Microsoft Word 2010 – Level 1

1 – Getting to know Microsoft Word

CORPORATE **LEARNING & DEVELOPMENT**

GETTING TO KNOW MICROSOFT WORD

INFOCUS

Microsoft Word is a word processing application that is usually part of a suite of Microsoft applications, known as Microsoft Office.

You can use Word to create all sorts of documents, including letters, reports, faxes, forms, emails, web pages, invitations and certificates.

Before you leap into creating anything, it is worth taking some time to become familiar with the Word window and its features.

In this booklet you will:

- ✓ learn how to start *Microsoft Office Word 2010*
- ✓ gain an understanding of the *Word 2010* screen
- ✓ gain an understanding of how *Microsoft Word 2010* works
- ✓ learn how to use the *Ribbon*
- ✓ learn how to use the keytip badges on the ribbon
- ✓ learn how to minimise the ribbon
- ✓ gain an understanding of *Backstage View* in *Microsoft Word*
- ✓ learn how to access the *Backstage View*
- ✓ learn how to use shortcut menus
- ✓ gain an understanding of how dialog boxes work
- ✓ learn how to launch a dialog box
- ✓ gain an understanding of the *Quick Access Toolbar*
- ✓ learn how to add commands to the *Quick Access Toolbar*
- ✓ gain an understanding of the status bar
- ✓ learn how to exit correctly and safely from *Microsoft Word 2010*

STARTING WORD

To create a new document, or edit an existing one, the first thing that you need to do is to start **Microsoft Word**. As a standard software application, how **Microsoft Word** is started is largely determined by Windows. For example, it can be started from the Windows **Start menu**, from a **shortcut**, or even by opening a document that was created in Word.

Try This Yourself:

Note

Before you begin, ensure that your computer is switched on and that the Windows desktop is displayed on your screen…

1 Click on the Windows **Start** button at the bottom left-hand corner of the screen to display the menu

It's a round button with the Windows logo...

2 Click on **All Programs**

3 Click on **Microsoft Office**

4 Click on **Microsoft Office Word 2010**

After a few moments a blank document will appear in Word 2010
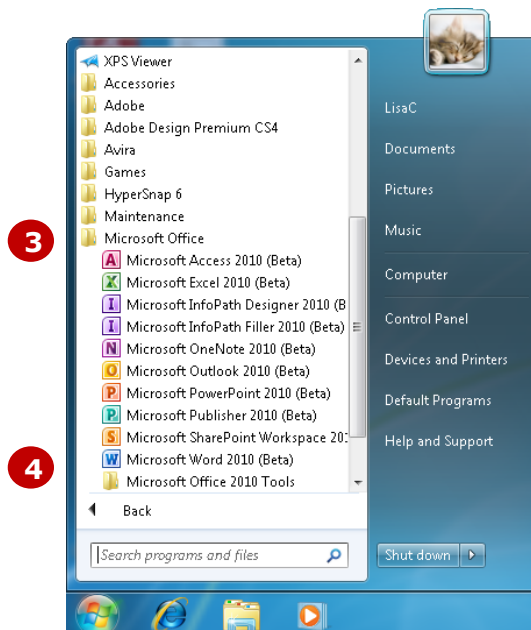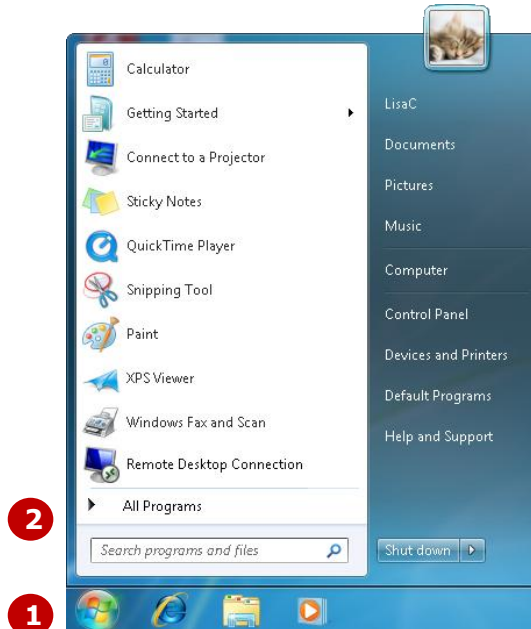
For Your Reference…

To **start Microsoft Word**:

1. Click on the Windows **Start** button
2. Click on **All Programs**
3. Click on **Microsoft Office**
4. Click on **Microsoft Office Word 2010**

Handy to Know…

You can also start Word by:

- Double-clicking on a Word **shortcut**
- Double-clicking on a document file icon in a file listing
- Choosing a document from the **Recent Items** list on the **Start** menu.

THE WORD SCREEN

The Microsoft Word 2010 screen is made up of several key components which are described on this page. Some of these components, such as the **Ribbon** and **Backstage**, are common to all other Office 2010 applications so once you know how they work you won't have to relearn them when you use other applications.
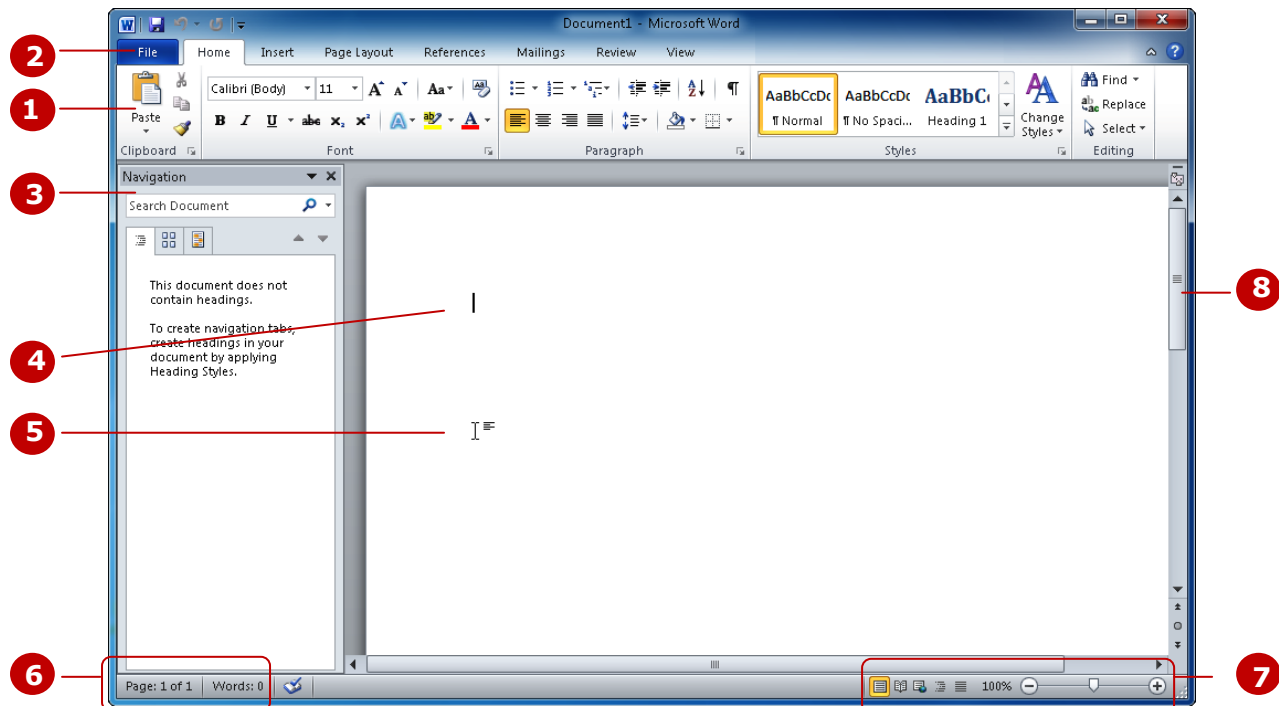
1 The **Ribbon** is the tabbed band that appears across the top of the window. It is the control centre of Word 2010. Instead of menus, you use the **tabs** on the Ribbon to access the **commands** that have been categorised into **groups**. The commands include **galleries** of formatting options that you can select from, such as the **Styles** gallery shown here.

2 The **File** tab is used to access the **Backstage view** which contains file management functions, such as saving, opening, closing, printing, sharing, and so on. *Word Options* are also available so that you can set your working preferences and options for Word 2010.

3 The **Navigation pane** lets you view all of your document's headings and pages; locate and restructure the content by dragging headings; and find all instances of specific words, phrases or items such as figures and tables – without having to scroll through the search results.

4 The **Insertion point** shows where the text will appear if you start typing.

5 The **Mouse Pointer** is used, amongst other things, to move the insertion point to different locations in the document. It may appear as a pointer or an I-bar, as in this example, or any number of other forms, depending upon its function at that position on the screen.

6 The **Status Bar** appears across the bottom of the window and displays the current location of the insertion point, including page number, section number, column, and so on. It can also be used to access navigation commands such as Go To.

7 The **View** buttons and the **Zoom Slider** are used to change the view or to increase/decrease the zoom ratio for your document.

HOW MICROSOFT WORD 2010 WORKS

For a new user the Word 2010 screen may seem tricky – particularly the commands area at the top of the screen. The screen comprises three key areas. The data you type is placed on a *page*. The data can be manipulated using commands on the *Ribbon*. The page is part of a larger entity known as a document or file, and everything you do to the file is controlled in *Backstage view*.

The Page

If you create a new blank document, it will appear as a blank *page* in the document window with a blinking insertion point. When you start typing, the text will appear at this location. You can also create a new document from a template, such as this resume shown to the right, where specific information will appear by default in the page, and you can edit it and add your own data as desired.
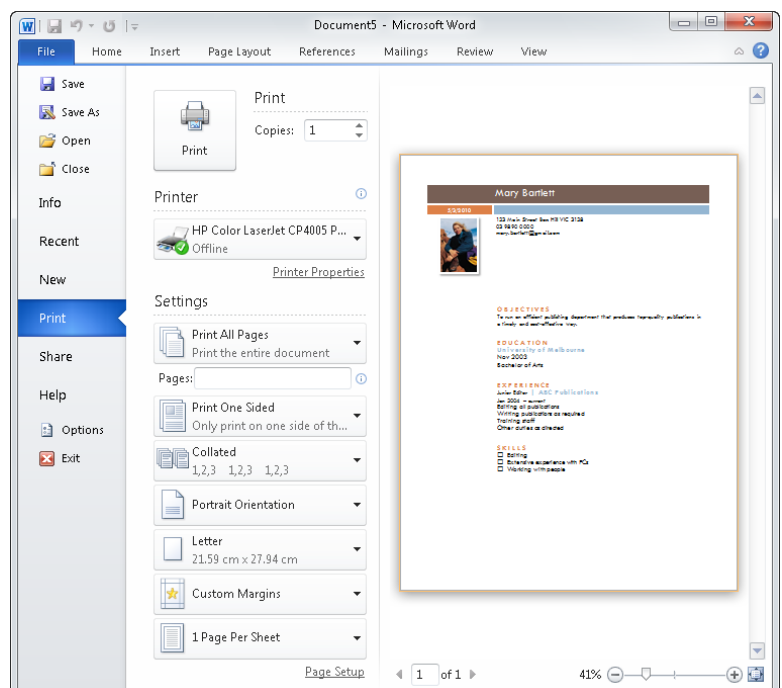
The Ribbon

When you need to do something with the data on a page, such as format it, colour it, move it, copy it, and much more, you'll find all of the relevant commands on the *Ribbon*. The *Ribbon* has the commands organised thematically using a series of tabs across the top.
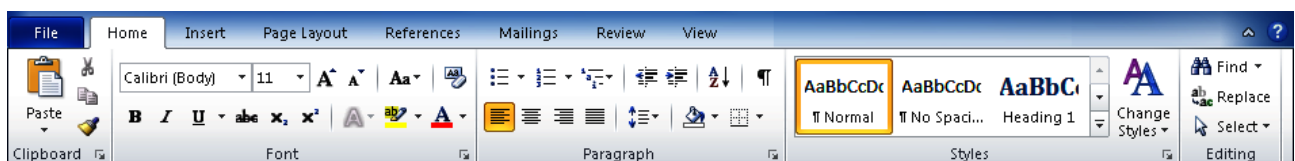
Backstage View

When you want to do something with the data in your document, such as save it so that you can access it again later, print it, share it with a colleague, send it to your boss, protect it from prying eyes, or whatever, you will need to access the *Microsoft Office Backstage view* of Microsoft Word. *Backstage view* is accessed using the **File** tab on the *Ribbon*. Rather than offering you commands on a *Ribbon*, *Backstage* occupies the entire screen and has a series of options down the left side. In our sample to the right, the *Print* option is active, and that is why you can see a preview of the document and a series of print-related options on the right side of the *Backstage view*.

USING THE RIBBON

The **Ribbon** is the command centre for Word. It provides a series of **commands** organised into **groups** that are placed on relevant **tabs**. Tabs are activated by clicking on their name to display the command groups. Commands are activated by clicking on a button, tool or gallery option. Everything you could possibly want to do in Word will be found somewhere on this Ribbon.

Try This Yourself:

Open File

Before starting this exercise ensure you have a blank document open…

1. Examine the groups on the **Home** tab

   These are the most commonly used commands,...

2. Click on the **Insert** tab

   The commands on this tab are used to create pages, tables, illustrations, links, headers and footers, text objects and equations...

3. Click on **Shapes** in the **Illustrations** group to display the Shapes gallery

   This includes a huge range of shapes as well as the menu option New Drawing Canvas at the bottom of the list...

4. Click on each of the tabs and examine the commands

   Some of these open dialog boxes...

5. On the **View** tab, click on **Zoom** in the **Zoom** group to open the **Zoom** dialog box

6. Click on **[Cancel]** then click on the **Home** tab
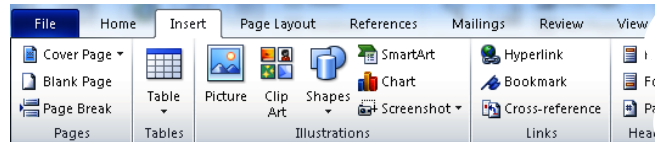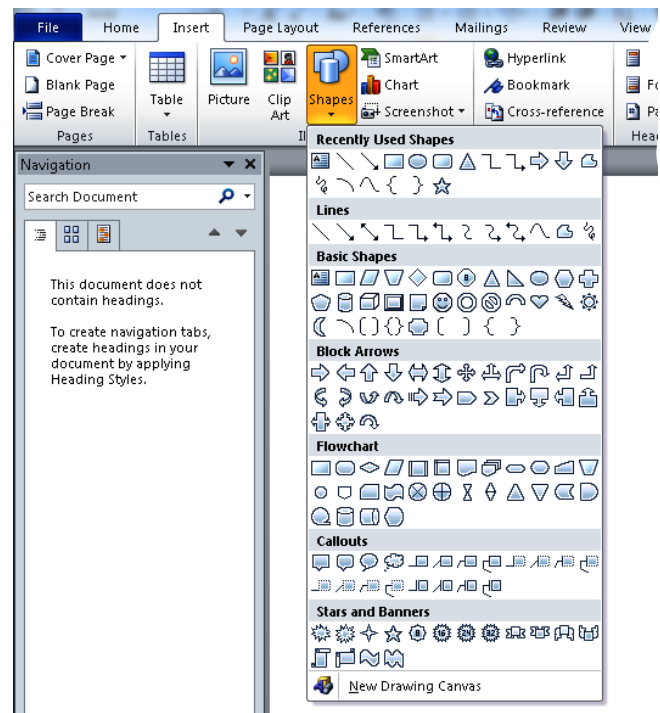
For Your Reference…

To **use** the **Ribbon**:

1. Click on a tab to display the commands
2. Click on a button to activate a command, display a gallery or display a dialog box

Handy to Know…

- Additional tabs known as **Contextual tabs** appear in specific circumstances. For example, if you insert a picture, the **Picture Tools: Format** tab will appear. This provides quick access to all of the tools you may need to modify and work with the picture.

USING RIBBON KEYTIPS

The **Ribbon** is normally accessed with a mouse. However, you can also use the keyboard to access **Ribbon** commands. When you press Alt, the letters known as **key tips** or **access keys**, will appear next to commands on the ribbon. Pressing a key on the keyboard will activate the corresponding command on the **Ribbon** just as if you'd clicked the command with the mouse.

Try This Yourself:

Open File

Before starting this exercise ensure you have a blank document open…

1 Press Alt to display the **KeyTips**

2 Press Alt to activate the **Page Layout** tab and display the keytip for the **Page Layout** commands

3 Press P to display the **Margins** options

You can use the arrow keys M and ↑ to move through the options or press ↓ to see Custom Margins …

4 Press A twice to return to the previous level of access keys

5 Press Esc several times to cycle through the commands on the **Page Layout** tab

6 Press Tab to return to text entry mode
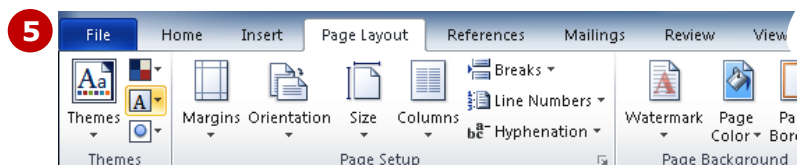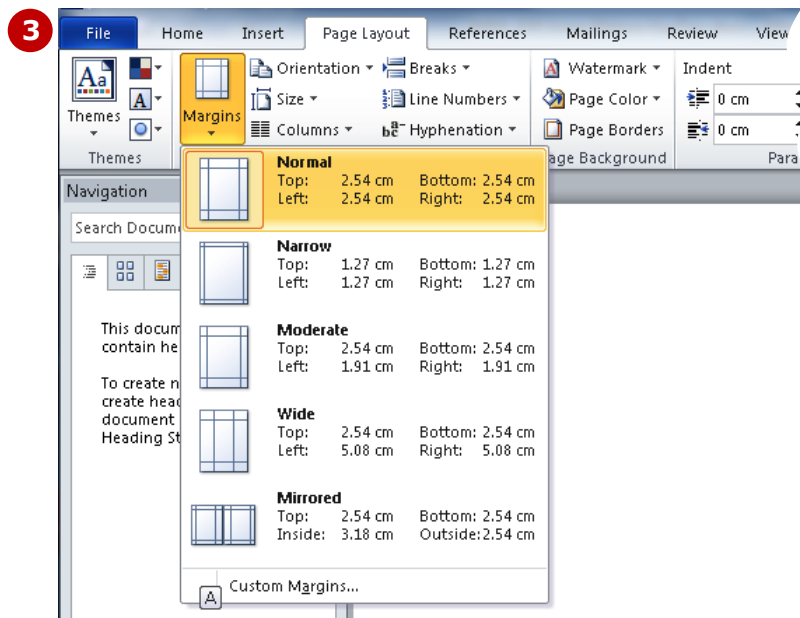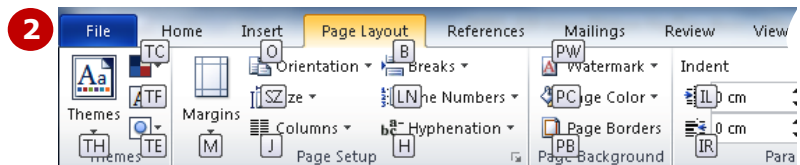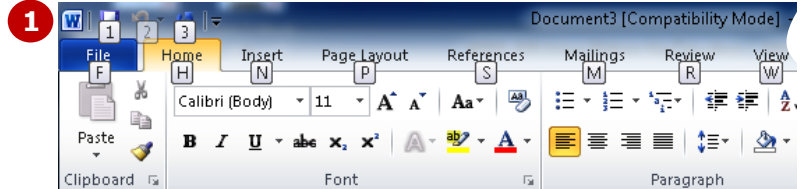
For Your Reference…

To **use KeyTips** to access commands:
1. Press Alt to display the **KeyTips**
2. Press the letter key of the command or tab that you want to select
3. Press Esc to return to text entry mode

Handy to Know…

- You can still use the shortcut keys for menu commands that were available in previous versions of Office. For example, Ctrl + B applies bold to selected text.

MINIMISING THE RIBBON

The **Ribbon** at the top of the screen, valuable as it is, does tend to occupy a reasonable amount of space. You can minimise the **Ribbon** so that only the tabs appear visible. You can minimise the **Ribbon** as a once-off operation, or have it remain constantly minimised and display full commands only briefly while a tab has been clicked.

Try This Yourself:

Open File

Before starting this exercise ensure you have a blank document open…

1 Click on the **Insert** tab to display the **Insert** commands

2 Double-click on the **Insert** tab to minimise the ribbon

*While the tabs stay visible, the rest of the commands are hidden...*

3 Click on the **Page Layout** tab to redisplay the ribbon, this time with the **Page Layout** commands

4 Click back in the document

The ribbon will hide again – it only becomes visible when you need it. You can redisplay it permanently though...

5 Double-click on the **References** tab to redisplay the **Ribbon** permanently

6 Click on the **Home** tab
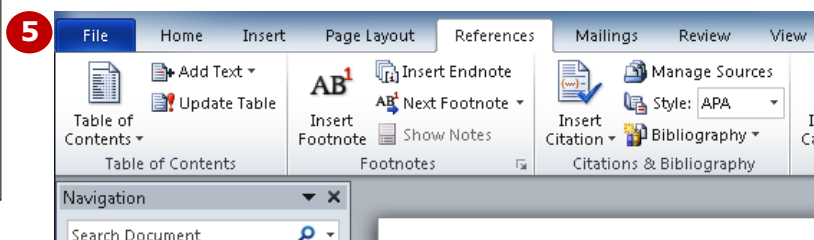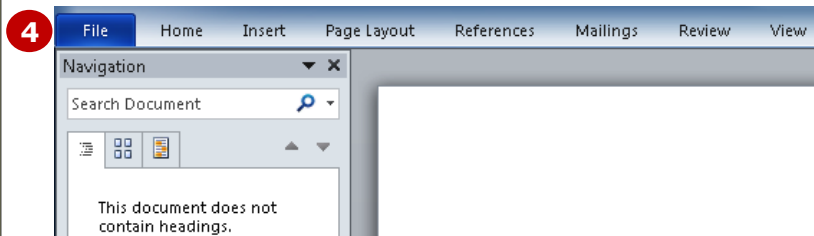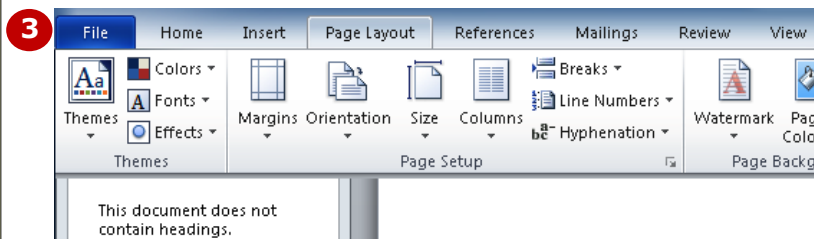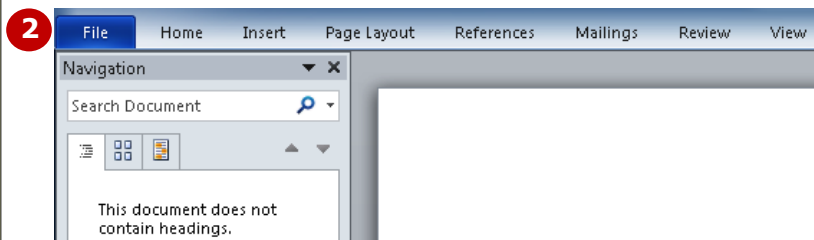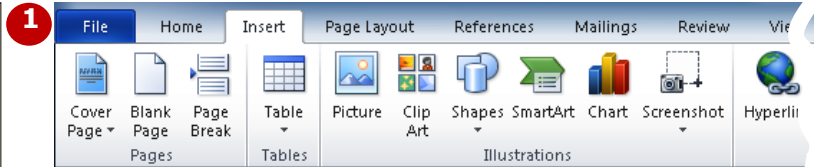
For Your Reference…

To **hide/display** the **Ribbon**:
1. Double-click on the active tab to hide the **Ribbon**
2. Click on a tab to see the **Ribbon** temporarily
3. Double-click on a tab to redisplay the **Ribbon** permanently

Handy to Know…

• You can also minimise the **Ribbon** by clicking on **Minimise the Ribbon** and then maximise it again by clicking on **Expand the Ribbon**. These buttons are located at the right end of the **Ribbon**.

UNDERSTANDING THE BACKSTAGE VIEW

The **Ribbon** lets you work *on the content* in a document – you can add more content, format it, insert pictures into it, copy it, and much more. The **Backstage view**, which is accessed using the **File** tab, lets you *do something with* the content you create. You can save it to use it later, print it on paper, send it via email, and more, using the options found in **Backstage view**.
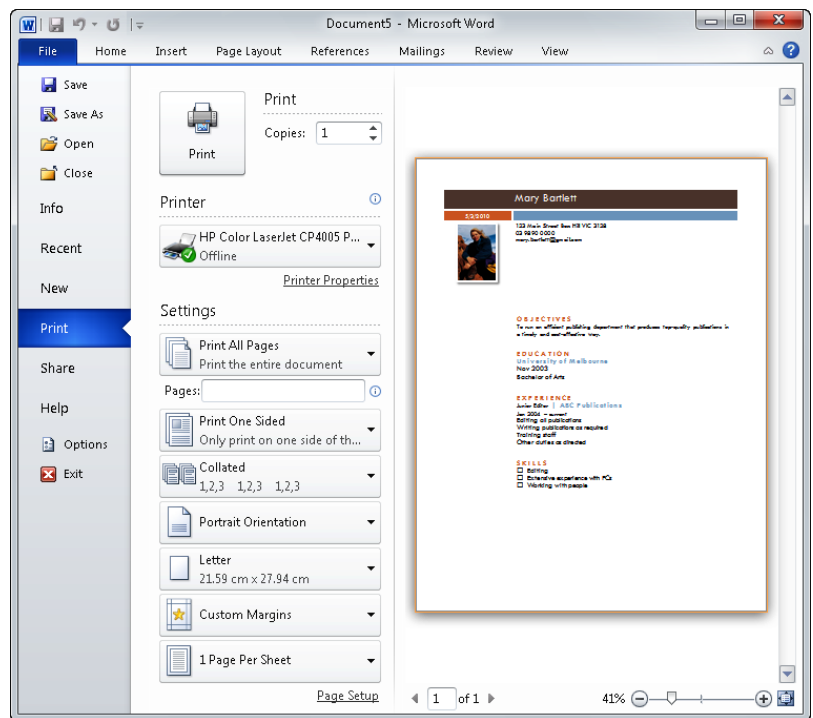
The Backstage View

The **File** tab on the **Ribbon** is not a normal tab – as you can tell by the fact that it is coloured. Clicking on the **File** tab launches a mini-program within Microsoft Word known as **Backstage View**. **Backstage**, as it's known for short, occupies the entire screen although the tabs from the **Ribbon** still remain visible across the top.

At the left of the **Backstage** is a navigation pane which is made up of **Quick commands**, smallish buttons which will perform an operation immediately, and largish **tabs**, which display more options and information to the right of the screen.

The whole underlying purpose of the **Backstage** is to let you protect your data, share it with others, and provide you with valuable information both about your data and the status of Microsoft Word.

Quick Commands

The **Quick commands** provide immediate access to an operation.

Save	Saves the current document
Save As	Allows you to save the current document under a different name or location
Open	Opens a previously saved document
Close	Closes the current document
Options	Provides access to options that allow you to control how Word looks and works
Exit	Allows you to close and exit Microsoft Word

Backstage Tabs

The **Backstage tabs** provide more options for working with a document

Info	Provides status information about the current document and lets you manage versions and permissions
Recent	Provides a list of recently saved documents
New	Lets you create a new document and provides access to a huge gallery of templates
Print	Lets you print the current document and also previews it
Share	Lets you share your document with other people
Help	Provides access to Microsoft's help network and also provides licensing information about your software

ACCESSING THE BACKSTAGE VIEW

The **Backstage View** provides options for working on documents and key information about the status of Microsoft Word 2010. It is usually accessed by clicking on the **File** tab to the left of the **Ribbon**, but it can also appear when specific commands and options in the **Ribbon** have been selected.

Try This Yourself:

Open File

Before starting this exercise ensure you have a blank document open…

1 Click on the **File** tab on the **Ribbon** to display the **Backstage view**, then click on the **Info** tab if it is not already selected

2 Spend a few moments studying the properties, dates, and related people information at the right

3 Click on the **Print** tab (at the left) to see the printing options

A preview of how the document will print will appear…

4 Click on the **Help** tab (on the left) to see the help options and also product licensing and information

5 Click on the **Home** tab of the **Ribbon** to close **Backstage view** and return to the document

3

4
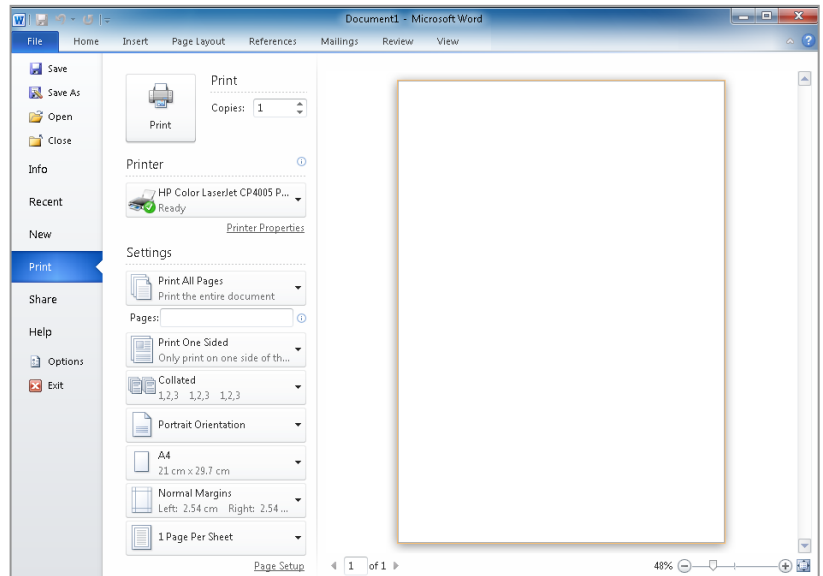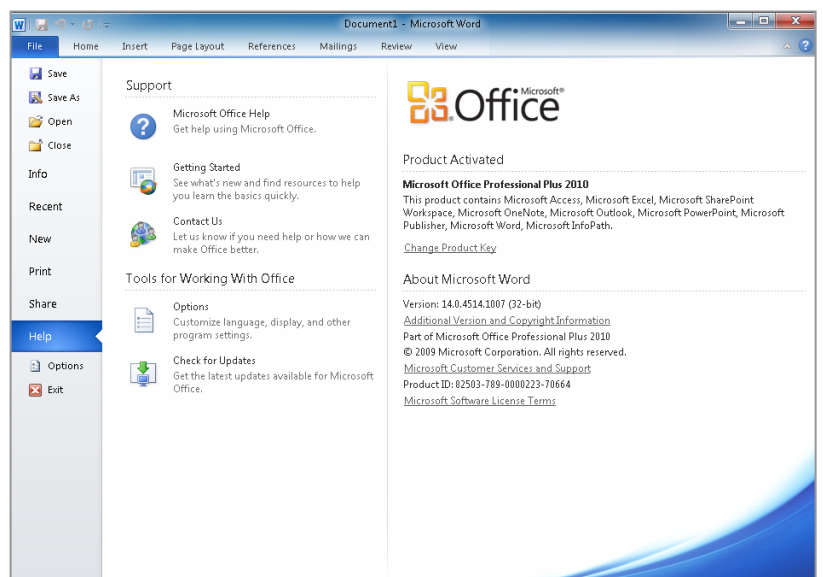
For Your Reference…

To access the **Backstage view**:
1. Click on the **File** tab on the **Ribbon**
2. Click on the desired tab or **quick command** at the left

Handy to Know…

- You can also close the **Backstage view** by pressing Esc.

- If you have no documents open in Word as you access the **Backstage View**, the **Recent** tab will be selected by default allowing you to quickly open a document that you have worked on recently.

USING SHORTCUT MENUS

In addition to the **Ribbon**, Word also features **shortcut menus** that appear when you right-click in an area on the screen or on an object. The content of the menu will vary depending upon where you click. **Shortcut menus** provide an alternative, usually a quick one, to trudging through the **Ribbon** to find a specific operation or command.

Try This Yourself:

Open File

Before starting this exercise ensure you have a blank document open…

1 Move the mouse pointer to the middle of the document and click with the **right** mouse button to display a **shortcut** or **contextual menu**

Because you have clicked in the body of the document the menu includes Font and Paragraph options. As no text is actually selected the Cut, Copy and Paste options are greyed out...

2 Click anywhere on the page with the **left** mouse button to close the shortcut menu

3 Move the mouse pointer over any of the **tabs** on the ribbon

4 **Right-click** on a **tab** to display a shortcut menu

Notice how it differs from the previous menu and displays a toolbar and ribbon options instead of text. Word has made an educated guess about what you want to do based upon what you have clicked...

5 Click anywhere on the page with the **left** mouse button to close the shortcut menu

1

4
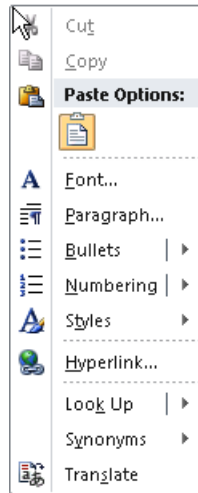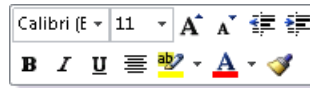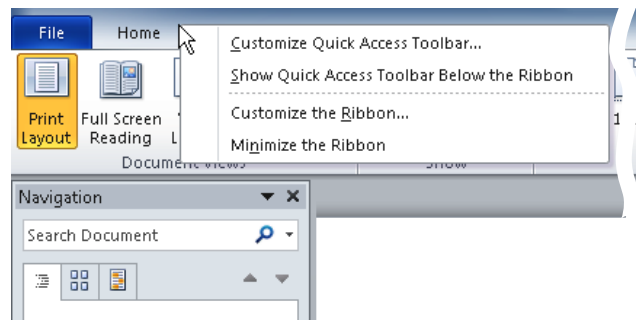
For Your Reference…

To **display** a **shortcut menu**:
1. Point to the object or area of the screen on which you want to perform an operation
2. **Right-click** to display the shortcut menu

Handy to Know…

- Once a **shortcut menu** appears, the options in it are selected by clicking on them with the left mouse button, or pressing the letter underlined in the menu option.

UNDERSTANDING DIALOG BOXES

Dialog boxes contain a series of controls that are used to adjust settings for a particular aspect of a document. They appear either when you click on a ***dialog box launcher*** 🔲 at the bottom right corner of a group, or when you click on a command that displays a dialog box. Dialog boxes are often used for adjusting some of the more advanced aspects of a document.

Typical Dialog Box Controls

Dialog boxes have various tools to help you perform tasks. These tools are known as ***controls*** and some typical ones are shown below.

Text boxes *are used to enter text such as font or size.*

Check boxes *turn settings either on or off. When on they display a tick and therefore these controls are also known as tick boxes.*
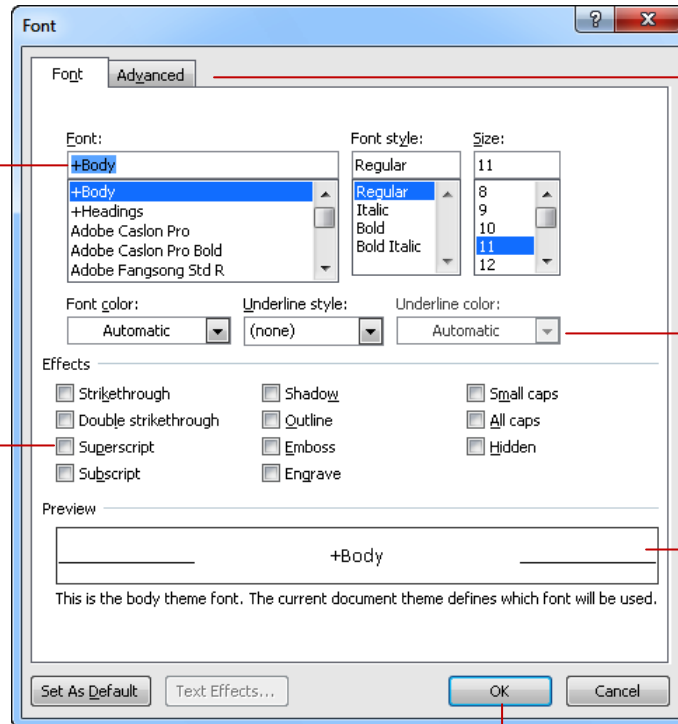
Tabs *are used to provide more settings on the one dialog box.*

Drop arrows *provide a list of options for the text box when the arrow is clicked. The list "drops down" from the arrow.*

Preview boxes *provide a preview of what the selected settings will look like.*

Command buttons *provide a means of saving the changed settings [OK], or closing the dialog box without accepting any changes made [Cancel].*

LAUNCHING DIALOG BOXES

Dialog boxes can be launched either as a result of clicking on a *dialog box launcher* 🔲 or a command button, or by selecting a command from a menu. In a menu, the presence of three dots (an ellipse) … after a menu option indicates that the menu options, when selected, will open a dialog box. Dialog boxes are generally used for advanced features or detailed settings.

Try This Yourself:

Open File

Before starting this exercise ensure you have a blank document open…

1 Point to the *dialog box launcher* 🔲 in the *Font* group on the *Home* tab to display a tooltip that explains what will happen

2 Click on the *dialog box launcher* 🔲 to open the *Font* dialog box

This dialog box has a selection of controls to make formatting fonts easier…

3 Click on the *Advanced* tab to see more controls

4 Click on **[Cancel]** to close the dialog box

5 Click on the *Page Layout* tab, then click on *Page Borders* in the *Page Background* group to open the *Borders and Shading* dialog box

6 Click on **[Cancel]**

7 Click on *Page Colour* in the *Page Background* group and select **Fill Effects** to open the *Fill Effects* dialog box

8 Click on **[Cancel]**
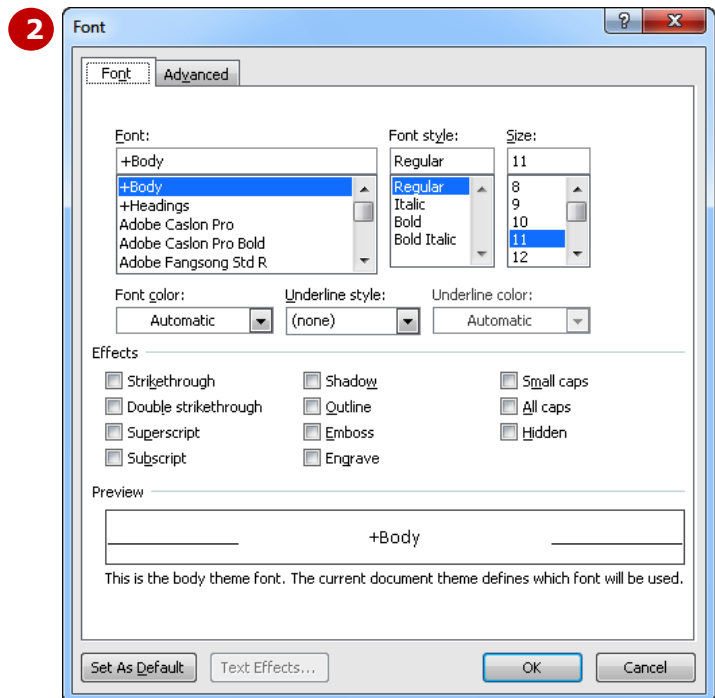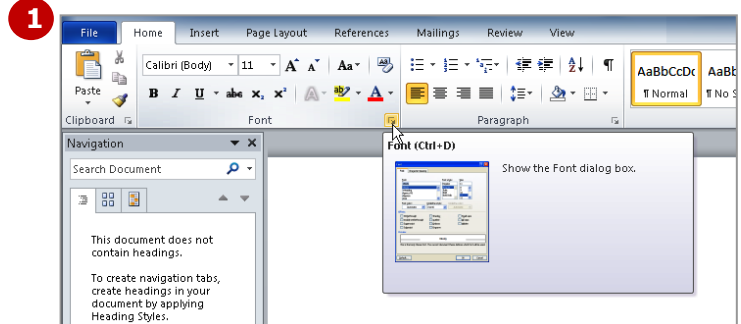
For Your Reference…

To *launch* a *dialog box*:

1. Click on a dialog box launcher 🔲 relevant command button or menu option

Handy to Know…

- In some situations the dialog box launcher actually opens a *task pane*. For example, if you click on the dialog box launcher in the *Clipboard* group on the *Home* tab, the *Office Clipboard* task pane will appear.
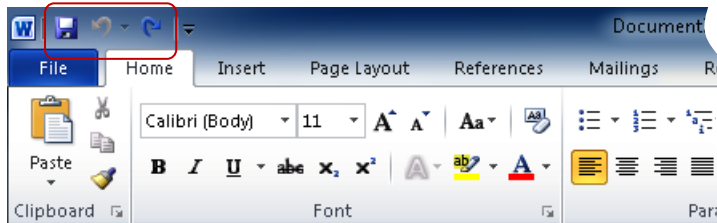

UNDERSTANDING THE QUICK ACCESS TOOLBAR

The *Quick Access Toolbar*, also known as the *QAT*, is a small toolbar that appears at the top left corner of the Word window. It is designed to provide access to the command tools you use most frequently, such as *Save*, and includes by default the *Undo* and *Redo* buttons. You can add buttons to the *Quick Access Toolbar* to make finding your favourite commands easier.
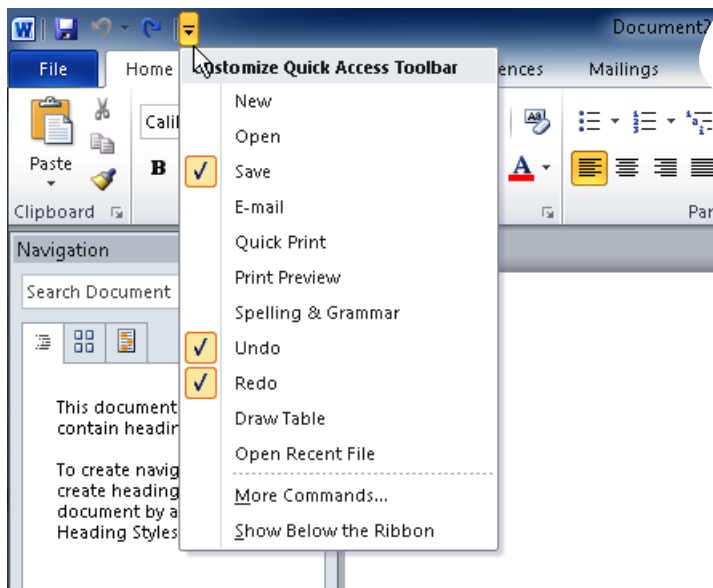
The Quick Access Toolbar

The *Quick Access Toolbar* is positioned at the top left corner of the Microsoft Word 2010 screen. In its default state, it includes the *Save* tool, the *Undo* tool and the *Redo* tool.

Customising the Quick Access Toolbar

Appearing immediately to the right of the *Quick Access Toolbar*, the *Customise Quick Access Toolbar* tool displays a list of commonly used commands that you can add to the toolbar. You can select the items that you want to add. The ticks that appear to the left of the menu options show you that an option is already displayed.

ADDING COMMANDS TO THE QAT

The **Quick Access Toolbar** is a handy location to place commands from the **Ribbon** that you use most frequently. Adding commands from the **Ribbon** involves locating the command, right-clicking on it and choosing the **Add to Quick Access Toolbar** option from the short cut menu that appears.

Try This Yourself:

Open File

Before starting this exercise ensure you have a blank document open…

1 Point to the first button on the **Quick Access Toolbar** to see the name of the tool and its shortcut

2 Right-click on **Format Painter** 🖌 which appears in the **Clipboard** group on the **Home** tab to display a shortcut menu

3 Select **Add to Quick Access Toolbar** to add the **Format Painter** tool 🖌 to the **QAT**

4 Click on the **Customise Quick Access Toolbar** tool ▾ to display a menu

5 Select **Open** to add the **Open** tool 📂 to the **QAT**

It is just as easy to remove tools you don't want from the QAT…

6 Right-click on the **Format Painter** tool 🖌 and select **Remove from Quick Access Toolbar**

7 Repeat step **6** to remove the **Open** tool 📂 from the **QAT**
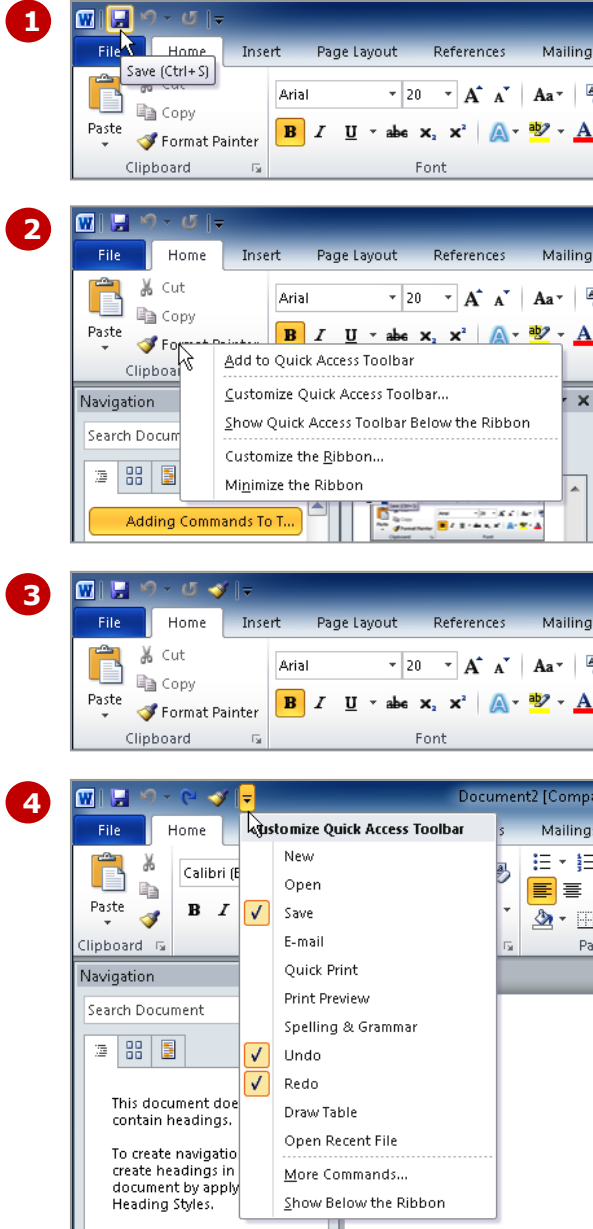
If you select More Commands, the Customise the Quick Access Toolbar category in the Word Options dialog box will open. From here you can add any Word command to the QAT by selecting it and clicking on [Add].

For Your Reference…

To **customise** the **Quick Access Toolbar**:

1. Right-click on the command you want to add and select **Add to Quick Access Toolbar**
   Or
   Click on the **Customise Quick Access Toolbar** tool ▾ and select a command

Handy to Know…

* You can move the **QAT** under the ribbon by clicking on the **Customise Quick Access Toolbar** tool ▾ and selecting **Show Below the Ribbon**. This puts the tools that you use most frequently closer to your document making it quicker to access them.

UNDERSTANDING THE STATUS BAR

The **Status Bar** is the bar across the bottom of the Word window. It is a useful aid that tells you the current status of Word, displays information such as the current page number and the number of words in the document, and lets you zoom in and out of the page. It also includes tools that can change the document view. You can customise the status bar to change the information shown.

1	**Page Number**	The **page number** indicates the position of the insertion point in the document. In this example, the insertion point (where text will appear when you type) is on page 1. This indicator also tells you how many pages there are in total – in this case 1. If you click on the page number, the **Go To** tab of the **Find and Replace** dialog box will open.
2	**Word Count**	The **word count** tells you the total number of words in the document. Be careful – it doesn't count words in text boxes – only those that appear directly on the page. You can click on **Word Count** to open the **Word Count** dialog box with complete details.
3	**Proofing Indicator**	If a tick appears in the **Proofing Indicator**, you can rest assured that your spelling and grammar are correct. If a red cross appears [icon], then proofing errors have been detected. You can click on this indicator to correct the errors.
4	**View Tools**	The **Document View** tools allow you to change the view of the document. You can select from **Print Layout**, **Full Screen Reading**, **Web Layout**, **Outline** and **Draft**.
5	**Zoom Level**	This button displays the current zoom percentage. If you click on the button, the **Zoom** dialog box will appear so that you can select a specific zoom percentage.
6	**Zoom Slider**	The **Zoom Slider** indicates the current zoom level, where the centre mark indicates 100%. You can either drag the marker [icon] to the left or right, or click on a specific point of the slider to set a zoom percentage. You can also click on the buttons at either end of the slider to zoom in [icon] or zoom out [icon].
7	**Resize Icon**	The **Resize** icon is visible in the Word window only if the screen is not maximised. It allows you to change the size of the window by dragging in or out.

EXPERT ▶ What appears on the status bar can vary greatly. Don't be alarmed if the one on your screen doesn't exactly match the status bar example shown above – this is just a representative example of what can appear on a status bar.

EXITING SAFELY FROM WORD

When you are finished working with Word you'll find there are several ways to exit from it. If you have made changes to the document, Word will ask if you wish to save these changes before exiting. You'll learn all about saving a little later on. If you don't wish to retain any changes you've made, you can decline Word's offer to save your work

Try This Yourself:

Open File *Before starting this exercise ensure you have a blank document open…*

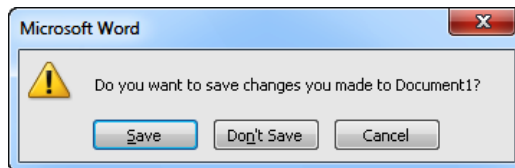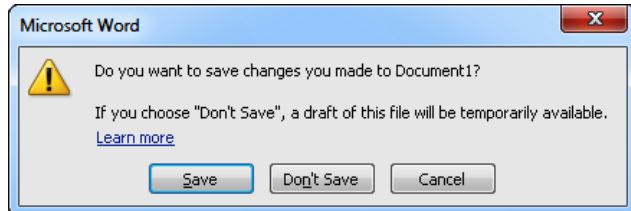**1** Click on the *File* tab and click on the *Exit* quick command at the bottom left of the screen

You will be prompted to save your document if you wish to retain your data. The message you receive will be one of the two messages shown – don't worry about the difference between them for now (you'll learn more about them later).

We have no reason for keeping this document so we won't bother saving…

2 Click on **[Don't Save]** to exit Word

For Your Reference…

To safely *exit* Microsoft Word 2010:
1. Click on the *File* tab and click on the *Exit* quick command
2. If you want to keep your changes click on **[Save]** then specify a document name and location, otherwise click on **[Don't Save]**

Handy to Know…

- Whenever you are in doubt about whether or not to save, you should err on the side of caution and save the document. You can delete unwanted documents at a later date, but you can seldom retrieve data that has not been saved!

CONCLUDING REMARKS

Congratulations!

You have now completed the **Getting to know Microsoft Word** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as listed in the objectives on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**