



Word 2010

New Features

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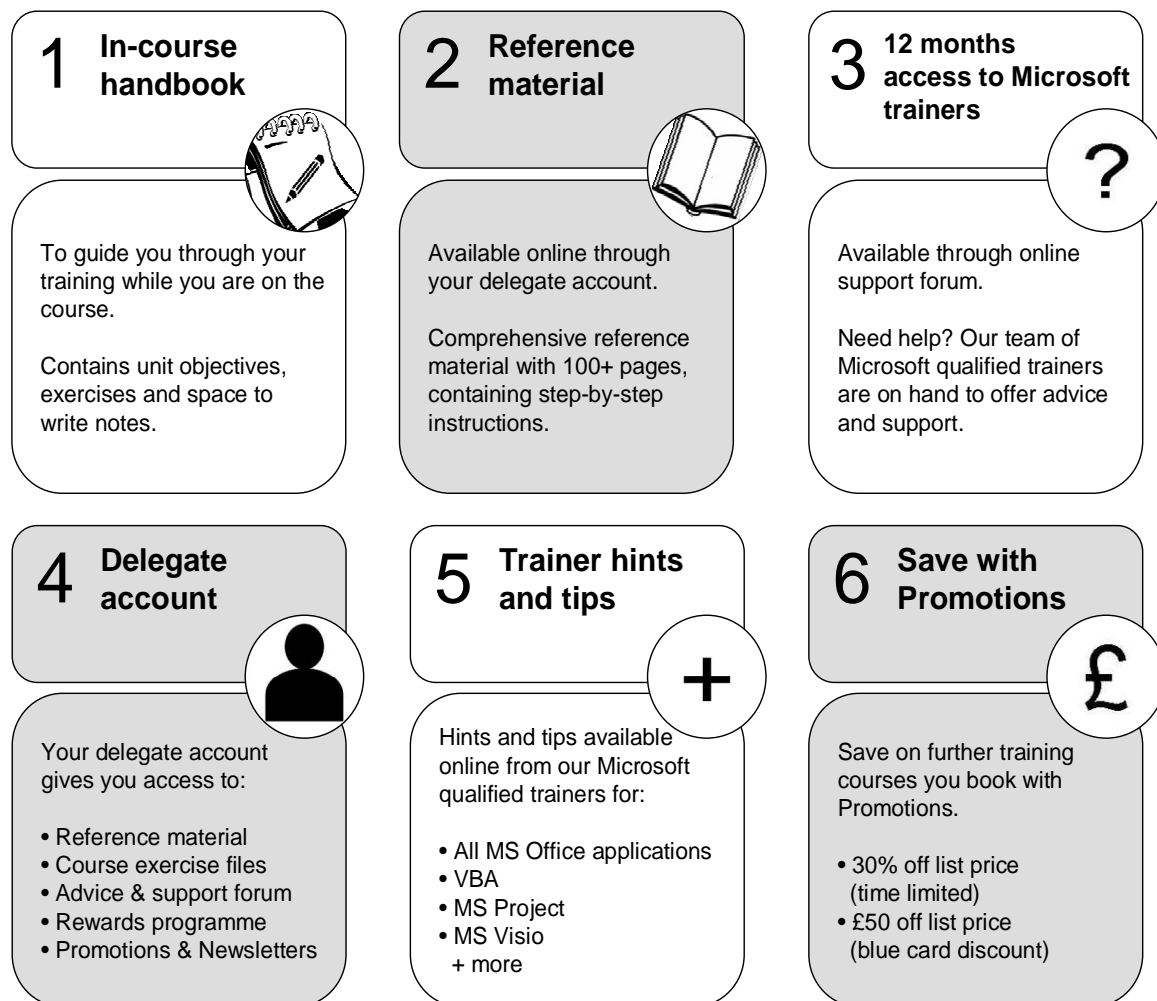


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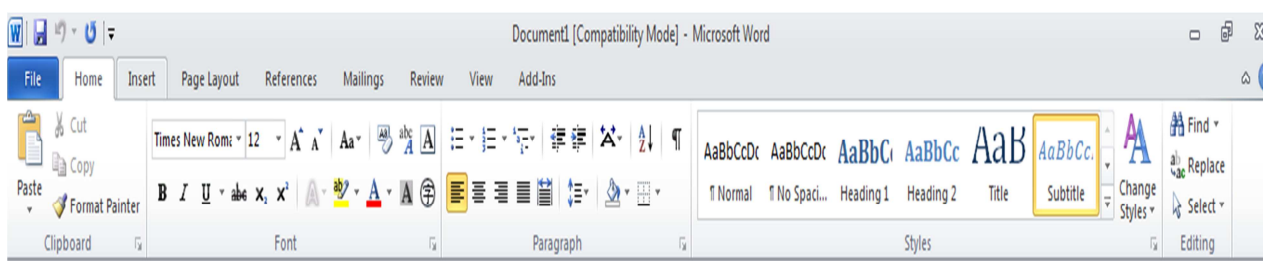
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NEW FEATURES OF WORD 2010

UNIT 1

Exploring the Improved Ribbon and Backstage View

The Ribbon replaces traditional menus and toolbars with a visual layout of commands, organised into a set of tabs, to help you find the features you need fast. The Ribbon was introduced in Office 2007, when it enhanced a few of the Microsoft Office applications. In Office 2010, every application has the Ribbon.



Word 2010 Ribbon

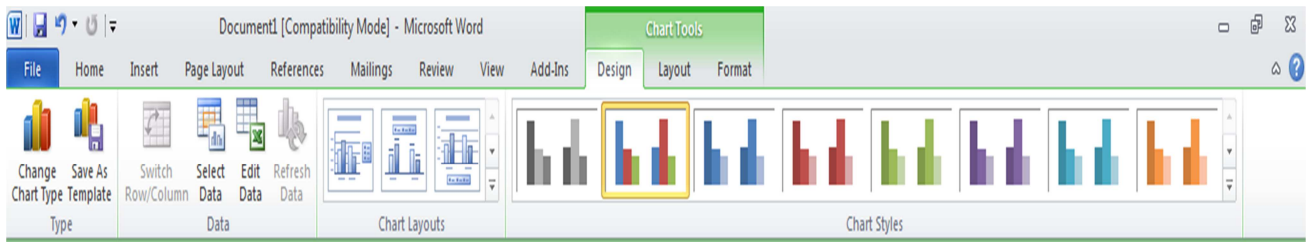
By default Word has eight tabs: **File Home, Insert, Page Layout, References, Mailings Review and View.**

Access Keys

These are shortcuts to opening the tabs of the Ribbon and accessing commands within the Ribbon. You use access keys by pressing the **Alt** key followed by another key or a sequence of other keys.

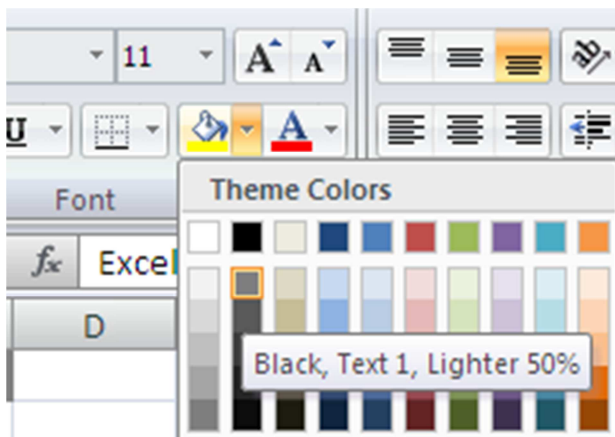
Contextual Tabs

These are further tabs that the Ribbon contains. They house commands that are **specific to certain objects**. For example, when you insert a chart into your document, only then will it present the **‘Chart Tools’** contextual tab. This tab will contain all the relevant commands to modify the design, layout and format of the chart.



Live Preview

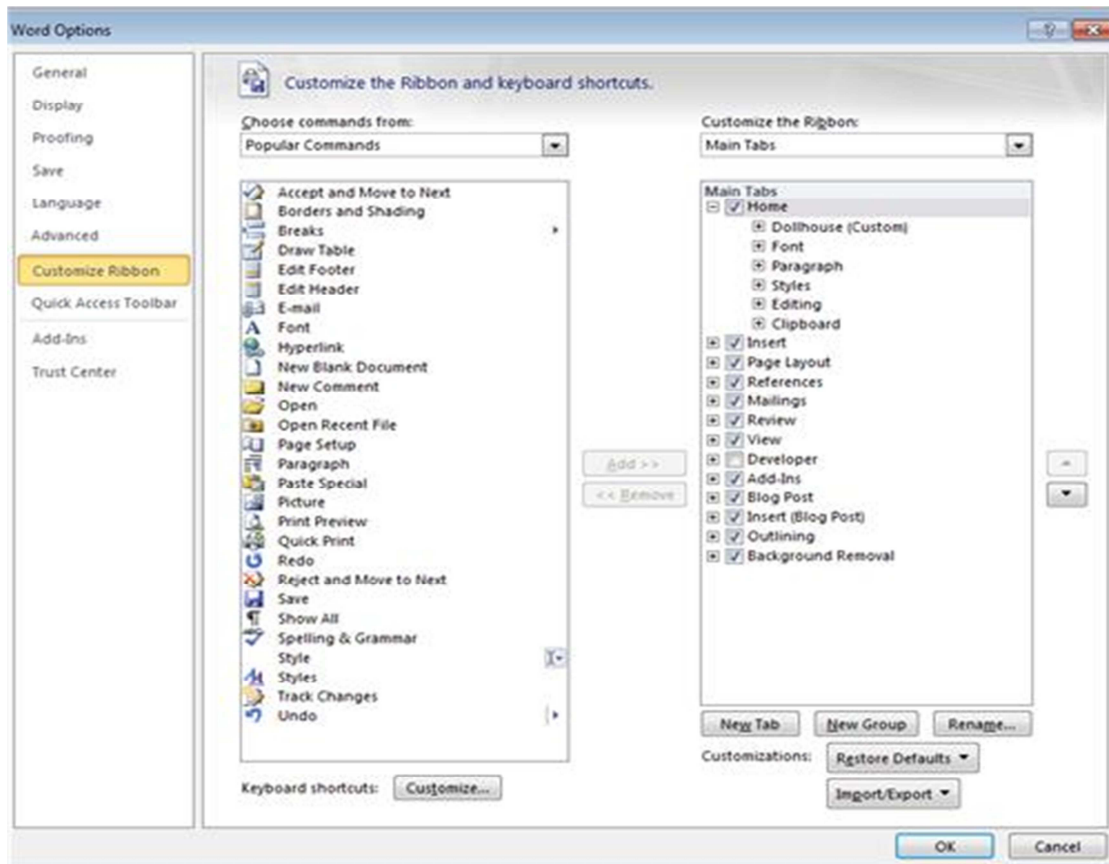
Live preview is a new technology that shows the results of applying an editing or formatting change as the user moves the pointer over various formatting options presented on the Ribbon.



Customising the Ribbon

A new feature to 2010 is that we can now customise the Ribbon, for example **remove any of the tabs we don't use or even add your own personal tab**.

To do this, go back to **Backstage view** and select **Options**. On the left hand side in the navigation pane select **Customise Ribbon**. Here's where you get to see the list of commands that can be added to any of the tabs. Also you'll notice the tabs have checkmarks, anything with a checkmark is visible on the Ribbon, anything without a checkmark, like Developer for example, will not be present on the Ribbon.



At the bottom of the dialogue box is a **New Tab** button, when clicked a new tab is created which has its own checkmark, below is **New Group** this is where we add the commands to.

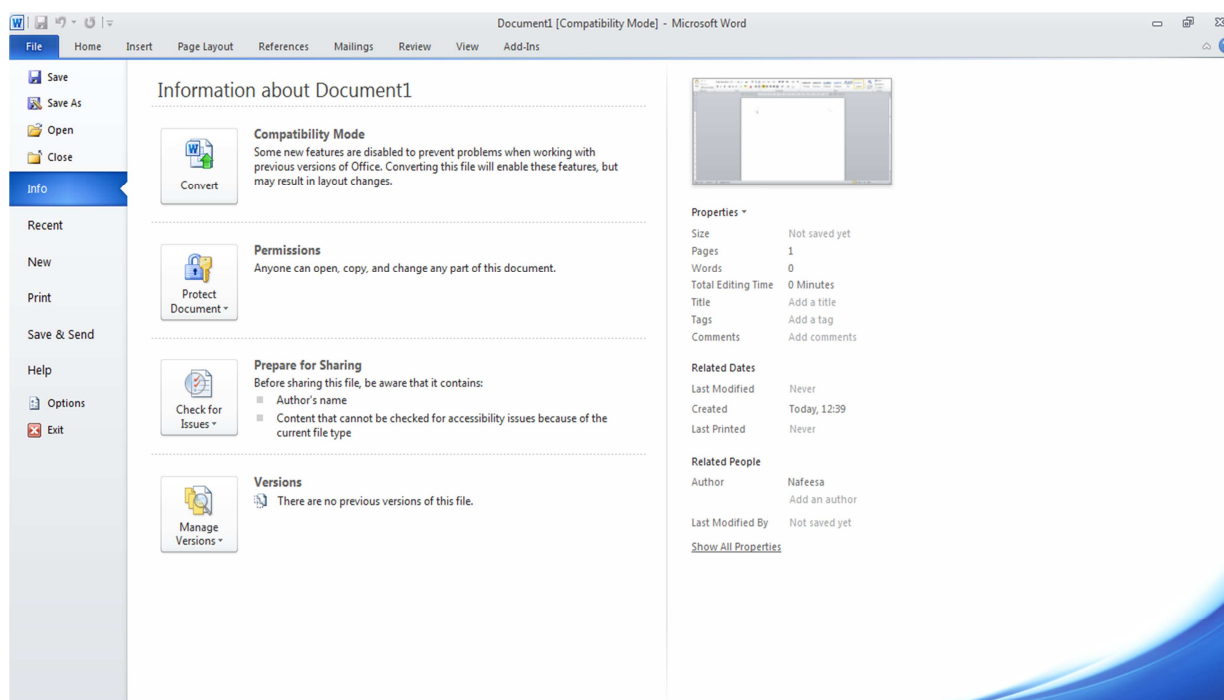
To do this make sure **New group** is selected and then on the left-hand side of the dialogue box **select the command** you would want in your personalised tab, e.g. cut, copy, paste and click the **Add** button. Once all commands are selected, you can **rename the tab**, select the **New tab**, at the bottom of the dialogue box click the **Rename button**. Click OK and your new tab will now appear on the Ribbon.

You can modify your new tab at any time by going back to the File tab, selecting Options and clicking Customise Ribbon.

BACKSTAGE VIEW

The biggest enhancement to Office 2010 is the Backstage view. In the top left corner click the **File** tab to access the backstage view. This replaces the Office button from Office 2007 and the File menu from previous versions. Backstage view is available in all Office 2010 applications.

Backstage view is a single location for essential information about your document such as permissions, sharing and versions and commonly used commands relating to the file itself, such as New, Open, Save, Save As.



When you have a document open, Backstage view will also show you the pathway of where the document is saved, amongst other properties.

If you close the document, using the 'Close' command in Backstage view and then return to Backstage view (click the File tab) your default view is Recent documents, showing the file you have just closed in the Recent documents list. If you always want to have easy access to this document you can pin it to the list by clicking the push-pin. This document will now always be present on the Recent documents list, unless you un-pin it from the list or right-click the document and select 'Remove from list'

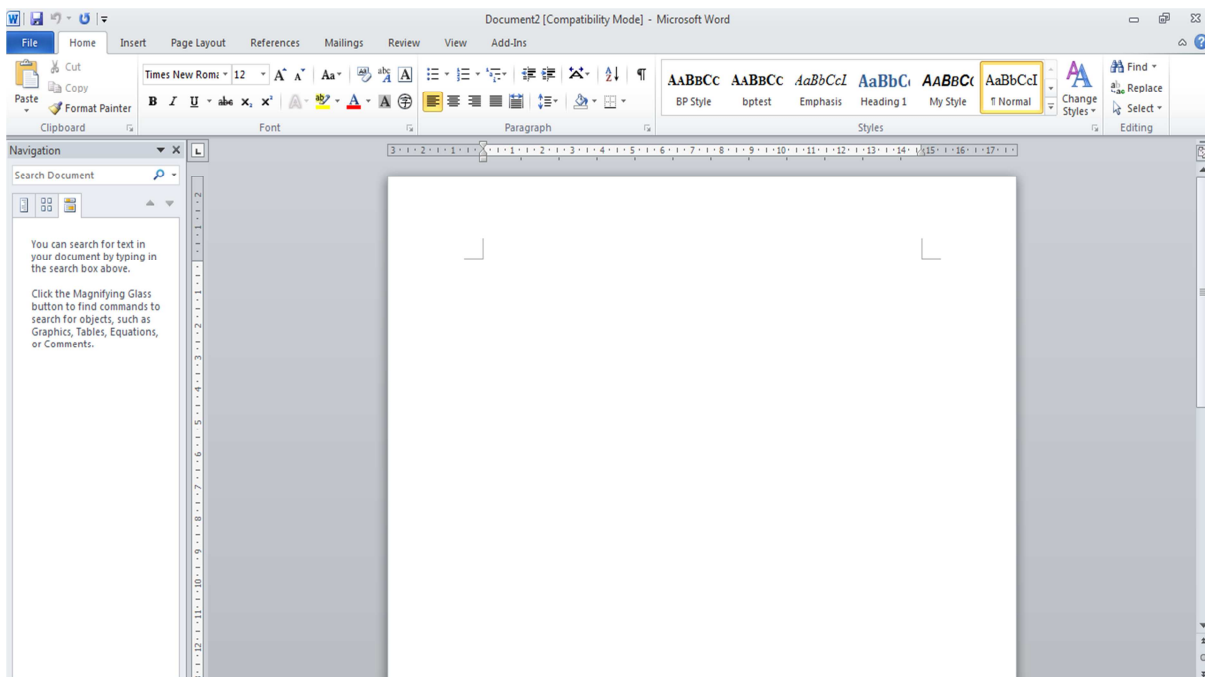
So with Backstage View you've got quick & easy access to not just information about your document but all of those commonly used commands and with the ribbon you've got more commands appearing on the Ribbon and you can personalise it, brand new in Microsoft Word 2010.

UNIT 2

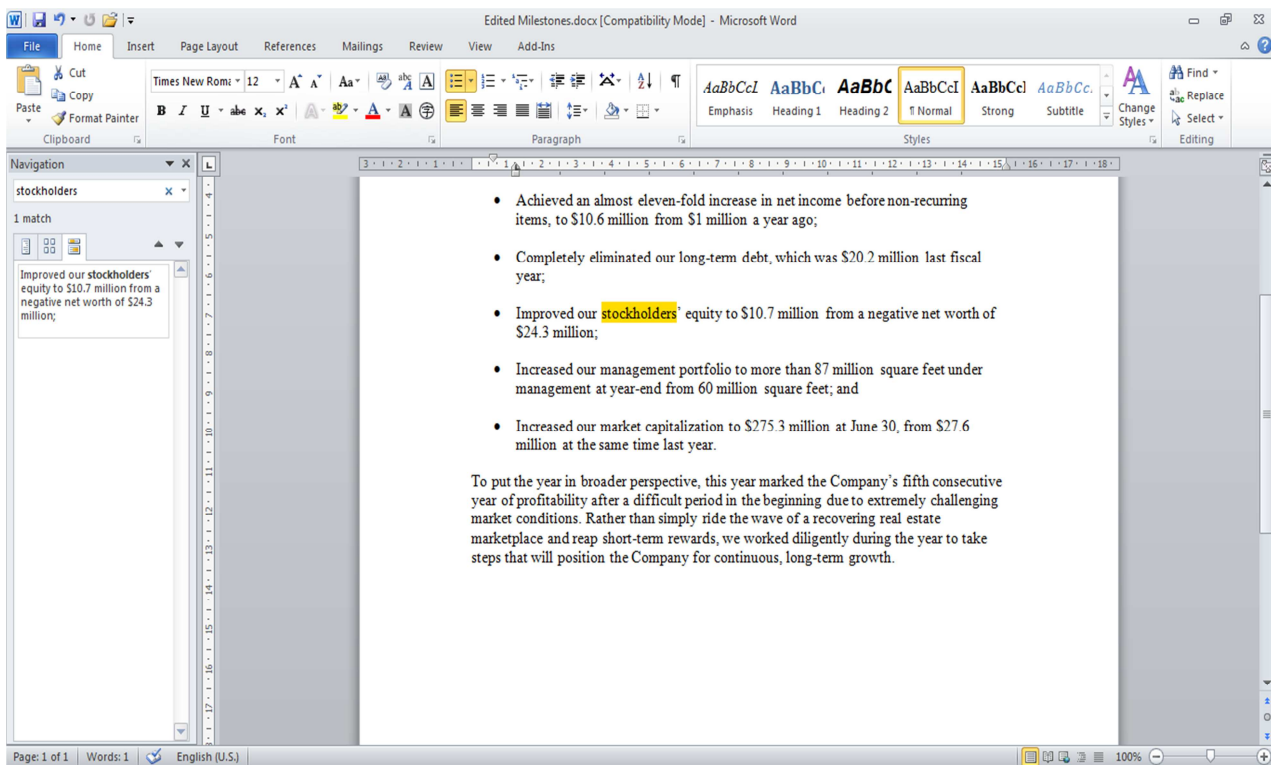
Expanding a Search to Include Graphics, Tables, Charts and More...

Finding specific content in your Word document has always been fast & easy but here in Word 2010 the search functionality that's built-in has been vastly improved. **You can expand your searches to graphics, charts, tables, footnotes and more to quickly find what you need.**

To do this on the **Home tab** on the far right hand side, in the **Editing group**, click the **Find button**, this opens up the **Navigation pane** which appears on the left-hand side of your screen.



Enter a search term in the text box at the top of the Navigation pane, i.e. a word in the document, you don't have to hit enter or click anything the search functionality kicks straight in and will take you to the page where your search term appears and highlights the word in the document.



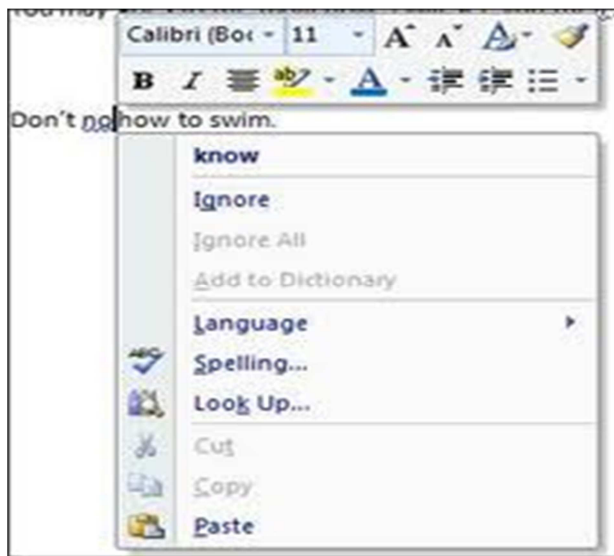
In the Navigation pane we also see some information like page number and a bit of context. You'll notice up and down arrows above the search results pane, this allows you to navigate through other matches found in the document. When you have finished working with a particular search, click the X in the 'Search Document' text box, this clears the Navigation pane for the next search.

To explore the enhanced functionality of the search feature, click the magnifying glass (right hand side of the Search document textbox.) This displays some additional options below the Find heading. Clicking Tables will find any tables you have in the document. When finished with the Table search, remember to click the X in the Search document textbox to be able to continue with a new search.

UNIT 3

Checking Spelling Contextually

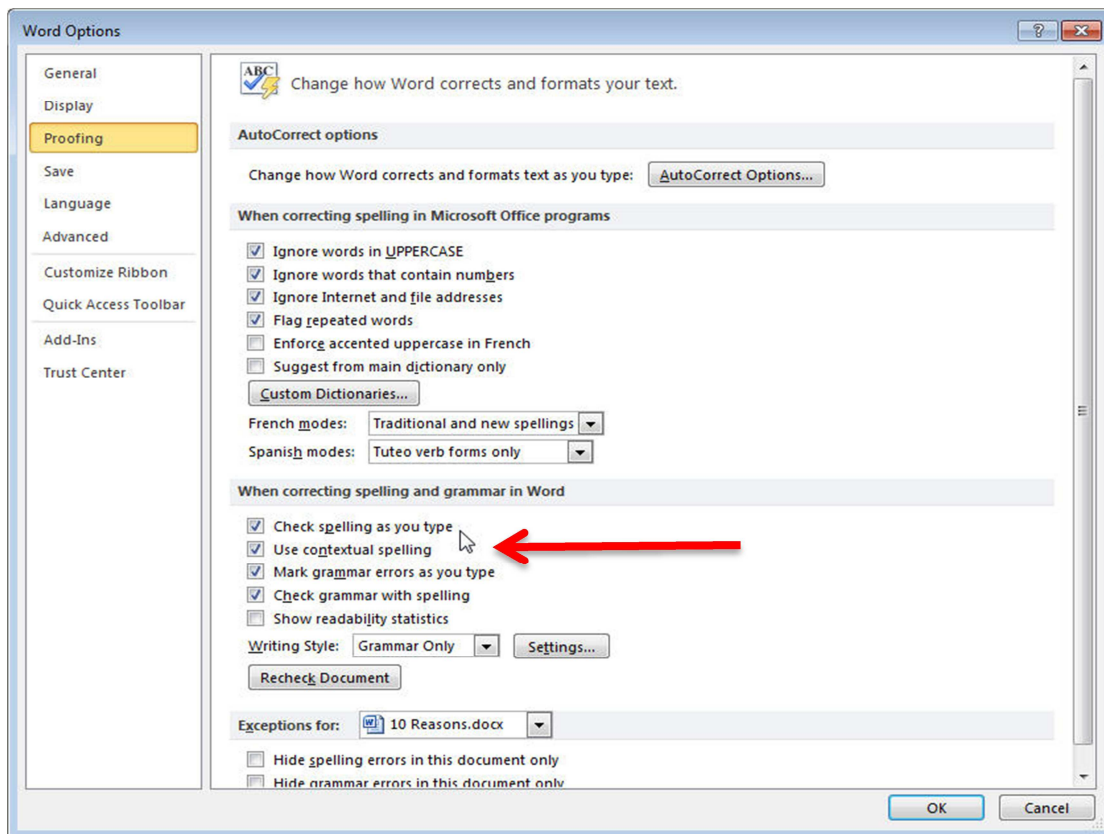
Traditionally, Word has done an excellent job of proofing your documents with built-in spelling and grammar checker. Here in Word 2010, the **context sensitive spelling and grammar screen reader** now corrects more spelling errors when the **word is correct in spelling yet used incorrectly in a sentence**.



The error is indicated by a wavy line underneath it. You can click into the word and then right click which presents a menu that shows some options for selecting spelling if you want to open up the spellchecker or ignore this option or even fix it with a suggestion from Word.

You can also check the document by going to the **Review tab** on the Ribbon and selecting **Spelling and Grammar**.

To have the option to **enable or disable the contextual spelling errors** by going to the **Backstage view** (File tab), selecting **Options**, within the Options dialogue box select **Proofing** from the navigation pane on the left hand side. Under the heading **When Correcting Spelling and Grammar in Word**, check or uncheck the **Contextual spelling' tick box**.

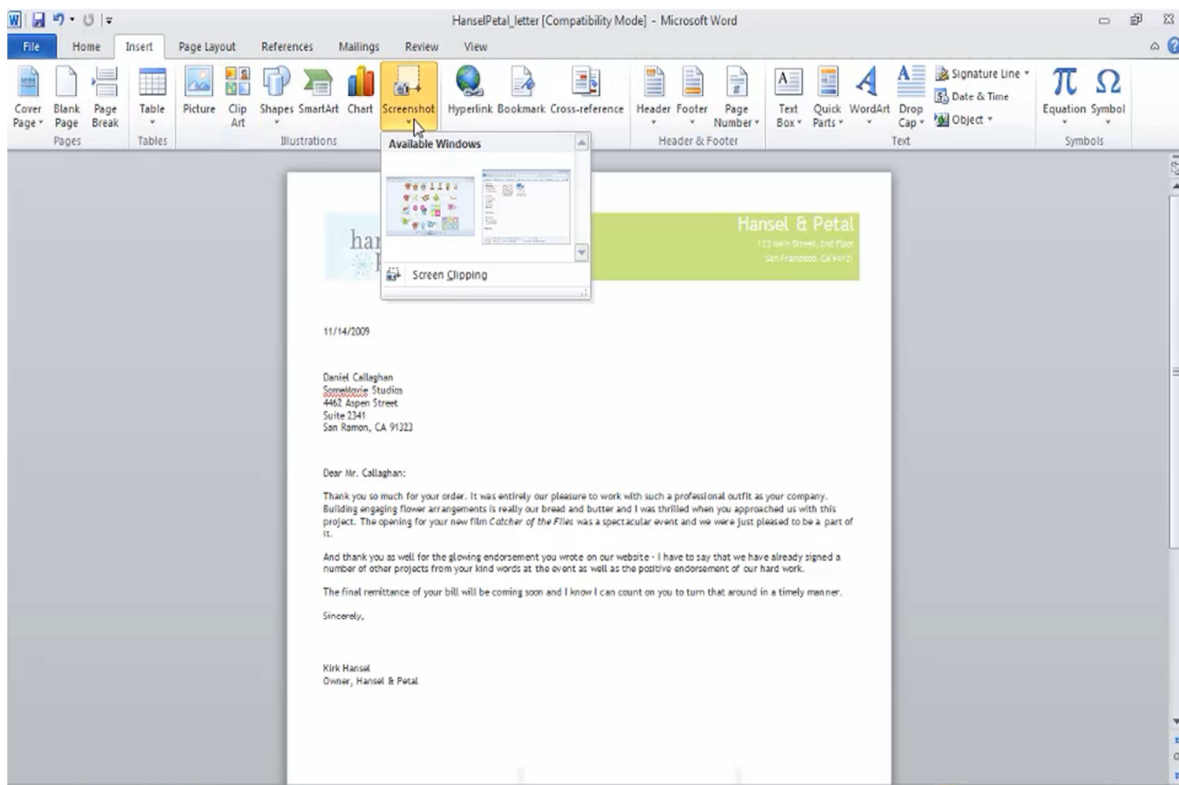


UNIT 4

Adding Screenshots to Your Work

Screenshots are pictures of another window or a portion of another window that you might want to copy and use somewhere else. In the past you would have to leave Word to get the screenshot. Now, with MS Word 2010 you can add screenshots to a document without ever leaving Word.

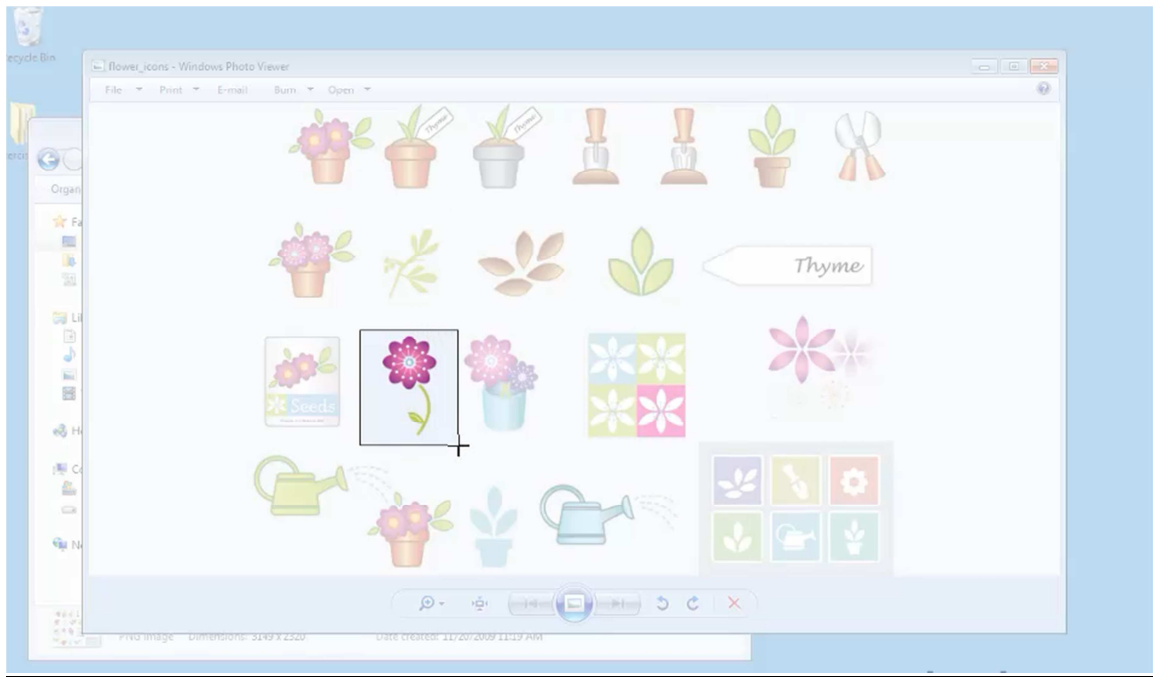
Open a window with the content of which you are using for the screenshot, i.e. a web page, another document, another application



Switch back to Word, going to the **Insert tab** on the Ribbon, where you'll find in the **Illustrations group** the **Screenshot command**, clicking this button will present some options.

You'll see the open windows on your computer; these are available windows if you wanted to add the entire window to your document.

Another option is to choose just a portion of an open window to add to your document, this can be done by clicking Screen Clipping and drawing a border around the portion of the window you want in your document.

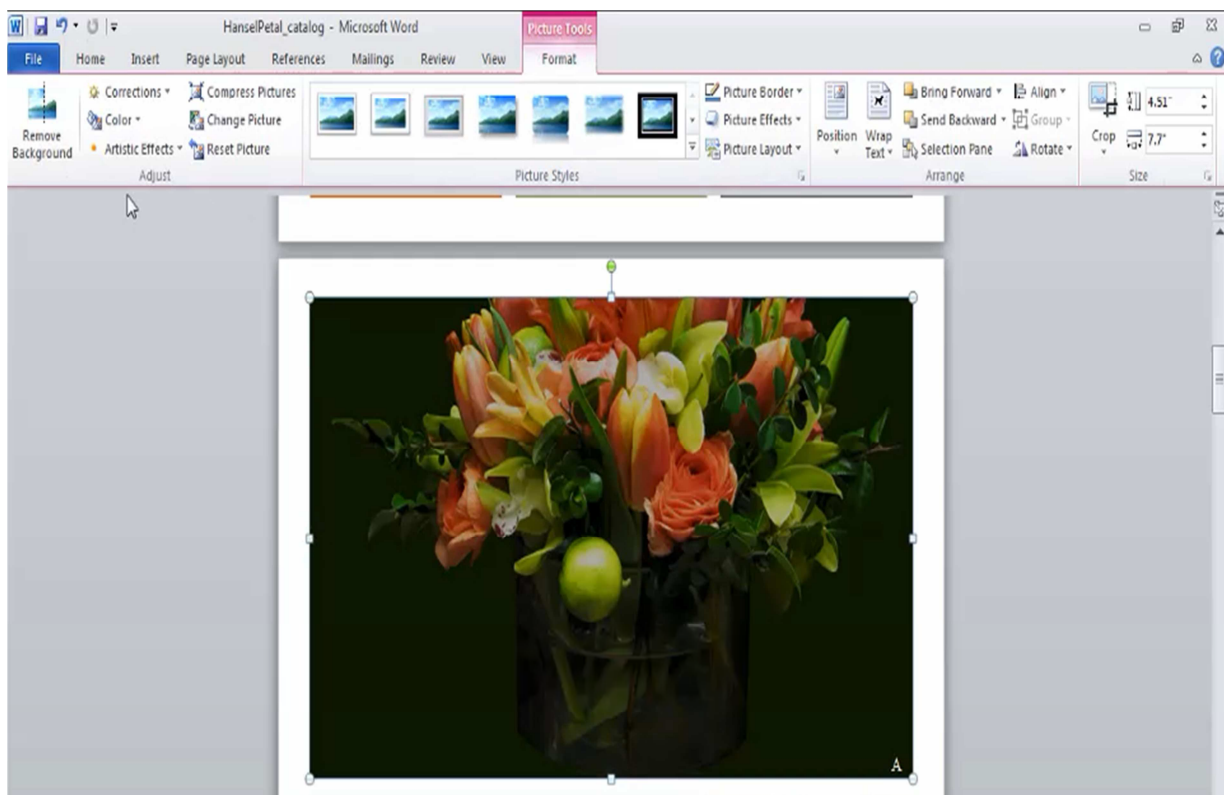


UNIT 5

Editing Images without Leaving Your Application

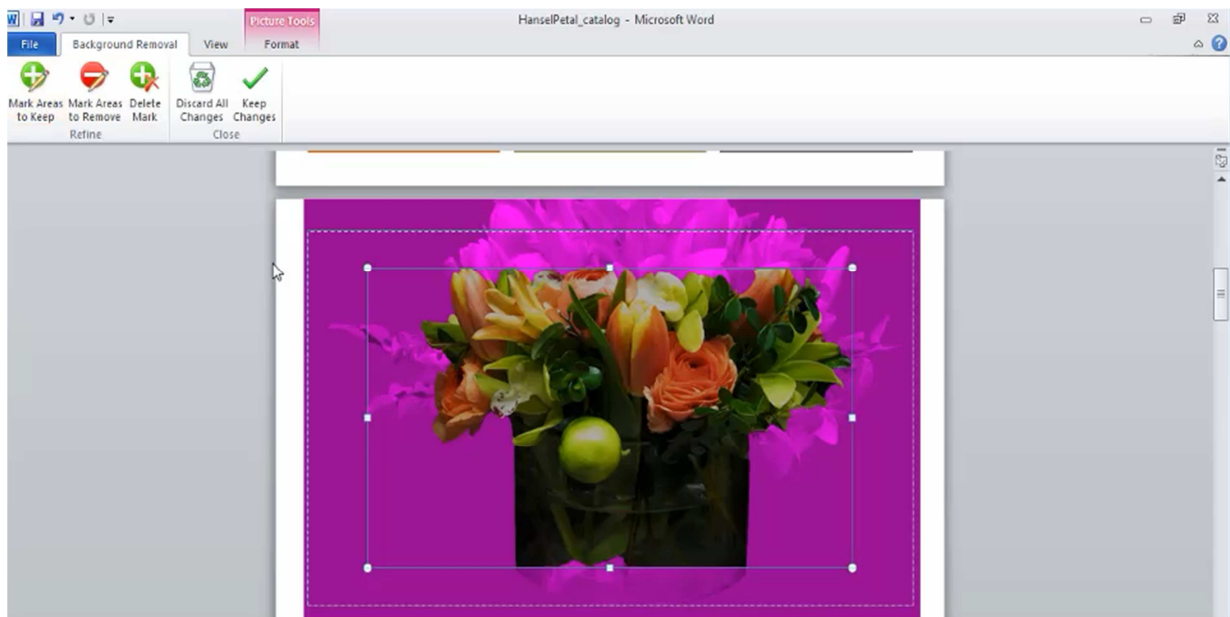
Word 2010 provides additional image editing tools built-in to the programme so you can edit your photos without using additional photo editing programmes.

Select an image in your document, this will expose the sizing handles around the outside of the image and the **Picture Tools contextual tab** on the Ribbon.

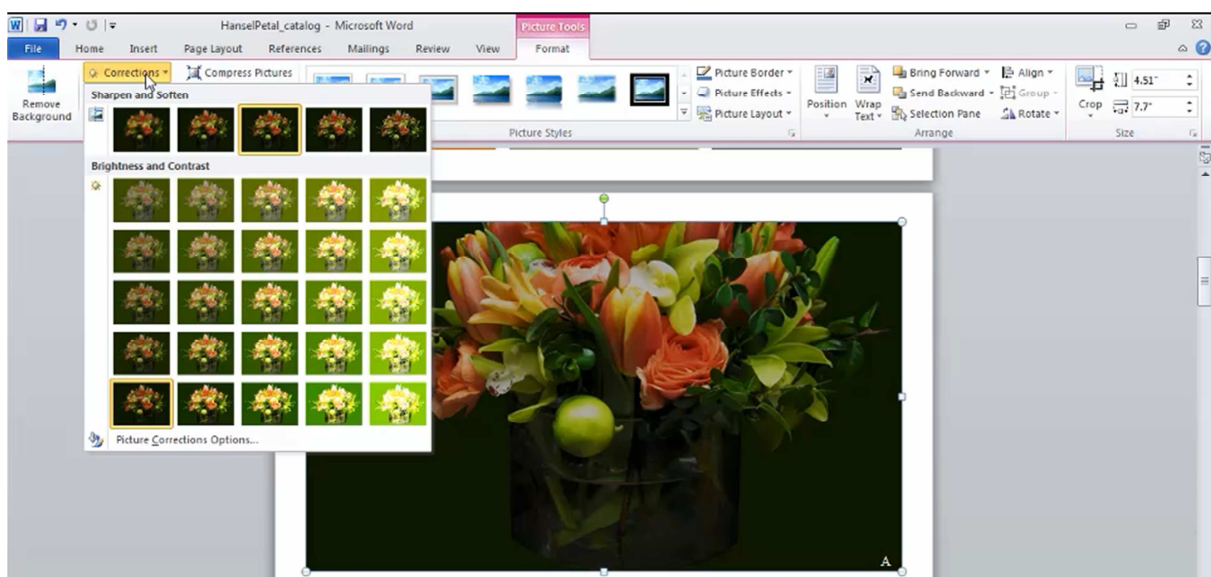


Clicking Picture Tools will introduce all the picture editing tools. On the left hand side you'll see the **Adjust group**, here you'll notice new tools to edit your image, such as:

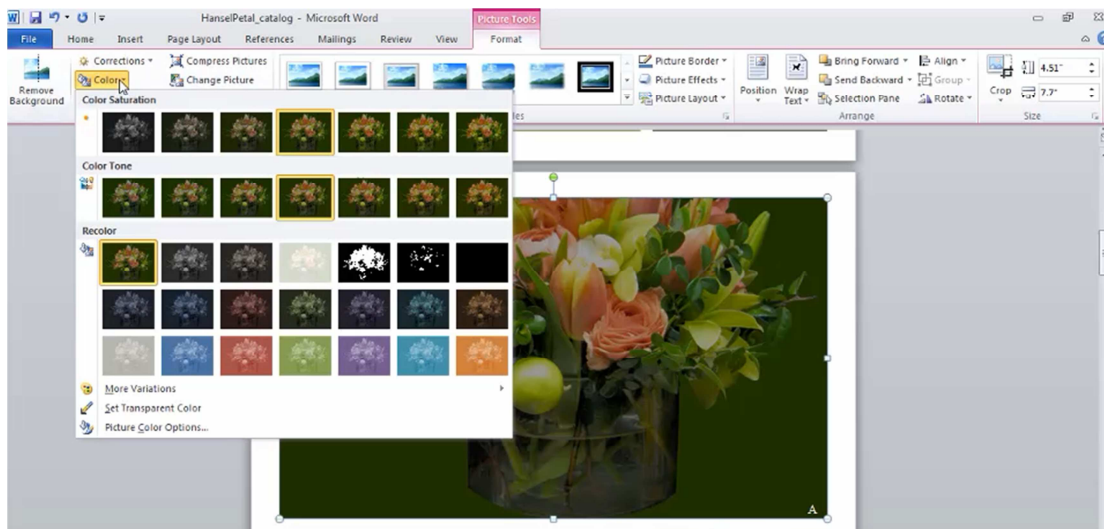
Remove Background



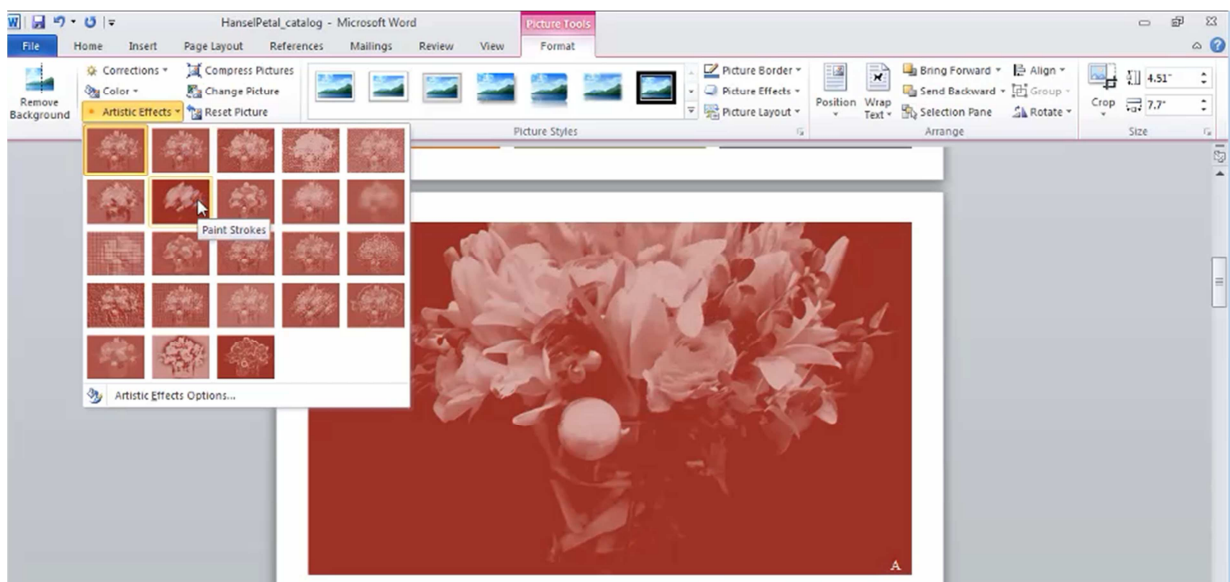
Corrections: Here you can sharpen or soften the image or change the brightness and contrast, you have preview thumbnails, as you hover over these you get a live preview in the document.



Colour: Here you have options for saturation, tone and re-colouring.



Artistic effects: Provide options such as blur, paint strokes, bubble and so on, also providing live preview by hovering over the preview thumbnails.



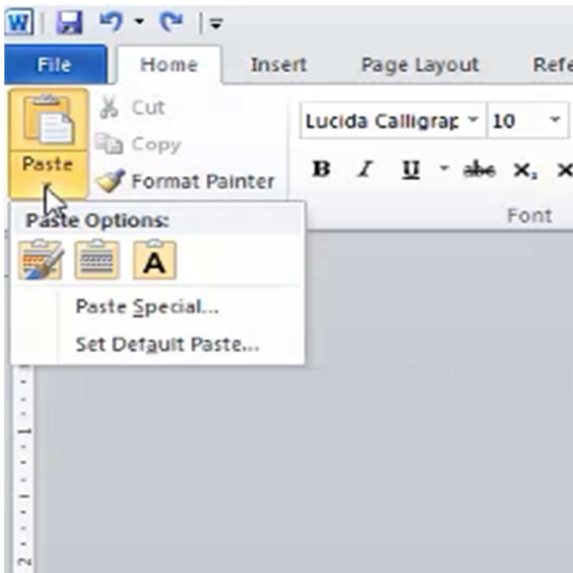
There are also other options such as **'Picture Styles'** where you can **add frames**, rearrange items, even crop them, all of this done right within Word so you don't need additional photo editing software.

UNIT 6

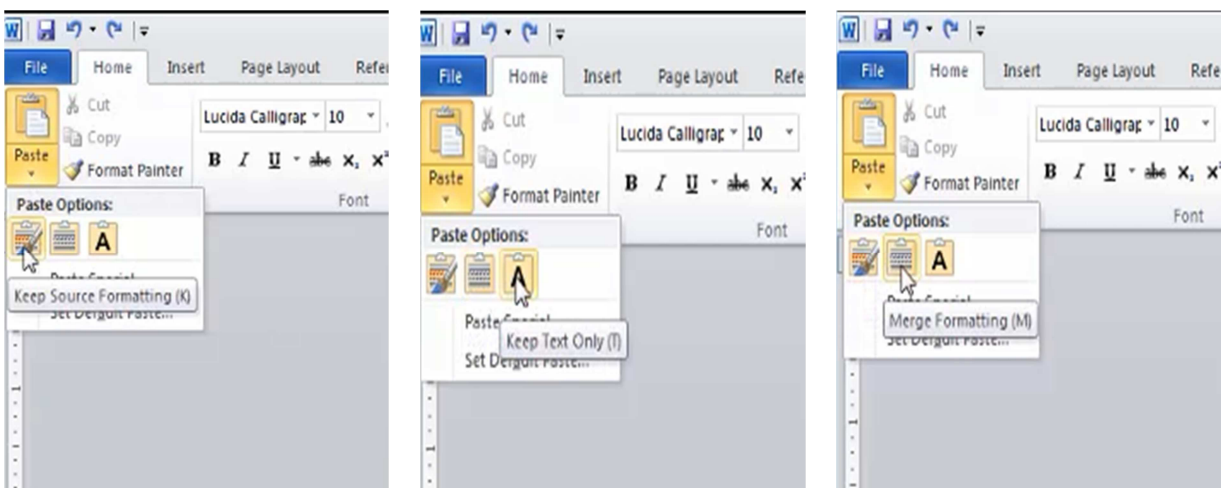
Previewing What You're Pasting

When it comes to re-using content across documents or even applications, you can save a lot of time in Office 2010 with **live preview** for available paste options.

Select the content to be copied, open the second document and click where you want the copied text to appear. On the **Home** tab click the **Paste button dropdown arrow** or right click and you'll see paste options defined by different icons.



As you hover over the icons you can see what that paste will look like in the document, select the appropriate option and the content is pasted.

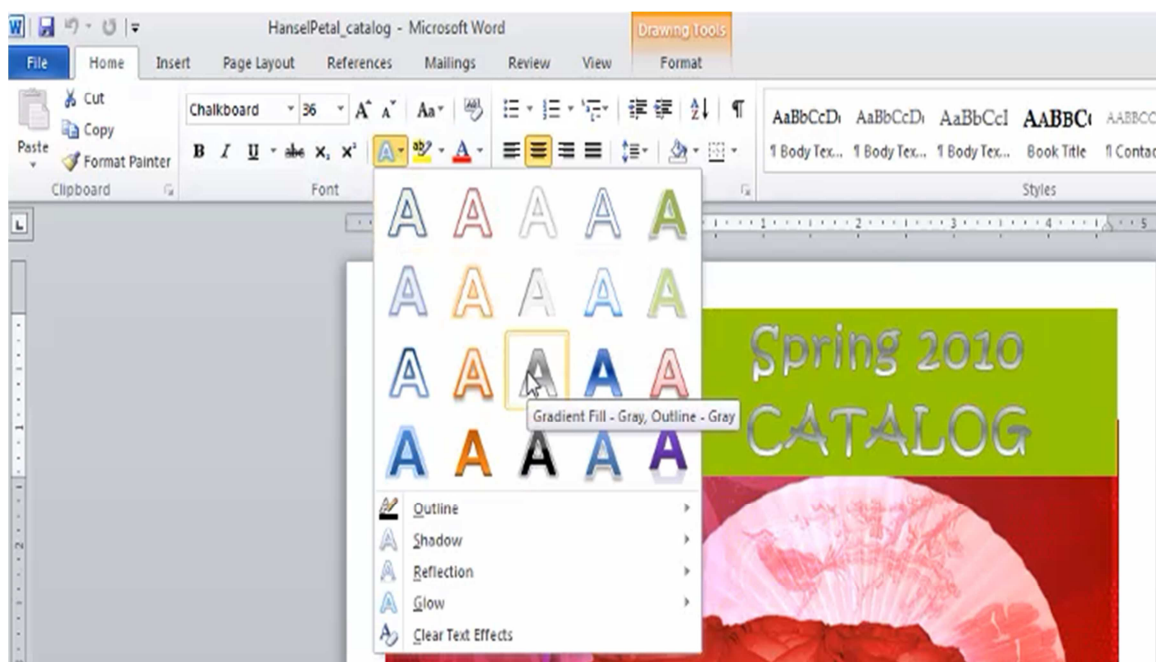


UNIT 7

Adding Flare with Improved Text Effects

If you like adding special effects to your text, the text effects in Word 2010 have been significantly improved, now you can add **glow**, **reflect** and **shadow** effects directly to your text.

Select the text you want to add effects to. On the **Home tab** in the **Font group** you'll find the **Text Effect button**. When you click this you'll see a number of presets, as you hove over these presets you will see a live preview in your document.



Below the presets you have the options to add reflections, glows, shadows, again all providing live previews as you hove over the different options

