

Microsoft Word 2010 Tutorial

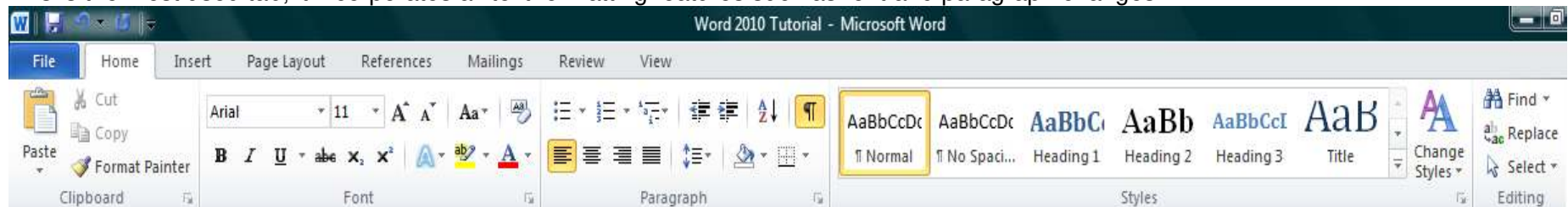
Microsoft Word 2010 is a word-processing program, designed to help you create professional-quality documents. With the finest document-formatting tools, Word helps you organize and write your documents more efficiently. Word also includes powerful editing and revising tools so that you can collaborate with others easily.

The Ribbon

Understanding the Ribbon is a great way to help understand the changes between Microsoft 2003 to Microsoft 2010. The ribbon holds all of the information in previous versions of Microsoft Office in a more visual stream line manner through a series of tabs that include an immense variety of program features.

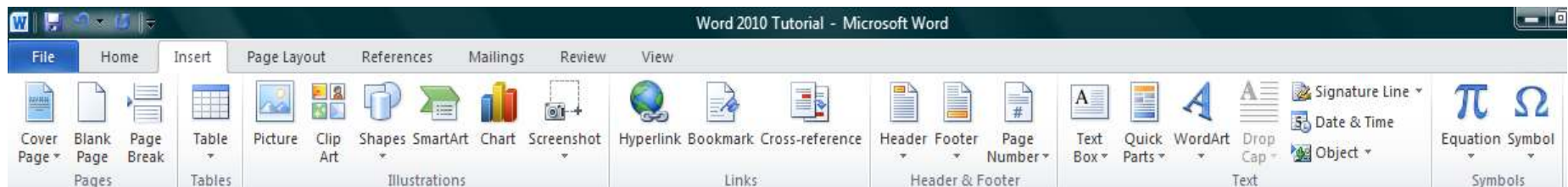
Home Tab

This is the most used tab; it incorporates all text formatting features such as font and paragraph changes.



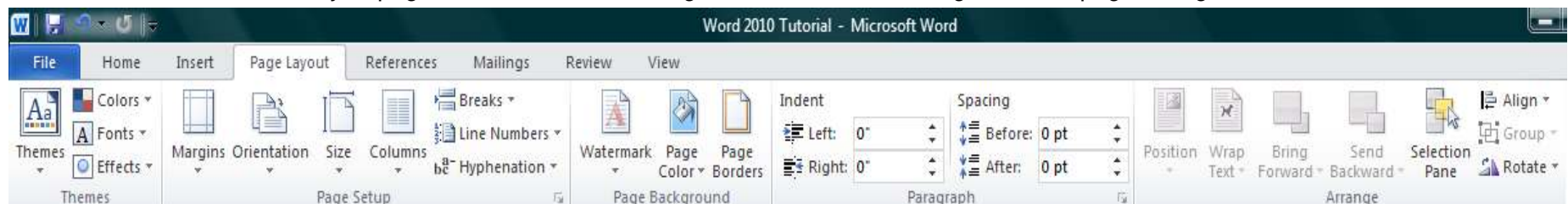
Insert Tab

This tab allows you to insert a variety of items into a document from pictures, clip art, tables and headers and footers.



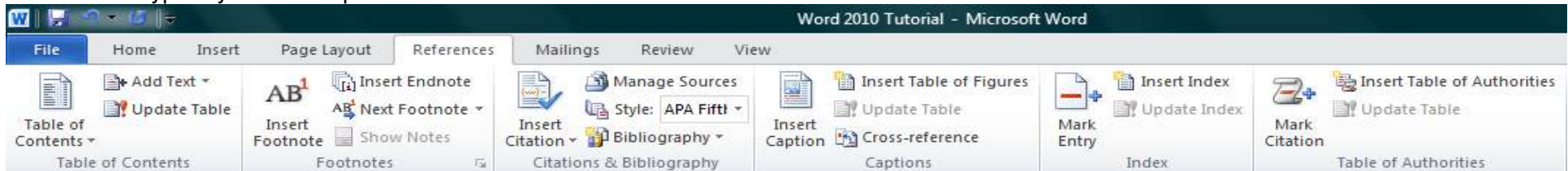
Page Layout Tab

This tab has commands to adjust page elements such as margins, orientation, inserting columns, page backgrounds and themes.



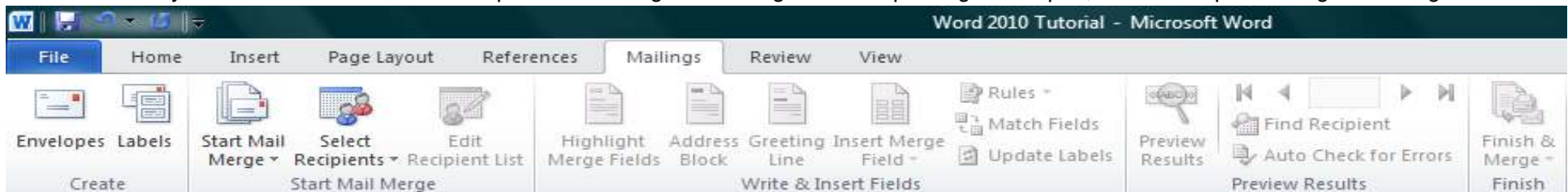
Reference Tab

This tab has commands to use when creating a Table of Contents and citation page for a paper. It provides you with many simple solutions to create these typically difficult to produce documents.



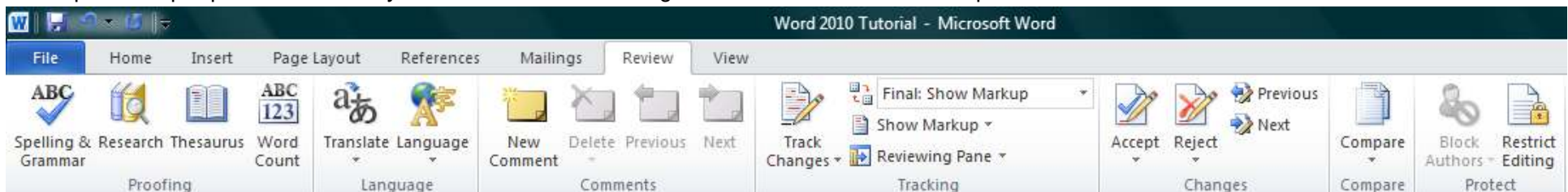
Mailing Tab

This tab allows you to create documents to help when sending out mailings such as printing envelopes, labels and processing mail merges.



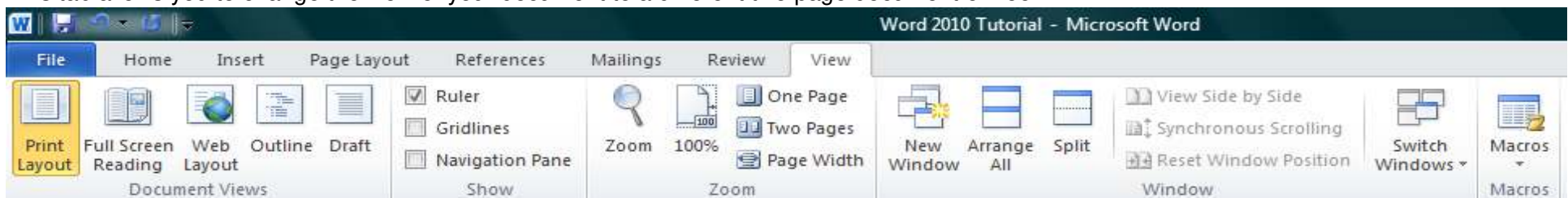
Review Tab

This tab allows you to make any changes to your document due to spelling and grammar issues. It also holds the track changes feature which provides people with the ability to make notes and changes to a document of another person.



View Tab

This tab allows you to change the view of your document to a different two page document or zoom.



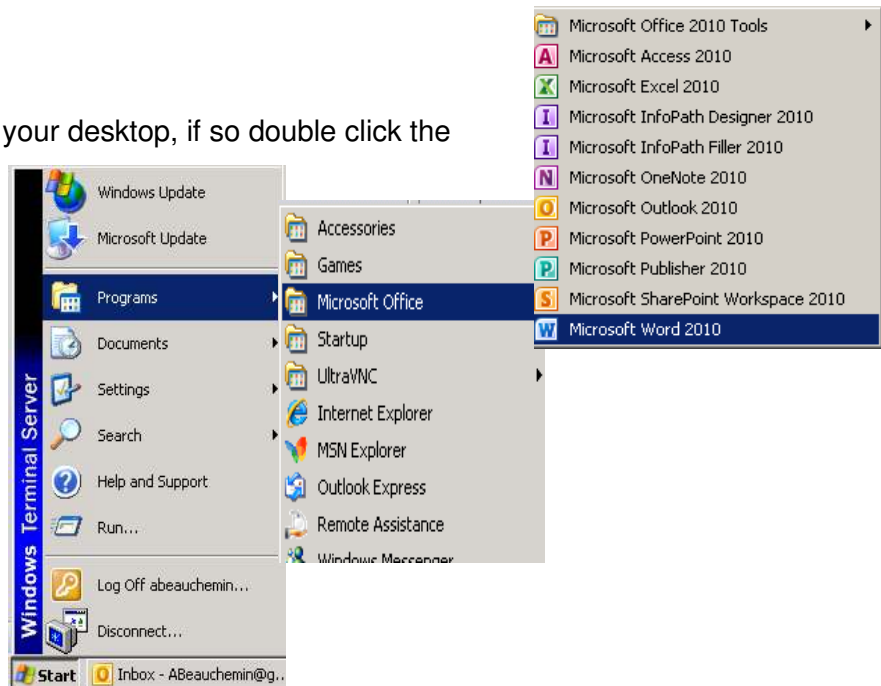
Getting Started

Now that you have an understanding of where things are located, let's look at the steps needed to create a document.

Opening Outlook

You may have a shortcut to Word on your desktop, if so double click the icon and Word will open. If not follow the steps below:

1. Click on the Start button
2. Highlight Programs
3. Highlight Microsoft Office
4. Click on Microsoft Word 2010



Create a New Document

1. Click the **File** tab and then click **New**.
2. Under **Available Templates**, click **Blank Document**.
3. Click **Create**.

Using Templates

Word 2010 allows you to apply built-in templates from a wide selection of popular Word templates, including resumes, agendas, business cards, and faxes.

To find and apply a template in Word, do the following:

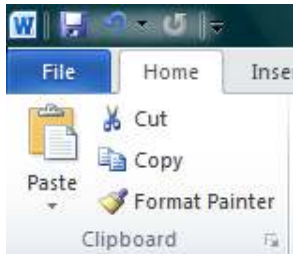
1. On the **File** tab, click **New**.
2. Under **Available Templates**, do one of the following:
 - To use one of the built-in templates, click **Sample Templates**, click the template that you want, and then click **Create**.
 - To reuse a template that you've recently used, click **Recent Templates**, click the template that you want, and then click **Create**.
 - To find a template on Office.com, under **Office.com Templates**, click the template category that you want, click the template that you want, and click **Download** to download the template from Office.com to your computer.
3. Once you have selected your template you can modify it in any way to create the document you want.

NOTE: You can also search for templates on Office.com from within Word. In the **Search Office.com for templates** box, type one or more search terms, and then click the arrow button to search.

Opening a document

1. Click the **File** tab, and then click **Open**.
2. In the left pane of the **Open** dialog box, click the drive or folder that contains the document.
3. In the right pane of the **Open** dialog box, open the folder that contains the document that you want.
4. Click the document and then click **Open**.

Cut, Copy and Paste



If you would like to remove text from your document you can copy or cut the text from the document. Simply highlight the text and go to the **Home** tab in the **Clipboard** group and click **Cut** or **Copy**. You can also right click on your mouse and select **Cut** or **Copy**.

Pasting Text

If you **Copy** text, you typically need to **Paste** it somewhere. The **Paste** feature in 2010 is much more detailed than in previous versions of Word. When you paste content, the **Paste Options** button provides different options, depending on the source of the content.



Keep Source Formatting: This option preserves the look of the original text.



Keep Text Only: This option removes all the original formatting from the text.



Link & Keep Source Formatting: This option preserves the look of the original text, and it maintains a link to the source file and updates the pasted text with any changes that are made to the source file.



Link & Use Destination Styles: This option formats the text to match the style that's applied where the text is pasted. It also maintains a link to the source file and updates the pasted text with any changes that are made to the source file.



Merge Formatting: This option changes the formatting so that it matches the text that surrounds it.



Picture: This option inserts the text as an image.



Use Destination Styles: This option formats the text to match the style that's applied where the text is pasted.




Use Destination Theme: This option formats the text to match the theme that's applied to the document where the text is pasted.

To Paste, click on the area you want your information to be inserted and either go to the **Home** tab in the **Clipboard** group and click **Paste** or right click on your mouse and select **Paste**.

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.

- You can add or remove command by clicking on the  arrow to the right of the **Quick Access Toolbar**.
- If you make an error in your document click on the **Undo** command and it will remove the last thing you did.



arrow

Show/Hide Formatting Marks

The Show/Hide command allows you to see every time you hit the space bar, hit enter or tab. This feature can be quite useful when creating documents to understand where everything is placed within your document and see if any errors have been made.



On the **Home** tab, in the **Paragraph** group, click **Show/Hide**.

Formatting Text

Formatting a document can range from modifying text size to adding graphics. It is easy to add creative touches to any document with the options Microsoft Word has to offer.

Modifying Fonts

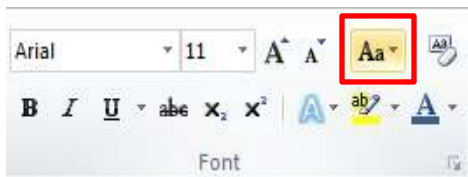
The **Font** Group allows you to change your text font style, size, color and many other elements.

1. Highlight the text you would like to modify.
2. Click on the drop down arrow of font style and font size and select the changes you would like to make.
3. While text is highlighted you can also click on the color, bold, italics or underline commands to modify the text even more.



Change Text Case

You can change the case of selected text in a document by clicking a single button called **Change Case** on the ribbon.



1. Highlight the text for which you want to change the case.
2. On the **Home** tab, in the **Font** group, click **Change Case**.
3. Choose an option from the dropdown list, which includes **Sentence case, lowercase, UPPERCASE, Capitalize Each Word**, and **tOGGLE cASE**.

Adding text effects

1. Select the text that you want to add an effect to.
2. On the **Home** tab, in the **Font** group, click **Text Effect**.
3. Click the effect that you want.
 - For more choices, point to **Outline, Shadow, Reflection**, or **Glow**, and then click the effect that you want to add.



Remove text effects

1. Select the text that you want to remove an effect from.
2. On the **Home** tab, in the **Font** group, click **Clear Formatting**.



Format Painter

The **Format Painter** feature allows you to quickly copy a format that you have applied to text already in your document.

1. Select the text or graphic that has the formatting that you want to copy.
2. On the **Home** tab, in the **Clipboard** group, single click **Format Painter**. The pointer will change to a paintbrush icon.
3. Bring your cursor to the text or graphic that you want to format and click on the text.
4. To stop formatting, press ESC or click on the **Format Painter** command again.

NOTE: Double-click the Format Painter button if you want to change the format of multiple selections in your document.



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