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# Learning Series

## **Microsoft Word 2010**

- ☒ Easy to follow
- ☒ Step-by-step instructions
- ☒ An excellent reference resource

*A Cheryl Price Publication*

## Learning Word 2010

This book covers all the topics that are covered in the Easy Way – Word 2010 Levels 1-3 with additional topics such as SmartArt (ie organisational charts), Outlines, Bookmarks, Captions, Cross-References, Footnotes and Endnotes, Tracking Changes and Comparing Documents etc. It is a comprehensive book which can be used for step-by-step learning or as a reference book.

Retrievable exercise files are used with this book. These are available for free download from our web site at [www.cherylprice.co.nz](http://www.cherylprice.co.nz). Instructions for downloading are included on the next page.

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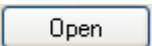

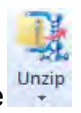

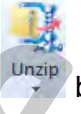
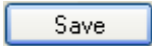
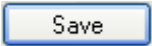
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# Downloading Exercise Files

Exercise files can be downloaded from the Cheryl Price web site as follows:

1	In your web browser, type: <b>www.cherylprice.co.nz</b>
2	Press Enter on the keyboard to display the Cheryl Price website.
3	Click on the Resources tab as shown at the right. 
4	Under the <b>Learning Series Books</b> heading click on <u>Learning Word 2010</u>
5	Under the <b>Exercise Files</b> heading click on the underlined blue hyperlink, ie Learning Word 2010 <u>Free Download</u> The File Download dialog box will display.
6	If you have Winzip use the following instructions otherwise move to step 7.
	a Click on  .
	b Click on the  of the  button.
	c If My Documents folder is not displayed click on <b>Set default unzip folder</b> at the bottom of the list. Ensure My Documents is selected then click on Select Folder.
	d Click on the  of the  button and click on the My Documents folder. The files will be unzipped.
7	Click on  and ensure My Documents folder is displayed. Click on 
8	Click on Open Folder which will display My Documents folder. Right click on the zipped exercise file and select Extract All. Click on Extract. A folder will be created containing the exercise files. You will need to double click on this folder to use the exercise files in this book.

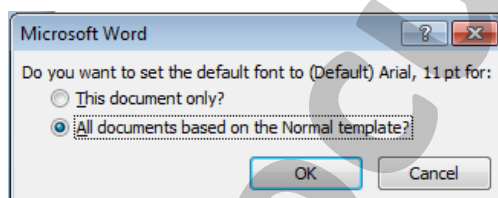
# Changing Defaults

Default settings may have already been changed in your Word 2010 program. If not, you can use the following instructions to change these.

## Font and Font Size

You can check if the font and font size have been changed by looking at the Font box on the Home tab. If it shows **Calibri (Body)** **10** then it has not been altered. Change the default font to Arial 11 pt as follows:

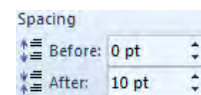
- 1 Click on the Font Dialog Box Launcher **Font** which will display the Font dialog box.
- 2 Change the Font: to Arial and the Size: to 11 pt.
- 3 Click on **Set As Default**.
- 4 Ensure the following option is selected for the font to be applied to **All documents based on the Normal template**.



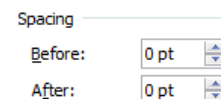
- 5 Click on OK then on OK from the Font dialog box.

## Spacing

Click on the Page Layout tab and if 10 pt Spacing After is displayed as shown at the right then this has not been altered. Remove 10 pt spacing as follows.



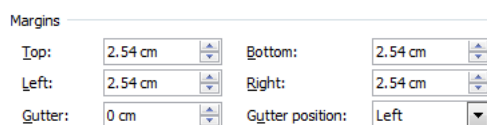
- 1 Click on the Paragraph Dialog Box Launcher **Paragraph** which will display the Paragraph dialog box.
- 2 Change the Spacing After: to 0 pt as shown at the right.
- 3 Click on **Set As Default**. Ensure *All documents based on the Normal template* is selected then click on OK. Click on OK from the Paragraph dialog box.



## Margins

Click on the Page Layout tab then click on the Page Setup Dialog Box Launcher **Page Setup** which will display the Page Setup dialog box. If margins are displayed as 3.17 cm change them as follows. (If they have been changed, click on Cancel.)

- 1 The Top: margin will be selected, ie **Top:** **3.17 cm**. Type: **2.54** then press the Tab key. Repeat this until the margins are displayed as shown below.



- 2 Click on **Set As Default**. Ensure *All documents based on the Normal template* is selected then click on OK. Click on OK from the Paragraph dialog box.

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## Exercise Files used in this book

(Instructions are at the front of this book for downloading retrievable files from our web site.)

Names of files	
Address-Data	Lifestyle Books Budget 2012
Africa	Lifestyle Books Letterhead
Appliances	Lilies
Aroma	Macadamia Story
ASB Bank	Managing a Mortgage
Barrier Reef	Mortgage-Main
Barrier Reef Info	Motor Homes
Basket Glory	Motor Homes1
Beads, Seeds and Shells	Numbering
Beauty Care	Orchids
Book Sales	Owning a Cat
Book Sales for 2011-Chart	Owning a Dog
Brick Bay Sculpture Trail	Paris in the late 19th Century
Building Specifications	Pohutukawa Retreat and Sanctuary
Business Data	Pool Tips
Buying a Boat	Prize Data
Care of a New Puppy	Queensland Art Gallery
Caring for your Carpet	Refrigeration
China	Roses
Choosing a Cat	Scuba Diving
Contiki	Sort List
Creative Caps	South Africa
Cruises	Sparkling Pools
Culinary Herbs	Sun Protection
Departments	Suzannah's Cookery Book
Easyplan	Tables Exercises
Easyplan2	Tennis Club
Exhbt-JW	The Big O.E.
Exhibit	Toastmaster Meetings
Fabric Wholesalers	Toastmasters
Floating Tables	Toastmasters Flyer
Good Food News	Tour de France
Growing Beautiful Roses	Trade
Growing Herbs	Training Confirmation
Health	Training Requirements-1
Herbs	Travelers
Herbs1	Triathlon
Holiday	Using Bulbs
Holland	Vegetables
Holland Sightseeing	Viva Las Vegas
How to Grow Orchids	What is an iPod
Italy	Windows 7
JDriscoll	Word 2010 Revision

## Learning Outcomes

*At the end of this section you should be able to -*

- ☐ Use the basic features of Word 2010, eg saving, opening, printing
- ☐ Select text, edit, move and copy text
- ☐ Check spelling and grammar, use Find and Replace options
- ☐ Apply text formatting, eg fonts, font sizes, bold, italics
- ☐ Achieve consistency, eg use of Format Painter, Repeat key
- ☐ Use paragraph formats, eg alignment, line spacing, indents, tabs
- ☐ Apply page layout options, eg margins, orientation, paper sizes
- ☐ Print preview, print

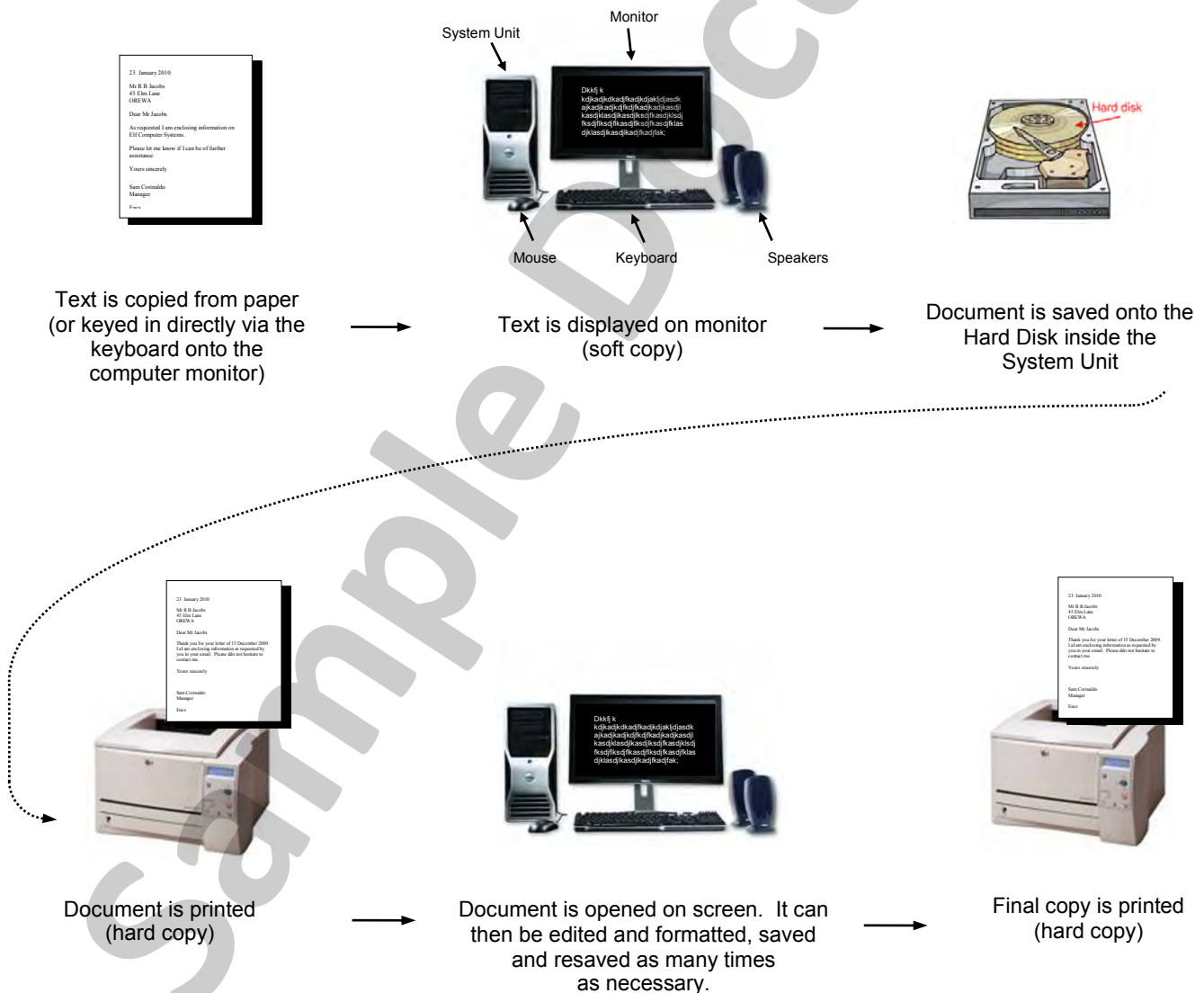
# What is Microsoft Word?

Microsoft Word is a word processing program that allows you to create text and/or graphics using a keyboard which is displayed on screen (referred to as “soft copy”). The document is then saved onto the hard disk in your computer system. A document can be opened on screen and edited and formatted (as many times as necessary). A “hard copy” can be produced by sending the document to the printer.

A word processing program generally includes the creation of -


- General correspondence, eg letters, memos, faxes
- Reports, travel documents, minutes of meetings, financial documents
- Advertisements, flyers, brochures
- Mail merges (ie direct mail), labels, tables
- Manuals, other documentation

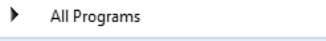
## The Process of a Word Processed Document




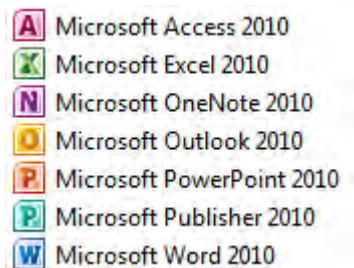
# Starting Microsoft Word

## Exercise 1


1 Click on the Start button  at the bottom left-hand corner of the screen.

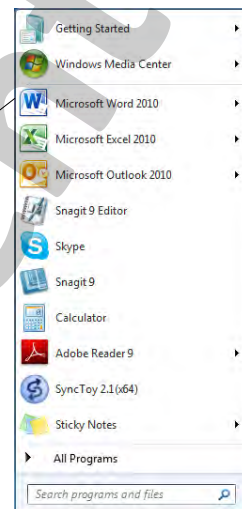
2 Select  from the Start Menu.

3 Select  Microsoft Office from the Programs menu.

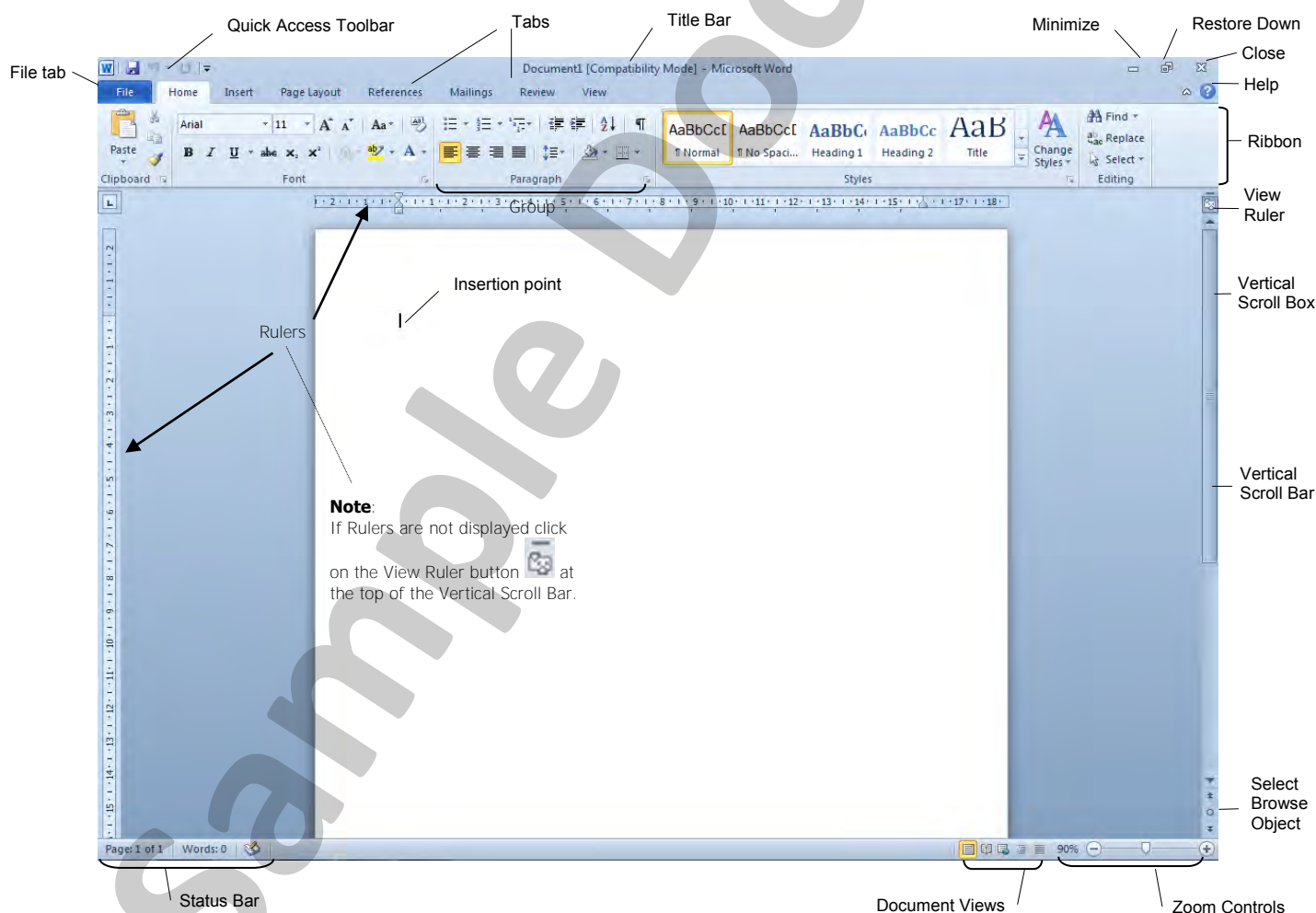




Microsoft Word 2010 appears on the Start menu after you have used it three times. You can click on it to start Word.

4 Select  Microsoft Word 2010 from the list to start Word 2010.



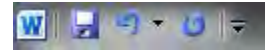
Microsoft Word will be displayed on screen with a new document, ready for you to enter text.



**Note** The File tab  which contains all basic tasks such as opening, saving and printing a document has replaced the Office Button  in Word 2007.

## Quick Access Toolbar

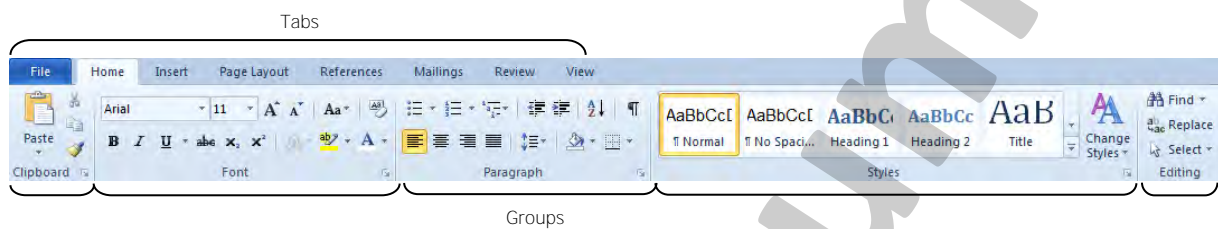
The Quick Access Toolbar contains commands to Save, Undo and Redo. Frequently used commands can be added to this toolbar.







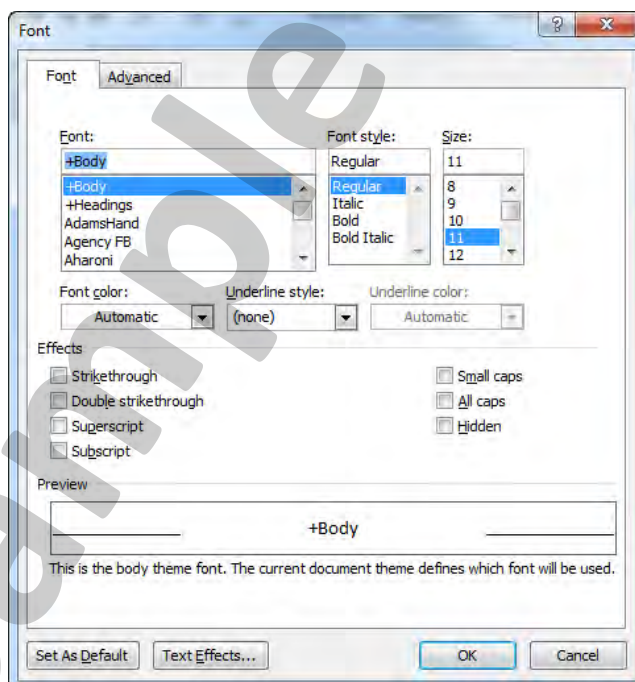
## The Ribbon

The ribbon in Microsoft Word 2010 is divided into groups and used as described below. (The ribbon replaces menus and toolbars that were used in Word 2003).

- (a) When you click on a tab, groups will be displayed relating to that particular feature, eg the Home tab displays the groups shown below, ie Clipboard, Font, Paragraph, Styles, Editing.






- (b) Clicking on a down arrow  displays options for that feature, eg clicking on the down arrow at the right of Underline  in the Font group displays underlining options as shown at the right.
- (c) Clicking on the Dialog Box Launcher  to the right of the group name displays the relevant dialog box, from which you can also select the same, and additional options, eg clicking on the Font Dialog Box Launcher  displays the dialog box for that group as shown below. (Click on Cancel to remove the dialog box.)





## Exercise 2

- 1 Click on the Orientation down arrow  in the Page Setup group on the Page Layout tab.
- 2 Write down the two options that are displayed.....
- 3 Click to remove options.
- 4 Click on the Page Setup Dialog Box Launcher  which displays .....  
Click on the Margins tab.

(You will notice there is an Orientation section with the same options as the  button in the Page Setup group on the ribbon.)

- 5 Click on Cancel. Click on the Home tab.

## Exercise 3

Type the text shown below onto your screen using the following instructions:

- 1 To type the heading in uppercase press the Caps Lock key. Type: **ONLINE AUCTIONS** then press the Caps Lock key to turn off uppercase typing.
- 2 Press Enter twice to insert a blank line.
- 3 For an initial uppercase letter, eg the A of An, hold down the Shift key on the opposite side of the keyboard to the letter you are going to type, ie hold down the right Shift key, type **A** then release the Shift key. Continue typing the remainder of the word.  
(The Shift key is also used to type the top symbols on the keys showing two symbols.)
- 4 Type the remaining text. Leave any typing errors; you will correct these in Exercise 7. Do not press Enter at the end of each line as the text will automatically wrap to the next line. (Enter is pressed once for a new line or twice for a new paragraph.)



ONLINE AUCTIONS

An online auction business is a web site where participants bid for products and services over the Internet. The process of buying and selling in an auction format is made possible through auction software which regulates the various processes involved.

## Saving a document

Every document you create must be saved with a unique name (called the “file name”) so you can recall it to the screen for editing, formatting or printing at a later time. (Keep file names simple and relevant to the document. You can use letters and numbers, hyphen and underscore.)

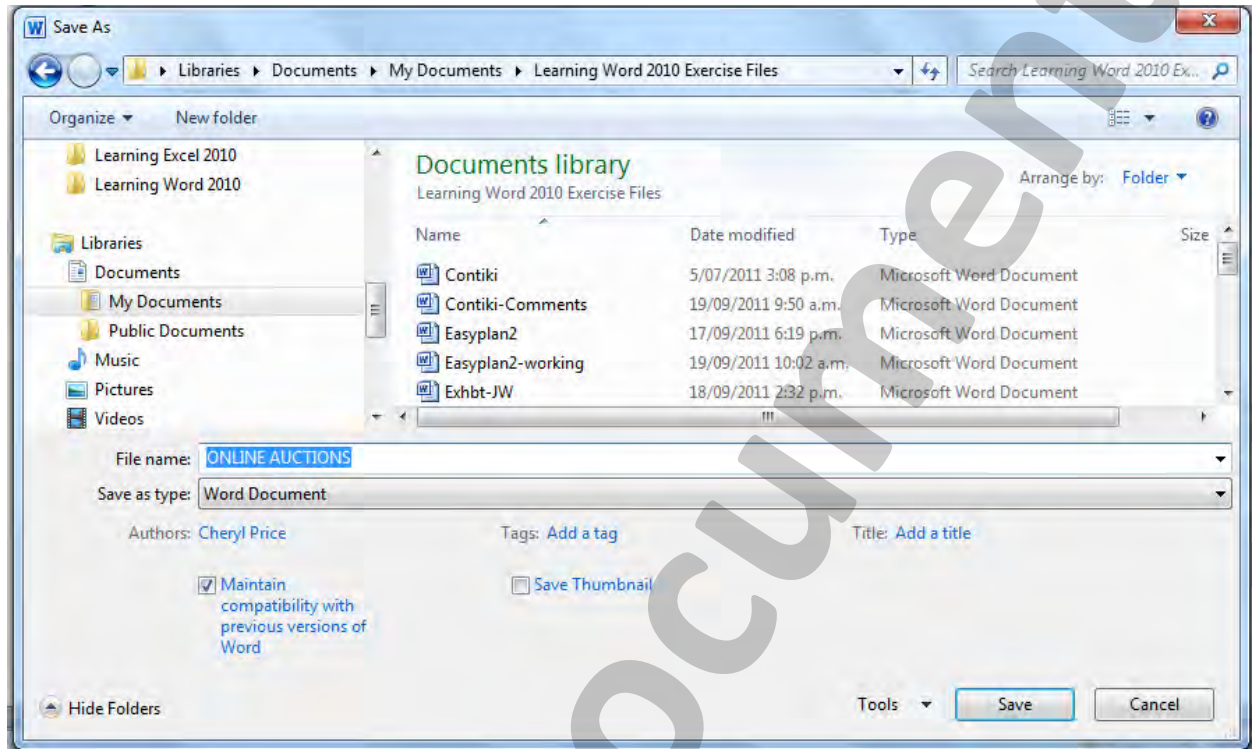
## Exercise 4

- Ctrl S
- 1 Click on the Save button  on the Quick Access Toolbar  at the top left of your screen. (**Note:** The Quick Access toolbar may be displayed under the ribbon.)

**Tip** You can click on the  File tab then click on Save.

The heading becomes the file name for your document, ie ONLINE AUCTIONS (OR you can type another file name on top of the given file name).

- 2 Double click on the *Learning Word 2010 Exercise Files* folder. (This folder has been stored in the My Documents folder in the Documents Library.)



- 3 Click on **Save**. The file name is now displayed at the top of the screen, ie ONLINE AUCTIONS – Microsoft Word.

**Note** Once your workbook has been saved pressing Ctrl S saves an updated version of the file.

## Naming Files

You will find it useful to implement a system for naming files so you can locate them easily at a later time. The name should be descriptive without being too long. Your company may already have a naming convention in place, for example you may be required to add the date the document was created to the start or end of the file name.

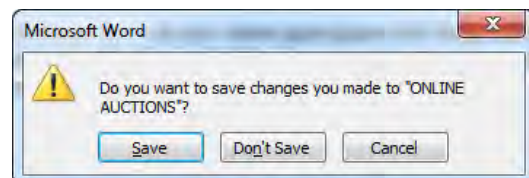
Microsoft Office allows up to 255 characters in a file name, and spaces can be included. You cannot use the following characters in a file name: / \ < > \* ; : " ?

## Closing a document

When you have finished with a document you need to close it. If you haven't saved any changes, you will be prompted to do so (as shown at the right).

### Exercise 5

- 1 Click on the **File** tab.
- 2 Click on **Close**.
- 3 Click on **Save** if asked to save the document.





# Creating a new document

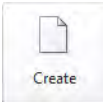
When you first enter Microsoft Word a blank document automatically appears on screen. When this document is closed you will need to create each new document from then on.

In the following exercise you will also correct basic spelling and grammatical errors.

## Exercise 6

Ctrl N 1 Click on . When you click on the File tab Backstage view will appear. This view allows you to create, open, print and save a document. Word options, accessing help along with exiting Word are also available in this view.

2 Click on . Blank document is selected in Backstage view.

3 Click on  at the far right.

**Tip** From Backstage view you can double click on Blank document.

4 Type the following text carefully, and **exactly** as shown below.

Notice when you type **The** that it is corrected automatically.

You will correct errors in steps 5-8 underneath.

### WHAT IS A TRIATHLON?

A triathlon is an athlettick event that includes swimming, running, and cycling. Teh triathlete therefore must frocus his or her training on all three parts. There is actually five different lengths of triathlons; they range from short and doable to crazylong. (press Enter)

5 Position the mouse pointer in the middle of the word **athlettick** and click the right mouse button (referred to as “right-clicking”), which displays the shortcut menu. Click on the first option.


6 Right-click on **frocus** and select the correct option.

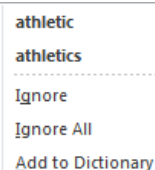
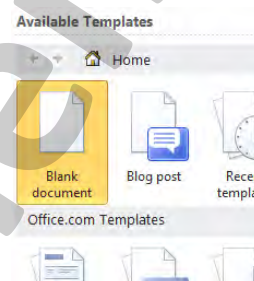
Notice that **Teh** has been corrected automatically.

7 Correct any other errors you may have made.

8 Correct **There is** by right-clicking on **is** and selecting the correct option, ie **are** (The wiggly green line under **is** was not displayed until you pressed Enter at the end of the paragraph.)

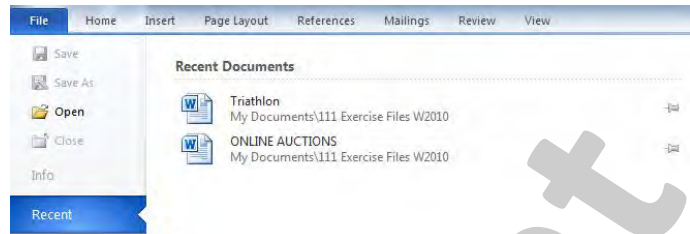
9 Save the document with the file name **Triathlon**. (In the Save As dialog box simply type the file name **Triathlon** over the text displayed in the File name: box, ie WHAT IS A TRIATHLON? then click on Save.)

10 Close the document by clicking on the  tab and selecting Close.



# Opening a document

A document is “opened” when you need to recall it to the screen, eg for editing.



## Exercise 7

- 1 Click on **File**. A list of Recent documents is displayed in Backstage view.
- 2 Click on the file name of the document required, ie **ONLINE AUCTIONS**.

Ctrl O (If the required document is not displayed on the Recent list click on **Open**. Click on the file name of the document required then click on **Open**.)

**Tip** In the Open dialog box you can double click on a document to open it.

- Ctrl End
- 3 Click at the end of the document and press Enter twice to start a new paragraph.
  - 4 Correct any errors you may have made then type the following:

The most common online auction web site in Australia is EBay and in New Zealand it is TradeMe.

- Ctrl S
- 5 Click on the Save button **Save** on the Quick Access Toolbar to save and replace the document.

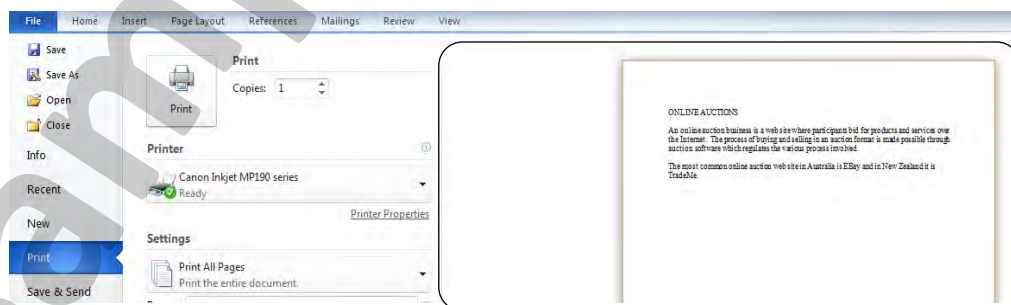
# Print

The Print option sends the document directly to the default printer which prints out a paper copy (ie “hard copy”) of your document.

## Exercise 8

- 1 Click on **File** then click on **Print**.

A preview of how your document will appear when printed is shown to the right in Backstage view. This area is called Print Preview. (Print Preview was a separate feature in previous versions of Word but is now incorporated into Backstage view in Word 2010.)




- 2 Click on **Print**. The document will be sent to the printer.
- 3 Close the document.

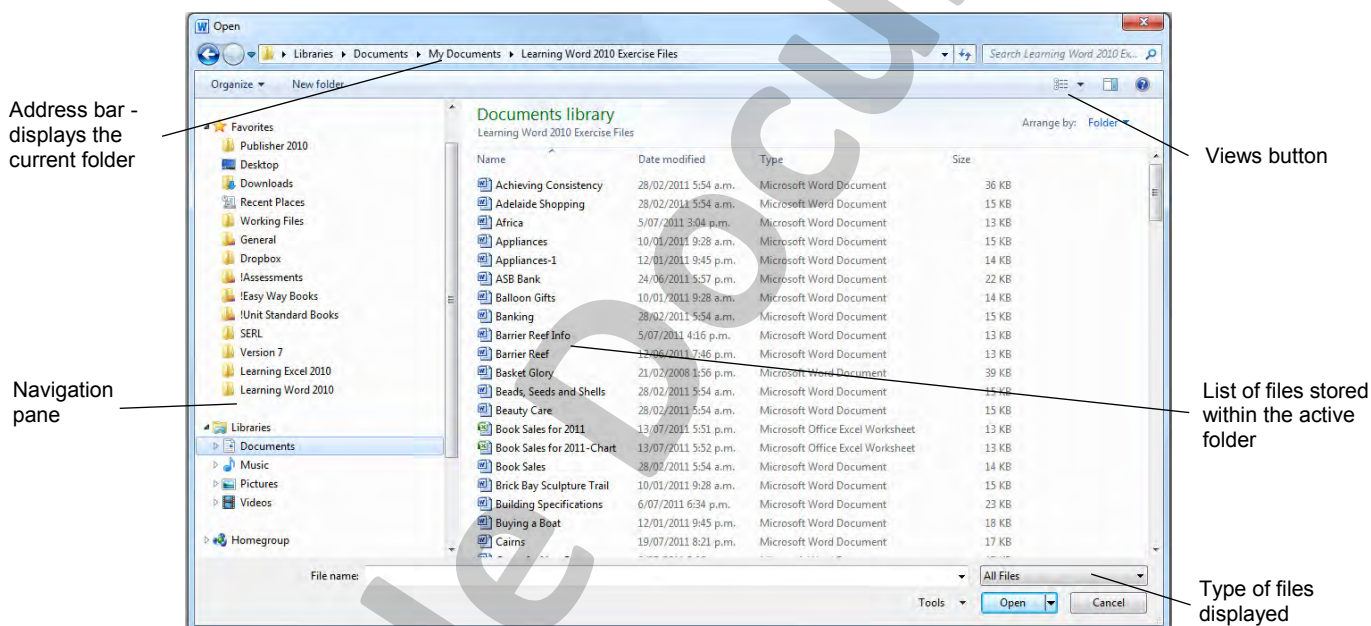


# Open Dialog Box

The Open dialog box is used to retrieve a document that is not displayed on the Recent list. The contents of a particular folder/drive are displayed and the appropriate document (file) can be selected. You can then edit, print and format the document as required.

## Exercise 9

- 1 Click on **File** then click on **Open**. The *Learning Word 2010 Exercise Files* folder displays all the retrievable Word documents. If this folder is not displayed do the following:
  - a Click on the ▸ next to **Documents** under Libraries in the Navigation pane. A list of folders displayed in the Documents library will appear.
  - b Click on the ▸ next to **My Documents**.
  - c Click on **Learning Word 2010 Exercise Files**.
- 2 Click on ▾ from the Views button  at the top of the dialog box and select **Details**.



The dialog box displays:

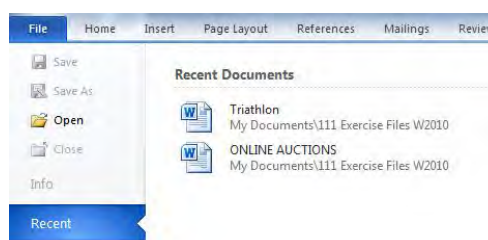
- The name of the active folder - currently *Learning Word 2010 Exercise Files*.
- A list of files stored within the *Learning Word 2010 Exercise Files* folder.
- The type of files currently selected, ie All Word Documents.

- 3 Click on the file name **Africa**.
- 4 Click on **Open**. (To quickly open a file from the Open dialog box, double click on the file name.)

### Tip

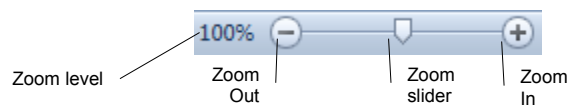
Recent document files and locations are listed in Backstage View when you click on **File** and select **Recent**. To open a listed file, double click on the file name. This is a useful feature if you are working on a file for a lengthy period of time, or if you are using the same files often.

The last four documents opened/created may appear above Info; you can also click on one of these to open it.



# Zoom

You can zoom in to get a close-up view of your document or zoom out to see more of the page at a reduced size. The Zoom controls on the Status Bar are located at the bottom right of your screen.



You will notice that the Zoom Slider is in the middle of the bar, ie at 100% view.

The Zoom controls are used as follows:

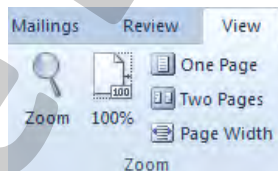
- (a) Drag the Zoom Slider to the left to reduce the size of your document.
- (b) Drag the Zoom Slider to the right to enlarge the size of your document.

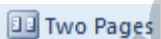
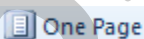
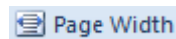

OR


- (a) Click on the Zoom Out button to reduce by increments of 10%.
- (b) Click on the Zoom In button to enlarge by increments of 10%.

## Exercise 10

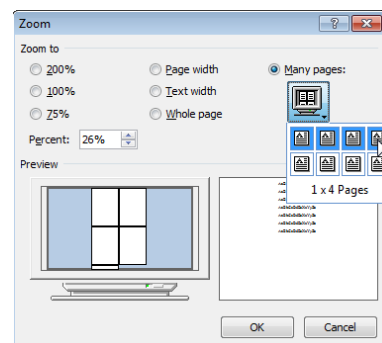
- 1 Drag the Zoom Slider to the left, to the middle, to the right and then back to the middle (ie 100%).
- 2 Click on the Zoom Out button three times to zoom to 70%.
- 3 Click on the Zoom In button three times back to 100% then another three times to 130%.
- 4 Change to 100% view.
- 5 Click on the View tab which will display additional zoom options.



- 6 Click on  ,  ,  , then .


- 7 Click on  which displays the Zoom dialog box. Click in the Many pages: option and drag across the top four page icons as shown at the right. (This will display four pages across your screen.) Click on OK.


- 8 Now display one page at 100% view.
- 9 Leave your document on screen for the next exercise.





# Cursor Movements

The mouse pointer shows as follows on the Microsoft Word screen.

 The mouse pointer is displayed as an insertion point, sometimes called an I-Beam when it is within text. You can move the insertion point to the location required, then click the left mouse button to set the cursor at that position.

 The pointer changes to a left pointing arrow when it is moved to the scroll bars, Status Bar, or to the top part of the screen.

The table below shows quick cursor movements for both the mouse and keyboard shortcuts.





Cursor Position	Mouse	Keyboard Shortcut
A character at a time	Move mouse and click	Right → or Left ←
A word at a time	Move mouse and click	Ctrl → or Ctrl ←
Beginning of line	Move mouse and click	Home
End of line	Move mouse and click	End
A line at a time	Move mouse and click	Up↑ or Down ↓
Down one paragraph	Move mouse and click	Ctrl ↓
Up one paragraph	Move mouse and click	Ctrl ↑
Bottom of current window	Move mouse and click	Alt Ctrl Page Down
Top of current window	Move mouse and click	Alt Ctrl Page Up
Down one window	Click below Vertical Scroll Box	Page Down key
Up one window	Click above Vertical Scroll Box	Page Up key
* See below	Down one page	* Click on  at bottom right of screen
	Up one page	* Click on  at bottom right of screen
# See below	Beginning of document	# Drag the Vertical Scroll box to the top of the Vertical Scroll Bar and click
	End of document	# Drag the Vertical Scroll box to the bottom of the Vertical Scroll Bar and click

The scroll wheel on the mouse can be used to quickly scroll through your document.

## Ctrl G Go To

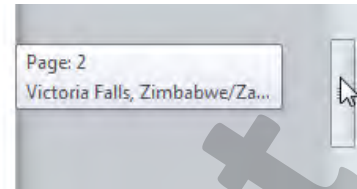
The Go To feature allows you to move to a specific page (or other location) in your document. Simply press Ctrl G OR click on the page number shown on the Status Bar at the bottom of the screen, enter the page number then click on Go To. Click on Close.

### \* Select Browse Object

If you cannot move up or down a page at a time click on the Select Browse Object button  at the bottom right corner of the Microsoft Word screen and select the Browse by Page option . When you click on the  (Next Page) and  (Previous Page) buttons you will then be able to move a page at a time through your document.

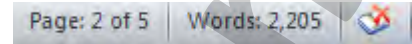
## # Vertical Scroll Box

The Vertical Scroll Box can be dragged up or down on the Vertical Scroll Bar to display a page indicator. When you release the mouse button the page will be displayed.



## Status Bar

The Status Bar at the bottom left of the screen displays information about the document on screen, ie the page you are on, the number of pages, number of words and the dictionary used.



### Exercise 11

- 1 With the document called **Africa** on screen practise moving the cursor around the document, using both mouse and keyboard shortcuts shown on the previous page.
- 2 Which is the quickest way to move the cursor -  
to the end of a document .....  
to the end of a line .....  
to page 3 .....
- 3 The Status Bar shows the following information: .....  
.....
- 4 Close the document. Do *not* save any changes.




## Saving changes to the document on screen and retaining the original document

- F12 Sometimes when you make editing and/or formatting changes you will want to retain your original document and save the edited document with a new file name.

### Exercise 12

- 1 Open the file called **Triathlon**.
- 2 Press Ctrl End.
- 3 Press Enter then type the following:

Training requirements increase as the triathlete works his or her way up the fitness chain. A sprint version requires the athlete to swim 750 metres, bike 20 km and run 5 km. You can then proceed to do a Half Ironman if desired.

- 4 Click on  and click on  Save As.
- 5 In the File name: box, on top of the existing file name, type a new name for your document, ie **Training Requirements**.
- 6 Click on  so the changes made are saved to the new document only. (The original document is therefore retained on file.)
- 7 Zoom to 75%. View your document as Page Width (use the View tab).