

Introduction to Word 2010

| | |
|---|----|
| What You Will Learn..... | 1 |
| Getting Started with Word..... | 2 |
| Understanding the Ribbon | 3 |
| Typing a New Document..... | 4 |
| Managing Files..... | 6 |
| Editing Text | 13 |
| Selecting Text | 13 |
| Deleting Text | 14 |
| Replacing Selected Text | 14 |
| Undoing and Redoing Changes | 14 |
| Inserting Text..... | 15 |
| Splitting Paragraphs..... | 16 |
| Exercise 1..... | 17 |
| Exercise 2 (Optional)..... | 18 |
| Navigating Through Long Documents | 19 |
| Using the Scroll Bars | 19 |
| Using the Keyboard | 20 |
| Formatting Text | 21 |
| Formatting Text Using the Ribbon..... | 21 |
| Using the Mini Toolbar..... | 25 |
| Using the Font Dialog Box | 26 |
| Using the Format Painter to Copy Formatting..... | 27 |
| Clearing the Formatting for Selected Text..... | 27 |
| Formatting Paragraphs..... | 28 |
| Changing Alignment..... | 29 |
| Adjusting Line and Paragraph Spacing..... | 30 |
| Exercise 3..... | 32 |
| Moving and Copying Text..... | 33 |
| Using the Cut, Copy, and Paste Commands | 33 |
| Using the Office Clipboard..... | 36 |
| Using the “Drag and Drop” Method to Move and Copy Text..... | 38 |
| Exercise 4..... | 39 |
| Exercise 5..... | 41 |

| | |
|--|----|
| Working with Tabs | 42 |
| Understanding the Types of Tabs | 42 |
| Using the Ruler to Set Tabs | 43 |
| Working with Tabbed Lists | 44 |
| Using the Tabs Dialog Box..... | 45 |
| Guidelines to Using Tab Stops | 48 |
| Exercise 6..... | 49 |
| Exercise 7 (Optional) | 50 |
| Exercise 8 (Optional) | 51 |
| Working with Indents | 52 |
| Using the Ruler to Set Indents | 53 |
| Using the Paragraph Dialog Box | 53 |
| Increasing and Decreasing Indents | 55 |
| Using Bullets and Numbers to Create Lists..... | 56 |
| Applying Bullets or Numbering..... | 56 |
| Removing Bullets and Numbering..... | 57 |
| Continuing a List..... | 57 |
| Changing the Bullet or Number Style..... | 57 |
| Using AutoFormat As You Type to Create a List | 58 |
| Inserting Non-Breaking Spaces and Non-Breaking Hyphens | 60 |
| Inserting Non-Breaking Spaces | 60 |
| Inserting a Non-Breaking Hyphen..... | 60 |
| Using the Symbol Dialog Box to Insert Special Characters | 61 |
| Exercise 9..... | 62 |
| Switching Views | 63 |
| Using the Zoom Commands | 65 |
| Finding and Replacing Text..... | 66 |
| Using the Find Command | 66 |
| Using Advanced Find | 68 |
| Replacing Text..... | 71 |
| Exercise 10..... | 73 |
| Checking for Spelling and Grammar Errors | 74 |
| Checking Spelling and Grammar as You Type | 74 |
| Using the Spelling and Grammar Dialog Box | 76 |
| Using AutoCorrect..... | 78 |

| | |
|---|-----|
| Setting Margins | 80 |
| Using the Margins Command for Preset Margins | 80 |
| Using the Page Setup Dialog Box to Set Custom Margins..... | 81 |
| Using the Ruler to Set Margins..... | 83 |
| Printing a Document | 84 |
| Setting Print Options in the Word Options Dialog Box | 86 |
| Exercise 11: Summary Exercise | 87 |
| Appendix A: Ribbon Tabs in Word 2010..... | 89 |
| Appendix B: Customizing the Quick Access Toolbar..... | 90 |
| Moving the Quick Access Toolbar | 90 |
| Adding Commands to the Quick Access Toolbar..... | 91 |
| Removing a Command from the Quick Access Toolbar | 92 |
| Using the Word Options Dialog Box..... | 92 |
| Appendix C: Getting Help in Word..... | 94 |
| Appendix D: Understanding Word File Formats..... | 95 |
| Saving Files from Previous Versions of Word | 96 |
| Saving Files in the Word 97-2003 Format (.doc) | 97 |
| Appendix E: Word 2010 Default Font and Paragraph Formatting | 98 |
| Appendix F: Keyboard Shortcuts..... | 101 |