

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. You explore the main Word window as well as read about the new Backstage view.

Using either your keyboard or your mouse, you find out how to navigate the Word window, launch dialog boxes, use the Mini toolbar that appears when you select text, and take advantage of context menus.

This chapter also shows you how to enter text into a document and how to move around the document.



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Open Word

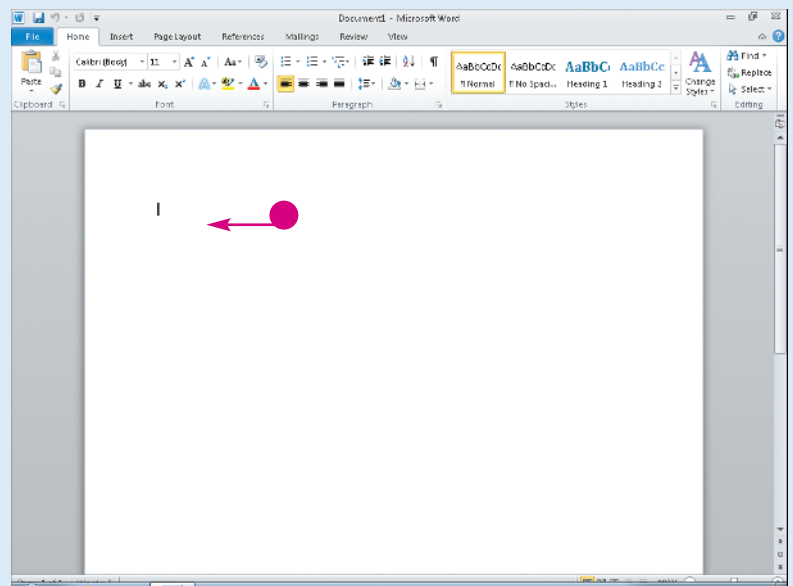
You can open Microsoft Word several ways. This section demonstrates the popular method of opening Word from the All Programs menu. After Word opens, a blank document, ready for you to type text, appears. The Ribbon, which contains commands that help you do things like apply boldface to type or create a numbered

list, dominates the top of the Word window. In addition to opening Word from the All Programs menu, many of you might like to open Word and a specific document simultaneously, which you can accomplish by double-clicking any Word document.

Open Word

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

- A blank document appears in the Word window.



Explore the Word Window

In addition to the document portion of the Word window, where you type and edit text, the Word window contains tools you can use to work quickly and efficiently while you create documents. Before you dive in and start using Word, take a few minutes to familiarize

yourself with the basic screen elements that appear when you open Word. You will have occasion to use all of these screen elements at one time or another, so identifying them early on in your Word 2010 career will make you more proficient in the long run.

Quick Access Toolbar

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

Title Bar

Shows the program and document titles.

Ribbon

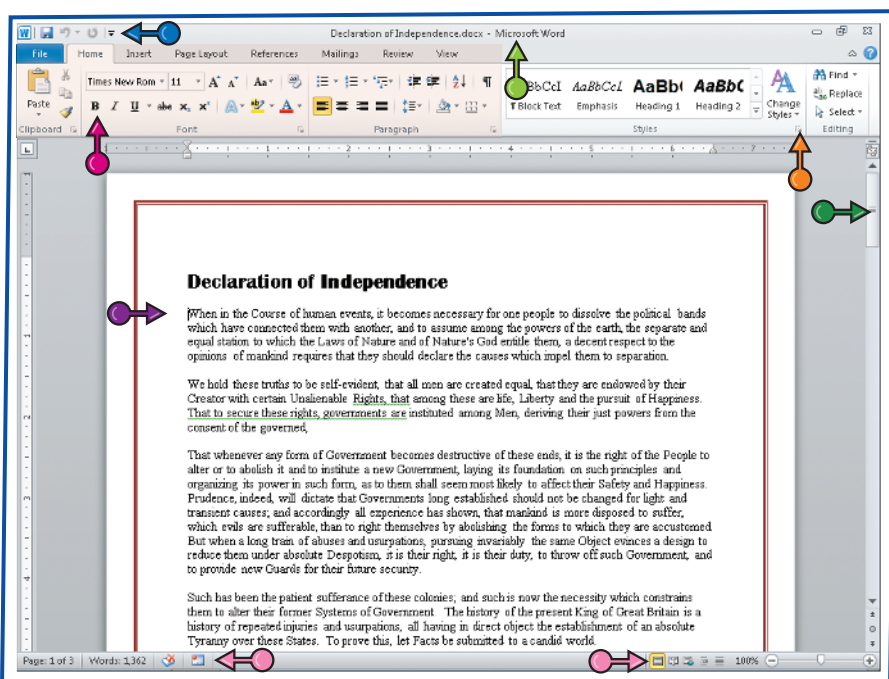
Contains commands organized in three components: tabs, groups, and commands. **Tabs** appear across the top of the Ribbon and contain groups of related commands. **Groups** organize related commands; each group name appears below the group on the Ribbon. **Commands** appear within each group. To customize the Ribbon, see Chapter 11.

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.

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.



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 (⬆️⬆️⬆️).

Work with Backstage View

Clicking the File tab opens the Backstage view, which resembles a menu. The Backstage view in Word 2010 replaces the Office button in Word 2007 and, for the most part, the File menu in many earlier versions of Word.

In the Backstage view, you find a list of actions — commands — you can use to manage

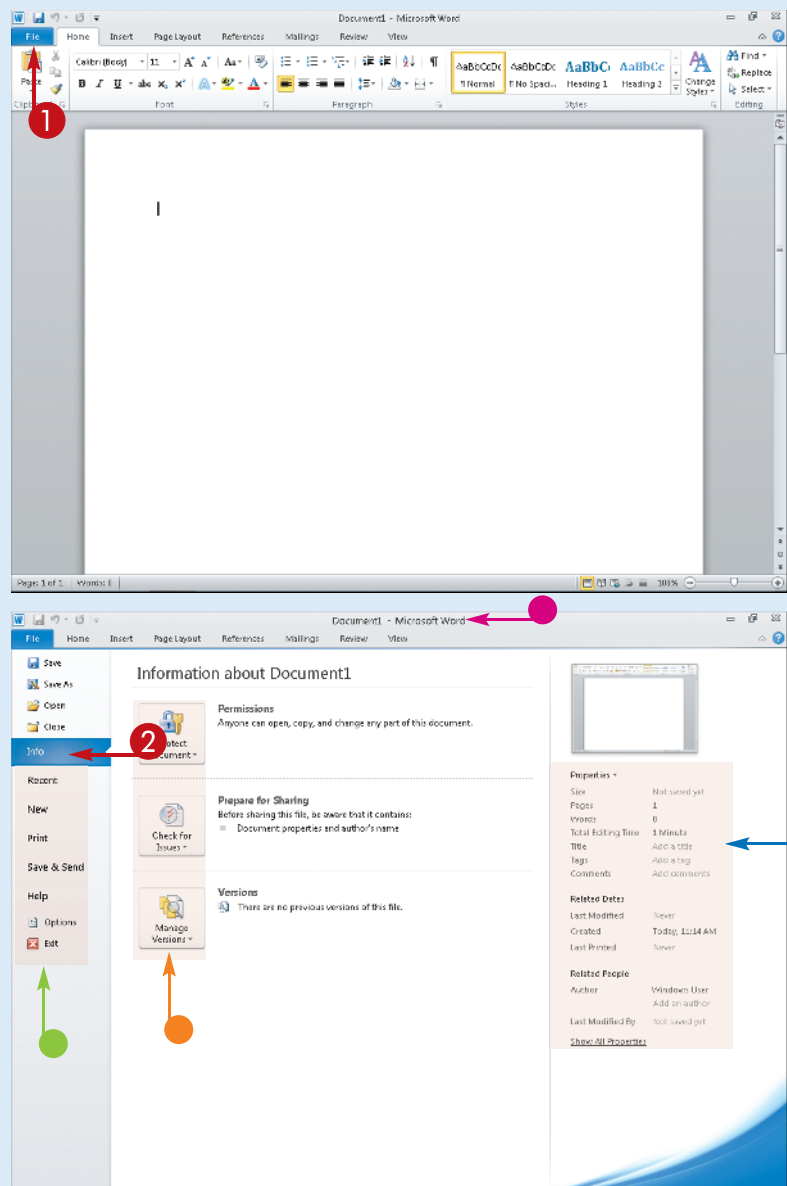
files and program options. For example, from the Backstage view you can open, save, print, and remove sensitive information from documents. You also can distribute documents via e-mail or post them to a blog, and set Word program behavior options.

Work with Backstage View

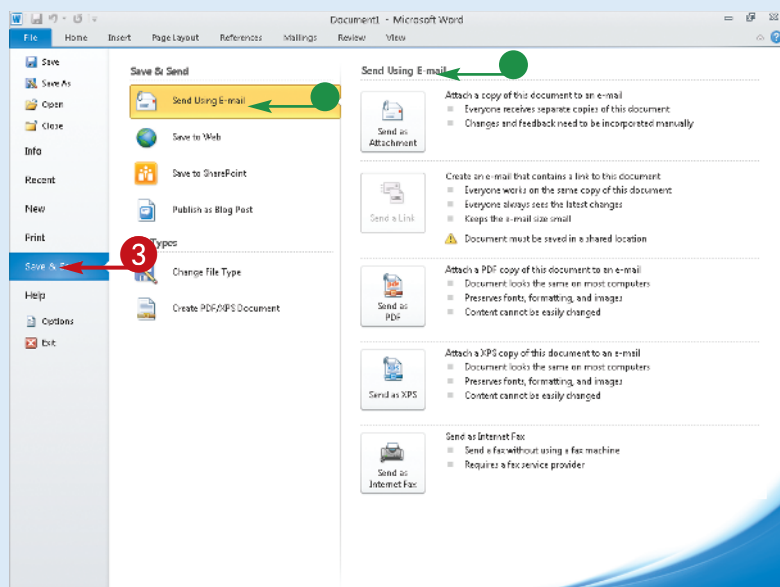
1 Click the **File** tab.

- In the Backstage view, commonly used file and program-management commands appear here.
- The title of the open document appears here.
- Information about the currently open document appears here.
- Buttons appear that you can click.

2 Click Info.

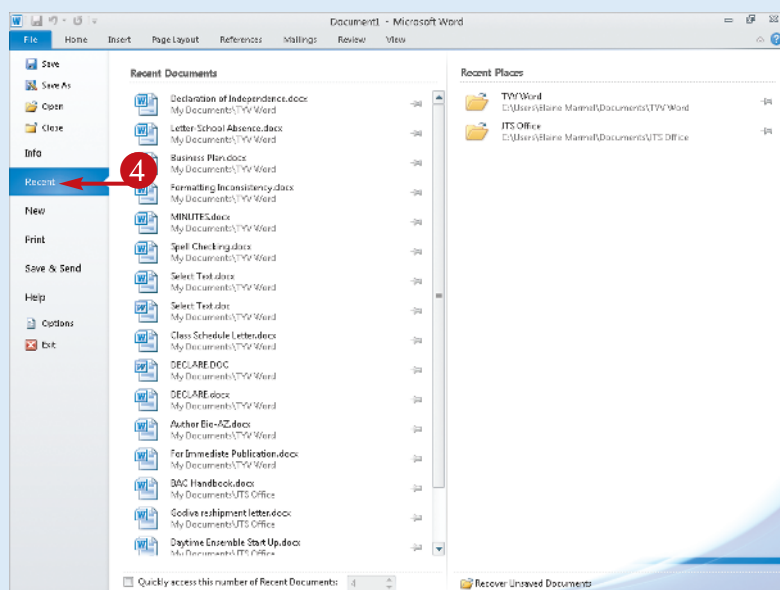


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3 Click an option in the left column; this example shows the results of clicking **Save & Send**, which contains commands that help you share Word documents.

As you click a button in the 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 25 documents opened. To select a document in this list to open it, see Chapter 2.

Simplify It

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

Yes. You can click the **File** tab or press **Esc** 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

In the world of Windows, a mouse is essential, and many of us would be lost without it. However, many good typists find that keeping their hands on the keyboard enables them to work efficiently and having to remove their hands to use the mouse to take an action slows them down. Although the Ribbon and the

Quick Access Toolbar are exceedingly mouse-friendly, you can use your keyboard to select commands from the Ribbon or the Quick Access Toolbar. Try out this feature: You might find that you work faster and more efficiently than you do using both your keyboard and your mouse.

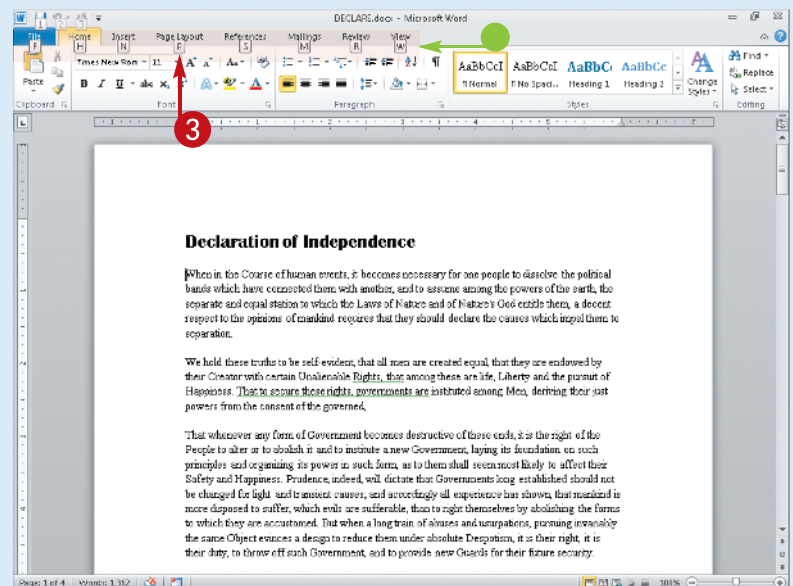
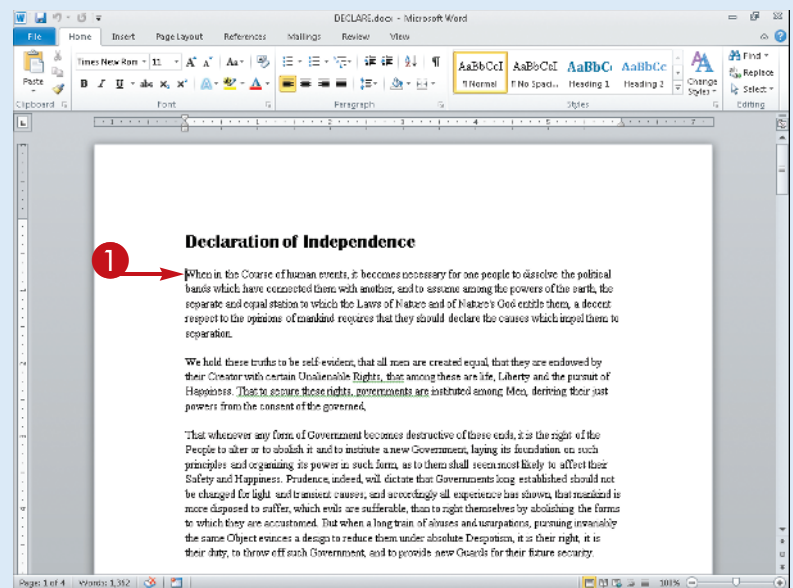
Select Commands with the Keyboard

- 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.

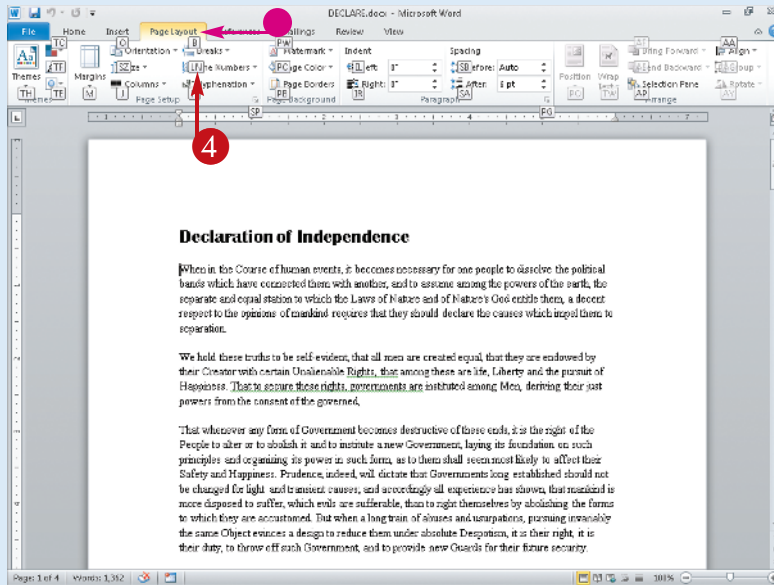
- Shortcut letters and numbers appear on the Ribbon.

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

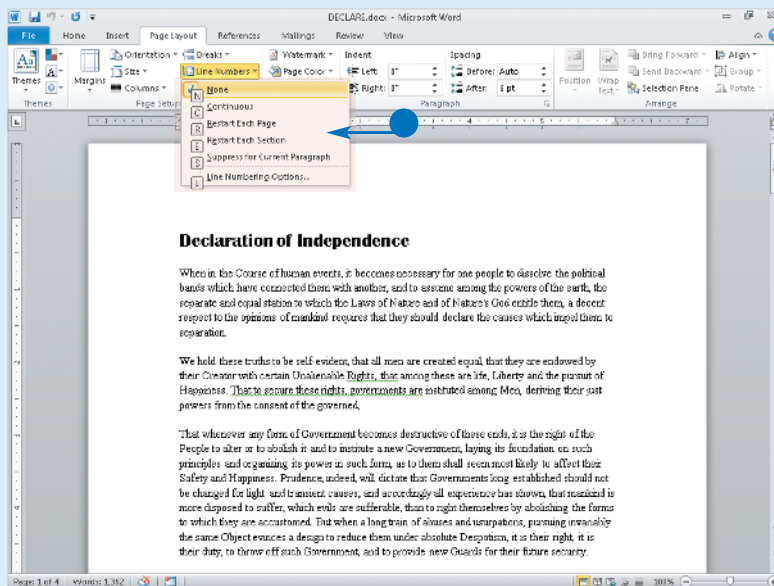
- 3 Press a letter to select a tab on the Ribbon.
This example uses **P**.



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



- Word displays options for the command you selected.
- 5 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.

Simplify It

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

Yes. Each time you press **F6**, Word changes the 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**.

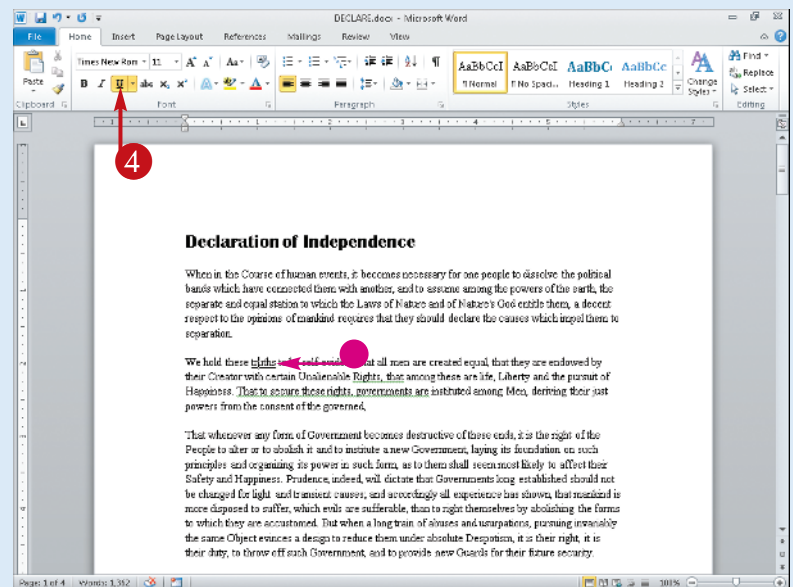
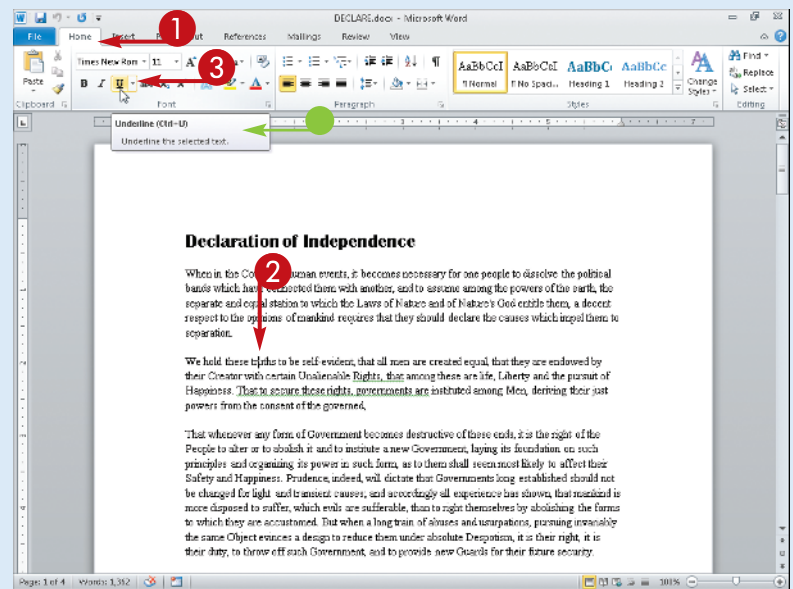
Select Commands with the Mouse

Using a mouse is second nature to most Windows users, and 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.
- Word displays a ScreenTip describing the function of the button at which the mouse points.
- 4 Click the command.
- Word performs the command you selected.

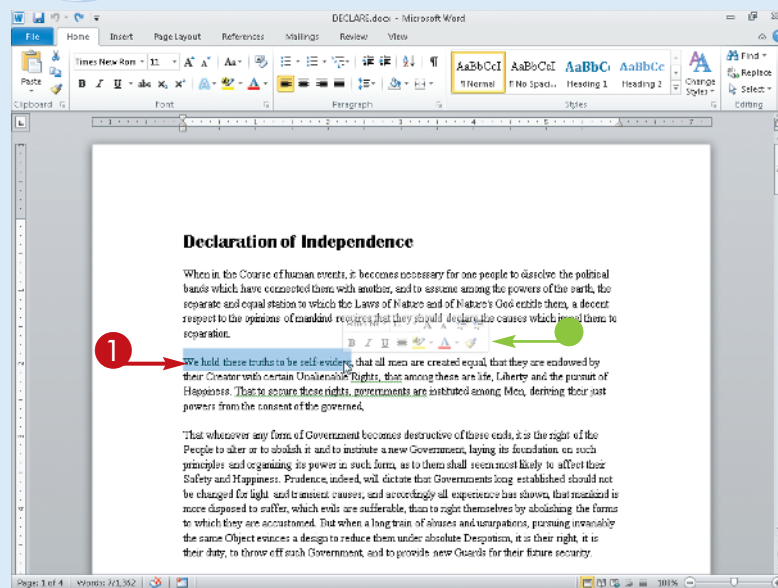


Work with the Mini Toolbar

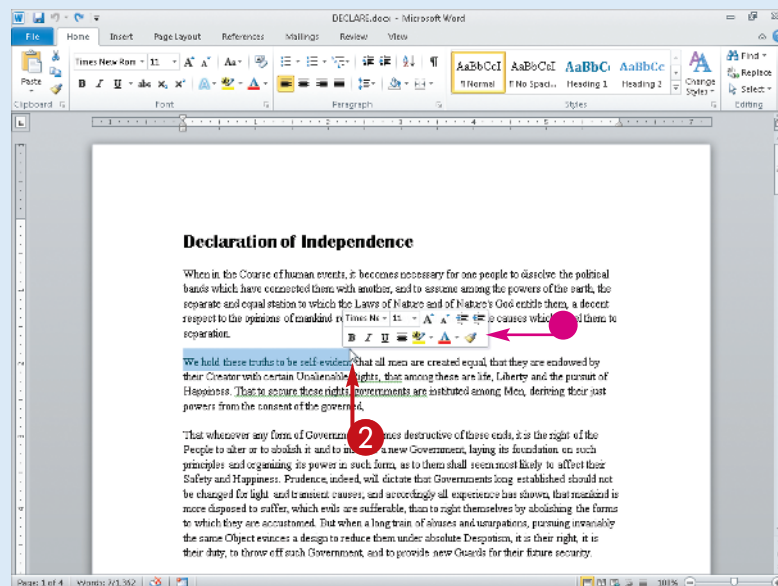
The Mini toolbar contains a combination of commands available primarily in the Font group and the Paragraph group on the Home tab, and you can take advantage of the Mini toolbar to format text without switching to the Home tab.

When Word initially displays the Mini toolbar, it is transparent in the background of your document. But the closer you move the mouse pointer to the Mini toolbar, the darker the Mini toolbar becomes. This behavior keeps the Mini toolbar out of your way, but makes it available if you want to use it.

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.

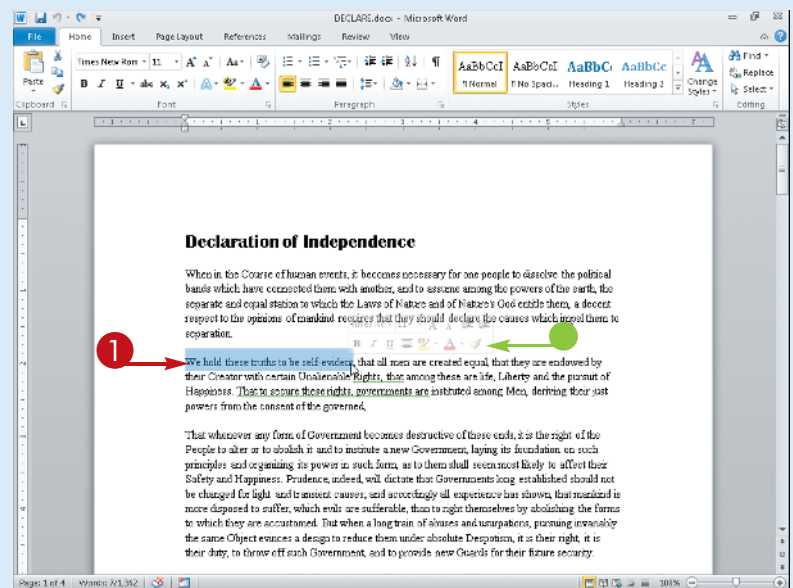
Work with Context Menus

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

Like the Mini toolbar, the context menu is transparent in the background of your document. But the closer you move the mouse pointer to the context menu, the darker it becomes, which keeps the context menu out of your way until you want to use it. You can read more about the Mini toolbar in the section, "Work with the Mini Toolbar."

Work with Context Menus

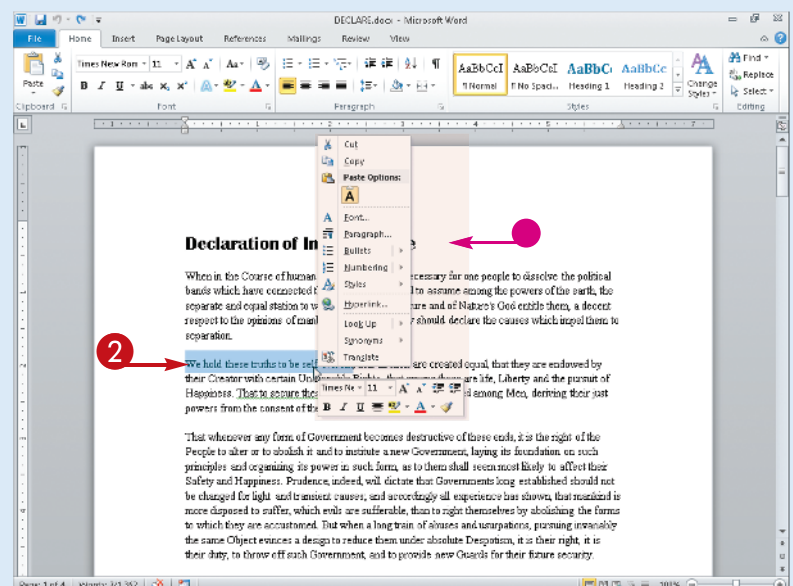
- 1 Select text.
- The Mini toolbar appears in the background.



- 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.



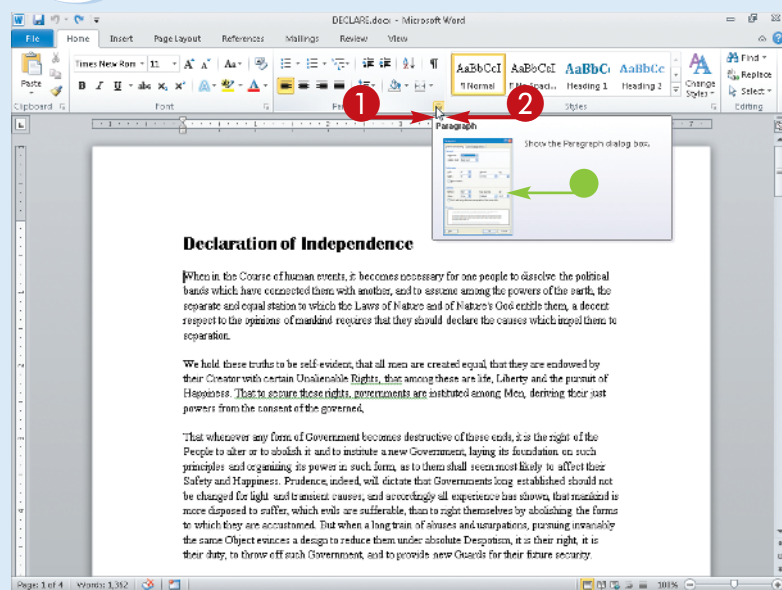
Launch a Dialog Box

Dialog boxes have been a part of Word from the very beginning of Word's life as a word-processing software package. Dialog boxes contain a series of related options that help you accomplish a task. In a dialog box, you select the options that apply to your situation. For example, you can use the

Paragraph dialog box to describe the type of indentation you want to use for a particular paragraph.

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.

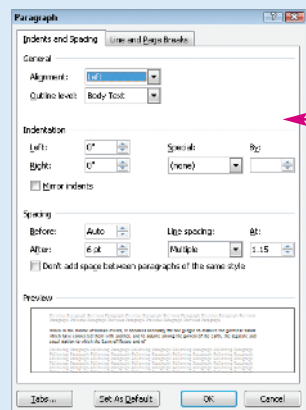
Launch a Dialog Box



- 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


When you select certain commands on the Ribbon, Word displays a gallery of choices. For example, in the Styles gallery, you find a variety of styles; each style contains a different set of font, font size, and paragraph formatting. You can use galleries to view the choices for a particular command.

In many cases, Word 2010 previews a command choice before you select it, giving you an opportunity “to try before you buy.” For example, if you point the mouse at the Subtitle style in the Styles gallery, Word displays the text of the paragraph containing the insertion point in the Subtitle style.

Work with Commands

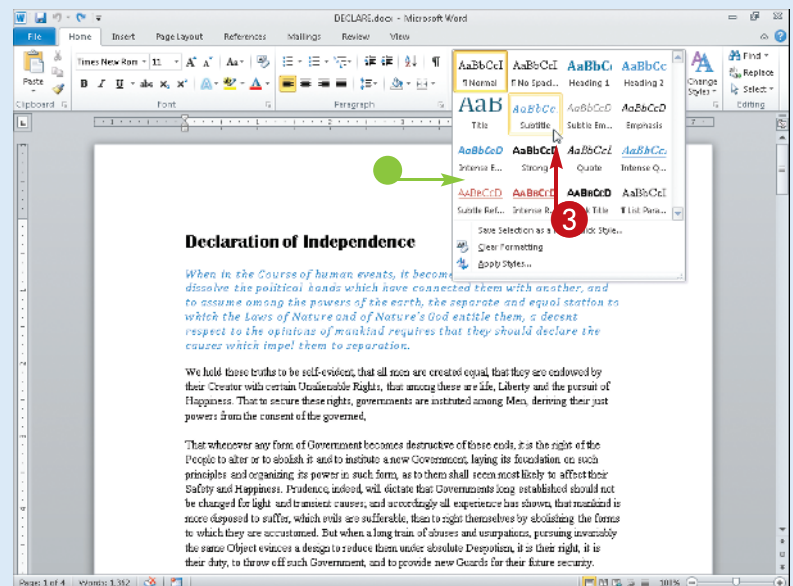
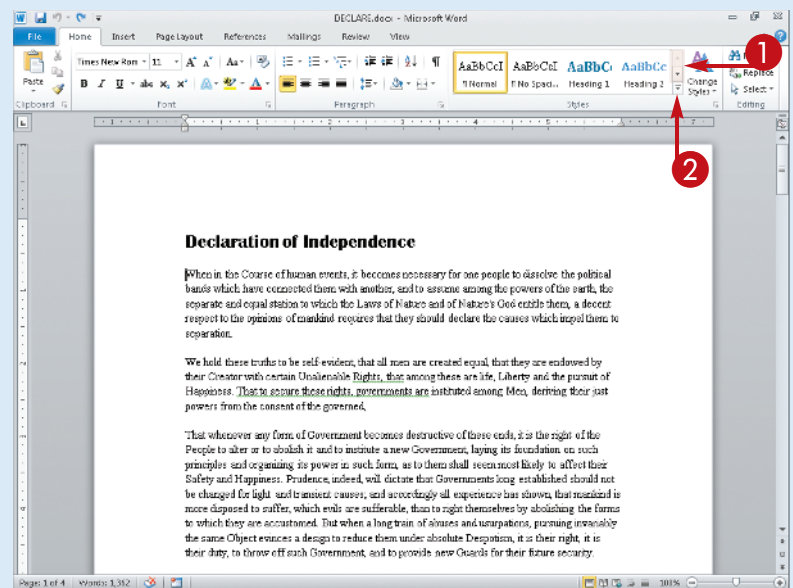
Work with Galleries

- 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.



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Watch a Live Preview

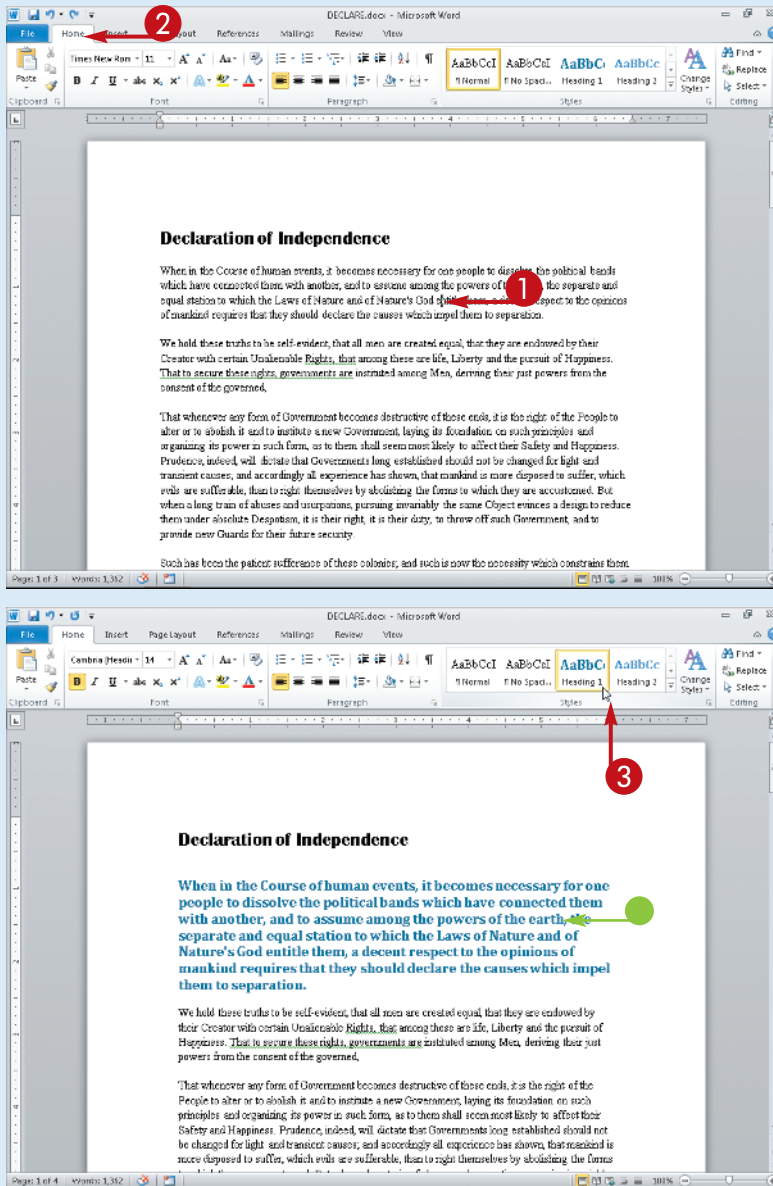
- 1 Click in the word or paragraph you want to modify.
- 2 Click the tab containing the command you are considering performing.

- 3 Position the mouse pointer above the choice you are considering applying.

- Word displays the effects of the choice without performing the command.

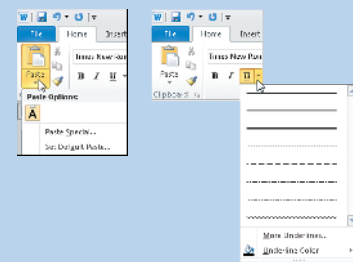
In this example, the paragraph containing the insertion point appears in the Heading 1 style.

You can click to select your choice.



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

When you see a small down arrow (▼) on a button, there are several choices available for the button. If you click the button directly, Word applies a default choice. If you click ▼, Word displays additional options as either lists or galleries.



Enter Text

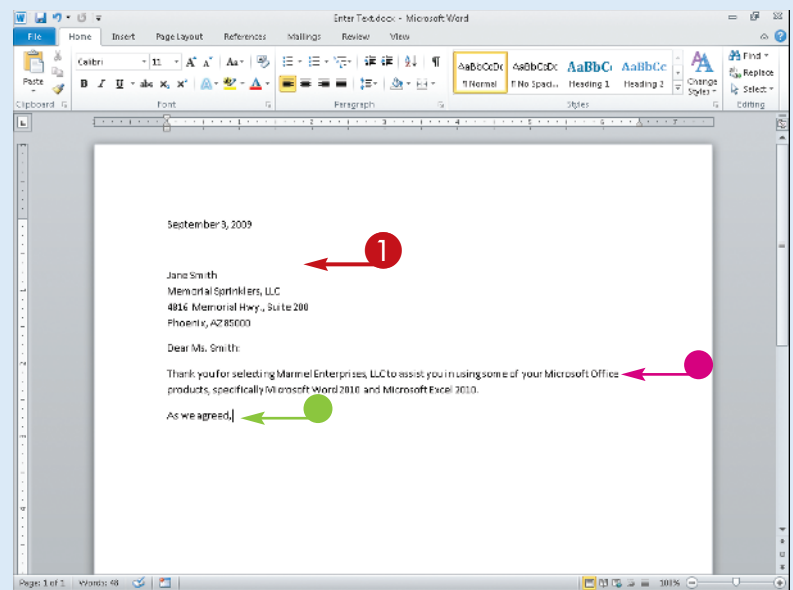
Word makes typing easy. For example, you do not need to press Enter to start a new line. Word calculates when a new line should begin and automatically starts it for you based on the font you select and its size. You need to press Enter only when you want to force Word to begin a new line or a blank line. See Chapter 3 for more information.

When you want to add more than one space between words, use the Tab key instead of the spacebar. This way you can properly align text when you use proportional fonts. See Chapter 6 for details on setting tabs.

Enter Text

Type Text

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



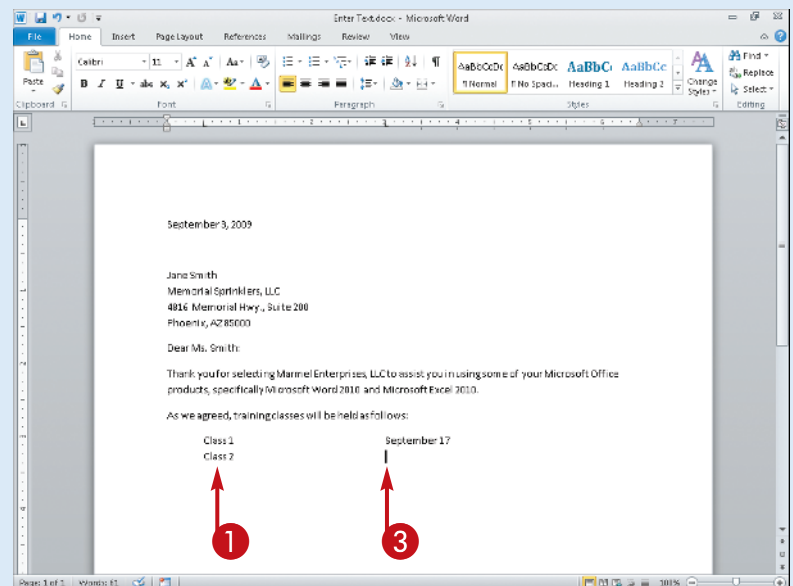
Separate Information

- 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

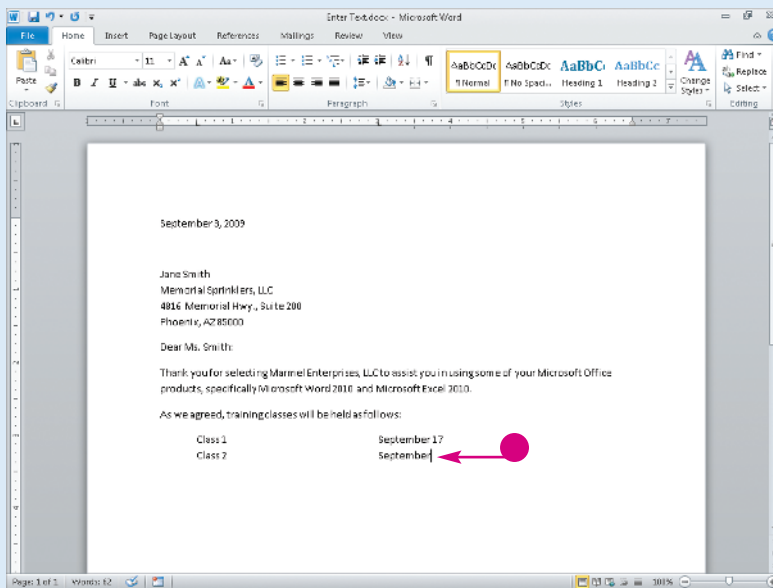
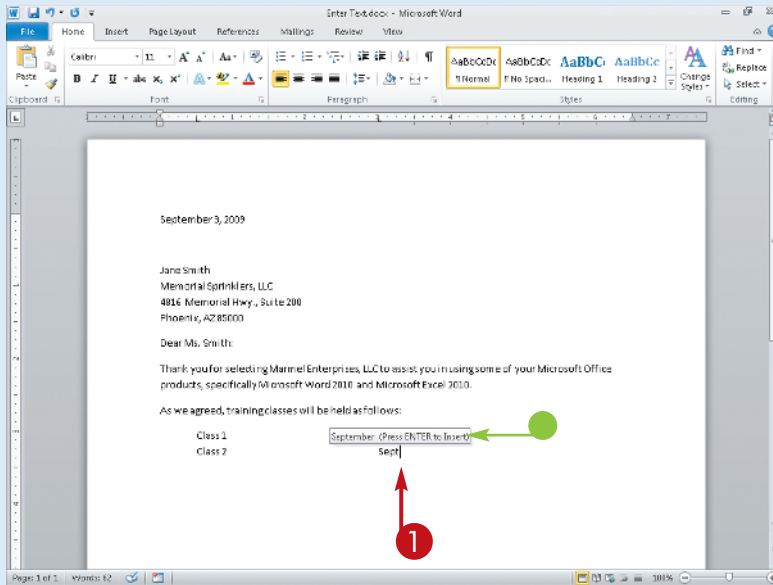
- 1 Begin typing a common word, phrase, or date.

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.



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

People rarely work in a strictly linear sense while creating a Word document. After you have typed three paragraphs, you might think of a sentence you should have included in the second paragraph. Or after typing five pages, you might decide that you need to delete something you wrote on page 4. You need to

be able to efficiently move around your Word documents.

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

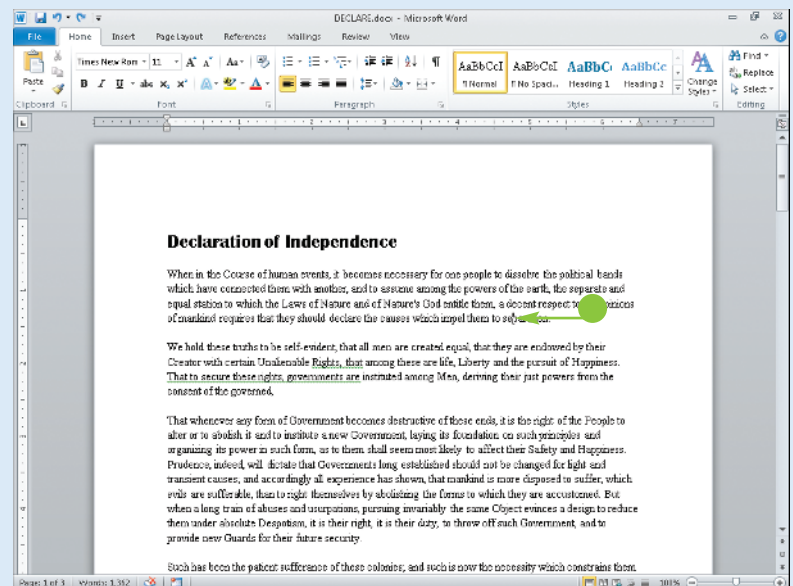
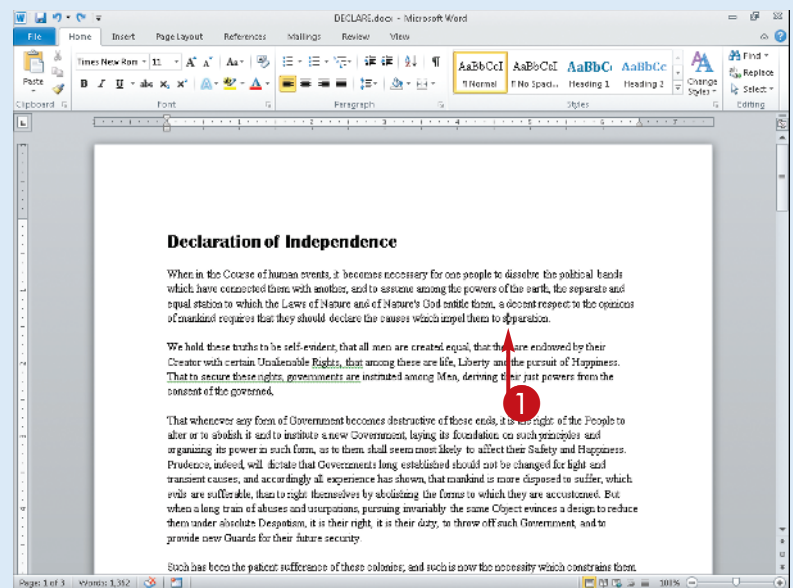
- 1 Note the location of the insertion point.
- 2 Press →.

- 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.

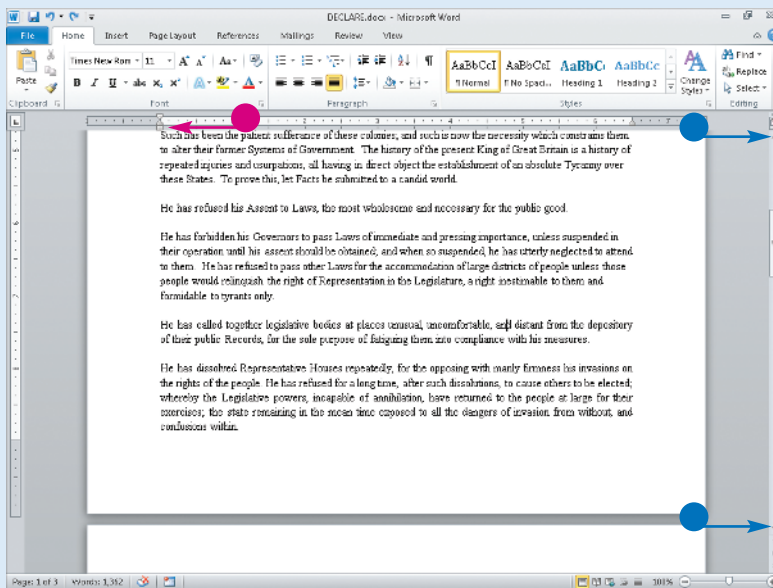
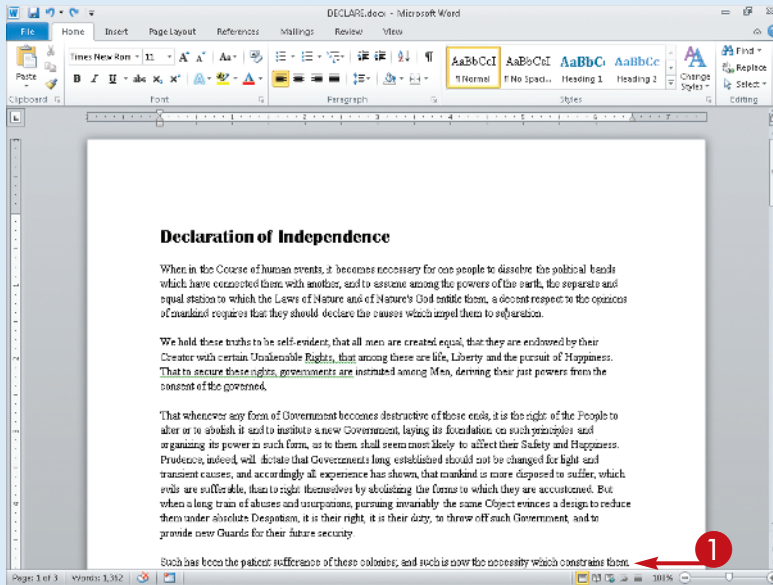
You can press **Ctrl** + → or **Ctrl** + ← to move the insertion point one word at a time to the right or left.



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
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.

Simplify It

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

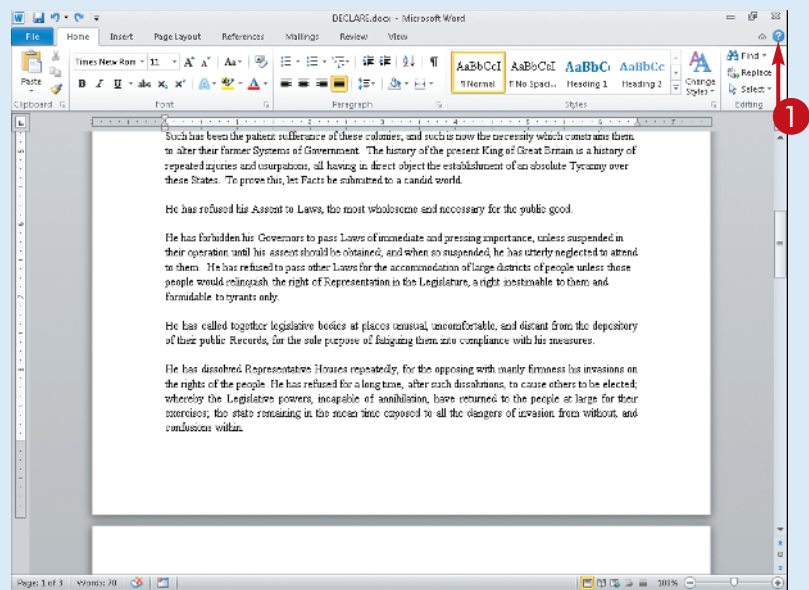
You can search for help with the Word tasks you perform. The Word Help system is organized by various categories, such as ones for creating documents, setting up tables, or working with page breaks. When you select a category, the Word Help system displays topics available in that category. Locating help by selecting a category is similar to using the table of contents of a book.

If you prefer, you can search for help topics by providing keywords; this approach is similar to using the index of a book.

In either case, Word searches both the Internet and the Help file on your computer.

Get Help

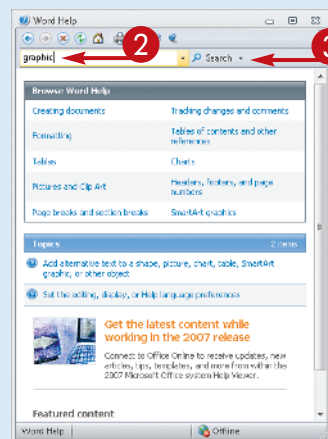
1 Click the **Help** button (🔍).

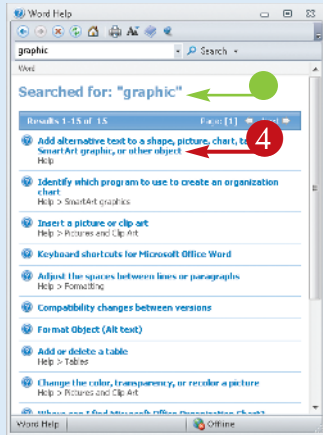


The Word Help window appears.

2 Type a word or phrase related to the help topic you want to view.

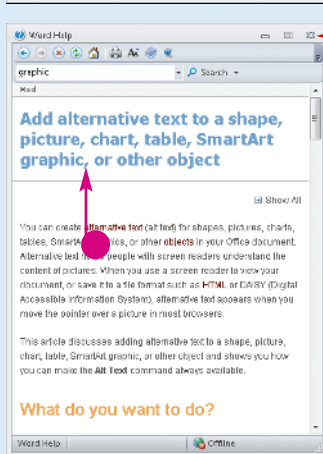
3 Click **Search** or press **Enter**.






- 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.



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.