



Gloucester County Library System

Gloucester County Library system

Microsoft Word 2010

Freeholder Director
Robert M. Damming

Freeholder Library Liaison
Lyman Barnes





- Microsoft Word is a word processing program you can use to write letters, resumes, reports, and more.

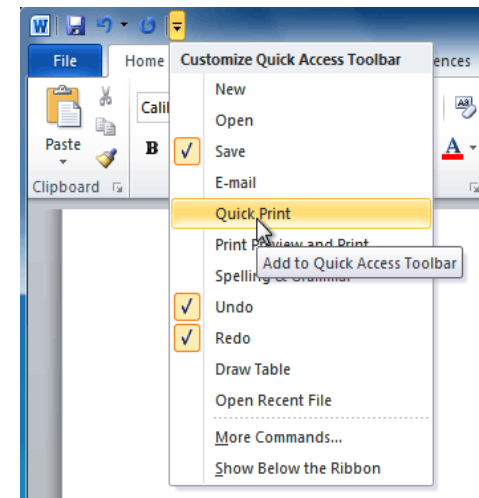
- To Start **Double-click** the **Microsoft Word icon** to open the program. If you have used Word 2003, you will notice differences in the layout of the screen. Microsoft has replaced the menu bar and toolbars with the Ribbon. The Title Bar is centered.
- If you have used Word 2007, you will notice slight differences in the layout of the screen.

Word 2010 Beginning

The **Quick Access Toolbar** is located above the **ribbon**, and it lets you access common commands no matter which tab you're on. By default, it shows the **Save**, **Undo**, and **Repeat commands**. You can add other commands.

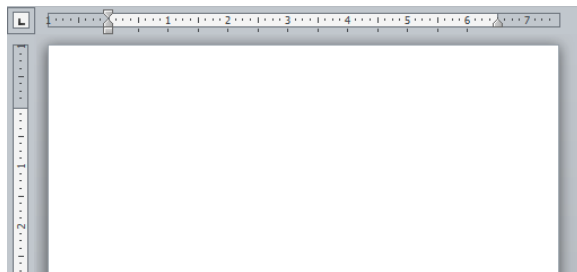
To Add Commands to the Quick Access Toolbar:

Click the drop-down arrow to the right of the **Quick Access Toolbar**. **Select the command** you wish to add from the **drop-down menu**. It will appear in the **Quick Access toolbar**.



The Ruler

- The Ruler is located at the top and to the left of your document.
- It makes it easier to adjust your document with precision.
- If you want, you can hide the Ruler to free up more screen space.



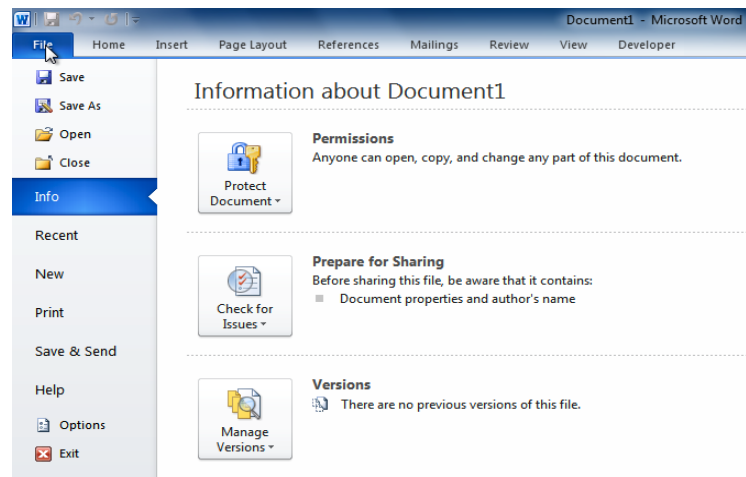
To Hide or View the Ruler:

- Click the **View Ruler icon** over the scrollbar to hide the ruler.
- To show the ruler, click the **View Ruler icon** again.

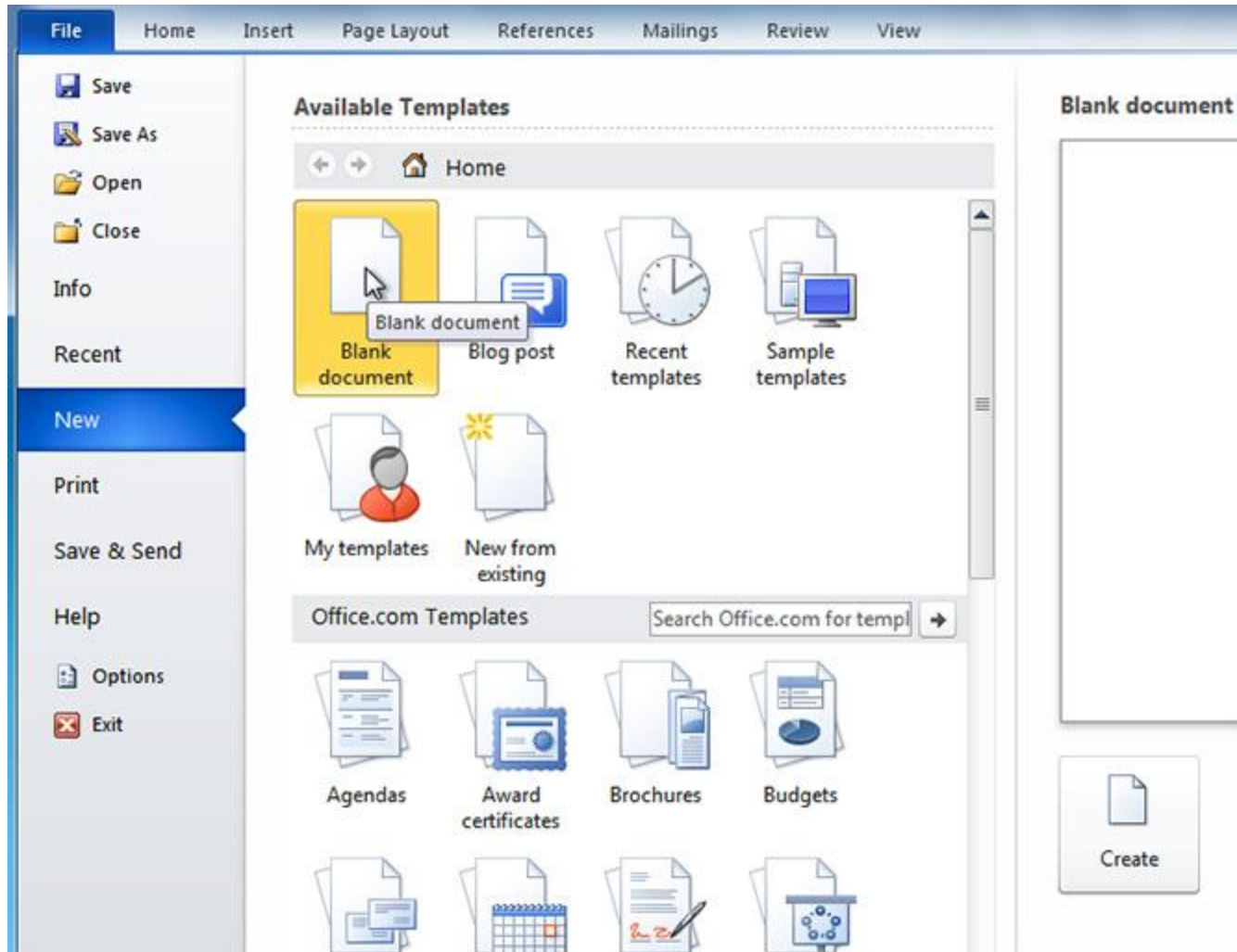


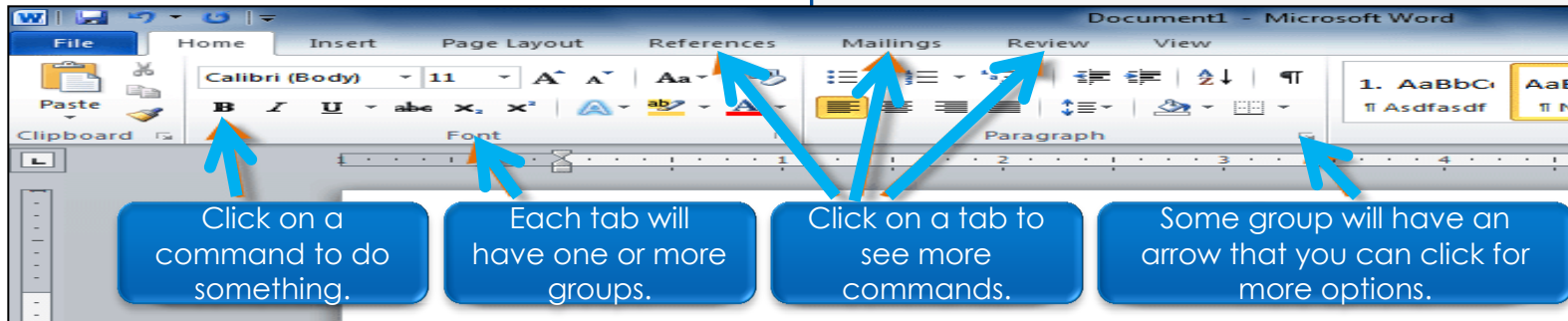
Backstage View

- **Backstage view** gives you various options for **saving**, **opening** a file, **printing**, or **sharing** your document.
- It is similar to the **Office Button Menu** from **Word 2007**, or the **File Menu** from earlier versions of Word. However, instead of just a menu, it is a full-page view which makes it easier to work with.



Backstage view





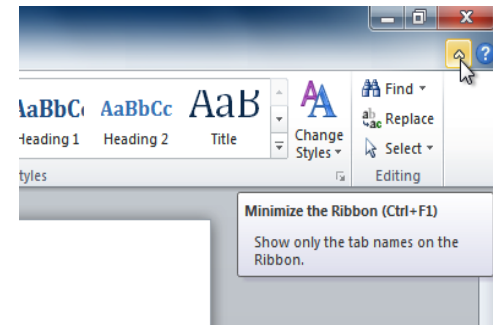
The Ribbon consists of 3 types of items.

- **Tabs** – This is the main level and includes Home, Insert, Page Layout.
- **Groups** – Each tab has several groups that show related items together.
- **Commands** – A command is a button in a group or an item in a list.

Some tabs are only available when a particular item is selected. For example, the Picture Tools tab is only shown when a picture is clicked on.

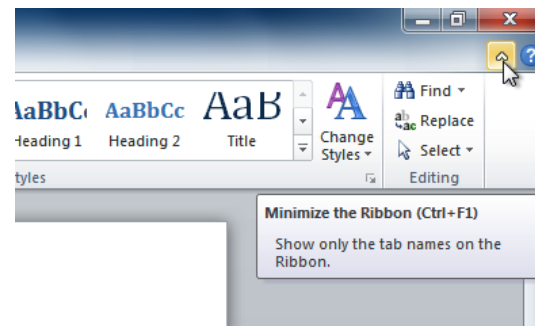
Using the Ribbon


- Click on the desired tab.
- The commands under **each tab** are **grouped**. The name of the group is at the bottom.
- Some groups have a Dialog Box Launcher button which opens the dialog box with more commands.



Minimizing/Restoring the Ribbon

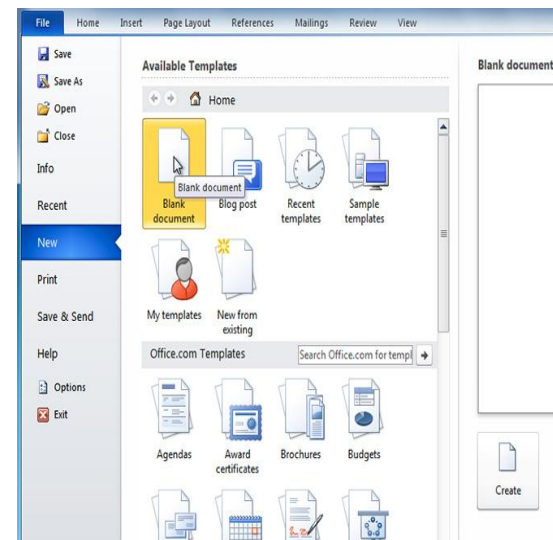
- The Ribbon is designed to be responsive to your current task and easy to use; however, you can choose to **minimize** it if it's taking up too much screen space.
- **Click the arrow** in the upper-right corner of the **Ribbon** to **minimize the Ribbon**.
- To **maximize the Ribbon**, **click the arrow** again.



- Click on the **Microsoft Office Word Help** button in the top right corner. 
- Type the desired word in the search box and then press the Enter key.
- Choose the desired topic from the ones displayed.
- To research another topic, enter the desired word in the search box and then press the Enter key.
- Note – An active Internet connection will find more results.

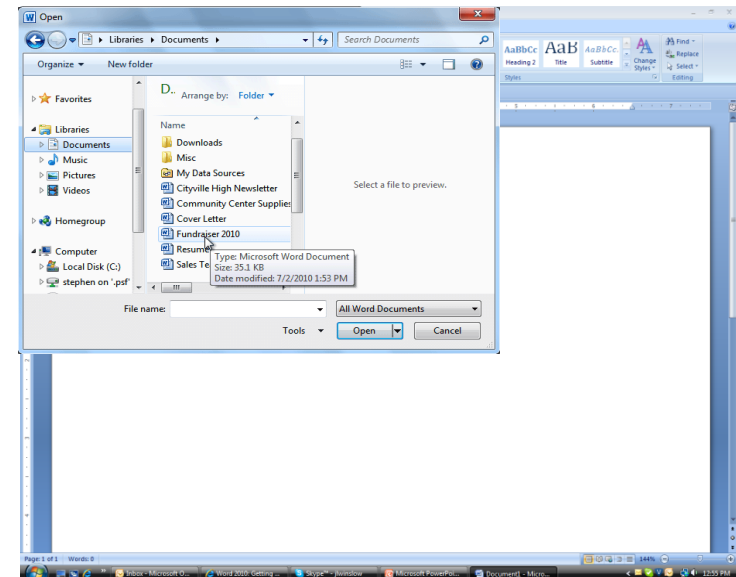
To Create a New, Blank Document:

- Click the **File** tab. This takes you to Backstage view.
- Select **New**.
- Select **Blank document** under **Available Templates**. It will be highlighted by default.
- Click **Create**. A new, blank document appears in the Word window.



Open an Existing Document:

- Click the **File** tab. This takes you to **Backstage view**.
- Select **Open**. The **Open** dialog box appears.
- Select your document and then click **Open**.



To Insert Text:

- Move your mouse to the location you wish text to appear in the document.
- Click the mouse. The **insertion point** appears
- Type the text you wish to appear.

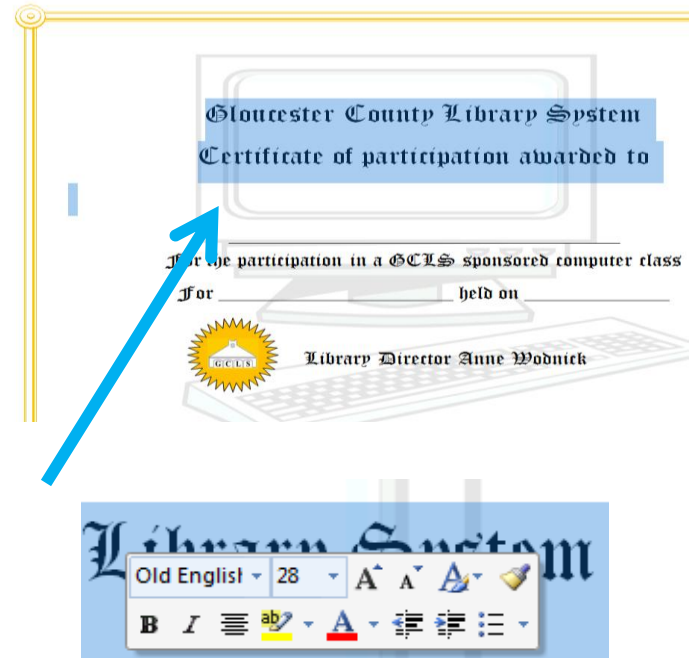


To Delete Text:

- Place the ***insertion point*** next to the text you wish to delete.
- Press the **Backspace key** on your **keyboard** to delete text to the **left** of the insertion point.
- Press the **Delete key** on your **keyboard** to delete text to the **right** of the insertion point.

To Select Text:

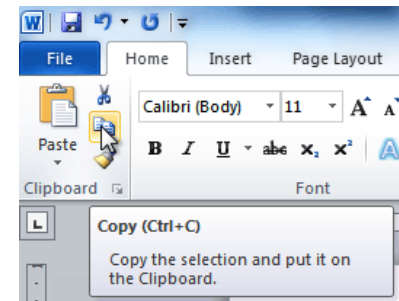
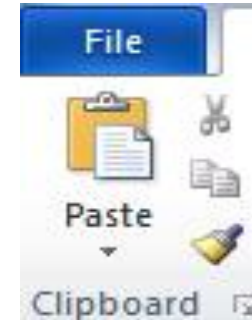
- Place the **insertion point** next to the text you wish to select.
- Click the mouse, and while holding it down, drag your mouse over the text to select.
- Release the mouse button you have selected the text.
- A **highlighted box** will appear over the selected text.



When you select text or images in Word, a hover toolbar with formatting options appears.

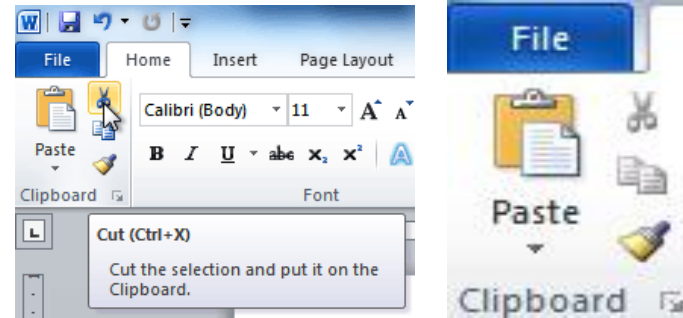
Copy and Paste Text:

- Select the text you wish to copy.
- Click the **Copy** command on the **Home** tab. You can also **right-click** your document and select **Copy**.
- Place your **insertion point** where you wish the text to appear.
- Click the **Paste** command on the **Home** tab. The text will appear.



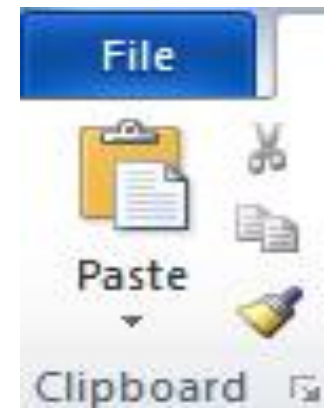
Cut and Paste Text:

- Select the text you wish to copy.
- Click the **Cut command** on the **Home tab**. You can also **right-click** your document and select **Cut**.
- Place your **insertion point** where you wish the text to appear.
- Click the **Paste command** on the **Home tab**. The text will appear



Challenge!

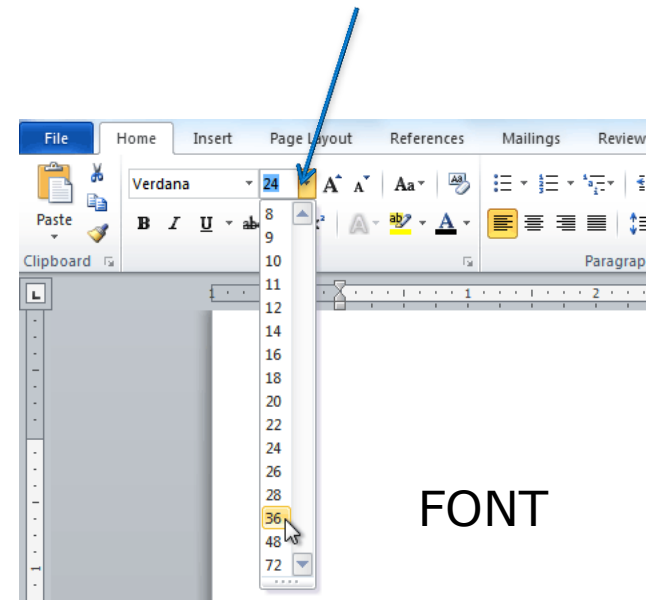
1. Open an existing Word document.
2. Select a sentence.
3. Copy and paste the sentence from one location in the document to another.
4. Select another sentence.
5. Cut and paste the sentence to another location in the document.



Change the Font Size:

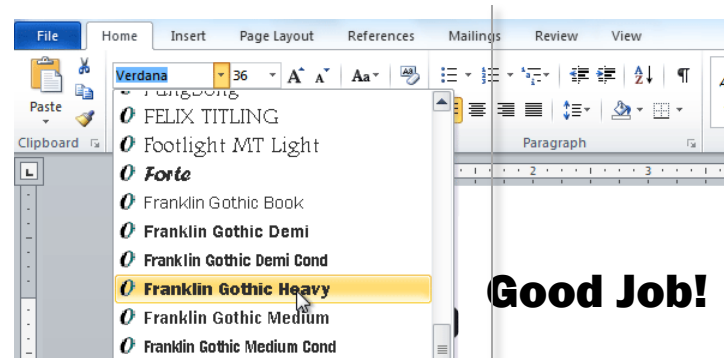
- Select the text you wish to modify.
- Click the drop-down arrow next to the **Font Size box** on the **Home** tab. A drop-down menu appears.
- Move the mouse pointer over the various **font sizes**. A live preview of the font size will appear in the document
- Select the font size you wish to use.

You can also use the **Grow Font** and **Shrink Font** commands to change the size



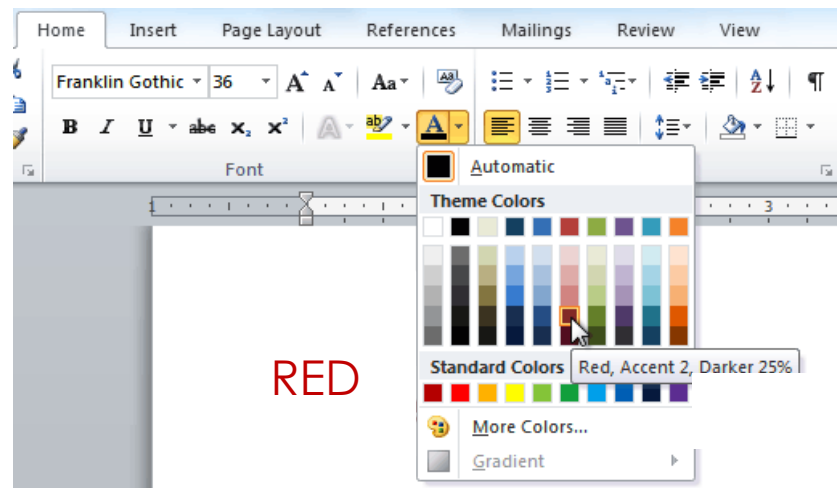
To Change the Font

- Select the text you wish to modify.
- Click the drop-down arrow next to the **Font box** on the **Home tab**. The Font drop-down menu appears.
- Move the mouse pointer over the various fonts. A live preview of the font will appear in the document
- Select the font you wish to use. The font will change in the document.



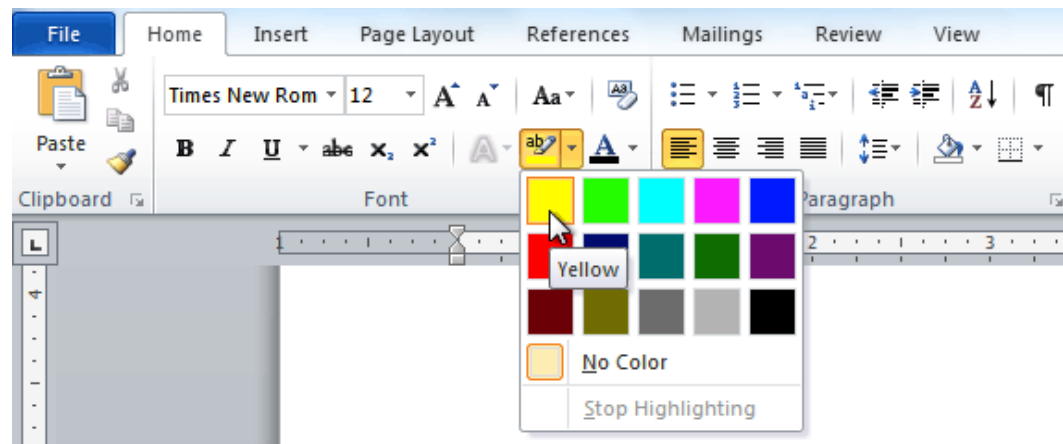
To Change the Font Color:

- Select the text you wish to modify.
- Click the **Font Color** drop-down arrow on the **Home** tab. The **Font Color** menu appears.
- Move the mouse pointer over the various **font colors**. A live preview of the color will appear in the document.



To Highlight Text:

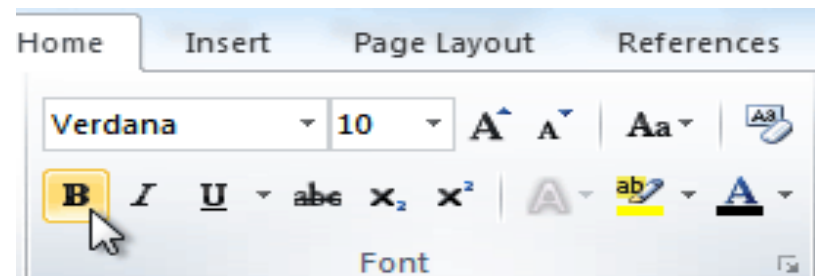
- From the **Home** tab,
- Click the **Text Highlight Color** drop-down arrow.
- The Highlight Color menu appears.
- Select the desired highlight color. Select the text you wish to modify. It will then be highlighted.



Use the Bold, Italic, and Underline Commands:

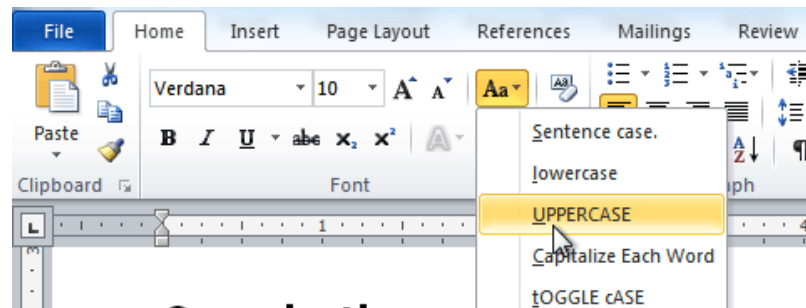
- Select the text you wish to modify.
- Click the command in the **font group** on the **Home** tab.

Bold (**B**),
Italic (*I*), or
Underline (U)

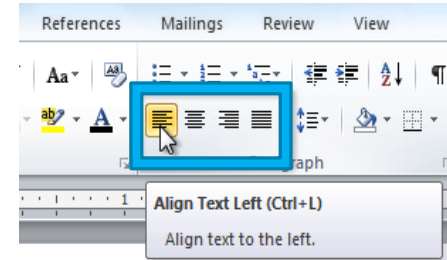


Change the Text Case:

- Select the text you wish to modify.
- Click the **Change Case command** in the **Font group** on the **Home tab**.
- Select the desired case option from the list.



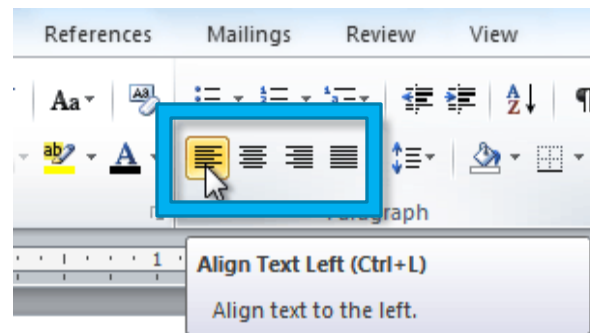
To Change Text Alignment:



- Select the text you wish to modify.
- Select one of the four **alignment options** from the **Paragraph group** on the **Home tab**.
- **Align Text Left:** Aligns all the selected text to the left margin.
- **Center:** Aligns text an equal distance from the left and right margins.

To Change Text Alignment:

- **Align Text Right:** Aligns all the selected text to the right margin.
- **Justify:** Justified text is equal on both sides and lines up equally to the right and left margins. Many newspapers and magazines use full-justification.



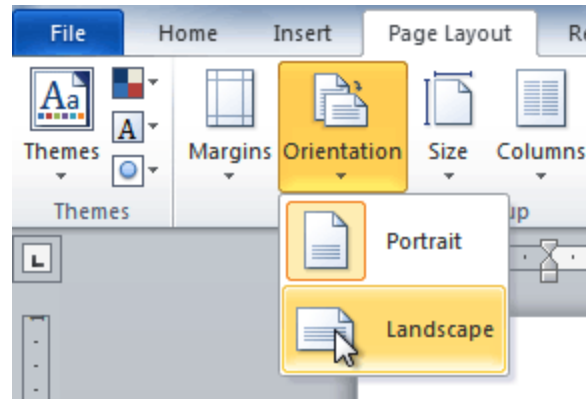
Microsoft Word 2010

1. Open an existing Word document.
2. Change the font style of some text.
3. Change the font color of some text.

Challenge!

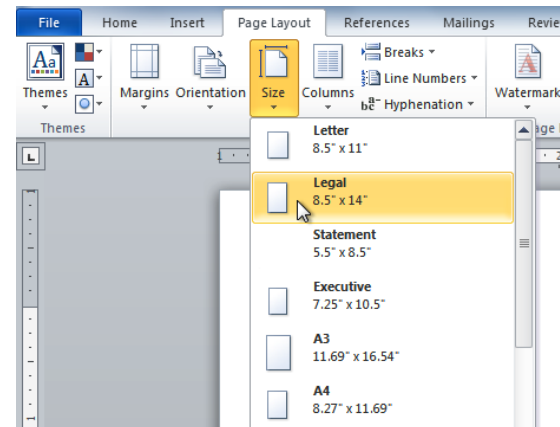
To Change Page Orientation:

- Select the Page Layout tab.
- Click the **Orientation** command in the **Page Setup** group.
- Click either **Portrait** or **Landscape** to change the page orientation.

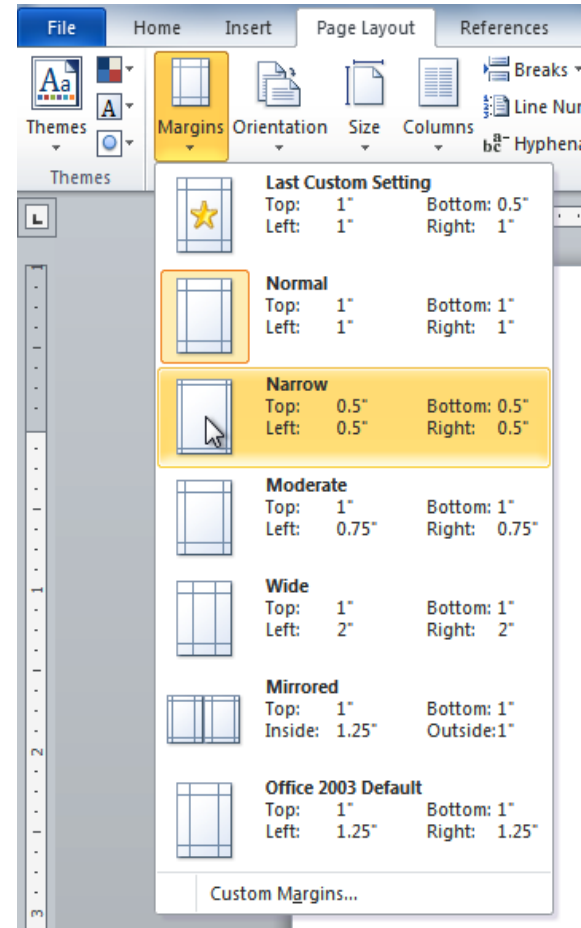


Change the Page Size:

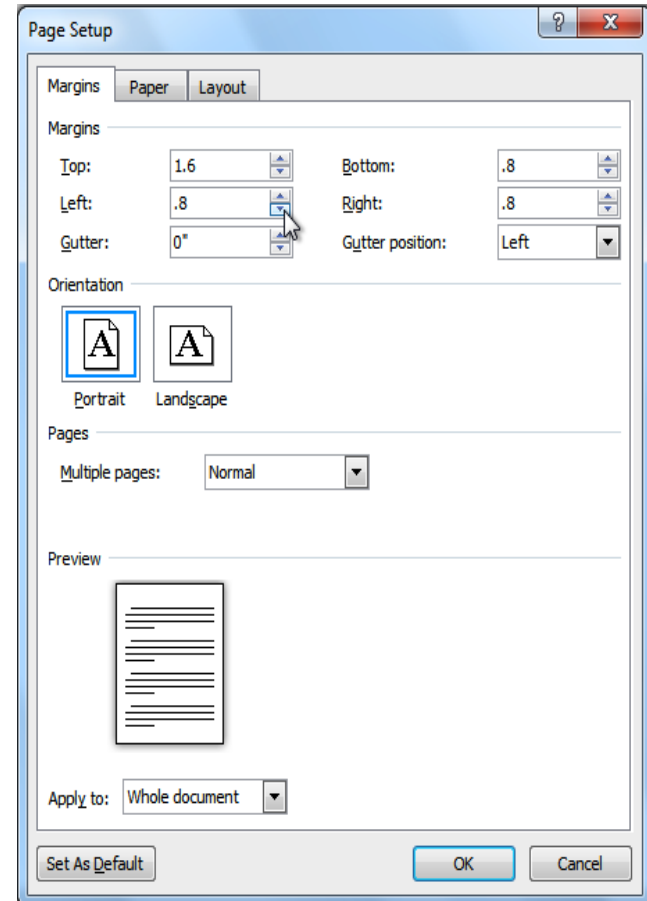
- Select the **Page Layout** tab.
- Click the Size command and a drop-down menu will appear. The current page size is highlighted.
- Click the size option you desire. The page size of the document changes.

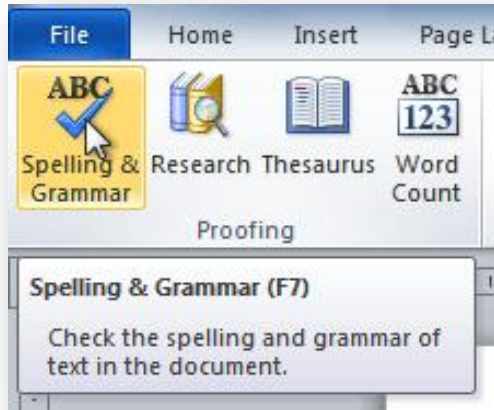


- Select the **Page Layout** tab.
- Click the **Margins** command.
A menu of options appears.
Normal is selected by default.
- Click the predefined margin size you desire.



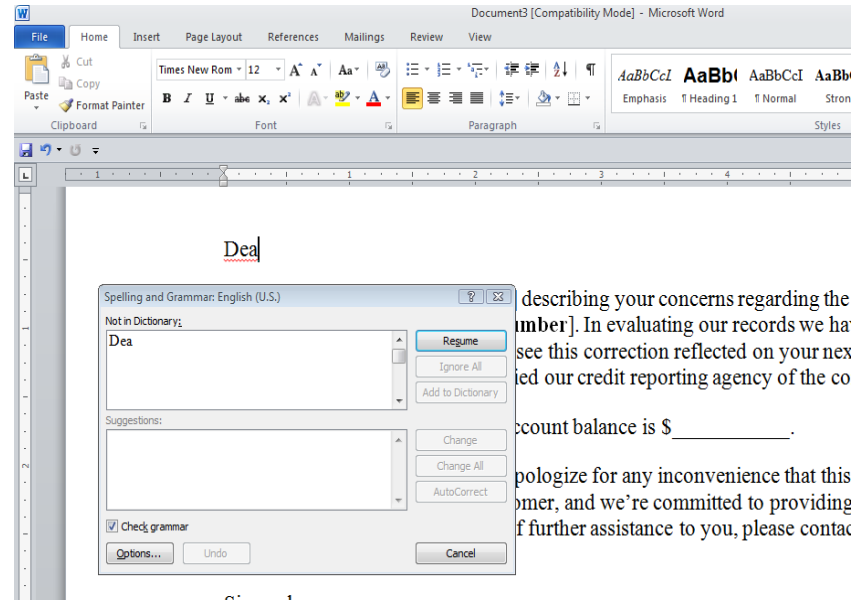
- Click on Page Layout tab.
- Click Margins.
- Select **Custom Margins**.
- This will take you to the Page Setup dialog box.
- Adjust the margin sizes for each side of the page.
- Click **ok**.





- Go to the **Review** tab.
- Click on the **Spelling & Grammar** command.

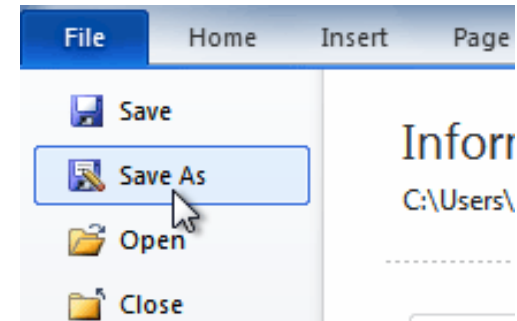
The Spelling and Grammar dialog box will open. For each error in your document, Word will try to offer one or more suggestions. You can select a suggestion and then click Change to correct the error. If no suggestions are given, you can manually type in the correct spelling.



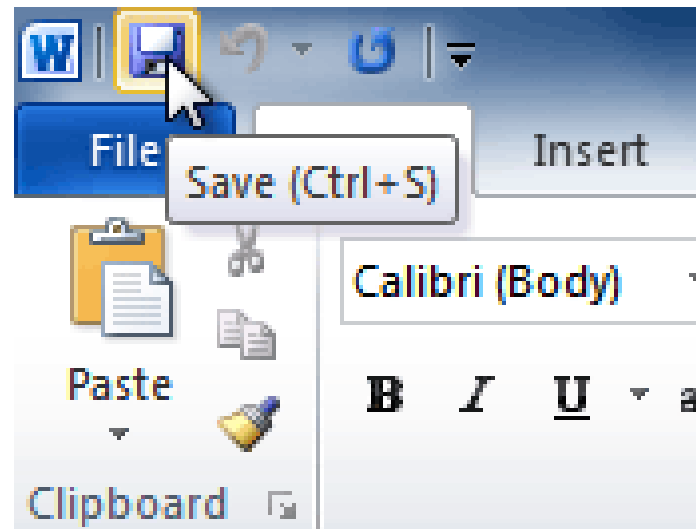
- By default, Word automatically checks your document for spelling and grammar errors, so you may not even need to run a separate Spelling and Grammar check. These errors are indicated by colored, wavy lines.
- The **red** line indicates a misspelled word.
- The **green** line indicates a grammar error.
- The **blue** line indicates a contextual spelling error.

Save As allows you to choose a name and location for your document. It's useful if you've first created a document or if you want to save a different version of a document while keeping the original.

- Click the **File** tab.
- Select **Save As**.
- The **Save As dialog box** will appear. Select the location where you wish to **save the document**.
- Enter a name for the document and click **Save**.



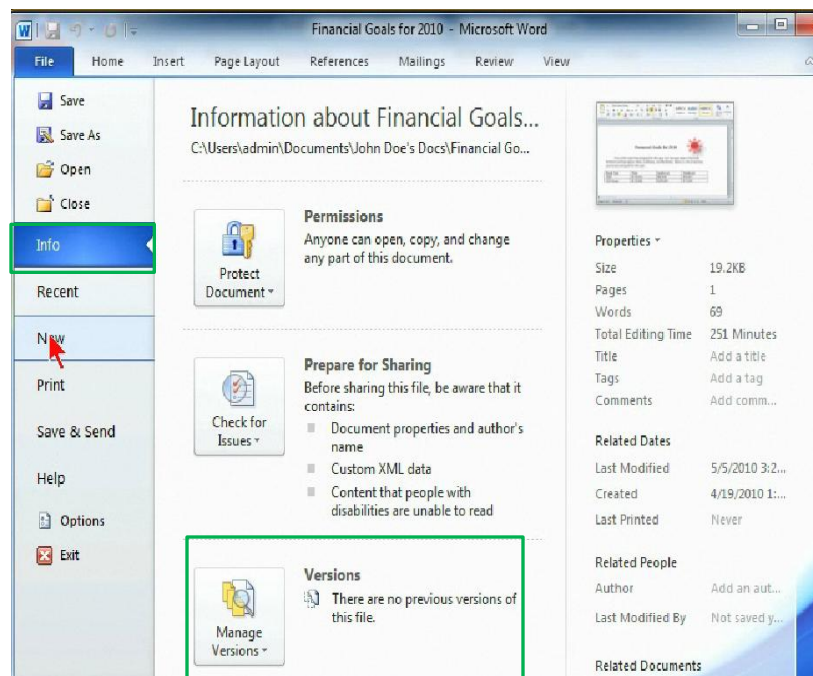
- Click the **Save command** on the **Quick Access Toolbar**.
- The document will be saved in its current location with the same file name.



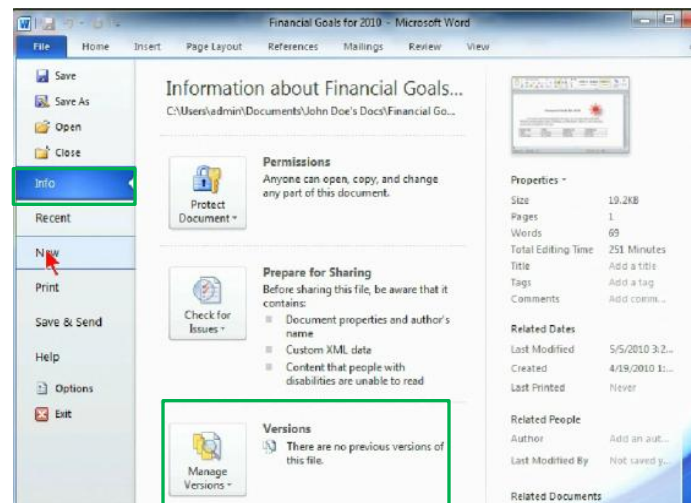
Microsoft Word 2010

Auto Recover Word 2010

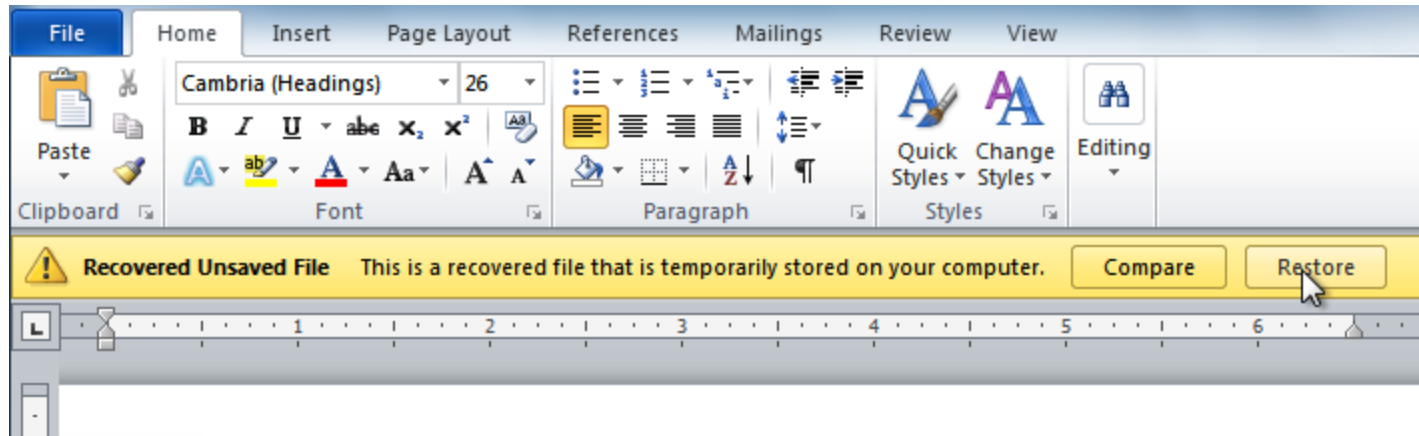
Word 2010 automatically saves your documents to a temporary folder while you're working on them. If you forget to save your changes, or if Word crashes, you can recover the auto saved file.



- Open a document that was previously closed without saving.
- In **Backstage view**, click Info.
- If there are auto saved versions of your file, they will appear under Versions. Click on the **file** to **open** it.



To save changes, click
Restore and then click **OK**.

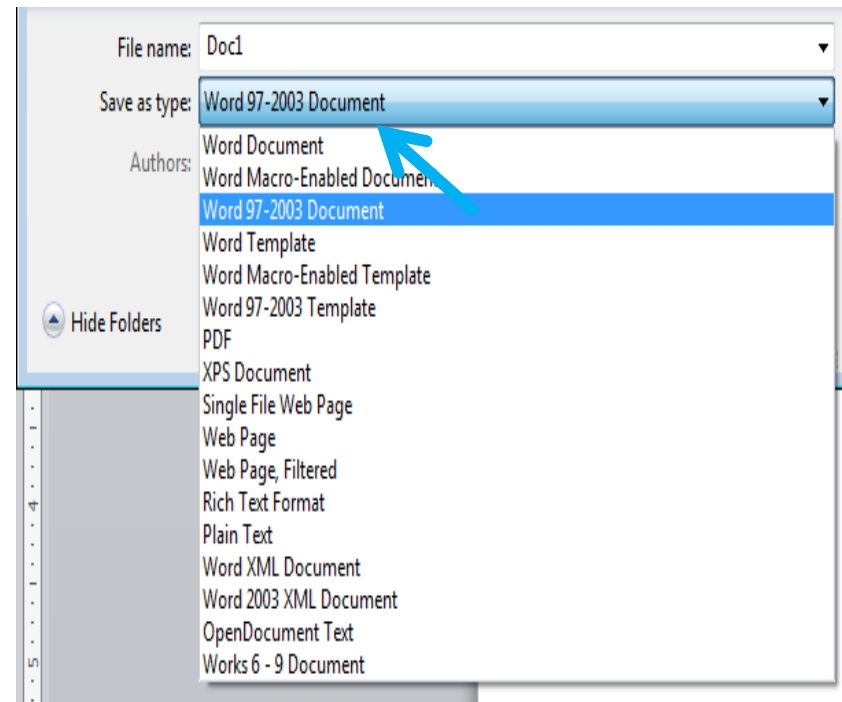


File Formats

You can share your documents with anyone using Word 2010 or 2007, since they use the same file format. However, earlier versions of Word use a different file format, so if you want to share your document with someone using an earlier version of Word, you'll need to save it as a Word 97-2003 Document.

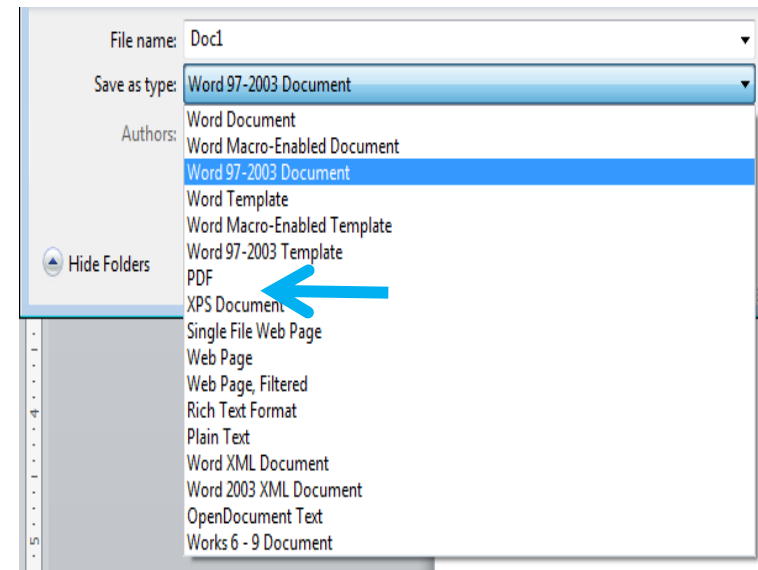
How to Save As
Word 97 - 2003 Document:

- Click the **File** tab.
- Select **Save As**.
- In the Save as type drop-down menu, select **Word 97-2003 Document**.



Save As a PDF:

- Click the **File** tab.
- Select **Save As**.
- In the **Save** as type drop-down menu, select **PDF**
- Select the location you wish to save the document.
- Enter a name for the document.
- Click the **Save** button.



Document2 [Compatibility Mode] - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit

Print
Copies: 1

Printer
Black/White Printer
Ready
[Printer Properties](#)

Settings
Print All Pages
Print the entire document
Pages:
Print One Sided
Only print on one side of the page
Collated
1,2,3 1,2,3 1,2,3
Portrait Orientation
Letter (8.5" x 11")
8.5" x 11"
Custom Margins
1 Page Per Sheet
[Page Setup](#)

AGENDA

Meeting Title
January 10, 2012
9:00 a.m. – 5:00 p.m.
Meeting called by **Name**
Attendees: Attendee List
Please read: Reading List
Please bring: Supplies List

9:00 a.m. – 10:00 a.m. **Introduction**
Continental Breakfast
Welcome *Kari Hensien* Rainier Room

10:00 a.m. – noon **Demos**
New Product Line *Jane Clayton* Snoqualmie Room
Sales Techniques *Jeff D. Henshaw* Rainier Room

noon – 4:00 p.m. **Instructions**
To insert a tab in a table cell, use CTRL+TAB.
To insert or delete rows or columns, use the Table menu.
To add or remove border lines, use the Borders and Shading command on the Format menu.

4:00 p.m. – 5:00 p.m. **Wrap-up**
Q&A Panel *All speakers* Rainier Room

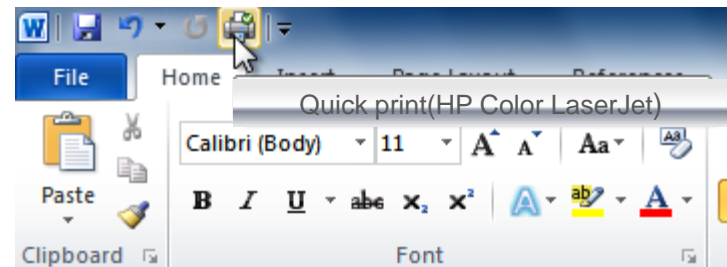
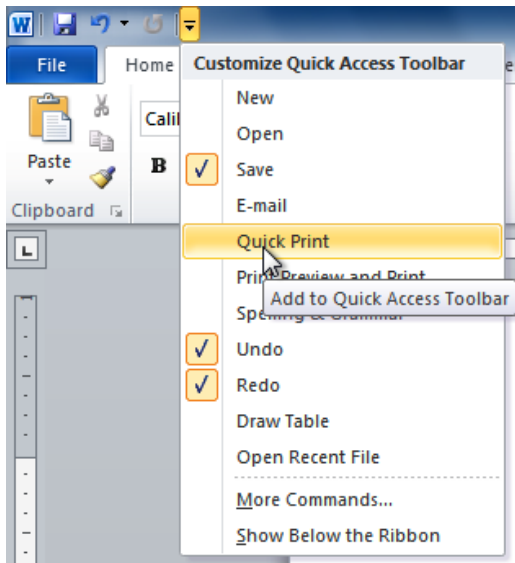
Additional Instructions:
Use this section for additional instructions, comments, or directions.

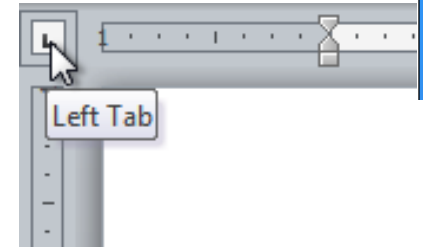
1 of 1 82% 2:17 PM

Inbox - Mailbox - Jer... GCLS computer clas... Cell phone bill [Co... Document2 [Comp...

- Click the **File tab** to go to **Backstage view**.
- Select Print. The **Print pane** appears, with the print settings on the left and the Preview on the right.
- If you only want to print certain pages, you can type a range of pages. Otherwise, select Print All Pages.
- Select the number of copies.
- Check the Collate box if you are printing multiple copies of a multi-page document.
- Select a printer from the drop-down list. Click the Print button.

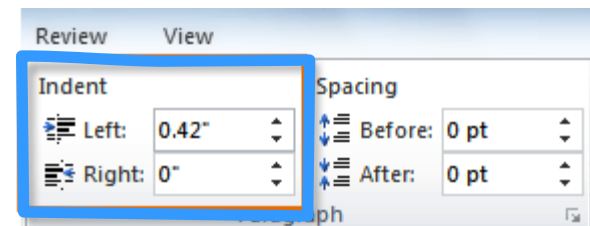
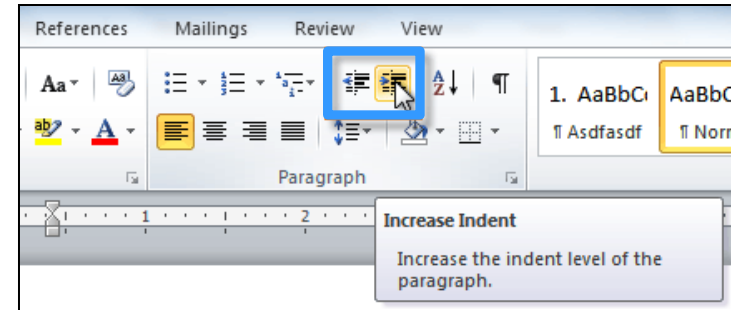
- Click the drop-down arrow on the right side of the Quick Access Toolbar.
- Select **Quick Print** if it is not already checked.
- To print, just click the **Quick Print** command.



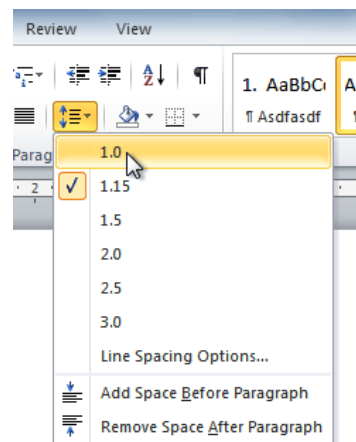


- **Left Tab** : Left-aligns the text at the tab stop.
- **Center Tab** : Centers the text around the tab stop.
- **Right Tab** : Right-aligns the text at the tab stop.
- **Decimal Tab** : Aligns decimal numbers using the decimal point.
- **Bar Tab** : Draws a vertical line on the document.
- **First Line Indent** : Inserts the indent marker on the ruler and indents the first line of text in a paragraph.
- **Hanging Indent** : Inserts the hanging indent marker and indents all lines other than the first line.

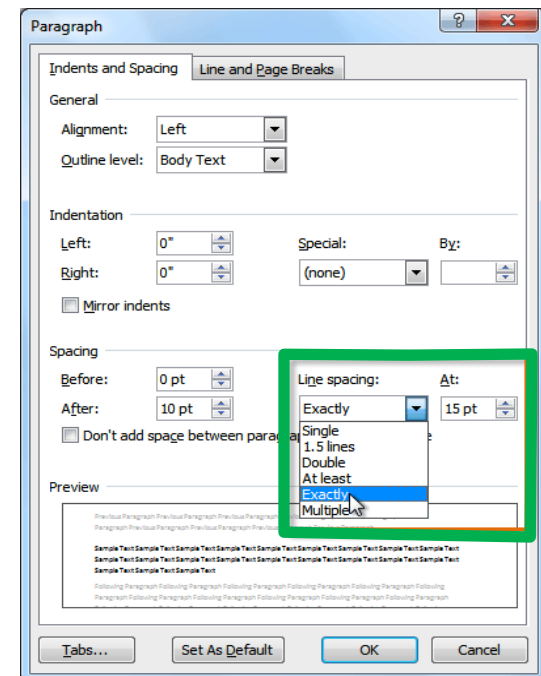
- Select the text you wish to indent.
- Make sure you are on the **Home** tab.
- Click the **Increase Indent** **command** to increase the indent by increments of 1/4 inch.
- Click the **Decrease Indent** **command** to decrease the indent by increments of 1/2 inch.



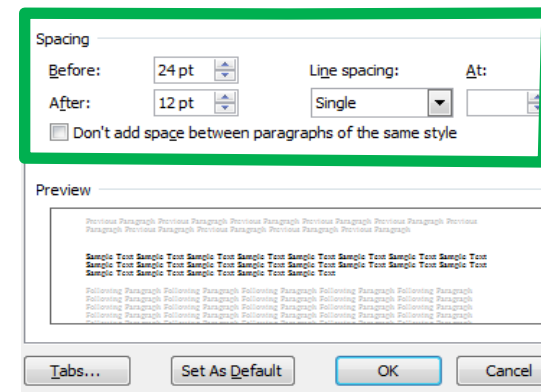
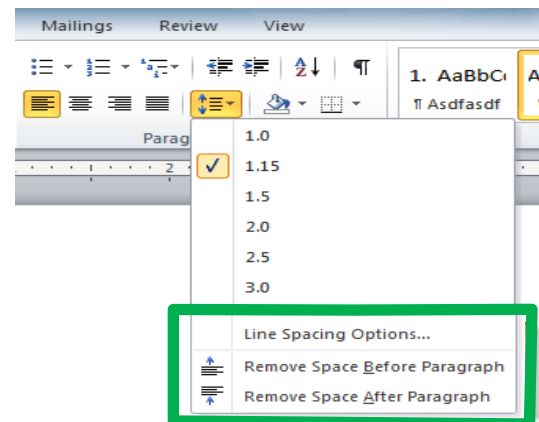
- Select the text you want to format.
- Click the **Line and Paragraph Spacing** command in the **Paragraph group** on the **Home** tab.
- **Select** the desired spacing option from the drop-down menu.



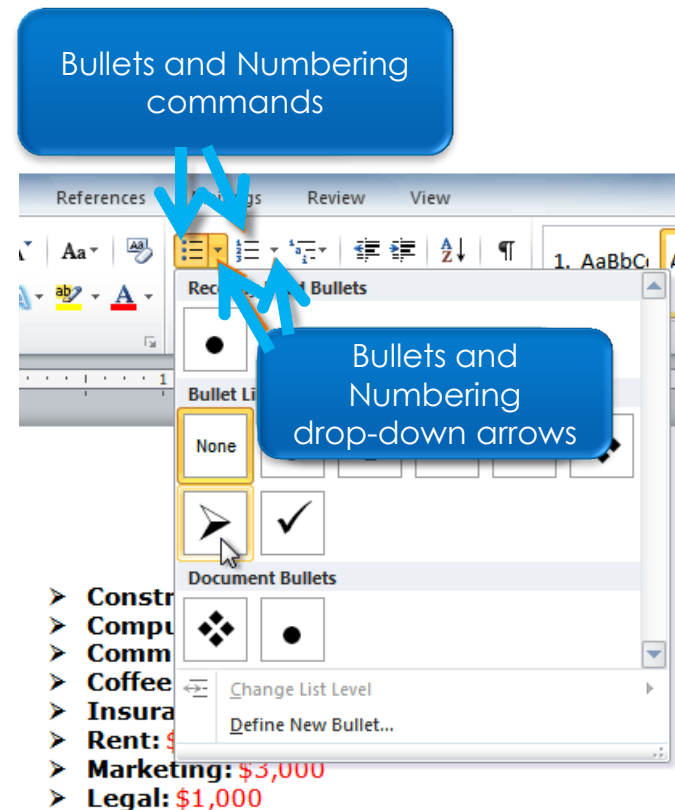
From the drop-down menu, you can also select **Line Spacing Options** to open the Paragraph dialog box. From here, you can adjust the line spacing with even more precision.



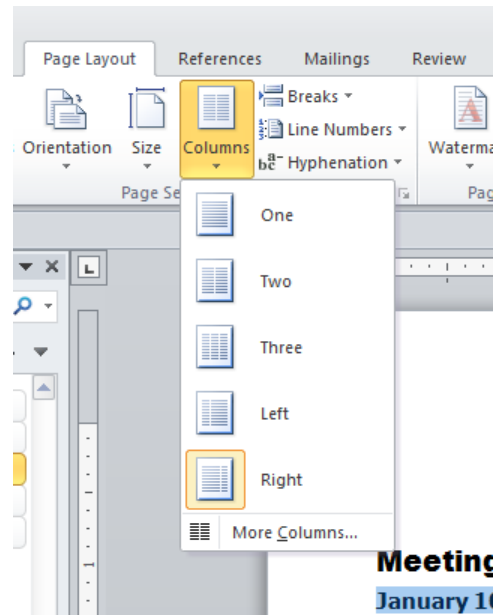
- Click the **Line and Paragraph Spacing** command on the **Home** tab.
- Select **Add Space Before Paragraph** or **Remove Space After Paragraph** from the drop-down menu.
- From the drop-down menu, you can also select **Line Spacing Options** to open the **Paragraph dialog box**. From here, you can control exactly how much space there is before and after the paragraph.



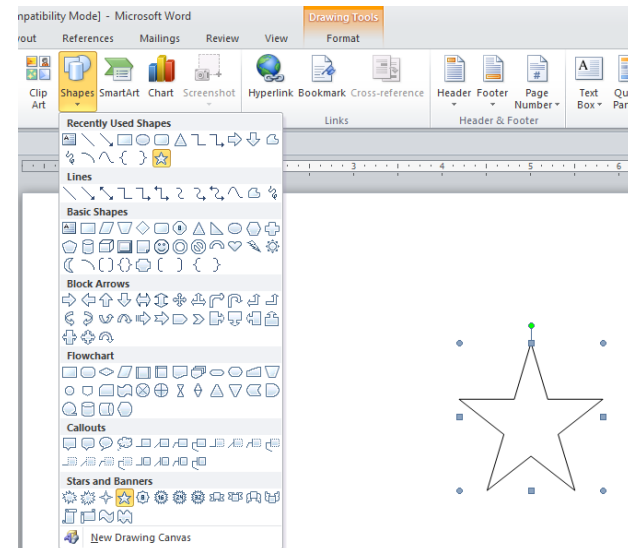
- Select the text that you want to format as a list.
- Click the **Bullets or Numbering** drop-down arrow on the **Home** tab.
- Select the bullet or numbering style you would like to use, and it will appear in the document.
- To remove numbers or bullets from a list, select the list and click the Bullets or Numbering commands.



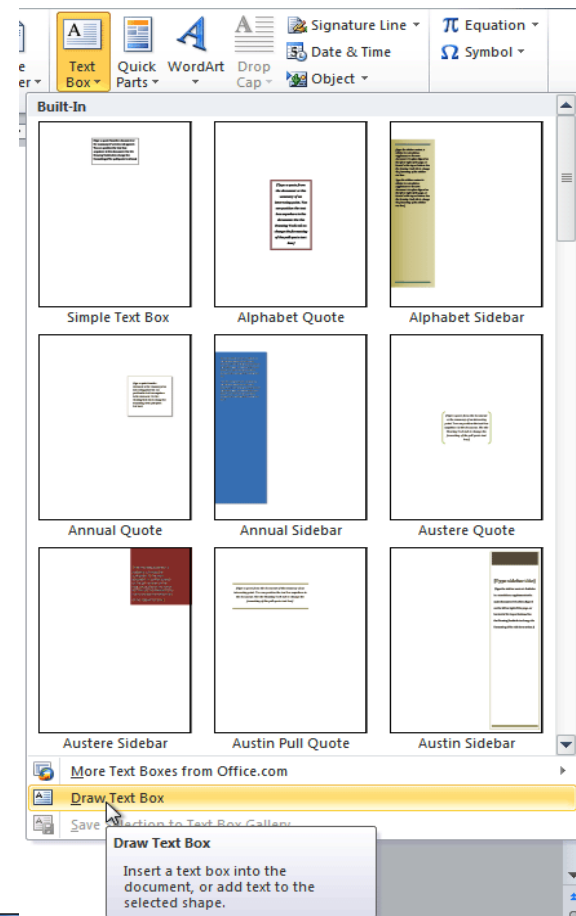
- Click the **Page Layout** tab.
- Click the **Columns** command. A drop-down menu will appear
- Select the number of **columns** you would like to **insert**.

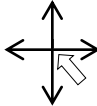


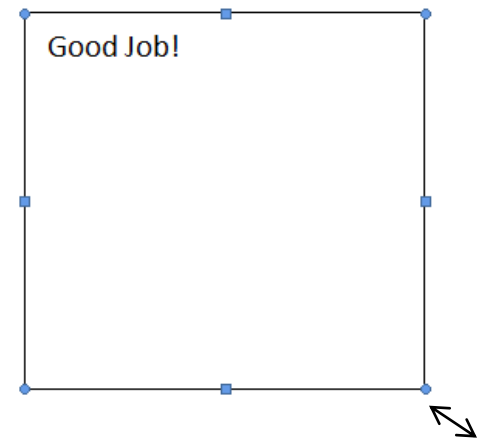
- Select the **Insert** tab.
- Click the **Shapes** command
- Select a shape from the drop-down menu.
- Click and drag the mouse until the shape is to desired size.
- Release the mouse button.



- Select the **Insert tab** on the Ribbon.
- Click the **Text Box command** in the **Text group**.
A drop-down menu will appear.
- Select **Draw Text Box**.
- Click and drag on the document to create the text box.

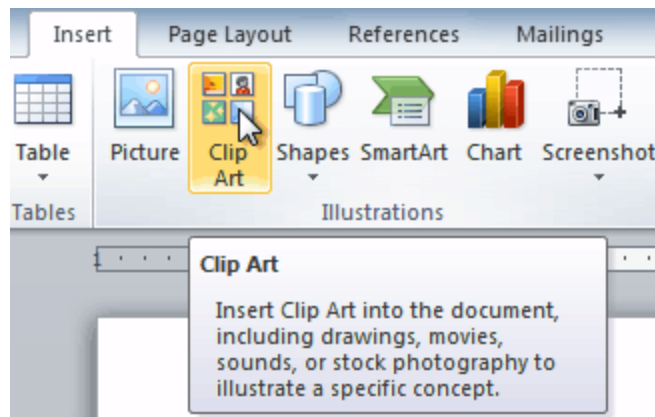


- Click on the **text box**.
- Hover the mouse over one of the edges of the text box.
- The mouse pointer becomes a **cross with arrows** on each end and looks like this 
- **Click and drag** the text box to the desired location on the page.

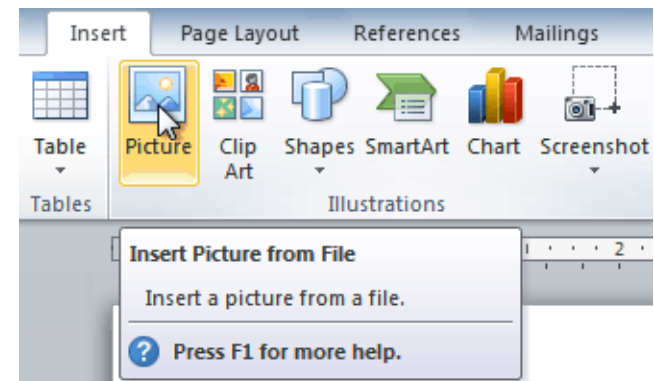


- To change **text box** size.
- Click and drag one of the **sizing handles** on the corners or sides of the text box until it is the desired size.

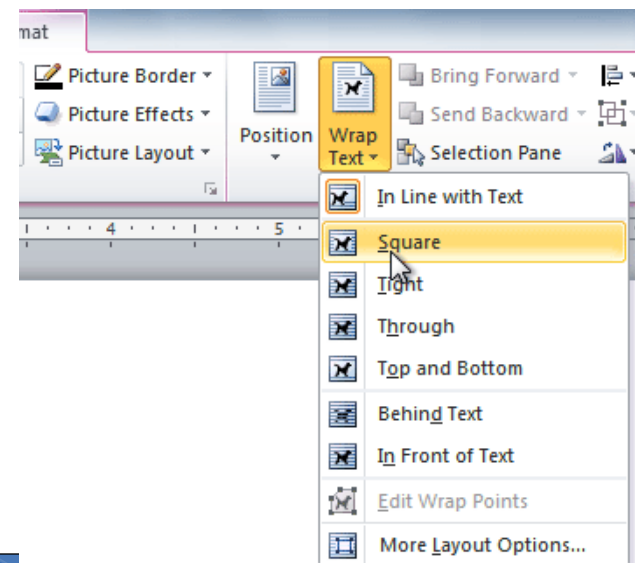
- Select the **Insert** tab.
- Click the **Clip Art** command in the **Illustrations** group.



- Place your **insertion point** where you want the image to appear.
- Select the **Insert** tab.
- In the **Illustrations** group
The Insert Picture dialog box appears.

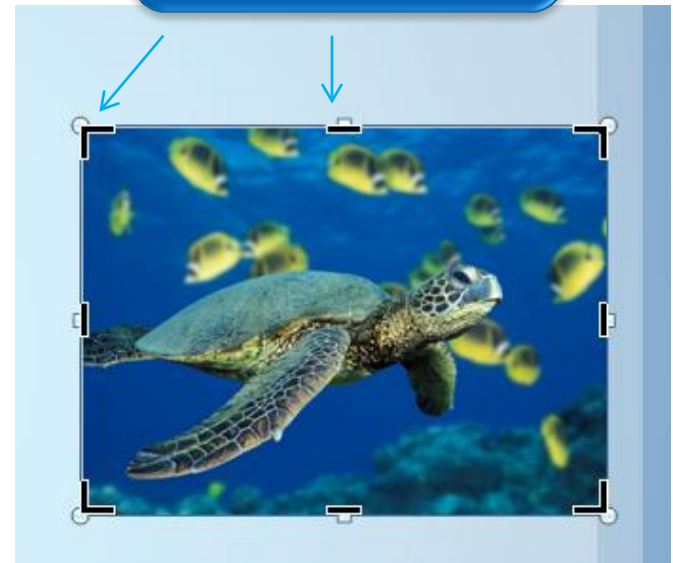


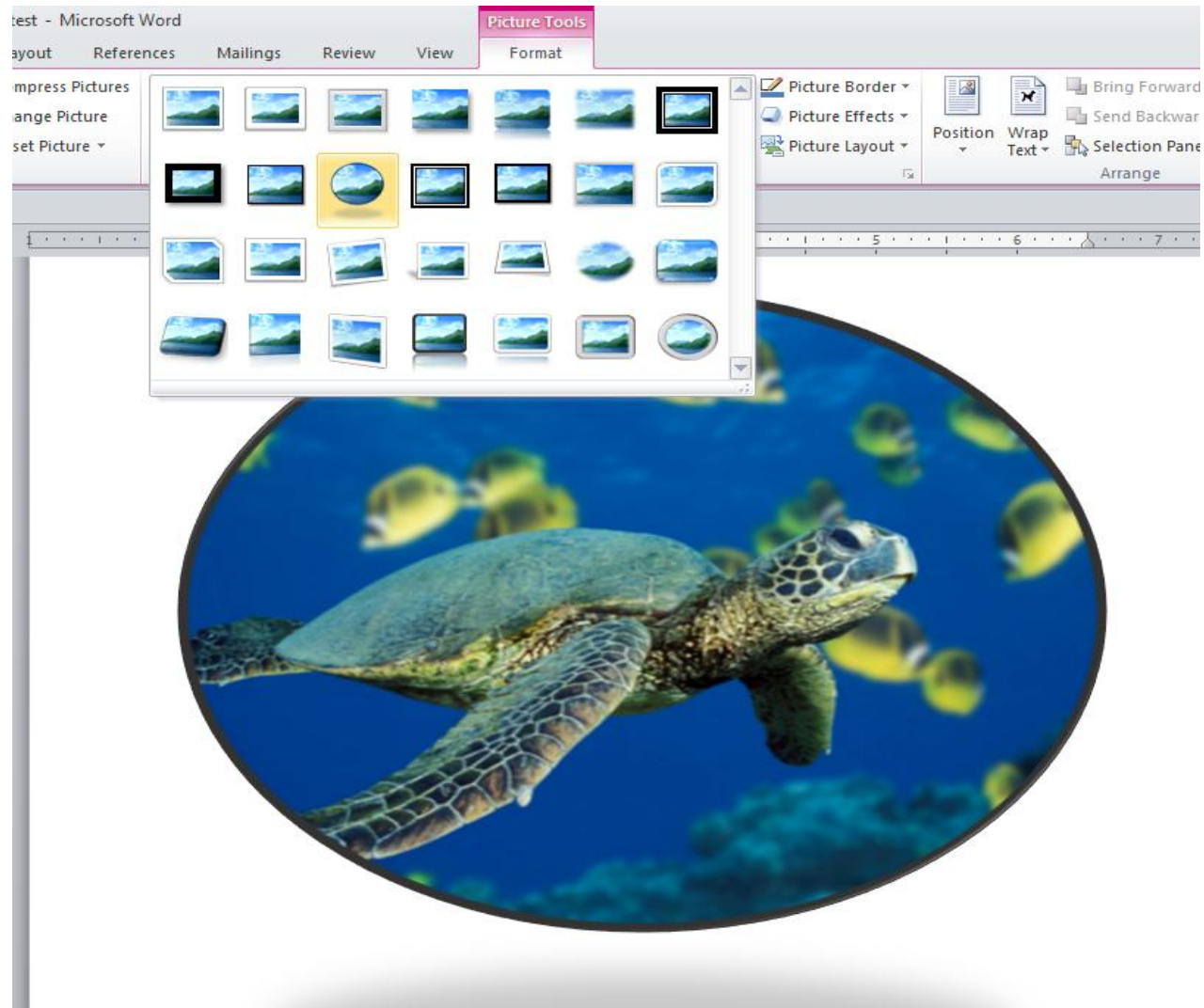
- Select the image. The **Format** tab will appear.
- Click the **Format** tab.
- Click the **Wrap Text** command in the **Arrange** group.
- Select the desired menu option. The text will adjust based on the option you have selected.



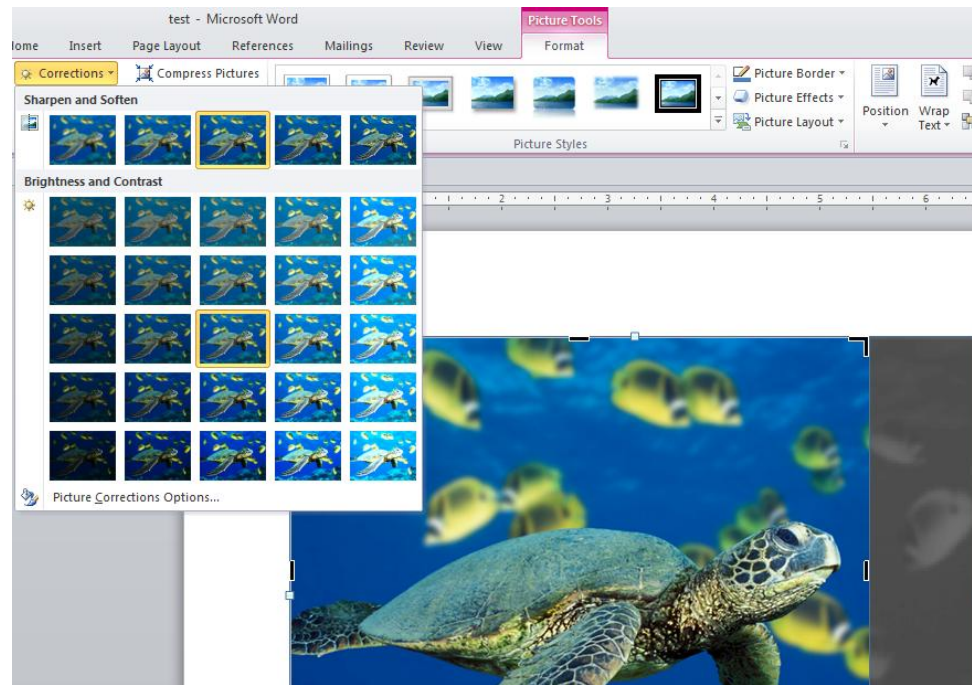
- Select an image.
- The **Format tab** will appear.
- Click the **Crop command**. The black cropping handles appear.
- Click and **drag** a handle to **crop** an image.
- Click the Crop command to deselect the crop tool.

Drag black handles
to crop image

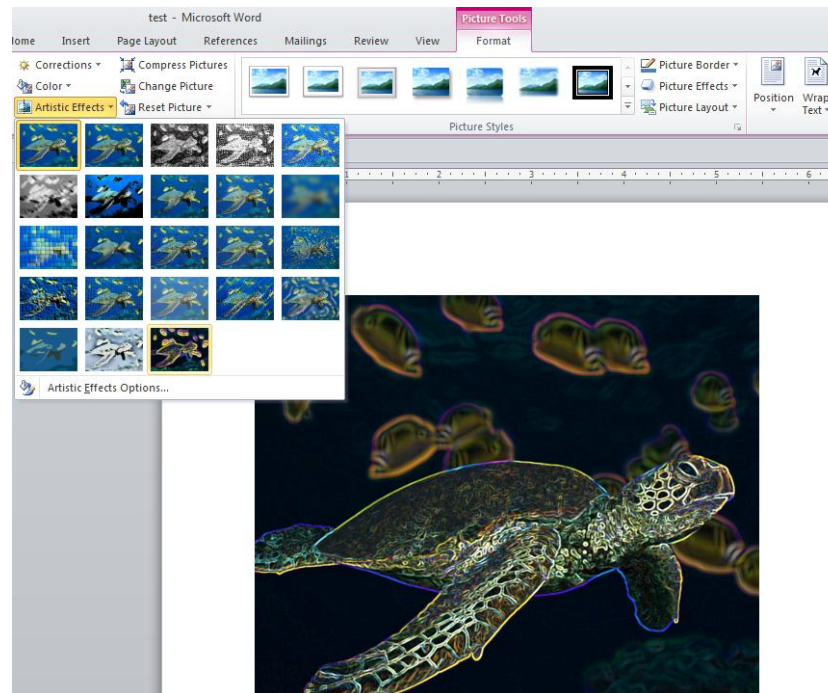




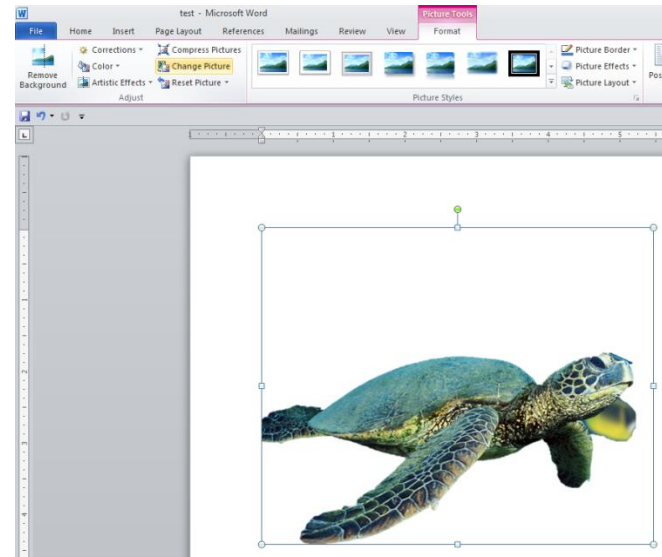
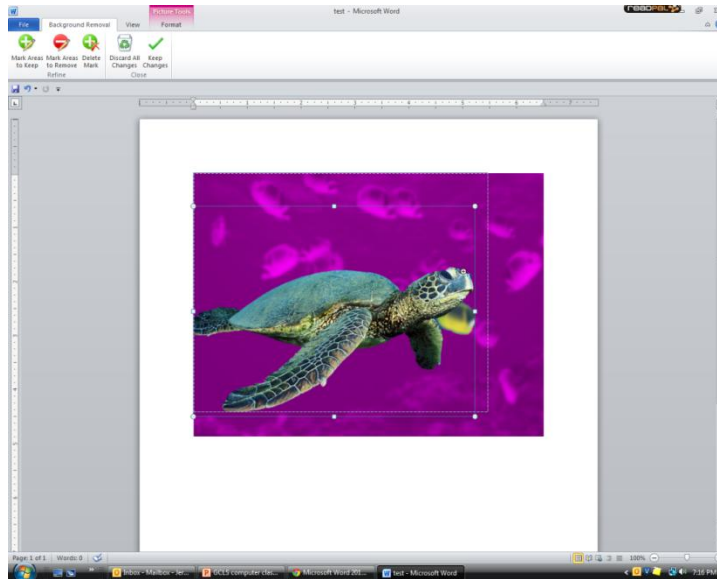
- Select the image.
- The **Format** tab will appear.
- Click the **Corrections** command. A drop-down menu will appear



- Select the image.
- The **Format** tab will appear.
- Click the **Artistic effects** . A drop-down menu will appear.



- Click on the image.
- The **Format** tab will appear.
- Click the **Remove Background** command.



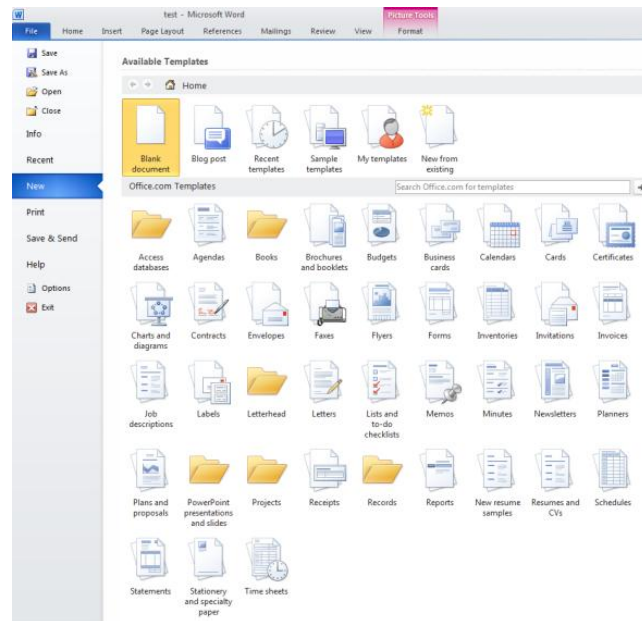
Word decides which parts of the image are foreground and which parts are background. You can adjust this by using the

- Mark Areas to **Keep**.
- If Word has marked part of the **foreground** magenta.
- Click Mark Areas to Keep and draw a line in that region of the image.

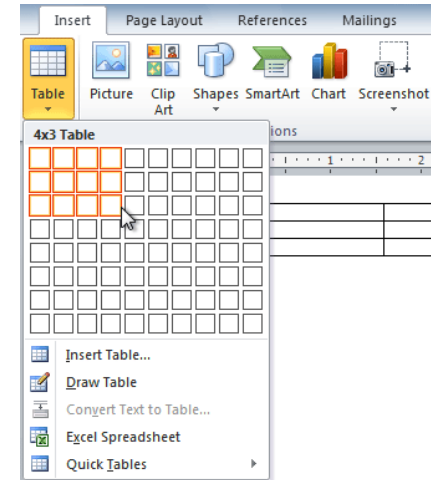
Word decides which parts of the image are foreground and which parts are background. You can adjust this by using the

- Mark Areas to **Remove**.
- If part of the **background** has not been marked with magenta.
- Click Mark Areas to Remove and draw a line in that region of the image.

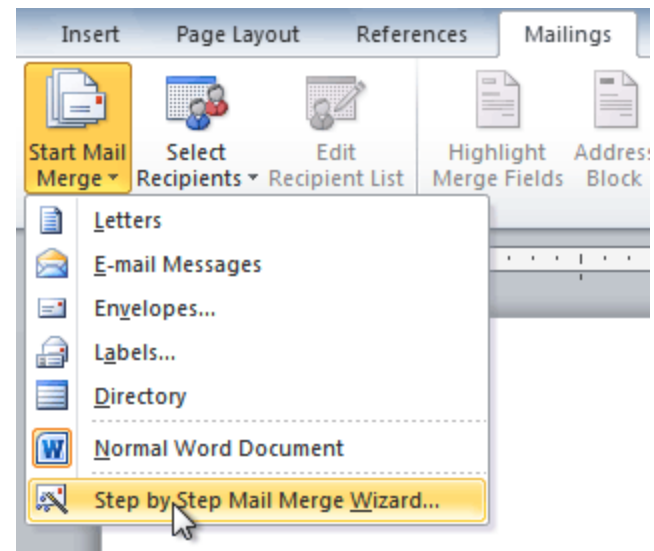
- Click the **File** tab to go to **Backstage view**.
- Select New. The New Document pane appears.
- Click Sample templates to choose a built-in template.



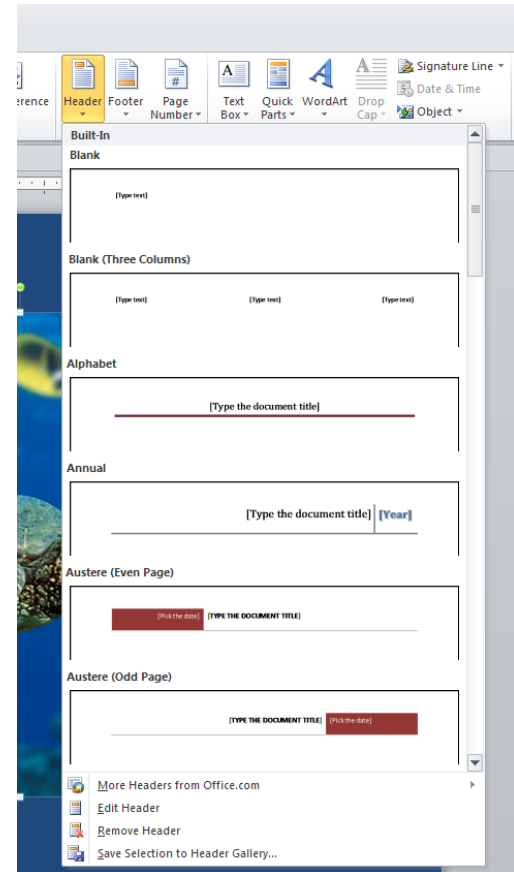
- Place your **insertion point** in the document where you want the table to appear.
- Select the **Insert** tab.
- Click the **Table** command.
- Hover your mouse over the diagram squares to select the number of **columns** and **rows** in the table.
- Click your mouse, and the table appears in the document.
- You can now place the insertion point anywhere in the table to add text.



- Open an existing Word document, or create a new one.
- Click the **Mailings** tab.
- Click the Start Mail Merge command.
- Select Step by Step Mail Merge Wizard.



- Select the **Insert** tab.
- Click either the **Header** or **Footer** command.
- A drop-down menu will appear.
- From the drop-down menu, select **Blank** to insert a blank header or footer.



- **CTRL+X** Cut
- **CTRL+C** Copy
- **CTRL+V** Paste
- **CTRL+Y** Redo last
- **CTRL+Z** Undo
- **CTRL+A** Select all
- **CTRL+B** Bold
- **CTRL+I** Italics
- **CTRL+U** Underline
- **CTRL+ENTER** Insert

**Change line spacing.
First select text**

- **CTRL+1**
Single spacing
- **CTRL+2**
Double spacing
- **CTRL+5**
1.5 spacing

- **CTRL+F** Find text in a Word document
- **CTRL+H** Replace text in a Word document
- **CTRL+HOME** Move to the beginning of the document
- **CTRL+END** Move to the end of the document
- **CTRL+N** New document
- **CTRL+S** Save
- **CTRL+P** Print
- **CTRL+O** Open
- **F1** Help

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