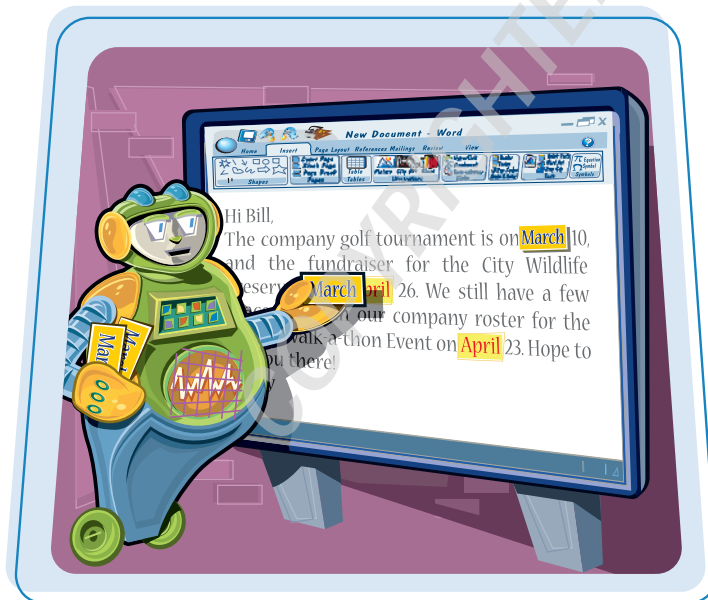


CHAPTER

1

Getting Familiar with Word



Are you ready to get started in Word? In this first chapter, you become familiar with the Word working environment and you learn basic ways to navigate and to enter text.

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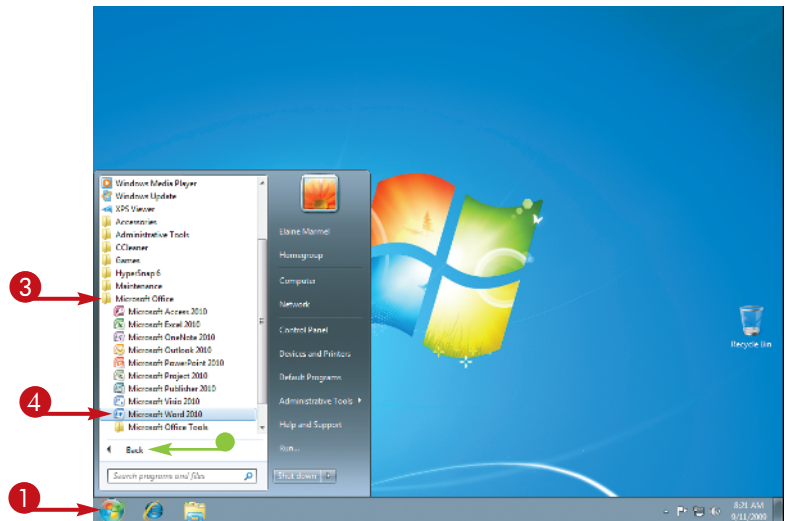
Open Word

You can open Microsoft Word a number of ways. This section demonstrates how to open Word from the All Programs menu. Once Word opens, a blank document, ready for you to type text, appears.

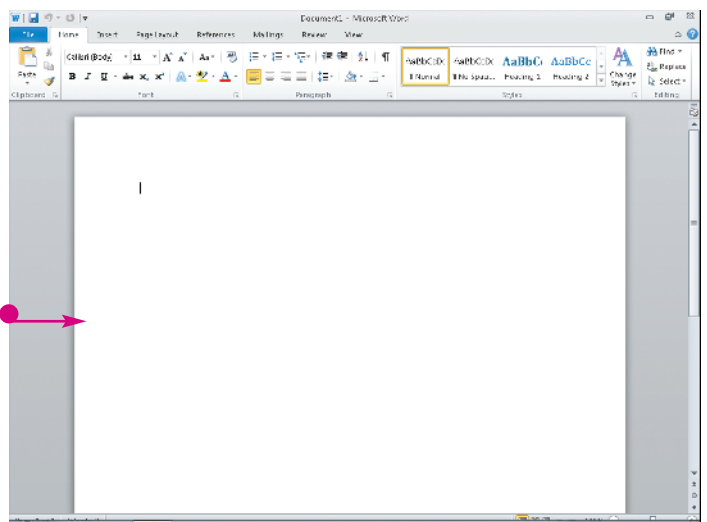


Open Word

- 1 Click **Start**.
- 2 Click **All Programs**.
- 3 All Programs changes to Back once you click it.
- 4 Click **Microsoft Office**.
- 5 Click **Microsoft Word 2010**.



- 6 A blank document appears in the Word window.



The Word window contains tools you can use to work quickly and efficiently while you create documents.

● Title Bar

Shows the program and document titles.

● Document Area

The area where you type. The flashing vertical bar, called the *insertion point*, represents the location where text will appear when you type.

● Scroll Bar

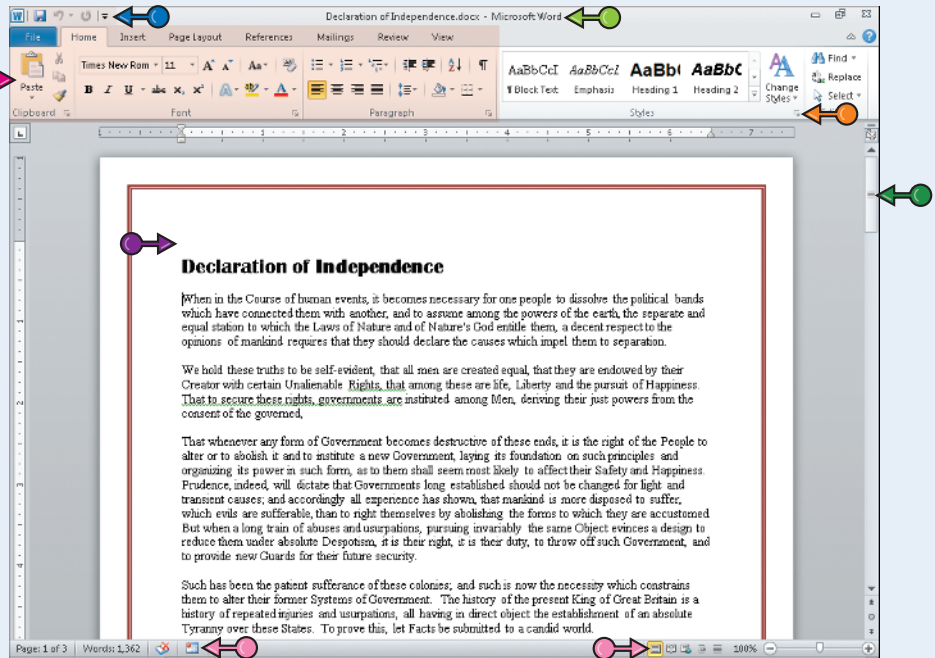
Enables you to reposition the document window vertically. Drag the scroll box within the scroll bar or click the scroll bar arrows (⏮ and ⏭).

● Dialog Box Launcher

Appears in the lower-right corner of many groups on the Ribbon. Clicking this button opens a dialog box or task pane that provides more options.

● Quick Access Toolbar (QAT)

Contains buttons that perform common actions: saving a document, undoing your last action, or repeating your last action. To customize the QAT, see Chapter 11.



● Status Bar

Displays document information as well as the insertion point location. From left to right, this bar contains the number of the page on which the insertion point currently appears, the total number of pages and words in the document, the proofing errors button (✎), the macro recording status button, the View buttons, and the Zoom Slider. To customize the Status Bar, see Chapter 11.

● Ribbon

Contains commands organized in three components: tabs, groups, and commands. **Tabs** represent common actions you take in Word. They appear across the top of the Ribbon and contain groups of related commands. **Groups** organize related commands with each group name appearing below the group on the Ribbon. **Commands** appear within each group. To customize the Ribbon, see Chapter 11.

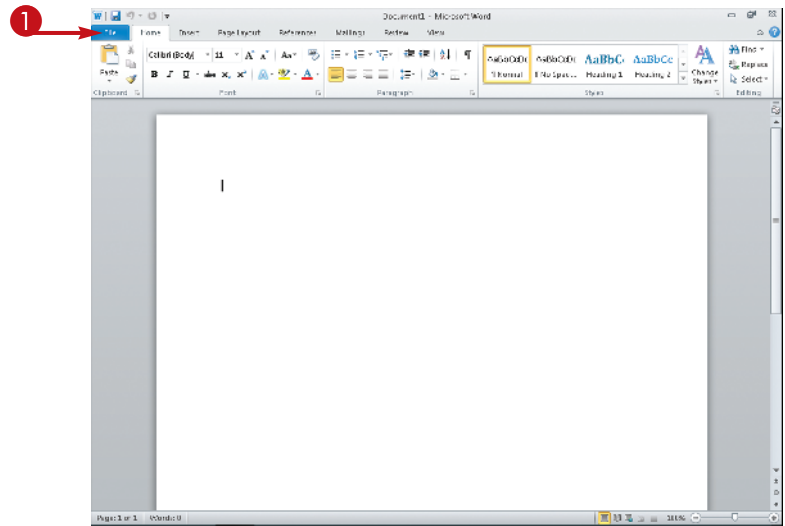
Work with Backstage View

Clicking the File tab opens Backstage view, which resembles a menu. In Backstage view, you find a list of actions — commands — you can use to manage files and program options. For example, from Backstage view you can open, save, print, remove sensitive information, and distribute documents as well as set Word program behavior options.



Work with Backstage View

1 Click the **File** tab.



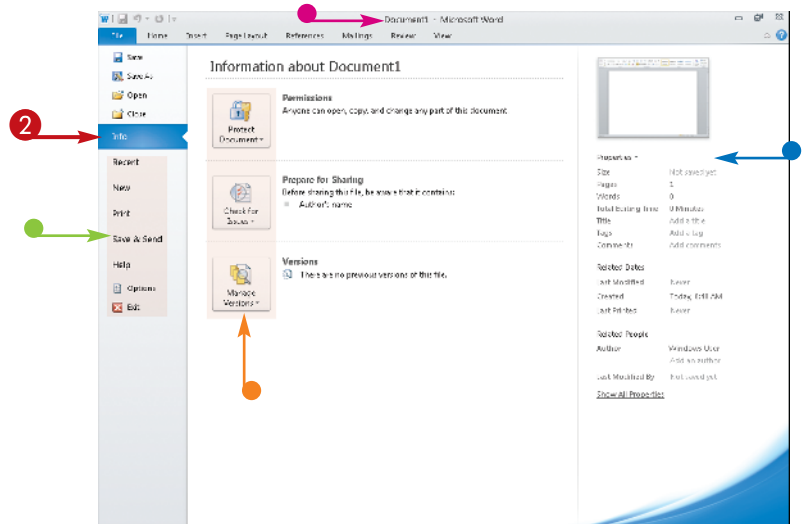
- In the Backstage view, commonly used file and program management commands appear here.

2 Click Info.

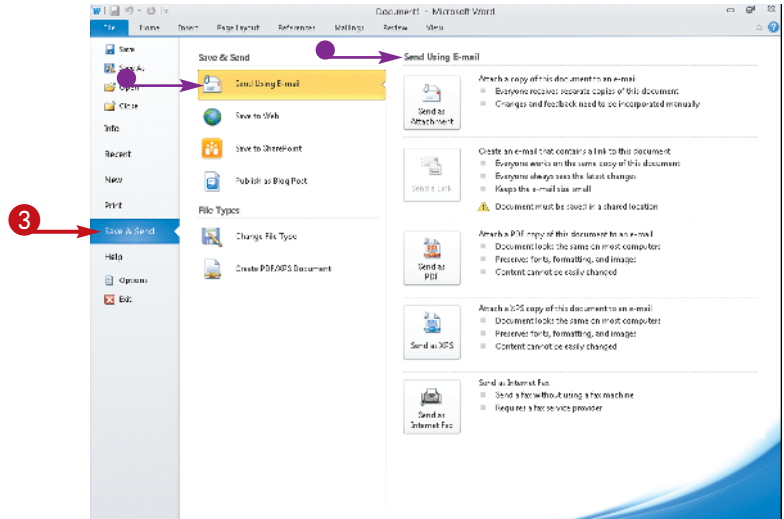
- The title of the open document appears here.

- Information about the currently open document appears here.

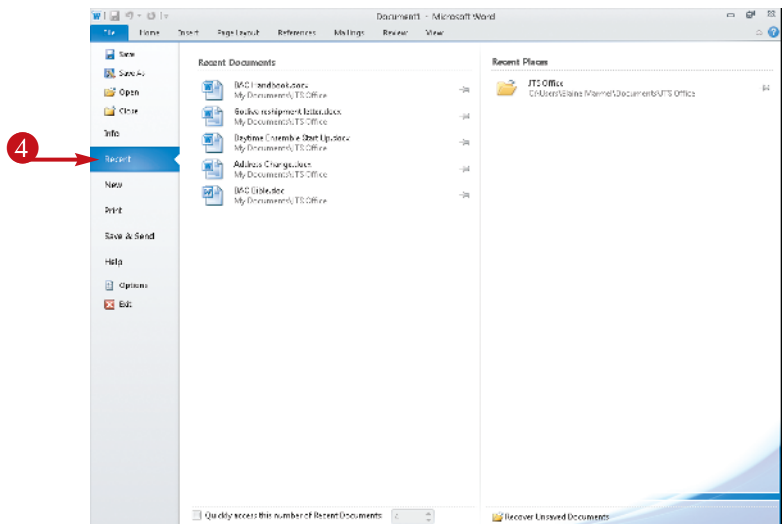
- Buttons appear that you can click.



- 3 Click an option in the left column; this example shows the results of clicking **Save & Send**, which contains commands that help you share Word documents.
- As you click a button in the **Save & Send** column, the information shown to the right changes.



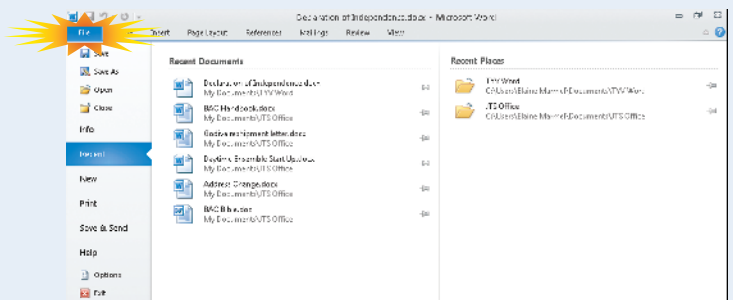
- 4 Repeat Step 3 until you find the command you want to use; this example shows the results of clicking **Recent**, which displays up to the last 20 documents opened, plus folders you have recently opened. You can select a document or a folder to open it; see Chapter 2.



TIP

Is there a way to return to working in Word without making any selections in Backstage view?

Yes. You can click the **File** button or press the **Esc** key on the keyboard. Although you might be tempted to click **Exit**, resist the temptation, because clicking **Exit** closes Word completely.



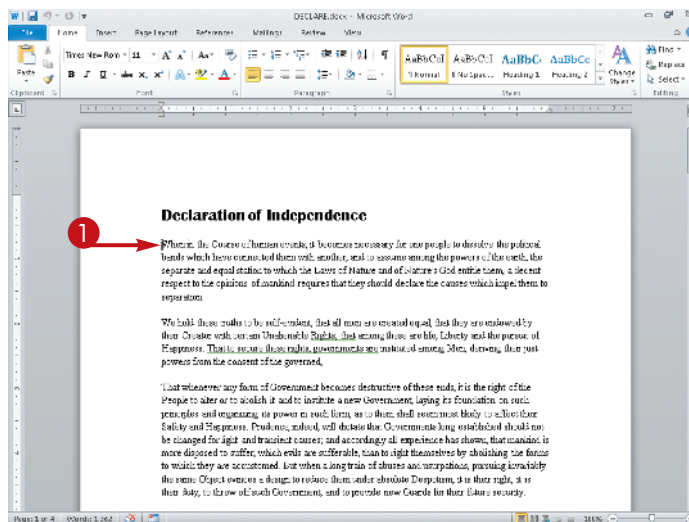
Select Commands with the Keyboard

To keep your hands on the keyboard and work efficiently, you can use your keyboard to select commands from the Ribbon or the Quick Access Toolbar.



Select Commands with the Keyboard

- 1 If appropriate for the command you intend to use, place the insertion point in the proper word or paragraph.
- 2 Press **Alt** on the keyboard.

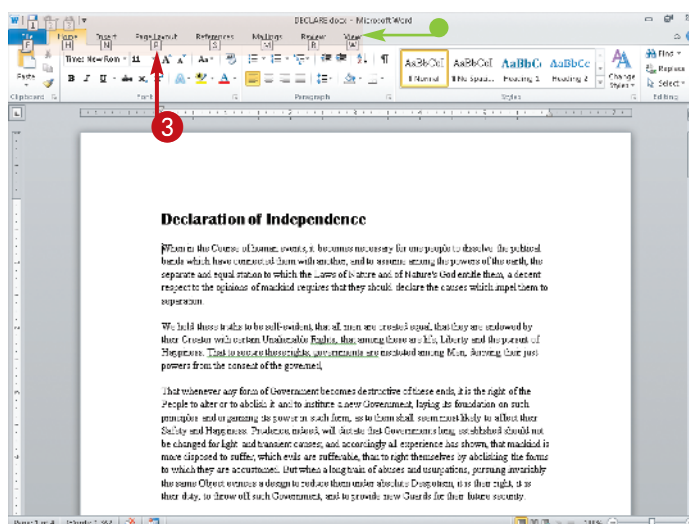


- Shortcut letters and numbers appear on the Ribbon.

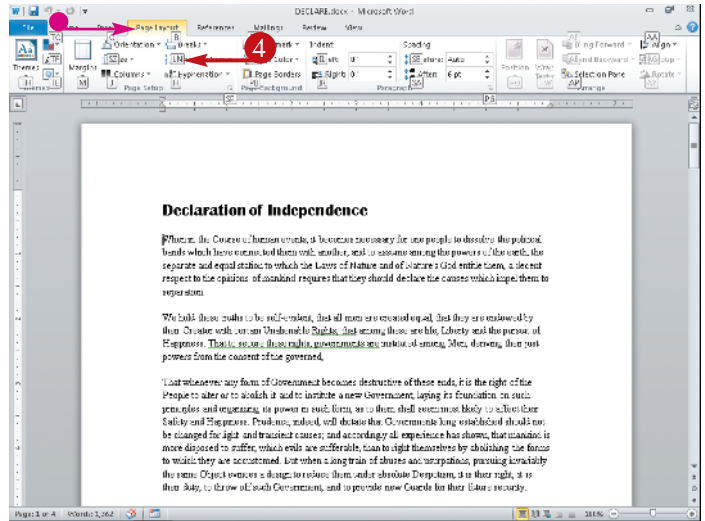
Note: The numbers control commands on the Quick Access Toolbar.

- 3 Press a letter to select a tab on the Ribbon.

This example uses **P**.

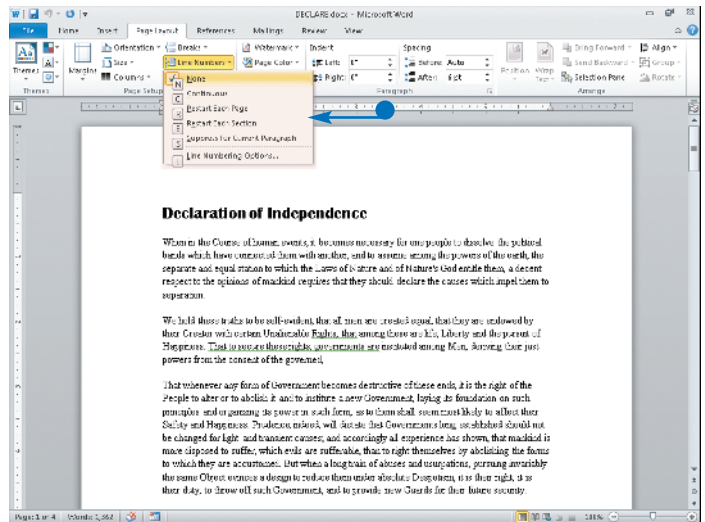


- Word displays the appropriate tab and letters for each command on that tab.
- Press a letter or letters to select a command.



- Word displays options for the command you selected.
- Press a letter or use the arrow keys on the keyboard to select an option.

Word performs the command you selected, applying the option you chose.



TIPS

Is there a way to toggle between the document and the Ribbon using the keyboard?

Yes. Each time you press **F6**, Word changes focus of the program, switching between the document, the Status bar, and the Ribbon.



What should I do if I accidentally press the wrong key?

You can press **Esc** to back up to your preceding action. For example, if you complete Steps 1 to 3 and, in Step 3, you press **S** when you meant to press **W**, press **Esc** to redisplay the letters associated with tabs and then press **W**.



Select Commands with the Mouse

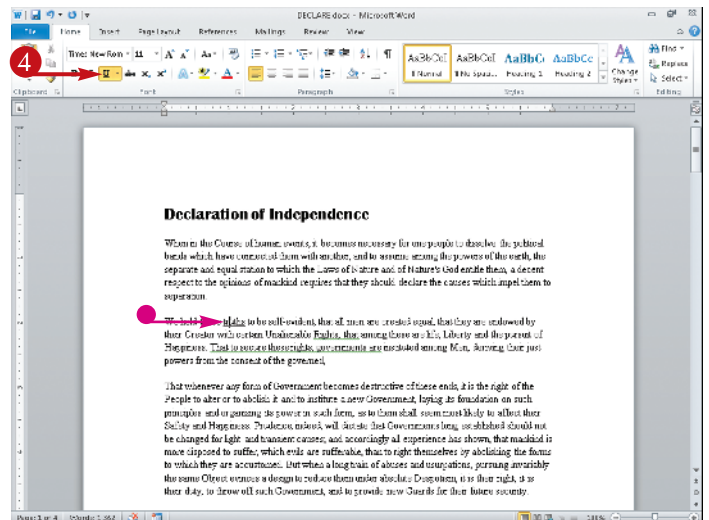
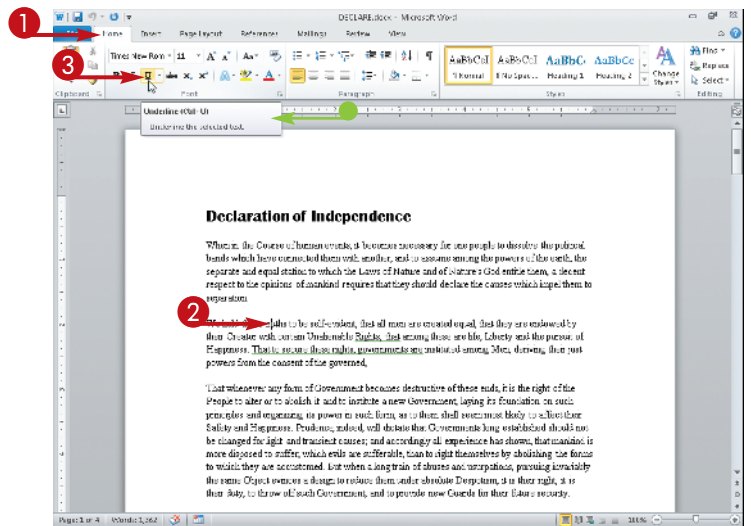
You can use the mouse to navigate the Ribbon or select a command from the Quick Access Toolbar (QAT) at the top of the window. The Ribbon organizes tasks using tabs. On any particular tab, you find groups of commands related to that task.

The QAT appears on the left side of the title bar, immediately above the File and Home tabs and contains three commonly used commands: Save, Undo, and Redo. Click a button to perform that command. To customize the QAT, see Chapter 11.



Select Commands with the Mouse

- 1 Click the tab containing the command you want to use.
 - 2 Click in the text or paragraph you want to modify.
 - 3 Point to the command you want to use.
 - 4 Click the command.
- Word displays a ScreenTip describing the function of the button at which the mouse points.
- Word performs the command you selected.

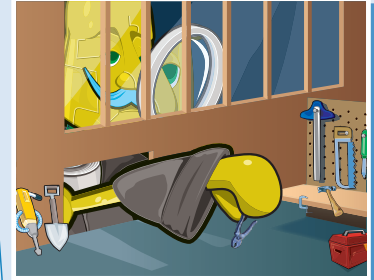


Work with the Mini Toolbar

Getting Familiar with Word

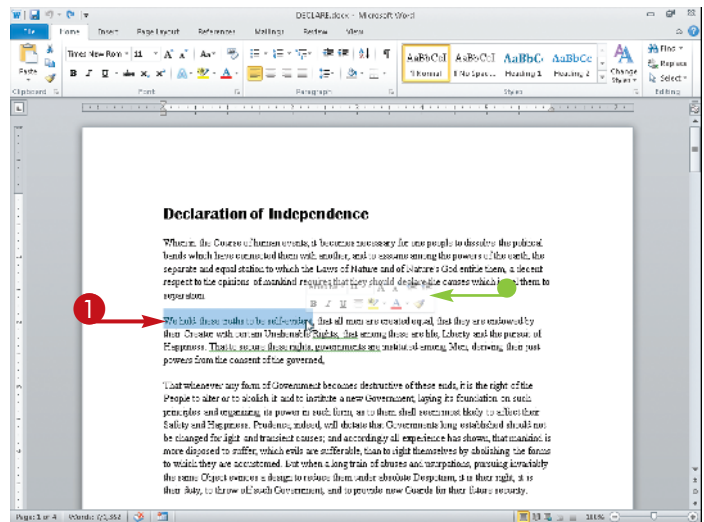
chapter 1

You can use the Mini toolbar to format text without switching to the Home tab. The Mini toolbar contains a combination of commands available primarily in the Font group and the Paragraph group on the Home tab.



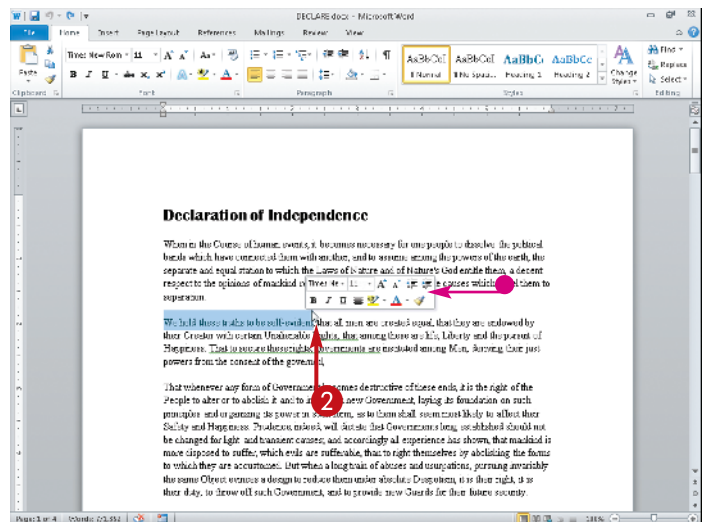
Work with the Mini Toolbar

- 1 Select text.
 - The Mini toolbar appears transparently in the background.



- 2 Position the mouse pointer close to or over the Mini toolbar.
 - The Mini toolbar appears solidly.
- 3 Click any command or button.

Word performs the actions associated with the command or button.



Work with Context Menus

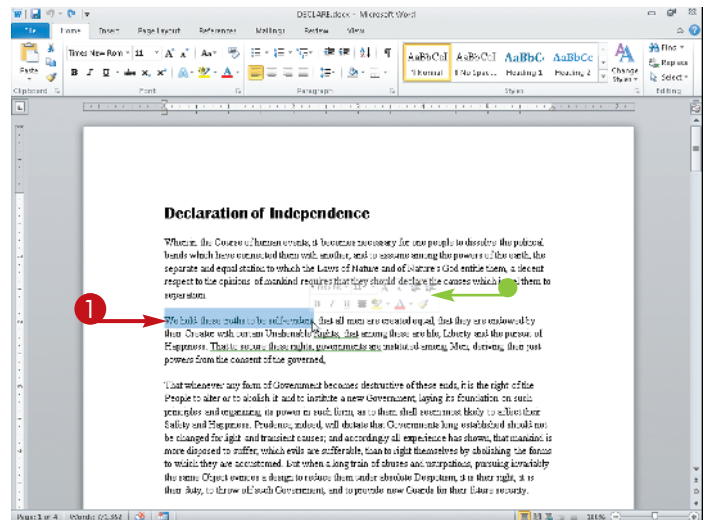
You can use context menus to format text without switching to the Home tab. The context menu contains the Mini toolbar and a combination of commands available primarily in the Font group and the Paragraph group on the Home tab.



Work with Context Menus

1 Select text.

- The Mini toolbar appears in the background.



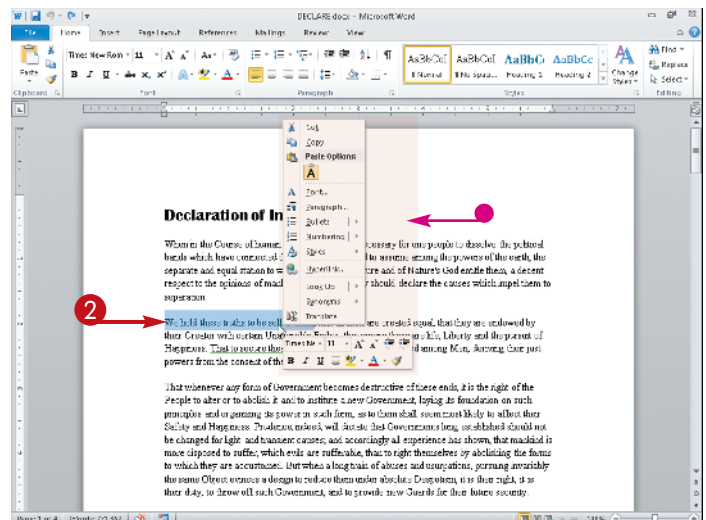
2 Right-click the selected text.

- The context menu appears along with the Mini toolbar.

Note: You can right-click anywhere, not just on selected text, to display the Mini Toolbar and the context menu.

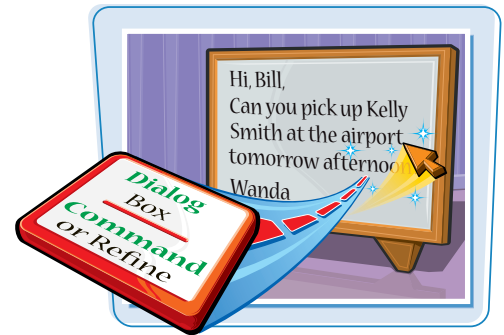
3 Click any command or button.

Word performs the actions associated with the command or button.



Launch a Dialog Box

Although the Ribbon contains most of the commands you use on a regular basis, you still need dialog boxes occasionally to select a command or refine a choice.



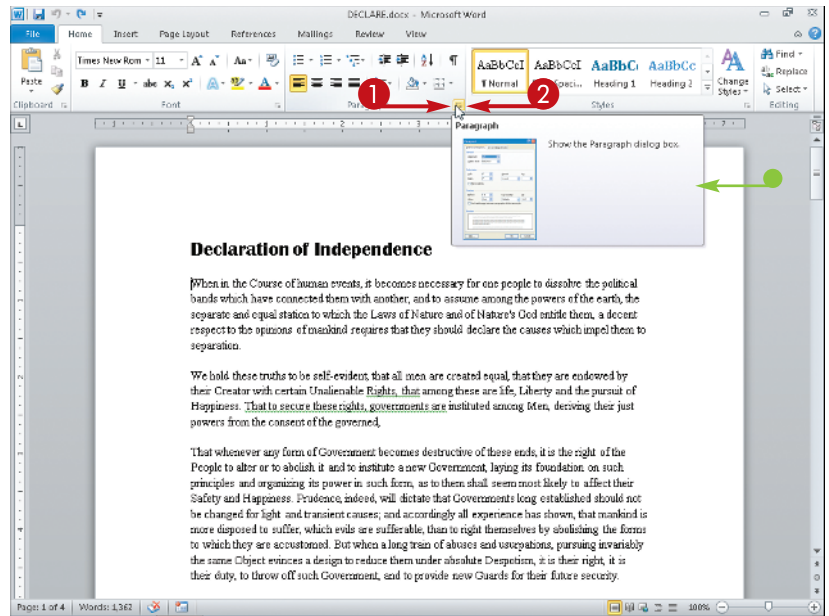
Launch a Dialog Box

- 1 Position the mouse pointer over a Dialog Box launcher button (□).

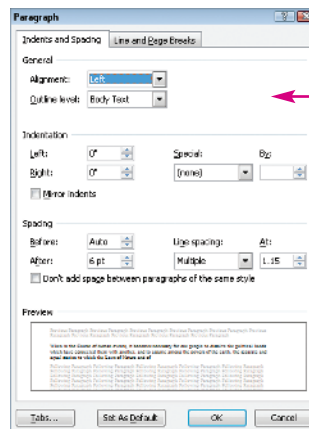
- Word displays a ScreenTip that describes what will happen when you click.

This example uses the Paragraph dialog box.

- 2 Click □.



- The Paragraph dialog box appears.



Work with Commands




You can use the galleries Word often provides to view the choices for a particular command.


In many cases, Word 2010 previews the effects of a command choice before you select it. Think of this behavior as an opportunity to try before you buy.



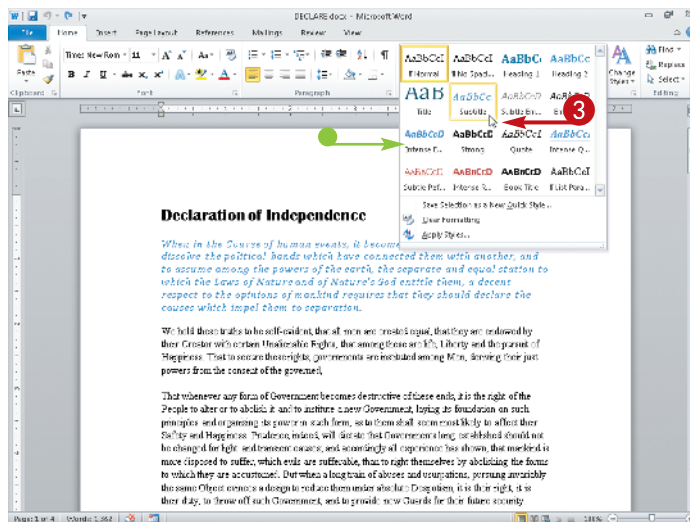
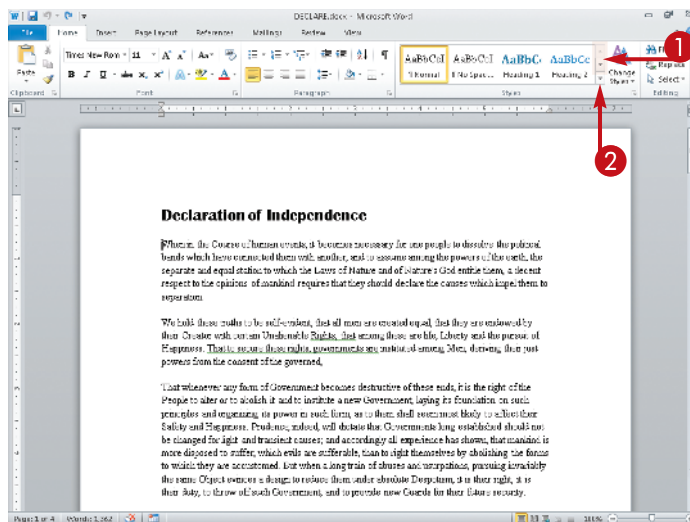
Work with Commands

Work with Galleries

- 1 In galleries containing the More button (⌵), click  and  to scroll through command choices.
- 2 Click  to open the gallery and view additional choices.

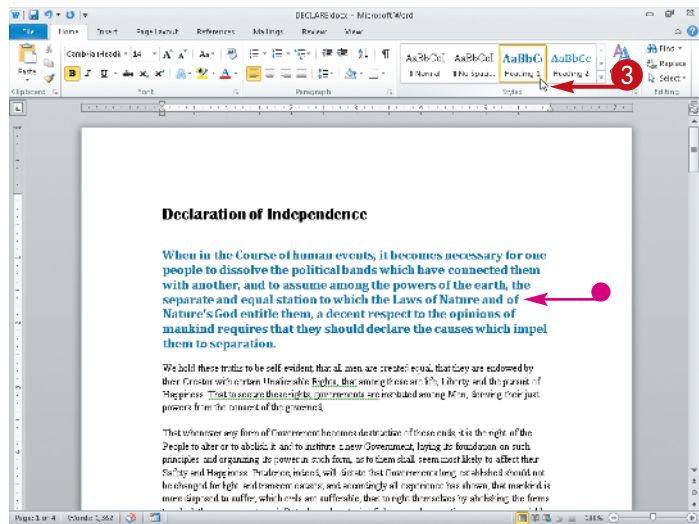
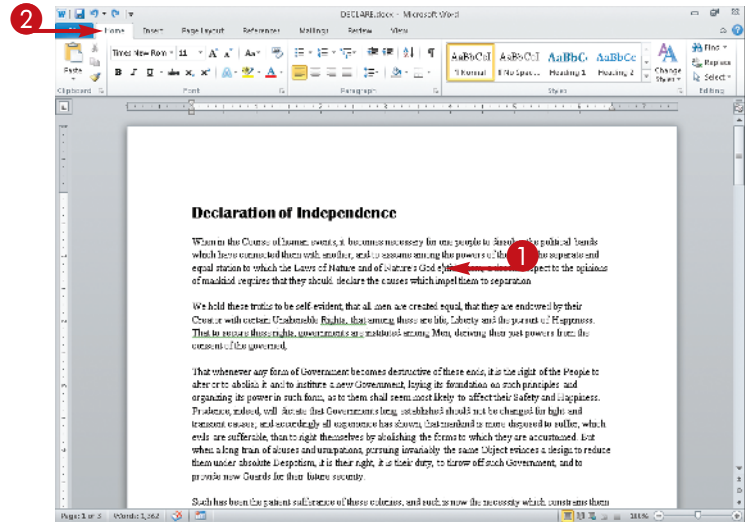
- Word hides  to display the gallery.
- 3 Scroll over choices to see a live preview.
 - 4 Click a choice from the gallery to apply it.

To close the gallery without choosing a command, click anywhere outside the gallery.



Watch a Live Preview

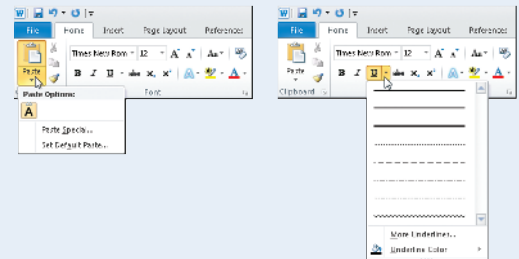
- 1 Click in the word or paragraph you want to modify.
 - 2 Click the tab containing the command you are considering performing.
 - 3 Position the mouse pointer above the choice you are considering applying.
- Word displays the effects of the choice without performing the command.
- In this example, the paragraph containing the insertion point appears in the Heading 1 style.
- You can click to select your choice.



TIP

What do the small down arrows below or beside buttons mean?

When you see a small list box arrow (▾) on a button, there are several choices available for the button. If you click the button directly, Word applies a default choice. However, if you click ▾, Word displays additional options as either lists or galleries. As you move the mouse pointer over the two parts of the button, Word highlights one or the other to alert you that you have more choices.



Enter Text

Word makes typing easy: you do not need to press Enter to start a new line. Word calculates when a new line should begin and automatically starts it for you.

To add more than one space between words, use the Tab key instead of the spacebar. See Chapter 6 for details on setting tabs.

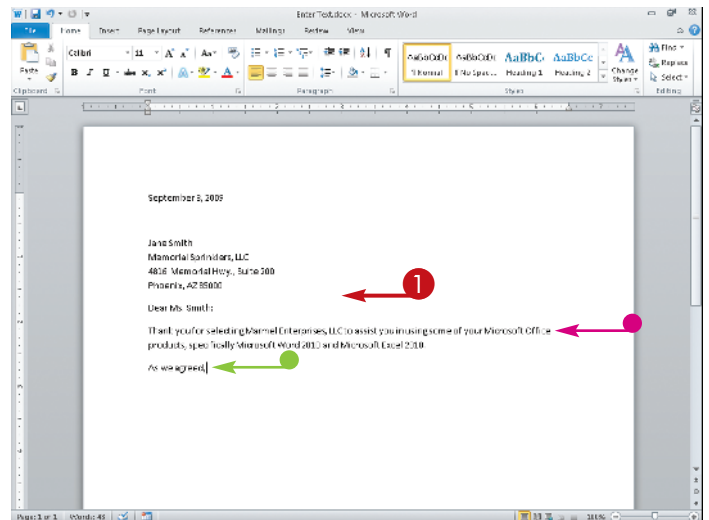


Enter Text

Type Text

- 1 Type the text that you want to appear in your document.
- The text appears to the left of the insertion point as you type.
- As the insertion point reaches the end of the line, Word automatically starts a new one.

Press **Enter** only to start a new paragraph.



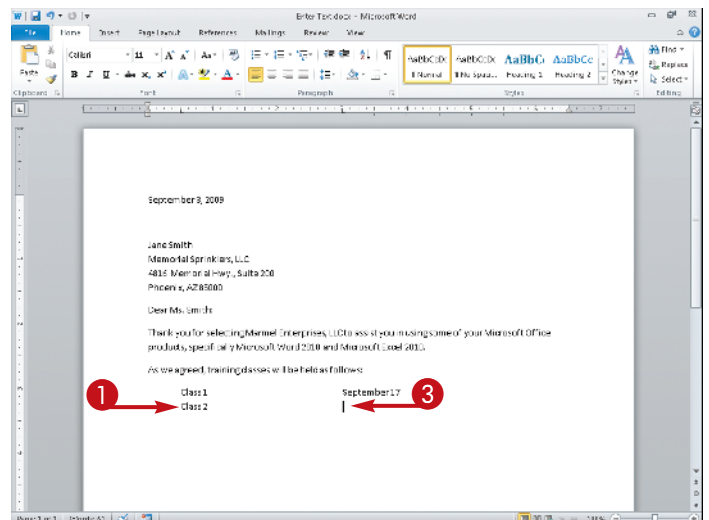
Separate Information

- 1 Type a word or phrase.
- 2 Press **Tab**.

To align text properly, you press **Tab** to include more than one space between words.

Several spaces appear between the last letter you typed and the insertion point.

- 3 Type another word or phrase.



Enter Text Automatically

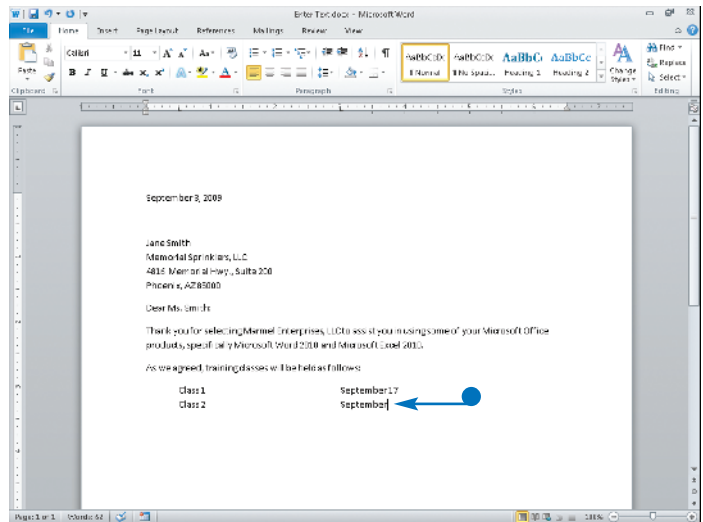
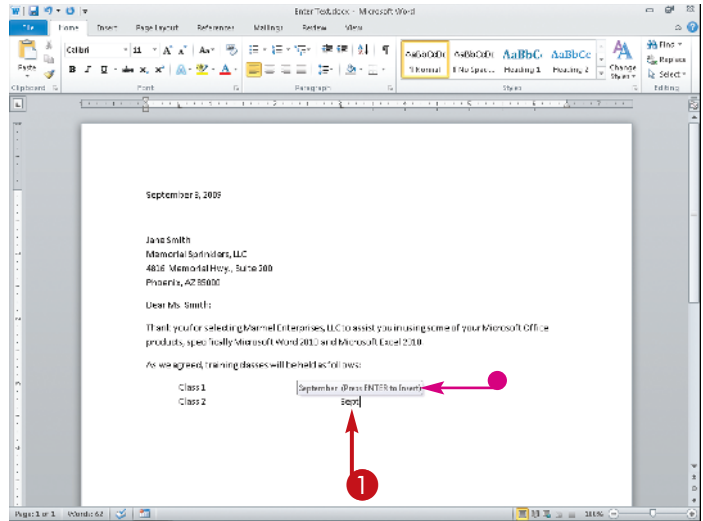
- 1 Begin typing a common word, phrase, or date.

The AutoComplete feature suggests common words and phrases based on what you type.

- Word suggests the rest of the word, phrase, or month.

- You can press **Enter** to let Word finish typing the word, phrase, or month for you.

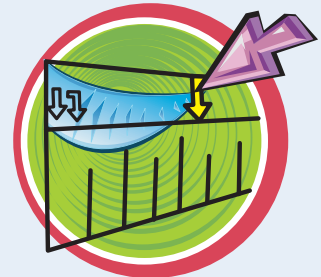
You can keep typing to ignore Word's suggestion.



TIP

Why should I use **Tab** instead of **Spacebar** to include more than one space between words?

Typically, when you include more than one space between words or phrases, you do so to align text in a columnar fashion. Most fonts are proportional, meaning each character of a font takes up a different amount of space on a line. Therefore, you cannot calculate the number of spaces needed to align words beneath each other. Tabs, however, are set at specific locations on a line, such as 3 inches. When you press **Tab**, you know exactly where words or phrases appear on a line. Word sets default tabs every .5 inches. To avoid pressing **Tab** multiple times to separate text, change the tab settings. See Chapter 6 for details.



Move Around in a Document

You can use many techniques to move to a different location in a document; the technique you select depends on the location to which you want to move.



Move Around in a Document

Move One Character

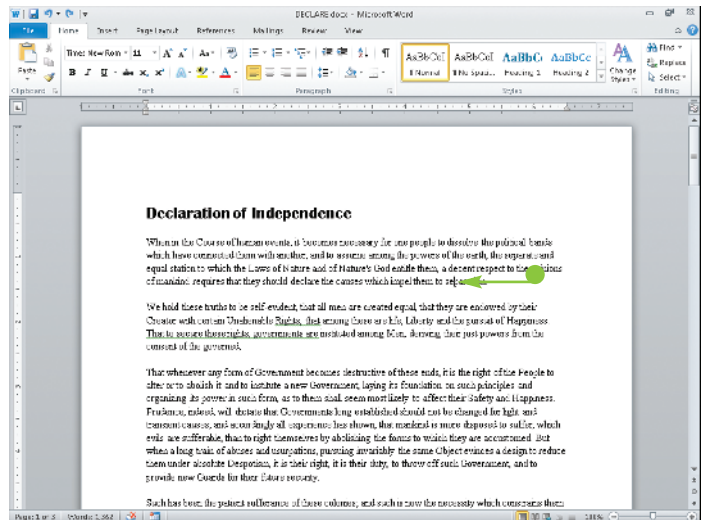
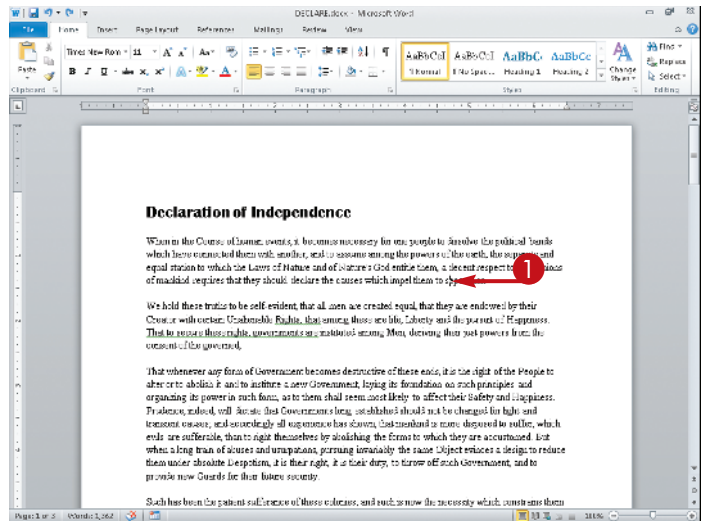
- 1 Note the location of the insertion point.
- 2 Press **→**.

- Word moves the insertion point one character to the right.

You can press **←**, **↑**, or **↓** to move the insertion point one character left, up, or down.

Holding any arrow key moves the insertion point repeatedly in the direction of the arrow key.

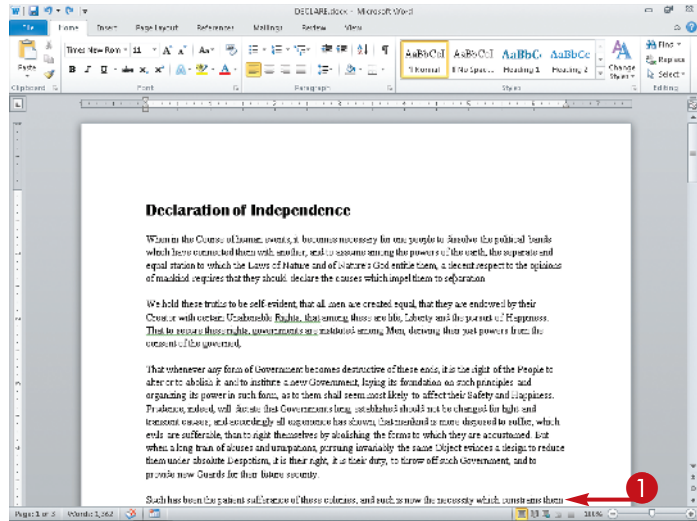
You can press **Ctrl + →** or **Ctrl + ←** to move the insertion point one word at a time to the right or left.



Move One Screen



1 Note the last visible line on-screen.

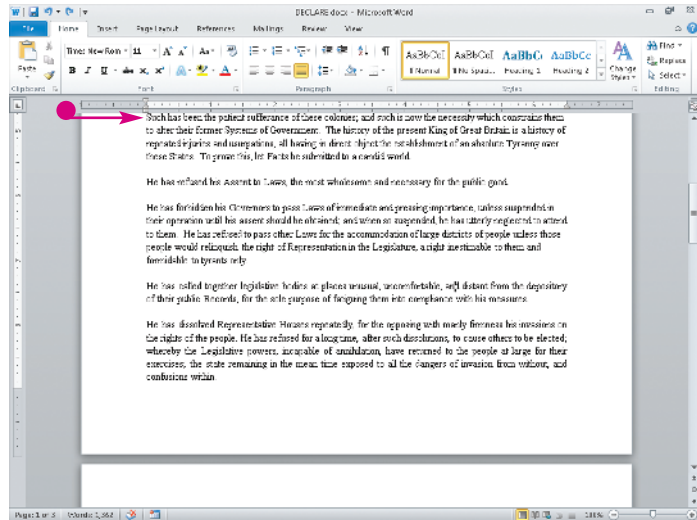
2 Press **Page down**.



- Word moves the insertion point down one screen.

You can press **Page up** to move the insertion point up one screen.

- You can click  to scroll up or  to scroll down one line at a time in a document.



TIPS

How do I quickly move the insertion point to the beginning or the end of a document?

Press **Ctrl + Home** to move the insertion point to the beginning of a document or **Ctrl + End** to move the insertion point to the bottom of a document. You can press **Shift + F5** to move the insertion point to the last place you changed in your document.



Is there a way to move the insertion point to a specific location?

Yes. You can use bookmarks to mark a particular place and then return to it. See Chapter 3 for details on creating a bookmark and returning to the bookmark's location. See Chapter 4 for details on searching for a specific word and, if necessary, replacing that word with a different one.



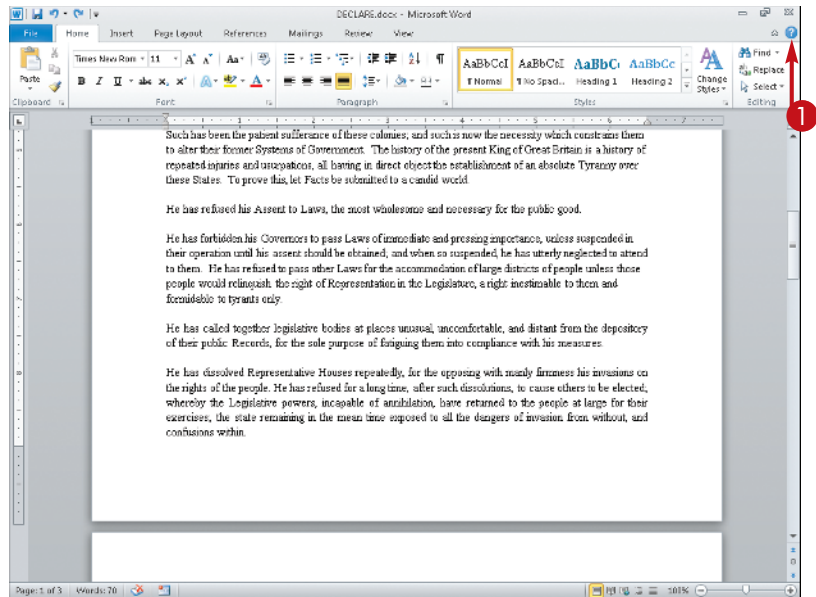
Get Help

You can search for help with the Word tasks you perform. By default, Word searches the Help file on your computer as well as the Internet.



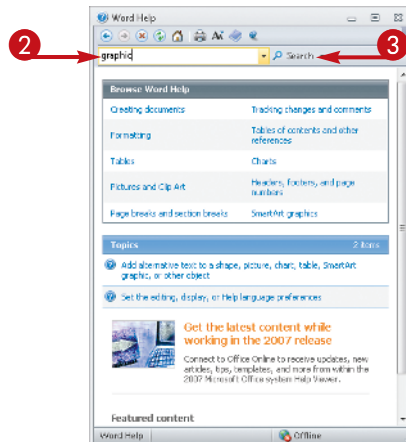
Get Help

- 1 Click the **Help** button (🔍).

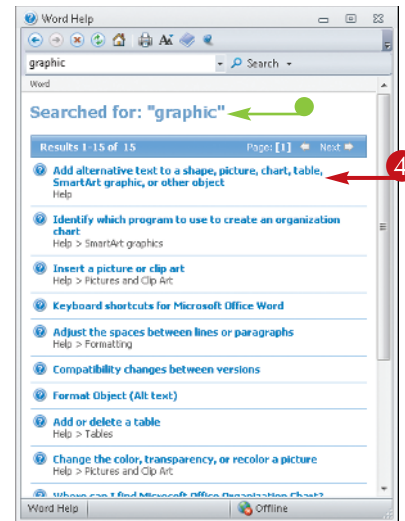


The Word Help window appears.

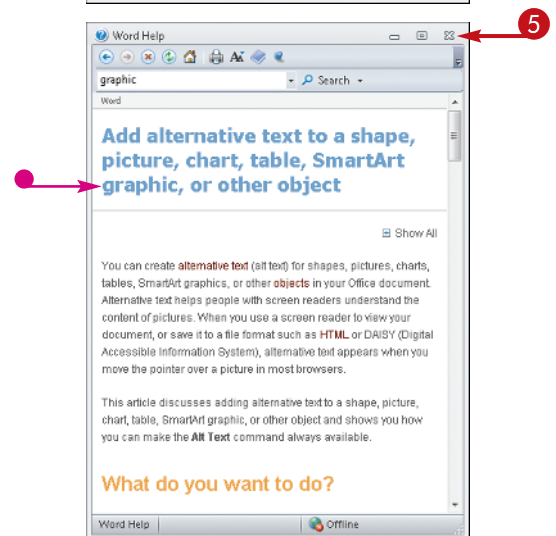
- 2 Type a word or phrase related to the help topic you want to view.
- 3 Click **Search** or press **Enter**.



- Help topics related to the word or phrase you typed appear in the task pane.
- 4 Click the topic most closely related to the subject on which you want help.



- The help topic information appears in the Word Help window.
- 5 To close the Help window, click . The Word window reappears.



TIPS

Can I leave the Word Help window open while I work in Word?

Yes. Simply do not perform Step 5. By default, the Word Help window remains on top of the Word window. You can move the Word Help window by dragging its title bar. You can resize the window by positioning the mouse pointer over any edge of the window; when the mouse pointer changes to a two-headed arrow, drag in to make the window smaller and out to make the window larger.



I want to keep the Help window open, but not in front of the Word window. Is there a way to make it drop down to the Windows task bar?

Yes. Click the **pushpin** button (). When you subsequently click in the Word window, Word Help drops down to the Windows task bar. You can redisplay Word Help by clicking its task bar button.

