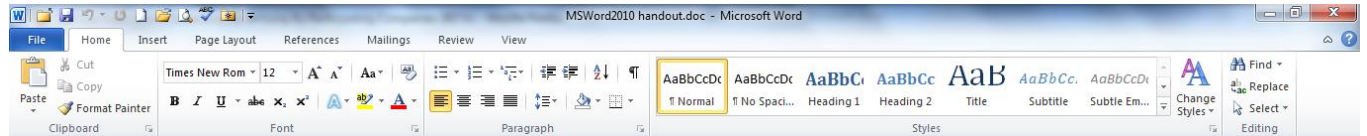


# Beginning Microsoft Word 2010

**Ribbon** – The array of commands across the top of the program. It allows for easy navigation among the myriad of options you have while working. Options change as you click to new tabs in the ribbon

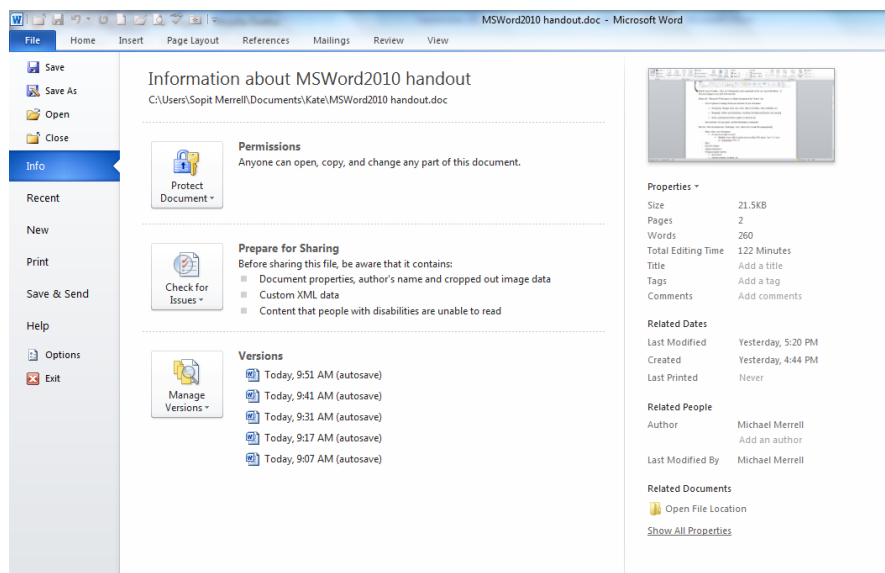


**Quick Access Toolbar** – Small set of frequently-used commands at the very top of the ribbon. It does not change as you click between tabs.

**Home tab** – Microsoft Word opens to a blank document in the “home” tab.

- Lots of options to change the layout and look of your document
  - o Font group: changes style, size, color, allows for italics, bold, underline, etc.
  - o Paragraph: bullets and numbering, centering, left/right justification, line spacing
  - o Styles: preformatted looks to apply to selected text
- Also includes cut/copy/paste, and the find/replace commands

**File tab** – Puts document into “backstage” view, allows for overall file management



- Open, close, save documents
  - o It's never too early to save!
    - Multiple ways: disk in quick access toolbar, File menu "save" or "save as," auto saving, Ctrl + S
    - Multiple formats available, including:
      - .pdf – formatted, ready to print, recipient usually cannot edit
      - .doc – older versions of Word can't open newer documents, so it's frequently a good idea to save to a more compatible format if you're unsure which version a recipient may have
- Print
- See old versions
- Adjust permissions
  - o Password-protect
  - o Control what sorts of editing recipients can do
- Change program options
  - o Autocorrect
  - o Auto save timing, location, etc.
  - o Language
  - o Customize ribbon, quick access toolbar

**Page Layout tab** – Allows you to set several attributes of your document all in one place

- Margins: use one of the preset options, or customize to your needs
- Orientation: one click to set landscape or portrait
- Size: choose your paper size
- Also includes your options for including columns, page breaks, numbering lines, adjusting indentation, lots more.

**Typing and Deleting** – Keyboard acts much like a typewriter, with a few exceptions. When you reach the margin at the end of a line, the program automatically wraps the text around to the next line for you. When you finish a paragraph and want to move to a new line, press the **Enter** key.

**Highlighting** – There are several ways to highlight text in Word, including:

- 1) Click and drag
- 2) Double click on the word
- 3) Triple click to highlight an entire paragraph
- 4) Shift + arrow keys
- 5) Ctrl + A to highlight the entire document (or use **Select** in the ribbon)

## Cut, Copy and Paste

- 1) Highlight the text you want to **Cut** or **Copy**. **Cut** removes the text from the document and allows you to paste it somewhere else. **Copy** makes a copy of the text and allows you to paste it to another place in the document.
- 2) **Cut** and **Copy** are both in the left-most part of the ribbon on the **Home** tab. Select the one you want to use.
- 3) Put your cursor in the place you want the text to go.
- 4) Use the **Paste** command from the ribbon.

**Formatting the Font** – You can either select your font and effects before you start typing, or you can make changes to it after you type. You can select font, size, style, and color from the ribbon. If you want to make changes to something you have already typed:

- 1) Highlight the text you would like to change.
- 2) This will bring up a pale, incomplete version of the font group of commands right next to your cursor. If you move your cursor to point at it, it will become solid and you can make changes right there.
- 3) Right-clicking after you highlight is an alternate way to bring up a list of options.
- 4) You can also choose your changes from the font group on the ribbon.

**Spelling and Grammar Check** – As you type, colored wavy lines may appear below words/phrases that the program thinks could be spelling or grammar errors. You can right-click on the word to see suggestions of how to improve it. Alternatively, you can wait until you are finished creating your document and use the **Spelling & Grammar** option from the **Review** tab on the ribbon. Remember that spell check is not perfect so you will want to proofread your document yourself as well.



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