

Word 2010 Introduction

Creating a New Document

A blank, new document displays when Word is launched. If Word is already open:

1. Choose **FILE**, then **NEW**.
2. [Click] **BLANK DOCUMENT**  or to use a template:
 - From OFFICEART, [Click] a category under OFFICE, SOME TEMPLATES or to search, type keywords (e.g. business plan) in SEARCH OFFICE.COM FOR TEMPLATES, and press <Enter>
 - Select one of the RECENT TEMPLATES or VARIOUS TEMPLATES.
 - For custom templates, [Click] MY TEMPLATES.
3. [Click] **CREATE or DOWNLOAD**.

To quickly create a blank document, press <Ctrl+N>

Opening an Existing Document

1. Choose **FILE**, then **OPEN**, or press <Ctrl+O>.
2. Select the document, and [Click] **OPEN**.
(To change the location, [Click] the folder names displayed at the top of the dialog box, shortcuts on the left, or [Double Click] folders in the middle).

Recently opened documents/places:

- To open recently used documents or places (folders and websites), choose **FILE**, **RECENT**.
- To keep a document or place on the **RECENT** list, [Click] .
- To remove a document or place, [Click] .

Working with Previous File Versions

Files created in Word versions 97-2003 open in compatibility mode with **COMPATIBILITY MODE** in the title bar.

- Features are disabled or changed to keep the file usable with Word 97-2003.
- To save a file for use with 97-2003 Word, choose **FILE**, **SAVE & SEND > CHANGE FILE TYPE > WORD 97-2003 DOCUMENT**, then [Click] **SAVE AS** . A warning will display if the file will behave differently with the older Word programs.
- To convert an older file to the 2007+ format, choose **FILE**, **INFO** then **Convert** .
- Office 97 and 2003 can install a Microsoft Office Compatibility Pack from www.microsoft.com/downloads to read the new file format.

Saving the Document

1. Choose **FILE**, **SAVE** or [Click] , or press <Ctrl+S>.
2. If saving the document for the first time:
 - a. Type the file name.
 - b. Choose a location by [Clicking] the folder names displayed at the top of the dialog box, shortcuts on the left, or [Double Click] folders in the middle. [Click] **SAVE**.

To save a copy of a document with a different name and/or location, choose **FILE**, **SAVE AS**. If a document exists with the same name/location, choose to **REPLACE EXISTING FILE**, change the name, or **SAVE AS CHANGES INTO EXISTING FILE**.

Setting up Page Layout

1. Choose **PAGE LAYOUT**.
2. Select **page MARGINS**, **ORIENTATION**, **papers SIZE**, and **COLUMNS** in the **PAGE SETUP** group. Changes are applied to the entire document (or selected area for columns).

To make changes to just one part of the document:

1. Select the area to be changed.
2. [Click]  in the **PAGE SETUP** group.
3. Make the changes on the **MARGINS**, **PAPER**, or **LAYOUT** tab.
4. Change the **APPLY TO** option to **SELECTED TEXT**. [Click] **OK**.

Inserting/Deleting Text

To insert text:

[Click] where the text is to be inserted, then type.

To delete characters:

1. Place the insertion point in front of, or after, the text to be deleted.
2. Press <Backspace> to delete characters to the left, or to delete characters to the right.

To delete a large amount of text:

1. [Drag] across the text to select it, or use one of the shortcuts listed under **Text Selection Shortcuts**.
2. Press <Backspace> or .

To replace text, select the text, then type the new text.

Spacing between Paragraphs

By default, 10 points of space is applied after every paragraph. To start a new line without starting a new paragraph (create a line break), press <Shift>+<Enter>.

To turn off the default paragraph spacing:

1. Select the text.
2. Choose **HOME**, then  in the **STYLES** group.

Undoing/Redoing Actions

[Click] , or press <Ctrl+Z>. Repeat to undo more steps. To undo several steps at once, [Click] the drop-down arrow of the **Undo** button and select steps.

To redo an action, [Click] , or press <Ctrl+Y>. This reverses the last **Undo** command.

Repeating an Action

To repeat the last action, [Click] , or press <Ctrl+Y>.

Moving or Copying Text:

— **Cut, Copy, Paste**

1. Select the text to move or copy.
2. To move, choose **HOME**, then , or press <Ctrl+X>.
Or to copy, choose **HOME**, then , or press <Ctrl+C>.
3. [Click] to place the cursor at the new location.
4. [Click] , or press <Ctrl+V>.
Or for options such as **Keep Source Formatting**, [Click]  and choose one of the **PASTE OPTIONS**, or after pasting, [Click]  <Ctrl+V> to move to previous.

— Drag and Drop

1. Select the text to move or copy.
2. [Point] at the selected text (the mouse pointer changes into an arrow and [Drag] the text to the new location. To copy, press <Ctrl> while [dragging].

Changing Text Font and Size

1. Select the text to change.
2. Choose **HOME** then select from the **Font** list, e.g.  **Times New Roman**.
3. Choose from the **Font Size** list , or edit the number in the box and press <Enter>.

Enhancing Text: Bold, Italic, etc.

1. Select the text to change.
 2. [Click] one or more of the , ,  buttons. For more underline options, [Click] the arrow of the **Underline** button. For more font options, [Click]  in the **FONT** group.
- To remove enhancements, select the text, and [Click] the same buttons.

Copying Formatting

1. Select the text that has formatting you wish to copy. To copy paragraph formatting, ensure you select the entire paragraph.
2. Choose **HOME**,  **Format Painter**. If applying the format once, to apply the format multiple times, [Double Click]  **Format Painter**.
3. Select the text to be formatted.
(If applying multiple times, press <Esc> or [Click] the **Format Painter** button again when finished.)

Changing Paragraph Alignment

1. Select the paragraph to change.
2. Choose **HOME**, then one of , , , or .

Formatting Text with the Mini Toolbar



Use the Mini toolbar for quick access to common formatting options.

1. Select the text to change with your mouse.
2. [Right Click] or move the mouse up and to the right.

Using the Highlighter

Just like a highlighter, you can highlight key phrases with different colors.

1. Select the text.
2. Choose **HOME**,  (like drop-down for colors). To highlight in multiple places throughout the document, [Double Click] the button, or [Click] the button without any text selected. When finished, press <Esc> or [Click] the button again.

To remove highlighting from text:

Select the text, [Click] the drop-down arrow of the highlighter button and select **NO COLOR**.

Text Selection Shortcuts

A word	[Double Click] the word.
A sentence	<Ctrl>+[Click] in the sentence.
A line	[Click] in the left margin.
A paragraph	[Double Click] in the left margin. Or [Triple Click] in the paragraph.
All text	[Triple Click] or <Ctrl>+[Click] in the left margin. Or choose HOME , SELECT , then SELECT ALL , or press <Ctrl+A>.
Multiple selections	Press <Ctrl> and select separately areas of text.

Movement Shortcuts

The <Ctrl>-key with any of these movement shortcuts selects from the current position to that location. E.g. <Ctrl>+<End> selects to the end of the document.

Beginning of document	Ctrl+Home
End of document	Ctrl+End
Beginning of current line	Home
End of current line	End
Beg. of next or prev. word	Ctrl+* or +
Beg. of next or prev. para.	Ctrl+* or +
One word at a time	Page Down
One paragraph at a time	Page Up
Previous editing location	Shift+F5

Editing

Delete word to the left	Ctrl+Backspace
Delete word to the right	Ctrl+Delete

Microsoft Word 2010 Introduction Study Guide

Meera Aggarwal, Dorothy Fanthome



Microsoft Word 2010 Introduction Study Guide:

MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook Joan Lambert, Joyce Cox, 2011 This all in one guide is designed to help readers practice and prepare for the four core Microsoft Office Specialist MOS exams Use the book's easy to follow procedures and illustrations to review the essential skills measured by the MOS exams **MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams** John Pierce, Geoff Evelyn, 2011 Presents a guide to preparing for certification exams for four Microsoft Office programs which includes overviews step by step instructions and practice projects for each program **Office Practice 2010 End User Computing Study Guide** Ignatious Lesiba "Thapelo" Kekana, 2019-01-06 ICT training manual both theory and practical This book is ideal for any one who is interested in learning how to utilize the Microsoft Office Package Enjoy the book **Study Material & Question Bank** YCT Expert Team , 2022 23 RSB Study Material Question Bank *IC3: Internet and Computing Core Certification Key Applications Global Standard 4 Study Guide* Ciprian Adrian Rusen, 2015-04-27 Master word processing spreadsheets and presentations ahead of the IC3 exam IC3 Internet and Computing Core Certification Key Applications Study Guide is your ideal study guide when you want to focus on the Key Applications exam module in preparation for the IC3 This book covers common features and functions word processing spreadsheets and presentations all presented in a clear concise style Hands on examples and self paced exercises show you how to perform critical tasks needed to pass the exam and the companion website offers a diverse set of study tools including the Sybex test engine a preassessment test hundreds of practice questions videos and access to over one hundred electronic flashcards Test your skills and solidify your understanding of Key Applications for the IC3 Master the functions common to all programs and the most common features Review the basics of word processing with formatting and automation Understand spreadsheets and how to manipulate data with formulas Brush up on the creation and formatting of simple presentations When you are serious about certification IC3 provides the practice that inspires self confidence **Boot-Click-Enter** 7 Gurpreet Bindra , Manjeet Jauhar, Boot Click Enter Enter the world of IT based on Windows 7 and MS Office 2010 comprises of eight computer science textbooks for classes 1 8 The series is based on an interactive approach to teach various concepts related to Computer Science This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners *Taxmann's Computer Applications in Business (UGCF) - Student-oriented textbook to impart computer skills & knowledge for handling business operations using MS Excel, etc.* Hem Chand Jain, H.N. Tiwari, 2022-11-14 This is a comprehensive authentic textbook written to impart computer skills and knowledge to commerce students enhance their understanding of information technology tools in handling business operations The book focuses on the application while providing basic information about computers for first time readers This book aims to fulfil the requirement of students of the following B Com Generic Electives GE 5

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Word 2010 For Dummies Dan Gookin, 2010-05-10 Dan Gookin gets you up to speed so you can get down to work with all the new features of Word 2010 Bestselling and quintessential For Dummies author Dan Gookin employs his usual fun and friendly candor while walking you through the spectrum of new features of Word 2010 Completely in tune with the needs of the beginning Word user Gookin shows you how to use Word quickly and efficiently so that you can spend more time working on your projects and less time trying to figure out how to make Word perform the tasks you need it to do This newest edition of Word For Dummies explains how to navigate the user interface and take advantages of file formats and skips the unnecessary jargon Unparalleled author Dan Gookin applies his beloved For Dummies writing style to introduce you to all the features and functions of Word 2010 Escorts you through the capabilities of Word 2010 without weighing you down with unnecessary technical jargon Deciphers the user interface and shows you how to take advantage of the file formats The word on the street is that Word 2010 For Dummies is a must read

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