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الجامعة المستنصرية

كلية الطب

فرع علم وظائف الاعضاء

وحدة الحاسبات



Microsoft®  
**Office 2010**  
**Word**

**(Practical lecture)**

**For the first academic stage**

**2023-2024**

**Lecturer**

**Lamia Hasan**

## Introduction

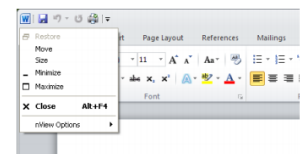
Microsoft Word 2010 is a word-processing program. The primary **objective** of **Microsoft Word** is to enable you to create and edit documents, such as letters, papers, faxes and more and it allows typing whatever you want and save it to view or edit later. These saved files can also be sent to another person, who can view it with her own **word** processing software.

You also used MS Word to view and edit formatted text within a document. A formatted text document is defined as a document that contains text which may be in bold, italics, underlined, a different color, or a different font. All word processing programs can do all of this, but Microsoft Word allows you to do a lot more. For that reason, Microsoft Word is the most used word processing program in existence today.

## Working in the User Interface program Microsoft Word 2010

On the **Start menu**- click **All Programs**- click **Microsoft Office**, and then click **Microsoft Word 2010**.

The Word program window opens in Print Layout view, displaying a blank document. On the ribbon, the Home tab is active. Buttons related to working with document content are organized on this tab in five groups: **Clipboard**, **Font**, **Paragraph**, **Styles**, and **Editing**. Point to each button on the Home tab. Word displays information about the button in a ScreenTip.



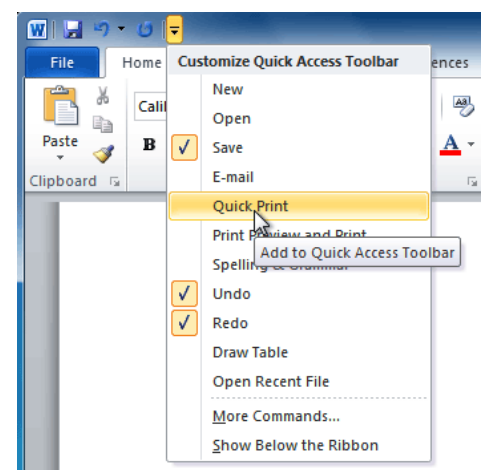
## The W Button

At the left end of the title bar is the Word icon, which you click to display commands to **move**, **size**, and **close** the program window. This button was removed in Office 2007 and makes its return in 2010. This button is convenient in that you can Minimize, Maximize or Close Word without having to traverse your mouse across the entire screen to the right corner to perform these same actions. With our monitors getting larger, this is a nice feature.

## The Quick Access Toolbar

It is located in the top left of the document above the File and **Home** tab. By default, **Save**, **Undo**, and **Redo** appear on the **Quick Access toolbar**. You can add or remove command by clicking on the arrow to the right of the Quick Access Toolbar. You use Save to save your file, Undo to rollback an action you have taken, and Redo to reapply an action you have rolled back.

The Quick Access Toolbar appears to the right of the Word icon at the left end of the title bar. You can change the location of the Quick Access Toolbar and customize it to include any command that you use frequently.



### To Add Commands to the Quick Access Toolbar:

- 1- Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.
- 2- Select the command you wish to add from the drop-down menu. It will appear in the Quick Access toolbar.

### Maximum, Minimum and close buttons

At the right end of the title bar are three buttons that control the window. You can temporarily hide the program window by clicking the Minimize button, adjust the size of the window by clicking the Restore Down/Maximize button, and close the active document or exit Word by clicking the Close button.

You use the Minimize button  to remove a window from view. While a window is minimized, its title appears on the taskbar. You click the Maximize button  to cause a window to fill the screen. After you maximize a window, clicking the Restore button  returns the window to its former smaller size. You click the Close button  to exit the window and close the program.

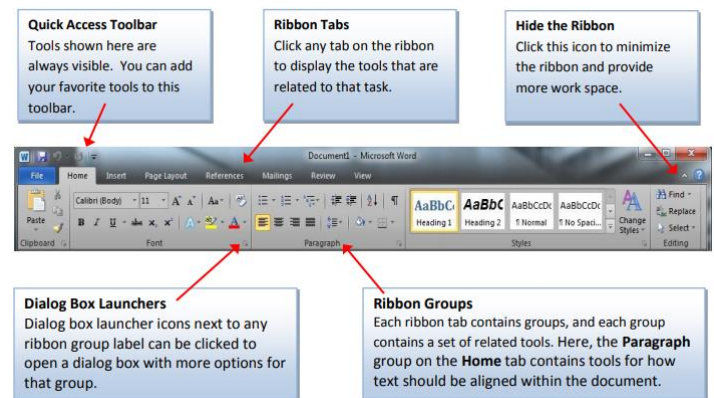
### Ribbon

Below the title bar is the **ribbon**. All the commands for working with your Word document content are available from this central location so that you can work efficiently with the program. Ribbon contains commands organized in three components:

- **Tabs:** These appear across the top of the Ribbon and contain groups of related commands. Home, Insert, Page Layout are examples of ribbon tabs.
- **Groups:** They organize related commands; each group name appears below the group on the Ribbon. For example, group of commands related to fonts or group of commands related to alignment, etc.
- **Commands:** Commands appear within each group as mentioned above.

To the right of the ribbon below the Minimize/Maximize/Close buttons is the Minimize the Ribbon button. Clicking this button hides the commands but leaves the tab names visible. You can then click any tab name to temporarily display its commands. Clicking anywhere other than the ribbon hides the commands again. When the full ribbon is hidden, you can click the right click on any tab then choose Expand the Ribbon button to redisplay it.

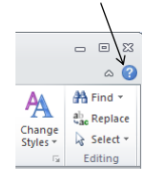
**Keyboard Shortcut Press Ctrl+F1 to minimize or expand the ribbon.**



## The Help Button

Clicking the Word Help button at the right end of the ribbon displays the Word Help window in which you can use standard techniques to find information.

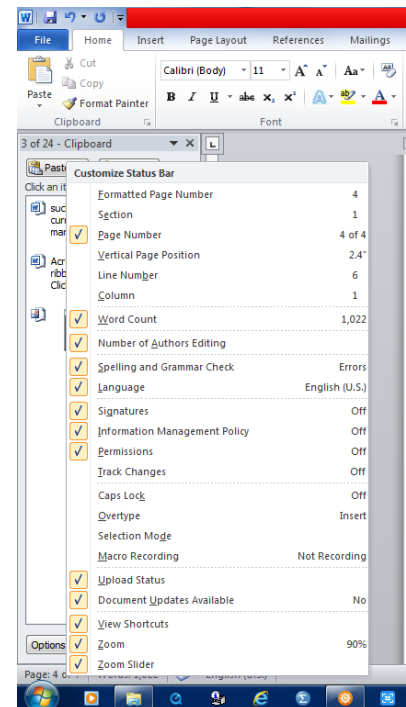
The Help Button



**Keyboard Shortcut Press F1 to display the Word Help window.**

## Status bar

Across the bottom of the program window, the status bar displays information about the current document such as what page you are currently viewing, how many words are in your document and total pages in the document and provide access to certain program functions. You can control the contents of the status bar by **right-clicking it to display the Customize Status Bar menu**, on which you can click any item to display or hide it.

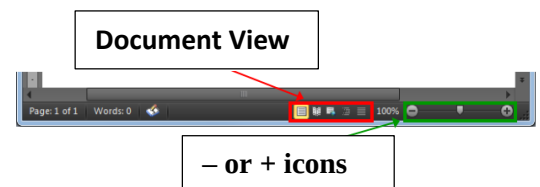


## Viewing & Zooming



At the right end of the status bar are the View Shortcuts toolbar, the Zoom Level button, and the Zoom Slider. These tools provide you with convenient methods for adjusting the display of document content. you can change the magnification by clicking the Zoom Level button or adjusting the Zoom slider.

**The default view in Microsoft Word 2010 is Print Layout**, displaying the document as it would be printed. The document view can be changed by selecting the **View tab** on the **ribbon** and selecting one of the other Layout options from the Document Views logical group. You can also change the Document View by clicking the view icons along the bottom of Microsoft Word. You can change the document view by clicking buttons on the View Shortcuts toolbar.



- **Print Layout** looks like. This view can be used to see what your document will look like when printed. Print Layout is also the default view of Microsoft Word displaying the document as it would be printed.

- **Full Screen Reading.** You can use this one to see the document in reading mode in Microsoft Word. When using this view, the Ribbon is hidden to maximize your reading area. Here's what it looks like on my computer for the current document.
- **Web Layout** in Microsoft Word Document Views. This layout is handy especially when you want to see the document in a web browser format like the Internet Explorer.
- **Outline view** is probably one of the most useful styles especially if you are working on a long document in Microsoft Word. When you switch to this layout, all you see is the document divided into different heading levels. You can choose the level of detail that you would like to see by controlling the Show Level option.
- **Draft view.** This is the most common format as you will use this one when working on a document. When using this layout style you will see the document in a regular editing format. The header and footers are not available when working with the Draft view in Microsoft Word



## The Horizontal & Vertical Ruler

### Document Ruler

You can use the horizontal and vertical rulers in Word to align text, graphics, tables, and other elements in your document. To view the horizontal ruler across the top of your Word document and the vertical ruler along the left edge of your document, you must be in Print Layout view. To show or hide the horizontal and vertical rulers, **click View Ruler at the top of the vertical scrollbar**. In Word's default 8.5 by 11-inch page setup, the horizontal ruler starts at 1 (indicating a one-inch margin), then resets at zero where the margin ends, then counts up to 7.5 for the remaining horizontal space. Ditto for the vertical ruler: starts at one for a one-inch margin, restarts at zero at the white space, and only goes up to ten.



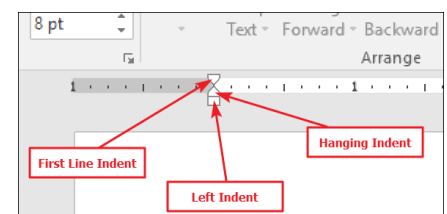
**Note:** Word's rulers show whatever measurement you have set in **File > Options > Advanced > Show Measurements in Units of**. You can change measurements to centimeters, millimeters, points, or picas. Be aware, though, that this setting controls the units of measurement used throughout Word—not just the ruler. You can also quickly adjust margins right from the ruler. Hold your mouse over the line separating the white and gray area. You'll see the pointer turn to a double arrow and will likely see a tooltip letting you know you're point at the margin. Now, just click and drag that line left or right to adjust that margin.

### Icon Hide or View the Ruler:

1. Click the View Ruler icon over the scrollbar to hide the ruler.
2. To show the ruler, click the View Ruler icon again.

### Change Indents

Those little triangle- and box-shaped markers on the ruler are quite handy. They control the indenting of individual paragraphs. Just position your cursor in the paragraph you want to adjust and slide them around. If you want to change multiple paragraphs, select the paragraphs you want to change. And if you want to change



indents throughout the whole document, just hit Ctrl + A (to select everything), and then adjust the sliders. Here's how each indent works.

Dragging the Left Indent marker changes the indentation for all lines of a paragraph. As you slide it, the other two indent markers move as well. Here, I'm moving the Left Indent half an inch in from the left margin.

Dragging the First Line Indent marker changes indentation for only the first line of a paragraph.

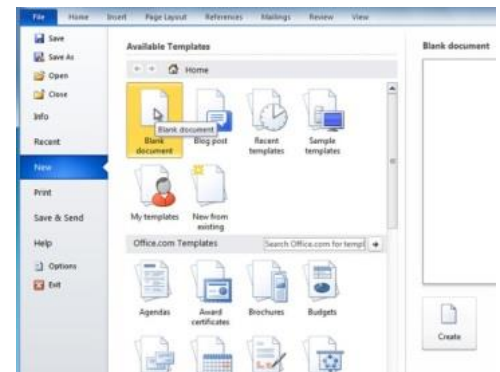
Dragging the Hanging Indent marker changes the indentation of all lines except the first line. On the right end of the ruler, you'll find only one marker: The Right Indent marker. Drag it to constrain the paragraph on the right side.

## File Ribbon Tab

The Microsoft Office Button that was introduced in Microsoft Office 2007 and was found in the upper-left corner of Microsoft Word 2007 has been replaced with the File tab on the ribbon in Microsoft Office 2010. Clicking on File will open a full screen menu that allows Word documents to be created, saved, deleted, moved, and printed.

## File > New

**Creating a New Document** to begin a new document, click on File and then click New. The New Document window will appear, giving you various options to create a new document. You can start from a **blank document** by selecting Blank Document (this is selected by default) and then clicking **Create**. You can also create a new document from a pre-existing template in one of the categories under the Office.com Templates section.



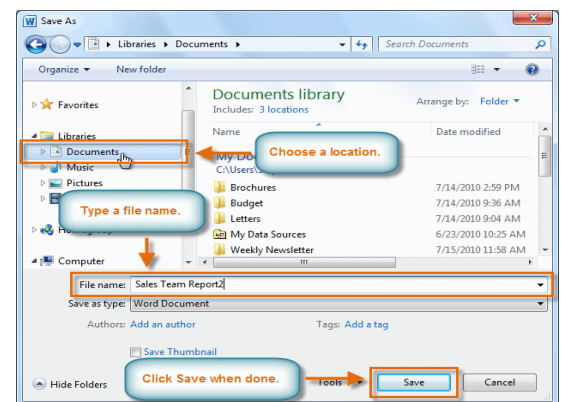
**Keyboard Shortcut Press Ctrl +N**

## Saving a Document (File > Save As) & (File > Save)

To save a document, click the **File tab** and then click **Save**. If this is a new document that you are saving for the first time, the **Save As** dialog box will open up. Select the location where you would like the file to be saved, enter a File name and then click the Save button. The default file format is the Word Document (\*.DOCX) file format. This file format ensures that all documents formatting is saved and will be available the next time the file is open. Note that .DOCX files are unable to be opened within Word 2003 and earlier.

If the document needs to be shared with a computer with Word 2003 or earlier, change the 'Save as type' to **Word 97-2003 Document (\*.doc)**. If you have previously saved the document, clicking Save in quick access toolbar will save changes to the existing file. If you prefer to have your changes saved to a different file, click the File and then click Save As.

In addition to saving as a .doc and .DOCX, Word 2010 has the ability to save directly to a **PDF file**. To save a Word document as a PDF, click the **File tab**, and then click **Save & Send**. Click on **Create PDF/XPS**





**Document** and then click **Create PDF/XPS**. Select the location where you would like the file to be saved, enter a File name, ensure 'Save as type' is set to PDF (\*.pdf) and then click the **Publish** button. Note: You should also save the document as a Word file as you won't be able to edit the PDF document that you create from within Microsoft Word.

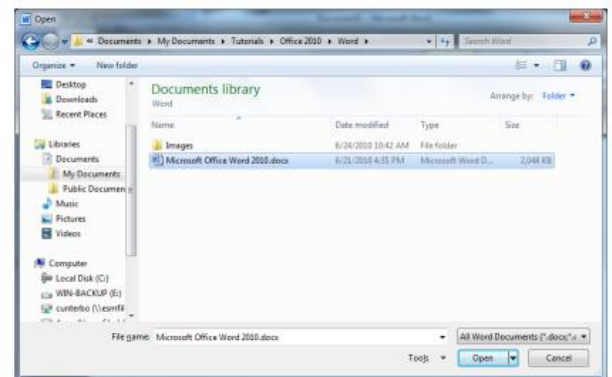
**Keyboard Shortcut Press Ctrl +S**

**Note //** It is possible to specify a default location for storing Word files by following the following path  
**File → Option → Save → Default file location**

### File > Open

To open an existing document, click the **File** tab and then click **Open**. The Open window will appear. Select the **location** where you saved the file, then click the **file name** from the list and click the **Open** button. You can also **double click on the file** from the list to open the document.

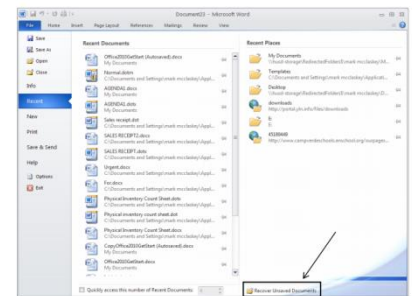
**Keyboard Shortcut Press Ctrl + O**



### File Tab with Recent Option

The Recent option on the File tab allows you to quickly go to your other documents and open them. Word 2010 lists up to 25 recent documents, but you can change that value to list up to 50 documents. If this option is changed to zero, then the Recent Documents feature is disabled.

If you accidentally deleted a document or closed Word by mistake, you can recover your documents by clicking on the Recover Unsaved Documents button at the bottom of the page.



### Recent Documents Settings

1. Click **File** and select **Options**.
2. Click the **Advanced** tab and scroll down to the "Display" section.
3. Enter a number from zero to 50 in the "Show This Number of Recent Documents" field.
4. Click **OK**.

## The File Tab with Print Option

The Print option will be one of the most common choices on the File tab. Here you can choose Orientation for Portrait or Landscape jobs, Double sided printing, Paper Size, etc. When choosing Print with previous Word versions, the Print dialog box would open and you need to click on Properties to find these needs. With this default Print window, all these choices are listed plus others.

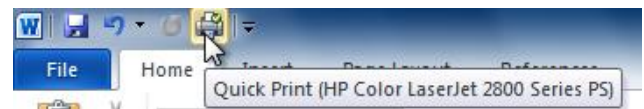
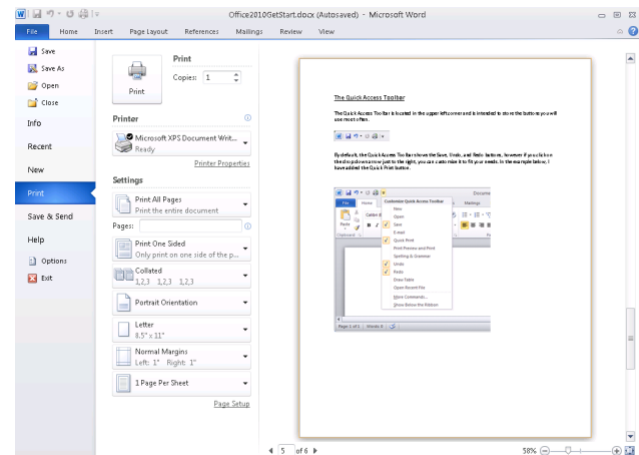
## Keyboard Shortcut Press Ctrl +p

### To View the Print Pane:

1. Click the **File** tab to go to backstage view.
2. Select **Print**. The Print pane appears, with the print settings on the left and the **Preview** on the right.

Click the buttons in the interactive below to learn about the Print pane.

3. If you only want to print certain pages, you can type a range of pages. Otherwise, select Print All Pages.
4. Select the number of copies.
5. Check the Collate box if you are printing multiple copies of a multi-page document.
6. Select a printer name from the drop-down list.
7. Click the Print button.



## Quick Print

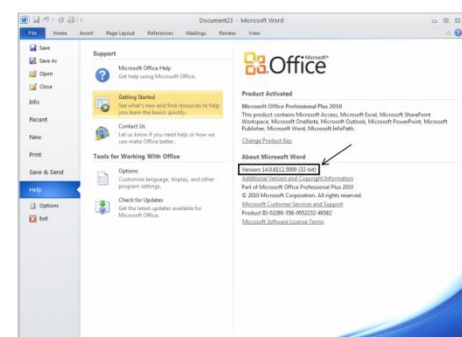
There may be times when you want to print something with a single click, using **Quick Print**. This feature prints the document using the default settings and the default printer. In Word 2010, you'll need to add it to the **Quick Access Toolbar** in order to use it. **Quick Print** always prints the whole document, so if you only want to print part of your document you'll have to use the Print pane.

### To Access the Quick Print Button:

1. Click the **drop-down arrow** on the right side of the **Quick Access Toolbar**.
2. Select **Quick Print** if it is not already checked.
3. To print, just click the Quick Print command.

## File Tab Help Option

You may also find Help with Word 2010 under the File tab clicking the Getting Started button offers nice videos on basics for all the Office suite programs from Microsoft.com. The Microsoft Office Help button offers the same useful help information as the question mark symbol in the upper right corner. You can also see which version of Word is loaded on this view.





## Closed Document

If you don't want this document, you can close it without leavening the program by using close command.

- 1- Select **File**
- 2- Click **Close**

## Exit Microsoft word

If you want to leave the program use Exit command.

- 1- Select **File**
- 2- Click **Exit**

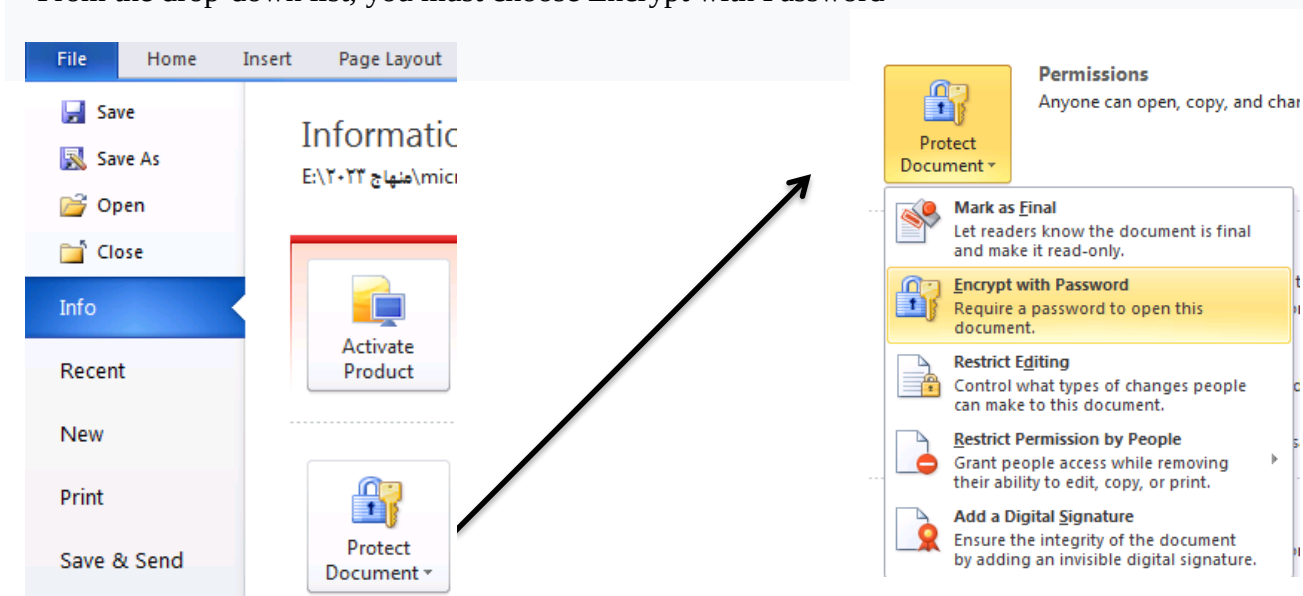
## Protect the document with a password

Passwords are sensitive and can be a maximum of 15 characters long.

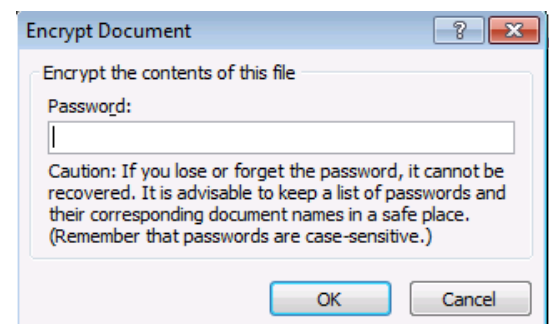
If you lose or forget your password, Word won't be able to recover it for you. So, be sure to keep a copy of your password in a safe place or create a strong password that you can remember.

## Document protection

After opening the file to be protected in the Word program. Go to **File > Info > Protect Documents**. From the drop-down list, you must choose Encrypt with Password



Enter the password you want and press OK, so it will be prompted every time someone tries to open the document.

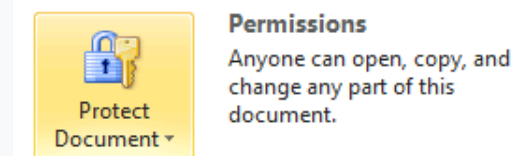
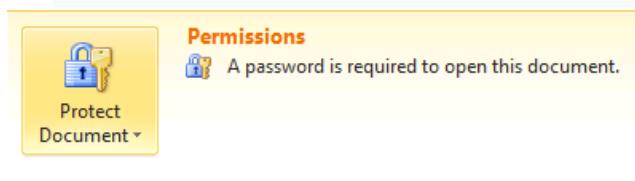
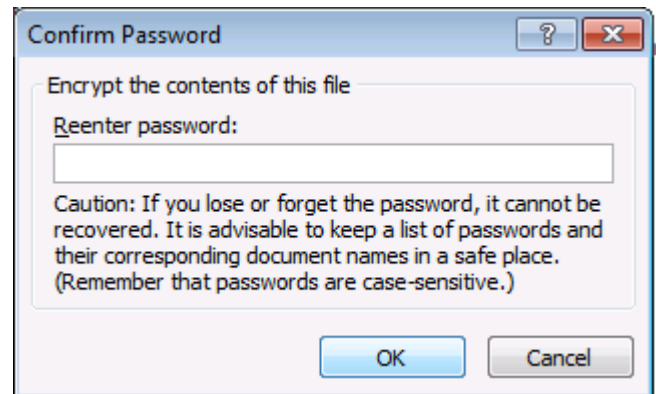


## Confirm password

Click OK, enter the password again, and then OK.  
In the Protect Document section, a message will appear indicating that a password is required to open the document when the file is opened again by anyone.  
Note: It is possible to cancel the password for a file by following the following method

**File → Info → protect document**

After that, we erase the password and then we store the file. We notice the color change from yellow to the natural color, so as not to instruct document protect

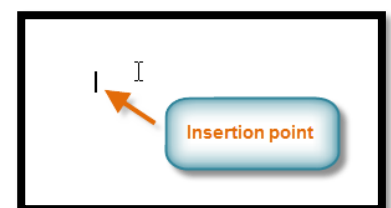


## Working with Text

If you're new to Microsoft Word, you'll need to learn the basics of working with text so that you can type, reorganize, and edit text. You'll need to know how to insert, delete, and move text, as well as how to find and replace specific words or phrases.

### To Insert Text:

1. Move your mouse to the location you wish text to appear in the document.
2. Click the mouse. The insertion point appears.
3. Type the text you wish to appear.



### To Delete Text:

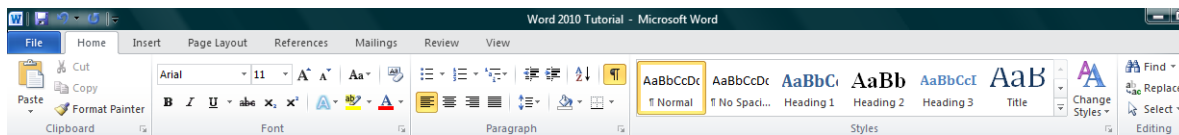
1. Place the insertion point next to the text you wish to delete.
2. Press the **Backspace** key on your keyboard to delete text to the **left** of the insertion point.
3. Press the **Delete** key on your keyboard to delete text to the **right** of the insertion point.

### To Select Text:

1. Place the insertion point next to the text you wish to select.
2. Click the mouse, and while holding it down, drag your mouse over the text to select it.
3. Release the mouse button. You have selected the text. A highlighted box will appear over the selected text.

## Home Ribbon tab

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



## Copy, Cut and Paste Text:

1. Select the text you wish to copy.
2. Click the **Copy** or **Cut** command on the **Home** tab in the **Clipboard** group the texts moving to clipboard pen save in it and you can use text any time. You can also use **right-click** your document and select **Copy** or **Cut**.
3. Place your insertion point where you wish the text to appear.
4. Click on the area you want your information to be inserted and either goes to the **Home** tab in the **Clipboard** group and click Paste or right click on your mouse and select 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.

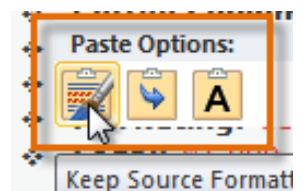
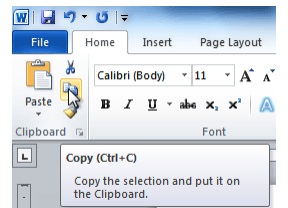
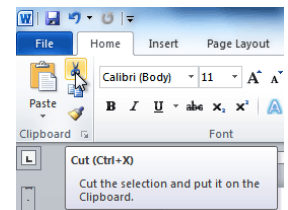
**Note:** throw using right click all text copied or Cut deleting only the last copy or

**Cut stays**

Keyboard shortcut press **Ctrl + C** for copy

Keyboard shortcut press **Ctrl + X** for cut

Keyboard shortcut press **Ctrl + V** for paste



## 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.



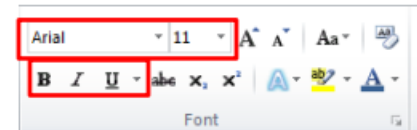
## **Formatting Text**

To create and design effective documents, you need to know how to format text. In addition to making your document more appealing, formatted text can draw the reader's attention to specific parts of the document and help communicate your message.

You will learn to format the **font size, style, and color; highlight the text;** and use the **Bold, Italic, Underline, and Change Case commands.**

### **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.

With the **bold button**, it will make selected text bold. The **keyboard command for this is press the Ctrl + B button.**

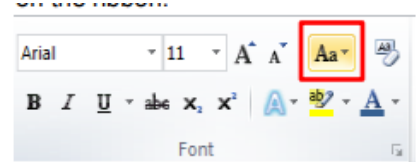
The **I button** is italicizing. Be careful with this one, with some fonts the italicize button makes it hard to read. The **keyboard command for italicize** is press the **Ctrl + I button.**

The **underline button** can be used in 2 ways. If you just click the button or press **Ctrl + U** you will get a simple one-line underline. Now click on the drop down arrow next to U. This will give you several options to choose from to get a fancier line.

You can also use the **Grow Font** and **Shrink Font** commands to change the size.

### **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.

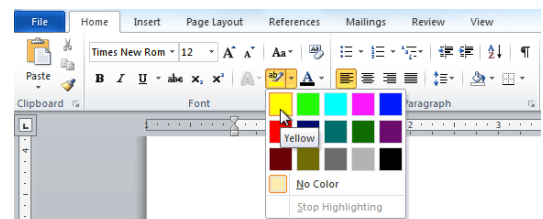


1. Highlight the text for which you want to change the case.
2. On the Home tab, in the Font group, click Change Case.
3. Choose an option from the dropdown list, which includes Sentence case, lowercase, UPPERCASE, Capitalize Each Word, and tOGGLE cASE.

### **Highlighting Text**

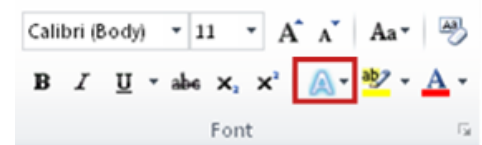
Select the text that you want to highlight and choose the down arrow on the **Text Highlight Color icon**. Click a color and the text will be highlighted that color.

To remove highlighting, click **No Color** on the highlighter and drag across the highlighted text.



### Adding text effects

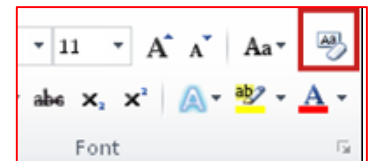
1. Select the text that you want to add an effect to.
2. On the Home tab, in the Font group, click Text Effect.
3. Click the effect that you want.



For more choices, point to **Outline, Shadow, Reflection, or Glow**, and then click the effect that you want to add.

### Remove text effects

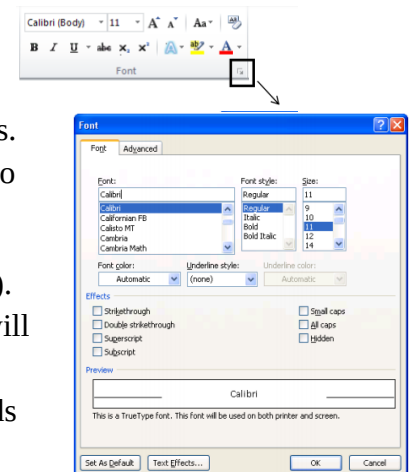
1. Select the text that you want to remove an effect from.
2. On the **Home tab**, in the **Font group**, click **Clear Formatting**.



### The two X buttons are subscript and superscript

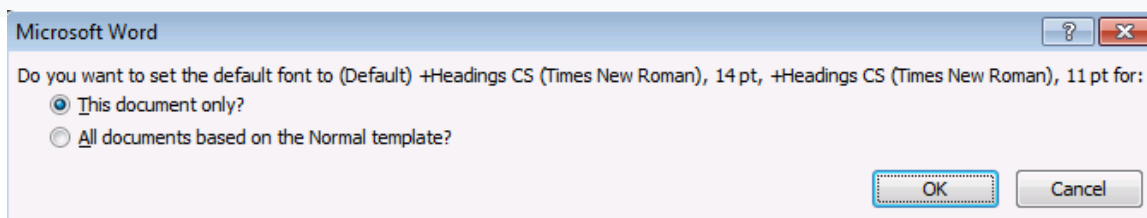
These are used for fractions I use these frequently when making recipe cards. The subscript and superscript will sometimes automatically change numbers into fractions while you are typing.

The Ribbon is divided into Groups (Clipboard, Font, Paragraph and Styles, etc.). Each Group has a triangular icon in the lower right hand corner. Clicking this will bring up an additional menu window. Clicking the triangle in the Font group brings up the classic Font options window. You will find that most of your needs can be found right on the Ribbon Group itself.



### Change default formats

- To change the font size or the default font type in the Word window when running, follow the following steps
- 1- From the Home window, click on the arrow to the right of the Font group
  - 2- We choose a specific font size and font type. It is also possible to make other changes to the format that you want to make basic
  - 3- We click on Set as default
  - 4- A new window appears containing two options, the first is to change only for this file, and the second option is for all files
  - 5- Select the desired option and press Ok

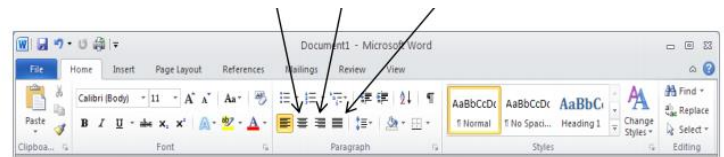


## Paragraph and Text Formatting

Text alignment is available on the Paragraph group. The default is

**Align Text Left** which is highlighted. The other options are **Center**, **Align Text Right** and **Justify** which is a clean look with text aligned on both margins.

Center Right Justify

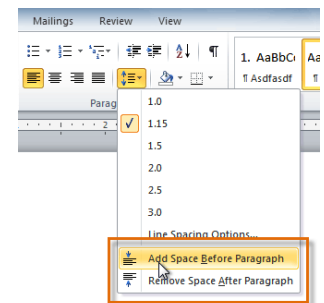


## Adjusting Line Spacing

Line spacing can either be measured in **lines** or **points**. The default spacing is 1.15-line spacing and 10 points after each paragraph. The easiest way to change the line spacing for an entire document is to highlight the paragraphs or entire document that you want to change the line spacing on.

1. On the **Home tab**, in the **Paragraph group**, click **Line and paragraph Spacing**.
2. Do one of the following:

- Click the number of line spaces that you want. Click 2.0 to double-space the selected paragraph. Click 1.15 to single-space with the spacing
- Click Remove Space after Paragraph to remove any additional lines added after each paragraph as a default
- Click Add Space before paragraph to add lines.



## Bullets and Numbering

You can quickly add bullets or numbers to existing lines of text, or Word can automatically create lists as you type. By default, if you start a paragraph with an asterisk or a number 1., Word recognizes that you are trying to start a bulleted or numbered list.

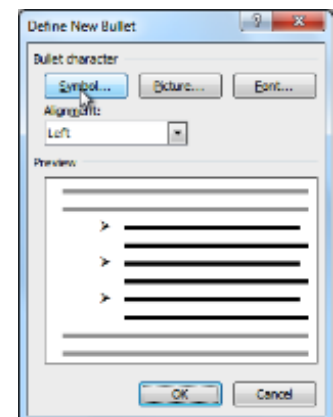
### Insert Bulleted or Numbered List

1. Click on the area where you would like your list to appear or highlight the text you would like to be in a list.
2. Go to the Home tab, in the Paragraph group, click Bullets or Numbering.
3. A bullet(s) or number(s) will be inserted.



### Select Bullets or Numbering Style

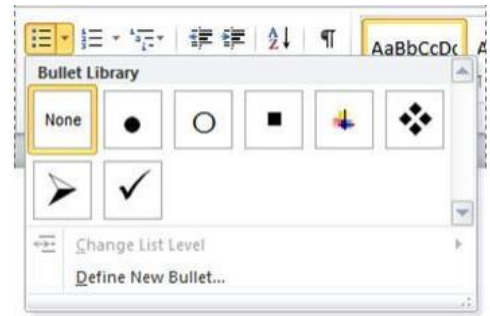
1. Select the items that you want to add bullets or numbering to.
2. On the **Home tab**, in the **Paragraph group**, click the arrow next to the Bullets or Numbering command.
3. Select the bullet or number format you would like to be inserted.





### Use a Symbol as a Bullet:

1. Select an existing list.
2. Click the **Bullets** drop-down arrow.
3. Select **Define New Bullet** from the drop-down menu. The Define New Bullet dialog box appears.
4. Click the **Symbol** button. The Symbol dialog box appears.
5. Click the Font drop-down box and select a font. The Wingdings and Symbol fonts are good choices as they have a large number of useful symbols.
6. Select the desired symbol.
7. Click **OK**. The symbol will now appear in the Preview section of the Define New Bullet dialog box.
8. To apply the symbol to the list in the document.  
You can use a **picture** as a bullet. Click the **Picture** button in the Define New Bullet dialog box, and then locate the image file on your computer.

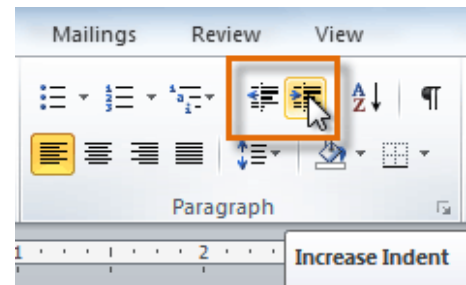


### Use Indent Commands:

If you want to indent all of the lines in a paragraph, you can use the Indent commands on the Home tab.

1. Select the text you wish to indent.
2. Make sure you are on the **Home** tab.
3. Click the **Increase Indent** command to increase the indent by increments of 1/4 inch.
4. Click the **Decrease Indent** command to **decrease** the indent by increments of 1/2 inch.

If you would prefer to type in your indent amounts, you can use the **Indent fields** on the **Page Layout** tab



### Text direction

The command used to set the direction of text to the right or left is found in Paragraph group:

- 1- Left-to-Right Text Direction.
- 2- Right-to-Left Text Direction.

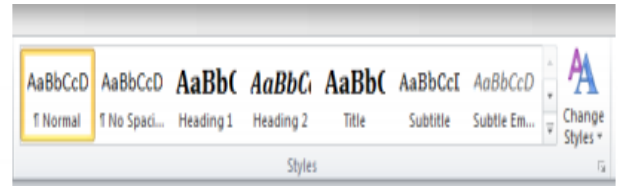
For additional formatting options, click the **Show Paragraph Dialog Box**

Word has the following default paragraph settings:

- ⌘ Line spacing set to 1.15 lines (each time you press enter, you move down 1.15 lines to start a new paragraph).
- ⌘ Spacing before is set to 0
- ⌘ Spacing after is set to 10 pt (72 pt = 1 inch) The Preview area shows a sample of how the paragraph will appear in the document as you make changes.

## Styles

A style is a grouping of one or more formats that is given a name. Styles can contain character or paragraph formatting or any combination of **font style**, **color**, and **size** that can be applied to selected text. There are several styles available in the Styles area on the Home tab in the Ribbon. You can use any of these, customize them, and create your own styles based on them.



To apply a style: Select the text or paragraph, go to the Styles section on the Home tab and select a style to apply.

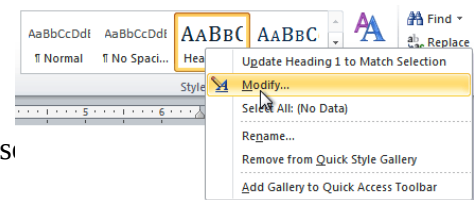
## Apply a Style Set:

Style Sets include a combination of **title**, **heading**, and **paragraph styles**. Style sets allow you to format all the elements of your document at once, rather than formatting your title and headings separately.

1. Click the **Change Styles** command on the **Ribbon**. A drop-down menu will appear.
2. From the drop-down menu, select **Style Set**.
3. Select the **Style Set** you desire and the change will be reflected in the entire document.

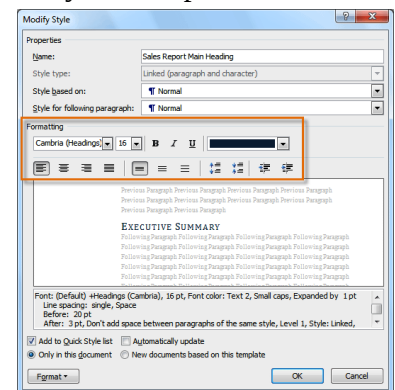
## Modify a Style:

1. Locate the **style** you wish to change in the **Styles group**.
2. Right-click the **style**. A drop-down menu will appear.
3. Click **Modify** and the **Modify Style** dialog box appears.
4. Make the desired changes to the formatting. If you want, you can also...
5. Click OK to apply the modifications to the style.



## Create a New Style:

1. Click the arrow in the bottom-right corner of the **Styles group**. This opens the Styles task pane.
2. Select the **New Style** button at the **bottom**. A dialog box will appear.
3. Enter a name for the style, and set the text formatting the way you want.
4. Click OK, and the new style will appear in the task pane.



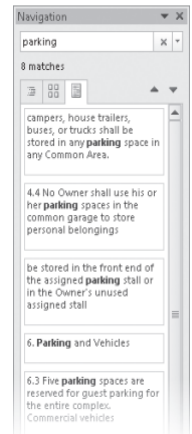
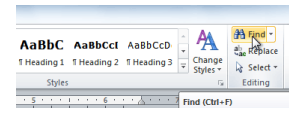
## Editing group

Editing Last but not least is the Word 2010 editing section of the home. These features are great for large documents. If you need to look for a specific word or section of your document, click on the find button. This feature has changed since the 2007 version of Word.

Advanced find and Replace are both options in the Editing section.

## Find Text

1. From the **Home** tab, click the **Find** command. The **Navigation** pane will appear on the left side of the screen.
2. Type the text you wish to find in the field at the top of the **Navigation** pane.
3. If the text is found in the document, it will be highlighted in yellow, and a preview will appear in the Navigation pane.
4. If the text appears more than once, you can click the arrows on the Navigation pane to step through the results. You can also click the result previews on the Navigation pane to jump to the location of a result in your document.



**When you close the Navigation pane, the highlighting will disappear.**

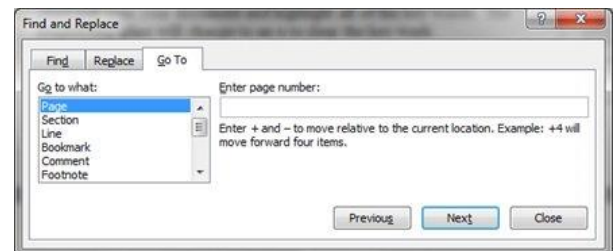
**Keyboard Shortcut Press Ctrl + F**

## Replace Text

1. From the **Home** tab, click the **Replace** command. The Find and Replace dialog box will appear.
2. Type the text you wish to find in the **Find what** field.
3. Type the text you wish to replace it with in the **Replace with** field.
4. Click **Find Next** and then **Replace** to replace text. You can also click **Replace All** to replace all instances within the document.

## Go To

Click the **Go to** option, this will open the Find and Replace window to the **Go to** tab. In this tab you can select what you are looking for from the Go to what option box and the text box to the right will change with the selection you made. When you have your information entered click Next. This will scan your document and highlight the text in order using the next and previous buttons. Click Close when you are finished with your search.



The options in the find section of the drop down menu in the find navigation pane will go through your document and find only the selected item. For example, if you select graphics it will scan your document and find each graphic in your document.

The last option in the Editing section is **Select**. **Select All** will highlight your entire document.

**Select Objects** will select all objects, including tables, graphics, charts, etc.

To use the **Select Text with Similar Formatting** highlight a section of text. For example, if you would like to change the style of all of your headings and you have them all bold. By highlighting the bold text and selecting **Select text with Similar Formatting** Word 2010 will scan your document and select all text that is bold.

## Insert Tab

This tab can be used to insert various types of objects, including pages, tables, illustrations, links, headers & footers, text, and symbols.

## Cover Page

You can create a cover page for your Word document without having to fuss with removing headers and footers from that one page

- 1- Click the **Insert** tab and, in the **Pages** group, click the **Cover Page** button. A fat, fun menu full of various cover-page layouts appears.
- 2- Select a cover-page layout that titillates you. That cover page is immediately inserted as the first page in your document. Then Word displays it onscreen for further editing.
- 3- Click the bracketed text on the cover page and type the required replacement text.

**For example**, click [Type the Document Title]. Then type your document's real title. The text you type replaces the bracketed text.

- 4- Repeat Step 3 until the cover page looks the way you like it.
- 5- To remove a cover page, you've inserted, choose the **Remove Current Cover Page** command from the Cover Page menu.
- 6- To replace a cover page, you've removed, choose a new one from the Cover Page.



## Blank Page

Here we discuss how to insert blank pages and how to delete a blank page from your Microsoft Word document. A blank page is a page which does not have any text or any other content over it.

**Following are the simple steps to insert blank page in a word document.**

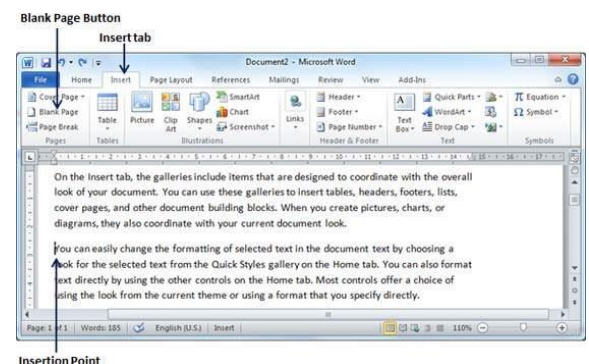
**Step 1** – Bring your insertion point immediately before the text where you want to insert a blank page.

**Step 2** – Click the **Insert** tab, and click the **Blank Page** button available in the **Pages** group. Word inserts a new blank page and moves all the text after the page break onto a new page.

**The following steps will help you delete blank page from a Word document.**

**Step 1** – Click the **Home** tab, and click the **Show/Hide ¶** paragraph marks button available in the Paragraph group. This will display all the page breaks.

**Step 2** – Bring your cursor immediately before the **Page Break** mark available on the blank page and press the **Delete Key**. This will delete the blank page and again you can click the **Show/Hide ¶** paragraph marks button to hide all the paragraph marks.



## Page Break

Now we discuss how to insert page breaks. Microsoft Word automatically starts a new page when the current page fills with text but you can insert a page break to force Word to start text on a new page. You can insert a page break using either the mouse or the keyboard.

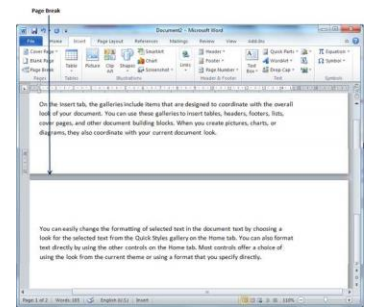
**The following steps will help you insert page breaks in a Word document.**

**Step 1** – Bring your insertion point immediately before the text that has to appear

**Step 2** – Click the **Insert tab**, and click the **Page Break** button available in the Pages group. Start the next at the current position Word inserts a page break and moves all text after the page break onto a new page.

### Following for Deleting a Page Break

Just put the insertion point on the previous page of the page break that needs to be deleted. Press the **Delete** key multiple times until both the pages get merged.



## Tables group

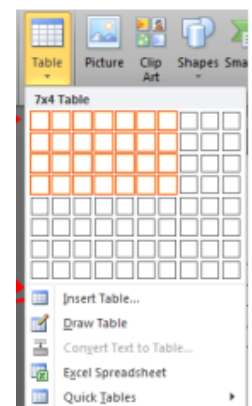
A table is a grid of cells arranged in rows and columns. Tables can be customized and are useful for various tasks such as presenting text information and numerical data. Here you will learn how to convert text to a table, apply table styles, format tables, and create blank tables.

## Table

To create a table, click the Table icon from the Tables group and then select the number of cells you want. For example, table that is 7 cells wide by 4 cells high. If you need a table that is larger than 10 cells wide by 8 cells high, **click Insert Table**.

### Insert Table

- Select the **Insert** tab.
- Select **Insert table**
- Choose number of rows and columns.
- Table tools become visible with two commands **Design** and **Layout**.



### Draw Table

**The next selection is Draw Table.** Click on the **Draw table option** and you will be given a pencil cursor click and drag the cursor across the page and you can draw each individual cell and place it where you want. Cells can all be different lengths and widths. When you are finished drawing your table cells either click inside the cell to type your text or click the draw table option again to complete.



**Note: Since the Table Tools Design tab and the Table Tools Layout tab are contextual, they will only appear if you select your table or are working within it. Note 2: To select your table, click on the Select Table icon, which is located in the upper left-hand corner of your table when you hover over it.**

### Clear the contents of a table

- 1) Select the items that you want to clear.
- 2) Press **DELETE**.

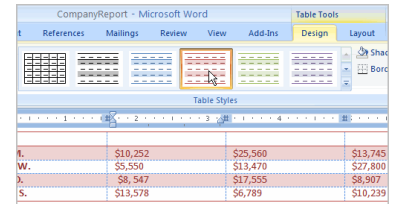
## Table Tools:

### 1- Design tab

- Select the table. A **Table Tools Design** tab now appears on the Ribbon.
- Select the **Design** tab to access all the **Table Styles** and **Options**.
- Click through the various styles in the **Table Styles** section.
- Left-click a style to select it. The table style will appear in the document.

You can modify which table styles are displayed.

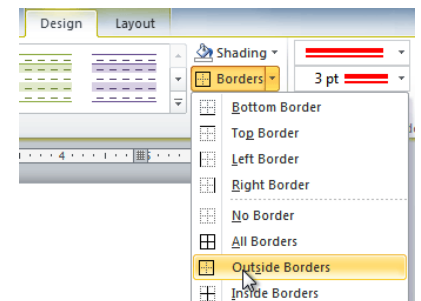
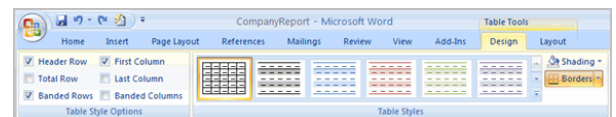
In the **Table Styles Options**, you can select and deselect various table options. For example, you can select Banded Rows and only tables with banded rows will appear in the Tables Styles section.



|    | 1        | 2        | 3 | 4        |
|----|----------|----------|---|----------|
| T. | \$10,252 | \$25,560 |   | \$13,745 |
| W. | \$5,550  | \$13,470 |   | \$27,890 |
| X. | \$8,547  | \$17,555 |   | \$8,907  |
| S. | \$13,578 | \$6,789  |   | \$10,239 |

### To add borders to a table:

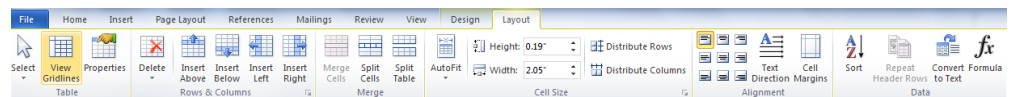
1. Select the cells you want to add a border to.
2. From the **Design** tab, select the desired **Line Style**, **Line Weight**, and **Pen Color**.
3. Click the **Borders** drop-down arrow.
4. From the drop-down menu, select the desired **border type**.
5. The border will be added to the selected cells.



### Layout tab

#### Delete a Row or Column:

- Select the row or column.
- Right-click your mouse and a menu appears.
- Select **Delete Columns** or **Delete Rows**.



### Add a Row Above or below an Existing Row:

By using commands in Layout tab found in table tools you can be adding row, also you can add row by:

- Place the insertion point in a row below the location you wish to add a row.
- Right-click the mouse. A menu appears.
- Select **Insert** → **Insert Rows Above**. A new row appears **above** the insertion point.



You can also **add rows below** the insertion point. Follow the same steps, but select Insert Rows Below from the menu.

### Add a Column to the right or left an existing column:

By using commands in Layout tab found in table tools you can be adding Column, also you can add column by:

- Place the **insertion point** in a **column adjacent** to the location you wish the new column to appear.
- Right-click the mouse. A menu appears.
- Select **Insert → Insert Columns to the Left** or **Insert Columns to the Right**. A new column appears.

### Marge cells

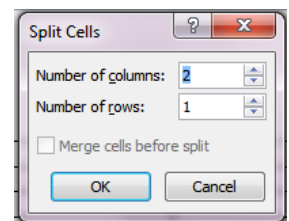
If we want to combine more than one cell into one cell we used marge cell command on layout tab after we select the cells we want to merge.



### Split cell and table

Used for dividing select cell to more than one cell by select the cell then choose split cell menu appear choose number of rows and columns.

For dividing the table put the insertion point in the row you want to split from then choose split table

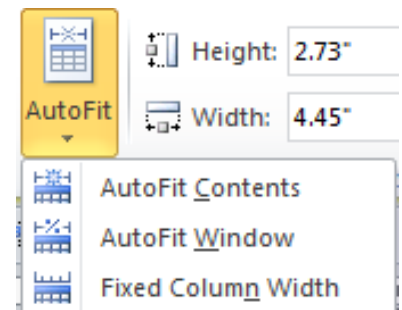


### AutoFit options

The **AutoFit** option currently associated with your table may affect your table width when adding a column. The **AutoFit** options are located in the **Cell Size** group of the **Layout** tab. When you first create a table, it will automatically fit between the margins — that setting is called **AutoFit Window**. When you use this setting, if you add a column before you add text, the size of the columns automatically adjusts to keep the table within the margins.

Another **AutoFit** option is **AutoFit Contents**, which changes column width based on what's inside the cells. If you don't have any text in the cells and choose this option, your cells will shrink to about a character width. If you begin adding text to a new table, and haven't chosen an **AutoFit** option, your table will adjust column widths to accommodate your content.

If you want your columns to remain the same width, you can use the **Fixed Column Width** option.



### Distribute rows and columns evenly

If you prefer, you can distribute all of the rows and columns evenly.

1) Click in the table.

2) Under **Table Tools**, on the **Layout** tab, in the **Cell Size** group, click **Distribute Rows** or **Distribute columns**.

### Change default margins and alignment

Every cell in a table behaves like its own page with its own margins and alignment. You can change cell margins and alignment for either the entire table or for selected cells.

By default, the alignment and margins for cells in a table are identical. However, if you select a built-in style, you may affect text alignment. You can change a table's margins (the default cell margins) by selecting the table, clicking the **Layout** tab, and choosing **Cell Margins** from the **Alignment** group. The Table Options dialog box opens.

The **Tables Property** box has other alignment and margin options. You can change text alignment for a cell, a group of cells, or the entire table by choosing one of the text alignment buttons in the **Alignment** group.

### Repeat your headings

When you work with a very long table, it will be divided into several pages. You can make adjustments to the table so that the table headings appear on each page. A heading, or header, identifies the type of data in each column. Not all tables need heading rows.

Repeated table headings are visible only in Print Layout view or when you print the document.

- 1) Select the heading row or rows. The selection must include the first row of the table.
- 2) Under **Table Tools**, on the **Layout** tab, in the **Data** group, click **Repeat Header Rows**.



Repeat  
Header Rows

### Remove your table and keep your text

Sometimes, you may decide that you don't want to have a table in your document, even though you've already entered information in it. You could cut and paste the information out of the table and into the text of the document, but there's an easier way.

You can remove the table, but keep the information that you've entered with the **Table to Text** command. This is great to know about if you need to save the entire document as a text file.

To convert an existing table to text, select the table or parts of the table that you want to convert. Then select the **Layout** tab and click **Convert to Text** from the **Data** group.



Convert  
to Text

### Convert text to a table

The first step you do when converting text to a table is to decide what character to use to separate the columns. Common characters to use are tabs and commas, but you can use others. Paragraph marks are what separate the rows. Make sure that the character and paragraph marks are between the parts of the text that you want to convert to a table.

1) Insert separator characters to indicate where you want to divide the text into columns. Use paragraph marks to indicate where you want to begin a new row.

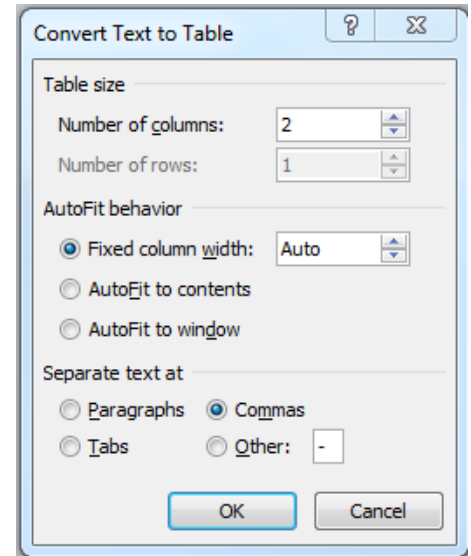
For example, in a list with two words on a line, insert a comma or a tab after the first word to create a two-column table.

2) Select the text that you want to convert.

3) On the **Insert** tab, in the **Tables** group, click **Table**, and then click **Convert Text to Table**.

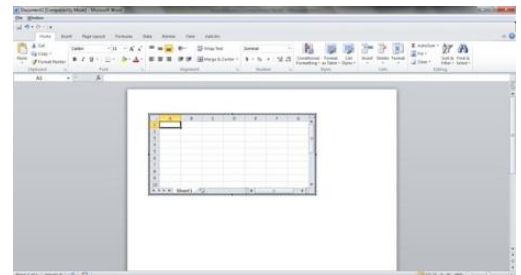
4) In the **Convert Text to Table** dialog box, under **Separate text at**, click the option for the separator character that is in your text.

5) In the **Number of columns** box, check the number of columns.



### Excel Spreadsheet selection.

If you like working with tables in Excel, you can insert an Excel spreadsheet into your document and have all of the same functionality as Excel. As far as the formulas and formatting cells. Click the Excel Spreadsheet selection from the Table down arrow options. This will insert an Excel spreadsheet into your Word 2010 document. You can use formulas and all of the functions you use in Excel. When you are finished editing your cells click anywhere outside the Excel table, your table will look like the word tables and all of the Excel cell references will go away. If you want to edit your table again double click on table and the Excel options will be available.



### Use table templates (Quick Tables)

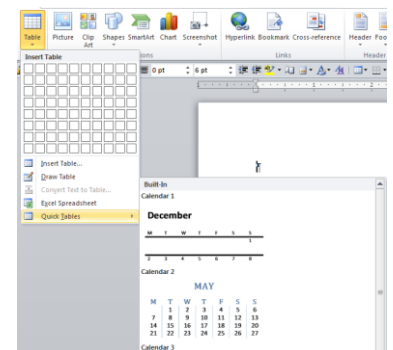
This is a list of default tables that have already been created. Click on the Quick Tables option to see the selections you can choose from.

You can use table templates to insert a table that is based on a gallery of preformatted tables. Table templates contain sample data to help you visualize what the table will look like when you add your data.

1) Click where you want to insert a table.

2) On the **Insert** tab, in the **Tables** group, click **Table**, point to **Quick Tables**, and then click the template that you want.

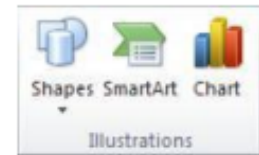
3) Replace the data in the template with the data that you want



## Picture/Clip Art

Pictures and clip art can be inserted or copied into a document from many different sources, including downloaded from a clip art Web site provider, or inserted from a folder where you save pictures.

Place your cursor where the picture is to be inserted and then select Picture from the **Illustrations group**. Navigate to the directory where the picture is located, click the file name and then click the Insert button. See the **Picture Tools Format Tab** section below for information on working with pictures within a Word document.



## Insert Picture

To insert a picture saved in your computer, insert it by following these steps.

1. Click where you want to insert the picture in your document.
2. On the Insert tab, in the Illustrations group, click Picture.
3. Locate the picture that you want to insert. For example, you might have a picture file located in My Documents.
4. Double-click the picture that you want to insert and it will appear in your document.

**NOTE:** To resize a picture, select the picture you've inserted in the document. To increase or decrease the size in one or more directions, drag a sizing handle away from or toward the center, while you do one of the following:

## Sizing Graphics

You can easily resize pictures, text boxes, shapes, and WordArt in your file. You can also crop pictures or return them to their original size.

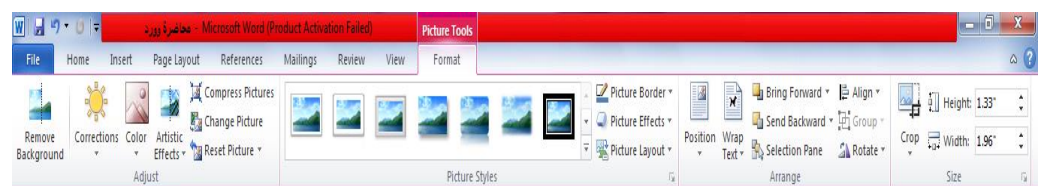
## Manually Resize Graphics

1. Click the picture shape, text box or WordArt that you want to resize.
2. Small circles or squares, also known as sizing handles, will appear at the corners and sides of a selected object.
3. Click and hold on a sizing handle away from or toward the center to increase or decrease the size of the picture.



## Picture Styles

In the picture styles group there are some built in styles, picture border, and picture effect also layout which change the picture.

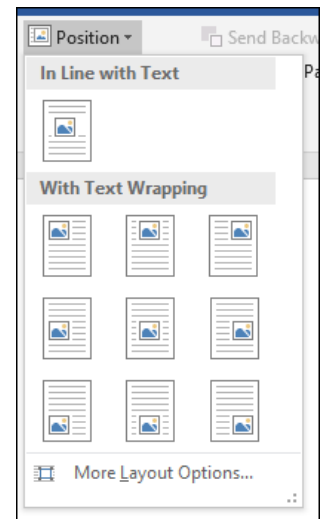
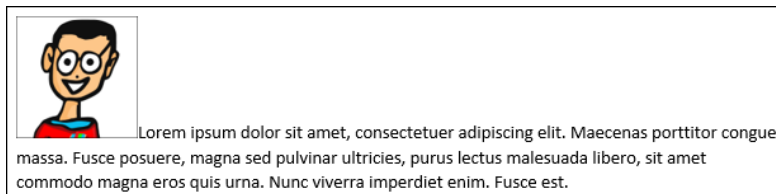


## Position

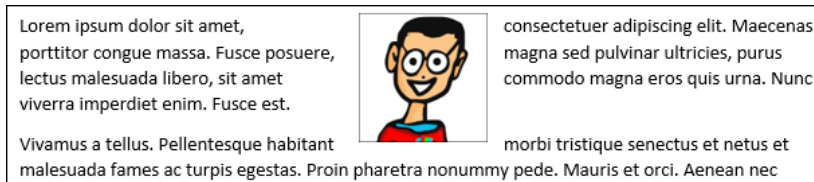
Position the selected object on the page in place you selected.

The Position drop-down menu is divided into two sections: “In Line With Text” and “With Text Wrapping.”

The “In line with text” section only offers the single default option, and here’s what that looks like.



The nine options in the “With Text Wrapping” section let you select a fixed position on the page for your object, ranging from the top left corner to bottom right corner. Here’s our image with the “middle top” option selected.



## Cropping a Picture

Cropping reduces the size of a picture by removing vertical or horizontal edges. Cropping is often used to hide or trim a part of a picture, either for emphasis or to remove unwanted portions.

1. Click on the picture that you want to crop.
2. Go to **Picture Tools**, on the **Format tab**, in the **Size group**, click **Crop**.
3. Black dotted lines will appear around your picture. Then drag the center cropping handle on that side inward.
4. As you drag the cropping handle you will notice the area of your graphic you want removed will become gray.
5. Once you have cropped out everything you want, click outside of the graphic for the gray area you want removed to disappear.



## UN crop a Picture

You can always restore a resized or a cropped picture to its original appearance.

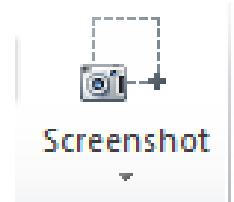
1. Click on your picture
2. Go to **Picture Tools**, on the **Format tab**, in the **Size group**, click **Crop**.
3. Black dotted lines will appear around your picture. Drag the black lines away from the center of the picture and the original picture will appear.

### Insert Clip Art

1. On the Insert tab, in the Illustrations group, click Clip Art.
2. A Clip Art task pane will appear on the right of your screen, in the Search for box, type a word or phrase that describes the clip art that you want.
3. Click Go.
4. In the list of results, double click on the clip art to insert it into your document.

### Insert Screenshot

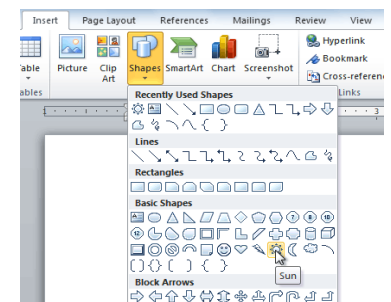
New to Word 2010 is the Screenshot button. Used for inserting a picture of any program that is not minimized to the taskbar. by click on **screenshot** then **Screen Clipping** to insert picture of any part of screen. You can select one of those pictures or click Screen Clipping and you will get the selection icon to click and drag around a specific place in your Word document to create an image.



### Insert Shapes

You can add one shape to your file or combine multiple shapes to make a drawing or a more complex shape. Available shapes include lines, basic geometric shapes, arrows, equation shapes, flowchart shapes, stars, banners, and callouts. After you add one or more shapes, you can add text, bullets, numbering, and Quick Styles to them.

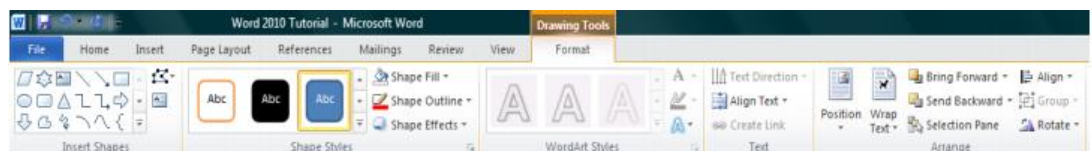
1. On the Insert tab, in the Illustrations group, click Shapes.
2. A drop down menu will appear, click the shape that you want.
3. Click anywhere in the document, and then drag to place the shape.



### Insert Text to Shapes

Once you have added a shape, you may want to add text inside the shape. All you have to do is click on the inside of the shape and start typing.

**NOTE:** The text that you add becomes part of the shape — if you rotate or flip the shape, the text rotates or flips also.



### Format Shapes

After you insert a shape a new tab called Drawing Tools Format will appear every time you click on the shape.

1. Click the shape that you want to apply a new or different Quick Style to.
2. Go to the **Drawing Tools Format tab**, in the **Shape Styles group**, click the style that you want to be applied.
3. To see more Quick Styles, click the more buttons.



The **Drawing Tools Format Tab** also allows you to change the **shape fill**, **outline**, and **effects** and select how the text in your document is wrapped around the shape.

### Change the Order of Shapes:

If one shape overlaps another, you may need to change the **ordering** so that the correct shape appears in front. You can bring a shape to the **front** or **send it to the back**. If you have multiple images, you can use **Bring Forward** or **Send Backward** to fine-tune the ordering. You can also move a shape **in front of** or **behind text**.

1. Right-click the shape you wish to move.
2. In the menu that appears, hover over **Bring to Front** or **Send to Back**. Several ordering options will appear.
3. Select the desired ordering option. The shapes will reorder themselves.

In some cases, the ordering option you select will not affect the ordering of the shapes. If that happens, select the same option again or try a different option.

### Delete Shapes

If you decide you no longer want the shape in your document, then click on the shape and then press **DELETE**.

### Inserting chart

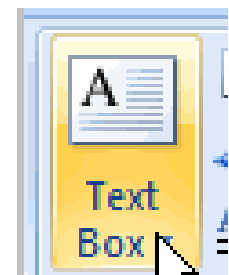
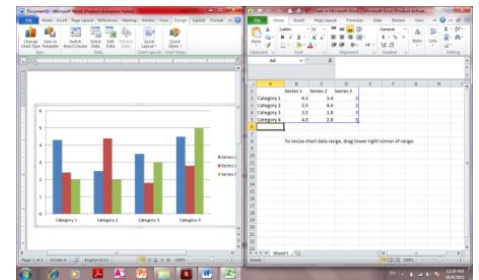
Next is the Chart button. Click the Chart button and the Insert Chart window will open. You can sort the types of charts by selecting the style of chart you would like to create from the left column. This will automatically take you to that selection in the right hand side of the window. Click on the chart that best fits your needs and click OK. It will automatically open an Excel spreadsheet for you to enter your data to create your chart.

1- Click **insert tab**

2- Choose **chart**

Window of word split to two parts the window of the program (**word**) and the other is **Excel** window. Put your data in excel window then ok.

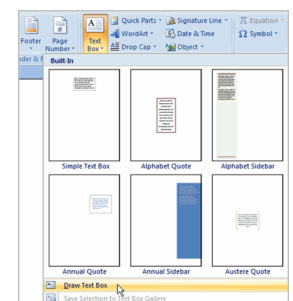
The chart tools appear with three Tabs **Design, Layout and format**.



### Insert Text Boxes

A text box is an object that lets you put and type text anywhere in your file.

1. On the **Insert tab**, in the **Text group**, click **Text Box** and a drop down menu will appear.
2. Click on a text box template or click **Draw Text Box** at the bottom of the drop down menu to draw your own text box.
3. If you select to draw your own text box you need to click in the document, and then drag to draw the text box the size that you want.
4. A new **Format tab** appears with Text Box Tools (Drawing tools).



5. To add text to a text box, click inside the text box and then type or paste text.

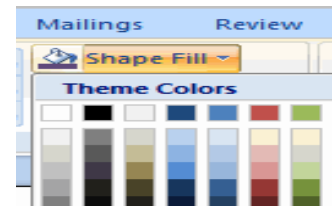
To format text in the text box, select the text, and then use the formatting options in the Font group on the Home tab. To position the text box, click it, and then when the pointer becomes a , drag the text box to a new location.

### Change Text Box Style:

- Select the text box. A new **Format tab** appears with Text Box Tools.
- Select the Format tab.
- Click the **More drop-down arrow** in the Text Box Style group to display more style options.
- Move your cursor over the styles and Live Preview will preview the style in your document.
- Left-click a style to select it.

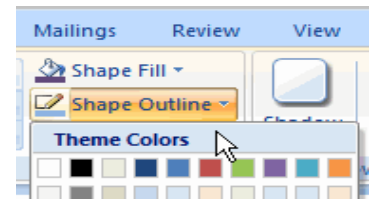
### Change Shape Fill:

- Select the text box. A new **Format tab** appears with Text Box Tools.
- Click the **Shape Fill** command to display a drop-down list.
- Select a color from the list, choose No Fill, or choose one of the other options



### Change the Shape Outline:

- Select the text box. A new **Format tab** appears with Text Box Tools.
- Click the **Shape Outline** command to display a drop-down list.
- Select a color from the list, choose No Outline, or choose one of the other options.



### Change the Text Box Shape:

- Select the text box. A new **Format tab** appears with Text Box Tools.
- Click the **Change Shape** command to display a drop-down list.
- Select a shape from the list.

### Move a Text Box:

- Left-click the text box. Your cursor becomes a **cross with arrows** on each end.
- While holding the mouse button, **drag** the text box to the desired location on the page.
- Release the mouse button.

### Deleting Text Boxes

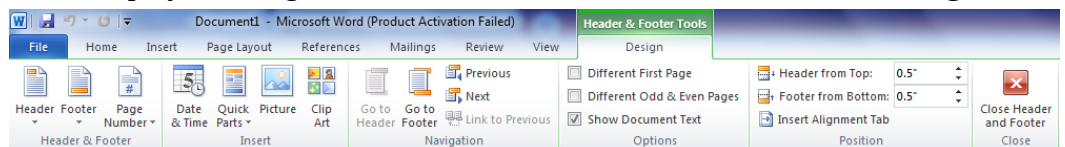
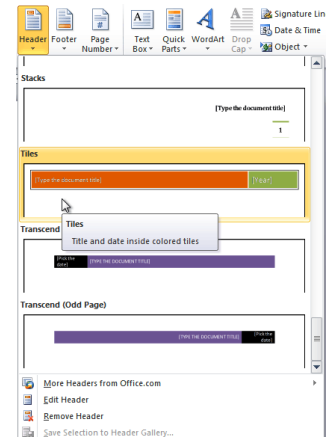
To remove a text box just click the border of the text box that you want to delete, and then press DELETE. Make sure that the pointer is not inside the text box, but rather on the border of the text box. If the pointer is not on the border, pressing **DELETE** will delete the text inside the text box and not the text box.

## Headers, Footers and Page Numbers

Can be added to a document from the **Header & Footer group** on the **Insert tab**. For a multi-page document, the content of the Header will be seen at the **top** of each printed page and the Footer will be seen at the **bottom** as well as the page number when added.

## Inserting Headers or Footers

1. Go to the **Insert tab**.
2. Click on the **Header or Footer icon**, located in the **Header and Footer group**.
3. A gallery of predesigned headers and footers will be displayed.
4. Scroll through the gallery and click on the header or footer design that you want.
5. The header or footer area will be displayed, along with the contextual **Header & Footer Tools Design tab**.
6. Type your header or footer text where indicated.
7. Click on the **Close Header and Footer icon**.
8. The header or footer will be inserted on every page of the document.



The Header & Footer Tools Design tab contains the options related to working with the header and footer sections of a document.

**The Insert group** provides the capability to insert the date & time, pictures, and clip art.

**The Navigation group** allows transposing from header to footer or from footer to header

**The Options group** allows you to specify if you want a different header or footer on the first page and a different header and footer between odd and even pages.

**The Position group** allows you to specify the distance the header is from the top of the page and the distance the footer is from the bottom of the page.

**The Close Group** When you have finished working with the header and footer, click the **Close Header and Footer icon**.

## Add Page Numbers

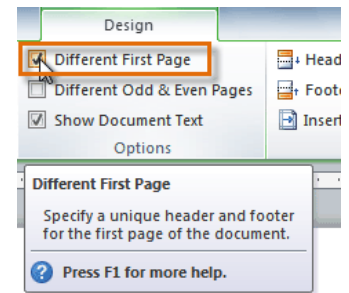
If you want a page number on each page, you can quickly add a page number from the gallery.

1. On the **Insert tab**, in the **Header & Footer group**, click **Page Number**.
2. Click the page number location that you want.
3. In the gallery, scroll through the options, and then click the page number format that you want.
4. To return to the body of your document, click **Close Header and Footer** on the **Design tab** (under Header & Footer Tools).

### To Hide the Page Number on the First Page:

In some documents, you may not want the first page to show the page number. You can hide the first page number without affecting the rest of the pages.

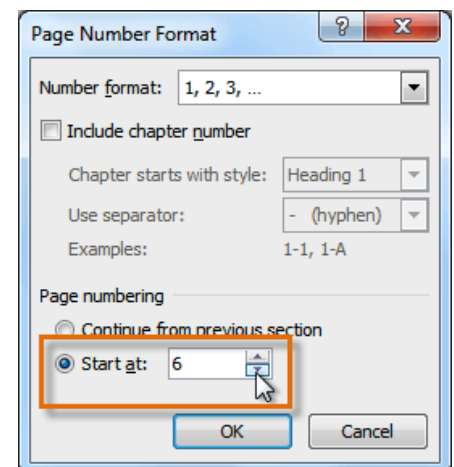
1. Select the **header or footer** that contains the page number.
2. From the **Design** tab, place a **checkmark** next to **Different First Page**. The header and footer will disappear from the first page. If you want, you can type something new in the header or footer, and it will only affect the **first page**. If you're unable to select Different First Page, it may be because an object within the header or footer is selected. Click in an empty area within the header or footer to make sure nothing is selected.



### Adding Different Types of Page Numbers to Different Sections

Once we have added the section break, we can now add differently formatted page numbers in each section.

1. Go to the first page of the document.
2. Go to the Insert tab, click on the Page Number icon and choose your preferred number placement.
3. The page numbers will be inserted.
4. If desired, select the page number(s) and make any formatting changes.
5. Scroll to the footer area of Section 2 (below the section break).
6. Click on the Link to Previous icon in the Header and Footer Tools Design tab to break the connection between the footer in Section 1 and the footer in Section 2. (Once the section connection has been broken, the Link to Previous icon will appear in the standard blue-gray and the Same as Previous tab will no longer appear in the upper-right corner of the header or footer area.)
7. Delete any page numbers that appear in the footer in Section 2.
8. Click on the Page Number icon in the Header and Footer Tools Design tab.
9. Choose the desired page number placement option.
10. If desired, select the page number(s) and make any formatting changes.
11. Your new page numbering will begin on the first page of Section 2.
12. Click on the Close Header and Footer icon.



**Note:** The Different First Page option is located in the Options group of the Header and Footer Tools Design tab.

**Note 2:** The Link to Previous icon is a toggle. Click on it once to disable the feature, click on it again to enable it.

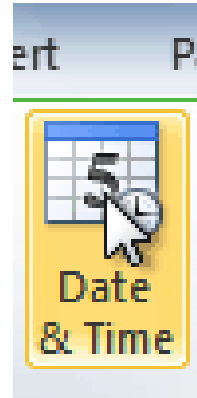
### Deleting Headers or Footers

1. Go to the **Insert** tab.
2. Click on the Header or Footer icon, located in the Header and Footer group.
3. The Header or Footer gallery will appear.
4. Click on the **Remove Header** or **Remove Footer** option.
5. The headers or footers will be removed from your document.

**Note:** If you have inserted different sections into a document or if you have the **Different First Page** field or the **Different Odd & Even Pages** field enabled, you will need to delete your headers or footers number from each section.

### Insert the Date or Time into a Header or Footer:

1. Double-click anywhere on the header or footer to unlock it. The **Design** tab will appear.
2. From the **Design** tab, click the **Date & Time** command.
3. Select a date format in the dialog box that appears.
4. Place a **checkmark** in the **Update Automatically** box if you would like it to always reflect the current date. Otherwise, it will not change when the document is opened at a later date.
5. Click **OK**. The date/time now appears in the document.

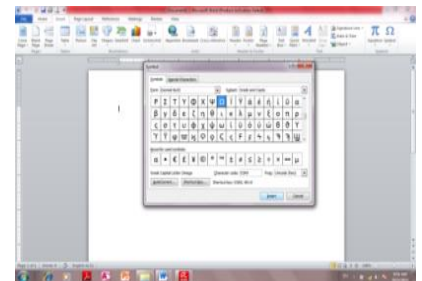


### Insert Symbol

The last button is Symbols. This button lets you insert symbols that are not on your keyboard into your Word 2010 document. Click symbols button to see a list of symbols you can click to insert into your document. The symbols displayed are a list of commonly used symbols. Click the More symbols button to see a complete list.

When the Symbols window opens scroll through the list of symbols and when you have made your selection click the insert button to place the symbol in your document. You can continue to select symbols and click the insert button until you click the close button to end your session in the symbols window.

- Click on **insert** tab
- Choose **Symbol**
- Menu appears select the symbol you want then click insert

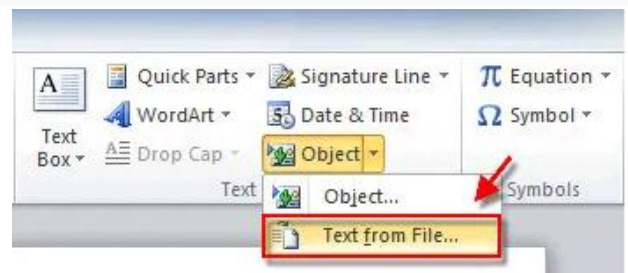


### How to merge multiple Word documents into one file?

If you need to deal with Word documents often while working, it may be necessary to combine multiple Word documents into one file sometimes, you can copy and paste the content directly when the amount of information is not large, but what if this information is not and the documents are few and include multiple Word documents and files? Yes, you can merge more than one Word file into one file through the following steps.

Important note: This method works with all versions of the Office suite, starting from Office 2007 to Office 2016

- 1- First, we open the main Word file, which we want to merge the other Word files with, we now click on the Insert tab in the menus.



2- We click on the Object icon, then click on a small triangle next to it, and click on “Text from File” from the drop-down menu.

3- Now a new window opens in order for us to choose the files we want to merge from the computer, USB or any source, and then you can select the files to be merged into the current document by pressing and holding Ctrl to select more than one document, then we click on Insert and you have to wait for the process to finish, and note that the documents placed on top will be merged in the first place, so please sort each target document and its number in case you want to keep a certain sequence of your documents.



As we mentioned, this method applies to both Word 2010, Word 2007 and recent versions 2013 and 2016. You should note that the formats will not necessarily remain when merging documents, so please be careful about that before doing this process

### Page Layout tab

Word offers a variety of page layout and formatting options that affect how content appears on the page. You can customize the page orientation, paper size, and page margins depending on how you wish your document to appear.

### Themes group

The first section of the Page Layout tab is **themes**. Themes is a great feature if you are typing an elaborate document and want to use a variety of fonts and colors and then duplicating those fonts and colors on another document or throughout a long document. **A document theme is a set of formatting choices that include a set of theme colors, a set of theme fonts** that you can specify a heading and body text font, and a set of theme affects you can choose lines and fill effects.

Click the down arrow under themes. You will get a list of pre-designed themes you can apply to your document. Each theme will include **font colors, font styles, font sizes and effects** including lines, fill effects, and colors.

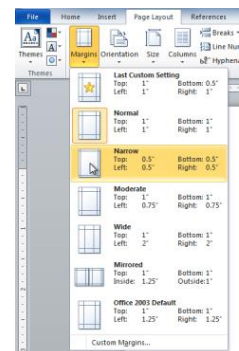
If you already selected a theme for your document and no longer want to use it click on the **Reset to Theme from Template option**. If you don't like any of the built-in themes you can click **More Themes on Microsoft Office Online** and there will be many more to choose from.

### Page setup group

The Page Setup group contains the options to specify the layout of a page, such as margins, orientation, and page size. To set the margin for your document, click on Margins and then select from the list of pre-defined margins or click Custom Margins to enter your own margins.

### Page margins

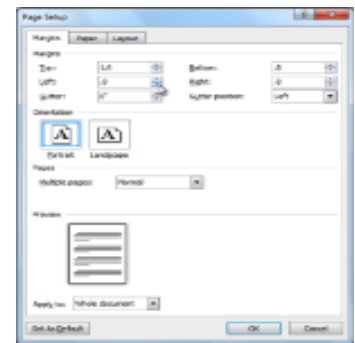
Are the blank spaces around the edges of the page in general, you insert text and graphics in the printable area inside the margins when you change a document's page margins, you change where text and graphics appear on each page. You can change the page margins either by choosing from one of Word's predefined settings in the Margins gallery or by creating **custom margins**.





### Format Page Margins:

1. Select the **Page Layout** tab.
2. Click the **Margins** command. A menu of options appears. Normal is selected by default.
3. Click the predefined margin size you desire.

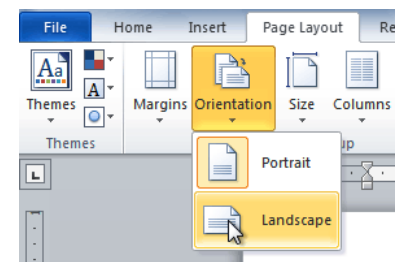


### Custom Margins

1. From the **Page Layout** tab, click Margins.
2. Select **Custom Margins**. This will take you to the **Page Setup** dialog box.
3. Adjust the margin sizes for each side of the page and click **OK**.

### Page Orientation:

You can choose either **portrait** (vertical) or **landscape** (horizontal) orientation for all or part of your document.

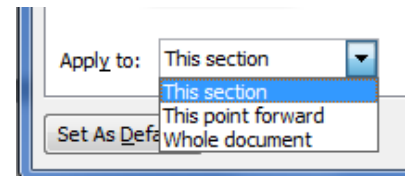


### Change Page Orientation

1. On the **Page Layout** tab, in the **Page Setup** group, click **Orientation**.
2. Click **Portrait** or **Landscape**.

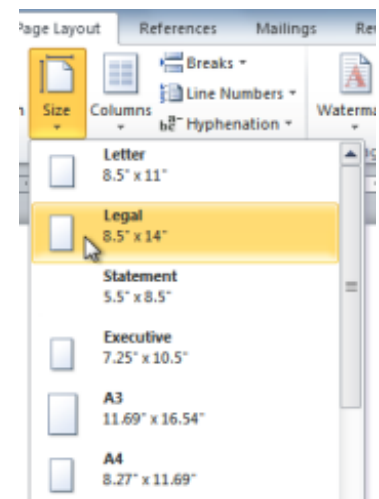
### Different Page Orientations on Same Document

1. Highlight the pages that you want to change to **portrait** or **landscape** orientation.
2. On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.
3. Click **Custom Margins** at the bottom of the drop down menu.
4. A Page Setup dialog box will appear.
5. On the Margins tab, click Portrait or Landscape.
6. In the Apply to list, click **this section** or this point forward.



### Change the Paper Size:

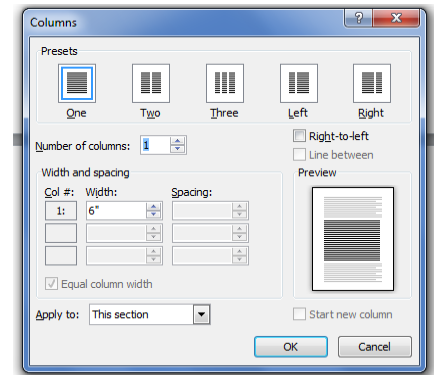
1. Select the **Page Layout** tab.
2. Left-click the **Size** command and a drop-down menu will appear then select from the list of pre-defined paper sizes
3. The current paper size is highlighted or clicks More Paper Sizes to enter a customized size.
4. Left-click a size option to select it. The page size of the document changes



## Inserting Columns

The useful formatting feature in Word is the **columns**. **Columns** are used in many types of documents, but are most commonly used in **newspapers, magazines, academic journals, and newsletters**.

1. Select the text you want to format.
2. Select the **Page Layout** tab.
3. Left-click the **Columns** command.
4. Select the number of columns you would like to insert.



## Modifying Columns

1. Go to the Page Layout tab.
2. Click on the Columns icon.
3. Click on the More Columns option.
4. The Columns dialog will appear.
5. You can choose the number of columns, whether you want a line between your columns, specify the column width, and determine the spacing between the columns.
6. Once you have determined your columns' properties, click on the OK button.
7. Your column formatting will go into immediate effect.

## Insert a Break

1. Place your **insertion point** where you want the **break** to appear.
2. Select the **Page Layout** tab.
3. Click the **Breaks** command. A menu appears.
4. Left-click a **break option** to select it. The break will appear in the document.

Why would you need to use a break? Each **type of break** serves a different purpose and will affect the document in different ways. **Page breaks** move text to a new page before reaching the end of a page, while **section breaks** create a barrier between parts of the document for formatting purposes. **Column breaks** split text in columns at a specific point. Practice using the various break styles to see how they affect the document.

## Adding Column Breaks

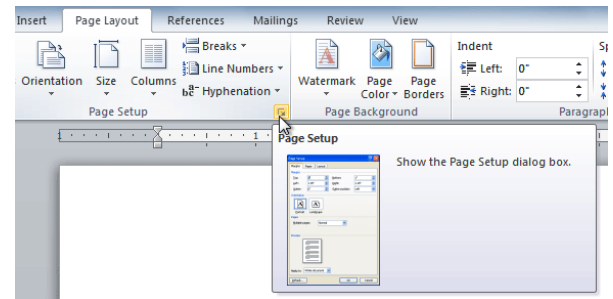
Once you've created columns, the text will automatically flow from one column to the next. Sometimes, though, you might want to control exactly where each column begins. You can do this by creating column breaks.

### Add Column Breaks

1. Place the insertion point where you would like to add the break.
2. Click the **Page Layout** tab.
3. Click the **Breaks** command in the **Page Setup** group. A drop-down menu will appear.
4. Select **Column** from the list of break types.
5. The text will shift to reflect the column break.

## The Page Setup Dialog Box

Previously, we showed how to open the Page Setup dialog box from the Margins drop-down menu. As you become more familiar with Word, you may find that you want to use the Page Setup dialog box more often to fine-tune the page margins and adjust other settings. To get there more quickly, you may want to use a shortcut that's conveniently located on the Page Layout tab.



1. Click the **Page Layout** tab.
2. Click the **small arrow in the bottom-right corner** of the Page Setup group. The Page Setup dialog box will appear.

## Page Background Group Create watermarks

Watermarking in Microsoft Word 2010 is an incredibly useful feature for communicating the nature and constraints of a document. The most common examples are to indelibly mark a document as confidential, private or draft. As Word 2010 also allows you to use pictures as a watermark, you can use a company logo or signature picture to help readers know the originator and owner of a document. Here's how to place a watermark on every page in a document.

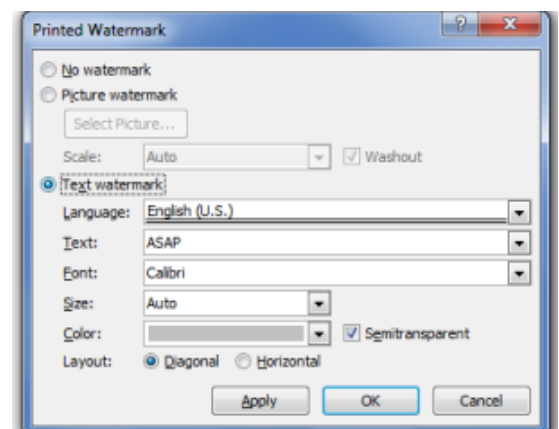
Once you have opened your document: -

1. Click on the **Page Layout** tab
2. In the ribbon, click on **Watermark**. A vertical scroll list of six watermarks will appear (**Confidential**, **Do Not Copy**, **Draft**, **Sample**, **ASAP** and **Urgent**)
3. Select the **watermark** that you wish to use.

The standard textual watermarks provided by Microsoft Word 2010 are good for the majority of occasions. However, you may wish to use the watermark for other purposes such as to brand every page using special text, with an emblem, or company logo picture. Microsoft Word 2010, enables you to insert customized texts and pictures for watermarks. Here's how:

## Create a watermark using a picture or customized text

1. Click on **Page Layout** tab
2. In the ribbon, click on **Watermark**. A vertical scroll list of six watermarks will appear with a set of menu options below.
3. From the menu options, select **Custom Watermark**. The **Printed Watermark** dialogue box will appear asking you whether you would like to use a **picture** or **customize** the text.



In the **Printed Watermark** dialogue box, we will use the customized text option.

1. Select the Text drop down to see if the customized text already exists in the library. If not, type your own text.
2. Experiment with the **font**, **font size**, **color**, layout and transparency to see what looks best for your document.

This is often used to indicate that a document is to be treated specially such as Confidential or Urgent.

## Color the Pages of Word 2010

Word 2010 allows you to apply color to the pages of a document. After you color your Word document's pages, you need to tell the printer you want to print that background color.

1. Click the **Page Color** command button on the **Page Layout** Tab's Page Background group.

A menu full of colors opens, some based on the document theme and some based on standard colors.

2. Choose a color from the **Page Color** menu.



While you move the mouse over the various colors on the Page Color menu, your document's page color is updated to reflect that new color (but only in Page Layout view). The text color may change, as well (for example, from black to white), to remain visible. To remove page coloring, choose the No Color command. The color you choose is produced by your printer, but you must direct the printer to print the page color.

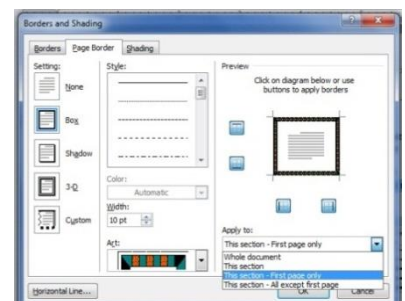
3. Click the **File** tab and choose **Options**. The Word Options window opens.
4. Select **Display** from the left side of the Word Options window.

In the Printing Options area, put a check mark by the item labeled **Print Background Colors and Images**, and then click **OK**. You can now print the background color.

## Page borders:

Word 2010 brings page borders in different shapes and **styles**; you can fully customize page borders by changing the color, width, thickness, and **insert different arts** in it. This post will put a light on how to insert it into your document. **To insert page borders**, navigate to **Page Layout** and click **page Borders**.

This will open up Page Borders and Shading dialog. Under Setting, select a **border type**, from **Style & Color**, you can select desired style & color respectively. **Apply to** selecting for what this border you want apply **Click OK** to show it in a document.

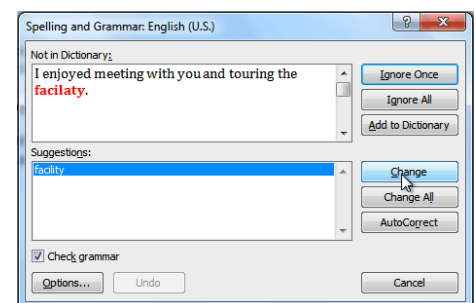


## Review tab

Proofing the **proofing group** assists with proofing your document after it is finished which contains:

### Spelling and Grammar Check:

One benefit of using a computerized word processor is its ability to recognize, change and give advice about your writing. MS Word has utilities that can check your spelling and grammar against a master database, and can offer advice on a variety of different grammatical styles. MS Word automatically underlines any words that it does not recognize in **red**, assuming that they are not spelled right, and **green** if it does not recognize the grammar,



### Use the Spelling Check Feature:

- Right-click the **underlined** word. A menu will appear.
- Select the **correct spelling** of the word from the **listed suggestions**.
- Left-click your mouse on the word. It will appear in the document.

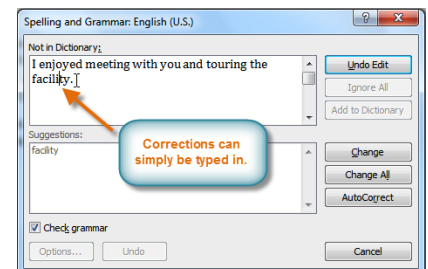
You can choose to **Ignore** an underlined word, add it to the **dictionary**, or go to the **Spelling** dialog box.

### Run a Spelling & Grammar Check:

1. Go to the **Review** tab.
2. Click on the **Spelling & Grammar** command.

The Spelling and Grammar dialog box will open. For each error in your document, Word will try to offer one or more suggestions. You can select a suggestion and then click **Change** to correct the error.

3. If no suggestions are given, you can manually type in the correct spelling.



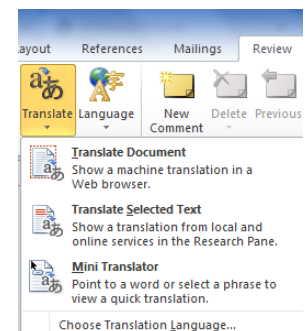
### For spelling "errors":

- Ignore Once: This will skip the word without changing it.
- Ignore All: This will skip the word without changing it, and it will also skip all other instances of this word in the document.
- Add to Dictionary: This adds the word to the dictionary so that it will never come up as an error. Make sure that the word is spelled correctly before choosing this option.

It will replace the placeholder text.

### Thesaurus

Click the Thesaurus icon to open the Microsoft Word Thesaurus. If you highlight a word and then click the Thesaurus icon, the thesaurus will automatically look up the highlighted word.



### Protect the Word file from copying and modification

Sometimes many of us have some important data saved in a Word file, and they want to stop copying or even stop the process of modifying it, for several reasons:

- Including to protect the Word file from any defect in the coordination process
- Protect the Word file from copying and modification

- Save the rights of the original author of the word file

This problem has been suffered by many, especially the problems of theft and copying of Word files, many users of Microsoft Office Word all over the world, but fortunately, Microsoft recently provided a set of great options that made it easier for many content creators using the Word program.

One of the most important of these tools is a tool that enables you to "full control" of the Word file, as it works to protect your files from copying or modification. The tool also enables you to:

1. Prevent copying and modification of the entire file
2. From transferring, copying and modifying several specific parts of the Word file

### How to make the word file protection UN modifiable?

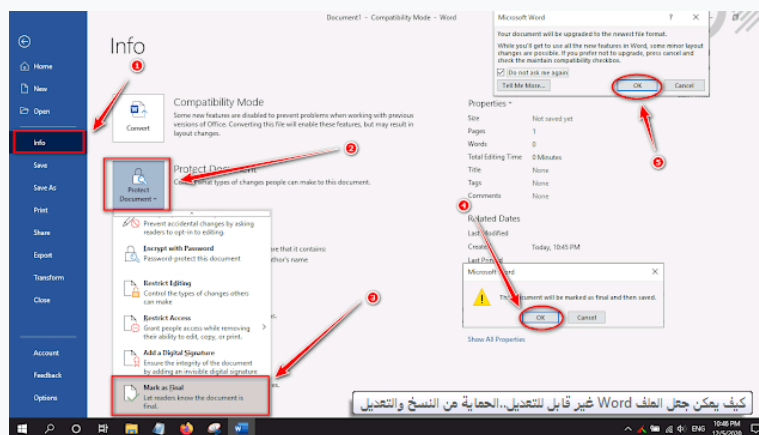
There are two ways we can do this, we explain each method with images so you can make your Word file read-only. We recommend using the second method, because it protects the Word file from copying and modification with a password

### The first method "natural protection"

The first method used to protect the Word file from copying and modification is called natural protection, because it enables you to:

Make a Word file read-only as for how to make a Word file read-only, follow these steps:

1. Open the file in Microsoft Office Word
2. Click on the Info tab
3. Click on "Protect Document"
4. Select the first option "Mark as Final"



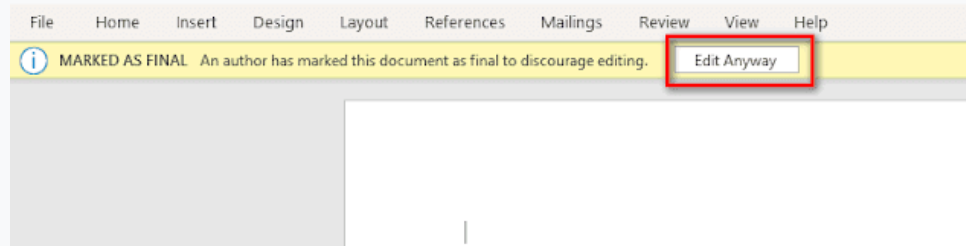
At this, you will notice a pop-up message informing you that the document will be readable, click on Ok, a message will appear again, click on OK.

In this way, we have been able to convert the Word file to a readable file, and therefore it will not be possible to:



- Never modify the file or copy and move texts from it

We do not recommend using the first method because the user can easily: edit the file, copy and transfer it, if he has it, by clicking on the “Edit Anyway” option, as in the picture.



## Method 2: Protect the Word file from copying and modification with a password

The second method is considered the most powerful method ever made available by Microsoft in the program (Microsoft Office Word) This enables you to make a Word file read-only with a password. Therefore, everyone who has the file on their computer will not be able to:

- Modify the file
- Copy and move texts from the file

Only after the password is entered which of course only the original file creator will know, and only be readable. As for your question how to make the file un modifiable with a password? Just follow these steps:

1. Open the Word file you want to protect
2. Go to the Review tab.
3. Look at the Protect option
4. Click on Restrict Editing

At that, we put the following options here so that we can make the file with maximum protection:

- In Formatting Restrictions

Activate the "Limit Formatting to a selection of styles" option by clicking on it and a checkmark appears.

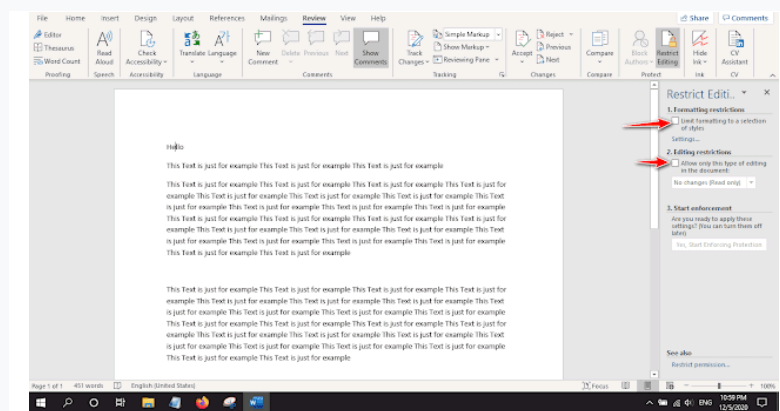
- In Editing Restrictions

Activate the "Allow Only This Type of Editing in the documents" option, then choose the following value via the box directly below it:

No Changes (Read Only)

In Start Enforcement

Click on the “Yes, Start Enforcing Protection” option. Now a box appears for you to set the type of protection we choose (Password), then we type the password in the first field, and then we confirm it by writing it again in the next box, after that we click on OK.

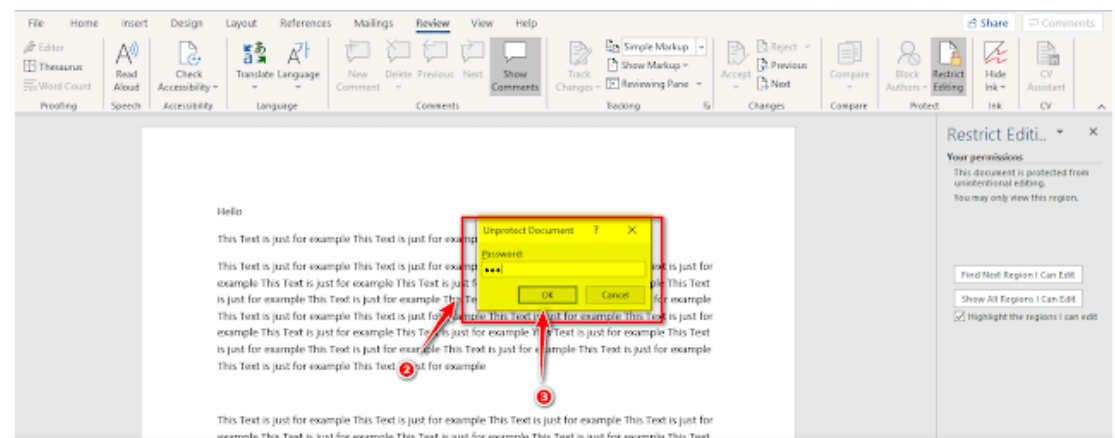


In this way, we have been able to make the protection of the Word file extremely high, and even you will not be able to (modify the Word file, or copy and move it from it to another file.

To be able to modify the file again, do the following:

1. Click on the Review tab
2. Click on Stop Protection
3. Enter the password and press OK

This way you will only be able to turn off the protection for modification, but it will turn back on again after the modification.



### How to cancel password protect word file from modification and copy

You may once again want to remove the password from the file permanently for any reason, and therefore just follow these steps:

1. Open the Word file
2. Click on the Review tab
3. Click on Stop Protection
4. Enter the password
5. Remove the check mark from the first and second options, then click Save

In this way, you will be able to remove the password from the Word file permanently.

### Method 3: Prevent modification to certain parts of the Word file

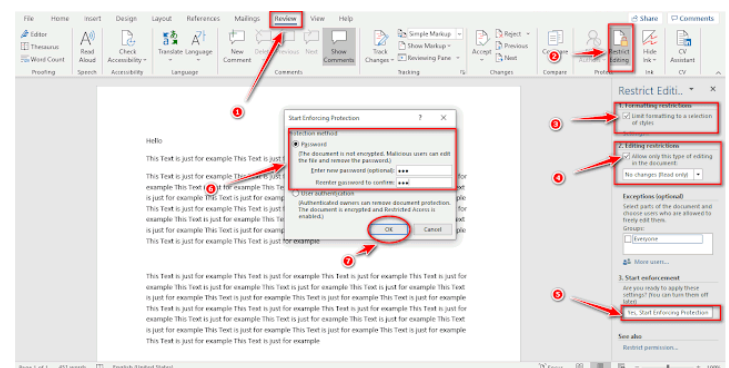
One of the most prominent things about these additions that Microsoft made available to protect files from copying and modification is the ability to protect a certain part of the document to be un modifiable or copy able and for viewing and reading only.

You can do this in your Word file, just follow these steps:

1. Select and highlight the part to be protected and prevent users from modifying or copying it
2. Open the Review tab

#### • In Formatting Restrictions

Activate the "Limit Formatting to a selection of styles" option by clicking on it and a checkmark appears.



- In Editing Restrictions

Activate the "Allow Only This Type of Editing in the documents" option, then choose the following value via the box directly below it:

No Changes (Read Only)

In Start Enforcement Click on the “Yes, Start Enforcing Protection” option. Check Every One, now set the password, and press OK.

To remove the password for certain parts of the file, please follow the same steps above in the second method to remove the password.

## View Tab

This tab is used to set how you want your document to be viewed while you are working on it. **The View tab** has the following groups: Document Views, Show/ Hide, Zoom, Window and Macros.

### Document Views

In the Document Views group, you can use the following views as shown in the red rectangle: **Print Layout, Full Screen Reading, Web Layout, Outline, and Draft view**. This group can also be accessed from the Toolbar located on the right bottom of your document.

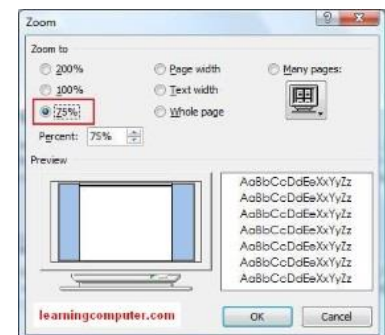
### Show/Hide

The next group in the View Tab that we will look at is the Show/Hide group. Using this group, you can turn on options like the Ruler, Gridlines, Document Map and Thumbnails. Let us take a look at some of these options next. The Ruler displays on the left and top sides of your document and uses inches as measurement. This gives you more control on the document appearance from a formatting point of view

### Zoom

Sometimes it is necessary to zoom in and out to get a better idea of what your document looks like or how will it show up on a Printer. The Zoom group in Microsoft Word View Tab lets you do just that. When you click on the zoom command in on the Ribbon, you will get a new dialog box as shown.

Go ahead and select the zoom level that you would like to use in your Microsoft Word document. For our demo we will use 75% and then click OK. This will adjust our document size to show just 75% of the size.



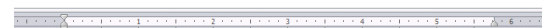
## Compare pages in an easy way

Sometimes we need to compare information on a particular page with information on other pages. It is not logical. The comparison is done by navigating through the ruler between the pages, but it is necessary to follow a path that facilitates the comparison process.

From the keyboard, press **Ctrl + Alt + S**

The screen is divided into two parts. In the upper section, we install the screen on any desired part. In the lower section, we move the cursor to the desired part to be compared with to cancel the display method. We press the separator line twice to return the file to its normal position.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.



## References:

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