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Microsoft® Word 2010

The Fast and Easy Way to Learn

Elaine Marmel

Teach Yourself VISUALLY™

Word 2010

by Elaine Marmel

Wiley Publishing, Inc.

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In order to get this information to you in a timely manner, this book was based on a pre-release version of Microsoft Office 2010. There may be some minor changes between the screenshots in this book and what you see on your desktop. As always, Microsoft has the final word on how programs look and function; if you have any questions or see any discrepancies, consult the online help for further information about the software.

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About the Author

Elaine Marmel is President of Marmel Enterprises, LLC, an organization which specializes in technical writing and software training. Elaine spends most of her time writing; she has authored and coauthored over 50 books about *Microsoft Project, Microsoft Excel, QuickBooks, Peachtree, Quicken for Windows, Quicken for DOS, Microsoft Word for Windows, Microsoft Word for the Mac, Windows 98, 1-2-3 for Windows*, and *Lotus Notes*. From 1994 to 2006, she also was the contributing editor to monthly publications *Peachtree Extra* and *QuickBooks Extra*.

Elaine left her native Chicago for the warmer climes of Arizona (by way of Cincinnati, OH; Jerusalem, Israel; Ithaca, NY; Washington, D.C. and Tampa, FL) where she basks in the sun with her dog Josh, and her cats, Watson and Buddy.

Dedication

To Cato, a sweet and loyal friend for 17 years. You are sorely missed by all of us, little girl.

Author's Acknowledgments

A book is far more than the work of the author; many other people contribute. I'd like to thank Jody Lefevere for once again giving me this opportunity. Sarah Cisco, it is a pleasure to work with you and I hope you'll get in touch with me the next time you visit your sister. My thanks to Kim Heusel for making me look good and to Vince Averello for helping to ensure that this book is technically accurate. Finally, my thanks to the graphics and production teams who labor tirelessly behind the scenes to create the elegant appearance of this book.

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

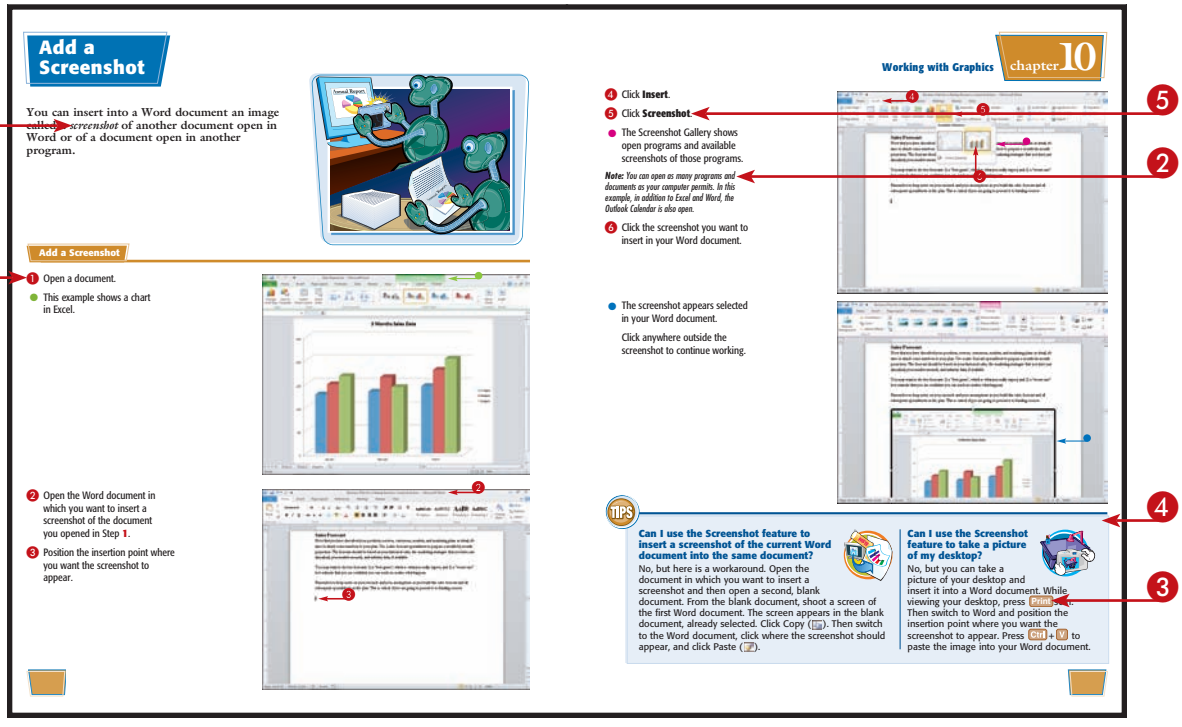
Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.



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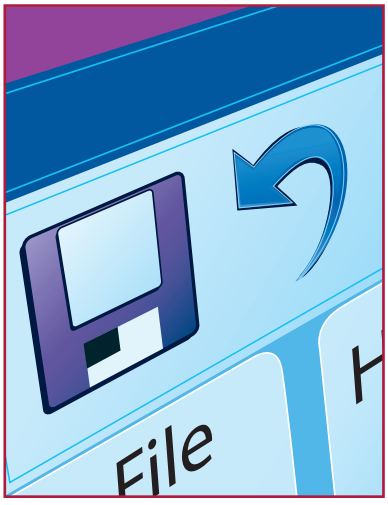

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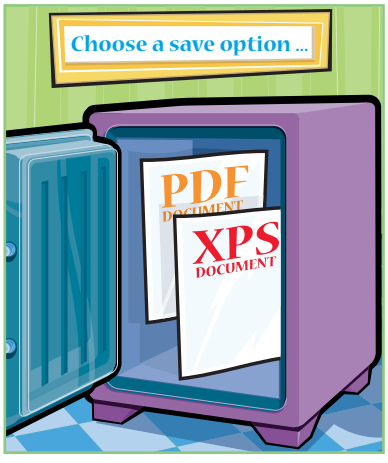

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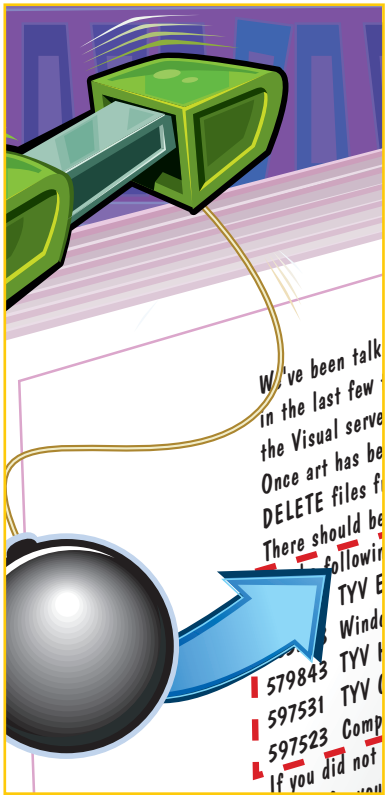

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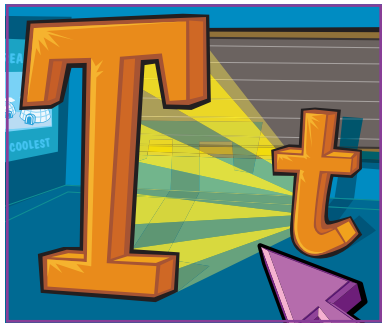

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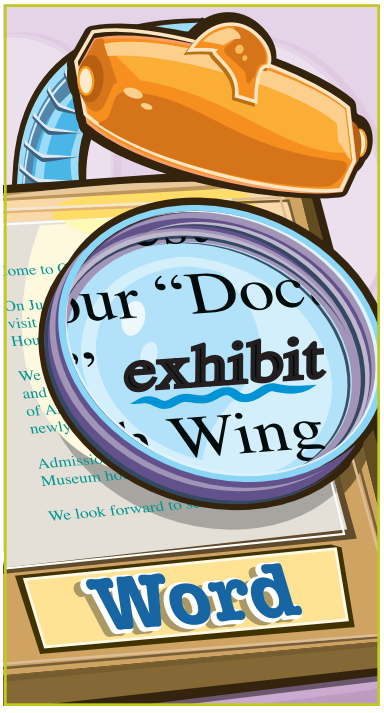

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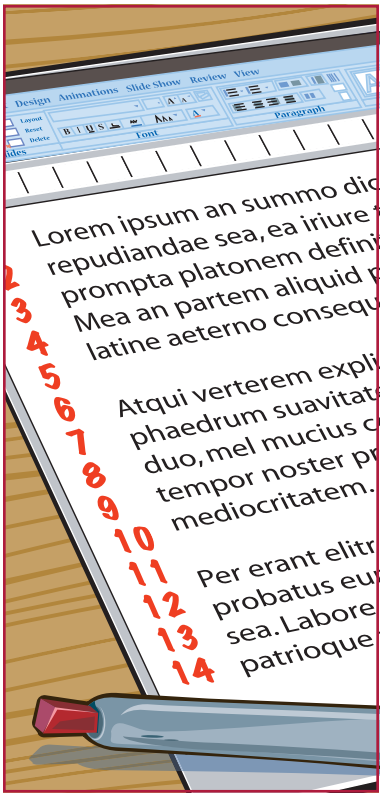

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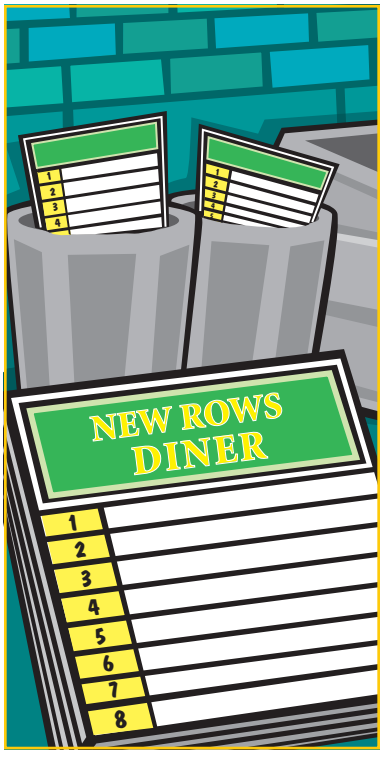

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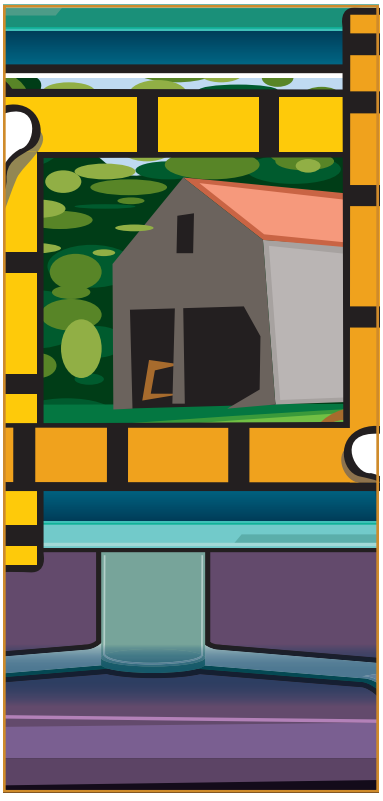

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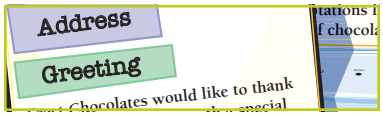

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CHAPTER

1

Getting Familiar with Word

Are you ready to get started in Word? In this first chapter, you become familiar with the Word working environment and you learn basic ways to navigate and to enter text.

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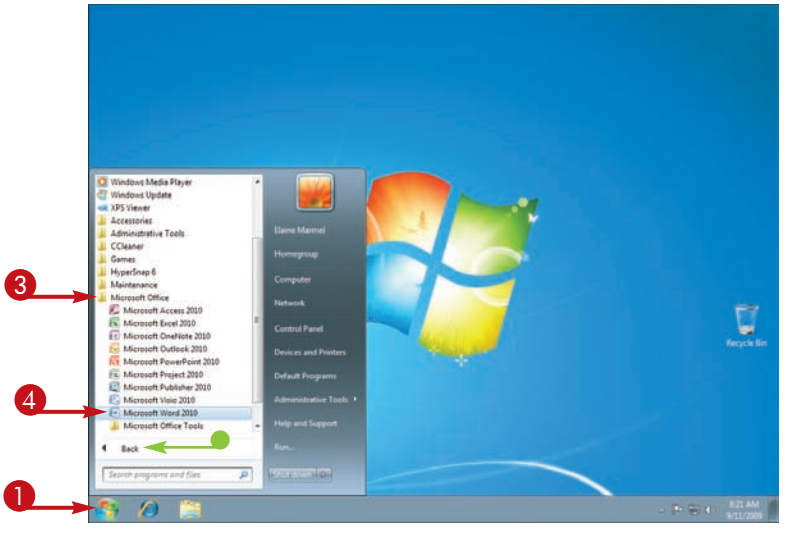
Open Word

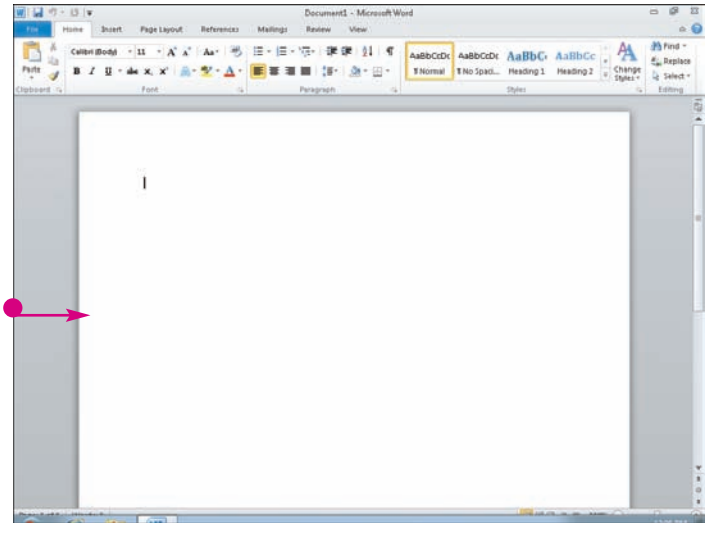
You can open Microsoft Word a number of ways. This section demonstrates how to open Word from the All Programs menu. Once Word opens, a blank document, ready for you to type text, appears.

Open Word

1. Click **Start**.
2. Click **All Programs**.
   - All Programs changes to Back once you click it.
3. Click **Microsoft Office**.
4. Click **Microsoft Word 2010**.



- A blank document appears in the Word window.



Explore the Word Window

The Word window contains tools you can use to work quickly and efficiently while you create documents.

- **Title Bar**

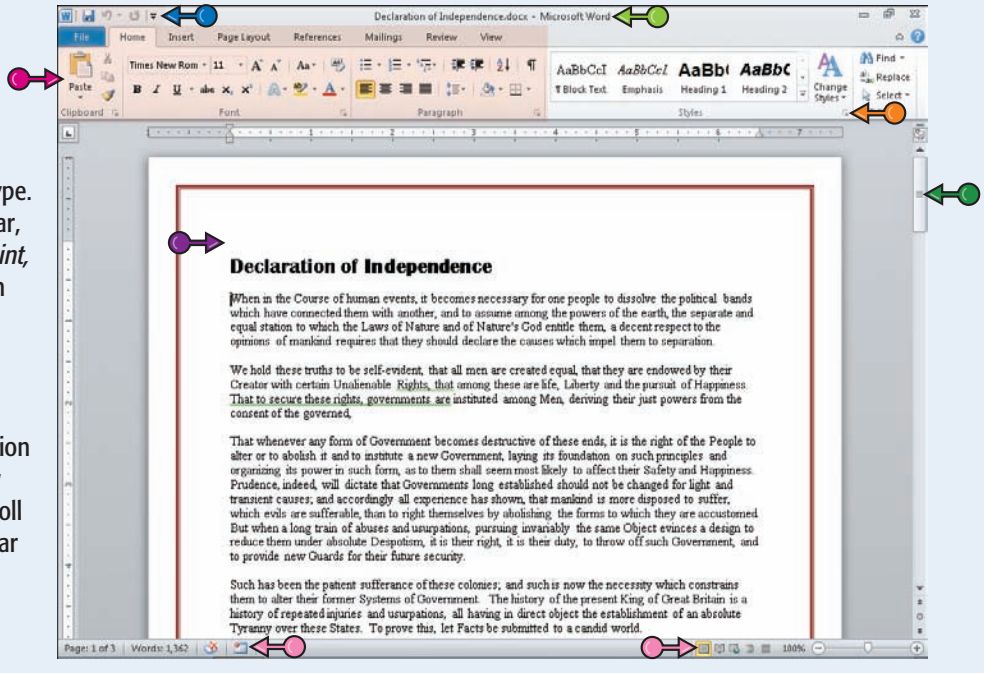
  Shows the program and document titles.

- **Document Area**

  The area where you type. The flashing vertical bar, called the *insertion point,* represents the location where text will appear when you type.

- **Scroll Bar**

  Enables you to reposition the document window vertically. Drag the scroll box within the scroll bar or click the scroll bar arrows (and).



- **Dialog Box Launcher**

  Appears in the lower-right corner of many groups on the Ribbon. Clicking this button opens a dialog box or task pane that provides more options.

- **Quick Access Toolbar (QAT)**

  Contains buttons that perform common actions: saving a document, undoing your last action, or repeating your last action. To customize the QAT, see Chapter 11.

- **Status Bar**

  Displays document information as well as the insertion point location. From left to right, this bar contains the number of the page on which the insertion point currently appears, the total number of pages and words in the document, the proofing errors button (), the macro recording status button, the View buttons, and the Zoom Slider. To customize the Status Bar, see Chapter 11.

- **Ribbon**

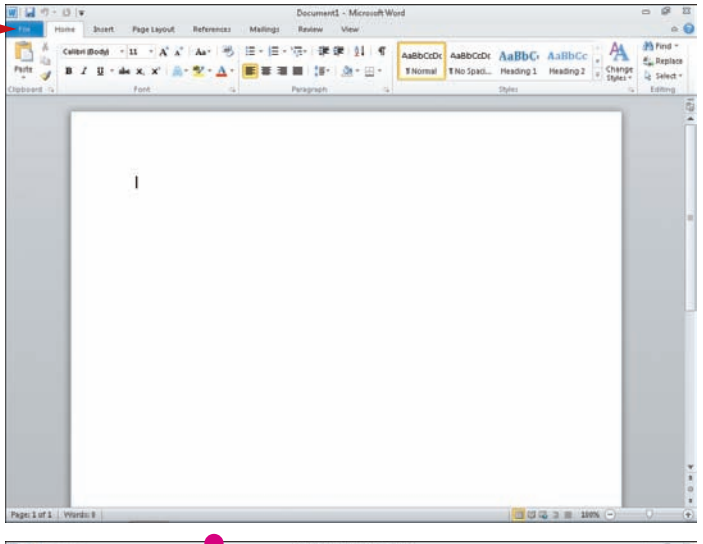
  Contains commands organized in three components: tabs, groups, and commands. **Tabs** represent common actions you take in Word. They appear across the top of the Ribbon and contain groups of related commands. **Groups** organize related commands with each group name appearing below the group on the Ribbon. **Commands** appear within each group. To customize the Ribbon, see Chapter 11.

Work with Backstage View

Clicking the File tab opens Backstage view, which resembles a menu. In Backstage view, you find a list of actions — commands — you can use to manage files and program options. For example, from Backstage view you can open, save, print, remove sensitive information, and distribute documents as well as set Word program behavior options.

Work with Backstage View

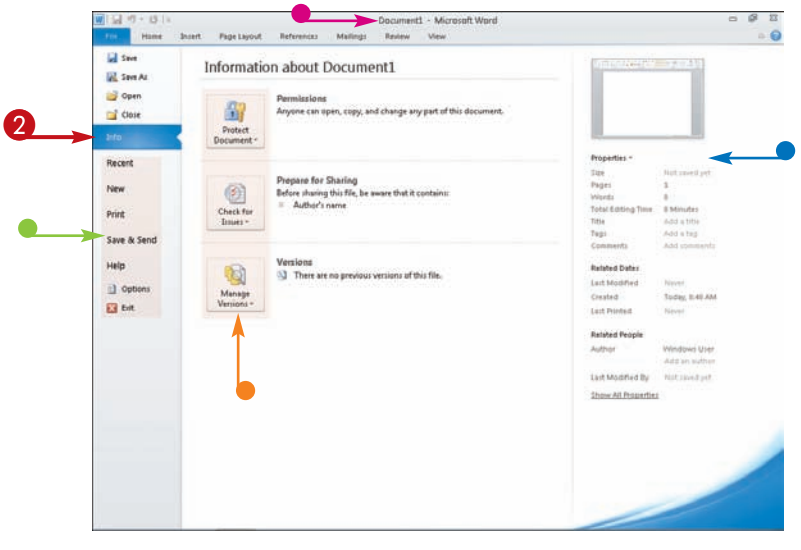
1. Click the **File** tab.



- In the Backstage view, commonly used file and program management commands appear here.

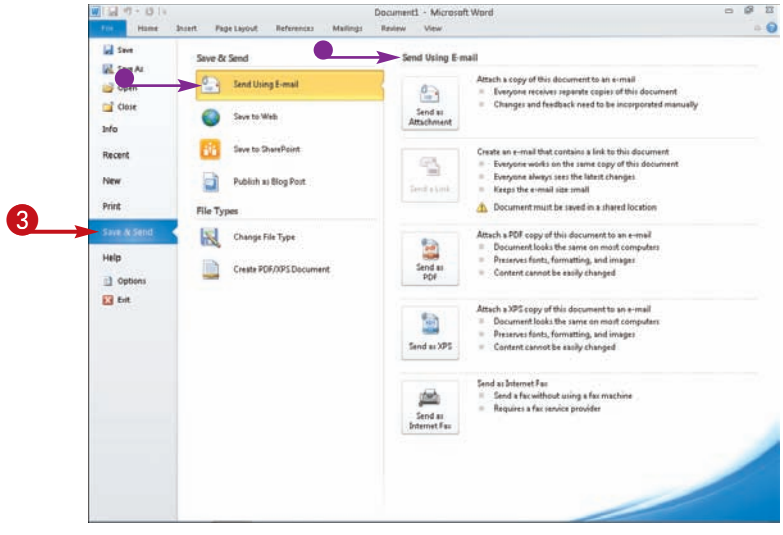
2. Click Info.

- The title of the open document appears here.
- Information about the currently open document appears here.
- Buttons appear that you can click.

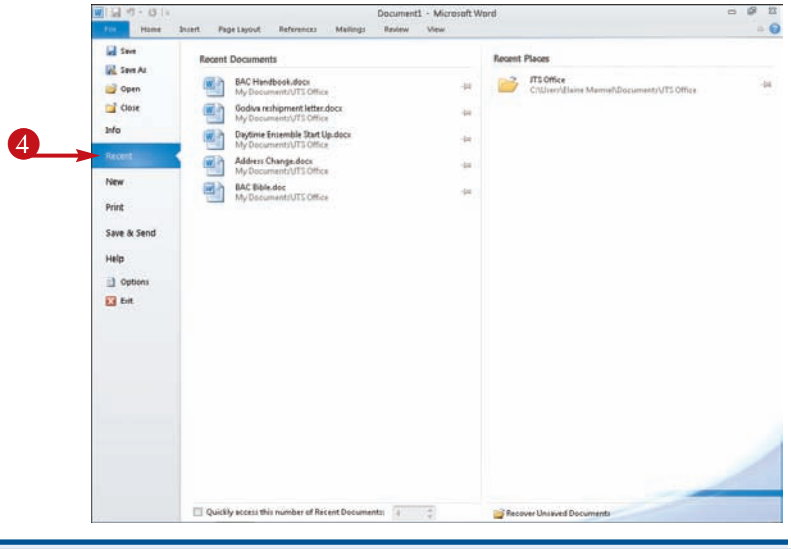


3 Click an option in the left column; this example shows the results of clicking Save & Send, which contains commands that help you share Word documents.

- As you click a button in the Save & Send column, the information shown to the right changes.



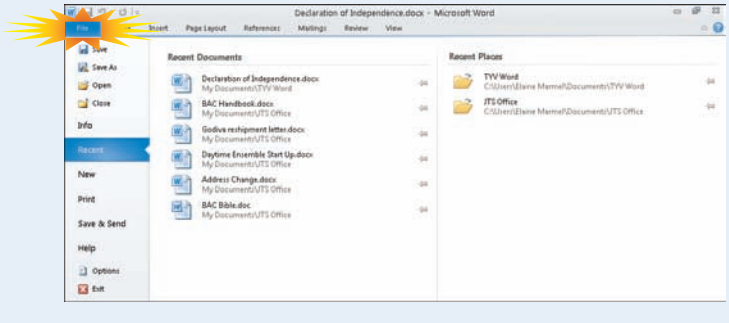
4 Repeat Step **3** until you find the command you want to use; this example shows the results of clicking **Recent**, which displays up to the last 20 documents opened, plus folders you have recently opened. You can select a document or a folder to open it; see Chapter 2.



TIP

Is there a way to return to working in Word without making any selections in Backstage view?

Yes. You can click the File button or press the Esc key on the keyboard. Although you might be tempted to click Exit, resist the temptation, because clicking Exit closes Word completely.

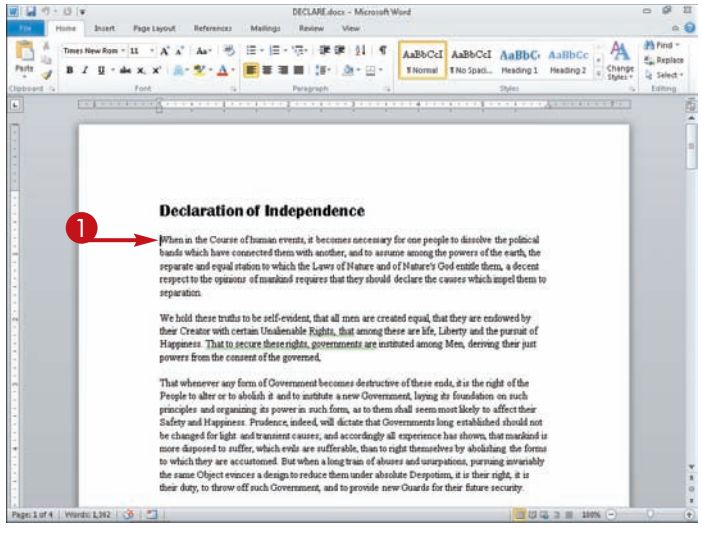


Select Commands with the Keyboard

To keep your hands on the keyboard and work efficiently, you can use your keyboard to select commands from the Ribbon or the Quick Access Toolbar.

Select Commands with the Keyboard

1. If appropriate for the command you intend to use, place the insertion point in the proper word or paragraph.
2. Press Alt on the keyboard.

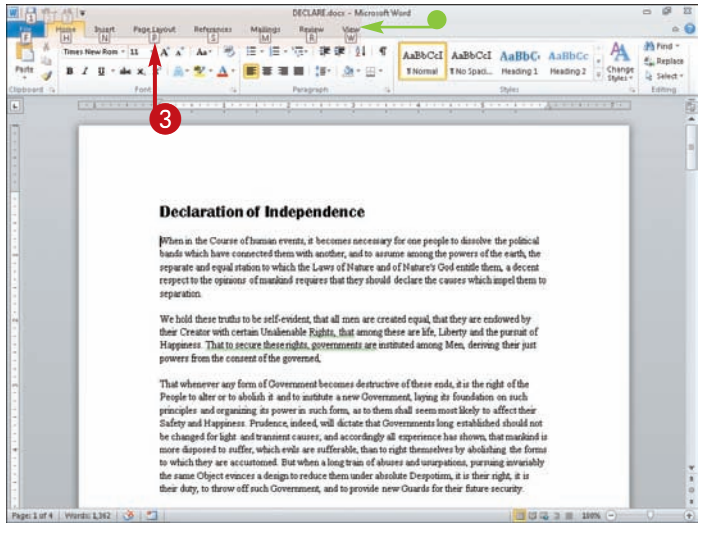


- Shortcut letters and numbers appear on the Ribbon.

Note: *The numbers control commands on the Quick Access Toolbar.*

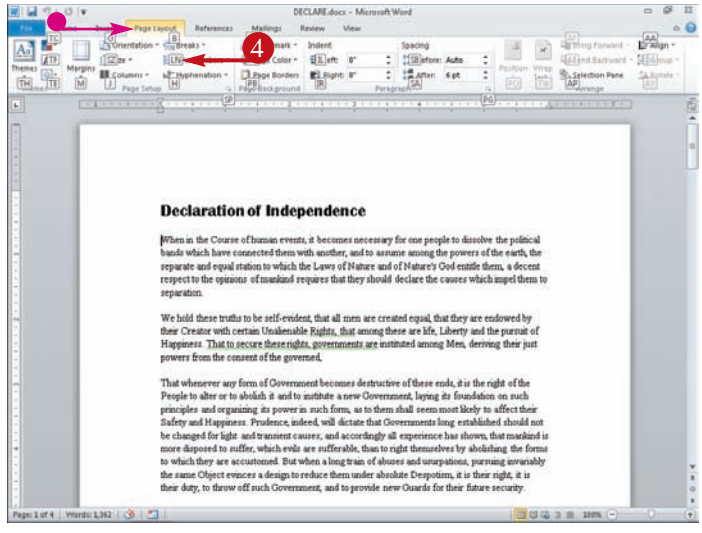
3. Press a letter to select a tab on the Ribbon.

   This example uses P.



- Word displays the appropriate tab and letters for each command on that tab.

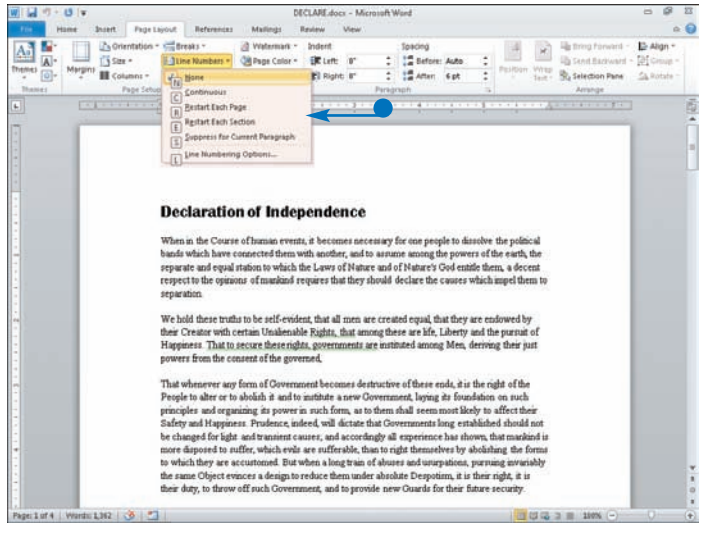
4. Press a letter or letters to select a command.



- Word displays options for the command you selected.

5. Press a letter or use the arrow keys on the keyboard to select an option.

   Word performs the command you selected, applying the option you chose.



TIPS

Is there a way to toggle between the document and the Ribbon using the keyboard?

Yes. Each time you press F6, Word changes focus of the program, switching between the document, the Status bar, and the Ribbon.

What should I do if I accidentally press the wrong key?

You can press Esc to back up to your preceding action. For example, if you complete Steps **1** to **3** and, in Step **3**, you press S when you meant to press W, press Esc to redisplay the letters associated with tabs and then press W.

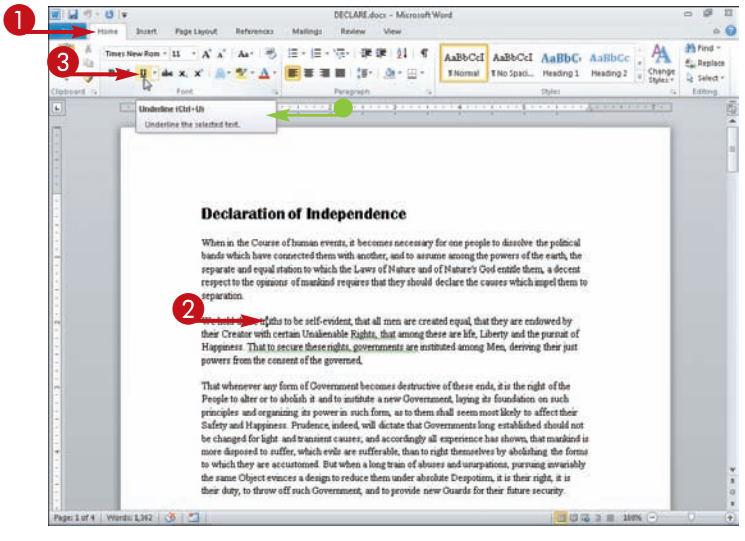
Select Commands with the Mouse

You can use the mouse to navigate the Ribbon or select a command from the Quick Access Toolbar (QAT) at the top of the window. The Ribbon organizes tasks using tabs. On any particular tab, you find groups of commands related to that task.

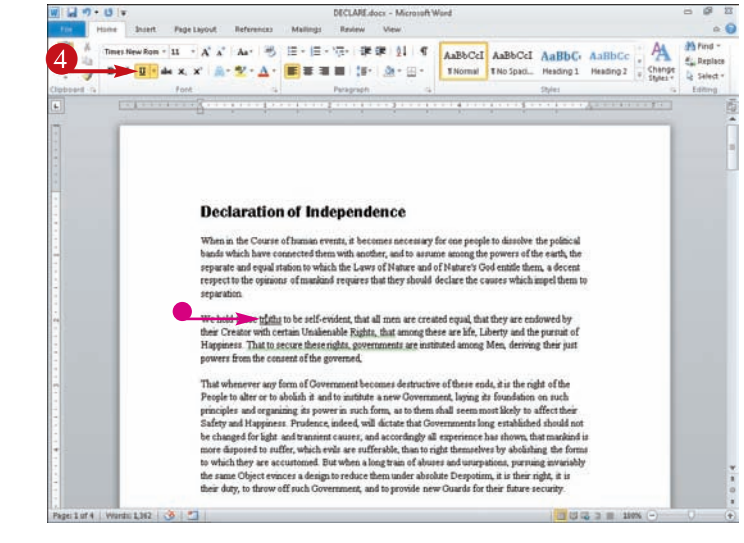
The QAT appears on the left side of the title bar, immediately above the File and Home tabs and contains three commonly used commands: Save, Undo, and Redo. Click a button to perform that command. To customize the QAT, see Chapter 11.

Select Commands with the Mouse

1. Click the tab containing the command you want to use.
2. Click in the text or paragraph you want to modify.
3. Point to the command you want to use.
   - Word displays a ScreenTip describing the function of the button at which the mouse points.

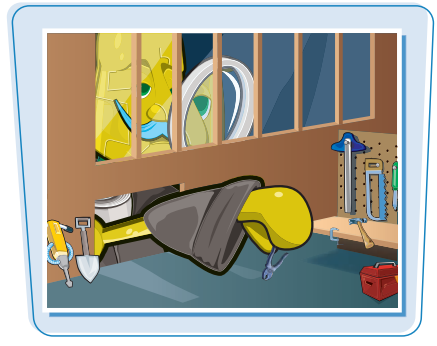


4. Click the command.
   - Word performs the command you selected.



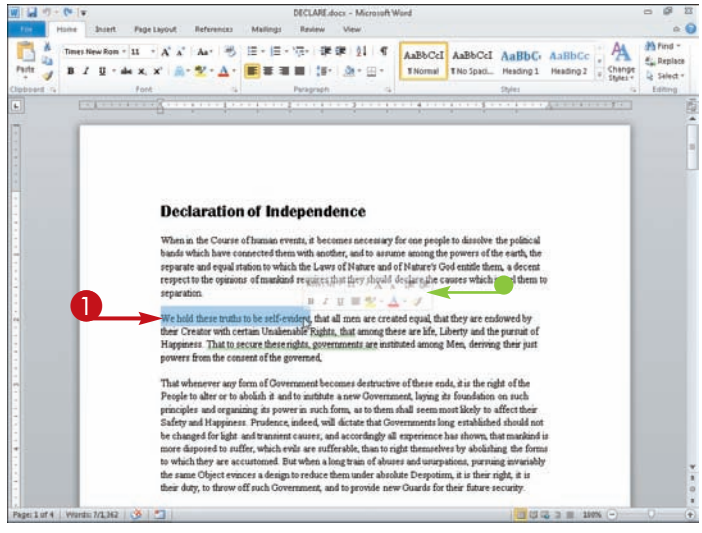
Work with the Mini Toolbar

You can use the Mini toolbar to format text without switching to the Home tab. The Mini toolbar contains a combination of commands available primarily in the Font group and the Paragraph group on the Home tab.



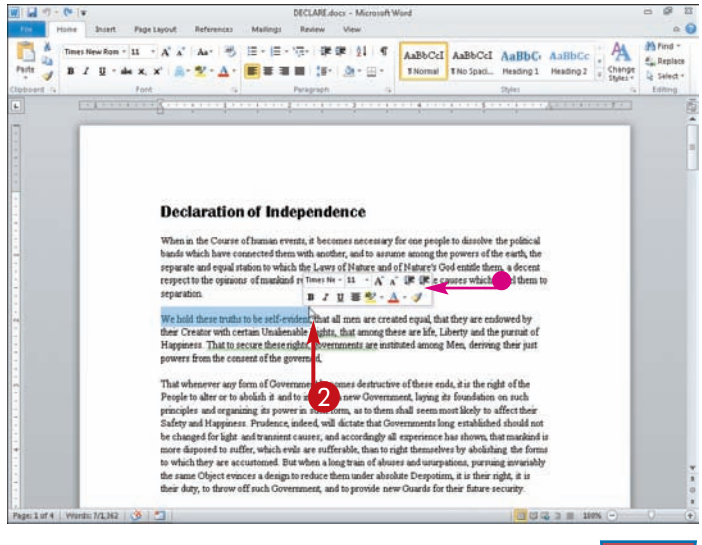
Work with the Mini Toolbar

1. Select text.
   - The Mini toolbar appears transparently in the background.



2. Position the mouse pointer close to or over the Mini toolbar.
   - The Mini toolbar appears solidly.
3. Click any command or button.

   Word performs the actions associated with the command or button.

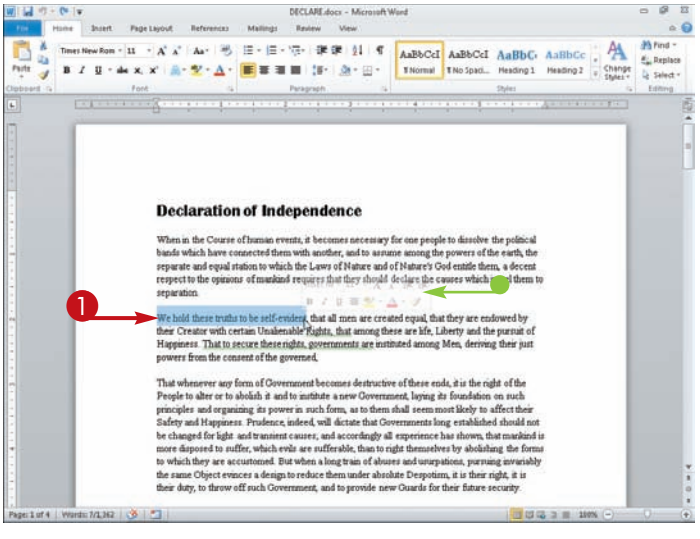


Work with Context Menus

You can use context menus to format text without switching to the Home tab. The context menu contains the Mini toolbar and a combination of commands available primarily in the Font group and the Paragraph group on the Home tab.

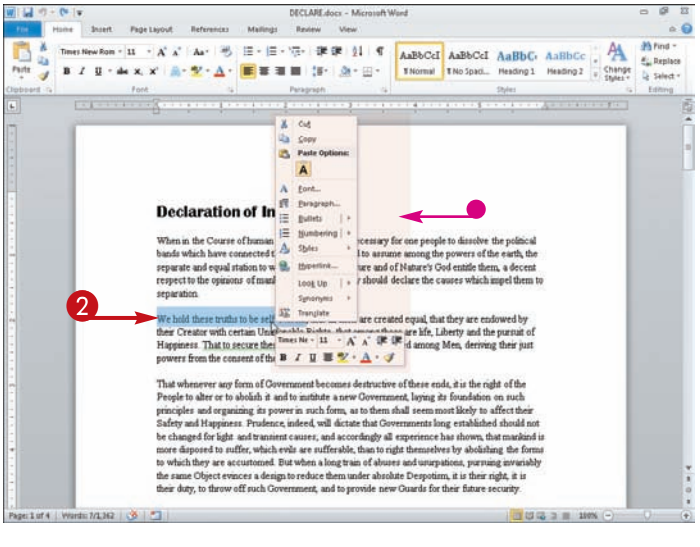
Work with Context Menus

1. Select text.
   - The Mini toolbar appears in the background.



2. Right-click the selected text.
   - The context menu appears along with the Mini toolbar.

Note: *You can right-click anywhere, not just on selected text, to display the Mini Toolbar and the context menu.*

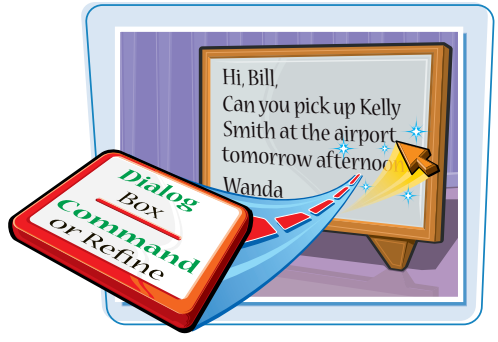


3. Click any command or button.

   Word performs the actions associated with the command or button.

Launch a Dialog Box

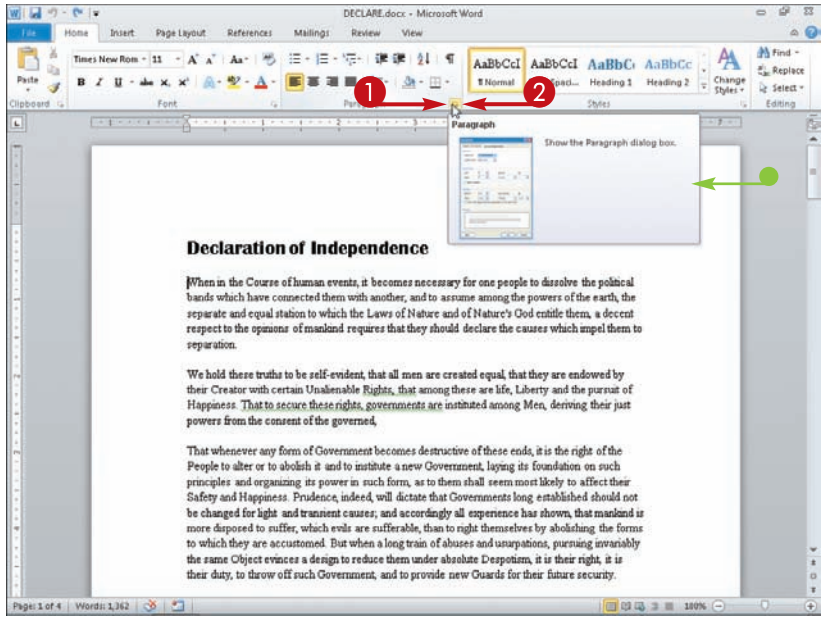
Although the Ribbon contains most of the commands you use on a regular basis, you still need dialog boxes occasionally to select a command or refine a choice.



Launch a Dialog Box

1. Position the mouse pointer over a Dialog Box launcher button ( ).
   - Word displays a ScreenTip that describes what will happen when you click.

   This example uses the Paragraph dialog box.
2. Click .



- The Paragraph dialog box appears.

Work with Commands

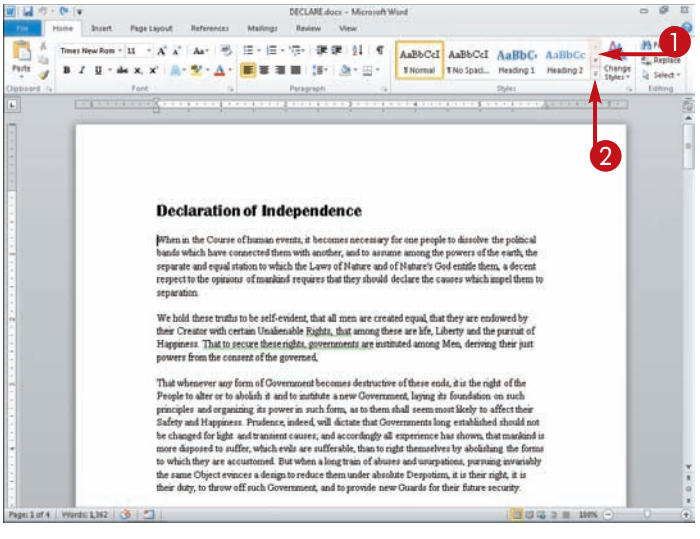
You can use the galleries Word often provides to view the choices for a particular command.

In many cases, Word 2010 previews the effects of a command choice before you select it. Think of this behavior as an opportunity to try before you buy.

Work with Commands

Work with Galleries

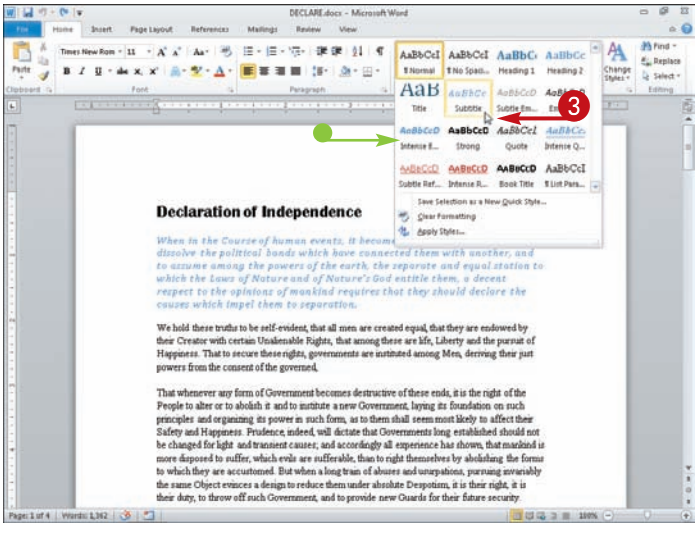
1. In galleries containing the More button ( ), click and to scroll through command choices.
2. Click to open the gallery and view additional choices.



- Word hides to display the gallery.

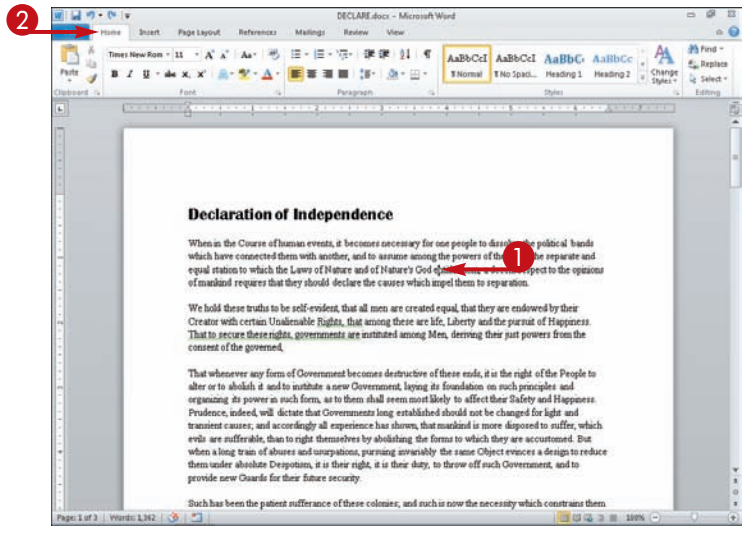
3. Scroll over choices to see a live preview.
4. Click a choice from the gallery to apply it.

   To close the gallery without choosing a command, click anywhere outside the gallery.



Watch a Live Preview

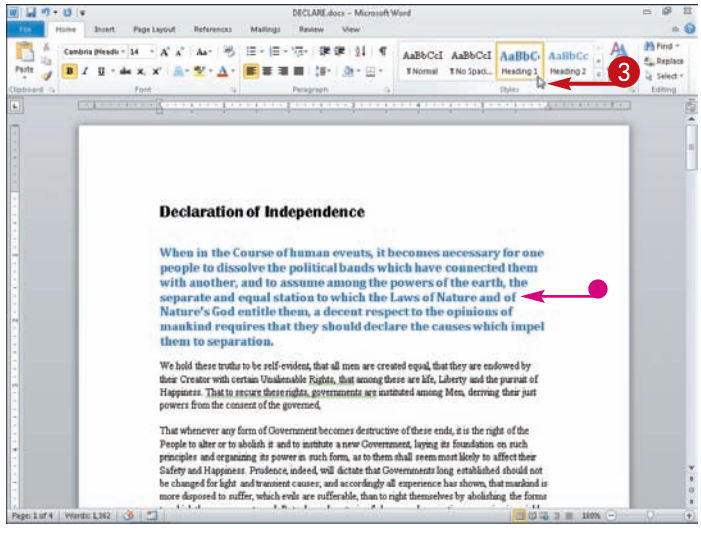
1. Click in the word or paragraph you want to modify.
2. Click the tab containing the command you are considering performing.



3. Position the mouse pointer above the choice you are considering applying.
   - Word displays the effects of the choice without performing the command.

   In this example, the paragraph containing the insertion point appears in the Heading 1 style.

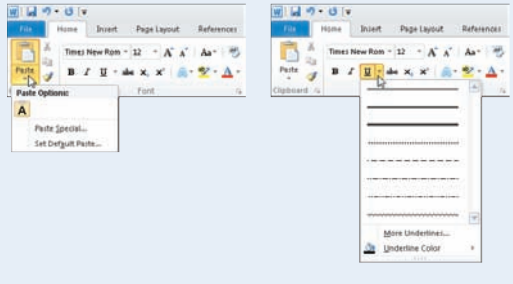
   You can click to select your choice.



TIP

What do the small down arrows below or beside buttons mean?

When you see a small list box arrow (▼) on a button, there are several choices available for the button. If you click the button directly, Word applies a default choice. However, if you click ▼, Word displays additional options as either lists or galleries. As you move the mouse pointer over the two parts of the button, Word highlights one or the other to alert you that you have more choices.



Enter Text

Word makes typing easy: you do not need to press Enter to start a new line. Word calculates when a new line should begin and automatically starts it for you.

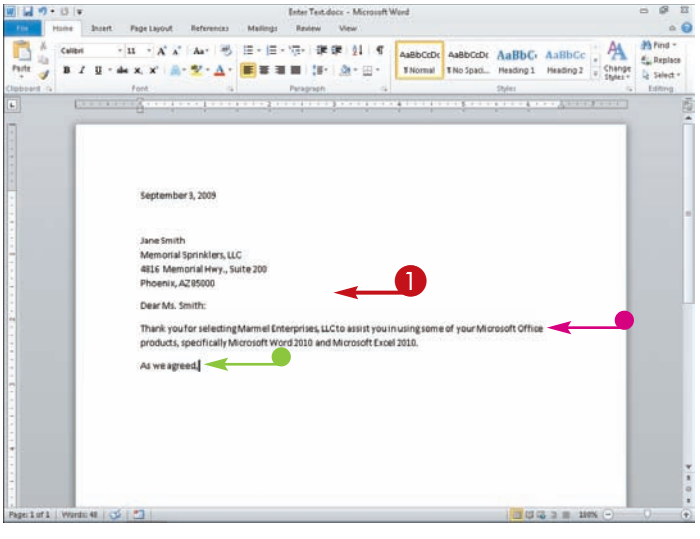
To add more than one space between words, use the Tab key instead of the spacebar. See Chapter 6 for details on setting tabs.

Enter Text

Type Text

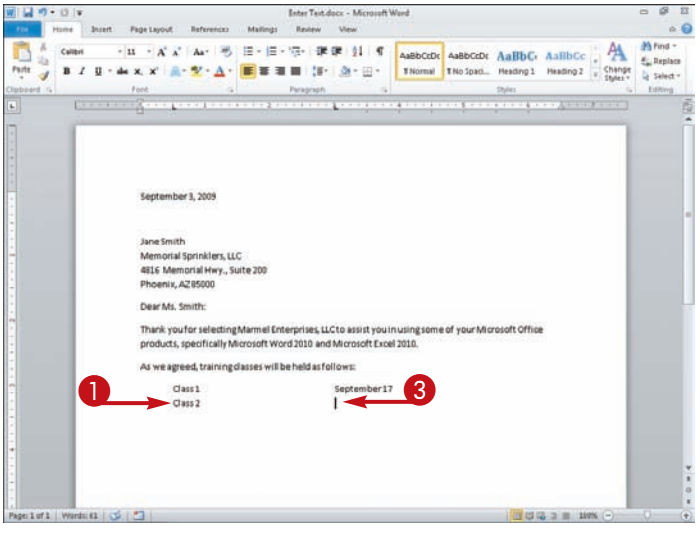
1. Type the text that you want to appear in your document.
   - The text appears to the left of the insertion point as you type.
   - As the insertion point reaches the end of the line, Word automatically starts a new one.

   Press Enter only to start a new paragraph.



Separate Information

1. Type a word or phrase.
2. Press Tab.

   To align text properly, you press Tab to include more than one space between words.

   Several spaces appear between the last letter you typed and the insertion point.
3. Type another word or phrase.