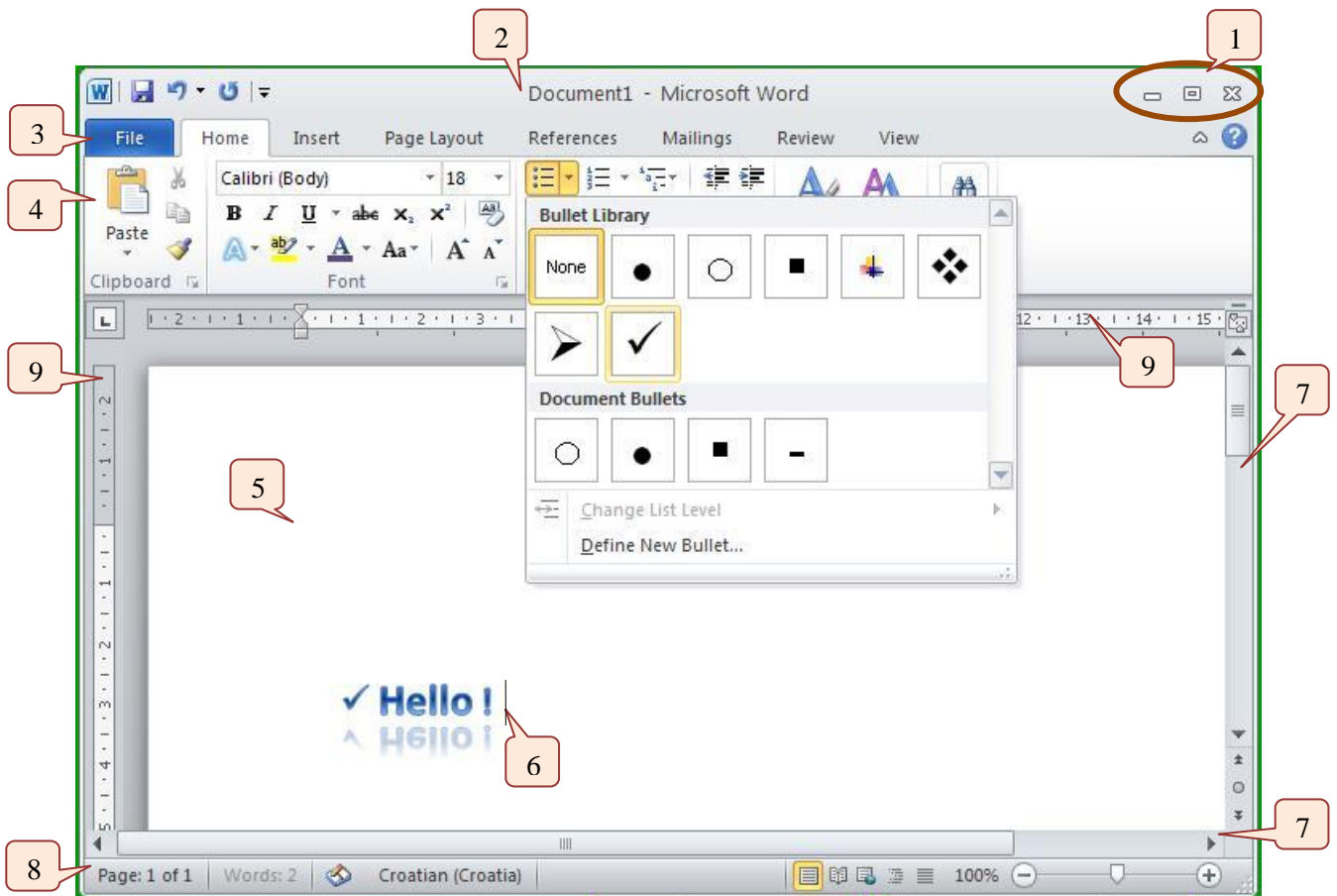


Multimedia presentations for a basic use of Microsoft Word 2010 are published at: <http://www.itdesk.info/lessons/Word%202010%201.html>, <http://www.itdesk.info/lessons/Word%202010%202.html>, <http://www.itdesk.info/lessons/Word%202010%203.html> and <http://www.itdesk.info/lessons/Word%202010%204.html> (to open the link contained within .pdf document, just press the left mouse button on one of above links. Web page that a link points to will open in a browser that you have installed on your computer.)

Microsoft Word 2010 Beta – interface elements



1. Buttons to manipulate the window - minimize, maximize, close window
2. Title Bar - the name of the document, extension (.docx) and the name of the program
3. Tab names
 - File
 - Home
 - Insert
 - Page Layout
 - References
 - Mailings
 - Review
 - View
4. Toolbars
 - some tools are hidden, they have the arrow next to open an additional option (in the picture: opened Bullet Library)



- tools that are grayed out can not currently perform (in the picture: Change List Level)
- tools with dots lead to another sequence of commands (in the image: Define New Bullet ...)
- Tab names and toolbars together are called Ribbon
- 5. Desktop - paper, here you type, insert the object etc.
- 6. Insertion point, where is the flashing cursor
- 7. Bars for horizontal and vertical navigation (sliders)
 - double-arrow up / down switches to one page view more / less
- 8. Status Bar
 - displays information about the current position of the insertion point on the desktop and the condition of some special functions of Microsoft Word
- 9. Rulers - horizontal and vertical ruler above and left of the desktop
 - the white area indicates the area of writing; the gray area represents the margin

Selecting text

Before we format the text it is necessary to designate (select) part of the text of which will execute the formatting

Arbitrary text selection:

- press and keep the left mouse button, move the mouse from the beginning to the end of the text that we want to select, and release the left mouse button
- place the insertion point at the beginning of text that we want to select, press and hold the Shift key and press the left mouse button to the end of selection

Highlighting a word: double press of the left mouse button on a word

Marking one sentence: press the Ctrl key and press the left mouse button anywhere in the desired sentence

Selecting a single line: press the left mouse button on space margin to the left of the line (the cursor must be in the form of white arrow)

Selecting multiple lines: press and hold the left mouse button on the left margin of the row, move up or down through the rows that we want to select, and release the mouse button


Selecting non-neighboring lines: in the space of left margin press Ctrl + Click the left mouse button on the desired rows

Selecting one paragraph: in the area of the left margin of the paragraph double-press the left mouse double or triple pressure of the left mouse button within a paragraph


Selecting the whole document: the triple pressure of the left mouse button in the space of left margin, or the keyboard shortcut Ctrl + A

Copying text within and between open documents

• Copy / Paste:

1. select the text that we want to copy
2. copy selected text with tool "Copy"  (Ctrl + C)





3. we set the cursor to the place where we want copied text
4. paste the text by using the “Paste”  (Ctrl + V)

• **Copy text with “Drag-and-drop” method**

1. select the text that we want to copy
2. on selected text press and hold down left mouse button and press and hold down the Ctrl key.
3. “drag” the mouse to the place where we want selected text
4. release left mouse button and the Ctrl key. Text is copied to new location.

• **Cut/Paste:**

1. select the text that we want to move
2. cut selected text with tool Cut  (Ctrl +X)
3. we set the cursor to the place where we want copied text
4. paste the text by using the “Paste”  (Ctrl + V)

• **Move text with “Drag-and-drop” method:** the same as copying, but without Ctrl key

Deleting text

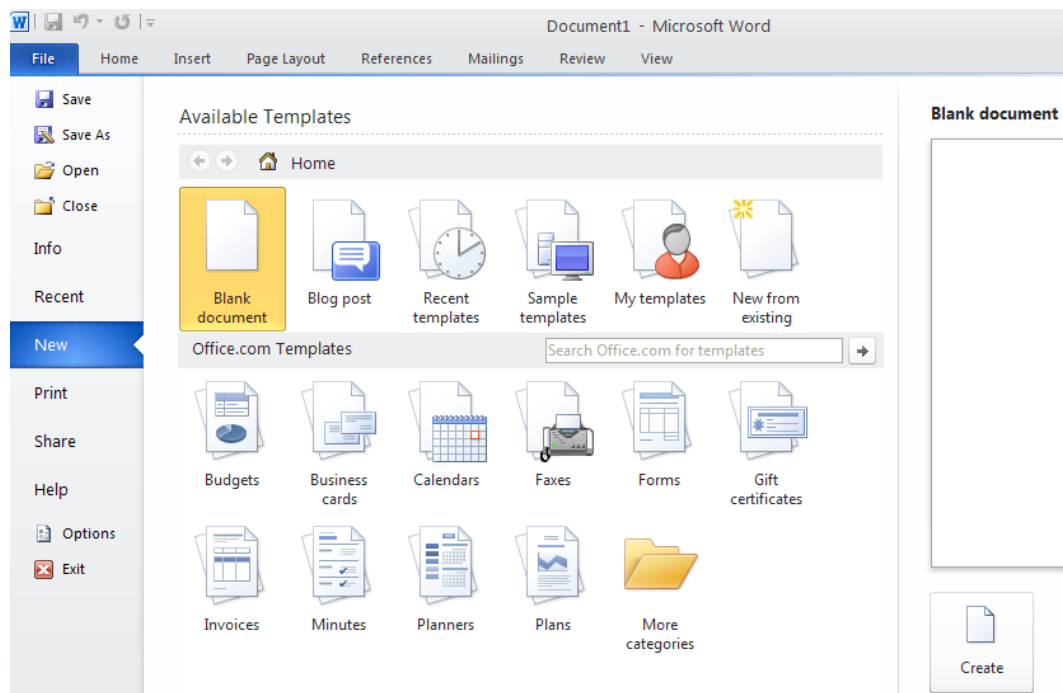
- Letter by letter: Delete – to the right of the cursor; BackSpace - to the left of the cursor
- the faster way - select the desired portion of the text and press DELETE

Undo changes 

Redo changes 

By clicking on the arrow next to the tool opens a drop-down menu with a list of all the action that we have made.

Tab name: File




Creating new document: New > Blank document >Create (keyboard shortcut **Ctrl + N**)



Open existing document:  Open

Open more than one document: with pressing the Ctrl key or the Shift key

- Save  (keyboard shortcut **Ctrl + S**)
- Save in – in which folder will be the document saved
- File name – type in name of the file
- Save as type – program in which the file will be saved (MS Word 2010 .docx)

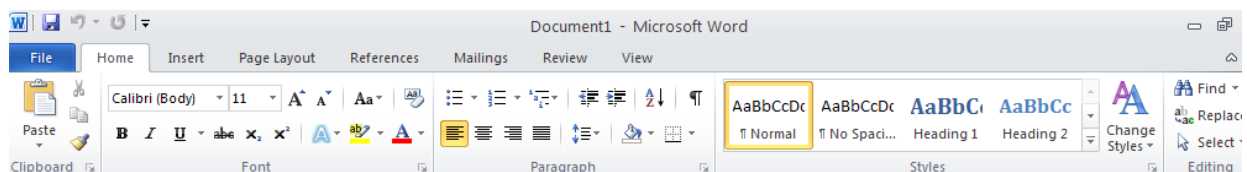
The creation of a new document is facilitated by using a template – extension .dotx

Options > tab Save > Save AutoRecover info every (enter value)


Print:

- Printer – choose which printer will print
- Page range: - All - Current page - Pages – enter page numbers to print
- Copies – number of the copies
- Collated – print the entire file from beginning to end, then by the number of copies; Uncollated – print the first page of the file by the number of copies, then second page by the number of copies, then the third etc.
- Margins – offered are several types of margins, in different sizes
- Orientation: Portrait (vertical paper) i Landscape (horizontal paper)

Tab name: Home



Font: Times New Roman, Verdana, Ariel, Calibri (on picture above) etc.

Font Size – enter value or choose on drop-down menu 

Text formatting 


Bold - Ctrl + B

Italic - Ctrl + I


Underline - Ctrl + U


Font effects 


- Strikethrough: ~~some text~~
- Subscript: H₂O > H₂O;
- Superscript: 5 m² > 5 m²


Press grey arrow to the right of „Font“  (or Ctrl + D) – remaining font effects that can be applied are: Double strikethrough, Shadow, Outline, Emboss, Engrave, Small caps, All caps, Hidden





To turn uppercase into lowercase, or the opposite: “Change case” 

Text Effects  - contains effects: Shadow, Reflection

Text Highlight Color  - tool to emphasize the text with color

Shading  - tool to color the background of the text

Borders  - tool to set different types of lines around the selected text


Font Color  - tool to color the letters


Lists: Bullets  Numbering 

- new items on the list – press Enter, finish the list – double press Enter


Text alignment 

Align Left, Center, Align Right, Justify


Line Spacing  - the distance between the lines

Show / Hide hidden formatting symbols 

Apply style – select the text, press left mouse button on offered style

- or press  on the right of “Styles” menu > choose a style > click on “Apply Style”

Change styles - press  > choose “Apply Style” > select a style > choose “Modify”

Creating a new style: select the text with desired formatting, press  on the right of “Styles” menu > choose “Save Selection as a New Quick Style”

Finding: Find, enter a word or a phrase, and choose “Find Next”

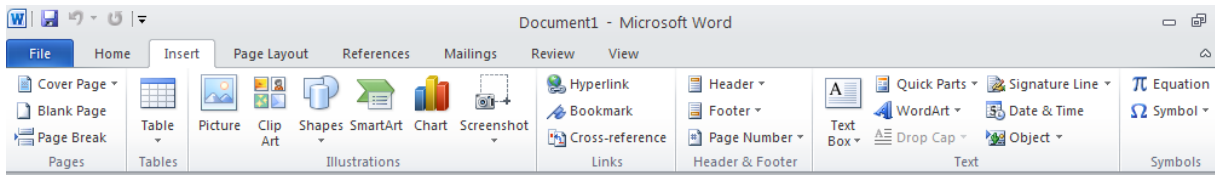
Replacing:

- Find What – type in what are we searching
- Replace With – type in with what we want to replace text

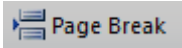
“Format Painter”  - copy formatting from one part of the text to another

MS Word Help , F1 on the keyboard

Tab name: Insert



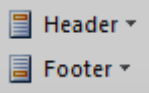
Page Break



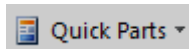
- to remove break: turn on “Show / Hide” tool, select **Header and Footer**, Delete

- to exit: double-click the left mouse button on desktop

- to edit: double-click the left mouse button on header or footer, or: press the right mouse button on header/ footer and choose “Edit”

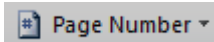


Insert a field: Quick Parts > Field...



- offered fields: page number, date, time, author etc.

Page Number



- choose: “Top of page”, “Bottom of page”

- Plus: centered, left or right angle of the page

Tables



- insert table: position the cursor where we want the table within the document, choose “Table”, and cross with mouse over the dices which determines the number of columns and rows;

- Or choose “Table” > “Insert Table” and enter the number

Change the position of the insertion point: the TAB key, arrow keys on the keyboard, press the left mouse button in the desired cell

Table formatting: Table Tools > Borders

> Shading

- Subsequently insert a row or column:

place the insertion point in the cell where we want to insert a row or column, press the right mouse button and on the Quick menu select “Insert > Row Above” or “Insert > Row Below”

- or: “Insert > Column Left” or “Insert > Column Right”

- Deleting rows and columns

○ Select row(s) or column(s), press right mouse button (that opens the quick menu) > choose: “Delete Columns” or “Delete Rows”

○ Deleting a table: select a table, press the Delete key

Pictures



Picture

- select a picture by pressing left mouse button on desired object, after which the object gets at the border gets boxes

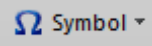
- To move images to an arbitrary location: select the picture, right-click it > Format Picture > Layout > Wrap > choose a offered style

Setting the size of the object

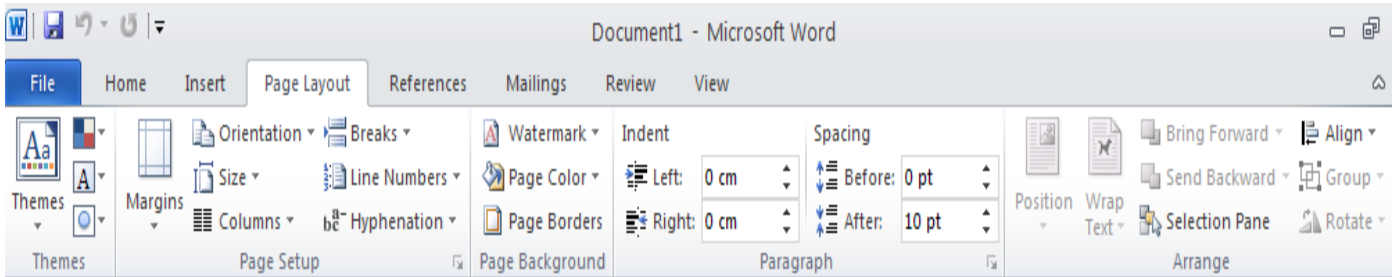
- Manually: select an object, move one of boxes on its border

- Type in values: right-click the object > choose “Format Picture” > tab “Size” > enter values for height and width

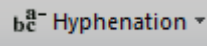


Insert symbol  € £ © ∞ ☺ ≠ ☆ 🏠 ❤️ 🗨️ 📧 🎵 🌐 etc.

Tab name: Page Layout

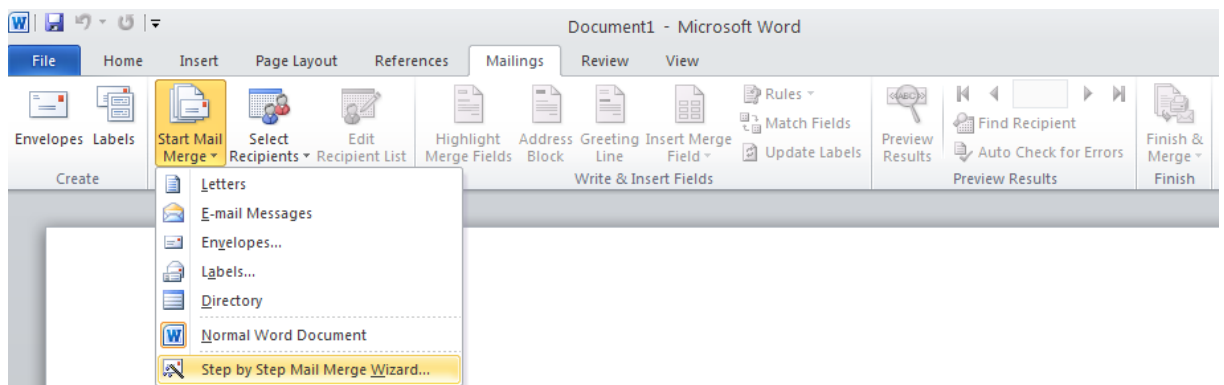


- Orientation: Portrait or Landscape
- Size – setting the size of the paper

Use of automatic functions for parse  - None, Automatic, Manual

Page borders – different types and sizes of the lines can be borders to the pages

Tab name: Mailings



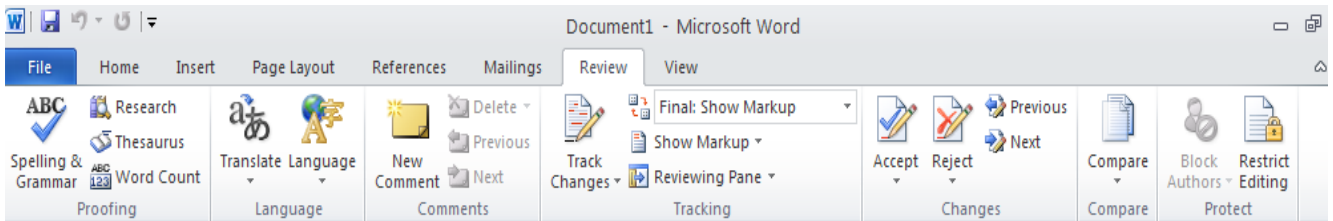
Circular letter, the letter with the same content sent to multiple addresses


- Create: “Start Mail Merge” > “Step by Step Mail Merge Wizard” (as on picture above)
 - 1) Select the type of document on which we want to create a mail merge
 - Letter – the text that differs only by inserted fields
 - E-mail message – the same as the letter
 - Envelopes - Print the names and addresses of recipients
 - Labels
 - Directory - the whole document is printing the data fields from the database
 - 2) Select starting document
 - Use the current document - a document that is just used
 - Start from a template – then select a template
 - The existing document – then navigate to and open an existing document
 - 3) Select Recipient
 - ❖ Use an existing list – use names and addresses from a file or a database



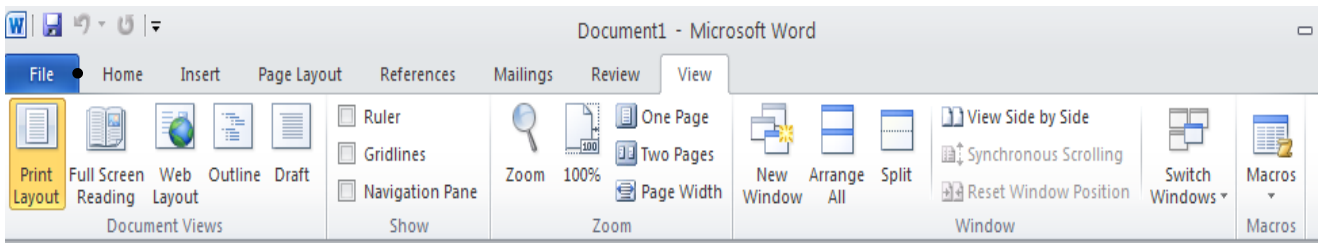
- ❖ Select from Outlook contacts
 - ❖ Type a new list – then create a new contact list
- 4) Arrange your directory – to add recipient information click a location in the document, and the click one of the items: Address block, Greeting line etc.
 - 5) Preview your directory – we can also edit recipient list
 - 6) Complete the merge

Tab name: Review



- words that are incorrectly entered will be underlined in red, wavy lines
- Language > Set Proofing Language
- Spelling and Grammar  - opens dialogue box with options: Ignore once, Ignore all, Change, Change all
 - If a word is not in the dictionary then it can enter it: select that word, right-click it > choose “Add to dictionary”

Tab name: View



- On the menu “View” or buttons in lower right corner:
 - Print Layout - how to distribute text and various objects on printed page, most commonly used view
 - Full Screen Reading – view adjusted for reading
 - Web Layout – view that is used for creating a web site
 - Outline – view of document structure. facilitated work with moving, copying, editing text and changing the level of heading
 - Draft - view the document as a draft, certain elements such as headers can not be seen





Zoom: choose offered or enter value


- Page Width
- Text Width
- Whole Page
- Two Pages

Use Tabs

- Pressing the TAB key on the keyboard, move the insertion point to 1.25 cm to right
- Using the tab, we can define where we want to move the insertion point
- Tabs:

 - left tab

 - right tab

 - tab to center

 - decimal tab

Set tabs:

- Ruler must be visible Ruler
- icon on the tab to the left of the ruler enables us to select the tab
- over the desired position on the ruler push the left mouse button
- press the TAB key to cross from one to another tab
- the removal of tabs: press and keep the left mouse button on it and drag down and then release the mouse button

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