



University Information  
Technology Services

# Microsoft Word 2010

*Level 1*

University Information Technology Services

Outreach, Training, Learning Technologies &  
Video Production

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## 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:

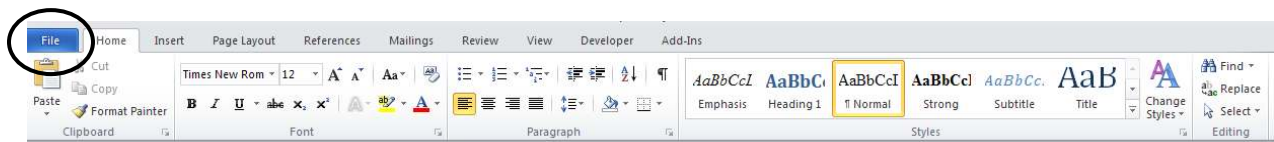
- Identify the components of the Office 2010 interface
- Set document margins
- Set paragraph alignment, indentation, and spacing
- Set tabs
- Add headers and footers to a document
- Apply a *Theme* to a document
- Format text
- Check the document for spelling and grammar

## 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.

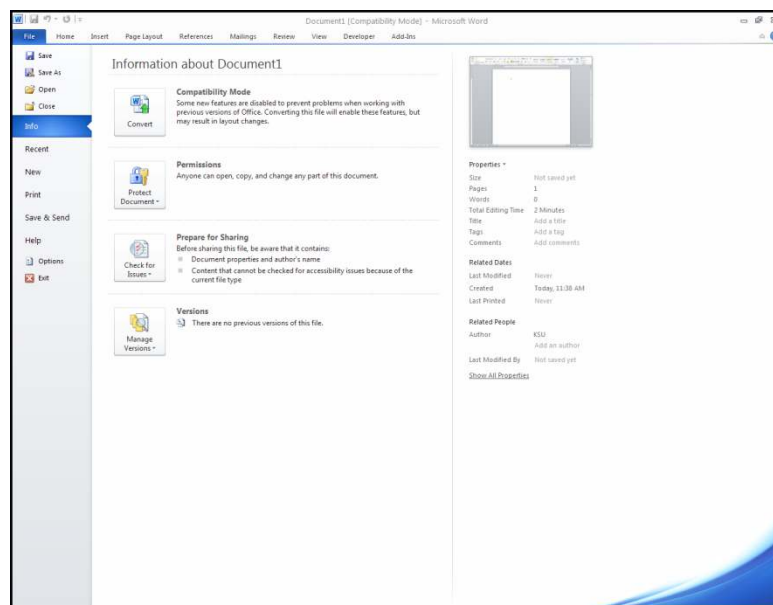


*Figure 1 – The File Tab (Word 2010)*



*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*

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