Converting an Older Document to Word 2010

Word 2010 can work with Word documents created in earlier versions of Word thanks to its Compatibility Mode. When an early version of a Word document is opened in Word 2010, Compatibility Mode is automatically turned on. This ensures that only features that are compatible with earlier versions are available, so people still using early versions of Word will still have full editing capabilities.

Tips

- When you convert a file, the original file is overwritten. If you ever intend on using the original file again, save a copy of it in its original file format before converting.

- In Word 2010, open the document that you want to convert.

  Converting the file to Word 2010 .docx format will make many new features available in the file.

- Click the **File** tab on the Ribbon.

  The Info tab of Backstage view appears.

- Click the **Convert** button.

  The Microsoft Office Word dialog box appears, asking you to confirm that you want to convert the document.

  Tip: The Convert option only appears when Word is in Compatibility Mode.

  Tip: Select the **Do not ask me again about converting documents** check box if you don't want to see this dialog box in the future when converting documents.

- Click **OK**.

  The document is converted, and Compatibility Mode is no longer on.

- **Exercise**

- **Exercise File:** Old document.doc
- **Exercise:** Convert the old document to 2010 format.

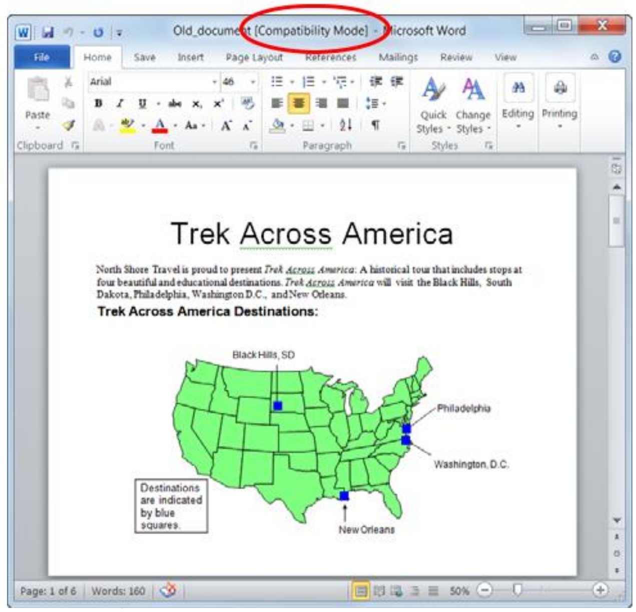


Figure 16-1: When a document created in an earlier version of Word is opened in Word 2010, it is opened in Compatibility Mode. To enable all features of Word, you'll need to convert it to Word 2010 format.

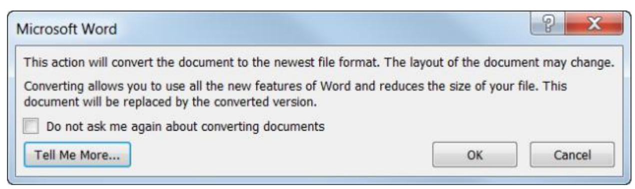


Figure 16-2: This dialog box appears when a document is being converted.

Translating Text

Translating a document into a different language can be a difficult task. Word includes several translation tools to make it easier.

Select a translation language

Before you start translating a document, select the language into which you want to translate it.

- Click the **Review** tab on the Ribbon and click the **Translate** button in the Language group.

  A list of options appears.

- Select **Choose Translation Language** from the list.

  The Translation Language Options dialog box appears. You can select the language that the Mini Translator should use or the language you want to use to translate an entire document.

- Select the language you want to use and click **OK**.

  You are ready to translate your document into the language you selected.

Translate an entire document

If you have an Internet connection, you can use Microsoft's online translation service to translate an entire document.

- Click the **Review** tab on the Ribbon and click the **Translate** button in the Language group.

  A list of options appears.

- Select **Translate Document**.

  The Translate Whole Document dialog box appears. Confirm that you want to translate the entire document.

- Click **Send**.

  Your Web browser appears, displaying the translated document.

- **Exercise**
- **Exercise File:** Description15-2.docx
- **Exercise:** Translate a single word in the document into French.

Figure 16-3: The Translate button.

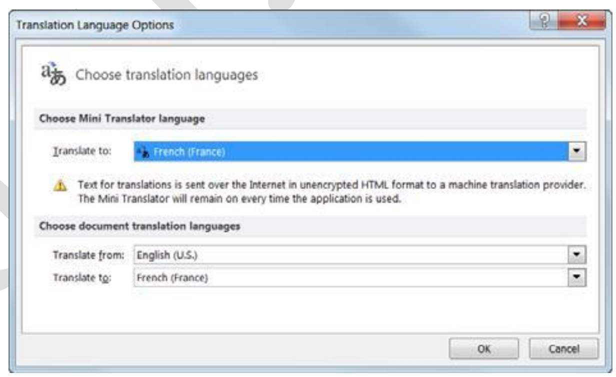


Figure 16-4: Select your languages in the Translation Language Options dialog box.

Figure 16-5: A document translated into another language.

Translate selected text

If you only need to translate a few words or a short phrase, you can use Word's Research pane.

- Select the text you wish to translate.

  The text is highlighted blue.

- Click the **Review** tab on the Ribbon and click the **Translate** button in the Language group.

  A list of options appears.

- Select **Translate Selected Text** from the list.

  The Research pane appears, displaying your text beneath the Translation heading.

- You can change the languages Word translates from and to by clicking the **From** and **To** list arrows in the Research pane.

Figure 16-6: The Research Pane.

Translate a single word

The Mini Translator lets you translate a single word by pointing to it with your mouse.

- Click the **Review** tab on the Ribbon and click the **Translate** button in the Language group.

  A list of options appears.

- Select **Mini Translator** from the list.

  You are now ready to use the Mini Translator.

- Point to the word you wish to translate. The

  Mini Translator displays the translation.

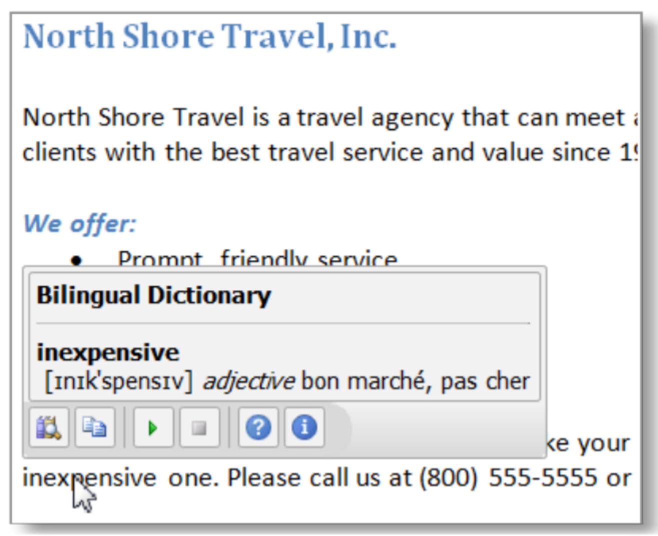


Figure 16-7: Use the Mini Translator to translate a single word in a document.

Tips

- Click the **Play** button in the Mini Translator to listen to the word's pronunciation.
- Word's translation software is not perfect. No matter which translation tool you use, always proofread your document carefully for any mistakes.

Publishing a Blog Entry

Blogs have become one of the most popular ways to make your voice heard on the Internet. More popular than personal Web pages, a blog (Web log) is a Web site where entries about an individual's thoughts are recorded. Most are themed for politics, food, or another topic of the author's choice. Others are run more like an online journal.

Register a blog service provider with Word

You need a blog provider that hosts and maintains your blog before you begin writing blog entries in Word.

Word 2010 works with several blog service providers. These providers are listed in Table 16-1: Blog Service Providers.

Once you have a blog account with a blog service provider, you can register the blog's information in Word.

Tips

- If you don't register your blog account in Word, you won't be able to publish entries to your blog from Word.

Create a blog post

Creating an actual blog entry is not very difficult at all. Just use the commands available to you in the Blog Post and Insert tabs on the Ribbon and publishing to your registered account is a snap.

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

  Options for creating a new document appear.

- Select the **Blog post** under Available Templates and click the **Create** button.

  The Word document will convert itself into a blog post. You can continue to edit your entry or publish your post.

  Other Ways to Create a Blog Post:
  Click the **File** tab on the Ribbon and select **Save Send**. Select **Publish as Blog Post** under the Save & Send category and click the **Publish as Blog Post** button.

- Enter a **Post Title** and, if necessary, create your blog post entry.

  A blog post entry can be any combination of text and items you can insert under the Insert tab, such as pictures, links, or videos.

  When the post is ready, publish it to your blog.

- **Exercise**
- **Exercise File:** None required.
- **Exercise:** Create a blog post. If you wish, register your blog service provider with Word and publish the blog post.

Table 16-1: Blog Service Providers

SharePoint blog
WordPress
Blogger
Windows Live Spaces
Community Server
TypePad

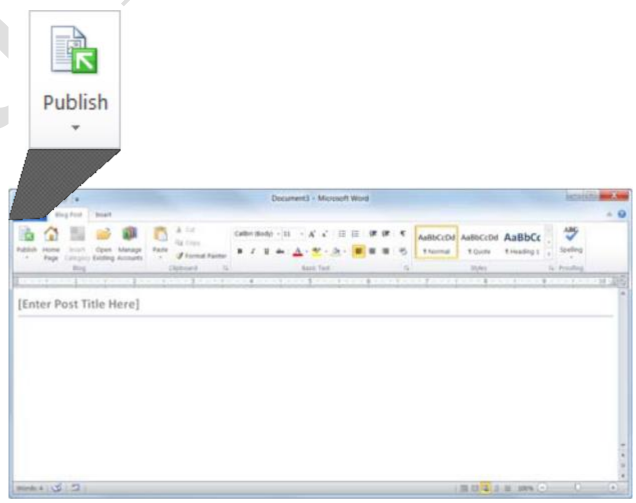


Figure 16-8: When the post is completed it can be published directly to your blog (as long as your blog service is registered with Word).

- Click the **Publish** button in the Blog group.

  The Connect to dialog box appears.

- Click the **User Name** text box and enter your user name.

- Click the **Password** text box, enter your password, and click **OK**.

  The Microsoft Office Word dialog box appears, telling you that it may be possible for other people to see information such as your blog user name and password.

- Click **Yes**.

  A message appears informing you that the blog post was published.

Register with another provider

You can register with another blog service provider if yours is not listed in Word.

- Create a new blog post.

  If you have not registered a blog service provider, the Register a Blog Account dialog box appears.

- Click **Register an Account**.

  The New Blog Account dialog box appears.

- Click the **Blog** list arrow and select **Other** from the list. Click **Next**.

  The New Account dialog box appears. The information required in this dialog box is available

Figure 16-9: The registration page at Wordpress.com from the blog service provider.

- Type your user name, password, API, and blog post URL. Click **OK**.

  Word confirms the information with the provider. Once the confirmation process is complete, you can begin writing and posting blog entries using Word.

Tips

- If you have multiple blogs, click the Blog Post tab and click the **Manage Accounts** button in the Blog group to set a default account, add an account, or remove an inactive account.

Using Hyperlinks

If you have ever been on the World Wide Web, you've used hyperlinks to move between different Web pages. A hyperlink points to a file, a specific location in a file, or a Web page on the Internet or your organization's Intranet. Whenever you click a hyperlink, you jump to the hyperlink's destination.

Tips

- A hyperlink is usually indicated by colored and underlined text.

Insert a hyperlink

You can insert a hyperlink anywhere in a document.

- Select the text you want to use for the hyperlink.

  Hyperlink text is often part of a regular sentence. For example, "The Elk Pine Lodge is the premier locale for destination weddings in Colorado."

- Click the **Insert** tab on the Ribbon and click the **Hyperlink** button in the Links group.

  The Insert Hyperlink dialog box appears.

  Other Ways to Insert a Hyperlink: Select the text to which you want to add a hyperlink and press **<Ctrl>** + **<K>**. Or, right-click the text and select **Hyperlink** from the contextual menu.

  There are four different types of hyperlinks you can create:

  Existing File or Web Page: Create a link that takes you to another Word document or to a file created in another program, such as a Microsoft Excel worksheet or Web page on the Internet. This is the most common type of hyperlink.

  Place in This Document: Takes you to a bookmark in the same document.

  Create New Document: Creates a new Microsoft Word document and then inserts a hyperlink to the new document.

  E-mail Address: Creates a clickable e-mail address.

- Click the **Link to** button you want to use.

  The dialog box changes to allow you to select the destination of the hyperlink.

- **Exercise**

- **Exercise File:** Description15-4.docx
- **Exercise:** Select "North Shore Travel" in the first body paragraph. Use it as the text for a link to http://www.customguide.com.

  Delete the link.

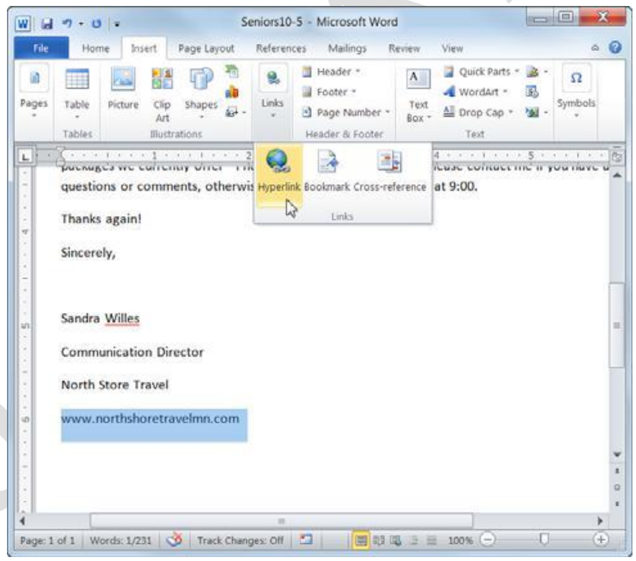


Figure 16-10: Inserting a hyperlink.

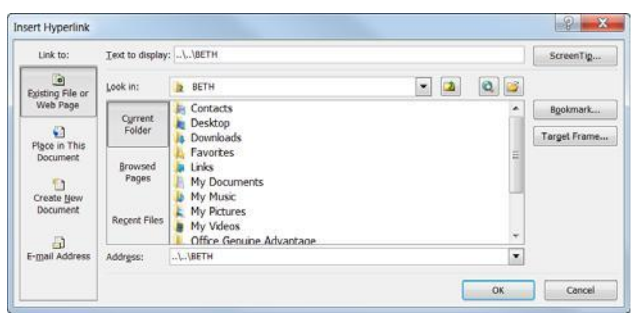


Figure 16-11: The Insert Hyperlink dialog box.

- Enter information for what you want the hyperlink to link to.

  Once the hyperlink destination is set, create the link.

- Click **OK**.

Edit a hyperlink

You can change a hyperlink's display text, type, or destination after it is inserted.

- Right-click the hyperlink and select **Edit Hyperlink** from the contextual menu.

  The Edit Hyperlink dialog box appears. You can change the type of link, the link's destination or target, or the text that is displayed for the hyperlink.

- Edit the hyperlink and click **OK**.

  The hyperlink is updated with the new information.

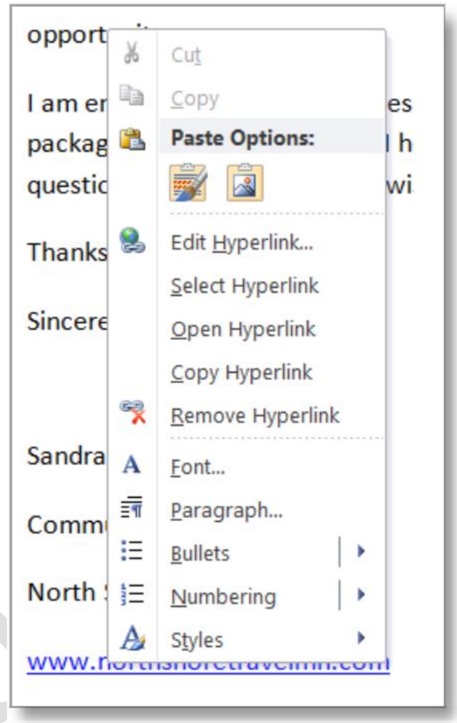


Figure 16-12: Right-click a hyperlink for more hyperlink commands.

Delete a hyperlink

If you no longer want to include a hyperlink in the Web page or document, it is easy to remove the hyperlink from the text.

Right-click the hyperlink and select **Remove Hyperlink** from the contextual menu.

The hyperlink is removed from the text.

Other Ways to Remove a Hyperlink: Right-click the hyperlink and select **Edit Hyperlink** from the contextual menu. Click **Remove Link** in the Edit Hyperlink dialog box.

Viewing Document Properties and Finding a File

Document properties are bits of information that describe and identify a document. This information includes the title, author name, subject, and keywords in the document. You can also add your own tags to properties to help organize and identify the document later.

View document properties

- Click the **File** tab on the Ribbon and select **Info**.

  The standard document properties appear on the right side of the window. You can also view more advanced properties.

- Click the **Show All Properties** link at the bottom of the screen.

  All document properties are displayed. Once you are done viewing and editing document properties, you can return to your document.

  Tip: To add or change properties, hover your pointer over the property you want to update and type the information.

- Click the **File** tab on the Ribbon.

  Any changes you made to document properties are saved automatically.

Show the Document Panel

You can also view and edit a document's properties by opening the Document Panel.

- Click the **File** tab on the Ribbon and select **Info**.

  Information about your document appears.

- Click the **Properties** button list arrow and select **Show Document Panel** from the list.

  The document returns to Normal view, and the Document Information Panel appears with the document's standard properties displayed.

- To modify the document's standard properties, click the appropriate field and enter the desired information.

  The information is modified. You can also view more advanced properties.

Exercise

- **Exercise File:** Timesheet15-5.docx
- **Exercise:** View the Timesheet.docx document properties and add "Human Resources" to the Tags property.

  Search for "times" in the Search box under the Start button.

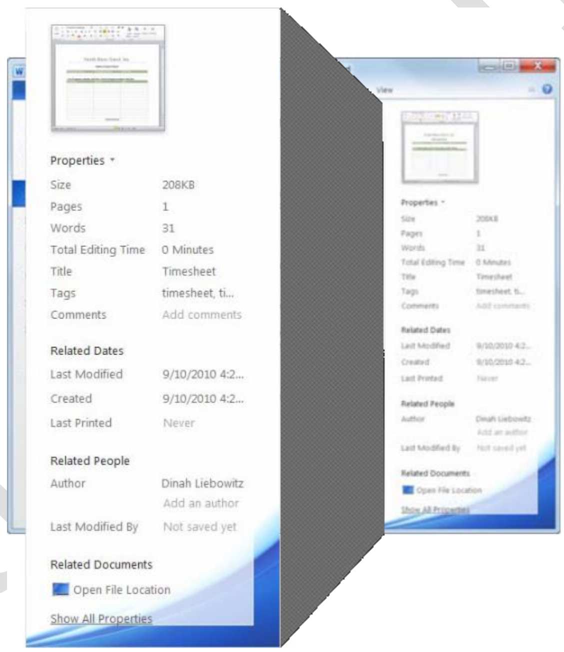


Figure 16-13: Document Properties appear on the Info tab in Backstage view.

- Click the **Document Properties** list arrow in the upper-left corner of the Document Panel and select **Advanced Properties**.

  The Properties dialog box appears. Use these tabs to view and change more document properties.

- Make any changes as necessary and click **OK** when you're finished.

  The Properties dialog box closes.

- Click the **Close** button in the Document Panel.

  The Document Panel closes.

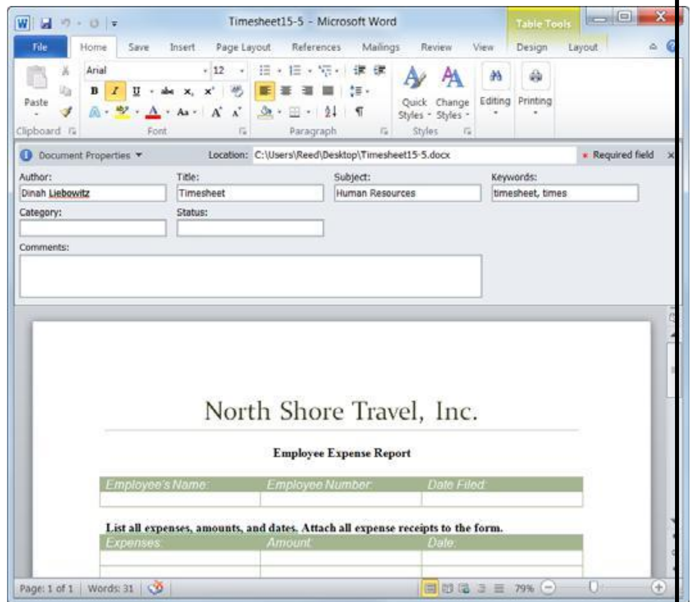


Figure 16-14: The Document Panel.

Find a file

It is just as easy to misplace and lose a file in your computer as it is to misplace your car keys—maybe easier! Luckily, Windows comes with a great search feature that can track down your lost files. Search can look for a file, even if you can't remember its exact name or location.

- Click the **Start** button and type what you want to search for.

  Instant Search looks for file names, file contents, and file tags that match the text you are searching for and displays the results in the Start menu.

- Click the file that matches your

  search. The selected file appears.

Figure 16-15: Search results from the Search box in the Start menu.

Recovering Your Documents

Computers don't always work the way they're supposed to. Nothing is more frustrating than when a program, for no apparent reason, decides to take a quick nap, locks up, and stops responding to your commands—especially if you lose the precious document that you're working on!

Fortunately, Microsoft realizes that people might want to recover their documents when Microsoft Word locks up or stops responding. If Word 2010 encounters a problem and stops responding, you can restart Microsoft Word or your computer and try to recover your lost documents. Sometimes Word will display a dialog box similar to the one shown in Figure 16-16 and automatically restart itself.

Understand how AutoRecover works

If AutoRecover is enabled in Word, you don't have to do anything to make it work. When Word suddenly crashes, Word automatically restarts and returns as close as it can to the state of the program as it was. For example, if you had several documents open, Word would reopen all the documents to the same window size and status before the crash.

- Restart Microsoft Word (if it doesn't restart by itself).

  In a majority of cases, Word will restart on its own.

- Select the best recovered document in the Document Recovery task pane.

  Sometimes Word will display several recovered documents in the Document Recovery task pane, such as the original document that was based on the last manual save, and a recovered document that was automatically saved during an AutoRecover save process. You can see the status of any recovered document by simply pointing at the recovered document for a second or two.

- Click **Close** to close the task pane.

  You can resume working with the document(s).

- **Exercise**
  - **Exercise File:** None required.
  - **Exercise:** Understand how AutoRecover works. Change the AutoRecover save interval to 8 minutes.

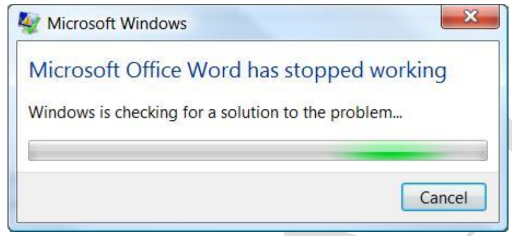


Figure 16-16: This dialog box appears before Word closes abnormally (crashes).

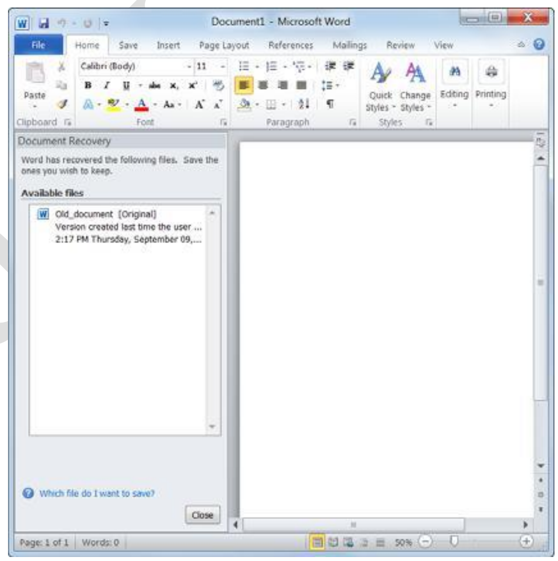


Figure 16-17: The Document Recovery task pane appears when Word reappears after closing abnormally.

Table 16-2: Status Indicators in the Document Recovery Task Pane

Original	Original file based on last manual save.
AutoSaved	File recovered during recovery process or file saved during an AutoRecover save process.
Repaired	Word encountered problems while recovering the document and has attempted to repair them.

Change AutoRecovery settings

You can further protect your work by using the AutoRecover feature to periodically save a temporary copy of the document you're working on. To recover work after a power failure or similar problem, you must have turned on the AutoRecover feature before the problem occurred. You can set the AutoRecover save interval to occur more frequently than every 10 minutes (its default setting). For example, if you set it to save every 5 minutes, you'll recover more information than if you set it to save every 10 minutes. Here's how to change the AutoRecover save interval…

- Click the **File** tab and select **Options**.

  The Word Options dialog box appears.

- Click the **Save** tab.

  Options for how to customize save settings appear.

- Ensure that the **Save AutoRecover information every** check box is checked and specify the desired interval, in minutes, in the minutes box.

  You can't specify the interval if the check box is not selected.

- Click **OK** when you're finished.

  Now Word will automatically save a copy of the document at regular intervals as you use Word.

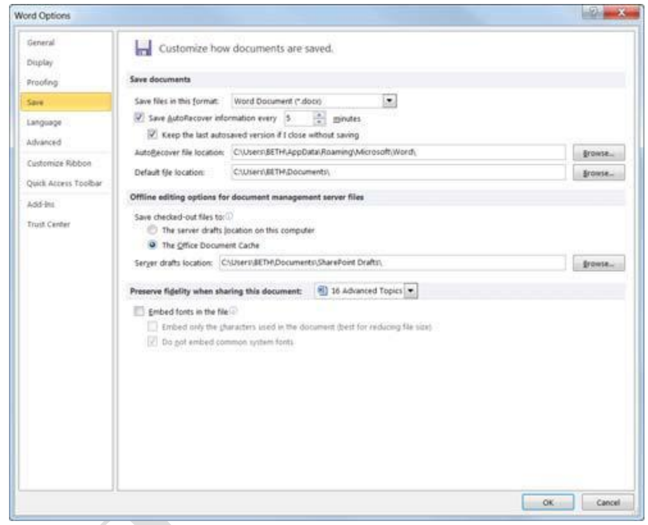


Figure 16-18: The AutoRecover options are located in the Save tab of the Word Options dialog box.

Tips

- Even with Word's document recovery features, the best way to ensure that you don't lose much information if your computer freezes up is to save your work regularly.

Managing Versions

No matter how many warning dialog boxes Word displays, sometimes you close a document without saving it. Word makes it easy for users to recover documents that were automatically saved using the AutoRecover option.

Tips

- Word stores an unsaved document for four days after the document has been closed.

Recover new documents

You can recover new documents that you created but closed without saving.

- Open Microsoft Word.
- Click the **File** tab on the Ribbon and select **Info**.

  Information about the current document is displayed.

- Click the **Manage Versions** button and select **Recover Unsaved Documents**.

  The Open dialog box appears.

  Other Ways to Recover an Unsaved Document: Click the **File** tab on the Ribbon, select **Recent**, and click the **Recover Unsaved Documents** button.

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

  The document opens in a new Word window.

  Tip: If you want to save the file, click the **Save As** button in the Info bar.

Recover previously saved documents

If you make edits to a saved file then close it without saving, you can recover the last autosaved version.

- Open the saved document.
- Click the **File** tab on the Ribbon and select **Info**.

  Information about the document appears.

- Under the Versions section, select the version of the file labeled **(when I closed without saving)**.

  The file opens. You can choose to restore the file or compare it to the previously saved version.

- **Exercise**
- **Exercise File:** None required.
- **Exercise:** Understand how to recover an unsaved document.

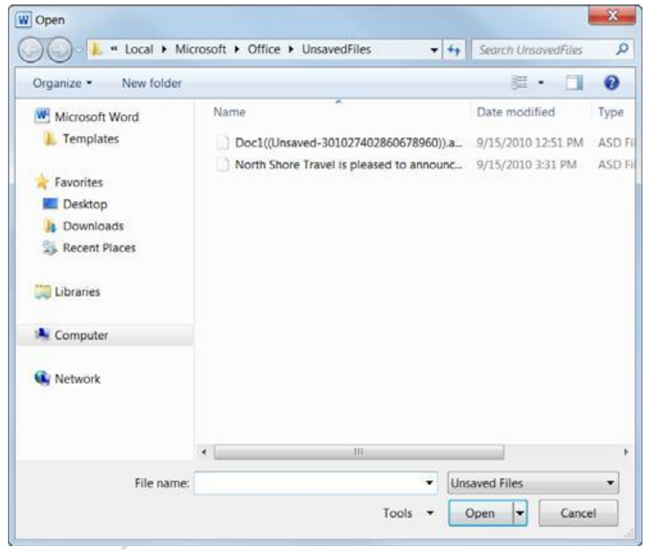
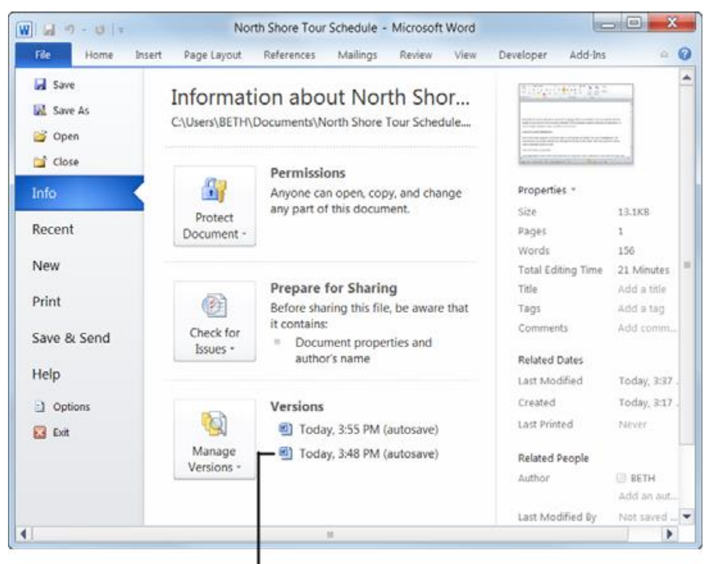


Figure 16-19: New documents that were closed without being saved are temporarily saved.



Click an autosaved version to open and restore it.

Figure 16-20: Autosaved versions of a document can be found under Versions on the Info tab of Backstage view.

- Click **Compare** or **Restore** on the Info bar.

  Depending on what you choose, Word will either overwrite the previously saved version or open a new window comparing documents.

Restore earlier versions of the current document

You can also restore the file you are working on to an earlier version.

- Click the **File** tab on the Ribbon and select **Info**.

  Information about the document appears.

- Under the Versions section, select the version of the file which you would like to view.

  The file opens. You can choose to restore the file or compare it to the previously saved version.

- Click **Compare** or **Restore** on the Info bar.

  Depending on what you choose, Word will either overwrite the previously saved version or open a new window comparing documents.

  Tip: Most autosaved versions of your open document will be deleted when you close the file.

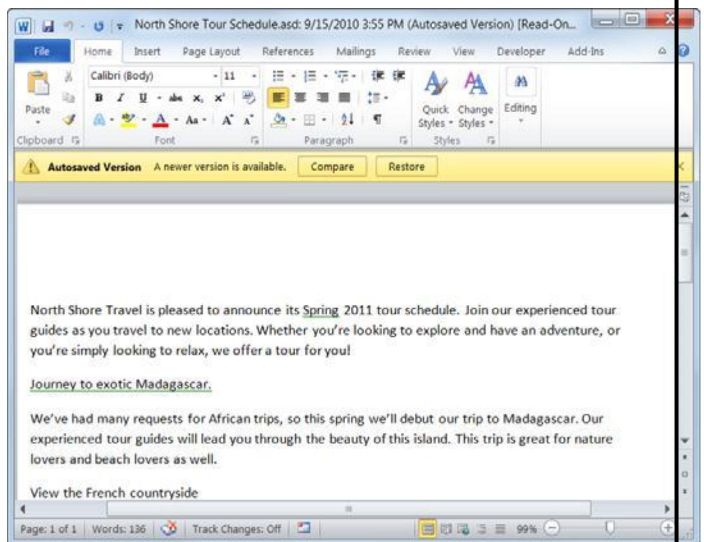


Figure 16-21: When you open an autosaved version of a document, you can choose to compare it to the current document or to restore the autosaved document.

Recording a Macro

A macro is a series of commands and instructions that are recorded so that they can be executed as a single command. Instead of manually performing a series of time-consuming, repetitive actions in Word yourself, you can create a macro to perform the task for you.

There are two ways to create a macro: by recording them or by writing them in Word's Visual Basic programming language. This lesson explains the easy way to create a macro—by recording the task(s) you want the macro to execute for you.

Show the Developer tab on the Ribbon

The Developer tab must be displayed on the Ribbon in order to access and insert the macro controls.

- Click the **File** tab on the Ribbon and select **Options**.

  The Word Options dialog box appears.

- Click the **Customize Ribbon** tab.

  The right column displays the tabs on the Ribbon and the groups and commands in each tab.

- Select the **Developer** check box under Customize the Ribbon and click **OK**.

  The Word Options dialog box closes, and the Developer tab is displayed on the Ribbon.

Record a macro

When you record a macro, imagine you're being videotaped; everything is recorded—all your commands, the data you enter, even any mistakes you make. Before recording a macro, it's helpful to write down a script that contains all the steps you want the macro to record. Practice or rehearse your script a couple times, to make sure it works, before you actually record it.

If you do make a mistake while recording a macro, don't worry—you can always delete the existing macro and try again or edit the macro's Visual Basic source code to fix the mistake.

- Click the **Developer** tab on the Ribbon and click the **Record Macro** button in the Code group.

  The Record Macro dialog box appears.

- Enter a name for the macro.

  Next you can enter a number of specifications for the macro, including assigning a keystroke shortcut to the macro for easy access.

▪ Exercise

- **Exercise File:** Timesheet15-10.docx
- **Exercise:** Show the Developer tab on the Ribbon.

  Create a macro named "ExpenseReport". Assign the keystroke shortcut <Ctrl> + <Shift> + <Y> to the macro and add the description, "This macro automatically fills out information for Sandra's expense reports." The macro should record these commands:

  Go to the EmployeeName bookmark. Type "Sandra Wills", press <Tab>, type "10369", press <Tab>, and insert date and time using the Month Day, Year format.

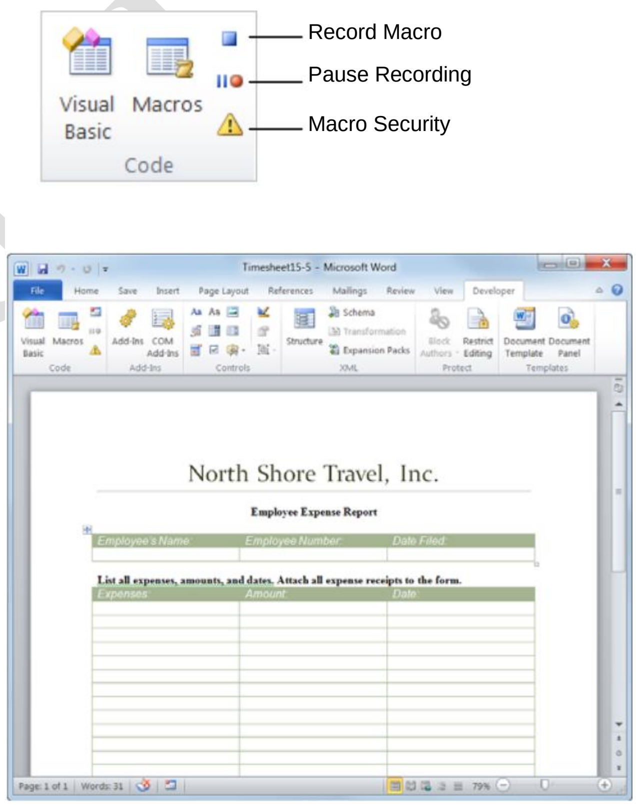


Figure 16-22: The Code group on the Developer tab.

- (Optional) Click the **Keyboard** button and press the keystroke shortcut that you want to use. Click **Close**.

  If the keystroke is not already assigned to another command, [unassigned] appears in the dialog box.

  You may also choose if you want to save the macro in the current document or template, or enter a description for the macro.

- Finish entering the macro information and click **OK**.

  Now the Record Macro dialog box closes, and everything you do is recorded.

- Perform the actions you want to include in your macro.

  You can perform a command from the Ribbon, a keystroke shortcut, or a dialog box.

  Tip: You cannot use the mouse to edit and select text as you normally would while recording a macro—you have to use the keyboard instead. You still can use the mouse to access the Ribbon, however.

  Tip: Use the **Pause Recording** button if you need to stop the macro command progression so you don't have to start all over again.

- Click the **Stop Recording** button in the Code group. The macro is recorded and ready to use.

  Other Ways to Stop Recording:
  Click the **Stop Recording** button on the status bar.

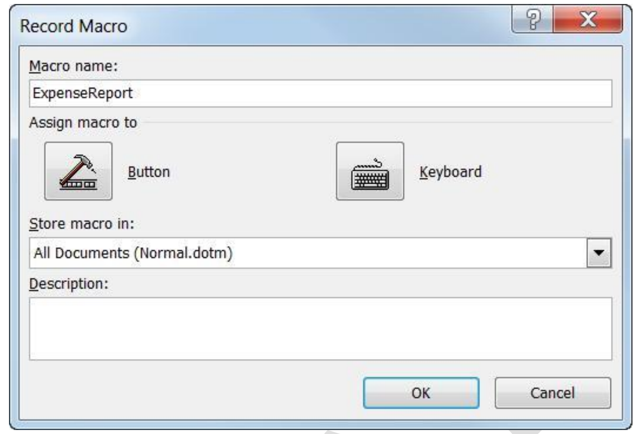
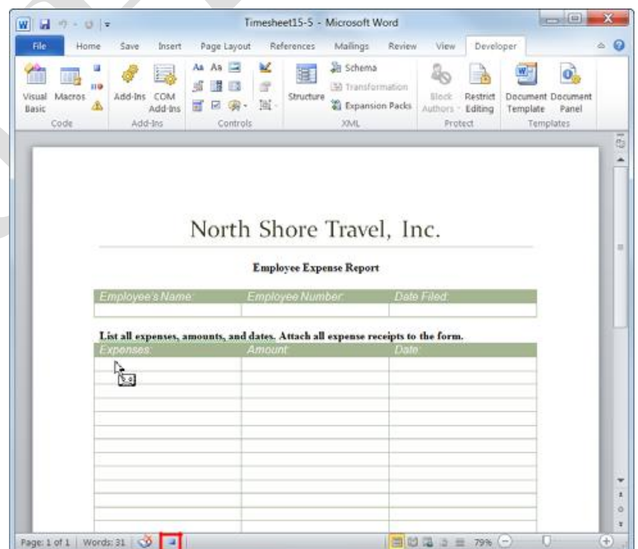


Figure 16-23: Enter a macro name that will be easily recognizable in the Record Macro dialog box. Include a description to make the macro even easier to find.



Click the Stop Recording button when you are finished recording the macro.

Figure 16-24: An example of recording a macro.

Playing and Deleting a Macro

Once you have created a macro, you're ready to use it in your documents.

Tips

- If you see a Security Warning message beneath the Ribbon telling you that macros have been disabled, click the **Options** button, select **Enable this content**, and click **OK**.

Play a macro

- Click the **Developer** tab on the Ribbon and click the **Macros** button in the Code group.

  The Macros dialog box appears. Here you can see the macros that are available in the document.

  Other Ways to View Macros:
  Press **<Alt>** + **<F8>**.

- Select the macro you want to run and click the **Run** button.

  The macro runs, performing the steps you recorded.

  Other Ways to Run a Macro:
  Click the button or press the keystroke shortcut assigned to the macro.

Delete a macro

Delete a macro when it is no longer needed. This lowers the security threat of the document.

- Click the **Developer** tab on the Ribbon and click the **Macros** button in the Code group.

  The Macros dialog box appears.

- Select the macro you want to delete and click the **Delete** button in the dialog box.

  Another dialog box appears, asking if you really want to delete the macro.

- Click **Yes**.

  The macro is deleted.

- **Exercise**

- **Exercise File:** Timesheet15-11.docx
- **Exercise:** Select cell C3. Run the ExpenseReport macro so that Sandra Wills' information appears in the table.

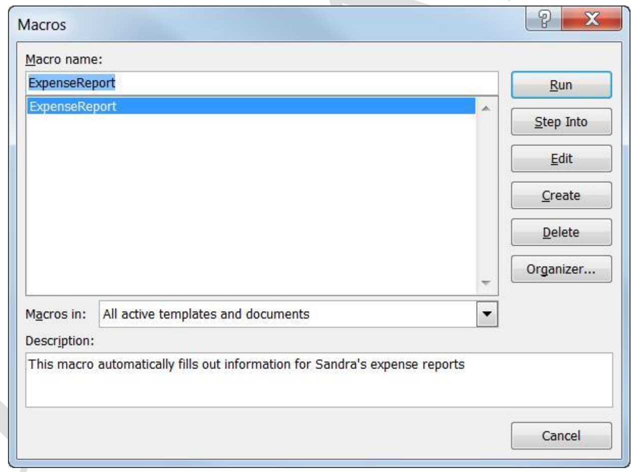


Figure 16-25: The Macros dialog box displays all macros that are available in the document.

Editing a Macro's Visual Basic Code

This lesson introduces you to the Visual Basic (also called VB or VBA) programming language—the code Word uses to record macros. Using the Visual Basic language and the Visual Basic editor, you can make minor changes to your macros once you have recorded them.

The best way to learn about Visual Basic is to view existing code. In this lesson we'll look at how to view and edit the code for an existing macro.

- Click the **Developer** tab on the Ribbon and click the **Macros** button in the Code group.

  The Macros dialog box appears. Here you can see the macros that are available in the document.

  Other Ways to View Macros:
  Press **<Alt>** + **<F8>**.

- Select the macro you want to edit and click the **Edit** button.

  The Microsoft Visual Basic Editor program appears. Those funny-looking words are Visual Basic—the language that was used by Word to record the macro you created.

  You don't have to learn Visual Basic to be proficient at Word, but knowing the basics can be helpful if you ever want to modify an existing macro. If you take a close look at the code for your macro, some of the procedures should make a little sense to you. For example, if your macro contains a copy or paste command, you may see the text "Selection.Copy" or "Selection.Paste".

  You can delete sections of code to delete certain actions from the macro, or edit the code to change the macro's actions.

- Edit the macro's code as desired, then click the **Save** button on the Standard toolbar.

- Click the **Close** button in the upper right-hand corner.

  The Visual Basic Editor window closes, and the Word program window becomes active once again.

Exercise

- **Exercise File:** Timesheet15-12.docx
- **Exercise:** Edit the ExpenseReport macro so that it enters "Brad Johnson" instead of "Sandra Wills" and "12561" instead of "10369".

  Run the macro to see how it has changed.

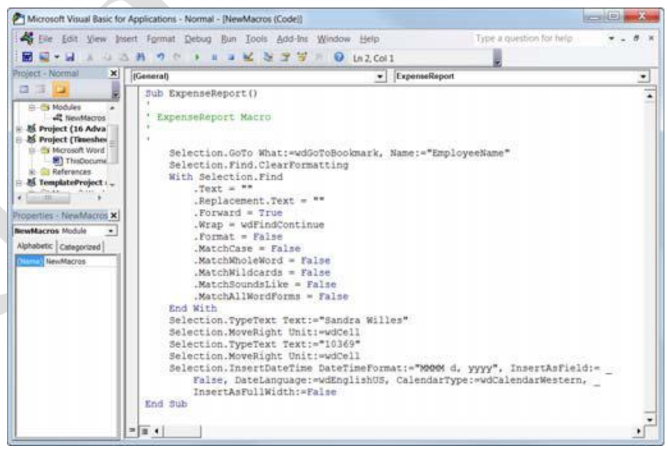


Figure 16-26: The Microsoft Visual Basic Editor.

Reference: CustomGuide Online Learning