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by Doug Lowe
with Ryan Williams



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Although Doug has yet to win a Pulitzer Prize, he remains cautiously optimistic. He is hopeful that James Cameron will pick up the film rights to this book and suggests *Avatar II: The Phantom Presentation* as a working title.

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Dedication

Doug Lowe: To Rebecca, Sarah, and Bethany.

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Introduction

Welcome to *Word 2010 All-in-One For Dummies*, the book written especially for people who use Word every day and need a handy reference to all the various and sundry things this mighty program can do. This book contains all the basic and not-so-basic information you need to know to get the most from Word, whether you use it to compose simple letters or write 200-page government grants.

About This Book

Word 2010 All-in-One For Dummies is a big book that's composed of nine smaller books, each of which covers a specific aspect of using Word. You find minibooks on such topics as editing documents, formatting pages, creating mailings, and customizing Word to make it work the way you want.

Word 2010 All-in-One For Dummies doesn't pretend to be a comprehensive reference for every detail of these topics. Instead, this book shows you how to get up and running fast so that you have more time to do the things you want to do. Designed using the easy-to-follow *For Dummies* format, this book helps you get the information you need without having to labor to find it.

Whenever one big thing is made up of several smaller things, confusion is always a possibility. That's why *Word 2010 All-in-One For Dummies* is designed to have multiple access points (I hear an acronym coming on — MAP!) to help you find what you want. At the beginning of the book is a detailed table of contents that covers the entire book. Each minibook begins with a miniature table of contents that shows you at a glance which chapters are included in that minibook. Useful running heads appear at the top of each page to point out the topic discussed on that page. And, handy thumb tabs run down the sides of the pages to help you quickly find each minibook. Finally, a comprehensive index lets you find information anywhere in the entire book.

This book isn't the kind you have to pick up and read from start to finish, as though it were a cheap novel. If I ever see you reading it at the beach, I'll kick sand in your face. This book is more of a reference, the kind of book you can pick up, turn to just about any page, and start reading. You don't have to memorize anything in this book. It's a need-to-know book: You pick it up when you need to know something. Need to know how to do a mail merge? Pick up the book. Need to know how to crop an image? Pick up the book. After you find what you need, put down the book and get on with your life.

How to Use This Book

After you find your topic in the table of contents or the index, turn to the area of interest and read as much as you need or want. Then close the book and get on with it.

This book is loaded with information, of course, so if you want to take a brief excursion into your topic, you're more than welcome. If you want to know everything about customizing Word, read Book VIII. But if you just want to find out how to create a simple keyboard shortcut to apply a style you use 200 times a day, just read the section on keyboard shortcuts. You get the idea.

If you need to type something, you see the text you need to type like this: **Type this stuff**. In this example, you type **Type this stuff** at the keyboard. An explanation usually follows, just in case you're scratching your head and grunting, "Huh?"

Whenever I describe a message or information that you see onscreen, I present it this way:

```
A message from your friendly word processor
```

Note: The names of dialog boxes, menu commands, and options are spelled with the first letter of each main word capitalized, even though these letters might not be capitalized onscreen. This format makes sentences filled with long option names easier for you to read. (Haven't we thought of everything?)

How This Book Is Organized

Each of the nine minibooks contained in *Word 2010 All-in-One For Dummies* stands alone. The first minibook covers the basics of using Word. The remaining minibooks cover a variety of Word topics. Even those minibooks that cover familiar ground are packed with techniques and commands you might not know about. You can find something useful in every chapter. Here's a brief description of what you find in each minibook.

Book I: What's in a Word?

This minibook covers the basics you need in order to get going with Word. Even if you've been using Word for years, you should read these chapters. Word 2010 introduces an entirely new user interface in which the familiar menus and toolbars are replaced by a gadget named *the Ribbon*. So, be sure to familiarize yourself with this new user interface. You should also take a close look at Chapter 3, "Working with Templates." Many Word users don't realize the power of the lowly template.

Book II: All about Editing

I discuss in Book II the ins and outs of editing and formatting your text. You discover basic formatting styles such as bold and italics as well as a variety of useful editing techniques. The more you use Word, the more it pays to know all the tips and shortcuts I present in this minibook.

Book III: All about Formatting

In Book III, I give you the lowdown on formatting pages. I cover the basics of working with pages and sections, using themes to create great-looking pages, and creating advanced features such as columns and lists.

Book IV: Inserting Bits and Pieces

The Ribbon has an entire tab devoted to elements you can insert into your document, and this minibook covers the most useful of these bits and pieces. You find out about inserting graphics such as pictures and clip art; using drawing objects such as rectangles and text boxes; and formatting visual aids such as charts, diagrams, and tables.

Book V: Publish or Perish

The chapters in Book V are devoted to various ways you can use Word to share your work with others. First, you find out how to use Word's new blogging feature, which lets you use Word as the word processor for your blog site. You also read about how to use Word's collaboration and reviewing features, and how to use Word with SharePoint, a server-based collaboration program that integrates with Word.

Book VI: Using Reference Features

Book VI covers all the features found on the References tab on the Ribbon, including tables of contents, footnotes, and indexes.

Book VII: Mailings

In the chapters in Book VII, I tell you all about creating letters, envelopes, and labels in Word, from single letters to mass mailings using the mail merge feature. You even see how to use Word to send faxes. If you use Word to mail letters to customers, friends, or relatives, you should focus on Chapters 3 and 4.

Book VIII: Customizing Word

The chapters in Book VIII show you how to customize Word so that it works the way you want. You discover how to customize the user interface, set options, insert fields, and create custom forms.

Book IX: Features for Developers

The last minibook is devoted to readers who want to dig deep into the depths of Word by writing macros using Word's powerful programming language, Visual Basic for Applications (VBA). The chapters in this minibook aren't for the faint of heart, but if you're willing to take the plunge, you can make Word do things you never thought possible.

Icons Used in This Book

Like any *For Dummies* book, this book is chock-full of helpful icons that draw your attention to items of particular importance. You find these icons throughout this book:



Did I tell you about the memory course I took?



Hold it — technical stuff is just around the corner. Read on only if you have your pocket protector.



Pay special attention to this icon; it lets you know that a particularly useful tidbit is at hand — perhaps a shortcut or a little-used command that pays off big.



Danger, Will Robinson! This icon highlights information to help you avert disaster.

Where to Go from Here

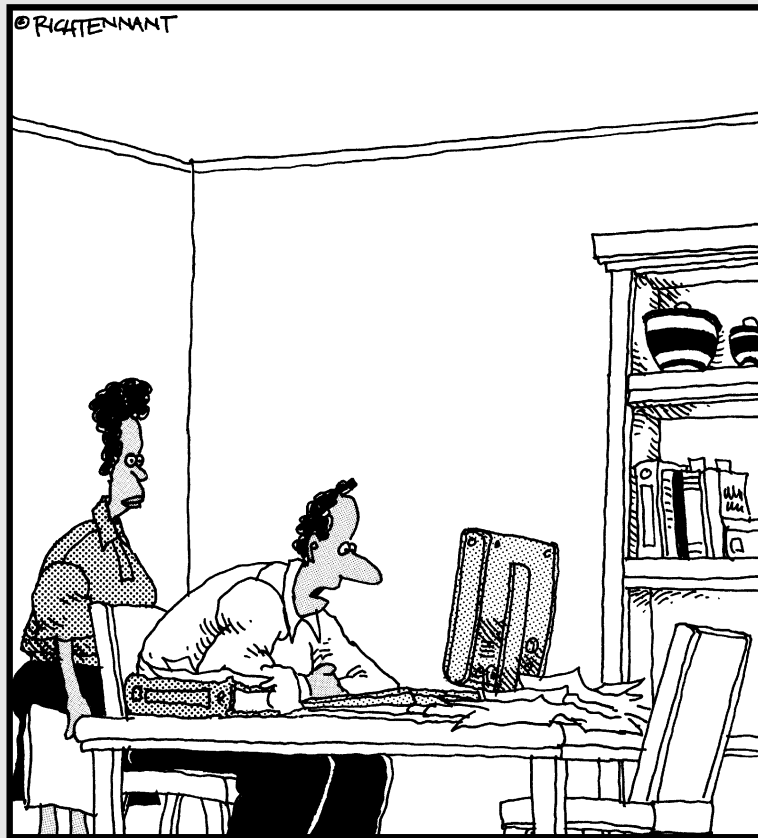
Yes, you can get there from here. With this book in hand, you're ready to plow through the rugged networking terrain. Browse through the table of contents and decide where you want to start. Be bold! Be courageous! Be adventurous! Above all, have fun!

Book I

What's in a Word?

The 5th Wave

By Rich Tennant



"I love the way Word justifies the text in my resume. Now if I can just get it to justify my asking salary."

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Chapter 1: Getting to Know Word 2010

In This Chapter

- ✓ Getting Word started
- ✓ Making sense of all the stuff onscreen
- ✓ Dealing with the Ribbon
- ✓ Entering and editing text
- ✓ Printing your document
- ✓ Saving your work
- ✓ Closing a document and quitting Word

This chapter is an introduction to the basic principles of using Word: starting the program; working with its user interface; typing and editing text; printing and saving a document; and, perhaps most important, quitting Word when you're done. Have fun!

Starting Word

You can start Word in so many different ways that you can probably use a different technique every day for a fortnight. Rather than bore you with the details of every possible way to start Word, I show you the most common way first. Then I show you a couple of shortcuts that are useful if you use Word a lot.

Turn on your computer and then follow these steps to start Word:

1. Get ready.

Light some votive candles. Take two Tylenol. Put on a pot of coffee. If you're allergic to banana slugs, take an allergy pill. Sit in the lotus position facing Redmond, Washington, and recite the Windows creed three times:

Bill Gates is my friend. Resistance is futile. No beer and no TV make Homer something something. . . .

2. Click the Start button.

Find the Start button in the lower-left corner of the Windows display. In Windows XP, it's a round-cornered box with the word *Start* in it. In Windows Vista or Windows 7, it's a round button with a four-colored flag. Either way, clicking the Start button summons the Start menu.

You can quickly summon the Start menu by pressing Ctrl+Esc.



3. Point to All Programs on the Start menu.

Move the cursor up to *All Programs* and hold it there a moment. Another menu appears, revealing a bevy of commands.

4. Click Microsoft Office on the Start menu and then click Microsoft Word 2010.

Your computer whirs and clicks and possibly makes other unmentionable noises while Word comes to life.

The following paragraphs describe some quick ways to start Word. Look into these methods if you use Word frequently and you grow weary of trudging through the depths of the Start menu:

- ◆ If you use Word frequently, its icon might appear in the *Frequently Used Programs List*, an area of the Start menu. If so, you can start Word by clicking it directly from the Start menu.



If you want Word to always appear at the top of the Start menu, choose Start⇨All Programs⇨Microsoft Office. Then right-click Microsoft Word 2010 and choose the Pin to Start Menu command. This command pins Word to the Start menu, above the Frequently Used Programs List.

- ◆ You can create an icon for Word on your desktop. Then you can start Word by double-clicking its desktop icon. To create a desktop icon for Word, open the Start menu, navigate through All Programs and Microsoft Office, and then right-click Microsoft Word 2010 and choose Send To⇨Desktop.
- ◆ My personal favorite way to start Word is to pin it to the taskbar. To do so, while Word is running, right-click it on the taskbar and choose Pin This Program to Taskbar. From that point on, an icon for Word appears on the taskbar even when Word is not running.
- ◆ Another way to start Word is by using Windows Explorer to browse to a folder that contains a document you want to edit. Then, double-click the icon for the document. Windows responds by starting Word and opening the document you chose.
- ◆ Here's one more trick before moving on. If you use Word every day, you can set it to start automatically every time you start your computer. To do that, navigate your way through the Start menu to the Microsoft Word 2010 command. Then drag it into the Startup group under Start⇨All Programs.