Reference Services Division Presents

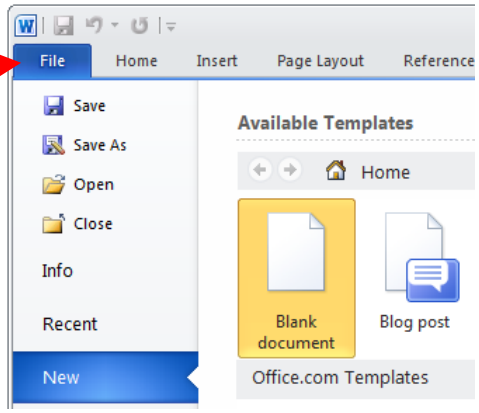
Microsoft Word 2

This handout covers the latest Microsoft Word 2010. This handout includes instructions for the tasks we will be covering in class.

Basic Tasks Review

Start a New Blank Document

- Click on the **File**
- Select **New**
- Click on **Blank Document**
- Click on the **Create** button



Open an Existing Document

- Click on the **File**

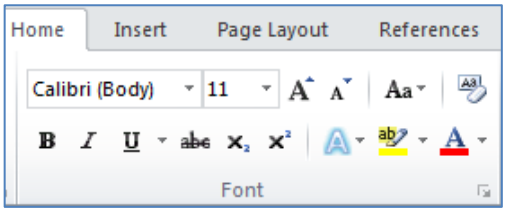
  Note**:** After clicking on File, Word will display a list of recent documents. If the document appears on the list, simply select it to open it. If it's not on the list, please follow directions below.

- Select **Open**
- Browse to the document
- Click on the file name to select it
- Click on **Open**

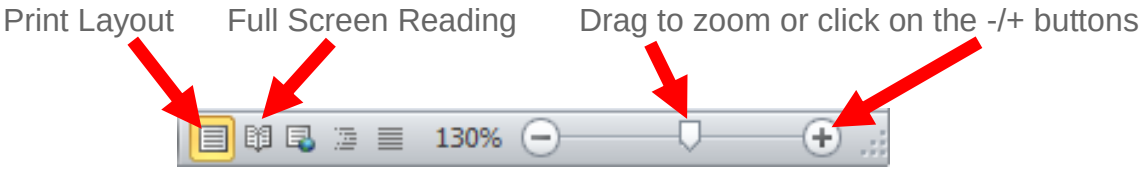
Fonts

- Customize the font type, size, color, and more

Important: To format existing text, first highlight the text to be formatted before making the desired changes.



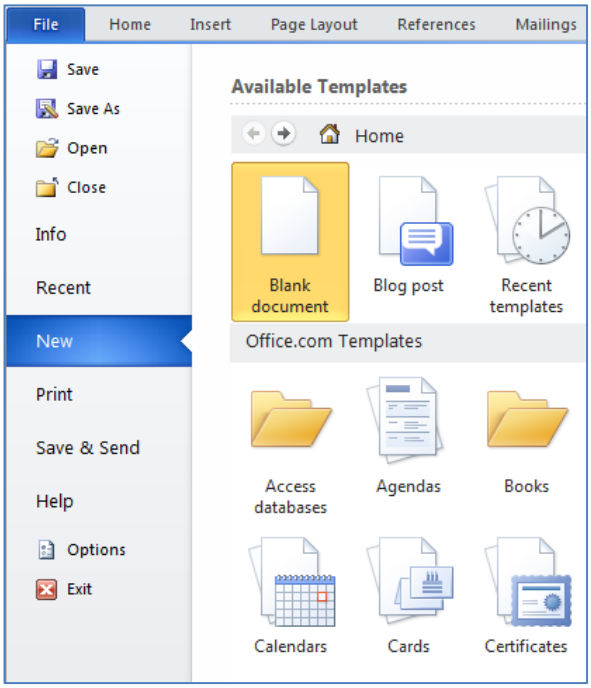
Viewing the Page / Using Zoom



Office Online Templates

Microsoft Office Templates offer a wide variety of pre-formatted documents.

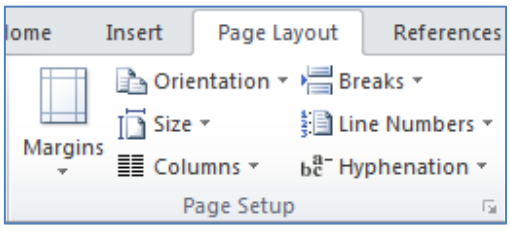
Templates save time by having most of the design work done for you. They can be easily customized to suit your needs.



- Search & Download a Template
  - Click on the **Office button**
  - Select **New**
  - Browse and select a template; click on a template to preview it
  - Click on the template to preview it
  - Click on **Create** to download it

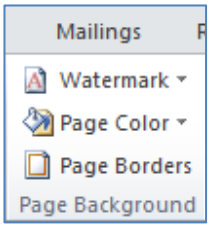
Page Layout

Page Setup



- Margins – adjust width & height
- Orientation – portrait or landscape
- Size – dimensions of printed page
- Columns – add columns

Page Background

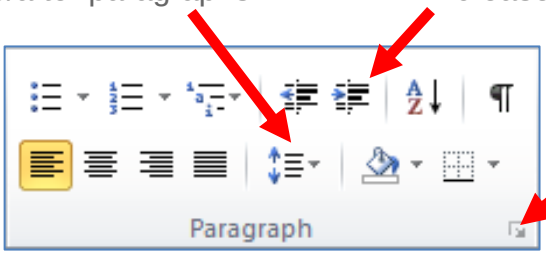


- Add a Watermark
- Change the Page Color
- Add a Page Border

- **Paragraph**

  Add space before/after paragraphs

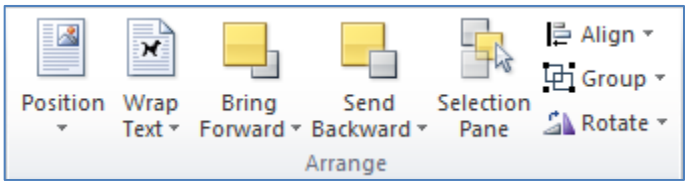
  Increase or decrease indents



  Hint: Click on the lower right arrow to view more options.

- **Arrange Objects**

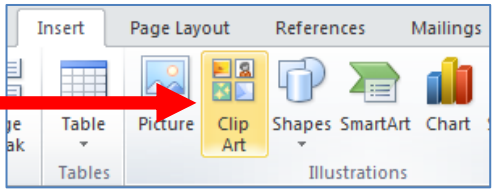
  Arrange is used with objects such as images, tables and text boxes. It does not apply to normal text or paragraphs.



  - Position – sets the object's justification (right, left, center) and text wrapping
  - Bring to Front – overlaps above text or other objects
  - Send to Back – sets object behind text or other objects
  - Wrap Text – wraps text around an object, in line or in front of text, etc.
  - Align – aligns an object (right, left, middle, top, bottom, etc.)
  - Group – groups selected objects together, or ungroups a group

Clip art and Images

- Click on the **Insert** tab
- Select **Clip Art**
- On the **Clip Art** task pane:



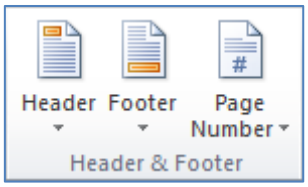
  - Type a search term into the search box, then click on **Go**

    Note: Click on **Selected media file types** to modify what formats to search; for example, if you are looking only for photographs.

  - To insert an image, simply click once on the desired image

Headers and Footers

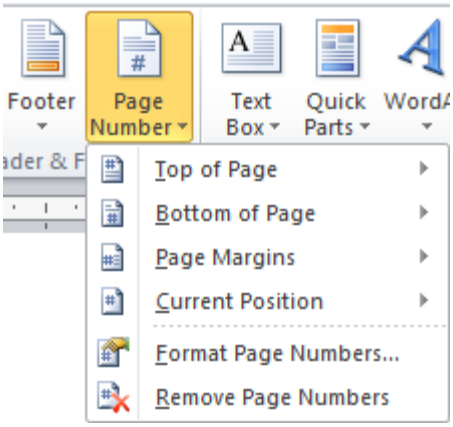
- Click on the **Insert** tab
- Select **Header** or **Footer**
- Select one of the built-in designs
- Type in the desired text
- Click the Escape (**Esc**) key to finish



Page Numbering

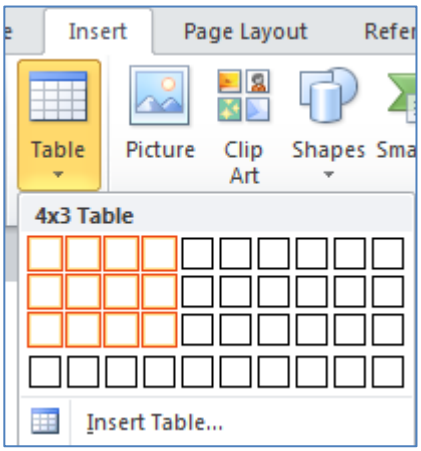
- Click on the **Insert** tab
- Select **Page Numbering**
- Select the desired location (i.e., top of page) to show the page number

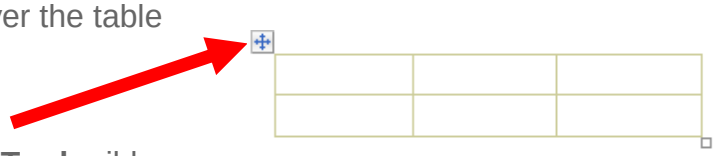
  Note: **Format Page Numbers** provides additional options to format the numbering style, add chapter numbers and more



Tables

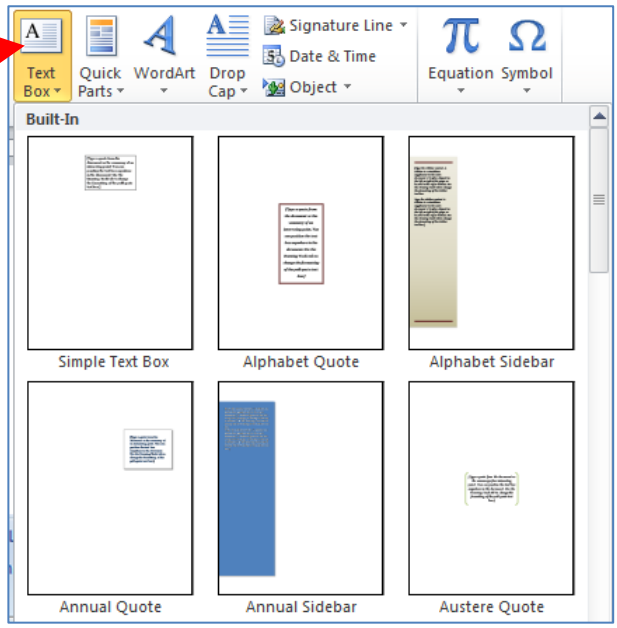
- Insert a new table:
  - Click on the **Insert** tab
  - Select **Table**
  - Move the mouse cursor over the grid to the size of the desired table
  - Left-click once to insert
- Find and apply a table style:
  - Move the mouse cursor over the table
  - Left-click the top-right icon
  - On will bring up the **Table Tools** ribbon
  - Click on the **Design** tab, then click on the desired design to apply it





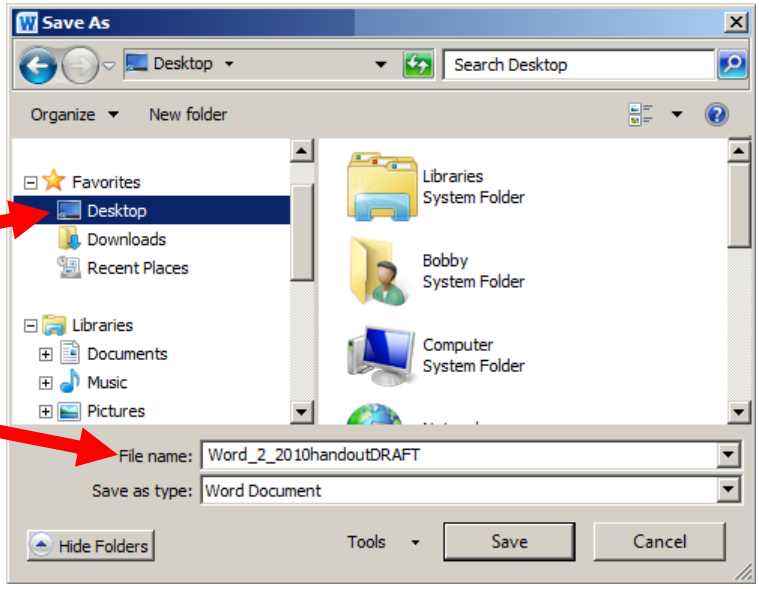
Text Boxes

- Click on the **Insert** tab
- Select **Text Box**
- Choose and click on one of the built-in text box designs
- To resize the text box:
  - Click on an edge or corner of the text box and hold down the mouse button down
  - While holding the mouse button down, move the mouse to size the text box
  - Release the mouse button to finish

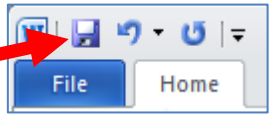


Saving a File

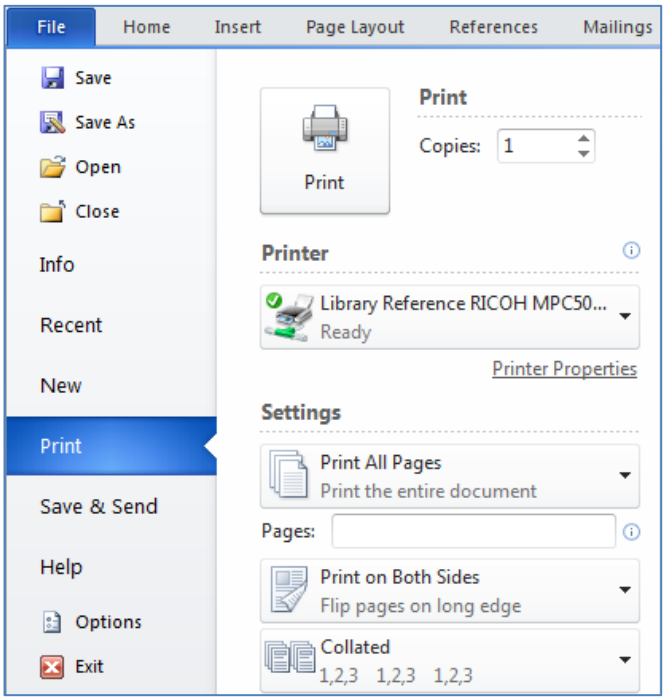
- **For the first time:**
  - Click on **File**
  - Select **Save As**
  - In the Save As window, select the location to save the file (i.e., Desktop)
  - Name the file
  - Select the file type (if necessary)
  - Click on **Save**



- **Saving changes to an existing file:**
  - Click on **File**, then click on **Save**
  - **OR** Click on the **disk icon** (top left)



Printing a Document

- Click on the **File** tab
- Click on **Print**
- In the **Print** window, look over the preview of the print job
- Modify the settings (if required)

  Note: Here you can specify the number of copies to print, paper orientation, etc. The features available will depend on the capabilities of the printer installed.
- Click the **Print** button