


# AN INTRODUCTION TO MICROSOFT WORD 2010

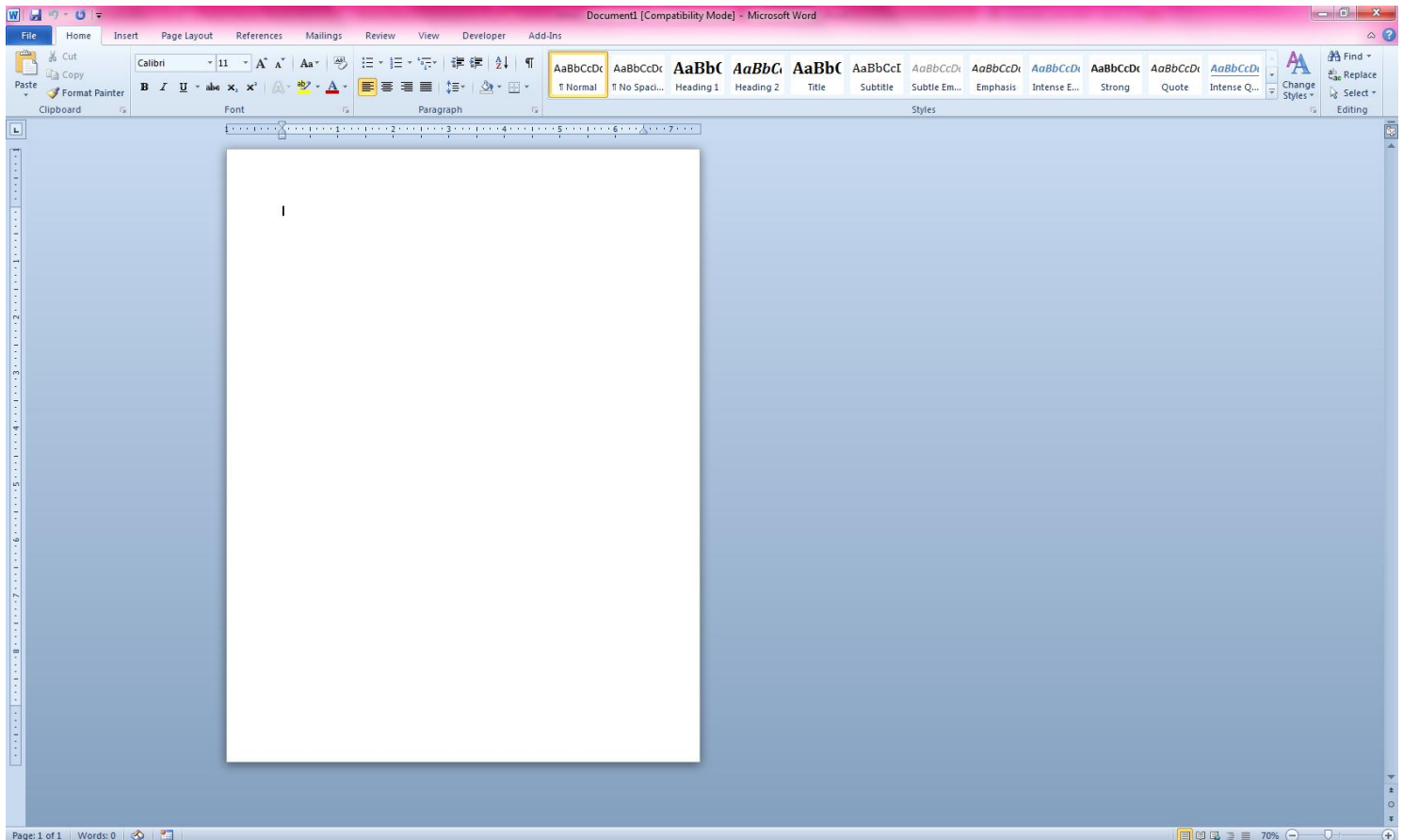
There are many reasons to use Microsoft Word, but today we'll focus on the two most common:

- Creating text documents, manuals & guides
- Taking minutes or other notes

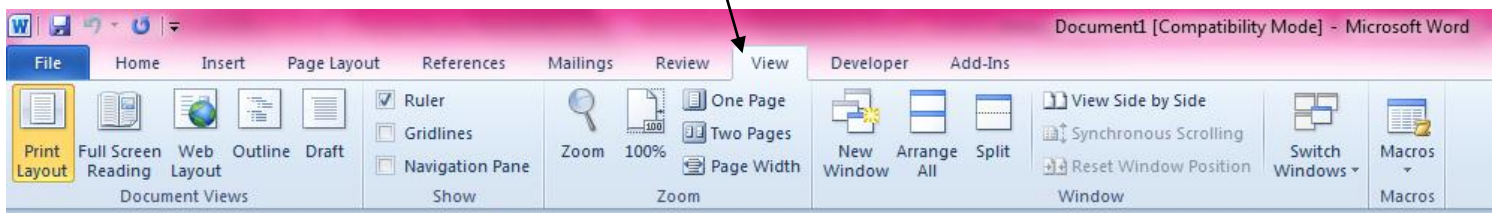
## GETTING STARTED

Look for the  icon to start Microsoft Word.

The program will automatically create a standard letter size (8.5" x 11") blank document.



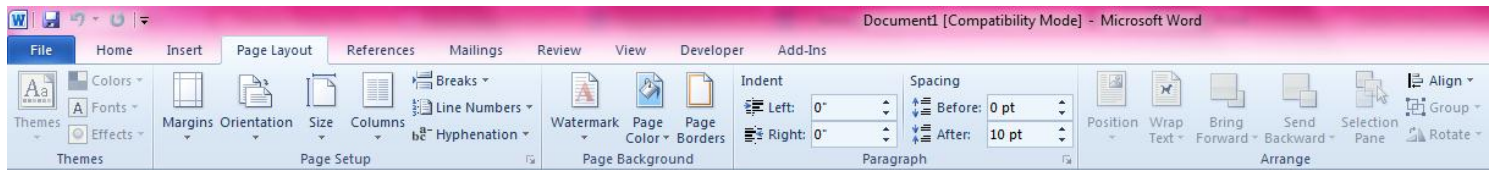
Depending upon the default settings, your workspace may or may not look like the photo above. To change how your workspace looks, go to the **View** tab at the top of your screen.



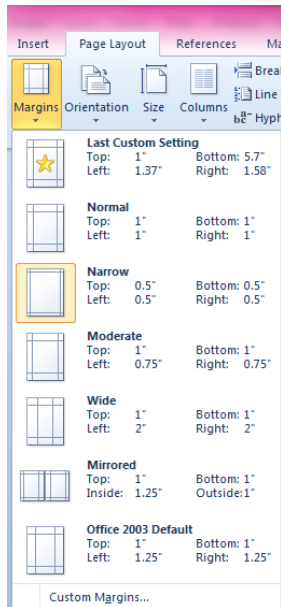
(Notice that whenever you click on a tab, an entire menu will appear with your various options.) On the left-hand side of the menu (also called the "ribbon") you will see options for **Print Layout**, **Full Screen Reading**, **Web Layout**, **Outline** and **Draft**. Click on each icon to try out each setting and determine which layout you prefer.

Once you click on your preferred layout, you should see your workspace change immediately.

Now you'll need to set up your document. Go to the **Page Layout** tab at the top of your screen.



Click on the **Margins** icon. The arrow underneath the word “Margins” is pointing down, which means there are more options. When you click the **Margins** icon, the menu will appear below it.



There are a number of default settings; most people will simply need the **Normal** setting. However, your program may have pre-selected a different setting.

Click on the icon of the setting you wish to use and your document will update immediately.

If you need a different margin setting than what is provided, click on the menu item **Custom Margins...** for more options.

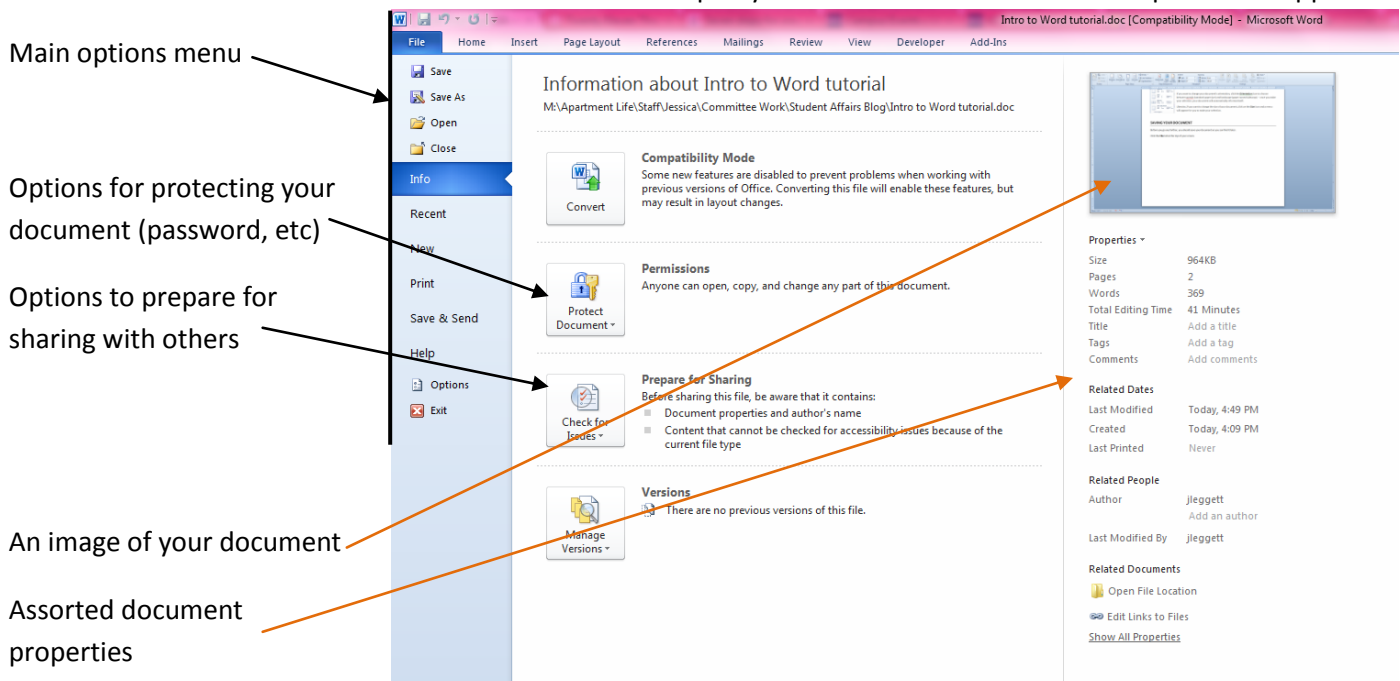
If you want to change your document's orientation, click the **Orientation** icon to choose between portrait (standard paper size) and landscape (paper turned sideways) -- once you make your selection, your document will automatically reformat itself.

Likewise, if you want to change the size of your document, click on the **Size** icon and a menu will appear for you to make your selection.

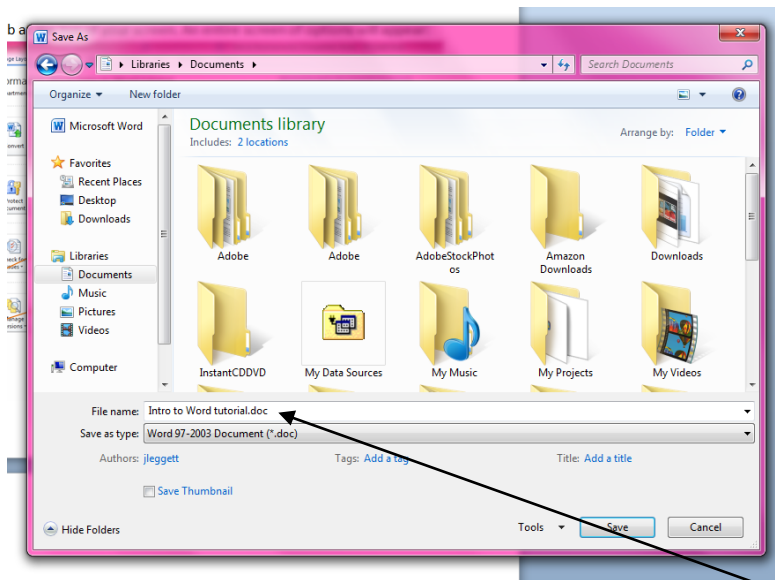
## SAVING YOUR DOCUMENT

Before you go any further, you should save your document so you can find it later.

Click the **File** tab at the top of your screen. An entire screen of options will appear:



Click the **Save As** option to bring up your computer files.



Choose the location where you intend to save your document. Type in a name for your document.

*If you remove the .doc from your document title, it will be placed back onto the end of your title when you are done.*

Finally, choose the format type you plan to save your document to. **Word 97-2003 Document** will usually be pre-selected for you. **Please note: Office 2010 has a new default document extension, which now includes an “x” at the end of each file type.** For instance, the very first option in the list is **Word Document (\*.docx)**

- Word Document (\*.docx)
- Word Macro-Enabled Document (\*.docm)
- Word 97-2003 Document (\*.doc)
- Word Template (\*.dotx)
- Word Macro-Enabled Template (\*.dotm)
- Word 97-2003 Template (\*.dot)
- PDF (\*.pdf)
- XPS Document (\*.xps)
- Single File Web Page (\*.mht;\*.mhtml)
- Web Page (\*.htm;\*.html)
- Web Page, Filtered (\*.htm;\*.html)
- Rich Text Format (\*.rtf)
- Plain Text (\*.txt)
- Word XML Document (\*.xml)
- Word 2003 XML Document (\*.xml)
- OpenDocument Text (\*.odt)
- Works 6 - 9 Document (\*.wps)
- Works 6.0 - 9.0 (\*.wps)

Select your preferred file type, and click the **Save** button.

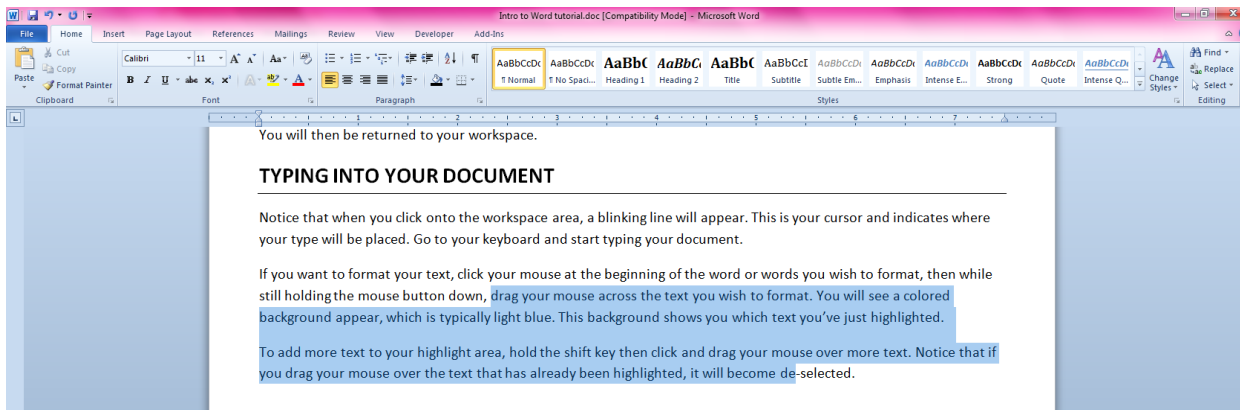
You will then be returned to your workspace.

## TYPING INTO YOUR DOCUMENT

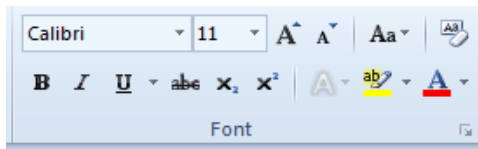
Notice that when you click onto the workspace area, a blinking line will appear. This is your cursor and indicates where your type will be placed. Go to your keyboard and start typing your document.

If you want to format your text, click your mouse at the beginning of the word or words you wish to format, then while still holding the mouse button down, drag your mouse across the text you wish to format. You will see a colored background appear, which is typically light blue. This background shows you which text you’ve just highlighted.

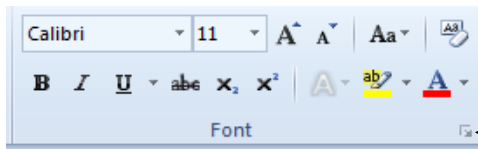
To add more text to your highlight area, hold the shift key then click and drag your mouse over more text. Notice that if you drag your mouse over the text that has already been highlighted, it will become de-selected.



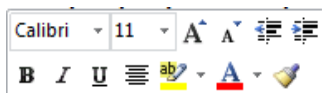
Now that your text is highlighted, you have a few options for accessing the formatting tools:



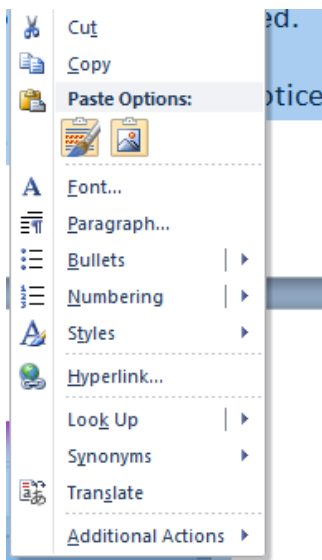
• use the box at the top left of the screen



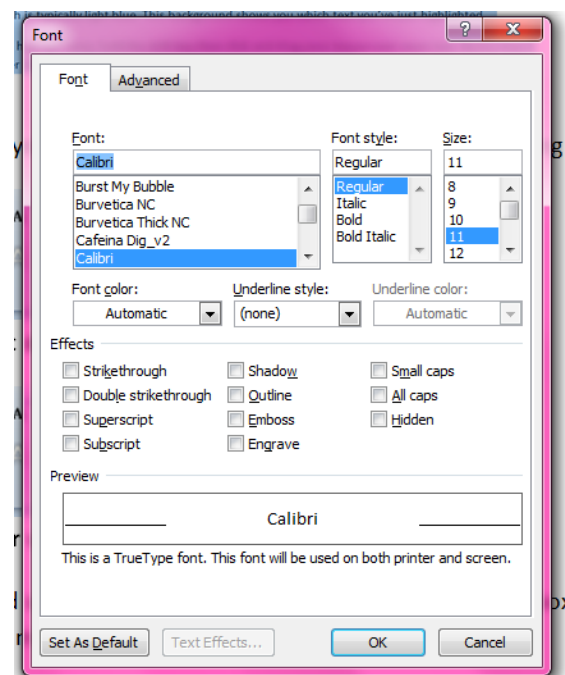
• click the right-hand corner of the box at the top of the screen



• hover over the text and select your chosen formatting options from the box that appears



• or click on the **Font...** option to go to the menu.



Select your font options & click **OK**.

Now all you need to do is type your document. Use the **enter** key to create a new paragraph. Save often.