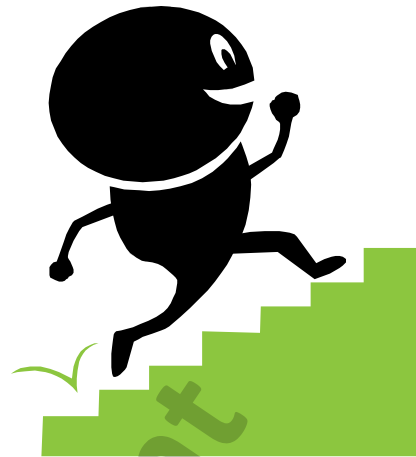


# Easy Way



***Teach yourself...***

**Microsoft Word 2010**

(Level 3)

- ☒ Easy to follow
- ☒ Step-by-step instructions
- ☒ Written in plain English

*A Cheryl Price Publication*

## **Easy Way – Microsoft Word 2010 (Level 3)**

This book is designed to teach advanced topics for learning Microsoft Word 2010 with Windows 7.

It contains simple step-by-step exercises to guide you through the learning process.

There are dozens of exercises including consolidation exercise, both theory and practical at the end of each section.

The process of consolidation and accumulation of learning is unique to the Cheryl Price books.

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

© Cherylprice.co.nz Limited

Cheryl Price  
T.Dip.WP, T.Dip.T

**ISBN 978-1-927155-49-3**

### **Disclaimer**

All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, scanning, recording, or any information storage and retrieval system, without permission in writing from Cherylprice.co.nz Limited. No patent liability is assumed with respect to the use of the information contained herein. While every precaution has been taken in the preparation of this book, the publisher and authors assume no responsibility for errors or omissions. Neither is any liability assumed for damages resulting from the use of the information contained herein.

### **Cherylprice.co.nz Limited**

PO Box 187  
Matakana 0948  
Auckland


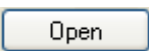




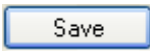
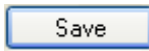
Phone: (09) 422 7230  
Mobile: 021 715566  
Fax: (09) 422 7236

### **Web address:**

[www.cherylprice.co.nz](http://www.cherylprice.co.nz)

# 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	Click on <u><a href="#">Easy Way – Microsoft Word 2010</a></u>
5	Click on the <u><a href="#">Free download</a></u> hyperlink, ie <b>Word 2010, Level 3</b> <u><a href="#">Free Download</a></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.

# Table of Contents

## Section 1 – Fonts and Page Layout, Multilevel Numbering, Borders and Shading, Symbols and Characters, File Management in Word, Printing Options

Introduction .....	2
Styles .....	2
Macros .....	2
Fields .....	2
Templates .....	2
Sections .....	3
Advanced Merging and Sorting Data .....	3
Graphics .....	3
Standard Formats .....	4
Templates .....	4
<i>Styles</i> .....	4
Change the Settings using the File tab .....	6
Customising the Quick Access Toolbar .....	7
Quick Access Toolbar List .....	7
Additional Quick Access Toolbar Commands .....	7
Fonts and Effects .....	9
Fonts and Typefaces .....	9
Fonts Available in Word 2010 .....	9
Type Size .....	10
Expanded/Condensed Text .....	10
Effects .....	10
White Space .....	10
Page Layout .....	11
Headings .....	11
Font Sizes .....	11
Planning a Document .....	12
Bullets and Numbering .....	13
Bulleted Paragraphs .....	13
Numbered Paragraphs .....	13
Spacing between Bulleted and Numbered Paragraphs .....	13
Multilevel List Paragraphs .....	14
Customised Multilevel Numbering .....	15
Borders and Shading .....	18
Automatic Border .....	18
Page Borders .....	18
Shading .....	19
Symbols and Characters .....	20
Insert Symbol .....	20
Math AutoCorrect .....	20
ANSII Codes .....	21
Equations .....	22
Formulas .....	22
File Management in Word 2010 .....	23
Changing and Moving through Drives/Folders .....	23
Creating Folders .....	24
Copying Files and Folders .....	24
Views .....	25

Working with Subfolders .....	25
Copying Files to a USB Drive .....	25
Moving Files and Folders.....	26
Renaming Files and Folders.....	26
Read Only Files.....	26
Searching.....	27
Searching for a File.....	27
Searching for a Folder.....	27
Searching for a file/folder created/saved on a particular date.....	27
Search Filters .....	28
Deleting Files and Folders .....	28
Printing Options .....	29
Stop/cancel printing .....	31
Revision.....	32
Consolidation Exercises .....	33

## **Section 2 - Tables, WordArt and Graphics, Sections, Columns**

Tables .....	36
Inserting a table.....	36
Selecting Cells, Rows, Columns, Table.....	36
Aligning Columns and Rows.....	36
Adjusting Column Widths .....	36
Adjusting Row Height .....	36
Lines and Shading.....	37
Layout tab .....	37
Tabs in Tables .....	37
Merging Cells.....	37
Splitting Cells.....	37
Table Properties .....	37
Tables Revision Exercise.....	38
Tabs in Tables .....	39
Vertical Headings.....	40
Mathematical Calculations.....	41
Mathematical Operators.....	41
Field Codes.....	41
To Update a Table.....	42
Updating Field Codes.....	42
Average, Minimum, Maximum Formulas .....	43
Nested Tables .....	45
Floating Tables.....	46
Side by Side Tables.....	47
Table Styles.....	48
Graphics .....	50
General Instructions .....	50
Drawing a Box/Circle/Rectangle/Square/Line.....	50
Selecting Object(s).....	50
Moving Object(s).....	50
Changing the Line/Fill of an Object .....	51
Creating a Text Box .....	51
Inserting Preformatted Text Boxes .....	51
Horizontal Alignment .....	51
Send to Back, Bring to Front .....	51
Group/Ungroup .....	51

Inserting Pictures.....	52
Drop Caps.....	52
Shadow, 3-D Effects and Adjustment Handles .....	53
Send to Back, Bring to Front.....	54
Adding text to shapes .....	54
Creating a logo .....	55
Creating a logo .....	56
Pictures and WordArt.....	58
Text Wrapping.....	58
WordArt.....	59
WordArt Ribbon.....	59
Changing WordArt.....	60
Drop Caps.....	60
Sections .....	62
Selecting Paper Sizes.....	64
Paper Source.....	64
Margin Alignment.....	65
Horizontal Alignment.....	65
Vertical Alignment.....	65
Centred .....	65
Justified .....	65
Additional Exercise .....	67
Automatic Hyphenation .....	69
<i>To remove automatic hyphens</i> .....	69
<i>Manual hyphenation and changing the hyphenation zone</i> .....	69
<i>Manually Inserted Hyphens and Hard Spaces</i> .....	69
Ordinary Hyphen ( <i>Hyphen key</i> ) .....	69
Optional Hyphen ( <i>Soft Hyphen</i> ).....	69
Non-Breaking Hyphen ( <i>Hard Hyphen</i> ).....	69
Non-Breaking Space ( <i>Hard Space</i> ).....	69
Columns.....	70
Columns Button.....	70
Columns Dialog Box.....	70
Using the Columns Button.....	71
Balancing Columns .....	71
Changing Spacing between Columns.....	71
Using the Ruler .....	71
Typing in Columns.....	73
Multiple Columns.....	74
Integrating Text and Graphics.....	76
Booklets, Newsletters and Brochures.....	81
Landscape Booklets/Brochures .....	81
Printing a Booklet – Change the Printing Page Order .....	81
Revision.....	83
Consolidation Exercises .....	84
<b>Section 3 – Headers/Footers in Sections, Hyperlinks, Fields, Macros, Templates, Styles</b>	
Headers and Footers .....	90
Different Headers/Footers in Different Sections.....	90
Section Concepts .....	91
Hyperlinks .....	92
Fields .....	94
Macros.....	95

Recording a Macro .....	95
Assigning a Macro to a Shortcut Key .....	96
Page Numbering Macro .....	96
Assigning a Macro to the Quick Access Toolbar .....	97
Customised Multilevel Numbering Macro .....	97
Combination Macro Exercise .....	98
Editing a Macro .....	99
Deleting a Macro .....	99
Templates .....	100
Location of Templates .....	100
Creating a New Template .....	100
Using the YC Letterhead Template .....	101
Editing a Template .....	102
Inserting Fields into a Template .....	102
Automated Templates .....	104
Using an Automated Template .....	106
Forms with Content Controls .....	107
Creating a Form with Content Controls .....	107
To Remove a Content Control .....	110
Restrict Editing .....	110
Using a Form with Content Controls .....	111
Editing a Form with Content Controls .....	111
Styles .....	112
Printing Styles .....	113
Applying Styles .....	113
Creating a Number Style .....	114
Creating a Bullet Style .....	114
Style Sets and Themes .....	114
Shortcut keys .....	114
Applying Styles as you Type .....	115
Editing Styles .....	115
Using the Styles Task Pane to modify styles .....	115
Updating styles to match selections .....	116
Creating a new style from scratch .....	117
Displaying Style Names .....	117
Style and Direct Formatting .....	118
Additional Notes .....	119
Creating a New Template with Styles .....	119
Navigation Pane .....	121
Revision .....	122
Consolidation Exercises .....	123

#### **Section 4 – Importing/Embedding, Headers and Footers, Table of Contents, Indexes, Master Document, Linking files**

Importing/Embedding and Linking Files .....	126
Embedding a Spreadsheet File .....	126
Linking a Spreadsheet File .....	127
Inserting an Excel Chart .....	128
Paste Special .....	128
Alternating Headers/Footers .....	129
Mirror/Gutter Margins .....	130
Table of Contents .....	131
Creating a Table of Contents Based on Heading Styles .....	131

Generating the Table of Contents using a Built-In Styles .....	133
Table of Contents Styles.....	134
Marking Table of Contents Entries .....	134
Using Table of Contents Formats.....	135
Indexes.....	137
Marking Single Level Index Entries .....	137
Marking Multilevel Index Entries .....	138
Generate the Index.....	139
Cross-reference.....	139
Additional Notes.....	140
Compiling an Index.....	140
Concordance File with single entries .....	141
Concordance File with Multi-level Entries .....	141
Master Document .....	142
Formatting the Document.....	143
Forming the Table of Contents and Index.....	144
Linking Documents using INCLUDETEXT.....	144
Revision.....	145
Consolidation Exercises .....	146
 <b>Section 5 - Mail Merge, Advanced Mail Merge Codes, Envelopes and Labels</b>	
Analysing a Mail Merge.....	148
Mail Merge.....	149
Selecting the Main Document .....	149
Setting up the Data Source File .....	150
Entering Data.....	151
Creating the Main Document .....	153
Merging the Data Source File with the Main Document .....	155
Managing a Data Source File .....	156
Deleting Records .....	157
Finding Records .....	157
Editing a Record.....	157
Adding/Removing Fields .....	158
Sorting Records from the Mail Merge Recipient window .....	158
Filter and Sort dialog box.....	159
Filters.....	159
Sort Records .....	160
Add a New Merge Field .....	160
Creating a Directory .....	161
Email Merge .....	162
Specifying Non-Criteria Records .....	164
Advanced Merge Options.....	166
{If...Then} Command.....	166
Comparisons.....	166
{If...Then...Else} Command.....	168
Inserting linked files using {INCLUDETEXT}.....	170
Using a <u>Linked</u> Access Database .....	172
Labels .....	174
Envelopes .....	177
Revision.....	180
Consolidation Exercise.....	181



## 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	
Africa	Lifestyle Books Sales Summary
ASB Bank	Lilies
Barrier Reef	Macadamia Nuts
Barrier Reef Info	Macadamia Story
Basket Glory	Managing a Mortgage
Book Sales for 2011	Orchids
Book Sales for 2011-Chart	Pacific Islands
Book Sales for 2011-Pie Chart	Paris in the late 19 <sup>th</sup> century
Building Specifications	Queensland Art Gallery
Cairns	Refrigeration
Care of a New Puppy	Rembrandt to Renoir
Clipper Cruises	Roses
Contiki	Shareholders Report
Culinary Herbs	South Africa
Easy Plan	Sparkling Pools
Far North Temperatures	Tables Exercises
Floating Tables	Technical Documents Steps
Growing Beautiful Roses	The Big O.E.
Growing Herbs	Training Confirmation
Harold Spencer Exhibition	Triathlon
Herbs	Using Bulbs
Herbs 1	Vegetables
Holiday	Viva Las Vegas
Holland	Whales Exhibition
How to Grow Orchids	Whale Exhibition Prices
Johannesburg	Wentworth
Lifestyle Books Letterhead	Word 2010 Revision

The following files contain hints and layout principles for creating and formatting those types of documents.

Financial Documents	Meeting Documents
Formal Reports	Promotional Brochures
Forms	Technical Documents
Legal Documents	

Sample Document

## Section

# 1

# Fonts and Page Layout Multilevel Numbering Borders and Shading Symbols and Characters File Management

---

## Learning Outcomes

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

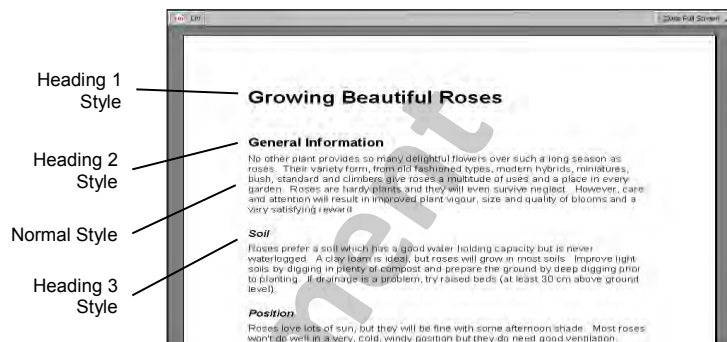
- ☐ Describe advanced word processing features
- ☐ Understand the use of fonts, planning a document and page layout.
- ☐ Customise the setup in Word 2010
- ☐ Use bullets, numbering and multilevel numbering
- ☐ Apply borders and shading
- ☐ Insert symbols and characters
- ☐ Locate files and folders stored on your computer
- ☐ Search for files and folders using search features
- ☐ Manage files and folders
- ☐ Use printing options

# Introduction

Advanced word processing skills provide solutions to many of the problems that occur when working with longer and more complex documents than a simple letter, memo or report. It is a common occurrence for a word processing operator to create, edit, or otherwise manage documents that are several hundred pages in length. Advanced skills focus on ways to effectively manage this type of document, emphasising features and functions that automate tasks, and manage large documents effectively. Some of the advanced word processing skills you will learn in this book are described below.

## Styles

A style is a set of formatting instructions combined into a meaningful name that can be applied easily to text. One of the main purposes of styles is to create consistency. For example, the same style should be applied to all the main headings in a document, and all the other levels of headings below them should also be consistent.



In this way it is clear which sub-headings belong together under main headings and therefore belong to the same subject.

Styles can also assist with navigating in a long document, because it is possible to “browse” by heading, jumping from one to the next, as long as styles have been applied.

Word contains a large number of built-in styles for use in many different kinds of documents. These styles can be modified or new styles can be created.

## Macros

A macro is a series of Word commands grouped together as a single command. Its purpose is to automate repetitive tasks, saving time and reducing the opportunity for errors. A macro can be assigned to a shortcut key combination or to a button on the Quick Access Toolbar or the ribbon.

## Fields

Fields are codes that instruct Word to insert text, graphics, page numbers, dates, etc. Fields automate tasks that would otherwise be completed manually and constantly modified as changes are made to a document. An example is the use of fields for page numbering; sequential numbering occurs automatically and is retained when pages are added or removed. A date field will automatically update to show the current date every time the document was opened.

## Templates

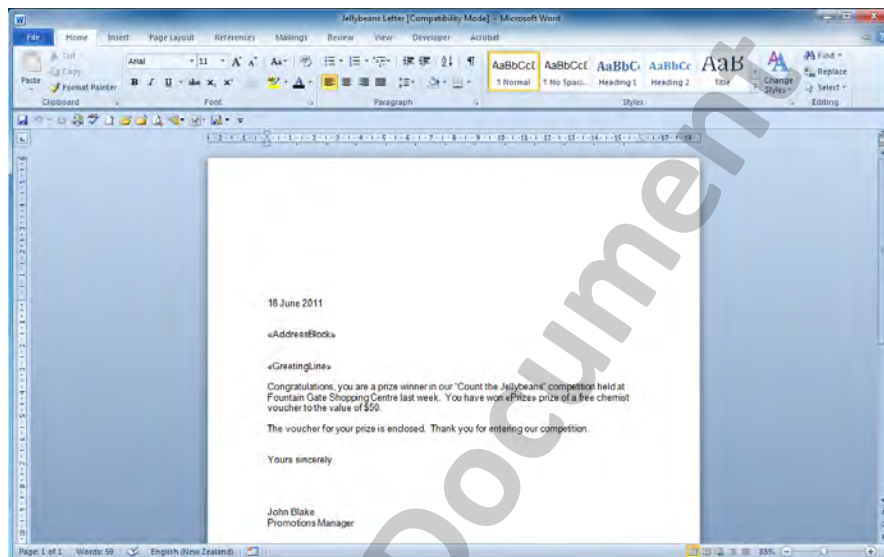
Word has a number of templates containing styles and page layout settings for creating different kinds of documents. Many of them contain powerful built-in macros that prompt for information or instructions for inserting information in the appropriate place. Templates are used to save time and to ensure that similar documents, such as faxes, letters or memos, are formatted consistently. They can be modified to suit specific requirements, or new templates can be created. A template can contain styles, macros and fields.

## Sections

Long documents can be split into sections that contain different formatting or other features. For example, each section could have its own title in a header or footer, or a certain section could be displayed in Landscape orientation to better display the information in it, such as a chart or table.

## Advanced Merging and Sorting Data

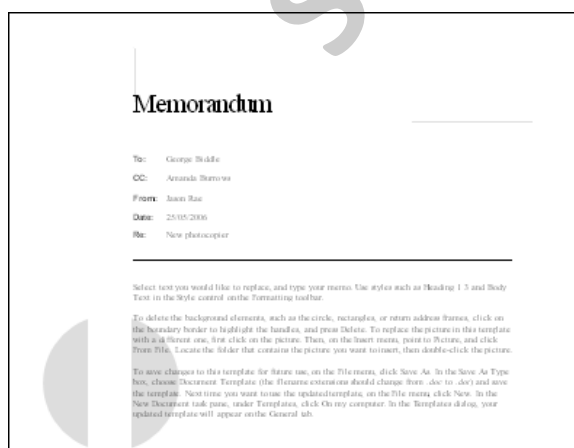
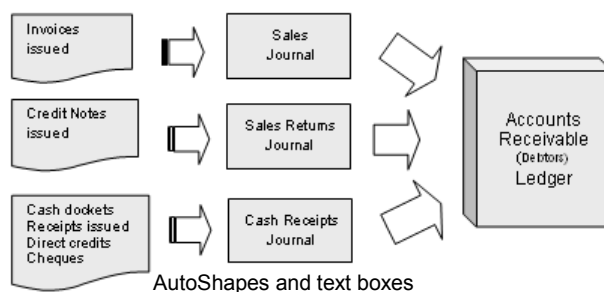
Mail merge simplifies repetitive documents and tasks. It can create many documents at once that contain identical formatting, layout, text, graphics, etc and where only certain parts of each document vary. A common use of mail merge is to combine a main document such as a letter or email, with variable information, such as the names and addresses of those to whom the letter will be sent.



Advanced merge options such as sorting and the use of fields further automate and refine the mail merge process, providing a fast and accurate solution to potentially complex and time consuming tasks.

## Graphics

Graphics can provide significant enhancements to a professional document. It's possible to add not only pictures, but many other images, such as text boxes, a variety of shapes, callouts, captions, charts, WordArt and watermarks.



Memo containing watermark (based on the Contemporary Memo template)

# Standard Formats

Most organisations use a system for formatting of documents which is often referred to as in-house organisational style. This results in standardisation and recognition of documents and creates an image/branding for that organisation. Documents generally include:

Letterhead  
Memos  
Faxes  
Agenda  
Minutes of Meetings  
Emails  
Report production  
Spreadsheet headings and formatting  
Balance Sheets and accounting documents, eg invoices, statements  
Additional documents relating to the type of business, eg in a legal firm this would include wills, deeds etc.

Many companies produce a Style Manual or Procedures Manual, which contains sample documents, formats used and guidelines for using such documents. This can also include punctuation policies, letter endings, etc. These manuals can range from a short simple document to a large bound manual.



## Templates

“Templates” are generally set up for documents that are used often, eg a Word fax form, Excel Balance Sheet, specific formatting of a PowerPoint presentation etc. A template in simple terms is a read-only file that can be opened on screen with formatting applied. Styles are usually set up in a template for ease of use and to ensure consistent formatting. Text can also be included in a template, eg fax information such as To, From, Date, Subject.

## Styles

A style is a set of formatting instructions combined into a meaningful name that can be applied easily to text, eg formatting instructions for a heading that is Arial, 14 pt, left aligned and bold, could be assigned as **Heading 1**. This can then be applied from the Styles box on the Formatting toolbar to all text requiring this formatting.

Look at the headings on this page - the following styles have been used:

# Standard Formats

*Heading 1* (Arial 18 pt, bold, Hanging Indent 0.5 cm, 15 pt Spacing After)

## Templates

*Heading 2* (Arial 15 pt, bold, 12 pt Spacing Before)


## Styles

*Heading 3* (Arial 12 pt, bold, 9 pt Spacing After)

Normal Text

*Normal* (Times New Roman 11.5 pt, Justified)

Templates are usually set up by staff with a high knowledge level of Word. The templates can then be used easily by other staff who may not have such a good knowledge.



**Cherylprice.co.nz**  
For excellence in training resources

## General Terms and Conditions

A 12 month site licence is automatic from the date of purchase for institutes that purchase the 20 user and 50 user site licences. The 'site' refers to the actual location of the training – if the institution has more than one site then additional licences must be purchased. (Institutes offering distance learning courses are covered by this licence.)

At the expiry of the original licensing period a renewal licence for an additional period of 12 months together with an invoice will automatically be generated and sent, at which time the institute can either accept or decline the extension of time. This places the onus on our company to advise the institute of the expiry date of each site licence and to ensure that the benefits to the institute as listed below that are attached to site licensing are preserved:

- For the second and subsequent years a discount of 30% applies to the initial licence fee.
- For each current site licence the institute is entitled to free upgrades to later NZQA version changes and Microsoft program version changes during the currency of the site licence upon request and subject to availability.
- For each current site licence the institute will also be entitled to purchase, on an annual basis, the equivalent number of assessments at list price less 30%.
- In addition to printing only the licenced number of copies (ie 20 or 50) the licence will be entitled to use the PDF file on the institute's network or internet for that site only.

Site licensing in this manner gives the institute a fixed annual cost and provides an upgrade path at minimal cost apart from additional printing of any revised versions.


Institutes that purchase a licence will be sent the PDF copy of the book on CD together with the Exercise Files (aloud and in program format) where applicable. (Storage of \$5.00 will be added to these purchases.)

**Copyright**

The Unit Standards Easy Steps, and Easy Web books and resources are copyrighted under the Copyright Law of New Zealand and as such cannot be altered in any way. Should you wish to have specific copies added (eg log in procedures for your institute) please contact us.

Phone: (09) 432 27230  
Mobile: 021 712547  
Fax: (09) 432 71236

Unit 20: 1077 Mathematics  
Unit 20: 1077 Mathematics  
Unit 20: 1077 Mathematics

 <b>Cherylprice.co.nz</b> For excellence in learning resources	<h1 style="margin: 0;">INVOICE</h1>		
<b>Invoice To:</b> Jennifer Hall 91 Glenview Drive Orewa 2951	<b>GST NO:</b> 62-930-861		
<b>Delivery Details:</b> Jennifer Hall 91 Glenview Drive Orewa 2951	<b>DATE:</b> 1 November 2010  <b>INVOICE:</b> 11/58		
<b>School Contact:</b> ORDER NO: 107.6			
<b>Comments or special instructions:</b> Books on Blackboard US 2785 v6 Excel 2007, US 2787 v6 Access 2007			
<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>
1	Unit Standard 107 v6 vintro 2007 (hard copy)	\$34.95	\$34.95
1	Unit Standard 11/2/108 v6 vintro 2003 (hard copy)	\$44.95	\$44.95
1	Unit Standard 27/89 v6 Publisher 2007 (hard copy)	\$34.95	\$34.95
<b>SHIPPING &amp; HANDLING</b>			10.00
<b>TOTAL</b>			<b>\$124.85</b>

Invoice includes GST of \$16.29

Please make all cheques payable to Cherylprice.co.nz  
 OR payment can be made direct to: 03-0114-0262041-00 (Westpac account - Cherylprice.co.nz Limited)


If you have any questions concerning this invoice, contact us by email at [info@cherylprice.co.nz](mailto:info@cherylprice.co.nz)

**THANK YOU FOR YOUR BUSINESS**

Phone: (09) 422 7230  
 Mobile: 02 1715 567  
 Fax: (09) 422 7236

PO Box 187 Matukana, Auckland 09 43, NZ  
 e: [info@cherylprice.co.nz](mailto:info@cherylprice.co.nz)

# Easy Steps



**Unit 107 (v6)**

**Apply text processing skills to produce communications in a business or organisational context**

*with*

**Microsoft Word 2010**

- ☒ Easy to follow
- ☒ Step-by-step instructions
- ☒ Covers Unit Standard Criteria

*A Cheryl Price Publication*

The image shows a business card for Cheryl Price Coaching. On the left is a circular logo with a blue background, featuring a white notepad with a pencil. To the right of the logo, the text "Cherylprice.co.nz" is written in a blue, sans-serif font, with "For excellence in training techniques" in a smaller, grey font below it. On the right side of the card is a black silhouette of a person running up a green staircase. In the center, the name "Cheryl Price" is written in a blue, sans-serif font, with "Director" in a smaller, grey font below it. At the bottom left, the address "PO Box 187", "Matalana", "Auckland 0948", and "New Zealand" is listed. At the bottom right, the contact information "Phone: 09 4127230", "Fax: 09 4227236", "E-mail: cheryl@cherylprice.co.nz", and "Web site: www.cherylprice.co.nz" is provided.

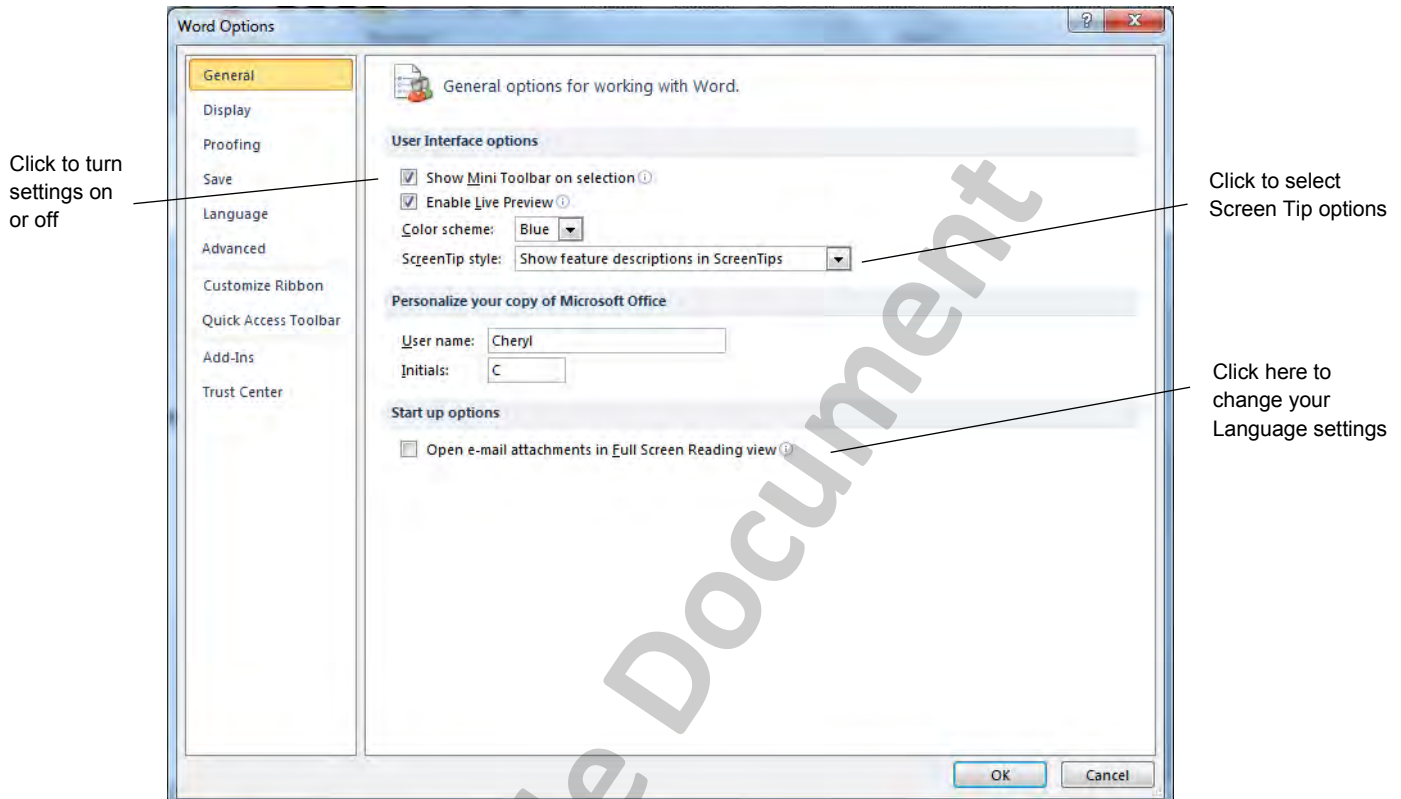


# Change the Settings using the File tab

## Exercise 1

- 1 Start Word 2010 then click on the **File** tab.
- 2 Click on **Options** at the bottom of the menu.

The Word Options dialog box will display and General will be selected at the top left.



The following two options can be changed if desired:

- Click in the ☒ to turn the Mini Toolbar or Live Preview settings on or off.
- Click on the  of the ScreenTip style: box to select between the options. Note that the *Don't show feature descriptions in ScreenTips* option will show only the name of the command in the screen tip, but no other information.

- 3 Click on **Advanced** at the left.
- 4 Ensure the following option is checked ☒ **Use Normal style for bulleted or numbered lists**. This will ensure that additional spacing is not included in bulleted and numbered lists.
- 5 Ensure Show measurements in units of: displays **Centimeters**. Scroll through the other options and make changes as required.
- 6 Click on **OK** to accept the changes to the settings.

**Note** Live Preview, Screen Tips and the Mini Toolbar will not be specified in this book. It is optional as to whether you wish to use these features.




# Customising the Quick Access Toolbar


The Quick Access Toolbar can be used for your most frequently used commands. It can be customised – commands can be added or removed and the toolbar itself can be positioned either above or below the ribbon.

## Quick Access Toolbar List

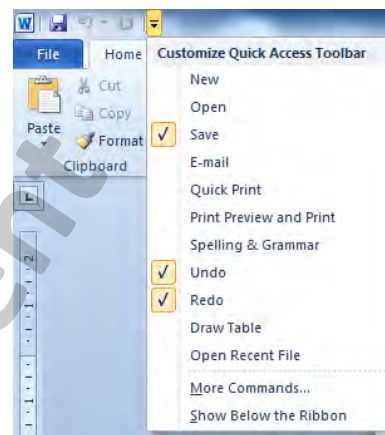
### Exercise 2

- 1 Click on the Customize Quick Access Toolbar  to the right of the Quick Access Toolbar. Options that can be added are displayed as shown at the right.

A tick displays to the left of every option that is currently displayed on the Toolbar.

- 2 Click on New to add it to the Quick Access Toolbar.
- 3 Click on the Customize Quick Access Toolbar  again and click on Open.
- 4 Add the following options to the Toolbar using the same steps.


**Quick Print, Spelling & Grammar**



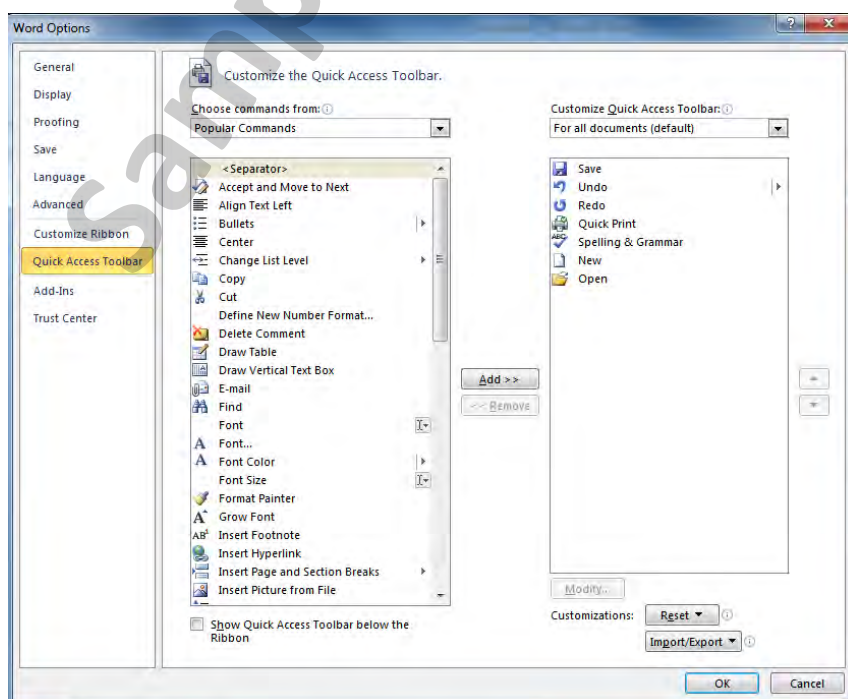
## Additional Quick Access Toolbar Commands



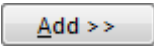


Some other useful options that are not on the Quick Access Toolbar list can be added using the following steps.

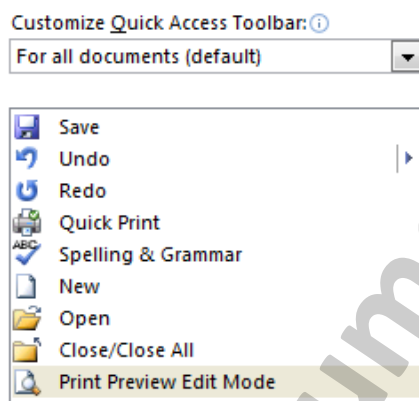
### Exercise 3


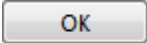
- 1 Click on the Customize Quick Access Toolbar  at the right of the Quick Access Toolbar and select *More Commands...*

The Word Options dialog box will display, with the Quick Access Toolbar option selected.



- 2 Click on the Choose commands from:  and select All Commands. The commands are listed in alphabetical order.
  - 3 In the list at the left, scroll down until Close/Close All is displayed.
  - 4 Click on  Close/Close All then click on .
  - 5 Also add  Print Preview Edit Mode which is Print Preview from Word 2007 (and Word 2003). (You can also add Print Preview and Print which is the Word 2010 option if desired. This will be displayed with the same button  but the name will be different.)
- The commands will be added to the Quick Access Toolbar list on the right as shown below.



- 6 Add other buttons as required, eg AutoText.
- 7 Ensure a tick is displayed in the following option  Show Quick Access Toolbar below the Ribbon at the bottom of the dialog box.
- 8 Click on .

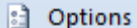
The Quick Access Toolbar is now displayed between the ribbon and the ruler as shown below.



You can click on the Customize Quick Access Toolbar  and select Show Above the Ribbon. The position that you display the Quick Access Toolbar is entirely up to you.

It is a more effective option however, to display the Quick Access Toolbar below the ribbon for speedy access to the buttons you have added.

You can add other useful buttons to the Quick Access Toolbar as you progress through this book.

**Note** The ribbon can also be customised by clicking on the File tab, selecting  Options then Customize Ribbon. Commands can be added/removed in the same way as customising the Quick Access Toolbar. New groups and new tabs can be created.

# Fonts and Effects

## Fonts and Typefaces

A *font* is a specific typeface of a given size, such as Arial.

A *typeface* is a set of characters designed with a distinctive pattern, eg Algerian or Palatino.

Fonts can be "scaleable" fonts which means that you can specify any size up to a maximum size that you desire, or sometimes the font and size will be listed as Times Roman 12 pt.

Some typefaces are called *serif* fonts. Serifs are small embellishments at the end of the line strokes of each character (little curly parts). Typefaces without serifs are called *sans serif* typefaces and these are plainer fonts. Your printer manual will tell you how to do a font test to see the different fonts on your printer.

**Serif font**

This is Times New Roman 14 pt font

**Sans serif font**


This is Arial 14 pt font


Look at the two font examples closely. You will notice that in particular, the T and the f in the serif font are more decorative than the sans serif font.

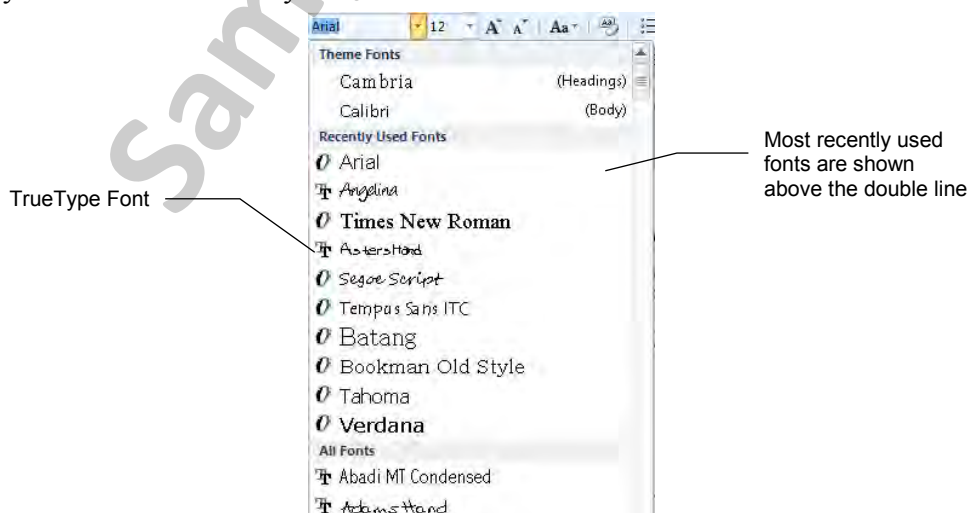
Fonts are measured in "points". There are 72 pts to 2.54 cm (1"). (12 pts = 1 pica, 6 picas = 2.54 cm.) Fonts can also be measured as cpi (characters per inch) on dot matrix printers and bubble jet printers. The larger the point size the larger the font, the smaller the cpi size the larger the font.

Be consistent with using fonts and as a general rule do not use more than two different fonts in one document for general office work. Often Times New Roman is used as body text and Arial for headings.

## Fonts Available in Word 2010

Windows has a variety of "TrueType" fonts that will print with all printers (shown as  next to the font). Other fonts that have been installed may also be True Type fonts or Adobe fonts.

- Click on the Font  in the Font group on the Home tab to see the two types of fonts displayed. The actual font style is also shown.



It is preferable to use TrueType fonts if the files will be used on another computer. TrueType fonts will print with all printers whereas installed fonts may be specific to that computer. They will need to be copied to the Windows, Font folder if used on another computer, or embedded in the file.

The new **Standard** default font that comes with Word 2010 is **Calibri 11pt** for normal body text and **Cambria** for headings, eg

Calibri (Body)

This is Calibri 11 pt font

Cambria (Headings)

Cambria 14 pt font

Other standard fonts can be used and these are the ones shown below which are used most of the time, eg

Times New Roman

This is Times New Roman 12 pt font

Arial

This is Arial 12 pt font

**Non-standard fonts** are fonts which are used for decorative or specific purposes, eg

Brush Script MT

*This is BrushScript MT 16 pt font*

Algerian

**THIS IS ALGERIAN 18 PT FONT**

Colonna MT

This is Colonna MT 16 pt font



## Type Size

Type size should relate to the importance of the message it communicates, eg the major heading in your document should be a larger point size than subheadings. Lack of contrast in headings can confuse the reader of the document. Captions should be in a smaller point size than normal text. The following shortcut keys are useful to increase/decrease font sizes on selected text.

Ctrl ] Increases the font size by one point size

Ctrl [ Decreases the font size by one point size

## Expanded/Condensed Text

Text can be selected and expanded/condensed by clicking on the Dialog Box Launcher  of the Font group, Advanced tab. Select Expanded or Condensed from Spacing:  then specify the measurement in the By: box. Click on OK.

## Effects

In addition to changing the size of type, Word 2010 has the following effects available which can be selected from the Font dialog box or used with shortcut keys. Some of these effects will be printer dependent.

~~Strikethrough~~

~~Double Strikethrough~~

<sup>Superscript</sup>

<sub>Subscript</sub>

**Shadow**


Outline

Emboss

Engrave

SMALL CAPS

ALL CAPS

Hidden (text is only displayed when the Show/Hide button  is activated)

## White Space

White space provides contrast and enables the reader to absorb the context of your document. Avoid white space between words by using hyphenation, particularly in column work. In desktop publishing work and in newspaper columns it is better to use one space after a full stop than two. The use of white space generally improves the appearance of your document.

# Page Layout

## Headings

There are several ways of formatting a heading, depending on the emphasis required.

## Centred Heading

This is an example of a centred heading. This type of heading can be used with any style of paragraph - block, first line indent, indented or hanging.

**Note** You would not use a block heading at the left margin and then use a centred heading after it – a centred heading is usually a priority heading.

## Font Sizes

It is not current practice to underline headings. Font sizes are used to grade headings in basic office work, eg reports, documents, etc.

Word allows you to grade headings by changing the **size** of the “font”. This is a preferable way to emphasise text rather than using underlining. The larger the “point” size, the larger the type.

Often headings are in a sans serif font, ie a plain font without small embellishments at the end of the line strokes of each character (eg Arial) and the main text in a serif font, ie with small embellishments at the end of the line strokes of each character (eg Times New Roman, which is an easy-to-read font). For continuous text a serif font is easier to read.

In most commercial documents the first heading is in the largest font size (eg 18 pt), the second heading would be a slightly smaller font size (eg 16 pt) and side headings in a slightly smaller font size (eg 14 pt).

Headings can be emphasised with bold and/or italics but ensure that these enhancements are also graded, eg do not bold a heading unless the heading above it is bold also.

As a general rule, for office type work do not use more than two fonts in one document. A variety of font sizes can be used and the use of excessive capitalisation can be eliminated.

## First Heading

### Second Heading

XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX  
XXXX XXXX XXXX XXXX

### Third Heading

XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX  
XXXX XXXX XXXX XXXX

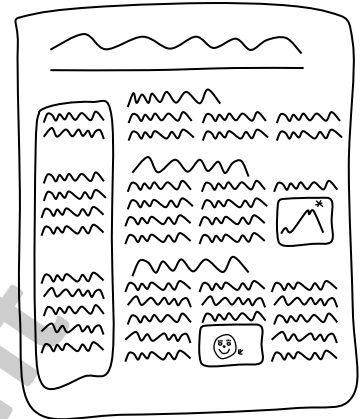
### Fourth Heading

XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX XXXX  
XXXX XXXX XXXX XXXX

## Planning a Document

It is a good idea to plan a document that will include text and graphics by sketching out on paper different layouts and ideas of the appearance you wish your document to have. Bear in mind the following principles of page layout:

- Proportion:** Consider the relative importance of each item, ie the relationship between type, white space, graphics, paper size and orientation.
- Balance:** The positioning of elements on a page.
- Harmony:** The elements should conform to the paper size, ie portrait/landscape.
- Variety:** In size, alignment, font, style, but remember that overuse can lead to chaos.
- Sequence:** The eye should flow easily through the text/graphics and from one part of the layout to another.
- Unity:** Look at the overall artistic design of the completed work.



Also consider the following:

- Whom is this document intended to attract?
- What is your message?
- What form is the publication going to take, eg book, brochure, flyer, magazine, etc
- Is the content and style appropriate for my audience?
- Am I consistent with my headings and text style?
- Is there enough contrast and white space to add interest?
- Does my publication look busy (crammed and not easy to read)?

In advertisements, flyers, etc, you can vary the display. Often text in the largest font size displays the main emphasis. A variety of fonts, font sizes, enhancements, etc, can be used but it takes practice to produce attractive documents. Study newspapers and magazines for good ideas.

Look at the two publications below. The publication on the left is an example of inferior design and the one on the right is attractive and appealing.

