

Word 2010

Word 2010 is a **word processor** that allows you to create various documents such as letters, papers, flyers, and faxes. In this lesson, you will be introduced to the **Ribbon** and the new **Backstage view**, and you'll learn how to create **new** documents and **open** existing ones.

The Ribbon

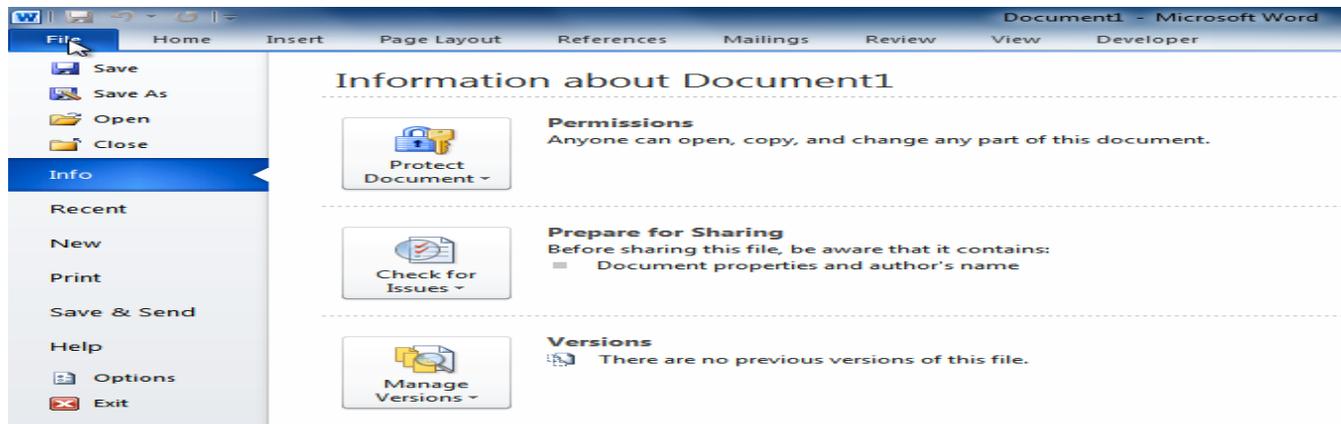
The **Ribbon** contains all the commands you'll need to perform common tasks. It includes multiple **tabs**, each with several **groups** of commands, and you can add tabs that contain your favorite commands

Backstage view

The backstage view gives you various options for saving, opening, printing, and sharing files. It's similar to the **Microsoft Office button menu** from Word 2007 and the **File menu** from earlier versions of Word. However, instead of just a menu, it's a full-page view, which makes it easier to work with.

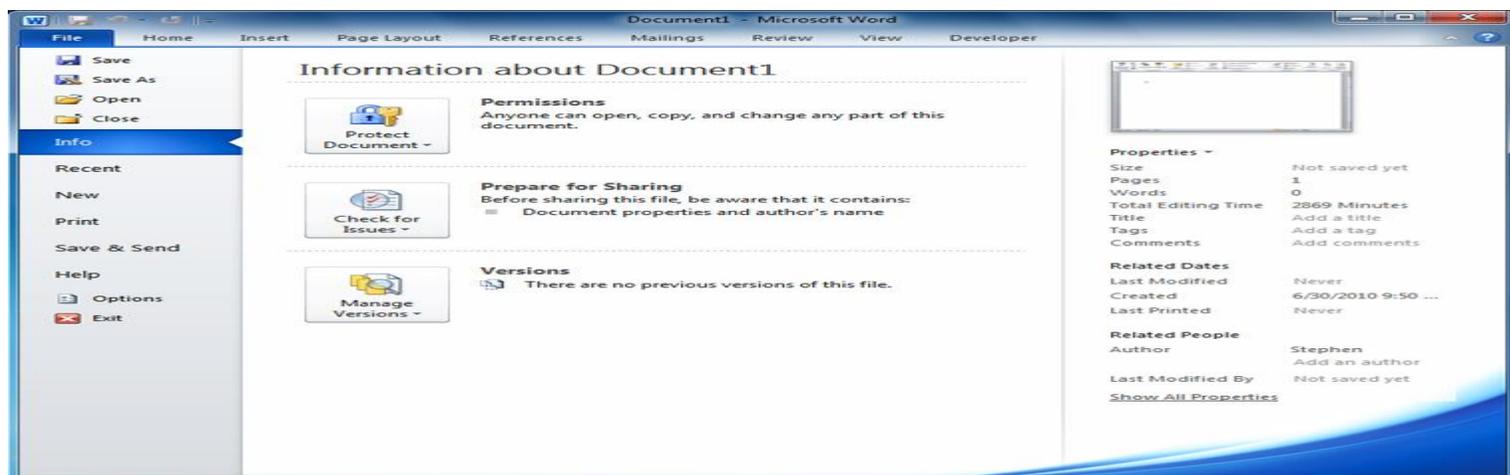
To get to the Backstage view:

1. Click the **File** tab.



2. You can choose an **option** on the left side of the page.
3. To get back to your document, **click any tab on the Ribbon**.

Click the buttons in the interactive below to learn about the different things you can do in Backstage view.

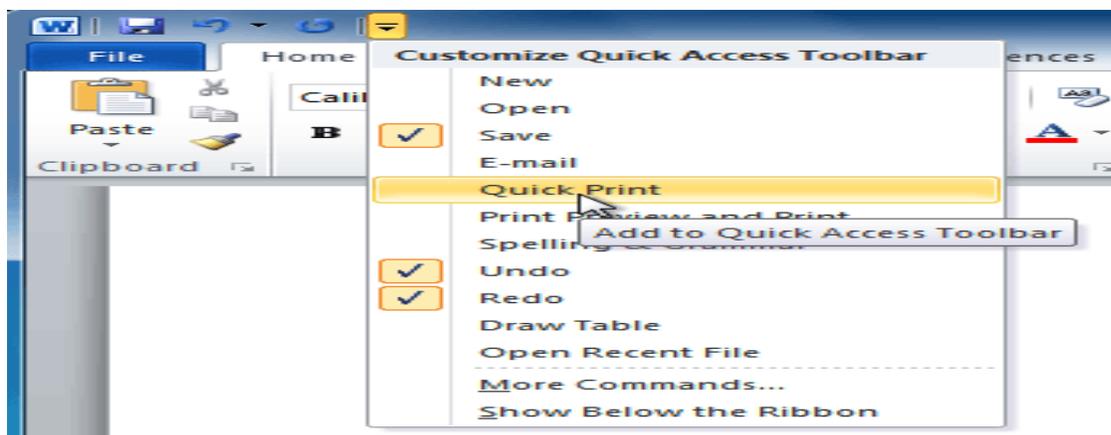


The Quick Access toolbar

The **Quick Access toolbar**, located above the **Ribbon**, lets you access common commands no matter which tab you're on. By default, it shows the **Save**, **Undo**, and **Repeat** commands. You can **add** other **commands** to make it more convenient for you.

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 want to add from **the drop-down menu**. It will appear in the Quick Access toolbar.



Creating and opening documents

Word files are called documents. When you start a new project in Word, you'll need to create a **new document**, either **blank or from a template**. You'll also need to know how to **open an existing document**.

To create a new blank document:

1. Click the **File** tab. This takes you to the **Backstage view**.
2. Select **New**.
3. Select **Blank document** under **Available Templates**. It will be highlighted by default.
4. Click **Create**. A new blank document appears in the Word window.

To **save time**, you can create your document from a **template**, which you can select from the **New Document pane**. We'll talk about templates in a later lesson.

To insert Text:

Move your mouse **to the location where you want** Text to appear in the document.

1. Click the mouse. The **insertion point** appears.



2. **Type the Text** you want to appear.

To delete Text:

1. Place the **insertion point** next to the Text you want 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.

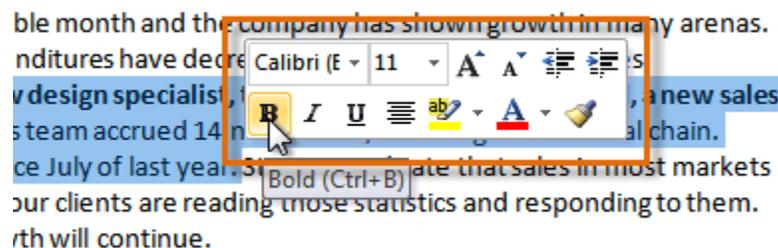
To select Text:

1. Place the **insertion point** next to the Text you want to select.
2. Click the **mouse**. **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 Text chosen.

Executive Summary

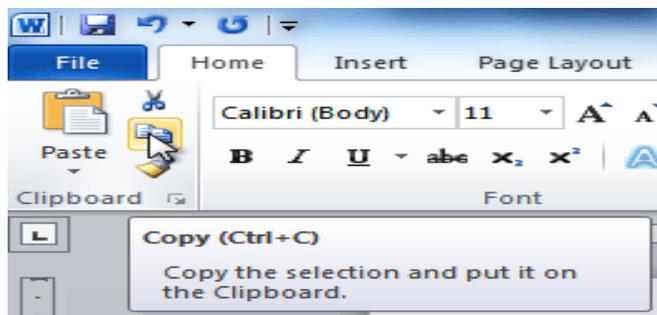
January 2010 has been a profitable month and the company has shown growth in many arenas. Ad sales are up by 23% and capital expenditures have decreased since 4th quarter in the Sales Department. The sales team hired a new design specialist, the role of VP of sales was filled, a new sales chief position was created, and the sales team accrued 14 new clients, including one national chain. Additionally, online ad sales doubled since July of last year. Statistics indicate that sales in most markets increase with the use of online ads and our clients are reading those statistics and responding to them. Marketing trends indicate that this growth will continue.

When you select Text or images in Word, a **hover toolbar** with **formatting options** appears. This makes formatting commands easily accessible, which can save you time. If the toolbar does **not appear**, try **moving the mouse** over the selection.



To copy and paste Text:

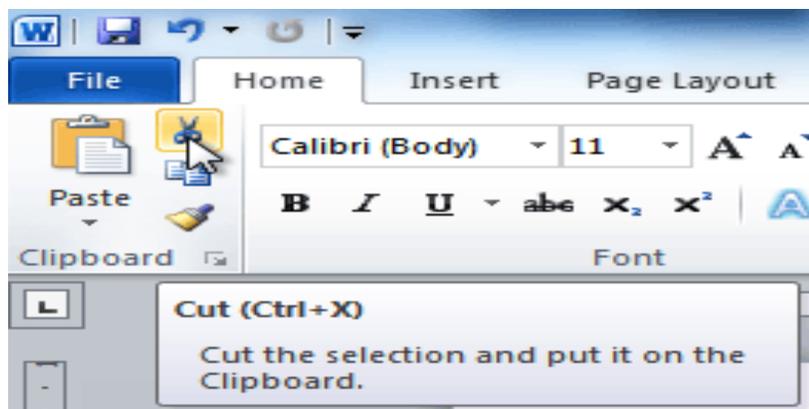
1. Select the **Text** you want to copy.
2. Click the **Copy** command on the **Home** tab. You can also right-click your document and select **Copy**.



3. Place your insertion point where you want the Text to appear.
4. Click the **Paste** command on the Home tab. The Text will appear.

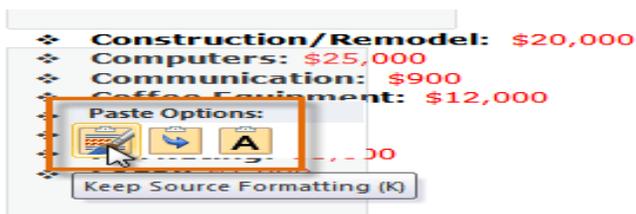
To cut and paste Text:

1. Select the Text you want to Cut.
2. Click the **Cut** command on the **Home** tab. You can also right-click the document and select **Cut**.



3. Place your insertion point where you want the Text to appear.
4. Click the **Paste** command on the **Home** tab. The Text will appear.

You can also cut, copy, and paste by **right-clicking** the document and **choosing the desired action** from the drop-down menu. When you use this method to paste, you can choose from **three options** that determine how Text will be formatted: **Keep Source Formatting**, **Merge Formatting**, and **Keep Text Only**. You can hover the mouse over each icon to see what it will look like before clicking it.

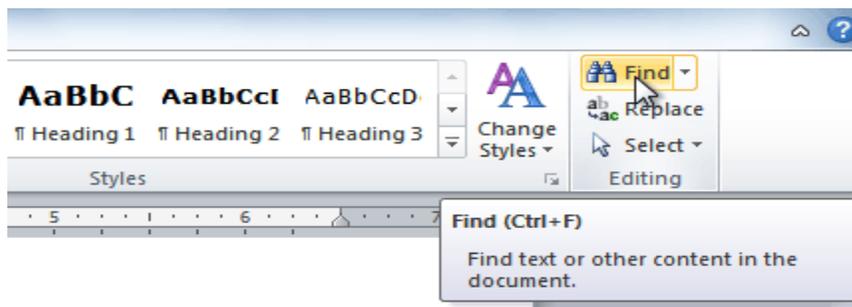


Finding and replacing Text

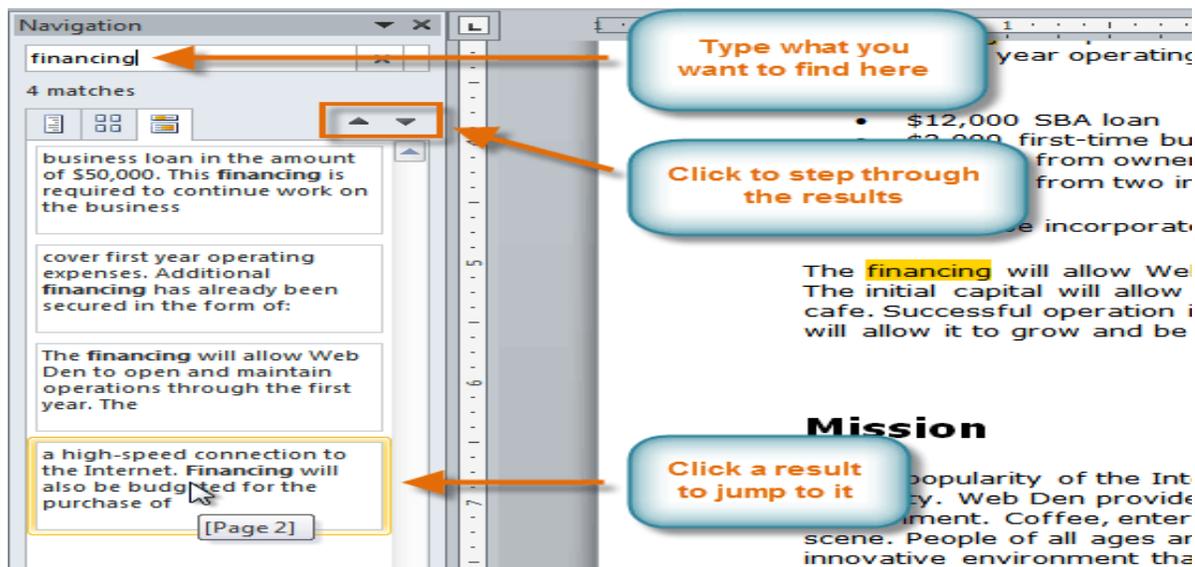
When working with **longer documents**, locating a specific word or phrase can be difficult and time-consuming. Word can automatically search your document using the **Find** feature, allowing **you** to **change words or phrases** using **Replace**.

To find Text:

1. From the **Home** tab, click the **Find** command. The **navigation** pane will appear on the left side of the screen.



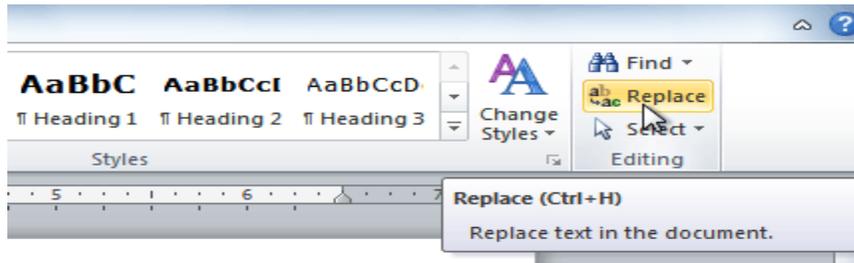
2. Type **the Text** you want to **find** in the field at the top of the navigation pane.
3. **If** the Text is found in the document, it will be **highlighted in yellow**, and a preview will appear in the navigation pane.
4. **If** the Text appears **more than once**, you can click the **arrows** on 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.



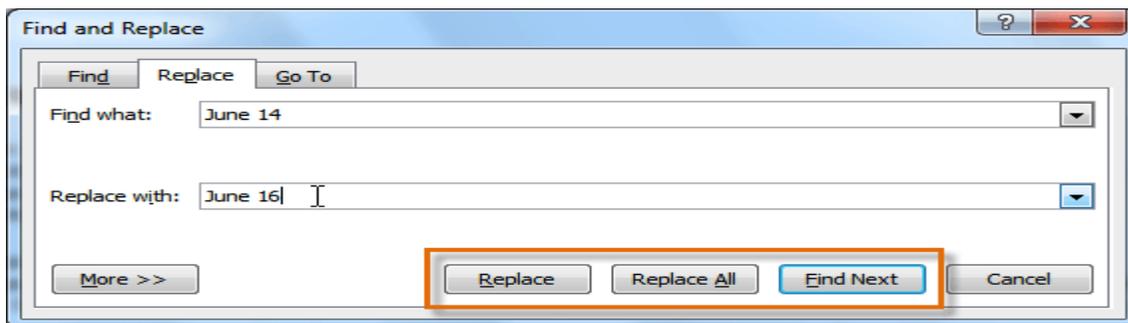
- When you close the navigation pane, **the highlighting will disappear.**

To replace Text:

- From the **Home** tab, click the **Replace** command. The **Find** and **Replace** dialogue box will appear.

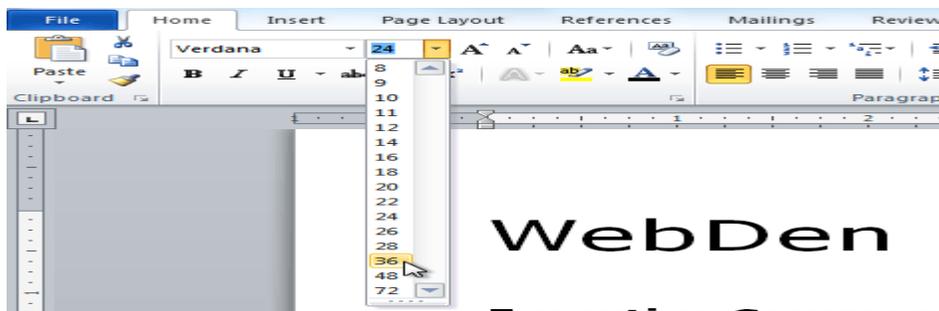


- Type the Text you want to find in the **Find What** field.
- Please type the Text you want to replace it with in the **Replace with** the field.
- Click **Find Next** and then **Replace** to replace Text. You can also click **Replace All** to replace all instances within the document.



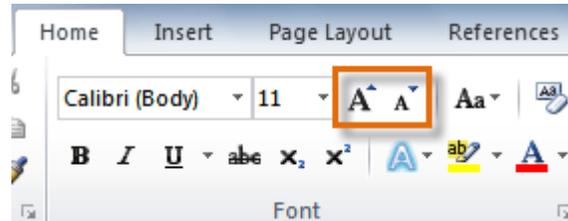
To change the font size:

- Select the **Text** you want to modify.
- Click the **drop-down arrow** next to the **Font Size** box on the **Home** tab. A drop-down menu appears.



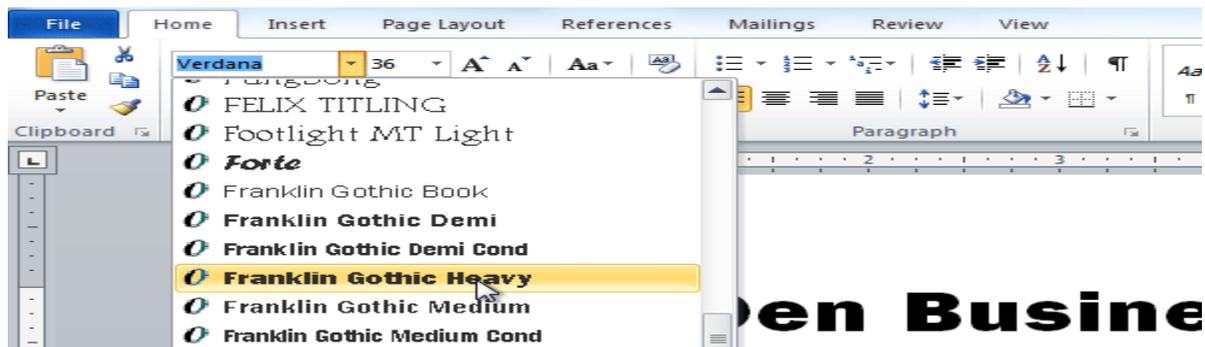
3. Select the **desired font size** from the **menu**. Alternatively, you can **type the value** you desired and press **Enter** on your keyboard.

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



To change the font:

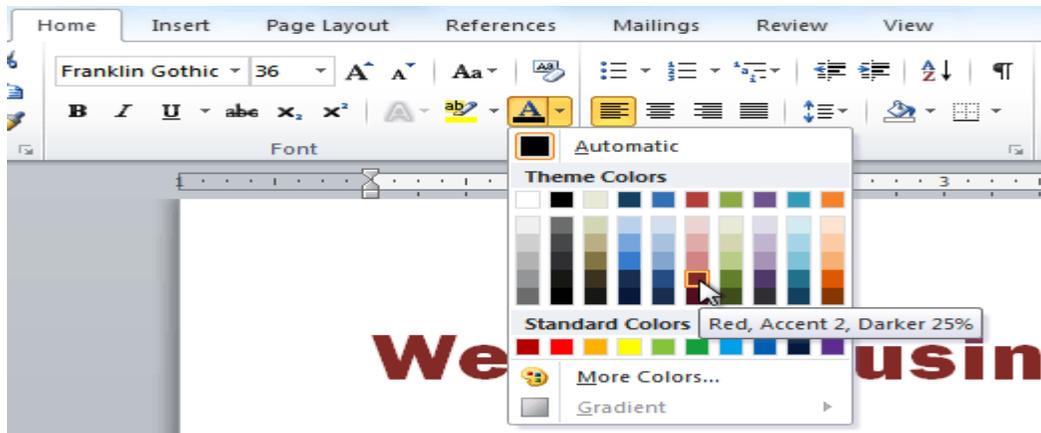
1. Select the Text you want to modify.
2. Click the **drop-down arrow** next to the **Font** box on the **Home** tab. The **Font** drop-down menu appears.
3. **Move the mouse pointer over the various fonts**. A live preview of the font will appear in the document.



4. Select the **font** you want to use. The font will **change in the document**.

To change the font color:

1. Select the Text you want to modify.
2. Click the **Font Color drop-down arrow** on the **Home** tab. The **Font Color** menu appears.
3. Move the mouse pointer over the various font colors. A live preview of the color will appear in the document.

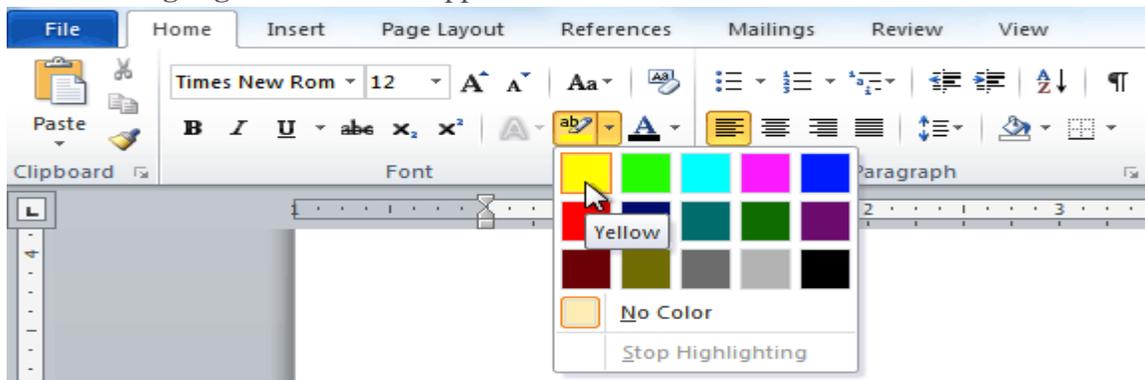


4. Select the **font color** you want to use. The font color will change in the document.

Your color choices aren't limited to the drop-down menu that appears. Select **More Colors** at the bottom of the list to access the Colors dialogue box. Choose the color you want, then click OK.

To highlight Text:

1. From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.



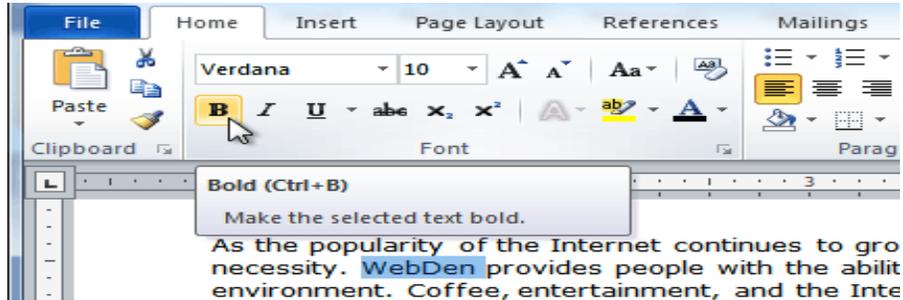
2. Select the desired highlight color.
3. Select the Text you want to modify. It will then be highlighted.

unication and entertainment, rather than a
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ironment. WebDen's goal is to provide the
atmosphere for **accessing the Internet**.

4. Click the Text Highlight Color command to switch to the regular cursor.

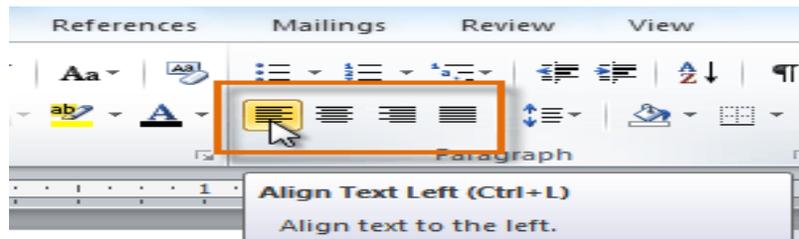
To use the bold, italic, and underline commands:

1. Select the **Text** you want to modify.
2. Click the **Bold**, *Italic*, or Underline command in the **Font** group on the **Home** tab.



To change text alignment:

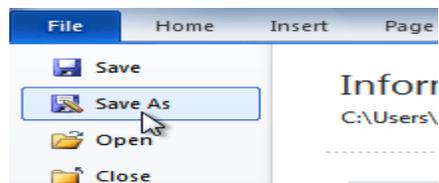
1. Select the **Text** you want to modify.
2. Select one of the four **alignment** options from the **Paragraph** group on the **home** tab.
 - **Align Text Left:** Aligns all selected Text to the left margin
 - **Center:** Align text an equal distance from the left and right margins
 - **Align Text Right:** Aligns all selected Text to the right margin
 - **Justify:** Aligns text equally on both sides and lines up equally to the right and left margins; used by many newspapers and magazines



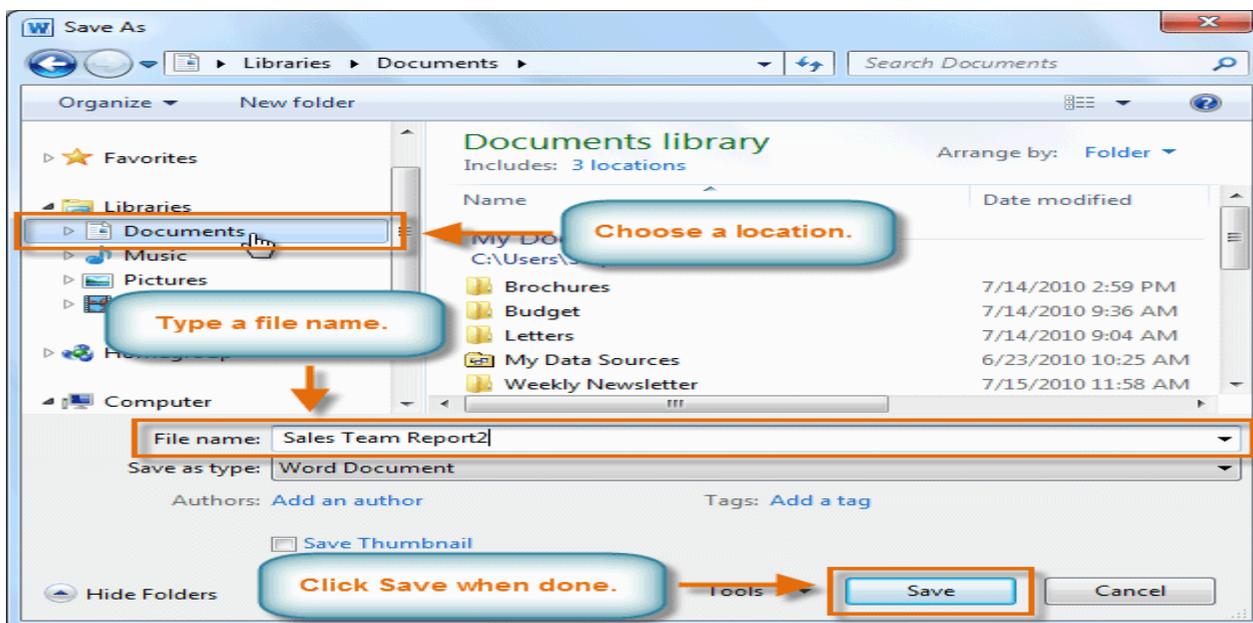
To use the Save As command:

Save As allows you to **choose a name and location for your document**. It's helpful if you've **first created a copy** or want to **save a different document version while keeping the original**.

1. Click the **File** tab.
2. Select **Save As**.

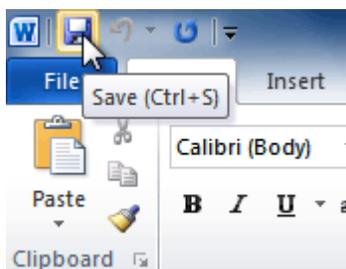


3. The **Save As** dialogue box will appear. Select the location where you want to save the document.
4. Enter a name for the document, then click **Save**.



To use the Save command:

1. Click the **Save** command on the **Quick Access toolbar**.

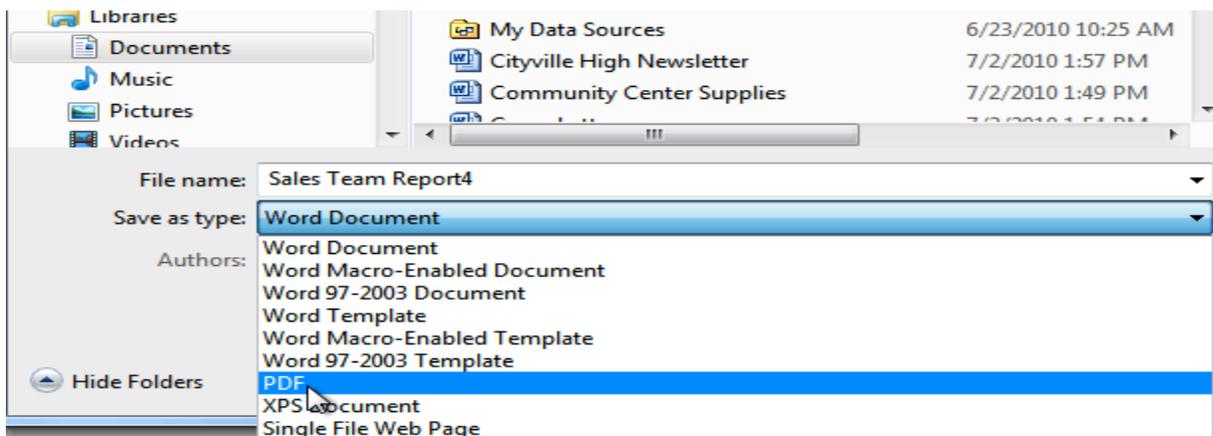


2. The document will be saved in its current location with the same file name.

If you save for the **first time** and select **Save**, the **Save As** dialogue box will appear.

To save as a PDF:

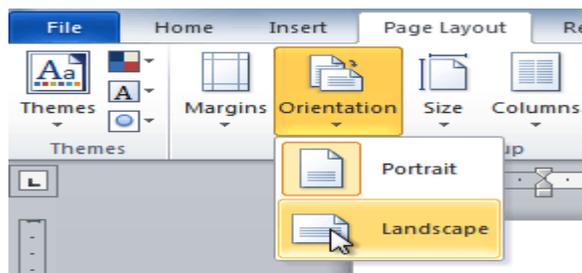
1. Click the **File** tab.
2. Select **Save As**.
3. In the **Save as type** drop-down menu, select **PDF**.



4. Select the **location** where you want to **save the document**.
5. Enter a name for the document.
6. Click the **Save** button.

To change page orientation:

1. Select the **Page Layout** tab.
2. Click the **Orientation** command in the **Page Setup** group.



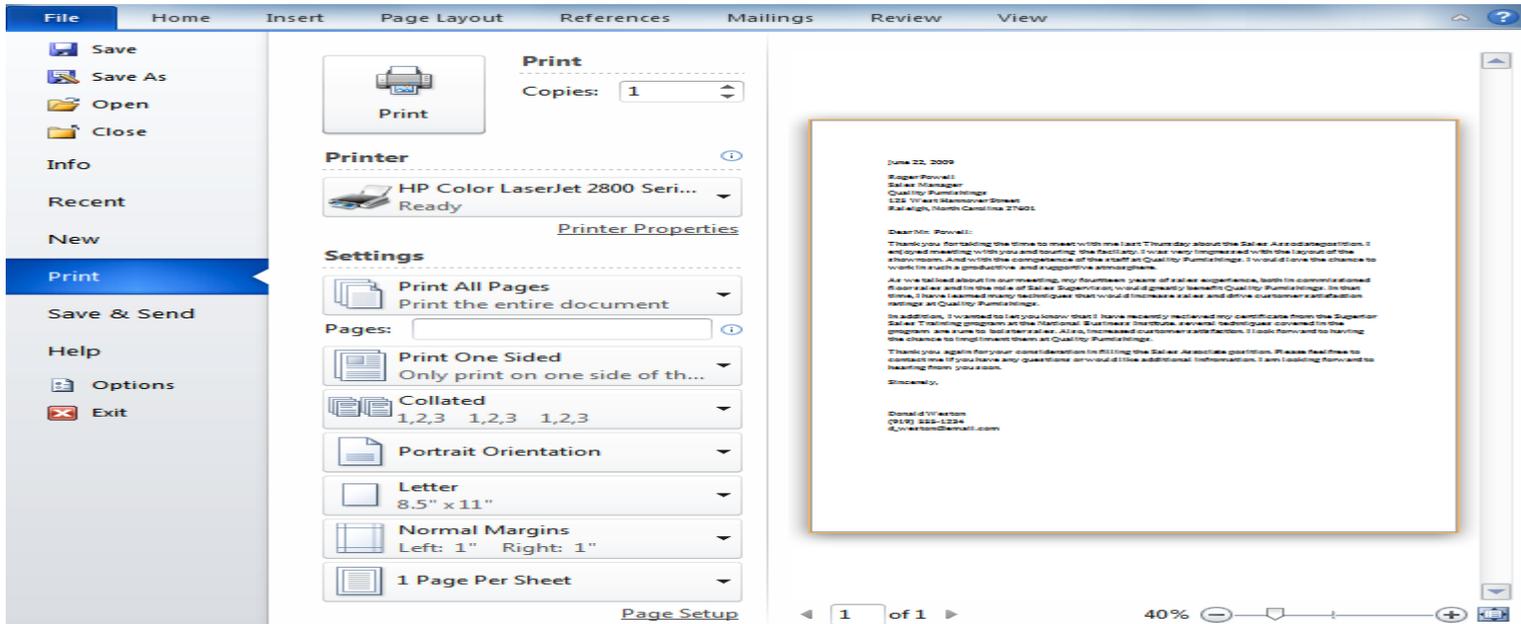
3. Click either **Portrait** or **Landscape** to change the page orientation.

Landscape format means the page is oriented **horizontally**, while **portrait** format means it is oriented **vertically**.

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.



To print:

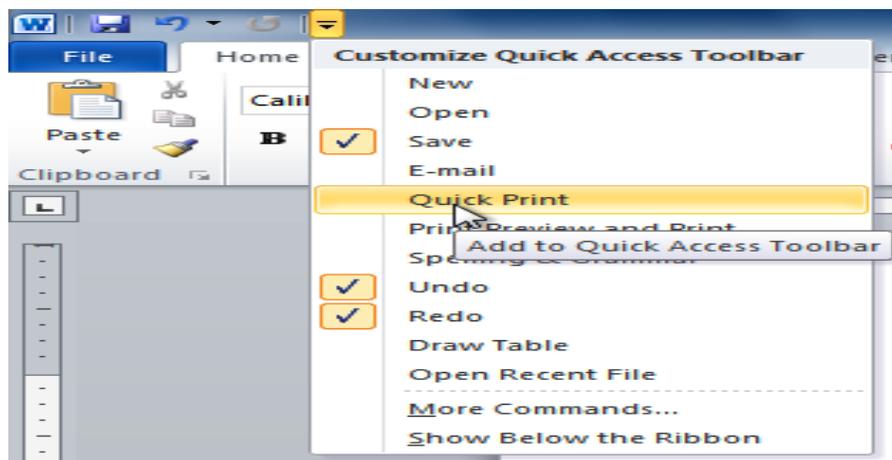
1. Go to the **Print** pane.
2. If you only want to print specific pages, you can type a **range** of pages. Otherwise, select **Print All Pages**.
3. Select the **number of copies**.
4. Check the **Collate** box if you print multiple copies of a multi-page document.
5. Select a **printer** from the drop-down list.
6. Click the **Print** button.

Quick Print

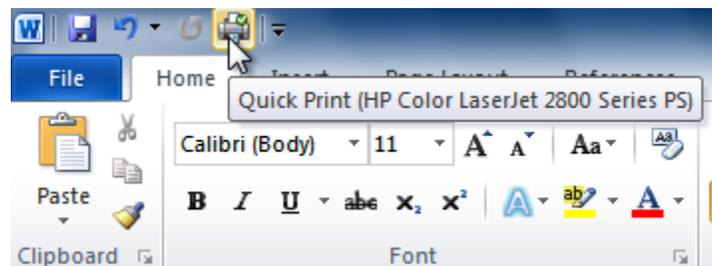
There may be times when you want to print something with a single click using **Quick Print**. This feature publishes the document using the **default settings** and the **default printer**. To use this feature in Word 2010, you'll need to add it to the **Quick Access toolbar**. Quick Print always prints the **entire 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.

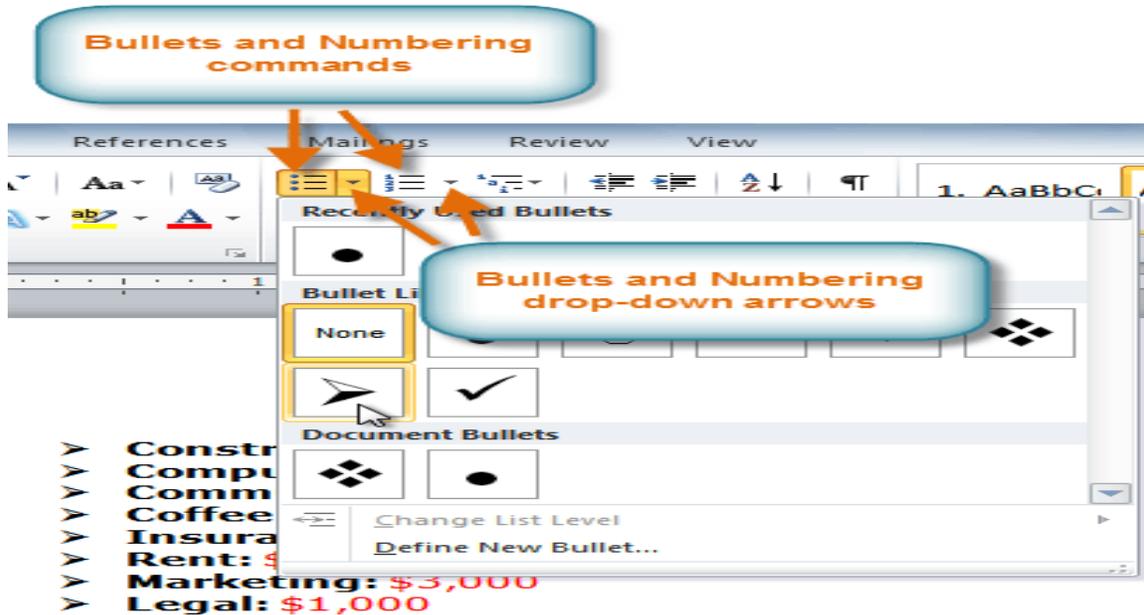


3. To print, click the **Quick Print** command.



To create a list:

1. Select the Text you want to format as a list.
2. Click the **Bullets** or **Numbering** drop-down arrow on the **Home** tab.



3. Select the **bullet or numbering style** you want to use, and it will appear in the document.
4. Select the list to remove numbers or bullets from a list, then click the **Bullets** or **Numbering** commands.

When editing a list, you can press **Enter** to **start a new line**, and the new line will **automatically have a bullet or number**. When you've reached the end of your list, press **Enter** twice to return to standard Formatting.

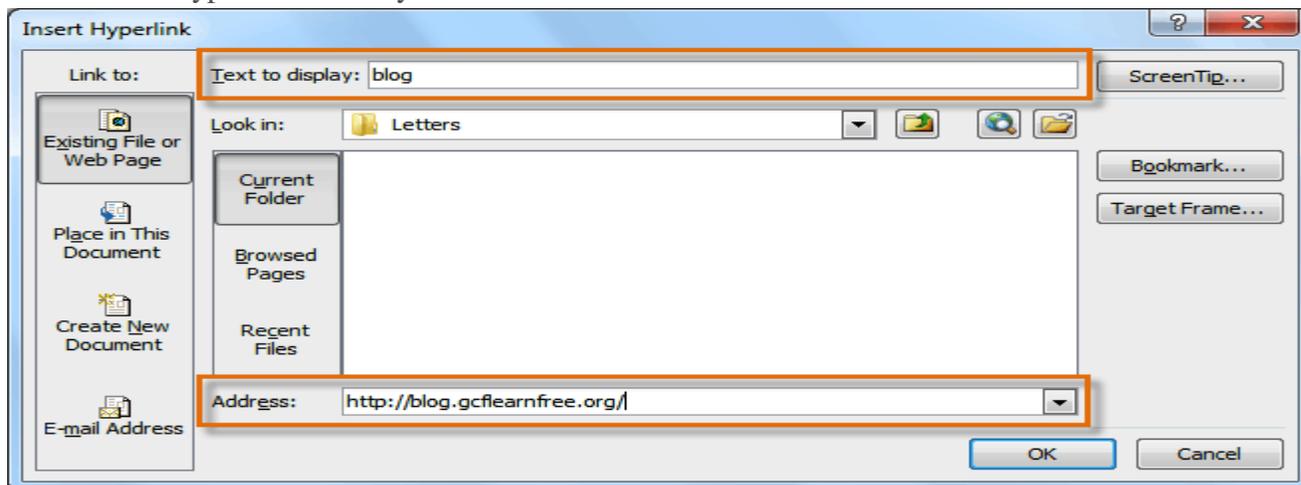
Hyperlinks

Adding **hyperlinks** to your document can help readers **quickly access contact information**, other parts of the document, and any additional information you want to share online.

To insert a hyperlink:

1. Select the **Text or image** you want to make a **hyperlink**.
2. **Right-click** the selected Text or image, then click **Hyperlink**. You can also right-click in a **blank area of the document** and click **Hyperlink**.
3. The **Insert Hyperlink** dialogue box will open. You can also get to this dialogue box from the **Insert tab** by clicking **Hyperlink**.

4. If you selected **Text**, the words would **appear** in the **Text to display:** the field at the top. You can change this Text if you want.
5. Type the address you want to link to in the **Address:** field.



6. Click **OK**. The Text or image you selected will now be a hyperlink.

More on our [blog](http://blog.gclearnfree.org/).

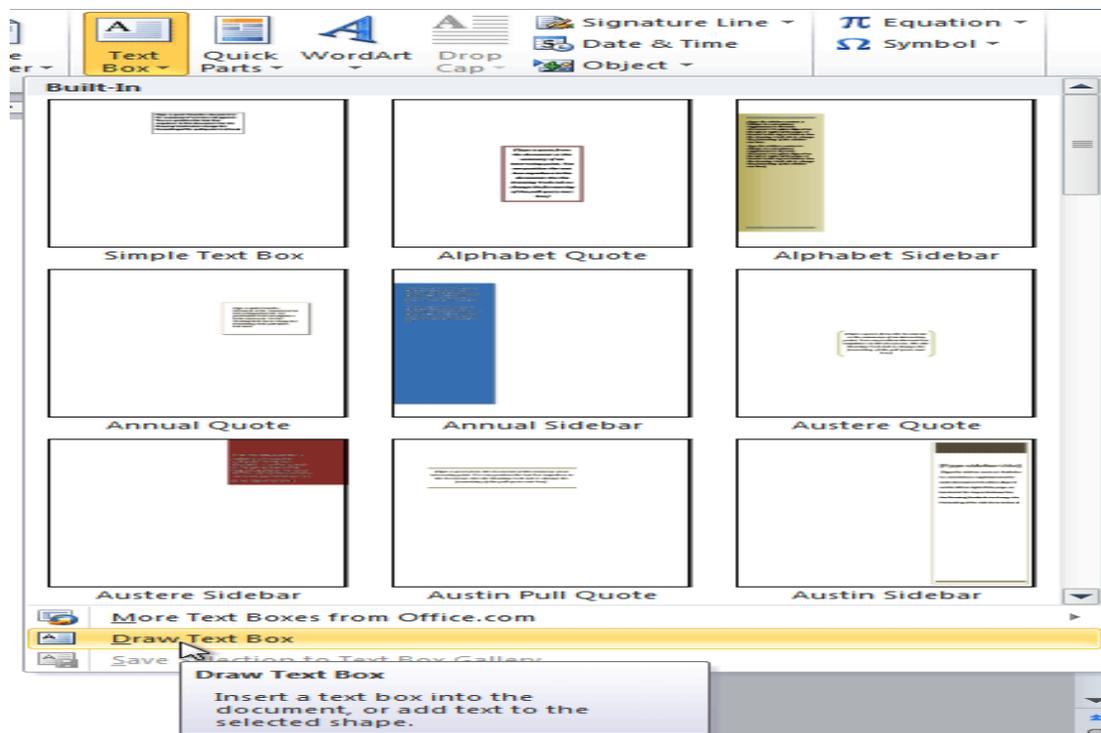
You can also insert a hyperlink that links to **another portion of the same document** by selecting **Place in This Document** from the **Insert Hyperlink** dialogue box.

Text boxes

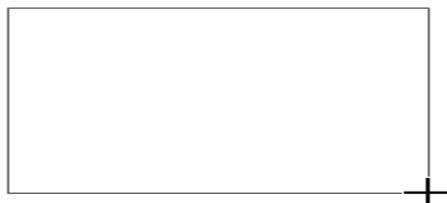
Text boxes are useful for helping to **organize your document**. They are treated the same as **shapes**, so when you **insert a text box**, you can **format** it by changing its **fill color**, **outline color**, and **shape style**, create **WordArt**, and add **3D effects**.

To insert a text box:

1. Select the **Insert tab** on the Ribbon.
2. Click the **Text Box** command in the **Text** group. A drop-down menu will appear.



3. Select **Draw Text Box**.
4. **Click and drag** on the document to create the text box.



5. You can now **start typing** to create Text inside the **text box**.

You can also select one of the built-in text boxes from the drop-down menu with predefined colors, fonts, positions, and sizes. If you choose this option, the text box will appear automatically so you will not need to click and drag to draw it.

To move a text box:

1. Click the **text box**.
2. Hover the mouse over **one of the edges of the text box**. The mouse pointer becomes a **cross with arrows** on each end .

3. **Click and drag** the text box to the desired location on the page.



To resize a text box:

1. Click the **text box**.
2. **Click and drag** one of the **sizing handles** on the corners or sides of the text box until it is the desired size.

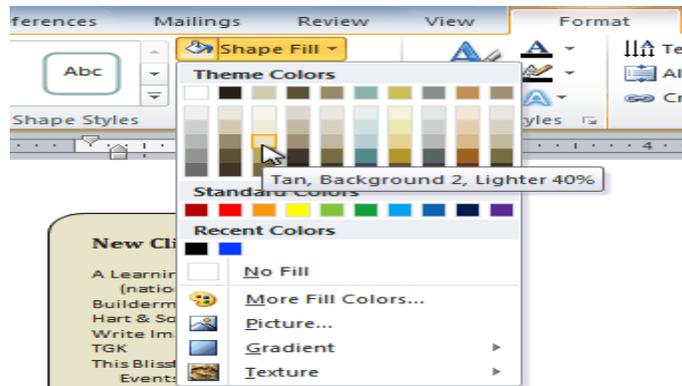


If you drag the **sizing handles** on any of the four corners, you will be able to **change** the **height** and **width** at the same time. The sizing handles on the top or bottom of the text

box will only allow you to **resize vertically**, while the handles on the **left and right sides** will resize the text box **horizontally**.

To change shape fill:

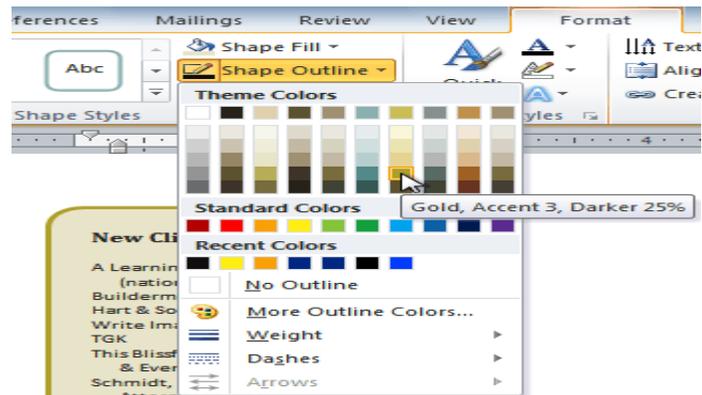
1. Select the text box. The **Format** tab appears.
2. Click the **Format** tab.



3. Click the **Shape Fill** command to display a drop-down menu.
4. From the drop-down menu, you can select a **color** from the list, choose **No Fill**, or select **More Fill Colors** to use a color that's not on the list.

To change the shape outline:

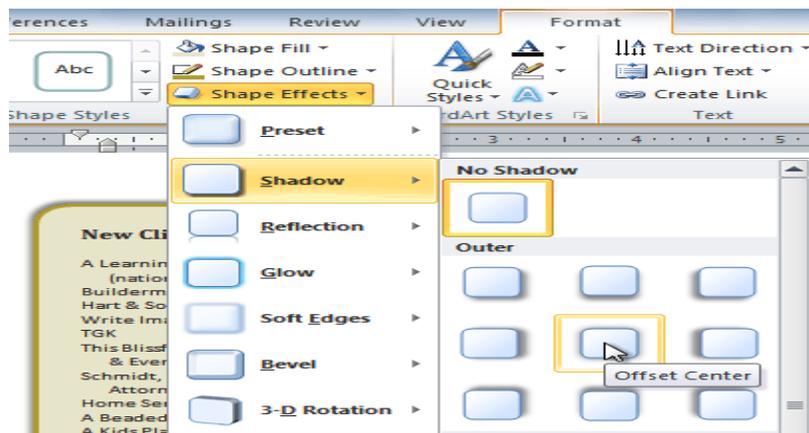
1. Select the text box. The **Format** tab appears.
2. Click the **Shape Outline** command to display a **drop-down list**.
3. Select a **color** from the list, choose **No Outline**, or select **More Outline Colors** to use a color that's not on the list.



4. You can change the outline color, weight (thickness), and whether it is a dashed line from the drop-down menu.

To change shadow effects:

1. Select the **text box**. The **Format** tab appears.
2. Select the **Format** tab.
3. Click the **Shape Effects** command.
4. Click **Shadow**.
5. Move your mouse over the menu options to see a live preview of your document.



6. Click the desired option to select the shadow effect.

To choose a different shadow color for your shape, select **Shadow Options** from the drop-down menu, then click the **Color** button.

Creating WordArt

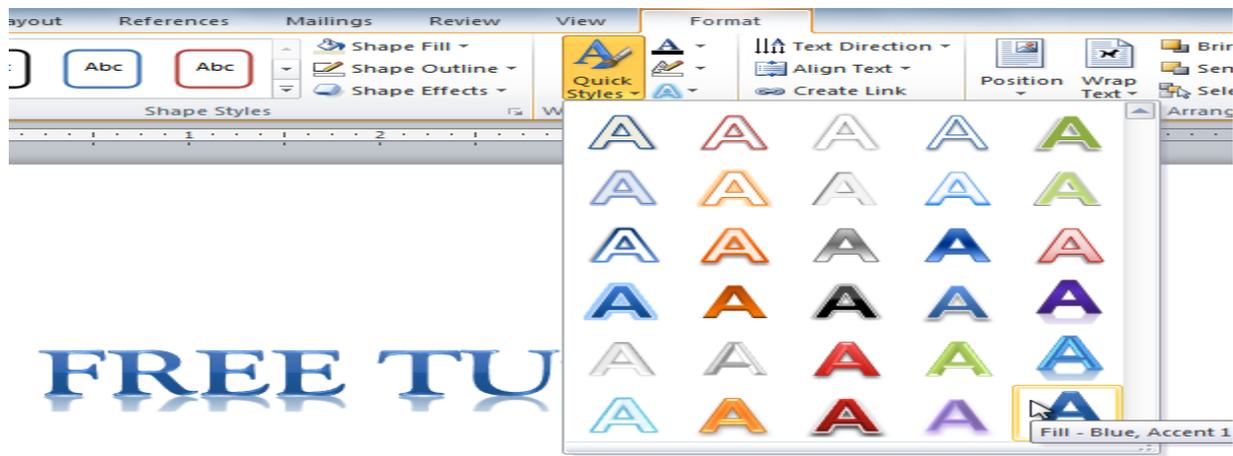
In addition to adding effects to a text box, you can add effects to the **Text inside the text box**, known as **WordArt**. Most of the effects you can add are the same as those you can add to shapes or text boxes (shadow, bevel, etc.). However, you can also **Transform** the Text to give it a wavy, slanted, or inflated look.

To apply a quick style to Text:

A **quick style** will automatically apply several effects to your Text at once. You can then refine the look of your Text by adding or modifying text effects.

1. Select the text box, or select some text inside of the text box.
The **Format** tab will appear.

2. Click the **Format** tab.
3. Click the **Quick Styles** command in the **WordArt Styles** group. A drop-down menu will appear.



4. Select the desired style preset to apply the technique to your Text.

After applying a quick style, you can modify the **font** or **font color** from the **Home** tab if you want.

To convert regular Text into WordArt:

For Text to be formatted as **WordArt**, it must be inside a **text box**. However, a shortcut allows you to convert Text into WordArt even if it's not in a text box.

1. Select the **Text** you want to convert.
2. Click the **Insert** tab.
3. Click the **WordArt** command. The **Quick Styles** drop-down menu will appear.

4. Select the desired **quick style**.



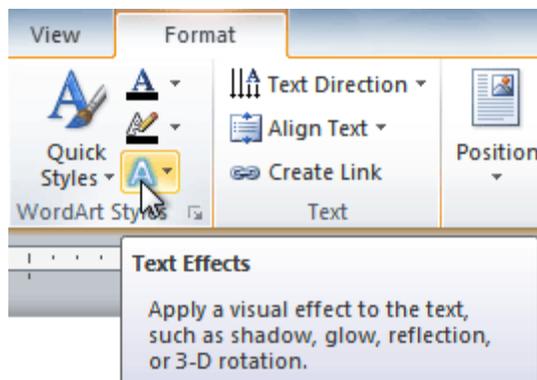
5. Word will automatically create a text box for your Text and apply the style to the Text.



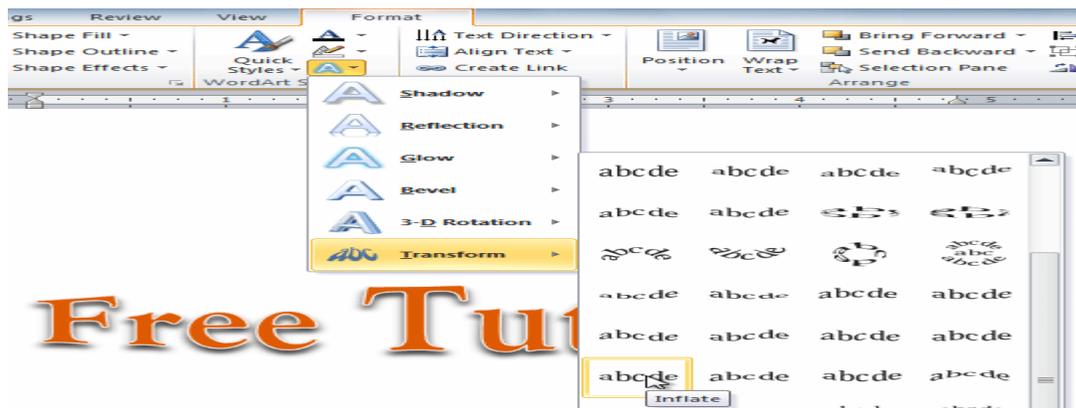
Some effects, such as **shadows**, can be added from the **Text Effects** menu in the **Home** tab. When you add effects this way, it will not place the Text in a text box.

To add or modify text effects:

1. Select the **text box**, or select **some text inside of the text box**. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Text Effects** command in the **WordArt Styles** group. A drop-down menu will appear, showing the different **effect categories**.



4. Hover over an effect category. A drop-down menu will appear. You can hover the mouse over the presets to see a live preview.



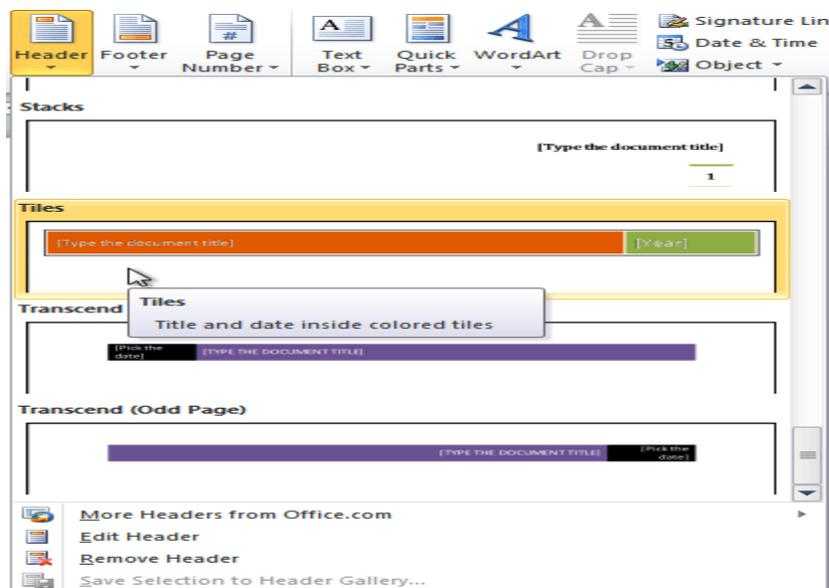
5. Select the desired effect preset. The effect will be applied to your Text. If you want, you can combine several effects.

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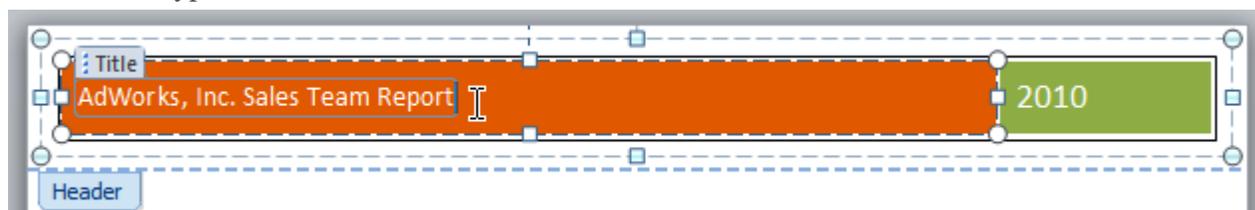
Headers and footers

To insert a header or footer:

1. Select the **Insert** tab.
2. Click either the **Header** or **Footer** command. A drop-down menu will appear.
3. From the **drop-down menu**, select **Blank** to insert a blank header or footer, or choose one of the **built-in options**.



4. The **Design** tab or **Insert** tab will appear on the **Ribbon**, and the header or footer will appear in the document.
5. Type the desired information into the header or footer.



6. When you're finished, click **Close Header and Footer** in the **Design** tab, or hit the **Esc** key.

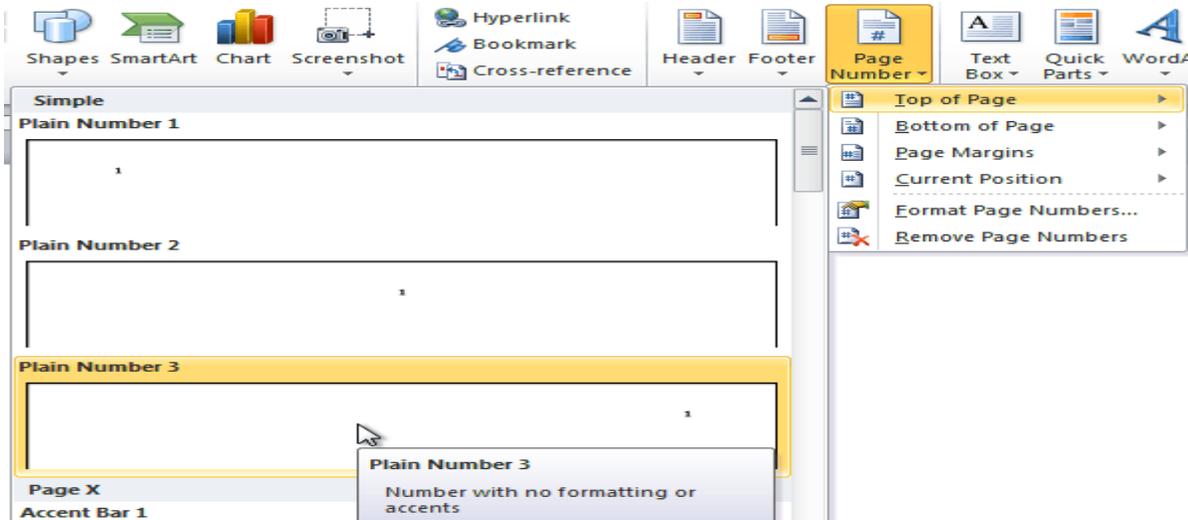
After you close the header or footer, it will remain **visible** but **locked**. To **edit** it again, **double-click anywhere** on the **header or footer**, and it will become unlocked.

Adding page numbers

Word can automatically label each page with a page number and place it in a **header, footer, or side margin**. You can add page numbers to an **existing header or footer** or insert page numbers into a **new one**.

To insert page numbers into a new header or footer:

1. From the **Insert** tab, click **Page Number**. A drop-down menu will appear.
2. Select the desired **page number style**, and it will appear in your document.

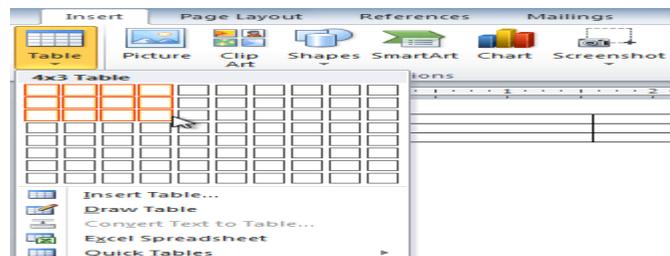


Inserting and modifying tables

In **Word**, tables are useful for **organizing and presenting data**. You can create a **blank** table, **convert Text** to a table, and apply various **styles** and **formats** to existing tables.

To insert a blank table:

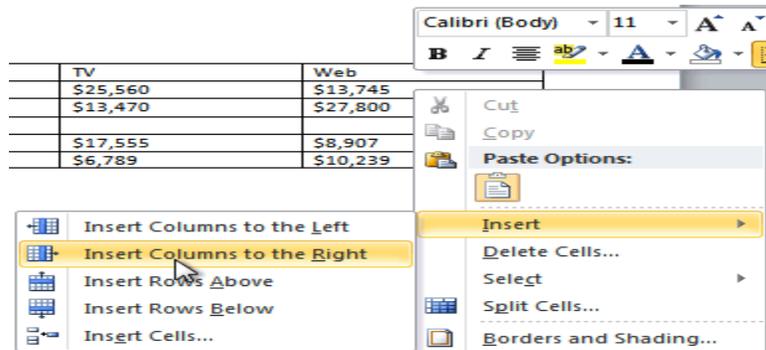
1. **Place your insertion point** in the document where you want the **table to appear**.
2. Select the **Insert** tab.
3. Click the **Table** command.
4. Hover your mouse over the diagram squares to select the number of **columns** and **rows** in the table.



5. Click your mouse, and the table appears in the document.
6. You can now place the insertion point anywhere in the table to add Text.

To add a column:

1. Place the **insertion point** in a **column adjacent** to where the new column appears.
2. **Right-click** the mouse. A menu will appear.

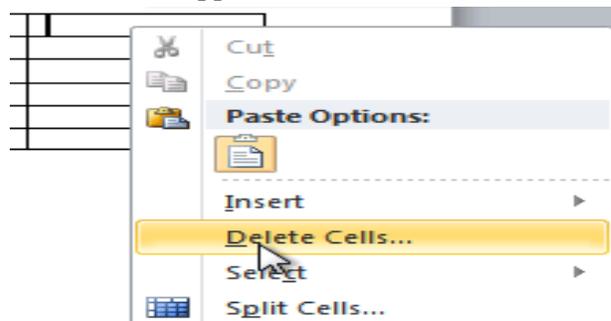


3. Select **Insert → Columns to the Left** or **Insert Columns to the Right**. A new column appears.

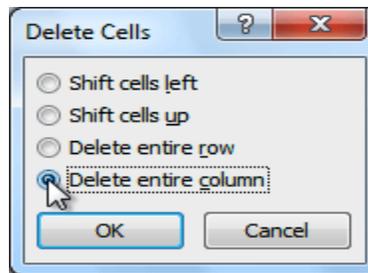
Salesperson	Print	TV	Web	
Jim M.	\$10,252	\$25,560	\$13,745	
Beth W.	\$5,550	\$13,470	\$27,800	
Luiz D.	\$8,547	\$17,555	\$8,907	
Alice S.	\$13,578	\$6,789	\$10,239	

To delete a row or column:

1. Select the **row or column**.
2. **Right-click** your mouse. A **menu** will appear.
3. Select **Delete Cells**.

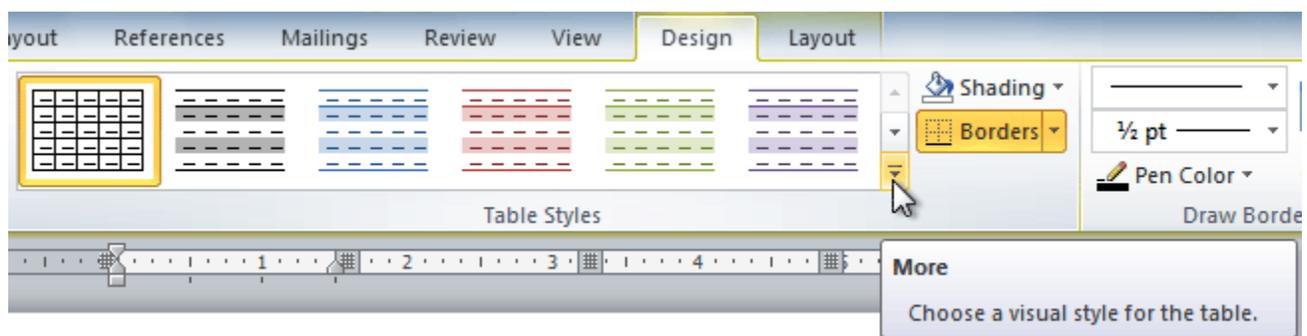


4. Select **Delete entire row** or **Delete entire column**, then click **OK**.



To apply a table style:

1. Click anywhere on the table. The **Design** tab will appear on the Ribbon.
2. Select the **Design** tab and locate the **Table Styles**.
3. Click the **More** drop-down arrow to see all of the table styles.



4. Hover the mouse over the various styles to see a live preview.
5. Select the desired style. The table style will appear in the document.

Salesperson	Print	TV	Web
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