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Introduction

Word Processing is when you use a computer program, such as Word, to create, edit and produce text documents. Microsoft Word 2010 is built on the Ribbon concept that was introduced in Word 2007 and adds some features pertaining to security of documents as well as some enhanced artistic effects that make documents more visually appealing.

Previous versions of Word cannot open documents created in Word 2007 or 2010 unless a compatibility pack is installed. Also significant is that while Word 2010 documents share a file extension with Word 2007 (*.docx) the Word 2010 file is a unique file type. Documents created in previous versions of Word that are opened in Word 2010 will open in Compatibility mode and will not have certain of the new Word 2010 tools available to use unless re-saved as a Word 2010 document. Re-saving as a Word 2010 document requires responding to a disclaimer statement that the previous version may lose some formatting. Follow the instructions below to learn how to use Word. *Note: The instructions refer to settings and customizations that we have chosen for our Computer Lab. They may not be present on your home computer.*

Exploring the Word 2010 Environment

1. *Open* Word by using the Start menu or by double-clicking on the desktop icon for Microsoft Office Word 2010.
2. By default, Word will open with the Home tab of the Ribbon active.
3. Look for the Ribbon in the area underneath the Title Bar.

   a. The Ribbon makes all the capabilities of Word available in a single area.
   b. Commands related to working with document content are represented as buttons on the tabs that make up the Ribbon. Hover over some other active buttons to observe ScreenTips.
   c. The Home tab is the active tab by default. Try clicking on other tabs to view their buttons.
   d. Notice that on each Tab, the Buttons are organized into Groups. The picture on the right shows the Font group i. On some groups there is a Launcher button which will open a dialogue box with related but less common commands.
ii. Some buttons in the groups have arrows:

   ![Arrow Button](image)

   Clicking this button’s list arrow displays a list of options

   ![Actual Button](image)

   Clicking the actual button carries out the command with the current settings

   e. **Click** on the **File tab**:

   i. The File tab replaces the Microsoft Office Button and the File menu used in earlier releases of Microsoft Office, and provides a **Backstage view** of your document.

   ii. The File tab contains a set of commands that you use to perform actions TO a document rather than IN a document.

   iii. The Info section of the File tab offers an easy to use interface for inspecting documents for hidden properties or personal information.

   iv. To return to the document from the Backstage view, click any other tab.

4. **Look** for the **Quick Access Toolbar** on the Title Bar all the way to the left.

   a. It contains frequently used commands and can be customized using the drop-down menu. **Point** to each small icon to view its screen tip.

   b. **Click** the **Customize Quick Access Toolbar button**, check **New** on the menu and see it added to the **Quick Access Toolbar**.

   The **Quick Access Toolbar** can also be moved to show below the **Ribbon**. Move the Quick Access Tool Bar back above the ribbon.

5. **Locate** the **Word Control** icon to the left of the Quick Access Toolbar. Oddly, there is no screen tip. This button has the same controls as the Window controls on the right side of the title bar.

6. **Locate** the **Minimize the Ribbon** button (underneath the window control buttons)

   and click it. This button essentially takes the Ribbon out of view, with the exception of the names of the ribbon tabs. Clicking on tabs will make its tools available but the contents will not stay in view permanently unless you uncheck minimize the ribbon. **Click** the same button to **Expand the Ribbon**. Note – it is also possible to minimize the ribbon by double-clicking on an active tab.

7. **Look** below the document window area and find the **Status Bar**
a. The left end gives current information about the document, such as the page number and how many total words are in the document and whether there are any spelling errors.

b. At the right end are shortcuts to two groups on the View tab, Document Views and Zoom.

c. The Status Bar can be customized. Right-click on the Status Bar to bring up the customize menu and look at options which can be checked and unchecked.

Creating, Saving, Closing and Opening a Document

Creating a document

1. When word opens, it will display a blank document ready for you to type in. The words that you type and the formatting that you use become your document.

2. Type “My first document.”

Saving the new document in the Word 2010 format

Each document you create is temporary unless you save it as a file with a unique name and location.

1. Prepare your save to location by inserting your flash drive.

2. Click on the File tab and click on the Save As button. A Save As dialogue box will open.

3. When the Save As dialog box opens, use the folders/navigation pane to navigate to the flash drive. Be sure the address bar indicates a save location of Computer→KINGSTON (I:)

4. Name your file “first”.

5. Click Save

6. Notice the file extension in the title bar, “.docx”. Note: While this file extension is the same as the Word 2007 file extension, it is in fact a different version of a Word file. More tools will be available to a Word 2010 file than a Word 2007 file.

Saving the new document in a different format

If you intend to send a Word document to someone using a previous version of Word, they may not be able to open it if you save it as a “Word document (*.docx)”. Word 2010 provides an option to save the file in a format that can be opened by previous versions. However, saving a file so it can be opened by Word 97-2003 may cause some loss of formatting.
1. Open the File tab and move your cursor to the Save As button, but this time, use the list arrow in the Save as type field and select Word 97-2003 document (*.doc) Notice that the file name has an extension of “.doc”.

2. Click save.

3. Notice that the file name in the title bar says Compatibility Mode. This means that certain tools will not be able to be used in this document.

4. Minimize Word and open the flash drive icon to view the two versions of the document. Open the two documents. Notice how the Text Effects tool (one of the new tools in Word 2010) in the Font group is not active in the .doc file. Close the .doc file.

**Back-up savings**

It is important to save your work routinely, just in case “something happens.” To save changes as you are working in your document click the Save button on the Quick Access Toolbar. Save as... a different file name if you aren’t sure if you want to keep your current changes.

**Closing a document**

1. Close the document by clicking on the Close button on the File tab.

2. If you choose to close by X’ing out, you will not only close the document but the program as well.

**Creating a new blank document**

If you followed Step 1 above to close, the Word program is open, but there is no document to work in.

1. On the File tab, select New. This will open a dialogue where you can choose a document type.

2. Click on Blank Document, and then click Create. Note that our new document has a default name of Document 2.

   a. Note: Adding a New button to the Quick Access tool bar will eliminate having to go through the templates page to open a blank document.
Opening an existing document – Protected View

A new security feature in Word 2010 results in a warning when a document that was downloaded from the internet is opened, such as a document that was attached to an email. The document will open in **Protected View**, which is visible in the Title Bar. In addition there will be a security warning about the document and an opportunity to enable editing once you are certain the document is from a trusted source.

*Open Congratulations.docx* from your flash drive, (or any Word file downloaded from the internet) and *notice* the title bar and warning. *Close* the file for now *without* enabling the editing.

Opening an existing document (*InternetPolicy.docx*)

1. In the **File tab**, *select Open*.
2. When the Open Dialogue box appears, we need to navigate to Templates under Microsoft Word.
3. For use in the Computer Lab, there is a pre-typed file in the Microsoft Word Templates directory called *InternetPolicy.docx*. (If you have accessed this Word 2010 Guide through our Class Resources page on the internet, the supporting file, *InternetPolicy.docx*, is available at the same location for download to your computer. You will have to enable editing.)
4. *Open* *Internet Policy.docx*. 
Moving Around in a Document

**Insertion point**, sometimes referred to as the **cursor**, is the name for the blinking line where anything you insert goes. There are several ways to move the insertion point to get it where you want it to be.

*Click* in the middle of the first line of the first paragraph of the practice document. *Refer* to the chart below to **practice moving** the insertion point around **using** the keyboard.

<table>
<thead>
<tr>
<th>Press</th>
<th>To Move The Insertion Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>To the beginning of the current line</td>
</tr>
<tr>
<td>End</td>
<td>To the end of the current line</td>
</tr>
<tr>
<td>Page Up</td>
<td>To the previous screen</td>
</tr>
<tr>
<td>Page Down</td>
<td>To the next screen</td>
</tr>
<tr>
<td>Left arrow or Right Arrow</td>
<td>Left or right one character at a time</td>
</tr>
<tr>
<td>Up arrow or Down Arrow</td>
<td>Up or down one line at a time</td>
</tr>
<tr>
<td>Ctrl + Left Arrow</td>
<td>Left one word at a time</td>
</tr>
<tr>
<td>Ctrl + Right Arrow</td>
<td>Right one word at a time</td>
</tr>
<tr>
<td>Ctrl + Up Arrow</td>
<td>Up one paragraph at a time</td>
</tr>
<tr>
<td>Ctrl + Down Arrow</td>
<td>Down one paragraph at a time</td>
</tr>
<tr>
<td>Ctrl + Up Arrow Twice</td>
<td>To beginning of previous paragraph</td>
</tr>
<tr>
<td>Ctrl + Home</td>
<td>To the beginning of a document</td>
</tr>
<tr>
<td>Ctrl + End</td>
<td>To the end of a document</td>
</tr>
<tr>
<td>Ctrl + Page Up</td>
<td>To the top of the previous page</td>
</tr>
<tr>
<td>Ctrl + Page Down</td>
<td>To the top of the next page</td>
</tr>
</tbody>
</table>
Keyboard keys - there are several other keyboard keys that are important to know.

1. **Enter** - pressing the enter key will move the insertion point to a new line, but it also creates a new paragraph. (When you are typing in Word, the insertion point will move and show where the next character you type will appear. When the insertion point reaches the right margin, the word you are typing moves to the next line. Because of this **word wrap** feature, you should only press enter to start a new paragraph.)

2. **Space Bar** - pressing the space bar several times will create a small space between words.

3. **Delete** - pressing delete will remove characters to the right of the insertion point.

4. **Backspace** - pressing backspace will remove characters to the left of the insertion point.

5. **Shift/Caps lock** - both of these keys will change case to capitals; Shift for only one letter. Caps lock for all letters after it is pressed. (Note – Word 2010 is preset to capitalize the first word of every sentence and the word “I”.)

**Undo button**

*Click on* the **Undo Button** on the **Quick Access Toolbar** if you do something by accident or if you want to undo any action.

Controlling the Appearance and Location of Text

If the Home tab is not active, *click* on it to access tools for controlling text.

**Highlighting**

Important - to make any changes to your document, you need to select the word or area to be changed. Highlighting is the way to do this.

Ways to highlight:

1. **Mouse dragging** - put your cursor (it will be in the shape of an horizontal line) just to the left of the beginning of your selection, *hold down* the mouse button, *move* the cursor to the end of your selection, and *let go*. *(Drag across and down at the same time to highlight more than one line.)*

2. **Shift clicking** - *Place* your insertion point to the left of what you want to highlight, *hold down* the shift key and while doing so, *click* at the end of your chosen selection.
3. **Shift clicking to add to or reduce your selection** - If you have a selection already highlighted, you can increase or decrease that selection by holding down the shift key and clicking at a different endpoint.

4. **Clicking** to select lines, words, paragraph
   a. *Double-clicking* on a word will select the word.
   b. *Triple-clicking* anywhere within a paragraph will select the whole paragraph.

5. **Clicking in left selection area** - your cursor will change to an arrow pointing to the right.
   a. *Single-clicking* to the left of a line will highlight the line. Drag to select multiple lines.
   b. *Double clicking* to the left of a paragraph will select the entire paragraph.

**Changing text attributes**

1. *Select* the second line in the first paragraph.

2. In the **Font** group *apply* the **Bold**, **Italic** and **Underline** attributes. *Notice* how the buttons change colors when they are active. *Click* in a blank area in the right margin to see the changes.

3. *Select* the second paragraph. Use the font drop-down box to *select* a different font(*CurlzMT*) and the font size drop-down box to *select* a different font size(8). *(Notice* that you can see the effects in **Live Preview** before you make an actual selection.)*

4. *Experiment* with other buttons in the **Font** group to change the appearance of your selected text.

**Changing alignment and spacing**

1. *Select* the first paragraph.

2. In the **Paragraph** group, *find* the **Align Text** buttons. *Notice* that the Align Text Left Button is highlighted. *Change* the alignment of the paragraph by *clicking* on the other buttons.

3. In the **Paragraph** group, *use* the **launcher button** to access more paragraph formatting options.
   a. *Drop* the Line Spacing menu down and *select Double*.
   b. *Click* OK.
Changing location of text

1. To move text by dragging, **highlight** the third paragraph. **Change** the Font color to red. With your cursor on the highlighted paragraph, **hold down** your mouse button and **move** the insertion point to the blank space between the first and second paragraphs. **Notice** that your cursor is an arrow with a small square attached to it and the insertion point looks like a dotted line. **Release** your mouse button.

2. **Cut/copy and paste-** these commands are located in the **Clipboard** group of the **Home** tab.
   a. **Cut/paste-** **with the same paragraph selected,** click the **Cut** button. **Move** your insertion point to the space between the second and third paragraphs, and then **click** the **Paste** button.
   b. **Copy/paste-** **select** the third paragraph and **click** the **Copy** button. **Move** your insertion point to the space between the first and second paragraphs, and then **click** the **Paste** button. **Notice** that the selection appears in both locations.

Changing paragraph indentation

1. **Select** the first paragraph and **align left.** **Shift click** to add the second paragraph to the selected area.

2. In the **Paragraph** group use the **launcher button** to access more paragraph formatting options. Under the **Indentation** area, **click** the drop down arrow under **Special.** **Click** on **First line.** **Click ok.** **Notice** how the first line of each paragraph is now indented.

3. **Hanging indent (all lines of a paragraph are indented except the first line)** - using the same instructions as above, **change indentation** to **Hanging** under **Special.** **Click ok.** Again, **notice** the changes.

Controlling the Appearance of your Document

**Open** the **Page Layout** tab to access buttons to change the appearance of your document

Changing page margins

1. In the **Page Setup** group, **click** on the **Margins** button. A drop down menu will appear that will have your current settings highlighted. **Click** on the **Wide** option to see how it will affect your document.

2. **Click** on the Margins button again and **click** on **Custom Margins** at the bottom of the menu. When the dialog box opens, **use** the arrows to **change** the top, left, bottom and right
margins to 0.8”. Click ok. Click on the Margins button again and notice how the margin list has now populated with your customization.

To add interest...
Page Background group

1. Click on the Page Color button to display a palette of colors. Mouse-over the colors and observe Live Preview changes to your document. Click on any light color that you like. (Use a color from the second row.)
2. Click on Watermark to place a semi-transparent message or picture on your document.
3. Click on Page Borders to place a border around your document. On the Page Border tab, click on different settings, styles, color, width or picture. See a preview in the right pane. Click the drop down arrow in the art selection box. Scroll down and select the Christmas Tree. Click ok to add the border.
4. Remove the border by clicking into Page Borders again and select None under Setting on the Page Border tab. Click ok.

Page Breaks —Place your insertion point at the end of paragraph 3. Click on the Insert tab, in the Pages group, click on Page Break. Notice how the lines below are now on the next page.

Headers and Footers - text that appears at the top and bottom of every page

1. Click on the Insert tab.
2. In the Header & Footer group, click on the Header button to open a menu of different header options. Scroll down the menu to view all the options and click on Blank. Type “My Document”. (Notice that a new Contextual Tab (Design) has opened).
3. Remaining in the Design Contextual tab, in the Header & Footer group, click on the Footer button to open a menu of different footer options. Again, Scroll down the menu to view all the options and then click on Blank (Three Columns).
   a. Click on the left Type Text box and type your name. Do not hit enter.
   b. Click on the middle box and, still in the Contextual tab, go to the Insert group and click on the Date & Time button. When the dialog box opens, click on the third option under Available Formats in the left pane and click ok.
   c. Click on the right box, click on the Page Number button in the Header & Footer group. Move your cursor to Current Position and a menu of options will open. Scroll down the menu to view all the options and then click on Plain Number.
   d. Close header and footer by clicking on the x at the right end of the tab.
4. *Notice* that “my document” appears at the top of every page and your name, the date and sequential page numbers appear at the bottom.

5. If you *double click* on the **Header**, you open the **Contextual** tab again and you can experiment with different **Header** and **Footer** options.

6. *Double click* in the body of the document when finished.

**Correction and Editing Tools**

1. **Find/replace**-
   a. *Place your insertion point at the beginning of the document.*
   b. On the **Home** tab, in the **Editing** group, *click* the **Find** button.
   c. A pane will open on the left.
   d. *Click* into the **Search Document** field, *type* “library.”
   e. *Notice* all instances of the word library are highlighted in your document.

   ![Find and Replace Icon]

   f. *Click* the **Replace** command in the editing group.
   g. In the **Replace With** field of the dialogue box, *type* “libary” This is deliberately spelled wrong.
   h. *Click Replace All.* Every instance of the word library in the document has now been changed.
   i. A **Find and Replace** dialog box will appear telling you how many words have been replaced. *Click OK.*
   j. *Close* the **Find and Replace** dialog box.
   k. *Close* the **Navigation pane** on the left.

2. **Spelling & Grammar Check**- as you type your document, you may notice that some words or phrases have wavy red or green lines beneath them. This indicates that Word detects possible spelling or grammar errors.
   a. *Move your insertion point to the end of the document and type the name Andie, a space, and the misspelled word “exersice”.*
   b. *Click* on the **Review** tab, and then *insert your cursor* at the beginning of the document.
   c. In the **Proofing** group, *click* on the **Spelling & Grammar** button.
d. A dialog box will open and Word will address every issue of misspelling or grammar mistake that it thinks it finds. Your options:

   i. If there is an error, select the suggested option that is correct and click **Change** or **Change All**. (When the word “library” appears, click **Change All**.)

   ii. If there is no error, click **Ignore Once** or **Ignore All**. **The computer is not always right!** (click **Ignore Once** when the words “are found” appear)

   iii. If a word (usually a name, in this case *Andie*) is highlighted that you normally use and it is correct, you can click **Add to Dictionary**. The word will never appear again on spell check. At the end, we’ll test this feature with the name *Andie*.

   iv. If a word is highlighted that you commonly misspell, you can select **AutoCorrect** and every time you misspell it again, it will be corrected. **When exercise is highlighted, make sure that the correct suggested spelling is highlighted and click AutoCorrect.**

   v. If no suggestions are correct, make your own correction and click change.

e. A spell check complete message will appear when all has been corrected. Click OK.

f. Retype the name *Andie* and the misspelled word “**exercise**”. What happens?

3. **Auto Correct** - Word is programmed with many common spelling errors and fixes them automatically as you type. **Move** your insertion point to the end of the document, type “**teh**” and press the space bar. **Notice** how it automatically changed to “**the**.”

**Printing your document**

1. Always preview before you print

   a. *Open* the **File tab**, and click on **Print**.

   b. **Notice** the **Print Preview pane** on the right. **Note** how the page color is not being displayed. This is because printing background colors and images is an option you have to select in the Print Options. By default this option is not checked because printing background colors uses a lot of toner.
c. *Check* the number of pages in your document by *looking* in the lower left of the Print Preview pane.

d. Scroll down or use the right arrow to see page 2.

e. To see both pages of your document side by side, lower the zoom using the zoom slider at the bottom right of the print Print Preview pane.

f. If you need to amend your document, *click* on the **Home tab** and make all necessary changes.

2. **To print**

   a. *Open* the **File tab**, and *click* on **Print**.

   b. In the center section are options for printing. This is where you can designate a printer and decide many other things about how you would like your document to print. You can choose to print all the pages or, in the field just underneath, type in the page numbers of the pages you would like to print. Non-consecutive page numbers can be separated by commas or a range can be expressed with the use of a dash between two numbers.

   c. In order to launch the print job, which we are NOT going to do, you would click the large print button at the top of the center section.

3. **Printing a Protected View Document**

   a. *Open* **Congratulations.docx** from your flash drive

   b. *Click* on the **File tab** and click on **Print**

   c. *Notice* the warning about printing a Protected View document. It is not possible to do so without enabling printing, which will also enable editing, effectively taking the document out of protected mode.

   Save your file to your flash drive as a Word 2010 document and *name* it “*my document*”. *Click* OK at the disclaimer statement that your previous version may lose some formatting. *Close* Word.
Tables

Inserting Tables
1. Open a new document in Word.
2. Click on the Insert tab and in the Tables group, click on the Tables button.
3. Move your Cursor over the squares in the Table Pane to determine the size of your table. Notice how the squares change color and the dimensions are given at the top. When you have a 7 column x 5 row table, press the left mouse button. Your table will be inserted where your insertion point was located.

   Note: A column in a table runs vertically, a row runs horizontally and each individual section is a cell.

Entering Information
1. Place your Insertion Point in the first cell of the first row. You can move between cells by using the Tab Key, the Directional Arrows or the Mouse. Experiment with all ways to move your insertion point. Note that the directional arrow appears to take you “outside” the table as well as from cell to cell. Note that tabbing to last cell in last row and tabbing one more time will add another row.

2. Type the days of the week in the cells of the second row. Notice the autocomplete feature which pops up after typing the 4th letter. Use it. Use the Tab Key to move to each cell.

Customizing Tables
1. To format your table, you must select individual cells, columns or rows.
   a. To select a cell, move your cursor to the left edge of the cell until a small black arrow appears, then click. Click and drag to select several cells.
   b. To select a column, move your mouse to the top of a column until the cursor changes to a small black arrow. Click to select one column; click and drag to select several columns.
   c. To select a row, move your mouse to the selection area to the left of a row until the cursor changes to a right pointing white arrow. Click to select one row; click and drag to select several rows.
   d. To select the entire table, click the Select Table button that appears at the top right corner of the table. (Your cursor must be positioned on the table for the select table
2. To adjust the width of columns, *move* your cursor over any vertical line until it changes into a two sided arrow. *Drag* the line where you want it. (If you *double click*, the column will auto adjust to the size of your text)

3. To adjust row height, move cursor over any horizontal line until a double arrow ✶ ✶ appears, drag as above.

4. To add or delete rows or columns-*with a column or row selected*, **click** on the *Layout* tab. In the *Rows& Columns* group, **click** on the *Delete* button for a menu to delete or on one of the *Add* buttons.

5. **Select** the first row. **Notice** that, when you have any part of a table selected two new **Contextual Tabs, Design** and **Layout**, appear on the *Ribbon* under **Table Tools**.
   a. **Click** on the *Layout* tab. In the *Merge* group, **click** the *Merge Cells* button.
   b. **Type** the word ‘schedule’. In the *Alignment* group, **click** the *Align Center* button.
   c. **Click** on the *Design* tab. In the *Table Styles* group, **click** the *Shading* button. A menu of colors will appear. *Move* your cursor over the colors to see a *Live Preview* and then **click** on any color you like. **Notice** that only the cells selected are shaded.

6. **Select the entire table by clicking** on the *Select Table* button. On the *Design* tab, **click** the *Launcher* in the *Draw Borders* group. A dialog box will open.
   a. In the *Borders* tab, under *Setting*, **click** *All*.
   b. **Scroll** through the *Style Menu* and as you **click** on different options, *see* the preview in the preview pane. *Choose* whatever style you prefer.
   c. **Click** the *Color* list arrow and *choose* a color from the menu.
   d. **Click** the *Width* list arrow and *choose* a width.
   e. **Click Ok** to apply your changes.
   f. **Click** in a blank area to view your table.

7. To move your table, **click** on the *Select Table* button (see Fig 1 above) and *drag* your table to a new location.

8. To resize your table, use the *Resize* button(see Fig 1 above) on the bottom right corner of the table.
Pictures/Clip Art /Shapes/Text boxes

Inserting Clip Art/Pictures
1. Place your Insertion Point outside of the table. On the Insert tab, in the Illustrations group, click the Clip Art button.
2. A Clip Art Pane will open on the right side. In the Search For box, type “sports” and click the Go button. Thumbnails of Clip Art that has been installed on the computer will appear below. Move your mouse pointer to the football helmet and click on the Drop Down Arrow that appears. Click Insert. The picture will be inserted into your document at the insertion point.
3. Click in a clear space to deselect the picture.
4. Close the Clip Art Pane.
5. To insert a picture, click the Picture button. Navigate to your flash drive and choose one of your saved pictures, and then click Insert.

Formatting and Moving Pictures
1. When you click on the helmet picture, notice the small circles and squares that surround it. Dragging the picture from one of the small circles will resize the picture proportionately. Dragging from one of the squares will change the shape of the picture. Notice the small green circle. If you click and drag there, you will rotate the picture. Select a corner circle and resize the picture to approximately ½” square.
2. If you try to move your picture by clicking and dragging it, it will be difficult. To make it easier, follow these steps: When the picture is selected, a Picture Tools Contextual Tab will open. Click the Format tab and in the Arrange group, click the Text Wrapping button. Click In Front of Text. This procedure turns your picture into an object and you can now click on your picture and drag it anywhere you choose. Move your picture to the last column in your table.
3. With your picture selected, click on the Format tab and move your cursor over the buttons in the Picture Styles group to see a Live Preview of their effects. Click the Drop Down Arrow to see more options and click on the last one (metal oval). Click on the Picture Border button and click on any color that you like. Deselect your picture.

Inserting lines, arrows and shapes
1. Click on the Insert tab. In the Illustrations group, click the Shapes button. A menu of shapes will open. In the Line section, click on the double arrow. In the document, click...
Inserting text boxes
A text box is a free standing object that can contain words. Some of the shapes that you can insert are actually text boxes.

1. Click on the Insert tab. In the Text group, click the Text Box button, a menu of text boxes opens and a variety of text box styles will open. To have more control over placement and size, click on Draw Text Box.
2. Click in your document where you want the text box to start and drag to where you want it to end.
3. The blinking cursor within the box indicates that what you type will be inserted into the box. Type your name. Resize the text box to just fit around your name.
4. You can change formatting using buttons on the Drawing Tools Contextual Tab (Format). With the text box selected, click on the Format tab. In the Shape Styles group, click on the drop down arrow of the Shape Outline button, move down to Weight and over to the 3 pt button. Click on it. You may need to resize your text box again.
5. To move your text box, make sure it is selected, then move your cursor to the edge of the box until a four-way arrow appears. Then click and drag your box wherever you choose.

Picture Effects (optional)
1. Color Effects and Artistic Effects
   a. Open a new blank document and insert a picture with a background that is primarily a solid color such as the picture to the right. In fact, you can actually copy this picture via a right-click menu, and then paste it into the document.
b. Make sure your inserted picture is selected and resize it so it is bigger.
c. Change the Text wrapping style to “in front of text”.
d. Move your picture to the right side of your document.
e. On the Format tab of the Picture Tools contextual tab find the Adjust group, and click on Color and mouse over the coloring effects that could be applied to your picture.
f. Clear the Color menu by clicking on the title bar.
g. In the Adjust group, click on Artistic Effects and mouse over the artistic effects that could be applied to your picture.
h. Clear the Color menu by clicking on the title bar.

2. Remove Background
   a. In the Adjust group, click on the Remove Background button. Your picture will look like this picture on the right.
   b. On the Background Removal tab, in the Refine group, click on Mark Areas to Keep.
      i. The cursor will change to the shape of a pencil when you point to the picture.
      ii. Use the tip of the pencil to “click away” the bright pink sections.
      iii. In the Close group, click on Keep changes, and deselect your picture.

3. Crop Picture
   a. Save the picture to the right to a flash drive and insert it into your blank document. Resize it so it is bigger.
   b. On the Format tab of the Picture Tools contextual tab, find the Size group and click on Crop.
   c. Use the Crop list arrow to navigate to Crop to shape. Click on the Heart shape in the Basic Shapes section of the Shapes menu.

Bulleted/Numbered Lists (optional) - when you want to present a list of items in a document, you will usually want to put each item on its own line. When the order of items is not important – for example, a list of items to carry out a task use a Bulleted List. When the order is important - for example, steps in a procedure – use a Numbered List.

1. To create Bulleted List –
   a. Open a new blank Word document and type my pets. Press Enter key on keyboard.
   b. Click on the Bullets button in the Paragraph group. Type the word cat; press Enter, then type dog; press Enter, then type fish. Press Enter and then click the Bullets
button. This will end your list. Notice how each word is on a separate line and proceeded by a bullet.

2. To create a Numbered List – use to prioritize
   a. Type caring for my dog. If your cursor is not at the end of the line, place it there. Press Enter.
   b. Click on the Numbering button in the Paragraph group.
   c. Type feed; press Enter. Type walk; press Enter. Type play; press Enter. Click the Numbering button to end your list.

To create a Multilevel List –
   a. Type Where things are; press Enter.
   b. In the Paragraph group, click on the Multilevel List button. A menu of styles will open. Hover your mouse cursor over the various styles to view them and then under List Library, click the first option on the second row.
   c. Type Office. press Enter, press Tab, type desk. press Enter, press Tab, type top drawer. press Enter, press Tab, type pencils; press Enter, type stapler; press Enter, type ruler. Press enter twice; type middle drawer. Press Enter, press Tab, type paper; press Enter, type tax forms. Press enter three times; type filing cabinet. (press Enter to create a new item at the same level, Tab to move down a level and Enter twice to move up a level. When finished with your list, press Enter until no more bullets appear.)

3. To customize your lists
   a. Changing the style of bullets or numbers –
      i. Select the cat, dog and fish lines of text. In the Paragraph group, click the drop down arrows on the Bullets or Numbering button and hover over each option to see a live preview of changes.
   b. Changing the indent – select the list you want to change. In the Paragraph group, click the Increase Indent or the Decrease Indent buttons to make changes.

Close Word without saving changes.

Templates (optional)

Calendar Wizard
1. On the File menu, select New.
2. In the center pane there is a selection of templates that can be used to assist in creating a document. Some templates are installed on the computer and some need to be downloaded from Office.com. We’re going to get one that is online.

3. **Scroll down** through the online templates until you see **Calendars** and click on it.

4. **Click on Other Calendars.**

5. **Scroll down** and select **Calendar Wizard** by **clicking** on it and then **click download** in the lower right corner of the dialogue window.

6. With the wizard we can choose specifics to create our calendar. When the wizard opens, **click next**. Choose the boxes and borders style, **click next**. **Choose landscape** and check the no radio button; **click next**. **Choose the date range** of May 2013 to May 2013: **click next**. **Click finish**.

3. Let’s do some formatting:
   a. **Select** all the numbers and change the font size to 14 and right align them.
   b. **Add a grid** to the calendar. (**Home tab** → **Paragraph group** → **Borders Button arrow** → **All Borders**)
   c. **Insert a text box** into the first day of the month and type May Day into it.
   d. **Format** the text box to have no outline. (**Format tab** → **Text Box Styles group** → **Shape Outline button** → **No Outline**)

4. **Close Word**

**Search for a template online**

1. On the **File tab**, select **New**.

2. In the center pane there is a selection of templates that can be used to assist in creating a document.

3. In the Office.com templates section, there is a search box.

4. **Type tear off** and **press** the **Go arrow** button.

5. **Choose the “Flyer with tear off tabs and art”** and **click Download**.

6. **Replace** objects and text as desired. **Note** how the tear off tabs all populate with information entered into the first one! Very handy!

**Using Help (optional)**

When you are working in Word, while it is not particularly intuitive, the most convenient place to look for help is Word’s built-in help system. To access help **click** the small question mark in the upper right corner.