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### Microsoft Word 2010: Step-by-Step Guide

**Revised: 3/3/2017**

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**Note to Home Students:**

This lesson plan will frequently refer to **flash drives** that we have our students use during class. Instead of saving files to a flash drive, you may save them to your computer’s hard drive.

We preload these flash drives with an assortment of files that are used during class. These files can be downloaded from our **Class Resources** page. Our class handouts and exercises can also be downloaded there. The website address is:

[www.mc-npl.org/class-resources](http://www.mc-npl.org/class-resources)
**Introduction**

A word processor is a computer program that allows you to create, edit and produce text documents, such as letters. Microsoft Word is a word processor created by Microsoft. The first version of Microsoft Word was released in 1983 as a competitor to WordStar, the most popular word processor at the time.

**What is Microsoft Office?** The term “Microsoft Office” refers Microsoft’s entire suite of office productivity applications. Microsoft Word is one of the many applications that are grouped under the “Microsoft Office” umbrella.

**What is Office 365?** Office 365 is a service where you pay a monthly subscription fee (around $10 a month) to use Microsoft Office programs (as opposed to paying $100 or more up front, as was traditionally done). One benefit to using Office 365 is that software updates are free (for example, if a new version of Microsoft Word comes out, you can upgrade to that new version for free).

In this class, we will be using Word 2010. The latest version is Word 2016. Even though we are using an older version, the user interface and feature set of Word 2010 is very similar to that of Word 2016, so the concepts taught in this class can still be applied to the latest version.

---

**Teacher’s note:**

- Mention how the **Quick Reference Guide** contains notes on everything that is covered in class.
- Mention that the **flash drives** must stay in the computer lab and are not for students to keep.

---

**Exploring the Word 2010 Environment**

**Open** Word by using the **Start** menu or by double-clicking on the desktop icon for Microsoft Word 2010.

**Title Bar**

1. **Note** the Title Bar section which has **window controls** at the right end, as in other Windows programs.

2. **Note** that a blank document opens with a default file name of **Document 1**.

**Quick Access Toolbar**

The Quick Access Toolbar is located all the way to the left on the Title Bar. It contains frequently used commands and can be customized using the drop-down menu.

1. **Point** to each small icon to view its screen tip.

2. **Be aware** that the **Undo** button is not located anywhere else in the application except for on the Quick Access Toolbar.
3. **Click** the **Customize Quick Access Toolbar** button, **check New** on the menu, and **see** the command get added to the Quick Access Toolbar.

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

---

**Ribbon**

The Ribbon contains all of the tools that you use to interact with your Microsoft Word file. It is located at the top of the window. All of the programs in the Microsoft Office suite have one.

The Ribbon has a number of **tabs**, each of which contains **buttons**, which are organized into **groups**. Depending on the object you have selected in the document, several **contextual tabs** may appear, which provide additional formatting options for that object.

Try **clicking** on other **tabs** to view their buttons, and then **return** to Home tab.
Active Tab

By default, Word will open with the Home tab of the Ribbon active. Note the subtle difference in appearance between an Active and an Inactive tab.

Contextual Tab

Contextual tabs are displayed when certain objects, such as an images and textboxes, are selected. They contain additional options for modifying the object. Contextual tabs stand out because they are given different colors. As soon as we start being productive in the program, we will see contextual tabs appear.

Groups and Buttons

On each Tab, the Buttons (a.k.a. commands or tools) are organized into Groups. The groups have names, but the names are not clickable.

Hover over some active buttons on the Home tab to observe screen tips. The screen tips display the name of the button, along with a short description of what the button does.

Two-Part Buttons

Some buttons have two parts, the button proper and the list arrow.

- A one-part button will light up completely in orange when you point to it.
- On a two-part button, only one section at a time will light up in orange when you point to it, so the orange color is key.
Dialogue Box Launcher

On some groups there is a Launcher button which will open a dialogue box with related but less common commands.

**Click** a launcher button, and then **close** the dialogue box.

Minimize Ribbon Button

The Minimize Ribbon button essentially takes the Ribbon out of view, with the exception of the names of the ribbon tabs.

1. **Locate** the Minimize the Ribbon button (underneath the window control buttons) and **click** it.

2. Clicking on tabs will make its tools available but the contents will not stay in view permanently unless you uncheck minimize the ribbon. **Try clicking** on a tab, then **click** into the document workspace. **Note** the tab goes out of view.

3. To keep the ribbon in view, **click** the minimize ribbon button again.

   **Note:** It is also possible to minimize the ribbon by **double-clicking** on an active tab. If your ribbon suddenly disappears, then you may have done this by accident!

File Tab

The File tab provides a Backstage view of your document. Backstage view gives you various options for saving, opening a file, printing, or sharing your document. Instead of just a menu, it is a full-page view which makes it easier to work with.

1. **Click** on the File tab.

2. **Notice** that the ribbon is no longer in view. **Note** the commands at the top of the menu that you use to perform actions **to** a document rather than **in** a document.

3. Other things you can do in the Backstage view are:
   a. The Info section of the File tab offers an easy to use interface for inspecting documents for hidden properties or personal information (called metadata). For example, the “author” of the document is recorded here. It defaults to the name of your Windows profile, but can be changed.
b. **Click** the Recent menu option. In the Recent pane, you can conveniently access Recent documents and Recent Places (folders and files recently accessed on your computer).

c. **Click** the New menu option. In this view you can create a new Blank document, or choose from a large selection of Templates.

d. **Click** the Options menu option. In this view you can change various application options. For example, you can adjust the spelling and grammar check settings, AutoRecover settings, and Language preferences.

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

**Workspace**

Underneath the Ribbon is the workspace.

1. **Note** the rulers and margin settings.

2. **Note** the scroll bar.

3. **Note** the blinking cursor which is where **new input will display** when entered.

4. **Note** the mouse pointer with the I-beam shape, appropriate for a text environment.

**Status Bar**

The status bar is located below the document window area.

**Current Information**

The left end displays various information about the document, such as the page number, how many total words are in the document, and whether there are any spelling errors.

**Views**

At the right end are shortcuts to the different **views** that are available. Each view displays the document in a different way, allowing you to carry out various tasks more efficiently.

<table>
<thead>
<tr>
<th>View</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Layout</td>
<td>Shows what the document looks like when it’s printed. This is overall the best view for editing documents. It is selected by default.</td>
</tr>
<tr>
<td>Full Screen Reading</td>
<td>Displays the document full-screen, making it easier to read. You cannot edit the document in this view.</td>
</tr>
<tr>
<td>Web Layout</td>
<td>Shows what the document would look like if it were saved as a webpage.</td>
</tr>
<tr>
<td>Outline</td>
<td>Displays the document as a bulleted outline.</td>
</tr>
<tr>
<td>Draft</td>
<td>Very “bare-bones”—meant to be used for making quick edits to a document’s text content. Certain page elements are not visible in this view, such as headers, footers, and images.</td>
</tr>
</tbody>
</table>
**Zoom Slider**

Also at the right end of the Status Bar is the **Zoom Slider**. This allows you to adjust how large the document is displayed on the screen. It does not adjust the actual size of the document—just how big or small it is displayed on the screen (like moving a newspaper away from or closer to your eyes).

![Zoom Slider Image]

**Customization**

The **Status Bar** can be customized.

1. **Right-click** on the Status Bar to bring up the customize menu. Options that are enabled have a checkmark next to them.
2. **Click** on “Line Number” to enable this option.
3. **Notice** how the menu didn’t disappear. **Click** in a clear space to dismiss the menu.
4. **Notice** how “Line: 1” appears in the Status Bar.

**Creating a Document and Saving It**

**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.”
3. Each document you create is temporary unless you save it as a **file** with a unique name and location.
Preparing a Save to Location – a USB Device

Note: Home students can skip this section.

When we save a Word document, all the data in that document is collected and saved as a file. Normally files are saved on a computer’s hard drive, but due to security restrictions on computer lab machines, files must be saved on removable storage devices.

For this class, we will be using a **USB flash drive** to save our work. This flash drive will remain in the lab between classes.

1. **Orient** the flash drive as pictured below.

   ![Slide mechanism](image_url1)

   This end goes into the USB port on the monitor

2. **Notice** that there is a **slide mechanism** on the side to retract the USB connector into the body of the drive. **Slide** this all the way to the right to **expose the connector**.

3. **Locate** the USB ports on the monitor. The connector will slide into the port only one way with your **name label facing toward you** and right-side up.

4. **Fit** the connector into the port and **push** it in gently.

5. At this point, you **may** get a notice that the computer is installing a device driver – **wait** until the message disappears.

   ![Installing device driver software](image_url2)
6. An AutoPlay window may pop up. Close it by clicking the Close button. (NOTE: If you have any other windows open, this may pop up behind them)

7. You are now ready to begin saving your file.

Saving the File

1. Click on the File Tab.

2. Click on the Save As button. We use “Save As” instead of “Save” the first time we save a file because we need to tell the computer where to put the file (the file doesn’t have a “home” yet). “Save” assumes you’ve saved it before.

3. Notice that a smaller window appears in front of our work. This small window is called a dialog box. Because the computer needs to know more than just “OK, save,” the dialog box is where we tell it how we want to save our work.

Mention Handout 2 (Saving a file to a Flash Drive)
4. When it comes to saving, there are two important things to identify for the computer:
   1. The location where the file is going to be saved to.
   2. What name you want to give the file.
5. The location where it will be saved is displayed for us in the Address field. In this case, note that the Documents directory is the default save location, but we want to save our file to the flash drive.
6. Notice other available folders and devices can be seen in the left pane, called the Navigation pane. If we wanted to save to one of these alternate locations, we would have to click on it.
7. Find the location labeled Kingston (I:) and click on it. Kingston is the name of the company that created our flash drive.

   **Note:** If you are taking this class from home and do not have a flash drive, use “Documents” as the location to save your files.
8. Your address field should now read Computer > Kingston (I:).
9. Now we need to name our file. Notice that the file name field is towards the bottom of the dialogue box. By default, Word names the file after the first few words that were typed into the document.
10. Click into this box and the words will be highlighted. Then type the word first to name your file ‘first’.
11. Once we have given the computer a file name and a save location, we are ready to save. At this point, your Save As dialog box should look like the image below. To save, you will click on the Save button.

![Save As dialog box](image)

12. Your Word window will still be open but notice the title bar will now show the file name first.docx.

![Word window](image)

Safe Removal of a USB Device

Before we learn more about creating and saving files, we are going to learn how to safely remove our flash drive. You should never just pull it out because, if the computer is in the middle of writing information to the file, it could corrupt it and make it unreadable!

1. First, and MOST important, be sure to close any and all windows that you might have open. Check your taskbar for “lit up” buttons very carefully.

2. When you first insert an USB device, an icon resembling the one circled in the picture below appears in the notification area. This icon will aid in the safe removal of your flash drive from the computer.
3. Find the icon with the help of your screen tips. The screen tip will say “Safely Remove Hardware and Eject Media”.

4. Once you locate the correct icon, click on it.

5. When you do, a menu will appear. Click on Eject Data Traveler 2.0. This is the brand name of our flash drives.

6. You will then see a confirmation message that the drive is safe to physically remove from the computer.

7. Occasionally you might forget to close your windows before clicking on the Safely Remove Hardware icon. In that case a dialog box will appear, saying that the drive cannot be safely ejected because it is in use. It prompts you to close all your windows and then try ejecting again.

8. Be aware that performing the safely remove step removes the USB device virtually from the computer. In order to use the drive again however, it must also be physically removed from the port and re-inserted. Remove your drive from the computer.
Opening a File, Making Changes and Saving Strategies

The purpose of saving a file is to bring it back later and that is what we are about to do. Before we attempt to open a saved file, we need to make sure that the storage location for that file is in place.

1. Your file is on the flash drive so insert your flash drive.

2. Open Word. You should be looking at a new blank document.

3. Click on the File tab and select “Open”.

4. A dialog box that looks like the “Save as” window will now appear. Notice in fact, the only visible differences are that the Title Bar says Open and the Save button now says Open instead.
5. At first, the computer will be looking for your file in the default location, which is Libraries > Documents. But we saved our file on the flash drive. In order to get the computer to look in the flash drive for your file, you need to click on the flash drive entry in the Navigation pane (which is on the left side of the dialogue box). The flash drive is listed as Kingston(I:).

6. Notice how the dialogue box now shows the Kingston drive in the address field and our “first” file is displayed in the pane on the right. Notice that your “first” file has a small icon next to it that looks like the Word icon and the name of the file is ‘first.docx’ rather than just “first”.

![Image showing the dialogue box with the Kingston drive and file displayed]
7. Now, you can open the file.
   a. **Click once** on the icon to **select** it.
   b. **Click** the **Open button**.

   **Tip**: Another way to open the file is to **double-click** its **icon**. Do not double-click the file name! If you double-click the file name too slowly, it will think you want to rename the file!

8. **Notice** that Word has opened and you can see your “first” document.

**Making Changes in a Document**

1. **Note** that **cursor** or **insertion point** is blinking at the beginning of the first line.

2. **Press** the **End** key (which is above the arrow keys on the keyboard) to move the cursor to the end of the line.

3. **Press** the **Enter** key to move the cursor to the beginning of the next line.

4. **Type** your **phone number**.

**Using the Save Button To Save Changes**

Now, we want to save the new changes we’ve made.

1. Because we’ve already given Word a name and location for the file, we can do one of the following:
   
   - **Select** “**Save**” from the File menu, **OR**
     
   ![Save Button](image)

   - **Click** on the icon that looks like a **floppy disk** on the Quick Access toolbar.
     
   ![Floppy Disk Icon](image)

2. **Note** that the “**Save As**” dialog box **will not** appear because Word already has a name and location for the file.
3. Now **close** the file by clicking on **File > Close**.

![Image of File menu with Close option selected]

4. Use **File > Open** to **re-open** `first.docx` to **verify** that the last changes were saved.

**Forgetting to Save**  
*On Exercise*

1. **Click** at the end of the second line in order to move your cursor there and then **press Enter**. **Type** your **street**.

2. **Click** on **File > Close** again. A dialogue box will appear, asking you if you want to save the changes you made.
   
   a. **Click** anywhere **outside** of the dialogue. **Notice** how it **flashes** at you. This means that you **MUST** answer this dialogue box before you can do anything else.

   b. Choosing **Don’t Save** will **close** the file and **discard** any changes that were made to it since it was last saved.

   c. Choosing **Cancel** will dismiss the dialogue and let you continue your work. Clicking the red “X” will do this too.

   d. **Select** **Save**. This will still close the file, but will save it first.

**Creating a New Blank Document When Word is Already Open**

At this point, 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. **Notice how** the **Blank Document** option, which is the option we want, has an orange background. This means it is selected.

3. **Click** the Create button on the right to create the new document.

   **Tip:** Adding a **New** button to the Quick Access toolbar would eliminate having to go through the templates page to open a blank document.

4. **Bear in mind** that as long as we don’t type anything into the new document we will not be prompted to save it should we close the program.
Moving Around in a Document

Teacher’s note:
The changes we make to Internet Policy.docx may not be completed in one session. At the end of the session, close the document and save changes.

Opening a Practice File

We are now going to open a pre-typed file which we will use to explore some features of Word 2010. The file is on your flash drive and is named Internet Policy.docx.

1. Using File > Open, navigate to your flash drive and open “Internet Policy.docx”.

Insertion point

Sometimes referred to as the cursor, insertion point 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.

1. Click in the middle of the first line of the first paragraph of the practice document.
2. Refer to the chart below to practice moving the insertion point around using the keyboard.
There are several other keyboard keys that are important to know.

### Keyboard keys

Walk the students through some of these key combinations, notably:

- Ctrl + Home (+ Fn on teaching laptop)
- Ctrl + End (+ Fn on teaching laptop)
- Arrow keys (give you fine-grain control over the cursor)

1. **Enter** – Moves the insertion point to a new line, but also creates a new paragraph. When you are typing in Word, the insertion point will move, showing where the next character you type will appear. When the insertion point reaches the right margin, the word you are typing will move to the next line. This is called **word wrap**. Because of this, you should only press enter to start a new paragraph.
2. **Space Bar** – Creates a small space between words.
   a. **Click** after the word “Library” on the first line of the first paragraph of the practice document.
   b. **Try** the **Space Bar**.
3. **Delete** – Removes characters to the **right** of the insertion point.
   a. **Click** in the middle of the word “Library” on the first line of the second paragraph of the practice document.
   b. **Try** the **Delete** key.
4. **Backspace** – Removes characters to the **left** of the insertion point.
   a. **Try** the **Backspace** key
5. **Shift** – When pressed in conjunction with a letter key, inserts a capital letter.

**Note:** Word will **automatically** capitalize the first word of every sentence, as well as the word “I”.
6. **Caps Lock** – Makes all letters come out as uppercase.

### Undo and Redo

Now that we have made several changes to this document, it is a good time to learn how to “undo” changes that you regret making or that you have made by accident.

The buttons for doing this are located on the **Quick Access Toolbar**.

**Undo**

The Undo button reverts changes that you’ve recently made to the document. The Undo button is a **two-part button**:

- Clicking on the **button proper** will undo one change (action) at a time.
- Clicking on the **list arrow** will display the entire history of changes you made to the document. Clicking on a change will undo all changes that were made **up to and including** the selected change.
Use the list arrow to undo all of the changes we’ve made so far to our document.

Redo

Similarly, the Redo button re-applies any changes that were made with the undo button.

The Redo button only appears after you click Undo!

Selecting Text

“*To affect it, you must select it.*”

Selecting, also referred to as highlighting, is the basic first step to modifying text or to copying or cutting text. There are many ways to select text.

**Note:** To clear the selection (also known as “deselecting”), click anywhere outside the selected text or press an arrow key on the keyboard.

1. Dragging
   a. Press **Ctrl + Home** to get to the top of the document.

   **Teacher’s note:**

   On the teaching laptop, press **Ctrl + Fn + Home**.

   b. **Hold down** the left mouse button while **you drag** the mouse across the first line of the document.
c. **Let go** of the mouse button when you are done your selection.

d. **Deselect** the text.

2. **Double-click**

   a. **Point** to the word “has” in the first line of the second paragraph. Small words are hard to select using the dragging method.

   b. Instead... **double-click** on the word to select it.

   c. **Deselect** the text.

3. **Triple-click**

   a. **Point** to the middle of the second paragraph.

   b. **Triple-click** to select the entire paragraph.

   c. **Deselect** the text.

4. **Left Margin**

   a. **Single-click**

      i. **Move** the mouse cursor to the left margin so the mouse arrow points to the right.

      ii. **Position** the mouse cursor so that it is parallel to the first line of the second paragraph.

      iii. **Single-click** to select that line.

   b. **Dragging**

      i. While you are still in the left margin, **hold down** the left mouse button and **drag downwards** to select multiple lines.

   c. **Double-click**

      i. While you are still in the left margin, **position** the mouse cursor towards the middle of the second paragraph.

      ii. **Double-click** to select the entire paragraph.

   d. **Triple-click**

      i. **Point** anywhere within the left margin.

      ii. **Triple-click** to select the entire document.

      iii. **Deselect** the text.

For more ways on how to select text, see the “**Advanced Selection Techniques**” section at the end of this lesson plan.
Moving Text

Drag and Drop

One way to move text is by selecting the text you want to move and dragging and dropping it to the desired destination. This method is effective if the original location and the destination are both visible on the screen and the distance between the two is relatively small.

1. **Select** the third paragraph (the one in red).

2. With your cursor on the highlighted paragraph, **hold down** the mouse button and **move** the insertion point to the blank space between the first and second paragraphs.
   
   a. **Notice** that your cursor changes to an arrow with a small square attached to it.
   
   b. Also **notice** the dotted line that looks like an insertion point. This is called the **drop point**. It is where the text will be inserted when you release the mouse button.

3. **Release** the mouse button.

Cut and Paste

When you **cut** something, it is removed from its current location and placed on the clipboard. The **clipboard** is a temporary storage area for data that can be accessed by any program on your computer.

1. **Select** the red paragraph.

2. In the **Home** tab on the ribbon, **locate** the **Clipboard** group.

3. **Click** the **Cut** button. The paragraph disappears from view, but is saved in the computer’s memory.

4. **Move** your insertion point to the space beneath the first paragraph.

5. **Locate** the **Paste** button in the clipboard group. **Hover** over it and **notice** it is a two-part button.

6. **Click** the **Paste button proper** (not the list arrow) to move the selection to the new location.

Copy and Paste

When you **copy** something, it remains in its original location, and is also placed on the clipboard.

1. **Select** the third paragraph.

2. In the **Home** tab on the ribbon, **locate** the **Clipboard** group.

3. **Click** the **Copy** button.

4. **Move** your insertion point below the red paragraph.

5. **Click** the **Paste button proper**.

6. **Notice** that the same paragraph now appears in two locations.
Formatting Text

Changing text attributes

1. **Select** the second line in the first paragraph.
   - a. In the Font group, **apply** the **Bold**, **Italic** and **Underline** attributes.
   - b. **Notice** how the underline button is a **two-part** button.
   - c. **Notice** how the buttons change colors when they are active. When the buttons are active, it means that these formatting options are applied to the selected text.
   - d. **Deselect** the text to see the changes.

2. **Select** the third paragraph.
   - a. **Use** the font face drop-down box to **select** a different font (CurlzMT).
     - i. **Notice** that the font names are in **alphabetical order**.
     - ii. **Notice** that, as you move your mouse over various fonts, Word shows you what your selected text will look like with that font. This is called a **Live Preview**.
   - b. **Use** the font size drop-down box to **select** a different font size (20). **Notice** the Live Preview.

3. **Select** the first paragraph.
   - a. **Change** the font color to **blue** by using the list arrow next to the Font Color button. **Notice** the Live Preview.
   - b. Also **notice** how the Font Color button proper **changed** from red to blue. The button remembers the last color that was selected.
Formatting a Paragraph

Changing alignment

1. **Select** the first paragraph.

2. In the **Paragraph** group, **find** the **Align Text** buttons. **Notice** that the **Align Text Left** button is selected (it has an orange color).

3. **Change** the alignment of the paragraph by **clicking** on the other buttons.
   - **Align Text Left**: Lines the text up against the left margin.
   - **Center**: Centers the text on the page. This is good for titles.
   - **Align Text Right**: Lines the text up against the right margin.
   - **Justify**: Lines the text up against the left and right margins, resulting in a cleaner look. It accomplishes this by adding extra space between words as necessary (it doesn’t add extra space characters; it just makes the space characters wider). Newspapers use this alignment.

Changing line spacing

1. With the first paragraph still selected, in the **Paragraph** group, **use** the **launcher** to access more paragraph formatting options.

2. **Select Double** from the **Line spacing** drop down menu.

3. **Click OK**.

Changing paragraph indentation

1. With the first paragraph still selected, **click** the **Align Text Left** button.

2. In the **Paragraph group** **use** the **launcher button** to access more paragraph formatting options.
   - **Indentation area**, **click** the drop down arrow under **Special** and **select** 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 in step 2 above, **change indentation** to **Hanging** under **Special**. **Click ok**. Again, **notice** the changes.

4. **Deselect** the text by **clicking** on a clear area.
Controlling the Appearance of your Document

Changing Page Margins

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

2. 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.

3. **Click** on the Margins button again and **click** on Custom Margins at the bottom of the menu.
   a. When the dialog box opens, **use** the arrows to **change** the top, left, bottom and right margins to 0.8”.
   
   ![Margins dialog box]

   b. The **Gutter** setting is an extra margin that is only used if you want to **bind** your printed pages together in some way (such as with a three-hole-punch). **Leave** this at 0”.
   
   c. **Click** OK.

4. **Click** on the Margins button again and **notice** how the margin list has now populated with your customization.

Page Breaks

1. **Place** your insertion point at the end of the blue paragraph.

2. On the Insert tab, in the Pages group, **click** on Page Break.

3. **Notice** how the lines below are now on the next page.

4. **Notice** how Word inserts some blank space at the top of the next page.

5. **Press** the **Delete** key a couple times to remove this extra space.

Good stopping point for Session 1.

**Close** “Internet Policy.docx” and **save the changes**.

Describe how the Exercise is organized: The parts in parentheses are **hints** concerning how to complete each step.
Headers and Footers

A header is text that appears at the top of every page in your document. Similarly, a footer is text that appears at the bottom of every page.

1. First, let’s insert a header.
   a. Press **Ctrl** + **Home** to get to the top of the document.
   b. Click on the **Insert** tab. In the **Header & Footer** group, click on the **Header** button to open a menu of different header options.
   c. Scroll down the menu to view all the options and click on **Blank**.
   d. Notice that a new **Contextual Ribbon** of tools has opened called **Header & Footer Tools**. It has one tab (“**Design**”).
   e. Also notice how Word is calling out the header section with a **dotted-line**.
   f. Since the textbox is already blue, type “Internet Policy”.

2. Close header. This can be done in two ways:
   a. By **clicking** the “**Close Header and Footer**” button at the right end of the **Contextual ribbon**.
   b. By **double-clicking** anywhere within the body of the document.

3. Notice that “Internet Policy” appears at the top of every page.

4. Also notice that the font color of the text in the header is gray. This is not the **actual** font color. Microsoft Word makes them gray to show that the header is **not currently active**.

5. Double-click on the header to make it active again. Notice how the font color has changed to its real color (black) and the document body is now gray. Again, this is to show that the header/footer is **active**, and the document body is **not active**.

6. Next, let’s insert a footer.
   a. Note that, when the header is active, the footer is active as well. Scroll down to the bottom of the current page and notice that there is a **Footer** section called-out with a dotted-line.
   b. In the **Design** tab of the **Header & Footer Tools** contextual ribbon, locate the **Header & Footer** group. Click on the **Footer** button to open a menu of different footer options.
   c. Again, scroll down the menu to view all the options and then click on **Blank (Three Columns)**.
d. What we’re going to do is, put our name in the left text box, the current date in the center text box, and the page number in the right text box. There are tools on the Header & Footer Tools contextual ribbon to facilitate this.

e. **Click** on the left **Type Text** box and **type** your name. *Do not hit Enter.*

f. Let’s make our name bold. How would be do this? Because there is no Bold button visible, we have to switch to another ribbon. **Click** on the **Home** tab, then **click** on the **Bold** button of the **Font** group.

g. **Note** how we have lost our Header & Footer Tools ribbon since we switched to the Home tab. **Notice** that the Design tab of the Header & Footer Tools contextual ribbon is not lit up. This means it is not active. To make it active, **click** on it.

h. **Click** on the middle box. **Locate** the **Insert** group and **click** on the **Date & Time** button. When the dialog box opens, **select** any date format you wish under the **Available Formats** in the left pane.

   i. **Note** the checkbox that says “Update automatically”. If you want the inserted date to change to the current date every time you open this document, leave this checked.

   ii. **Click OK**.

i. **Click** on the right box. In the **Contextual ribbon**, **locate** the **Header & Footer** group and **click** on the **Page Number** button. A list of options will be shown about where you want to insert the page numbers (see table below).

<table>
<thead>
<tr>
<th><strong>Top of Page</strong></th>
<th>Puts the page number in the header.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bottom of Page</strong></td>
<td>Puts the page number in the footer.</td>
</tr>
<tr>
<td><strong>Page Margins</strong></td>
<td>Puts the page number in the left or right margins.</td>
</tr>
<tr>
<td><strong>Current Position</strong></td>
<td>Puts the page number wherever your insertion point is.</td>
</tr>
</tbody>
</table>

   j. **Move** your cursor to **Current Position** and a menu of options will open. **Scroll down** the menu to the “Page X of Y” group and **select** **Bold Numbers**.
Adding Visual Interest

1. Changing the Page Background:
   a. In the Page Layout tab, under the Page Background group, click on the Page Color button to display a palette of colors.
   b. Mouse-over the colors and observe Live Preview changes to your document.
   c. Choose a color that is fairly dark (fourth row of Theme Colors).

2. Adding a Watermark:
   a. In the Page Layout tab, under the Page Background group, click on the Watermark button to place a semi-transparent message or picture on your document.
   b. You can also customize the watermark text. Click on the Watermark button again and select “Custom Watermark”. Change the text and click OK.

Tip: The document’s text color automatically changes to white when a dark background color is selected.

What’s the difference between the “Apply” and “OK” buttons?
- Apply will commit your changes and keep the dialogue box open.
- OK will commit your changes and close the dialogue box.
3. Adding a Page Border:  
   a. In the Page Layout tab, under the Page Background group, click on the Page Borders button to place a border around your document.
   b. On the Page Border tab, click on different settings, styles, color, width or picture. See a preview in the right pane.
   c. Click the drop down arrow in the art selection box. Scroll down and select a border style that you like. Click OK to add the border.
      
      ![Borders and Shading dialog box](image)

   d. Note that, depending on how large the border is, it may cover up your header and/or footer. To fix this, you can adjust the distance between the edge of the page and the header/footer.
      
      i. Double click on the footer to make it active.

      ![Footer double-clicked](image)

      ii. In the Header & Footer Tools contextual tab, in the Position group, increase the Footer from Bottom values until you can see your header and footer.

      ![Footer from Bottom increased](image)

4. Save the document and then close Word.
Opening a File Using “Computer”

**Computer** is Windows software that allows you to access the drives or storage locations on your computer.

1. On the Start menu **find** the Computer button and **click** it.

2. **Note** the appearance of a **taskbar button** representing the computer window.

3. **Computer** launches a window comprised of two panes. **Notice** this window looks like a save as or open dialogue window but lacks a name in the title bar.
   
   a. The **left** pane is called the **navigation pane**. This is where you would select a drive or folder in order to see what it contains. Normally you would see the C drive (hard drive) displayed in the navigation pane, but it is blocked on the lab computers for security reasons.
   
   b. The **right** pane is called the **content pane**. This displays the contents of the folder that is selected in the navigation pane.

   c. The **address field** at the top of the window displays the hierarchy of the folder that you are currently viewing in the content pane.
4. **Look** in the navigation pane for our flash drive listing. Many flash drives are named after the manufacturer of the flash drive. Our flash drives are named “KINGSTON”. The computer itself assigns the drive letter. The letter could change depending on how many devices are plugged in at the same time. On most computers Drive C: designates the hard drive. Other drive letters get assigned as more as more devices get installed or plugged in.

5. **Click** on KINGSTON (I:) in the navigation pane.

6. **Note** the address field in the **Computer window** has updated to reflect the selected drive, which is the (I:) drive, your Kingston flash drive in particular. The address field even shows the navigational path to your drive. In the right pane, you are now looking at a directory of all of the files on your flash drive. (Note also that the task bar button has changed in appearance to reflect the icon for the flash drive).

![Computer window with Kingston flash drive highlighted]

7. We are going to open the file called **Blues Music.docx**. To open it, **point** to the icon next to the filename and **double-click**. **Notice** that the Word program is launched and your file opens.

**Note:** It is also possible to double click on the file name to open the file. However, if you double-click too slowly, Windows will think that you are trying to rename the file! So, it’s best to double-click on the **icon** instead.

### Correction and Editing Tools

For this section, we will be using the file that we opened in the previous section (**Blues Music.docx**).

**Teacher’s note:**

**Blue Music.docx** will be used to demo **Spell Check** and **Printing**. It is not necessary to **save changes** if either task is not completed by the end of a session.

### Find/replace

1. **Press** **Ctrl** + **Home** to move your **insertion point** to the beginning of the document.

2. On the **Home** tab, in the **Editing** group, **click** the **Find** button proper.
3. A Navigation Pane will open on the left. **Click** into the **Search Document** field and **type** “call and response”.

![Navigation Pane](image)

4. **Notice** how the Navigation Pane displays each match, along with the text surrounding the matched phrase.

5. **Scroll** down the document. **Notice** all instances of the phrase “call and response” are highlighted in yellow to make them easy to see.

![Call and response highlighted](image)

6. **Click** the **Replace** button in the **Editing** group on the ribbon. This opens the **Find and Replace** dialogue.

7. In the **Replace With** field of the dialogue box, **type** “call-and-response” (the same phrase, but with dashes in between each word). **Click Replace All** to perform the operation.

![Find and Replace dialogue](image)

8. A dialogue box will appear telling you how many words have been replaced. **Click OK**.

9. **Close** the **Find and Replace** dialogue.

10. **Close** the **Navigation pane** on the left.
Spelling & Grammar Check

As you type a document, Word automatically checks your spelling and grammar.

1. **Scroll down** the document and **notice** how some words have wavy red and green lines beneath them. This indicates that Word detects possible spelling (red) or grammar (green) errors.

2. **Press** Ctrl + Home to get to the top of the document.

**Correcting Individual Words**

Words can be individually corrected by right-clicking on them.

1. **Right-click** on the first word that is misspelled ("sogns").

2. A **context menu** appears with suggested spelling corrections. **Select “songs”** from the list.

**Reviewing the Entire Document**

You can also have Word step you through all of the spelling and grammar mistakes in the entire document.

1. **Click** on the Review tab.

2. In the **Proofing** group, **click** on the **Spelling & Grammar** button. This will start a spellcheck starting from wherever you insertion point is.
3. A dialog box will open, which allows you to address every misspelling or grammar mistake that Word finds.

   a. **Ignore Once**
      Ignores the error. Remember: *the computer is not always right!*

   b. **Ignore All**
      Ignores all instances of an error.

   c. **Add to Dictionary**
      Adds the misspelled word to Word’s dictionary. This often happens with last names.

   d. **Change**
      Changes the red or green text to the suggestion that is selected in the **Suggestions** list box.

   e. **Change All**
      Changes all instances of the same error.

   f. **AutoCorrect**
      Tells Word to automatically correct the misspelling every time it is misspelled in the same way. This is good to use with words you frequently misspell.

   g. **If no suggestions are correct, make your own correction and click Change.**

4. **Correct** the spelling mistakes in the document, as follows:

   a. “importnt”: This should be spelled “important”.
      Select “important” from the **Suggestions** list.
      **Click Change.**

   b. “repeditive”: This is a mistake that you make a lot.
      Select “repetitive” from the **Suggestions** list.
      **Click AutoCorrect.** Choosing this option will instruct Word to instantly correct this misspelling every time it is misspelled in this way.

   c. “Blees”: This should be spelled “blues”.
      Select “Blues” from the **Suggestions** list.
      **Click Change All.**

   d. “blees”: This should be spelled “blues” too. But we clicked Change All the last time we corrected this word. Why didn’t it change this instance of the misspelling too? Because it starts with a lower-case “b”, not a capital “B”.
      Select “blues” from the **Suggestions** list.
      **Click Change All.**
e. “With the popularity…”: Word thinks that this is a sentence fragment, but it is not. Click Ignore.

f. “Handy’s”: Notice how the word “Handy” in the image caption on the right is not marked as being misspelled, but “Handy’s” IS marked as being misspelled. This is because Microsoft Word treats these two words as completely different words (just like “Blees” and “blees”).

   a. “Handy” has not marked as misspelled probably because Word is treating “Handy” as an adjective (the word “handy” meaning “to be useful”), not as someone’s last name.

   b. Word has marked “Handy’s” as misspelled because it doesn’t make sense to put an apostrophe “s” after an adjective.

   c. **Bottom line:** We know that this is a valid spelling because it is the possessive version of someone’s last name. Click Add to Dictionary.

   g. “Odum”: This is somebody’s last name. Last names are often not in Word’s dictionary. Click Add to Dictionary.

5. A “spell check complete message” will appear when all has been corrected. Click OK.

6. **Press** Ctrl + End to move your insertion point to the end of the document

7. **Press** Enter to go to a new line.

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**Teacher’s Note:**
Increase the font size so students can see better.

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a. **Type** the name “Odum” with a capital “O” and press the Space Bar. **Notice** how the word does not receive red squiggly lines. That’s because we added this word to Word’s dictionary.

b. **Type** “odum” again, but with a lower-case “o” and press the Space Bar. **Notice** how this word is flagged as misspelled. Microsoft Word treats it as a different word because it does not have a capital “O”.

c. **Type** the word “repetitive” and press the Space Bar. **Notice** how Word has auto-corrected it.

d. Word is programmed with many common spelling errors and fixes them automatically as you type. **Type** “teh” and press the Space Bar. **Notice** how it automatically changed to “the”.
How do you undo an AutoCorrect operation?

1. **Click** on the word.
2. **Notice** the blue underline that appears at the beginning of the word.

```
repetitive
```

3. **Point** to the blue underline. An “AutoCorrect Options” button appears.
4. **Click** on the button and **select** the “Change back to” option.

```
<table>
<thead>
<tr>
<th>Change back to &quot;repetitive&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stop Automatically Correcting &quot;repetitive&quot;</td>
</tr>
<tr>
<td>Control AutoCorrect Options...</td>
</tr>
</tbody>
</table>
```

8. **Press** `Ctrl` + `Home` to get to the top of the document.
Printing a Word Document

Print Preview

*Still in Blues Music.docx*

Always preview before you print. That way, you won’t waste paper or ink printing unwanted pages.

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

2. **Notice** the **Print Preview pane** on the right. This shows you what your document will look like when printed.

3. **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.

4. **Check** the number of pages in your document by **looking** in the lower left of the Print Preview pane.

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

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

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

Adjusting Print Settings

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

2. 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.

3. By default, Word prints **all the pages** in the document. However, this is not always what you want. You can use the “**Pages:**” field to choose which specific pages you want to print.

   a. **Single page numbers** can be entered if you just want to print 1 page.

   Example: 2
b. **Non-consecutive page numbers** can be separated by commas.
   Example: 1, 3

c. A **range of page numbers** can be expressed with the use of a dash between two numbers.
   Example: 3-6

4. 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.

5. **Also note** that the document’s **blue background** does not show up in the Print Preview. This is because Word will **not** print a document’s background color unless you specifically instruct it to do so (in order to save printer ink).

6. **Close** Word without saving changes to the file.

### Saving a Document under a Different Name

Sometimes, you want to save changes to a document, but you want to keep the original version of the document. In this case, you can save your changes under a different file name.

**Story:** You and your family members are helping a relative sell his car by creating a flyer for him.

**Teacher’s note:**

*Car Sale Flyer.docx* will be used to demo saving files under a different name and as different versions. All changes will be saved.

1. **Use Computer** to **open** *Car Sale Flyer.docx* from your flash drive.

2. You think the **price** should have some extra effects to make it stand out more.
   a. **Click** inside of the **text field** that contains the price.
   b. **Select** all of the text.
   c. In the **Home** tab, under the **Font** group, **click** on the **Text Effects** button.

   ![Text Effects button](image)

   d. **Select** the **dark orange** effect in the bottom row.
3. We want to send this updated document to everybody to get their opinion on how it looks. **Think** about how we want to save this file. If we just click the Save button, the older version of the file will be lost. If nobody likes it, we will have lost the original version!

4. Instead, we can save the file under a **different name**.
   a. **Click** on File, then **click** on Save As.
   b. In the Save As dialog, **enter** Car Sale Flyer Revised in the file name field, then **click** Save. As always, **make sure** your flash drive is selected on the left.
   c. **Notice** how the title bar contains the new name of the file.

5. **Click** on the task bar button for the flash drive to show the Computer Window.

6. **Note** that the original Car Sale Flyer.docx file is still there.

---

### Saving a Document in Different formats

**Older Microsoft Word File Format (.doc)**

**Story:** We want to send this new version, Car Sale Flyer Revised.docx, out to all our family members for them to review. But not all of them have the same version of Word that we do. Some of them have older versions.

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)” file. Word 2010 provides an option to save the file in a format that can be opened by previous versions of Word. However, this may result in some loss of formatting.

1. **Open** the File tab and **click** on the Save As button.
2. **Click** on the flash drive entry in the Navigation pane.
3. **Use** the list arrow in the Save as type field and **select** Word 97-2003 Document (*.doc).
4. **Notice** how the file name now has an extension of .doc. **Click Save.**

5. A **Microsoft Word Compatibility Checker** window pops up. This alerts us to the fact that some formatting may be lost when we save in an older file format. **Click Continue.**

![Microsoft Word Compatibility Checker](image)

6. **Notice** what happened to the price text. **The formatting is completely gone!** What happened?

   ![Price Text](image)

   a. **Notice** that the file name in the title bar says **Compatibility Mode.** This means it is showing you what the document looks like when viewed in an older version of Microsoft Word.

   ![Compatibility Mode](image)

   b. **Also notice** how the **Text Effects** button that we used before looks grayed-out. **Click** on it. Nothing happens. **Point** to the button and **look** at its **screen tip.** This feature is new to Word 2010 and is not available in older versions. That is why the price text lost its formatting. **Certain tools are unavailable in this document because it is saved in an older file format.**

![Text Effects](image)
Another saving option is to save a Word document as a PDF (Portable Document Format). One benefit to using this format is that it is widely supported across all computer and mobile devices. Nearly all computers come pre-installed with software that can open PDF files. If your computer does not have this software, you can download software called “Adobe Reader” for free. This makes PDF an ideal choice for sharing files with people who do not have Microsoft Word.

Another benefit to using PDFs is that they retain ALL of the formatting in your Word document. PDFs are designed to represent printed pieces of paper, so they act like an electronic “print-out”.

But the main downside is that PDF files cannot be edited unless you purchase special software called Adobe Acrobat. If you want to make a change to a PDF, you must open the original Word document, make the change there, then re-save it as a PDF.

1. **Open** Car Sale Flyer Revised.docx.
2. **Use** the Save As function again but **choose** PDF as the file format.
3. **Notice** the checkbox that says Open file after publishing. If checked, then the PDF file will be opened in Adobe Reader as soon as the Save operation is complete. This gives you the chance to inspect the PDF file to make sure it looks OK. **Leave** it checked.
4. **Click** Save.
5. **Notice** how Adobe Reader opens after a few moments.
6. **Be aware** that, the PDF file you’ve created does NOT automatically update whenever your Word document updates! This means that, if you change your Word document, you will need to re-save it as a PDF.
7. **Close** the PDF window.
8. **Close** all open Word documents.
Protected View

Protected View is a security feature that helps to protect your computer from viruses that reside inside of Word documents (notably, from files that were downloaded from the Internet, such as from email attachments). Protected View protects your computer from viruses, but prevents you from editing or printing the document. If you trust the source of the document, you can deactivate Protected View in order to edit and print the document like normal.

1. **Double-click** on the Class Resources link on the Desktop.

   Home Students: Open a web browser and go to [www.mc-npl.org/class-resources](http://www.mc-npl.org/class-resources).

   a. **Scroll** to the section on Word – Session 2 and **click** on volunteer application.doc.

   b. **Select** the Save As command because if you just select Save you don’t know where it’s being saved to.

   Teacher’s note:

   It is important that they click “Save As”. If they just click “Open”, then the document might not open in Protected View.

   c. The Save As dialogue will default to save the file to the Temporary Patron Drive so just **click** the Save button.

   d. **Close** the Internet Explorer window.

2. **Open** Word

3. **Use** File > Open to navigate to volunteer application.doc.

4. In the Open dialogue box, **double-click** on the icon next to volunteer application.doc and **notice** the title bar and warning. The document has opened in Protected View because we downloaded it from the Internet.
5. **Click** on the **File** tab and click on **Print**.

6. **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.

   ![Protected View](image)

7. **Close Word**.

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**Bulleted/Numbered Lists**

When you want to present a list of items in a document, you will usually want to put each item on its own line. There are two major types of list:

1. **Use Bulleted Lists** when the **order** of the items is **not important** (for example, a shopping list).
   a. **Open** a new blank Word document and **type** “Grocery List”. **Press** \[Enter\] to get to a new line.
   b. **Click** on the **Bullets** button proper in the **Paragraph** group. This tells Word to create a new list.
   c. Let’s populate our list with some items:
      i. **Type** “milk”; **press** \[Enter\]
      ii. **Type** “bread”; **press** \[Enter\]
      iii. **Type** “eggs”; **press** \[Enter\]
   d. **Click** the **Bullets** button proper. This will end your list. **Notice** how each word is on a separate line and proceeded by a bullet.
2. Use **Numbered Lists** when the **order** of the items is **important** (for example, a recipe).

   a. **Type** “Cookie Recipe”, then press **Enter** to get to a new line.

   b. **Click** on the **Numbering** button proper in the **Paragraph** group.

   c. Let’s populate our list with some items:
      
      i. **Type** “Preheat oven”; **press** **Enter**

      ii. **Type** “Mix ingredients”; **press** **Enter**

      iii. **Type** “Bake for 1 hour”; **press** **Enter**

   d. **Click** the **Numbering** button to end your list.

3. Use **Multilevel Lists** when you want to create an **outline** of items, where each item can have its own sub-list of items.

   a. **Type** “Inventory” and **press** **Enter**.

   b. In the **Paragraph** group, **find** the **Multilevel List** button.

      a. Notice how this is a **one-part** button, unlike the other list buttons.

      b. **Click** on the button. A menu of styles will open. **Hover** your mouse cursor over the various styles to view them.

      c. **Click** the option **next to** “None”.

   c. Multi-level lists are trickier than normal lists because you have to tell Word what **level** to place each list item on.

      a. Press **Enter** to create a new item at the **same** level.

      b. Press **Tab** to move **down** a level.

      c. Press **Enter twice** to move **up** a level.
d. Let’s populate our list with some items.
   
   a. Type “Office”; press Enter
   b. Press Tab; type “Desk”; press Enter
   c. Press Tab; type “Top drawer”; press Enter
   d. Press Tab; type “pencils”; press Enter
   e. Type “stapler”; press Enter
   f. Type “ruler”; press Enter twice
   g. Type “Middle drawer”; press Enter
   h. Press Tab; type “paper”; press Enter
   i. Type “tax forms”; press Enter three times
   j. Type “Filing cabinet”

e. When finished with your list, press Enter until no more bullets appear. This is another way of ending a list.

4. To change the style of bullets or numbers:

   a. Select all of the list items in the “Grocery List” list.

   b. 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.

5. To change changing the indent level:

   a. Select all of the items in the “Cookie Recipe” list.

   b. In the Paragraph group, click the Increase Indent or the Decrease Indent buttons to make changes.

Teacher’s note:
The next few sections use a new blank document to demonstrate inserting several different kinds of objects. If they are not completed by the end of the class session, save the file, naming it “Objects”.
Word allows you to insert **tables** into your document. Tables consist of the following elements:

- **Row**: Runs horizontally (left to right)
- **Column**: Runs vertically (up and down, like on a Roman building)
- **Cell**: The intersection of a row and column. You can type text into each cell.

### Inserting a Table

1. **Open** a new document in Word.
2. **Click** on the Insert tab and in the Tables group, **click** on the Table 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.
4. 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.

### Moving around a Table

You can move between cells in a number of ways:

1. **Confirm** that your insertion point is inside of the **first cell**.
2. **Press** the **Tab** key. This moves your insertion point **one cell to the right**. Pressing **Tab** at the end of a row will move the insertion point to the first cell of the next row.
3. You can also use the **directional arrows** to move from cell to cell. **Try it**.
4. Lastly, you can **click** on a cell to move the insertion point. **Try it**.
5. **Move** the insertion point to the **very last cell** of the table and then **press** **Tab**. **Notice** how it created a **new row**.
Entering Information into a Table

1. **Begin to type** the days of the week in the cells of the first row.
   
   a. **Notice** the autocomplete feature which pops up after typing the 4th letter. **Press Enter** to take advantage of autocomplete.

   ```
   Monday (Press ENTER to Insert)
   Mond
   ```

   b. **Note** that this is the only advisable time to press Enter in a cell. Otherwise you will create a new line in the cell.

   c. **Use** the Tab key to move to the next cell, and **use** autocomplete again to type the next day of the week.

2. **Move** the insertion point so it’s at the end of the word “Monday” and **press Enter**. **Notice** how it inserted a new line. This is what happens when Enter is pressed without an autocomplete suggestion. **Press Backspace** to delete the new line.

Selecting Parts of a Table

To format your table, you must know how to select individual cells, columns, and rows, as well as the entire table.

1. **Selecting 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.

2. **Selecting a Column**: **Move** your mouse to the top of a column until the cursor changes to a small black arrow, then click. **Click and drag** to select several columns.

3. **Selecting 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, or **click and drag** to select several rows.

4. **Selecting the entire table**: **Click** the Select Table button that appears at the top left corner of the table. **Note** that your cursor must be positioned inside of the table in order for this button to be visible.

   **Teacher’s note:**
   
   **Do NOT move the table yet.** If you move the table, then you can no longer click in the left margin to select an entire row.
Resizing Rows and Columns

1. To adjust the width of a column, point to the vertical border between two columns so your cursor changes into a double arrow. Then click and drag the line where you want it. Use this method to make the first column wider.

2. To adjust the height of a row, point to the horizontal border between two rows so your cursor changes into a double arrow, then click and drag. Use this method to make the first row higher.

Tip: If you double-click when your mouse cursor has changed to the “adjust width” or “adjust height” cursors, the row/column will auto-adjust, based on the size of your text.

Inserting and Deleting Rows/Columns

Let’s insert a row to the beginning of our table, above the days of the week.

1. Right-click somewhere on the first row.

2. A context menu will appear. Select “Insert”, then click on “Insert Rows Above”.

Now, let’s delete the last row from our table.

1. Select the last row.

2. Right-click on the selected row.

3. Click “Delete Rows”.

Formatting a Table

1. Select the first row.

2. Notice that, when you have any part of a table selected, a new ribbon appears called Table Tools. This contextual ribbon has two tabs, Design and Layout.
3. Let’s apply some formatting to the first row.
   a. **Click** on the **Layout** tab. In the **Merge** group, **click** the **Merge Cells** button.
   b. **Type** the word “**schedule**”.
   c. In the **Alignment** group, **click** the **Align Center** button. **Note** there are several different options for aligning text in a cell.
   d. **Click** on the **Design** tab. In the **Table Styles** group, **click** the **Shading** button. A menu of colors will appear.
   e. **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.

4. **Select** the **entire table** by **clicking** on the **Select Table** button.

5. On the **Design** tab (you may need to make the Design tab active), **click** the **Launcher in the Draw Borders** group. A dialog box will open. This dialog gives you **fine-grain** control over your table’s borders.
   a. In the **Borders** tab, under **Setting**, **make sure** **All** is selected.
   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. **Deselect** the table so you can view it better.

6. **To move** your table, **click** on the **Select Table** button and **drag** your table to a new location. **Do NOT move the table into the top margin**, or else it could get stuck.

7. **To resize** your table, **use** the **Resize** handle on the bottom right corner of the table. This resizes the entire table **proportionally**, so all the row and columns get resized by the same amount.

8. **Use** the **Undo** button to return the table to its original size and position. You may have to press it multiple times.
Clip Art, Shapes, Text Boxes, and Pictures

Microsoft Word 2010: Step-by-Step Guide

Revised: 3/3/2017

Clip Art

A piece of clip art is a picture or photo that you add to your document for visual effect. It doesn’t have any specific meaning; it just makes your document look nicer. Microsoft Word comes with a large library of clip art images that you can add to your Word documents.

Inserting Clip Art

1. Place your Insertion Point below the table.

   **Teacher’s note:**
   If the student’s table is too far down the page, the cursor will get stuck above the table. If this happens, the student can double-click below the table to place their insertion point there.

2. On the Insert tab, in the Illustrations group, click the Clip Art button. A Clip Art Pane will open on the right side.

3. Enter the keyword helmet in the “Search for:” field.

4. Note the Results should be field. Your search results can be filtered by specific types of files.

5. Uncheck “Include Bing content”.

   a. When checked, Word will also search for clip art on the Internet (“Bing” is Microsoft’s search engine). It will only return images that have a license that gives you permission to use the images (“Creative Commons” license). However, it’s possible that some of the images could be incorrectly labeled or have other rules associated with them (such as giving credit to the original author). At the end of the day, you are responsible for making sure that you are not violating any copyrights.

   b. To be completely safe, leave this checkbox unchecked. This will cause PowerPoint to only search the Microsoft Office clip art gallery, which contains images that you are freely allowed to use.

6. Click the Go button.

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7. **Move** your mouse pointer to the blue football helmet and **click** on the **Drop Down Arrow** that appears.

8. **Click** **Preview/Properties.** **Note** that it is easier to see the picture than just looking at the thumbnail. **Close** the Preview dialogue box.

9. **Click** on the **Drop Down Arrow** again and **click Insert.** The picture will be inserted into your document at the insertion point.

10. **Deselect** the picture by clicking in a clear space.

11. **Close** the Clip Art Pane.

**Resizing Clip Art**

Clip art objects can be resized by using “**handles**” that appear around a selected object.

1. **Click** on the helmet picture, and **notice** the small **circles** and **squares** that surround it.

2. **Point** your cursor to a circle. **Notice** the cursor shape change to a **resizing cursor**.

3. **Drag** the picture from one of the small circles and **note** it resizes the picture **proportionately.** This does not always work with other types of objects. Other objects require you to hold down **Shift** while resizing to retain the original proportions.

   **Warning:** Increasing the size of a clip art picture can result in a **distorted look** when printed. To avoid this, try not to make a clip art picture any larger than it was when you originally inserted it into the document.

4. **Drag** from one of the squares and **note** the change in shape of the picture. The squares do **not** resize the picture proportionally.
5. **Drag** the small green circle and **note** how the picture **rotates**. **Click Undo** to get it back to its original rotation.

6. **Select** a corner circle and, **using** the rulers on the top and left edges of document, **resize** the picture to approximately 1 ½” square.

7. **Deselect** the helmet by clicking in a blank area.

**Wrapping Styles**

When objects are inserted into a Word document, they adopt a **text wrapping style** which has to do with how the objects interact with the text on the page. The wrapping style can affect how difficult it is to move an object on the page. If it seems difficult to move an object where you want to, then you may need to change the wrapping style:

1. **Select** the helmet and **move** your cursor around on it until you see the **Move** cursor shape.

2. When you see this cursor **click and drag**, you should **notice** that it is hard to move the helmet picture. We need to **change the wrapping style** so it is easier to move. The default wrapping style for pictures is **In Line with Text**, which means that only text can move it around. This can be very restricting.

3. **Note** that we have a **Picture Tools Ribbon** which is associated with our helmet picture. It contains only one **tab** called **Format**. That tab **may** need to be activated by clicking on it.

4. **Click** the **Format** tab and in the **Arrange** group, **click** the **Wrap Text** button. **Select In Front of Text.**

5. **Move** your helmet picture to the **last column in your table**.

6. **Notice** how there is now **two** contextual tabs, **Table Tools** and **Picture Tools**. This is because our picture is selected and it is on top of the table.
Applying Formatting to Clip Art

1. With your clip art (helmet) selected, click on the Format tab and, in the Picture Styles group. Move your cursor over the Picture Styles thumbnails to see a Live Preview of their effects.

2. Click the More button in gallery section to see more options.

3. Note the styles have names which are revealed upon a mouse hover. Click on the metal oval style.

4. Click on the Picture Border button and click on any color that you like.

5. Deselect your clip art picture.

Shapes

1. Let’s insert an arrow shape into our document.
   a. On the Insert tab, in the Illustrations group, click the Shapes button. A menu of shapes will open.
   b. In the Line section, hover over the line shapes until you see Double Arrow and click on it.
   c. Find your cursor in the document and note that it is shaped like a crosshair +.
   d. Click next to the Helmet and drag your cursor towards the word Monday. Note that you are drawing the arrow. Let go of the mouse button when you get to the word Monday.
   e. Note the arrow is selected. You can tell by the handles at the ends. Point your cursor at the arrow until you see a Move cursor →. Click and drag to move the arrow to another place.
   f. With the arrow still selected, note the Drawing Tools contextual ribbon. It has one tab called Format. Click on it.
   g. In the Shape Styles group, click on the Shape Outline button. Slide down to Weight and select the 2 ¼ pt weight.
   h. Click on the Shape Outline button again. Mouse over the colors to see a live preview on your arrow. Click on a color to select it.
   i. Deselect your arrow and insert your cursor beneath the table.

Tip: To change the default line styling that is used when you create a new line, right-click on the line whose style you want to make the default and select “Set as Default Line”.

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2. Next, we will insert a **star shape**.
   
a. On the **Insert** tab, in the **Illustrations** group, **click** the **Shapes** button. A menu of shapes will open.

b. In the **Stars and Banners** section, **hover** over the shapes until you see **5-point Star ★** and **click** on it.

c. **Find** your cursor in the document and **note** that it is shaped like a crosshair +.

d. **Click** next to the insertion point and **draw** a star that is about 3” square (**use** the document rulers as a guide). **Let go** of the mouse button when you finish drawing. **Remember:** As long as you don’t let go of the mouse button, you have **full control** over the size and shape of the drawing.

Tip: **Using the corner resize handles on a shape will NOT resize the shape proportionally,** like with clipart. **To resize a shape proportionally,** you must hold down **Shift** while resizing.

e. **Find** the **move cursor** ✈️ and **move** your star to the **right side of the document**.

f. In the **Shape Styles** group, **click** the **More** button to see other shape styles that could be used. **Mouse over** the selections to see a **live preview of the different styles**. **Choose** a style from the **4th row**.

3. **Click** on the helmet picture again. **Note** that **two contextual ribbons** appear; one for the clip art picture and one for the table.

4. **Click** on the star again. **Note** that while the contextual ribbon for Drawing Tools may open up, the **Format** tab might not be active. If you don’t see the tools you expected to see, you may have to **click** on the **Format** tab to activate the tool selection.
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. **Deselect** the star.

2. **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.

3. **Click** in your document where you want the text box to start and **drag** to where you want it to end.

4. The blinking cursor within the box indicates that what you type will be inserted into the box. **Type** your name.

5. **Resize** the text box to just fit around your name.

6. 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 to the center of the star shape.

7. **Note** that the text box has a **black border** and it is also **filled** with white color.

8. You can change formatting of the text box using buttons on the Drawing Tools Contextual Tab.

   a. 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, and select **No Outline**.

   b. Next, **click** on the Shape Fill button and **select** No Fill. **Deselect** the text box.

Inserting Pictures and Adding Effects

In addition to inserting pictures from Word’s clip art gallery, you can also insert pictures of your own into a document. These pictures can ones that you’ve made yourself (like photos taken with a camera) or ones that you’ve downloaded from the Internet.

**Inserting a Picture**

1. **Open** a new blank document.

2. **Click** on the Insert tab. In the Illustrations group, **click** the Picture button.

3. **Navigate** to the flash drive and **select** Orchid.jpg.

4. **Click** the Insert button in the dialogue.
Color Effects and Artistic Effects

1. To prep for this section, let’s move our picture to the right side of the page. **See if you can remember how to do this. This is an important thing to know!**
   a. **Change** the Text wrapping style to “In front of text”.
   b. **Click and drag** your picture to the right side of your document.

2. 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.

3. Clear the menu by **clicking** on the title bar.

4. In the **Adjust** group, **click** on **Artistic Effects** and **mouse over** the artistic effects that could be applied to your picture.

5. Clear the menu by **clicking** on the title bar.

Remove Background Effect

1. To prep for this section, we are going add a **dark background color** to the document.
   a. **Click** on the **Page Layout** tab, and in the **Page Background** group, **click** on **Page Color**.
   b. **Select** a dark color.

   **Note:** By default, Word will **not print** a page’s background color because of the amount of ink required.

2. In the **Adjust** group, **click** on the **Remove Background** button. Your picture will look like this picture on the right.

3. On the **Background Removal** tab, in the **Refine** group, **click** on **Mark Areas to Keep**.

4. The cursor will change to the **shape of a pencil** when you point to the picture. **Use** the **tip** of the pencil to “**click away**” the bright pink sections.

5. In the Close group, **click** on **Keep changes**.

6. **Deselect** your picture.
Crop Picture Effect

1. **Open** a new blank document.

2. **Insert** another picture from your flash drive. It is named *red-roses-photo.jpg*.

3. On the **Format** tab of the **Picture Tools** contextual tab, **find** the **Size** group and **click** on **Crop**.

4. **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.

Format Painter

The Format Painter is used to **copy** the **formatting** of a piece of text or picture and **apply** it to something else. For instance, in the case of text, the formatting would be the font face, size, and color. We will use the Format Painter to apply the formatting of one object to another.

1. **Deselect** the **red roses** object which we just cropped to a heart shape.

2. **Insert** the **Orchid.jpg** picture from your flash drive again.

3. **Resize** the two pictures so they are next to each other.

4. **Select** the **red roses** object.

5. **Click** on the **Home** tab and in the **Clipboard** group, **click** the **Format Painter** button.

6. **Move** the mouse cursor around the screen. **Notice** how the mouse cursor has changed to an arrow with a paintbrush next to it.

7. **Click** on the orchid object that you just inserted. **Notice** how it now has the same cropped shape as the red roses object.

8. **Deselect** the orchid object and note your cursor shape has returned to an I-beam shape.
Double-clicking the **Format Painter** button makes it possible to apply a format to more than one object. Let’s try it.

1. **Insert** your cursor underneath the orchid object.
2. **Search** for **Clip Art** pictures using the search term **pets**.
3. **Find** two pictures of **pet faces** and **insert** them.
4. **Close** the clip art search pane.
5. **Select** one of the objects that is formatted with a heart shape.
6. **Double-click** the **Format Painter** button. **Notice** how it stays active.
7. **Click** on one of the pet objects and **notice** it adopts the heart-shaped format.
8. **Deselect** the pet object and **notice** that the cursor does not change back to an I-beam.
9. **Click** on the **second pet object** and **notice** it adopts the heart-shaped format.
10. In order to “turn off” the **Format Painter** button, **single-click** on it.
Inserting a Picture from the Internet

You can also insert images from the internet into your document. However, be aware that many images on the internet are protected by copyright. When you find an image you like, you should read the website’s fine print to determine if you can use the image or not. This is especially important if you are making a presentation for commercial purposes (for example, as part of your job).

1. Open a new, blank document.
2. Open Internet Explorer using the Start Menu.
3. Click into the address bar at the top of the screen and type www.pixabay.com. Pixabay is a website that contains images that you can download and use for free, without restriction.
4. Type “healthy food” into the search box and press Enter.
5. Click on an image you like (except for the ones in the first row—these cost money).

![Image from Pixabay](http://i.imgur.com/3G52.jpg)

6. On the next screen, notice the copyright notice on the right. It says “CC0 Public Domain”. This means you can use the image however you want. You don’t even have to give the original author credit.
7. Right-click in the middle of the image and select Copy.

Tip: If you’re planning on printing the document, it’s best to use a high-resolution version of the image. To do this, click the green “Free Download” button on the right. This will download an image file to your hard drive. Then, follow the instructions found in the “Inserting an Image from File” section to insert the image file into the presentation.

8. Switch back to Word using the taskbar.
9. In the Home tab, under the Clipboard group, click the Paste button proper.
10. Close Internet Explorer.
Quick Parts (supplemental)

Quick Parts was new to Microsoft Word 2007. It allows you to add preformatted portions of text. The portions of text can be reused as many times as you like. If you are constantly typing the same text such as a company name or an address, you can create a quick part out of it and in a couple of key strokes insert the text into your document. Quick Parts can save you a lot of time when you’re creating documents.

Creating a Quick Part

1. **Close** any Word documents you have open and open a new, blank document.

2. **Type** Montgomery County-Norristown Public Library into the document and **highlight** it.

3. **Bold** it and **change** the font size to 14. Do not deselect the text.

4. **Press** `Alt + F3` on the keyboard to open a dialog box. (The **Name** field will be populated with part of what you typed).

5. In the **Name** field, **replace** the content with a code such as `m1`. (The code is very important because this is what you will type to retrieve your quick part. Make it short but understandable.)

6. **Leave** other fields at the default settings.

7. **Click** OK.
Inserting a Quick Part (method1)
1. **Insert** your cursor at another spot in your document.
2. **Type** `m1` and then **press** the `F3` key

Inserting a Quick Part (method2)
1. **Click** on the **Insert** tab on the Ribbon.
2. **Click** on the **Quick Parts** button in the **Text** group.
3. **Mouse down** to **AutoText** and from the **General menu click** on the quick part we just created.

![Image of Word interface with Quick Parts and AutoText settings]

Saving the Building Block

The Quick Part Building Block gets saved to a Word template which contains all of the settings contained in a new document. On a personal computer you may be prompted to save the building block to **Normal.dotm**. You should respond in the affirmative. In the Computer Lab it is impossible to change the Normal.dotm, so we will not have our building block once we close Word. **Close** the document without saving changes.
Templates (supplemental)

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 the Internet. We’re going to download one.

3. Click in the textbox where it says “Search Office.com for templates”, type “calendar wizard”, then press Enter on the keyboard to commit the search.

   Note: The folder names that you see on this screen were recently changed by Microsoft. In our opinion, they have changed for the worse. We recommend using the search box to find what you’re looking for, as opposed to browsing through the folders.

4. Select Calendar Wizard by clicking on it. Then click the Download button on the right side of the screen.

5. 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 2015 to May 2015: click next. Click finish.

6. 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)

Flyer with Tear Off Tabs

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. Type tear off and press the Go arrow button.

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

5. Replace objects and text as desired. Note how the tear off tabs all populate with information entered into the first one! Very handy!
Repeat (supplemental)

The Repeat button is located in the Quick Access Toolbar. It repeats the last action you performed.

1. **Open** “Blues Music.docx” on your flash drive.
2. In the first paragraph, **select** the word “Blues”.
3. In the **Home** tab, under the **Font** group, **click** the **Text Effects** button and **select** the “Gradient Fill – Blue, Accent 1” effect.

4. **Notice** the **Repeat** button in the Quick Access Toolbar.

5. **Click** **Undo**. **Notice** how the Repeat button was **replaced** with the Redo button. The Repeat button **disappears** when you undo something.

6. **Click** **Redo** to reapply our text effect. The Repeat button appears again.
7. **Find** another instance of the word “blues” in the document and **select** it.
8. Click the **Repeat** button. **Notice** how the text effect was applied to the selected text.

Advanced Selection Techniques (supplemental)

We’re already discussed a few techniques for selecting text in a document. Here are a few more ways:

1. **Open** “Internet Policy.docx”.
2. **Shift** + Arrow Keys:
   a. **Use** the **arrow keys** to move the insertion point to the beginning of the word “MCNPL” in the first paragraph.
   b. **Hold down** the **Shift** key, and then **use** the **right arrow** key to select the phrase “MCNPL Internet registration”.
c. While **still holding down** the **Shift** key, **use** the **left arrow** key to **deselect** the word “registration”.

3. **Ctrl** + **A**:
   a. **Press** **Ctrl** + **A** to select the entire document (it doesn’t matter where the insertion point is).

4. **Shift Clicking**
   a. **Click** at the **beginning** of the first paragraph.
   b. **Hold down** the **Shift** key on the keyboard.
   c. **Click** at the **end** of the first paragraph.
   d. 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. **Decrease** the selection by one sentence.
   e. **Deselect** the text.

5. **Ctrl Clicking**
   a. **Selecting a sentence**
      i. **Point** to the first sentence of the second paragraph.
      ii. **Hold down** the **Ctrl** key on the keyboard.
      iii. **Click** somewhere inside of the sentence to select the sentence.
   b. **Selecting non-contiguous regions of text**
      i. **Select** the first paragraph using any one of the techniques described.
      ii. **Hold down** the **Ctrl** key.
      iii. **Select** the third paragraph by triple-clicking inside of it (Note: Double-clicking in the left margin to select the paragraph doesn’t work).
      iv. **Deselect** the text
   c. **Selecting the whole document**
      i. **Hold down** the **Ctrl** key.
      ii. **Click** somewhere within the left margin.
Mail Merge (supplemental)

Mail merge is a feature of Word processing programs such as Word 2010 that enables you to generate form letters. Form letters are sent out en masse to people where much of the letter is the same for each recipient. What changes in the letter are the recipient’s name, address, and maybe certain other items specific to each recipient.

To use a mail-merge system, you would first create a data file with a set of information, like a list of names and addresses. In a Word document, you would create a sample letter, substituting special symbols in place of names and addresses (or whatever other information will come from the first file). Through a series of small steps, you can create form letters that are personalized for each recipient.

The data file can be created with various programs such as Word, Excel, or Access. The beauty of the mail merge feature is that while you can create your own data source in Word, if you already have a spreadsheet of data created in Excel or some other program, it makes sense to use that.

Steps to Create a Mail Merge Document

1. To save time, we have already created a data file in Excel and a sample letter in Word and placed them on your flash drive.
   a. **Insert** your flash drive.
   b. **Use** Computer to open **Donations List.xlsx**.
   c. **Use** Computer to open **merge letter.docx**.

2. Before we start the mail merge process, let’s look at the donations list that was created in Excel.
   a. **Notice** that the **list** is on the worksheet named **Sheet 1**.
   b. Notice that the **first row** of the worksheet contains **headings**.
   c. **Close** DonationsList.xlsx

3. In **merge letter.docx**, **notice** that the **address** of the establishment, the **body** of the letter and the **closing** are **all in place**. We will use mail merge to **personalize** each letter with an **address block**, a **salutation**, and a **donation** amount for each person in our list.

4. On the **Ribbon**, **click** on the **Mailings** tab.
5. **Find** the **Start Mail Merge** group. **Click** on the **Start Mail Merge** button to **open** the menu and then **click** on **Step by Step Mail Merge Wizard**.

![Start Mail Merge](image)

6. A **Mail Merge pane** will open on the right that will take you through the mail merge process in 6 steps.

7. **Step 1 - Notice Select document type** prompt. By default, the radio button for **letters** is checked, and that is the one that we want. **Click** on **Next: Starting Document** at the bottom of the Mail Merge pane.

8. **Step 2 - Notice** the **Select starting document** prompt. Since we will be using this letter, do not change the default selection of **use the current document**. **Click** on **Next: Select Recipients** at the bottom of the Mail Merge pane.

9. **Step 3 – Notice** the **Select recipients** prompt
   
   a. The default selection, **Use an existing list** is the one we need. To find the list, **click** on the **Browse** button.
   
   b. A **Select Data Source** dialog box will open. **Navigate** to your flash drive and **open** **DonationsList.xlsx**
   
   c. A **Select Table** dialog box will open. We need to provide some information about our document. **Notice** that by default, **Sheet 1 is selected**. **Remember** that when we examined our Excel file our data was on the Worksheet entitled **Sheet 1**. Also **be sure** that the **check box** before **First row of data contains column headers** is **selected**. **Click** OK.
d. A Mail Merge Recipients dialog box will open which will allow you to review, delete or change your list. Since we are not making any changes, click OK.

e. Click Next: Write your letter at the bottom of the Mail Merge pane.

10. Step 4 - Notice the Write your letter prompt. Since we are using an existing letter, we merely have to click into a location within the letter to insert different items.

a. Place your insertion point below the return address for the Animal Shelter, then click Address block in the Mail Merge pane.

b. An Insert Address Block Dialog box will appear with a preview of how your address block will look in the letter. If you select a different format, your preview will change. Make no changes. Click OK.

c. Place your insertion point below the address block and click Greeting Line in the Mail Merge Pane.
d. An Insert Greeting Line dialog box will appear to allow you to control the way you want your greeting to appear.

i. **Click** on the list **arrow** next to the box that reads “Mr. Randall” and **select** “Joshua”.

ii. **Click** OK.

![Insert Greeting Line dialog box]

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e. Within the body of the letter, **place** your insertion point immediately after the words **contribution of** in the first sentence. **Click** on More items in the Mail Merge pane.

f. An Insert Merge Field dialog box will appear.

i. **Select** donation

ii. **Click** the Insert button.

iii. **Click** the Close Button.

![Insert Merge Field dialog box]

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g. **Be sure** that there is a space before and after «donation».

h. **Click** Next: Preview your letters at the bottom of the Mail Merge pane.
11. **Step 5 – Notice** the **Preview your letters** prompt.
   a. The letter to the first person on your list will appear.
   b. **Use** the arrows to **scroll** through each succeeding letter.
   c. **Notice** that there is no $ before the donation amount in your letter. **Click** on the donation amount in any letter, **place** your insertion point directly before it, and **type** a $. This change will affect each letter.
   d. **Click Next: Complete the merge** at the bottom of the Mail Merge pane.

12. **Step 6 – Notice** the choices on the **Complete the merge** prompt.
   a. **Click** on the **Edit individuals letters** choice. This will open a **Merge to New Document** dialogue which allow us to merge all our records into a specific new document, separate and apart from the merge letter.docx, rather than just printing the letters out, so that in future we can have a record of to whom we sent letters. **Save** your file as **Fall Thank You letters**.
   b. If you click **Print** in the Mail Merge pane the **Merge to Printer** dialogue box will open allowing you to select which records you wish to print letter for. Your file of current recipients and letters sent to them will not be saved.
   c. We will not be printing. **Click Cancel**.
   d. **Close** Word. Do not save changes to merge letter.docx.
Steps to Use Mail Merge for Address Labels

1. To save time, we will use Donations List.xlsx again.

2. **Open** a new Word document

3. On the **Ribbon**, **click** on the **Mailings** tab.

4. **Find** the **Start Mail Merge** group. **Click** on the **Start Mail Merge** button to open the menu and then **click** on **Step by Step Mail Merge Wizard**.

5. A Mail Merge pane will open on the right that will take you through the mail merge process in 6 steps.

6. **Step 1 - Notice Select document type** prompt. By default, the radio button for letters is checked, **check** the radio button next to Labels. **Click** on **Next: Starting Document** at the bottom of the Mail Merge pane.

7. **Step 2 - Notice** the **Select starting document** prompt. Accept the default selection of Change document layout. **Click** on **Label Options**.
   
   a. A dialog box will open allowing you to select the type of printer (dot matrix or laser), the type of label product (such as Avery), and the product number. Select Avery US Letter and product number 15160 for this lesson. **Click** **OK**. (If you are using a custom label, click **Details**, and then type the size of the label.)

   b. **Click** on **Next: Select Recipients** at the bottom of the Mail Merge pane.
8. **Step 3 – Notice** the Select recipients prompt
   a. The default selection, Use an existing list is the one we need. To find the list, click on the Browse button.
   
   b. A Select Data Source dialog box will open. Navigate to your flash drive and open DonationsList.xlsx
   
   c. A Select Table dialog box will open. We need to provide some information about our document. Notice that by default, Sheet 1 is selected. Remember that when we examined our Excel file our data was on the Worksheet entitled Sheet 1. Also be sure that the check box before First row of data contains column headers is selected. Click OK.
   
   ![Select Table dialog box](image)
   
   d. You will now see that the first label is blank and every other label has «Next Record»
   
   e. Click Next: Arrange your labels at the bottom of the Mail Merge pane

9. **Step 4 – Notice** the Arrange your labels prompt
   a. The insertion point will be in the first label.
   b. Since these are address labels, click Address block.
   c. An insert address block dialog box will appear allowing you to make the same kinds of choices as is the merge letter above. Click OK.
   d. Under the Replicate labels prompt, click Update all labels.
   e. Click Next: Preview your labels at the bottom of the Mail Merge pane

10. **Step 5 – Notice** the Preview your labels prompt
    a. Check your labels
    b. Click Next: Preview your labels at the bottom of the Mail Merge pane.

11. **Step 6 – Notice** the choices on the Complete the merge prompt.
    a. The same options apply as for Merge letters above.
Steps to Use Mail Merge for Envelopes

1. To save time, we will use Donations List.xlsx again.

2. **Open** a new Word document

3. On the **Ribbon**, **click** on the **Mailings** tab.

4. **Find** the **Start Mail Merge** group. **Click** on the **Start Mail Merge** button to **open** the menu and then **click** on **Step by Step Mail Merge Wizard**.

5. A Mail Merge pane will open on the right that will take you through the mail merge process in 6 steps.

6. **Step 1 - Notice Select document type** prompt. By default, the radio button for letters is checked, **check** the radio button next to Envelopes. **Click** on **Next: Starting Document** at the bottom of the Mail Merge pane.

7. **Step 2 - Notice** the **Select starting document** prompt. **Accept** the default selection of Change document layout. **Click** on **Envelope Options**.

   a. A dialog box will open allowing you to select the envelope size, the type of font and position. **Select** size 10 for this lesson. **Click** **OK**.

   b. **Click** on **Next: Select Recipients** at the bottom of the Mail Merge pane.
8. **Step 3 – Notice the Select recipients prompt**
   a. The default selection, **Use an existing list** is the one we need. To find the list, **click** on the **Browse** button.
   b. (In Lab, **click away** the restrictions boxes.)
   c. A **Select Data Source** dialog box will open. **Navigate** to your flash drive and **open** **Donations List.xlsx**
   d. A **Select Table** dialog box will open. We need to provide some information about our document. **Notice** that by default, Sheet 1 is selected. **Remember** that when we examined our Excel file our data was on the Worksheet entitled Sheet 1. Also **be sure** that the **check box** before First row of data contains column headers is **selected**. **Click OK.**
   e. **Click** on **Next: Arrange Your Envelope** at the bottom of the Mail Merge pane.

9. **Step 4 – Notice the Arrange your Envelope prompt**
   a. The insertion point will be located where a return address should be placed. Most businesses will have preprinted envelopes. If yours do not, **type** your return address.
   b. **Click** in the center of the envelope towards the bottom and a text box will appear. (**Click around** until you find it.)
   c. **Click** Address block.
   d. An insert address block dialog box will appear allowing you to make the same kinds of choices as in the merge letter above. **Click OK.**
   e. **Click Next: Preview your envelopes** at the bottom of the Mail Merge pane.

10. **Step 6 – Notice the choices on the Complete the merge prompt.**
    a. The same options apply as for Merge letters above
Long Document (supplemental)

In this section we are going to learn how to manage a long document, giving it a Cover Page and a Table of Contents. Creating a long document requires some forethought in terms of how the content is going to be organized. We have created a document which organizes content for a Manual of Operations into a basic outline using multi-level list functionality. This will serve as a jumping off point.

The document, named Source Document.docx has been placed on your flash drive. Use Computer to open it. The outline structure of this document will assist us as we make decisions on formatting the content.

Creating a Cover Page

1. Place your cursor in front of the word Services.

2. Click on the Insert tab. In the Pages group, click on the Cover Page button. In the Built-In section, click on the Cubicles design.

3. Click into the [Type the company name] field, located at the top of the page. The field becomes selected and you can enter “Montgomery County-Norristown Public Library”. (Note: Depending on how your Word options are configured, a company name may automatically populate this field)

4. Click into the [Type the document title] field. The field becomes selected and you can enter “Manual of Operations”.

4. In the Cover Page dialog, click on the More选项卡. Click to select the Sweet Home design.

5. Click the Close button next to the Page setup icon in the Page Setup group. A dialog box will appear. Click the OK button.
5. **Type** “Circulation Desk” into the **[Type the document subtitle]** field.

6. **Type** “Adult Services Department” into the **Author** field. (Note: Depending on how your Word options are configured, your name may automatically populate this field)

7. **Type** the current year into the **[Year]** field.

8. The Year field in this template is stubborn. It appears to be inviting us to type in a four digit year, but when we do, once we click out of the field, only two digits display. The “workaround” is as follows:

   a. **Click** in the “Year” field again and then **right-click**.

   b. **Find** the menu item for **Remove Content Control** and **click** it.

   c. Then you will be able to **type** the 20 in front of the 17. When you **click** outside the field you will see the 2017 displays properly.
Creating a Header & Footer

1. **Click** into the first page of the body of our document.

2. On the Insert ribbon, **locate** the Header & Footer group and **click** on the Header button. **Select** the Alphabet style and **note** how our document title is inserted into the header section.

3. On the Header & Footer Tools ribbon, **find** the Footer button and **click** it. **Select** the Alphabet style.
   
   a. **Click** into the Type Text field on the left side of the footer and **type** the current month and year.
   
   b. **Close** the Header & Footer ribbon.

Creating a Table of Contents

A **table of contents** can be generated when certain sections of the text in a long document are assigned a “Heading Style”. Our outline format helps us to determine the heading styles we want to use. We are going to create a table of contents which will display four levels of content in our outline.

1. **Observe** the two pages of our document and **note** that the highest levels content in our outline are “1. Services” and “2. Closing Procedures”. We will assign a **Heading 1** style to them.
   
   a. **Make sure** the Home tab is active.
   
   b. **Select** the word “Services” and **click** on Heading 1 in the Styles group. **Note** how the numbering is removed.
   
   c. **Select** “Closing Procedures” and **click** on Heading 1 in the Styles group

2. Second level content is under the letters in the outline.

   a. Under the **Services** section, **select** (one at a time) the second level content “Book Bags”, “Book Sale”, and “Check-Out” and **click** on Heading 2 for each.
      
      i. **Note** as you eliminate some of the numbered list items by replacing them with heading styles, the list loses some integrity (numbering can become continued from previous sections when that was not the original intent). Eventually we will eliminate most numbering so that shouldn’t be an issue.

   b. Under the **Closing Procedures** section, **select** (one at a time) “Book Bag and Book Sales”, “Z Report”, “Turn off machines”, and “Closing Announcements” and **click** on Heading 2 for each.

3. We are not done assigning our headers yet, but let’s create a **Table of Contents** to see what the outline of the document looks like so far.

   a. We want our Table of Contents to go at the very top of our document so **move** the insertion point to the top of the first page (at the beginning of the Services header).

   b. **Click** on the References tab on the ribbon.
c. In the **Table of Contents** group, **click Table of Contents and select Insert Table of Contents**. This option will allow us to add as many levels of content as we want.

d. In the **Table of Contents** dialogue box, **dial** the “Show levels” section to “5”. This means that the table of contents will show headers that have up to the “Header 5” style.

e. Then, **select Distinctive** as the Format.
f. Click OK in the dialogue box and observe the Table of Contents.

4. Now, let’s assign our third level headers. The third level content is the Roman numeral list items that are under the Services section in the outline. Assign the Heading 3 style to all of these items.

5. In order for the table of contents to show the document’s updated outline, it must be updated.
   
   a. Click on the References tab and locate the Table of Contents group. Click on the Update Table button.

   b. A dialog box appears, asking us what parts of the table of contents we want to update. Because we’ve modified the outline of the document by adding some headings, select “Update entire table” and click OK. This is usually the option you always want to choose because it ensures that the entire table is completely up to date.
c. Navigate to the top of the document to view the updated Table of Contents.

Changing the Header Styles

If you don’t like how the headers are formatted (for example, you don’t like the font size or the color), you can change them. Let’s add a background color to the “Heading 1” style and increase its font size, so that it stands out better.

1. In the Home tab, locate the Styles group.

2. Right-click on the Heading 1 style and select Modify....

3. A dialog opens that allows you to edit the basic formatting settings of the style. Change the font size to “20”.

4. Click on the Format button, and click on Border....

5. Click on the Shading tab and choose a fill color.

6. Click OK to close the Border dialog box

7. Click OK again to close the Modify Style dialog box.
Navigating the Document

By organizing your document using Header styles, not only can you create a Table of Contents, but you can also jump around to specific sections with ease.

Using the Table of Contents

1. **Navigate** to the Table of Contents.
2. **Hold down** the Ctrl key.
3. **Click** on the “Closing Procedures” section.
4. **Notice** how the screen has jumped down to that section.

Using the Navigation Pane

1. **Click** on the View tab.
2. In the Show group, **click** the Navigation Pane checkbox.
3. **Notice** an outline of the document has appeared on the left.
4. **Click** on the Services heading in the Navigation Pane.
5. **Notice** how the screen has jumped up to that section.

The Navigation Pane also shows you what section your insertion point is in:

1. **Move** the insertion point to somewhere inside of the Resources section.
2. **Notice** how the Resources section lights up in the Navigation Pane.
Cleaning up our Document

Fixing the List Numbering

Notice how each list continues its starting number from the previous list, as if they were a part of the same list. We want each list to begin at “1”.

1. Under the Supply section, right-click on the “3”.
2. Select Restart At 1 from the context menu.
3. Repeat these steps for the other lists (including the Roman numeral lists).

Changing the List Style

We also want to change the Roman numeral lists in the Closing Procedures section to numbers.

1. Select the list in the Book Bag and Book Sales section
2. In the Home tab, under the Paragraph group, click on the drop down arrow next to the ordered list button.
3. Select a numeric style.
4. Repeat these steps for the Roman numerals lists.

Adjusting the Indentation

1. Select the two list items under the Price heading.
2. In the Home tab, under the Paragraph group, click on the Launcher button.
3. Under the **Indentation** section, **change** the **Left** textbox to “0.3”.

![Indentation Settings](image)

4. **Repeat** these steps for every section.

5. **Click** OK.

**Tip:** Use **region selecting** (holding down the **Ctrl** key while you select the lists with the mouse) to select all of the lists and change all of their settings at once.