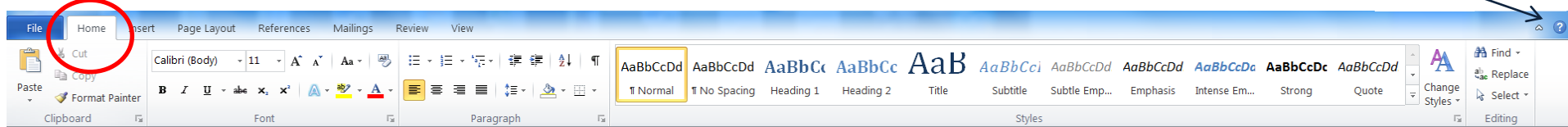


Introduction to Microsoft Word 2010, part 1

- Microsoft Word 2010 is word processing software
- When you open Word 2010, it automatically starts a brand-new document
- The blinking cursor (line) shows where you'll start typing
- Word organizes its tools into "ribbons"
- Upside-down triangles near tools open up more options
- Active options generally have an orange-yellow background
- Press the Enter key to go to the next line
- Press the Tab key to indent a line
- Use the backspace key or delete key to erase
- Your word count and page count appear at the bottom of the window for quick reference

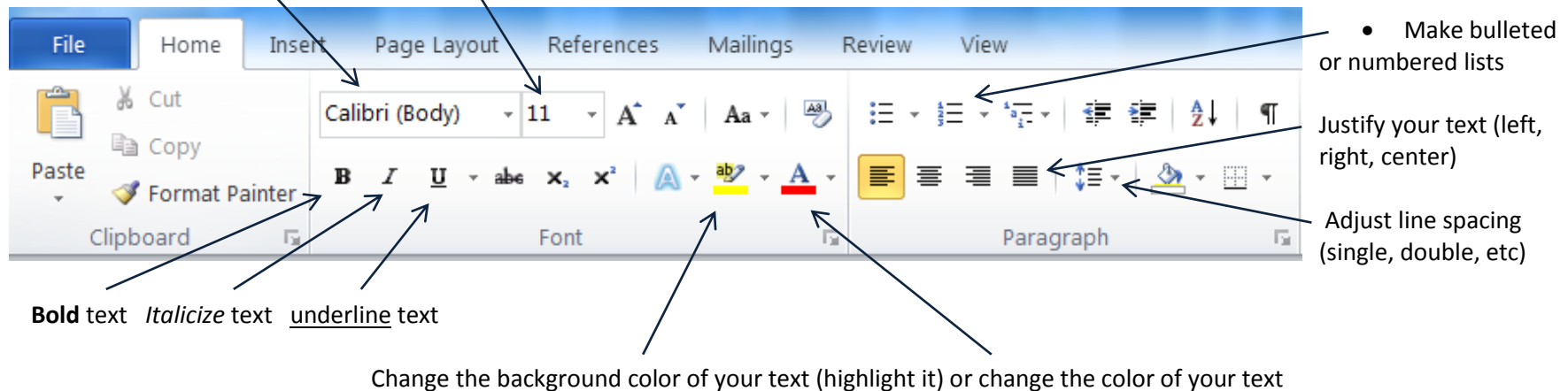
Home Ribbon



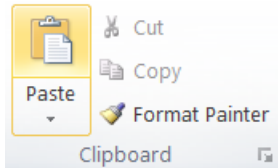
Change the way your document looks

You can either click on these options before you start typing, or finish typing and then go back and select the text you wish to change.

Change the look of your font (text) and change its size (10-12 is usual reading size)



Copy and paste text



1. Select your text
2. Click on Copy or Cut (copy keeps the text where it is and allows you to place a copy of it elsewhere; cut will take it out of its original place and allow you to place it elsewhere)
3. Click on the spot where you wish to copy or paste your text (you want to see the blinking cursor in your chosen spot)

4. Click on Paste

★ Keyboard shortcut: hold down the ctrl key and press the c key to copy, or x key to cut, or v key to paste. (ctrl+c, ctrl+x, ctrl+v)

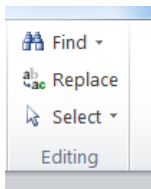
Undo and redo actions



The arrows in the upper left corner undo or redo actions.

★ Keyboard shortcut: undo an action by holding down the ctrl key and pressing the z key (ctrl+z)

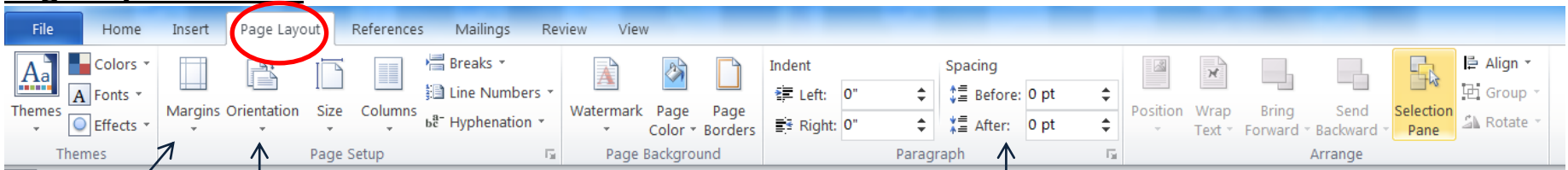
Select all text



Click on the word Select in the upper right corner of the Home ribbon, or hold down your left mouse button and drag it across all of your text

★ Keyboard shortcut: hold down the ctrl key and press the a key to select all text (ctrl+a)

Page Layout Ribbon

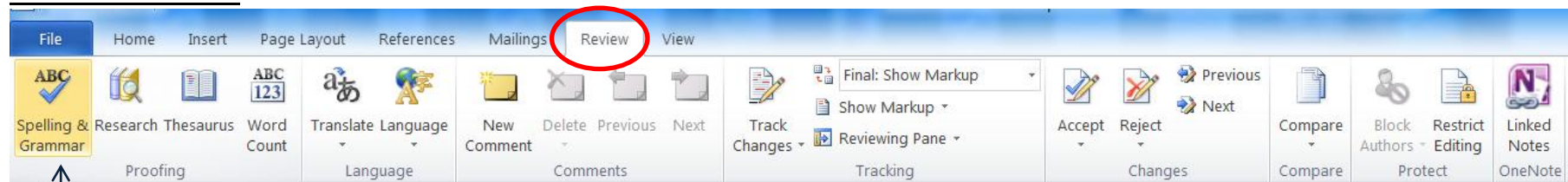


Adjust margins

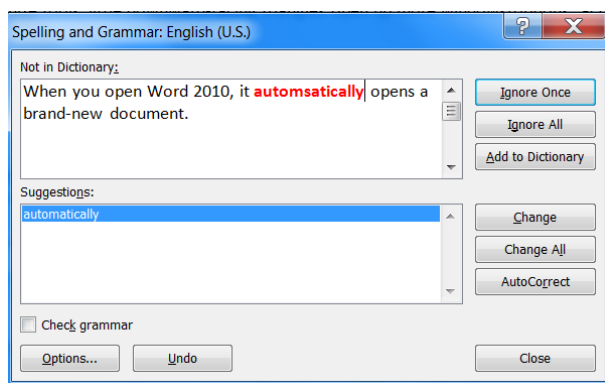
Switch orientation (landscape or portrait)

Adjust paragraph spacing (default is After: 10 pt; to minimize white space between paragraphs, switch this to 0 pt)

Review Ribbon



Spelling and Grammar

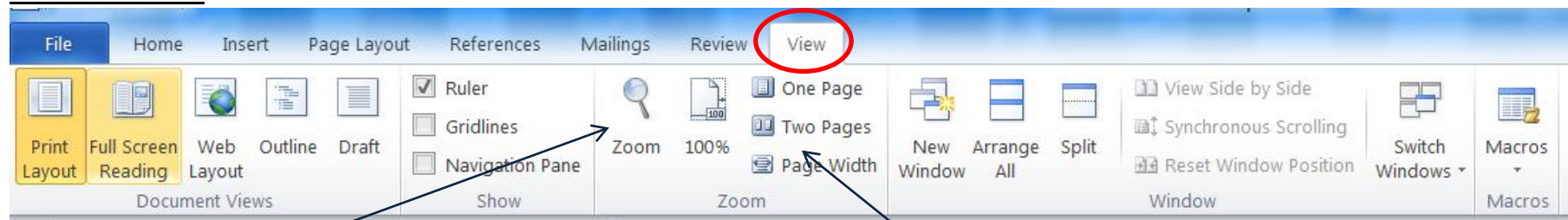


If you click on Spelling & Grammar, Word checks your document for spelling errors. When it comes across a misspelled word (or a word it doesn't recognize, like a person's name), it will give you suggested spellings. You have the options to ignore it once, ignore all instances of this word, to change it once, or to change all instances.

When you open Word 2010, it automatically opens a brand-new document.

Note: if you're typing something and you see a red or green squiggly line, click the right mouse button on the underlined word. This will show you alternative spellings that you can choose from.

View Ribbon



Change how big the text in your document appears on the screen by clicking on Zoom (won't affect how it prints)

View two pages at a time

File Ribbon

Note: in Word 2007, File is replaced by a circular icon:



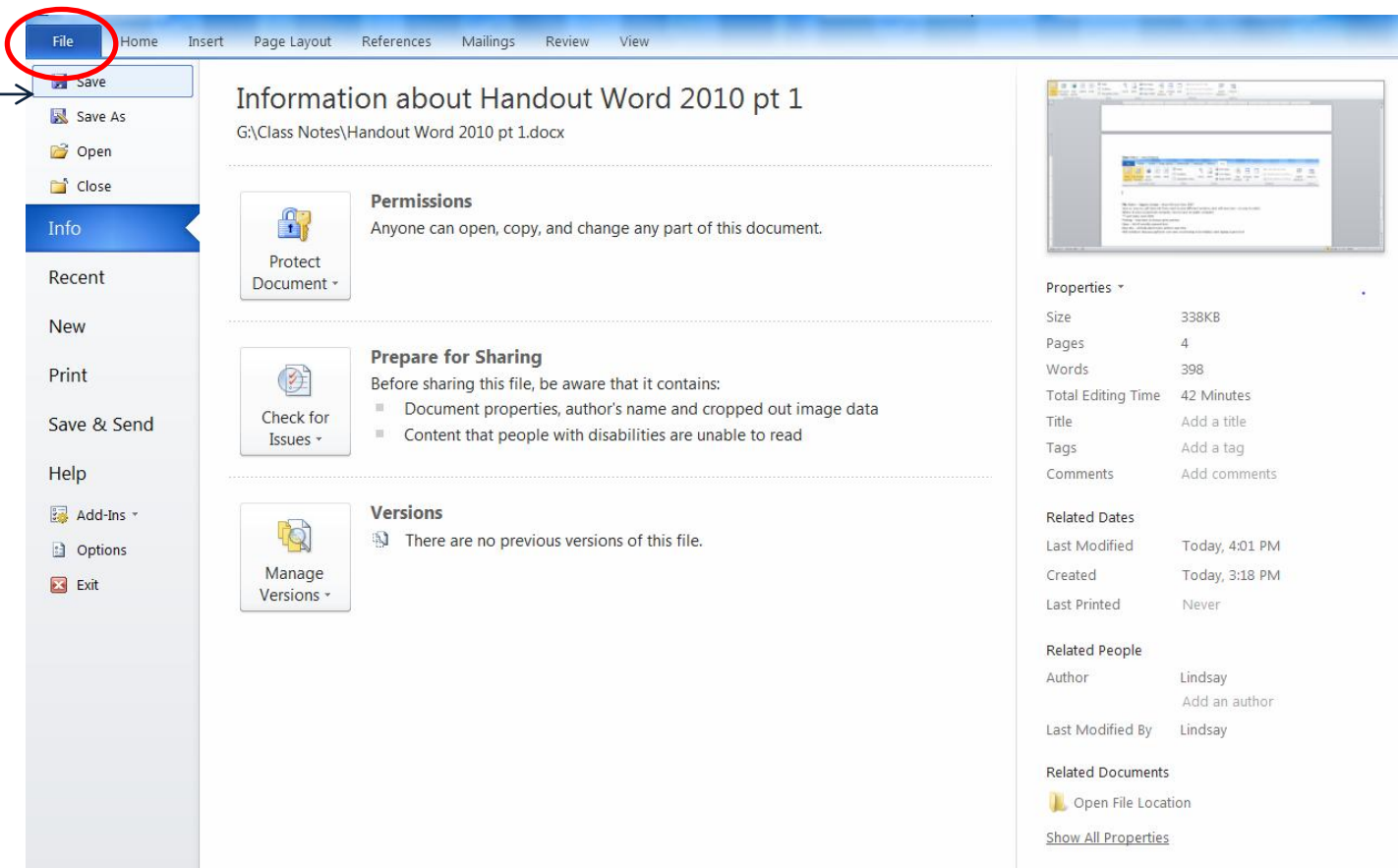
File opens up options to save your document, open other documents, start a new document, and print your document.

Saving

Use Save if you're comfortable overwriting the previous version of your document; use Save As if you want to make a new copy of your document (often used for drafts, changes you're not sure about, etc)

You cannot undo saves; if you're not sure about your changes, choose save as! And always **save early, save often!**

★ Keyboard shortcut: hold down the ctrl key and press the s key to save (ctrl+s)



Printing

Note: in Word 2007, you'll have to choose Print Preview if you wish to view your document before printing it.

The screenshot shows the Microsoft Word 2007 interface with the Print dialog box open. The 'Print' button in the File menu is highlighted with a blue arrow and the text 'Click here to print'. The 'Print' button in the Print dialog box is also highlighted with a blue arrow and the text 'You can change your print settings here. Type in specific page numbers to print if you don't want them all to print; you can also change orientation, page size, margins, and how many pages per sheet.' The 'Print' button in the Print dialog box is also highlighted with a blue arrow and the text 'Print preview'. The 'Print' button in the Print dialog box is also highlighted with a blue arrow and the text 'Number of pages in document (click the triangles to preview other pages)'. The 'Print' button in the Print dialog box is also highlighted with a blue arrow and the text 'Number of pages in document (click the triangles to preview other pages)'.

Click here to print

You can change your print settings here. Type in specific page numbers to print if you don't want them all to print; you can also change orientation, page size, margins, and how many pages per sheet.

Print preview

Number of pages in document (click the triangles to preview other pages)

Last updated 6/24/13