

Microsoft®
Word for Windows
2010

Beginners

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Lesson 1. The Quick Access toolbar, and Help

Quick Access toolbar

The undo key  is found on what is called the **Quick Access** toolbar which is at the top left of the screen. 

Use the undo key to undo something you have just done. If you want to undo more than one thing, click the  key to the right and you will see up to 100 actions that you can undo. You can also use the shortcut keys **Ctrl Z**.

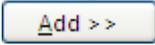
The **Quick Access** toolbar also has the  button to save your file under the existing name.

You can change the **Quick**

Access toolbar to show below the ribbon if you prefer. Click  at the end of the toolbar and click **Show below the ribbon**. To return it to the top click  and click **Show above the ribbon**

Adding commands to the Quick Access bar

Click . If there is an item in the list which you would like shown in the Quick Access bar (e.g. **New**) click it. Note that items already showing in the bar will have an orange tick to the left.

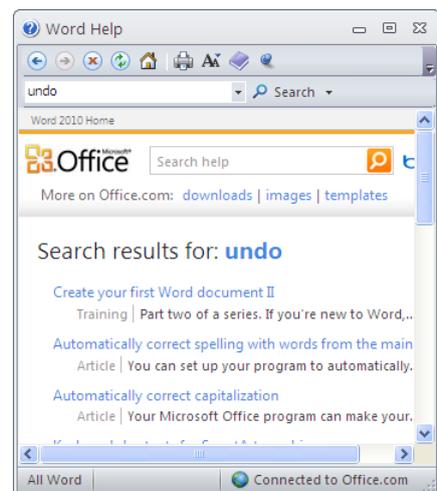
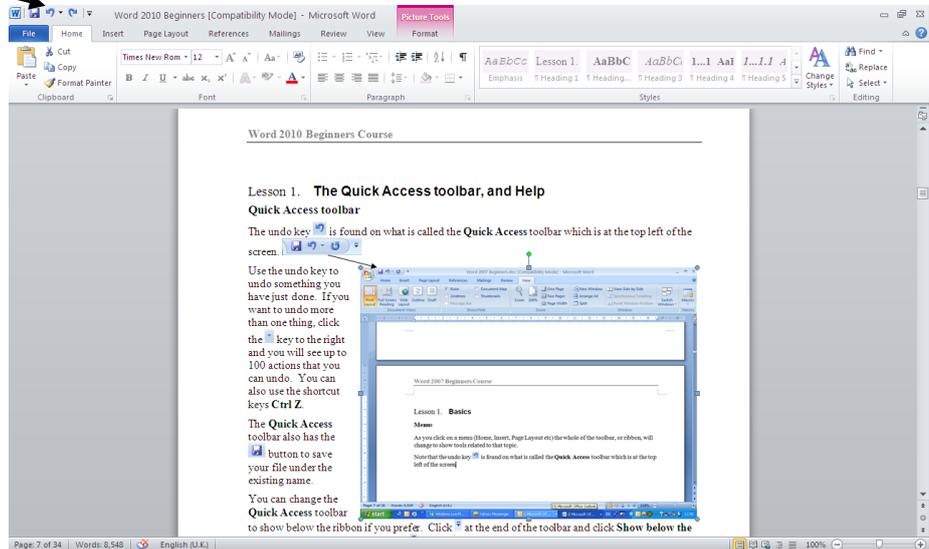
To add something which is not showing in the list, click **More Commands**. Scroll to find a command in the column to the left, and click  to add to the Quick Access bar. Click **OK** when you have finished.

Help

You can find help by clicking on the  button at the right hand side of the menu bar.

Click in the search area and type a word or words describing your query and click 

A list of possible helps will be shown below and you can click on one that looks promising. If it is not what you want then click  at the top left to return to the list



Lesson 2. Menus and toolbars/ribbons

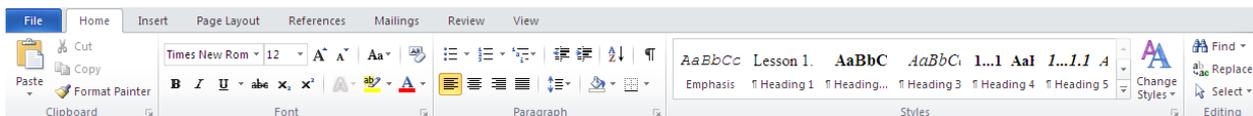
About ribbons

As you click on a menu (Home, Insert, Page Layout etc) the whole of the toolbar, or ribbon, will change to show tools related to that topic.

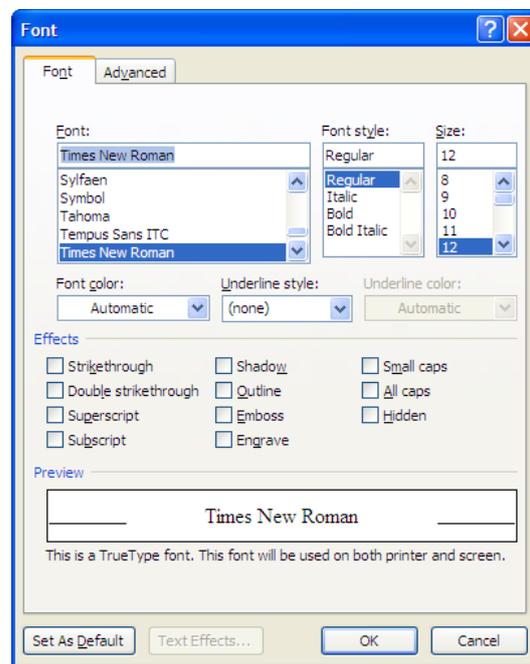
On occasions the menus will change. For example, if you are dealing with a table you will see the menus **Design** and **Layout** appear on the right.

The tools on the ribbons are arranged in groups according to topic, and the topic name is shown underneath

In the example below we are viewing the **Home** ribbon. Note that the tab for this is a lighter colour. The tools are arranged into 5 groups, Clipboard, Font, Paragraph, styles and Editing.



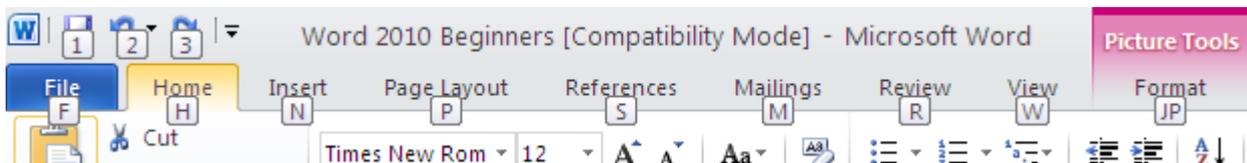
To view a dialogue box showing all options for these groups you can click on the  symbol at the right of the bar showing the group name. For example, clicking on for **Font** will show the dialogue box right:



the 

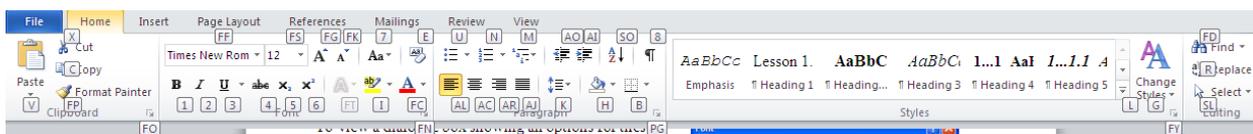
Keyboard method to change ribbons

Press the left **Alt** key.



You will see letters appearing over commands. You can then (still holding down the Alt key) press the relevant key, e.g. **Alt S** for **References**

If you navigate to a ribbon using the **alt** sequence (e.g. **Alt H** for the **Home** ribbon) you will see all the keystrokes for the options on that ribbon, as below



While the keystrokes are shown you can use the relevant keystroke by itself, e.g. **2** will make selected text Italic, once the keystrokes are not visible you would need to use **Alt H 2**.

Lesson 3. Status Bar

The status bar is at the bottom of the screen.



Adjust what is shown on the status bar by right clicking it. Then click to add a tick to the items you want to show, and click to remove the tick from items you do not want to show.

Lesson 4. Word-Wrap and Capitals, Punctuation and coloured underlining

Word wrap

Word for Windows uses "word-wrap". This means that you do not need to press ↵ at the end of a line. Word knows when the line is too long and starts a new line automatically. You will need to tell Word when you have reached the end of a paragraph by pressing ↵.

Capitals

Single Capital Letter

Hold down the **Shift** key (at the bottom left or bottom right of the main keyboard)  and tap the required letter

Many Capitals

Tap the **Caps Lock** button (left of keyboard). A light somewhere on the keyboard will now go on. Any letters you type will be capitals. To stop typing capitals tap the **Caps Lock** button again. (The light on the keyboard will go off)

(note that pressing the Shift key with any of the number keys will give you the symbol shown at the top of the key)

Punctuation

It is normal to follow a full stop (.) or any punctuation mark containing a full stop (e.g. ! ? etc) with two spaces. A comma should be followed by one space. None of these punctuation marks should have spaces before them.

In general there should be two spaces between sentences and one within sentences.

If using brackets i.e. (), [], { } there should be a space before the open bracket (but none after. There should be no space before a close bracket) but one after. (Like this) for example.

Coloured Underlining

Red wavy underlining under a word indicates that the word is not recognised. It may be spelt incorrectly or just not be in Word's dictionary.

Green wavy underlining under a word or phrase indicates that Word thinks there is something wrong with the grammar. This may be anything from incorrect spacing to incorrect wording. Word's suggestions are not always right!

Lesson 5. Non-printing symbols and the Insert option

Non printing symbols

It is sometimes useful to be able to see where you pressed the **Enter** key (↵), or the space bar etc. To see this, from the **Home** ribbon, in the **Paragraph** group, click on the ¶ button. If it is switched on the button will show an orange background 

Note that a space is represented by a dot, and the **Enter** key by ¶. These symbols will not print. The ¶ symbol contains the formatting information for the paragraph. When you press ↵ you will create a new line with a ¶ symbol copied from the previous line. In this way formatting is copied to the next line.

Insert/ Overtyping

Normally text which you type is *inserted* at the position of the cursor, which means that existing text moves to the right to allow space for the new text.

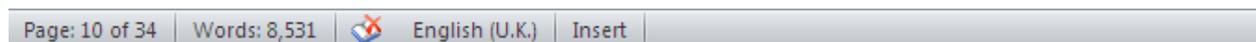
If you wish to change this to *overtyping* existing text Click the **File** menu and then click the  **Options** at the bottom. Click **Advanced** (from the list on the left).

On the right you will see the options shown right. Click the **Use overtype mode** to change to overtype. You will then need to come back to the same place to switch it off. If you are doing this regularly you may wish to click **Use the Insert key to control overtype mode**. There is by default no way to tell the difference between the two modes visually.

- Use the Insert key to control overtyping mode
- Use overtyping mode

You can change the status bar at the bottom to show whether you are in insert or overtype mode.

Click with the right mouse button on the status bar. Click **Overtyping** and click on the document. The status bar now shows the mode.



In the above example we are in **Insert** mode

Lesson 6. Viewing the Ruler

Click **View** and make sure there is a tick in the **Ruler** option.

At the top of the scroll bar on the right of the window is the  symbol. You can also click this to show or hide the ruler.

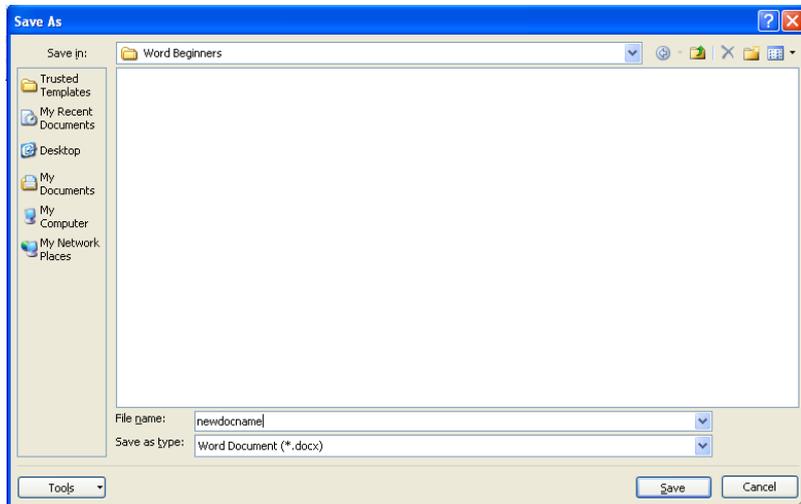
Lesson 7. Saving the document

Saving an existing file

Click  on the Quick access toolbar at the top left, or press **Ctrl S**

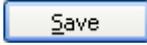
Saving a file for the first time

Click , , or click on the  on the **Quick Access** toolbar.



Use the **Save in** box to choose in which drive and directory to save the file. Click on the down arrow to select a drive.

In the **file name** box type the name you want to use (maximum 256 characters) and click on **Save**.

Click the  button.

Note: Word will add “.docx” to the end of your chosen file name to indicate that the file is a **Word** file, though this may not be visible to you.

Saving as a different file type

In the **Save As** dialogue box you will see:



This allows you to select another type to save the file to, e.g. **Web, Word Perfect, Works**.

Note that if you want to send the file to someone with an earlier version of Word you will need to save it as **Word 97-2003 Document (*.doc)**

Save as **.RTF** (Rich Text Format) to enable any word processing software to read it – but be prepared to lose some advanced forms of formatting.

Note: Once you have given a file a name you need only click  to save the file under the previously given name and return to editing.

Saving an existing file to a new copy

Select **File, Save As** and do one or both of the following as necessary:

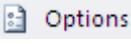
- Select a different location in the **Save As** box
- Type a new name in the **File name** box

You can also select a different file type in the **Save as Type** box

Lesson 8. Save Options

There are two places to see the Save options.

Basic Save Options

Click , , **Save**

Save Files in this format

This defines the format files will be saved in without you choosing. If are consistently sharing files with people who have an earlier version of Word you may wish to change this to **Word 97-2003 Document**

Note: If you save your document in an earlier format (especially 2003 earlier) some of the features of Word 2010 will be unavailable.

Save AutoRecover info every... produces a file which Word will use to restore your file if the machine crashes. You must still save regularly in the normal way. If the machine crashes, when you reopen Word the file would automatically open. The file name will have the word **Recovered** after it. You should save this file immediately

AutoRecover file location This allows you to define where your **autorecover** files are stored. For people with hard drives portioned into C: and D: you may want to define a folder on your D: drive for these!

Default file location this allows you to define where files are saved if you do not specifically state a location in the **Save As** dialogue box. Again, for those with hard drives portioned into C: and D: you may want to define a folder on your D: drive!

Offline Editing options: these are not covered in this course.

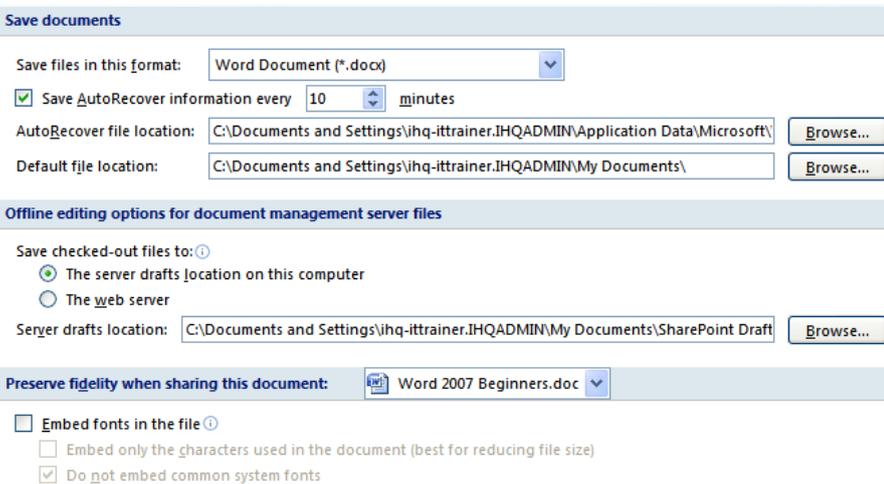
Embed TrueType fonts in the file: Used where you are passing a file to someone else which uses a font which other people may not have. (Word 2010 has fonts previous versions do not have!)

Advanced Save options

Click , , **Advanced** and scroll down to the **Save** area

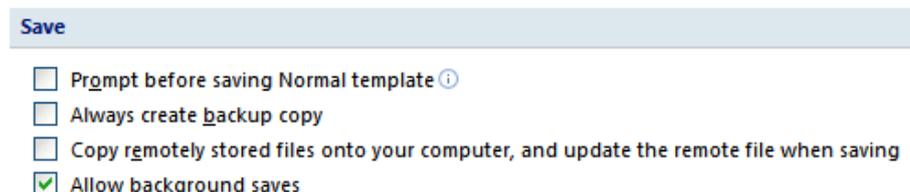
Prompt before saving

Normal template. This means that your warned when changes to the Normal template (the one used by default) have occurred.(your new document is always created from a template.)



you

or



Always create backup copy renames the original version with the extension .BAK and then saves the edited version. The advantage is that you always have a previous version to go back to in case of errors. The disadvantage is that you are saving two copies of the file and so taking up twice the space on the hard disk

Copy remotely stored files onto your computer, and update the remote file when saving This means that when you are working with a file stored on a network, or a memory stick, the file will be saved onto the hard disk and when you save the copy on the network or memory stick will be updated. The advantage of this is that access to the file will be faster. If the original location is no longer present when you save (e.g. the network has gone down) then you will be prompted to save it somewhere else so that you do not lose data.

Allow background saves This allows you to carry on working while the document is being saved. On some occasions (e.g. saving to a floppy disk: running short of memory) the save will not be able to be carried out in the background and Word will then stop you working while the save is carried out

Lesson 9. Starting a new document

An ordinary blank document

To start a new document with the **Blank Document** template click **File**, **New** and double click the **Blank Document** icon at the left

You can also use **Ctrl N**

Using other templates on which to base a new document

If you want to use any other template go to **File**, **New**

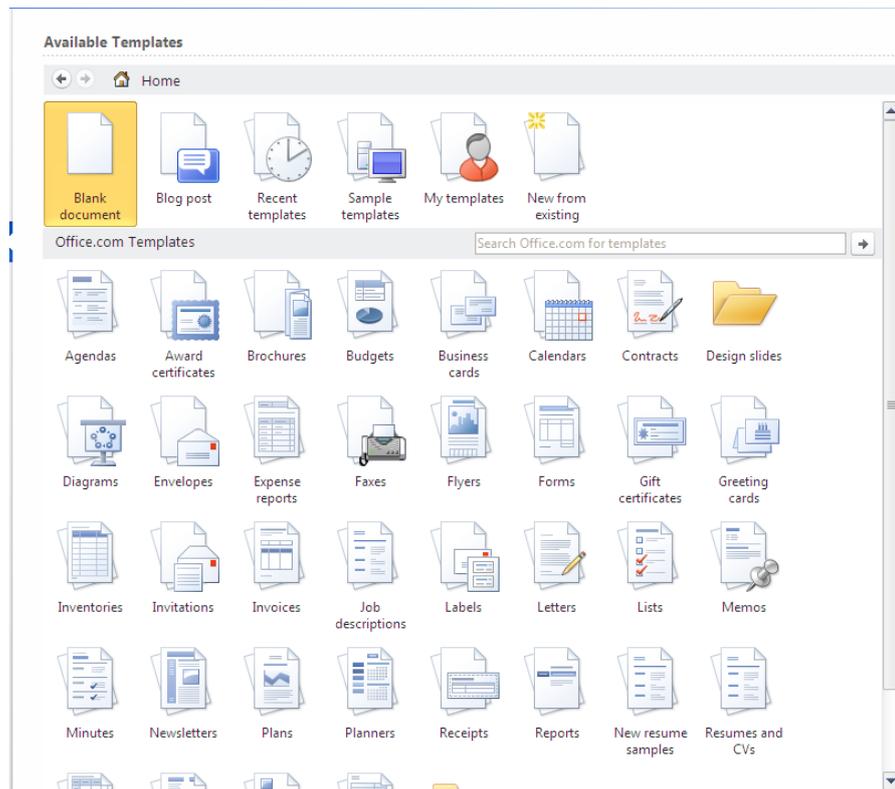
Group List

You will see a list of template groups.

Click a group in which you are interested and it will open to show templates.

Return to the Group List

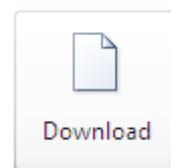
If you decide you do not want anything in that group click **Back** -  - to return to the list of groups and try again



Using a Template from the Internet

Once you have found a template you want to use, you must click **Download** and must be connected to the Internet

It may take some time, but it should download, and then you will see a new document based on this template.



you

Once you have started your new document you should see in the title bar at the top of the window something like **Document4 - Microsoft Word**, indicating that (in this case)

- It is the fourth new document which has been created in this session
- It has not been saved yet since it has no name of its own

Note: A template is a “blue print” for text, graphics and formatting of a document.

Using a template you have created, or have previously downloaded

These will always be in the **My Templates** group on the top line. You can then select the template and click **OK**

They may also be in the **Recent Templates**. In this case, select the template and click **Create Document**

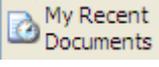
Lesson 10. Opening a File

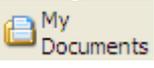
Opening a recently used file

Click  and . Click the file you wish to open

Open any other file

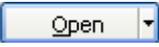
Click  and  (note that you can also use the keyboard shortcut **Ctrl O**)

(You can see the recently used documents again by clicking  in the column at the left of the **Open** dialogue box.)

Click , or the relevant location in the left column, and/or select a folder from the **Look in** field.

Select the relevant folder from the white area in the centre.

Click the file name you want to open,

Click ,

(You can also double click on the file name to open it.)

The following buttons may be useful:

 Use this button to return to the previous directory level

 This would delete the file or files you have highlighted

 This creates a new folder, which you can then name

 Click on the down arrow to choose from different file listing views:

Thumbnails is useful only for graphics – the icons representing the files show the contents

Tiles shows large pictures representing the application, with the file name beside

Icons lists files with a small picture representing the application, and the filename beside

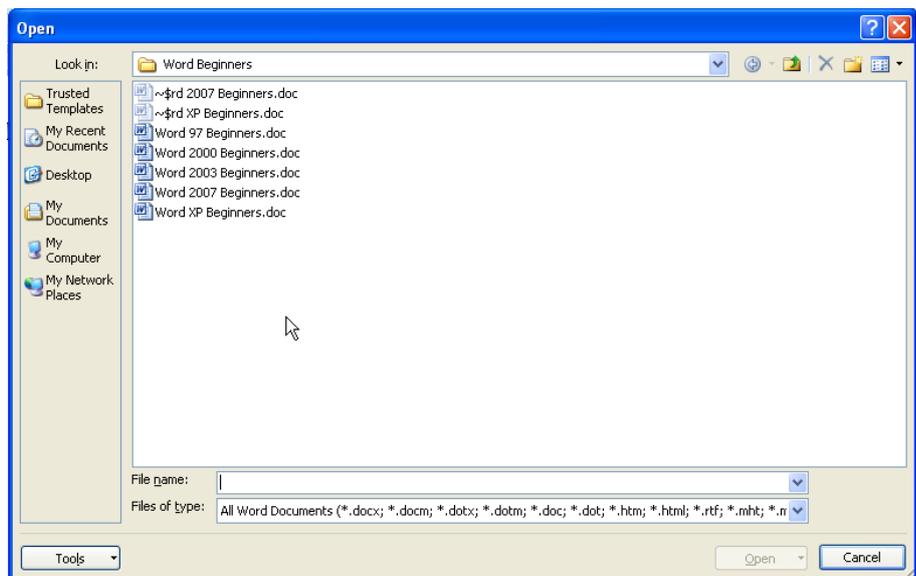
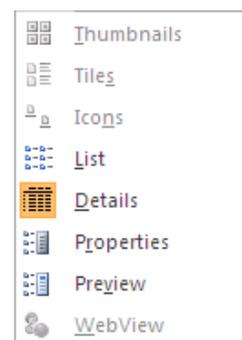
List shows the file names only

Details shows file size, type, date modified, date created etc.

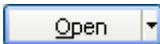
Properties shows when it was created, changed, how many word/lines etc

Preview adds a pane to the side which shows the selected document text

WebView This applies only to files saved using SharePoint (a way of sharing documents on the intranet)

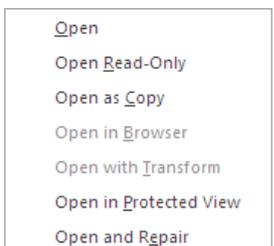


Different ways to open documents

In the **File,Open** dialogue box select the drive filename etc and click on the **down arrow** at the right of the  button.

Open: the normal option

Open Read-Only: no changes can be saved to the original file – you would have to save under a new name



Open as Copy: creates a copy with the words *Copy(n) of* before the original name (where *n* is a number)

Open in Browser: this is only available if you are opening a web page

Open with Transform: this concerns opening an XML file and creating HTML

Open in Protected view: You might use this for a document of whose source you are unsure. It is loaded in a way that makes it harder for any viruses contained to do any damage. All files downloaded from the internet, or from Outlook, are loaded in this way. You cannot edit a file opened in this way unless you specifically allow editing – and this would then open the way to any viruses.

Open and Repair: will attempt to repair a faulty file

Lesson 11. Manipulating Document Windows

Changing document windows

To see what documents you currently have open, from the **View** ribbon, in the **Window** group, click **Switch Windows**

The current file is shown with a  beside it. You can then click on the file you wish to see.

Creating a New document window

From the **View** ribbon, in the **Window** group click **New Window** to create another window for the current document. You can use this to compare text in different parts of the document, or copy text between different parts of the same document. Where you have more than one window for the same document the windows will be indicated by a number after the document name

e.g.  This is the second window open for the **test.docx** file. Note that they are only windows to the same document so that changes in one window are reflected in all other windows for that document.

Arranging Document windows

From the **View** ribbon, in the **Window** group click **Arrange All**, and the size of each window will be changed so that all fit on the screen at once. If there are some windows you do not wish to include in this, minimise them first (use the  button at the top right). If the windows are below a certain size you will not see any ribbons. Two windows is the maximum you can practically work with.

Note: The more files you have open the more memory is being used, and the slower the computer will be.

Splitting a Window

Open a document which you wish to see different parts of at the same time, e.g. the Introduction and the Conclusion. From the **View** ribbon, in the **Window** group click **Split** and then move the cursor up or down the window, to the point at which you want to split it, and then click. You can now scroll in each part (pane) of the window to see a different area of the document. This is better than **arrange windows** when you are dealing with two parts of the same window as you will see one ribbon at the top of the screen which will apply to whichever pane you are in. Once you have a split in place the **View** ribbon will show **Remove split**

View side by side

You may have two versions of the same document which you wish to compare. To do this, open the two documents and then, with one of them current From the **View** ribbon, in the **Window** group click  **View Side by Side** . You must then select the document with which you wish to compare. The option on the **View** ribbon, **Synchronise scrolling** will automatically be switched on, so that as you scroll through one document the other will scroll at the same rate.

Lesson 12. Closing

Closing the current file

To close the current file either click , **Close**

OR click on the  symbol at the top right. This will close Word if it is the only file open at the time.

Closing Word

To close Word click  and then click  **Exit** at the bottom right. This will close all files, asking you to save if you have not done so.

Lesson 13. Moving around the document

Using the Keyboard

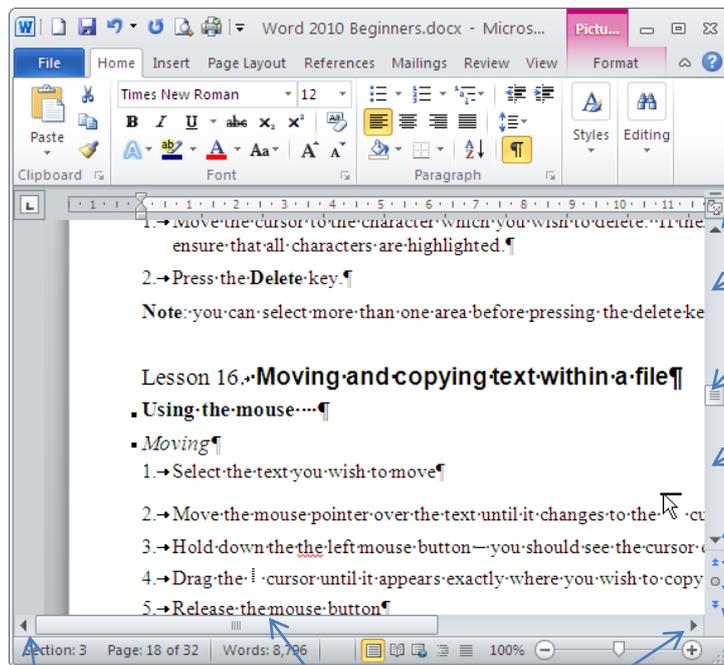
Movement

down the document a screen at a time
 up the document a screen at a time
 moving around within the document
 bottom of the document
 top of the document
 end of a line of text
 beginning of a line of text
 previous paragraph
 next paragraph
 Top of previous page
 Top of next page
 To the top of the window
 To the end of the window

Key Sequence

Page down.
Page Up
 Cursor keys (the 4 arrows)
Ctrl End
Ctrl Home
End
Home
Ctrl ↑
Ctrl ↓
Ctrl Page Up
Ctrl Page Down
Alt Ctrl Page Up
Alt Ctrl Page Down

Using the Mouse



Click here to view a line above at the top of the screen

Click in the shaft above the button to move up one screen

To move longer distances, click on this box and drag down or up. A small grey box will appear to show you what page and headings you're near.

Click the shaft below the button to move down a screen

Click here to view another line at the bottom of the screen

Click here to move to the previous page *

See below for the purpose of this button

Click here to move to the next page *

Click here to move to the left

Click the button and drag right or left

Click here to move to the right

*See below explanation

This button  alters the way in which the  and  buttons will work. They are called the **Browse** buttons. Normally they are black and browse from page to page. If you click on the  button you can alter them so that they browse between fields, endnotes, footnotes or sections etc.

If the Browse buttons have been altered in this way they will be blue

Lesson 14. **Selecting text**

Using the Keyboard

<u>Text to be selected</u>	<u>Key sequence</u>
Small section of text	Shift () and an arrow (in the required direction).
Complete document	Ctrl A or Ctrl 5 (on keypad on the right of the keyboard)
Word	Press F8 twice. Press Esc to clear
Sentence	Press F8 three times. Press Esc to clear
Paragraph	Press F8 four times. Press Esc to clear
Complete table	Alt 5 (on keypad on the right of the keyboard)
To the end of a word	Ctrl Shift Right Arrow
To the beginning of a word	Ctrl Shift Left Arrow
To the end of a line	Shift+End
To the beginning of a line	Shift+Home
To the end of a paragraph	Ctrl+Shift+Down Arrow
To the beginning of a paragraph	Ctrl+Shift+Up Arrow
To the end of document	Ctrl Shift End
To the start of document	Ctrl Shift Home
To the end of a window	Alt+Ctrl+Shift+Page Down
A vertical block of text	Ctrl Shift F8 , move the cursor (Press Esc to switch off)
To select word by word	Ctrl Shift → (right arrow)
A whole page	to select exactly a PAGE of your Word document, choose Go To... from the Edit menu, choose Bookmark and then type in \page

Using the Mouse

<u>Text to be highlighted</u>	<u>Control</u>
Small section of text	Click left mouse button, hold it down and move mouse
Word	Double Click in the word
Sentence	Hold the Ctrl key down and click on the sentence
Current line:	Move the pointer to the left of the line until it changes to a right-pointing arrow, and then click. (for more than one line click and drag)
A large block of text	Click at the start of the selection, scroll to the end of the selection, and then hold down SHIFT and click
Complete paragraph	Triple click anywhere in the paragraph (or double click in left margin)
Complete document	Hold Ctrl down and click left mouse button in left margin- or just triple click with the right pointing arrow in the left margin
Complete table	Click the table. Move to the top left and click on the 
A vertical block of text	Hold the Alt key down, click and drag over the text
To adjust a selection	<ol style="list-style-type: none"> 1. Shift and click where you want the selection to end 2. Shift and press arrow keys

Selecting more than one piece of text

Select the first piece of text and hold down the **Ctrl** key before selecting the next piece.

Note, If you select a picture, or a table you will only be able to select another picture or another table

Lesson 15. Deleting text

1. Move the cursor to the character which you wish to delete. If there is more than one character ensure that all characters are highlighted.
2. Press the **Delete** key.

Note: you can select more than one area before pressing the delete key

Lesson 16. Moving and copying text within a file

Using the mouse

Moving

1. Select the text you wish to move
2. Move the mouse pointer over the text until it changes to the  cursor.
3. Hold down the the left mouse button – you should see the cursor on the right
4. Drag the  cursor until it appears exactly where you wish to copy the text
5. Release the mouse button



Copying

1. Select the text you wish to move and:

Either

2. Move the mouse pointer over the text until it changes to the  cursor.
3. Hold down the Ctrl key and the left mouse button. You should see the cursor shown on the right 
4. Drag to move the  cursor until it appears exactly where you wish to copy the text.
5. Release the mouse button
6. Release the **Ctrl** button

Or

2. Move the  cursor until it appears exactly where you wish to copy the text
3. Press and hold **Ctrl Shift** and the right hand button

Using the keyboard

Moving

Select the text you wish to move. Press the **F2** key, move the cursor to the new position and press **↵**. Press **Esc** to cancel

Copying

Select the text you wish to move. Hold down the **Shift** key and press **F2**, move the cursor to the new position and press **↵**. Press **Esc** to cancel

Lesson 17. Changing the way you view the document

View Options

There are 5 options you can use to view the document: These are found on the **View** ribbon: in the **Document Views** group

Print layout Shows the page exactly as it will look when printed, including the margins etc. Pictures will be shown positioned on the page as they will print. If your text is in multiple columns it will be shown exactly as it will print. You can also use  at the right of the status bar at the bottom

Full Screen Reading Shows the document in pages that fit the screen. Use  on the status bar.

Web Layout View This is useful if you are creating a web page. The document appears as one long page and text and tables wrap to fit the window. You will be able to see backgrounds you have set up etc. Use  on the status bar.

Outline Allows you to view headings only and thus work with the structure of the document. You can collapse headings to see only main headings. You can also use this to deal with *Master documents* (e.g. a long document such as a book with chapters). This view is covered in more detail in a further course. Use  on the status bar

Draft This allows you to see the document without the edges of the paper. Use  on the status bar

Changing the size

You can choose to view your document in different magnifications. From the **View** ribbon, in the **Zoom** group click, **Zoom**.

You can choose which magnification you wish to use. Click 200%, 100% or 75%. If you want any other magnification then click the up or down arrows to the right of **Percent: 100%**. Note that the options will vary between **views**. For example if you are in **Draft view** some options will not be available.

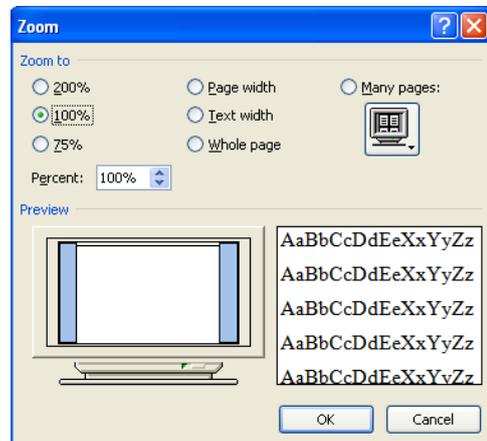
You can also use the slider at the right of the status bar, at bottom of the window 

Page width means that the document will be adjusted automatically so that the width of the page (including margins) fits the screen.

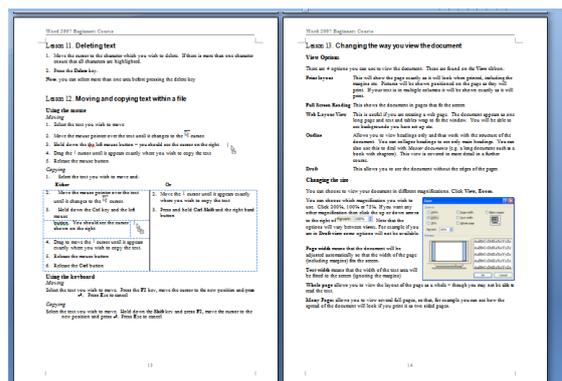
Text width means that the width of the text area will be fitted to the screen (ignoring the margins)

Whole page allows you to view the layout of the page as a whole – though you may not be able to read the text.

Many Pages allows you to view several full pages, so that, for example you can see how the spread of the document will look if you print it as two sided pages. You can also click **Two Pages** from the **View** ribbon.



the

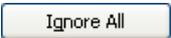
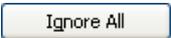


Lesson 18. Checking Spelling and Grammar

It is good practice to save your work first.

To start spell checking your work From the Review ribbon, in the **Proofing** group click **Spelling and Grammar**.

Note that spelling corrections are shown in red, whilst grammar corrections are shown in green.

Click on  or  if you wish to leave a word as it is. Click  if there are likely to be more than one occurrence.

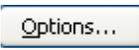
Correcting a word.

If a word needs to be corrected, click on the correct word in the **suggestions** box, or click in the text where it appears in red and type your change. Then click . If you know you have

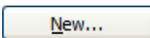
misspelled the word elsewhere in the document you can click .

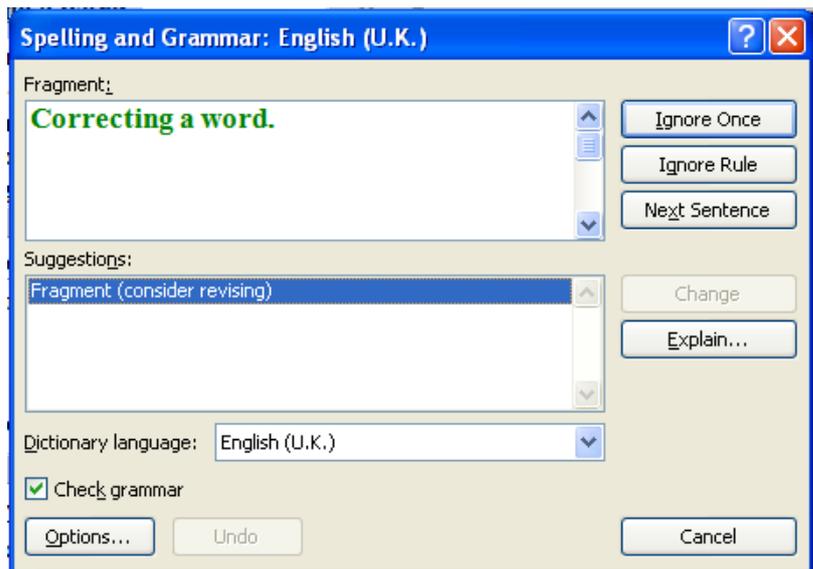
Creating a new dictionary

From the Spell Check box click

 and click

.

Click on  and choose the drive, give the dictionary a name and click .



Performing a spell check on a document that has previously been checked

When you have run a spell check and ignored words those words will be ignored in any future runs of the spell check. This can cause problems if you have ignored words incorrectly. To reset the document

click , , **Proofing** and click, .

You can then run the Spell check from scratch again

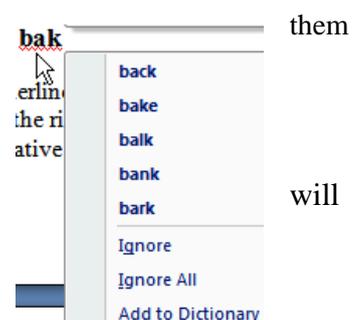
Adding to dictionaries

When an acceptable word is picked up as an error you can add it to a custom dictionary To do this select . The word is added to the custom dictionary immediately. The dictionary is usually stored on the C: drive of the computer at which you are

Note: If you have a lot of words you wish to add to a dictionary you can type in a blank document and then spell check them, adding each to the dictionary.

Correcting as you type

When you see a word underlined in red you can take immediate action to correct it by clicking with the right mouse button over the word. A menu appear showing alternative spellings. Click one of these to change your original, or click **Ignore all** if it is an acceptable word.



Lesson 19. To change the text style and size

Changing text style

This is technically called the *font*

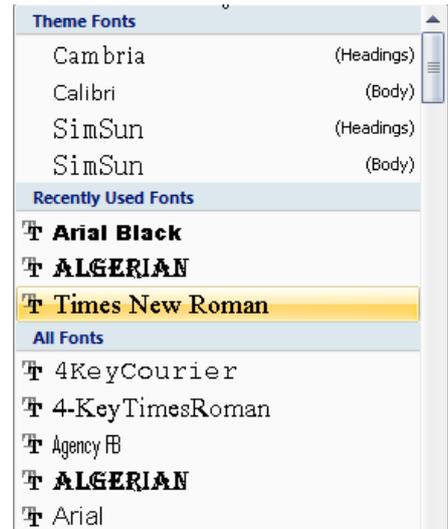
Highlight the relevant text and from the **Home**, in the **Font**

group you will see a box showing the font name Times New Rom ▾.

Click on the down arrow ▾ to select an alternative font.

Note: There are three sections to this list. The first is a list of *Theme* fonts. These are designed to make it easier to format your document consistently. Then comes a list of recently use fonts, and then a complete alphabetical list.

The name of the font is shown in the font style which that name represents.



Changing text size

On the **Home** ribbon, in the **Font** group go to 12 ▾ (note this may show a different number, e.g. 10) and click on the down arrow ▾ to select a size.

The size is given in *points* and one point is equal to $\frac{1}{72}$ inch. Note that the size actually refers to the *line* height of the text so there is no guarantee as to what height the actual text will be since this varies from font to font

Note that the sizes shown are not an exclusive list. You can in fact choose any size from 1 to 1638 (including half sizes - e.g 12.5) If you wish to choose a size which is not in the list simply click in the box 12 ▾, type the required number and then press **Enter**

Shortcut key sequences

Ctrl Shift > increase font size to next listed size	Ctrl [decrease font size by 1
Ctrl Shift < decrease font size to next listed size	Ctrl] increase font size by 1

You can also use **A** ↑ to increase or **A** ↓ on the Home ribbon to decrease the size of the text that your cursor is in. The size will change to the next *listed* size.

Changing case

If you have typed your text in lower case (e.g. like this) and you wish to change it to upper case (e.g. LIKE THIS) you can highlight the text and click **Aa** ▾ on the Home ribbon.

You then have 5 choices:

Sentence Case this will make the first letter of each sentence into a capital letter, and the rest in lower case

lowercase will change all letters into lower case

UPPERCASE will change all letters into upper case

Capitalize Each Word will make thee first letter of each word into a capital and therest lowercase

tOGGLE cASE if a letter is in upper case it will be changed to lower case, if it is in lower case it will be changed to upper case

Lesson 20. Character Formatting

Highlight the text you wish to change and from the **Home** ribbon, click the  symbol to the right of the **Font** group name.

This shows the option for changing font and font size, covered in the previous task.

Font style: this allows you to select *Italic*, **Bold**, or **Bold Italic**

Font Colour: Click on the down arrow to change the colour

Underline style:  There are 17 kinds of underlining.
Click the down arrow to select which one to use

Other options are

~~Strikethrough~~,
~~Double Strikethrough~~

Superscript - A²

Subscript - A₂

Shadow, Outline

Emboss Engrave

SMALL CAPS ALL CAPS

Hidden makes the text not visible (you can use this for comments to yourself which you can then choose to view on screen but not print)

Speedy formatting

There are many shortcuts for these options on the **Home** ribbon in the **Font** group

 removes all formatting of selected text (or future text if none selected)

B changes selected text to bold, *I* changes selected text to Italic

U click to underline selected text, click  to select the type of underlining

~~abc~~ to strikethrough the selected text

{x₂} To change selected text to sub{script}

^{x²} To change selected text to super^{script}

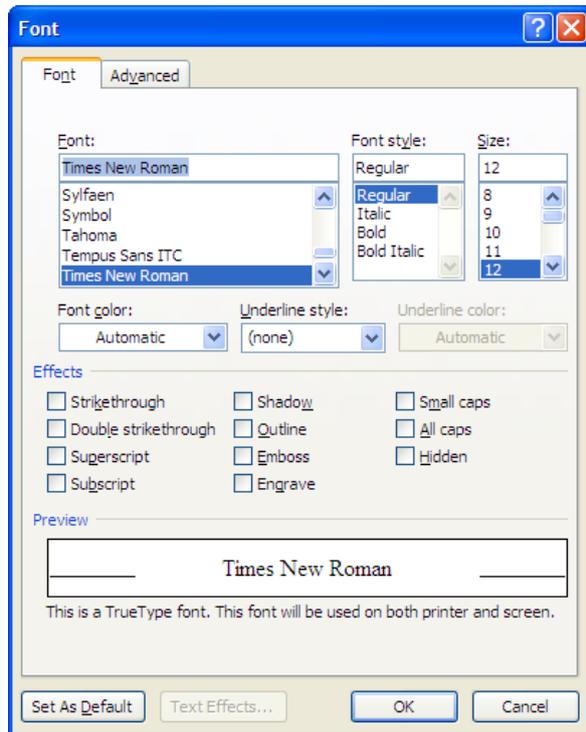
 To change the text effect. You can change the outline colour, add Shadow, Reflection and Glow

 to highlight text. Click on the button to use whatever colour is shown underneath (usually yellow).
Click  to choose an alternative colour

 to change the colour of selected text. Click the button to use the colour shown. Click  to choose a different colour

You can use all these buttons to format as you are typing. As you come to the beginning of the text you wish to make bold, for example, click on . When you have finished typing the bold text click . You can also do this using the keyboard. When you are ready to type the bold text press **Ctrl B** type the txt and then press **Ctrl B** again to switch the bold off.

Similarly for Italic you can use **Ctrl I** or click on  and for single underlining you can use **Ctrl U** or click on 



Listed below are the main character formatting keyboard shortcuts. These are all *toggle* keys, i.e. click once to switch on and again to switch off.

Ctrl B	Bold
Ctrl Shift K	Small capitals
Ctrl I	Italic
Ctrl spacebar	To remove formatting (changes formatting back to the underlying Style)
Ctrl U	underlined
Ctrl Shift W	<u>word underlining</u>
Ctrl Shift D	<u>double underlining</u>
Ctrl Shift +	Super ^{script}
Ctrl =	Sub _{script}
Ctrl Shift A	All letters as capitals
Shift F3	Changes the case. Keep pressing to cycle through all the case options
Ctrl Shift H	Change the selected text to become hidden text

The following are not *toggle* keys

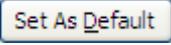
Ctrl Spacebar	Removes all character formatting not defined by the prevailing style
Ctrl Shift Q	Changes selected text to the symbol font (This is not a toggle key!)
Hidden text	Ctrl Shift H

To view hidden text click  on the View ribbon. Hidden text is indicated by a dotted line

beneath it.

Changing the default font and size

When you create a new document it already has a text font and size defined. If these are not what you like you can click  on the **Home** ribbon to the right of **Font**.

Make the changes you want to make permanent and **only** those. Then click 

When you next create a new document it will have the font and font size you defined.

Lesson 21. Formatting a Paragraph

On the **Home** ribbon, click  on the right of the **Paragraph** group name

The preview box at the bottom of the box will demonstrate your changes

Alignment: This allows you to choose whether the text starts from the left margin (**left**), is centred (**centred**), ends at the right margin (**right**) or has a straight left and right margin – There are two choice that will give this result. **justified** puts extra space between words.

Distributed puts extra space between characters

Indentation: The **left** indent is the distance from the left margin to the start of the paragraph text, the **right** indent is the distance from the end of the text to the right margin. **Special** indents are shown below

First line where the first line is indented and the rest of the paragraph is not. (see this paragraph)

Hanging which means the first line is level with the page margin and the rest of the paragraph is indented (see this paragraph)

Spacing defines automatic space to be put before or after a paragraph. 12 points is 1 line and 6 points is ½ line. (You can also type in a number of points, say 3)

Line Spacing allows spacing of the text lines within a paragraph to be altered. The most useful general purpose option is **At Least** since this allows the line to adjust height wise to fit inserted pictures etc. You can also select **double** in order to print the paragraph in double line spacing.

Shortcut buttons on the Home ribbon, in the Paragraph group:

Use the  buttons to select whether a paragraph should be left justified, centred, right justified, fully justified or Distributed. Only one button can be on (shown as orange) at a time.

 Allows you to select line spacing options

 decreases the indentation of the paragraph.

 increases the indentation of the paragraph.

To Adjust Indentations

There are symbols at each end of the ruler that control the indents.

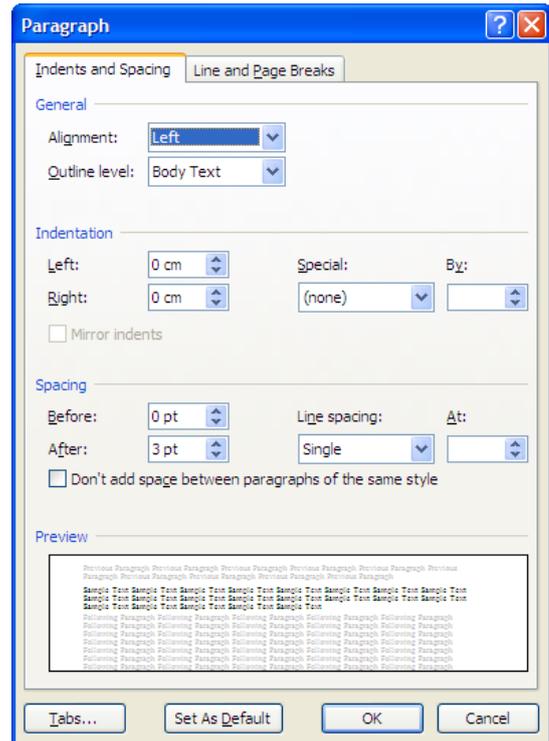
Left hand side:  This appears to be one symbol, but is in fact three. The top “triangle”  controls the first line of the paragraph; the bottom one  controls the rest of the paragraph. The “box”  at the bottom will move the other symbols. They can be moved by clicking and dragging on them. Note that the bottom triangle and the box always move as one unit. 

Right hand side: One symbol  to mark the right hand margin that can be moved as above.

Keyboard Shortcuts

CTRL E Centred
CTRL J fully justified
CTRL R Right justified
CTRL L Left justified
CTRL 0 blank line before (adds or removes)
CTRL 2 paragraph double line spacing
CTRL Q Remove paragraph formatting

CTRL 1 single line spacing
CTRL 5 1½ line spacing
CTRL T hanging paragraph
CTRL Shift T decrease hanging indent
CTRL M increase left indentation
CTRL Shift M decrease left indentation



Lesson 22. Breaks

Page Break

If you wish the page to stop at a particular place you can insert a page break by pressing the keys CTRL ↵. This will show a line similar to that shown below.

.....Page Break.....

Since you inserted this you can also delete it. Move the cursor onto the line and press the **delete** key.

(You can also enter a page break from the **Page layout** ribbon, in the **Page Setup** group by clicking **Break** selecting **Page** from the **Page Break** group)

Paragraph break

As you already know, you press the **enter** key to start a new paragraph. Paragraph formatting applies to a whole paragraph marked with a paragraph mark (¶) at the end

Line Break

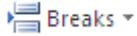
There are times when you wish to break a line within a paragraph. Do this by pressing **Shift Enter**

If you have the non-printing symbols showing you will see ↵ at the end of the line. Paragraph formatting will still apply, so if the paragraph has an indent set this new line will conform to the indents defined.

Lesson 23. Sections

Creating sections

A **Section** is a part of the document. You can use Sections to set up different layouts for different parts of your document. You indicate the end of a section from the **Page Layout** ribbon, in the **Page Setup** group by clicking



You can then click the particular Section break you require. The end of a section is indicated by a line of the type below.

..... Section Break (Next Page)

Next Page: a new page will be started after the break.

Continuous: text will follow the break on the same page.

Even page and **Odd page:** a new **even** or odd page will start after the break.



Changing Section Break Start

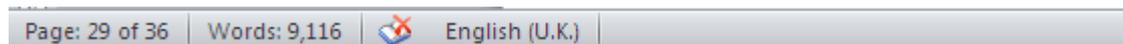
Always ensure your cursor is **inside** the section you are trying to change.

On the **Page Layout** ribbon click the  beside the **Page Setup** group name and click the **Layout** tab. You will see the option shown below:

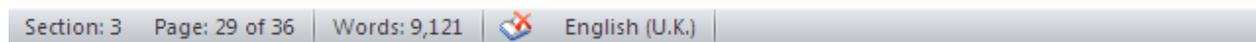
Section start: Click on the down arrow to change the start.

Which section am I in?

If need to know which section you are in you can change the status bar to show this. The status bar is at the bottom of the page. By default, at the left hand side, it shows which page you are looking at, and how many pages there are in total.



Right click on this and click **Section**. Then click back on the document



The status bar will now show the section number at the beginning.

Inserting a cover page

You can insert a special cover page from the **Insert** ribbon in the **Pages** group. Click **Cover page** and choose the page style. This page will be inserted at the beginning of the document.

Lesson 24. Changing the Page Margins, Paper Size and Orientation

From the **Page Layout** ribbon click the  beside the **Page Setup** group name. Click the **Margins** tab

You can alter the margins (i.e. the distance from the edge of the paper to the text) by clicking on the up and down arrows, or by typing a measurement in the box.

The **Gutter** margin is an additional margin to allow for any binding you may be using on the finished document. You can choose which side of the page this should be on.

Orientation



This prints text on the page so that the narrow edge of the paper is at the top (as with a portrait picture)



The text will be printed so that the long edge of the paper is at the top.

Pages

Normal: is the usual situation, when you are printing single sided pages.

Mirror margins: the margins are reversed on facing pages. The margins will change from *Right* and *left* to *inside* and *outside*. This is useful for double sided printing.

2 pages per sheet: divides each piece of paper into two pages. If you apply it to an A4 document with one page you will see two A5 pages, each with the page margins set as defined above. It will print the total page as landscape.

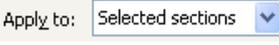
Book fold: This will automatically set the orientation as *Landscape* and will print two pages on each piece of paper so that when folded it reads as a booklet.

Reverse book fold (for right to left languages) prints the booklet so it is read from right to left.

Changing Paper Size

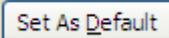
From the **Page Layout** ribbon click the  beside the **Page Setup** group name and click the **Paper** tab

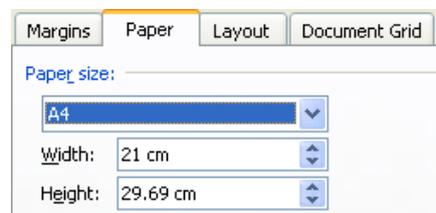
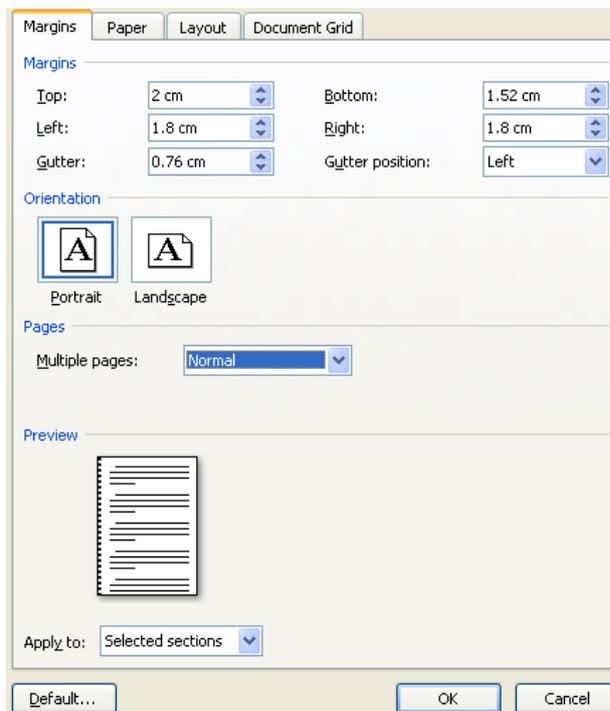
Click on the down arrow on **Paper Size** and choose a size for the document, or part of the document (if you have set up sections).

Note the option at the bottom of the box 

The usual paper size is A4 or Letter depending on your country

Notes:

1. If you have made changes which you wish to be used for all future documents you can click on  and this will make all the changes on all the tabs in this dialogue box.
2. On the **Paper** tab under **Paper Source** you can select which tray of the printer (if it has more than one tray) will be used for the first page, and which for other pages. (e.g. headed paper for first page, plain for rest).



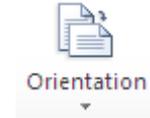
Shortcuts for page layout formatting

The following shortcuts are available from the **Page Layout** ribbon in the **Page Setup** group



Click the down arrow to select from standard margin settings.

Click the **Custom Margins** option at the bottom to change margins to your own measurements



Click the down arrow to select Portrait or landscape. Remember that this will apply to the current section unless you define otherwise.



Click the down arrow to select the relevant paper size.

Lesson 25. Tables

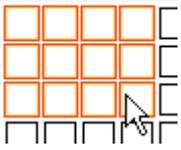
Inserting a table



Table

From the **Insert** ribbon, in the **Tables** group click

4x3 Table



Drag the mouse to the right and down until the size of table which you require is shown. Click the mouse button

A grid is inserted in your document. Use the **Tab** button to move between "cells".

Press **Tab** at the end of a row to create a new row.

If you press ↵ (Enter) a new line within the current cell will be created.

Note: Once you click within a table you will see 2 new ribbons, **Design** and **Layout**. These are only available when your cursor is within a table

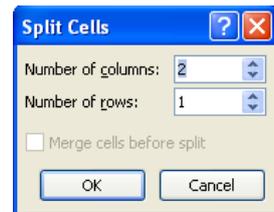
Merging cells

You can merge cells by selecting the relevant cells and from the **Layout** ribbon, in the **Merge** group click **Merge cells**. You can merge cells in a row, or in a column e.g. merged cells

	1999			16	31
	Imports	Exports	Apples	9	
	2,000	1,987		21	

Splitting cells

To split a cell into two or more cells select the cell or cells you wish to split and then from the **Layout** ribbon, in the **Merge** group click **Split cells**. You will then be asked to say how many rows and columns you wish to split into.



Borders

The table will automatically be set up with borders that will print. To remove the borders, from the **Design** ribbon, click the down arrow to the right of **Borders**. Click **No Border**. You will then see pale grey dotted borders called gridlines. These will not print.

Gridlines

Even when you have removed the printing borders from the table you will see dotted borders. These will not print, and are merely guidelines. You can, however, remove them from view. From the **Layout** ribbon, in the **Table** group click **View Gridlines**. If this shows with an orange background the gridlines are showing. If it has a grey background the gridlines are not showing.

Selecting a table

Move your mouse cursor over the table, at the top left of the table a **+** will appear. Click this.

Deleting a table

From the **Layout** ribbon, (to see this your cursor must be in the table) and the **Rows and Columns** group click **Delete, Delete Table**. You can also move your mouse cursor over the table, at the top left of the table a **+** will appear. Click this and press the **Backspace** key on your keyboard.

Deleting the contents of a table

Move your mouse cursor over the table, at the top left of the table a **+** will appear. Click this and press the **Delete** key on your keyboard. The table grid will still exist

Moving a table

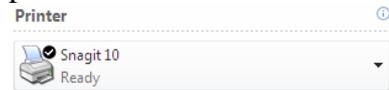
Move your mouse cursor over the table, at the top left of the table a **+** will appear. Click this, hold the left mouse button down and drag the table to its new destination.

Lesson 26. Printing

To print click **File** and click **Print**

Printer

Check that you have the correct printer selected. To change the printer click on down arrow at the right of the



box. You will then see a list of all printers to which you are allowed to print. Click on the relevant one.

To return to the document

If you decide not to print just click one of the other ribbons to return to view the document.

Note that if you click you will close the document!

Copies

Type in **Copies:** how many copies you require or use the arrow buttons to increase or decrease the number.

Choosing pages to print

Click the down arrow to the right of



You can then choose to print **all Pages, Selected Text,**

Current page or **Custom Range**

Printing a range

Click **File** and click **Print** and then type the page number, or range into

Pages:

If you have, say, 3 sections which are all numbered starting from 1 and you asked to print page 1 only you would get 3 different page 1s printed! To avoid this you must state both the page and the section. E.g. p1s3 would give page 1 in section 3

Print one sided

You may have the choices below:

Print One Sided Only one side of the paper will be used.

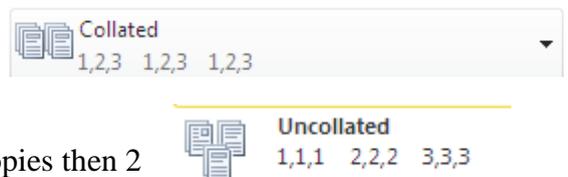
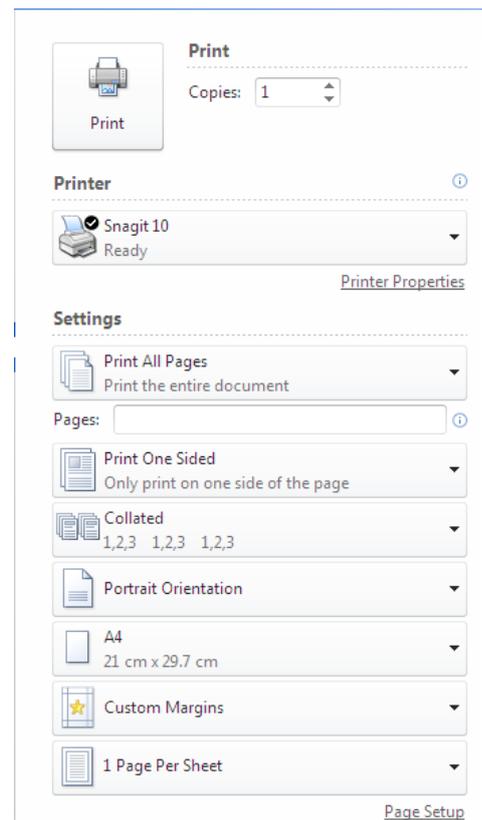
Print Manually on both sides you must take the first page out and re-input the paper to the printer to print the next page on the back

Automatically print on both sides your printer will turn the paper over to print on the back

Collation

Choose **Collated** so that if you print 2 copies then one complete copy of the document will be printed, and then the 2nd copy.

Click this option and choose **Uncollated** so that if you print 2 copies then 2 copies of page 1 will be printed, followed by 2 copies of page 2 and so on.



Lesson 27. Print Preview

File and **Print** .

The document will be previewed on the right of this screen

Use ◀ 32 of 34 ▶ at the bottom left of the preview area to move between pages, or the scroll bar in the usual way.

Use 57% ◯ at the bottom right of the preview area.. Move the ◯ to the right to increase the size of the page you are viewing and to the left to decrease.

Shortcuts

You can create shortcuts for **print** and **Print Preview** on the **Quick Access** toolbar.

Click the ▾ at the right of the toolbar. (  ▾  | ▾) Click **Print Preview and Print** . You will see  appear on the toolbar.

Click the ▾ at the right of the toolbar. (  ▾  | ▾) Click **Quick Print** . You will see  appear on the toolbar. Clicking on this will print one copy of each page in the document.

Return to document

Click the **Home** ribbon (or any other ribbon) to see the document again