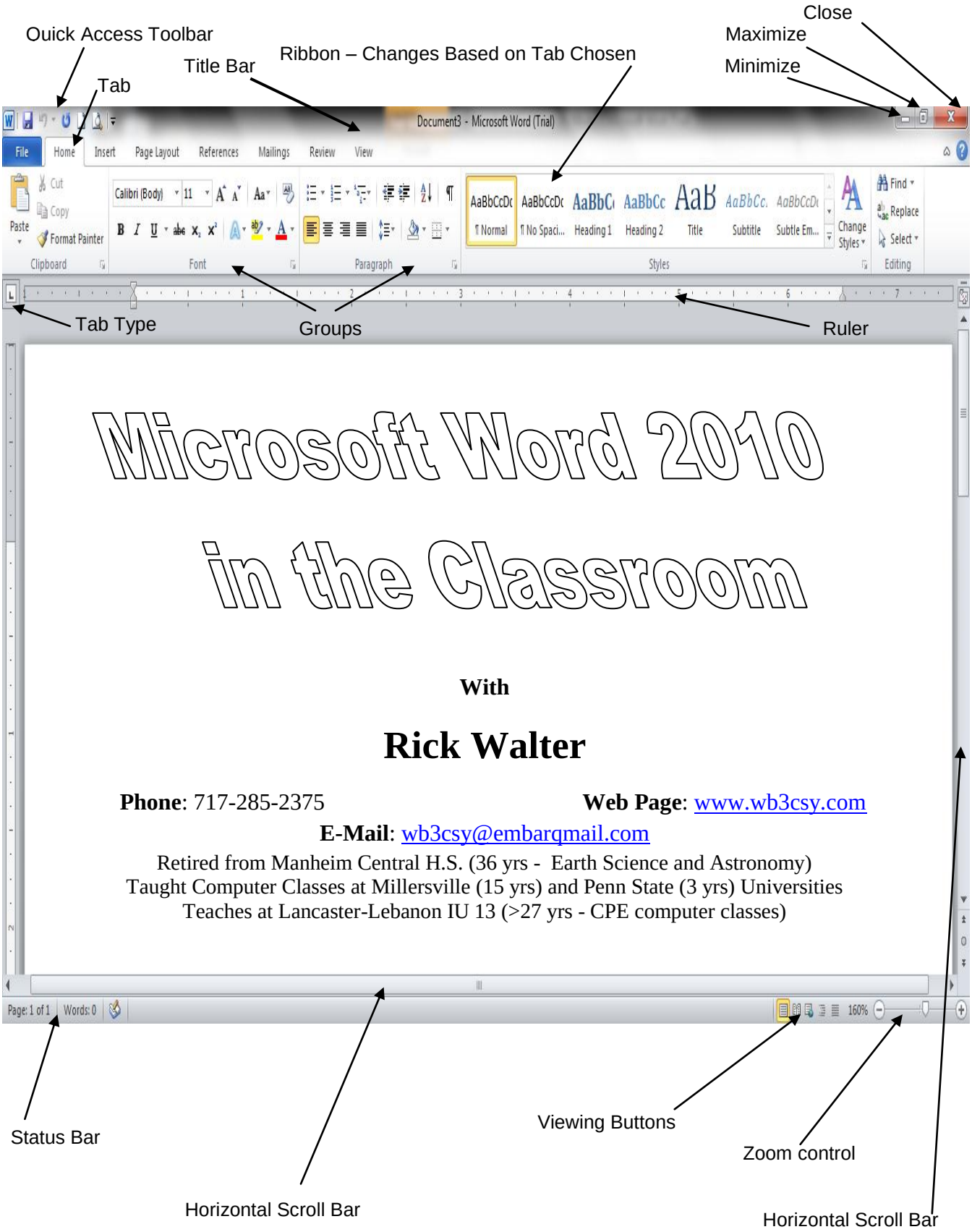
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Title Bar
Ribbon – Changes Based on Tab Chosen
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Maximize
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Viewing Buttons
Zoom control
Horizontal Scroll Bar
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Insert
Page Layout
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Mailings
Review
View
Clipboard
Font
Paragraph
Styles
Editing
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Words: 0
160%
Microsoft Word 2010
in the Classroom
With
Rick Walter
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Retired from Manheim Central H.S. (36 yrs - Earth Science and Astronomy)
Taught Computer Classes at Millersville (15 yrs) and Penn State (3 yrs) Universities
Teaches at Lancaster-Lebanon IU 13 (>27 yrs - CPE computer classes)

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Microsoft Word 2010

Microsoft Word 2010 is a word processor that may be used to create many kinds of documents. You can easily move, copy or delete text, and you can use different font sizes and styles. You can add headers and footers to your documents, automatically number pages, create columns of text, mix graphics, charts and text, as well as create an outline of your document. Mail merge is a snap with Word. In addition, Microsoft Word can help you check spelling, grammar, and find synonyms for words in your document. Word processing allows you to become very creative in a short time. Your documents will have a professional look when using a computer to create them. Classroom handouts have never been easier.

What are the Changes in Word 2010? – A Review by Microsoft

Several changes have taken place in Microsoft Word 2010 since Microsoft Office Word 2007 was released and some new migration considerations apply. If you are upgrading from Microsoft Office Word 2003, see Changes in Office Word 2007 (http://go.microsoft.com/fwlink/?LinkId=169004).

In this article:

- What's new
- What's changed?
- What's removed
- Migrations considerations

What's new

This section highlights new features in Word 2010.

Fluent UI

The Word 2010 user interface is redesigned and now uses the Microsoft Office Fluent user interface (UI). Introduced in the 2007 Microsoft Office system, the Fluent UI is designed to make it easier for people to find and use the full range of features that Office applications provide, and to preserve an uncluttered workspace.

The ribbon

The ribbon, part of the Fluent UI, was designed to optimize key Word 2010 documentation scenarios to make them easier to use. The ribbon provides quicker access to all the commands in Word 2010 and allows for easier future additions and customizations. You can also customize the ribbon. For example, you can create custom tabs and custom groups to contain frequently used commands. To help maximize the editing of your documentation space on the page, the ribbon can also be hidden while you write.

Backstage view

The Microsoft Office Backstage is part of the Fluent UI and a companion feature to the ribbon. The Backstage view, which can be accessed from the **File** menu, helps you find frequently used features for managing your Word documentation files. (The **File** tab replaces the Microsoft Office Button and **File** menu that were used in earlier release of Microsoft Office.) The Backstage view is used to manage files and the data about the files, such as creating and saving files, inspecting for hidden metadata or personal information, and setting file options.

File format

The Word 2010 file format enables new features such as co-authoring, new graphic and text effects, and new numbering formats. Word 2010 works with Office Word 2007 documents.

Protected View

Files from a potentially unsafe location (such as the Internet or an e-mail attachment) or files that contain active content (such as macros, data connections, or ActiveX controls) are validated and can open in Protected View.

When you open files in Protected View mode, the editing functions are disabled. You can open and edit files from trusted sources by clicking **Enable Editing**. You can also explore data about the files in the Backstage view.

Collaboration and sharing features
Word 2010 supports co-authoring functionality. Co-authoring functionality simplifies collaboration by enabling multiple users to work productively on the same document without intruding on one another's work or locking one another out. Office 2010 offers co-authoring functionality for Word 2010, Microsoft PowerPoint 2010, and Microsoft OneNote 2010 documents on Microsoft SharePoint Server 2010. New co-authoring functionality is also supported for Microsoft Excel Web App and Microsoft OneNote Web App. When working with documents that are not located on a server that runs SharePoint Server 2010, Word 2010 only supports single-user editing. The changes are as follows:

- New content is automatically highlighted.
- Author information for any added or shared content is identified by a color-coded bar showing the author's initials.
- Version support lets users see when and by whom changes were made to a document, and automatically highlights changes relative to earlier versions of the document.
- Faster synchronization of pages so that changes are displayed to all authors in near real-time.
-

Document authoring and graphic enhancements
Word 2010 provides improved editing tools with a new set of Picture Tools that enable you to transform your documents into artistically engaging documents. New editing tools are as follows:

- Picture Correction Options
- Artistic Effect Options
- Background Removal
- Picture Layout Options

What's changed?
This section summarizes the changes in Word 2010.

Custom XML markup from XML-based file formats
Word 2010 no longer reads the custom XML markup that may be contained within .DOCX, .DOCM, .DOTX, .DOTM or .XML files. Word 2010 can still open these files, but any customer XML markup is removed.

Cut, copy, and paste
Cut, copy, and paste is the most common way to move content between applications. Word 2010 can copy and paste content in many formats. Word 2010 has many options available at paste time through the Preview before you paste. Paste options include the following:

- Keep Source Formatting
- Merge Formatting
- Use Destination Theme
- Keep Text Only

Document map
The authoring experience is improved with new ways to navigate content by heading, page, or object. The document map is replaced by the navigation pane. Instead of the document map, users see a new navigation pane in its place. Users can see all the headings of a document, their relative positions, and the current location. With that available, moving between various headings is made by clicking parts of the pane. Outlines can be collapsed to hide nested headings, for long complex documents. Users can no longer see revision marks on headings within the map. Instead, users see the final result of the revisions within the pane.
The overall benefit of this change is a cleaner interface that matches the look of the ribbon. Users also have access to some new functionality as follows:

- Manipulate the headings within the pane to rearrange the content in the document.
- Integration with the Find feature, highlighting the headings with the find results.

The resizable pane consists of the following:

- A text box for the new Find feature
- A view switcher for changing view types
- Buttons for skipping to the Next and Previous items
- The main region, a list of navigable items, with scrolling when it is necessary

The pane is shown by default, but can be hidden through a toggle button at the top of the scroll bar, via the **View** tab, or the navigation control in Reading mode. The check box to access the navigation pane is the same as the former document map (only the name is changed).

Print preview

The Print preview experience and the **Print** dialog box have been combined into the Print Place through the Backstage view. This feature is consistent across all Office applications. It can be invoked through the object model for third-party developers to create add-ins for Word 2010. The workflow process is still the same by using CTRL+P or by selecting **Print** in the Backstage. The Print Preview Edit Mode was fully deprecated.

RTF file format

The RTF file format is no longer enhanced to include new features and functionality. Features and functionality that are new to Word 2010 and future versions of Word are lost when they are saved in RTF. In addition, Word 2010 supports a new converter interface based on Open XML Formats.

Smart tags

Text is no longer automatically recognized by a smart tag recognizer and will no longer display a purple dotted underline. Instead, users will be able to trigger recognition and view custom actions associated with text by selecting the text and clicking the **Additional actions** on the context menu. Once the user has moved the IP outside the current paragraph, the text tagging will be cleared for that paragraph. There are changes to the object model to reflect that text marked by a smart tag recognizer will not be stored in the document.

Views

In Word 2010, when you click the **View** tab, the options are as follows:

- Print Layout
- Full Screen Reading
- Web Layout
- Outline
- Draft (Normal)

What's removed

This section provides information about removed features in Word 2010.

Person Name removal of smart tag

The Person Name (Outlook E-mail Contacts) smart tag will be removed and replaced with functionality that uses the Global Address List (GAL) through Microsoft Office Communicator. In Word the functionality will be replaced by the "additional actions" functionality described earlier in this article, but in Excel the functionality will be completely removed. The 2007 Office system will be the last version that supports this functionality.

AutoSummary

AutoSummary is the feature that lists the Title, Subject, Author, Keywords, and Comments. This feature was available from the **Tools** menu. In Word 2010, this feature is no longer used. If you insert an abstract into the document, that is not AutoSummary data and will remain. However, if the document was in a summary view when it is saved, it will not be after you open it.

Microsoft Office Document Imaging (MODI)
MODI provided a common document imaging and scanning solution for Office. It was also the basis of the Fax feature for Office. When MODI was installed, it was the default handler for .tif, .tiff, and .mdi files. In Office 2010, MODI is fully deprecated. This change also affects the setup tree, which no longer shows the MODI Help, OCR, or Indexing Service Filter nodes on the **Tools** menu. The Internet Fax feature in Office 2010 uses the Windows Fax printer driver to generate a fixed file format (TIF). MODI and all its components are deprecated for 64-bit Office 2010.

Research and Reference pane
The **Research and Reference** pane is removed from Windows Internet Explorer 7. Therefore, the shortcut ALT+Click in Microsoft Word 2010 no longer takes users to that pane. The Research and Reference feature brought up a research pane to search all Intranet sites and portals.

Mail Merge by using a Works database
Users cannot perform a mail merge in Microsoft Word 2010 or Microsoft Publisher 2010 by using a Microsoft Works database, because of a change in the object model. This primarily affects users who have configured a recurring mail merge that reads content from a Works database. We recommend that you use Works to export the data and then create a new data source for performing the mail merge operation.

Search Libraries button
The **Search Libraries** button is removed from the **Insert Citations** menu (on the **References** Tab).

WLL (Word Add-in Libraries)
WLL files are deprecated for 32-bit Office 2010 and are not supported in 64-bit Office 2010. A WLL is an add-in for Microsoft Word that you can build with any compiler that supports building DLLs.

Migrations considerations
This section describes changes to consider when you migrate from Office Word 2007 to Word 2010.

Migrating Word files
The default file format has not changed in Microsoft Office 2010. The XML-based file format was introduced in the 2007 Microsoft Office system and continues to be used. For a review of the XML file format, see Overview of the XML file formats in the 2007 Office system (http://go.microsoft.com/fwlink/?LinkId=182085).
When you open a document in Word 2010, it will open in one of three modes:

- Word 2010
- Word 2007 compatibility mode
- Word 97-2003 compatibility mode

To determine which mode the document is in, check the document's title bar. If **(Compatibility Mode)** appears after the file name, the document is in either Word 2007 compatibility mode or Word 97-2003 compatibility mode. You can continue to work in compatibility mode or you can convert your document to the Word 2010 file format.

1. Click the **File** tab.
2. Perform one of the following:
    - To convert the document without saving a copy, click **Info**, and then click **Convert**.
    - To create a new copy of the document in Word 2010 mode, click **Save As**, type a new name for the document in the **File name** box, and then click **Word Document** in the **Save as Type** list.
3. Click **Info**, and then click **Convert**.

Compatibility Checker

The Compatibility Checker lists elements in a document that are not supported or that will behave differently in Word 2007 or in Word 97-2003 format. Some of these features will be permanently changed and will not be converted to Word 2010 elements, even if you later convert the document to Word 2010 format.

Embedded Word 2010 objects
Open XML embedded objects can be converted to enable users on earlier versions of Word to be able to change them.

1. Right-click the embedded object.
2. Point to **Document Object**, and then click **Convert**.
3. In the **Convert** dialog box, click **Convert To**.
4. In the **Object type** list, select **Microsoft Word 97-2003 Document**.

Equations
If you save a document in Word 97-2003 format, equations will be converted to images that you cannot edit. However, if you later convert the document to Word 2010 file format and no changes have been made to the equation images in an earlier version, the equations will become text and you will be able to change them.

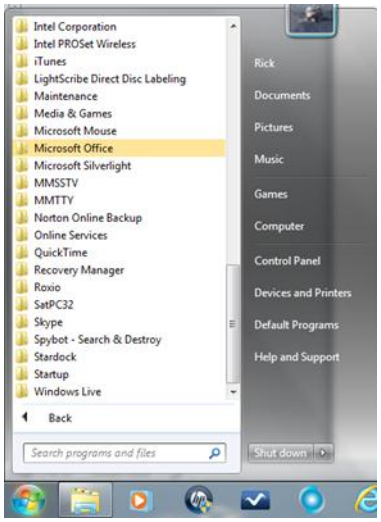
SmartArt graphics
When you save a document that contains a SmartArt graphics in Word 97-2003 format, the graphics will be converted to static images. You will be unable to change text inside a graphic, change its layout, or change its general appearance. If you later convert the document to Word 2010 format and no changes have been made to the images in an earlier version, the graphic will be changed back to a SmartArt object.

Migration considerations from Office 97-2003 to Office 2010
Many of the changes from Office 97-2003 to Office 2010 are no different from Office 97-2003 to the 2007 Office system.
For a list of migration considerations from Office 97-2003 to the 2007 Office system, see Migration considerations for Word 2007 (http://go.microsoft.com/fwlink/?LinkId=182089).
The following changes in Word 2010 might affect migration:

- AutoText is being moved back to Normal.dotm to facilitate autocomplete. For users going from Office Word 2003 to Word 2010, we recommend that you move the document to %AppData%\Word\Startup, and then follow the steps to upgrade a document. Office Word 2007 users will find their autotext automatically moved.
- AutoText gallery is now available in the Quick Parts gallery. Therefore, users no longer have to remember to move their autotext to the Quick Parts gallery.
- Word will automatically migrate building blocks to Word 2010 when you first start the application. This is done by creating a copy of the existing building blocks file and putting it in a new directory, %AppData%\Document Building Block\{||cc}\14, and the striping the building blocks that were provided with Office Word 2007 from the file.
- Similarly to Word 2007, Word 2010 gives you a new Normal.dotm on the first start. Your old normal file will be named normalold.dotm. If you want to restore your setting from Word 2007, right-click the file, and then click **Open**. Once in Word, you should use the **Convert** button in the Backstage view to convert the normal file to Word 2010 format.

VBA settings migration
In Office 2010, Visual Basic for Applications (VBA) 6.0 was updated to VBA 7.0. VBA 7.0 settings were reset to their defaults after migration instead of automatically repopulating. This occurred because the registry settings for VBA are in a different hive in Office 2010, as shown in the following table.

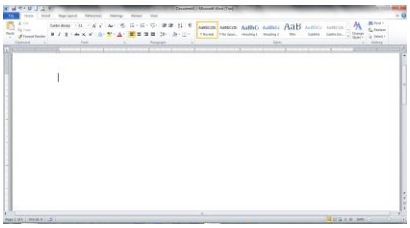
Starting a Word Processing Document



Click on the start menu (round ball in Windows 7) at the left bottom of your screen, click on all programs, click on Microsoft Office, then Microsoft Word 2010. The word processor window will appear.

At any time while you are using Microsoft Word 2010, you can open an existing document. To do that, choose *Open* from the *File* menu while on *any* tab on the ribbon. Next, use the dialog box to locate and open the folder where the existing document is located. From the list of documents, highlight the document you want to open and click on *Open*. You could also simply double click the file name to open your document. You may also open a previously created Microsoft Word document without even opening the program. Just use something like Windows Explorer to view a file created with Microsoft Word, and simply double click the file. The computer will realize the file was created with Microsoft Word, open the program, and then load the file automatically!

The Word Processing Window



When you open a new word processing document, the window contains many elements and tools. The diagram to the right shows a word processing window and it's elements. You will use many of them often.

Typing in the Word Processor

In a new word processing document, the insertion point is a flashing vertical line (I-beam) in the upper left hand corner. This point marks the place within the document where characters can be inserted or erased.

You can change the position of the insertion point within existing text by moving the I-beam to the desired position, and clicking the mouse. You can add or delete text from that point. To correct a mistake, place the cursor (insertion point) to the right of the text and press backspace as many times as necessary to delete the text. To create a new paragraph - press the enter (return) key.

How Not to Type in a Word Processor

Your computer keyboard may remind you of a typewriter (those of you that remember them), but using a word processor is different from working on a typewriter. If you're coming to Microsoft Word from a typewriter, remember the following words of wisdom!

Do not press the *ENTER* key at the end of each line. Instead, press *ENTER* only to start a new paragraph. If you press *ENTER* at the end of each line, Microsoft Word can't adjust the line breaks when you add or delete text. Take advantage of wordwrap. It is one of the many great features you will come to appreciate when using a word processsor.

Do not use the *SPACEBAR* to move the insertion point or to indent or align text. Instead, use the arrow keys or click the mouse to move the insertion point. Use tabs or praragraph formatting to indent or align text. Press the *SPACEBAR* only to insert a space between words. Your computer and Microsoft Word know spaces are not blanks on the page. Spaces are characters just like a letter.

Do not use a lower case "l" for the number "1". **Caps lock** does not mean **Shift lock**!

Useful Commands for Word processing

Highlighting Text

- In order to make changes or corrections to existing text, you must first highlight the text by clicking and dragging the mouse.
- To highlight any text - click and drag the mouse over the text.
- To highlight a word - double click anywhere in the word.
- To highlight a line - click after placing your cursor in the margin at the beginning of any line of text.
- To highlight a paragraph - click three times anywhere in the paragraph.
- To highlight an entire document - choose Select All (*Home tab*) on the ribbon in editing group (CTRL + A).
- To highlight blocks of text - click to place the insertion point in front of the text, hold down *Shift*, and click at the other end of the text you want to select.

Moving the cursor in your document

↑	Moves cursor up one line of text
↓	Moves cursor down one line of text
→	Moves cursor right to the next character
←	Moves cursor left to the next character
Ctrl + ↑	Moves cursor up one paragraph
Ctrl + ↓	Moves cursor down one paragraph
Ctrl + →	Moves cursor right one word
Ctrl + ←	Moves cursor left one word
PgUp	Moves cursor up one screen
PgDn	Moves cursor down one screen
Home	Moves cursor to the beginning of the current line
End	Moves cursor to the end of the current line
Ctrl Home	Moves cursor to the beginning of the document
Ctrl End	Moves the cursor to the end of the document

Word 2010 Keyboard Shortcuts by Specific Category

Word 2010 Formatting Shortcuts

Command	**Shortcut**	**Ribbon Location**
Bold	Ctrl+B	Home tab, Font group
Italic	Ctrl+I	Home tab, Font group
Underline	Ctrl+U	Home tab, Font group
Underline individual words	Ctrl + Shift + W	Home tab, Font group
Center	Ctrl+E	Home tab, Paragraph group
Left Align	Ctrl+L	Home tab, Paragraph group
Right Align	Ctrl+R	Home tab, Paragraph group
Justify	Ctrl+J	Home tab, Paragraph group

Clear Formatting	Ctrl+spacebar	Home tab, Font group
One point step larger	Ctrl + >	
One point step smaller	Ctrl + <	
One standard point larger	Ctrl +]	
One standard point smaller	Ctrl + [	
Superscript text	Ctrl + Shift + =	Home tab, Font group
Subscript text	Ctrl + =	Home tab, Font group
Toggle Caps, lower case, etc.	Shift + F3	Home tab, Font group
Single line spacing	Ctrl + 1	Home tab, Paragraph group
Double line spacing	Ctrl + 2	Home tab, Paragraph group
One and one half spacing	Ctrl + 5	Home tab, Paragraph group
Indent text	Ctrl + M	Home tab, Paragraph group
Copy text format and ruler	Ctrl + Shift + C	
Paste text format and ruler	Ctrl + Shift + V	
Reveal Formatting	Shift + F1	
Cancel	Escape	
Go To	Ctrl + G	
Soft Return	Shift + Enter (used in tables)	
Go Back	Shift + F5	
Mark Block of text	F8	
Repeat Command	F4	
Repeat Find	Shift + F4	

Word 2010 Editing Shortcuts

Command	**Shortcut**	**Ribbon Location**
Undo	Ctrl+Z	Quick Access toolbar
Cut	Ctrl+X	Home tab, Clipboard group
Copy	Ctrl+C	Home tab, Clipboard group
Paste	Ctrl+V	Home tab, Clipboard group
Select All	Ctrl+A	Home tab, Editing group
Find	Ctrl+F	Home tab, Editing group
Replace	Ctrl+H	Home tab, Editing group

Word 2010 File and Document Shortcuts

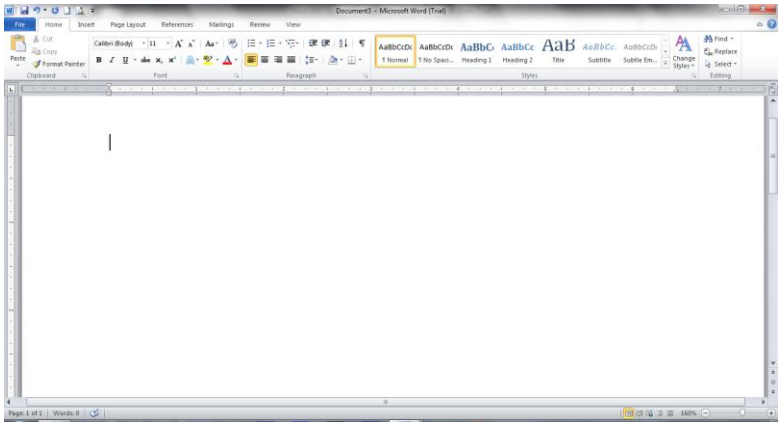
Command	**Shortcut**	**Ribbon Location**
New	Ctrl+N	File tab, New command
Open	Ctrl+O	File tab, Open command
Save	Ctrl+S	File tab, Save command
Print	Ctrl+P	File tab, Print command
Help	F1	Help button at top right of Ribbon
New Page	Ctrl+Enter	Insert tab, Pages group

Word 2010 Ribbon Commands

Word 2003 Command	**Equivalent Word 2010 Command**
File→New	File tab, New
File→Save	File tab, Save

File→Page Setup	Page Layout tab, Page Setup group
Edit→Undo	Quick Access toolbar, Undo
Edit→Find	Home tab, Editing group, Find
Edit→Replace	Home tab, Editing group, Replace
Insert→Picture→Clip Art	Insert tab, Illustrations group, Clip Art
Insert→Picture→From File	Insert tab, Illustrations group, Picture
Insert→Diagram	Insert tab, Illustrations group, SmartArt
Format→Font	Home tab, Font group, dialog box launcher
Format→Paragraph	Home tab, Paragraph group, dialog box launcher
Format→Styles and Formatting	Home tab, Styles group, dialog box launcher
Tools→Spelling and Grammar	Review tab, Proofing group, Spelling & Grammar
Tools→Letters and Mailings	Mailings tab
Tools→Templates and Add-Ins	File tab, Options, Add-Ins tab, select Templates in the Manage drop-down list and click Go
Tools→Options	File tab, Options
Table→Draw Table	Insert tab, Tables group, Table

What Do I See When I Begin a Word Processing Document?



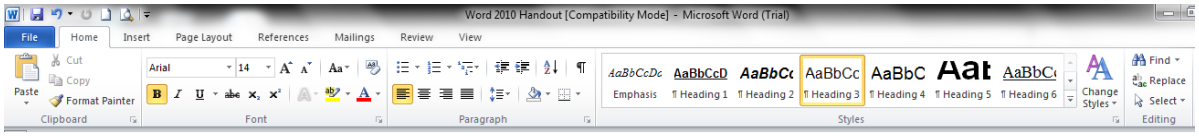
The items you see on the word processing window are labeled on the title page of this handout. More specifics are listed below.

- **Title Bar** – Located at the top of every word processing window, it shows the name of the current file as well as the standard buttons Windows provides on every window such as minimize, restore, and close.
- **Ribbon** – Located below the title bar, this item was added starting with Word 2007. The ribbon contains all the items you will use with Word 2010. Think of it as a new way to display the old menu items. The exact appearance of the ribbon will vary depending on what task you are currently doing. It changes when you click on different tabs on top of the ribbon. Each ribbon has groups of related tasks seperated by a vertical line. Some groups have a very small box with an arrow pointing down and to the right located at the right bottom. When you click this box you launch a dialog box related to the group. Not all groups have this dialog box launcher.
- **File Tab-** The file tab replaces the office button used in version 2007. You launch "*Backstage View*" when you click on the file tab. This feature is described later in this handout.
- **Quick Access Toolbar** – Customized by the user, this toolbar can hold commands you most often use.
- **Ruler** – A vertical and horizontal ruler allow you to view the location of objects on the page. For draw objects you may see their relative size. The ruler is a must to place tabs in your document.
- **Task Pane** – Some commands you choose to use in Word open a "*task pane*". An example is the clipboard. Since you may have multiple items on the clipboard, the task pain allows you to chose what you would like to paste among those listed.

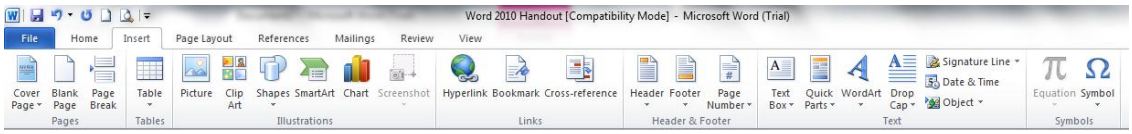
- **Status Bar** – This item allows you to see specifics on the current page in your document. It is helpful to see what page and what *section* you are currently viewing in your document.
- **View Buttons** –The five buttons located at the right bottom of the text window allows you to view the whole document in various formats.
- **Zoom Control** – The + and – buttons allow you to zoom in or out while viewing your document. Zoming in makes it easy to view details while using the draw tools in the illustrations group.

Ribbon Items

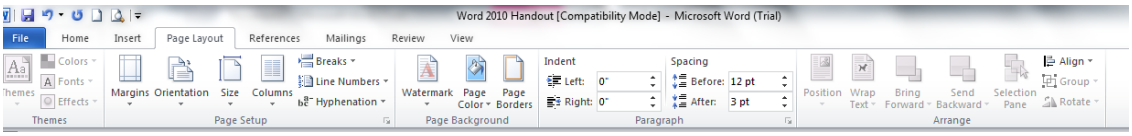
Home Ribbon – This contains commands to create and format your documents. Typical formatting such as using the clipboard, changing the font, style, color, point size of text, highlighting, formatting paragraphs, using the find and replace commands, and selecting shapes in your document.



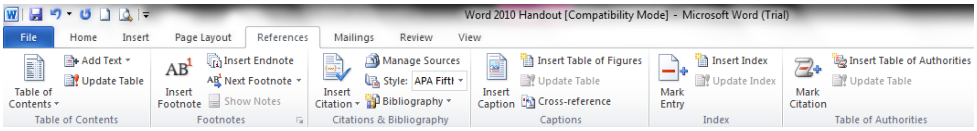
Insert Ribbon – This contains a way to insert new pages, pictures, shapes, tables, special features, headers and footers, specially formatted text, hyperlinks, bookmarks, date and time, symbols, charts, clipart, page breaks and formatting.



Page Layout Ribbon – This contains commands to allow you to modify the current layout of your document. You may change the page margins, orientation, size, and columns, apply themes, spacing, line numbers, watermarks, page borders, move objects relative to each other, and the page color.

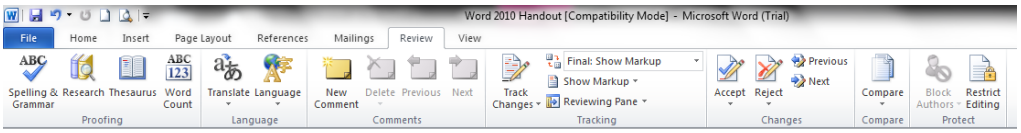


References Ribbon – This contains a way for you to insert footnotes, endnotes, a table of contents, bibliographies, indexes, captions, table of figures, and citations.

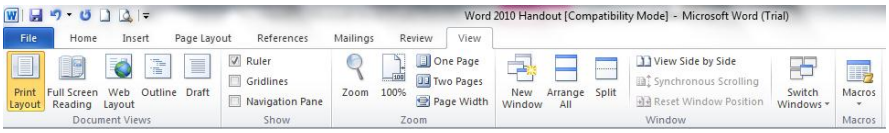


Mailings Ribbon – This ribbon allows you to merge data from a database or a spreadsheet into mailing address labels, e-mails, letters, or envelopes. Makes you work smart not forever!

Review Ribbon – This allows you to proof your document, collaborate with other authors, track changes, complete a spell check and compare words in a thesaurus.

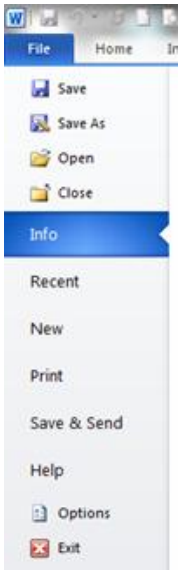


View Ribbon – This command lets you change the view of your document on the computer screen, show or hide certain text, show invisible marks in your document, and zoom in for a detailed look



Unlike Word 2007, version 2010 allows you to create your own groups and tabs on the ribbon.

File Tab



The File tab allows the user to review specific information about the document you are currently viewing. The following sections are in the File tab:

Save – allows the user to save the current file in the same place used last
Save As - allows the user to save the current file in a specific place
Open – allows you to open a file which was saved on your computer's hard drive
Close – allows you to close a currently open file
Info – Provides information about the file you are currently viewing
Recent – shows the files you rcently modified, and provide their location
New – allows you to create a new blank document, or use a template
Print – provides various methods to print your document (including a PDF)
Save & Send – Allows you to send your document as an attachement to an e-mail, a link to your document, attach a PDF file of your document, create an XPS form of your document, or send a fax of your document
Help – All the help you will ever need
Options – Allows you to modify Word to your preferences

The Backstage view from the File Tab

What you see in the backstage view from the file tab depends on if you have a file open in word. A great deal of information is displayed in this mode. Some items displayed using *info* while in the backstage view follows:

- **Compatibility Mode** – If you have a file created with an earlier version of Word, a convert button allows you to convert the older versions of Word to the current version. This makes updating easy. When updating you may lose some formatting in the original document.
- **Permission** – Indicates if the current document is locked or unlocked. You have the ability to set a password for controlling who may view your documents.
- **Prepare for Sharing** – Allows you to check your document for revisions. You may search for specific issues before sharing your document with others.
- **Versions** – If you saved your document multiple times during revisions, you may be able to retrieve older versions.

Quick Access Toolbar

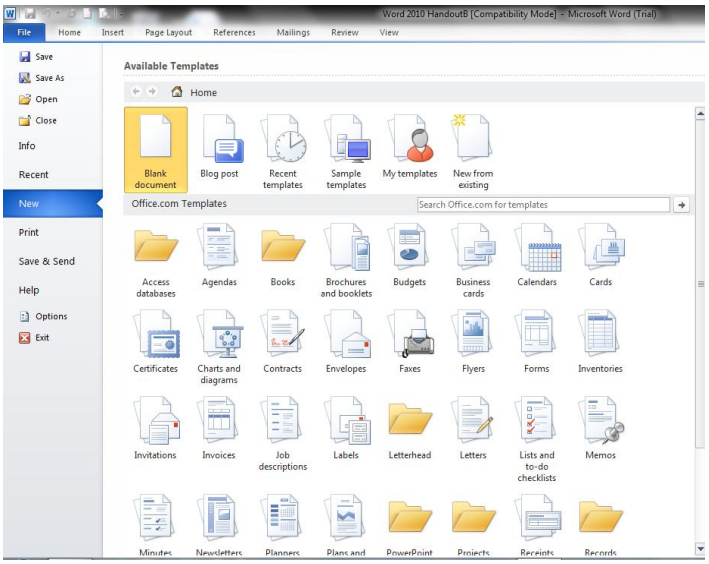
The Quick Access Toolbar provides a place to access the most common commands you will use with Word 2010. You may customize this toolbar to provide quick access to what items you commonly use.

Creating a New Document

A new document may be created by simply launching Microsoft Word, pressing Control + N while viewing a document, clicking new on the Quick Access Toolbar, or choosing file, New, then clicking the blank Document icon. The backstage view includes a command for a new document. Normally, when you create a new document, it looks for a template labeled Normal.dotm. This template creates a new file with 1 inch top, bottom, left, and right margins. The default font is 11 point Calibri. The style is "normal". All of these may be change for a specific new document or be made your default with each new document.

If you choose to create a new document from the new page option from the Quick Access Toolbar, you will see several alternatives to creating a simple blank page. The choices are:

- **Blank Document** – This will create a new document just as if you clicked the new button on the quick access toolbar.
- **Blog Post** – Creates a new post for a blogging website.
- **Recent Templates** – Click this icon to see the recently used templates for your documents.
- **Sample Templates** – Click this icon to view the multitude of templates provided by Microsoft.

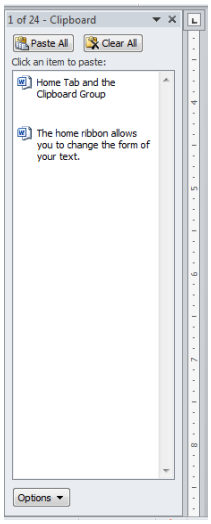


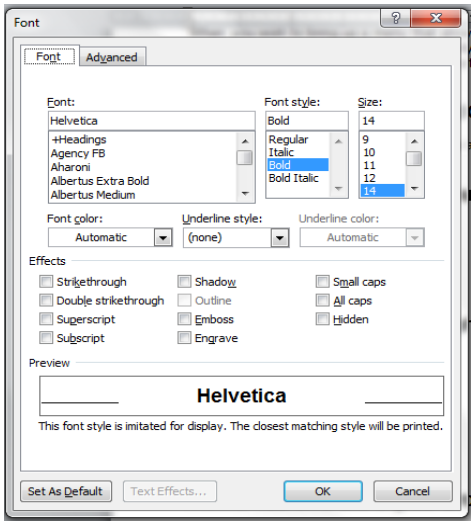
A view of "New" when in the Quick Access Toolbar showing some of the templates available from Microsoft.

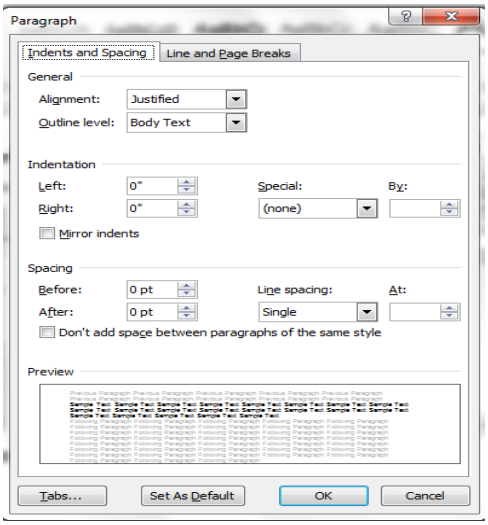
Using the Dialog Launcher with each group on the Ribbon

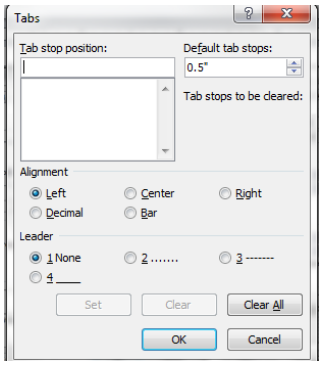
When you wish to bring up a menu that allows you to make many changes to a particular group on the ribbon, you use the Dialog Launcher. If you look carefully at most groups on the ribbon, you will see a small box in the right bottom corner with a small arrow pointing to the right bottom. These boxes allow you to launch a large menu with several tabs. Examples follow:

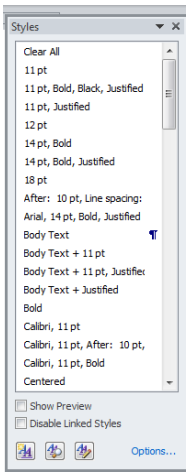
Dialog launchers on the Home Tab

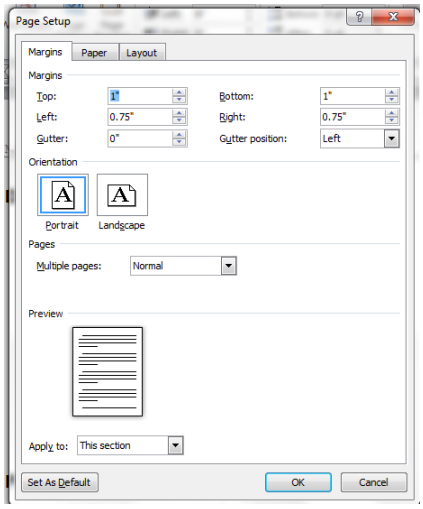




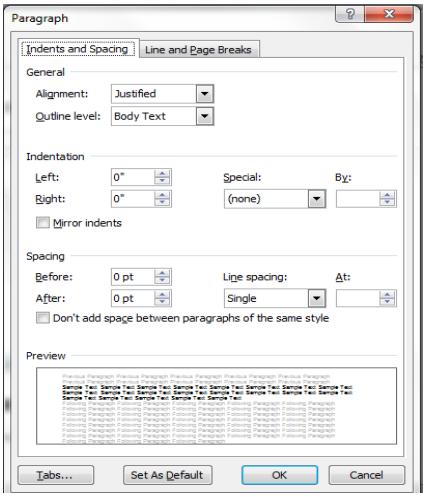




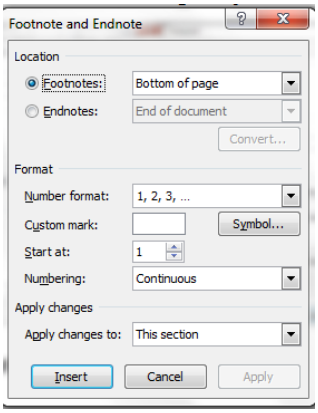




Dialog launchers on the Page Layout Tab



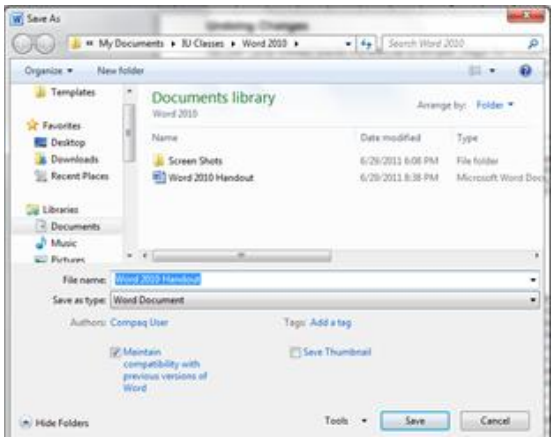
Dialog launchers on the Reference Tab



Undoing Changes

The *Undo Typing* command from the *Quick Access Toolbar* can reverse many changes that you make to a document. If you want to go back to the original version, choose *Redo Typing* from the *Quick Access Toolbar*. *Undo* and *Redo* will reverse several levels of the most recent actions. In addition to using the *Undo* feature, don't forget an easy way to avoid costly mistakes is to ***save*** your working file frequently while creating a new document. Word should save your file automatically every 10 minutes. Don't depend on it!

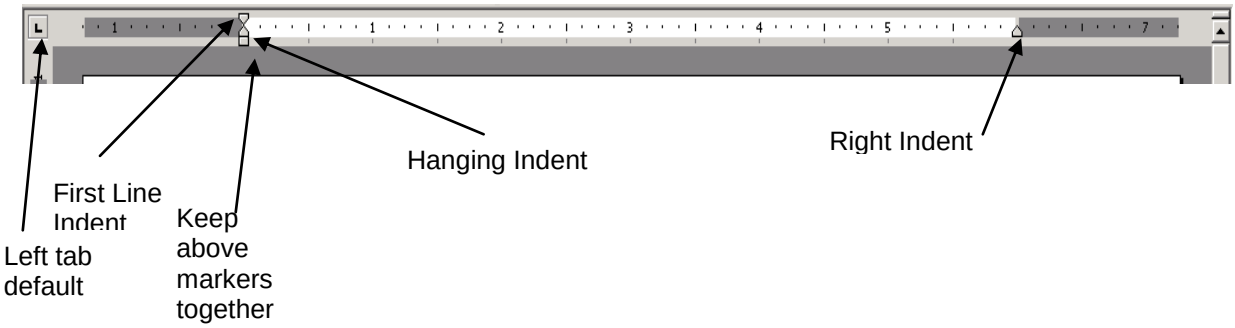
Saving a Document



The first time you save a new document, choose *Save As* from the *File* tab. Give your new document a title. Locate the folder to which you want to save the document and click the *Save* button. You can create a new folder with the new folder icon and save your document in a new folder. You can save subsequent changes to the document by using the *Save* command from the *File* tab. Most rookie users make the mistake of just saving their file with the save command. When you do this, the file will go to the last folder used. Most likely, this will be the Microsoft Word folder! You really do not want to save many files in the Microsoft Word folder. Make a new folder for your files within the "My Document" folder and use it.

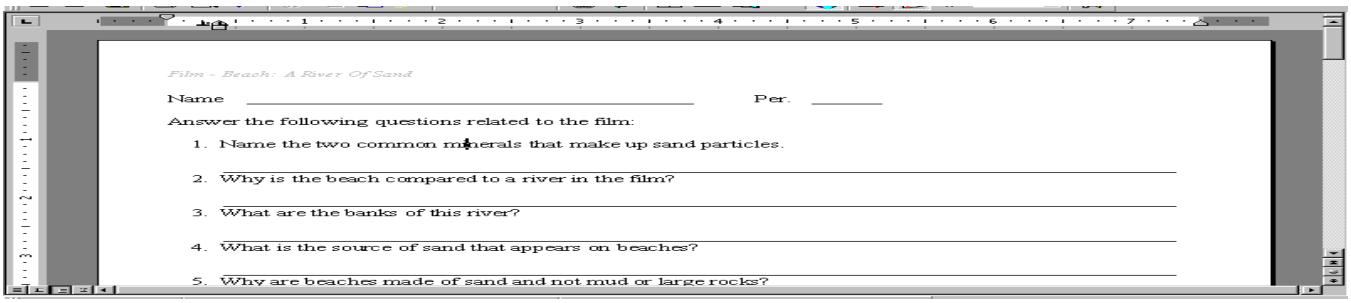
Using the Ruler

The ruler consists of specific tools and a measured ruler. The ruler allows you to set tab positions, determine when text will wrap to the next line, if a paragraph will indent, and the location of text when the current line wraps back to the beginning of the next line. If you do not see the ruler above your page of text, click on the *View* tab, and click the box in front of *Ruler* on the left side of the ribbon.



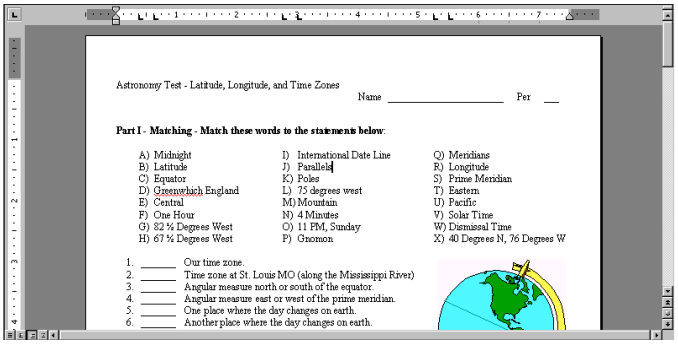
Working with Tabs

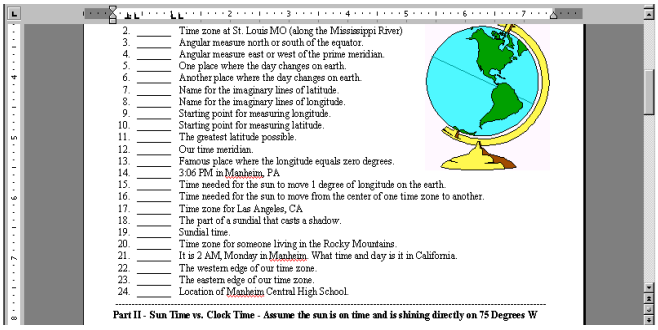
The type of tab (the first line indent, hanging indent, and right indent) will allow you to control how text appears in your document. The example below shows how you can number pages, draw lines, and position text using tabs on the ruler



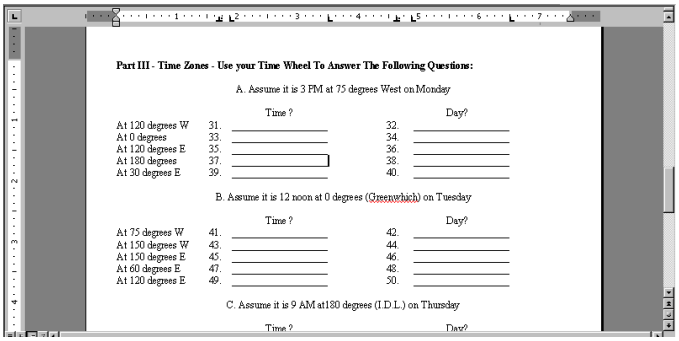
Example Tabs

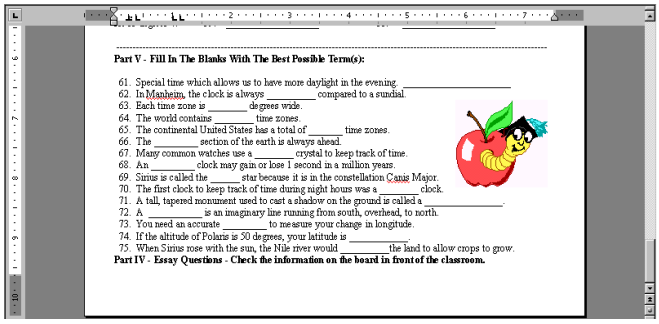
The following screen show example text with various tab settings. This is how teachers create perfect tests, labs, or worksheets.



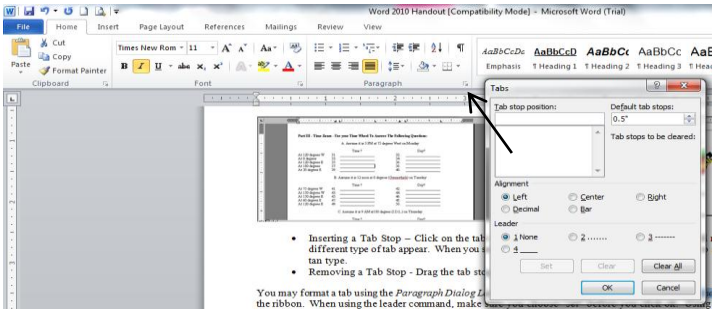


Microsoft Word uses preset tab stops every 0.5". These are not displayed on the ruler. When you insert a custom tab stop, all preset tabs to the left of it are removed.



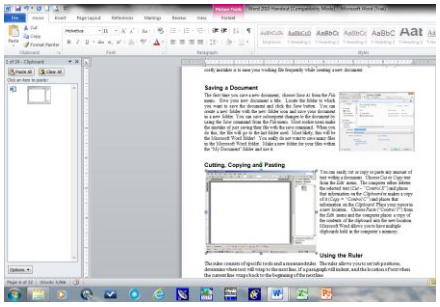


- Inserting a Tab Stop – Click on the tab type on the left side of the ruler. Each click will make a different type of tab appear. When you see the one you want to use, just click on the ruler to set that tab type.
- Removing a Tab Stop - Drag the tab stop off the ruler, then release the mouse button.



You may format a tab using the *Paragraph Dialog Launcher* in the *Paragraph group* located on the *Home tab* of the ribbon. When using the leader command, make sure you choose "*set*" before you click ok. Using the fill command will allow you to add lines to your text such as lines for answers in a test question. When you set a tab on the ruler, you can double click the tab and bring up the tab menu shown in the window. You may set "leader" lines. The program will draw lines of various styles between tab stops.

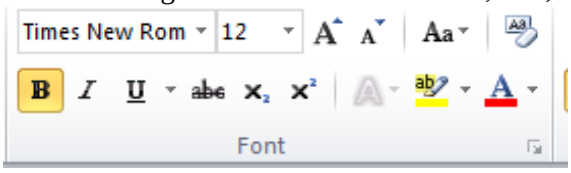
Clipboard - Cutting, Copying and Pasting



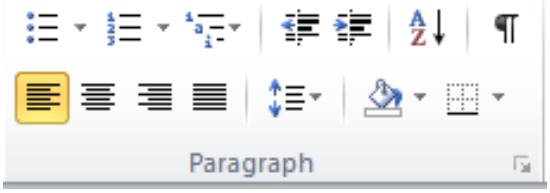
You can easily cut, copy or paste any amount of text within a document. Choose *Cut* or *Copy* text from the Clipboard group on the *Home* tab ribbon. The computer either deletes the selected text (*Cut – "Control X"*) and places that information on the *Clipboard* or makes a copy of it (*Copy = "Control C"*) and places that information on the *Clipboard*. Place your cursor in a new location. Choose *Paste* ("*Control V*") from the *Home* tab and the computer places a copy of the contents of the clipboard into the new location. Microsoft Word allows you to have multiple clipboards held in the computer's memory. The format painter saves a lot of time when you which to repeat a format in one part of your document and wish to repeat in another place in your document. It avoids re-inventing the wheel!

Changing Text Appearance and Size

You can change the text attributes of font, size, style and color as you are typing, or you can highlight existing text and change any of these attributes for the entire selection. The *font group* on the *home ribbon* contains all available fonts; the active font is listed in the window. This group allows you to change the case of your text. The Clear formatting command deletes any formatting and keeps plain text in your document.



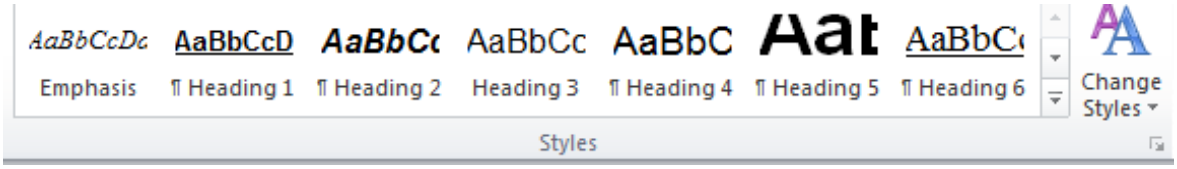
Paragraph - Changing How The Text Appears in a Paragraph



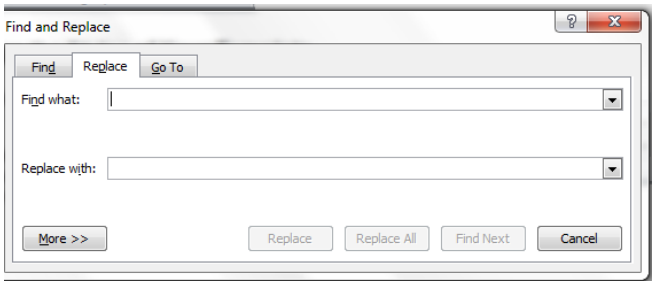
You can change the justification of the lines of text in your paragraphs, color the background of your page of text, set borders around text, sort columns of information similar to a spreadsheet, change in the indentation of outlines, play with auto numbering, bulleting your text, and line spacing in your paragraphs using the *paragraph group* on the *home ribbon.*

Change the Styles of Your Template

Changing styles in your document is as easy as clicking on an icon in the *styles* group in the *home ribbon*. You may create a style for future documents without re-inventing the wheel.



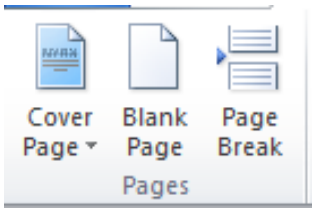
Editing – Usind Find, Replace, and Selecting Items in your document



You may wish to find the locations of a word or phrase, and change that particular item to something else. The *editing group* on the *home ribbon* allows you to complete these operations.

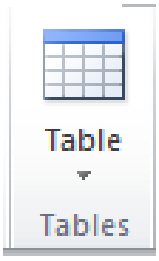
Pages, Creating Cover Pages, Blank Pages, and Creating Page Breaks

Creating a cover page allows you to make your documents more attractive. Using the *pages group* in the *insert ribbon*, you may create cover pages, a blank page, or set page breaks to allow your document to have multiple sections with different formats.



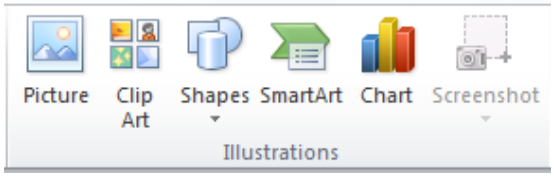
Tables – Making Cool Lists of your Data

Would you like to create data in a special format similar to a spreadsheet? Tables are for you. By using the *tables group* in the *insert ribbon*, you may create columns of information like a whizzard!

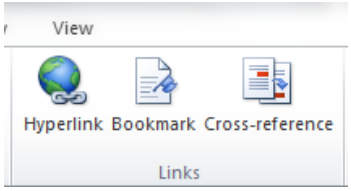


Illustrations – Using The Draw Tools to Enhance Your Document

The draw tools are so complex, a separate handout shows how to use them. The *illustrations group* is found on the *insert ribbon*.

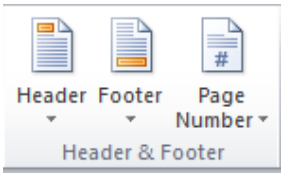


Links – Creating Your Own Web Pages, Bookmarks, and Cross-reference



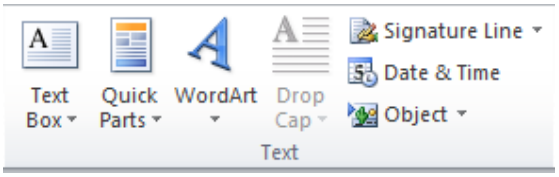
Linking within your document can provide many options to using your text. Hyperlinks allow you to creat your own web pages with word. Bookmarks allow you to find special information quickly. Cross-reference allows you to merge the same text entries with other index entrires. The *links group* is found on the *insert ribbon*.

Headers, Footers and Page Numbering



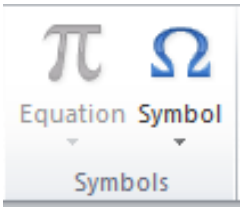
You may want to repeat text at the top and/or bottom of each page. Headers and footers are just the ticket. Want to have Word number your pages for you? Use page numbering. The *headers and footers group* is located on the *insert ribbon*.

Text to Enhance Your Style



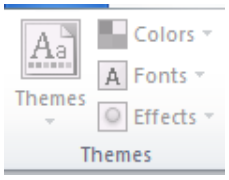
You may use fancy text options in addition to the standard text Word produces. Adding floating text boxes, WordArt, and Drop Caps adds pizaas to your document. A signature line, inserting date and time which may update when you open a document and various objects will enhance your work. The *text group* is found on the *insert ribbon*.

Adding Equations and Symbols to Your Document



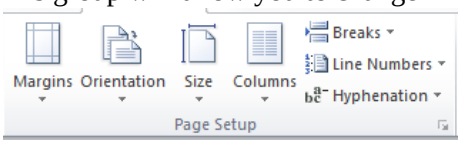
More than math teachers need to include special symbols in their documents. Word allows you the opportunity to add many special characters as well as mathematical formulas to your document. These may be accessed via the *symbols group* on the *insert ribbon*.

Themes to Spice Up Your Document



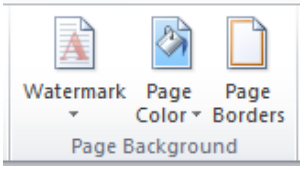
This may be accessed via the *themes group* on the *page layout ribbon*. Themes allow you to take a style and refine it to your liking. The font and color controls are used to modify a Style. Text, tables, charts, and Smart Art will be effected by themes.

Page Set Up



This may be accessed via the *page setup group* on the *page layout ribbon*. This group will allow you to change the document margins, page orientation, the size of a page, the number of columns, breaks in your documents to create mutliple sections, line numbering, and the type of hyphenation you desire.

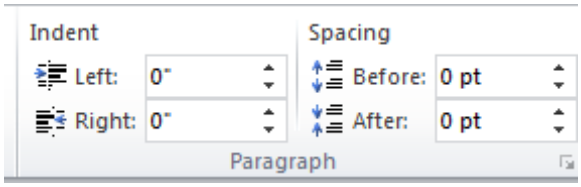
Page Background



This may be accessed via the *page background group* on the *page layout ribbon*. Watermarks, background page color, and page borders may be changes with this group.

Paragraph

This may be accessed via the *paragraph group* on the *page layout ribbon*. Indentation as well as spacing before or after paragraphs may be changed with this group.



Arrange

This may be accessed via the *arrange group* on the *page layout ribbon*. All items on each page of your document are three dimensional. This group allows you to move objects backward or forward on your page. You may also determine how to allow text to flow around objects on the page. Objects may be aligned, grouped, or rotated with this group.

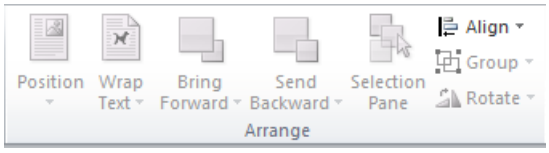
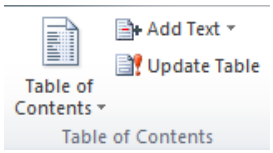


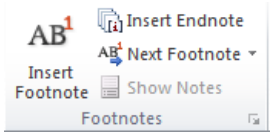
Table of Contents

This may be accessed via the *table of contents group* on the *reference ribbon*. A table of content is a nice addition to a document. This allows the reader to easily find a topic in your text by page number.



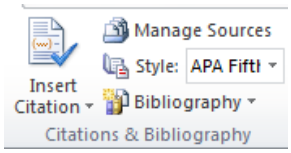
Footnotes

This may be accessed via the *footnotes group* on the *reference ribbon*. Footnotes or endnotes are a breeze using this group of commands.



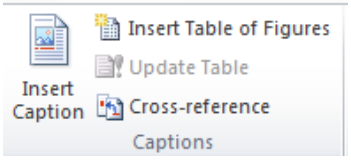
Citations and Bibliography

This may be accessed via the *citations and bibliography group* on the *reference ribbon*. Adding citations could not be easier with this group. When you insert all your citations, a bibliography of all references in you document is simple to create.



Captions

This may be accessed via the *captions group* on the *reference ribbon*. A caption may be a figure, a table, or an equation. This group allows you to create a table of figures. Cross referencing is easy with thi powerful group.



Index

This may be accessed via the *index group* on the *reference ribbon*. An index may be thought of as a bookmark in your document.

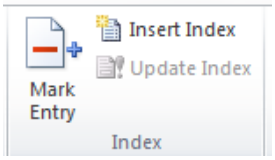
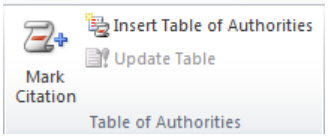


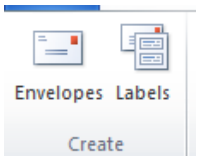
Table of Authority

This may be accessed via the *table of authority group* on the *reference ribbon*. A table of authority is used in many legal document. These are similar to citations regarding legal case judgements.



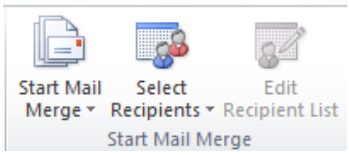
Creating Envelopes or Labels

This may be accessed via the *create group* on the *mailing ribbon*. If you wish to create addressed envelopes or labels without using a merge database, this group is for you.



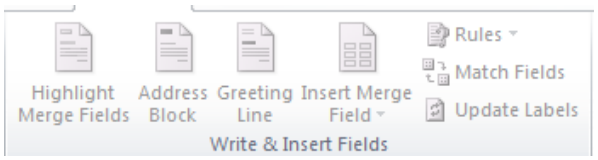
Start Mail Merge

This may be accessed via the *start mail merge group* on the *mailing ribbon*. Mail merge may be used to print envelopes, labels, e-mails, or letters using a database. The database may be from a program, spreadsheet or table created prior to the merge.



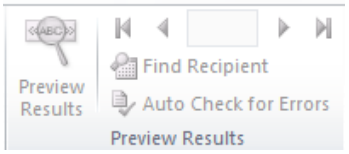
Write & Insert Fields

This may be accessed via the write and *insert fields group* on the *mailing ribbon*. Inserting fields allows you to pick the fields you wish to use in your merge from the database.



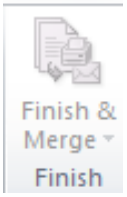
Preview Results

This may be accessed via the *preview results group* on the *mailing ribbon*. Preview allows you to see your merge before you print.



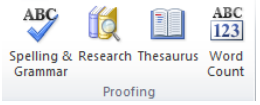
Finish

This may be accessed via the *finish group* on the *mailing ribbon*. This command in the group allows you to print your entire merged product.



Proofing

This may be accessed via the *proofing group* on the *review ribbon*. This group allows you to check the spelling and grammar of your document as well as using the thesaurus. Word count will give you statistics of your documents. Research will allow you to find information about a particular topic on the internet via Word.

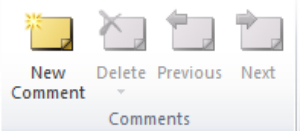


Language

This may be accessed via the *lanuage group* on the *review ribbon*. Translate will allow you to translate your document from one language to another via an online service.

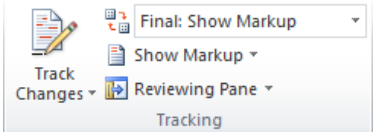
Comments

This may be accessed via the *comments group* on the *review ribbon*. When working with a team to produce a document, comments are a method of communication among the collaborators. The comments do not disturb the format of the original document.



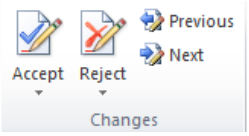
Tracking

This may be accessed via the *tracking group* on the *review ribbon*. A little more drastic than comments, various authors can add, delete, or change text



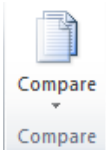
to a collaborative document. Each author's changes will be in a different color.

Changes



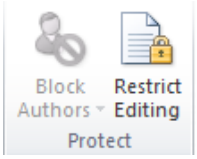
This may be accessed via the *changes group* on the *review ribbon*. When changes are made to a document shared among different authors, changes may be accepted or rejected by the group.

Compare



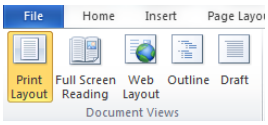
This may be accessed via the *compare group* on the *review ribbon*. If you have two different copies of a document, you may use this command to show differences between the documents. This may be used if the reviewing feature was not a possibility.

Protect



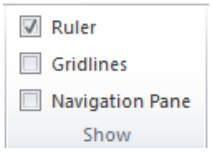
This may be accessed via the *protect group* on the *in review ribbon*. This command allows you to determine who is the author and who may edit the document.

Document Views



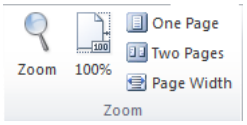
This may be accessed via the *document views group* on the *view ribbon*. Shows how your document appears in various formats.

Show



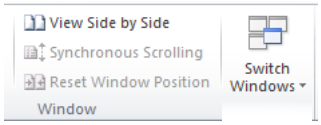
This may be accessed via the *show group* on the *view ribbon*. This command allows you to add more information to the document pane as your create a new document in Word.

Zoom



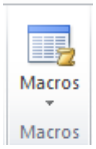
This may be accessed via the *zoom group* on the *view ribbon*. Want to view on page of your document or more?

Window



This may be accessed via the *window group* on the *view ribbon*. View two parts of your document that are on different pages.

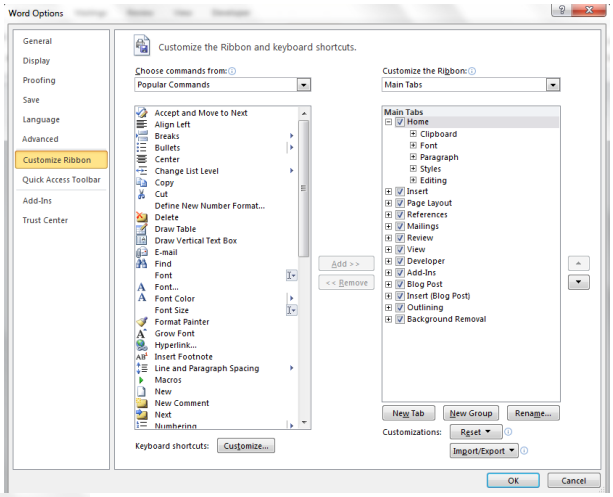
Macros

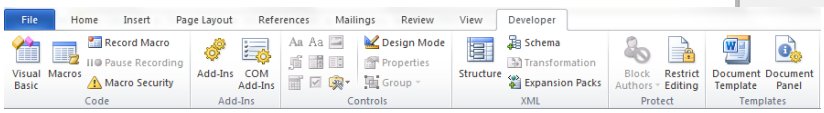


This may be accessed via the *macros group* on the *view ribbon*. Macros are multiple commands that may be envoked by one key stroke or mouse click. Very convenient to use for frequently used tasks in your documents.

The Poweful Developer Ribbon You Normally Do Not See in Word

The Developer ribbon is used by experienced Word users. It contains very powerful commands. This ribbon also allows you to create complicated macros by actually programming in Visual Basic.

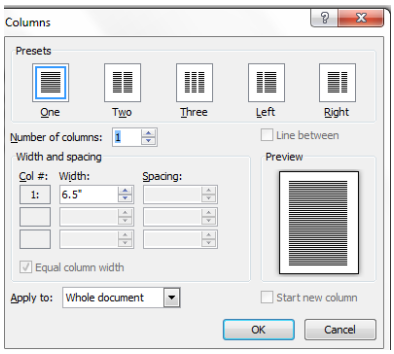




How Do I Create Columns In A Document?

If you wish to make your entire document have multiple columns:

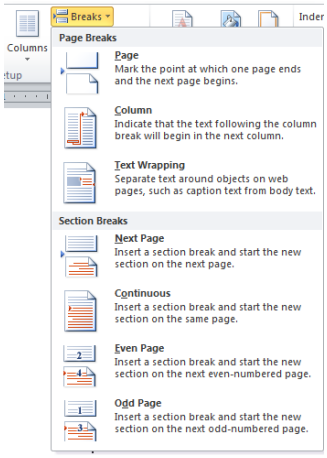
1. Highlight all the text and choose *Columns* from the *Page Setup group* on the *Page Layout ribbon*.
2. Decide the *number of columns* you prefer and click on the correct button.
3. If you wish to *customize* your columns, choose *more columns from the dialog box*.
4. The dialog box gives you the opportunity to have multiple columns, choose if they are *identical* or *vary* in *width* and decide how much *space* you want *between columns*.
5. Finally, you can choose to have word draw a vertical line between your columns.



How Do I Create Columns in Only a Section of Text?

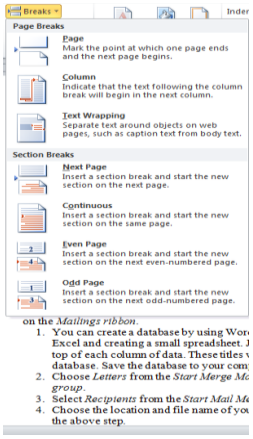
You need to create sections in your document. Sections are like chapters in a book. Each section may have completely different formatting than other sections.

1. Place the insertion bar before the text you wish to format.
2. From the *Page Setup group*, in the *Page Layout ribbon*, *choose Breaks*.
3. If your text is on the same page as previous text, choose *continuous* from the *breaks menu items*.
4. This will set a *new section break* where you wish to change the format of the page.
5. If you wish to have the *balance* of the text from that point to the end of the document be the same format, *highlight the text* and choose what type of column you wish.
6. If you only want some text in columns and text beyond some point to be one



column, set another continuous break after the section you wish to change to multiple columns. At this point, you will have three sections in your document. Section 1 – no columns, section 2 – columns, section 3 – no columns.

A Sample File With Sections

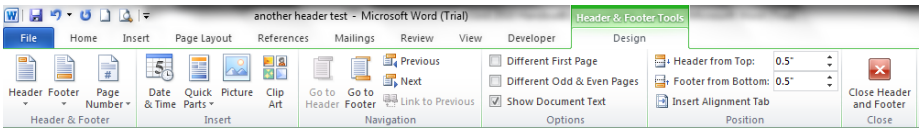


1. Open the sample file "*Dracula*." View each page of the file and examine the format.
2. Place your cursor at the end of the second to last paragraph on the first page.
3. Choose the *Page Layout Ribbon*. Next from the *Page Setup group*, choose *Breaks*.
4. From the dialog box, choose *continuous (under section breaks)*.
5. Click the insertion point after the second to last paragraph on page 3.
6. Choose the *Page Layout Ribbon*. Next from the *Page Setup group*, choose *Breaks*.
7. From the dialog box, choose *continuous*.
8. We created a document with 3 sections. Each section can have its own format.
9. Make sure your cursor is within the text at the beginning of page 3.
10. From the page layout ribbon, under the page setup group, click the column icon and choose two.
11. Look at your entire document. Section 2 is formatted with 2 columns. Sections 1 and 3 have one column.

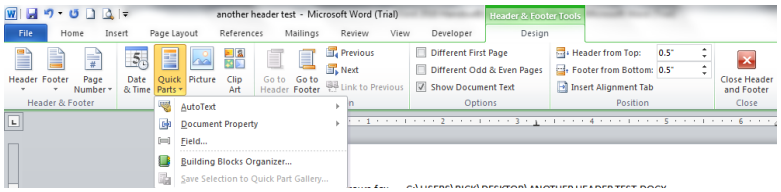
How Do I Set Headers and Footers?

You can use headers and footers to add any information which you want printed on every page of your document. A *header* is a page element that repeats at the top of every printed page in a document. A *footer* repeats at the bottom of every page. You can include text, pictures, the current date and time, and the page number in headers and footers. Microsoft Word automatically numbers the pages when you print a multiple page document. Another great feature of Word is allowing you to choose to insert items from the *Quick Parts* button. This feature allows you to add the title of the document, the complete pathname of the document, the author if the document, or several combinations of the above information.

1. To add a header to a document, choose *header* from the *Headers & Footer group* on the *insert ribbon*.
2. You may place any text you type in the header. Don't forget you can use tabs to format part of your header.
3. While your insertion point is in the *header*, notice the ribbon changed.



4. The header and footer tools under the *design* ribbon appear.
5. If you click on *Quick Parts* in the *Insert group*, you have additional choices to add to your header.



6. If you click *field*, specialized items related to your document may be added automatically.

7. *Footers* are *implemented* the same as *Headers*.

How Do I Create Different Headers and Footers on Different Sections/Odd or Even Pages?

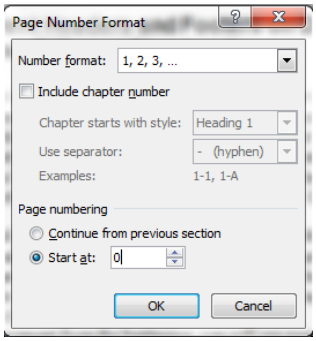
When you create large documents, the ability to vary headers and footers on different parts of the document is a great advantage. Word allows the user to format a document to look like a bound book. You may have individual chapters, with page numbering on the outside of each page, chapter page numbering beginning with page 1, etc.

Sample Document with the Works!

1. Open the file "*Frankenstein*." The document is full justified and your cursor should be at the beginning of the document.
2. You are going to add a title page. Click on the *insert ribbon*, *pages group*, on the left side *choose cover page*, then *pinstripes*.
3. Fill in your title, subtitle, name, and date. Change the color, and size of the font.
4. You will now apply a format to all the pages in the document. Our goal is to have different headers and footers on odd and even pages.
5. Double click in the *header* area on the *first* page of text. This is an easy way to modify these regions via the design ribbon. Make sure different first page and different odd and even are both checked.
6. Your cursor should be at the left margin in the header.
7. Type Frankenstein – Chapter 1 at the left margin.
8. Reduce the point value of the font to 9 and use the border tool to place a border below the header text.
9. Click in the *footer region* of the page and place your cursor on the left margin of the footer. Choose the page number tool. Scroll down and choose *current position*. Choose X of Y in Bold type. This should place the page number in the left margin of the footer.
10. Change the font point size to 9. Using the Border tool in the home ribbon, under the paragraph group, place a border above your page number.
11. Return to the first page of text and double click in the header region. In the *page layout ribbon*, in the *page setup group* choose the *dialog box launcher*. When the dialog box comes up, *choose* the *third tab* called *layout*.
12. Under the headers and footers, *just have different odd and even checked*. Look at the bottom of this dialog box. Where it says, apply to; make sure it says to *whole document*. Click OK.
13. When you view all odd pages, you will see Frankenstein Chapter 1 and the page numbers are all *left justified*. The even pages do not have anything in the header or footer.
14. Scroll to the first even page and double click in the header area. Notice the ruler has a center tab set in the center of the page and there is a right tab set on the right margin of the page. Press the tab key twice to move your cursor to the right margin of the header. Type "Frankenstein – Chapter 1." Change font size to 9.
15. Set a *border below* the *chapter name*.
16. Double click in the footer and follow the above until you have the cursor at the right margin of the footer. From the page number menu, choose *current position*. Next, choose *X of Y* in *Bold* type. This should place the page number in the right margin of the footer.
17. *Change* the font *point size* to *9*. Using the *border* tool in the *home ribbon*, under the paragraph group, place a border *above* your page number.
18. When you view your document, all *odd page numbers* should show the header (chapter name) on the *left* margin of the header and all the page numbers on the *left margin* of the *footer*. All *even* page numbers should show the *header and footer* information at the *right margin*.
19. Currently all the pages in the document are chapter 1. If you printed the pages back to back, as in a book, everything would look good.

How Do I Create Different Headers and Footers on Different Sections/Odd or Even Pages and Have Different Chapters?

1. Continuing with our current document, we want to have different *chapter* numbers.
2. Before we can have different chapters in a document, we need to create different *sections*. Each section can have its own unique formatting. In our example document, *each chapter* will consist of *four pages* of text. The entire document currently has just one section. We will keep section 1 for the first 4 pages of text.
3. We want to create a *section break* before page *5* of your document, before page *9*, and before page *13*. That means pages 1-4 will be section 1, pages 5-8 will be section 2, pages 9-13 will be section 3, and pages 14-16 will be section 4.
4. Place your cursor at the *end of text on page 4*. Go to the *page layout ribbon*. In the *page setup group,* choose breaks. Pull the breaks menu down to view choices. The first part of this menu allows you to create page breaks. The *second part* of the menu allows you to *create section breaks*. You want section breaks.
5. In the second portion of this menu, choose under section breaks, next page. This means starting on page 5, there will be a new section (section 2) of the document.
6. If you scroll through the document from the beginning, you will see page 1 of 17, etc., until we get to the fifth page which says page 0 of 17. That's because the physical page five has started to renumber the page and does not continue numbering from the previous page. We will fix that.
7. Continue to set more break – next page in the document at the bottom of pages 8 and 12. Your document will have a 4 sections. Each section contains 4 pages.
8. Let's fix the pages numbering in the individual sections.
9. Place you cursor in the ***first page*** of the ***text*** in ***section 2***. From the insert ribbon, in the header & footer group, pull the menu down from page number. Looking at the fifth item down, choose format page numbers. The dialog (to the right of this text) shows the options for page numbering. Continue from previous section is not selected but start at is selected. The number is 0. That is why each section begins with page 0. We could change this to 1 if we like.

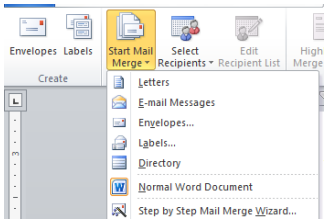


10. Click in the box in front of *continue* from *previous section*. This causes the pages to continue numerically to the last page in this section of the document.
11. You need to *continue* to do this for *each remaining section* in your document.
12. If you would like each chapter to have a different style of a font, you can make those choices from the page number format dialogue box.
13. The page numbering should look correct for the entire document.
14. The next step allows us to have *different chapter numbers* in *different sections*.
15. Go to the *first text page* in the document.
16. *Double click* in the *header* of the first page. Scroll down and view the headers of the pages. Starting in the second section, each header on the right side of the page says *continue from previous*. If we allow that to happen, you could not have different chapter numbers in the header for different sections. If you change the header in section 2 to reflect it is chapter 2, that change would make every header say chapter 2.
17. Double click in the header of the first page in section 2. If the header line says "continue from previous page", look at the header and footer ribbon. Check out the navigation group. The "link to previous" button is pushed in and looks orange. Click on the button to release it.
18. Do the above step for each header for the balance of the document.
19. Double click in the header on the first page of section 2. Change the chapter number to 2. *Continue to do this for each page in each section*.

How Do I Make My Document Print Like A Book With Binding?

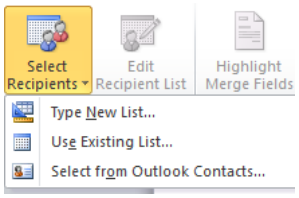
1. Using the document from the previous example, you can create a book by printing the document pages back to back with a few tricks.
2. While previewing your document, use the *zoom control* on the right bottom of the window and reduce the *view to 70%*. You should see *two of the document pages side by side*.
3. Scroll down through the document and observe how the headers and footers vary. Imagine the document pages printed back to back. The pages on the left (if they were printed back to back) have the header and footer on the left side (outside) of the page and the pages on the right have their header and footer printed on the right (outside) of the page, just like a book.
4. One problem with binding is the binding itself. If you staple the pages together, the staples take up space and some text would be hidden from view.
5. Here is a way to avoid that problem. Go to the *page layout ribbon*, and *choose margins in the page setup group*. Notice that all the margins are listed as *top, bottom, left and right*. In the same ribbon and group, click on the dialog box launcher and choose margins on the top tabs. Once again, the margins are listed as top, bottom, left and right.
6. In the page setup dialog box, a section is labeled multiple pages. By default, this section says normal. Change it to mirror margins. Now the labels for the margins change. We must *add white space to one margin (the one with the binding), and take an equal amount away from the opposite margin*. With the binding, each side of the page will be the same amount of white space. Check the pages viewing at 70% now. You can see how this "book" will print and what the final product will look like.

How Do I Create A Mail Merged Letter?



To create a mail merge you need to create a database of your merge data and start with the *Start Mail Merge group* on the *Mailings ribbon*.

1. You can create a database by using Word and creating a table or using Excel and creating a small spreadsheet. Just remember to use titles at the top of each column of data. These titles will be the *field names* of your database. Save the database to your computer hard drive.
2. Choose *Letters* from the *Start Merge Mail menu* on the start *Mail Merge group*.
3. Select *Recipients* from the *Start Mail Merge group*.
4. Choose the location and file name of your saved database via the dialog box that appears after completing the above step.

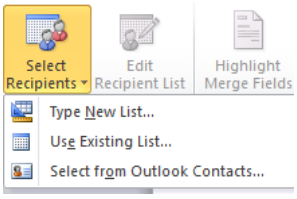


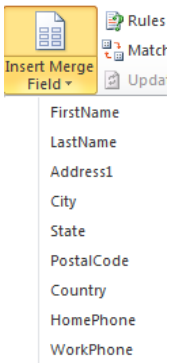
5. Begin typing your letter as usual. When you come to a point where you wish to merge some information from you database, choose *Insert Merge Fields* from the *Write & Insert Fields ribbon*.
6. Inserting these fields will grab the data from your database and "fill in the blanks" with the data in your letter.
7. When you finish inserting your fields, click on *Preview Results* in the *Preview Results* group on the *Mailings ribbon*.
8. When satisfied, you may print individual letters as you view the samples on the screen or click on *Finish & Merge* in the *Finish group* on the *Mailings ribbon*. All of your letters will print.

A Sample Letter Merge

1. Open the file "*merge letter*" from the sample files for this class.

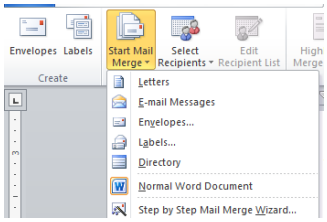
2. Open the file "*My database*" from the sample files for this class.
3. While viewing the "*My database*," notice the file is a table created with Word.
4. Each column has a heading that reflect the name of each field in the database.
5. The information on each row beneath the headings is called a record.
6. Each individual's information is a unique record.
7. This is the database we will use to merge with the sample letter, "*merge letter*".
8. View the file "*merge letter*."
9. Notice there are places where words appear to be <<*within*>> double greater than or less than symbols. These words are the fields that will merge in the letter.
10. Close the file "*My database*". It is saved to the computer hard drive. It cannot be open in word when you wish to merge it to your letter.
11. View the file "*merge letter*." While the file is visible, choose the *mailings ribbon*.
12. On the mailings *ribbon*, choose *Select Recipients*.
13. Choose *Use Existing List*. You already have a list (database) saved on your hard drive. A dialog box will allow you to locate this file.
14. Notice more items on the ribbon just "*turned on*" because those commands are now available.
15. Since merge fields are already in the letter, we will skip that now and choose *Preview Results*.
16. You can use the arrow keys to step through each letter to see how they look.
17. At this point click *Finish & Merge* to print all your letters. (no printer at IU)
18. If we did not already have fields in the sample letter, you would use *Insert Merge Fields* where you wish information from the database in your letter.





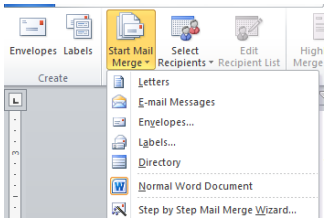
How Do I Create A Mail Merged Envelope?

1. We will use the sample database for an envelope merge called Labels Merge. It is actually a spreadsheet.
2. Open the file "Labels Merge" from the sample files for this class.
3. While viewing the "Labels Merge" spreadsheet, notice each column has a heading that reflects the name of each field in the database.
4. The information on each row beneath the headings is called a record.
5. Each individual's information is a unique record.
6. You will use this database to merge with envelopes.
7. Close the spreadsheet. You do not want it open in Excel when you try an envelope merge.
8. On the mailings *ribbon*, in the start mail merge group, choose *start mail merge*.
9. The dialog box will open and allow you to choose *envelopes*.
10. Choose envelope size #10 which is a standard size business envelope.
11. You may *wish to type your return address at the left top of the envelope* now.
12. On the mailings *ribbon*, in the start mail merge group, choose *Select Recipients*.
13. Choose *Use Existing List*. You already have a list (database) saved on your hard drive. A dialog box will allow you to locate this file. Locate and select the file "Labels Merge".
14. Notice more items on the ribbon just "*turned on*" because those commands are now available.
15. From the Write & Insert Fields group on the Mailings, choose Insert Merge Fields.
16. Insert the parts of the address section in the place on the envelope where they belong.
17. Choose *Preview Results*. You may view individual envelopes in your merge.
18. You can use the arrow keys on the ribbon to step through each letter to see how they look.
19. Normally (No printer at IU) you would click *Finish & Merge* to print all your envelopes.

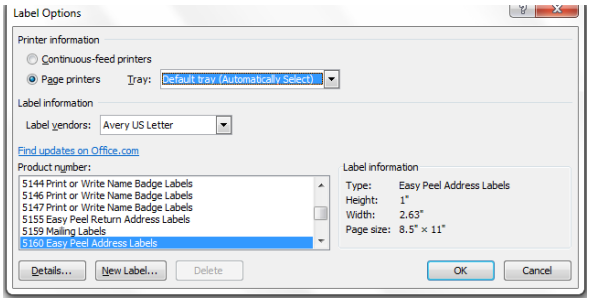


How Do I Create A Mail Merged Label?

1. We will use the sample database for a label merge called "Labels Merge". It is actually a spreadsheet.
2. Open the file "Labels Merge" from the sample files for this class.
3. While viewing the "Labels Merge" spreadsheet, notice each column has a heading that reflects the name of each field in the database.
4. The information on each row beneath the headings is called a record.
5. Each individual's information is a unique record.
6. You will use this database to merge with labels.
7. Close the spreadsheet. You do not want it open in Excel when you try a label merge.



8. On the mailings *ribbon*, in the start mail merge group, choose *start mail merge*.
9. The dialog box will open and allow you to choose *labels*.
10. Choose *Avery US Letter* from the label vendors pull down menu. From the product menu box, *choose 5160 easy peel address labels*. Notice the size of the label has a height of 1" and a width of 2.63".
11. Choose the correct item from the pull down menu beside "Tray."



12. On the *mailings ribbon*, in the *start mail merge group*, choose *Select Recipients*.
13. Choose *Use Existing List*. You already have a list (Spredsheet) saved on your hard drive. A dialog box will allow you to locate this file. Locate and select the file "Labels Merge."
14. Notice more items on the ribbon just "turned on" because those commands are now available.
15. From the Write & Insert Fields group on the Mailings, choose *Insert Merge Fields*.
16. Insert the parts of the address section in the place on the label where they belong.
17. Choose *Preview Results*. Notice you only see one label on the sheet. This is normal.
18. From the *Write & Insert Fields group on the Mailings ribbon*, choose *Update Labels*. Noticed the balanced of the labels appear.
19. Normally (No printer at IU) you would click *Finish & Merge* to print all your labels.

Creating Macros

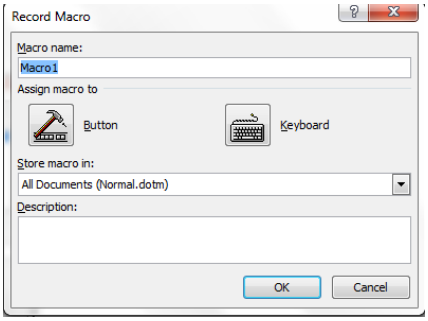
If you perform a task repeatedly in Word, you can automate the task using a macro. A macro is a series of Word commands and instructions that you group together as a single command to accomplish a task automatically. Instead of manually performing a series of time-consuming, repetitive actions in Word, you can create and run a single macro in effect, a custom command that accomplishes the task for you.
Here are some typical uses for macros:

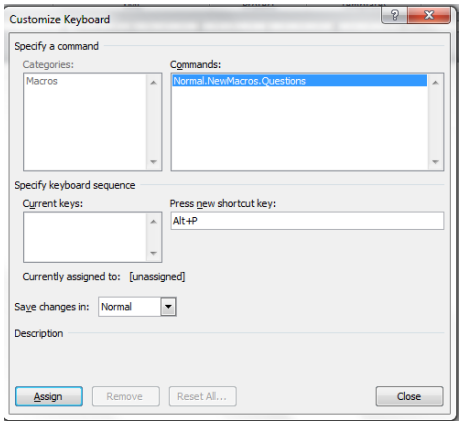
- To speed up routine editing and formatting
- To combine multiple commands
- To make an option in a dialog box more accessible
- To automate a complex series of tasks

Word offers two ways for you to create a macro: the macro recorder and Visual Basic Editor. The macro recorder can help you get started creating macros. Word records a macro as a series of Word commands in Visual Basic for Applications programming language. You can open a recorded macro in Visual Basic Editor to modify the instructions. You can also use Visual Basic Editor to create very flexible, powerful macros that include Visual Basic instructions that you cannot record.

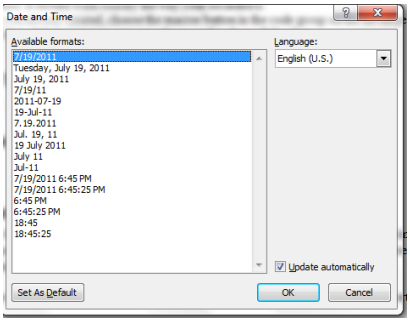
After you've assigned a macro to a toolbar, a menu, or shortcut keys, running the macro is as simple as clicking the toolbar button or menu item or pressing the shortcut keys.

1. If your *have not added* the *Developer Ribbon* to the standard list, do it now.
2. You may add the *developer ribbon* to your computer by *choosing customize ribbon from the file tab*. The right side of this window allows you to customize the ribbon. You simply *click in the box in front of the developer ribbon* and add it to your operating ribbons.
3. From the *code group* in the *developer ribbon*, choose ***record macro***.
4. When you choose this button, a dialog box appears.
5. You may type a *name for macro* to describe its purpose.
6. You are going to *create a keyboard shortcut* with the macro. This course will not go into creating a button on a menu.
7. If you care to add a *description in the box* on the menu, feel free to do so. This step is optional.
8. Click on the ***Keyboard button***.
9. The ***Customize Keyboard*** dialog box appears.. This is where you determine what *combination of keys* will *envoke* the *macro*. If you choose something Word already has assigned as a macro, the dialog box will tell you what that macros does.
10. You may use a combination of the keyboard key, the *control* key, the *function* key, and/or the *alternative* key. *Any combination* may be used to *create* a keyboard *shortcut* for your macro.
11. After you create an unused key combo, click ***assign*** on the left bottom of the dialog box. Then click ***close***.
12. At this point, the *insertion point* will turn into a *cassette* similar to an old cassette tape recorder icon.
13. *Everything* you *type* or click will be *recorded* in this mode. You may add as much or as little as you like while recording your macro.
14. When your macro is complete, click *stop* macro in the code group in the developer ribbon.
15. To make sure your macro actually works, create a blank document and press the combination of keys used to record yor macro. It should work exactly the way your recorded it.
16. To view macros you already created, choose the macros button in the code group on the developer ribbon.
17. Any time you wish to delete a macros, you may do so on the above dialog box.





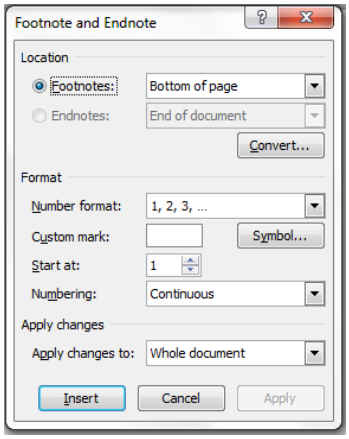
Adding Automatic Date and Time



If you want to repeat the date or time on every page in a document, you can insert the date or time in the header or footer. When you insert date or time in a document, Microsoft Word updates the date or time when you open the document (if you checked the box on the dialog box). Each time you open an old file, the date and time will update to the current day.

1. To insert the date and/or time in a document, choose date & time from the text group on the insert ribbon.
2. You may choose among many formats. If you wish the date/time on a document to update to the day when it is re-opened, click the box on the right bottom of the box as shown in the graphic.

Footnotes and Endnotes

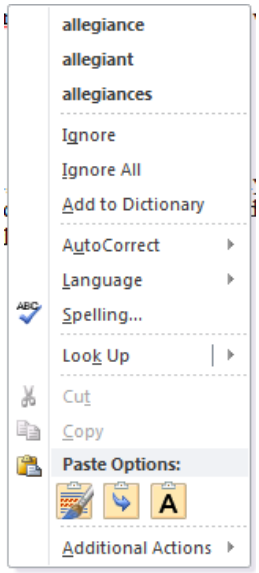


Footnotes were always a problem when we needed to write papers for class in high school and college. It is a breeze with Word. Footnotes creates a references to a word or phrase in your document. Normally, a word on a page will have a small superscript assigned to the last letter in the word or phrase. The number may be Arabic but also a Roman numeral or several other choices. The refererence that corresponds to that number will appear at the bottom of that page of text.

Endnotes are the same as footnotes with one small difference. All the references are placed on the last page of the document, not on the page with the numered word or phrase.

1. To create a footnote related to a word or phrase, place the insertion point to the right of the word or phrase.
2. From the References ribbon, footnotes group, choose the insert footnote button.
3. The footnote inserted will use the defaults used by Word.
4. If you wish to change the default, click on the small box in right bottom of the footnotes group on the references ribbon. This will launh the footnote dialog box. The box allows you to change specifics for a footnote.
5. If your originally chose footnotes and wanted endnotes, the dialog box allows you to make a quick switch.

Using The Spelling Checker



Word provides two ways to check spelling and grammar: As you type, Word can automatically check your document and underline possible spelling and grammatical errors. To correct an error, right click on a underlined word and a dialog box will appear. select the correction you want.

One thing your need to realize is Word does not know how to spell words. It searches its built in dictionary to see if there is a match for the word. If it cannot find the word, it will underline it. It may not be misspelled. The fact is, your name will be underlines because it most likely is not in Word's dictionary.

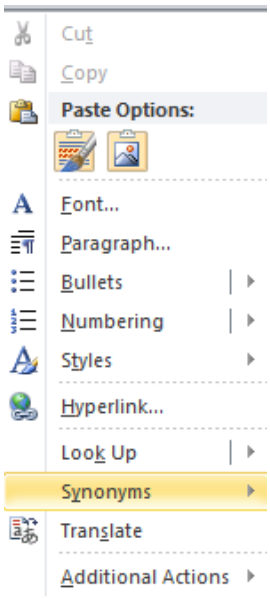
AutoCorrect automatically corrects many common typing, spelling, and grammatical errors. You can easily customize the preset AutoCorrect options or add errors that you commonly make to the list of AutoCorrect entries.

When you finish creating a document, you can have Word search the document for spelling and grammatical errors. When Word finds a possible error, you can correct it and then continue the check.

Adding a User Dictionary

If you use specialized words that the spelling checker doesn't recognize such as acronyms or proper names you can use one or more custom dictionaries to check their spelling. You can add the specialized words to the built-in custom dictionary or create your own dictionaries; the spelling checker won't question the words again unless they're misspelled.

You can also purchase supplemental dictionaries for example, dictionaries of other languages or medical and legal dictionaries.



Using the Thesaurus

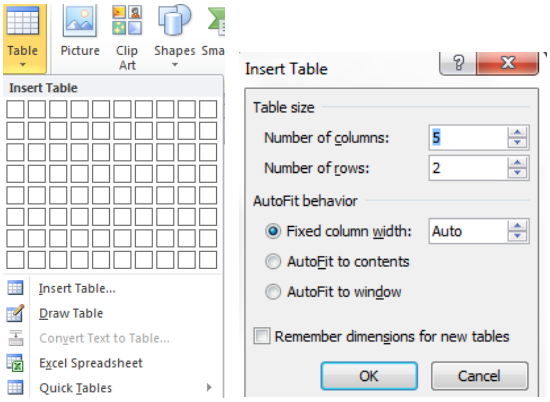
The thesaurus provides synonyms, antonyms, and related words to help you find the right word and avoid repetitive words. The thesaurus can also find synonyms for simple phrases. Just *right click* in any word in your text to bring up the dialog box shown to the right. You can *left click* on Synonyms to bring up a list for your choice. You may also bring up an actual thesaurus to check synonymns of synonyms.

Tables – Do I Need Silverware?

Tables in Word are very similar to using a spreadsheet in Excel. Spreadsheets consist of small rectangular "cells" that contain labels or values. You can maniplulate and format the information withing the cells as well as change the cells themselves. A table is made up of rows and coluns of cells. A word table may contain 63 columns and the number of rows is unlimited.

How Do I Create a Table?

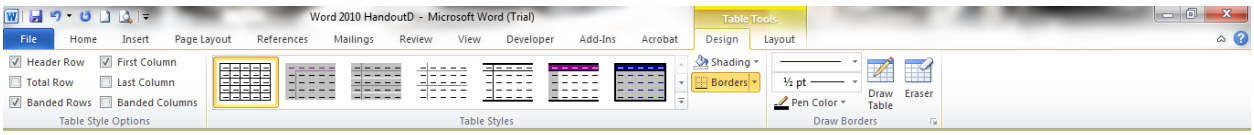
Tables may be created by several methods. You can use the *table button* in the *tables group* on the *insert ribbon*.



If you click on the tables button the first dialog box to the right appears. You can drag your mouse through the grid to select the number or rows of columns you wish to have in a table.

You may also select Draw Table. This will allow you to use a pencil to actually draw the border of a table and then draw vertical and horizintal lines to create cells.

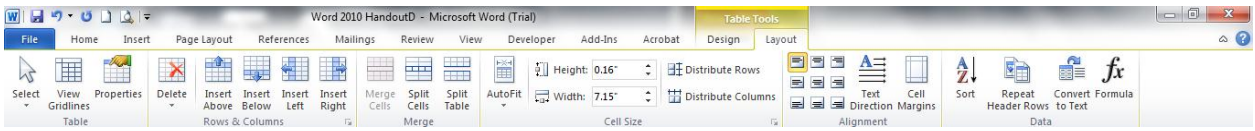
If you click on insert table from the previous dialog box, the second to the right dialog box will appear. From this box you are able to pick the exact number of columns and rows. You can choose how word handles the width of a cell and how the information within the cells is arrainged.



What Commands Are In The Table Tools Design Ribbon?

Stating from left to right the tools on the design ribbon are described below. This grid was created using a table!

Button/Box Name	What Does It Do?
Header Row	Applies a different formatting to the first row of a table
Total Row	Applies a different formatting to the last row of a table
Banded Rows	Alternates Row Shading
First Column	Applies a different formatting to the first column of a table
Last Column	Applies a different formatting to the last column of a table
Banded Columns	Alternates Column Shading
Shading	Applies table Shading
Borders	Applies table Borders
Draw Table	Draws a table outline and then places line segments to create cells
Eraser	Erases any line segments to remove items from a table
Line Style	Sets line style for any segments drawn with the pencil
Line Weight	Sets width for any segments drawn with the pencil
Pen Color	Sets color for any segments drawn with the pencil



What Commands Are In The Table Tools Layout Ribbon?

Stating from left to right the tools on the design ribbon are described below. This grid was created using a table!

Button/Box Name	What Does It Do?
Select	A Drop Down control that allows you to select table cells, rows, or the entire table
View Gridlines	Shows or hides table gridlines
Properties	Displays tables properties
Delete	Deletes row, columns, cells or an entire table
Insert Above	Inserts rows above a selection
Insert Below	Inserts rows below a selection
Insert Left	Inserts columns to the left of a selection
Insert Right	Inserts columns to the right of a selection
Merge cells	Merges adjacent cells that are selected to create one large cell
Split Cells	Splits merged cells into individual cells
Split Table	Splits your table into two tables
Autofit	Adjusts the table layout to fit given space
Height	Sets row height
Width	Sets row width
Distribute Rows	Adjusts the height of selected rows so they are distributed evenly

Distribute Columns	Adjusts the width of selected rows so they are distributed evenly
Align Top Left	Top vertical and left horizontal within a cell border
Align Top Center	Top vertical and center horizontal within a cell border
Align Top Right	Top vertical and right horizontal within a cell border
Align Center Left	Center vertical and left horizontal within a cell border
Align Center	Center vertical and center horizontal within a cell border
Align Center Right	Center vertical and right horizontal within a cell border
Align Bottom Left	Bottom vertical and left horizontal within a cell border
Align Bottom Center	Bottom vertical and center horizontal within a cell border
Align Bottom Right	Bottom vertical and right horizontal within a cell border
Text Direction	Varies direction of the text in a cell
Cell Margins	Sets individual cell margins
Sort	Sorting a selection of cells
Repeat Header Rows	Repeats your header rows when the table breaks over two pages
Convert to Text	Converts your table to text using tabs
Formula	Make a cell calculate a value

Editing and Moving Around in Tables

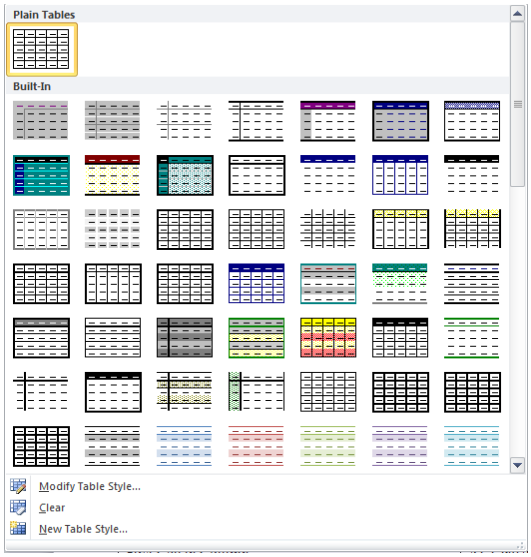
To Do This with Cursor	**Keyboard Shortcut**
Next Cell in Row	Tab
Previous Cell in Row	Shift Tab
First Cell in Row	ALT Home
First Cell in Column	ALT PgUp
Last Cell in Row	ALT End
Last Cell in Column	ALT PgDn
Previous Row	Up Arrow
Next Row	Down Arrow

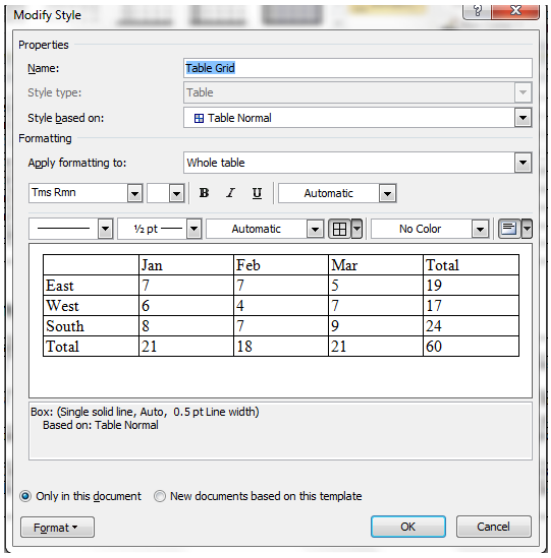
Selecting Cells in Tables

Select This Item	**Mouse**
Single Cell	Move cursor to left edge of cell, when it becomes an arrow click
Entire Row	Move the cursor just past the left edge of the cell long the edge of the table, when it becomes an arrow click
Entire Column	Move cursor until it is just above the edge of cell on top, when it changes to an arrow click
Range of Cells	Drag the cursor over the cells you wish to select
Entire Table	Click the plus symbol that appears to the left top of the table

Table Styles

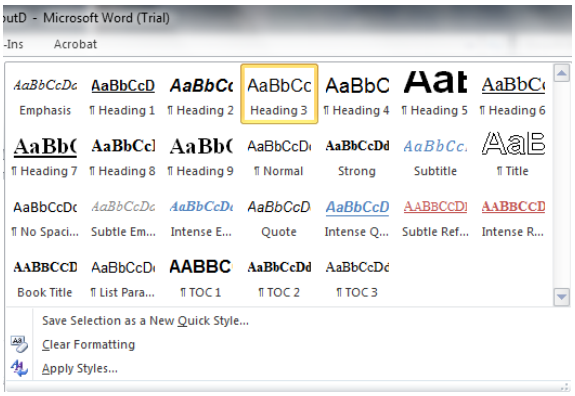
You are able to choose among many styles for your table. It is possible to scroll down through the table styles or open the entire gallery. When you open the gallery you may click on the option in the bottom of the window to modify almost anything you wish for your table.





Text Styles

Text styles are located in the home tab, in the styles group. Styles allow you to combine many types of formatting and store that ***Style*** under a specific name. Information that may be included in a style follows:



- **Font** – Will include the font name, regular, bold, etc., special characters, super and subscripts, font color and spacing.
- **Tabs** – tab stops with leaders, the various tab types, and bar tabs.
- **Bullets and Numbering** – Allows you to play with how bullets appear, and the convention of numbering lists.
- **Border and Shading** – allows you to fornat the lines that create a border as well as the fill shades for a page.
- **Paragraph** – Left, right indentation, first line indent, hanging indents, line spacing, before and after spacing.
- **Language** – uses a different language dictionary for spelling and hyphenation.

Why Use Styles?

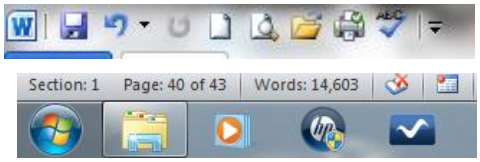
If you assign any or all text in your document and then decide to make a change, adjust the style in one area of the document and all places follow suite. Styles are part of the document in which you incorporate them. You may have one document with a specific style name while another document may have the same style name but have different attributes.

Some commands in Word actually require you to use a style. Table of contents requires you to use heading and body styles to work properly.

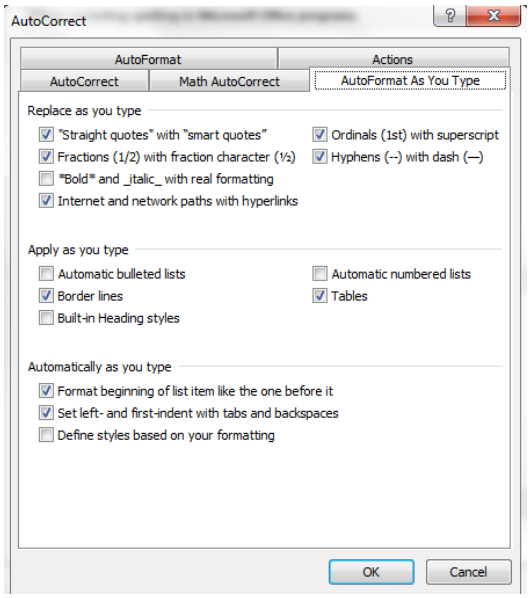
Word contains 5 types of styles. Most people use 3 while the other 2 are used to change the style of tables and lists. The 3 types of styles are:

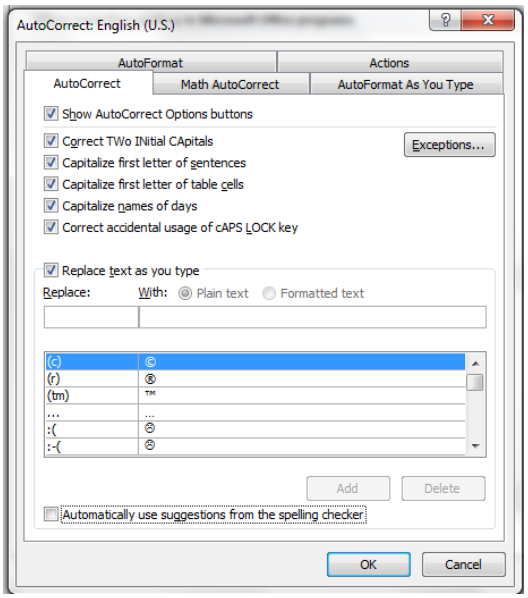
1. Character – Emphasis, Strong, Subtle Reference my be applied to only selected text. These commands only incorporate font and language information.
2. Linked – Heading 1 and Title which may be applied to a paragraph or selected text.
3. Paragraph – Quote, may be applied to an entire paragraph. The special character ¶ shows in front of these styles on the Styles group under the home ribbon.

Modifications I Should add to Word 2010



- Make sure you have the items to the right on the Quick Access Toolbar
- Right click on the status bar at left bottom of the Word window and click section to be able to view sections of your document when you scroll through it
- Under the file tab, under options, then proofing, click in the section on auto correct, in the tab autoFormat as you type, make sure you ***do not*** have checked ***automatic bulleted lists***, and ***automatic numbered lists***
- Under the file tab, under options, then proofing, click in the section on auto correct, in the tab autoCorrect, make sure you ***do not*** have checked automatically use suggestions from the spelling checker
- Under the View tab, in the show group, make sure you have ruler selected.
- Add the Developer ribbon via the File tab.





Microsoft Word 2010 in the Classroom

- My background - where and what I teach
- How to contact me
- Handouts - reference documents
- Act 48 credit - attendance and assignments
- Name tags
- Break time
- Bathrooms
- End of class time
- What is this class all about?
- Review Windows
- Creating a folder
- Re-naming folders and files
- Download sample files from my web page
- What's new in word 2010?
- Word processor defaults – changes?
- Cursor move arrows
- Keyboard cursor control
- Mouse – two buttons
- Word wrap
- Caps lock
- No carriage returns in document
- Change margins – page layout – carriage returnsin text changes format
- Inserting text
- Inserting carriage returns
- Show invisibles
- Highlighting text
  - Dragging mouse
  - Double click
  - Triple click
  - Cursor in margin
  - Click - shift click
- Deleting using backspace
  - Delete with highlight
- Edit – undo - redo
- Formatting
  - Font
  - Style
  - Size
  - Text color
  - Highlighting
  - Underlining
  - Bold
  - Italic
  - Font size increments manually
  - Justifying text
  - Using the format/font menu
  - Format painter
  - Columns
  - Tabs
- Fill color background
- Ruler changing per line
- Copy - paste
- Cut - paste
- Moving text between documents
- Increments zoom in & out
- Spell checker
- Thesaurus
- Word count
- Borders and border tool
- Line increment
- Inserting graphics line vs draw
  - Graphics included in word
  - Graphics from microsoft
  - Grabbing graphics from the web
- Draw tools
- Print preview
- Find/replace
- Headers
- Footers
- Page numbering
- Beginning page number
- Document page count
- Inserting date
- Inserting time
- Saving and opening files
- Rulers
  - End of line wrap
  - Wrap indent
  - First line indent
  - Tabs
  - Left
  - Right
  - Center
  - "decimal"
  - Lines with tabs
  - Copy ruler
  - Apply ruler
- Footnotes
- Endnotes
- Sections in document
- Format document with multiple sections
- Macros
- Mail merge
  - Letters
  - Envelope printing
  - Mailing adress labels
- Tables
- Inserting equations
- Styles

Notes: