

# Microsoft Office Word 2010

Word is Microsoft's word processing program. It is a part of the Microsoft Office productivity suite of programs.

With it, you can type words onto the screen in a print-friendly layout, and change the size, shape, color, etc. of that text, so that it looks how you want it for presenting to someone. It is often used to write letters, resumes, flyers, and even stories for publishing

## Handling Documents

**Create a New Document:** File > New > Choose document type

**Save a Previously Saved Document:** File > Save (Ctrl+S)

**Save a Document As a New File/Name:** File > Save As...

**Open an Existing Document:** File > Open (Ctrl+O)

**Print Your Document:** File > Print

## Where to Save

Documents:

Start > Documents (top-right)

## File Types

**.docx** (latest Word format)

**.doc** (for Word 2003 or older)

**.rtf** (for people who don't have Word)

**.txt** (plain text, no formatting)

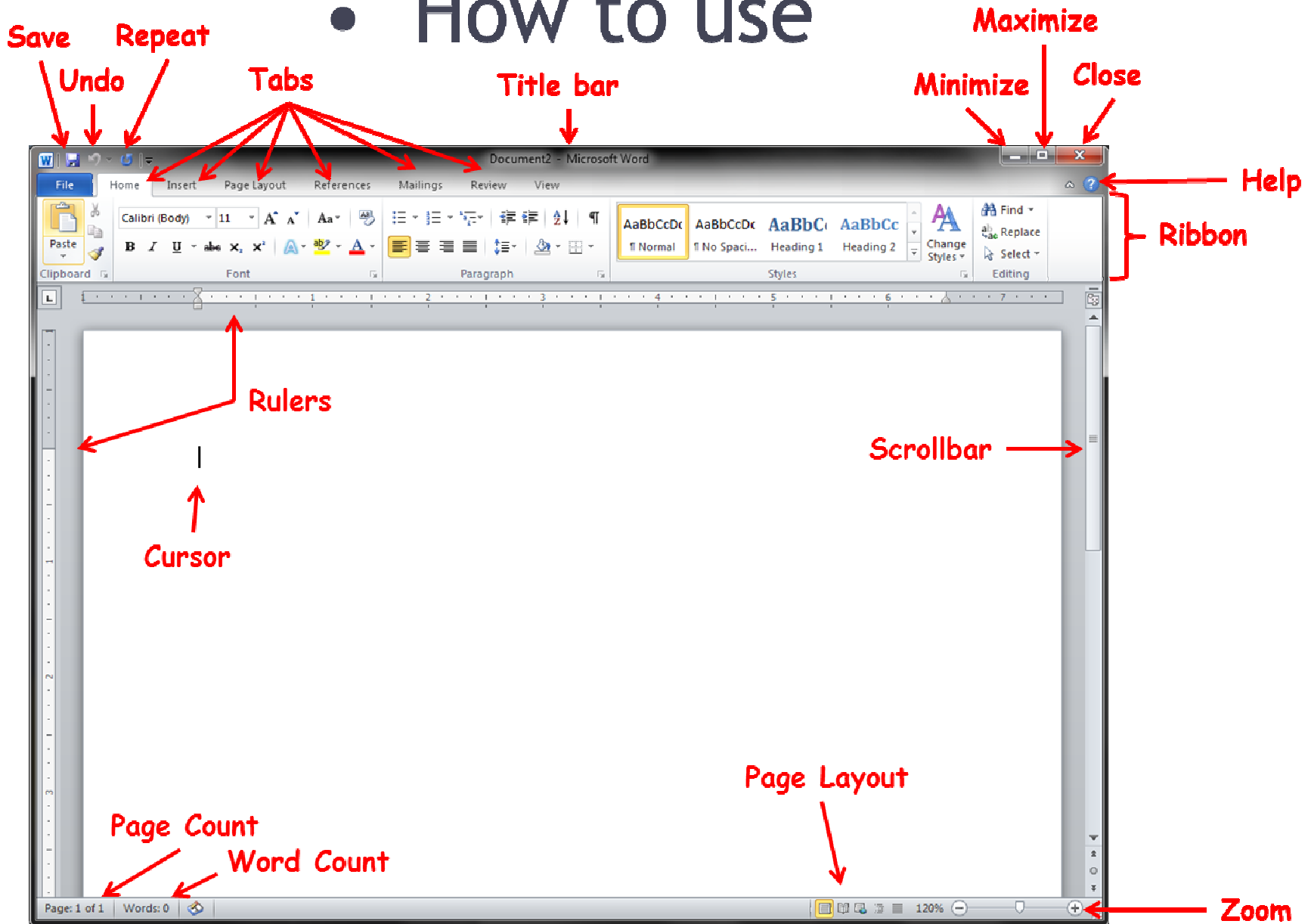
**.pdf** (Adobe Reader format/universally compatible and print-ready)

**.htm** (web page format)

**.odt** (OpenOffice Document text file)

**.wps** (Microsoft Works format)

# • How to use



## Common tasks

To change the formatting of a specific section of typed text:

- Highlight the text to be changed
- Make appropriate changes
- Click an empty part of the document

To change indentation on an entire paragraph of text:

- Click anywhere inside the paragraph
- Move the sliders in the ruler to how you want them

## Home tab

Basic text editing/formatting functions:

Font **TYPE**

Font Size

Font **Color**

**Bold**, *Italics*, Underline

Alignment: Left, Center, Right, Justified

- Bullets, or **1.** Numbering

Styles

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You can also **Find** and/or **Replace** specific text

## Insert tab

Add objects other than text to your document

- Pictures
- Clip Art
- Screenshot
- Shapes
- Charts
- Hyperlink
- Table
- Text Box
- Symbols

## Page Setup tab

Change how your document appears/prints

- Margins
- Orientation
- Paper Size
- Watermark
- Page Color

## **References tab**

Adds details ABOUT the document

- Table of Contents
- Footnotes
- Citations
- Bibliography
- Captions for pictures

## **Mailings tab**

Print envelopes & labels.

Mail Merge lets you to import Contacts from email and print mailing labels. You can also print mass letters, inserting info from each Contact as needed.

## **Review tab**

An overview of your document, before you send it to the printers

- Spell check
- Grammar check
- Translation
- Word count
- Add a comment
- Track changes to the document, so you can go back to an old revision

## **View tab**

Change how Word looks TO YOU

Document Views:

- Print Layout (default)
- Full Screen (removes formatting tools)
- Web Layout (for designing web pages)
- Outline (for laying down the general summary)
- Draft (shows just text, for easy formatting)

Arrange open Word windows

Show/Hide Ruler, Gridlines, or Navigation

Macros

**Practice makes perfect!**