

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 , 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 Quick Reference Guide

TeachUcomp Inc



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by step instructions and shortcuts for how to use Microsoft Office Word 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating Opening Working with Previous File Versions Setting up the Page Inserting Deleting Text Spacing between Paragraphs Undo Redo and Repeat Moving and Copying Text Formatting Changing Font Size Enhancements Paragraph Alignment Copying Formatting Using the Mini Toolbar Highlighter Draft Print Layout Reading Views Going to a Page Searching Using the Navigation Pane Creating and Editing Headers and Footers No Header or Footer on the First Page Inserting a Page Break Checking Spelling Grammar AutoCorrect Creating and Inserting Quick Part Building Blocks Sending the Document as an E mail Attachment Saving as PDF E mailing a PDF Printing Envelopes and Labels Previewing and Printing Also includes Lists of Selection and Movement Shortcuts This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010

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TeachUcomp Inc, 2017-07-29 New to Microsoft Office 2016 or 2013 Upgrading from a previous version Designed with the

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century learners The books for classes 1 5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2010 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD

Microsoft Word 2010 Collaboration Features Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card Beezix, Inc Staff,2012-06-07

Laminated quick reference card showing step by step instructions and shortcuts for how to use collaboration features of Microsoft Office Word 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Turning On Off Track Changes Tracking Table Changes Show Hide the Reviewing Pane Accepting Rejecting Changes Inserting Comments Reviewing Comments Show Hide Comments Deleting Comments Changing What is Shown Showing Deletions and Moves in Balloons Hiding Formatting Changes Turning Off On Tracking Formatting Hide Show Specific Authors Changing Author Forcing Landscape Printing Comparing Two Documents Combining Multiple Documents Comparing with Previous Versions Comparing Documents Side by Side Protecting your Document Removing Personal or Hidden Information from a Document Restricting Editing Blocking Others from Editing Part of a Document Stored on SharePoint Unblocking Sharing a Document on SkyDrive Sending a Link to a SkyDrive Folder Sharing a Document on a SharePoint Co Authoring Using the Navigation Pane While Co Authoring Resolving Conflicts This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features

Beginning Microsoft Word 2010 Ty Anderson,Guy Hart-Davis,2010-12-28 Beginning Microsoft Word 2010 is a visually stimulating introductory guide that teaches the complete Word newbie as well as slightly experienced yet equally baffled users what they need to know to write that thesis or proposal tonight From the absolute basics like installing the software and creating documents to more advanced features like adding images and working with themes this book is your one stop source for using Word 2010 effectively This book shows you what's new in Word 2010 including advanced features for collaboration on documents and updates to the user interface while also providing a solid grounding in overall word processing skills Using step by step instructions as well as visual aids and screenshots Beginning Microsoft Word 2010 will guide you from a no nothing newbie to a proficient and knowledgeable Word user

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