

What's New in Office 2010

Ribbon

Backstage View

Print/Print Preview

Share

SmartArt Graphics

Screen Shot



Word 2010

What's New In Word 2010

Picture Tools

Text Effects

Navigation Pane

File Tab 	The File tab located in the upper left corner of the window contains the New, Open, Save, Print, and Word Options commands.
Word Options Menu	The Word Options window allows the user to set preferences for view, edit, and display settings. Popular – <ul style="list-style-type: none">Show Mini Toolbar on selectionEnable Live PreviewColor SchemeScreenTip Style Display – <ul style="list-style-type: none">Show white spaces between pages in Print LayoutShow highlighter marksShow document tooltips on hover Display formatting marks Proofing – <ul style="list-style-type: none">AutoCorrect OptionsSpelling and Grammar Options
Quick Access Toolbar 	Allows single click access to popular commands such as Save and Undo. Located to the right of the File tab, the toolbar can be moved and customized. To customize the Quick Access Toolbar, click the drop arrow and select or remove commands.
Ribbon	The ribbon in Office 2010 replaces the menus and toolbars and is organized with similar commands grouped under tabs. Some tabs do

not appear until required.

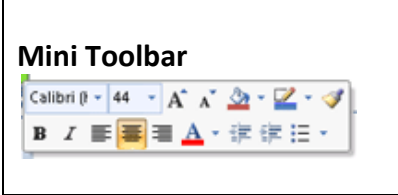
Double-clicking a tab minimizes the ribbon. The commands are still available when the ribbon is minimized.



By default the rulers do not display. To display the rulers, click the icon at the top of the vertical scroll bar.

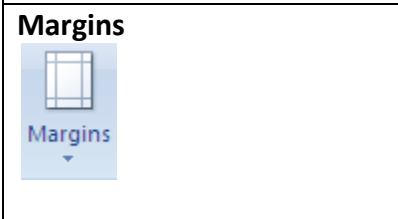


The Zoom Slider is located in the lower right corner of the window and is used to zoom in to closely view the document or to zoom out to see the full page or multiple pages.



When text is selected in a document, a mini toolbar appears to allow you to change the format of the text.

Formatting a Document



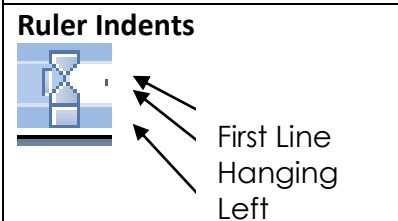
To change the margins:

1. **Page Layout >Page Setup**
2. Click **Margins**
3. Click the desired margin settings or choose **Custom Margins** to set your own margins



To change the page orientation:

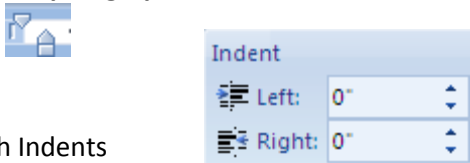
1. **Page Layout>Page Setup**
2. Click **Orientation**
3. Select **Landscape** or **Portrait**











The four indents, first line, hanging, right, and left, appear in the ruler and determine where text will begin and end in a paragraph.


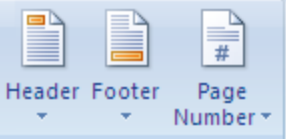
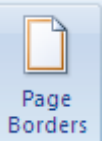
- * The first line indent sets where the first line of a paragraph will begin.
- * The hanging indent sets where the second and following lines of a paragraph will begin.
- * Clicking and dragging the left indent moves both the first line and hanging indent.
- * The right indent sets where a line in the paragraph will wrap to a new line.

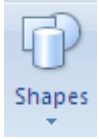
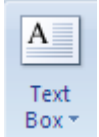
The * paragraphs above have the indents set as shown:


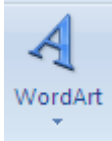


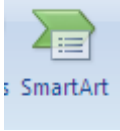
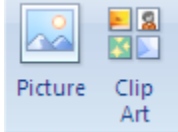
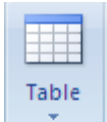
Paragraph Indents

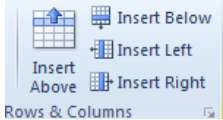
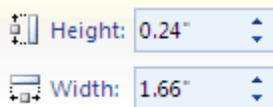

	<p>To increase or decrease the left or right side of a paragraph:</p> <ol style="list-style-type: none"> 1. Click Home 2. In Paragraph, click the  to decrease or increase the indentation
<p>Line Spacing</p> 	<p>By default a Word document is set to double space between paragraphs and 1.5 spacing between lines in a paragraph.</p> <p>To change the spacing:</p> <ol style="list-style-type: none"> 1. Click Home 2. In Paragraph click the line spacing icon 3. Select the line spacing or change the spacing before/after a paragraph
<p>Tabs</p>	<p>Located at the left edge of the ruler, the tab selector appears only when the ruler is displayed. Click the tab selector to locate a tab. Click in the ruler where the tab stop will be placed.</p> <p> Left – Text moves to the right.</p> <p> Center – Text spreads left and right around the tab</p> <p> Right – Text moves to the left</p> <p> Decimal – Aligns numbers based upon the decimal point.</p> <p> Bar – Draws a vertical line on page.</p>
<p>Leaders</p>	<p>Leaders are represented by underscores, dashes, or dots that precede a tab stop. Leaders are often used to create a table of contents or a program agenda.</p> <p>To set a leader for a tab that is already set in the ruler:</p> <ol style="list-style-type: none"> 1. Double-click the tab set in the ruler 2. Highlight the tab in the window that appears 3. Click the button beside the leader 4. Click OK <p>When you press the [TAB] key the leaders will appear.</p> <p>Example: Introduction Dr. Ned Pepper</p>
<p>Bullets/Numbered Lists</p> 	<p>To create a bulleted/numbered list:</p> <ol style="list-style-type: none"> 1. Enter a number and a period 2. Press [TAB] and type text 3. Press [ENTER] and the next number with a tab appears

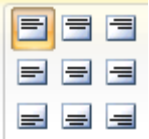
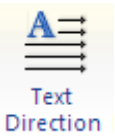
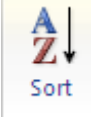
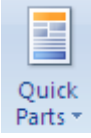
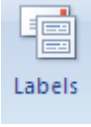
	<p>To change to a bulleted list:</p> <ol style="list-style-type: none"> 1. Home>Paragraph 2. Click desired Bullet icon
<p>Quick Styles</p>	<p>Quick Styles are preset fonts, size, color, and spacing that can be applied to a document.</p> <p>To select a quick style:</p> <ol style="list-style-type: none"> 1. Select the text to change 2. Home>Styles 3. Roll the mouse over the styles and the highlighted text will change to allow you to preview the style. 4. Select a style by clicking the one to apply
<p>Themes</p> 	<p>A theme will format a document using theme colors, theme fonts both for heading and body text, and theme effects.</p> <p>To select a theme:</p> <ol style="list-style-type: none"> 1. Page Layout>Themes 2. Click the drop arrow under Themes 3. Roll mouse over themes to preview 4. Click to select a theme
<p>Headers/Footers</p> 	<p>To insert a header/footer to appear on every page of a document:</p> <ol style="list-style-type: none"> 1. Insert>Header&Footer 2. Click either the header or footer and select the style A separate area will appear to enter the text <p>To add page numbers when cursor is in header/footer:</p> <ol style="list-style-type: none"> 1. Insert >Header & Footer 2. Click the Page Number icon and select the location and style of the page numbers Select Current Position to retain the header/footer style <p>A Header/Footer tab appears when the cursor is located in the header or footer.</p> <p>To return the cursor to the document, click the Close Header/Footer icon or double-click in the body of the document.</p>
<p>Borders and Shading</p> 	<p>To add a page border to a document:</p> <ol style="list-style-type: none"> 1. Page Layout>Page Background 2. Click Page Borders 3. Click Page Border tab 4. Select a Setting, Style, Color, Width, and/or Art 5. Click OK




	<p>To add a border/shading to a paragraph:</p> <ol style="list-style-type: none"> 1. Page Layout>Page Background 2. Click Page Borders 3. Click Borders tab 4. Select a Setting, Style, Color, or Width 5. Click OK <p>To add shading to a paragraph:</p> <ol style="list-style-type: none"> 1. Page Layout>Page Background 2. Click Page Borders 3. Click Shading tab 4. Select a fill color and pattern or click Horizontal Line to add a line beneath the paragraph 5. Click OK
<p>Freeform Shapes</p> 	<p>To draw a freeform shape:</p> <ol style="list-style-type: none"> 1. Insert>Illustrations 2. Click Shapes icon 3. Select a shape 4. Click and drag to draw the shape in your document The Drawing Tools Format tab appears 5. Change the style, fill color, shadow, outline, etc. <p>The Drawing Tools Format tab will disappear unless the shape is selected.</p> <p>Move the freeform shape by clicking and dragging the shape when the mouse is a cross with 4 black arrows.</p> <p>Change the size of the shape by clicking and dragging one of the handles when the mouse is a black line with 2 arrows.</p>
<p>Text Boxes</p> 	<p>To add a text box to a document:</p> <ol style="list-style-type: none"> 1. Insert >Text 2. Click the Text Box icon 3. Select a style 4. Change the style, fill color, shadow, text direction, etc. (how to change style formatting)
<p>Tidbits</p>	

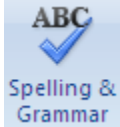
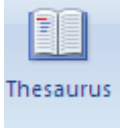
<p>Moving Text</p>	<p>To move text to another area in the document:</p> <ol style="list-style-type: none"> 1. Click and drag to select the text 2. Click and hold the mouse on the highlighted text 3. Drag the text to the new position
<p>Templates</p>	<p>Templates are a document that create a copy of itself whenever it is opened. You can create your own template or use one of the online or built in templates installed with Office 2007.</p> <p>To create your own document:</p> <ol style="list-style-type: none"> 1. Create the shell of the document including any format settings 2. Select Save As from the File tab 3. Select Word Template 4. Name the document and select the location to store the document 5. Click Save <p>The document will have an extension of dotx</p> <p>To use a preset template:</p> <ol style="list-style-type: none"> 1. Select New from the Office button 2. Click one of the templates installed with Office 2007 or one of the templates available online
 	<p>To add WordArt to a document:</p> <ol style="list-style-type: none"> 1. Insert>Text 2. Click WordArt 3. Select a style 4. Type the text 5. Click OK <p>Changing WordArt:</p> <ol style="list-style-type: none"> 1. Click the WordArt object (The Drawing Tools Format tab appears) 2. Change the fill, shape, outline, shadow, 3D, character spacing, or switch the text to run vertically <p>WordArt is a graphic and by default it sits on a line of text. Changing this position allows you to click and drag the graphic anywhere in the document and the text will wrap around the graphic. To change the position:</p> <ol style="list-style-type: none"> 1. Drawing Tools Format>Arrange 2. Click Wrap Text 3. Select Tight

<p>SmartArt</p> 	<p>SmartArt is a feature that provides you with options to present your information visually.</p> <p>To create SmartArt:</p> <ol style="list-style-type: none"> 1. Insert>Illustrations 2. Click SmartArt 3. Select a SmartArt graphic 4. Enter the text <p>When a SmartArt graphic is selected, the SmartArt Design and Format tabs appear in the ribbon.</p> <p>To freely move the SmartArt in the document, change the text wrapping from “In Line with Text” to “Tight” in the SmartArt Format tab.</p>
<p>Pictures & ClipArt</p> 	<p>Office 2007 contains a large library of clipart that is available for use in your documents. You can also insert pictures/graphics from other sources; be sure to check the copyright of graphics from other sources.</p> <p>To insert clipart from Microsoft library:</p> <ol style="list-style-type: none"> 1. Insert>Illustrations 2. Click ClipArt <p>The clipart task pane appears on the right</p> <ol style="list-style-type: none"> 3. Enter a description of the clipart i.e. books 4. Click Go 5. Click the clipart to add to your document <p>Changing the default Text Wrapping:</p> <ol style="list-style-type: none"> 1. File tab >Word Options 2. Click Advanced 3. Under Cut/Copy/Paste 4. Change Insert/Paste Pictures as to Tight <p>To insert a graphic/picture from another source:</p> <ol style="list-style-type: none"> 1. Insert>Illustrations 2. Click Picture 3. Locate and select the picture/graphic 4. Click Insert
<p>Tables</p> 	<p>In Word 2010 you can create a table or use one of the Quick Tables already formatted for use.</p> <p>To insert a table:</p> <ol style="list-style-type: none"> 1. Insert>Table 2. Click and drag the number of columns/rows or select Quick Tables

	<p>If you create a table you can add/remove columns and rows as needed.</p> <p>When the cursor is located in the table the Table Design and Layout tabs are visible in the ribbon.</p> <p>Insert a Row/Column:</p> <ol style="list-style-type: none"> 1. Click to place the cursor in the table 2. Table Layout>Rows & Columns 3. Click one of the following icons  <p>Delete a Row/Columns</p> <ol style="list-style-type: none"> 1. Click to place the cursor where the deletion will occur 2. Table Layout>Rows and Columns 3. Click Delete 4. Select to delete either cells, row, column, or table <p>Change Row Height/Column Width</p> <ol style="list-style-type: none"> 1. Click to place the cursor in the row or column to change 2. Table Layout>Cell Size 3. Click the arrows beside the height or width to change the size  <p>Change Table Alignment</p> <ol style="list-style-type: none"> 1. Table Layout>Table 2. Click Properties 3. Click to align table on the left, center, or right of the page
<p>Table Borders</p>	<p>Add Borders and Shading</p> <ol style="list-style-type: none"> 1. Select the cells 2. Table Design>Table Styles 3. Select one of the preset styles or create your own borders from the drop menus for Shading and Borders 

<p>Cell Alignment/Direction</p>	<p>Change Cell Alignment</p> <ol style="list-style-type: none"> 1. Select the cell(s) 2. Table Layout>Alignment 3. Select one of the following alignments  <p>Change Text Direction</p> <ol style="list-style-type: none"> 1. Select the cell(s) 2. Table Layout>Alignment 3. Click the Text Direction icon 
<p>Sorting a Table</p> 	<p>To sort the contents of a table:</p> <ol style="list-style-type: none"> 1. Click to place the cursor in the table 2. Table Layout>Data 3. Click Sort 4. Select which column(s) to use as the sort 5. Click OK
<p>Building Blocks</p> 	<p>Building blocks are parts of a document that can be used more than once such as a cover page, header, tables, text box, quotes, etc. Building blocks are stored in galleries for viewing.</p> <p>To use a building block:</p> <ol style="list-style-type: none"> 1. Insert>Text 2. Click Quick Parts>Building Blocks Organizer 3. Select the building block to use and click Insert
<p>Mail Merge</p>	
<p>Labels</p> 	<p>To create a page of the same label:</p> <ol style="list-style-type: none"> 1. Mailings>Create>Labels 2. Click Full Page of Same Label 3. Click Options to select label size 4. Select the type of printer, the maker of the label (Avery), and the product number 5. Click OK 6. Type the text that will appear on every label in the white box 7. Highlight the text 8. Right-click and select Font to change the font and size

	<p>9. Click New Document to create the labels in a new Word document or Print to send the labels to the printer</p>
<p>Merged Labels</p> 	<p>To create mailing labels from a list:</p> <ol style="list-style-type: none"> 1. Mailings>Start Mail Merge>Start Mail Merge>Step by Step Mail Merge Wizard The Mail Merge Wizard task pane opens to the right 2. Click Labels 3. Click Next:Starting Document 4. Click Label Options 5. Select the label maker and product number 6. Click OK 7. Click Next: Select Recipients 8. Click Use an Existing List 9. Browse and open the document of names 10. Each person in the list with a check will have a label printed 11. Click Next: Arrange Your Labels 12. Click More Items to select fields to include on labels 13. Highlight field to insert 14. Click Insert; Close 15. Place cursor in position for next field 16. Repeat steps 11-13 until required fields are inserted onto label 17. Click Update All Labels 18. Click Next: Preview Your Labels 19. Click Complete the Merge 20. Click Print to send the labels to the printer or Edit Individual Labels to merge the labels into a document
<p>Envelopes</p> 	<p>To prepare one envelope:</p> <ol style="list-style-type: none"> 1. Mailings>Create>Envelopes 2. Enter a delivery address and return address (if needed) 3. Click Options to select envelope size 4. Highlight text>right-click>Font to change the font and size 5. Click Print to send the information to the printer or Add to Document to send the information to a new document
<p>Letters</p> 	<p>To create form letters:</p> <ol style="list-style-type: none"> 1. Open the letter 2. Mailings>Start Mail Merge>Start Mail Merge>Step by Step Mail Merge Wizard 3. Select Letters 4. Click Next: Starting Document 5. Select Use the Current Document 6. Click Next: Select Recipients 7. Select Use an Existing List

	<ol style="list-style-type: none"> 8. Click Browse 9. Locate the document containing the list of names 10. Each person in the list with a check will have a label printed 11. Click OK 12. Click Next: Write Your Letters 13. Place cursor where first field will be inserted 14. Click More Items to select fields to include in Letter 15. Highlight field to insert 16. Click Insert; click Close 17. Place cursor in position for next field 18. Repeat steps 14-16 until required fields are inserted into letter 19. Click Preview Your Letters 20. Click Next: Complete the Merge 21. Click Print to send the letters to the printer or Edit Individual Letters to merge the letters into a document
<p>Spell Check</p> 	<p>To check the spelling in a document:</p> <ol style="list-style-type: none"> 1. Review>Proofing>Spelling & Grammar 2. Words not recognized will be displayed one at a time. 3. Select one of the following for each word that the dictionary does not recognize: <ul style="list-style-type: none"> Ignore Once – will skip this word this time only Ignore All – will not stop on any other occurrences of the word Change – will replace the misspelled word for the suggested word that is highlighted Change All – will change all occurrences of the word with the suggested correction
<p>Thesaurus</p> 	<p>To use the thesaurus:</p> <ol style="list-style-type: none"> 1. Select a word 2. Review>Proofing>Thesaurus 3. The research pane appears on the right with synonyms 4. To replace the word with a synonym, place the mouse on the synonym and click the drop arrow 5. Select Insert <p>*All graphics were captured from the screen of Microsoft Word 2010</p>