Introduction to Microsoft Word 2010

Handout from Lodi Memorial Library

(Developed by Barb Hauck-Mah for ESL Tech Literacy Grant; Modified by Jennifer

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What is Microsoft Word?

Microsoft Word is a computer software program

that has many tools for typing and editing documents with text, images,

tables, and graphics for printing and sharing.

What we will learn in Intro to Word

HOW TO:

- Open and save Word files
- Change the size, style, and color of the text
- Correct mistakes
- Copy and paste text
- Set paper layout, margins, and line spacing
- Change text alignment
- Create a bulleted list and add a border
- Insert special characters
- Print a document

How to open Word

1. Click the Start button in bottom left corner of computer screen.
2. Point to **Programs** or **All Programs**.
3. Scroll to find **Microsoft Office** in program list and
4. Click on **Microsoft Word 2010** to open.

*TIP- Right click Microsoft Word 2010 on Microsoft Office menu and click on **Pin to Start***

***Menu** or **Create Shortcut**. Now Word will be in the start menu or on your desktop,*

respectively. You can just click on it to open (you'll need to double-click it if it's a desktop shortcut; buttons in the start menu only need to be clicked once).
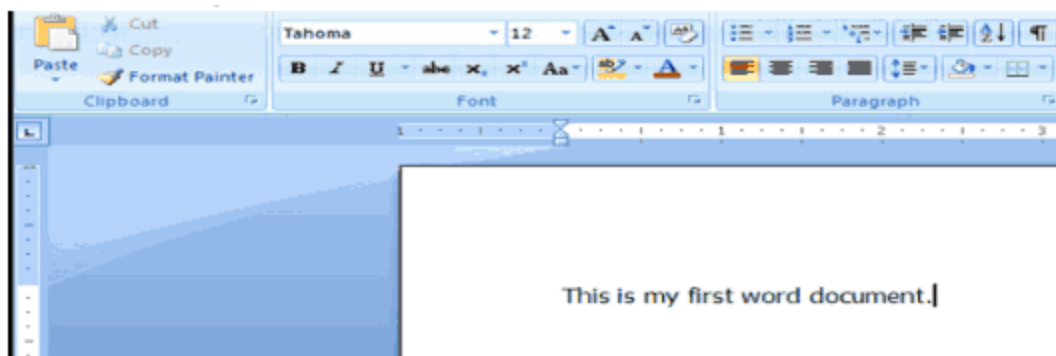
When you open Word, a new blank document opens.

It is an empty white page and the **Home** tab is open.
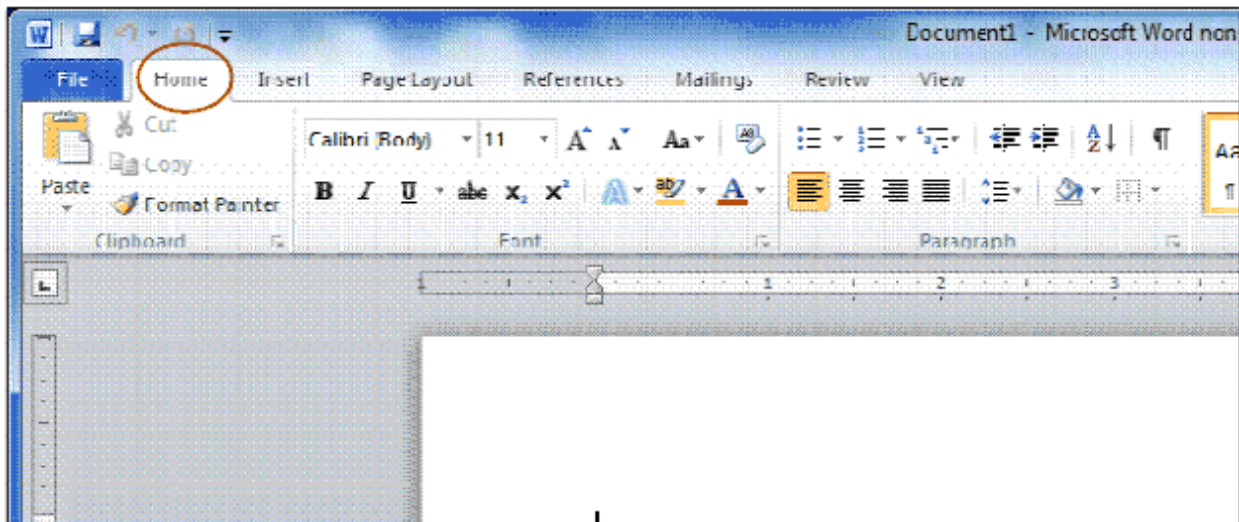
How to enter text

See a blinking line cursor? **|** Start typing and letters will appear to the left of the blinking line. When you reach the end of a line, Word automatically starts on a new line.

To put spaces between words, hit the **spacebar** on the keyboard.

To start typing on a new line, hit the **Enter** key on the keyboard.

To type a capital letter (for example: A, instead of a), hold **Shift** key on the keyboard as you type the letter.

To type a symbol (found on the upper half of certain keys on the keyboard), hold **Shift**

key on the keyboard as you hit the number/symbol key.

To type in ALL CAPITAL LETTERS, click the Caps Lock key. Click the Caps Lock key again to turn Caps Lock off and return to normal typing.

How to move around the page(s)

There are two scroll bars available in Word. One, which is always visible is the vertical scroll bar, which is on the right side of the screen. This scroll bars helps you move up and down the page(s). To scroll down, hit ↓ key on keyboard. To scroll up, hit ↑ key on keyboard.

The other scroll bar is only available when the page(s) is(/are) placed in the landscape orientation, which makes the page(s) wider. The horizontal scroll bar, which is on the bottom of the screen, then becomes visible. To scroll left, hit ← key on your keyboard. To scroll right, hit → key on your keyboard. You can also drag the scroll bar in the direction you want to move around the page(s).

Practice 1 Type a Word Document

Type the text in the box below.

> FAX COVER SHEET
>
> To: Maria Jones
>
> Fax Number: (888-555-1874)
>
> From: Your Name
>
> Phone Number: (Your number)
>
> Attached is my resume. Please call me with any questions. Thank you!

Practice 2: How to highlight text in Word

1. Put the | cursor to the left or right of the words you want to

select.

2. Put your pointer finger on the left button on the mouse.

3. Hold down the left button on the mouse.

4. Move the mouse across the words you want to select.

5. Release your finger from the left button on the mouse.

6. You will notice that the text you selected is now highlighted with a greyish-blue color.

7. If you want to get rid of the highlighting, click on a white part of the screen. This will stop the highlighting; the greyish-blue color will go away.
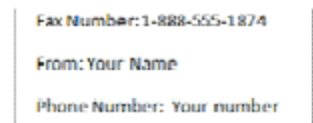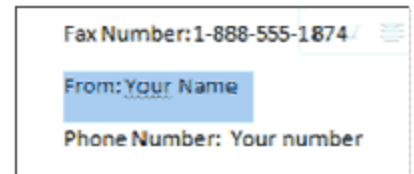
Change, Delete, and Copy Text

The Undo arrow can undo a mistake.

If you click the wrong button or make a typing error, click the Undo icon, which is found in the top left corner of the screen and is in the shape of a small, blue arrow pointing left. It will go back and undo the last thing you did (or more than that if you press it more than once) if you haven't saved the file.
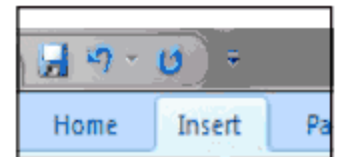
How to delete and change text

- Move the **|** cursor to the right of the text you want to delete. Use the **Backspace** key to delete one letter at a time. You can then retype new text.
- If you want to delete larger amounts of text, highlight all of the text that you wish to delete and then press the Backspace key.

How to insert text

Move the **|** cursor to the left of of where you want to insert text. You can then type new text.

How to Copy and Paste text

1. Highlight the text that you wish to copy.
2. Click the right button on your mouse and a menu will pop up.
3. Click the **Copy** option in the menu.
4. Move the **|** cursor to the location on the page(s) where you want to move the text.
5. Click the right button on your mouse again and the previous menu will pop back up.
6. Click the **Paste** option in the menu this time. There will now be two copies of the text
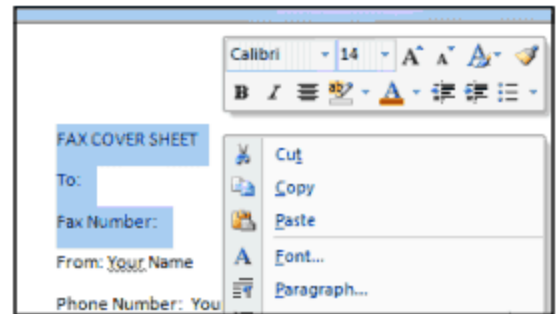
How to Cut and Paste text

1. Highlight the text that you wish to copy.
2. Click the right button on your mouse and a menu will pop up.
3. Click the **Cut** option in the menu. This will cause the highlighted text to disappear.
4. Move the **|** cursor to the location on the page(s) where you want to move the text.
5. Click the right button on your mouse again and the previous menu will pop back up.
6. Click the **Paste** option in the menu this time. The cut text will reappear in the new location.

Practice 3: Edit the Document

Using the Word document created in Practice 1-

1. Highlight and change Fax Number to (888-555-1234)
2. Highlight and delete FAX COVER SHEET. Change to Resume Attached.
3. Insert the sentence See you soon. before Thank you!

4. Copy and paste all the text.

BONUS: Try to cut and paste one line of text.

Save a new Word file

How to save a file for the first time

1. Click the **File** tab in the top left corner of the screen.
2. Choose the **Save as** option from the File menu.
3. A pop-up menu of **My Documents** will open.
4. Click in **File name** box towards bottom of pop-up menu. Highlight the words that are already in the box before deleting them. Then type in what you actually want to call the file.
5. If you know you're going to be opening this file on a computer that has a Microsoft Word version that came out before 2010 or if you're not sure what version the computers you'll be using to open it has, you'll want to choose Word 97-2003 Document from the **Save as type** drop down menu, found right below the File name box. This will save the file as a .doc file, which can be opened by computers with Word software from 1997-2007. Word 2010 regularly saves documents as a .docx file, which can only be opened by computers that have Word 2010 installed.
6. Click **Save** button. A copy of this file is now saved in your My Documents folder.
7. The name you've given your file can now be seen at the very top of the screen.
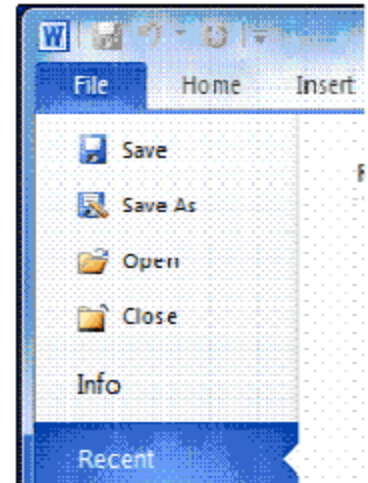
How to save a file once it's already been named

1. Click the **File** tab in the top left corner of the screen.
2. Choose the **Save** option from the File menu.

How to exit Word

Click the X button in the right corner of the screen (it should turn red when you roll your mouse over it).

How to open an existing Word File

1. Once in Word, click on the **File** tab and then the **Recent** option on the menu. This will bring up a list of your recent documents. You can then click on one of the files on the list to open it.

2. If you have not used the file you want to open recently, you will have to click on the **Open** option rather than the Recent option on the menu. The My Documents menu will open and you can choose the file you want by double-clicking on it.
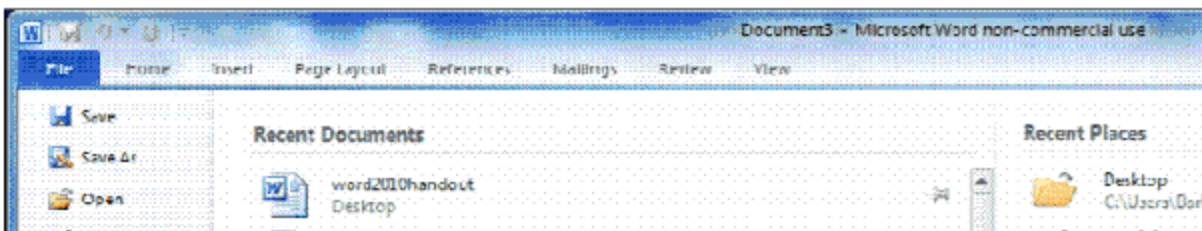
Practice 4: Save, exit, and open a Word document

1. Save the document that you edited in Practice, using "fax of resume" as the file Name.

2. Exit Microsoft Word.

3. Open Word again the same way you did the first time. Note that a new, blank document will appear on the screen.

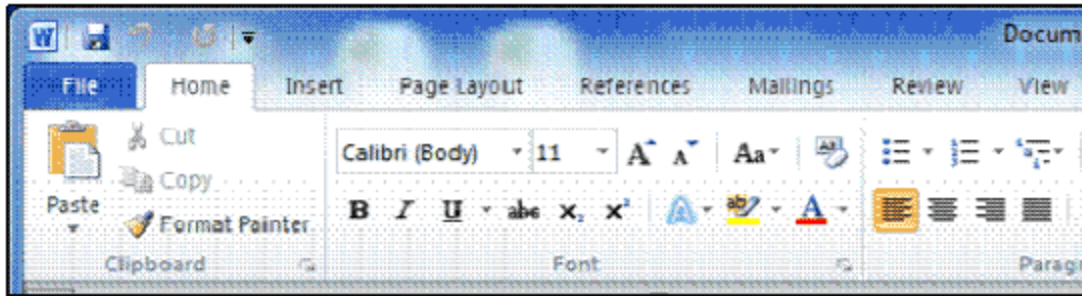4. Find the Word document that you saved and then open it.
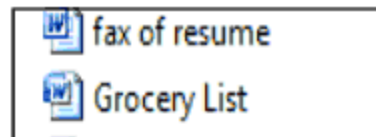
How to format text

In Word, it is easy to change text's style, size, and color.

For all changes when formatting text

● Check that the **Home** tab is selected. This tab contains the **Font** menu box.

● Text must be highlighted in order for the new formatting to take effect.

Example 1: Change font style

1. Click arrow to the right of the **Font Style** text box.
2. Drop-down menu that shows what text will look like appears.
3. Select a different font style.

Example 2: Change font size

1. Click arrow to the right of the **Font Size** menu.
2. Drop-down menu that shows what text will look like appears.
3. Click number of font size you want (for example: 14).

Example 3: Change font color

1. Click arrow to the right of the Font menu box to open the **Font menu.**
2. Drop-down menu will appear with different color options.
3. Click the square showing the color that you want or click **More Colors** towards bottom of the drop-down box.
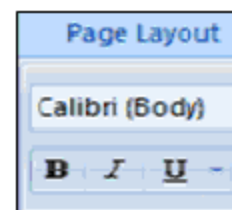

More text format choices

Clicking on **B** changes highlighted text to **BOLD**.

Clicking on *I* changes highlighted text to *Italic*.

Clicking on <u>U</u> underlines highlighted text.

You can mix and match these options. For text that is bold, italicized, and underlined,

click all 3 boxes. Once you're done with the options, just click the boxes again. Once the boxes are no longer chosen, the text you type will have normal formatting.

Practice 5: Format the text

1. Open the Word document from Practice 4.
2. Highlight all of the text and change the font style to one of your choice.
3. Highlight only the first line and change the font size to 24.
4. Highlight any 2 lines and change the color of the text to green.
5. Highlight Thank you! and put it in *italics.*

Format paragraphs

- Check that the **Home** tab is selected. This tab contains the **Paragraph** menu box.
- Text must be highlighted in order for the new formatting to take effect.

Example 1: Align text

Default alignment of text is to the left. To align text to the center of the page, click the **Center** button in the **Paragraph** menu. To align text to the right of the page, press **Align Text Right** button.

Example 2: Line spacing
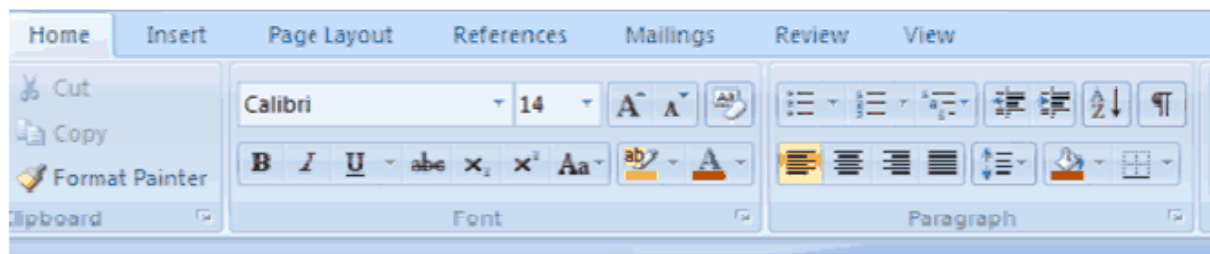
Default spacing between lines is single spacing. For more space between lines, open the **Paragraph** menu. Select **1.5** or **2.0** in **Line Spacing** menu.

Example 3: Lists

1. In **Home** tab, find lists above the Paragraph menu.
2. Click on either the **Bullets** option (three black squares with three horizontal lines to the right of them) or the **Numbering** option (the numbers 1, 2, and 3 with three horizontal lines to the right of them).
3. Begin the list by typing a single item.
4. To move on to the next item, press **Enter**. A new line with a new bullet or number will be created for the next item. Continue doing this until you have finished your list.
5. When done with your list, click **Enter** one more time to start a new line and then click on the **Bullets** or **Numbering** option in the Paragraph menu again. This will allow you to begin typing normally again.
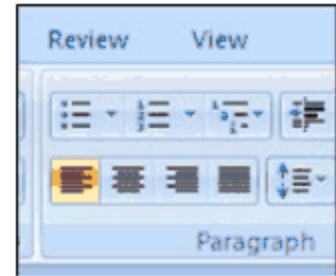
Example: Grocery List

Bullets Option
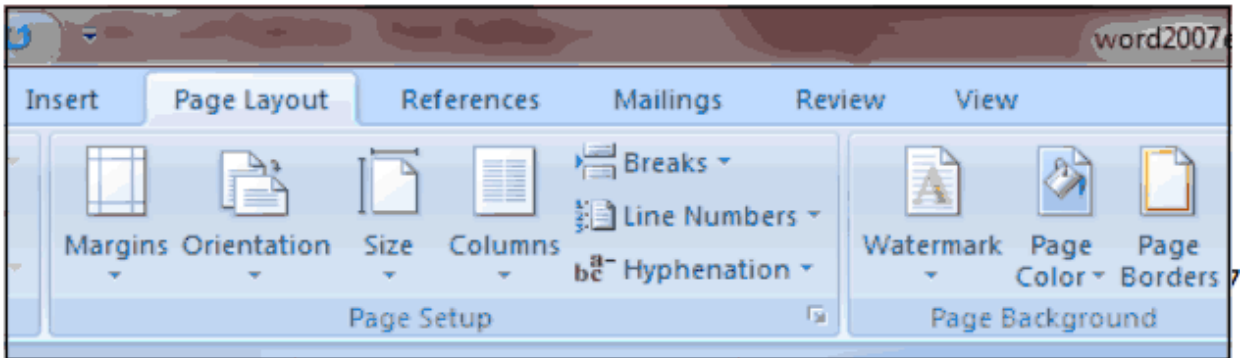
- Milk
- Eggs
- Bread
- Bananas
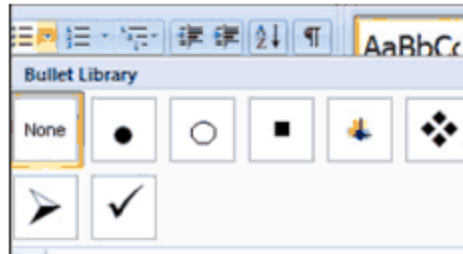
Numbering Option

1. Milk
2. Eggs
3. Bread
4. Bananas

Format page(s)

For all changes when formatting page(s)

Check that the **Page Layout** tab is selected. You do not need to highlight text when

formatting the page(s). These are changes to the whole Word document.

Example 1: Page margins

The default margins are 1 inch all around- on the top, bottom, and sides of the page. If you want a different type of margin:

1. Find **Page Setup** menu.
2. Click **Margins** button in Page Setup menu.
3. You can choose from one of the margin options Word gives you or create your own by clicking on **Custom Margins**.
4. If using a Custom Margin, use the menu arrows to increase or decrease the margin sizes.
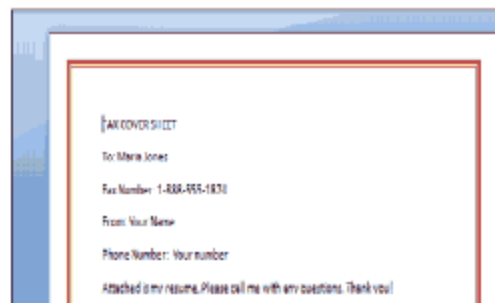
Example 2: Page Layout

Click Orientation button in Page Setup menu. You will then be given the option to change page layout menu from vertical ▯ to horizontal ▭ or vice versa.

Example 3: Add a page border

1. Find **Page Background** menu.
2. Click **Page Borders** button.
3. A pop-up box will appear with a menu that will allow you to choose the style, size, and color of your page border.

Practice 6: Format a document

1. Open the document from Practice 5.
2. Create a customized margin of 1.25" for the left and right of the page and 0.5" inches for the top and bottom of the page.
3. Set Page Orientation to Landscape.
4. Align the first line of text to the center of the page.
5. Add a page border of your choice
6. Create a bulleted list of 3 people. Remember to only have one person per line.

How to insert special characters or symbols

Word documents can include pictures, tables, WordArt, and special characters like ©. The **Symbol** button has a large selection of such special characters. To access it, click on the **Insert** tab at the top of the page. Now look to the right of the Insert tab to see the **Symbols** menu, which includes the Symbol button
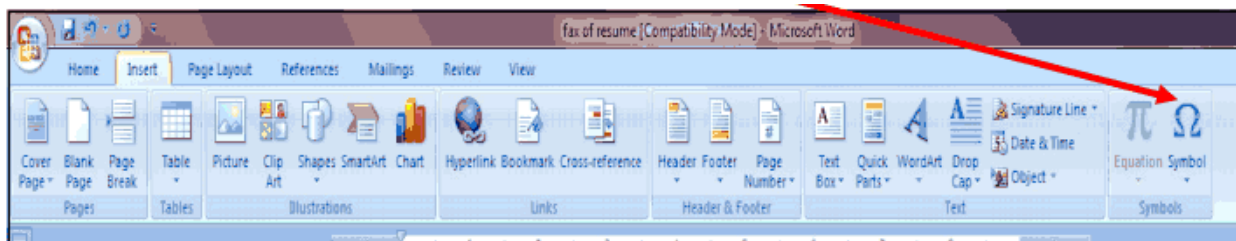
Practice 7: Insert symbols

1. Open up a new Word document and click on the Insert tab.
2. Type Copyright © 2010
3. Type €104 ≥ €50
4. Try inserting some fun symbols. Click on **More Symbols** and scroll down the Font drop down menu towards the upper left of the box. Choose Wingdings from the list. Here are some examples of Wingding symbols.

☺   ⌘   ◔   ✪   📖

BONUS: Insert today's time and date into your document. Look for the **Text** menu in the

Insert tab. Click **Date & Time** button. A pop-up menu of different options for writing the date and time will come up. Once you choose, press **Okay**.

How to proofread and translate

The **Review** tab has grammar, definition, and spelling tools to check text with and other tools that can help translating your text into other languages.
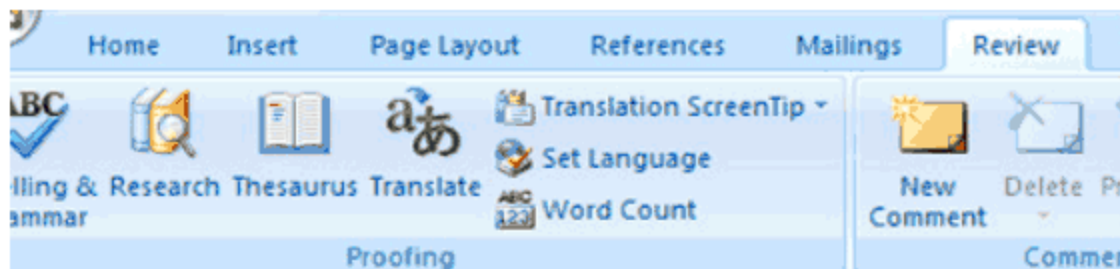

Spelling & Grammar: Checks spelling and grammar of your document, flags mistakes, and suggests changes to fix the errors. Word also does some of these things automatically, placing a red squiggly line under spelling mistakes and green squiggly lines under grammar mistakes (although Word isn't completely accurate at identifying mistakes correctly).

Research: Uses dictionaries, encyclopedias, and bilingual dictionaries to translate a word or sentence.

Word Count: Counts the length of the document in number of words, characters, paragraphs, pages, and lines.

How to print

1. Remember to save your work before printing.
2. Click **File** button in upper left corner of screen.
3. Select **Print** from menu.
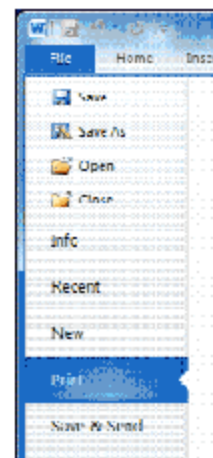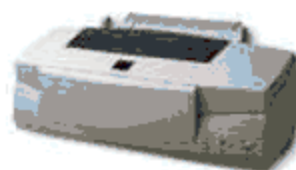
4. Make sure your margins, orientation, and number of copies is to your liking. Also, check the right side of the print preview to see how your printed pages will look.

5. Click **Print** button at the top center of the print preview.

Remember: In order to print, you must have a printer attached to your computer as well as printer software installed on the computer.
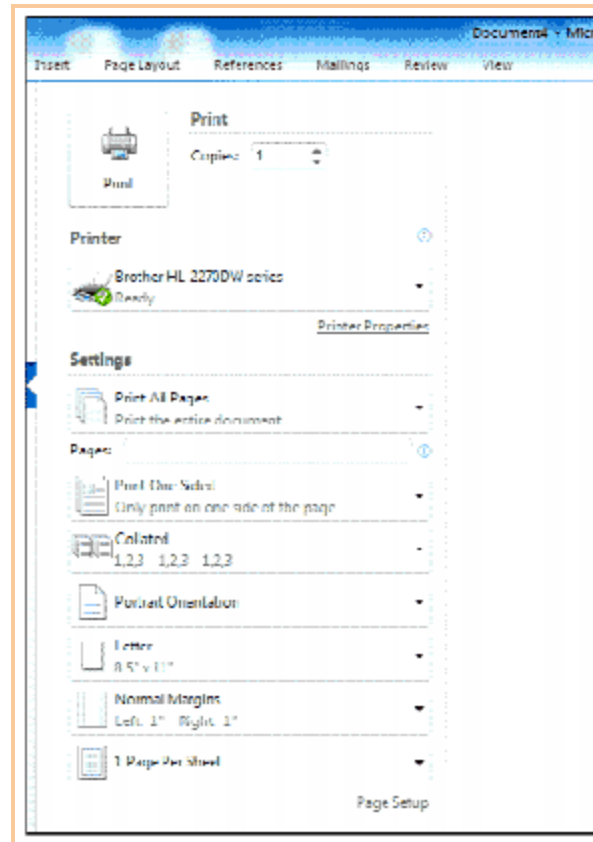
For more help and practice

In Word, click on the blue **?** help button at the top right of the screen.

Free online help from Microsoft Office with answers to questions plus tutorials with pictures and sound on how to use Microsoft Word 2010:

http://office.microsoft.com/en-us/word-help/training-courses-for-word-2010-HA104039042.aspx

Goodwill Community Foundation Word 2010 tutorials (text and videos)

In English: http://www.gcflearnfree.org/word2010

In Spanish:

http://www.gcfaprendelibre.org/tecnologia/curso/microsoft_word_2010/introduccion_a_word_2010/1.do