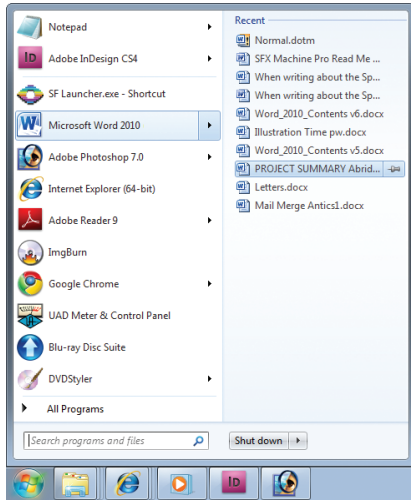


Starting Word 2010

On some computers Word may have been set up with a desktop shortcut. If it hasn't, here's how to start it up.



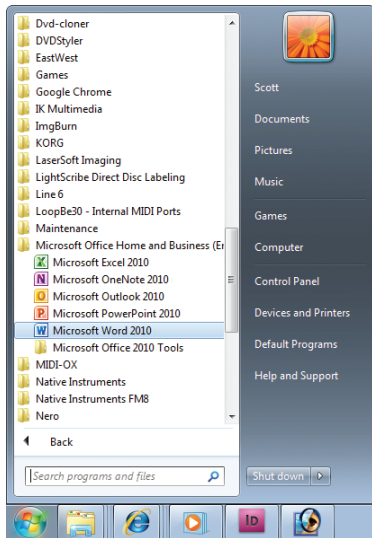
1 Click the Start button in the bottom left corner of the screen

2 If Microsoft Word appears in this menu, you can select it straight away

3 If it isn't in the menu then click All Programs



Next to the Word icon you may see a list of recently-opened documents. Clicking on one of these will start up Word and also open the document automatically.



4 The menu expands to show you a list of programs and program groups represented by small folder icons

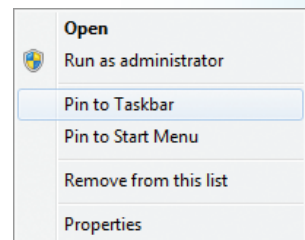
5 Click the Microsoft Office folder to expand its list of programs



If you right-click on the Word icon a pop-up menu appears. Choose "Pin to Taskbar" or "Pin to Start Menu" to make it permanently appear in the Windows Taskbar, or the main part of the Start Menu.

6 The list of Microsoft Office applications you see will depend on what has been installed on your computer

7 Click on the small icon for Microsoft Word



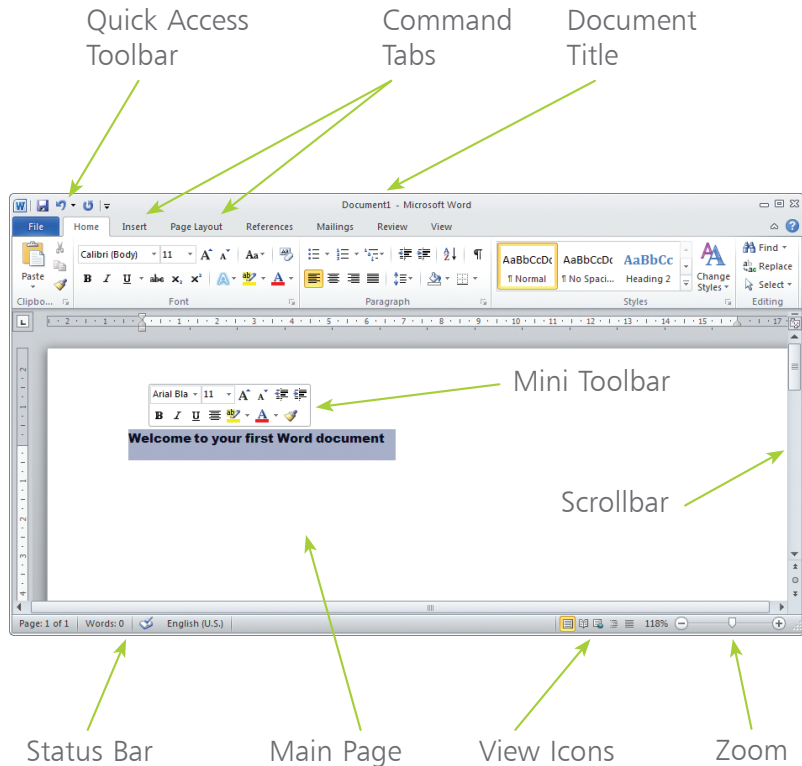
Don't forget





Don't worry if your screen doesn't exactly match this illustration. Word's display is highly customizable and most visual elements can be switched on or off according to your own preferences. You will find tips on how to do this throughout the book.

The Main Screen

Once Word is up and running, you should see the following screen – with all the elements illustrated here:



You can resize Word's window in the normal way, by dragging on its border (if it's maximized then you'll need to click the  Restore Down button first).

As you can see from the two illustrations on this page, Word automatically resizes and reconfigures its workspace and controls to make the best use of the space available. If you can't see the icon or control you want, simply make the window larger or click the  symbol to see what's been hidden.

