

Introduction to Computers

Word 2010

Aligned with Certificate 1 in Information Technology



Presented by
Learn Local Mornington Peninsula Network

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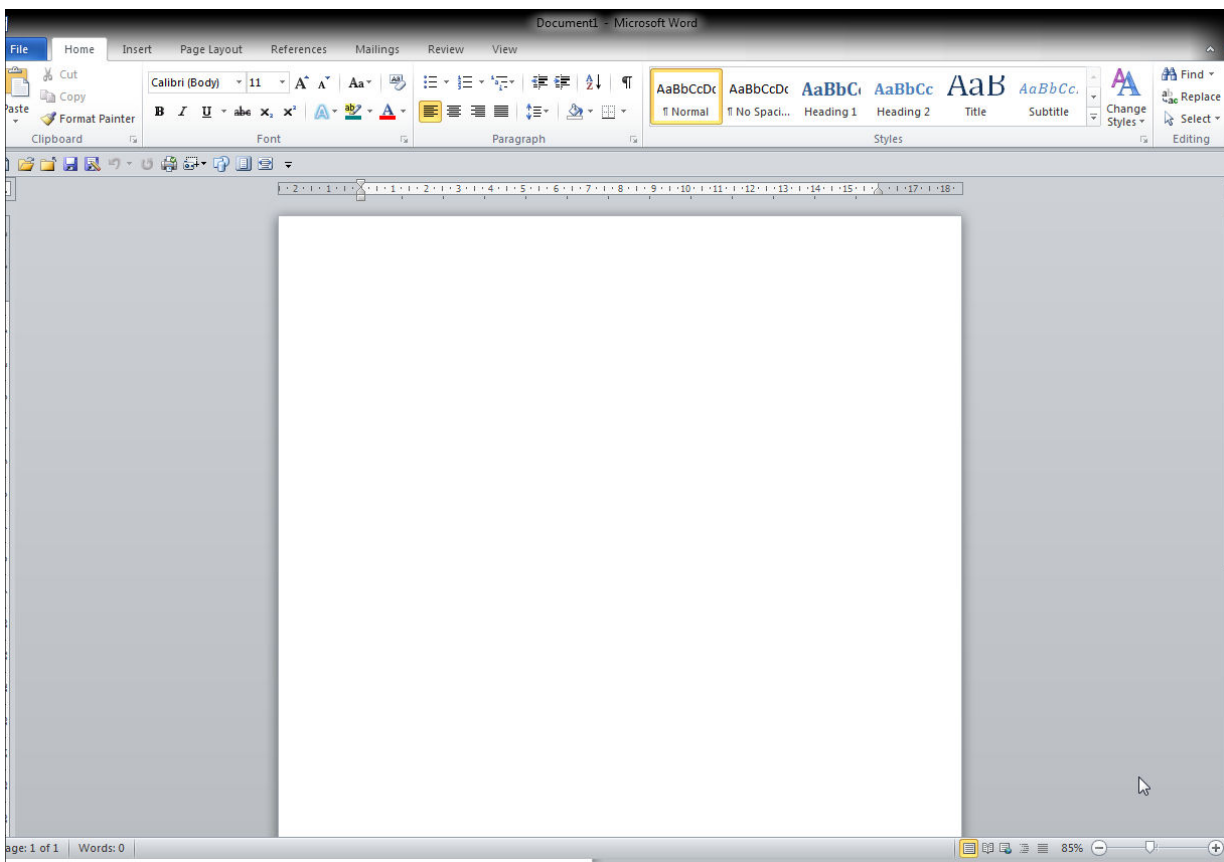
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Lesson 1:

Getting Familiar with Microsoft Word 2010 for Windows

Microsoft Word is a [word processing](#) software package. You can use it to type letters, reports, and other documents. This tutorial teaches Microsoft Word 2010 basics. Although this tutorial was created for the [computer](#) novice, because Microsoft Word 2010 is so different from previous versions of Microsoft Word, even experienced users may find it useful.

This lesson will introduce you to the Word window. You use this window to interact with Word. To begin this lesson, open Microsoft Word 2010. The Microsoft Word window appears and your screen looks similar to the one shown here



Note: Your screen will probably not look exactly like the screen shown. In Word 2010, how a window displays depends on the size of your window, the size of your [monitor](#), and the resolution to which your monitor is set. Resolution determines how much information your [computer monitor](#) can display. If you use a low resolution, less information fits on your screen, but the size of your text and images are larger. If you use a high resolution, more information fits on your screen, but the size of the text and images are smaller. Also, Word 2010, Word 2007, Windows Vista, and [Windows XP](#) have settings that allow you to change the color and style of your windows.

The Quick Access Toolbar

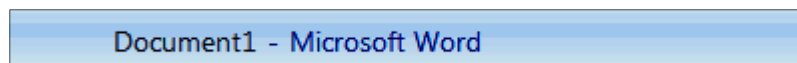
In the top left hand corner of the window is the Quick Access toolbar. The Quick Access toolbar provides you with access to commands you frequently use. By default Save, Undo, and Redo appear on the Quick Access toolbar. You can use Save to save your file, Undo to rollback an action you have taken, and Redo to reapply an action you have rolled back.

The Quick Access Toolbar can be customized to contain buttons of your choice for easy access.



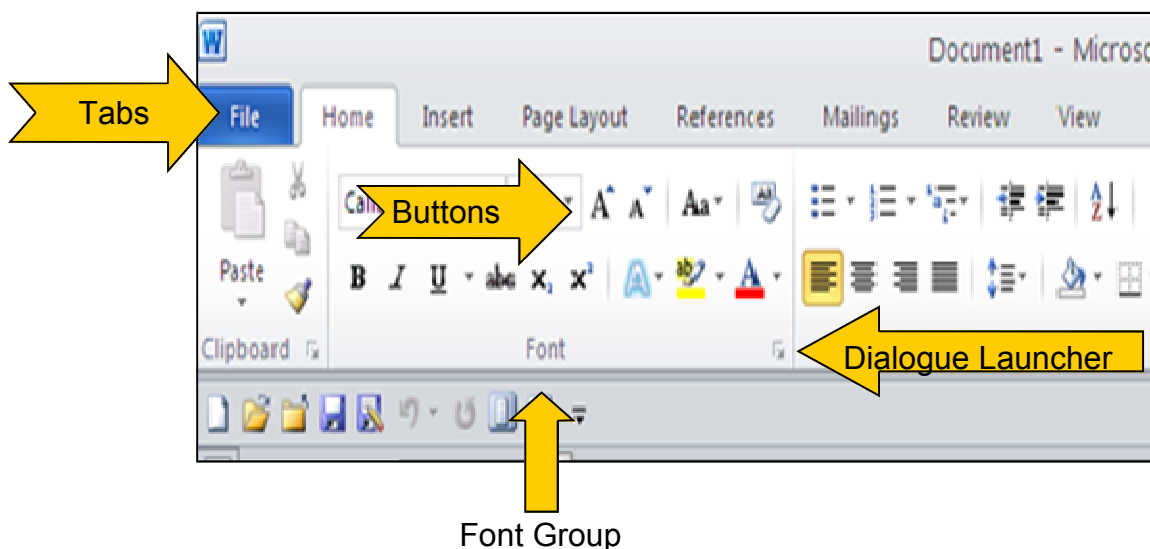
The Title Bar

Next to the Quick Access toolbar is the Title bar. The Title bar displays the title of the document on which you are currently working. Word names the first [new document](#) you open Document1. As you open additional new documents, Word names them sequentially. When you save your document, you assign the document a new name.



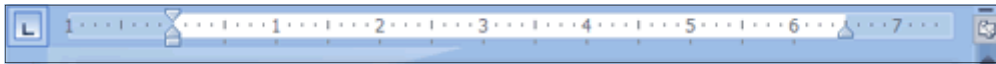
The Ribbon

You use commands to tell Microsoft Word what to do. In Microsoft Word 2010, you use the Ribbon to issue commands. The Ribbon is located near the top of the screen, below the Quick Access toolbar. At the top of the Ribbon are several tabs; clicking a tab displays several related command groups. Within each group are related command buttons. You [click buttons](#) to issue commands or to access menus and [dialog boxes](#). You may also find a dialog box launcher in the bottom-right corner of a group. Clicking the dialog box launcher gives you access to additional commands via a dialog box.

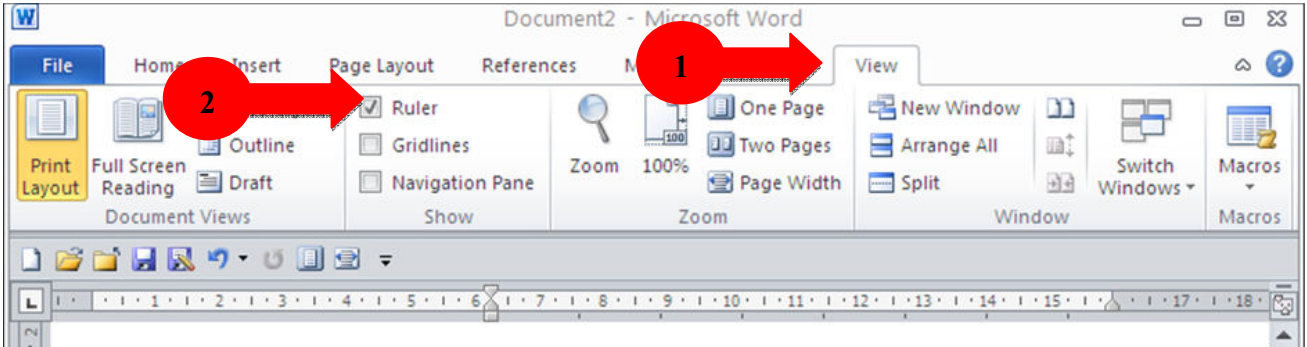


The Ruler

The ruler is found below the Ribbon.



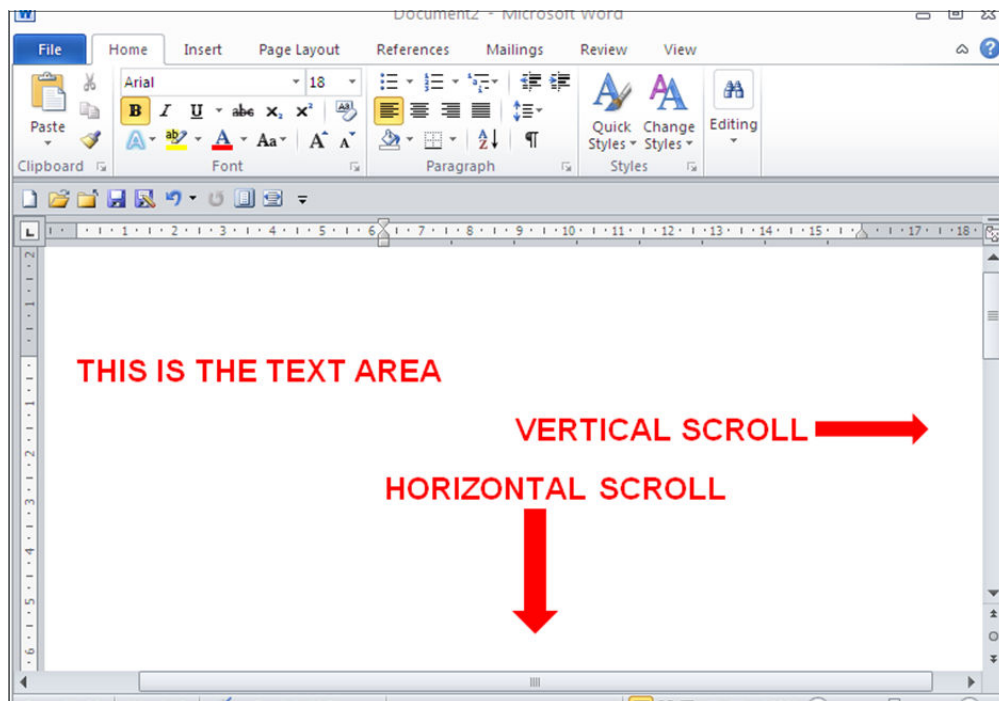
You can use the ruler to change the format of your document quickly. If your ruler is not visible, follow the steps listed here:



1. Click the View tab to choose it.
2. Click the check box next to Ruler in the Show/Hide group. The ruler appears below the Ribbon.

The Text Area

Just below the ruler is a large area called the text area. You type your document in the text area. The blinking vertical line in the upper-left corner of the text area is the cursor. It marks the insertion point. As you type, your text displays at the cursor location. The horizontal line next to the cursor marks the end of the document.

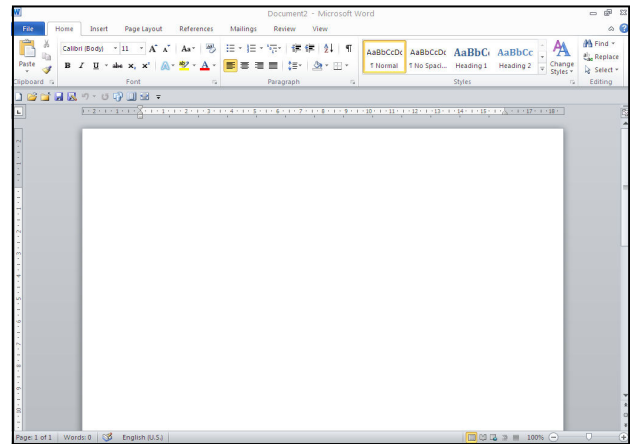
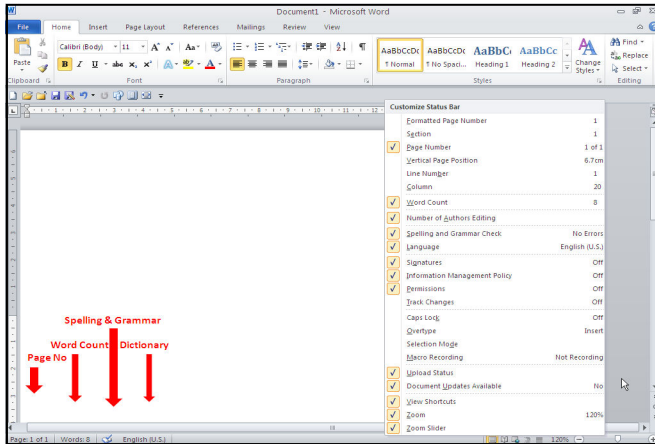


The Vertical and Horizontal and Vertical Scroll Bars

The vertical and horizontal scroll bars enable you to move up, down, and across your window simply by dragging the icon located on the scroll bar. The vertical scroll bar is located along the right side of the screen. The horizontal scroll bar is located just above the status bar. To move up and down your document, click and drag the vertical scroll bar up and down. To move back and forth across your document, click and drag the horizontal scroll bar back and forth. You won't see a horizontal scroll bar if the width of your document fits on your screen.

The Status Bar

The Status bar appears at the very bottom of your window and provides such information as the current page and the number of words in your document. You can change what displays on the Status bar by right-clicking on the Status bar and selecting the options you want from the Customize Status Bar menu. You click a menu item to select it. You click it again to deselect it. A check mark next to an item means it is selected.



Print Layout

Print Layout view is the most frequently used view. The Print Layout view shows the document as it will look when it is printed.

Click

During the lessons that follow, you will be asked to "click" items and to choose tabs. When asked to click:

1. Point to the item.
2. Press your left mouse button once.

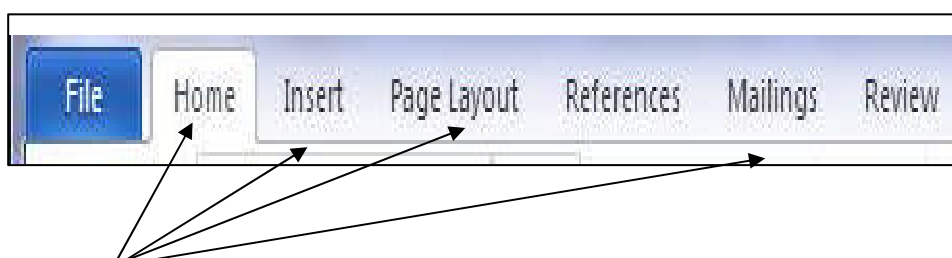
If you are asked to double-click an item:

1. Point to the item.
2. Quickly press your left mouse button twice.

If you are asked to right-click:

1. Point to the item.
2. Press your right mouse button.

If you are asked to choose a tab, click the tab



Create Sample Data and Select Text

If you type =rand() in your Word document and then press Enter, Word creates three paragraphs. You can use these paragraphs to practice what you learn. Throughout these lessons, you will be asked to select text. The following exercise teaches you how to create data and how to select data.

You can select by using the arrow keys or by clicking and dragging. When using the arrow keys, use the up arrow to move up, the down arrow to move down, the left arrow to move left, and the right arrow to move right. When using the mouse, press the left mouse button and then drag in the direction you want to move.

EXERCISE 1.1 : Create Sample Data

1. Type =rand()).
2. Press Enter. Three paragraphs appear in your document.

Select with the Mouse

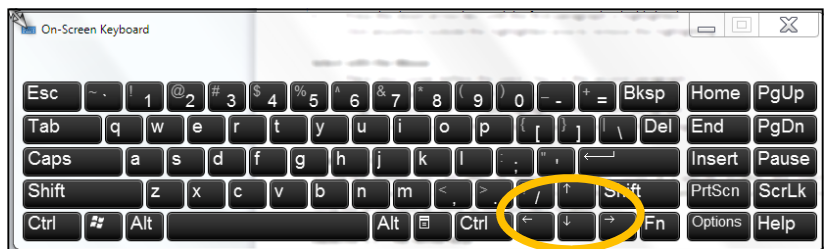
1. Place your cursor in the middle of the word "You" in the second paragraph.
2. Double Click the left mouse button

Place the Cursor

During the lessons, you will often be asked to place the cursor at a specific location (the insertion point) on the screen. You place the cursor by moving the cursor to the specified location and pressing the left mouse button or by using the arrow keys to move to the specified location.

EXERCISE 1.2 : The Arrow Keys

1. Use the down arrow key to move down your document.
2. Use the right arrow key to move to the right.
3. Use the up arrow key to move up.
4. Use the left arrow key to move to the left.



Cursor

1. Move around you document by using your mouse and clicking in a variety of locations.
2. Click in a location and type. Note what happens.

Execute Commands with Keyboard Shortcuts

There are many methods you can use to accomplish tasks wit Word. Generally, you choose an option by clicking the option on the Ribbon. However, you can also use shortcut keys. A key name followed by a plus and a letter means to hold down the key while pressing the letter. For example, **Ctrl+b** means you should hold down the Ctrl key while tapping the letter "b." A shorthand notation of the above would read as follows:

Press **Ctrl+b**

Start a New Paragraph

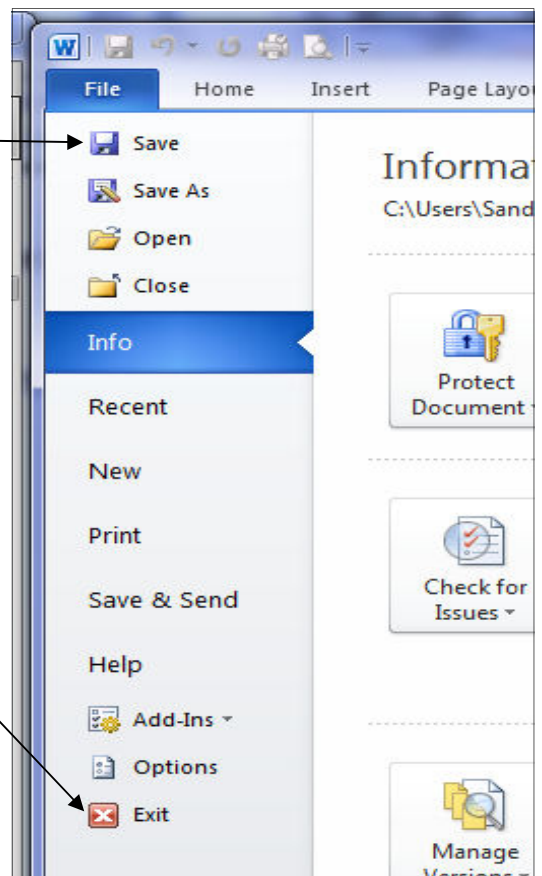
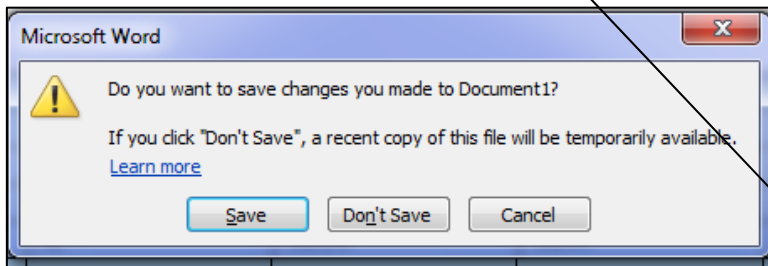
When you type in Microsoft Word, you just keep typing and Word automatically wraps the wording in the paragraph. To start a new paragraph, press the Enter key.

Exit Word

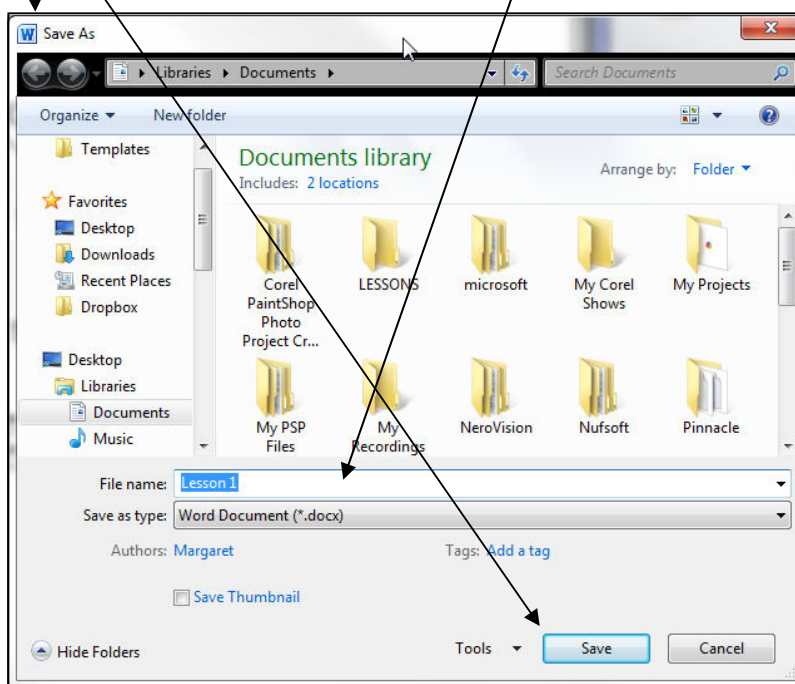
EXERCISE 3

Close and Save—Windows

1. Click the File Tab. A menu appears.
2. Click Exit Word, which you can find in the bottom right corner.
3. You are prompted: "Do you want to save changes to Document1?" To save your changes, click Yes. Otherwise, click No.



4. If you click Yes, the Save As dialog box appears.
4. Double click the folder in which you wish to save your document. This will open the folder.
5. Name your file by typing **Lesson One** in the File Name field.
6. Click Save. Word saves your file.



Lesson 2:

Microsoft Word 2010 Basic Features

Lesson 1 familiarized you with the Microsoft Word window. You are now ready to learn how to create a [Word document](#). This lesson covers typing, using the Backspace key, using the Delete key, inserting text, bolding, underlining, and italicizing. To begin, open Microsoft Word.

Type, Backspace, and Delete

In Microsoft Word, you create documents by typing them. For example, if you want to create a report, you open Microsoft Word and then begin typing. You do not have to do anything when your text reaches the end of a line and you want to move to a new line—Microsoft Word automatically moves your text to a new line. If you want to start a new paragraph, press Enter. Microsoft Word creates a blank line to indicate the start of a new paragraph. To capitalize, hold down the Shift key while typing the letter you want to capitalize. If you make a mistake, you can delete what you typed and then type your correction.

You can use the Backspace key to delete. Each time you press the Backspace key, Microsoft Word deletes the character that precedes the insertion point. The insertion point is the point at which your mouse pointer is located. You can also delete text by using the Delete key. First, you select the text you want to delete; then you press the Delete key.

EXERCISE 1

Type and Backspace

1. Type the following sentence: ***Joe has a very large house.***
2. Delete the word "house." Using either the arrow keys or the mouse, place the [cursor](#) after the word "house."
3. Press the Backspace key until the word "house" is deleted.
4. **Type boat.** The sentence should now read: ***"Joe has a very large boat."***

Delete

1. Delete the word "**very**" from the sentence you just typed.
2. Select the word "**very**." You can place the cursor before the "v" in the word "**very**," press and hold down the Shift key, and then press the right arrow key until the word "**very**" is highlighted.
3. Press the Delete key. The sentence should now read: ***"Joe has a large boat."***

Insert and Overtyping

While creating your document, you may find you need to insert text—place new text between existing text. Suppose, you type the sentence, "Joe has a large boat." After typing it, you decide you want to change the sentence to "Joe has a large *blue* boat." With Microsoft Word, inserting a word, phrase, or even several paragraphs is easy.

Alternatively, you may want to overtype text—replace old text with new text. For example, suppose you type the sentence, "Joe has a large *blue* boat." After typing it, you decide you want to change the sentence to "Joe has a large *gray* boat." With Microsoft Word, overtyping the word *blue* with the word *gray* is also easy. Before you attempt to insert or overtype, you should check the mode you are in—Insert or Overtyping. You right-click the Status bar and then use the Customize Status Bar menu to place the Insert/Overtyping button on the Status bar. You can then use the Insert/Overtyping button to switch between Insert and Overtyping mode. When you are in Insert mode, you can insert text. When you are in Overtyping mode, you can overtype text. By default, Microsoft Word is in the Insert mode.

EXERCISE 2

Placing the Insert/Overtyping button on the Status bar

1. Right-click the Status bar. The Customize Status Bar menu appears.
2. Click Overtyping. The Insert/Overtyping button appears on the Status bar.
3. If the word Insert appears on the Status bar, you are in Insert mode.
4. If the word Overtyping appears on the Status bar, click the word Overtyping and it will change to Insert, thereby changing Word to Insert mode.

Insert

Make sure you are in Insert mode before proceeding. You are going to insert the word "**blue**" between the words "**large**" and "**boat**."

1. Place the cursor after the space between the words "large" and "boat."
2. Type the word **blue**.
3. Press the spacebar to add a space.
4. The sentence should now read: "Joe has a large blue boat."

Overtyping

You can type over the current text (replace the current text with new text) in the Overtyping mode. Do the following to change to the Overtyping mode.

* Click "**Insert**" on the Status bar. The word Insert changes to Overtyping.

Change the word "**blue**" to "**gray**."

1. Place the cursor before the letter "**b**" in "**blue**."
2. Type the word **gray**.
3. The sentence should now read:

"Joe has a large gray boat."

Note: You can overtype text without changing to Overtyping mode by selecting the text you want to overtype and then typing.

Bold, Italicize, and Underline

When creating a document, you may need to emphasize particular words or phrases by bolding, underlining, or italicizing. Also, certain grammatical constructs require that you bold, underline, or italicize. You can bold, underline, and italicize when using Word. You also can combine these features—in other words, you can bold, underline, and italicize a single piece of text.

When you need to perform a task in Microsoft Word, you can usually choose from several methods. The exercises that follow show you how to bold, underline, or italicize using four different methods: using the launcher, the Ribbon, the Mini-toolbar/context menu, and the keyboard.

EXERCISE 2:3

Type the following exactly as shown. Remember, pressing the Enter key starts a new paragraph. Press the Enter key at the end of each of the following lines to start a new paragraph.

Ribbon: Bold Italicize Underline these words. All three Regular

Mini Toolbar: Bold Italicize Regular

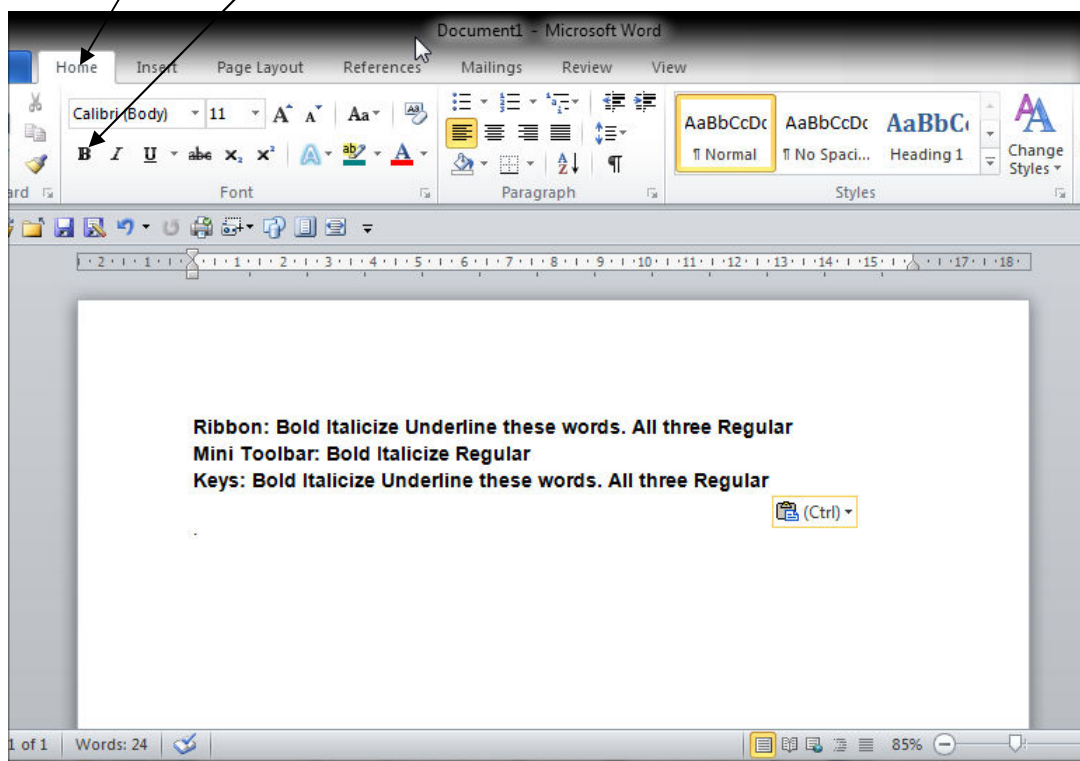
Keys: Bold Italicize Underline these words. All three Regular

Bold with the Ribbon

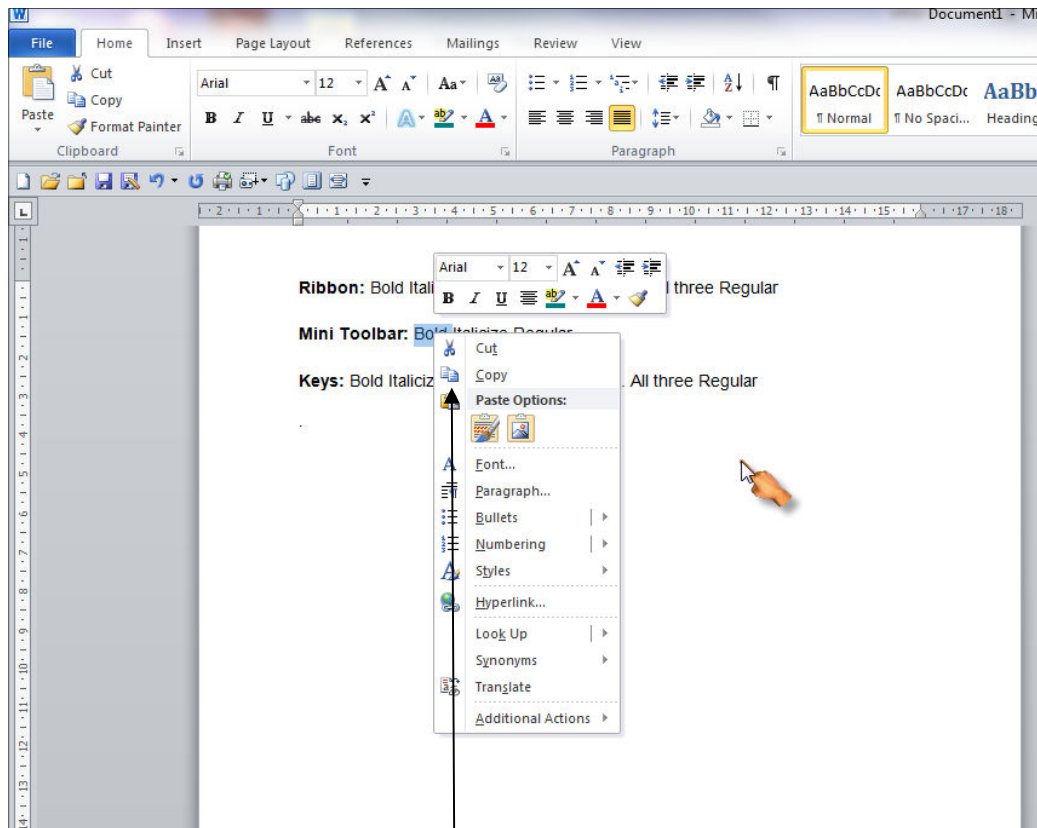
1. On the line that begins with "Ribbon," select the word "**Bold**" by double clicking on the word, the entire word is highlighted.
2. Choose the **Home** tab.
3. Click the Bold button **B** in the Font group. You have bolded the word bold.

Note: To remove the bold, you can select the text and then click the Bold button **B** again.

4. Click anywhere in the text area to remove the highlighting.



Alternate Method - Bold with the Mini Toolbar

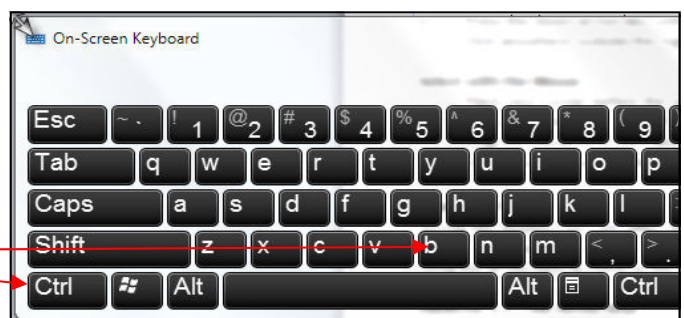


1. On the line that begins with "Mini Toolbar, double click the word "Bold." The entire word is highlighted.
2. Right-click. The Mini toolbar appears.
3. Click the Bold button . You have bolded the word bold.

Bold with Keys

1. On the line that begins with "Keys," select the word "Bold." You can place the cursor before the letter "B" in "Bold." Press the **Shift** key; then press the right arrow key until the entire word is highlighted.

2. Press **Ctrl+b** (hold down the Ctrl key while pressing b).



Note: To remove the Bold, press **Ctrl+b** again. You can also remove formatting by pressing **Ctrl+spacebar**.

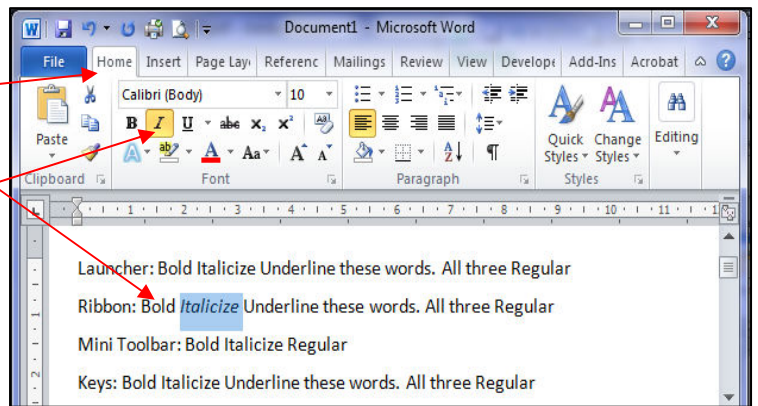
3. Click anywhere in the text area to remove the highlighting.

Italicize with the Ribbon

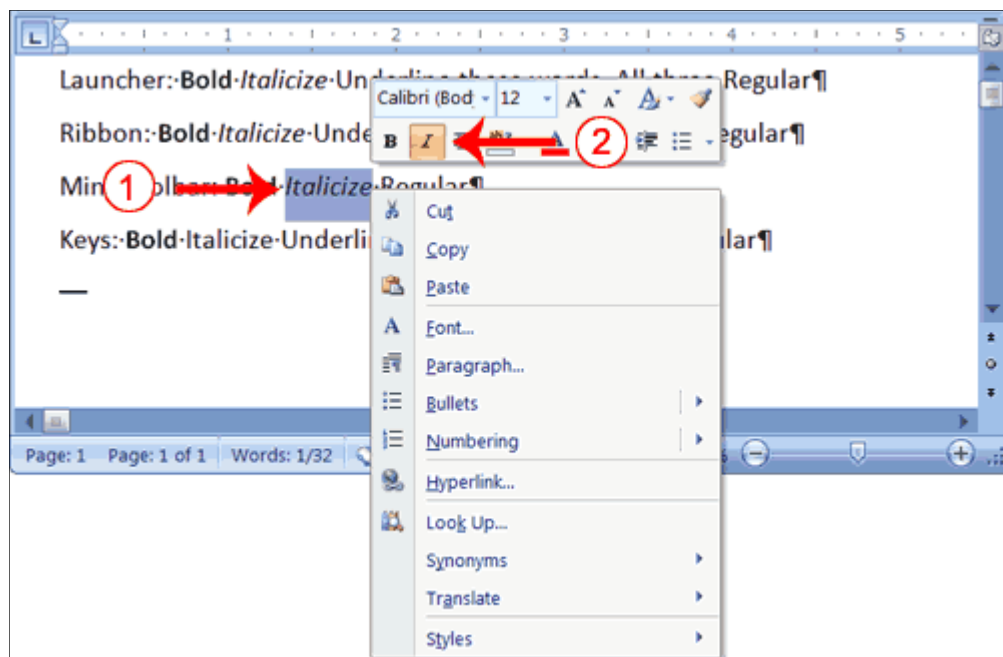
1. On the line that begins with "Ribbon," select the word "Italicize."
2. Choose the Home tab.
3. Click the Italic button on the Ribbon. You have italicized the word Italicize.


Note: To remove the italics, select the text and click the Italicize button again.

1. Click anywhere in the text area to remove the highlighting.



Italicize with the Mini Toolbar



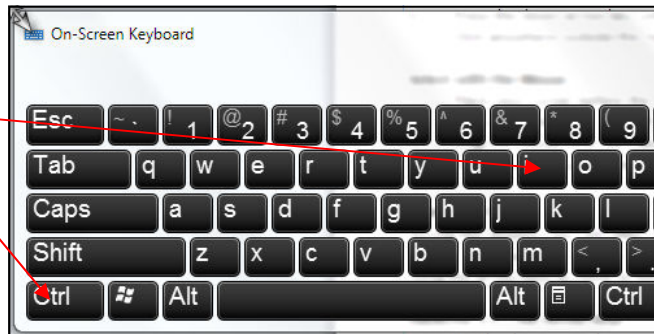
1. On the line that begins with "Mini Toolbar," select the word "Italicize." You can place the cursor before the letter "I" in "Italicize." Press the Shift key; then press the right arrow key until the entire word is highlighted.
2. Right-click. The Mini toolbar appears.
3. Click the Italic button . You have italicized the word Italicise.

Italicize with Keys

1. On the line that begins with "Keys," select the word "Italicize."
2. Press Ctrl+i (hold down the Ctrl key while pressing i).

Note: To remove italics, press Ctrl+i again. You can also remove formatting by pressing Ctrl+spacebar.

3. Click anywhere in the text area to remove the highlighting. You have italicized the word Italicize.






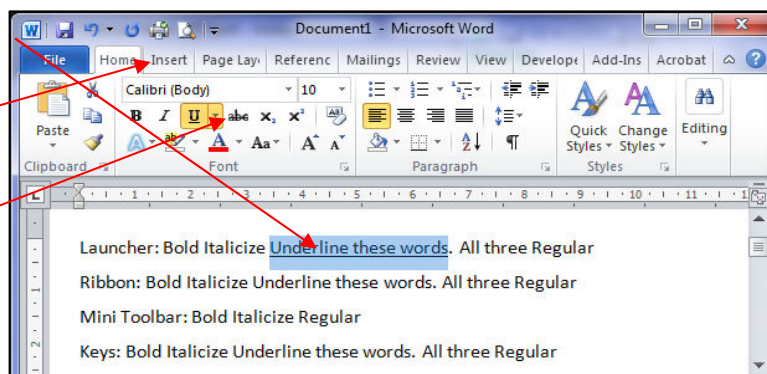
Underline with the Ribbon


1

1. On the line that begins with "Ribbon," select the words "Underline these words."

2. Choose the Home tab.

3. Click the Underline button  in the Font group. Alternatively, you can press the down arrow  next to the underline button  and click to choose the type of underline you want.



4. **Note:** To remove the underlining, click the Underline button  again.

5. Click anywhere in the text area to remove the highlighting.

Alternate Method—Underline with Keys

1. On the line that begins with "Keys," select the words "Underline these words."
2. Press Ctrl+u (hold down the Ctrl key while pressing U).

Note: To remove the underlining, press Ctrl+u again.

3. Click anywhere in the text area to remove the highlighting.



Save a File and Close Word

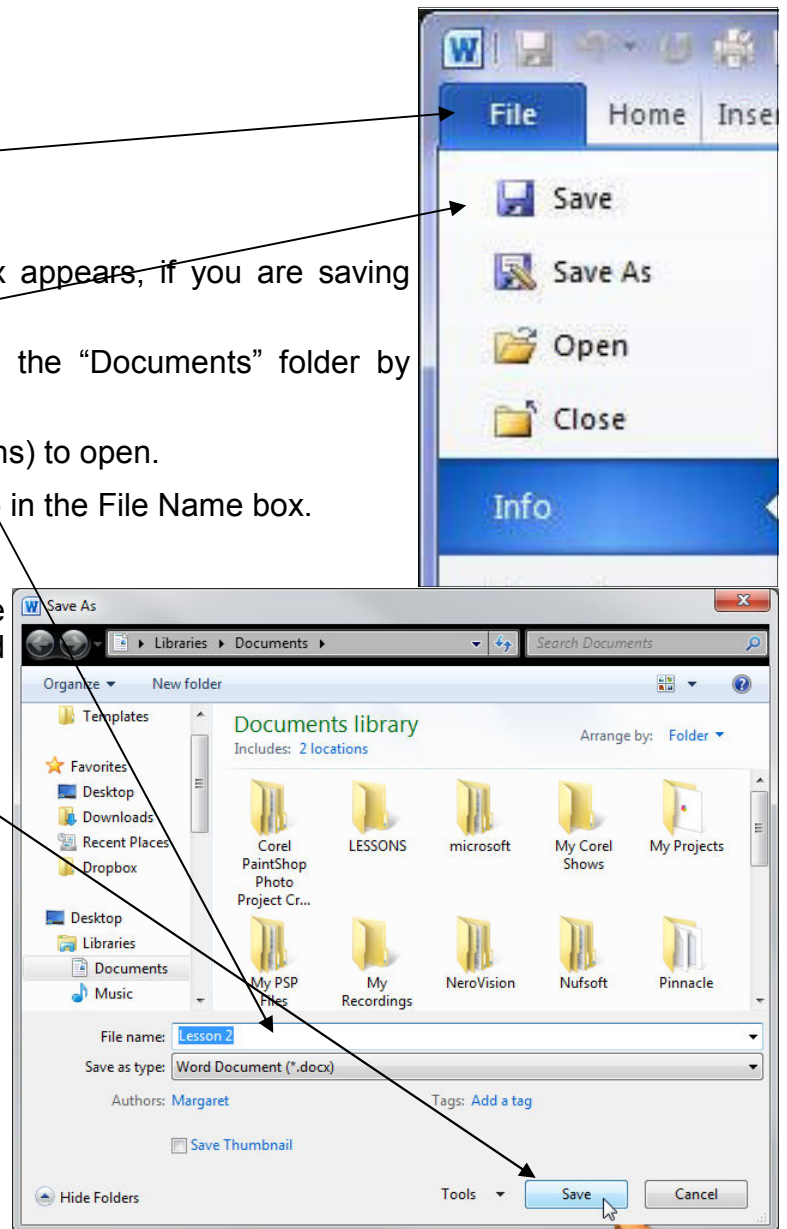
You must save your documents if you wish to recall them later. You can use the Save option on the [Microsoft Office](#) menu, to save a document. You can also save a document by typing Ctrl+S. The first time you save a document, the Save As dialog box appears. Use the Save As dialog box to locate the folder in which you want to save your document and to give your document a name. After you have saved your document at least once, you can save any changes you make to your document simply by clicking the Save after you click the Microsoft Office button.

The following exercise shows you how to save the file you just created and close Word. You will name your file Lesson Two.

EXERCISE 2:4

Save a File—Windows 7:

1. Click the File button.
2. A menu appears.
3. Click Save. The Save As dialog box appears, if you are saving your document for the first time.
4. The Save As dialog box open in the “Documents” folder by default.
5. Double click the correct folder (Lessons) to open.
6. Name your file by typing **Lesson Two** in the File Name box.
7. Click Save.
8. Click the cross, which is located in the top-right corner of the window. Word closes.



Every time you save your document, you overwrite the previous version of your document. For example, you create a document and save it. Later you delete several passages from the document and then save your changes. The passages from the first draft of the document no longer exist. If you want to save both the original draft of your document and the revised document, you must save the second draft of the document using a different name. To save the document using a different name, click the File button. A menu appears. Click Save As. The Save As dialog box appears. Use the File Name box to give your document a new name.

Lesson 3: More Basic Features

The features in Word 2010 can make your work easier, make your documents more attractive, and/or enable you to work more efficiently. This [Microsoft Word](#) lesson teaches you how to open a file, cut, copy, paste, use AutoText, use [spell check](#), use Find and Replace, and change [fonts](#). All of these features either make your work easier or make your document more attractive.

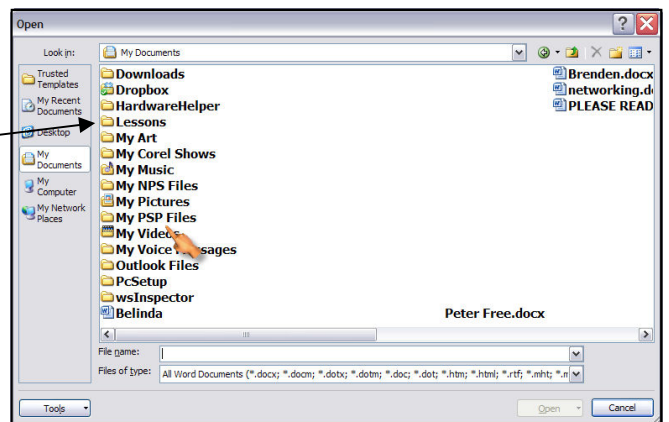
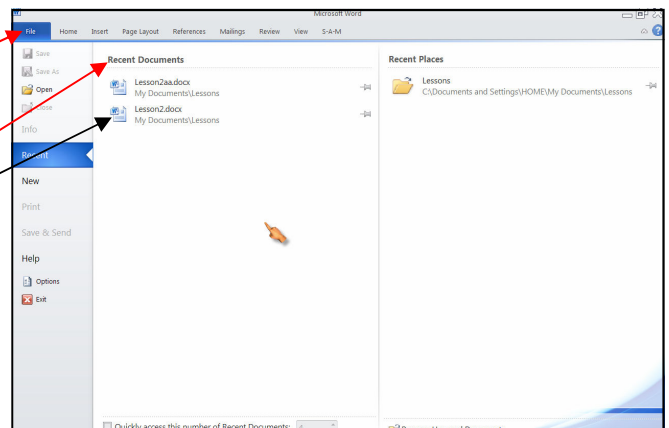
Open a File

When you do not have time to complete your work or when you finish your work, you can save and close your file. After saving a file, you can later open it to revise or finish it. You learned how to save a file in Lesson 2. In the exercise that follows, you learn how to open the file you saved.

EXERCISE 1

Open a File with Windows 7

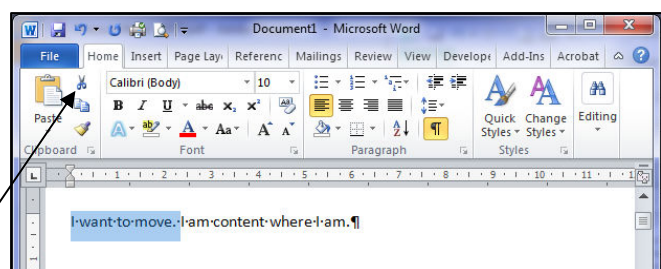
1. Open Word 2010.
2. Click the File button. A menu appears.
3. Click Open. The Open [dialog box](#) appears.
4. Locate the folder in which you saved the file. The file is named Lesson Two.docx.
5. Click Lesson Two.docx.
6. Click Open. The file you created during the previous lesson appears.



Open a File with [Windows XP](#)

If you are using [Windows XP](#):

1. Open Word 2010.
2. Click the Microsoft Office button. A menu appears.
3. Click Open. The Open dialog box appears.
4. Use the Look In field to move to the folder in which you saved the file. The file is named Lesson Two.docx.
5. Click Lesson Two.docx.
6. Click Open. The file you created during the previous lesson appears.




Alternate Method—Opening a File with Keys

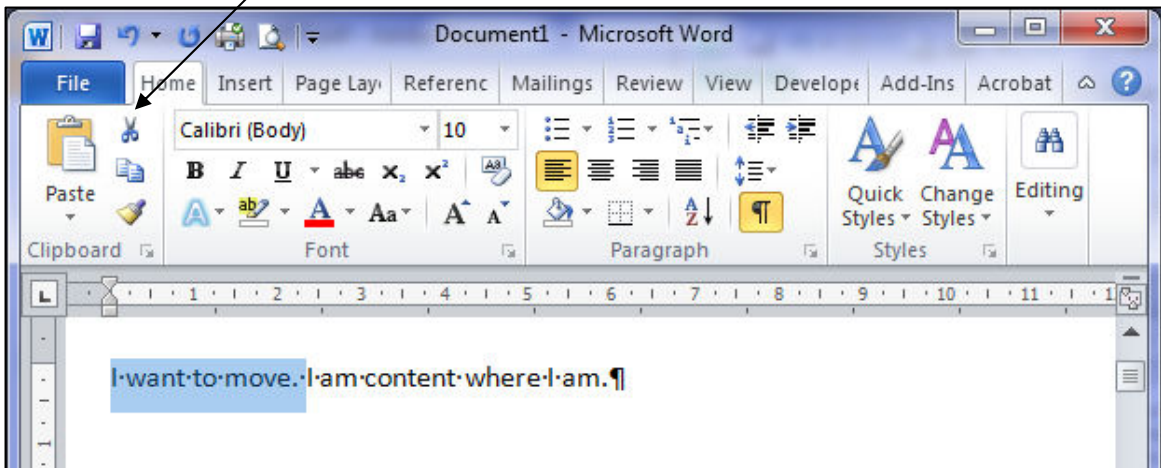
1. Open Word 2010.
2. Press Ctrl+o.

Cut and Paste


You can use Word's Cut feature to remove information from a document. Then you can use the Paste feature to place the information you cut anywhere in the same or another document. In other words, you can move information from one place in a document to another place in the same or different document by using the Cut and Paste features. The Office Clipboard is a storage area. When you cut, Word stores the data you cut on the Clipboard. You can paste the information that is stored on the Clipboard as often as you like.

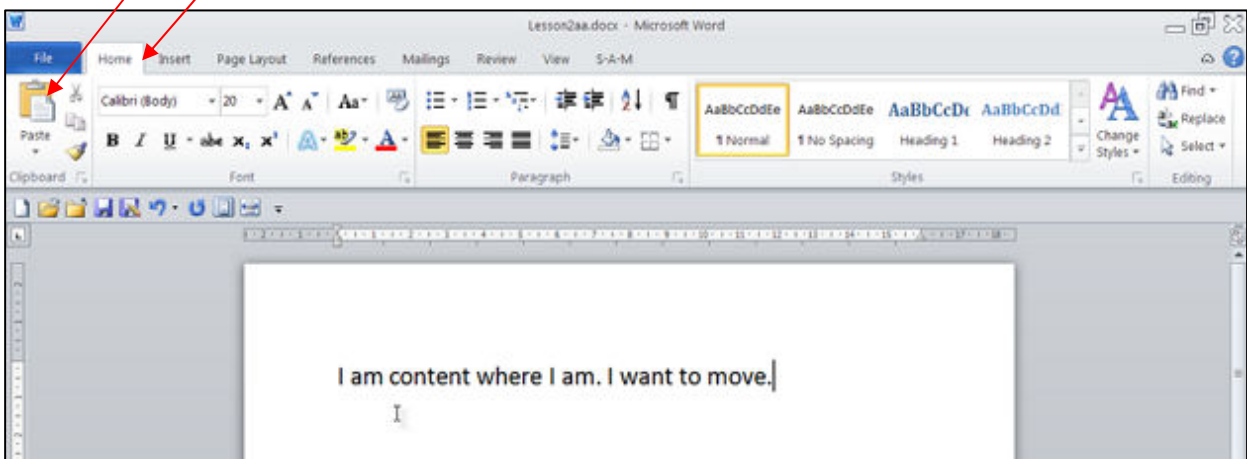
EXERCISE 2

1. Type the following: **I want to move. I am content where I am.**
2. Select "I want to move. "
3. Choose the Home tab.
4. Click the Cut button  in the Clipboard group. Word cuts the text you selected and places it on the Clipboard. Your text should now read: "I am content where I am."



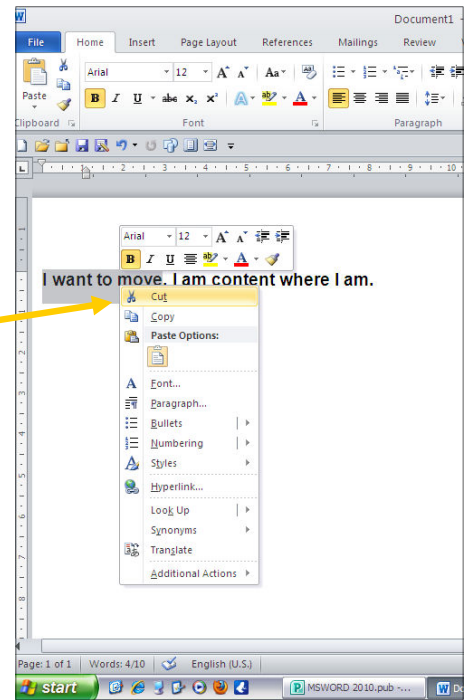
Paste with the Ribbon

1. Place the cursor after the period in the sentence "I am content where I am."
2. Press the spacebar to leave a space.
3. Choose the **Home tab**.
4. Click the Paste button  in the Clipboard group. Word pastes the text on the Clipboard. Your text should now read: "**I am content where I am. I want to move.**"



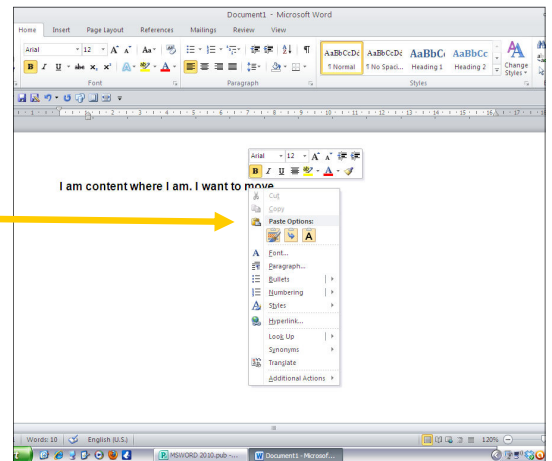
Cut with a Context Menu

1. Type the following: - **I want to move. I am content where I am.**
2. Select "I want to move. "
3. Right-click. The Mini toolbar and a context menu appear.
4. **Click Cut on the menu. Your text should now read: "I am content where I am."**



Paste with a Context Menu

1. Place the cursor after the period in the sentence "**I am content where I am.**"
2. Press the spacebar to leave a space.
3. Right-click. A Mini toolbar and a context menu appear.
4. Click Paste. Your text should now read: "**I am content where I am. I want to move.**"



Cut with Keys

1. Type the following: **I want to move. I am content where I am.**
2. Select "**I want to move.**"
3. Press Ctrl+x.
4. Your text should now read: "**I am content where I am.**"

Paste with Keys

1. Place the cursor after the period in the sentence: "**I am content where I am.**"
2. Press the spacebar to leave a space.
3. Press Ctrl+v.
4. Your text should now read: "**I am content where I am. I want to move.**"

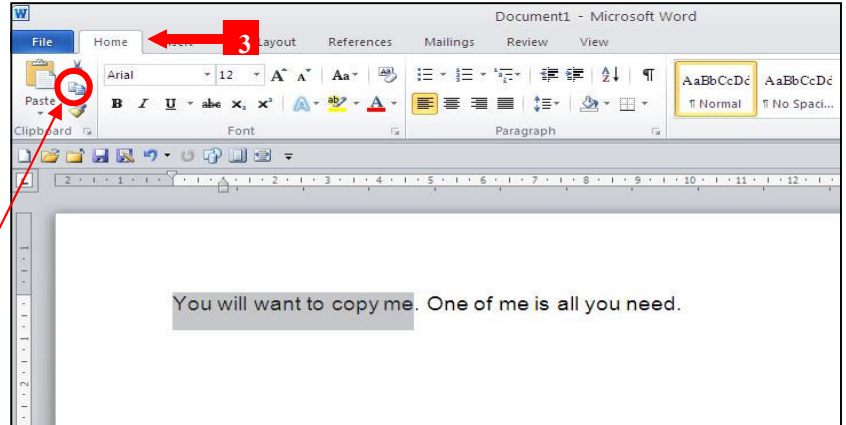
Copy and Paste


In Microsoft Word, you can copy information from one area of a document and place the information you copied anywhere in the same or another document. In other words, after you type information into a document, if you want to place the same information somewhere else, you do not have to retype the information. You simply copy it and then paste it in the new location. As with cut data, Word stores copied data on the Clipboard.

EXERCISE 3

Copy with the Ribbon

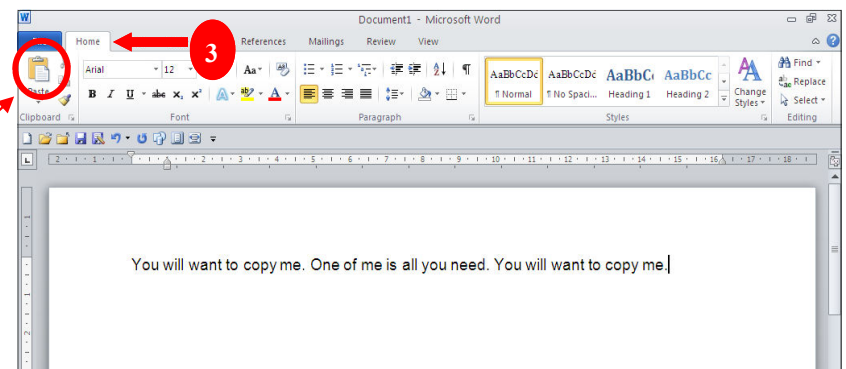
1. Type the following: You will want to copy me. One of me is all you need.
2. Select "You will want to copy me."
3. Choose the Home tab.




4. Click the Copy button  in the Clipboard group. Word copies the data you selected to the Clipboard.

Paste with the Ribbon

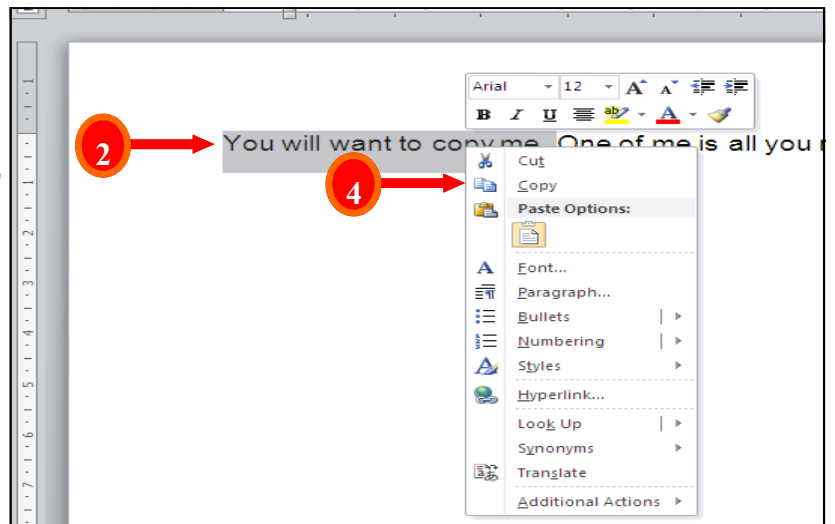
1. Place the cursor after the period in the sentence: "One of me is all you need."
2. Press the spacebar to leave a space.
3. Choose the Home tab.



4. Click the Paste  button in the Clipboard group. Word places the data you copied at the insertion point. Your text should now read: "You will want to copy me. One of me is all you need. You will want to copy me"

Copy with a Context Menu

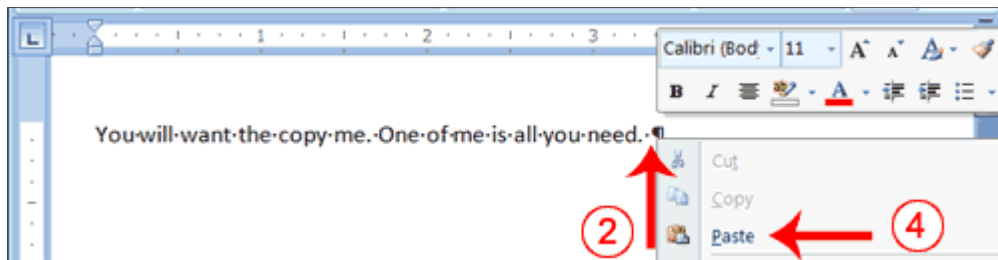
1. Type the following: - You will want to copy me. One of me is all you need.
2. Select "You will want to copy me."
3. Right-click. A Mini toolbar and a context menu appear.
4. Click Copy. Word places the data you copied at the insertion point. Your text should now read: "You will want to copy me. One of me is all you need. You will want to copy me."



Copy and Paste

Alternate Method—Paste with a Context Menu

1. Place the cursor after the period in the sentence: "One of me is all you need."
2. Press the spacebar to leave a space.
3. Right-click. A context menu appears.
4. Click Paste. Word pastes the information on the Clipboard into the document.



Alternate Method—Copy with Keys

1. Type the following: You will want to copy me. One of me is all you need.
2. Select "You will want to copy me. "
3. Press Ctrl+c. Word copies the information you selected to the Clipboard.

Alternate Method—Paste with Keys

1. Place the cursor after the period in the sentence "One of me is all you need."
2. Press the spacebar to leave a space.
3. Press Ctrl+v.
4. Your text should now read: "You will want to copy me. One of me is all you need. You will want to copy me."

Use the Clipboard

As you cut or copy, Word can store the information you have cut or copied on the Clipboard in a hierarchy. Then each time you cut or copy, the data you just cut or copied moves to the top of the Clipboard hierarchy and the data previously at the top moves down one level. When you choose Paste, the item at the top of the hierarchy is the item Word pastes into your document. The Clipboard can store up to 24 items. You can paste any item on the Clipboard into your document by placing your cursor at the insertion point, displaying the Clipboard pane, and then clicking the item.

The Clipboard pane includes an Options button. You can click the Options button to set the Clipboard options described in the following table.

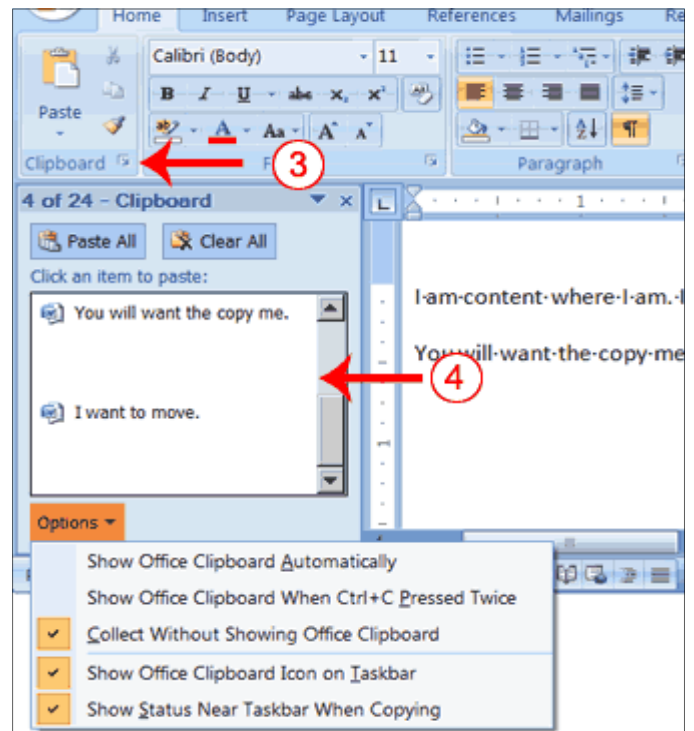
| Option | Description |
|---|--|
| Show Office Clipboard | Automatically |
| Shows the Clipboard automatically when you copy items | |
| Show Office Clipboard When Ctrl+c Pressed Twice | Shows the Clipboard when you press Ctrl+c twice. |
| Collect Without Showing Office Clipboard | Copies to the Clipboard without displaying the Clipboard pane. |
| Show Office Clipboard Icon on Taskbar | Displays the Clipboard icon on your system taskbar. |
| Show Status Near Taskbar When Copying | Displays the number of items copied on the taskbar when copying. |

Copy and Paste

EXERCISE 4 -

Use the Clipboard

1. Place the cursor at the point at which you want to insert your text.
2. Choose the Home tab.
3. Click the Clipboard dialog box launcher to open the Clipboard.
4. Click the item on the clipboard you want to insert into your document. Word pastes the Clipboard item into your document at the insertion point.

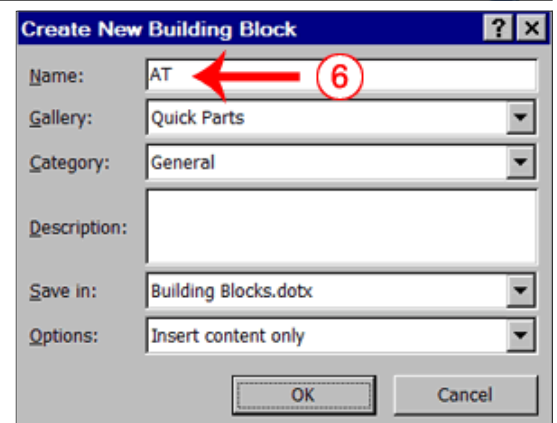
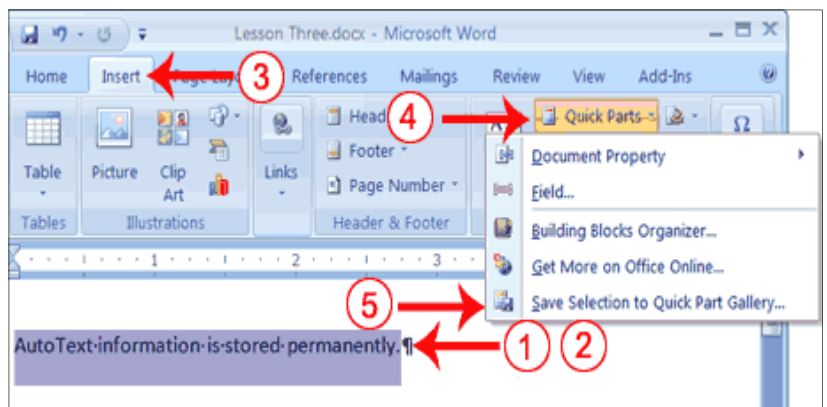


Create AutoText

Cut and Copy both store information on the Clipboard. Information you store on the Clipboard is eventually lost. If you want to store information permanently for reuse, use AutoText. AutoText permanently stores information for future use.

EXERCISE 5 - Create AutoText

1. Type the following: **AutoText information is stored permanently.**
2. Select "AutoText information is stored permanently."
3. Choose the Insert tab.
4. Click Quick Parts in the Text group. A menu appears.
5. Click Save Selection to Quick Part Gallery. The Create New [Building Block](#) dialog box appears.
6. Microsoft Word suggests a name. Change the name by typing **AT** in the Name field.
7. Click OK. The dialog box closes.
8. Click anywhere in the text area to remove the highlighting.
9. Place the cursor between the period in the sentence you just typed and the paragraph marker (¶).
10. Press the spacebar to leave a blank space.
11. Type **AT**.
12. Press F3. Your text should now read: "AutoText information is stored permanently. AutoText information is stored permanently."



Note: Whenever you need the text, simply type the name (AT) and then press F3.

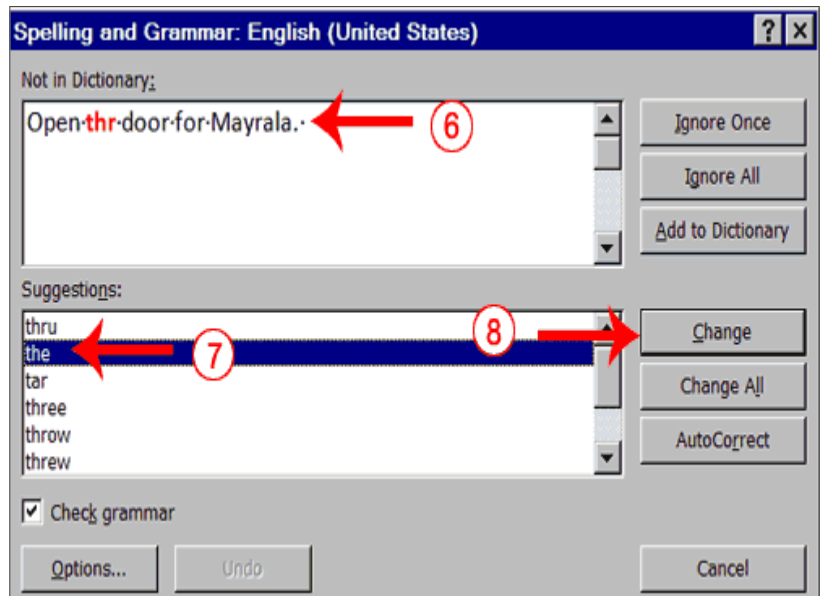
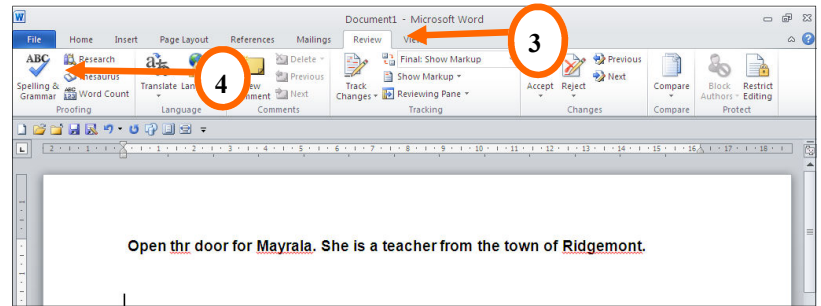
Use Spell Check

Word checks your spelling and grammar as you type. Spelling errors display with a red wavy line under the word. Grammar errors display with a green wavy line under the error. In Word 2010, you can use the Review tab's Spelling & Grammar button to initiate a spell and grammar check of your document.

EXERCISE 6

Use Spell Check

1. Type the following exactly as shown. Include all errors. **Open thr door for Mayrala. She is a teacher from the town of Ridgemont.**
2. Select: "Open thr door for Mayrala. She is a teacher from the town of Ridgemont."
3. Choose the Review tab.
4. Click the Spelling & Grammar button. The Spelling and Grammar dialog box appears.
5. "The" is misspelled, so it is highlighted on the screen and noted in the Not in Dictionary box. Word suggests correct spellings. These suggestions are found in the Suggestions box.
6. Click "the" in the Suggestions box.
7. Click Change. **Note:** If the word is misspelled in several places, click Change All to correct all misspellings.
8. The name "Mayrala" is not in the dictionary, but it is correct. Click Ignore Once to leave "Mayrala" in the document with its current spelling. **Note:** If a word appears in several places in the document, click Ignore All so you are not prompted to correct the spelling for each occurrence.
9. "Ridgemont" is not found in the dictionary. If you frequently use a word not found in the dictionary, you might want to add that word to the dictionary by clicking the Add to Dictionary button. Word will then recognize the word the next time it appears. Click Add to Dictionary.
10. The following should appear on your screen: "Word finished checking the selection. Do you want to continue checking the remainder of the document?"
11. Click No. If you wanted Word to spell-check the entire document, you would have clicked Yes.



Note: You can also press F7 to initiate a spelling and grammar check. If you don't have anything selected, Word checks the entire document.

Find and Replace

If you need to find a particular word or phrase in your document, you can use the Find command. This command is especially useful when you are working with large files. If you want to search the entire document, simply execute the Find command. If you want to limit your search to a selected area, select that area and then execute the Find command.

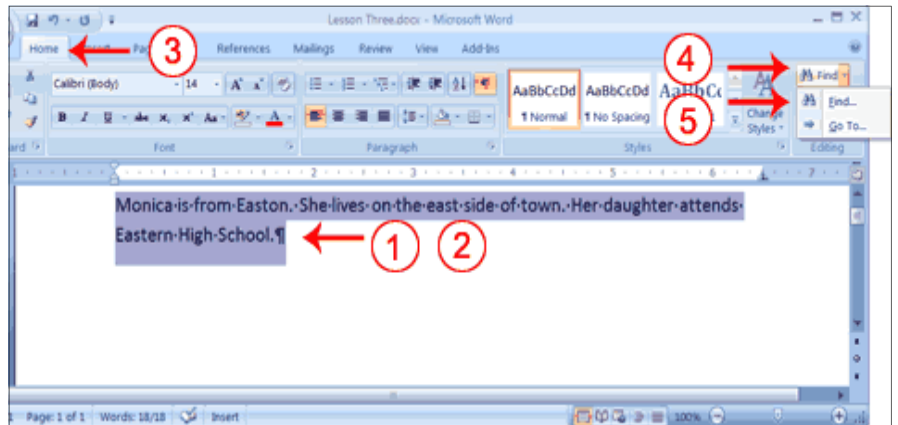
After you find the word or phrase you are [searching](#) for, you can replace it with new text by executing the Replace command.

EXERCISE 7

Use Find with the Ribbon

1. Type the following: **Monica is from Easton. She lives on the east side of town. Her daughter attends Eastern High School.**

2. Select: "Monica is from Easton. She lives on the east side of town. Her daughter attends Eastern High School."



3. Choose the Home tab.

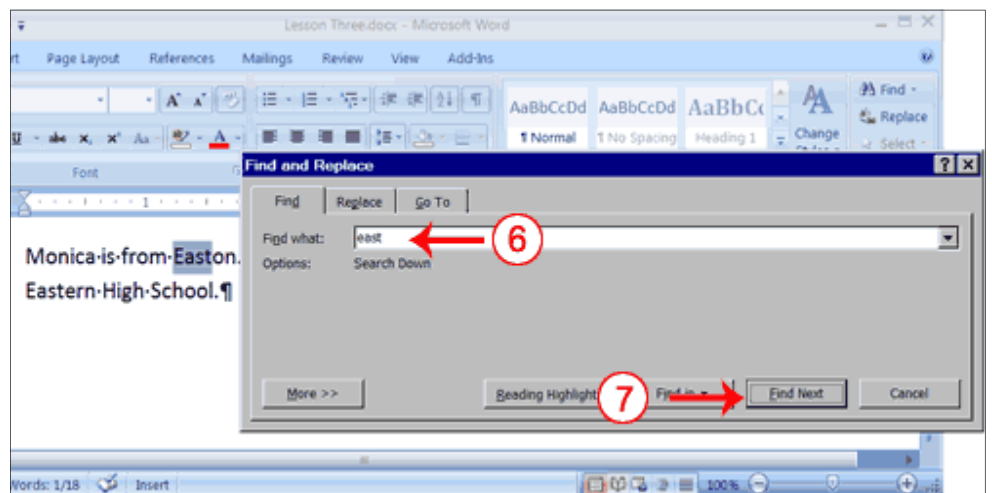
4. Click Find in the Editing group. A menu appears.

5. Click the Find option on the menu. The Find and Replace dialog box appears.

6. Type **east** in the Find What field.

7. Click Find Next. Note that the "East" in Easton is highlighted.

8. Click Find Next again. Note that "east" is highlighted.



9. Click Find Next again. Note that the "East" in Eastern is highlighted.

10. Click Find Next. The following message should appear: "Word has finished searching the selection. Do you want to search the remainder of the document?"

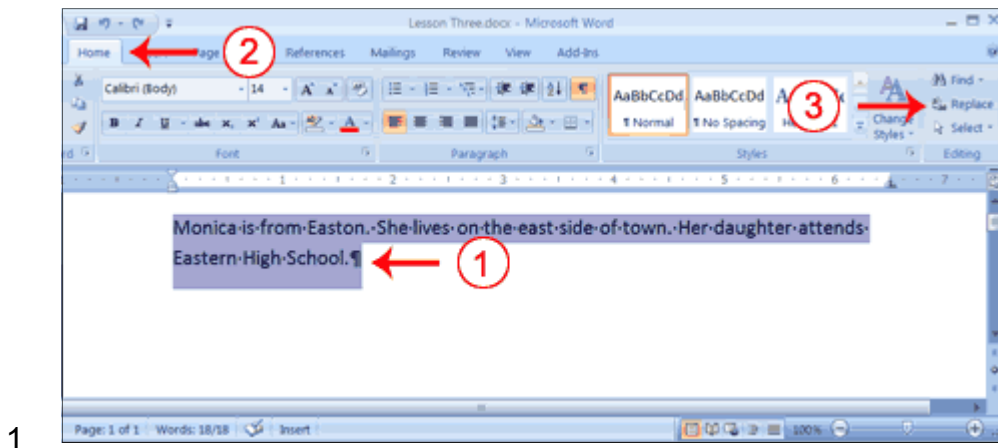
11. Click No.

12. Click Cancel.

Alternate Method—Find with Keys

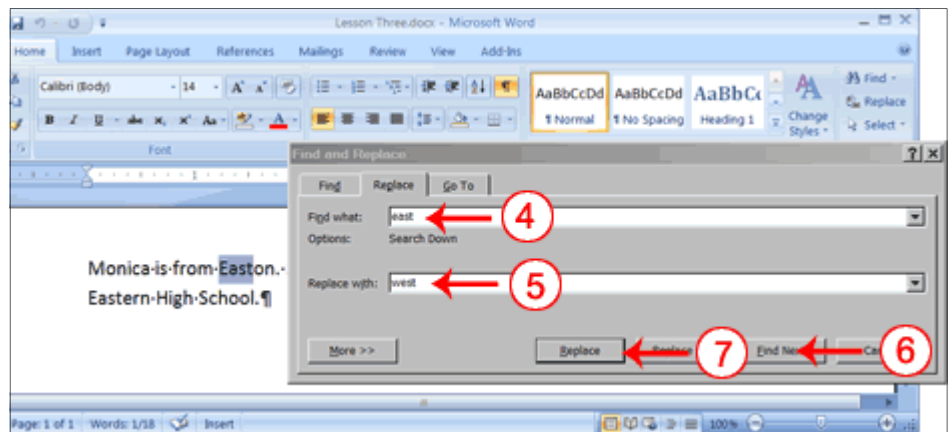
1. Select "Monica is from Easton. She lives on the east side of town. Her daughter attends Eastern High School."
2. Press Ctrl+f.
3. Follow steps 6 through 12 in the preceding section.

Use Replace with the Ribbon



1. Select "Monica is from Easton. She lives on the east side of town. Her daughter attends Eastern High School."
2. Choose the Home tab.
3. Click Replace in the Editing group. The Find and Replace dialog box appears.

4. Type **east** in the Find What box.
5. Type **west** in the Replace With box.
6. Click Find Next. The East in Easton is highlighted.



7. Click Replace. Word replaces the "East" in "Easton" with "West" and then highlights the word "east."
8. Click Replace. Word replaces the word "east" with "west" and then highlights the word "Eastern."
9. Click Close. Do not replace the "East" in "Eastern" with "West."
10. Your text should now read, "Monica is from Weston. She lives on the west side of town. Her daughter attends Eastern High School."

Replace with Keys

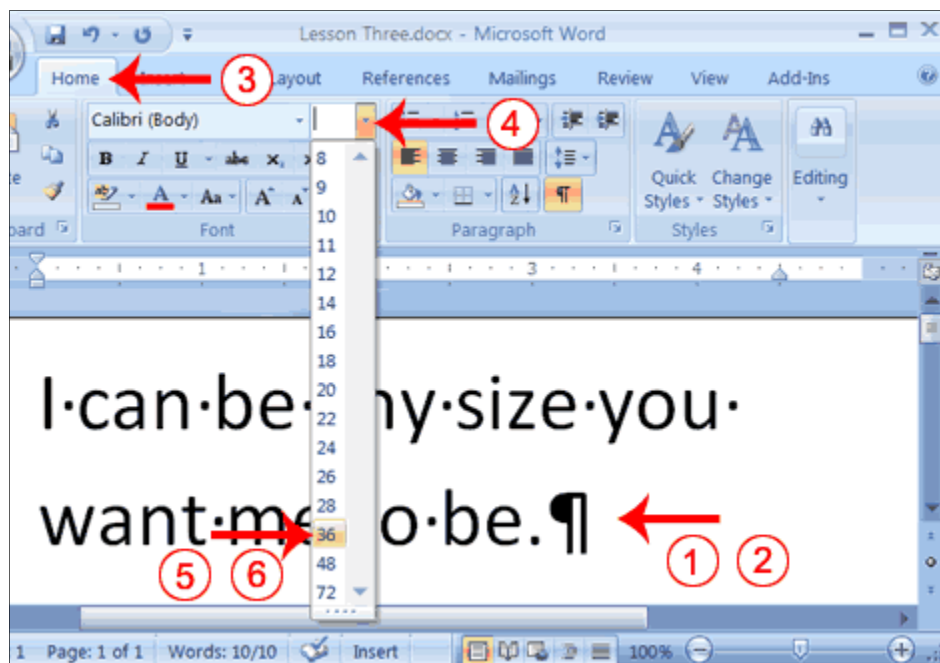
1. Select "Monica is from Easton. She lives on the west side of town. Her daughter attends Western High School."
2. Press Ctrl+h.
3. Follow steps 4 through 11 in the preceding section.

Change the Font Size

A font is a set of characters (text) represented in a single [typeface](#). Each character within a font is created by using the same basic style. In Microsoft Word, you can change the size of your font. The following exercise illustrates changing the font size.

EXERCISE 8

Change the Font Size





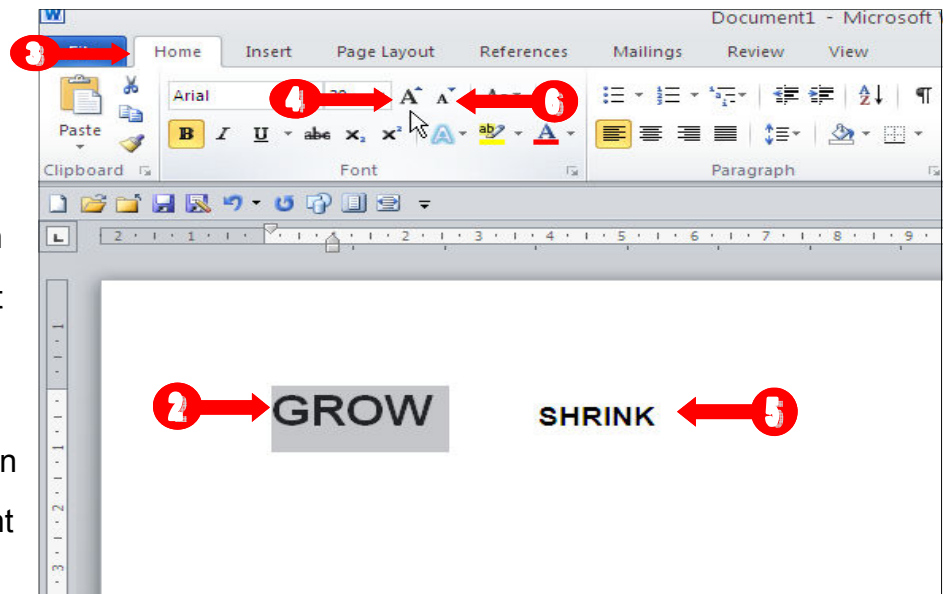
1. Type the following: **I can be any size you want me to be.**
2. Select "I can be any size you want me to be."
3. Choose the Home tab.
4. In the Font group, click the down arrow next to the Font Size box. A menu of font sizes appears.
5. Move your cursor over the menu of font sizes. As you do, Word 2010 provides a live preview of the effect of applying each font size.
6. Click 36 to select it as your font size.
7. **Note:** If you know the font size you want, you can type it in the Font Size field.

Alternate Method—

Change the Font Size with Grow Font and Shrink Font

You can also change the size of your font by clicking the Grow Font and Shrink Font buttons. Selecting text and then clicking the Grow Font button makes your font larger. Selecting text and then clicking the Shrink Font button makes your font smaller.

1. Type the following: **Grow Shrink**
2. Select "Grow"
3. Choose the Home tab.
4. Click the Grow Font button  several times. Your font becomes larger.
5. Select Shrink.
6. Click the Shrink Font button  several times. Your font becomes smaller.



Change the Font

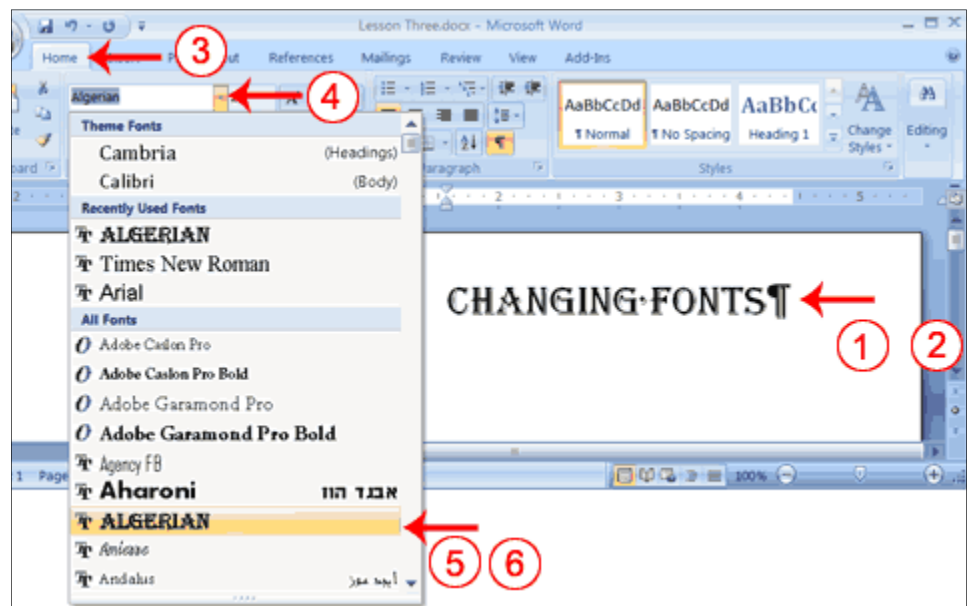
In Microsoft Word, you can change the font (the "family" of type you use for your text). This feature is illustrated in the following exercise:

EXERCISE 9

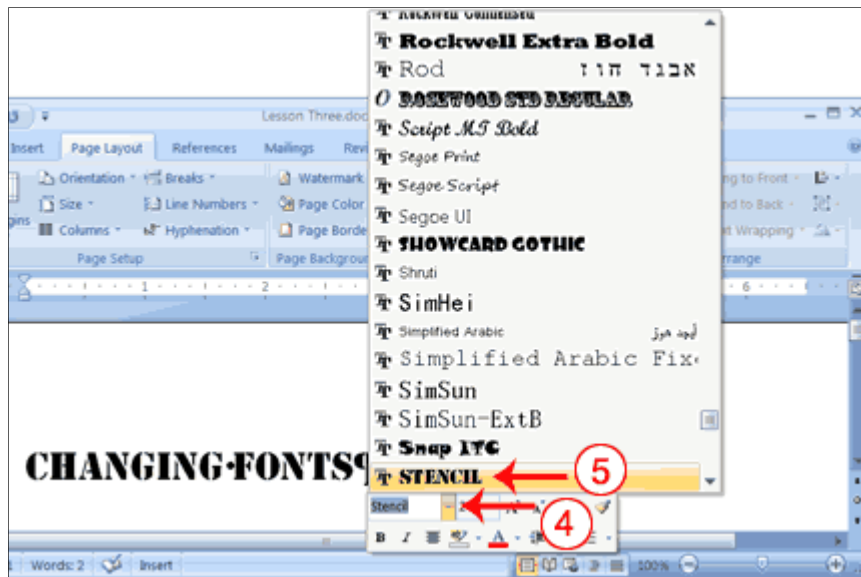
Change the Font with the Ribbon

1

1. Type the following:
Changing fonts
2. Select "Changing fonts."
3. Choose the Home tab.
4. Click the down arrow next to the Font field. A menu of fonts appears.
5. Move the cursor over the list of fonts. Word 2010 provides a live preview of what the font will look like if you select it.
6. Click the font name to select the font you want.



Change the Font with the Mini Toolbar



1. Select "Changing fonts."
2. Right-click. The Mini toolbar and a menu appears.
3. Move to the Mini toolbar.
4. Click the down arrow next to the Font field. A menu of fonts appears.
5. Click the name of the font you want.

Save Your File

This is the end of Lesson 3. You can save your file and close Word. See Lesson 2 to learn how to save and close.

Lesson 4:

Formatting Paragraphs and Working with Styles

When you type information into Microsoft Word, each time you press the Enter key Word creates a new paragraph. You can format paragraphs. For example, you can indent the first line of a paragraph, you can set the amount of space that separates paragraphs, and you can align a paragraph left, right, center, or flush with both margins. Styles are a set of formats you can quickly apply to a paragraph. For example, by applying a style, you can set the font, set the font size, and align a paragraph all at once. In this lesson, you will learn about the various formats you can apply to a paragraph and about styles.

When you are formatting a paragraph, you do not need to select the entire paragraph. Placing the cursor anywhere in the paragraph enables you to format it. After you format a paragraph, pressing the Enter key creates a new paragraph in the same format.

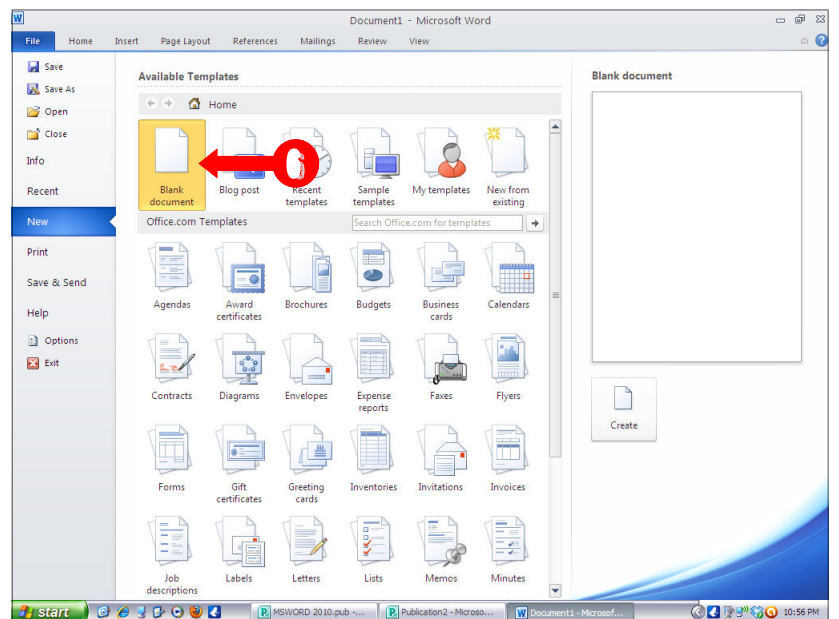
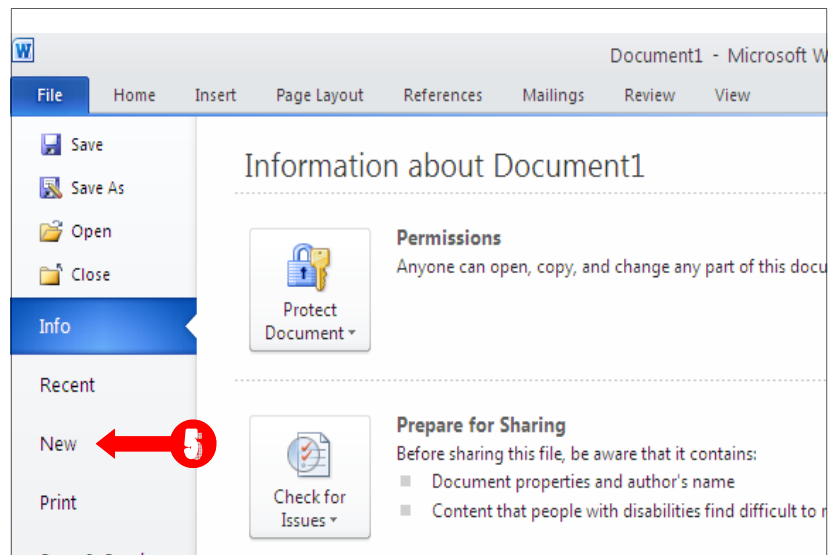
Open a Blank Document

To begin a new Word project, you start by opening a new document. To begin this lesson, open a blank document in Microsoft Word.

EXERCISE 1

Open a Blank Document

1. Open Word 2010.
2. Click the File Tab. A menu appears.
3. Click New. The New Document dialog box appears.
4. Click Blank Document.
5. Click Create. A new blank document opens.



Add Sample Text

This lesson uses sample text provided by Microsoft for training and demonstration purposes. You can type the text; however, there is a quicker way. You can use the rand function.

Functions are used to obtain information. You tell the function what you want and the function returns that information to you. By default, in Word, when you type the rand function, Word returns three paragraphs. When working with functions, you use arguments to be specific about what you want the function to return. There are two arguments you can use with the rand function. The first one tells Word how many paragraphs you want, and the second one tells Word how many sentences you want in a paragraph. You place arguments between the parentheses and you separate them with a comma. For example, if you type =rand() and then press Enter, word returns three paragraphs. To tell Word you want two paragraphs with three sentences in each paragraph, you type =rand(2,3).

EXERCISE 2 — Add Sample Text

1. Type =rand().
2. Press the Enter key. The following text appears:

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. ¶

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also [format text](#) directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. ¶

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template. ¶

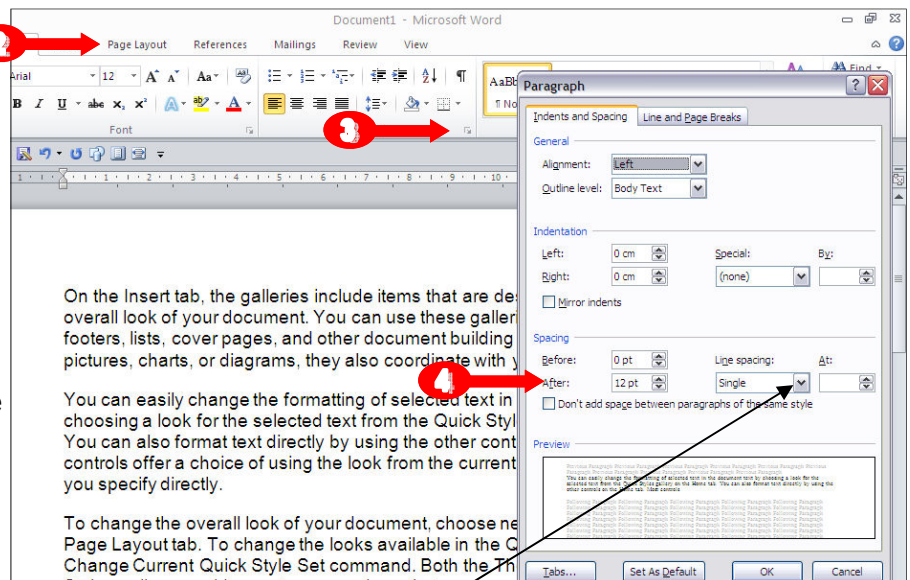
Add Space Before or After Paragraphs

When creating a document, space is often used to clearly identify where each paragraph begins and ends. By default, Word may place slightly more space between paragraphs than it does between lines in a paragraph. You can increase or decrease the amount of space that appears before and after paragraphs by entering amounts in the Before and After fields in the Paragraph section of the Page Layout tab. Use the up arrows next to the Before and After fields to increase the amount of space before or after each paragraph; use the down arrows to decrease the amount of space before or after each paragraph. The following illustrates:

EXERCISE 3 — Add Space Before or After Paragraphs

1. Place your cursor anywhere in the second paragraph of the sample text you created in Exercise 2.
2. Choose the Page Layout tab.
3. Click the Paragraph Dialogue Box Launcher arrow in the bottom right hand corner.
4. Click the up arrow next to the Spacing After field to increase the amount of space after the paragraph.


Note: You can click the down arrows next to the Spacing Before and the Spacing After fields to decrease the amount of space before or after a paragraph. You can also type the amount of space you want to use directly into the fields. Space is measured in points. **There are 72 points to an inch.**

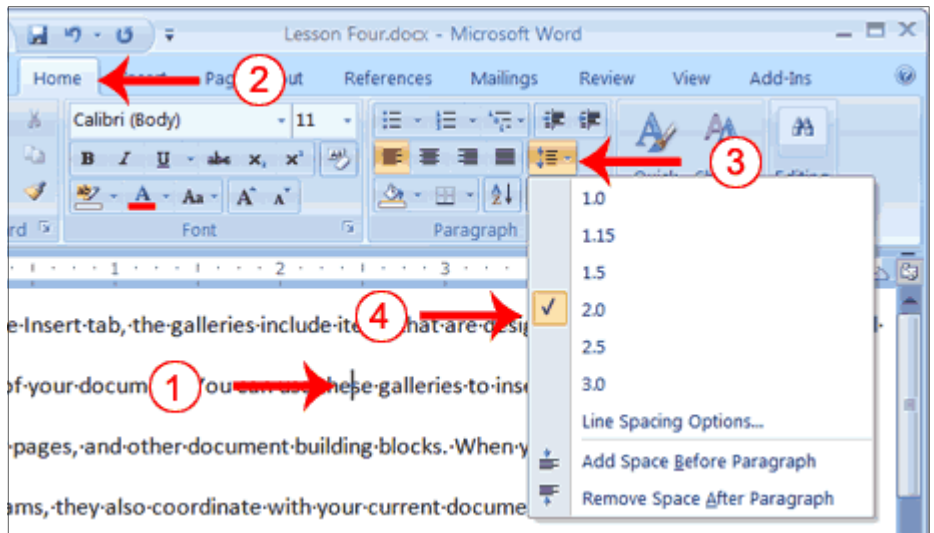


Change Line Spacing

Line spacing sets the amount of space between lines within a paragraph. The spacing for each line is set to accommodate the largest font on that line. If the lines include smaller fonts, there will appear to be extra space between lines where the smaller fonts are located. At 1.5, the line spacing is set to one-and-a-half times the single-space amount. At 2.0, the line spacing is set to two times the single-space amount (double space).

EXERCISE 4 — Change Line Spacing

1. Place your cursor anywhere in the first paragraph of the sample text you created in Exercise 2.
2. Choose the Home tab.
3. Click the Line Spacing button  in the Paragraph group. A menu of options appears.
4. Click 2.0 to double-space the first paragraph.



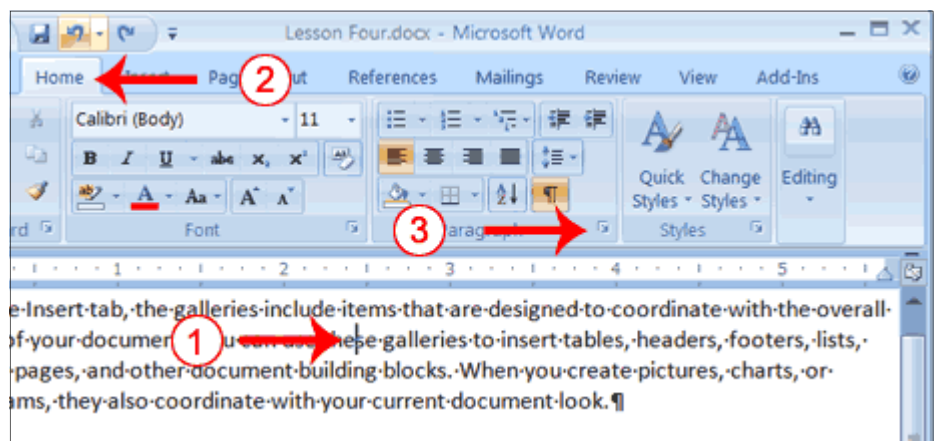
Create a First-Line Indent

Some people and organizations delineate the start of a new paragraph by indenting the first line. If you want to indent the first line of your paragraphs, you can use the Paragraph dialog box to set the amount by which you want to indent. In the Special Field of the Paragraph dialog box, you tell Word you want to indent the first line by choosing First Line from the menu options. In the By field, you tell Word the amount, in inches by which you want to indent.

EXERCISE 5 — Create a First-line Indent

EXAMPLE: First-line Indent

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.



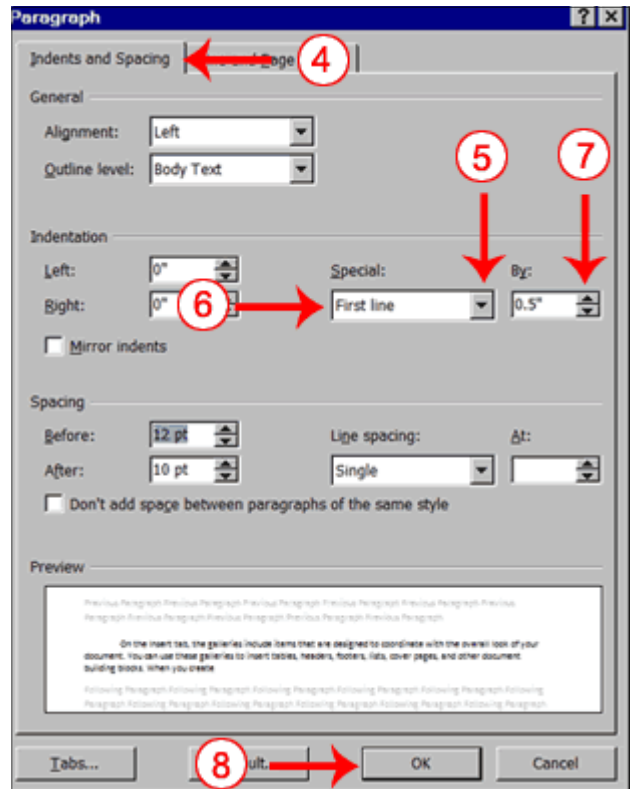
1. Place your cursor anywhere within the first paragraph of the sample text you created in Exercise 2.
2. Choose the Home tab.
3. In the Paragraphs group, click the launcher. The Paragraph dialog box appears.

EXERCISE 5 — Create a First-line Indent

4. Choose the Indents and Spacing tab.
5. Click to open the drop-down menu on the Special field.
6. Click First Line.
7. Enter 0.5" in the By field.
8. Click OK. The first line of your paragraph is now indented half an inch.

Special Note: To remove the first line indent:

1. Place the cursor anywhere in the paragraph.
2. Choose the Home tab.
3. In the Paragraphs group, click the launcher. The Paragraph dialog box opens.
4. Choose the Indents and Spacing tab.
5. Click the down arrow next to the Special field and then click None.
6. Click OK.



Indent Paragraphs

Indentation allows you to indent your paragraph from the left and/or right margin. You may find this necessary when you are quoting a large block of text. The following exercise shows you how to indent a paragraph 1 inch from each side.

EXAMPLE: Indentation

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

EXERCISE 6 — Indent Paragraphs

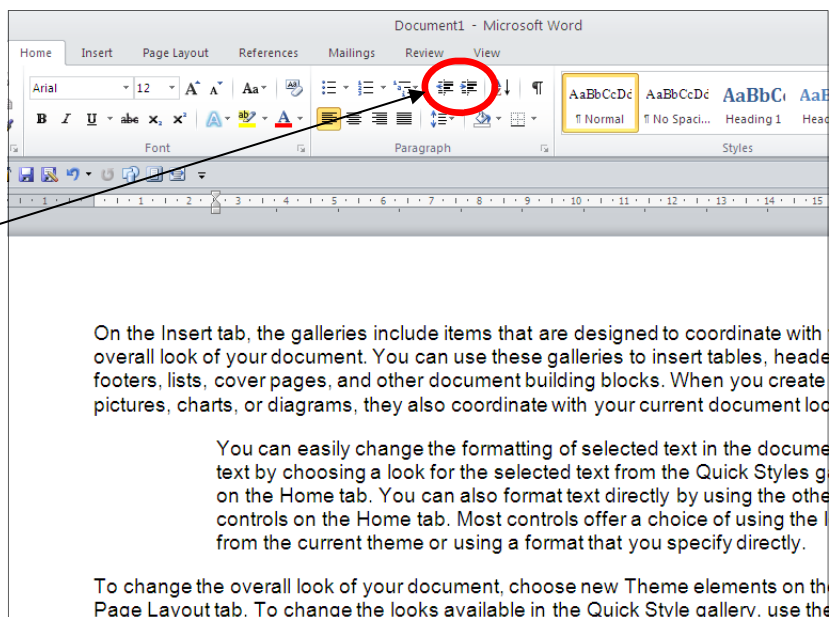
1. Place your cursor anywhere in the second paragraph of the sample text you created in Exercise 2.

2. Click the Indent button twice.



3. You will see the paragraph move to the right (Indent).

4. To reduce the indent click the left indent button.



Align Paragraphs

Microsoft Word gives you a choice of several types of alignments. Left-aligned text is flush with the left margin of your document and is the default setting. Right-aligned text is flush with the right margin of your document, centered text is centered between the left and right margins, and Justified text is flush with both the left and right margins.

EXAMPLE: Left-Aligned

Sample Paragraph

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

EXAMPLE: Right-aligned

Sample Paragraph

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

EXAMPLE: Centered

Sample Paragraph

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

EXAMPLE: Justified

Sample Paragraph

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

EXERCISE 7 — Create the Paragraphs

1. Type the words “Sample Paragraph”.
2. Press Enter.
3. Type =rand(1) to create a paragraph.
4. Press Enter.

Right-align

1. Select the paragraphs you created.
2. Choose the Home tab.
3. Click the Align-right button in the Paragraph group. Word right-aligns your paragraphs.

Left-align

1. Select the paragraphs you created.
2. Choose the Home tab.
3. Click the Align-left button in the Paragraph group. Word left-aligns your paragraph.

Center

1. Selected the paragraphs you created.
2. Choose the Home tab.
3. Click the Center button in the Paragraph group. Word centers your paragraph.

Justify

1. Select the paragraphs you created.
2. Choose the Home tab.
3. Click the Justify button in the Paragraph group. Word justifies your paragraph.

Alternate Method—Right -Justify with Keys

1. Select the paragraphs you created.
2. Press Ctrl+r. The paragraph is now right-aligned.

Alternate Method—Left-Justify with Keys

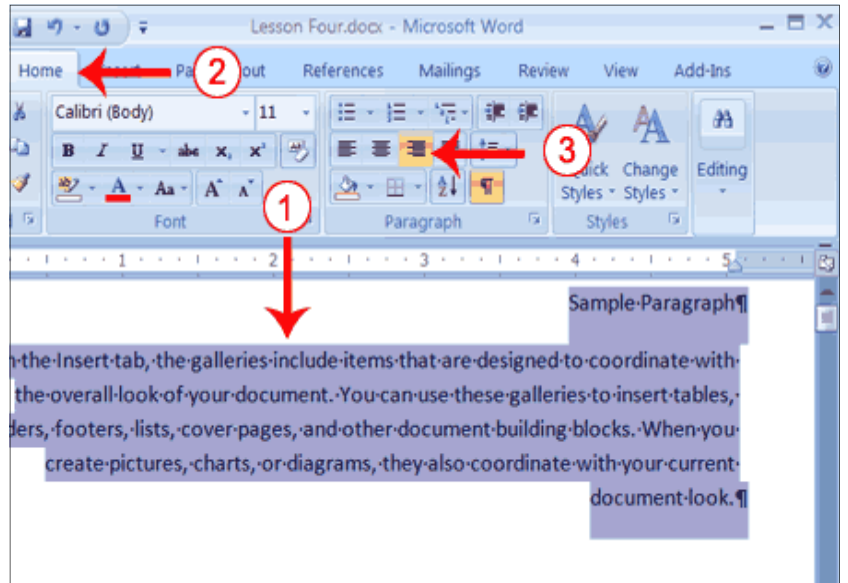
1. Select the paragraphs you created.
2. Press Ctrl+l. The paragraph is now left-aligned.

Alternate Method—Center with Keys

1. Select the paragraphs you created.
2. Press Ctrl+e. The paragraph is now centered.

Alternate Method—Justify with Keys

1. Select the paragraphs you created.
2. Press Ctrl+j. The paragraph is now justified

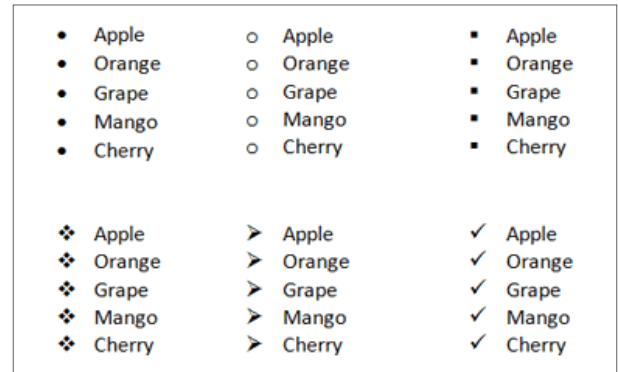
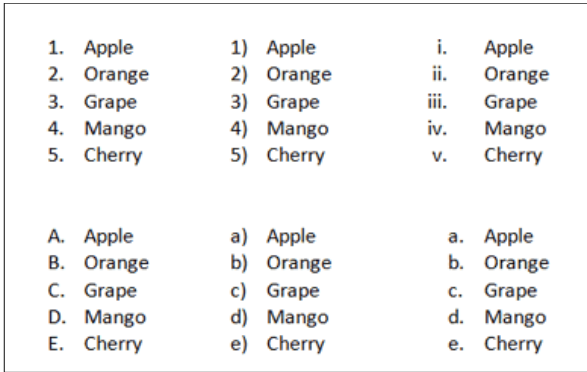


Lesson 5: Adding Bullets and Numbers,

If you have lists of data, you may want to bullet or number them. When using Microsoft Word, bulleting and numbering are easy. The first part of this lesson teaches you to bullet and number.

Add Bullets and Numbers

In Microsoft Word, you can easily create bulleted or numbered lists of items. Several bulleting and numbering styles are available, as shown in the examples. You can select the one you wish to use.



EXAMPLES: Numbering

EXAMPLES: Bulleting

EXERCISE 1 — Bullets

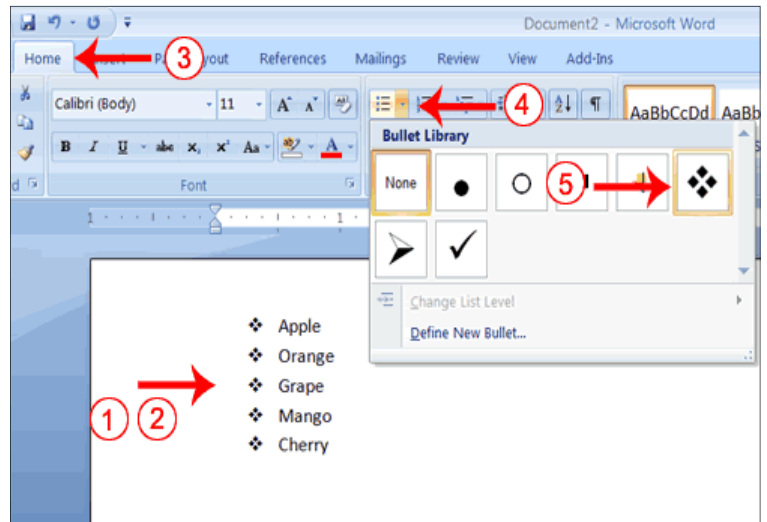
1. Type the following list as shown:

- Apple
- Orange
- Grape
- Mango
- Cherry

2. Select the words you just typed.

3. Choose the Home tab.

4. In the Paragraph group, click the down arrow next to the Bullets button. The Bullet Library appears.



5. Click to select the type of bullet you want to use. Word adds bullets to your list.

Note: As you move your cursor over the various bullet styles, Word displays the bullet style onscreen.

To remove the bulleting:

1. Select the list again.

2. Choose the Home tab.

3. In the Paragraph group, click the down arrow next to the Bullets icon. The Bullet dialog box appears.

4. Click None. Word removes the bullets from your list.

Numbers

1. Type the following list as shown:

Apple

Orange

Grape

Mango

Cherry

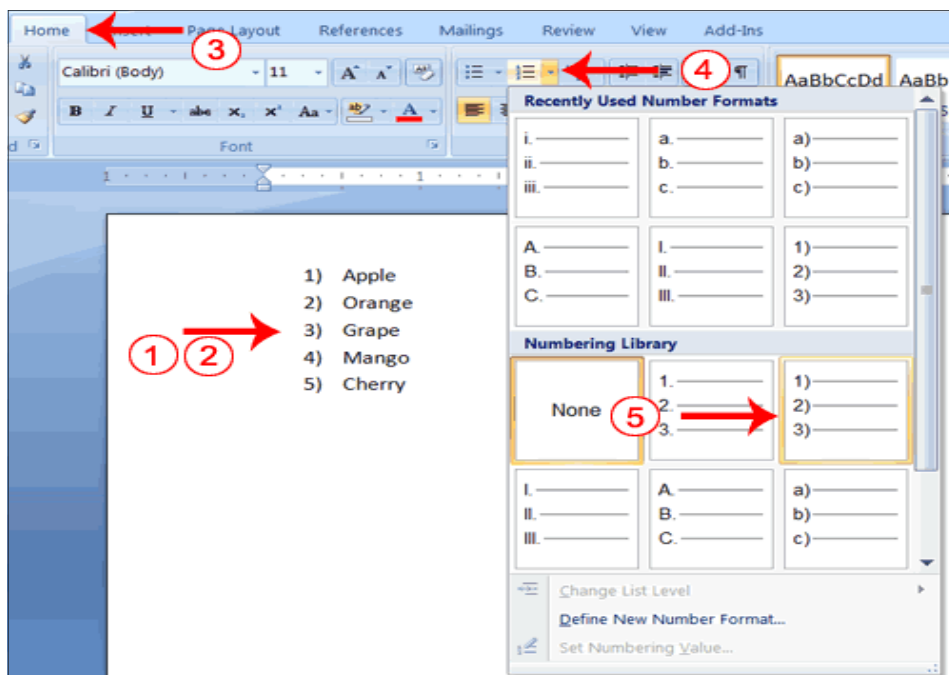
2. Select the words you just typed.

3. Choose the Home tab.

4. In the Paragraph group, click the down arrow next to the Numbering icon. The Numbering Library appears.

5. Click to select the type of numbering you want to use. Word numbers your list.

Note: As you move your cursor over the various number styles, Word displays the number style on screen.



To remove the numbering:

1. Select the list again.

2. Choose the Home tab.

3. In the Paragraph group, click the down arrow next to the Numbering icon. The Number dialog box appears.

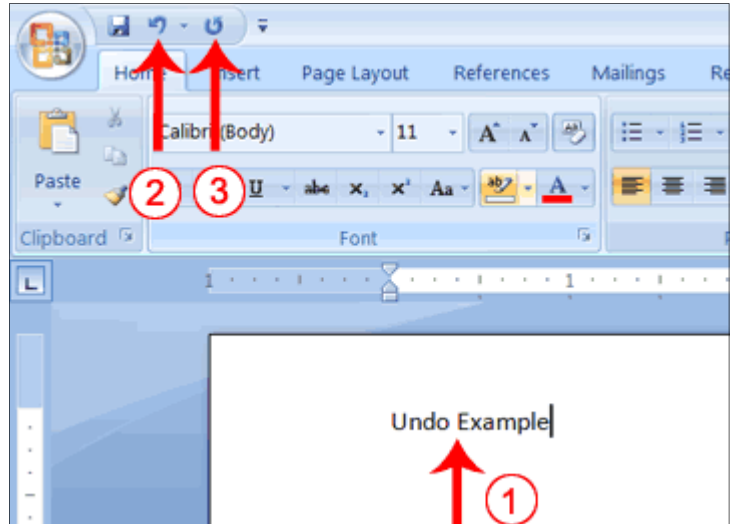
4. Click None. Word removes the numbering from your list.

Undo and Redo

You can quickly reverse most commands you execute by using Undo. If you then change your mind again, and want to reapply a command, you can use Redo.

EXERCISE 2 — Undo and Redo

1. Type Undo example.
2. Click the Undo button on the Quick Access menu. The typing disappears.
3. Click the Redo button on the Quick Access menu. The typing reappears.
4. Select "Undo example."
5. Press Ctrl+b to bold. Word bolds the text.
6. Press Ctrl+i. Word italicizes the text.
7. Press Ctrl+u Word underlines the text.
8. Click the down arrow next to the Undo icon. You will see the actions you performed listed. To undo the underline, click Underline; to undo the underline and italic, click Underline Italic; to undo the underline, italic, and bold click Bold etc.
9. To redo, click the Redo icon several times.

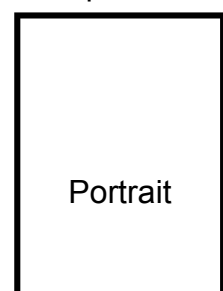


Undo & Redo by Using Keys

1. Type Undo example.
2. Press Ctrl+z. The typing disappears.
3. Press Ctrl+y. The typing reappears.
4. Select "Undo example."
5. Press Ctrl+u to underline.
6. Press Ctrl+z. The underline is removed.
7. Press Ctrl+y. The underline reappears.

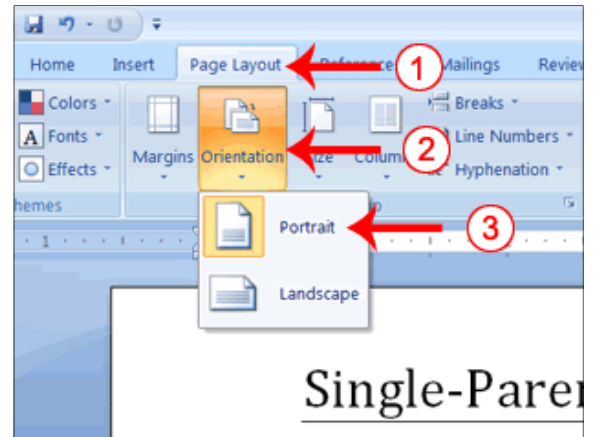
Set the Orientation

Before you print your document, you may want to change the orientation of your pages. There are two orientations you can use: portrait and landscape. Paper, such as paper sized 8 1/2 by 11, is longer on one edge than it is on the other. If you print in Portrait, the shortest edge of the paper becomes the top of the page. Portrait is the default option. If you print Landscape, the longest edge of the paper becomes the top of the page.



EXERCISE 3 — Set the Orientation

1. Choose the Page Layout tab.
2. Click Orientation in the Page Setup group. A menu appears.
3. Click Portrait. Word sets your page orientation to Portrait.

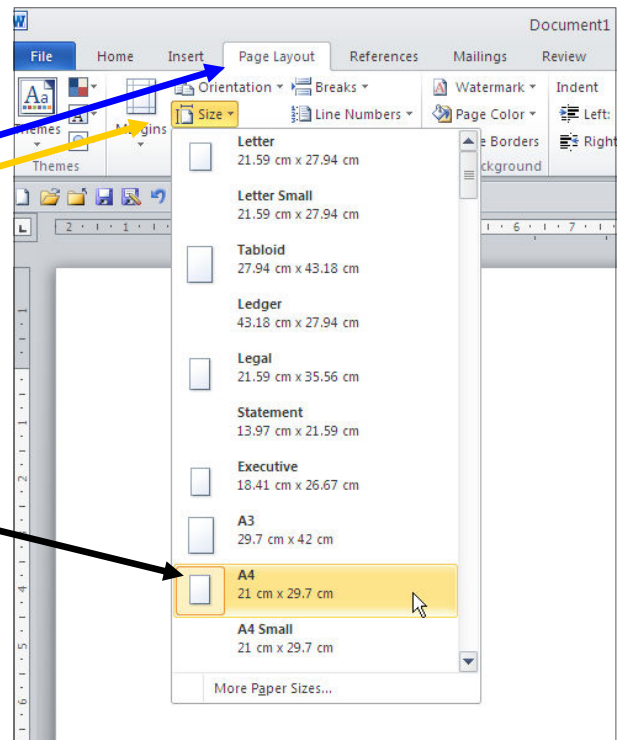


Set the Page Size

Paper comes in a variety of sizes. Most business correspondence uses **A4 (21 x 29.7 cm)** paper which is the default page size in Word. If you are not using A4, you can use the Size option in the Page Setup group of the Page Layout tab to change the Size setting.

EXERCISE 4 — Set the Page Size

1. Choose the Page Layout tab.
2. Click Size in the Page Setup group. A menu appears.
3. Scroll down and Click A4. Word sets your page size.

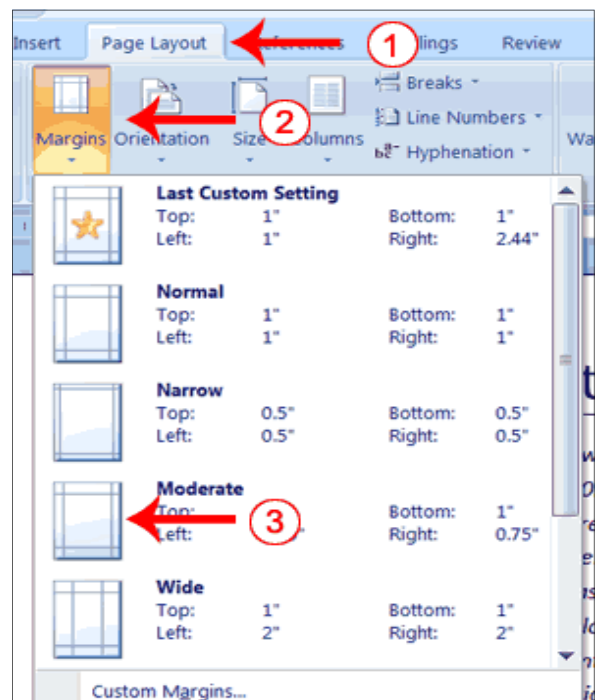


Set the Margins

Margins define the amount of white space that appears at the top, bottom, left, and right edges of your document. The Margin option in the Page Setup group of the Page Layout tab provides several standard margin sizes from which you can choose.

EXERCISE 5 — Set the Margins

1. Choose the Page Layout tab.
2. Click Margins in the Page Setup group. A menu appears.
3. Click Moderate. Word sets your margins to the Moderate settings.



Add Page Numbers

Page numbers help you keep your document organized and enable readers to find information quickly. You can add page numbers to the top, bottom, or margins of your pages, and you can choose where the numbers appear. For example, numbers can appear at the top of the page, on the left, right, or center of the page. Word also offers several number styles from which you can choose.

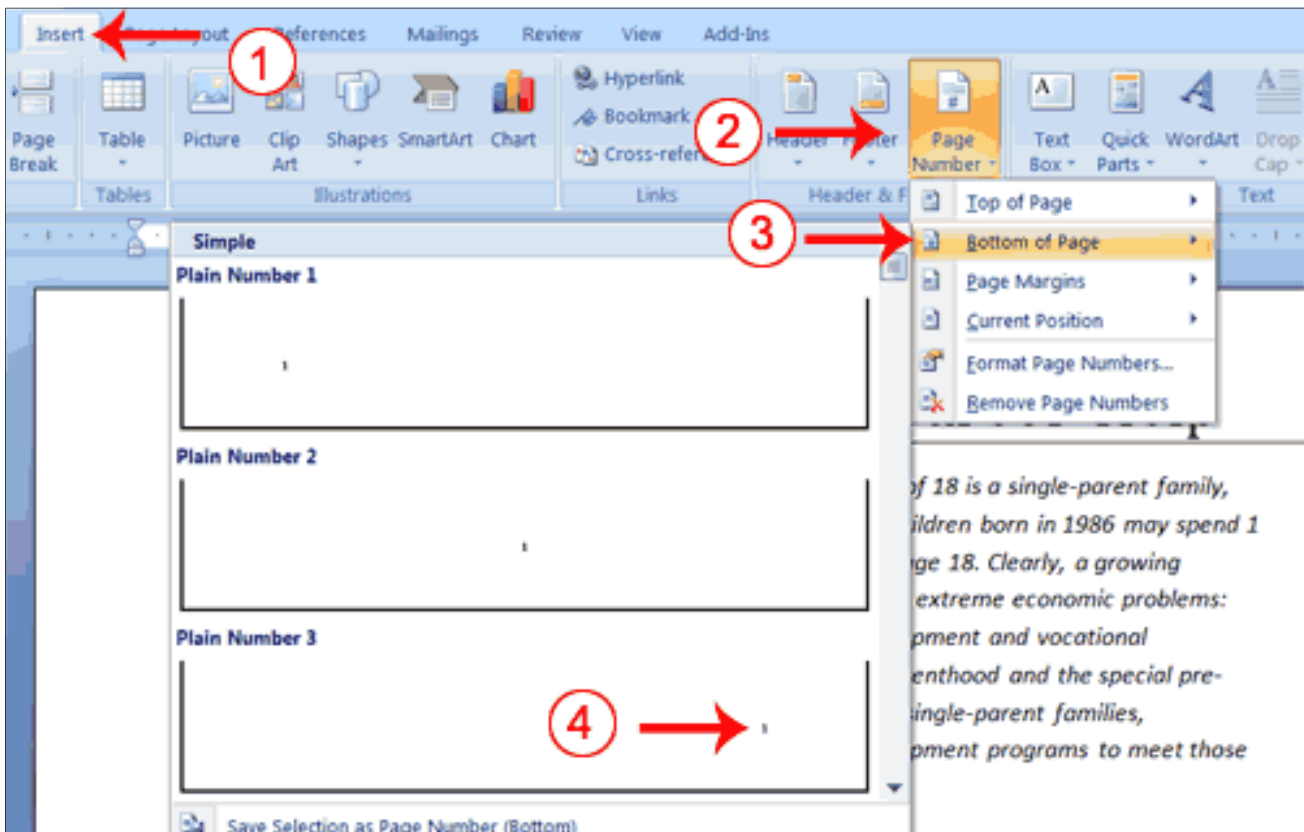
EXERCISE 6 — Add Page Numbers

1. Choose the Insert tab.
2. Click the Page Number button in the Header & Footer group. A menu appears.
3. Click Bottom of Page.
4. Click the right-side option.

Insert Page Breaks

As you learned in Lesson 1, you can display your document in any of five views: Draft, Web Layout, Print Layout, Full Screen Reading, or Online Layout. In Print Layout view you see your document as it will appear when you print it. You can clearly see where each page ends and a new page begins.

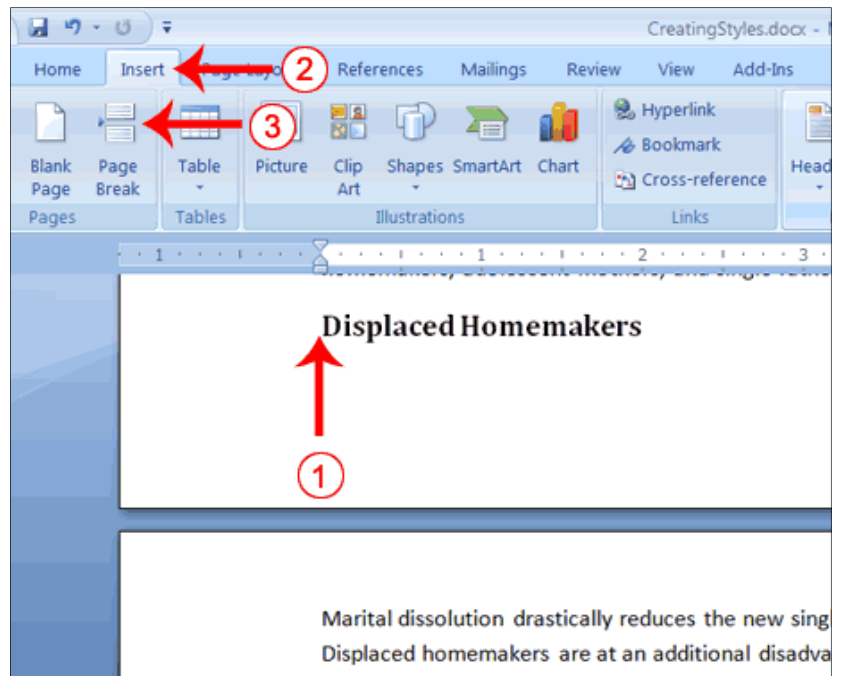
As you review your document, you may find that you want to change the point at which a new page begins. You do this by inserting a page break. For example, if a page heading appears on one page and the first paragraph under the heading appears on the next page, you may want to insert a page break before the heading to keep the heading and the first paragraph together.



Insert Page Breaks

1. Place your cursor before the D in "Displaced Homemakers"
2. Choose the Insert tab.
3. Click Page Break. Word places a page break in your document.

To delete a page break, you select the page break and then press the Delete key.



Preview and Print Documents

When you have your margins, tabs, and so on the way you want them, you are ready to print. In Word, You can preview your document before you print. In the Preview mode, you can review each page, view multiple pages at the same time, zoom in on a page, and access the Size, Orientation, and Margin options.

If you press the Zoom button while you are in Preview mode, the Zoom dialog box appears. In the Zoom dialog box you can set the sizes of the pages that display as well as the number of pages that display.

When you are ready to print, you use the Print dialog box. In the Print Range area, choose All to print every page of your document, choose Current Page to print the page you are currently on, or choose Pages to enter the specific pages you want to print. Type the pages you want to print in the Pages field. Separate individual pages with commas (1,3, 13); specify a range by using a dash (4-9).

EXERCISE 8 — Print Preview

1. Click the **Microsoft Office** button. A menu appears.
2. Highlight the Print option. The Preview and Print the Document menu appears.
3. Click Print Preview. The Preview window appears, with your document in the window.
4. Click One Page to view one page at a time. Click Two Pages to view two pages at a time.
5. To view your document in normal size, click 100%.
6. Click the Zoom Button. The Zoom dialog box appears.
7. Select an option and then click OK. Perform this task for each option and note the results.

Note: As you review your document, if you see changes you would like to make to the layout, use the Margin, Orientation, or Page Size options to make the changes. If you want to make other types of changes to your document, click the Close Print Preview button, to return to your document. Once you are satisfied with your document, you are ready to print.

Print

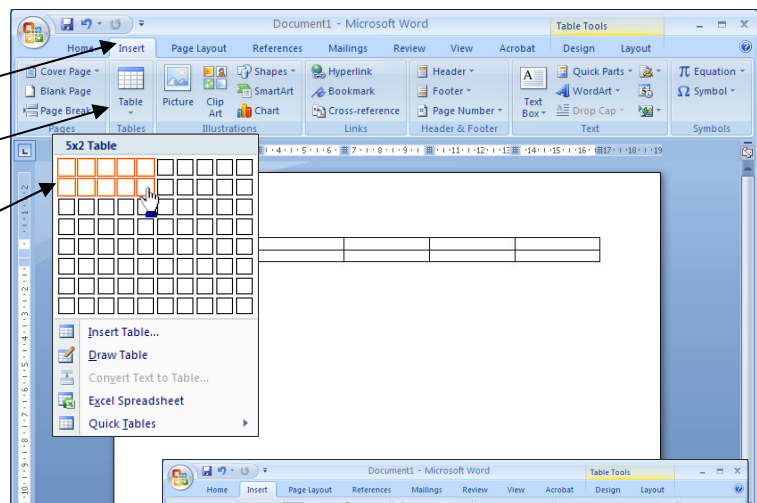
1. Click the Print button. The Print dialog box appears.
2. Click the down arrow next to the Name field and select the printer to which you want to print.
3. Choose All as the page range.
4. Click OK. Word prints your document.

You have completed Lesson 5.

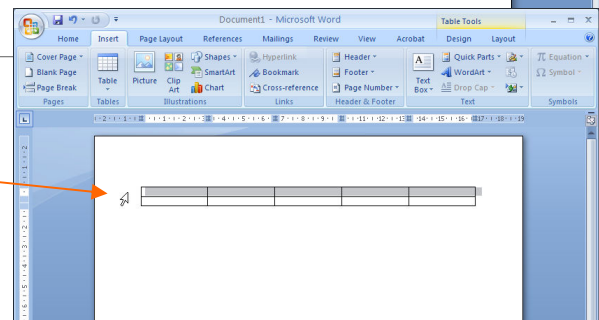
Lesson 6 - Creating an Address Page Book Data Base

Inserting a Table

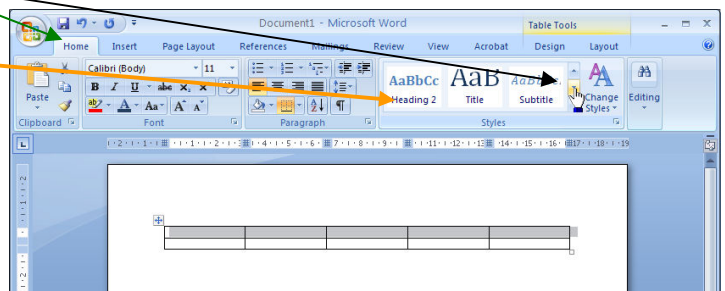
1. Click on the Insert tab.
2. Click on the Table button
3. In the Drop Down panel drag across the squares to the right the number of columns and down two rows.



4. Place the pointer just a little left of the top row until the pointer becomes an arrow.
5. Click the mouse button to highlight the row.
6. Click on the HOME tab
7. Click the down arrow on the Styles Box
8. Click the HEADING 2 button



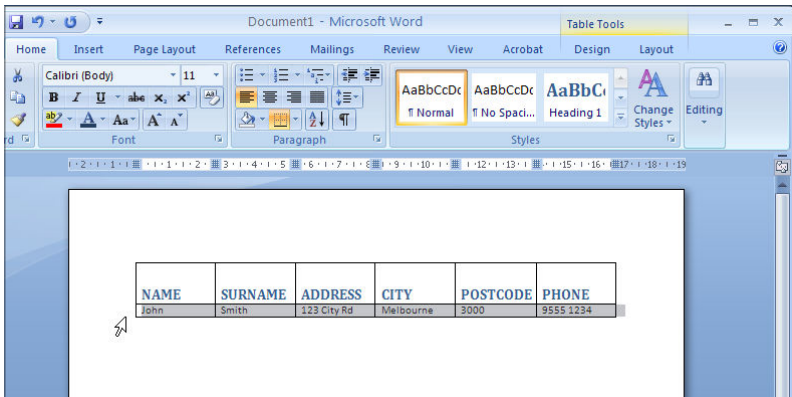
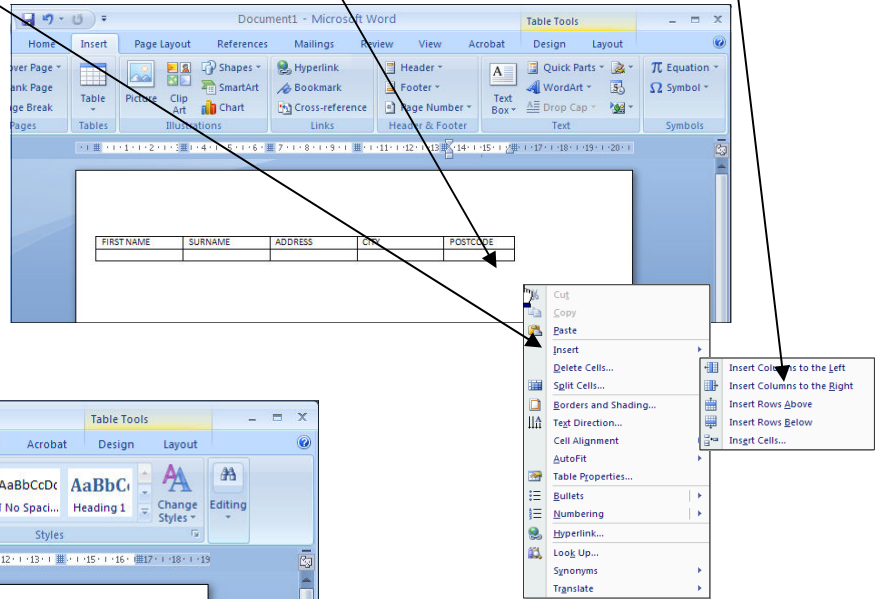
NOTE: It is necessary to create a Heading row so that when you sort your table alphabetically the heading row will stay in place.



NOTE: It is not necessary to create a row for every entry you intend to make. You move from one Cell to another by using the TAB Key on your keyboard. When you get to the last entry in the row, hit the Tab Key and a new empty row will be created.

Inserting an extra Column

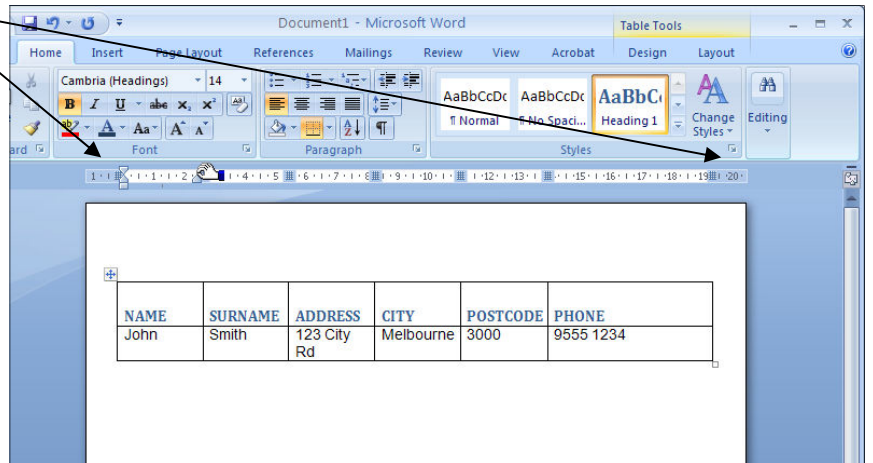
- 1 Place the cursor into the last cell and **RIGHT** click.
- 2 In the menu select **INSERT** and then across to **INSERT COLUMN TO THE RIGHT**



- 3 Type your first row of data
- 4 Highlight the row and now format your text (font & size) before you proceed further.

- 5 To allow your data to fit firstly change the margins

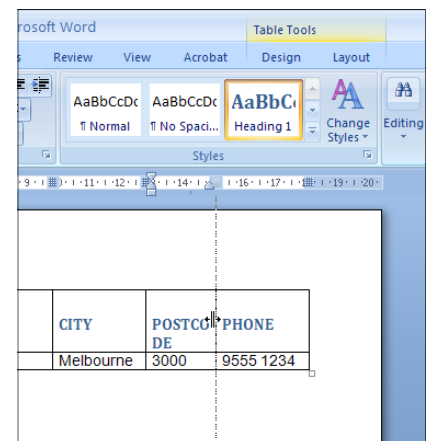
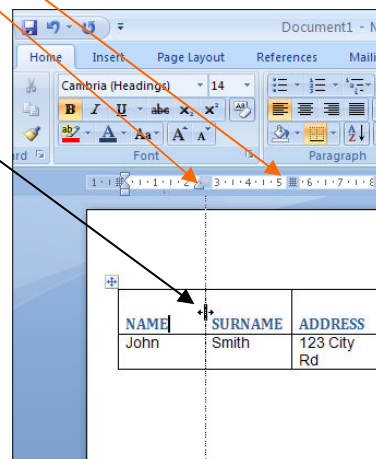
- 6 To change the width of the columns you can place the pointer on the column lines and drag them to the width required



- 7 OR When you place the pointer on the line changes to look like this



- 8 No you can drag the line to the width you require

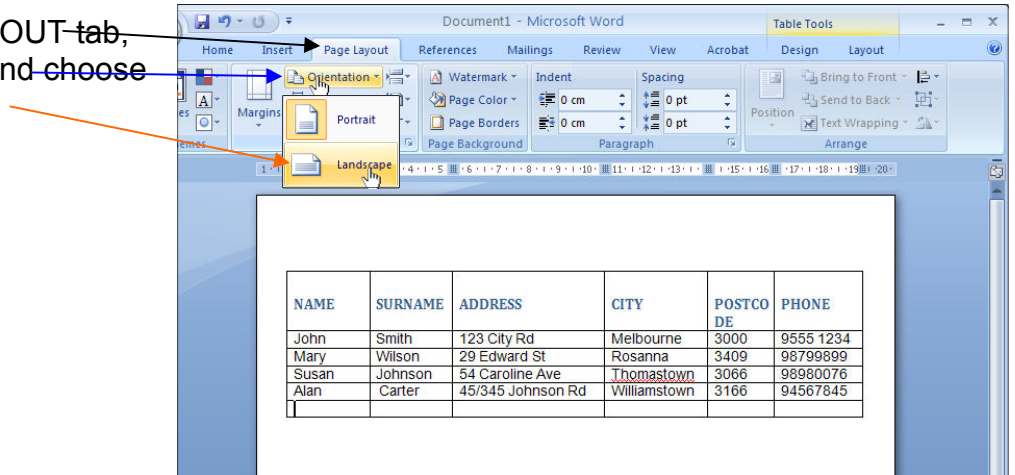


Lesson 6— Creating an Address Book Data Base

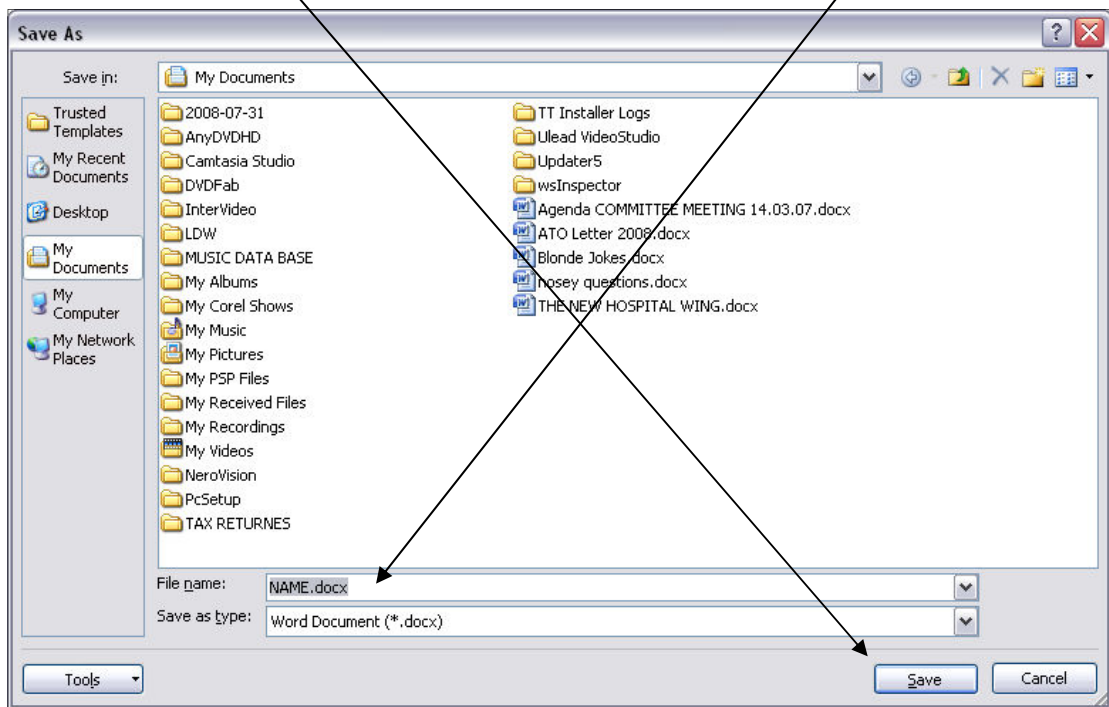
Once you have formatted the line, you can now proceed to enter the rest of your data. At the end of the first line use the TAB key to create the next line. Continue in this way until you list is complete.

If your data wont fit you can change the orientation of the page to landscape. This will allow you to spread the columns across the page.

1. Go to the PAGE LAYOUT tab, click on Orientation and choose LANDSCAPE.

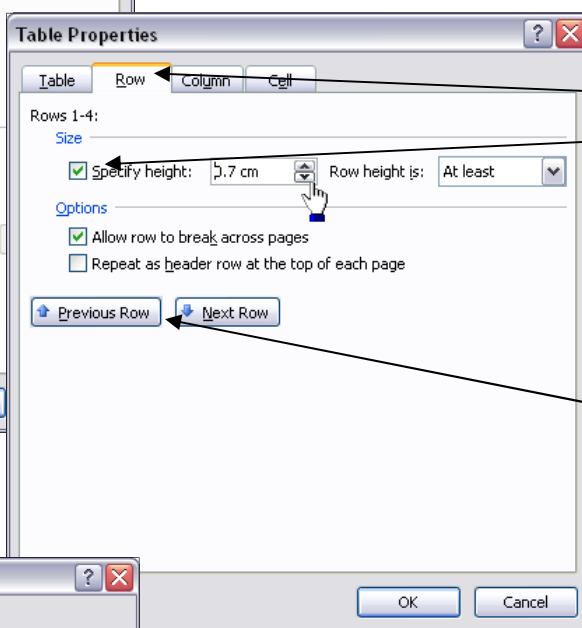
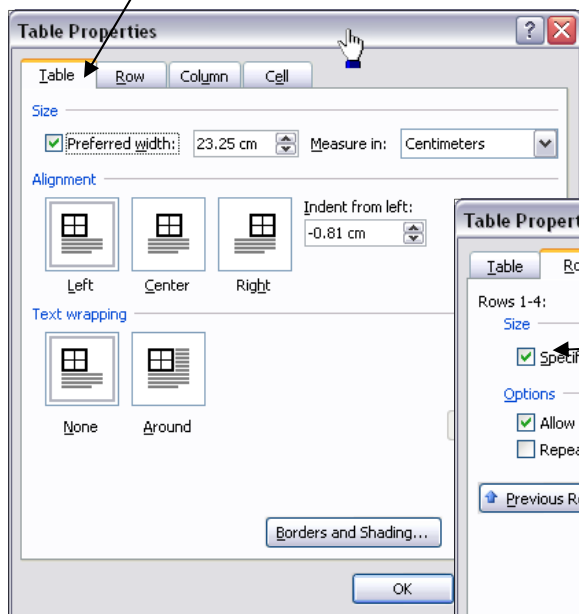
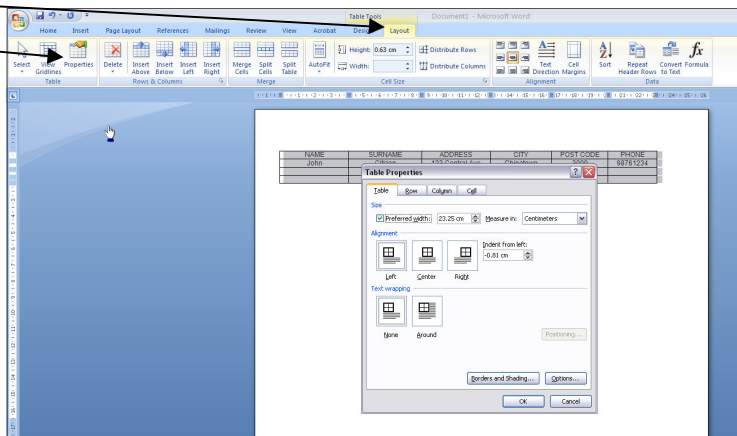


2. Finish entering your data and save your document.
3. This can be done by holding down the control key and tapping the letter S (ctrl + S)
4. By Default the SAVE AS window appears. Give your document a name
5. Then click the SAVE button.

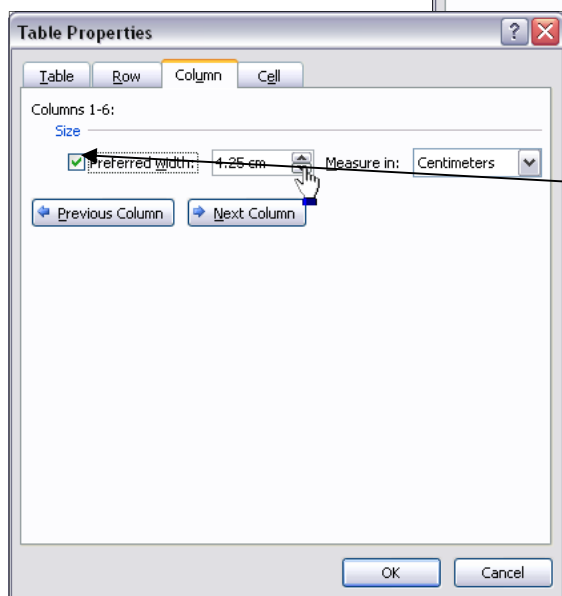


Lesson 7— FORMATTING THE TABLE

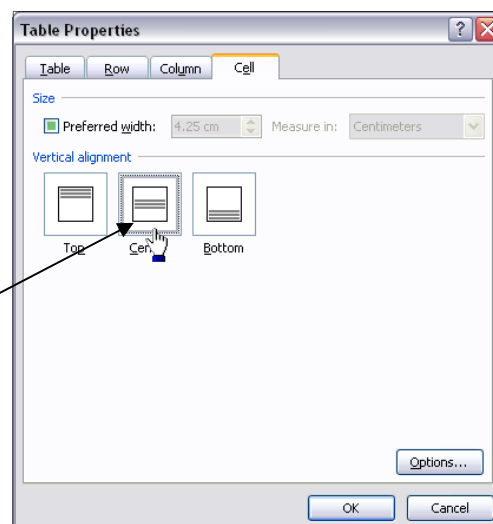
1. In the **LAYOUT** view click the properties button.
2. In the **TABLE** tab you can choose how text will wrap around the table. If the table is all that is going to be on the page, this section is irrelevant.



3. To specify the height of each row click on the **ROW** tab. Select the **SPECIFY HEIGHT** checkbox. Using the arrow keys increase or decrease the row height. You can make each row a different size just by clicking the **PREVIOUS** or **NEXT ROW** buttons.



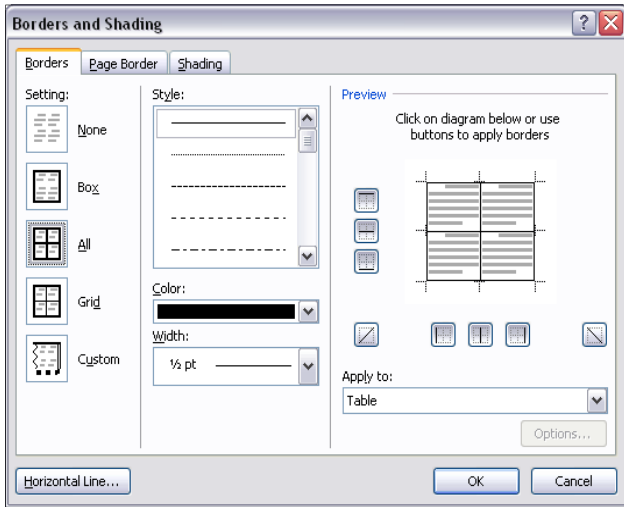
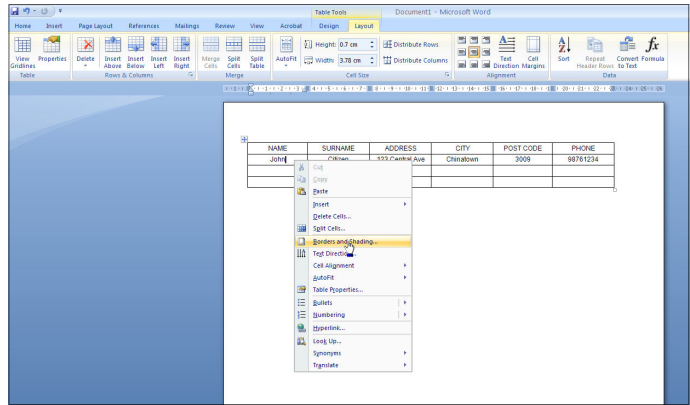
2. To increase or decrease the Column width check the **PREFERRED WIDTH** box. Alter the width using the Up and Down arrows. You can make each row a different size just by clicking the **PREVIOUS** or **NEXT ROW** buttons.



5. The Cell Tab allows you to alter where the text will appear within the Cell.

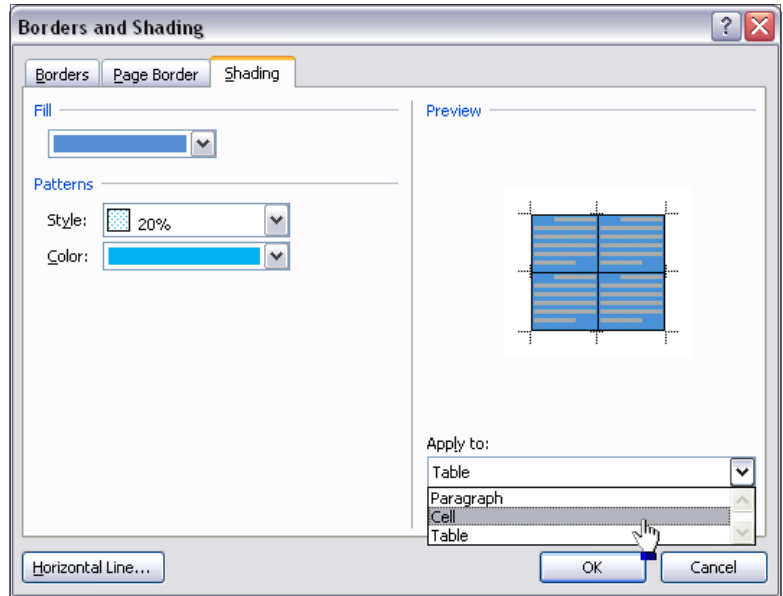
FORMATTING THE TABLE

6. Right Click in one of the **CELLS** and in the drop down panel select **BORDERS AND SHADING**.



7. By default the lines of the table are already defined for printing. On the **BORDERS** tab you can choose the style of line, the thickness and the colour.

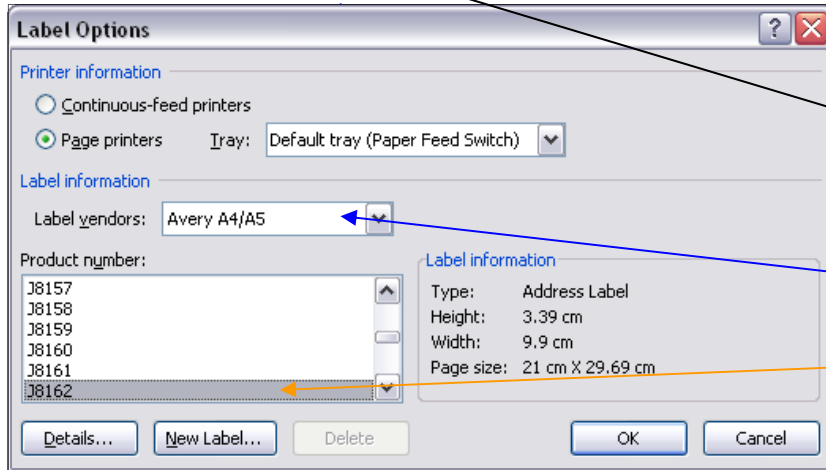
8. On the **SHADING** tab you can select colours for individual Cells, a single column, a row or the whole table



| Name | Surname | Address | City | PCode |
|------|---------|---------|------|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
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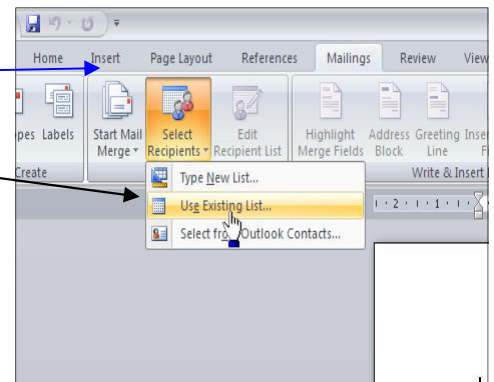
LESSON 8 — MAIL MERGE — ADDRESS LABELS

1. Select the **MAILINGS** tab.
2. Then click the **START MAIL MERGE** button and select **LABELS**

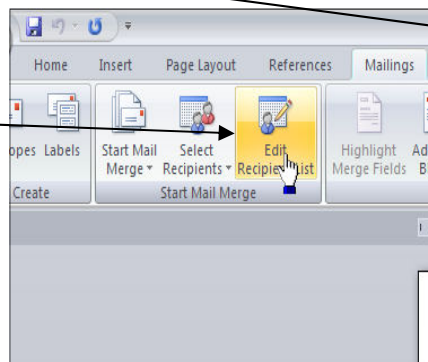


3. In the **LABEL OPTIONS** window select the label size from the list (As per previous label instructions)

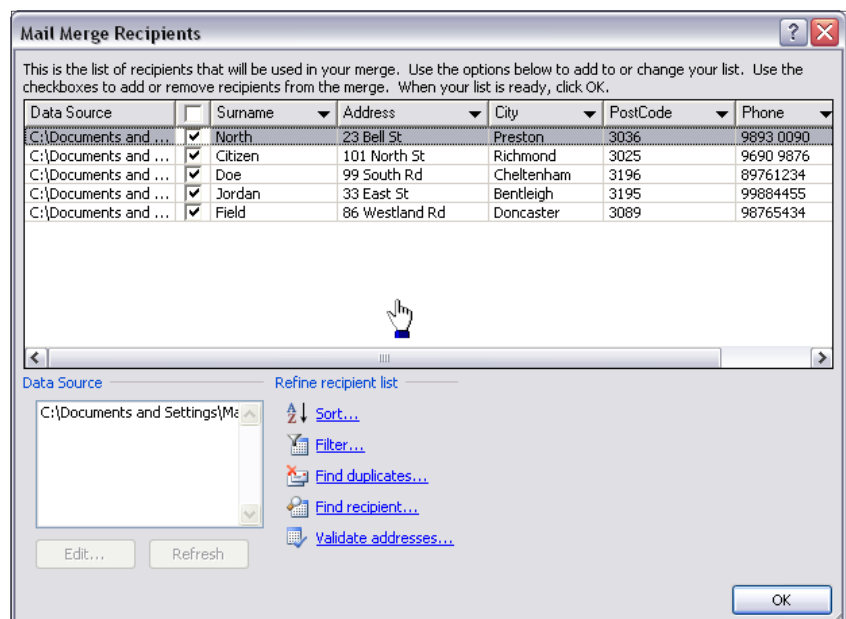
4. Then click the **SELECT RECIPIENTS** button and select **USE EXISTING LIST**.



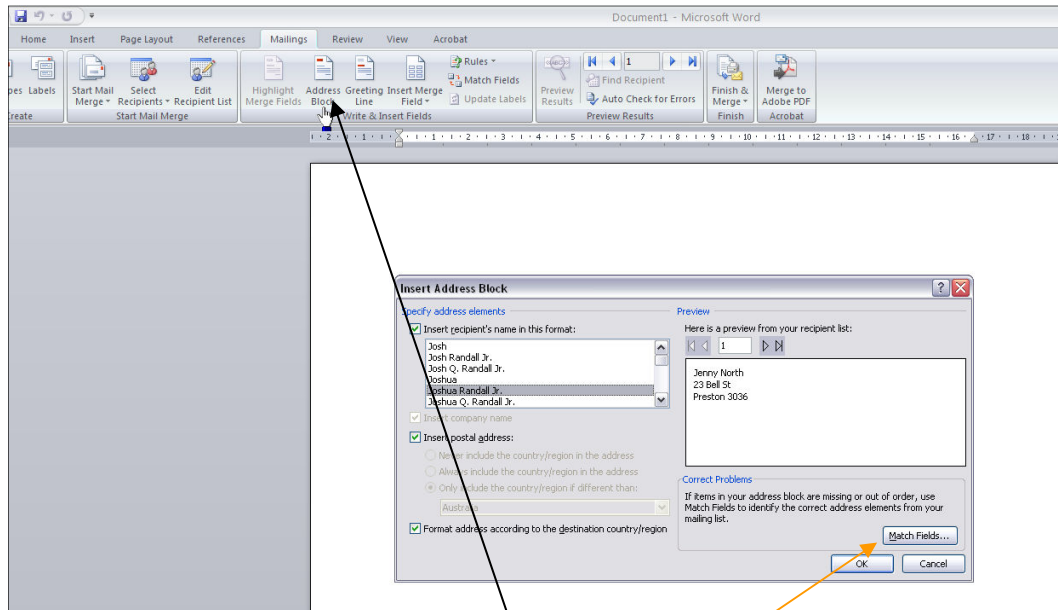
5. If you need to make alterations to your data click the **EDIT RECIPIENTS** button.



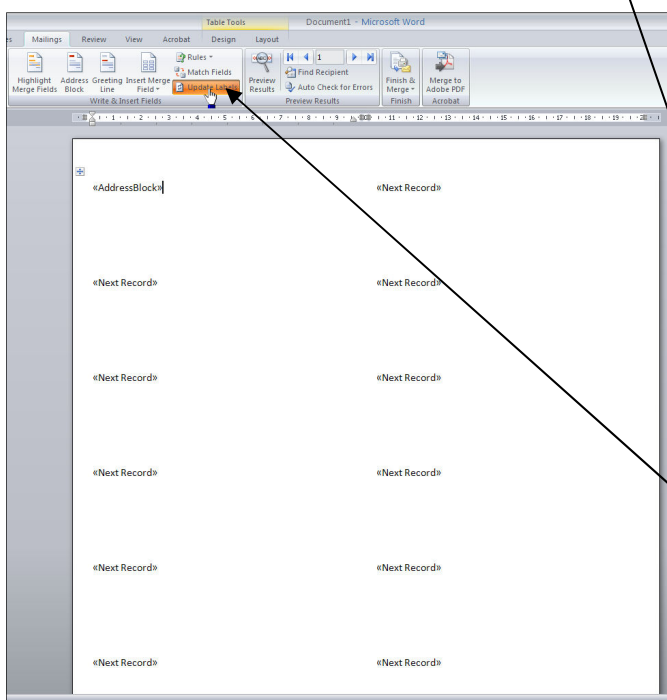
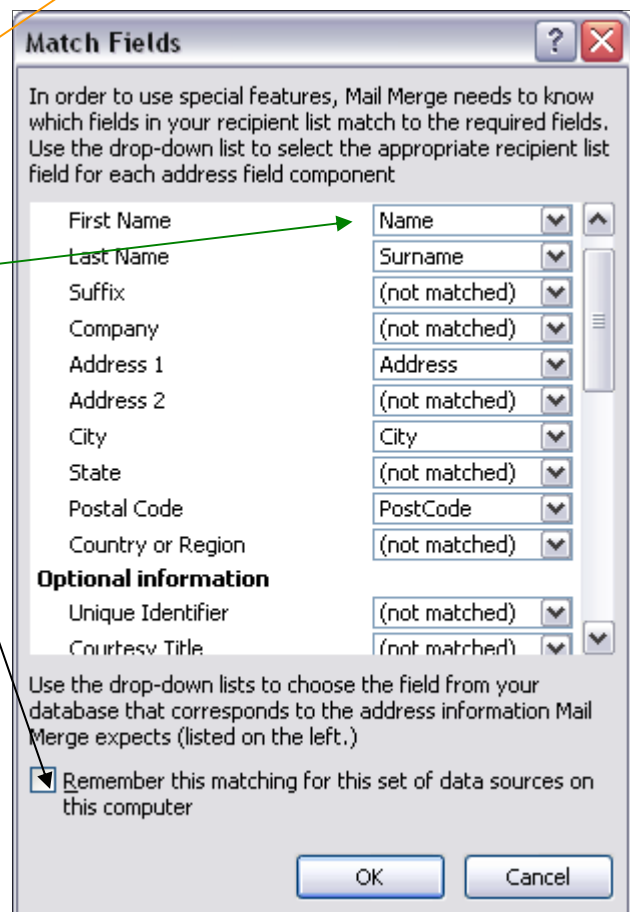
4. In the **MAIL MERGE RECIPIENTS** window, you can edit the existing list, add new details, sort, define the filters.



MAIL MERGE — ADDRESS LABELS



6. Next click the **ADDRESS BLOCK** button. In the next window select the style of address block you want to use.
7. Make sure the fields required e.g. Name, Surname, Address etc. are matched if not click the **MATCH FIELDS** button.
8. Match or unmatch fields such as phone if not required on an address label. When finished matching click ok. For future merges with this data list check the box at

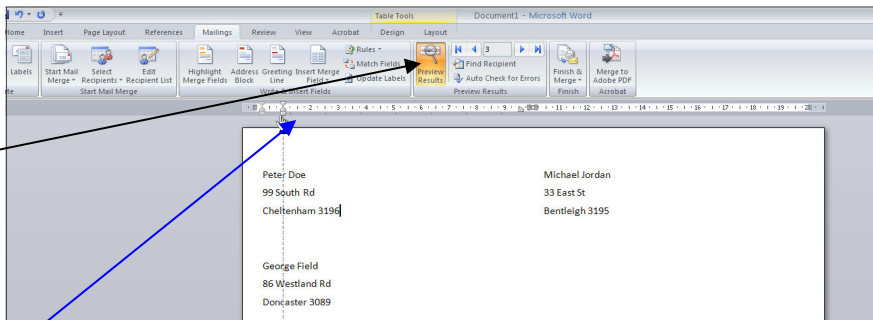


the bottom of the window so that the criteria will remain the same for future merges.

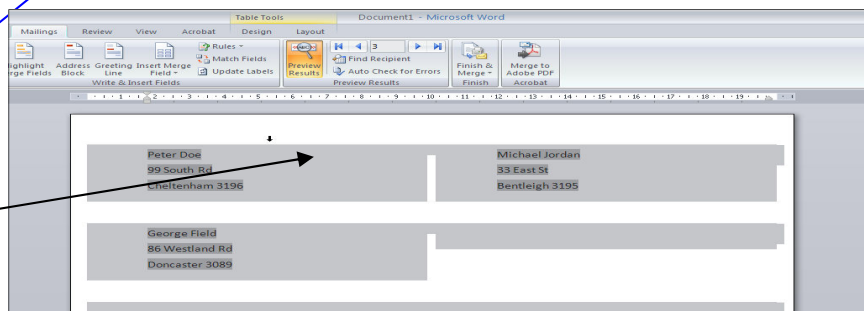
9. Now you need to update the labels by clicking the **UPDATE LABELS** button.

MAIL MERGE — ADDRESS LABELS

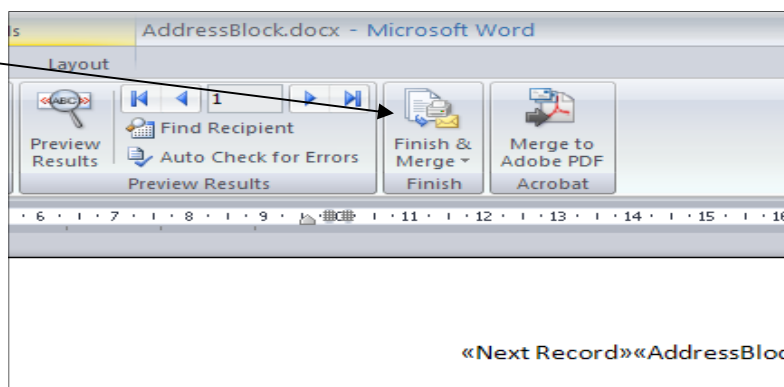
10. You can now preview your document to how the data is placed on the page. Click on the **PREVIEW RESULTS** button.



11. To move the text in from the edge of the page / label highlight the page (Ctrl+A) and put your pointer on the very bottom of the indent button and move to the right. This will alter both columns at the same time.



12. You can now click the **FINISH & MERGE** button. This will give you three options (as per below). To ensure everything is ok before you print select **EDIT INDIVIDUAL DOCUMENTS**.

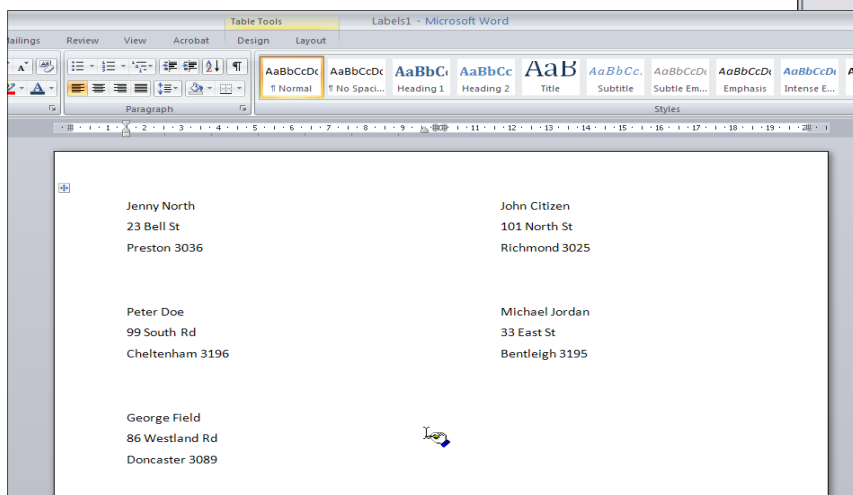


13. The next window asks you whether you want to merge all the

list or just some of it. By default **ALL** is selected. Click ok.



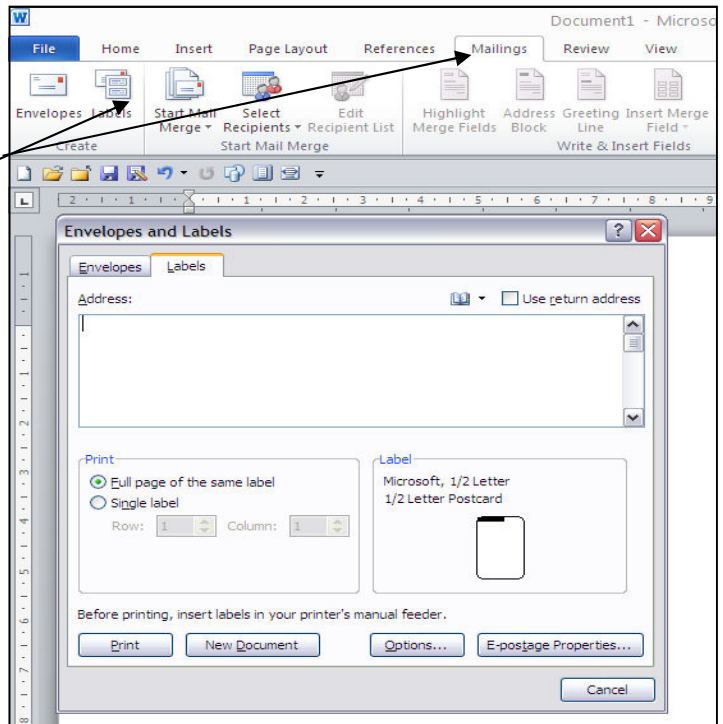
14. This now gives you a document ready for printing. If you wish to make further changes you can now do so. E.g. Font, Size etc.



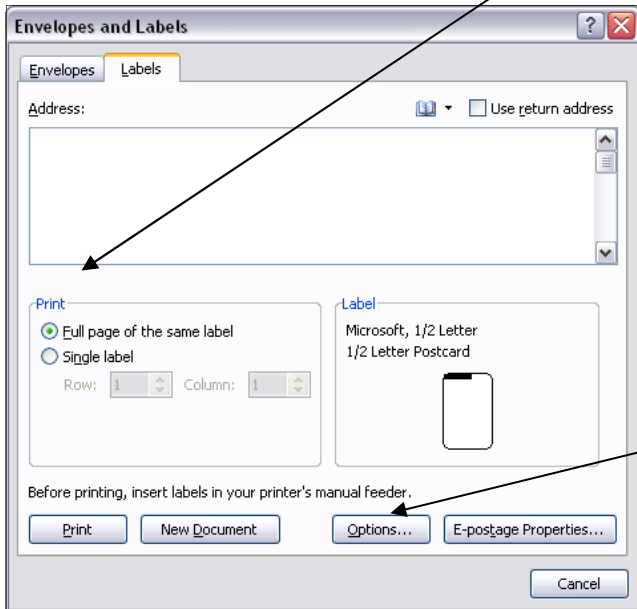
Lesson 9 — Labels

Full Page — Same Label

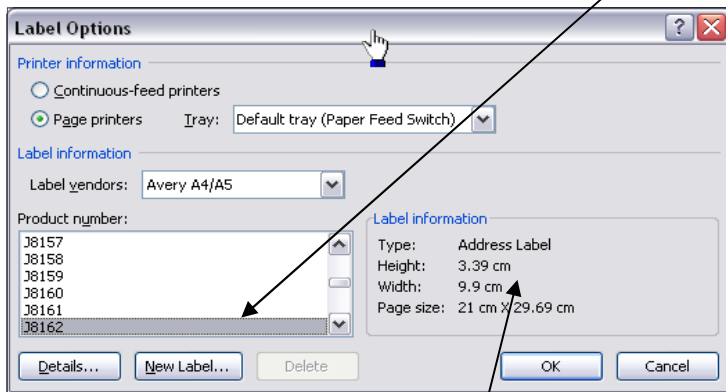
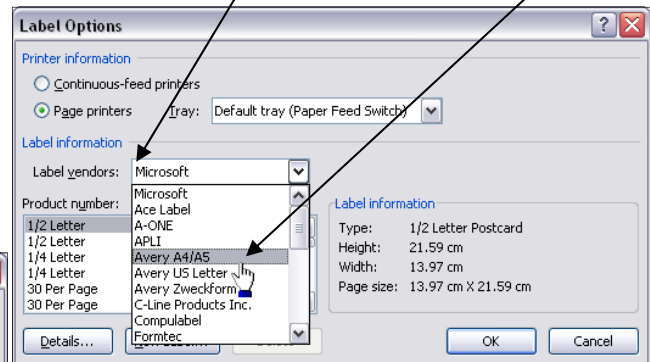
1. Open Word and click on the **MAILINGS** tab.
2. Click the **LABELS** button.
3. Select **FULL PAGE OF THE SAME LABEL**



4. Click the options button
5. Now select the brand of labels. If you do not know the brand, choose Avery A4/A5 from the Label Vendors window and click ok

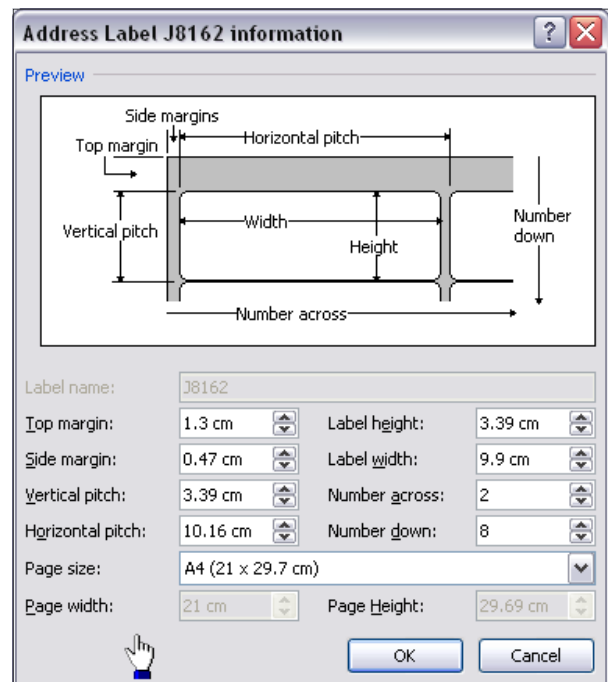


6. Scroll through the product numbers until you find the one that matches your labels. If you can't find a matching number or your labels aren't an Avery, then measure your



label and match the size as shown in the **LABEL INFORMATION**. Then click ok.

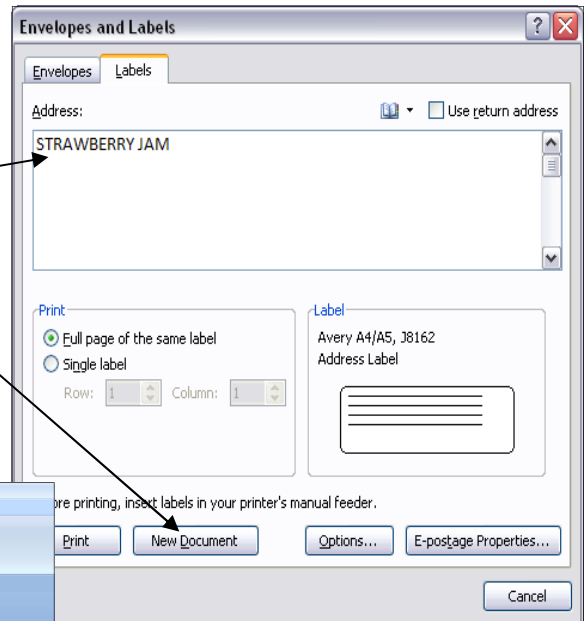
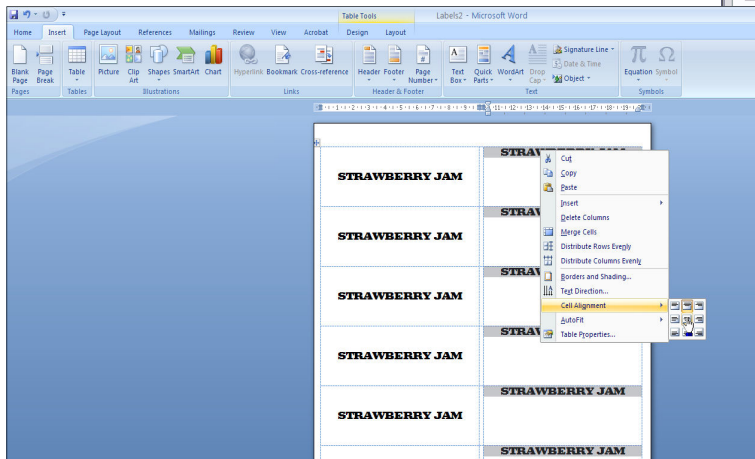
7. If you have an odd size label or you can't find any matching in the options you can customize one. Click the **DETAILS** button.
8. In the next window follow the diagram and set your label sizes accordingly. Top margin from the top edge of the page. **Vertical pitch** is the height of the label as



is

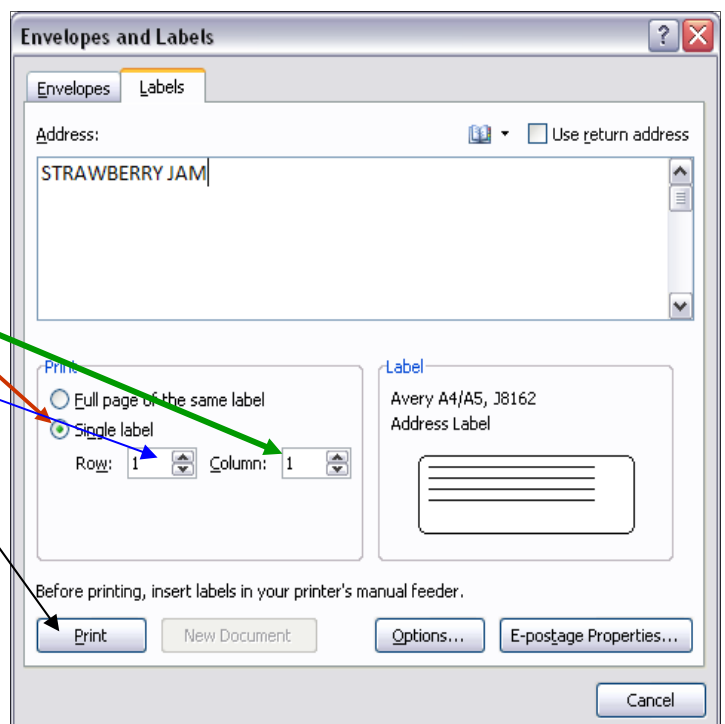
CREATING A PAGE OF IDENTICAL LABELS

15. Back in the first window you can now type the data required on the label into the address window. This can be an address or other data.
16. No click the **NEW DOCUMENT** button.
17. This now creates a new page in Word which you can now format.



CREATING ONE LABEL

1. Following the previous instruction for selecting your label size now select the **SINGLE LABEL**
2. So that you can use the one page of labels each time you want to print **ONE** label. You must select the position on the page, e.g. **Row 1 / Column 2**.
3. Then click the print button.
4. You can use the same page over and over again until all labels have been used, just by altering the **Row & Line numbers**.



Microsoft Word shortcut keys

Below is a listing of all the major [shortcut keys](#) in [Microsoft Word](#).

| Shortcut Keys | Description |
|-----------------------------------|--|
| Ctrl + A | Select all contents of the page. |
| Ctrl + B | Bold highlighted selection. |
| Ctrl + C | Copy selected text. |
| Ctrl + X | Cut selected text. |
| Ctrl + P | Open the print window. |
| Ctrl + F | Open find box. |
| Ctrl + I | <i>Italic</i> highlighted selection. |
| Ctrl + K | Insert link. |
| Ctrl + U | Underline highlighted selection |
| Ctrl + S | Save document |
| Ctrl + V | Paste . |
| Ctrl + Y | Redo the last action performed. |
| Ctrl + Z | Undo last action. |
| Ctrl + L | Aligns the line or selected text to the left of the screen. |
| Ctrl + E | Aligns the line or selected text to the center of the screen. |
| Ctrl + R | Aligns the line or selected text to the right of the screen. |
| Ctrl + M | Indent the paragraph. |
| Ctrl + Shift + F | Change the font. |
| Ctrl + Shift + > | Increase selected font +1pts up to 12pt and then increases font +2pts. |
| Ctrl +] | Increase selected font +1pts. |
| Ctrl + Shift + < | Decrease selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt. |
| Ctrl + [| Decrease selected font -1pts. |
| Ctrl + Shift + * | View or hide non printing characters. |
| Ctrl + <left arrow> | Moves one word to the left. |
| Ctrl + <right arrow> | Moves one word to the right. |
| Ctrl + <up arrow> | Moves to the beginning of the line or paragraph. |
| Ctrl + <down arrow> | Moves to the end of the paragraph. |

Microsoft Word shortcut keys

Below is a listing of all the major [shortcut keys](#) in [Microsoft Word](#).

| | |
|---------------------------|--|
| Ctrl + Del | Deletes word to right of cursor. |
| Ctrl + Backspace | Deletes word to left of cursor. |
| Ctrl + End | Moves the cursor to the end of the document. |
| Ctrl + Home | Moves the cursor to the beginning of the document. |
| Ctrl + Spacebar | Reset highlighted text to the default font. |
| Ctrl + 1 | Single-space lines. |
| Ctrl + 2 | Double-space lines. |
| Ctrl + 5 | 1.5-line spacing. |
| Ctrl + Alt + 1 | Changes text to heading 1. |
| Ctrl + Alt + 2 | Changes text to heading 2. |
| Ctrl + Alt + 3 | Changes text to heading 3. |
| Ctrl + F1 | Open the Task_Pane . |
| F1 | Open Help. |
| Alt + Ctrl + F2 | Open new document. |
| Ctrl + F2 | Display the print preview. |
| Shift + F3 | Change the text in Microsoft Word from upper to lower case or a capital letter at the beginning of every word. |
| Shift + Insert | Paste. |
| F4 | Repeat the last action performed (Word 2000+) |
| F5 | Open the find, replace, and go to window in Microsoft Word. |
| Ctrl + Shift + F6 | Opens to another open Microsoft Word document. |
| F7 | Spell and grammar check selected text and/or document. |
| Shift + F7 | Runs a Thesaurus check on the word highlighted. |
| F12 | Save as. |
| Shift + F12 | Save. |
| Ctrl + Shift + F12 | Prints the document. |
| Alt + Shift + D | Insert the current date. |
| Alt + Shift + T | Insert the current time. |