

Starting Word 2010

In order to use a program, you must start—or launch—it first.

Windows Vista and Windows 7

Click the **Start** button.

The Start menu appears.

Click **All Programs**.

The left pane of the Start menu displays the programs and menus installed on your computer.

Click **Microsoft Office**.

Select **Microsoft Word 2010**.

The Word 2010 program screen appears.

Other Ways to Launch a Program:

Click the **Start** button and type the program name in the Search box. Click the program in the search results to launch it.

Tips

Depending on how your computer is set up, the procedure for starting Word 2010 might be a little different from that described here.

If you use Word 2010 frequently, you might consider pinning it to the Start menu. To do this, right-click **Microsoft Word 2010** in the All Programs menu and select **Pin to Start Menu** from the contextual menu.

Windows 7 users can also pin a program to the taskbar. To do this, right-click the **Word** button in the taskbar and select **Pin this program to taskbar** from the contextual menu.

Exercise

Exercise File: None required.

Exercise: Start the Microsoft Word 2010 program.

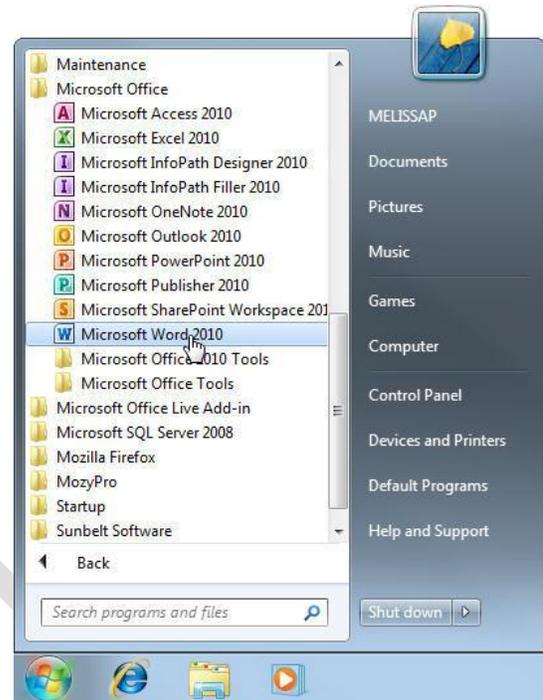


Figure 1-1: The All Programs menu in Windows 7.

What's New in Word 2010

Word 2010 is very different from previous versions. The table below gives you an overview of what to expect.

Exercise

Exercise File: None required.

Exercise: Review the new features in Microsoft Office Word 2010.

Table 1-1: What's New in Word 2010

Improved Ribbon	The Ribbon makes all the commands needed to work with a program readily available. The Ribbon was introduced in Word 2007, but has been improved in Word 2010: now you can create your own tabs and groups for the Ribbon. You can also rename or change the order of default tabs and groups.
Backstage View	Backstage view is where you open, save, print, share, and manage your files and program options. To access Backstage view, click the File tab on the Ribbon.
Document Management	Three new tools help you manage, protect, and share your documents: Recover previous versions lets you revert to an earlier version of your document. Protected view helps protect your computer from online attacks when opening files from the Internet. Trusted documents remembers which files you trust so you aren't prompted each time the file is opened.
Paste with Live Preview	Allows you to preview how pasted content will look with various paste options before you paste it.
More Themes and Styles	Predefined styles and themes let you change the overall look and feel of a document in a few clicks. Now Office 2010 has even more themes you can apply to your documents.
Improved Picture-Editing Tools	There are many new ways to edit pictures and take images in your documents. Insert screenshot: You can take a screenshot or screen clipping and add it to your documents. Improved SmartArt: Now you can add SmartArt that uses photographs. Other tools: New picture editing tools let you refine the brightness, contrast, or sharpness of a picture; add artistic effects; and control cropping and compression.
Accessibility Checker	The Accessibility Checker lets you find and fix issues that can make it difficult for people with disabilities to read or interact with your document.
Language Tools	Improved language tools let multilingual users set preferences for language settings in Office 2010.
Navigation Pane	The Navigation Pane combines Word's search functions and document map to make it easier than ever to work with long documents. Leave the Navigation Pane open so you can browse a document's headings or pages without leaving the main document.
Improved Text Effects	Apply text effects, such as shadow or glow, to any text in a document.
Advanced Typographical Features	Word 2010 introduces OpenType fonts. These fonts support advanced typographical features, such as ligatures and number forms, so you can make your documents look more polished and professional.
Improved WordArt	WordArt has been around for awhile, but it has changed quite a bit in Word 2010. New WordArt styles and functionality make it easy to add and format WordArt. It is also treated as text instead of a picture, so your WordArt is searchable in the document.

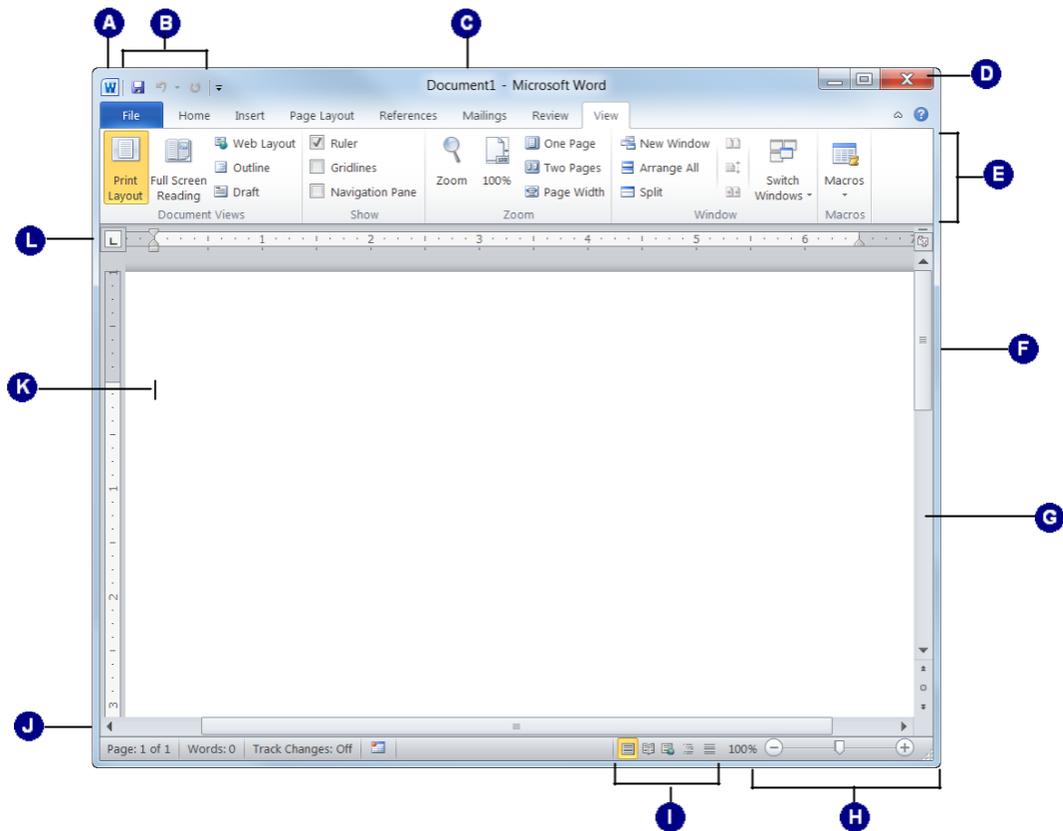
Understanding the Word Program Screen

The Word 2010 program screen may seem confusing and overwhelming at first. This lesson will help you become familiar with the Word 2010 program screen as well as the new user interface.

Exercise

Exercise File: None required.

Exercise: Understand and experiment with the different parts of the Microsoft Office Word 2010 screen.



<p>A</p>	<p>File tab: Contains basic file management commands—such as New, Open, Save, and Close—and program options.</p>	<p>G</p>	<p>Document window: This is where you enter and work on document content.</p>
<p>B</p>	<p>Quick Access Toolbar: Contains common commands such as Save and Undo. You can add more commands as well.</p>	<p>H</p>	<p>Zoom slider: Click and drag the slider to zoom in or out of a slide. You can also use the + and – buttons.</p>
<p>C</p>	<p>Title bar: Displays the name of the program you are using and the name of the document you are currently working on.</p>	<p>I</p>	<p>View shortcuts: Quickly switch between Print Layout, Full Screen Reading, Web Layout, Outline, and Draft views.</p>
<p>D</p>	<p>Close button: Click here to close the current document. If only one document is open, clicking this button will close the Word program as well.</p>	<p>J</p>	<p>Status bar: Displays information about your document. Right-click it to specify which information is shown.</p>
<p>E</p>	<p>Ribbon: The tabs on the Ribbon replace the menus and toolbars found in previous versions of Word.</p>	<p>K</p>	<p>Insertion Point: The small, blinking bar controls where document content is entered. Move the insertion point with the mouse, or the arrow keys on the keyboard.</p>
<p>F</p>	<p>Scroll bars: There are both vertical and horizontal scroll bars: you use them to view and move in your document.</p>	<p>L</p>	<p>Ruler: Displays left and right paragraph intents, document margins, and tab stops. Click the View Ruler button above the vertical scroll bar to view or hide the ruler.</p>

Giving Commands in Word

Word 2010 provides easy access to commands through the Ribbon, File tab, and Quick Access Toolbar.

Ribbon

The Ribbon keeps commands visible while you work instead of hiding them under menus or toolbars, and it is the primary way to give commands in Word 2010. The Ribbon is made up of three basic components: tabs, groups, and buttons.

Tabs: Commands are organized into *tabs* on the Ribbon. Each tab contains a different set of commands. There are three different types of tabs:

Command tabs: These tabs appear by default whenever you open the Word 2010 program. In Word 2010, the Home, Insert, Page Layout, References, Mailings, Review, and View tabs appear by default.

Contextual tabs: Contextual tabs appear whenever you perform a specific task, and they offer commands relative to only that task. For example, whenever you select a picture, the Format tab appears in the Ribbon under Picture Tools.

Program tabs: If you switch to a different authoring mode or view, such as Outline view, program tabs appear next to the default command tabs that appear on the Ribbon.

Groups: The commands found on each tab are organized into *groups* of related commands. For example, the Font group contains commands used for formatting fonts. Click the Dialog Box Launcher (☰) in the bottom-right corner of a group to display even more commands.

Trap: Based on the size of the program window, Word changes the appearance and layout of the commands within groups.

Buttons: One way to issue a command is by clicking its *button* on the Ribbon. Buttons are the smallest element of the Ribbon and change color when clicked.

Tips

You can hide the Ribbon so that only tab names appear, giving you more room in the program window. To do this, double-click the currently displayed command tab. Or, right click a Ribbon tab and select **Minimize Ribbon** from the contextual menu. To display the Ribbon again, click any tab. Or, click the **Minimize the Ribbon** (☰) button.

Exercise

Exercise File: None required.

Exercise: Click each tab on the Ribbon to view its commands.

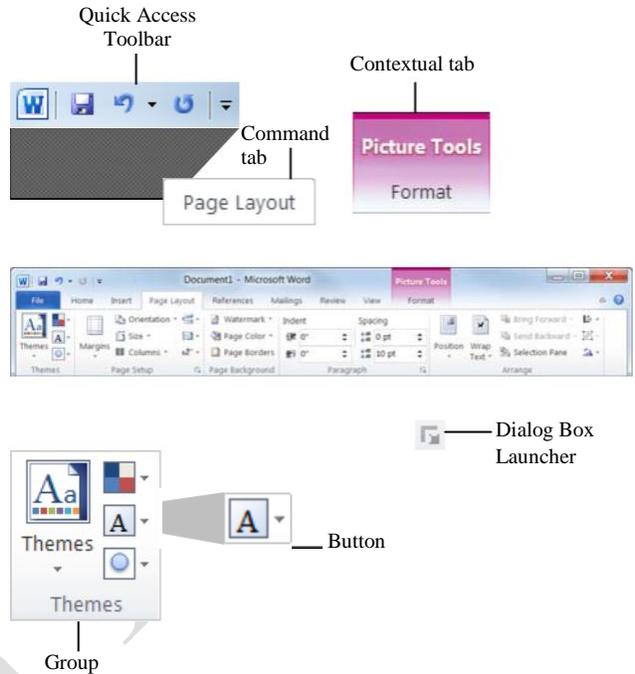


Figure 1-2: Ribbon elements.

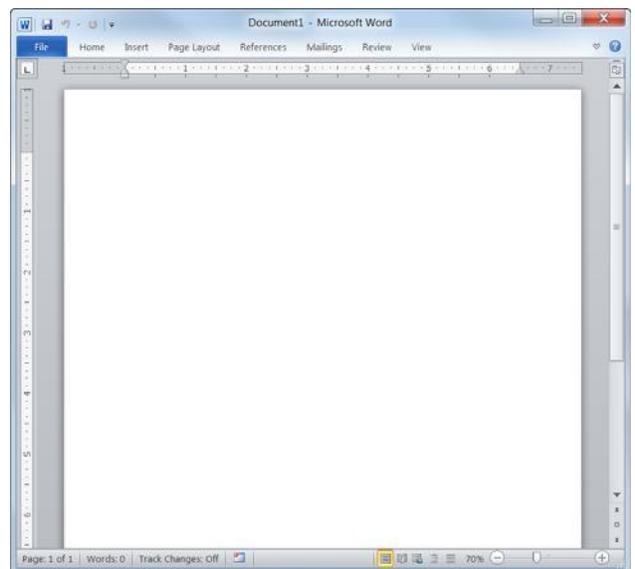


Figure 1-3: The Ribbon with the groups hidden so only the tab names appear.

File tab

The *File tab* appears in the upper-left corner of the program window. When clicked, it opens *Backstage view*, which is where you find commands for basic file management, including New, which creates a new file; Open, which opens an existing file; Save, which saves the currently opened file; and Close, which closes the currently opened file. This is also where you find commands for controlling program options and sharing.

Tips

The File tab replaces the File menu and Office Button found in previous versions of Word.

Quick Access Toolbar

The *Quick Access Toolbar* appears to the right of the File tab and provides easy access to the commands you use most frequently. By default, the Save, Undo, and Redo buttons appear on the toolbar; however, you can customize this toolbar to meet your needs by adding or removing buttons.

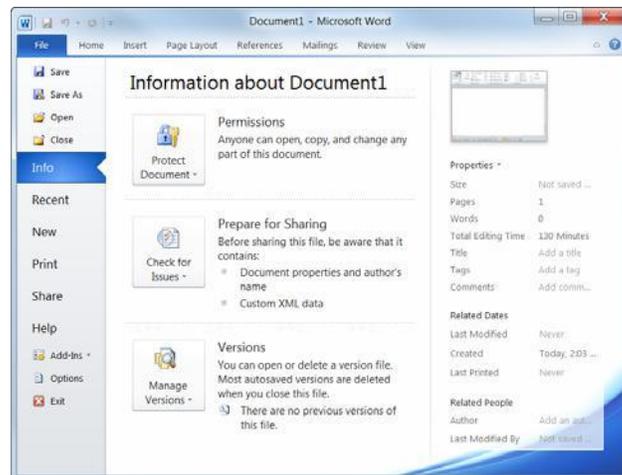


Figure 1-4: The Info tab in Backstage view.

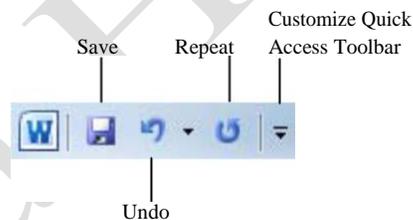


Figure 1-5: The Quick Access Toolbar

Using Command Shortcuts

Command shortcuts provide other ways to give commands in Word. Shortcuts can be a time-saving and efficient alternative to the Ribbon. Use shortcuts for the commands you use most frequently.

Keystroke shortcuts

Keystroke shortcuts are one of the fastest ways to give commands in Word. They're especially great for issuing common commands, such as saving a document.

In order to issue a command using a keystroke shortcut, you simply press a combination of keys on your keyboard. For example, rather than clicking the Copy button on the Ribbon to copy text, you could press and hold the copy keystroke shortcut, **<Ctrl> + <C>**. The table to the right lists other common keystroke shortcuts.

Contextual menus

A *contextual menu* displays a list of commands related to a specific object or area. To open a contextual menu:

Right-click an object or area of the document or program screen.

A contextual menu appears, displaying commands that are relevant to the object or area that you right-clicked.

Select an option from the contextual menu, or click anywhere outside the contextual menu to close it without selecting anything.

Mini Toolbar

The *Mini Toolbar* appears whenever you select text and contains common text formatting commands. To view the Mini Toolbar:

Select a block of text.

The Mini Toolbar appears near the text you selected.

Trap: Sometimes the Mini Toolbar can be hard to see due to its transparency. To make the Mini Toolbar more visible, point to it.

Click a button on the Mini Toolbar.

The command is given in Word.

Tip: If you don't want the Mini Toolbar to appear every time you select a block of text, click the **File** tab and click **Options**. Click the **Personalize** category, uncheck the **Show Mini Toolbar on selection** check box, and click **OK**.

Exercise

Exercise File: None required.

Exercise: Memorize some common keystroke shortcuts.

Open a contextual menu in the main part of the program window.

Table 1-2: Common Keystroke Shortcuts

<Ctrl> + <O>	Opens a document.
<Ctrl> + <N>	Creates a new document.
<Ctrl> + <S>	Saves the current document.
<Ctrl> + <P>	Prints the document.
<Ctrl> + 	Toggles bold font formatting.
<Ctrl> + <I>	Toggles italic font formatting.
<Ctrl> + <C>	Copies the selected text or object.
<Ctrl> + <X>	Cuts the selected text or object.
<Ctrl> + <V>	Pastes the selected text or object.
<Ctrl> + <Home>	Moves the insertion point to the beginning of the document.
<Ctrl> + <End>	Moves the insertion point to the end of the document.

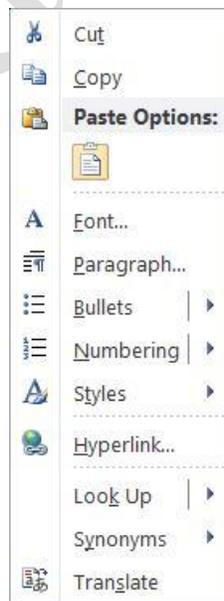


Figure 1-6: A contextual menu.

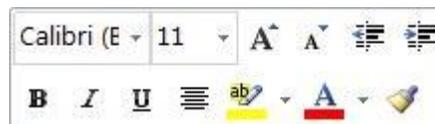


Figure 1-7: The Mini Toolbar.

Key Tips

Key Tips appear whenever you press the <Alt> key. You can use Key Tips to perform just about any action in Word 2010, without ever having to use the mouse.

To issue a command using a Key Tip, first press the <Alt> key. Tiny letters and numbers, called *badges*, appear on the Quick Access Toolbar and all of the tabs on the Ribbon. Depending on the command you want to issue, press the letter or number key indicated on the badge. Repeat this step as necessary until the desired command has been issued.

Key Tip badge

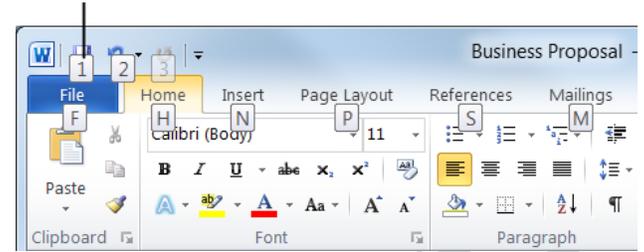


Figure 1-8: Press the <Alt> key to display Key Tips.

Creating a New Document

Creating a new document is one of the most basic commands you need in Word. A new document automatically appears upon starting Word, but it's also helpful to know how to create a new document within the application. You can create a new blank document, such as the one that appears when you open Word, or you can create a new document based on a template.

Create a new blank document

Click the **File** tab on the Ribbon and select **New**.

The New tab of Backstage view appears. By default, the Blank document option is already selected.

Make sure the **Blank document** option is selected and click **Create**.

The new blank document appears in the Word application screen.

Other Ways to Create a Blank Document:
Press <Ctrl> + <N>. Or, double-click the **Blank document** option in Backstage view.

Create a document from a template

Click the **File** tab on the Ribbon and select **New**.

The New tab of Backstage view appears. There are several ways to create a document from a template.

Recent templates: Select a template in the Recently Used Templates area and click **Create**.

Blog Post: If you have a Web log (or blog), you can create a blog entry using Word's blog template and post the entry directly to your blog.

Sample templates: Click this category to view templates that are already installed on your computer. Select a template and click **Create**.

My templates: Select **My Templates** to open a dialog box that displays templates you have created and saved on your computer.

New from existing: Select **New from existing** to open a dialog box that allows you to browse for a document on your computer that you want to base a new document on. This is essentially like creating a copy of an existing file.

Office.com Templates: Click a category to view templates that you can download from Office Online. Find the template you want to use and click **Download**.

Exercise

Exercise File: None required.

Exercise: Create a new blank document.

Create a new document from the blog post template.

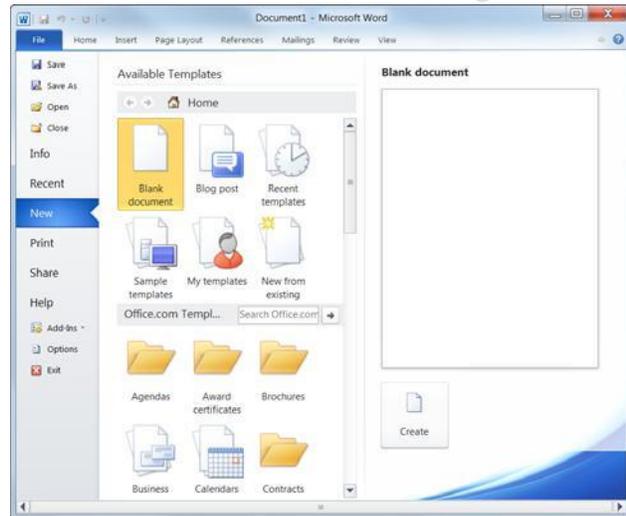


Figure 1-9: The New tab of Backstage view.

Opening a Document

Opening a document lets you work on a document that you or someone else has previously created and then saved. This lesson explains how to open a saved document.

You can locate a document on your computer and simply double-click it to open it, but you can also open a document from within the Word program.

Click the **File** tab and select **Open**.

The Open dialog box appears. Next, you have to tell Word where the file you want to open is located.

Other Ways to Open a Document:

Press <Ctrl> + <O>.

Navigate to the location of the saved file.

The Open dialog box has several controls that make it easy to navigate to locations and find files on your computer:

Address bar: Click a location in the Address bar to open it. Click the arrow to the right of a location to open a list of folders within that location. Select a folder from the list to open it.

Folders List: Shortcuts to common locations on your computer, such as the Desktop and Documents library.

Search box: This searches the contents—including subfolders—of that window for the text that you type. If a file's name, file content, tags, or other file properties match the searched text, it will appear in the search results. Search results appear as you enter text in the search box.

Select the file you want to open and click **Open**.

Word displays the file in the application window.

Tips

To open a document that has been used recently, click the **File** tab, click **Recent**, and select a document from the Recent Documents list.

You can pin a document to the Recent Documents list so that it is always available there. Click the **Pin this document to the Recent Documents list** button next to the document that you want to always be available. Click it again to remove the document from the Recent Document list.

Exercise

Exercise File: Business Proposal.docx

Exercise: Open the Business Proposal.docx file located in your Practice folder.

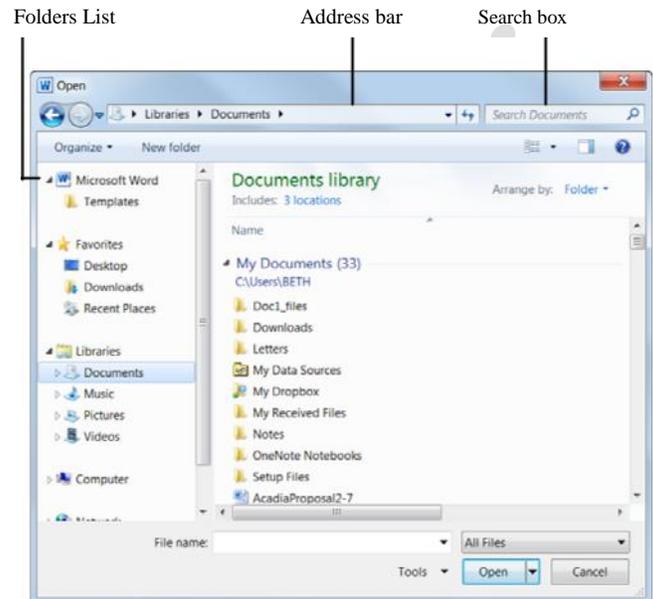


Figure 1-10: The Open dialog box. To open a file, you must first navigate to the folder where it is saved. Most new files are saved in the Documents folder by default.

Previewing and Printing a Document

Once you have created a document, and your computer is connected to a printer, you can print a copy. Before you do this, it's a good idea to preview how it's going to look.

Click the **File** tab and select **Print**.

Notice that the print settings and a preview of the document appear together, with print settings on the left and a preview on the right.

Tip: Use the scroll bar or the page navigation controls below the preview to view other pages in the document.

Other Ways to Preview and Print:

Press **<Ctrl> + <P>**.

After previewing the document, you can specify printing options, such as which pages or the number of copies to print.

Specify printing options and click the **Print** button.

The document is sent to the printer.

Exercise Notes

Exercise File: Business Proposal.docx

Exercise: Preview and print the document.

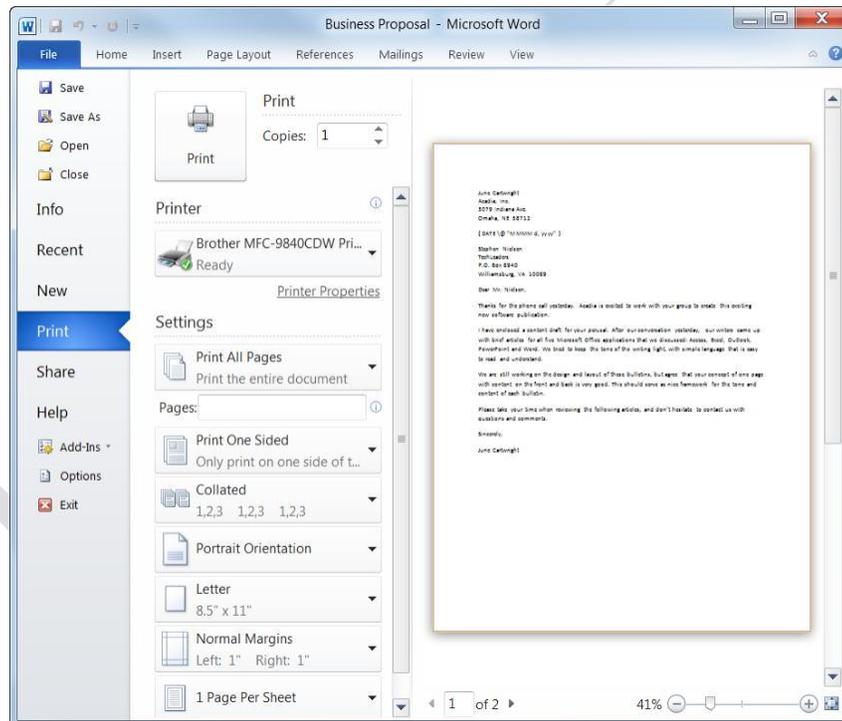


Figure 1-11: The Print Settings and Print Preview as shown in Backstage view. Use the print settings in the left column to control how the document is printed. Use the print preview area in the right column to preview how the document will look when printed.

Saving a Document

After you've created a document, you need to save it if you want to use it again. Also, if you make changes to a document you'll want to save it. You can even save a copy of an existing document with a new name, to a different location, or using a different file type.

Save a new document

Click the **Save** button on the Quick Access Toolbar. The Save As dialog box appears.

Other Ways to Save:

Press <Ctrl> + <S>. Or, click the **File** tab and select **Save**.

Specify the drive and/or folder where you want to save your document.

The Save As dialog box has several controls that make it easy to navigate to locations on your computer:

Address bar: Click a location in the Address bar to open it. Click the arrow to the right of a location to open a list of folders within that location. Select a folder from the list to open it.

Folders list: Shortcuts to common locations on your computer, such as the Desktop and Documents folder.

Search box: This searches the contents—including subfolders—of that window for the text that you type. If a file's name, file content, tags, or other file properties match the searched text, it will appear in the search results. Search results appear as you enter text in the Search box.

Enter the file name in the File name text box.

Click **Save**.

Save document changes

Click the **Save** button on the Quick Access Toolbar.

Any changes you have made to the document are saved.

Other Ways to Save:

Press <Ctrl> + <S>. Or, click the **File** tab and select **Save**.

Exercise

Exercise File: None required.

Exercise: Save a new document with the file name "Saved Document".

Enter your name at the top of the document and save the document on your Desktop with the new name "Updated Document".

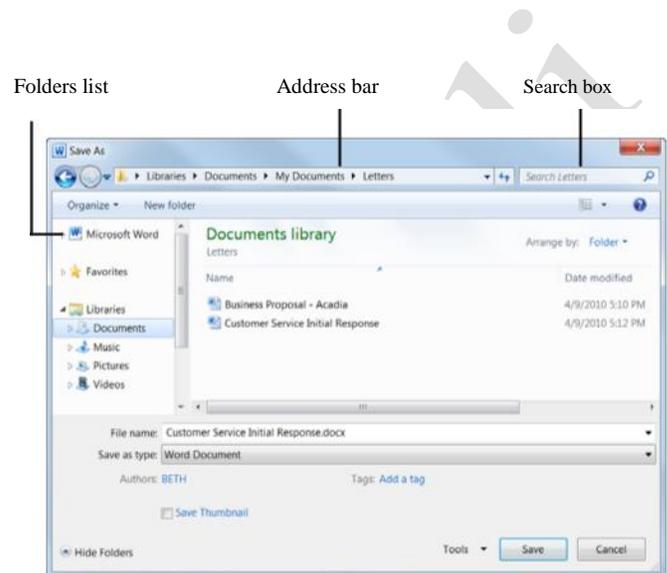


Figure 1-12: The Save As dialog box. The Documents library is the default location for saving, but you can change the save location as necessary.

Save a document under a different name and/or location

Saving a document under a different name or in a different location does not delete the original file. It saves a copy of the file under a new name or in a new location.

Click the **File** tab and select **Save**

As. The Save As dialog box appears.

Enter a different name for the file in the File name text box .

Navigate to a new location to save the file as necessary.

Click **Save**.

Save a document as a different file type

Just as some people can speak several languages, Word can read and write in other file formats. Saving a document in a different file type makes it easier to share information between programs.

Click the **File** tab and select **Save**

As. The Save As dialog box appears.

Click the **Save as type** list arrow and select a file format.

The table to the left, *Common Word File Formats*, provides brief descriptions of some of the file formats you can use to save a document.

Click **Save**.

A copy of the document is saved in the new format.

Table 1-3: Common Word File Formats

Word Document (.docx)	This is the default format for Word 2010 documents.
Word Macro-Enabled Document (.docm)	This file format supports macros in Word 2010.
Word 97-2003 Document (.doc)	Documents in this format can be read used by all versions of Word. It does not support XML.
PDF. (.pdf)	Use this format for files you want to share, but do not want to be changed.
Web page (.htm, .html)	This format is used to create pages to be viewed on the Web.
Rich Text Format (.rtf)	Many of a document's formatting properties remain, but can this file type be read by more programs.
Plain Text (.txt)	Only text is saved in this file type. Any document formatting is removed.
Word XML Document (.xml)	This file type is used exclusively for XML-enabled documents.

Closing a Document

When you're done working on a document, you need to close it.

Click the **File** tab and select **Close**.

The document closes, and you can access the file again by opening it later.

Other Ways to Close a Document:

Press **<Ctrl> + <W>**. Or, click the **Close** button on the title bar if you have multiple Word documents open.

Trap: If you click the **Close** button on the title bar when you have only one Word document open, the document will close and you will exit the Word program.

Tip: If you have not saved the document since making changes, a dialog box will appear asking if you want to save changes to the document. Click **Save** if you wish to save your changes; click **Don't Save** if you do not want to save your changes; click **Cancel** if you do not want to close the document.

Exercise Notes

Exercise File: Any open document.

Exercise: Close the document.

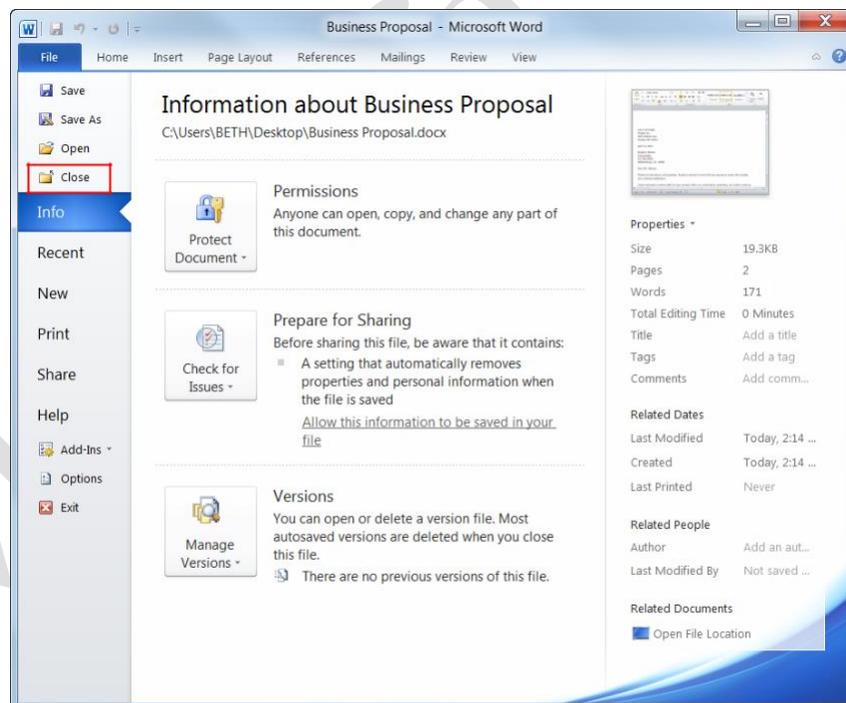


Figure 1-13: Select Close from the File tab to close a document.

Using Help

When you don't know how to do something in Word 2010, look up your question in the Word Help files. The Word Help files can answer your questions, offer tips, and provide help for all of Word's features.

Search for help

Click the **Microsoft Word Help** button (?) on the Ribbon.

The Word Help window appears.

Other Ways to Open the Help Window:
Press <F1>.

Type what you want to search for in the "Type words to search for" box and press <Enter>.

A list of help topics appears.

Click the topic that best matches what you're looking for.

Word displays information regarding the selected topic.

Browse for help

Click the **Microsoft Word Help** button (?) on the Ribbon.

The Word Help window appears.

Other Ways to Open the Help Window:
Press <F1>.

Click the category that you want to browse.

The topics within the selected category appear.

Tip: Click **see all** for a list of all help categories.

Click the topic that best matches what you're looking for.

Word displays information regarding the selected topic.

Choose the Help source

If you are connected to the Internet, Word 2010 retrieves help from the Office Online database by default. You can easily change this to meet your needs.

Click the **Search** button list arrow in the Word Help window.

A list of help sources appears.

Exercise

Exercise File: None required.

Exercise: Search for the term "text effects".

Search for the term again using "Content from this computer" only.

Browse topics in the "Formatting" category of Help.

Enter search keywords here.

Browse help topic categories.

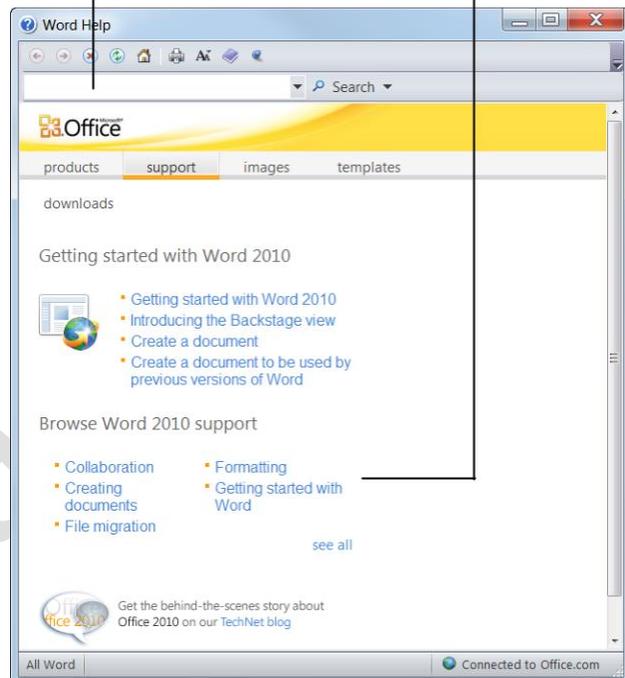


Figure 1-14: The Word Help window.

2. Select an option from the list.

Now you can search from that source.

Tips

Office 2010 offers enhanced ScreenTips for many buttons on the Ribbon. You can use these ScreenTips to learn more about what a button does and, where available, view a keystroke shortcut for the command. If you see the message “Press F1 for more help”, press <F1> to get more information relative to that command.

When you are working in a dialog box, click the **Help** button () to open the Word Help Home page.

Table 1-4: Help Buttons

	Back	Click here to move back to the previous help topic.
	Forward	Click here to move forward to the next help topic.
	Stop	Stop the transfer of information from the online Help database.
	Refresh	Refresh the page to correct page layout or get the latest data.
	Home	Click here to return to the Help home page.
	Print	Click here to print the current help topic.
	Change Font Size	Click here to change the size of the text in the Help window.
	Show Table of Contents	Click here to browse for help using the Table of Contents.
	Keep On Top	Click here to layer the Help window so that it appears behind all other Microsoft Office programs.

Exiting Word

When you're finished using Word 2010, you should exit it. *Exiting* a program closes it until you need to use it again.

Click the **File** tab.

Click the **Exit** button. The Word program closes.

Other Ways to Exit Word 2010:

If there is only one Word program window open, click the **Close** button in the title bar. Or, right-click the **Word** button on the taskbar and select **Close** window from the Jump List.

Tips

Having too many programs open at a time could slow down your computer, so it's a good idea to exit all programs that aren't being used.

If you have not saved the document since making changes, a dialog box will appear asking if you want to save changes to the document. Click **Save** if you wish to save your changes; click **Don't Save** if you do not want to save your changes; click **Cancel** if you do not want to close the document.

...or click the Close button if there only one Word document open.

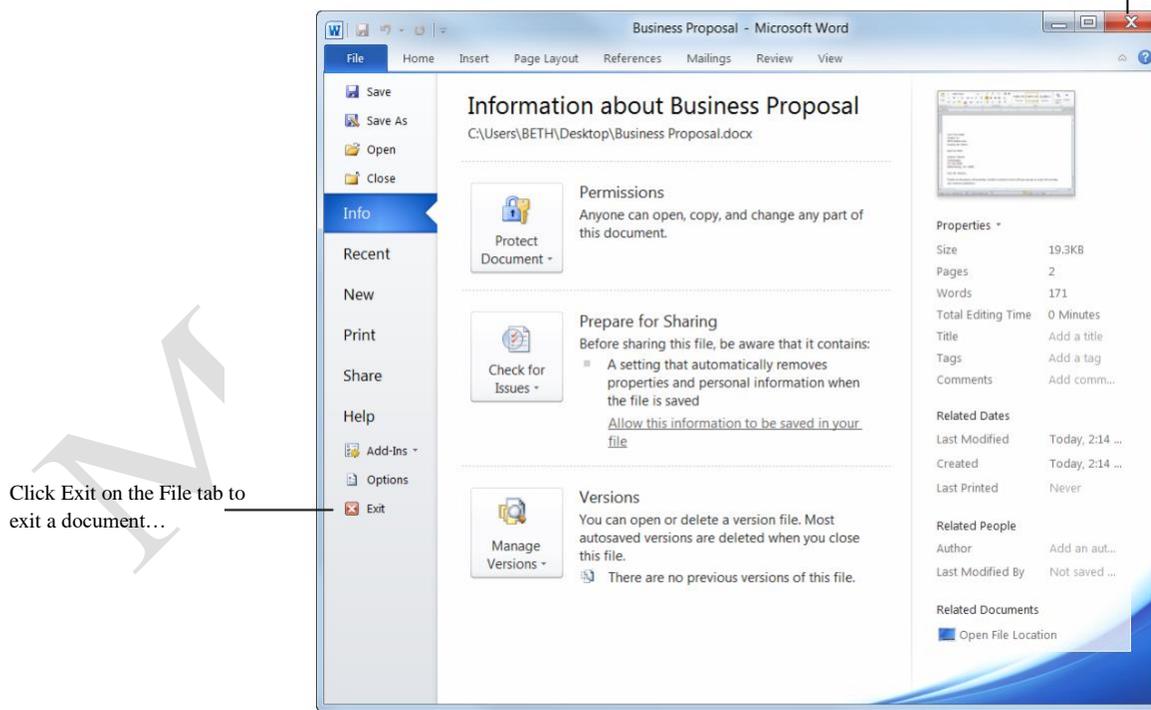


Figure 1-15: Exiting Microsoft Word.