

Microsoft Word 2010- Beyond Basic

Customizing the Ribbon and Quick Access Toolbar – They're meant to be a convenience, so they are readily adaptable to better meet an individual's preferences.

- To adjust, click on **File** tab to bring up the “backstage” view
- Choose **Options** from the list
- **Customize Ribbon** allows you to add new commands to the ribbon, remove ones you don't expect to use, reorganize how they are sorted, etc.
 - o You can even add entire new tabs, new groups within a tab, or rename commands to meet your preferences
 - o Set new keyboard shortcuts
 - o Import/export your customizations so you can use them on another machine without setting them all individually again
- **Customize Quick Access Toolbar** – if you prefer more/other commands to be readily available without clicking through the tabs, you can also alter the composition of the quick access toolbar

Formatting Tidbits – You have lots of options to make your document look exactly as you would like it to.

- **Bullets and Numbering** make a list stand out.
 - o Choose your style from options in the **Paragraph** group.
 - o If the program believes you are making a list, it may start formatting it with bullets automatically. You can turn it off by clicking on the button that will have darkened when it started, using the **Undo** command, or simply using the backspace key to remove the formatting.
 - o Every time you hit **Enter**, the next line will line up with the one above it, and will have a matching bullet. If you hit **Enter** again, it will move your bullet out one level.
 - o If you are making a multilevel list, tab in to make the next level.
 - o To stop the bullets and numbering, simply click the button again.

- **Page Border**
 - Choose from options found on **Page Layout** tab
- **Line Spacing**
 - To change the line spacing, click on the small square with an arrow at the bottom of the **Paragraph** group to get more formatting options, including alignment, line spacing (single, double, etc.), indentation options, etc.
- **Headers and Footers**
 - Allows you to put a recurring piece of information at the top or bottom of each page
 - Could be page number, text of your choice (such as your name as author, document title, etc.,)

Adding Graphics – Can add shapes, clip art, pictures, word art, symbols, charts, etc., all from the **Insert** tab.

- After you click on the **Insert** tab, most of the graphics are in the **Illustrations** group
- Click on the item you want to use
 - **Picture** allows you to choose a picture from a file, typically on your computer or on a CD or flash/USB drive
 - **Clip Art** is a collection of pregenerated, free illustrations available for your use. The 2010 version of Word usually checks office.com by default.
 - Pictures and clip art will generally appear near where your cursor is.
 - **Shapes** will be formed by clicking your mouse to mark starting and ending points. You can adjust further after formation by clicking on one of the corners.
 - **Text Box** (in **Text** group) creates a box for text (for instance, to add to a picture.) Click where you want it to start and drag to your desired size. Text within the box can be adjusted just like regular text.

- **Word Art** (also in **Text** group) allows for fun visual effects with text. It works best with short amounts of text that you want to make stand out in a fun way.

Tables – used to arrange text in rows and columns. Can be used for phone lists, budgets, schedules, among many other uses.

- **Table** command is found on the **Insert** tab of the ribbon.
- Can use the grid or **Draw Table** or **Insert Table** commands to create the desired number of rows and columns.
- **Adding text** – Click in a cell to type there. Use the tab key, mouse, or arrows to navigate around table.
- **Adding & Deleting Cells**
 - Adding cells – hit **tab** at the end of the last row to add another row or use commands from the **Layout** tab (appears when you add a table) to add columns to the left or right of your current column, or rows above or below.
 - Removing cells – highlight the unwanted cells and choose the desired option from the **Delete** drop-down menu on the **Layout** tab.
- **Changing cell sizes** – Hover over a line until a double bar with an arrow on each side appears, then click and drag to the desired size. Or, use options on the **Layout** tab to make rows and columns to desired sizes.
- **Customizing the look of your table** – **Design** tab of **Table Tools** offers many options to alter the style of your table
 - Choose one of the preset options, or make your own using **Borders** and **Shading**
 - Hide gridlines or leave them showing, use different colors to visually separate data or rows/columns
 - Emphasize header row and/or first column/last column/etc.
- **Sorting** – After data has been added to the table, you can use the **Sort** command on the **Home** tab to organize data alphabetically or numerically.



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