

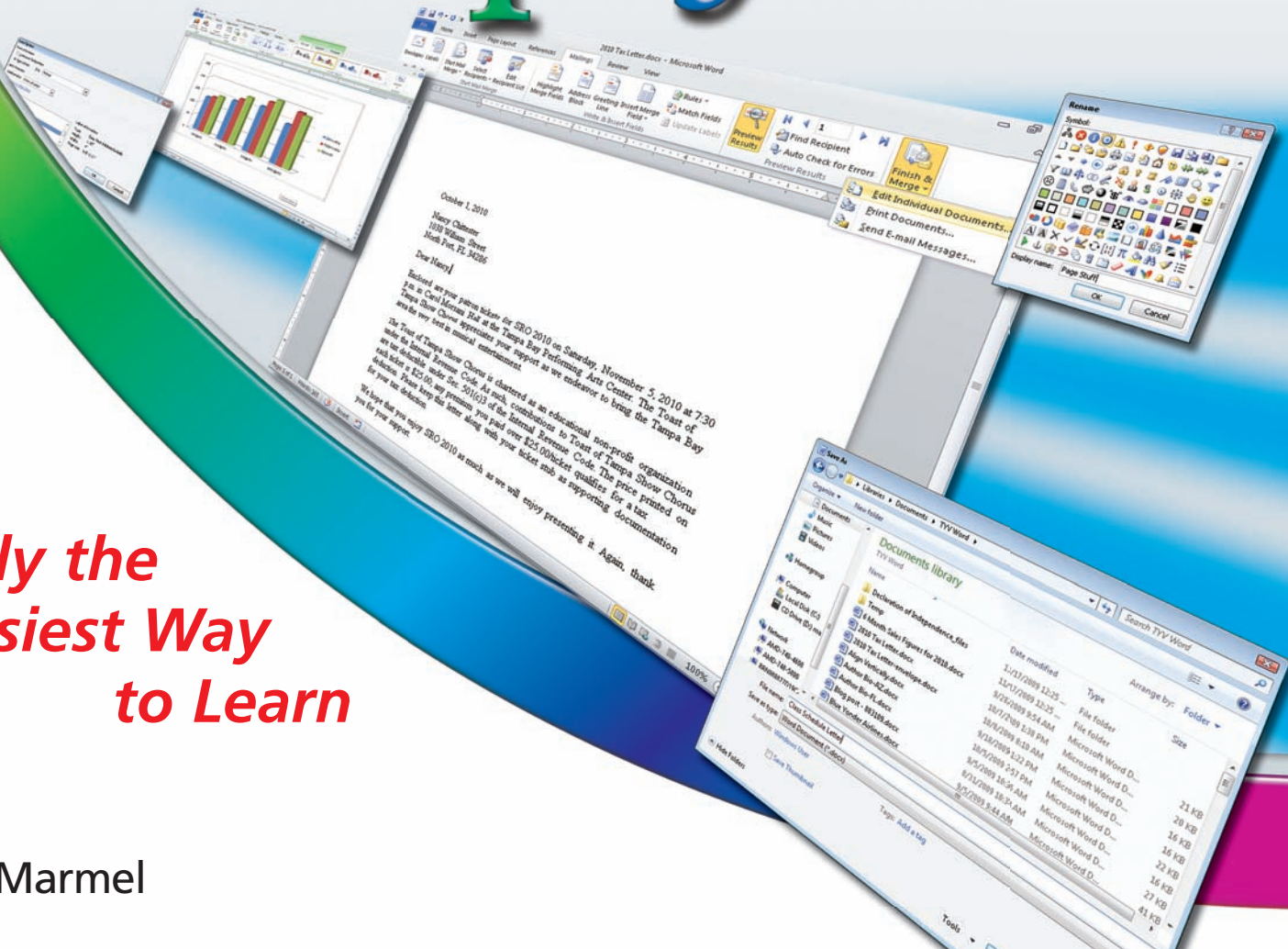


Read Less-Learn More®

Microsoft®

Word 2010

Simplified®



*Simply the
Easiest Way
to Learn*

Elaine Marmel

WORD 2010 Simplified[®]



by Elaine Marmel



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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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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 Lauren Kennedy 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 Simplify It

Simplify It sections offer additional information, including warnings and shortcuts.

5 Bold

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

6 Italics

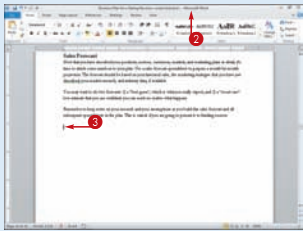
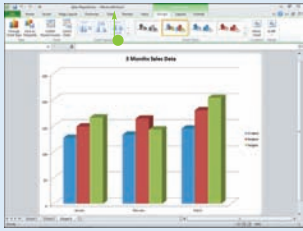
Italic type introduces and defines a new term.

Add a Screenshot

6 You can insert into a Word document an image, called a **screenshot**, of another document open in Word or of a document open in another program. A screenshot is a picture of whatever appears on your screen. Word's screenshot feature enables you to capture the images of other documents open in other programs, even if they are not Office programs, or of other documents that are open in Word. Using Word's screenshot feature, you cannot capture an image of the currently open Word document or of your desktop, but you find a workaround in this section.

1 Add a Screenshot

- 1 Open a document.
 - This example shows a chart in Excel.
- 2 Open the Word document in which you want to insert a screenshot of the document you opened in Step 1.
- 3 Position the insertion point where you want the screenshot to appear.



4 Click Insert.

5 Click Screenshot.

● The Screenshot Gallery shows open programs and available screenshots of those programs.

Note: You can open as many programs and documents as your computer permits. In this example, in addition to Excel and Word, the Outlook Calendar is also open.

- 6 Click the screenshot you want to insert in your Word document.
- The screenshot appears selected in your Word document.

Click anywhere outside the screenshot to continue working.

Simplify It

Can I use the Screenshot feature to insert a screenshot of the current Word document into the same document?
No, but here is a workaround. Open the document in which you want to insert a screenshot and then open a second, blank document. From the blank document, shoot a screen of the first Word document. The screen appears in the blank document, already selected. Click Copy (E). Then switch to the Word document, click where the screenshot should appear, and click Paste (V).

Can I use the Screenshot feature to take a picture of my desktop?
No, but you can take a picture of your desktop and insert it into a Word document. While viewing your desktop, press Print Screen. Then switch to Word and position the insertion point where you want the screenshot to appear. Press Ctrl + V to paste the image into your Word document.

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Managing Documents

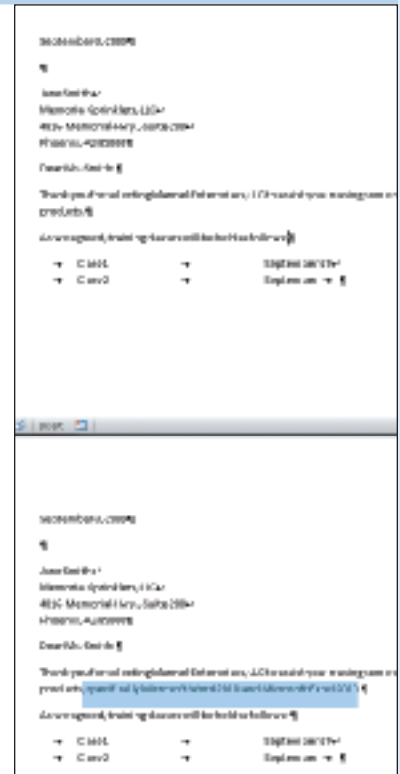
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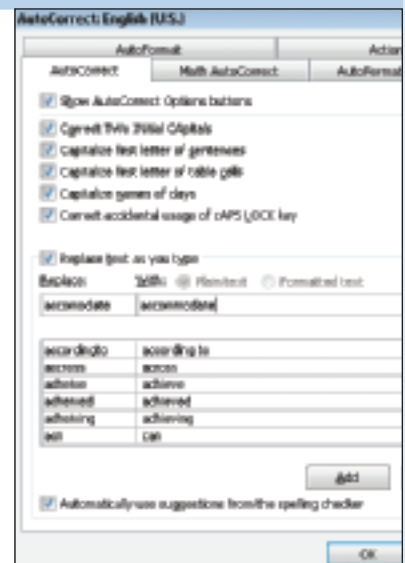


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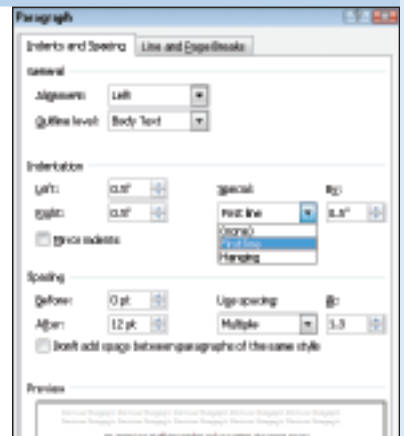
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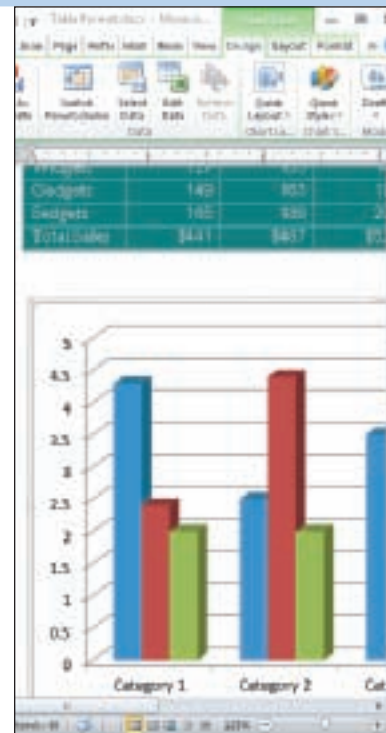


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Chapter

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. You explore the main Word window as well as read about the new Backstage view.



Using either your keyboard or your mouse, you find out how to navigate the Word window, launch dialog boxes, use the Mini toolbar that appears when you select text, and take advantage of context menus.

This chapter also shows you how to enter text into a document and how to move around the document.

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Open Word

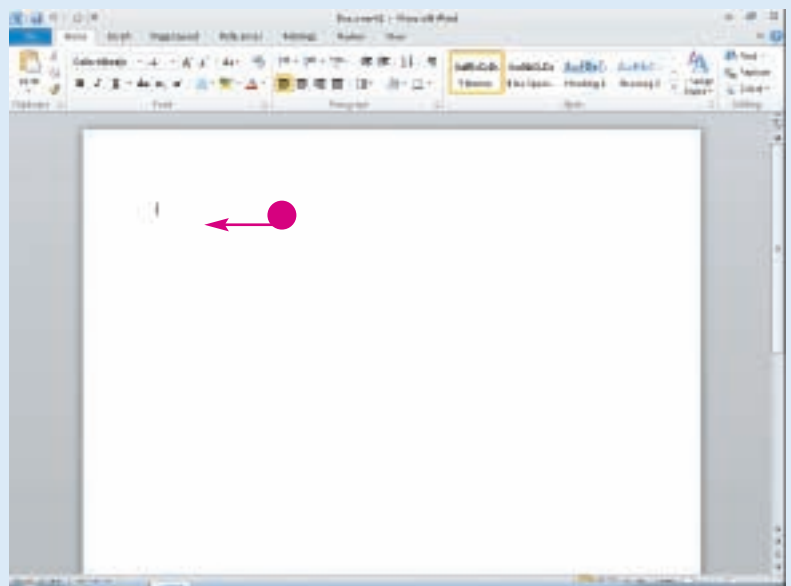
You can open Microsoft Word several ways. This section demonstrates the popular method of opening Word from the All Programs menu. After Word opens, a blank document, ready for you to type text, appears. The Ribbon, which contains commands that help you do things like apply boldface to type or create a numbered

list, dominates the top of the Word window. In addition to opening Word from the All Programs menu, many of you might like to open Word and a specific document simultaneously, which you can accomplish by double-clicking any Word document.

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

In addition to the document portion of the Word window, where you type and edit text, the Word window contains tools you can use to work quickly and efficiently while you create documents. Before you dive in and start using Word, take a few minutes to familiarize

yourself with the basic screen elements that appear when you open Word. You will have occasion to use all of these screen elements at one time or another, so identifying them early on in your Word 2010 career will make you more proficient in the long run.

Quick Access Toolbar

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

Title Bar

Shows the program and document titles.

Ribbon

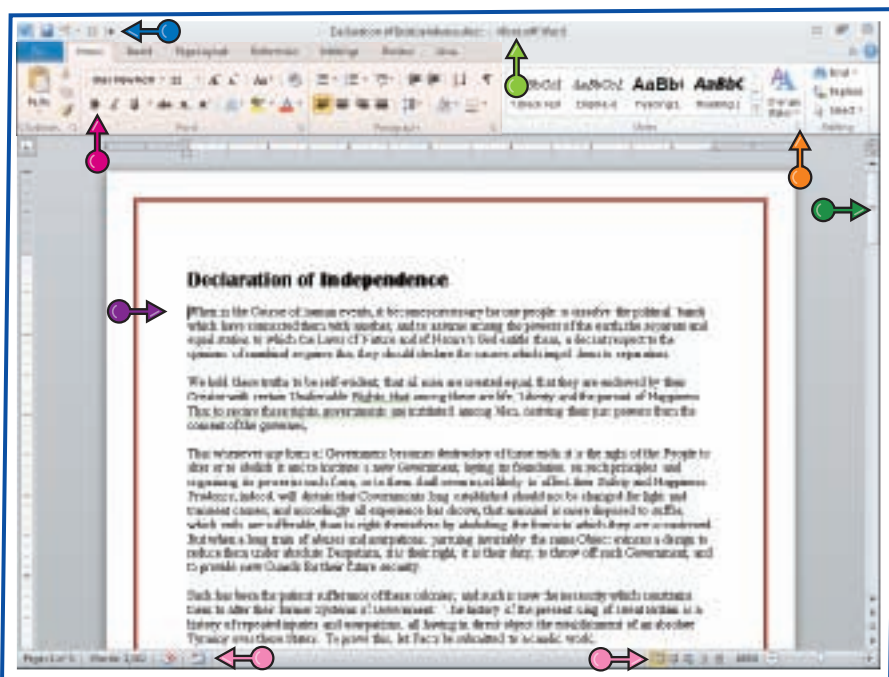
Contains commands organized in three components: tabs, groups, and commands. **Tabs** appear across the top of the Ribbon and contain groups of related commands. **Groups** organize related commands; each group name appears below the group on the Ribbon. **Commands** appear within each group. To customize the Ribbon, see Chapter 11.

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.

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.



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 ⬆️).

Work with Backstage View

Clicking the File tab opens the Backstage view, which resembles a menu. The Backstage view in Word 2010 replaces the Office button in Word 2007 and, for the most part, the File menu in many earlier versions of Word.

In the Backstage view, you find a list of actions — commands — you can use to manage

files and program options. For example, from the Backstage view you can open, save, print, and remove sensitive information from documents. You also can distribute documents via e-mail or post them to a blog, and set Word program behavior options.

Work with Backstage View

1 Click the **File** tab.

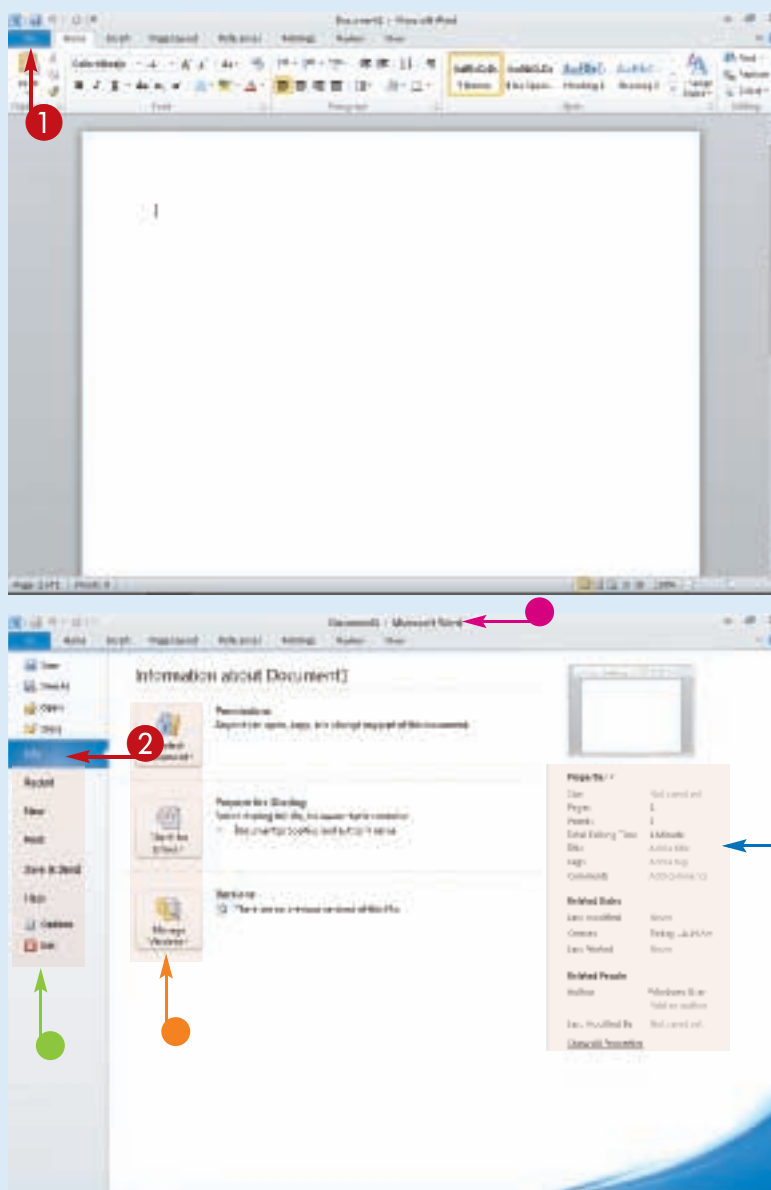
● In the Backstage view, commonly used file and program-management commands appear here.

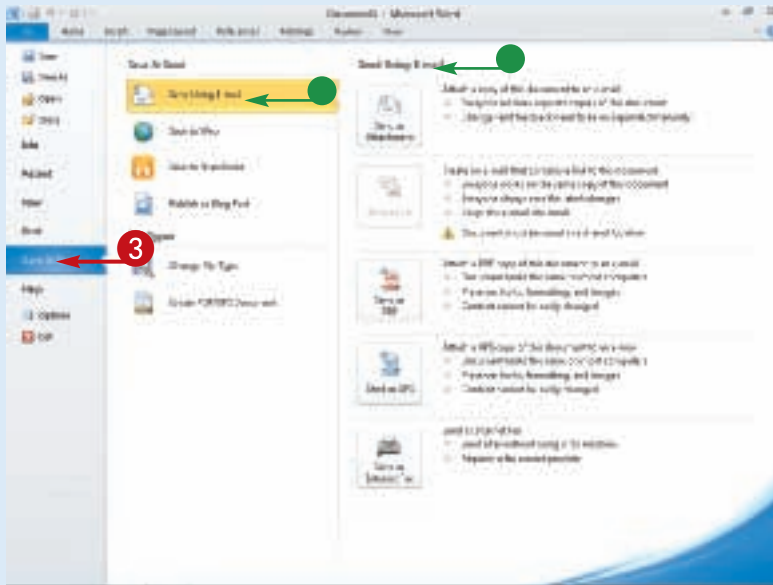
● The title of the open document appears here.

● Information about the currently open document appears here.

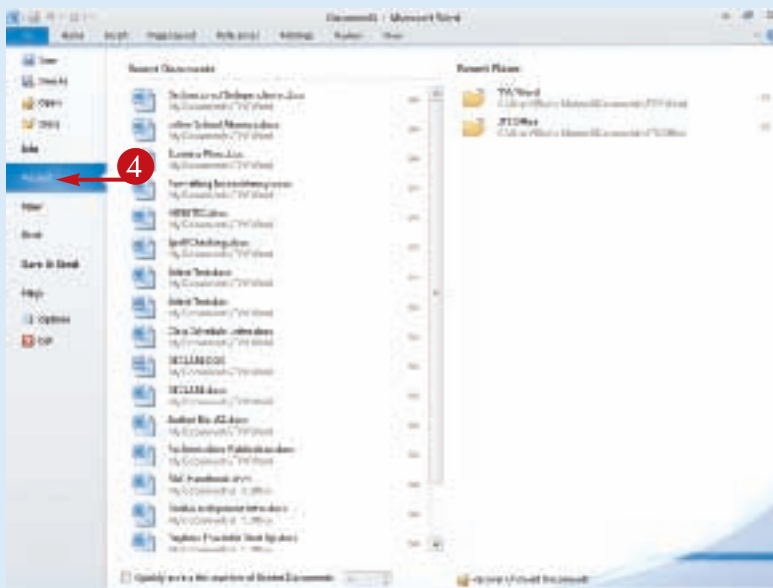
● Buttons appear that you can click.

2 Click Info.





- 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 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 25 documents opened. To select a document in this list to open it, see Chapter 2.

Simplify It

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

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



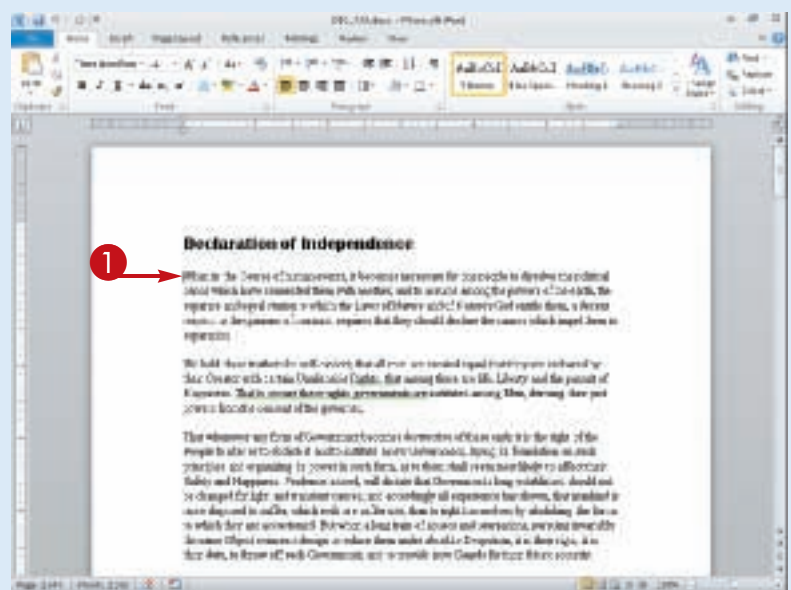
Select Commands with the Keyboard

In the world of Windows, a mouse is essential, and many of us would be lost without it. However, many good typists find that keeping their hands on the keyboard enables them to work efficiently and having to remove their hands to use the mouse to take an action slows them down. Although the Ribbon and the

Quick Access Toolbar are exceedingly mouse-friendly, you can use your keyboard to select commands from the Ribbon or the Quick Access Toolbar. Try out this feature: You might find that you work faster and more efficiently than you do using both your keyboard and your mouse.

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.

Simplify It

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

Yes. Each time you press **F6**, Word changes the 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**.

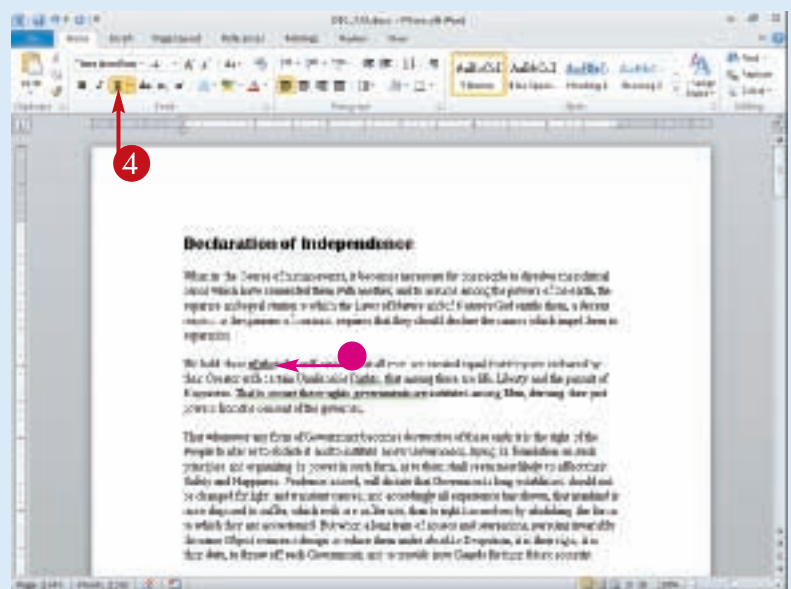
Select Commands with the Mouse

Using a mouse is second nature to most Windows users, and 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.

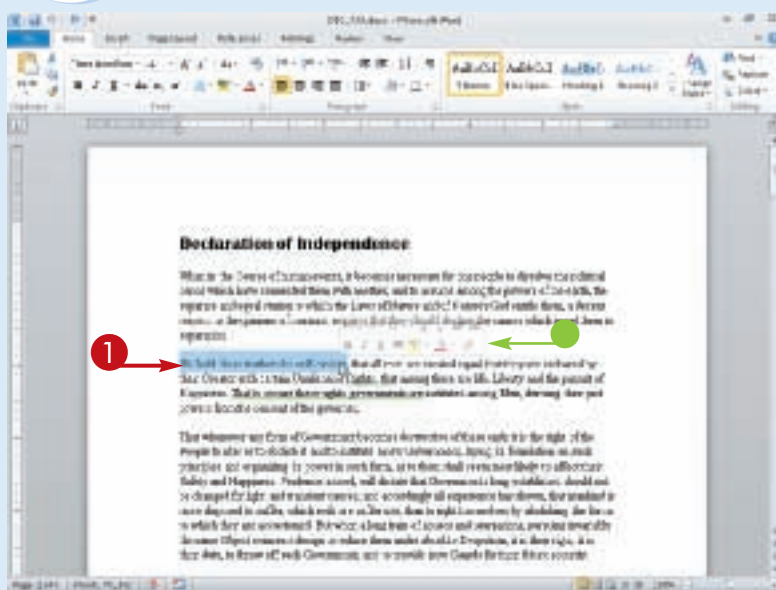


Work with the Mini Toolbar

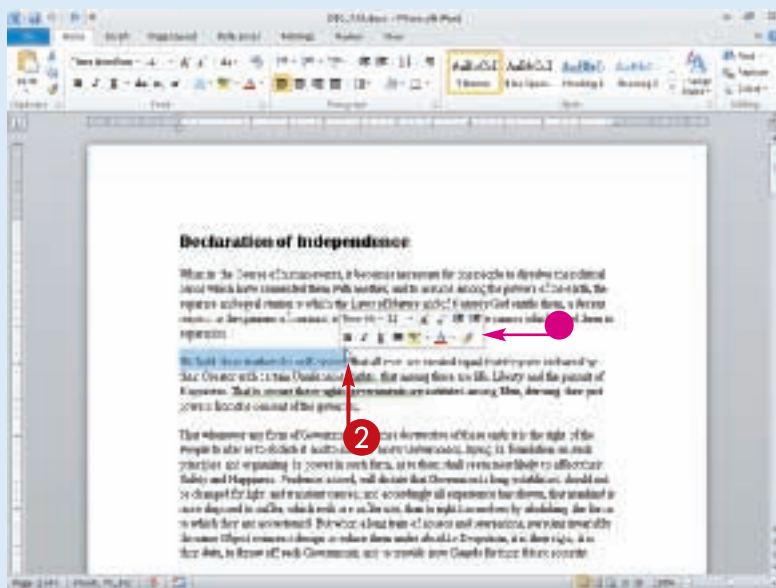
The Mini toolbar contains a combination of commands available primarily in the Font group and the Paragraph group on the Home tab, and you can take advantage of the Mini toolbar to format text without switching to the Home tab.

When Word initially displays the Mini toolbar, it is transparent in the background of your document. But the closer you move the mouse pointer to the Mini toolbar, the darker the Mini toolbar becomes. This behavior keeps the Mini toolbar out of your way, but makes it available if you want to use it.

Work with the Mini Toolbar



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



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

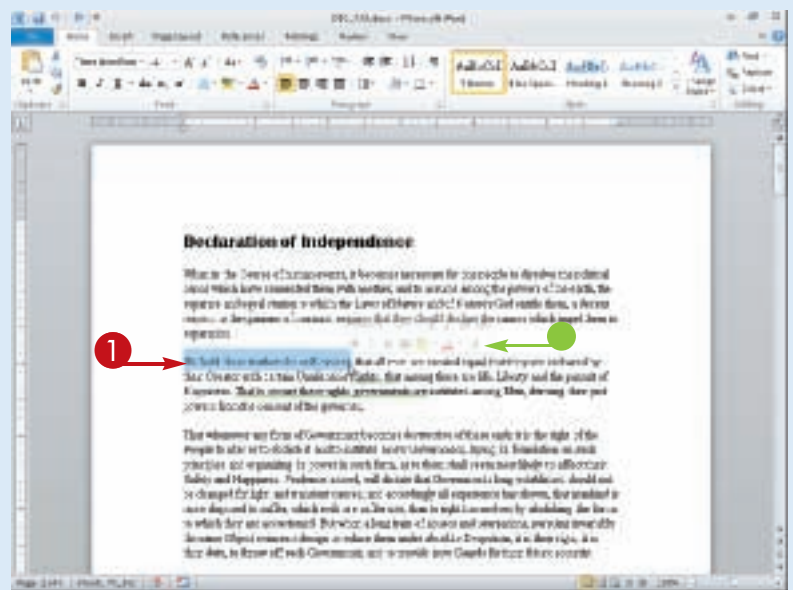
Work with Context Menus

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

Like the Mini toolbar, the context menu is transparent in the background of your document. But the closer you move the mouse pointer to the context menu, the darker it becomes, which keeps the context menu out of your way until you want to use it. You can read more about the Mini toolbar in the section, "Work with the Mini Toolbar."

Work with Context Menus

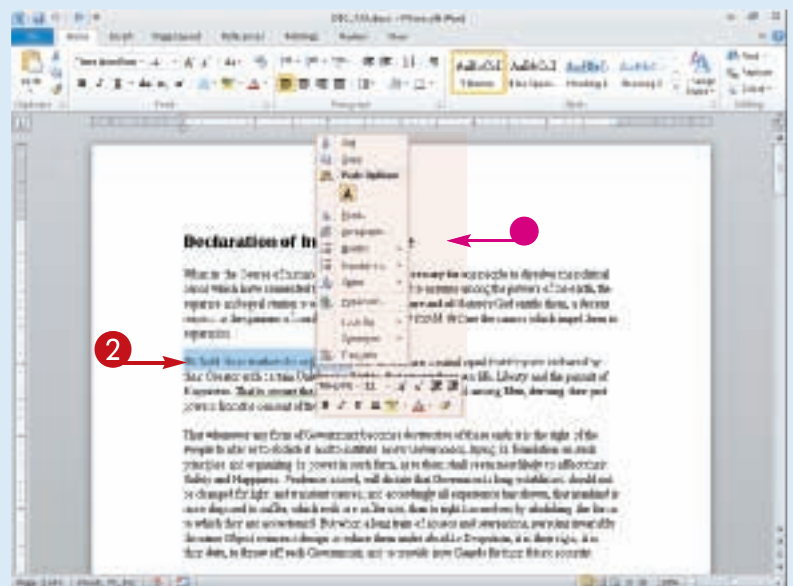
- 1 Select text.
- 2 The Mini toolbar appears in the background.



- 2 Right-click the selected text.
- 3 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


Dialog boxes have been a part of Word from the very beginning of Word's life as a word-processing software package. Dialog boxes contain a series of related options that help you accomplish a task. In a dialog box, you select the options that apply to your situation. For example, you can use the

Paragraph dialog box to describe the type of indentation you want to use for a particular paragraph.

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

When you select certain commands on the Ribbon, Word displays a gallery of choices. For example, in the Styles gallery, you find a variety of styles; each style contains a different set of font, font size, and paragraph formatting. You can use galleries to view the choices for a particular command.


In many cases, Word 2010 previews a command choice before you select it, giving you an opportunity “to try before you buy.” For example, if you point the mouse at the Subtitle style in the Styles gallery, Word displays the text of the paragraph containing the insertion point in the Subtitle style.

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.

