Word 2010

Learning Technology and Training Services
Angelo State University

http://elearning.angelo.edu
elearning@angelo.edu
942-2334 ext 6263
MCS-106
Overview

Contents

New Look ......................................................................................................................... 4
  File Menu ..................................................................................................................... 4
  Quick Access Toolbar ................................................................................................. 4
  Ribbon ........................................................................................................................... 4
  Document Views ......................................................................................................... 4
  Zoom ............................................................................................................................. 4
Formating ......................................................................................................................... 5
  Direct Formatting ......................................................................................................... 5
  Reveal Formatting ........................................................................................................ 5
  Clear Formatting ........................................................................................................... 5
Proofing ............................................................................................................................ 5
Printing ............................................................................................................................. 6
Customizing Word .......................................................................................................... 6
Getting Help ................................................................................................................... 6
Turning the Paragraph Icon on and off ......................................................................... 7
Double Spacing a Document ........................................................................................... 7
Inserting a Table, Picture, Chart, or Text Box ................................................................. 7
Turning text into columns ............................................................................................... 7
Centering Text Vertically on the Page .......................................................................... 7
Header Formatting ........................................................................................................ 8
Setting Margins .............................................................................................................. 8
Page Numbers Starting with the Second Page ............................................................... 8
Using Footnotes ............................................................................................................ 9
New Look

File Menu

Click the File tab and a menu will appear.

The File menu includes icons and choices for creating new files, opening existing files, and saving your work.

Buttons on the left-hand side of this menu will take you to screens where you can change many options, including default print options, spell check options, etc. Many of these settings originally appeared in "Tools>>Options" and "Tools>>Configuration" in the older versions of Office.

Quick Access Toolbar

The Quick Access Toolbar is the only customizable toolbar in Office 2010. You can display the quick access toolbar in either of two different locations, and you can add and remove icons on the toolbar.

Ribbon

The ribbon at the top of the screen includes many different options. Each tab reveals a set of commands grouped by function. Many groups have selection arrows that reveal more commands.

Document Views

Click the View tab to select different views of the document. The default view is the Print Layout view. It shows the document as it will appear when printed. The Full Screen Reading mode shows a read-only view of the document, with a number of viewing options available. This is the default view when viewing document attachments in Outlook. In the Web Layout view, text is wrapped to fit the window, and images float as they would if viewed by a web browser.

Zoom

You can zoom in on a document through the View tab, Zoom group. You can also use the Zoom slider in the lower right corner of the window. A popular way to zoom your document is to press...
and hold the control key and scroll the mouse wheel.

**Formatting**
All the elements in your document are stored in a strict hierarchy which consists of one or more
sections, each of which contains one or more paragraphs, each of which contains one or more
characters.

You may format elements directly or by using styles. If you format using a style, then you can make a
change to the style and have that change reflect throughout the document.

**Direct Formatting**
Formatting commands are grouped by the level that they work on.

- Font commands work at the character level. They are grouped
together on the **Home** tab.
- As you might guess, Paragraph commands work at the
paragraph level and are grouped on the **Home** tab. Other
commands are on the **Page Layout** tab.
- Section formatting includes such things at page margins and
orientation, as well as headers and footers and columns.
The commands are in the Page Setup group on the **Page
Layout** tab.

**Reveal Formatting**
You may wish to see what formatting has been applied to your text. Press **Shift-F1** to see the **Reveal
Formatting** panel.

**Clear Formatting**
You can clear the formatting by clicking the button....

**Proofing**
Word includes a spell checker, a contextual
spell checker, and a grammar checker.
**Contextual spell checking** looks for a word
spelled correctly but used wrong.

The **Spelling & Grammar check** is located within the **Review** tab. Highlight a word and click **Research**
and Word will display the Research pane, which contains references to dictionaries, thesauri, and online
cyclopedias. The **Thesaurus** function returns synonyms for the highlighted word. **Translate** will
translate selected text into a variety of languages.
**Printing**

*Print preview* is now located under the **File** tab. Click **Print** and the preview of the document is shown on the right side of the screen. *Print preview* shows a read-only view the document. It’s easy to zoom out to see how headings and images fit on the page.

If you want to print the entire document using the default print settings, choose the **Quick Print** choice in the print menu of the Office button. To print individual pages, or multiple copies, choose **Print**. You may want to add the Quick Print icon to the **Quick Access Toolbar**.

**Customizing Word**

Your best option for customizing Word is the Quick Access Toolbar. Right click anywhere on the Ribbon, and choose **Customize Quick Access Toolbar**. A new screen will open and you can pick and choose which commands you would on your Quick Access Toolbar. You will select the commands and click the **Add > >** button to move the specified commands into the **Quick Action Toolbar**.

Most of the configuration settings can be found in the Word Options. Click the **File** tab at the top of the screen, and then click **Options**. This is where you can set interface options such as display, spell check, and other customizations.

**Getting Help**

As it has been for 15 years, press F1 for help. You may also click the Help button in the upper right corner. If your computer is connected to the internet, you may also view video tutorials and other learning material.

---

**How To**

**Contents**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turning the Paragraph Icon on and off</td>
<td>7</td>
</tr>
<tr>
<td>Double Spacing a Document</td>
<td>7</td>
</tr>
<tr>
<td>Inserting a Table, Picture, Chart, or Text Box</td>
<td>7</td>
</tr>
<tr>
<td>Turning text into columns</td>
<td>7</td>
</tr>
<tr>
<td>Centering Text Vertically on the Page</td>
<td>7</td>
</tr>
<tr>
<td>Header Formatting</td>
<td>8</td>
</tr>
<tr>
<td>Setting Margins</td>
<td>8</td>
</tr>
</tbody>
</table>
Turning the Paragraph Icon on and off
1. Go the Home tab.
2. Select the paragraph button located on the ribbon.
3. This will turn the paragraph symbol inside the document on and off.

Double Spacing a Document
1. Go to the Home tab.
2. Select the line spacing button.
3. Select the amount of spaces you would like to have.

Inserting a Table, Picture, Chart, or Text Box
1. Select the Insert tab and choose table, picture, chart or text box.

Turning text into columns
1. Go to the Page Layout tab.
2. Choose the columns button located on the ribbon.
3. Select the number of columns you want to be displayed.

Centering Text Vertically on the Page
1. Go to the Page Layout tab.
2. Select the arrow in the lower right hand corner of the Page Setup group
3. The page set up dialogue box will appear.
4. Select the layout tab.
5. Select vertical alignment.
Header Formatting
1. Go to the Page Layout tab.
2. Select the arrow in the lower right hand corner of the Page Setup group.
3. Select the Layout tab.
4. Select Different first page.
5. Go to the document and select the second page.
6. Now go to the Insert tab.
7. Select the header button.
8. Choose the format you would like.

Setting Margins
1. Go to the Page Layout tab.
2. Select Margins located on the ribbon.
3. Select either a preset or customize a size.

OR
1. Go to View tab.
2. Check the ruler box.
3. Now notice the ruler is displayed.
4. Place the cursor inside the ruler and drag as needed.
5. Note that there are vertical and horizontal rulers to adjust the top, bottom, left and right margins.

Page Numbers Starting with the Second Page
1. Go to the Page layout tab.
2. Select the arrow located on the lower right hand corner of the page setup group.
3. Select the Layout tab.
4. Select Different first page.
5. Go to the document and select the second page.
6. Now go to the Insert tab.
7. Select the page number button.
8. Choose the format you would like.

Using Footnotes
1. Go to the References tab.
2. Select Insert Footnote located on the ribbon.
3. Choose the style you desire.

Saving as an Office 2003 Document
1. Click File tab.
2. Point to Save As.
3. Then under Save As Type, click Word 97-2003 Document so that the workbook is fully compatible with older versions of Office.