



Introduction to Microsoft Word 2010

Day One Agenda:

- Introduction (5 minutes)
- Word 2010 Layout (10 minutes)
- Entering and Editing Text (35 minutes)
- Copy and Paste (20 minutes)
- Practice (20 minutes)

Day Two Agenda:

- Review Day One (5 minutes)
- The File Tab (10 minutes)
- Templates (5 minutes)
- Helpful Keystrokes (5 minutes)
- Practice, Questions, and Evaluation (55 minutes)

In order to keep computer literacy programs running in the future, we must demonstrate its positive impact on our community. We would be extremely grateful if you would share with us the experiences you have had attending our training sessions and how our program has impacted your life. Please send your responses via e-mail or regular mail. Responses may be used to promote Utica Public Library and Mid York Library System as part of grant reporting.

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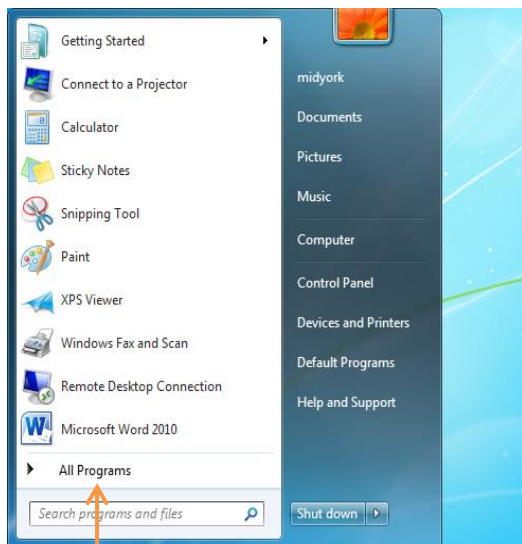
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Opening Microsoft Word 2010

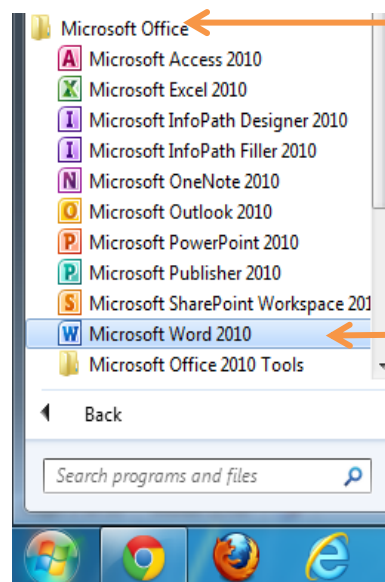


1. Click on Windows Start Button

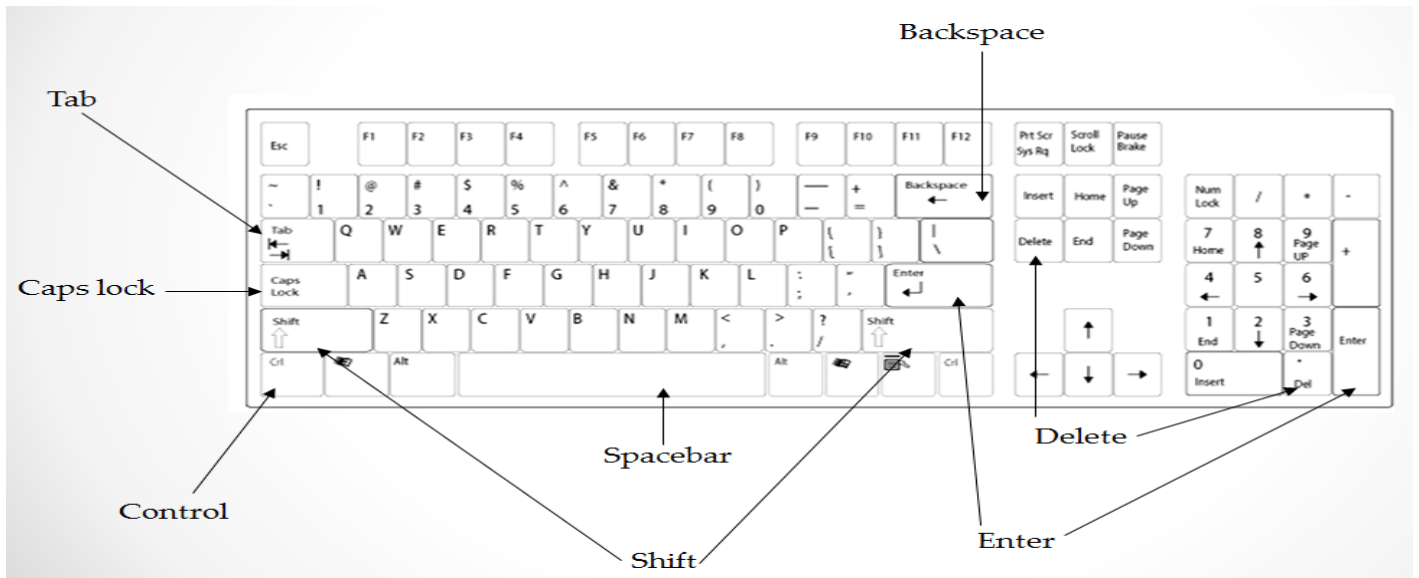


2. Next, click on **All Programs**

3. Scroll down until you see **Microsoft Office**, click on it, and find **Microsoft Word 2010**.
4. Click to Open.



Keyboard



Important keys and uses in Word:

Tab – Moves the cursor .5”

Caps Lock – Keeps typed letters capitalized until turned off

Control– Can be used for keyboard shortcuts

Spacebar – Inserts one space to the right of the cursor every time you press it

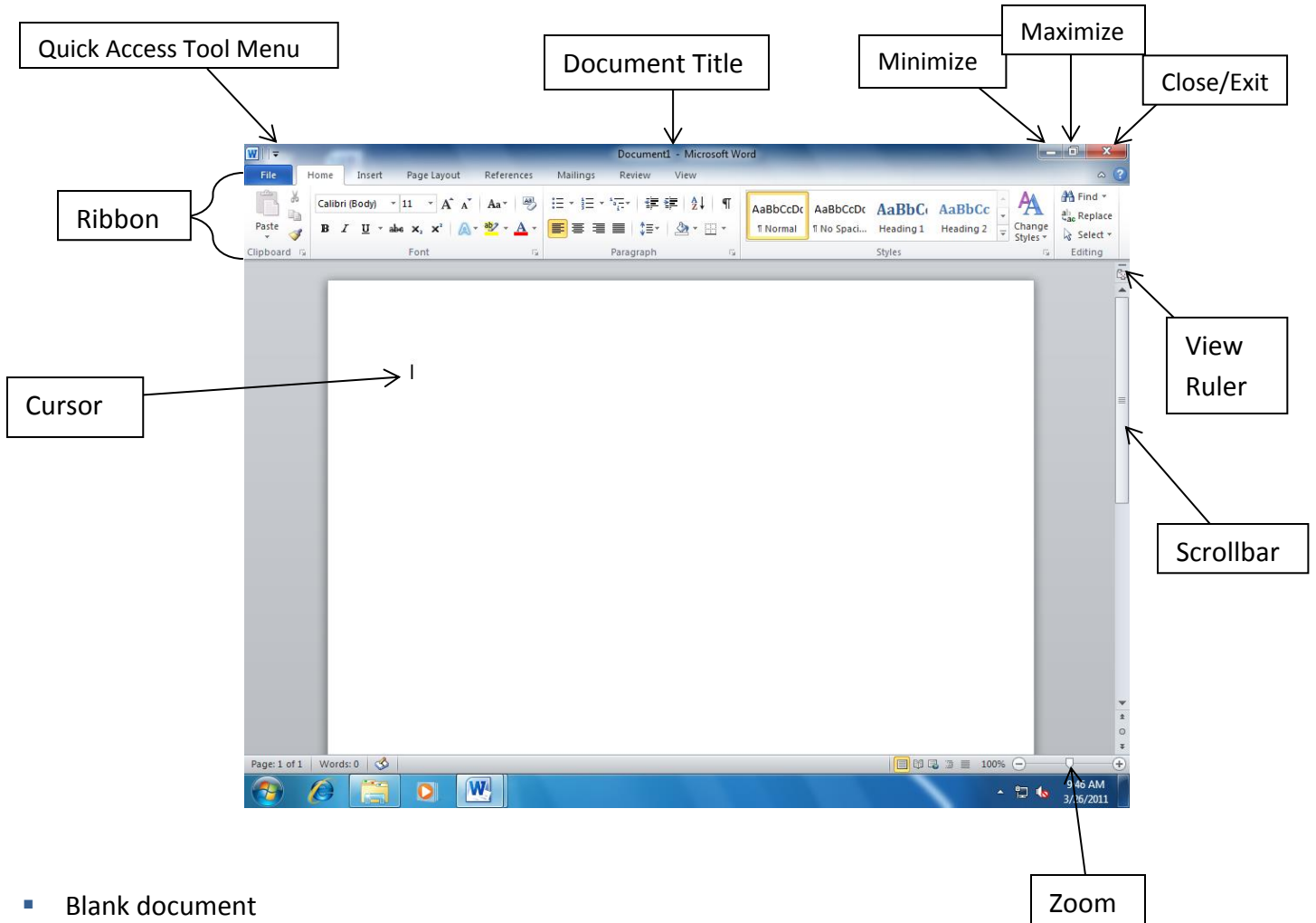
Shift – Can be used to create capital letters or special characters shown on the top level of keys

Enter – Moves cursor down one line

Backspace – Deletes characters to the left of the cursor

Delete – Removes characters to the right of the cursor

Word 2010 Layout

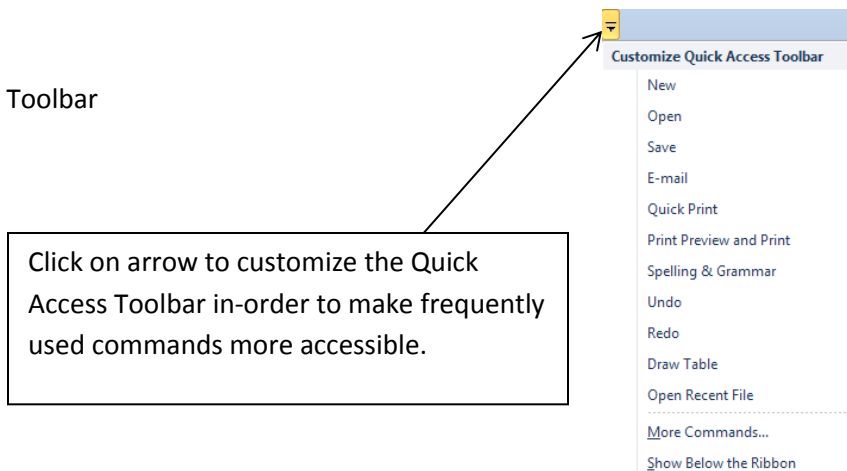


- Blank document
 - The mouse pointer, the I-beam mouse pointer, and the cursor

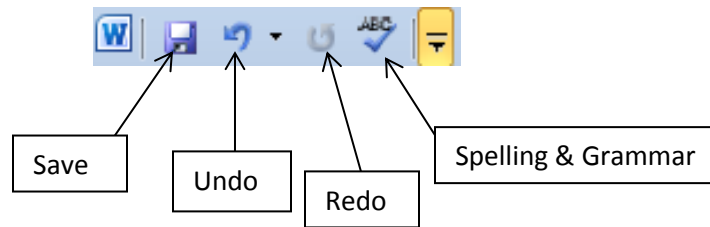
Demonstration: Locate the mouse pointer. Watch the mouse pointer turn from arrow to I-beam. Locate the cursor.

Tip! The mouse pointer changes shape depending on where you are on the page. Usually it is an arrow, but if you hover over your blank document it turns into an I-beam so that it doesn't cover up your text.

- Ribbon
 - Quick Access Toolbar



- If you were to select save, Undo, Redo, and Spelling & Grammar, this is how your Quick Access Toolbar would look:



Undo Redo

A very useful icon to have on your Quick Access Toolbar is Undo/Redo.

If you make a mistake, you can return your document to how it was before the last action performed by pressing the Undo button. If you change your mind and want to undo your Undo, left click on Redo and your document will go back to the way it was before you used Undo.

- Tabs/Groups

Demonstration: Clicking different tabs causes the ribbon to change.

Tip! The ribbon is the menu that runs across the top of your screen. Each tab contains a set of groups you might want to use at the same time. Groups are collections of related commands. Everything from older versions of Word is here, but it might be in a new place.

- Mouse over

Demonstration: Hold the mouse pointer over buttons to find out what they do.

Tip! If you don't know what a button does, you can hover the mouse pointer over it to see a description.

Entering and Editing Text

- Adding and deleting text
 - Typing with the keyboard: Spacebar, Enter, and Tab

Demonstration: Type a single word. Use the spacebar to create a space before the second word. Use Enter to create a new line. Use Tab to indent the new line.

- Navigating the page: Using the arrow keys, the mouse and the scroll bar

Demonstration: Use the arrow keys to move the cursor. Use the mouse to move the cursor.

Tip! You cannot create new lines or spaces with the arrow keys or by clicking the cursor. You must use the spacebar or Enter.

Demonstration: Use the scroll bar by clicking the arrow keys. Use the scroll bar by clicking and dragging.

Tip! The scroll bar lets you move to parts of your document not visible on the screen.

- Select text: Click and drag or Shift + arrow keys

Demonstration: Select text using both of the methods above.

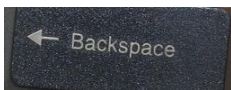
- Select All

Demonstration: Click the Select button and choose Select All

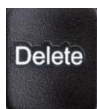
Tip! You can use the keyboard shortcut Ctrl + A to do the same action.

- Deleting text: Backspace and Delete

Demonstration:



Backspace removes text to the left of the cursor.



Delete removes text to the right of the cursor

Tip! You can also replace text by highlighting and then typing over the text.

■ Undo and Redo

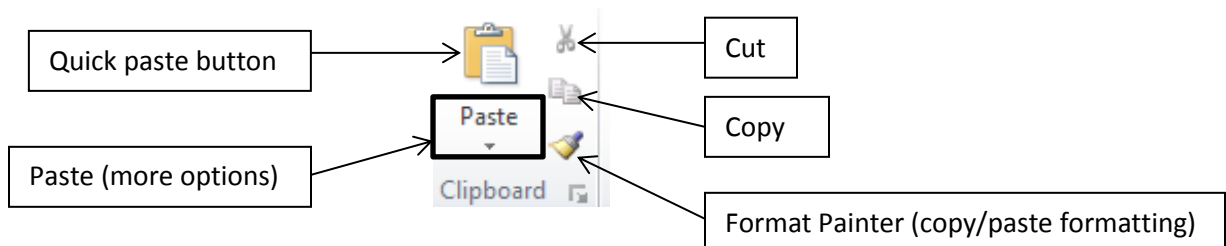
Demonstration: Undo an action by clicking undo. Redo the action. Undo and Redo a series of actions.

Tip! Use Undo whenever you make a mistake. You can use keyboard shortcuts to Undo and Redo. These are listed on the second-to-last page of this manual.

■ Cut, Copy, and Paste

- Cut and paste selected text

Demonstration: Cut and paste a sentence by using the options in the Clipboard group.



Tip! To quickly paste, click the clipboard picture, not the word “Paste.” After pasting, a small window appears next to the text you have pasted. You can close it with Esc. The options in the window—Keep Source Formatting, Merge format, and Keep Text Only—allow you want to keep the formatting of the text you are pasting, merge it with your document, or keep only the text.

- Copy selected text

Demonstration: Copy and paste a sentence

Cut removes text from a document. Copy does not remove the text, but creates a copy. You can copy and paste text from other places on your computer

Tip! There is more than one way to copy and paste. You can use the keyboard shortcuts or right-click and select copy/cut/paste.

Keyboard shortcuts:

Copy: *Ctrl + C*

Cut: *Ctrl + X*

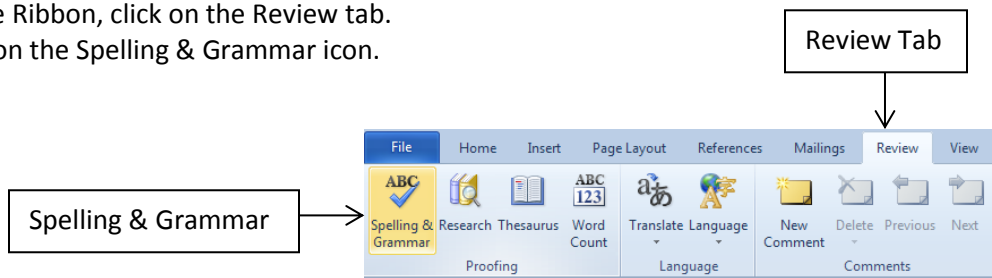
Paste: *Ctrl+ V*

■ Spelling and Grammar check

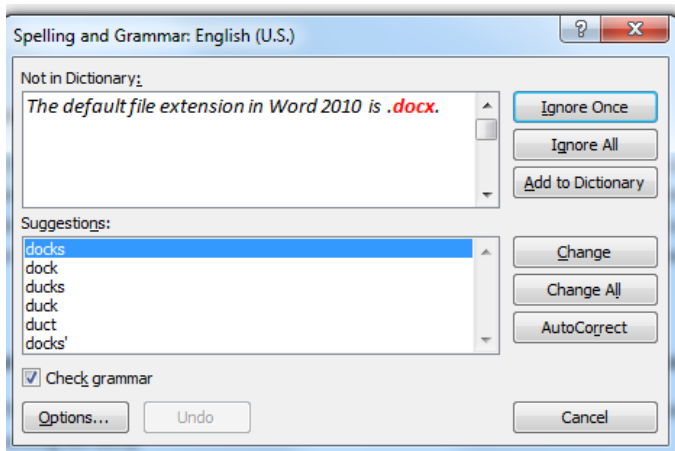
- The spell checker helps you find spelling errors (underlined in red) and grammar errors (underlined in green).

To Use The Spell Checker:

1. On the Ribbon, click on the Review tab.
2. Click on the Spelling & Grammar icon.



Or



1. Click on the Spelling & Grammar icon in the Quick Access Toolbar.

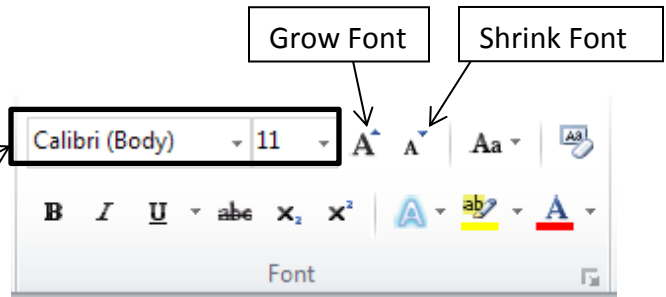
- o Click on Ignore if you want to keep the original spelling. Click on Change if you want to use the suggested spelling. Select Ignore Once or Change to make the change for one word, or Ignore All or Change All to change the entire document. Select Add to Dictionary if you are certain the word is spelled correctly, but is not in Word’s dictionary. Select a suggested spelling and choose autocorrect to have Word make this change automatically in the future.

Tip! You may also right click over a misspelled word to see suggested spellings and change/ignore right away without searching the entire document.

Formatting Text

- Home Tab

- o Font group
 - Font style and size



Demonstration: Use select all to change the font of the entire document. The font size can be changed both by changing the number and by using the grow/shrink buttons.

Tip! When you hold your mouse pointer over each font, you can preview what that change will look like in your document. The changes aren’t permanent until you click your selection!

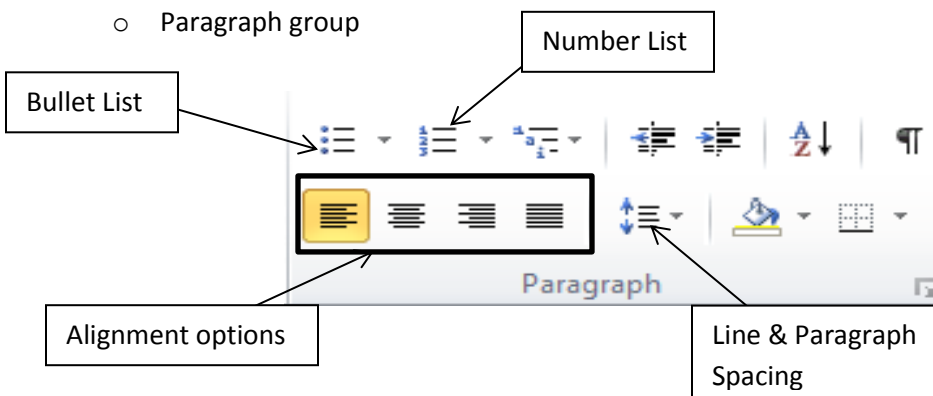
- Bold, Italic, Underline

Demonstration: Change text to bold, italic, and underline.



Tip! In Word, buttons often show, rather than tell, what they do. For instance, the button for bold text has a picture of a bold letter B, and the button for italic text has an italic letter I.

- o Paragraph group



Demonstration: Create a bulleted list.


Tip! Once you’ve started your list, pressing Enter will automatically take you to the next item on the list. You can move right one level on a multi-level list by pressing Tab, or left one level by pressing Enter a second time.

- Alignment 

Tip! Word's default alignment is left aligned, which means that the left edge of your text is straight, and the right edge is jagged. You can also center your text, align to the right, or justify.

Demonstration: Change the alignment to center, right, and justify.

Tip! Justify stretches the text so that both sides are straight. You may notice that books are usually justified.

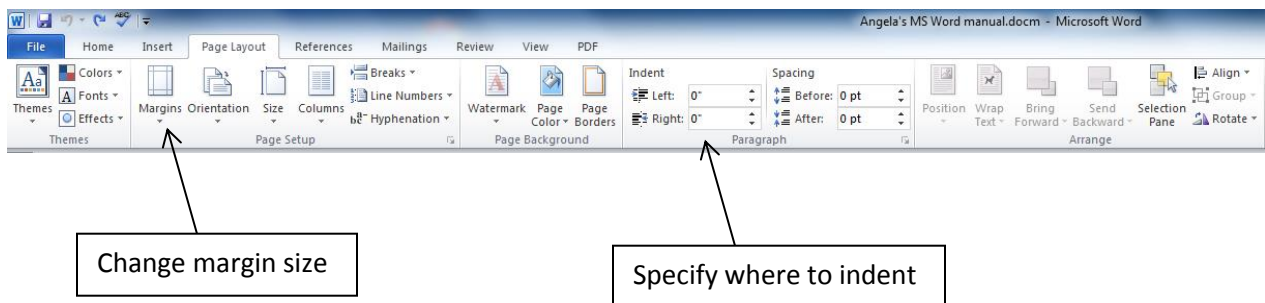
- Spacing 

Tip! Word's default spacing is 1.15 spaces between each line. This makes the text roomier without giving the appearance of skipping a line.

Demonstration: Change spacing to 1.5, 2, and 1.

Tip! The Line and Paragraph Spacing pull-down menu has many other options for spacing your text.

■ Page Layout Tab



- Page Setup group
 - Margins

Demonstration: Change margins to Narrow, Wide, and Office 2003 Default.

Tip! Changing your margins automatically changes the margins of the entire document.

- Paragraph group
 - Indent

Tip! Indentation is what happens when you press Tab to begin a new paragraph. You can indent manually, with more options for customization, using the Indent menu.

- Spacing

Tip! You may have noticed that Word adds an extra space when you press Enter to begin a new line, even when you select single space. When you press enter to begin a new line, Word assumes you are starting a new paragraph. We can see in the Spacing menu that the default is to add a 10 pt space after a paragraph.

Demonstration: Remove 10 pt space.

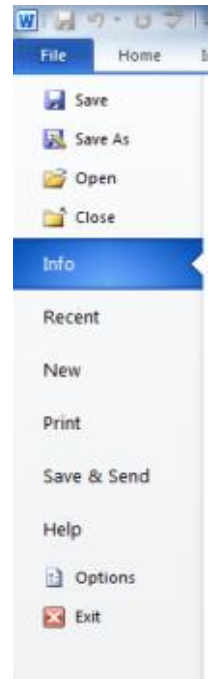
Tip! This can be done quickly with the Line and Paragraph Spacing pull-down menu in the Home Tab.

The File Tab

- Save and Save As

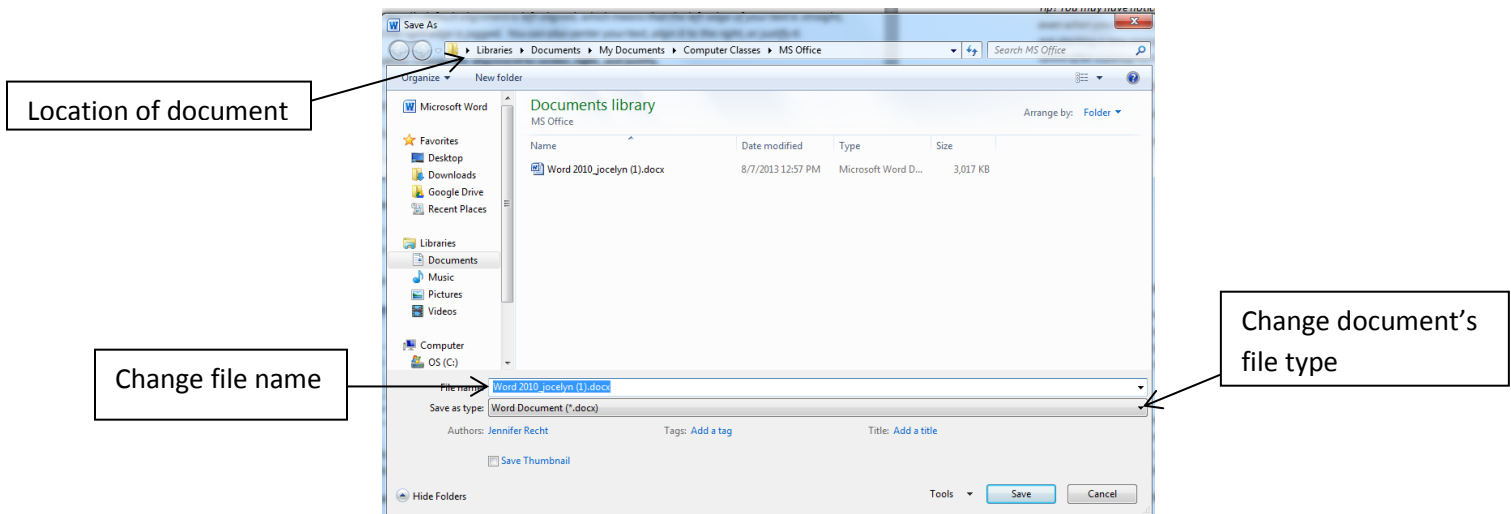
Demonstration: The blue File tab opens options on the left hand side of the screen.

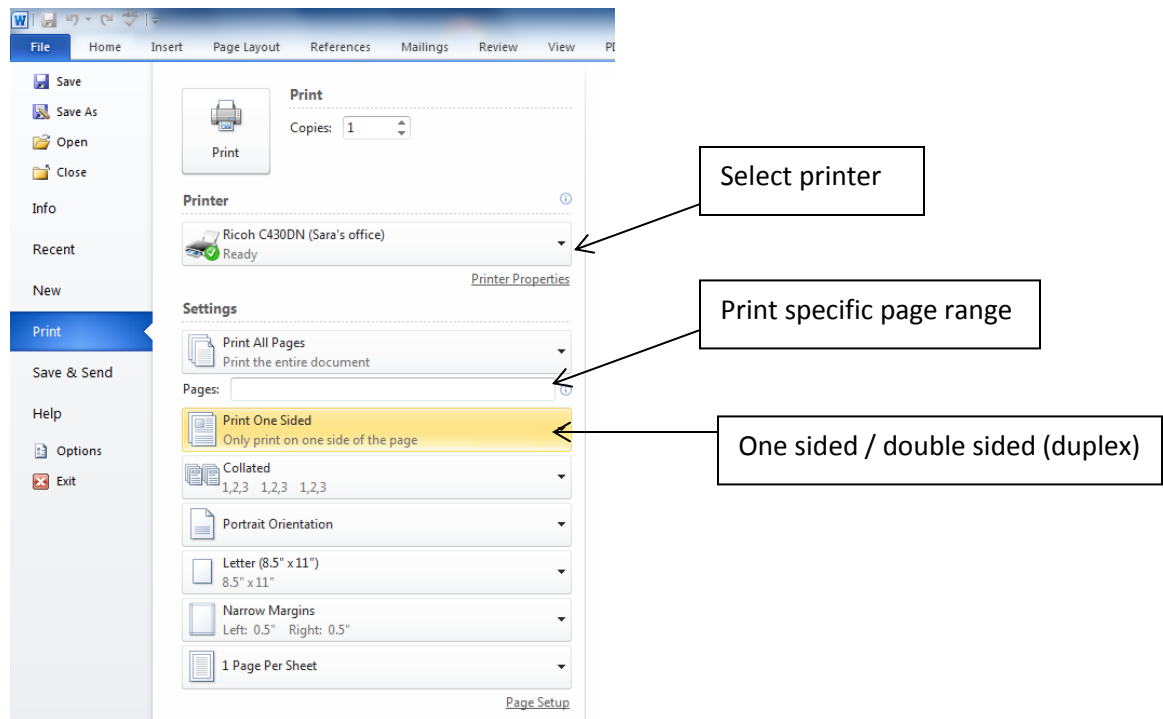
Tip! To save your document, you can choose either Save or Save As. Use the save option when you have already created a name for your document. If you need to create a name for a new document, or save your document under a different name, choose Save As. The Save As menu will open in a new window.



- Compatibility mode

Tip! The default file extension in Word 2010 is .docx. These files can only be opened by Word versions 2007 or newer. However, you can select to save your document as a .doc file, which is compatible with all versions of Word, by choosing to save your document in Word-97-2003 format.





- **Print**

To print your document, click on the File Tab then Print. The print dialog box will appear like shown above.

Tip! The Print menu shows the printers installed on your computer, so it will look a bit different depending on which computer you are using. You can begin by selecting which printer you would like to use, and then choose the number of copies you would like to print. You can also print a single page or group of pages from within a document without printing the entire document.

- **Open**

To open an existing file in Word, click on the File Tab and then Open. Navigate to the folder where the file is saved, click on the file, and then click Open.

Tip! You can have more than one document open at a time without closing the previous file. You can find all of your open documents by clicking on the Word icon at the bottom of your screen.

- **New**

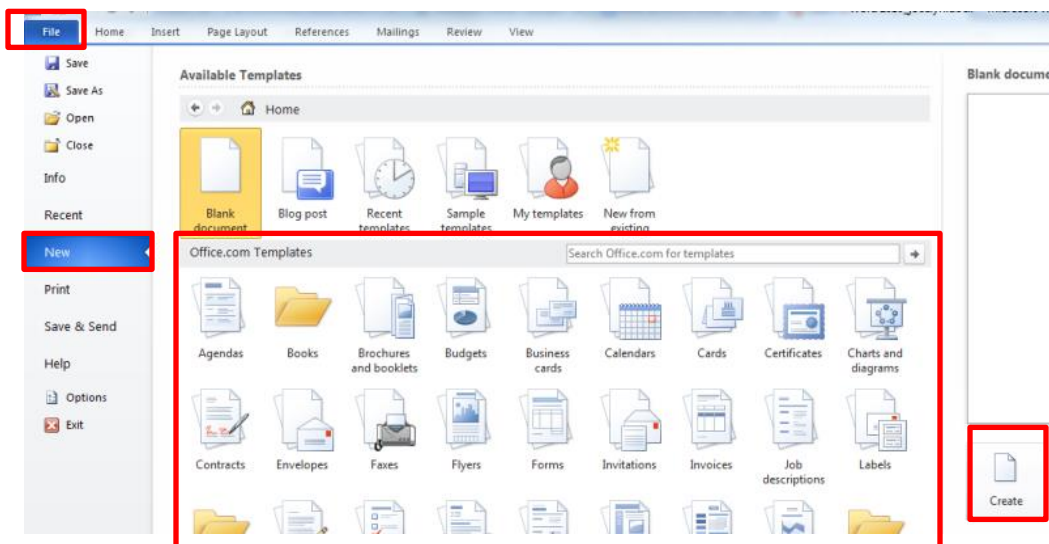
To create a new document, click on the File Tab and then New. A blank document will be selected by default. Click on Create to start the document.

Templates

Templates help you save time. There are a variety of categories to choose from: resumes, business letters, newsletters, receipts, etc. Choose a template that has the look and feel you are going for and customize it to meet your needs.

To start a document using a template:

1. Open Microsoft Word
2. Click on the File Tab
3. Click on New
4. Click on a category (the categories start broad then narrow down to specific documents)
5. Click on a template then click on Create or Download
6. The template will open ready for you to start editing



Practice, Questions, and Evaluation

Practice and Questions

Tip! Word is filled with different options and commands. We've learned many of them today, but there are quite a few still left to explore. To explore Word on your own, remember:

1. Hold your mouse over a button for a helpful hint about what that button does.
2. Many buttons, like the buttons for bold, italic, and underline, have a picture of what they do.
3. If you make a mistake, you can always click Undo.

Evaluation

Please take a moment to fill out the evaluation form provided. This will help us create better training programs.

Microsoft Word Online Tutorials:

<http://www.gcflearnfree.org/office>

<http://office.microsoft.com/en-us/training/>

Helpful Keystrokes

Formatting

All Caps	Ctrl + Shift + A
Bold	Ctrl + B
Copy	Ctrl + C
Cut	Ctrl + X
Italicize	Ctrl + I
Paste	Ctrl + V
Redo	Ctrl + Y
Select All	Ctrl + A
Thesaurus	Shift + F7
Underline	Ctrl + U
Undo	Ctrl + Z

Saving

Save	Ctrl + S
Save As	F12

Navigation

End of Document	Ctrl + End
Find	Ctrl + F
New document	Ctrl + N
Next Page	Ctrl + Page Down
Page Break	Ctrl + Enter
Previous Page	Ctrl + Page Up
Skip to Beginning of line	Home
Skip to end of line	End
Start of Document	Ctrl + Home
Zoom In	Ctrl + =
Zoom Out	Ctrl + -

Glossary

Term	Definition
Clipboard	The part of Word where text you have cut or copied is stored so that it can be pasted.
Copy	A command that makes a copy of the selected text in the clipboard, so that it can be pasted in a different part of the document.
Cursor (Mouse Pointer)	Any representation of the mouse location on the screen. When typing, a blinking vertical line which shows that you can enter text. For the purpose of this class, we will refer to the blinking line as the cursor, and other forms of the cursor as the mouse pointer.
Cut	A command that removes the selected text from your document, placing it in the clipboard until it is pasted.
Document	A type of file created in Microsoft Word, including letters, reports, and resumes.
File Extension	The three letters at the end of your file name, which indicate what type of file it is. Docx is the default extension for Word 2010. Doc is the extension which is compatible with Word 2003 and earlier versions of Word.
File Name	The name of your file, which consists of a name for that particular file, followed by a period, followed by an extension that indicates what type of file it is.
Font	The look of your text, including size, style, and emphasis.
Group	A set of related buttons which are grouped together within a ribbon menu.
I-Beam	The capital "I"-shaped mouse pointer which appears when you hold your mouse over text.
Quick Access Toolbar	The buttons in the very top left of your screen. The default Quick Access Toolbar had Save, Undo, and Redo buttons.
Paste	A command which takes text that has been cut or copied to the clipboard and places it in your document.
Redo (Repeat Typing)	A command which replaces an action that you have previously selected to Undo.
Ribbon	The menu which runs like a ribbon across the top of your screen.
Scroll Bar	A bar on the right side or along the bottom of a window with arrows at both ends. The scroll bar allows you to move within documents or webpages that are too big to fit in the window.
Spelling and Grammar Check	A built-in proofreading aid which can point out and correct many common spelling and grammatical mistakes.
Tabs	The words just above the ribbon, including File, Home, Insert, etc., which change which menu the ribbon displays.
Undo	A command that undoes the previous action performed in Word.