

Reference Services Division Presents



WORD 2010

Introductory Class

CLASS OBJECTIVES:

- Navigate comfortably on a Word page
- Learn how to use the Ribbon tabs and issue commands
- Format a simple document
- Edit, print, and save a document



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Navigating in Word 2010

Starting Word

- Open Microsoft Word by double clicking on the Word icon
- This opens the “Word Window” where you create and edit Word documents

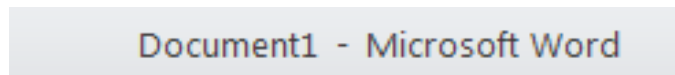


Quick Access Toolbar



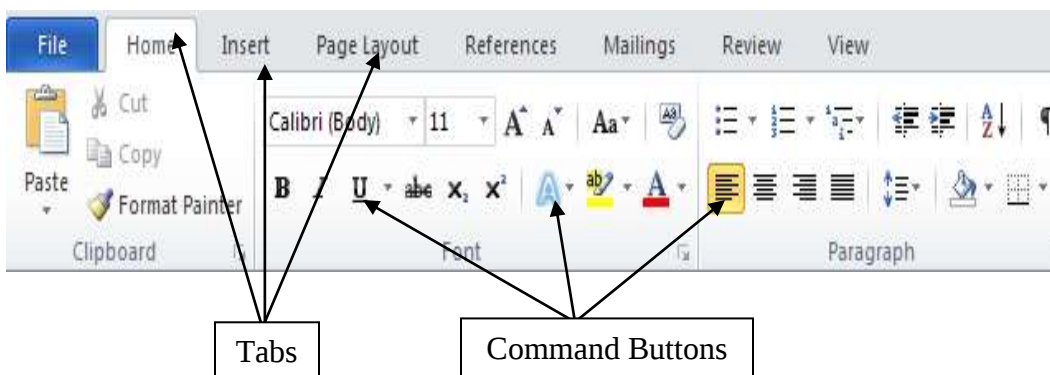
- The Quick Access toolbar is located in the top left corner of the Word Window
- The Quick Access toolbar provides shortcuts to frequently used commands such as Save, Undo and Redo

Title Bar



- The Title bar is situated immediately to the right of the Quick Access Toolbar
- The Title bar displays the title of the document you are currently working on
- Word automatically names the first new document you open Document1
- By saving your document you can assign it a new name

The Ribbon



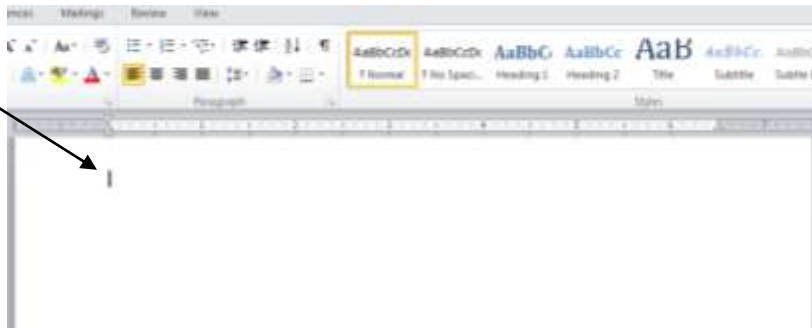
- The Ribbon sits just beneath the Title Bar and consists of 8 tabs
- Each tab contains groups of related command buttons
- Use the command buttons to edit and format your document

The Ruler



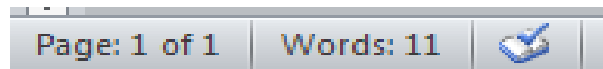
- The Ruler sits between the Ribbon and the Text Area
- Use the ruler to make changes to your document's margins and indentations
- The ruler can be hidden from view using the options on the "View" tab of the Ribbon

Text Area



- The large white space beneath the ruler is called the Text Area
- Use this space to type text and insert graphics for your document

Status Bar



- The Status Bar appears at the bottom left corner of the Word Window
- The Status Bar displays important information such as page number and word count

Using Word 2010

Opening a Document

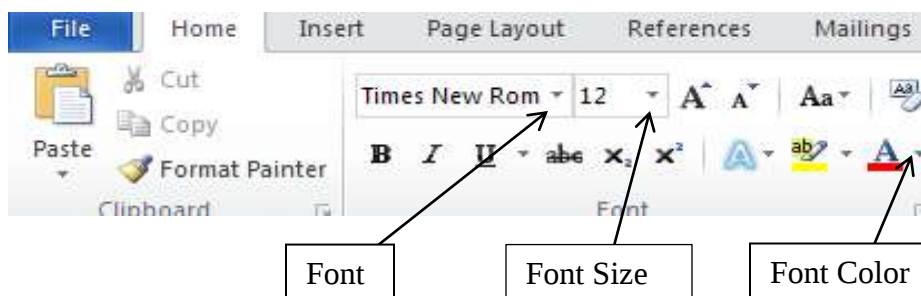


- Click the File Tab on the Ribbon
- To open a new blank document choose “New” from the list of options on the right
- To open an existing Word document choose “Open” and select the desired document

Formatting and Editing

- You can make formatting changes to a document before or after text is entered
- The most common formatting commands are found in the Ribbon’s “Home” tab
- If you know the settings you want to use, click the appropriate command buttons on the Ribbon and begin typing
- To make changes to text you’ve already typed, highlight the text first, then select the desired command buttons

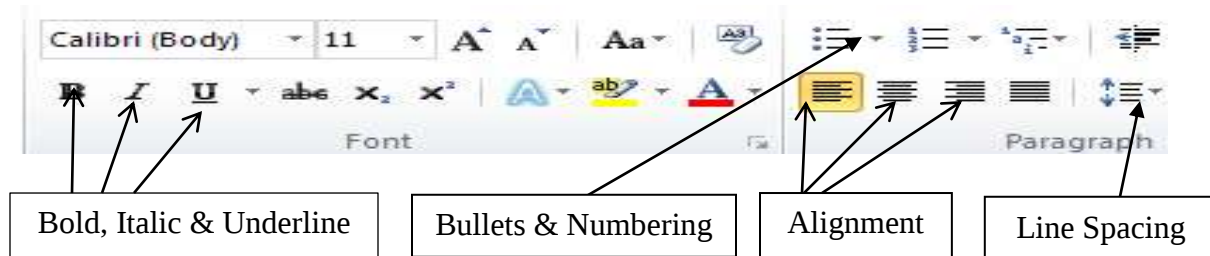
Font & Size



- Font settings are located on the Ribbon’s “Home” tab
- To change the font, click the arrow next to “Times New Roman”
- Scroll through the drop-down menu to view the fonts
- Click on any font to select it
- To change font size, click the arrow next to the number “12”
- Click on any number from the menu to select a new size

Bold (Ctrl B), Italicize (Ctrl I), Underline (Ctrl U)

- To make text bold, italicized or underlined click on **B**, *I* or U
- When activated the buttons will turn orange



Alignment

- To change the alignment of your text select one of the four alignment buttons

Line Spacing

- To change the amount of space between lines click the arrow next to the Line Spacing button
- Select any number from the drop-down menu

Undo & Redo



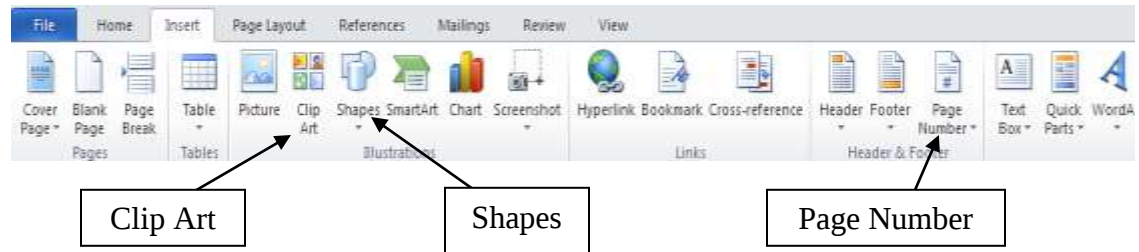
- The “Undo” and “Redo” buttons are located on the Quick Access Bar
- To reverse the last change you made to your document click “Undo”
- Clicking “Redo” will make the changes back

Cut Copy and Paste



- To move a block of text or image, highlight it, click Cut, move your cursor where you want to place the text and click Paste
- To make a copy of an image or block of text, click Copy, move your cursor to the desired location, then Paste

Insert



- To insert Page Numbers, Clip Art, Symbols, etc. use the buttons on the “Insert” tab of the Ribbon

Margins

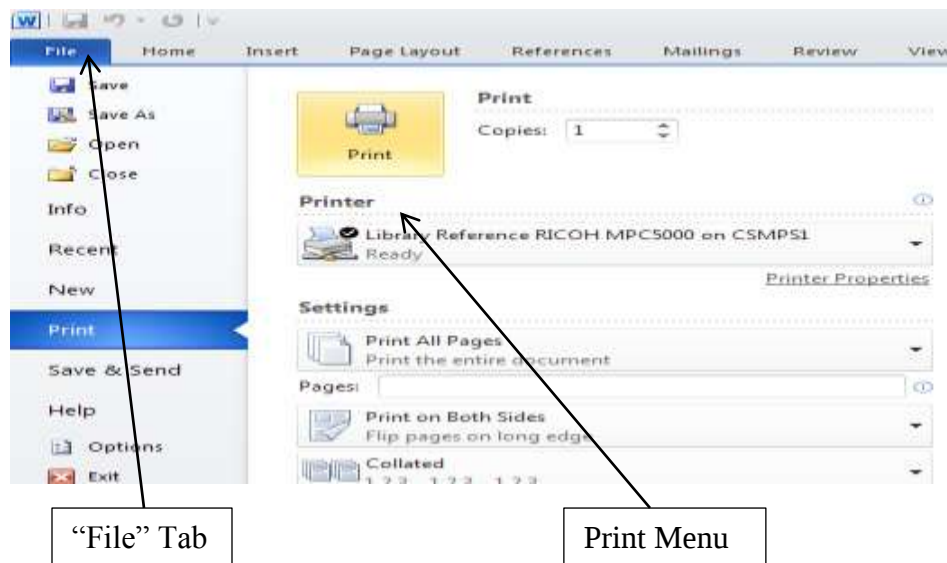


- To change the left or right margins of your document, position the pointer over the center of the margin marker on the horizontal ruler
- Drag the margin marker along the ruler to the position that you want

Spelling & Grammar Check (F7)

- Word automatically checks spelling and grammar as you type
- Misspelled words are underlined in red, grammar mistakes in green
- Right click on the red and green underlined words for suggestions

Saving & Printing



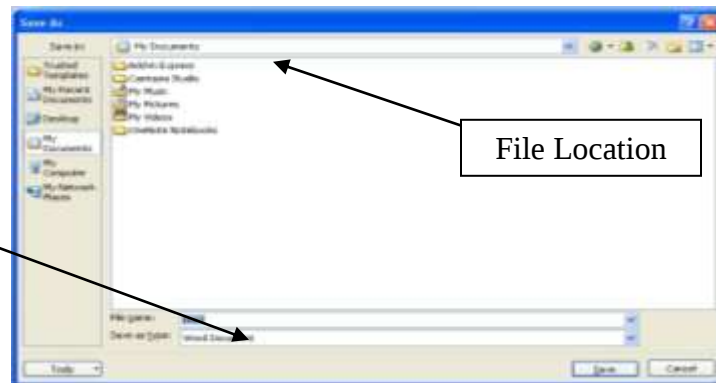
Print

- To print your document go the “File” tab on the ribbon and select “Print” from the Print menu

Save



File Name



- The first time you Save a document a dialog box will appear containing the first few words that were typed in your document. This is the default file name
- If this is the name you want, leave it as is, otherwise, type the desired name
- Pay attention to where you save the file so you can retrieve it easily later
- After a document has been saved once click the Save button on the Quick Access Tool Bar periodically to save any changes you make

Save As

- Use Save As to save a copy of the file under a different name or location or as a different file format (ex PDF)
- Go to the “File” tab on The Ribbon and select “SAVE AS” from the list on the left
- Select the desired file format
- Choose the location to save the file to e.g. My Computer or My Documents
- Type in the file name
- Click SAVE

Close



- Click the X button in the top right corner of the Word Window to close Word at any time

Word 2010 Hints & Shortcuts

Highlighting Text

Highlighting selects a block of text allowing you to make changes to it

1. Using the Mouse by Dragging

- Place the cursor at the point where you want to begin your selection
- Hold down the left mouse button and drag it over the words, lines, or paragraphs you want to select

2. Using the Mouse by Clicking

- Click on a word twice to highlight it
- Click on a sentence or a paragraph three times to highlight it

3. Highlight the Entire Document

- Hold the Ctrl Key while you depress the “A” Key to select the entire document

To remove the highlighting from selected text click the mouse once anywhere on the page or document beyond the highlighted text

Editing Shortcuts

To use the following commands, hold the Control Key down while pressing the other key

Highlight entire document – Control A

Bold - Ctrl B

Copy - Ctrl C

Find - Ctrl F or F5

Italic - Ctrl I

Underline - Ctrl U

Print - Ctrl P

Cut - Ctrl X

Paste - Ctrl V