



Introduction to Microsoft Word 2010

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THE BASICS

WHAT IS MICROSOFT WORD?

Microsoft Word (also known as **MS Word**) is one of the most popular word processing computer programs on the market today. It is part of the Microsoft Office family, a group of programs that also includes Microsoft Excel and Microsoft PowerPoint, as well as other programs. Microsoft Word is not a free program, however, Microsoft Word 2010 is installed on all of the library's PCs and can be used free of charge. This course focuses solely on Microsoft Word 2010 for the PC. Other versions of the software for the PC vary in their functionality. Further, Microsoft Word for Mac computers is very different than Microsoft Word for the PC. If you have Word 2011 for Mac, you may notice some similarities between that and Word 2010 for the PC. Users who are interested in free word processing programs are encouraged to register for a free Gmail account, which will give you access to Google Drive, a Google application that allows you to create free text documents, spreadsheets, and presentations.

OPENING MICROSOFT WORD 2010

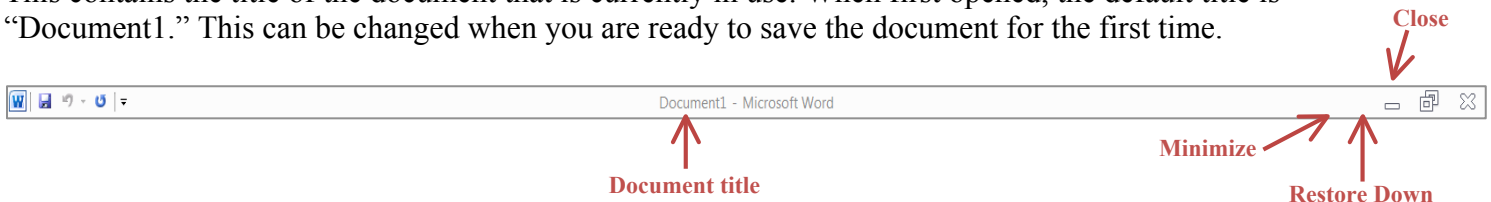
The Microsoft Word icon looks like a blue "W" on top of a white sheet of paper, as can be seen below. The icon may already exist in three different places on your machine.

1. If the icon appears in the Windows taskbar at the bottom of the screen, simply left-click on the icon to open the program.
2. If the icon appears on the desktop, double-click the icon to open the program.
3. If the icon is not in the taskbar or on the desktop, first click on the Windows icon (the **Start Menu**)
 - Then, click on Programs.
 - Next, choose Microsoft Word.
 - If you do not see Microsoft Word, look for a folder called "Microsoft Office." You should find Word within that folder.



THE TITLE BAR

The first thing you may notice once Microsoft Word has been opened is a title bar across the top of the screen. This contains the title of the document that is currently in use. When first opened, the default title is "Document1." This can be changed when you are ready to save the document for the first time.



To the far right of the document title you will see three other icons. The first icon is the **Minimize** icon, the second icon is the **Restore Down** icon, and the third icon is the **Close** icon.

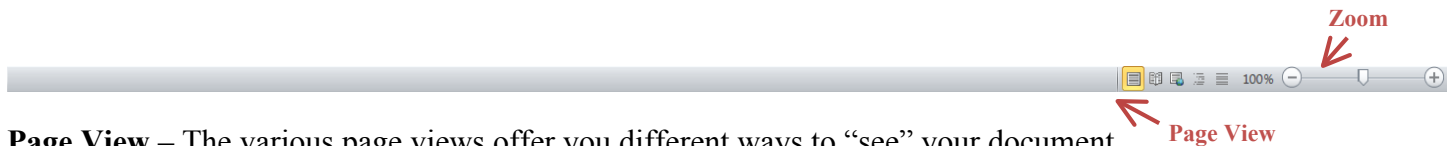
Minimize – Click this icon to "hide" the window by "storing" it behind the MS Word icon in the bottom taskbar.

Restore Down – Click this icon to shrink the window to a smaller size.

Close – Click this icon to close the document.

PAGE VIEW AND ZOOM

At the bottom of the screen you will see another bar that contains important features like **Page View** and **Zoom**.



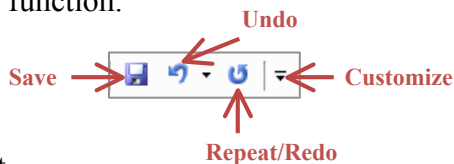
Page View – The various page views offer you different ways to “see” your document.

Zoom – Drag the zoom bar left or right to make the page smaller or larger. You can also click on the “100%” to view and change other custom zoom options.

MENUS

QUICK ACCESS TOOLBAR

In the upper right-hand corner of the screen you will notice a small menu directly above the **File** tab. This is known as the **Quick Access Toolbar**. The **Quick Access Toolbar** enables you to add or remove various MS Word functions to allow for quicker access to tools you may use frequently. By default, the **Quick Access Toolbar** includes the **Save**, **Undo**, and **Repeat** functions. You will also notice an upside down triangle next to the repeat button. This is the **Customize** function.



Save – This button will save a document.

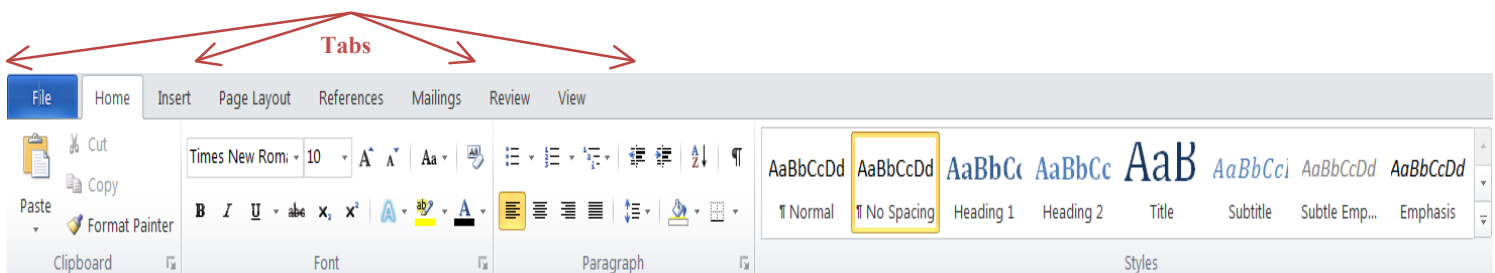
Undo – The undo button will undo the last operation that you have performed.

Repeat/Redo – The repeat button will repeat or redo the last operation that you have performed.

Customize – A drop-down list will appear when this button is clicked. This list contains more commands that you can add to the **Quick Access Toolbar**.

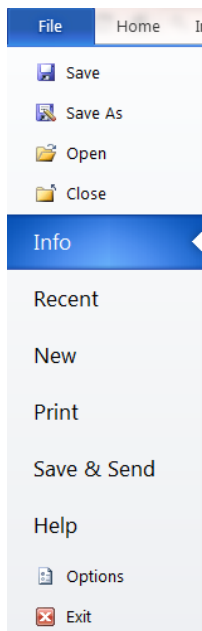
THE RIBBON

First introduced in the 2007 Microsoft Office software, the **Ribbon** menu marks one of the biggest changes from previous versions of Microsoft Office. The **Ribbon** menu houses all of the editing tools for MS Word. The **Ribbon** consists of tabs which each contain their own set of tools and options. By default, the **Ribbon** menu contains the **File**, **Insert**, **Page Layout**, **References**, **Mailings**, **Review**, and **View** tabs. Important tabs for beginners are the **File**, **Home**, **Insert**, and **Page Layout** tabs.



FILE TAB

When you left-click on the **File** tab, the **File** menu will appear. This menu is one of the most important menus within MS Word 2010. It contains options for saving, opening, creating, and printing documents. Some of these options like saving and printing will be covered later in this course.



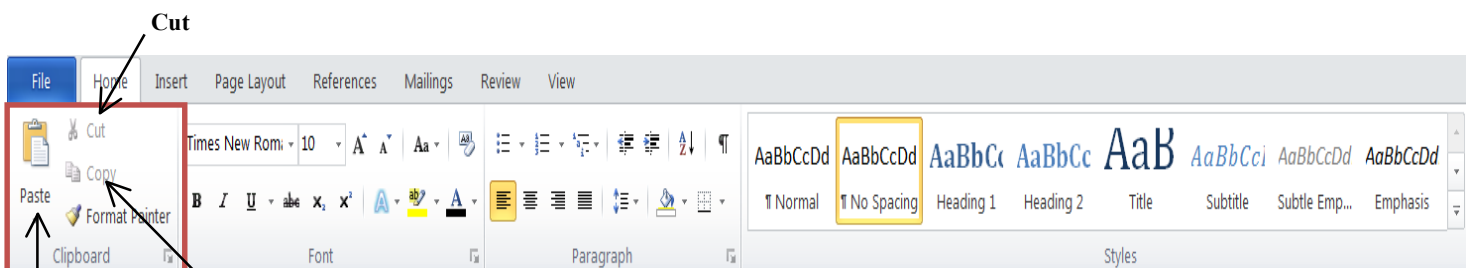
HOME TAB

Another important tab within the **Ribbon** is the **Home** tab. Elements of the **Home** tab that will be covered in this course are the **Clipboard**, **Font** settings, **Paragraph** or formatting tools, and the different default **Styles** available. In the **Home** tab screenshot below, you will notice that each of the separate elements within a tab are separated into boxes that contain a label or name at the bottom.

Clipboard

The **Clipboard** box allows you to cut, copy, and paste images or text. Refer to the red box in the image below.

- **Cut** – When an image or text is highlighted, you may click the **Cut** icon to remove that item or text from the current location and place it on another document or somewhere else in the current document by clicking the **Paste** icon.
- **Copy** – When an image or text is highlighted, you may click the **Copy** icon to make a copy of the text or image and then click the **Paste** icon to create a replica of the text or image.
- **Paste** – The **Paste** icon is used when an image or text has been cut or copied. This places the text or image into the document.

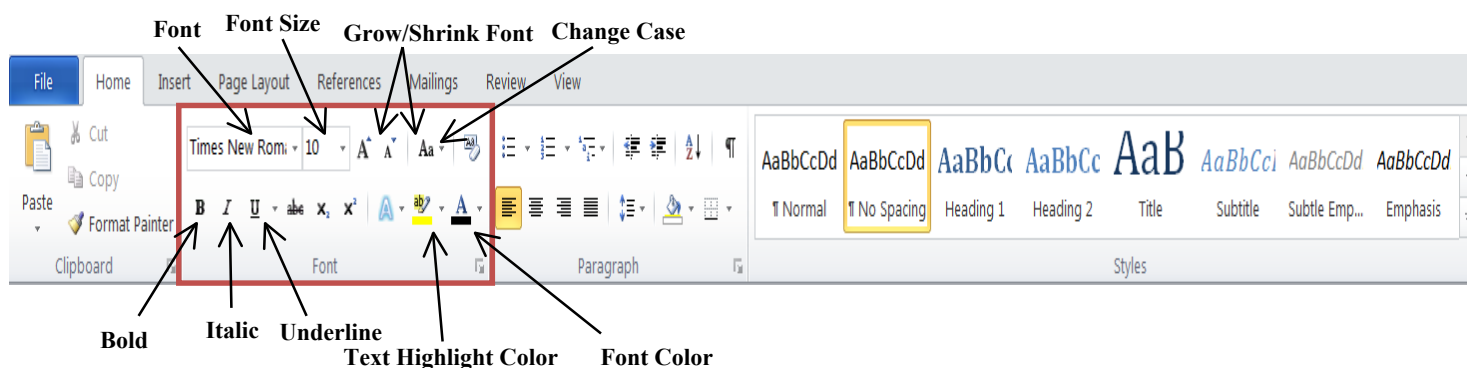


Paste

Font

The **Font** box allows you to make changes to the font being used in a document. Refer to the red box in the image below.

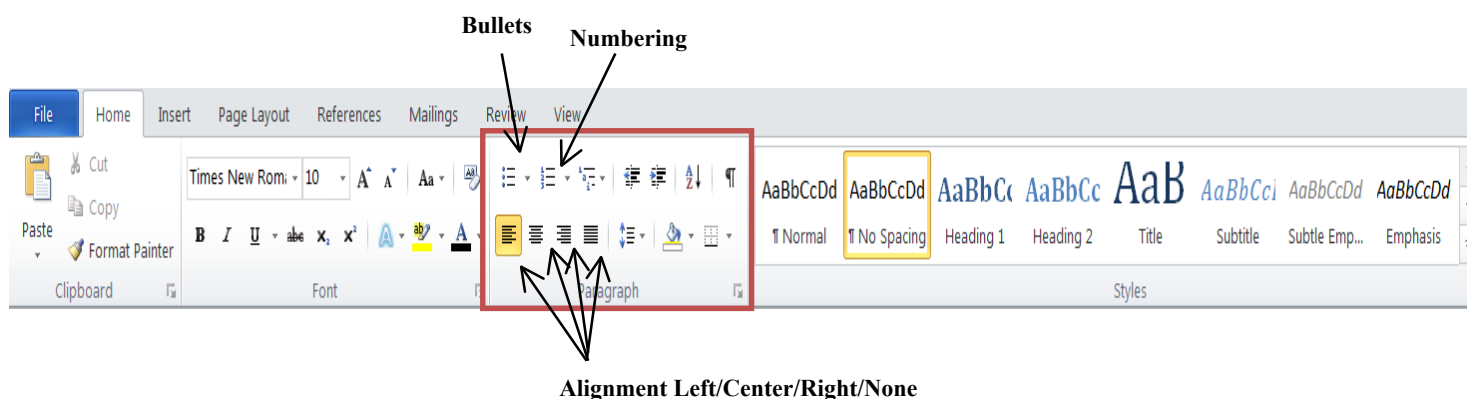
- **Font** – This drop-down menu allows you to choose a different font. If the text is highlighted, you can preview a font by hovering over the font name. The highlighted text should change. The drop-down menu also displays the font name in the actual style of that font.
- **Font Size** – This number refers to the size of a font. The smaller the number, the smaller the text will be. You can select a size by clicking the upside down triangle next to the number. You can also manually change the font size by clicking in the number box and then entering a number.
- **Grow Font** – The grow font icon will increase the font size each time you click it.
- **Shrink Font** – The shrink font icon will decrease the font size each time you click it.
- **Change Case** – The change case icon allows you to change the case of a font.
- **Font Color** – To change the color of a font, you can highlight the text you would like to change and then select a color from the font color menu.
- **Text Highlight Color** – To highlight text with a color (similar to a real-life highlighter) you can highlight the text to be changed and then select a color from the text highlight color menu.
- **Bold** – To make text **bold**, highlight the text and then click on the bold icon.
- **Italic** – To *italicize* text, highlight the text and then click on the italic icon.
- **Underline** – to underline text, highlight the text and then click on the underline icon.



Paragraph

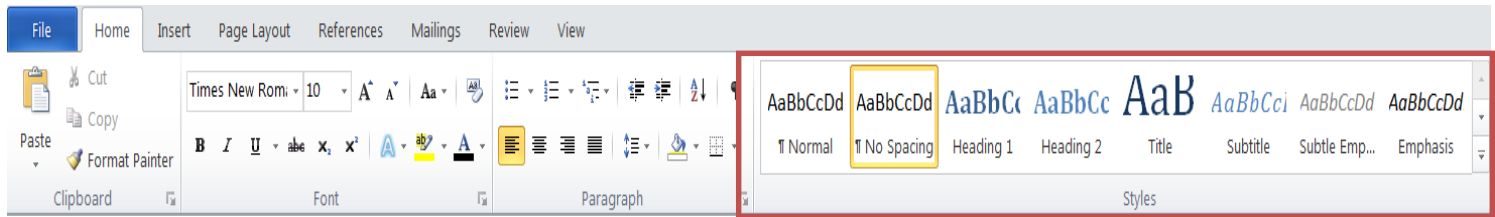
Tools included in the paragraph box that we will touch on in this course are aligning text and creating numbered or bulleted lists. Refer to the red box in the image below.

- **Bullets** – The **Bullets** icon allows you to create a bulleted list.
- **Numbering** – The **Numbering** icon allows you to create a numbered list.
- **Alignment** – The alignment options allow you to align text to the **left**, **right**, and **center**, or you may choose to have **no alignment**.



Styles

The **Styles** box allows you to choose from various preset styles in MS Word. These styles all consist of different formatting including line spacing, fonts, and font colors. The most commonly used styles are the **Normal** and **No Spacing** styles. The easiest style to use is the **No Spacing** style because it gives the user the most control over what features to change. Refer to the red box in the image below.



INSERT TAB

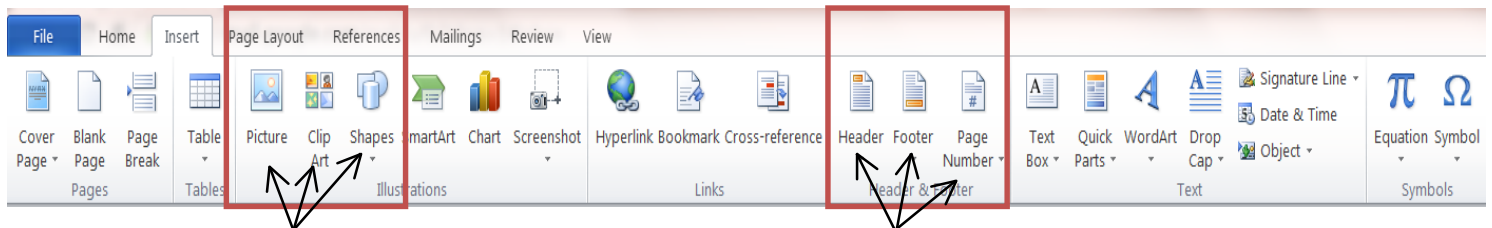
The **Insert** tab allows you to insert items into your MS Word document. This is very useful if you would like to insert images, clip art, shapes, headers and footers, and page numbers. Later in the course we will focus on inserting pictures, clip art, shapes, headers, footers, and page numbers. Refer to the red boxes in the image below to see tools we will be using.

Illustrations Box

- **Picture** – Allows you to insert images from your computer into a document.
- **Clip Art** – Allows you to choose from a set of images from Microsoft to insert into your document.
- **Shapes** – Allows you to insert shapes like squares, arrows, lines, and more into your document.

Header and Footer Box

- **Header** – Allows you to insert text at the top of the page (a header). This is generally the title of the document or the name of the creator of the document.
- **Footer** – Allows you to insert text at the bottom of the page (a footer).
- **Page Number** – Allows you to insert page numbers into your document. You may choose from a variety of locations like the top of the page, the bottom of the page, or the center of the page.

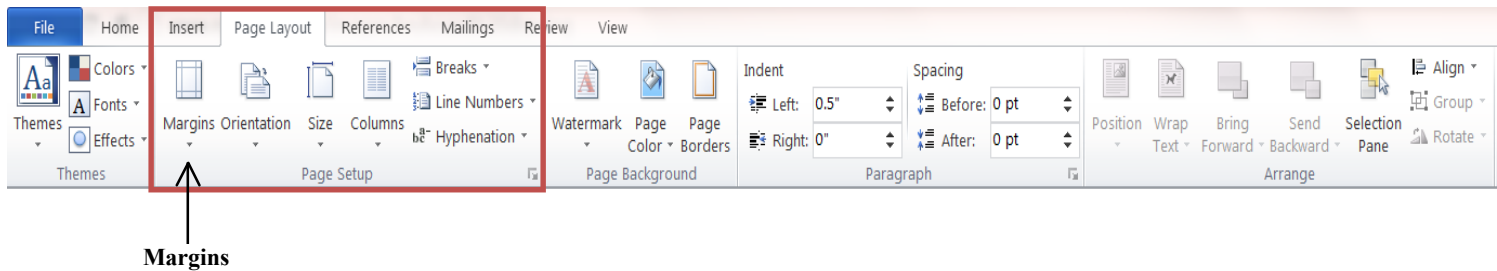


Picture | Clip Art | Shapes

Header | Footer | Page Number

PAGE LAYOUT TAB

The **Page Layout** tab contains elements that are directly related to the layout of the document that you are using or creating. Useful tools within the tab include changing a document's margins, inserting a watermark into a document, and breaking up a document into multiple columns. This course will only focus on the **Margins** tool within the tab. Refer to the red box in the image below to see the tools we will be using.



Margins – Margins are the spaces between the end of the text or images in a document and the edge of the page. The margins tool allows you to select from a group of predefined margins or create custom margins.

BASIC KEYBOARD USAGE AND COMMANDS

IMPORTANT KEYS

In order to fully utilize Microsoft Word (and other Microsoft products) it is important that we first understand how to use some of the basic keyboard keys and what they do when creating and using a Word document. We will be reviewing the **Tab**, **Caps Lock**, **Shift**, **Ctrl**, **Spacebar**, **Backspace**, and **Enter** keys. It is important that we locate and remember the functions of these keys.

Tab – Moves the cursor forward 10 spaces.

Caps Lock – Locks the keyboard into caps mode. This means that all letters typed when caps lock is on will be capitalized.

Shift – Used in conjunction with other keys to perform various operations.

Ctrl – Used in conjunction with other keys to perform shortcuts.

Spacebar – Inserts a space between words as you type.

Backspace – Deletes letters already typed.

Enter – Begins a new line.

QUICK COMMANDS AND SHORTCUTS

There are various commands within Microsoft Word that utilize some of these keys to perform shortcut operations. Examples of these operations are **copy**, **paste**, **bold**, **italic**, **underline**, **save**, and **print**. To perform any of these operations you must first hold down the **Ctrl** key and then press the corresponding letter while continuing to hold the **Ctrl** key. Some of these commands and their functions are outlined in the table below. You may want to refer back to this table further in this course.

Name	Command	Function
Copy	Ctrl + C	Copies any text that is highlighted.
Paste	Ctrl + V	Pastes any text that has been copied.
Bold	Ctrl + B	Bolds any text that is highlighted.
Italic	Ctrl + I	Italicizes any text that is highlighted.
Underline	Ctrl + U	Underlines any text that is highlighted.
Save	Ctrl + S	Saves the current document to the last place saved.
Print	Ctrl + P	Opens the print options menu.

LET'S TRY SOME STUFF

BEGINNING A NEW DOCUMENT

Once you have opened Microsoft Word by selecting the icon from the Windows taskbar, clicking on it from the desktop, or opening it from the Microsoft Office folder, you are ready to begin your document. You should see the text cursor blinking in the top left-hand corner of the screen. It will look like a small flashing line.

If you are in the classroom with us, we encourage you to try these functions as we go along. If you have a question or need to slow down, just ask.

If you are at home, open a Word document and try for yourself!

SELECTING A STYLE

The first thing you should pay attention to is the **Styles** box in the **Home** tab. By default, the style should be set to **Normal**. It is highly encouraged that beginners choose the **No Spacing** style. To do this, move your mouse cursor to the **No Spacing** box and click. You should now see a yellowish box around the **No Spacing** style. This means it is selected.

WORKING WITH TEXT

To type text, begin typing as you would on a typewriter or if you were searching something on the Internet. You should notice that the letters will appear at the location of the text cursor.

Capitalizing

If you would like to capitalize a letter, simply hold down the **Shift** key and press the letter you wish to capitalize. If you would like to capitalize more than one letter at a time, such as an entire word or sentence, press the **Caps Lock** key and then type the text you wish to be capitalized. When you are done, press the **Caps Lock** key again to turn off the lock and return to normal.

LET'S TRY IT!

Press the **Caps Lock** key and type the word: food

The word should come out in all capital letters like this: FOOD

Now press the **Caps Lock** key and type the word again. It should come out in all lowercase letters.

Deleting or Changing Text

To delete or change text that is already typed, you will need to use the **Backspace** key. If your cursor is already placed on the end of a word or letter you would like to delete, simply push the **Backspace** key and you will see the last letter disappear. To do this to multiple letters or an entire word, push the **Backspace** key until you see the text is removed.

To do this to other letters or words in a document, you will need to either place the cursor after the word or letter by moving your mouse cursor to that location and left-clicking. You should see the cursor appear where you clicked. Now follow the directions above.

To delete an entire word or body of text, you will first need to highlight the text.

Tabbing Text

Inserting a tab at the beginning of a line is a very important feature to any text document. Generally, a tab is inserted into the first line of every new paragraph. A tab automatically skips 10 spaces.

LET'S TRY IT!

Place your cursor at the beginning of a new line.

Now, press the **Tab** key.

You should notice that the cursor has moved forward 10 spaces.

Now, type the sentence: This is text that has been tabbed.

It should look like this:

This is text that has been tabbed.

Skipping Lines or Using the Enter Key

When you reach the end of a line in MS Word, your cursor automatically moves down to the beginning of the next line. This is a great feature; however, there are times when you need to start a new line without reaching the end of another. Instances like this include adding extra spacing and starting a new paragraph. This is where the **Enter** key places a crucial role.

LET'S TRY IT!

Begin a new line by placing your cursor at the beginning of a blank line.

Now, type the following: This is really fun.

Next, hit the **Enter** key once. You should notice that your cursor appears on the line directly below the one you were just on.

To add more spacing between lines, press the **Enter** key multiple times.

HIGHLIGHTING TEXT

*****Note: This is one of the most important functions in MS Word, as well as on a computer as a whole.** Highlighting text allows you to apply a variety of functions to an entire word or body of text at the same time. This includes changing the font type, font size, font color, and other formatting options like making text bold, italicizing, and underlining text.

LET'S TRY IT!

Type the words: I am going to the library.

Now, move your cursor just after the word "going" and hold down the left-click.

While holding down the left-click, drag it across the word "going."

You should see the word highlighted in blue.

Now, click the **Backspace** key. The word should disappear.

FORMATTING TEXT

Formatting text includes such things as making text bold, italicizing text, underlining text, changing font size and style, highlighting text, and changing the color of text. All of these tools can be found in the **Font** box in the **Home** tab of the **Ribbon** menu.

LET'S TRY IT!

Type the sentence: The cheese was very gross and juicy.

Now, highlight the word “The” and select the **B** (or bold) from the **Font** box.

Next, highlight the word “cheese” and select the *I* (or italic) from the **Font** box.

Then, highlight the word “was” and select the U from the **Font** box.

This time, highlight the word “very” and select the “Algerian” font from the font drop-down menu in the **Font** box.

Now, highlight the word “gross” and change its size by selecting size 16 from the size menu in the **Font** box.

Next, highlight the word “and” and select a color from the text highlight color menu in the **Font** box.

Finally, highlight the word “juicy” and select a color from the font color menu in the **Font** box.

Your original sentence should now look like this:


The *cheese* was very **gross** and juicy.

Remember: You can use some of the shortcuts from the table on page 7 to format text.


ALIGNING TEXT

To align text to the right, center, or left, navigate to the **Paragraph** box in the **Home** tab. Here you will see our four alignment options.


LET'S TRY IT!

To align text to the left, highlight the text you wish to align and click the left align icon: 

This text is left aligned.

To align text to the center, highlight the text you wish to align and click the center align icon: 

This text is aligned in the center.

To align text to the right, highlight the text you wish to align and click the right align icon: 

This text is right aligned.

LISTS

The two most common lists that are made in MS Word are the bulleted list and the numbered list.

To make a bulleted list, select the **Bullets** icon from the **Paragraph** box of the **Home** tab. A list should automatically begin.

It looks like this:

- Bullet one
- Bullet two
- Bullet three

Each time you hit enter another bullet point will appear. To end a list, unclick the **Bullets** icon.

To make a numbered list, select the **Numbering** icon from the **Paragraph** box of the **Home** tab. A list should automatically begin from number 1.

It looks this:

1. Point 1
2. Point 2
3. Point 3

Each time you hit enter another number will appear. To end a list, unclick the **Numbering** icon.

UNDO AND REDO

The **Undo** and **Redo** tools can be found in the **Quick Access Toolbar**. These tools allow you to take 25 steps backwards or 25 steps forwards. This means that if you make a mistake, you can hit the **Undo** button to take one step back to erase what you have just done. If you would like to **Redo** the operation that you have performed, you can hit the **Redo** button to take one step forwards.

CUT, COPY, AND PASTE

The **Cut**, **Copy**, and **Paste** tools are essential tools for any Microsoft Office product. If you refer back to the table on page 6, you will notice that there are shortcut operations for both **Copying** text and **Pasting** text. To recap, these are:

Copy – ctrl + c

Paste – ctrl + v

The **Copy** function allows you to copy a word or body of text and place it elsewhere in the document or what is called **Paste**.

You can also use the tools located in the **Clipboard** box of the **Home** tab in the **Ribbon** menu.

LET'S TRY IT!

First, type the sentence: The dog was very wet and smelly.

Now, highlight that sentence and perform the **Copy** operation by holding down the **Ctrl** key and pressing **c**.

Next, hit enter to begin a new line.

On this line, perform the **Paste** operation by holding down the **Ctrl** key and pressing **v**.

Your document should now look like this:

The dog was very wet and smelly.
The dog was very wet and smelly.

Remember, you can also use the **Copy** and **Paste** tools located in the **Clipboard** box. To use these tools, highlight the text you would like to copy and instead of using the shortcut command, press the **Copy** icon, then to paste, hit the **Paste** icon.

The **Cut** function is slightly different than the **Copy** and **Paste** functions. Instead of copying a word or body of text, the **Cut** function removes the word or text from its original location and places it elsewhere using the **Paste** function.

LET'S TRY IT!

First, type the sentence: Frank was red hot from the boiling sun.

Now, highlight that sentence and perform the **Cut** operation by clicking the **Cut** icon located in the **Clipboard** box.

You should notice that the line has now disappeared.

Next, hit **Enter** to begin a new line.

Then, either click the **Paste** icon from the **Clipboard** box or press **Ctrl + v**.

Your original sentence should now only appear on the line you have just pasted it to.

Note: These shortcut commands allow you to **copy** text from other documents or programs and **paste** it into different documents.

SPACING

Line spacing is another important function of a text document. If you are using the **No Spacing** style, you should notice that there is a very small space between each line. This is known as **single spacing**. Single spacing is great if you are creating a document solely for yourself; however, many professional style manuals and organizations require that a document be **double spaced** or containing two spaces between lines.


To double space a paragraph, entire document, or a few lines, first, highlight the text that you would like to be double spaced.

Note: To highlight an entire document at one time you can use the shortcut **ctrl + a**.

Once the text is highlighted, right-click on your mouse. In the menu that appears, click on the option for **Paragraph**. This will open a box. In this box locate where it says **Line Spacing**.

This drop-down menu allows you to choose other spacing options. Once you select the spacing you would like, click the **OK** button.

You should now notice that your lines are spaced based upon the spacing you have chosen.

You can also access spacing options using the drop-down menu in the **Paragraph** box of the **Home** tab of the **Ribbon** menu. The **Line and Paragraph Spacing** button looks like this: 

INSERTING PICTURES, CLIP ART, AND SHAPES

Microsoft Word allows you to insert pictures, clip art, and shapes into your document. When placing images into a document, Microsoft Word will treat the image as if it were text. This means that some images are difficult to move once on the page.

Inserting Pictures

Microsoft Word allows you to insert pictures from your computer into a document.

LET'S TRY IT!

First, locate the **Picture** icon in the **Insert** tab of the **Ribbon** menu and click on it.

Next, locate the image file you would like to put into your document using the box that pops up.

When you have located the image file you would like to insert, click on the file and then click the **Insert** button.

You should notice that the image has been placed in the exact location of the text cursor.

You will also notice a box around the picture.

To resize the picture, left-click on any of the picture corners and drag your mouse. You should notice the picture changing in size.

To move a picture, place your cursor before or after the image and left-click. Now, you can use the **Enter**, **Backspace**, and **Spacebar** keys to move the picture. You can also align the picture using the alignment tools.

Inserting Clip Art

Clip Art is a collection of images that are a part of the MS Word software. There is a wide variety of clip art to choose from and they cover all different subjects.

LET'S TRY IT!

First, locate the **Clip Art** icon in the **Insert** tab of the **Ribbon** menu and click on it.

Next, there will be a **Clip Art** search box that appears on the right side of the screen.

Use this box to enter words to search for different **Clip Art** images.

When you have found an image you would like to use, click on it and it should appear in the exact location of the text cursor.

To move or resize **Clip Art** images, use the same process as for pictures.

Inserting Shapes

Microsoft Word has a large amount of shapes that it allows you to insert into a document. These include, but are not limited to, lines, boxes, and circles.

LET'S TRY IT!

First, locate the **Shapes** icon in the **Insert** tab of the **Ribbon** menu and click on it.

You will notice that a drop-down menu appears that contains a variety of shapes. Select a shape from this menu by clicking on it.

Now, move your cursor back into your document.

You will notice that a plus sign appears in place of the text cursor.

Hold down and a left-click and drag. You should notice that the shape now changed dimensions based on your dragging.

When you are satisfied with the shape, let go of the mouse and the shape should remain in place.

To move or resize shapes, use the same process as for pictures and clip art.

Tip: Hold down the shift key while dragging and sizing a shape to make the shape perfectly symmetrical.

HEADERS, FOOTERS, AND PAGE NUMBERS

Headers

A **header** is a line of text that appears in the top margin of a document. Generally, a header is a title or the name of the creator of a document. The **header** icon is located in the **Header & Footer** box of the **Insert** tab of the **Ribbon** menu.

To insert a **header** into your document, click the **header** icon. A drop-down menu will appear with various header options to choose from. Once you select the header you would like, you will automatically be taken to the top of the page within a box of dashed lines.

Next, you can type the text you would like in the header. The header text can be formatted using the same formatting options for text within the document.

To exit the header box, simply double-click anywhere in the document that is outside of the header box.

To edit the header later, simply double-click near or on the header text and you will once again be inside the header box.

Footers

A **footer** is a line of text that appears in the bottom margin of a document. The **footer** icon is located in the **Header & Footer** box of the **Insert** tab of the **Ribbon** menu.

To insert a **footer** into your document, follow the same procedure as inserting a header, only select the **footer** icon instead of the **header** icon.

Page Numbers

Microsoft Word allows you to enter page numbers into your document. Page numbers are very useful when creating very long documents or a document in which you refer to specific pages frequently. Once page numbers are inserted into a document, MS Word will automatically add page numbers to new pages.

To insert **Page Numbers** into your document, click on the **Page Number** icon located in the **Header & Footer** box of the **Insert** tab in the **Ribbon** menu.

From the drop-down menu, choose where you would like the page number located. Then choose from one of the further options. Once you have done this, you will automatically be taken to the top or bottom of the page within the same box as the header or footer.

Page numbers can be edited using the same formatting options as the text within a document. Also, when you apply certain formatting like color, size, font, etc., this formatting will be applied to ALL the page numbers within the document.

CHANGING MARGINS

Margins are the space between the edge of the page of a document and the text of the document. Depending on what sort of document you are creating, it may be useful to change a document's margins.

For example, some professional style manuals require that a document's margins be 1 inch around. This means that there is 1 inch of space between the text and the edge of the page on all sides.

Another example would be that of a resume. It is common practice for resumes to consist of one page and one page only. In order to fit all of your important information onto one page, it may be necessary to decrease the margins so that all of your text fits on one page.

By default, Microsoft Word sets the margins of a new document to 1 inch all around.

To change or customize a document's margins, first navigate to the **Page Setup** box of the **Page Layout** tab in the **Ribbon** menu.

Then, click on the **Margins** icon. A drop-down menu will appear with various margin options to choose from. You may select any from the list or customize your own.

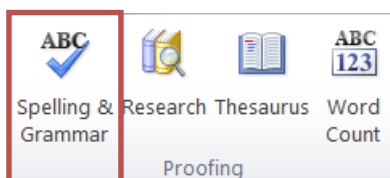
To customize your own margins, choose the **Custom Margins** option from the bottom of the drop-down menu.

A pop-up box will open. Here, you can change the margins to suit your needs. When you are done, click **OK**.

SPELLING AND GRAMMAR

Perhaps one of the most important things about any document is ensuring that the spelling and grammar are correct, especially if the document is to be used within an organization or distributed to the public. This is why MS Word has a **Spelling and Grammar** tool. This tool can be located within the **Review** tab of the **Ribbon** menu in the **Proofing** box.

To check the spelling and grammar of a document, click on the **Spelling and Grammar** icon.



A pop-up box will appear to guide you in the **Spelling and Grammar** check process. MS Word also offers you spelling and grammar suggestions while you are typing your document.

If MS Word believes that a word is spelled wrong, a red squiggly line will appear under that word.

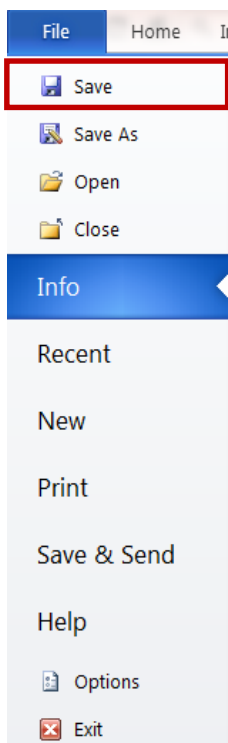
If MS Word believes that there is a grammatical error, a green squiggly line will appear under the word or sentence.

To view MS Word's suggestions for correcting spelling or grammar, simply right-click on the underlined word or sentence to view a list of suggestions. To change the word or sentence, select a suggestion from the menu.

Note: MS Word is not perfect and frequently recognizes names or places as being misspelled. If this is the case, simply right-rich click on the word and select **Add to Dictionary** from the drop-down menu. MS Word will now no longer mark the word as being misspelled. Further, MS Word is not perfect in recognizing correct or incorrect grammar. It is always important to double-check your document to ensure that MS Word has not wrongly corrected a word or sentence.

SAVING AND NAMING DOCUMENTS

The first time that you save a document, you will also be given the option of naming that document. The **Save** function is located in the **File** tab of the **Ribbon** menu.



The first time you save a document, click on the **File** tab and then navigate to where it says **Save**. A pop-up box will then appear.

Choose the location you would like to save the document and then give the document a name by typing it in the **File name** box.

Next, select the type of file you would like to save the document as from the **Save as type** menu.



By default, the **Word Document** file type will be selected. The file extension will be **.docx**. This type of file is compatible and editable with MS Word versions later than 2003.

If you wish to save the file so that you can edit it in versions of MS Word from 1997-2003, choose the **Word 97-2003 Document** option from the **Save as type** drop-down menu. This will save the file with the extension **.doc**.

Once you have saved a document for the first time, you will notice the document name appear in the **Title Bar**.

From now on, if you click the **Save** icon from the quick access toolbar or perform the **ctrl + s** shortcut, your most current version of the document will overwrite the last saved version.

To save a version without overwriting the original, use the **Save As** option from the **File** menu.

Note: It is always important to save your work as you are working on it. As a general rule, save every 10 minutes to avoid losing any work due to unforeseen circumstances.

PRINTING DOCUMENTS

The last thing that we will cover in this course is **Printing Documents**. To print a document, click on the **File** menu and then click on **Print**.

Here, you will see your printing options as well as a preview of your document to the right of the print options. The preview shows you exactly how your document will appear when it is printed.

When you are ready to print, click on the **Print** button. See image below for descriptions of the various print tools.

The image shows a print dialog box with several sections and options. Red arrows point from text annotations to specific elements in the dialog:

- Print**: A button with a printer icon.
- Copies**: A spinner box set to 1. Annotation: "Change this number to change the number of copies that will be printed."
- Printer**: A dropdown menu showing "KONICA MINOLTA C652PCL_WEST" with a "Ready" status. Annotation: "Select what printer the document will be sent to."
- Settings**:
 - Print All Pages**: A dropdown menu with "Print the entire document" selected. Annotation: "Choose from this menu or enter only the pages you would like to print."
 - Pages**: An input field for page numbers.
 - Print on Both Sides**: A dropdown menu with "Flip pages on long edge" selected. Annotation: "If your printer prints double-sided you can choose to print on both sides or you may choose to print single-sided."
 - Collated**: A dropdown menu with "1,2,3 1,2,3 1,2,3" selected.
 - Portrait Orientation**: A dropdown menu. Annotation: "Choose portrait orientation or landscape orientation." Below it, text reads: "Portrait orientation is vertical and landscape orientation is horizontal."
 - 8 1/2x11**: A dropdown menu with "8.5" x 11" selected.
 - Last Custom Margins Setting**: A dropdown menu with "Left: 0.5" Right: 0.5" selected.
 - 1 Page Per Sheet**: A dropdown menu. Annotation: "You can choose to place multiple pages on one printed page."

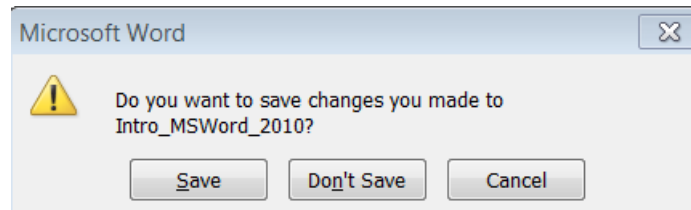
Buttons for "Printer Properties" and "Page Setup" are located at the bottom of their respective sections.

CLOSING MICROSOFT WORD

When you are finished using Microsoft Word, you may want to close the program. Microsoft Word can be closed in two ways.

The first is by clicking the **X** in the top right-hand corner of the screen.

If your document has not been saved since the last time you have made any changes, a pop-up box will appear giving you the options to **Save**, **Don't Save**, or **Cancel**.



Selecting the **Save** option will overwrite the last saved version of the document.

Selecting the **Don't Save** button will close the program without saving the most recent changes.

Selecting the **Cancel** button will close the pop-up box and produce no action. Microsoft Word will remain open.

The second way to close the program is to select the **Exit** option from the **File** tab menu.

Congratulations! You have made it to the end of the **Introduction to Microsoft Word 2010** course. Your next step is to put some of these tools to use!

Check out the attached samples and see if you can create them yourself!

If you have any other questions, don't hesitate to:

- Call us at 847-459-4100 ext. 2 for quick over the phone support or to set up a more in-depth one-on-one session.
- Stop by the Adult Services Desk for basic assistance.
- You can view all of our course offerings and handouts on our Digital Learning Center page at www.itpld.org/research/dlc

Also, don't forget that all of the services offered by the library are free of charge. You can check out a full listing of our computer classes and registration options at <http://www.indiantrailslibrary.org/events/>



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