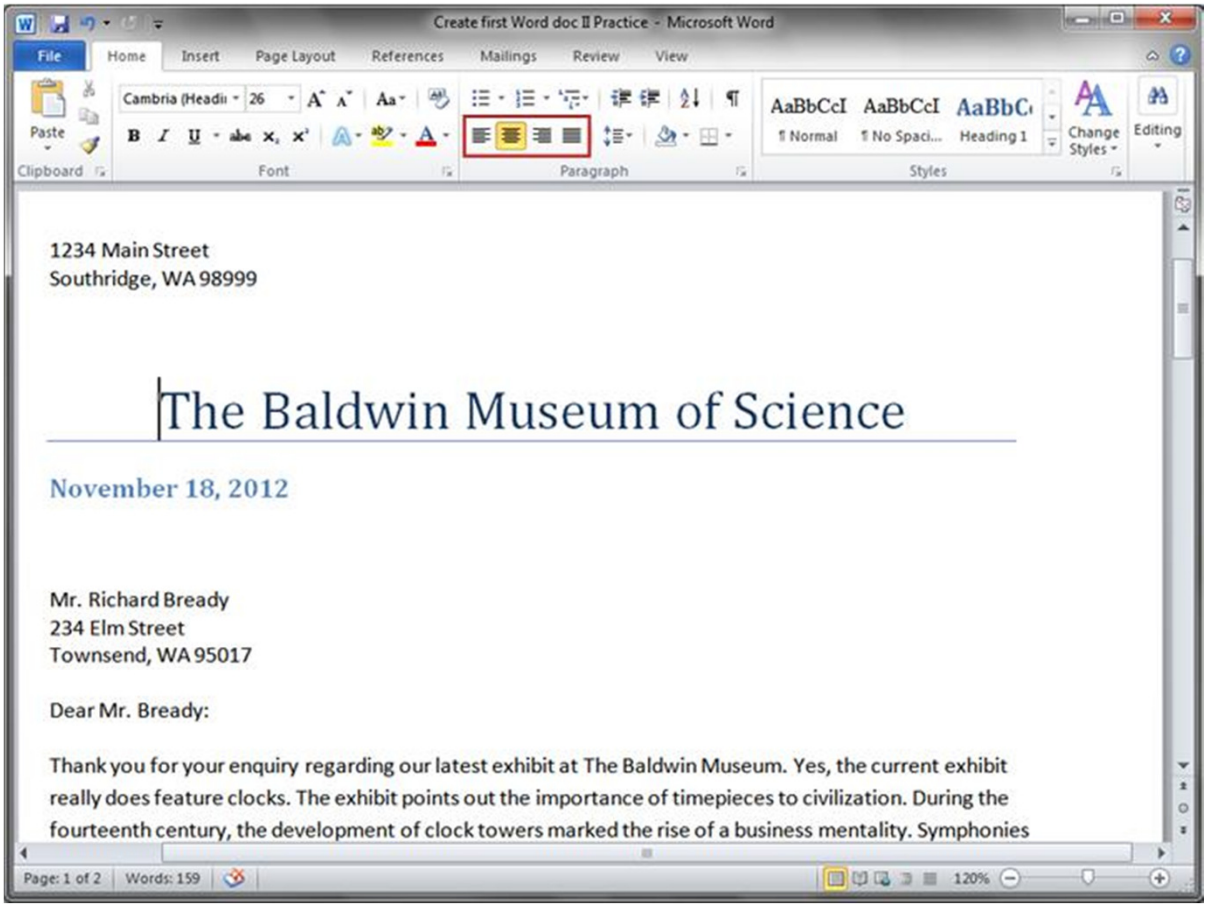
Horizontal alignment determines the appearance and orientation of the edges of the paragraphs.

Text can be left-aligned, which means the left edge of the text is flush with the left margin; right-aligned; centered; or justified, which means it's aligned evenly along the left and right margins.

The **Align** buttons.

Microsoft Office

Align text left, center, or right

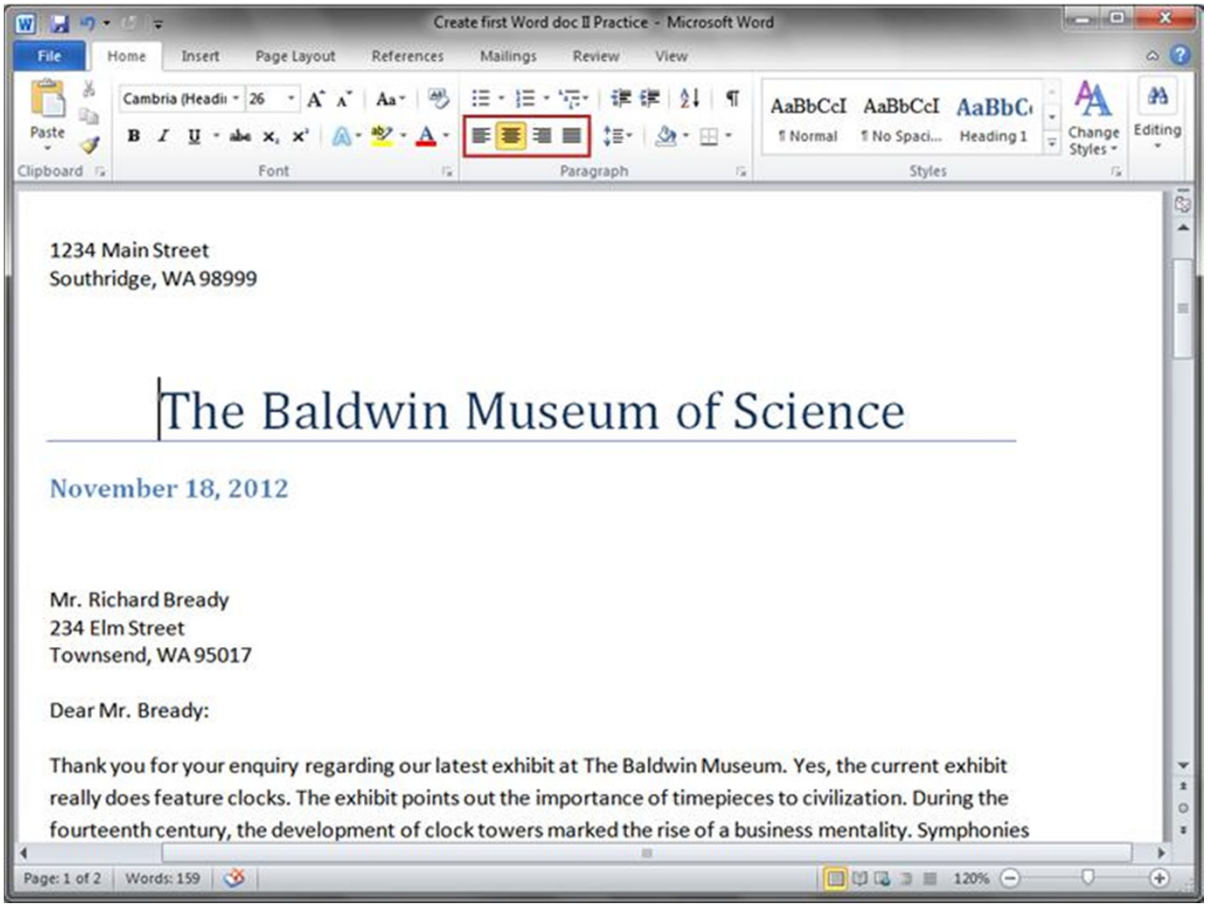


The most common alignment is left-aligned, but you can change it to whatever you want, for a single paragraph, a set of paragraphs, or the entire document.

For example, in many documents, titles are centered in the middle of the page.

The **Align** buttons.

Align text left, center, or right



Select the text that you want to align, or press CTRL+A to select all the text in the document.

Then, on the **Home** tab, in the **Paragraph** group, click **Align Left** ( ) or **Align Right** ( ), **Center** ( ), or **Justify** ( ).

The **Align** buttons.

Microsoft Office

Bulleted and Numbered Lists

- Click the **Bulleted List** button or **Numbered List** Then, on the **Home** tab, in the **Paragraph** group, click
- Type the first entry and press **ENTER**. This will create a new bullet or number on the next line. If you want to start a new line without adding another bullet or number, hold down the **SHIFT** key while pressing **ENTER**.
- Press **Tab** to make the bullet/number as sub-point.
- Continue to typing entries and press **ENTER** twice when you are finished typing to end the list.

Microsoft Office

Tables

- Tables are used to display data and there are several ways to build them in Word. Begin by placing the cursor where you want the table to appear in the document and choose the following methods
- select **Insert | Table | Insert Table** from the Ribbon. Select the number of rows and columns for the table and click **OK**.

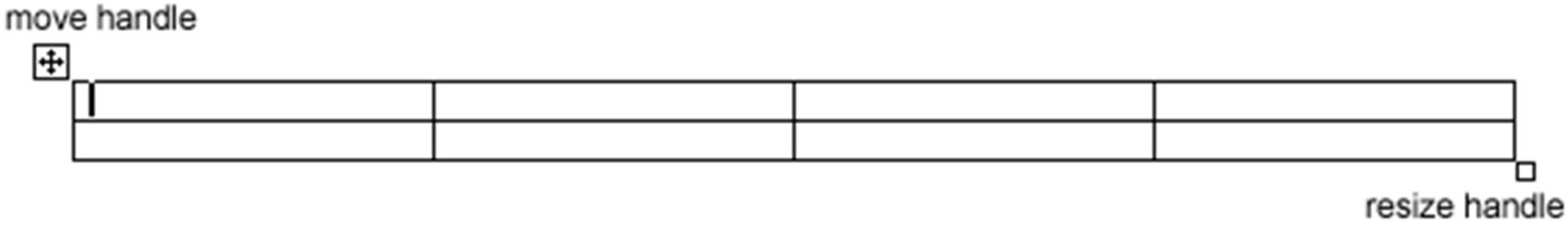
Inserting Rows and Columns

- Once the table is drawn, insert additional rows by placing the cursor in the row you want to be adjacent to. Select **Table Tools | Layout | Insert Above** or **Insert Below**. Or, move the cursor to a row and right-click with the mouse. Choose **Insert | Insert Rows above** or **Insert rows below** from the shortcut menu.
- Much like inserting a row, add a new column by placing the cursor in a cell adjacent to where the new column will be added. Select Select **Table Tools | Layout | Insert Left** or **Insert Right**. Or, select an entire row and right-click with the mouse. Choose **Insert | Insert Columns to the left** or **Insert Columns to the right** from the shortcut menu.

Microsoft Office

Moving and Resizing a Table

- A four-sided moving arrow and open box resizing handle will appear on the corners of the table if the mouse is placed over the table. Click and drag the four-ended arrow to move the table and release the mouse button when the table is positioned where you want it. Click and drag the open box handle to resize the table. Change the column widths and row heights by clicking the cell dividers and dragging them with the mouse.



Adding Clip Art

- To add a clip art image from the Microsoft library to a document, follow these steps

- Select **Insert | Picture/Clip Art** from the ribbon. Search for the picture and click on the right side of the Picture and select **Insert.** The picture will be inserted to your document.

Inserting Header/Footer/Page number

- Click on Insert option from the Ribbon.

- From the Header and Footer Tab You can insert header/footer/page number to your document

Find text

- You can quickly search for every occurrence of a specific word or phrase.
- On the **Home** tab, in the **Editing** group, click **Find**. Or press CTRL+F.
- The **Navigation** pane opens.
- In the **Search Document** box, type the text that you want to find.
- Click a result to see it in your document, or browse through all the results by clicking the **Next Search Result** and **Previous Search Result** arrows.

Microsoft Office

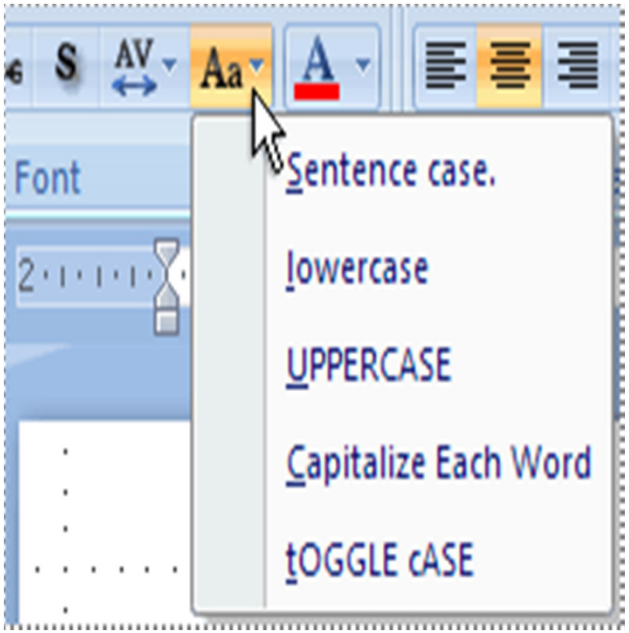
Find and replace text

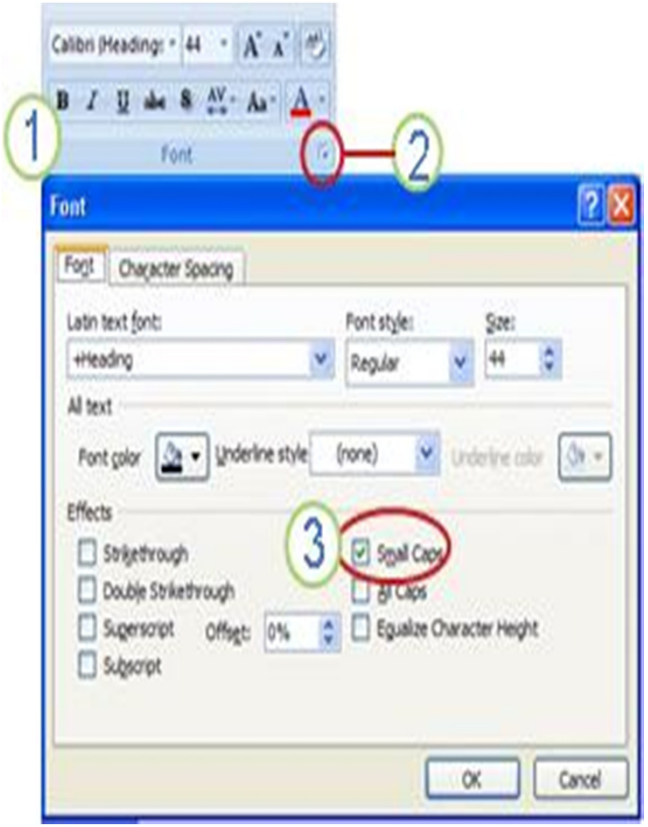
- On the **Home** tab, in the **Editing** group, click **Replace**.
- In the **Find what** box, type the text that you want to search for and replace.
- In the **Replace with** box, type the replacement text.
- Click **Find Next**, and then do one of the following:
- To replace the highlighted text, click **Replace**.
- To replace all instances of the text in your document, click **Replace All**.
- To skip this instance of the text and proceed to the next instance, click **Find Next**.

Microsoft Office

Change the capitalization of text

- You can change the capitalization of words, sentences, or paragraphs by doing the following:
  - Select the text that you want to change the case of.
  - On the **Home** tab, in the **Font** group, click **Change Case** (as shown in the diagram), and then click the capitalization option that you want.
  - To capitalize the first letter of a sentence and leave all other letters as lowercase, click **Sentence case**.
  - To exclude capital letters from your text, click **lowercase**.
  - To capitalize all of the letters, click **UPPERCASE**.
  - To capitalize the first letter of each word and leave the other letters lowercase, click **Capitalize Each Word**.
  - To shift between two case views (for example, to shift between **Capitalize Each Word** and the opposite, **cAPITALIZE eACH wORD**), click **tOGGLE cASE**.



Change the capitalization of text

- To change case by using a keyboard shortcut, press SHIFT+F3 until the style you want — title case, all caps, or lowercase — is selected.
- To apply the small capital (Small Caps) letter formatting to your text, select the text, and then on the **Home** tab, in the **Font** group, click the arrow in the lower right corner. In the **Font** dialog box, under **Effects**, select the **Small Caps** check box. See the diagram below for details.
- 1- The Font group
- 2- The arrow in the lower right corner of the Font group
- 3- The Small Caps check box