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by Dan Gookin



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John Wiley & Sons, Inc.

Word 2010 For Dummies®

Published by
John Wiley & Sons, Inc.
111 River Street
Hoboken, NJ 07030-5774

www.wiley.com

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Published by John Wiley & Sons, Inc., Hoboken, New Jersey

Published simultaneously in Canada

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Library of Congress Control Number: 2010923553

ISBN 978-0-470-48772-3 (pbk); ISBN 978-0-470-76998-0 (ebk); ISBN 978-0-470-76999-7 (ebk); ISBN 978-0-470-77000-9 (ebk)

Manufactured in the United States of America

10 9 8 7 6 5 4



About the Author

After physically destroying three typewriters, **Dan Gookin** bought his first computer in 1982 at the urging of the guy in the typewriter repair shop. Contrary to his prejudices, Dan quickly discovered that computers were about more than math, and he quickly took to the quirky little devices.

Thirty years later, Mr. Gookin has written over 100 books about computers and high tech and gone through more than 50 computers, including a dozen or so laptops and portables. He has achieved fame as one of the first computer radio talk show hosts, the editor of a computer magazine, a national technology spokesman, and an occasional actor on the community theater stage.

Dan still considers himself a writer and computer “guru” whose job it is to remind everyone that computers are not to be taken too seriously. His approach to computers is light and humorous, yet very informative. He knows that the complex beasts are important and can do a great deal to help people become productive and successful. Dan mixes his vast knowledge of computers with a unique, dry sense of humor that keeps everyone informed — and awake. His favorite quote is “Computers are a notoriously dull subject, but that doesn’t mean I have to write about them that way.”

Dan Gookin’s most recent books are *PCs For Dummies*, Windows 7 Edition, and *Laptops For Dummies*, 4th Edition. He holds a degree in communications/visual arts from the University of California, San Diego. Dan dwells in North Idaho, where he enjoys woodworking, music, theater, riding his bicycle, and spending time with his boys.

Publisher's Acknowledgments

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Introduction

The only thing standing between you and your writing is your word processor. Yeah, I know: It's supposed to be helpful. Well, it tries. Computers can do only so much. But you, as a smart person, are capable of so much more. I'm guessing that's why you've opened this book.

Welcome to *Word 2010 For Dummies*, which takes the pain from using Microsoft's latest, greatest, most confusing word processing software ever! This book is your friendly, informative, and entertaining guide to the new-fangled way of processing words that is Word 2010.

Be warned: I'm not out to make you love Word. I don't even want you to enjoy the program. Use it, yes. Tolerate it, of course. The only promise I'm offering is that this book helps ease the pain that everyone feels from using Microsoft Word at the dawn of the 21st century. Along the way, I kick Word in the butt and you will, I hope, enjoy reading about it.

About This Book

I don't intend for you to read this book from cover to cover. It's not a novel, and if it were, it would be a political space opera with an antihero and a princess fighting elected officials who are in cahoots with a galactic urban renewal development corporation. The ending would be extremely satisfying, but it would be a long novel because I need something to balance out *Atlas Shrugged* on my bookshelf. Anyway.

This book is a reference. Each chapter covers a specific topic or task that Word does. Within a chapter, you find self-contained sections, each of which describes how to perform a specific task or get something done. Sample sections you encounter in this book include

- ✓ Save your stuff
- ✓ Moving a block of text
- ✓ Check your spelling
- ✓ How to format a paragraph
- ✓ Putting text into a table
- ✓ Inserting clip art
- ✓ Mail merge, ho!

I give you no keys to memorize, no secret codes, no tricks, no videos to sleep through, and no wall charts. Instead, each section explains a topic as though it's the first thing you read in this book. Nothing is assumed, and everything is cross-referenced. Technical terms and topics, when they come up, are neatly shoved to the side, where you can easily avoid reading them. The idea here isn't for you to learn anything. This book's philosophy is to help you look it up, figure it out, and get back to work.

How to Use This Book

You hold in your hands an active book. The topics between this book's yellow-and-black covers are all geared toward getting things done in Word 2010. Because nothing is assumed, all you need to do is find the topic that interests you and read.

Word uses the mouse and keyboard to get things done.

This is a keyboard shortcut:

Ctrl+P

This shortcut means that you should press and hold the Ctrl (control) key and type the letter *P*, just as you would press Shift+P to create a capital *P*. Sometimes, you must press more than two keys at the same time:

Ctrl+Shift+T

In this line, you press Ctrl and Shift together and then press the T key. Release all three keys.

Commands in Word 2010 exist as *command buttons* on the Ribbon interface. This book may refer to the tab, the command group, and then the button itself to help you locate that command button — for example, the Page Color button in the Page Background group on the Page Layout tab. Or, I might write, “the Page Color button found in the Page Layout tab's Page Background group.”

Menu commands are listed like this:

Table⇨Insert Table

This command tells you to choose from the Table menu the command named Insert Table. The Table menu appears as a button on the Ribbon.

The main menu in Word 2010 is the File tab menu. It replaces the File menu from older versions of Word, and the Office Button menu, found in Microsoft Office 2007. Clicking the File tab displays the File tab menu, which fills the

entire Word window. To return to Word, click the File tab menu again or press the Esc key.

When I describe a message or something you see onscreen, it looks like this:

```
Why should I bother to love Glenda when robots will eventually destroy the human race?
```

If you need further help in operating your computer I can recommend my book *PCs For Dummies*. It contains lots of useful information to supplement what you find in this book.

Foolish Assumptions

Though this book was written with the beginner in mind, I still make a few assumptions. Foremost, I assume that you're a human being, though you might also be an alien from another planet. If so, welcome to Earth. When you conquer our planet, please do Idaho last. Thanks.

Another foolish assumption I make is that you use Windows as the computer's operating system, either Windows Vista or Windows 7 or any other version of Windows that can run Word 2010. Word and Windows have no specific issues as far as this book is concerned, but keep in mind that this book isn't about Windows.

Your word processor is Microsoft Word 2010. It is *not* Microsoft Works. It is not an earlier version of Word. It is not WordPerfect. It is not a version of Word that runs on a Macintosh.

Throughout this book, I use the term *Word* to refer to the Microsoft Word program. The program may also be called Word 2010 or even Microsoft Office Word 2010. It's all Word as far as this book is concerned. Word 2010 is a part of the Microsoft Office 2010 suite of programs. This book doesn't cover any other part of Microsoft Office, though I mention Excel and Outlook wherever they encroach upon Word's turf.

How This Book Is Organized

This book contains six major parts, each of which is divided into two or more chapters. The chapters themselves have been sliced into smaller, modular sections. You can pick up the book and read any section without necessarily knowing what has already been covered in the rest of the book. Start anywhere.

Here's a breakdown of the parts and what you can find in them:

Part I: Your Introduction to Word

This part provides a quick introduction to Word and word processing. You can find information on how to start and quit Word and a simple overview of the typical word processing day.

Part II: Your Basic Word

The chapters in this part of the book cover the seven basic tasks of any word processor: move around a document, edit text, search and replace, work with blocks of text, proof documents, save and open, and, finally, publish. (Publishing has replaced printing as the final result of your word processing efforts, though printing is still covered as part of the whole publishing milieu.)

Part III: Formatting

This part deals with formatting, from the smallest iota of text to formatting commands that span an entire document and more. Formatting is the art of making your document look less ugly.

Part IV: Spruce Up a Dull Document

This part is formatting dessert, or tasks you can do beyond regular formatting to help make your document look like more than a typical, boring document. Part IV covers lines, borders, tables, columns, lists, graphical goodness, and all sorts of stuff that makes Word more than a typical word processor.

Part V: Even More Word

This part covers a few dangling details that I consider myself fortunate to write about, such as outlining, collaboration, mail merge, label-making, and other interesting things that Word does.

Part VI: The Part of Tens

The traditional last part of any *For Dummies* book contains chapters with lists of ten items. You'll find lots of helpful information there, some weird things you may not know about, plus even more useful tips, tricks, and good suggestions.

What's Not Here

Word is one heck of a program. Covering the entire thing would fill a book several thousand pages long. (I kid you not.) My approach in this book is to cover as much basic word processing as possible. Because of that, some advanced features got pushed off the table of contents.

I give you some information about macros, though it's not meaty. Covering macros without a technical description is difficult. If the publisher ever lets me increase this book's size to more than 400 pages, I'd be happy to add a macro chapter; the publisher's address is in this book's front matter, in case you want to lobby on my behalf.

Some of the more esoteric features are touched on lightly here. For example, I could spend about 70 pages detailing what can be done with graphics in Word, but I limited myself to only a dozen pages.

Finally, this book doesn't cover using Word to make a blog post, create a Web page, or how to use Word as your e-mail program. Word does those things, but I consider this a word processing book rather than a Word-does-everything book.

Icons Used in This Book



This icon flags useful, helpful tips or shortcuts.



This icon marks a friendly reminder to do something.



This icon marks a friendly reminder *not* to do something.



This icon alerts you to overly nerdy information and technical discussions of the topic at hand. The information is optional reading, but it may enhance your reputation at cocktail parties if you repeat it.

Where to Go from Here

Start reading! Observe the table of contents and find something that interests you. Or, look up your puzzle in the index.

If you've been using an older version of Word, you're probably somewhat surprised at the look of Word 2010. Therefore, I recommend that you start reading at Chapter 1.

Read! Write! Let your brilliance shine!

My e-mail address is dgookin@wambooli.com. Yes, that's my real address. I reply to all e-mail I receive, and you'll get a quick reply if you keep your question short and specific to this book or to Word itself. Although I enjoy saying "Hi," I cannot answer technical support questions or help you troubleshoot your computer. Thanks for understanding.

You can also visit my Web page for more information or as a diversion:
www.wambooli.com.

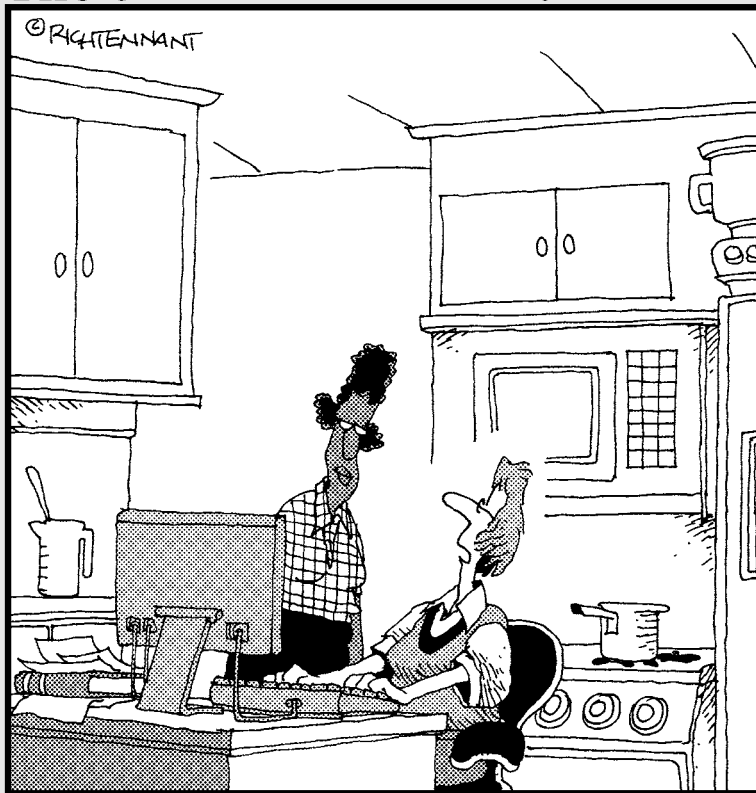
Enjoy this book. And enjoy Word. Or at least tolerate it.

Part I

Your Introduction to Word

The 5th Wave

By Rich Tennant



"I wrote my entire cookbook in Word. The other programs I saw just didn't look fresh."

W *In this part . . .*

ord processing may seem routine these days, but that hasn't always been the case. Being able to dance your fingers across a computer keyboard and have your prose lit up by teensy dots of light on a screen is, well, sort of magic. It most certainly beats the pants off using a typewriter. For me, it's better than trying to communicate using my nearly illegible handwriting. Routine or not, word processing is a blessing.

Historically speaking, word processing is the culmination of an evolution that began 10,000 years ago, when the first humans started scrawling those "Look what I killed! Aren't I cool?" cave paintings. Today, you can communicate these simple messages with technological power unrivaled in human history. This part of the book introduces you to that technology.

Chapter 1

Hello, Word!

In This Chapter

- ▶ Starting Word
 - ▶ Deciphering the Word screen
 - ▶ Quitting Word
 - ▶ Setting Word aside
-

You can't do squat with a computer until you start the thing. Likewise, you can't even write the word *squat* on a computer until you start a word processing program. Because you bought *this* book and not *Pencils For Dummies*, the program you need to start is Microsoft Word. This chapter tells you how to get Word started and begin your word processing day. Let me also mention that reading this chapter is a far more enriching experience than reading *Pencils For Dummies*, which is barely a pamphlet, albeit one that's charmingly illustrated.

Getting Word Started

There is no single way to start Word. The Windows operating system is all about offering many different (and, often, confusing) ways to get things done. Rather than bore you by listing all those ways, I figure you just want to find the best way to start Word for how you use the computer. This section offers three solid choices.

- ✓ Before you can use Word, your computer must be on and toasty. Log in to Windows. Start your computer day. (But — seriously — don't put bread into your computer and expect toast to appear.)
- ✓ Make sure you're seated, with a nice, upright, firm posture as you use your computer. They tell me that your wrists should be even with your elbows and that you shouldn't have to tilt your head forward. Shoulders are back and relaxed.



- ✓ Don't freak out because you're using a computer. You are in charge! Keep that in mind. Chant silently to yourself, over and over: "I am the master."
- ✓ If you need help starting your computer, refer to my book *PCs For Dummies* for quick and accurate turning-on-the-computer instructions.
- ✓ You can stop chanting "I am the master" now.

The good, yet unimaginative, way to start Word

Without fail, the place to start any program in Windows is at the fabled Start button. It may not be the fastest or the most interesting or most convenient way to start a program, but it's consistent and reliable — both good qualities to have in a computer. Obey these steps:

1. Click the Start button.

Use your computer mouse to click the Start button, which is often found on the left side of the taskbar and at the bottom of the screen, adorned with the Windows logo.

Clicking the Start button displays the Start menu.

2. Choose Microsoft Word 2010 from the list of programs.



As luck may have it, you might find the Microsoft Word 2010 program icon (shown in the margin) right there on the Start menu. Click the icon to run the program. Otherwise, keep plowing away in Step 3.

3. Choose All Programs to pop up the All Programs menu and choose Microsoft Word 2010.

If you don't see the Microsoft Word 2010 icon or program name, you must obey Step 4, which is almost certain to work.

4. Choose the Microsoft Office item (submenu) to display its contents, and then choose Microsoft Word 2010.

Behold! Word starts! Watch in amazement as the program unfurls its sails on your computer's monitor.

Don't let Word's appearance overwhelm you! I describe what you're looking at in the section "Looking at Word," later in this chapter.

- ✓ If you can't find Word anywhere on the All Programs menu, it may not be installed on your computer. This book is specific to Microsoft Word, not the Microsoft Works word processor or any other word processor. (See the section "Foolish Assumptions" in this book's Introduction.)