

Handling Document Files

Use Microsoft Office Word 2010, the gold standard of word processor applications, to create and edit documents, such as letters and reports. To keep copies of your work, you save the documents you create. If you need to make a change to a document you created earlier and then saved and closed, you open the document. You also open documents other people may give you if you want to read or edit those documents.

With Word 2010 open, when you open a document created in Word 97–2007, Word opens the document in Compatibility Mode, enabling only those features available in the version used to create the document. To incorporate features available in Word 2010, you can convert the document from a .doc to a .docx file (and I show you how).

This first chapter helps you familiarize yourself with the Word screen and get started working with documents. In this chapter, you

- ➡ Open, explore, and close the Word window.
- ➡ Enter text and move around a Word document.
- ➡ Save a document.
- ➡ Set options that specify the folder where you want to save your documents.
- ➡ Start a new document and open an existing document.
- ➡ Convert a Word 97–2007 document to Word 2010 format.

Chapter

1


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Open and Explore Word

- 1. Choose Start→All Programs→Microsoft Office→Microsoft Word 2010 to open a blank, new document in Word. Figure 1-1 and the table here help you identify the major parts of the Word window.

Location	Item
1	Quick Access Toolbar (QAT)
2	Title bar
3	Ribbon
4	Document area
5	Status bar

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The Ribbon appears between the default placement of the Quick Access Toolbar and the title bar and above the document area. Both the Ribbon and the Quick Access Toolbar appear at all times in Word.
- 2. Close any document by clicking the X in the upper-right corner of its screen. Close Word by clicking the File tab and then clicking Exit in Backstage view that appears.

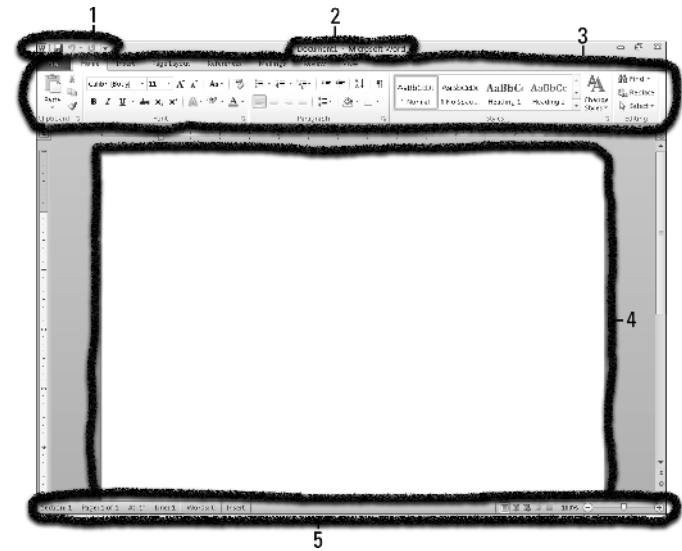



Figure 1-1



You can change the appearance of the Ribbon, the Quick Access Toolbar, and the Status bar; see Chapter 25 for details.

Enter Text in a Document

1. In an open Word document, click in the document area.
2. Type text. As you type, Word displays characters to the left of the *insertion point*, which is the vertical black bar shown in Figure 1-2.



You don't need to press Enter at the end of a line because Word automatically wraps text to the next line. Press Enter only to start a new paragraph.

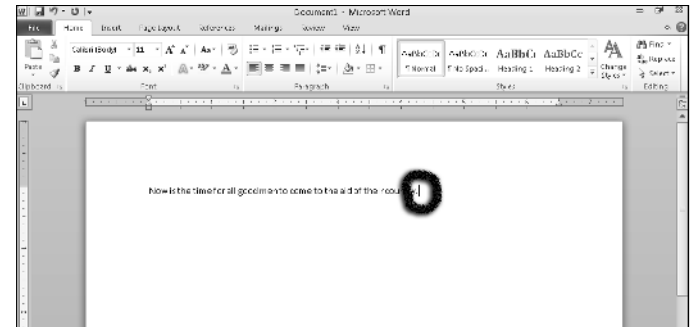


Figure 1-2

Move Around in the Document Area

The insertion point marks the location where text appears when you type. You can move to other locations in the document using any of the following keystrokes:

Press	To Move
Any arrow key	One character in the direction of the arrow key
Ctrl+↑ or Ctrl+↓	Up or down one paragraph
Page Up or Page Down	One screen up or down
Home or End	To the beginning or the end of the current line
Ctrl+Home or Ctrl+End	To the beginning or the end of the document

Save a Document

1. Click the File tab. From Backstage view that appears, choose Save As.
2. In the Save As dialog box that appears (see Figure 1-3), navigate to the folder where you want to save the document.
3. Type a name for the document in the File Name field. To down-save in Word 97–2003 format (.doc), choose that format from the Save As Type list.
4. Click Save, and Word saves the document. The name of the document appears in the title bar. To save subsequent changes to the document, you can click the Save button on the Quick Access Toolbar.



The Save button looks like an old-time computer floppy disk.

Set Options for Saving Documents

1. Click the File tab; from BackStage view that appears, choose Options.
2. In the Word Options dialog box that appears, click Save (left side of the dialog box) to display options you can apply to all documents you save (see Figure 1-4), including the folder where you save your documents and the format for all Word documents. You also can set *AutoRecover* preferences, which Word uses to help you recover unsaved work if Word closes prematurely.
3. Click OK to save your selections.

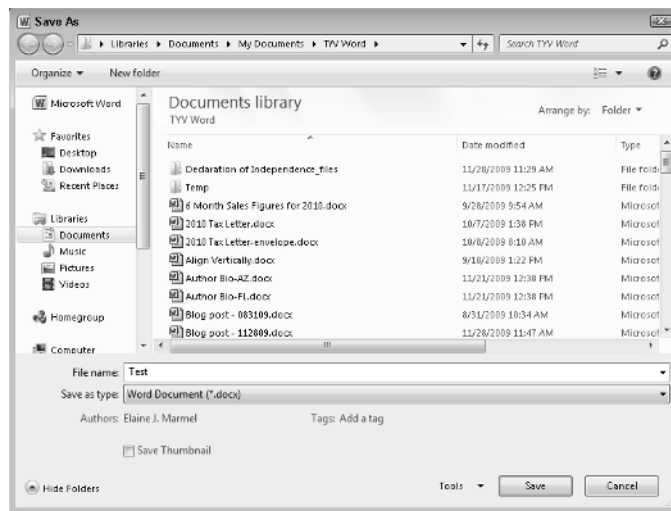


Figure 1-3

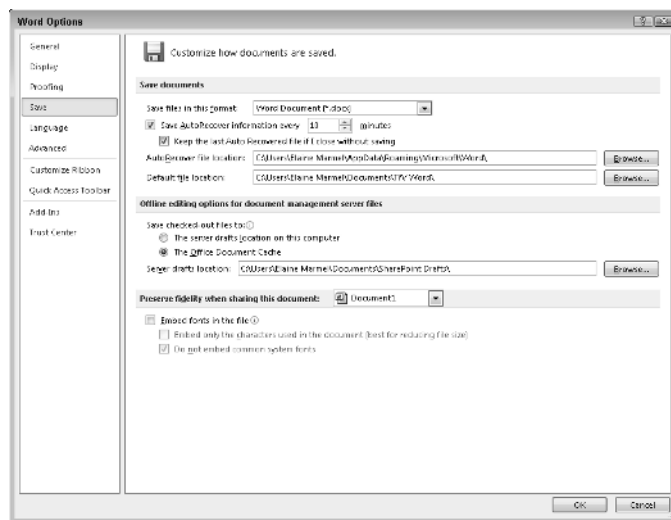


Figure 1-4

Start a New Document

1. Click the File tab; from Backstage view that appears, choose New (see Figure 1-5).
2. In the New dialog box that appears, click a template (from the Available Templates list on the left); the right side displays a preview of the template you select.
3. Click Create below the preview; a new document appears onscreen.



A template contains predefined settings and styles — such as how text and headings look — which helps you avoid re-creating them each time you need them. You can use a template you make or one you find at Office.com.

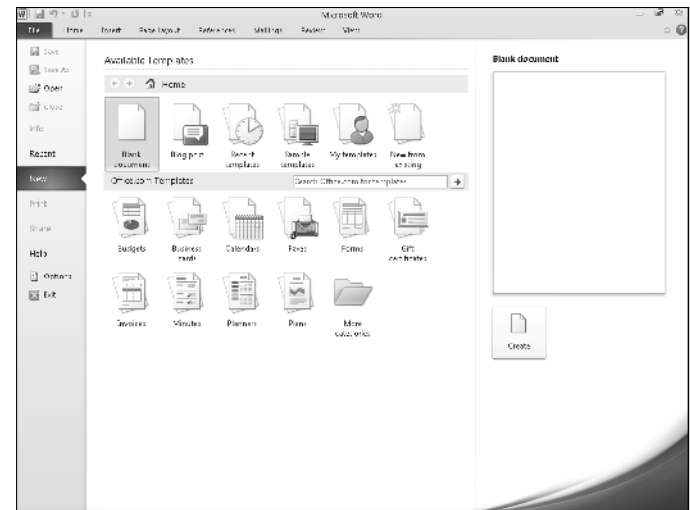


Figure 1-5

Open a Document

1. Click the File tab; from Backstage view that appears, choose Open. To view documents you opened recently, choose Recent from Backstage view.
2. In the Open dialog box that appears (see Figure 1-6), navigate to the folder containing the document you want to open and then click the document. You can choose a document created in a prior version of Word.
3. Click Open. The document you selected appears onscreen in Word, ready for you to edit.



When you finish working with a document, save it; then, click the X in the upper-right corner to remove it from the Word screen.

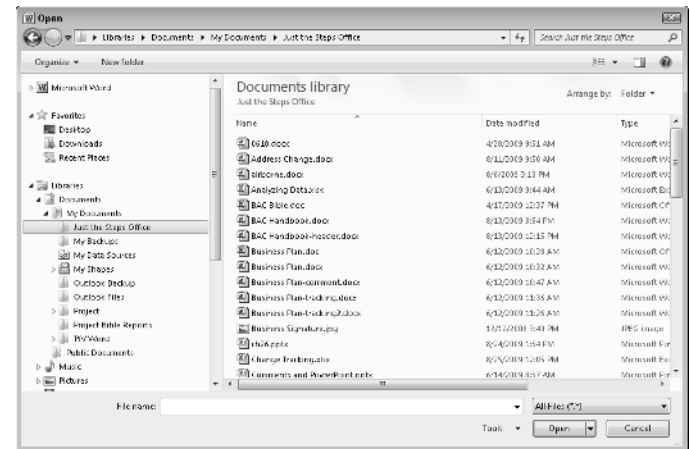


Figure 1-6

Convert a Prior Version Document to a Word 2010 Document

1. Using the steps in “Open a Document” earlier in this chapter, open a document created in an earlier version of Word; the title bar indicates that Word opened the document in Compatibility Mode (see Figure 1-7).
2. Click the File tab; in Backstage view, choose Convert. Word displays a message indicating you’re about to convert the current document to a Word 2010 document (see Figure 1-8).
3. Click OK. Compatibility Mode disappears from the Word title bar, but Word doesn’t save the document.
4. Click the Save button on the Quick Access Toolbar. By default, Word replaces the older version of the document, using the name assigned to the older version of the document. If the older version was a Word 97–2003 document, Word 2010 changes the extension from .doc to .docx.



Converting a document replaces the original unless you supply a new name. To supply a new name, click the File tab and choose Save As.

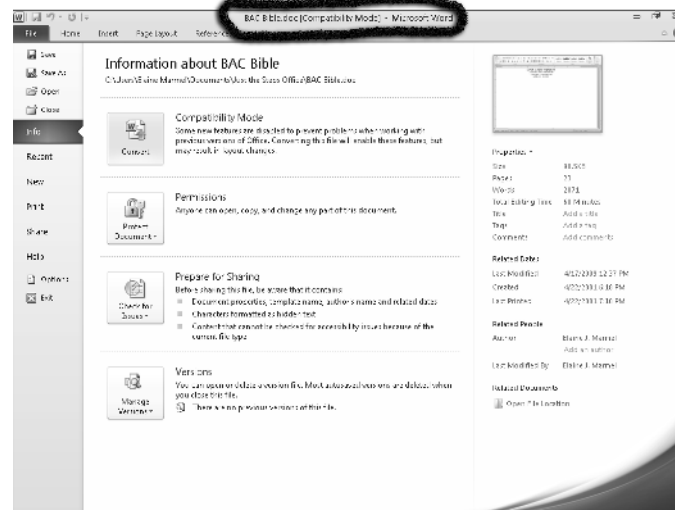


Figure 1-7

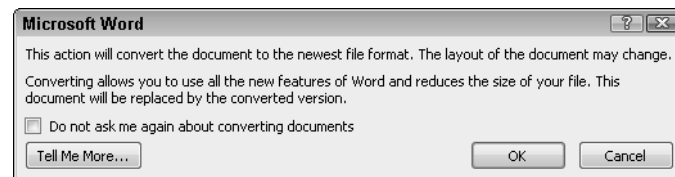


Figure 1-8