Exploring Microsoft Office Word 2010
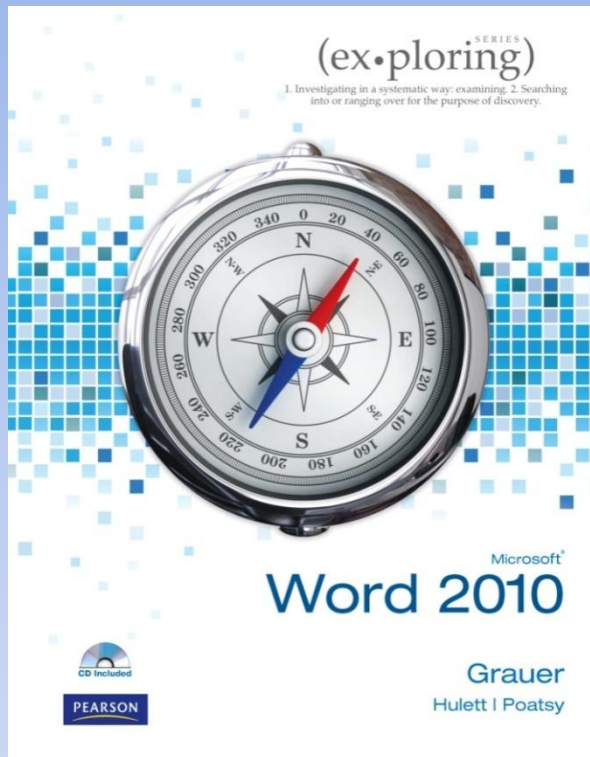
by Robert Grauer, Michelle Hulett, and Mary Anne Poatsy

Chapter 1
Introduction to Word

pptcloud.r

Objectives

- Understand how word processors work

- Customize Microsoft Word

- Use features that improve readability

- Check spelling and grammar

Objectives (continued)

- Display a document in different views
- Prepare a document for distribution
- Modify document properties

Word Processing

The Word Window

Quick Access Toolbar

Title bar

Rulers

Scroll bar

Status bar

View buttons

Zoom slider
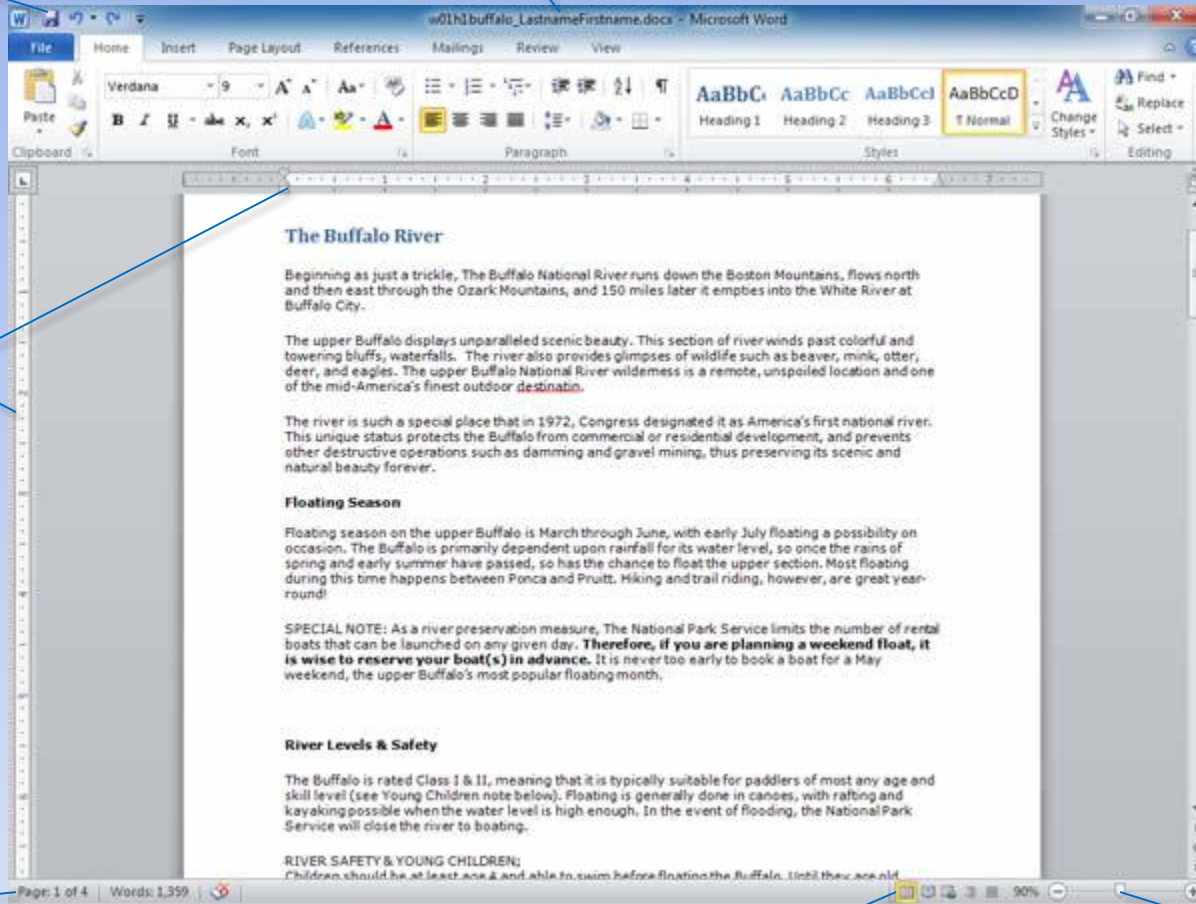
Word Wrap

Hard returns

Soft returns

Word wrap allows you to type continuously without ever having to worry about where the line ends. A soft return is created in the document as the text is continued from one line to the next. It is not until you press the Enter key at the end of a paragraph that a hard return is entered in the document.¶

The position of the soft returns is changed automatically as you make changes in the text or the document formatting. The position of the hard returns always remains the same, unless you intentionally insert or delete them.¶

Hard returns

Soft returns

Word wrap allows you to type continuously without ever having to worry about where the line ends. A soft return is created in the document as the text is continued from one line to the next. It is not until you press the Enter key at the end of a paragraph that a hard return is entered in the document.¶

The position of the soft returns is changed automatically as you make changes in the text or the document formatting. The position of the hard returns always remains the same, unless you intentionally insert or delete them.¶

Keyboard Shortcuts

Keys	Moves Insertion Point
Left arrow	One character left
Right arrow	One character right
Up arrow	Up one line
Down arrow	Down one line
Home	Beginning of the line
End	End of line
PgUp	Up to the previous page
PgDn	Down to the next page

Toggle Switches

Show/Hide

Tab

Hard return
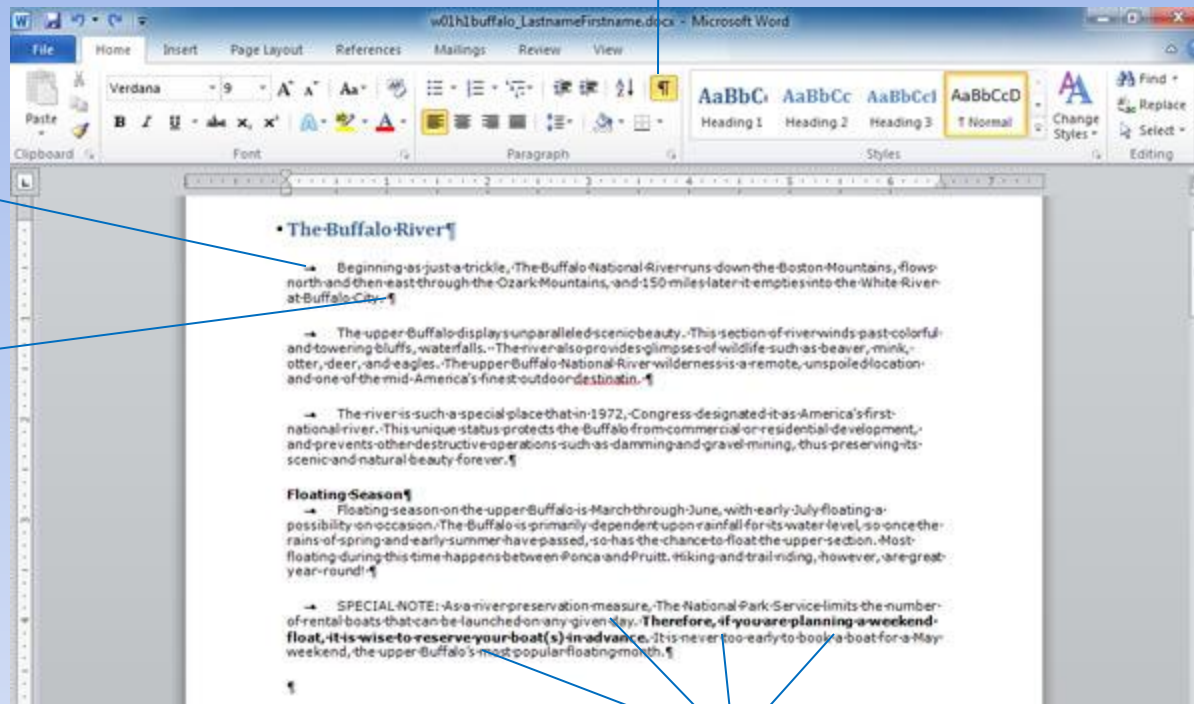
Space between words

Page Breaks

Show/Hide on
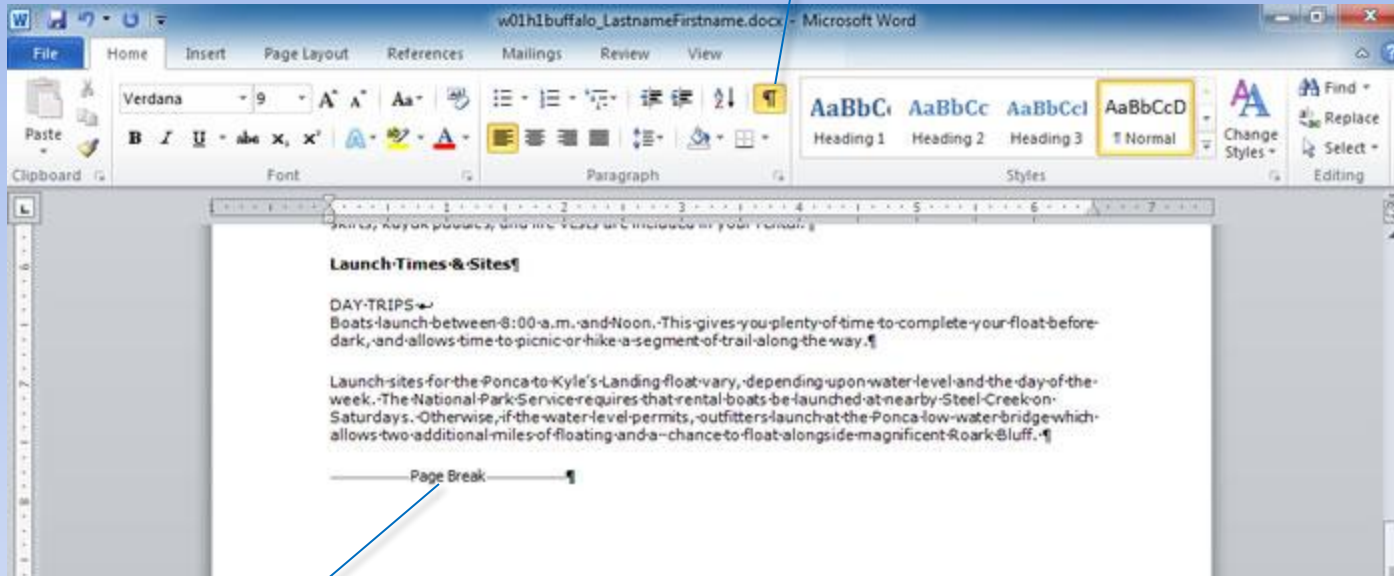
Hard page break marker

Page Numbers

Placement options

Format Page Numbers

Gallery
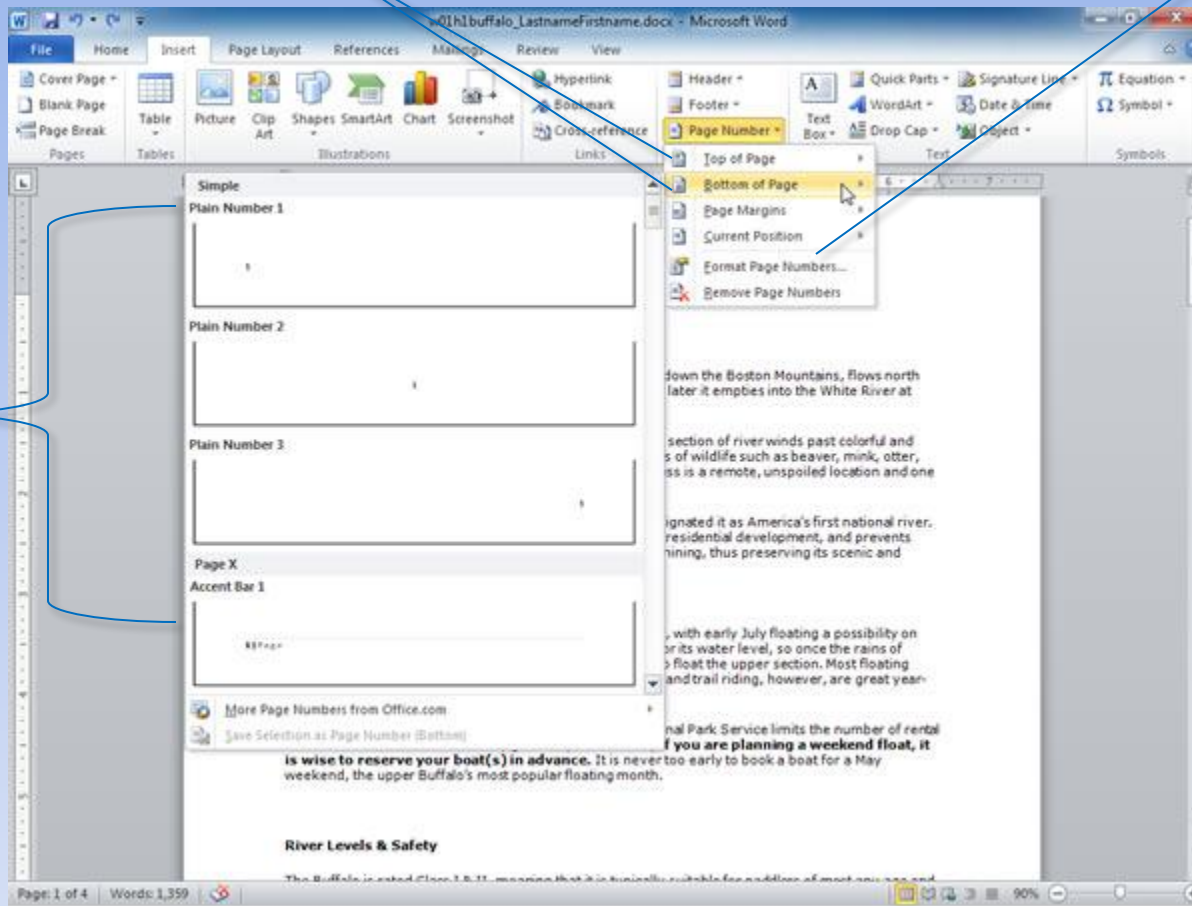
Page Numbers (continued)

Page Number

Click to display formats
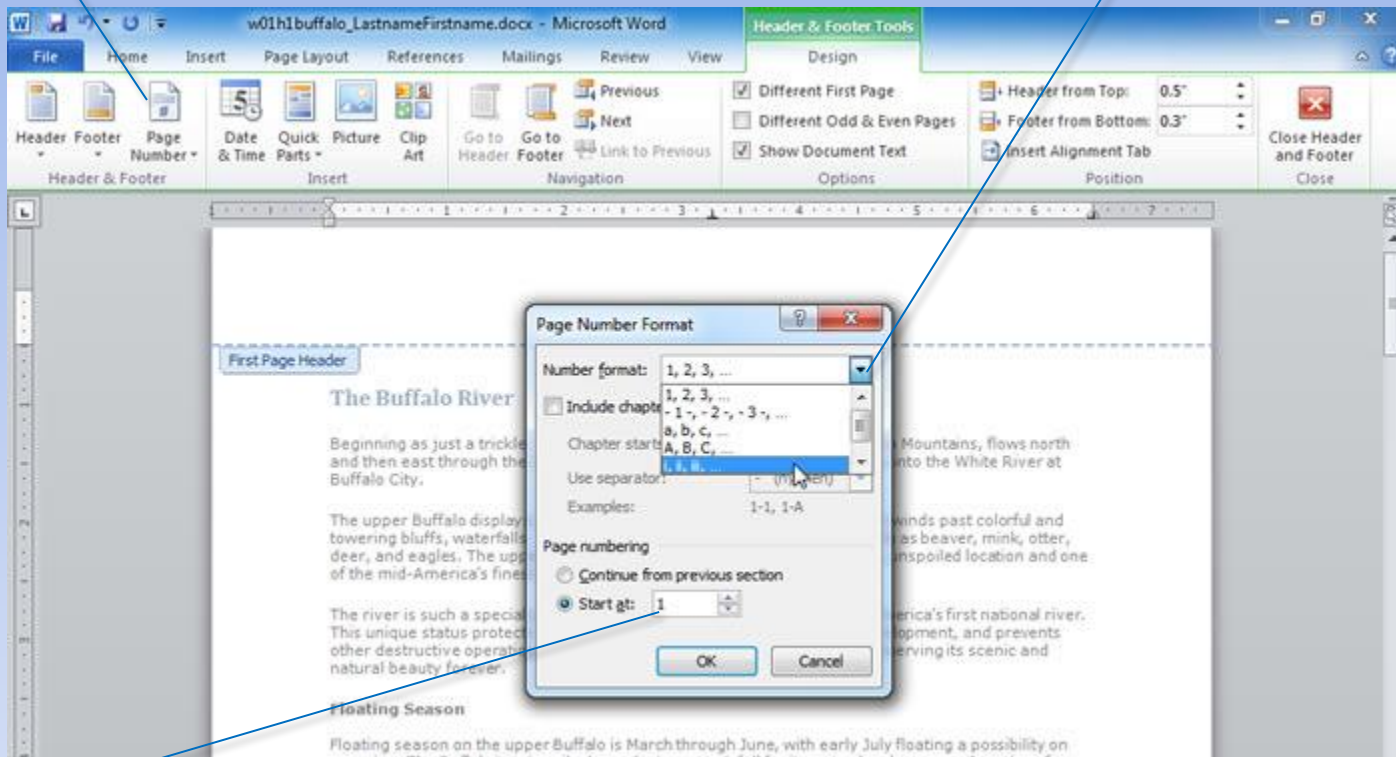
Start numbering on page

Cover Page

Customize Word
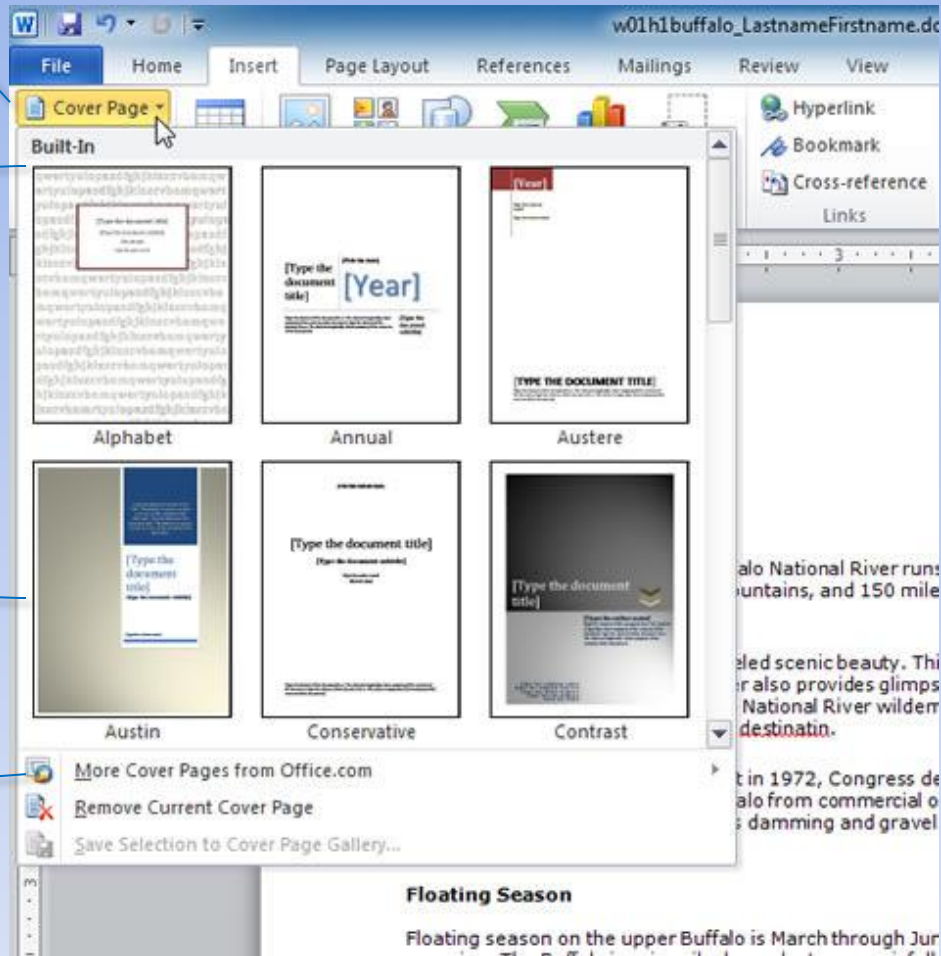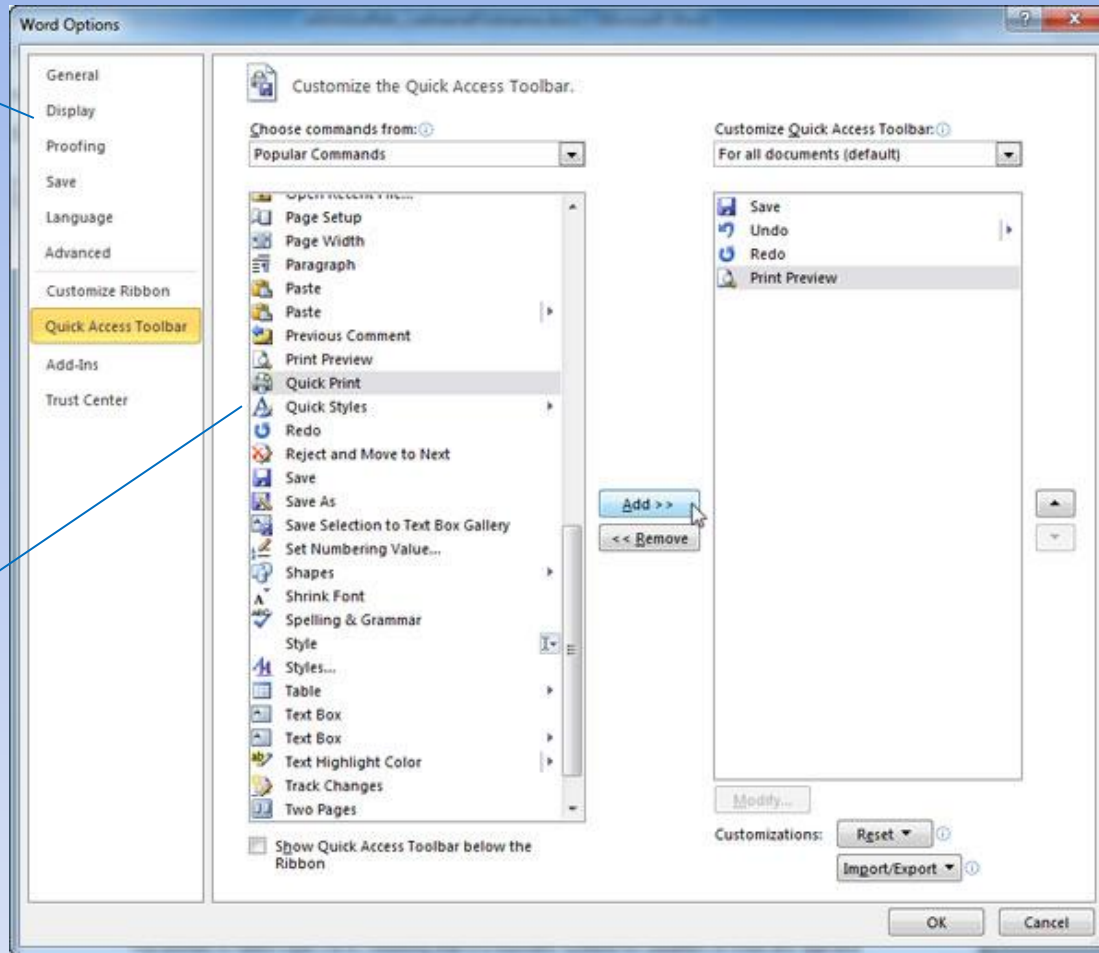
Headers and Footers

Formatting options

Fields to insert

Display options

Position options
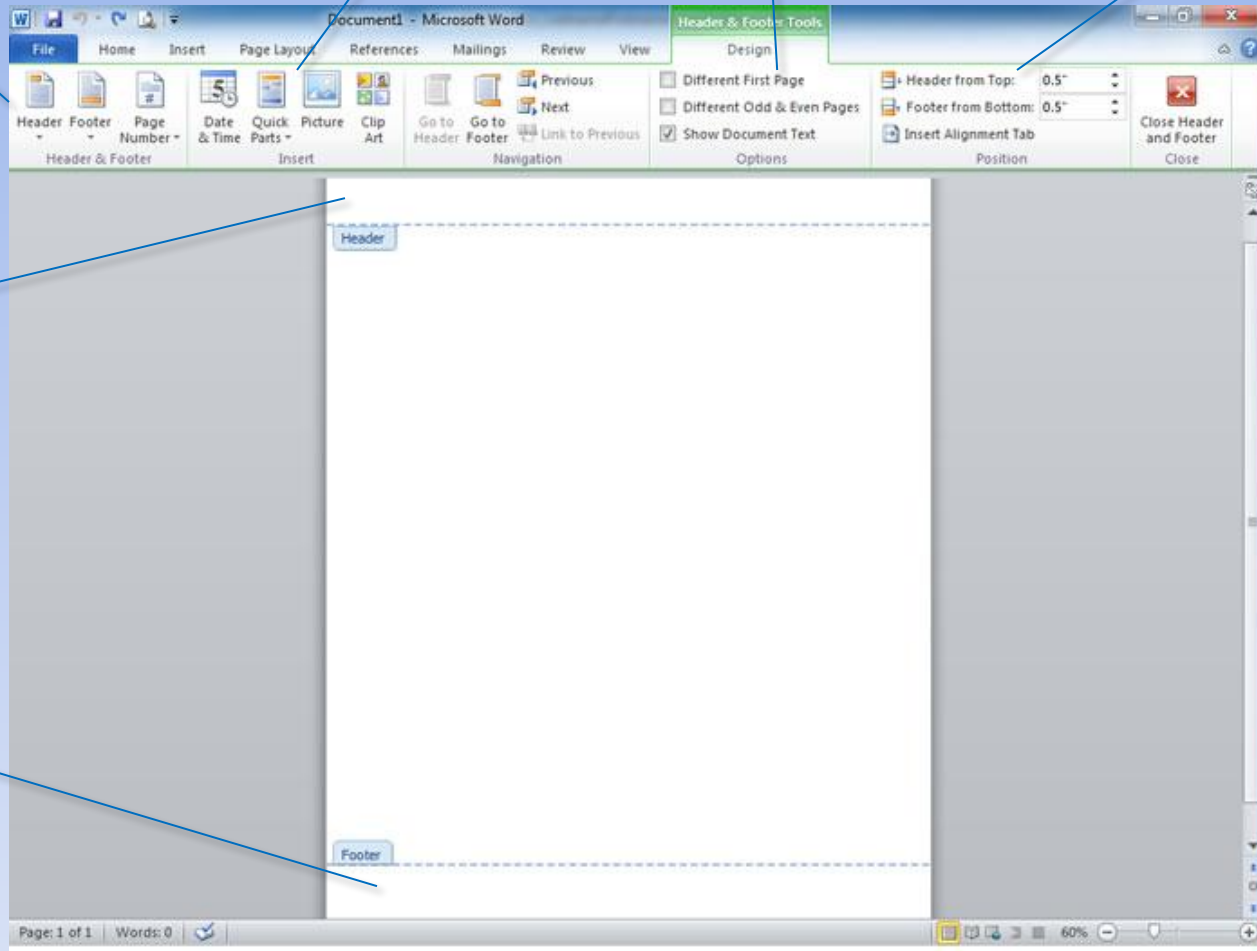
Header area

Footer area

Sections

Page Layout tab

Breaks

Section Breaks
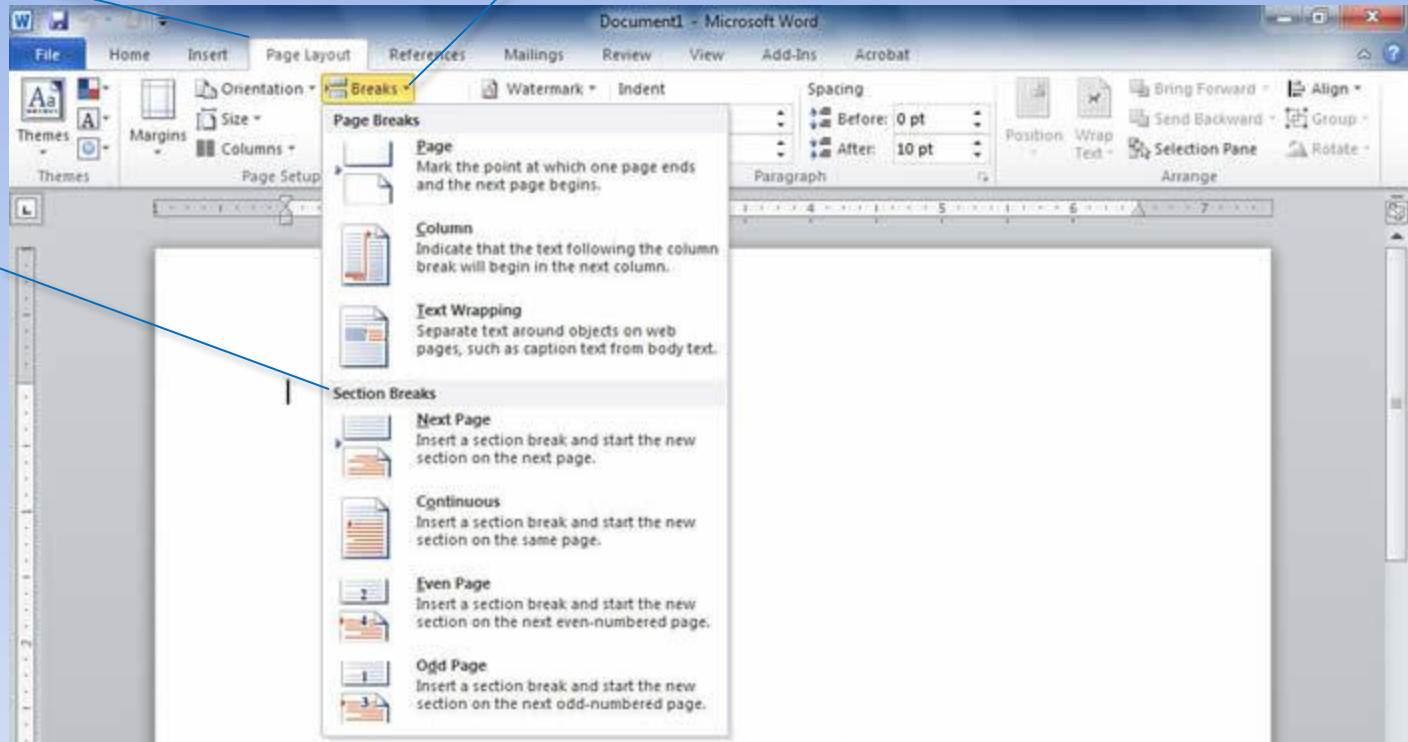
Sections (continued)

Previous

Next

Link to Previous active

Section number
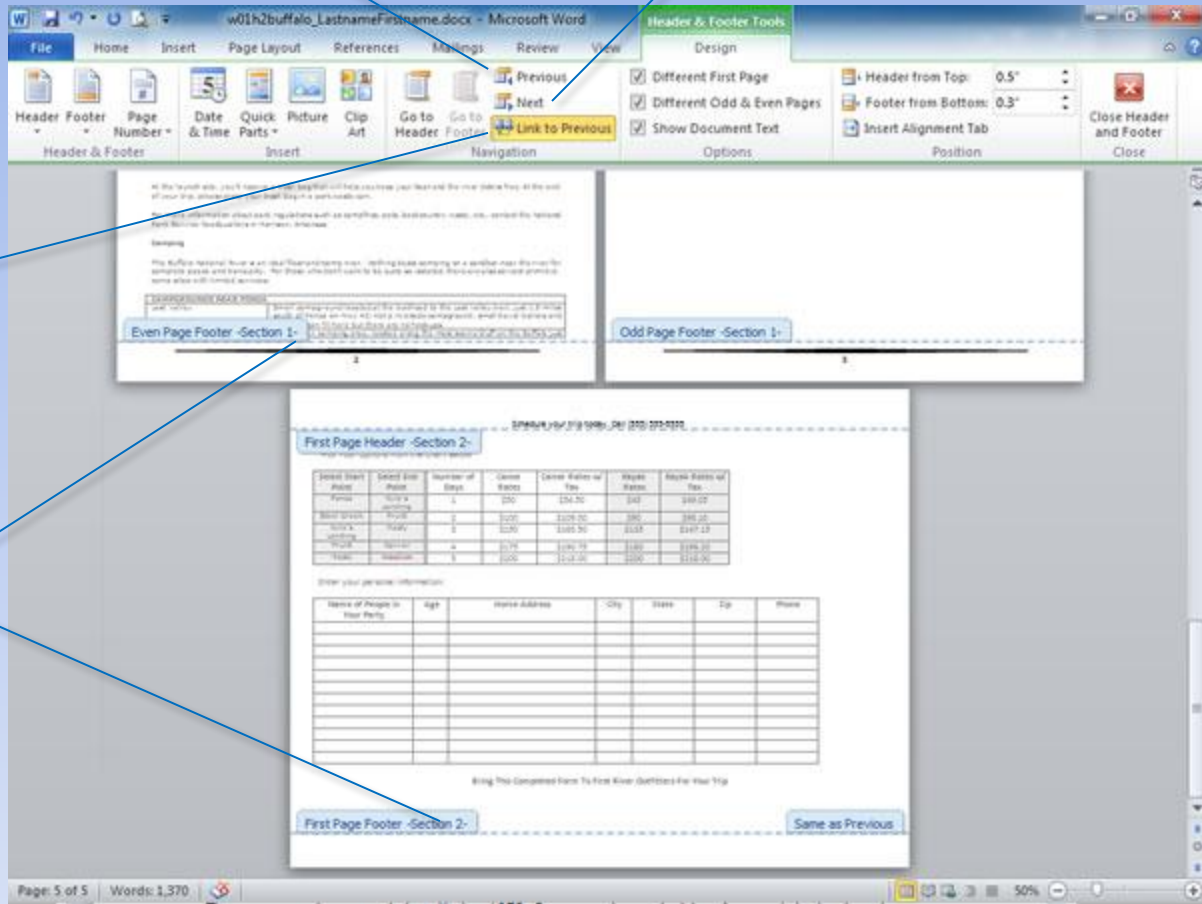
Watermarks
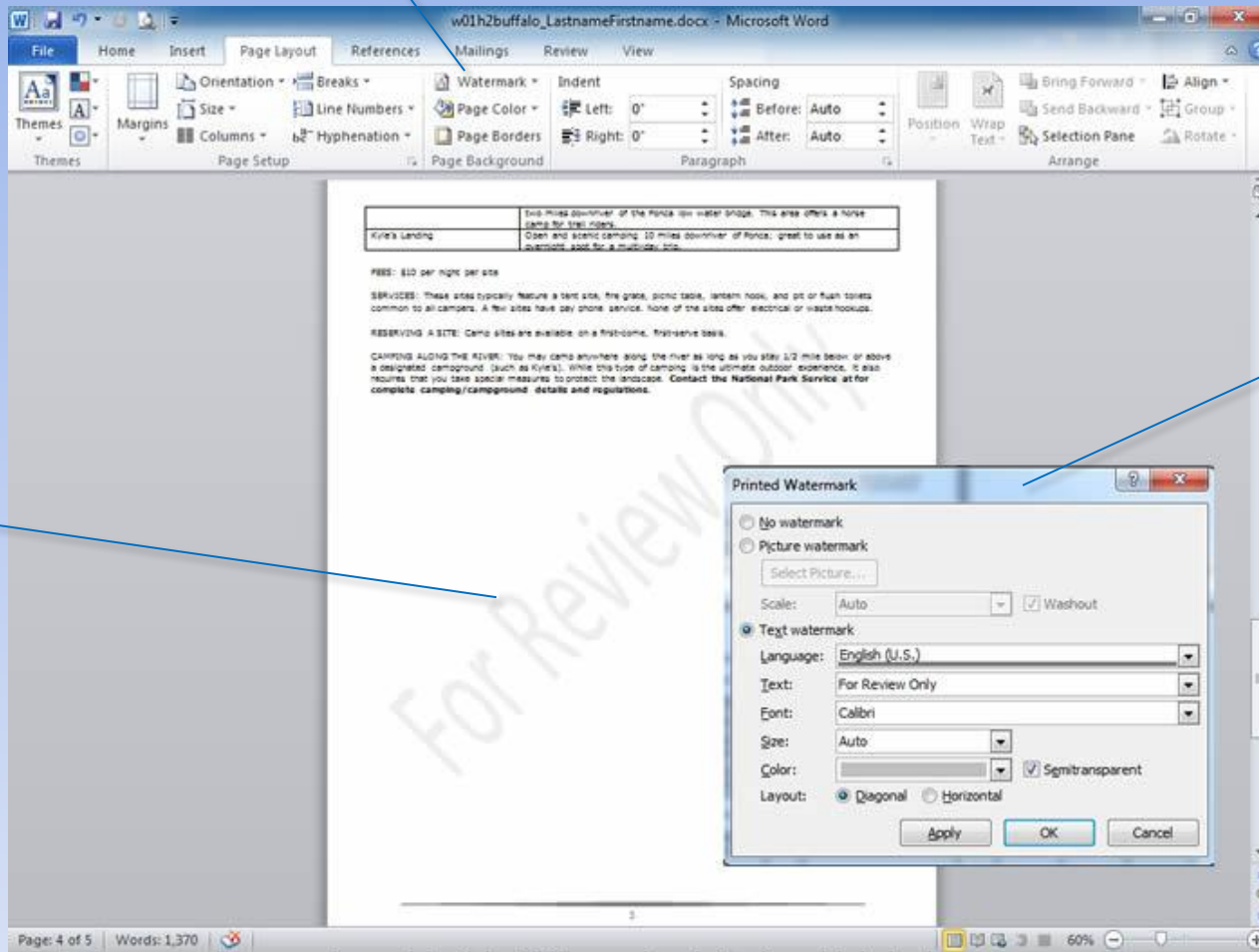
Spelling and Grammar

Contextual spelling error

Possible spelling error

Document Views
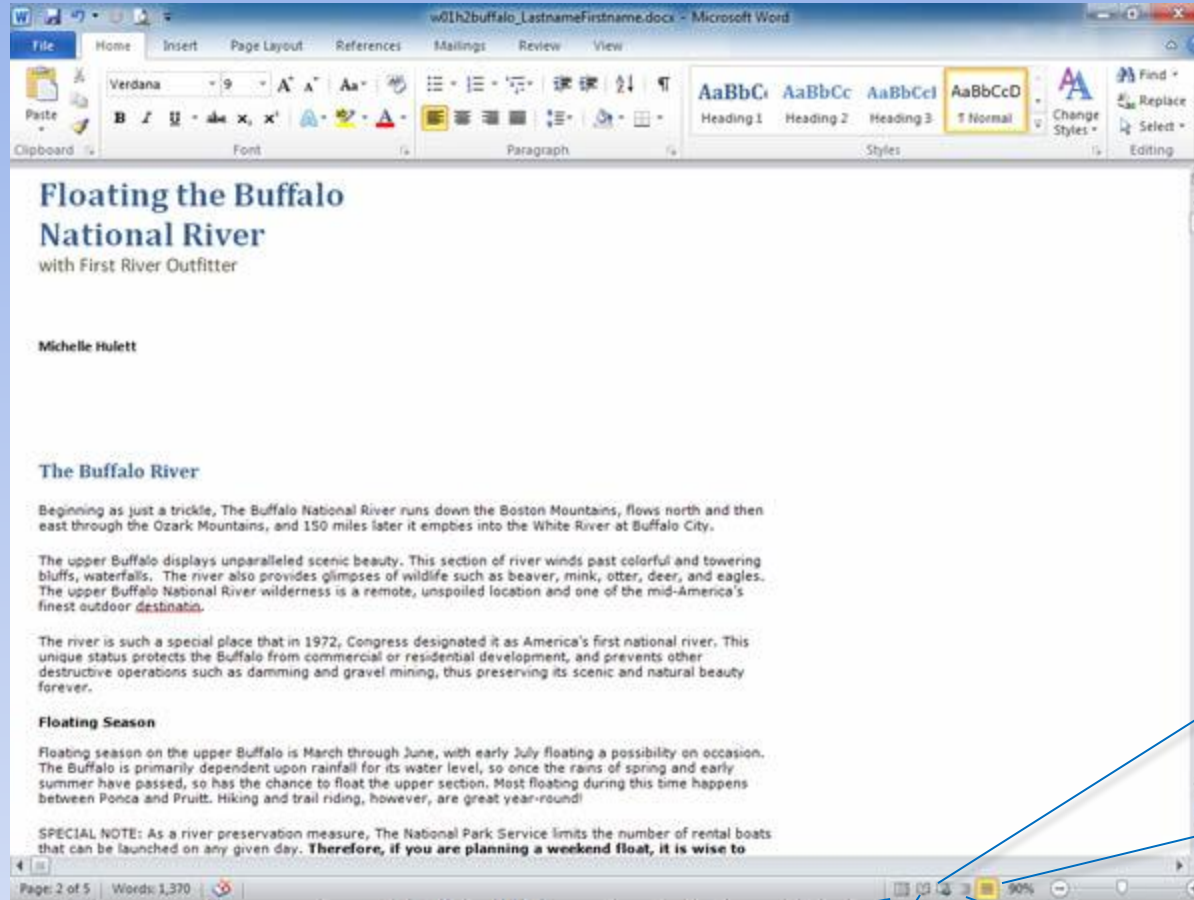
Web Layout

Draft

Print Layout

Full Screen Reading

Outline

Zoom
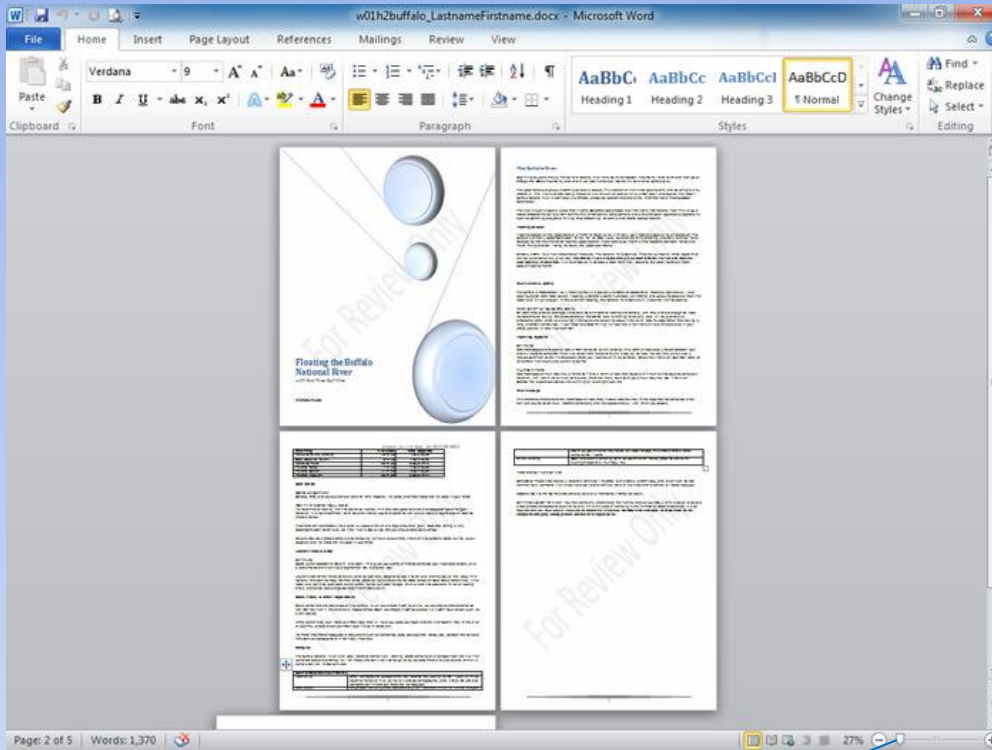
Magnification

Page view layout
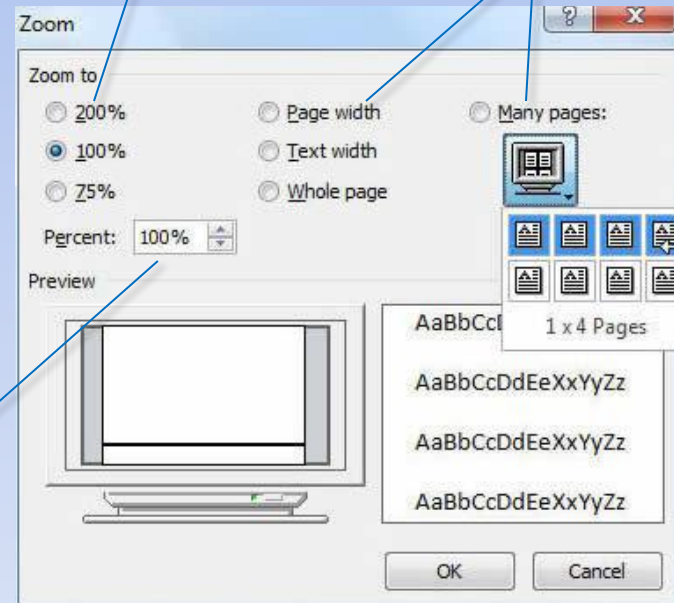
Zoom slider

Percent

Save a Document

Compatibility Mode

Compatibility Mode

Compatibility Checker

Microsoft Word Compatibility Checker

The following features in this document are not supported by earlier versions of Word. These features may be lost or degraded when opening this document in an earlier version of Word or if you save this document in an earlier file format.

Select versions to show ▼

Summary	Occurrences
Content controls will be converted to static content.	3
Help	
Shapes and textboxes will be converted to effects available in this format.	14

☑ Check compatibility when saving documents

OK

List of incompatible items

Backup Options

Check to enable AutoRecover

Time between AutoRecover saves

Location of the AutoRecover file

Word Options

General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center

Customize how documents are saved.

Save documents

Save files in this format: Word Document (*.docx)

☑ Save AutoRecover information every 10 minutes

☑ Keep the last autosaved version if I close without saving

AutoRecover file location: C:\Users\Barbara\AppData\Roaming\Microsoft\Word\ Browse...

Default file location: C:\Users\Barbara\Documents\ Browse...

Offline editing options for document management server files

Save checked-out files to: ⓘ

○ The server drafts location on this computer

◉ The Office Document Cache

Server drafts location: C:\Users\Barbara\Documents\SharePoint Drafts\ Browse...

Preserve fidelity when sharing this document: out1h3word_StoverBarbara

☐ Embed fonts in the file ⓘ

☐ Embed only the characters used in the document (best for reducing file size)

☑ Do not embed common system fonts

OK Cancel

Backup Options (continued)

Advanced

Backup option
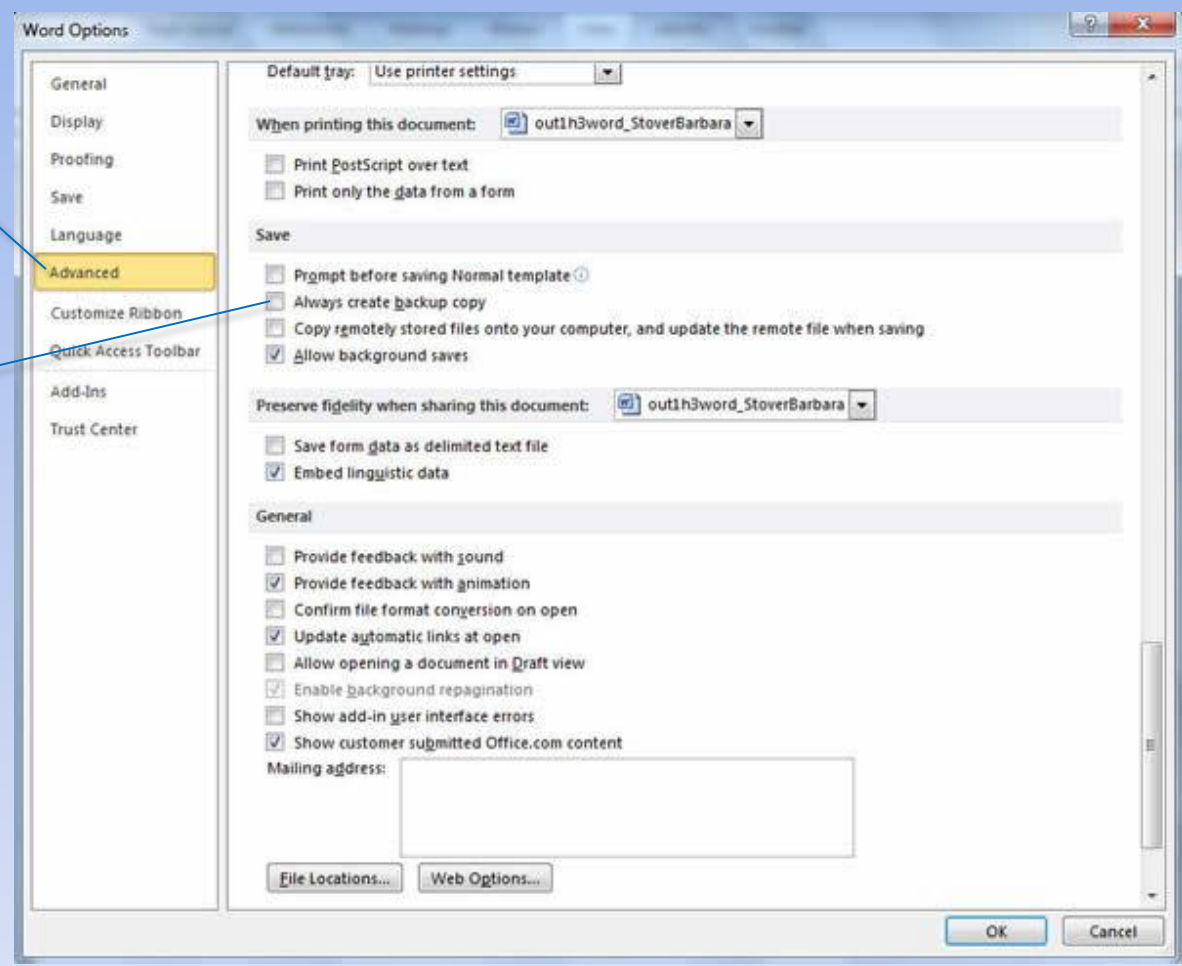
Document Inspector

Inspectors
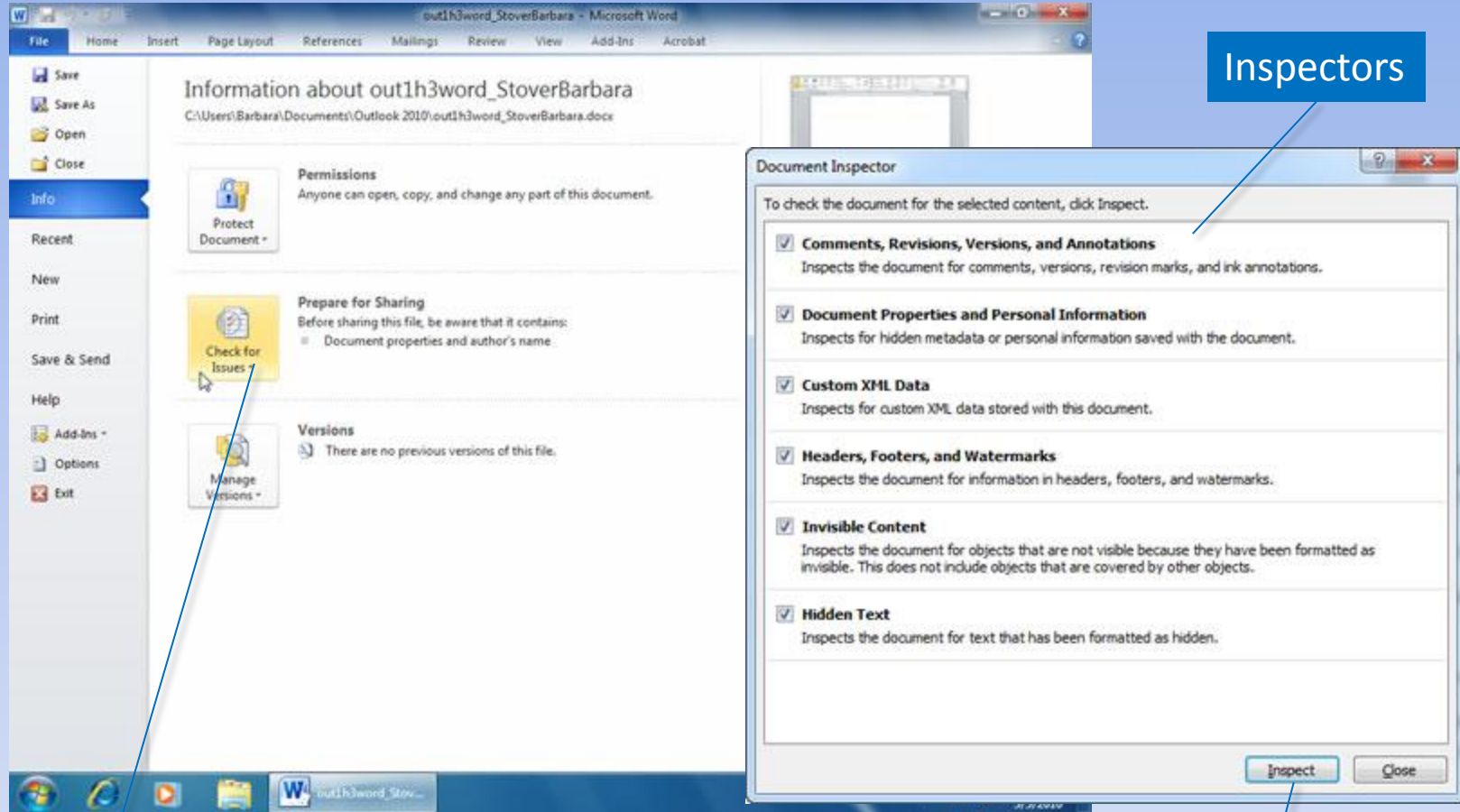
Check for Issues

Inspect

Printing Options

Number of copies

Preview

Select printer

Settings
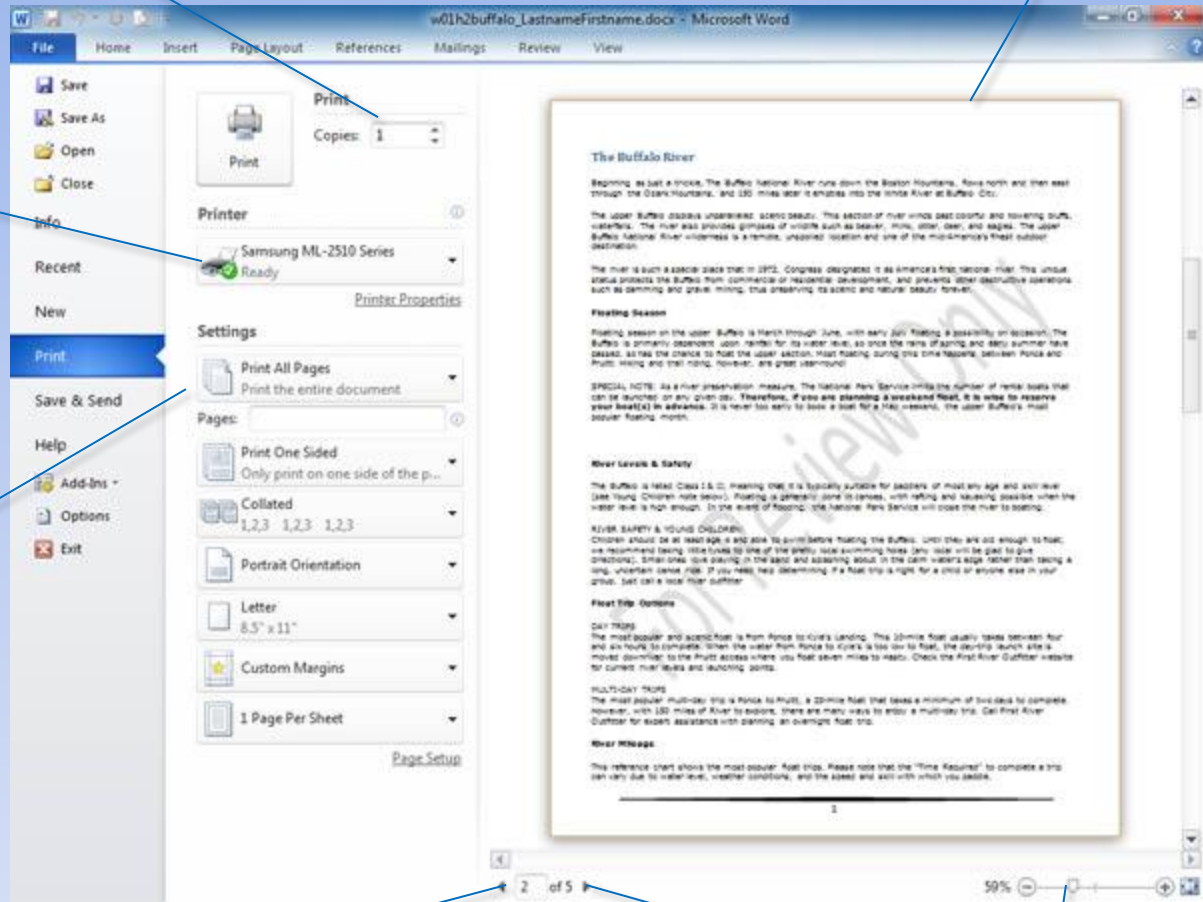
Previous

Next

Zoom

Document Properties

Document Properties panel

Properties arrow

Close
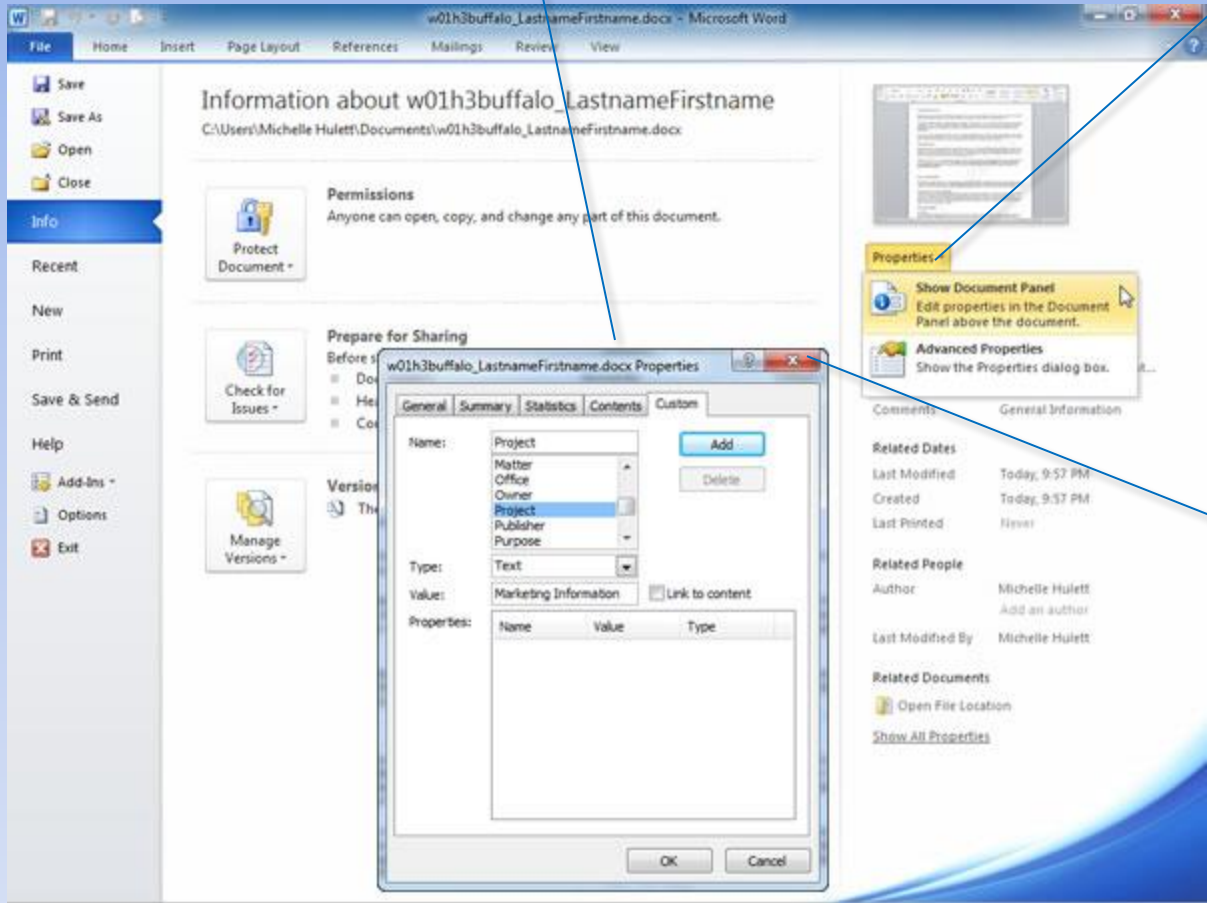
Summary

- Word processors have features that make it easy to create documents.

- Consider both the content and look of the document.

- Create copies of documents and back up changes at every opportunity.

Questions

Copyright

> This work is protected by United States copyright laws and is provided solely for the use of instructors in teaching their courses and assessing student learning. Dissemination or sale of any part of this work (including on the World Wide Web) will de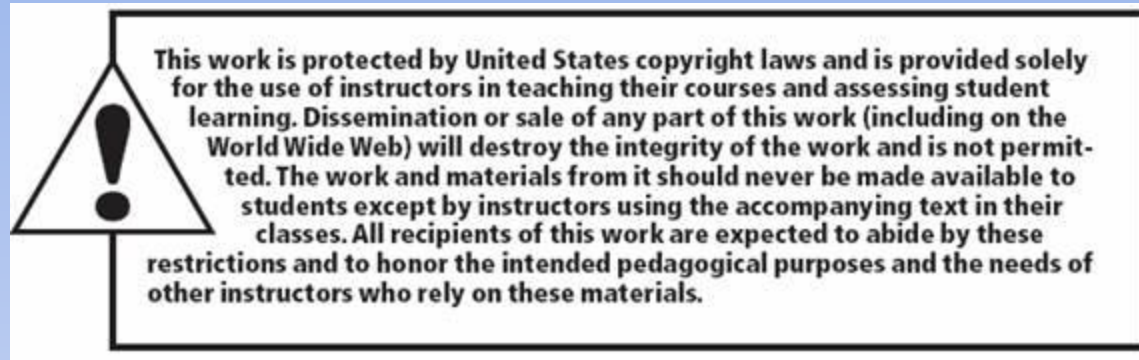stroy the integrity of the work and is not permitted. The work and materials from it should never be made available to students except by instructors using the accompanying text in their classes. All recipients of this work are expected to abide by these restrictions and to honor the intended pedagogical purposes and the needs of other instructors who rely on these materials.

Exploring Microsoft Office Word 2010
by Robert Grauer, Michelle Hulett, and Mary Anne Poatsy
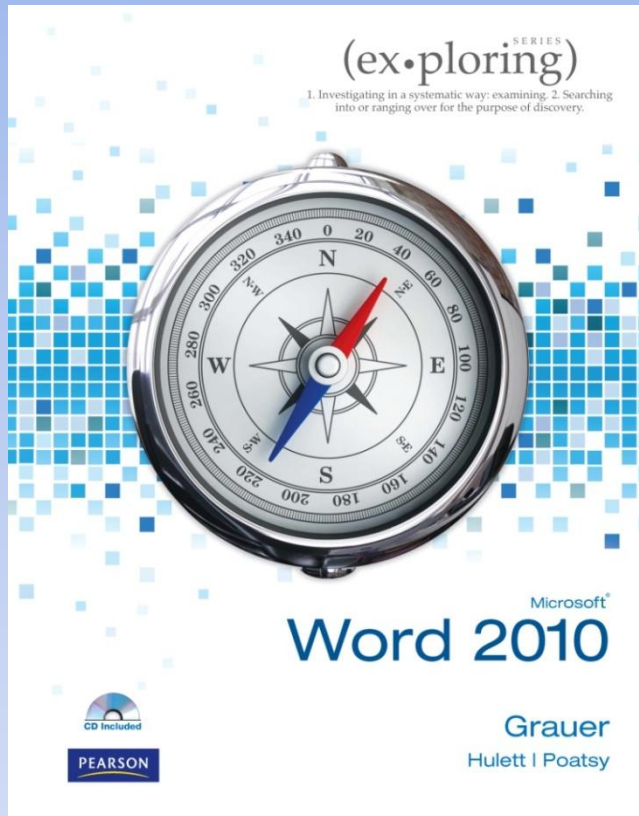
Chapter 2
Document Presentation

Objectives

- Apply font attributes through the Font dialog box

- Control word wrapping

- Set off paragraphs with tabs, borders, lists, and columns

- Apply paragraph formats

Objectives (continued)

- Understand styles

- Create and modify styles

- Format a graphical object
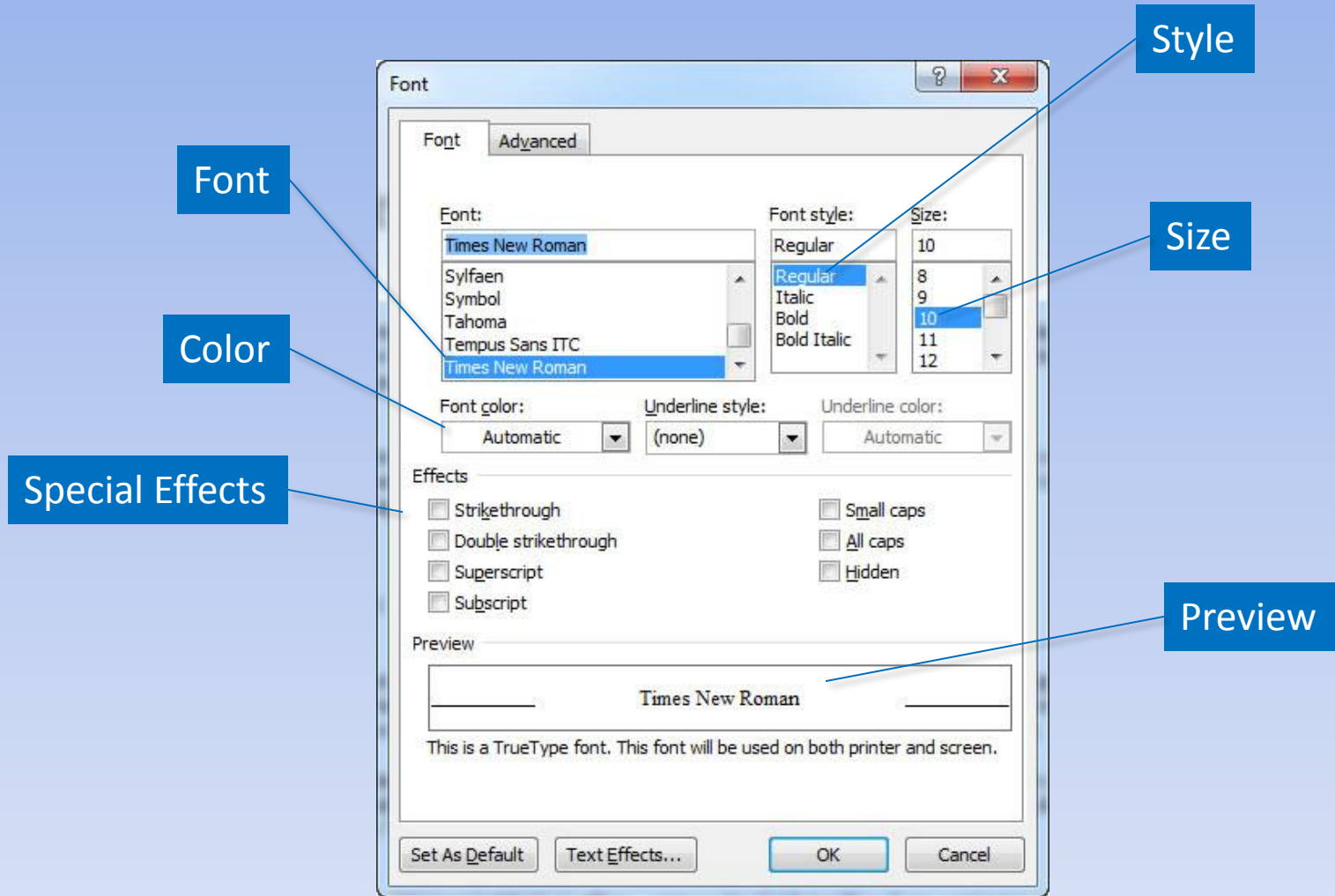
- Insert symbols into a document

Typography

Typeface or font

- Serif
- Sans serif
- Monospaced
- Proportional

Type Style

- Regular
- **Bold**
- *Italic*
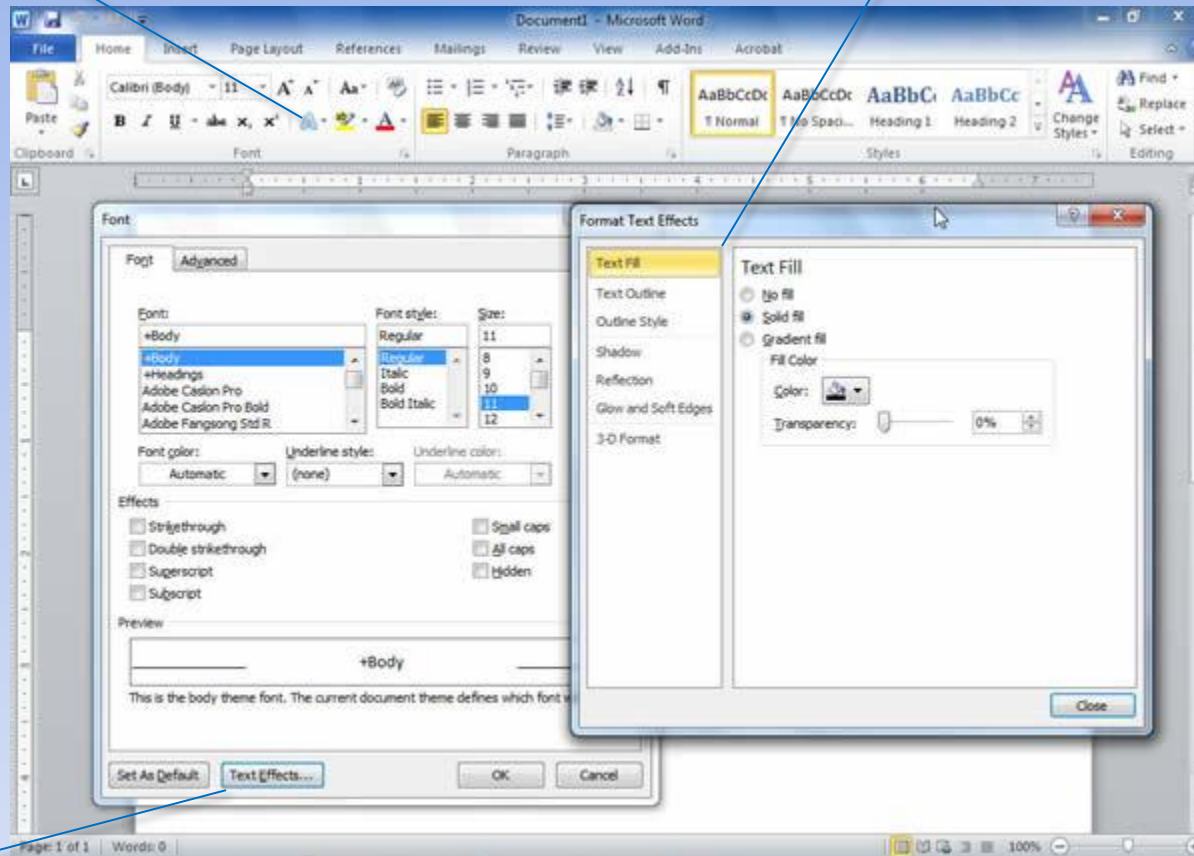- ***Bold italic***

Font Attributes

Font Attributes (continued)

Text Effects

Effects

Text Effects

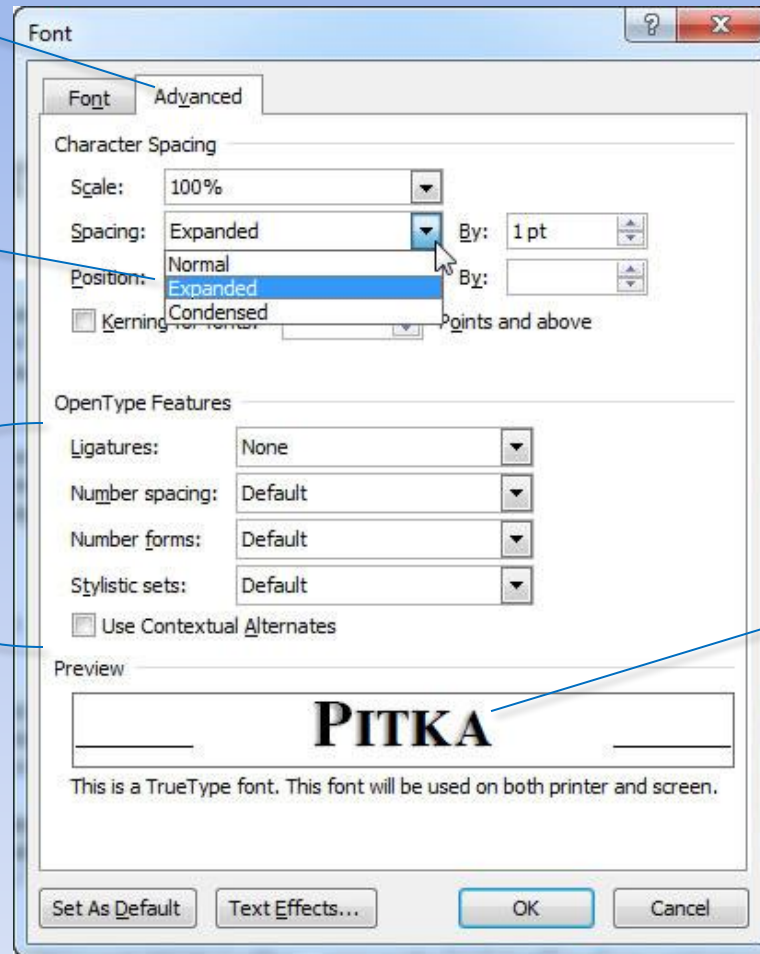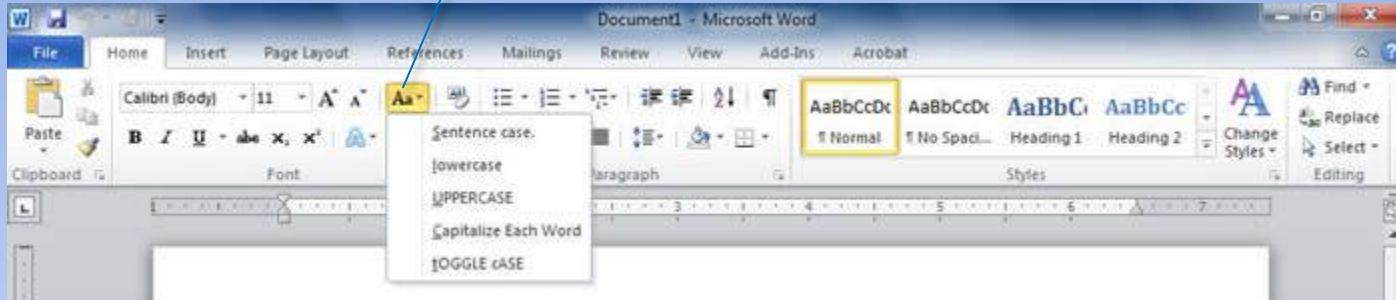# Character Spacing

Advanced

Spacing

OpenType settings

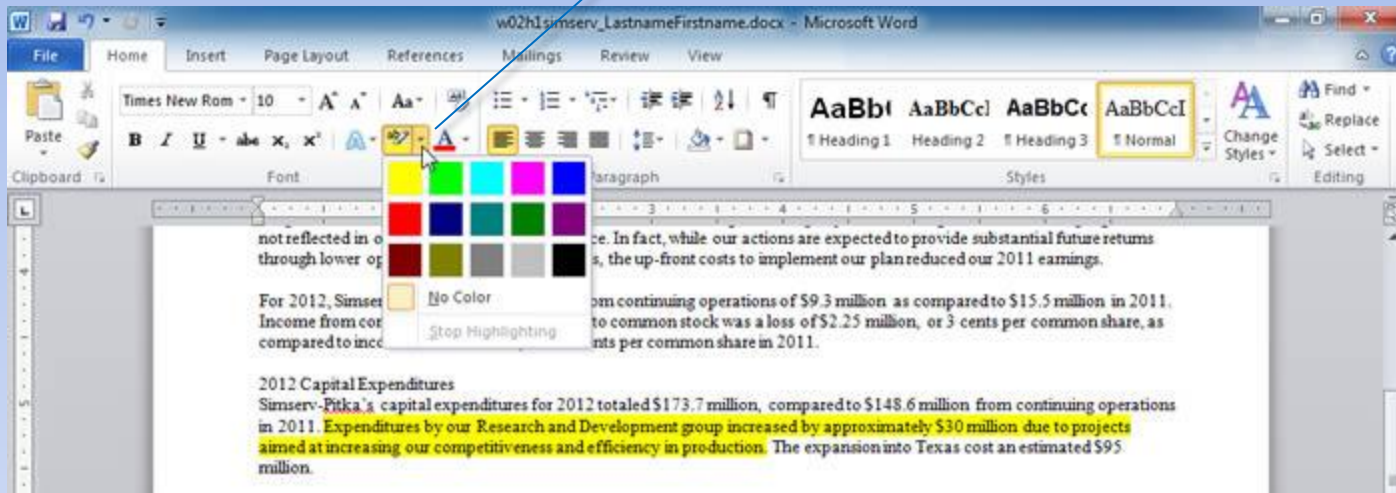Preview

Change Text Case

- Sentence case

- lowercase

- UPPERCASE

- Capitalize Each Word

- tOGGLE case

Text Highlighting

Text Highlight Color arrow

Word Wrapping

Example without Nonbreaking hyphen and spaces:

The next meeting will feature a presentation by Vickie Walters, the President of the Kemp Country Chapter. Her presentation on September 21 will be of great value to each of us and will provide the opportunity for you to meet other new members.

Please read the enclosed brochure then call Kristi Morris at (317) 555-2340 to RSVP for the September 21 meeting.

Example using Nonbreaking hyphen and spaces:

The next meeting will feature a presentation by Vickie Walters, the President of the Kemp Country Chapter. Her presentation on September 21 will be of great value to each of us and will provide the opportunity for you to meet other new members.

Please read the enclosed brochure then call Kristi Morris at (317) 555-2340 to RSVP for the September 21 meeting.

Date wrapping

Phone number wrapping

Nonbreaking space
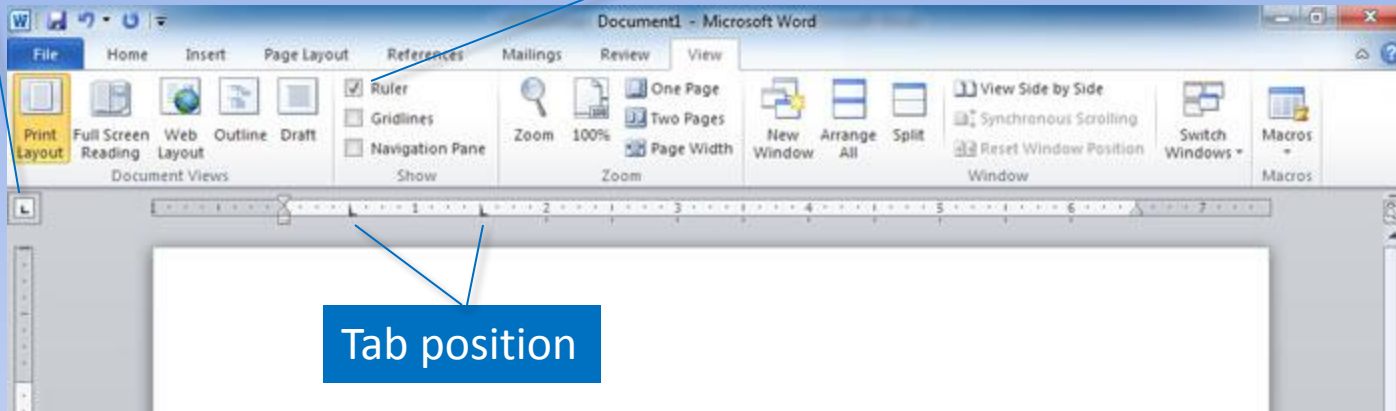
Nonbreaking hyphen

Paragraph Formatting

- Alignment
- Indentation
- Tab stops
- Line spacing

- Pagination
- Borders
- Shading

Set Tabs
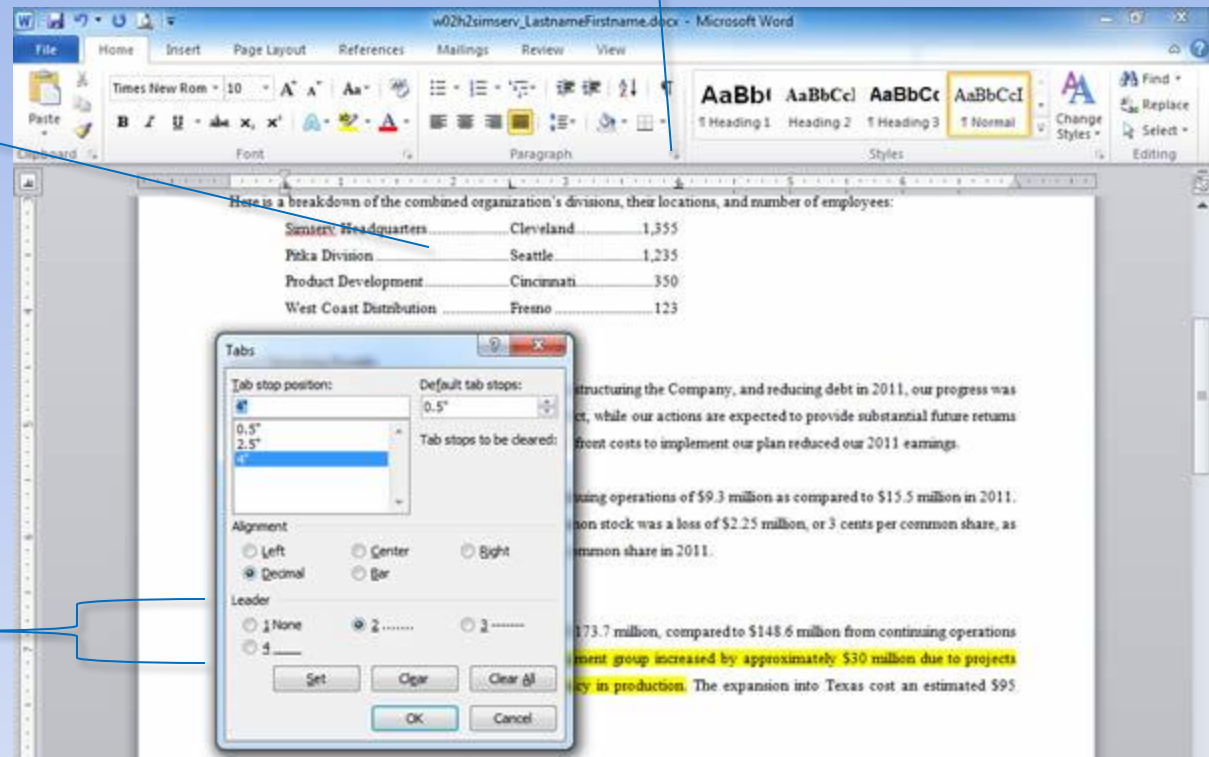
Tab selector

Show or hide ruler

Tab position

Tab Selector Icon	Type of Tab
L	Left tab
⊥	Center tab
⌐	Right tab
⊥.	Decimal tab
I	Bar tab

Leaders Characters

Paragraph Dialog Box Launcher

Dot leaders
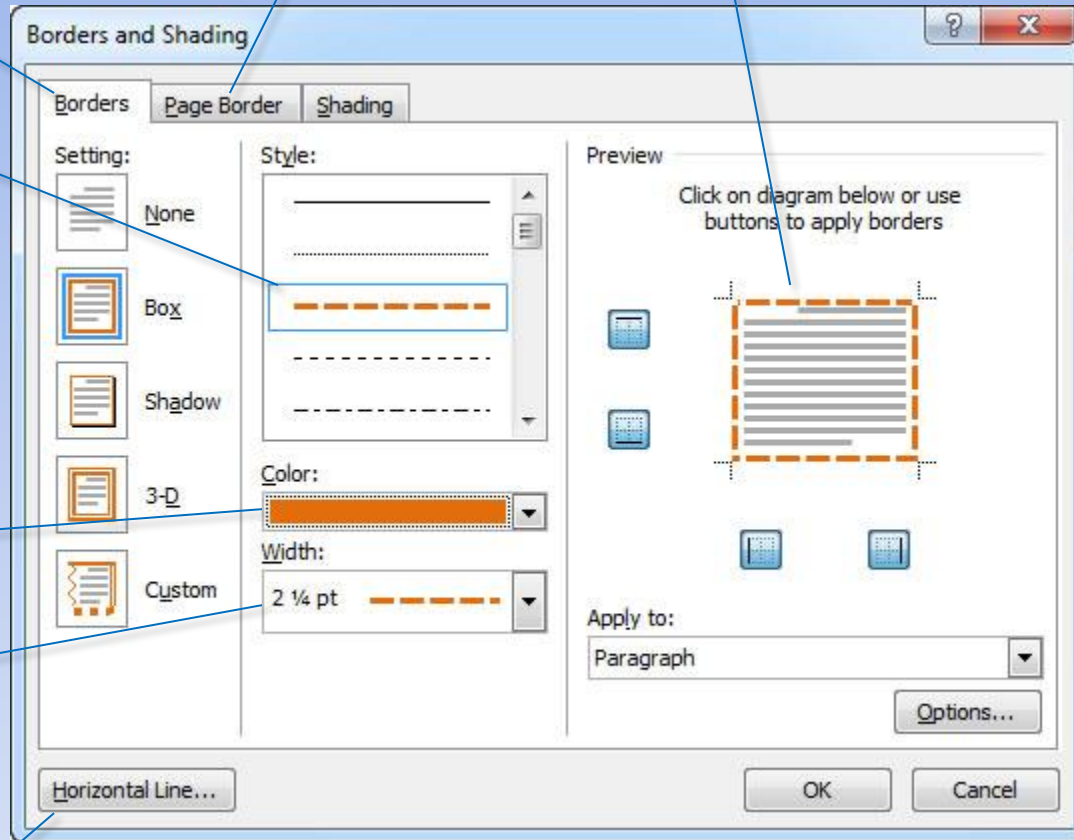
Leader characters

Borders and Shading

Borders tab

Page Border tab

Preview

Line style

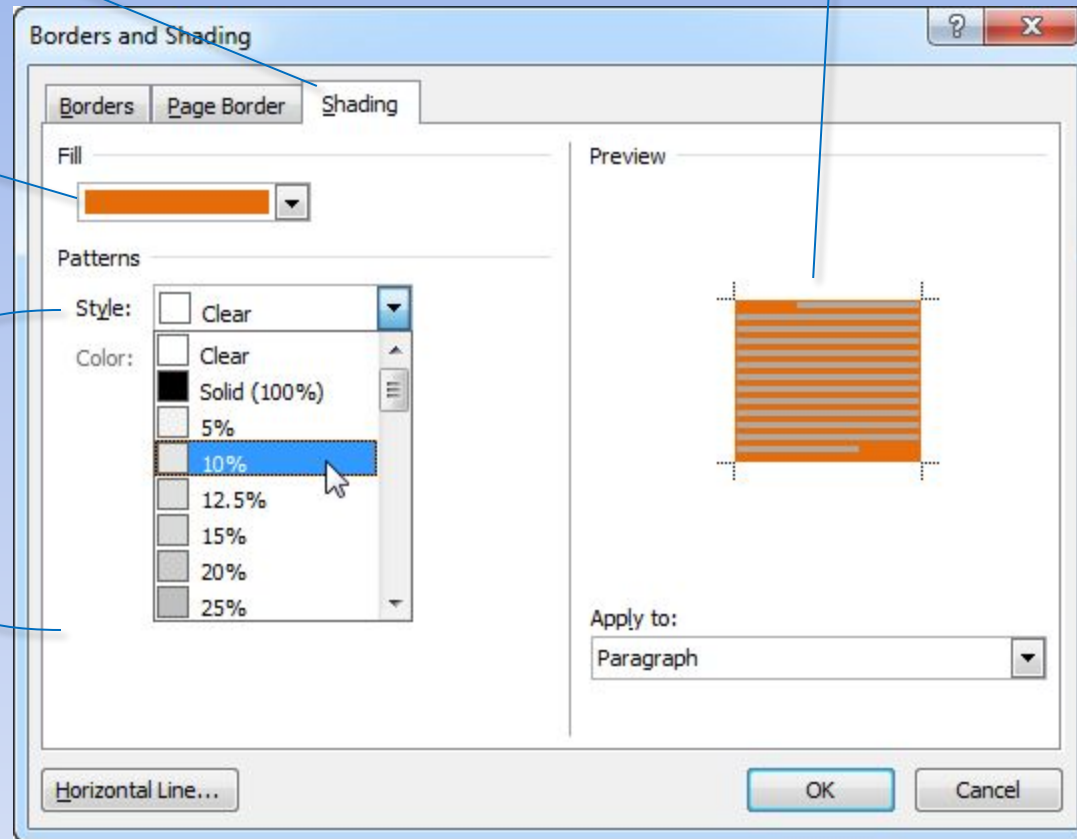Line color

Line width

Horizontal Line

Borders and Shading (continued)

Shading tab

Preview

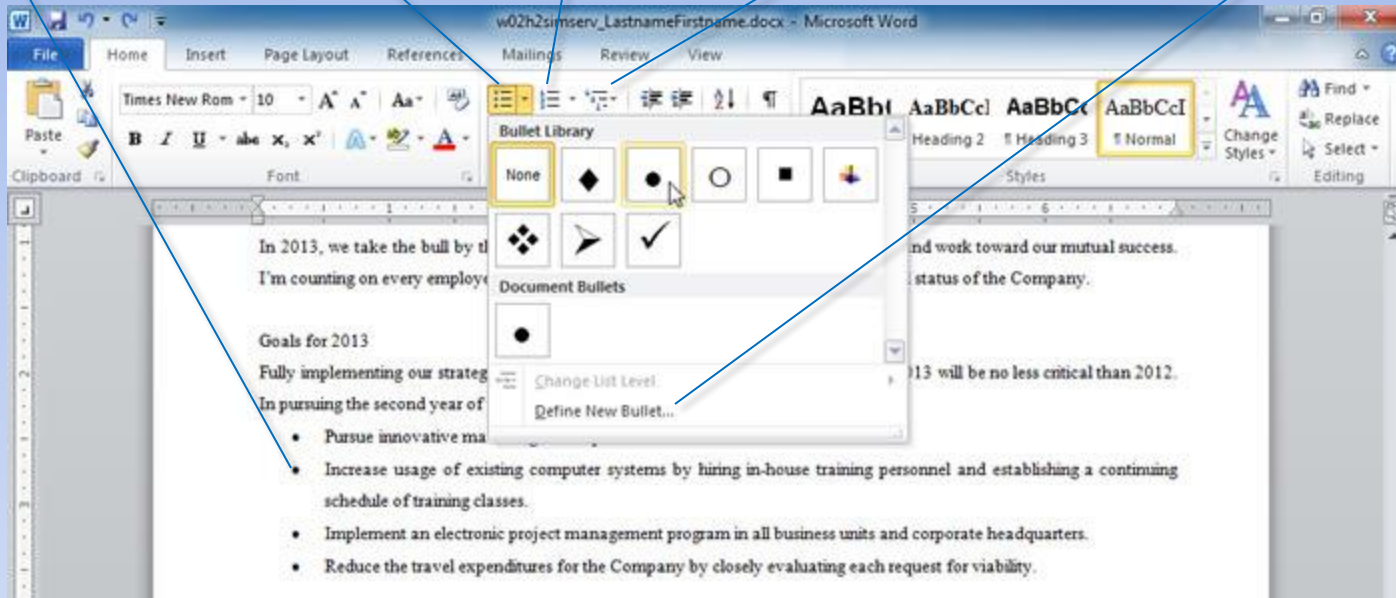Fill color

Shading options

Bullets and Numbers

Live Preview

Bullets
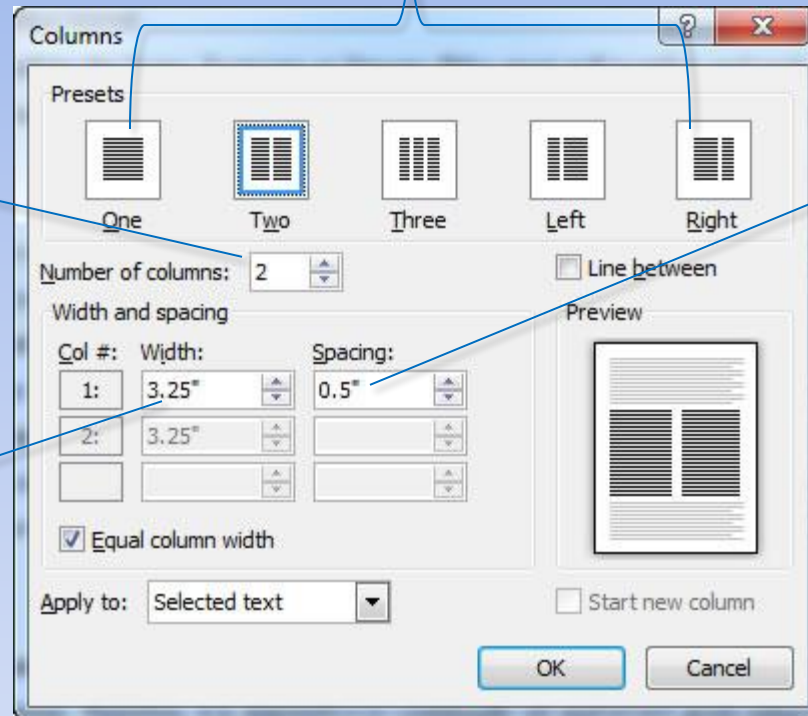
Numbering

Multilevel List

Define New Bullet

Columns

Preset columns
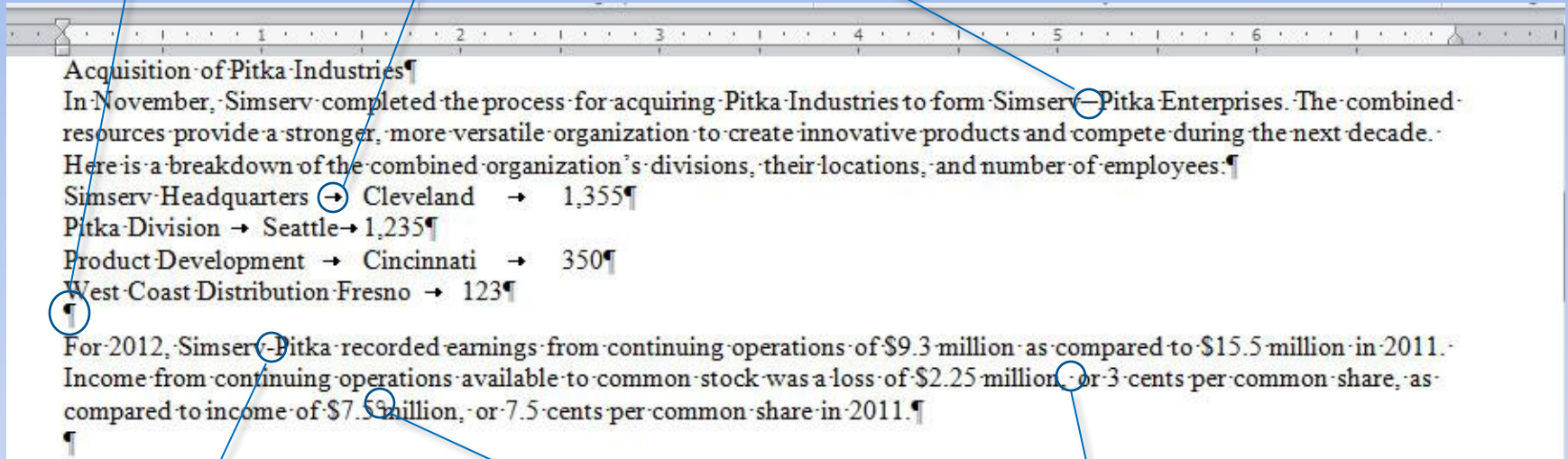
Number of columns

Spacing between columns

Column width

Nonprinting Formatting Marks

End of paragraph

Tab

Nonbreaking hyphen

Regular hyphen

Nonbreaking space

Regular space

Acquisition·of·Pitka·Industries¶
In·November,·Simserv·completed·the·process·for·acquiring·Pitka·Industries·to·form·Simserv—Pitka·Enterprises.·The·combined·resources·provide·a·stronger,·more·versatile·organization·to·create·innovative·products·and·compete·during·the·next·decade.·Here·is·a·breakdown·of·the·combined·organization's·divisions,·their·locations,·and·number·of·employees.¶
Simserv·Headquarters → Cleveland → 1,355¶
Pitka·Division → Seattle→1,235¶
Product·Development → Cincinnati → 350¶
West·Coast·Distribution·Fresno → 123¶
¶
For·2012,·Simserv-Pitka·recorded·earnings·from·continuing·operations·of·$9.3·million·as·compared·to·$15.5·million·in·2011.·Income·from·continuing·operations·available·to·common·stock·was·a·loss·of·$2.25·million,·or·3·cents·per·common·share,·as·compared·to·income·of·$7.5·million,·or·7.5·cents·per·common·share·in·2011.¶
¶

Text Alignment

We, the people of the United States, in order to form a more perfect Union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America.

Justified (flush left/flush right)

We, the people of the United States, in order to form a more perfect Union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America.

Left Aligned (flush left/ragged right)

We, the people of the United States, in order to form a more perfect Union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America.

Right Aligned (ragged left/flush right)

We, the people of the United States, in order to form a more perfect Union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America.

Centered (ragged left/ragged right)

Paragraph Indents
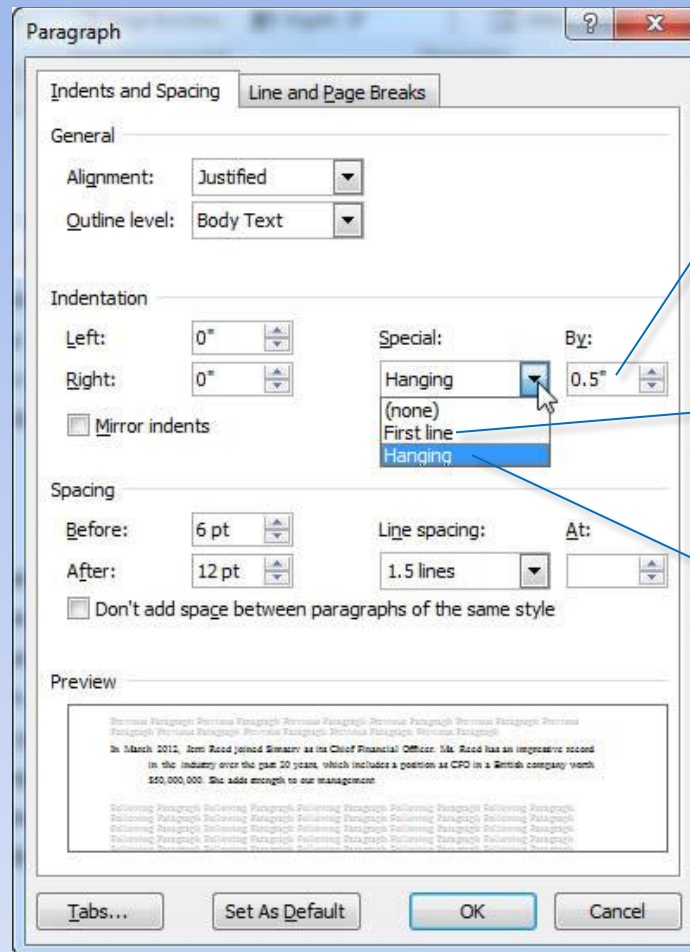
Measurement for indent

First line indent

Hanging indent

Line and Paragraph Spacing
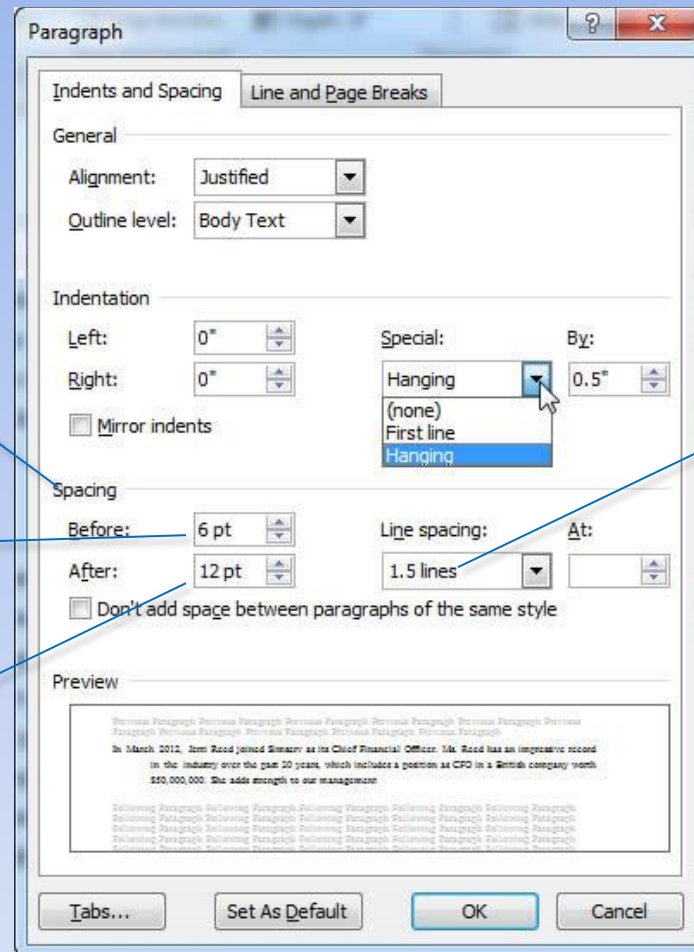
Paragraph spacing

Before the paragraph

After the paragraph

Line spacing

Widows and Orphans

Lines and Page Breaks tab

Widow/Orphan Control

Keep with next

Keep lines together
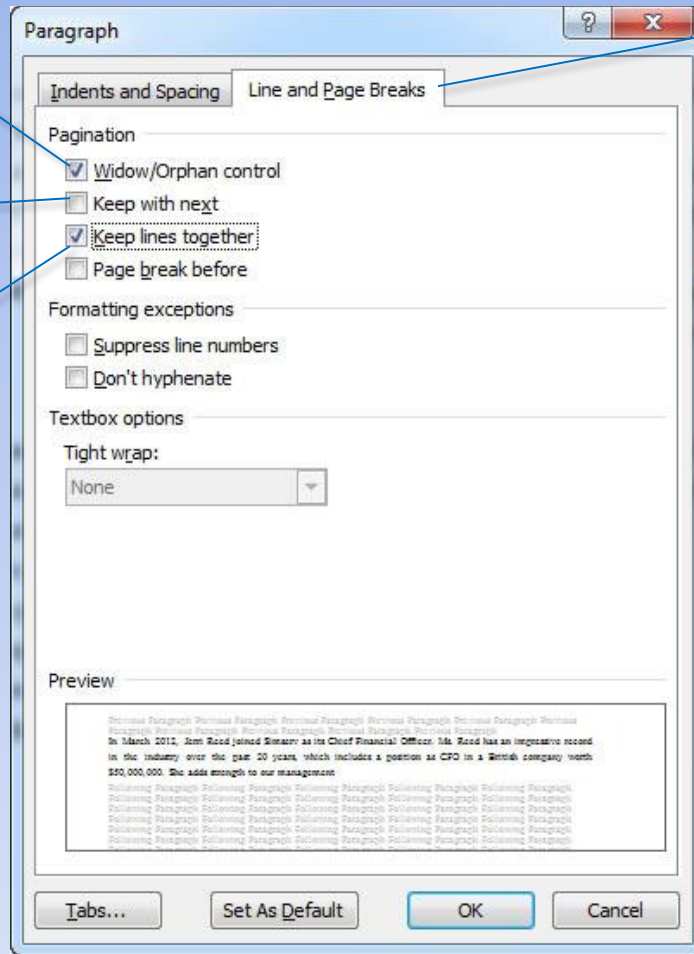
Styles

Quick Style

More

Styles Dialog Box Launcher

Styles pane

Styles (continued)

Modify Styles

Style name

Format specifications

Preview

Format

Style Pane Options

Styles to show
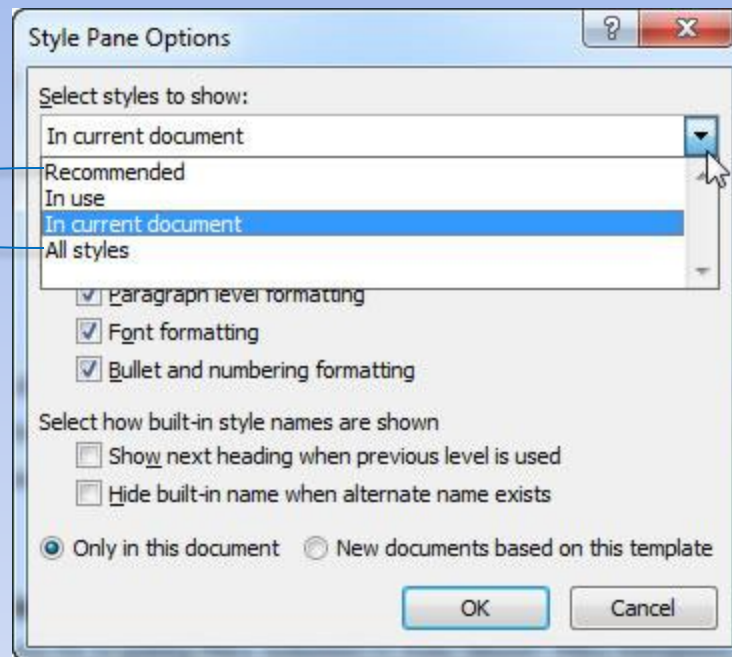
Outline View

Outline view controls

Paragraph expanded

Paragraph collapsed
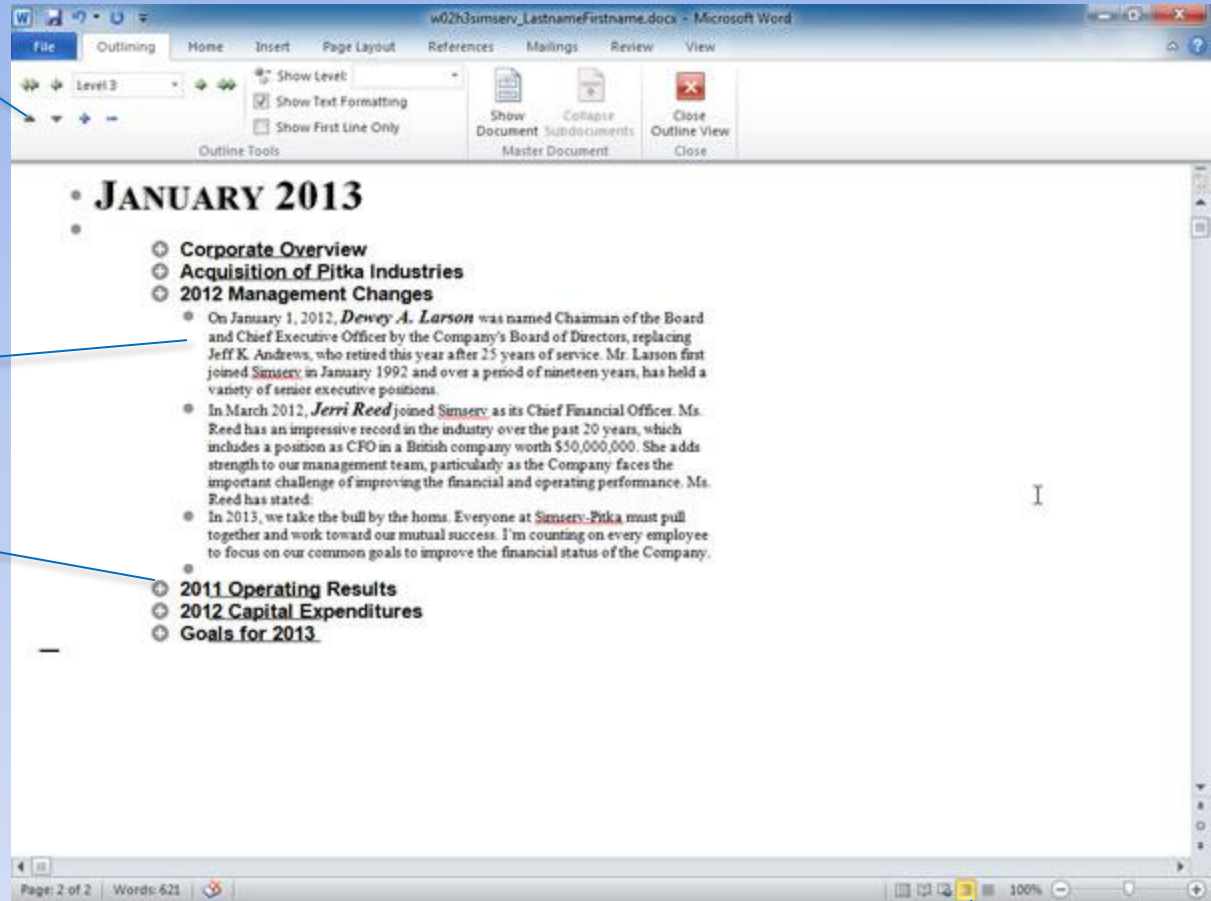
Outline

Graphical Objects
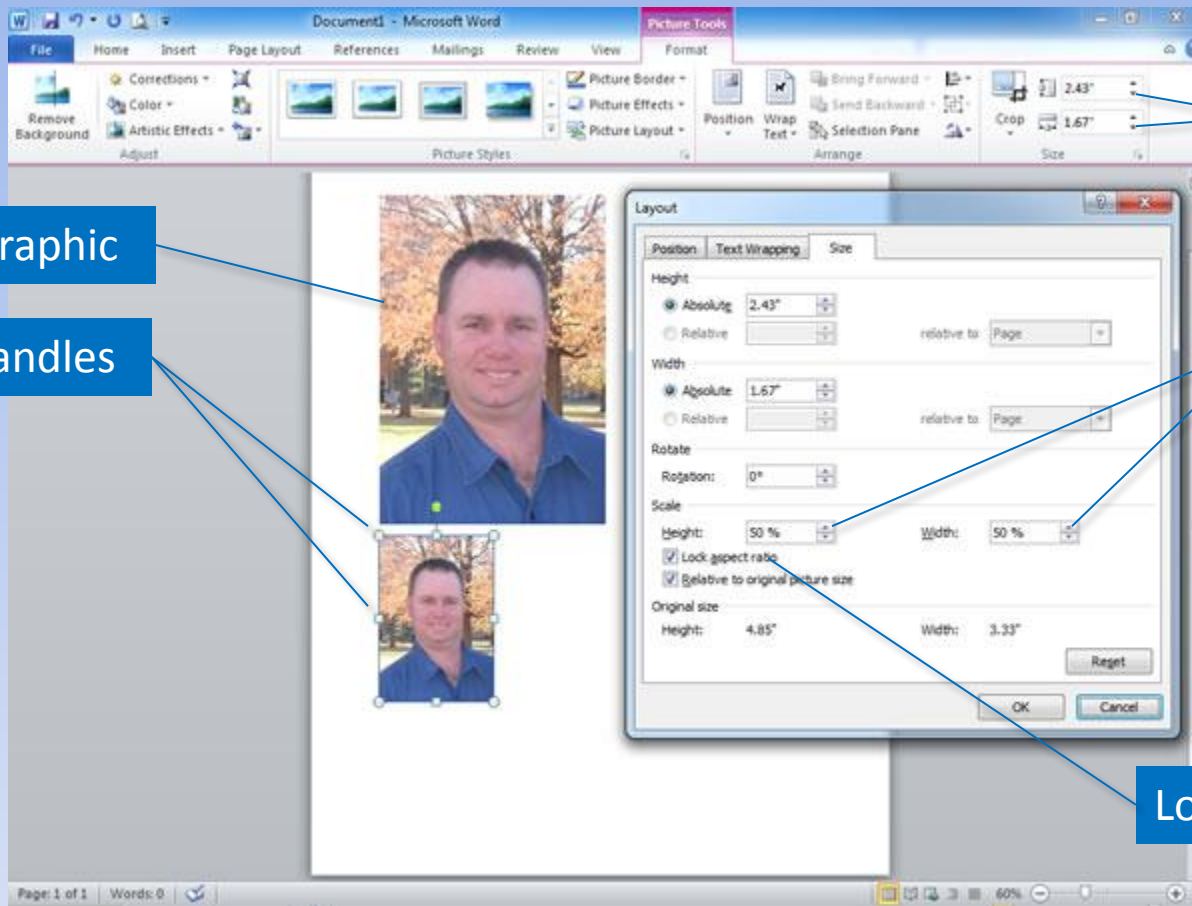
Size group

Original size graphic

Scale

Sizing handles

Lock proportions

Text Wrapping

Picture Quick Styles

Cropping

Cropping handles

Crop
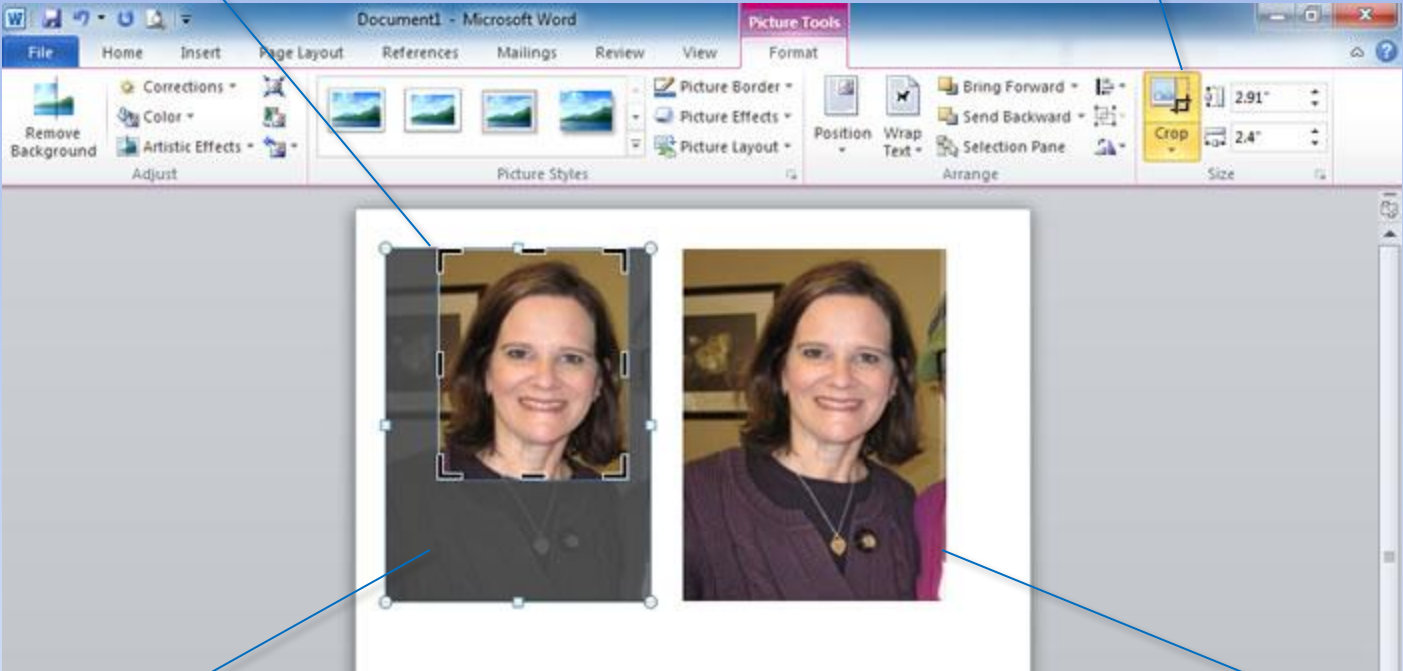
Portion to discard

Original photograph

Contrast and Brightness

Symbols

Symbol

Symbol gallery
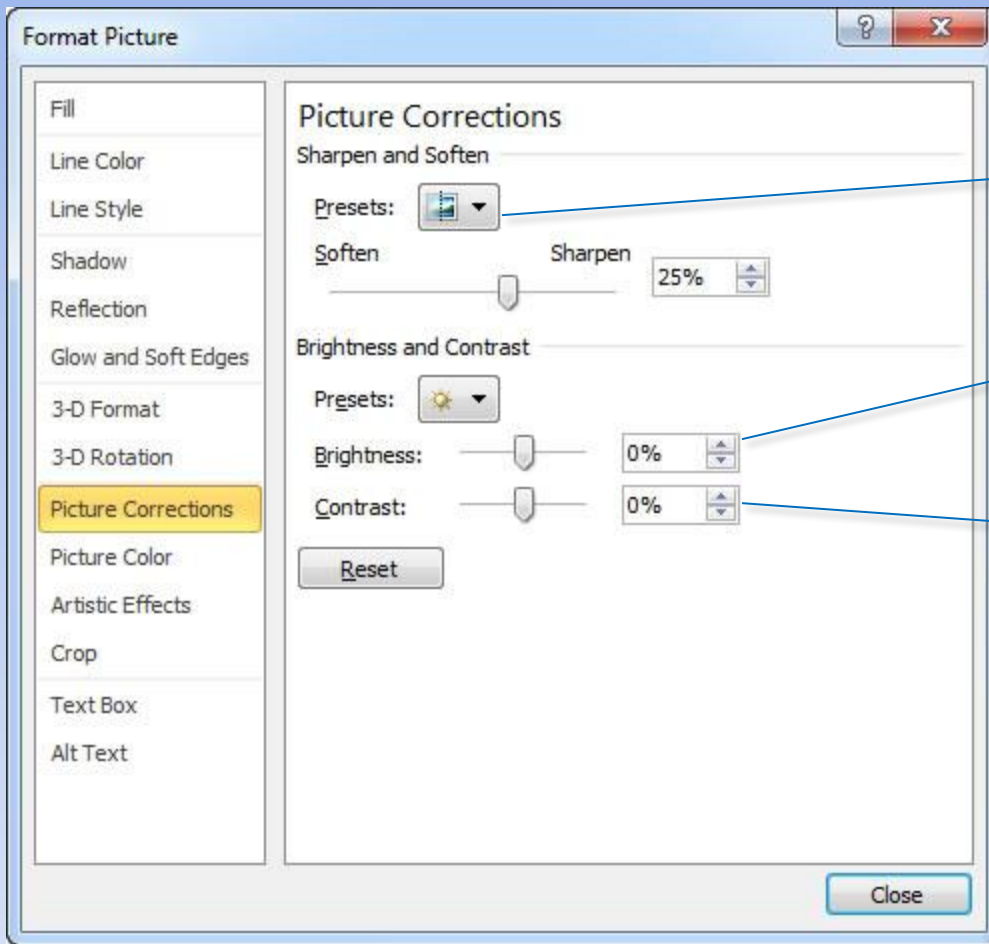
More Symbols
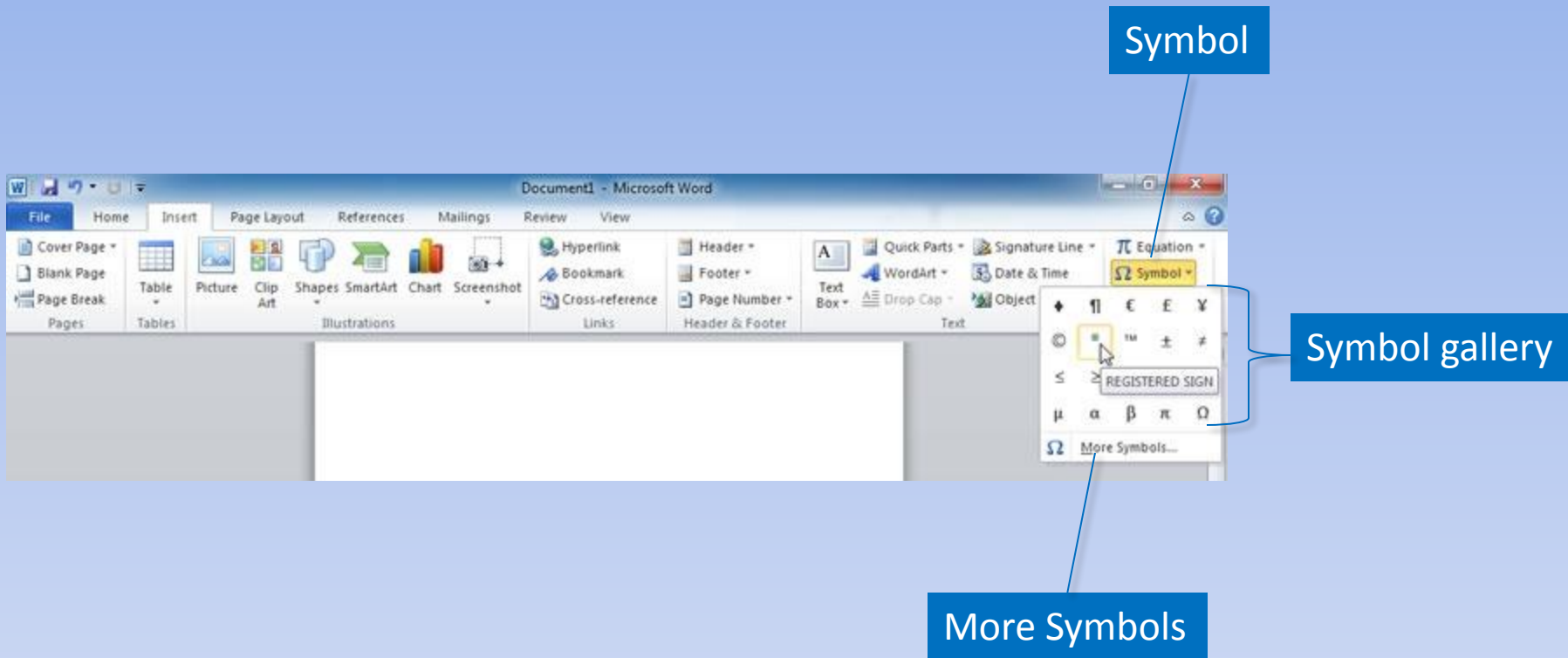
Summary

- Typography gives your document a polished, professional look.

- Alignments, indentation, and line spacing make the document readable.

- Styles provide consistency.

- Graphics enhance the document.

Questions

Copyright
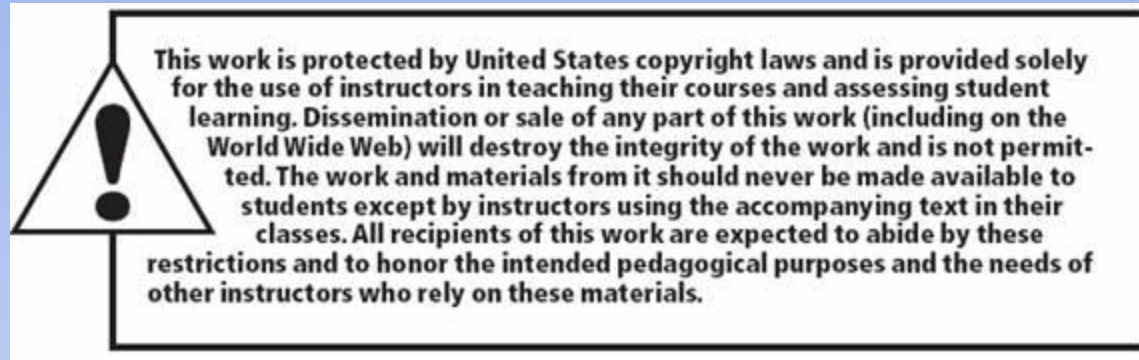
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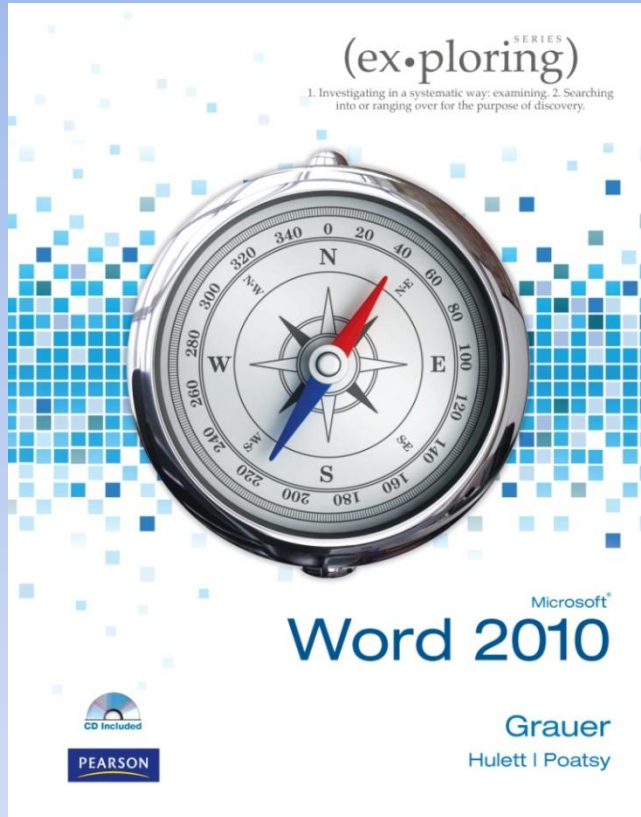
Chapter 3
Collaboration and Research

Objectives

- Insert comments in a document

- Track changes in a document

- Acknowledge a source

- Create and modify footnotes and endnotes

Objectives (continued)

- Insert a Table of Contents and Index

- Add other reference tables

- Create cross-references

Inserting Comments
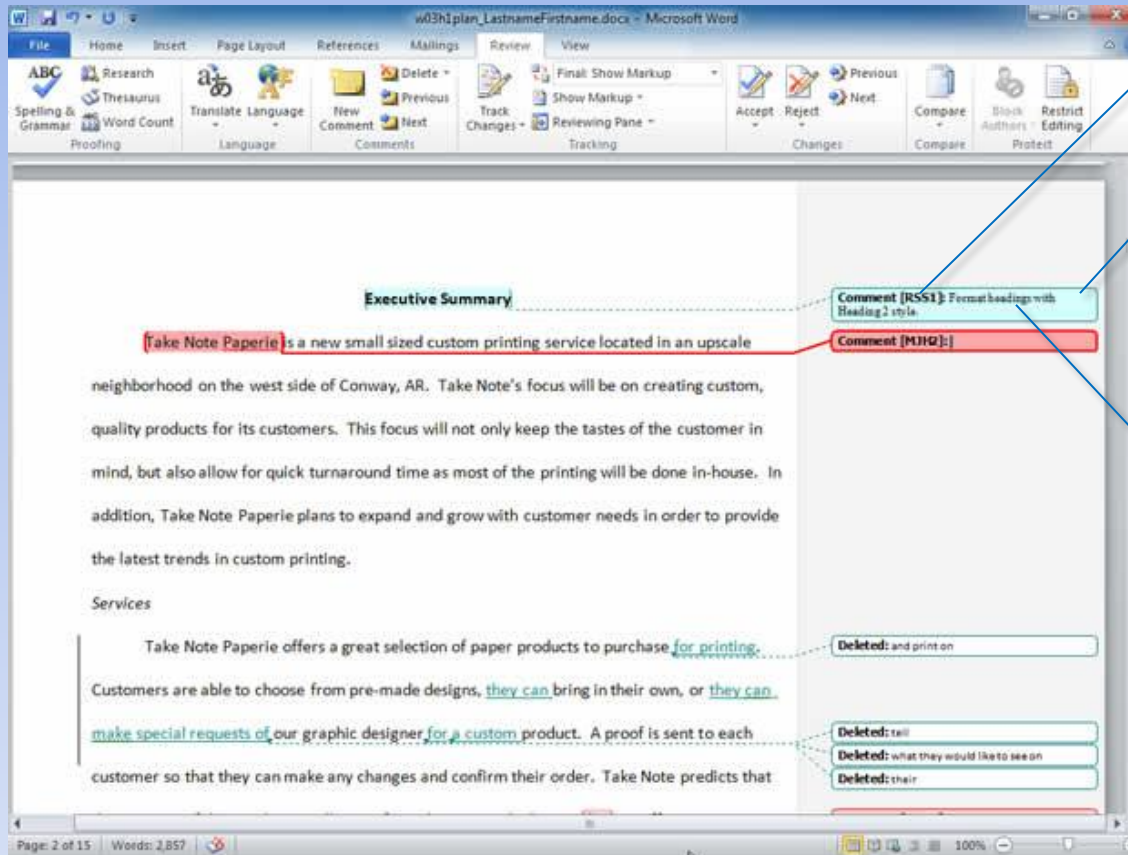
Initials of reviewer

Markup balloon

Comment

Reviewing Pane
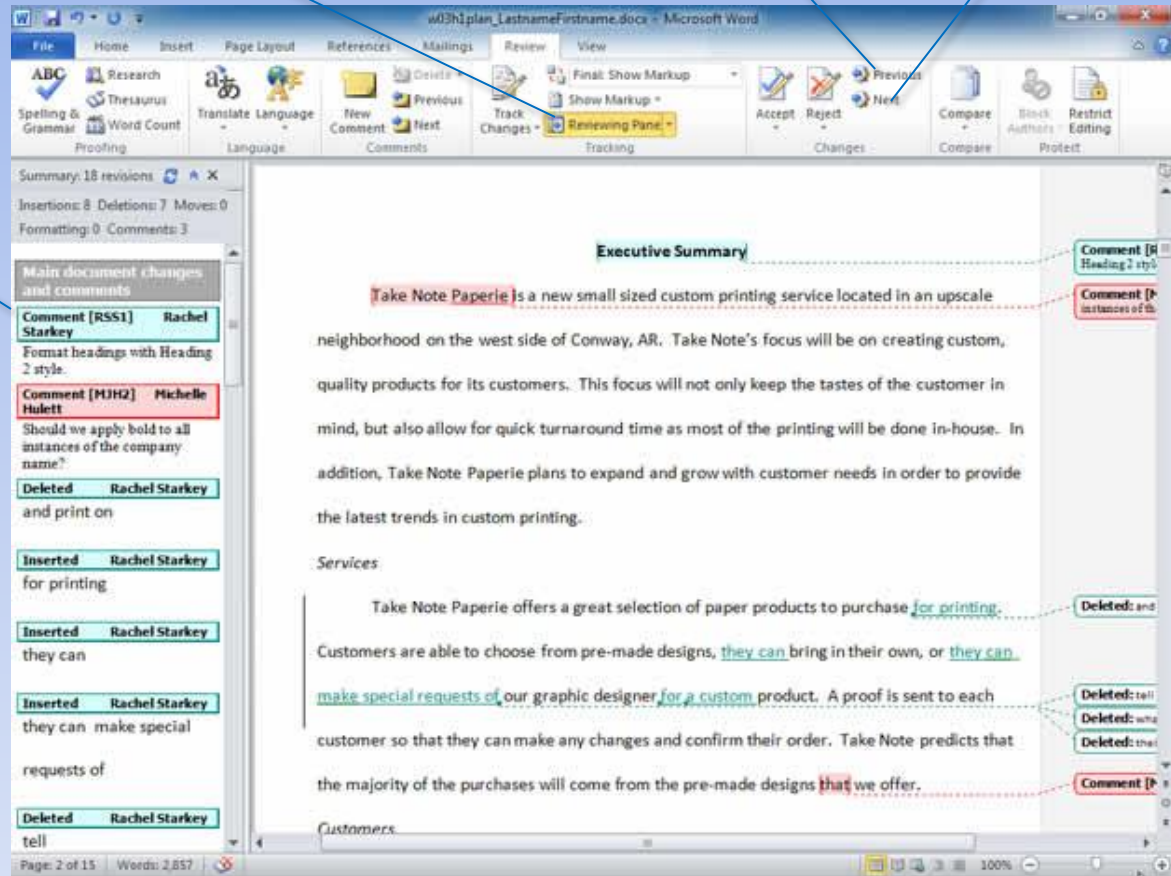
Show Markup

Show Markup
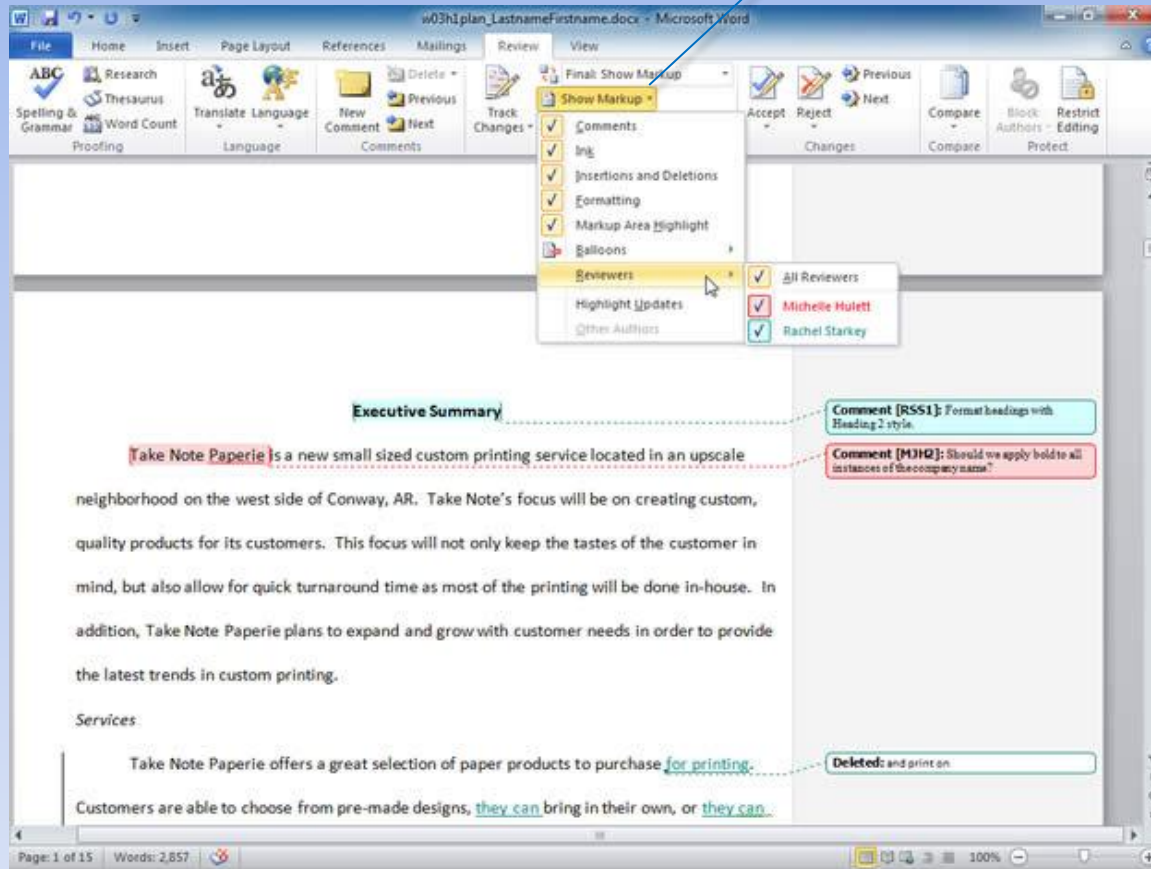
Tracking Changes

Track Changes active

Accept

Reject
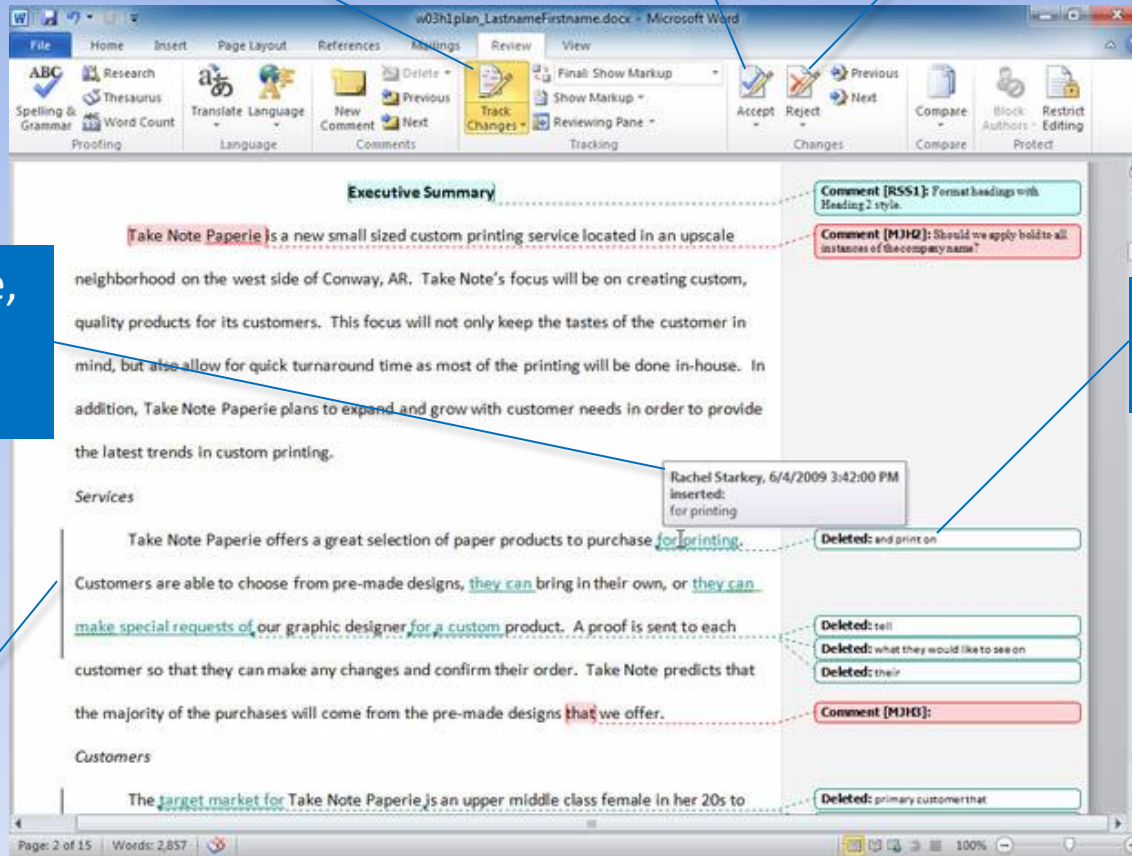
Reviewer's name, date and time of revision

Markup balloon for deletion

Changed lines

Markup Views

Original: Show Markup selected

Display for Review arrow

Deleted text

Inserted text
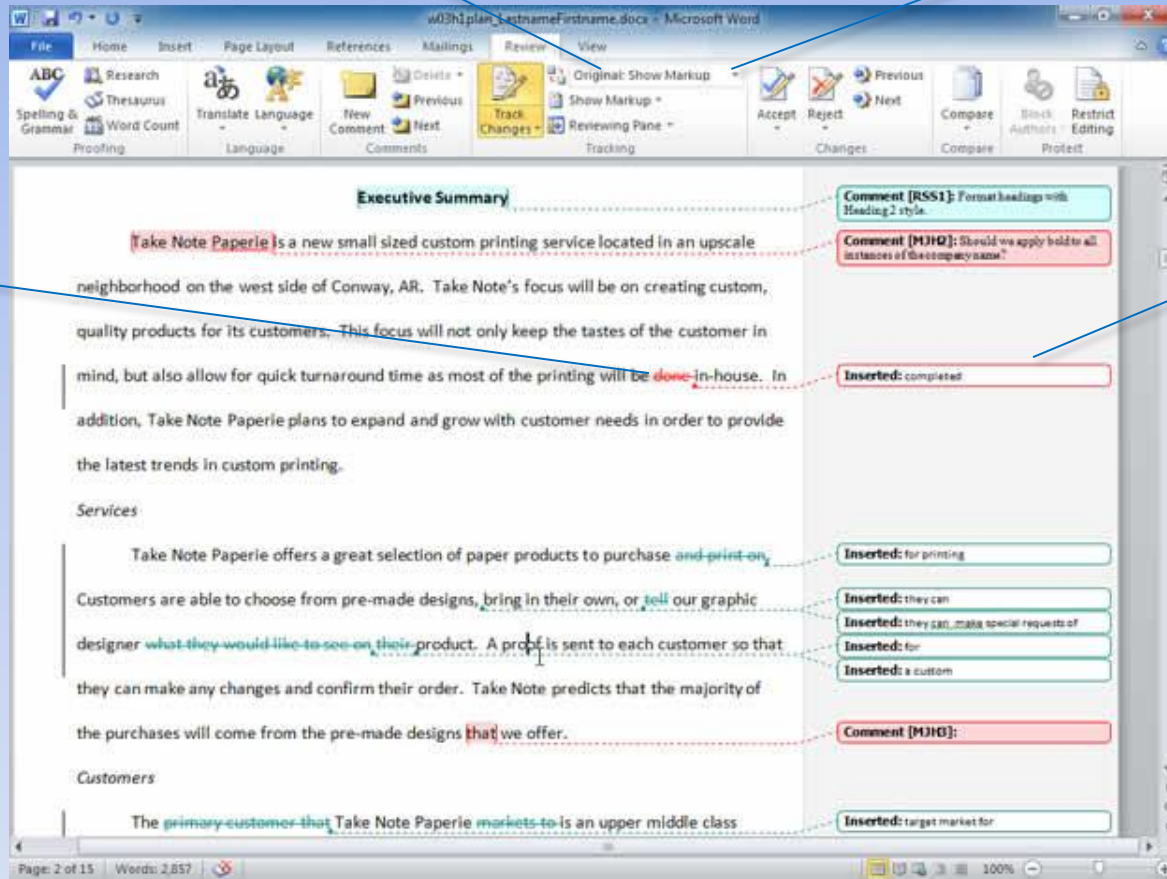
Customize Track Changes

Track Changes arrow
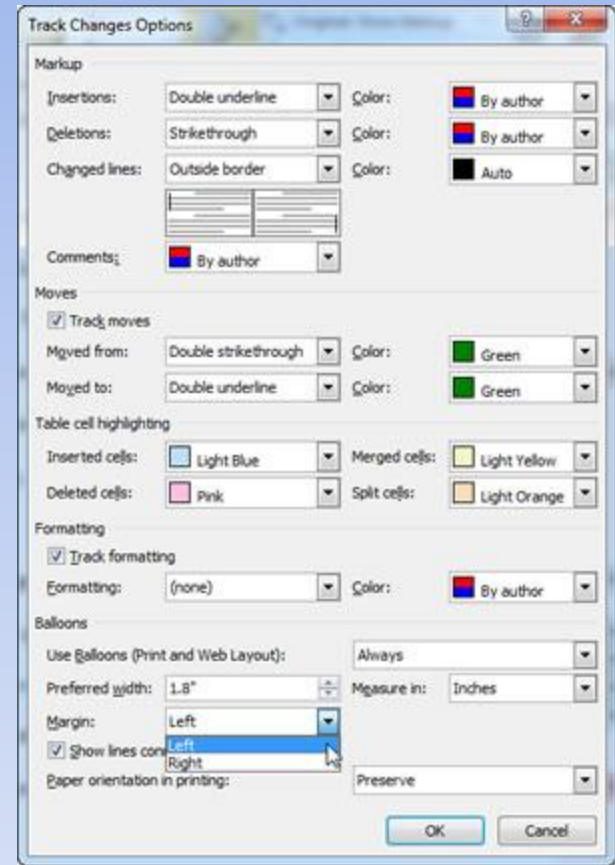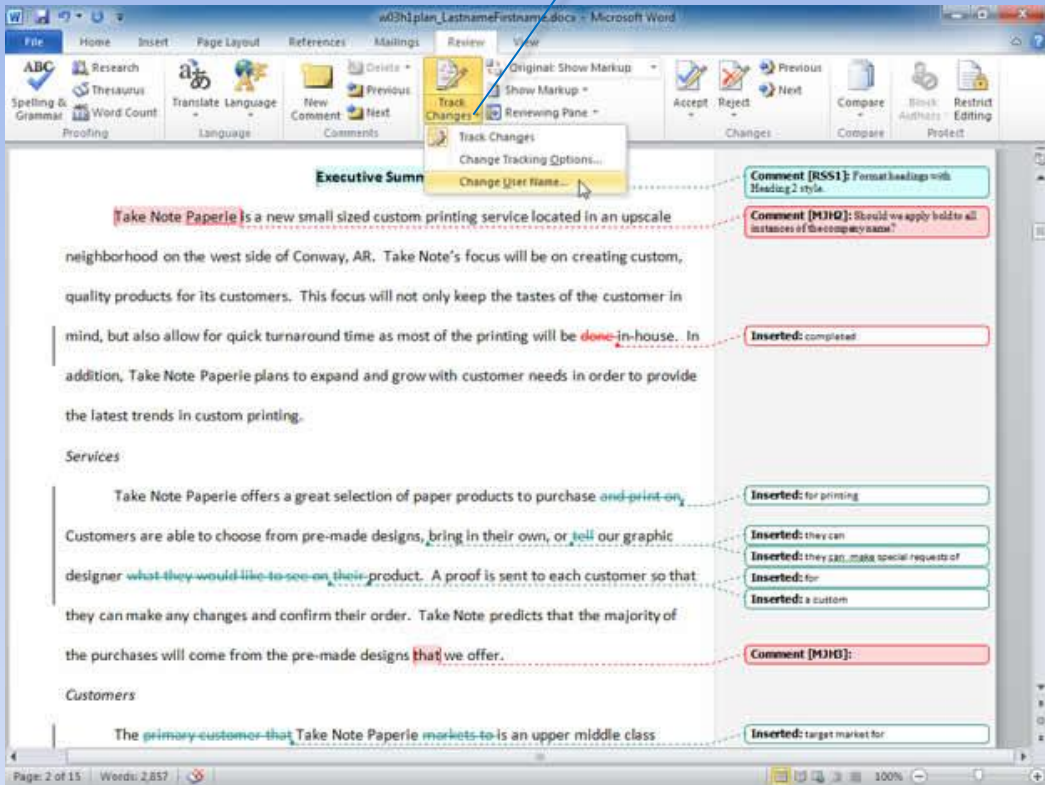
Acknowledging a Source

Insert Citation

Type of Source

Fields for bibliography

Share and Search for Source

Master List

Current List

Source Manager

Search: [   ]   Sort by Author [▼]

Sources available in: Browse...   Current List
w03h2planmasterlist

Marketing Teacher Ltd. (2000)   Copy ->   Abrams, R.; Getting the Dirt on Your Market
BusinessBureau-uk (2002)
Abrams, R.; Getting the Dirt on Your Market (2007)   Delete
Walden, J.; Something Blue Inc. (2007)
                                                 Edit...

                                                 New...

                                        ✓ cited source
                                        ? placeholder source

Preview (APA):

Citation: (Marketing Teacher Ltd., 2000)

Bibliography Entry:

Marketing Teacher Ltd. (2000). Retrieved March 31, 2012, from http://www.marketingteacher.com/Lessons/lesson_place.htm

                                                                    Close

Bibliography

Writing Styles

Common writing styles

Style arrow
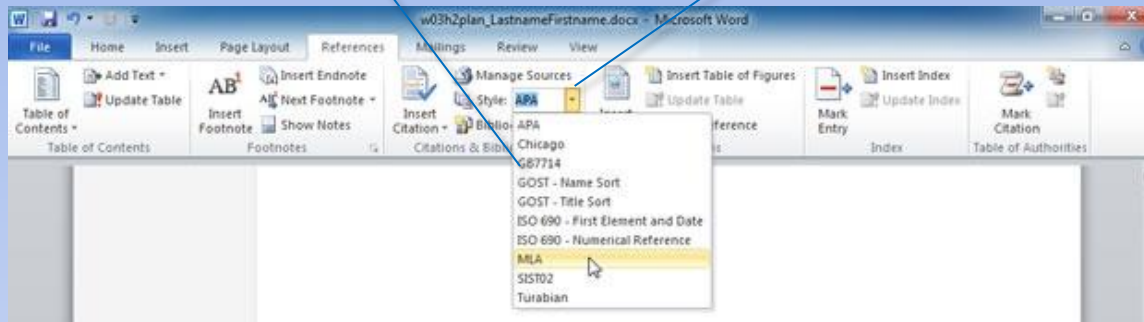
Footnotes and Endnotes
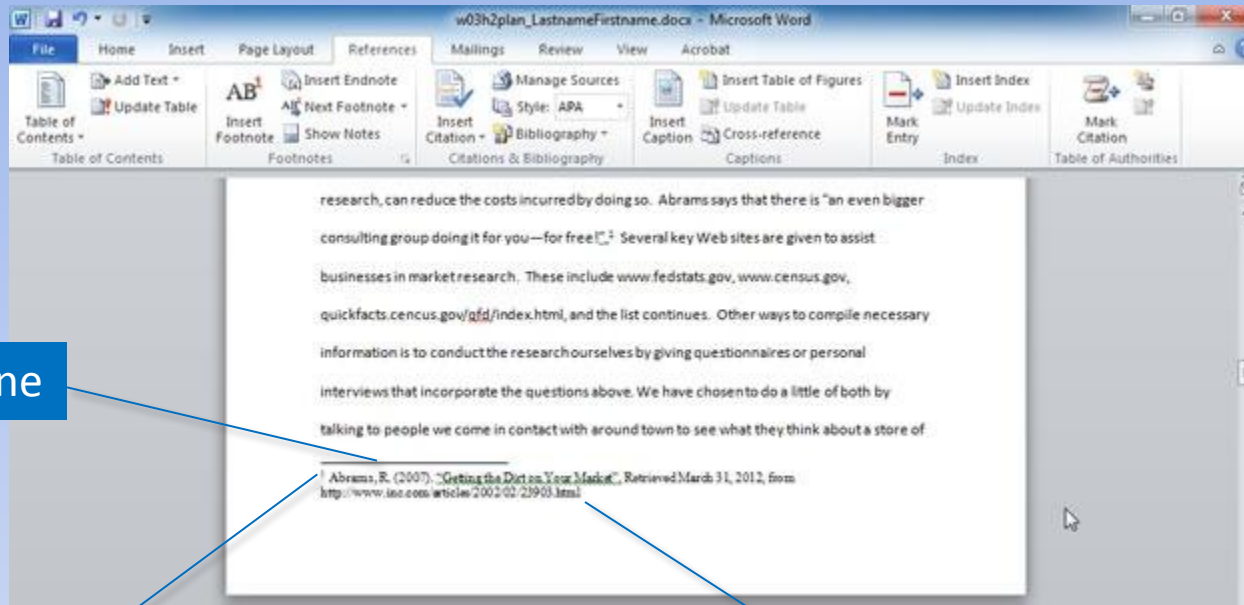
Separator line

Footnote number

Footnote text

Footnotes and Endnotes

Footnotes & Endnotes Dialog Box Launcher

Table of Contents

Fancy

Table of Contents

Formal

Table of Contents

Modern

Table of Contents

Simple

Table of Contents

Index

Fancy

Formal

Modern

Simple

Exploring Microsoft Office Word 2010
by Robert Grauer, Michelle Hulett, and Mary Anne Poatsy

Chapter 4
Document Productivity

Objectives

- Insert a table

- Format a table

- Sort and apply formulas to table data

- Convert text to a table

Objectives (continued)

- Select a main document

- Select or create recipients

- Insert merge fields

- Merge a main document and data source

Tables

Insert a Table

Select cells for table size

Insert Table

Size in rows and columns

Select a Table

Table Move handle

Design

Layout
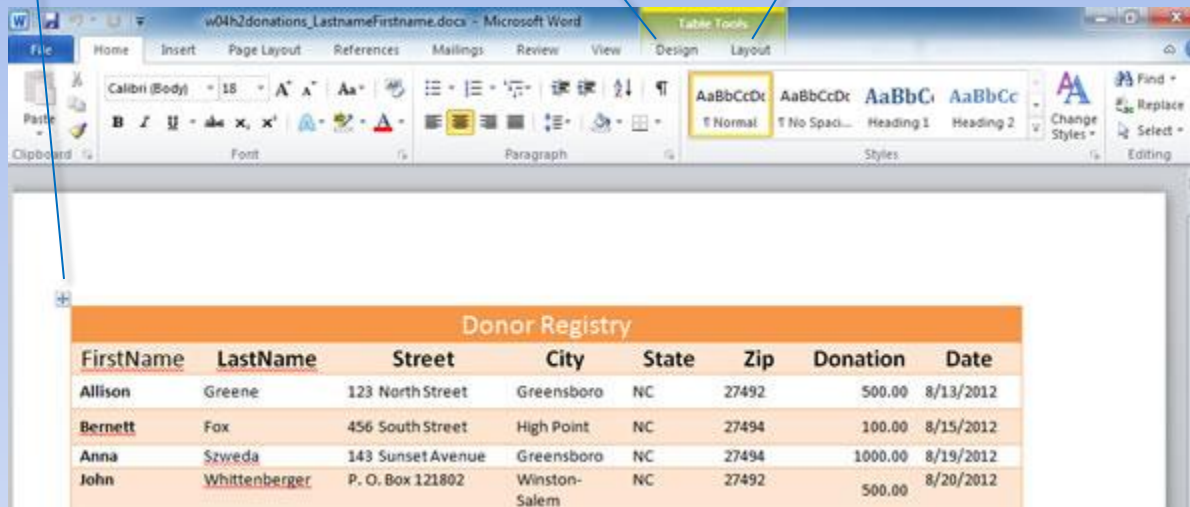
Insert and Delete

Delete

Insert commands

Layout

Merge and Split Cells

Merge Cells

Split Cells

Selected cells

Change Height and Width

Wrapped data

Table Row Width

Table Column Width

Formatting a Table

Table Tools Design

Styles

More

Shading

Borders

Live Preview

Table Position and Alignment

Properties

Cell alignment options

Text Direction

Cell Margins

Table alignment options
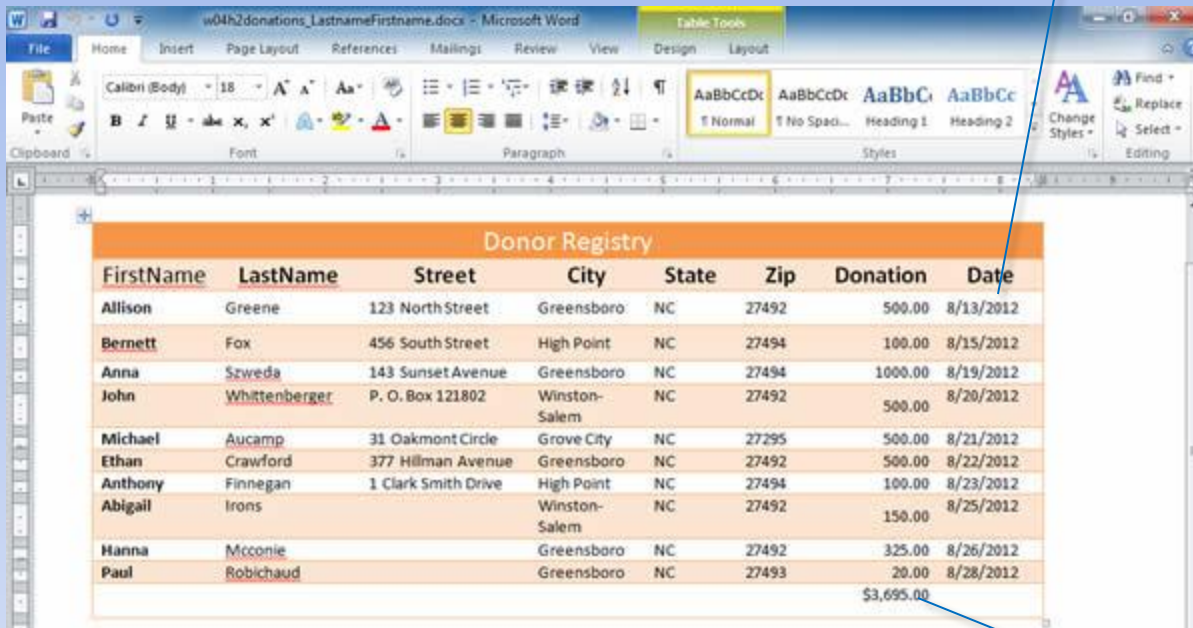
Custom indent

Text wrapping options
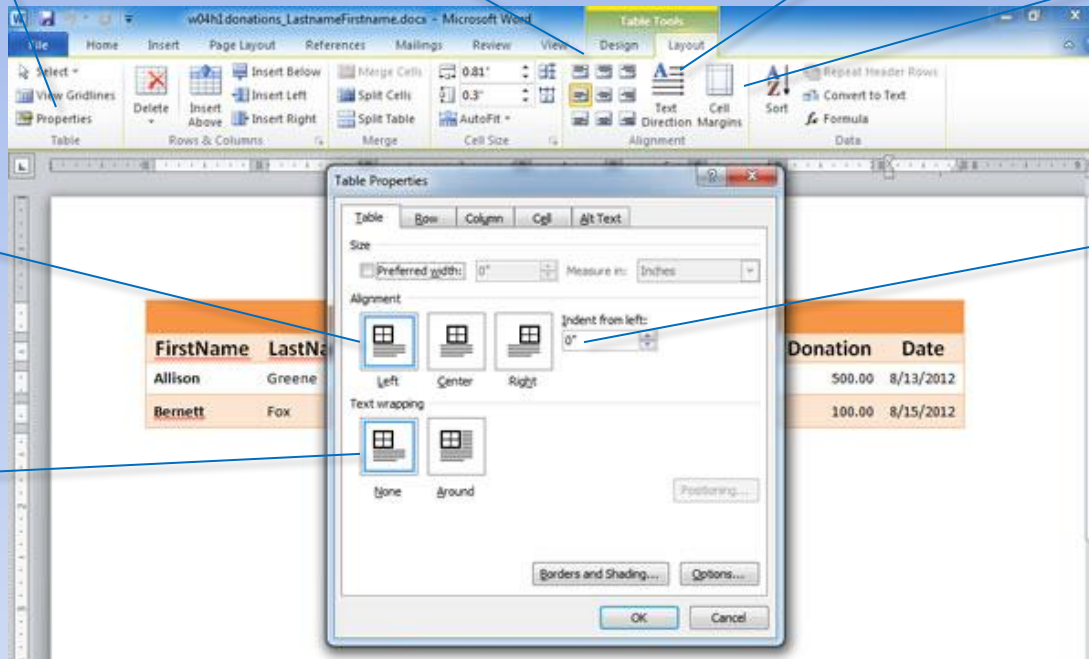
Sorting and Applying Formulas

Sorted by date

Formula calculates total

Calculate with Table Formulas

Sort Data

Sorted in ascending order by date

Sorting Data (continued)

Sort by list

Header row selected
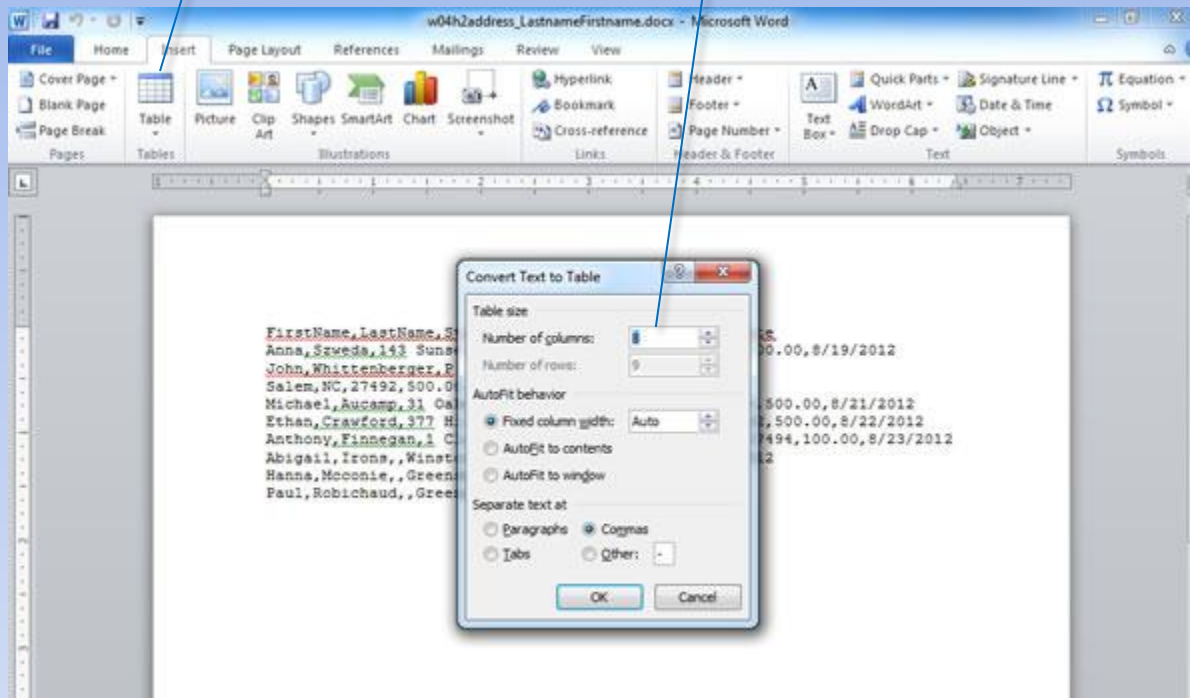
Table data selected
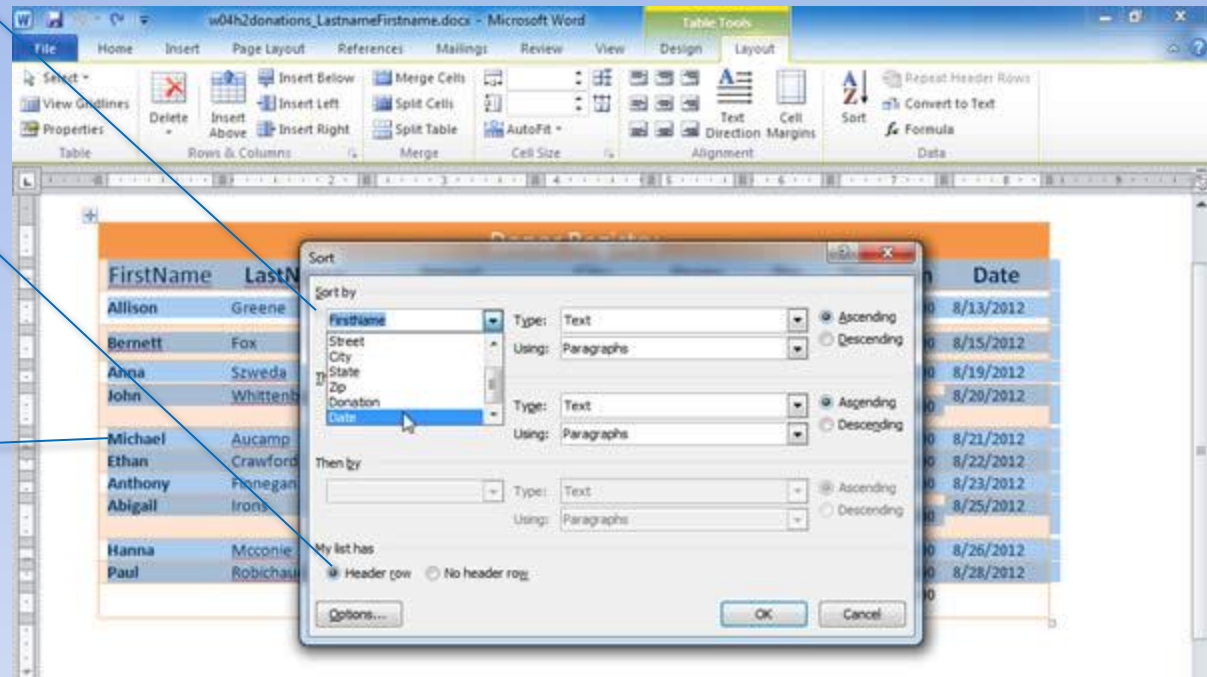
Convert Text to Table

Mail Merge

1/29/2010

«AddressBlock»

Dear «FirstName»,

On behalf of the Community Disaster Relief Center and all recipients of their services, I want to say Thank You! Your donation of $«Donation» on «Date» has been a wonderful gift to our organization and will provide many people with much needed support during times of great need or disaster.

We hope that you will tell your friends and associates about the important work of the Community Disaster Relief Center and will make us your charity of choice so that when you are ready to make another donation, your thoughts will turn to us again. Also, don't forget about us when you begin estate planning. Your tax receipt is attached. Thank you again for your donation.

Wacey Rivale
Director of Fundraising

Merge fields

COMMUNITY DISASTER RELIEF

1111 Huntington Drive, Greensboro, NC 27494 • (336) 555-4321 •

Mail Merge (continued)

Fields to merge

FirstName	LastName	Street	City	State	Zip	Donation	Date
John	Whittenberger	P. O. Box 121802	Winston-Salem	NC	27492	500.00	8/20/2012
Anna	Szweda	143 Sunset Avenue	Greensboro	NC	27494	1000.00	8/19/2012
Paul	Robichaud		Greensboro	NC	27493	20.00	8/28/2012
Hanna	Mcconie		Greensboro	NC	27492	325.00	8/26/2012
Abigail	Irons		Winston-Salem	NC	27492	150.00	8/25/2012
Allison	Greene	123 North Street	Greensboro	NC	27492	500.00	8/13/2012
Bernett	Fox	456 South Street	High Point	NC	27494	100.00	8/15/2012
Anthony	Finnegan	1 Clark Smith Drive	High Point	NC	27494	100.00	8/23/2012
Ethan	Crawford	377 Hillman Avenue	Greensboro	NC	27492	500.00	8/22/2012
Michael	Aucamp	31 Oakmont Circle	Grove City	NC	27295	500.00	8/21/2012

Mail Merge (continued)

9/29/2012

Michael Aucamp
31 Oakmont Circle
Grove City, NC 27295

Dear Michael,

On behalf of the Community Disaster Relief Center and all recipients of their services, I want to say Thank You! Your donation of $500.00 on 8/21/2012 has been a wonderful gift to our organization and will provide many people with much needed support during times of great need or disaster.

We hope that you will tell your friends and associates about the important work of the Community Disaster Relief Center and will make us your charity of choice so that when you are ready to make another donation, your thoughts will turn to us again. Also, don't forget about us when you begin estate planning. Your tax receipt is attached. Thank you again for your donation.

Wacey Rivale
Director of Fundraising

9/29/2012

Ethan Crawford
377 Hillman Avenue
Greensboro, NC 27492

Dear Ethan,

On behalf of the Community Disaster Relief Center and all recipients of their services, I want to say Thank You! Your donation of $500.00 on 8/22/2012 has been a wonderful gift to our organization and will provide many people with much needed support during times of great need or disaster.

We hope that you will tell your friends and associates about the important work of the Community Disaster Relief Center and will make us your charity of choice so that when you are ready to make another donation, your thoughts will turn to us again. Also, don't forget about us when you begin estate planning. Your tax receipt is attached. Thank you again for your donation.

Wacey Rivale
Director of Fundraising

Selecting a Main Document

Categories of documents

Wizard

Using the Wizard
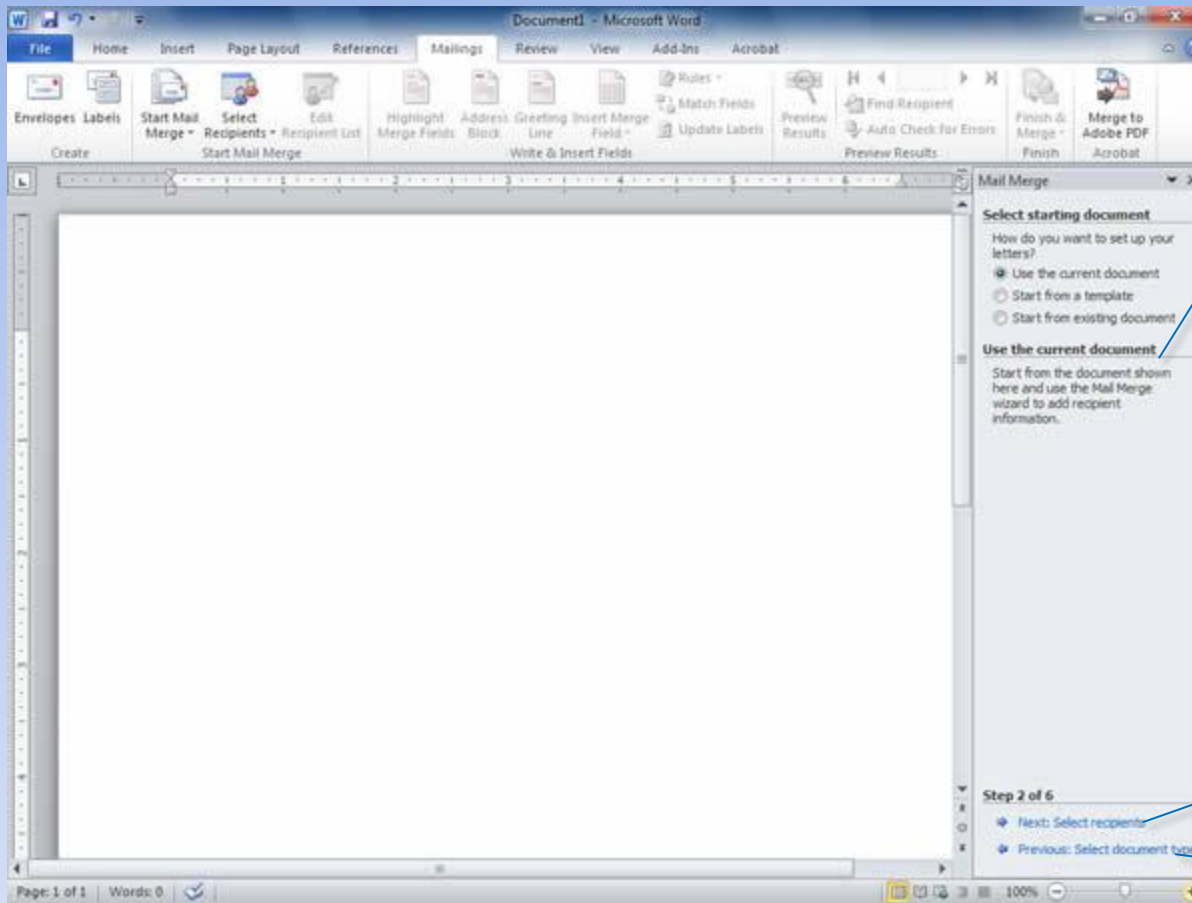
Directions

Next

Previous

Selecting Recipients

Fields

Header row

Record

Create a Data Source

Editing a Data Source

Using an Excel Worksheet

Using an Access Database

Field names

Data in table format

Database Tables and Queries

Select Table

Name	Description	Modified	Created	Type
500 club		7/15/2009 11:33:01 PM	7/15/2009 11:31:45 PM	VIEW
Donors		1/30/2010 12:43:39 AM	7/15/2009 11:27:39 PM	TABLE
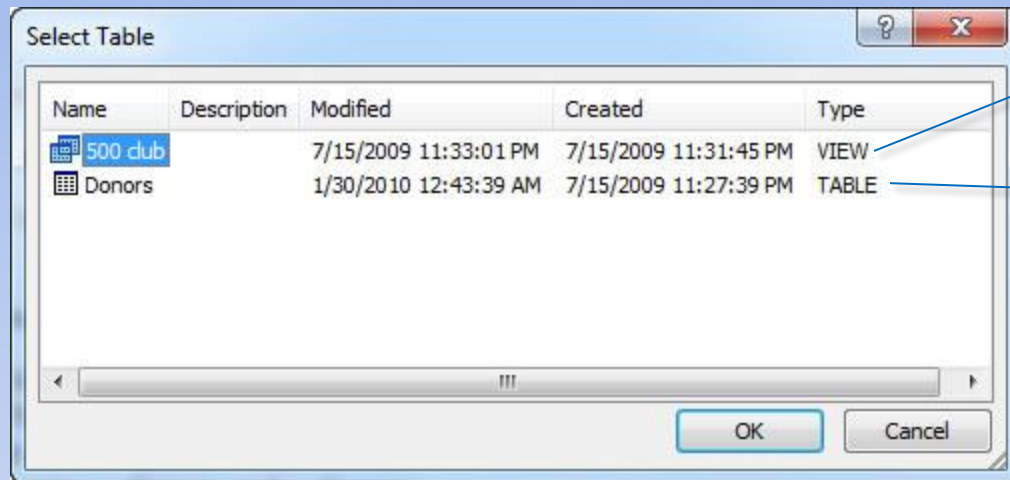
Query results

Database table

OK   Cancel

Match Fields with Database
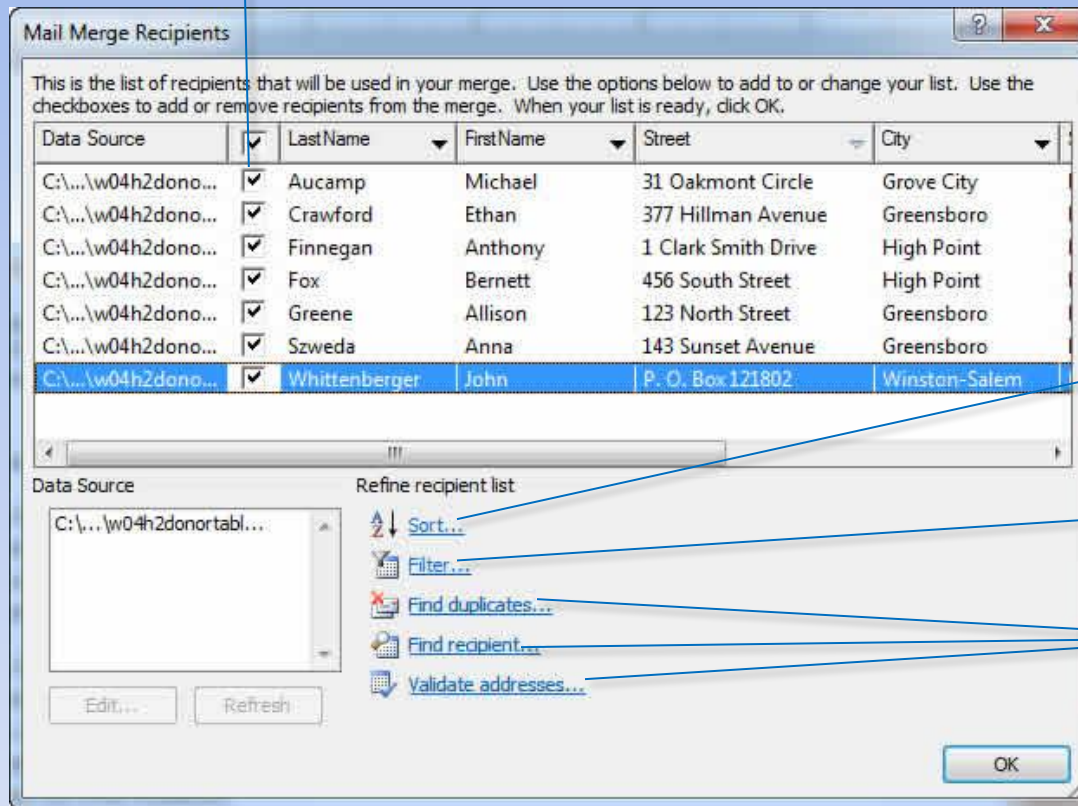

Database fields

Match Fields
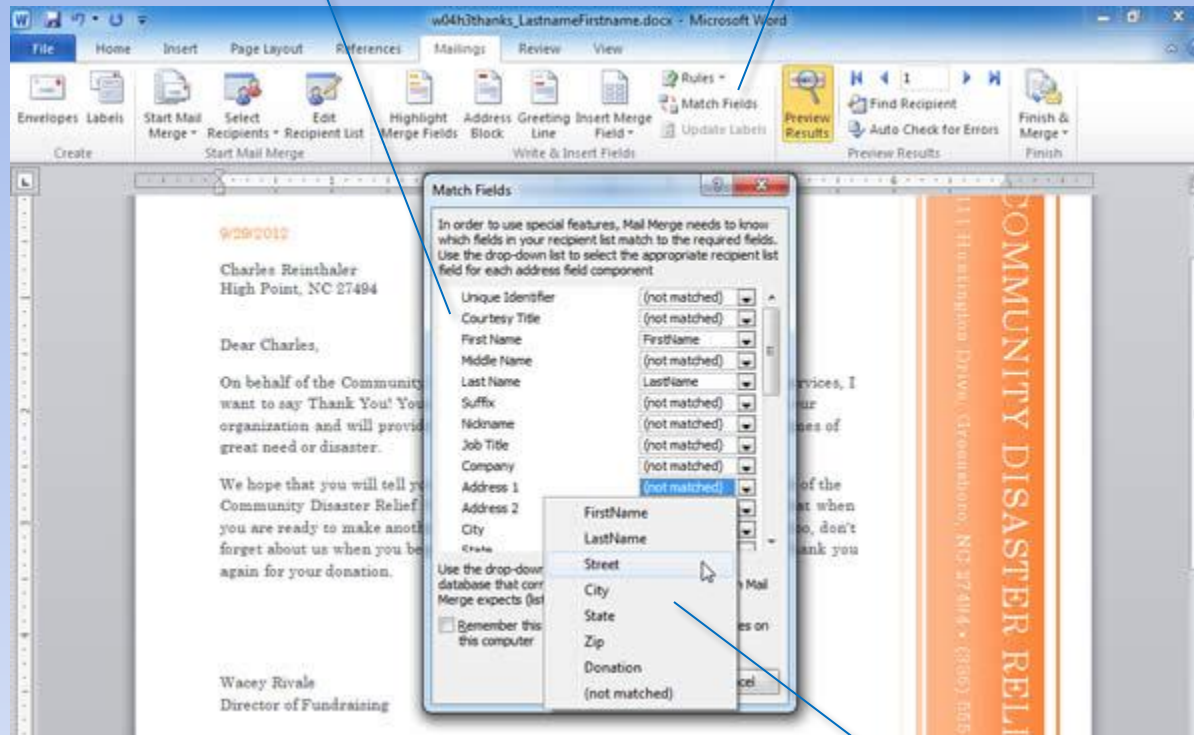
Fields in the recipient list

Sorting and Filter Records

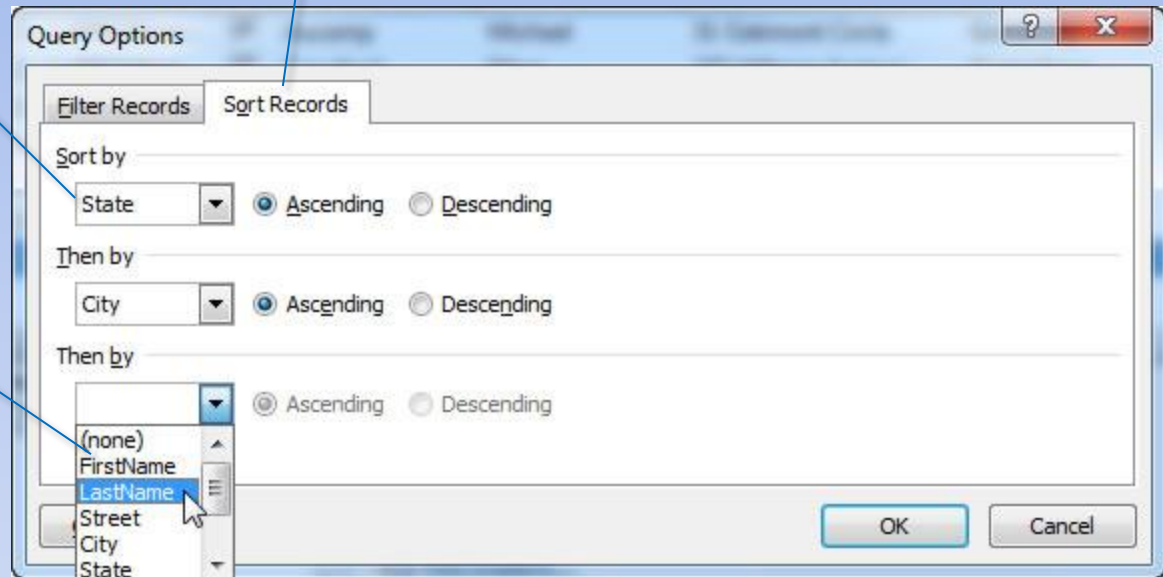Remove check to omit recipient

Sort
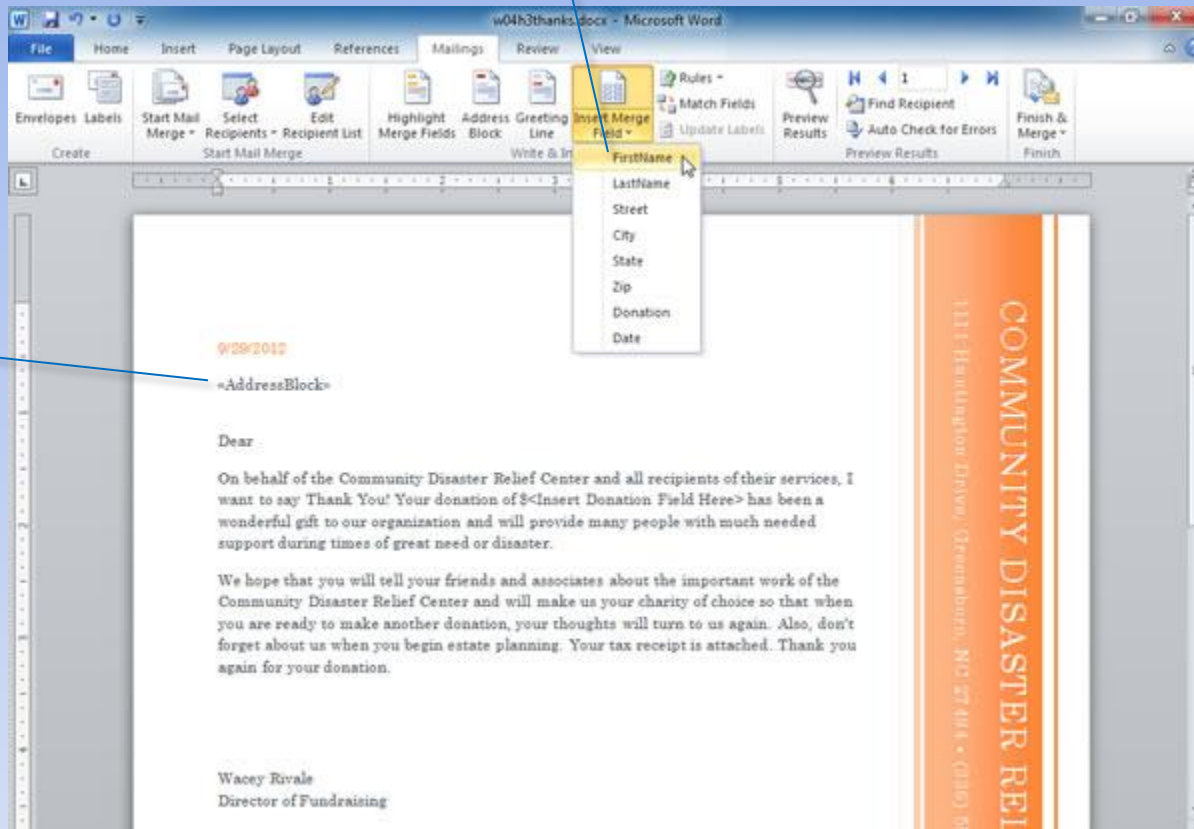
Filter

Additional options

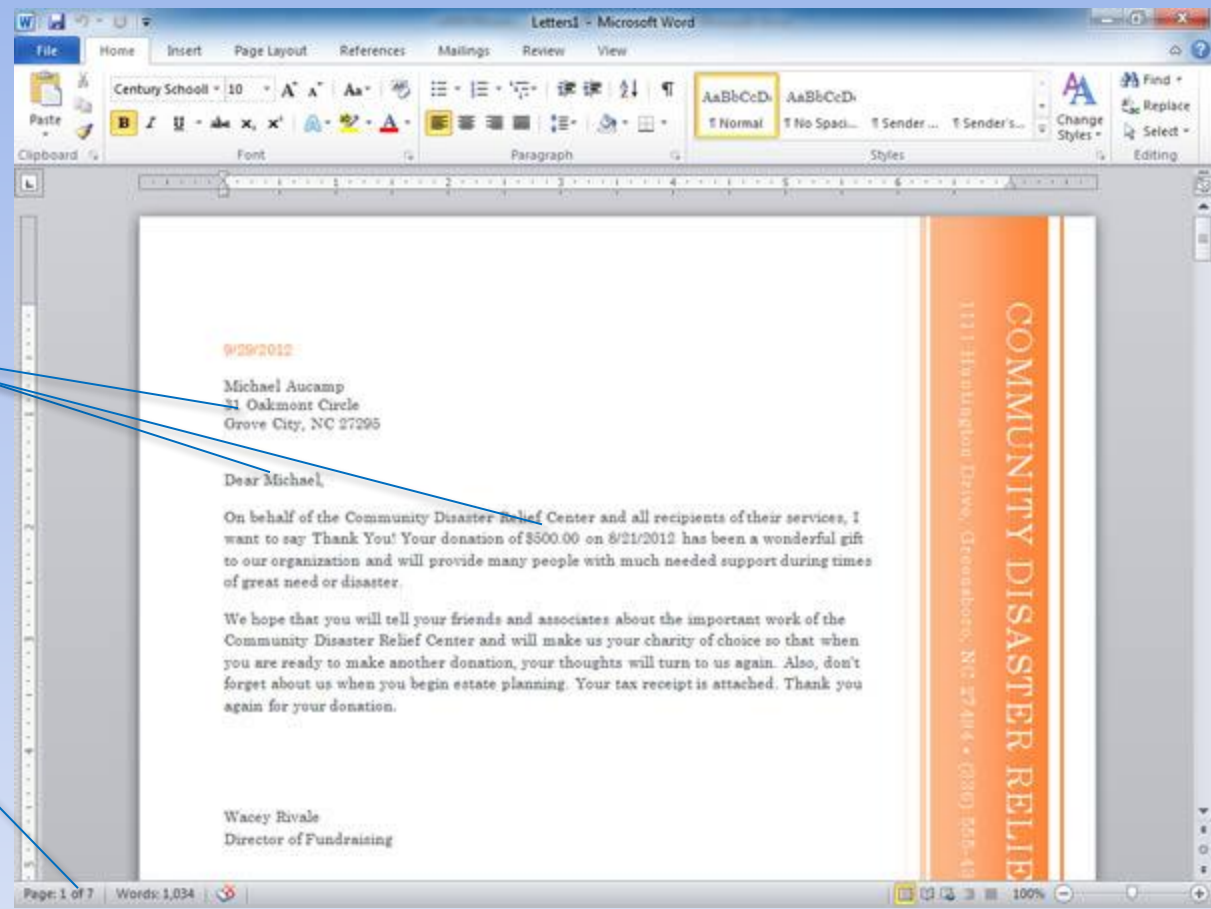# Sorting the Data Source

Inserting Merge Fields

Available fields in data source
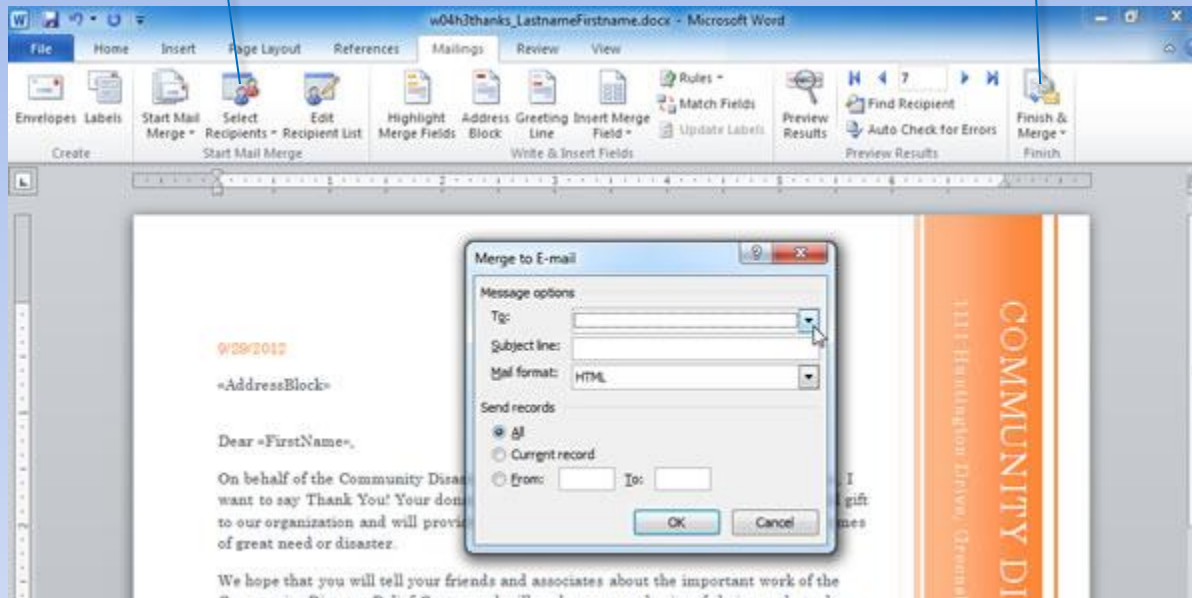
Merge field

Merging

Merged fields

Documents merged

Merging to E-mail

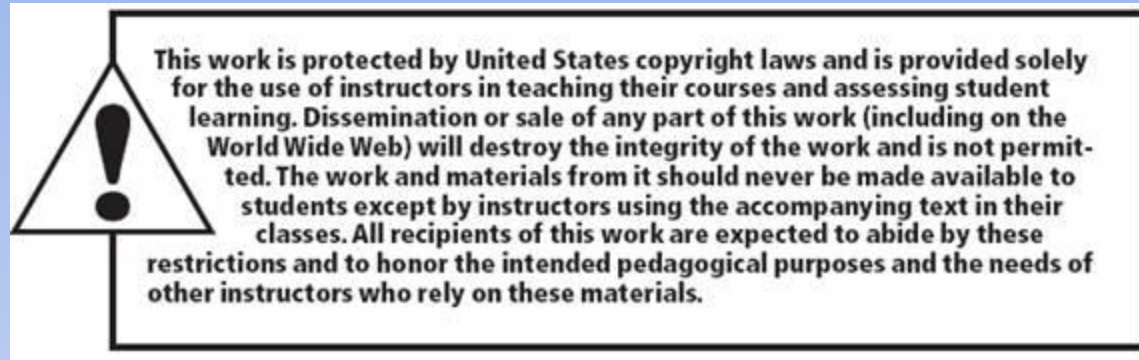

Select Recipients

Finish & Merge

Summary

- Tables organize information, making it easy to read and understand.

- Mail merges save time and energy when preparing personalized documents.

Questions

Copyright

Figure Captions
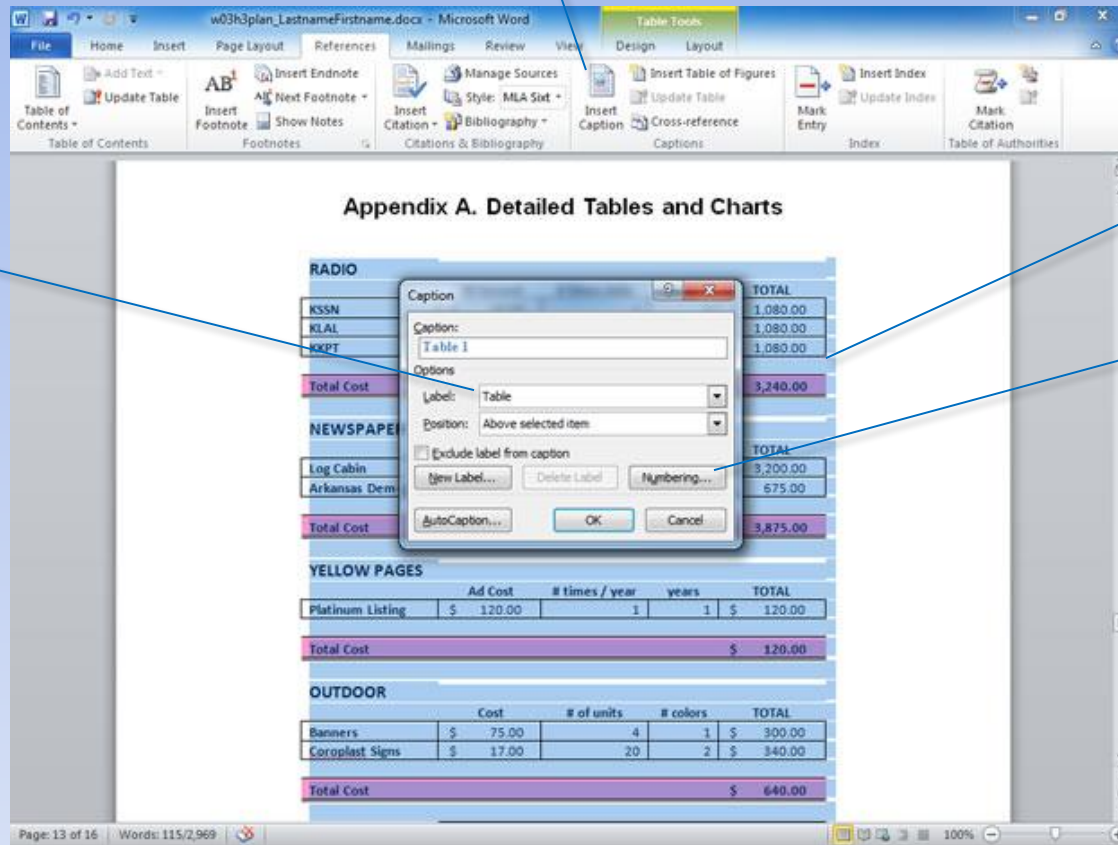

Insert Caption

Chart selected

Label

Numbering

Table of Figures
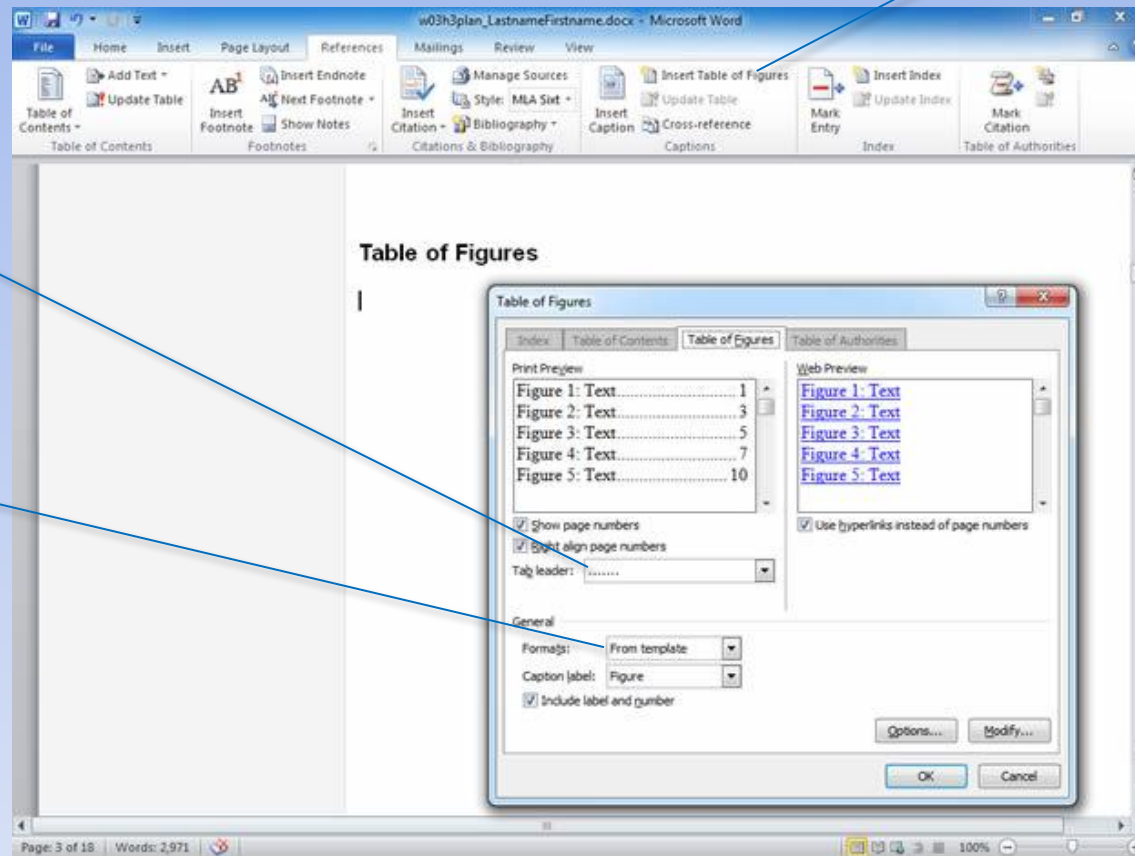

Insert Table of Figures
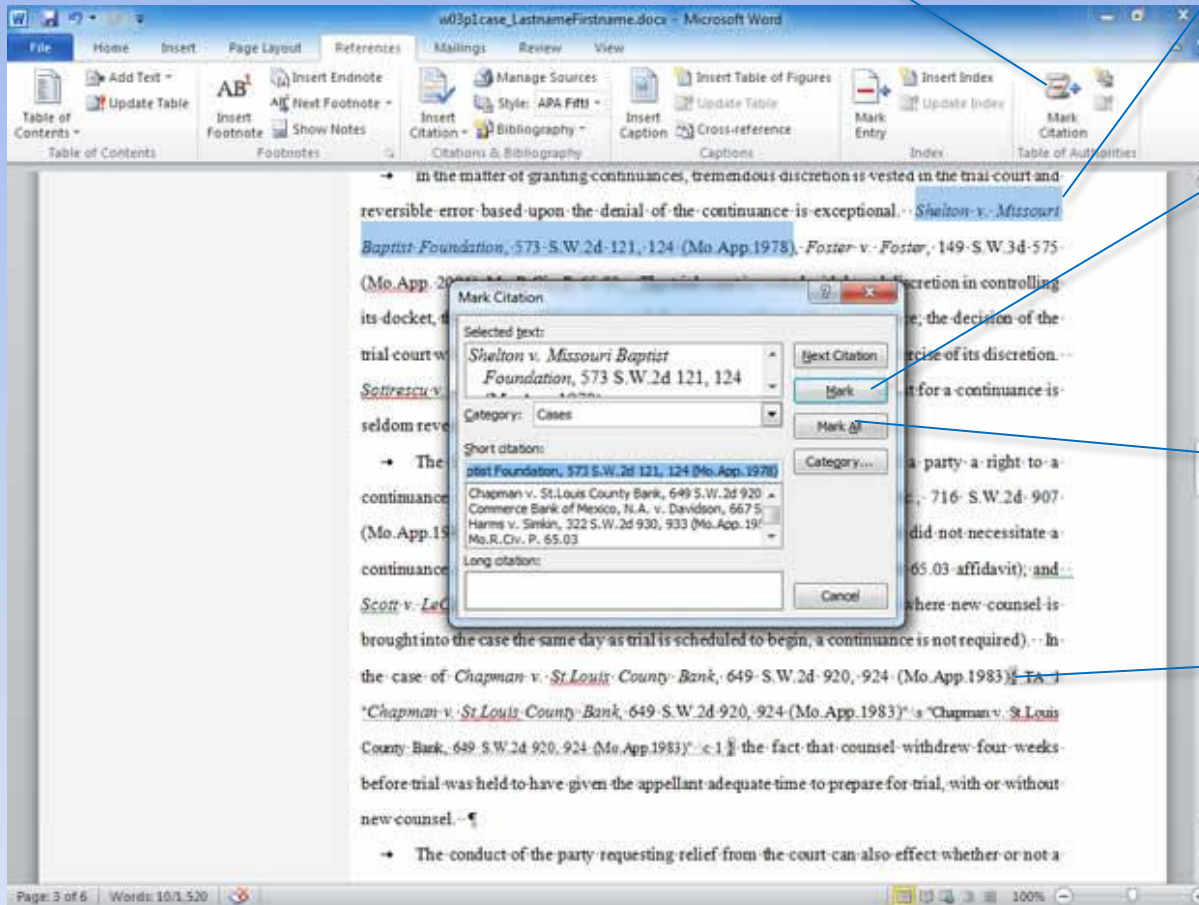
Tab leader style

Formats

Table of Authorities

Mark Citation

Selected text

Mark the selected entry

Mark all entries to the same case in document
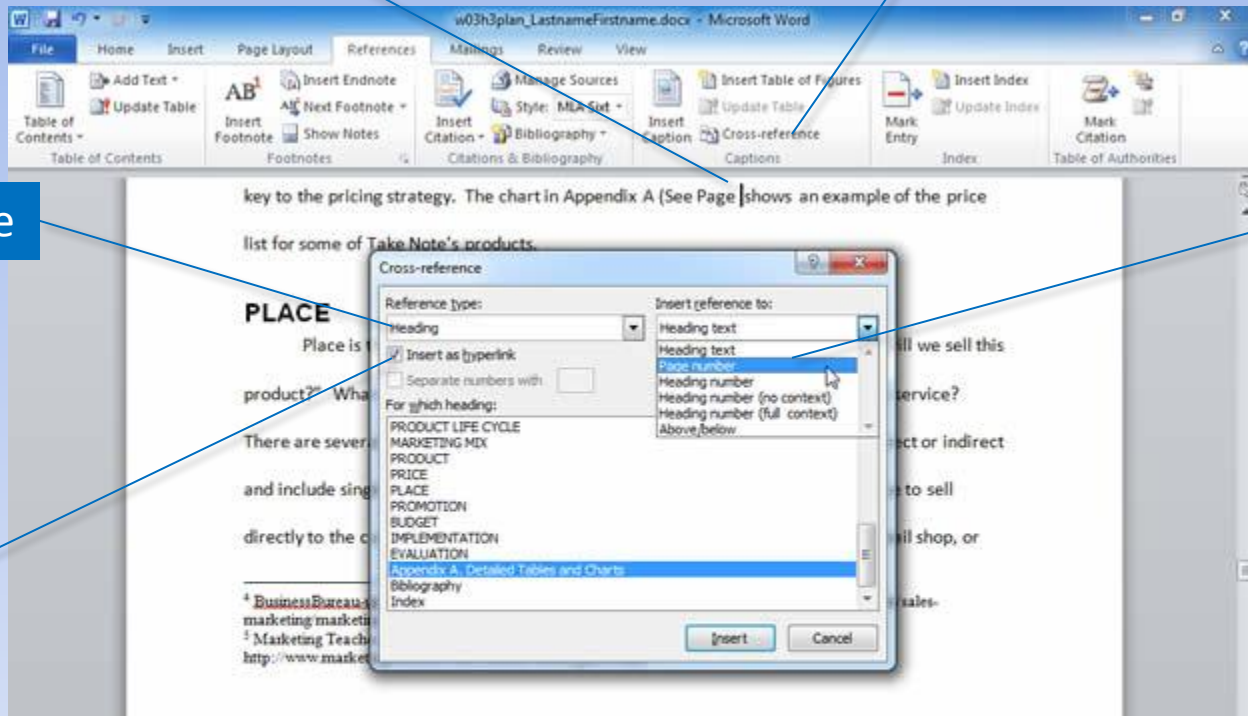
Case denoted by braces

Cross-References

Insertion point where page number will display

Cross-reference
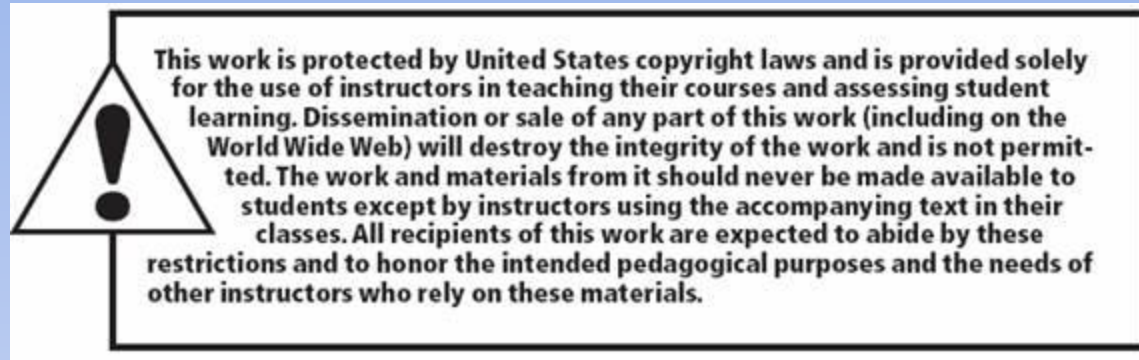
Reference type

Hyperlink

Reference element

Summary

- Collaboration features enable you to insert comments and track changes in a document.

- Tools, such as footnotes, endnotes, and bibliographies, enable you to acknowledge sources.

- Supplemental document components assist readers in finding information.

Questions

Copyright