

How to Use Word 2010

1. Word 2010 is a word processing program (app). It is part of a suite of programs called Microsoft Office 2010.



Word processors such as Word 2010 allow you to type documents such as letters using a computer with a keyboard instead of a typewriter. The documents are stored in the computer. Word processors have many facilities which a typewriter couldn't do such as ease of correction, change of letter size or type and sending the document to a printer.

Word 2010 has the functions of previous versions of Word however the layout is very different from much earlier versions.

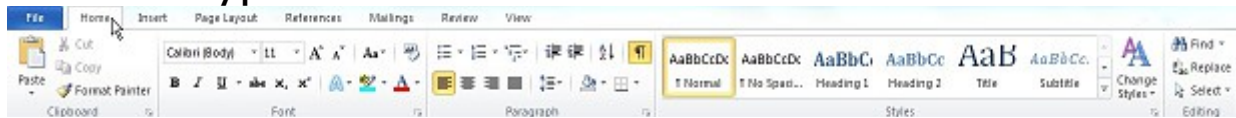
2. There are so many functions available that it can seem quite daunting to start with. However we will break it down into chunks so that you can find your way about.
3. When you first open Word 2010 it will have a blank document on the screen titled Document1. Imagine this as a blank page on which you will type your letter and just start typing.
4. It is good practice to **Save** your work frequently so it doesn't get lost. When you **Save** for the first time you will be asked to give the document a **filename** which should be something which reminds you what the document is about. This is the function **Save As**. You will find the

PTO

functions **Save** and **Save As** under the **File Tab** at the top left. Left-click on File and then Save As. Unless you select otherwise the file will be saved on your computer. You will find more detail about saving in para 16.

5. Ribbon and Tabs

There are Menus which are in the form of a **Ribbon** across the top where you can see at a glance the available options rather than having to click to see the drop down Options. The **Ribbon** provides access to all the functions you might want while using a word processor, grouped together in different types of function.



On the **Ribbon** there are **Tabs** to select different Menus of functions. The **Ribbon** is shown above with the **Home Tab** open. We will consider each of the **Tabs** in turn.

6. The **Home Tab** is divided into Groups with the names at the bottom e.g. Clipboard, Font, Paragraph, Styles and Editing.

These are the most common functions for dealing with the text and how it is



laid out. For many of these there are expansions available by clicking on the little arrow which opens up further options.

You can find out about the Options available by hovering your mouse pointer over the function when a description will appear.

A function which is highlighted in orange means that it already applies to where the cursor is currently situated in

the document.

Spend some time typing a few words then highlighting them by left-clicking at the start and holding this down whilst dragging the mouse pointer to the end of the words.

You will see something like this

The cat sat on the mat

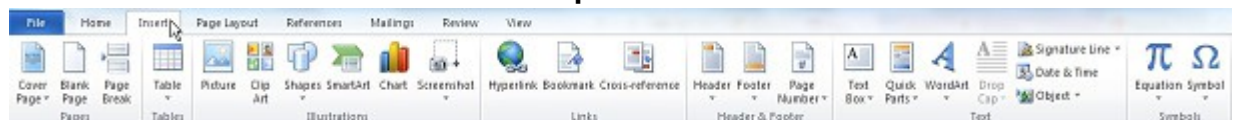
Then to see how the functions work try

changing the font and size or making it **bold** or centring the text.

And also try different styles. This shows Heading 4.

The cat sat on the mat

7. The **Insert Tab** has Groups which allow insertion of



Pages, Tables, Illustrations, Links, Headers & Footers, Text and Symbols.

These functions allow you to expand the document and make it more interesting. Some of these when actioned will produce further **Tabs** to allow more actions or will give further Options to choose from to give you exactly what you want.

Again spend some time experimenting with these to find out some of the possibilities.

8. The **Page Layout Tab** has Groups which include

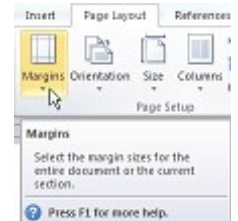


Themes, Page Setup, Page Background, Paragraph and Arrange.

These functions allow you to choose to make the appearance of your document as you want it.

PTO

There are expansions available for two of these by clicking on the little arrow which opens up further Options. There are also further Options by left-clicking where there is a little down arrow.



9. The **References Tab** has Groups which include

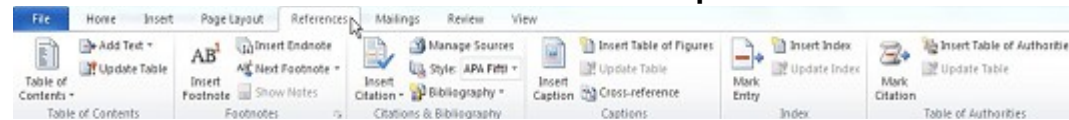
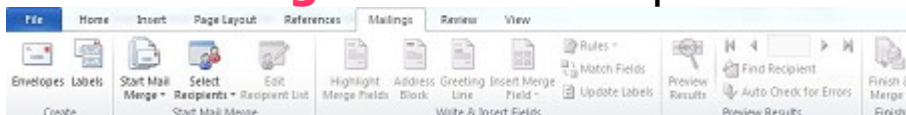


Table of Contents, Footnotes, Citations and Bibliography, Captions, Index, Table of Authorities.

These functions allow you to finish off your document in the form of an article, report or book. Further Options are available by left-clicking on the little arrow under Footnote.

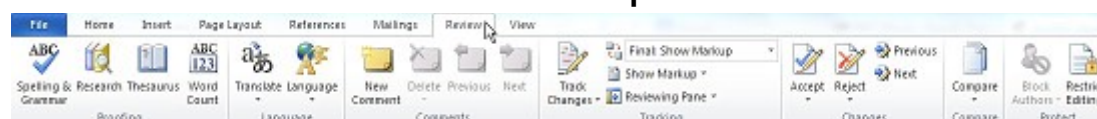
10. The **Mailings Tab** has Groups which include



Create, Start Mail Merge, Write and Insert Fields, Preview Results and Finish.

These functions allow you to prepare your document for distributing to a list of addresses and to print envelopes or labels.

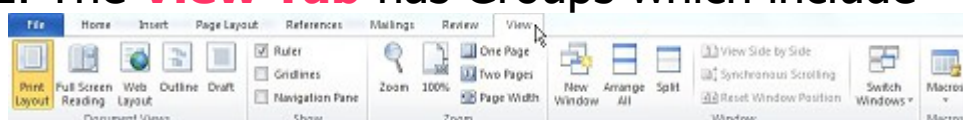
11. The **Review Tab** has Groups which include



Proofing, Language, Comments, Tracking, Changes, Compare and Protect.

These functions let you check spelling, add comments, and track changes. It will even route to a web translator if you want your document in a different language.

12. The **View Tab** has Groups which include



Document Views, Show, Zoom, Window, Macros.

These functions let you see how the document will appear on the screen in various forms such as a Print Preview.

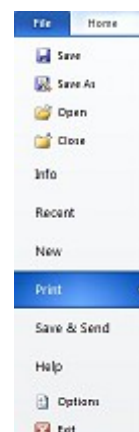
When you left-click on Outline in Document Views a new **Outlining Tab** appears between the **File Tab** and **Home Tab** with further options and the means to close it at the right hand side.



13. The **File Tab** is different in that it does have a drop down Menu which includes

Save, Save As, Open, Close, Info, Recent, New, Print, Save & Send, Help, Options and Exit.

These functions let you deal with documents as a whole file from choosing a format for a new one (or opening an existing one) to saving it and then printing or sending it. Recently used documents are listed to allow easy finding of your recent work. Each of these functions opens to show further options.



14. **Quick Access Toolbar**

You might think that some of these functions listed above would be useful to have visible all the time so there is a facility at the top left of the window to show these. This is done by right-clicking on the function and a menu appears with the option to Add to Quick Access Toolbar as it's called. You left-click on this to put it in the **Toolbar**.

Note that functions under the File Tab require you to select

PTO

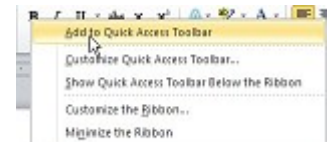
by right-clicking on File and then selecting from a list.

Here, as an example, are some functions shown in the **Toolbar** with the Undo being selected.



To use them you just left-click on them.

To remove them you right-click on the function in the **Toolbar** and the option Remove from Quick Access Toolbar appears which you left-click on.



15. Creating a document

So let's consider how to use the Word 2010 programme from scratch to create a document.

When you first open the program you are presented with a window containing a blank document (entitled Document1). Let's suppose that you want to type a business letter showing the name and address of the company and your own address.

So, first of all you want to type your own address at the top of the page. Type your street then press Return to start a new line.

A screenshot of a document window showing the address '123-SomeStreet, Anytown, Post-Code' typed on three separate lines. Each line ends with a paragraph mark (¶).

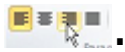
Then the other lines of your address each

followed by Return. Then follow it by another Return. Note that each Return is shown by a paragraph mark ¶. If this doesn't show then left-click on the symbol ¶ in the Menu of the **Home Tab**.

Once typed you will notice that it is at the left hand side of the page. To move it to the right hand side first select the text you want to move without the last paragraph mark by left-clicking at the start and whilst holding down the left button drag the mouse to the end of the address. It is now highlighted.

A screenshot of the same document window as before, but now the text '123-SomeStreet, Anytown, Post-Code' is highlighted in blue. The paragraph mark at the end of the last line is still visible.

Let go of the left button. Now press Align Text Right button



You will see that the text now moves to the right of the document whilst the last paragraph mark stays at the left. To type the date under your address left-click after your Post Code and press Return a couple of times and then type the date.

123-SomeStreet,¶
Anytown,¶
Post-Code¶
¶
Date¶¶


Now left-click to the left of the paragraph mark which is still at the left hand side and start typing the name and address of the person you wish to contact followed by a further Return. Highlight this part of the text as described above

Mr-Somebody¶
Company:X¶
456-AnotherRoad¶
The-City¶
Post-Code¶
¶¶

and press the Align Text Left button  to move this to the left of the page.

16. Saving

It's now about time to start **Saving** your letter. This is so that you don't lose it and you can retrieve it again. The first time you **save** you will be asked to give it a **filename** i.e. a name which can help you to find it next time you want to open it. You will also be able to **browse** to choose which **folder** to **save** it in. **Browsing** means to locate in which folder in the computer a file is stored. You **save** it in the **folder** in **My Documents** where you want it. Choose a name e.g. SomebodyLetter1 which tells you who the letter is to and that it's the first one to them, making it easier to identify later if you should want to find it again. Refer to para 4.

17. To **save either** left-click on the Save button  in the Quick Access Toolbar (if it has been put there)

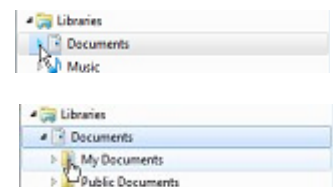
PTO


or left-click on File then Save .

The first time you **save** it will actually use the Save As function.


Or you can just left-click on File and then Save As.

My Documents is then accessed by left-clicking on the little arrow next to **Documents** and then on the **My Documents** symbol and then on the **folder**.



Type SomebodyLetter1 in the **File name** box and then left-click on Save . This keeps your document on the **hard disc** even though the symbol shows a floppy disk!

Once you have **saved as**, the next time you can just **save** and your document will go into the same folder. It is good practice to **save** every few minutes so as not to lose your work if the computer crashes or some other disaster happens.

18. An easy way to **save** is to press the Control (Ctrl) key and then the S key briefly whilst still holding down the Control key (described as Control S). This is called a keyboard **shortcut**. It is a good idea to learn **shortcuts** to save time. Notice how they are shown when you hover your mouse pointer over the Save symbol eg "Ctrl+S" above .



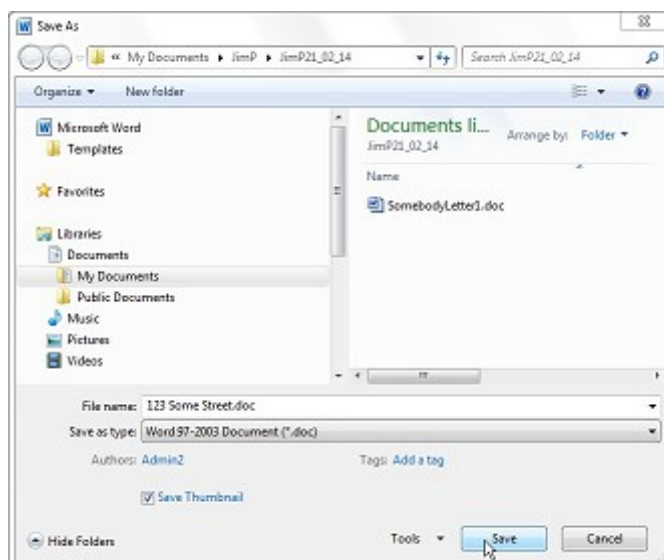
As we have seen, the file is saved on the hard disk if the folder you chose is there but it can be saved in other places or with other names by using **Save As**. A window appears which allows you to choose the Path, the Folder and the File name.

This gives the opportunity e.g. to **save** a document on a different disk, or in a different place on the same disk (select the path by browsing in the folders on the left hand

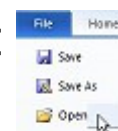
side of Save As window), or to rename it (change the File name:). Once you have done that the next time you **save** it will be saved in the new place with the new name unless you do another **Save As** to revert to the old place. Renaming is useful if, say, you wanted to type a similar letter to someone else, as you have already typed, without starting again but just making a few changes. You can also change the type of file by choosing from the drop-down menu under Save as type:.



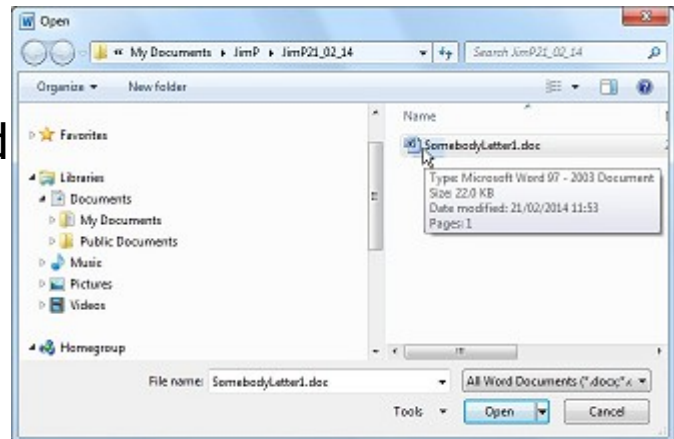
Word 10 saves as a .docx file type by default but it is sometimes convenient to **Save As** a .doc file so it is readable by those who have older versions of Word. Finally save by left-clicking on Save.



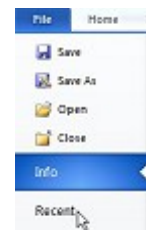
19. If you have already created and saved a file in Word 2010 you can re-open it by left-clicking on the **Open** button in the Quick Access Toolbar (if it has been put there) or by left-clicking on File then Open. Again there is a **shortcut** Control O.



In either case this allows you to **browse** for the filename. Left-click on it and then on Open and it will open.



20. Other methods of re-opening a file are by **either** selecting it from where it is stored in **My Documents** and double-clicking on the **filename** or left-clicking on File then Recent and selecting the **filename** if it appears in the list shown. When you do this you need to ensure that it is the latest version if you've created different versions at different times. The file will then open in Word 2010.

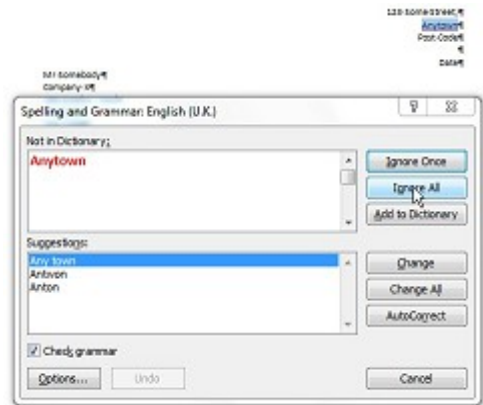


21. Spellchecking

Something else you may like to do before printing is to **Spellcheck** the document. This allows you to go through the document checking that each word is spelt correctly. Left-click on the Review Tab and then the **Spellcheck** button on



the left hand side (or use the Quick Access Toolbar if it has been put there) and a window appears which highlights in red any words found to be suspect. They are also highlighted in the document as well. You can choose to **Ignore** the suggestions or choose to **Change** to the correct spelling, from the **Suggestions** listed, which will be inserted instead.



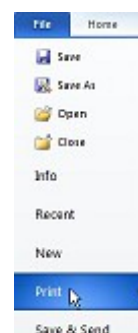
You can also **Add** your original spelling to the dictionary for future use if it is a word that is not in the computer's dictionary.

22. Printing

When you are happy with your document you might want to **print** it out to have a hard copy. You can do this by left-clicking on the **print** button in the Quick Access Toolbar provided you have already put the **print** button there and set up the printer.



Otherwise, left-click on File and then on Print. The **shortcut** is Control P. You will be presented with a window which allows you to choose and set up the printer.

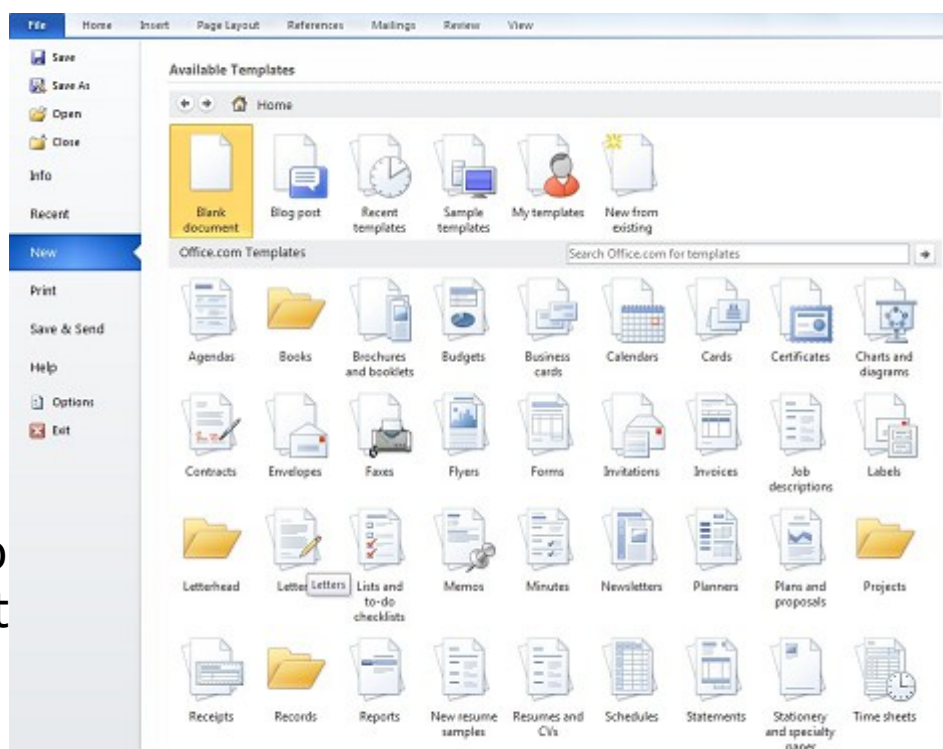


This window also lets you see on the screen what it will look like when printed.

To return to work on the document without printing press Esc.

23. Templates

Above we created a document from scratch. However for a range of types of document there is an easy way to do this using what are called **Templates**.

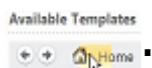


PTO

These are documents already laid out in the form appropriate. Examples are letters, newsletters, memos, plans, CVs and many others. These are accessed by left-clicking on File and then New. You then left-click on the type you want and you will be presented with more options. When you've found the one you want, double-click on it and it will open ready for you to modify it to your needs.

Note that for many of these you have to be connected to the Internet to access them and you will get an error message if you're not.

You can navigate around these until you find the right one using the Back and Forward Arrows a bit like a web browser. And if you want to go back to the complete list left-click on Home



Once you have used some of these they are stored in the top row under Recent Templates.

24. Shortcuts

We've already learnt about **shortcuts** Control S to Save, Control O to Open and Control P to Print.

Some further useful **shortcuts** to learn are to Cut, Copy and Paste. These can all be done by left-clicking on the Home Tab and then on the appropriate option in the Clipboard section.



Cut means to remove a piece of text which you need to **highlight** first. Actually it is stored in what is called the "Clipboard".




Paste means to add what is in the "Clipboard" somewhere else.

Copy means to copy the highlighted text and storing it in

the “Clipboard” without removing it (before Pasting it). The **shortcut** for Cut is Control X, for Copy is Control C and for Paste is Control V.

25. Suppose that you make a mistake in your typing. You could just delete the wrong part and start again. However there is a **shortcut** which will take you back to a previous state.



This can be done by left-clicking on the back arrow in the  Quick Access Toolbar . The **shortcut** for Undo is Control Z. You can do this a number of times until you get back to where you want.

If you go too far left-click on the forward arrow in the Quick Access Toolbar to restore a step. The **shortcut** to Redo is Control Y.

26. Fonts

You can choose different fonts to brighten up your documents. Usually the default font will be Times New Roman or Arial. To select a different font left-click on the Font Name and an alphabetical list of fonts appears which can be selected from using the slider bar on the right and then left-clicking on the selected font. Theme fonts and the most recently used fonts appear at the top of the list. To change the size of the font left-click on the Font Size and select. In either of these cases you can type in the font name or the font size instead. The change will **either** apply to highlighted text **or** from where the cursor is.



PTO

27. Formatting

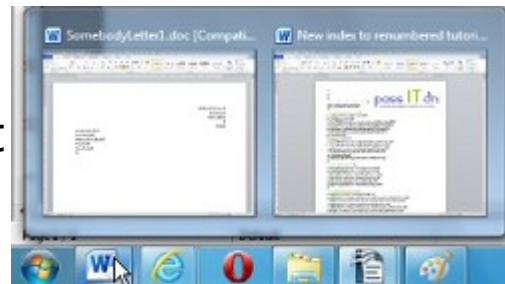
There are other things you can do to **Format** the document. Try left-clicking on the Home Tab and experiment with the different selections available under the Paragraph section such as Bullets and Numbering, Alignment, Line and Paragraph Spacing, and Shading. More options are available if you left-click on the little arrow.

28. Selecting Documents

Suppose you have more than one document open at a time. How do you select the one you want to work on?

Either

Hover your mouse over the Word symbol in the **Taskbar** and Select from the Tasks showing by left-clicking on the required one.



Or

Left-click on the File Menu and then on the option Recent. This will show the currently selected document as well as other Recently accessed documents although it won't show which are open. Then left-click on the document you require and it will be selected.



Or

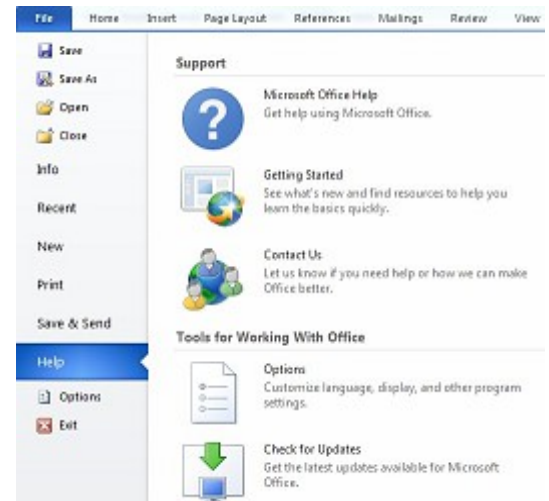
Left-click on the minimise box  in the top right hand corner and if another document is open it will now show.

29. What next?

There are many other facilities available in Word 2010. Experiment with these and use the Help option under the File Menu to get more explanations.

For some of this you will need to be connected to the Internet.

Happy writing!



"Writing is easy. All you have to do is cross out the wrong words." Mark Twain.

Just use the Backspace or Delete keys!

"One day I will find the right words, and they will be simple." Jack Kerouac.

Try the Thesaurus under the Review Tab in the Proofing Group!

