



2018

Word 2010

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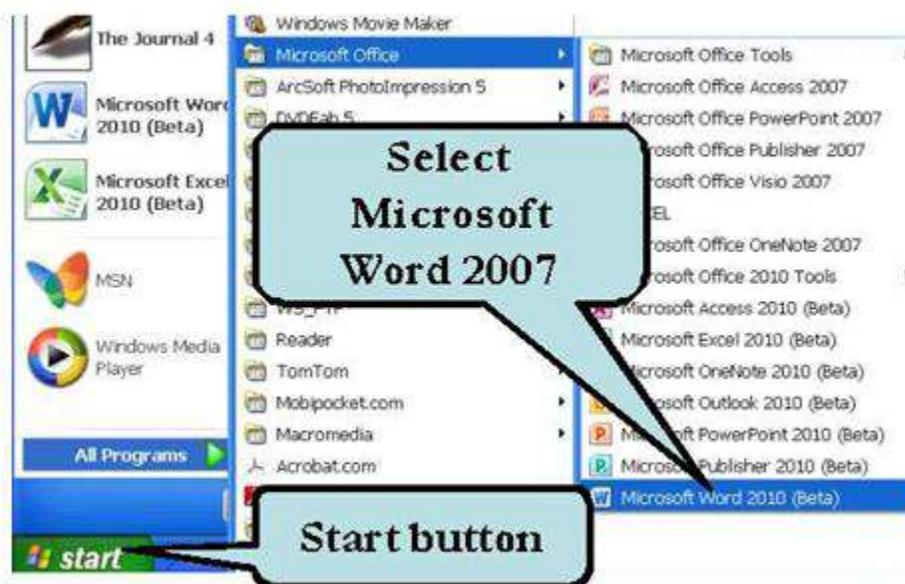
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Microsoft Word 2010

welcome to Microsoft Word 2010! Microsoft Word is a powerful and user friendly word-processing application that allows you to create a variety of professional text-based documents. You can create everything from simple letters to a jazzy newsletters complete with columns, graphics and tables. Microsoft Word contains many powerful tools to make word-processing more efficient, such as a built-in spell and grammar checker, the ability to autocorrect your document, and much more. In this lesson, we'll begin by launching the Word Application.

To Open Microsoft Word

1. Click the **Start** button on the lower-left corner of your screen to display the Start menu.
2. Select **All Programs > Microsoft Office > Microsoft Word 2010** from the Start Menu to launch the application.

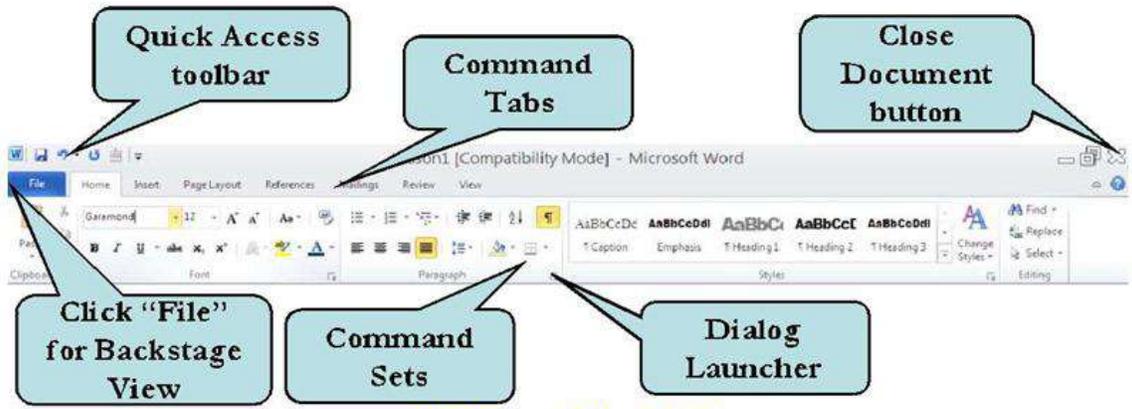
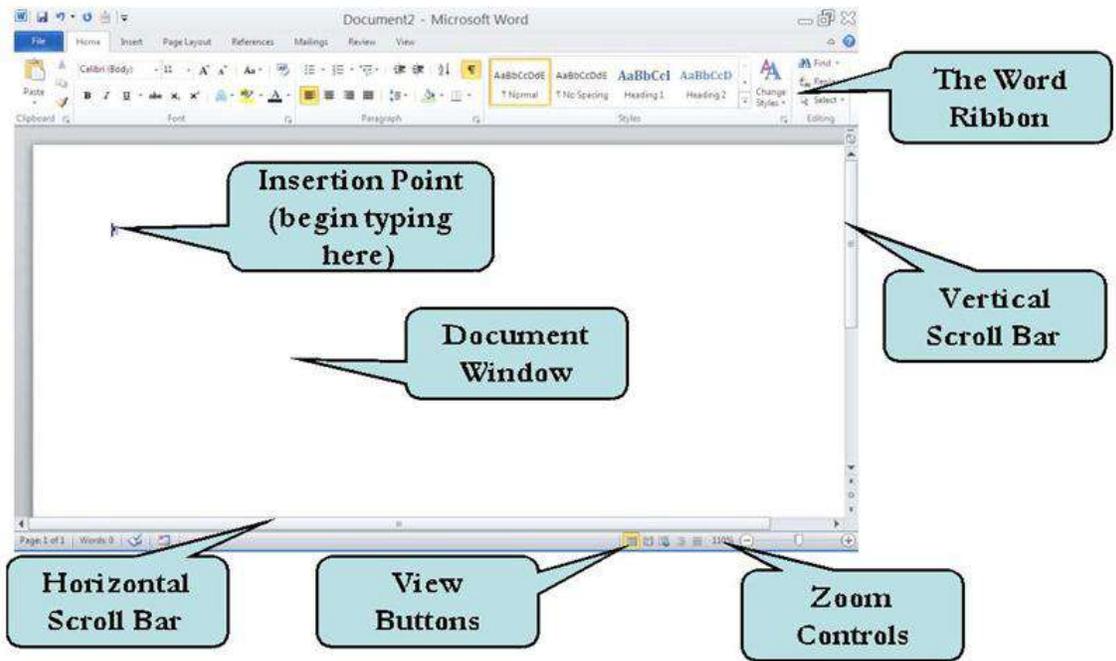


The Word Environment

when you first start Microsoft Word, the application opens to a blank document along with the parts of the Microsoft Word screen as shown in the screen shot above. If you have worked with versions of Word prior to Word 2007, you will immediately notice that the user interface has been completely redesigned. In the previous version of Word, the menu and toolbar system were replaced by the

Ribbon. The Ribbon is designed to help you quickly find the commands you need in order to complete a task. On the Ribbon, the menu bar has been replaced by **Command**

Tabs that relate to the tasks you wish to accomplish. The default Command Tabs in Word are: **File, Home, Insert, Page Layout, References, Mailings, Review** and **View**.



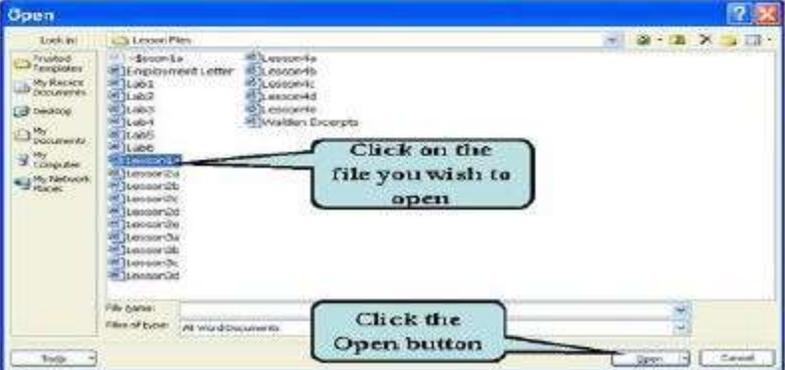
The Microsoft Word Ribbon

Component Description

Component	Description
Backstage View	Located under the File tab, Backstage View allows for quick access to file commands such as opening, closing, saving and printing files.
Command Sets	Command icons, grouped by category, under each command tab.
Dialog Launcher	Launches dialog boxes or task panes for a particular set of commands.
Document Window	The white area where you type and edit your documents. The document window contains the text, tables, graphics, etc. that you enter into your document.
Horizontal Scroll Bar	Allows you to move horizontally in your document. To navigate horizontally, click the scroll bar with your left mouse button and drag to the left or to the right until the desired portion of the document is in view.
Insertion Point	The small flashing vertical bar which designates the location where you can begin typing or editing text. To change the insertion point, click with your left mouse button in the desired new location of your document.
Quick Access Toolbar	Contains frequently used commands. You can customize it to include tools and commands that you frequently use.
Ribbon	Commands and tools organized into command sets.
Status Bar	Displays information about the active document.
Tabs	To access the various command sets and tools.
Title Bar	Displays the name of the application you are currently using and the name of the file (the Microsoft Word document) on which you are working.
Vertical Scroll Bar	Allows you to move vertically in your document. To navigate vertically, click the scroll bar with your left mouse button and drag upwards or downwards until the desired portion of the document is in view.
View Buttons	Allows you to display documents in several different document views (Print Layout, Full Screen Reading, Web Layout, Outline and Draft).
Word Button	Click to access basic window commands.
Zoom Slider	Allows you to increase or decrease the magnification of your document

To Open an Existing Document

1. Click the **File** on the top left of your screen (or press Ctrl + O to bypass the Microsoft Office File Options menu).
 2. Click the **Open** icon in the left pane.
 3. Navigate to the folder that contains the document that you wish to open.
 4. Select the desired file.
 5. Click **Open**.
- Let's Try It!

What	Why
1. Click the File tab on the top left of your screen	Displays Backstage View.
2. Click Open in the left pane as shown below.	Displays the Open dialog box.
	
3. Click the Desktop button on the left side of your screen as shown below.	Displays the Desktop folder.
4. Double-click the Lesson Files folder.	Opens the Lesson Files folder and displays the files in that folder.
5. Click on the file named: Lesson1a	Selects the Lesson1a file.
6. Click the Open button as shown below.	Opens the Lesson1a file in the Microsoft Word document window
	

To Delete Text in a Document

1. Place the insertion point before or after the text you wish to delete.
2. Press the **Backspace** key to delete characters to the left of the insertion point.
3. Press the **Delete** key to delete characters to the right of the insertion point.

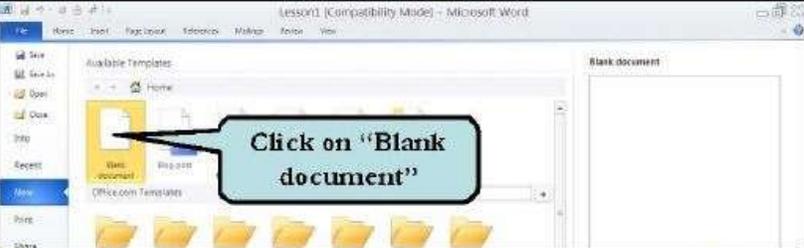
To create a New Document

1. Hold down the **Ctrl** and **N** keystroke combination (**Ctrl + N**)
2. Begin typing in the new document.

Or

1. Click the **File** tab on the Ribbon and then click **New** in the left pane display the **New Document** Task Pane.
2. Click **Blank Document** in the center pane.
3. Click the **Create** icon in the right pane.
4. Begin typing in the new document.

Let's Try It!

What	Why
1. Click the File tab on the Ribbon and then click New from the left pane as shown below.	Displays the New Document pane.
	
2. In the Center Pane, click on Blank Document as shown.	Specifies that we will create a new blank Document.
	
3. Click the Create icon in the right pane.	Creates a new blank document.
4. Type: This is my first new document	Enters text into the new document.

To saving a Document

1. Click the **File** tab and then click **Save** from the menu

Or

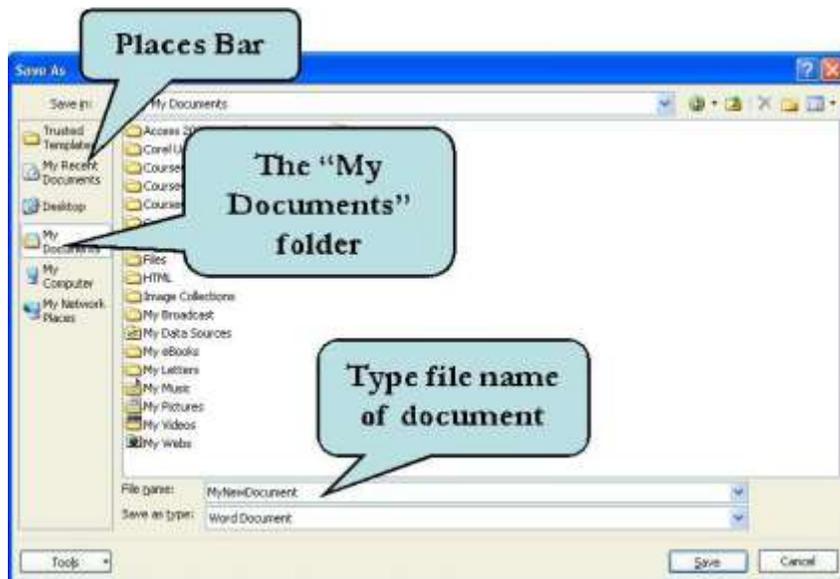
Click the **Save icon** on the Quick Access Toolbar **Save Icon**

Or

Hold down the **Ctrl** key and **S** keystroke combination (**Ctrl + S**)

2. Type the desired file name in the **File name** box.

3. Click **Save**.



To set word Options

1. Click the **File** tab and then click **Options** on the bottom of the File Options pane.

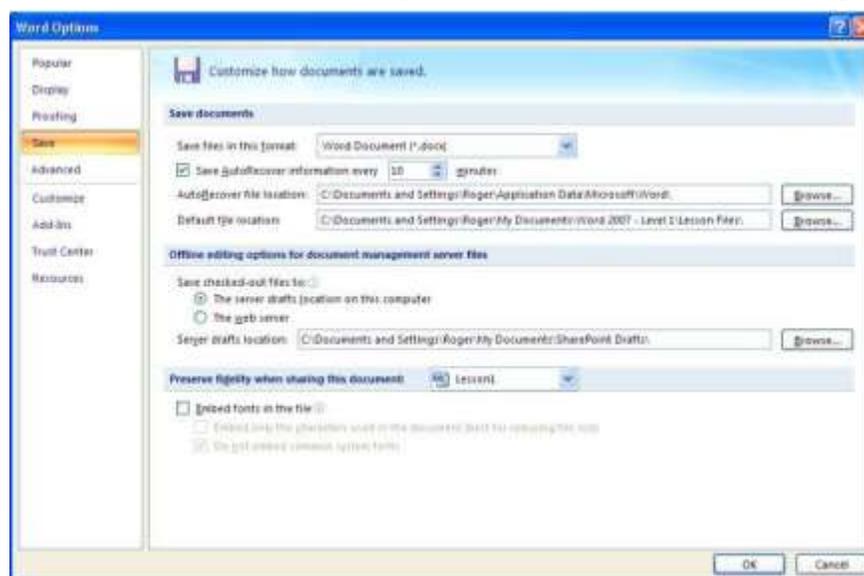
2.

in

3.

in

4.



Click the desired option category the left pane.

Set any options the right pane.

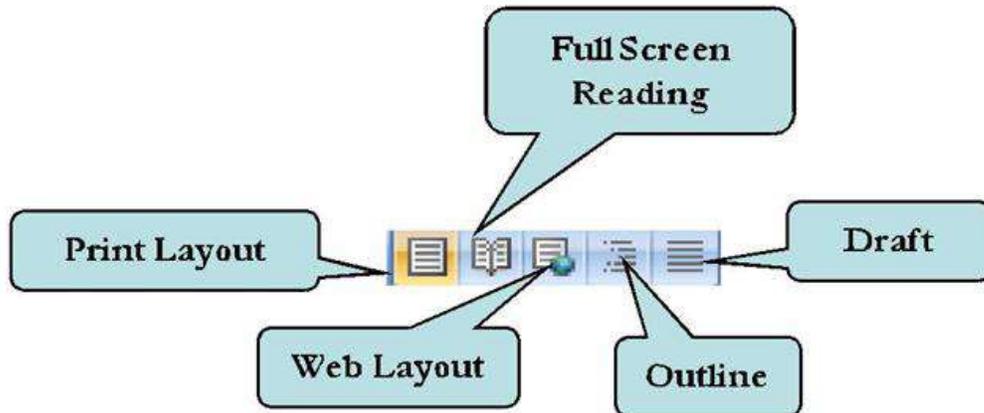
Click **OK**.

Let's Try It!

What	Why
1. Click the File tab.	Displays the File Options menu.
2. Click Options as shown below.	Displays the Word Options dialog box.
	
3. Click the Save category in the left pane	Displays available Word options for the Save category.
4. Click the Browse button to the right of the Default File Location box as shown below.	Displays the Browse window, from where we can browse to the folder that we want to set as the default file location folder – that is to say, the default folder to which Word will save documents.
	
5. In the Places Bar , click on Desktop .	Displays the contents of the Desktop folder.
6. Double-click on the Lesson Files folder.	Opens the Lesson Files folder. This is the folder that we wish to set as the default file location.
7. Click OK .	Closes the Browse window.
8. Click OK .	Closes the Word Options window and applies our changes

Changing Document Views

Views control how your document appears on the screen. You can quickly switch views by clicking on one of the **View Buttons** located on the lower right hand corner of the document window. You can also switch between views by clicking the **View** tab and then clicking the desired View command button on the Ribbon.



The available views are:

- **Print Layout** Used for entering, editing and formatting text. In Print Layout view, a small gray gap is displayed between each page.
- **Full Screen Reading** Displays the document in full screen view and hides the scroll bars and the Ribbon.
- **Web Layout** Allows you to see how your document would display in a Web browser.
- **Outline** Displays your document in outline format with headings and subheadings.
- **Draft** Displays your document without any gaps between pages.

To Hide or Display the Ribbon

1. Click the Minimize the Ribbon button on the top right area of your screen

Or

Press the **Ctrl + F1** keystroke combination.



LAB 1 – ON YOUR OWN

1. Start the Microsoft Word application.
2. Open the **Lab1** document in the **Lesson Files** folder.
3. Click to the right of the period after the word “**entertainment**” at the end of the first paragraph. Press the **Enter** key.
4. Type the following text:
Please bring a dish to share. Beverages will be provided.
5. In the last paragraph beginning with the word “**Hope**”, place the insertion point after the word: **to**.
6. Press the **spacebar** and type the word: **see**
7. Using your arrow keys, navigate to the first paragraph so that the insertion point is after the word “**event**”.
8. Press the backspace key 5 times.
9. Type: **luncheon** and then press the spacebar.
10. Click the File tab, click on **Save As** and then choose **Word Document** from the Save as Type drop-down list.
11. Type: **Lunch Memo** in the File name text box.
12. Click the **Save** button.
13. Close the document.

Selecting Text

To Select Text With Your Mouse:

To Select This:	Do This:
A word	Double-click on the word.
A line of text	Click to the left of the line in the margin.
Several lines of text	Click to the left of a line in the margin and drag upwards or downwards.
A sentence	Hold down the Ctrl key and click anywhere in the sentence.
A paragraph	Double-click to the left of the paragraph in the margin or triple-click anywhere within the paragraph.
A block of text	Place the insertion point at the beginning of the block to be selected. Hold down the Shift key and click at the end of the block you wish to select.
Non-adjacent blocks of text	Hold down the Ctrl key and select the desired non-adjacent blocks of text.
The entire document	Press the Ctrl + A keystroke combination or click the Select button on the Home Ribbon and choose Select All from the list.
To the end of a document	Ctrl+Shift+End
To the beginning of a document	Ctrl+Shift+Home

Note: You can also select text with your keyboard. Hold down the **Shift** key and press the arrow keys to select the desired text.

To Copy and Paste Data

1. **Select** the text you wish to copy.
2. Hold down the **Ctrl** and **C** keystroke combination (**Ctrl + C**).

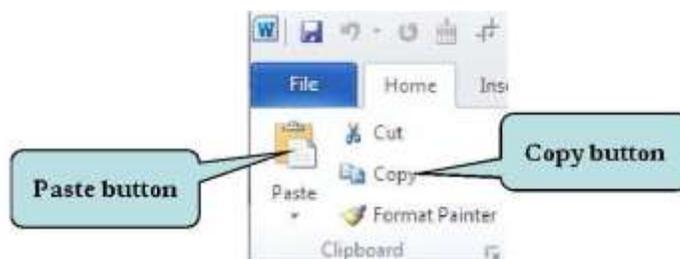
Or

Click the **Copy button** on the Home Ribbon.

3. Place the insertion point where you want to insert the copied the text.
4. Hold down the **Ctrl** and **V** keystroke combination (**Ctrl + V**).

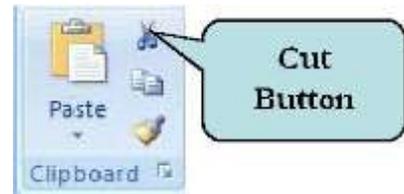
Or

Click the **Paste button** on the Home Ribbon



To Cut and Paste Data

1. **Select** the text you wish to move.
2. Hold down the **Ctrl** and **X** keystroke combination (**Ctrl + X**).



Or

Click the **Cut button** on the Home Ribbon.

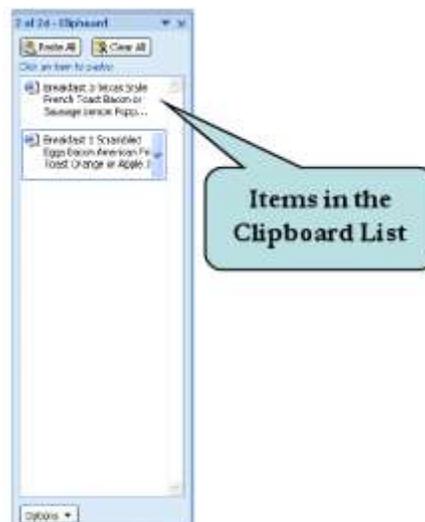
3. Place the insertion point where you want to insert the text.
4. Hold down the **Ctrl** and **V** keystroke combination (**Ctrl + V**).

Or

Click the **Paste button** on the Home Ribbon

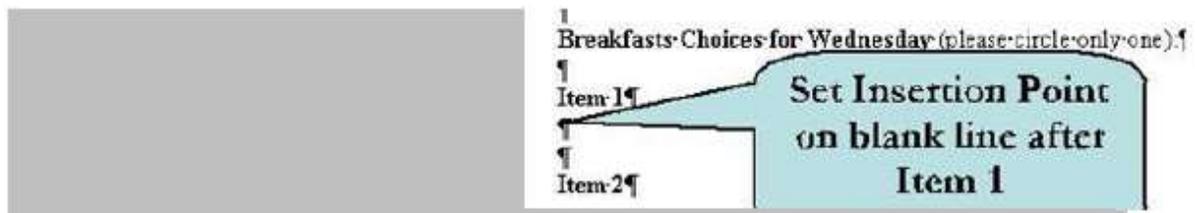
To Use the Office Clipboard

1. On the **Home** tab in the **Clipboard** command group, click the **Clipboard Dialog Box Launcher**.
2. Select the item you wish to copy or cut.
3. Click the **Copy** or **Cut** button.
4. Repeat steps two and three for any additional items you want to place on the clipboard.
5. Set the insertion point in the document where you wish to paste one of the items from the Office Clipboard.
6. Click the item in the Clipboard list or click **Paste All** to paste all of the Clipboard items at once.
7. When finished, click **Clear All** to remove all items from the Office Clipboard.
8. To turn off the Office Clipboard, click the **Close** button on the Clipboard task pane.



Let's Try It!

What	Why
1. Press Ctrl + O , select Lesson2c and then click Open .	Opens the Lesson2c document.
2. On the Home tab in the Clipboard command group, click the Clipboard Dialog Box Launcher .	Displays the Microsoft Office Clipboard task pane.
3. Click the Clear All button.	Removes any existing items from the Clipboard.
4. Select all items under the Breakfast 2 category as shown. (Click before the word Blueberry and drag downward until all items under Breakfast 2 are selected). Do not select the title.	<p>Selects the breakfast items under Breakfast 2.</p> 
5. Press Ctrl + C .	Places the selected text on the Office Clipboard.
6. Select all items under the Breakfast 4 category.	Selects the breakfast items under breakfast 4.
7. Press Ctrl + C .	Places the selected text as the 2nd item on the Office Clipboard.
8. Click the File tab and then click Open from the menu.	Launches the Open dialog box.
9. Select Lesson2d and click Open .	Opens the Lesson2d document.
10. If the Clipboard Task Pane is not visible, click the Clipboard Dialog Box Launcher on the Clipboard command group.	<p>Opens the Microsoft Office Clipboard</p> 
11. Place the insertion point on the first blank line under Item 1 as shown	Sets the insertion point.



12. Click on the second item in the Clipboard List (Blueberry Pancakes, Sausage Links, ...)	Places the second item on the Clipboard list into your document at the insertion point.
13. Place the insertion point after the word Item 2 .	Sets the insertion point.
14. Press the Enter key.	Inserts a new blank line.
15. Click on the first item in the Clipboard List .	Places the first item on the Clipboard list into your document at the insertion point.
16. Click the Save icon on the Quick Access toolbar.	Saves the active document.
17. Click the Clear All button.	Removes all items from the Office Clipboard.
18. Click the Close button (x) on the Clipboard task pane.	Closes the Office Clipboard.

Finding Text using the Navigation Pane

The **Find** feature allows you to quickly locate all instances of specific text in your document. When you launch the Find feature, the **Navigation Pane** appears on the left side of your screen.

To Find Text Using the Navigation Pane

1. Press the **Ctrl + F** keyboard shortcut

Or

Click the **Find** button under the Home Ribbon on the Editing command group.

2. Enter the text you want to find in the **Search Document** box in the Navigation Pane.

3. To quickly jump to a page containing your search item, click the page thumbnail in the Navigation Pane.

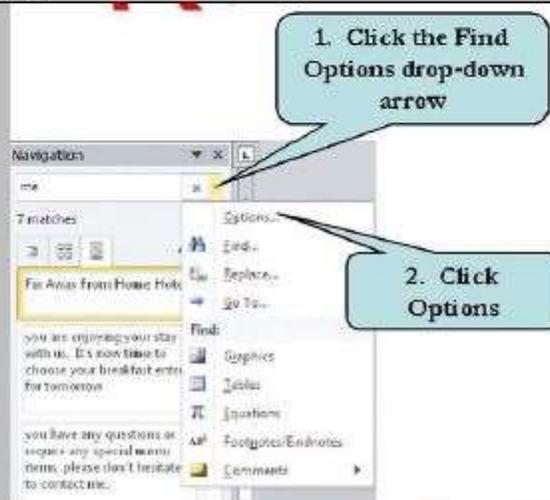
4. To find Word objects such as Tables, Graphics, Equations, Footnotes/Endnotes or Comments, click the downward-pointing arrow to the right of the magnifying glass and then click on the desired object you wish to find.

Let's Try It!

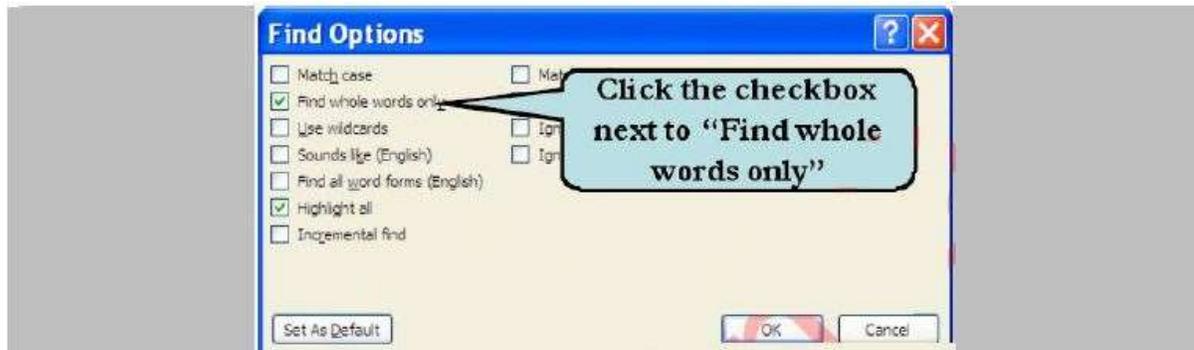
What	Why
1. Hold down the Ctrl key then press the Home key (Ctrl + Home)	Moves to the beginning of the document.
2. Press the Ctrl + F keyboard shortcut.	Displays the Navigation Pane
3. In the Search document text box in the Navigation Pane, type: me as shown below.	Enters the text for which you wish to search.



4. Press Enter.	Displays all instances of the text "me".
5. Click the arrow to the right of the Search Document box (the Find Options arrow) as shown below.	Displays Find Options and additional search commands.



6. Click Options .	Displays the Find Options dialog box.
7. Click the check box next to: Find whole words only to select it as shown below.	Sets the option to search only for entire words matching the text.



8. Click the check box next to: Highlight All to select it.	Sets the option to highlight all occurrences of search term on the screen.
9. Click OK .	Closes the Find Options dialog box and clears the Search Document text box.
10. In the Search document text box in the Navigation Pane, type: me and then press Enter.	Displays all instances of the entire word “me” and highlights it on the screen.

To Use Find and Replace

1. Press the **Ctrl + H** keyboard shortcut

Or

Click the **Replace** button under the Home Ribbon on the Editing command group.

2. Enter the text you want to find in the **Find What** box.

3. Enter the replacement text in the Replace with box.

4. Click on **More**, and then select any additional search options such as **Match case** and **Find whole words only**.

5. To search using **wildcards**, click the Use Wildcards checkbox and enter your wildcard string in the Find what box.

6. Click the **Replace button** to jump to and display the first occurrence of the text you want to replace.

7. To replace the first instance, click the **Replace button**. The instance will be replaced with the new text and you will then jump to the next occurrence of the search text.

8. If you do not wish to replace the current instance but wish to jump to the next instance, click **Find Next**.

9. Click **Replace all** to replace all instances at once.

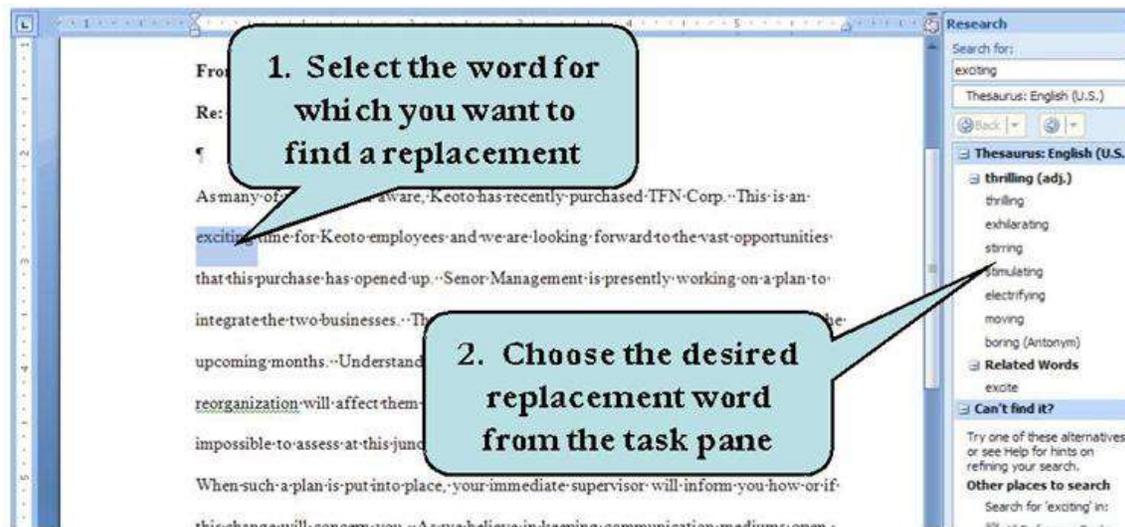
10. Click **Cancel** to close the Find and Replace dialog box.

Use the Thesaurus

Under the **Review** tab on the Proofing command set, you will also find the **Thesaurus** button, which will help you quickly find synonyms for selected words. To use the Thesaurus, select the word you wish to replace and click the Thesaurus button on the Review Ribbon. The Research task pane will display on the right side of your screen. Click the arrow next to the desired word in the task pane and select **Insert** to replace the selected word in your document with the new word.

To Use the Thesaurus

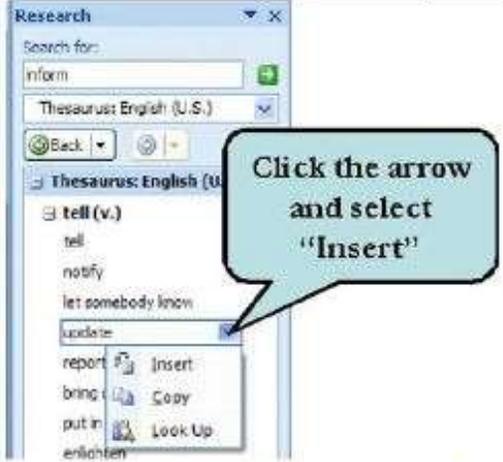
1. Select the word that you want to look up.
2. Click the **Review** tab.
3. Click the **Thesaurus** button on the Ribbon on the Proofing group.
4. Click the list arrow to the right of the desired word and choose **Insert** to replace the selected word in your document with the new word.
5. To copy the new word to paste into your document, click the list arrow to the right of the desired word and choose **Copy**.
6. Click the **Close** button on the Research task pane when finished.



To Use the Thesaurus

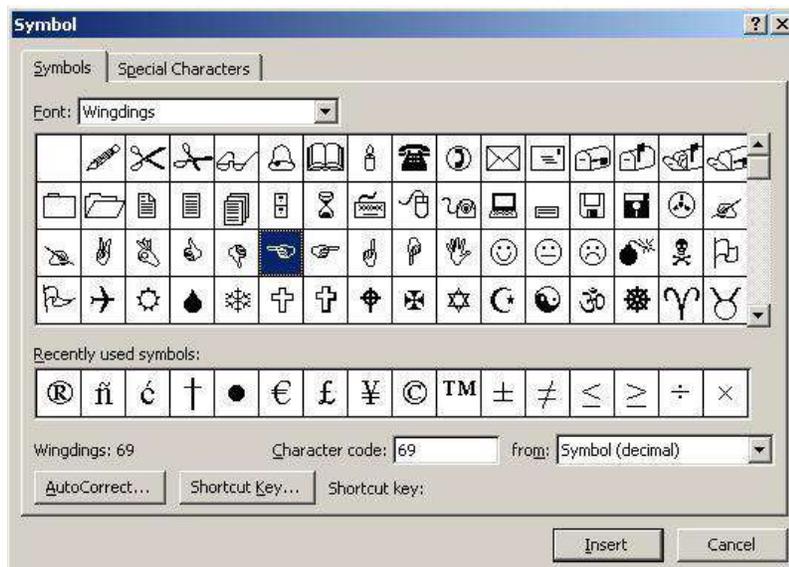
1. Select the word that you want to look up.
2. Click the **Review** tab.
3. Click the **Thesaurus** button on the Ribbon on the Proofing group.
4. Click the list arrow to the right of the desired word and choose **Insert** to replace the selected word in your document with the new word.
5. To copy the new word to paste into your document, click the list arrow to the right of the desired word and choose **Copy**.
6. Click the **Close** button on the Research task pane when finished.

Let's Try It!

What	Why
1. Double-click the word "inform" in the last line of the memo paragraph.	Selects the word we wish to look up.
2. If necessary, click the Review tab on the Ribbon.	Switches to Review commands and tools on the Ribbon.
3. Click the Thesaurus button on the Ribbon as shown.	Displays the Research task pane and a list of synonyms, from which you can select the word you want to use.
 <p>The screenshot shows the Microsoft Word ribbon with the 'Review' tab selected. The 'Thesaurus' button is highlighted with a callout box that says 'Thesaurus button'.</p>	
4. Move your mouse pointer over the word "update" on the Research task pane.	Displays a list arrow next to the word.
5. Click the arrow and choose Insert from the list as shown.	Replaces the selected word "inform" with the word "update".
 <p>The screenshot shows the Research task pane with the word 'inform' entered in the search box. The word 'update' is selected in the list of synonyms, and a callout box points to it with the text 'Click the arrow and select "Insert"'. The 'Insert' option is visible in the context menu for 'update'.</p>	
6. Click the Close button (x) on the Research task pane.	Closes the task pane.

To Insert a Symbol into your Document

1. Set the insertion point where you wish to insert a symbol.
2. Click the **Insert** tab on the Ribbon.
3. Click the **Symbol** button.
4. Click **More Symbols** to display the Symbol dialog box.
5. Select the font set you wish to use from the drop-down **Font list**.
6. If available, select the font subset from the **Subset** drop-down list.
7. To insert a commonly used symbol, click the **Special Characters** tab.
8. Click the symbol you wish



To Use the Undo Command

1. Click on the **Undo** icon on the Quick Access Toolbar.

Or

Press the **Ctrl + Z** keystroke combination

2. To undo multiple actions, click the arrow to the right of the Undo button and scroll down until the desired number of past actions is selected.

To Use the Redo Command

1. Click on the **Redo** icon Quick Access Toolbar.

Or

Press the **Ctrl + Y** keystroke combination

2. To Redo multiple actions, click the arrow to the left of the Redo button and scroll down until the desired number of undo past actions is selected.

LAB 2 – ON YOUR OWN

1. Open the **Lab2** document in the Lesson Files folder.
2. Select the last two sentences of the first paragraph, beginning with the words “Previous writing” and ending with the words “later this year.”
3. Click the **Cut** button on the Home Ribbon.
4. Insert two blank lines at the end of the first paragraph (hint: Press the Enter key twice).
5. Click the **Paste** button on the Home Ribbon.
6. Highlight the words “**Randy Schroeder**” in the return address.
7. Click the **Copy** icon.
8. Insert 5 blank lines after the word “**Sincerely,**”
9. Click the **Paste** icon.
10. Move to the beginning of the document.
11. Click the **Spelling and Grammar** icon on the Review Ribbon. Using the Suggestions list, change **Ths** to **This** and **fre** to **free**.
12. **Triple-click** the sentence “Feel free to contact me if you have any questions”. Press the **Delete** key.
13. Click the **Undo** icon.
14. After the words “**c/o Alliance Freedom Publications**”, insert the **Trademark Symbol (™)** located under the **Special Characters** tab in the Symbols Dialog box.
15. Save the document as **My Letter** using the **Save As** commands
16. Close the document.