

Part I

My Word, and Welcome to It

The post-Word 2003 world is different. Part I's mission is to get you past the differences and up and running with Word 2010. This section offers answers to questions such as “Why did they change it?” and “How do I do what I used to do?”

Part I begins with things you need to know and want to know about Word 2010. Chapter 1 explains the post-Word 2003 interface and why Microsoft chose to radically overhaul Word's look and feel. Chapter 2 offers a quick start, showing both beginning and seasoned Word users how to start Word and use its many facets. Chapter 3 is targeted at veteran pre-Word 2003 users who might feel a little lost in the maze of new methods and features. Chapter 4 offers the best advice the author can give you about how to get the most out of Word by using styles and taking advantage of power user techniques. Chapter 5 demystifies Word's .docx file format, explaining why and how it's different from Word's legacy .doc format. Finally, Chapter 6 tries to anticipate your reaction to certain “helpful” features by showing you how to tame or take advantage of Word behaviors that you might consider annoying.

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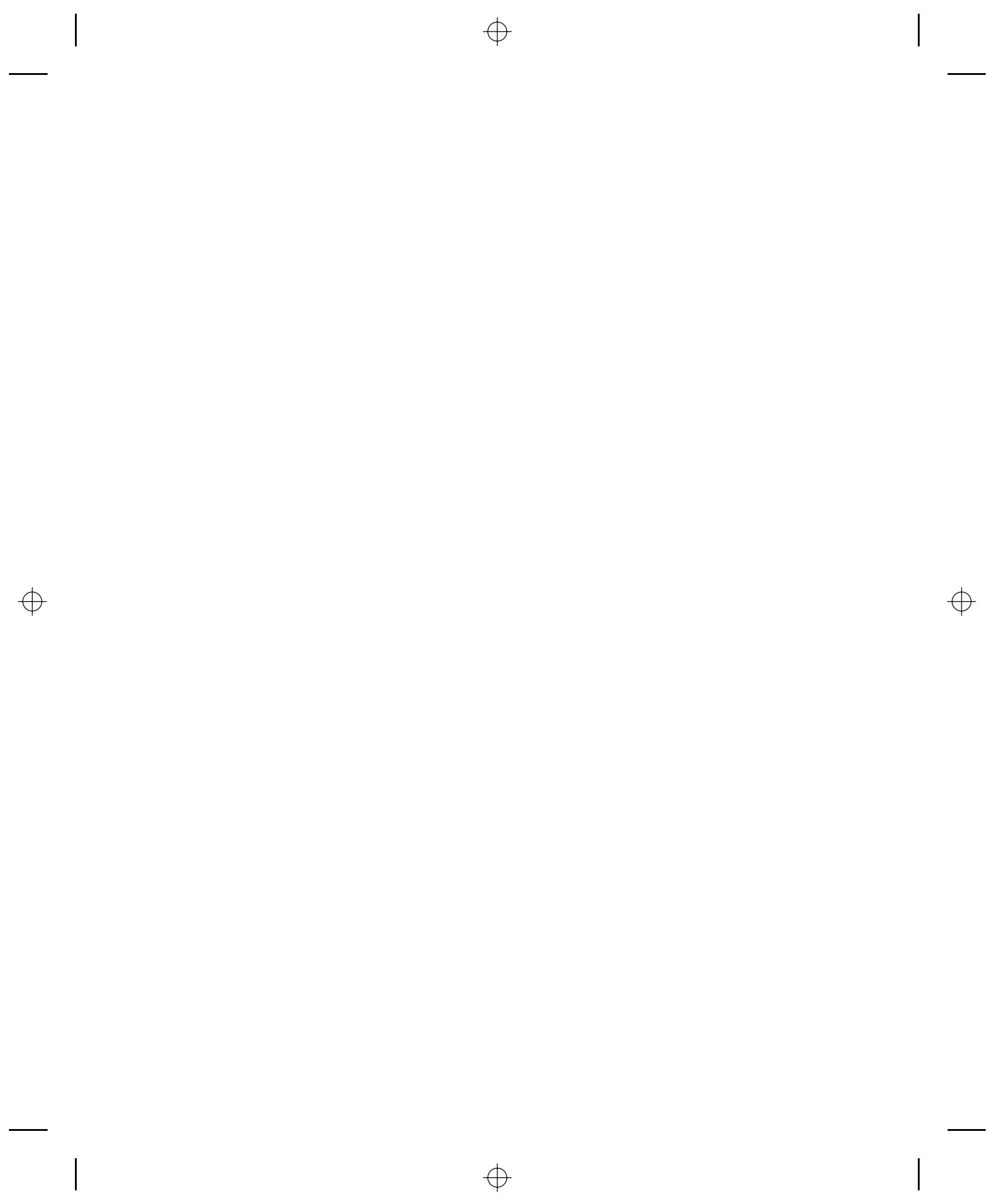
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CHAPTER

1

Brave New Word

Welcome to 2010. Word 2010, that is. If you came here from Word 2007, changes will seem evolutionary. If you arrived from Word 2003 or earlier, the changes are more revolutionary. This chapter provides an overview of what's new — changes since Word 2007 and changes since Word 2003.

If you're completely new to Word and have been using another Windows word processor such as WordPerfect or OpenOffice, you're likely more accustomed to toolbars and menus than you are to Word 2010's ribbons, so when I contrast Word 2010's ribbons with pre-Word 2003's interface, you'll likely immediately grasp just how different the ribbon is, even if you never touched Word 2003.

The *ribbon* is a set of contextual tools designed to put what you need where you need it when you need it. When you click one of the major *tabs* on the ribbon, the tools you need for specific tasks should mostly be right where you need them. The ideal result is that you don't need to go looking for what you want.

In fact, the ribbon might actually be considered a kind of toolbar. Instead of a list of different toolbars accessed from the View menu, however, the different parts of the ribbon are organized into tabs and groups. The result is that more of the tools are exposed to you, making it more likely that you'll discover what you need. At least that's the theory.

If you've used Word 2003 or earlier versions in the past, Word 2010 will seem strange and different. Imagine that you left Earth in the year 1994 — the last time Word's interface was overhauled — and returned in

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the year 2010. Over the ensuing sixteen years, Word for Windows 6 had gradually evolved into Word 14 (Word 2010), slowly transitioning from menus and toolbars to the ribbon.

When considered from that evolutionary perspective, perhaps Word 2010 doesn't look so different. What you, the space traveler, do not realize, however, is that the radical changes occurred not slowly and gradually over more than a decade, but in one giant leap from Word 11 to Word 12, three years before you landed. You're not aware of the "missing link" (Word 2007). Never mind why there was no Word 13.

Discoverability

If pre-2003 versions of Word were driven mostly by *functionality* and *usability*, Word 2010's catchwords are *discoverability* and *results*. Studies show that typical Word users use only a fraction of the myriad features contained in Word. Yet the same studies show that users often employ the wrong features. For example, rather than use an indent setting, a user might press the spacebar five times (gasp!) or the Tab key once (again gasp, but not quite as loud).

Microsoft's challenge, therefore, was to design an interface that made discovering the right features easier, more direct, and more deliberate.

Has it succeeded? Well, you'll have to be the judge.

Let's suppose you want to create a table. Assuming for the moment that you even know that a table is what you want, in Word 2003 and earlier you might choose Table ⇄ Draw Table or Table ⇄ Insert ⇄ Table from the menu. Or perhaps you would click the Table tool on the Standard toolbar, assuming you recognize the icon as representing that functionality.

The point is that you had to navigate sometimes dense menus or toolbars in order to find the needed functionality — perhaps not even knowing what that functionality was called. It's akin to wandering through a hardware store looking for something that will twist a spiraling piece of metal into a piece of wood, without knowing whether such a tool actually exists. You don't even know what the piece of metal is called, so you wander about, and finally discover, to your utter delight, the perfect tool . . . a hammer. Oops! There's an old saying: When the only tool you have is a hammer, everything looks like a nail.

Like a hammer, the time-proven spacebar has been used countless times to perform chores for which it was never intended. Yes, a hammer can compel a screw to join two pieces of wood together; and a spacebar can be used to move text around so it looks like a table. However, just as a hammered screw makes for a shaky wooden table, a word processing table fashioned together with spaces is equally fragile. Add something to the table and it doesn't hold together. Which table? Take your pick.

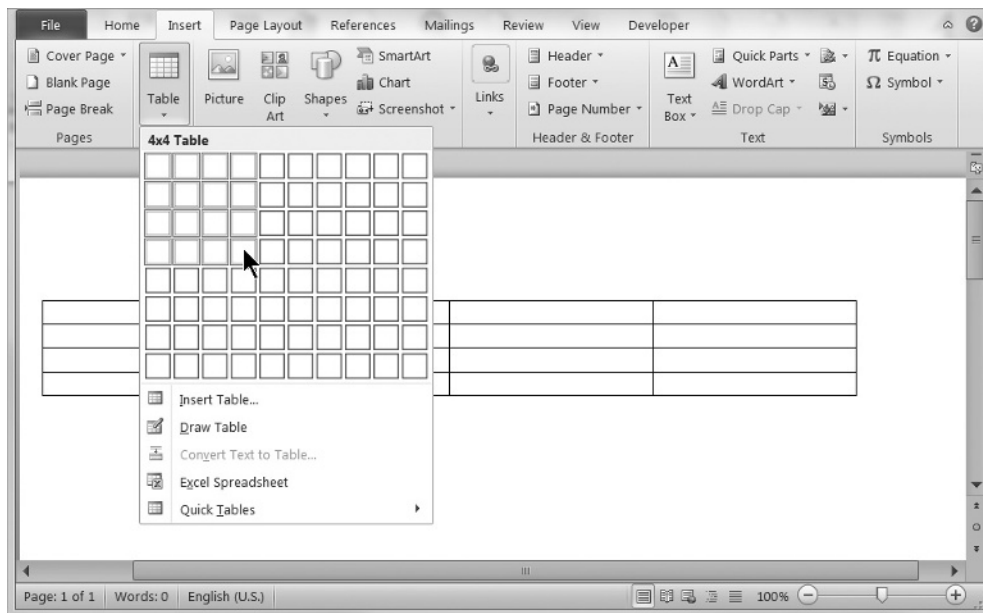
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In Word 2010, there are no dense menus and toolbars. To insert a table — again assuming you even know a table is what you're looking for — you stare at the Home ribbon and see nothing that looks remotely like a table.

Thinking that the act of inserting may be what you need, you click Insert, and there you see a grid with the word Table under it. You click Table, move the mouse, and perhaps you see what's shown in Figure 1-1, as an actual table is previewed inside your document, changing as the mouse moves. Epiphany! Well, maybe just “Yay!”

FIGURE 1-1

Word's “live preview” shows the results of the currently selected ribbon action.



If you've ever spent endless hours wrestling with a document because its numbering is haunted by ghosts that won't let you do what you need to do, you might find relief in Word 2010. More on this in Chapter 5, but for now you might be happy to know that pre-Word 2007's proprietary .doc document format was replaced by .docx, which uses XML (eXtensible Markup Language). XML is an open format in the public domain. At its heart are plain-text commands that can be resolved by Word and a variety of other programs. The bottom line for the user

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is that the mysterious so-called *binary* format is gone, meaning that Word documents are now harder to corrupt. If they do get corrupted, your work is easier to salvage.

Note

If you're a glutton for punishment or you like taking risks, Word 2010 still supports its legacy formats. You can even tell Word to always save documents in earlier formats. This is a good option when you share your work with users of Word 2003 and earlier. For those same Word 2003 users (as well as Word 2000 and 2002 users), however, Microsoft provides a free compatibility pack that enables them to read and write Word 2010 documents (although Word 2010-specific enhancements will be lost in the translation). To find the compatibility pack, visit <http://office.microsoft.com> and search the Downloads tab for "compatibility." ■

The "Results-Oriented" User Interface

If you're like most users, when you begin a letter or a report, the first thing you do is check whether you've ever written a letter or report like the one you are about to write. If you have written something similar, then you very likely will open it and use it as a starting point.

If you don't have a document to use as a starting point, then you check whether there's an existing template in Microsoft Word's repertoire. Failing there, you might search online. Indeed, it's not uncommon to come across questions in online communities or newsgroups asking if anyone has a particular type of template, e.g., "Does anyone have a template for a resignation letter?" I just love replying to that kind of request: *Dear meat-for-brains boss* ... but I digress.

Knowing that most people don't prefer to begin documents with a clean slate, so to speak, Microsoft designed Office to give users what they want. The goal is to offer them a collection of the results they are probably seeking, to save time and guesswork.

Microsoft has done this in a variety of ways. One of the most prominent is to provide galleries of already formatted options. Coupled with this is something called *live preview*, which instantly shows the user the effect of a given option in the current document — not in a preview window!

Rather than focus on a confusing array of tools, Word instead shows a variety of finished document parts or building blocks. It then goes on to provide context-sensitive sets of effects — also tied to live preview. These are designed to help you sculpt those document parts into, if not exactly what you want, then something close. The objective at each step is to help you achieve results quickly, rather than combing through myriad menus and toolbars to discover possibilities. If nothing else, the interface eliminates several what-if steps in what necessarily is a process of trial and error.

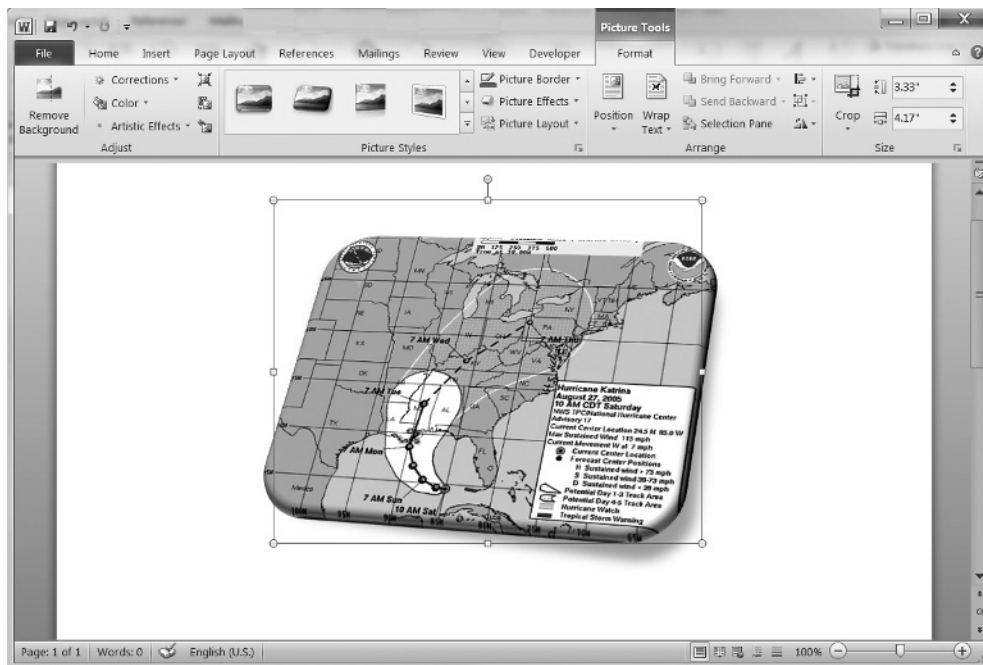
In addition, with each result Word's context-sensitive ribbon changes to show you additional tools that seem most likely to be appropriate for or relevant to the document part that is

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currently selected. For example, if a picture is selected, the Picture Tools ⇨ Format ribbon is displayed, as shown in Figure 1-2.

FIGURE 1-2

A picture is selected, and the Picture Tools ⇨ Format ribbon is displayed; the result of the Picture Style gallery selection (Bevel Perspective, in this case) is previewed in the document.



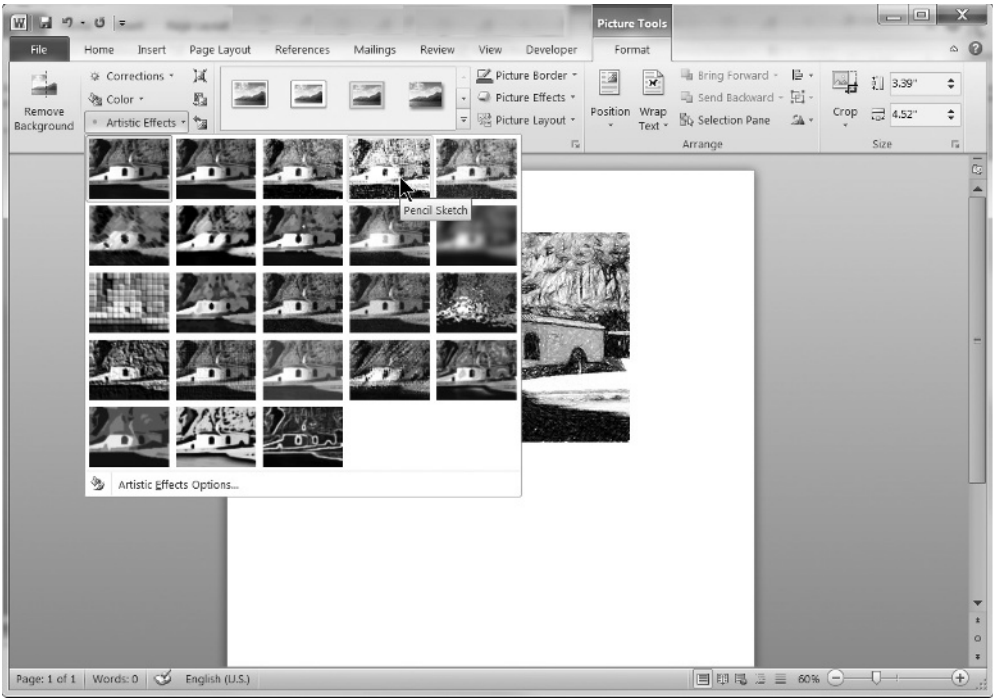
With each action Word displays a likely set of applicable tools on the ribbon. Tools provided include a number of *galleries*, which contain sets of ready-to-use options — I'll have more to say about galleries later. As the mouse pointer moves over different gallery options, such as the picture styles shown here, the image in the actual document shows a live preview of the effect of that choice. As you navigate the ribbon to additional formatting options and special effects, the live preview changes to reflect the currently selected choice, as shown in Figure 1-3.

In addition to providing a live preview of many formatting options, Microsoft has also greatly enhanced and expanded the range of different effects and options. The result, optimally, is documents that look more polished and professional than was possible previously.

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FIGURE 1-3

Live preview shows the result of the selected formatting or effect.

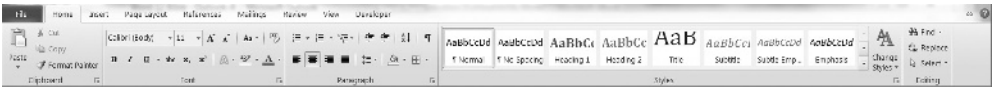


Ribbons and Things

At the heart of Office 2010's results-oriented interface is the ribbon. The ribbon is the area above the document workspace, as shown in Figure 1-4. Technically, I suppose, the ribbon is just the area below the tabs for Home, Insert, and so on. The row containing these tabs controls which ribbon is displayed.

FIGURE 1-4

Word 2010's ribbon, shown in Home position on a 22-inch monitor with normal resolution



Exactly what you see in any given ribbon is determined by a number of factors, including the size of your monitor, your screen resolution, the size of the current Word window, and whether you're using Windows' display settings to accommodate low vision. Hence, what you see might

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not always be what is pictured in this book. If you have a very large monitor operating at comparatively high resolution, at most you will see the entirety of the Home ribbon, shown in Figure 1-5.

FIGURE 1-5

At the highest resolution and largest screen size, Word's ribbon displays additional gallery options and text labels.



Note

This Home ribbon view shows 16 styles from the style gallery, as well as additional tools and text labels in the Clipboard and Editing groups. This is the maximum amount of information you will ever see in the Home ribbon. For this picture to be “shot” Word was stretched across two 22-inch monitors, and additional detail stopped appearing when Word was 37 inches wide. Therefore, if you’re wondering whether you need a 52-inch monitor for Word 2010, you’ll be happy to know that a 42-inch model will work just fine. ■

Tip

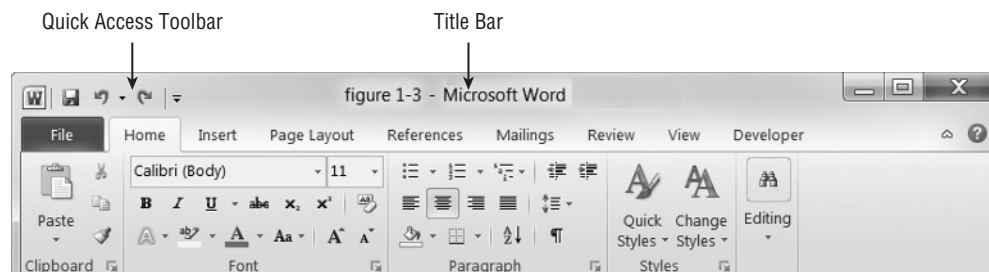
Ctrl+F1 toggles the ribbon on and off. At times the ribbon is going to look overly large to you. It will also seem imposing when you’re simply reading a document or when you’re trying to see a graphic and write about it at the same time. The ribbon might also be distracting if all you’re doing is composing, and are fluent in the keystrokes you need to perform basic formatting. For those times, there is Ctrl+F1. To turn the ribbon off using the mouse, double-click the current tab; click any tab to turn it back on temporarily. It will automatically hide when you’re done using it. Double-click any tab or press Ctrl+F1 to turn it back on full-time. ■

Title Bar

The top bar of the Word window is called the *title bar*, exhibited in Figure 1-6. Double-clicking the title bar toggles Word between maximized and restored states. It’s the equivalent of alternately clicking the maximize and restore buttons.

FIGURE 1-6

The title bar



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The title bar contains the *Quick Access Toolbar (QAT)* (optionally), the name of the document in the current Word window, and what Windows calls the *application control caption buttons* (the tools for maximizing, minimizing, restoring, and closing application windows). If you've told Word not to "Show all windows in the Taskbar" (File ⇨ Options ⇨ Advanced ⇨ Display section), then these caption buttons control all of Word, rather than just the current document window. In your own case the title bar might contain other elements as well, such as items placed there by various Word and Windows add-ins.

Tip

Right-click different areas of the title bar for available options. For example, if you right-click the Quick Access Toolbar you'll see that it can be customized or placed below the ribbon; any tool on it can be instantly removed as well. If you right-click the middle area of the title bar you'll see that the caption button options (Move, Size, Minimize, etc.) are available here as well. You can also access them from within Word by pressing Alt+spacebar. ■

The Home Row

Shown below the title bar in Figure 1-6 is the home row. I'm not sure if that's the official name, but that's the name I'll use here. In addition to the tabs themselves, which control which ribbon is displayed, this line contains the document control caption buttons, and the Help button (which replaces Help ⇨ Microsoft Word Help from Word 2003 and earlier). If you've told Word to "Show all windows in the Taskbar" (File ⇨ Options ⇨ Advanced ⇨ Display section), the separate document control caption buttons will not be present. The tabs can be accessed via the mouse or hot keys. Unlike in menu-based Windows applications, however, there are no underlined letters showing you the hot keys.

As noted earlier, double-clicking the currently selected tab hides the ribbon. Double-click any tab to unhide it. Ctrl+F1 toggles the ribbon on and off as well. Once the ribbon has been turned off, you can temporarily turn it back on by clicking a tab (or pressing its hot key). Once you've used a tool in that tab, the ribbon automatically goes back into hiding.

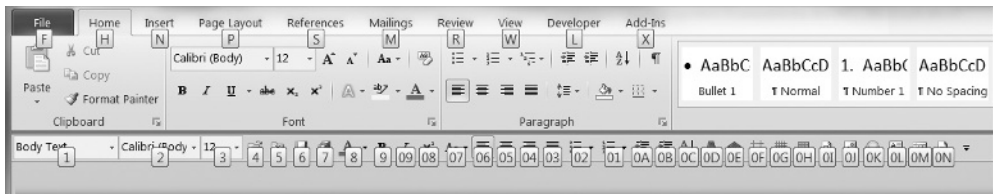
KeyTips

If there are no underlined letters, how do you know which keys to press? Tap the Alt key. As shown in Figure 1-7, when you tap the Alt key, shortcut keys that work in the current context are displayed. "In the current context" might seem like an odd way to phrase it. Why context is relevant will become clear when we talk more about the Ribbon (described in the following section). For now, however, if you're working in a Word document, pressing Alt+H will display the Home ribbon tab, Alt+N the Insert ribbon tab, and so on.

Note that I've added some additional tools to the QAT shown in Figure 1-7, and that numbered hot keys are associated with them. In addition to the first nine being accessible via Alt+1 through Alt+9, the last three are accessible via Alt+0L, Alt+0M, and Alt+0N.

FIGURE 1-7

Tap the Alt key to display Word's context-sensitive hot keys.

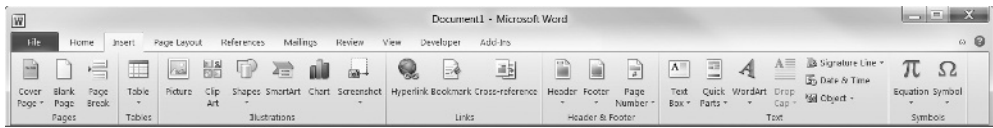


Ribbon

The ribbon is divided into a number of different tabs that ostensibly correspond to Word's former menu. Unlike with Word 2003's menu, however, there are no expanded drop-down lists under each main menu item. Instead, each tab exposes a different ribbon. Note that in Figure 1-4, the Home ribbon is exposed. Contrast that with Figure 1-8, which displays the Insert ribbon.

FIGURE 1-8

Each of the tabs exposes a different ribbon; the Insert ribbon is shown here.



Note that the number of ribbon tabs you see also varies according to user settings. In Figure 1-8 you can see the Developer and Add-Ins tabs. In your own setup, these tabs might not appear. Why the visible tabs vary is covered in luxurious detail in Chapters 47 and 48.

Groups, or Chunks

We've already talked about the Ribbon — now it's time to explore a few tricks and some odd nomenclature. At the bottom of the ribbon shown in Figure 1-7, note the names Clipboard, Font, and Paragraph. These are known as *groups*, or *chunks*. Each contains individual tools or controls.

If you're a veteran Word user — perhaps even if not — you've probably been wondering what to do, for example, if the Ribbon is displaying the Page Layout ribbon, and you really want to access the Home ribbon's Editing tools (the ones that contain Find, Replace, Go To, and Select).

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In pre-Word 2007 incarnations of Word, access to commonly used commands was always available via the menu, and often via the Standard and Formatting toolbars. Indeed, these commands are always available in Word 2010 as well, sort of. When the Page Layout ribbon is displayed, you can access any of the Home ribbon items simply by pressing Alt, H (in sequence), or by clicking the Home ribbon.

What if you want to remain focused on Page Layout?

Any item on the ribbon — individual tools, groups/chunks, and even dialog box launchers — can be added to the QAT. For example, right-click Bold and choose Add to Quick Access Toolbar. Now Bold will be available all the time, regardless of which ribbon is displayed. Did I mention that Q stands for Quick? Don't want Bold there? Right-click it and choose Remove from the Quick Access Toolbar.

Let's try another navigation trick. Tap Alt+P (Page Layout ribbon). Now press the arrow keys. If you're unsteady with the mouse, you can use the four arrow keys to navigate. You can also use Tab and Shift+Tab to move forward or backward through all the ribbon commands. When you get to a command you want to use, press either the spacebar or the Enter key.

Note

In the previous section I mentioned that hot keys are context-sensitive. Shouldn't they work the same way all the time? One would think so. Alas, Microsoft does not agree, so while Alt+1 might activate the first QAT command when you tap the Alt key, you cannot count on its always doing the same thing. If you press Alt+H, now the Alt+1 key applies bold formatting. Hence, context is vital. If you're a touch typist who hardly ever looks at the screen, good luck. Meanwhile, press Alt+P and try not to laugh (or cry) when you notice that some commands have two — not one — hot keys. Any idea why AY means Rotate? Me neither. ■

Contextual Tools

In addition to the default set of seven main tabs, additional context-sensitive or *contextual tabs* appear depending on what kind of document part is selected. For example, if you choose Insert ⇨ Header and insert a header from the Header gallery, the Header & Footer Tools' Design sub-tab is displayed, as shown in Figure 1-9.

Notice that because this particular header format is enclosed in a table, the Table Tools tab is also exposed. The Table Tools tab has Design and Layout subtabs, each of which is also available in the current view.

Tip

As you are becoming acclimated to Word 2010, whenever a new tab is exposed, you should click it to explore what it has to offer. Think of them as hidden drawers that might contain money! This is an aspect of Office 2010's *discoverability*. If you don't like the design choice in a given gallery, you very likely can change it (and even add new or changed items to the gallery for future use — more on this later). ■

Quick Access Toolbar

If you are a veteran pre-Word 2007 user, you might be asking, "Where have all the toolbars gone?" If you are a longtime veteran, in fact, you might be screaming that question at the top of

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your lungs, perhaps adding a colorful adjective or two. All of the toolbars have been collapsed into the single and less flexible Quick Access Toolbar, or QAT as it is rapidly becoming known. (The exact pronunciation is still being debated.) Shown above the ribbon in Figure 1-10, the QAT can also be placed below the ribbon, where there is more room.

Note

If you have custom templates that rely heavily upon carefully crafted custom toolbars and menus, there's good news and bad news and good news. The good news is that some of those toolbars might actually still work in Word 2010 if you upgraded from Word 2003. Look for them in the Add-Ins ribbon. The bad news is that Word 2010 no longer contains customization tools that let you create and modify multiple toolbars. The good news, however, is that in Word 2010 you *can* customize the ribbon. ■

FIGURE 1-9

When a header is selected, the Header & Footer Tools' Design subtab and associated ribbon are selected.

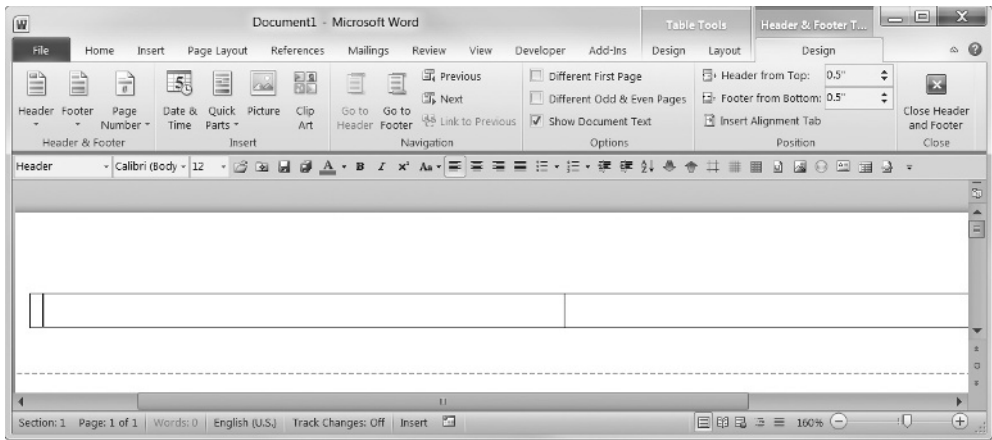
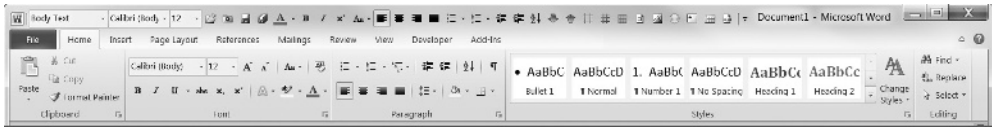


FIGURE 1-10

The Quick Access Toolbar (QAT) provides quick access to user-selected tools.



Live Preview

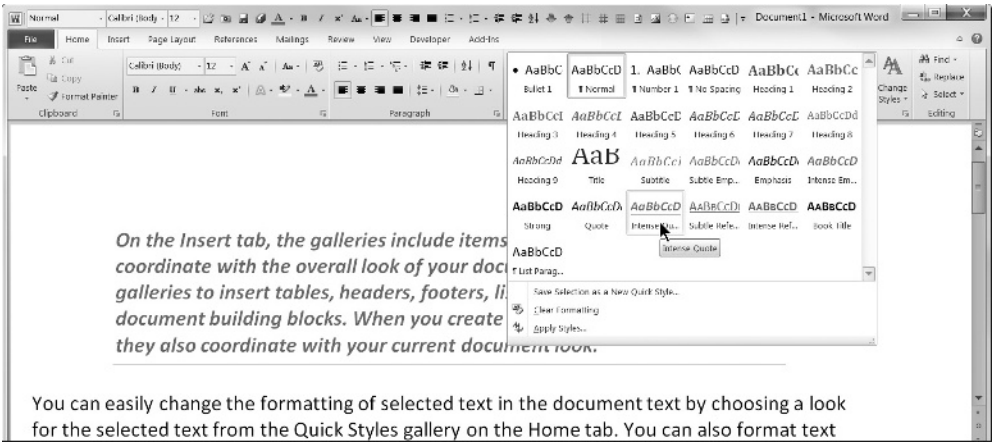
Live preview applies the highlighted gallery formatting to the selection in the current document, enabling you to instantly see the results without actually having to apply that formatting,

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as shown in Figure 1-11. As the mouse pointer moves among the different gallery options, the formatting displayed in the body of the document instantly changes.

FIGURE 1-11

Live preview, showing the results of the Intense Quote style applied to the current paragraph



Note that not all galleries and formatting options produce live preview results. For example, in the Page Layout ribbon, none of the Page Setup items produces live previews, nor do the paragraph settings on that ribbon.

Another time you won't see live preview is when working with dialog boxes, such as the Paragraph dialog box. Many of those offer internal Preview panels, but do not take advantage of Office 2010's live preview capability.

A gotcha in all this newfangled functionality is that sometimes the gallery itself covers up all or part of the live preview. This gets old quickly, and can negate much of live preview's functionality, unless you're blessed with lots of screen real estate. Maybe that 52-inch monitor isn't such a bad idea after all.

Fortunately, some galleries and controls have draggable borders that enable you to see more of what you're trying to preview, as shown in Figure 1-12. If a control's border is draggable, this is indicated by three dots. Notice the three dots in the lower right corner of the Style gallery in Figure 1-11, and in the bottom border of the Fonts drop-down in Figure 1-12. On the lower right corner, the three dots indicate that the border can be rolled up and to the left. On the bottom, the three dots indicate that the border can be rolled up.

Sometimes, however, it's easiest simply to go ahead and apply the formatting, rather than jump through hoops. If necessary, you can always use the venerable Ctrl+Z (Undo) if you don't like the result.

Caution

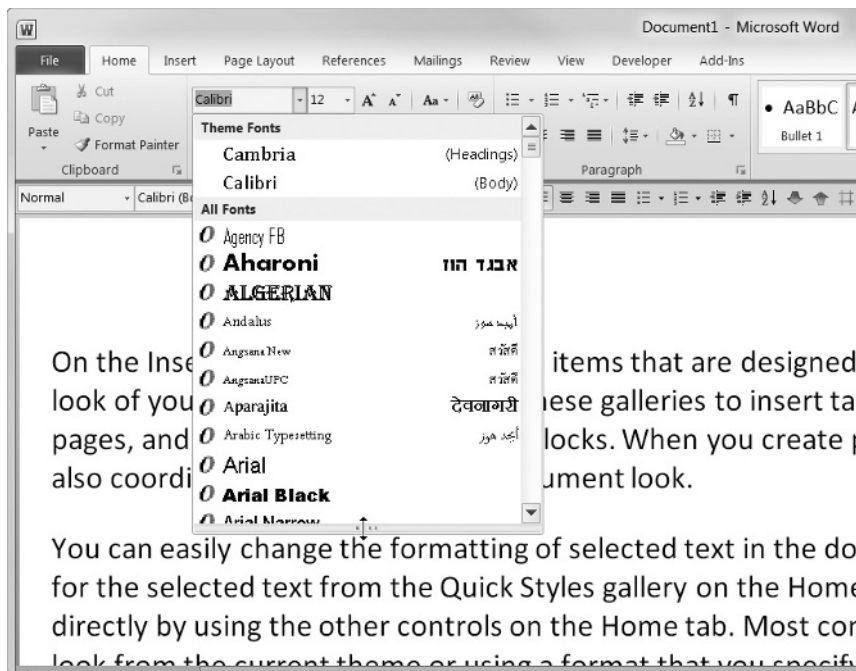
When using live preview, it's very easy to forget to click the desired gallery or formatting command when you come to it. Particularly in extensive lists (such as lists of fonts, colors, or styles), it's possible to get

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exactly the right effect without noticing what it's called. In the case of colors, you usually don't even have a name to use as a guide. Sometimes, the hand really *is* quicker than the eye. Once you move your mouse away from your selection, it's lost. You might have to re-inspect that entire list to find exactly what you already found, so once you find what you're looking for, don't forget to click! Ctrl+Z is your friend! ■

FIGURE 1-12

Some live preview controls can be rolled up to reveal document details that otherwise would be covered.



Galleries

Up to now, I've thrown around the word *gallery* as if it were a common everyday word. Well, it is — but it's taken on expanded meaning in ribbon-oriented Word. Simply put, a gallery is a set of formatting results or preformatted document parts. Virtually every set of formatting results or document parts in Word 2010 (indeed, in all of Office 2010) might be called a gallery, although Word itself does not use the word *gallery* to refer to every feature set. Some, such as the list of bullets, are called *libraries* instead.

Galleries include document styles, themes, headers, footers, page colors, tables, WordArt, equations, symbols, and more. The style gallery is shown in the previous section, in Figure 1-11. Galleries often work hand in hand with the live preview feature. Imagine that you're paging through a coffee-table volume of paintings, and each time you point to a different painting, your own house and garden are transformed to reflect the style and period of the painting. Point at a different painting, and your house and garden are retransformed.

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As noted earlier, however, not every gallery results in a live preview. As you begin to take advantage of this feature, you will quickly start to miss it when it's not available. Word 2010 has added some new galleries that Word 2007 did not have, such as the Artistic Effects gallery in the Picture Tools Format ribbon.

The MiniBar or Mini Toolbar

Another feature in Word 2010 is the *MiniBar*, more formally known as the *Mini Toolbar*. The MiniBar is a set of formatting tools that appears when you first select text. It is not context-sensitive, and always contains an identical set of formatting tools. There is no MiniBar for graphics and other non-text objects.

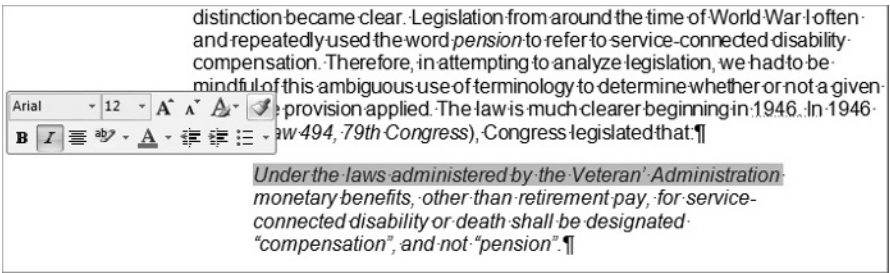
When you first select text, the MiniBar appears as a ghostly apparition. When you move the mouse pointer closer to it, it becomes more solid, as shown in Figure 1-13. If you move the mouse pointer far enough away from it, it fades away completely.

Note

Once the MiniBar disappears, you cannot resurrect it by hovering the mouse over the selection. You can, however, display the MiniBar and the current context-sensitive pop-up menu by right-clicking the selection. Note also that only the mouse triggers the MiniBar. If you display the pop-up context menu by pressing Shift+F10 or by tapping the Menu button on a Windows keyboard, the MiniBar will not appear. ■

FIGURE 1-13

The MiniBar appears when text is first selected.



Some users will love the MiniBar, others will hate it. I recommend that you give it a try. It exists to provide convenient and discoverable access to commands that are otherwise less convenient and less accessible, unless you are an avid keyboarder.

When the Home ribbon is exposed, the MiniBar might seem superfluous, as all of the MiniBar's components are replicated in that ribbon. However, consider for a moment how far the mouse has to travel to access those formatting commands. With the MiniBar, the mouse pointer usually has to travel less than an inch or so. For those with repetitive motion injuries, this can save a lot of wear and tear on the wrist.

If you decide that the MiniBar gets in the way, you can turn it off. Even when it is turned off, however, you can still summon it by right-clicking the current selection. To learn how to turn it off, see Chapter 6.

Note

Unlike many ribbon tools, the MiniBar tools do not produce live previews of formatting and other effects. If you need to see a live preview, use the ribbon instead. ■

Context Menus

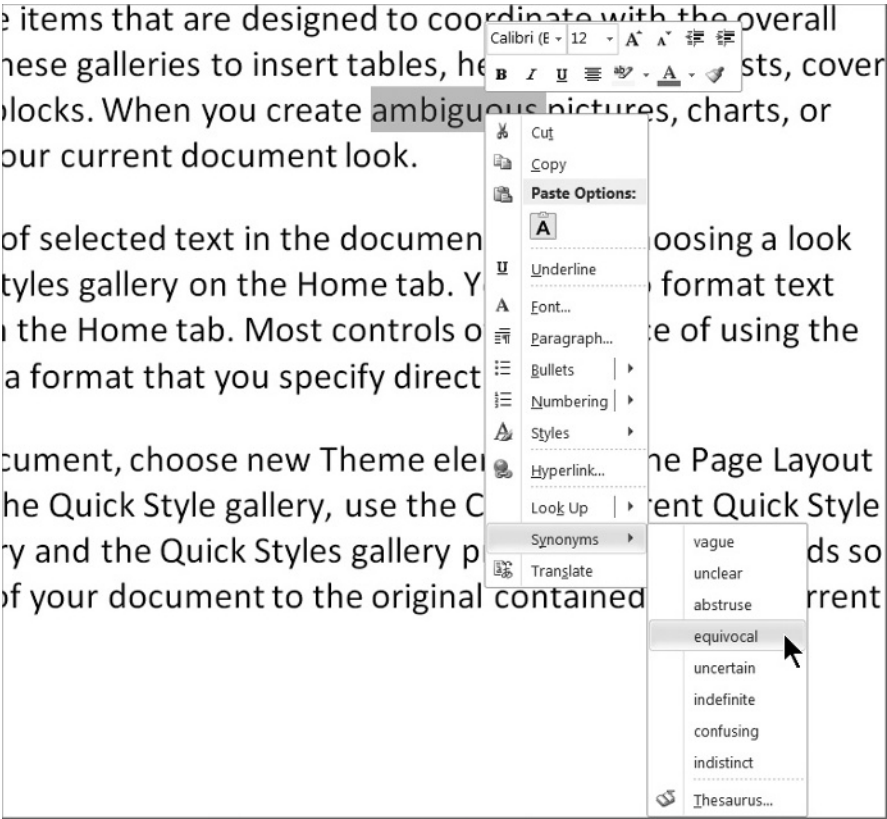
While the menu system of Word 2003 and earlier has been almost entirely replaced by ribbons, Word's context menus, often called pop-up menus, remain. Shown in Figure 1-14, context menus remain largely unchanged from Word 2003, except for the fact that when text is selected, the MiniBar accompanies the pop-up.

Note

While context menus remain in Word 2010, the ability to customize them is gone. ■

FIGURE 1-14

When you right-click a selection, a context-sensitive pop-up menu appears, along with the MiniBar.



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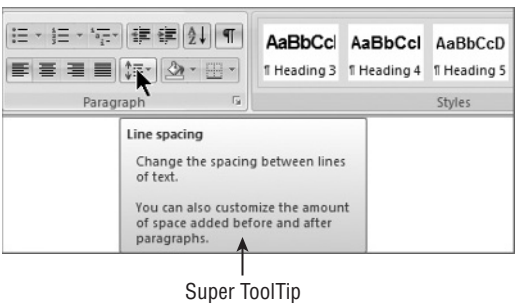
Super Tooltips

Another Word 2010 feature is *super tooltips*. The very name makes you want to leap over tall buildings! Super tooltips are expanded feature descriptions designed to make features more discoverable, as well as to reduce the frequency with which you'll need to press the F1 key for Help. (As it turns out, this is a blessing, because Word's Help system isn't exactly what the doctor ordered. I'll have more to say about that later.)

Shown in Figure 1-15, a super tooltip magically appears when you hover the mouse pointer over a tool. If you hover the mouse pointer over an exposed gallery item (such as a style), however, you will see a live preview of the gallery item instead of a super tooltip. Even better!

FIGURE 1-15

Super tooltips explain the selected feature, reducing the need to press F1.



Dialog Boxes and Launchers

Even though Office 2010's philosophy focuses on the results-oriented ribbon, some features and functions remain tied to traditional dialog boxes. Dialog boxes can be launched in several ways, including by direct keystrokes and what Microsoft calls *launchers*. Launchers are the arrows pointing southeast in the lower right corner of some ribbon groups, as shown in Figure 1-16.

In many instances, Word's dialog boxes have not been overhauled or greatly enhanced for this release. However, if you look closely, you often will see a number of changes, some subtle and others not so subtle. Figure 1-17 contrasts the Font dialog boxes from Word 2010 and Word 2007. Sometimes, if you look really closely, new features will leap out at you!

Task Panes

Word 2003 sported a collection of 14 task panes (or more, depending on what features were installed and in use). You activated the task pane by pressing Ctrl+F1, and it included Getting Started, Styles and Formatting, Clipboard, Mail Merge, and others. As noted earlier in this chapter, in Word 2010, Ctrl+F1 toggles the ribbon on and off.

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FIGURE 1-16

Clicking a launcher displays a dialog box.

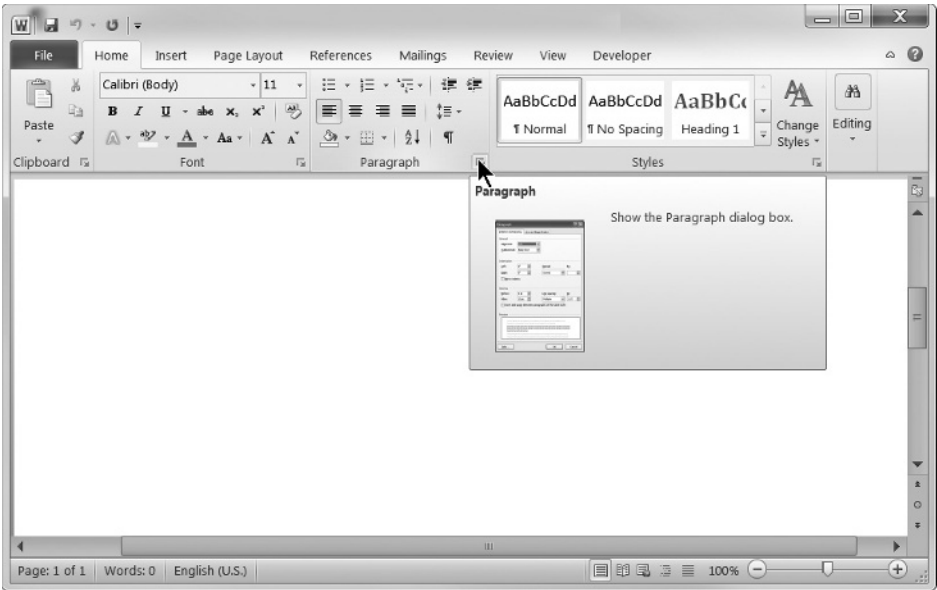
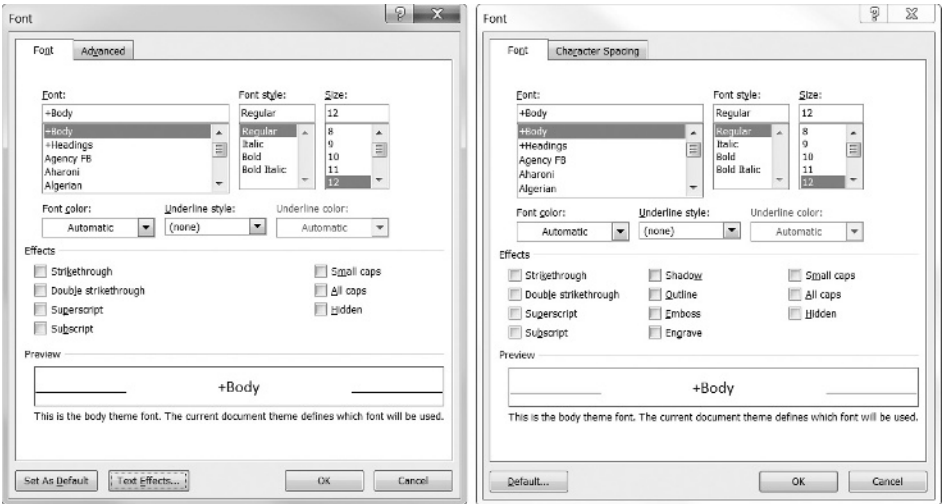


FIGURE 1-17

Can you spot the differences between the Word 2010 and Word 2007 dialog boxes? Without seeing the two versions side by side, you might never notice Word 2010's new Text Effects button!



Word 2010 Font Dialog

Word 2007 Font Dialog

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If Ctrl+F1 is now used for something else, how do you activate the task panes in Word 2010? The short answer is that task panes, as a cohesive concept, have been mostly abandoned. Word 2010 still has some task panes, but you can't access them using a drop-down menu as you could in Word 2003, and you can't access the entire collection of task panes using a single keystroke. Instead, they will appear as needed (and possibly when you aren't expecting them). Think of them as dialog boxes that enable you to type while they're onscreen.

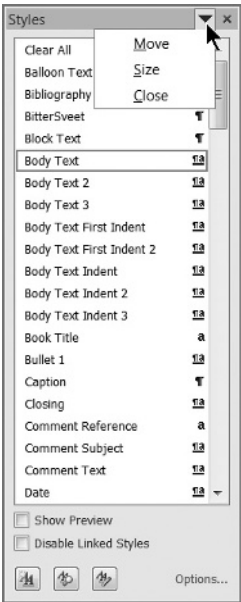
In the Home ribbon, click the Styles dialog launcher. This displays the Styles task pane. Now click the drop-down arrow to the left of the X in the upper right corner of the task pane, as shown in Figure 1-18. Instead of a list of task panes, you get three options that control only this task pane. Task panes can be docked on the left or right side of the document window, or can be dragged and displayed wherever it's convenient — including completely out of Word's window frame. Just move the mouse pointer over the Styles title bar and drag. To return it, just drag it back, or double-click the floating task pane's title bar.

Note

Is there something missing from the Styles task pane? In Word 2003, the Styles and Formatting task pane always shows the style of the current selection. That doesn't always happen in Word 2010, because the Style gallery is limited in the number of styles it can display and it doesn't automatically scroll to the currently selected style. If this is a problem for you, there is a partial solution. See Chapter 9 for the details. ■

FIGURE 1-18

Word 2010's task panes are independent of each other and can't be selected from a common pull-down control.

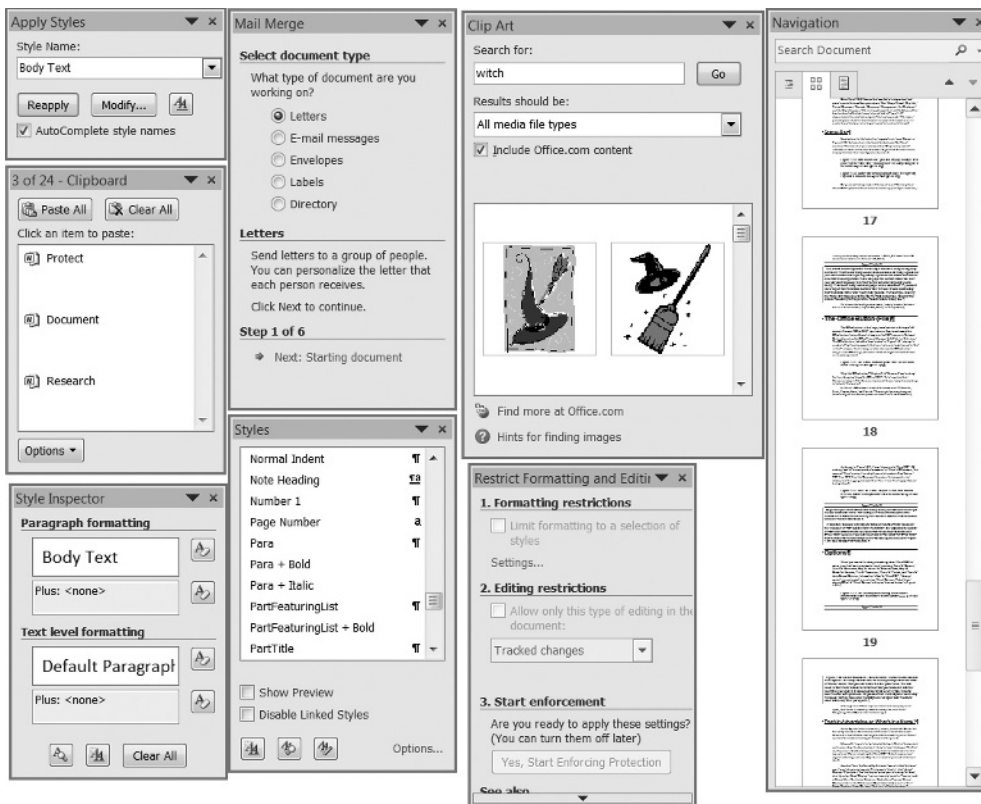


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Other Word 2010 features that manifest as independent task panes include the Navigation pane (new in Word 2010), the Mail Merge Wizard, Clip Art, Protect Document, Research, Document Management, the Clipboard, and the Style Inspector. While it might seem a bit odd for Microsoft to have unbundled the task panes, a quick look at Figure 1-19 hints at a decided advantage of the independent approach. While you probably won't need to have them all onscreen at once, it's nice to know that you're not limited to just one task pane at a time.

FIGURE 1-19

You can display multiple task panes at the same time, should you feel a compelling need for clutter.



Status Bar

Now we turn to the status bar, neglected until now. Shown in Figure 1-20, the status bar is the bar at the bottom of the Word window. The status bar provides more than 20 optional pieces of information about the current document. Right-click the status bar to display its configuration options.

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FIGURE 1-20

Word 2010's status bar adds several new collaboration features.

Customize Status Bar		
	Formatted Page Number	1
<input checked="" type="checkbox"/>	Section	1
<input checked="" type="checkbox"/>	Page Number	1 of 1
	Vertical Page Position	1"
	Line Number	1
	Column	1
<input checked="" type="checkbox"/>	Word Count	0
<input checked="" type="checkbox"/>	Number of Authors Editing	
	Spelling and Grammar Check	No Errors
<input checked="" type="checkbox"/>	Language	English (U.S.)
<input checked="" type="checkbox"/>	Signatures	Off
<input checked="" type="checkbox"/>	Information Management Policy	Off
<input checked="" type="checkbox"/>	Permissions	Off
<input checked="" type="checkbox"/>	Track Changes	Off
	Caps Lock	Off
<input checked="" type="checkbox"/>	Overtype	Insert
<input checked="" type="checkbox"/>	Selection Mode	
<input checked="" type="checkbox"/>	Macro Recording	Not Recording
<input checked="" type="checkbox"/>	Upload Status	
<input checked="" type="checkbox"/>	Document Updates Available	No
<input checked="" type="checkbox"/>	View Shortcuts	
<input checked="" type="checkbox"/>	Zoom	160%
<input checked="" type="checkbox"/>	Zoom Slider	

Do you need to keep track of the word count? Not only does Word update the Word count continuously, but if you select text, it tells you how many words are selected: 180/5,644 means that 180 words are selected out of a total of 5,644.

Note

The status bar configuration menu stays onscreen until you click somewhere else in the Word window. That means that you can enable or disable as many options as you want without having to repeatedly right-click the status bar. Notice also that the configuration menu displays the current status too, so if you just want to quickly refer to it to find out what language you're using — but don't really want Language on the status bar — you don't have to put it on the status bar and then remove it. Note additionally that the status items aren't just pretty pictures. For example, clicking the Page item takes you to the Go To Page dialog box. Clicking the Macro Recording item opens the Record Macro dialog box. ■

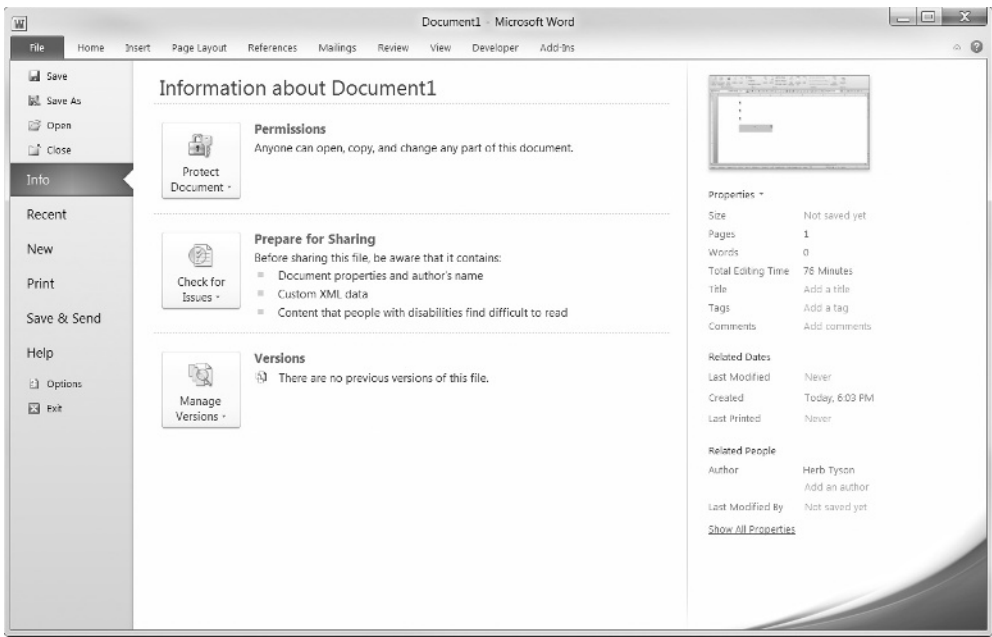
To dismiss the configuration menu, simply click the status bar or in the document, or press escape, enter, or the spacebar.

Go Backstage with File

Office 2007’s Office button has been replaced by a File tab in Office 2010, which displays the *Backstage* view. Only it’s not really a tab because it doesn’t act like other tabs. More on this in a while. Either way, it will make a lot of users happy. The File button, which has been clicked in Figure 1-21, displays the Backstage view. Here you’ll find a number of top-level commands that you ordinarily expect to find in a File menu.

FIGURE 1-21

Word 2010’s File tab replaces Word 2007’s Office button.



In Word’s File tab, some of the commands — Info, Recent, New, Print, Share, and Help — have additional screens and commands.

As shown in Figure 1-22, it pays to explore in Word 2010. By clicking each of the expandable commands in Word’s File tab or Backstage view, the seasoned Word user will quickly discover a number of features hiding in each panel — recent files, document templates, printer commands, save and send options, and more. You’ll also find legacy features hiding there. Users coming from

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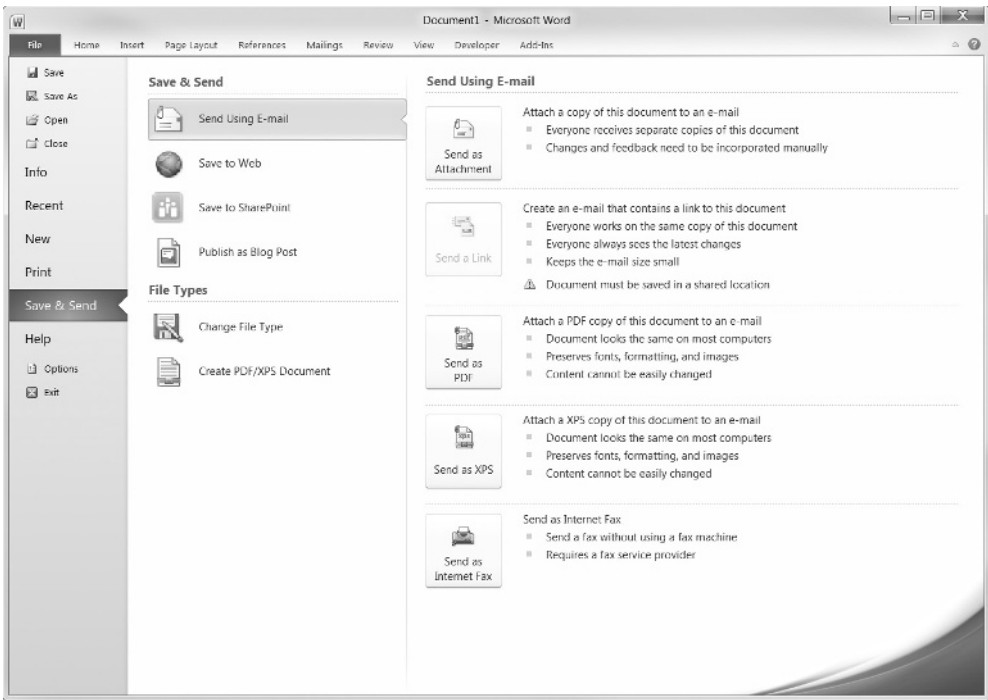
Word 2007 will be happy to know that you no longer need to download an add-in to gain PDF and XPS capabilities. Those are available in Word 2010 right out-of-the-box.

Caution

To exit Backstage, don't click the X. Instead, press escape, or click a different tab (such as the Home tab). If you click the X in the upper right corner, Word not only closes Backstage, but closes itself too. ■

FIGURE 1-22

A cornucopia of online options is found in the Save & Send tab.



Options

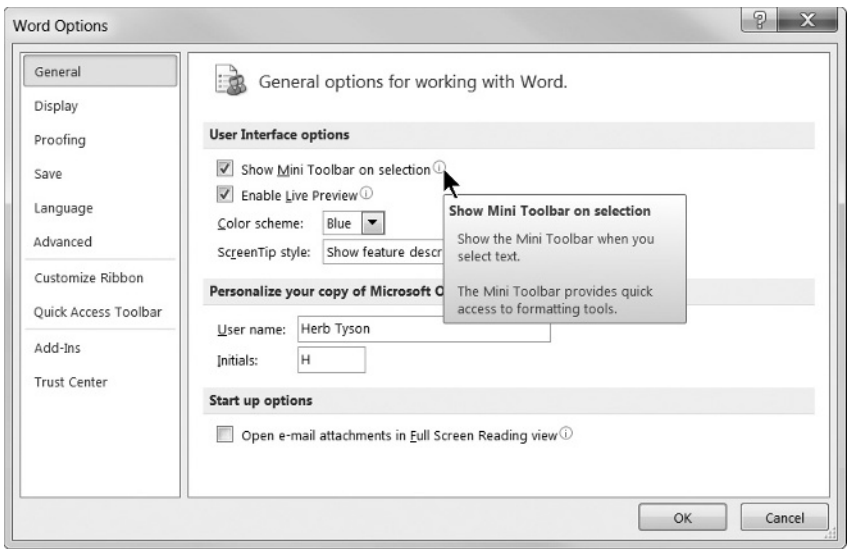
When you wanted to change something about Word 2003 or earlier, you had multiple places to look, including Tools ⇨ Options, Tools ⇨ Customize, Help ⇨ About ⇨ Disabled Items, Help ⇨ Check for Updates, File ⇨ Permission, Tools ⇨ Protect, and Tools ⇨ AutoCorrect Options, to name but a few. In Word 2010, “change central” is now one place: Options. To get there, choose File ⇨ Options to display the view shown in Figure 1-23.

Note

Figure 1-23 is a bit fraudulent, I have to admit. In order not to waste a lot of space, I've neatly resized it so it's no longer larger than the state of Rhode Island. That you can resize it is the good news. The bad news is that Word refuses to remember that you resized it, and the next time you open it it's back just as big as ever. In fact, in some dual-monitor configurations, it's possible that Options won't obey Windows' normal rules, and Options will span both monitors each and every time you open it. ■

FIGURE 1-23

The Options dialog box features Information icons to clarify selected options.



Although all of Word's options are now in one place, so to speak, that doesn't necessarily make them any easier to find. Navigating Word Options can be daunting.

Truth in Advertising, or What's in a Name?

Word's Options dialog has ten sections, or tabs, on the left. Do not be fooled by the labels. Note that one of the tabs is called Advanced. Microsoft's idea of *advanced* might not be the same as yours. What's optional for someone else might be essential for you.

Microsoft's logic is to try to put at the top of the list the controls and options it thinks you are most likely to want to change. The first set, General, is therefore the group it thinks will matter most to the typical user. If you're reading the Word 2010 Bible, however, you might not be a typical user. Keep this in mind as you look at the ten tabs.

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Another caveat is that the labels aren't even objectively accurate. For example, there is a tab labeled Display. If you don't find the display option you're looking for there, don't give up. Some display options actually reside in General, such as Show Mini Toolbar on Selection, Enable Live Preview, and Open e-mail attachments in Full Screen Reading View.

A number of display options are also sheltered under the Advanced umbrella, including great favorites such as the Show Document Content options, the Display options (duh!) and Provide Feedback with Animation (under General). If you're keeping track, there's a General tab, and there's a General section within the Advanced tab. Which General are we supposed to salute?

Still other display options are to be found hiding in various other dark corners and recesses. If you can't find something you *know* must be there, check the index in this book.

Options are covered in detail in Chapter 48. I urge you to click each of the ten tabs to explore the different options that are available. Mostly, this is so you can learn the answer to "Where did they hide it?" Additionally, however, it will enable you to learn about options and features you might not otherwise be aware of.

Advanced . . . versus Not Advanced?

If you're at all like me, you might be wondering "How did Microsoft decide what's advanced and what's not advanced?" We'll probably never know. More important than understanding the logic is simply becoming familiar with the lay of the land so you know where things are, rather than having to look all over the place each time you want to know how to change a setting.

The Advanced tab, partially shown in Figure 1-24, has twelve major sections (depending on how you count them, of course). Also depending on how you count, the Advanced tab offers more than 150 different settings, including the Layout Options.

Remember those nice information icons so prevalent in the General tab? The Advanced tab has only six of them! Out of more than 150 different settings, there are information icons for only six!

Scroll down a bit so you can see both the Save and Preserve Fidelity sections at the same time. Is there any doubt in your mind what "Prompt before saving Normal template" means? Not in mine either.

Now look at "Embed linguistic data." Do you really know exactly what that means? I didn't (I looked it up, so I know now, but there's no cute information button to tell you). Why, do you suppose, did Microsoft choose to provide cute little information buttons for the options whose meanings, for the most part, are already patently obvious? Clearly, it must not know what "Embed linguistic data" means either!

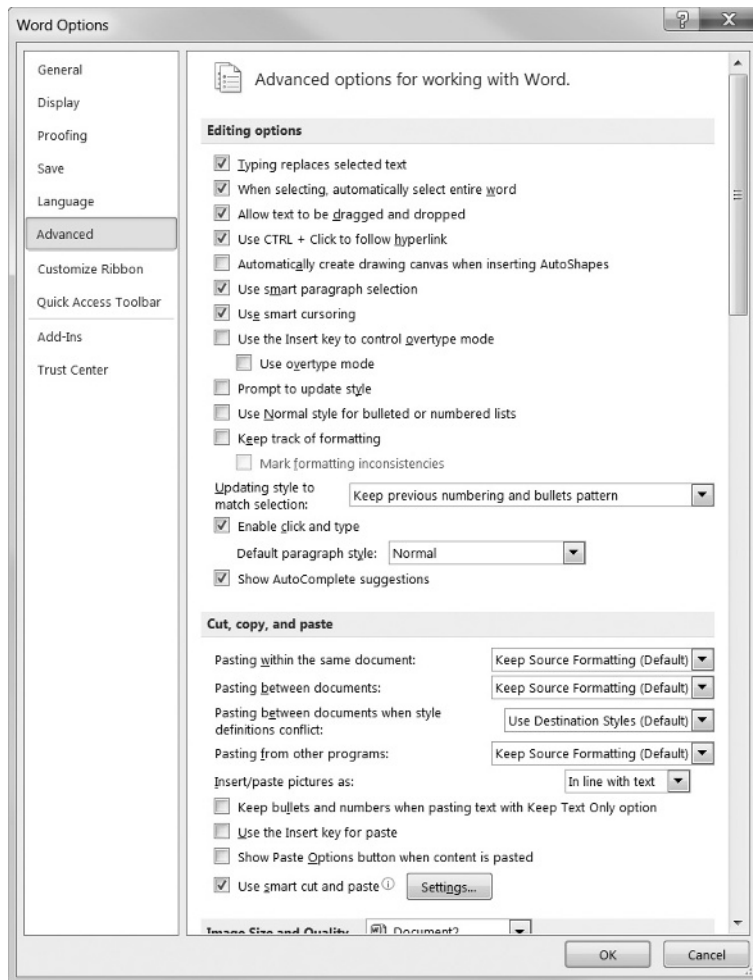
To find out what these advanced options are, simply select the option and press F1. Not much help, right? Okay, then, type "embed linguistic data" into the Search box and click Search for the really "helpful" view shown in Figure 1-25.

Tip

In many instances, but not always, you can find help on what you want by typing the exact feature name (e.g., “embed linguistic data”) into the Search box, pressing enter (which usually returns no results), and then clicking the Support Knowledge Base link. Word Help itself, however, is clueless. ■

FIGURE 1-24

Word’s Advanced options contain over 150 settings.



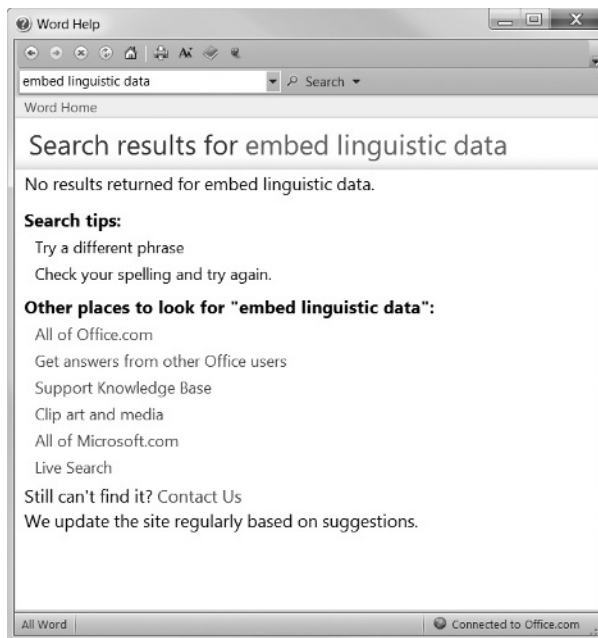
Clearly, Help needs help. Sadly, when I updated the Bible for Word 2010, I didn’t need to change this section very much. You will find useful help much more quickly by following the

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previous tip, or simply by Googling the feature in question. Note that even when you can find help in Microsoft's Knowledge Base, that help often is couched in Microsoftese, a clever circular kind of writing that repeatedly uses the mystery feature's name in lieu of actually telling you what the feature does or means. Searching other sources online often nets you more useful information because the very existence of such sources likely is the result of someone's frustration in trying to parse the "official" sources.

FIGURE 1-25

Word's Help system leaves a lot to be desired.



Summary

In this chapter you've had a look at many of the exciting facets of Word 2010. You've seen the philosophy behind the ribbon (discoverability). You've also learned a number of ways in which Word 2010 is similar to earlier versions, and a number of ways in which it's different. You should now know what people are talking about when they mention the following:

- Ribbon tabs
- The Quick Access Toolbar (QAT)
- Live preview
- Super tooltips
- Galleries