

Introduction

Word processing was one of the first popular applications for the modern personal computer. In the early days, it provided little more than the ability to enter and change text on the screen. Today, many more people have computers at home and in the office, and virtually all of these use a Word Processor regularly. As the years have passed, the capabilities of the computer and its software have dramatically increased, far beyond the expectations of the first generation of users back in the 1970s and 80s.

Almost since the beginning, Microsoft Word has been acknowledged as a leader in its field. It is one of the best selling software applications in any category. It grew in complexity, from a program with a handful of menu commands, to the sometimes bewildering array of features we see today.

In creating Word 2010, Microsoft have logically built on the foundation of the previous version. Rather than relying on complex menus, Word 2010 works with tabbed visual controls that reconfigure themselves to suit what you are currently doing. Accordingly, this book works as a graphical teaching guide – wherever possible, pictures and worked examples are used to demonstrate the concepts covered. It's not intended to replace Microsoft's documentation; instead, you should view it as a way of getting up to speed quickly on a wide range of useful techniques.

The full range of Word's features is covered in this and the following chapters – from creating and editing simple text-based documents, to tables, graphics and research tools, as well as more advanced techniques, such as viewing and editing documents on the Web.

How to use this book

To gain maximum benefit from this book, make sure you are first familiar with the Windows operating environment (using the mouse, icons, menus, dialog boxes, and so on). There are a number of books in the Easy Steps range that can help you here.

It is a good idea to start off by going through Chapters One and Two fairly thoroughly, since these introduce basic concepts on which later examples depend. Once you've done this, you can then freely dip into the other chapters as you like. There is a chapter for each of the Command Tabs in the Word interface, so this book is organized in the same way as Word itself.

Don't forget



It's very important to experiment using your own examples – trying techniques a few times on test documents will give you the fluency and confidence you'll need when working for real.