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1

Finding Your Way Around

This chapter quickly gets you started with Word 2010. It shows you how to launch Word, and explains all the main areas in its screen layout. You'll learn some basic text editing, as well as how the main controls are organized and accessed.

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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.

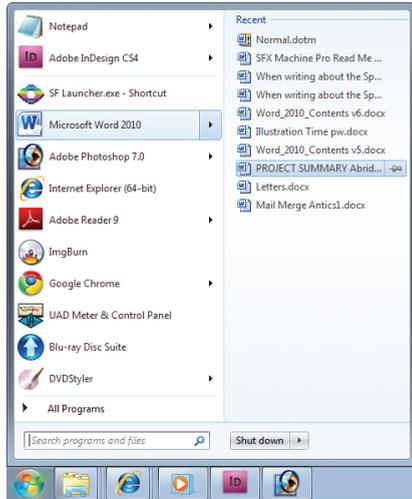
Don't forget



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.

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.



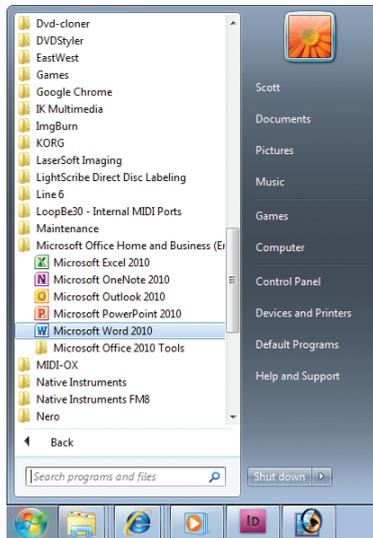
1 Click the Start button in the bottom left corner of the screen

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

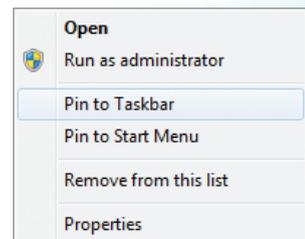
5 Click the Microsoft Office folder to expand its list of programs



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



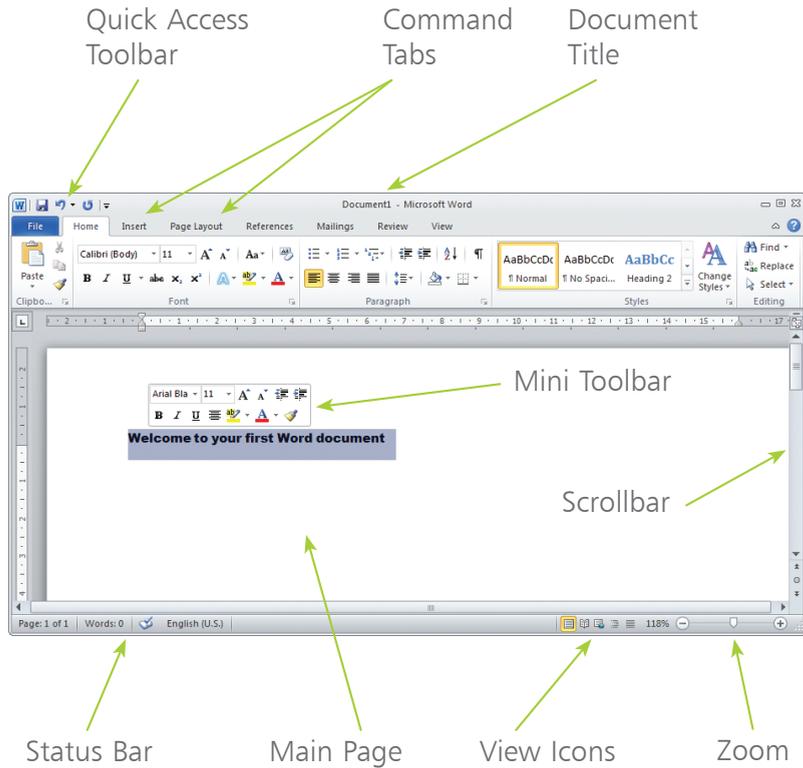
Don't forget



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.

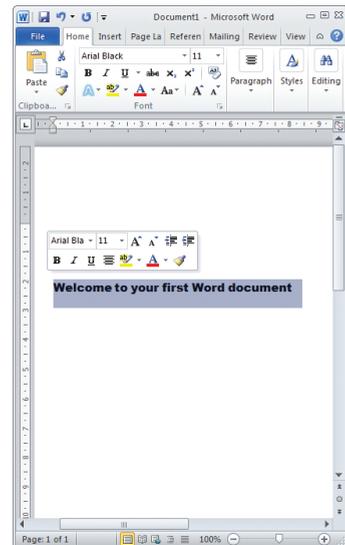
The Main Screen

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



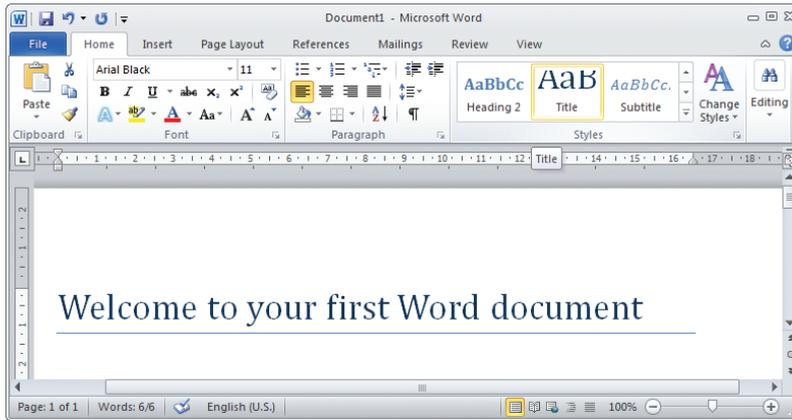
You can resize Word's window in the normal way, by dragging on its border (if it's maximized then you'll need to click the  Restore Down button first).

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.



The Ribbon

Near the top of the screen is the Ribbon, which gives you access to most of Word's controls with a few mouse clicks. It's divided into a number of Tabs, only one of which is active at any one time. In the example below, the Home Tab is showing basic text editing and formatting features.



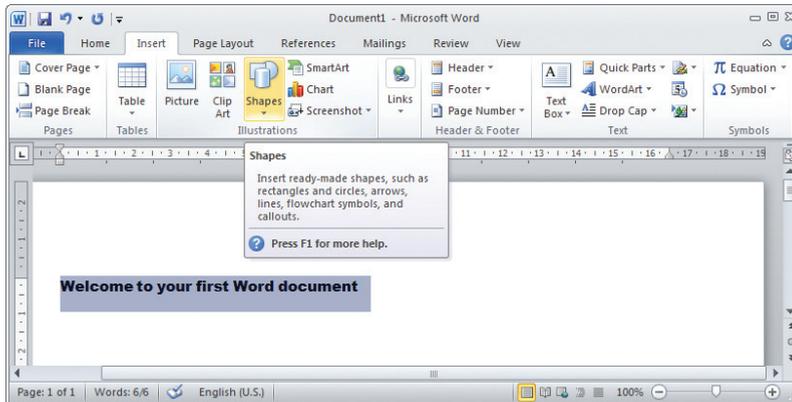
Hot tip



In this example, the highlighted text changes its appearance as the controls in the Ribbon are used. It is currently formatted using the style "Subtitle". As the mouse hovers over the style "Title" the text temporarily changes its format to preview this style. For more about text styles, see Chapter Two.

Using different Tabs in the Ribbon

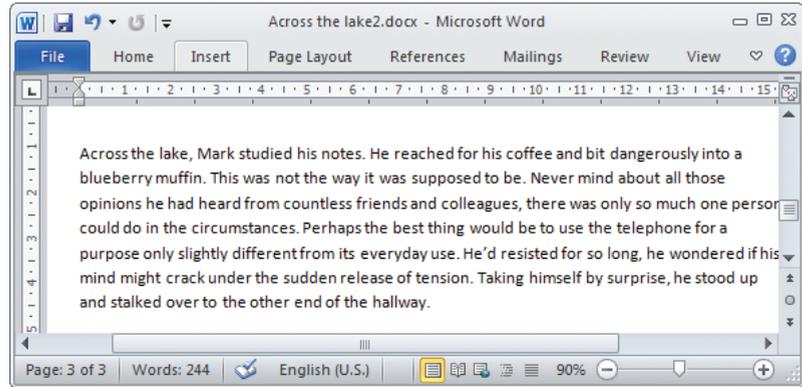
- 1 Click on the Insert Tab's title to activate it. You will see that it's subdivided into seven sections



- 2 Each section contains groups of related controls. Let your mouse hover over one of these to see a brief explanation of its function

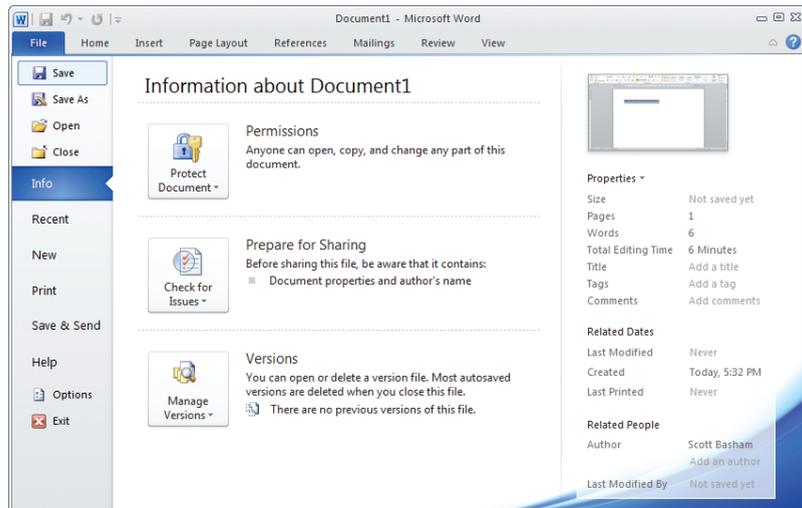
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- 3 Double-click on the currently active Tab to hide the Ribbon temporarily. This is useful if you want to maximize the amount of screen space available for viewing and editing your document



- 4 When the Ribbon is hidden in this way, clicking on a Tab heading will temporarily reveal its contents. Double-click on a Tab to restore the Ribbon permanently.

- 5 Click on the File Tab to see Word's new Backstage View. This lets you save and load documents, print and manage files, together with a range of global options and tools.



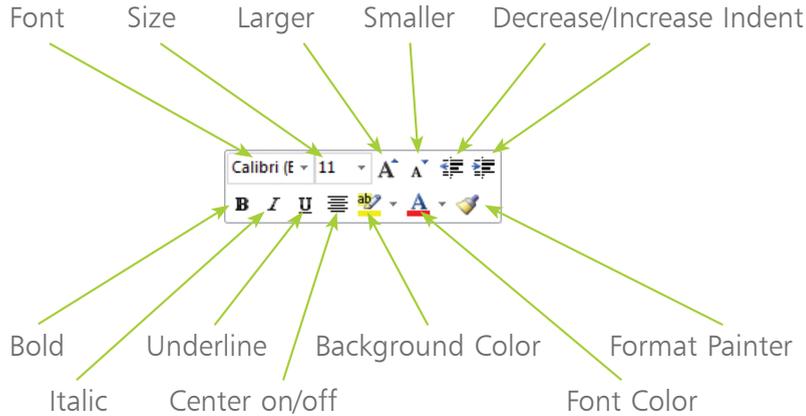
Don't forget



Each of the main Ribbon Tabs has its own chapter in this book. The Backstage View (File Tab) is covered in detail in Chapter Ten.

The Mini Toolbar

Whenever you have some text selected, the Mini Toolbar will appear nearby. It gives you immediate access to the most commonly used text formatting options.



Using the Mini Toolbar

- 1 Type some text and then select it, by dragging across it with the mouse
- 2 Drag the mouse directly over the selected text, and then gradually move upwards. The Mini Toolbar will fade into view just above the text (see illustration below). As you move up towards the Mini Toolbar, it will become more solid



Jasper took a long look at his shoes' reflection and decided to call it an afternoon. Swaying slightly with the unfamiliar extra weight he ploughed a silent unwelcome furrow through the still-damp concrete and made it to the municipal buildings. He allowed himself several lungs of cold air then turned around

- 3 Click on one of the controls within the Mini Toolbar to change the appearance of your selected text

Hot tip



Some of the Mini Toolbar's controls have keyboard shortcuts. For example, Bold can be set on and off by typing Ctrl+B, and Italic with Ctrl+I. To find out if a control has a shortcut simply hover over it with the mouse pointer for a few moments. There is a handy reference table of keyboard shortcuts in the inside front cover of this book.

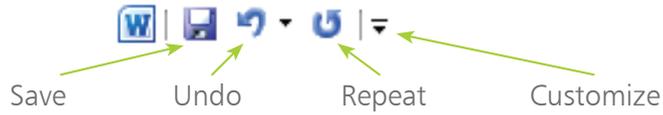
Hot tip



If the Mini Toolbar fails to appear when you hover over selected text with your mouse, try right-clicking. A pop-up context menu will appear with the Mini Toolbar immediately above.

The Quick Access Toolbar

The Quick Access Toolbar is the small collection of tools at the top of the screen, above the File Tab.



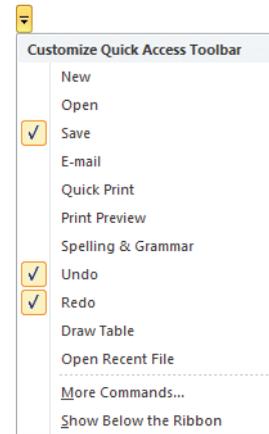
Customizing the Quick Access Toolbar

Hot tip



You can also access this dialog by activating the File tab (also known as Backstage view), choosing Options then selecting Quick Access Toolbar.

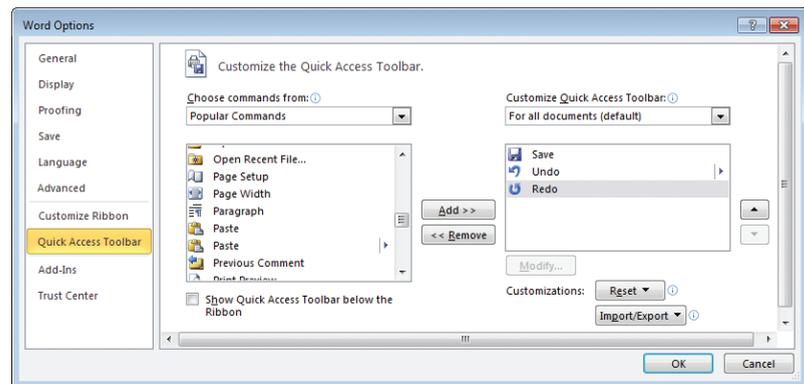
- 1 Click the Customize icon on the Quick Access Toolbar and select a command, or choose More Commands... to see the full list
- 2 In the dialog that appears, select the “Choose commands from” value to see a list of Word commands
- 3 If you want your customizations to be global, make sure “For all documents” is selected under Customize Quick Access Toolbar



Hot tip

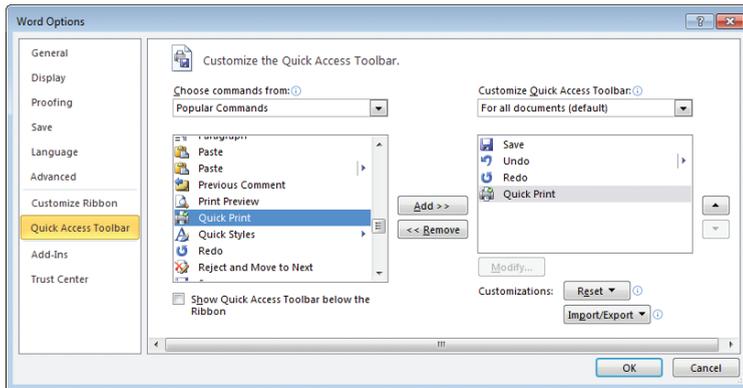


If you use the Quick Access Toolbar's Undo button, then a Redo button becomes available. Undo and Redo together allow you to step backwards and forwards through your actions.



...cont'd

- 4 Add icons by double-clicking in the left-hand list, or click once to select and then choose Add>>



Hot tip

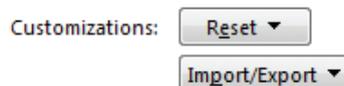


In this illustration you can see that Quick Access Toolbar is the highlighted item at the left of the dialog. If you select the Customize Ribbon option directly above then you will have the opportunity to completely redesign Word's layout of controls.

- 5 Remove icons by double-clicking in the right-hand list, or click once to select and then click on the Remove button
- 6 You can control the order in which the icons appear in the toolbar. To do this, select a command from the right hand list then use the up and down buttons to change its position. The top item in the list will appear as the first icon at the left of the toolbar
- 7 Click OK when done, or Cancel to abandon your changes. The Quick Access Toolbar will now show the icons you selected



From the Customize Quick Access Toolbar dialog, you can reset the Toolbar to its initial state by clicking the Reset button. It's also possible to Import and Export your customizations to a file on disk. This might be useful if, for example, you want to migrate your customizations to another computer.

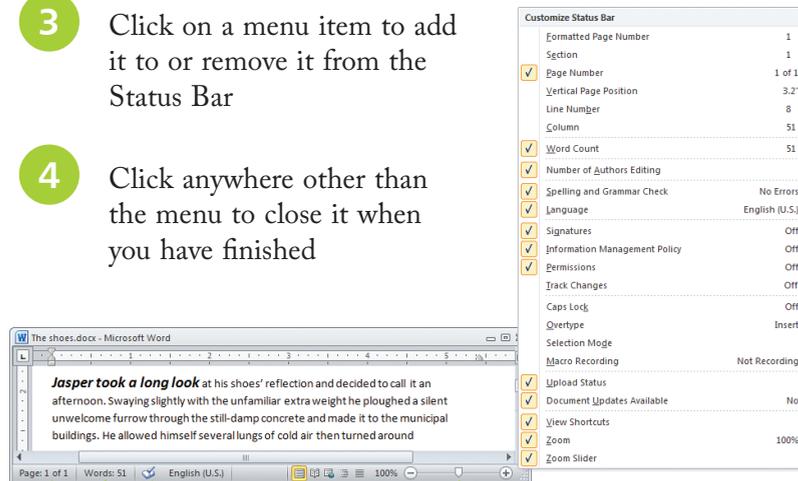


The Status Bar

The Status Bar is the horizontal strip at the bottom of the Word screen. It normally shows details of general settings and display options, and can be used for adjusting the zoom level.

Customizing the Status Bar

- 1 Right-click anywhere on the Status Bar to call up the Customize Status Bar menu
- 2 All the Status Bar options are listed, along with their current values. For example, in this illustration we can see that the Vertical Page Position is 3.2 inches – even though this is not normally displayed in the Status Bar
- 3 Click on a menu item to add it to or remove it from the Status Bar
- 4 Click anywhere other than the menu to close it when you have finished



Current Page

Spelling & Grammar Check

Page Views

Drag here to resize the main window

Number of words selected / total number of words

Dictionary

Zoom Level

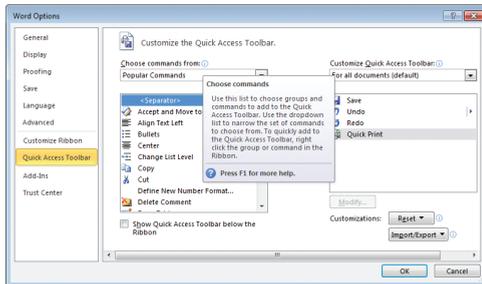
Getting Help

1 Move your mouse over a command in the Ribbon. After a few moments, a Super Tooltip appears, showing you the name of the command (useful if it's displayed only as an icon in the Ribbon). You'll also see an explanation of its function

2 The  icon indicates that a dialog box will open if you click on it. If you just hover over it with the mouse, however, the Super Tooltip will include a preview image of the dialog – as in this example



3 For more online information about any of Word's features, press the F1 key, or click on the  icon in the top right corner of the screen



4 You'll see an explanation of the control in question. If your mouse was not pointing at any controls when you pressed F1, then a general searchable Help window appears



Hot tip



If you have an active Internet connection you can also access Microsoft's online help content. If the indicator in the lower right corner of the Help window is set to Offline, then click directly on it and select "Show content from Office.com".

Text Editing

Text editing in Word is no different to other programs, such as Notepad, Wordpad, Outlook or PowerPoint. If you're already familiar with the basic skills, then you might want to skip ahead to the next section.

Getting Started

- 1 Start up Word so that you have a new blank document. If Word is already open, then click on the File tab, and choose New, then "Blank document" and click Create
- 2 Enter some example text, enough for a line or two. Don't worry if you make mistakes, as these will be easy to correct later on. Note the flashing vertical line (known as the Insertion Point) which indicates where new text will appear.
- 3 You can easily move the Insertion Point anywhere in your text by clicking with the mouse. The arrow keys will also let you move up, down, left and right within the existing text. Move your Insertion Point so that it is somewhere in the middle of your text.

Don't forget

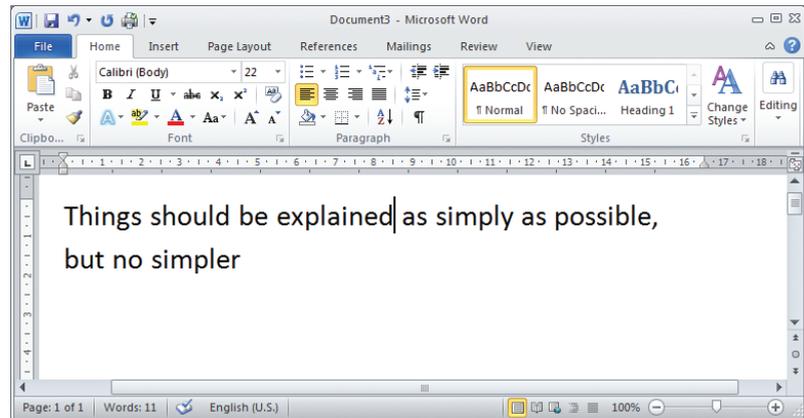


The words to the right of the Insertion Point will automatically move along to accommodate any text you are inserting.

Hot tip



Word automatically works out when to start a new line, without breaking words. If you want to force a new line, to begin a new paragraph for example, press the Return or Enter key.



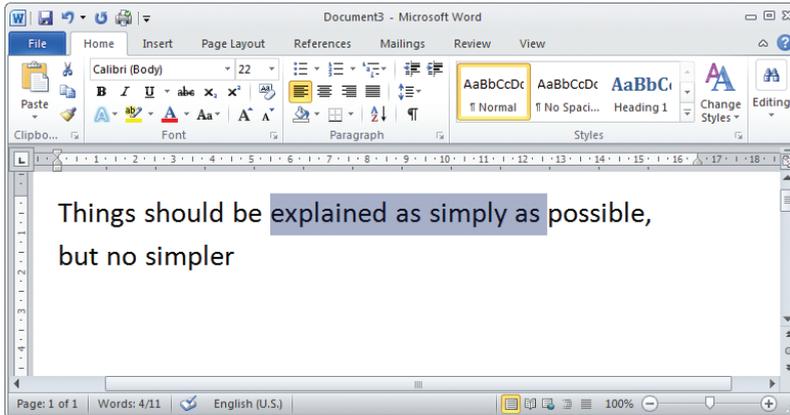
- 4 If you type more text now, it will be inserted at your current position. To remove text, use the Backspace key to delete the character to left of your current position, and the Delete key to remove the character to the right.

Selecting Text

Basic Techniques

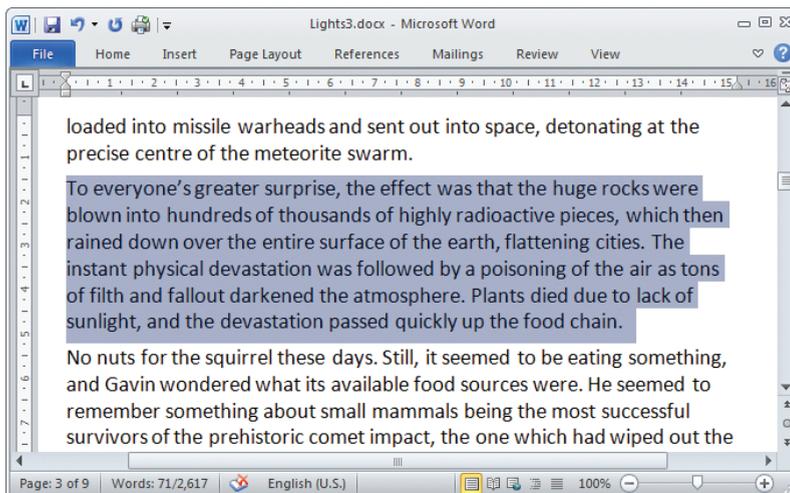
Selecting text is almost always the first step when formatting or editing, so it's worth knowing all the different techniques.

- 1 Click and drag over the text you want to select. This is quick and easy for small amounts of text



- 2 If the wrong text is highlighted, click anywhere in the text editing area to cancel the selection, then try again

- 3 Double-click directly on a word to select it. Triple-click to select an entire paragraph



Don't forget



Using the arrow keys, or a mouse click, allows you to reposition your Insertion Point anywhere within the text. If you try to move beyond the existing text, you'll find that the Insertion Point refuses to move. One way around this is to move just to the right of the last character and then add more text.

Beware



Don't be tempted to add extra spacing by pressing the spacebar many times. Although this will work to a certain extent, it's not the most flexible way of controlling spacing. You'll learn much better techniques for this in the next chapter.

Hot tip

You can quickly select all the text in your document by clicking on the Select option in the Editing section of the Home Tab, and choosing Select All. The keyboard shortcut for this is Ctrl+A.

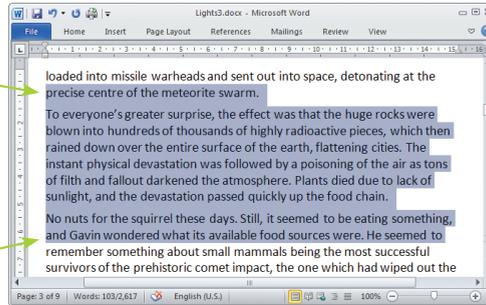
Start dragging here

Finish dragging here

...cont'd**More Advanced Techniques**

It's worth experimenting with these. Once you've practised for a while, you'll be able to instinctively choose the best method each time you need to select text.

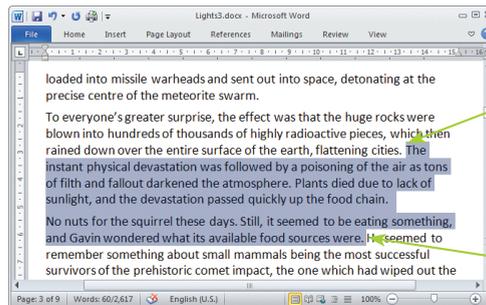
- 1 Move your mouse into the left margin area. You can tell that you are in the correct area when the cursor turns into an arrow pointing to the right instead of to the left
- 2 Drag vertically to select whole lines of text



- 3 The easiest way to select larger amounts very precisely is to click the mouse at the start of the text
- 4 Locate the end of the area, scrolling if necessary
- 5 Hold down the Shift key and click. All text between the start and end will be selected. If you accidentally clicked at the wrong endpoint, simply Shift + click again

Hot tip

If you hold down the Shift key when clicking in the left margin area, the current selection will be extended up to the point where you clicked.



Click here

Shift+Click here