

MICROSOFT WORD 2010

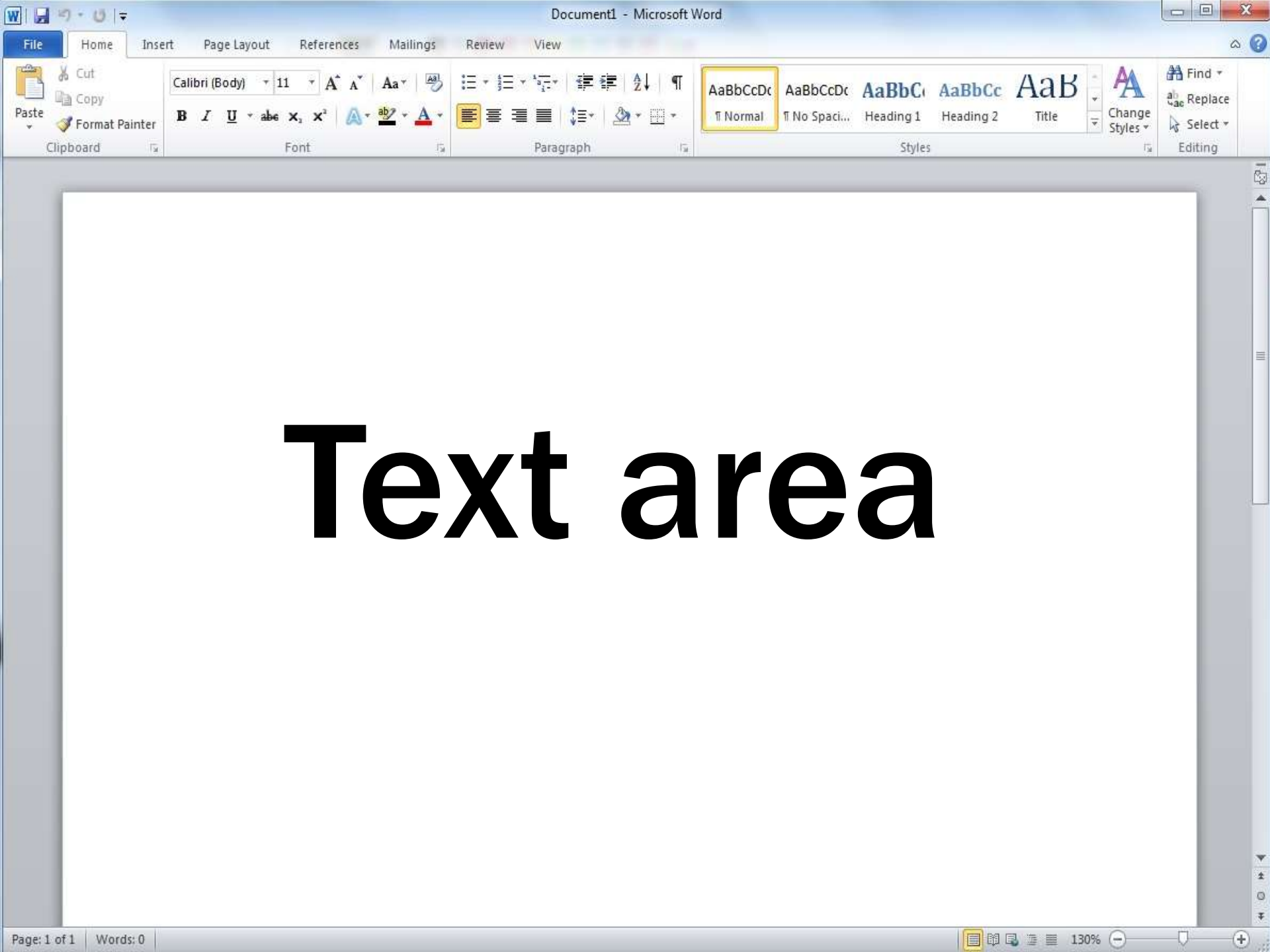
MICROSOFT WORD 2010

- ...is the word processing component of the Microsoft Office Suite.
- It is used primarily to enter, edit, format, save, retrieve and print documents.

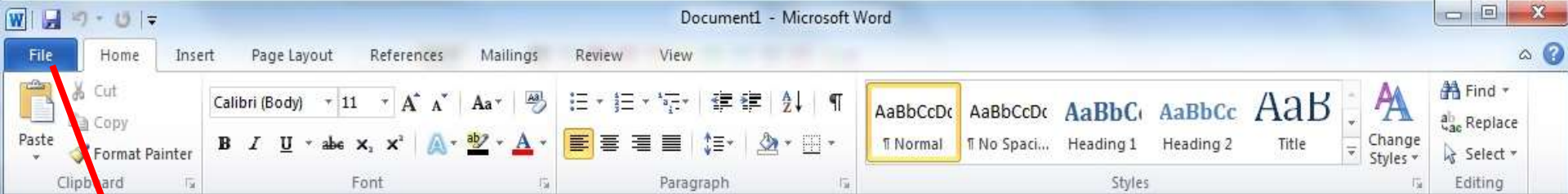


WHY DO WE NEED MICROSOFT WORD?

- Software that is designed for the entry, editing, and printing of documents.
- Word processing documents include:
 - Letters
 - Memorandums
 - Faxes
 - Mail Merges
 - Reports
 - One page flyers
 - E-mail



Text area



File tab

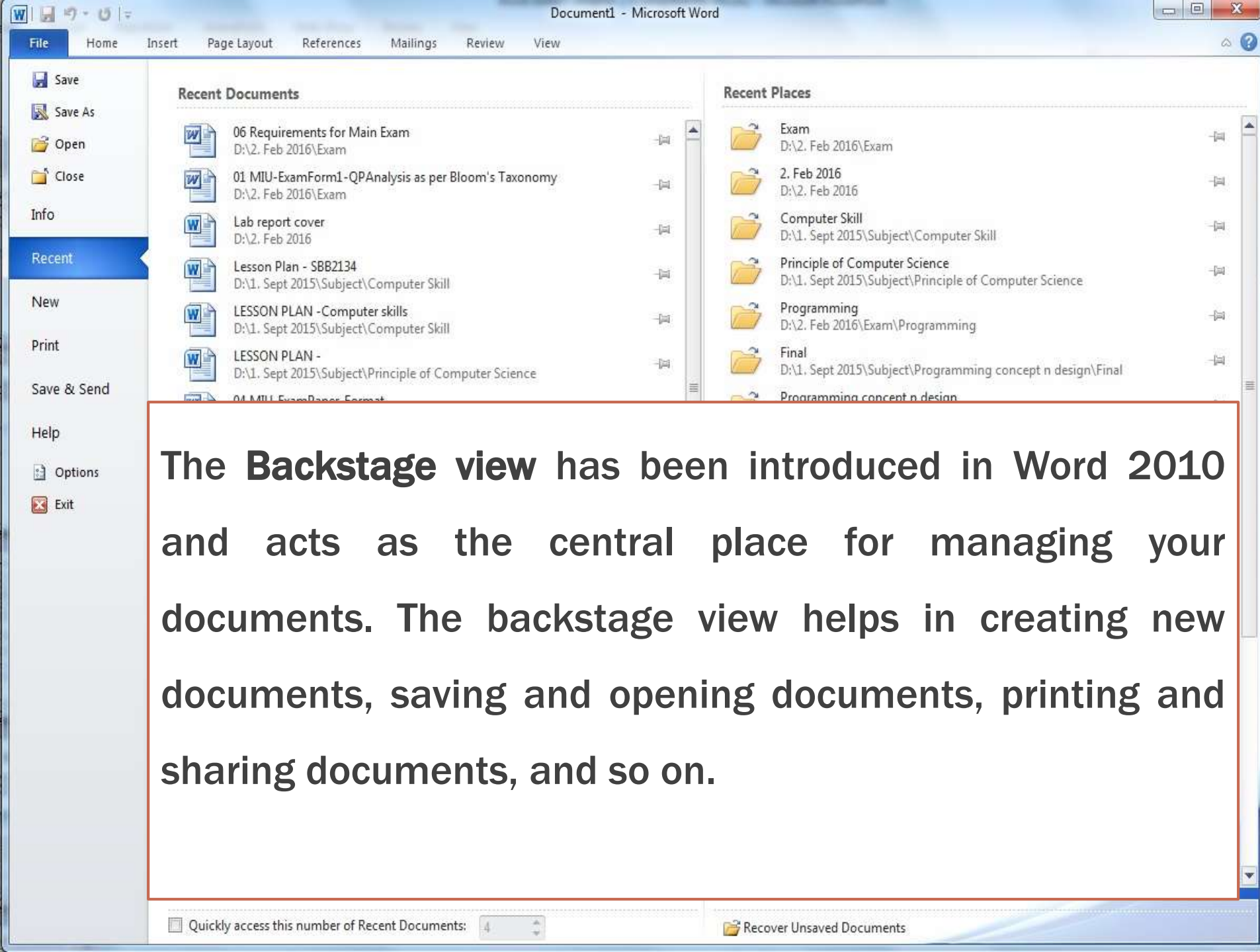
The File tab is used to go to the **Backstage view**, which is the place to come when you need to open or save files, create new documents, print a document, and do other file-related operations.

Zoom Control

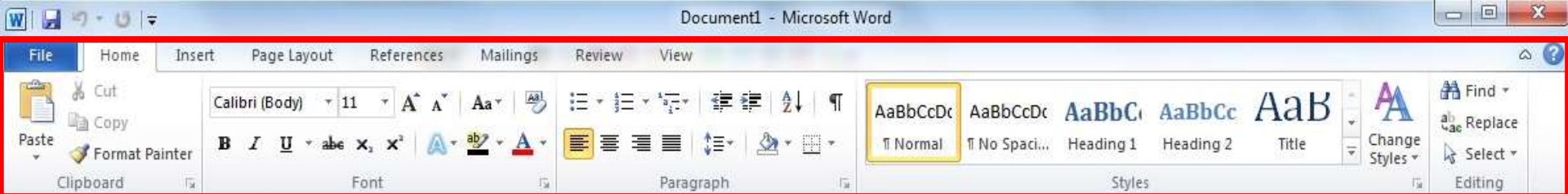
Zoom control lets you zoom in for a closer look at your text. The zoom control consists of a slider that you can slide left or right to zoom in or out, - and + buttons you can click to increase or decrease the zoom factor.

Status Bar

This displays document information as well as the insertion point location. From left to right, this bar contains the total number of pages and words in the document, language etc.



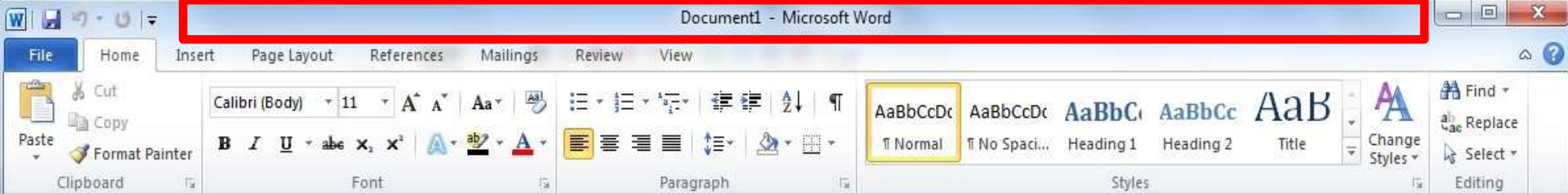
The **Backstage** view has been introduced in Word 2010 and acts as the central place for managing your documents. The backstage view helps in creating new documents, saving and opening documents, printing and sharing documents, and so on.



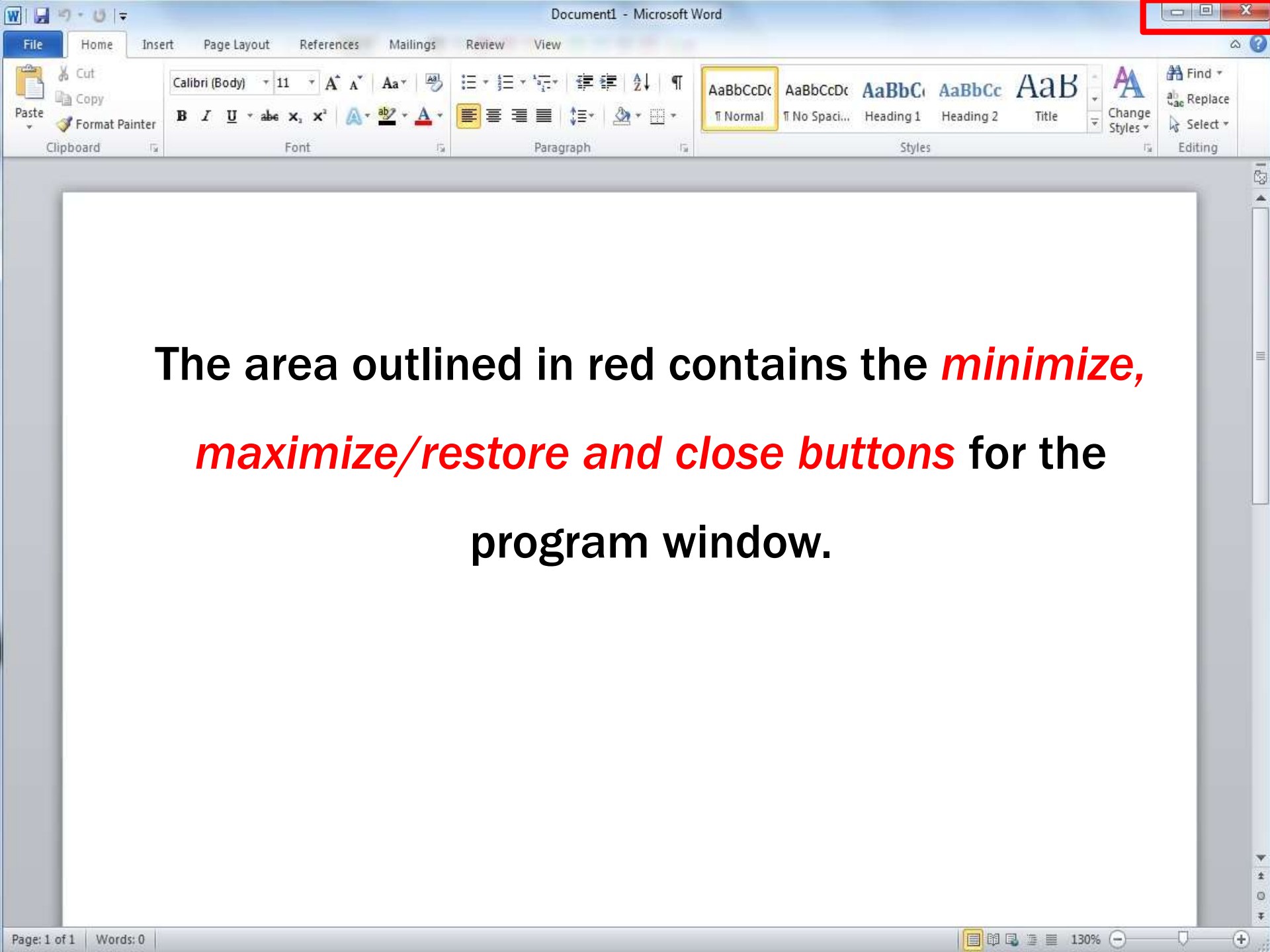
Ribbon

Ribbon contains commands organized in three components:

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



- The area outlined in red is called the ***title bar***.
- It displays the names of the open program (in this case Microsoft Word) and the name of the current file.
- This file has not yet been saved so its name is ***Document1***.
- Files created in Microsoft Word are often referred to as documents *and* have the file extension .doc or .docx



The area outlined in red contains the *minimize, maximize/restore and close buttons* for the program window.

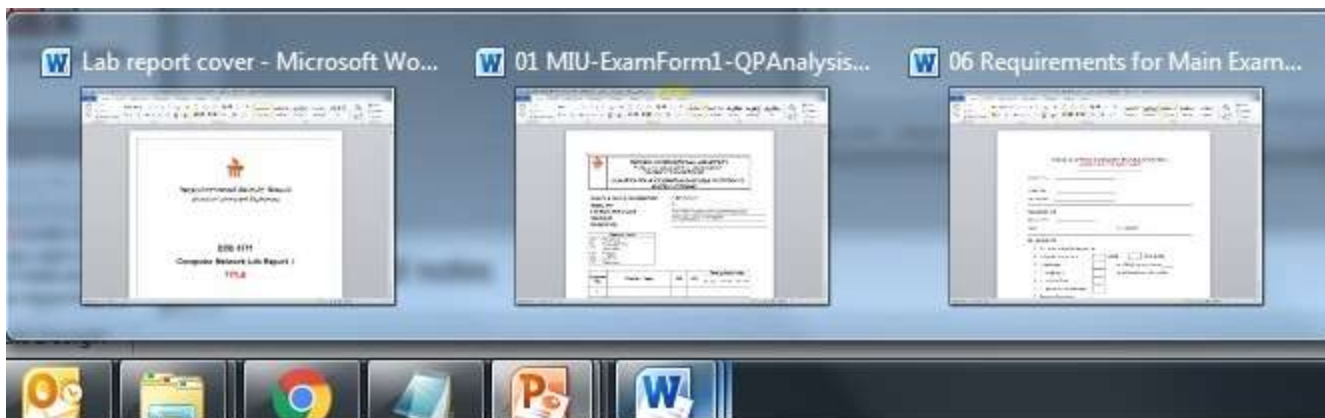


When you click the **minimize** button the program becomes a button on the Windows taskbar located at the bottom of the screen.





If you have multiple files from the same program open you will need to select the one you want to restore to active mode.





When you click the **maximize / restore** button the program assumes the same shape and size it was before you minimized it.

Or

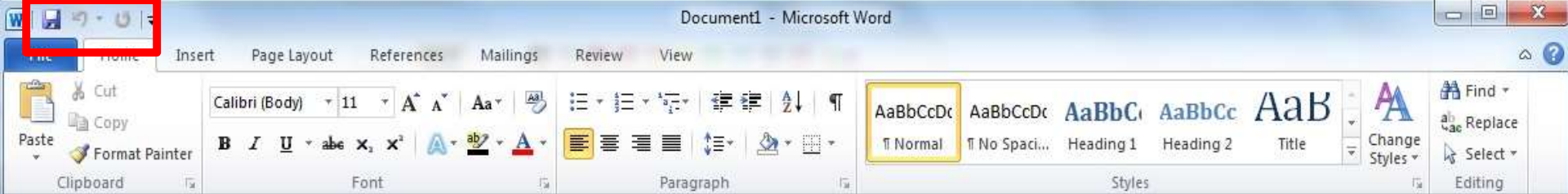
The program window will fill the screen.





When you click the **close** button the program will ask you if you want to save the changes if you have made any changes. Once you have responded to this question the program will close.





The area outlined in red is called the *quick access toolbar*.

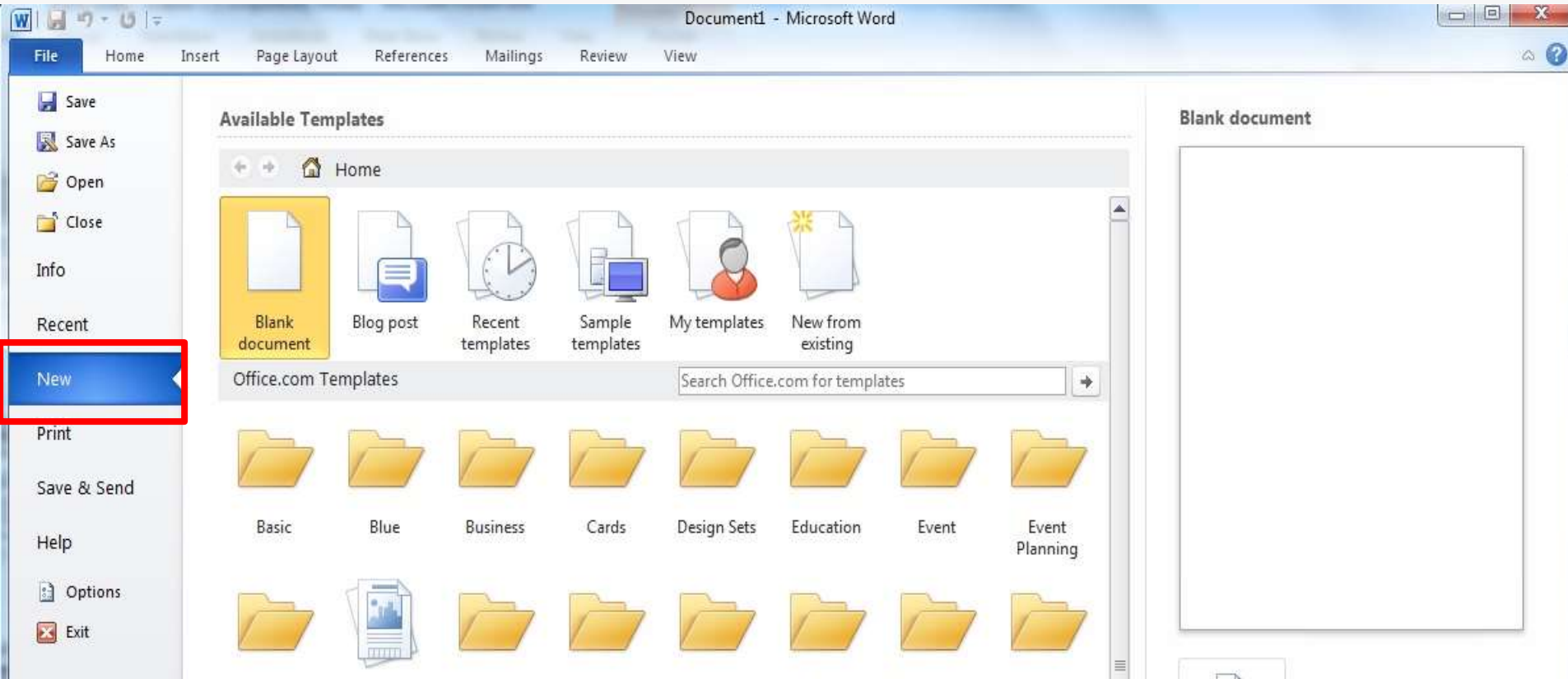
It contains the most commonly used commands in Microsoft Word:

- 1. Save**
- 2. Undo**
- 3. Repeat**



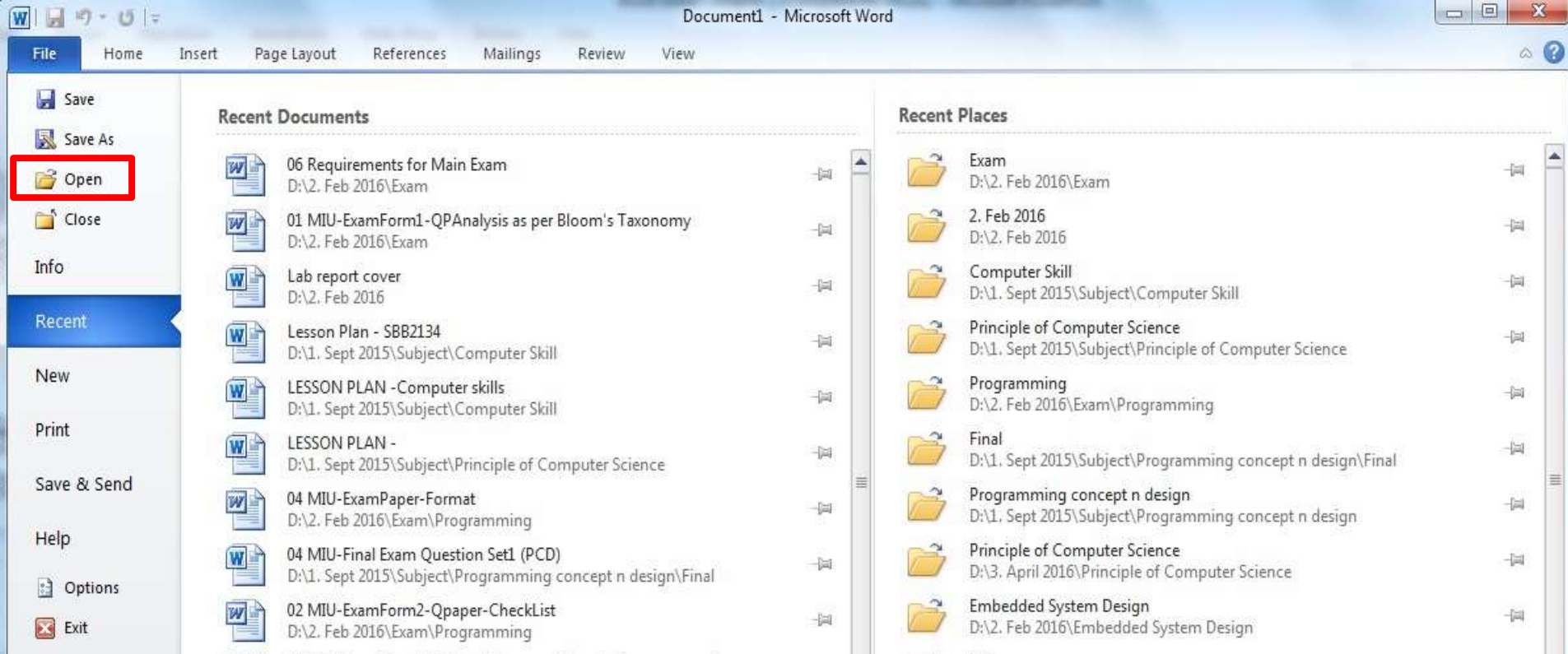
Saving the word document

1. Just press **Ctrl + S** keys to save the changes.
2. Optionally you can click on the floppy icon available the top left corner and just above the **File tab**. This option will also save the changes.
3. You can also use third method to save the changes, which is **Save** option available just above the **Save** option .



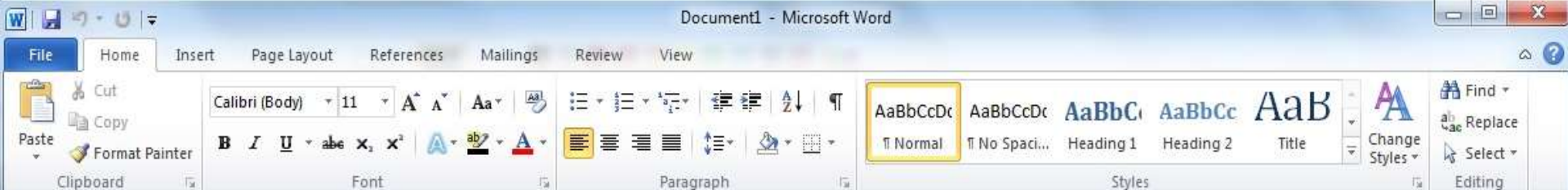
Opening a new Word Document

1. Click the **File** tab and select **New** option.
2. When you select **New** option from the first column, it will display a list of templates in second column. Just double click on **Blank document**.



Opening a existing Document

1. Click the **File** tab and select **Open** option.
2. This will display following file **Open dialog box**, which lets you navigate through different file folders and also lets you select a file which you want to open.
3. After selecting your file, You can use the further options given



Viewing Documents


VIEW	DESCRIPTION
Print Layout	Shows how a document will look when it is printed
Full Screen Reading	Shows text on the screen in a format that is easy to read and hides the Ribbon
Web Layout	Simulates the way a document will look when it is viewed as a Web page; text and graphics appear the way they would in a Web browser
Outline	Displays headings and text in outline form so you can see the structure of your document and reorganize easily
Draft	Displays only the text of a document without showing the arrangement of the text; if your document includes any pictures, they would not appear

PRINT LAYOUT



Microsoft Word 2010: Practice Exercise 1

Instructions:

- Follow these directions **exactly** as they are written, in the order they are given.
 - If you quit this exercise before you get to the end, use the **Save** button on the Quick Access toolbar to save your changes and then close Word.
- 
- Open Word.
 - Open the "Word 2010 Practice File.docx" file on your flash drive.
(File Tab → Open → KINGSTON (I:) → Double click on file icon)
 - Highlight the first paragraph using the mouse Dragging method.
(Insert your cursor to the left of the first word → Hold down the left mouse button → Drag until the last word in the paragraph is selected → Let go of the mouse button)
 - Using the tools on the Clipboard group, "cut" the first paragraph.
(Home Tab → Clipboard Group → Cut Button)
 - Use a key combination on your keyboard to move the cursor to the end of the document.
(Hold down the Ctrl key, then tap the End key)
 - Using the tools on the Clipboard group, "paste" the cut paragraph at the end of the document.
(Home Tab → Clipboard Group → Paste **Button Proper**)
 - Undo the Paste action.
(Quick Access toolbar → Undo button)
 - Move the cursor to the beginning of the document.
(Hold down the Ctrl key, then tap the Home key)

FULL SCREEN READING

Instructions:

- Follow these directions **exactly** as they are written, in the order they are given.
- If you quit this exercise before you get to the end, use the **Save** button on the Quick Access toolbar to save your changes and then close Word.



1. Open Word.
2. Open the "Word 2010 Practice File.docx" file on your flash drive.
(File Tab → Open → KINGSTON (I:) → Double click on file icon)
3. Highlight the first paragraph using the mouse Dragging method.
(Insert your cursor to the left of the first word → Hold down the left mouse button → Drag until the last word in the paragraph is selected → Let go of the mouse button)
4. Using the tools on the Clipboard group, "cut" the first paragraph.
(Home Tab → Clipboard Group → Cut Button)
5. Use a key combination on your keyboard to move the cursor to the end of the document.
(Hold down the **Ctrl** key, then tap the **End** key)
6. Using the tools on the Clipboard group, "paste" the cut paragraph at the end of the document.
(Home Tab → Clipboard Group → Paste **Button Proper**)
7. Undo the Paste action.
(Quick Access toolbar → Undo button)
8. Move the cursor to the beginning of the document.
(Hold down the **Ctrl** key, then tap the **Home** key)
9. Type your first name and press **Enter** twice.
10. Select your name.
(Double-click on your name)
11. Make your name bold and underlined.
(Home Tab → Font Group → Bold & Underline Buttons)
12. Use the Save button to save changes to the document.
(Quick Access toolbar → Save button)
13. Change the font of your name to Arial.
(Home Tab → Font Group → Font Arrow)
14. Change the font size of your name to 24.
(Home Tab → Font Group → Font Size Arrow)
15. Close Word and save your changes.
16. Open Word and open "Word 2010 Practice File.docx".
17. Center align your name.
(Click on name → Home Tab → Paragraph Group → Center Text Button)
18. Select both paragraphs and double space the text.
(Home Tab → Paragraph Group → Launcher → Indents & Spacing Tab → Spacing Section → Line Spacing Drop Down Arrow → Double; Click OK)
19. Keeping the paragraphs selected, indent the first line of each paragraph
(Home Tab → Paragraph Group → Launcher → Indents & Spacing Tab → Indentation Section → "Special" Drop Down Arrow → First Line; Click OK)



Instructions:

- Follow these directions **exactly** as they are written, in the order they are given.



- If you quit this exercise before you get to the end, use the **Save** button on the Quick Access toolbar to save your changes and then close Word.

1. Open Word.

WEB LAYOUT

2. Open the "Word 2010 Practice File.docx" file on your flash drive.

(File Tab → Open → KINGSTON (I:) → Double click on file icon)

3. Highlight the first paragraph using the mouse Dragging method.

(Insert your cursor to the left of the first word → Hold down the left mouse button → Drag until the last word in the paragraph is selected → Let go of the mouse button)

4. Using the tools on the Clipboard group, "cut" the first paragraph.

(Home Tab → Clipboard Group → Cut Button)

5. Use a key combination on your keyboard to move the cursor to the end of the document.

(Hold down the Ctrl key, then tap the End key)

6. Using the tools on the Clipboard group, "paste" the cut paragraph at the end of the document.

(Home Tab → Clipboard Group → Paste **Button Proper**)

7. Undo the Paste action.

(Quick Access toolbar → Undo button)

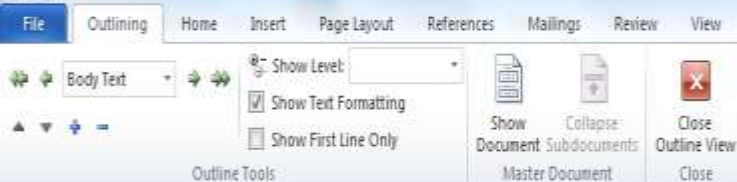
8. Move the cursor to the beginning of the document.

(Hold down the Ctrl key, then tap the Home key)

9. Type your first name and press Enter twice.

10. Select your name.

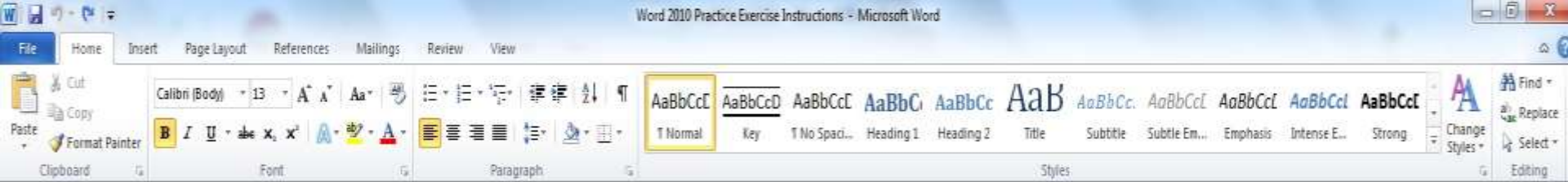
(Double-click on your name)



● Instructions:

- ● Follow these directions **exactly** as they are written, in the order they are given.
- ● If you quit this exercise before you get to the end, use the **Save** button on the Quick Access toolbar to save your changes and then close Word.
-
- 1. Open Word.
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- 2. Open the "Word 2010 Practice File.docx" file on your flash drive.
(File Tab → Open → KINGSTON (I:) → Double click on file icon)
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- 3. Highlight the first paragraph using the mouse Dragging method.
(Insert your cursor to the left of the first word → Hold down the left mouse button → Drag until the last word in the paragraph is selected → Let go of the mouse button)
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- 6. Using the tools on the Clipboard group, "paste" the cut paragraph at the end of the document.
● (Home Tab → Clipboard Group → Paste **Button Proper**)
-
- 7. Undo the Paste action.
● (Quick Access toolbar → Undo button)
-
- 8. Move the cursor to the beginning of the document.

OUTLINE



Instructions:

- Follow these directions **exactly** as they are written, in the order they are given.
- If you quit this exercise before you get to the end, use the **Save** button on the Quick Access toolbar to save your changes and then close Word.

- Open Word.
- Open the "Word 2010 Practice File.docx" file on your flash drive.
(File Tab → Open → KINGSTON (I:) → Double click on file icon)
- Highlight the first paragraph using the mouse Dragging method.
(Insert your cursor to the left of the first word → Hold down the left mouse button → Drag until the last word in the paragraph is selected → Let go of the mouse button)
- Using the tools on the Clipboard group, "cut" the first paragraph.
(Home Tab → Clipboard Group → Cut Button)
- Use a key combination on your keyboard to move the cursor to the end of the document.
(Hold down the Ctrl key, then tap the End key)
- Using the tools on the Clipboard group, "paste" the cut paragraph at the end of the document.
(Home Tab → Clipboard Group → Paste **Button Proper**)
- Undo the Paste action.
(Quick Access toolbar → Undo button)
- Move the cursor to the beginning of the document.
(Hold down the Ctrl key, then tap the Home key)
- Type your first name and press Enter twice.
- Select your name.

DRAFT



Text Spell Check

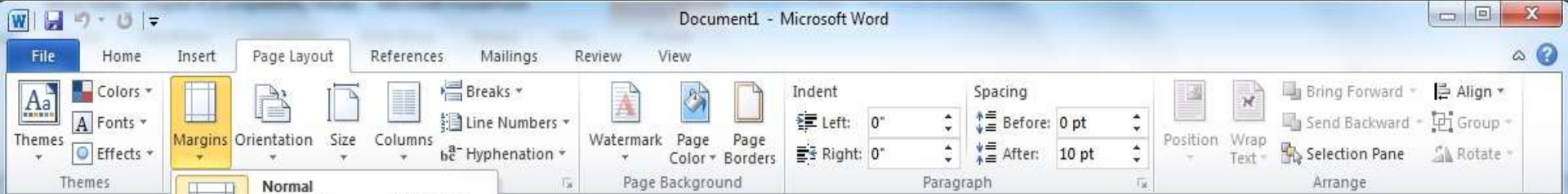
- A red underline beneath spelling errors.
- A green underline beneath grammar errors.
- A blue line under correctly spelled but misused words.



Formatting Pages

Topics covered-

- Adjust Margins
- Header and Footer
- Page numbers
- Page Break
- Blank Page
- Cover Page



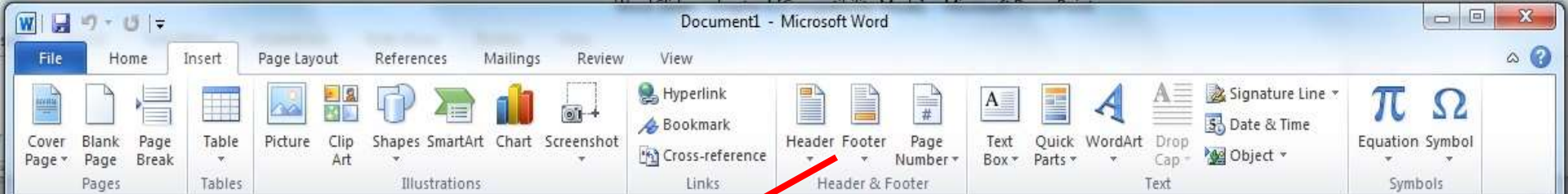
Page Margins

Margins are the space between the edge of the paper and the text. By default, Word sets all margins left, right, top, and bottom to 1 inch.

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

To Use Custom Margins:

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



Header and Footer

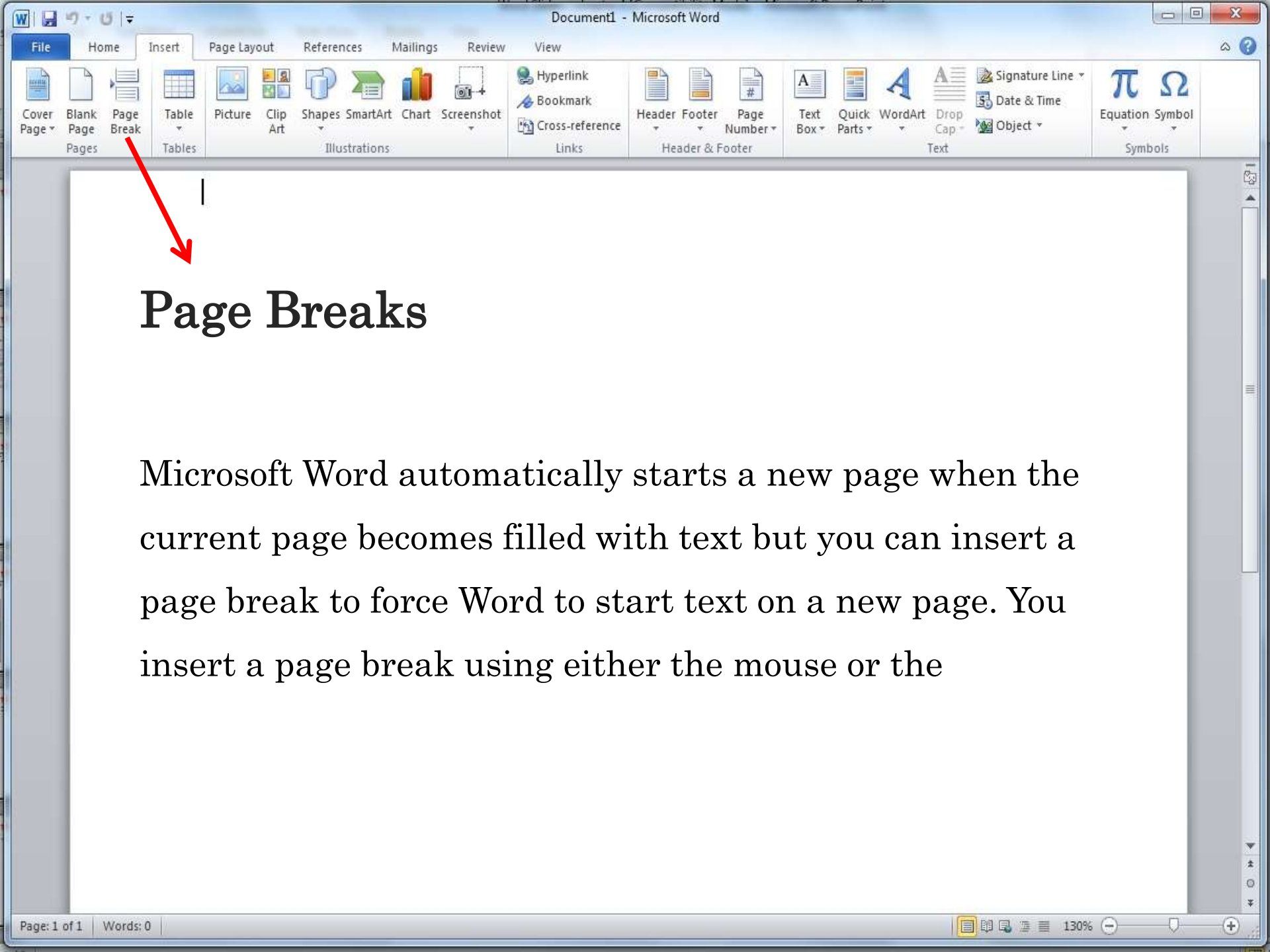
Headers and footers are parts of a document that contain special information such as page numbers and the total number of pages, document title, company logo, any photo etc. The header appears the top of every page, and the footer appears at the bottom of page.

1. Click the **Insert** tab, and click either **Header** button or **Footer** button whatever you want to edit.
2. Once you edit your document header/footer, click **Close Header and Footer** to come out of header/footer edit mode.



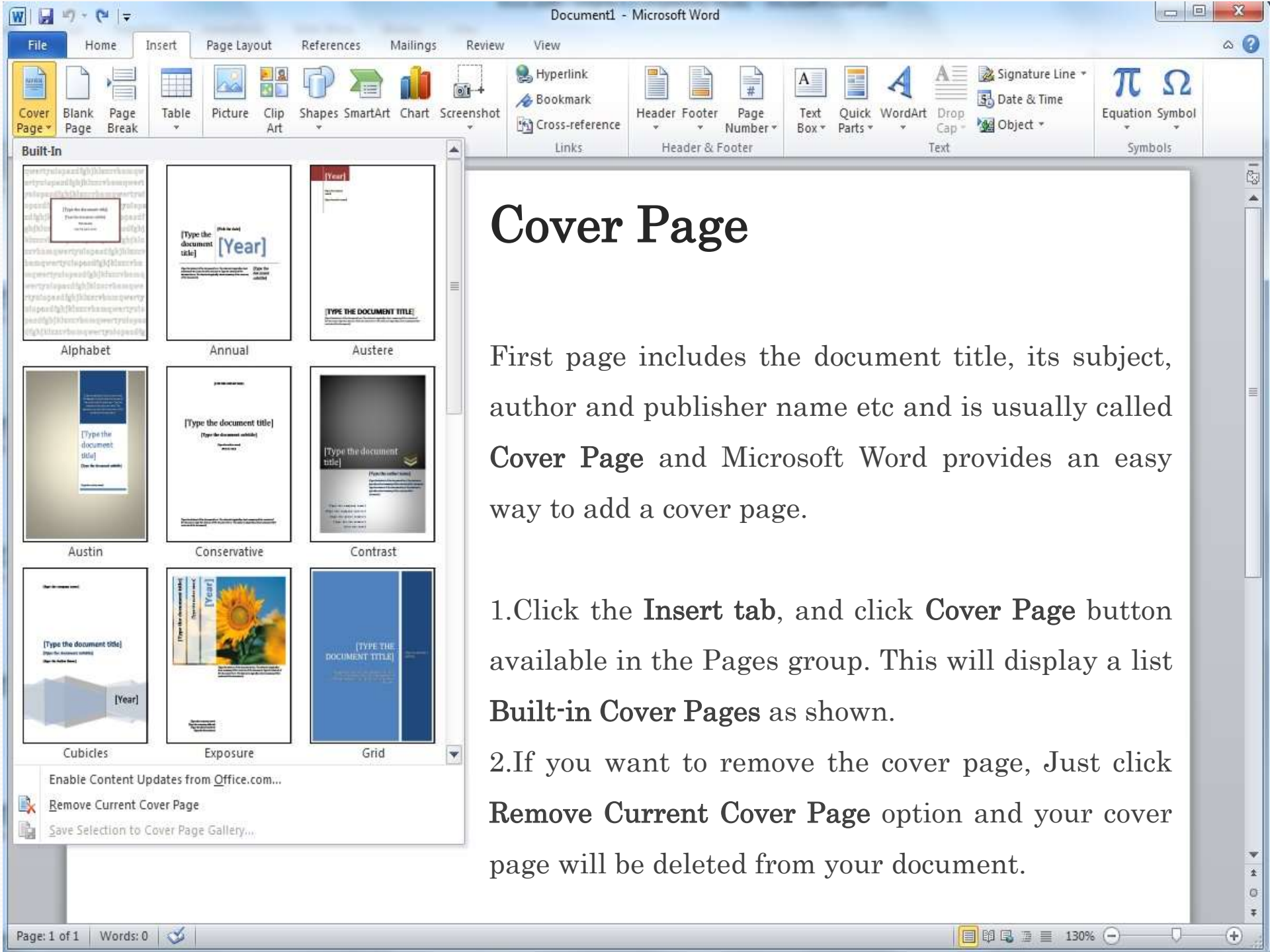
Page Numbers

Microsoft Word automatically assign page numbers on pages of your document. Typically, page numbers are printed either in header or footer but you have option can display the page number in the left or right margins the top or the bottom of a page.



Page Breaks

Microsoft Word automatically starts a new page when the current page becomes filled with text but you can insert a page break to force Word to start text on a new page. You insert a page break using either the mouse or the



Cover Page

First page includes the document title, its subject, author and publisher name etc and is usually called **Cover Page** and Microsoft Word provides an easy way to add a cover page.

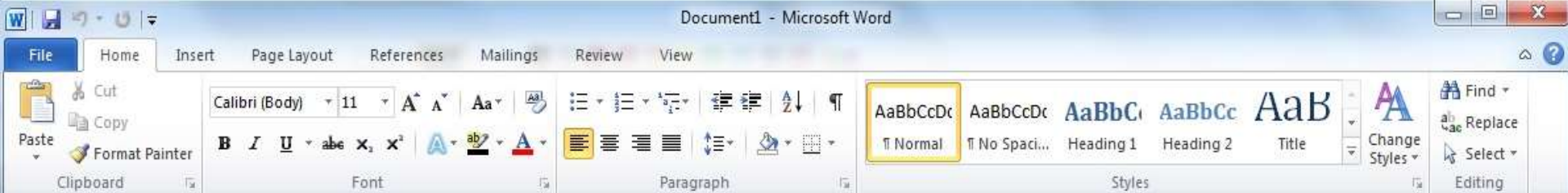
1. Click the **Insert** tab, and click **Cover Page** button available in the Pages group. This will display a list **Built-in Cover Pages** as shown.
2. If you want to remove the cover page, Just click **Remove Current Cover Page** option and your cover page will be deleted from your document.



Page Orientation

Page Orientation is useful when you print your pages. By default Microsoft Word shows a page in **portrait** orientation and in this case page width is less than page height and page will be 8.5 inches x 11 inches. You can change page orientation from portrait to **landscape** orientation in which case page width will be more than page height page will be 11 inches x 8.5 inches.

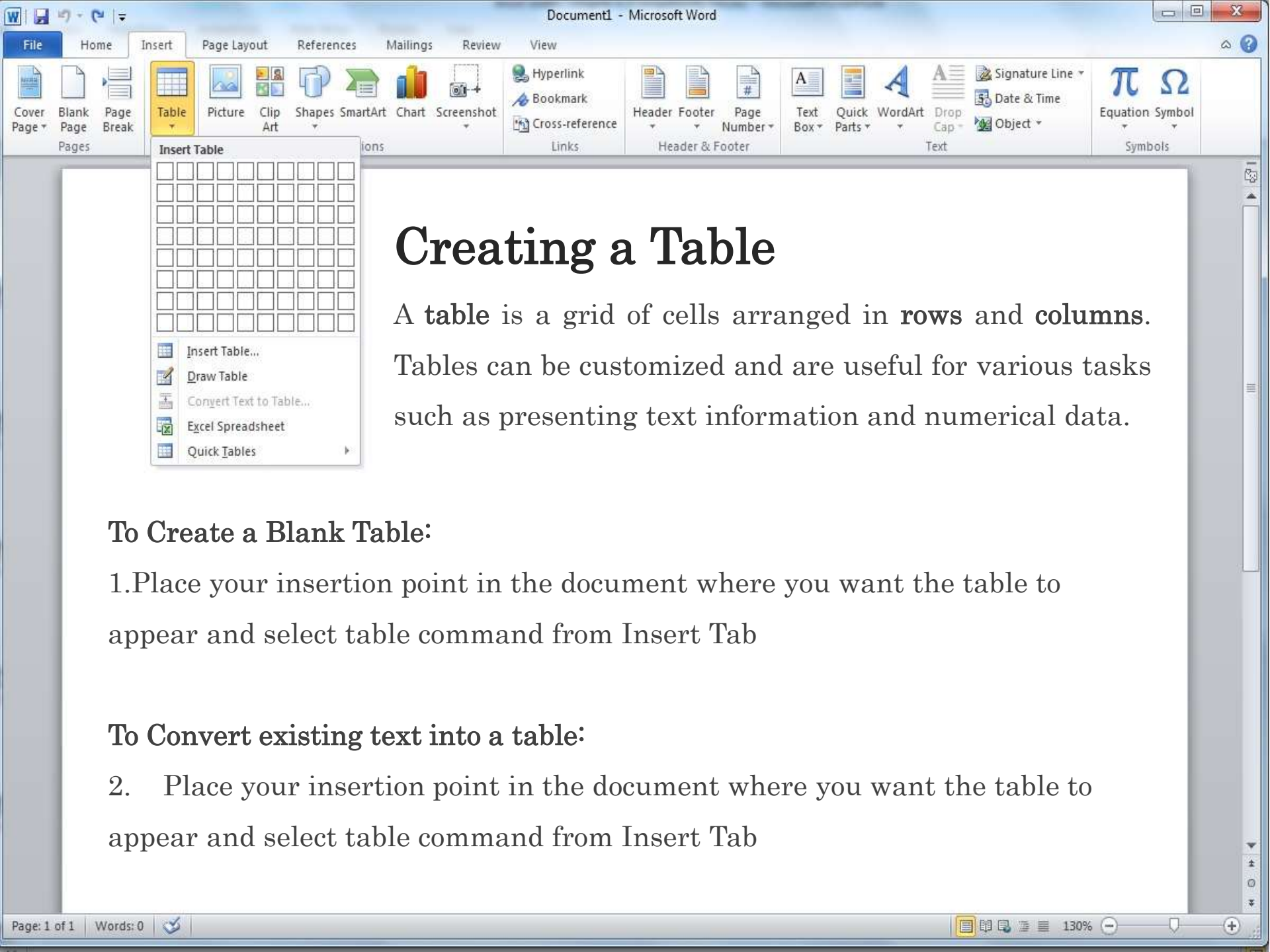
In the Page Layout Tab, there is also Page Border, Page Color etc



Working with Tables

Topics covered-

- Create a Table
- Adding Row/Column to a table
- Merge cells
- Split a table
- Split a cell
- Table Style



Creating a Table

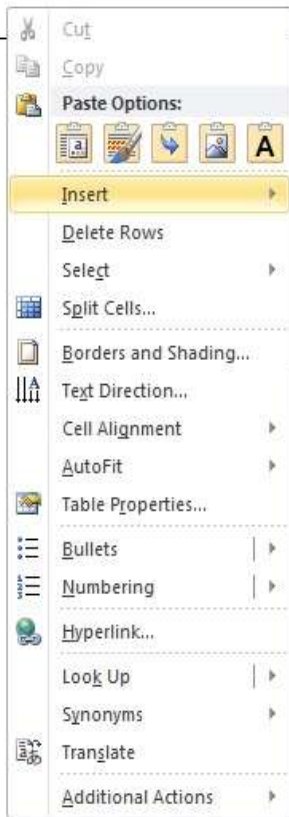
A **table** is a grid of cells arranged in **rows** and **columns**. Tables can be customized and are useful for various tasks such as presenting text information and numerical data.

To Create a Blank Table:

1. Place your insertion point in the document where you want the table to appear and select table command from Insert Tab

To Convert existing text into a table:

2. Place your insertion point in the document where you want the table to appear and select table command from Insert Tab



Adding Row/Column

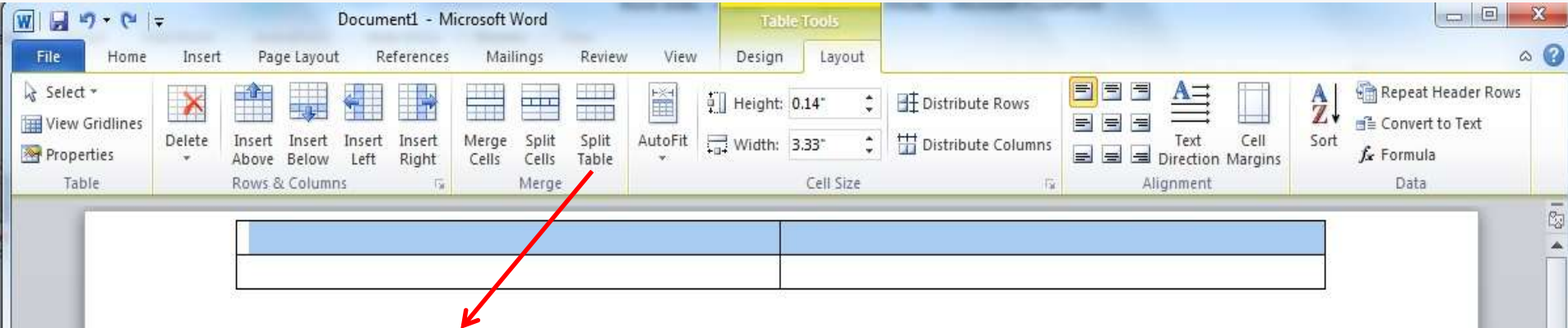
1. Place the insertion point in a row **below** the location where you wish to add a row.
2. Right-click the mouse. A menu appears.
3. Select **Insert Rows Above**.
4. Same procedure is followed to add column
5. Deleting a row or column.



Merge Table Cells

Microsoft Word allows merging two or more cells to create one large cell. You would frequently need to merge columns of the row to create title of the table.

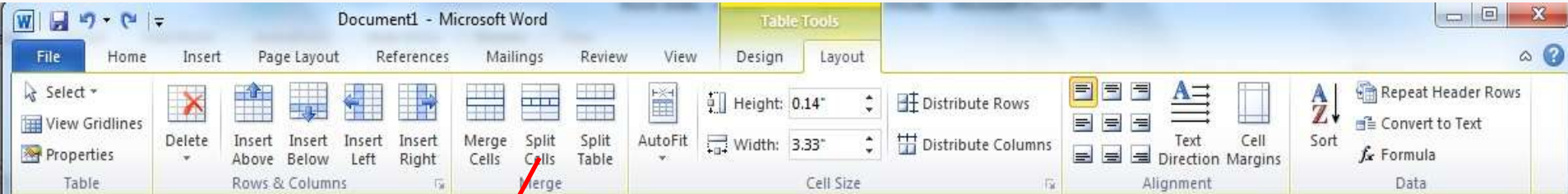
Once merged, you can create it as a header for table.



Split a Table

Microsoft Word allows splitting a table into multiple tables single operation can divide a table into two tables.

1. Bring your mouse pointer position anywhere in the row should appear as the first row of the new table.
2. After splitting



Split a Cell

Microsoft Word allows splitting a cell into multiple cells.

1. Bring your mouse pointer position inside a cell that you want to divide into multiple cells.
2. Now click the **Layout tab** and then click **Split Cells Button**.



Table Style

1. Click anywhere on the table. The **Design** tab will appear the Ribbon.
2. Select the **Design** tab and locate the **Table Styles**.
3. To change the style options, From the **Design** tab, **check** or **uncheck** the desired options in the **Table Style Options** group.
4. To add borders, From the **Design** tab, select the desired **Line Style**, **Line Weight**, and **Pen Color**.