

Microsoft Word 2010

SIG Class #1, December 5th, 2011

Formatting the Base Document

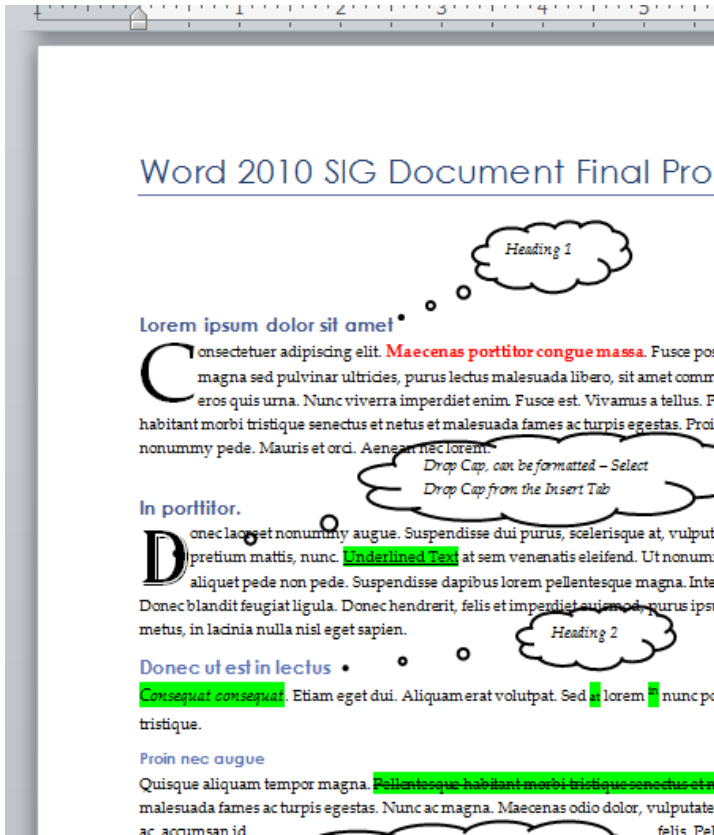
Editing Functions

- Word 2010 Views
- Backstage
- New Document – Templates
- Navigation Pane
- Setting TABs - Ruler
- Formatting
 - Themes
 - Styles
 - Drop Caps
 - Fonts, Size, Color, Indent, Bullets
- Building Blocks – Quick Parts
- Text Boxes – Linking

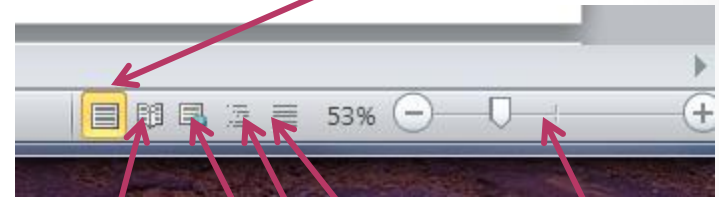
References

- Word 2007 guide: Word 2003 to Word 2007 interactive command reference guide
- <http://www.microsoft.com/download/en/search.aspx?q=interactive+-+word+2003>
- Free Guide from Microsoft
- <http://office.microsoft.com/en-us/training-FX101782702.aspx>
- GFC Learning Free.org (Goodwill Community Foundation International)
- <http://www.gcflearnfree.org/office>

Word 2010 Views



Print Layout – Click View Tab and select “Print Layout” or Click the Icon at the Bottom of the page



Full Screen Reading

Web Layout

Outline

Draft

Zoom In/Out

Print Layout – Exactly what will be printed

Word 2010 Views (cont'd)

Full Screen View – Show one or two pages in a more pleasing view.

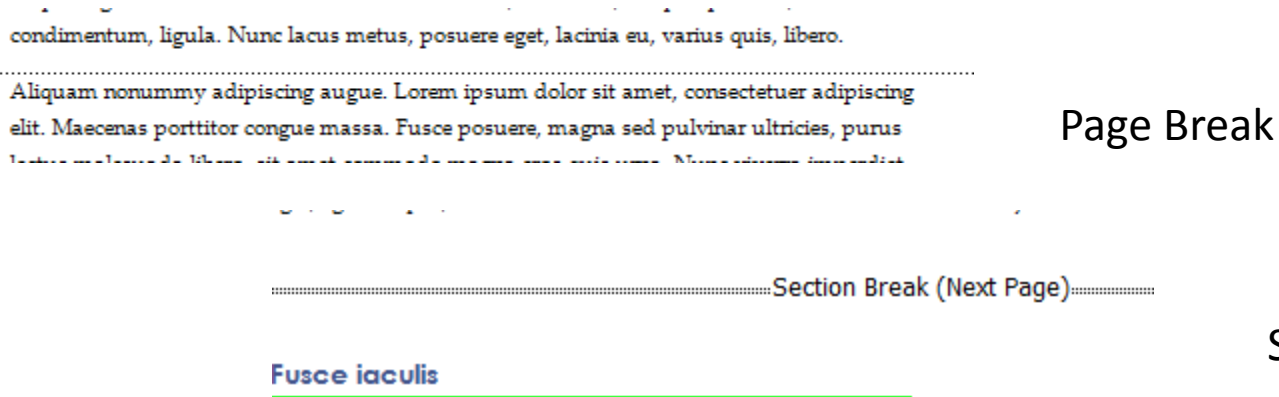
Most controls are hidden – Zoom setting must be done before

Web Layout – The way the document will appear if display on a Web page

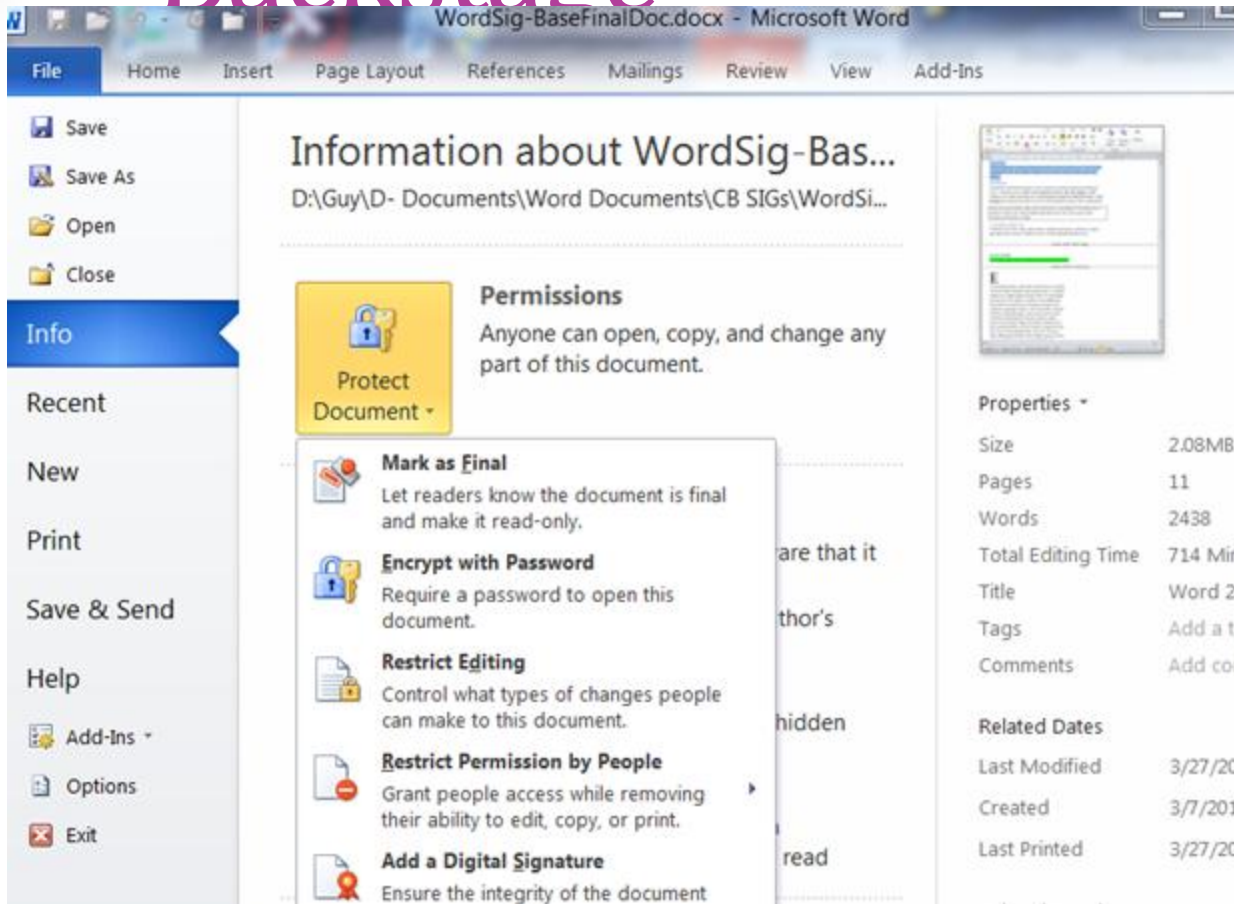
Outline – Use the outline level to display the document.

Useful to reorganize a document

Draft – Plain text view. Show Page/Section break but not Header/Footer, Pictures. Easier to enter text before formatting



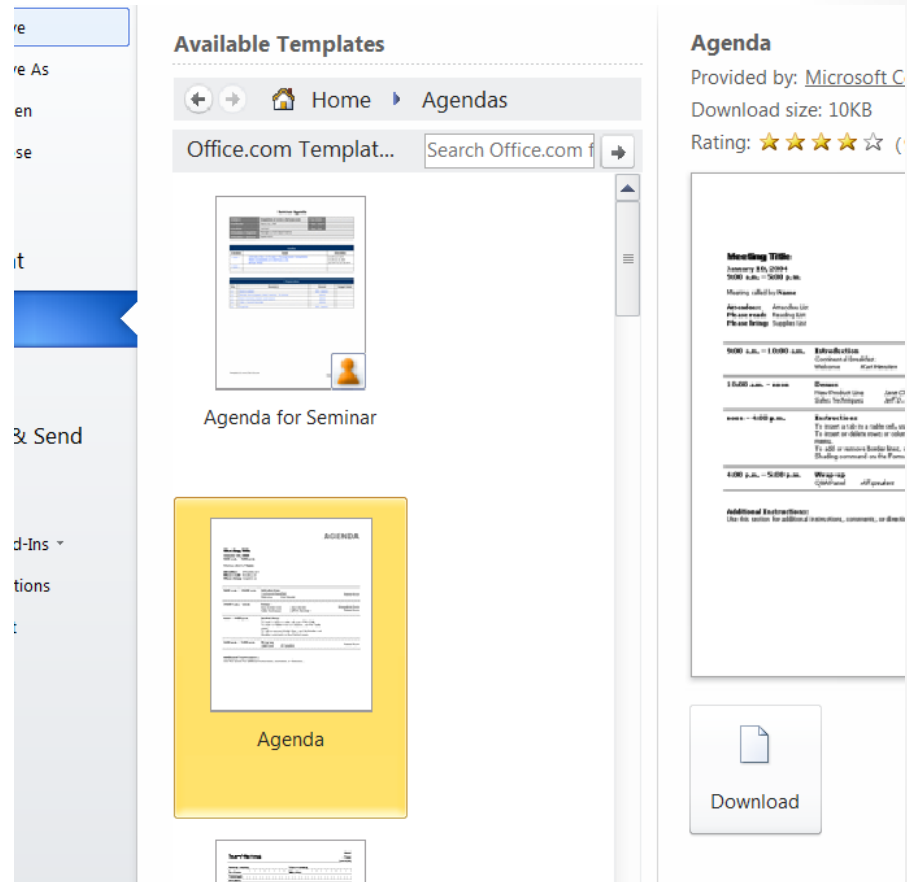
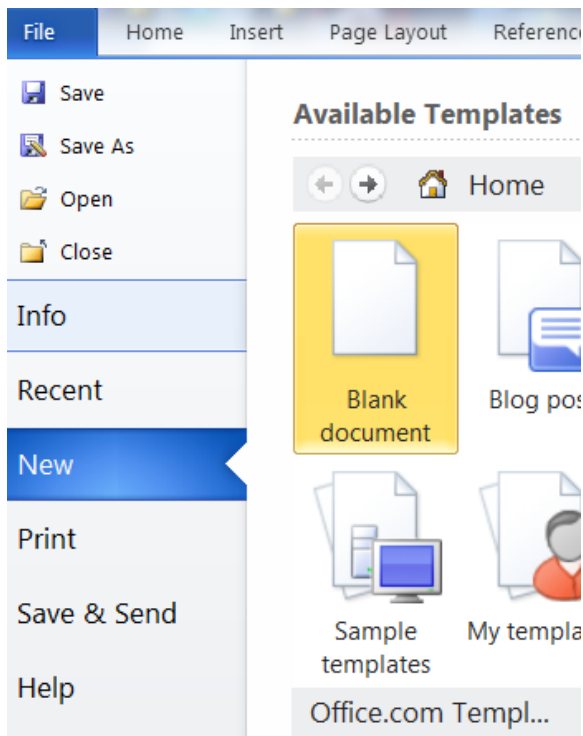
Backstage



Backstage is accessed through the File TAB. The Tab replaces the Office Button. Backstage contains tools to Open, Save, Print, etc. There is a section for Info, and Recent Files. This is also there that you can Open the Word Options. Print preview is now under the Print section.

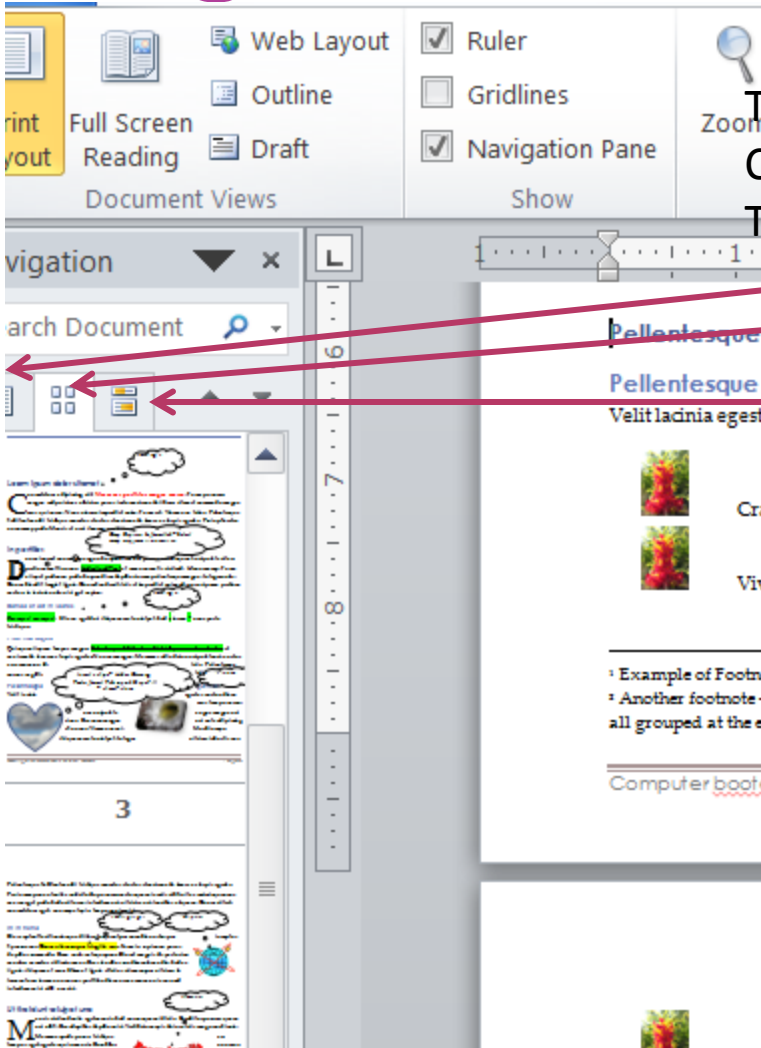
New Document -Template

To create a new document – Click “New” from the File TAB. Select “Blank Document” Or chose a template. Click “Create”



Templates from Microsoft Office

Navigation Pane



To view the navigation pane: Click View TAB
Check "Navigation Pane"

There are several views

Browse by Headings

Browse by Pages

Browse by Search results

TAB Setting - Ruler

To Set Tabs you need to see the Ruler –Click the Ruler icon at the top of the right scroll bar

To see the Vertical ruler – Open Options under The File Tab. In the Display section check Show Vertical Ruler (Will show only left of the page Where the Cursor is.

First set the type of Tab






Then click the Ruler where you need a tab.

While you hold the pointer on the Tab you Can see a vertical dotted line indicating the Position

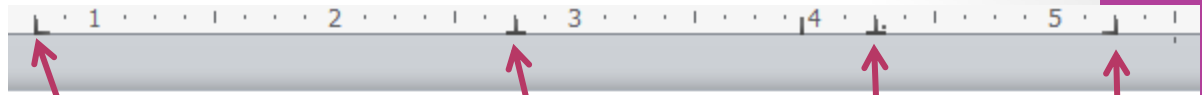
To remove a Tab, click on the Tab icon and drag It outside the ruler

You can also use the Paragraph Dialog Box under the Page Layout Tab.

Tab stops on the ruler

-  A **Left Tab** stop sets the start position of text that will then run to the right as you type.
-  A **Center Tab** stop sets the position of the middle of the text. The text centers on this position as you type.
-  A **Right Tab** stop sets the right end of the text. As you type, the text moves to the left.
-  A **Decimal Tab** stop aligns numbers around a decimal point. Independent of the number of digits, the decimal point will be in the same position. (You can align numbers around a decimal character only; you cannot use the decimal tab to align numbers around a different character, such as a hyphen or an ampersand symbol.)
-  A **Bar Tab** stop doesn't position text. It inserts a vertical bar at the tab position.

TAB Setting, cont'd



Left Tab aligned. On the Insert tab, the galleries include items

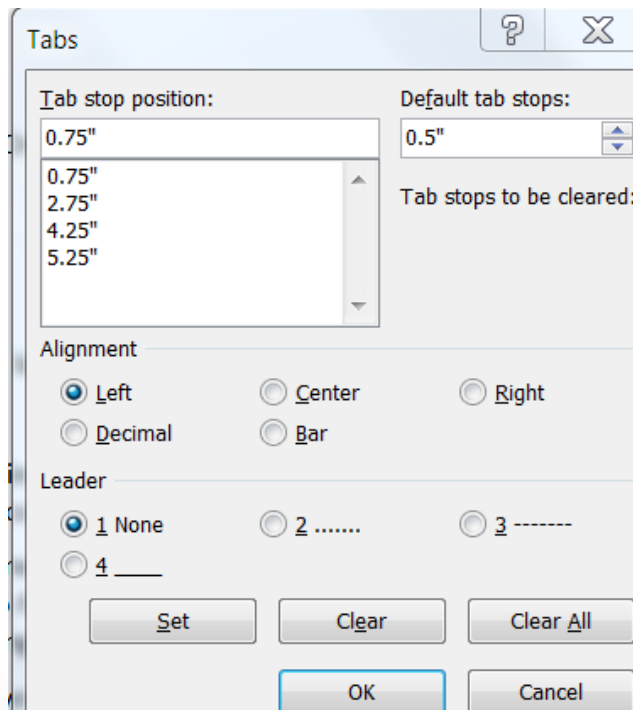
Center aligned that are designed

\$24.65 **Decimal Tab align**

\$69.43

← Tab bar

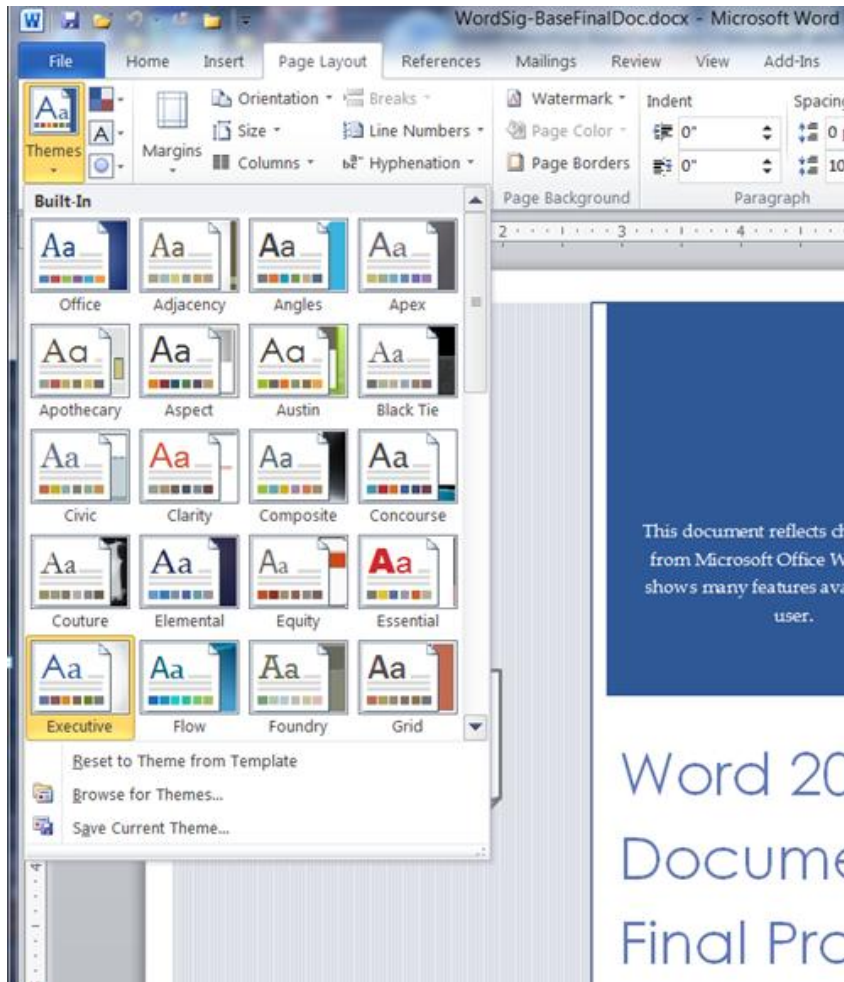
Right Tab aligned



with the overall look of your document.

To setup options, double
Click on the TAB. The
Option windows opens
Leading Characters can set
Or not for each Tab

Themes



From the Page Layout Tab, click the Arrow under Theme. The gallery of Themes opens. As you hover the mouse pointer over a Theme, you see instantly the effect. When satisfied, click on the Theme icon.

Color, Font, effect are set. Each one may be modified if desired (Icons on the right of the Theme Icon).

Formatting With Styles

Quick Style

Select the text to be formatted

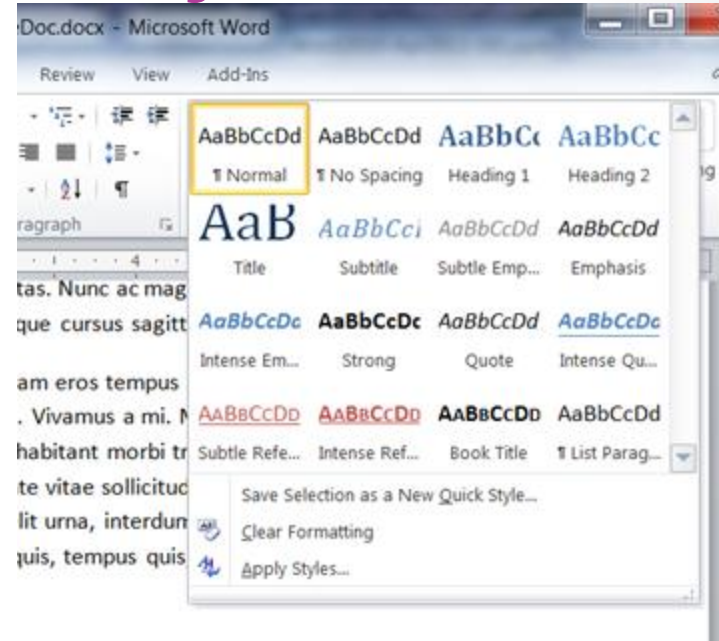
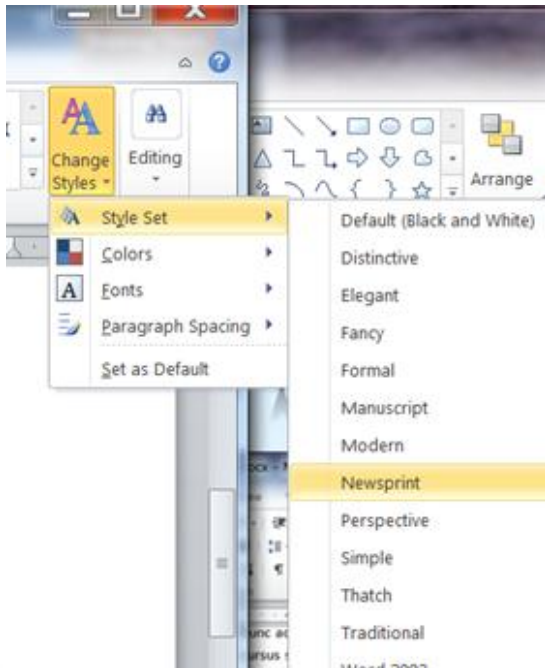
Open the Style gallery to select a style

For the selected text (paragraph styles

Have the paragraph sign in front of the name

Other styles are available (title, sub title,

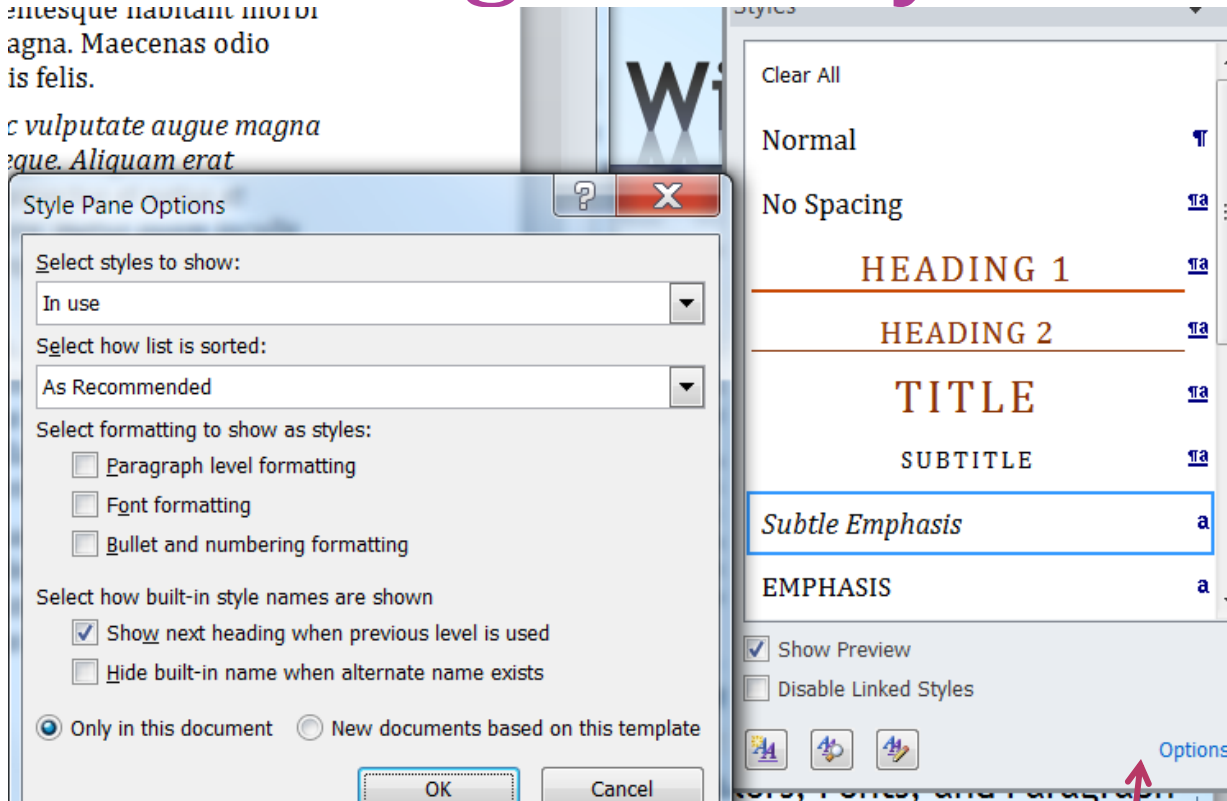
Quote, etc.)



Style gallery of additional styles are under Change style and style set.

Individual setting for Colors, Fonts, and Paragraph Spacing are available.

Formatting with Style –cont'd



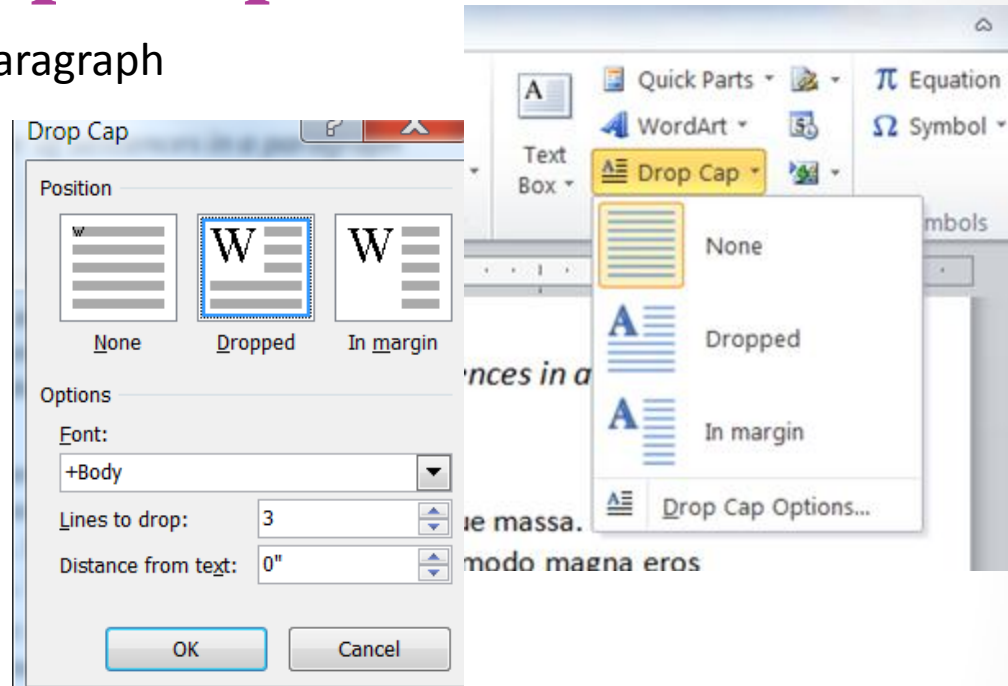
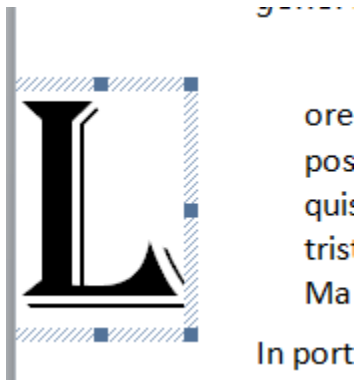
Clicking the square below the Style change opens the details of the current Style. The options menu can be accessed from there too.

Inserting Drop Cap

Select the first character of a paragraph

Click Drop Cap to select.

Click Drop Cap Options to Format the character



Example: Drop Cap in margin, Algerian font, 5 line Drop, .5 from Text

Text Formatting

Font

Select Text, From Home Tab click down arrow Of the font name window. The effect is shown as You hover the mouse pointer over a name

Size

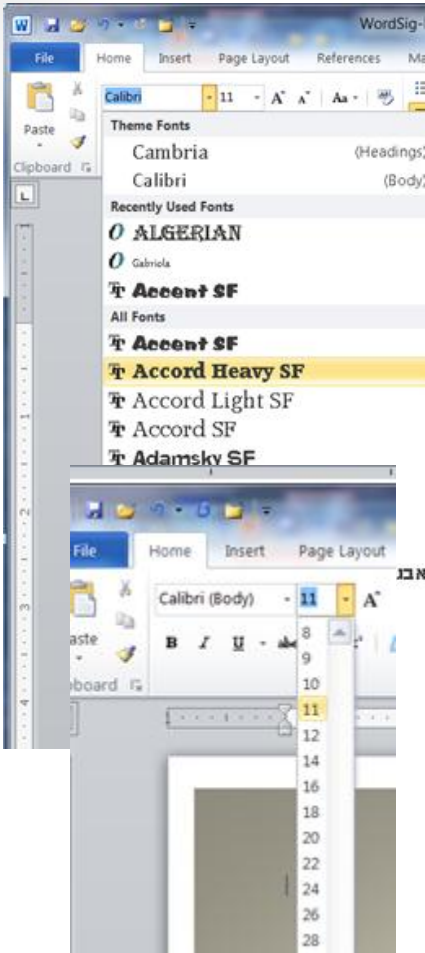
Same as above, but click down arrow of the font size Font can be increase or decrease by clicking The large or small A next to the font number Other Icons allow to Bold, Italic, Underline, Strikethrough, Sub/Super Script, Change Case/Color, Effect, Highlight or Clear

Paragraph

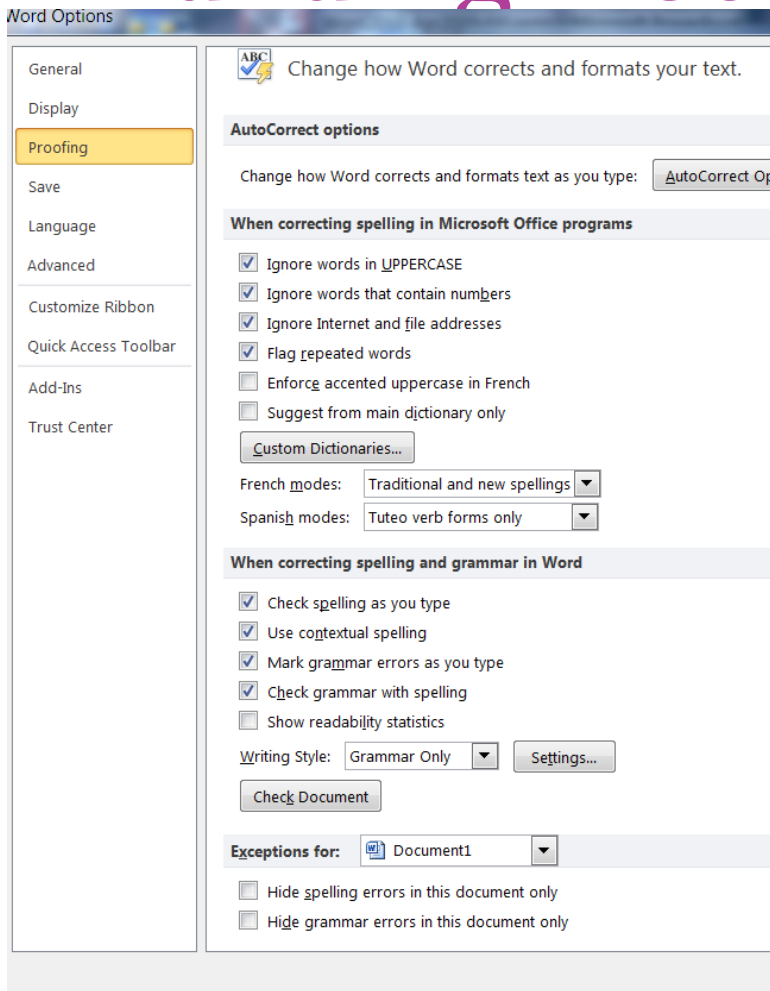
Paragraph text can be aligned left, right, center, or justified Indent can be increased/decreased. Line spacing may be changed The ¶ sign shows/hides paragraph mark/format symbols Background shading and border maybe added. There is also a Sort option (numeric or alphanumeric)

Bullet

Selected text maybe arranged in bullet type, numbered list or Multilevel list



Building Blocks/Quick Parts



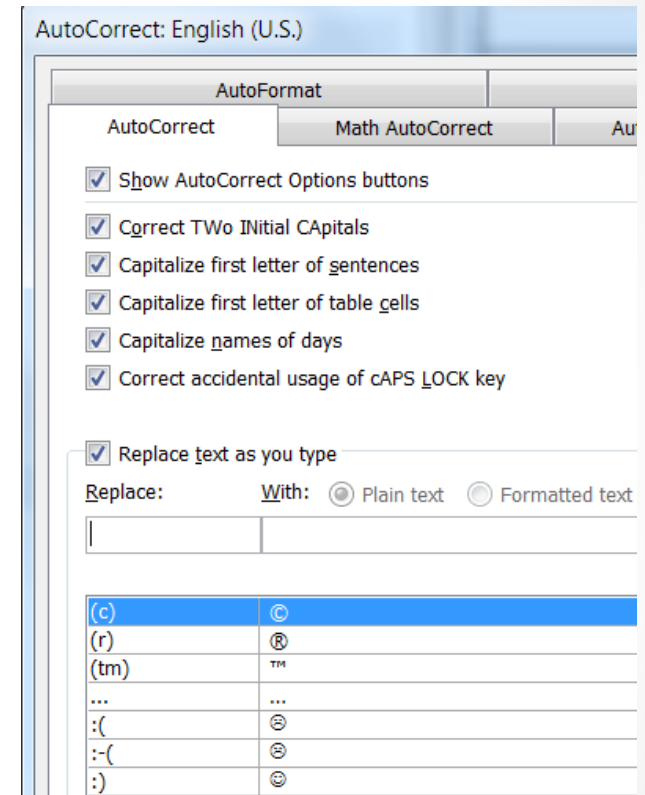
Quick Parts are building Blocks that are preformatted elements or User generated elements

Auto Correct: Text automatically replaced for common mistakes

AutoCorrect Options

To see Word Proofing Option, click the Backstage Tab (File), click Proofing. To see the Auto Correct, click AutoCorrect Options
If you misspell a word often, you can type it in the Replace space and type the correct spelling in the With space. It will be added to the list of AutoCorrect

AutoCorrect can also be used to insert text. For example, to insert “Computer Booters of Sun Lakes” I created an AutoCorrect entry for Computer Booters of Sun Lakes to be replaced by the Club Name. Every time I type “ cbsl “ the club name replaces that name



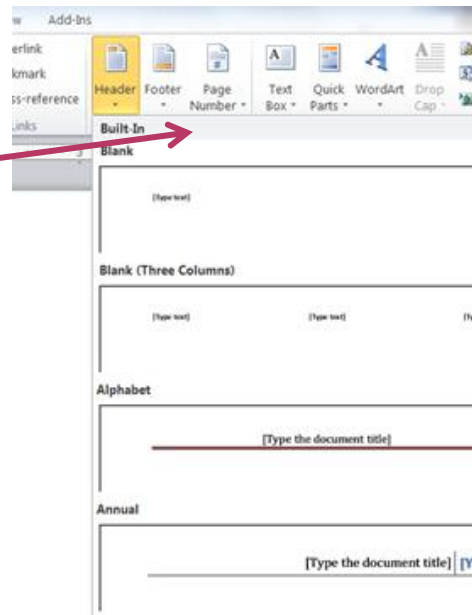
Building Blocks – Built-In

Cover Page

In the Insert TAB, Pages group, click Cover Page to see the Gallery. Select the desired cover page

Header/Footer

In the Inset TAB, Header/Footer Group, click Header or Footer To see the gallery



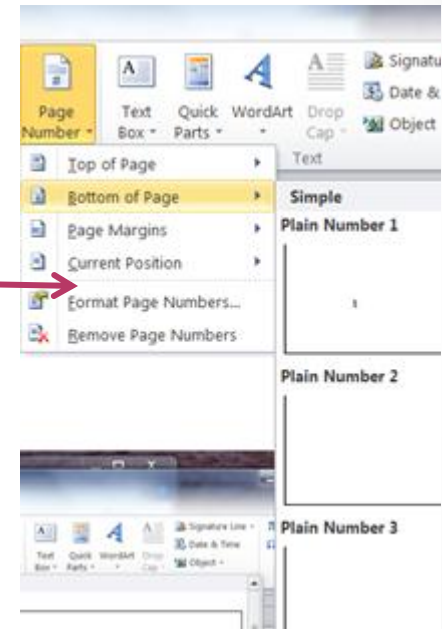
Building Blocks–Built-In cont'd

Page Number

To insert just a Header or Footer with only page number, click the Page Number icon in the Header and Footer group. Select the position and format

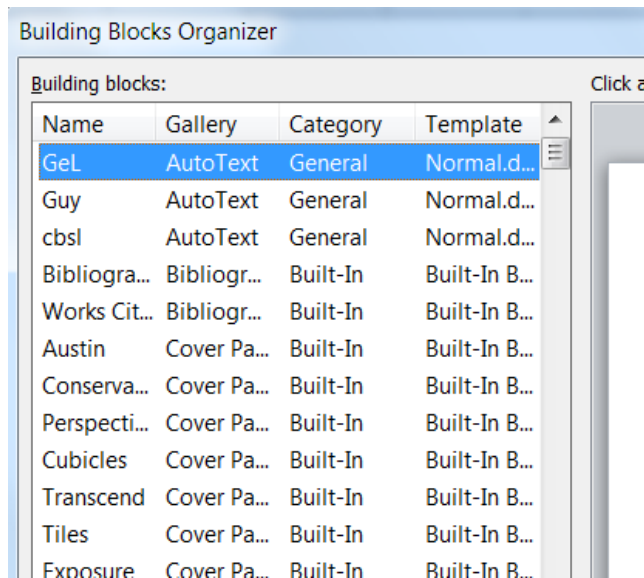
Text Box

In the Insert TAB, Text group, click Text Box. The cursor blinks inside a dotted line box. You may start typing and the box will expand as needed. You can resize the box later

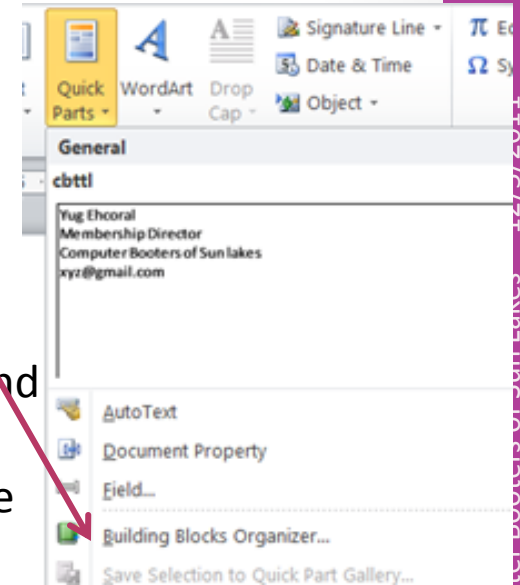


Quick Parts

To see all Building Blocks, in the Insert TAB, Text group
Click Quick Parts Icon



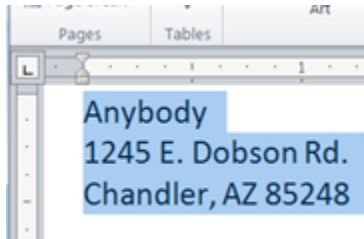
Click Building Block Organizer to see the Complete list (standard and custom generated)
Click on a name to see the preview



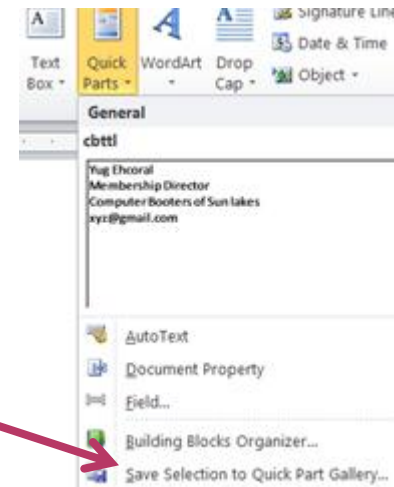
Creating a Quick Part

Type the text you want to be a Quick Part – it can be a single word, a paragraph, A Logo/Picture, an Address, etc.

Select the typed text formatted exactly as you want to see it. In the Insert TAB, Text Group expand Quick Parts and click to “save the selection”



Give it Name you will remember
Click OK

A screenshot of the 'Create New Building Block' dialog box in Microsoft Word. The 'Name' field contains 'Anybody', 'Gallery' is set to 'Quick Parts', and 'Category' is 'General'. The 'Description' field is empty. The 'Save in' field shows 'Building Blocks.dotx' and the 'Options' field is set to 'Insert content only'.

Using Custom Quick Part

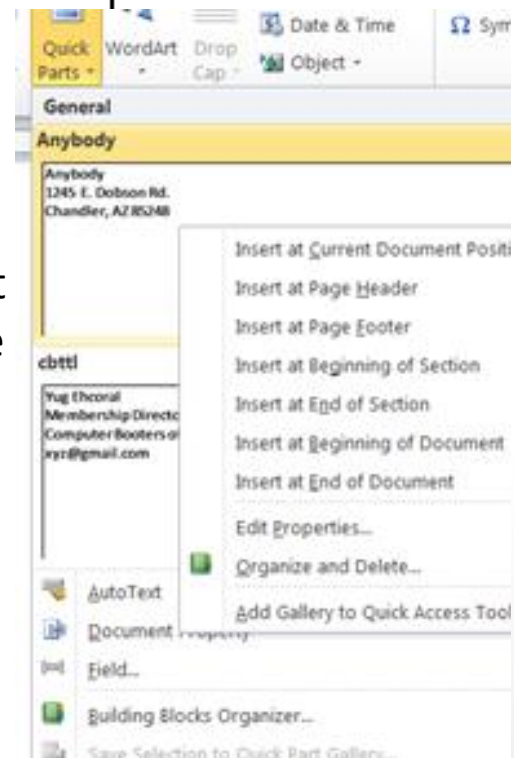
In your document type the saved Name of the custom created Quick Part
Press Function Key 3 (F3) and the saved text/logo/picture/etc. is
Inserted at the cursor position

anybody|

Type name Press F3 Text inserted

Anybody
1245 E. Dobson Rd.
Chandler, AZ 85248

Quick Part can be inserted in other part of the Document. Open the Quick Part gallery and right click the Thumbnail. Select the position from the list



Text Boxes - Linking

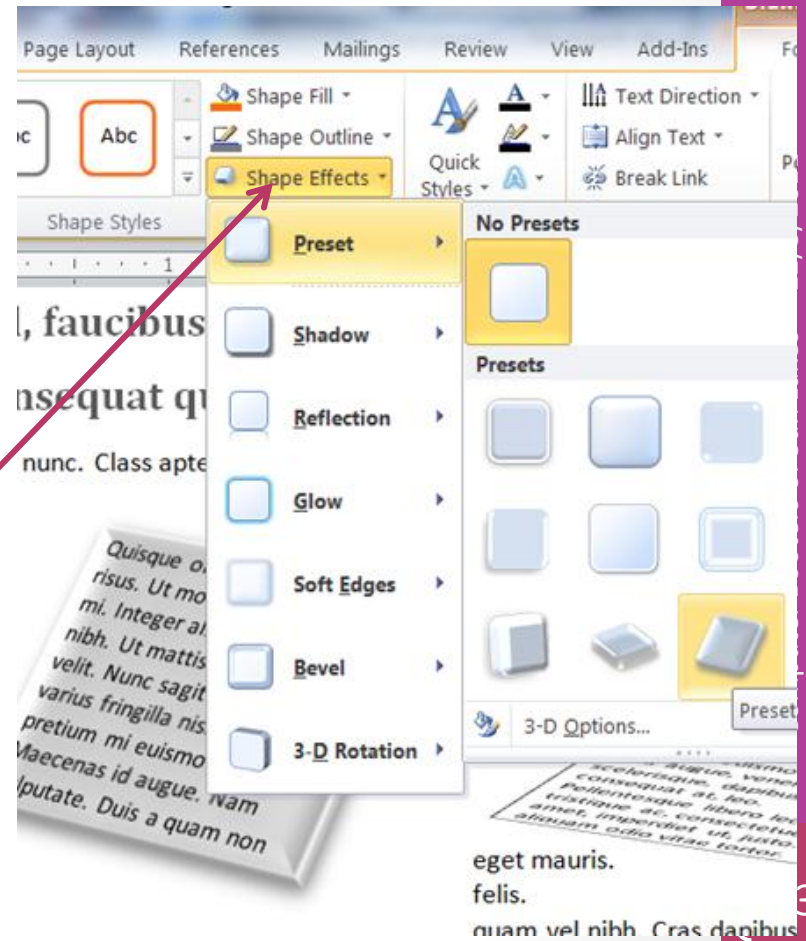
Insert Tab, Text Box (create two). Start typing text in first box.

With cursor in the first box, under Drawing tab, click link. The cursor become a Pitcher. Move it to second box (Must be empty) and click. The two boxes are now linked.

Text typed in the first will overflow to the second one

By default the text box is rectangular. This can be changed

Select the text box, in the format tab, select options from Shape Effects



eget mauris.
felis.
quam vel nibh. Cras dapibus