

PART I: Tabs

Ribbons

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



Ribbons are like trays in a toolbox. You wouldn’t find a screw driver in the same tray as a saw. Similarly, Word has lots of tools and has organized them into “trays” 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.

When you need a new tool, you need to go to the appropriate tray (tab) in order to find it. This means that tools related to inserting a picture into your document will be found in the Insert Tab, whereas the bulk of commonly used tools are in the Home Tab. Remember – with Word at least, you can always go home!

File Tab

Word 2007 utilized an Office Logo button in the position of the File tab. They share much of the same functionality; however, unlike the Office Logo (which acted like a dialogue box) the File option is a tab and is therefore more comprehensive. Note that if you click “Exit” from this tab, you will close the program. To leave the File Tab option, just click the Home Tab.

The File Tab is where you go to:

- “Save” a document
- “Save As” (save in a new place or with a new name. This is also where you go to save your document to a different format – say, pdf)
- “Open” and “Close” a document
- “Recent” shows your recently accessed documents and folders (handy!)
- “New” gives you a lot of options: you can open a new blank Word document, or a choose from a selection of templates – ranging from Budgets and Business Cards to Resumes
- “Print” launches your Printer options
- “Save and Send” allows you to forward the document in a variety of ways. Most commonly, you could send the document as an email attachment from here
- “Help” gives you access to some Microsoft basic tutorials (handy for beginners, or those of us switching from earlier versions)

- “Options” allows you to customize some features of Word to your preferences

The Home Tab



The home tab has the basic formatting tools found in Word 2010. You will find five sections, Clipboard, Font, Paragraph, Styles and Editing. Each section contains an arrow in the bottom right corner which will open a dialogue box containing the options found in that section. Some of the tool icons in each section have a down arrow beside them – clicking this gives a drop-down with more options for that tool.

Clipboard

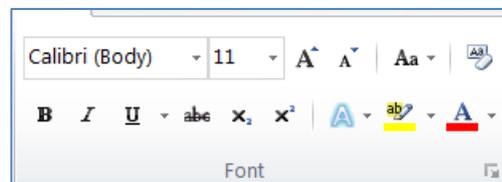
The Clipboard allows you to cut (scissors icon), copy (2 papers icon), paste, and copy formatting (broom) from one place to another.

Hint: the broom is really handy if you come across a piece of text formatted just as you like (say, indented, italics, coloured blue) and you want to make a new piece appear the same.



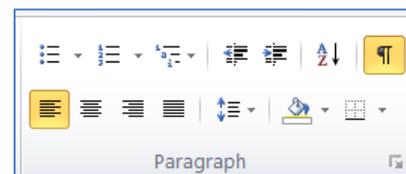
Font

The font section of the ribbon provides a section to handle the basic text formatting. **Bold**, *italics*, underline, ~~strikethrough~~, **highlight**, and font size/type/colour can be changed here.



Paragraph

The paragraph section provides icons for bullets, lists, indent, sort, show-hide format symbols, justify, line spacing, and borders.



Styles

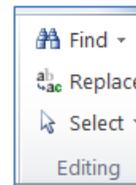
The styles section allows you to quickly change the formatting of a section of text by choosing one of the predefined styles. The word “**Styles**” above is an example of “Heading 3” and “**The Home Tab**” at the top of the page is a “Heading 1.” “Change Styles” allows you to change all the selected styles at one time.



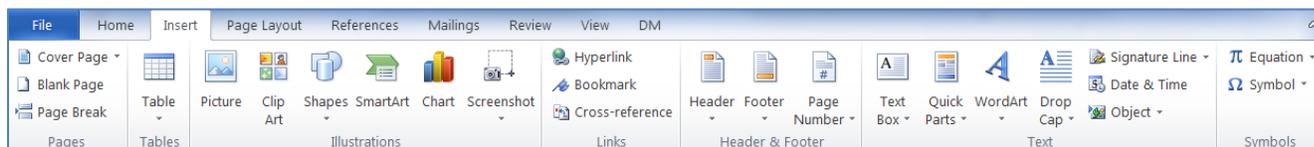
Hint: for documents with lots headers and sections, using styles saves a lot of time. It also makes updating easier and allows for the automatic creation of a table of contents.

Editing

The Editing section of the toolbar allows you to find, replace and select items. The select option gives you the ability to select all (handy if you're making wholesale changes to a long document), select objects or select text with similar formatting. This last option gives you the ability to quickly change everything in your document with one **style** to another **style**.



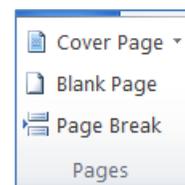
Insert Tab



The insert tab has seven sections for inserting most types of objects. The sections are pages, tables, illustrations, links, header and footer, text and symbols.

Pages

The pages section is where you can go to insert a cover page, blank page or page break. The cover page drop down offers a selection of predefined cover pages for your document that have sections for title, date and author. Blank page and Page Break are self-explanatory



Table

The table section only has a drop down menu which offers a

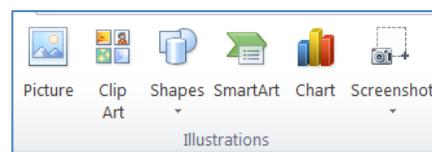
grid to create a new table	insert table	draw table	convert text to table for selected text	Excel spreadsheet	and some predefined "Quick Tables" with pre-defined formats.
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When working on a table you will have two extra tabs along the top of the ribbon, the design and layout tabs:

Hint: Play with tables, even though they're a little more advanced. They are really useful for organizing items, and even for formatting. You can easily create a 2 cell table, and put a picture in one side with text in the other. Then if you make the lines of the table invisible (border and shading>none), you have a perfectly aligned display. This is how the bullet points and picture in "File Tab" (page 1) are done.

Illustrations

The Illustrations section allows you to insert pictures, clipart, shapes, SmartArt, charts and even a screenshot of what's on



your computer. Shapes can be pretty useful. You'll find arrows, boxes, etc. here.

After inserting or selecting a picture you are provided with a new tab along the top shown here:

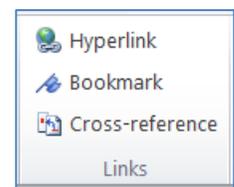


This tab gives you the ability to change the brightness, contrast, shape, position, text wrapping and other options for the picture. Clicking off the picture or on one of the other tabs will take you back to the standard toolbars.

Hint: If you decide to modify the picture later, you need to remember that this special "Picture Tools" tab is only available if you have selected a picture. To get the tools, just click on the picture and the tab will appear.

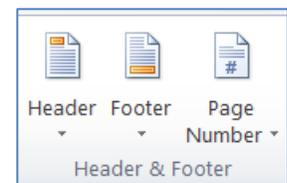
Links

The links section provides options for inserting hyperlinks, bookmarks and cross-references. Cross-references can link to figures, tables, equations, endnotes, footnotes, headers and numbered items. These are fairly advanced.



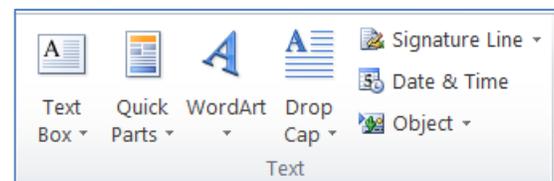
Header & Footer

The header & footer section allows you to edit the header, footer and page numbering for your document. Once you select this option it will change the toolbar along the top to include a larger number of options for the header and footer as is shown below. In order to stop editing the header and footer you need to click the "Close Header and Footer" button on the right of the bar.



Text

Options in the text section include text box, quick parts (for document properties like abstract, author, and title) drop cap, WordArt and a number of predefined text blocks like a signature line, the date and time, and objects (a bit advanced).

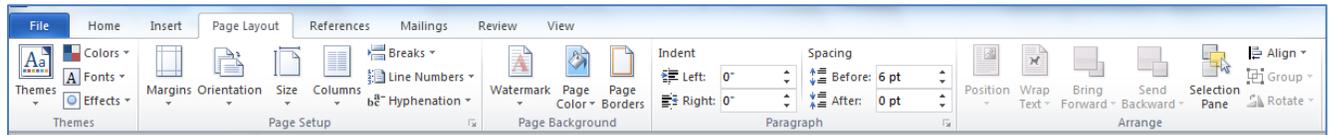


Hint: WordArt is fun to play with, and can be useful for things like posters and brochures.

Symbols

Here you can get some pre-defined equations ($A = \pi r^2$) or insert a symbol. The symbols can be really great if you're looking for an uncommon currency emblem (¥), something mathematical (\leq) or a character you can't find on the keyboard (Û).

Page Layout Tab



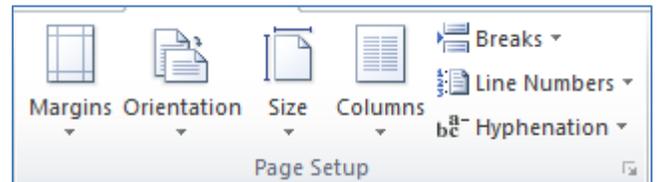
The page layout tab has five sections, Themes, Page Setup, Page Background, Paragraph, and Arrange.

Themes

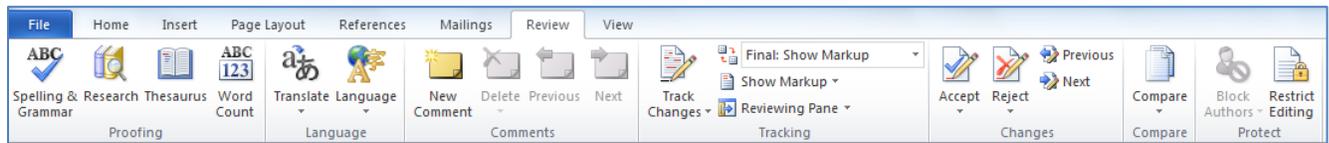
Themes affect the global aspects of a document, so if you want to have a different set of options for styles (for example) you can select a theme other than “Office.” This will change your style headings throughout the document so they are different colours, and fonts.

Page Setup

Page setup provides you with the tools to change margins, paper size, orientation (letter or landscape), columns, breaks (including section breaks which allow you to have a different header and footer in a different section of the document), line numbers and hyphenation.



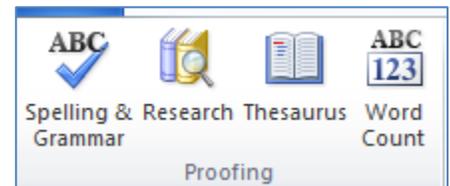
Review Tab



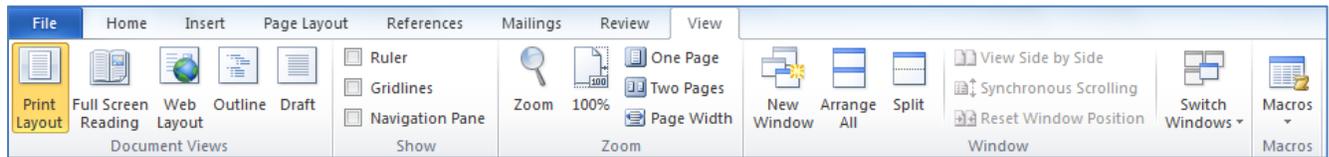
The review tab offers six sections which include proofing, comments, track changes, compare and protect.

Proofing

The proofing section provides the standard spelling and grammar check, a thesaurus and word count. Unless you’ve customized your default settings, word count will also appear at the bottom left of your screen.



View Tab



The view tab deals with how your document looks on your screen. It offers five sections, which include document views, show, zoom, window and macros.

PART II: Basic Functions

Creating/Saving/Opening a Document (File Tab)

- Creating a new document: **File Tab > New > Blank Document** ( icon) or 'Ctrl+N'
- Saving a document: **File Tab > Save As** or  icon or 'Ctrl+S'
- Opening a document: **File Tab > Open** ( icon) or 'Ctrl+O'

Formatting Text & Paragraphs (Home tab)

- Changing your font: **Home tab > Font** (click  icon to expand options) or use boxes on the toolbar
- Aligning text: **Home tab > Paragraph** (click  icon to expand options) or toolbar buttons
- Bullets: **Home tab > Bullets and Numbering** or toolbar button 

Editing Text (Home tab > Clipboard)

- To copy text: **Clipboard > Copy** or 'Ctrl+C'
- To cut text: **Clipboard > Cut** or 'Ctrl+X'
- To paste text: **Clipboard > Paste** or 'Ctrl+V'
- Made a mistake? Just hit 'Undo'! Click  or 'Ctrl+Z'

Inserting an Image (Insert tab)

- **Insert > Clip Art**  for a picture from Microsoft's Clip Art folder
- **Insert > Picture**  for a picture from your own files

Spelling and Grammar (Review tab)

- Spellchecker: **Review > Spelling and Grammar** or  icon or **F7**

Printing (File Tab)

- Check the Print Preview (**File Tab > Print**) before you print. The preview will be automatically displayed next to your printer options. If you need to make changes, click on the Home Tab.

Hint: you might want to add "Print Preview and Print" ( icon) to your Quick Access Toolbar – just use the down arrow to customize. The Quick Access Toolbar is an array of

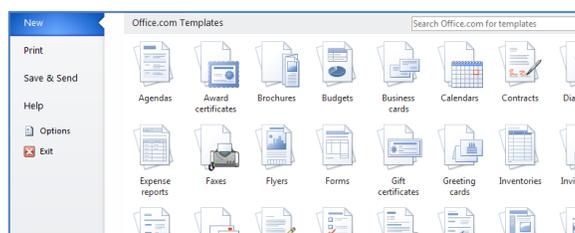
frequently used tools, shown as icons, in the top left of your screen. It can be above or below the ribbon.

- Go to **Page Layout tab > Page Setup** to adjust margins or page orientation and if necessary, change the size of paper.

PART III: Using Templates to Create Documents

Templates allow you to create a document within a pre-defined guide. Templates are excellent for creating documents using letterhead and for keeping formatting standard across an organization. Resume templates are also widely used by individuals

Choosing a Word Template



1. **File Tab > New:**
2. Click on the type of document you need
3. Select the more specific type you want
4. Choose the exact template you need
5. A new template is opened as a new document, and you can complete it with you own information

PART IV: Learn More

There are lots of resources to explore.

Library Resources

Google [North Vancouver City Library](#), or type [nvcl.ca](#) in the URL bar

- Click on **Using the Library**, then on **Computer Classes** (under Services), Scroll to **Intro to MS Word**, then click on **Class Resources**. Explore the options!
- Try a tutorial on Lynda.com, accessible for free on the library website: www.nvcl.ca/databases > **Lynda.com**. Type “Word 2010” into the search bar and try a class
- **Safari Books Online** (you’ll need to input your library card number and password if you’re doing this from home): www.nvcl.ca/databases > **Safari Books Online**
- Look for books on the third floor **Row 26, 005.52**
- Set an appointment with a Tech Connect staff member by calling 604 982 3941 or emailing techconnect@cnv.org

Other Resources

- <http://www.gcfllearnfree.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