Computing Basics Series

Word 2010 Basics

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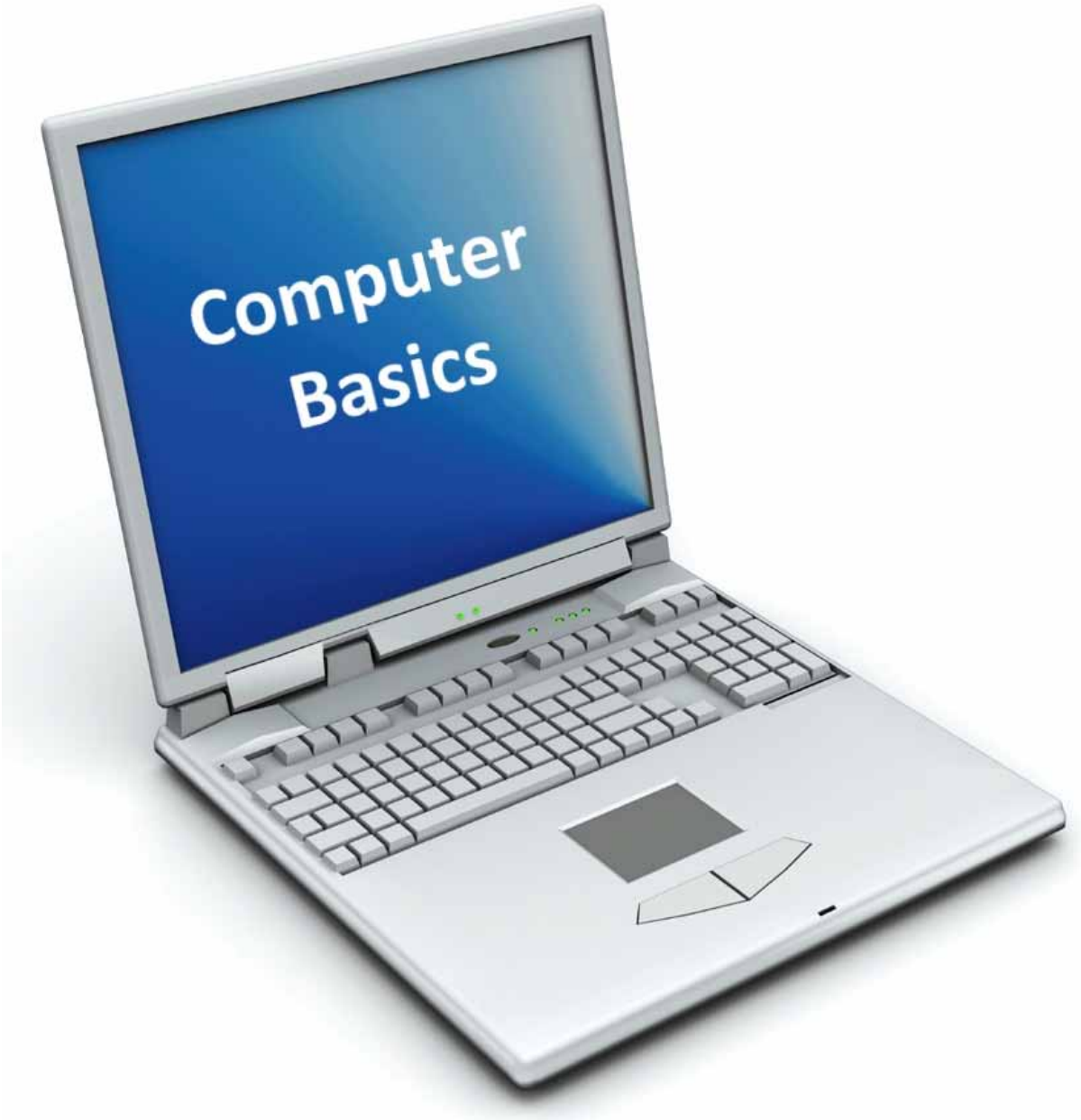

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Tutor Setup Information

- 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 re-running 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.

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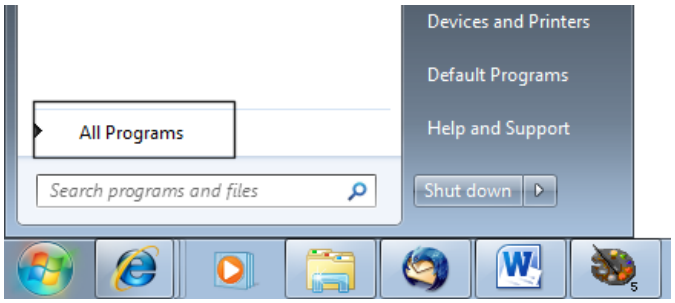
The Microsoft Word 2010 Screen

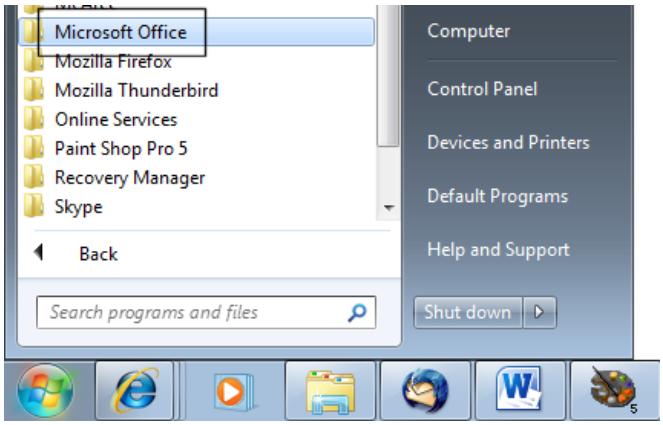
Starting Microsoft Word 2010

- 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**



- From the menu displayed and you can select **Microsoft Office**.



- Finally select **Microsoft Word 2010**.

NOTE: 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.

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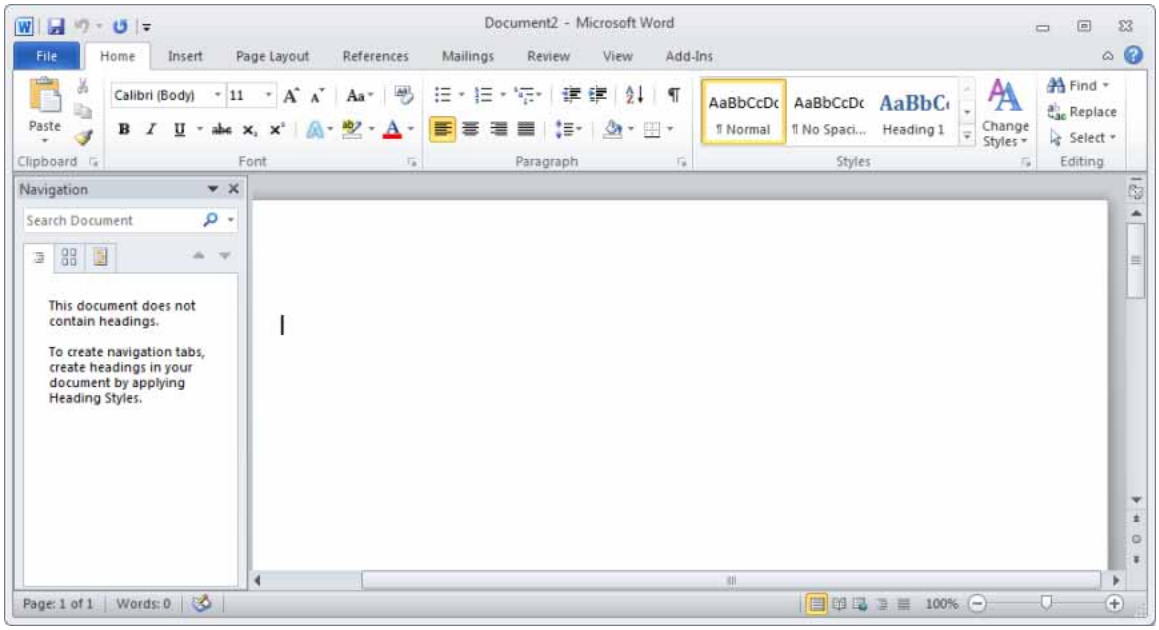
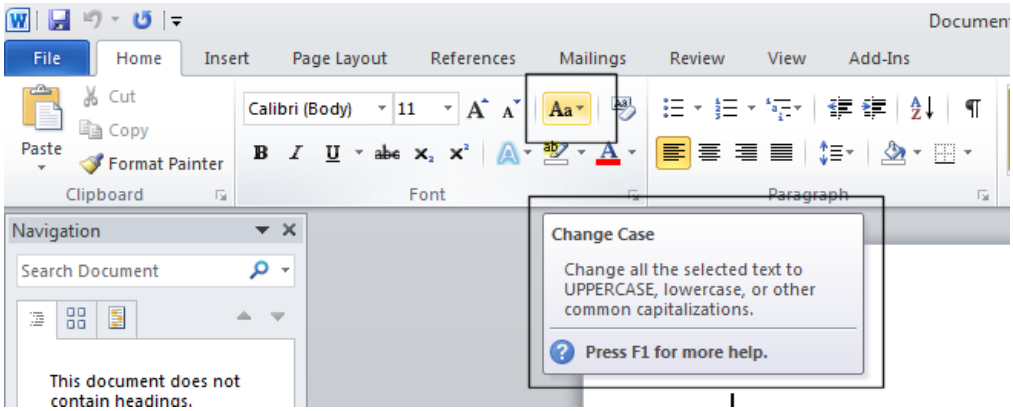
The Microsoft Word 2010 screen

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



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 however, 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 what 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.



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

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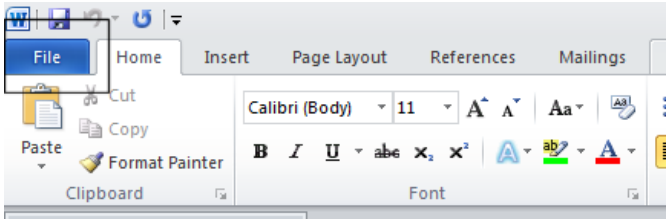
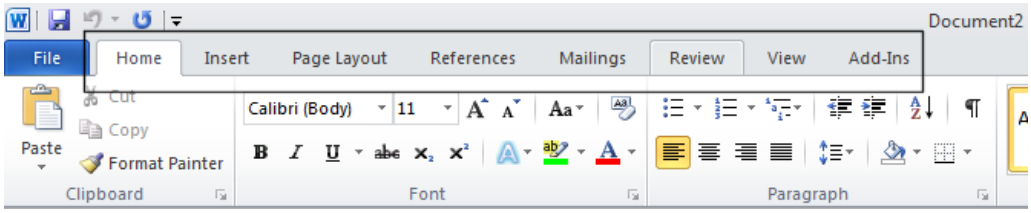
The levels of command organization

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

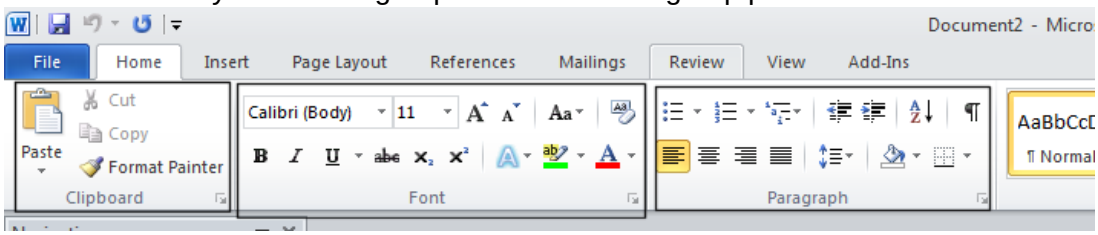
File Tab



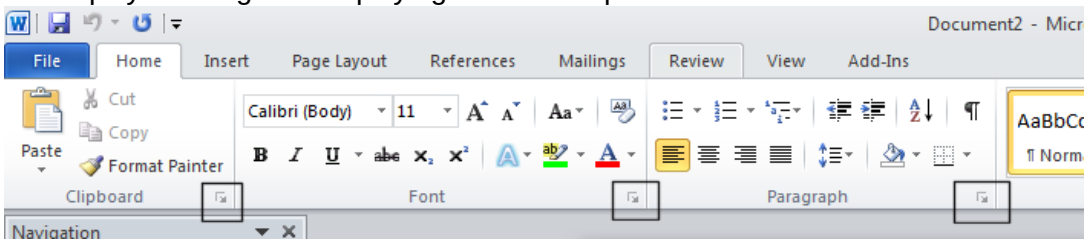
Tabs



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



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.



The File Tab

- Clicking on the **File Tab** will display the following.

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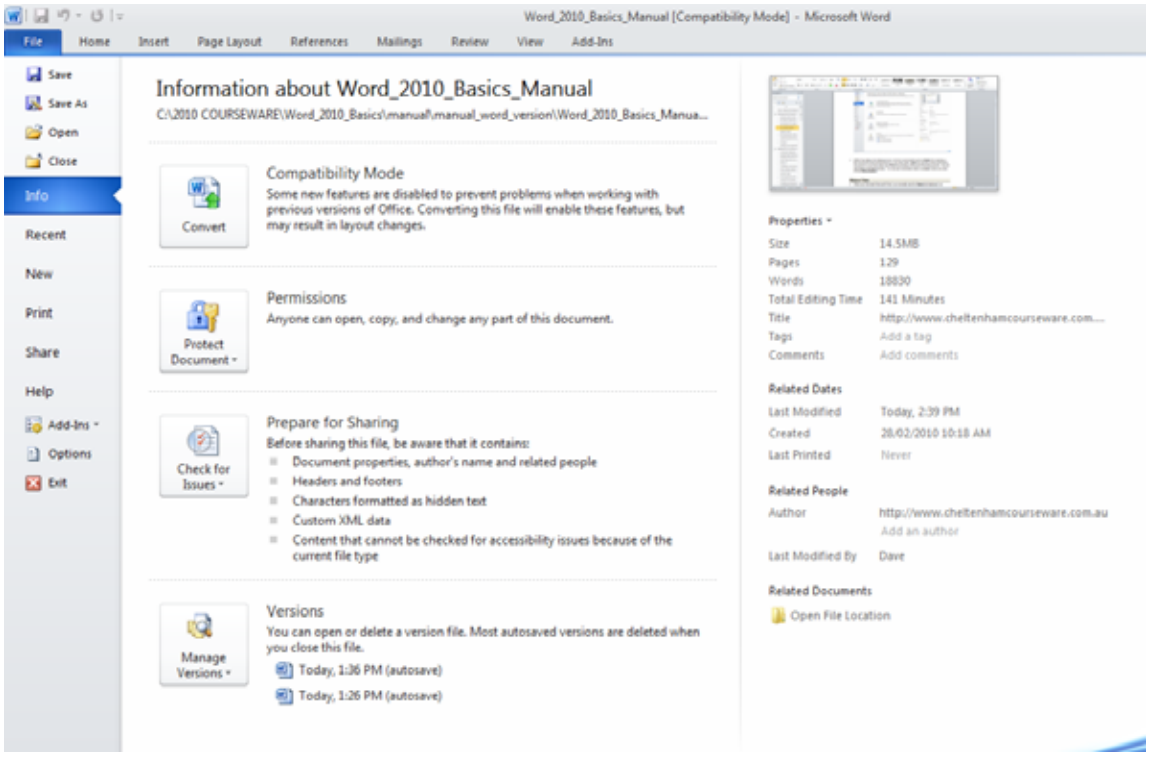

- Within the dialog box displayed are common commands such as **Open** (for opening a Microsoft Word document stored on your hard disk), **Save** (for saving a Microsoft Word document to your hard disk) and **Print** (for printing a Microsoft Word document). We will use these commands shortly. For now 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.

- 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 what is available.

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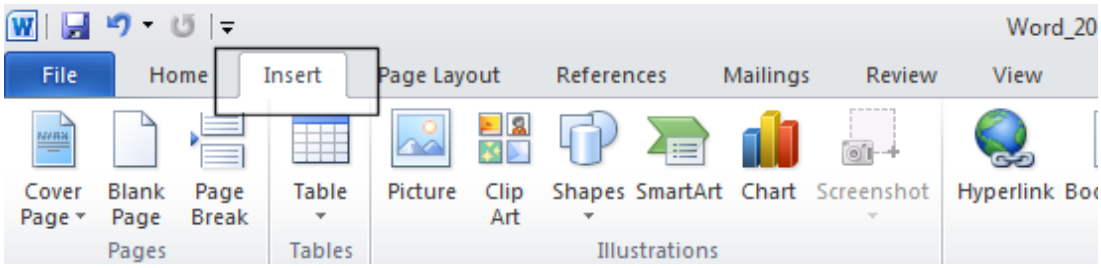
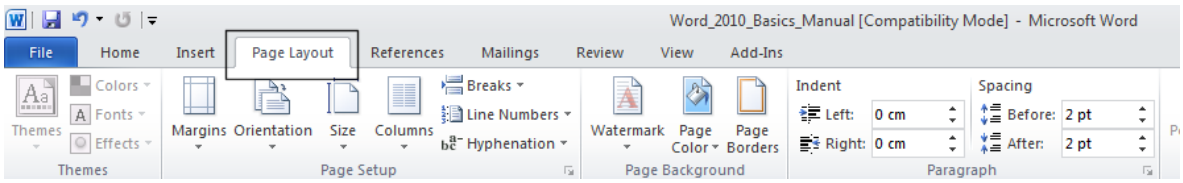


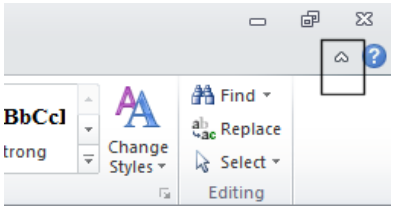
- Click on the **Page Layout** tab and briefly examine what is available within this tab. Do the same for the other tabs. In some cases, such as the **Mailings** tab you won't make much sense out of the commands at the moment, but all will become clear once you start using Microsoft Word for real.



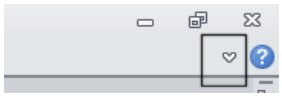
Minimizing the Ribbon

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

  You can reduce the size of the Ribbon by clicking on the **Minimize the Ribbon** control (located towards 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.

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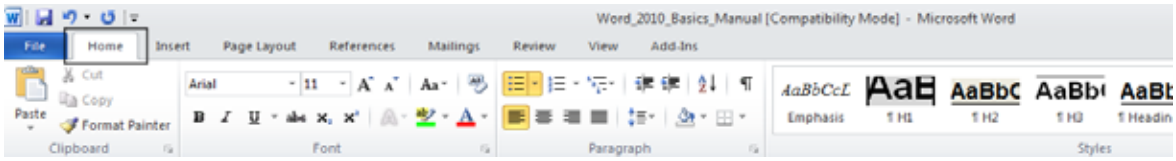
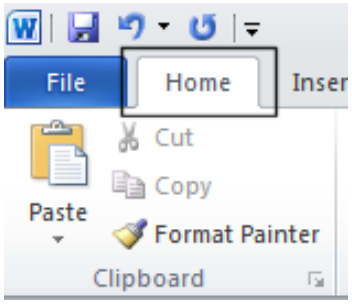
Groups

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

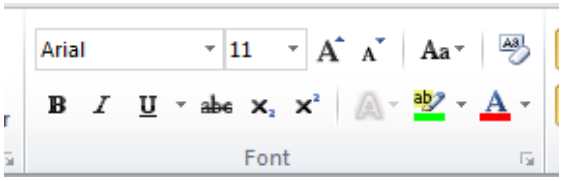


- You normally see the following groups of commands under the **Home** tab.

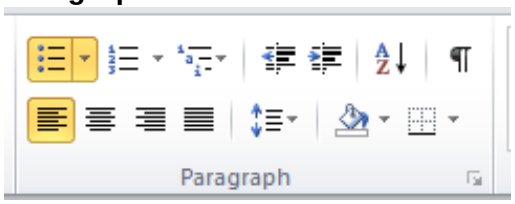
Clipboard:



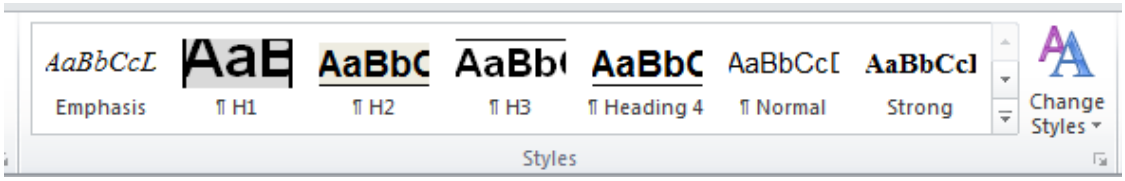
Font:



Paragraph:



Styles:



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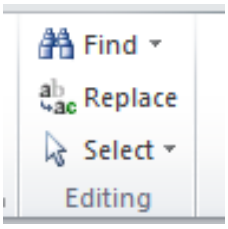
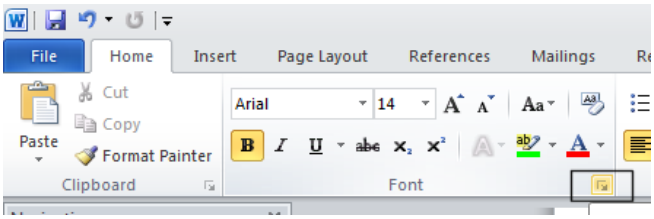


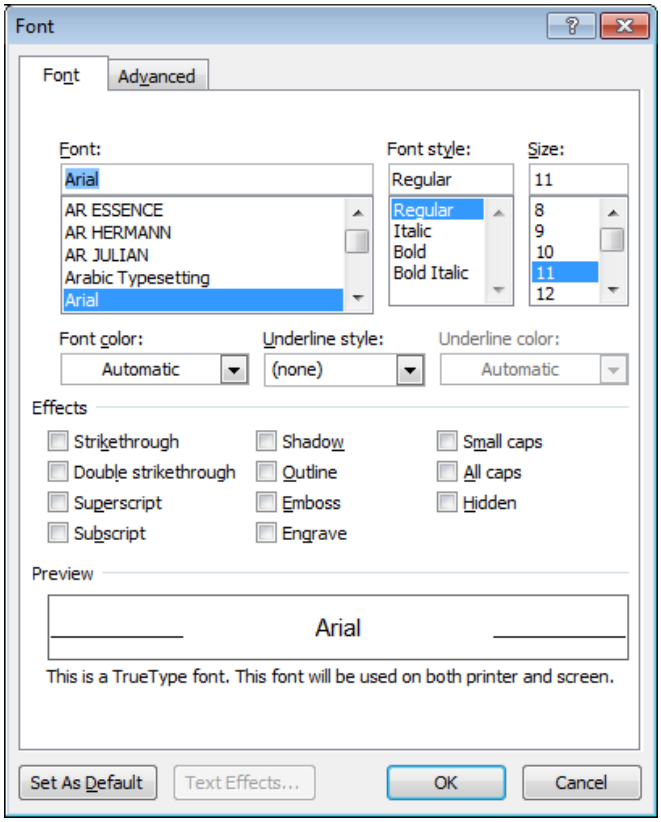
- Look at the other tabs and you will see that in each case commands are grouped.

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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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**.

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Starting to Use Microsoft Word 2010

Using the default Microsoft Word document

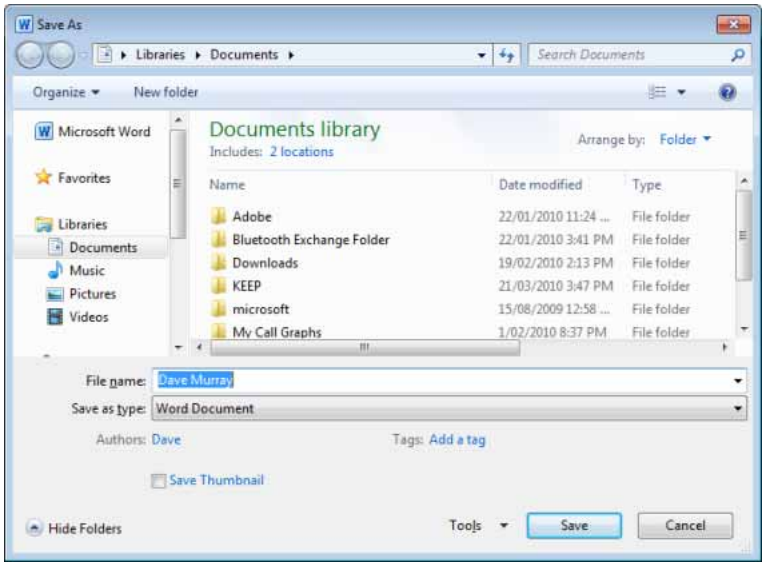
- Open the Microsoft Word program.
- When you first start Microsoft Word, it automatically creates a new Microsoft Word document for you. This is like a piece of blank paper on to which you can start typing.
- Type your name. Press the **Enter** key a few times. As you can see this drops you down a line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

- This will display the **Save As** dialog box as illustrated.



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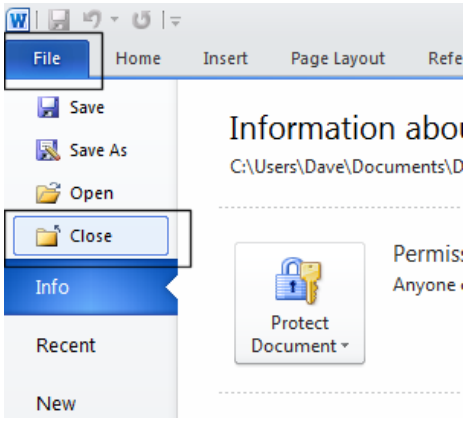
TIP: By default the Microsoft Word document will be saved into a folder called **Documents.**

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

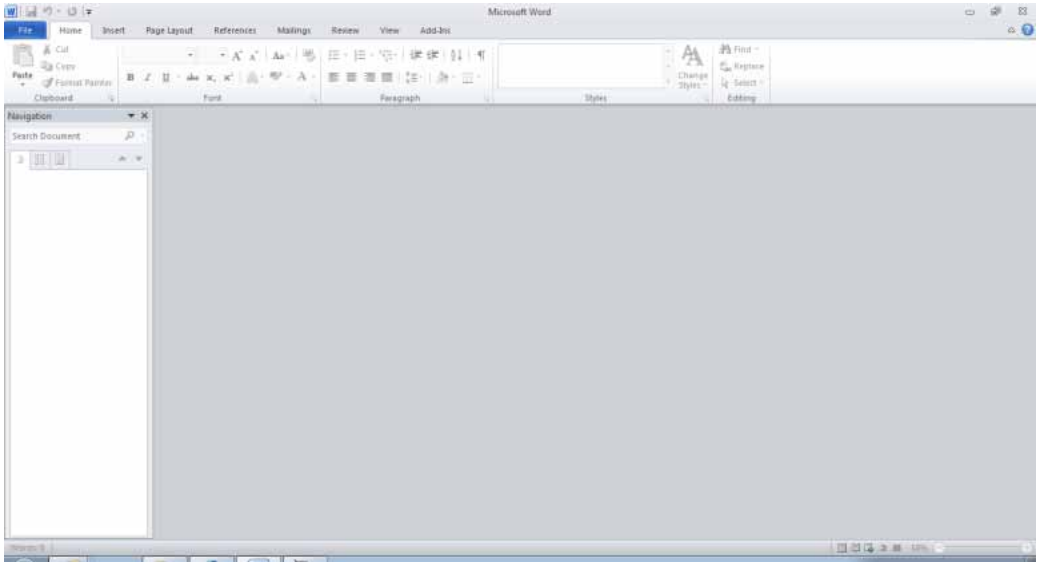
- Click on the **Save** button and the document will be saved to disk as a file using the file name suggested by Microsoft Word (probably your name).

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.



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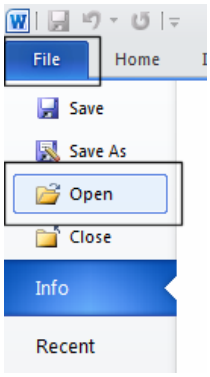
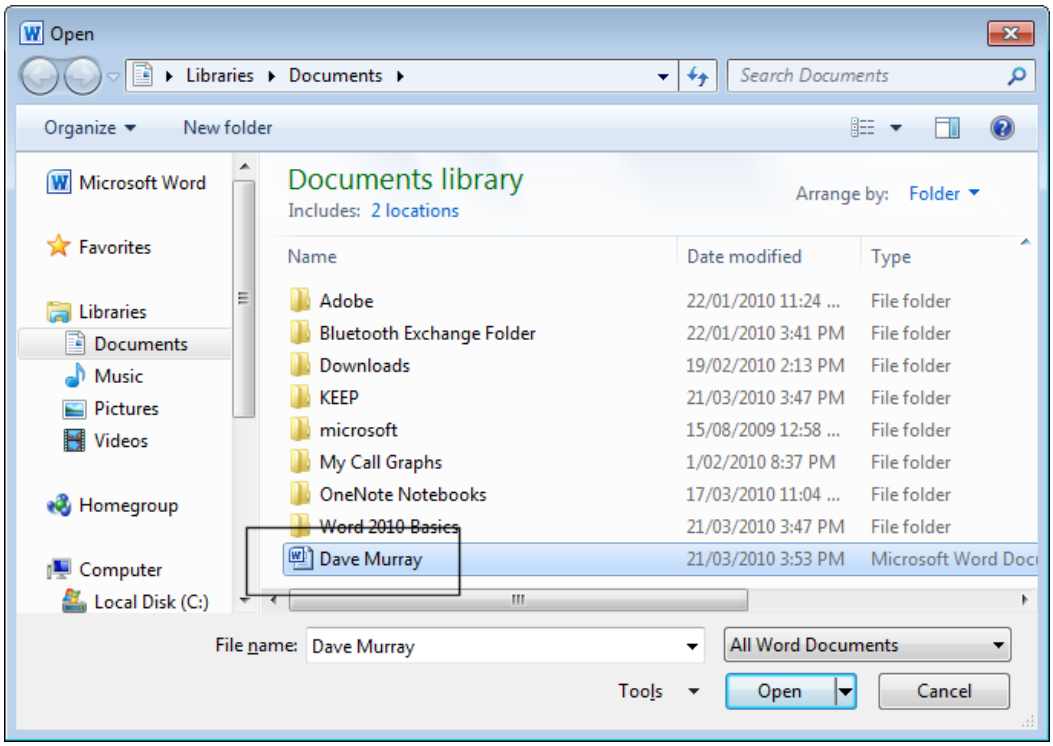
- To open a document, click on the **File button** and select the **Open** command.



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



- 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 following text:

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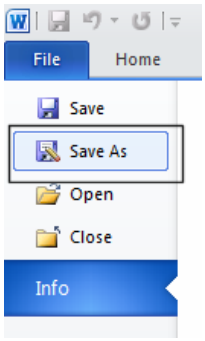
Please also inform the rest of your team that they need to attend this meeting.

- 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 towards the top-right of the screen. This is in the shape of a question mark.

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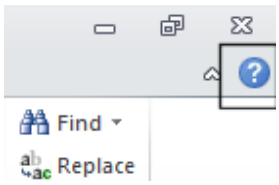
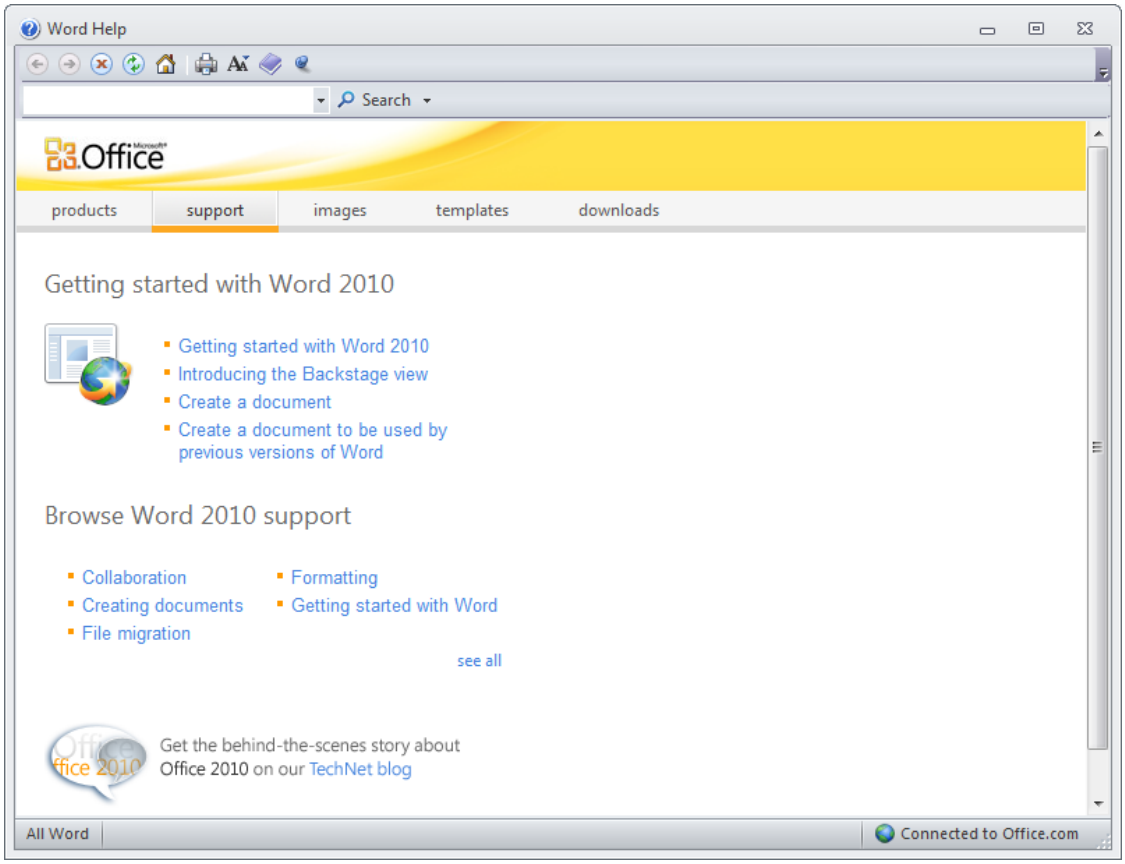


- Click on this **Help** icon and you will see the following.



- Try clicking on the **Getting started with Word 2010** item.

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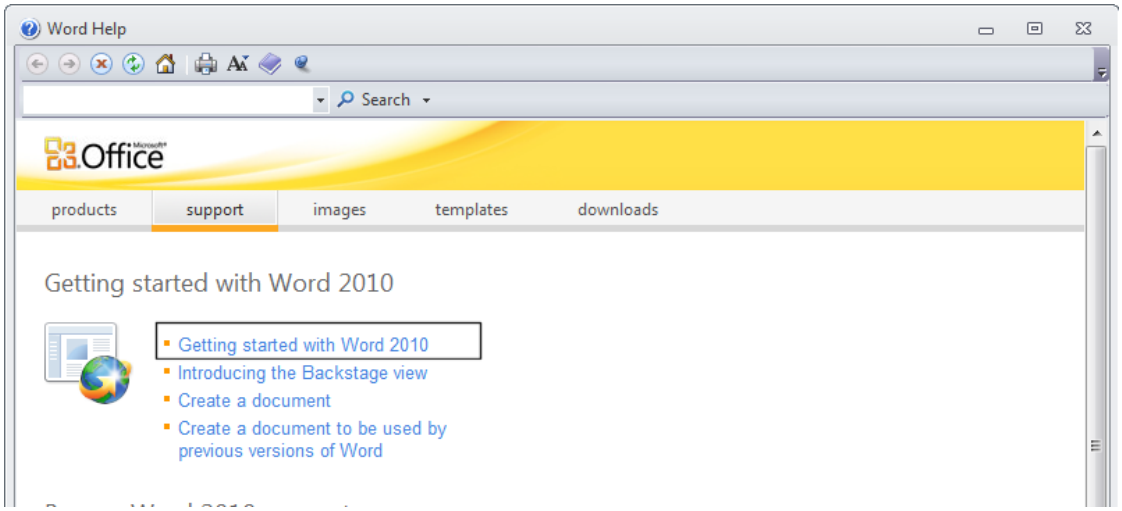
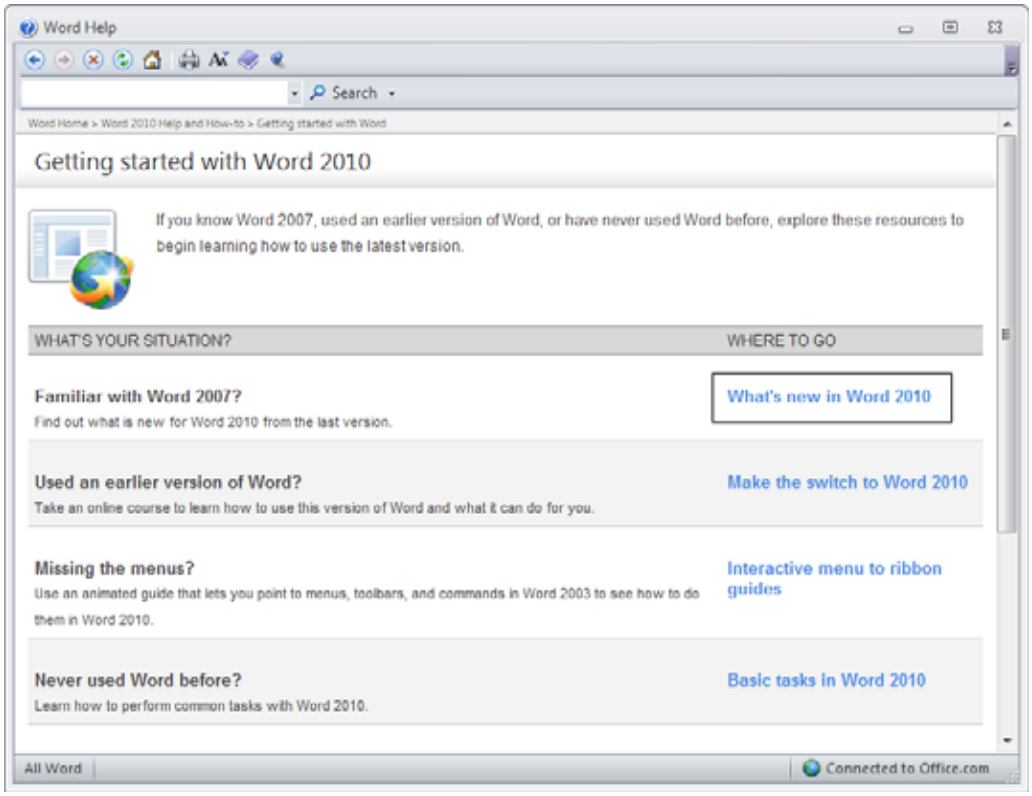


- You will see the following information displayed.



- 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.

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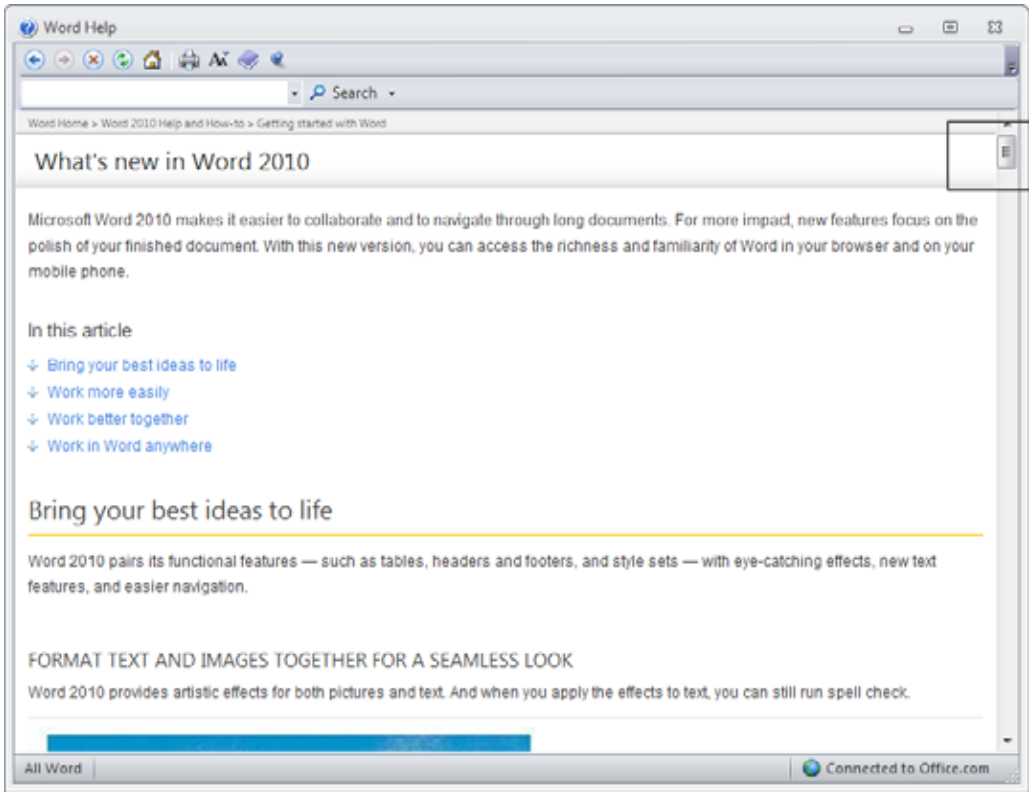
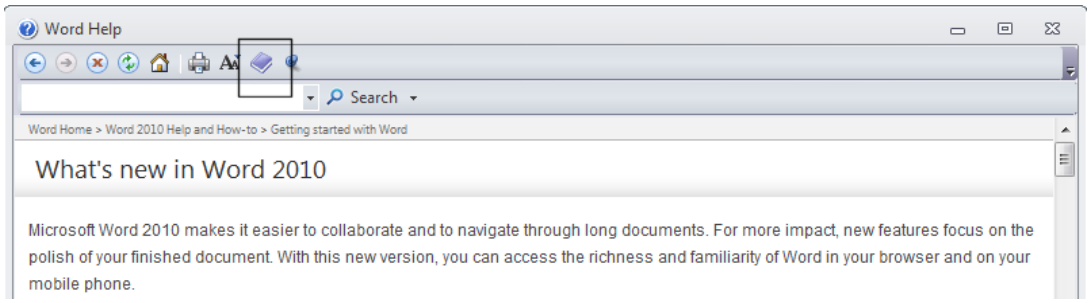


- Scroll down within this window to see more information. Do not read all the information, just scroll down and see what sort of information is available.

- Click on the '**Show table of contents**' icon (within the Help window toolbar).



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

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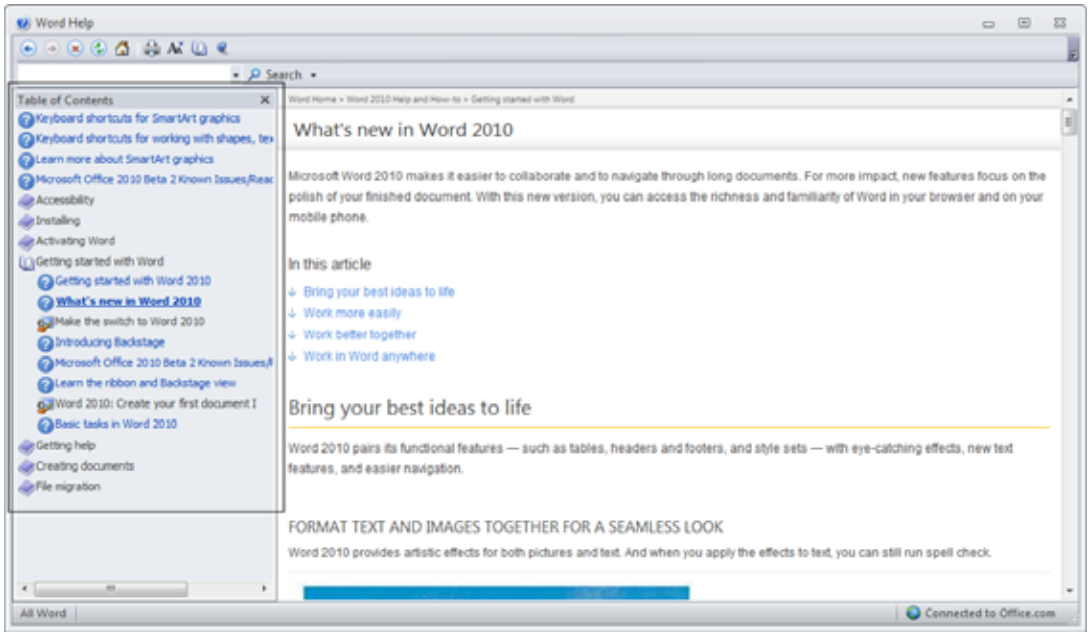
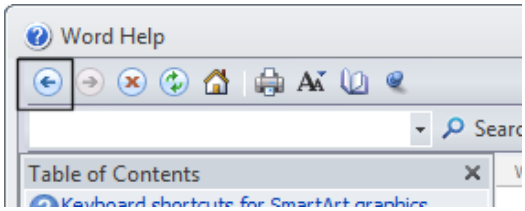
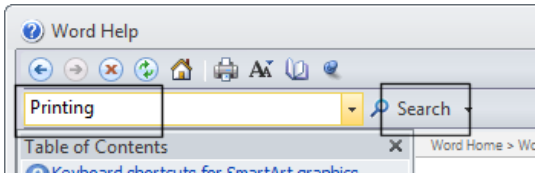


You can click within the table of contents to jump to an item of interest. Try it now.

- 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.



- 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.



When you click on the **Search** button, you will see the following.

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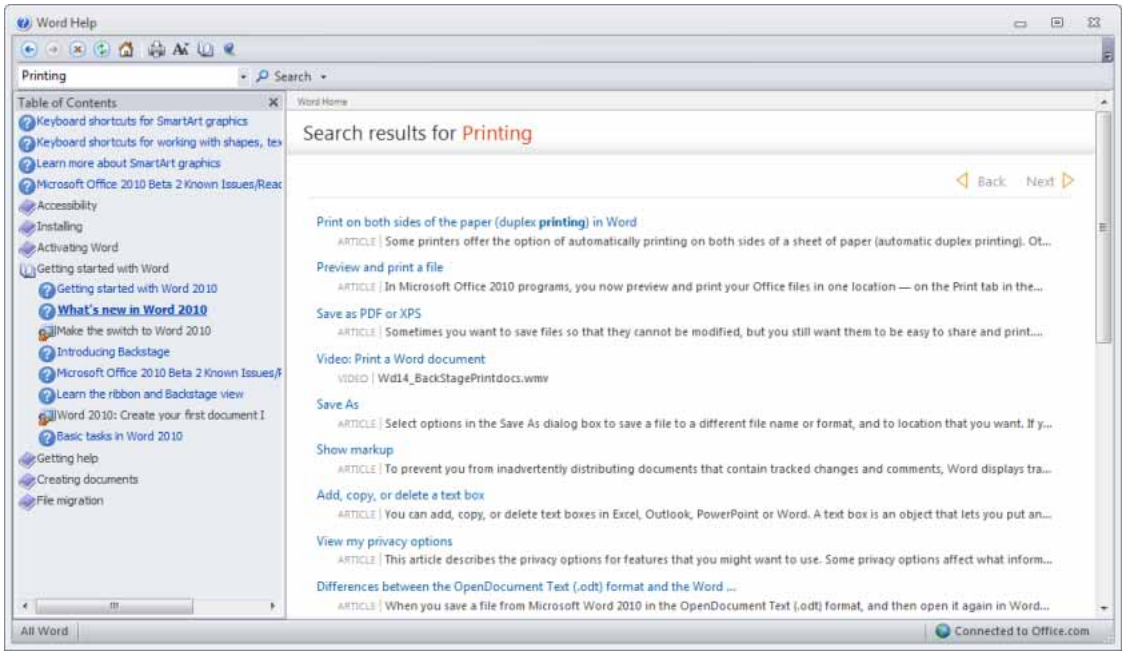
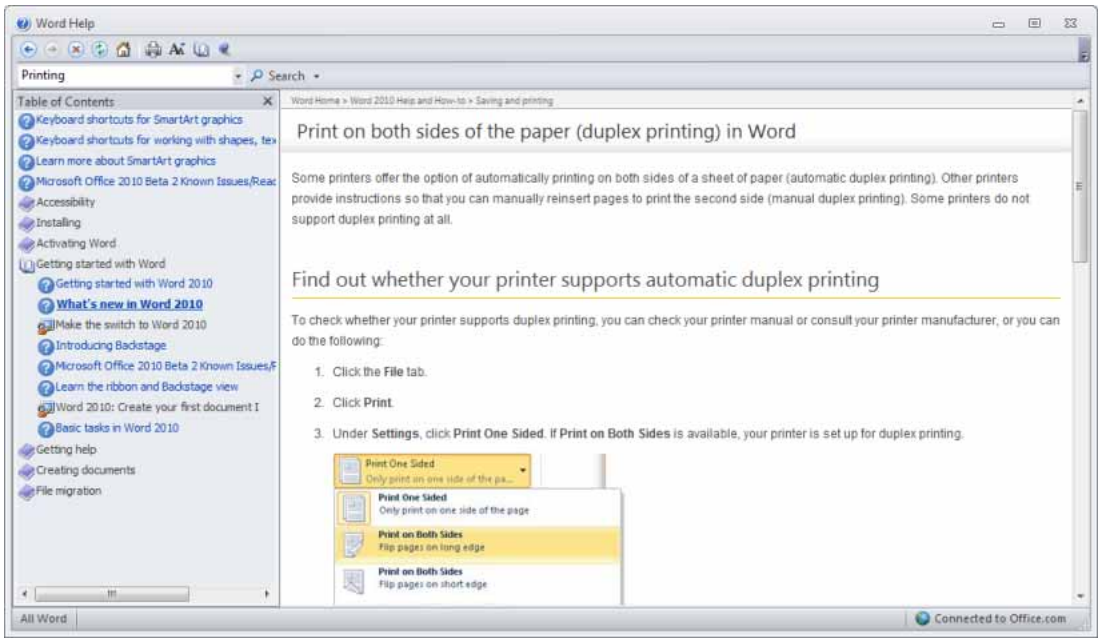
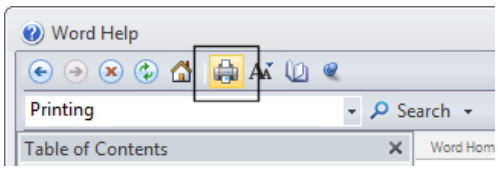


- Display information about a specific printing topic, such as printing on both side of the paper.



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



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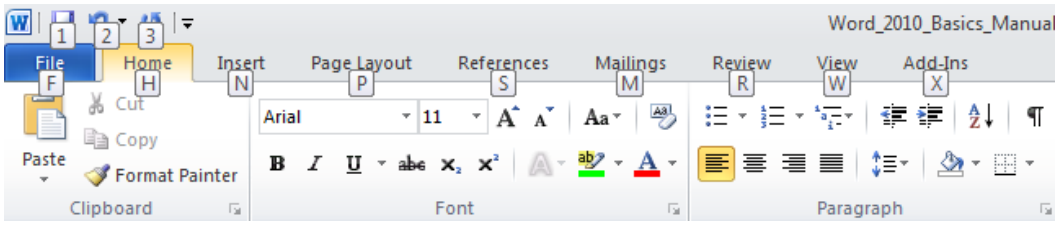
- Before continuing, close the Help window.

Alt key help

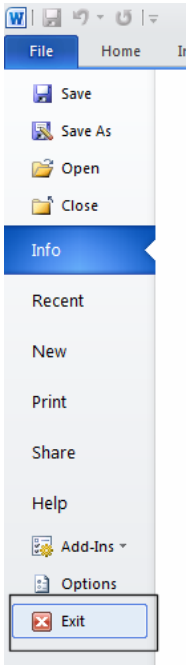
- Press the **Alt** key and you will see numbers and letters displayed over icons, tabs or commands, towards the top of your screen.



- 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 always ask if you want to save these documents prior to closing.



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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 window.

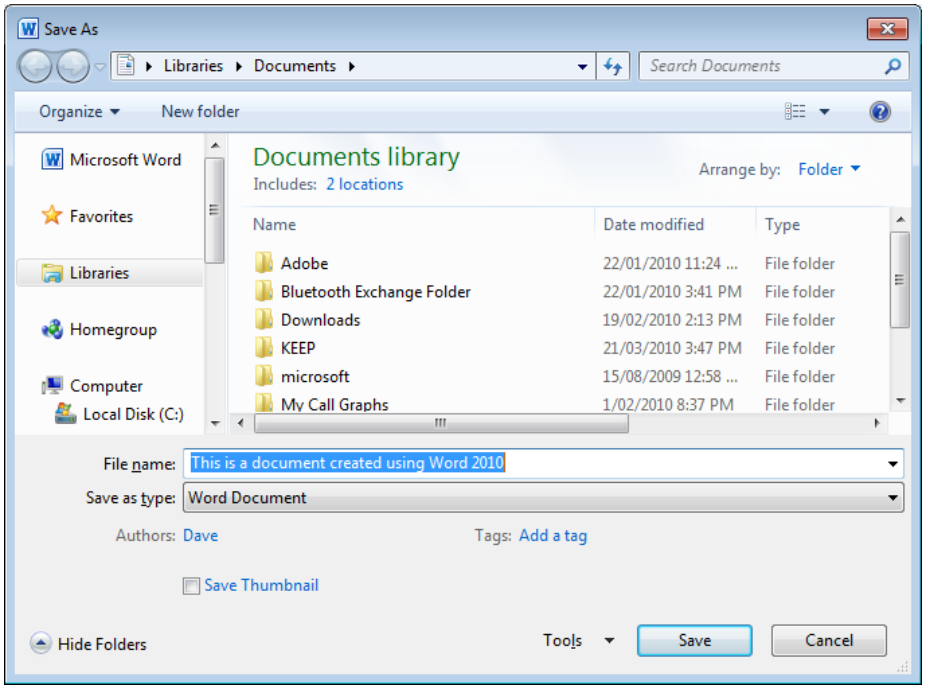
- Close the word program

Saving documents using different formats

- Normally you simply save a document as a standard Microsoft Word document. However 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 who 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.



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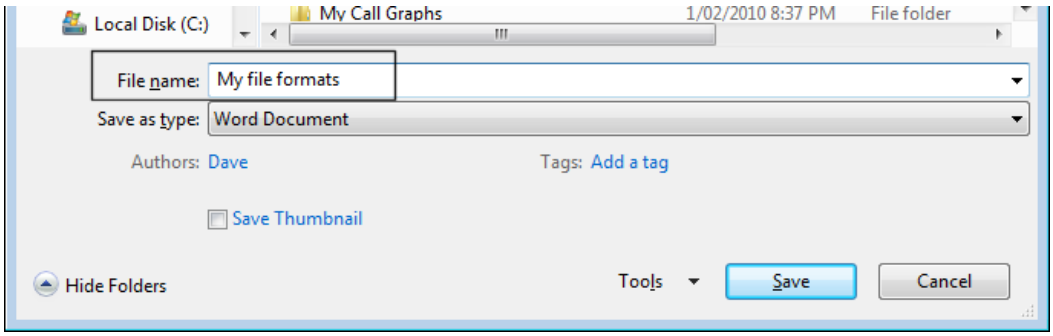
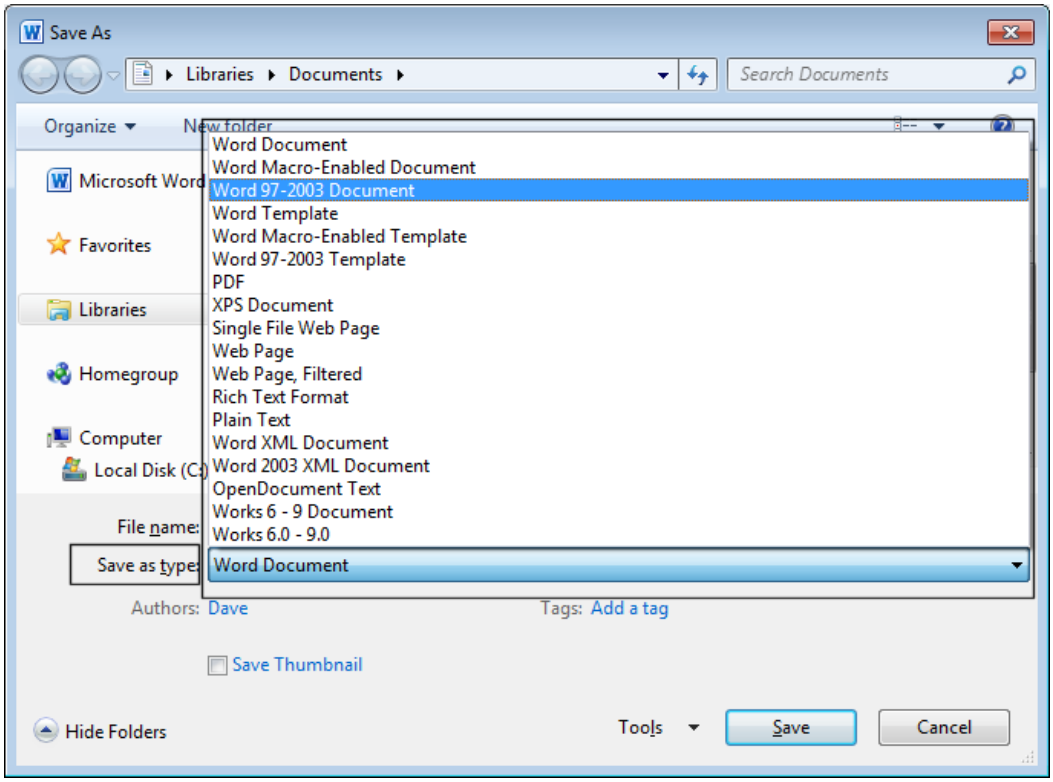
- In the **File Name** section of the dialog box, enter the file name '**My file formats**'.



- Click on the **down arrow** to the right of the **Save as type** section of the dialog box. This will display a drop down list of file format options.



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

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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 word-processing file format. If you wanted to distribute the document to someone using a totally different word-processing program from a different software manufacturer, such as WordPerfect, then you may wish to use this file format. Some advanced formatting may be lost in the file conversion process. The file name extension will change to become .RTF.

Template:
You normally save a document as a document file. You can however 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.

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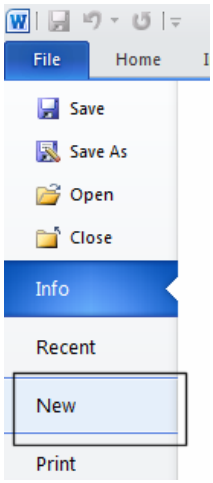
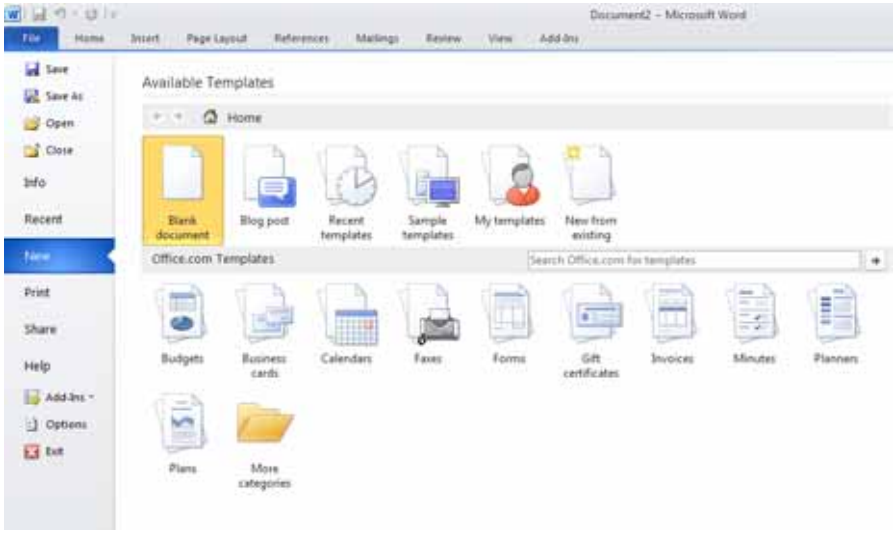
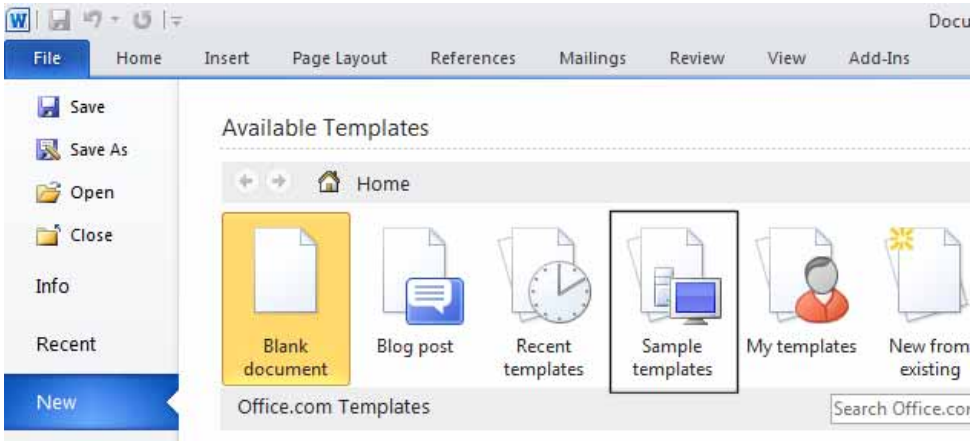


This will display a window allowing you to specify what type of document you wish to create.



- Click on the **Sample Templates** option.



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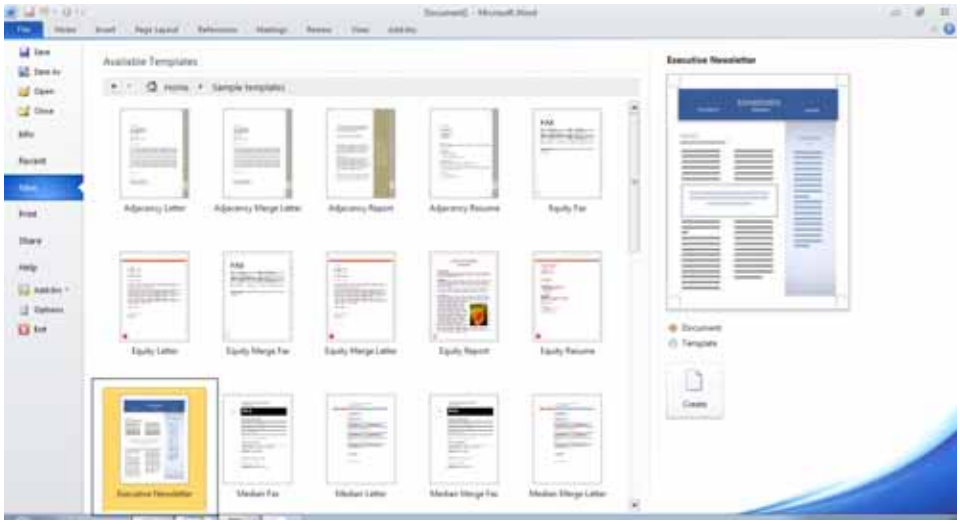
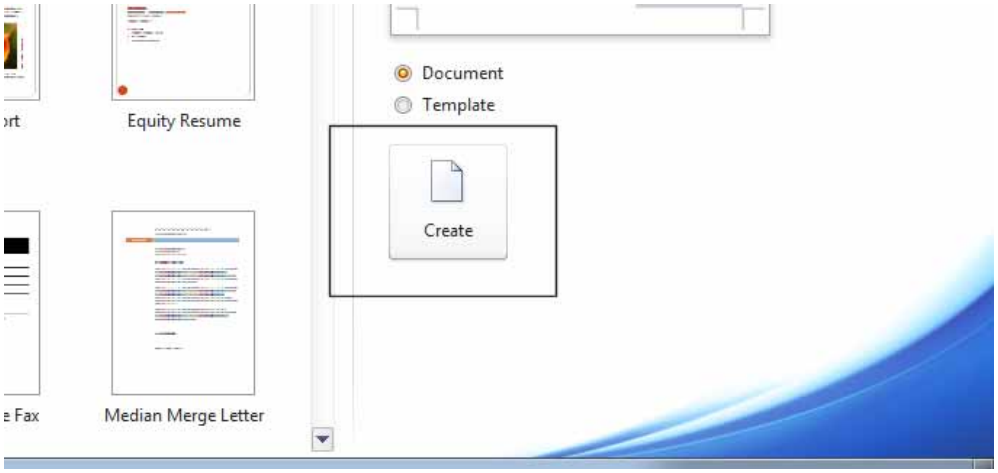
- This will display a list of templates available on your computer. Scroll down and you will see that the list is extensive.



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



- You will see a newsletter document, based on the newsletter template that you selected, as illustrated.

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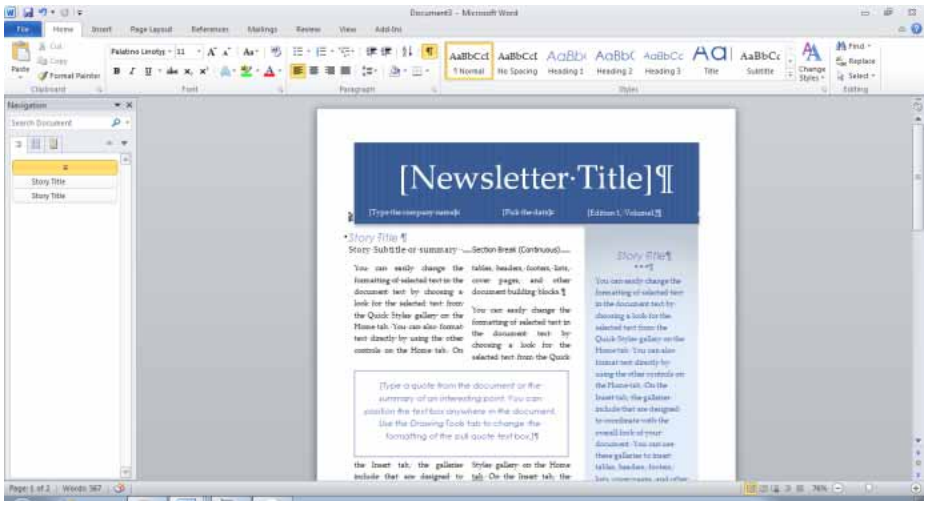
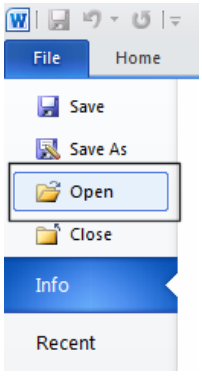


- You could then fill-in the details on your newsletter as required. As this is just an example, do not fill in the details; simply close the document without saving your changes.

- 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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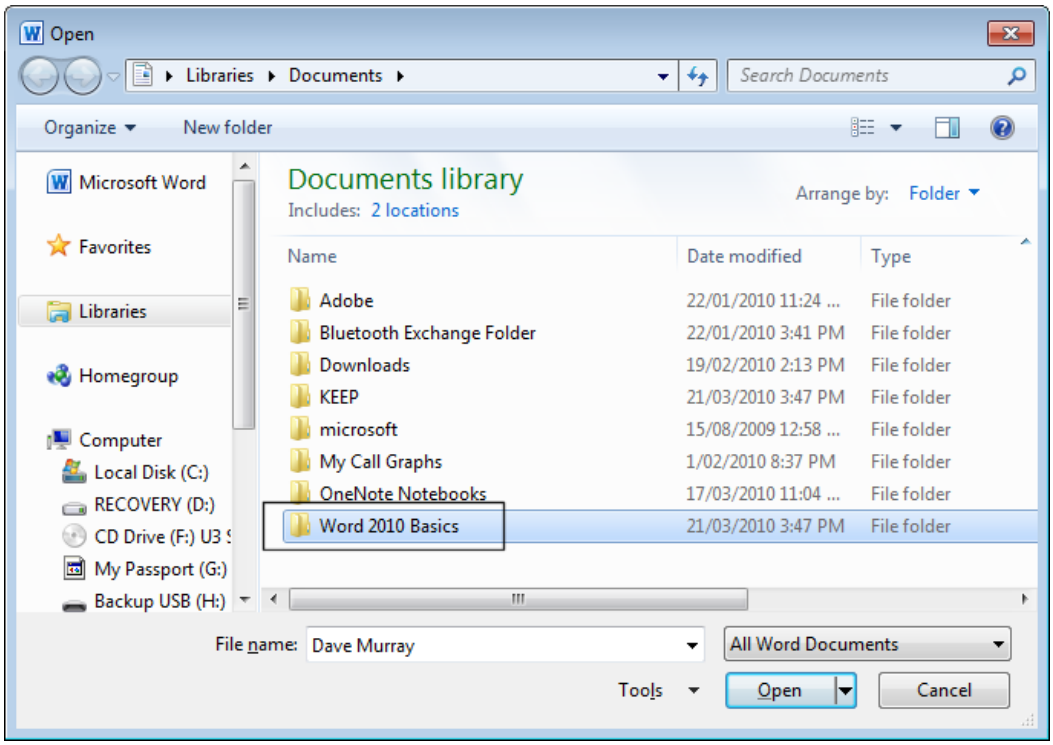
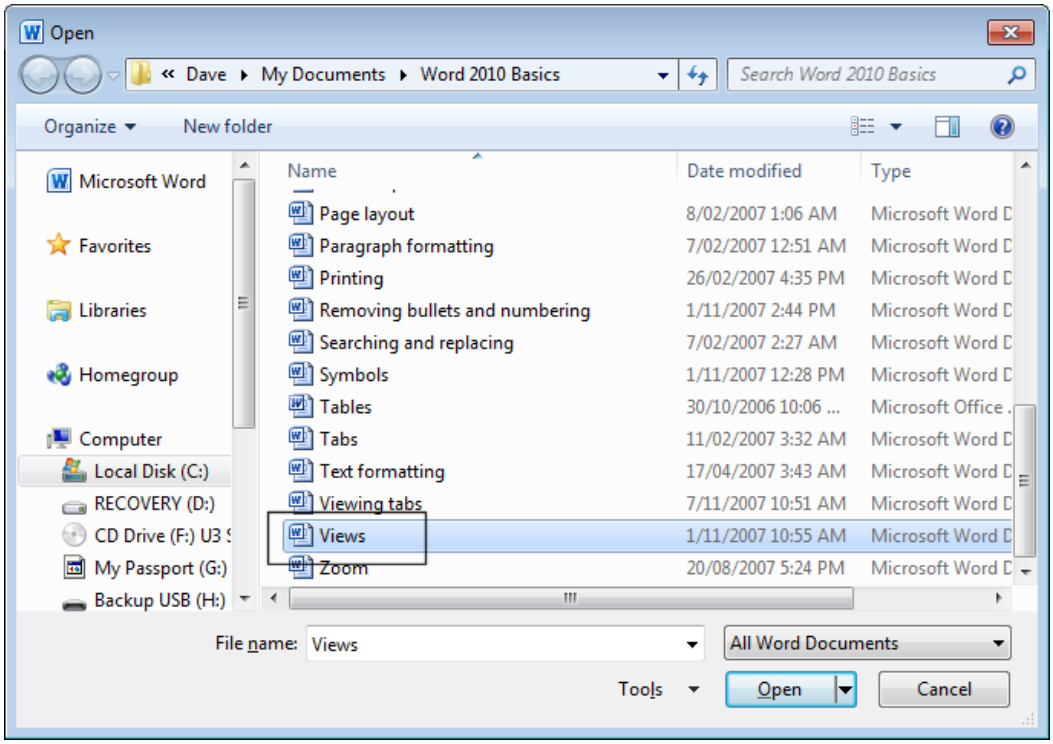


- Within the right section of the window you will see the folder called **Word 2010 Basics** (you may have to scroll down within the window to see this).
- Double click on the **Word 2010 Basics** folder to display the contents of that folder. Scroll down the file list and you will see a file called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



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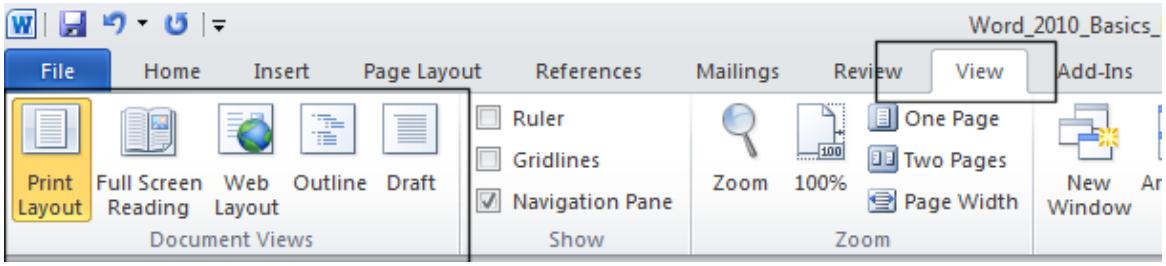
- Double click on the **Views** file to open the document, which will look like this.

- 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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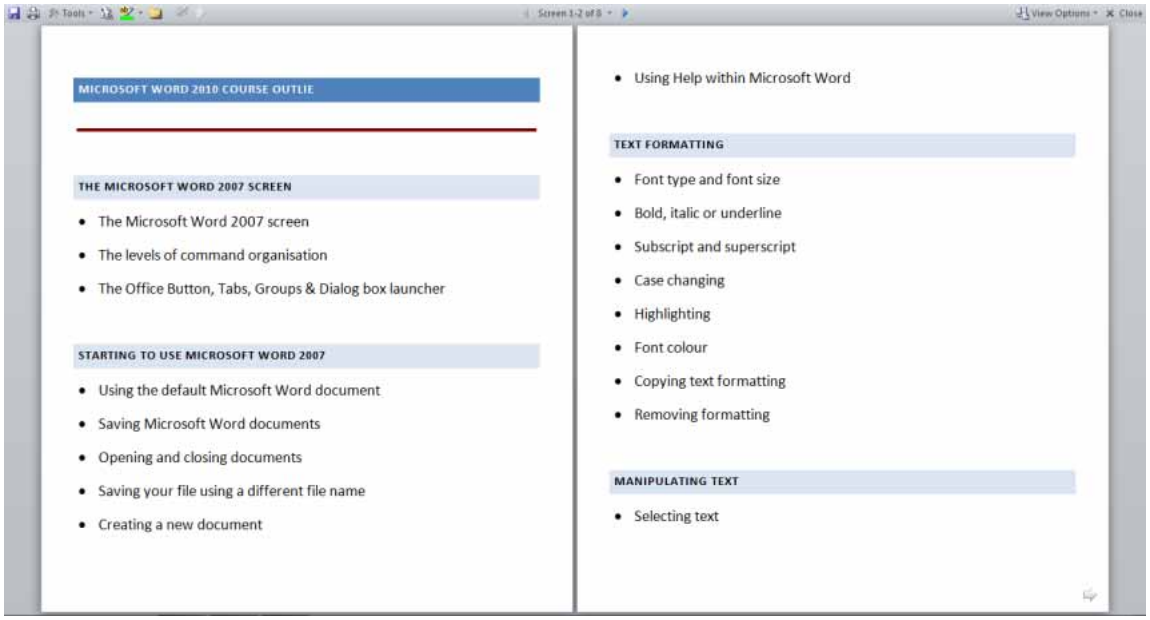


MICROSOFT WORD 2010 COURSE OUTLIE

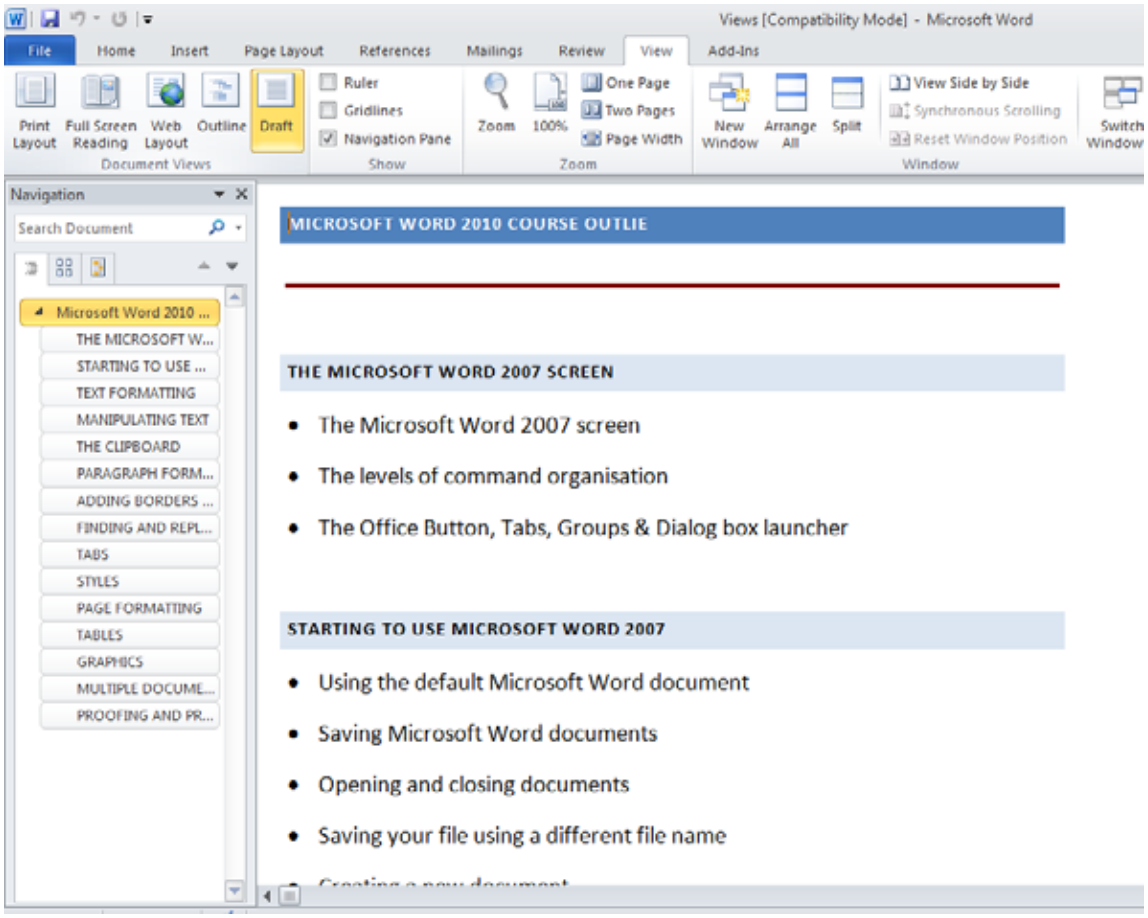
THE MICROSOFT WORD 2007 SCREEN
- The Microsoft Word 2007 screen
- The levels of command organisation
- The Office Button, Tabs, Groups & Dialog box launcher

STARTING TO USE MICROSOFT WORD 2007
- Using the default Microsoft Word document
- Saving Microsoft Word documents
- Opening and closing documents
- Saving your file using a different file name
- Creating a new document
- Using Help within Microsoft Word

TEXT FORMATTING
- Font type and font size
- Bold, italic or underline
- Subscript and superscript
- Case changing
- Highlighting
- Font colour
- Copying text formatting
- Removing formatting

MANIPULATING TEXT
- 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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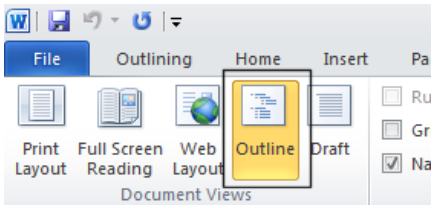
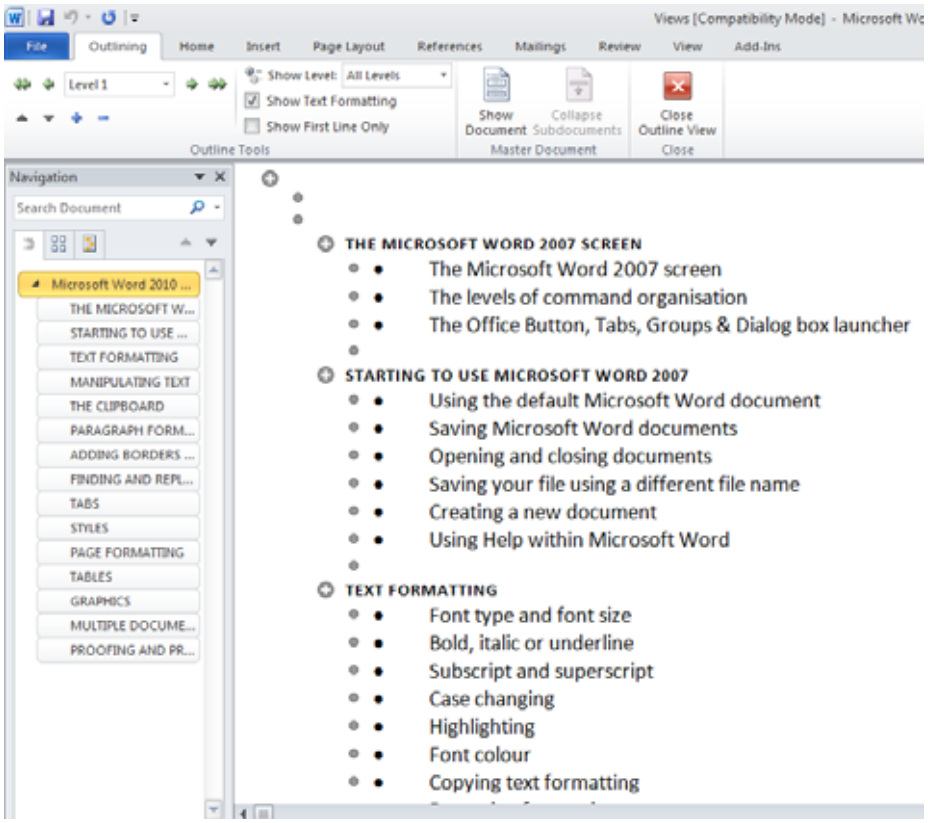
- Click on the **Outline** icon to display the document in Outline mode.



The document will look like this. Outline view is useful when viewing 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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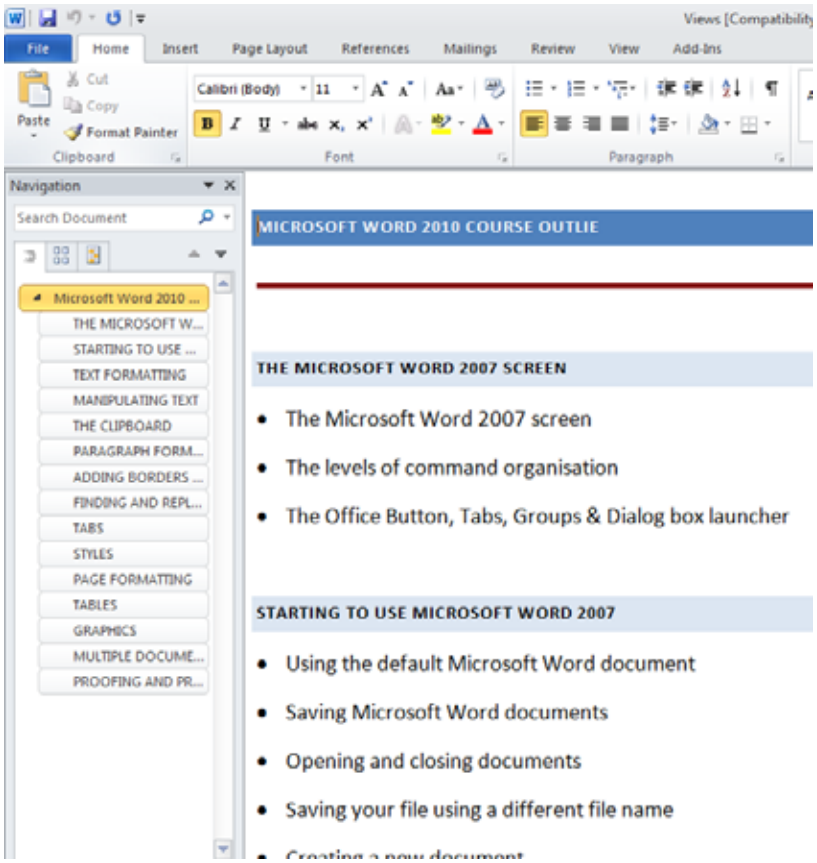
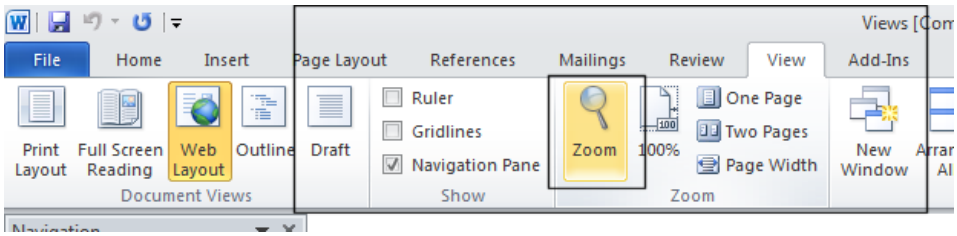


- Click on the **Print Layout** icon to return to the default view display.
- You can click on the **Zoom** icon to magnify or reduce the display. You will find this icon within the **Zoom** section of the **View** tab.



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

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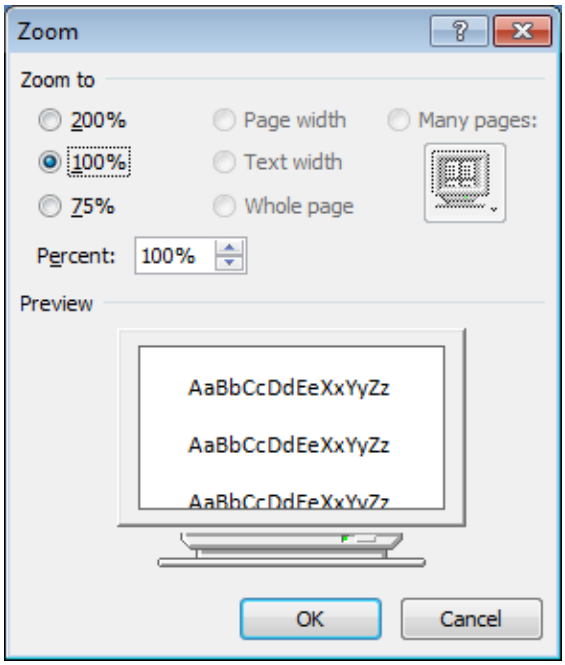
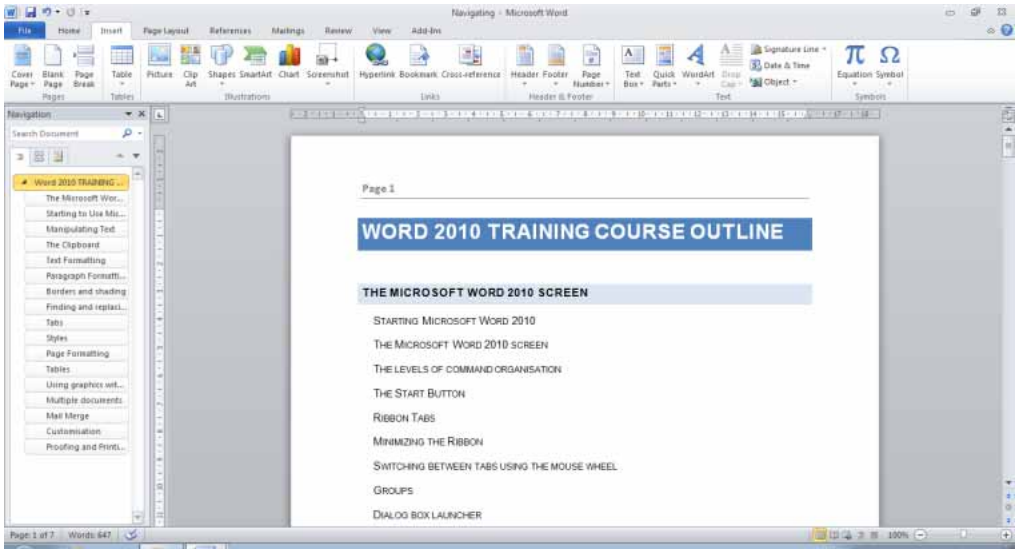


- Reset the **Zoom** level back to **100%**.
- Close Word without saving any changes that you may have made.

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.

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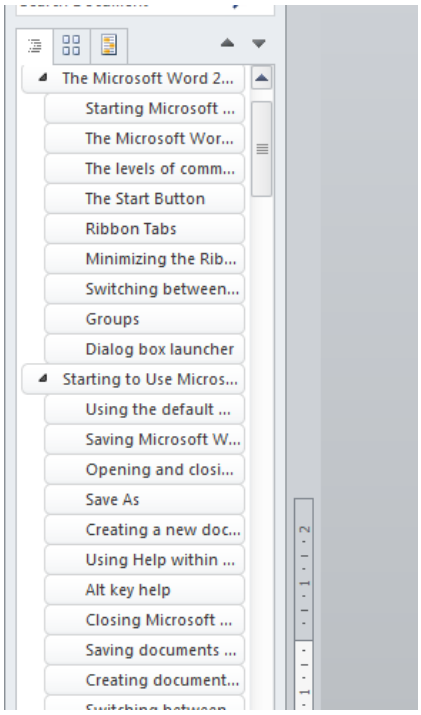
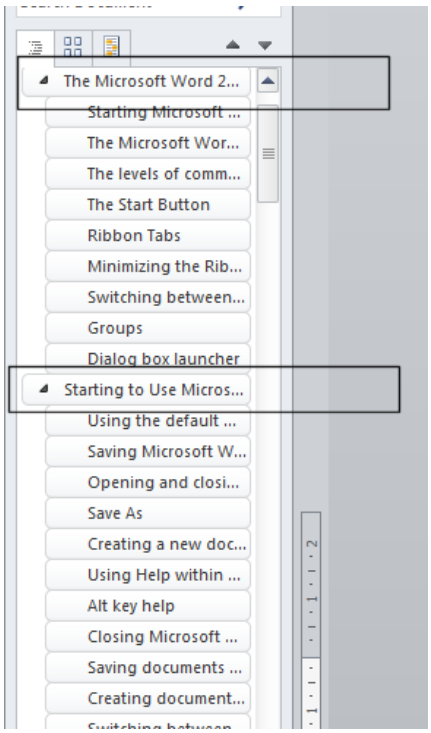


- The header 1 text looks like this.



- 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

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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.

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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 down (and hold it down). 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 allows 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 which you wish to select, until the mouse pointer changes from an I bar shape, to an arrow shape pointing upwards 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 which 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**.

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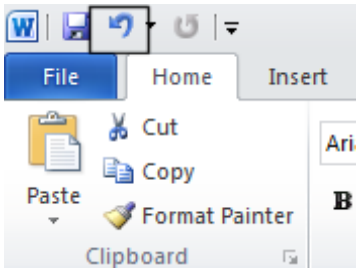
Inserting, deleting, undo and redo

- 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 word '**Windows**'. Type in the word '**Microsoft**' and press the **Spacebar**. As you can see inserting a word within 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 between two words within the document and you will see that if you type in a new word, it is inserted between 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.

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Moving (cutting) text within a document

- Select the first paragraph. Press **Ctrl+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.

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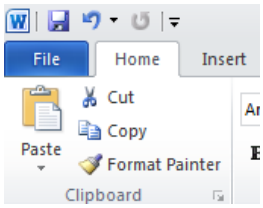
The Clipboard

Using the Clipboard

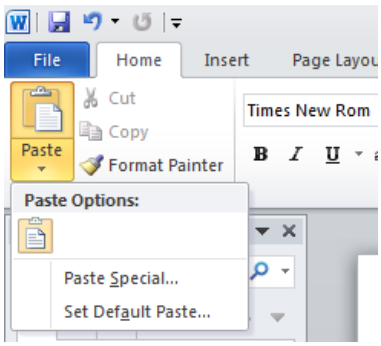
- When using Microsoft Word you will find the **Cut**, **Copy** and **Paste** icons under the **Home** tab.



- You can also use the normal Microsoft Windows shortcuts:

Cut	**Ctrl+X**
Copy	**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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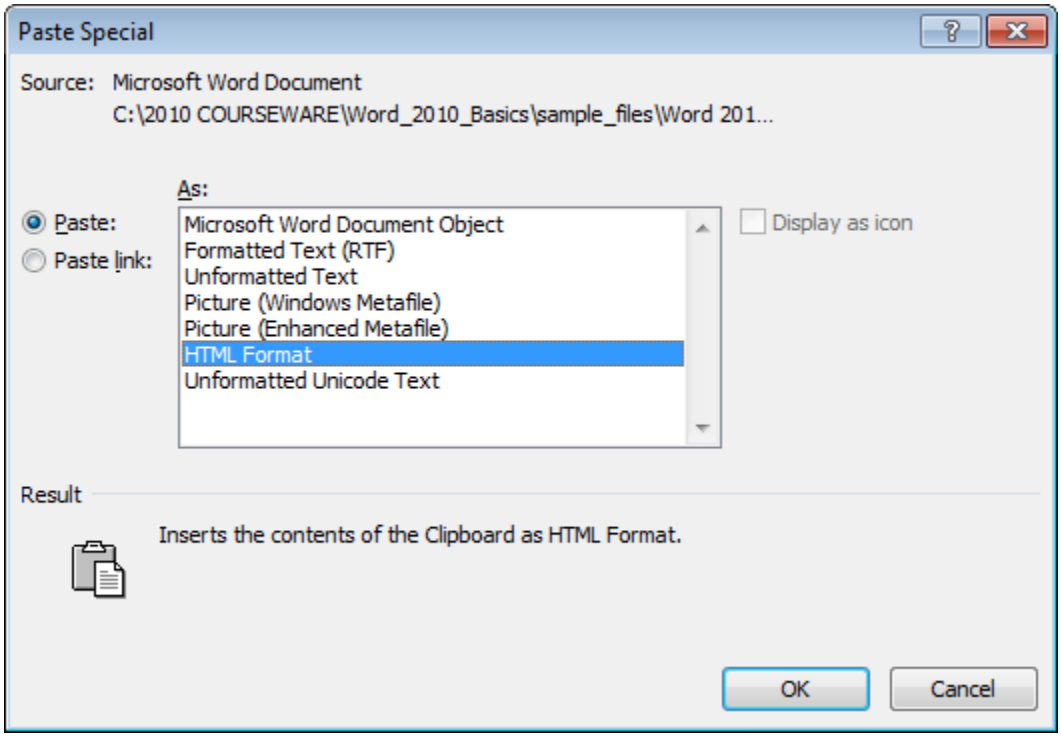
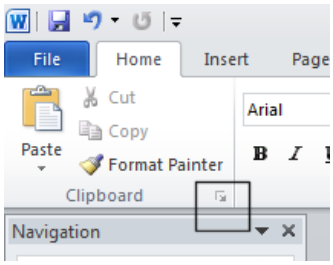
- The **Paste Special** dialog box looks like this.



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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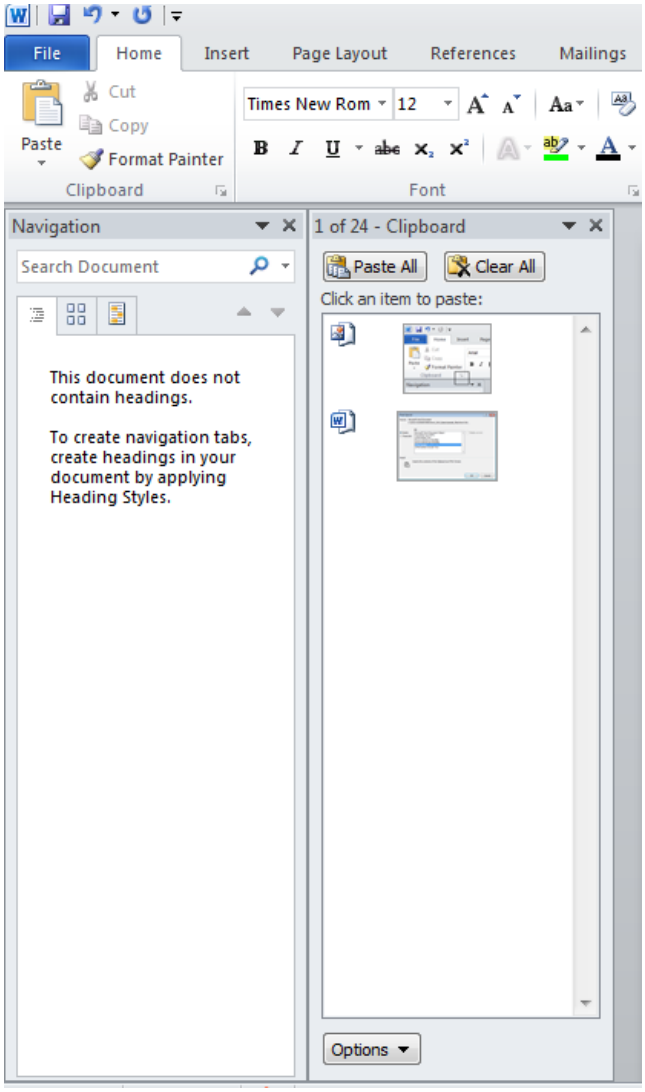

- Select all the text and press **Ctrl+C** to copy the text to the Clipboard. You should see a representation of this copied text displayed in the **Microsoft Office Clipboard pane**.
- Select the first graphic within the document and press **Ctrl+C** to copy the graphic to the Clipboard. You will see 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**

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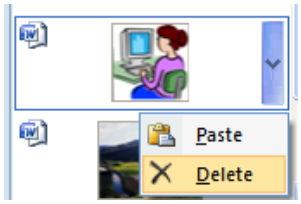
Clipboard pane.



- Save your changes and close the document.

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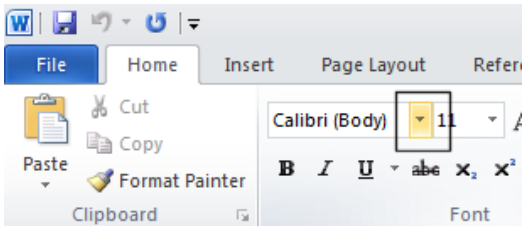
Text Formatting

What is text formatting?

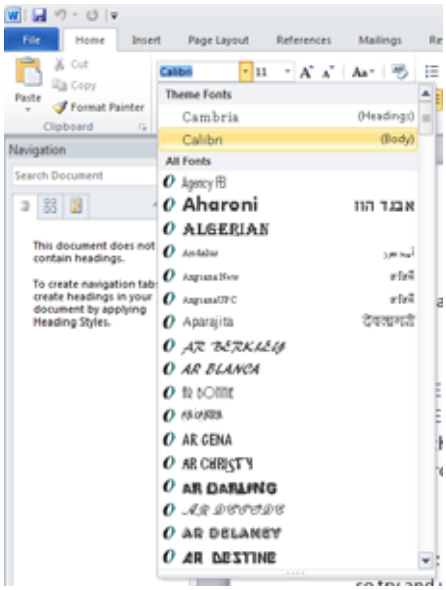
- You can format a document at different levels within Microsoft Word. The most basic level is called text formatting. This relates to formatting characters and words within a document and covers the font type, font size, font color and font attributes such as bold italic or underlining.

Font type

- Open a document called **Text formatting**.
- 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 down list supplied.



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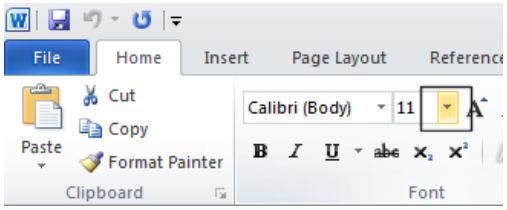
- Experiment with formatting your paragraphs using different fonts. You can also experiment with applying different font types to individual words or sentences.

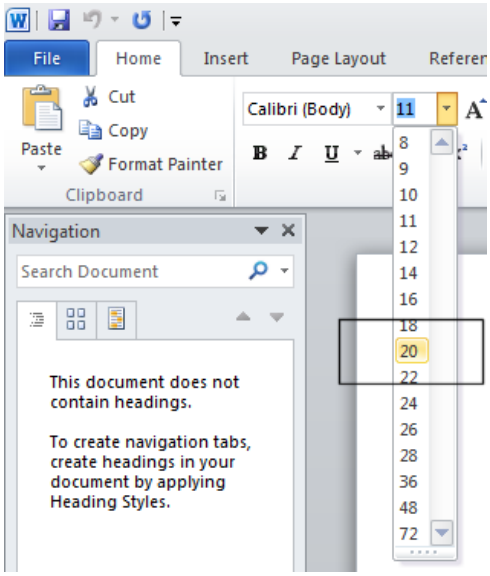
  TIP: This is just an exercise. In real life do not have lots of different fonts all mixed up within a document. It looks cheap and conveys a very bad visual impression!

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.



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



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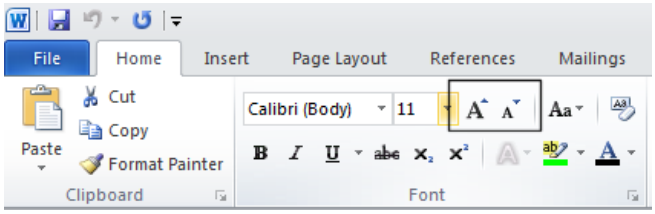
Grow Font and Shrink Font icons

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



Font size keyboard shortcut

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

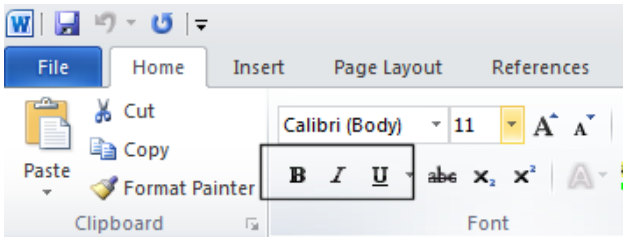
  To make the selected text smaller, use the **Ctrl+[** keys.

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.

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Subscript and superscript

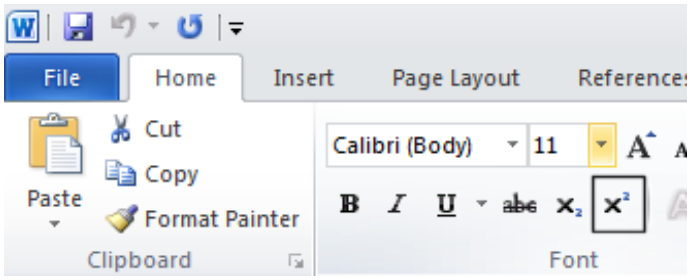
- Sometimes you need to display a character above or below the normal text line. Superscript refers to characters displayed above the normal line. An example would be the famous Einstein equation below.

$E=MC^2$

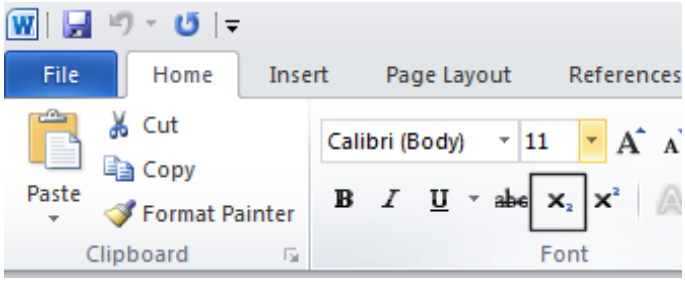
Subscript refers to text displayed below the normal line of text. An example would be the chemical formula for water.

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 allows 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 down list of options. Click on

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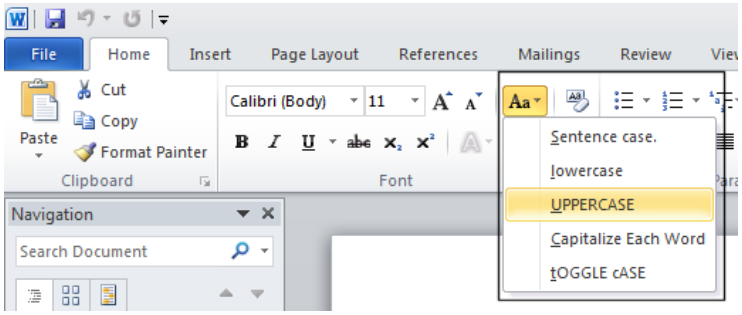
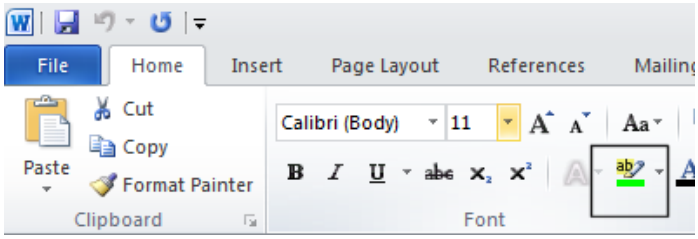
the **UPPERCASE** command.



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

Highlighting

- The highlighting feature is great if you are reviewing 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 white, do not use a very dark highlighting color, as you may find the highlighted words 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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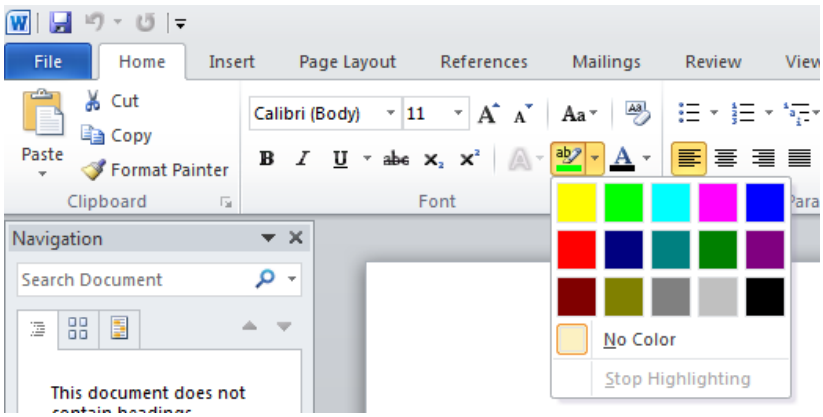


- Select another portion of text and try applying a different highlight color.

  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**.

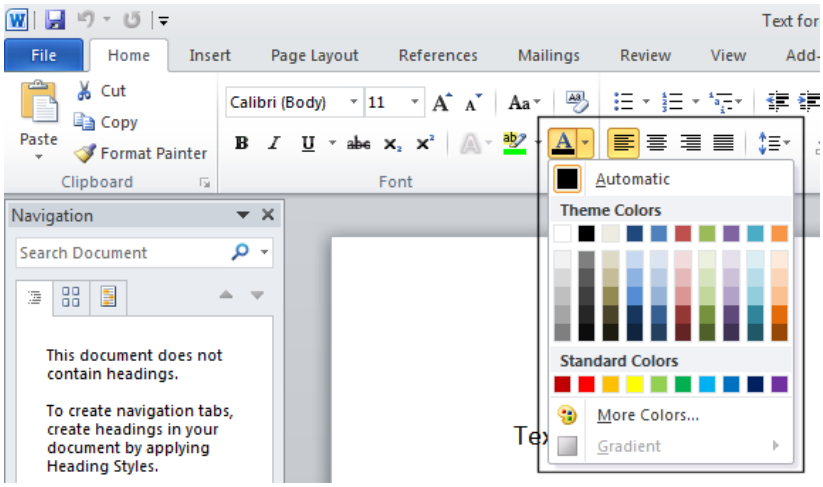
Font color

- 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.



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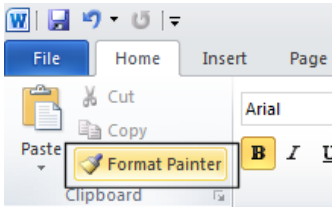
- Within the paragraph relating to Font Color, select some text and then click on the **Font Color** icon. This will apply color to the selected text.

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

Copying text formatting

- This feature allows 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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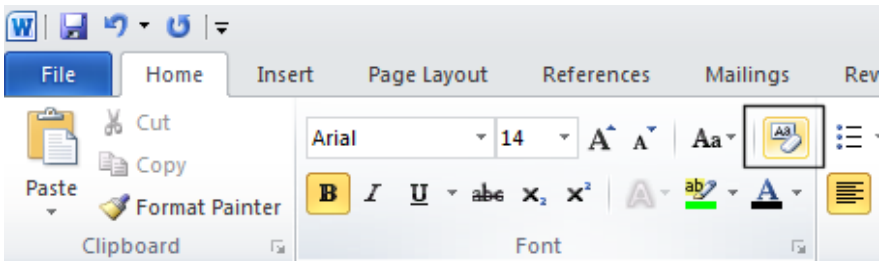
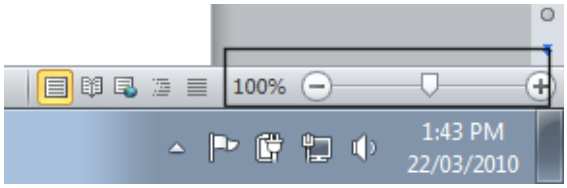


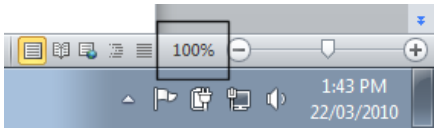
- Save your changes and close the document.

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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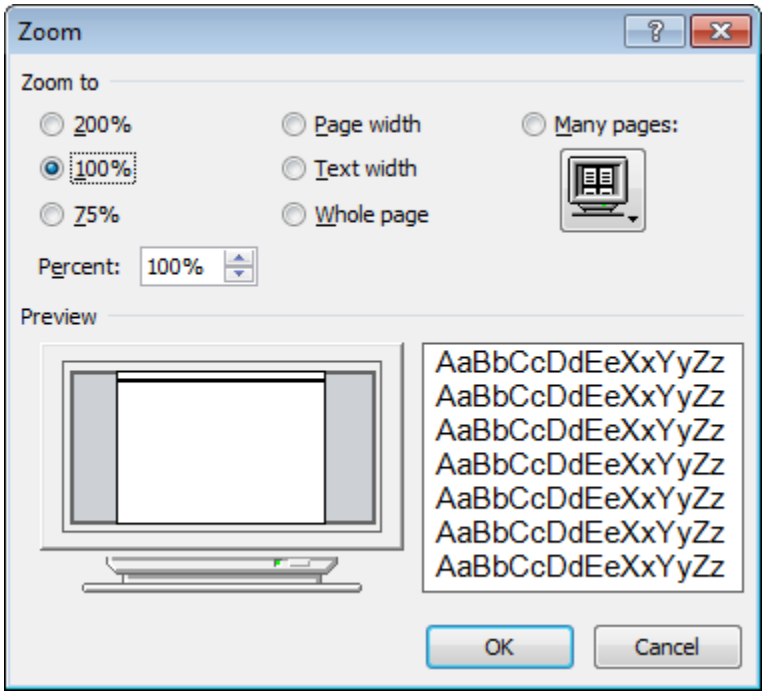

- You can use the **Zoom** dialog box to display the page at pre-set zoom levels. You can type a value into the percentage box. As you increase the percentage value, the screen magnifications is increased.

- 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:

© ™ ∑ Ω € ® ¥

- 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.

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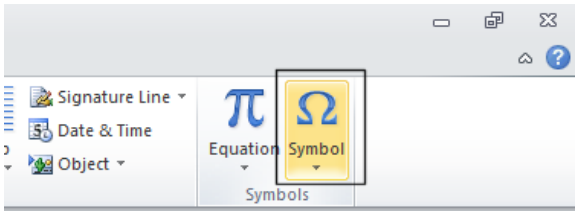
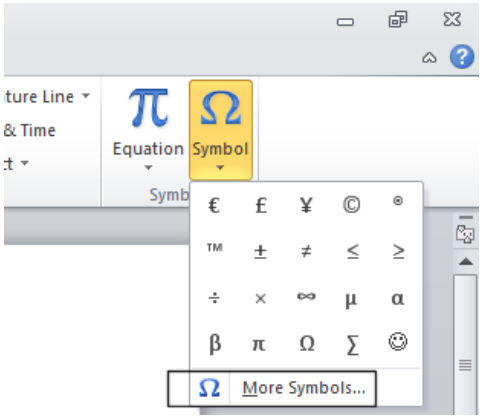
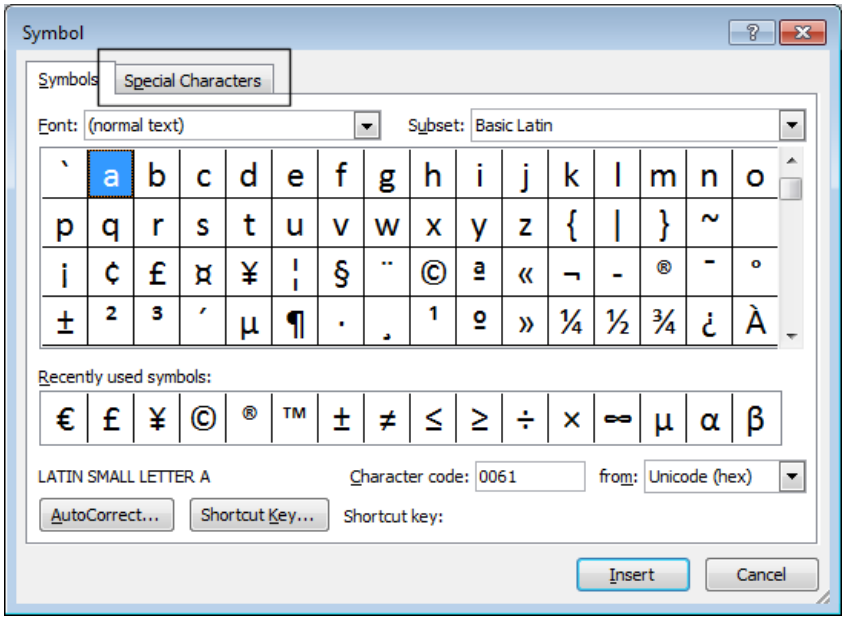


- Clicking on the **Symbol** command will display a drop down list of symbol options, as illustrated.



- 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.



- 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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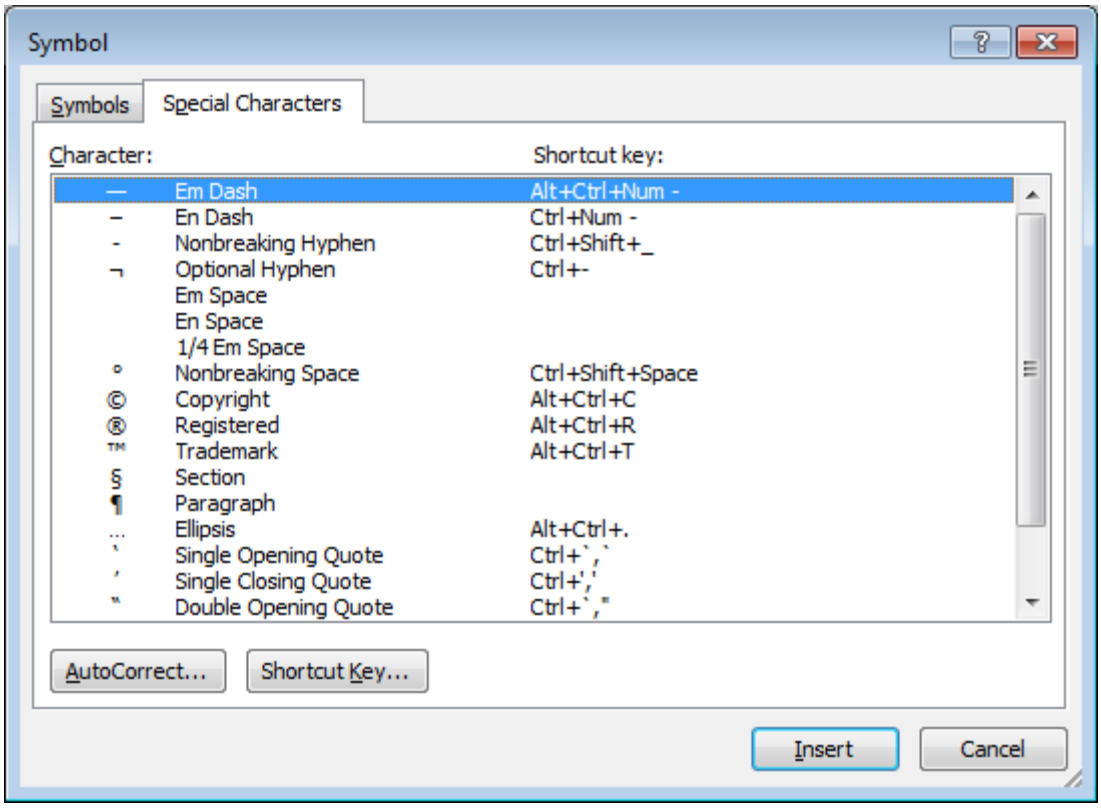

- Work through the exercises contained within the **Symbols** document. When you have finished, save your changes and close the document.

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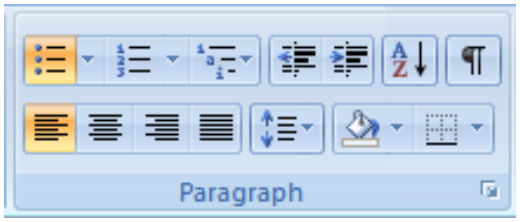
Paragraph Formatting

- 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.

A·paragraph·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¶

- 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 known 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

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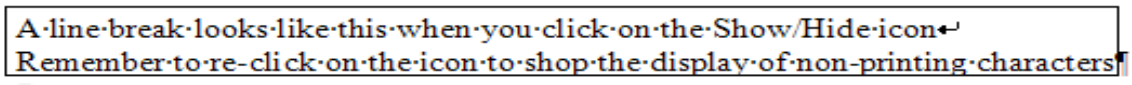
document. Re-click on the icon and you will no longer see the soft paragraph marks.

- 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.



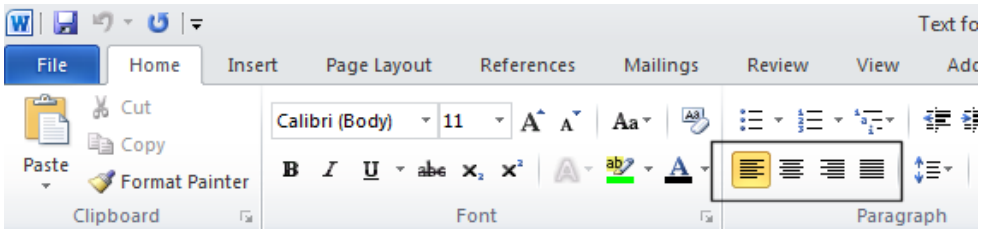
- Click at the end of a sentence within a paragraph. Insert a soft paragraph line break. Insert another soft paragraph line break and notice that this type of mark looks different from a paragraph mark. Delete the two soft paragraph line breaks.
- Click on the **Show/Hide** icon so that the marks are 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.



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.

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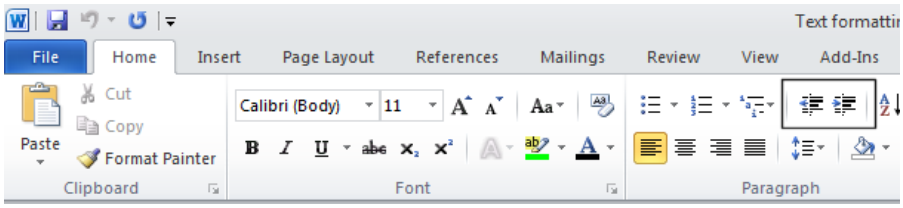
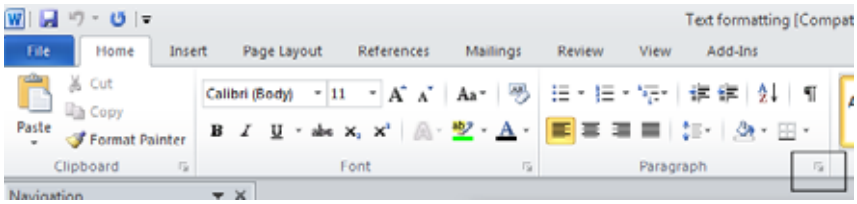
- Click within a paragraph that is aligned to the left. Experiment with using the **Increase Indent** and the **Decrease Indent** icons displayed within the **Home** tab.

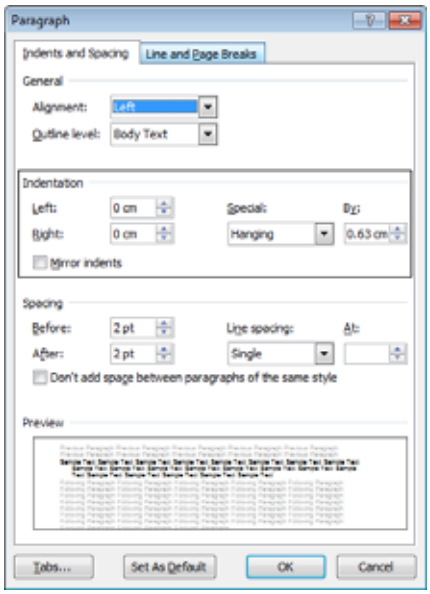


TIP: Each time you click on the **Increase Indent** icon, the paragraph is indented further to the right.

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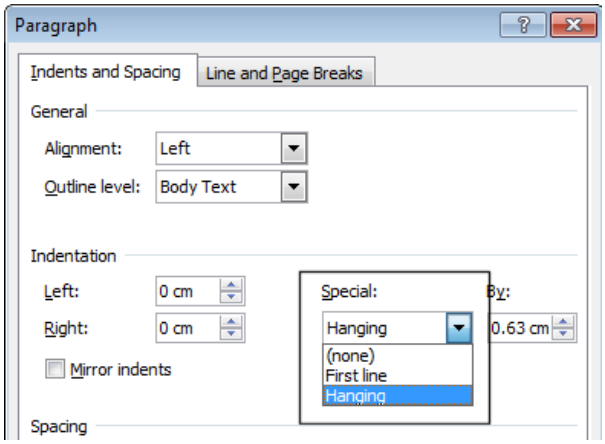
You can use the dialog box to set exact left or right indents. Experiment with setting both left and right indents for this paragraph.

- 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**.



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

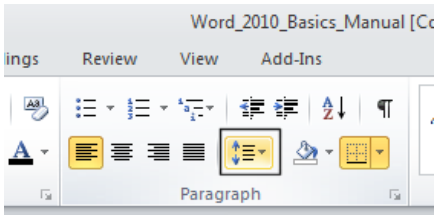
Floppy disks are also known as diskettes. They are very slow compared to hard disks or CD-ROMs, and hold relatively small amounts of data (1.44 Mbytes). Sometimes people will backup (i.e. copy) important data from their hard disk to floppy disks. However, as diskettes are notoriously unreliable this is not the best way of backing up valuable data (but is better than nothing).

Applying single or double line spacing within paragraphs

- Within a paragraph you can adjust the spacing between the lines of that paragraph.

  NOTE: Do not confuse adjusting line spacing within a paragraph with adjusting the spacing between 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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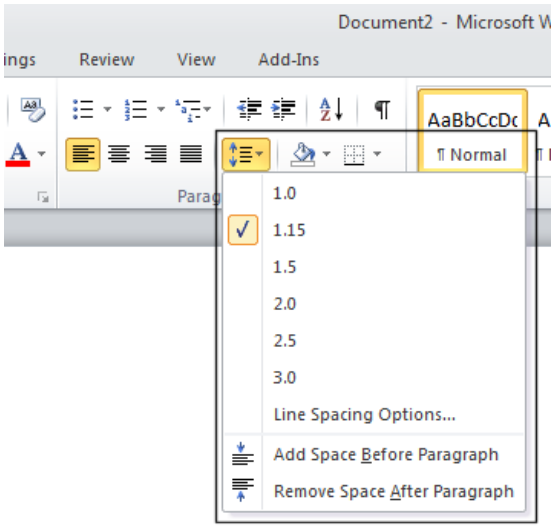
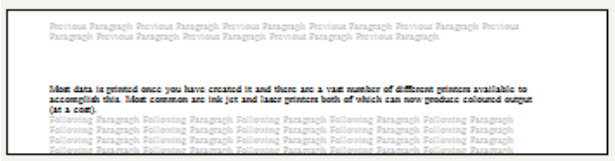


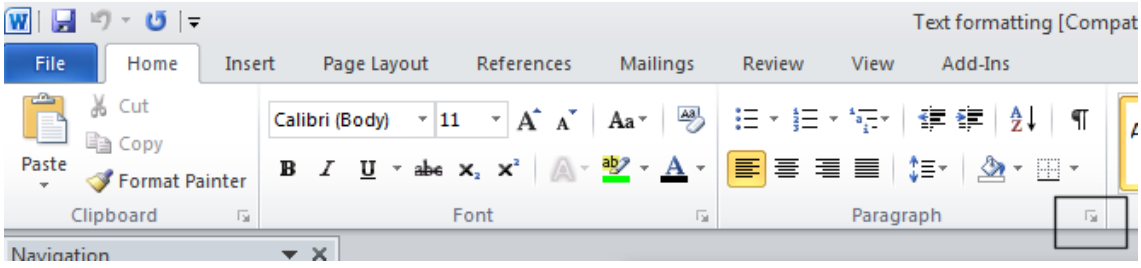
- Select **1.5** and look at what happens to the formatting of your paragraph.

Applying spacing above or below paragraphs

- You can adjust the spacing between 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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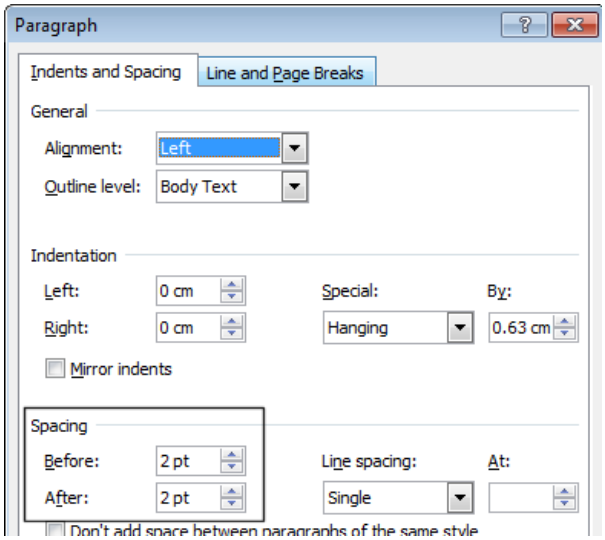
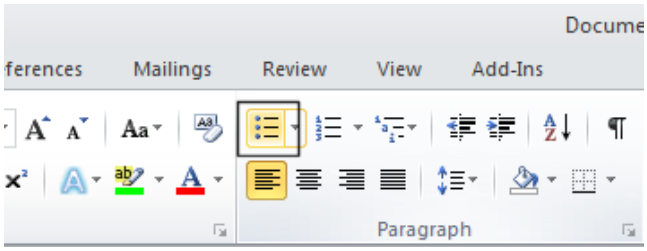


Using paragraph spacing rather than using the Return key

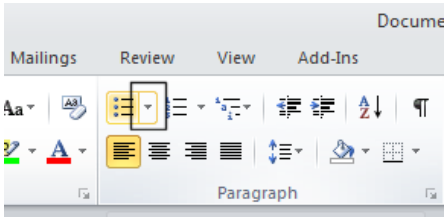
- It is considered better practice to use Word templates with fairly large pre-set paragraph spacing. This means there is less need to press the **Return** key to insert visual spacing between each paragraph.

Applying bullets to a list

- You can easily format a list to display using bullet points. Scroll down 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 while 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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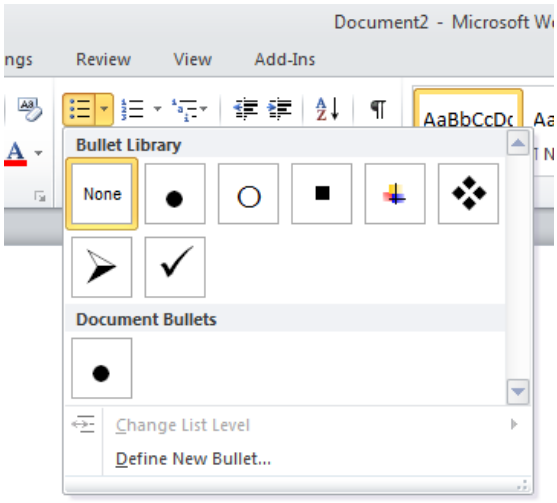
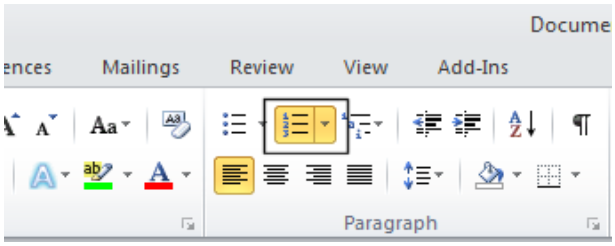
- This will display a drop down menu allowing you to use different types of bullets.

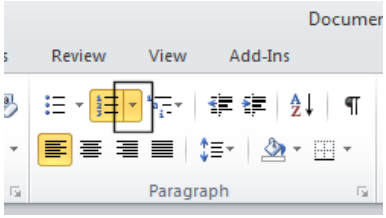


Applying numbering a list

- 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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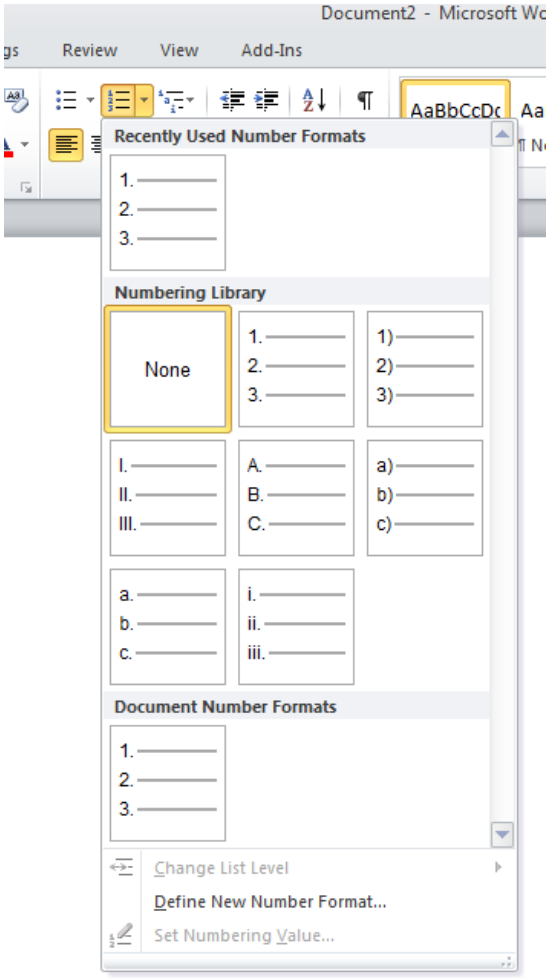

NOTE: If you add a name to the end of your list it will automatically be assigned the next sequential number. If you delete a name within the list then the whole list will be automatically renumbered. Experiment with adding and deleting items within the list.

- 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.

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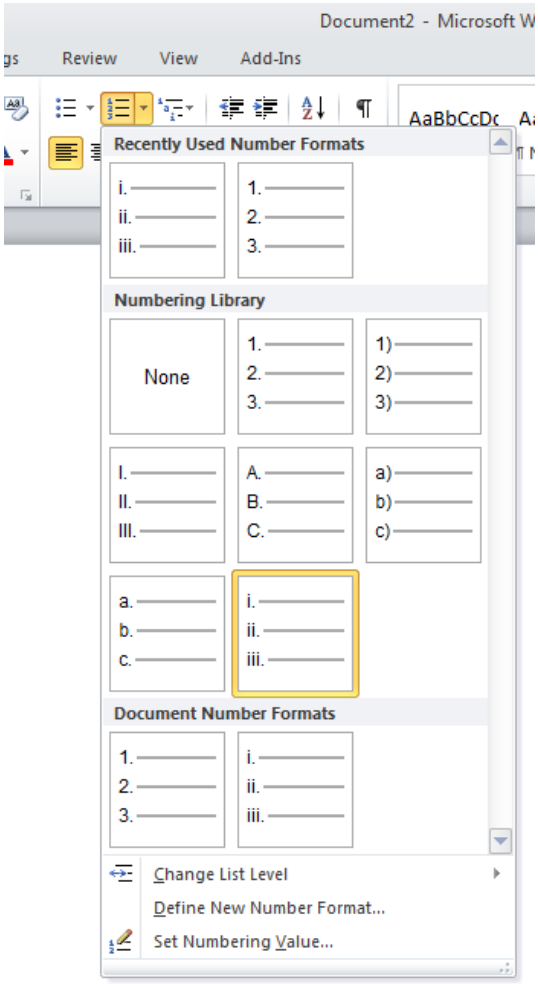
Numbered List

i. Red
ii. Green
iii. Blue
iv. Yellow

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



- 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**.

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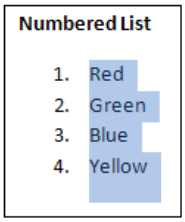
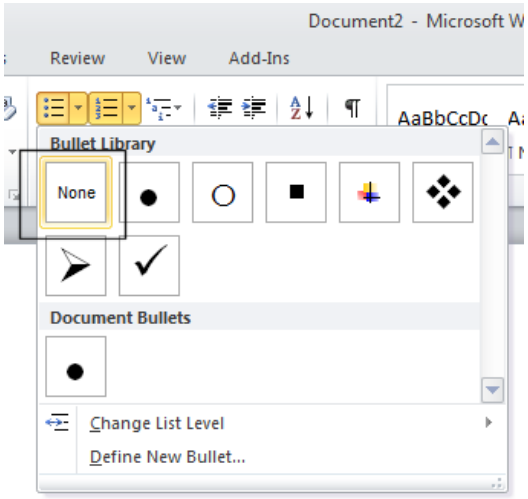
- Select the items within the numbered list as illustrated.



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

  NOTE: 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.

  NOTE: You can also click on the **down arrow** to the right of the **Bullets** icon and from the drop down menu displayed, click on **None**.

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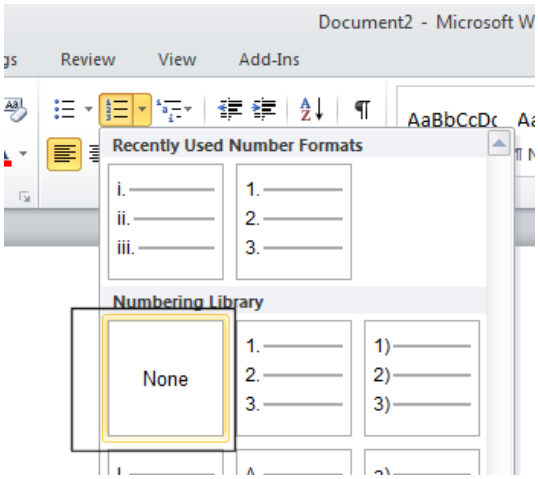

- Save your changes and close the document.

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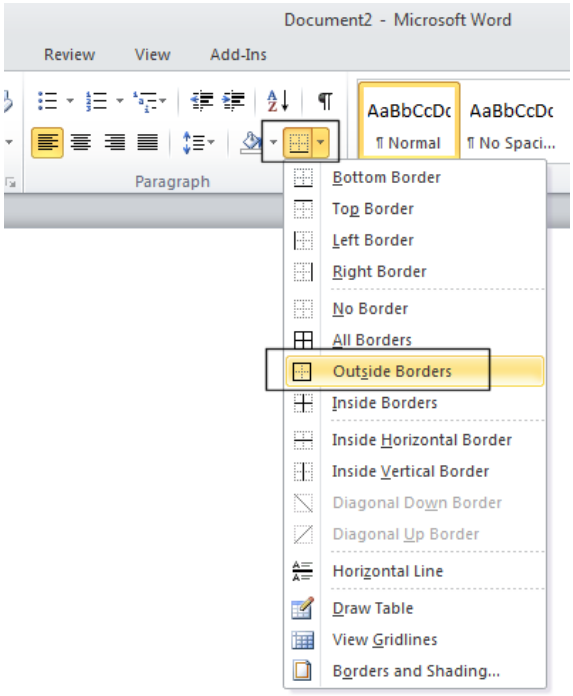
Borders and shading

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.

- 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).

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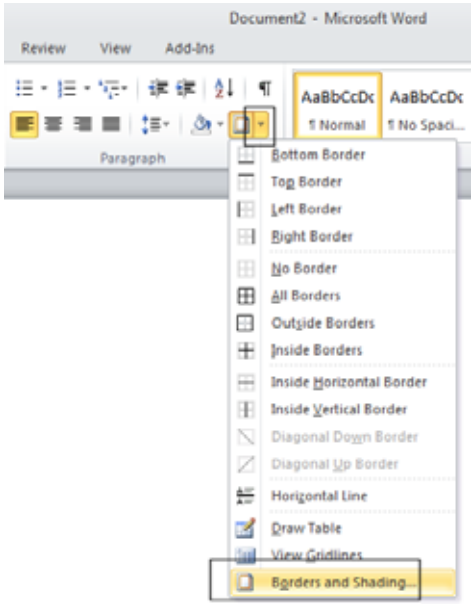
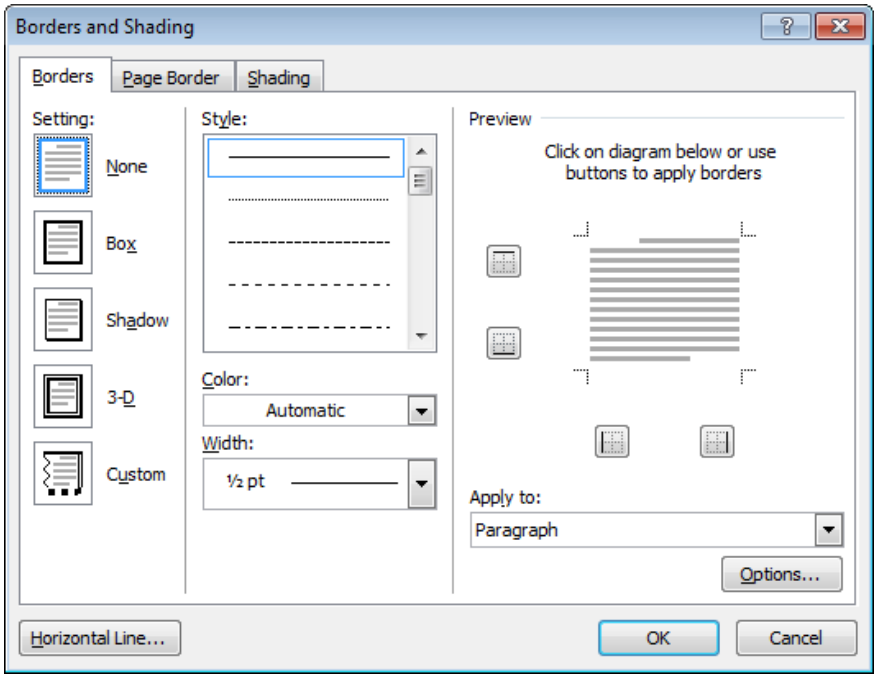
Modifying borders

- 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.



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

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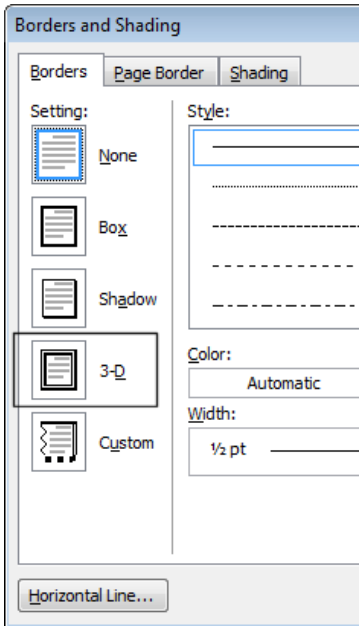
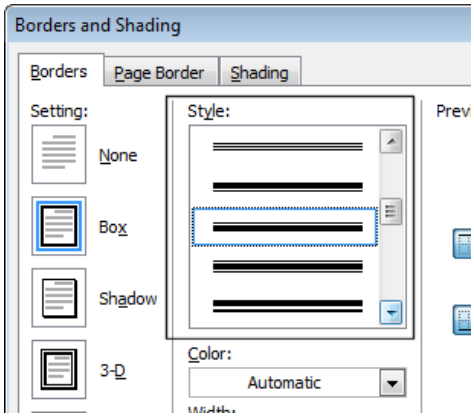
- From the **Setting** section of the dialog select the **3-D**.



- Use the **Style** section of the dialog to select a different border style.



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

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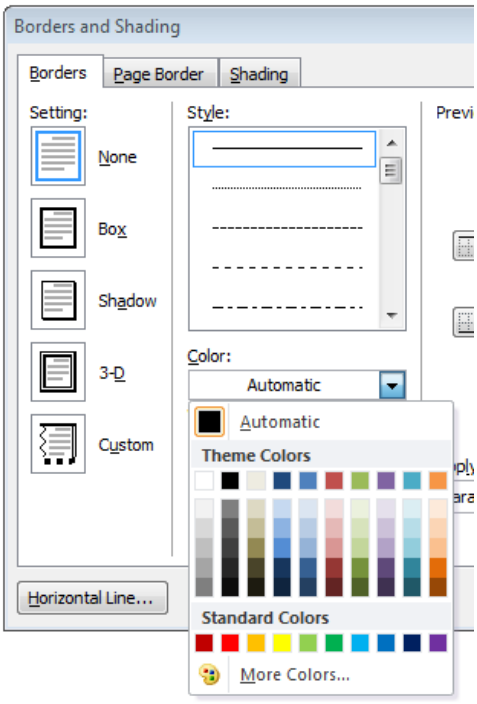
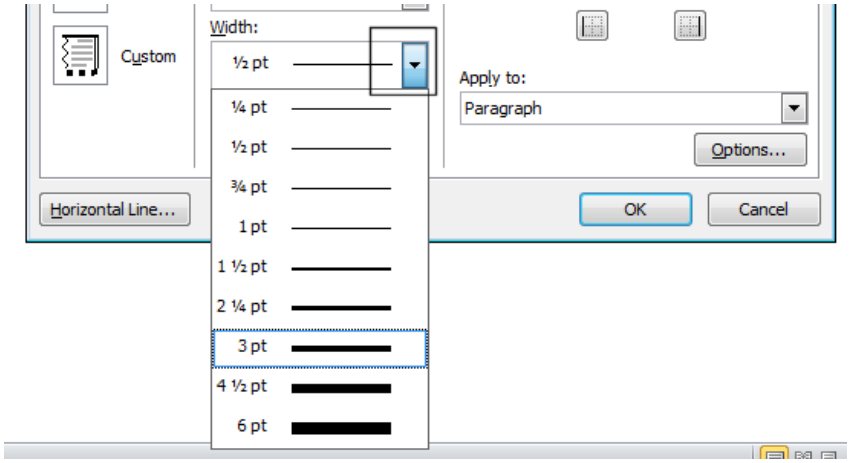


- Click on the **down arrow** to the right of the **Width** section to display a list of widths. Select a width.



- 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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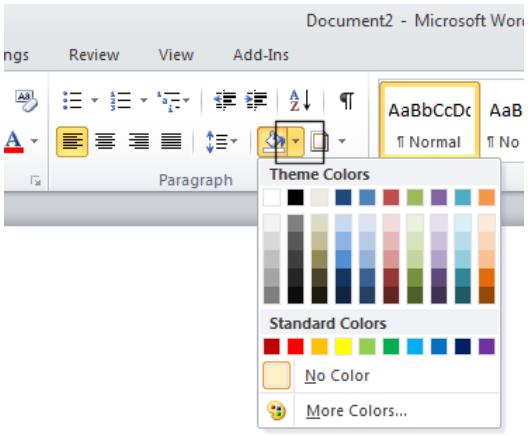
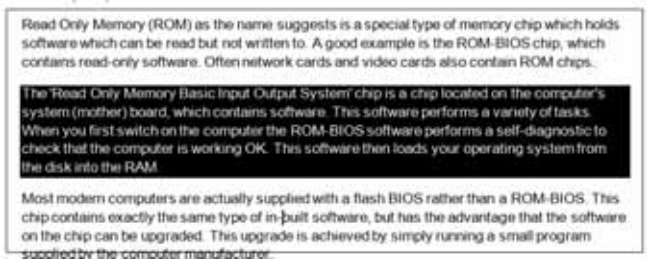


- Click on the **Undo** button and apply a different color of shading.

  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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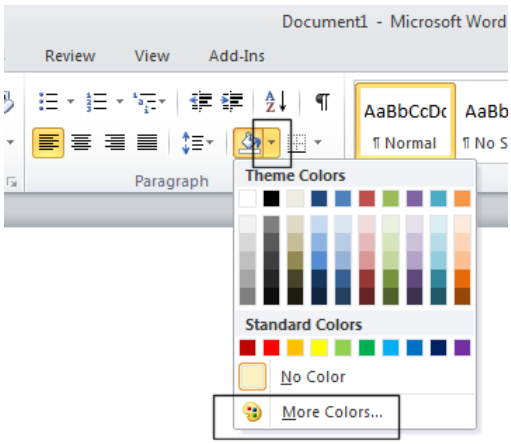
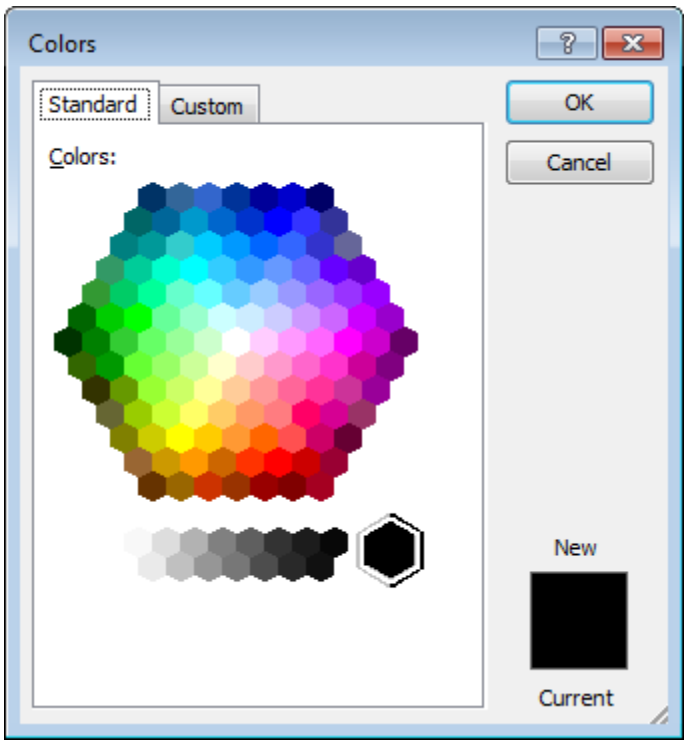


- Select a color.



- Click on the **OK** button

Applying borders to selected text

- You can apply borders and shading to an entire paragraph. However 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.

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Finding and replacing text

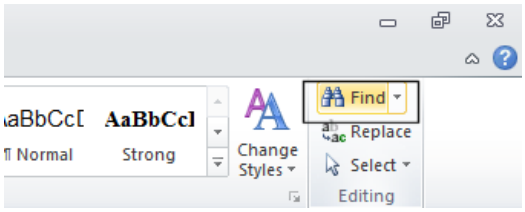
Using Find and Replace

- Sometimes documents can be very long and you may need to search that document for a particular word or phrase. You can use the built-in search feature to do this for you. If you need to find a particular word or phrase and replace this item with 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 always make a backup copy of a document before using this feature as it is very easy to get it horribly wrong. Many words have within them smaller words. The word **WARNING** for instance has the words **WAR** and **WARN** within it, and if you replaced the word **WAR** with something else, then the first three letters of the word **WARNING** will also be replaced. There are ways to stop Microsoft Word from doing this, but you must be careful!

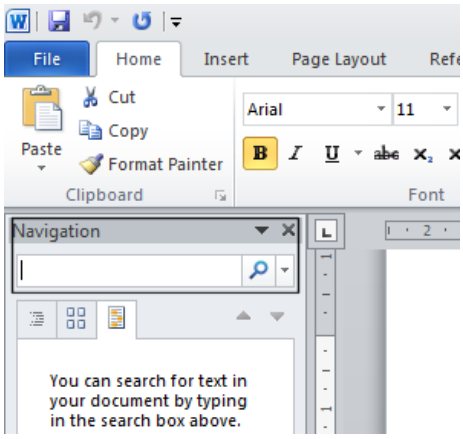
Finding text

- 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.



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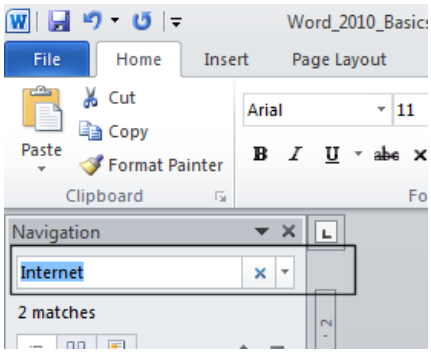
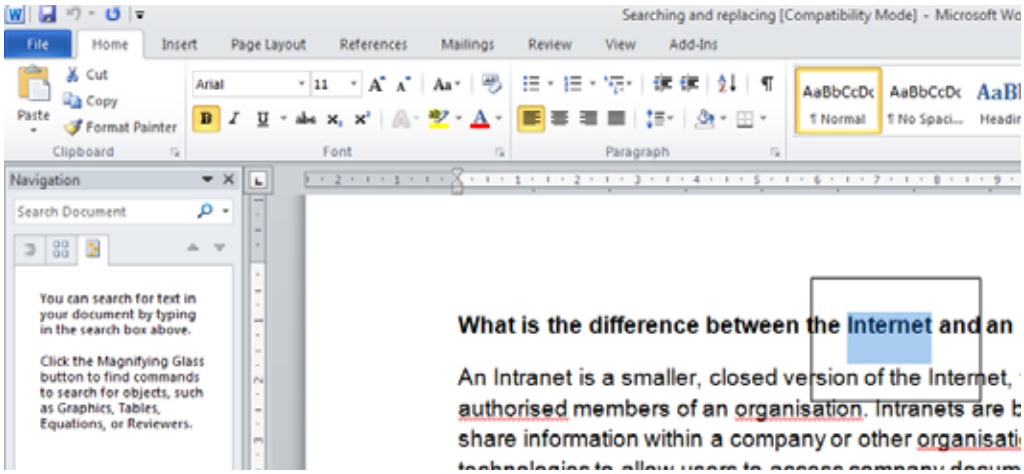
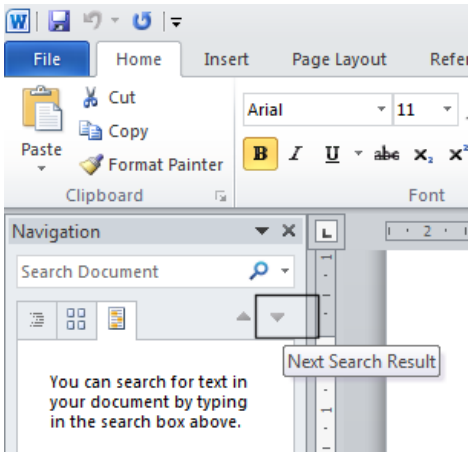
- Type in the text you wish to search for, in this case type in the word **Internet**.



- The first occurrence of the word **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.

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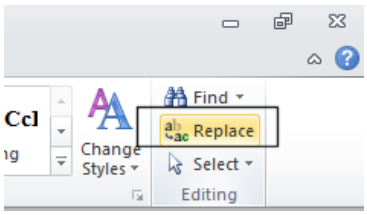
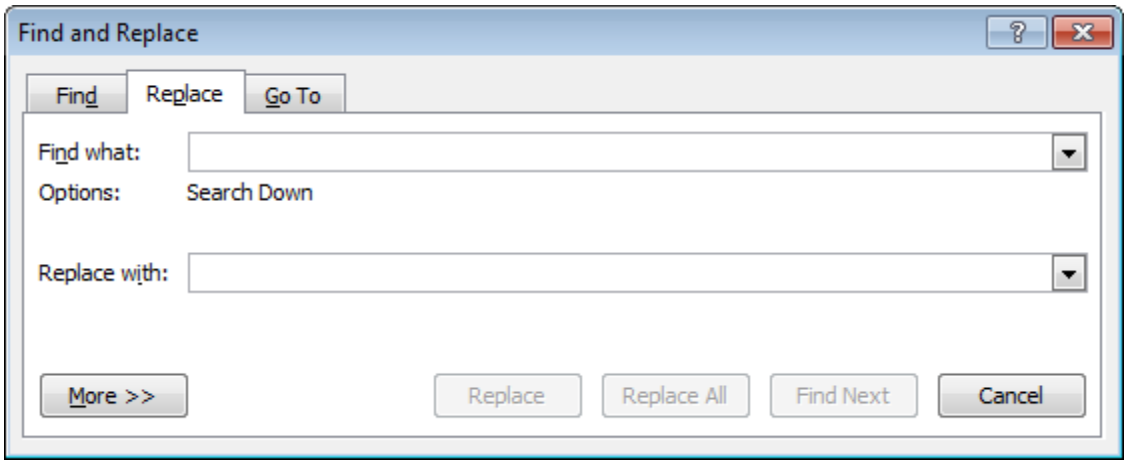
Replacing text

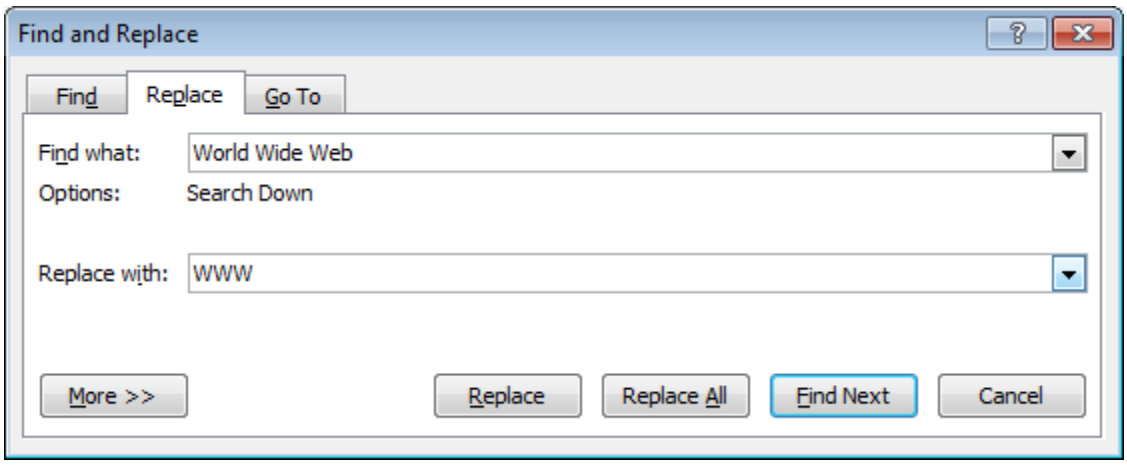
- Under the **Home** tab, within the **Editing** group, click on the **Replace** button.



- This will display the **Find and Replace** dialog box.



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



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**.

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

- Save your changes and close the document.

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Tabs

Tab stops

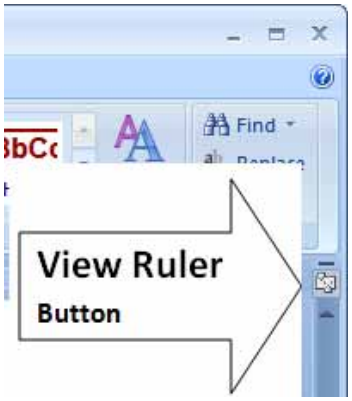
- In early versions of Microsoft Word, using 'Tab Stops' was a vital method for formatting particular items within a Microsoft Word document. Tabs were commonly used for displaying columns of data, with each column of data being separated from the next column by a tab space.

- 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 allows 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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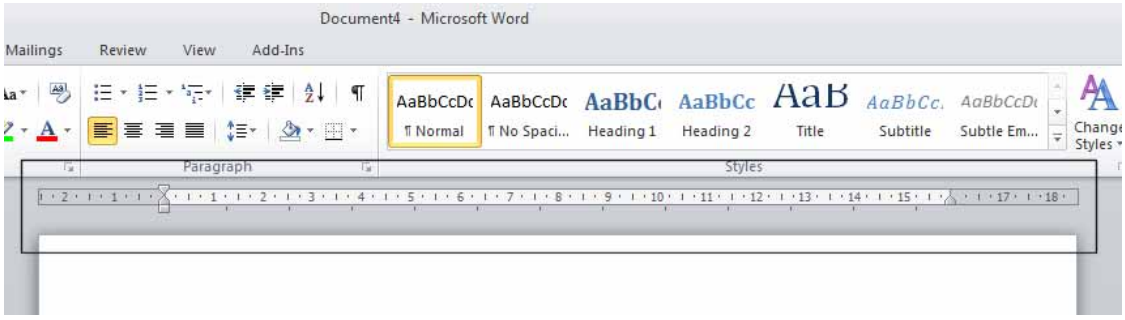
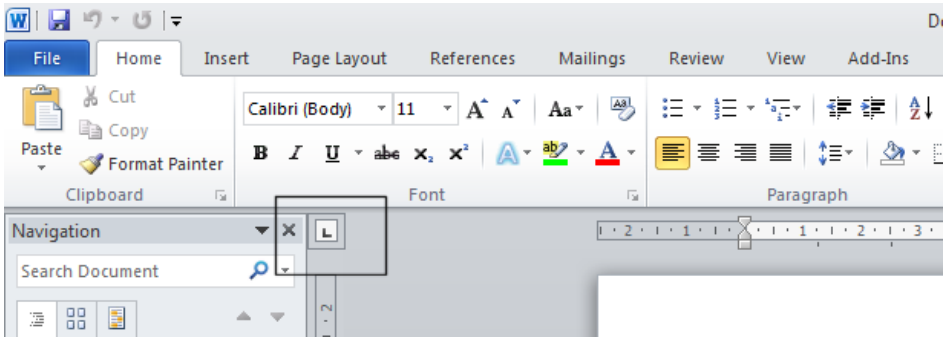


- You can set the tab type by repeatedly clicking the tab selector (displayed at the left edge of the ruler) until it displays the required tab type.



- 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.

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Bar Tab stop:
This displays a vertical bar at the tab stop location.

NOTE: 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 down when you are dragging the tab stop).

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

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

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** above the start of the text '**2005 Sales**', as illustrated.

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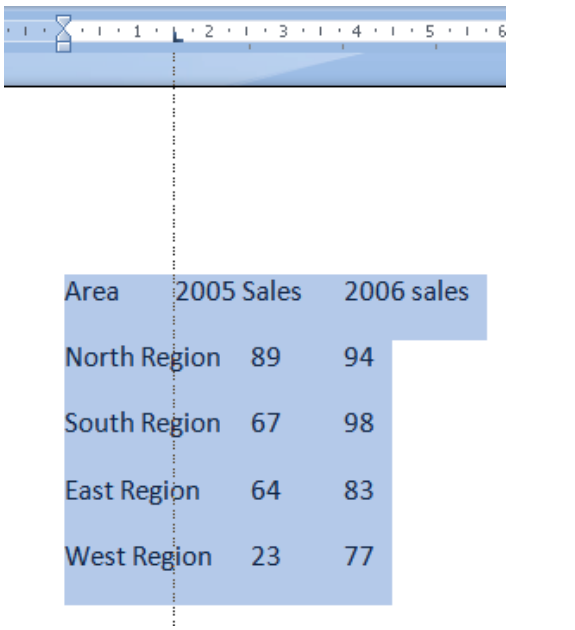
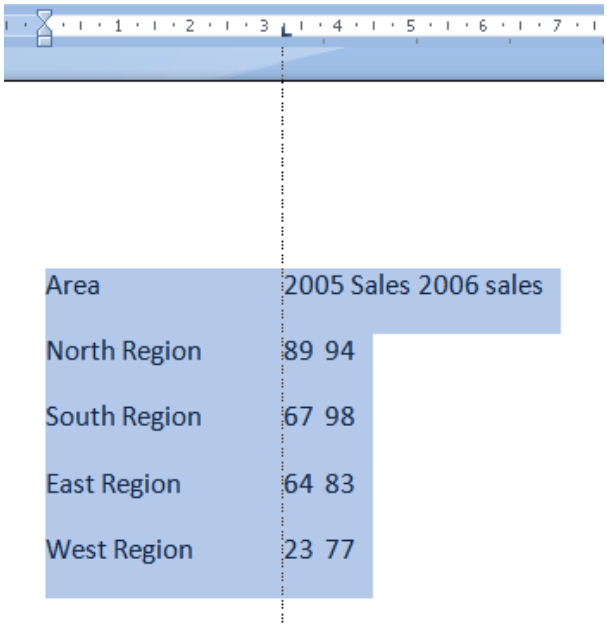


Area	2005 Sales	2006 sales
North Region	89	94
South Region	67	98
East Region	64	83
West Region	23	77

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



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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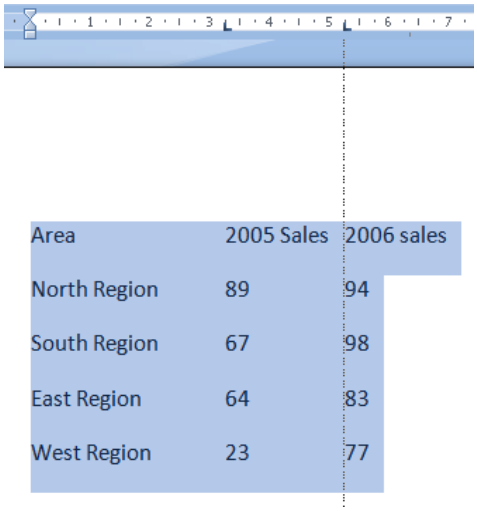
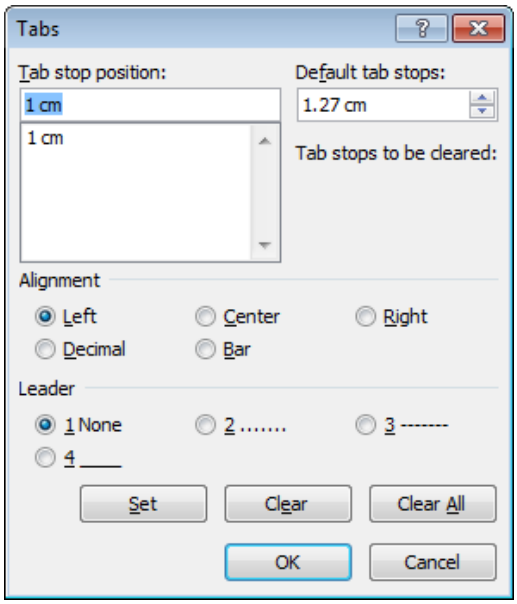


Area	2005 Sales	2006 sales
North Region	89	94
South Region	67	98
East Region	64	83
West Region	23	77

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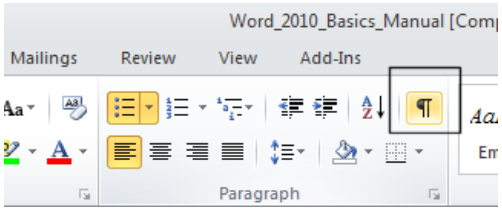
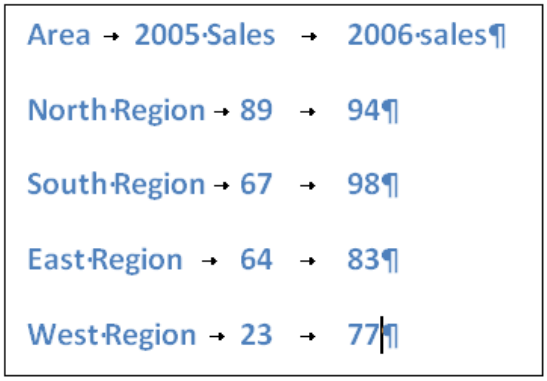
- Try deleting one of your tab stops by dragging it off the Ruler. Use the **Undo** key to reverse this deletion.
- When you have finished experimenting, save your changes and close the document.

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.



- Close the document.

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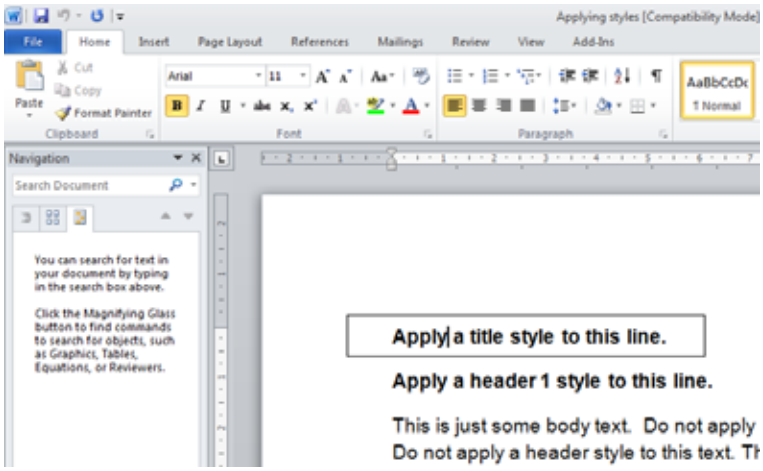
Styles

What are styles?

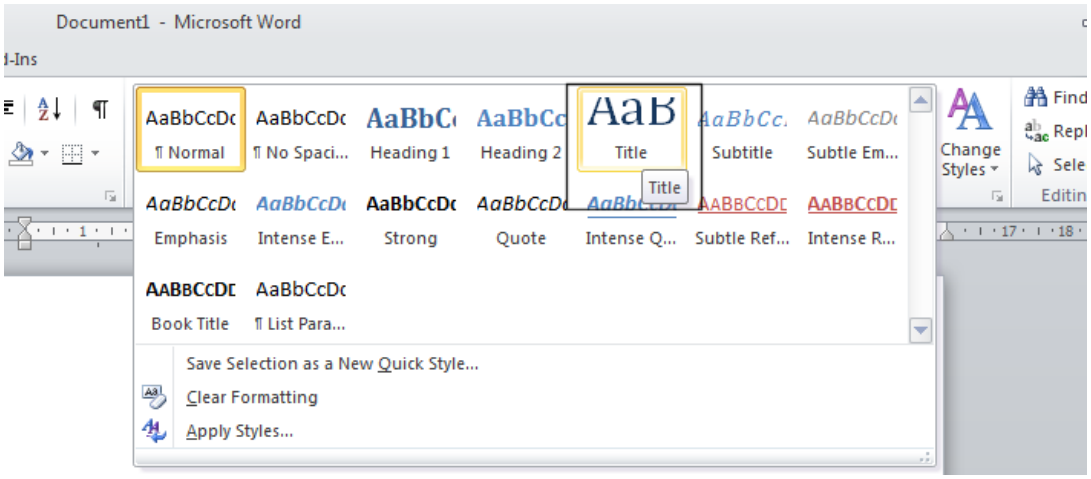
- Styles are a collection of formatting instructions that have a name and can be applied to parts of your document to impose consistent formatting. An example would be header styles which can be used to add an ordered structure to long documents.

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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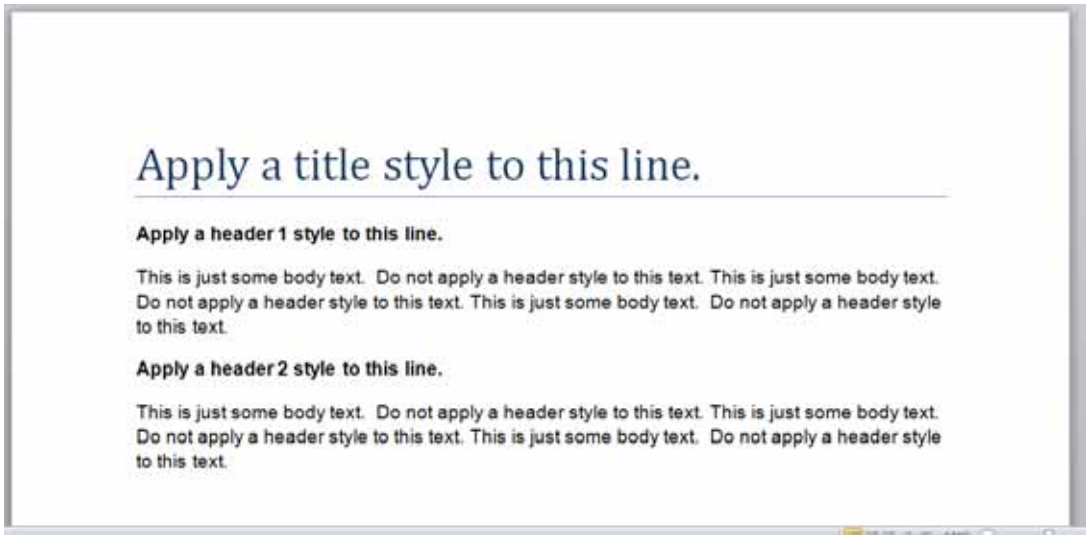
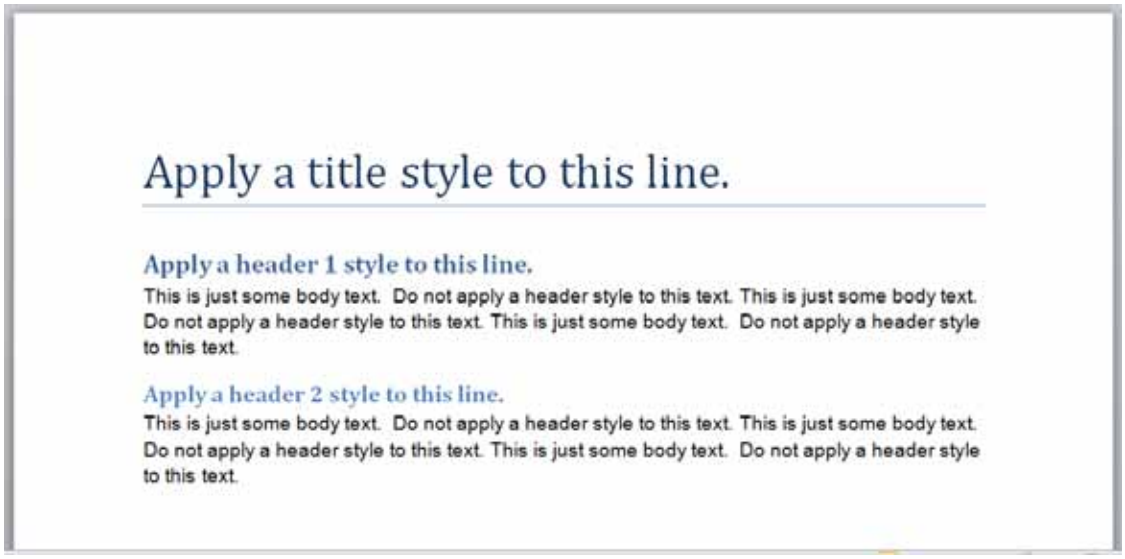
- Your document will now look like this.



- 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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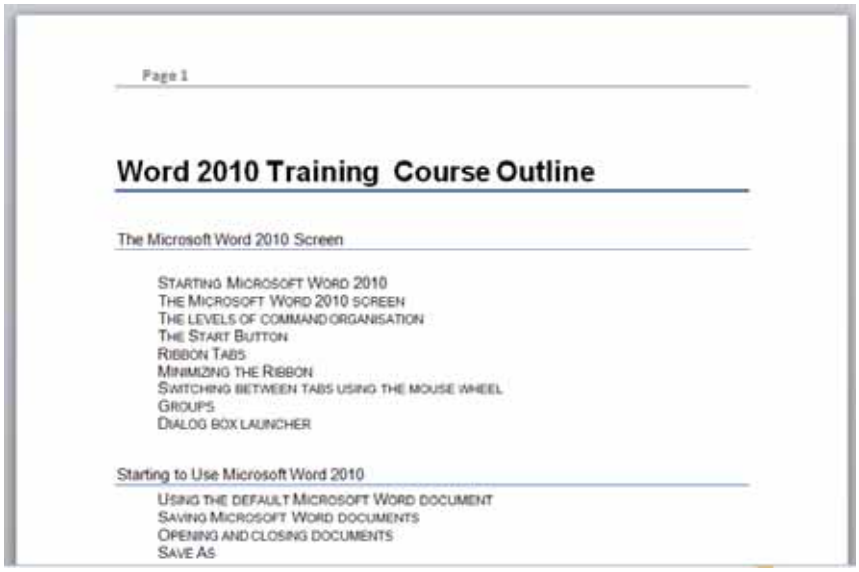
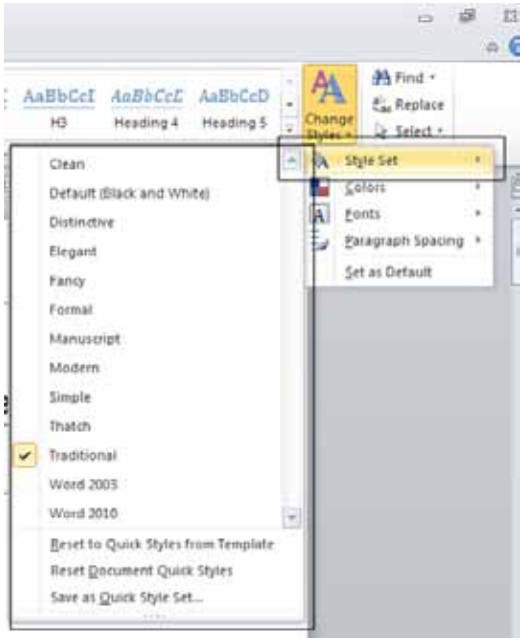


- Under the **Home** tab, within the **Styles** group, click on the **Change Styles** button.

- From the drop down list displayed select the **Style Set**. This will display a list of Style Set options.



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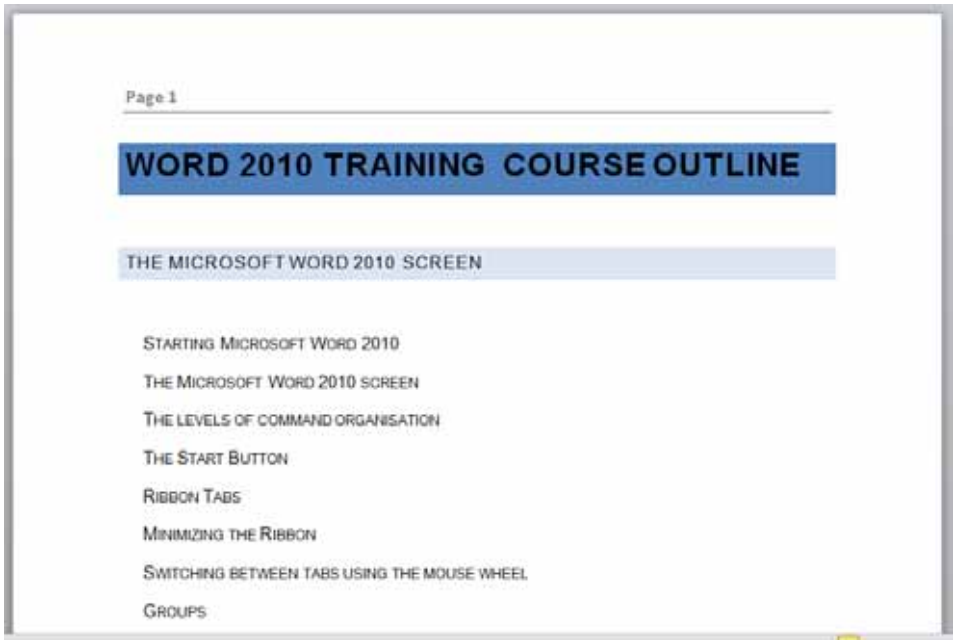
- Try clicking on a style set option, such as **Modern**. As you can see a complete set of new styles are applied to the document.



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

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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.

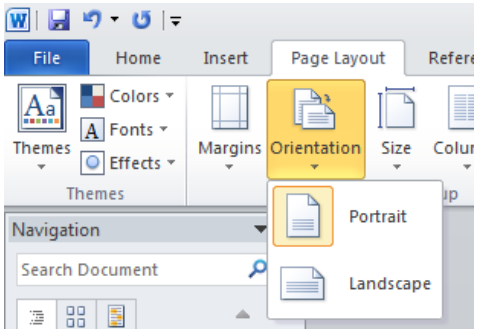
Page orientation and paper size

- 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 **Landscape** 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 narrower 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 **Landscape** page orientation. Select **Landscape**.



- Your document will now look something like this.

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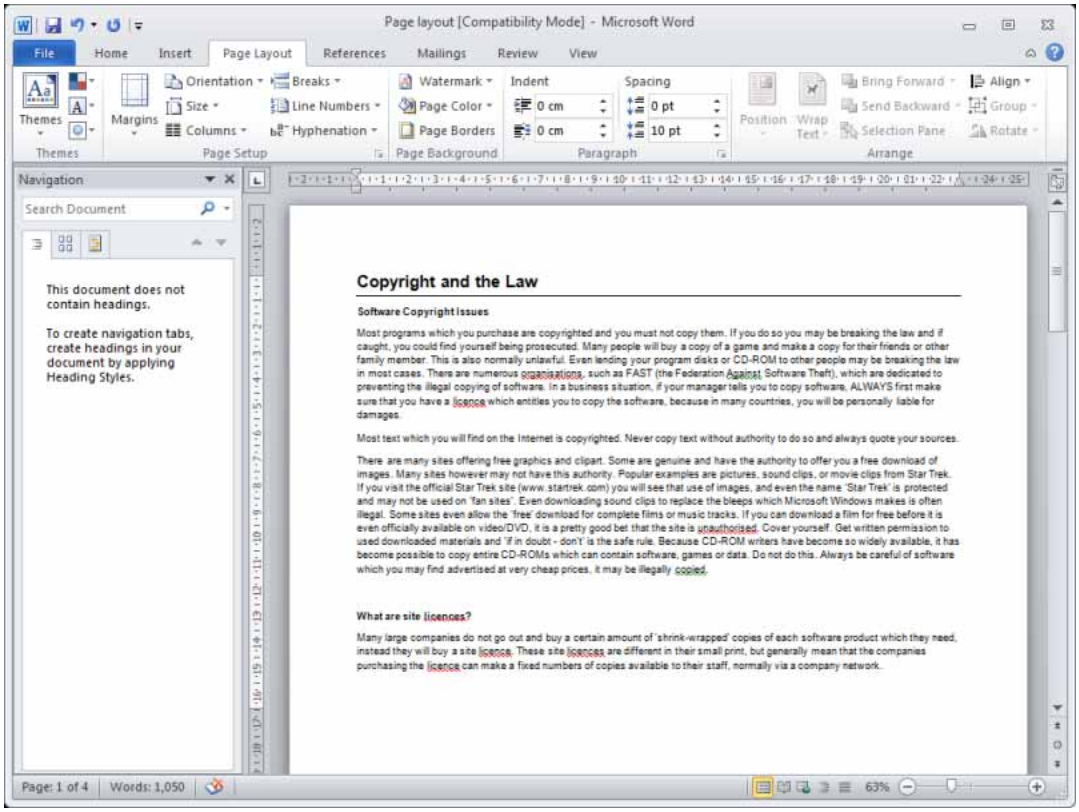
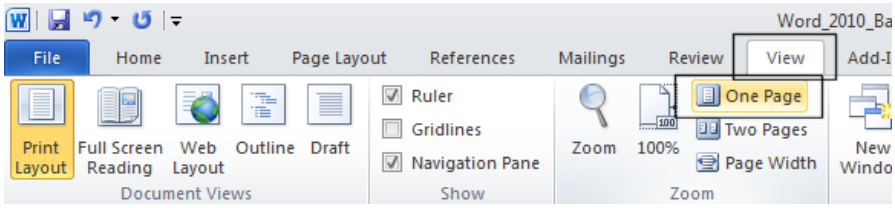
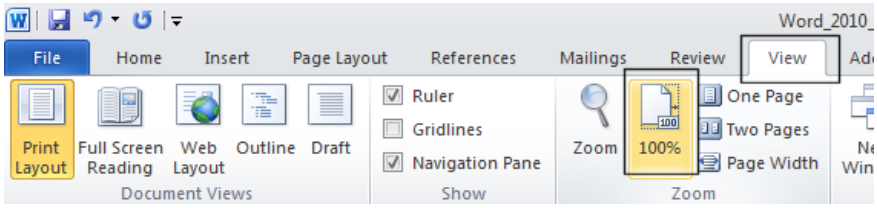


- To see the effect better click on the **View** tab and click on the **One Page** button.



- 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.

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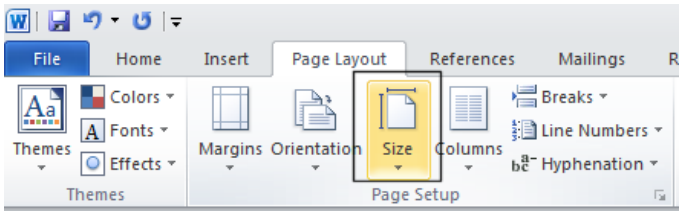
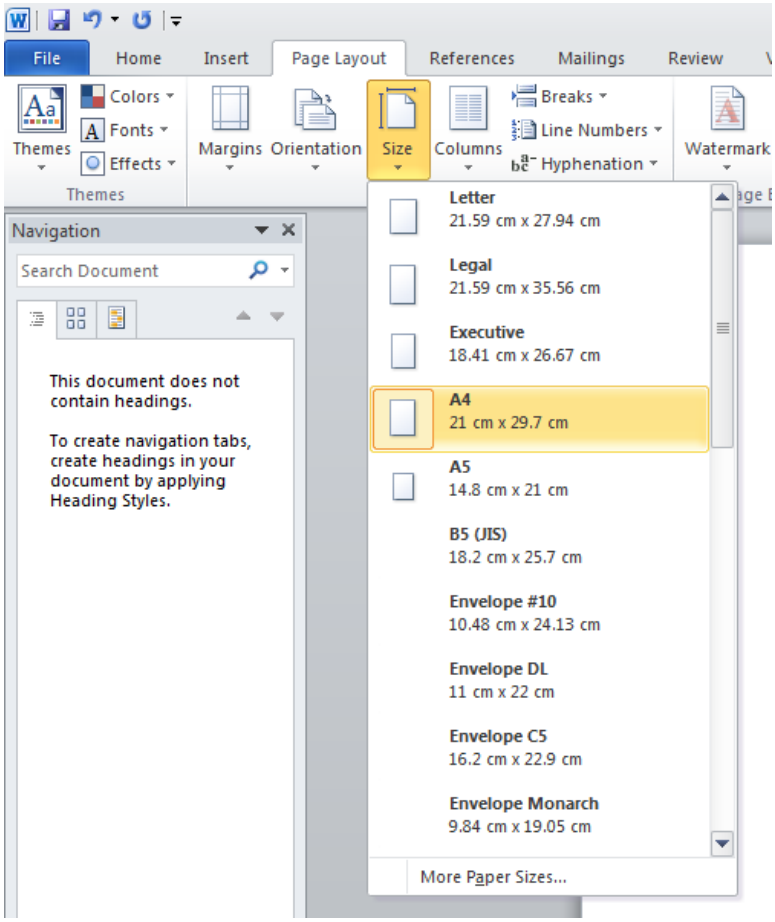


- You can click on an item within the drop down list to change the page size.



Page margins

- Your document has a top, bottom, left and right margin. This is the space between 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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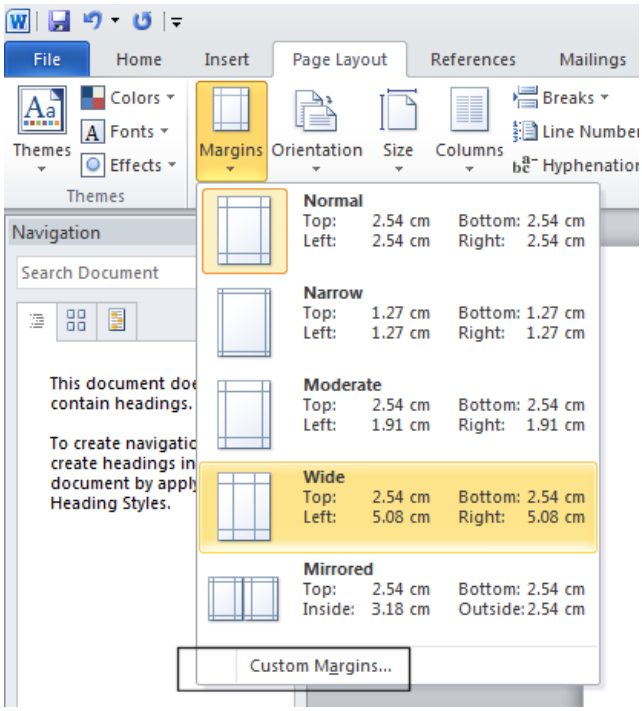
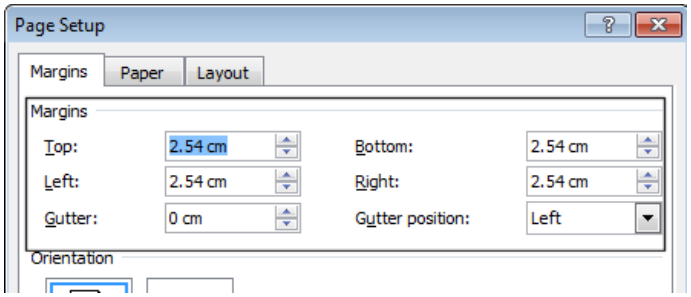


- Experiment with applying these different pre-set margin options.
- To create your own custom margins, click on the **Custom Margins** command displayed at the bottom of the **Margins** drop down list. This will display the **Page Setup** dialog box, allowing you to set exact values for the margins.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



- 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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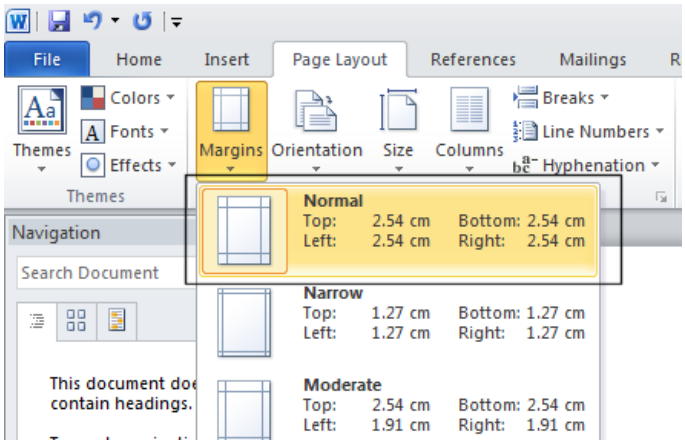
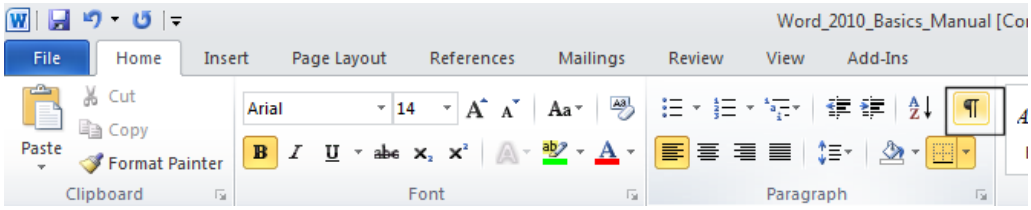


Inserting Page Breaks

- 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.



- 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.

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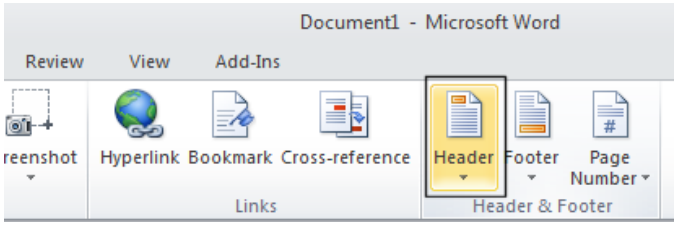
Use page breaks rather than repeatedly pressing the Return key

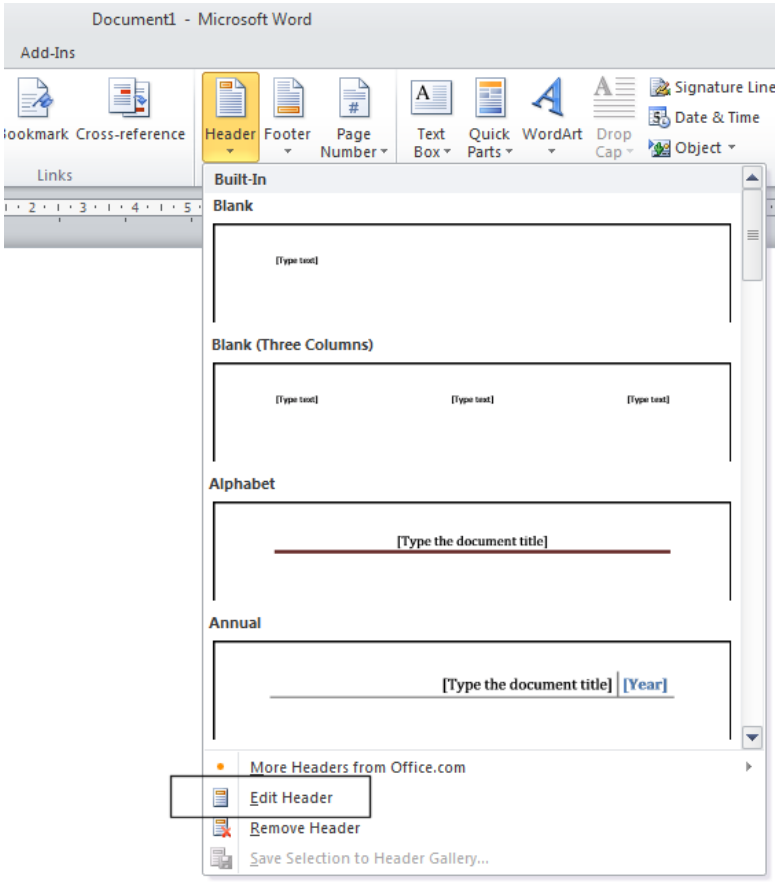
- If you wish to insert a new page, always use the 'page break' method. Never keep pressing the **Return** key until Word skips to a new page.

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 down list is displayed. Select the **Edit Header** command.



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

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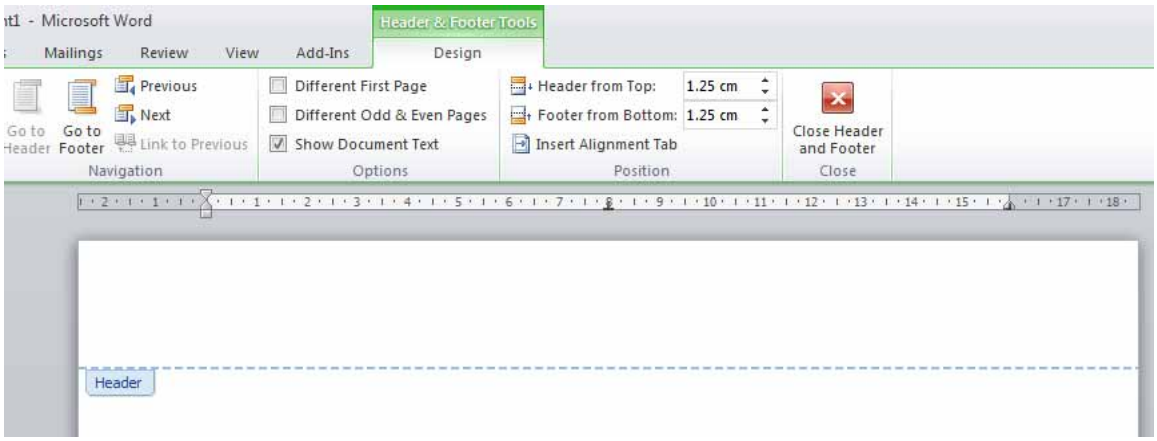
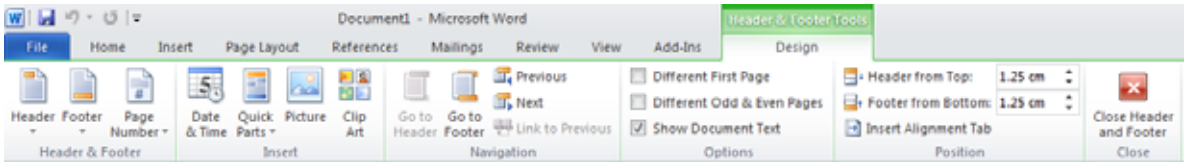
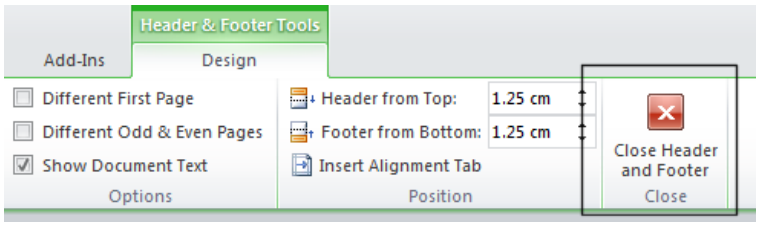


- Type in your header text. In this case type in your name.

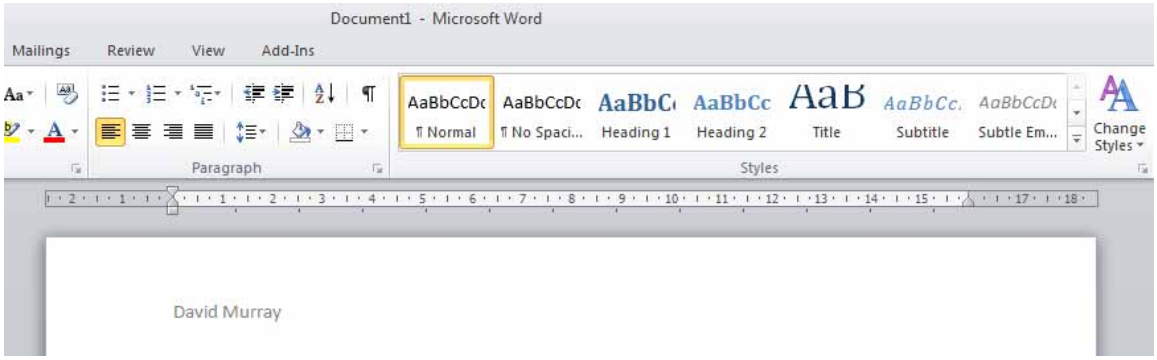
- If you look closely you will see that a special header and footer ribbon is displayed. This ribbon displays related commands to enhance your header or footer.



- Click on the **Close Header and Footer** icon.



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



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

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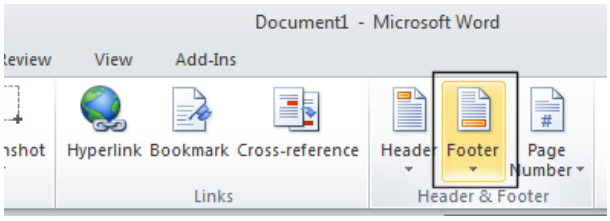
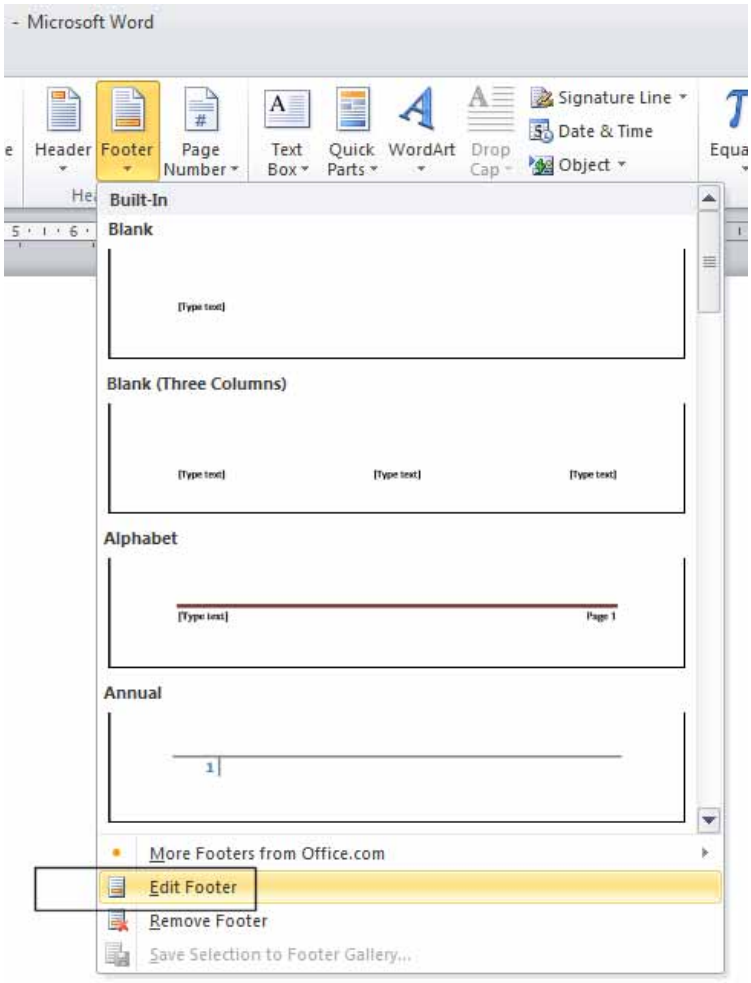


- Select the **Edit Footer** command.



- Type in the following text as your footer.

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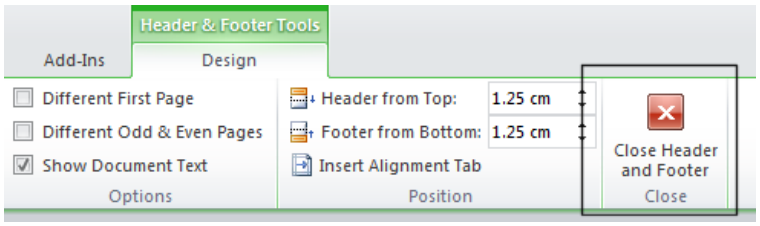
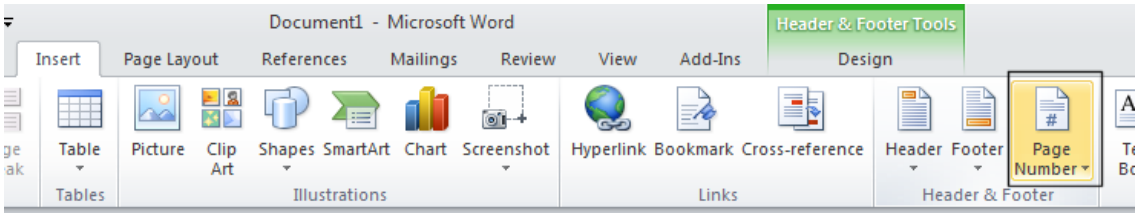
- Click on the **Close Header and Footer** icon.



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 down 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 down list displayed, select **Current Position**. From the sub-list displayed select **Plain Number**.

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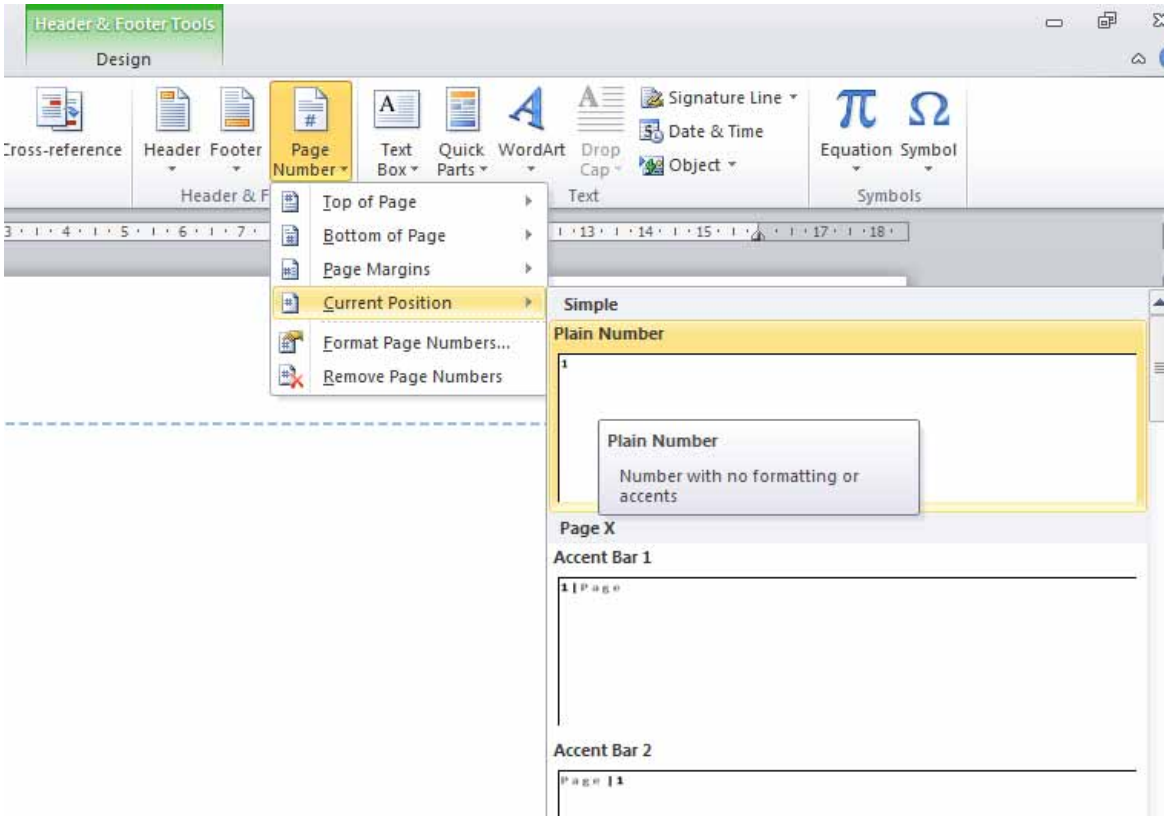

- The page number should be inserted into your document. Close the **Header and Footer** ribbon.

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 was 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 down 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.

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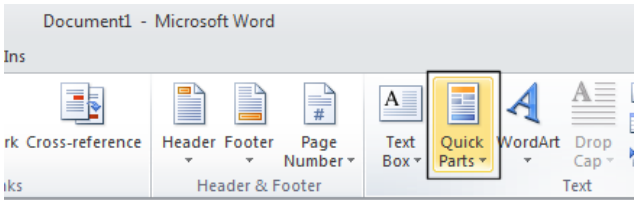
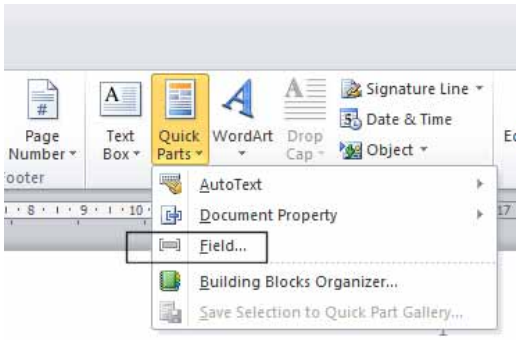
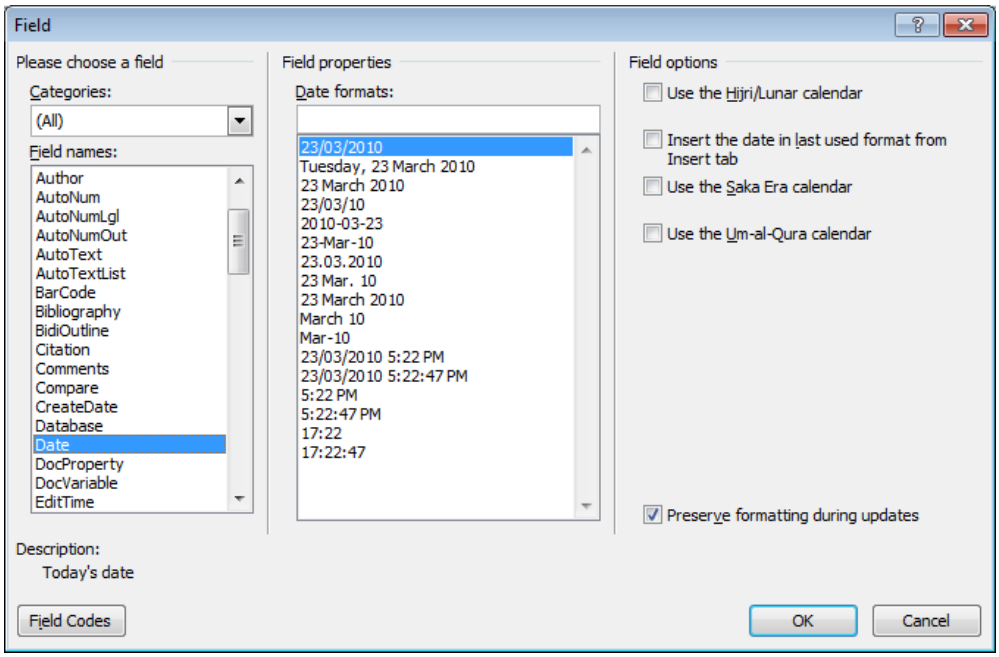


- From the drop down list displayed select the **Field** command.



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



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

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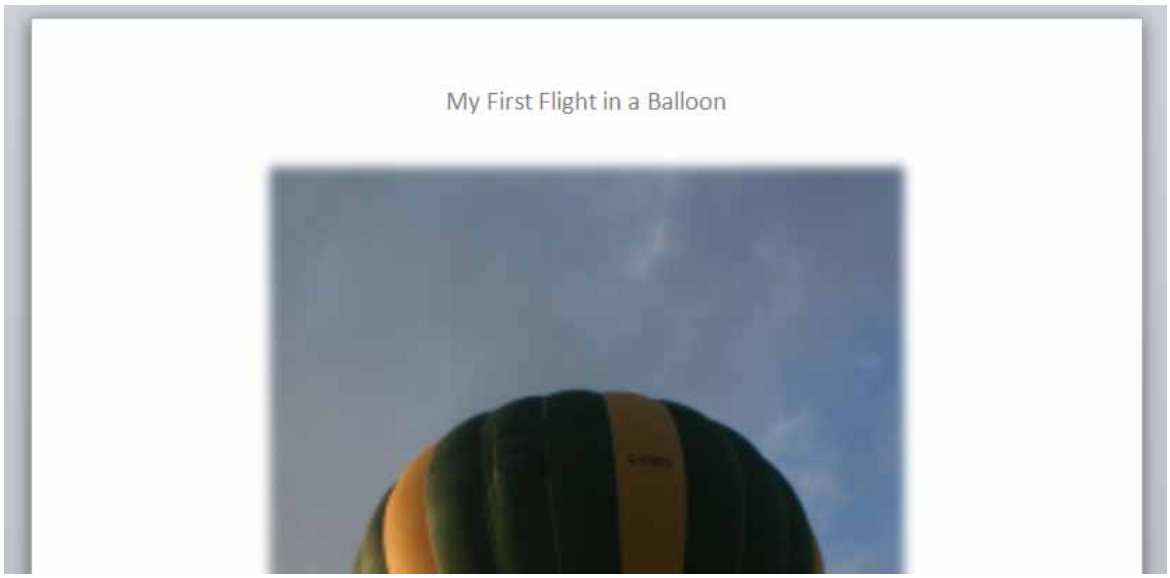
- If you have time, have a brief look at some of the other fields that you can insert into your header or footer.

- 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.

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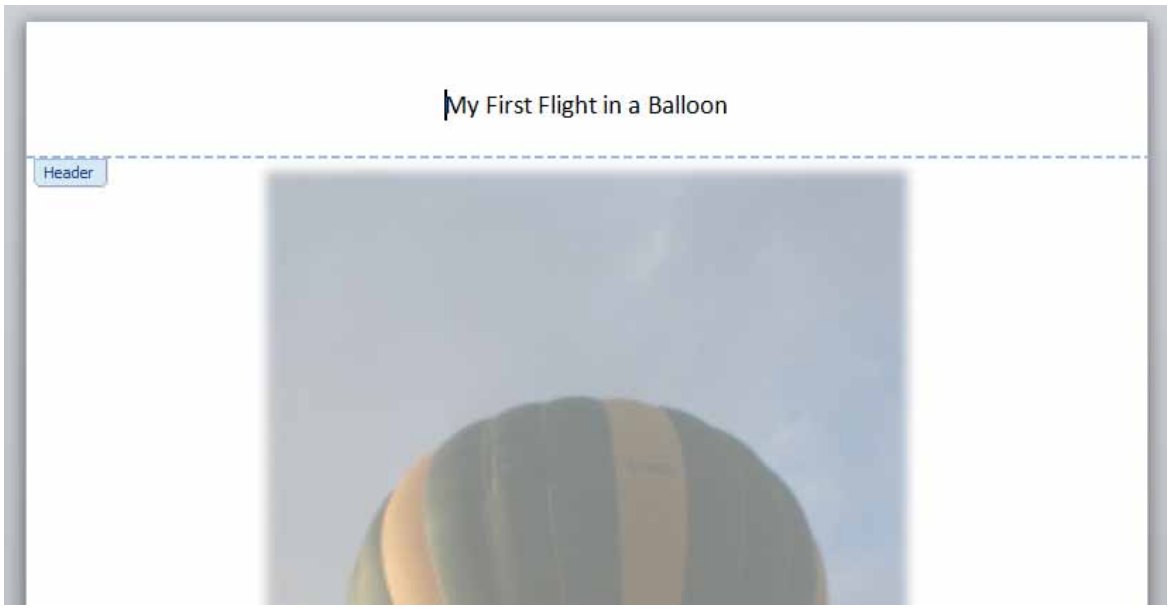
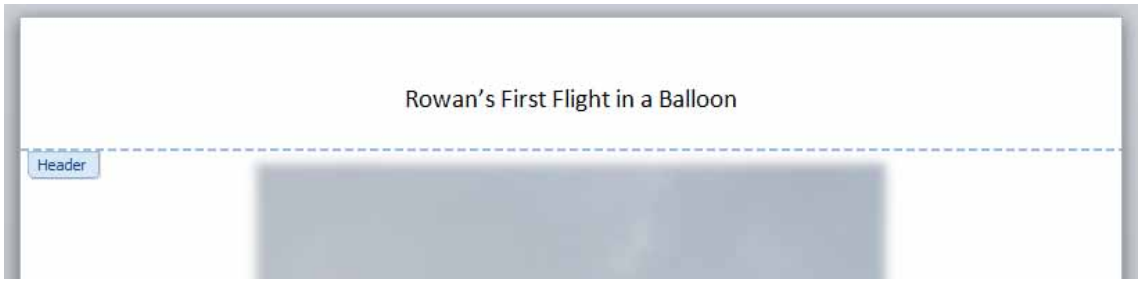


- Change the text so that it displays your name. An example is illustrated below.

  NOTE: To change the text, select the text that you wish to replace and overtype with the new text.



- 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.

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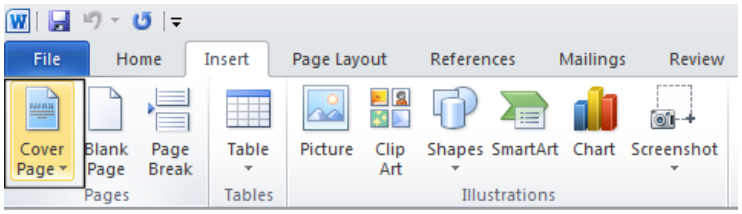
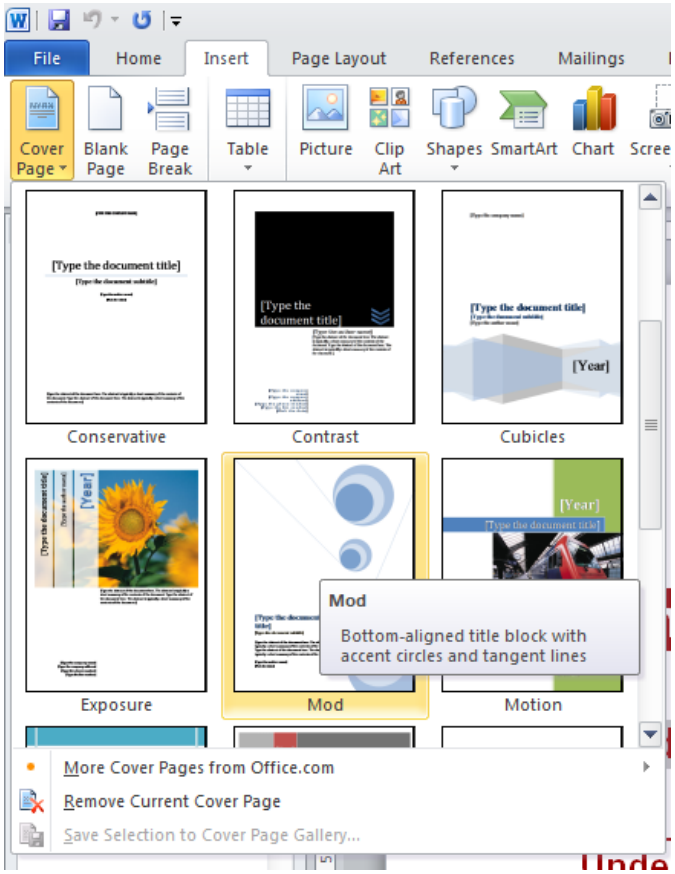
- Open a document called **Cover page**. Click at the start of the document. Click on the **Insert** tab and then click on the **Cover Page** button (within the **Pages** group).



- 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.

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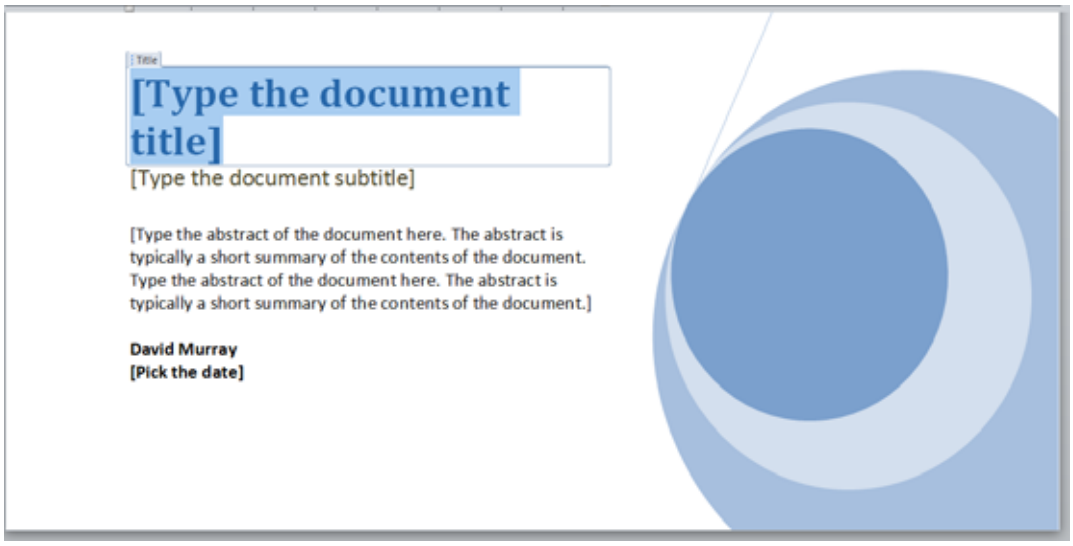
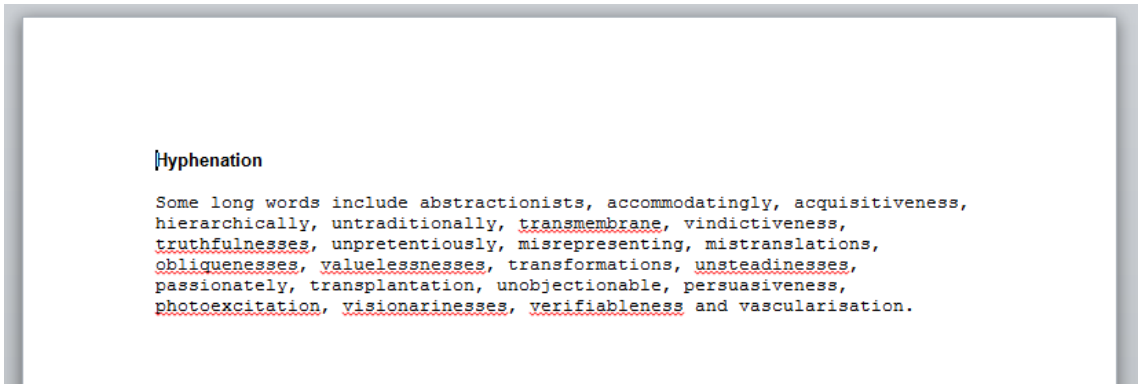


- Click on the **[Type the document title]** and then enter a title, such as '**About Computers**'.
- You can also insert a subtitle and abstract.
- Click on the **[Pick the date]** control to insert today's date.
- Scroll though the document to review your changes.
- Save your changes and close the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



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

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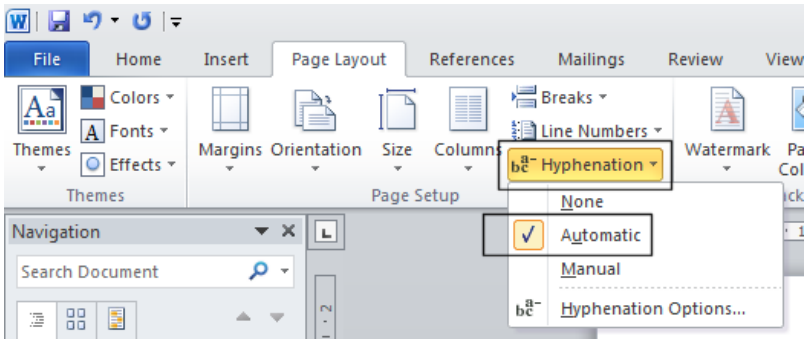
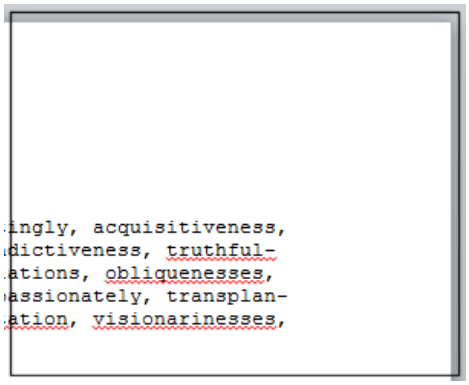
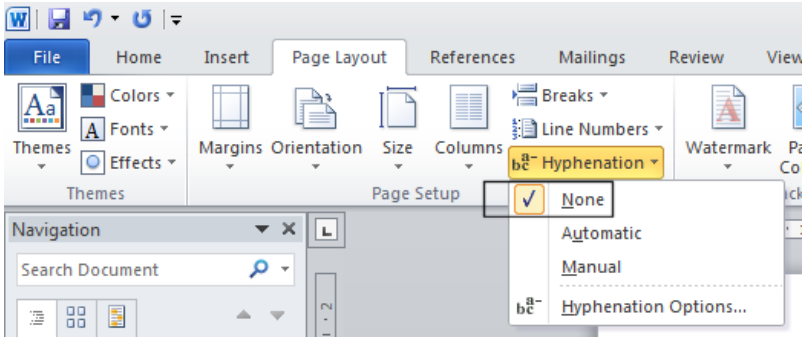


- The document will now display hyphens at the end of some lines, as illustrated below.



- 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 down displayed click on the **None** command, as illustrated below.



- Close your document without saving your changes.

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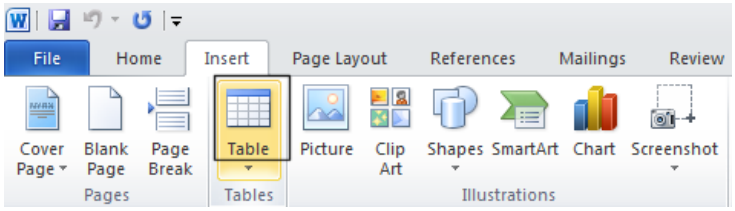
Tables

Using tables

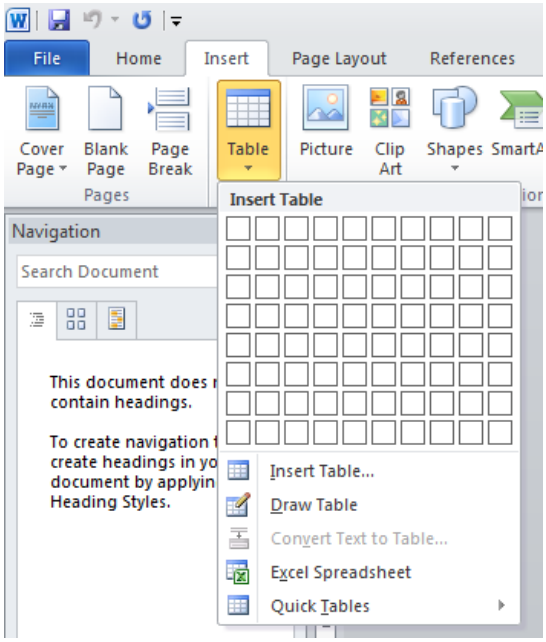
- You can insert a table into your document. Each cell within the table can display text or a graphic. Each cell or the entire table can be formatted as required.

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 down you will see that a preview version of the table is displayed within your document.

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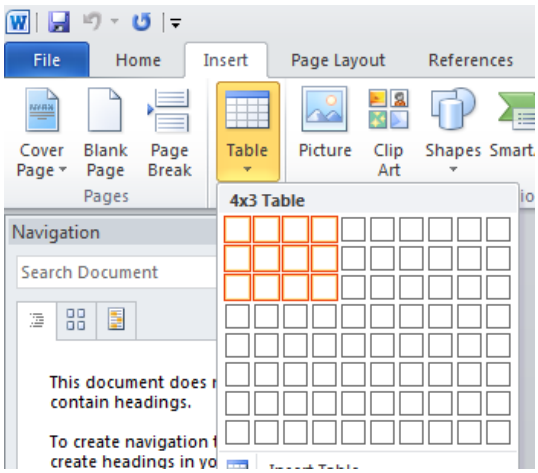
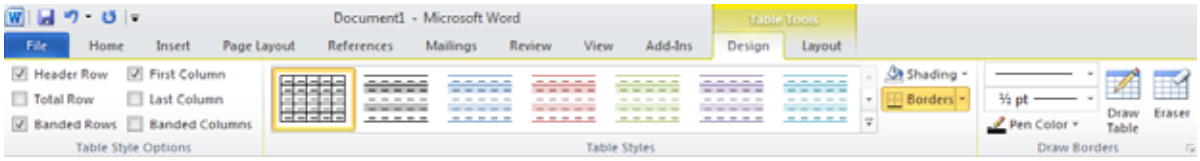
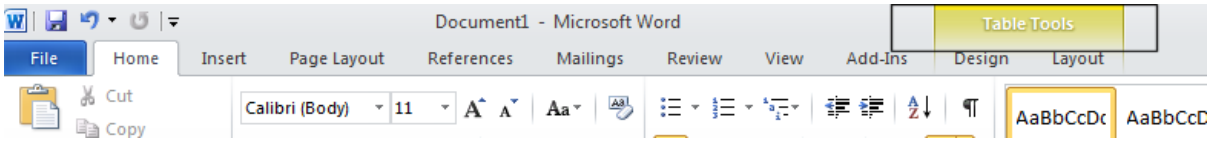


- Click when you see a **4x3 Table** displayed (in the area immediately above the cell drop down). The table will be inserted into the document, as illustrated.

- 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.



- 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.



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 town or city. Carry on in a similar fashion until all the cells contain the name of a town or city.
- Try pressing **Shift+Tab**. As you will see this moves you to the previous cell.

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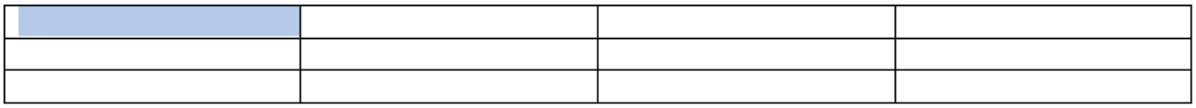
Selecting and editing text within a table

- 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.

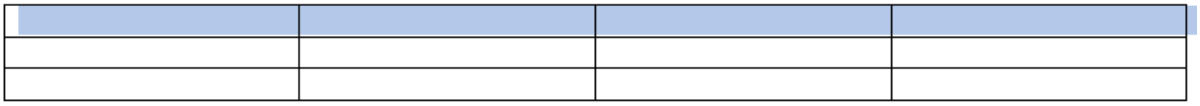
Selecting cells, rows, columns or the entire table

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

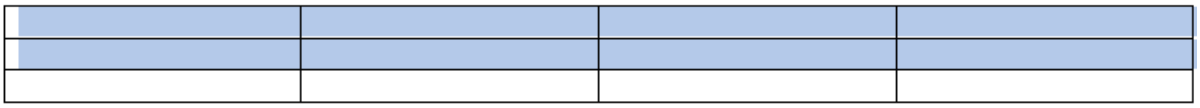
To select a cell.
Move the mouse pointer to the left side of the cell you want to select. The mouse pointer will change to the shape of a small solid black arrow pointing upwards and to the right. Click when you see the pointer change to this shape and the cell will be selected.



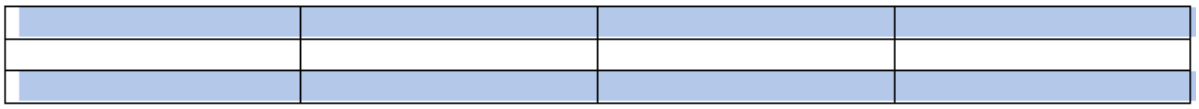
To select a row.
Move the mouse pointer to the left of the row you want to select. When the mouse pointer changes to the shape of an arrow, click once and the row will be selected.



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.



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.



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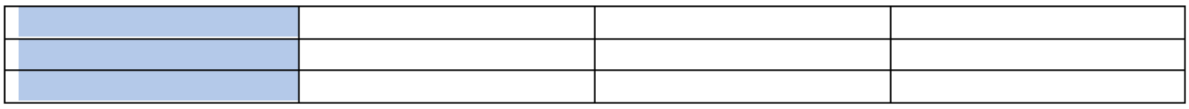
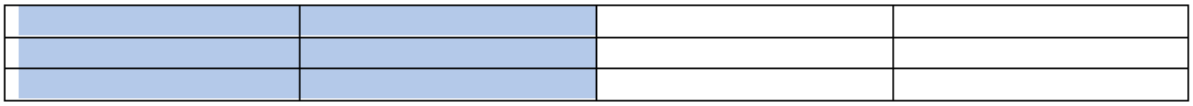
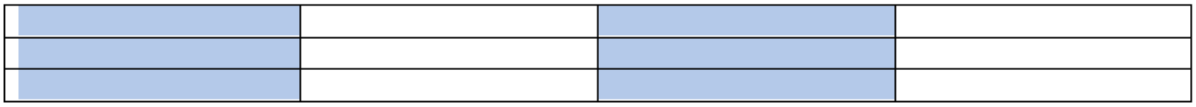
To select a column.
Move the mouse pointer to the area just above the column you want to select. When the mouse pointer changes to the shape of a small, black, down-pointing arrow, click once and the column will be selected.



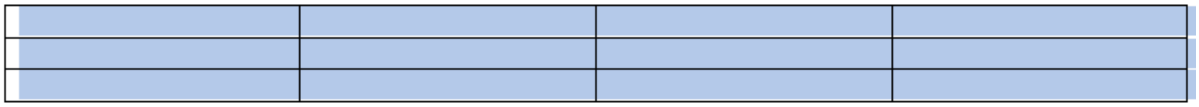
To select multiple columns which are next to each other.
Move the mouse pointer to the area just above the first column you want to select. When the mouse pointer changes to the shape of a small, black, down-pointing arrow, click once and the column will be selected. While holding down the **Shift** 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, down-pointing arrow, click once and the column will be selected. While holding down 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 down, 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

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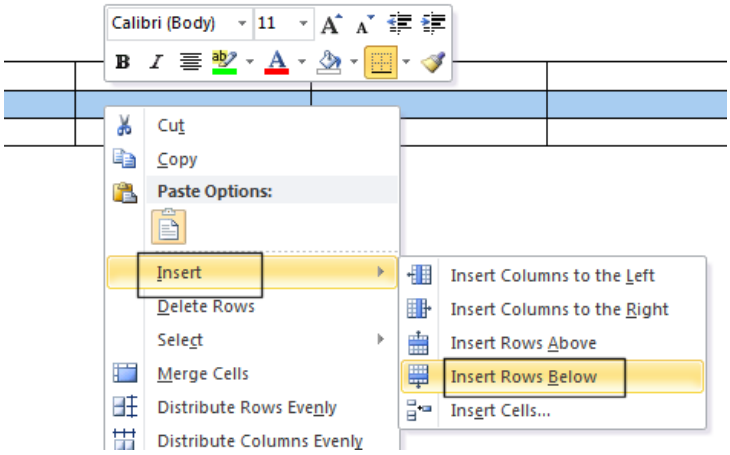
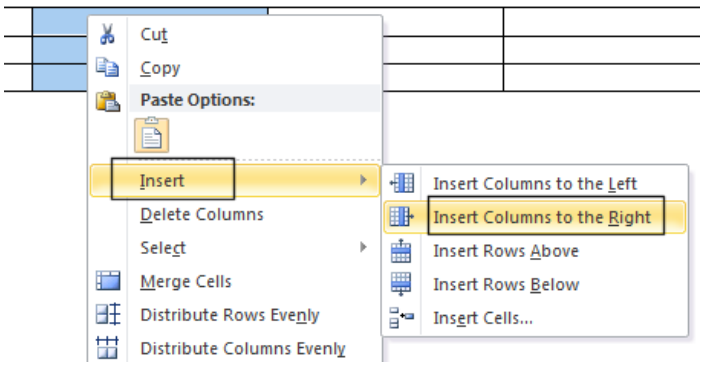
popup menu displayed. Click on the **Insert** command and you will see a submenu displayed, as illustrated. You can insert a row above or below the row you selected. In this case insert a row below the selected row.



- **To delete a row.**
  Select the first row within your table and right click over the selected row. From the popup menu displayed select the **Delete Rows** command. Use the **Undo** icon (towards the top-left of your screen) to undo this deletion.

- **To insert a column.**
  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 (towards the top-left of your screen) to undo this deletion.

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Modifying column width or row height

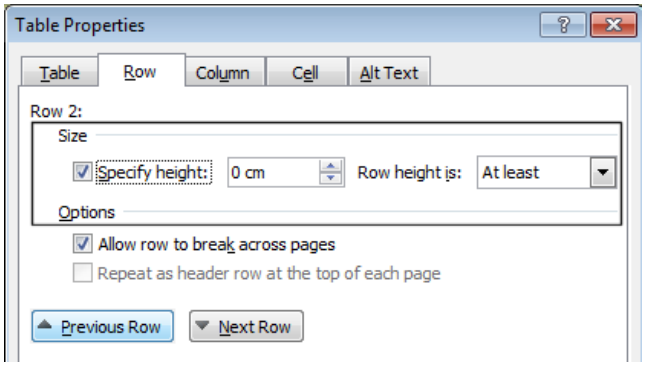
- It is easy to reduce or increase row heights. You can also make columns wider or narrower. You can use 'drag and drop' techniques using the mouse or you can set exact heights or widths using the **Table Properties** dialog box.

- **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.

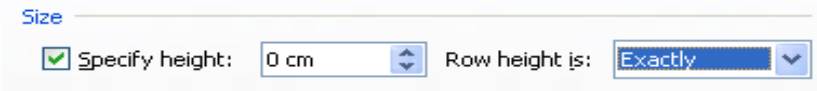
  You can use the same technique to adjust the row height, but this time move the mouse pointer to the horizontal edge of any row, and then drag and drop the edge as required.

  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.



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**'.



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.

You can set exact column widths using the same method, but you need to select the

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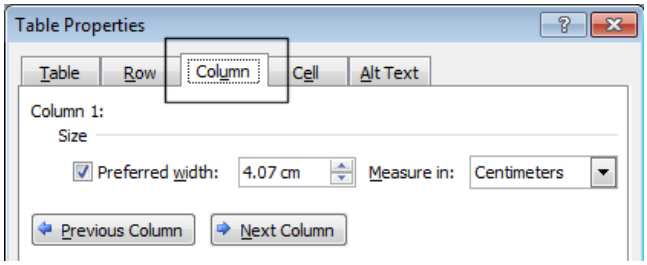
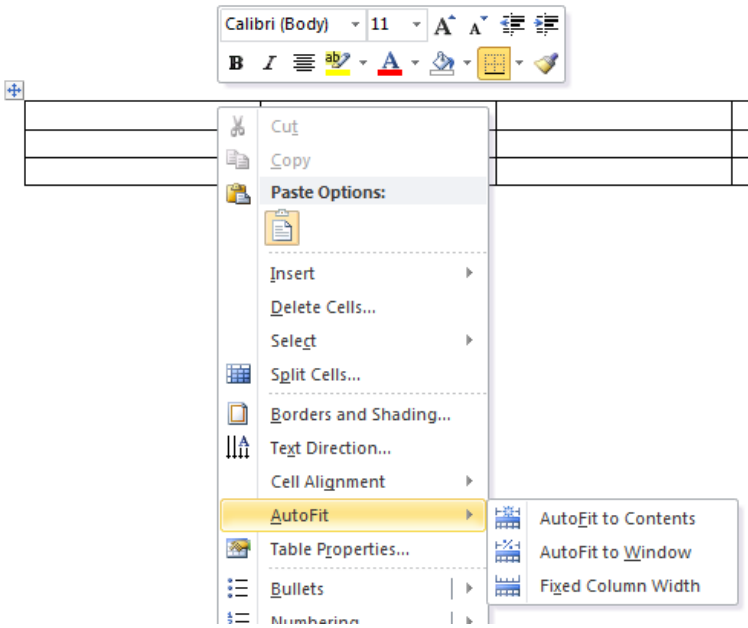
Column tab within the dialog box. You can use the **Previous Column** and **Next Column** buttons to adjust each column width within the table.

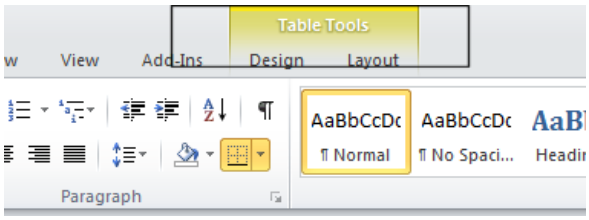


- Modifying the table width.
  Right click on the table and from the popup menu displayed select the **AutoFit** command. You can select options as required to automatically resize the table.



Modifying cell borders

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



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

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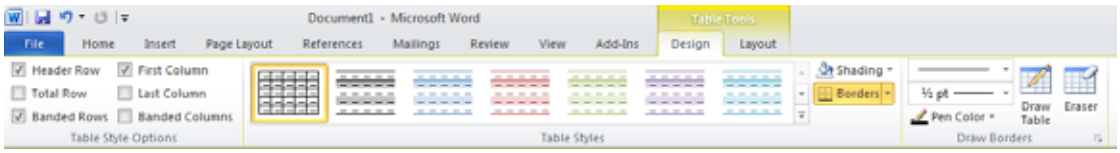
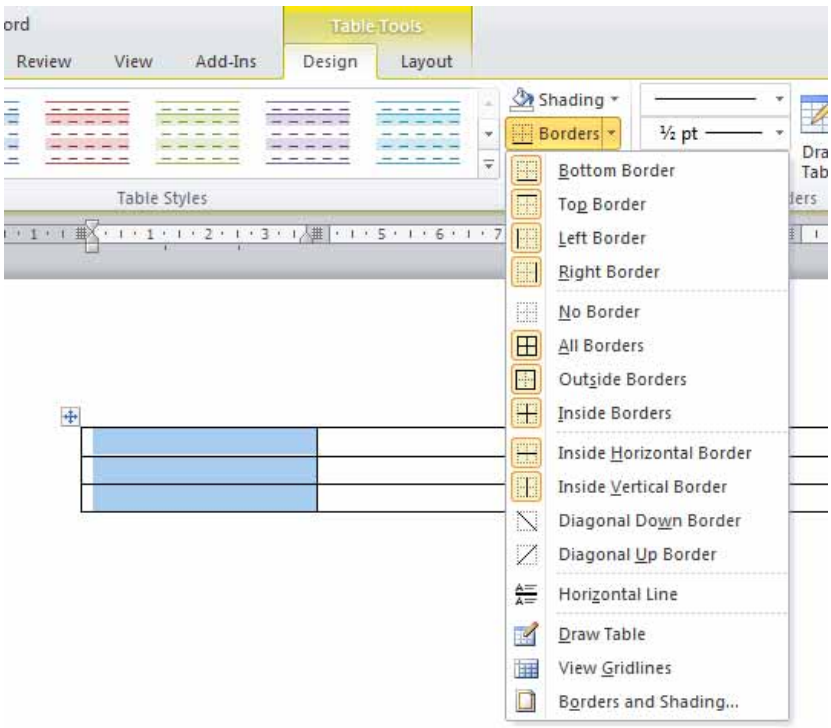


- Select the cell, row(s) or column(s) that you wish to adjust the border style of and then click on the **down arrow** to the right of the **Borders** control (You will find this under the **Design** tab).



- You can select the required border type from the drop down 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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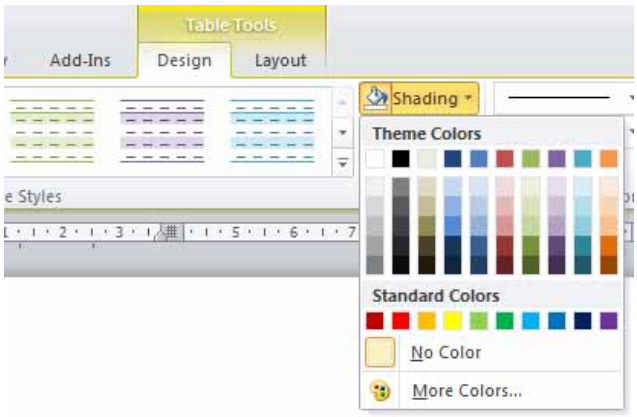
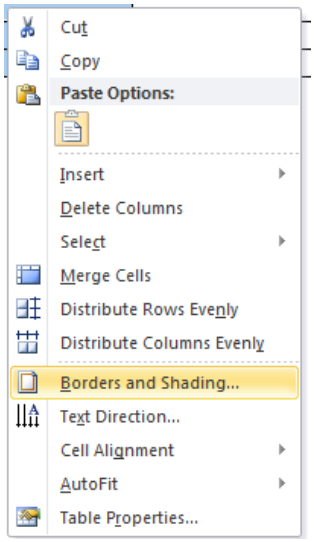


You can select the required shading type from the drop down list.

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.

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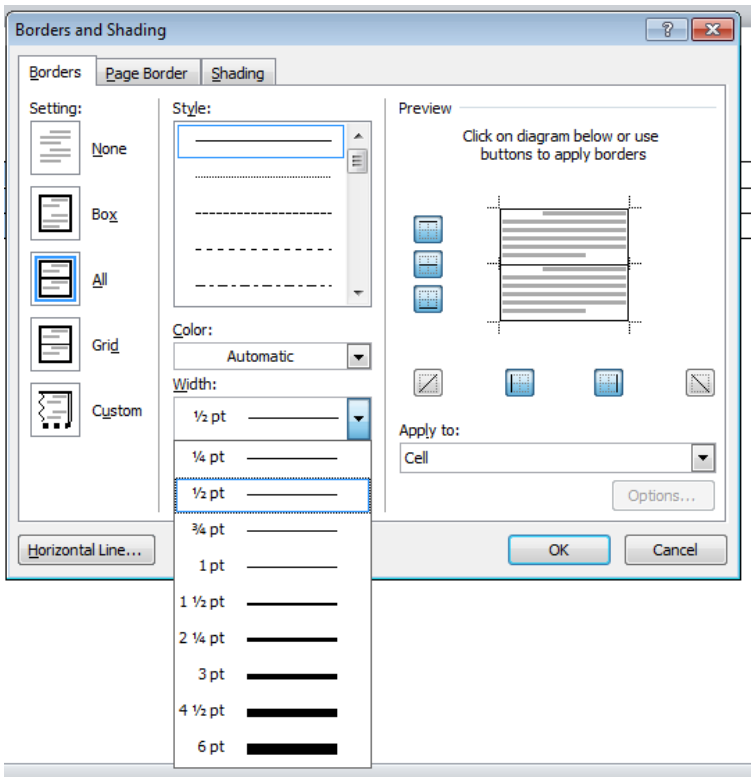
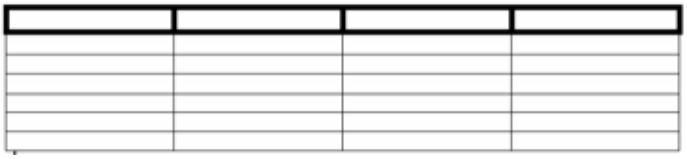


- Click on the **OK** button and you should see something similar to the illustration below.



- 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 down until you find the type of border style you are looking for.

An example is shown below.

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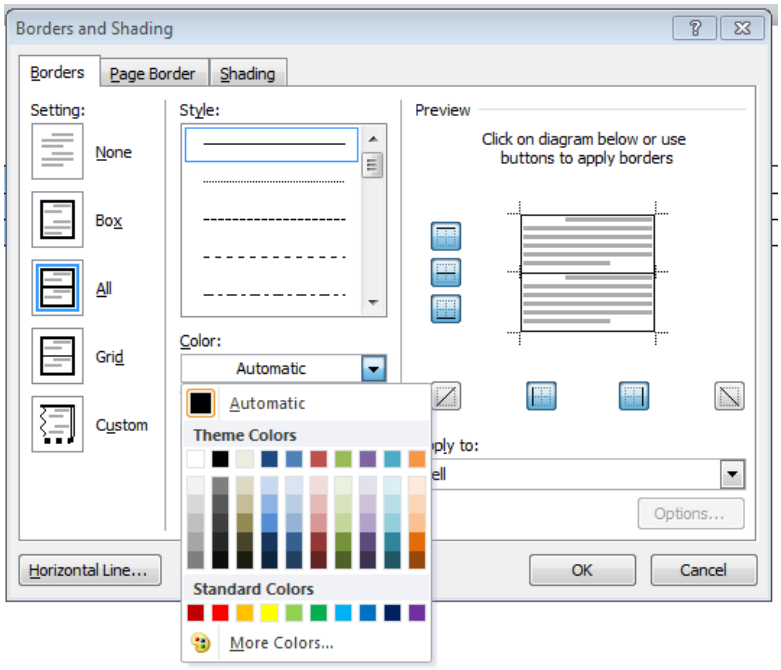
- To see how to modify the cell border color, select the first row, right click and from the popup menu select the **Borders and Shading** command. Make sure that the **Borders** tab is selected within the dialog box. Select the required color from the **Color** section of the dialog box.



- Save your changes and close the document.

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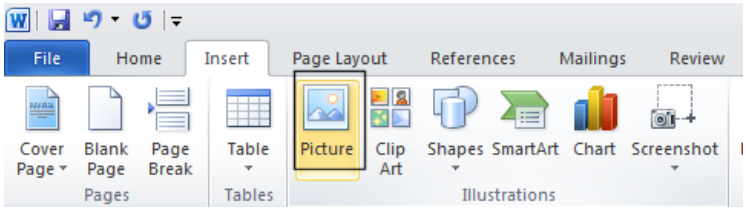
Using graphics within Microsoft Word

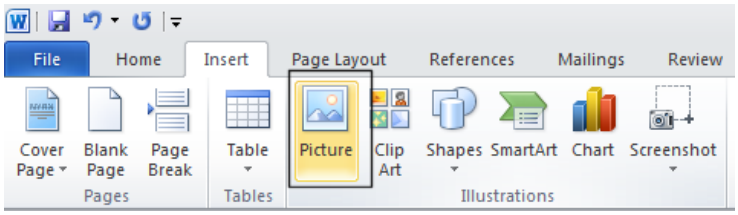
Types of graphics that you can insert within Word 2010

- 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.



This will display the **Insert Picture** dialog box.

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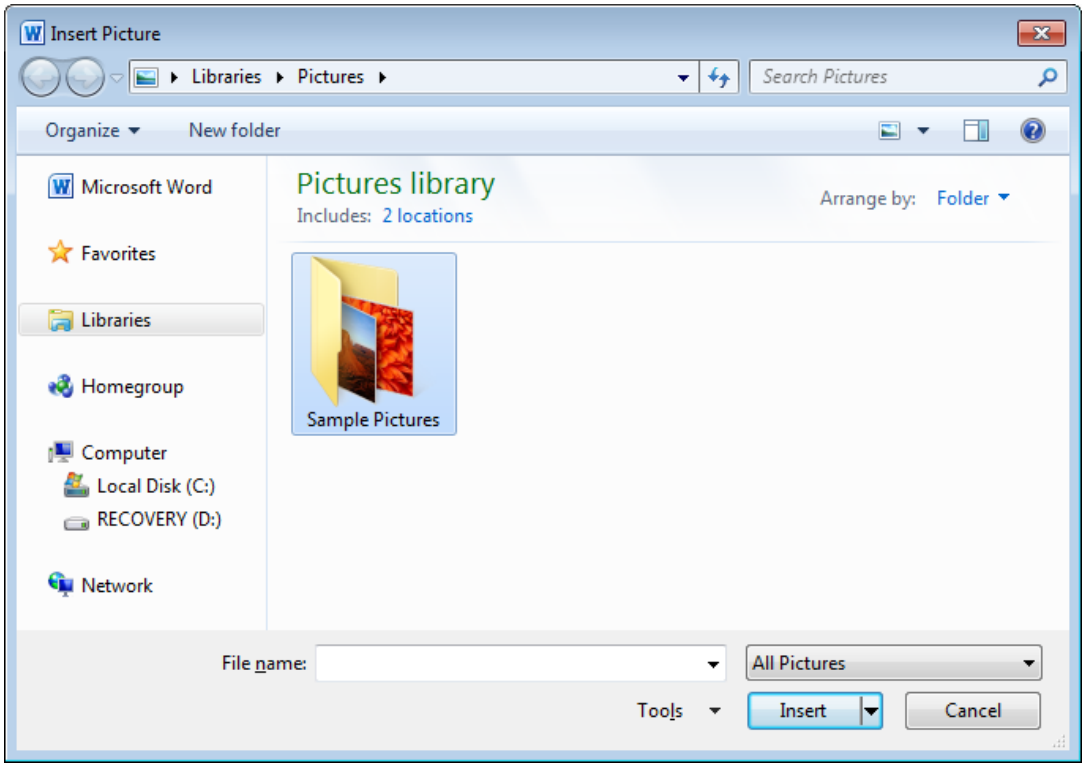
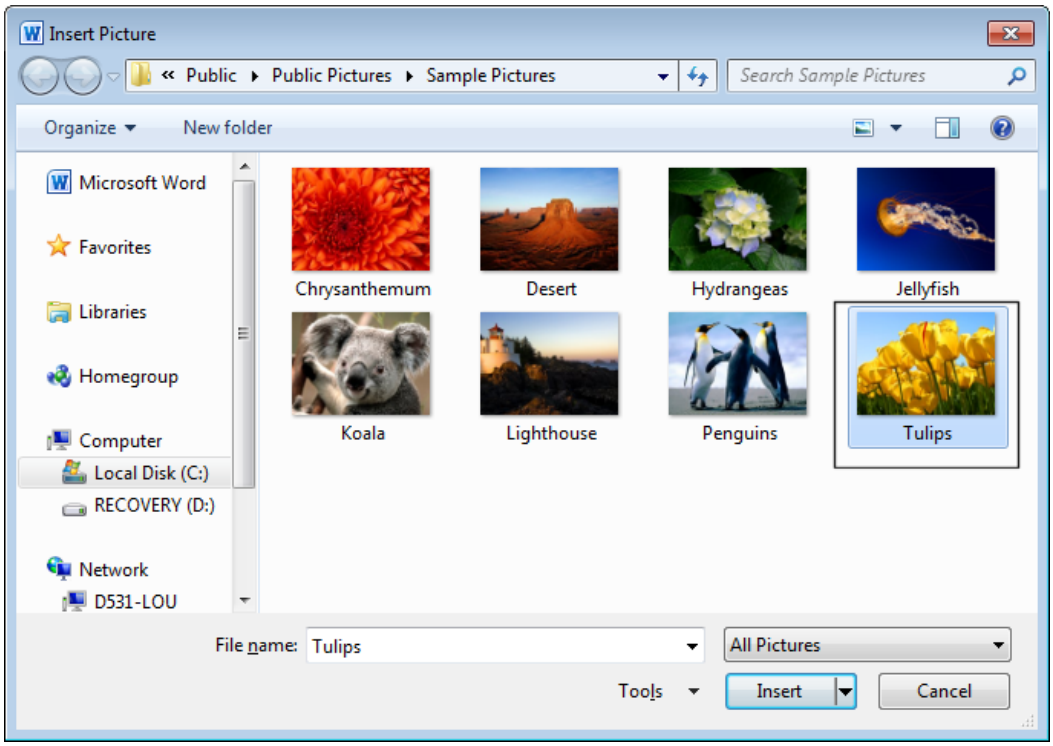


- You should see a folder called '**Sample Pictures**'. Double click on this folder to view the contents, as illustrated. The sample pictures you see may be different from the ones illustrated.



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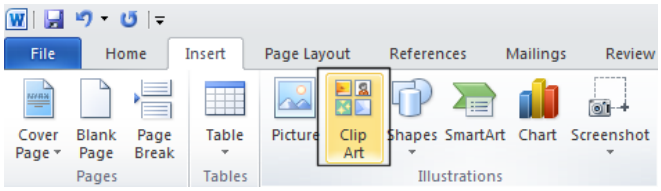
- Select one of the pictures and then either double click on the selected picture or click on the **Insert** button. This will insert the picture into your document.

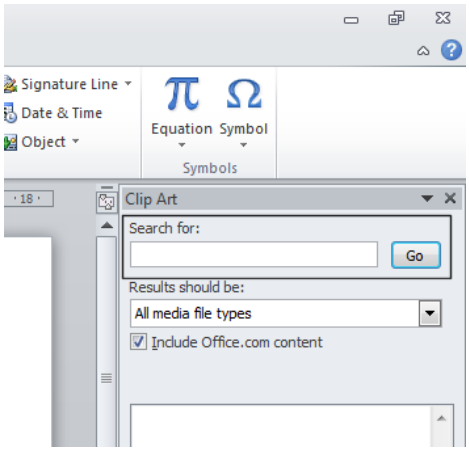
- Save the document as a file called **Inserting Pictures**. Close the document.

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.



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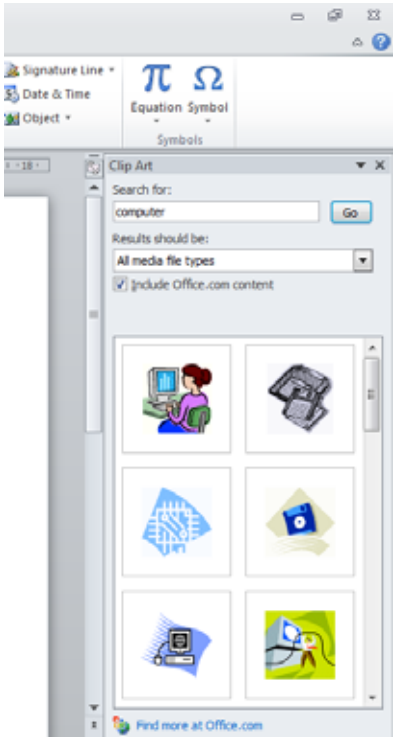
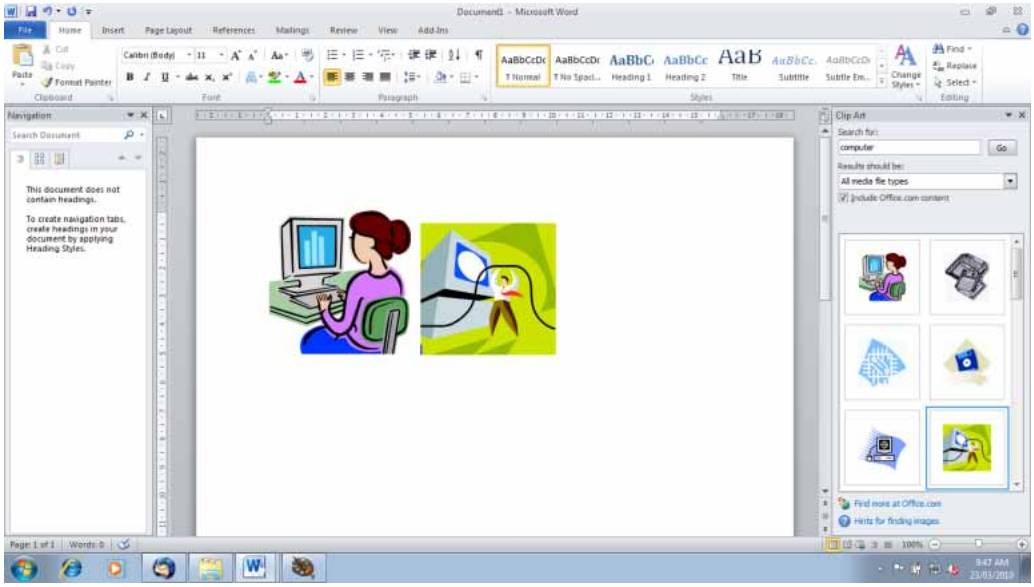
- Within the '**Search for**' section type in a keyword that describes the type of clip art you are looking for. In this case type in the word **computer**, and then click on the **Go** button. After a short delay the clip art images will be displayed down the right side of your screen. You will need 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.

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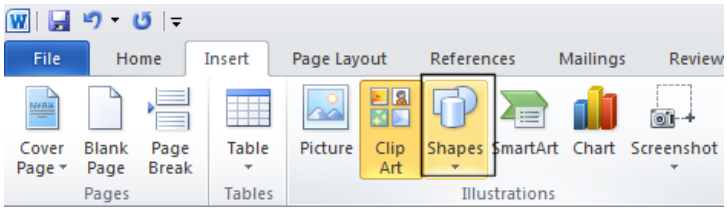
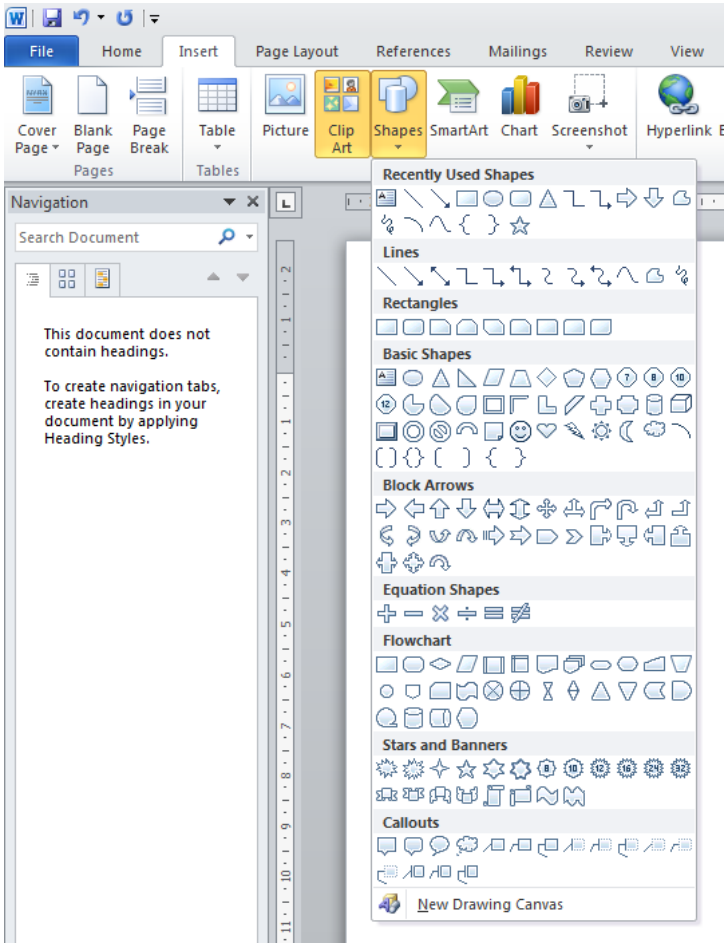
Inserting Shapes

- 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.



- 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.

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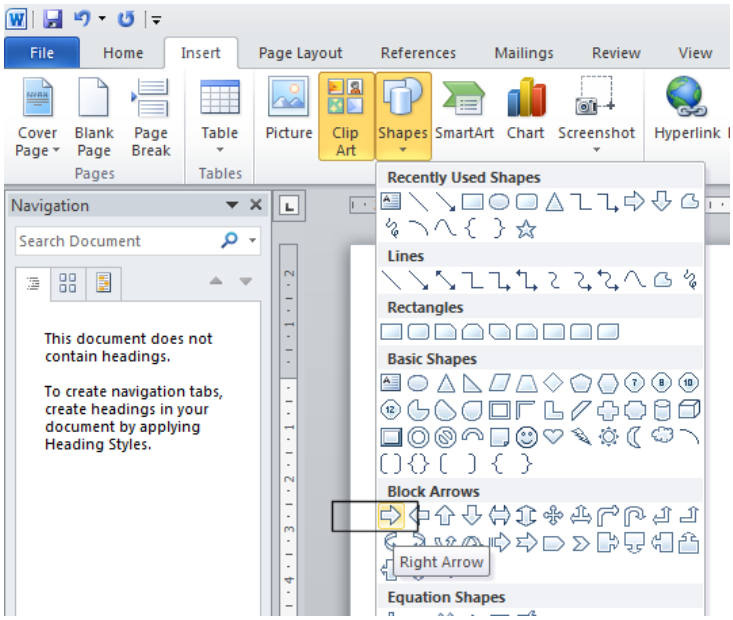
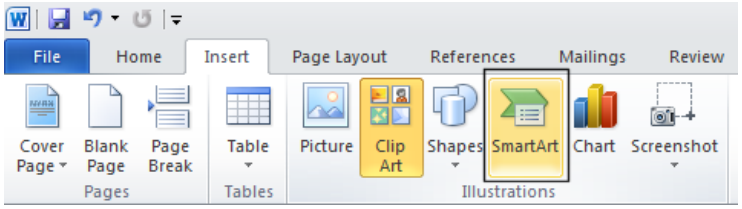


- You may not notice any change, but if you move the mouse pointer down over the white space within your document, you will notice that the mouse pointer has changed to the shape of a small cross. Click (and hold the mouse button down). Move the mouse pointer down diagonally across the page. You will 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.



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

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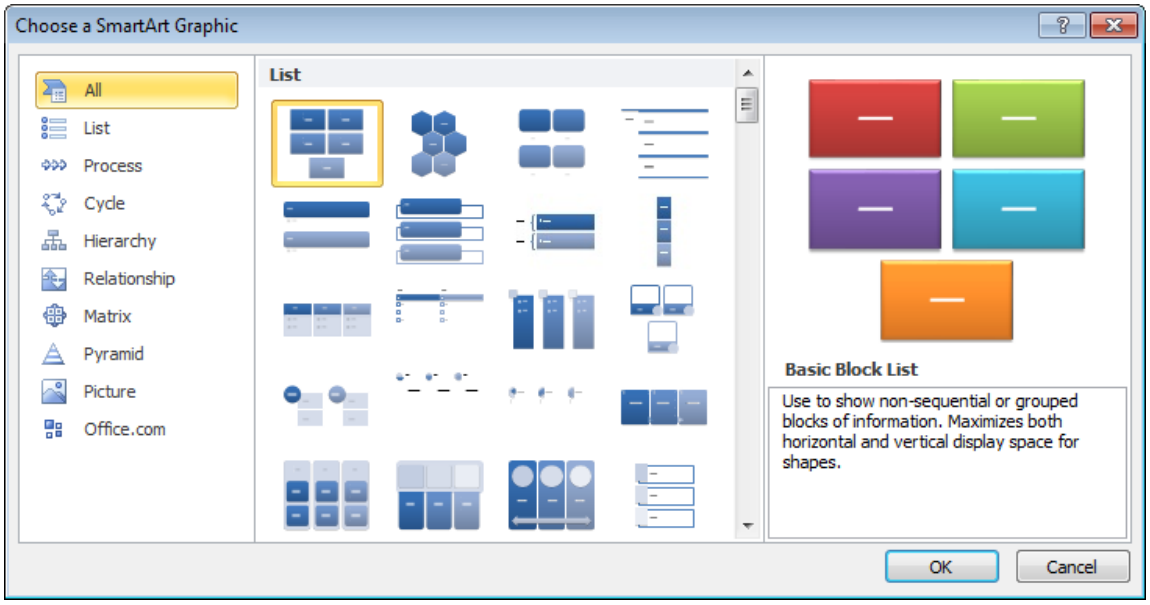
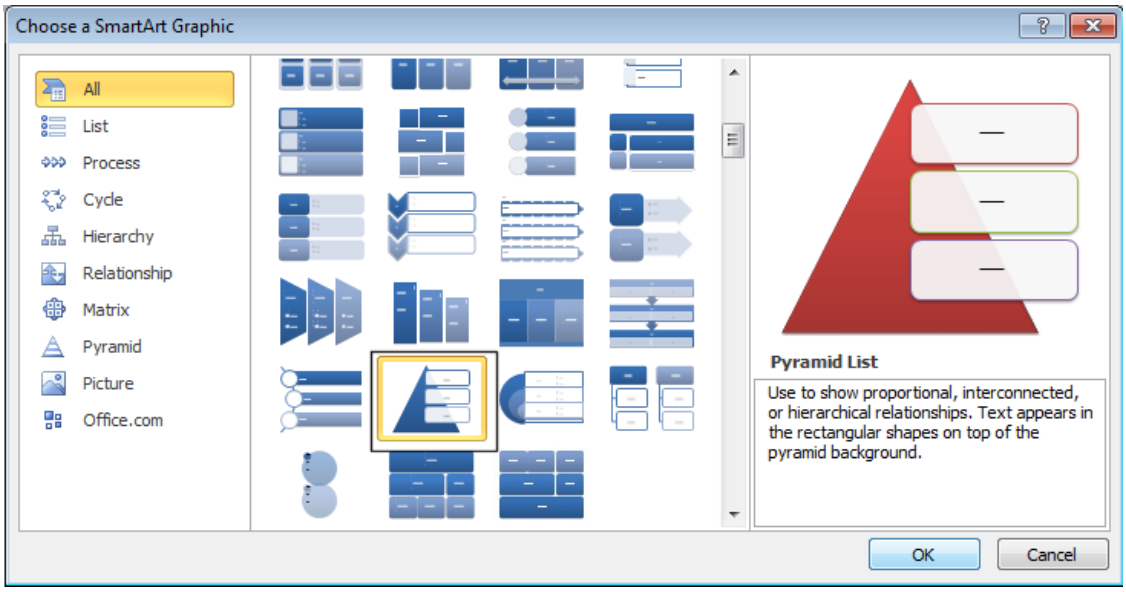


- Slowly scroll down the list to view the amazing variety of SmartArt graphic shapes that are available.
- Scroll back up the list and select the **Pyramid List** graphic.



- Click on the **OK** button.

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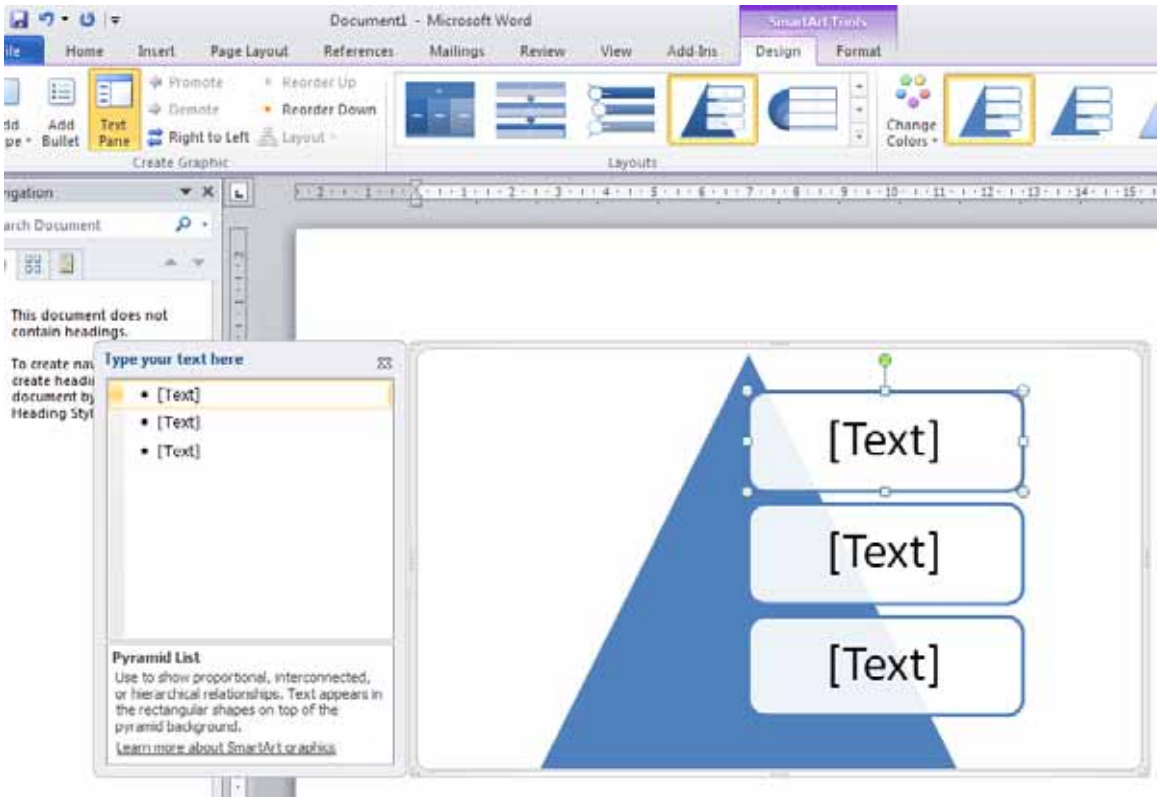
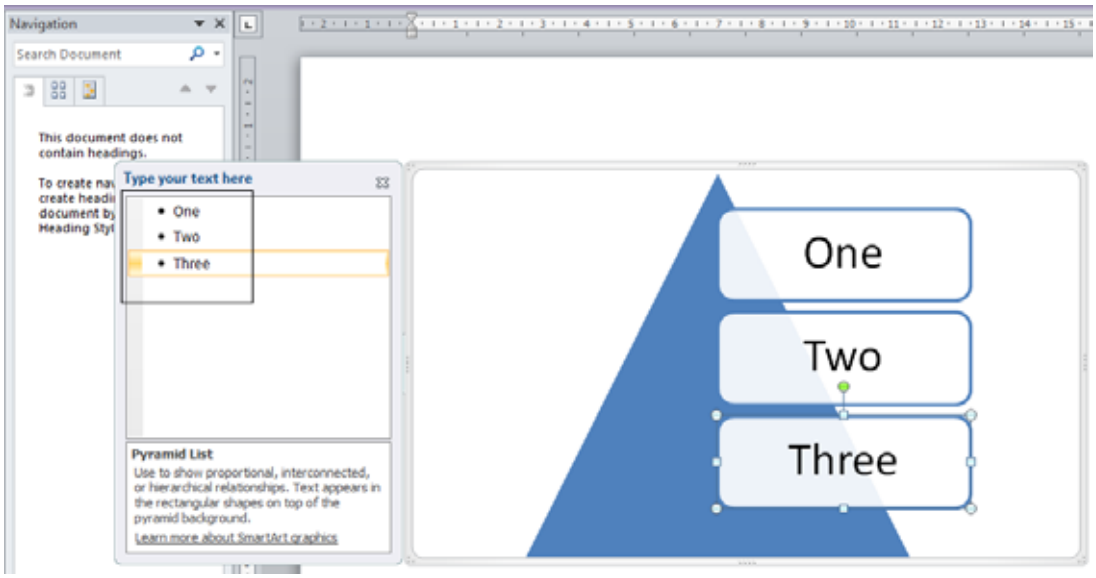


- You will see an area to the left called '**Type your text here**'. Click on the first text section and type the word '**one**'. In a similar fashion type the words '**two**' and '**three**' into the other text input sections.



- Click on the **Close** icon.

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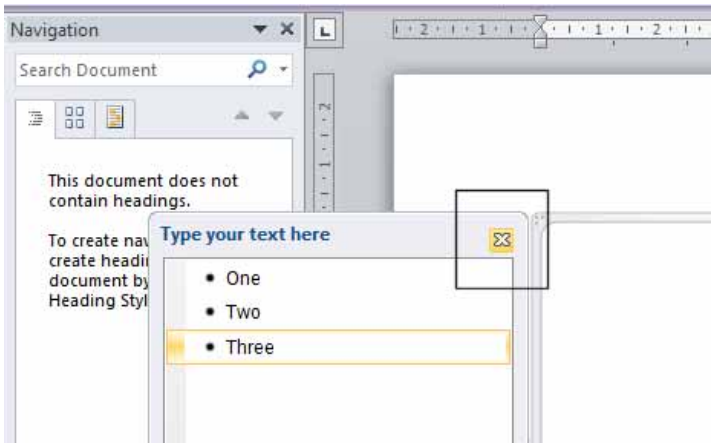
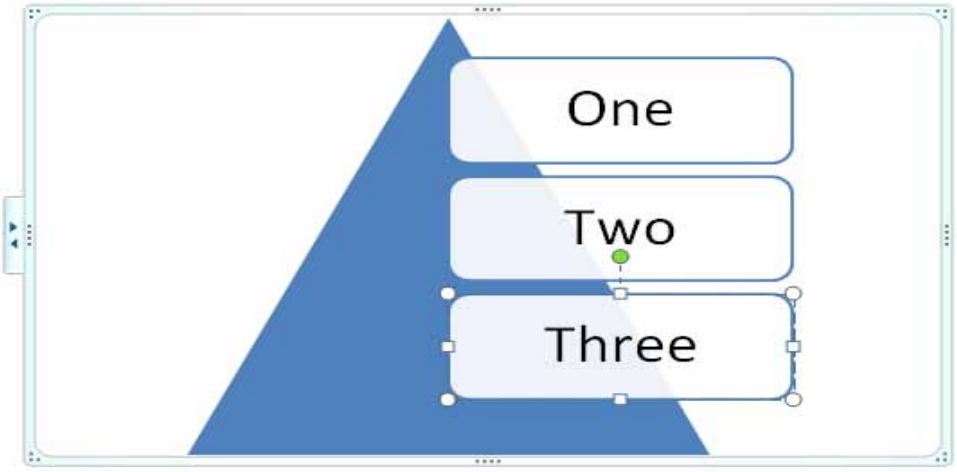


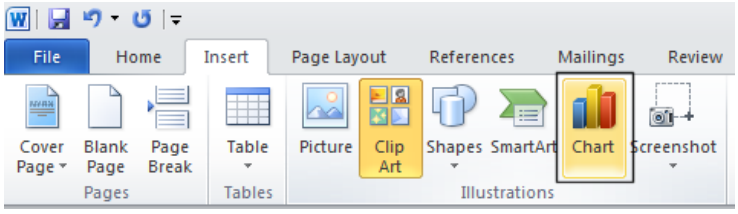
- Your page will now look like this.



- 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.

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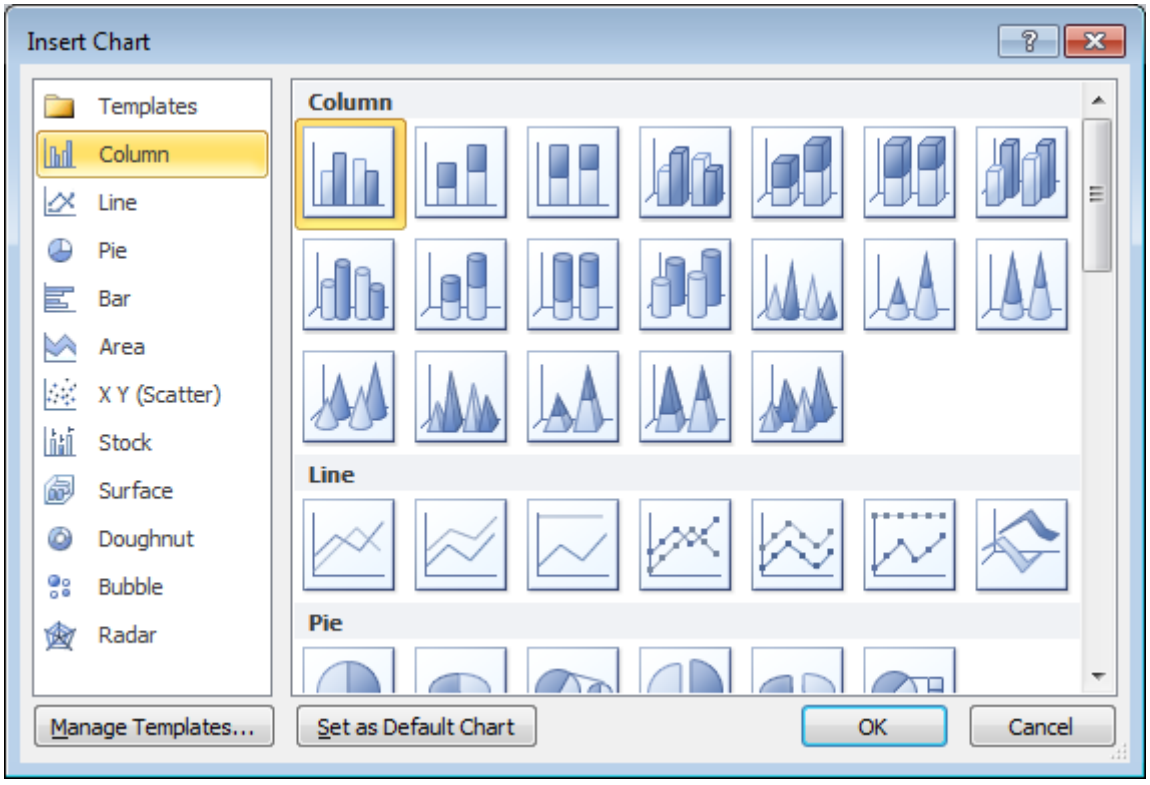
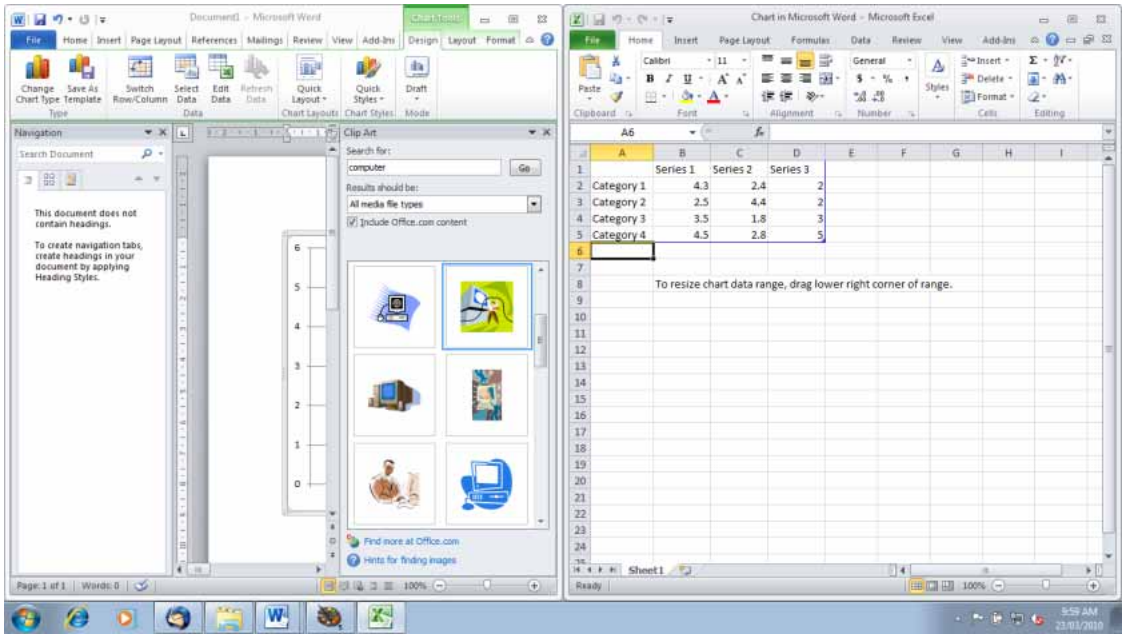


- In this case use the default options, by clicking on the **OK** button. Your screen will now look like this.



- In the example shown, the Word document is displayed to the left, while a copy of Excel is displayed to the right. If you wish you can edit the text or data within the Excel workbook.

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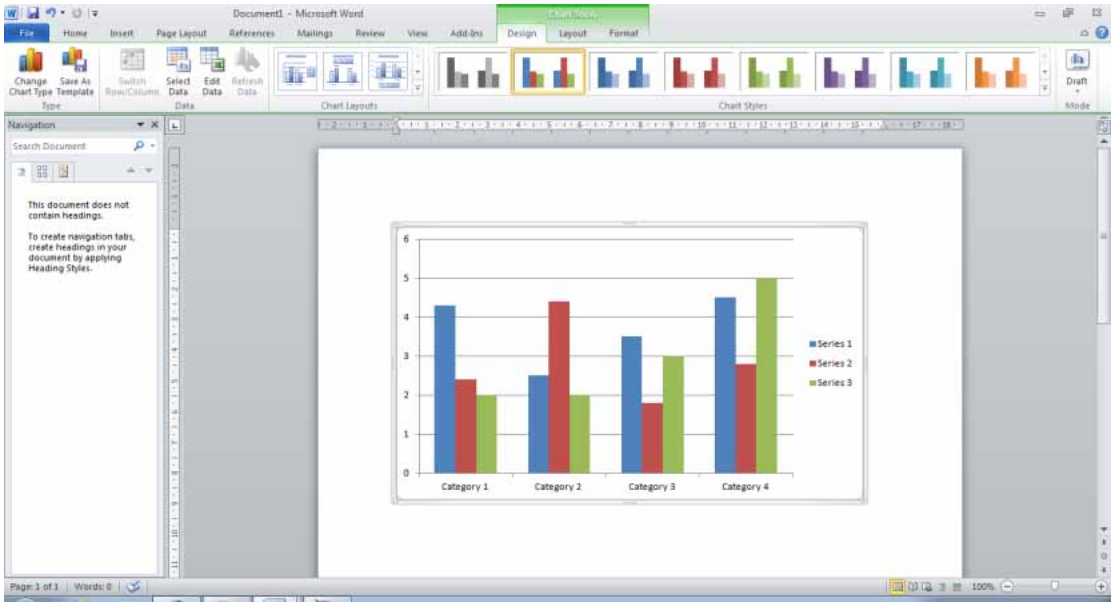
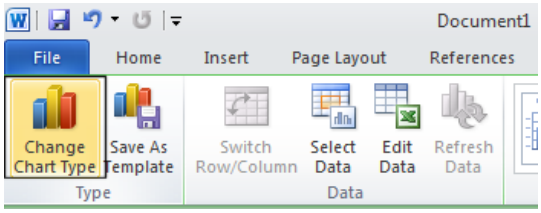
- Close the Excel workbook, by clicking on the Excel **Close** icon (top-right of the Excel window). Your screen will then look like this.



- 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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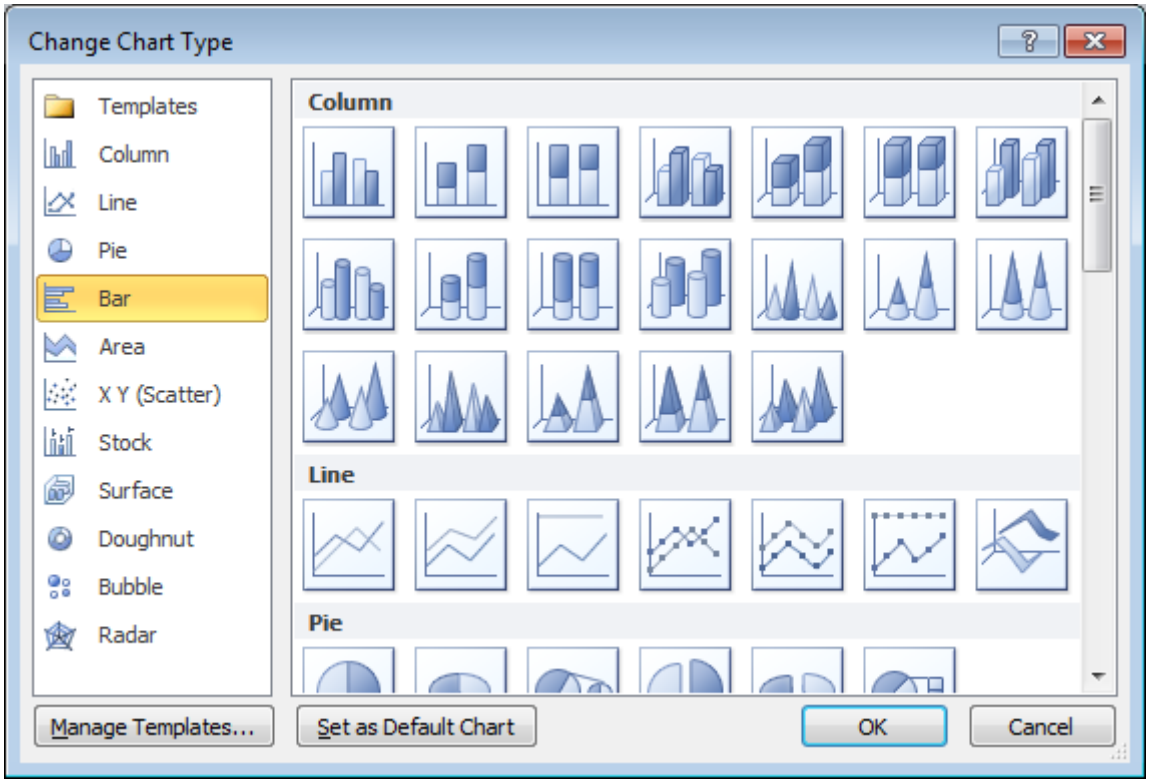
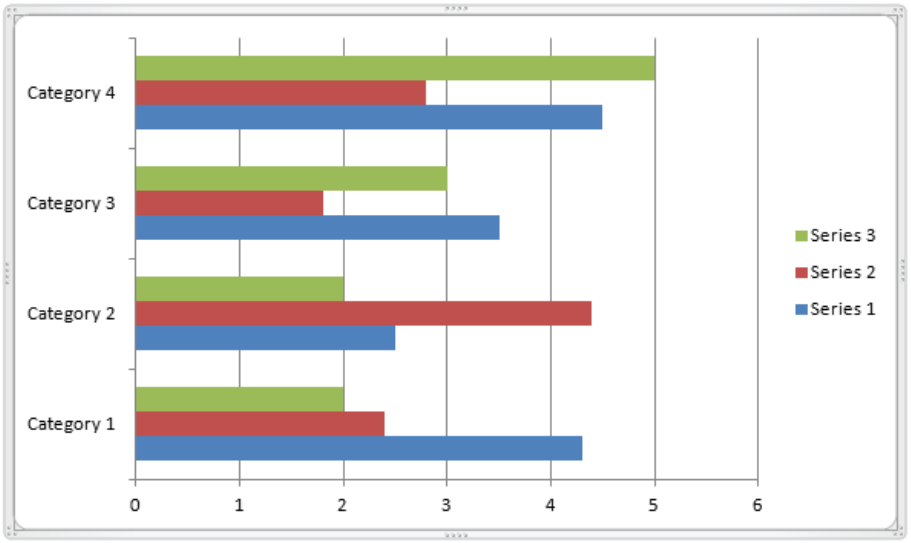


- The chart will now look something like this.



- Save your changes and close the document.

Inserting a screen shot

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

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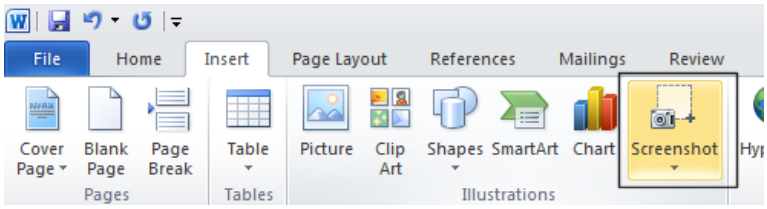
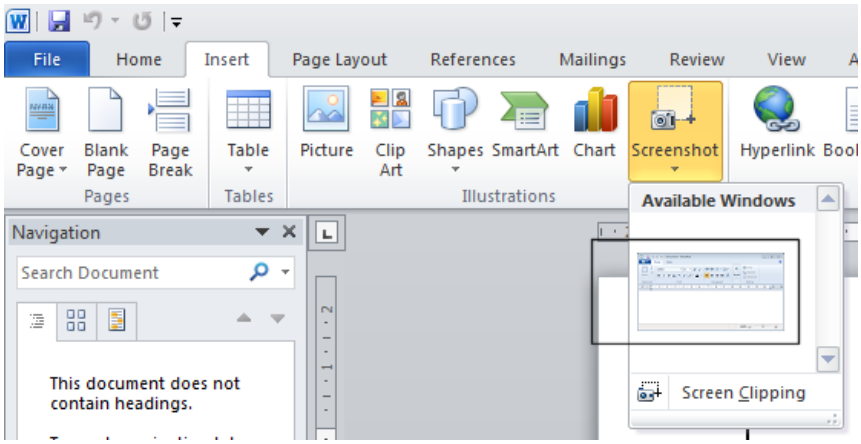
- Click on the **All Programs** button.
- Click on **Accessories**.
- Click on **WordPad**. This will open the **WordPad** program window.
- Switch to the Microsoft Word program (by pressing **Alt+Tab**).
- You can now insert a screen shot of the WordPad program window into your Word document. To do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



- You will see a small representation of the WordPad window displayed in the drop down list.



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

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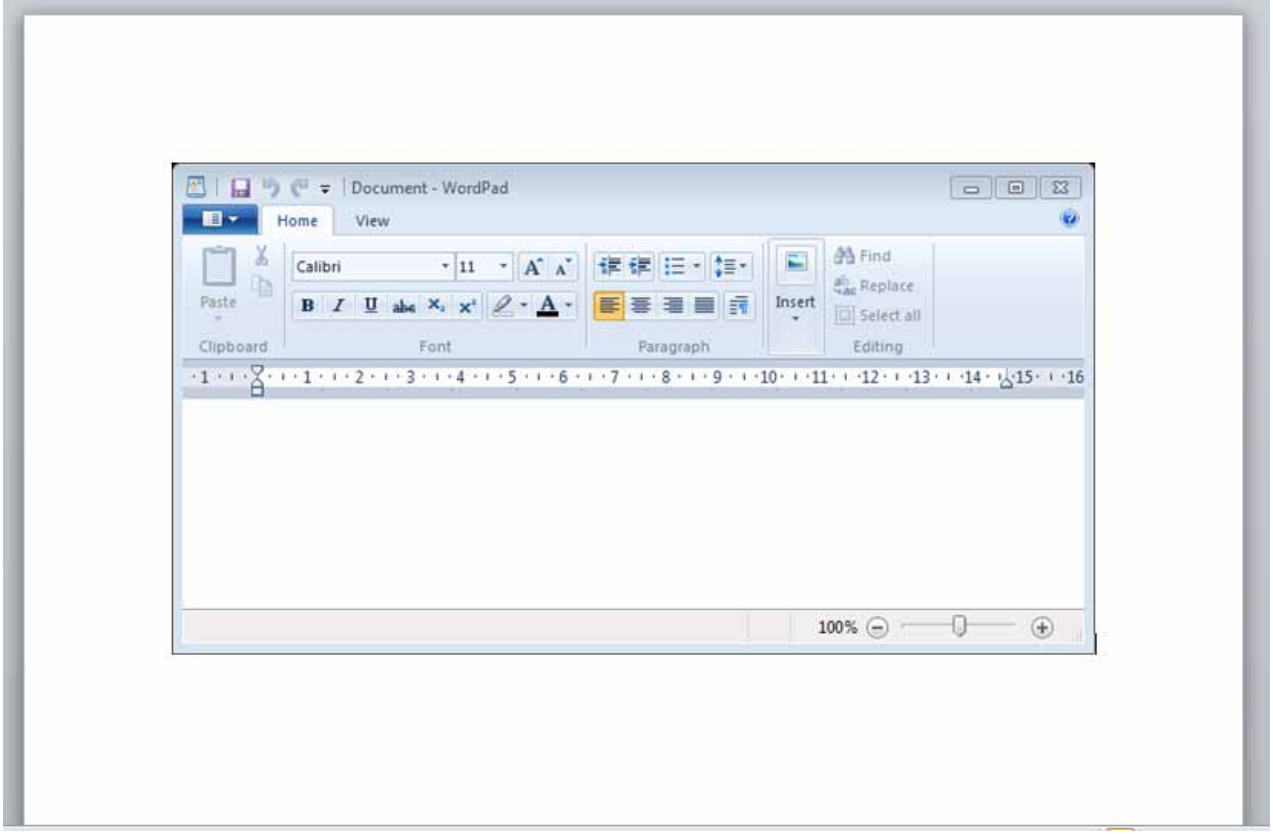

- Save your changes and close the document.

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.

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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 towards 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 **Ctrl+X** keys to move the graphic to the Clipboard. Click towards the bottom of the document and press **Ctrl+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.

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Multiple documents

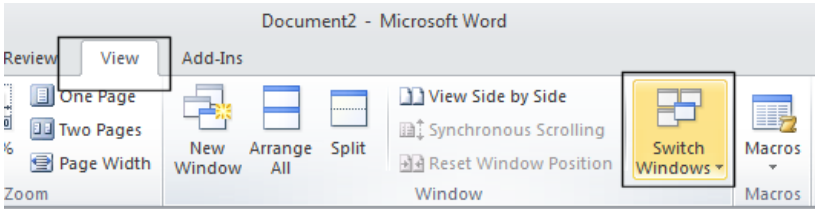
Multitasking with Word 2010

- 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 between 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 down. 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 switch 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 allowing 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.

  NOTE: 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.

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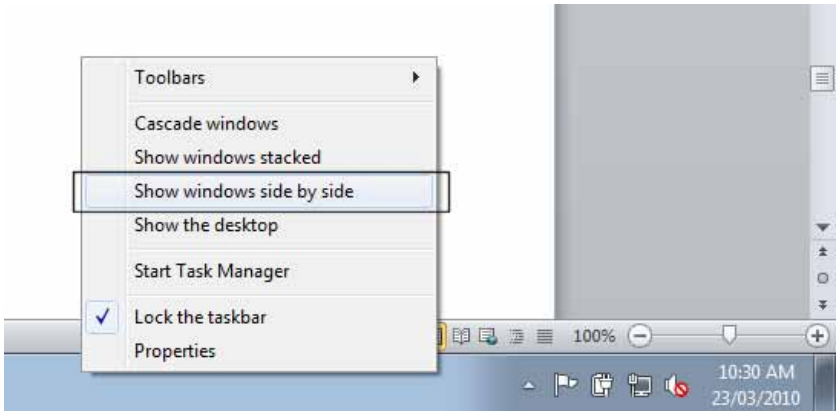
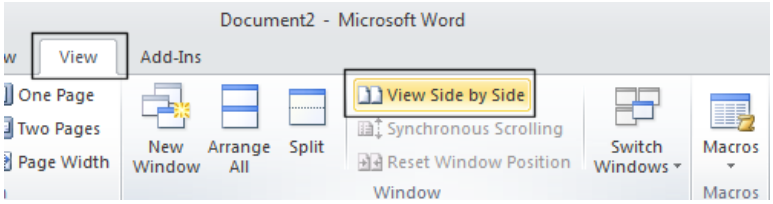


- Experiment with selecting the commands **Cascade windows**, **Show windows stacked**, and **Show windows side by side**.
- Before continuing, use the **Maximize** icon (top-right of each document window), to maximize each document window.

Comparing documents side by side

- This feature allows you to compare two versions of a document, side by side. Open a document called **Compare 1**. Open a second document called **Compare 2**.
- Switch 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).



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 towards 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:**
  Switch to the document called **Multiple 1**. Select the first graphic in the document. Press

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the **Ctrl+X** keys to move the graphic to the Clipboard. Switch to the document called **Multiple 2**. Click towards 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 towards 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 towards 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.

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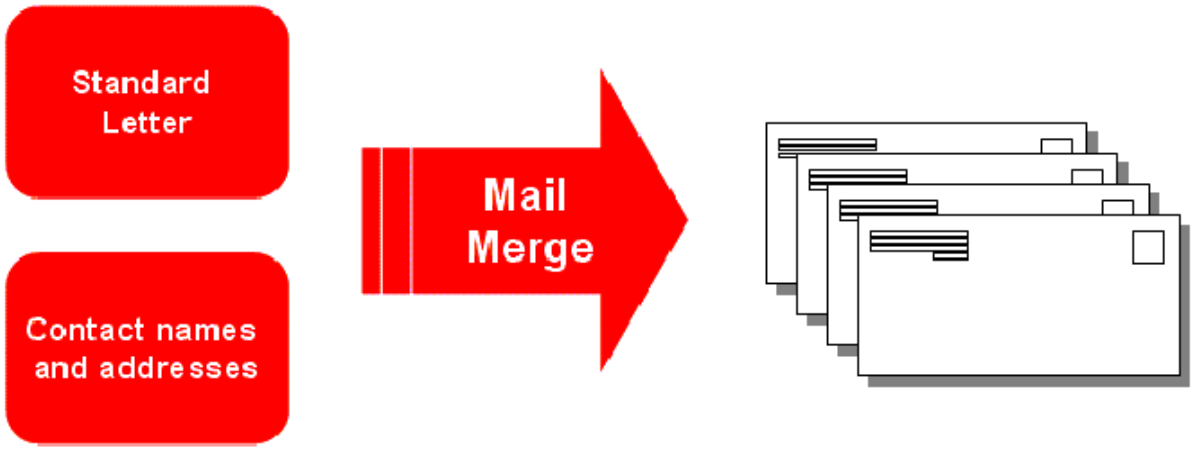
Mail Merge

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**.

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Company Meeting

Hi

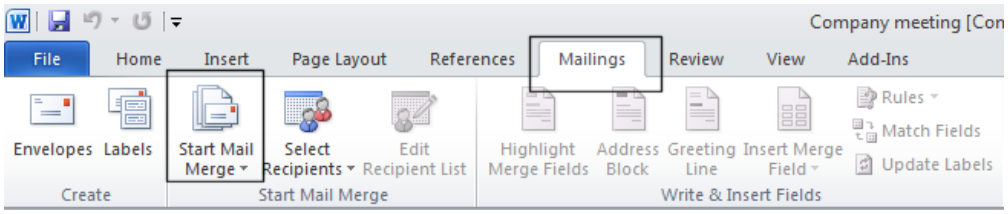
Just a quick note to let you know that there will be a meeting next Wednesday concerning the recent company merger. Please let me know if you can attend as places are limited at the venue.

I look forward to meeting you soon.

Best wishes

- 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.

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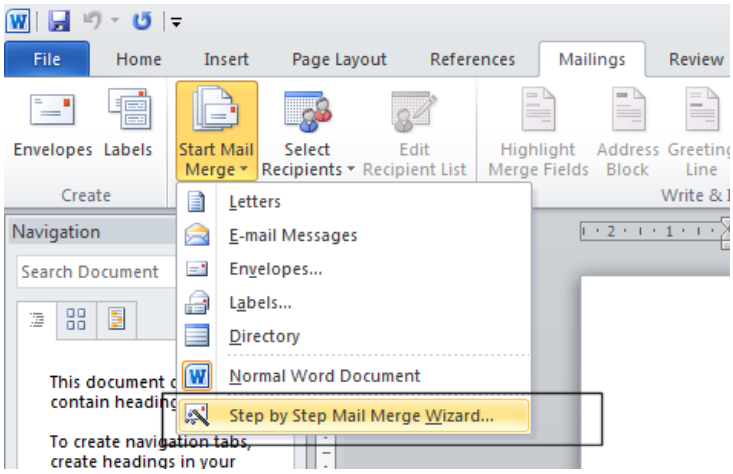
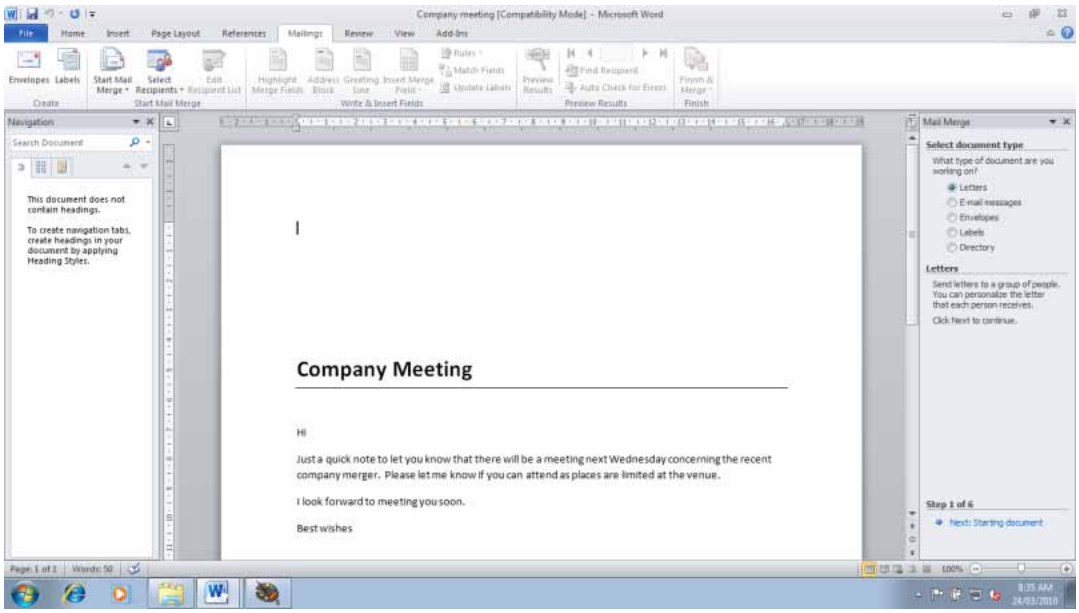
Mail Merge Wizard - Step 1 of 6 'Select document type'

- From the drop down 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.



- Click on the **Letters** button.

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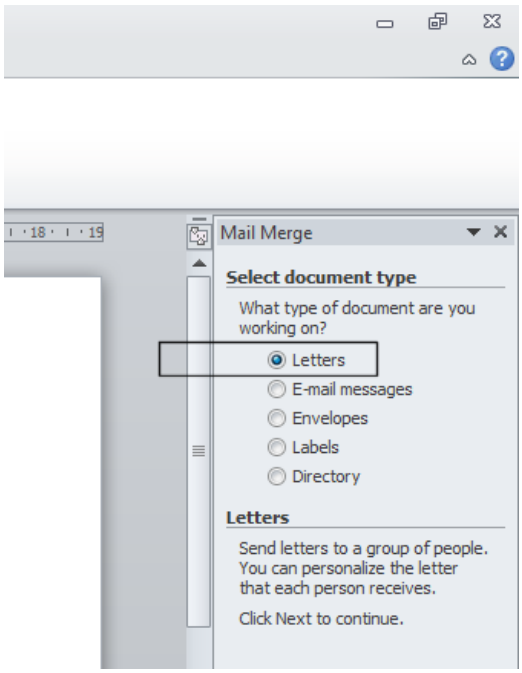
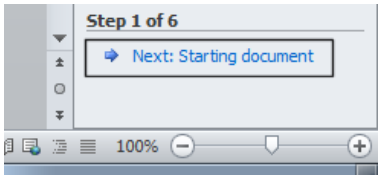
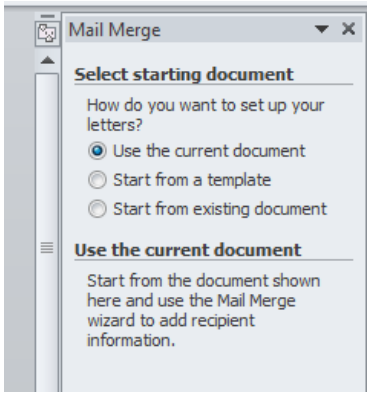


- At the bottom right of the screen you have the option of clicking on '**Next**' to take you to the next page of the mail merge wizard.



Mail Merge Wizard - Step 2 of 6 'Select Starting document'

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



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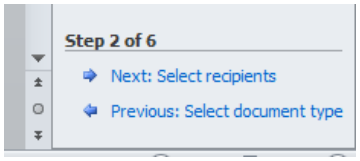
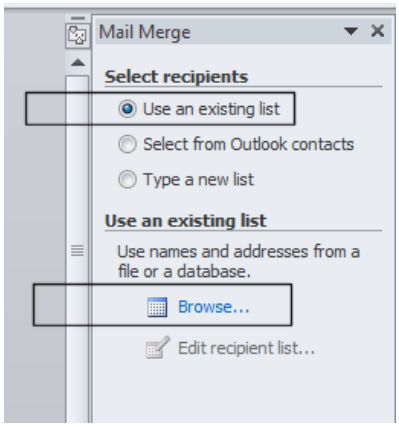
- Click on **Next** at the bottom right of your screen.

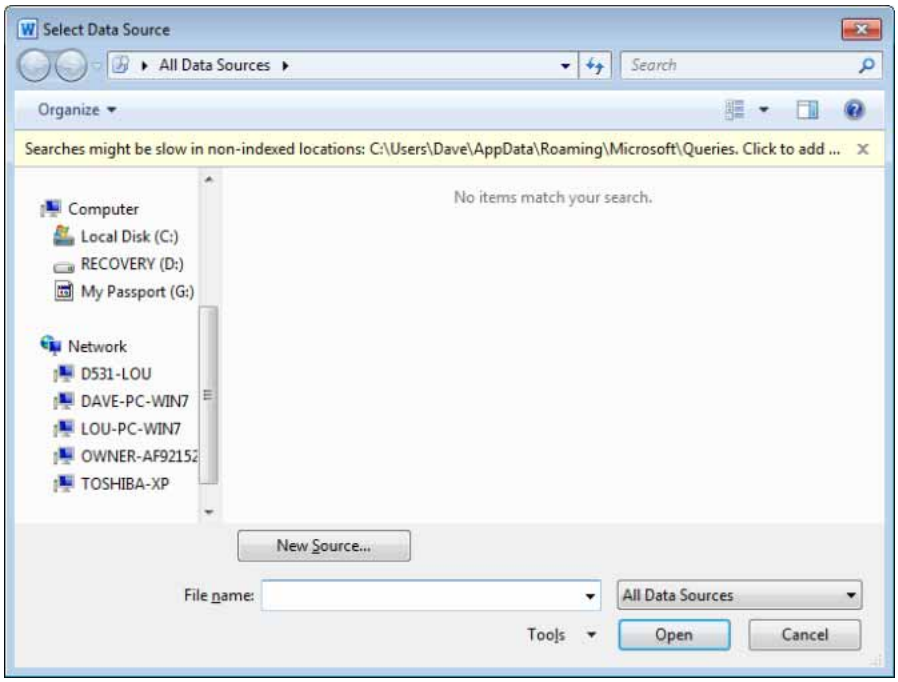


Mail Merge Wizard - Step 3 of 6 'Select recipients'

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



- 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.



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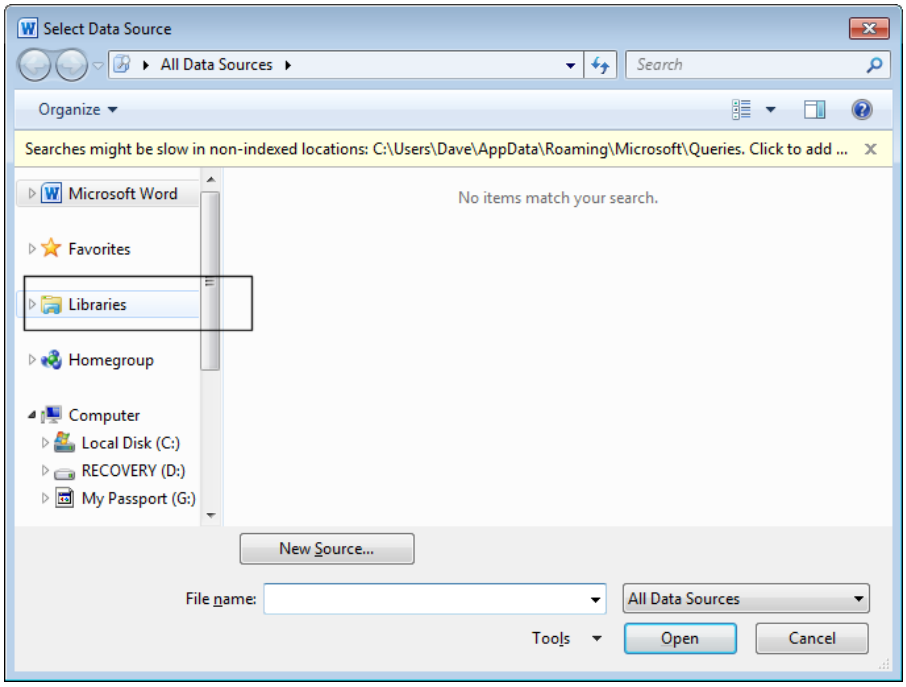
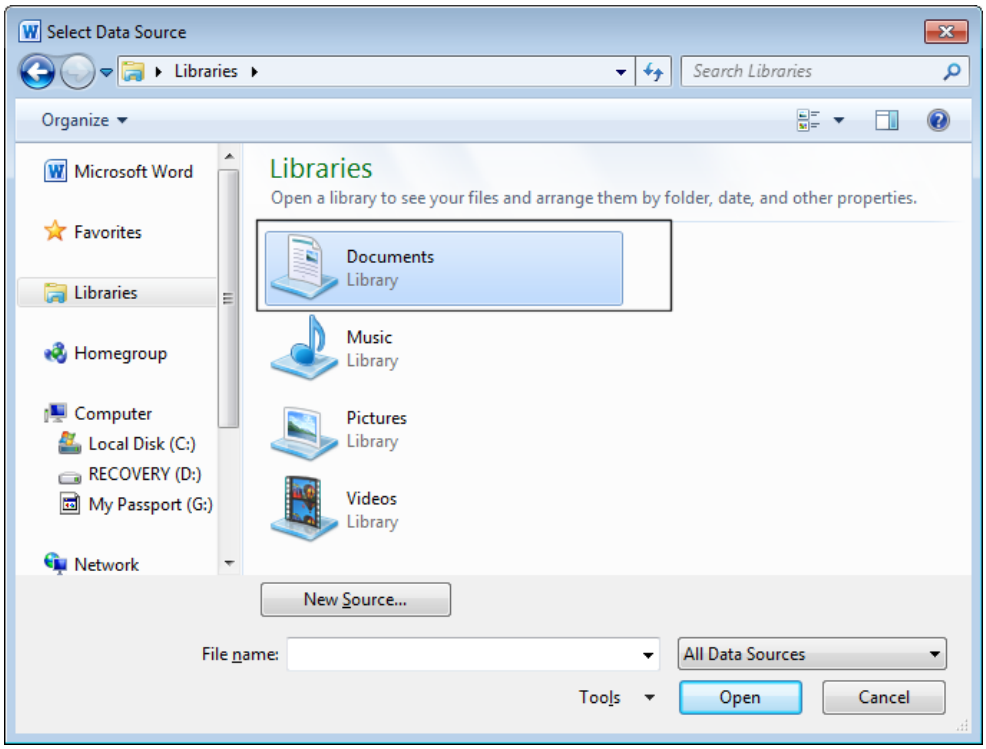
- If necessary scroll upwards within the window, so that you can see **Libraries**.



- Double click on **Documents**.



- You should see the **Word 2010 Basics** folder listed.

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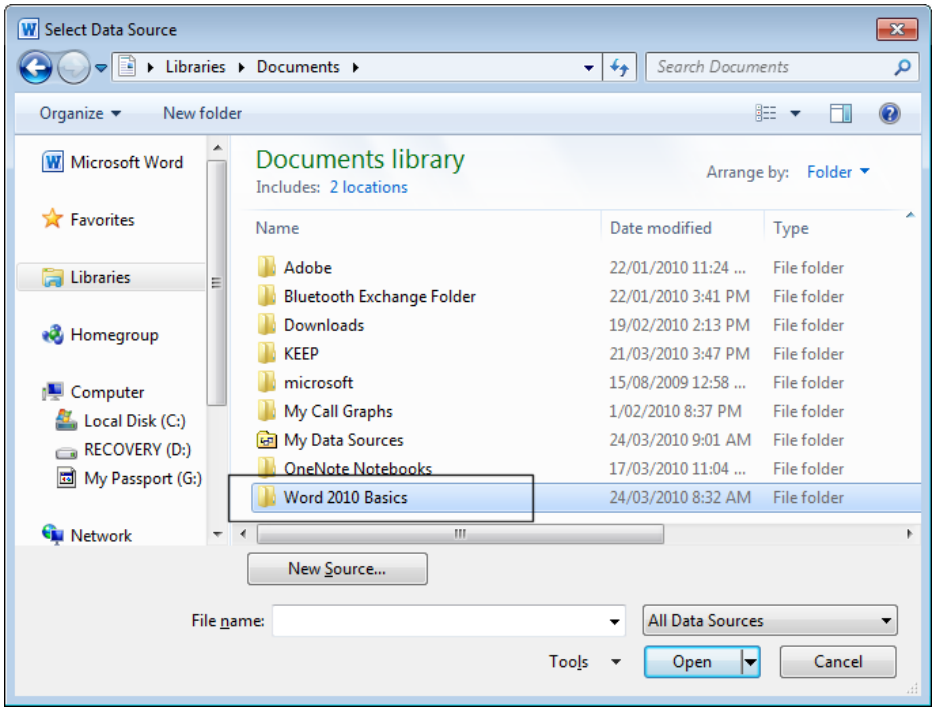
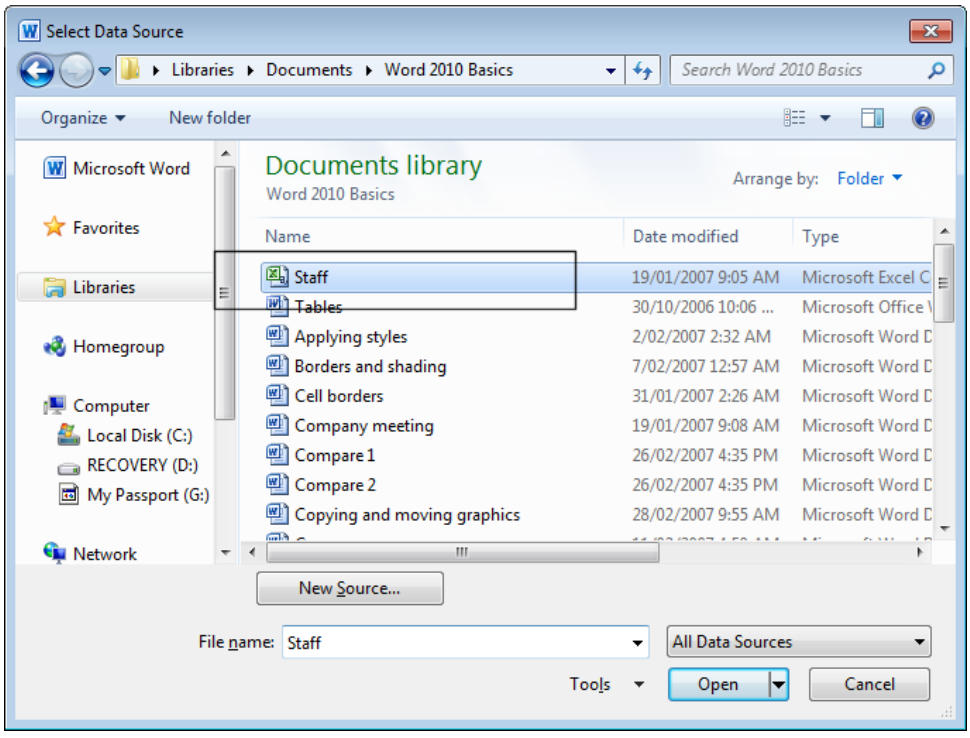


- Double click on the **Word 2010 Basics** folder and you should see a file listed called **Staff**.



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

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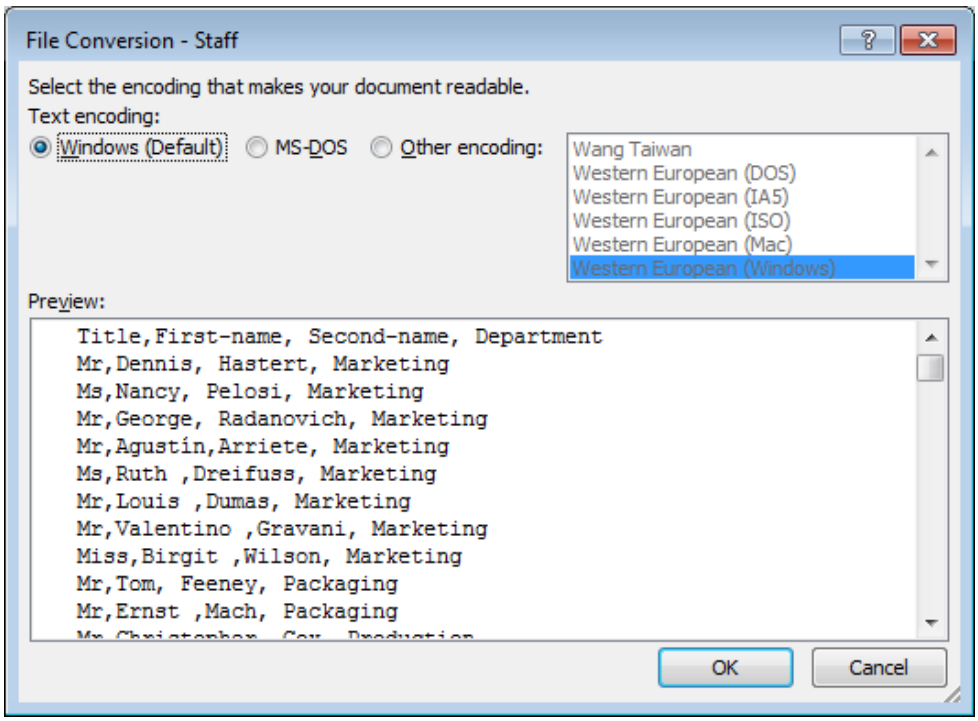
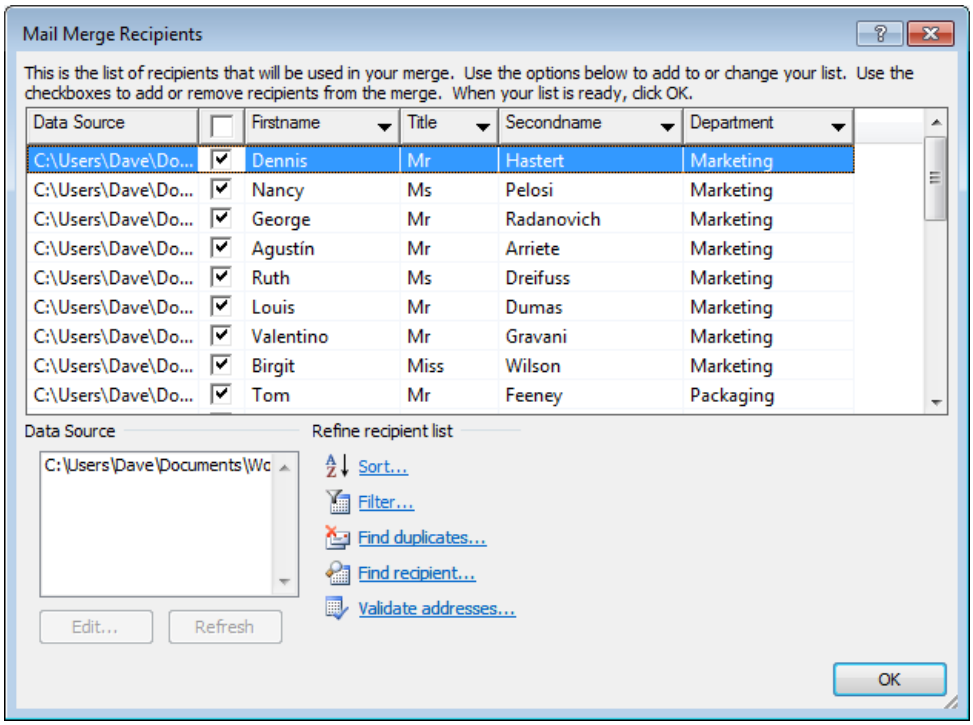


- Click on the **OK** button which will display the **Mail Merge Recipients** dialog box.



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

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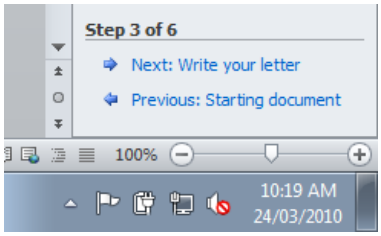
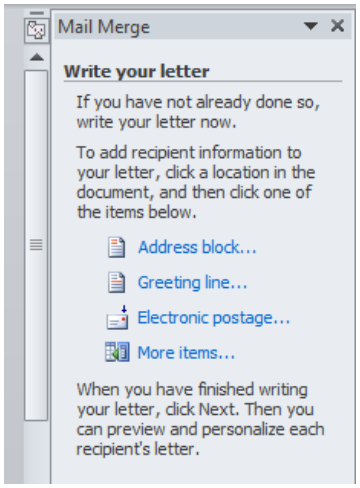


Mail Merge Wizard - Step 4 of 6 'Write your letter'

- The following 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.

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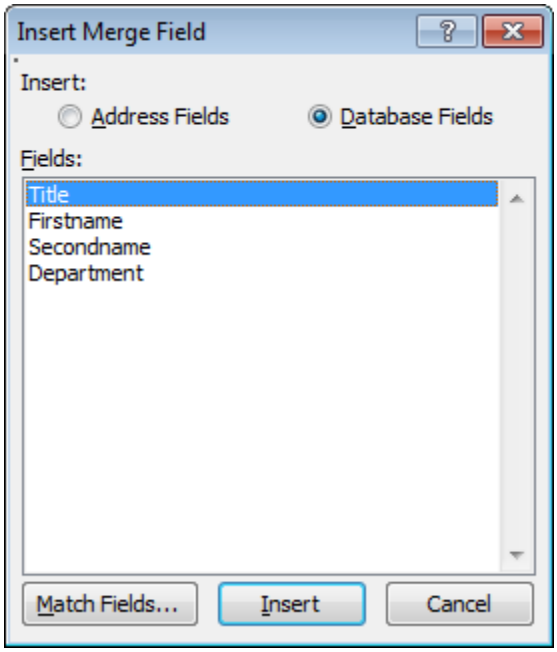


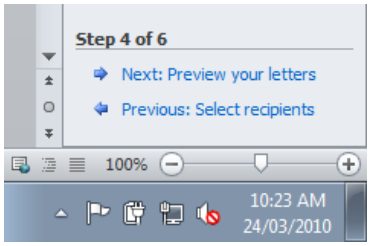
- Make sure that **Title** is selected and then click on the **Insert** button. Click on the **Close** button. Press the **Space bar**.
- Click on the **More items** command. This will display the **Insert Merge Field** dialog box.
- Make sure that **Firstname** is selected and then click on the **Insert**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



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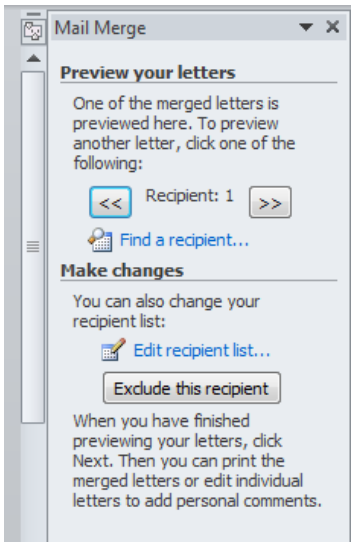
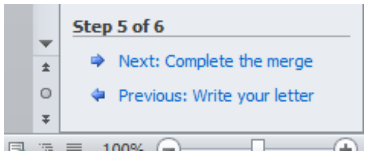
Mail Merge Wizard - Step 5 of 6 Previewing your letters

- 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.

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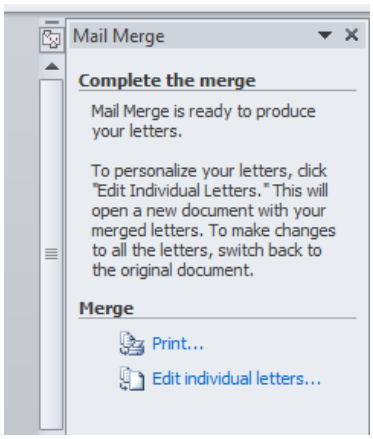
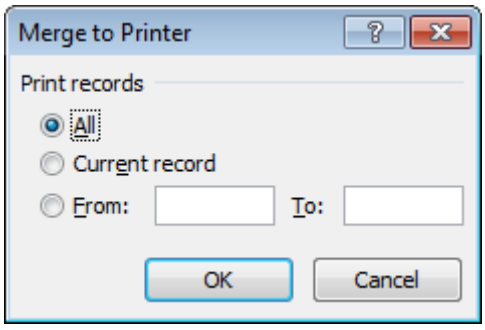
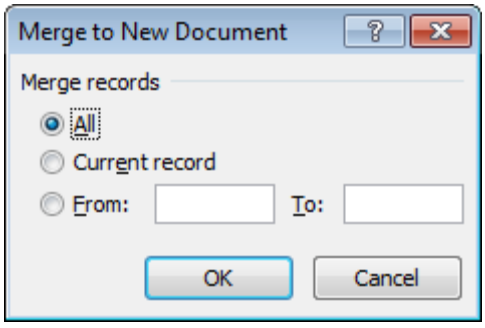


- If you were to click on the **Print** option, you would see the **Merge to Printer** dialog box which lets you select what to print.



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



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

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

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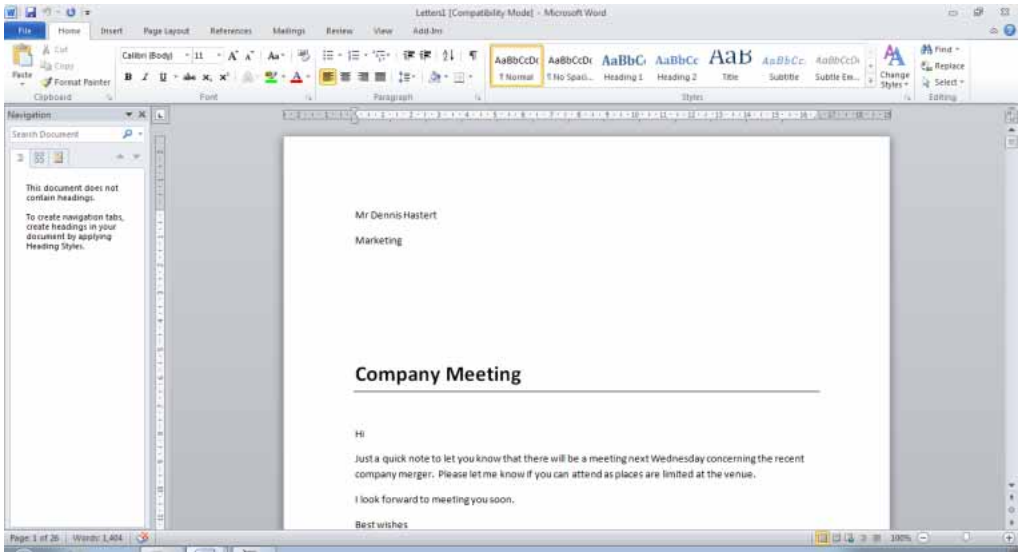

In real life you could check through this and print later. In this case to save paper we will not actually print this document. Scroll through the document to see if everything is as you expected. Save the document as **My First Mail Merge**. Close the mail merged document.

- 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 what 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 following 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.

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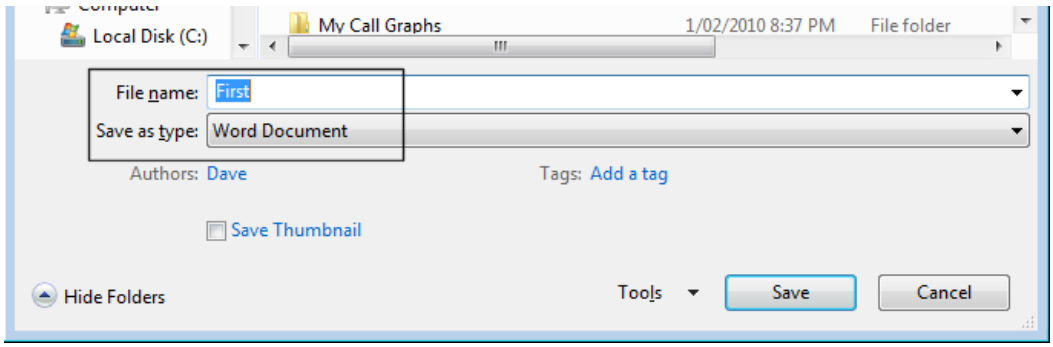
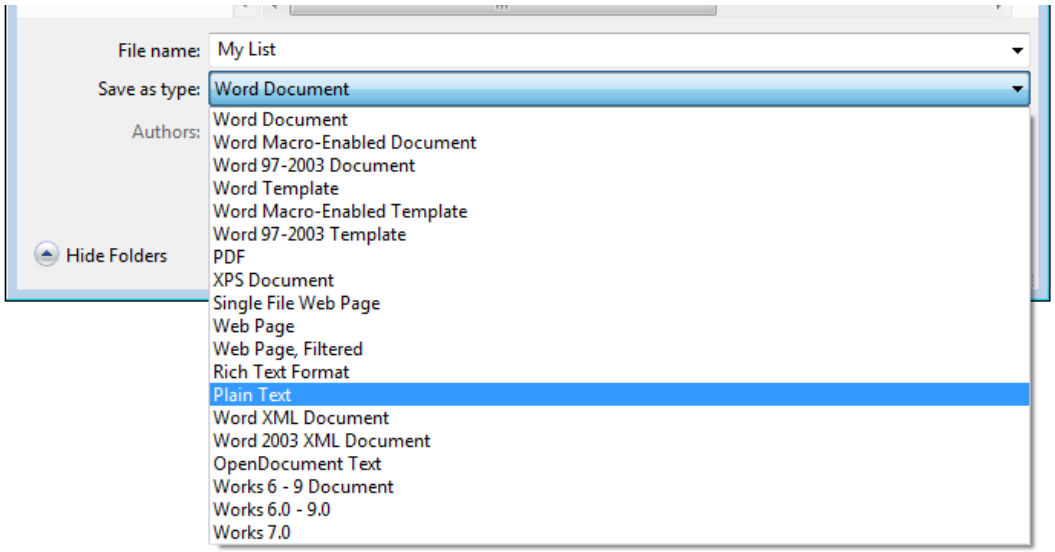
NOTE: Do not press the **Enter** key at the end of the last line relating to **Robert Menendez.**

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.



- 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 down to see this option)



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- 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.

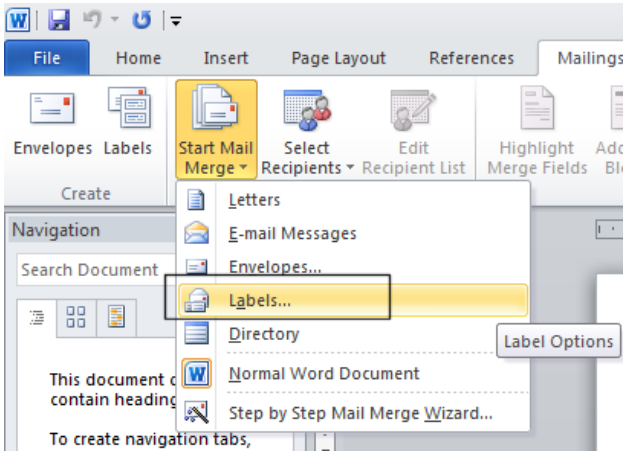
Merging a mailing list to produce labels

- When you are performing a mail merge to produce mail merged letters you can use Windowed envelopes so that the address in your mail merged letters matches the window in your windowed envelopes. Alternately you may post your mail merged letters in non-windowed 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.

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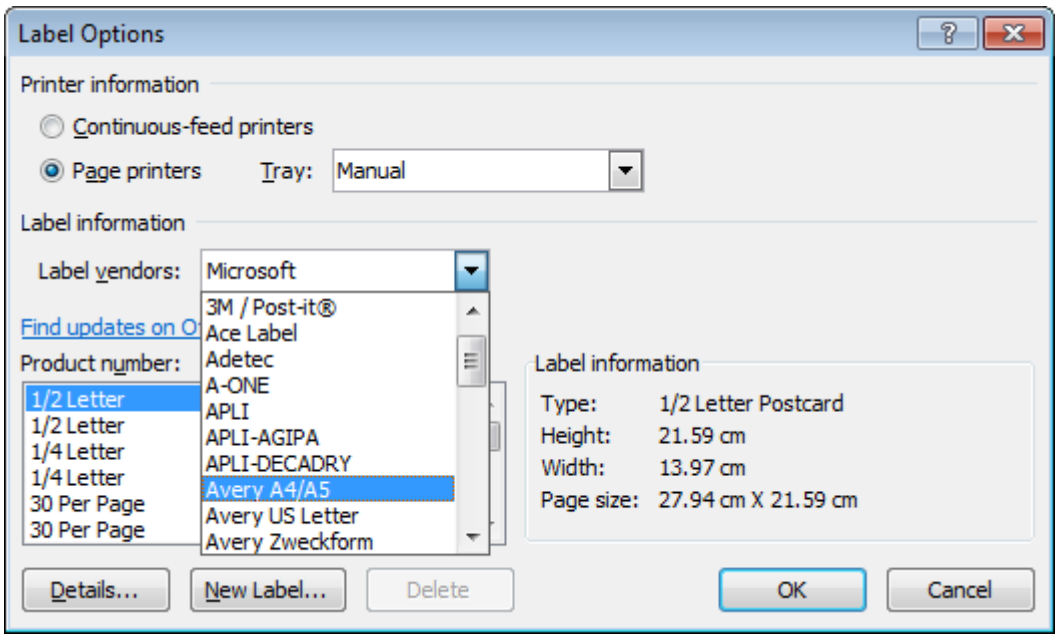
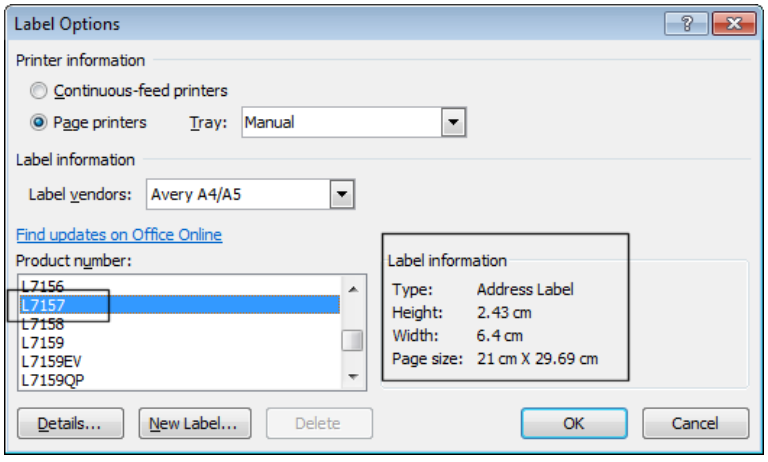


Avery is a popular supplier of label sheets.

NOTE: Avery has different product codes for **A4** sized sheets and **US letter** sized label sheets. Be sure to select the correct category if 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.



- 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.

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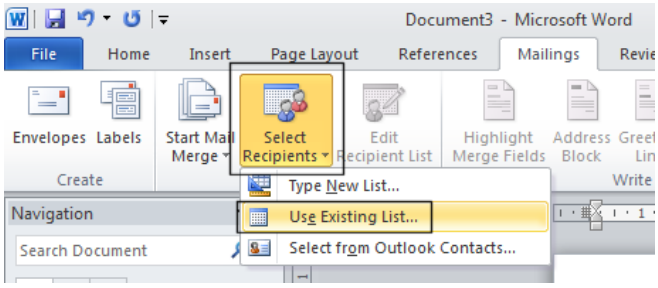
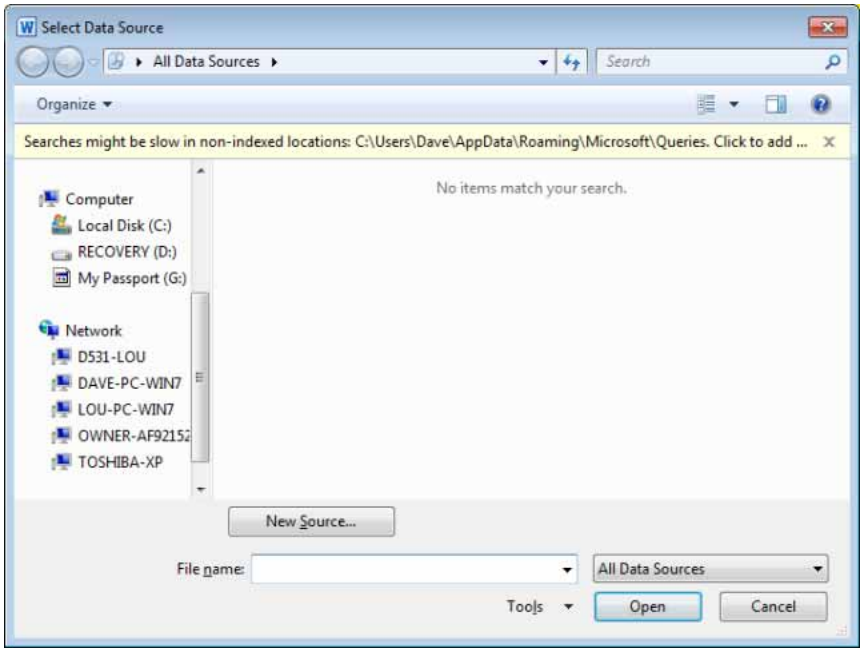
- We have selected our label type, next we need to select a mailing list that will be used to print the labels. Click on the **Select Recipients** button and then click in **Use Existing List**.



- 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.

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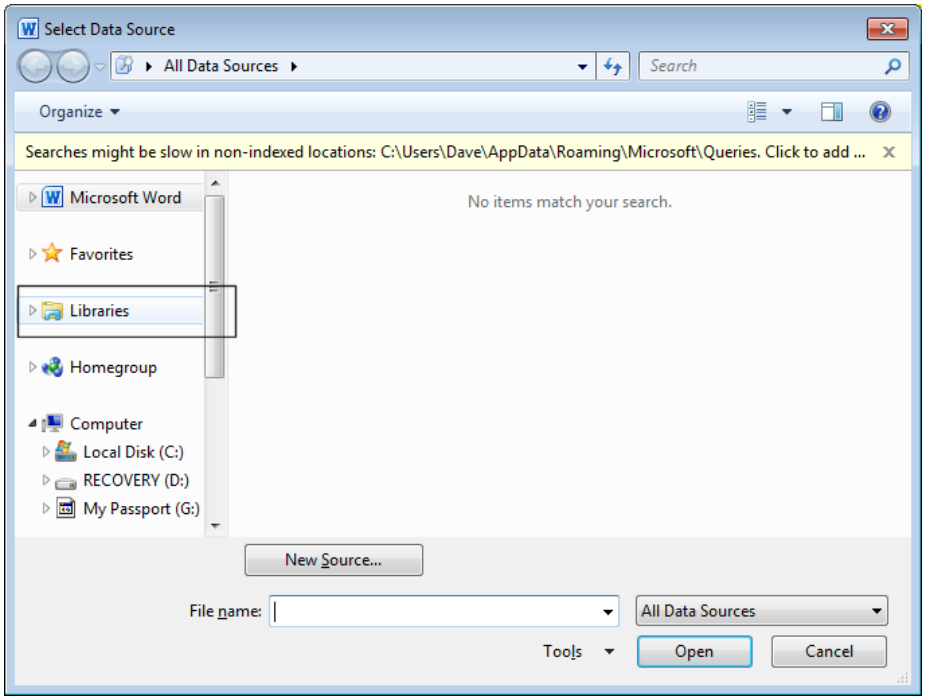
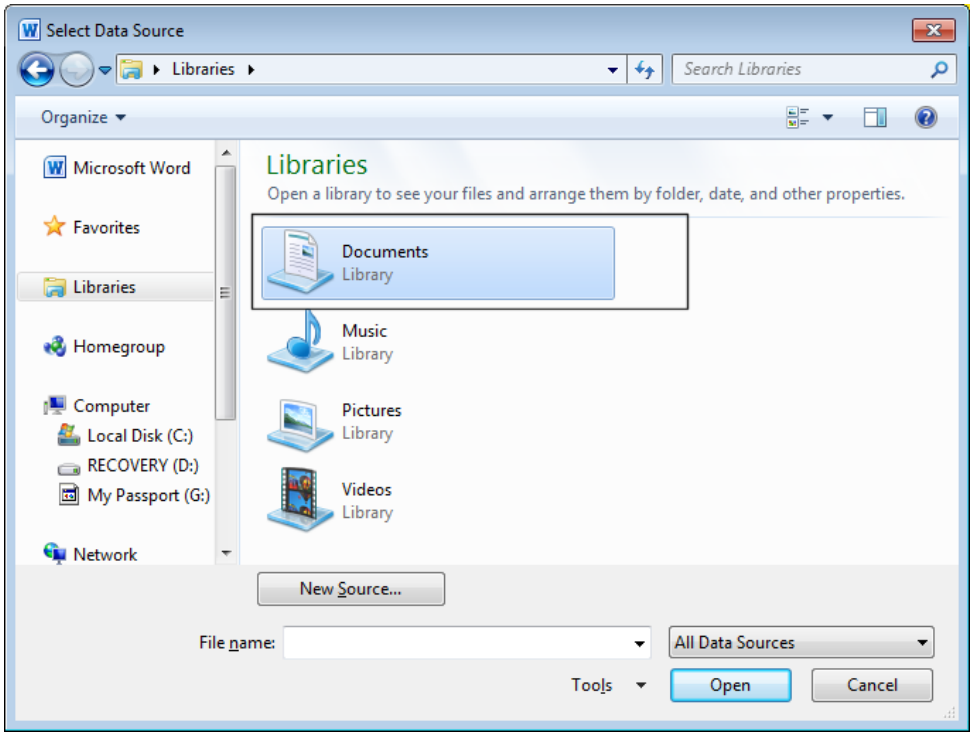


- Double click on **Libraries** and your will see the **Documents** folder displayed to the right.



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

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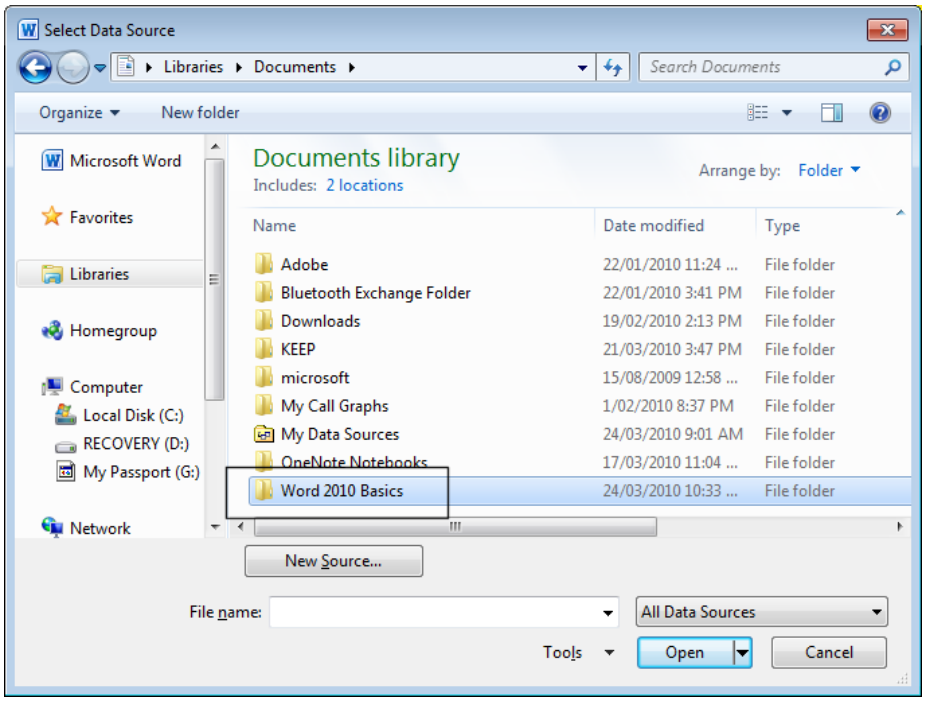
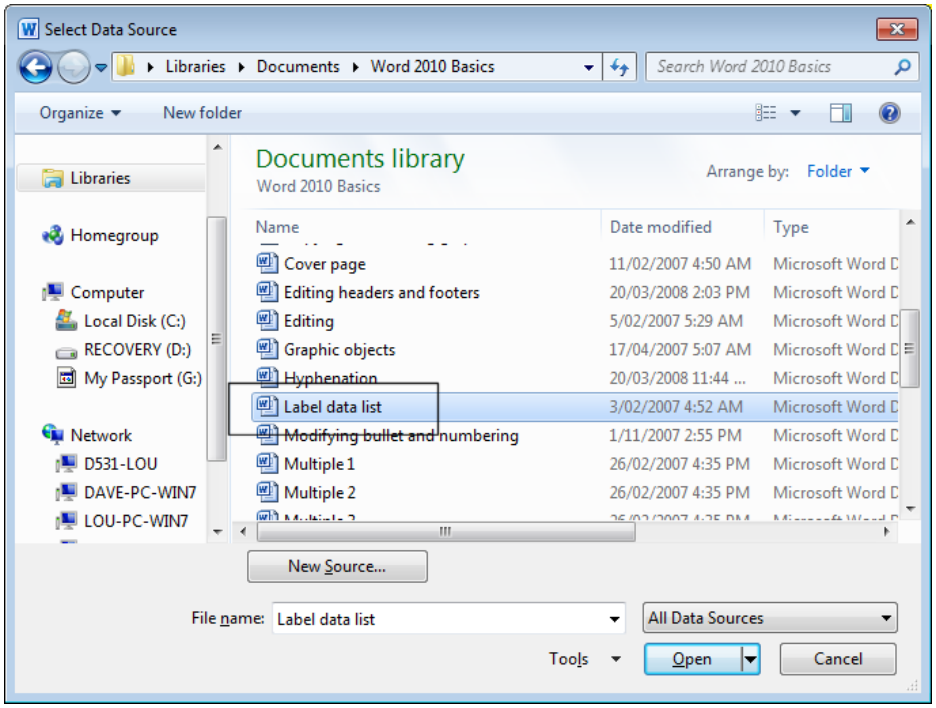


- Double click on the **Word 2010 Basics** folder and select a Microsoft Word document called **Label data list**.



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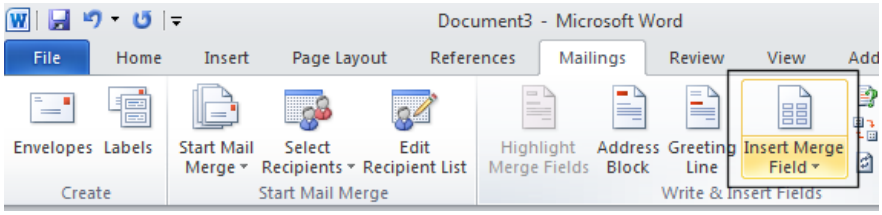
- Click on the **Open** button and you will see the following:

- 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.



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.

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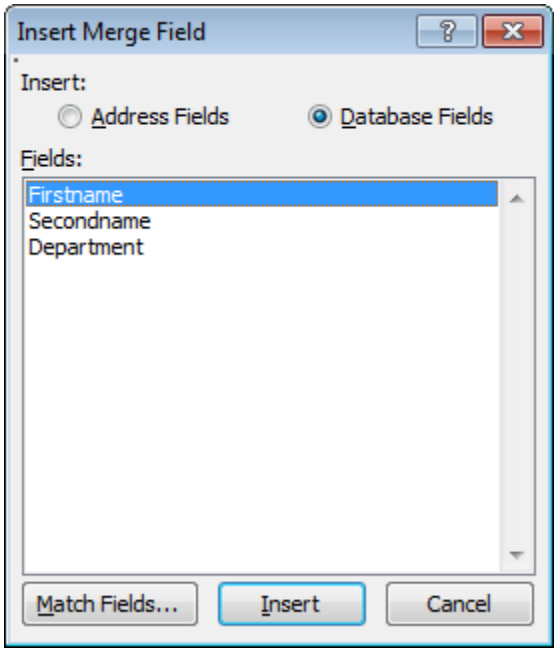
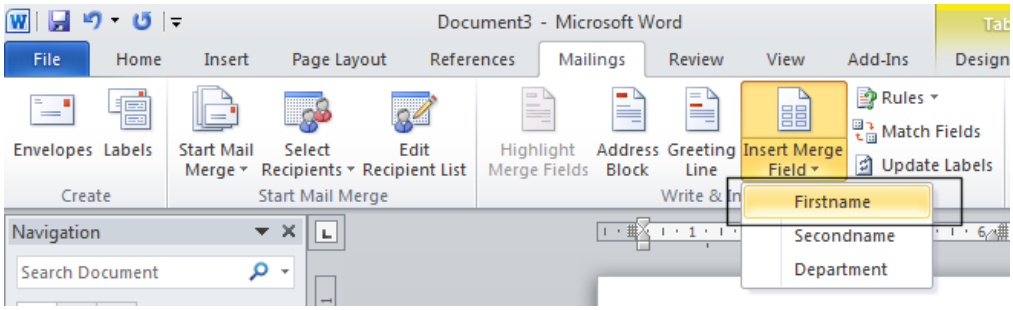


In this case click on the **Cancel** button.

- If you click on the lower part of the button you will see a drop down list of merge fields.

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



- Click on **Firstname** from the drop down 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.

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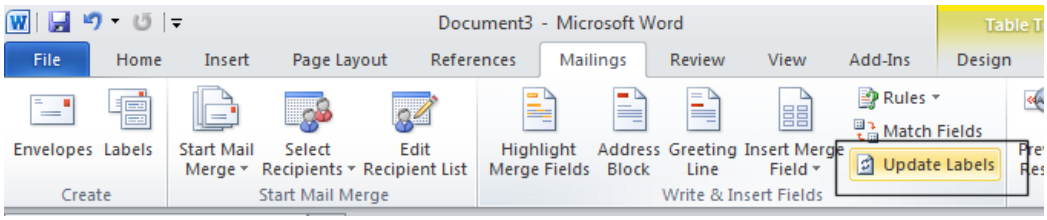
- Click on the **Update Labels** button.



Your screen will now look like this.

- Click on the **Finish & Merge** button.

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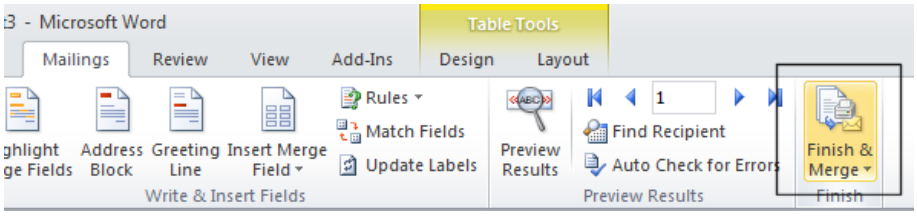
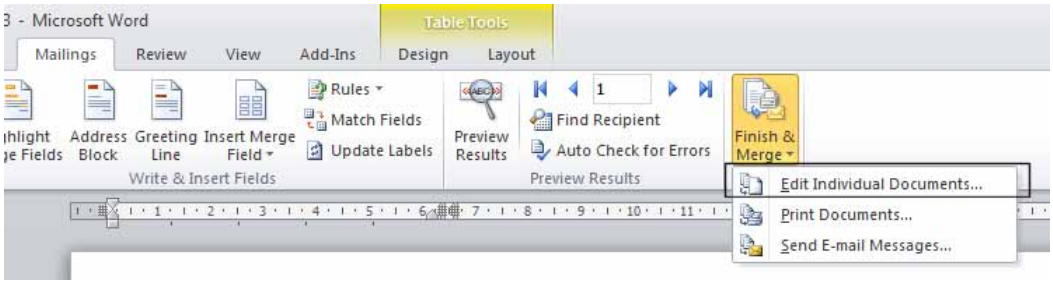
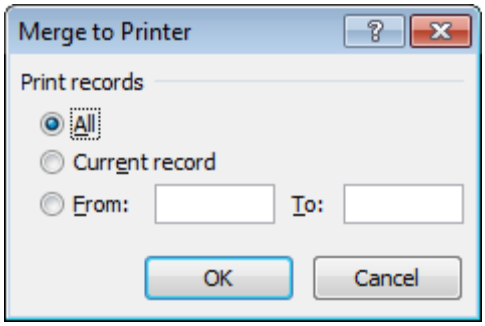


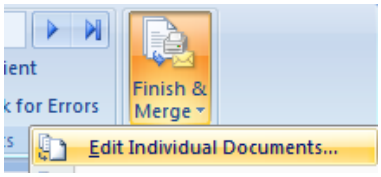
- You will see a drop down list displayed.



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.



- 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.

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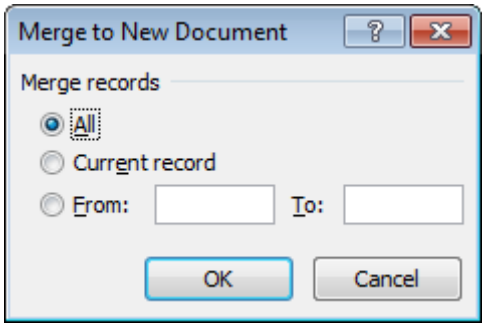
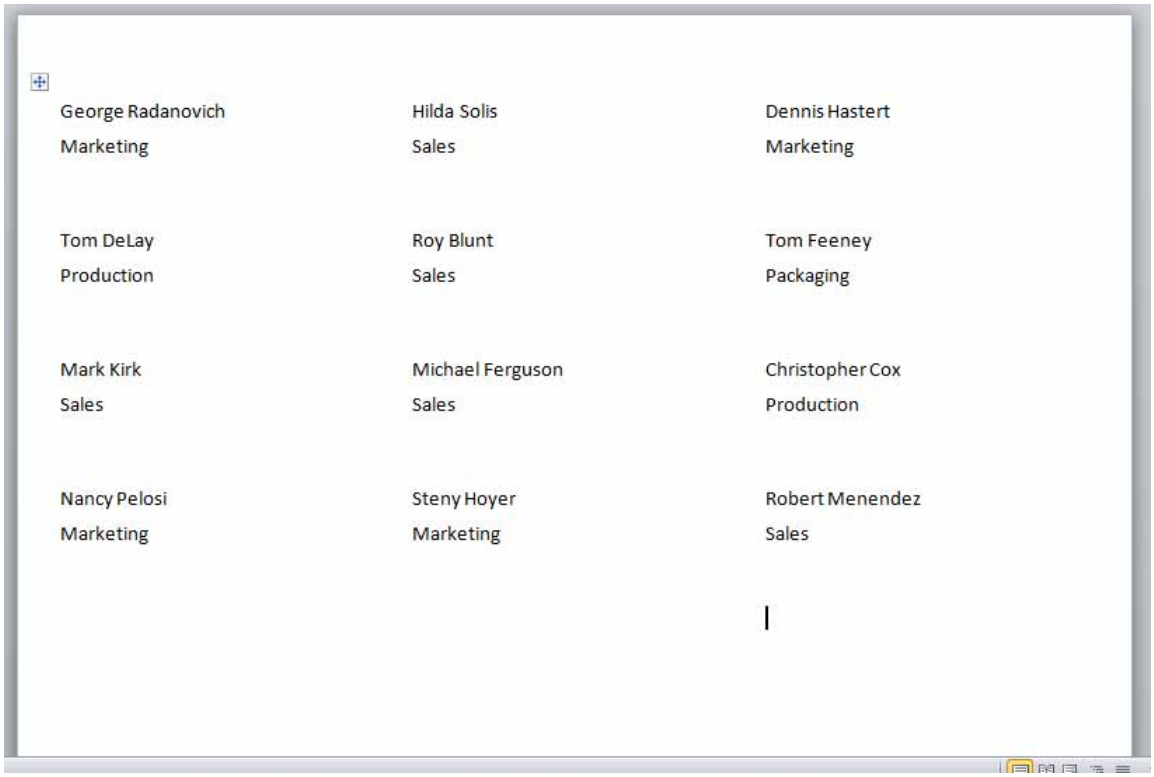


- Click on the **OK** button and the mailing list will be merged to create a new document which can later be printed to sheets of labels, as illustrated.



- 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.

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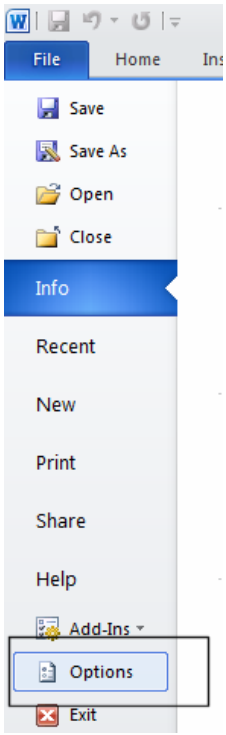
Customization

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.

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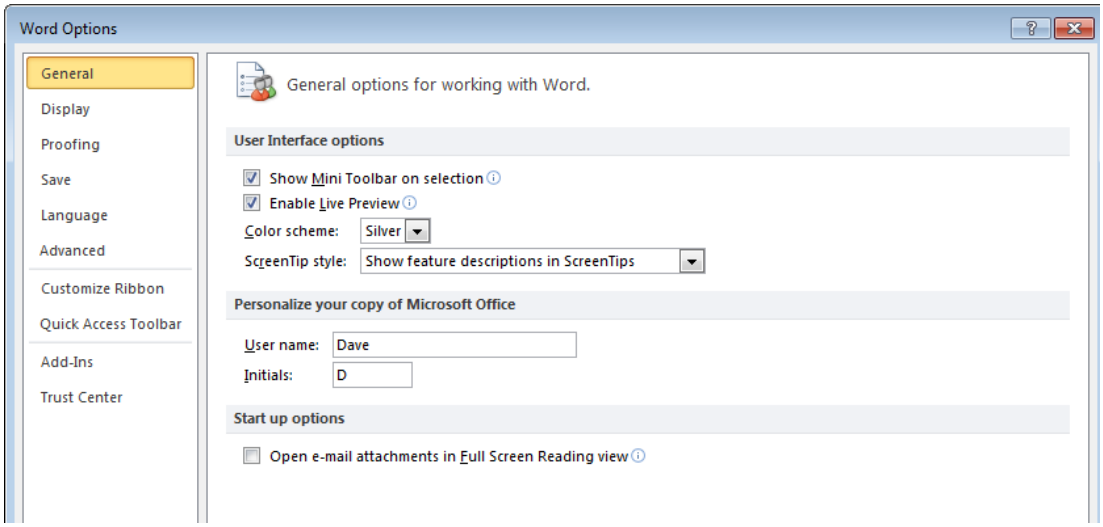
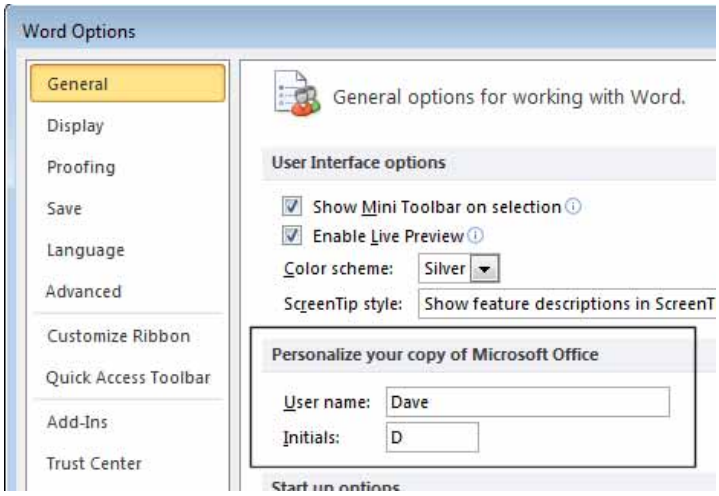


- As you can see there are a number of items listed down the left side.

Setting the User Name

- Within the **General** options is a section that allows 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.



Setting the default opening and saving folder

- Display the **Save** options within the **Word Options** dialog box.

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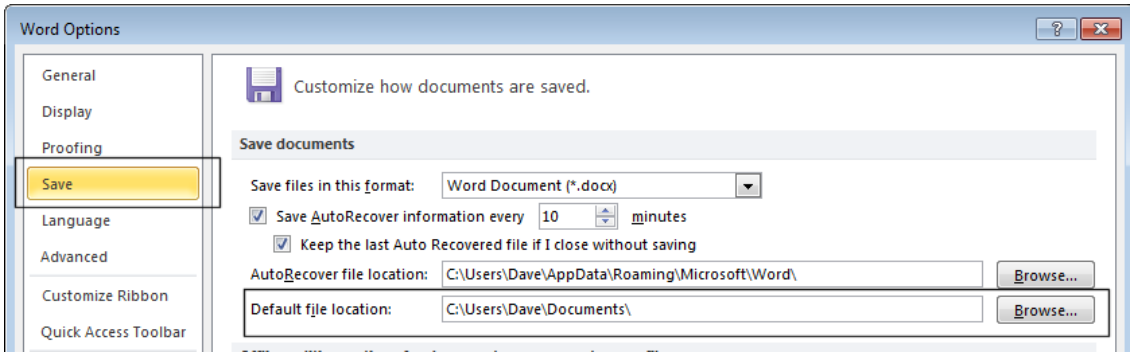
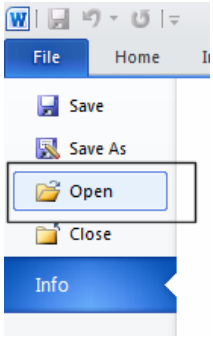


- You can use the **Default file location** section of the dialog box to set the folder that by default will be looked at when you open files within Word. This folder will also be used as the default folder location when saving new documents.
- Click on the **Browse** button and set this default folder 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.

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Proofing and Printing

The importance of proofing

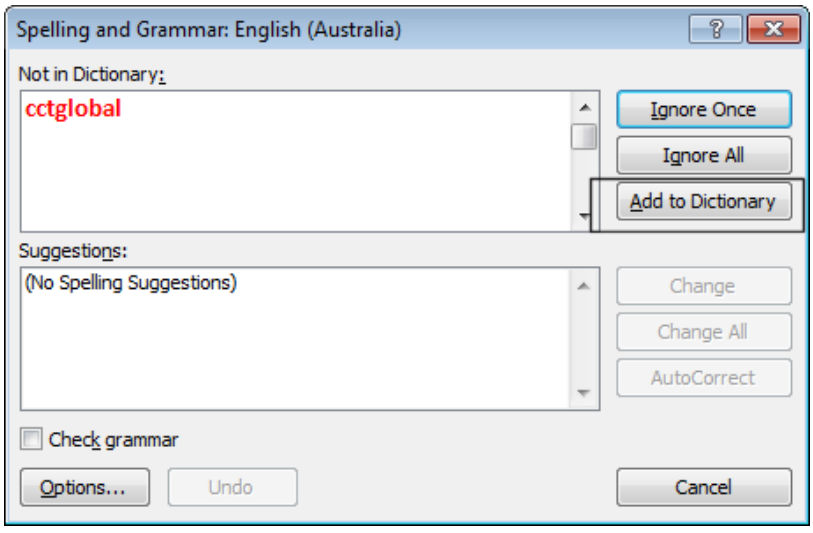
- When you have finished writing a letter always read it through before printing. Change any errors you find. Run the spell checker to find any spelling or grammatical errors. The keyboard shortcut to run the spell checking program is **F7**.
- Preview the document within the **Print Preview** view. 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 works by comparing words contained within your document with a list of words contained within a dictionary. Sometimes Microsoft Word will highlight a word it does not recognize but this word may be a specialist word or a trademark word used within your particular business or organization. You can easily add words to the dictionary. Type in the word **cctglobal**. Run the spell checker program (by pressing **F7**). You will see the **Spelling and Grammar** dialog box displayed.



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

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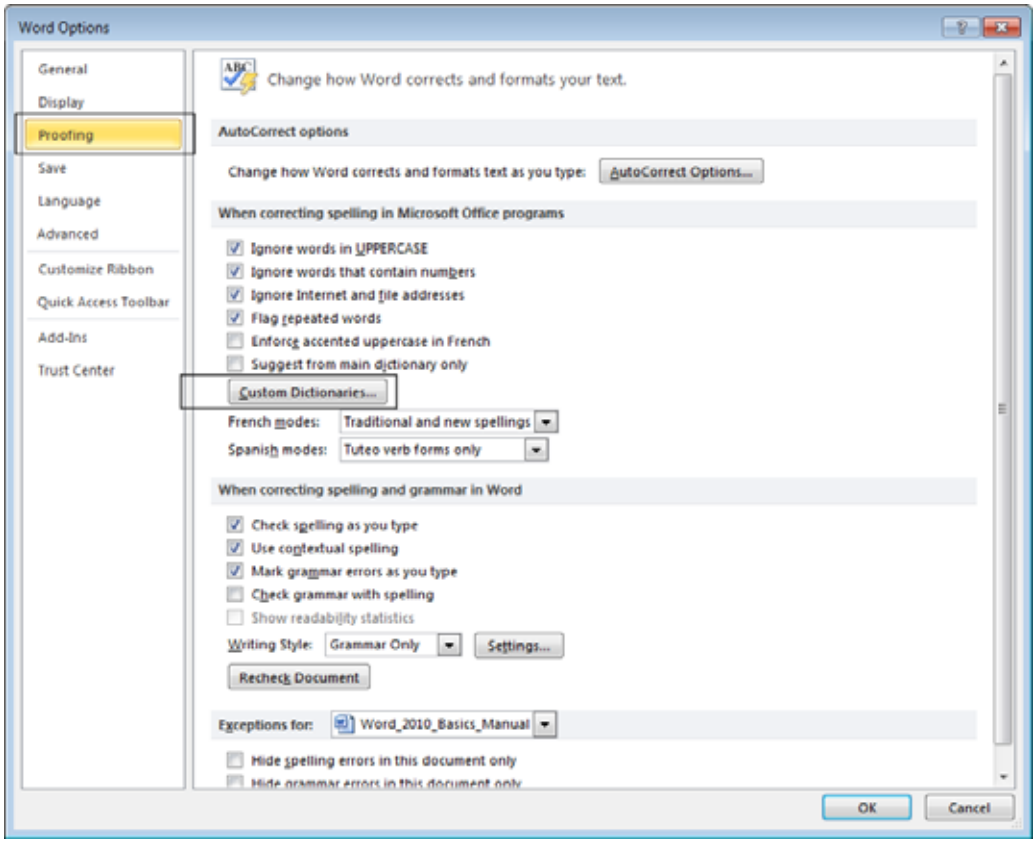
- Save and close the document. Create a new document and type in the word cctglobal. Run the spell checker and you should find that this word is no longer indicated as a potential problem by the spell checking program.

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).



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

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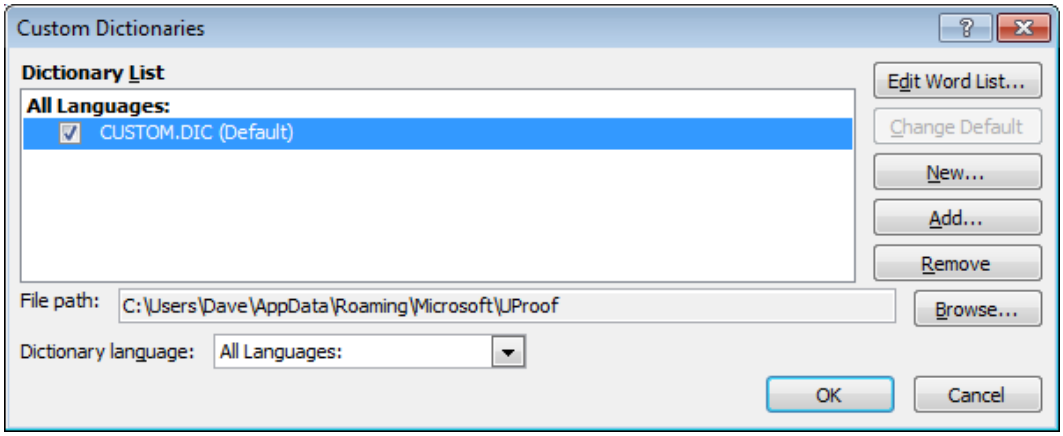
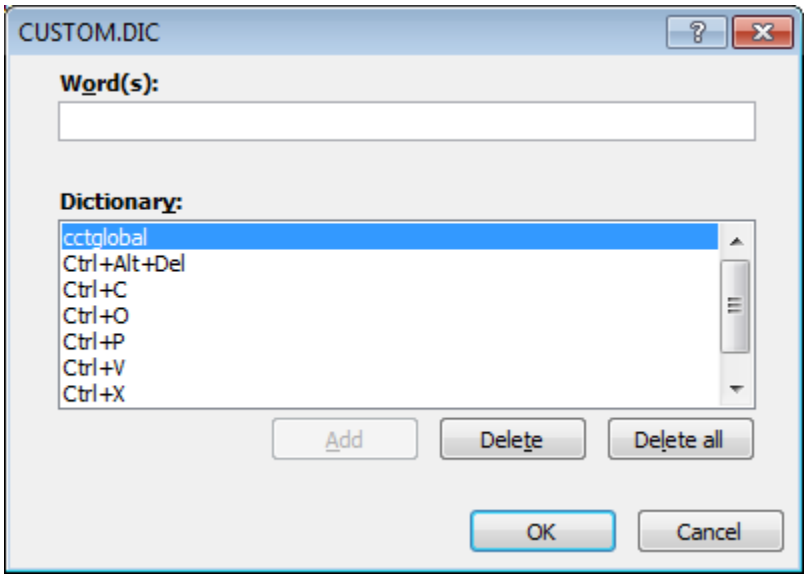


- Click on the **Edit Word List** button, select the word you wish to delete (in this case **cctglobal**), and then click on the **Delete** button. Click on the **OK** button to close the dialog box.



- 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.

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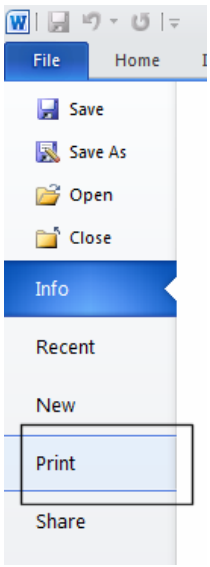
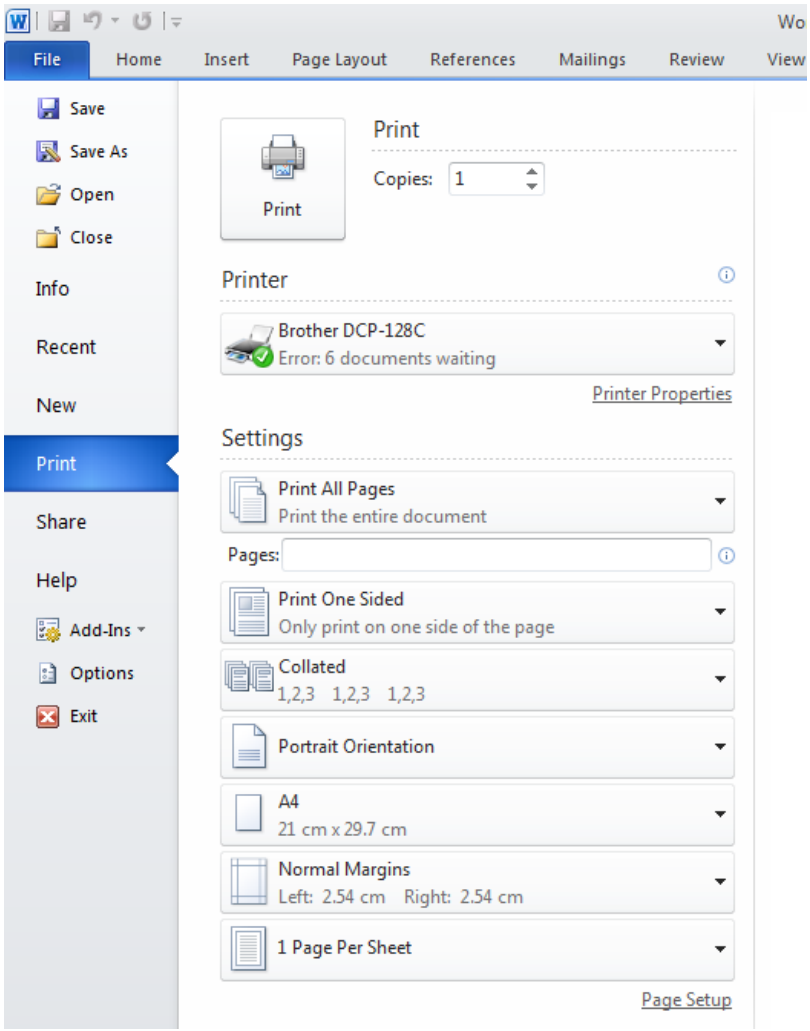


This displays printing options, as illustrated.



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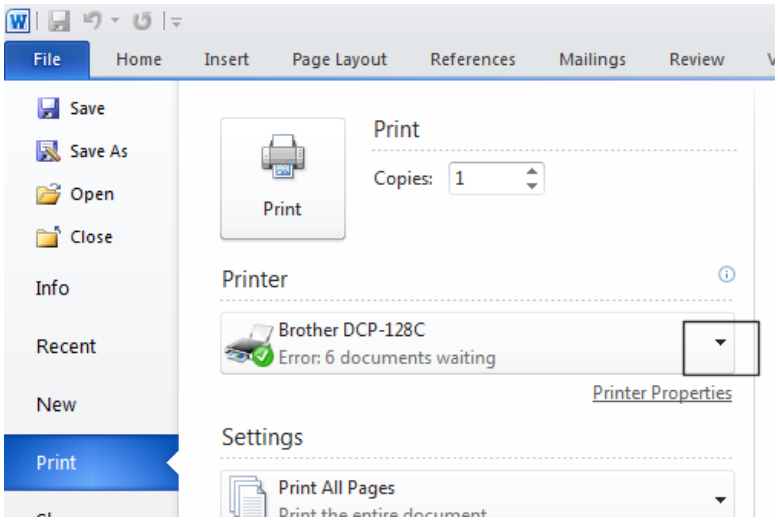
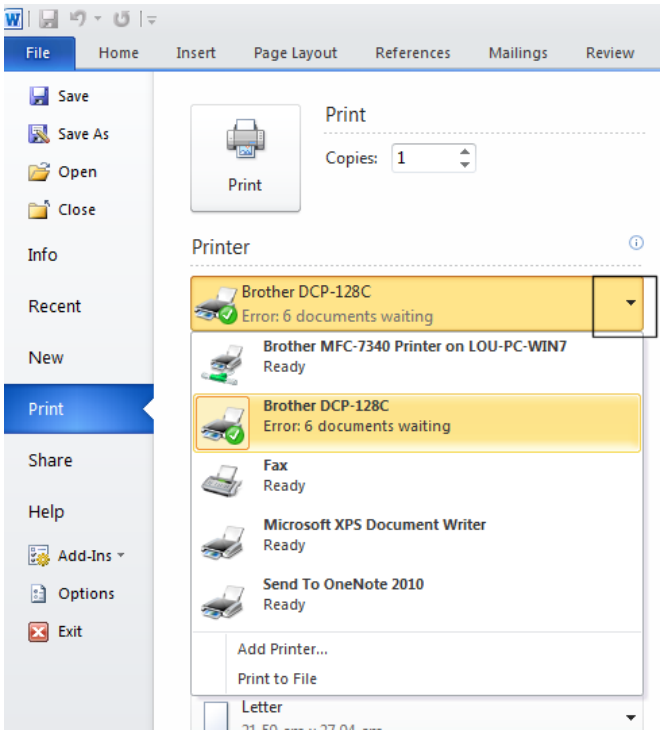
Selecting a printer

- 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 what 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.



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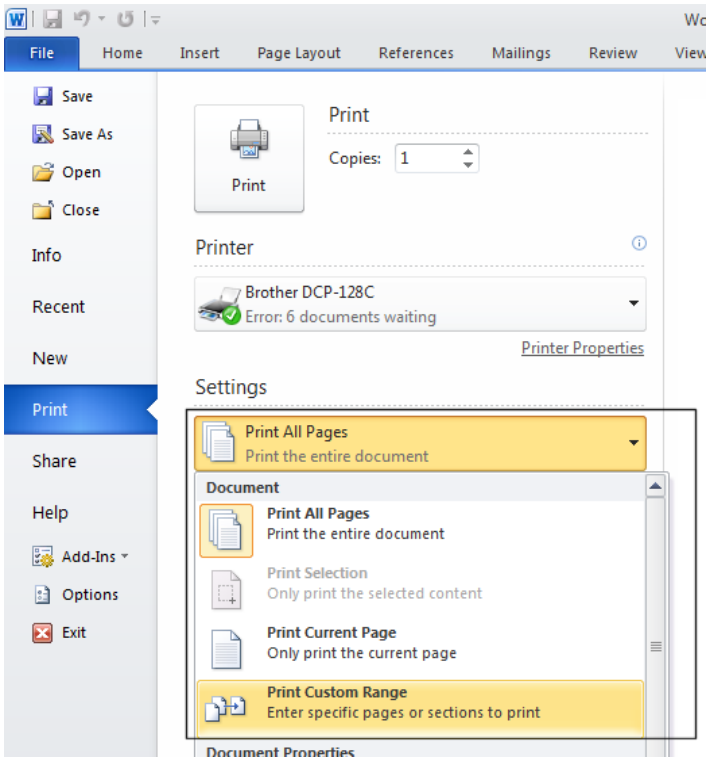
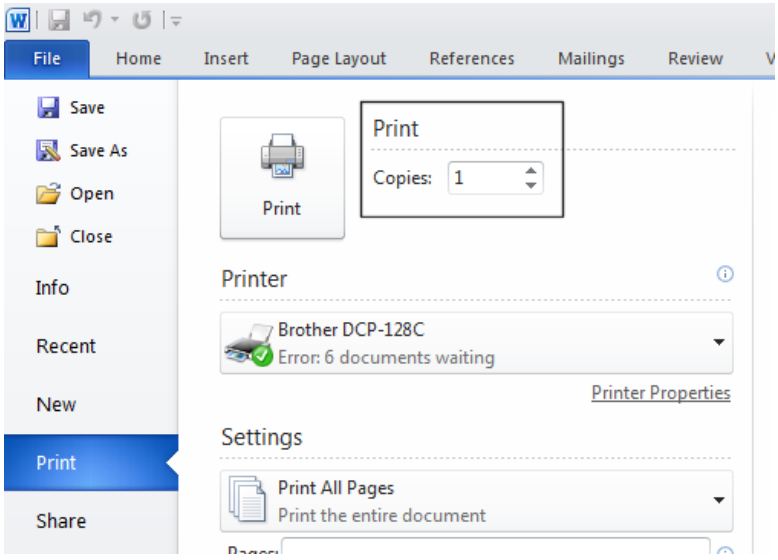
Choosing what to print

- 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.



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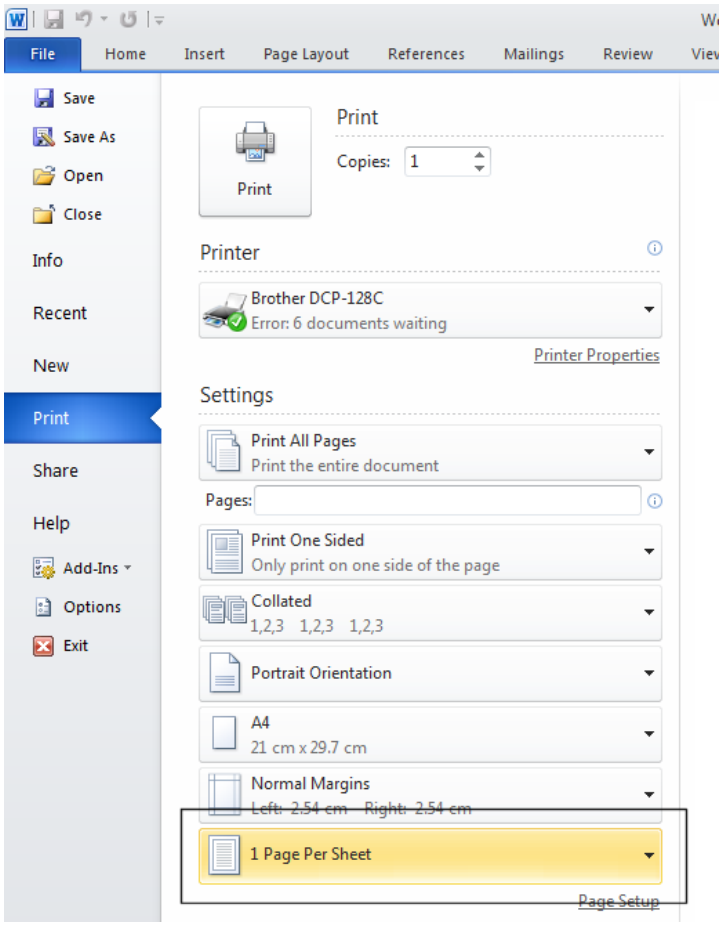
Setting the pages per sheet

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



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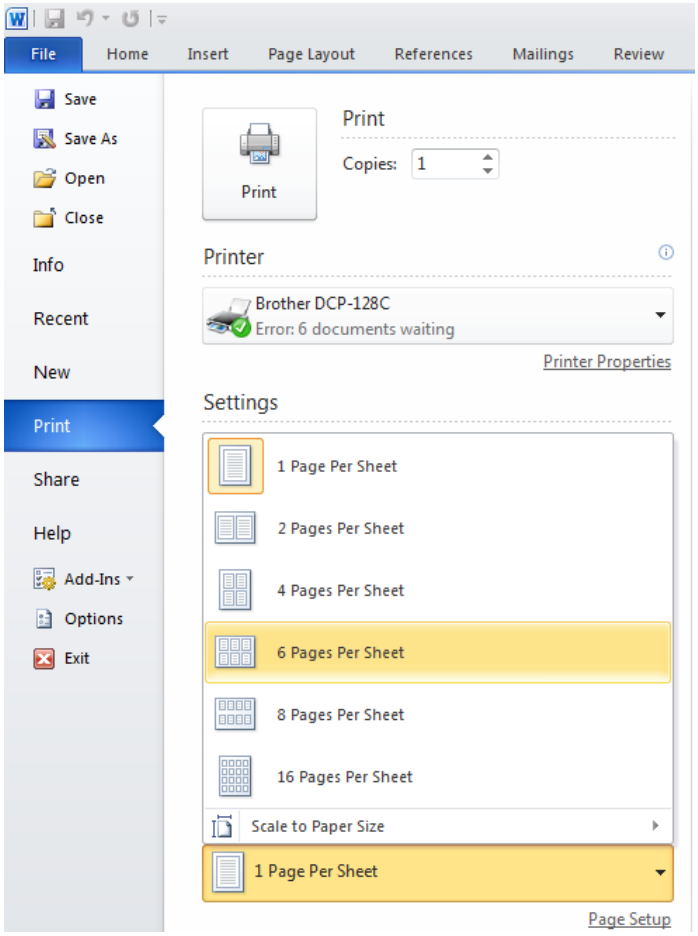
- The available options are illustrated.



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-down within your printer then print just the even pages.

  NOTE: Laser printers are often very hot inside and may curl your paper so this may not always 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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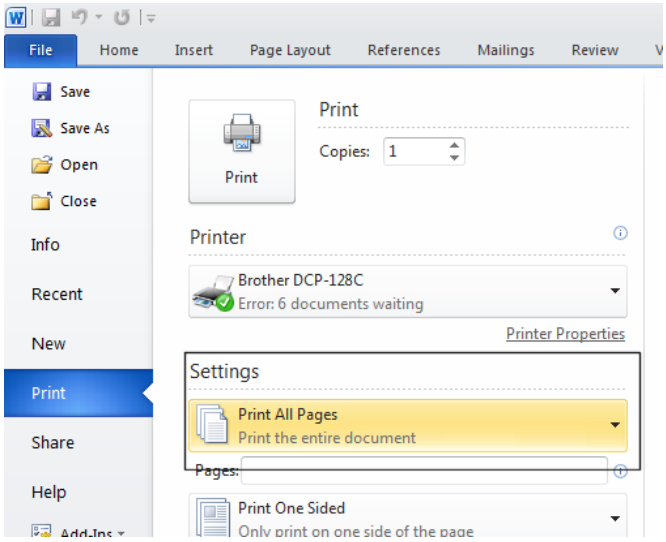
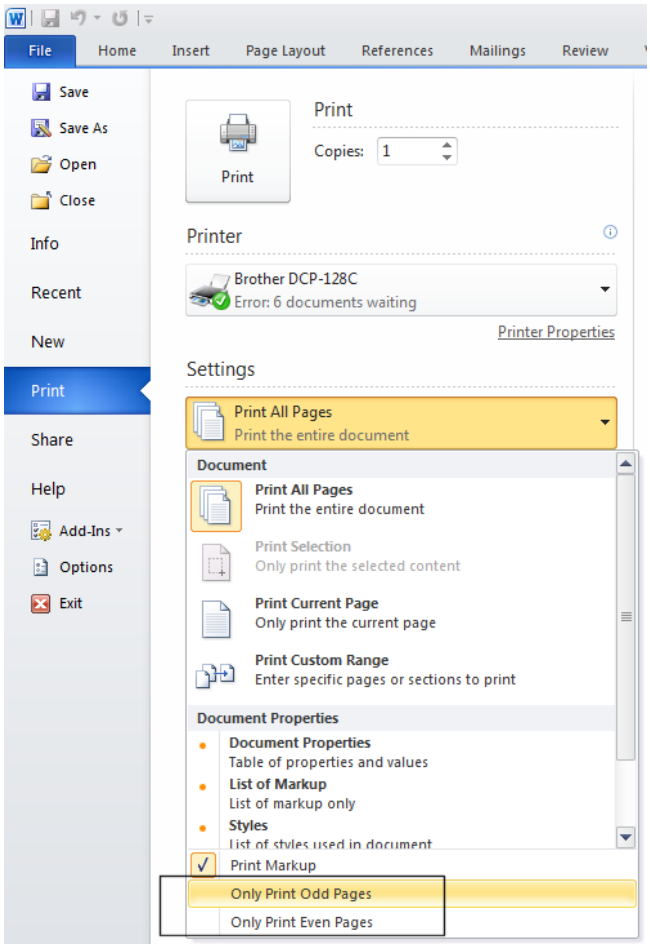


- Click on the down arrow to the right of the first setting option.



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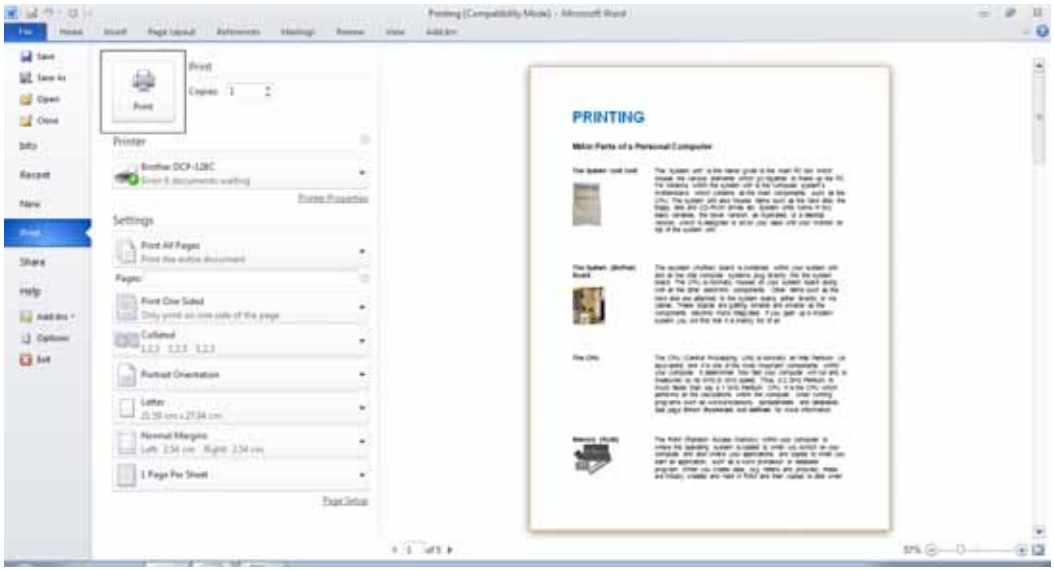
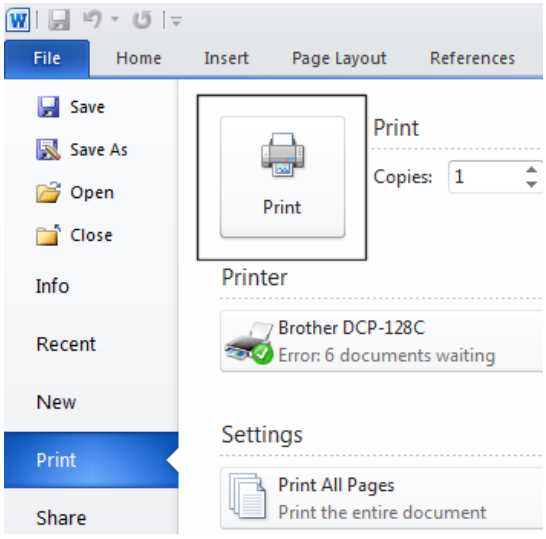
- Select the **Only Print Odd Pages** or the **Only Print Even Pages** option.

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.



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