Word 2010 Introduction

Creating a New Document

A blank, new document displays when Word is launched. If Word is already open:

1. Choose FILE, then NEW.
2. [Click] BLANK DOCUMENT.
   Or to use a template:
   - From office.com: [Click] a category under OFFICE.COM TEMPLATES or to search, type keywords (e.g. business, plan) in SEARCH OFFICE.COM FOR TEMPLATES, and press <Enter>.
   - Select one of the RECENT TEMPLATES or SAMPLE TEMPLATES.
   - For custom templates, [Click] MY TEMPLATES.
3. [Click] CREATE or DOWNLOAD.

To quickly create a blank document press <Ctrl-N>.

Opening an Existing Document

1. Choose FILE, then OPEN, or press <Ctrl-O>.
2. Select the document, and [Click] OPEN.
   To change the location, [Click] the folder names displayed at the top of the dialog box, shortcuts on the left, or [Double-Click] folders in the middle).

Recently opened documents/places:

- To open recently used documents or places (folders and websites), choose FILE, RECENT.
- To keep a document or place on the RECENT list, [Click] .
- To remove a document or place, [Click] .

Working with Previous File Versions

Files created in (then) versions 97-2003 open in compatibility mode with [COMPATIBILITY MODE] in the title bar.

- Features are disabled or changed to keep the file usable with Word 97-2003.
- To save a file for use with 97-2003 Word, choose FILE, SAVE & SEND, CHANGE FILE TYPE, WORD 97-2003 DOCUMENT, then [Click] SAVE AS. A warning will display if the file will behave differently with the older Word programs.
- To convert an older file to the 2007+ format, choose FILE, INFO then CONVERT.
- Office XP and 2003 can install a Microsoft Office Compatibility Pack from www.microsoft.com/downloads to read the new file format.

Saving the Document

1. Choose FILE, SAVE or [Click] , or press <Ctrl-S>.
2. If saving the document for the first time:
   a. Type the FILE NAME.
   b. Choose a location by [Clicking] the folder names displayed at the top of the dialog box, shortcuts on the left, or [Double-Click] folders in the middle. [Click] SAVE.

To save a copy of a document with a different name and/or location, choose FILE, SAVE AS. If a document exists with the same name/location, choose to REPLACE EXISTING FILE, change the name, or MERGE CHANGES INTO EXISTING FILE.

Setting up Page Layout

1. Choose PAGE LAYOUT.
2. Select preset MARGINS, ORIENTATION, [paper] SIZE, and COLUMNS in the PAGE SETUP group. Changes are applied to the entire document (or selected area for columns).

To make changes to just one part of the document:

1. Select the area to be changed.
2. [Click] in the PAGE SETUP group.
3. Make the changes on the MARGINS, PAPER, or LAYOUT tab.
4. Change the APPLY TO option to SELECTED TEXT. [Click] OK.

Inserting/Deleting Text

To insert text:

[Click] where the text is to be inserted, then type.

To delete characters:

1. Place the insertion point in front of, or after, the text to be deleted.
2. Press <Backspace> to delete characters to the left, or <Del> to delete characters to the right.

To delete a large amount of text:

1. [Drag] across the text to select it, or use one of the shortcuts listed under Text Selection Shortcuts.
2. Press <Backspace> or <Del>.

To replace text: Select the text, then type the new text.

Spacing between Paragraphs

By default, 10 points of space is applied after every paragraph. To start a new line without starting a new paragraph (create a line break), press <Shift-Enter>.

To turn off the default paragraph spacing:

1. Select the text.
2. Choose HOME, then AaBbCcDc in the STYLES group.

Undoing/Redoing Actions

[Click] , or press <Ctrl-Z>. Repeat to undo more steps. To undo several steps at once, [Click] the drop-down arrow of the Undo button and select steps.

To redo an action, [Click] or press <Ctrl-Y>. This reverses the last Undo command.

Repeating an Action

To repeat the last action,[Click] or press <Ctrl-Y>.

Moving or Copying Text: Cut, Copy, Paste

1. Select the text to move or copy.
2. To move, choose HOME, then Cut, or press <Ctrl-X>.
   Or to copy, choose HOME, then Copy, or press <Ctrl-C>.
3. [Click] to place the cursor at the new location.
4. [Click] , or press <Ctrl-V>.
   Or for options such as Keep Source Formatting, [Click] Paste and choose one of the PASTE OPTIONS.
   or after pasting, [Click] (Ctrl) to choose to preview.

Drag and Drop

1. Select the text to move or copy.
2. [Point] at the selected area (the mouse pointer changes into an arrow) and [Drag] the text to the new location. To copy, press <Ctrl> while Dragging.

Changing Text Font and Size

1. Select the text to change.
2. Choose HOME then select from the Font list, e.g. Times New Roman.
3. Choose from the Font Size list 12, or edit the number in the box and press <Enter>.

Enhancing Text: Bold, Italic, etc.

1. Select the text to change.
2. [Click] one or more of the Bold, Italic, or Underline buttons. For more underline options, [Click] the arrow of the Underline button. For more font options, [Click] in the FONT group.

To remove enhancements, select the text, and [Click] the same buttons.

Copying Formatting

1. Select the text that has formatting you wish to copy. To copy paragraph formatting, ensure you select the entire paragraph.
2. Choose HOME, Format Painter to apply the formats once. Or, to apply the format multiple times, [Double-Click] Format Painter.
3. Select the text to be formatted.
   (If applying multiple times, press <Esc> or [Click] the Format Painter button again when finished.)

Changing Paragraph Alignment

1. Select the paragraph(s) to change.
2. Choose HOME, then one of .

Formatting Text with the Mini Toolbar

Use the Mini toolbar for quick access to common formatting options.

1. Select the text to change with your mouse.
2. [Right-Click] or move the mouse up and to the right.

Using the Highlighter

Just like a hardcopy document, you can highlight key phrases with different colors.

1. Select the text.
2. Choose HOME, (the drop-down for colors.)

To highlight in multiple places throughout the document, [Double-Click] the button, or [Click] the button without any text selected.

When finished, press <Esc> or [Click] the button again.

To remove highlighting from text:

Select the text. [Click] the drop-down arrow of the Highlight button and select NO COLOR.

Text Selection Shortcuts

A word	[Double-Click] the word.
A sentence	<Ctrl>-[Click] in the sentence.
A line	[Click] in the left margin.
A paragraph	[Double-Click] in the left margin. Or, [Triple-Click] in the paragraph.
All text	[Triple-Click] or <Ctrl>-[Click] in the left margin. Or choose HOME, SELECT, then SELECT ALL. Or press <Ctrl-A>.
Multiple selections	Press <Ctrl> and select separate areas of text.

Movement Shortcuts

Use <Ctrl> key with any of these movement shortcuts selects from the current position to that location. E.g. <Shift-Ctrl-End> selects to the end of the document.

Beginning of document	Ctrl-Home
End of document	Ctrl-End
Beginning of current line	Home
End of current line	End
Beg. of next or prev. word	Ctrl-→ or ←
Beg. of next or prev. para.	Ctrl-↓ or ↑
One screenful down	Page Down
One screenful up	Page Up
Previous editing location	Shift-F5

Editing

Delete word to the left	Ctrl-Backspace
Delete word to the right	Ctrl-Delete

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