

Word 2010 for Beginners

Presented by Katheryn A. Woodworth



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What is Word?

- A Microsoft Office program.
- Used for word processing.
- Like a type-writer, only mistakes can be easily fixed.
- Pages can be saved for later or printed out.
- Easy to work on a little at a time.

What kind of file does Word make?

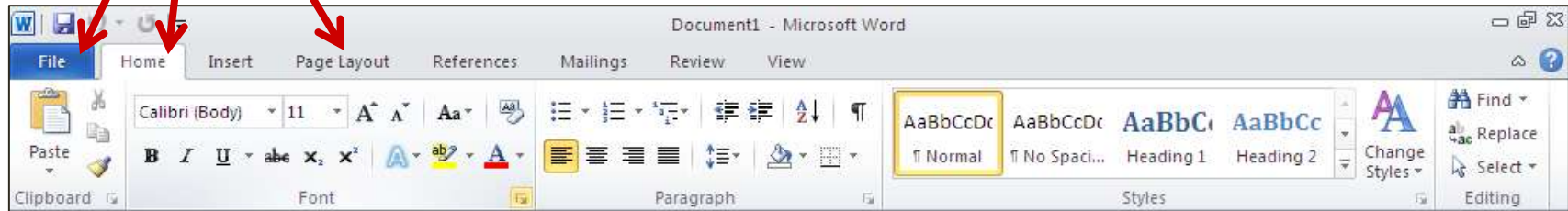
- Word makes documents.
- The file extension is “.docx” .
- **.docx** comes after the name of the file. It lets the user know that the file is a document.
- Example: myresume.docx

What can be a document?

- Letters (personal or business)
- Resumes
- Reports
- Term papers
- Memos
- Faxes
- And more!

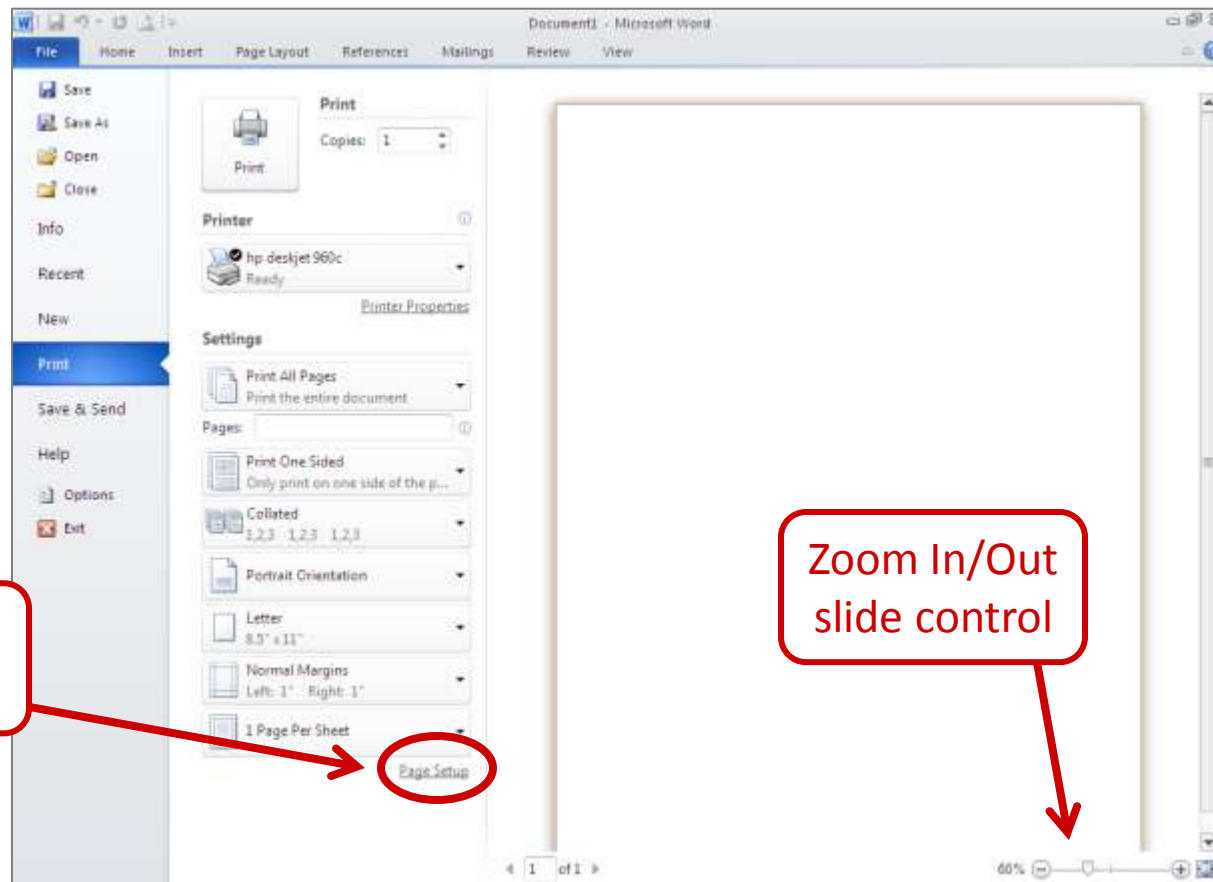
The Ribbon

- The **Ribbon** at the top contains controls and functions for Word that are categorized under **Tabs**.



The File Tab: Backstage


- The **File** tab (also known as the Backstage view) contains file functions such as Save, Open and Print.

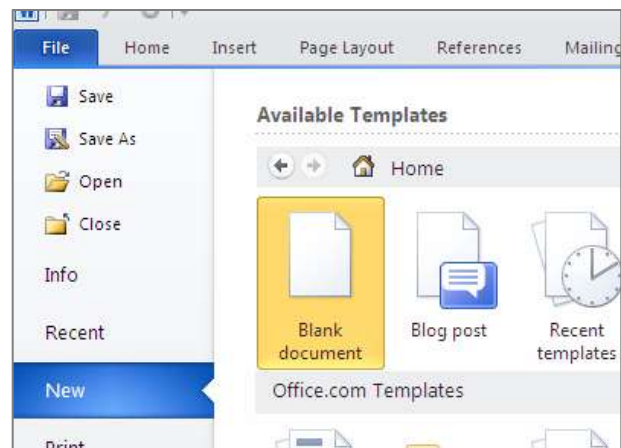


Page Setup
shortcut

Zoom In/Out
slide control

Getting Started

- Double left click on the  to open Word.
- A white document page will appear on the screen in front of you.
- To create a new document, go to the **File** tab and left click on **New**. Choose a blank page or a template from this screen.



Your Document

- You will have a large, blank page on the screen.
- Type your document, or
- Copy your information then paste it onto your page (document).

Copy & Paste: **Copy**

- Use your mouse to copy your text.
- Left click at the beginning of the text.
- Hold the left mouse button down.
- Drag to highlight the text.
- When it is all highlighted, let go of the mouse button.

Copy

- It should look something like this:

→ You must have a current library card in good standing.

→ Please use the appropriate link below to order books, videos or magazine articles that are **not available directly from Burlington County Library System locations**.

These include the Headquarters location in Westampton, as well as our branches in Bordentown, Cinnaminson, Evesham, Maple Shade, Medford, Pemberton and Riverton and the BLInC member libraries in Beverly, Burlington City, Crosswicks, Delanco, Florence, Mount Holly, Riverside, and Vincentown.

book or video request

photocopy request

Checkout period	3 weeks
Renewal period	None
Daily overdue fees	.25

collections. BCLS belongs to this network of participating libraries in the state and across the country. This allows us to obtain materials from any library willing to lend them.

What items can I ask for?

Any book or magazine article that BCLS does not already own. Please request no more than 10 items at a time. We can not take requests for items that BCLS owns and are in our reference and circulating collections.

How much does it cost?

There is a nominal \$1.00 charge for all ILL transactions, to offset searching fees and postage costs, payable when the item is picked up. There may be additional charges levied by the lending library.

Charges for damaged material are the customer's responsibility.


How long does it take?

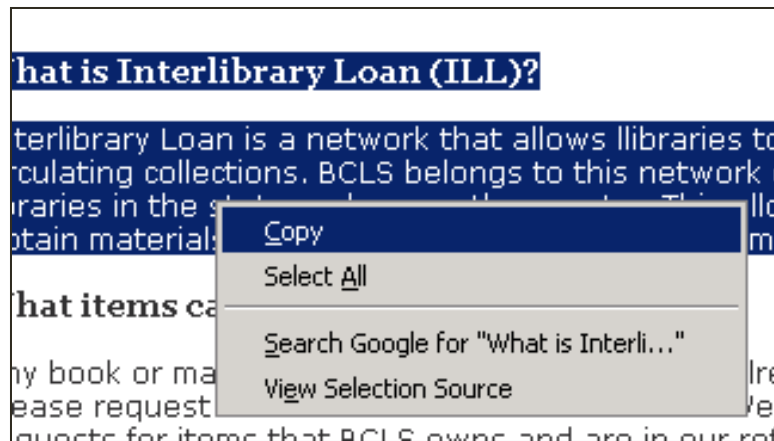
Please remember that ILL requests take a minimum of 15 business days to be filled. We are dependent on the cooperation of lending libraries, their resources, staffing and time constraints. Thank you for your understanding and cooperation!

How can I check the status of a pending request?

To check the status of your request, you may call the Interlibrary Loan

Copy

- Now move your mouse pointer to the middle of the highlighted text. The arrow will change to an i-beam. 
- Right click (push the right mouse button once).
- A menu will appear.



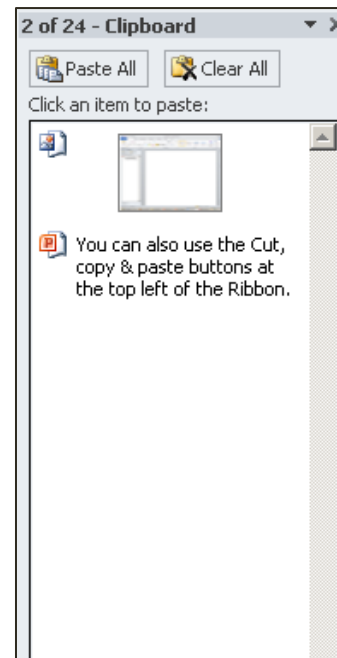
- Select and left click **“Copy”**.

Copy & Paste: **Paste**

- Go back to your Word document.
- Right click on the page to show the menu.
- Choose and left click on “**Paste**”.
- You can now edit your text as you wish.

Copy & Paste buttons

- You can also use the Cut, Copy & Paste buttons at the top left of the Ribbon.
- Your Clipboard will remember a limited number of things you copy so that you can use them again.

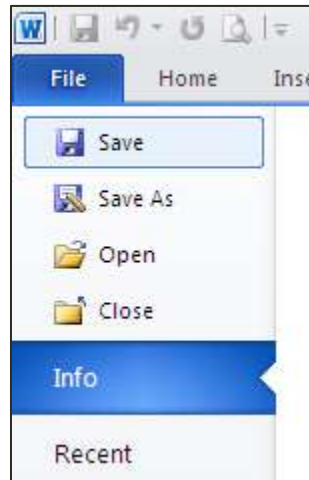


Save

- ALWAYS save as you go.
- Never wait until you are finished.
- If the computer crashes or shuts off before you have saved, you will lose all of the work you have done.

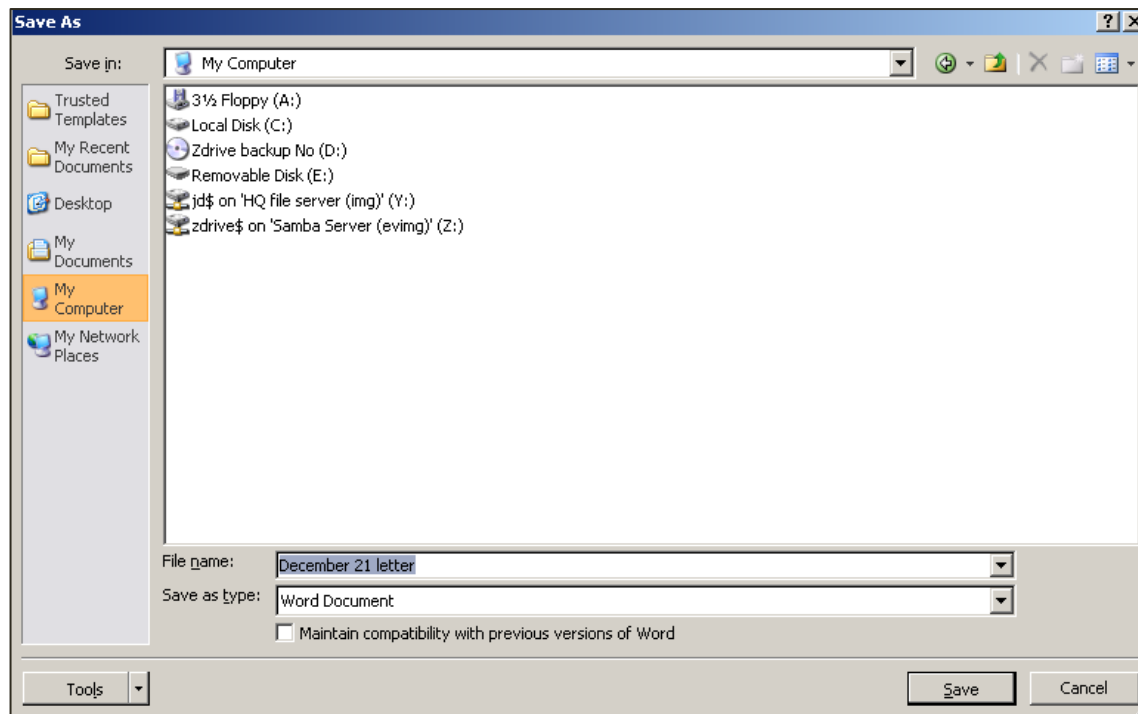
Saving your file

- Left click on “**File**” tab in the top left corner of your screen.
- A long, thin menu will appear on the left of the screen.
- Select and left click “**Save**” at the top.



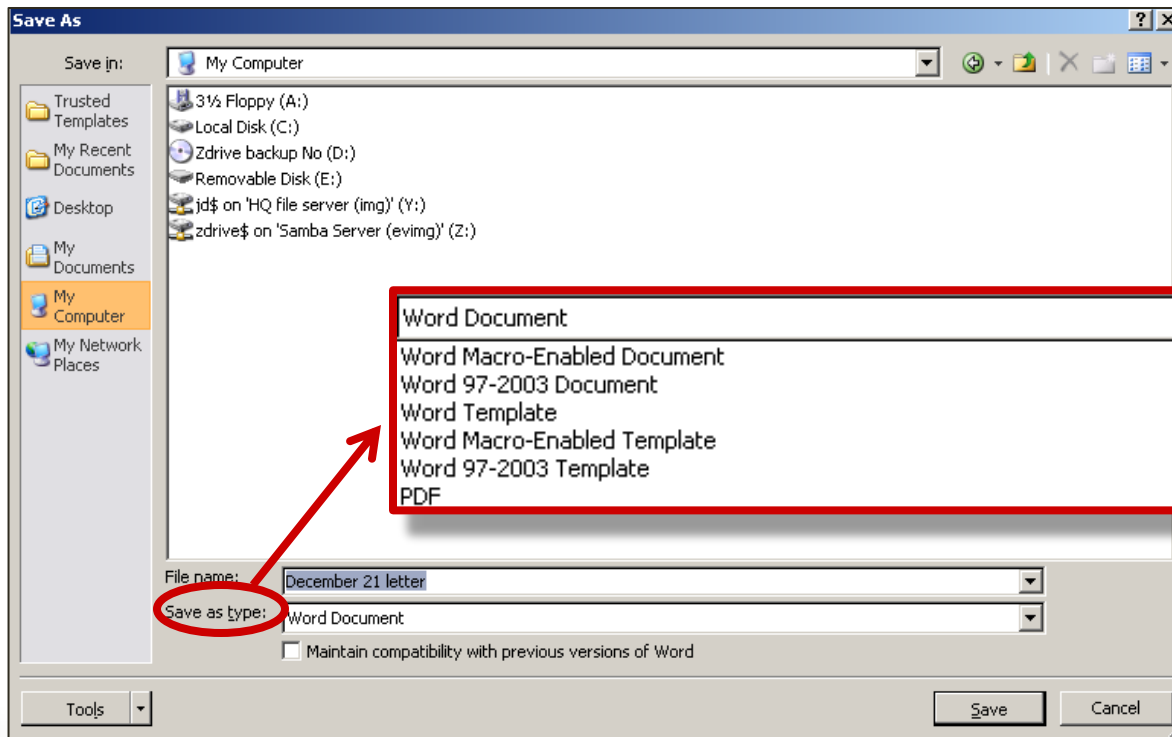
Save As

- The “**Save As**” window will appear.
- Name your document in the box next to “**File name**”.
- Left click on the Save button.



Saving as PDF or Word 2003

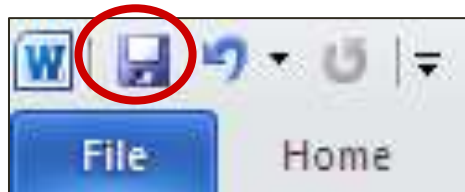
- You can now save your Word documents as .PDF files.
- You may also save your document as a .doc file to be compatible with older versions of Word.



Save as you go

- Go to the **File** tab and left click on **Save**.
- Do this at least every 10 minutes.
- Keyboard Shortcut: Press the **Ctrl** key and the **S** key at the same time.

- Ctrl+S or

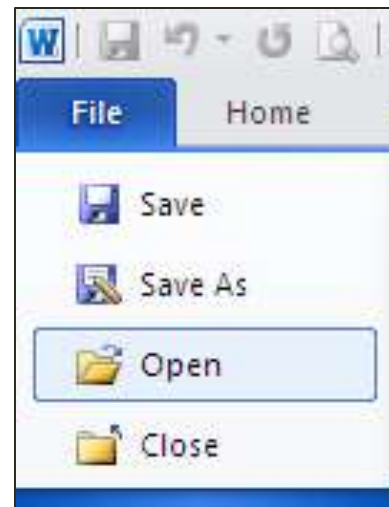


Opening a Word File

- You can open a Word document you created at another time.
- You can make more changes to an older file.
- You can save the changes in the document.
- Or you can save the document with a new name to create a new, separate file from the one you opened.

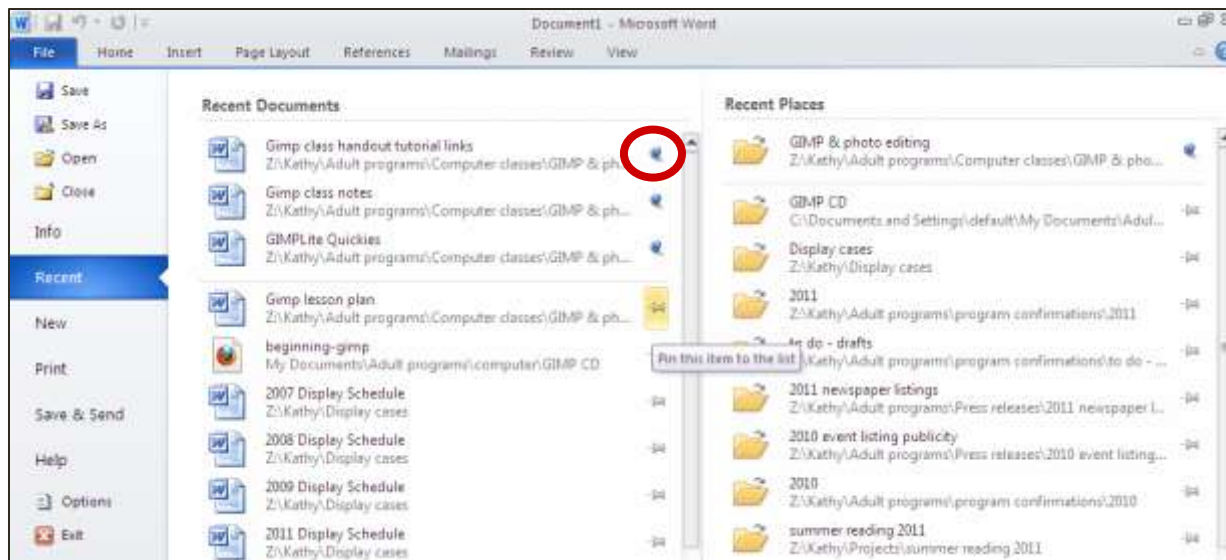
To Open

- Open the Word program.
- Go to the **File** tab and click **Open**.
- You can then browse through your computer and drives until you find your file.
- Left click on the file once so it shows up in the long white box next to “**File name**”.
- Then click the **Open** button.

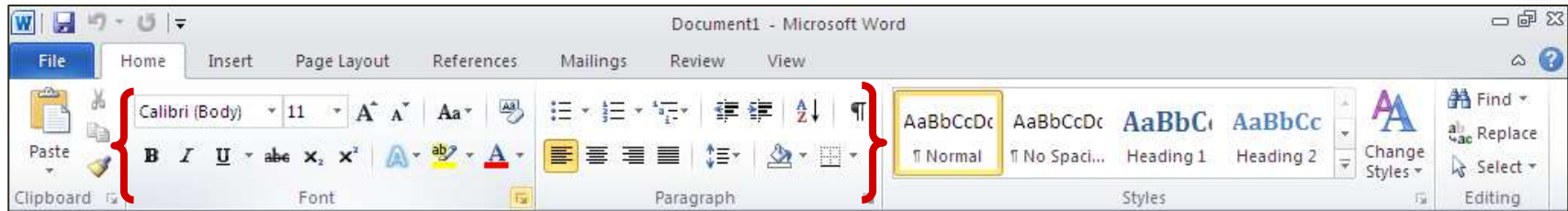


Opening Recent Documents

- Word will remember documents you have opened recently.
- Go to the **File** tab and click **Recent**.
- You can then left click on a document you want to return to.
- You can **Pin** documents to the top of the list.



Basic Text Appearance



- The **Home** tab contains the text formatting commands that are most commonly used.

Bold, Italics, Underline

B *I* U

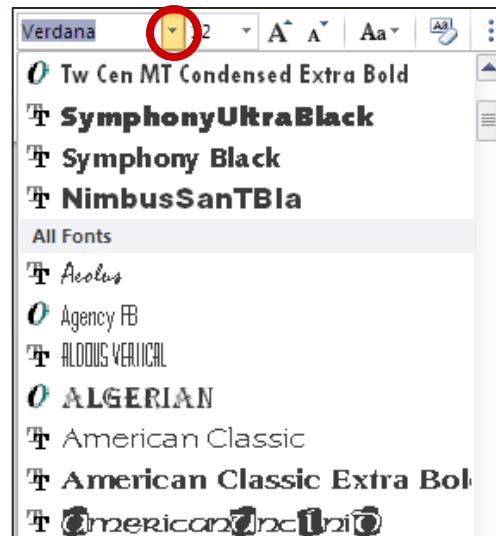
B Bold

I Italics

U Underline

Font style and size

- Little black arrows will drop down the menus for you to choose your style of font (style of writing – how the letters look) and size of font.



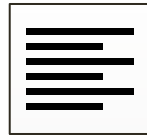
Paragraph Alignment

- You can select how the text of your paragraphs line up on the page.



Left Align

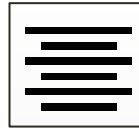
- Words line up on the left side of the page.



Messages are organized in folders or boxes. Received mail is typically kept in an inbox; outgoing mail is stored in an outbox; sent mail is filed in a sent box; and discarded mail may be kept in deleted mailbox.

Center Align

- Words are centered across the page.



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Right Align

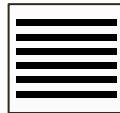
- Words line up on the right side of the page.



Messages are organized in folders or boxes. Received mail is typically kept in an inbox; outgoing mail is stored in an outbox; sent mail is filed in a sent box; and discarded mail may be kept in deleted mailbox.

Justify

- Words line up on both the left and right sides of the page.



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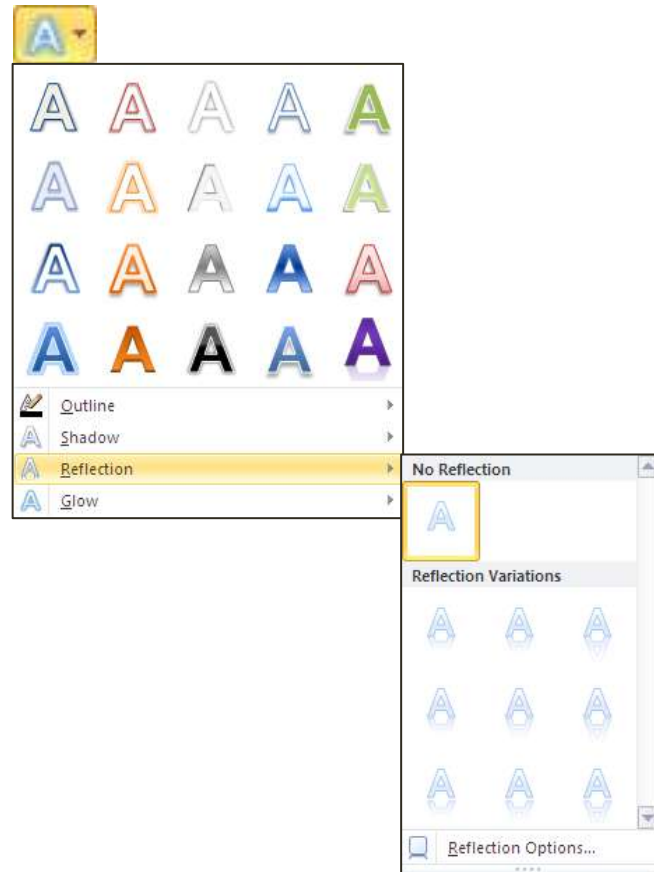
Colors

- Change the **color** of your **text**.
- **Highlight** your text.



Text Effects

- You can open now add special effects to text such as shadow, reflection and glow.



Changing text

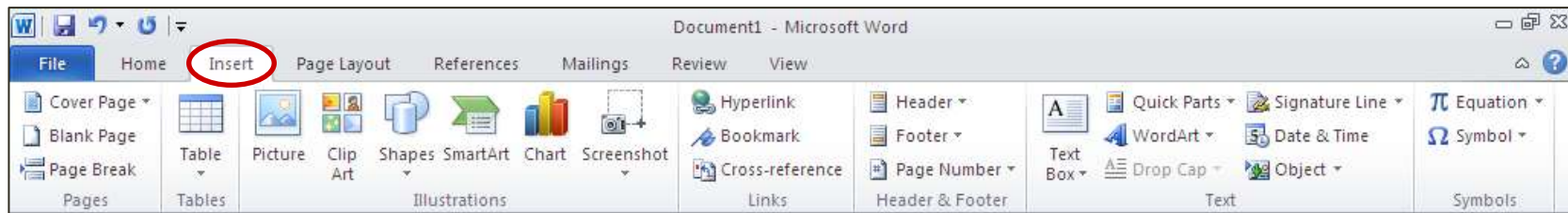
- To apply any of the previous formatting, you must first select what you want to change.
- Left click on the page where you want to make your changes and begin to type or delete/backspace to remove what you typed.
- Highlight words or paragraphs to apply formatting to the whole thing.

Delete/Backspace

- They both remove letters, words, and paragraphs.
- Backspace is for when letters are to the left of the blinking line (cursor).
- Delete is for when letters are to the right of the blinking cursor.
- To remove a whole word or paragraph: Highlight it. Then hit the delete key.

Insert: Adding Images

- The **Insert** tab allows you to add page numbers, photos, clip art, screenshots, a table, symbol or some other object into your current slide.



Further Exploration

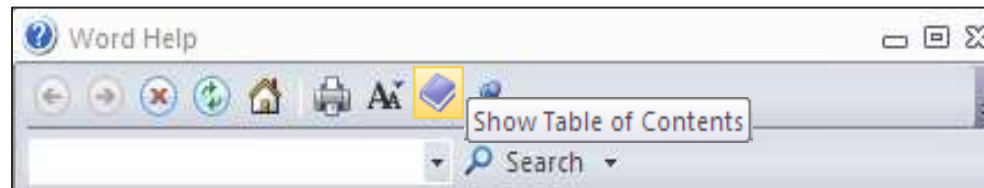
- Books
- Help inside Word (under the **File** tab)
- Library database of video computer lessons
- Online tutorials
- Free Quick Reference Source

Books from the Library

- *Microsoft Word 2010: Step by Step*. Cox, Joyce. 2010. **NF 005.369 Cox**
- *Word 2010 for Dummies*. Gookin, Dan. 2010. **NF 005.52 Goo**
- *Microsoft Office 2010 Plain & Simple*. Murray, Katherine. 2010. **NF 005.5 Mur**

Help

- Left-click on the **File** tab.
- Select and left-click on “**Help**” towards the bottom of the left column.
- A column appears on the right side of the screen.
- Type what you want to know and left-click the **Search** button or left-click on the purple book to show the **Table of Contents**.



Library Database: Video classes

- Go to: <http://explore.bcls.lib.nj.us/databases>
- **A-Z DATABASES: ACCESS ANYWHERE** will be on the right side of the page
- Scroll down to the **L** databases (alphabetical order)
- Click on the link for **Lynda.com**
- Log in with your library card barcode number
- Search for the program you want to learn
- Choose a class appropriate for your level (3 levels, 1 bar is the easiest)
- No programs to download; can watch right on the web page
- Practice exercises available to download
- Always remember to log out when done as only 5 people may log in at a time
- If you are denied access, the number of users may be at max so please try again later

Online tutorials

- GCF LearnFree Word 2010 Training

<http://www.gcflearnfree.org/word2010>

- Microsoft Office training. Choose your version (2003, 2007, or 2010) and program (Word).

<http://office.microsoft.com/en-us/training/>

- Florida Gulf Coast University's Word tutorials.

<http://www.fgcu.edu/support/office2007/Word/>

Free Quick Reference Source

- Free Quick Reference Cards. Cheat sheets for Word and other Microsoft Office 2010 programs available to download and print.

<http://www.customguide.com/computer-training/quick-references>