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.
3. 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 lists [Click] SAVE.
- To remove a document or place, [Click] CLEAR.

Working with Previous File Versions
Files created in Word 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 in Word 97-2003, 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).
3. To make changes to just one part of the document:
   a. Select the area to be changed.
   b. [Click] [□] in the PAGE SETUP group.
   c. Make the changes on the MARGINS, PAPER, or LAYOUT tab.
   d. 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:
- Place the insertion point in front of, or after, the text to be deleted.
- 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 in 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>.

Undoing/Redoing Actions
[Click] [□] or [Press] <Ctrl-Z>. Repeat 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 [Click] [□] Cut, or press <Ctrl-X>.
3. Or to copy, choose HOME, then [Click] [□] Copy, or press <Ctrl-C>.
4. [Click] to place the cursor at the new location.
5. [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-O]. Hover 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.
3. To copy, press <Ctrl> while [Dragging].

Changing Text Font and Size
1. Select the text to change.
2. [Click] HOME then select from the Font list, e.g. Times New Roman.
3. [Choose] from the Font Size list, 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 if applying 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 paragraph(s) to change.
2. [Right Click] or move the mouse up to 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, [□]. (Use 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 [Click] in the sentence.
A line [Click] in the left margin.
A paragraph [Double Click] in the left margin.
All text [Triple Click] or [Ctrl] in the paragraph.
Or choose HOME, SELECT, then SELECT ALL.
Or press <Ctrl-A>.

Multiple Press <Ctrl-S> and select selections separate areas of text

Movement Shortcuts
The <Shift> 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

Microsoft is a registered trademark of Microsoft Corporation in the United States and other countries.
© 2010 Beeziix Software Services, Inc. All rights reserved.
Draft, Print Layout, Reading Views

Choose VIEW, then select a view in the DOCUMENT VIEWS group:

- For DRAFT view, [Click] . Draft view shows all text formatting, but does not display margins, columns, or any graphics not in-line with text. Good for quick text editing.
- For PRINT LAYOUT view, [Click] . This view displays the document as it will print, including headers, footers, margins, columns, and all graphics.
- For FULL SCREEN READING, [Click] . This view is optimized for reading. The document format is changed temporarily for screen viewing. Unnecessary tools are removed, and a reading toolbar is added for highlighting text, commenting, translating, and researching (Dictionary and Thesaurus).

Going to a Specific Page

1. Choose HOME, the drop-down of or , then GO TO.
Or, [Click] the page number in the status bar at the bottom of the screen.
Or, Press <F5>.
2. Ensure PAGE is selected in the GO TO WHAT list, and type the page number in ENTER PAGE NUMBER.
3. [Click] GO TO or press <Enter>. The insertion point moves to the specified page. [Click] CLOSE.
To find a different object within the document, change the item in the GO TO WHAT list and the ENTER... field.

Searching Using the Navigation Pane

1. Choose HOME, the drop-down of or .
Or, type in the SEARCH DOCUMENT field.
Under, to find objects such as graphics or tables, [Click] the drop-down , then select.
3. To show matches in the Navigation Pane with a snippet of paragraph text, [Click] .
4. [Click] a result or heading. Or, to go to the previous/next result, [Click] .
5. To clear the results [Click] in the SEARCH DOCUMENT field, or press <Esc>.
To close the Navigation Pane, [Click] in the top right corner of the Navigation Pane.

Creating Headers or Footers

1. Choose INSERT, then HEADER or FOOTER .
2. Select one of the BUILT-IN headers or footers, or to start with a blank header or footer, [Click] EDIT HEADER (or FOOTER).
3. Fill in any fields the built-in header/footer created and type any additional text as desired.
4. To switch between the header and footer, choose HEADER & FOOTER TOOLS, DESIGN, then [Click] GO TO FOOTER or GO TO HEADER.
5. To insert a page number:
   a. [Click] PAGE NUMBER .
   b. Select a location. Or to put the number where the insertion point is, choose CURRENT POSITION.
   c. Select one of the preset options.
6. [Click] CLOSE HEADER AND FOOTER .

Editing Headers or Footers (Double Click) on the header or footer.
Or
1. Choose INSERT, then HEADER or FOOTER .
2. [Click] EDIT HEADER (or FOOTER).

No Header or Footer on the First Page
While editing the header or footer, check .

Inserting a Page Break
1. [Click] where the break is to be inserted.
2. Choose INSERT, then PAGE BREAK , or press <Ctrl-Enter>.

Checking Spelling and Grammar
Word checks for spelling or grammar as you type.
A red (spelling), blue (contextual spelling) or green (grammatical) wavy line displays under possible errors.
Correct the mistake, or [Right Click] the word with a wavy line .
If incorrect, choose from the list of suggestions, if available.
If correct, for spelling, choose Ignore or Ignore Once. Or to skip the word in this document choose Ignore All. Or to skip in all documents choose Add to Dictionary.
To correct the error automatically next time it is typed, choose AutoCorrect, then select the correct spelling.
For grammar, choose Ignore Once to skip the error.
To scan for unrecognized spelling or grammar:
Select the text to scan. Or to scan the entire document, do not select any text.
Choose REVIEW, then SPELLING & GRAMMAR or <F7>.
If the word is incorrect, choose from the list of SUGGESTIONS or edit the text in the top field, then [Click] CHANGE.

AutoCorrect
Word corrects some common mistakes while you type using AutoCorrect. AutoCorrect also replaces some text with common symbols e.g. c to C.
Any word changed by AutoCorrect will display an underline when the cursor is on top of it. Hovering over the underline will display the AutoCorrect Options button . [Click] for options.

Adding an AutoCorrect Entry
1. Select the correct text. (If Word indicates the text is misspelled, [Right Click] and choose Ignore).
2. Choose FILE, then OPTIONS .
3. Select PROOFING, then AUTO CORRECT OPTIONS.
4. Type the text to replace in the REPLACE box.
5. Choose Plain Text or Formatted Text to indicate whether to use the formatting of your selection.
6. [Click] ADD. [Click] OK.

Creating a Quick Part Building Block
Use Quick Parts to easily reuse text and graphics.
1. Select the text and/or graphic to use for the Quick Part.
2. Choose INSERT, then QUICK PARTS .
3. Choose SAVE SELECTION TO QUICK PART GALLERY.
4. Enter the description, then [Click] OK.

Inserting a Quick Part
Place the cursor where the Quick Part is to be inserted, and do one of the following:
- Choose INSERT, then QUICK PARTS , and select a Quick Part.
- [Right Click] a Quick Part for options to insert it in the header, footer, or other location.
- Type the name of the entry and press <F3>.

Sending Documents as an E-mail Attachment
1. Choose FILE, then SAVE & SEND, then [Click] SEND AS ATTACHMENT. Or, to send a PDF file attachment, [Click] SEND AS PDF. An email is created with your file attached.
2. Complete and send the e-mail as usual.

Saving as PDF
1. Choose FILE, then SAVE AS.
2. Change the SAVE AS TYPE to PDF (*.pdf) if necessary.
3. Choose STANDARD to maintain good print quality, or MINIMIZE SIZE if only viewing online.
4. Enter the filename and choose location. [Click] SAVE.

Printing an Envelope
1. Select the address for the envelope. If there is no address in the document, you can enter the address in step 3.
2. Choose MAILINGS, then ENVELOPES .
3. Enter the DELIVERY ADDRESS and RETURN ADDRESS if necessary. Specify To OMIT the return address, if desired.
4. [Click] OPTIONS to specify the size of the envelope, font, and printing options. [Click] OK.
5. [Click] PRINT to print the envelope now, or ADD TO DOCUMENT to print it later with the document.

Printing Labels
1. Select the address to be used in the label. If there is no address in the document, you can enter the address in step 3.
2. Choose MAILINGS, then LABELS .
3. Enter the ADDRESS if necessary, and specify whether to print a FULL PAGE OF THE SAME LABEL, or a SINGLE LABEL. For a single label, specify where on the page it will print using the top and bottom options.
4. If printing labels for the first time, [Click] OPTIONS to specify the label size. These settings will be retained next time labels are printed. If you cannot find the product number that matches your labels, [Click] DETAILS to enter measurements. [Click] OK.
5. [Click] PRINT to print now, or NEW DOCUMENT (full page only) to create a document of labels.

Previewing and Printing Documents
1. Choose FILE, PRINT or press <Ctrl-P>.
2. To view the other pages, [Click]  or [Click] on the document in the preview pane and press <Page Down> or <Page Up>.
3. To show multiple pages, [Click] , until the desired pages display.
4. To return to one page (at a time) in the preview, [Click] in the bottom right.
5. Specify the PRINTER, how many COPIES, and PAGES to print.
6. [Click] PRINT .

Or, to return to the document without printing, choose HOME or press <Esc>.

Is there something else you'd like to see here? Contact us with your suggestions, or inquire about our other cards:
Beezix Software Services, Inc.
(877) 272 5444
e-mail: info@beezix.com
online: www.beezix.com
© 2010 Beezix Software Services, Inc.
All rights reserved. Printed in the U.S.A.