Microsoft Word 2010
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R E G I O N A L   L I B R A R Y

Obtaining Word

- Word is one program of a series called **Microsoft Office**, which is usually purchased separately from a computer.

- Many new computers come with a suite of programs called **Open Office**, which serves as a free alternative to Microsoft's Office suite. Open Office may be downloaded for free at *www.openoffice.org*

- Discounts on the Microsoft Office Suite may be available for educators or students.

- The Washington Memorial Library has Microsoft Office 2010 on all its public use computers.
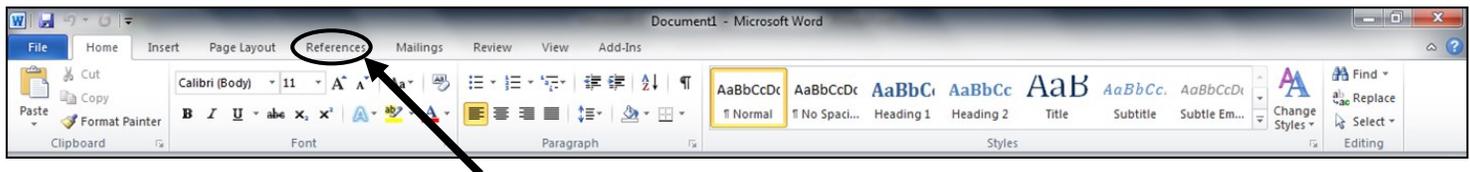
Opening Word

Always use the left mouse button for clicking on menu choices in Word.

- Click the Start button in the lower left corner of the screen. Click "Programs," then move your mouse over the "Microsoft Office" folder. Click "Microsoft Office Word."

      OR

- Double click on the desktop icon for Microsoft Word.

Using Word 2010

The Ribbon (shown below) is Word's main menu.

The ribbon consists of menus called **tabs**. Each tab provides **groups** of options for formatting your document. **If you are looking for a specific function, click on each tab to view which functions exist for that menu.**

Basic Contents of Each Tab

- The **Home tab** consists of the clipboard (where text or materials that have been copied are stored), font formatting options, and paragraph options (centering text, line spacing) and the find feature.

- The **Insert tab** allows you to add pictures or Clip rt to your document. This menu also contains the Header & Footer functions, the page break feature and the "Insert Symbol" option.

- The **Page Layout tab** contains functions for changing margin and page orientation, using columns, and changing line spacing.

- The **References tab** allows you to create a table of contents or to insert citations or footnotes.

- The **Mailings tab** allows you to format envelopes and labels and to create mailing lists.

- The **Review tab** contains the Spelling & Grammar check and provides the ability to track changes that others have made to the document.

- The **View tab** provides different ways to view your document. The ruler feature is also located in this tab.
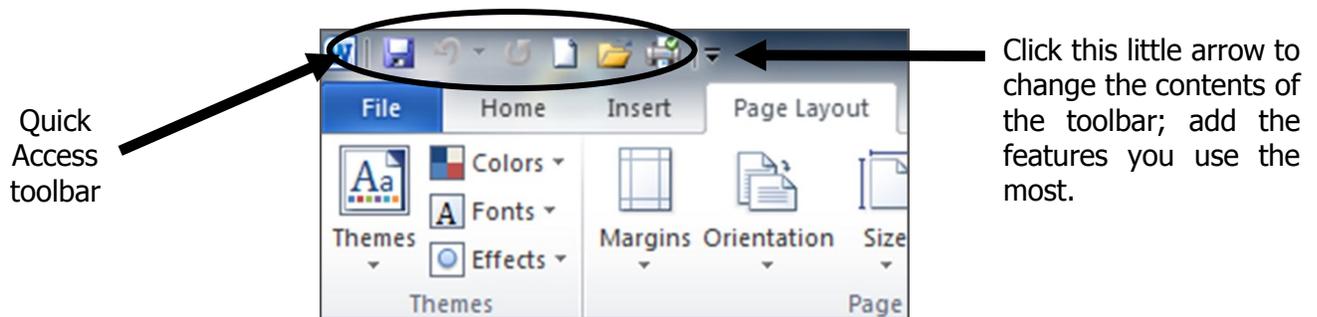
Groups

Groups are listed at the bottom of each tab. Clicking the small square in the bottom right of the group name will provide more possible options for formatting the document.

Group name

Opens group dialogue box
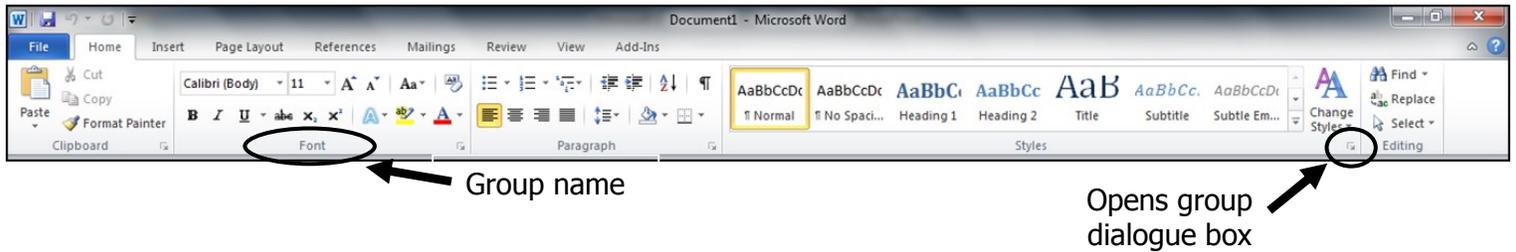
Quick Access Toolbar

The Quick Access toolbar is customizable and can contain your most commonly used features, such as undo/redo, save, and print. Place your frequently used commands in the Quick Access toolbar.

Quick Access toolbar

Click this little arrow to change the contents of the toolbar; add the features you use the most.

Formatting Text

Use different fonts, font sizes, and styles to format text. Many times, you will need to highlight the text you want to change with your mouse *before* you format it. Highlight text by clicking & holding the left mouse button as you move over the text you want to highlight. Let go of the mouse button when you are done selecting the text you want. Formatting text can be done primarily by using the "Home" tab, like so:

change the font (how the text looks)

change the font size
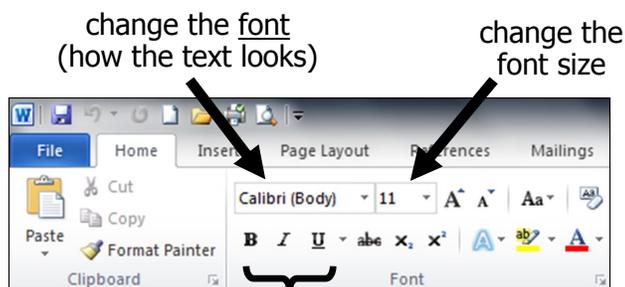
Change the style of the font (bold, italic, underline, etc.)

The File tab

Located in the upper left corner of the screen, this menu contains main features of Word, such as printing, saving, opening, and creating new files. This button also provides access to recently used documents.

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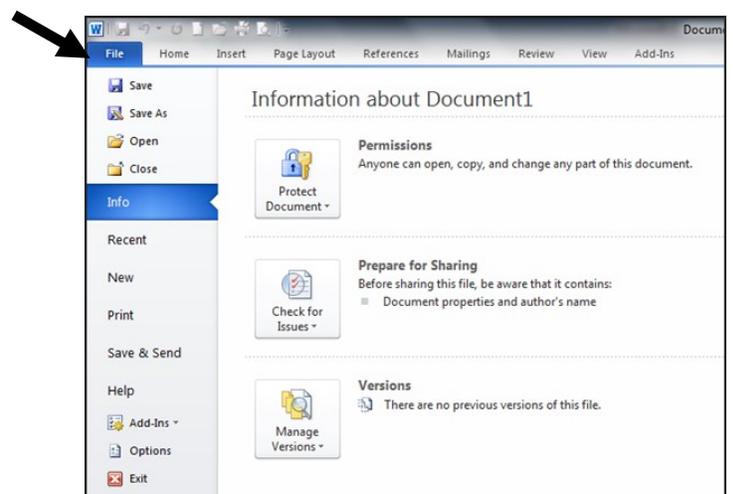
The Zoom Slider & Page View Options

Located in the bottom right corner of the screen, the **zoom slider** makes your document appear larger or smaller. Please note that this will NOT change the size of how your document will print.

The **page view options** allow you to view your document in different ways, such as print layout and draft mode.

Page view options   Zoom slider
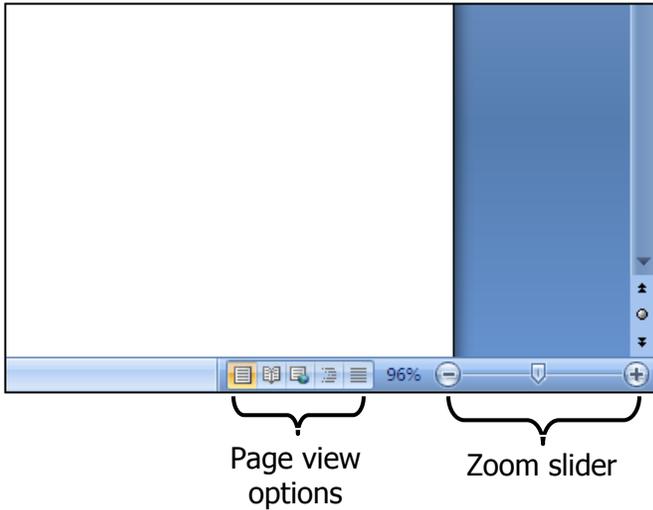
Free Online Keyboarding Lessons

Typing Games:
www.typingtraining.com/free_demos.html

More Typing Games:
www.learninggamesforkids.com/keyboarding_games.html

Typing Lessons, Speed Test, & More:
www.goodtyping.com
(registration is encouraged but not necessary to use this website; click "Try it without registering" to proceed.)

Printing Documents

Before printing, check each page thoroughly for errors and be sure the pages appear how you want them to print. If the document looks correct, click the **File** tab button. Click "**Print**." A preview will be shown to the right. If corrections need to be made, click any other tab to return to the document for editing. If you are ready to print, click the "Print" button.

Printing Options
To the left of the preview are printing options. "**Copies**" will allow you to input how many copies you want to make of your printout. Under "**Pages**," you print specific pages by listing the page numbers you'd like to print. The "**Orientation**" option allows you to set your document to print "portrait" style (vertically) and "landscape" style (horizontally). You can also select to print "One page per sheet" (this is standard) or "Multiple pages per sheet."

Saving Documents

Saving to Your Computer
Click the File tab, then click **Save**. Name the document, select a file type (if desired), then choose where you want the file saved.

Saving to a Disk or Jump/Flash Drive
Click the file tab and click **Save As**. Name the document, select a file type (if desired) and choose where you want the file saved. For floppy disks, you will normally use the A drive. Flash drives usually appear as a "Removable Disk" & you will have to select the appropriate drive (E, F, G, etc.) for your flash drive.

NOTE: *If you are working on a document that has already been saved, you will not be given the option to name the document or choose the file type*.