



University Information
Technology Services

Microsoft Word 2010

Level 1

University Information Technology Services

Outreach, Training, Learning Technologies &
Video Production

Copyright © 2010 KSU Department of University Information Technology Services

This document may be downloaded, printed, or copied for educational use without further permission of the University Information Technology Services Department (UITs), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the UITs Department. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the KSU-UITs Department is expressly prohibited.

Published by Kennesaw State University – UITs 2010

The publisher makes no warranties as to the accuracy of the material contained in this document and therefore is not responsible for any damages or liabilities incurred from its use.

Microsoft product screenshot(s) reprinted with permission from Microsoft Corporation.

Microsoft, Microsoft Office, and Microsoft PowerPoint are trademarks of the Microsoft Corporation.

Table of Contents

Introduction	4
Learning Objectives.....	4
The Office 2010 Interface	5
The File Tab	5
The Ribbon	6
The Quick Access Toolbar	7
Styles Gallery.....	8
The Mini Toolbar.....	8
The Office Window Frame	8
Creating a Document	9
Setting Margins.....	10
Setting the Default Font.....	10
Setting Default Paragraph Alignment.....	10
Setting Tabs.....	10
Themes.....	11
Entering Text.....	12
AutoCorrect Options.....	12
Headers and Footers.....	13
Editing a Document	15
Formatting Text.....	15
Character Formatting.....	15
Paragraph Formatting.....	16
Styles	16
Cut, Copy, and Paste Text	17
Move Text	17
Navigating the Document	17
Proofing a Document	18
Spell Check	18
Thesaurus.....	19
Saving a Document	19
Printing a Document	20
Using Help.....	21
Compatibility Mode	22

Introduction

This booklet is the companion document to the Word 2010 Level 1 workshop. It includes an introduction to the Microsoft Office 2010 interface, and covers the various aspects of creating, formatting, editing, saving, and printing a document in Word 2010.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Identify the components of the Office 2010 interface
- Set document margins
- Set paragraph alignment, indentation, and spacing
- Set tabs
- Add headers and footers to a document
- Apply a *Theme* to a document
- Format text
- Check the document for spelling and grammar

The Office 2010 Interface

There were a number of prominent changes to the look and functionality of the Microsoft Office 2007 interface when compared to previous versions. The Office 2010 interface is very similar to the Office 2007 interface, with a few minor changes. The following describes the Office 2010 interface.

The File Tab

The *File Tab* (see *Figure 1*), located in the top left corner of the window, replaces the *Office Button* (see *Figure 2*) from Office 2007.

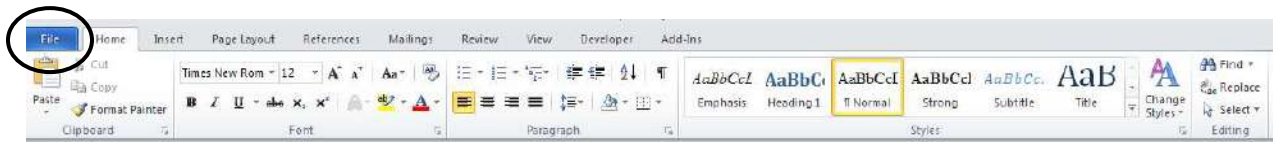


Figure 1 – The File Tab (Word 2010)



Figure 2 – The Office Button (Word 2007)

When you click the *File Tab*, your view will change to what is called Backstage (see *Figure 3*).

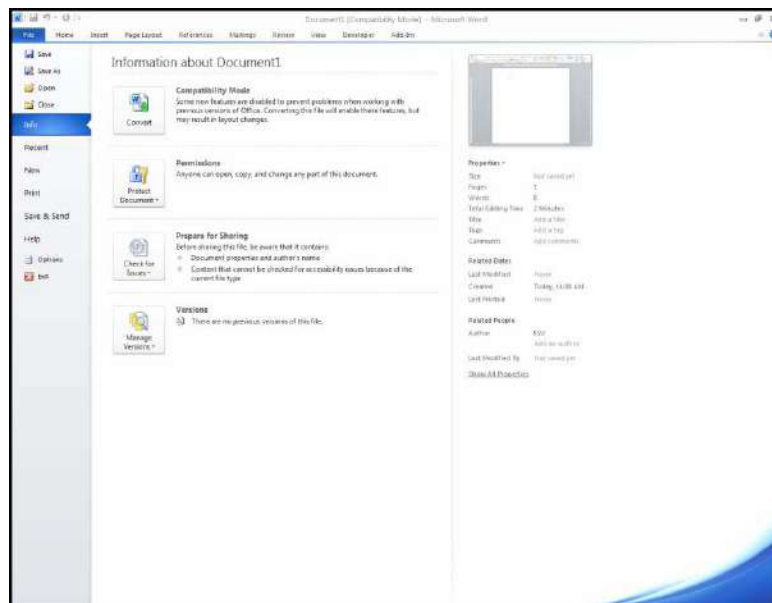


Figure 3 - Backstage

When you are viewing the *Backstage*, you can do the following:

- Save and close documents
- Obtain information about documents
- See recent files created and edited
- Create new documents and templates
- Print documents
- Obtain help
- Exit *Word 2010*

If you click the *Print* option, you will automatically see a preview of your document. For this reason, you will not find the *Print Preview* button that has been provided with previous versions of Word.

To leave the *Backstage* view and return to your document, click any of the tabs (*Home*, *Insert*, *Page Layout*, etc.).

The Ribbon



Figure 4 – The Ribbon

The Ribbon (see *Figure 4*) is a panel that contains functional groupings of buttons and drop-down lists organized by tabs. Each application in the Office Suite has a different set of tabs (with some tabs in common) that pertain to the functionality of that particular application. Each tab is further divided into groups (of buttons), such as the Font and Paragraph groups shown above.

At the bottom right-hand corner of some groups, there is a diagonal arrow called a **Dialog Box Launcher**. Clicking this button opens a dialog box for that group containing further option selections for the group.

There are also “contextual tabs” that appear, depending on what you are working on. For example, if you’ve inserted pictures, the tab appears whenever a picture is selected (see *Figure 5*).

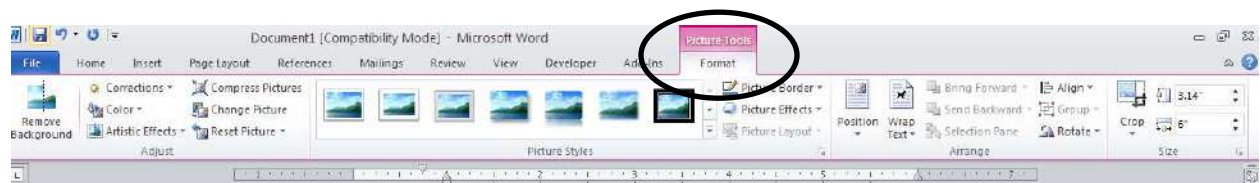


Figure 5 – Example of a Contextual Tab

A new feature with Word 2010 is the ability to build your own tab. The following explains how to build your own tabs/groups:

1. Right-click anywhere in the ribbon.
2. Select *Customize the Ribbon*.
3. Click the button *New Tab*.
4. You will see that *New Tab* has been added in the list of *Main Tabs*. Under *New Tab*, you will see *New Group*. Click once to select *New Group*.
5. In the *Word Options* window, you will see a pane on the left with many commands. Click to select the command that you want to add to the *New Group* that you selected in the previous step. Then click the *Add>>* button.
6. To create another group within a tab, select *New Tab*.
7. Then, click *New Group*.
8. Repeat steps 4-5 above to add additional commands to the group.
9. To rename the tab or group, select *New Tab* or *New Group*. Then, right-click and select *Rename*.
10. To hide a tab, remove the check-mark next to the name of the tab.

The Quick Access Toolbar

The Quick Access Toolbar is a small toolbar at the top left area of the window that you can customize to contain the buttons for the functions that you use most often.

To customize the Quick Access Toolbar, click on the drop-down arrow (see *Figure 6*). You can add or remove items from the Toolbar, as well as show the Toolbar below the Ribbon, rather than above, and minimize the Ribbon (see *Figure 6*).



Figure 6 – Quick Access Toolbar

Styles Gallery

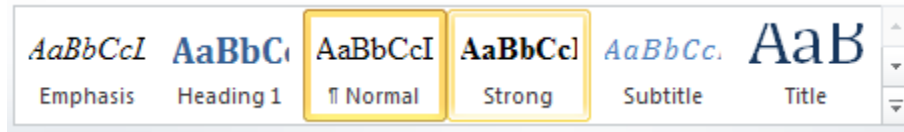


Figure 7 – Quick Access Toolbar

A Gallery is a collection of pre-defined formats that can be applied to various elements in Office applications, such as the Styles Gallery in Word. A Gallery most often appears as a result of clicking on an item on one of the Ribbon tabs.

The choices in a Gallery incorporate a feature called Live Preview. When you hover your mouse over a selection in a Gallery, your document takes on the formatting attributes of that selection in order to give you a preview of how that selection will look when applied to your document.

The Mini Toolbar



Figure 8 – The Mini Toolbar

The Mini Toolbar is a semi-transparent toolbar that appears when you select text. When you hover your mouse over the Mini Toolbar, it becomes completely solid and can be used to format the selected text.

The Office Window Frame

The Office Window Frame is located at the bottom of the Office application window. You can customize the Office Window Frame to display the specific information that you want to see. *Figure 9* shows the default Office Window Frame for Word.



Figure 9 – The Office Window Frame

Right-clicking on the Office Window Frame opens a menu (see *Figure 10*) where you can change the contents by checking or un-checking an item.



Figure 10 – The Office Window Frame Menu

Creating a Document

1. Click the *File Tab*.
2. Click *New*.
3. Select *Blank document* and then click *Create*.

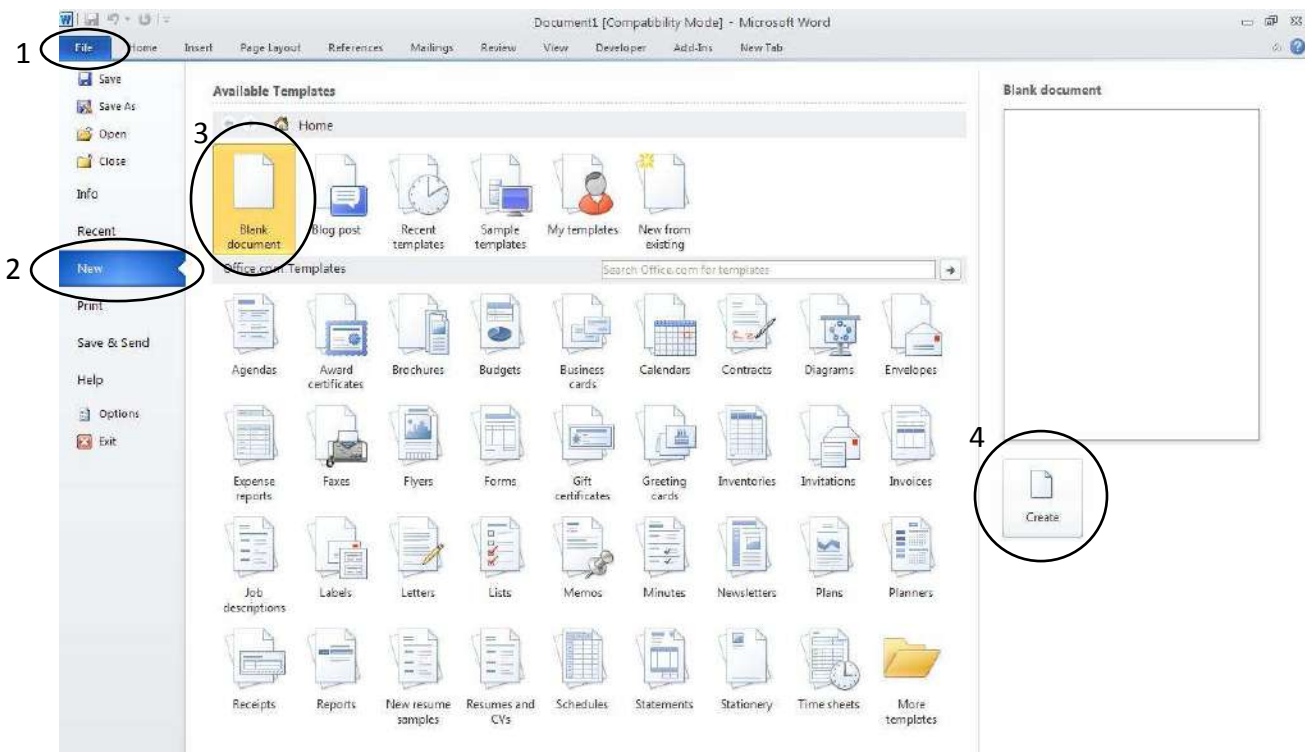


Figure 11 – Creating a New Document

When you begin creating a new Word document, there are certain aspects of the document that you should consider, such as margin settings, fonts and styles, and line spacing. Making these choices before you begin typing could save you time editing your document later on.

Setting Margins

The following instructions explain how to change the margin settings:

1. Click the **Page Layout** tab.
2. Click the **Margins** button.
3. Click one of the margin options, or click Custom Margins and enter the specific margin values that you want.

Setting the Default Font

To change the default font options, follow the instructions below:

1. Click the **Home** tab.
2. Click the **Font Dialog Box Launcher** (this appears as a small arrow to the right of the word *Font* on the ribbon).
3. Select the options that you want to apply to the default font.
4. Click **Set as Default**, and then click **OK**.


Setting Default Paragraph Alignment

Alignment, indentation, and line spacing are all set from the **Paragraph** dialog box.

The default alignment is set to “Left” and should remain as such. The default paragraph indentation is set to “0”. If you would like for each new paragraph to automatically be indented, you can increase the “Left” indentation setting in one of two ways:

1. In the **Indentation** section, click in the **Left** box, and either type a new setting in the box, or, click the “up” arrow in the “spin box”; OR
2. Click the **Special** box and select **First Line**.

Setting Tabs

Tabs are most easily set from the Ruler. If you don’t see the Ruler, click the **View** tab, and then click the check box next to **Ruler**. At the far left of the horizontal ruler is the tab selector  that lets you choose what type of tab stop you want to set. The most commonly used type of tab stop is a Left Tab, indicated by the letter “L” on the tab selector. A Left Tab stop sets the start position of text that will then run to the right as you type. *For an explanation of other types of tab stops, please refer to Microsoft Word Help.*

To set a tab stop, position your mouse pointer over the Ruler and click at the location where you wish to place the tab stop. A tab stop indicator will appear at that location.

The following explains how to set a “tab leader” (a dotted or dashed line leading to the tab stop):

1. Double-click the tab stop indicator on the Ruler. The Tabs dialog box will open.
2. In the **Leader** section, click the radio button for the style of leader that you want (see *Figure 12*).
3. Click **Set**, and then click **OK**.



Figure 12 – Tabs Dialogue Box

Themes

A Theme is a set of formatting options that is applied to an entire document. A Theme includes a set of colors, a set of fonts, and a set of effects. Using Themes shortens formatting time and provides a unified, professional appearance.

The Themes group is located on the Page Layout tab; it allows you to select a Theme from the Theme Gallery, as well as customize the colors, fonts, and effects of a Theme.



Figure 13 – Themes

The default Theme that is applied to every new Word document is the Office Theme. To apply a different Theme to a document:

1. Click the **Page Layout** tab.
2. Click the **Themes** button.
3. Hover the mouse pointer over the selections in the Built In Themes Gallery; the Live Preview feature allows you to see how each Theme will look when applied to your document.
4. Click the Theme that you want to apply.

Entering Text

Since Word automatically wraps text when the cursor hits the right margin, there is no need to press the ENTER key unless you want to start a new paragraph or add space between lines of text.

Word is configured to check your spelling and grammar as you type, and as a result you may notice that certain markings appear on the page as you type. A jagged red line underneath a word indicates a spelling mistake (or a word that is not recognized by the Word dictionary); a jagged green line indicates a grammar mistake. Word will automatically correct misspelled words that are contained in the AutoCorrect list. For instance, if you type “teh”, Word will automatically change this to “the”.

AutoCorrect Options

You can customize the way AutoCorrect works to fit your needs. To change AutoCorrect options:

1. Click the **File** tab.
2. Next, click **Options**.
3. In the Word Options window, click **Proofing**.
4. In the **AutoCorrect options** section, click the **AutoCorrect Options** button.

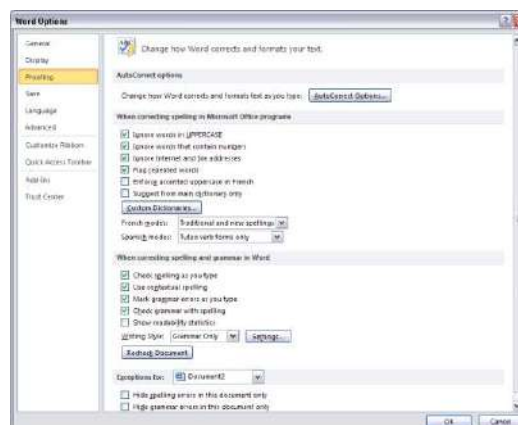


Figure 14 – AutoCorrect Options

- To disable any of the default options, click the check box next to the option to remove the check mark.
- To add your own AutoCorrect entry to the list displayed in the lower half of the window, type the word that you want to correct in the **Replace** box. Type the word with which you wish to replace it in the **With** box. Then, click **Add**.

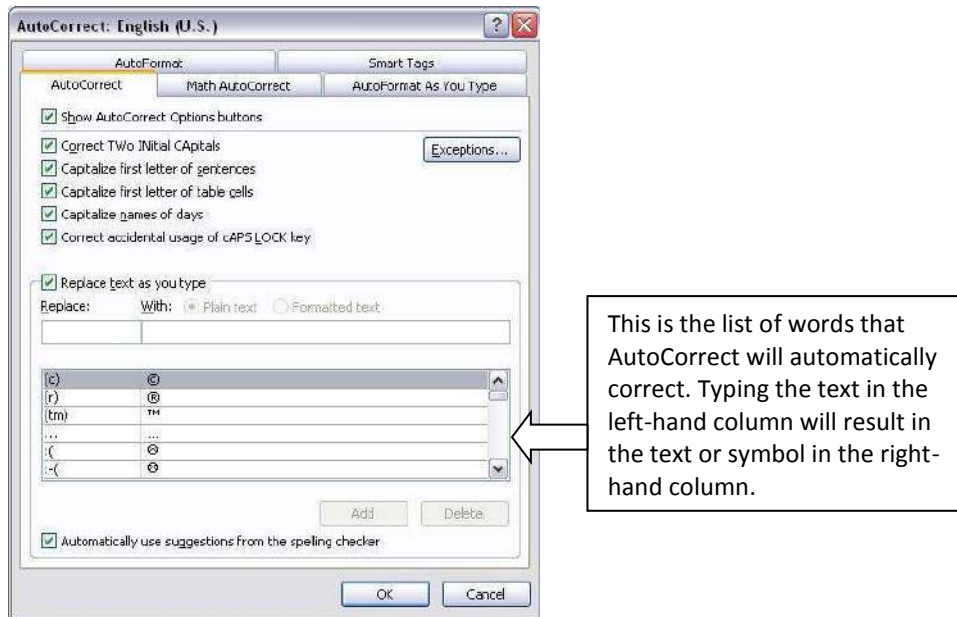


Figure 15 – AutoCorrect Options

Headers and Footers

Headers and footers are areas containing text that will be displayed on every page. The header is located along the top of every page; the footer is located at the bottom of every page. The following explains how to add a header or footer to a document:

- Click the **Insert** tab on the Ribbon.
- In the **Header & Footer** group, click either **Header** or **Footer**.



Figure 16 – Header/Footer

3. From the Gallery, select a header or footer design.



Figure 17 – Header/Footer Gallery

4. The header or footer area will be shown in the document (see *Figure 18*), and the Ribbon will change to display the **Header & Footer Tools** (see *Figure 19*).

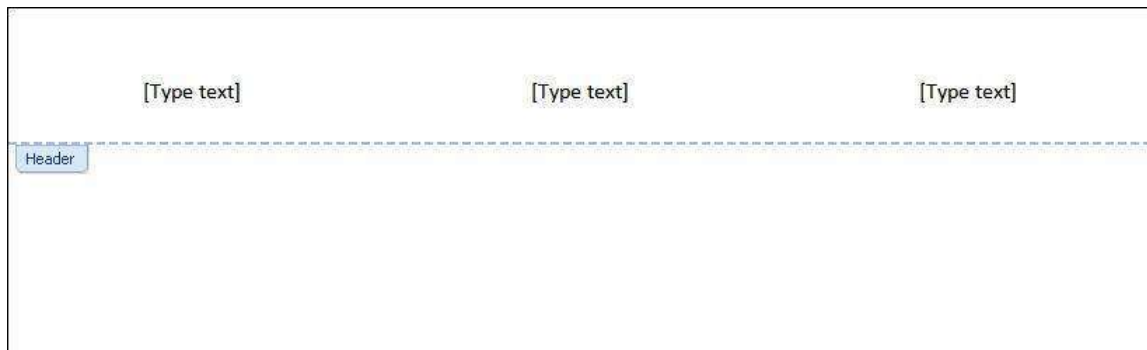


Figure 18 – Header/Footer Area



Figure 19 – Header/Footer Tools

5. Type the text that you want to appear in the indicated areas. If you want to insert page numbers, the date, or graphics into the header or footer, position the cursor in the location in the header or footer, and then click **Page Number** or any of the elements in the **Insert** group to insert that element.
6. When you are finished, click **Close Header and Footer**.

To edit or remove the header or footer, click the **Insert** tab, click the **Header** or **Footer** button, and then click either **Edit** or **Remove**.

Editing a Document

Formatting Text

Character and paragraph formatting commands are found on the Home tab of the Ribbon. To apply any of the formatting options, first select the text and then click the button or check box for the option(s) that you want to apply.

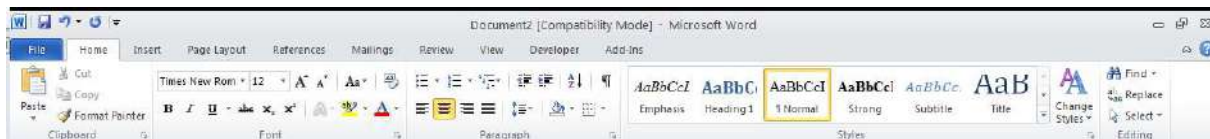


Figure 20 – Home Tab

Character Formatting

Character formatting involves changing the font, size, color, and spacing of characters, as well as applying bold, italics, and various other effects. These commands are found in the **Font** group. Commonly used commands are displayed on the Ribbon; other commands are found on the **Font** dialog box, which is accessed by clicking the **Font Dialog Box Launcher** (the arrow to the right of the word *Font* on the Home tab).

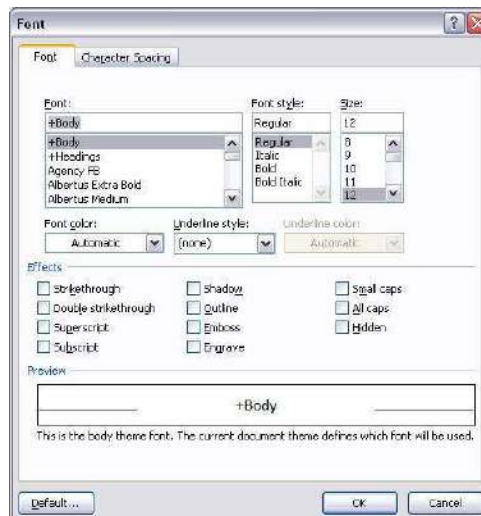


Figure 21 – Font Dialog Box

Paragraph Formatting

Paragraph formatting involves changing the alignment, line spacing, or indentations of paragraphs. The commands are located in the **Paragraph** group on the Ribbon, and on the **Paragraph** dialog box, which is accessed by clicking the **Paragraph Dialog Box Launcher** (the arrow to the right of the word *Paragraph* on the Home tab).

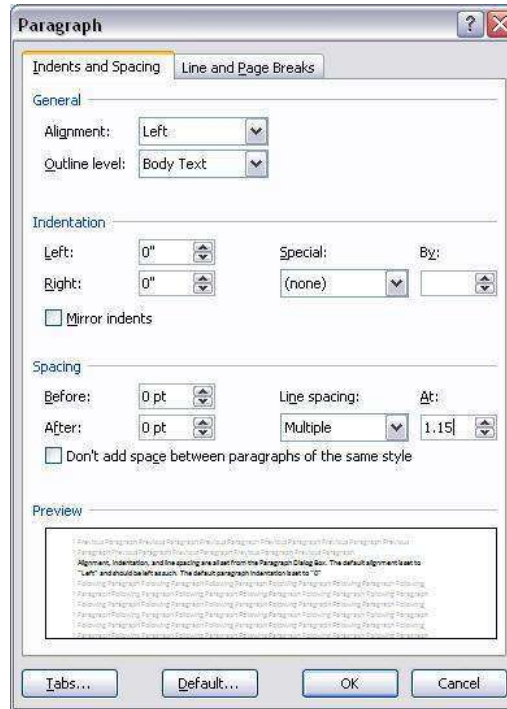



Figure 22 – Paragraph Dialog Box

Styles

A style is a combination of text formatting options which are saved under a single name. Using styles can make formatting text faster and easier than applying individual formatting options. A style can include both character and paragraph formatting.

Styles are found in the **Styles Gallery**, located in the **Styles** group on the Home tab of the Ribbon, and in the **Styles** dialog box, which is accessed by clicking the **Styles Dialog Box Launcher**. Only the most recently-used Styles in the Styles Gallery are displayed on the Ribbon; the entire Styles Gallery can be displayed by clicking the **More** button  at the right of the displayed Styles.

Cut, Copy, and Paste Text

To remove text from one place in the document and put it in another you *cut and paste* the text. You can also *copy and paste* text if you want to leave the text where it is, but also put a copy in another place.

The Cut, Copy, and Paste commands, along with the Format Painter, are located in the Clipboard Group on the Home tab of the Ribbon (see *Figure 23*).



Figure 23 – Clipboard Group

To cut or copy text:

1. Select the text.
2. Click the **Cut** or **Copy** button.

To paste text:

1. Double-click in the document at the location where you want to paste the text.
2. Click the **Paste** button.

Move Text

You can move text from one place to another by selecting the text and then clicking and dragging the text to the new location.

Navigating the Document

Word has two features that you can use to navigate within a document:

- **Find**- Allows you to find one or all instances of a specific word, as well as replace the word with another.
- **Go To**- Moves the insertion point to a specific page, section, comment, footnote, etc.



Figure 24 – Find and Replace Dialog Box

To access both the **Find** and **Go To** features, click **Find** in the **Editing** group on the **Home** tab.



Figure 24 – Clipboard Group

Proofing a Document

Spell Check

As previously mentioned in this document, Word automatically checks for spelling and grammar mistakes as you type. However, it's a good idea to run the Spell Check as a final step in creating your document.

1. Click the **Review** tab on the Ribbon.
2. In the **Proofing** group, click **Spelling & Grammar**.

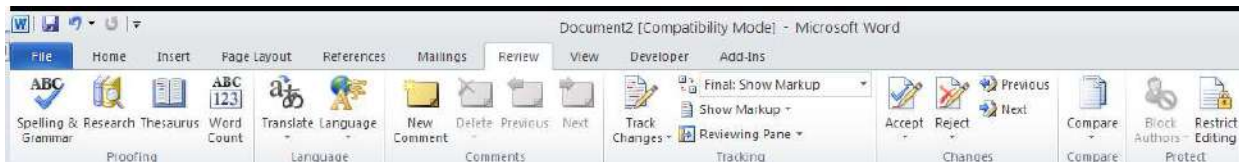


Figure 25 – Review Tab

3. In the **Suggestions** section, select the appropriate spelling (if more than one) and then click **Change** or **Change All** to change every occurrence of the misspelled word. You may also leave the spelling as it is by clicking **Ignore Once** or **Ignore All**, or you may add the word to the Word Dictionary so that it will not be identified as a mistake thereafter.



Figure 26 – Spelling and Grammar Dialog Box

4. To correct a grammar mistake, select the proper wording in the **Suggestions** section (if any are shown) and then click **Change**, or, correct the mistake manually.

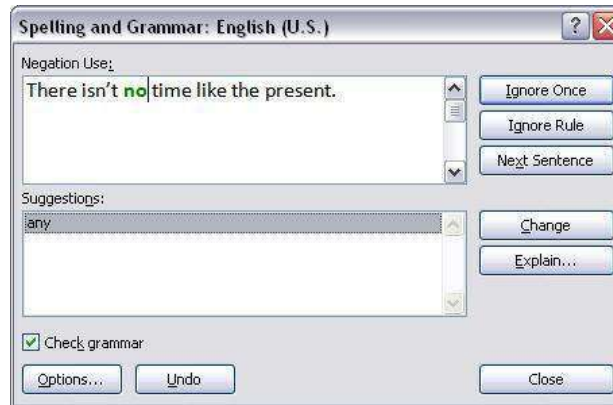


Figure 27 – Spelling and Grammar Dialog Box

5. Click **Close** when you have finished correcting mistakes.

Thesaurus

The Word Thesaurus helps you find synonyms for words.

1. Click the **Review** tab on the Ribbon.
2. In the **Proofing** group, click **Thesaurus**. The **Research** task pane opens at the right of the screen, with Thesaurus selected in the Reference Books drop-down list.
3. Press the ALT key while you click on the word you want to look up. Results appear in the Research task pane.
4. To use one of the words in the list of results or to search for more words, do one of the following:
 - a. To use one of the words, point to it, click the down arrow, and then click Insert or Copy.
 - b. To look up additional related words, click a word in the list of results.

*Alternatively, you can right-click a word, hover your mouse pointer over **Synonyms** on the shortcut menu, and click the word that you want to use.*

Saving a Document

To save a document in the Word 2010 format:

1. Click the **File** tab.
2. Click **Save**.
3. Enter the necessary information in the **Save As** dialog box.

To save a document in a different format:

1. Click the **File** tab.
2. Click **Save As**.
3. Hover the mouse pointer over **Save As**.
4. Select the format that you want.

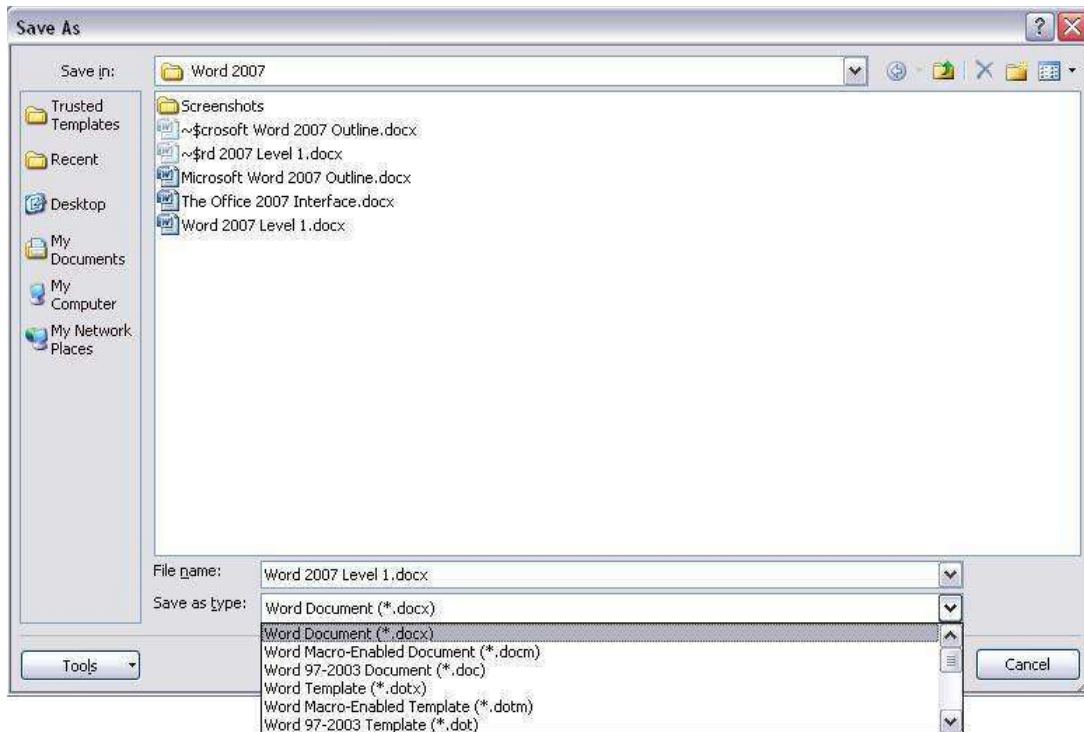



Figure 28 – Save As Dialog Box

5. Enter the necessary information in the **Save As** dialog box, including the file **type**, if your preference is not already selected.

Printing a Document

1. Click the **File** tab.
2. Click **Print**.
3. Select the Printer that you want to use to print your document.
4. Enter the number of copies that you want to print.
5. Press the **Print** button.

Using Help

To open Microsoft Word Help, either click the Help button  at the far right side of the Ribbon, or, press the F1 key on the keyboard.

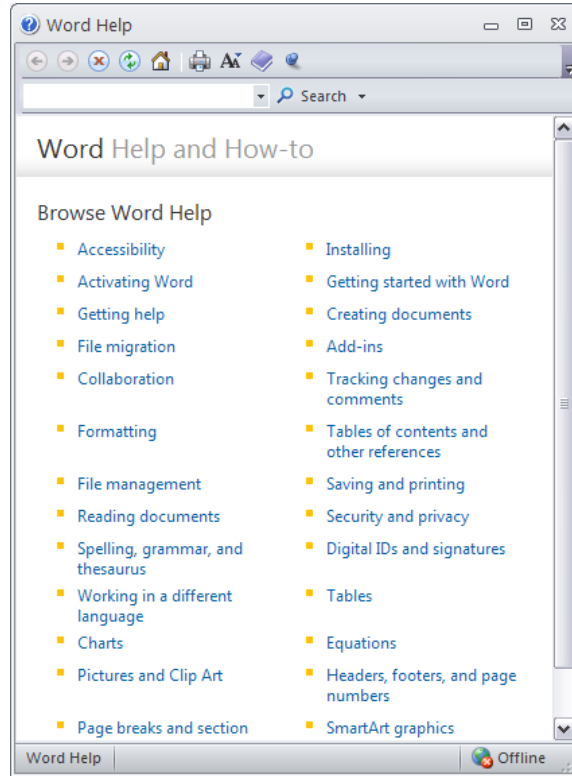


Figure 29 – Word Help Dialog Box

You can specify where you want to search for Help by clicking the **Search list**.

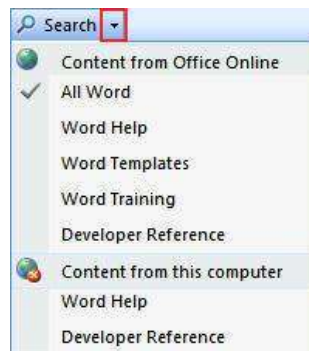


Figure 30 – Word Help Dialog Box

Type keywords in the search criteria area, and then click **Search**.



Figure 31 – Word Help Dialog Box

Compatibility Mode

If you open a document created in a previous version of *Word*, *Word 2010* will begin operating in *Compatibility Mode*.

Compatibility Mode means that some of the newer features of *Word 2010* will not be available to you because the document was created with an earlier version of *Word*. If you save the document as a *Word 2010* document, you will exit *Compatibility Mode* and all of the new features of *Word 2010* will be available to you.

The following explains how to save a document so that you can exit *Compatibility Mode*:

1. Click the **File** tab.
2. Click **Save As**.
3. Enter your File Name.
4. Click **Save**.

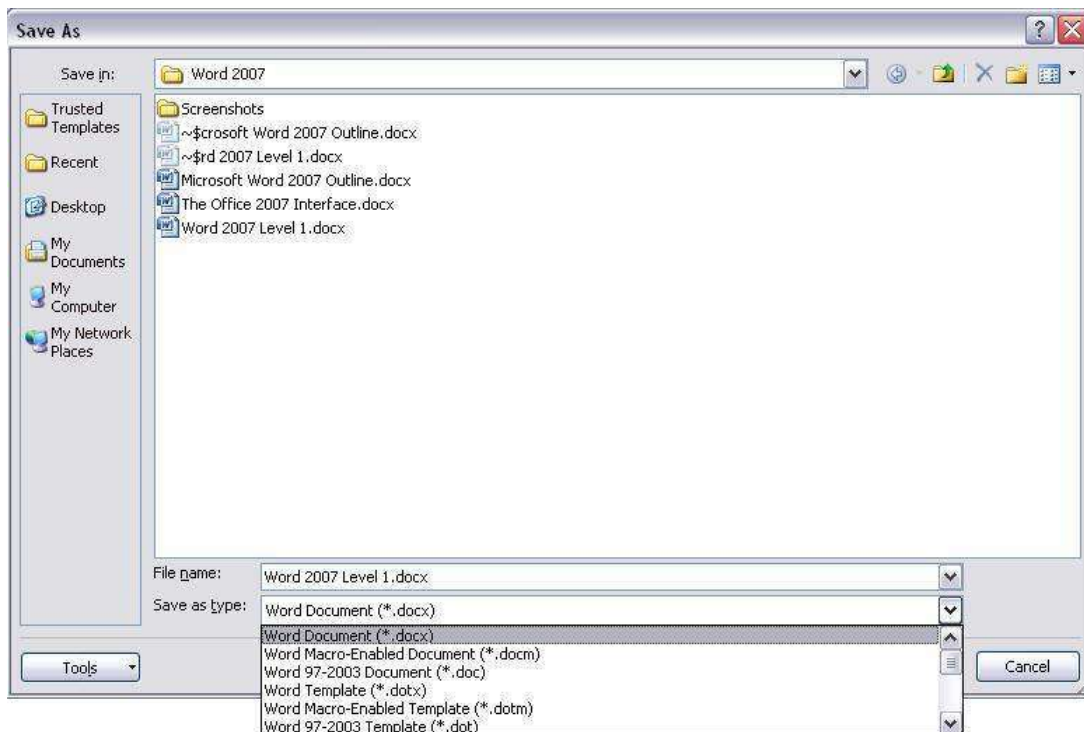


Figure 32 – Save As Dialog Box