I. Microsoft Word Intermediate: Recap

Ribbons

"Ribbons" refers to the band of options at the top of the Word 2010 screen:

Ribbons are like drawers in your kitchen. You wouldn't find cutlery in the same drawer as pots and pans.. Similarly, Word has lots of tools and has organized them into "drawers" called Tabs. The Home Tab is shown above, and it contains the most commonly used tools needed to create and format a document. You can mouse over the symbols representing these tools to get a mini-description of what they do.

Tabs

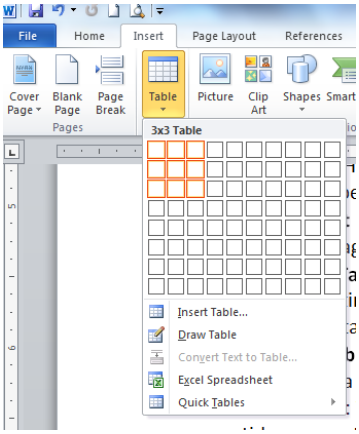
- **File Tab**: This is where you access tools related to the whole file you're working on. Here you can save your document, open a new one, go to a document recently worked on, print, and so on.
- **Home Tab**: This is where the most commonly used formatting tools can be found. Here you can select a font or font size, align your text, choose a style, and much more.
- **Insert Tab**: Here you can insert things into your document like pictures, clipart, headers, footers, page numbers, special symbols and other objects.
- **Page Layout Tab**: This is where you can make choices about how your information will be laid out on the page. Page orientation, watermarks, paragraph indenting, and so on are found here.
- **Reference Tab**: This is mostly used in academic writing for inserting endnotes, footnotes, and so on. If you're creating a long document, you might want to use Styles in the Home tab, and then have Word generate a table of contents for you.
- **Mailings Tab**: This is mostly used for mail-merge functions where a list of addresses is automatically inserted to a pre-written letter or ad.
- **Review Tab**: This is where editorial tools are located. You can use the spelling and grammar tools to tidy up your text, or use the track changes system for collaborative editing.
- **View Tab**: This is where you will find tools that change how your document looks on your screen without affecting the final product. That is, you can zoom in and out, put on ruler guides to help you align objects, and so on.
- **Picture Tools Tab**: This tab only appears if you have a picture selected. It provides tools to size, frame, or otherwise adjust your selected picture.
- **Table Tools Tab**: A Design and a Layout Tab appears when you are working within a table. This is where you can alter what the table will look like, or size cells and so on.

Tables

Tables are commonly used in two main ways in Word: to organize data into an easily accessible grid format, or to align text in professional looking ways.

Insert Table

To put a table in your document, use the **Insert Tab:**



Mouse over the number of rows and columns you'd like, and simply click. The table will appear in your document.

You can then populate the cells of the table with the data you're presenting:

Bill	Smith	604-999-9999
Tony	Bennet	604-888-8888
Roy	Halder	604-777-7777

Tables as a Layout Tool

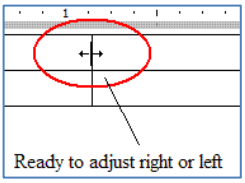
Another way tables are commonly used in Word is as a layout tool. An example of this is immediately above. The screencapture image (showing the Insert Table function) is in the left side of a two column, one row table, and the text (along with the table of names and numbers) is in the right side. The lines are simply not visible.

Why bother using a table in this way?

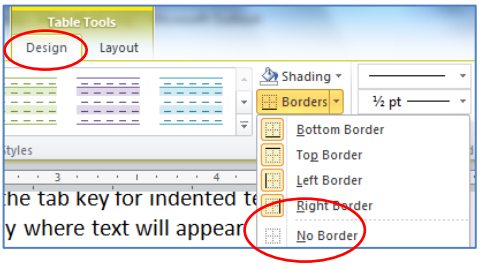
- In a professional document, using the tab key for indented text probably won't be exact enough. Tables allow you to dictate precisely where text will appear
- Aligning text next to an image can be difficult. Using a table makes it easy
- In a complex document, you can insert several tables as above, making it easy to have blocks of text and images dispersed throughout the page

To use a table for text layout:

- Insert a table as above (Insert Tab > Tables > select needed rows and column, then click)

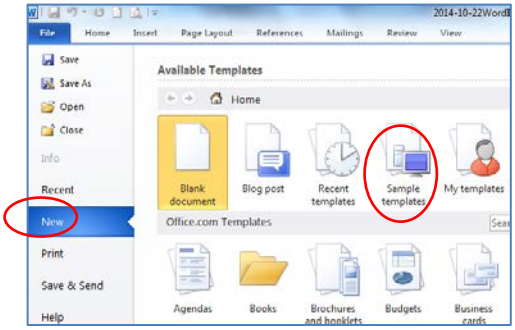


- Size the columns as appropriate:
  - The easiest way to do this is mouse over the column line until your cursor changes shape from an arrow or I-Beam to a double-arrow facing left and right
  - Drag the column to the size desired
- Insert your photos, objects, or pieces of text into the parts of the table
- To make the lines of the table invisible, choose the Table Tools / Design Tab (your cursor must be within the table to make this Tab appear). Click on "Borders" then on "No Border." Alternately, you can right-click within the table and select "Borders and Shading" > "None."



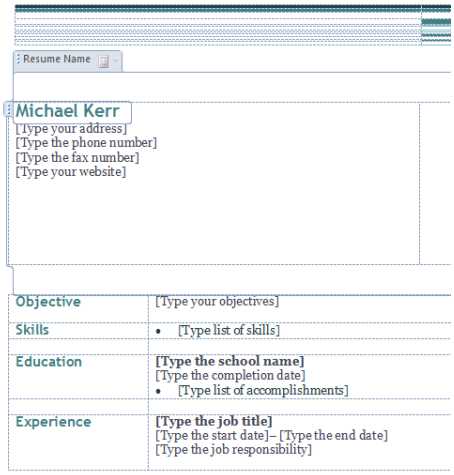
Templates

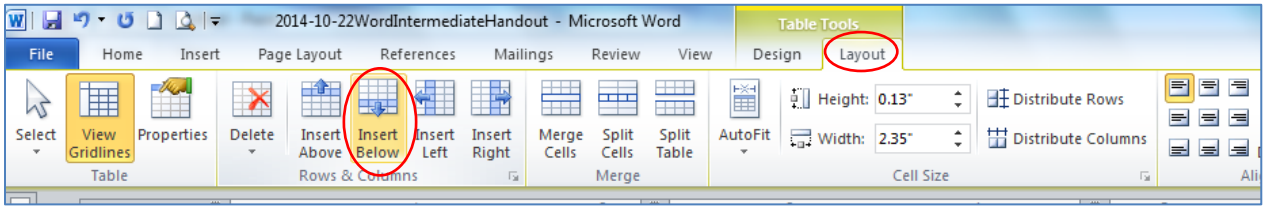
Templates are preformatted documents laid out for you to adapt to your own purposes. Word supplies a large number of templates that



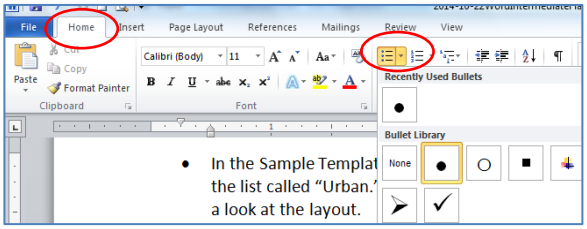
will be useful to a small business, and these are grouped into similar styles. Go to the File Tab, and select "New" to access the templates. Some are built into the program, and some are available online (at Office.com).

- In the Sample Templates, you'll find a group at the bottom of the list called "Urban." Click on the "Urban Resume" and take a look at the layout.
- You'll find that the resume uses two tables to format the data to be entered. We know the document uses tables because we can see the dotted outline of the tables, and because the Table Tools are available when the cursor is within the document.
- Let's say you attended three different schools. How do you add cells to the table so these can be recorded? This is where working with tables pays off!
    - Put your cursor in the cell above where you want to add, then use Table Tools > Layout > Insert Below.

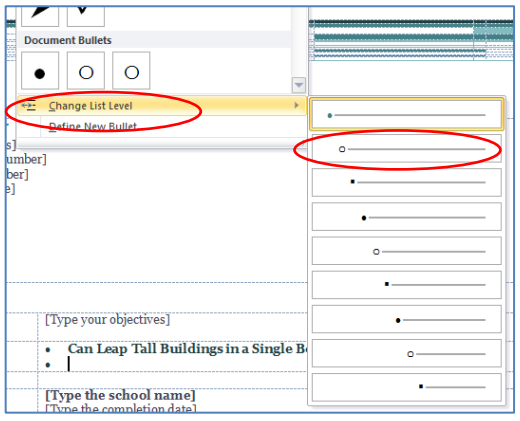




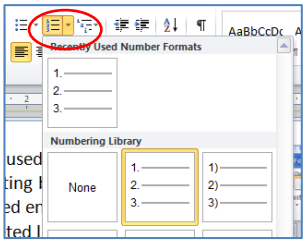
Bullets



- Bullet points are also used within this template. To add bullets to an existing bulleted list, just press "Enter" after a bulleted entry
- To create a new bulleted list, go to the Home Tab and click on the down-arrow next to the bullet icon in the Paragraph group. Here you'll find some optional types of bullets.
    - Sometimes you have sub-points in a bulleted list, and you want these to be indented further and in a different style. You can just make a new bullet point and hit the "Tab" key on your keyboard, or you can enter a new bullet and then click the down-arrow beside the bullets icon. Choose "Change List Level" and make you selection from the options presented.



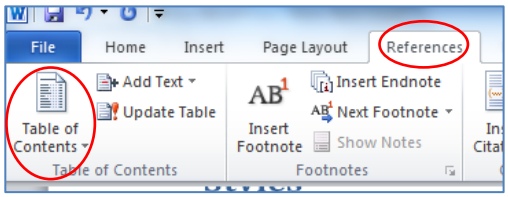
1. Using the numbering icon is also a great strategy if your list is logically ordered that way.
2. To make a numbered list, just select the Numbering icon next to the Bullet icon in the Paragraph group on the Home Tab. As you press Enter at the end of each list item, the next number will appear, ready for the next numbered list item.
3. If you need to go back and insert a list item between two existing numbers, Word will re-number the whole list for you.



Styles

Styles are a group on the Home Tab. Here you can select text to be a title, a Heading 1, Heading 2, Heading 3 and so on. Styles are great for organizing sections of a longer document – they indicate to the reader the levels of importance of a particular section.

- A main advantage to using Styles is that you can create a Table of Contents at the end of a long document. Any text in Heading 1 Style will be so indicated in the TOC, Items in Heading 2 Style will be subordinate to Heading 1, and so on. Simply put your cursor at the place in your document where you'd like the Table of Contents, then go to the References Tab > Table of Contents



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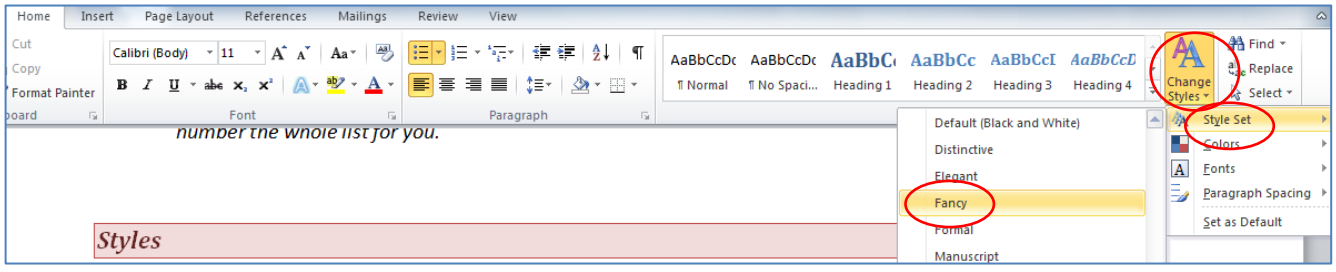
- It's easy to make wholesale changes to the look of your document using Styles as well. Simply go to the "Change Styles" option and mouse over the different Style Sets. Select one and you've changed all the headers and sub-headers all at once. Using Styles makes these changes easy.



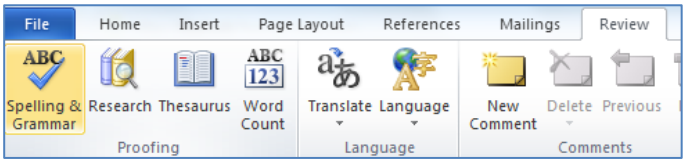
Review

The Review Tab has handy tools to help you with the editorial process.

Personal Editing

- The Proofing group is great for your personal edits. Here you'll find tools like "Spelling & Grammar," "Thesaurus," and so on. On important documents, it's always a good idea to do a spell check prior to

sending your text out into the world…. To do so, click on the Review Tab, then on Spelling & Grammar. Word will go through your document making suggestions for misspelled words or sketchy grammar.

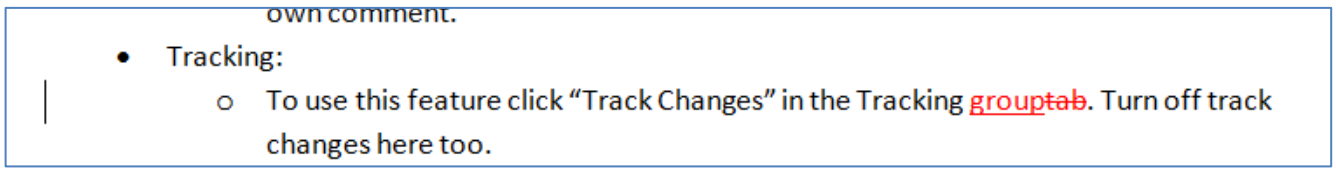


- Thesaurus is also a really handy tool. If you find yourself overusing a word, or if you know there is a better word to describe a concept, click on the word, then on Thesaurus, and Word will provide alternatives. Shift F7 also gives you the Thesaurus.

Collaborative Editing

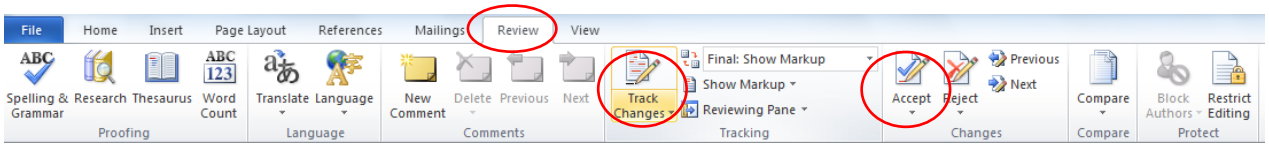
The Review tools are also commonly used for collaborative projects. Comments are one way this can be done – the composer of the document can submit the text to an editor, who can insert Comments, which appear like voice bubbles, outlining their concern, compliment, question, or whatever. Track Changes is another main way collaborative editing is done.

- To use Comments, simply put your cursor to the place related to your comment, then click "New Comment" in the Review Tab. When the writer has reviewed the comment, they can delete it
- Track Changes is an ingenious system where the editor can make changes in the document such that the writer can easily see the changes. The changes can be accepted or rejected.


own comment.

- Tracking:
  - To use this feature click "Track Changes" in the Tracking group~~tab~~. Turn off track changes here too.

- To turn on Track Changes, go to the Review Tab and click on "Track Changes" in the Tracking group. Once this feature is turned on, changes to the document will appear in red, and the original writer will be able to Accept or Reject the change.



- To turn Track Changes off, just click on the Track Changes icon again.

V. Learn More about Word

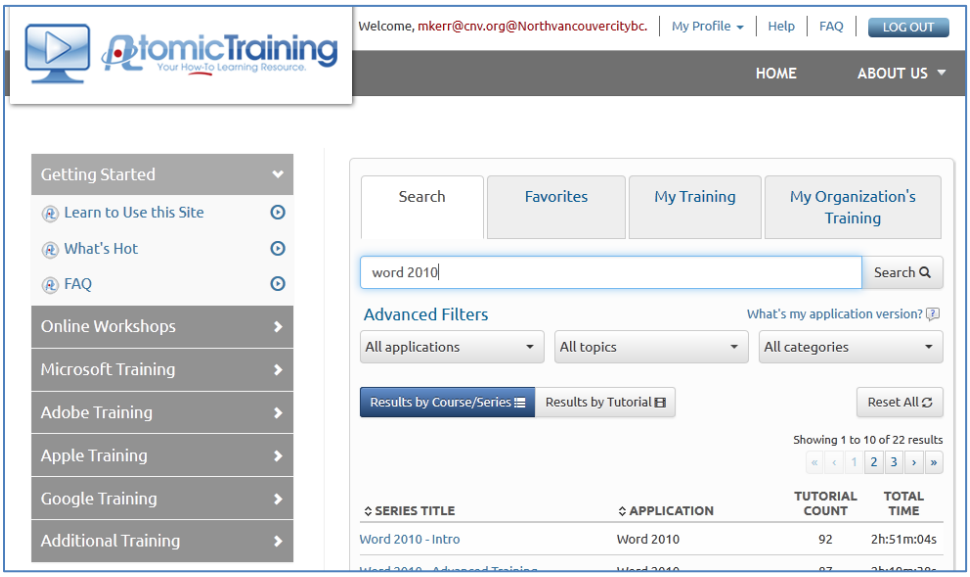
On the Internet:

- http://www.gcflearnfree.org/word2010 - great text lessons with videos.
- http://office.microsoft.com/en-us/training/ - Official Microsoft site – Scroll down and select the "Word 2010" training
- http://www.dummies.com/how-to/computers-software/ms-office/Word/Word-2010/All-Word-2010.html - Online tutorials for a vast number of topics in Word from the "for Dummies" people
- http://pcclassesonline.com/category/microsoft-office/ PC Classes Online provides some great online tutorials on a wide variety of topics

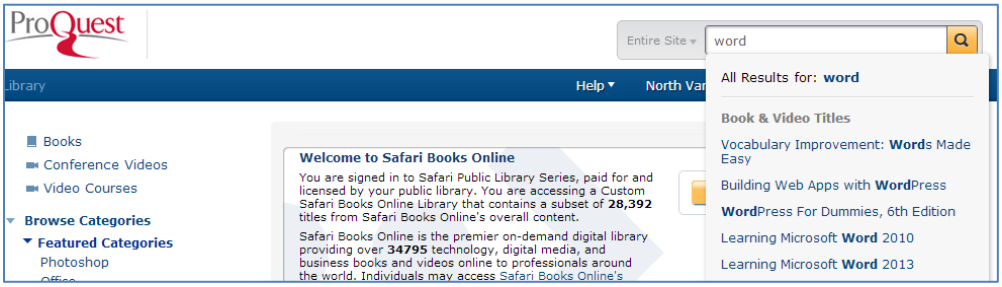
At **North Vancouver City Library**:

Check out our Class Resources: www.nvcl.ca > Using the Library > Computer Classes > scroll down to Intro to MS Word > Class Resources

Online Tutorials:
Atomic Learning (you'll need to input your library card number and password if you're doing this from home): www.nvcl.ca > Research & Learn > Databases A-Z > Atomic Learning. Create an account, then type "word 2010" into the search bar and select from the tutorials listed



Online Books:
Safari Books Online (you'll need to input your library card number and password if you're doing this from home): www.nvcl.ca > Research & Learn > Databases A-Z > Safari Books Online. Just type "word" into the search bar and select from the thousands of full-text books available.



Offline Help:

- Look for books about Office programs in section 005.5 (Non-Fiction 3rd floor)
- Set an appointment with a library staff member for specific issues: techconnect@cnv.org