

Guided Computer Tutorials

**Learning
Microsoft®
Word® 2010**

Module 1

By Greg Bowden

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Learning Microsoft Word 2010

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Microsoft Word Project 1

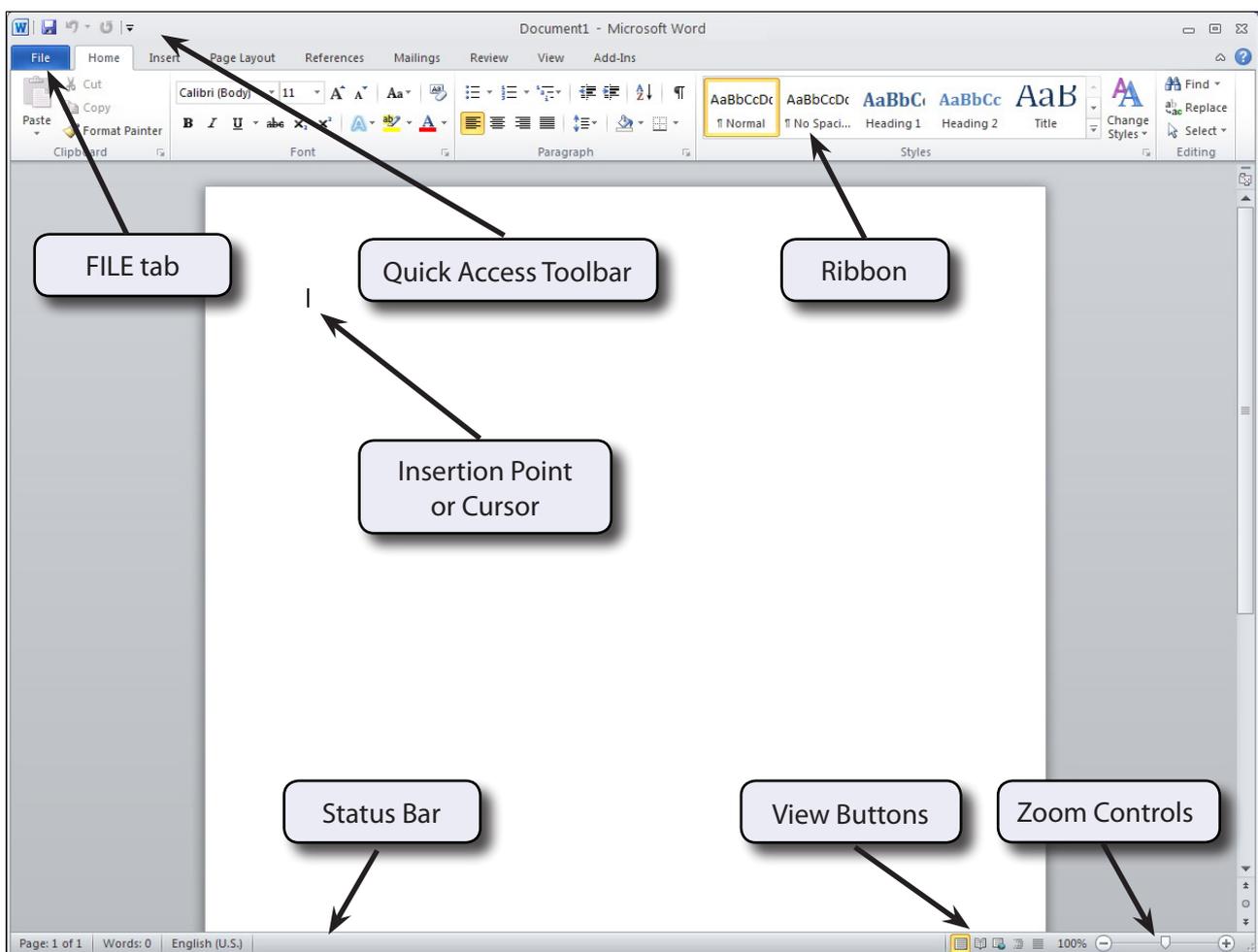
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Introduction to Microsoft Word

Microsoft Word 2010 is a powerful word processing program that allows you to enter text, make changes to it, format it, record and print it. You can use it to produce professional business letters, reports, job applications, personal resumes, curriculum vitae, essays, class projects, etc.

Getting Started

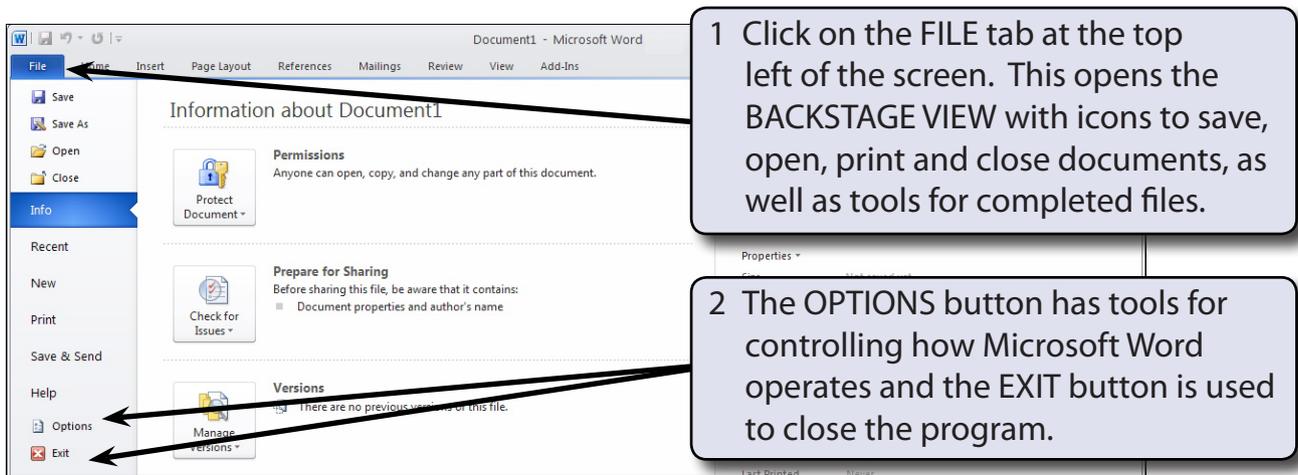
- 1 Load Microsoft Word 2010 and you will receive the word processor screen.
- 2 Look at the labelled Microsoft Word screen below and refer to it until you are familiar with all the components.



The Microsoft Word Screen

The Microsoft Word 2010 screen is quite different to other programs.

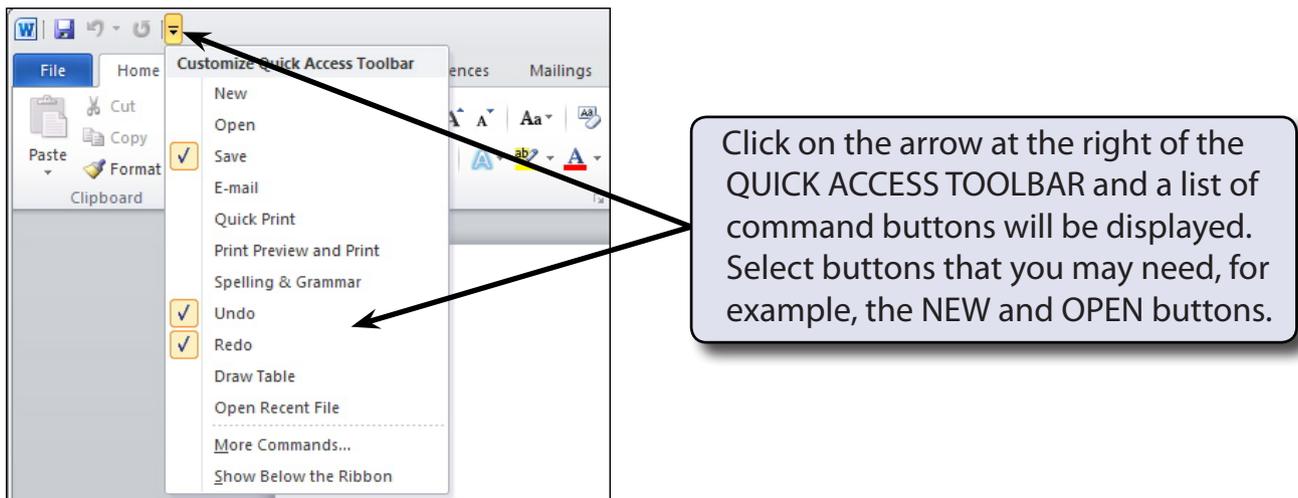
A The Backstage View



3 Click outside the FILE tab again to return to the normal Word screen.

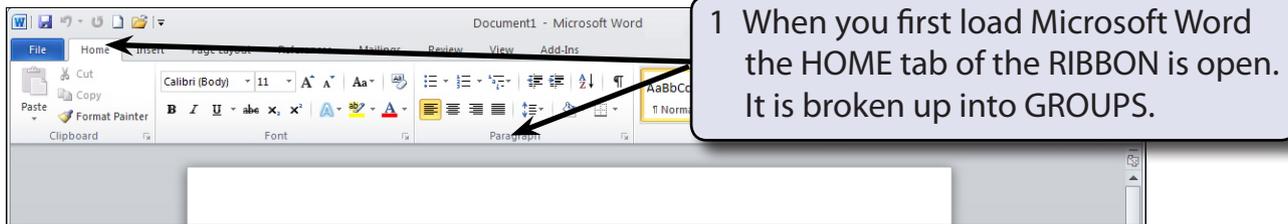
B The Quick Access Toolbar

The QUICK ACCESS TOOLBAR is above the RIBBON. It has buttons to save or undo steps. You can add common command buttons to it.



C The Ribbon

The RIBBON across the top of the screen contains most of the Word commands in a variety of command TABS.



- 2 Click on each command TAB in turn to see what groups of commands they contain.

Home Tab: Contains the most common commands for formatting and editing text.

Insert Tab: Contains commands for adding items to documents, for example, pages, breaks, graphics, headers and footers, etc.

Page Layout Tab: Contains tools that control how pages look on the screen or when printed. These include margins, columns, paper size, etc.

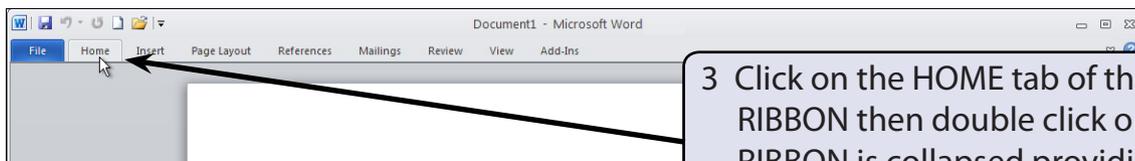
References Tab: Contains tools for highlighting or referring to sections of a document. These include footnotes, table of contents, bibliographies, etc,

Mailings Tab: Contains tools to carry out mail-merging of data into letters, envelopes or labels.

Review Tab: Contains tools for checking documents. These include spell checking and thesaurus.

View Tab: Contains tools to view documents on screen. These include zoom and document view commands.

NOTE: Other tabs are added to the RIBBON when you select or add items to a document.

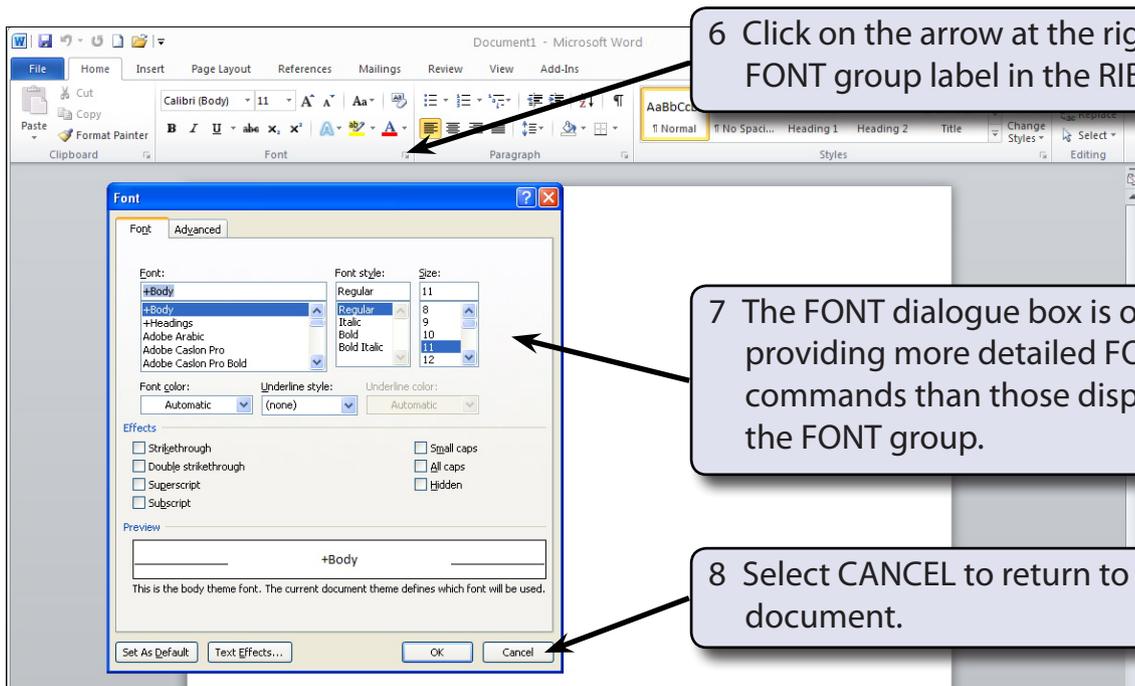


3 Click on the HOME tab of the RIBBON then double click on it. The RIBBON is collapsed providing you with more screen space.

4 Double click on a TAB and the RIBBON is expanded.

NOTE: If you click once on a tab of a collapsed RIBBON, the RIBBON will open until a command is selected then collapse again. You might like to try this.

5 There are more commands in the RIBBON than those displayed as icons.



6 Click on the arrow at the right of the FONT group label in the RIBBON.

7 The FONT dialogue box is opened providing more detailed FONT commands than those displayed in the FONT group.

8 Select CANCEL to return to the document.

9 Look at the dialogue boxes available from the arrows next to the other group labels in the HOME tab of the RIBBON.

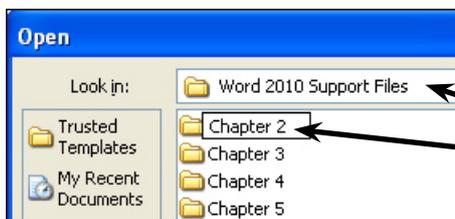
Aligning Text

Microsoft Word allows you to do far more detailed formatting than just changing fonts, font sizes and styles. For example, you can change the line spacing, the justification of text and set tab stops. The PARAGRAPH group in the HOME tab of the RIBBON and the Ruler at the top of the screen are used to carry out the required formats.

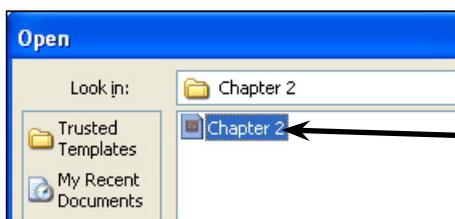
Loading a Prepared Document

Sample documents have been prepared for you to save you the time of simply typing in text. You need to load these documents from the WORD 2010 SUPPORT FILES folder.

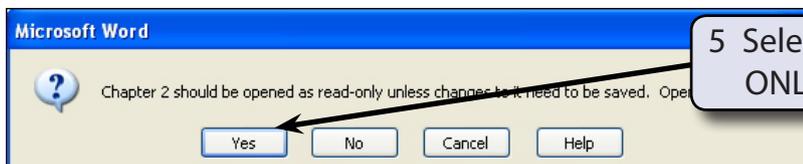
- 1 Close any open documents. (If you are starting a new session, load Microsoft Word.)
- 2 Click on the FILE tab and click on the OPEN icon.



3 Set the LOOK IN box to the WORD 2010 SUPPORT FILES folder and open the CHAPTER 2 folder.



4 Select the CHAPTER 2 file and click on OPEN to open the file.



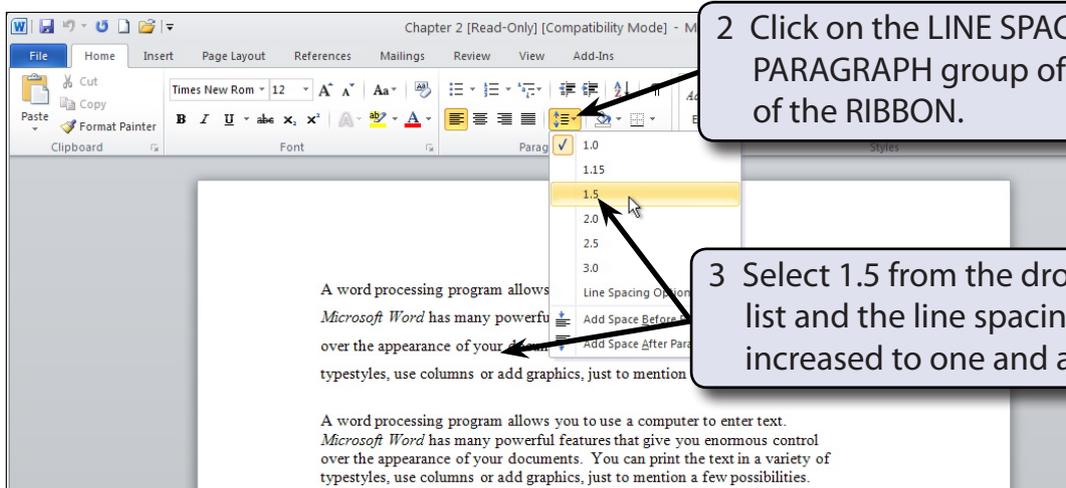
5 Select YES to open the file as a READ ONLY file.

NOTE: By opening the file as a READ-ONLY file you will not be able to save any changes to the file. You will be able to save it under a different file name.

Line Spacing

The document has two copies of the paragraph that you entered in Chapter 1. Let's change the amount of space between the lines of text.

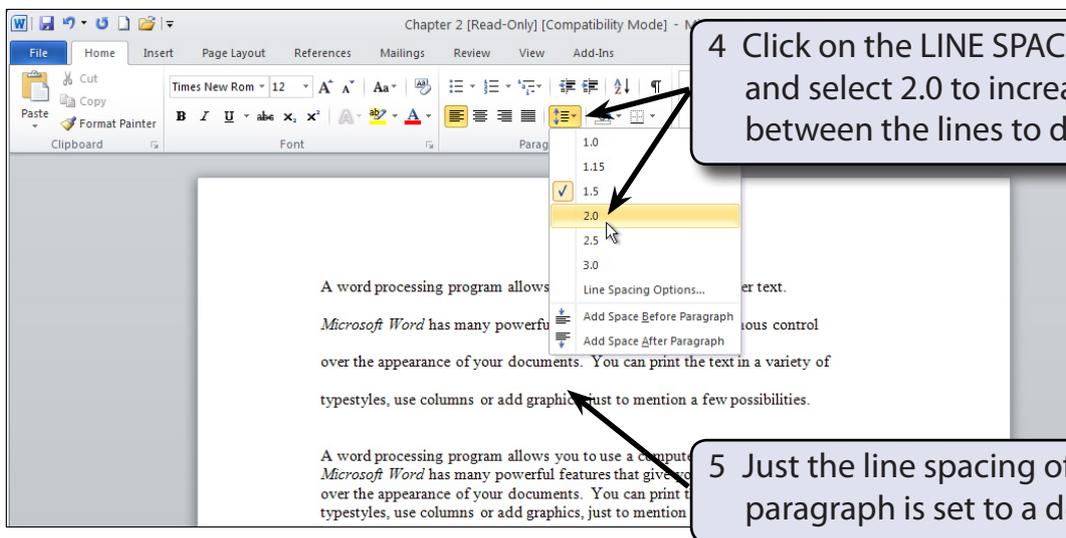
- 1 At the moment the cursor is at the beginning of the first paragraph.



2 Click on the LINE SPACING icon in the PARAGRAPH group of the HOME tab of the RIBBON.

3 Select 1.5 from the drop down list and the line spacing will be increased to one and a half lines.

The screenshot shows the Microsoft Word interface with the Home tab selected. The Paragraph group on the ribbon has the Line Spacing icon (represented by a vertical double-headed arrow) highlighted. A dropdown menu is open, showing options for 1.0, 1.15, 1.5, 2.0, 2.5, and 3.0. The 1.5 option is selected and highlighted. The document text is visible in the background, showing two paragraphs of text.



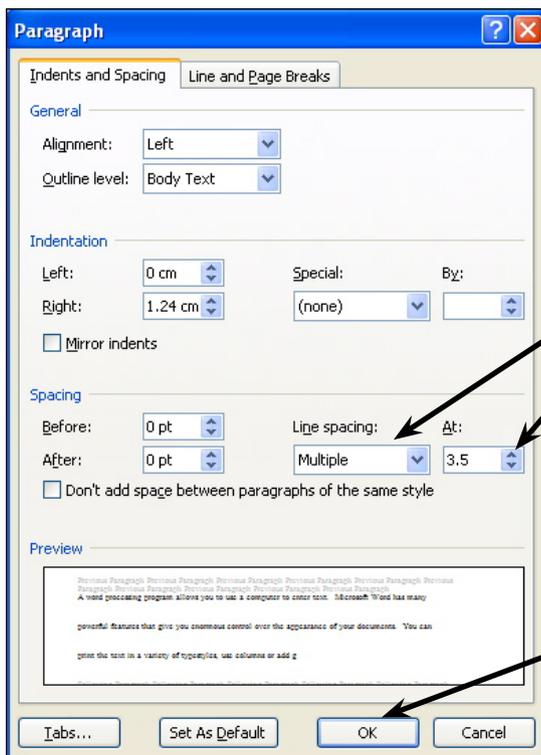
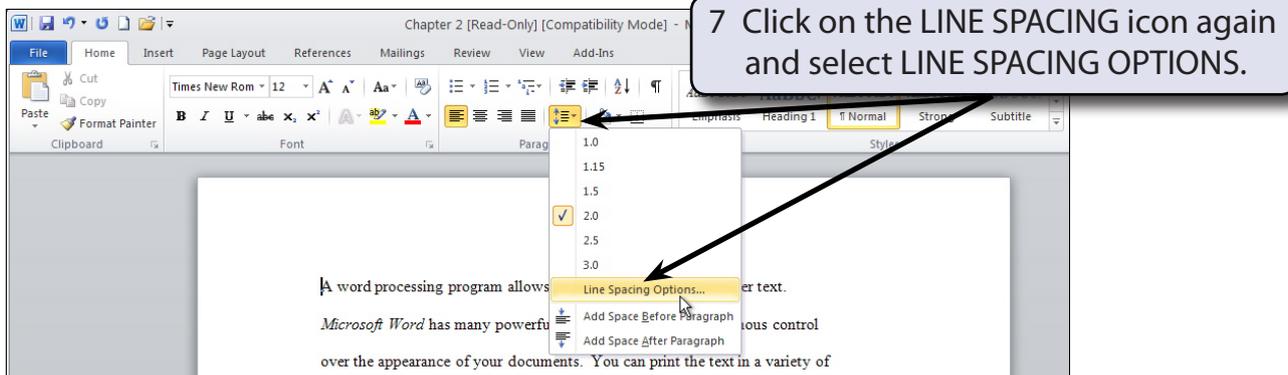
4 Click on the LINE SPACING icon again and select 2.0 to increase the space between the lines to double spacing.

5 Just the line spacing of the first paragraph is set to a double line.

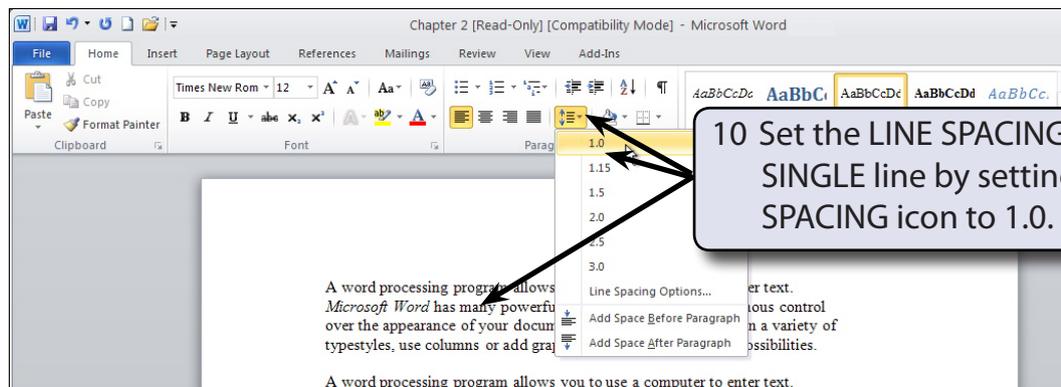
The screenshot shows the same Microsoft Word interface as the previous one. The Line Spacing icon is again highlighted, and the dropdown menu is open. This time, the 2.0 option is selected and highlighted. The document text is visible in the background, showing the same two paragraphs of text.

NOTE: Only the first paragraph is changed as the cursor was in that paragraph. If you wanted the spacing of both paragraphs altered both paragraphs would need to be selected.

6 The LINE SPACING can also be changed using the PARAGRAPH dialogue box.



- NOTE:**
- i LINE SPACINGS are changed by increments of 0.5 lines each time you click on the UP or DOWN arrows next to the AT box.
 - ii You can also display the PARAGRAPH dialogue box by clicking on the arrow at the right of the PARAGRAPH group label in the HOME tab of the RIBBON.

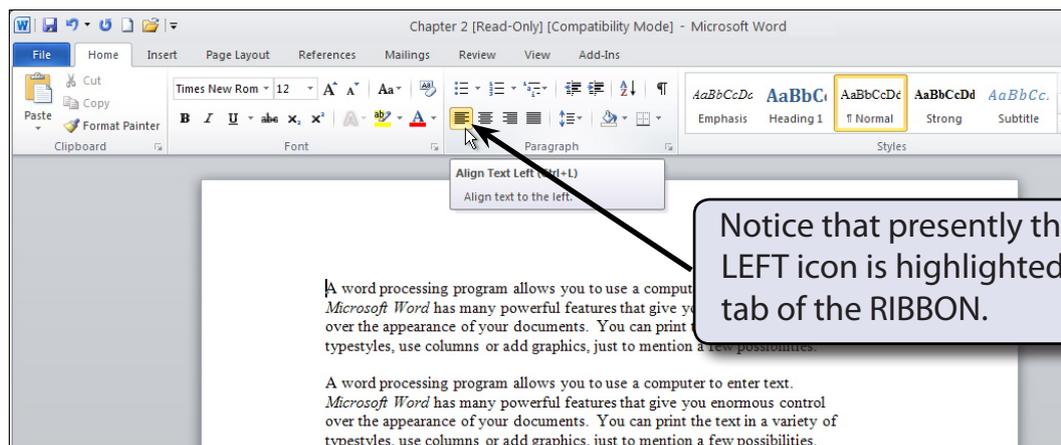


NOTE: To change the LINE SPACING of more than one paragraph at a time, highlight the paragraphs first.

Justifying Text

Text is normally justified to the left when you first load a Microsoft Word document. This means that only the left margin is straight. There are three other justifications that can be used:

- Right:* where only the right side is straight.
- Centre:* where each line is centred - this is commonly used for headings.
- Justified:* where both the left and right margins are straight.



Spell Checking Documents

Microsoft Word has its own dictionary which can be used to check the spelling of any document that you enter. Using the spell checker utility is particularly useful in the proofreading process. The utility will help you correct the spelling of words by providing you with a list of words spelt similarly from the dictionary.

When you enter a word that is not in the Microsoft Word dictionary it is underlined with a 'wavy' red line. A 'wavy' green line is used to highlight any phrases that should have their grammar checked.

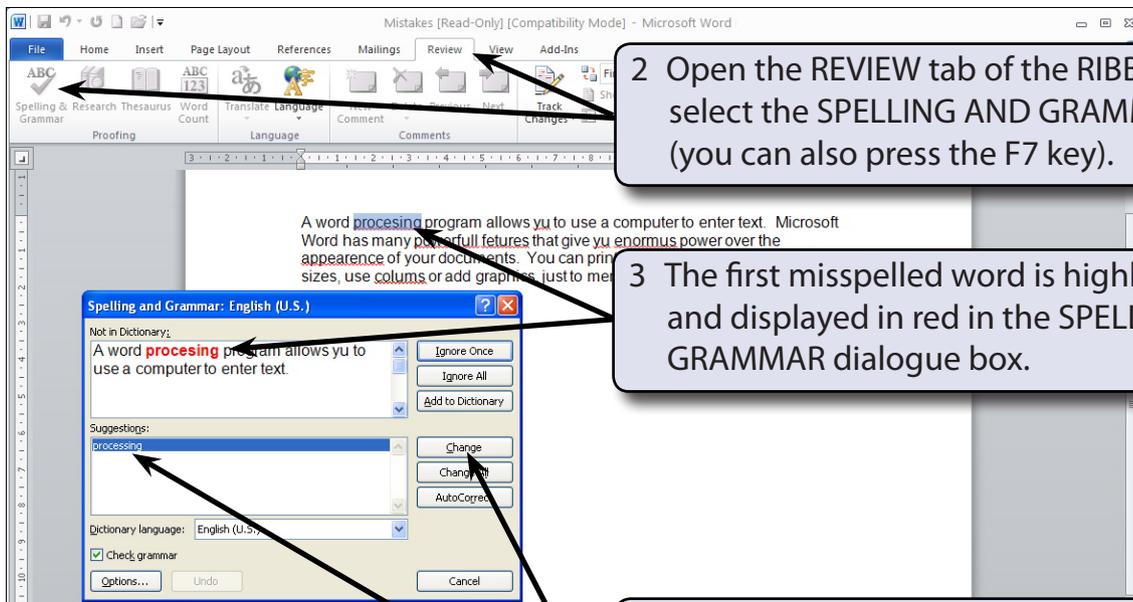
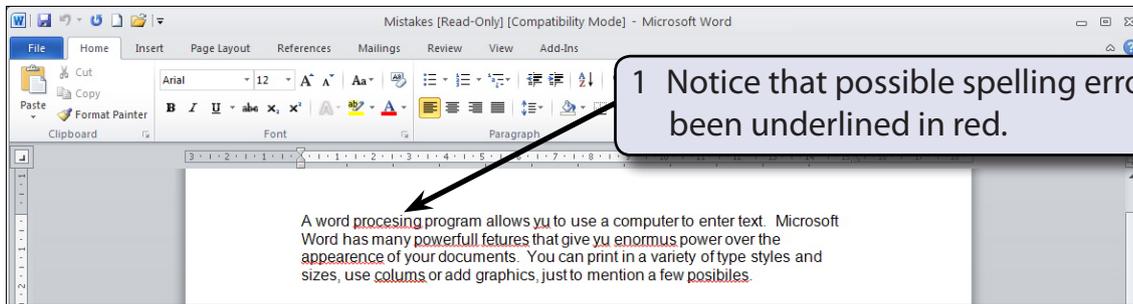
- NOTE:**
- i There are times when words are spelt correctly but are not in the program's dictionary, for example, names of places or people. In these instances you simply tell the program to IGNORE the word if it is spelt correctly, or enter the correction yourself if the spelling is not correct.**
 - ii There are other occasions when a typing error is made but the word that results is actually a word itself. For example, world/word, the/then, glass/gloss, etc. In this instance the dictionary will not pick up the mistake; therefore, careful proofreading of a document is always necessary after running a spell check.**

Loading a File Containing Spelling Mistakes

A document with numerous spelling mistakes has been prepared for you. It needs to be loaded from the WORD 2010 SUPPORT FILES.

- 1 Load Microsoft Word or close the current file, click on the FILE tab and select OPEN (or click on the OPEN icon in the QUICK ACCESS TOOLBAR).
- 2 Access the WORD 2010 SUPPORT FILES (refer to page 2-1 if you have forgotten how to do this).
- 3 Double click on the CHAPTER 3 folder to open that folder, then double click on the MISTAKES file to load the file.
- 4 Select YES to open the file as a READ ONLY document.

Checking the Spelling of the Document



5 The next misspelt word is highlighted. 'Yu' has been mistyped. This has occurred twice in the passage. When this word is corrected the second occurrence can also be updated.

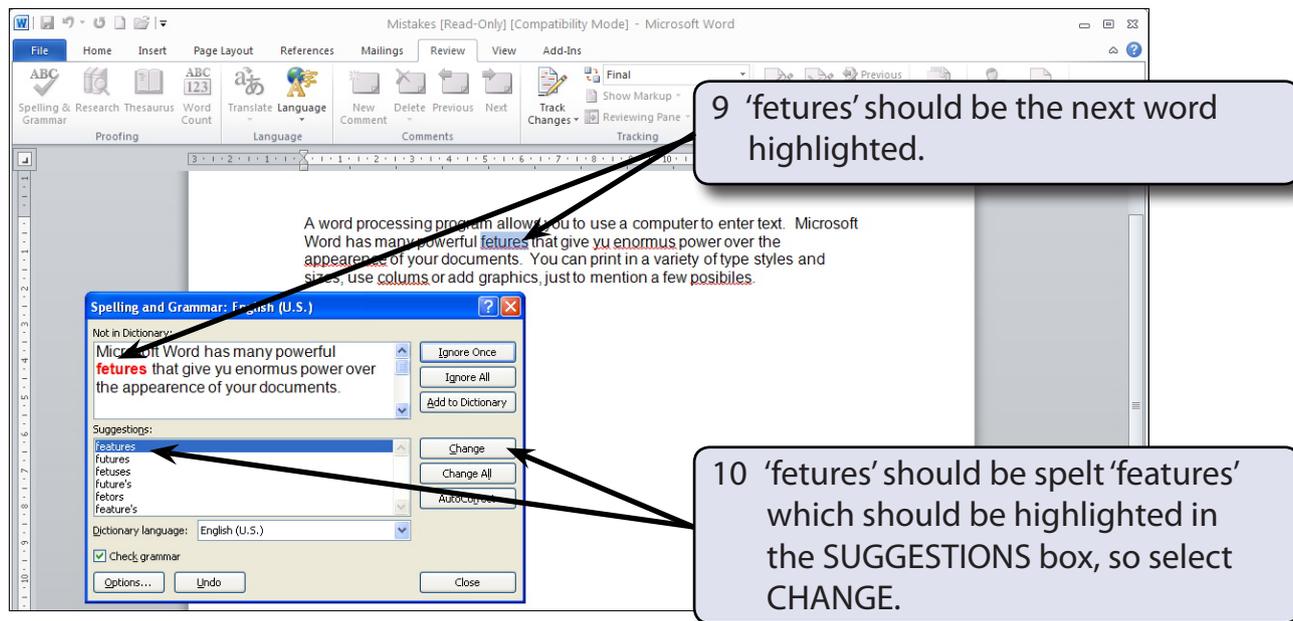
6 YOU has been correctly highlighted in the SUGGESTIONS frame. Click on CHANGE ALL and all occurrences of the misspelt word will be updated.

NOTE:

- i The second 'yu' will not be changed until the spell checker comes to it.
- ii If you think that you may have misspelt or mistyped the same word in a passage, use CHANGE ALL instead of CHANGE.

7 'powerfull' should be highlighted.

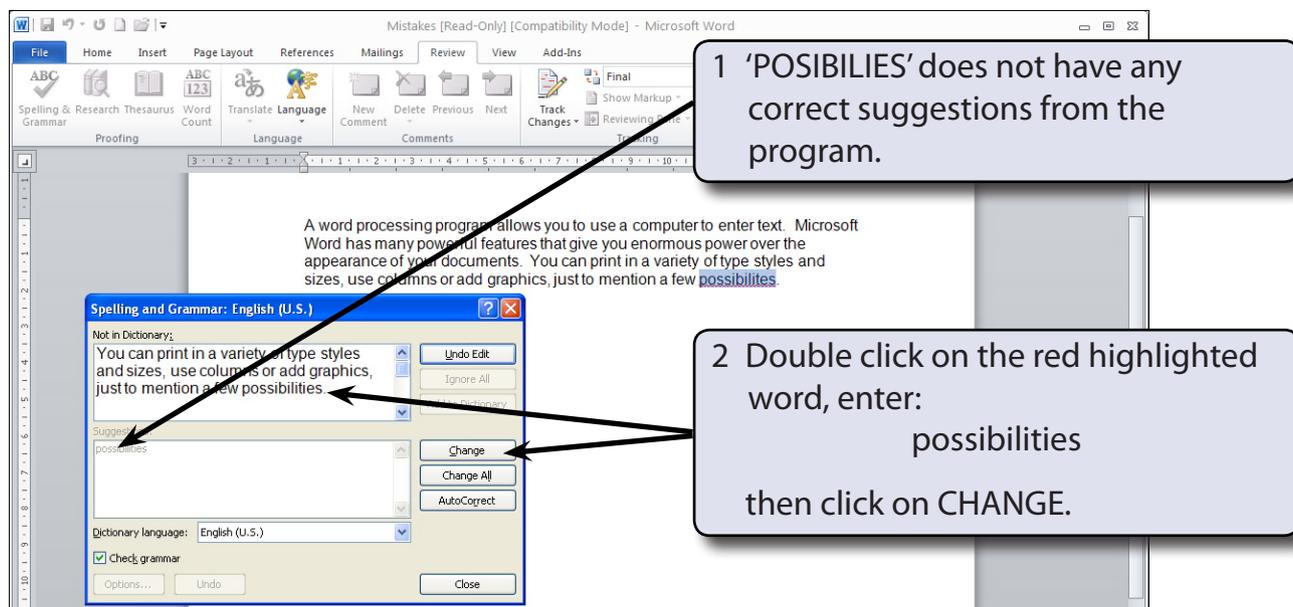
8 Change it to 'powerful'!



- 11 Change 'enornus' to 'enormous'.
- 12 Change 'appearence' to 'appearance'.
- 13 Change 'coluns' to 'columns'.

Manually Changing Words

There are times when the dictionary cannot suggest any words. 'POSIBILIES' is an example of this. In this case you need to enter the word manually.



Moving Text

It is important to be able to move text efficiently within a page, between pages and between documents. In this chapter you will learn how to scroll through a document, insert page breaks, copy, cut and paste text both within and between documents, and use drag and drop.

Cursor Movements

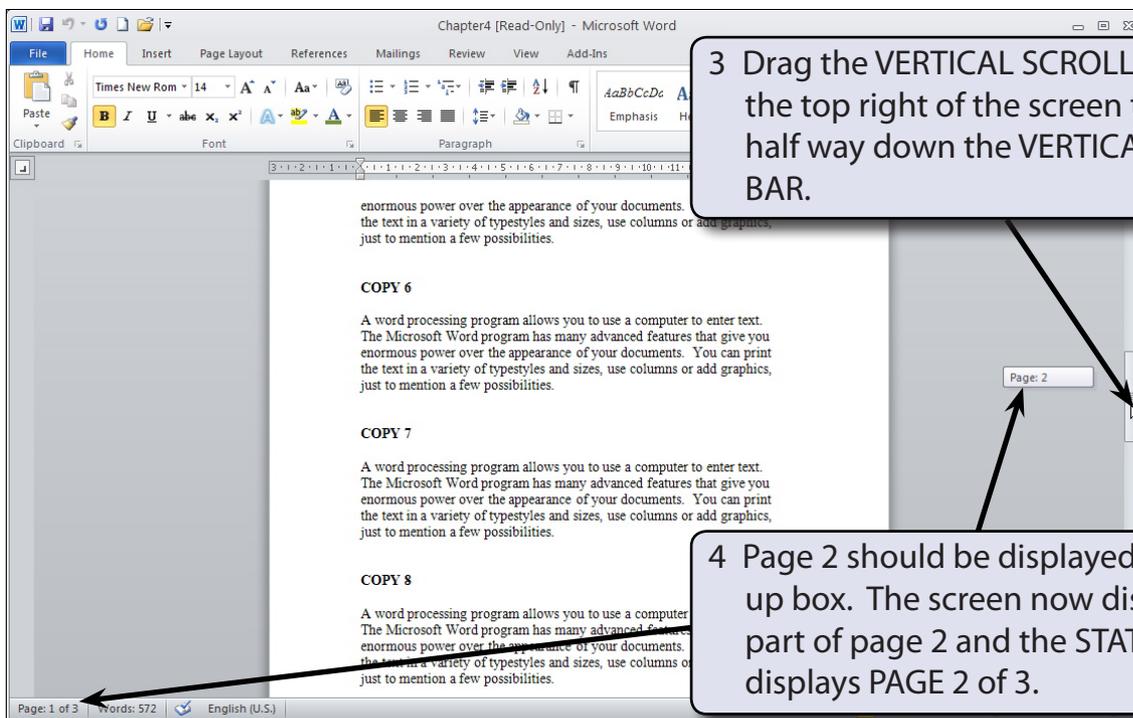
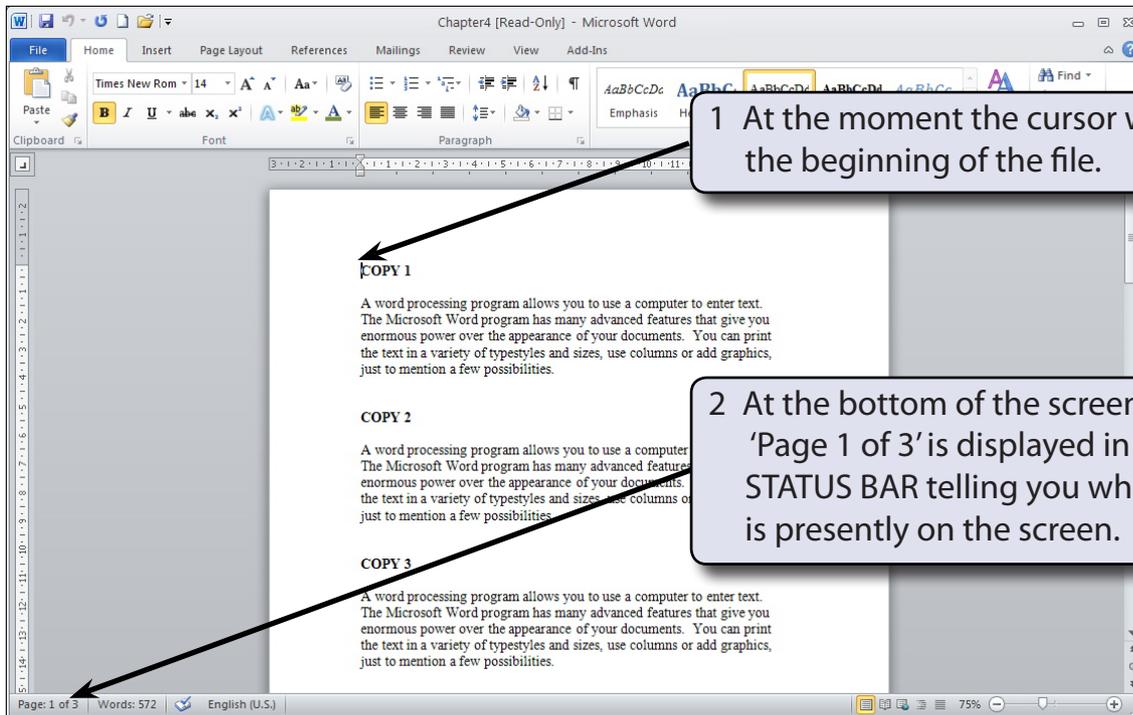
When you are using large documents (2 pages or more), it is very important to be able to move through the file very quickly.

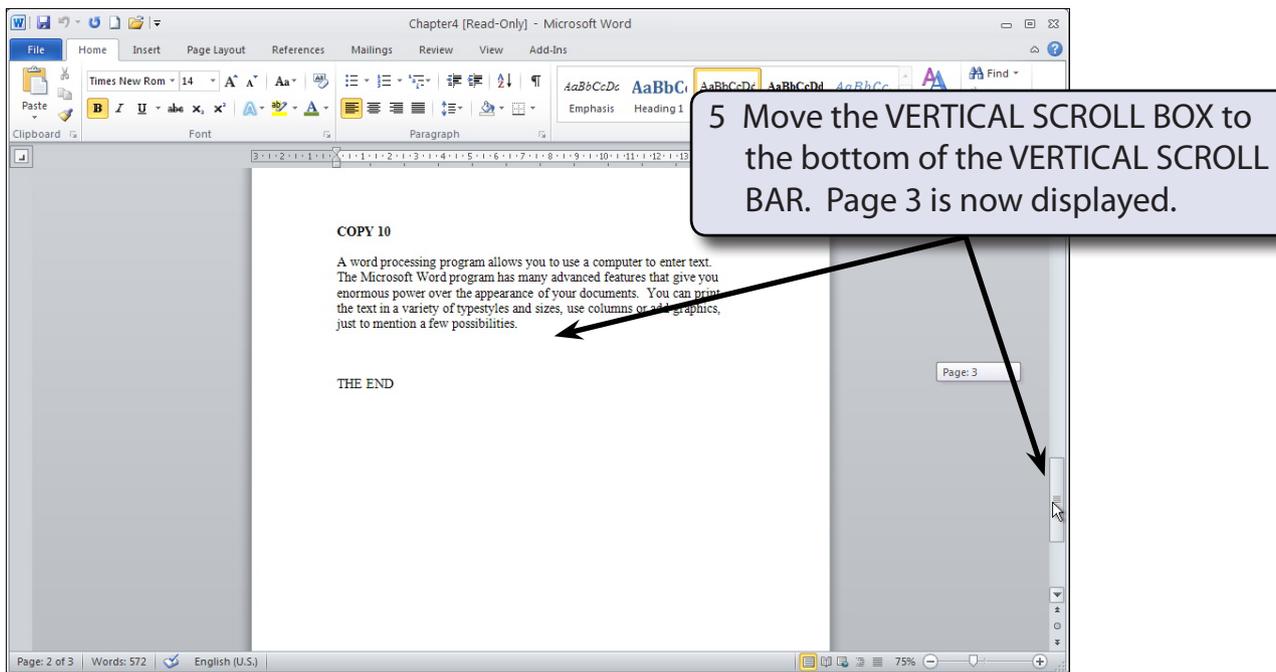
A Loading a Sample Document

A sample document has been prepared for you which needs to be loaded from the WORD 2010 SUPPORT FILES.

- 1 Load Microsoft Word or close the current file, click on the FILE tab and select OPEN.
- 2 Access the WORD 2010 SUPPORT FILES (refer to page 2-1 if you have forgotten how to do this).
- 3 Double click on the CHAPTER 4 folder to open that folder, then double click on the CHAPTER 4 file to load the file.
- 4 Select YES to open the file as a READ ONLY document. It contains 10 copies of the paragraph you have used in previous chapters.

B The Scroll Bars

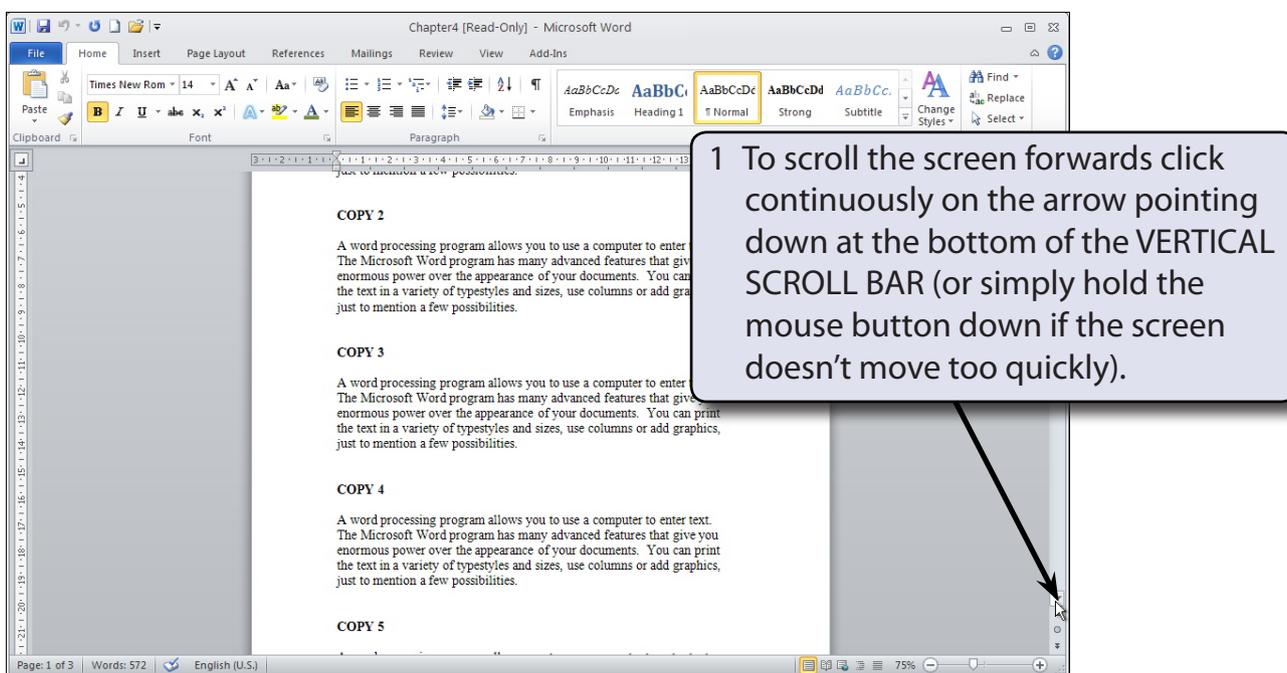


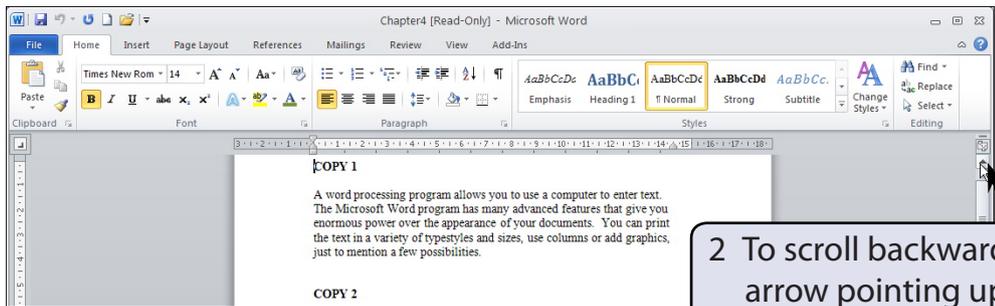


- 6 Return the screen to the beginning of the document by dragging the VERTICAL SCROLL BOX to the top of the VERTICAL SCROLL BAR.

C Scrolling

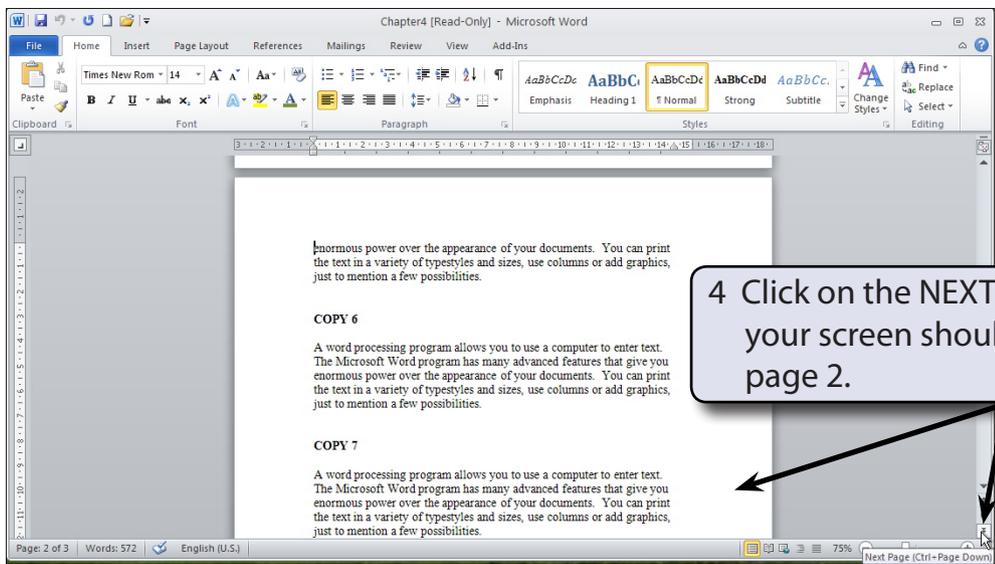
Scrolling is sometimes useful when proofreading documents to check for mistakes.



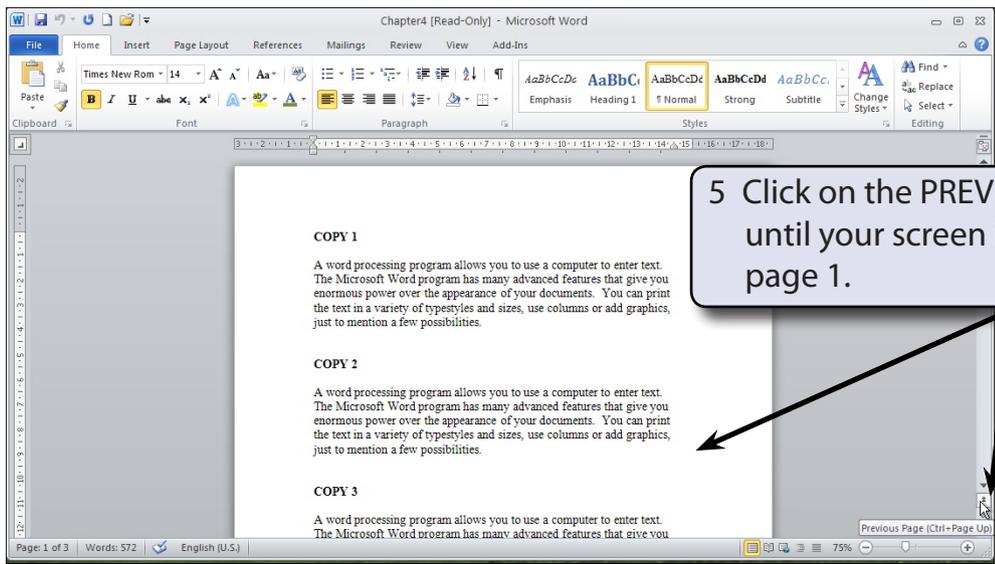


2 To scroll backwards click on the arrow pointing up at the top of the VERTICAL SCROLL BAR.

3 To scroll between pages the double arrow boxes at the bottom of the VERTICAL SCROLL BAR can be used.



4 Click on the NEXT PAGE button and your screen should be taken to page 2.



5 Click on the PREVIOUS PAGE button until your screen is returned back to page 1.

Find and Replace

You can find words or phrases in a document and replace them with other words or phrases.

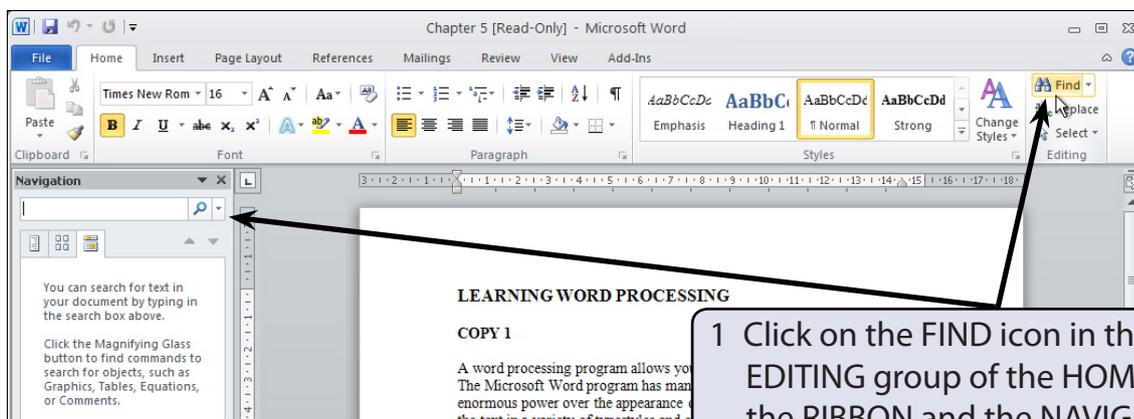
Loading a Sample Document

A sample document has been prepared for you which needs to be loaded from the WORD 2010 SUPPORT FILES.

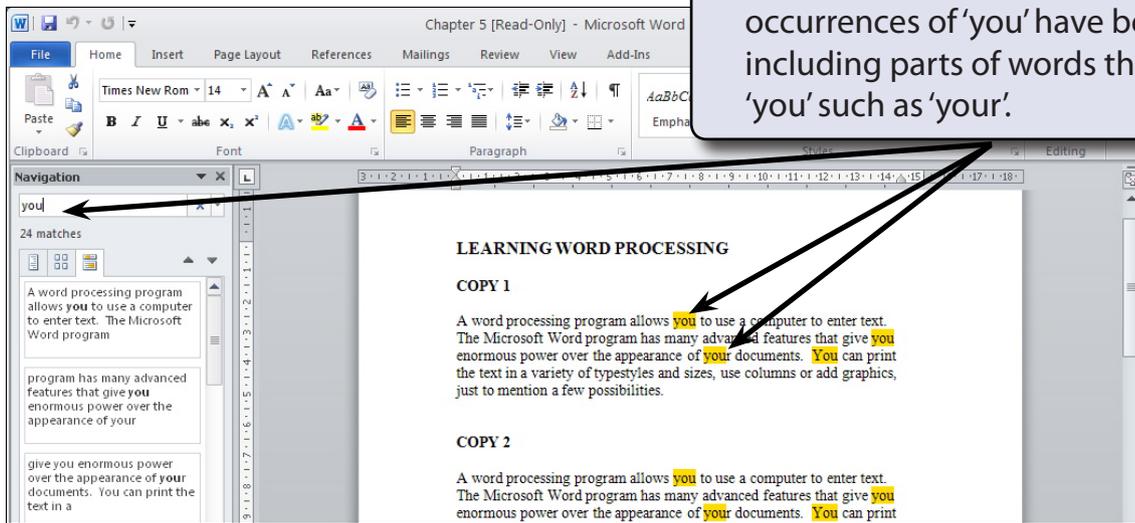
- 1 Load Microsoft Word or close the current file then click on the FILE tab and select OPEN.
- 2 Access the WORD 2010 SUPPORT FILES.
- 3 Double click on the CHAPTER 5 folder to open that folder then double click on the CHAPTER 5 file to load the file.
- 4 Select YES to open the file as a READ ONLY document. It contains 6 copies of the paragraph you have used in previous chapters.

Finding Text

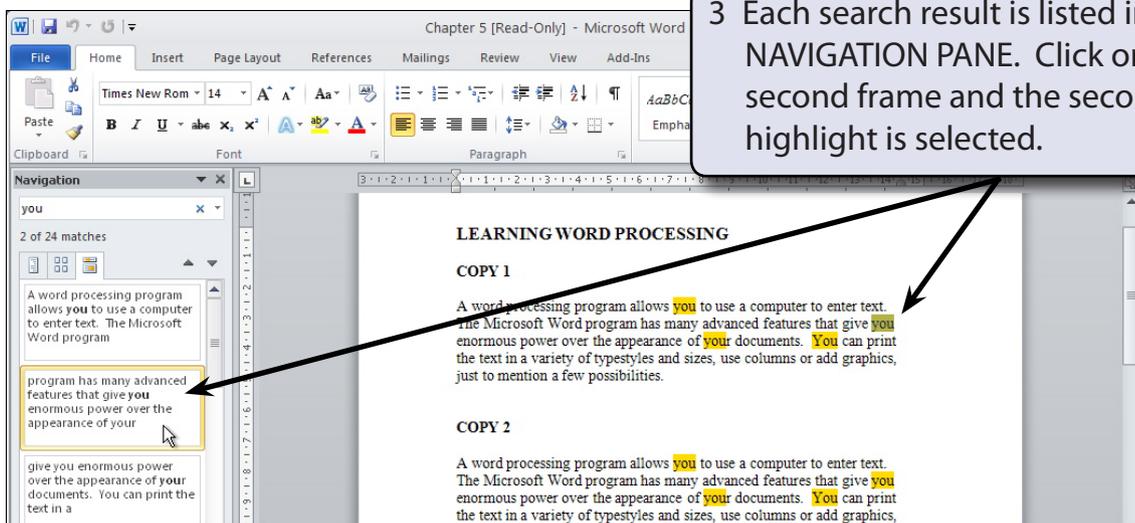
The FIND command allows you to locate specific words or phrases in a document. It is particularly useful when working with long documents.



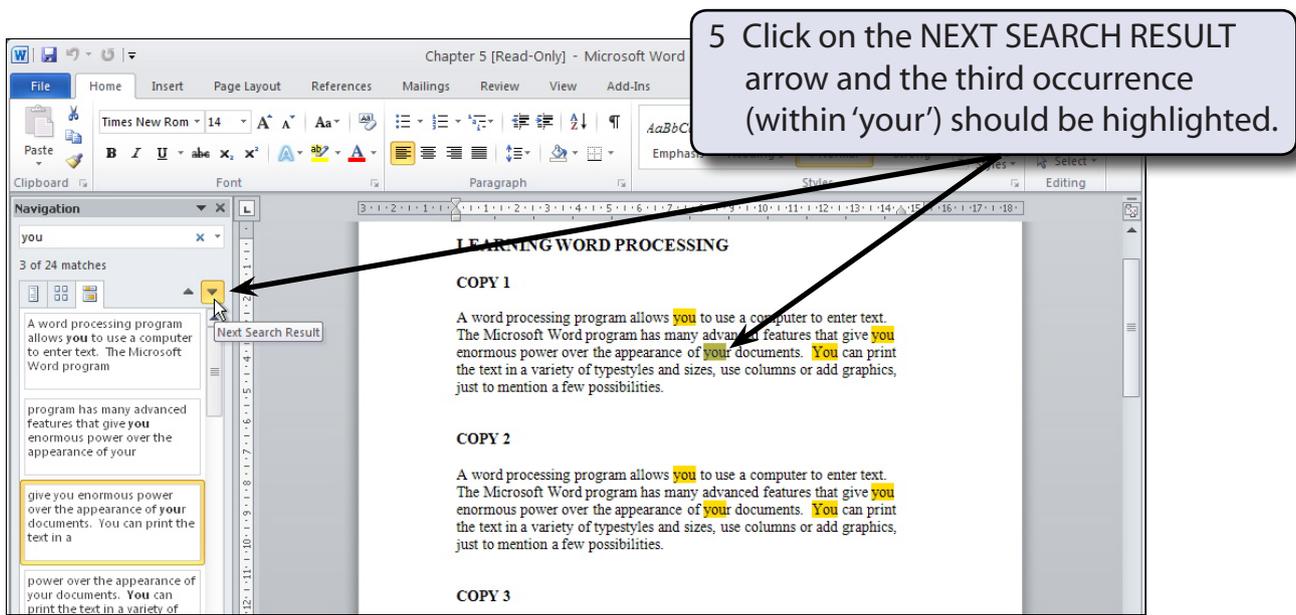
2 Enter: you in the SEARCH box of the NAVIGATION PANE and all the occurrences of 'you' have been found including parts of words that contain 'you' such as 'your'.



3 Each search result is listed in the NAVIGATION PANE. Click on the second frame and the second highlight is selected.



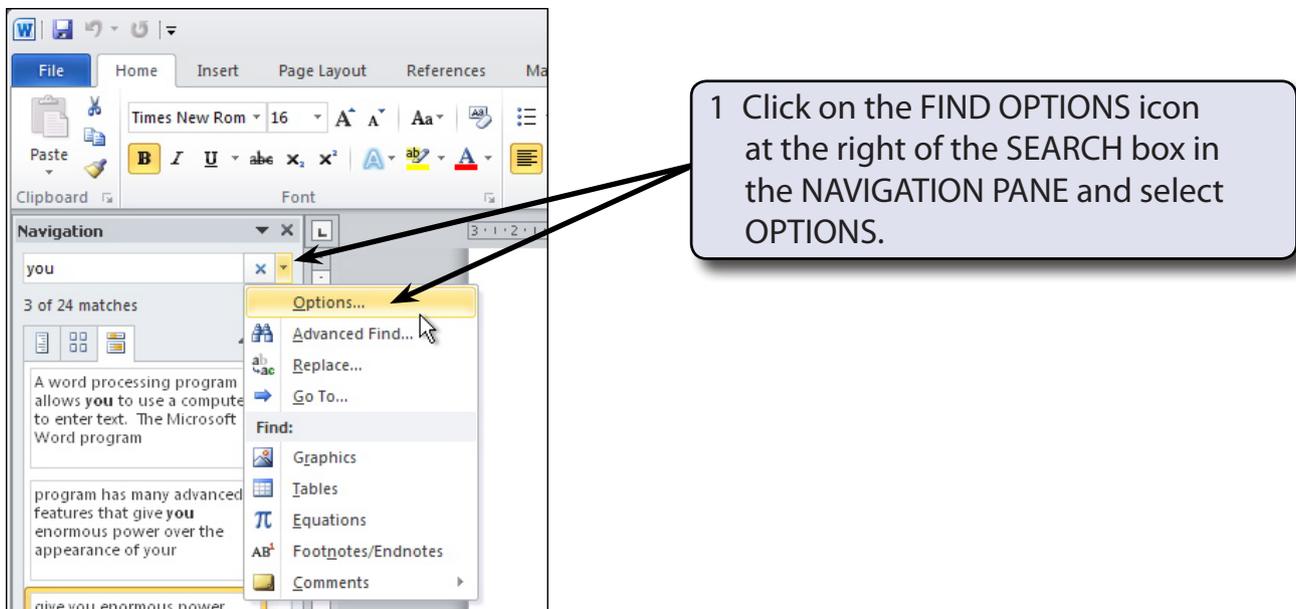
4 You can also use the NEXT SEARCH RESULT or PREVIOUS SEARCH RESULT arrows in the NAVIGATION PANE to scroll through the search results.

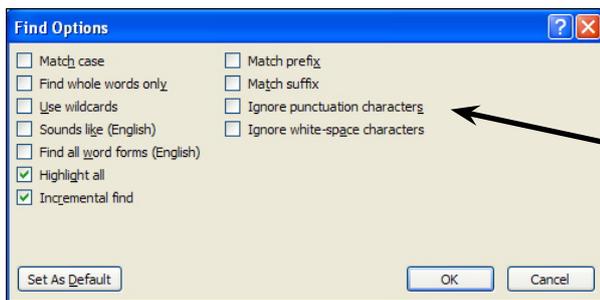


- 6 Try scrolling through the search results in the NAVIGATION PANE and using the NEXT SEARCH RESULT and PREVIOUS SEARCH RESULT arrows.

The Find Options

There are FIND OPTIONS in the NAVIGATION PANE that allow you to refine the search.





2 The FIND OPTIONS dialogue box is opened.

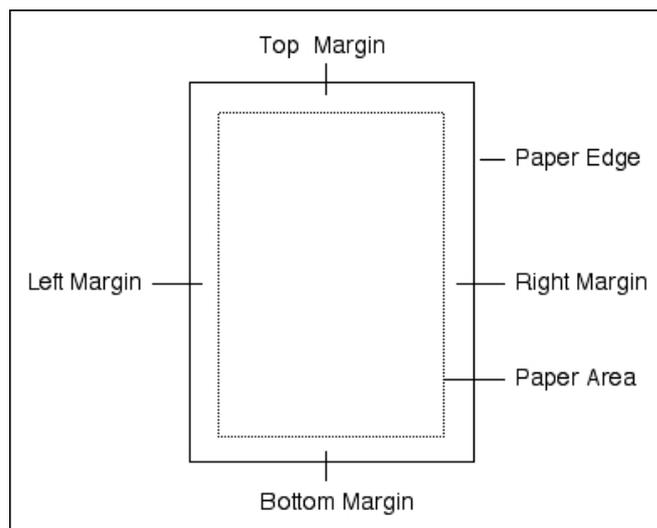
3 Read through the following points for a description of the main options.

- i **Match Case:** allows you to tell the program to look at the case of words or ignore the case of words. For example, with this option off 'You' is read as the same as 'you' so both would be found. With this option selected, the words would be read as different and only the lower case word would be found.
- ii **Find Whole Words Only:** allows you to tell the program to find just the word(s) you have entered, not parts of words. For example, with the word 'you', without using this option both 'you' and 'your' will be found as 'your' contains the word 'you'. With this option selected only 'you' will be found.
- iii **Use Wilcards:** allows you to enter part of a word. For example, entering S?T finds SAT and SET, entering S*D finds words that start with S and end with D, SAD, SAID, SPEED, etc.
- iv **Sounds Like:** is used to find words that sound the same as the entered word, but are spelt differently, for example, where and wear.
- v **Find All Word Forms:** which is used to find all forms of the entered word. For example, if you entered SIT, the program will also find SITTING and SAT.

Margins and Indents

Page Margins

Page Margins are the space between the edge of the paper and where your text is printed. They allow you to control where your text is printed on a page. All printers require a certain amount of space from the edge of the paper to where the printing starts and documents would not look very professional if they started very close to the edge of the paper. The following diagram shows the position of the page margins.



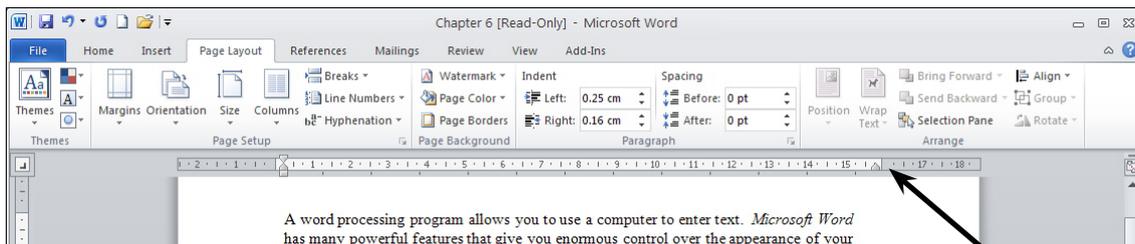
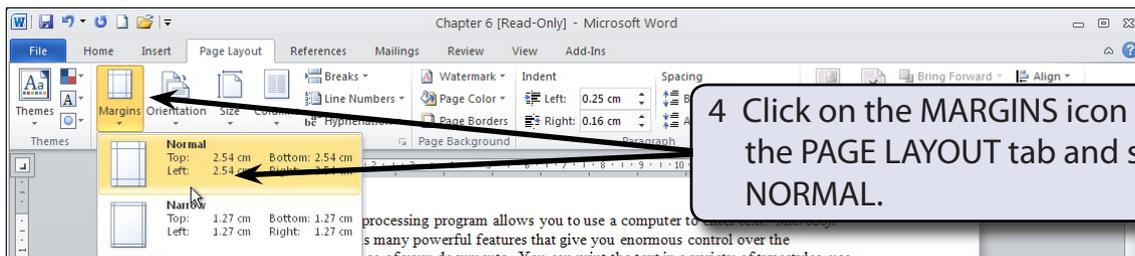
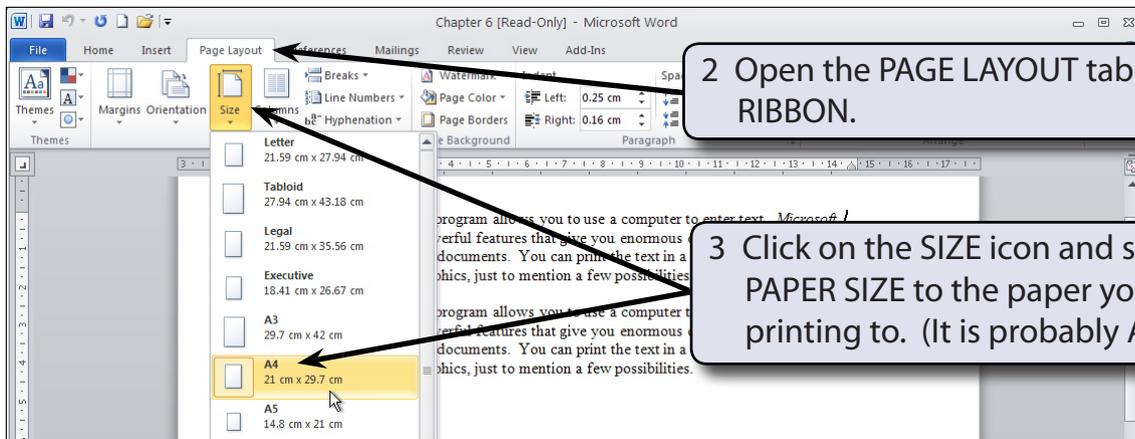
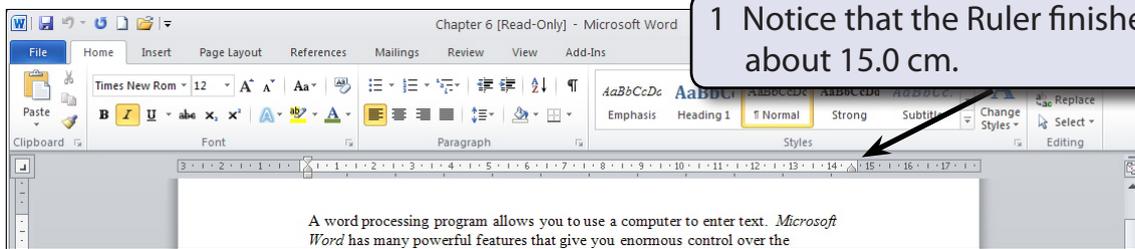
When your document is set to A4 paper, Microsoft Word sets the TOP, BOTTOM, LEFT and RIGHT margins to 2.54 cm (1 inch). These settings can be adjusted as required, but it is unwise to set margins below 1.5 cm. There are two ways to alter page margins, using the PAGE LAYOUT tab of the RIBBON or by using the RULER.

Loading a Sample Document

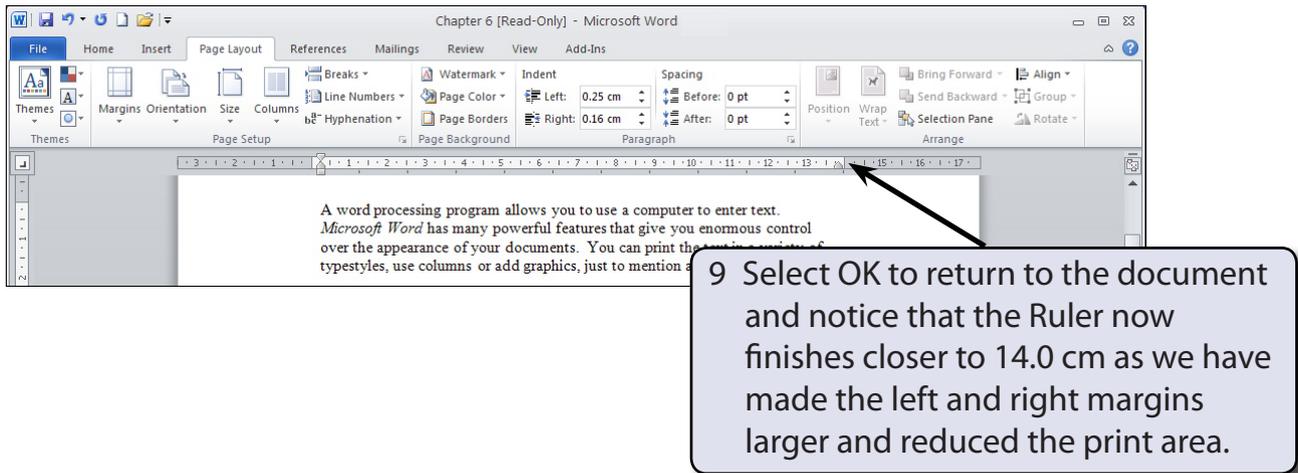
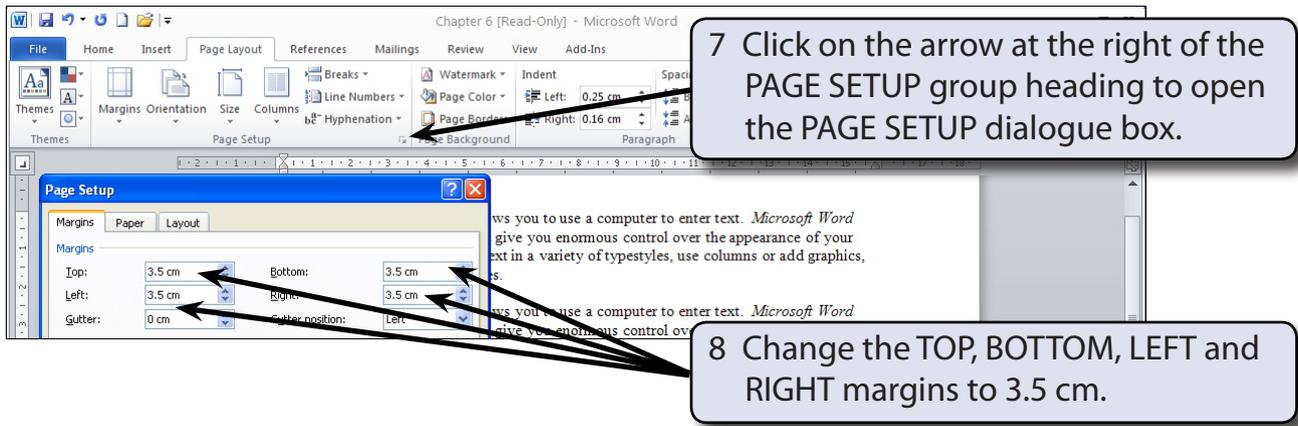
A sample document has been prepared for you which needs to be loaded from the WORD 2010 SUPPORT FILES.

- 1 Load Microsoft Word or close the current file then click on the FILE tab and select OPEN.
- 2 Access the WORD 2010 SUPPORT FILES.
- 3 Double click on the CHAPTER 6 folder to open that folder, then double click on the CHAPTER 6 file to load the file and select YES to the READ ONLY message.

Changing Margins Using Page Setup



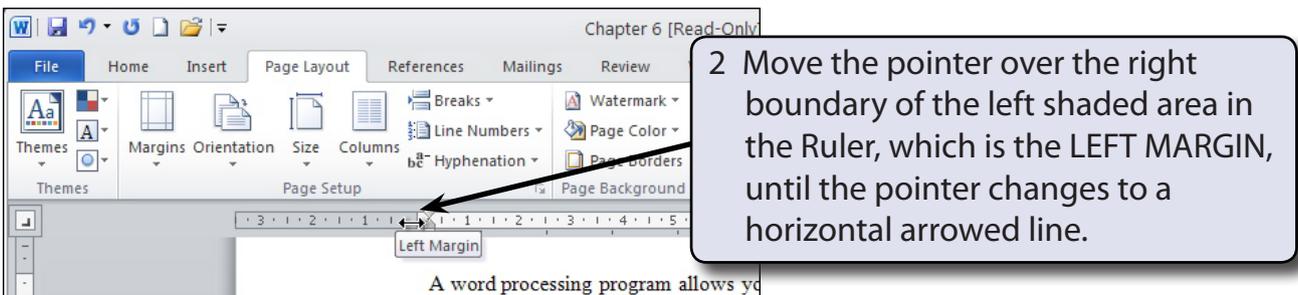
6 You can set custom margins when required.

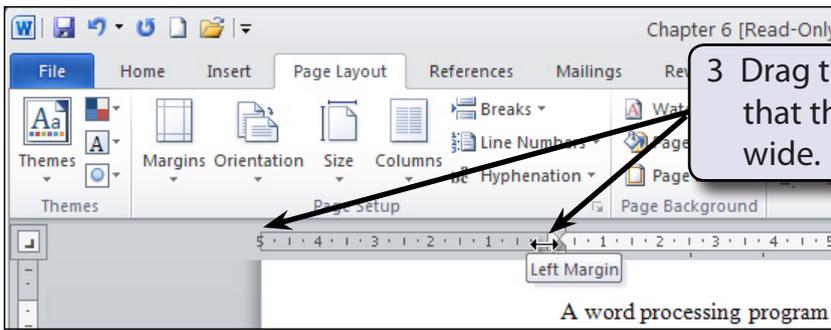


Manually Adjusting Page Margins Using the Ruler

You can adjust the margins directly on the screen using the Ruler.

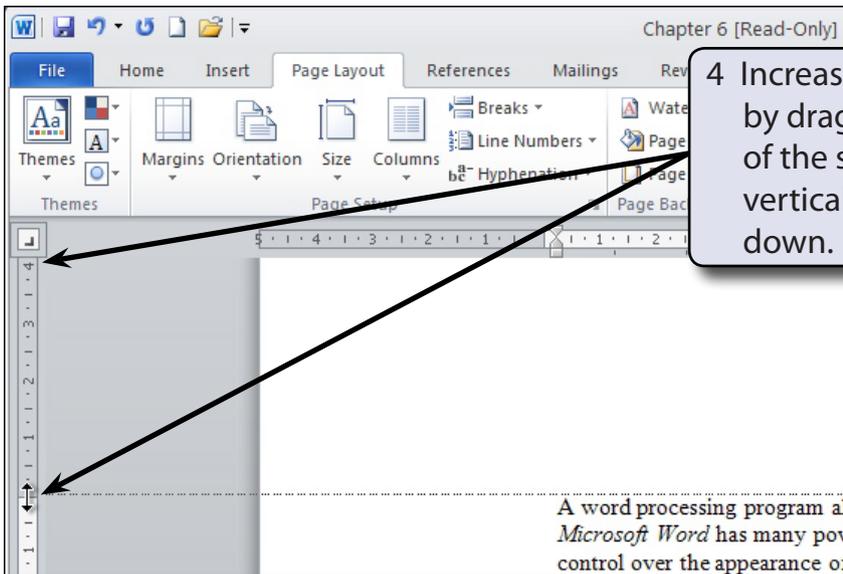
1 Check that your screen ZOOM is set to 100%.





NOTE:

- i This has increased the LEFT MARGIN to about 5.0 cm from the left edge of the paper.
- ii The INDENT markers at the left of the Ruler have been moved to the right slightly in this document to make it easier to move the boundary of the LEFT MARGIN box.



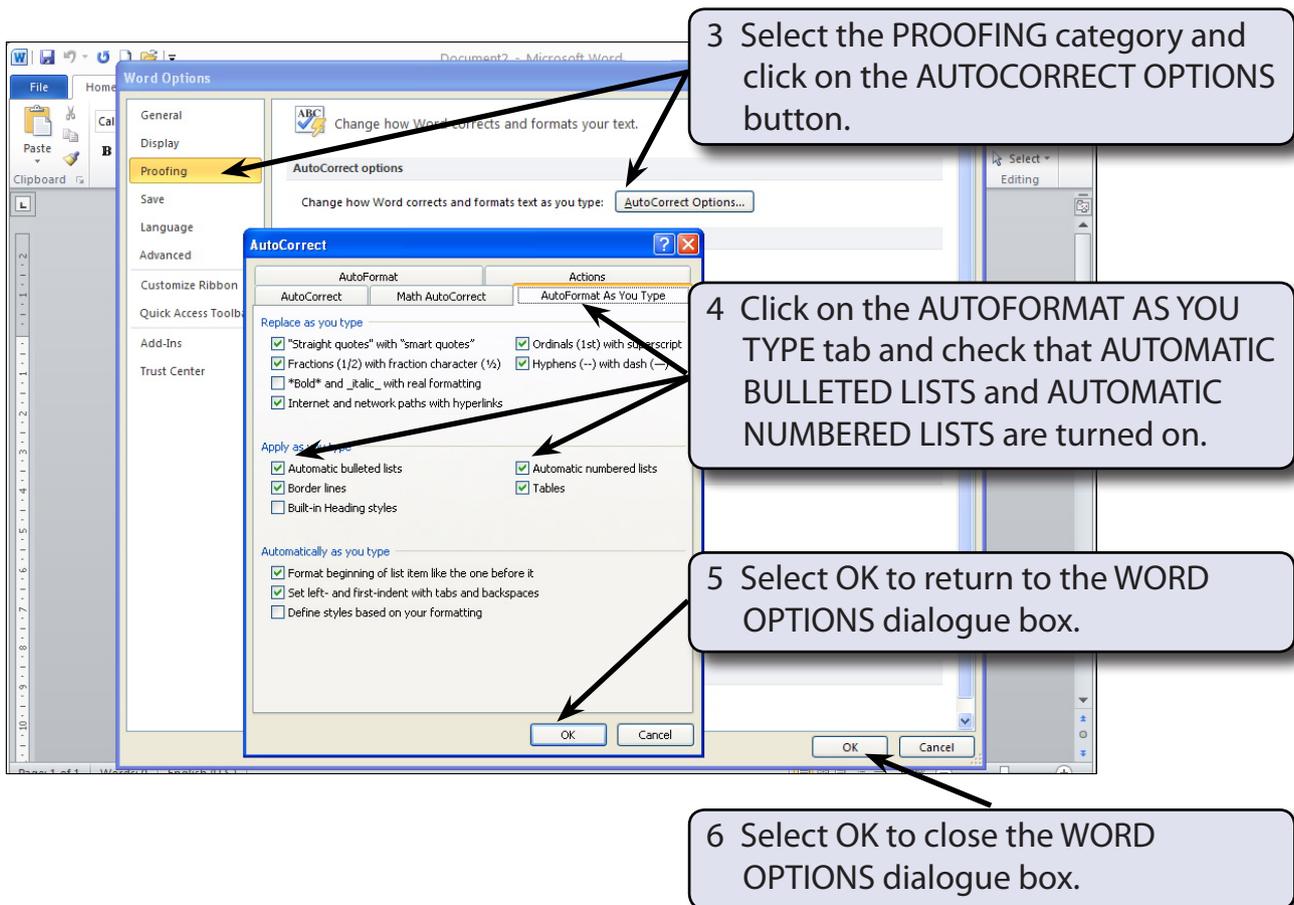
Bulleted and Numbered Lists

One of the applications of hanging indents is the creation of bulleted or numbered lists. Microsoft Word has automated the process to make the creating of these lists very easy. To illustrate this let's create an advertisement for a new car.

Turning on Automated Lists

The automated list option may already be turned on, but it is easy to check.

- 1 Load Microsoft Word or close the current file and start a NEW BLANK DOCUMENT.
- 2 Click on the FILE tab and select OPTIONS.



3 Select the PROOFING category and click on the AUTOCORRECT OPTIONS button.

4 Click on the AUTOFORMAT AS YOU TYPE tab and check that AUTOMATIC BULLETED LISTS and AUTOMATIC NUMBERED LISTS are turned on.

5 Select OK to return to the WORD OPTIONS dialogue box.

6 Select OK to close the WORD OPTIONS dialogue box.

NOTE: The AUTOCORRECT dialogue box can be used to turn these options off if you decide later that you prefer not to use them.

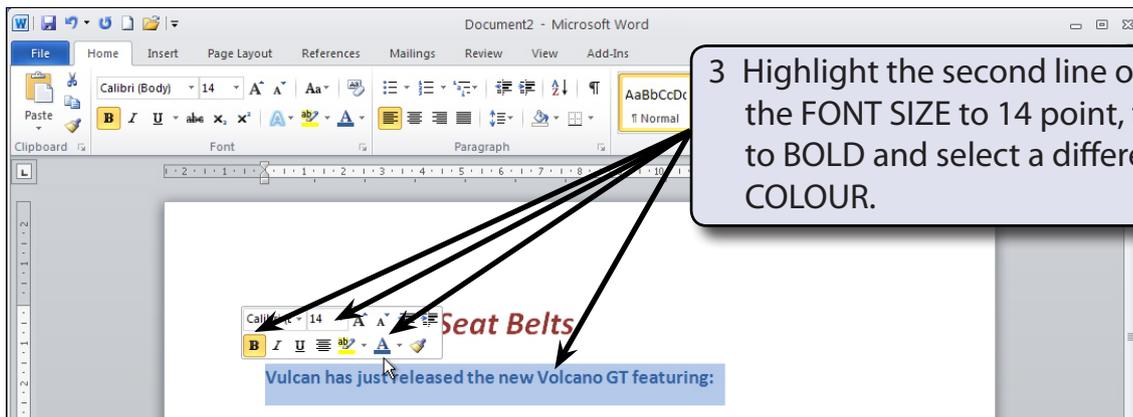
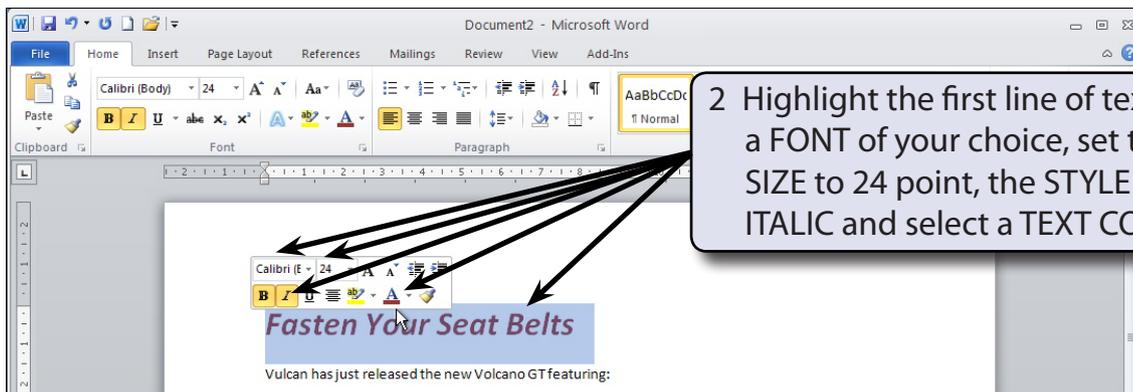
Entering the Headings

The title of the advertisement and a sentence describing the product will first be entered.

1 Enter:

Fasten Your Seat Belts <enter>

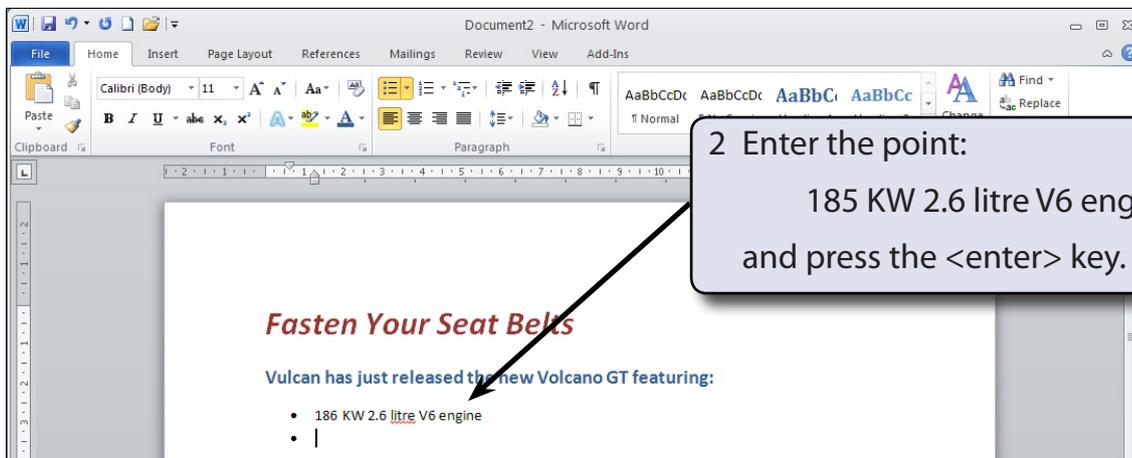
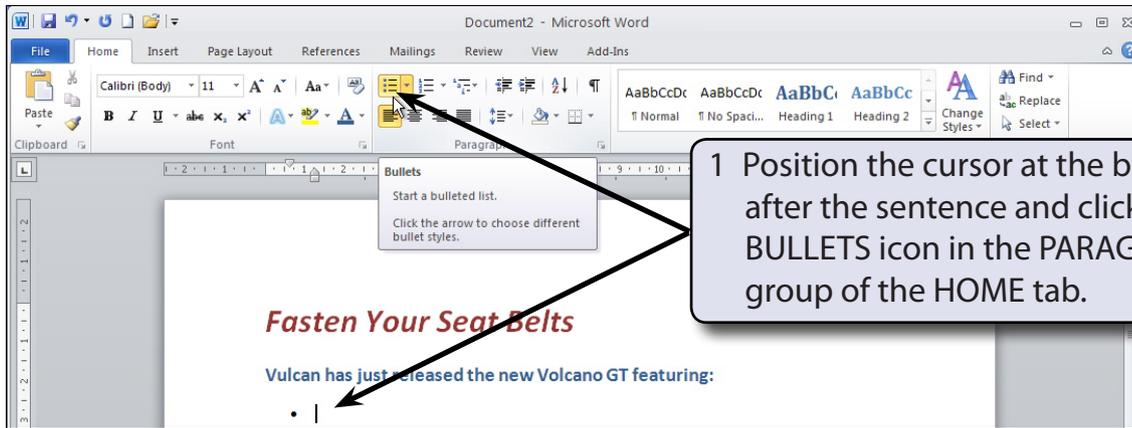
Vulcan has just released the Volcano GTi featuring: <enter>



NOTE: If the program did not insert a blank line after each line, press the <enter> key after each line to insert a blank line.

Entering the Points

Bulleted points will be used to highlight the features of the car.



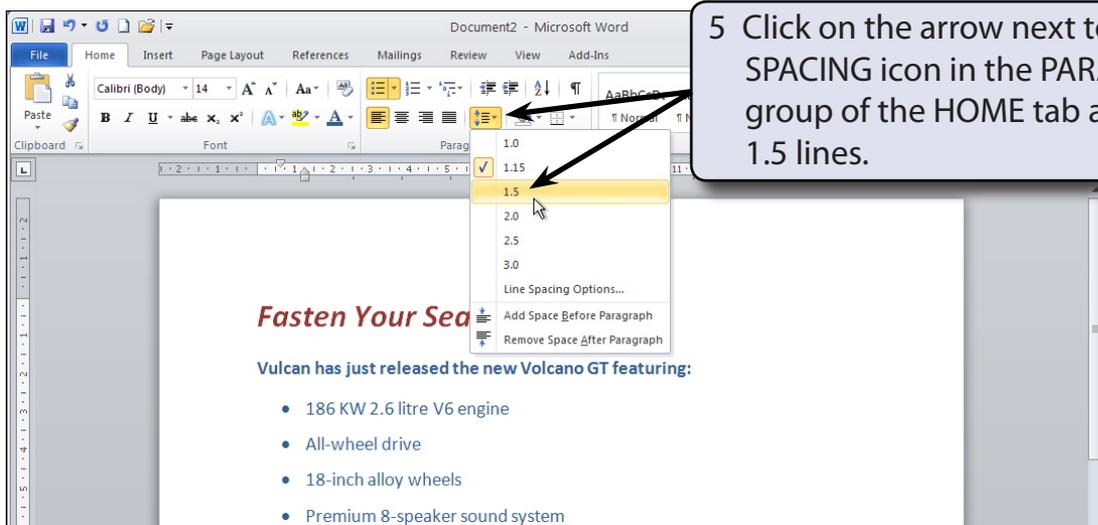
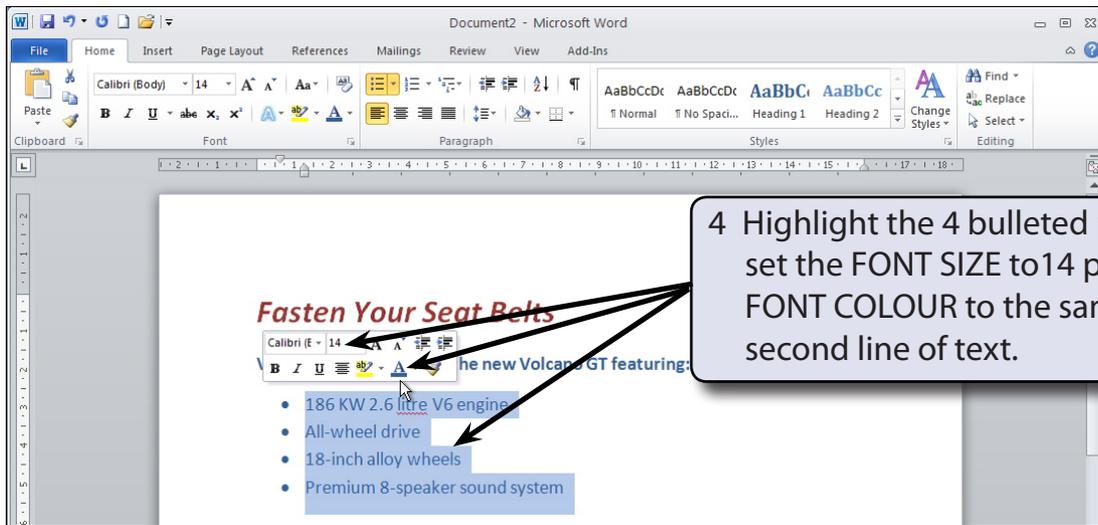
NOTE: The bullet character may be different on your computer depending on who has used bullet points before you.

3 Enter the next 3 points:

All-wheel drive <enter>

18-inch alloy wheels <enter>

Premium 8-speaker sound system.



NOTE:

- i Setting the line spacing to 1.5 lines is another way of adding half line spacing between the points.
- ii Notice that the automatic bullets has set the indents in the Ruler to hanging indents.
- iii When entering bullets, pressing the <enter> key twice turns the bullets off.

Headers, Footers and Footnotes

In this chapter you will learn how to format multiple pages in more detail. This includes adding Headers and Footers, Title Pages and Footnotes.

Headers and Footers

The program provides space at the top and bottom of a page for HEADERS and FOOTERS. Anything placed in a HEADER or FOOTER is usually printed on each page of a document. HEADERS and FOOTERS are very useful for adding a standard heading, page numbers, an author's name, the date and so on, to a document.

A Loading the Prepared Document

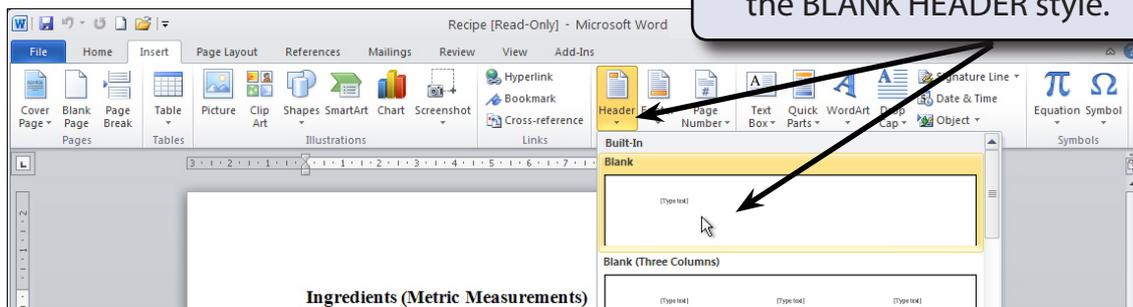
A sample document about a cooking recipe has been prepared for you and will need to be loaded from the WORD 2010 SUPPORT FILES.

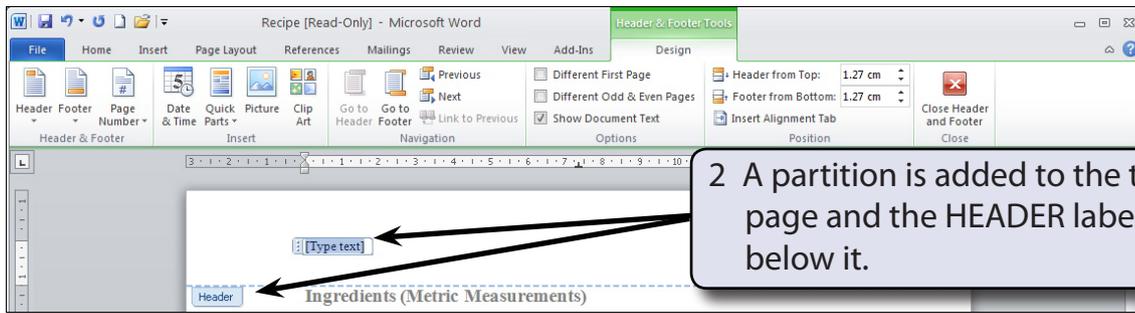
- 1 Load Microsoft Word or close the current file then click on the FILE tab and select OPEN.
- 2 Access the WORD 2010 SUPPORT FILES.
- 3 Double click on the CHAPTER 8 folder to open that folder, then double click on the RECIPE file to load the file and select YES to the READ ONLY message.

B Inserting a Header

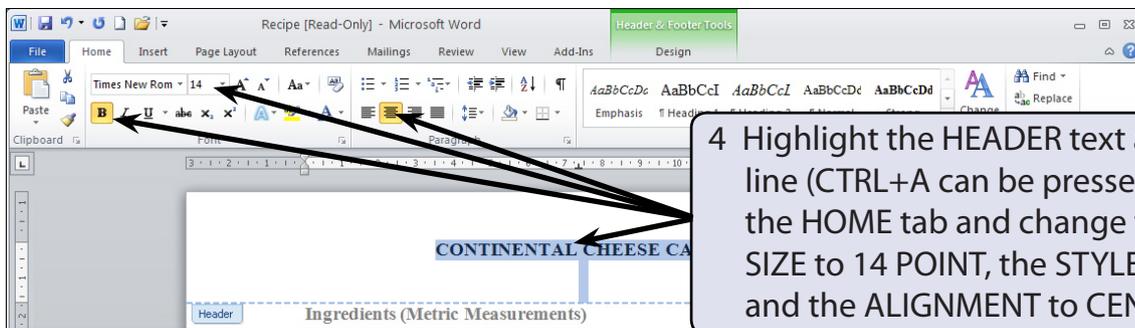
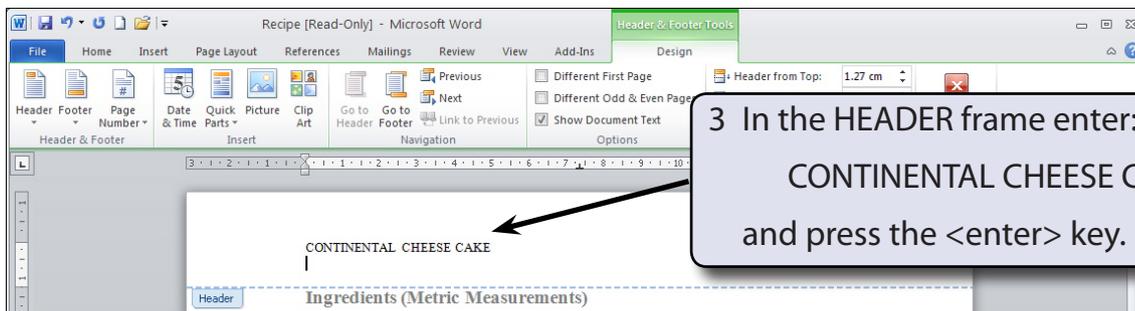
Let's place a page title as a HEADER.

1 Open the INSERT tab of the RIBBON, click on the HEADER icon and select the BLANK HEADER style.





NOTE: The HEADER & FOOTER TOOLS - DESIGN tab containing all the header and footer commands is added to the RIBBON.

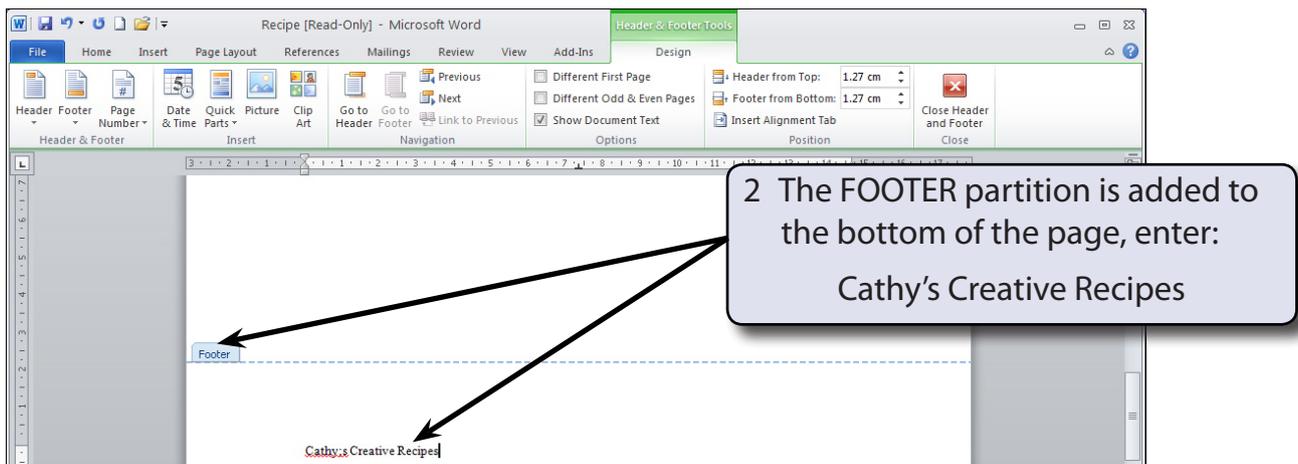
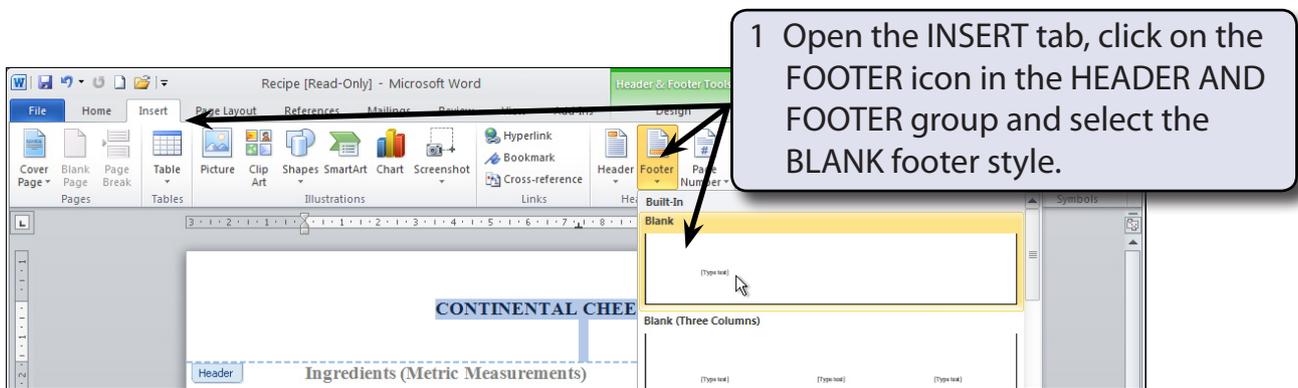


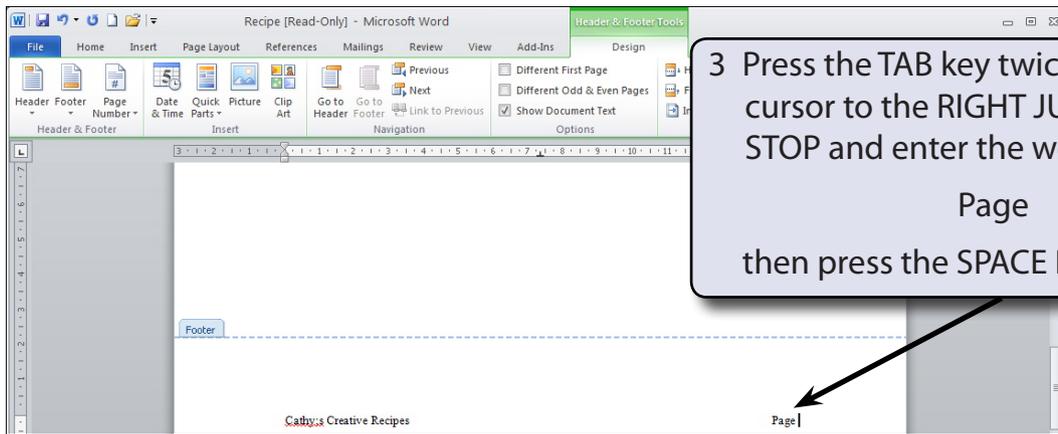
NOTE:

- i The **HEADER** and **FOOTER** frames have preset tabs stops inserted. A **CENTRE JUSTIFIED TAB STOP** at the centre of the margins, in this case at 7.3 cm and a **RIGHT JUSTIFIED TAB STOP** at the right margin, in this case at 14.6 cm.
- ii The **HEADER** frame increases in size as you add more lines of text or press the <enter> key.

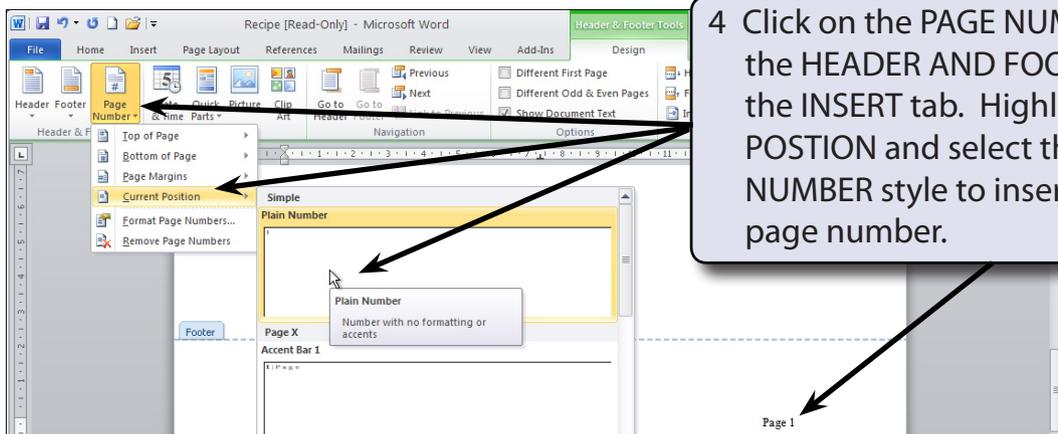
C Inserting a Footer

A partition is available at the bottom of each page. This is called the **FOOTER** and it prints on each page. Let's place the title of the recipe book at the left of the **FOOTER** and the page number at the right.

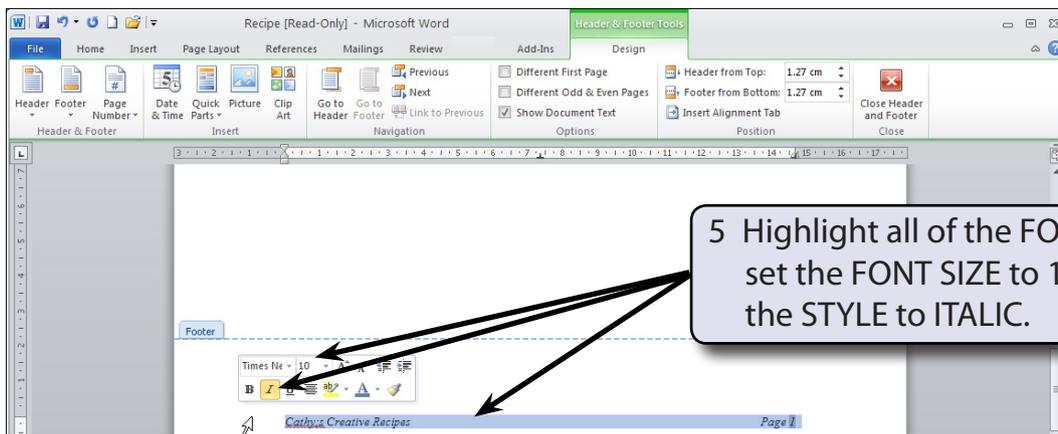




3 Press the TAB key twice to move the cursor to the RIGHT JUSTIFIED TAB STOP and enter the word: Page then press the SPACE BAR.



4 Click on the PAGE NUMBER icon in the HEADER AND FOOTER group of the INSERT tab. Highlight CURRENT POSITION and select the PLAIN NUMBER style to insert the current page number.



5 Highlight all of the FOOTER text and set the FONT SIZE to 10 POINT and the STYLE to ITALIC.

Placing Text in Columns

When entering a page of text it is sometimes advantageous to place that text in columns. This can make the passage easier to read and make more efficient use of the space available on a page. Microsoft Word allows you to split the page into up to 11 columns, each having its own margins, indents, justifications and widths. Normally, however, 2 or 3 columns are used.

Loading a Prepared Article

An article about Japan has been entered for you. It will need to be converted into columns.

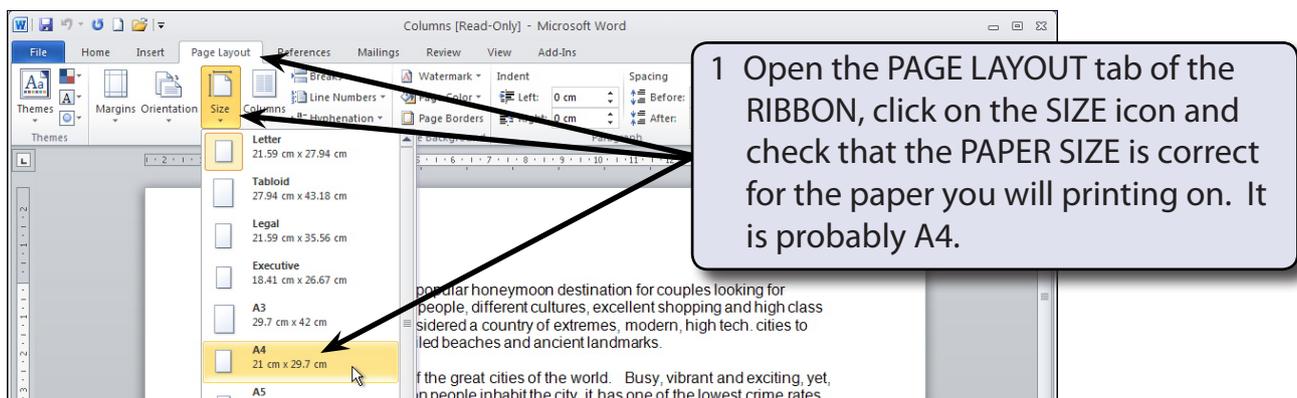
- 1 Load Microsoft Word or close the current file then click on the FILE tab and select OPEN.
- 2 Access the WORD 2010 SUPPORT FILES.
- 3 Double click on the CHAPTER 9 folder to open that folder, then double click on the COLUMNS file to load the file and select YES to the READ ONLY message.

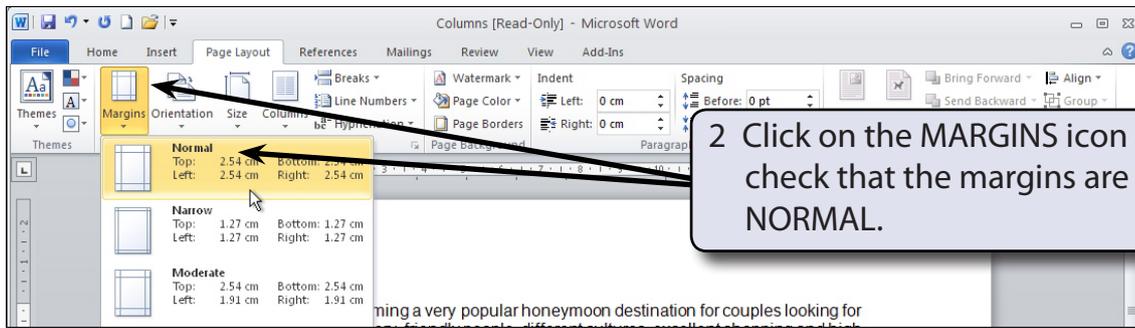
Setting Text into Two Columns

As it is at the moment, the text is a little boring to read. Placing it in two columns can make it much more interesting.

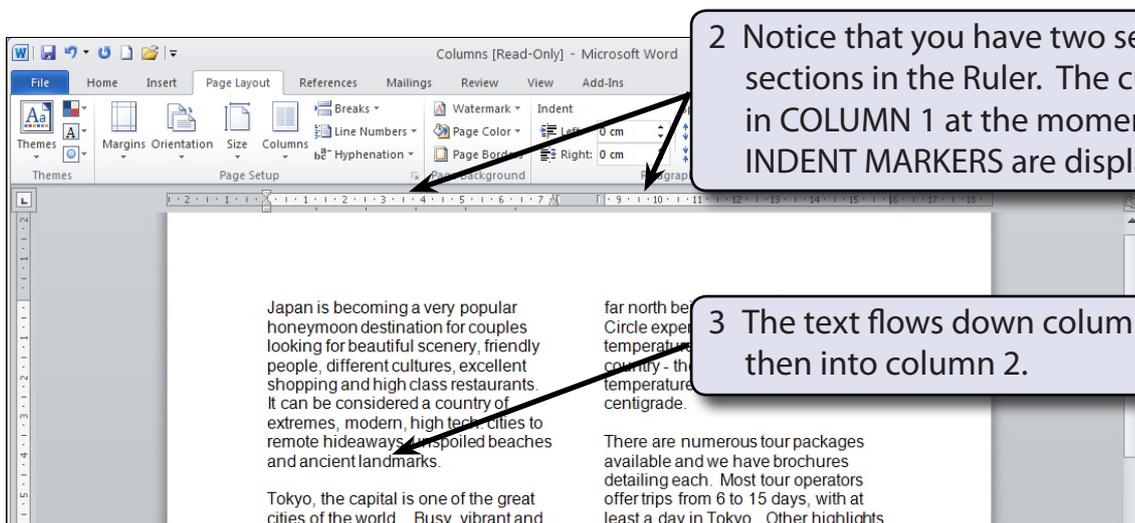
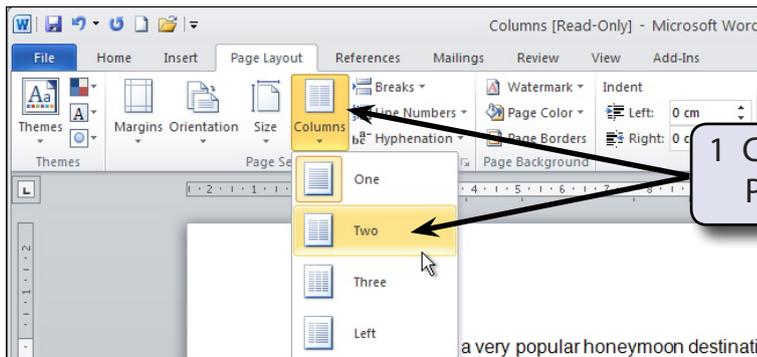
A Preliminary Settings

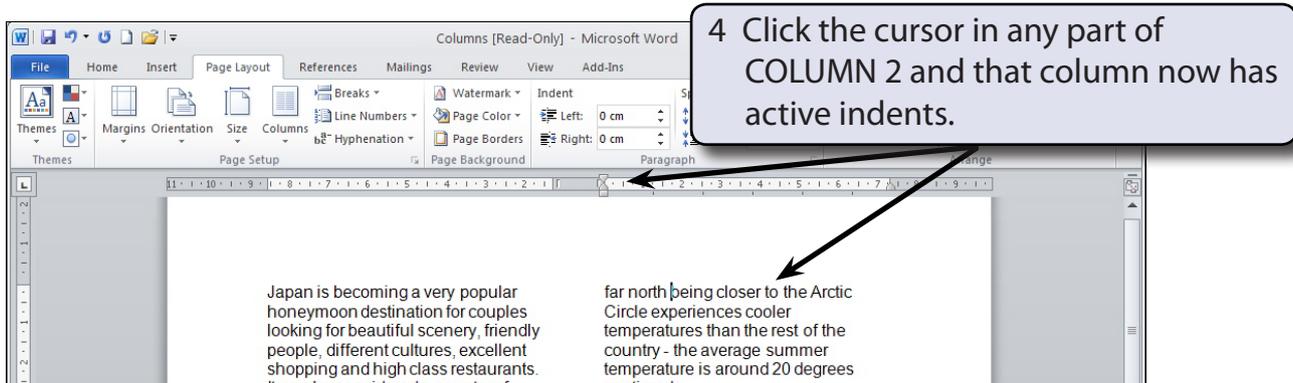
Before placing text in columns you should check that the PAGE SETUP is correct for your system.





B Setting the Columns



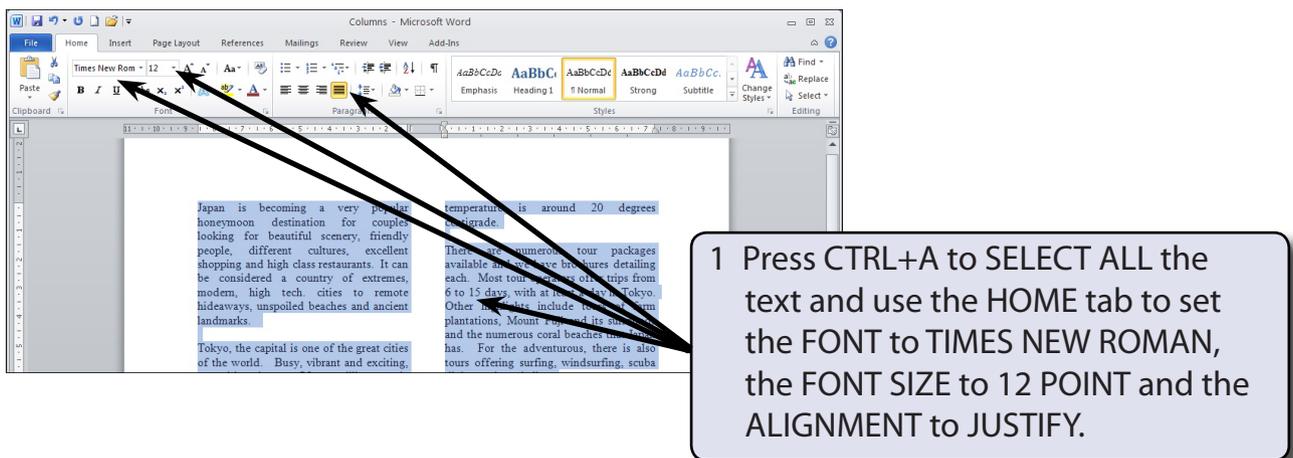


- 5 Save the file in your WORD DOCUMENTS folder under the file name:
Columns

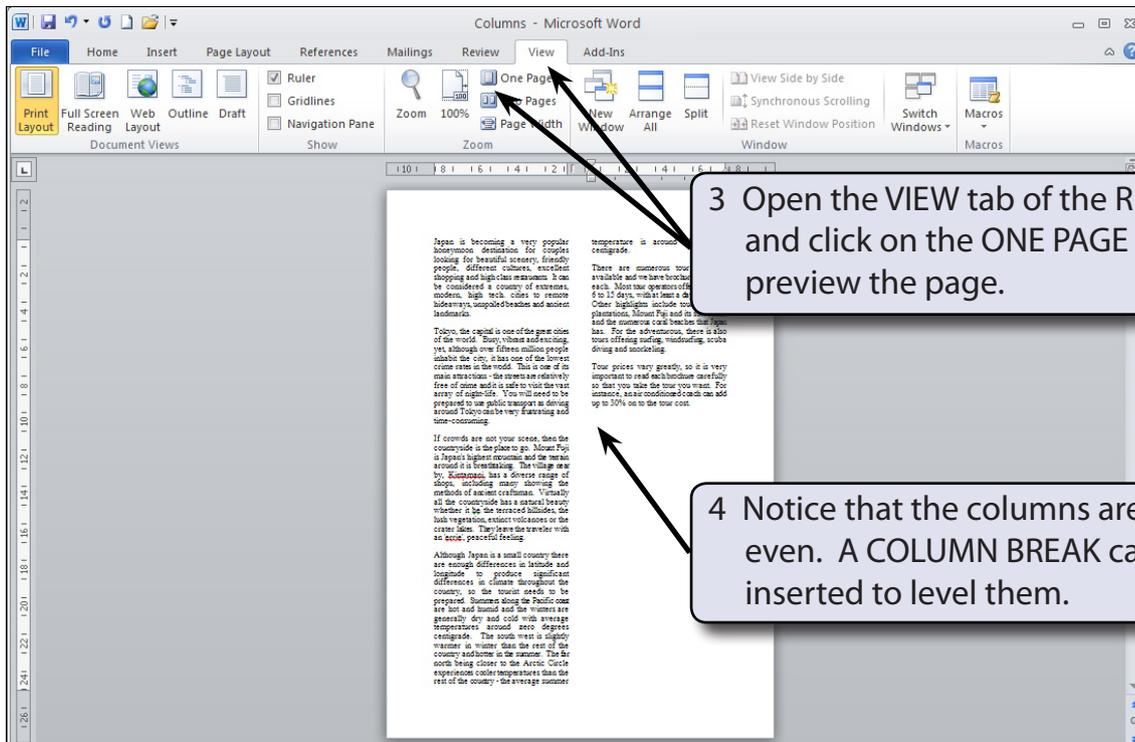
Remember to turn off READ ONLY RECOMMENDED.

C Justifying the Text

Text in columns usually looks better justified. That way all sides of the columns are straight.



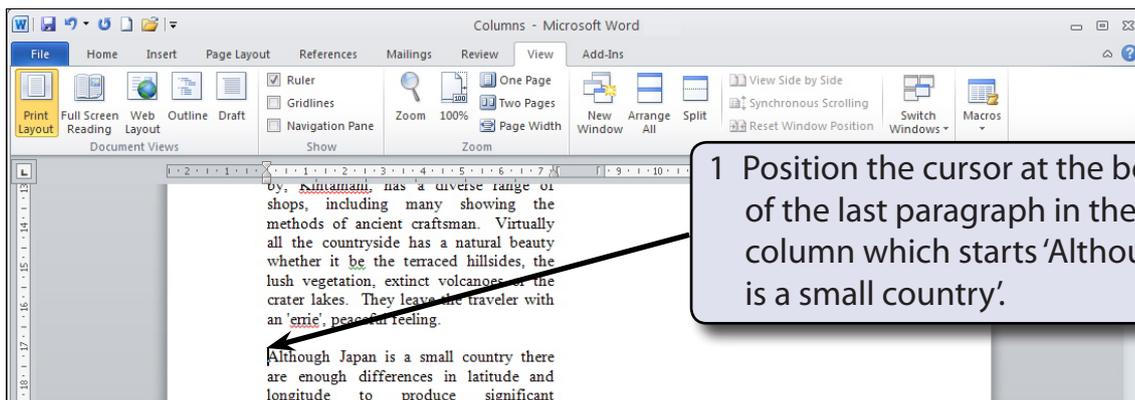
- 2 Remove the highlight by clicking the mouse button with the I-BEAM over the text.



5 Return the ZOOM to 100%.

D Inserting a Column Break

A COLUMN BREAK takes the text to the top of the next column. It is a similar to inserting a PAGE BREAK.



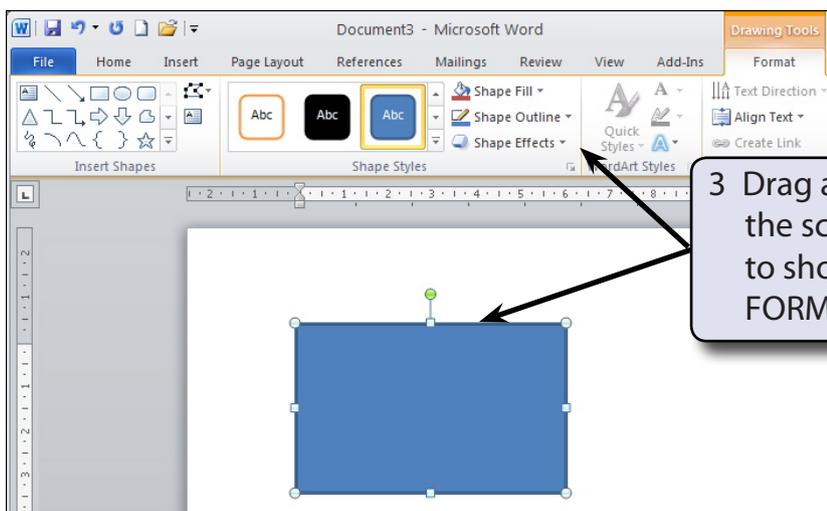
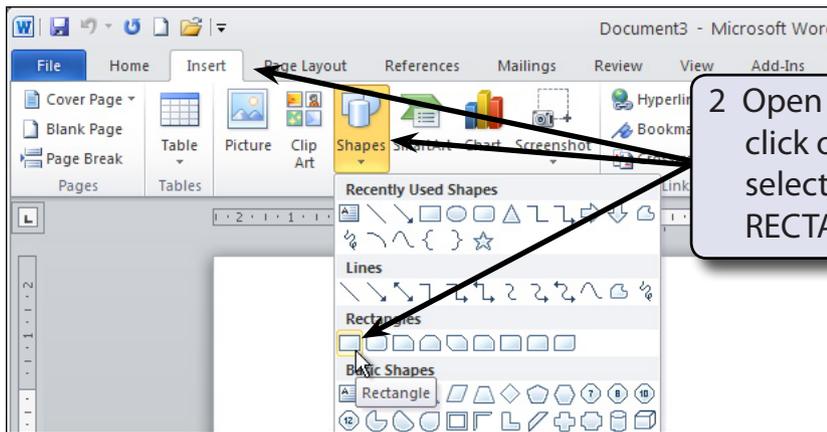
Drawing Tools

Microsoft Word provides extensive DRAWING TOOLS that allow you to enhance the appearance of your documents. You can use these tools to assist in the creation of detailed publications, newsletters, company logos, etc.

Drawing a Rectangle

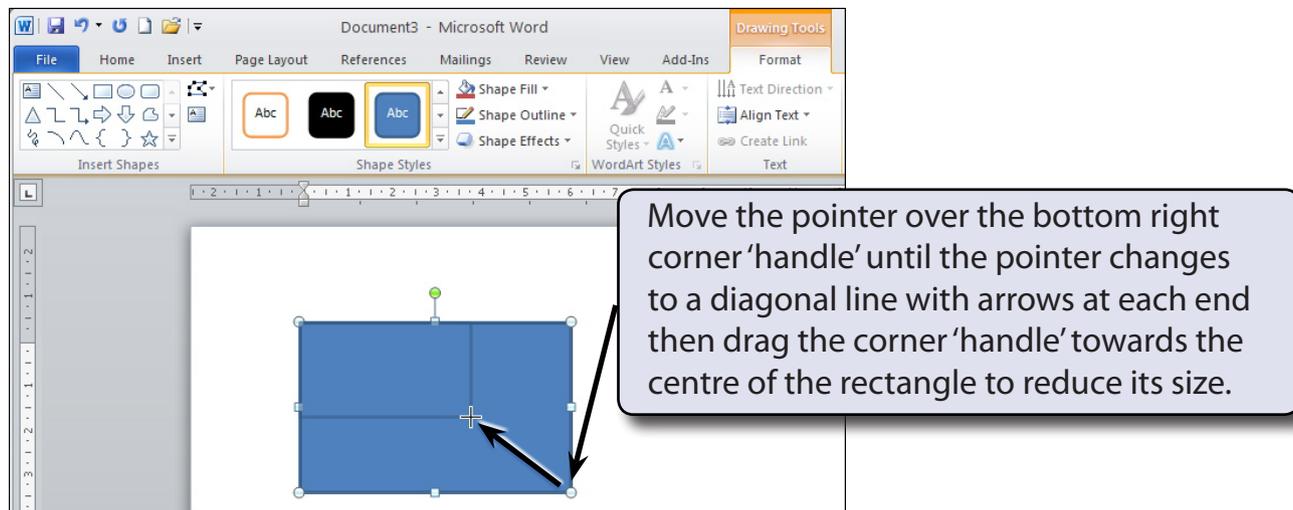
The DRAWING TOOLS are contained in the ILLUSTRATIONS group of the INSERT tab of the RIBBON. Let's start by drawing a rectangle.

- 1 Load Microsoft Word or close the current file and start a new BLANK DOCUMENT.



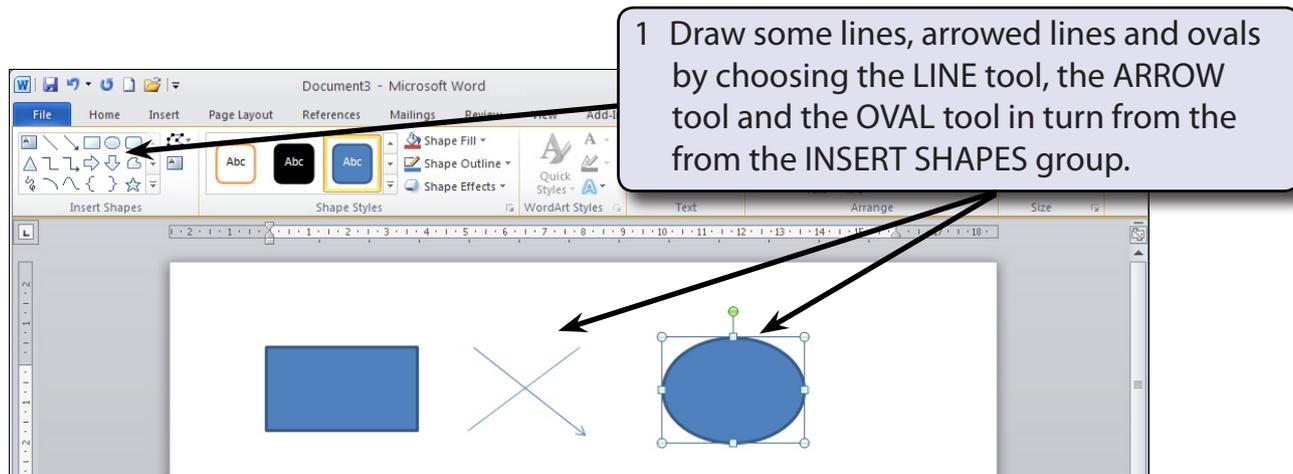
Resizing Shapes

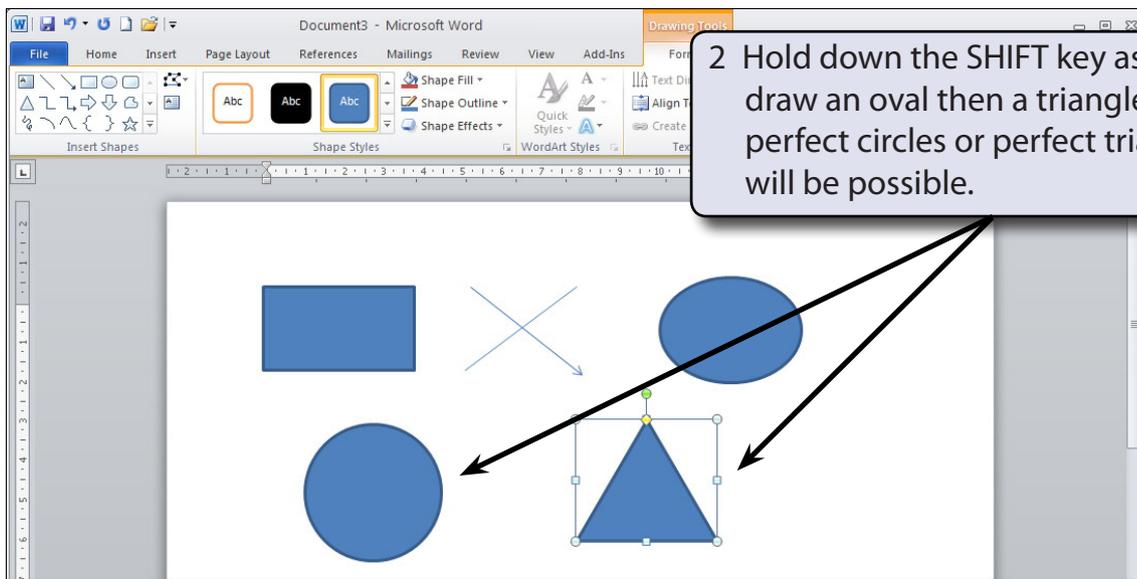
Notice that the rectangle has 'handles' (small shapes) around it. These allow the rectangle to be resized. The circular 'handles' at the corners allow for diagonal resizing. The square 'handles' at the centre of the lines allow for either vertical or horizontal resizing. The green 'handle' allows you to rotate the shape.



Drawing Other Shapes

You can select other shapes from the INSERT SHAPES group of the DRAWING TOOLS - FORMAT tab of the RIBBON or return to the INSERT tab of the RIBBON and use the SHAPES icon.





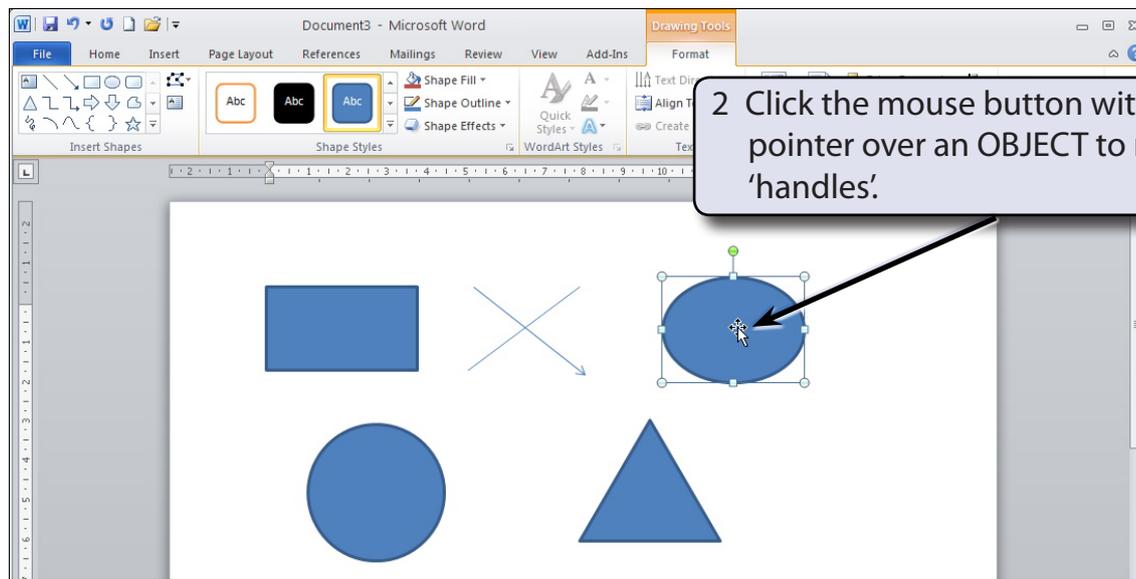
- NOTE:**
- i The SHIFT key causes all sides of an object to be the same size.
 - ii All objects created using the DRAWING TOOLS can be resized using their 'handles'.

Objects

Each shape drawn in Microsoft Word is said to be an OBJECT or separate entity. You select an OBJECT by placing the pointer over the OBJECT and clicking the mouse button. 'Handles' around the OBJECT tell you that it has been selected. The OBJECT can then be deleted, resized, copied or moved. (You've just seen how to resize.)

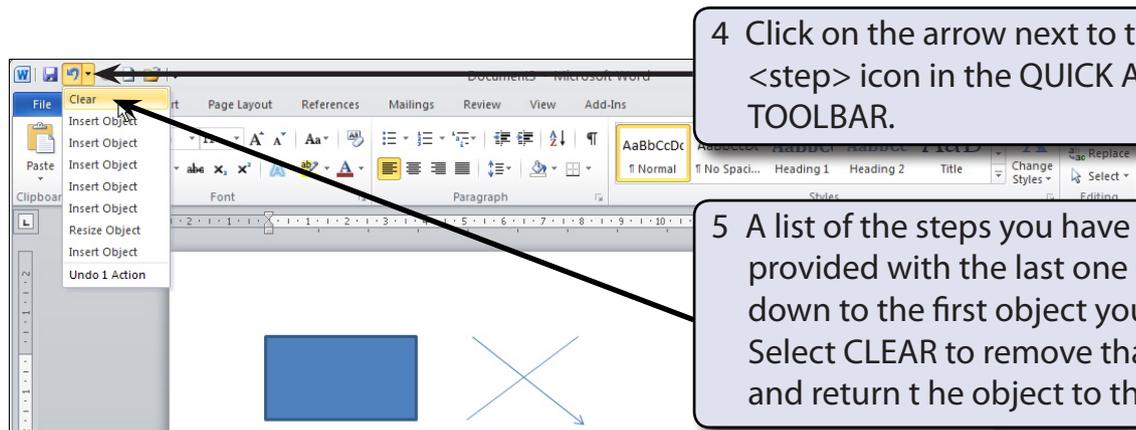
A Deleting Objects

- 1 You should have a number of OBJECTS on the screen at the moment.



NOTE: If an object is filled you can click on the centre of the object to select it. If the object is not filled you need to click on the border of the object away from a 'handle'.

3 Press the BACKSPACE key and the OBJECT will be removed.



NOTE:

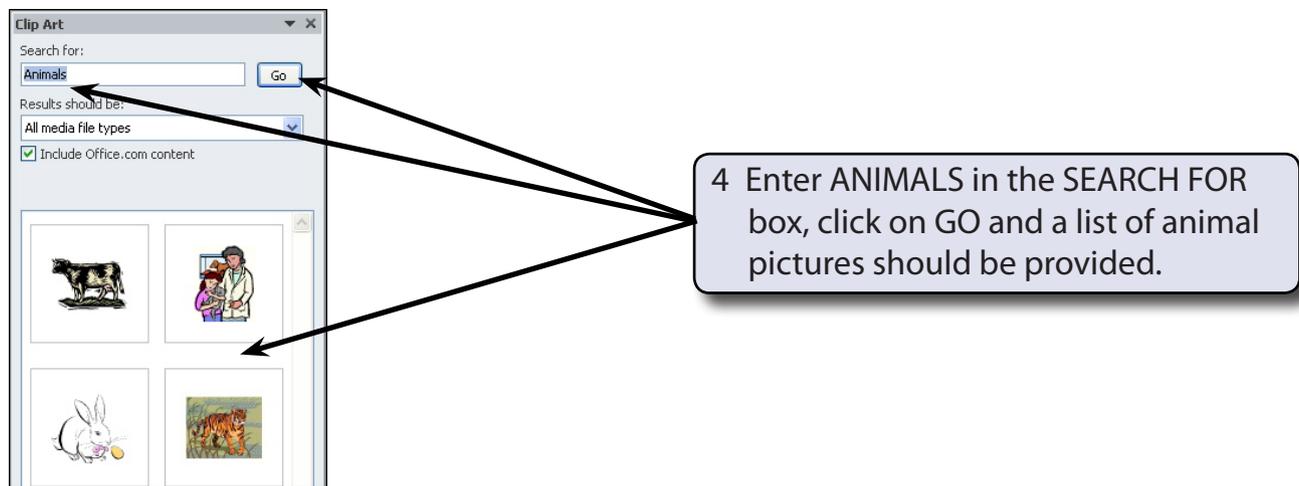
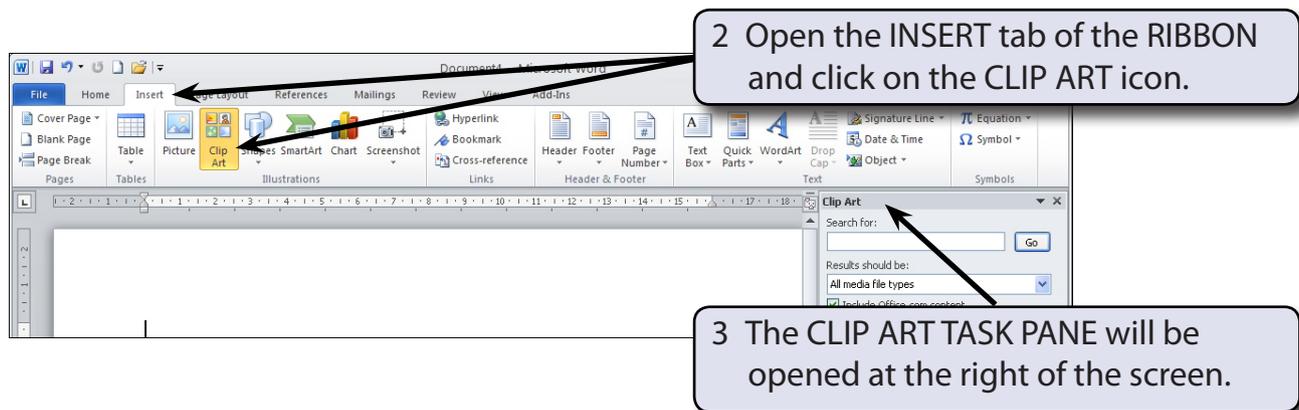
- i If you select more steps from the UNDO icon, more steps will be removed. Pressing CTRL+Z will also undo previous steps.
- ii The CUT icon from the EDIT group of the HOME tab can also be used to delete OBJECTS.

Inserting Images Into Documents

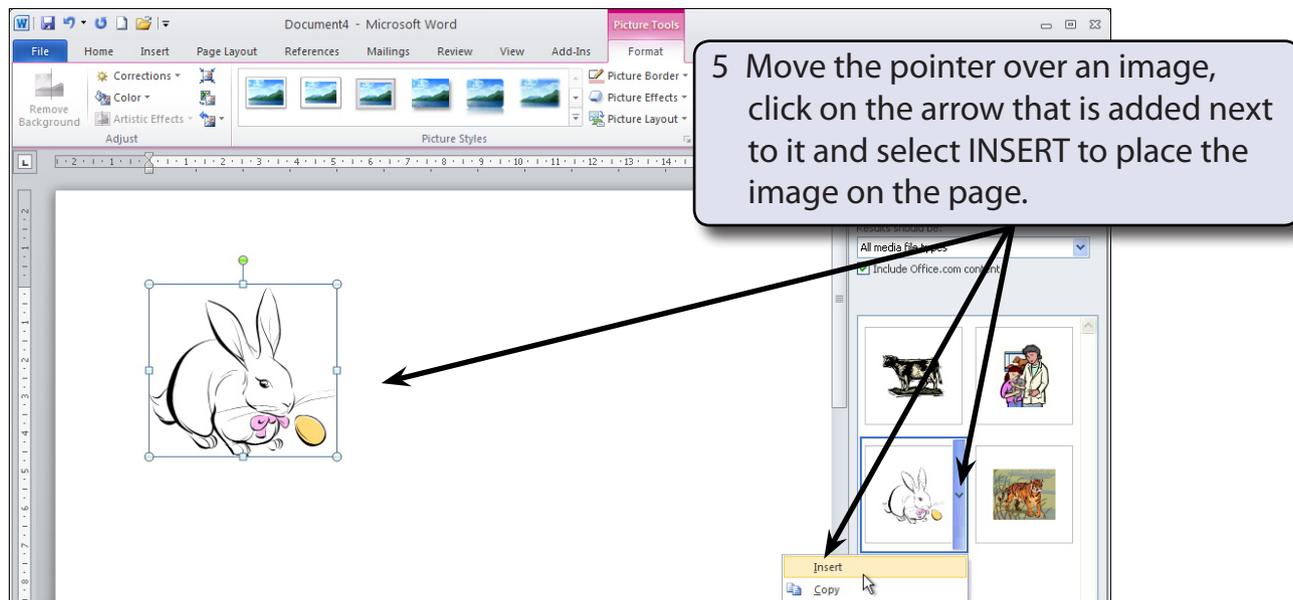
Microsoft Word has its own library of graphics, called Clip Art, which can be inserted into documents when required. You can also insert graphics created in other programs such as Adobe Photoshop, Adobe Illustrator, Coral Draw or Paintbrush Pro.

Inserting a Clip Art Image

- 1 Load Microsoft Word or close the current file and start a NEW BLANK DOCUMENT.



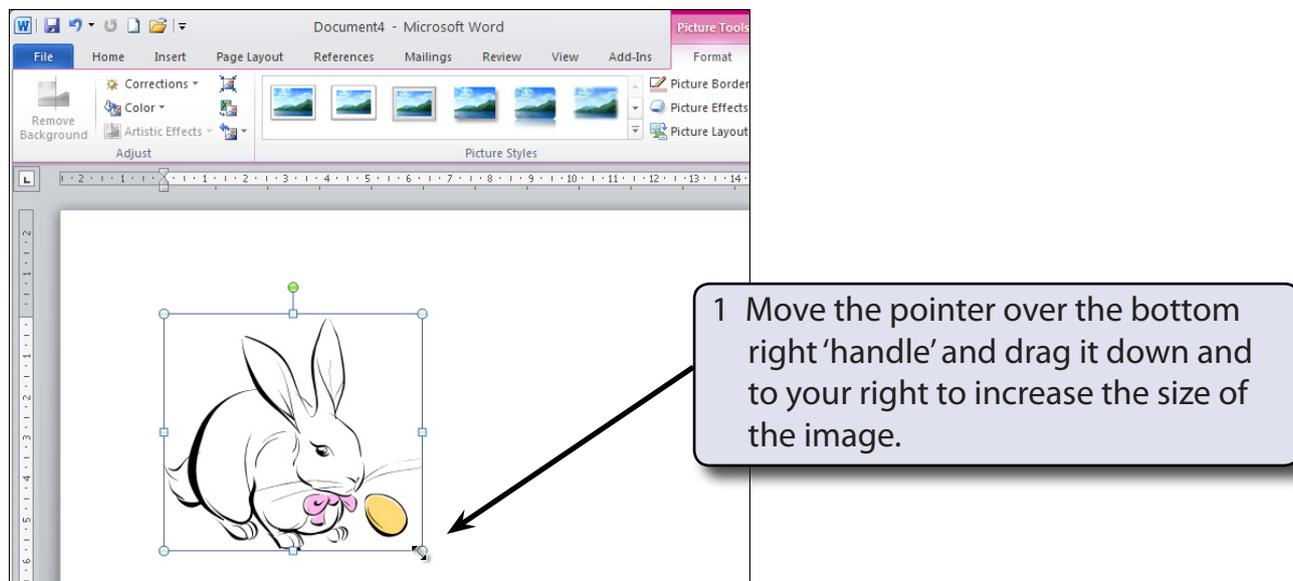
NOTE: The SEARCH FOR box allows you to enter a search for Clip Art in the Clip Organizer and the RESULTS SHOULD BE box allows you to set the type of media (Clip Art, Photographs, Movies or Sound) that is searched for.



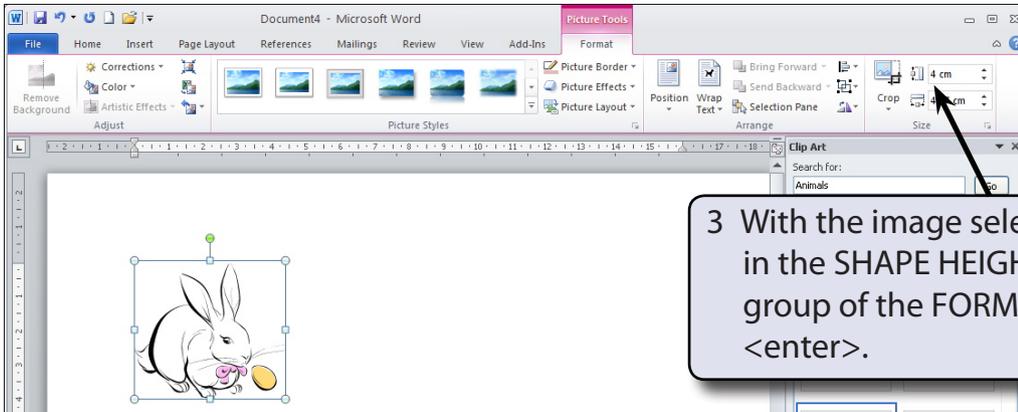
NOTE: You can double click on the Clip Art image itself to insert it if you do not want to see the other options available.

Changing the Size of the Image

You can change the size of the graphic as you did for shapes by dragging the 'handles' or by using the SIZE group of the RIBBON.



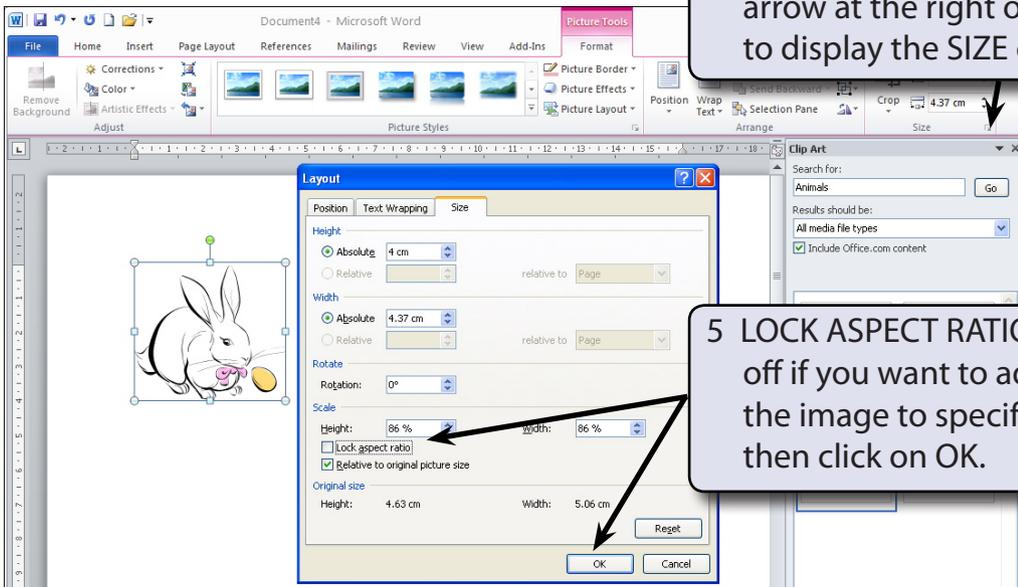
2 You can accurately resize an object using the SIZE group in the PICTURE TOOLS - FORMAT tab.



3 With the image selected, enter 4 cm in the SHAPE HEIGHT box in the SIZE group of the FORMAT tab and press <enter>.

NOTE: The image is resized and the SHAPE WIDTH box in the SIZE group adjusted in the same ratio to keep the image size proportional.

4 If you want to adjust the size of an image in more detail, click on the arrow at the right of the SIZE group to display the SIZE dialogue box.



5 LOCK ASPECT RATIO can be turned off if you want to adjust the size of the image to specific dimensions then click on OK.

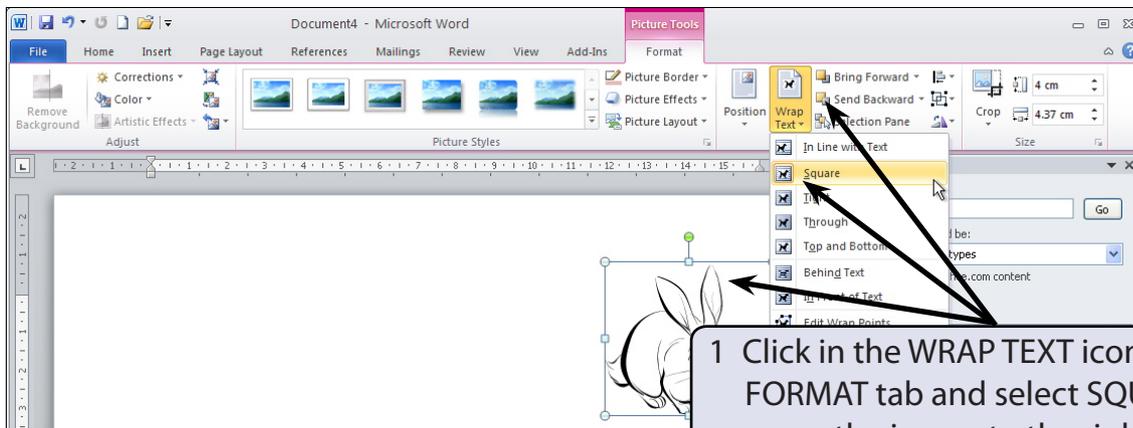
NOTE: Lock Aspect Ratio ensures that the proportions of the image are always kept the same so that the image is not distorted.

Picture Adjustments

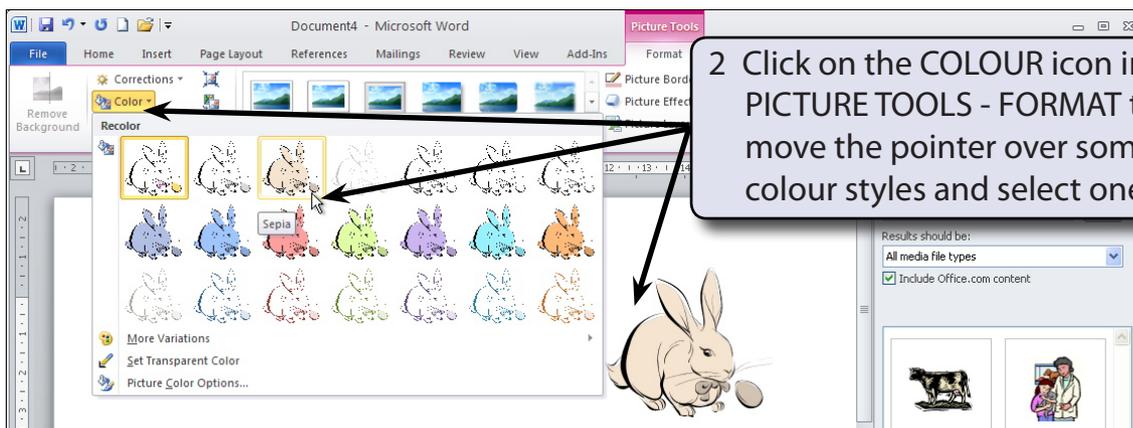
The appearance of an image can be adjusted using the icons in the ADJUSTMENT group.

A The Colour Command

The COLOUR icon allows you to set the colour style of the image.



NOTE: Moving the image to the right of the screen will allow you to see the adjustment effects that can be applied to it.



Microsoft Word Project 1

Job Application Task