

easy

Microsoft®

Word 2010

See it done. Do it yourself.

que®

Sherry Kinkoph Gunter

EASY MICROSOFT® WORD 2010

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Associate Publisher

Greg Wiegand

Acquisitions Editor

Michelle Newcomb

Development Editor

The Wordsmithery LLC

Managing Editor

Kristy Hart

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INTRODUCTION

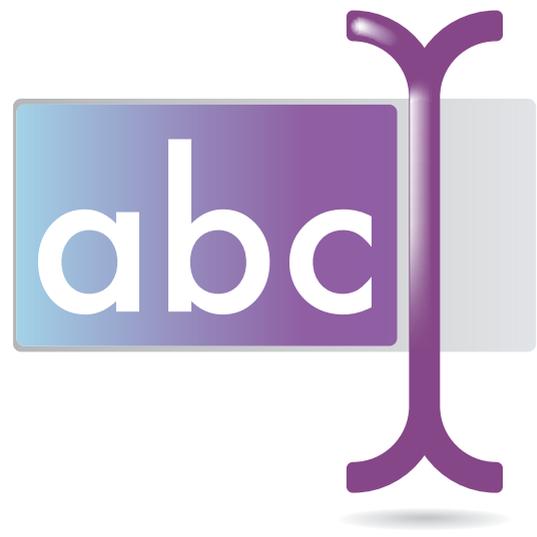
Microsoft Word 2010 is the latest release of the world's number one word processing program. Like many users, you might have mixed feelings about this new and improved software. On one hand, it's exciting to see what sort of changes Microsoft has made to the program, but on the other hand, it might mean more time and effort on your part to learn it all over again. Don't worry. Whether you're a new user or a seasoned pro, you can get up and running fast with the newest version of Word with the help of this book.

So what sort of changes are we talking about? Most of the changes are subtle. The good news is the user interface hasn't changed considerably between Word 2007 and Word 2010. As a matter of fact, they've added the Ribbon to all of the Office suite of programs now, including Outlook and Publisher. If you upgraded to Word 2007 awhile back, you're already familiar with the overhaul that produced the Ribbon at the top of the program window instead of menus and toolbars. If you're new to the Ribbon, don't panic—it's not nearly as intimidating as it sounds.

In addition to the Ribbon, Word 2010 has revamped the Office button into a File tab filled with document-related operations. In Word 2007, the Office menu gave you access to standard document tasks like saving and printing. The new File tab, when selected, opens a full page menu screen, called the Backstage view, from which you can control various aspects of your documents, such as saving, printing, and controlling who has permission to open, copy, and edit your documents.

Along with subtle improvements to the Office suite of programs, Word users can also find a new screen capture tool for taking instant pictures of what's on the computer screen. You'll also find enhancements to the picture tools, language tools, themes, a paste preview option, and additional document coauthoring features, just to name a few.

When it comes to learning how to use Word, this book focuses on helping you get your work done instead of trying to show you every nuance of the software. Rather than teaching you a hundred ways to do the same thing, *Easy Word 2010* focuses on teaching you the most direct way to accomplish a task, and you'll learn easy shortcuts along the way. Relying on lots of visuals and easy-to-follow steps, you'll quickly see how to perform a task without having to rely on reading a lot of text. *Easy Word 2010* is both a tutorial and a reference book; you can read it from start to finish to learn everything you can about Word, or just pick and choose the topics you need to know about at the moment. The point is this—without a doubt, Word is a powerful program, but at the end of the day you just need to use it to get your work done. Why not have a little fun along the way?



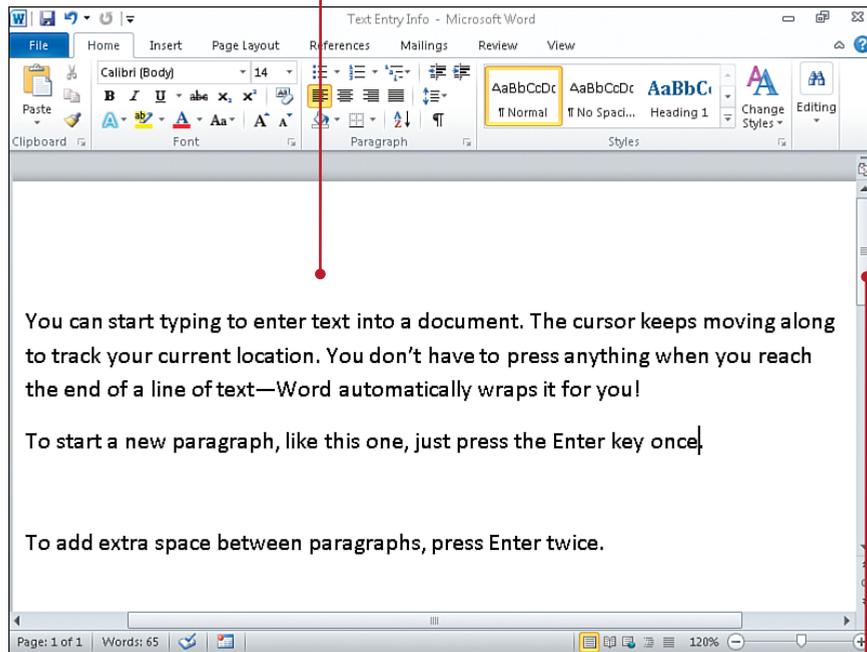
Chapter 3

ENTERING TEXT

To start building a document, begin by entering your text. Word is set up so you can start typing right away in a fresh, new document file. A blinking cursor marks your current location in a document. You can click anywhere in a document and start typing from that point onward. As you type, the cursor marks your spot on the page. In this chapter, you'll learn the basics for adding text, including how to insert special symbols, select text, move and copy text, and use pre-built text elements.



Use the Document area to add and edit text.



Keep track of document length here.

As your document grows in length, you can use the scrollbar to move up and down to view the document.

TYPING AND EDITING TEXT

To add text to a document, just start typing. If you want to add text in a certain spot on the page, click the area to move the cursor and type in your text. The cursor, the blinking line on your document page, marks your current location in the document. This blinking cursor is also called the insertion point. When you reach the end of a line, Word automatically wraps the text to the next line for you. Default margins are already in place and Word makes sure your lines of text fit within those margins.

Start

1 You can start typing to enter text into a document. The cursor keeps moving along to track your current location. You don't have to press anything when you reach the end of a line of text—Word automatically wraps it for you!

2 To start a new paragraph, like this one, just press the Enter key once.

3 You can start typing to enter text into a document. The cursor keeps moving along to track your current location. You don't have to press anything when you reach the end of a line of text—Word automatically wraps it for you!

To start a new paragraph, like this one, just press the Enter key once.

To add extra space between paragraphs, press Enter twice.

4 To start a new paragraph, like this one, just press the Enter key once.

To add extra space between paragraphs, press Enter twice.

1 Start typing your text.

2 To start a new paragraph, press **Enter**.

3 To add extra space between paragraphs, press **Enter** twice.

4 To move the cursor in a document, click where you want to insert it or use the keyboard arrow keys to move it.

Continued



TIP

Red and Green Lines! If you see red wavy lines under a word you typed, Word's Spell checker tool is trying to tell you the word may be misspelled. If you see a green wavy line, that's the Grammar checker alerting you to a grammar issue. To learn more about Word's proofing tools, see Chapter 9, "Reviewing Documents." ■

5

You can start typing to enter text into a document. The cursor keeps moving along to track your current location. You don't have to press anything when you reach the end of a line of text—Word automatically wraps it for you!

To start a new paragraph, like this one, just press the Enter key once.

To add extra space between paragraphs, press Enter twice.

6

To add extra space between paragraphs, press Enter twice.

7

To add extra space between paragraphs, press Enter twice.

- 5 To edit text, click in the word you want to change. Word moves the cursor to the new spot.
- 6 You can press **Delete** to delete a character to the right of the cursor.
- 7 You can press the **Backspace** key to delete a character to the left of the cursor.

End

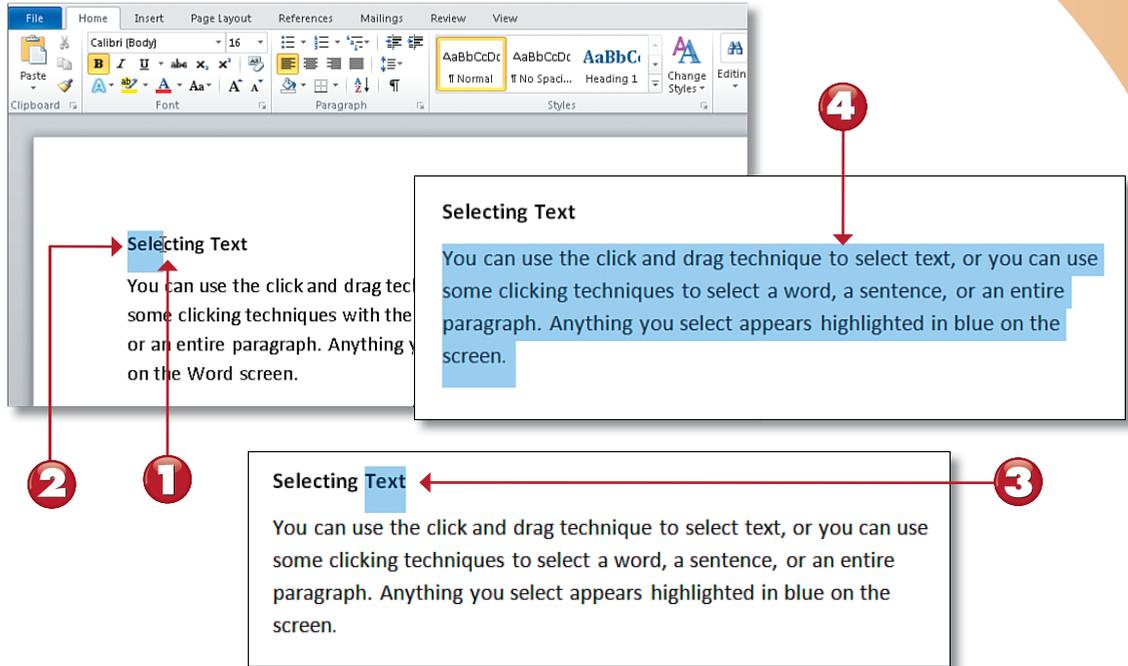


TIP

Insert and Overtyping You can switch between two modes of text entry when working on a document: Insert and Overtyping. Insert mode is the default mode, and anywhere you click the cursor you can start typing and any existing text moves over to make room for new text. When Overtyping mode is turned on, existing text is replaced by whatever you type. In Word 2010, you can turn the Insert key on your keyboard into a toggle to switch between the two modes. To do so, click the **File** tab and click **Options**. Under Advanced options, click the **Use the Insert Key to Control Overtyping Mode** check box. ■

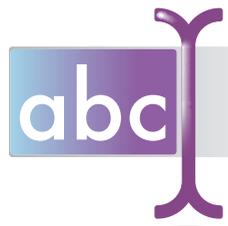
SELECTING TEXT

To edit your text and assign various formatting, you must first learn how to select the text you want to modify. Selecting text is as easy as clicking or dragging, or a combination of both. There are a variety of text selection techniques you can apply, whether you're selecting a single character, a word, a sentence, a paragraph, or even an entire document.



- 1** To select by dragging, click and drag across the character, word, or paragraph you want to select.
- 2** Selected text appears highlighted in the document.
- 3** You can double-click within a word to select a single word in the document.
- 4** To select a paragraph, triple-click anywhere in the paragraph.

Continued



Selecting Text

You can use the click and drag technique to select text, or you can use some clicking techniques to select a word, a sentence, or an entire paragraph. Anything you select appears highlighted in blue on the screen.

5



You can use the document margin to quickly select lines of text, paragraphs, or the entire document.

Selecting Text

You can use the click and drag technique to select text, or you can use some clicking techniques to select a word, a sentence, or an entire paragraph. Anything you select appears highlighted in blue on the screen.

6



You can use the document margin to quickly select paragraphs, or the entire document.

7



Selecting Text

You can use the click and drag technique to select text, or you can use some clicking techniques to select a word, a sentence, or an entire paragraph. Anything you select appears highlighted in blue on the screen.



You can use the document margin to quickly select lines of text, paragraphs, or the entire document.

- 5 You can also select text by clicking in the margin. To select a line of text, click in the margin directly left of the line.
- 6 To select a paragraph, double-click in the margin.
- 7 To select the entire document, triple-click in the margin.

End

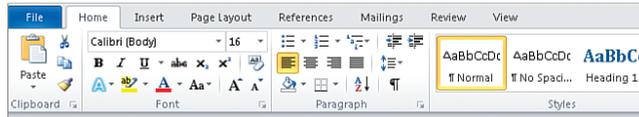


TIP

Mini Toolbar When you select text, you may notice a ghostly toolbar popping up next to the selection. This is the mini toolbar offering you quick shortcuts to related commands, such as formatting. You can move the mouse pointer over the toolbar and use the tools, or you can ignore it and it goes away. ■

MOVING AND COPYING TEXT

You can easily move and copy text in a document, and paste it wherever you want it to go, including into other documents. Using the Cut, Copy, and Paste commands, you can edit and rearrange text and other elements you insert into a document. You can drag and drop text to move it, or use the Cut and Paste technique. When copying text, you're making a duplicate of the original.



Start

Moving, Copying, and Pasting Text

You can use the drag and drop technique to **move text** around in a document. If you press the **Ctrl** key while dragging, you can copy the text instead of move it.

1

Moving, Copying, and Pasting Text

You can use the drag and drop technique to **move text** around in a document. If you press the **Ctrl** key while dragging, you can copy the text instead of move it.

2

Moving, Copying, and Pasting Text

You can use the drag and drop technique to **move text** around in a document. If you press the **Ctrl** key while dragging, you can copy the text instead of move it.

3

- 1 Select the text or other item you want to move or copy.
- 2 Drag the selected text and drop it where you want it to appear.
- 3 To copy the selection, press and hold the **Ctrl** key while dragging.

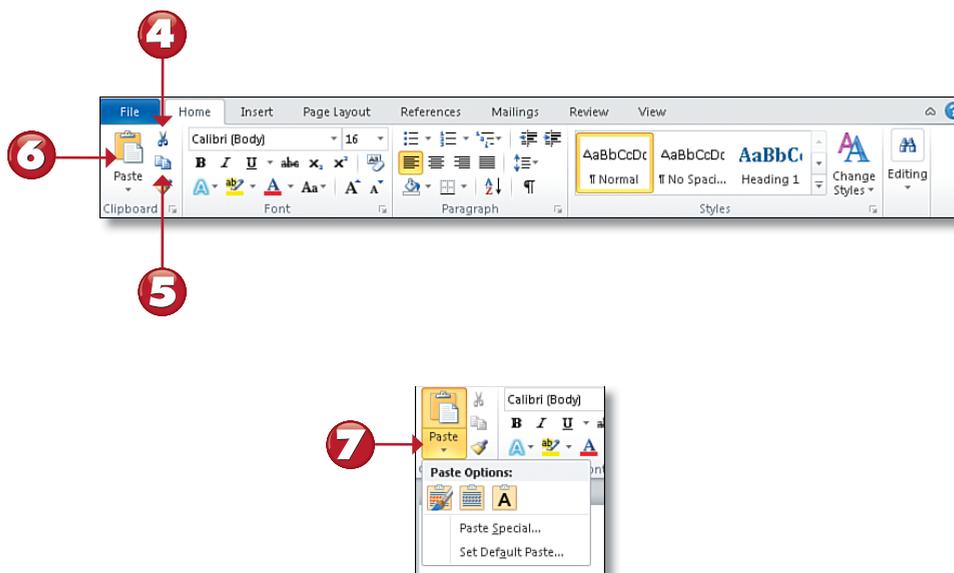
Continued



TIP

Keyboard Shortcuts If you're used to working with keyboard shortcuts for cutting, copying, and pasting, you'll be happy to know they work the same way in Word 2010. Press **Ctrl+x** to cut, press **Ctrl+c** to copy, and press **Ctrl+v** to paste. ■





- 4 To move selected text with the Cut command, click the **Cut** button on the Home tab of the Ribbon.
- 5 To copy selected text with the Copy command, click the **Copy** button.
- 6 To paste the cut or copied text, click where you want it to go and click the **Paste** button.
- 7 To control paste options, click the **Paste** menu button and choose an option.

End

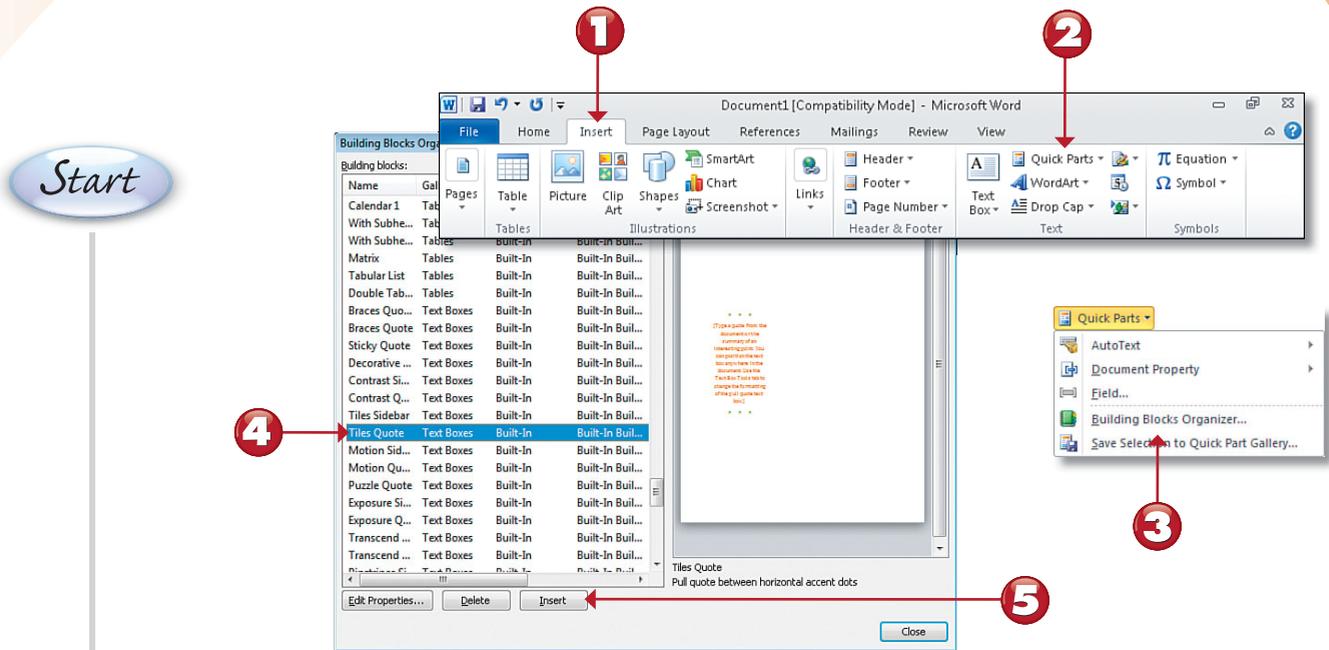


TIP

Paste Options New to Word 2010, you can right-click after cutting or copying an item and choose from several paste options. You can choose to keep the original formatting of the item you're pasting, merge the formatting, or paste only the text without the formatting. You can also find these three options through the **Paste** menu on the Home tab. ■

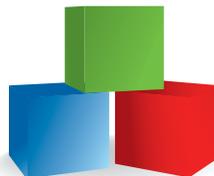
INSERTING QUICK PARTS

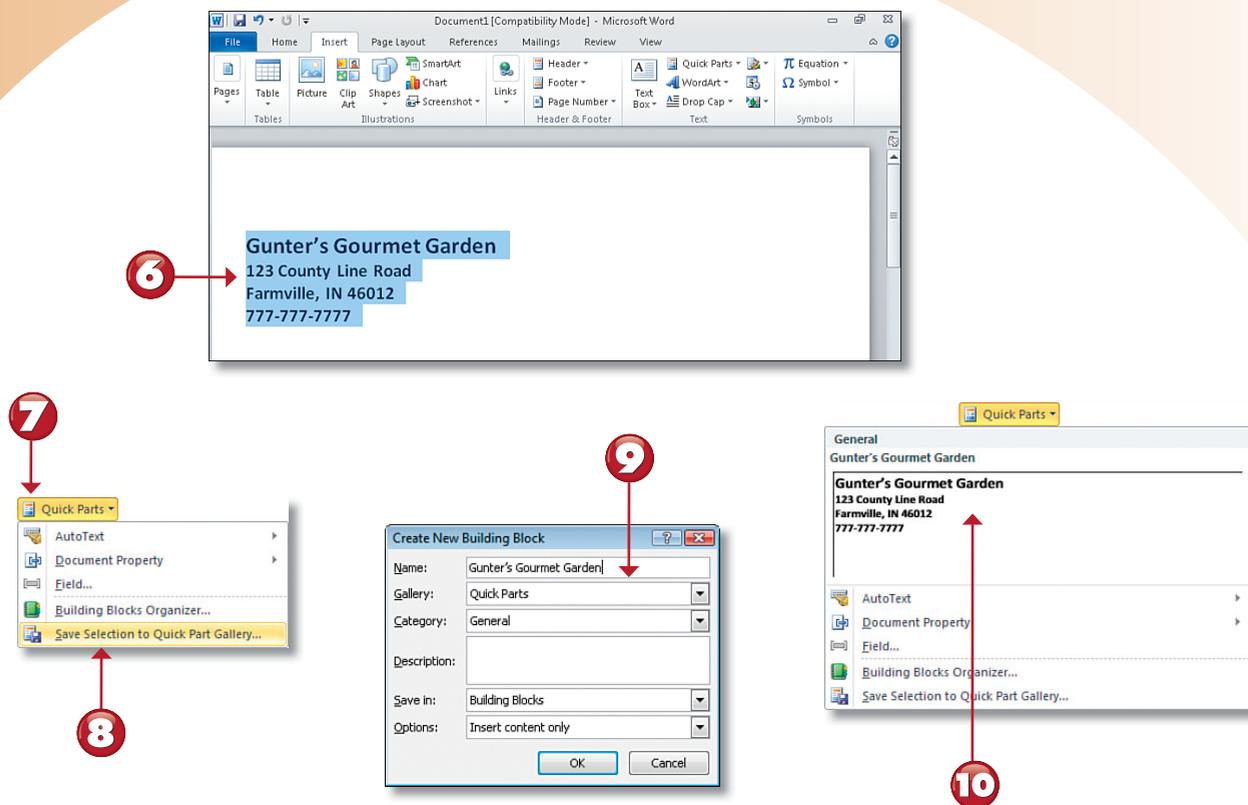
Word's Quick Parts offers you dozens of pre-made content elements, called building blocks, you can insert into your documents. Building blocks include headers that appear at the top of each page, salutations to end letters, and page numbers. Word's Building Blocks Organizer holds a vast array of reusable Quick Parts elements you can choose from, and you can add your own to the mix. You can turn any text into a building block that appears in the Quick Part Gallery to reuse over and over again.



- 1 Click the **Insert** tab on the Ribbon.
- 2 Click **Quick Parts**.
- 3 To view all the building blocks available, click **Building Blocks Organizer** to open a full list of reusable elements.
- 4 Click a building block element to see a preview.
- 5 Click **Insert** to add it to your document.

Continued





- 6** To turn text into a building block, first select the text in the document.
- 7** Click **Quick Parts**.
- 8** Click **Save Selection to Quick Part Gallery**.
- 9** Fill out any details you want to save along with the text element and click **OK**.
- 10** Word displays the text in the gallery the next time you click **Quick Parts**.

End

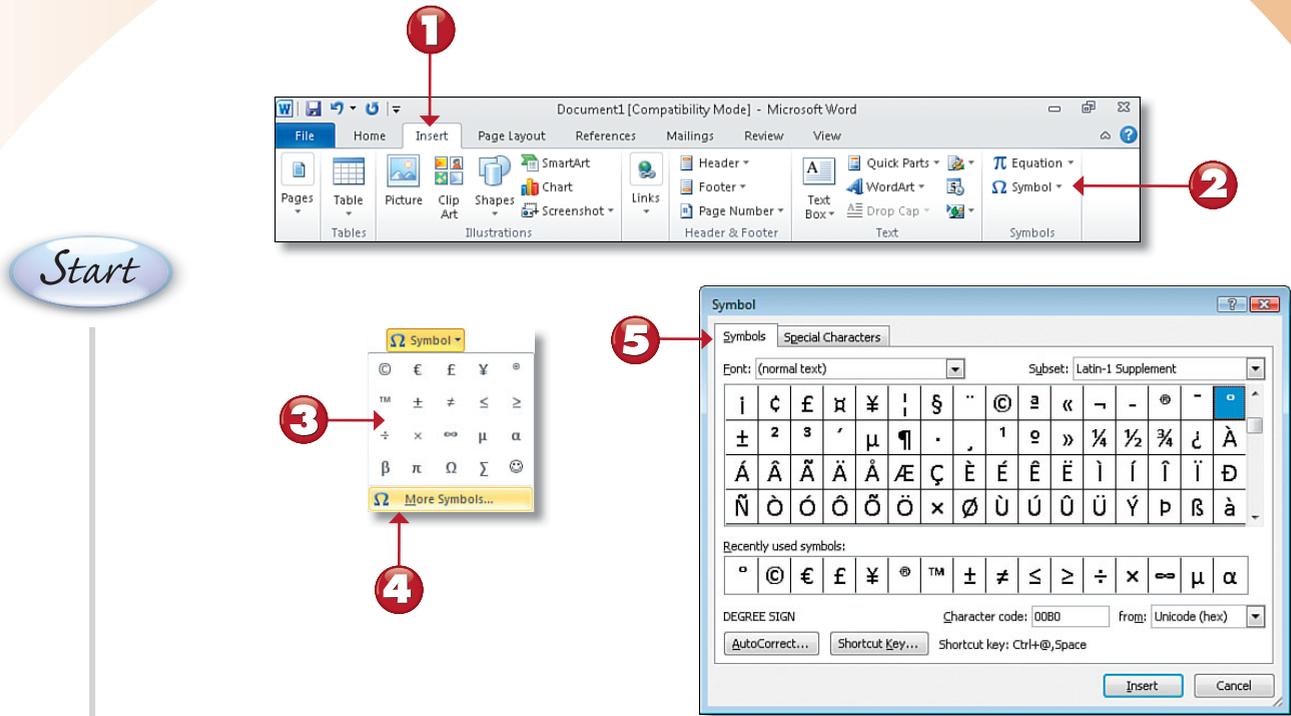


TIP

Remove a Quick Part To remove an item from the Quick Part Gallery, open the Building Blocks Organizer window, select the element you want to remove, and click the **Delete** button. Word takes it out of the Building Blocks Organizer list and out of the Gallery that appears when you click the Quick Parts menu. ■

INSERTING SYMBOLS

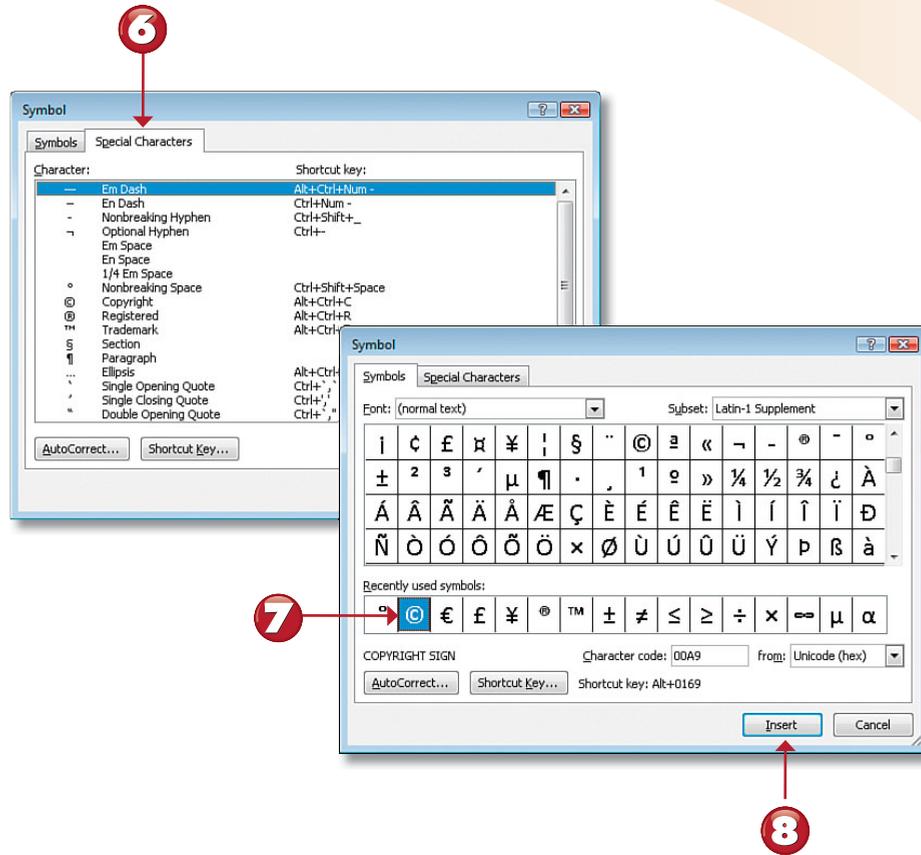
If you ever need to insert a special symbol or character into your document, such as a copyright symbol or a paragraph mark, you can open the Symbol dialog box. This dialog box offers a library of special symbols and characters ranging from mathematical symbols to special quote marks.



- 1** Click the **Insert** tab on the Ribbon.
- 2** Click **Symbol**.
- 3** You can click a symbol to insert from the list.
- 4** Click **More Symbols** to open the Symbol dialog box.
- 5** Click the **Symbols** tab to view available symbols.

Continued





- 6** Click the **Special Characters** tab to view characters.
- 7** Click the symbol or character you want to insert.
- 8** Click **Insert** to insert the symbol into the document. The dialog box remains open in case you want to insert more symbols. Click **Close** to exit.

End



TIP

Even More Symbols If you don't see the symbol you're looking for in the Symbols tab of the Symbols dialog box, try switching to another font or symbol subset using the drop-down arrows. ■



TIP

Symbol Shortcuts Some symbols have their own shortcut keys you can press to quickly insert the symbol. To learn the shortcut, select the symbol in the Symbol dialog box and look for the shortcut key combination listed at the bottom. ■

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