

Word 2010 Introduction

Creating a New Document

A blank, new document displays when Word is launched. If Word is already open:

1. Choose **FILE**, then **NEW**.
 2. [Click] **BLANK DOCUMENT** .
Or to use a template:
 - From office.com, [Click] a category under **OFFICE.COM TEMPLATES** or to search, type keywords (e.g. business plan) in **SEARCH OFFICE.COM FOR TEMPLATES**, and press <Enter>.
 - Select one of the **RECENT TEMPLATES** or **SAMPLE TEMPLATES**.
 - For custom templates, [Click] **MY TEMPLATES**.
 3. [Click] **CREATE or DOWNLOAD**.
- To quickly create a blank document press <Ctrl+N>

Opening an Existing Document

1. Choose **FILE**, then **OPEN**, or press <Ctrl+O>.
2. Select the document, and [Click] **OPEN**.
(To change the location, [Click] the folder names displayed at the top of the dialog box, shortcuts on the left, or [Double Click] folders in the middle).

Recently opened documents/places:

- To open recently used documents or places (folders and websites), choose **FILE**, **RECENT**.
- To keep a document or place on the **RECENT** list [Click] .
- To remove a document or place, [Click] .

Working with Previous File Versions

Files created in Word versions 97-2003 open in compatibility mode with [COMPATIBILITY MODE] in the title bar.

- Features are disabled or changed to keep the file usable with Word 97-2003.
- To save a file for use with 97-2003 Word, choose **FILE**, **SAVE & SEND** > **CHANGE FILE TYPE** > **WORD 97-2003 DOCUMENT**, then [Click] **SAVE AS** .
A warning will display if the file will behave differently with the older Word programs.
- To convert an older file to the 2007+ format, choose **FILE**, **INFO** then **CONVERT** .
- Office XP and 2003 can install a Microsoft Office Compatibility Pack from www.microsoft.com/downloads to read the new file format.

Saving the Document

1. Choose **FILE**, **SAVE** or [Click] , or press <Ctrl+S>.
2. If saving the document for the first time:
 - a. Type the **FILE NAME**.
 - b. Choose a location by [Clicking] the folder names displayed at the top of the dialog box, shortcuts on the left, or [Double Click] folders in the middle. [Click] **SAVE**.

To save a copy of a document with a different name and/or location, choose **FILE**, **SAVE AS**. If a document exists with the same name/location, choose to **REPLACE EXISTING FILE**, change the name, or **MERGE CHANGES INTO EXISTING FILE**.

Setting up Page Layout

1. Choose **PAGE LAYOUT**.
2. Select preset **MARGINS**, **ORIENTATION**, (paper) **SIZE**, and **COLUMNS** in the **PAGE SETUP** group. Changes are applied to the entire document (or selected area for columns).

To make changes to just one part of the document:

1. Select the area to be changed.
2. [Click]  in the **PAGE SETUP** group.
3. Make the changes on the **MARGINS**, **PAPER**, or **LAYOUT** tab.
4. Change the **APPLY TO** option to **SELECTED TEXT**. [Click] **OK**.

Inserting/Deleting Text

To insert text:

[Click] where the text is to be inserted, then type.

To delete characters:

1. Place the insertion point in front of, or after, the text to be deleted.
2. Press <Backspace> to delete characters to the left, or to delete characters to the right.

To delete a large amount of text:

1. [Drag] across the text to select it, or use one of the shortcuts listed under **Text Selection Shortcuts**.
2. Press <Backspace> or .
2. To replace text: Select the text, then type the new text.

Spacing between Paragraphs

By default, 10 points of space is applied after every paragraph. To start a new line without starting a new paragraph (create a line break), press <Shift+Enter>.

To turn off the default paragraph spacing:

1. Select the text.
2. Choose **HOME**, then  in the **STYLES** group.

Undoing/Redoing Actions

[Click] , or press <Ctrl-Z>. Repeat to undo more steps. To undo several steps at once, [Click] the drop-down arrow of the Undo button and select steps.

To Redo an action, [Click]  or press <Ctrl-Y>. This reverses the last Undo command.

Repeating an Action

To repeat the last action, [Click]  or press <Ctrl-Y>.

Moving or Copying Text:

--- Cut, Copy, Paste

1. Select the text to move or copy.
2. To move, choose **HOME**, then , or press <Ctrl-X>.
Or to copy, choose **HOME**, then , or press <Ctrl-C>.
3. [Click] to place the cursor at the new location.
4. [Click] , or press <Ctrl-V>.

Or for options such as Keep Source Formatting, [Click]  and choose one of the **PASTE OPTIONS**, or after pasting, [Click]  (Ctrl+). Hover to preview.

--- Drag and Drop

1. Select the text to move or copy.
2. [Point] at the selected area (the mouse pointer changes into an arrow) and [Drag] the text to the new location. To copy, press <Ctrl> while [Dragging].

Changing Text Font and Size

1. Select the text to change.
2. Choose **HOME** then select from the Font list, e.g.  Times New Roman >.
3. Choose from the Font Size list  12 >, or edit the number in the box and press <Enter>.

Enhancing Text: Bold, Italic, etc.

1. Select the text to change.
 2. [Click] one or more of the  Bold, Italic, or Underline buttons. For more underline options, [Click] the arrow of the Underline button. For more font options, [Click]  in the **FONT** group.
- To remove enhancements, select the text, and [Click] the same buttons.

Copying Formatting

1. Select the text that has formatting you wish to copy. To copy paragraph formatting, ensure you select the entire paragraph.
2. Choose **HOME**,  **Format Painter** if applying the formats once. Or, to apply the format multiple times, [Double Click]  **Format Painter**.
3. Select the text to be formatted.
(If applying multiple times, press <Esc> or [Click] the **Format Painter** button again when finished.)

Changing Paragraph Alignment

1. Select the paragraph(s) to change.
2. Choose **HOME**, then one of .

Formatting Text with the Mini Toolbar



Use the Mini toolbar for quick access to common formatting options.

1. Select the text to change with your mouse.
2. [Right Click] or move the mouse up and to the right.

Using the Highlighter

Just like a handcopy document, you can highlight key phrases with different colors.

1. Select the text.
 2. Choose **HOME**, . (Use drop-down for colors.)
- To highlight in multiple places throughout the document, [Double Click] the button, or [Click] the button without any text selected.

When finished, press <Esc> or [Click] the button again.

To remove highlighting from text:

Select the text. [Click] the drop-down arrow of the Highlight button and select **NO COLOR**.

Text Selection Shortcuts

A word	[Double Click] the word.
A sentence	<Ctrl>-[Click] in the sentence.
A line	[Click] in the left margin
A paragraph	[Double Click] in the left margin. Or, [Triple Click] in the paragraph.
All text	[Triple Click] or <Ctrl>-[Click] in the left margin. Or choose HOME , SELECT , then SELECT ALL . Or press <Ctrl+A>.

Multiple selections: Press <Ctrl> and select separate areas of text

Movement Shortcuts

The <Shift> key with any of these movement shortcuts selects from the current position to that location. E.g. <Shift>-<Ctrl>-<End> selects to the end of the document.

Beginning of document	Ctrl+Home
End of document	Ctrl+End
Beginning of current line	Home
End of current line	End
Beg. of next or prev. word	Ctrl-> or <-
Beg. of next or prev. para.	Ctrl-; or <-
One screenful down	Page Down
One screenful up	Page Up
Previous editing location	Shift-F5

Editing

Delete word to the left	Ctrl-Backspace
Delete word to the right	Ctrl-Delete

Microsoft Word 2010 Introduction Study Guide

Barbara Fuller



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and important terminology For those interested in taking the exam it includes how to register for the exam and find an exam center tips on using your time wisely during the exam and information on scores and retaking the exam The next six chapters cover all of the topics you need to become proficient in Word and coincide with the objective domain categories in the Microsoft Word Certification Exam Manage Documents Insert and Format Text Paragraphs and Sections Manage Tables and Lists Create and Manage References Insert and Format Graphic Elements and Manage Document Collaboration Short video tutorials are included for every single outcome in the book 95 in all for when you need extra help or learn best by observation Word practice exam software included Unlike any other Word exam manual available this book includes Word practice exam software The final chapter focuses on the practice exam software which closely mimics the format of the real exam Custom built and specially designed by SDC Publications this practice exam software can be taken multiple times so you are comfortable with the real test software how to mark and return to questions question format live in application steps and how the results are presented Study materials for all learning styles Custom made Practice Exam Software 95 short narrated video tutorials for every outcome in the book End of chapter self exam and review questions 75 Flashcards Exam Day Study Guide About the author Daniel John Stine AIA CSI CDT is a registered architect with over twenty years of experience in the field of architecture Throughout these years of professional practice Stine has leveraged many of the Microsoft Office products to organize and manage complex projects In addition to Microsoft Office certification study guides Stine has written multiple books on architectural design software all written using Microsoft Word and published by SDC Publications

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