# Contents

Introducing Microsoft Word 2010 ................................................................. ix
Modifying the Display of the Ribbon ...................................................... xiii
Features and Conventions of This Book ................................................. xix
Using the Practice Files ........................................................................... xxi
Your Companion eBook ........................................................................... xxiv
Getting Help ............................................................................................... xxv

## Part 1 Basic Word Documents

### 1 Explore Word 2010

- Working in the User Interface ................................................................. 4
- Creating, Entering Text in, and Saving Documents ................................. 16
  - Document Compatibility with Earlier Versions of Word ....................... 22
- Opening, Moving Around in, and Closing Documents ............................ 23
- Viewing Documents in Different Ways .................................................. 29
- Key Points ............................................................................................... 37

### 2 Edit and Proofread Text

- Making Text Changes ............................................................................ 40
  - Sidebar: About the Clipboard .............................................................. 48
- Finding and Replacing Text .................................................................... 49
- Fine-Tuning Text ..................................................................................... 55
- Correcting Spelling and Grammatical Errors ........................................ 63
  - Sidebar: Viewing Document Statistics ................................................ 69
- Inserting Saved Text ............................................................................... 69
  - Sidebar: Inserting One Document into Another ................................... 73
- Key Points ............................................................................................... 73

---

What do you think of this book? We want to hear from you!
Microsoft is interested in hearing your feedback so we can continually improve our books and learning resources for you. To participate in a brief online survey, please visit:

[microsoft.com/learning/booksurvey](microsoft.com/learning/booksurvey)
3 Change the Look of Text

Quickly Formatting Text ......................................................... 76
Changing a Document’s Theme ................................................ 82
Manually Changing the Look of Characters ......................... 87
   Sidebar: Character Formatting and Case Considerations ........ 95
Manually Changing the Look of Paragraphs ..................... 95
   Sidebar: Finding and Replacing Formatting ..................... 106
Creating and Modifying Lists .......................................... 106
   Sidebar: Formatting Text as You Type .......................... 112
Key Points ........................................................................ 113

4 Organize Information in Columns and Tables .................. 115

Presenting Information in Columns ..................................... 116
Creating Tabbed Lists ....................................................... 123
Presenting Information in Tables ....................................... 125
   Sidebar: Performing Calculations in Tables .................. 134
   Sidebar: Other Layout Options ................................. 135
Formatting Tables ............................................................ 136
   Sidebar: Quick Tables ............................................. 140
Key Points ........................................................................ 141

5 Add Simple Graphic Elements ...................................... 143

Inserting and Modifying Pictures ..................................... 144
   Sidebar: About Clip Art ............................................ 150
Changing a Document’s Background .................................. 152
Inserting Building Blocks ............................................... 159
   Sidebar: Drawing Text Boxes ................................. 172
Adding WordArt Text ...................................................... 173
   Sidebar: Formatting the First Letter of a Paragraph .... 178
Key Points ........................................................................ 179

6 Preview, Print, and Distribute Documents ....................... 181

Previewing and Adjusting Page Layout .............................. 182
Controlling What Appears on Each Page .......................... 188
Printing Documents ......................................................... 193
Preparing Documents for Electronic Distribution .......... 195
Key Points ........................................................................ 200
### Part 2  Document Enhancements

#### 7 Insert and Modify Diagrams  203
- Creating Diagrams .......................................................... 203
- Modifying Diagrams ......................................................... 210
- Creating Picture Diagrams ................................................ 216
- Key Points ................................................................. 221

#### 8 Insert and Modify Charts  223
- Inserting Charts ............................................................... 223
- Modifying Charts .............................................................. 230
- Using Existing Data in Charts ........................................... 237
- Key Points ................................................................. 241

#### 9 Use Other Visual Elements  243
- Adding Watermarks .......................................................... 243
- Inserting Symbols and Equations ....................................... 247
  - Sidebar: Setting Math AutoCorrect Options ......................... 254
- Drawing and Modifying Shapes ......................................... 255
- Inserting Screen Clippings ............................................... 263
- Key Points ................................................................. 265

#### 10 Organize and Arrange Content  267
- Reorganizing Document Outlines ....................................... 268
- Arranging Objects on the Page .......................................... 273
- Using Tables to Control Page Layout ................................ 282
- Key Points ................................................................. 285

#### 11 Create Documents for Use Outside of Word  287
- Saving Files in Different Formats ....................................... 288
  - Sidebar: Viewing the .docx Format .................................... 288
- Creating and Modifying Web Documents ............................ 293
- Creating and Publishing Blog Posts .................................. 299
  - Sidebar: Setting Up a Blog Account .................................. 300
- Key Points ................................................................. 306
Part 3  Additional Techniques

12  Explore More Text Techniques  309
   Adding Hyperlinks .......................................................... 310
   Inserting Fields ............................................................ 316
   Adding Bookmarks and Cross-References ............................. 322
   Key Points ........................................................................ 327

13  Use Reference Tools for Longer Documents  329
   Sidebar: Adding Footnotes and Endnotes ............................... 330
   Creating and Modifying Tables of Contents ............................ 332
   Sidebar: Tables of Figures ................................................... 338
   Sidebar: Tables of Authorities ............................................. 339
   Creating and Modifying Indexes .......................................... 340
   Adding Sources and Compiling Bibliographies ...................... 347
   Key Points ........................................................................ 353

14  Work with Mail Merge  355
   Understanding Mail Merge ................................................ 356
   Preparing Data Sources ..................................................... 356
   Sidebar: Using an Outlook Contacts List as a Data Source ....... 363
   Preparing Main Documents ................................................ 363
   Merging Main Documents and Data Sources ....................... 367
   Sidebar: Printing Envelopes .............................................. 370
   Sending Personalized E-Mail Messages to Multiple Recipients 370
   Creating and Printing Labels .............................................. 374
   Key Points ........................................................................ 377
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Collaborate on Documents</td>
<td>379</td>
</tr>
<tr>
<td></td>
<td>Coauthoring Documents</td>
<td>380</td>
</tr>
<tr>
<td></td>
<td>Sending Documents Directly from Word</td>
<td>381</td>
</tr>
<tr>
<td></td>
<td>Sending Documents Directly from Word</td>
<td>381</td>
</tr>
<tr>
<td></td>
<td>Sending Documents Directly from Word</td>
<td>381</td>
</tr>
<tr>
<td></td>
<td>Sidebar: Adding Digital Signatures</td>
<td>384</td>
</tr>
<tr>
<td></td>
<td>Adding and Reviewing Comments</td>
<td>385</td>
</tr>
<tr>
<td></td>
<td>Tracking and Managing Document Changes</td>
<td>388</td>
</tr>
<tr>
<td></td>
<td>Comparing and Merging Documents</td>
<td>393</td>
</tr>
<tr>
<td></td>
<td>Password-Protecting Documents</td>
<td>396</td>
</tr>
<tr>
<td></td>
<td>Sidebar: Restricting Who Can Do What to Documents</td>
<td>400</td>
</tr>
<tr>
<td></td>
<td>Controlling Changes</td>
<td>400</td>
</tr>
<tr>
<td></td>
<td>Key Points</td>
<td>403</td>
</tr>
<tr>
<td>16</td>
<td>Work in Word More Efficiently</td>
<td>405</td>
</tr>
<tr>
<td></td>
<td>Working with Styles and Templates</td>
<td>406</td>
</tr>
<tr>
<td></td>
<td>Templates</td>
<td>406</td>
</tr>
<tr>
<td></td>
<td>Styles</td>
<td>409</td>
</tr>
<tr>
<td></td>
<td>Switching to a Different Template</td>
<td>420</td>
</tr>
<tr>
<td></td>
<td>Changing Default Program Options</td>
<td>422</td>
</tr>
<tr>
<td></td>
<td>Sidebar: Using Add-ins</td>
<td>430</td>
</tr>
<tr>
<td></td>
<td>Customizing the Ribbon</td>
<td>431</td>
</tr>
<tr>
<td></td>
<td>Customizing the Quick Access Toolbar</td>
<td>437</td>
</tr>
<tr>
<td></td>
<td>Key Points</td>
<td>440</td>
</tr>
<tr>
<td></td>
<td>Glossary</td>
<td>441</td>
</tr>
<tr>
<td></td>
<td>Keyboard Shortcuts</td>
<td>449</td>
</tr>
<tr>
<td></td>
<td>Index</td>
<td>471</td>
</tr>
<tr>
<td></td>
<td>About the Authors</td>
<td>495</td>
</tr>
</tbody>
</table>
Introducing Microsoft Word 2010

Microsoft Word 2010 is a sophisticated word processing program that helps you quickly and efficiently author and format all the business and personal documents you are ever likely to need. You can use Word to:

- Create professional-looking documents that incorporate impressive graphics such as charts and diagrams.
- Give documents a consistent look by applying styles and themes that control the font, size, color, and effects of text and the page background.
- Store and reuse ready-made content and formatted elements such as cover pages and sidebars.
- Create personalized e-mail messages and mailings to multiple recipients without repetitive typing.
- Make information in long documents accessible by compiling tables of contents, indexes, and bibliographies.
- Safeguard your documents by controlling who can make changes and the types of changes that may be made, as well as by removing personal and confidential information.

Word 2010 builds on previous versions to provide powerful tools for all your word processing needs. This introduction provides an overview of new features that we explore throughout the book.

New Features

If you’re upgrading to Word 2010 from a previous version, you’re probably most interested in the differences between the old and new versions and how they will affect you, as well as how to find out about them in the quickest possible way. The following sections list new features you will want to be aware of, depending on the version of Word you are upgrading from.
If You Are Upgrading from Word 2007

If you have been using Word 2007, you might be wondering how Microsoft could have improved on what seemed like a pretty comprehensive set of features and tools. The list of new features includes the following:

- **The Backstage view** Finally, all the tools you need to work with your files, as opposed to their content, really are accessible from one location. You display the Backstage view by clicking the File tab, which replaces the Microsoft Office Button at the left end of the ribbon.

- **Customizable ribbon** The logical next step in the evolution of the command center introduced with Word 2007: Create your own tabs and groups to suit the way you work.

- **Navigation task pane** The replacement for the Document Map not only provides a means of navigating to any heading but also to any page or to any search term you enter.

- **Unsaved file recovery** How many times have you responded No without thinking to the "save changes" message when closing files, only to find that you have discarded work you wanted to keep? Word now preserves your unsaved files for a period of time, allowing you to recover them if you need them.

- **Paste preview** No more trial and error when moving items to new locations. Preview what an item will look like in each of the available formats, and then pick the one you want.

- **Coauthoring** A team of authors can now work simultaneously on a document stored on a Microsoft SharePoint 2010 server or in Windows Live SkyDrive.

- **Language support** These days, more business is conducted internationally across language lines than ever before. Not only can you easily tailor the language of your working environment, but you can also use new translation tools to collaborate with team members in other countries.

- **Graphics editing** Found the perfect picture, but its colors or style aren't quite right for your document? Now after inserting a picture, you can edit it in new ways. In addition to changing color, brightness, and contrast, you can remove the background and, most exciting of all, apply artistic effects that make it appear like a watercolor, pencil drawing, or pastel sketch.
● **Text effects**  WordArt has had a makeover. Not only can WordArt be used to create distinctive headlines but its effects can be used on any text.

● **Screenshots**  You no longer need to go outside of Word when you want to insert a screenshot into a document. This capability is now built into Word.

● **Improved SmartArt Graphics tool**  A whole new category has been added to SmartArt so that you can include pictures as well as text in your diagrams.

### If You Are Upgrading from Word 2003

In addition to the features listed in the previous section, if you’re upgrading from Word 2003, you’ll want to take note of the new features that were introduced in Word 2007. The 2007 upgrade provided a more efficient working environment and included a long list of new and improved features, including the following:

● **The Microsoft Office Fluent Ribbon**  No more hunting through menus, submenus, and dialog boxes. This new interface organizes all the commands most people use in a new way, making them quickly accessible from tabs at the top of the program window.

● **Live Preview**  See the effect of a formatting option before you apply it.

● **Building blocks**  Think AutoText on steroids! Predefined building blocks include sets of matching cover pages, quote boxes, sidebars, and headers and footers.

● **Style sets and document themes**  Quickly change the look of a document by applying a different style set or theme, previewing its effect before making a selection.

● **SmartArt Graphics tool**  Use this awesome new diagramming tool to create sophisticated diagrams with three-dimensional shapes, transparency, drop shadows, and other effects.

● **Improved charting**  Enter data in a linked Microsoft Excel worksheet and watch as your data is instantly plotted in the chart type of your choosing.

● **Document cleanup**  Have Word check for and remove comments, hidden text, and personal information stored as properties before you declare a document final.

● **New file format**  The new Microsoft Office Open XML Formats reduce file size and help avoid loss of data.
Let’s Get Started!

We’ve been working with Word since its debut, and each version has offered something that made daily document creation a little easier. Microsoft Word 2010 is no exception, and we look forward to showing you around.
Modifying the Display of the Ribbon

The goal of the Microsoft Office working environment is to make working with Office documents, including Microsoft Word documents, Excel workbooks, PowerPoint presentations, Outlook e-mail messages, and Access database tables, as intuitive as possible. You work with an Office document and its contents by giving commands to the program in which the document is open. All Office 2010 programs organize commands on a horizontal bar called the *ribbon*, which appears across the top of each program window whether or not there is an active document.

A typical program window ribbon.

Commands are organized on task-specific tabs of the ribbon, and in feature-specific groups on each tab. Commands generally take the form of buttons and lists. Some appear in galleries. Some groups have related dialog boxes or task panes that contain additional commands.

Throughout this book, we discuss the commands and ribbon elements associated with the program feature being discussed. In this topic, we discuss the general appearance of the ribbon, things that affect its appearance, and ways of locating commands that aren’t visible on compact views of the ribbon.

**See Also** For detailed information about the ribbon in Microsoft Word, see “Working in the User Interface” in Chapter 1, “Explore Word 2010.”

**Tip** Some older commands no longer appear on the ribbon, but are still available in the program. You can make these commands available by adding them to the Quick Access Toolbar. For more information, see “Customizing the Quick Access Toolbar” in Chapter 16, “Work in Word More Efficiently.”
Dynamic Ribbon Elements

The ribbon is dynamic, meaning that the appearance of commands on the ribbon changes as the width of the ribbon changes. A command might be displayed on the ribbon in the form of a large button, a small button, a small labeled button, or a list entry. As the width of the ribbon decreases, the size, shape, and presence of buttons on the ribbon adapt to the available space.

For example, when sufficient horizontal space is available, the buttons on the Review tab of the Word program window are spread out and you’re able to see more of the commands available in each group.

![The Review tab of the Word program window at 1024 pixels wide.](image)

If you decrease the width of the ribbon, small button labels disappear and entire groups of buttons hide under one button that represents the group. Click the group button to display a list of the commands available in that group.

![The Review tab of the Word program window at 675 pixels wide.](image)

When the window becomes too narrow to display all the groups, a scroll arrow appears at its right end. Click the scroll arrow to display hidden groups.
Changing the Width of the Ribbon

The width of the ribbon is dependent on the horizontal space available to it, which depends on these three factors:

- **The width of the program window**  Maximizing the program window provides the most space for ribbon elements. You can resize the program window by clicking the button in its upper-right corner or by dragging the border of a non-maximized window.

  **Tip**  On a computer running Windows 7, you can maximize the program window by dragging its title bar to the top of the screen.

- **Your screen resolution**  Screen resolution is the size of your screen display expressed as pixels wide \( \times \) pixels high. The greater the screen resolution, the greater the amount of information that will fit on one screen. Your screen resolution options are dependent on your monitor. At the time of writing, possible screen resolutions range from 800 \( \times \) 600 to 2048 \( \times \) 1152. In the case of the ribbon, the greater the number of pixels wide (the first number), the greater the number of buttons that can be shown on the ribbon, and the larger those buttons can be.

  On a computer running Windows 7, you can change your screen resolution from the Screen Resolution window of Control Panel.
You set the resolution by dragging the pointer on the slider.

- **The density of your screen display** You might not be aware that you can change the magnification of everything that appears on your screen by changing the screen magnification setting in Windows. Setting your screen magnification to 125% makes text and user interface elements larger on screen. This increases the legibility of information, but means that less fits onto each screen.

On a computer running Windows 7, you can change the screen magnification from the Display window of Control Panel.
You can choose one of the standard display magnification options, or create another by setting a custom text size.

The screen magnification is directly related to the density of the text elements on screen, which is expressed in dots per inch (dpi) or points per inch (ppi). (The terms are interchangeable, and in fact are both used in the Windows dialog box in which you change the setting.) The greater the dpi, the larger the text and user interface elements appear on screen. By default, Windows displays text and screen elements at 96 dpi. Choosing the Medium - 125% display setting changes the dpi of text and screen elements to 120 dpi. You can choose a custom setting of up to 500% magnification, or 480 dpi, in the Custom DPI Setting dialog box.

You can choose a magnification of up to 200% from the lists, or choose a greater magnification by dragging across the ruler from left to right.
See Also For more information about display settings, refer to *Windows 7 Step by Step* (Microsoft Press, 2009), *Windows Vista Step by Step* (Microsoft Press, 2006), or *Windows XP Step by Step* (Microsoft Press, 2002) by Joan Lambert Preppernau and Joyce Cox.

Adapting Exercise Steps

The screen images shown in the exercises in this book were captured at a screen resolution of 1024 × 768, at 100% magnification, and the default text size (96 dpi). If any of your settings are different, the ribbon on your screen might not look the same as the one shown in the book. For example, you might see more or fewer buttons in each of the groups, the buttons you see might be represented by larger or smaller icons than those shown, or the group might be represented by a button that you click to display the group’s commands.

When we instruct you to give a command from the ribbon in an exercise, we do it in this format:

- On the **Insert** tab, in the **Illustrations** group, click the **Chart** button.

If the command is in a list, we give the instruction in this format:

- On the **Page Layout** tab, in the **Page Setup** group, click the **Breaks** button and then, in the list, click **Page**.

The first time we instruct you to click a specific button in each exercise, we display an image of the button in the page margin to the left of the exercise step.

If differences between your display settings and ours cause a button on your screen to look different from the one shown in the book, you can easily adapt the steps to locate the command. First, click the specified tab. Then locate the specified group. If a group has been collapsed into a group list or group button, click the list or button to display the group’s commands. Finally, look for a button that features the same icon in a larger or smaller size than that shown in the book. If necessary, point to buttons in the group to display their names in ScreenTips.

If you prefer not to have to adapt the steps, set up your screen to match ours while you read and work through the exercises in the book.
Features and Conventions of This Book

This book has been designed to lead you step by step through all the tasks you’re most likely to want to perform in Microsoft Word 2010. If you start at the beginning and work your way through all the exercises, you will gain enough proficiency to be able to create and work with all the common types of Word documents. However, each topic is self contained. If you have worked with a previous version of Word, or if you completed all the exercises and later need help remembering how to perform a procedure, the following features of this book will help you locate specific information:

- Detailed table of contents  Search the listing of the topics and sidebars within each chapter.

- Chapter thumb tabs  Easily locate the beginning of the chapter you want.

- Topic-specific running heads  Within a chapter, quickly locate the topic you want by looking at the running heads at the top of odd-numbered pages.

- Glossary  Look up the meaning of a word or the definition of a concept.

- Keyboard Shortcuts  If you prefer to work from the keyboard rather than with a mouse, find all the shortcuts in one place.

- Detailed index  Look up specific tasks and features in the index, which has been carefully crafted with the reader in mind.

You can save time when reading this book by understanding how the Step by Step series shows exercise instructions, keys to press, buttons to click, and other information. These conventions are listed in the table on the next page.
<table>
<thead>
<tr>
<th>Convention</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>SET UP</td>
<td>This paragraph preceding a step-by-step exercise indicates the practice files that you will use when working through the exercise. It also indicates any requirements you should attend to or actions you should take before beginning the exercise.</td>
</tr>
<tr>
<td>CLEAN UP</td>
<td>This paragraph following a step-by-step exercise provides instructions for saving and closing open files or programs before moving on to another topic. It also suggests ways to reverse any changes you made to your computer while working through the exercise.</td>
</tr>
<tr>
<td>1</td>
<td>Blue numbered steps guide you through hands-on exercises in each topic.</td>
</tr>
<tr>
<td>2</td>
<td>Black numbered steps guide you through procedures in sidebars and expository text.</td>
</tr>
<tr>
<td>See Also</td>
<td>This paragraph directs you to more information about a topic in this book or elsewhere.</td>
</tr>
<tr>
<td>Troubleshooting</td>
<td>This paragraph alerts you to a common problem and provides guidance for fixing it.</td>
</tr>
<tr>
<td>Tip</td>
<td>This paragraph provides a helpful hint or shortcut that makes working through a task easier.</td>
</tr>
<tr>
<td>Important</td>
<td>This paragraph points out information that you need to know to complete a procedure.</td>
</tr>
<tr>
<td>Keyboard Shortcut</td>
<td>This paragraph provides information about an available keyboard shortcut for the preceding task.</td>
</tr>
<tr>
<td>Ctrl+B</td>
<td>A plus sign (+) between two keys means that you must press those keys at the same time. For example, “Press Ctrl+B” means that you should hold down the Ctrl key while you press the B key.</td>
</tr>
<tr>
<td></td>
<td>Pictures of buttons appear in the margin the first time the button is used in a chapter.</td>
</tr>
<tr>
<td>Black bold</td>
<td>In exercises that begin with SET UP information, the names of program elements, such as buttons, commands, windows, and dialog boxes, as well as files, folders, or text that you interact with in the steps, are shown in black, bold type.</td>
</tr>
<tr>
<td>Blue bold</td>
<td>In exercises that begin with SET UP information, text that you should type is shown in blue bold type.</td>
</tr>
</tbody>
</table>
Using the Practice Files

Before you can complete the exercises in this book, you need to copy the book’s practice files to your computer. These practice files, and other information, can be downloaded from the book’s support page, located at:

http://go.microsoft.com/fwlink/?Linkid=192147

Display the support page in your Web browser and follow the instructions for downloading the files.

Important  The Microsoft Word 2010 program is not available from this Web site. You should purchase and install that program before using this book.

The following table lists the practice files for this book.

<table>
<thead>
<tr>
<th>Chapter</th>
<th>File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1: Explore Word 2010</td>
<td>Prices_start.docx</td>
</tr>
<tr>
<td></td>
<td>Procedures_start.docx</td>
</tr>
<tr>
<td></td>
<td>Rules_start.docx</td>
</tr>
<tr>
<td>Chapter 2: Edit and Proofread</td>
<td>Bamboo_start.docx</td>
</tr>
<tr>
<td></td>
<td>Brochure_start.docx</td>
</tr>
<tr>
<td></td>
<td>Letter_start.docx</td>
</tr>
<tr>
<td></td>
<td>Orientation_start.docx</td>
</tr>
<tr>
<td></td>
<td>RulesRegulations_start.docx</td>
</tr>
<tr>
<td>Chapter 3: Change the Look of Text</td>
<td>AgendaA_start.docx</td>
</tr>
<tr>
<td></td>
<td>AgendaB_start.docx</td>
</tr>
<tr>
<td></td>
<td>Information_start.docx</td>
</tr>
<tr>
<td></td>
<td>OrientationDraft_start.docx</td>
</tr>
<tr>
<td></td>
<td>RulesDraft_start.docx</td>
</tr>
<tr>
<td>Chapter 4: Organize Information in Columns</td>
<td>ConsultationA_start.docx</td>
</tr>
<tr>
<td>and Tables</td>
<td>ConsultationB_start.docx</td>
</tr>
<tr>
<td></td>
<td>RepairCosts_start.docx</td>
</tr>
<tr>
<td></td>
<td>RoomPlanner_start.docx</td>
</tr>
</tbody>
</table>

(continued)
<table>
<thead>
<tr>
<th>Chapter</th>
<th>File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 5: Add Simple Graphic Elements</td>
<td>Announcement_start.docx</td>
</tr>
<tr>
<td></td>
<td>Authors_start.docx</td>
</tr>
<tr>
<td></td>
<td>Flyer_start.docx</td>
</tr>
<tr>
<td></td>
<td>Joan.jpg</td>
</tr>
<tr>
<td></td>
<td>Joyce.jpg</td>
</tr>
<tr>
<td></td>
<td>MarbleFloor.jpg</td>
</tr>
<tr>
<td></td>
<td>OTSI-Logo.png</td>
</tr>
<tr>
<td>Chapter 6: Preview, Print, and Distribute Documents</td>
<td>InfoSheetA_start.docx</td>
</tr>
<tr>
<td></td>
<td>InfoSheetB_start.docx</td>
</tr>
<tr>
<td></td>
<td>InfosheetC_start.docx</td>
</tr>
<tr>
<td></td>
<td>OfficeInfo_start.docx</td>
</tr>
<tr>
<td>Chapter 7: Insert and Modify Diagrams</td>
<td>Garden.jpg</td>
</tr>
<tr>
<td></td>
<td>Park.jpg</td>
</tr>
<tr>
<td></td>
<td>Pond.jpg</td>
</tr>
<tr>
<td></td>
<td>ServiceA_start.docx</td>
</tr>
<tr>
<td></td>
<td>ServiceB_start.docx</td>
</tr>
<tr>
<td></td>
<td>Woods.jpg</td>
</tr>
<tr>
<td>Chapter 8: Insert and Modify Charts</td>
<td>CottageA_start.docx</td>
</tr>
<tr>
<td></td>
<td>CottageB_start.docx</td>
</tr>
<tr>
<td></td>
<td>CottageC_start.docx</td>
</tr>
<tr>
<td></td>
<td>Temperature.xlsx</td>
</tr>
<tr>
<td>Chapter 9: Use Other Visual Elements</td>
<td>AgendaDraft_start.docx</td>
</tr>
<tr>
<td></td>
<td>AuthorsDraft_start.docx</td>
</tr>
<tr>
<td></td>
<td>OTSI-Logo.jpg</td>
</tr>
<tr>
<td></td>
<td>Welcome_start.docx</td>
</tr>
<tr>
<td>Chapter 10: Organize and Arrange Content</td>
<td>BambooInfo_start.docx</td>
</tr>
<tr>
<td></td>
<td>DeliveryTruckPurchase.docx</td>
</tr>
<tr>
<td></td>
<td>Loan.xlsx</td>
</tr>
<tr>
<td></td>
<td>LoanComparisons_start.docx</td>
</tr>
<tr>
<td></td>
<td>OfficeProcedures_start.docx</td>
</tr>
<tr>
<td>Chapter</td>
<td>File</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Chapter 11: Create Documents for Use Outside of Word | BlogPost.docx  
          | ParkingRules_start.docx  
          | RoomPlannerWeb_start.docx |
| Chapter 12: Explore More Text Techniques | Conductors.docx  
          | ProceduresFields_start.docx  
          | RulesBookmarks_start.docx  
          | VisitorGuide_start.docx |
| Chapter 13: Use Reference Tools for Longer Documents | AllAboutBamboo_start.docx  
          | BambooBibliography_start.docx  
          | ProceduresContents_start.docx  
          | RulesIndex_start.docx |
| Chapter 14: Work with Mail Merge | AnniversaryLetter_start.docx  
          | CustomerList_start.xlsx  
          | ThankYouEmail_start.docx |
| Chapter 15: Collaborate on Documents | CompetitiveAnalysisA_start.docx  
          | CompetitiveAnalysisB_start.docx  
          | InfoSheetReviewA_start.docx  
          | InfoSheetReviewB_start.docx  
          | InfoSheetReviewC_start.docx  
          | LoansProtected_start.docx  
          | ProceduresRestricted_start.docx  
          | ServiceCP_start.docx  
          | ServiceSH_start.docx  
          | ServiceTA_start.docx |
| Chapter 16: Work in Word More Efficiently | AgendaSH_start.docx  
          | AuthorsTemplate_start.docx  
          | ProceduresEdited_start.docx |
Your Companion eBook

The eBook edition of this book allows you to:

- Search the full text
- Print
- Copy and paste

To download your eBook, please see the instruction page at the back of this book.
Getting Help

Every effort has been made to ensure the accuracy of this book. If you do run into problems, please contact the sources listed in the following sections.

Getting Help with This Book

If your question or issue concerns the content of this book or its practice files, please first consult the book’s errata page, which can be accessed at:

http://go.microsoft.com/fwlink/?Linkid=192147

This page provides information about known errors and corrections to the book. If you do not find your answer on the errata page, send your question or comment to Microsoft Press Technical Support at:

mspinput@microsoft.com

Getting Help with Word 2010

If your question is about Microsoft Word 2010, and not about the content of this book, your first recourse is the Word Help system. This system is a combination of tools and files stored on your computer when you installed Word and, if your computer is connected to the Internet, information available from Office.com. You can find general or specific Help information in the following ways:

- To find out about an item on the screen, you can display a ScreenTip. For example, to display a ScreenTip for a button, point to the button without clicking it. The ScreenTip gives the button’s name, the associated keyboard shortcut if there is one, and unless you specify otherwise, a description of what the button does when you click it.

- In the Word program window, you can click the Microsoft Word Help button (a question mark in a blue circle) at the right end of the ribbon to display the Word Help window.

- After opening a dialog box, you can click the Help button (also a question mark) at the right end of the dialog box title bar to display the Word Help window. Sometimes, topics related to the functions of that dialog box are already identified in the window.
To practice getting help, you can work through the following exercise.

**SET UP** You don’t need any practice files to complete this exercise. Start Word, and then follow the steps.

1. At the right end of the ribbon, click the Microsoft Word Help button. The Word Help window opens.

You can maximize the window or adjust its size by dragging the handle in the lower-right corner. You can change the size of the font by clicking the Change Font Size button on the toolbar.

If you are connected to the Internet, clicking any of the buttons below the Microsoft Office banner (Products, Support, Images, and Templates) takes you to a corresponding page of the Office Web site.

2. Below the bulleted list under **Browse Word 2010 support**, click **see all**. The window changes to display a list of help topics.

3. In the list of topics, click **Activating Word**.
Word Help displays a list of topics related to activating Microsoft Office programs. You can click any topic to display the corresponding information.

4. On the toolbar, click the **Show Table of Contents** button.

The window expands to accommodate two panes. The Table Of Contents pane appears on the left. Like the table of contents in a book, it is organized in sections. If you’re connected to the Internet, Word displays sections, topics, and training available from the Office Online Web site as well as those stored on your computer.

![Word Help window](image)

*Clicking any section (represented by a book icon) displays that section’s topics (represented by help icons).*

5. In the **Table of Contents** pane, click a few sections and topics. Then click the **Back** and **Forward** buttons to move among the topics you have already viewed.

6. At the right end of the **Table of Contents** title bar, click the **Close** button.

7. At the top of the **Word Help** window, click the **Type words to search for** box, type **saving**, and then press the Enter key.

The Word Help window displays topics related to the word you typed.
Next and Back buttons appear to make it easier to search for the topic you want.

8. In the results list, click the **Recover earlier versions of a file in Office 2010** topic. The selected topic appears in the Word Help window.

9. Below the title at the top of the topic, click **Show All**.

Word displays any hidden auxiliary information available in the topic and changes the Show All button to Hide All. You can jump to related information by clicking hyperlinks identified by blue text.

**Tip** You can click the Print button on the toolbar to print a topic. Only the displayed information is printed.

**CLEAN UP** Click the Close button at the right end of the Word Help window.
More Information

If your question is about Microsoft Word 2010 or another Microsoft software product and you cannot find the answer in the product’s Help system, please search the appropriate product solution center or the Microsoft Knowledge Base at:

support.microsoft.com

In the United States, Microsoft software product support issues not covered by the Microsoft Knowledge Base are addressed by Microsoft Product Support Services. Location-specific software support options are available from:

support.microsoft.com/gp/selfoverview/
Chapter at a Glance

- Present information in columns, page 116
- Create tabbed lists, page 123
- Present information in tables, page 125
- Format tables, page 136
Organize Information in Columns and Tables

In this chapter, you will learn how to

✔ Present information in columns.
✔ Create tabbed lists.
✔ Present information in tables.
✔ Format tables.

Information in documents is most commonly presented as paragraphs of text. To make a text-heavy document more legible, you can flow the text in two or more columns, or you can display information in a table. For example, flowing text in multiple columns is a common practice in newsletters, flyers, and brochures; and presenting information in tables is common in reports.

When you need to present data in a document, using a table is often more efficient than describing the data in a paragraph, particularly when the data consists of numeric values. Tables make the data easier to read and understand. A small amount of data can be displayed in simple columns separated by tabs, which creates a tabbed list. A larger amount of data, or more complex data, is better presented in a table, which is a structure of rows and columns, frequently with row and column headings.

In this chapter, you’ll first create and modify columns of text. Then you’ll create a simple tabbed list. Finally, you’ll create tables from scratch and from existing text, and format a table in various ways.

Practice Files Before you can complete the exercises in this chapter, you need to copy the book’s practice files to your computer. The practice files you’ll use to complete the exercises in this chapter are in the Chapter04 practice file folder. A complete list of practice files is provided in “Using the Practice Files” at the beginning of this book.
Presenting Information in Columns

By default, Microsoft Word 2010 displays text in one column that spans the width of the page between the left and right margins. You can specify that text be displayed in two, three, or more columns to create layouts like those used in newspapers and magazines. When you format text to flow in columns, the text fills the first column on each page and then moves to the top of the next column. You can manually indicate where you want the text within each column to end.

The Columns gallery in the Page Setup group on the Page Layout tab displays several standard options for dividing text into columns. You can choose one, two, or three columns of equal width or two columns of unequal width. If the standard options don’t suit your needs, you can specify the number and width of columns. The number of columns is limited by the width and margins of the page, and each column must be at least a half inch wide.

The Columns gallery displays the predefined column options.

No matter how you set up the columns initially, you can change the layout or column widths at any time.

You can format an entire document or a section of a document in columns. When you select a section of text and format it as columns, Word inserts section breaks at the beginning and end of the selected text to delineate the area in which the columnar formatting is applied. Within the columnar text, you can insert column breaks to specify where you want to end one column and start another. Section and column breaks are visible when you display formatting marks in the document.
Tip You can apply many types of formatting, including page orientation, to content within a specific section of a document without affecting the surrounding text. For information about sections, see “Controlling What Appears on Each Page” in Chapter 6, “Preview, Print, and Distribute Documents.”

See Also For information about formatting marks, see “Viewing Documents in Different Ways” in Chapter 1, “Explore Word 2010.”

You can apply character and paragraph formatting to columnar text in the same way you would any text. Here are some formatting tips for columnar text:

● When presenting text in narrow columns, you can justify the paragraphs (align the text with the left and right edges) to achieve a neat and clean appearance. To justify the paragraphs, Word adjusts the spacing between words, essentially moving the empty space that would normally appear at the end of the line into the gaps between words.

● To more completely fill columns, you can have Word hyphenate the text to break words into syllables to fill up the gaps.

In this exercise, you’ll flow the text in one section of a document into three columns. You’ll justify the text in the columns, change the column spacing, and hyphenate the text. You’ll then break a column at a specific location instead of allowing the text to flow naturally from one column to the next.

SET UP You need the RoomPlanner_start document located in your Chapter04 practice file folder to complete this exercise. Open the RoomPlanner_start document, and save it as RoomPlanner. Then display formatting marks and the rulers, and follow the steps.

1. Click at the beginning of the paragraph that begins Take a look (do not click in the selection area). Then scroll down until you can see the end of the document, hold down the Shift key, and click to the right of the paragraph mark after credit cards. Word selects the text from the Take a look paragraph through the end of the last paragraph (but not the empty paragraph).

Tip If you want to format an entire document with the same number of columns, you can simply click anywhere in the document—you don’t have to select the text.

2. On the Page Layout tab, in the Page Setup group, click the Columns button, and then in the Columns gallery, click Three.

Word inserts a section break above the selected text and flows the text within the section into three columns.
3. Press Ctrl+Home to move to the top of the document. The section break is visible above the columns.

4. On the Home tab, in the Editing group, click the Select button, and then click Select All.

   **Keyboard Shortcut**  Press Ctrl+A to select all the text in the document.

   **See Also**  To see a complete list of keyboard shortcuts, see “Keyboard Shortcuts” at the end of this book.

5. In the Paragraph group, click the Justify button.

   **Keyboard Shortcut**  Press Ctrl+J to justify paragraphs.

   The spacing between the words changes to align all the paragraphs in the document with both the left and right margins. Because you applied the formatting to the entire document, the title is no longer centered. However, it is often quicker to apply formatting globally and then deal with the exceptions.
6. Press Ctrl+Home to move to the paragraph containing the document title. Then in the **Paragraph** group, click the **Center** button.

**Keyboard Shortcut**  
Press **Ctrl+E** to center text.

Word centers the document title between the left and right margins.

7. Adjust the zoom percentage until you can see about two-thirds of the first page of the document.

**See Also**  
For information about adjusting the zoom percentage, see “Viewing Documents in Different Ways” in Chapter 1, “Explore Word 2010.”

8. Click anywhere in the first column.

On the horizontal ruler, Word indicates the margins of the columns.

Tip  
If your rulers aren’t turned on, select the Ruler check box in the Show group of the **View** tab.
9. On the **Page Layout** tab, display the **Columns** gallery, and click **More Columns**. The Columns dialog box opens. The spacing between columns is set by default to a half inch.

![Columns dialog box]

Because the Equal Column Width check box is selected, you can adjust the width and spacing of only the first column.

**Tip** To separate the columns with vertical lines, select the Line Between check box.

10. In the **Width and spacing** area, in the **Spacing** box for column 1, type or select **0.2”**.

Word changes the measurement in the Spacing box for column 2, and widens all the columns in the Preview area to reflect the new setting.

11. Click **OK**.

Word reflows the columns to fit their new margins.
12. Click at the beginning of the Take a look paragraph. Then in the Page Setup group, click the Hyphenation button, and click Automatic.

Word hyphenates the text of the document, which fills in some of the large gaps between words.

13. Click anywhere in the NOTE paragraph in the third column.

14. On the horizontal ruler, at the left end of the third column, drag the Hanging Indent marker 0.25 inch (two marks) to the right.

All the lines in the NOTE paragraph except the first are now indented, offsetting the note from the paragraphs above and below it.
Chapter 4  Organize Information in Columns and Tables

You can change the indentation of individual paragraphs within a column.

15. Display the bottom of page 1. In the first column on page 1, click at the beginning of the Take your Room Planner home paragraph. Then in the Page Setup group, click the Breaks button, and click Column.

Word inserts a column break. The text that follows the column break moves to the top of the second column.

16. At the bottom of the third column on page 1, click at the beginning of the If you’re not sure paragraph, and then on the Quick Access Toolbar, click the Repeat Insertion button to insert another column break.

Keyboard Shortcut  Press Ctrl+Y to repeat the previous action.

Word inserts a column break. The text that follows the column break moves to the top of the first column on page 2.

CLEAN UP  Return the Zoom Level setting to 100%, and then save and close the RoomPlanner document.
Creating Tabbed Lists

If you have a relatively small amount of data to present, you might choose to display it in a tabbed list, which arranges text in simple columns separated by tabs. You can align the text within the columns by using left, right, centered, or decimal tab stops.

See Also For more information about setting tab stops, see “Manually Changing the Look of Paragraphs” in Chapter 3, “Change the Look of Text.”

When entering text in a tabbed list, inexperienced Word users have a tendency to press the Tab key multiple times to align the columns of the list with the default tab stops. If you do this, you have no control over the column widths. To be able to fine-tune the columns, you need to set custom tab stops rather than relying on the default ones.

When setting up a tabbed list, you should press Tab only once between the items that you want to appear in separate columns. Next you apply any necessary formatting. And finally, you set the custom tab stops. Set left, right, centered, and decimal tabs to control the alignment of the column content, or set a bar tab to add a vertical line to visually separate list columns. By setting the tabs in order from left to right, you can check the alignment of the text within each column as you go.

In this exercise, you’ll first enter text separated by tabs and format the text. Then you’ll set custom tab stops to create a tabbed list.

SET UP You need the ConsultationA_start document located in your Chapter04 practice file folder to complete this exercise. Open the ConsultationA_start document, and save it as ConsultationA. Then display formatting marks and the rulers, and follow the steps.

1. Set the zoom percentage to a level that is comfortable for you, and then press Ctrl+End to move the cursor to the blank line at the end of the document.

2. Type Location, press Tab, type Discount Applies, press Tab, type Hourly Rate, and then press Enter.
3. Add three more lines to the list by typing the following text, pressing the Tab and Enter keys where indicated.

**In home** Tab **No** Tab **$50.00** Enter  
**Phone** Tab **Yes** Tab **$35.00** Enter  
**In store** Tab **Yes** Tab **$40.00** Enter

The tab characters push the items to the next default tab stop, but because some items are longer than others, they do not line up.

<table>
<thead>
<tr>
<th>Available Consultants</th>
<th>check your consultant's name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Burk</td>
<td></td>
</tr>
<tr>
<td>Andy Ruth</td>
<td></td>
</tr>
<tr>
<td>Carlos Navarro</td>
<td></td>
</tr>
</tbody>
</table>

Consultation Fee Schedule:  
Location → Discount → Item Rate
In-home → **Yes** → $50.00
Phone → **Yes** → $35.00
In-store → **Yes** → $40.00

In a tabbed list, it’s important to press the Tab key only once between items.

4. Select the first line of the tabbed list, and then on the Mini Toolbar that appears, click the **Bold** button.

**Troubleshooting** If the Mini Toolbar doesn’t appear, click the Bold button in the Font group on the Home tab.

**Keyboard Shortcut** Press Ctrl+B to apply bold.

5. Select all four lines of the tabbed list, and then on the Mini Toolbar, click the **Increase Indent** button.

**Tip** It’s more efficient to make all character and paragraph formatting changes to the text before setting tab stops. Otherwise, you might have to adjust the tab stops after applying the formatting.

6. With the tabbed list still selected, on the **Page Layout** tab, in the **Paragraph** group, under **Spacing**, change the **After** setting to **0 pt**.

7. Click the tab setting button at the junction of the horizontal and vertical rulers until the **Center Tab** button is active. (You will probably have to click only once.) Then click the **2.5 inch** mark on the horizontal ruler.
On the ruler, Word sets a center-aligned tab stop that looks like the Center Tab icon. The items in the second column of the tabbed list center themselves at that position.

8. Click the tab setting button once.
The Right Tab button is now active.

9. With the Right Tab button active, click the horizontal ruler at the 4.5 inch mark.
On the ruler, Word sets a right-aligned tab stop that looks like the Right Tab icon. The items in the third column of the tabbed list right-align themselves at that position.

10. On the Home tab, in the Paragraph group, click the Show/Hide ¶ button to hide the tabs, paragraph marks, and other formatting marks. Then click away from the tabbed list to see the results.

The tabbed list resembles a simple table.

<table>
<thead>
<tr>
<th>Available Consultants (check your consultant's name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Burk</td>
</tr>
<tr>
<td>Andy Ruth</td>
</tr>
<tr>
<td>Carlos Carvallo</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Consultation Fee Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
</tr>
<tr>
<td>In home</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>In store</td>
</tr>
</tbody>
</table>

You have created a simple table-like layout with just a few clicks.

CLEAN UP  Save the ConsultationA document, and then close it.

Presenting Information in Tables

A table is a structure of vertical columns and horizontal rows. Each column and each row can be named with a heading, although some tables have only column headings or only row headings. At the junction of each column and row is a box called a cell in which data (text or numeric information) is stored.
You can create empty or predefined tables in a Word document in the following ways:

- The Insert Table gallery, which is available from the Tables group on the Insert tab, displays a simple grid.

You can create a simple table from the grid in the Insert Table gallery.

Clicking a cell in the grid inserts an empty table the width of the text column. The table has the number of rows and columns you indicated in the grid, with all the rows one line high and all the columns of an equal width.

- To insert a more customized empty table, you can click Insert Table on the menu at the bottom of the Insert Table gallery to open the Insert Table dialog box, in which you can specify the number of rows and columns and customize the column width.

You can create a custom-width table from the Insert Table dialog box.
To insert a less clearly defined empty table, you can click Draw Table below the grid in the Insert Table gallery. This command displays a pencil with which you can draw cells directly in the Word document to create a table. The cells you draw connect by snapping to a grid, but you have some control over the size and spacing of the rows and columns.

You can draw a table directly on the page.

**See Also** For information about drawing tables, see “Using Tables to Control Page Layout” in Chapter 10, “Organize and Arrange Content.”

In addition to empty tables, you can insert any of the available Quick Tables, which are predefined tables of formatted data that you can replace with your own information. Built-in Quick Tables include a variety of calendars, simple tables, tables with subheadings, and tabbed lists. You can also save your own custom tables to the Quick Tables gallery so that you can easily insert a frequently used table structure and data into any document.

The Quick Tables gallery includes a selection of predefined tables such as this one.
A new table appears in the document as a set of cells, usually bordered by gridlines. (In some Quick Tables, the gridlines are turned off.) Each cell contains an end-of-cell marker, and each row ends with an end-of-row marker. (The end-of-cell markers and end-of-row markers are identical in appearance, and are visible only when you display formatting marks in the document.) When you point to a table, a move handle appears in its upper-left corner and a size handle in its lower-right corner. When the cursor is in a table, two Table Tools contextual tabs—Design and Layout—appear on the ribbon.

A table has its own controls and its own contextual ribbon tabs.

**Tip** The move handle and size handle appear only in Print Layout view and Web Layout view.

After you create a table, you can enter data (such as text, numbers, or graphics) into the table cells and press the Tab key to move the cursor from cell to cell. Pressing Tab when the cursor is in the last cell of a row moves the cursor to the first cell of the next row. Pressing Tab when the cursor is in the last cell of the last row adds a new row to the table and moves the cursor to the first cell of that row.

**Tip** You can move and position the cursor by pressing the Tab key or the Arrow keys, or by clicking in a table cell.

If the data you want to present in a table already exists in the document, either as regular text or as a tabbed list, you can convert the text to a table by selecting it and then clicking Convert Text To Table in the Insert Table gallery. Conversely, you can convert an active table to regular text by clicking the Convert To Text button in the Data group on the Layout tab.

You can modify a table’s structure by changing the size of the table, changing the size of one or more columns or rows, or adding or removing rows, columns, or individual cells.
Tip To change a table’s structure, you often need to select the entire table or a specific column or row. The simplest way to do this is to position the cursor in the table, column, or row, click the Select button in the Table group on the Layout tab, and then click the table element you want. Alternatively, you can point to the top edge of a column or left edge of a row and, when the pointer changes to an arrow, click to select the column or row.

The basic methods for manipulating a table or its contents are as follows:

- **Insert a row or column** Click anywhere in a row or column adjacent to where you want to make the insertion. Then on the Layout tab, in the Rows & Columns group, click the Insert Above, Insert Below, Insert Left, or Insert Right button.

![The Rows & Columns group of the Layout tab.](image)

Selecting more than one row or column before you click an Insert button inserts that number of rows or columns in the table.

**Tip** You can insert cells by clicking the Rows & Columns dialog box launcher and specifying in the Insert Cells dialog box how adjacent cells should be moved to accommodate the new cells.

- **Delete a row or column** Click anywhere in the row or column, and in the Rows & Columns group, click the Delete button. Then click Delete Cells, Delete Columns, Delete Rows, or Delete Table.

- **Resize an entire table** Drag the size handle.

- **Resize a single column or row** Without selecting the column, drag its right border to the left or right. Without selecting the row, drag its bottom border up or down. (If you select a column or row and then drag its border, only the selected column or row changes.)

- **Move a table** Point to the table, and then drag the move handle that appears in its upper-left corner to a new location. Or use the Cut and Paste commands in the Clipboard group on the Home tab to move the table.

- **Merge cells** Create cells that span multiple columns or rows by selecting the cells you want to merge and clicking the Merge Cells button in the Merge group on the Layout tab. For example, to center a title in the first row of a table, you can merge all the cells in the row to create one merged cell that spans the table’s width.
● **Split cells**  Divide one cell into multiple cells by clicking the Split Cells button in the Merge group on the Layout tab and then specifying the number of columns and rows you want.

● **Sort information**  Click the Sort button in the Data group on the Layout tab to sort the rows in ascending or descending order by the data in any column. For example, in a table that has the column headings Name, Address, ZIP Code, and Phone Number, you can sort on any one of those columns to arrange the information in alphabetical or numerical order.

In this exercise, you’ll work with two tables. First you’ll create an empty table, enter and align text in the table cells, add rows to the table, and merge cells. Then you’ll create a second table by converting an existing tabbed list, change the width of a column, and change the width of the entire table.

**SET UP**  You need the ConsultationB_start document located in your Chapter04 practice file folder to complete this exercise. Open the ConsultationB_start document, and save it as ConsultationB. Then display formatting marks and the rulers, and follow the steps.

1. Click to the left of the second blank paragraph below Please complete this form.

2. On the Insert tab, in the Tables group, click the Table button. Then in the Insert Table gallery, point to (don’t click) the cell that is five columns to the right and five rows down from the upper-left corner of the grid.

   Word highlights the cells that will be in the table, indicates the table dimensions in the gallery header, and creates a temporary table in the document.

You can preview the table with the number of columns and rows you have specified.
3. Click the cell.
   Word creates a blank table consisting of five columns and five rows. The cursor is located in the first cell. Because the table is active, Word displays the Design and Layout contextual tabs.

4. In the selection area to the left of the table, point to the first row of the table, and then click once to select it.

5. On the **Layout** contextual tab, in the **Merge** group, click the **Merge Cells** button. Word combines the five cells in the first row into one cell.

6. With the merged cell selected, in the **Alignment** group, click the **Align Center** button. The end-of-cell marker moves to the exact center of the merged cell to indicate that anything you type there will be centered both horizontally and vertically.

7. Type **Consultation Estimate**.
   The table now has content that looks like a table title.

    | Consultation Estimate |
    |------------------------|
    |                       |
    |                       |
    |                       |
    |                       |

*Merged cells are often used for table titles and column headings.*

8. Click the first cell in the second row, type **Type**, and then press Tab.

9. Type **Location, Consultant, Hourly Rate**, and **Total**, pressing Tab after each entry. Pressing Tab after the **Total** heading moves the cursor to the first cell of the third row. The table now has a row of column headings.

10. Select the column heading row, and then on the Mini Toolbar, click the **Bold** button.

11. In the third row, type **Window treatments, In home, Andy Ruth, $50.00, and $50.00**, pressing Tab after each entry. You have entered a complete row of data.

12. Select the last two rows, and then on the **Layout** tab, in the **Rows & Columns** group, click the **Insert Below** button. Word adds two new rows and selects them.

13. In the last row, click the first cell, hold down the Shift key, and then press the Right Arrow key four times to select the first four cells in the row.
14. In the **Merge** group, click the **Merge Cells** button. Word combines the selected cells into one cell.

15. In the **Alignment** group, click the **Align Center Right** button.

16. Type **Subtotal**, and then press Tab twice.

Word adds a new row with the same structure to the bottom of the table.

<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
<th>Consultant</th>
<th>Hourly Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Window treatments</td>
<td>In home</td>
<td>Andy Ruth</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When you add a new row, it has the same format as the one it is based on.

17. Type **Add trip fee**, press Tab twice to add a new row, and then type **Total**.

Now you’ll create a different table by converting existing text.

18. Scroll down to the bottom of the document, and select the rows of the tabbed list beginning with **Distance** and ending with **$20.00**.

19. On the **Insert** tab, in the **Tables** group, click the **Table** button, and then click **Convert Text to Table**.

The Convert Text To Table dialog box opens.

You can separate text into columns based on the symbol you specify.
20. Verify that the **Number of columns** box displays 2, and then click **OK**.

The selected text appears in a table with two columns and six rows.

21. Click anywhere in the table to release the selection, and then point to the right border of the table. When the pointer changes to two opposing arrows, double-click the border.

Word adjusts the width of the right column to accommodate its longest cell entry.

**Tip** You can also adjust the column width by changing the Table Column Width setting in the Cell Size group on the Layout tab.

22. Point to the **In-Home Trip Charge** table.

Word displays the move handle in the upper-left corner and the size handle in the lower-right corner.

23. Drag the size handle to the right, releasing the mouse button when the right edge of the table aligns approximately with the 4 inch mark on the horizontal ruler.

The width of the table expands.

The table is now approximately as wide as the tabbed list above, creating a nice balance.

**CLEAN UP**  Save the ConsultationB document, and then close it.
Performing Calculations in Tables

When you want to perform calculations with the numbers in a Word table, you can create a formula that uses a built-in mathematical function. You construct a formula by using the tools in the Formula dialog box, which you display by clicking the Formula button in the Data group on the Layout contextual tab.

A formula consists of an equal sign (=), followed by a function name (such as SUM), followed by parentheses containing the location of the cells you want to use for the calculation. For example, the formula =SUM(Left) totals the cells to the left of the cell containing the formula.

To use a function other than SUM in the Formula dialog box, you click the function you want in the Paste Function list. You can use built-in functions to perform a number of calculations, including averaging (AVERAGE) a set of values, counting (COUNT) the number of values in a column or row, or finding the maximum (MAX) or minimum (MIN) value in a series of cells.

Although formulas commonly refer to the cells above or to the left of the active cell, you can also use the contents of specified cells or constant values in formulas. To use the contents of a cell, you type the cell address in the parentheses following the function name. The cell address is a combination of the column letter and the row number—for example, A1 is the cell at the intersection of the first column and the first row. A series of cells in a row can be addressed as a range consisting of the first cell and the last cell separated by a colon, such as A1:D1. For example, the formula =SUM(A1:D1) totals the values in row 1 of columns A through D. A series of cells in a column can be addressed in the same way. For example, the formula =SUM(A1:A4) totals the values in column A of rows 1 through 4.
Other Layout Options

You can control many aspects of a table in the Table Properties dialog box, which you display by clicking the Properties button in the Table group on the Layout tab. You can set the following options:

- On the Table page, you can specify the width of the entire table, as well as the way it interacts with the surrounding text.

- On the Row page, you can specify the height of each row, whether a row is allowed to break across pages, and whether a row of column headings should be repeated at the top of each page.

  **Tip** The Repeat As Header Row option is available only if the cursor is in the top row of the table.

- On the Column page, you can set the width of each column.

- On the Cell page, you can set the width of cells and the vertical alignment of text within them.

  **Tip** You can also control the widths of selected cells by changing the settings in the Cell Size group on the Layout tab.

- On either the Table page or Cell page, you can control the margins of cells (how close text comes to the cell border) by clicking Options and specifying top, bottom, left, and right settings.

  **Tip** You can also control the margins by clicking the Cell Margins button in the Alignment group on the Layout tab.

- On the Alt Text page, you can enter text that describes what the table is about.
Formatting Tables

Formatting a table to best convey its data can be a process of trial and error. With Word 2010, you can quickly get started by applying one of the table styles available in the Table Styles gallery on the Design contextual tab.

The table styles include a variety of borders, colors, and other attributes to give the table a professional look.

If you want to control the appearance of a table more precisely, you can use the commands on the Design and Layout tabs. You can also format the table content. As you saw in the previous exercise, you can apply character formatting to the text in tables just as you would to regular text, by clicking buttons on the Mini Toolbar. You can also click the buttons in the Font group on the Home tab. You can apply paragraph formatting, such as alignment and spacing, by clicking buttons in the Paragraph group on the Home tab. And you can apply both character and paragraph styles from the Quick Styles gallery.
In this exercise, you’ll first apply a table style to a table. Then you’ll format a table row and column. You’ll also apply character and paragraph formatting to various cells so that the table’s appearance helps the reader understand its data.

**SET UP** You need the RepairCosts_start document located in your Chapter04 practice file folder to complete this exercise. Open the RepairCosts_start document, and save it as RepairCosts. If formatting marks are displayed, hide them, and then follow the steps.

1. Click anywhere in the table, and then on the **Design** tab, point to each thumbnail in the first row of the **Table Styles** gallery to see its live preview.

2. In the **Table Style Options** group, clear the **Banded Rows** check box, and select the **Total Row** check box.

The table style thumbnails no longer have banded rows, reflecting your changes.

3. In the **Table Styles** group, click the **More** button.

The Table Styles gallery appears.

4. Preview all the styles in the gallery. When you finish exploring, click the second thumbnail in the fifth row (**Medium Shading 2 – Accent 1**).

The style needs to be modified to suit the data, but it’s a good starting point.

---

**Building Association**

**Estimated Repair Costs**

<table>
<thead>
<tr>
<th>Item</th>
<th>Repair Type</th>
<th>Quantity</th>
<th>Cost, $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Epoxy Paint Decks</td>
<td>Resurface</td>
<td>400 sq. ft.</td>
<td>1,600</td>
</tr>
<tr>
<td>Wood Decks</td>
<td>Replace</td>
<td>1,200 sq. ft.</td>
<td>6,500</td>
</tr>
<tr>
<td>Building Exterior</td>
<td>Repaint</td>
<td>5,000 sq. ft.</td>
<td>5,000</td>
</tr>
<tr>
<td>Roof</td>
<td>Reseal</td>
<td>5,000 sq. ft.</td>
<td>2,700</td>
</tr>
<tr>
<td>Entry Doors</td>
<td>Repaint</td>
<td>1</td>
<td>600</td>
</tr>
<tr>
<td>Carpet</td>
<td>Replace</td>
<td>150 sq. yds.</td>
<td>4,500</td>
</tr>
<tr>
<td>Intercom</td>
<td>Replace</td>
<td>1</td>
<td>2,500</td>
</tr>
<tr>
<td>Garage Door Opener</td>
<td>Replace</td>
<td>1</td>
<td>2,000</td>
</tr>
<tr>
<td>Steel Doors</td>
<td>Repaint</td>
<td>10</td>
<td>750</td>
</tr>
<tr>
<td>Exterior Trim</td>
<td>Repaint</td>
<td>800 ft.</td>
<td>4,500</td>
</tr>
<tr>
<td>Elevator Hydraulics</td>
<td>Replace</td>
<td>1</td>
<td>55,000</td>
</tr>
<tr>
<td>Fire Alarm System</td>
<td>Replace</td>
<td>1</td>
<td>3,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>110,550</strong></td>
</tr>
</tbody>
</table>

*This table style applies formatting to the header and total rows, the first column, and the text of the table.*
5. Select all the cells in the last row by clicking in the selection area to its left. Then in the Table Styles group, click the Borders arrow, and click Borders and Shading. The Borders And Shading dialog box opens, displaying the borders applied to the selected cells.

6. On the Borders page of the dialog box, scroll to the top of the Style list, and click the thick black border.

7. In the Preview area, click the top border button once to remove the current border, and click again to apply the thick black border.

8. Click the Shading tab, and click the Fill arrow. Under Theme Colors in the palette, click the fifth box in the top row (Blue, Accent 1). Then click OK.

9. Without moving the selection, on the Home tab, in the Font group, click the Font Color arrow, and under Theme Colors in the palette, click the white box. Then press Home to release the selection.

The table now has the same border at the top and bottom.

### Building Association

#### Estimated Repair Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Repair Type</th>
<th>Quantity</th>
<th>Cost, $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elastomeric Decks</td>
<td>Resurface</td>
<td>400 sq. ft.</td>
<td>1,600</td>
</tr>
<tr>
<td>Wood Decks</td>
<td>Replace</td>
<td>1,200 sq. ft.</td>
<td>6,500</td>
</tr>
<tr>
<td>Building Exterior</td>
<td>Repaint</td>
<td>9,000 sq. ft.</td>
<td>9,000</td>
</tr>
<tr>
<td>Roof</td>
<td>Rescale</td>
<td>5,000 sq. ft.</td>
<td>2,700</td>
</tr>
<tr>
<td>Entry Doors</td>
<td>Repaint</td>
<td>4</td>
<td>600</td>
</tr>
<tr>
<td>Carpet</td>
<td>Replace</td>
<td>150 sq. yds.</td>
<td>4,500</td>
</tr>
<tr>
<td>Intercom</td>
<td>Replace</td>
<td>1</td>
<td>2,500</td>
</tr>
<tr>
<td>Garage Door Opener</td>
<td>Replace</td>
<td>1</td>
<td>2,000</td>
</tr>
<tr>
<td>Steel Doors</td>
<td>Repaint</td>
<td>10</td>
<td>750</td>
</tr>
<tr>
<td>Exterior Trim</td>
<td>Repaint</td>
<td>800 ft.</td>
<td>4,500</td>
</tr>
<tr>
<td>Elevator Hydraulics</td>
<td>Replace</td>
<td>1</td>
<td>55,000</td>
</tr>
<tr>
<td>Fire Alarm System</td>
<td>Replace</td>
<td>1</td>
<td>3,000</td>
</tr>
</tbody>
</table>

**TOTAL** 110,550

You can customize a table style to meet your needs.

10. Point to the left side of the Elastomeric Decks cell, and when the pointer changes to a black right-pointing arrow, drag downward to select all the cells in the Item column except the TOTAL cell.
11. On the **Design** tab, in the **Table Styles** group, click the **Shading** arrow, and under **Theme Colors**, click the third box in the blue column (**Blue, Accent 1, Lighter 40%**).

12. Select all the cells containing amounts in the **Cost, $** column, including the cell with the total. Then on the **Layout** tab, in the **Alignment** group, click the **Align Center Right** button.

**Tip** If the first row of your table has several long headings that make it difficult to fit the table on one page, you can turn the headings sideways. Simply select the heading row and click the **Text Direction** button in the **Alignment** group on the **Layout** tab.

Now you can judge how well the table displays its data.

---

### Building Association Estimated Repair Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Repair Type</th>
<th>Quantity</th>
<th>Cost, $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batomeric Decks</td>
<td>Resurface</td>
<td>400 sq. ft.</td>
<td>1,600</td>
</tr>
<tr>
<td>Wood Decks</td>
<td>Replace</td>
<td>1,200 sq. ft.</td>
<td>6,500</td>
</tr>
<tr>
<td>Building Exterior</td>
<td>Repaint</td>
<td>9,000 sq. ft.</td>
<td>9,000</td>
</tr>
<tr>
<td>Roof</td>
<td>Reseal</td>
<td>5,000 sq. ft.</td>
<td>2,700</td>
</tr>
<tr>
<td>Entry Doors</td>
<td>Repaint</td>
<td>4</td>
<td>600</td>
</tr>
<tr>
<td>Carpet</td>
<td>Replace</td>
<td>150 sq. yds.</td>
<td>4,500</td>
</tr>
<tr>
<td>Intercom</td>
<td>Replace</td>
<td>1</td>
<td>2,500</td>
</tr>
<tr>
<td>Garage Door Opener</td>
<td>Replace</td>
<td>1</td>
<td>2,000</td>
</tr>
<tr>
<td>Steel Doors</td>
<td>Repaint</td>
<td>10</td>
<td>750</td>
</tr>
<tr>
<td>Exterior Trim</td>
<td>Repaint</td>
<td>800 ft.</td>
<td>4,500</td>
</tr>
<tr>
<td>Elevator Hydraulics</td>
<td>Replace</td>
<td>1</td>
<td>55,000</td>
</tr>
<tr>
<td>Fire Alarm System</td>
<td>Replace</td>
<td>1</td>
<td>3,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>110,550</strong></td>
</tr>
</tbody>
</table>

The total now stands out better, and the amounts are easier to read.

**Tip** If you will need to use this formatted table with different data in the future, you can save it as a Quick Table. For information about saving customized tables for future use, see the sidebar “Quick Tables” on the next page.

**CLEAN UP** Save the RepairCosts document, and then close it.
Quick Tables

With Word 2010, you can create Quick Tables—preformatted tables with sample data that you can customize. To create a Quick Table:

1. On the Insert tab, in the Tables group, click the Table button, and then point to Quick Tables.

   The Quick Tables gallery appears.

   The predefined Quick Tables meet several common needs.

2. Scroll through the gallery, noticing the types of tables that are available, and then click the one you want.

   For example, this is the Matrix Quick Table.

   The Matrix Quick Table includes row and column headings, placeholder data, and no summary data, such as totals.
3. On the Design tab, apply formatting to tailor the Quick Table to your needs. For example, here’s the Matrix Quick Table after we formatted it.

<table>
<thead>
<tr>
<th>City or Town</th>
<th>Point A</th>
<th>Point B</th>
<th>Point C</th>
<th>Point D</th>
<th>Point E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point A</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Point B</td>
<td>07</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Point C</td>
<td>64</td>
<td>56</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Point D</td>
<td>37</td>
<td>32</td>
<td>91</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Point E</td>
<td>93</td>
<td>35</td>
<td>54</td>
<td>43</td>
<td>—</td>
</tr>
</tbody>
</table>

*It is easy to customize a Quick Table for your own needs.*

If you will use the table again, you can save it in the Quick Tables gallery. Select the table, display the Quick Tables gallery, and click Save Selection To Quick Tables Gallery. Then in the Create New Building Block dialog box, assign a name to the table, and click OK. Provided you save the Building Blocks template when Word prompts you to, the table will be available in the Quick Tables gallery for future use.

**See Also** For information about building blocks, see “Inserting Building Blocks” in Chapter 5, “Add Simple Graphic Elements.”

---

**Key Points**

- To vary the layout of a document, you can divide text into columns. You can control the number of columns, the width of the columns, and the space between the columns.
- To clearly present a simple set of data, you can use tabs to create a tabbed list, with custom tab stops controlling the width and alignment of columns.
- You can create a table from scratch, or convert existing text to a table. You can control the size of the table and its individual structural elements.
- By using the built-in table styles, you can quickly apply professional-looking cell and character formatting to a table and its contents.
- You can enhance a table and its contents by applying text attributes, borders, and shading.
Chapter at a Glance

**Create diagrams, page 203**

- Process
  - Gather information
  - Set up team
  - Plan project
  - Meet with department

**Modify diagrams, page 210**

- Process
  - Gather information
  - Set up team
  - Plan project
  - Meet with department

**Create picture diagrams, page 216**

- Westbury
  - Garden
  - Pond
  - Woods
  - Park
In this chapter, you will learn how to

✔ Create diagrams.
✔ Modify diagrams.
✔ Create picture diagrams.

Diagrams are graphics that convey information. Business documents often include diagrams to clarify concepts, describe processes, and show hierarchical relationships. Microsoft Word 2010 comes with a powerful diagramming tool called SmartArt that you can use to create diagrams directly in your documents. By using ready-made diagram templates, you can produce sophisticated results tailored to your needs.

In this chapter, you’ll insert a diagram into a document and specify its size and position. Then you’ll change the diagram’s layout, visual style, and color theme. Finally, you’ll see how to use a diagram to arrange pictures in a document.

Practice Files Before you can complete the exercises in this chapter, you need to copy the book’s practice files to your computer. The practice files you’ll use to complete the exercises in this chapter are in the Chapter07 practice file folder. A complete list of practice files is provided in “Using the Practice Files” at the beginning of this book.

Creating Diagrams

When you need your document to clearly illustrate a concept such as a process, cycle, hierarchy, or relationship, the powerful SmartArt Graphics tool is available to help you create a dynamic, visually appealing diagram. By using predefined sets of sophisticated formatting, you can almost effortlessly put together any of the following diagrams:

- List These diagrams visually represent lists of related or independent information—for example, a list of items needed to complete a task, including pictures of the items.
● **Process** These diagrams visually describe the ordered set of steps required to complete a task—for example, the steps for getting a project approved.

● **Cycle** These diagrams represent a circular sequence of steps, tasks, or events, or the relationship of a set of steps, tasks, or events to a central, core element—for example, the looping process for continually improving a product based on customer feedback.

● **Hierarchy** These diagrams illustrate the structure of an organization or entity—for example, the top-level management structure of a company.

● **Relationship** These diagrams show convergent, divergent, overlapping, merging, or containment elements—for example, how using similar methods to organize your e-mail, calendar, and contacts can improve your productivity.

● **Matrix** These diagrams show the relationship of components to a whole—for example, the product teams in a department.

● **Pyramid** These diagrams illustrate proportional or interconnected relationships—for example, the amount of time that should ideally be spent on different phases of a project.

● **Picture** These diagrams rely on pictures instead of text to create one of the other types of diagrams—for example, a process picture diagram with photographs showing the recession of glaciers in Glacier National Park.

You select the type of diagram you want to create from the Choose A SmartArt Graphic dialog box. The categories are not mutually exclusive, meaning that some diagrams appear in more than one category.

The Choose A SmartArt Graphic dialog box.
After creating the diagram, you insert text by typing either directly in its shapes or in the associated Text pane. Depending on the diagram type, the text appears in or adjacent to its shapes.

In this exercise, you’ll create a diagram, add text, adjust its size, and specify its position in relation to the document text and page margins.

**SET UP** You need the ServiceA_start document located in the Chapter07 practice file folder to complete this exercise. Open the ServiceA_start document, and save it as **ServiceA**. Then follow the steps.

1. Click to the left of the **Gather information** heading, and then on the **Insert** tab, in the **Illustrations** group, click the **SmartArt** button.

   **Keyboard Shortcut** Press and release Alt, N, and then M to open the Choose A SmartArt Graphic dialog box.

   **See Also** For more information about keyboard shortcuts, see “Keyboard Shortcuts” at the end of this book.

   The Choose A SmartArt Graphic dialog box opens, displaying all the available graphics.

2. In the left pane, click each diagram category in turn to display only the available layouts of that type in the center pane.

3. In the left pane, click **Process**. Then in the center pane, click each process diagram layout in turn to view an example, along with a description of what the diagram best conveys, in the right pane.

   **Tip** While you are exploring, keep in mind how much data your own diagrams might contain, and analyze which diagrams will ensure that the data will all fit on one page.

4. When you finish exploring, click the third thumbnail in the sixth row (**Vertical Process**), and then click **OK**.

   The process diagram is inserted at the cursor, and the Design and Format contextual tabs are displayed on the ribbon.
Three text placeholders appear in the diagram shapes and in the adjacent Text pane, where the text placeholders are formatted as a bulleted list.

**Troubleshooting** The appearance of buttons and groups on the ribbon changes depending on the width of the program window. For information about changing the appearance of the ribbon to match our screen images, see “Modifying the Display of the Ribbon” at the beginning of this book.

Depending on your screen resolution, you might see a description of the Vertical Process diagram at the bottom of the Text pane. If your Text pane looks like the one in our graphic, you can click Vertical Process to display the description.

**Troubleshooting** If the Text pane is not open, click the tab displaying left and right (open and close) arrows on the left side of the diagram frame. You can also display the Text pane by clicking the Text Pane button in the Create Graphic group on the Design contextual tab.

5. With the first bullet selected in the Text pane, type **Gather information**, and then press the Down Arrow key to move the cursor to the next placeholder.

**Troubleshooting** Be sure to press the Down Arrow key. If you press the Enter key, you’ll start a new bullet, and if you press the Tab key, you’ll turn the current bullet into a level-two bullet below the one above it.

As you type in the Text pane, the words also appear in the corresponding shape in the diagram.

**Tip** For a cleaner look, don’t type any punctuation at the end of the text in diagram shapes.
6. Repeat step 5 for the remaining two placeholders, entering Set up team and Plan project.

7. With the cursor at the end of the third bulleted item in the Text pane, press Enter to extend the bulleted list and add a new shape to the diagram. Then type Meet with department.

The widths of the shapes in the diagram adjust to accommodate the length of the bullet point you just typed.

![Diagram](image)

You can add as many shapes as you need.

8. In the Text pane, click the Close button.

9. On the left side of the diagram frame, point to the sizing handle (the four dots), and when the pointer changes to a double-headed arrow, drag to the right past the diagram and into the white space, until the frame is approximately as wide as the shapes within the diagram.

**Troubleshooting** Ensure that the pointer is a double-headed arrow before dragging. Point to the four dots, not to a blank part of the frame or to the Text pane tab on the left side of the frame.
10. If you can’t see the diagram after you release the mouse button, scroll up in the document.

The diagram now sits at the left margin of the document, with the *Gather information* heading to its right.

![Diagram](image)

*The diagram is anchored to the Gather information heading and moves with it.*

11. On the **Format** contextual tab, in the **Arrange** group, click the **Wrap Text** button, and then in the gallery, click **Square**.

**Troubleshooting** Depending on your window size and screen resolution, you might need to click the Arrange button to display the Arrange group.

**See Also** For information about text wrapping, see “Arranging Objects on the Page” in Chapter 10, “Organize and Arrange Content.”

12. In the **Arrange** group, click the **Position** button, and then at the bottom of the gallery, click **More Layout Options**.

The Layout dialog box opens with the Position page displayed. On this page are options for controlling where the diagram appears relative to other elements of the document.
13. In the **Horizontal** area, click **Alignment**. Then click the **Alignment** arrow, and in the list, click **Right**.

14. In the **Vertical** area, click **Alignment**. Leave the **Alignment** setting as **Top**, and then change the **relative to** setting to **Line**.

15. Click **OK**.

   Instead of sitting at the left margin with text before and after it, the diagram now sits to the right of the text, without interrupting its flow.

16. In the lower-left corner of the diagram frame, point to the sizing handle. When the pointer changes to a diagonal double-headed arrow, drag up and to the right until the bottom of the diagram frame sits level with the last line of text in the **Community Service Committee** paragraph.

   **Tip**  You can precisely size the diagram by adjusting the Height or Width setting in the **Size** group on the **Format** contextual tab.

17. Click a blank area of the document.

   The diagram now sits neatly to the right of the introductory text.
You can align and size the diagram to fit your text.

**CLEAN UP** Save the ServiceA document, and then close it.

### Modifying Diagrams

After you create a diagram, you can add and remove shapes and edit the text of the diagram by making changes in the Text pane. You can also customize the diagram by using the options on the SmartArt Tools contextual tabs.

You can make changes such as the following by using the commands on the Design contextual tab:

- Switch to a different layout of the same type or of a different type.
  
  **Tip** If you have entered more text than will fit in the new layout, the text is not shown, but SmartArt retains it so that you don’t have to retype it if you switch the layout again.

- Add shading and three-dimensional effects to all the shapes in a diagram.

- Change the color scheme.

- Add shapes and change their hierarchy.
  
  **Tip** You can remove a shape and its text by selecting it and then pressing the Delete key. You can also rearrange shapes by dragging them.

You can customize individual shapes in the following ways by using the commands on the Format contextual tab:

- Change an individual shape—for example, you can change a square into a star.

- Apply a built-in shape style.
- Change the color, outline, or effect of a shape.
- Change the style of the shape's text.

You can use Live Preview to display the effects of these changes before you apply them. If you apply a change and then decide you preferred the original version, you can click the Reset Graphic button in the Reset group on the Design contextual tab.

In this exercise, you’ll change a diagram’s layout, style, and colors. Then you’ll change the shape and color of one of its elements, and customize copies of the diagram.

**SET UP** You need the ServiceB_start document located in the Chapter07 practice file folder to complete this exercise. Open the ServiceB_start document, and save it as ServiceB. Then follow the steps.

1. If necessary, adjust your view of the document so that the entire diagram sits in the bottom half of your screen.
2. Click a blank area inside the diagram frame to activate the diagram as a whole.
   
   **Troubleshooting** Be sure to click a blank area away from any shapes. If a shape in the diagram is surrounded by handles, that shape is selected, either for editing or for manipulation, instead of the diagram as a whole.
3. On the Design contextual tab, in the Layouts group, click the More button.
   
The Layouts gallery appears, showing the other available Process diagram layouts.

You can switch to any of these layouts.
Tip If a gallery has a sizing handle (three dots) in its lower-right corner, as this one does, you can drag the handle upward to reduce the height of the gallery. You can then see more of the document and the gallery at the same time.

4. In the **Layouts** gallery, point to each thumbnail to preview the diagram with that layout.

Because changing the layout does not change the width of the diagram frame, some of the horizontal layouts create a very small diagram.

5. In the **Layouts** gallery, click the last thumbnail in the fourth row (**Basic Bending Process**).

The diagram changes to two columns with arrows indicating the process flow.

6. Point to the sizing handle on the left side of the diagram’s frame, and when the pointer changes to a two-headed arrow, drag the frame to the left until the diagram occupies a bit less than half the page width.

When you release the mouse button, the shapes in the diagram expand to fill the resized frame.

7. On the **Design** contextual tab, in the **SmartArt Styles** group, click the **More** button.

The SmartArt Styles gallery appears.
You can apply two-dimensional or three-dimensional styles.

8. In the gallery, point to each style, noticing the changes to your diagram. Then under 3-D, click the first thumbnail in the first row (Polished).

9. In the SmartArt Styles group, click the Change Colors button. The Colors gallery appears, offering sets of different colors or of different shades of the same color.

10. Preview a few color combinations, and then under Colorful, click the first thumbnail (Colorful – Accent Colors).

In the document, you can see that the new diagram colors coordinate with the text colors.

The diagram shapes have a new style and new colors.
11. In the upper-left corner of the diagram, click the **Gather information** shape (not its text), and then on the **Format** contextual tab, in the **Shapes** group, click the **Change Shape** button.

The Shapes gallery appears, showing all the available built-in shapes.

![Shapes gallery](image)

*You can use any of these shapes in a diagram.*

12. Under **Basic Shapes**, click the first shape in the first row (**Oval**).

The selected shape changes from a rectangle to an oval.

13. Without changing the selection, in the **Shape Styles** group, click the **Shape Fill** button. Then under **Standard Colors** in the palette, click the first box (**Dark Red**).

14. Click away from the diagram.

You can now see the results.
The shape that corresponds with the heading to the left of the diagram is now accentuated with a different shape and color.

15. Click a blank area within the diagram to select it. Then on the **Home** tab, in the **Clipboard** group, click the **Copy** button.

16. Scroll down the document, click to the left of the **Set up team** heading, and in the **Clipboard** group, click the **Paste** button to paste in a copy of the diagram.

17. On the **Format** tab, in the **Arrange** group, click the **Position** button, and then click **More Layout Options** to display the **Layout** dialog box. Ensure that the **Horizontal** setting is **Alignment, Right relative to Column** and the **Vertical** setting is **Alignment, Top relative to Line**. Then click **OK**.

18. Click the **Gather information** shape (not its text). In the **Shapes** group, click the **Change Shape** button, and under **Rectangles**, click the second shape (**Rounded Rectangle**). Then in the **Shape Styles** group, click the **Shape Fill** button, and under **Theme Colors** in the palette, click the third box (**Light Turquoise, Background 2**). The shape corresponding to the previous heading is now muted to show that it has already been discussed.

19. Click the **Set up team** shape (not its text), and change its shape to **Oval**. Then change its fill color to **Dark Red**.

The diagram now corresponds with the adjacent topic.
Chapter 7  Insert and Modify Diagrams

20. If you want, repeat steps 15 through 19 to insert a customized copy of the diagram adjacent to each of the remaining headings in the Process section.

Tip Sometimes headings appear too close together, or a heading might appear too close to the bottom of the page, to accommodate a series of diagrams neatly. In that case, insert a page break (press Ctrl+Enter) to push each heading to a new page before inserting the diagram.

CLEAN UP Save the ServiceB document, and then close it.

Creating Picture Diagrams

The SmartArt Graphics tool that comes with Word 2010 includes a sophisticated new category of diagrams that are designed to hold pictures. You can use these diagrams for business uses such as creating organization charts with pictures as well as names and titles or for personal uses such as creating a page of family photographs.

In this exercise, you’ll create a page of photographs. You’ll size and position the photographs and then enter and format accompanying captions.
SET UP  You need the Garden, Park, Pond, and Woods pictures located in the Chapter07 practice file folder to complete this exercise. Create a blank document, and save it as Westbury in the folder where you usually save your practice files. Then follow the steps.

1. On the Page Layout tab, in the Page Setup group, set the orientation to Landscape, and set the margins to Narrow. Then if necessary, set the zoom percentage so that you can see the entire page on your screen.

2. At the top of the document, type Westbury, and press Enter. Select the text, and then on the Home tab, in the Font group, click the Text Effects button. Then in the gallery, click the second thumbnail in the last row (Gradient Fill - Orange, Accent 6, Inner Shadow). Finally, set the size to 72.

3. Press the Down Arrow key, and on the Insert tab, in the Illustrations group, click the SmartArt button. In the left pane of the Choose a SmartArt Graphic dialog box, click Picture. Then in the middle pane, double-click the first thumbnail in the first row (Accented Picture).

The template for the selected diagram is inserted at the cursor.
4. Click a blank area inside the diagram frame, and then on the **Format** contextual tab, in the **Size** group, change the **Height** setting to 5.75 and the **Width** setting to 9.

   **Tip** You don’t have to type the inch marks; Word will add them for you. After you enter a Size setting, pressing Enter implements your changes.

5. Click a blank area of the biggest shape, and then in the **Size** group, change the **Height** setting to 5 and the **Width** setting to 8. Then drag the shape down and to the left until it sits in the lower-left corner of the diagram frame.

6. Click a blank area of the top circle, and then in the **Size** group, use the up arrows in the **Height** and **Width** settings to increase the size to 1.7”. Repeat this step for the other two circles.

   **Troubleshooting** Don’t type the sizes; use the arrows. Sometimes the shapes don’t hold precise measurements when you type them.

7. Drag the top circle to the upper-right corner of the diagram frame, drag the middle circle to the right to align with the frame, and drag the bottom circle to the lower-right corner of the frame.

   The diagram now occupies most of the page.

*The picture placeholders have been sized and positioned to fit the available space.*
8. In the biggest shape, click the **Insert Picture** icon. The Insert Picture dialog box opens.

9. Navigate to your **Chapter07** practice file folder, and then double-click **Park**.

10. Repeat step 9 to insert the **Garden** picture in the top circle, the **Pond** picture in the middle circle, and the **Woods** picture in the bottom circle.

11. Open the **Text** pane, and replace the placeholder bullet points with **Park**, **Garden**, **Pond**, and **Woods**.

The captions appear on the diagram in the position and format specified by the diagram template.

The pictures now have captions.

12. In the **Text** pane, double-click the **Park** bullet point, and then on the **Home** tab, in the **Font** group, apply the **Gradient Fill – Orange, Accent 6, Inner Shadow** text effect and set the size to **40**. Repeat this step for the **Garden**, **Pond**, and **Woods** bullet points. Then close the **Text** pane.

13. To balance the page, on the **Page Layout** tab, in the **Page Setup** group, click the **Margins** button, and at the bottom of the gallery, click **Custom Margins**. Then in the **Page Setup** dialog box, increase the **Left** margin to **1.25**, and click **OK**.

**Troubleshooting** If Word displays a message that one of the margins is outside the printable area of the page, in this case you can click Ignore. If you were going to print this page, you would want to fix the problem.
14. Make any additional adjustment to achieve a balanced page. We indented the title by 1 inch and removed the space after it.

*Westbury*

![Diagram of Westbury with Garden, Pond, and Woods]

*The final picture diagram.*

CLEAN UP  Save the Westbury document, and then close it.
Key Points

- You can easily create a sophisticated diagram to convey a process or the relationship between hierarchical elements.
- Diagrams are dynamic illustrations that you can customize to produce precisely the effect you are looking for.
- You can use a picture diagram to neatly lay out pictures on a page.
Index

A
absolute positioning, 273, 277
Accept button, 390, 392, 395
accepting revisions, 390, 392
   all in document, 395
accessibility, checking, 195
activating blogs in Word, 300
active document, closing, 25
add-ins, 428, 430, 431
Add-Ins dialog box, 431
address lists, e-mail. See e-mail mail merging
Add Template dialog box, 421
advanced options, 426
Align button, 278
Align Center button, 131
Align Center Right button, 132, 139
Align gallery, 278
aligning diagrams, 209, 215
aligning objects, 278
aligning text, 97-98, 101-102
   around objects, 273
   around pictures, 145
   in tables, 131, 132, 139
   with tab stops, 97
alt text in tables, 135
anchoring text to objects, 273
Apply Styles dialog box, 410
Arrange All button, 36
arranging stacked objects, 273, 280
arrows on buttons, 7
Artistic Effects button, 149
aspect ratio, 441
Attach File button, 383
attaching templates, 408, 420
attachments, e-mail. See also e-mail messages
   inserting, 383
   sending documents as, 382
Attach Template dialog box, 420
attributes, 441
authenticating documents, 384, 482
author name, viewing, 196
authors. See sources

AutoCorrect
adding to list, 67
   fixing spelling errors with, 64-65
   options, setting, 65, 424
AutoCorrect dialog box, 65, 112
AutoFormatting options, 112
AutoRecover
   customizing settings for, 19
   options, setting, 424
AutoText for user name/initials, changing, 166

B
Back button (Help), xxvii
backgrounds
   appropriate use of, 152
   color, applying, 152
   gradients, applying, 153
   overview of, 144
   pictures as, applying, 155
   textures, applying, 154
Backspace key, 40
Backstage view, 5, 14, 184, 193
   displaying, 16
   Help page, 15
   Info page, 14
   New page, 15
   opening documents from, 23
   Print page, 15
   Recent page, 14
   Share page, 15
balloon comments
   balloons for, 441
   defined, 441
   deleting, 385, 387
   displaying, 386
   displaying all text, 385
   editing, 385
   from specific reviewer, hiding, 385
   hiding, 385
   highlighting, 386
   inserting, 385, 386
balloon comments (continued)
navigating, 385, 386
nesting, 385
responding to, 385, 387
reviewer’s name, displaying, 385, 386

balloons. See ScreenTips
banded rows in tables, 137
bar charts, 441
bibliographies
compiling, 347
inserting, 353
overview of, 347
updating, 348

Bibliography button, 347
Bibliography gallery, 352
bilingual dictionary
overview of, 59
translating text with, 63

blank documents, creating, 17
Blank Page button, 159
blank pages, inserting, 159
blocking content, trusted locations for, 429
Blogger service, 300

blog posts
creating, 17
defined, 445
overview of, 299
publishing, 304-305
saving, 304

blogs, 441
activating in Word, 300
addresses for, 303
creating, 299
drafts, opening, 305
e-mail publishing, turning on, 301
home page, navigating to, 305
on Windows Live Spaces, creating, 300, 302
overview of, 299
picture upload options, 303
posting to, 303
publishing documents as posts, 299
publishing posts, 305
publishing posts as drafts, 304
registering accounts, 299, 302
saving posts, 304
service providers, 300
setting up, 299, 300
Web links, adding, 304

Bold button, 89, 124, 422
bolding text, 89
book features and conventions, xix
booklets, printing, 184
Bookmarks button, 323

Bookmark dialog box, 323
bookmarks
displaying, 324
hiding, 327
inserting, 323
jumping to, 322, 324-325
overview of, 309, 322
spaces in names, 324

Borders button, 99, 104, 284
borders. See also page borders
3-D, 104
adding, 99, 100, 104
cell, 138
table, 284

Borders And Shading dialog box, 100, 104, 138, 157
Borders button (tables), 138
bound documents, previewing, 185
breaks. See column breaks; page breaks; line breaks; section breaks
Breaks button, 96, 101, 122, 192
brightness, adjusting, 147
Browse By Page button, 28
browsers
opening Web pages in, 298
previewing documents in, 29, 34
setting for Web pages, 295
specifying, for Web pages, 294

browsing objects, 27
building blocks. See also header/footers; Quick Parts
cover pages, 159, 162
creating, 70, 170
defined, 69, 441
deleting, 161
entering in existing text, 72
gallery of, 160, 166
inserting, 70
keyboard shortcuts for, 70
overview of, 69, 144
page numbers, 159, 165, 166
properties, viewing, 161
saving, 71
in templates, 408
text boxes, 159, 167, 172

Building Blocks Organizer, 160, 166
Building Blocks template, 408
bulleted lists. See also lists
bullet symbol, changing, 107, 109
bullet symbol, live preview of, 109
creating, 107-108
in diagrams, adding to, 207
bullet points
merging, 47
selecting, 45
Bullets button, 107, 108
buttons. See also specific button names
adding to Quick Access Toolbar, 438
arrows on, 7
inactive, 10
ScreenTips for. See ScreenTips
separator between, 438
viewing information on. See ScreenTips

calculations in tables, 134
capital letters. See uppercase
Caption dialog box, 338
captions, 441
case formatting, 94-95
Cell Margins button, 135
cells
addresses, 441
borders around, 138
defined, 441
deleting, 129
inserting, 129
merging, 129, 131
setting width of, 135
shading, 138
splitting, 130
Center button, 101, 105, 119, 165, 174
centering text, 97-98, 101, 119
with Click And Type, 97
in header/footers, 165
keyboard shortcut for, 97, 119
in tables, 131
in WordArt objects, 174
Center Tab button, 124
Change Colors button, 213
Change Shape button, 214, 215
Change Styles button, 77, 80, 412, 421
change tracking
in balloons, 389-390, 392
final version, displaying, 392
options, setting, 389
toggle button, adding, 388
turning off, 393
turning on, 388, 390
user information, changing, 389
character formatting. See also fonts;
paragraph styles
appropriate use of, 95
attributes, 441
bolding, 89
case, 94
clearing, 94
copying, 90
defined, 441
underlining, 89
characters, non-printing. See formatting marks
character spacing, 87
changing, 93
defined, 441
character styles, 76, 411. See also Quick Styles
defined, 441
finding/replacing, 106
chart area, 441
chevrons, 363, 441
Choose A SmartArt Graphic dialog box, 204, 205, 217
citations. See also sources
inserting, 339, 350
style guide, setting, 348
Clear Formatting button, 94
clearing formatting, 94
Click And Type
centering text with, 97
defined, 441
clip art. See also pictures
inserting, 144, 150
saving, 150
searching for, 150
Clip Art button, 144, 150
Clipboard, 42
closing, 48
defined, 441
deleting items from, 48
options for, 48
viewing, 48
Clipboard dialog box launcher, 48
Close button, xxix, 4, 25
Close Header and Footer button, 166, 192
Close Outline View button, 272
closing Clipboard task pane, 48
closing documents, 25, 28
closing Word 2010, 4
collaborating on documents, 380
collaborating on documents
Collapse button, 270
collapsing outlines to single level, 269
collating printed documents, 193
Color button, 147
Color gallery, 147
coloring backgrounds. See backgrounds
coloring pictures, 147
colors, for revision marks, 389
color saturation, 446
color, user interface, 423
column breaks, 116
defined, 441
inserting, 122
column charts, 441
column headings, 441
columns, 115. See also table columns
applying to entire document, 117
defined, 441
formatting, 116
hyphenating text in, 117, 121
indenting text in, 121
justifying, 117, 118
margins, 119
overview of, 116
section/column breaks in, 116, 118
separated by tab stops. See tabbed lists
spacing, changing, 120
Columns button, 117
Columns dialog box, 120
Columns gallery, 116-117
Combine Documents dialog box, 393
combining documents. See merging documents
commands from previous versions, adding, 6
comments
balloons for, 441
defined, 441
deleting, 385, 387
displaying, 386
displaying all text, 385
editing, 385
from specific reviewer, hiding, 385
hiding, 385
highlighting, 386
inserting, 385, 386
navigating, 385, 386
nesting, 385
responding to, 385, 387
reviewer's name, displaying, 385, 386
Compare button, 393
comparing documents
by combining, 393-394
overview of, 393
viewing results of, 394
compatibility, checking, 195, 298
Compatibility Checker, 298
Compatibility mode, 22
Compatibility Mode, 406
compatibility with earlier versions of Word, 22
Confirm Password dialog box, 397
contacts (Outlook), mail merging, 363
contrast, adjusting, 147
Convert button, 22
converting documents
to .docx format, 22
to Web pages, 427
converting tables to text, 128
converting text to tables, 128, 132
Convert Text To Table dialog box, 132
Convert To Text button, 128
Copy button, 42, 46, 215, 284
copying character formatting, 90
copying diagrams, 215
copying formatting, 90, 149
copying pictures, 149
copying tables, 284
copying text
with Copy button, 42
vs. cutting, 43
keyboard shortcut for, 43
in selection, 42
Corrections button, 147
Cover Page button, 161
cover pages, 159, 162
Create button, 18
Create New Building Block dialog box, 70, 170
Create New Style From Formatting dialog box, 413, 417
Create PDF/XPS button, 290
Create Source dialog box, 348
creating documents with templates, 406
Crop button, 146
cropping pictures, 146
Cross-reference button, 325
Cross-Reference dialog box, 325
cross-reference entries, 441
cross-references
inserting, 325, 326
jumping to, 326
overview of, 309, 322
updating, 326
cursor
defined, 441
function of, 16
keyboard shortcuts for, 24-25, 27
moving to beginning of line, 27
moving to end of line, 27
paging up or down with, 24
placing, 24
status bar display for, 24
Custom DPI Setting dialog box, xvii
Customize Keyboard dialog box, 449
Customize Quick Access Toolbar button, 438
Customize Ribbon page, 431, 433
customizing ribbon, 433, 438
custom keyboard shortcuts, 449-450
Cut button, 42, 46, 169
cutting text, 42, 46, 169
keyboard shortcut for, 43, 169
vs. copying, 43
cycle diagrams, 204, 442

data markers, 442
data points, 442
data series, 442
data source (charts), 442
data source (mail merge)
creating in outside program, 357
editing, 360
for e-mail addresses, 372
field names in, 356, 357
filtering, 357, 361
Outlook contacts list as, 363
overview of, 356
queries for, 357
recipient, adding, 360
selecting, 358
sorting, 357, 361
subset, merging from, 357
date and time
automatic updating, 319
automatic updating, turning off, 318
as field, vs. as text, 317
inserting, 317, 319
updating, 317
Date And Time dialog box, 318
Date & Time button, 317, 318
decimal alignment, 97, 103
Decimal Tab button, 103
Decrease Indent button, 96, 105
default font, 87
Delete button (tables), 129
Delete Comment button, 387
Delete key, 40
deleting building blocks, 161
deleting comments, 387
deleting keyboard shortcuts, 451
deleting page/section breaks, 190
deleting styles, 413
deleting table rows/columns/cells, 129
deleting tab stops, 98
deleting text, 40, 42, 44, 47
Demote button, 270
demoting outline headings, 270, 442
deselecting text, 42
desktop publishing, 442
destination files, 442
Developer tab, 420
diagrams. See also SmartArt graphics
aligning, 209, 215
in bulleted lists, 207
colors, changing, 213
copying, 215
creating, 204, 205
defined, 442
everting text, 206
gallery of, 211
inserting text, 205
layout, changing, 210, 212
pasting, 215
positioning on page, 208, 215
punctuation in, 206
resetting to original, 211
selecting, 211, 215
shapes, changing, 214-215
shapes, deleting, 210
shapes, selecting, 211
sizing, 207, 209, 218
text overflow, 210
Text pane, opening, 206
text placeholders in, 205-206
text wrapping, 208
types of, 203-205
dialog boxes. See also specific dialog boxes
closing, 12
displaying, 7
help with, xxv
dialog box launcher, 7, 442
dictionaries, bilingual, 59, 63
digital signatures, 384, 442
directory paths, 445
display settings different from book, xviii

**distributing documents**
electronically, 195
in XPS format, 199

**dividing cells, 130**
.doc format, 289
document format, setting default, 424

document headings
navigating to, 28
tables of contents based on, 332
document history, 14
Document Inspector, 195, 197
document navigation keyboard shortcuts, 54
document outlines. See outlines; Outline view
document properties
displaying, 14
inserting as fields, 319
inserting in fields, 318
viewing, 195-196
document review. See revisions; tracking changes
documents
blank, creating, 17, 19
closing, 28
closing, while leaving Word running, 25
compatibility with earlier versions, 22
creating, 16, 19
creating from existing, 17
formatting in columns, 117. See also columns
columns
full-screen display, 29, 33
inserting in other documents, 73
maximizing, 36
moving to top of, 31
navigating, 24, 32, 34, 47
opening, 23, 26
outlines, viewing, 29
read-only, opening as, 24
recently opened, 14, 23
renaming when saving, 20
repairing, 24
saving, 18, 20
saving, as earlier version, 22
saving, creating folders for, 19
saving, creating folders when, 20
saving, in new location, 19, 21
saving, renaming when, 20
scrolling through, 24, 27
selecting, 41, 296
sharing. See sharing documents
side-by-side display, 32
splitting into two panes, 30
switching between, 30, 35
translating, 60
viewing multiple, 36
views for. See views
zooming in/out, 30
document statistics, 69
document summaries, viewing, 197
document templates
applying, 414
attaching, 408, 420
building blocks in, 408
Building Blocks template, 408
Compatibility Mode, 406
components of, 407-408
creating, 408
creating documents with, 406
default, 406
defined, 447
displaying, 15
downloading, 406
file name extensions, 408
global, 408, 421
graphic elements, 407
macros in, 408
Normal template, 406, 408-409
opening, 419
organizing, 416
placeholders in, 407
previewing, 18
recently used, 17
sample, installed with Word, 17, 406
saving, 408
saving documents as, 415
searching for, 18
switching, 420
Document Themes folder, 83
document title, inserting as field, 319
docx format, 22, 288
dotm format, 408
dotx format, 408
downloading practice files, xxi
downloading templates, 406
dpi settings, xvii
Draft button, 35
drafts, publishing blog posts as, 304
Draft view, 29, 442
drag-and-drop editing, 42, 47, 442
dragging objects, 442
drawing grid
positioning objects with, 273
turning off, 280
turning on, 279
Drawing Grid dialog box, 278

**drawing objects**
- absolute positioning, 277
- alignment options, 278
- defined, 442, 444
- hiding, 282
- overview of, 143
- positioning, 273-274
- positioning with grid, 279
- sending backwards in stack, 280
- wrapping text around, 274

**drawings. See diagrams; pictures**

**drawing tables**, 127, 282, 283. See also **tables**

**drawing text boxes**, 172

**Drop Cap dialog box**, 178

**drop caps**
- defined, 442
- inserting, 178

**duplex printing**, 193

e

**earlier Word versions, saving files for**, 289

**Edit Data Source dialog box**, 360

**Edit Hyperlink dialog box**, 314

**editing, drag-and-drop**, 42, 47, 442

**editing comments**, 385

**editing documents**
- after finalizing, 199
- in Full Screen Reading view, 29
- multiple editors on. See revisions; tracking changes
- restricting, 401, 402

**editing hyperlinks**, 314

**editing sources**, 349

**editing text**
- drag-and-drop, 42, 47, 442
- tracking. See revisions; tracking changes
- undoing, 43-44, 46

**Edit Name dialog box**, 349

**effects, text**
- applying, 77, 81, 92
- defined, 443
- live preview of, 81

**efficiency, improving**, 5

**e-mail hyperlinks**, 313

**e-mailing documents**, 381
- as attachments, 382
- as PDF files, 382
- as XPS files, 382

**e-mail mail merging**, 370
- options, setting, 374
- previewing, 373
- selecting recipients, 371-372

**e-mail messages. See also attachments, e-mail**

**formatting text**, 383

**greeting lines, inserting**, 372

**importance, setting**, 383

**merge fields, inserting**, 371, 372

**sending**, 384

**embedded fonts**, 425

**embedded objects**, 442

**Encrypt Document dialog box**, 399

**encrypted password protection**, 396, 399

**encrypting documents**, 399

**endnotes**
- defined, 442
- formatting, 330

**entering text**, 19, 40

**Enter Text dialog box**, 297

**Envelope Options dialog box**, 370

**Envelopes And Labels dialog box**, 370

**Envelopes button**, 370

**envelopes, printing**, 370

**errors, fixing**
- with AutoCorrect, 64-65
- with shortcut menu, 64, 66
- with Spelling and Grammar dialog box, 64
- flagging of, 20

**exercise format**, xviii

**exiting Word 2010**, 4

**Expand button**, 270

**Expand button (Mini Translator)**, 63

**expanding outline headings**, 270

**expanding ribbon**, 7, 438

**Expand The Ribbon button**, 7

**Extensible Markup Language (XML)**, 442

**extensions, file name. See also file formats**
- .docx, 22
- .dotm, 408
- .htm, 294
- .rtf, 289
- .txt, 289
- for templates, 408

F

**fancy effects. See WordArt objects**

**faxing documents**, 382

**features and conventions of book**, xix

**Field dialog box**, 316, 321
field names, 443
Field Options dialog box, 316
fields. See also merge fields
code display, toggling, 317
components of, 316
date or time, inserting, 317
defined, 316, 442
for document properties, 318
inserting, 316
locking, 318
options, setting, 316
overview of, 309, 316
switches, 316
syntax, displaying, 316
updating, 317-320
file formats, 443. See also file name extensions
changing, 290
default, 288, 424
Plain Text, 289
Rich Text Format, 289
saving as, 425
saving documents in different, 288
Single File Web Page, 294
Web Page, Filtered, 294
file locations, specifying, 427
file name extensions, 20. See also file formats
.docx, 22
.dotm, 408
.htm, 294
.rtf, 289
.txt, 289
for templates, 408
files, inserting in documents, 73
File tab, 14
Fill Effects dialog box, 152
Filter And Sort dialog box, 360
filtering, 443
filtering mail merge data sources, 357, 361
finalizing documents, 195, 199
Find And Replace dialog box, 51
Go To tab, keyboard shortcut for, 322
Replace tab, displaying, 52
Find button, 49, 52, 322
finding/replacing formatting, 106
finding text, 49, 52. See also Navigation task pane
advanced options for, 50, 53
in bilingual dictionary, 59
keyboard shortcut for, 49
matching case when, 51
and replacing, 51, 54
ScreenTips with page numbers for, 50
search direction, specifying, 51
sound-alikes, 51
wildcards in searches, 51, 447
Finish & Merge button, 373
first line indent, 96
First Record button, 376
folder paths, 445
folders, creating when saving documents, 19, 20
Font button, 90
font color, 87, 93
Font Color button, 93
Font dialog box, 88, 92
font effects
applying, 77, 81, 92
defined, 443
live preview of, 81
Font gallery, 90
fonts. See also character formatting
applying, 91
attributes for, 87
available, 87
default, 87
defined, 75, 443
embedding, 425
in themes, changing, 85
font size, 87
changing, 92
defined, 443
incrementing, 92
keyboard shortcuts for adjusting, 92
font style, 87, 443
Footer button, 318
footers. See header/footers
Footnote And Endnote dialog box, 330
footnotes
defined, 443
formatting, 330
foreign languages, specifying, 426
Format Painter button, 90, 149
format previewing. See Live Preview
formats, setting default, 424
formatting. See also styles; themes
automatically. See AutoFormatting options
copying, 149
restricting, 401-402
saving style from, 413
selecting similar, 331
formatting, finding/replacing, 106
formatting marks
displaying, 30
hiding, 33
keyboard shortcut for, 44
section break indicator, 190, 192
showing/hiding, 44, 125
formatting option thumbnails, 9
Formatting Restrictions dialog box, 401
formatting tables, 136
formatting text in columns, 116
form letters. See main document (mail merge)
Formula button, 134
Formula dialog box, 134
formulas in tables, 134
  constructing, 134
  defined, 443
  referencing cells in, 134
Forward button, 34
Forward button (Help), xxvii
frequently misspelled words, correcting, 64
Full Screen Reading button, 33
Full Screen Reading view, 29, 33, 443
functions, constructing, 134

G
galleries
  building blocks, 441
  closing without making selection, 12
  defined, 443
  of formatting thumbnails, 9
  sizing handles, 212
General Options dialog box, 396
global templates, 408, 421
Go To Footer button, 165
grammar checker, 67. See also checking spelling
graphics. See building blocks; diagrams; drawing
  objects; pictures; SmartArt graphics
grayed-out buttons, 10
grayscale, 443
Greeting Line button, 372
grid
  positioning objects with, 273
  turning off, 280
  turning on, 279
gridlines, chart, 443
grouping shapes, 443
groups, ribbon, 443
Grow Font button, 92
guillemet characters, 363, 441

H
hanging indent
  adjusting, 102
  in columns, adjusting, 121
  defined, 96
Header button, 164, 192
header/footers
  centering text in, 165
  closing, 166, 192
  defined, 443
  different first page, 192
  editing, 192, 318
  hiding, 31
  inserting, 164
  moving to, 165
  navigating between, 164
  overview of, 159
  settings inheritance, 159, 192
headings
  navigating to, 28
  tables of contents based on, 332
Help button, xxv, xxvi, 7, 447
Help page of Backstage view, 15
Help window
  navigating, xxvii
  opening, xxvi
  printing from, xxviii
  searching, xxviii
  table of contents, displaying, xxvii
  topics, displaying, xxvi
hidden characters, displaying, 30
hidden formatting marks, displaying, 44
hidden text, 30, 195, 342
hiding bookmarks, 327
hiding comments, 385
hiding formatting marks, 33, 125
hiding headers/footers, 31
hiding Mini Toolbar, 423
hiding objects, 282
hiding revisions, 389, 392
hiding ribbon commands, 7
hiding text, 30, 342
hierarchy diagrams, 204, 443
High Importance button, 383
highlighting comments, 386
highlighting text. See also selecting text
  color selection for, 93
  removing highlighting, 94
Highlight Merge Fields button, 373
home page, blog, 305
Home Page button, 305
Home tab, 9
horizontal scroll bar, 24
HTML format, 294. See also Web pages
HTML (Hypertext Markup Language), 443
HTML tags, 293, 446
Hyperlink button, 310
hyperlinks, 309
- appearance of, 310, 312
- in blog posts, 304
- deleting, 310
- editing, 310, 314
- for e-mail addresses, 313
- following, 312
- inserting, 310
- jumping to target, 310, 312
- opening in new window, 312
- ScreenTips for, 312, 314
- targets, setting, 310, 311

Hypertext Markup Language (HTML), 443

hyphenating text
- in columns, 117, 121
- defined, 443

Hyphenation button, 121

images. See pictures
- importance, setting in e-mail messages, 383
- inactive buttons, 10
- Increase Indent button, 96, 102, 109, 124
- indentation, Web page, 296
- indenting columns, 121
- indenting lists, 108, 109
- indenting paragraphs, 96, 102
- indent markers, 96
  - defined, 443
  - moving, 102

Index dialog box, 345

index entry fields
- defined, 444
- deleting, 342, 346
- displaying, 341
- editing, 340, 342-343
- inserting, 340
- marking, 342
- selecting, 342

indexes. See also tables of contents
- constructing, 340, 341
- cross-references in, 340-341, 344
  - defined, 444
- editing, 342, 346
- formatting, 340, 342, 345
- inserting, 342, 345
- marking all instances of word, 343
- marking entries, 340, 342
- overview of, 329, 340

subentries, marking, 344
- updating, 342, 346

Info page of Backstage view, 14

information bar. See status bar

initials
- AutoText for, changing, 166
- setting, 423
- Insert Above button, 129
- Insert Address Block dialog box, 364
- Insert Below button, 129, 131
- Insert Cells dialog box, 129
- Insert Citation button, 350
- Insert File dialog box, 383
- Insert Greeting Line dialog box, 365, 372
- Insert Hyperlink dialog box, 310, 311
- Insert Index button, 342, 345
- inserting text, 40
- Insert Left button, 129
- Insert Merge Field dialog box, 366
- Insert Picture dialog box, 145, 219
- Insert Right button, 129
- Insert tab, 10
- Insert Table dialog box, 126
- Insert Table gallery, 126
- inspecting documents. See Document Inspector
- installing add-ins, 430
- international languages, specifying, 426
- Internet faxes, sending documents as, 382

Justify button, 101, 118

justifying text, 97, 101
- in columns, 117, 118
- defined, 444
- keyboard shortcut for, 97, 118

Keep Text Only button, 63

keyboard shortcuts, 449
- creating, 449, 450
- defined, 444
- deleting, 451
- for bolding text, 89
- for building blocks, 70
- for centering text, 97, 119
- for clearing formatting, 94
- for copying text, 43
for cursor placement, 25, 27
for cutting text, 43, 169
for demoting outline headings, 270
for document navigation, 47, 54
for expanding outline headings, 270
for finding text, 49
for Font dialog box display, 92
for font size, 92
for formatting marks, 44
for Go To function, 322
for inserting page breaks, 191
for inserting SmartArt graphics, 205
for justifying text, 97, 118
for left-aligning text, 97
for line breaks, 97
for moving outline headings, 271
for navigation, 31
for pasting text, 43
for printing, 184
for repeating editing, 43, 122
for replacing text, 52, 106
for Research task pane, 55
for right-aligning text, 97
for selecting all, 41, 118
for selecting documents, 296
for underlining text, 89
for undoing editing, 43
moving cursor with, 24
keywords, adding, 197
Knowledge Base, xxix

L
Label Options dialog box, 375
labels, mailing. See also mail merge
  address blocks, inserting, 376
  creating, 374
  merge fields for, 374, 376
  previewing, 376
  printing, 377
  recipients, selecting, 375
  vendor, selecting, 375
Landscape orientation, 184, 444
languages, specifying additional, 426
languages, translating
  entire documents, 60
  options for, 62
Layout dialog box, 176, 208, 215, 274, 277
Layouts gallery, 211
left-aligning text, 97
left indent, 96, 102
Left Tab button, 102

Legacy commands, 6, 433
Legacy compatibility, 22
Legacy Word versions, saving files for, 289
Legal citations, 339
Line And Paragraph Spacing button, 98, 337
Line breaks
  defined, 444
  inserting, 96, 101
  keyboard shortcut for, 97
Line graphs, 444
Lines, selecting, 41, 79
Line spacing, for pictures, 145
Line Spacing button, 103
Linked objects, 444
Linked styles, 411
Linking text boxes, 172
Linking within documents. See hyperlinks
links. See hyperlinks
List diagrams, 203, 444
Lists. See also tabbed lists
  converting text into, 107, 108
  ending, 107
  indenting, 108, 109
  modifying, 107
  multiple levels, 107, 111
  overview of, 106
  sorting, 107, 111
  undoing formatting of, 107
Live Preview, 9, 423, 444
Locking fields, 318

M
machine translator, 60
macros, 30
macros, template, 408
Magnification, adjusting, 30, 78
  globally, xvi
  to full page, 152
  by percentage, 33
  to view multiple pages, 32, 185
mailing address, setting, 370
mailing labels. See also mail merge
  address blocks, inserting, 376
  creating, 374
  merge fields for, 374, 376
  previewing, 376
  printing, 377
  recipients, selecting, 375
  vendor, selecting, 375
Mailings tab, 13
mail merge, 444. See also data source (mail merge); main document (mail merge)
for e-mail, 370-371, 374
from Outlook contacts list, 363
main document, selecting, 358
to new document, 369
overview of, 356
previewing, 367, 368
recipients, excluding, 369
recipients, selecting, 371, 372
setting up, 358
Mail Merge Recipients dialog box, 359
mailto links, 313
main document (mail merge), 356, 444
address block, inserting, 364
greeting lines, inserting, 365
highlighting merge fields, 373
overview of, 363
saving as normal document, 364
saving before merging, 364
selecting, 358
setting up, 365
Manage Sources button, 348
manual page breaks, 444
margins
changing, 182, 184, 187, 192
of columns, 119
defined, 444
gallery of, 185
mirroring, 186
specifying, 95
in tables, 135
Margins button, 11, 95, 192, 219
Mark Citation dialog box, 339
Mark Entry button, 340, 342
Mark Index Entry dialog box, 340, 343
marking documents as final, 199
marking index entries, 340, 342
all instances of word, 343
as subentries, 344
markup
displaying, 386
hiding, 385
mass e-mails. See e-mail mail merging
master documents, 269
mathematical functions in tables. See formulas
in tables; functions
matrix diagrams, 204, 444
Maximize button, 36
maximizing documents, 36
Merge Cells button, 129, 131, 132
merge fields, 356, 363, 444
editing, 366
in e-mail messages, 371, 372
highlighting, 373
inserting, 364, 365, 366
in mailing labels, 374, 376
Merge List button, 46
Merge To E-Mail dialog box, 373
Merge To New Document dialog box, 369
Merge To Printer dialog box, 377
merging addresses. See mail merge
merging bullet points, 47
merging cells in tables, 129, 131
merging documents, 393-394
hiding revisions by specific reviewer, 395
viewing results of, 394
Microsoft Knowledge Base, xxix
Microsoft Office Clipboard, 444
Microsoft Office Online Web site themes, 83
Microsoft Product Support Services, xxix
Microsoft SharePoint, 424
Microsoft Translator service, 60
Microsoft Word 2010
closing, 4
compatibility with earlier versions, 22, 289
first time starting, 9
new features in, x
starting, 4, 9
upgrading to, x, xi
uses for, ix
Microsoft Word Help button, xxv, xxvi
Minimize button, 4
Minimize The Ribbon button, 7
minimizing documents, 4
minimizing ribbon, 7
Mini Toolbar, 41
character formatting with, 87
hiding, 423
Mini Translator, 58, 60
mirroring margins, 186
misspellings. See spelling errors, fixing
Modify Style dialog box, 412
More button, 211
Move Up button, 271, 434
moving tables, 128-129
Multilevel List button, 107

N
name and initials, entering, 9
naming documents, 20
navigating comments, 385, 386
navigating documents, 47
navigating tables, 128
navigating revisions, 389, 392
Navigation task pane, 53. See also finding text
defined, 444
displaying, 19, 28
ingeering, 50
Search tab, displaying, 49
nested tables
creating, 282, 284
defined, 444
formatting, 282
worksheet data as, 284
New Address List dialog box, 371
New Blog Account dialog box, 302
New Comment button, 385, 386
New dialog box, 415
New Folder button, 19, 20, 416
New page of Backstage view, 15
New Style button, 413
New Windows Live Spaces Account dialog box, 302
Next Comment button, 386
Next Page button, 24, 27, 32
Next Revision button, 392
non-Revision characters. See formatting marks
Normal template, 406, 408-409
notes. See comments
note separators, 444
numbered lists. See also lists
creating, 107, 109
numbering value, setting, 110
number style, changing, 108
restarting numbering, 109
Numbering button, 107, 109
Open dialog box, 23
opening documents, 26
from Backstage view, 23
as read-only, 24
from Recent page, 23
from Windows, 23
opening Web pages, 298
opening Word 2010, 4, 9
Options dialog box, 292
orientation, page
changing, 182, 184
defined, 444
orphans
defined, 188, 444
setting options for, 188, 191
Outline button, 34, 269
outlines
collapsing, 269
creating, 268
demoting headings, 270
displaying, 269
expanding headings, 270
moving headings in, 271
promoting headings, 271
Outline view, 29
closing, 272
defined, 444
displaying, 269
symbols in, 268
Outlining tab, 34
Outlook contacts list, mail merging from, 363
overwriting documents when saving, 19

P
page borders, 157
Page Borders button, 157
Page Break button, 191, 335
page breaks
deleting, 190
inserting, 188, 335
keyboard shortcut for, 191
manual, 444
soft, 188, 446
Page Color button, 12, 152
page colors, previewing effects of, 12
page layout, with tables, 282
Page Layout tab, 10
page length, defining. See margins
Page Number button, 165

O
objects, drawing
absolute positioning, 277
alignment options, 278
defined, 442, 444
hiding, 282
overview of, 143
positioning, 273-274
positioning with grid, 279
sending backwards in stack, 280
wrapping text around, 274
Office.com Web site templates, 406
online bilingual dictionary, 59, 63
page numbers, 159
  formatting, 166
  inserting, 165
page orientation
  changing, 182, 184
  defined, 444
Page Setup dialog box, 11, 182, 184, 219
pages, jumping to, 323
pagination
  automatic, 188
  paragraph settings, 188, 191
  widows and orphans, 188
paper size , 182, 184
Paragraph dialog box, 188, 190, 296
  opening, 99
  tab alignment, 98
paragraph formatting
  aligning, 96-98, 101-102
  borders, 99-100, 104
  creating styles from, 417
  defined, 95, 445
  saving as style, 413
  shading, 104
paragraph marks, 33. See also formatting marks
paragraphs
  aligning, 97
  defined, 444
  first letter, formatting, 178
  indenting, 96
  keeping lines together, 191
  keeping with next, 188
  overview of, 95
  selecting, 41, 47
  spacing, changing, 98, 103, 124
  width, defining. See margins
paragraph styles, 76, 411. See also character formatting; Quick Styles
  defined, 445
  finding/replacing, 106
Password dialog box, 398
password protection
  choosing passwords, 397
  entering password, 398
  read-only documents, opening, 398
  removing, 399
  setting up, 397
  unencrypted vs. encrypted, 396
Paste All button, 48
Paste button, 42, 46, 215
Paste Options button, 43
pasting diagrams, 215
pasting text, 42, 46
  from Clipboard pane, 48
  keyboard shortcut for, 43
  options for, 46
  without formatting, 167
paths, 445
PDF files
  creating, 290
  optimizing size, 290
  options for, 290
  saving documents as, 290
  sending documents as, 382
permissions, restricting, 400
Permissions dialog box, 400
personal information, clearing, 195, 198
photographs. See pictures
Picture button, 144, 145
picture diagrams, 204, 445
  entering text, 219
  inserting, 217
  inserting pictures in, 219
  overview of, 216
Picture Options dialog box, 303
pictures. See also clip art
  artistic effects, adding, 149
  aspect ratio, 441
  as backgrounds, 155
  brightness, adjusting, 147
  captions, 441
  contrast, adjusting, 147
  copying, 149
  copying formatting between, 149
  correcting, 147
  cropping, 146
  defined, 445
  incomplete display, 145
  inserting, 144-145, 149
  inserting in diagrams. See picture diagrams
  and line spacing, 145
  modifying, 144
  overview of, 143
  recoloring, 147
  resizing, 146
  styles, applying, 148
  text alignment around, 145
  troubleshooting, 145
  uploading to blogs, 303
Picture Styles gallery, 148
pie charts, 445
placeholders, template, 407
Plain Text format, 289
plot area, chart, 445
pointing, 445
points (unit of measure), 445
popup tips. See ScreenTips
Portable Document Format (PDF) files
  creating, 290
  optimizing size, 290
  options for, 290
  saving documents as, 290
  sending documents as, 382
Portrait orientation, 184, 445
Position button, 174, 208, 215, 276
Position gallery, 273
positioning diagrams, 208
positioning objects, 274
  absolute vs. relative, 273
  with drawing grid, 273, 279
  manually, 273
  stacked, 273
posts, blog. See also blogs
  creating, 17
  defined, 445
  overview of, 299
  publishing, 304-305
  saving, 304
ppi settings, xvii
practice files, xxi
preformatted tables. See Quick Tables
previewing color effects, 12
previewing documents, 183-184
  as bound, 185
  navigating when, 186
  in Web browsers, 29, 34
previewing formats. See Live Preview
previewing mail merge, 367, 368
previewing styles, 410
previewing table styles, 137
previewing templates, 18
Preview Results button, 373
Previous Page button, 24
Previous Record button, 368
Previous Screen button, 34
Print button, 193, 194
printers
  settings, changing, 193
  status, viewing, 194
  switching, 194
printing
  collating, 193
  with default settings, 193, 194
duplex, 193
Help topics, xxvii
keyboard shortcut for, 184
number of copies, setting, 194
pages per sheet, setting, 184
settings for, 193
printing booklets, 184
printing envelopes, 370
printing mailing labels, 377
printing to PDF/XPS. See PDF files; XPS files
Print Layout view, 29, 31, 183, 445
Print page, 184, 193
Print page of Backstage view, 15
print previewing. See previewing documents
priority, setting in e-mail messages, 383
process diagrams, 204-205, 445
program window
  minimizing, 4
  overview of, 4
  resizing, xv, 4
  scrolling contents of, 24
Promote button, 271
promoting outline headings, 271, 445
proofreading, importance of, 63, 68
properties
  displaying, 14
  inserting as fields, 319
  inserting in fields, 318
  viewing, 195-196
Properties dialog box, 197
protecting documents, 384. See also password protection
  by restricting formatting/editing, 401
  by restricting permissions, 400
  marking as final, 199
Publish as PDF Or XPS dialog box, 290
Publish button, 304
publishers. See sources
publishing blog posts, 305
  as drafts, 304
  via e-mail, 301
publishing documents as blog posts, 299
publishing PDF/XPS files. See PDF files; XPS files
pull quotes (quote boxes)
  defined, 445
  inserting, 167
  modifying, 296
  replacing text in, 167
  wrapping text around, 297
pyramid diagrams, 204, 445
queries, 445
Quick Access Toolbar
  adding buttons to, 437-438
  customizing, 438
  defined, 445
  legacy commands, adding, 6
  moving, 5
  resetting, 438, 440
  specifying for active document, 438
Quick Parts. See building blocks; fields
Quick Parts button, 71, 166, 170, 316, 319
Quick Parts gallery, 170
Quick Print button, 439
Quick Styles, 76. See also style sets
  applying, 79
  applying multiple, 80
  changing style set, 76
  defined, 445
  live preview of, 78
  saving, 412-413, 417
Quick Styles button, 176
Quick Styles gallery, 76, 418
  displaying, 79
  navigating in, 78
  removing styles from, 413
Quick Tables, 139-140. See also tables
  defined, 445
  inserting, 140
  overview of, 127
Quick Tables gallery, 140
quote boxes
  defined, 445
  inserting, 167
  modifying, 296
  replacing text in, 167
  wrapping text around, 297

read-only
  defined, 445
  opening documents as, 24
  recommending when users open document, 397
recent documents, displaying, 14
Recent page of Backstage view, 14
opening documents from, 23
recoloring pictures, 147
recommending read-only, 397
records, 445
Redo button, 5, 44
redoing editing, 43
red wavy lines under words, 20
reference marks, 330, 445
reference materials, specifying, 57
References tab, 12
Register A Blog Account dialog box, 299
Reject button, 390, 392
rejecting revisions, 390, 392
relationship diagrams, 204, 445
relative positioning, 273
Rename dialog box, 435
renaming ribbon tabs, 435
repairing documents, 24
Repeat button, 44, 89
repeating editing, 44, 89, 122
Repeat Insertion button, 122
replacing styles, 421
replacing text, 51, 54
  keyboard shortcut for, 52, 106
  options for, 52
Research button, 56
Research Options dialog box, 57
Research task pane
  keyboard shortcuts for, 55
  opening, 57, 62
Reset Graphic button, 211
resetting diagrams, 211
resizing diagrams, 207, 209, 218
resizing pictures, 146
resizing program window, xv, 4
resizing ribbon, xv
resizing table elements, 129
resizing tables, 128, 133
resolution, screen, xv
responding to comments, 385, 387
Restore Down/Maximize button, 4
Restrict Editing button, 401
Restrict Formatting and Editing task pane, 401
restricting document permissions, 400
restricting formatting and editing, 401-402
return address, setting, 370
reviewers. See also tracking changes; revisions
  accepting/rejecting changes from, 390
  hiding comments from, 385
reviewing documents. See revisions; tracking changes
Reviewing pane
- closing, 385, 387
- displaying, 385
- opening, 387
- overview of, 385
- resizing, 385

Review Pane button, 385, 387

Review tab, 13

revisions. See also tracking changes
- accepting, 390, 392
- accepting all in document, 395
- appearance of, 388, 390
- clearing, before distributing document, 195
- colors for, 389
- customizing display of, 389
- defined, 445
- displaying, 389
- hiding, 389, 392
- inline display of, 390
- navigating, 386, 389, 392
- rejecting, 390, 392
- reviewer’s name, displaying, 389, 391

ribbon
- button appearance, xiv
- buttons, separator between, 438
- character formatting with, 88
- commands, adding to, 434
- commands no longer on, 433
- commands on, xiii
- customizing, 431-433, 438
- decreasing width of, xiv
- defined, 446
- dynamic nature of, xiv
- expanding, 7, 438
- groups, 6
- groups, displaying all commands in, xiv
- groups, removing, 432, 434
- hidden groups, displaying, xiv
- hiding commands, 7
- legacy commands, 433
- location of, 5
- minimizing, 7
- moving commands on, 434
- navigating and using, 5
- overview of, xiii
- resetting customizations, 436
- tabs, removing, 432, 433
- width, changing, xv

Rich Text Format, 289
- row headings, 446
- rows
  - deleting, 129
  - inserting, 129
  - resizing, 129
  - setting properties of, 135
- .rtf format, 289
- rulers and gridlines
  - displaying, 30, 96
  - hiding, 33
  - markers on, 96
  - setting tab stops with, 97
- running Word 2010. See starting Word 2010

S
- sample templates, 17
- saturation, 446
- Save Address List dialog box, 372
- Save As dialog box, 18, 20, 288, 290-291, 416
- Save As Quick Style dialog box, 412
- Save button, 5, 18-20, 369
- saving blog posts, 304
- saving documents, 18, 20
  - automatically, 19
  - creating folders for, 20
  - in different file format, 288
  - in .doc format, 289
  - as earlier version, 22
  - folders, creating for, 19
  - in new location, 19, 21
  - overwriting when, 19
  - as PDF files, 290
  - in Rich Text Format, 289
  - as templates, 415
  - as Web pages, 297. See also Web pages
  - as XPS files, 290, 291
  - in Word 97-2003 format, 289
- saving templates, 408
- saving themes, 83, 85
- scaling printed pages, 184
- screen magnification, changing, xvi
- screen resolution, xv
- ScreenTips
  - customizing display of, 6
  - defined, 446
  - displaying, xxv, 10
  - feature descriptions, hiding in, 423
  - language, specifying, 426
  - overview of, xxv
  - for search results, 50
  - viewing, 6
scroll bar navigation, 24
searching for templates, 18
searching for text, 49, 52
   advanced options for, 50, 53
   in bilingual dictionary, 59
   keyboard shortcut for, 49
   matching case when, 51
   and replacing, 51, 54
   ScreenTips with page numbers for, 50
   search direction, specifying, 51
   sound-alikes, 51
   wildcards in searches, 51, 447
searching Help, xxviii
section breaks
   for columns, 116, 118
   defining, 446
   deleting, 190
   formatting mark designating, 190, 192
   inserting, 190, 192
   overview of, 190
sections, changing margins for, 184
Select Browse Object button, 25, 27
Select button, 118, 129, 296
Select Data Source dialog box, 358
selecting, 446
   selecting all
      keyboard shortcut for, 41
      with Select button, 190
   selecting documents, 296
   selecting index entry fields, 342
   selecting tables, 129
   selecting text, 41, 44, 47, 117. See also
      highlighting text
      all, 41, 118, 190
      by line, 79
      deselecting, 42
      with similar formatting, 331
      in tables, 131
Selection And Visibility task pane, 281
   selection area, 41, 446
Selection Pane button, 280
Select Recipients button, 371
Select Table dialog box, 359
Send Backward button, 280
Send button, 384
   sending documents via e-mail, 381-382
   sending e-mail messages, 384
   sentences, selecting, 41
Set Hyperlink ScreenTip dialog box, 314
Set Numbering Value dialog box, 110
Set Target Frame dialog box, 311
   Shading button (tables), 139
   shading
      cells, 138
      paragraphs, 104
Shape Fill button, 214
Shapes gallery, 214
Share page of Backstage view, 15
SharePoint file location, setting default, 424
sharing documents, 15
shortcuts, keyboard, 449
   creating, 449, 450
   defined, 444
   deleting, 451
   for bolding text, 89
   for building blocks, 70
   for centering text, 97, 119
   for clearing formatting, 94
   for copying text, 43
   for cursor placement, 25, 27
   for cutting text, 43, 169
   for demoting outline headings, 270
   for document navigation, 47, 54
   for expanding outline headings, 270
   for finding text, 49
   for Font dialog box display, 92
   for font size, 92
   for formatting marks, 44
   for Go To function, 322
   for inserting page breaks, 191
   for inserting SmartArt graphics, 205
   for justifying text, 97, 118
   for left-aligning text, 97
   for line breaks, 97
   for moving outline headings, 271
   for navigation, 31
   for pasting text, 43
   for printing, 184
   for repeating editing, 43, 122
   for replacing text, 52, 106
   for Research task pane, 55
   for right-aligning text, 97
   for selecting all, 41, 118
   for selecting documents, 296
   for underlining text, 89
   for undoing editing, 43
   moving cursor with, 24
Show/Hide ¶ button, 30, 44, 125, 345
Show Level button, 269
Show Markup button, 385, 386, 390, 395
Show Table of Contents button, xxvii
Shrink Font button, 92
sidebars
  inserting, 168
  resizing, 169
side-by-side page display, 32
signatures, digital, 384
sizing diagrams, 207, 209, 218
sizing handles, 446
sizing pictures, 146
SkyDrive, 380
SmartArt button, 204, 205, 217
SmartArt graphics, 203, 446. See also diagrams
gallery of, 212
  inserting, 205, 217
  keyboard shortcuts for, 205
SmartArt Styles gallery, 212
smart cut and paste, 45
soft page breaks, 188, 446
Sort button, 107, 111
Sort button (tables), 130
sorting lists, 107, 111
sorting mail merge data sources, 357, 361
sorting tables, 130
Sort Text dialog box, 113
source files, 446
Source Manager
  entering sources, 347, 348
  opening, 348
Source Manager dialog box, 348
sources. See also citations
  compiling, 347
  editing, 349
  entering in Source Manager, 347, 348
  inserting, 350
  style guide, setting, 348
spaces, automatic insertion of, 45
spacing, column, 120. See also paragraph
  spacing
special text. See text effects
Spelling And Grammar dialog box, 64, 67
spelling errors, fixing, 39
  with AutoCorrect, 64-65
  flagging of, 20
  with shortcut menu, 64, 66
  with Spelling and Grammar dialog box, 64
Spelling & Grammar button, 64, 67
Split Cells button, 130
splitting cells, 130
splitting documents, 30
stacked objects, 273
  arranging, 280
  defined, 446
Start button, 4
Start Enforcing Protection dialog box, 403
starting Word 2010, 4, 9
Start Mail Merge button, 358, 375
Start menu, displaying, 4
statistics, 69
status bar
  cursor location on, 24
  default items on, 8
  defined, 446
strong passwords, 397
style area pane, 268
Style Pane Options dialog box, 409
styles
  applying, 409-411, 415
  creating, 413, 417
  deleting, 413
  displaying available, 409
  displaying style area pane, 268
  editing, 413
  limiting, 400-401
  modifying, 411-413, 417
  overview of, 409
  previewing, 410
  removing from gallery, 413
  replacing, 421
  reverting to original, 413
  updating, 411, 417
styles, character, 411
style sets. See also Quick Styles
  changing, 76, 80
  displaying list of, 77
  live preview of, 77
  saving, 412
styles, linked, 411
styles, paragraph, 411
styles, picture, 148
styles, table, 136-137
styles, table of contents, 333, 335-336
Styles task pane, 409
subdocuments, 269
subentries, 446
summaries, viewing, 197
switches, 446
switches, in fields, 316
switching documents, 35
switching templates, 420
Switch Windows button, 284, 312
synonyms. See also Thesaurus
  defined, 55
  searching for, 55, 61


tabs, 5, 446  
tabs, keyboard, 33. See also formatting marks  
tabs, ribbon  
customizing, 432  
removing, 432, 433  
renaming, 435  
tab stops. See also tabbed lists  
center-aligned, setting, 124  
default, 97  
defined, 446  
deleting, 98  
left-aligned, setting, 97, 98  
moving, 98  
precisely placing, 98  
right-aligned, setting, 125  
tagging documents, 197  
tags, HTML, 293  
templates  
applying, 414  
attaching, 408, 420
building blocks in, 408
Building Blocks template, 408
Compatibility Mode, 406
components of, 407-408
creating, 408
creating documents with, 406
default, 406
defined, 447
displaying, 15
downloading, 406
file name extensions, 408
global, 408, 421
graphic elements, 407
macros in, 408
Normal template, 406, 408-409
opening, 419
organizing, 416
placeholders in, 407
previewing, 18
recently used, 17
sample, installed with Word, 17, 406
saving, 408
saving documents as, 415
searching for, 18
switching, 420
Templates And Add-Ins dialog box, 420, 431
Templates folder, 408
text
entering, 19, 40
formatting in columns, 116
hiding, 30, 342
selecting. See selecting text
text boxes
defined, 447
drawing, 172
inserting, 167
linking, 172
overview of, 159
positioning, 172
replacing text in, 167
saving to Quick Parts Gallery, 170
Text Direction button, 139
text effects
applying, 77, 81, 92
defined, 443
live preview of, 81
Text Effects button, 77, 81
text files, 289
Text Highlight Color button, 93, 439
Text pane
closing, 207
opening, 206
Text Pane button, 206
textures, applying to backgrounds, 154
text wrapping, 274
absolute vs. relative positioning, 273
breaks. See line breaks
defined, 447
around diagrams, 208
layout options for, 274
around objects, 273, 274
around quote boxes, 297
around WordArt, 175
tHEME colors, 83
changing, 93
previewing effects of, 12
Theme Colors button, 83
Theme Fonts button, 84
themes
applying, 82-83
color set, changing, 84
defined, 447
displaying gallery of, 12
font set, changing, 85
live preview of, 83
from Microsoft Office Online Web site, 83
mixing and matching, 83
overview of, 82
saving, 83, 85
Themes button, 12, 82-83
Thesaurus
finding synonyms in, 61
overview of, 55
Thesaurus button, 55, 61
3-D borders, 104
thumbnails
defined, 447
of formatting options, 9
tick-marks, 447
title bar, 4
title, document, 196
titles, Web page, 297
toolbars. See specific toolbars
total rows in tables, 137
Track Changes button, 388, 390
Track Changes Options dialog box, 389
tracking changes. See also revisions
in balloons, 389-390, 392
final version, displaying, 392
options, setting, 389
toggle button, adding, 388
turning off, 393
turning on, 388, 390
user information, changing, 389
Translate button, 58, 62
translating text
   entire documents, 60
   options for, 62
Translation Language Options dialog box, 60
Trust Center, 428-429
Trust Center dialog box, 429
trusted locations, setting, 429
.txt format, 289
typos. See spelling errors, fixing

Underline button, 89
underlining text, 89
Undo button, 5, 44, 46, 270, 276
undoing editing, 43-44, 46
unencrypted password protection, 396
unloading add-ins, 431
Update Citations And Bibliography button, 348
Update index button, 342, 346
Update Table button, 336
Update Table Of Contents dialog box, 336
updating bibliographies, 348
updating cross-references, 326
updating fields, 317, 318, 320
   automatically, 319
updating indexes, 342, 346
updating tables of contents, 333, 336
updating styles, 411, 417
upgrading Word, x, xi
uploading pictures to blogs, 303
uppercase, formatting text as, 94
user information, 389
user interface color scheme, 423
user interface elements, 3-4
user name
   AutoText for, changing, 166
   setting, 423

version control, 380
vertical scoll bar, 24
View Ruler button, 96
views, switching, 29. See also specific views
View Shortcuts toolbar, 8, 29, 447
View tab, 13
   Document Views group, 29
   Macros group, 30

Web browsers
   opening Web pages in, 298
   previewing documents in, 29, 34
   setting for Web pages, 294-295
Web Layout button, 34, 295
Web Layout view, 29, 295, 447
Web links (hyperlinks), 309
   appearance of, 310, 312
   in blog posts, 304
   deleting, 310
   editing, 310, 314
   for e-mail addresses, 313
   following, 312
   inserting, 310
   jumping to target, 310, 312
   opening in new window, 312
   ScreenTips for, 312, 314
   targets, setting, 310, 311
Web logs. See blogs
Web Options dialog box, 294, 295
Web Page, Filtered format, 294
Web pages, 447. See also HTML format
   browsers, setting, 294-295
   Compatibility Checker, 298
   conversion settings, 427
   entering text, 298
   Filtered format, 294
   indentation, changing, 296
   Office-specific tags, removing, 294
   opening, 298
   previewing documents as, 295
   quote boxes, modifying, 296
   saving documents as, 293, 297
   Single File format, 294
   titles, setting, 297
   unsupported formatting error, 293
Web Page, Single File format, 294
white space between pages, hiding, 31
wide margins, 186, 192
widows
   defined, 188, 447
   setting options for, 188, 191
wildcards in searches, 51, 447
windows, switching, 284
Windows Live Online Services, 380
Windows Live SkyDrive, 380
Windows Live Spaces, 300, 302
Windows Live Translator, 60
Word 2003, upgrading from, xi
Word 2007, upgrading from, x
Word 2010
- closing, 4
- compatibility with earlier versions, 22, 289
- first time starting, 9
- new features in, x
- starting, 4, 9
- upgrading to, x, xi
- uses for, ix

WordArt button, 174

WordArt objects
- centering, 174
- converting text into, 173
- defined, 447
- inserting, 173, 174
- overview of, 173
- positioning, 174
- starting new lines in, 174
- styles, applying, 176
- text wrapping, 175

word count, 69

Word Count button, 69

Word Count dialog box, 69

Word Help button, xxv, xxvi, 7, 447

Word Help window
- navigating, xxvii
- opening, xxvi
- printing from, xxviii
- searching, xxviii
- table of contents, displaying, xxvii
- topics, displaying, xxvi

Word icon, 4

Word Options dialog box, 6, 15, 295, 370, 422, 423, 426, 431, 449

word processing, 3, 447

words, selecting, 41, 44

word wrap, 447

works cited, 347. See also citations; sources

wrapping text, 175, 274, 447
- absolute vs. relative positioning, 273
- around diagrams, 208
- around objects, 273, 274
- around quote boxes, 297
- layout options for, 274

Wrap Text button, 175, 208, 274, 297

Wrap Text gallery, 274

X

x-axis, 447

XML data, removing custom, 198

XML (Extensible Markup Language), 442

XML file formats, 22

XML Paper Specification (XPS). See XPS files

XML tags, 446

XPS files
- creating, 290
- opening after publishing, 292
- optimizing size, 290
- options for, 290, 292
- page range, setting, 292
- printing documents to, 199
- saving documents as, 290, 291
- sending documents as, 382

XPS Viewer, 292

Y

y-axis, 447

Z

z-axis, 447

Zoom button (preview), 185

Zoom dialog box, 31, 185

Zoom In button, 33

zooming in/out, 30, 78
- by percentage, 33
- displaying multiple pages, 32, 185
- to full page, 152

Zoom Level button, 8, 30, 31, 33, 152, 161

Zoom Out button, 33, 78, 167

Zoom Slider, 8
About the Authors

Joyce Cox

Joyce has 30 years’ experience in the development of training materials about technical subjects for non-technical audiences, and is the author of dozens of books about Office and Windows technologies. She is the Vice President of Online Training Solutions, Inc. (OTSI).

As President of and principal author for Online Press, she developed the Quick Course series of computer training books for beginning and intermediate adult learners. She was also the first managing editor of Microsoft Press, an editor for Sybex, and an editor for the University of California.

Joan Preppernau

Joan has worked in the training and certification industry for 13 years. As President of OTSI, Joan is responsible for guiding the translation of technical information and requirements into useful, relevant, and measurable training and certification tools.

Joan is a Microsoft Office Master (MOM), a Microsoft Certified Application Specialist (MCAS), a Microsoft Certified Technology Specialist (MCTS), a Microsoft Certified Trainer (MCT), and the author of more than two dozen books about Windows and Office (for Windows and Mac).