

Making Everything Easier!™

Microsoft®
Word 2010
FOR
DUMMIES®

Learn to:

- Use the newest features of Microsoft Word
- Create and edit documents quickly and easily
- Share your work and collaborate with others
- Use Mail Merge, create labels, and send e-mails in Word

Dan Gookin

*Bestselling author of all previous editions of
Word For Dummies®*



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Word 2010 For Dummies®

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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

We're proud of this book; please send us your comments through our online registration form located at <http://dummies.custhelp.com>. For other comments, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

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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 newfangled 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