



Microsoft® Word 2010 Training

Microsoft Word 102

Instructor:

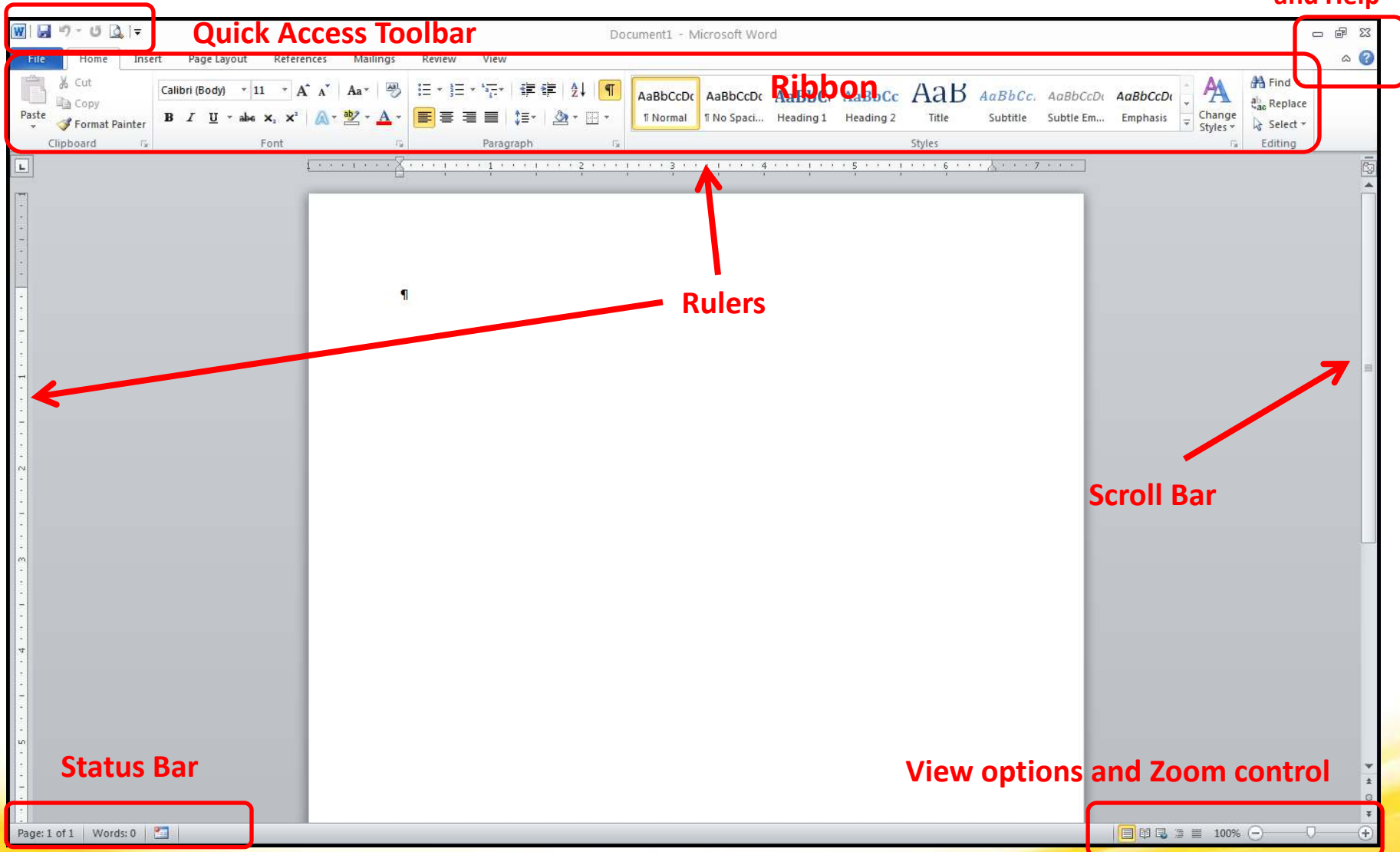
Debbie Minnerly

Course goals

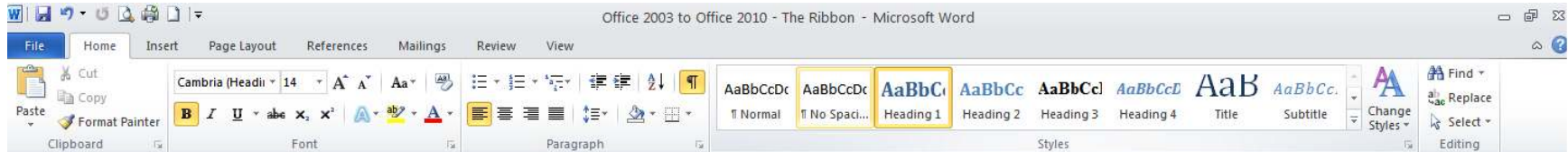
- ❖ Learn how to work with paragraphs.
- ❖ Set tabs and work with tables.
- ❖ Learn about styles
- ❖ Use the spelling and grammar tools.

Office Environment in Word

Window controls and Help



Word 2010 Ribbon



 File

 Home

 Insert

 Page Layout

 References

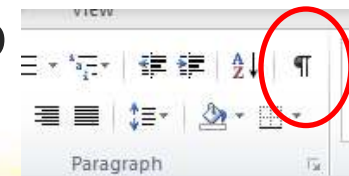
 Mailings

 Review

 View

Word 101 Review

1. Use Backstage view to open, close, create new documents.
2. Press Enter only to start a new paragraph. Word automatically wraps text to the next line as needed.
3. Be sure to Save as you go
4. Ctrl+Home moves to the beginning of the document, Ctrl+End moves to the end of the document
5. Type most of your text, then apply formatting
6. To view the non-printing items in the document, click the Show/Hide button on the Home tab



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