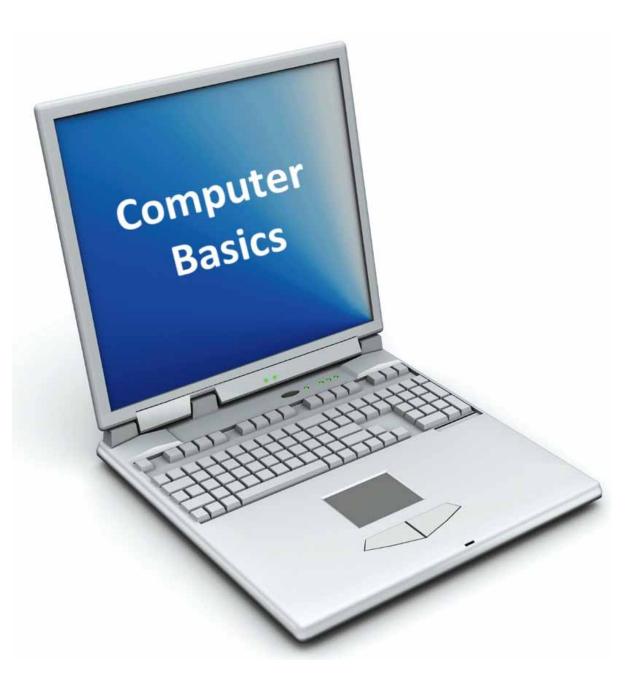
Word 2010 Basics





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TUTOR SETUP INFORMATION	7
THE MICROSOFT WORD 2010 SCREEN	8
Starting Microsoft Word 2010. The Microsoft Word 2010 screen. The Levels of command organization 10 The File Tab 10 Ribbon Tabs 11 Minimizing the Ribbon 11 Switching between tabs using the mouse wheel 11 Groups 11 Dialog box launcher 14	9 0 1 2 3
STARTING TO USE MICROSOFT WORD 2010	.6
USING THE DEF AULT MICROSOFT WORD DOCUMENT	16 17 18 19 19 25 25 26 28 31 37
MANIPULATING TEXT	
SELECT, THEN FORMAT 44 SELECTING TEXT 44 INSERTING, DELETING, UNDO AND REDO 4 INSERT AND OVERTYPE MODE 4 COPYING TEXT WITHIN A DOCUMENT 4 MOVING (CUTTING) TEXT WITHIN A DOCUMENT 4	40 41 41 41
THE CLIPBOARD	3
USING THE CLIPBOARD	4
TEX T FORMATTING	17
WHAT IS TEXT FORMATTING? 4 FONT TYPE 4 FONT SIZE 4 GROW FONT AND SHRINK FONT ICONS 4 FONT SIZE KEYBOARD SHORTCUT 4	17 18 19
BOLD, ITALIC OR UNDERLINE	19 50 50 51
COPYING TEXT FORMATTING	53 53

INSERTING SPECIAL CHARACTERS AND SYMBOLS	. 55
PARAGRAPH FORMATTING	. 58
PARAGRAPH MARKS	. 58
SOFT PARAGRAPH (LINE BREAK) MARKS	. 58
RECOMMENDED TECHNIQUES FOR ALIGNING AND INDENTING TEXT	. 59
Aligning text	
INDENTING PARAGRAPHS	
APPLYING SINGLE OR DOUBLE LINE SPACING WITHIN PARAGRAPHS	
APPLYING SPACING ABOVE OR BELOW PARAGRAPH S	
USING PARAGRAPH SPACING RATHER THAN USING THE RETURN KEY	
APPLYING BULLETS TO A LIST	
APPLYING NUMBERING A LIST	
MODIFYING BULLET AND NUMBERING FORMATTING	
REMOVING BULLET OR NUMBERING FORMATTING	
BORDERS AND SHADING	
USING BORDERS AND SHADING	
ADDING A BORDER	
Modifying Borders	
Adding shading	
MODIFYING YOUR SHADING	
APPLYING BORDERS TO SELECTED TEXT	. 74
FINDING AND REPLACING TEXT	. 75
Using Find and Replace	. 75
FINDING TEXT	
REPLACING TEXT	
TABS	
TAB STOPS	
SETTING AND REMOVING TABS	
VIEWING TAB MARKS USING THE SHOW/HIDE ICON	. 84
STYLES	. 85
WHAT ARE STYLES?	. 85
APPLYING STYLES	
Style Sets	
PAGE FORMATTING	
WHAT IS PAGE FORMATTING?	
PAGE ORIENTATION AND PAPER SIZE	. 89
CHANGING THE PAGE SIZE	. 90
PAGE MARGINS	. 91
INSERTING PAGE BREAKS	. 93
DELETING PAGE BREAKS	. 93
USE PAGE BREAKS RATHER THAN REPEATEDLY PRESSING THE RETURN KEY	94
HEADERS AND FOOTERS	
PAGE NUMBERING	
HEADER AND FOOTER FIELDS	
Editing text within a header or footer	
COVER PAGES	
APPLYING AUTOMATIC HYPHENATION	
TABLES	105

USING TABLES	
INSERTING A TABLE	
NAVIGATING WITHIN A TABLE	
SELECTING AND EDITING TEXT WITHIN A TABLE	
SELECTING CELLS, ROWS, COLUMNS OR THE ENTIRE TABLE	
INSERTING AND DELETING ROWS AND COLUMNS	
Modifying column width or row height Modifying cell borders	
ADDING SHADING TO CELLS	
MODIFYING CELL BORDER WIDTH, COLOR AND STYLE	
USING GRAPHICS WITHIN MICROSOFT WORD	
TYPES OF GRAPHICS THAT YOU CAN INSERT WITHIN WORD 2010	
Inserting Pictures	
INSERTING CLIP ART	
INSERTING SHAPES	
INSERTING SMARTART	
INSERTING A SCREEN SHOT SELECTING, RESIZING AND DELETING GRAPHICS	
COPYING OR MOVING GRAPHICS	
MULTIPLE DOCUMENTS	
MULTITASKING WITH WORD 2010	
SWITCHING BETWEEN OPEN DOCUMENTS	
TILING OR CASCADING DOCUMENTS ON YOUR SCREEN	
COMPARING DOCUMENTS SIDE BY SIDE	
COPYING OR MOVING SELECTED ITEMS BET WEEN DOCUMENTS	
MAIL MERGE	
WHAT IS MAIL MERGING?	
WHAT IS MAIL MERGING?	
What is mail merging? Starting the Mail Merge Wizard Mail Merge Wizard - Step 1 of 6 'Select document type'	
WHAT IS MAIL MERGING? STARTING THE MAIL MERGE WIZARD MAIL MERGE WIZARD - STEP 1 OF 6 'SELECT DOCUMENT TYPE' MAIL MERGE WIZARD - STEP 2 OF 6 'SELECT STARTING DOCUMENT'	
WHAT IS MAIL MERGING? STARTING THE MAIL MERGE WIZARD MAIL MERGE WIZARD - STEP 1 OF 6 'SELECT DOCUMENT TYPE' MAIL MERGE WIZARD - STEP 2 OF 6 'SELECT STARTING DOCUMENT' MAIL MERGE WIZARD - STEP 3 OF 6 'SELECT RECIPIENTS' MAIL MERGE WIZARD - STEP 4 OF 6 'WRITE YOUR LETTER'	134 134 136 137 138 142
WHAT IS MAIL MERGING? STARTING THE MAIL MERGE WIZARD. MAIL MERGE WIZARD - STEP 1 OF 6 'SELECT DOCUMENT TYPE' MAIL MERGE WIZARD - STEP 2 OF 6 'SELECT STARTING DOCUMENT' MAIL MERGE WIZARD - STEP 3 OF 6 'SELECT RECIPIENTS' MAIL MERGE WIZARD - STEP 4 OF 6 'WRITE YOUR LETTER' MAIL MERGE WIZARD - STEP 5 OF 6 PREVIEWING YOUR LETTERS	134 134 136 137 138 142 144
WHAT IS MAIL MERGING? STARTING THE MAIL MERGE WIZARD. MAIL MERGE WIZARD - STEP 1 OF 6 'SELECT DOCUMENT TYPE' MAIL MERGE WIZARD - STEP 2 OF 6 'SELECT STARTING DOCUMENT' MAIL MERGE WIZARD - STEP 3 OF 6 'SELECT RECIPIENTS' MAIL MERGE WIZARD - STEP 4 OF 6 'WRITE YOUR LETTER' MAIL MERGE WIZARD - STEP 5 OF 6 PREVIEWING YOUR LETTERS MAIL MERGE WIZARD - STEP 6 OF 6 PRINTING OPTIONS	134 134 134 136 137 138 142 144 144
WHAT IS MAIL MERGING? STARTING THE MAIL MERGE WIZARD. MAIL MERGE WIZARD - STEP 1 OF 6 'SELECT DOCUMENT TYPE' MAIL MERGE WIZARD - STEP 2 OF 6 'SELECT STARTING DOCUMENT' MAIL MERGE WIZARD - STEP 3 OF 6 'SELECT RECIPIENTS'. MAIL MERGE WIZARD - STEP 4 OF 6 'WRITE YOUR LETTER' MAIL MERGE WIZARD - STEP 5 OF 6 PREVIEWING YOUR LETTERS MAIL MERGE WIZARD - STEP 5 OF 6 PREVIEWING YOUR LETTERS MAIL MERGE WIZARD - STEP 6 OF 6 PRINTING OPTIONS CREATING A MAILING LIST TO BE USED WITHIN A MAIL MERGE.	134 134 136 137 138 142 144 144 144
WHAT IS MAIL MERGING? STARTING THE MAIL MERGE WIZARD. MAIL MERGE WIZARD - STEP 1 OF 6 'SELECT DOCUMENT TYPE' MAIL MERGE WIZARD - STEP 2 OF 6 'SELECT STARTING DOCUMENT' MAIL MERGE WIZARD - STEP 3 OF 6 'SELECT RECIPIENTS' MAIL MERGE WIZARD - STEP 4 OF 6 'WRITE YOUR LETTER' MAIL MERGE WIZARD - STEP 5 OF 6 PREVIEWING YOUR LETTERS MAIL MERGE WIZARD - STEP 6 OF 6 PRINTING OPTIONS	134 134 136 137 138 142 144 144 144
WHAT IS MAIL MERGING? STARTING THE MAIL MERGE WIZARD. MAIL MERGE WIZARD - STEP 1 OF 6 'SELECT DOCUMENT TYPE' MAIL MERGE WIZARD - STEP 2 OF 6 'SELECT STARTING DOCUMENT' MAIL MERGE WIZARD - STEP 3 OF 6 'SELECT RECIPIENTS'. MAIL MERGE WIZARD - STEP 4 OF 6 'WRITE YOUR LETTER' MAIL MERGE WIZARD - STEP 5 OF 6 PREVIEWING YOUR LETTERS MAIL MERGE WIZARD - STEP 5 OF 6 PREVIEWING YOUR LETTERS MAIL MERGE WIZARD - STEP 6 OF 6 PRINTING OPTIONS CREATING A MAILING LIST TO BE USED WITHIN A MAIL MERGE.	134 134 134 136 137 138 142 144 144 144 144 146 148
WHAT IS MAIL MERGING? STARTING THE MAIL MERGE WIZARD MAIL MERGE WIZARD - STEP 1 OF 6 'SELECT DOCUMENT TYPE' MAIL MERGE WIZARD - STEP 2 OF 6 'SELECT STARTING DOCUMENT' MAIL MERGE WIZARD - STEP 3 OF 6 'SELECT RECIPIENTS' MAIL MERGE WIZARD - STEP 4 OF 6 'WRITE YOUR LETTER' MAIL MERGE WIZARD - STEP 5 OF 6 PREVIEWING YOUR LETTERS MAIL MERGE WIZARD - STEP 5 OF 6 PREVIEWING YOUR LETTERS MAIL MERGE WIZARD - STEP 6 OF 6 PRINTING OPTIONS CREATING A MAILING LIST TO BE USED WITHIN A MAIL MERGE MERGING A MAILING LIST TO PRODUCE LABELS CUSTOMIZATION	134 134 136 137 137 138 142 144 144 144 144 146 148 158
WHAT IS MAIL MERGING? STARTING THE MAIL MERGE WIZARD MAIL MERGE WIZARD - STEP 1 OF 6 'SELECT DOCUMENT TYPE' MAIL MERGE WIZARD - STEP 2 OF 6 'SELECT STARTING DOCUMENT' MAIL MERGE WIZARD - STEP 3 OF 6 'SELECT RECIPIENTS' MAIL MERGE WIZARD - STEP 4 OF 6 'WRITE YOUR LETTER' MAIL MERGE WIZARD - STEP 5 OF 6 PREVIEWING YOUR LETTERS MAIL MERGE WIZARD - STEP 6 OF 6 PRINTING OPTIONS CREATING A MAILING LIST TO BE USED WITHIN A MAIL MERGE MERGING A MAILING LIST TO PRODUCE LABELS CUSTOMIZATION CUSTOMIZATION	134 134 136 137 137 138 142 144 144 144 146 148 148 158
WHAT IS MAIL MERGING? STARTING THE MAIL MERGE WIZARD MAIL MERGE WIZARD - STEP 1 OF 6 'SELECT DOCUMENT TYPE' MAIL MERGE WIZARD - STEP 2 OF 6 'SELECT STARTING DOCUMENT' MAIL MERGE WIZARD - STEP 3 OF 6 'SELECT RECIPIENTS' MAIL MERGE WIZARD - STEP 4 OF 6 'WRITE YOUR LETTER' MAIL MERGE WIZARD - STEP 5 OF 6 PREVIEWING YOUR LETTERS MAIL MERGE WIZARD - STEP 5 OF 6 PREVIEWING YOUR LETTERS MAIL MERGE WIZARD - STEP 6 OF 6 PRINTING OPTIONS CREATING A MAILING LIST TO BE USED WITHIN A MAIL MERGE MERGING A MAILING LIST TO PRODUCE LABELS CUSTOMIZATION	134 134 134 136 137 138 142 144 144 144 144 144 146 148 148 158 158
WHAT IS MAIL MERGING? STARTING THE MAIL MERGE WIZARD MAIL MERGE WIZARD - STEP 1 OF 6 'SELECT DOCUMENT TYPE' MAIL MERGE WIZARD - STEP 2 OF 6 'SELECT STARTING DOCUMENT' MAIL MERGE WIZARD - STEP 3 OF 6 'SELECT RECIPIENTS' MAIL MERGE WIZARD - STEP 4 OF 6 'WRITE YOUR LETTER' MAIL MERGE WIZARD - STEP 5 OF 6 PREVIEWING YOUR LETTERS MAIL MERGE WIZARD - STEP 6 OF 6 PRINTING OPTIONS CREATING A MAILING LIST TO BE USED WITHIN A MAIL MERGE MERGING A MAILING LIST TO PRODUCE LABELS. CUSTOMIZATION CUSTOMIZATION SETTING THE USER NAME SETTING THE USER NAME SETTING THE DEFAULT OPENING AND SAVING FOLDER	134 134 136 137 137 138 142 144 144 144 146 148 148 158 158 159
WHAT IS MAIL MERGING? STARTING THE MAIL MERGE WIZARD. MAIL MERGE WIZ ARD - STEP 1 OF 6 'SELECT DOCUMENT TYPE'. MAIL MERGE WIZ ARD - STEP 2 OF 6 'SELECT STARTING DOCUMENT'. MAIL MERGE WIZ ARD - STEP 3 OF 6 'SELECT RECIPIENTS'. MAIL MERGE WIZ ARD - STEP 4 OF 6 'WRITE YOUR LETTER'. MAIL MERGE WIZ ARD - STEP 5 OF 6 PREVIEWING YOUR LETTERS. MAIL MERGE WIZ ARD - STEP 6 OF 6 PRINTING OPTIONS. CREATING A MAILING LIST TO BE USED WITHIN A MAIL MERGE. MERGING A MAILING LIST TO PRODUCE LABELS. CUSTOMIZATION. CUSTOMIZING MICROSOFT WORD. SETTING THE USER NAME. SETTING THE DEFAULT OPENING AND SAVING FOLDER. PROOFING AND PRINTING.	134 134 136 137 138 142 144 144 144 144 146 148 148 158 158 159 159 161
WHAT IS MAIL MERGING? STARTING THE MAIL MERGE WIZARD MAIL MERGE WIZARD - STEP 1 OF 6 'SELECT DOCUMENT TYPE' MAIL MERGE WIZARD - STEP 2 OF 6 'SELECT STARTING DOCUMENT' MAIL MERGE WIZARD - STEP 3 OF 6 'SELECT RECIPIENTS' MAIL MERGE WIZARD - STEP 4 OF 6 'WRITE YOUR LETTER' MAIL MERGE WIZARD - STEP 5 OF 6 PREVIEWING YOUR LETTERS MAIL MERGE WIZARD - STEP 6 OF 6 PRINTING OPTIONS CREATING A MAILING LIST TO BE USED WITHIN A MAIL MERGE MERGING A MAILING LIST TO PRODUCE LABELS. CUSTOMIZATION CUSTOMIZATION SETTING THE USER NAME SETTING THE DEFAULT OPENING AND SAVING FOLDER PROOFING AND PRINTING THE IMPORTANCE OF PROOFING	134 134 134 136 137 138 142 144 144 144 144 146 148 158 158 159 159 159 159
WHAT IS MAIL MERGING? STARTING THE MAIL MERGE WIZARD MAIL MERGE WIZARD - STEP 1 OF 6 'SELECT DOCUMENT TYPE' MAIL MERGE WIZARD - STEP 2 OF 6 'SELECT STARTING DOCUMENT' MAIL MERGE WIZARD - STEP 3 OF 6 'SELECT RECIPIENTS' MAIL MERGE WIZARD - STEP 4 OF 6 'WRITE YOUR LETTER' MAIL MERGE WIZARD - STEP 5 OF 6 PREVIEWING YOUR LETTERS MAIL MERGE WIZARD - STEP 6 OF 6 PRINTING OPTIONS CREATING A MAILING LIST TO BE USED WITHIN A MAIL MERGE MERGING A MAILING LIST TO PRODUCE LABELS. CUSTOMIZATION CUSTOMIZATION SETTING THE USER NAME SETTING THE USER NAME SETTING THE DEFAULT OPENING AND SAVING FOLDER PROOFING AND PRINTING THE IMPORTANCE OF PROOFING SPELL CHECKING A DOCUMENT	134 134 134 136 137 138 142 144 144 144 144 146 148 158 158 159 159 159 159
WHAT IS MAIL MERGING? STARTING THE MAIL MERGE WIZARD MAIL MERGE WIZARD - STEP 1 OF 6 'SELECT DOCUMENT TYPE' MAIL MERGE WIZARD - STEP 2 OF 6 'SELECT STARTING DOCUMENT' MAIL MERGE WIZARD - STEP 3 OF 6 'SELECT RECIPIENTS' MAIL MERGE WIZARD - STEP 4 OF 6 'WRITE YOUR LETTER' MAIL MERGE WIZARD - STEP 5 OF 6 PREVIEWING YOUR LETTERS MAIL MERGE WIZARD - STEP 6 OF 6 PRINTING OPTIONS CREATING A MAILING LIST TO BE USED WITHIN A MAIL MERGE MERGING A MAILING LIST TO PRODUCE LABELS. CUSTOMIZATION CUSTOMIZATION SETTING THE USER NAME SETTING THE USER NAME SETTING THE DEFAULT OPENING AND SAVING FOLDER PROOFING AND PRINTING THE IMPORTANCE OF PROOFING SPELL CHECKING A DOCUMENT ADDING WORDS TO THE BUILT-IN CUSTOM DICTIONAR Y	134 134 134 136 137 137 138 142 144 144 144 144 146 148 158 158 159 159 159 159
WHAT IS MAIL MERGING? STARTING THE MAIL MERGE WIZARD MAIL MERGE WIZARD - STEP 1 OF 6 'SELECT DOCUMENT TYPE' MAIL MERGE WIZARD - STEP 2 OF 6 'SELECT STARTING DOCUMENT' MAIL MERGE WIZARD - STEP 3 OF 6 'SELECT RECIPIENTS' MAIL MERGE WIZARD - STEP 4 OF 6 'WRITE YOUR LETTER' MAIL MERGE WIZARD - STEP 5 OF 6 PREVIE WING YOUR LETTERS MAIL MERGE WIZARD - STEP 6 OF 6 PRINTING OPTIONS CREATING A MAILING LIST TO BE USED WITHIN A MAIL MERGE MERGING A MAILING LIST TO PRODUCE LABELS. CUSTOMIZATION . CUSTOMIZATION CUSTOMIZING MICROSOFT WORD SETTING THE USER NAME SETTING THE DEFAULT OPENING AND SAVING FOLDER PROOFING AND PRINTING . THE IMPORTANCE OF PROOFING SPELL CHECKING A DOCUMENT ADDING WORDS TO THE BUILT-IN CUSTOM DICTIONAR Y REMOVING A WORD FROM THE SPELL CHECKING DICTIONARY	134 134 134 134 134 134 134 134 134 136 137 138 142 144 144 144 144 144 145 146 148 158 159 159 159 159 161 161 161 161 161 161 161 161 161 161
WHAT IS MAIL MERGING? STARTING THE MAIL MERGE WIZARD MAIL MERGE WIZARD - STEP 1 OF 6 'SELECT DOCUMENT TYPE' MAIL MERGE WIZARD - STEP 2 OF 6 'SELECT STARTING DOCUMENT' MAIL MERGE WIZARD - STEP 3 OF 6 'SELECT RECIPIENTS' MAIL MERGE WIZARD - STEP 4 OF 6 'WRITE YOUR LETTER' MAIL MERGE WIZARD - STEP 5 OF 6 PREVIEWING YOUR LETTERS MAIL MERGE WIZARD - STEP 6 OF 6 PRINTING OPTIONS CREATING A MAILING LIST TO BE USED WITHIN A MAIL MERGE MERGING A MAILING LIST TO PRODUCE LABELS. CUSTOMIZATION . CUSTOMIZING MICROSOFT WORD SETTING THE USER NAME SETTING THE DEFAULT OPENING AND SAVING FOLDER PROOFING AND PRINTING . THE IMPORTANCE OF PROOFING SPELL CHECKING A DOCUMENT ADDING WORDS TO THE BUILT-IN CUSTOM DICTIONARY REMOVING A WORD FROM THE SPELL CHECKING DICTIONARY PRINTING OPTIONS	134 134 134 136 137 138 142 144 144 144 144 144 145 148 158 158 158 159 159 159 159 161 161 161 161
WHAT IS MAIL MERGING? STARTING THE MAIL MERGE WIZARD. MAIL MERGE WIZARD - STEP 1 OF 6 'SELECT DOCUMENT TYPE'. MAIL MERGE WIZARD - STEP 2 OF 6 'SELECT STARTING DOCUMENT' MAIL MERGE WIZARD - STEP 3 OF 6 'SELECT RECIPIENTS'. MAIL MERGE WIZARD - STEP 4 OF 6 'WRITE YOUR LETTER'. MAIL MERGE WIZARD - STEP 5 OF 6 PREVIEWING YOUR LETTERS MAIL MERGE WIZARD - STEP 6 OF 6 PRINTING OPTIONS CREATING A MAILING LIST TO BE USED WITHIN A MAIL MERGE MERGING A MAILING LIST TO PRODUCE LABELS. CUSTOMIZATION. CUSTOMIZING MICROSOFT WORD. SETTING THE USER NAME SETTING THE DEFAULT OPENING AND SAVING FOLDER PROOFING AND PRINTING THE IMPORTANCE OF PROOFING SPELL CHECKING A DOCUMENT ADDING WORDS TO THE BUILT-IN CUSTOM DICTIONAR Y REMOVING A WORD FROM THE SPELL CHECKING DICTIONARY PRINTING OPTIONS SELECTING A PRINTER	134 134 134 136 137 138 142 144 144 144 144 144 145 148 158 158 158 159 159 159 161 161 161 161 161
WHAT IS MAIL MERGING? STARTING THE MAIL MERGE WIZARD MAIL MERGE WIZARD - STEP 1 OF 6 'SELECT DOCUMENT TYPE' MAIL MERGE WIZARD - STEP 2 OF 6 'SELECT STARTING DOCUMENT' MAIL MERGE WIZARD - STEP 3 OF 6 'SELECT RECIPIENTS' MAIL MERGE WIZARD - STEP 4 OF 6 'WRITE YOUR LETTER' MAIL MERGE WIZARD - STEP 5 OF 6 PREVIEWING YOUR LETTERS MAIL MERGE WIZARD - STEP 6 OF 6 PRINTING OPTIONS CREATING A MAILING LIST TO BE USED WITHIN A MAIL MERGE MERGING A MAILING LIST TO PRODUCE LABELS. CUSTOMIZATION . CUSTOMIZING MICROSOFT WORD SETTING THE USER NAME SETTING THE DEFAULT OPENING AND SAVING FOLDER PROOFING AND PRINTING . THE IMPORTANCE OF PROOFING SPELL CHECKING A DOCUMENT ADDING WORDS TO THE BUILT-IN CUSTOM DICTIONARY REMOVING A WORD FROM THE SPELL CHECKING DICTIONARY PRINTING OPTIONS	134 134 134 136 137 138 142 144 144 144 144 144 145 148 148 148 148 158 158 159 159 159 159 161 161 161 161 162 163

SETTING THE PAGES PER SHEET	167
PRINTING ONLY ODD OR EVEN PAGES	168
PREVIEWING AND PRINTING A DOCUMENT	170

Tutor Setup Information

- Copy the sample files folder called Word 2010 Basics to the Documents folder.
- At the end of the course, remove all files modified or created during the course, prior to rerunning the course.
- At the end of the course, reset all program and operating system defaults that may have been modified during the course, prior to re-running the course.

The Microsoft Word 2010 Screen

Starting Microsoft Word 2010

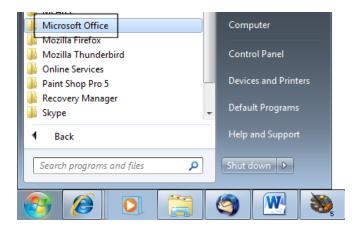
 If necessary switch on your computer and if required enter the necessary logon and passwords. To start Microsoft Word 2010 click on the Start icon, at the bottom left of your screen.



• You will see a popup menu displayed. Click on All programs

1	Devices and Printers
	Default Programs
All Programs	Help and Support
Search programs and files	Shut down 🕨
	 (3) (3) (4) (5) (5) (6) (7) (7)

• From the menu displayed and you can select Microsoft Office.



• Finally select Microsoft Word 2010.

NOT E: These menu options may vary slightly from one computer to another, but with a little hunting around you should be able to locate the Microsoft Word 2010 option.

Once you click on the Microsoft Word option this will load the Microsoft Word program from your hard disk into memory. You can then start using the program.

The Microsoft Word 2010 screen

• When the Microsoft Word 2010 program loads, your screen will look something like this.

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TIP: If you have seen previous versions of Microsoft Word, such as Word 2003, you will notice that at first glance the screen looks different from the way Microsoft Word used to look. Don't panic how ever, you will find that in fact it is not all that different, and is in many ways easier to use than older versions.

• You will find that if you move the mouse pointer over icons at the top of the screen a help popup is displayed explaining the function of each item. As you can see Microsoft Word is telling you w hat the function of this particular button is. Try moving the mouse pointer over the **Change Case** icon and you will see information about this icon, as illustrated below.

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This document does not contain headings.		Press F1 for more here	lp.

• Experiment with moving the mouse pointer over other icons and you will get information about what they do.

The levels of command organization

• The Microsoft Word 2010 screen is made up of different levels of organization.

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Groups:

Within each tab you will see groups. Items within a group perform a related function.

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Dialog Box Launcher Buttons:

Groups often display a Dialog Box Launcher at the bottom-right of the group. Clicking this will display a dialog box displaying additional options.

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The File Tab

• Clicking on the File Tab will display the following.

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	Versions You can open or delete a version f you colse this file. Wersions * Today, 1:26 PM (autosave)	Related Docume	

Within the dialog box displayed are common commands such as **Open** (for opening a Microsoft Word document stored on your hard disk), **Save** (for saving a Microsoft Word document to your hard disk) and **Print** (for printing a Microsoft Word document). We will use these commands shortly. For now just remember what is available when you click on the **File Tab**.

Ribbon Tabs

 When you first start Microsoft Word, you normally see the Home tab displayed, as illustrated.

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- This tab contains icons and other controls that are most commonly used within Microsoft Word, such as making text display as bold or underlined. You can also find more advanced options such as paragraph alignment, numbering and bulleting. Move the mouse pointer over some of the icons and get a feel for what options are contained within this tab.
- Click on the **Insert** tab and you will see commands and options relating to inserting items within your Microsoft Word document. Again move the mouse pointer over the items and see w hat is available.

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	Pages		Tables			Illu	strations			

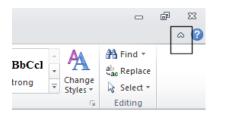
• Click on the **Page Layout** tab and briefly examine w hat is available w ithin this tab. Do the same for the other tabs. In some cases, such as the **Mailings** tab you won't make much sense out of the commands at the moment, but all will become clear once you start using Microsoft Word for real.

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Minimizing the Ribbon

 On certain computer monitors you may find that the Ribbon occupies a large proportion of the screen area which may be better used for view ing your document.

You can reduce the size of the Ribbon by clicking on the **Minimize the Ribbon** control (located tow ards the top-right of your screen):



• To restore the Ribbon, simply re-click on the Minimize the Ribbon control once more.



Switching between tabs using the mouse wheel

• Move the mouse pointer over the ribbon which contains the tabs (displayed across the top of your Microsoft Word document). Move the mouse wheel in one direction and then in the opposite direction. You should find that you scroll through the various tabs.

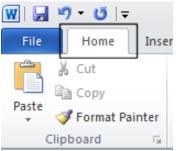
Groups

• Did you notice that within each tab, commands are grouped? For instance look at the **Home** tab.

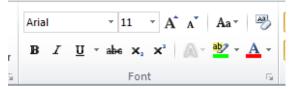
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• You normally see the following groups of commands under the Home tab.

Clipboard:



Font:



Paragraph:



Styles:

AaBbCcL	AaE	AaBbC	AaBb	AaBbC	AaBbCc[AaBbCcl	с 🗛
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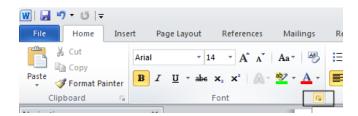
Editing:

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ab Replace	
🔓 Select 🔻	
Editing	

• Look at the other tabs and you will see that in each case commands are grouped.

Dialog box launcher

• If you look carefully at the bottom right of many groups, there is a small control called the **dialog box launcher**. Clicking on this will display a dialog box containing even more options. Display the **Home** tab, and click in the **Font dialog box launcher**.



• You will see the **Font** dialog box displayed.

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Effects									
Strikethrough Shadow	Small caps								
Double strikethrough Dutline	All caps								
Superscript Emboss	Hidden								
Subscript Engrave									
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Arial This is a TrueType font. This font will be us									
Set As Default Text Effects	OK Cancel								

As you can see, this dialog box has a range of additional commands and options such as adding a shadow effect to your text.

- Click on the **Cancel** button to close the dialog box.
- Close the Word program using the keyboard shortcut Alt+F4.

Starting to Use Microsoft Word 2010

Using the default Microsoft Word document

- Open the Microsoft Word program.
- When you first start Microsoft Word, it automatically creates a new Microsoft Word document for you. This is like a piece of blank paper on to which you can start typing.
- Type your name. Press the **Enter** key a few times. As you can see this drops you down a line each time you press the **Enter** key.
- Type in the follow ing text.

There will be a meeting tomorrow at 11 am in room one to discuss the introduction of our new range of products. Please can everyone attend and bring samples and details of prices.

Saving Microsoft Word documents

- You have typed in some text but this has not been saved. If your computer lost pow er now then everything you have just typed in could be lost. Saving your Microsoft Word document to disk means that the information will be safely stored as a file on your hard disk and then at a later date you can reopen this file from your hard disk.
- To save your file, click on the **Save** icon (tow ards the top-left of your screen)



• This will display the Save As dialog box as illustrated.

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Music	Downloads	19/02/2010 2:13 PM	File folder
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			•
File name:	Dave Murray		
Save as type:	Word Document		
Authors: D	Tags: Ad	id a tag	
	Save Thumbnail		

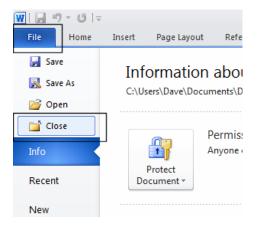
TIP: By default the Microsoft Word document will be saved into a folder called Documents.

By default Microsoft Word will attempt to create a file name taken from the text at the start of the document.

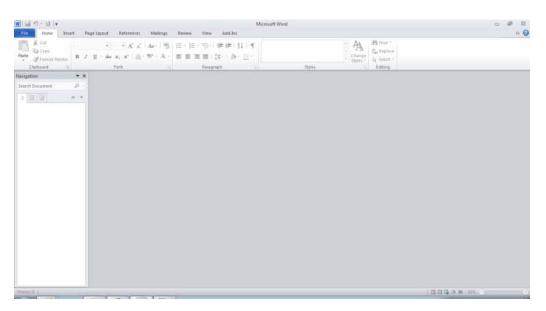
• Click on the **Save** button and the document will be saved to disk as a file using the file name suggested by Microsoft Word (probably your name).

Opening and closing documents

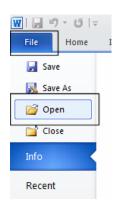
 Now that you have saved your document, you can close the file. To do this click on the File button and select the Close command.



• The screen will now look like this. As you can see, most of the commands are now grayed out as they will not be available until you create a new document or open an existing document.



• To open a document, click on the File button and select the Open command.



This will display the **Open** dialog box. Within this dialog box select the file that you saved and click on the **Open** button.

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🔆 Favorites		Name	Date modified Type	^
 ➢ Libraries ➢ Documents ➢ Music ➢ Pictures ☑ Videos ở Homegroup 		 Adobe Bluetooth Exchange Folder Downloads KEEP microsoft My Call Graphs OneNote Notebooks Word 2010 Basics 	22/01/2010 11:24 File folder 22/01/2010 3:41 PM File folder 19/02/2010 2:13 PM File folder 21/03/2010 3:47 PM File folder 15/08/2009 12:58 File folder 1/02/2010 8:37 PM File folder 17/03/2010 11:04 File folder 21/03/2010 3:47 PM File folder	
Computer		Dave Murray	21/03/2010 3:53 PM Microsoft Word I	
🕌 Local Disk (C:) Fil	e <u>n</u> an	ne: Dave Murray		•]]

• Your file will be copied from your hard disk into your computer memory. You will now see your document displayed on the screen again.

Save As

• Sometimes you might want to save different versions of a document. Once you have opened the document that you typed in earlier, click on the page at the end of your text and press the **Enter** key a few times to insert a few empty lines. Type in the follow ing text:

Please also inform the rest of your team that they need to attend this meeting.

• If we were to click on the **Save** icon that we originally used to save the document, it would overwrite the old version of the file with the contents of the amended document. To save the file using a different file name, click on the **File button** and from the menu displayed, click on the **Save As** command.



• This will display the Save As dialog box.

Use the file name:

Important Meeting.

Then save the file by clicking on the Save button.

You now have two versions of this file saved to your hard disk.

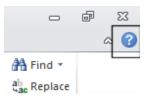
• Close the document before continuing.

Creating a new document

• Once Microsoft Word is displayed on your screen you can create a new document by pressing **Ctrl+N**. This document will use the default Microsoft Word template and be displayed on your screen. Try this now. Once the empty document is displayed, type in your name and save the document using the file name **My New Document**. Close the document.

Using Help within Microsoft Word

• Press **Ctrl+N** to display a new, empty document. If you look at your Microsoft Word screen there is a **Help** icon tow ards the top-right of the screen. This is in the shape of a question mark.



• Click on this **Help** icon and you will see the following.

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Getting started with Word 2010 Getting started with Word 2010 Getting started with Word 2010 Introducing the Backstage view Create a document Create a document Create a document to be used by previous versions of Word			Ш
Browse Word 2010 support			
Collaboration Formatting Creating documents Getting started with Word File migration see all			
Get the behind-the-scenes story about Office 2010 on our TechNet blog			-
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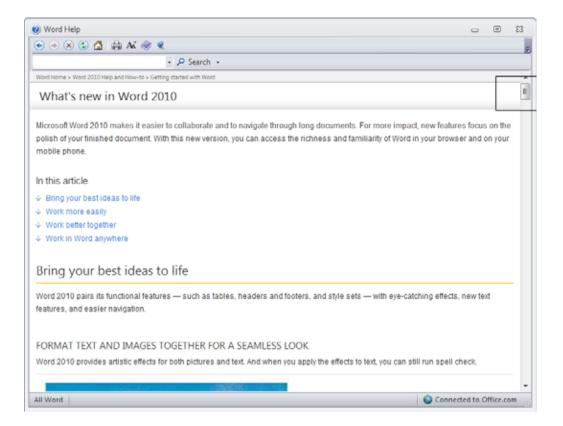
• Try clicking on the Getting started with Word 2010 item.

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Getting st	arted with Word 2010 Getting started with Word 2010 Introducing the Backstage view		

• You will see the following information displayed.

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- 🔎 Search -			
Word Home > Word 2010 Help and How-to > Getting started with Word			
Getting started with Word 2010			
If you know Word 2007, used an earlier version of Word, or have never used Word begin learning how to use the latest version.	rd before, explore these resource	es to	
WHAT'S YOUR SITUATION?	WHERE TO GO		Е
Familiar with Word 2007? Find out what is new for Word 2010 from the last version.	What's new in Word 2010		
Used an earlier version of Word? Take an online course to learn how to use this version of Word and what it can do for you.	Make the switch to Word	2010	
Missing the menus? Use an animated guide that lets you point to menus, toolbars, and commands in Word 2003 to see how to do them in Word 2010.	Interactive menu to ribbo guides	'n	
Never used Word before? Learn how to perform common tasks with Word 2010.	Basic tasks in Word 2010		
All Word	Connected to O	ffice.com	•

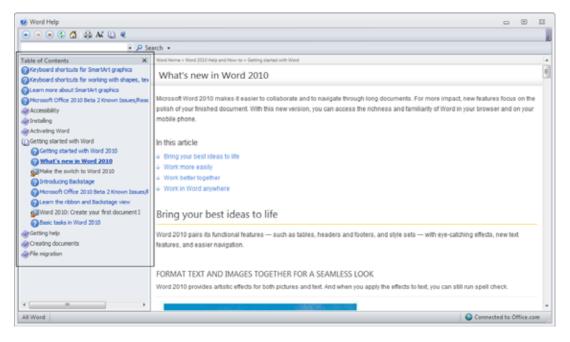
• Click on the 'What's new in Word 2010' topic and you will see a screen describing the new features of this version of Microsoft Word.



- Scroll dow n within this window to see more information. Do not read all the information, just scroll dow n and see what sort of information is available.
- Click on the 'Show table of contents' icon (within the Help window toolbar).

Word Help		23
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▼ P Search ▼		
Word Home > Word 2010 Help and How-to > Getting started with Word		A
What's new in Word 2010		Ш
Microsoft Word 2010 makes it easier to collaborate and to navigate through long documents. For more impact, new features polish of your finished document. With this new version, you can access the richness and familiarity of Word in your browser mobile phone.		

• This will display a table of contents down the left side of the window.



You can click within the table of contents to jump to an item of interest. Try it now.

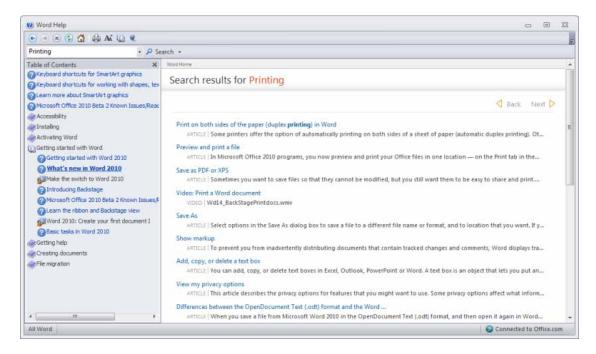
• You can use the **Back** button within the Help window to see previously viewed pages. Clicking on the **Home** button within the Microsoft Word help window will display the default starting page again.

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Table of Contents	×	٧
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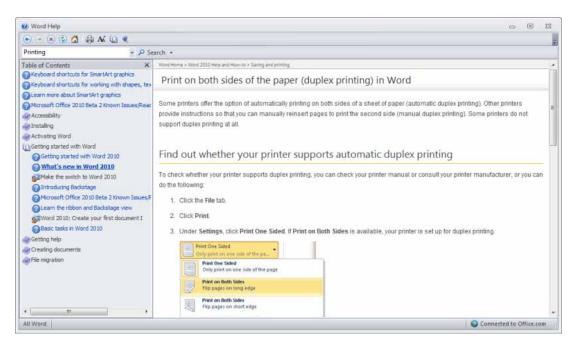
• You can search for help on a particular topic. For instance, try searching for help relating to printing by typing the word '**Printing'** into the **Search** box.

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Printing	-	🔎 Se	arch
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When you click on the **Search** button, you will see the following.



• Display information about a specific printing topic, such as printing on both side of the paper.



• Then use the **Printer** icon within the Microsoft Word **Help** window to print out a page of instructions.

Word Help			
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Printing	-	<mark>ہ</mark> Se	arch 👻
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• Before continuing, close the Help window.

Alt key help

 Press the Alt key and you will see numbers and letters displayed over icons, tabs or commands, tow ards the top of your screen.

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- If you type in a number or letter you will activate a command. Press the Alt key again and the extra help will no longer be displayed.
- Press the **Alt** key again and you will see an **N** displayed over the **Insert** tab. Press **N** and you will see the contents of the **Insert** tab displayed.
- This is a very easy way of learning keyboard shortcuts. You now know that **Alt+N** will display the **Insert** Tab.
- Click on the Home tab before continuing.

Closing Microsoft Word

 To close the Microsoft Word program, click on the File Tab and then click on the Exit command. If there are any unsaved documents, Microsoft Word will alw ays ask if you want to save these documents prior to closing.



TIP: The keyboard shortcut to close the Word program is Alt+F4.

• You can also close Word by clicking on the **Close** icon, displayed at the top-right of the Word w indow .



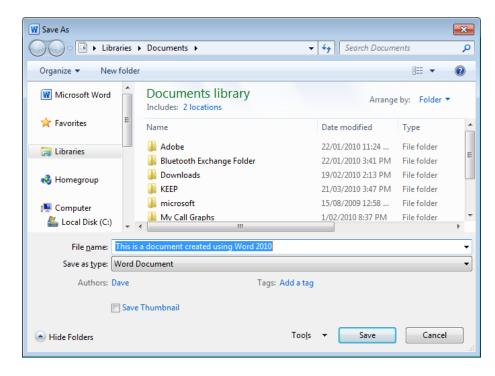
• Close the word program

Saving documents using different formats

- Normally you simply save a document as a standard Microsoft Word document. How ever you can save your document in a range of different formats. It is important to realize that Microsoft Word 2010 stores documents in a different type of file format than used by some of the previous versions of Microsoft Word and you may have to save your documents in a format that can be opened by people w ho are using an earlier version of Microsoft Word such as Word 2003.
- If necessary start Word.
- Create a new document and type in the following text.

This is a document created in Word 2010.

• Click on the Save icon (top-left of your screen). This will display the Save As dialog box.



• In the File Name section of the dialog box, enter the file name 'My file formats'.

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	Authors:	Dave	Tags: A	dd a tag				
		Save Thumbnail						
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• Click on the **down arrow** to the right of the **Save as type** section of the dialog box. This will display a drop dow n list of file format options.

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	Save Thumbnail				
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As you can see there are a range of options to select from.

Word Document:

This format will save the document using the standard Microsoft Word 2010 file format. This is the format that is used by default and if you do not go out of your way to select a different file format then this is the format that is used when you normally save a Microsoft Word 2010 document.

Word 97-2003 Document:

Saving your document in this format means that you can distribute copies of your document

via disk or email to other people who are using earlier versions of Microsoft Word and they should be able to read and edit the document without problems. If you have used complex formatting or some of the new advanced features within your Microsoft Word 2010 document, some of the advanced formatting may be lost in the conversion process.

Plain Text:

Saving your document as a plain text file will remove all the formatting you have added to your documents (such as bold, italics & underlining). It will also remove any pictures or other features such as tables. Only plain text will be saved. Be very careful about using this option.

Rich Text Format:

This is a generic w ord-processing file format. If you w anted to distribute the document to someone using a totally different word-processing program from a different software manufacturer, such as WordPerfect, then you may w ish to use this file format. Some advanced formatting may be lost in the file conversion process. The file name extension w ill change to become .RTF.

Template:

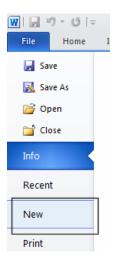
You normally save a document as a document file. You can how ever save a document as a template. This means that you can create new documents in the future; based on the templates you create.

There are quite a few other file format options but at this stage we do not need to worry about them!

- Experiment with saving your document in the file formats described above.
- When you have finished experimenting, save your changes and close any open documents.
- Close the Microsoft Word program.

Creating documents using different templates

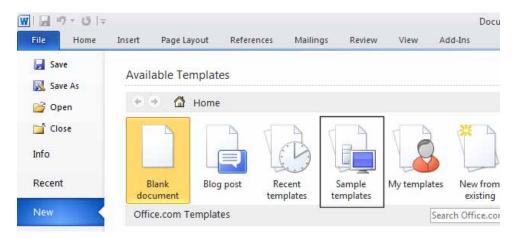
- Re-open the Microsoft Word program. By default the Word program opens and displays a new, blank document, based on the default template. We will now investigate some of the other templates available.
- Click on the File Tab and select the New command.



This will display a window allowing you to specify what type of document you wish to create.

Save As	Available Te	mplates							
Open	· · a	Home							
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Recent	Blank document	Blog post	Recent templates	Sample templates	My templates	New from existing			
Net	Office.com 1	emplates			Sear	ch Office.com h	oi templates		
Print Share Help	Budgets	Rusiness	Calendars	Less.	Forms	Git	Javoices	Minutes	Planners
Add-Ans -	Plans	More							

• Click on the Sample Templates option.



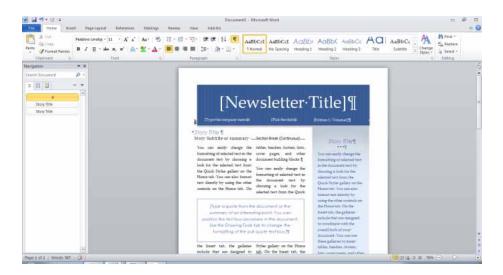
• This will display a list of templates available on your computer. Scroll down and you will see that the list is extensive.

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• Select the **Executive Newsletter** template and then click on the **Create** button (displayed over to the right of the templates).

L vrt	Equity Resume	 Document Template 	
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e Fax	Median Merge Letter		

• You will see a new sletter document, based on the new sletter template that you selected, as illustrated.



- You could then fill-in the details on your new sletter as required. As this is just an example, do not fill in the details; simply close the document without saving your changes.
- Experiment with creating other new documents based on some of the different templates that are available on your computer.
- When you have finished experimenting, close Word without saving any of your changes.

Switching between Word Views

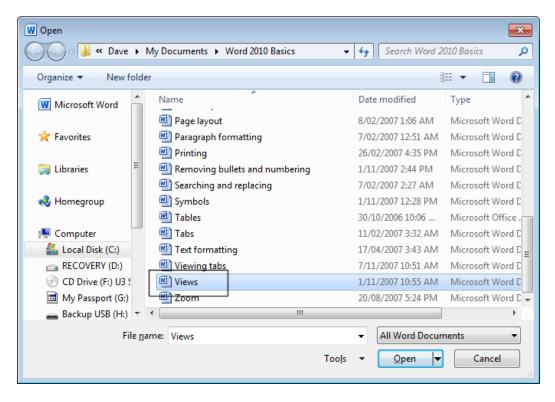
- Word has a number of different views that you can use to display a document.
- Start Word and open a document called **Views**. The sample files are stored in a folder called **Word 2010 Basics**, which is turn is located within a folder called **Documents**. To open the sample file called **Views**, click on the **File** tab and then click on the **Open** command.



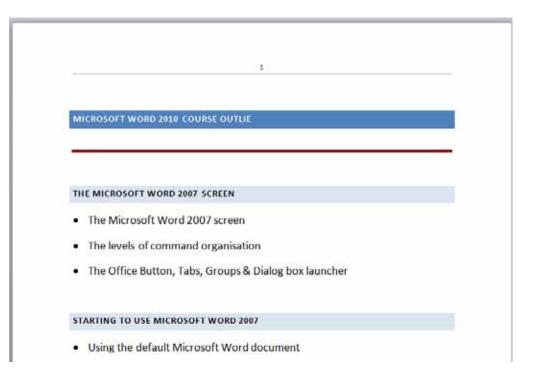
• This will display the **Open** dialog box.

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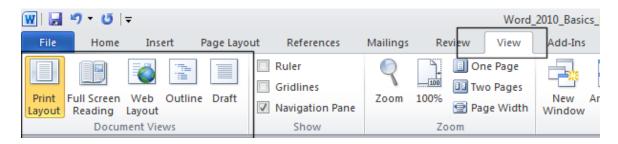
- Within the right section of the window you will see the folder called **Word 2010 Basics** (you may have to scroll dow n within the window to see this).
- Double click on the **Word 2010 Basics** folder to display the contents of that folder. Scroll dow n the file list and you will see a file called Views.



• Double click on the Views file to open the document, which will look like this.



• Click on the View tab and look at the options within the Document Views section.



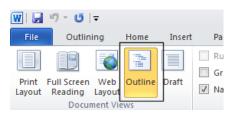
• By default the **Print Layout** view is displayed. Click on the **Full Screen Reading** icon and the screen will change to look like this. As you can see this view makes is easier to read the document on your screen, as the screen clutter is not displayed.

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MICROSOFT WORD 2010 COURSE OUTLIE	Using Help within Microsoft Word	
	TEXT FORMATTING	
THE MICROSOFT WORD 2007 SCREEN	Font type and font size	
The Microsoft Word 2007 screen	 Bold, italic or underline 	
The levels of command organisation	Subscript and superscript	
The Office Button, Tabs, Groups & Dialog box launcher	Case changing	
	Highlighting	
STARTING TO USE MICROSOFT WORD 2007	Font colour	
Using the default Microsoft Word document	Copying text formatting	
Saving Microsoft Word documents	Removing formatting	
Opening and closing documents		
Saving your file using a different file name	MANIPULATING TEXT	
Creating a new document	Selecting text	

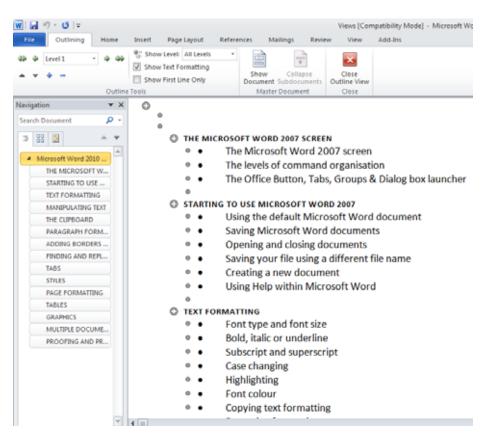
- Press the Esc key to return to the Print Layout view.
- Click on the **Draft** icon and the document will be displayed in draft mode.

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• Click on the **Outline** icon to display the document in Outline mode.



The document will look like this. Outline view is useful when view ing long documents, as you can easily identify headings and sections within the document.



• Click on the **Web Layout** icon. This will display the document as it would appear on a web site.

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- Click on the **Print Layout** icon to return to the default view display.
- You can click on the **Zoom** icon to magnify or reduce the display. You will find this icon within the **Zoom** section of the **View** tab.

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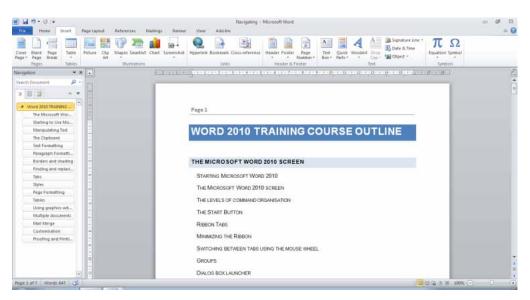
• This will display the Zoom dialog box. Experiment with different levels of zoom.

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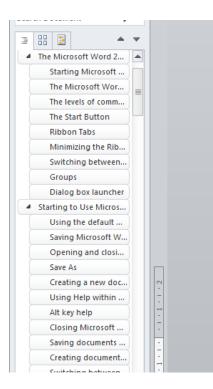
- Reset the **Zoom** level back to **100%**.
- Close Word without saving any changes that you may have made.

Navigating through documents

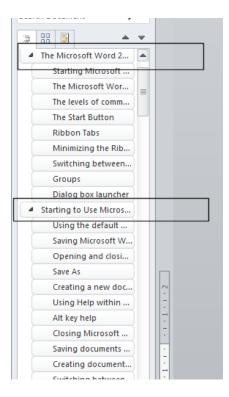
• Open a document called Navigating.



- This document contains text that has been marked within Heading styles. The first line has been marked with a Heading one style. The next line of text is marked with a Heading 2 style.
- If you look at the Navigation pane, displayed to the left of the document you will see this document structure is used to display the document.



• The header 1 text looks like this.



• The other items within the Navigation pane are Header 2 styles. Try clicking on any of the items within the Navigation list and as you will see you 'jump' directly to that item. As you

can see for documents that have been formatted using heading styles, the navigation pane is a great way of moving about within the document.

- You will see how to add style information to a document in a later section.
- Close the document without saving your changes.

Manipulating Text

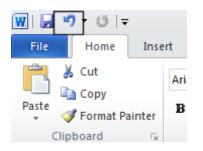
Select, then format

• Remember the general rule when using Microsoft Windows or Windows Applications. Normally you need to select an item first (so that Windows knows what you are interested in), and then format it.

Selecting text

- If necessary start the Word program.
- Press **Ctrl+O**, which is the keyboard shortcut to open a document. This will display the **Open** dialog box. Change to the **Word 2010 Basics** folder and double click on a file called **Editing** to open that file.
- Click once in the middle of a word within your document. Press the **Shift** key dow n (and hold it dow n). Press the **Left arrow key** or **Right arrow key** once. Then let go of the **Shift** key. As you can see you have just selected a character.
- Repeat the last operation using a different word, but this time press the arrow key a few times. This allow s you to select more than one character.
- Selecting a word is even easier. Double click on any word within the document. The word is now selected.
- Experiment with selecting to the beginning of a line. To do this click within any line of text. While keeping the **Shift** key pressed, press the **Home** key. Release the **Shift** key.
- Experiment with selecting to the end of a line. To do this click within any line of text. While keeping the **Shift** key pressed, press the **End** key. Release the **Shift** key.
- Experiment with selecting an entire line of text. To do this move the mouse pointer to the left of the line w hich you wish to select, until the mouse pointer changes from an I bar shape, to an arrow shape pointing upw ards and to the right. You are now in the "**Selection Bar**", a special screen area. Click once with the mouse button to select the line.
- Experiment with selecting a sentence. To do this, move the mouse pointer within the sentence w hich you wish to select. Depress the **CTRL** key and then click within the sentence.
- Experiment with selecting a paragraph. To do this triple click within a paragraph.
- Experiment with selecting the entire document. To do this press Ctrl+A.

- Click at the very start of the text within the document and then press the **Enter** key twice. This will add some space to the top of the document.
- Type in your full name and then press the **Enter** key twice to insert some space.
- Within the first paragraph click just before the w ord 'Windows'. Type in the w ord 'Microsoft' and press the **Spacebar**. As you can see inserting a w ord w ithin a paragraph is easy.
- Select your name at the top of the document and delete it, by pressing the **Delete** key.
- Click on the **Undo** icon and undo this deletion. Your name reappears!



• Click on the Redo icon. What happens?

Insert and overtype mode

- You should know the difference between **insert** and **overtype** mode, when using the keyboard. By default when you are editing a document the new text is inserted within the existing text. In overtype mode new text will overwrite existing text; if you are not paying attention you can lose data.
- Click once betw een two words within the document and you will see that if you type in a new word, it is inserted betw een the existing words. Click on the **Undo** icon to undo this.
- In older versions of Microsoft Word pressing the **INS** (or **Insert**) key would enable overtype mode typing. This had the effect of typing in a new word between existing words and overwriting the existing text. The good news is that pressing the **Insert** key when using this version of Microsoft Word has no effect.

Copying text within a document

- Select the first paragraph. Press Ctrl+C. This copies the selected text into the Clipboard.
- Click at the end of the document.
- Press the Enter key to insert a space.
- Press **Ctrl+V**. This pastes the text from the Clipboard to the current position of the 'Insertion point'.

TIP: The 'Insertion Point' is indicated by the flashing, vertical cursor.

• Click on the **Undo** icon to reverse this action.

Moving (cutting) text within a document

- Select the first paragraph. Press **CtrI+X**. This cuts (i.e. moves) the selected text onto the Clipboard.
- Click at the end of the document.
- Press the Enter key to insert a space.
- Press Ctrl+V. This pastes the text from the Clipboard to the current position of the Insertion point.
- Click on the **Undo** icon to reverse this action.
- Save your changes and close the document.

The Clipboard

Using the Clipboard

• When using Microsoft Word you will find the **Cut**, **Copy** and **Paste** icons under the **Home** tab.



• You can also use the normal Microsoft Windows shortcuts:

Cut	Ctrl+X
Сору	Ctrl+C
Paste	Ctrl+V

• You will notice that there is a **down arrow** under the **Paste** command. Clicking on this will display more options, such as the **Paste Special** option, which, when clicked on, will allow you more control on how items in the Clipboard are pasted into a document.

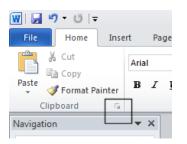
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• The Paste Special dialog box looks like this.

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The Office Clipboard

- Open a document called **Office Clipboard**. This document contains a few items that you can copy into the Office Clipboard.
- If you click on the **Clipboard dialog box** launcher, you will see the Microsoft Office Clipboard pane.



• The Microsoft Office Clipboard pane looks like this.

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document by applying Heading Styles.	(W) (W)
	
	Options 🔻

- Select all the text and press **Ctrl+C** to copy the text to the Clipboard. You should see a representation of this copied text displayed in the **Microsoft Office Clipboard pane**.
- Select the first graphic within the document and press **Ctrl+C** to copy the graphic to the Clipboard. You will see the graphic displayed within the **Microsoft Office Clipboard pane**.
- Repeat this for the other graphics within the document.
- Scroll down to an empty part of the document. Click where you would like to insert a copy of an item that is stored on your Clipboard. Click on that item within the **Microsoft Office Clipboard pane**. The item will be displayed. Experiment with pasting both text and pictures.

Removing items from the Office Clipboard

• Select an item within the Office Clipboard, as displayed within the **Microsoft Office Clipboard pane**. Right click on the item and from the popup menu displayed, select the **Delete** command. Try this now for a few items displayed within the **Microsoft Office**

Clipboard pane.

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• Save your changes and close the document.

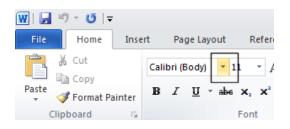
Text Formatting

What is text formatting?

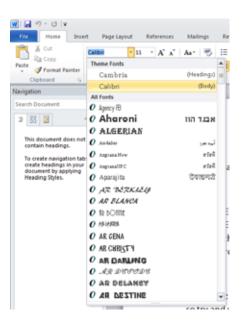
 You can format a document at different levels within Microsoft Word. The most basic level is called text formatting. This relates to formatting characters and words within a document and covers the font type, font size, font color and font attributes such as bold italic or underlining.

Font type

- Open a document called Text form atting.
- By default Microsoft Word 2010 uses a font called Calibri.
- Make sure that the **Home** tab is displayed.
- Select the paragraph starting with the text **FONT TYPE** within your document (by quickly clicking three times within the paragraph) and experiment with applying different font types. To do this, make sure that the **Home** tab is selected, then click on the **down arrow**, to the right of the text within the **Font** control.



• You will be able to select a different font from the drop dow n list supplied.



• Experiment with formatting your paragraphs using different fonts. You can also experiment with applying different font types to individual words or sentences.

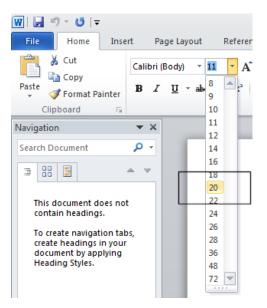
TIP: This is just an exercise. In real life do not have lots of different fonts all mixed up within a document. It looks cheap and conveys a very bad visual impression!

Font size

- The font size refers to the height of the text. Below 8 pt font size text is almost unreadable, so try and use a font size that is easy to read on the screen and also easy to read when printed.
- Make sure that the **Home** tab is displayed. Select the paragraph starting with **FONT SIZE**. Click on the **down arrow** to the right of the **Font Size** control.

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• This will display a drop down from which you can select the required font size. Set the font size to **20**.



Grow Font and Shrink Font icons

• Experiment with selecting text and then clicking on the Grow Font and Shrink Font icons.

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Font size keyboard shortcut

• Make sure that the paragraph starting with the text 'FONT SIZE' is selected. Press dow n the Ctrl key and w hile keeping the Ctrl key pressed dow n, press the 'closing square brackets' key]. While keeping the Ctrl key pressed dow n, repeatedly press the 'closing square brackets' key. As you can see, each time you press the] key, the text gets bigger.

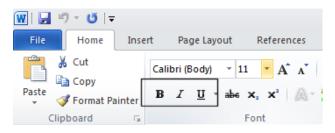
To make the selected text smaller, use the Ctrl+[keys.

Bold, italic or underline

• You can add emphasis to parts of your text by displaying them in Bold, Italic or Underlined, or in a combination of these attributes. Select a word within the paragraph relating to **bold**, **italic or underline**.

TIP: To select a word, double click on the word.

• To format the selected word as bold, italic or underlined, click on the icons displayed on the **Home** tab.



TIP: You can combine these attributes by clicking on the **Bold** icon and then the **Italic** icon.

- To remove this formatting from a word, Select the word and re-click on the **Bold**, **Italic** or **Underline** icon.
- Experiment with applying this formatting to words or entire paragraphs.

Subscript and superscript

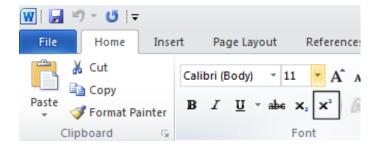
• Sometimes you need to display a character above or below the normal text line. Superscript refers to characters displayed above the normal line. An example would be the famous Einstein equation below.

E=MC²

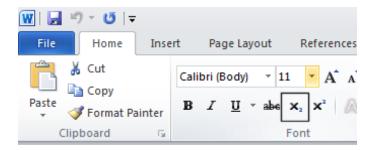
Subscript refers to text displayed below the normal line of text. An example would be the chemical formula for water.

H_2O

• Within the paragraph relating to subscript and superscript, select the 2 within Einstein's equation. To format this as superscript, click on the **Superscript** icon in the **Font** section of the **Home** tab.



Select the 2 within the formula for water. To format this as subscript, click on the Subscript icon in the Font section of the Home tab.



Case changing

- This feature allow s you to select a portion of text and then change the capitalization within that text. For instance you could select a heading within your document and format it to display as all upper case letters.
- It is also very useful if you have accidentally pressed the **Caps Lock** key and have then typed in text with the capitalized appearing reversed. This feature allows you to correct this mistake without having to delete the text and start again!
- Select the entire paragraph relating to case changing. Within the **Font** section of the **Home** tab click on the **Change Case** icon. This will display a drop dow n list of options. Click on

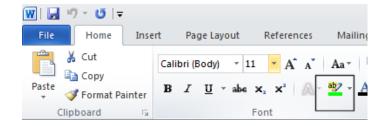
the **UPPERCASE** command.

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• Experiment with applying the other case change options to this paragraph.

Highlighting

- The highlighting feature is great if you are review ing a document and is used in the same fashion as you would use a pen highlighter on a printed copy. You can change the highlighting color but if you intend to print the document in black and w hite, do not use a very dark highlighting color, as you may find the highlighted w ords are blacked out and unreadable.
- Within the paragraph relating to highlighting, select some text and then click on the **Text Highlight Color** icon (located in the **Font** section of the **Home** tab). This will apply highlighting to the selected text.



• To change the highlighting color click on the **down arrow** to the right of this icon. You can click on one of these colors to change the highlighting color the next time you apply highlighting.

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• Select another portion of text and try applying a different highlight color.

TIP: To remove highlighting from highlighted text, select the text and then click on the **down** arrow to the right of the **Highlight** icon. Select **No Color**.

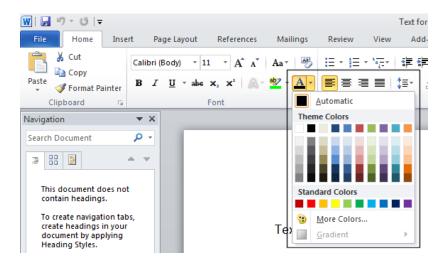
Font color

• You can apply different colors to your text which can add impact to your documents if you are going to print them using a color printer. Do not use too many colors on a single page as this can look messy. The rule with color is that less is good.

Be careful when using faint colors which may not show up well when printed.

Finally consider that some people have various types of color blindness and may not be able to read some colors as others would.

• To change the font color click on the **down arrow** to the right of the **Font Color** icon. You can click on one of these colors to change the font color the next time you change the color using the **Font Color** icon.



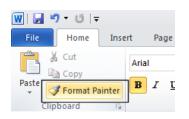
• Within the paragraph relating to Font Color, select some text and then click on the **Font Color** icon. This will apply color to the selected text.



• Experiment with applying different font colors to different words within the paragraph.

Copying text formatting

- This feature allow s you to pick up the formatting that has been applied to one portion of text and apply that formatting to another portion of text.
- Click within the paragraph relating to '*Copying text formatting*'. Click on the Format **Painter** icon (displayed on the **Home** tab within the **Clipboard** section).



You will notice that the shape of your mouse pointer has changed.

• Move the mouse pointer to the start of a different paragraph within the document and while pressing the mouse key down drag to the end of that paragraph and then release the mouse button. The formatting contained within the original paragraph is now copied to the second paragraph. The mouse pointer now displays its original shape.

TIP: If you double click over a paragraph that you want to copy text formatting from, then the mouse pointer changes shape until you press the **Esc** key. This means that you can copy formatting to more than one portion of text at a time.

Removing formatting

- This feature can be very useful if you get yourself into a mess with your formatting, or if you receive a document from someone else that has been 'over formatted'.
- Select a portion of text and apply formatting such as bold, italic and underlining.
- Click on the **Clear Formatting** icon. The formatting is removed.

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• Save your changes and close the document.

Using Zoom

- Open a document called Zoom. This document contains some very small text!
- Drag the slider control, displayed at the bottom-right of the document to make the document display the page at a larger zoom level. Experiment.



• You can double click on the **Zoom percentage** number displayed at the bottom-right of the screen.



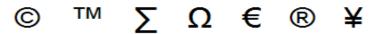
• This displays the **Zoom** dialog box.

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		OK Cancel

- You can use the **Zoom** dialog box to display the page at pre-set zoom levels. You can type a value into the percentage box. As you increase the percentage value, the screen magnifications is increased.
- Experiment with using different zoom levels.
- Reset the zoom level back to 100%.
- Save any changes you have made and close the document.

Inserting special characters and symbols

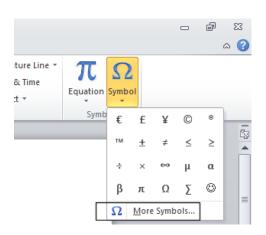
• The keyboard can only contain a limited number of different letters, numbers and other items such as alternative currency symbols and the at (@) sign. You can insert many more symbols and special characters if you wish, examples of which include:



• Open a document called **Symbols**. This document contains a number of symbols and special characters. Click to the right of the first picture of a symbol and then click on the **Insert** tab. You will see the **Symbol** button as illustrated.



• Clicking on the **Symbol** command will display a drop dow n list of symbol options, as illustrated.



- Clicking on any one of these will insert the symbol that you clicked on (at the Insertion point).
- Clicking on More Symbols, will display additional symbols and options, as illustrated.

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Symbols Special Characters																	
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LATIN SMALL LETTER A Character code: 0061 from: Unicode (hex)																	
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• If you click on the **Special Characters** tab within this dialog box, you will see a list of special characters. As you can see, many of these special symbols have a shortcut key displayed to the right of the special character, within the dialog box. These can be useful if you need to insert a special character on a regular basis.

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-	En Dash	Ctrl+Num -	
-	Nonbreaking Hyphen	Ctrl+Shift+_	
7	Optional Hyphen	Ctrl+-	
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	En Space		
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®	Registered	Alt+Ctrl+R	
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AutoCorr	rect Shortcut Key		
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			Insert Cancel

• Work through the exercises contained within the **Symbols** document. When you have finished, save your changes and close the document.

Paragraph Formatting

• Paragraph formatting includes items such as alignment and indenting as well as numbering and bulleting of lists. If you click on the **Home** tab, you will see a paragraph section within the **Ribbon**.



TIP: To select a paragraph **triple click** within the paragraph.

Paragraph marks

- To insert a paragraph mark, press the **Enter** key. This inserts a single paragraph mark. Often you will insert two paragraph marks to end one paragraph and insert a space on the screen before starting the next paragraph mark.
- To remove a paragraph mark, click at the end of a paragraph and press the **Del** (**Delete**) key.

TIP: To see a paragraph mark, click on the **Show/Hide** icon and you will see the paragraph break as illustrated below. This makes it easier to identify and then remove the paragraph break.

T

 $A \cdot paragraph \cdot break \cdot looks \cdot like \cdot this \cdot when \cdot you \cdot click \cdot on \cdot the \cdot Show / Hide \cdot icon \\ Remember \cdot to \cdot re - click \cdot on \cdot the \cdot icon \cdot to \cdot shop \cdot the \cdot display \cdot of \cdot non - printing \cdot characters \\ \P$

• Open a document called **Paragraph Formatting**. Click on the **Show/Hide** icon and you will be able to see the paragraph marks within the document. Click at the end of a paragraph and press the **Enter** key. You will see a new paragraph mark displayed. Press the **Backspace** key to delete this paragraph mark.

Soft paragraph (line break) marks

• When you press the **Enter** key you insert a paragraph mark. If you press the **Shift+Enter** keys you insert a soft paragraph mark, which is also know n as a line break.

The visual effect is often the same, but when you insert a line break, then the text after the line break (up to the next paragraph mark) will be treated as a single paragraph. Click on the **Show/Hide** icon and you will be able to see the soft paragraph marks within the

document. Re-click on the icon and you will no longer see the soft paragraph marks.

• To remove a soft paragraph mark, click at the end of a line break and press the **Del** (**Delete**) key.

TIP: To see the line break, click on the **Show/Hide** icon and you will see the line break as illustrated below. This makes it easier to identify and then remove the line break.

A·line·break·looks·like·this·when·you·click·on·the·Show/Hide·icon+ Remember·to·re-click·on·the·icon·to·shop·the·display·of·non-printing·characters

- Click at the end of a sentence within a paragraph. Insert a soft paragraph line break. Insert another soft paragraph line break and notice that this type of mark looks different from a paragraph mark. Delete the two soft paragraph line breaks.
- Click on the Show/Hide icon so that the marks are no longer visible.

Recommended techniques for aligning and indenting text

- Text can be aligned to the left or to the right. It can also be centered or justified. If you justify text, Microsoft Word inserts extra spaces into the lines of text so that the left and right edges of the text line up vertically, you do not see a ragged edge down the right side of the text.
- When aligning text use the tools that are built into Microsoft Word. For instance if you wish to centre a paragraph, as we shall see you could click within the paragraph and then click on the **Center** icon. You should not insert spaces or tab stops and try and line up paragraphs visually.
- The same advice applies to indenting. There are indent icons you can use.

Aligning text

• Click within a paragraph. Experiment with using the alignment icons displayed within the **Home** tab.

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Indenting paragraphs

• It is easy to indent a paragraph. You would normally indent a paragraph from the left by a specified amount, but you can also indent from the right. You may wish to format your text using hanging indents, as illustrated below.

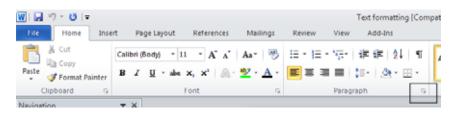


• Click within a paragraph that is aligned to the left. Experiment with using the **Increase Indent** and the **Decrease Indent** icons displayed within the **Home** tab.

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TIP: Each time you click on the **Increase Indent** icon, the paragraph is indented further to the right.

• Click within another paragraph that is aligned to the left. Click on the **Paragraph Dialog Box Launcher**.



This will display the Paragraph dialog box.

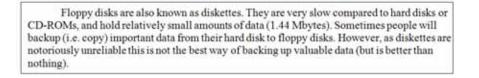
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You can use the dialog box to set exact left or right indents. Experiment with setting both left and right indents for this paragraph.

• Use the **Undo** icon to reverse these left and right indents. Click on the **down arrow** next to the **Special** section of the dialog box. Select **First Line**.

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Spacing			J

Your paragraph will now look something like this. The first line is indented, while the rest of the paragraph is not indented.



Applying single or double line spacing within paragraphs

• Within a paragraph you can adjust the spacing betw een the lines of that paragraph.

NOT E: Do not confuse adjusting line spacing within a paragraph with adjusting the spacing betw een each paragraph.

• Click within a paragraph. On the **Home** tab, within the **Paragraph** section, click on the **Line Spacing** icon.



This will display a drop down list, from which you can select line spacing options.

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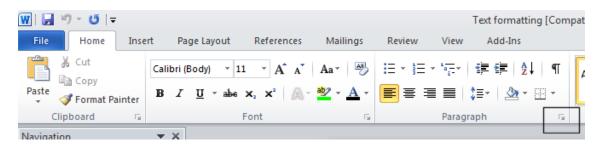
• Select **1.5** and look at w hat happens to the formatting of your paragraph.

Applying spacing above or below paragraphs

• You can adjust the spacing betw een your paragraphs. This can sometimes make long documents clearer, or can be used to bring attention to certain paragraphs within a document. In the example below we have increased the spacing before a paragraph.



• Select a paragraph within your document. Within the paragraph section of the **Home** tab, click on the **Paragraph Dialog Box Launcher**.



• Within the **Spacing** section of the **Paragraph** dialog box, use the **Before and After** control to set the space that will be inserted before and after the paragraph. Experiment with inserting different amounts of spacing and look at the effect.

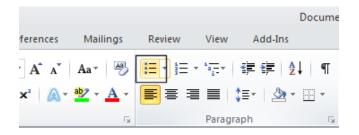
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Using paragraph spacing rather than using the Return key

• It is considered better practice to use Word templates with fairly large pre-set paragraph spacing. This means there is less need to press the **Return** key to insert visual spacing betw een each paragraph.

Applying bullets to a list

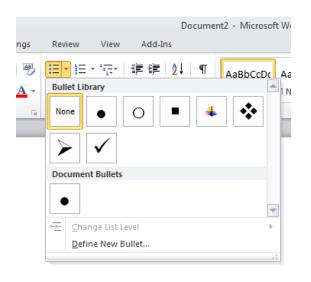
- You can easily format a list to display using bullet points. Scroll dow n your document and you will find a list of first names. Select the list of first names by clicking in front of the first name and then w hile pressing the mouse button, drag the mouse pointer to the end of the last name in the list.
- Click on the **Bullets** icon (located within the **Paragraph** section of the **Home** tab). The list will then be displayed as a bulleted list.



TIP: If you have time, click on the down arrow to the right of the bullets icon.

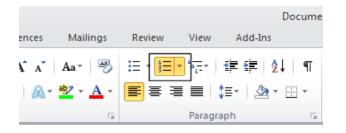
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• This will display a drop dow n menu allowing you to use different types of bullets.



Applying numbering a list

- Microsoft Word can automatically number a list for you. Select the list of second names.
- Click on the **Numbering** icon (located within the **Paragraph** section of the **Home** tab). The list will then be displayed as a numbered list.



TIP: If you have time, click on the down arrow to the right of the numbering icon.



This will display a drop down menu allowing you to use different types of numbering styles.

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NOTE: If you add a name to the end of your list it will automatically be assigned the next sequential number. If you delete a name within the list then the whole list will be automatically renumbered. Experiment with adding and deleting items within the list.

Save your changes and close the document. •

Modifying bullet and numbering formatting

- Open a document called **Modifying bullet and numbering**. •
- Select the items within the numbered list as illustrated. •

Numbered List

i.	Red	
ii.	Greer	ı
iii.	Blue	
iv.	Yellov	N

• Click on the down arrow to the right of the **Numbering** icon. Select a different numbering format, as illustrated.

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- Use the same technique to modify the bullet formatting, but this time click on the **down arrow** to the right of the **Bullet** icon.
- Save your changes and close the document.

Removing bullet or numbering formatting

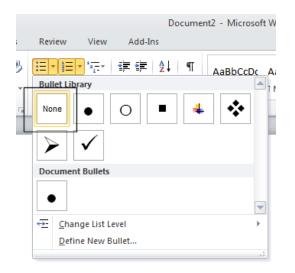
• Open a document called **Removing bullets and numbering**.

• Select the items within the numbered list as illustrated.

Numbered List		
1.	Red	
2.	Green	
3.	Blue	
4.	Yellow	

• Click on the **Numbering** icon to remove the numbering formatting.

NOT E: You can also click on the **down arrow** to the right of the **Numbering** icon and from the drop down menu displayed, click on **None**.



• Select the bulleted items within the document and click on the **Bullets** icon to remove the bullet formatting.

NOT E: You can also click on the **dow n arrow** to the right of the **Bullets** icon and from the drop dow n menu displayed, click on **None**.

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• Save your changes and close the document.

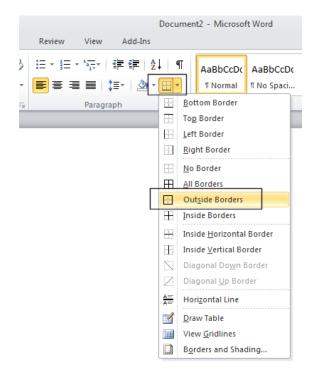
Borders and shading

Using borders and shading

• You can display a border around a paragraph to add more impact to that paragraph. You can also add shading. To emphasize a paragraph you could reverse the normal color display, so that text within that paragraph is displayed as white text on a black background.

Adding a border

- Open a document called Borders and shading.
- Click within the header (containing the words **Computer Memory**).
- Within the **Paragraph** section on the **Home** tab, click on the **Down arrow** to the right of the **Border** icon. This will display a drop down list from which you can select the type of border you wish to apply. In this case select the **Outside Borders** command.



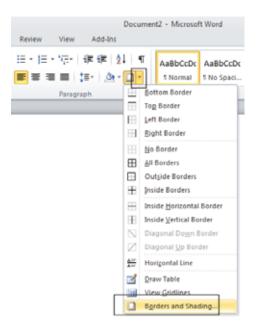
A border will be applied around this paragraph.

Γ	Computer Memory	1
		ч.

• Click within the next paragraph. Apply a bottom border to this paragraph. Click on the **Undo** icon to remove this border. Experiment with applying some of the other border types (after each time click on the **Undo** icon).

Modifying borders

• Click within a paragraph which does not have a border applied to it. Within the **Paragraph** section on the **Home** tab, click on the **Down arrow** to the right of the **Border** icon. From the list displayed, select the **Borders and Shading** command.



• This will display the Borders and Shading dialog box.

Borders and Shading				
Borders Page Bo	rder <u>S</u> hading			
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Horizontal Line		OK Cancel		

You can use this dialog box to change the shading setting, style, color and width.

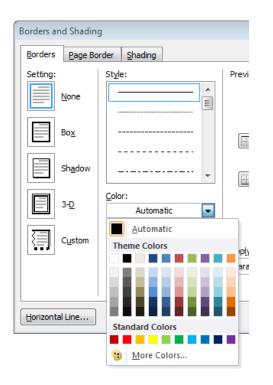
• From the Setting section of the dialog select the 3-D.

Borders and Shading			
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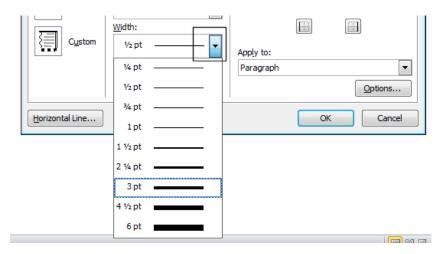
• Use the **Style** section of the dialog to select a different border style.

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• Click on the **down arrow** to the right of the **Color** section to display a list of colors. Select a color.



• Click on the **down arrow** to the right of the **Width** section to display a list of widths. Select a width.



• Click on the **OK** button to close the dialog box and apply the border.

Adding shading

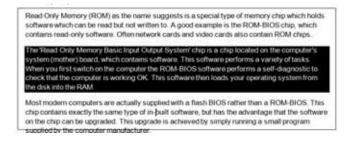
- Click within a paragraph.
- Within the **Paragraph** section on the **Home** tab, click on the **Down arrow** to the right of the **Shading** icon. This will display a drop down list from which you can select the color of the shading you wish to apply.

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• Click on the **Undo** button and apply a different color of shading.

TIP: Try applying Black shading.

As you are applying black shading to be used as a background for black text, you might expect the text to become invisible (i.e. black text on a black background). In fact Microsoft Word automatically reverses the text color in this case so that you see white text on a black background.

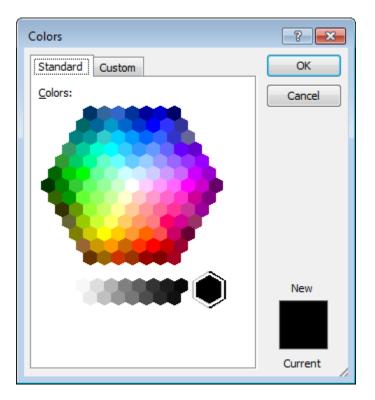


Modifying your shading

• Click within a paragraph. Within the **Paragraph** section on the **Home** tab, click on the **Down arrow** to the right of the **Shading** icon. From the list displayed, select the **More Colors** command.

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• Select a color.



• Click on the **OK** button

Applying borders to selected text

- You can apply borders and shading to an entire paragraph. How ever if you select a word or portion of text within a paragraph, then you can apply border and shading to just the selected text. Try experimenting with selecting words or sentences within your document and apply a border and shading effect.
- Save your changes and close the document.

Finding and replacing text

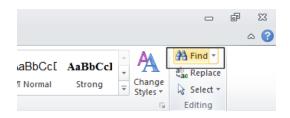
Using Find and Replace

• Sometimes documents can be very long and you may need to search that document for a particular w ord or phrase. You can use the built-in search feature to do this for you. If you need to find a particular w ord or phrase and replace this item w ith alternative text, then you can use the search and replace feature.

WARNING: Using the search and replace feature sounds great, but you need to be careful. I alw ays make a backup copy of a document before using this feature as it is very easy to get it horribly w rong. Many w ords have w ithin them smaller w ords. The w ord **WARNING** for instance has the w ords **WAR** and **WARN** w ithin it, and if you replaced the w ord **WARN w** ith something else, then the first three letters of the word **WARNING** w ill also be replaced. There are w ays to stop Microsoft Word from doing this, but you must be careful!

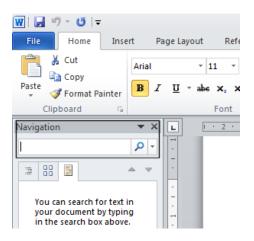
Finding text

- Open a document called Searching and replacing.
- Under the **Home** tab, within the **Editing** group, click on the **Find** button.

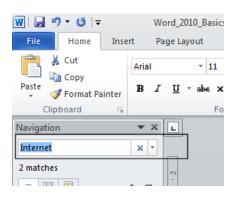


Or use the keyboard shortcut Ctrl+F.

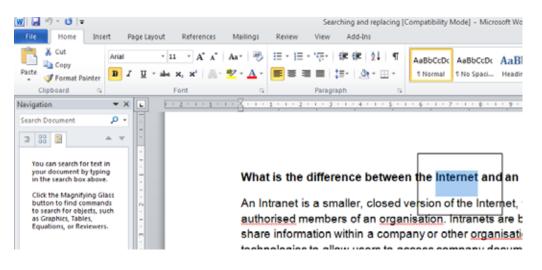
• This will display the **Find** box.



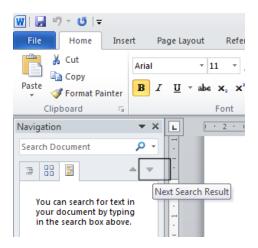
• Type in the text you wish to search for, in this case type in the word Internet.



• The first occurrence of the w ord **Internet** will be found and highlighted within the document.



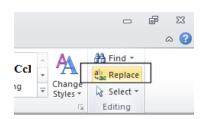
• Click on the **down arrow** under the search box, which is called **Next Search Result**.



• This will display the next occurrence of the word that you are searching for within the document. Keeping clicking on this down arrow to display more occurrences of the word you are searching for.

Replacing text

• Under the **Home** tab, within the **Editing** group, click on the **Replace** button.



• This will display the Find and Replace dialog box.

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More >>	Replace All Find Next	Cancel

• In this case we will replace the text **World Wide Web** with **WWW**, as illustrated.

Find and Replac	ce ? 💌
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Find what:	World Wide Web
Options:	Search Down
Replace with:	www
More >>	Replace Replace All Find Next Cancel

Click on the **Find Next** button. The next instance of the text will be selected. Click on the **Replace** button. In the same way replace all instanced of the text **World Wide Web** with **WWW**.

TIP: To display the Replace display box, press Ctrl+H.

• Save your changes and close the document.

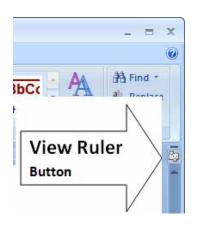
Tabs

Tab stops

- In early versions of Microsoft Word, using 'Tab Stops' was a vital method for formatting particular items within a Microsoft Word document. Tabs were commonly used for displaying columns of data, with each column of data being separated from the next column by a tab space.
- As newer versions of Microsoft Word have been released over the years the use of tab stops within a document has lessened, as Microsoft Word will now automatically insert tab spaces into document elements such as a 'table of contents'. Microsoft Word 2010 also has many pre-designed pages available to you such as customizable front pages which again make the need to manually insert tab stops less important than it used to be in earlier versions of Microsoft Word.
- When you create a new, blank document, by default the Ruler does not contain tab stops.

Setting and removing tabs

• Before manually inserting tabs stops, you should display the Microsoft Word **Ruler**. This Ruler allow s you to easily insert tab stops. If the Ruler is not displayed click on the **View Ruler** button (displayed at the top of your vertical scroll bar).



• If clicking on this button removes the display of the Ruler, click on it again and the Ruler will be displayed again across the top of your document.

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• You can set the tab type by repeatedly clicking the tab selector (displayed at the left edge of the ruler) until it displays the required tab type.

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• You can click along the ruler at the location you wish to insert the tab.

Tab types include:



Left Tab stop:

This sets the starting location of text which will display to the right as you type text into this tab stop location.



Centre Tab stop:

This sets the position used for the middle of the text, which will centre on this tab stop as you type in text.



Right Tab stop:

This sets the right end for your text and when you enter text at this tab stop it will move to the left.



Decimal Tab stop:

This is used to align numbers around a decimal point.

Bar Tab stop:

This displays a vertical bar at the tab stop location.

NOT E: There are two more options, but these relate to indents rather than tab stops.



Indent First Line:

Click on this control and then click on the top part of the horizontal ruler where you would like the first line of that paragraph to begin.



Hanging Indent:

Click on this control then click the bottom half of the horizontal ruler where you would like all the lines after the first line of the paragraph to be indented to.

To move a Tab Stop left or right you can drag it using the mouse pointer (with the mouse button pressed dow n when you are dragging the tab stop).

To delete a Tab Stop drag it off the Ruler (with the mouse button pressed dow n when you are dragging the Tab Stop).

- Open a document called **Tabs**.
- Select the data within the document as illustrated.

Area 2005 S	ales	200	6 sales
North Region	89	94	
South Region	67	98	
East Region	64	83	
West Region	23	77	

• Click on the **Ruler** above the start of the text '2005 Sales', as illustrated.

··· · · · · · · · · · · · · · · · · ·	1 · 3 · 1 '	· 4 · 1	· 5 · 1	• 6
				_
Area 2005	Sales	200	6 sales	
North Region	89	94		
South Region	67	98		
East Region	64	83		
West Region	23	77		

• Drag this tab stop to the right, as illustrated.

· [· · · 1 · · · 2 · · 1	3 . 1 · 4 · 1 · 5 · 1 · 6 · 1 · 7 · 1
Area	2005 Sales 2006 sales
North Region	89 94
South Region	67 98
East Region	64 83
West Region	23 77

• Click on the Ruler at the start of the text '2006 Sales' as illustrated.

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Area	2005 Sales	2006 sales
North Region	89	94
South Region	67	98
East Region	64	83
West Region	23	77

• Drag the tab stop to the right, so that the data now looks like this.

Area	2005 Sales	2006 sales
North Region	89	94
South Region	67	98
East Region	64	83
West Region	23	77

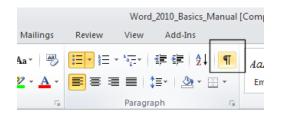
To change the tab type, double click on one of the tab stops on your Ruler and you will see the **Tabs** dialog box. Experiment with changing the tab types of each of your Tab Stops and check the effect of your changes.

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© <u>4</u>	
<u>S</u> et	Clear All
	OK Cancel

- Try deleting one of your tab stops by dragging it off the Ruler. Use the **Undo** key to reverse this deletion.
- When you have finished experimenting, save your changes and close the document.

Viewing tab marks using the Show/Hide icon

- Open a document called Viewing tabs.
- This document contains tabs but normally you cannot see them within the document.
- Click on the Show/Hide icon (contained within the Paragraph section of the Home tab).



• The tabs will be displayed as illustrated below.

Area → 2005·Sales →	2006 sales
North Region → 89 →	94¶
South Region → 67 →	98¶
East-Region → 64 →	83¶
West-Region → 23 →	77 ¶

Close the document.

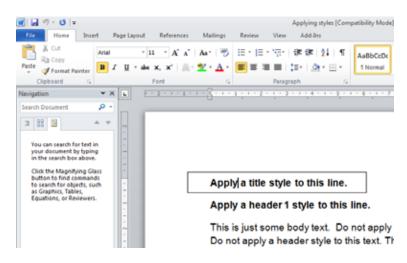
Styles

What are styles?

• Styles are a collection of formatting instructions that have a name and can be applied to parts of your document to impose consistent formatting. An example would be header styles which can be used to add an ordered structure to long documents.

Applying styles

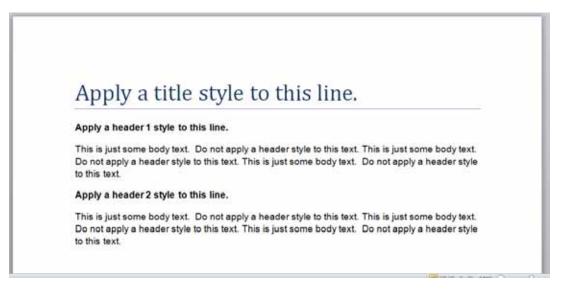
- Open a document called Applying styles.
- Click within the first line to which you wish to apply a style.



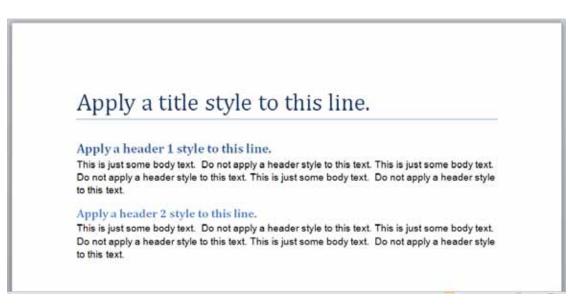
• Under the **Home** tab, click on the **down arrow** to the right of the **Style** box. The **Style List** box will display Microsoft Word styles which can be applied to part of a document. Select the **Title** style and it will be applied to the selected text.

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• Your document will now look like this.



• Apply **Header 1** and **Header 2** styles as directed within your document, which should now look like this.



If you have time, try experimenting with applying other styles to the body text.

• Save your changes and close your document.

Style Sets

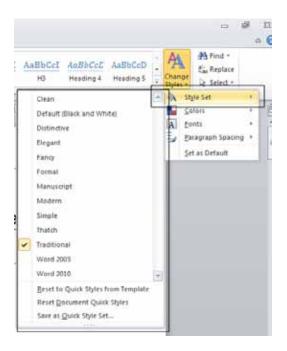
• Open a file called Style Sets.

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• Under the Home tab, within the Styles group, click on the Change Styles button.

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• From the drop dow n list displayed select the **Style Set**. This will display a list of Style Set options.



• Try clicking on a style set option, such as **Modern**. As you can see a complete set of new styles are applied to the document.



• Experiment with applying other Style Sets and then save your changes and close the document.

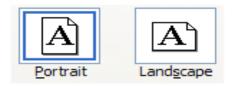
Page Formatting

What is Page formatting?

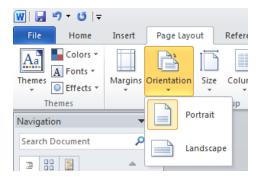
• Page formatting relates to formatting that normally affects the whole page, such as page orientation. The page is either **Portrait** or **Landscape** orientated. It also includes items such as page size and margins.

Page orientation and paper size

Normally your Microsoft Word document will be displayed in **Portrait** page orientation, which
is like looking at a photograph, where the long edge is the vertical line. You may change to
Lands cape orientation for certain types of documents such as notices.



- The physical size of the paper used within printers varies from country to country. In the United States the normal paper size is called 'Letter' size and the dimensions are measured in inches. A 'Letter' sized paper is shorter but wider than 'A4' sized paper.
- In Europe and many other places the paper size used within computer printers is normally called A4 sized paper. This may be measured in inches or centimeters (depending on the country). A4 sized paper is longer and slightly narrow er than 'letter' sized paper.
- Open a document called **Page layout**. Click on the **Page Layout** tab. Within the **Page Setup** section click on the **Orientation** button. A drop down list allows you to select either **Portrait** or **Lands cape** page orientation. Select **Lands cape**.



• Your document will now look something like this.

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contain headings.	Software Copyright Issues Most programs which you purchase are copyrighted and you must not copy them. If you do so you may be breaking the law and if caught, you could find yournel? being prosecuted. Many people will buy a copy of a game and make a copy for their friends or other family member. This is also normally unlauful. Even leading your program diaks or CD-ROM to chare people may be breaking the law in most cases. There are numerous <u>opportations</u> , such as FAST (the Federation Agains). Software Theft, which are dedicated to preventing the ligad polying of of shares. In a business shares, because in many countries, you will be personally labble for damages. Most text which you will find on the Internet is copyrighted. Never copy text without authority to offer you a free download of images. Bany stats however may not have this authority. Popular examples are pictures, sound clips, or movie files from Star Tesk, If you visit the official Store is the starterk. only you will see that use of images. Allows the starteck only you will see that use in the name. Start Tesk is one and may not be used on 'tan starter's cony good clips to replace the bleeps which Microsoft Windows makes is often milegal. Some sate serve allow the the download for only a preduce that the Busichonized Cover yourself. Get the protected and may not be used on 'tan start's cony good bet that the start back in you and nonload a film for fine before it is even officially available on video/DVD. It a a pretty good bet that the start busice. Tyou and busice shores nonload a film for fine before it as even officially available on video/DVD. It a a pretty good bet that the start Busich good become that. Busice as the some which Microsoft Windows and which busice, at movie a start back in you at Decore it as even officially available on video/DVD. It a a pretty good bet that the start Busich good become so widely available, it has become possible to copy entire CD-ROMs which have become so widely available, it has become poss	
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• To see the effect better click on the View tab and click on the One Page button.

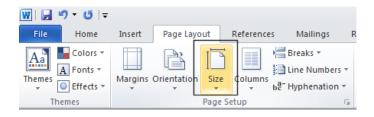
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- Reset the page orientation back to **Portrait** orientation.
- Click on the **View** tab and click on the **100%** button.



Changing the page size

• Experiment with changing the page size. To do this click on the **Page Layout** tab and from within the **Page Setup** section of the Ribbon, click on the **Size** icon, as illustrated.



• You can click on an item within the drop dow n list to change the page size.

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	Envelope DL 11 cm x 22 cm
	Envelope C5 16.2 cm x 22.9 cm
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Page margins

- Your document has a top, bottom, left and right margin. This is the space betw een the edge of your text and the edge of your page. Each margin may be increased or decreased. Be careful not to decrease it too much or you may have problems printing the documents.
- To modify your page margins, click on the **Page Layout** tab. From the **Page Setup** section, click on the **Margins** button. A list of pre-set options is displayed, as illustrated.

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- Experiment with applying these different pre-set margin options.
- To create your own custom margins, click on the **Custom Margins** command displayed at the bottom of the **Margins** drop down list. This will display the **Page Setup** dialog box, allow ing you to set exact values for the margins. Experiment with setting different margins values.

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• Before continuing, reset the margins to the Microsoft Word default values by clicking on the **Margins** button and selecting the **Normal** margin command.

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Inserting Page Breaks

- When you start typing into a document, the text normally starts at the top-left of the page and as you type more words they are displayed on the line moving towards the right of the page. When the words you are typing reach the right side of the screen they automatically drop down to the next line. If you continue typing you eventually fill that page, at which point Microsoft Word automatically moves on to the next page. These automatic page breaks that are inserted by Microsoft Word are called 'soft' page breaks. Sometimes you wish to force Microsoft Word to leave a blank area displayed at the bottom of one page and the next text to be displayed on a new page. To do this you need to insert a manual page break (sometimes called a hard page break).
- Insert a few page breaks into your document. To do this click at the point you wish to insert the page break and then press **Ctrl+Enter**.

Deleting Page Breaks

- Normally you do not see the page break within a document, only the effect of the page break.
- Click on the Home tab and from within the Paragraph group, click on the Show / Hide icon.

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• Any page breaks within the document will now be displayed as illustrated below.



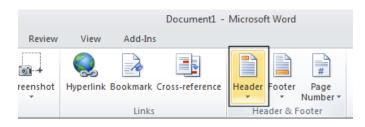
• To remove a page break, click to the right of the page break and press the **Backspace** key.

Use page breaks rather than repeatedly pressing the Return key

• If you wish to insert a new page, alw ays use the 'page break' method. Never keep pressing the **Return** key until Word skips to a new page.

Headers and footers

- If you are planning to print a document, it is a good idea to add a footer or header to the document, especially if it is a long document.
- Click on the **Insert** tab and within the **Header and Footer** group, click on the **Header** icon.



• A drop dow n list is displayed. Select the Edit Header command.

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• The header area will be displayed on screen as illustrated.

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- Type in your header text. In this case type in your name.
- If you look closely you will see that a special header and footer ribbon is displayed. This ribbon displays related commands to enhance your header or footer.

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• Click on the Close Header and Footer icon.

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• You can see your header displayed at the top of your page.

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• To insert a footer, click on the **Footer** icon

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• Select the Edit Footer command.

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• Type in the follow ing text as your footer.

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• Click on the Close Header and Footer icon.

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Show Document Text		📄 Insert Alignment Tab		Close Header and Footer
Ор	tions	Position		Close

Page numbering

- You can insert automatic page numbering into a document header or footer. As this is inserted as a field when you modify the number of pages within the document the page numbering is also updated on each page.
- Click on the **Insert** tab and from the **Header and Footer** group click on the **Header** icon. A drop dow n list is displayed, select the **Edit Header** command. You should see your name displayed as the header.
- Click just after your name and press the **Tab** key twice.
- Click on the Page Number button.



• From the drop dow n list displayed, select **Current Position**. From the sub-list displayed select **Plain Number**.

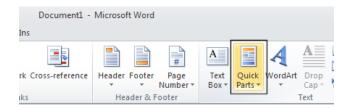
Header & Foo Desig	Header Footer	age Text Quick Word/ Box Parts *	Art Drop Cap * W Object *	πΩ Equation Symbol	3
3 • 1 • 4 • 1 • 5 •	A CONTRACTOR OF THE OWNER	Iop of Page ▶ Bottom of Page ▶ Page Margins ▶ Current Position ▶	1 + 13 + 1 + 14 + 1 + 15 + 1 + 10 + 1 + 1	le contractor de la contra	
	er Br		Plain Number Plain Number Number with no format accents	ting or	=
			Page X Accent Bar 1		
			Accent Bar 2		

• The page number should be inserted into your document. Close the **Header and Footer** ribbon.

Dave Murray 1	
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Header and footer fields

- Microsoft Word fields are easy to insert and can be automatically updated. For instance you could insert the date within the header of a document and arrange it so that each time you reprinted the document, the current date w as displayed. This would mean that if you printed the document each month, then the correct month would be displayed within the header.
- Click on the **Insert** tab, and from the **Header and Footer** section click on the **Footer** icon. A drop dow n list is displayed, select the **Edit Footer** command. You should see your footer text. Click at the end of the footer text. Press the **Tab** key twice.
- Click on the **Quick Parts** button.



• From the drop dow n list displayed select the **Field** command.



• This will display the **Field** dialog box. This allows you insert a wide range of fields. In this case select **Date**, as illustrated.

Field		? 💌
Please choose a field	Field properties	Field options
<u>C</u> ategories:	Date formats:	Use the <u>Hij</u> ri/Lunar calendar
(All) 🔻		
<u>Field names:</u>	23/03/2010 Tuesday, 23 March 2010	Insert the date in last used format from Insert tab
Author 🔺	23 March 2010	Use the <u>S</u> aka Era calendar
AutoNumLgl AutoNumOut AutoText	23/03/10 2010-03-23 23-Mar-10	🔲 Use the Um-al-Qura calendar
AutoTextList	23.03.2010 23 Mar. 10	
BarCode Bibliography	23 March 2010 March 10	
BidiOutline Citation	Mar-10 23/03/2010 5:22 PM	
Comments Compare	23/03/2010 5:22:47 PM	
CreateDate	5:22 PM 5:22:47 PM	
Database Date	17:22 17:22:47	
DocProperty DocVariable	1/.22.7/	
EditTime	-	Preserve formatting during updates
Description:		e in a contracting during updates
Today's date		
Field Codes		OK Cancel

• Click on the **OK** button. Close the **Header and Footer** Ribbon and you will see your footer displayed at the bottom of each page.

Draft copy only	08/02/2007

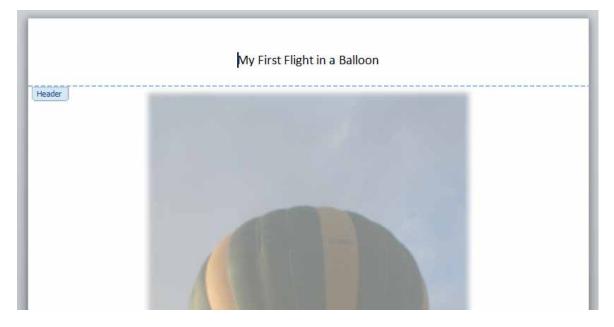
- If you have time, have a brief look at some of the other fields that you can insert into your header or footer.
- The **Filename** field is particularly useful as if you insert this into a header or footer and then save your document this field will record the file name. You will find with a little experimentation that this field can also include the folder storage location on your hard disk.
- Save your changes and close the document.

Editing text within a header or footer

• Open a document called **Editing headers and footers**. This document has text in the header and footer area. The header looks like this.



• Double click over the header area and the screen will change, as illustrated, allowing you to edit the existing header text.



• Change the text so that it displays your name. An example is illustrated below.

NOT E: To change the text, select the text that you wish to replace and overtype with the new text.

Rowan's First Flight in a Balloon	
Header	

• Scroll down to view the footer text. Edit this text as illustrated below.



• Save your changes and close the document.

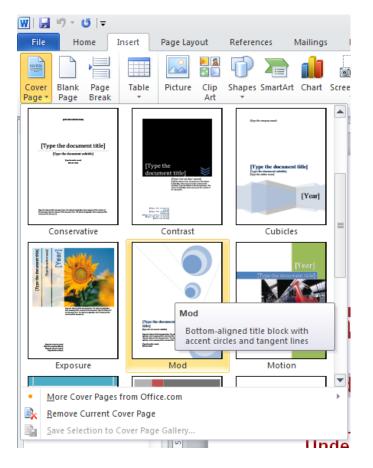
Cover pages

• This feature was introduced in Microsoft Word 2010. It inserts a professional looking front cover page into your document.

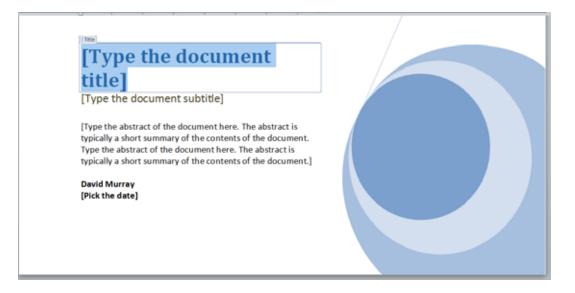
• Open a document called **Cover page**. Click at the start of the document. Click on the **Insert** tab and then click on the **Cover Page** button (within the **Pages** group).

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Cover Page *	Blank Page	Page Break	Table *	Picture	Clip Art	Shapes *	SmartArt	Chart	Screenshot *
Pages Tab			Tables			Illu	strations		

• This will display a drop down from which you can select a cover page type. In this case select the **Mod** type.



• Once you select a cover page type you will see the following.



- Click on the [Type the document title] and then enter a title, such as 'About Computers'.
- You can also insert a subtitle and abstract.
- Click on the [Pick the date] control to insert today's date.
- Scroll though the document to review your changes.
- Save your changes and close the file.

Applying Automatic Hyphenation

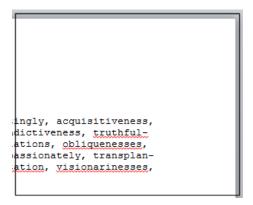
- If a word at the end of a line of text is too long to fit on that line Word 2010 will move that word to the beginning of the next line rather than hyphenate it. If you wish you can set up Word to automatically hyphenate text. You can even control the length of the area at the end of a line that will trigger automatic hyphenation, when required.
- Open a document called **Hyphenation**. The document will look something like the illustration below . You should see that hyphenation is not active.

ome long words include	abstractionists, accommodatingly, acquisitiveness,
-	ionally, transmembrane, vindictiveness,
	tiously, misrepresenting, mistranslations,
	nesses, transformations, unsteadinesses,

• Click on the **Page Layout** tab and from within the **Page Setup** group, click on the **Hyphenation** button. From the drop dow n displayed click on the **Automatic** command.

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File Home	Insert Page Layout	References Mailings Review View
Colors * A Fonts * Themes • Effects *	Margins Orientation Size	Column
Themes	Page	Setup None Ick
Navigation	▼ X L	Automatic
Search Document	₽ -	Manual
72 88 📱	▲ ▼ <u>``</u>	bc ^{a-} <u>Hyphenation Options</u>

• The document will now display hyphens at the end of some lines, as illustrated below.



• Before continuing turn off automatic hyphenation by clicking on the **Page Layout** tab and from within the **Page Setup** group, click on the **Hyphenation** button. From the drop dow n displayed click on the **None** command, as illustrated below.

👿 🛃 🤊 + 😈 🖛				
File Home	Insert Page Layout	References	Mailings	Review View
Colors * A Fonts * Themes • Effects *	Margins Orientation Size		Breaks ¥ Line Numbers ¥ Hyphenation ¥	Watermark Pa
Themes Navigation	Page	Setup	<u>N</u> one A <u>u</u> tomatic	i ck
Search Document		bc ^{a-}	<u>M</u> anual <u>H</u> yphenation	Options

• Close your document without saving your changes.

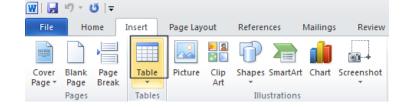
Tables

Using tables

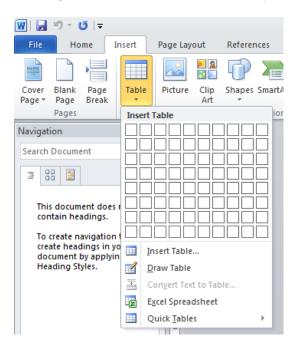
• You can insert a table into your document. Each cell within the table can display text or a graphic. Each cell or the entire table can be formatted as required.

Inserting a table

- Open a document called **Tables**. Read the instructions within this document. We are going to insert a table containing 4 columns and 3 rows.
- Display the Insert tab and you will see the Tables group displayed as illustrated.



• Clicking on the Table button will display the following.



• If you move the mouse pointer over the cells displayed in the drop dow n you will see that a preview version of the table is displayed within your document.

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File Home In	sert	Page Layout	References
			Ū 🖉
Cover Blank Page Page≠ Page Break	Table	Picture Clip Art	Shapes Smart.
Pages	4x3 Tal	ble	io
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Search Document			
This document does r contain headings.			
To create navigation t create headings in yo			

• Click when you see a **4x3 Table** displayed (in the area immediately above the cell drop dow n). The table will be inserted into the document, as illustrated.

Π		

• Notice that the display at the top of your screen has changed. As you are within the table you have just selected, Microsoft Word automatically displays commands and options related to modifying and formatting your table.

🗑 🖬 🤊 - OS =	Document1 - Microsoft Word Table Tools	
File Home Insert Page L	ayout References Mailings Review View Add-Ins Design Layout	
Header Row First Column Total Row Last Column Sanded Rows Banded Columns		Shading * * Borders * ½ pt * Z Pen Color * Table
Table Style Options	Table Styles	Draw Borders 5

• Click outside your table and the ribbon will display its original commands. Re-clicking within the table will again display Table related commands. If you do not see the table commands displayed you will notice that there is a **Table Tools** option displayed at the top of your page (above the normal tabs). Click on this to display your table related commands.

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File Home	Insert	Page Layout	References	Mailings	Review	View	Add-Ins	Design	Layout	
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Navigating within a table

- Click within the first cell in the table. Type in the name of the town or city in which you live.
- To move to the next cell press the **Tab** key (or click within the cell using the mouse pointer). Type in the name of another tow n or city. Carry on in a similar fashion until all the cells contain the name of a tow n or city.
- Try pressing Shift+Tab. As you will see this moves you to the previous cell.

Selecting and editing text within a table

• Click within the first cell. Double click on the word within this cell and change the word to your first name. Navigate to the second cell and overwrite the contents with your second name. You can edit the text within a cell rather than replace the entire text by selecting the part of the text you wish to edit and then typing in your changes.

Selecting cells, rows, columns or the entire table

 It is important to know how to select elements within your table. Practice these selection techniques using the table you have created.

To select a cell.

Move the mouse pointer to the left side of the cell you want to select. The mouse pointer will change to the shape of a small solid black arrow pointing upwards and to the right. Click when you see the pointer change to this shape and the cell will be selected.

To select a row.

Move the mouse pointer to the left of the row you want to select. When the mouse pointer changes to the shape of an arrow, click once and the row will be selected.

To select multiple rows which are next to each other.

Move the mouse pointer to the left of the first row you want to select. When the mouse pointer changes to the shape of an arrow, click once and the row will be selected. Hold down the **Shift** key and then click on the last row of the block of cells you wish to select.

Γ		

To select multiple rows which are not connected to each other.

Move the mouse pointer to the left of the first row you want to select. When the mouse pointer changes to the shape of an arrow, click once and the row will be selected. Hold down the **Ctrl** key while clicking to select other rows.

To select a column.

Move the mouse pointer to the area just above the column you want to select. When the mouse pointer changes to the shape of a small, black, dow n-pointing arrow, click once and the column will be selected.

To select multiple columns which are next to each other.

Move the mouse pointer to the area just above the first column you want to select. When the mouse pointer changes to the shape of a small, black, dow n-pointing arrow, click once and the column will be selected. While holding dow n the **Shift** key, click above the column at the end of the block of columns that you want to select.

To select multiple columns which are not next to each other.

Move the mouse pointer to the area just above the first column you want to select. When the mouse pointer changes to the shape of a small, black, dow n-pointing arrow, click once and the column will be selected. While holding dow n the **Ctrl** key, click above the other columns that you wish to select. Release the **Ctrl** key when you have finished selecting columns.

To select the entire table.

Click within the last cell of the table. While holding the mouse button dow n, move to the first cell within the table. When you release the mouse button the entire table will be selected.

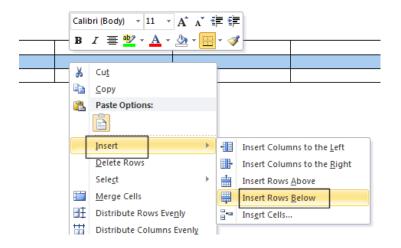
Inserting and deleting rows and columns

• Once you have created a table it is very easy to insert or delete new rows or columns.

• To insert a row.

Select the second row within your table and right-click over the selected row. You will see a

popup menu displayed. Click on the **Insert** command and you will see a submenu displayed, as illustrated. You can insert a row above or below the row you selected. In this case insert a row below the selected row.

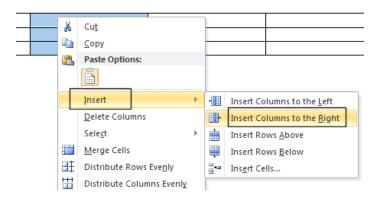


• To delete a row.

Select the first row within your table and right click over the selected row. From the pop up menu displayed select the **Delete Rows** command. Use the **Undo** icon (tow ards the top-left of your screen) to undo this deletion.

• To insert a colum n.

Select the second column within your table and right-click over the selected column. You will see a popup menu displayed. Click on the **Insert** command and you will see a submenu displayed, as illustrated. You can insert a column to the left or to the right of the column you selected. In this case insert a column to the right of the selected column.



• To delete a column.

Select the second column within your table and right click over the selected column. From the popup menu displayed select the **Delete Columns** command. Use the **Undo** icon (tow ards the top-left of your screen) to undo this deletion.

Modifying column width or row height

• It is easy to reduce or increase row heights. You can also make columns wider or narrower. You can use 'drag and drop' techniques using the mouse or you can set exact heights or widths using the **Table Properties** dialog box.

• Using the mouse to adjust column width or row height.

Move the mouse pointer within the table until it is over the vertical edge of one of the columns. The shape of the mouse pointer changes to a shape made up of two small vertical lines with arrows pointing out horizontally. When the mouse pointer changes, depress the mouse button and move the mouse to the left or right as required. When you release the mouse button the width of the column will be altered.

You can use the same technique to adjust the row height, but this time move the mouse pointer to the horizontal edge of any row, and then drag and drop the edge as required.

Experiment with adjusting row heights and columns widths using this method.

• Adjusting column width or row height using exact measurements.

Select the row (or rows) that you wish to change the height of. Right click over the selected row(s) and from the popup menu displayed select the **Table Properties** command. This will display the **Table Properties** dialog box. Select the **Row** tab within this dialog box, as illustrated.

Table Properties
Table Row Column Cell Alt Text
Row 2:
Size
Specify height: 0 cm 🖨 Row height is: At least
Options
Allow row to break across pages
Repeat as header row at the top of each page
Previous Row

Click on the **Specify height** check box. Use the **Up** or **Down** controls to set the exact row height and then in the '**Row height is**' section, select '**Exactly**'.

Size				
Specify height:	0 cm	-	Row height is:	Exactly 🗸

NOTE: You can use the **Previous Row** and **Next Row** button to set each row in the table to a different height as required. When you have finished click on the **OK** button to close the dialog box.

Previous Row ■	🛛 👎 <u>N</u> ext Row
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You can set exact column widths using the same method, but you need to select the

Column tab within the dialog box. You can use the **Previous Column** and **Next Column** buttons to adjust each column width within the table.

Table Properties		? 🔀
Table Row	Column Cell Alt Text	
Column 1: Size		
V Preferred	width: 4.07 cm 🚔 Measure	in: Centimeters 💌
Previous Colum	nn 🛛 🌳 <u>N</u> ext Column	

• Modifying the table width.

Right click on the table and from the popup menu displayed select the **AutoFit** command. You can select options as required to automatically resize the table.

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E		S <u>p</u> lit Cells			
[Borders and Shading			
1		Text Direction			
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6	<u>~</u>	Table Properties		H-%-1	AutoFit to <u>W</u> indow
	Ξ	<u>B</u> ullets	Þ		Fixed Column Width
	<u>+</u>	Numbering			

Modifying cell borders

• Click within the table. You will see the **Table Tools** tab displayed above the normal tabs.

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	Paragra	ph	G.				

• Click on the **Table Tools** tab and you will see the following tools displayed.

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First Column	[TTTTTT]		- A Shading	· · · · · · · · · · · · · · · · · · ·
🛄 Total Row 🔄 Last Column			- Borders -	3/2 pt
😨 Banded Rows 🔲 Banded Columns				Pen Color * Table
Table Style Options		Table Styles		Draw Borders 15

• Select the cell, row (s) or column(s) that you wish to adjust the border style of and then click on the **down arrow** to the right of the **Borders** control (You will find this under the **Design** tab).

ord Table Tools	
Review View Add-Ins Design Layout	Shading ▼
Table Styles • 1 • 1 # ↓ • • 1 • 1 • 1 • 2 • 1 • 3 • 1 / # • 1 • 5 • 1 • 6 • 1 • 7	Bottom Border T. Top Border Jer. Left Border I Right Border I
•	No Border All Borders Outside Borders Inside Borders
	Inside Horizontal Border Inside Vertical Border Diagonal Down Border Diagonal Up Border
	Horizontal Line ☑ Draw Table ☑ View Gridlines ☑ Borders and Shading

• You can select the required border type from the drop dow n list.

Adding shading to cells

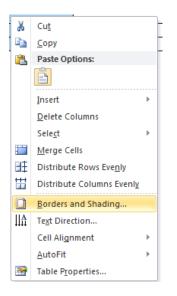
• Select the cell, row (s) or column(s) that you wish to adjust the border style of and then click on the **down arrow** to the right of the **Shading** control. (You will find this under the **Design** tab).

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Add-Ins	Design	Layout			
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	-	-		Standard C	olors
			-		lor
				Bore (Colors

You can select the required shading type from the drop dow n list.

Modifying cell border width, color and style

- Open a document called Cell borders.
- Select the top row. To modify the cell border widths of the selected cells, right click over the selected cells and from the popup menu displayed select the **Borders and Shading** command.



• This will display the **Borders and Shading** dialog box. Within the **Width** section of the dialog box, click on the **down arrow** to display a range of cell widths that you can select. Select a really thick width, so that you can easily see the effect.

Borders and Shading		? *
Borders Page Bord	der <u>S</u> hading	
Setting:	Style:	Preview Click on diagram below or use buttons to apply borders
Box		
AI		
Gri <u>d</u>	Color:	
Custom	<u>Wi</u> dth: 1/2 pt	Apply to:
	¼ pt	Cell
	½ pt	Options
Horizontal Line	¾ pt	OK Cancel
	1pt	
	1 ½ pt	
	2 ¼ pt	
	3 pt	
	4 ½ pt	
	6 pt	

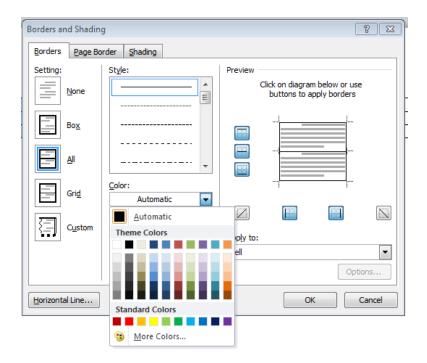
• Click on the OK button and you should see something similar to the illustration below.

• To see how to modify the cell border style, select the first row, right click and from the popup menu select the **Borders and Shading** command. Make sure that the **Borders** tab is selected within the dialog box. Within the **Style** section of the dialog box, scroll dow n until you find the type of border style you are looking for.

Style	
	 i
=	~

An example is show n below.

• To see how to modify the cell border color, select the first row, right click and from the popup menu select the **Borders and Shading** command. Make sure that the **Borders** tab is selected within the dialog box. Select the required color from the **Color** section of the dialog box.

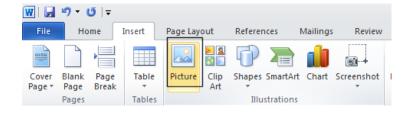


• Save your changes and close the document.

Using graphics within Microsoft Word

Types of graphics that you can insert within Word 2010

 Microsoft Word has a range of graphic formats that can be inserted into a document, including Pictures, ClipArt, Shapes, SmartArt and Charts.



Inserting Pictures

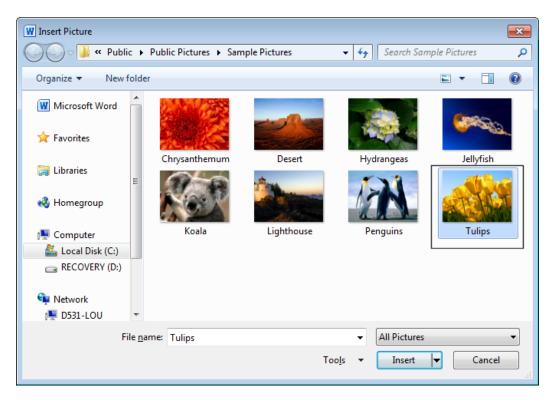
- Create a new document, by pressing Ctrl+N.
- Click on the **Insert** tab and then click on the **Pictures** icon.

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Cover Page ≠	Blank Page	Page Break	Table	Picture	Clip Art	Shapes *	SmartArt	Chart	Screenshot *					
	Pages		Tables	Illustrations										

This will display the Insert Picture dialog box.

W Insert Picture		
↓ Libraries	Pictures	 ✓ ✓
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W Microsoft Word	Pictures library Includes: 2 locations	Arrange by: Folder 🔻
☆ Favorites		
词 Libraries		
輚 Homegroup	Sample Pictures	
👰 Computer		
🚢 Local Disk (C:) 👝 RECOVERY (D:)		
🗣 Network		
File <u>n</u>	ame:	✓ All Pictures
		Tools Tools Cancel

• You should see a folder called '**Sam ple Pictures**'. Double click on this folder to view the contents, as illustrated. The sample pictures you see may be different from the ones illustrated.



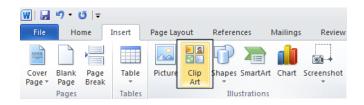
• Select one of the pictures and then either double click on the selected picture or click on the **Insert** button. This will insert the picture into your document.



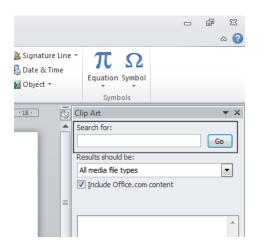
• Save the document as a file called Inserting Pictures. Close the document.

Inserting Clip Art

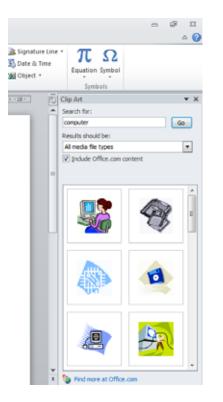
- Create a new document, by pressing Ctrl+N.
- Click on the **Insert** tab and then click on the **Clip Art** icon.



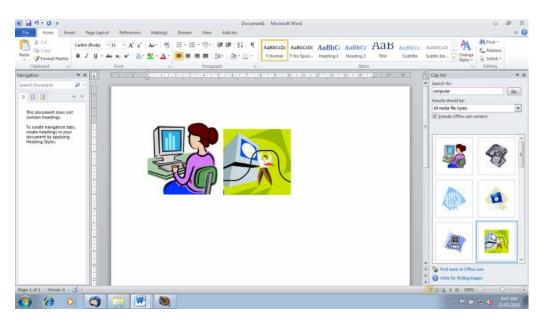
• This will display the Clip Art pane down the right hand side of the screen.



• Within the 'Search for' section type in a keyw ord that describes the type of clip art you are looking for. In this case type in the w ord com puter, and then click on the Go button. After a short delay the clip art images will be displayed down the right side of your screen. You will need to use the scroll bars to review all the images that are available.



• To insert a Clip Art item all you have to do is to click on the thumbprint image. You can insert as many clip art images as you like.



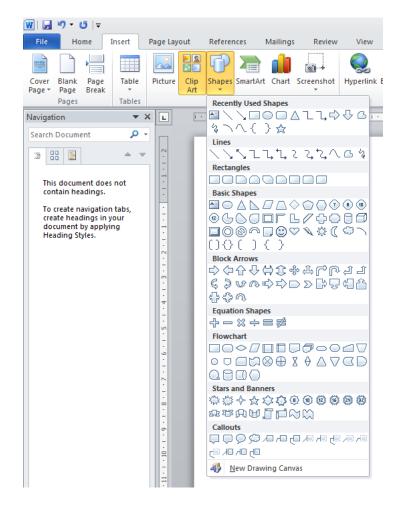
• Save the document as a file called Inserting Clip Art. Close the document.

Inserting Shapes

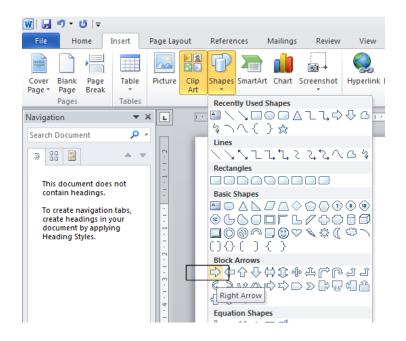
• Create a new document and save the document as a file called **My Shapes**. Click on the **Insert** tab and then click on the **Shapes** icon.

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Cover Page ≠	Blank Page	Page Break	Table	Picture	Clip Art	Shapes •	SmartArt	Chart	Screenshot *						
	Pages		Tables	Illustrations											

• This will display a drop down from which you can select the shape you wish to insert into your document.



• We will insert a right pointing arrow into our document. To do this click on the **Right Arrow** shape.



• You may not notice any change, but if you move the mouse pointer dow n over the white space within your document, you will notice that the mouse pointer has changed to the shape of a small cross. Click (and hold the mouse button dow n). Move the mouse pointer dow n diagonally across the page. You will see a preview outline of the arrow displayed. Release the mouse button and you will see an arrow shape displayed on your page.



• Save your changes and close the document.

Inserting SmartArt

• Create a new document and save the document as a file called **My SmartArt**. Click on the **Insert** tab and then click on the **SmartArt** icon.

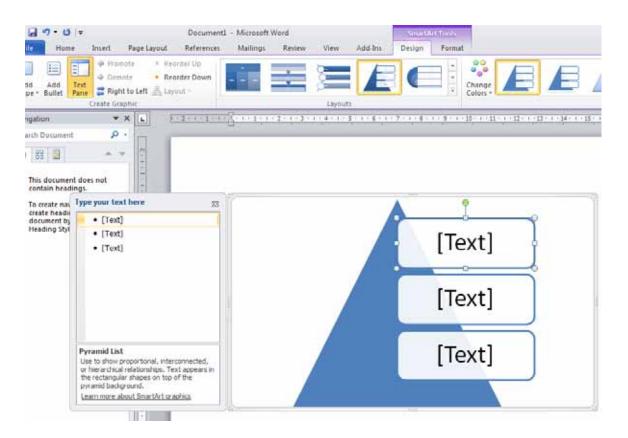
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File	Ho	me 🛛	Insert	Page Lay	out	Refere	nces I	Mailings	Review
						P		1	01 -+
Cover Page ▼	Blank Page	Page Break	Table	Picture	Clip Art	Shapes *	SmartArt	Chart	Screenshot *
	Pages		Tables	Illustrations					

You will see the Choose a SmartArt Graphic dialog box displayed.

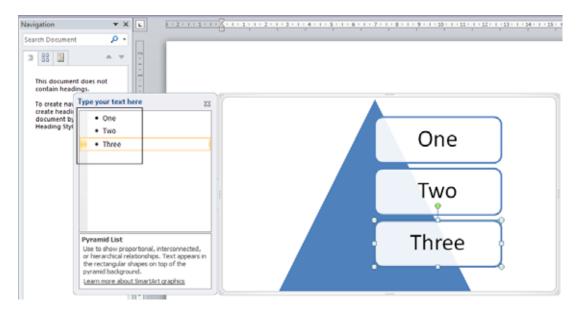
Choose a SmartArt Graphic				? 💌
▲II Ist Process Cycle Hierarchy Relationship Matrix Pyramid Picture Picture Office.com			* III	Basic Block List Use to show non-sequential or grouped blocks of information. Maximizes both horizontal and vertical display space for shapes.
		-	-	
				OK Cancel

- Slow ly scroll down the list to view the amazing variety of SmartArt graphic shapes that are available.
 - Choose a SmartArt Graphic ? 🗙 . All Eist Ш Process 🏹 Cycle ሔ Hierarchy **e**, Relationship ٠ Matrix Pyramid A Pyramid List \sim Picture Use to show proportional, interconnected, or hierarchical relationships. Text appears in B Office.com the rectangular shapes on top of the pyramid background. ÷ OK Cancel
- Scroll back up the list and select the Pyramid List graphic.

• Click on the **OK** button.



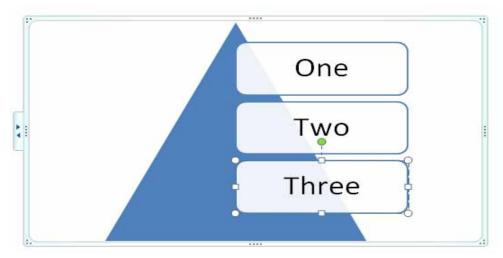
• You will see an area to the left called '**Type your text here**'. Click on the first text section and type the word '**one**'. In a similar fashion type the words '**two**' and '**three**' into the other text input sections.



• Click on the **Close** icon.

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s not		E	
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	s not your text here • One • Two	s not your text here • One • Two	s not your text here • One • Two

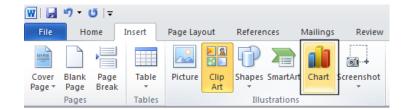
• Your page will now look like this.



• Double click below the graphic and you will be able to type normally into the document. Type in your name. Save your changes and close the document.

Inserting a chart

• Create a new document and save the document as a file called **My chart**. Click on the **Insert** tab and then click on the **Chart** icon.



• This will display a dialog box from which you can select the type of chart you wish to insert into your document.

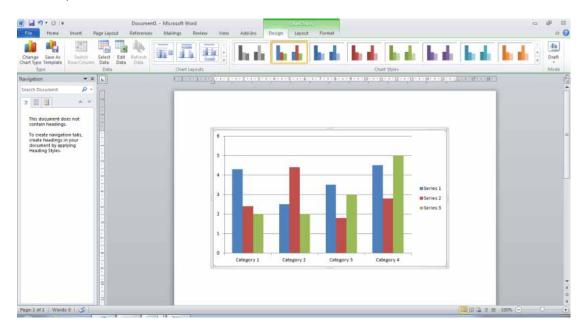
Insert Chart		? 🗙
🚞 Templates	Column	<u>^</u>
Column		JA
🖄 Line		
🕒 Pie		
E Bar		
🖄 Area		
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Sa Bubble		
🙊 Radar	Pie	
		-
Manage Templates	Set as Default Chart OK	Cancel

• In this case use the default options, by clicking on the **OK** button. Your screen will now look like this.

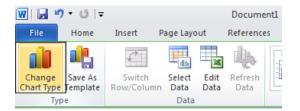
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To create navigation tabs, create headings in your document by applying Heading Styles.	6		5 Category 4 6 7	4.5		5					
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Page:1 uf 1 Words: 0 🕓		100% (****	Ready					1 (1111) (1111)			AM

• In the example show n, the Word document is displayed to the left, w hile a copy of Excel is displayed to the right. If you w ish you can edit the text or data w ithin the Excel w orkbook.

• Close the Excel w orkbook, by clicking on the Excel **Close** icon (top-right of the Excel window). Your screen will then look like this.



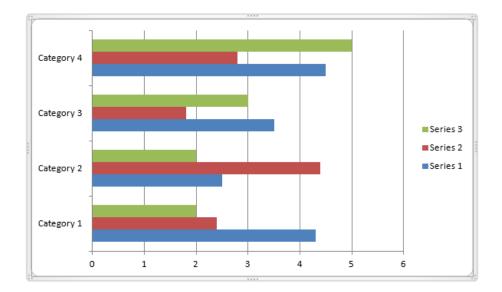
- If you have time you may like to experiment with applying different chart layouts or chart styles, use the chart related icons in the Ribbon.
- Also if you have time, try clicking on the **Change Chart Type** icon (within the **Type** section of the **Design** tab).



This will display **Change Chart Type** dialog box. Try changing the chart from a **Column** to a **Bar** chart, as illustrated.

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	Pie		
E	Bar		
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hi	Stock		
67	Surface	Line	
۵	Doughnut		
	Bubble		
1	Radar	Pie	
			-
Mar	nage Templates	Set as Default Chart OK	Cancel

• The chart will now look something like this.



• Save your changes and close the document.

Inserting a screen shot

- Open a document called Screen Shots.
- Click on the Start button.

- Click on the All Programs button.
- Click on Accessories.
- Click on WordPad. This will open the WordPad program window.
- Sw itch to the Microsoft Word program (by pressing Alt+Tab).
- You can now insert a screen shot of the WordPad program window into your Word document. To do this click on the **Insert** tab, and within the **Illustration**s group, click on the **Screenshot** button.

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• You will see a small representation of the Word Pad window displayed in the drop down list.

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• Click on the item in the list and you will see the screenshot displayed within the Word document.

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• Save your changes and close the document.

Selecting, resizing and deleting graphics

• Selecting a graphic:

Open a document called **Graphic objects**. This document contains a number of different types of graphic objects. Try clicking once on a graphic. Then click on another graphic. As you can see, selecting a graphic is very simple.

• Resizing a graphic:

Click on a graphic to select it. To resize the graphic and keep the height and width ratios the same, move the mouse pointer to any corner, and while keeping the mouse button pressed drag diagonally across the screen. When you release the mouse button the graphic will resize.

• If you wish you can stretch the graphic either vertically or horizontally by dragging from the centre of any edge.

• Deleting a graphic:

Click on a graphic to select it. Press the **Del** key.

• Save your changes and close the document.

Copying or moving graphics

- You can copy or move a graphic using the Clipboard or using normal drag and drop techniques.
- Open a document called Copying and moving graphics.
- Save the file as My Copying and moving graphics.
- Copying a graphic using the Clipboard:

Select the second graphic in the document. Press the **Ctrl+C** keys to copy the graphic to the Clipboard. Click tow ards the bottom of the document and press **Ctrl+V** to paste the graphic to the insertion point.

• Moving a graphic using the Clipboard:

Select the first graphic in the document. Press the **CtrI+X** keys to move the graphic to the Clipboard. Click tow ards the bottom of the document and press **CtrI+V** to paste the graphic to the insertion point.

• Use the **Undo** icon to reverse the move and copy operations you have just performed.

• Moving a graphic using drag and drop:

Select the first graphic in the document. Depress the left mouse button and while keeping the button pressed, move the mouse pointer to the bottom of your document. When you release the mouse button the graphic will have moved to the location that you dragged it to.

• Copying a graphic using drag and drop:

Select the first graphic in the document. Depress the **Ctrl** key and while keeping it depressed, depress the left mouse button and while keeping the button pressed, move the mouse pointer to the bottom of your document. Release the mouse button and the **Ctrl** key and the graphic will have been copied to the location that you dragged it to.

• Save your changes and close the document.

Multiple documents

Multitasking with Word 2010

• Microsoft Word is an application that runs on an Operating System called Microsoft Windows. Windows is a multitasking operating system which means that you can run more than one program at a time. It is important that you know how to move or copy text and graphics from one document to another, or betw een Microsoft Word and a different program such as Microsoft Excel (a spreadsheet program).

Switching between open documents

- When you use Microsoft Word 2010 you can work on more than one document at a time. You can use the Clipboard to copy selected text or a graphics from one document to another.
- Open a document called Multiple 1.
- Open a second document called Multiple 2.
- Open a third document called Multiple 3.
- Press the **Alt** key and hold it dow n. Press the **Tab** key a few times. You will notice a popup window that lets you move from document to document, each time you press the **Tab** key. Release the **Alt** key and you will sw itch to the document selected in the popup window. Practice this technique a few times if you have not used it before.
- You can also use the **Switch Windows** icon to switch from one document to another. To use this feature, click on the **View** tab and click on the **Switch Windows** tool (located within the **Window** group under the **View** tab). You will see a drop down list allow ing you to switch to another open document window.



Tiling or cascading documents on your screen

• You can arrange multiple documents on the screen. To do this right click over an empty part of the Taskbar (at the bottom of your screen). You will see a popup menu displayed.

NOT E: If you see a different popup menu displayed this is because you may have accidentally right-clicked over an icon within the Taskbar, in which case try again, making sure you click on an empty part of the Taskbar.

	Toolbars	•	1			
	Cascade windows					
_	Show windows stacked Show windows side by side	-	1			
-	Show the desktop		1			
	Start Task Manager					
✓	Lock the taskbar Properties		D E	 100%	0	0

- Experiment with selecting the commands Cascade windows, Show windows stacked, and Show windows side by side.
- Before continuing, use the **Maximize** icon (top-right of each document window), to maximize each document window.

Comparing documents side by side

- This feature allow s you to compare two versions of a document, side by side. Open a document called **Compare 1**. Open a second document called **Compare 2**.
- Sw itch to display the document called **Compare 1**.
- Click on the View tab and click on the View Side by Side command (located within the Window section under the View tab).

	Docum	ent2 - I	Microsoft Word		
w View	Add-Ins				
One Page Two Pages			View Side by Side		
Page Width	New Arrange Window All	Split	Reset Window Position	Switch Windows *	Macros *
1			Window		Macros

This will display the two documents side by side. As you scroll down one document, the other document also scrolls down the screen. Try scrolling through each document to practice using this feature.

• Close both documents before continuing.

Copying or moving selected items between documents

- Copying a graphic between documents using the Clipboard: Switch to the document called **Multiple 1**. Select the first graphic in the document. Press the **Ctrl+C** keys to copy the graphic to the Clipboard. Switch to the document called **Multiple 2**. Click tow ards the bottom of the document and press **Ctrl+V** to paste the graphic to the insertion point. The graphic will be copied to this document.
- Moving a graphic between documents using the Clipboard: Sw itch to the document called Multiple 1. Select the first graphic in the document. Press

the **Ctrl+X** keys to move the graphic to the Clipboard. Switch to the document called **Multiple 2**. Click tow ards the bottom of the document and press **Ctrl+V** to paste the graphic to the insertion point. The graphic will be moved to this document.

• Copying selected text between documents using the Clipboard:

Switch to the document called **Multiple 1**. Select the first paragraph in the document. Press the **Ctrl+C** keys to copy the paragraph to the Clipboard. Switch to the document called **Multiple 2**. Click tow ards the bottom of the document and press **Ctrl+V** to paste the paragraph to the insertion point. The paragraph will be copied to this document.

• Moving selected text between documents using the Clipboard:

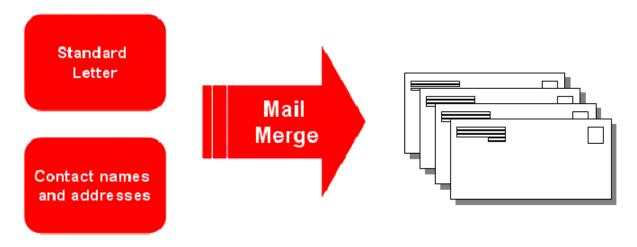
Switch to the document called **Multiple 1**. Select the first paragraph in the document. Press the **Ctrl+X** keys to move the paragraph to the Clipboard. Switch to the document called **Multiple 2**. Click tow ards the bottom of the document and press **Ctrl+V** to paste the paragraph to the insertion point. The paragraph will be moved to this document.

• Save and close all open documents.

Mail Merge

What is mail merging?

The Mail Merge feature is used to insert variable data into a fixed format by combining two files into one file. Two files need to be created before you can merge them, these are the data file and the main document file. The variable information, such as names and addresses, is stored in the data file ready to merge into the main document file. The information, which remains constant and the field names are stored in the main document file, where each field name relates to a field name in the data file. The data in the two files is merged as a series of personalized letters or envelopes.

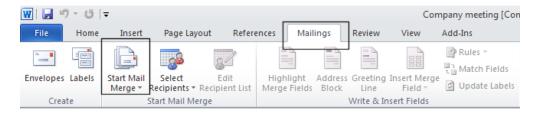


Starting the Mail Merge Wizard

• Open a document called Company Meeting.



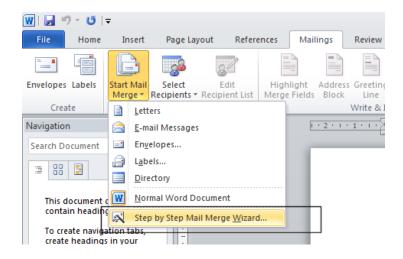
- This is typical of a general letter which can be individually addressed and mailed. In order to mail merge this letter we need to insert codes to tell Microsoft Word where to insert items such as the name and address of each person we are going to send this letter to. We also need to tell Microsoft Word which list of names and addresses we are going to use and where this list is stored.
- To start the process, click on the Mailings tab.



• Click on the Start Mail Merge button.

Mail Merge Wizard - Step 1 of 6 'Select document type'

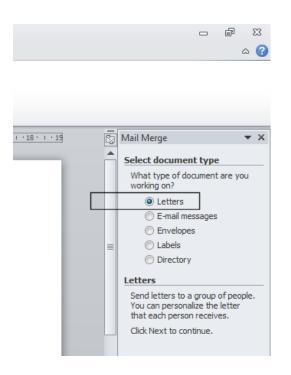
• From the drop dow n list displayed, select the Step by Step Mail Merge Wizard command.



• You will see a panel displayed to the right of your document. In this case we wish to produce a mail merged letter, so we will use the **Letters** selection.

W la 7 - 0 =	Company meeting (Compatibility Mode) - Microsoft Word Maring: Kevew View Add-Int		± ₩ 13 ¢ ()
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Page 1 at 1 Wards 50 🞸		1912.3	

• Click on the Letters button.

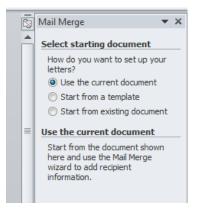


• At the bottom right of the screen you have the option of clicking on '**Next**' to take you to the next page of the mail merge w izard.

	_	Step 1 of 6
	±	Next: Starting document
	0	
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Mail Merge Wizard - Step 2 of 6 'Select Starting document'

• You will see the follow ing options displayed to the right of your document. In this case we will use the current document that is displayed on your screen.



• Click on Next at the bottom right of your screen.

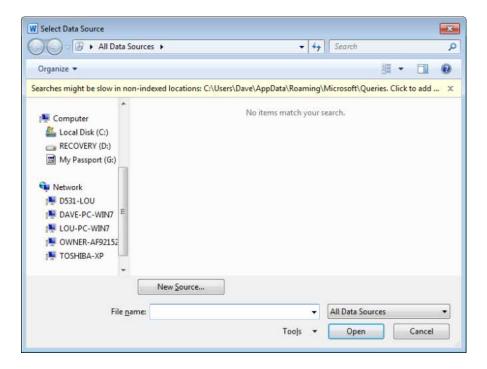
	Step 2 of 6
±	Next: Select recipients
0	🗢 Previous: Select document type
Ŧ	

Mail Merge Wizard - Step 3 of 6 'Select recipients'

 The next step of the wizard lets you determine which list of recipients will be used for the mail merge process.

5	Mail Merge 🛛 🔻 🗙
	Select recipients
	Ose an existing list
	Select from Outlook contacts
	🔘 Type a new list
	Use an existing list
≡	Use names and addresses from a file or a database.
	Browse
	📝 Edit recipient list

- In this case we will select the option Use an existing list.
- Click on the **Browse** button. This will display the **Select Data Source** dialog box.



• If necessary scroll upw ards within the window, so that you can see Libraries.

W Select Data Source	
→ All Data Sources → →	Search P
Organize 🔻	: • •
Searches might be slow in non-indexed locations: C:\Users\Dave\AppData\Roamin	ng\Microsoft\Queries. Click to add 🗴
No items match you	ur search.
▷ 🚖 Favorites	
D Calibraries	
D 🤣 Homegroup	
4 🖳 Computer	
▷ 🕌 Local Disk (C:) ▷ 📻 RECOVERY (D:)	
▷ Image My Passport (G:)	
New <u>S</u> ource	
File <u>n</u> ame:	✓ All Data Sources
Tools	Open Cancel

• Double click on **Documents**.

W Select Data Source	
CO V 🔁 Libraries	Search Libraries
Organize 🔻	
W Microsoft Word	Libraries Open a library to see your files and arrange them by folder, date, and other properties.
🔆 Favorites	Documents
🕞 Libraries 😑	Library
🔞 Homegroup	Music Library
III Computer 실 Local Disk (C:)	Pictures Library
BECOVERY (D:) C My Passport (G:)	Videos Library
👽 Network 👻	
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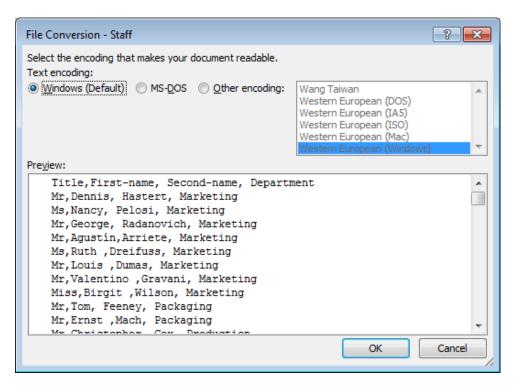
• You should see the Word 2010 Basics folder listed.

W Select Data Source			×
CO V Ibraries	Documents	▼ 4 Search Docum	ents 🔎
Organize 👻 New folde	r	E	
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🚖 Favorites	Name	Date modified	Туре
🔁 Libraries 😑	퉬 Adobe	22/01/2010 11:24	File folder
	腸 Bluetooth Exchange Folder	22/01/2010 3:41 PM	File folder
🜏 Homegroup	퉬 Downloads	19/02/2010 2:13 PM	File folder
	퉬 KEEP	21/03/2010 3:47 PM	File folder
🖳 Computer	퉬 microsoft	15/08/2009 12:58	File folder
Local Disk (C:)	퉬 My Call Graphs	1/02/2010 8:37 PM	File folder
RECOVERY (D:)	📴 My Data Sources	24/03/2010 9:01 AM	File folder
My Passport (G:)	OneNote Notebooks	17/03/2010 11:04	File folder
	Divid 2010 Basics	24/03/2010 8:32 AM	File folder
🖣 Network 👻	•		۰.
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File <u>n</u> a	ime:	✓ All Data Sources	; •
		Too <u>l</u> s ▼ Open ▼	Cancel

• Double click on the Word 2010 Basics folder and you should see a file listed called Staff.

Select Data Source			×
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Organize 🔻 New f	older	[= - 1 0
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🔆 Favorites	Name	Date modified	Туре
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Cibranes	Tables	30/10/2006 10:06	Microsoft Office \
🜏 Homegroup	Applying styles	2/02/2007 2:32 AM	Microsoft Word D
	Borders and shading	7/02/2007 12:57 AM	Microsoft Word D
🖳 Computer	Cell borders	31/01/2007 2:26 AM	Microsoft Word D
🚢 Local Disk (C:)	Company meeting	19/01/2007 9:08 AM	Microsoft Word D
RECOVERY (D:)	Compare 1	26/02/2007 4:35 PM	Microsoft Word D
My Passport (G:)	Compare 2	26/02/2007 4:35 PM	Microsoft Word D
	Copying and moving graphics	28/02/2007 9:55 AM	Microsoft Word D
🙀 Network	▼		4
	New <u>S</u> ource		
Fil	e <u>n</u> ame: Staff	✓ All Data Source	s 🔻
		Too <u>l</u> s 🔻 Open 🖡	Cancel

• Double click on the file called Staff. This will display the File Conversion dialog box.



• Click on the **OK** button which will display the **Mail Merge Recipients** dialog box.

Data Source		Firstname 🚽	Title 🚽	Secondname 🚽	Department 🚽	-
C:\Users\Dave\Do	$\mathbf{\overline{\mathbf{v}}}$	Dennis	Mr	Hastert	Marketing	
C:\Users\Dave\Do	✓	Nancy	Ms	Pelosi	Marketing	=
C:\Users\Dave\Do	✓	George	Mr	Radanovich	Marketing	_
C:\Users\Dave\Do	\checkmark	Agustín	Mr	Arriete	Marketing	
C:\Users\Dave\Do	~	Ruth	Ms	Dreifuss	Marketing	
C:\Users\Dave\Do	◄	Louis	Mr	Dumas	Marketing	
C:\Users\Dave\Do	✓	Valentino	Mr	Gravani	Marketing	
C:\Users\Dave\Do	✓	Birgit	Miss	Wilson	Marketing	
C:\Users\Dave\Do	✓	Tom	Mr	Feeney	Packaging	
ata Source C: \Users \Dave \Docur	ments	Filter	<u></u>			
Edit	Refres		recipient ate addresses	<u></u>		ОК

- Click on the **OK** button to continue.
- Click on the Next option at the bottom right of the screen.



Mail Merge Wizard - Step 4 of 6 'Write your letter'

• The follow ing options are displayed to the right of your document.



- Click at the start of your document (where we want insert the codes relating to the person to whom the letter is addressed).
- Click on More items.



This will display the Insert Merge Field dialog box.

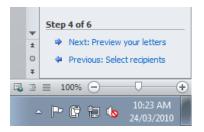
Insert Merge Field	? 💌
Insert: <u>A</u> ddress Fields Fields:	Database Fields
Title Firstname Secondname Department	
Match Fields	nsert Cancel

- Make sure that **Title** is selected and then click on the **Insert** button. Click on the **Close** button. Press the **Space bar**.
- Click on the More items command. This will display the Insert Merge Field dialog box.
- Make sure that **Firstname** is selected and then click on the **Insert** button. Click on the **Close** button. Press the **Space bar**.
- Click on the More items command. This will display the Insert Merge Field dialog box.
- Make sure that **Secondname** is selected and then click on the **Insert** button. Click on the **Close** button. Press the **Enter** key.
- Click on the More items command. This will display the Insert Merge Field dialog box.
- Make sure that **Department** is selected and then click on the **Insert** button. Click on the **Close** button.

Your document should now contain the following merge field codes.

«Title» «Firstname» «Secondname» «Department»

• Click on the Next option at the bottom right of the screen.

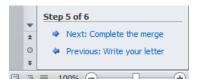


Mail Merge Wizard - Step 5 of 6 Previewing your letters

• You will see the following choices.

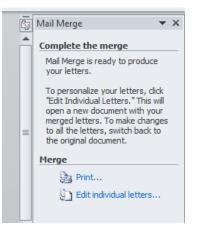


- Click on the **double arrow** button to preview your letter. Click a few more times to preview more letters.
- Click on the **Next** button at the bottom-right of the screen to continue.



Mail Merge Wizard - Step 6 of 6 Printing Options

• You will see the following information displayed.



• If you were to click on the **Print** option, you would see the **Merge to Printer** dialog box which lets you select what to print.

Merge to Printe	er		? - ×
Print records	cord		
© <u>F</u> rom:		<u>T</u> o:	
	OK		Cancel

• In this case click on the **Edit Individual letters** option. You will see the follow ing dialog box which lets you select what to merge.

Merge to Nev	v Document		? - ×	-
Merge records All Current r 				
© <u>F</u> rom:		<u>T</u> o:		
C	ОК		Cancel	

• Click on the **OK** button to merge all the print records.

A new document will be created containing your mail merged letters.

No Bone Disert	Page Leyout	Baterences	Malings Review V	Letters1 [Compa ew Adit.3m	eibility Model - A	Acrosoft Word						- \$	9 E 6
A Liet Ha Copy Format Painter Cipboard	ilbri (Body) -	11 • A A A	а-18) ⊞-1≣-1 (- <u>А</u> -)≣ ≡≡∎	Sriferierigiia Niterijaer⊡r	T Normal	AaBbCcDr AaBl Tho Spath. Headin		Title	AnBbCc Subtitle	Subtle Fm C	hange hites*	Find * Replace Select *	
evigation	- X 6		REAL CONTRACTOR	100.01000000000000			10 + 4 + 11 + 4 = 11 +	17.12.13.14.14.1	(- 18 <u>-</u> 4-7.16	NAME OF COMPANY	1		
icanth Document	- 6												100
3 55 3 *	*												
To create nangabisn tabs, create headings in your document by applying Heading Styles.			Mr D Mark	ennis Hastert									
	terito (a		Co	mpany Mee	eting								
			н										
	100			quick note to let you any merger. Please let					the recent				
	N-CI		l look	forward to meeting yo	ou soon.								
	1.44		Besty										

In real life you could check through this and print later. In this case to save paper we will not actually print this document. Scroll through the document to see if everything is as you expected. Save the document as **My First Mail Merge**. Close the mail merged document.

• Close the open document and save your changes.

Creating a mailing list to be used within a mail merge

- In many cases when you perform a mail merge your mailing list will have been prepared and formatted by someone else. If it is a mailing list to be sent out to business customers, it may have been bought in from a company that specializes in providing business mailing lists.
- There are rules for formatting a mailing list, so that when you perform a mail merge Microsoft Word will recognize the format. The mailing list should have a header row at the top of the list which describes the contents of each column. For instance a column may be called First_name, and the next column called Second_name, and the next column could be called Telephone_number and so on. It does not matter w hat you call each column, but keep the name as short as possible and for maximum compatibility with other programs do not use spaces in the description but use hyphens to join the words in a column description.
- You can create a list within a Microsoft Word document with each column of data being separated by a tab, space or a comma. Alternatively you could create your data within an Excel worksheet. Normally when you buy in a mailing list it is supplied in CSV (Comma-Separated Values). A CSV file is a text file using commas to separate each column.
- We shall now create a small mailing list in CSV format. Create a new document by pressing Ctrl+N.
- Type in the follow ing details, in each case separating one item of information from the next by a comma. Press the **Enter** key at the end of each line.

NOT E: Do not press the Enter key at the end of the last line relating to Robert Menendez.

First-name, Second-name, Department George, Radanovich, Marketing Hilda, Solis, Sales Dennis, Hastert, Marketing Tom, DeLay, Production Roy, Blunt, Sales Tom, Feeney, Packaging Mark, Kirk, Sales Michael, Ferguson, Sales Christopher, Cox, Production Nancy, Pelosi, Marketing Steny, Hoyer, Marketing Robert, Menendez, Sales

• Click on the Save icon, and the Save As dialog box will display the following.

🚢 Local Di	Mr. Call Complex	5	1/02/2010 8:37 PM	File folder 🗾 👻
File <u>n</u>	ame: First			•
Save as	type: Word Document			•
Aut	hors: Dave	Tags: Add a tag		
	Save Thumbnail			
🔿 Hide Folder	5	Too <u>l</u> s	▼ Save	Cancel

- In the file name section use the name My-List.
- Click on the **down arrow** in the **Save as type** section and select **Plain text** (you may have to scroll dow n to see this option)

File name:	My List 🔹
Save as type:	Word Document 🔹
Authors:	Word Document Word Macro-Enabled Document Word 97-2003 Document Word Template Word Macro-Enabled Template
Hide Folders	Word 97-2003 Template PDF XPS Document Single File Web Page
	Web Page Web Page, Filtered Rich Text Format
	Plain Text Word XML Document OpenDocument Text Works 6 - 9 Document Works 6.0 - 9.0 Works 7.0

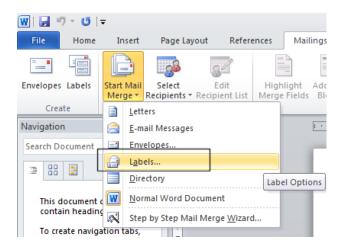
• Save the file. You may see a warning dialog box telling you that you are saving your file as a text only file, if so confirm the save. You have just created your first file in CSV format. Close your document.

Merging a mailing list to produce labels

- When you are performing a mail merge to produce mail merged letters you can use Window ed envelopes so that the address in your mail merged letters matches the window in your window ed envelopes. Alternately you may post your mail merged letters in nonwindow ed envelopes in which case you will need to perform a separate mail merge to produce sheets of labels, with each label displaying a different address. If you do this, be very careful to match up the correct printed letters, with the correct printed labels!
- Alternatively you may want to send out a standard marketing flyer to many addresses, in which case you need to mail merge your mailing list to sheets of labels.

WARNING: You can buy sheets of labels for use in a printer. If you are using a laser printer be sure that the labels you are intending to use are properly approved for use in a laser printer. Inside a laser printer is much hotter than the inside of an inkjet printer and you may find that if you use the wrong type of labels they curl up, or even worse, cause damage to your laser printer!

 To merge a mailing list to labels is very easy. Create a new blank document, by pressing Ctrl+N. Click on the Mailings tab. Click on the Start Mail Merge button, and from the list displayed select Labels.



• The Label Options dialog box is displayed. First select the manufacturer of your labels.

Label Options					? - X
Printer information					
Continuous-fe	eed printers				
Page printers	; <u>T</u> ray: Manu	Jal			
Label information					
Label <u>v</u> endors:	Microsoft	-			
Find updates on O Product number:	3M / Post-it® Ace Label Adetec	^	Label inform	nation	
1/2 Letter 1/2 Letter	A-ONE APLI APLI-AGIPA		Type: Height:	1/2 Letter Postcard 21.59 cm	
1/4 Letter 1/4 Letter	APLI-DECADRY		Width:		
30 Per Page 30 Per Page	Avery A4/A5 Avery US Letter Avery Zweckform	T	Page size:	27.94 cm X 21.59 cm	
Details	New Label	Delete		ОК	Cancel

Avery is a popular supplier of label sheets.

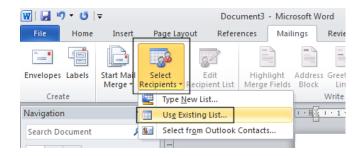
NOT E: Avery has different product codes for **A4** sized sheets and **US letter** sized label sheets. Be sure to select the correct category **i** you are using Avery labels.

- In this case choose Avery as the manufacturer.
- Once you have selected a manufacturer you need to select a **Product Number**. The product number relates to the size of each individual label, how they are laid out on a sheet and how many labels are contained within each sheet. You will notice that as you select a **Product number**, information about this label type is displayed in the **Label Information** section.

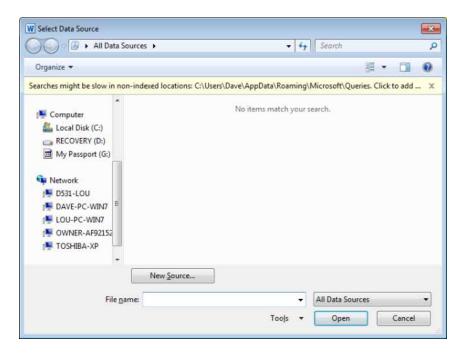
Label Options	? ×
Printer information	
Continuous-feed printers	
Page printers <u>T</u> ray: Manual	•
Label information	
Label vendors: Avery A4/A5	
Find updates on Office Online	
Product number:	Label information
L7156	Type: Address Label
L7157	Height: 2.43 cm
L7159	Width: 6.4 cm
L7159EV	Page size: 21 cm X 29.69 cm
L7159QP *	
Delete	OK Cancel

• Select an Address Label, the exact product number is not important as we will not actually be printing any labels in this exercise. Click on the **OK** button once you have made a selection.

• We have selected our label type, next we need to select a mailing list that will be used to print the labels. Click on the **Select Recipients** button and then click in **Use Existing List**.



• The **Select Data Source** dialog box will be displayed.



• You will need to navigate to the folder containing your sample files, which is in the **Word 2010 Basics** folder, under the **Documents** folder. To do this, if necessary scroll up the list within the left section of the dialog box until you can see the **Libraries** displayed.

W Select Data Source	
All Data Sources ►	← ← Search P
Organize 🔻	ii - 🗊 🔞
Searches might be slow in non-indexed locations: C:\Users\Dave	\AppData\Roaming\Microsoft\Queries. Click to add 🗴
N Microsoft Word	o items match your search.
> 🖈 Favorites	
D 📜 Libraries	
Þ 🔣 Homegroup	
 ▲ I Computer ▷ ▲ Local Disk (C:) ▷ ■ RECOVERY (D:) ▷ ■ My Passport (G:) 	
New <u>S</u> ource	
File <u>n</u> ame:	✓ All Data Sources
	Too <u>l</u> s v Open Cancel

• Double click on Libraries and your will see the Documents folder displayed to the right.

W Select Data Source	
Correction - Cibraries	► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ►
Organize 🔻	u 0
Microsoft Word	Libraries Open a library to see your files and arrange them by folder, date, and other properties.
🔆 Favorites	Documents
📜 Libraries 😑	Library
🝓 Homegroup	Music Library
P Computer	Pictures Library
■ RECOVERY (D:) ■ My Passport (G:)	Videos Library
🗣 Network 🔻	
5 1	New Source
File <u>n</u> a	me: All Data Sources Tools Cancel al

• Double click on the **Documents** folder and you will see the **Word 2010 Basics** folder displayed.

W Select Data Source			
Coor	Documents	✓ ⁴ → Search Docum	ents 🔎
Organize 🔻 New folde	er	E	=
W Microsoft Word	Documents library Includes: 2 locations	Arrangi	e by: Folder 🔻
🔆 Favorites	Name	Date modified	Туре
☐ Libraries	Adobe Bluetooth Exchange Folder	22/01/2010 11:24 22/01/2010 3:41 PM	File folder File folder
輚 Homegroup	Downloads KEEP	19/02/2010 2:13 PM 21/03/2010 3:47 PM	File folder File folder
🖳 Computer	microsoft My Call Graphs	15/08/2009 12:58 1/02/2010 8:37 PM	File folder File folder
Local Disk (C:)	My Data Sources OneNote Notebooks	24/03/2010 9:01 AM 17/03/2010 11:04	File folder File folder
My Passport (G:)	Word 2010 Basics	24/03/2010 10:33	File folder
🗣 Network 👻	•		Þ
	New <u>S</u> ource		
File <u>n</u> a	ame:	✓ All Data Source	s 🔻
		Too <u>l</u> s ▼ Open ▼	Cancel

• Double click on the **Word 2010 Basics** folder and select a Microsoft Word document called **Label data list**.

👿 Select Data Source			X
COO - Libraries	Documents Word 2010 Basics	✓ ✓ Search Word 2	010 Basics 🔎
Organize 🔻 New fold	er	6	= • 🔳 🔞
Libraries	Documents library Word 2010 Basics	Arrange	: by: Folder ▼
🜏 Homegroup	Name	Date modified	Туре ^
	👜 Cover page	11/02/2007 4:50 AM	Microsoft Word D
🖳 Computer	🖷 Editing headers and footers	20/03/2008 2:03 PM	Microsoft Word D
🚢 Local Disk (C:)	👜 Editing	5/02/2007 5:29 AM	Microsoft Word D
RECOVERY (D:)	🖷 Graphic objects	17/04/2007 5:07 AM	Microsoft Word E ≡
🖬 My Passport (G:)	Hyphenation	20/03/2008 11:44	Microsoft Word D
	🖷 Label data list	3/02/2007 4:52 AM	Microsoft Word D
👽 Network	Modifying bullet and numbering	1/11/2007 2:55 PM	Microsoft Word D
🖳 D531-LOU	🖷 Multiple 1	26/02/2007 4:35 PM	Microsoft Word D
🖳 DAVE-PC-WIN7	🖳 Multiple 2	26/02/2007 4:35 PM	Microsoft Word D
🖳 LOU-PC-WIN7		100 /000 4.0E MA	M:P
_	New <u>S</u> ource		
File <u>n</u>	ame: Label data list	 All Data Sources 	· · · ·
		Too <u>l</u> s ▼ <u>O</u> pen ▼	Cancel

• Click on the **Open** button and you will see the following:

	«Next Record»	«Next Record»	
«Next Record»	«Next Record»	«Next Record»	
«Next Record»	«Next Record»	#Next Record#	
«Next Record»	«Next Record»	«Next Record»	
#Next Record#	«Next Record»	#Next Record#	
-March Barneda	-Mout Parada	u Naut Reseafs	

- The insertion point should be displayed at the start of the first line in the first label.
- Move the mouse pointer over the Insert Merge Field button.

👿 🛃 🧉) - (5	Ŧ		ument3 - Microsoft Word						
File	Home	Insert	Page Layout	Refere	ences	Mai	lings	Review	View	Add
=				82						
Envelopes	Labels	Start Mail Merge ∗	Select Recipients * Reci	Edit ipient List	High Merge			Greetin Line	Insert Merge Field *	e 🖻
Crea	te		Start Mail Merge					Write & I	nsert Fields	

You will notice that this button consists of two parts. Click on the upper part of this button, i.e. the part displaying as an icon.



This will display the **Insert Merge Field** dialog box displaying fields you can insert into the document.

Insert Merge Field	? 💌
Insert: <u>A</u> ddress Fields	<u>D</u> atabase Fields
<u>F</u> ields:	
Firstname Secondname Department	
Match Fields	nsert Cancel

In this case click on the **Cancel** button.

• If you click on the low er part of the button you will see a drop dow n list of merge fields.



• You could use either method to insert your merge fields. In this example we will use the low er part of the button.

👿 I 🛃 🦻) - (5	Ŧ		Docu	ument3 - M	icrosoft W	/ord			Tab
File	Home	Insert	Page Layout	Refere	ences M	ailings	Review	View	Add-Ins	Design
Envelopes	Labels	Start Mail Merge 🕶		Edit Dient List	Highlight Merge Fiel			Insert Merge Field *	Rules Match	Fields
Crea	te	5	itart Mail Merge				Write & In	Firstna	ame	
Navigation	ı		×L				1 1 1 1	Secon	dname	· · · 6/*#
Search Do	cument	م				-		Depar	tment	

- Click on **Firstname** from the drop dow n list.
- Press the **Spacebar** and then insert the field name **Secondname**.
- Press the **Enter** key to drop down to the next line and insert the field name **Department**. Your page will now look like this.

«Firstname» «Secondname» «Department»	=NextRecord=	«NextRecord»	
*NextRecord+	*NextRecord*	«Next Record»	
«NextRecord»	*Next Record*	«Next Record»	
«NextRecord»	*NextRecord*	«NextRecord»	
«NextRecord»	*NextRecord*	«NextRecord»	
obland Research	address of Decoundry	-March Research	

• Click on the **Update Labels** button.

👿 🛃 🍠 ▼ 😈 👻 🛛 Doci				iment3 - Microsoft Word					Tab	ble T	
File	Home	Insert	Page Layou	t Refere	ences	Mailings	Review	View	Add-Ins	Design	n
			<mark></mark>	32					Rules 🖞 🖁 Rules		~
Envelopes	Labels	Start Mail Merge *	Select Recipients * Re	Edit cipient List	Highlig Merge Fi		s Greeting Line	Insert Merg Field ▼	e	e Labels	Pre Res
Crea	te		Start Mail Merg	e			Write & Ir	nsert Fields	_		

Your screen will now look like this.

Firstname * *Secondname *	«NextRecord»«Firstname»	*Next Record ** Firstname *
«Department»	«Secondname»	*Secondname*
	=Department=	«Department»
«Next Record» «Firstname» «Secondname»	«NextRecord»«Firstname» «Secondname»	«Next Record»«Firstname» «Secondname»
«Department»	«Department»	«Department»
«Next Record» «Firstname» «Secondname»	«Next Record» «Firstname» «Secondname»	«NextRecord»«Firstname» «Secondname»
Department	=Department=	*Department*
«NextRecord»«Firstname» «Secondname»	«NextRecord=«Firstname» «Secondname»	«NextRecord»=Firstname» «Secondname»
Department*	*Department*	"Department"
Next Record + + Firstname + < Second name +	«NextRecord»«Firstname» «Secondname»	«Next Record»«Firstname» «Secondname»
Department	«Department»	«Department»
Novt Desceller Dettermen	-Novt Davards - Floringers	adjacet Responds a Direte serves

• Click on the Finish & Merge button.

3 - Microsoft Word	Та	ble Tools		
Mailings Review View	Add-Ins Desig	n Layout		
shlight Address Greeting Insert Merge ge Fields Block Une Field *	Pules ▼ Match Fields Update Labels	Preview Results	1 Find Recipient Auto Check for Errors view Results	Finish & Merge *

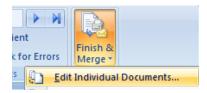
• You will see a drop dow n list displayed.

ight Address Gre	eting Insert Merge	Rules *	Preview Results	Find Recipient	Finish	n &
	te & Insert Fields	- opass sector	Results	Preview Results	- Merg	Edit Individual Documents

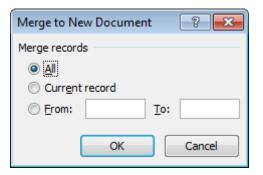
If you simply wished to print the merged labels you could click on the **Print Document** command. You would see the **Merge to Printer** dialog box, allowing some control of what to print, as illustrated.

Merge to Printer	-? - ×
Print records all Curr <u>e</u> nt record	
© Erom:	<u>T</u> o:
ОК	Cancel

• In this case we will merge the data to a new document. To do this click on the Edit Individual Documents command.



You will see the Merge to New Document dialog box.



• Click on the **OK** button and the mailing list will be merged to create a new document which can later be printed to sheets of labels, as illustrated.

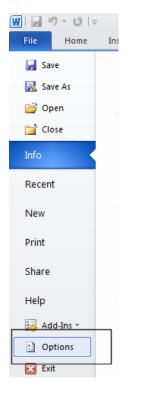
Caarga Dadanavish	Hilda Solis	Dennis Hastert
George Radanovich		
Marketing	Sales	Marketing
Tom DeLay	Roy Blunt	Tom Feeney
Production	Sales	Packaging
Mark Kirk	Michael Ferguson	Christopher Cox
Sales	Sales	Production
Nancy Pelosi	Steny Hoyer	Robert Menendez
Marketing	Marketing	Sales
		Ĭ
		218
		a a a

- You may print the merged document if you ask your tutor first (to make sure that the printer is connected and contains labels).
- Save and close all open files.

Customization

Customizing Microsoft Word

There are a range of options that you can set or customize within Word. To view these
options, click on the File Tab and then click on the Options button, which is displayed at the
bottom-left of the list that is displayed.



The Word Options dialog box is displayed.

Word Options		? <mark>×</mark>
General Display	General options for working with Word.	
Proofing	User Interface options	
Save	Show Mini Toolbar on selection ()	
Language	Color scheme: Silver	
Advanced	ScreenTip style: Show feature descriptions in ScreenTips	
Customize Ribbon	Personalize your copy of Microsoft Office	
Quick Access Toolbar		
Add-Ins	User name: Dave	
Trust Center		
	Start up options	
	Open e-mail attachments in <u>Full Screen Reading view</u>	

• As you can see there are a number of items listed down the left side.

Setting the User Name

• Within the **General** options is a section that allow s you to personalize your copy of Microsoft Office. You can enter your name into the **User name** section. This information can be used by the various Microsoft Office applications to automatically insert your details into documents. Change this if necessary, so that it displays your details.

General	Gene	ral options for working	with Word.
Display		an a Bana international de la comp	
Proofing	User Interface	options	
Save	Show Mi	ni Toolbar on selection 🕕	
Language	🔽 Enable L	ive Preview 🕕	
Advanced	<u>C</u> olor schem	e: Silver 💌	
Auvanceu	ScreenTip sty	/le: Show feature descri	ptions in Scree
Customize Ribbon	Personalize vo	our copy of Microsoft Offi	ce
Quick Access Toolbar	i ciscinanze y	a copy of microsoft on	
Add-Ins	User name:	Dave	
Add-Ins	Initials:	D	

Setting the default opening and saving folder

• Display the Save options within the Word Options dialog box.

Word Options	? 💌				
General	Customize how documents are saved.				
Display					
Proofing	Save documents				
Save	Save files in this format: Word Document (*.docx)				
Language	Save AutoRecover information every 10 👘 minutes				
Advanced	Keep the last Auto Recovered file if I close without saving AutoRecover file location: C:\Users\Dave\AppData\Roaming\Microsoft\Word\ Browse				
Customize Ribbon					
	Default file location: C:\Users\Dave\Documents\				
Quick Access Toolbar					

- You can use the **Default file location** section of the dialog box to set the folder that by default will be looked at when you open files within Word. This folder will also be used as the default folder location when saving new documents.
- Click on the **Browse** button and set this default folder to the folder containing your sample files (i.e. the **Word 2010 Basics** folder). Close the dialog box.
- Click on the **File Tab** and then click on the **Open** icon.



- You should see that by default files in your sample folder are displayed.
- Create a new document and then click on the **Save** icon. You should see that by default the file will be saved to the folder containing your sample files. Cancel the file saving and close the new document that you have just created without saving it.
- If you have time investigate some of the other Word customization options.

Proofing and Printing

The importance of proofing

- When you have finished w riting a letter alw ays read it through before printing. Change any errors you find. Run the spell checker to find any spelling or grammatical errors. The keyboard shortcut to run the spell checking program is **F7**.
- Preview the document within the **Print Preview** view. Does the text look balanced on the page? Does everything else look correct?
- Print out the document and read through it one more time. Often when you read a printed document you see errors that you somehow missed when reading the document on the screen.

Spell checking a document

- Open a document called **Printing**.
- Press **F7** to start the spell checking program. Allow any changes that you think are necessary and then close the spell checking program.

Adding words to the built-in custom dictionary

The spell checker w orks by comparing w ords contained w ithin your document w ith a list of words contained w ithin a dictionary. Sometimes Microsoft Word w ill highlight a w ord it does not recognize but this w ord may be a specialist w ord or a trademark w ord used w ithin your particular business or organization. You can easily add w ords to the dictionary. Type in the word cctglobal. Run the spell checker program (by pressing F7). You w ill see the Spelling and Grammar dialog box displayed.

Spelling and Grammar: English (Australia)		? 🔀
Not in Dictionary:		
cctglobal	_	Ignore Once
		Ignore All
	-	Add to Dictionary
Suggestions:		
(No Spelling Suggestions)	~	Change
		Change All
	-	AutoCorrect
Check grammar		
Options Undo		Cancel

• Click on the **Add to Dictionary** button. From now on when you use the spell checker, it will recognize this w ord.

• Save and close the document. Create a new document and type in the word cctglobal. Run the spell checker and you should find that this word is no longer indicated as a potential problem by the spell checking program.

Removing a word from the spell checking dictionary

- Sometimes you may have accidentally added a word to the spelling dictionary, so it is important that you know how to remove a word from the dictionary.
- Click on the **File Tab**, and then click on **Options**. The **Word Options** dialog box is displayed. Select the **Proofing** button (displayed down the left side of the dialog box).

Word Options		8				
General	Change how Word corrects and formats your text.					
Display						
Proofing	AutoCorrect options					
Save	Change how Word corrects and formats text as you type: AutoCorrect Options					
Language	When correcting spelling in Microsoft Office programs					
Advanced	Ignore words in UPPERCASE					
Customize Ribbon	Ignore words that contain numbers					
Quick Access Toolbar	Ignore Internet and file addresses Flag repeated words					
Add-Ins	Enforce accented uppercase in French					
Trust Center	Suggest from main dictionary only					
ι ι	Sustom Dictionaries	=				
	French modes: Traditional and new spellings					
	Spanish modes: Tuteo verb forms only					
	When correcting spelling and grammar in Word					
	Use contextual spelling Mark grammar errors as you type					
	Check grammar with spelling					
	Show readability statistics					
	Writing Style: Grammar Only 💌 Settings					
	Recheck Document					
	Exceptions for: Word_2010_Basics_Manual					
	Hide spelling errors in this document only	_				
	Hide oranimar errors in this document only	Cancel				
	OK	Cancer				

• Click on the **Custom Dictionaries** button. This will display the **Custom Dictionaries** dialog box.

Custom Dictionaries	? 💌
Dictionary List	Edit Word List
All Languages:	
CUSTOM.DIC (Default)	Change Default
	<u>N</u> ew
	<u>A</u> dd
	<u>R</u> emove
File path: C:\Users\Dave\AppData\Roaming\Microsoft\UProof	Browse
Dictionary language: All Languages:	
OK	Cancel

• Click on the **Edit Word List** button, select the word you wish to delete (in this case **cctglobal**), and then click on the **Delete** button. Click on the **OK** button to close the dialog box.

CUSTOM.DIC			? ×
W <u>o</u> rd(s):			
Dictionary:			
cctglobal			*
Ctrl+Alt+Del Ctrl+C			
Ctrl+O			E
Ctrl+P Ctrl+V			
Ctrl+X			-
	Add	Dele <u>t</u> e	Delete all
		ОК	Cancel

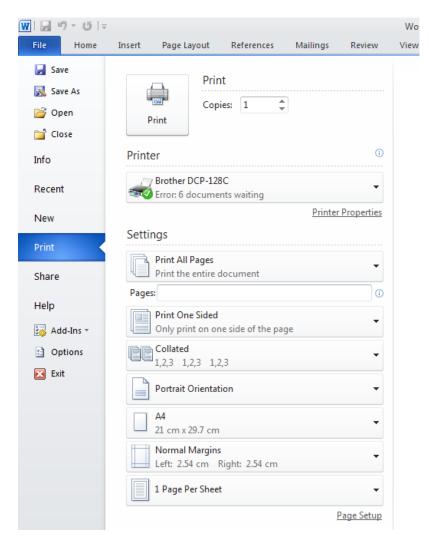
• Close any open dialog boxes.

Printing options

• You can choose from a variety of printing options. Click on the **File tab** and select the **Print** button.

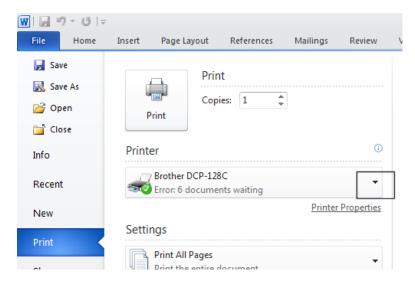
w ⊒") - U =
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Info
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New
Print
Share

This displays printing options, as illustrated.

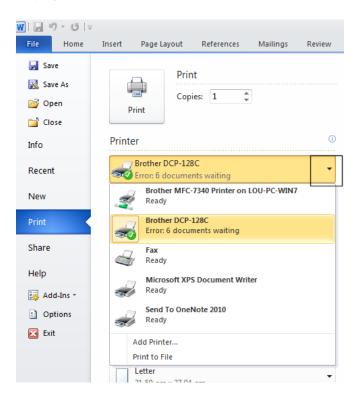


Selecting a printer

• You may have more than one printer available that you can print to. Click on the **down** arrow to the right of the **Printer** section to see w hat printers are available.

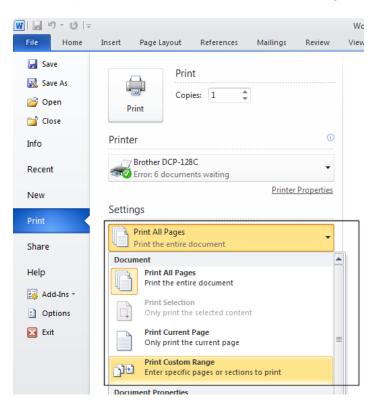


 If you have more than one printer installed, you will see the list of available printers displayed in a drop down list.



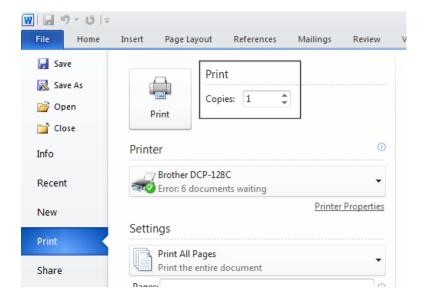
Choosing what to print

You can print the entire document, the current page or a range of pages.



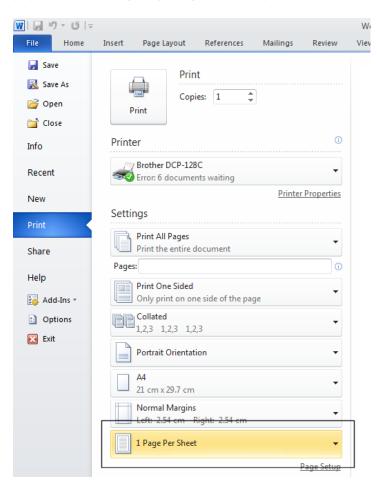
Setting the number of copies to print

You can print multiple copies and choose to collate these.

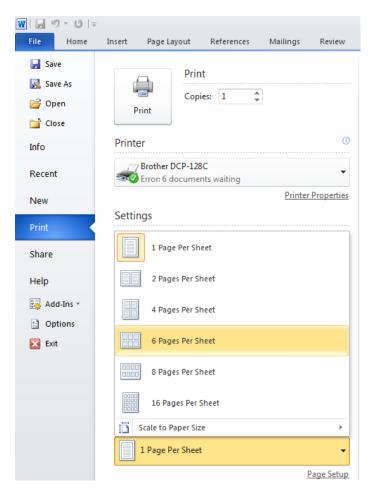


Setting the pages per sheet

 The zoom option allow s you to print multiple document pages on a single sheet of printed paper. This facility may vary from one printer to another.



• The available options are illustrated.



Printing only odd or even pages

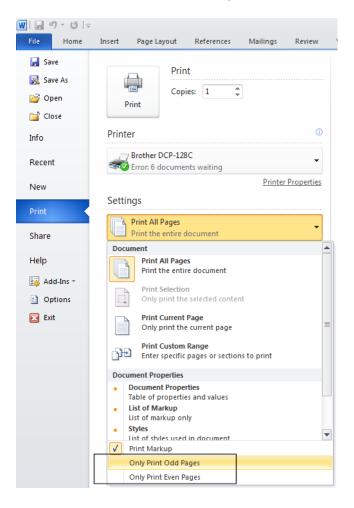
• Some printers are capable of printing on both sides of the paper. These are often called 'duplex printers'. If you need to print on both sides of the paper but your printer only prints on one side of the paper, you can try printing all the odd pages of your document, and after turning the printed document upside-dow n w ithin your printer then print just the even pages.

NOT E: Laser printers are often very hot inside and may curl your paper so this may not alw ays work and can cause paper jams.

• To print just the odd or even pages of a document, click on the **File Tab**. A menu is displayed. Click on the **Print** button.

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Print	Setti	ngs Print All Pages				
Share	Page	Print the entire	document			
Help		Print One Sided				
🖓 🖬 🖓 🖓		Only print on o	ne side of the pa	ae	·	

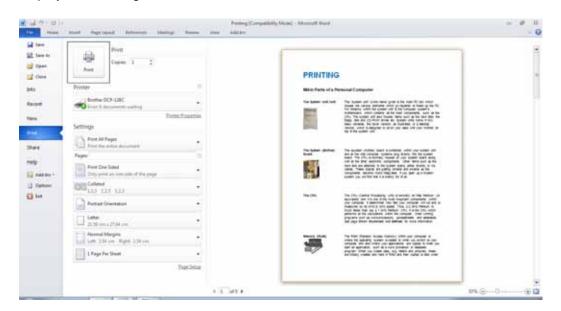
• Click on the down arrow to the right of the first setting option.



• Select the Only Print Odd Pages or the Only Print Even Pages option.

Previewing and printing a document

• Click on the **File tab** and click on the **Print** button. You will see a preview of the document displayed in the right side of the window.



• To print the document, simply click on the **Print** button.

