

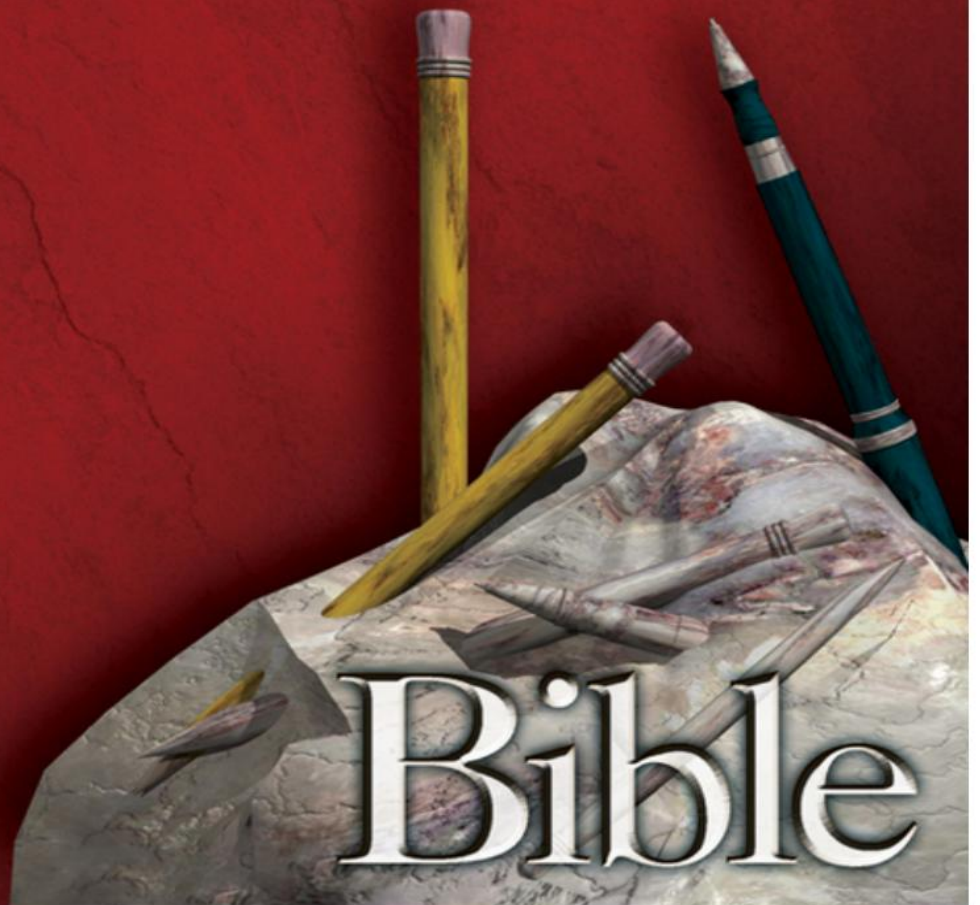
Herb Tyson
Microsoft Word MVP

Microsoft® Word 2010

Become a wizard
at Word 2010

Give your documents
professional polish

Learn the ten top tips
for power users!



The book you need to succeed!

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This book is dedicated to my extraordinary daughter, Katie, who was killed in a car crash on July 2, 2009. Katie was the most incredibly talented, intelligent, and loving human being I've ever known, and Karen and I miss her each and every day. In her short 21 years, she touched the lives of many hundreds of people who knew her and loved her, and relied on her for her leadership and her deep compassion, empathy, and honesty. With wisdom beyond her time with us, I believe that her timeless soul continues. The work she began is being continued by the Katie Tyson Fund, which provides leadership training for youth and young adults.

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About the Author

Herb Tyson is an economist and computer consultant and trainer in the Washington, D.C., area. He earned an interdisciplinary doctorate from Michigan State University in 1977, and an undergraduate degree in Economics and Sociology from Georgetown University in 1973.

He is the author of many computer magazine and ezine articles, as well as over a dozen computing books, including *Teach Yourself Outlook 2000 in 24 Hours*, *Word for Windows Super Book*, *Teach Yourself Web Publishing with Microsoft Word*, *XyWrite Revealed*, *Word for Windows Revealed*, *Your OS/2 Consultant*, and *Navigating the Internet with OS/2 Warp*. Herb is also joint author and technical editor for many other books.

He has received the Microsoft MVP (Most Valuable Professional) award each year for more than fifteen years, in recognition for helping thousands of Microsoft Word users. Widely recognized for his expertise, Herb's clients have included IBM, Wang, the federal government, and the World Bank, as well as numerous law firms and publishers.

Herb is also a singer and songwriter, currently working on his second CD. He and his guitar are no strangers to musical venues in the Washington, D.C., area. He has performed at the Birchmere, the Kennedy Center, Jammin' Java, and coffeehouses, and is a frequent performer at the Mount Vernon Unitarian Church (where he serves as webmaster).

You can visit Herb's website at www.herbtyson.com. Questions about this book and Microsoft Office can be pursued at Herb's Word blog, at word.herbtyson.com.

Acknowledgments

I would like to thank my family and friends for their love and support in helping us struggle to remain afoot following the death of my daughter. Without their help, I might have declined the opportunity to update the *Word 2010 Bible*. Many thanks also to Jim Minatel, Associate Publisher at Wiley, who e-mailed me five years ago, asking if I'd be interested in writing this book, and to Carol Long who asked if I'd like to do the update. Many thanks to Tom Dinse and others at Wiley who have been struggling along with me as we attempted to keep up with the changes in the pre-beta, beta, release candidate, and released-to-manufacturing versions of Word 2010. It's been like having to do three revisions, rather than just one. Thanks also to Tom Oliver and others at Microsoft who were quick to answer my questions about whether things I observed in the Beta version of Word 2010 were features or bugs.

Special thanks go to my technical editor, Dave Johnson, whose careful technical editing of the *Word 2010 Bible* helped find successive version changes that otherwise might have fallen through the cracks. Having been a technical editor for a number of books, I know from personal experience how hard it can be, especially when the underlying software is not yet in finished form.

Introduction

Welcome to the *Microsoft Word 2010 Bible*. Like all books in the Bible series, you can expect to find both hands-on tutorials and real-world practical application information, as well as reference and background information that provides a context for what you are learning. This book is a comprehensive resource on Word 2010 (also known as Word 14). By the time you have completed the *Microsoft Word 2010 Bible*, you will be well prepared to take full advantage of the numerous ways that Word has been enhanced and strengthened.

The update to Word 14 is evolutionary, rather than revolutionary (unlike the update to Word 12). Along with new features that can make working with Word easier, Microsoft has restored a couple of oldies-but-goodies, including the ability to customize the ribbon (the menu's successor) and AutoComplete for AutoText. Nice touches, like the Navigation pane, provide ever more and better ways to work with words, and to organize them more effectively and efficiently. Word 14 also provides more ways to collaborate and share, including co-authoring—finally, an answer to having to e-mail tracked changes back and forth. With Office 14 comes SharePoint Workspace 2010, which provides three ways not only to share your documents, but ways to make your work environment more portable, so you spend less time copying files to and from thumb drives and more time working.

Who Should Read This Book

The *Word 2010 Bible* is a reference and tutorial for Word users of all levels. For the user who is completely new to

Word, this book will tell you everything you need both to quickly start using Word 2010 and to get the most out of the features it offers. Word 2010 is a full-service word processing program that can do just about anything you need it to do. Often, there are multiple ways to accomplish a given task. This book will show you the quickest and easiest ways to accomplish your mission, while at the same time pointing out the longer term advantages of using methods better suited to extensibility and repurposing your work.

For veteran users of Word 2003 and earlier, the *Word 2010 Bible* will help you quickly see how to accomplish familiar tasks using unfamiliar tools. Where new and old ways co-exist, this book will help you decide which method to use. Where the old ways have completely disappeared, this book will help you deal with the initial shock and grief, and then help you move on and grow from the experience. That's what a bible does.

For users who made Word 2007 part of their journey, this book helps you continue the trek, showing you what's new, improved, and different in Word 2010. Sometimes, new and improved coincide, but sometimes, you just end up with different. I'll try to help you take advantage of what the new Word 2010 can do for you.

For new and veteran Word users alike, this book assumes that you have a basic level of computer literacy. It assumes that you're familiar with Windows, that you know what *click*, *drag*, and *double-click* means. It also assumes that you're familiar with basic Windows-wide techniques for selecting, copying, and deleting text. Furthermore, this book assumes that you know the difference between Internet Explorer and Windows Explorer, and that you know where and what the Windows taskbar and desktop are.

Because this book would be twice as long if I had to describe each scenario from the perspective of different versions of Windows, I chose one version as my focus—

Windows 7. If you're using Vista, upgrade to Windows 7. You won't regret it. If you're using Windows XP with the needed service pack to run Office 2010, that's okay, but you'll need to translate some things back into XP-ese. But, since you've been using XP for so long, I'll assume that's no problem.

How This Book Is Organized

The *Word 2010 Bible* is organized in a way that reflects both the way users tend to learn Word as well as the relative timing when particular kinds of information and techniques are needed. This book is organized into nine parts. The first four parts are designed to get you up-and-running as quickly as possible, covering things you need to know to start using Word immediately. However, the early parts of the book not only show you the basics, but also offer tips and strategies that will enable you to become an effective Word user. Topics and techniques covered in the early chapters are revisited throughout the *Word 2010 Bible*. You'll quickly gain an understanding of how some concepts — such as Heading styles — give you incredible leverage and easy access to sophisticated word processing techniques and features.

Part I: My Word and Welcome to It

Part I begins with things you need to know in order to become comfortable and fully proficient with Word 2010. The mission of this collection of chapters is to get you over any initial stumbling blocks so you can begin to take advantage of Word 2010's power and enhancements. Part I offers a quick-start chapter especially useful for newbies. For Word veterans, there's a chapter explaining how to find features that otherwise appear to be missing in action. To prepare you to be the kind of power user the *Word 2010 Bible* knows you can be, Part I offers chapters on making

Word work for you, understanding Word's new file format, and how to tame and control Word's automatic features.

Part II: Word on the Street

Part II focuses on the baseline skills that every Word user uses and needs — regardless of why you use Word. The basics are covered thoroughly, but the Bible avoids spending too much time on things that are already obvious. However, beyond that and more importantly, this section contains a heavy dose of tips, pitfalls, and shortcuts. You'll learn about the different kinds of formatting, the importance of styles, as well as tricks and the how-to's of the Office 2010 Clipboard and Word 2010's industrial-strength find and replace tools.

Part III: Writing Tools

Part III focuses on aspects of Word that can make your word processing life heaven or hell. If Word suddenly starts doing the unexpected, or automatically corrects things that aren't mistakes, you might want to pull your hair out (it's too late for the author's much diminished scalp). In Part III, you'll learn how to use Word's cadre of writing tools to their best advantage, how to tame automatic annoyances, and how to recover from well-intentioned accidents caused by Word trying to outsmart you. Part III covers language tools, Quick Parts (the umbrella for AutoText), AutoCorrect, and AutoFormat.

Part IV: More Than Mere Words

It takes more than words to make a document. Part IV details the many kinds of elements you can include in documents, and shows you how to decide what to use and when to use it. This is important because there often are several different ways to solve any given problem, and you

need to know how to decide which approach to use. The *Word 2010 Bible* covers the basics first, and then provides extra emphasis on features that may be tricky or potentially confusing. In Part IV, you'll learn how to insert all kinds of things, from tables and pictures to charts and objects.

Part V: Document Design

Part V focuses on how documents are put together, as well as special considerations that depend on the ultimate destination of the document. You'll learn what you need in order to turn out professional reports, newsletters and brochures—and other specialized document formats. Part V covers page setup, textboxes, column formatting, and page background formatting. You'll be cautioned about using Word to create HTML. You also discover relatively new capabilities, such as Word's ability to create PDF and XPS files. If you don't know what those are you'll learn that, too.

Part VI: With All Due Reference

Part VI covers those elements typically used in what people call *long documents*. We'll revisit Master Documents—long the target of derision (and rightly so) and a continuing source of document corruption. Part VI also ventures into the wonderful worlds of bookmarks, indexing, hyperlinks, tables of contents (and other tables), footnotes, endnotes, citations, and Word's bibliography feature. If you've used information in one place, this chapter will show you how to reuse that information elsewhere in a variety of purposeful and powerful ways.

Part VII: Getting Out the Word

Part VII deals with specialized output formats, such as envelopes, labels, form letters, catalogs, and directories. It starts with identifying and creating data sources. Once