

Introduction to Microsoft Word 2010 Quick Reference Sheet

Word Processing	
What is it?	Using a computer program, such as Word, to create, edit and produce text documents
How is Word 2010 different from previous versions?	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. While Word 2010 documents share a file extension with Word 2007 (*.docx) the Word 2010 file is a unique file type. Word 2007 documents will open in Word 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, which requires responding to a disclaimer statement that the Word 2007 version may lose some formatting if saved as a Word 2010 document.
Opening the Word Program	
Two methods	Double-click on icon on the desktop or use the Start menu
The Word Environment	
Quick Access Toolbar	On title bar or can be moved below the Ribbon. Contains commands most often used, can be customized.
Ribbon area and Tabs	Ribbon is area under title bar that contains tabs, each containing different commands specific to the function of the tab.
File Tab	The File tab replaces the Microsoft Office Button and the File menu used in earlier releases of Microsoft Office. The Backstage view is where you manage your documents and related data about them — create, save, and send documents, inspect documents for hidden properties or personal information, set options such as turning on or off AutoComplete suggestions, and more.
Groups and Buttons	Tabs contain groups of like commands (Buttons).
Dialogue Box Launcher	Groups have a launcher that contains related but less common commands.
Hovering, selecting and dropping down	Identifying buttons by pointing, clicking on buttons to get most recent setting and clicking on dropdown arrows to change settings.
Status Bar	Gives information about the current document, right-click to customize.
View Toolbar	On the right side of the Status Bar, by default word displays shortcuts to two groups on the View tab, Document Views and Zoom.
Creating , Saving and Closing Documents	

Introduction to Microsoft Word 2010 Quick Reference Sheet

Creating files	You create a document by typing onto a blank word screen. Your document is temporary until you save it with a specific name to a specific location.
Saving files	Use "Save As..." from the File tab the first time you save in order to give the file a unique name and a storage location. Ordinary save just updates changes.
Saving files in a different format	You may have to save your file in a different format in order for others to be able to read it. The format to save in this case is as a Word 97-2003 Document. Some formatting may be lost.
Importance of back-up savings	It is important to save your work routinely, just in case "something happens." <i>Save as...</i> a different file name if you aren't sure if you want to keep your current changes.
Closing a document	Use the close button on the File tab to close only the document, not the entire word program
Open a new blank document	File Tab → New → double-click on Blank document
Opening an existing file	File Tab → Open →navigate to the file →double-click the filename.
Opening an existing file - Compatibility View (document was created in previous version of Word)	Will not have new Word 2010 tools available to use unless saved as a Word 2010 document, which requires responding to a disclaimer statement that the existing version may lose some formatting if saved as a Word 2010 document.
Opening an existing file - Protected View (document was downloaded from the internet)	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.
Moving Around in a Document and General Typing Tips	
The insertion point	A name for the blinking line where anything you insert goes.
Moving the insertion point	Arrow keys, home/end/page up/page down, or clicking can all reposition the insertion point.
A few other keys	Enter moves cursor to new line and <i>creates a new paragraph</i> , space bar to make a short gap, delete and backspace to remove letters next to the insertion point, tab to indent, shift or caps lock for capital letters.
Oops? What did I do?	Press the undo button if you do something by accident!
Controlling the Appearance and Location of Text	

Introduction to Microsoft Word 2010 Quick Reference Sheet

Highlighting	To do anything, you need to <u>select</u> what you want to edit first.
Mouse dragging to select	Put cursor just to the left of the beginning of your selection, hold mouse button in, move to the end, and let go.
Shift-clicking instead of dragging	Insert the cursor at the beginning of a section, hold down shift and click at the end of a selection
Shift-clicking to add to(or reduce) your selection	Hold in the shift key, and click on your new endpoint
Clicking to select lines, words, paragraphs, everything	Using the left margin (right-pointing arrow cursor), click to highlight a line. Drag up and down to highlight multiple lines. Double click in left margin to select a paragraph. Double-click on a single word to select it. Triple-click on a paragraph to select it. To select entire document, <Ctrl><A> on keyboard or Home tab → Editing group → Select → Select All.
Text Controls	Changing the appearance and location of text. Controls are available on the <u>Home</u> tab
Bold, italicize, underline	<u>With something selected</u> , press the B , I , and U buttons which are found in the Font group.
Font and size	Use the pull-down arrows next to Font and Font Size buttons and select a different font and size.
Other font options	Home tab → Font group... for more text options, like font color.
Alignment	Home tab → Paragraph group → Alignment buttons (Align Left, Align Right, and Center.)
Double-spacing	Home tab → Launcher on the Paragraph group → Line Spacing
Cut, copy, and paste	After selecting, choose Cut in the Clipboard Group to “cut” it away. Click the cursor somewhere else and choose Paste to insert what you cut. Copy works the same as Cut, but without removing your selection. You can paste multiple times.
Paragraph indentation	Page Layout tab → Paragraph group → Launcher → Special
Controlling the Appearance of your Document	
Changing margins	Page Layout tab → Page Setup group → Margins.

Introduction to Microsoft Word 2010 Quick Reference Sheet

To Add Interest	<p>Page Layout tab → Page Background group → Page Color</p> <p>Page Layout tab → Page Background group → Page Borders</p> <p>Page Layout tab → Page Background group → Watermark</p>
Page Breaks	Insert tab → Pages group → Page Break button
Header & Footer	<p>Insert tab → Header & Footer group → Header button</p> <p>Insert Tab → Header & Footer group → Footer button</p>
Correction tools	
Find /Replace	Home tab → Editing group → Find. Word searches down the doc from your cursor and will replace either selected or all.
Spellchecker	Review tab → Proofing group → Spelling & Grammar. Word will run through every possible error it finds. Press either ignore or change.
Printing your document	
Print preview	File tab → Print→Print Preview on the right to view your page before printing. Click file tab to leave this mode if you are not going to print.
Print	File tab → Print → choose options before pressing OK to print.
Tables	
Creating a table	Insert tab → Table group → Table button.
Navigating a table	Tab moves to next “cell”, arrows can move as well.
Selecting items in a table	<p>Single cell - move cursor to bottom left edge of cell, click when small black arrow appears.</p> <p>Row - Click past the left edge of the row.</p> <p>Column - Click at top edge of table in the column.</p> <p>Entire Table - Position I cursor in table, click Select Table button which appears in upper left corner.</p>
Merging cells	Highlight cells, Table Tools → Layout tab → Merge group→Merge Cells button
Adjusting appearance	Click anywhere in table; Table Tools→ Design tab → Table Styles group /Draw Borders group
Adding rows or columns	Click anywhere in table; Table Tools → Layout tab → Rows & Columns group

Introduction to Microsoft Word 2010 Quick Reference Sheet

Pictures/Clip Art /Shapes/Text boxes	
How to add a picture	Insert tab →Illustrations group → Picture or Clip Art. Choose your picture, click insert and it will go to your insertion point.
Resizing picture	Click on picture to select it. Drag one of the circles in the corner of the picture.
Making into an easily moved object	Select picture. Format tab → Arrange group→ Text Wrapping choose behind text, in front of text or tight.
Moving the picture	Select picture and then click-and-drag it to destination.
Rotating picture	Select picture and drag the green circle that appears above it.
Creating lines and arrows	Insert tab →Illustration group →Shapes button. Click on line or arrow. Click on starting point and drag to ending point.
Other shapes	Insert tab →Illustration group →Shapes button. Choose a shape. Follow same procedure as for the line.
Adding a text box	Insert tab →Text group →Text Box button →Draw Text Box
Bulleted/Numbered Lists	
Bulleted / numbered lists	<p>Bulleted list : Home tab →Paragraph group →Bullets button</p> <p>Numbered list: Home tab →Paragraph group →Numbering button</p> <p>Multilevel list :Home tab →Paragraph group → Multilevel list button</p>
Templates	
Accessing templates	File tab → New → Click on Template Category in Center Pane → click on actual template → click either ok or download
Help	
Using the Help functionality	Help → Microsoft Word Help (Small question mark icon in upper right corner). Or Press F1. Type your concern in the blank and search. Choose the nearest match off the list of topics and read what to do or use Table of Contents to open menus of topics to choose from.