

Word Processing Basics with Microsoft Word 2010

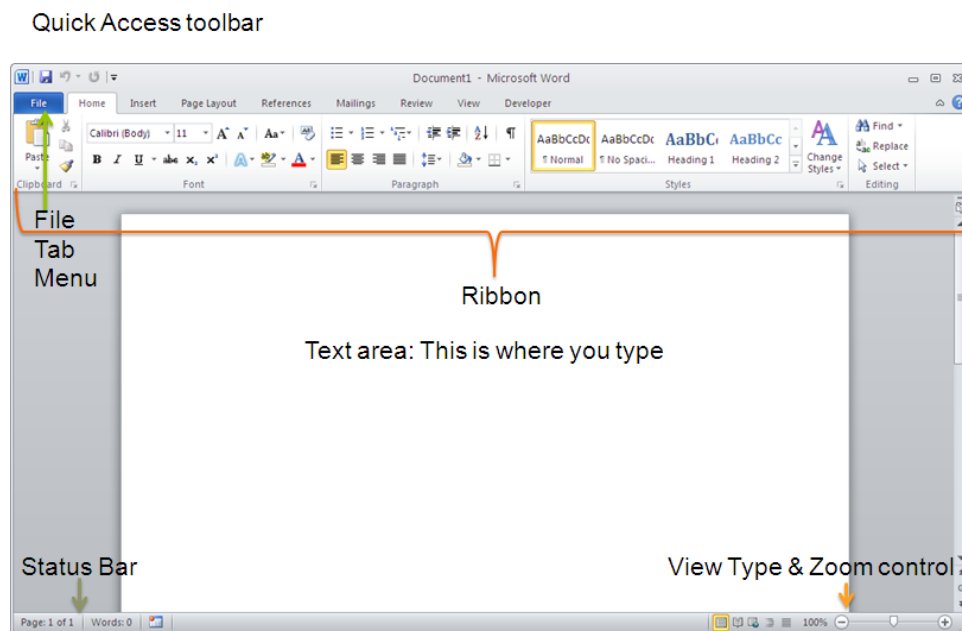
Description:

Need to write a letter or make résumé? You can use a word processing program to do that. They allow users to create many different types of documents with more flexibility than typewriters. You can edit text, format text, insert pictures, correct your spelling, and easily share a document. Microsoft Word is currently the most popular word processing program. This class is for beginning users and will provide the basics for using Microsoft Word 2010.

Overview

- 1. What is a Word Processor?**
 - a. A computer application used for the production (including composition, editing, formatting, and possibly printing) of any sort of printable material.
- 2. Types of Word Processors**
 - a. Microsoft Word
 - b. Open Office Writer
 - c. Google Docs
 - d. Corel WordPerfect
 - e. Apple Pages
- 3. Word 2010 Interface:** This is a new interface, vastly different from Word 2003 and Word 2007.

Word 2010 Interface

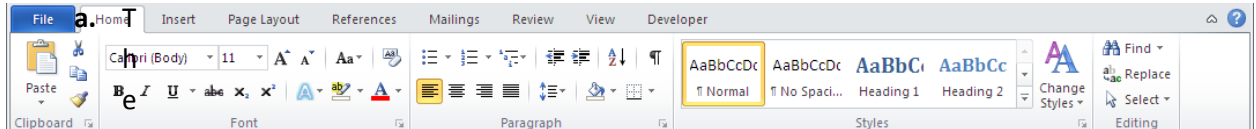


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4. Creating a Document

- a. When you open Word, it will take you to a blank document where you can start creating.
- b. However, if you'd like to use a template
 - i. Click the File Tab
 - ii. Click New
 - iii. Pick your template. Microsoft has many more available online

5. The Home Ribbon



Home Ribbon will be where you do most of your work. It is made up of 4 major parts: clipboard, font, paragraph, and styles.

b. Clipboard

Paste: to copy text from the clipboard to a document

Cut: To remove text from a document and hold it in the clipboard

Copy: To copy a piece of text to a temporary location

c. Font: The Font part of the Home Ribbon allows you to change what your text looks like.

(From Left to Right) →

B *I* U ~~Strikethrough~~ ^{Superscript} _{Subscript}

Text Effects (like adding a shadow) Highlight Text Color

Calibri (Body) 11 A⁺ A⁻ Aa

Font

(From Left to Right) ←

Font Face
Font Size
Grow
Shrink
Clear Formatting

d. Paragraph: The Paragraph section changes the formatting of the text. You can do things like create bulleted lists, change the alignment, and change the line spacing.

(From Left to Right) →

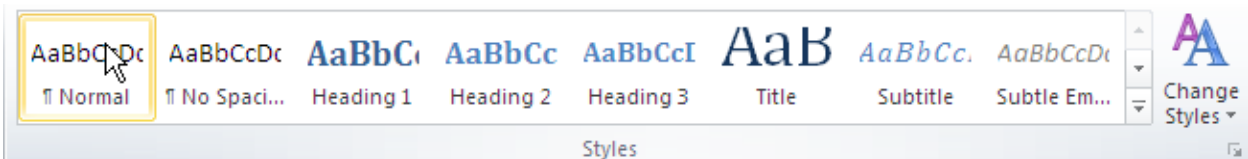
Left Align, Center Align, Right Align, Justified, Line Spacing, Shading, Borders

Bullets, Numbering, Outline Numbering, Decrease Indent, Increase Indent, Sort, Show/Hide Formatting

Paragraph

(From Left to Right) ←

e. Styles: allow you to change how text looks in one click. They are set up for text like headings, titles, quotes, subtitles, and many more.



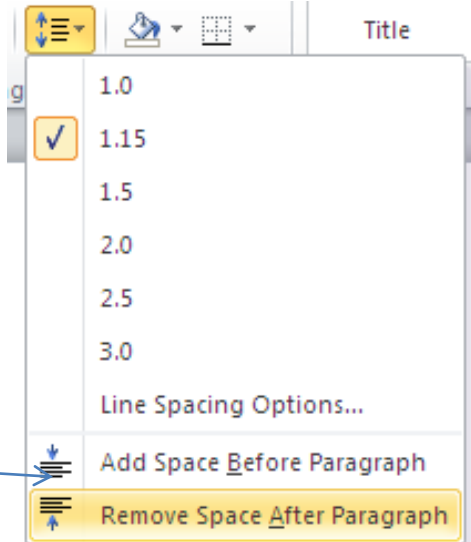
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6. How to change the font face

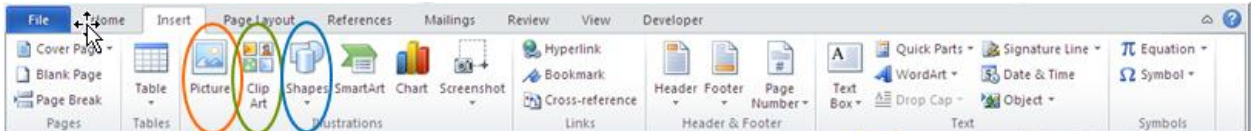
- Write a few sentences (anything you want).
- Highlight the text you want to change and click the down arrow in the font menu to the font you want.
- Leave the text highlighted and you can change other things like the size and color.

7. Fixing the line spacing issue

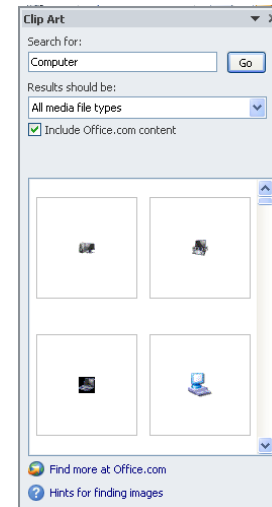
- If you want single spacing (and it's adding an extra line in) click Line and Paragraph Button.
- You want to remove space after paragraph.



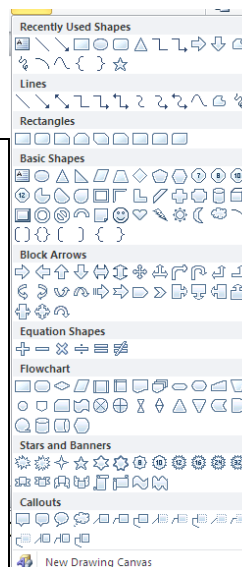
8. Inserting a picture, clipart, or shape



- Click on the Insert Ribbon
 - To insert a picture
 - Click on the picture button.
 - Navigate to the picture that you want.
 - To insert clipart
 - Click on the clipart button.
 - Search for the clipart that you would like in the clipart box.
 - To insert a shape
 - Click the shape menu.
 - Choose the shape you would like.
 - Draw it by clicking and dragging.



Clipart Menu



Shape Menu

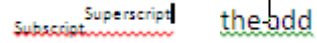
Note:
To move pictures or clipart, you need to click on them and drag.
To resize, click on the picture once and use the handles in the corner to change the size.
To delete, click once and then press the delete key.

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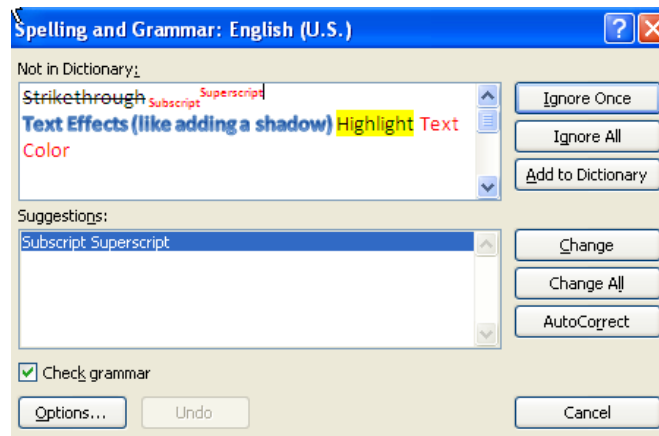
9. Spell Check

- a. To check your spelling
 - i. Click the Review tab.
 - ii. Then click spelling.
 - iii. The spell checker checks spelling and grammar.

Spelling mistakes are red, while grammar is green.

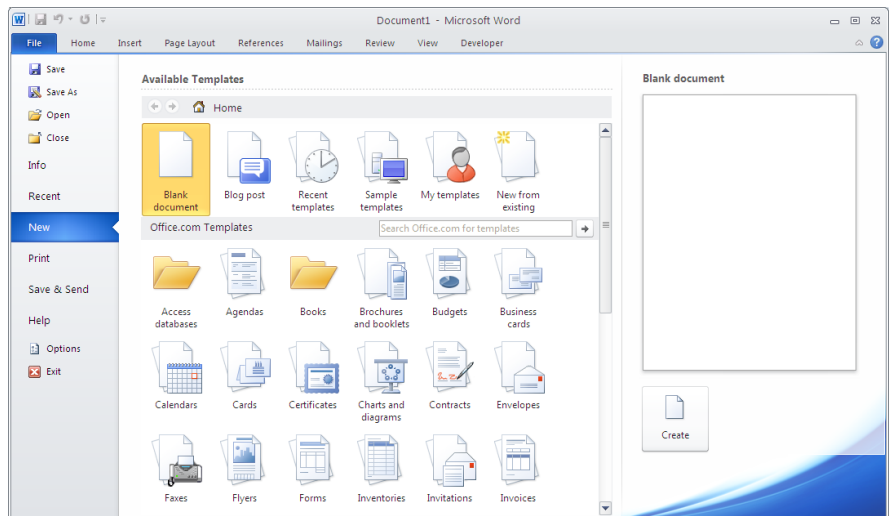


- iv. You can ignore the mistakes by clicking **ignore once**, **ignore all**, or the **add to dictionary**.
- v. You can change the spelling by clicking **change**, **change all**, or **auto correct**. Please note that change all will change all of instances of that misspelled word while autocorrect changes all misspelled words.



10. File Menu Tab

- a. You'll be given a choice of templates. Most often you'll choose "Blank Document". Microsoft provides many other templates on their website.
- b. Save and Save As: to save your document click save. To change the name or file type of a saved document, use **save as**.
- c. Open: Allows you to find documents to open and edit them
- d. New: Creates a new document



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11. Printing: The new Print Menu (found under the file tab) has replaced many of the things you are used to. Instead of a bunch of pop up boxes and a separate print preview, they are all integrated into one screen.

- a. **Print:** You must press the “Print” button to print the document.
- b. **Copies:** Change the number you want to print.
- c. **Printer:** Choose your printer and edit the printer settings
- d. **Settings** allows you to do things like print certain pages, print double sided, change the orientation of the page, the size of the paper, and the margins

