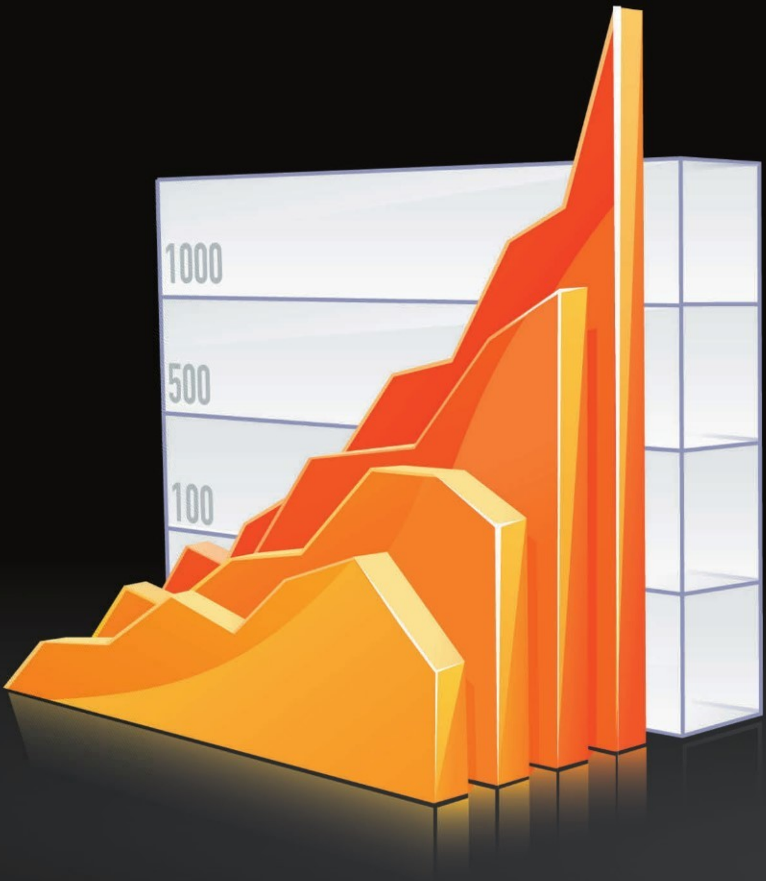
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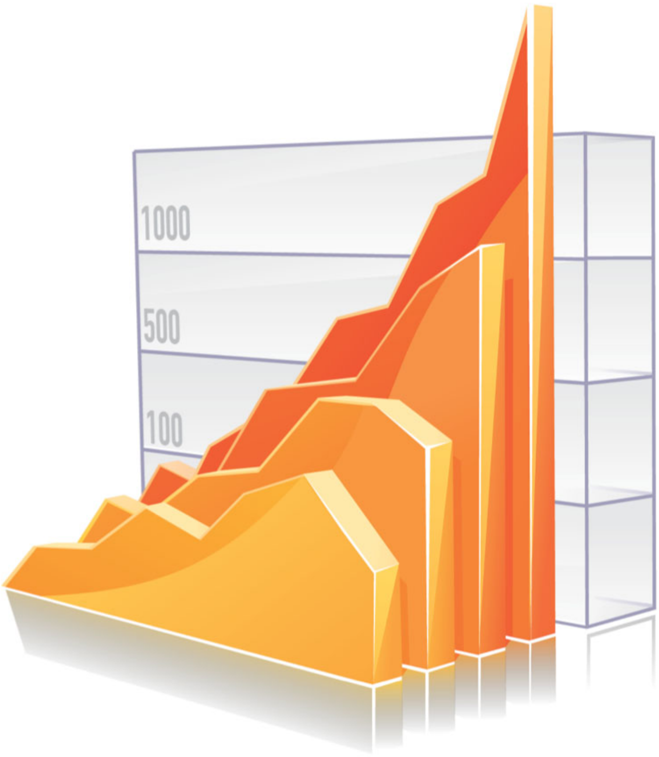
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Guy Hart-Davis is the author of more than 70 computer books, including *Beginning Microsoft Office 2010*, *Learn Office 2011 for Mac OS X,* and *Learn Excel 2011 for Mac*, all by Apress.

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Part I

Quick Start Guide

To start using Microsoft Office, you need to log on to Windows, launch the program you want to use, and create documents in it. This Quick Start Guide shows you how to do just that.

You also learn what the major components of the Office programs' interface are and what they do, how to close a program when you finish using it, and where to look to find information about the topics you want to learn about.

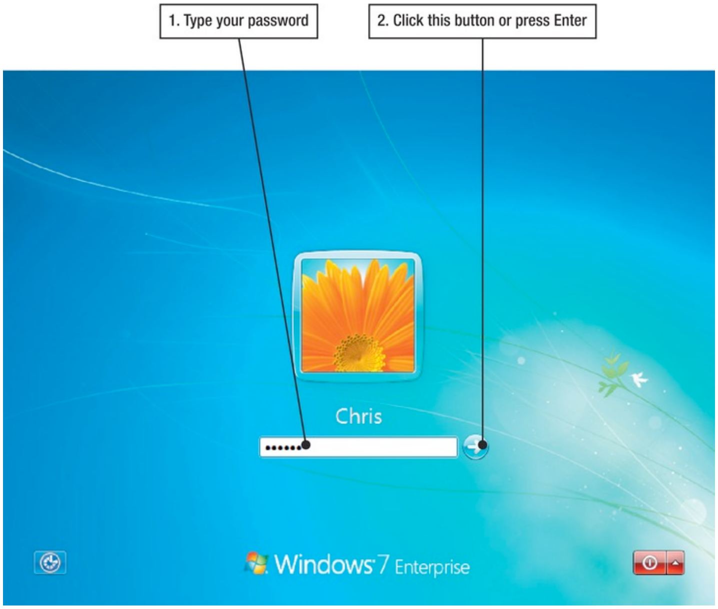
Let's get started!

Logging On to Windows

First, get Windows up and running.

Start your PC by pressing its power button.

When the login screen appears, click your user name, type your password, and then press **Enter**, as shown in Figure 1.



1. Type your password

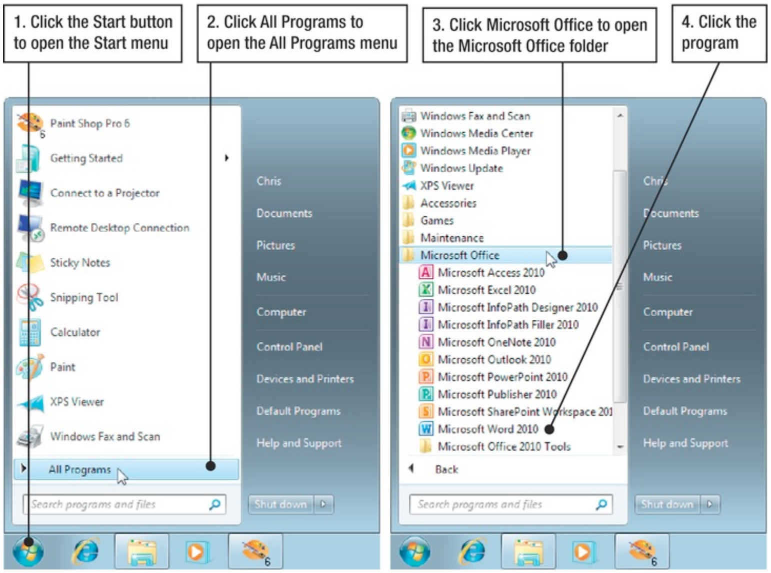
2. Click this button or press Enter

Chris
••••••
Windows 7 Enterprise

Figure 1. *To get started with Office, log in to Windows by typing your password and pressing* ***Enter****.*

Locating the Office Programs and Launching Word

Now that you've logged in to Windows, locate the Office programs and click Microsoft Word 2010 as shown in Figure 2. You'll normally find the Office programs in the **Microsoft Office** group on the **Start** menu.



1. Click the Start button to open the Start menu

2. Click All Programs to open the All Programs menu

3. Click Microsoft Office to open the Microsoft Office folder

4. Click the program

Paint Shop Pro 6
Getting Started
Connect to a Projector
Remote Desktop Connection
Sticky Notes
Snipping Tool
Calculator
Paint
XPS Viewer
Windows Fax and Scan
All Programs
Search programs and files
Chris
Documents
Pictures
Music
Computer
Control Panel
Devices and Printers
Default Programs
Help and Support
Shut down
Windows Fax and Scan
Windows Media Center
Windows Media Player
Windows Update
XPS Viewer
Accessories
Games
Maintenance
Microsoft Office
Microsoft Access 2010
Microsoft Excel 2010
Microsoft InfoPath Designer 2010
Microsoft InfoPath Filler 2010
Microsoft OneNote 2010
Microsoft Outlook 2010
Microsoft PowerPoint 2010
Microsoft Publisher 2010
Microsoft SharePoint Workspace 201
Microsoft Word 2010
Microsoft Office 2010 Tools
Back
Search programs and files
Chris
Documents
Pictures
Music
Computer
Control Panel
Devices and Printers
Default Programs
Help and Support
Shut down

Figure 2. *Locate the Office programs on the* ***Start*** *menu, and then click* ***Microsoft Word 2010*** *to launch Word.*

Meeting the Major Components of the Word Window

When Word opens, it automatically creates a new document for you and displays it in a window. Figure 3 explains what you should be seeing at this point.

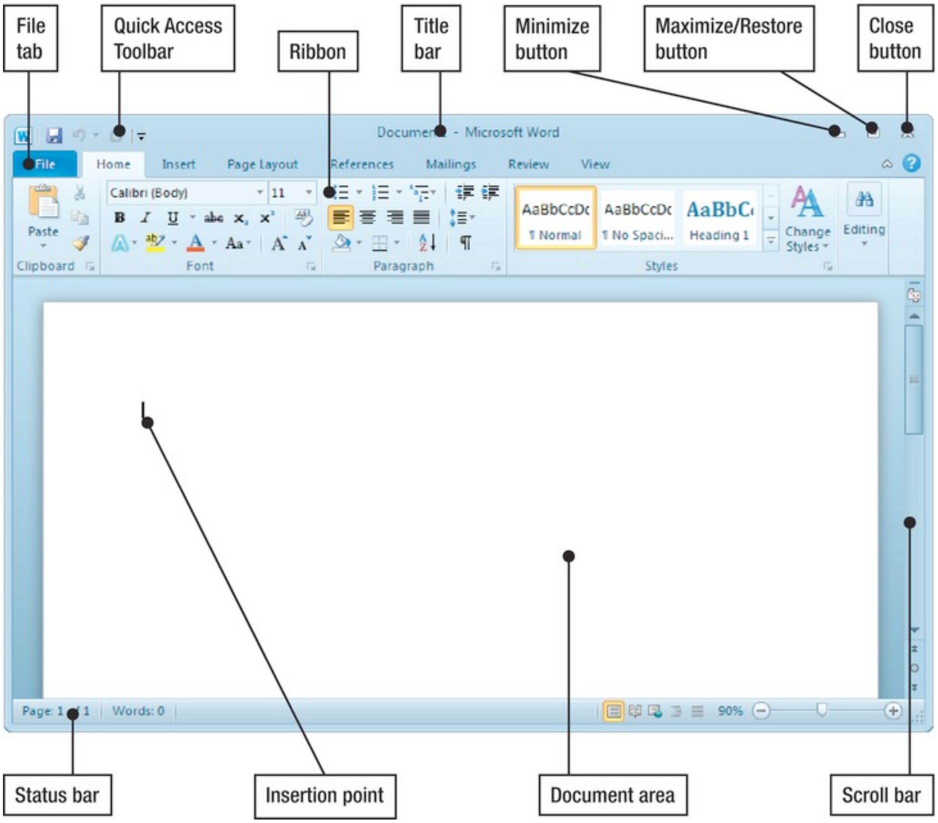

File tab
Quick Access Toolbar
Ribbon
Title bar
Minimize button
Maximize/Restore button
Close button
Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Calibri (Body)
11
Paste
Clipboard
Font
Paragraph
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spaci...
AaBbC
Heading 1
Styles
Change Styles
Editing
Page: 1 of 1
Words: 0
90%
Status bar
Insertion point
Document area
Scroll bar

Figure 3. *Each of the Office programs has the same major components, including the* ***File*** *tab, Quick Access Toolbar, Ribbon, and status bar.*

Here's what the main elements of the Word window do:

- *Title bar.* Running across the top of the window, the title bar shows the name of the file open in the window (in this case, Document1) and the program's name.
- ***File*** *tab.* This tab, at the left end of the Ribbon, opens Backstage view, which you use to give commands for opening, printing, saving, and otherwise manipulating documents.
- *Quick Access Toolbar.* This bar at the left end of the title bar provides instant access to the commands you need most often.

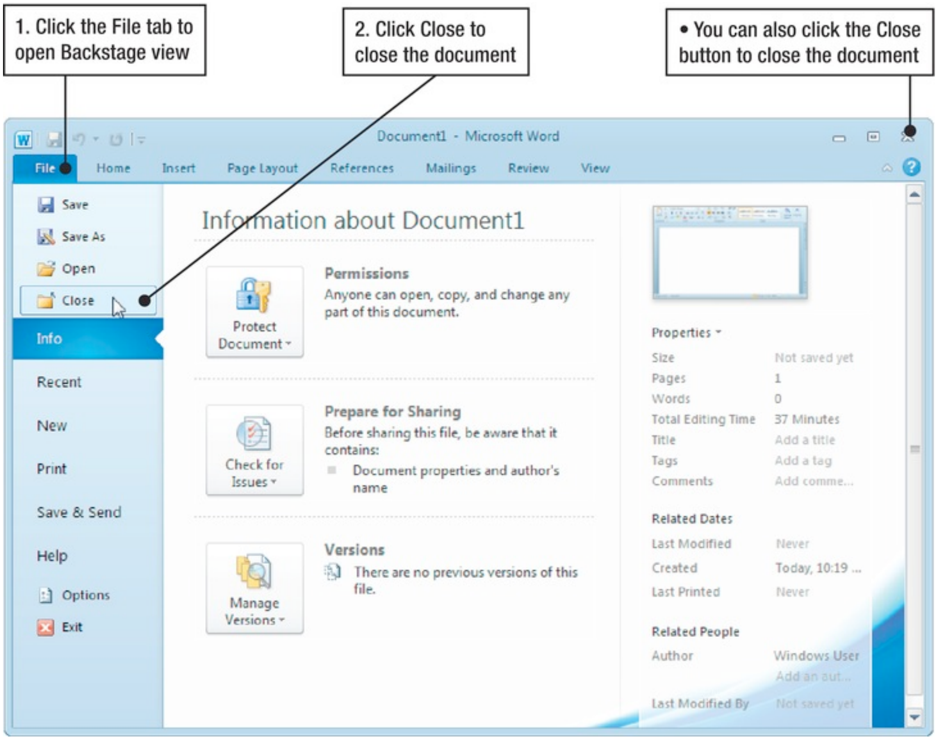
- *Ribbon.* This control strip across the top of the program window contains tabs that hold groups of controls. The Ribbon is your main means of giving commands in the Office 2010 programs. (You can also give commands by right-clicking and using the context menus and by pressing keyboard shortcuts.)
- ***Minimize**, **Maximize/Restore**, and **Close** buttons.* At the right end of the title bar are (from left to right) the **Minimize** button, the **Maximize/Restore** button, and the **Close** button. Click the **Minimize** button to minimize the window to the taskbar; click the **Maximize** button to enlarge the window to full screen, or click the **Restore** button (which replaces the **Maximize** button) to return it to the size it was before you maximized it; or click the **Close** button to close the window.
- *Document area.* This is the main part of the window, where you enter the content of your document.
- *Insertion point.* This indicator shows where text you type on the keyboard will land in the document.
- *Status bar.* This bar at the bottom of the window shows readouts giving you information about the status of the file or the current object together with controls for changing the view and zooming in and out.
- *Scroll bar.* This bar at the right side of the window frame lets you scroll up and down through your documents.

As you'll see later in the book, the other Office programs also use most of these elements.

Closing a Document

As you saw a moment ago, Word automatically opens a new blank document for you when you launch the program. If you need such a document, you can start work by typing in it. If not, you can close it as shown in Figure 4.

When you click the File tab, Backstage view opens, as you can see in Figure 4, giving you access to commands for manipulating the document as a whole.


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
Protect Document
Check for Issues
Manage Versions
Properties

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.

Size	Not saved yet
Pages	1
Words	0
Total Editing Time	37 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comme...
Related Dates	
Last Modified	Never
Created	Today, 10:19 ...
Last Printed	Never
Related People	
Author	Windows User Add an aut...
Last Modified By	Not saved yet

1. Click the File tab to open Backstage view

2. Click Close to close the document

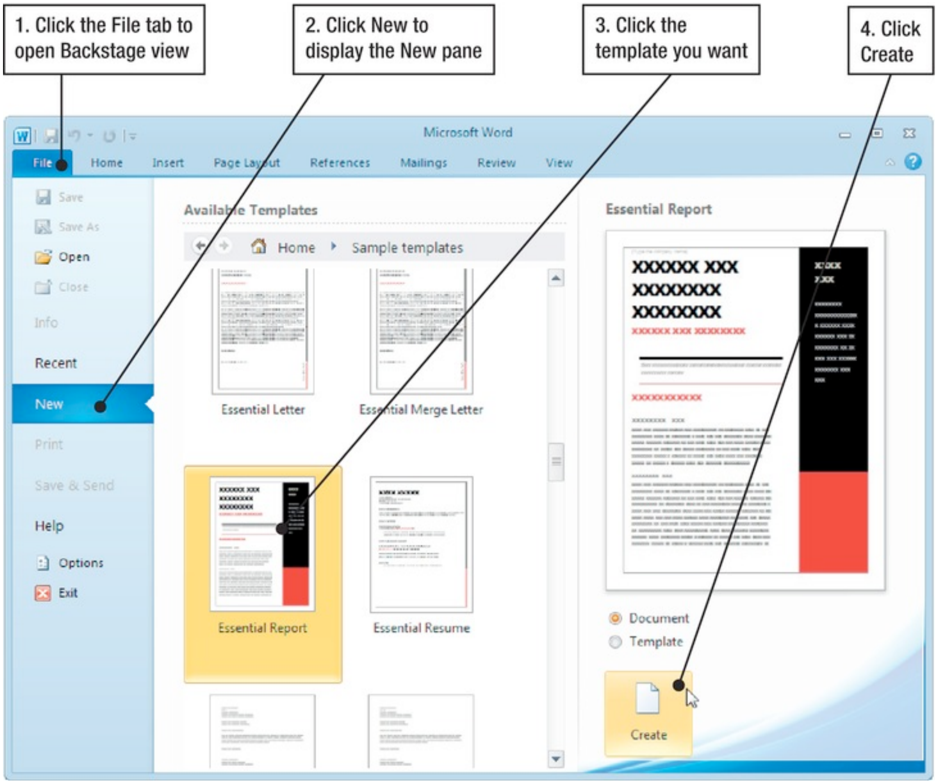
- You can also click the Close button to close the document

Figure 4. *You can close a document by choosing **File** ➤ **Close** or by clicking the **Close** button at the upper-right corner of the window.*

Creating and Saving a New Document

To create a new document, you use Backstage view as well. When you click the **Open** button in the left column of Backstage view, as shown in Figure 5. Word displays the **New** pane. You can then use the controls in the **Available Templates** area to choose the template you want, and then click the **Create** button to create a new document based on that template.

> **NOTE:** A *template* is a file that contains the framework for a new document. For example, a report template contains placeholders for items such as the report's title, author name, headings, and body text. Using a template helps you create consistently formatted documents quickly and easily.


1. Click the File tab to open Backstage view

2. Click New to display the New pane

3. Click the template you want

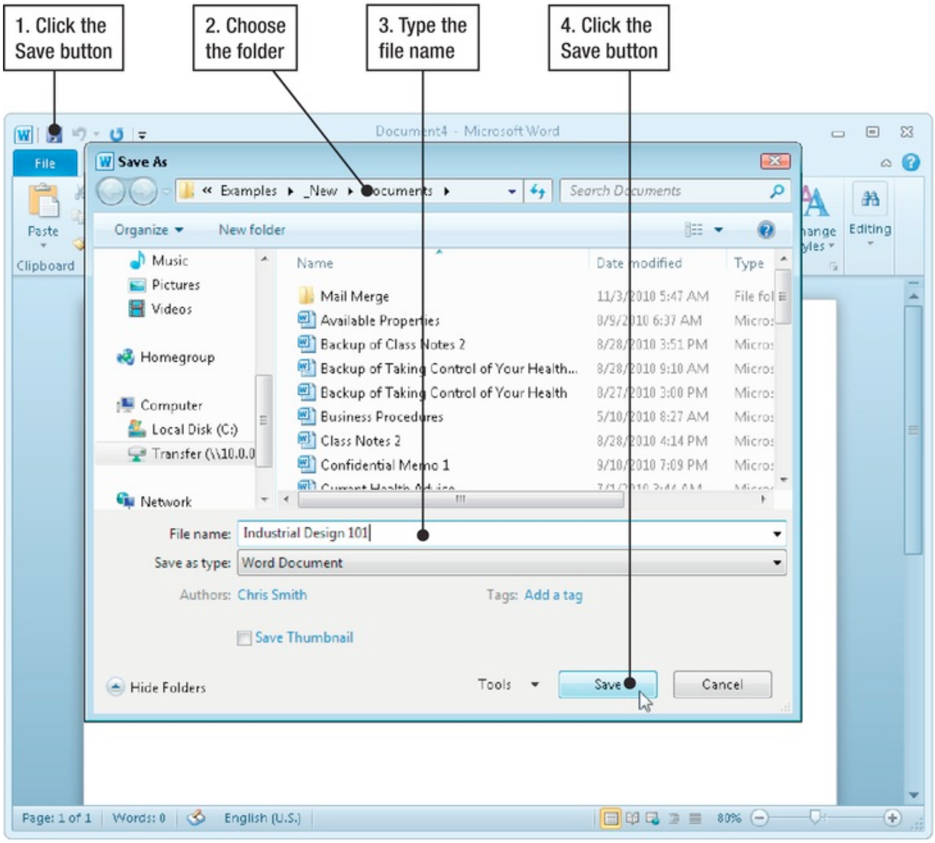
4. Click Create

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
Available Templates
Home
Sample templates
Essential Letter
Essential Merge Letter
Essential Report
Essential Resume
Essential Report
Create

● Document
○ Template

Figure 5. *To create a new document, choose **File** ➤ **New**, click the template you want to use, and then click the **Create** button.*

Now that you've created a document, save it as shown in Figure 6.


1. Click the Save button
2. Choose the folder
3. Type the file name
4. Click the Save button
Document4 - Microsoft Word
Save As
« Examples ▸ _New ▸ Documents ▸
Search Documents
Organize ▾
New folder
Save
Cancel
Tools ▾
Hide Folders

File name: Industrial Design 101

Save as type: Word Document

Authors: Chris Smith

Tags: Add a tag

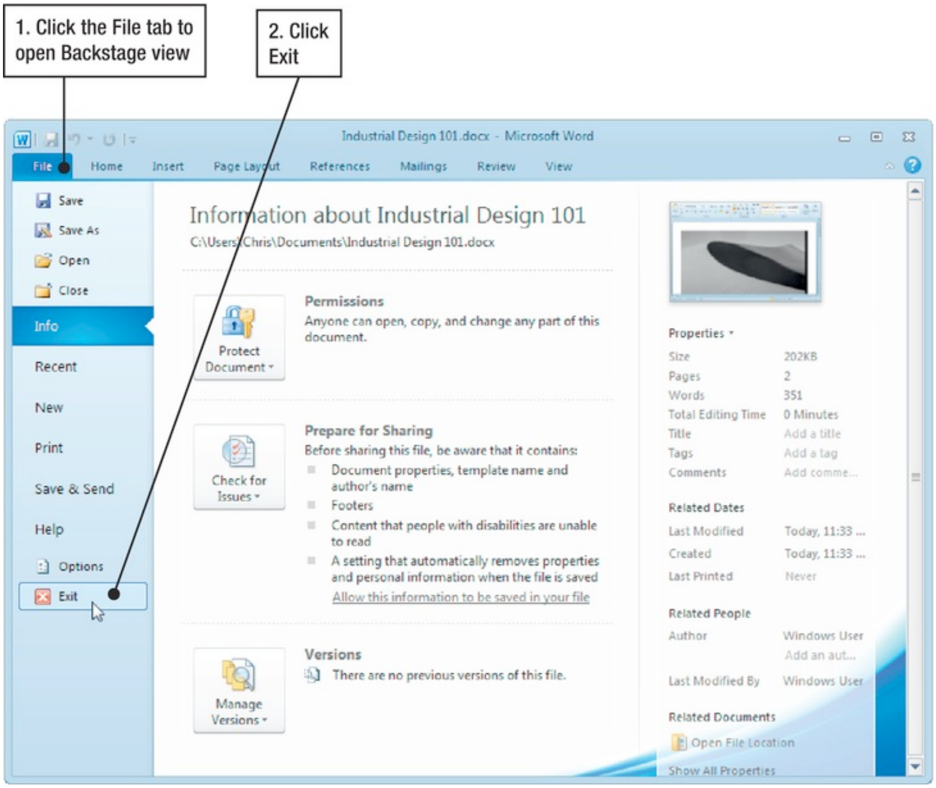
☐ Save Thumbnail

Figure 6. *When you save a new file for the first time, you use the **Save As** dialog box to specify the file name and choose the folder to save the file in.*

After saving and naming the document, you can add content to it—for example, by typing text or inserting pictures. To save the changes you make, click the **Save** button on the Quick Access Toolbar or press **Ctrl+S**.

Closing Word

When you finish using Word, close it as shown in Figure 7. If any of your open documents contain unsaved changes, Word prompts you to save them.


1. Click the File tab to open Backstage view

2. Click Exit

Information about Industrial Design 101
C:\Users\Chris\Documents\Industrial Design 101.docx

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, template name and author's name
- Footers
- Content that people with disabilities are unable to read
- A setting that automatically removes properties and personal information when the file is saved

Allow this information to be saved in your file

Versions
There are no previous versions of this file.

Properties	
Size	202KB
Pages	2
Words	351
Total Editing Time	0 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comme...
Related Dates	
Last Modified	Today, 11:33 ...
Created	Today, 11:33 ...
Last Printed	Never
Related People	
Author	Windows User Add an aut...
Last Modified By	Windows User

Industrial Design 101.docx - 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
Protect Document
Check for Issues
Manage Versions
Related Documents
Open File Location
Show All Properties

Figure 7. *To close Word, open Backstage view and give the* ***Exit*** *command.*

Where to Learn More

Table 1 lists the major Office topics this book discusses and where you'll find them.

Table 1: *Major Office Topics*

Topic	Where to Learn More (Chapter and Section)
Starting programs the easy way	Chapter 1, "Launching a Program"
Opening a recent file	Chapter 1, "Reopening a File You've Used Recently"
Giving commands with the Ribbon and keyboard	Chapter 2, "Using the Ribbon"

Topic	Where to Learn More (Chapter and Section)
Using the AutoCorrect feature	Chapter 2, “Entering Text Faster Using AutoCorrect”
Checking spelling and grammar	Chapter 2, “Checking Spelling and Grammar in Your Files”
Printing	Chapter 2, “Printing Your Documents”
Entering text and symbols	Chapter 3, “Entering Text in Your Documents”
Formatting text and objects	Chapter 3, “Applying Direct Formatting to Text and Objects”
Working with Cut, Copy, and Paste	Chapter 3, “Using Cut, Copy, and Paste”
Finding and replacing text	Chapter 3, “Using Find and Replace”
Creating tables	Chapter 3, “Laying Out Material with Tables”
Adding links	Chapter 3, “Inserting Hyperlinks in Your Documents”
Adding clip art items to documents	Chapter 4, “Inserting Clip Art Items in Your Documents”
Adding pictures to documents	Chapter 4, “Inserting Other Pictures in Your Documents”
Laying out graphical objects	Chapter 4, “Positioning Graphical Objects”
Adjusting picture color, style, and cropping	Chapter 4, “Making Your Pictures Look the Way You Want Them”
Creating diagrams	Chapter 4, “Creating Illustrations by Inserting SmartArt Graphics”
Working on the same document as your colleagues	Chapter 5, “Coauthoring in Real Time”
Sharing documents with your colleagues via a network	Chapter 5, “Sharing Documents on a Network”
Sharing documents via the Internet	Chapter 5, “Sharing Documents via E-mail, SkyDrive, and Electronic Documents”
Putting the buttons you need on the Quick Access Toolbar	Chapter 6, “Customizing the Quick Access Toolbar”