Getting Started with Microsoft Word 2010

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Three Rules

Ask stupid questions
 Cheat
 Make Mistakes

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Do you already know how to...

- Use a Windows operating system (XP, Vista, Windows 7).
- Format text (make text bold, italic, underlined).
- Change font face and size.
- Use Undo and Redo.
- Select text (highlighting).
- Save documents.

What you will learn

- Working with a document:
 - Creating a new doc.
 - Opening an existing file.
 - Options for viewing a document.
 - Selecting a style for a document.
- Work with text:
 - Enter, select and delete text.
 - Change line spacing.
 - Align text using tabs and indents.
 - Format bulleted and numbered lists.
 - Create headers and footers.
 - Check spelling and grammar.
- What else?

The Ribbon menu contains the set of commands for working <u>in</u> a document.



- Organizes Word's many features into related tabs.
- Makes it easier to quickly access those you need.

The Backstage view (**File** tab) is the place where you do things <u>to</u> a document.

- Manage documents and information about the documents.
- Create, save, and send documents.
- Add or see hidden or personal information.
- Set options such as turning on or off AutoComplete suggestions.

The File tab replaces the Microsoft Office Button and the File menu used in earlier releases of Microsoft Office.

Backstage, behind the File tab

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Behind the Home tab



Behind the Insert tab

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Working with a document

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- Opening an existing file.
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- Selecting a style for a document.

Working with text

- Enter, select and delete text.
- Change line spacing.
- Align text using tabs and indents.
- Format bulleted and numbered lists.
- Create headers and footers.
- Check spelling and grammar.

When you reduce your window size, you see fewer details but don't lose important buttons.





When you reduce your window size, the Ribbon hides some details, but the basic functional buttons remain visible.



Quick Access Toolbar: Put into one place the commands you use most often.



Instructions for customizing the Quick Access Toolbar

The Quick Access Toolbar is a small toolbar that appears directly above the **File** and **Home** tabs on the Ribbon.

To add other commonly used commands to this toolbar, do the following:

- To open the **Customize Quick Access Toolbar** menu, click the arrow next to the toolbar.
- Choose one of the commands on the menu. If you don't see the command you want, click **More Commands**.
- In the **Choose commands from** box, click **Commands Not in the Ribbon** or one of the other options.
- Click a command you want from the list.
- Click Add.
- To save your customizations, click **OK**.

- or -

- On the Ribbon, click the tab containing the command that you want to add to the Quick Access Toolbar.
- Right-click the command, and then click **Add to Quick Access Toolbar**.

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