Visual

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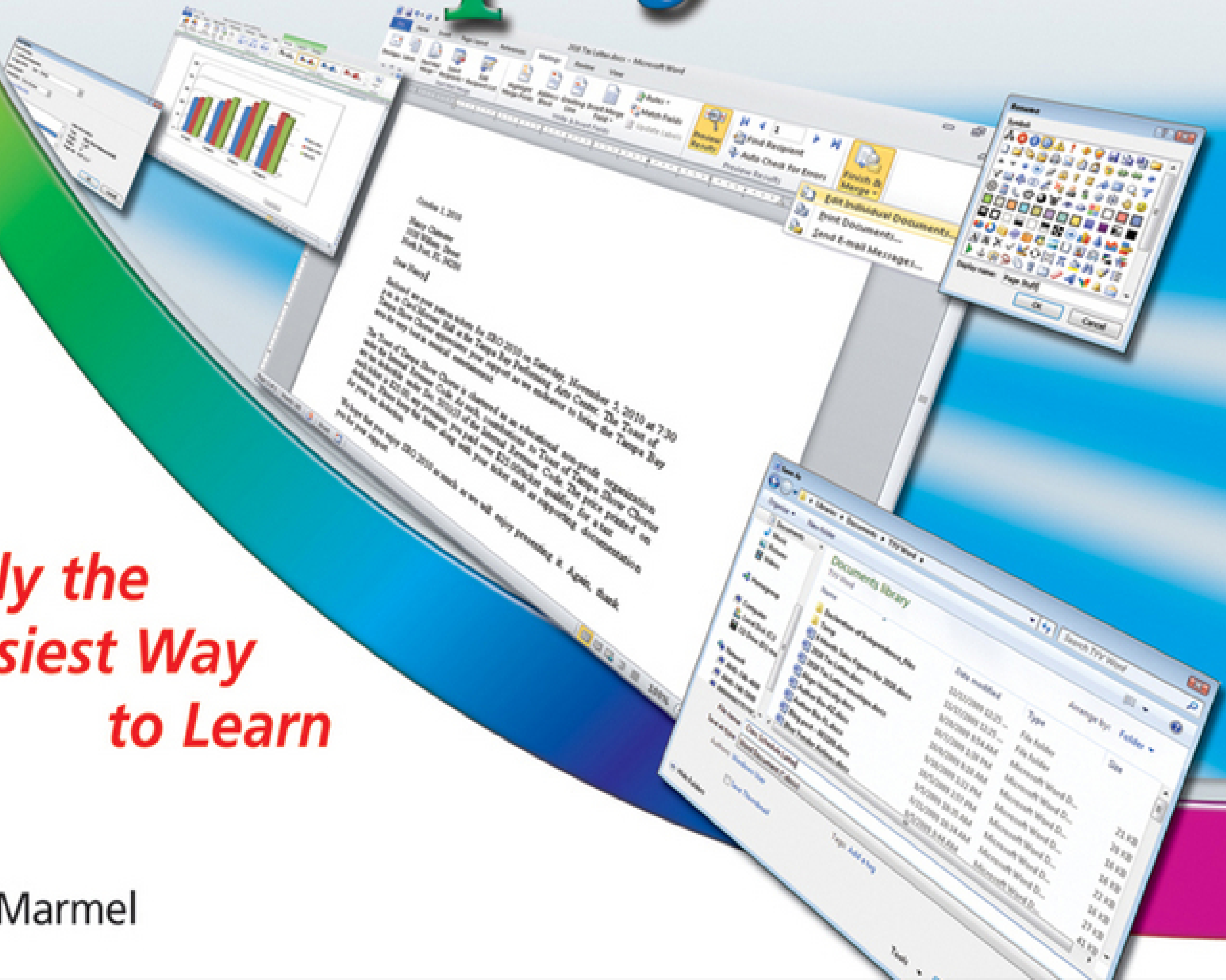
Microsoft® Word 2010 Simplified®



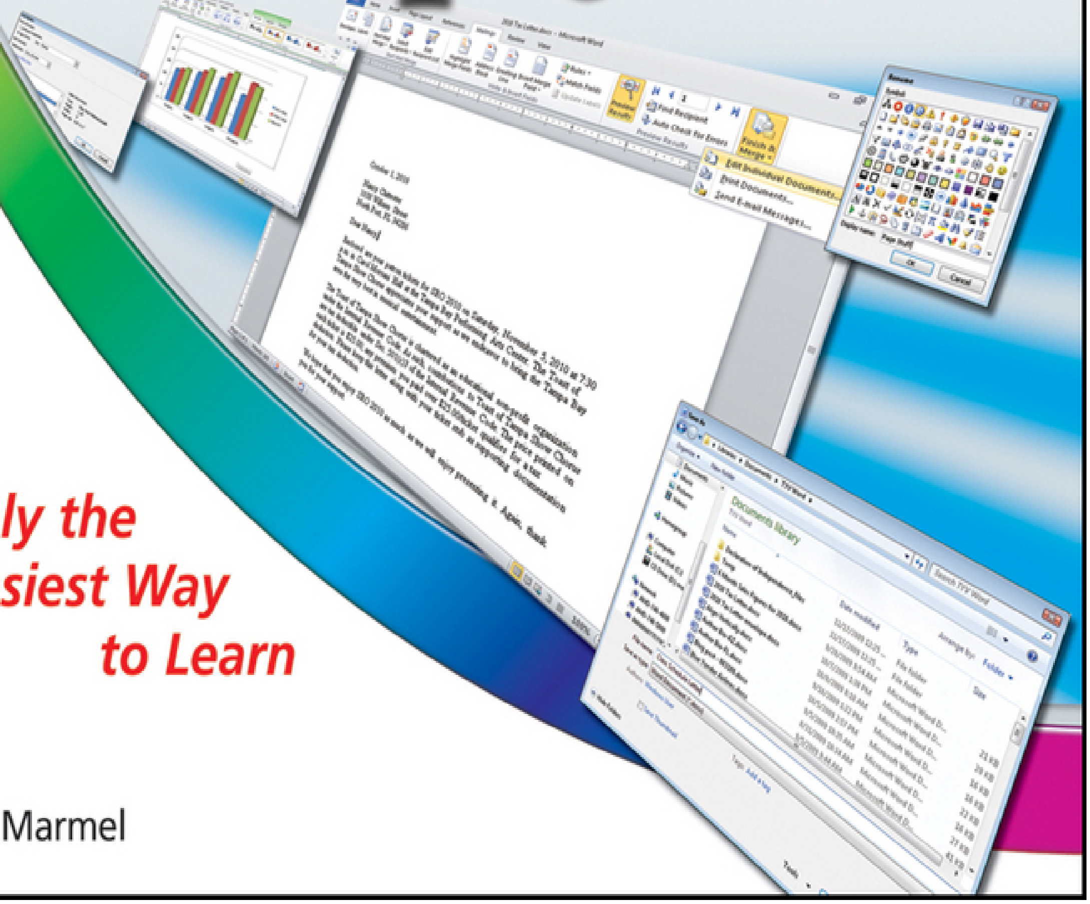
Simply the Easiest Way to Learn

Elaine Marmel

Visual

Read Less-Learn More®

Microsoft® Word 2010 Simplified®



Simply the Easiest Way to Learn

Elaine Marmel

Word 2010 Simplified®

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Word 2010
Simplified

by Elaine Marmel

Visual

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Disclaimer

In order to get this information to you in a timely manner, this book was based on a pre-release version of Microsoft Office 2010. There may be some minor changes between the screenshots in this book and what you see on your desktop. As always, Microsoft has the final word on how programs look and function; if you have any questions or see any discrepancies, consult the online help for further information about the software.

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About the Author

Elaine Marmel is President of Marmel Enterprises, LLC, an organization which specializes in technical writing and software training. Elaine spends most of her time writing; she has authored and co-authored over 50 books about *Microsoft Project, Microsoft Excel, QuickBooks, Peachtree, Quicken for Windows, Quicken for DOS, Microsoft Word for Windows, Microsoft Word for the Mac, Windows 98, 1-2-3 for Windows,* and *Lotus Notes.* From 1994 to 2006, she also was the contributing editor to monthly publications *Peachtree Extra* and *QuickBooks Extra.*

Elaine left her native Chicago for the warmer climes of Arizona (by way of Cincinnati, OH; Jerusalem, Israel; Ithaca, NY; Washington, D.C. and Tampa, FL) where she basks in the sun with her dog Josh, and her cats, Watson and Buddy.

Dedication

To Cato, a sweet and loyal friend for 17 years. You are sorely missed by all of us, little girl.

Author’s Acknowledgments

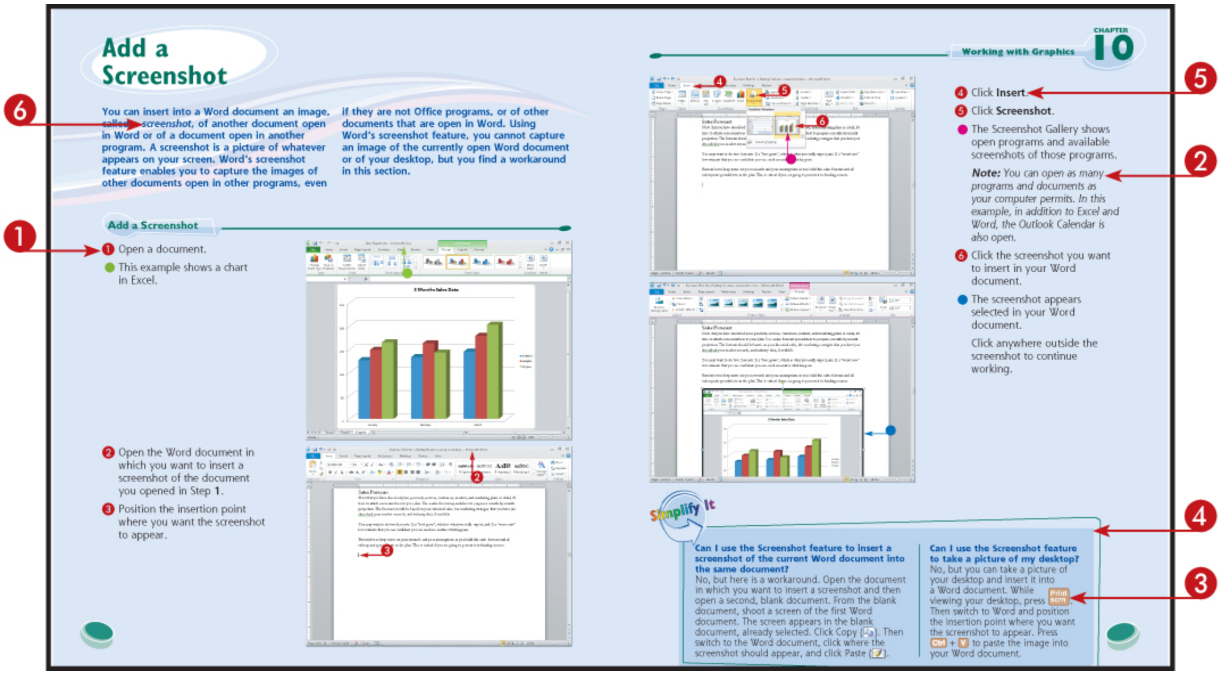
A book is far more than the work of the author; many other people contribute. I’d like to thank Jody Lefevere for once again giving me this opportunity. Sarah Cisco, it is a pleasure to work with you and I hope you’ll get in touch with me the next time you visit your sister. My thanks to Lauren Kennedy for making me look good and to Vince Averello for helping to ensure that this book is technically accurate. Finally, my thanks to the graphics and production teams who labor tirelessly behind the scenes to create the elegant appearance of this book.

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book



Add a Screenshot

You can insert into a Word document an image, called a *screenshot*, of another document open in Word or of a document open in another program. A screenshot is a picture of whatever appears on your screen. Word's screenshot feature enables you to capture the images of other documents open in other programs, even if they are not Office programs, or of other documents that are open in Word. Using Word's screenshot feature, you cannot capture an image of the currently open Word document or of your desktop, but you find a workaround in this section.

Add a Screenshot

① Open a document.

- This example shows a chart in Excel.

② Open the Word document in which you want to insert a screenshot of the document you opened in Step **1**.

③ Position the insertion point where you want the screenshot to appear.

④ Click **Insert**.

⑤ Click **Screenshot**.

- The Screenshot Gallery shows open programs and available screenshots of those programs.

Note: *You can open as many programs and documents as your computer permits. In this example, in addition to Excel and Word, the Outlook Calendar is also open.*

⑥ Click the screenshot you want to insert in your Word document.

- The screenshot appears selected in your Word document.

Click anywhere outside the screenshot to continue working.

Can I use the Screenshot feature to insert a screenshot of the current Word document into the same document?

No, but here is a workaround. Open the document in which you want to insert a screenshot and then open a second, blank document. From the blank document, shoot a screen of the first Word document. The screen appears in the blank document, already selected. Click Copy (). Then switch to the Word document, click where the screenshot should appear, and click Paste ().

Can I use the Screenshot feature to take a picture of my desktop?

No, but you can take a picture of your desktop and insert it into a Word document. While viewing your desktop, press Print Scrn. Then switch to Word and position the insertion point where you want the screenshot to appear. Press Ctrl + V to paste the image into your Word document.

❶ Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

❷ Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

❸ Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

❹ Simplify It

Simplify It sections offer additional information, including warnings and shortcuts.

❺ Bold

Bold type shows command names, options, and text or numbers you must type.

❻ Italics

Italic type introduces and defines a new term.

Chapter 1: Getting Familiar with Word

Are you ready to get started in Word? In this first chapter, you become familiar with the Word working environment and you learn basic ways to navigate and to enter text. You explore the main Word window as well as read about the new Backstage view.

Using either your keyboard or your mouse, you find out how to navigate the Word window, launch dialog boxes, use the Mini toolbar that appears when you select text, and take advantage of context menus.

This chapter also shows you how to enter text into a document and how to move around the document.

Open Word

Explore the Word Window

Work with Backstage View

Select Commands with the Keyboard

Select Commands with the Mouse

Work with the Mini Toolbar

Work with Context Menus

Launch a Dialog Box

Work with Commands

Enter Text

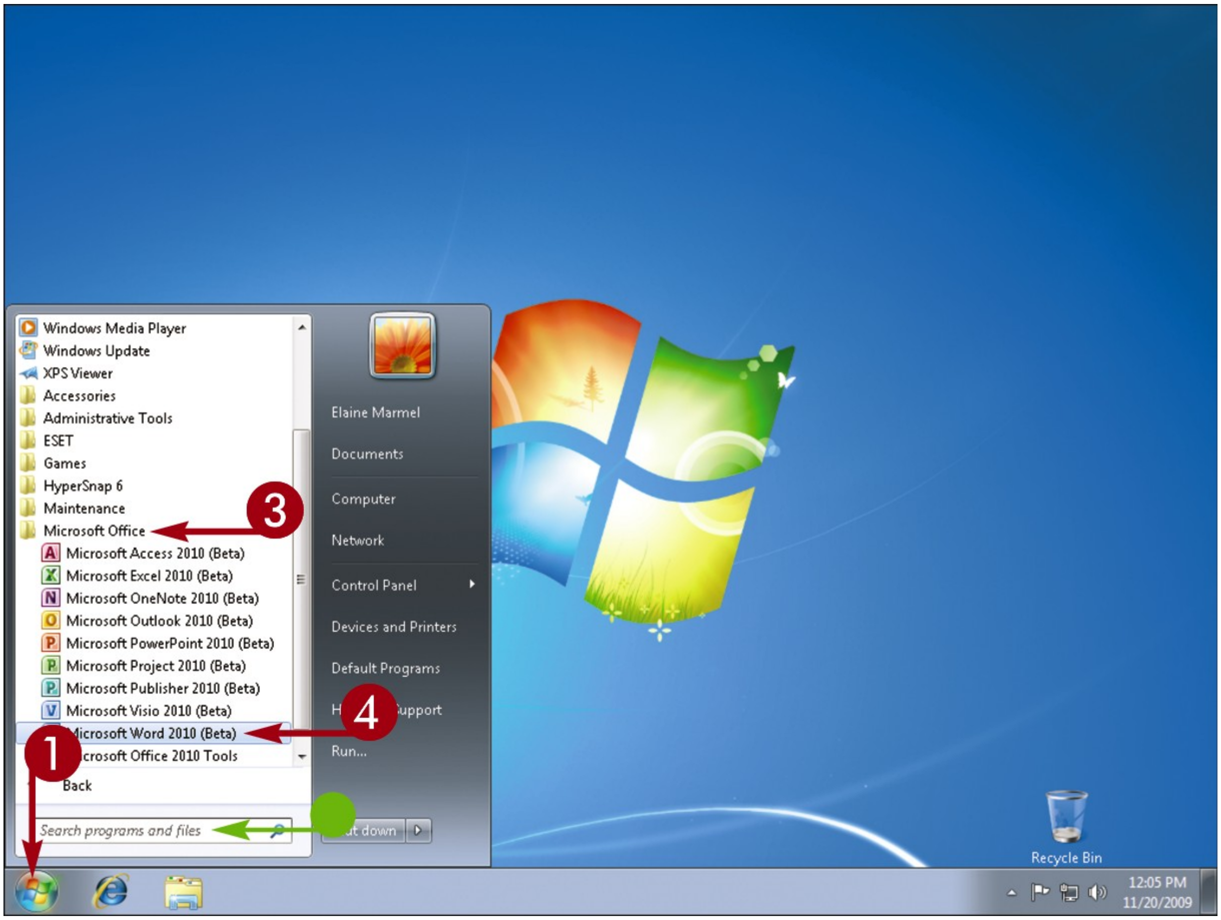
Move Around in a Document

Get Help

Open Word

You can open Microsoft Word several ways. This section demonstrates the popular method of opening Word from the All Programs menu. After Word opens, a blank document, ready for you to type text, appears. The Ribbon, which contains commands that help you do things like apply boldface to type or create a numbered list, dominates the top of the Word window. In addition to opening Word from the All Programs menu, many of you might like to open Word and a specific document simultaneously, which you can accomplish by double-clicking any Word document.

Open Word


Windows Media Player
Windows Update
XPS Viewer
Accessories
Administrative Tools
ESET
Games
HyperSnap 6
Maintenance
Microsoft Office
Microsoft Access 2010 (Beta)
Microsoft Excel 2010 (Beta)
Microsoft OneNote 2010 (Beta)
Microsoft Outlook 2010 (Beta)
Microsoft PowerPoint 2010 (Beta)
Microsoft Project 2010 (Beta)
Microsoft Publisher 2010 (Beta)
Microsoft Visio 2010 (Beta)
Microsoft Word 2010 (Beta)
Microsoft Office 2010 Tools
Back
Search programs and files
Elaine Marmel
Documents
Computer
Network
Control Panel
Devices and Printers
Default Programs
Help and Support
Run...
Shut down
Recycle Bin
12:05 PM
11/20/2009
1
3
4

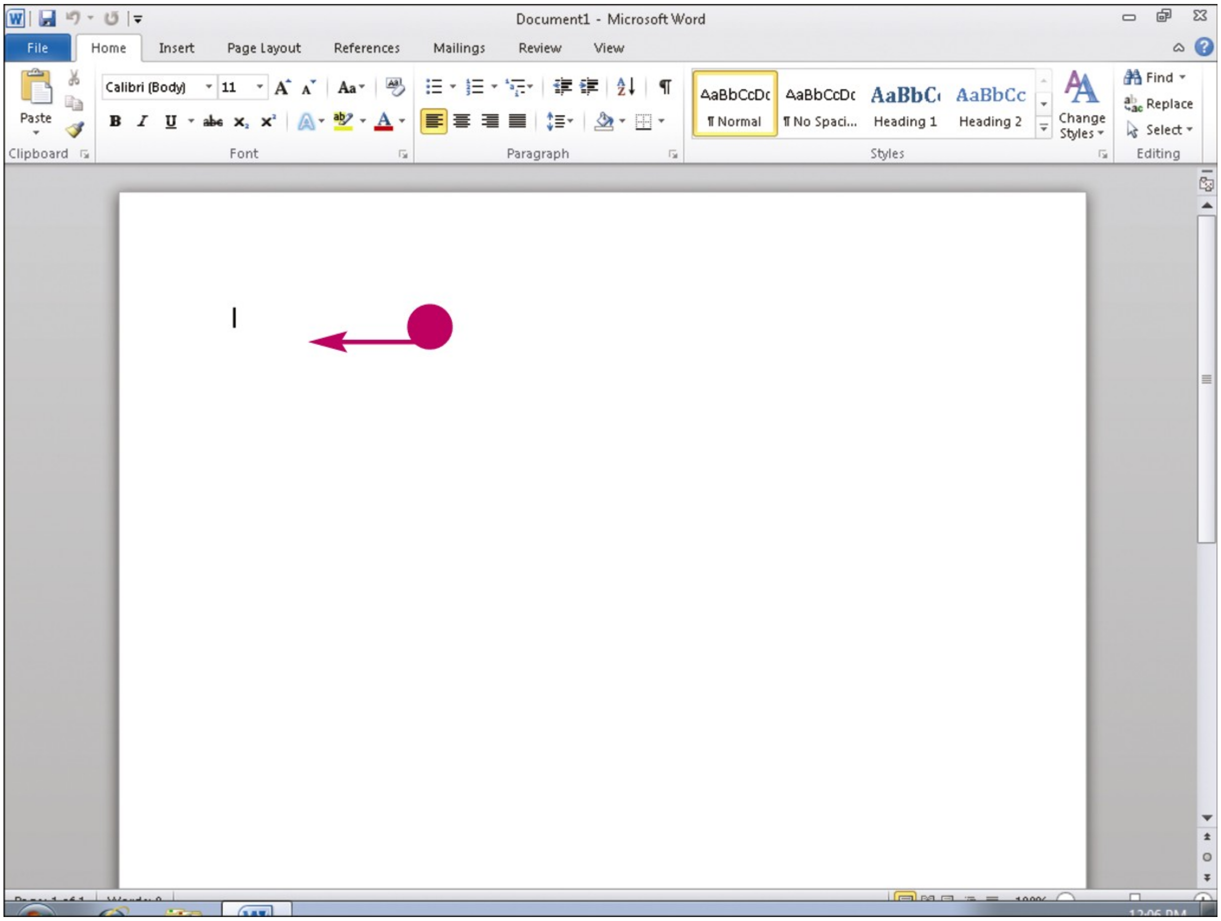
① Click **Start**.

② Click **All Programs**.

● All Programs changes to Back once you click it.

❸ Click **Microsoft Office**.

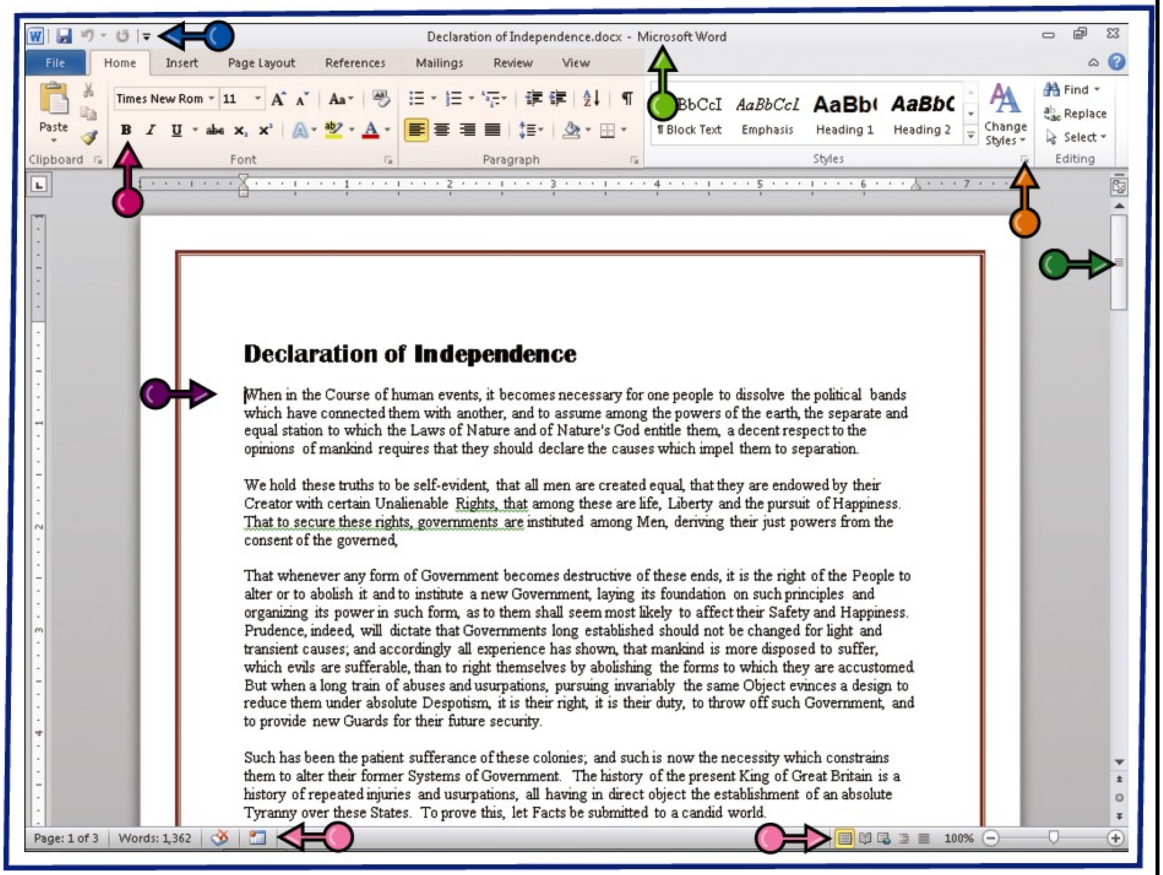
❹ Click **Microsoft Word 2010**.


Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spaci...
AaBbCc
Heading 1
AaBbCc
Heading 2
Change Styles
Styles
Find
Replace
Select
Editing

- A blank document appears in the Word window.

Explore the Word Window

In addition to the document portion of the Word window, where you type and edit text, the Word window contains tools you can use to work quickly and efficiently while you create documents. Before you dive in and start using Word, take a few minutes to familiarize yourself with the basic screen elements that appear when you open Word. You will have occasion to use all of these screen elements at one time or another, so identifying them early on in your Word 2010 career will make you more proficient in the long run.


Declaration of Independence.docx - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Times New Rom
11
Clipboard
Font
Paragraph
AaBbCcI
AaBbCcL
AaBb(
AaBbC
¶ Block Text
Emphasis
Heading 1
Heading 2
Change Styles
Styles
Find
Replace
Select
Editing
Page: 1 of 3
Words: 1,362
100%

Declaration of Independence

When in the Course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the Laws of Nature and of Nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to separation.

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain Unalienable Rights, that among these are life, Liberty and the pursuit of Happiness. That to secure these rights, governments are instituted among Men, deriving their just powers from the consent of the governed,

That whenever any form of Government becomes destructive of these ends, it is the right of the People to alter or to abolish it and to institute a new Government, laying its foundation on such principles and organizing its power in such form, as to them shall seem most likely to affect their Safety and Happiness. Prudence, indeed, will dictate that Governments long established should not be changed for light and transient causes; and accordingly all experience has shown, that mankind is more disposed to suffer, which evils are sufferable, than to right themselves by abolishing the forms to which they are accustomed But when a long train of abuses and usurpations, pursuing invariably the same Object evinces a design to reduce them under absolute Despotism, it is their right, it is their duty, to throw off such Government, and to provide new Guards for their future security.

Such has been the patient sufferance of these colonies; and such is now the necessity which constrains them to alter their former Systems of Government. The history of the present King of Great Britain is a history of repeated injuries and usurpations, all having in direct object the establishment of an absolute Tyranny over these States. To prove this, let Facts be submitted to a candid world.

Quick Access Toolbar

Contains buttons that perform common actions, such as saving a document, undoing your last action, or repeating your last action. To customize, see Chapter 11.

Title Bar

Shows the program and document titles.

Ribbon

Contains commands organized in three components: tabs, groups, and commands. **Tabs** appear across the top of the Ribbon and contain groups of related commands. **Groups** organize related commands; each group name appears below the group on the Ribbon. **Commands** appear within each group. To customize the Ribbon, see Chapter 11.

Dialog Box Launcher

Appears in the lower-right corner of many groups on the Ribbon. Clicking this button opens a dialog box or task pane that provides more options.

Status Bar

Displays document information as well as the insertion point location. From left to right, this bar contains the number of the page on which the insertion point currently appears, the total number of pages and words in the document, the proofing errors button (📖), the macro recording status button, the View buttons, and the Zoom Slider. To customize the Status Bar, see Chapter 11.

Document Area

The area where you type. The flashing vertical bar — called the *insertion point* — represents the location where text will appear when you type.

Scroll Bar

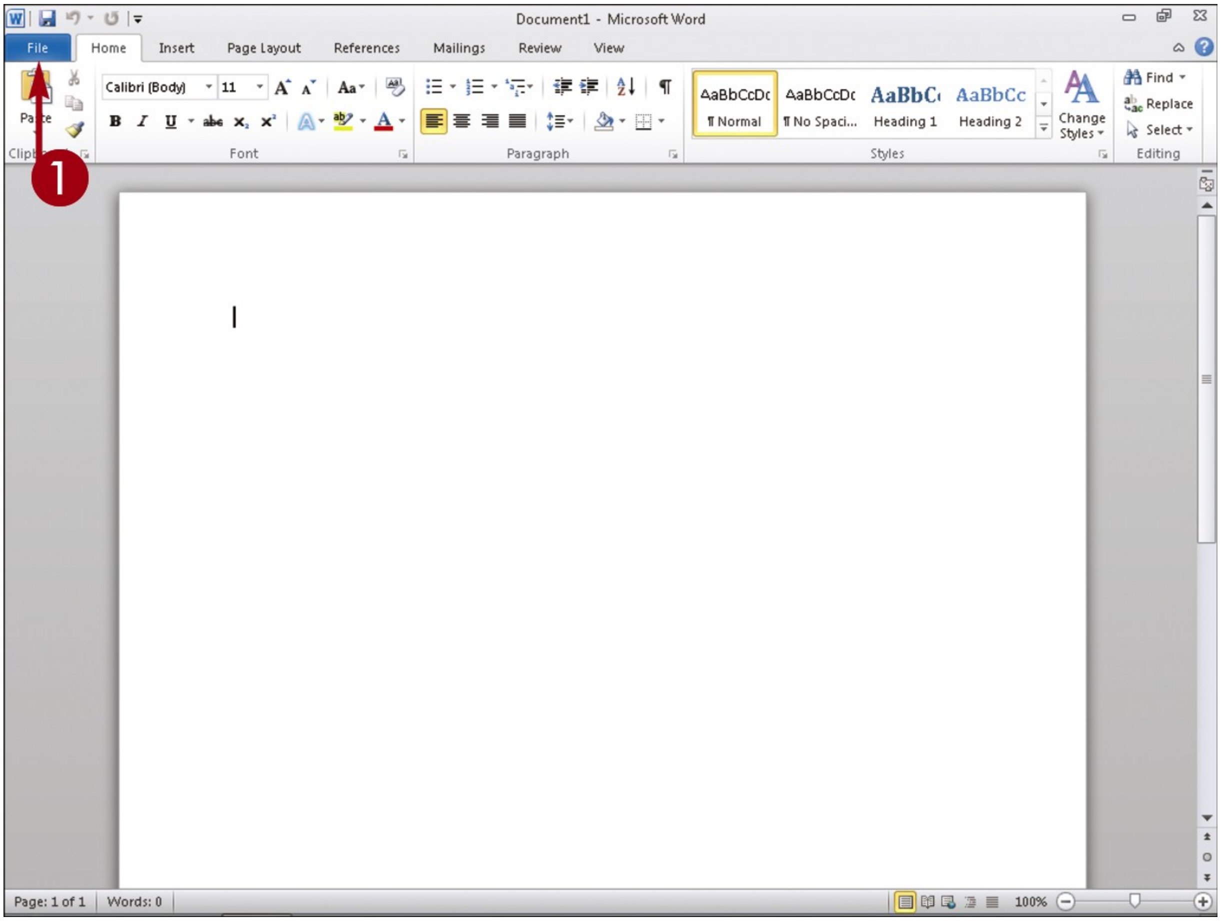
Enables you to reposition the document window vertically. Drag the scroll box within the scroll bar or click the scroll bar arrows (▲ and ▼).

Work with Backstage View

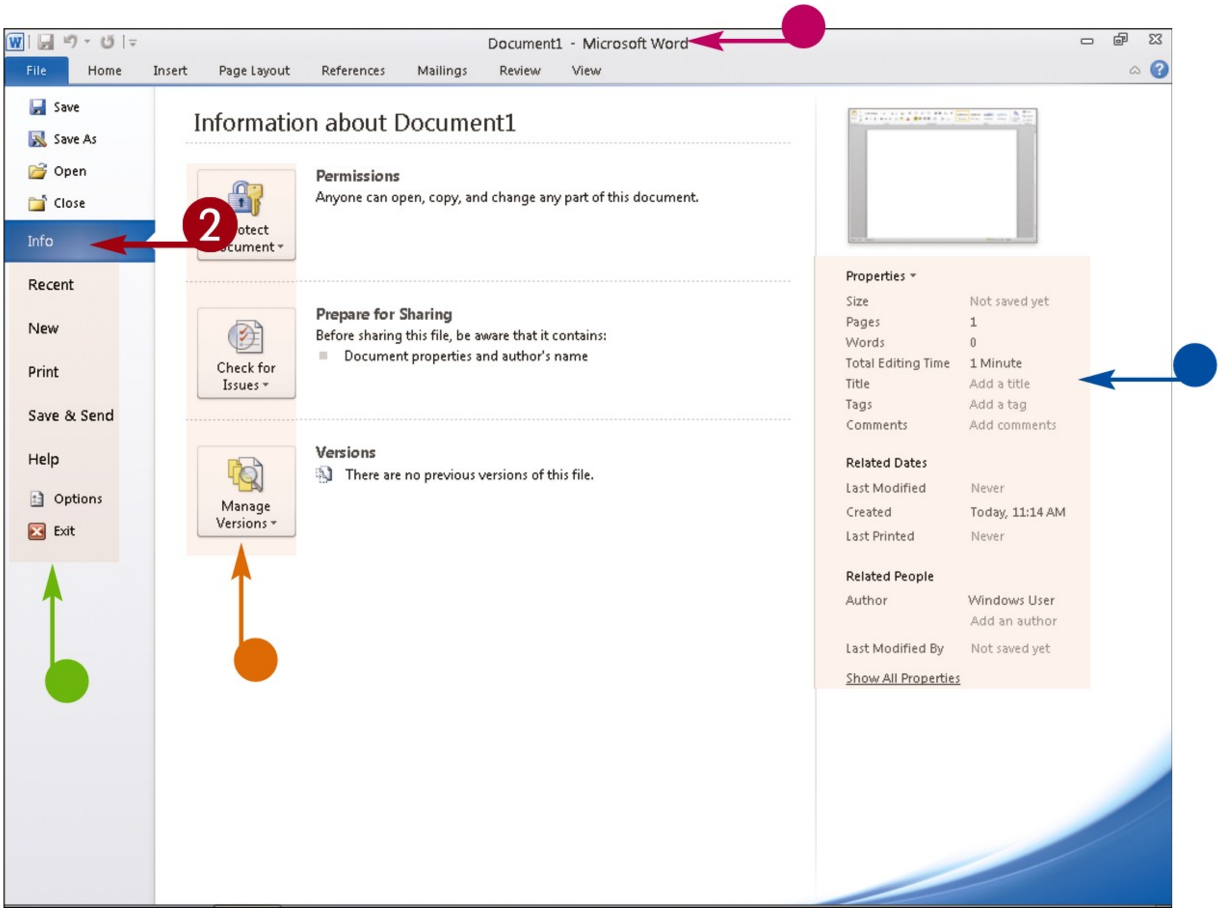
Clicking the File tab opens the Backstage view, which resembles a menu. The Backstage view in Word 2010 replaces the Office button in Word 2007 and, for the most part, the File menu in many earlier versions of Word.

In the Backstage view, you find a list of actions — commands — you can use to manage files and program options. For example, from the Backstage view you can open, save, print, and remove sensitive information from documents. You also can distribute documents via e-mail or post them to a blog, and set Word program behavior options.

Work with Backstage View


Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Calibri (Body)
11
Font
Paragraph
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spaci...
AaBbC(
Heading 1
AaBbCc
Heading 2
Change Styles
Styles
Find
Replace
Select
Editing
1
Page: 1 of 1
Words: 0
100%

❶ Click the **File** tab.


Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
2
Protect Document
Check for Issues
Manage Versions

Information about Document1

Permissions
Anyone can open, copy, and change any part of this document.

Prepare for Sharing
Before sharing this file, be aware that it contains:
- Document properties and author's name

Versions
There are no previous versions of this file.

Properties

Size	Not saved yet
Pages	1
Words	0
Total Editing Time	1 Minute
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	Never
Created	Today, 11:14 AM
Last Printed	Never

Related People

Author	Windows User Add an author
Last Modified By	Not saved yet

Show All Properties

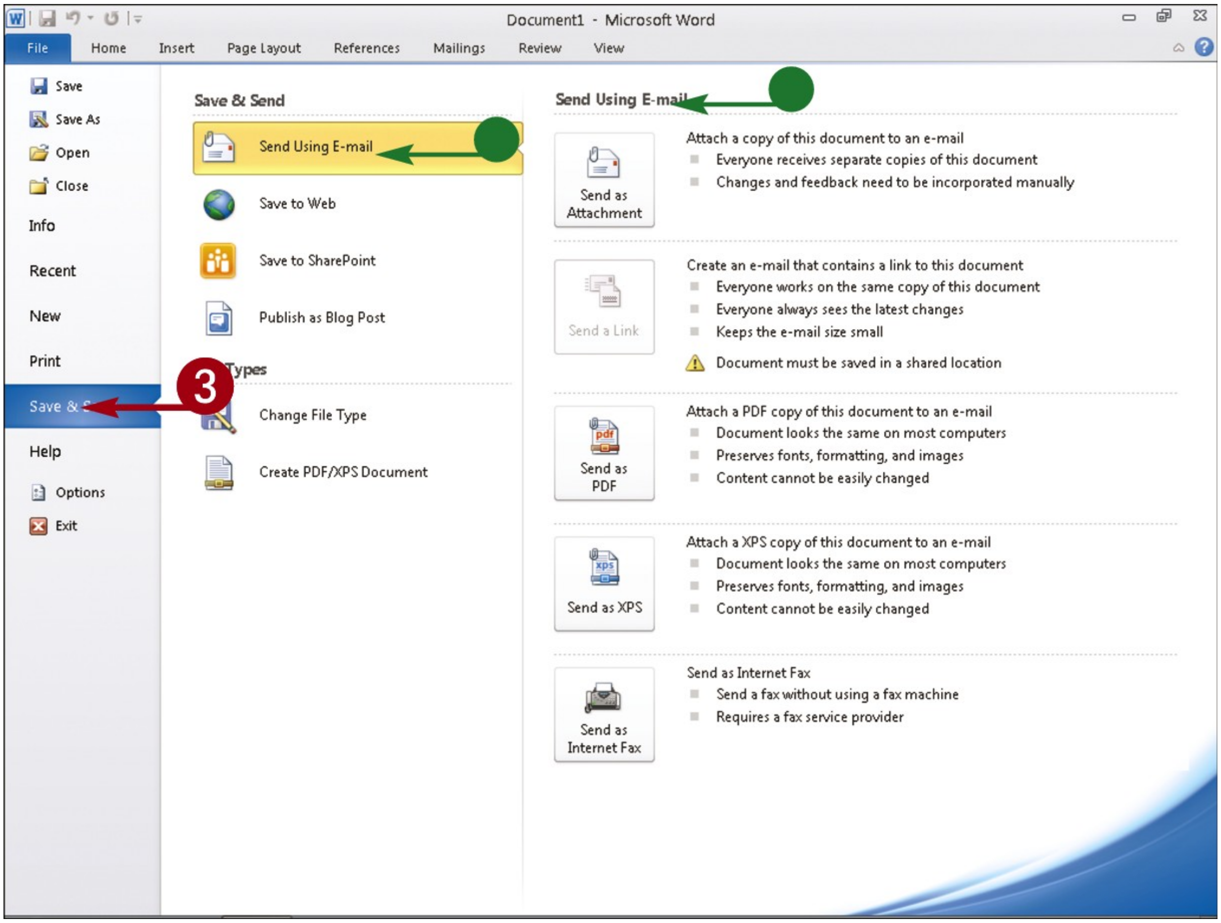
● In the Backstage view, commonly used file and program-management commands appear here.

● The title of the open document appears here.

● Information about the currently open document appears here.

● Buttons appear that you can click.

❷ Click Info.


Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & S
Help
Options
Exit
3
Save & Send
Send Using E-mail
Save to Web
Save to SharePoint
Publish as Blog Post
Types
Change File Type
Create PDF/XPS Document
Send Using E-mail
Send as Attachment
Send a Link
Send as PDF
Send as XPS
Send as Internet Fax

Attach a copy of this document to an e-mail
- Everyone receives separate copies of this document
- Changes and feedback need to be incorporated manually

Create an e-mail that contains a link to this document
- Everyone works on the same copy of this document
- Everyone always sees the latest changes
- Keeps the e-mail size small

⚠ Document must be saved in a shared location

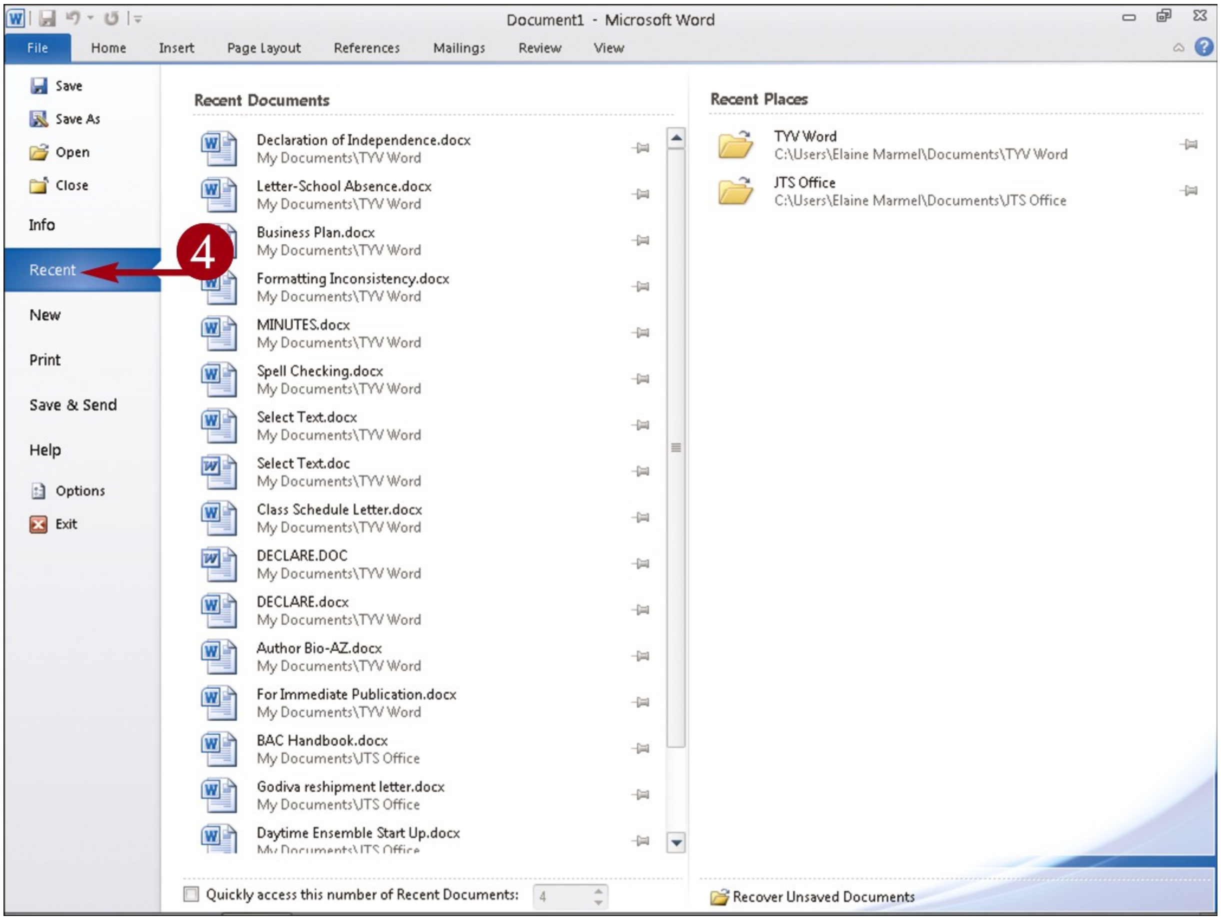
Attach a PDF copy of this document to an e-mail
- Document looks the same on most computers
- Preserves fonts, formatting, and images
- Content cannot be easily changed

Attach a XPS copy of this document to an e-mail
- Document looks the same on most computers
- Preserves fonts, formatting, and images
- Content cannot be easily changed

Send as Internet Fax
- Send a fax without using a fax machine
- Requires a fax service provider

❸ Click an option in the left column; this example shows the results of clicking Save & Send, which contains commands that help you share Word documents.

- As you click a button in the Send column, the information shown to the right changes.


Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
4
Recent Documents
Recent Places
Recover Unsaved Documents

Recent Documents

Declaration of Independence.docx
My Documents\TYV Word
Letter-School Absence.docx
My Documents\TYV Word
Business Plan.docx
My Documents\TYV Word
Formatting Inconsistency.docx
My Documents\TYV Word
MINUTES.docx
My Documents\TYV Word
Spell Checking.docx
My Documents\TYV Word
Select Text.docx
My Documents\TYV Word
Select Text.doc
My Documents\TYV Word
Class Schedule Letter.docx
My Documents\TYV Word
DECLARE.DOC
My Documents\TYV Word
DECLARE.docx
My Documents\TYV Word
Author Bio-AZ.docx
My Documents\TYV Word
For Immediate Publication.docx
My Documents\TYV Word
BAC Handbook.docx
My Documents\JTS Office
Godiva reshipment letter.docx
My Documents\JTS Office
Daytime Ensemble Start Up.docx
My Documents\JTS Office

☐ Quickly access this number of Recent Documents: 4

Recent Places

TYV Word
C:\Users\Elaine Marmel\Documents\TYV Word
JTS Office
C:\Users\Elaine Marmel\Documents\JTS Office

④ Repeat Step 3 until you find the command you want to use; this example shows the results of clicking **Recent**, which displays up to the last 25 documents opened. To select a document in this list to open it, see Chapter 2.

Simplify It

Is there a way to return to working in Word without making any selections in Backstage