



Word 2010 Introduction

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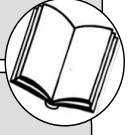


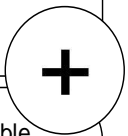

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Quick reference: Word shortcut keys

Command	Keystroke
Bold	Ctrl+B
Close	Ctrl+F4
Copy	Ctrl+C
Cut	Ctrl+X
Exit Word	Alt+F4
Font	Ctrl+D
Font grow/shrink 1 pt.	Ctrl+] or [
Help	F1
Help—What's This?	Shift+F1
Hyperlink	Ctrl+K
Italics	Ctrl+I
Justify—Center	Ctrl+E
Justify—Full	Ctrl+J
Justify—Left	Ctrl+L
Justify—Right	Ctrl+R
Line-spacing 1	Ctrl+1
Line-spacing 1.5	Ctrl+5
Line-spacing 2	Ctrl+2
List Bullet	Ctrl+Shift+L
New document	Ctrl+N
Open a document	Ctrl+O
Paste	Ctrl+V
Print	Ctrl+P
Print Preview	Ctrl+Alt+I
Repeat/Redo	Ctrl+Y
Underline	Ctrl+U
Underline—double	Ctrl+Shift+D
Save	Ctrl+S
Select All	Ctrl+A
Spelling and Grammar check	F7
Table—to column bottom	Alt+PgDn
Table—to column top	Alt+PgUp
Table—to row beginning	Alt+Home
Table—to row end	Alt+End
Undo	Ctrl+Z

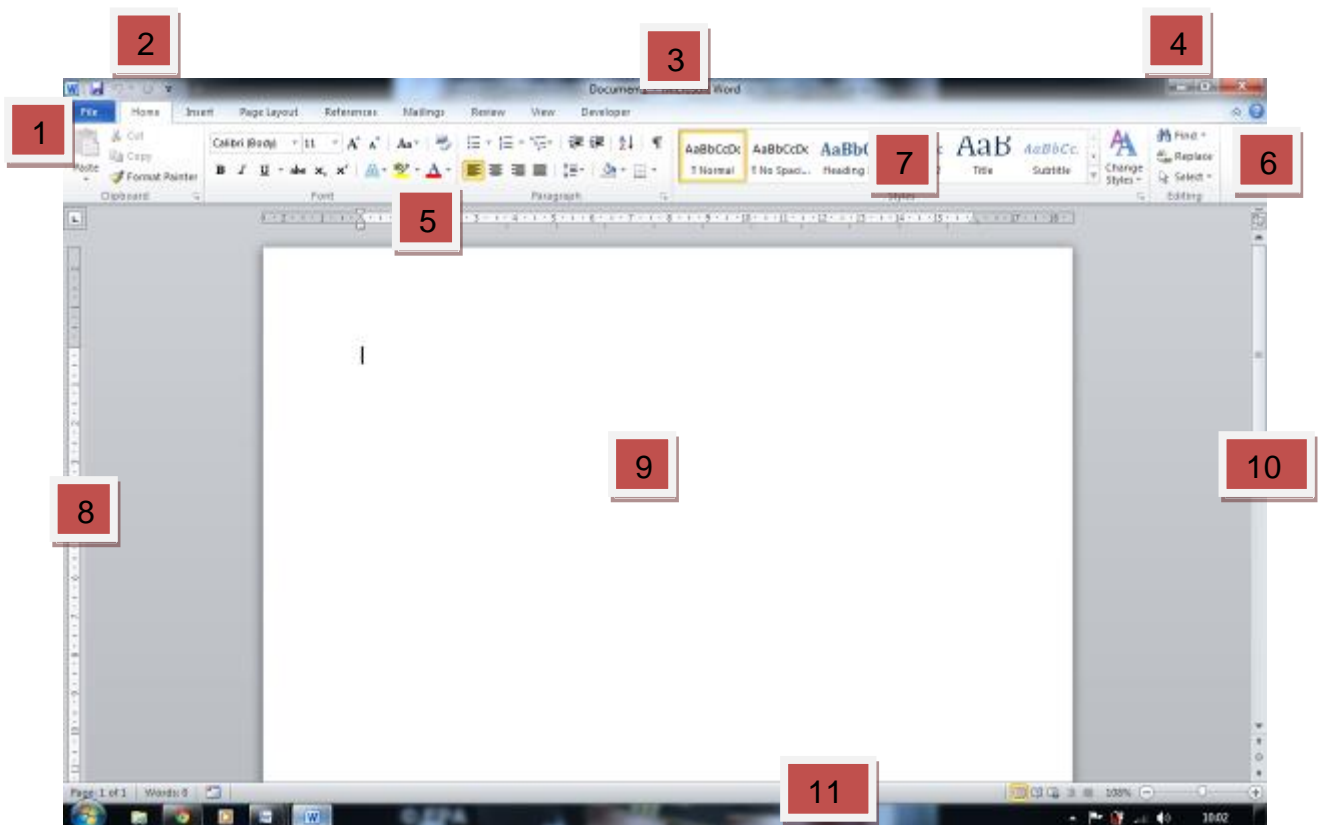
Unit 1 : Getting Started

Objectives

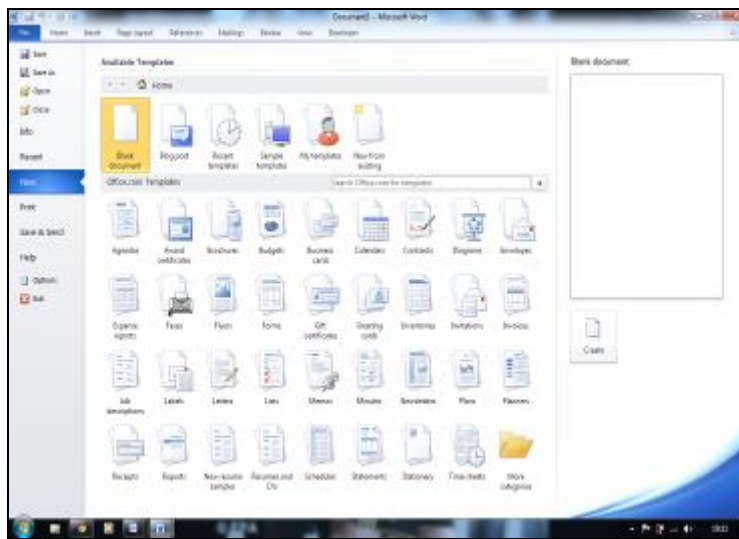
- Explain the elements of the Word window
- Create and save documents
- Access and use Help

Elements of the Word window

1. File Tab (Backstage)
2. Quick Access Toolbar
3. Title bar
4. Minimise Window
5. Tabs
6. Ribbon
7. Group of buttons
8. Ruler
9. New document
10. Vertical scroll bar
11. Status bar

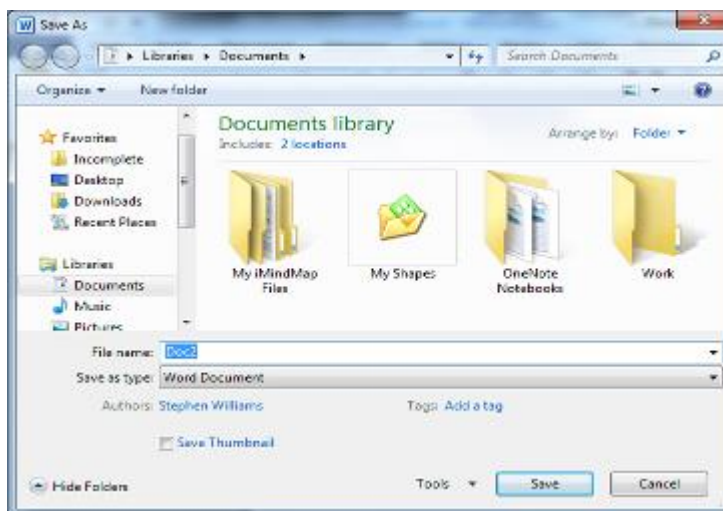


Create a new document



1. File Tab → New, or **Ctrl + N**
2. Blank document
3. Create

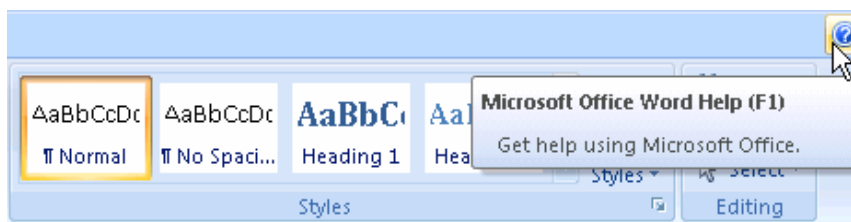
Saving a document




1. File Tab→ Save, or **Ctrl+S**
2. Select Location to save to
3. Enter filename
4. Save

Use **Ctrl+S** to save additional changes made to your document

Using Help



Click  or press **F1** to launch Help

Notes

Practice Activity – Introduction to MS Word

1. Create a new document.
2. Type “I have learned the basics of using Word to create, save, and print a document. I also know how to use Help.”
3. Save the document as **My achievements**.
4. Find the Help topic on Opening a file.



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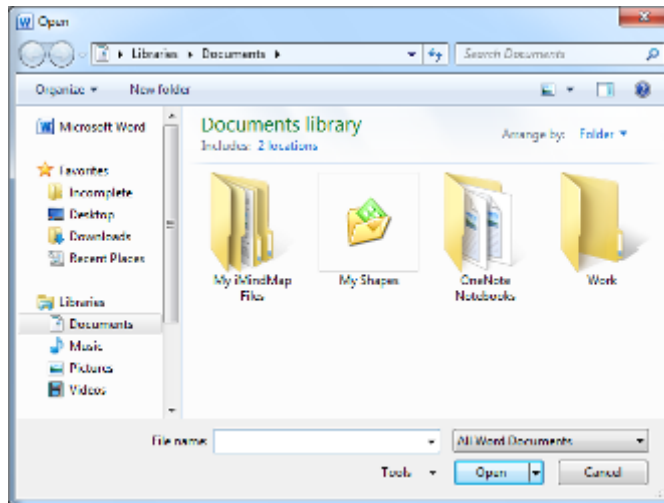
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Unit 2 : Editing Documents

Objectives

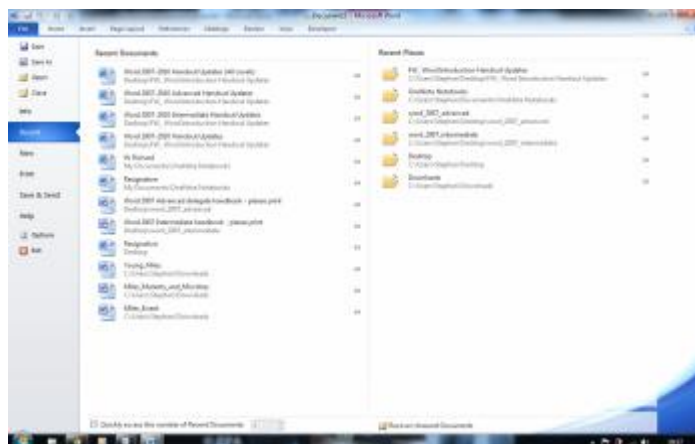
- Open and move around a document
- Use Word's AutoCorrect feature
- Edit text in a document
- Use the Undo and Redo commands
- Search for and replace text

Open a document



1. File Tab → Open, or **Ctrl+O**
2. Select the Location the file is saved in
3. Click on the file once
4. Open

Open a recently used document



- File Tab → Recent
- Select document from Recent Documents list

Navigating a document using the scroll bar

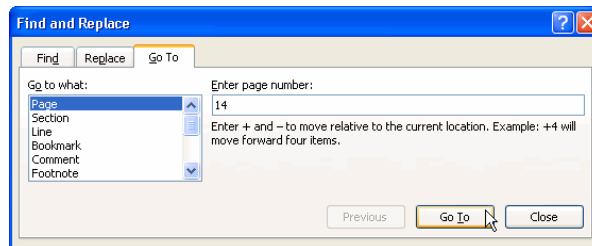
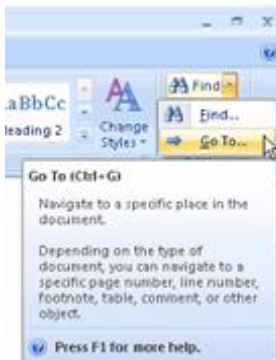


On the vertical scroll bar, click up or down arrows, or click on and drag place marker

Navigating a document using the keyboard

Page Up	Move up the document (toward first page)
Page Down	Move down the document (toward last page)
Home	Move to start of a line
End	Move to the end of a line
Ctrl+Home	Move to the start of the document
Ctrl+End	Move to the end of the document

Using Go To



1. Home tab → Find → Go to or **Ctrl+G**
2. Select Page on left
3. Enter page number
4. Go To

Notes

Edit text in a document

Backspace	Remove the character to the left of the cursor
Delete	Remove the character to the right of the cursor
Overtyp	Replaces text as you type Turn off or on by pressing Insert key or double-click on the letters OVR in the status bar at the bottom of the screen

Undo and Redo



Both buttons are located on the Quick Access toolbar.

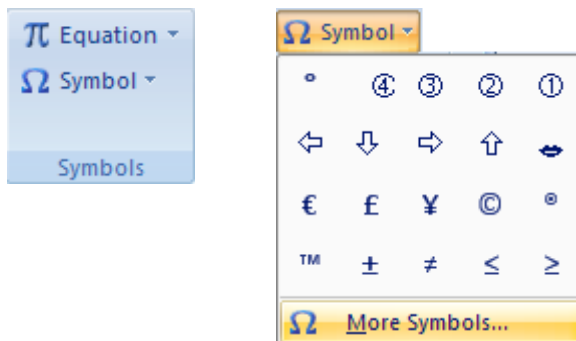


Undo reverses the previous action taken, shortcut is **Ctrl+Z**

Redo repeats actions that have been undone, shortcut is **Ctrl+Y**

Notes

Autocorrect feature

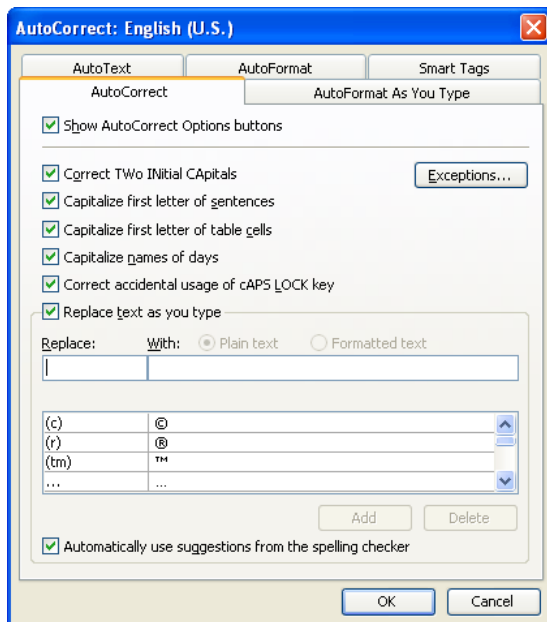
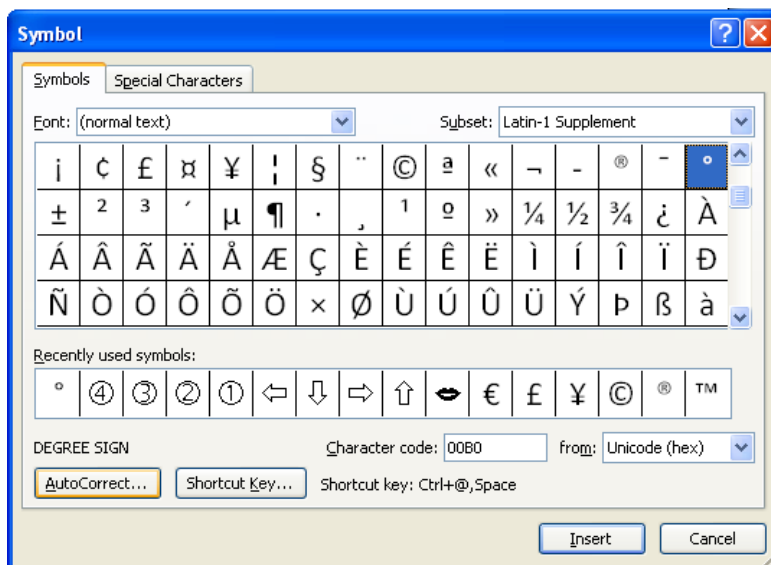


To view existing AutoCorrect entries:

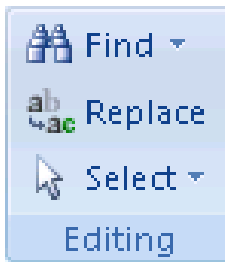
1. Go to Insert tab → Symbols group
2. Click Symbol and select More Symbols
3. Click AutoCorrect

To create an entry:

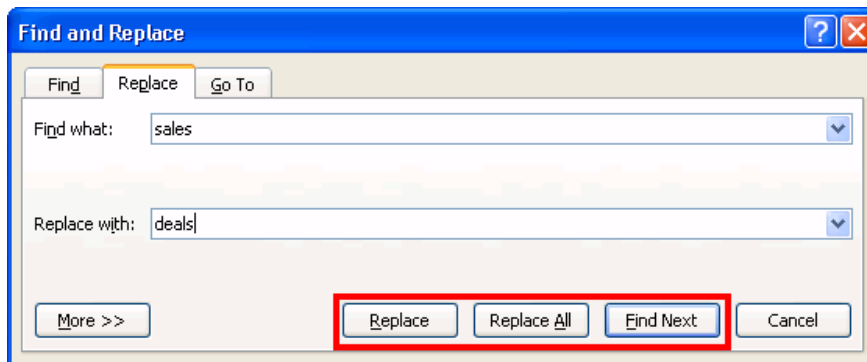
1. Type mis-spelt entry into Replace box, and correctly spelt entry into With box
2. Click OK.



Find and Replace



1. Home tab → Editing group
2. Use Find to search for a word; or Replace to replace one word with another



Use shortcut keys
Ctrl+F for Find
Ctrl+H for Replace

Practice Activity – Editing Documents

1. Open the file **Celebrate**.
2. Add an Autocorrect entry for the word Outlander; to change Otulander to Outlander.
3. Move to the heading The Project team on page 2.
4. Move the insertion point to the left of the P in “Project”. Type Otulander and press the spacebar.
5. Go to the top of page 3.
6. Overwrite the word Closing with Summary.
7. Use Undo to reverse your typing.
8. Save the document as **My Celebrate** and close it.



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Unit 3 : Moving and Copying Text

Objectives

- Select text by using the mouse and keyboard
- Copy and move text

Selecting text using the mouse

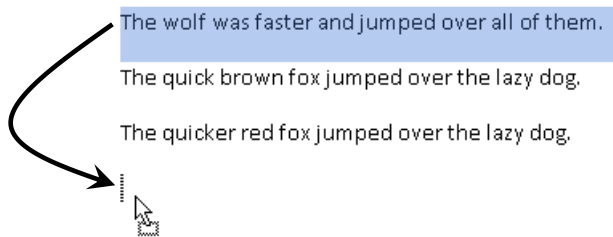
Select a word	Double-click on the word
Select a paragraph	Triple-click within the paragraph
Select several paragraphs	From left margin using 

Selecting text using the keyboard

Select a line	Ctrl+End (cursor positioned at start of line), or Ctrl+Home (cursor positioned at end of line)
Select a paragraph	Ctrl+Shift+Down Arrow (cursor positioned at start of paragraph), or Ctrl+Shift+Up Arrow (cursor positioned at end of paragraph)
Select whole document	Ctrl+A

Notes

Move or copy text using the mouse



The quick brown fox jumped over the lazy dog.

The quicker red fox jumped over the lazy dog.

The wolf was faster and jumped over all of them.



To **move** select text, then click on the text and drag to the new location.

To **copy** select text, then hold down the **Ctrl** key. Click on the text and drag to the new location.

Move or copy text using Cut, Copy and Paste



Cut



Paste

1. Select text
2. Home tab → Clipboard group
3. To move, select Cut or **Ctrl+X**

To copy, select Copy or **Ctrl+C**

4. Position cursor where the text is to go
5. Select Paste or **Ctrl+V**

Notes

Practice Activity – Moving and Copying Text

1. Open **Info**.
2. Select the heading The Project Team and related text up to the heading To-do list.
3. Move the selected text to the end of the document.
4. Search for the word 'find' and replace it with 'identify'.
5. Save the document as **My info**.
6. Close the document.



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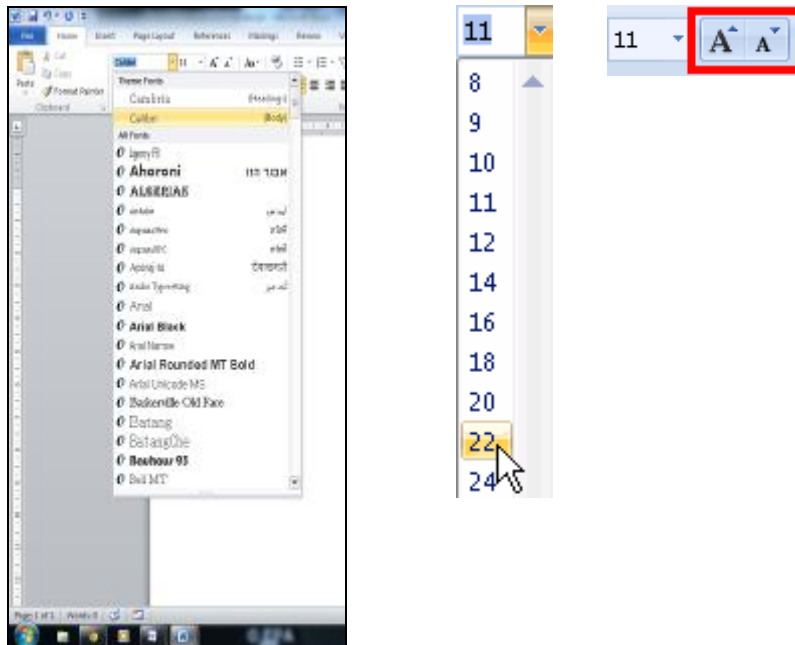
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Unit 4 : Formatting Characters and Paragraphs

Objectives

- Use character formatting to enhance text
- Use basic paragraph formatting to enhance a document's appearance
- Use tabs in a document

Applying character formatting – font and font size



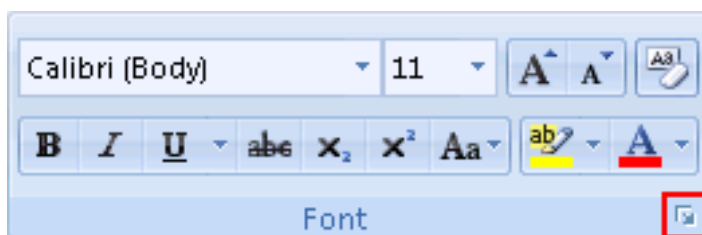
1. Select the text to be formatted
2. Home tab→Font group→select font or font size


Shortcut keys

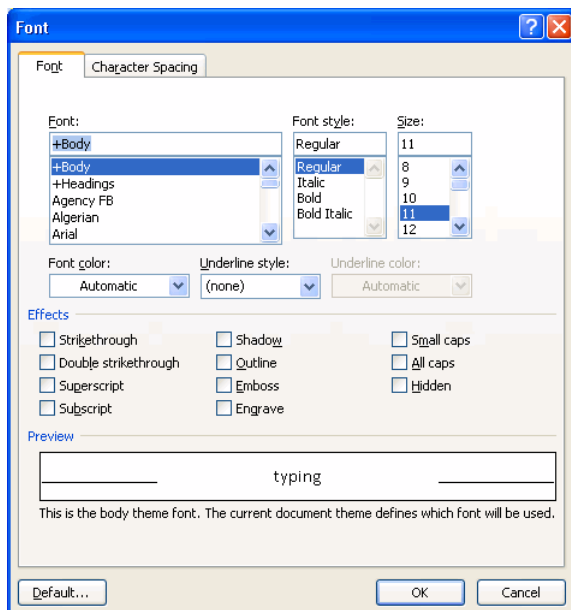
Select text and use

- **Ctrl+]** to increase font size by 1pt
- **Ctrl+[** to decrease font size by 1pt

Other character formats



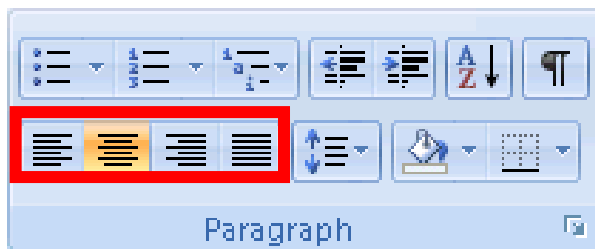
1. Select the text to be formatted
2. Home tab→Font group→click  in bottom right of Font group



From the Font dialogue box effects such as:

- Strikethrough
 - Superscript
 - Subscript
 - Shadow
- can be applied.

Using paragraph formats



Paragraph formatting commands can be found on the Home tab→Paragraph group.

View paragraphs



Click the Show/Hide button in the Paragraph group to reveal paragraphs and other non-printing characters in a document.

Paragraph alignment



Left alignment
Ctrl+L



Right alignment
Ctrl+R



Centre alignment
Ctrl+E



Justify alignment
Ctrl+J

To change alignment:

1. Select the paragraph(s) to be aligned.
2. Click an alignment button in the Paragraph group.

Left

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

Right

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

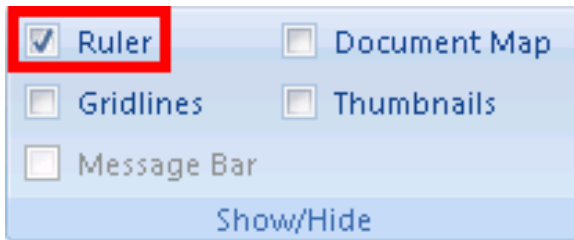
Center

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

Justified

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

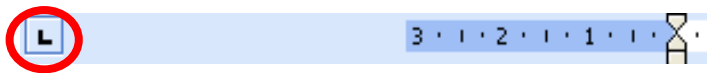
Tabs – viewing the ruler



Ensure the ruler is visible near the top of the screen:

View tab → tick Ruler checkbox in Show/Hide group.

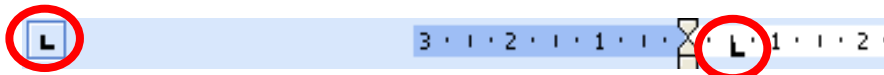
Selecting a tab type



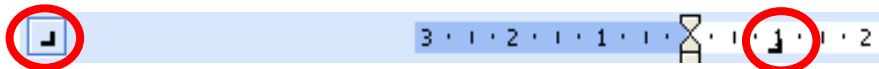
To select a tab type, click on the tab button to the left of the ruler to cycle through different tab types.

Types of tabs

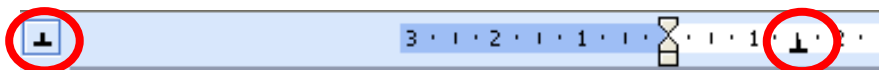
Left tab	Text starts at the tab position and flows to the right as you type.
----------	---



Right tab Text starts at the tab position and flows to the left as you type.



Centre tab Centre of the text is at the tab position.

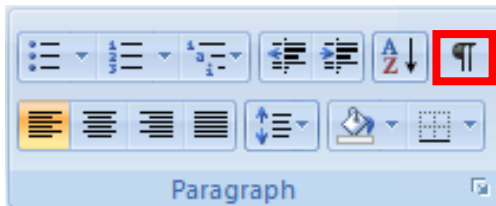


To set a tab:

1. Select the tab type at the left of the ruler.
2. Click on the ruler at the point where the tab is to be positioned.
3. Press the **Tab** key to shift the cursor to the tab position; and begin typing.

Notes

Viewing tabs



Memo¶

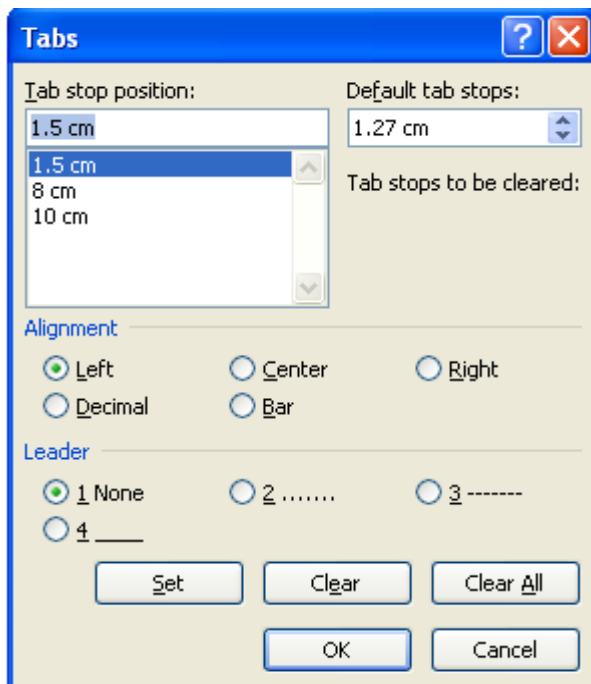
¶

To: → All-staff

→

From: → Aileen

Working the tabs dialogue box



To view tabs on the screen:

1. Go to the Home tab→Paragraph group.
2. Click the Show/Hide button.

Tabs will show as small arrows.

To change current tab settings, or remove tabs:

1. Double-click on a tab marker on the ruler.
2. Select the tab stop to be altered or removed from the list of tab stops on the left.

Now the alignment for the selected tab can be changed; or the tab can be cleared.

Notes

Practice activity – Formatting Characters and Paragraphs

1. Open **Status report**.
2. Select Status Report at the top of the page and apply the following character formats: Arial, 14pt, Bold.
3. In the first paragraph under the memo heading, apply an italic format.
4. Set a left aligned tab stop at 5cm for the lines TO: FROM: and RE:
5. Justify the first paragraph under the double line and set the line spacing to 1.5 lines.
6. Bold the heading The consultant team.
7. Repeat the formatting for the headings What's done and Still left to do.
8. Apply bullets to the items under the headings What's done and Still left to do.
9. Set a left indent at 1.5cm and a right indent at 11cm for the paragraph under Kathy Sinclair.
10. Repeat the indents for the paragraphs under Thomas Boorman, Solena Hernandez, and Susan Gianni.
11. Centre the heading Status Report at the top of the page.
12. Save the document as My Status Report and close it.



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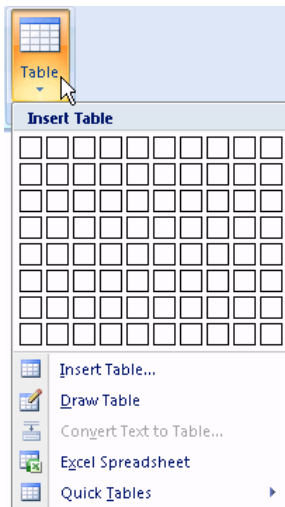
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Unit 5 : Creating and Managing Tables

Objectives

- Create tables in a Word document
- Edit the structure of tables
- Enhance the appearance of tables

Insert a table



	Column ↓
Row →	
	Cell

To create a table:

1. Go to the Insert tab→Table button.
2. Select the number of cells to be included by dragging the mouse over the grid;

or

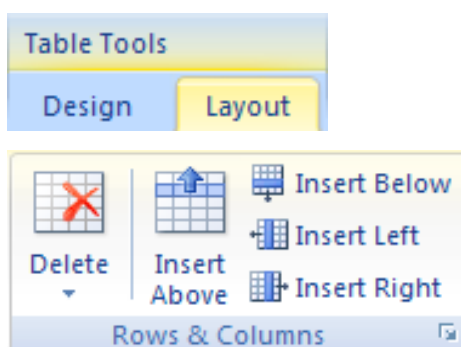
Select Insert Table.

To add text:

1. Click in a cell and type.
2. Press **Tab** to move to the next cell.

Inserting rows or columns

City	Max Temperature (°C)

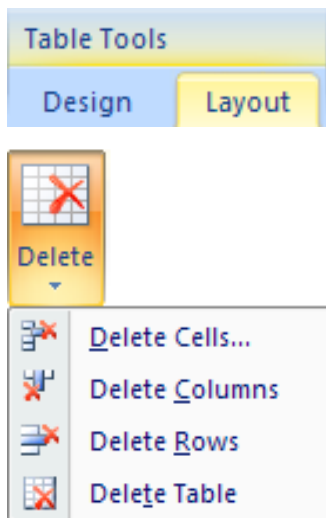


To insert additional rows or columns into a table:

1. Click in a cell next to where the row or columns is to be added.
2. Go to the Table Tools Layout tab→Rows & Columns group.
3. Click the appropriate Insert button.

Deleting rows or columns

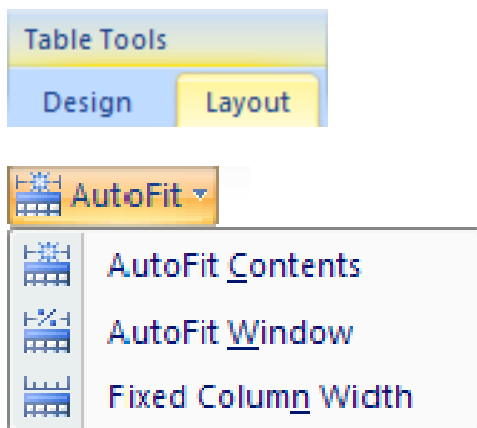
City	Max Temperature (°C)



To delete rows or columns from a table:

1. Click in a cell within the row or column is to be deleted.
2. Go to the Table Tools Layout tab → Rows & Columns group.
3. Click the appropriate Delete option from the dropdown arrow next to Delete.

Using AutoFit options

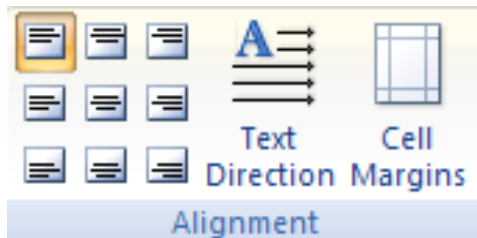


AutoFit options are used to adjust the size of the table columns automatically.

1. Click in a cell within the table.
2. Go to Table Tools Layout tab → Cell Size group.
3. Click the dropdown arrow next to the AutoFit button to select an AutoFit option.

Changing cell text alignment

City	Max Temperature (°C)



To align text within a cell:

1. Click in the cell containing the text, or select the column or row.
2. Go to Table Tools Layout tab → Alignment group.
3. Select the alignment option to be used.

Notes

Practice Activity - Tables

1. Create a new blank document.
2. Insert a table with 4 columns and 5 rows.
3. Add the text for the first 5 rows as shown in the sample table below.

Tea	Vendor	Order Status	Comments
Oolong	East Seas	In Route	2 Weeks late
Darjeeling	China Clipper	In Warehouse	Excellent quality
Earl Grey	House of Lords	In Warehouse	Not fresh – consider other options
House Blend	China Clipper	Shipping next Week	New product for this vendor

4. Add a sixth row at the bottom of the table.
5. Add the following text:
Tea: House Blend
Vendor: China Clipper
Order Status: Shipping next week
Comments: New product for this vendor
6. Select the first row.
7. Format the font as Arial, Bold, 14pt.
8. Centre the text in the first row.
9. Change the width of the last column to accommodate all the text on one line (use Autofit).
10. Save the document as **Tea**.
11. Close the document.



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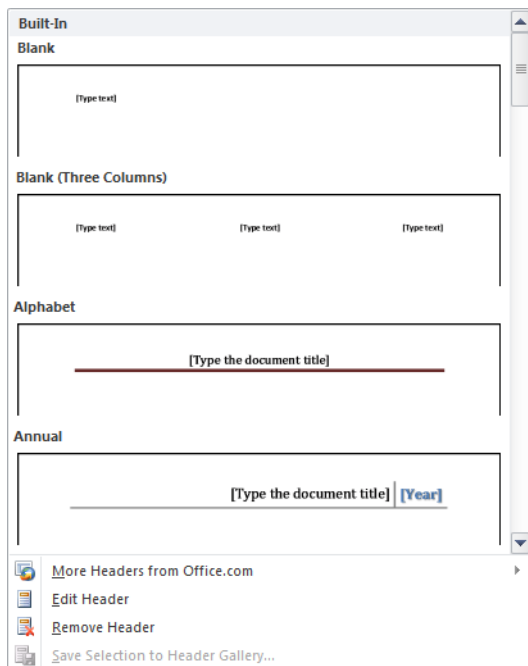
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Unit 6 : Controlling Page Layout

Objectives

- Add headers and footers to a document
- Set and change the margins for a document
- Add and delete manual page breaks

Accessing the header or footer



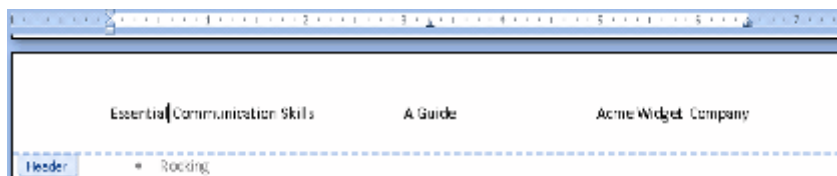
To access the header or footer:

1. Go to Insert tab → click Header button or Footer button.
2. Select a built-in option

or

Select Edit Header or Edit Footer.

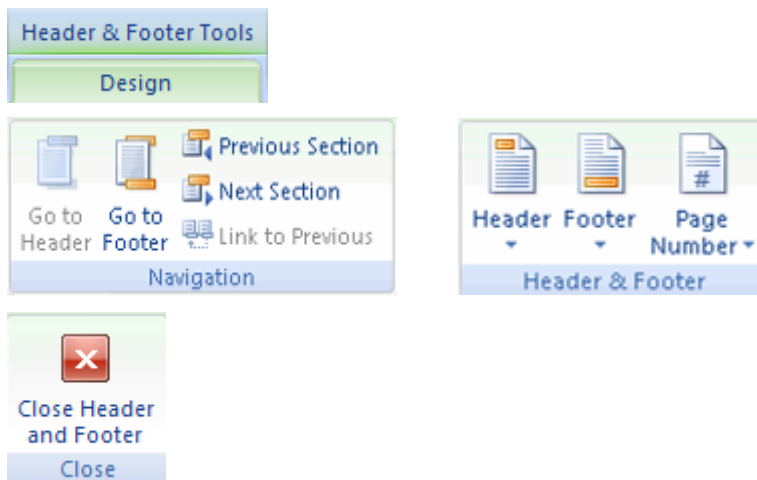
Editing the header or footer



Type into the header or footer, then use the Tab key to move across to the next tab stop position.

Notes

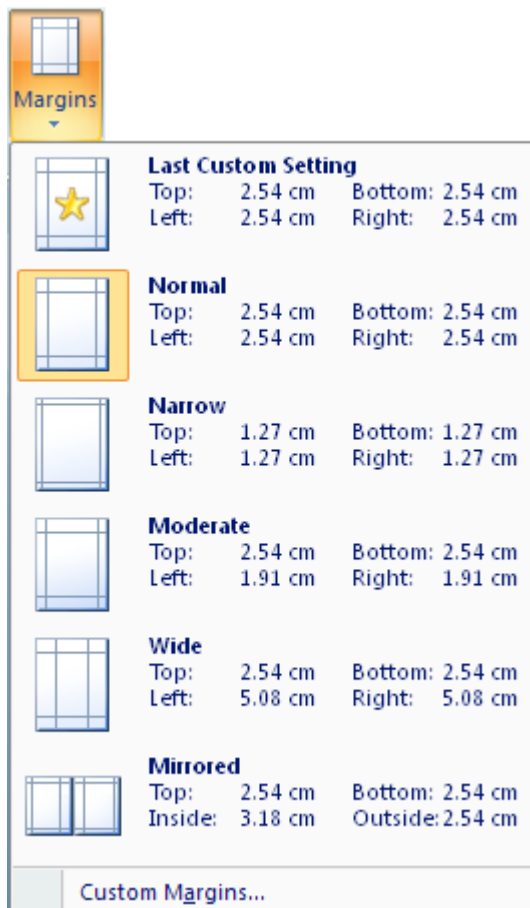
Navigating and inserting page numbering



On the Header & Footer Tools/Design tab:

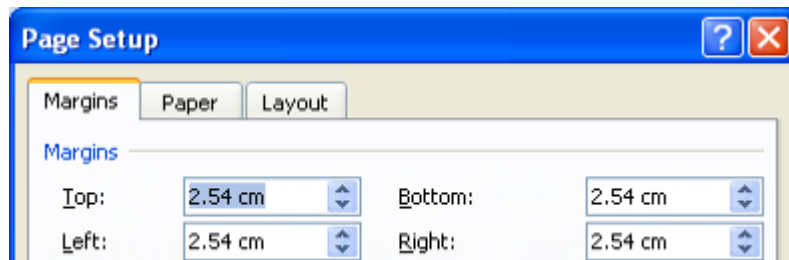
- Use the Go to Footer or Go to Header button to navigate between the two areas
- Use the Page Number button to insert page numbering
- Click Close Header and Footer to exit.

Changing document margins

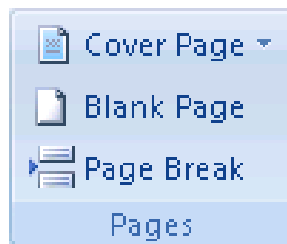


To change a document's margins:

1. Go to Page Layout tab→Page Setup group.
2. Click the Margins button.
3. Select from preset margin options; or use Custom Margins to enter margin sizes.



Inserting a page break



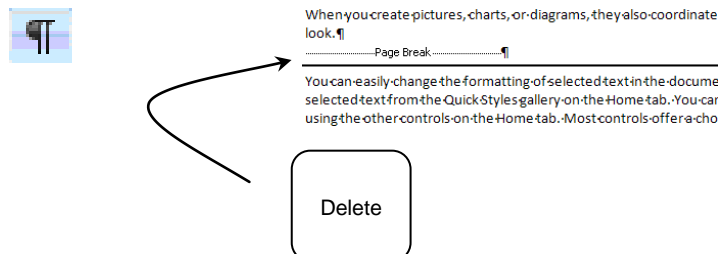
To insert a page break:

1. Click the cursor where the page break is to be positioned.
2. Go to the Insert tab → Page Break button.

Shortcut keys:

Ctrl+Enter to insert a page break.

Delete a page break



1. Turn on the Show/Hide button (Home tab → Paragraph group).
2. Click the cursor to the left of the page break.
3. Press the Delete button on the keyboard.

Practice activity – Controlling page layout

1. Open **James**.
2. Add the date to the centre of the header.
3. Add **Outlander Spices** to the footer.
4. Set all margins to 3cm.
5. Insert a page break above the heading “Progress to date”
6. Save the document as **My James** and close the file.



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Unit 7 : Using Proofing Tools

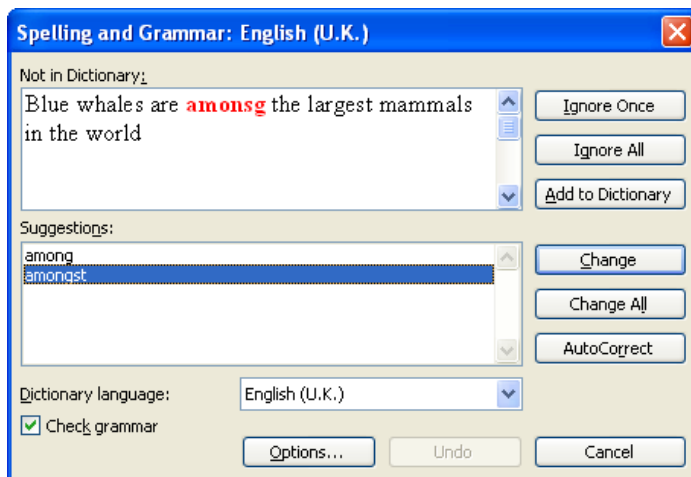
Objectives

- Use Word's Spelling and Grammar feature to proof a document
- Use Word's Thesaurus to find alternative words

Using the spelling and grammar checker



To launch the Spelling and Grammar checker, go to Review tab → Spelling & Grammar button

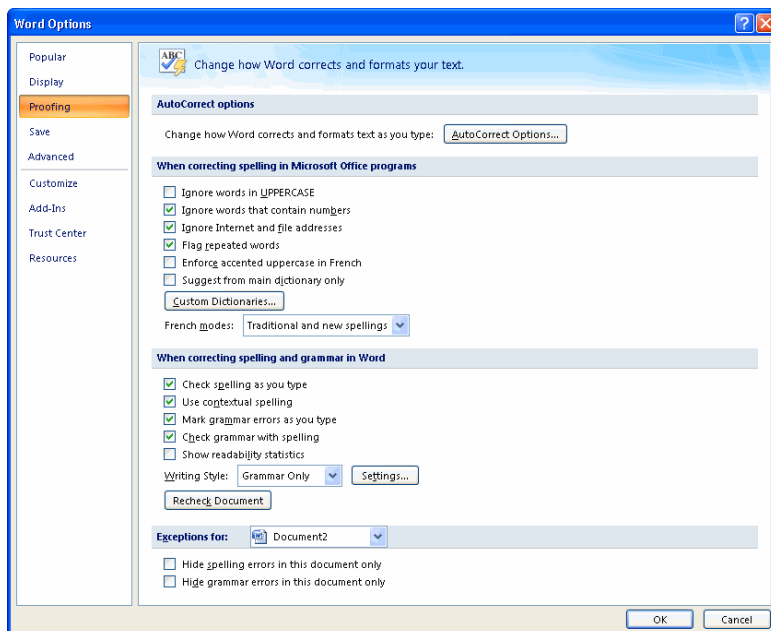


To ignore the suggestion, click Ignore Once or Ignore All.

Use Add to Dictionary to add a correctly spelt word to Word's dictionary (so the word won't come up as an error in future).

To correct an error to a suggested option, click Change or Change All.

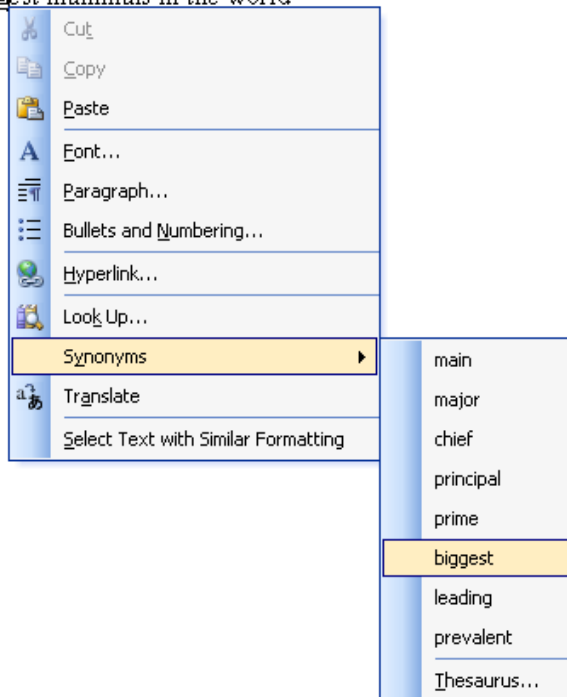
Spelling and grammar checking options



To change spelling and grammar options, go to Office button → Proofing category.

Using the thesaurus

the largest mammals in the world



To look up/use an alternative word:

1. Right-click on the word.
2. Go to Synonyms and select another word to replace the one currently used.

Practice activity - Using proofing tools

1. Open **Finalreport**.
2. Correct the spelling and grammar in the document.
3. Select the word “initial” in the 4th bullet.
4. Use Thesaurus to replace the word “initial” with a word of your choice.
5. Save the document as **My Finalreport** and close the document.



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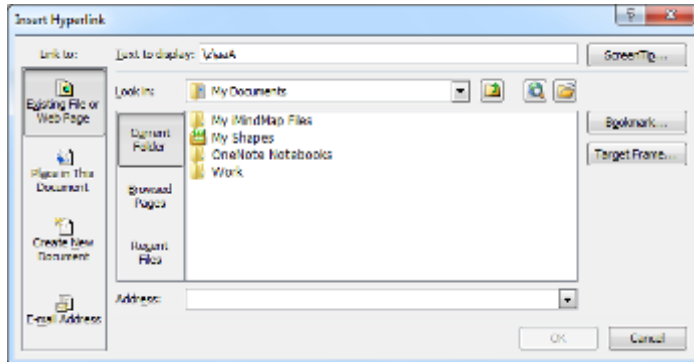
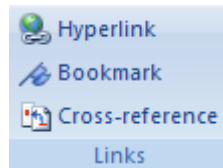
Unit 8 : Web Features

Objectives

- Saving documents as web pages
- Working with hyperlinks
- Emailing documents

Creating a hyperlink

See our web site



http://www.microsofttraining.net/
Ctrl+Click to follow link

[See our web site](http://www.microsofttraining.net/)

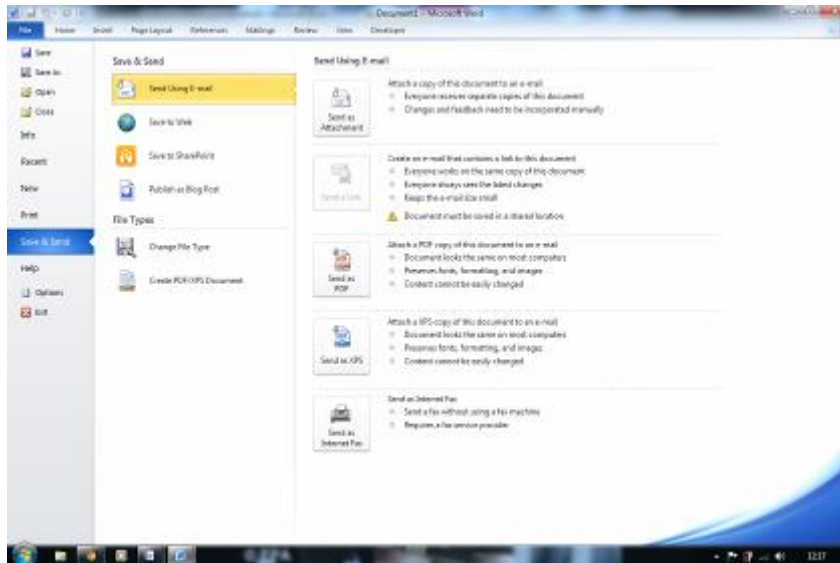
To create a hyperlink:

1. Select the text that is to become a hyperlink.
2. Go to the Insert tab → Links group.
3. Click the Hyperlink button.
4. Create hyperlink settings using the Insert Hyperlink dialogue box.
5. Click OK.
6. Use Ctrl+Click to test the hyperlink.

Shortcut keys:
Ctrl+K to access
Insert Hyperlink
dialogue box.

Notes

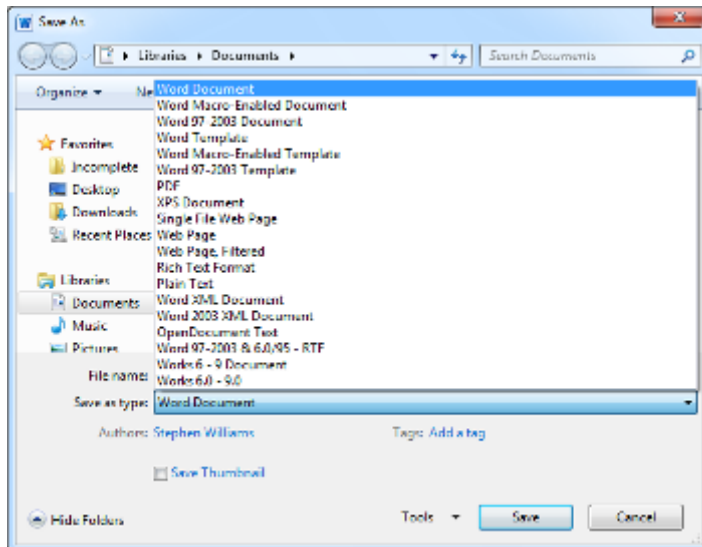
Emailing a document from Word (using Outlook)



To email an open document from Word using Outlook:

1. Go to File Tab→Send and save→Email.
2. A new Outlook email message opens, with the open Word file attached.
3. Enter recipients' email addresses and send.

Save a document as a web page



1. Go to the File Tab→Save As→Save As Type
2. Select Web Page as the file type under Save as type.
3. Save.

Save as type: Web Page

Notes

Practice Activity – Web Features

1. Open **Team**.
2. Save the file as a web page called **My Team**.
3. Open **My Team** in Internet Explorer.
4. At the bottom of the page, make the text **Back to previous page** a hyperlink to the file **My about us.htm**
5. Click the hyperlink to display the HTML file.
6. Close Internet Explorer.
7. Update and close the document.
8. Close Word.



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