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About this Course

This course has been designed specifically for delegates with little or no experience. The objectives of this tailored course are the following:

❑ **Lesson 1: Creating a Basic Word Document**

- Topic 1A: Identify the Elements of the User Interface
- Topic 1B: Customise the Word Environment
- Topic 1C: Enter text in a Document
- Topic 1D: Save a Document
- Topic 1E: Print a Document
- Topic 1F: Obtain Help with Word

❑ **Lesson 2: Editing a Word Document**

- Topic 2A: Navigate Through a Document and Select Text
- Topic 2B: Modify Text
- Topic 2C: Undo Text Changes
- Topic 2D: Find and Replace Text

❑ **Lesson 3: Formatting Text in a Word Document**

- Topic 3A: Change Font Styles
- Topic 3B: Highlight Text in a Document

❑ **Lesson 4: Formatting Paragraphs in a Word Document**

- Topic 4A: Set Tabs to Align Text
- Topic 4B: Modify the Layout of a Paragraph
- Topic 4C: Create Lists
- Topic 4D: Apply Borders and Shading
- Topic 4E: Apply Styles

❑ **Lesson 5: Inserting Tables**

- Topic 5A: Create a Table
- Topic 5B: Modify a Table
- Topic 5C: Format a Table
- Topic 5D: Convert Text to a Table

❑ **Lesson 6: Inserting Special Characters and Graphical Objects**

- Topic 6A: Insert Symbols and Special Characters
- Topic 6B: Insert Illustrations in a Document

❑ **Lesson 7: Controlling the Appearance of the Pages in a Word Document**

- Topic 7A: Control the Layout of a Page
- Topic 7B: Apply a Page Border and Colour
- Topic 7C: Add Watermarks
- Topic 7B: Add Headers and Footers

❑ **Lesson 8: Proofreading a Word Document**

- Topic 8A: Check Spelling and Grammar
- Topic 8B: Use the Thesaurus
- Topic 7C: Customise the AutoCorrect Options

Both the Course and the Manual will give you '*Hands-On*' experience which is vital to your learning process within this course.

About this Manual

Within the Manual's contents, we have for simplicity, kept terminology to a minimum. Any terminology we have used is fully explained in easy to understand statements.

The Manual has been designed to provide you with a useful tool both in the classroom environment and as a Reference Book once the course is over.

At the beginning of each topic you will see a list of Module Objectives that detail exactly what the topic contains.

Each topic is graphically represented at the top of each page with some diagrams and/or text. Often these are condensed items for the particular topic. Within each topic are '*snapshots*' of dialog boxes you will see on your own screen as you go through the course. This will assist you when you go back over any particular topic as to what you should be viewing on your screen at any given time.

Whilst working with the Manual, you will see that when you are asked to click on something on your screen, the text will be in **bold**. For example:

'Click the **Ok** button'

In this instance, we would like you to click on the button, which says **Ok**.



We are always interested in your comments on the Manual, Course and Tutor. We would ask, therefore, that you give your comments on your Course Evaluation Sheet at the end of the Course.

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Lesson 1: Creating a Basic Word Document

Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Identify the Elements of the User Interface
- Customise the Word Environment
- Enter text in a Document
- Save a Document
- Print a Document
- Obtain Help with Word

Identify the Elements of the User Interface

*It is now easier and faster to
get the results you want*

Topic 1A: Identify the Elements of the User Interface

Background

With the launch of the brand new Microsoft Office 2010, the first noticeable feature is the User Interface. Microsoft has kept a similar interface to Office 2007 with all Office 2010 programs now featuring this brand new look.

There have been dramatic changes to the user interface and what fantastic changes they are. Gone are the Menus, Toolbars, Task Panes and dialog boxes. These features were good in their time where commands were limited but now that Microsoft Office can do so much more these features would not work so well.

Being replaced by the Ribbon with its new File Tab, Contextual Tabs and Galleries, users will now find it easier and faster to get the results they want.

If you have been using earlier versions of Microsoft Office, give yourself some time to find out where everything is and don't get too frustrated if you can't find something. Although at first you may think that Microsoft Office Word 2007 is the same as Microsoft Office Word 2010, once you delve deeper you will see there have been some incredible changes.

If this is the first time you have used Microsoft Office Word 2010, you will find that you will learn where everything is in no time at all. Just keep thinking logically where you would find things.

In this section of the course we are going to look at different parts of the interface to help you to familiarise yourself with the main parts of the screen. Then we will move onto more in depth topics like inserting data, formulas, formatting and page layouts.

Some of the windows within Microsoft Office 2010 now have new options to move or resize the window. These windows will have a drop down arrow with 3 options. **C**lose is self-explanatory but **M**ove will give you a 4 headed arrow stuck to your mouse pointer to enable you to move the window. **S**ize will give you a double arrow stuck to your mouse pointer enable you to resize the window.



The File Tab



This is the central location which holds the things you need to do most often

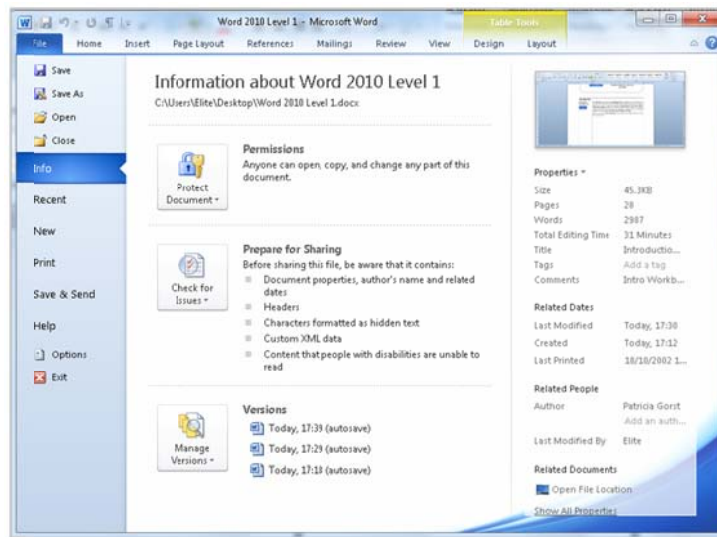
The File Tab

The File Tab Backstage View





The **File Tab**, also known as the *Backstage View* is bright blue so that it stands out from the rest of the tabs. This is the central location which holds the most common things you need to do with your document like **Info, Recent, New, Print, Save & Send, Help, Options** and **Exit**. The window is split into three sections. We will go through each section to enable you to familiarise yourself with these important options. At the top of the list are **Save, Save As, Open** and **Close**.

Here we can see the **Info** section which is the default when you access the **Backstage View**.



Recent



In the **Recent Document** in the middle you will be able to see a list of up to 25 documents recently used. You can adjust this figure up to 50, if required but clicking on the **Options** button and choosing the **Advanced Tab**, then **Display** section. If you want to keep a document on the list, click the little Push Pin in  so that it looks like this . You can also see the **Recent Places** you have navigated to.

At the bottom of the window you will see the **Quickly access this number of Recent**



Documents.

If you click a tick in the box and adjust the number by either typing or clicking the upward or downward spinners, you will see the area above the **Recent** bookmark changing to show you the last so many workbooks you were using. Here we have the number **4** therefore we can see the last 4 document used.



At the bottom right of the window there is a **Recover Unsaved Documents** option.



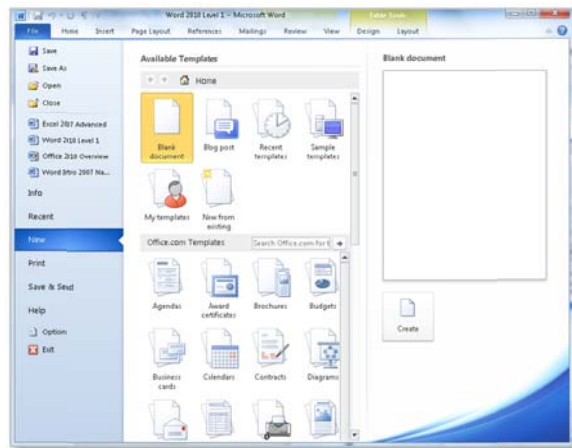
If your computer has crashed or you just forgot to save the document, you can go look for your unsaved documents by clicking the button where you will be navigated to this filepath by default



New Option

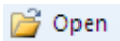


Similar to earlier versions of Word, the **New** option is used when you require a new document. To activate the button you must click on it. This will invoke the **Available Templates** window.



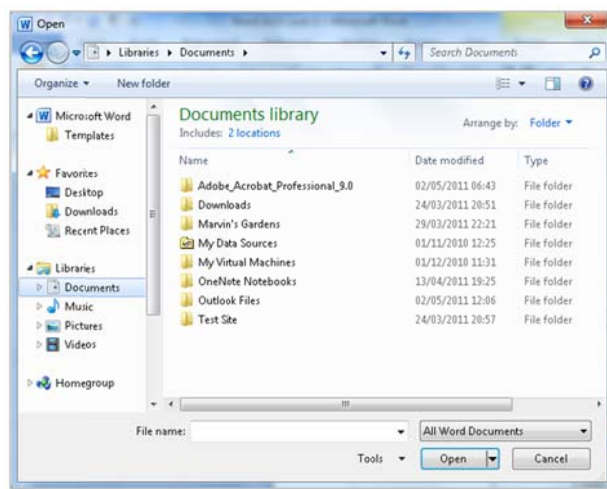
From here you can open a new blank document, a document using a particular template or a document which exists either on your own computer or a server you have access to.

Open

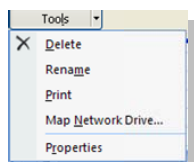


The **Open** button is used to open a wo document rkbook which lies either on the user's computer or on a server they have the ability to access. You must click on the button to invoke the **Open** window.

The **Open** window is very similar to previous versions with the main parts like **My Documents** and **Desktop** available in the left window.



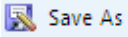
There is a new **Tools** menu down the bottom left of the window and when you click the drop down, you are presented with these options.



Save



Save As



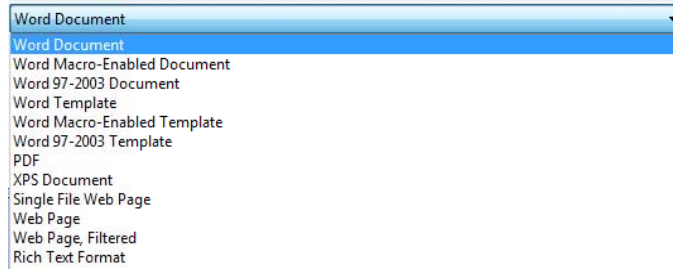
Print



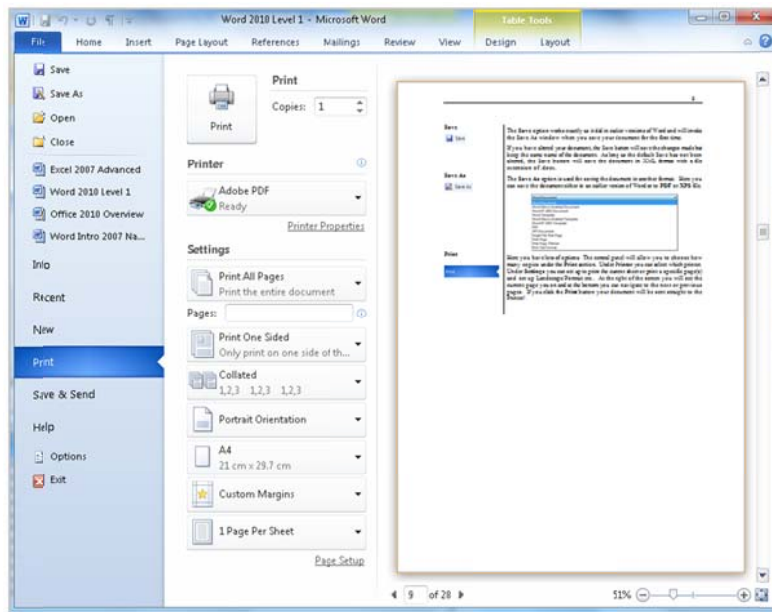
The **Save** option works exactly as it did in earlier versions of Word and will invoke the Save As window when you save your document for the first time.

If you have altered your document, the Save button will save the changes made but keep the same name of the document. As long as the default Save has not been altered, the Save button will save the document in XML format with a file extension of .docx.

The **Save As** option is used for saving the document in another format. Here you can save the document either in an earlier version of Word or to **PDF** or **XPS** file.



Here you have lots of options. The central panel will allow you to choose how many copies under the **Print** section. Under **Printer** you can select which printer. Under **Settings** you can set up to print the current page or print a specific page(s) and set up Landscape/Portrait etc.. At the right of the screen you will see the current page you on and at the bottom you can navigate to the next or previous pages. If you click the **Print** button your document will be sent straight to the Printer!

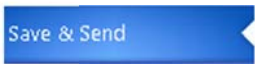


There is also a **Zoom to Page** button  at the bottom right of the window along

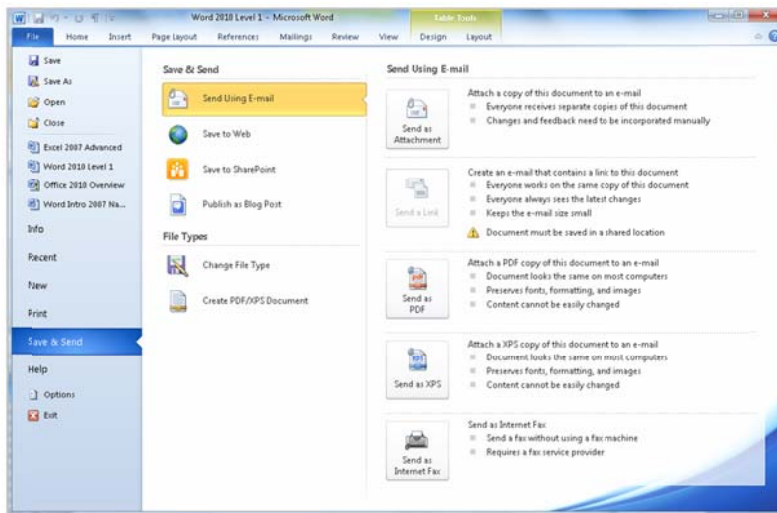


with the **Zoom Slider**.

Save & Send

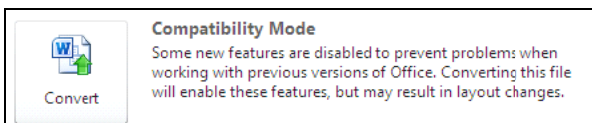


Here you can either send a copy of the document through email as an attachment **Save to Web** or publish to **SharePoint**. You can even change the file type here. Explanations are given on the right side of the window for their options.



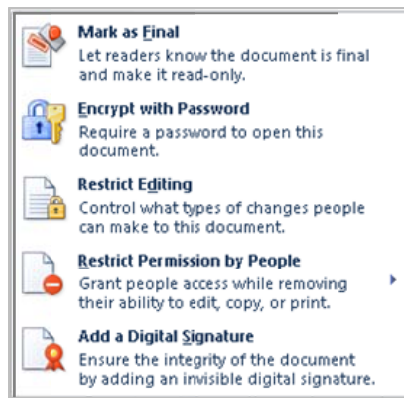
Info – Compatibility Mode

The **Compatibility Mode** will display the **Convert** button if the document you opened is in a previous file format (binary). This options allows you to convert the old document up to the new file format which is xml. **NOTE: You will only see this option if you have opened an old (binary) document. If the document you have opened is in the xml format this options is missing from the list.**



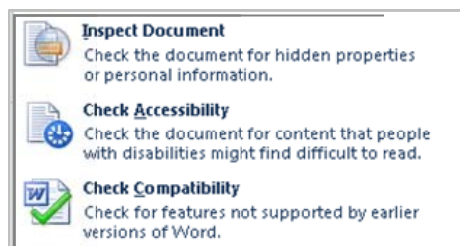
Info - Permissions

Here you can **Mark as Final** so that if you are using Track Changes other can see this is the final document because it will be Read Only. You can also **Encrypt with a Password** here along with **Restricting Editing** to determine who can do what with the document. Add a **Digital Signature** is another feature listed here and will take you through how to add a digital signature to your document.



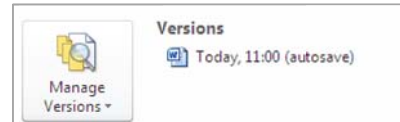
Info -Prepare for Sharing

The **Prepare for Sharing** option gives choices on how you can prepare the document for distribution. These options allow for **Inspecting the Document** for hidden properties, **Check Accessibility** for people with disabilities, and **Check Compatibility** to determine if this document if saved as a previous version would be compatible with older versions of Word.



Info- Versions

Versions will allow you to see how many current versions you have of your document. If you close Word the versions will stop and start again at version 1.



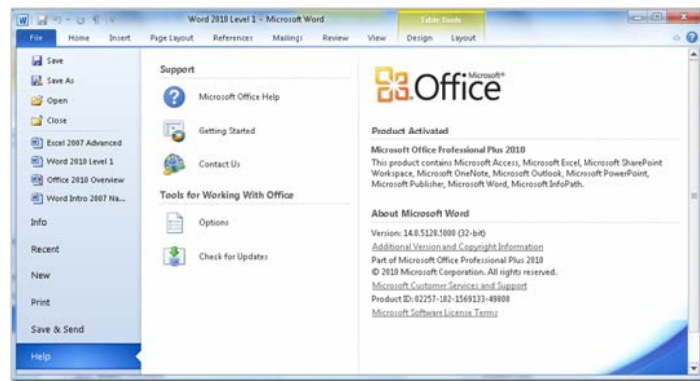
In the **Manage versions** button there is a drop down arrow to give you the options to recover unsaved documents.



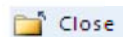
Help

Help

Help offers you help on using **Microsoft Office Help**. **Getting Started** to learn the basics quickly, **Contact Us** to let Microsoft know what you think of the products, **Options** to customise the way Word works, **Check for Updates** checks for available service packs which helps Word work a little better and irons out the glitches.

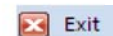


Close



Will simply close the document. If you have made any changes you will be asked if you want to save.

Exit





Exit will close Word the application. If you have any opened documents, you will be asked to save these before Word closes.


Zoom the View

At the bottom right of your window is a **Zoom slider**. To zoom you can either drag the slider to the right to zoom in or drag the slider to the left to zoom out.



Alternatively, you can click on the small circle  or small plus  on the left of the **Zoom slider**.

Show/Hide Ruler

If you want to show/hide the ruler, click the small View Ruler button at the top of the upwards scroll bar. 

Bottom left of Word Window

At the bottom left of the window Microsoft have placed the Page Number and Number of Pages option. If you click this button it will invoke the Find, Replace & GoTo windows.

If you click the little book with the tick, this will start a Spell Check. Clicking the English (UK) button will invoke a window to allow you to change the language.

The Quick Launch Toolbar and the Mini Toolbar are the same as Excel.

Typing

Typing =rand(4,5) in previous versions of Word would give you the text The quick brown fox jumped over the lazy dogs. Now you are presented with text to describe all the new features available in Word.

Live Word Count

Also at the bottom of the window when you have some text is a Live Word Count. This options will count the words are you type them. Cool!

The Ribbon




The Ribbon

Background

The new Ribbon replaces the old Pull Down menus which used to appear at the top of the window. These menus were good in their day but now Microsoft Office Word 2010 can do so much more. Microsoft wanted a way of enabling users to quickly and visually find commands required to complete their tasks, hence the Ribbon was born.

There are 8 tabs within the Ribbon in Microsoft Office Word 2010. **File, Home, Insert, Page Layout, References, Mailings, Review** and **View** by default.

How to Hide or Redisplay the Ribbon

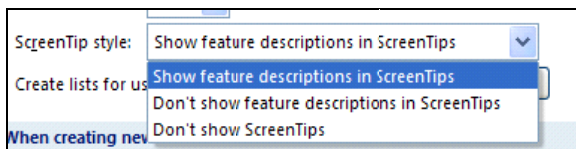
- Double click any tab within the Ribbon.
- **OR** Press **Ctrl + F1** or click any other tab.
- Alternatively click the small  up arrow which appears at the top right of the window.

Use the Ribbon

- Click on the tab name.
- **OR** use the wheel on your mouse to move between the tabs.

Show Screen Tips

The new option for showing ScreenTips has been greatly enhanced and now gives 3 options which you see below.



These are called **Enhanced Screen Tips** and can be switched on or off by selecting the **File Tab** then **Options** at the bottom of the window. Then select the **General** tab and under the **User Interface Options** select **ScreenTip Style** from the drop down arrow.

If you select **Show feature descriptions in ScreenTips** you will see a pop up box which in the instance below, gives you the keyboard shortcuts to sum plus some text on what the button does.



If you select **Don't show featured descriptions in ScreenTips** you will see this option



If you select **Don't show ScreenTip** you will not see any pop up box at all. Throughout this manual, **Show feature descriptions in ScreenTips** will be switched on.

Mini Toolbar

When you select text) or right click text, the **Mini Toolbar** is displayed to give quicker access to the more common formatting tools. In this new version of Word it will show you a preview of the Font Height, Font name etc using AutoPreview. If you find that this gets in your way, you can turn it off by clicking the **File tab** then **Options** and the **Personalize** tab.


Status Bar

At the bottom of the Microsoft Office Word 2010 window you will see the **Status Bar**. When you select some cells in your worksheet, you can see the type of information accessible.

**Views**

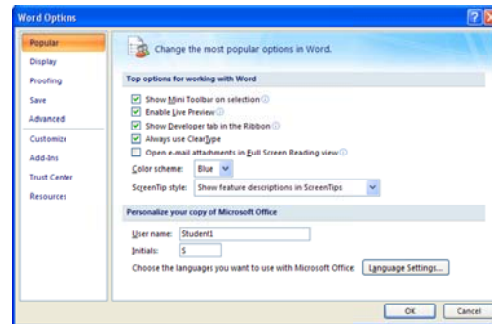
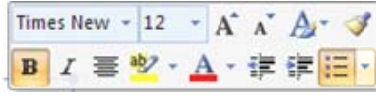
You can also access different view from the Status Bar by selecting one of the views on offer.

**Zoom and Zoom Slider**

In the bottom corner of the **Status Bar** is the **Zoom Level** **100%** and the **Zoom Slider**.  Click on the Zoom Level button to change the zoom or use the slider by dragging the bar left or right to zoom up or down. The small buttons either side of the Zoom Slider will, when clicked, zoom up or down by 10% increments at a time.

Customize the Word Environment

- **Show/Hide the Mini Toolbar**
- **Enable/Disable Live Preview**
- **Add buttons to the Quick Access Toolbar**



Topic 1B: Customise the Word Environment

Background

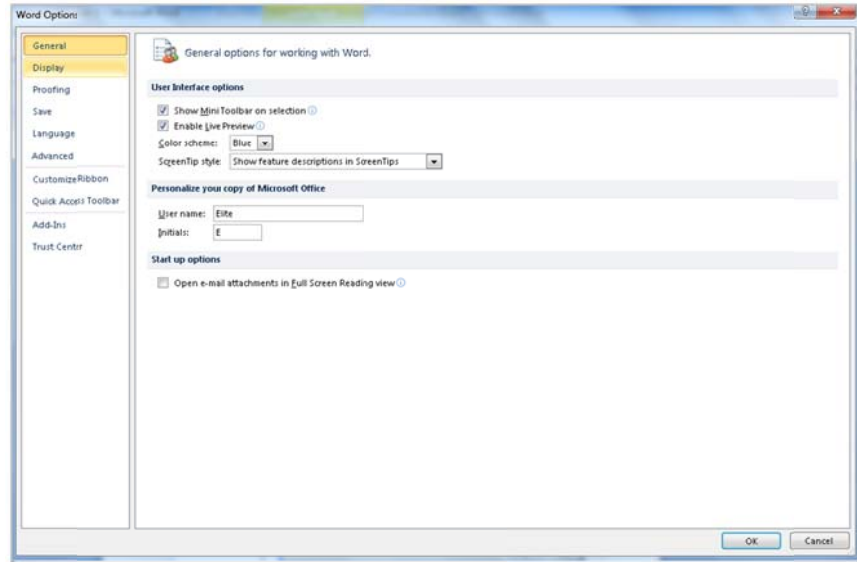
There are various ways to customise the Word environment like **Show/Hide the Mini Toolbar**, **Enable/Disable Live Preview** or **Add buttons to the Quick Access Toolbar**. We will have a look at some of these features and more in this section.

Show/Hide the Mini Toolbar

The **Mini Toolbar** was designed to assist users to quickly format their selected text with the most common buttons. Buttons like Bold, Italic, Font Name, Font Size etc. This Mini Toolbar will display by default. As everyone is different you have the ability to turn it on or off as required.

To determine whether it is switched on or off just select some text and move your mouse up and over to the right of the selected text. You should now see the toolbar.

- From the **File tab** select **Options** at the bottom right of the window
- This will invoke the **Word Options** dialog box.



- In the **User Interface options** section tick or untick the **Show Mini Toolbar on selection**.
- If the box is ticked, the toolbar will display and vice versa.

Enable/Disable Live Preview

Live Preview (often referred to as 'Formatting on the Fly') is designed to assist users to see the effect of formatting etc on their document before they decide to change something. For example, say you wanted to change the text in your document to bold but were unsure how it would affect the look of the document. Or even perhaps turn the text a different colour. Live Preview will show you how this would look.

To determine whether it is switched on or off just select some text hover your mouse over the Font Name or Font Size box. You should now the text change.

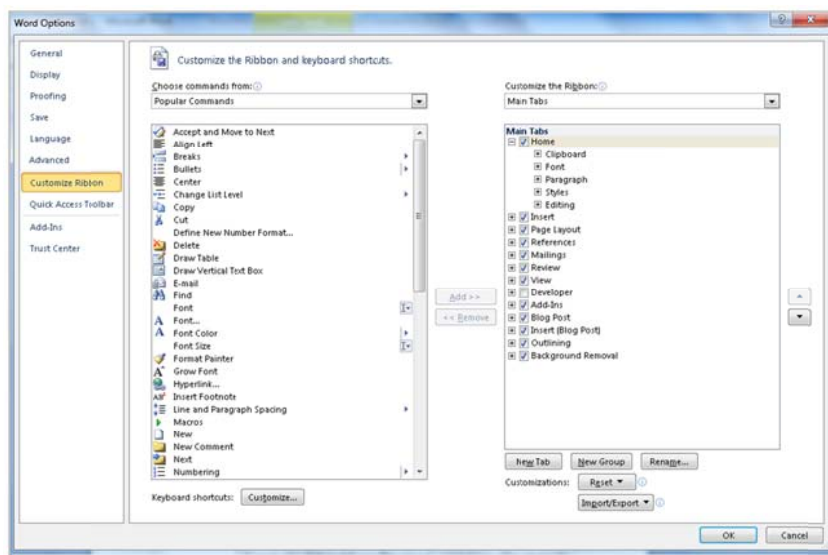
- From the **File tab** select **Options** at the bottom right of the window.
- This will invoke the **Word Options** dialog box.
- In the **User Interface Options** section tick or untick the **Enable Live Preview**.
- If the box is ticked, the Live Preview will display and vice versa.

Quick Access Toolbar

The **Quick Access Toolbar** was designed to allow users to quickly Save, Undo or Redo an action. These buttons are the default. Users can also add more buttons of their choice. The buttons they would regularly use but don't want to have to go search for them. There are virtually hundreds of buttons to choose from.

The Quick Access Toolbar can also be displayed above or below the Ribbon. We will show you how to this also.

- From the **File tab** select **Options** at the bottom right of the window.
- This will invoke the **Word Options** dialog box.
- Select the **Customize** button. and you will see a window similar to the one below.

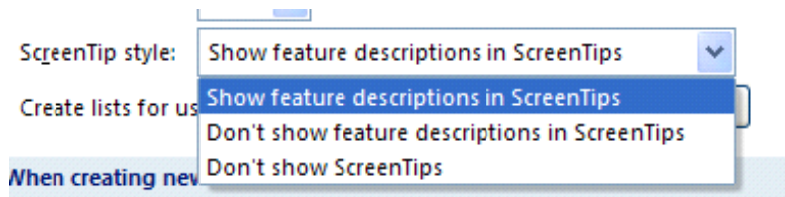


- At the left of the window are lists of the most popular command buttons available in word.
- Click the button you are interested in then click the **Add** button. Continue until you have the desired amount of buttons. Click **OK**.
- To remove buttons, select the button in the right hand window and then click the **Remove** button. Click **OK**.
- You can also right click any Ribbon button and the option **Add to Quick Access Toolbar** will be displayed. If you click this option, the button will be added to the Quick Access Toolbar.
- Click the small drop down arrow at the end of the toolbar and select **Show below the Ribbon**.
- If the Quick Access Toolbar is already below the Ribbon, click the small drop down arrow at the end of the toolbar and select **Show above the Ribbon**.

Display the Quick Access Toolbar above or below the Ribbon

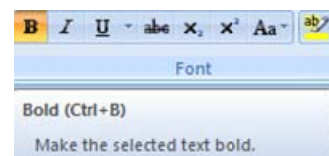
Show Screen Tips

The new option for showing ScreenTips has been greatly enhanced and now gives 3 options which you see below.

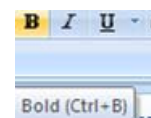


These are called **Enhanced Screen Tips** and can be switched on or off by selecting the **Office Button** then **Word Options** at the bottom of the window. Then select the **Popular** tab and under the **Top options for working with Word** select **ScreenTip Style** from the drop down arrow.

If you select **Show feature descriptions in ScreenTips** you will see a pop up box which in the instance below, gives you the keyboard shortcuts to embolden text plus some information on what the button does.



If you select **Don't show featured descriptions in ScreenTips** you will see this option which is only the keyboard shortcut keys.




If you select **Don't show ScreenTip** you will not see any pop up box at all. Throughout this manual, **Show feature descriptions in ScreenTips** will be switched on.

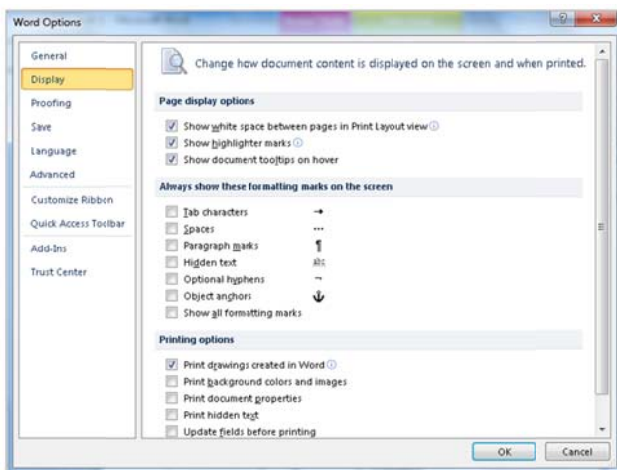
Hide or Redisplay the Ribbon

- Double click any tab within the Ribbon.
- Press **Ctrl + F1** or click any other tab.
- Alternatively you can click the small drop down arrow at the end of the toolbar and select **Minimize the Ribbon**.

Show Non Printable Characters

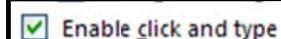
In previous versions of Word, you have always been able to select the **Show/Hide** icon  which will display non printable characters like a dot (•) for each time you press the spacebar and an arrow (➔) each time you press the tab key. There are a few others. The only problem with this was you had to either display or hide all these characters. Now you can display just the ones you want to see with this new enhanced feature.

- From the **File Tab** select **Options** at the bottom right of the window
- This will invoke the **Word Options** dialog box.
- Select the **Display** option at the left of the window.
- In the **Always show these formatting marks on the screen** section tick the boxes for the marks you wish to see.
- Click **OK**



Enter Text in a Document

- Typing will appear where the cursor is blinking
- Use the Click and Type feature



Topic 1C: Enter Text in a Document

Background

When you want to enter text into a Word document, you can simply look to see where your cursor is blinking and when you touch the keys on the keyboard, the typing will appear on screen.

There is also a feature called **Click and Type** which was introduced in Word 2000. This feature will display a set of lines next to the mouse pointer.

This feature can be switched on or off using the **Office Button, Word Options** and the **Advanced Edit** options.

You can also enter **Hidden Text!**


Enter text on the page

- Either click once on the page or look to see where your cursor is blinking
- Press the required keys on the keyboard

Use Click and Type

- Rest your mouse pointer at the left side of the page you will see lines at the right hand side of the I-beam. This indicates that if you *click and type* you're typing will be left aligned.
- Rest your mouse pointer at the right side of the page you will see lines at the left hand side of the I-beam. This indicates that if you *click and type* you're typing will be right aligned.
- Rest your mouse pointer in the middle of the page you will see lines below the I-beam. This indicates that if you *click and type* you're typing will be centre aligned.

Switch Click and Type on/off

- From the **File Tab** select **Options** at the bottom right of the window
 - This will invoke the **Word Options** dialog box
 - Select the **Advanced** option at the left of the window.
 - Under the **Editing Options** section, tick or untick the **enable click and type**
- 
- Click **OK**

Automatic Text

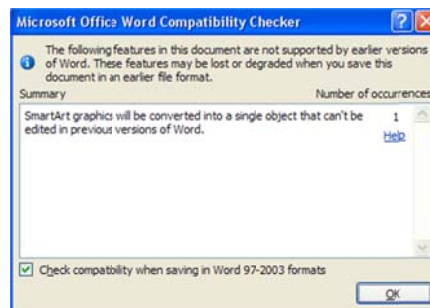
Typing **=rand(4,5)** in previous versions of Word would give you the text *The quick brown fox jumped over the lazy dogs*. Now you are presented with various new options available in word. The numbers depict sentences and paragraphs. The first number gives paragraphs and the second number gives sentences. For example **=rand(4,5)** will give 4 paragraphs with 5 sentences within each paragraph.

Hidden Text

- Press **Ctrl+Shift+H** on the keyboard
- Type the text you require.
- Text stays hidden until you click the **Show/Hide** icon

Save Your Document

- **Your document can be saved as Word 2007 with the .docx file extension**
- **Or it can be saved back to a previous version**
- **If saved back the Compatibility checker will tell you the new features it will strip out**



Topic 1D: Saving Your Document

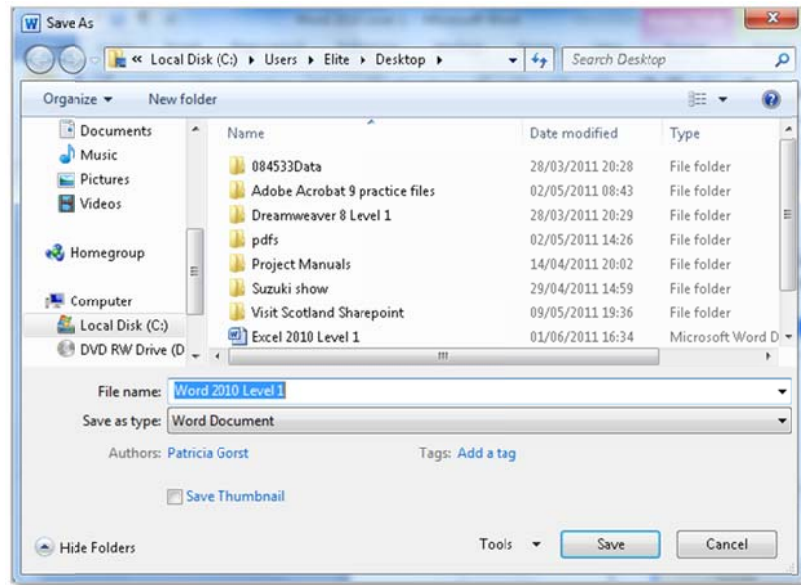
Background

Microsoft Office Word 2010 now has a new file extension which is .docx. This new file is based on XML (*Extensible Markup Language*). It is called Open XML Formats and applies to Microsoft Office Word 2010, Microsoft Office Excel 2010, and Microsoft Office PowerPoint 2010. The benefits of this new file extension feature are:

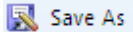
- ❑ **Compact files** Files are automatically compressed and can be up to 75 percent smaller in some cases. The Open XML Formats uses zip compression technology to store documents, offering potential cost savings as it reduces the disk space required to store files and decreases the bandwidth needed to send files via e-mail, over networks, and across the Internet. When you open a file, it is automatically unzipped. When you save a file, it is automatically zipped again. You do not have to install any special zip utilities to open and close files in the 2007 Office release.
- ❑ **Improved damaged-file recovery** Files are structured in a modular fashion that keeps different data components in the file separate from each other. This allows files to be opened even if a component within the file (for example, a chart or table) is damaged or corrupted.
- ❑ **Better privacy and more control over personal information** Documents can be shared confidentially, because personally identifiable information and business-sensitive information, such as author names, comments, tracked changes, and file paths can be easily identified and removed by using Document Inspector.
- ❑ **Better integration and interoperability of business data** Using Open XML Formats as the data interoperability framework for the 2007 Office release set of products means that documents, worksheets, presentations, and forms can be saved in an XML file format that is freely available for anyone to use and to license, royalty free. Office also supports customer-defined XML Schemas that enhance the existing Office document types. This means that customers can easily unlock information in existing systems and act upon it in familiar Office programs. Information that is created within Office can be easily used by other business applications. All you need to open and edit an Office file is a ZIP utility and an XML editor.
- ❑ **Easier detection of documents that contain macros** Files that are saved by using the **default** "x" suffix (such as .docx, .xlsx, and .pptx) cannot contain Visual Basic for Applications (VBA) macros and XLM macros. Only files whose file name extension ends with an "m" (such as .docm, .xlsm, and .pptm) can contain macros.

Save

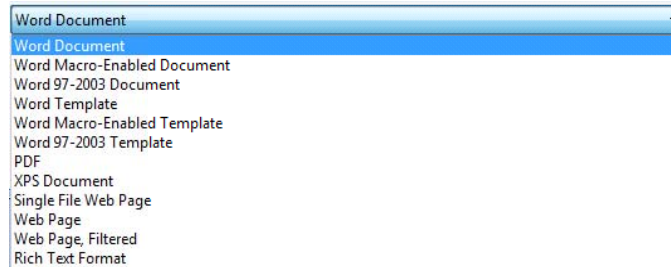
- From the **File Tab** select **Save**
- If this is the first time the document has been saved, this will invoke the **Save As window**



- Enter a name for your document in the **File name** section
- Navigate to where you wish to store the document
- Click the **Save** button
- Your document will be saved in the new .docx file extension

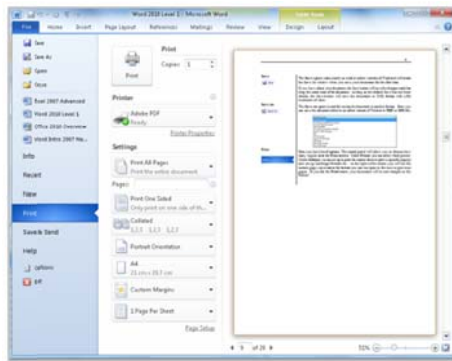
Save As

The **Save As** option is used for saving the document in another format. Here you can save the document either in an earlier version of Word or to **PDF** or **XPS** file.



Preview and Print a Document

- **Preview and Print are combined in the one area now**
- **You can scroll through your document too here**



Topic 1E: Preview and Print a Document

Background

Before you print your Word document it is important to *Preview* it to see how it would look on paper. This is why the Print Preview was developed.

Print




You can even make changes to your document within the Print Preview if you wish.

- From the **File** tab, click the **Print** button.
- From the top **Print** area click in the **Print** button to print.
- From the top **Print** area click in the **Copies** box and enter the number of copies

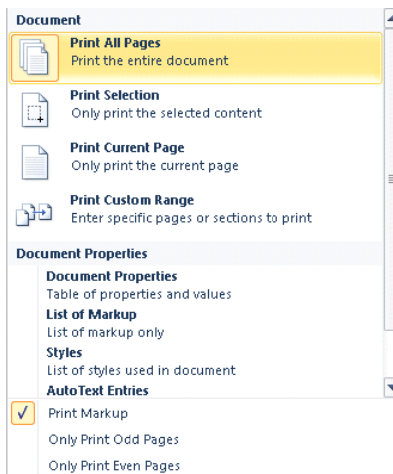


required.

There is also a **Zoom to Page** button  at the bottom right of the window along with the **Zoom Slider**.



- In the **Printer** section, select the printer you want to print to. There is also an option for **Print Properties**
- In the **Settings** section, there are options to either print the all the pages, the current page or the selection you have made on the document.



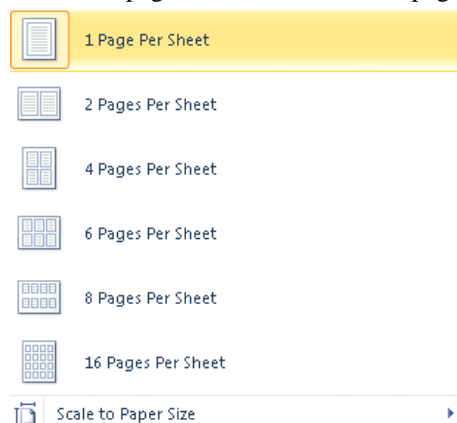
- In the **Pages** section, enter the number of the page you want to print i.e. 1 or if you type 1,3,5 Word will only print these pages. Alternatively you might want to print pages 1 – 3 therefore you could enter p1 – p3 or just 1 – 3.



- In the **Collated** section, click the drop down arrow to decide if you want all the pages to be printed one at a time **Uncollated** i.e. 3 x page 1, 3 times page 2 etc or **Collated** whereby the whole document is printed a specific number of times.

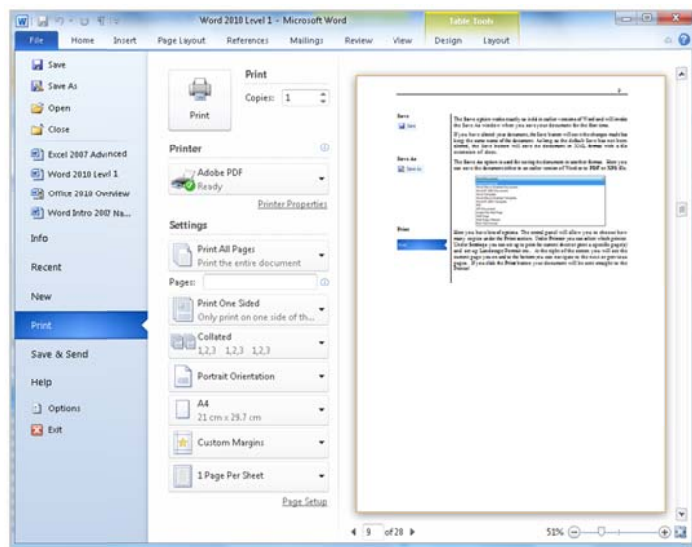


- In the **Portrait** section, click the drop down arrow to decide if you want the pages to be printed **Portrait** or **Landscape**.
- In the **A4** section, click the drop down arrow to select which size of paper you are printing to.
- In the **Custom Margins** section, click the drop down arrow to select which margins you require.
- In the **1 Page per Sheet** section, click the drop down arrow to select how you want to print your pages. Either no scaling at all, or fitting your sheets to one page, or fit all columns to a page, or fit all rows to one page.



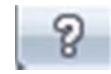
Print Preview

A preview of your document appears at the right hand side of the window. There are arrows with page numbers at the bottom of the window for you to scroll through the document page by page.



Obtaining Help

- You can obtain overall Help using the small blue circle with the white question mark
- You can obtain specific help from with a dialog box using the Help question mark



Topic 1F: Obtaining Help

Help from the File Tab



- **Help** offers you help on using **Microsoft Office Help**. Click the **File** tab and select **Help**.



Microsoft Office Help













- Click the option **Microsoft Office Help** which will invoke the **Word Help** window.




- If you are connected to the internet then you will be able to access more information within help.
- Either click on one of the hyperlink words (words in blue) in the middle of the window like **Getting Started** to learn the basics quickly.
- Alternatively if you are looking for something specific, type a keyword to search on in the **Search** box and click **Search**.

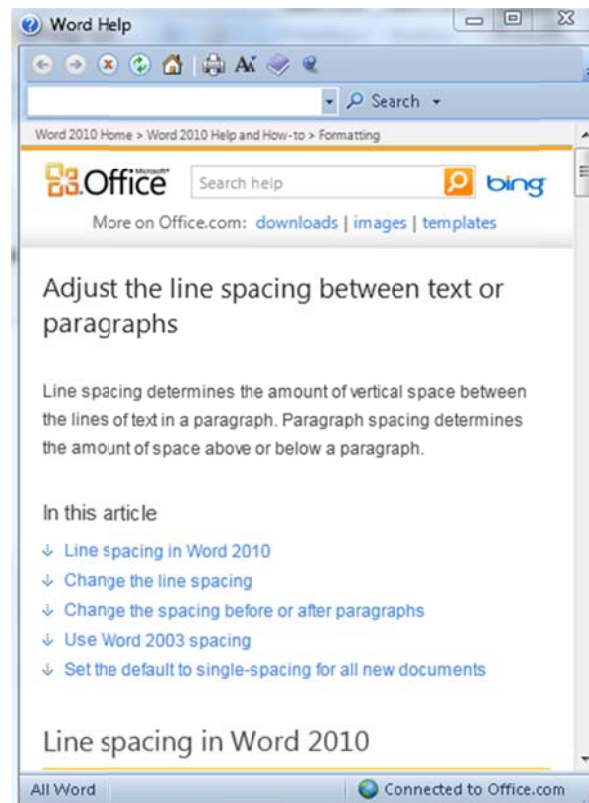
Buttons in the Help Window



This button		Does this
Back		Takes you back one step
Forward		Takes you forward one step
Stop		Will stop the search
Refresh		Will refresh the screen
Home		Will take you back the the first screen
Print		Will print what you see in the Help window
Change the Font Size		Will give options to make the text in the Help window larger or smaller
Show Table of Contents		Will show a contents window within Help for more choices. When clicked the button will look like this  .
Keep on Top		Keeps the Help window on top of the Excel screen while you work. If the button is clicked it will look like this  . The Help window will then compact to a button on the Task bar until you click the button  .

Dialog box help

- From within a dialog box, click the **Help** button .
- Here we have click the Help button in the **Paragraph** dialog box.



Lesson 2: Editing a Word Document

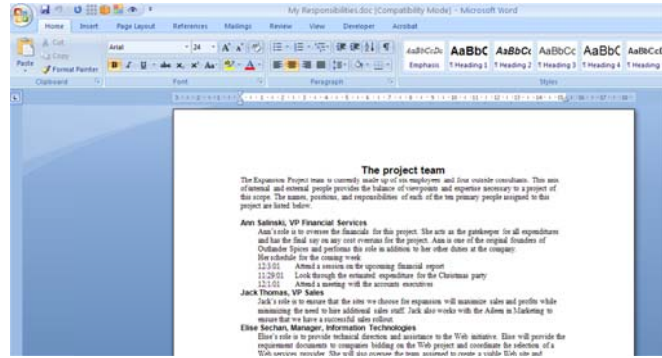
Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Navigate Through a Document and Select Text
- Modify Text
- Undo Text Changes
- Find and Replace Text

Navigate Through a Document and Select Text

- Arrow Keys
- Scroll Bars
- PageUp
- PageDown



Topic 2A: Navigate Through a Document and Select Text

Using the arrows key to move up or down

- Place the insertion point anywhere in your document
- Use the arrow keys to move up, down, left or right.
- If you move down to the bottom of the page and keep pressing the down arrow the document will scroll downwards (assuming that the document does in fact extend beyond what was previously visible on the screen!) The same applies when moving up through the document.

Using PageUp and PageDown

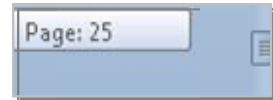
- Press the **PageUp** or **PageDown** keys to move through your document approximately one window full (screen) per press.

Using the Scroll Bar

- Click once on the down or up arrows at the top and bottom of the scroll bar and you will scroll through your document one line at a time.

Dragging the Scroll Bar 'elevator'

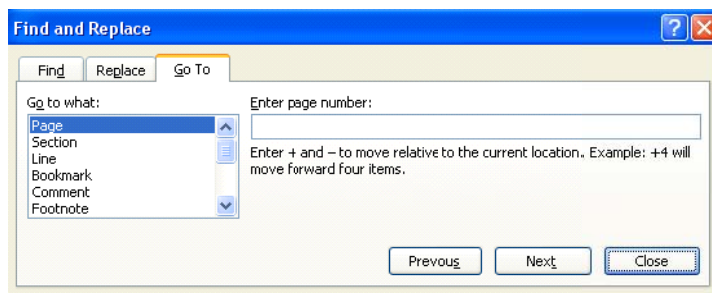
- Click on the 'elevator' button within the vertical scroll bar. As you drag it up and down, you will see the page numbers displayed. When you release the mouse button, you will go to the page number indicated.



To use Go To which allows you to jump to a particular number

- **OR** Press **Ctrl+G**
- **OR** Click the **Select Browse Object** button at the bottom of the Scroll Bar
- Select the **Go To** tab
- In the **Go To What** section make sure that Page is selected.
- In the **Enter page number** field enter the number of the page that you wish to jump to, and then click on the Next button.

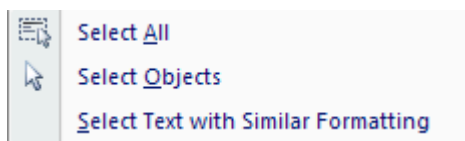
Select Browse Object button



- **Note:** the **Next** button changes to a **Go To** button when you have entered a page number.

Word 2010 Selection Techniques

- Double click on a word to select it
- Move to the 'Selection Bar'
 1. To select a line, click once
 2. To select a paragraph, double click
 3. To select everything, triple click



Keyboard shortcut to select everything is CTRL+A

Word 2010 Selection Techniques

To select a word

To select a line

To select a paragraph

To select all text

To select a sentence

To select a range of text

Select non-adjacent text

Select text with similar formatting

- Double click on the word
- Move the mouse pointer to the left of the line you wish to select, until the mouse pointer changes from an I bar to an arrow pointing upwards and to the right. You are now in the 'Selection Bar', a hidden screen element.
- Click once with the mouse button
- Move the mouse pointer to the left of the paragraph you wish to select, until the mouse pointer changes from an I bar to an arrow pointing upwards and to the right. You are now in the 'Selection Bar', a hidden screen element.
- Click twice with the mouse button
- **OR** point somewhere inside the paragraph with the mouse pointer and triple click
- Move the mouse pointer to the 'Selection Bar'
- Either click three times with the mouse button
- **OR** press **Ctrl+A**
- **OR** select the **Select All** command, located in the **Editing** group of buttons.
- Word 2010 defines a sentence as a group of words with a capital letter at one end and a full stop at the other.
- Move the mouse pointer into the sentence you wish to select.
- When the mouse pointer changes to an I bar hold down the **Ctrl** key and click with the left mouse button once.
- Using both the mouse and the keyboard often gives you better mouse control without the mouse 'running away with you'. This options is often called **Click, Shift,Click**.
- Click once with the left mouse button at the beginning of the selection of text
- Depress the **Shift** key and keep it depressed.
- Click once with the left mouse button at the end of the selection.
- Word 2010 will select all the text between the first click and the second click.
- Select the first sentence, paragraph or few word with the mouse
- Hold down the **Ctrl** key and select any other sentence, paragraph or words.
- Select the word required which has formatting
- Click the **Select Text with Similar Formatting** option from the **Home** tab and the **Editing** group of buttons.

Deleting Text

▪ **Make sure you know how to:**

4. *Delete a character*
5. *Delete a word*
6. *Delete a line or lines*
7. *Delete a sentence*
8. *Delete a paragraph*
9. *Delete a block of text*
10. *Delete an entire document*



BEWARE of deleting text!

Remember the Undo tool!



Deleting Text

Background

Deleting characters, words, lines, sentences, paragraphs or blocks of text is simple in Word 2010.

To delete a character

- Place the insertion point to the left of the character to be deleted and press **Delete**
- **OR** place the insertion point to the right of the character to be deleted and press **Backspace**.

To delete a word

- Double click on the word to be deleted and press the **Delete** key.
- **OR** place the insertion point to the right of the word to be deleted and press **Ctrl+Backspace**
- **OR** place the insertion point to the left of the word to be deleted and press **Ctrl+Delete**

To delete a line or lines

- Place the mouse pointer in the left-hand margin, next to the first line of text or first blank line to be deleted. The mouse pointer changes to an arrow pointing up and to the right.
- Click on the left-hand mouse button to select the line of text or the blank line you wish to delete.
- **OR** drag the mouse pointer down the left-hand margin to select the lines you want to delete.
- **OR** use the **Click, Shift, Click** method of selecting text you learned earlier
- Press the **Delete** key

To delete a sentence

- Depress the **Ctrl** key
- Place the mouse pointer anywhere on the sentence to be deleted.
- Select the sentence by click the left-hand mouse button
- Press the **Delete** key

To delete a paragraph

- Place the mouse pointer in the left-hand margin, next to the first paragraph to be deleted.
- To select the paragraph, double click on the left-hand mouse button
- Press the **Delete** key

To delete a block of text

- Select the block of text you wish to delete by dragging the mouse pointer over the text with the left button depressed. Once the text is selected press the **Delete** key.

To delete an entire document

- Place the mouse pointer in the left-hand margin.
- Depress the **Ctrl** key
- To select the entire document, click the left-hand mouse button
- Press the **Delete** key

Modify Text

- **Click and Drag the text to where you require it**
- **Use the Control key on the keyboard while dragging to copy text**
- **Sort Text in A-Z Order**




Topic 2B: Modify Text

Background

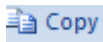
There may be times when you have a Word document and the text is in the wrong order and this requires you to move the text to where you want it. There are a couple of ways you can do this. Cut, Copy, and Paste are just some of them.

Cut Text with the icon

- Select the text to be cut and then click the **Cut** icon 
- Select the text to be cut
- Press **Ctrl+X** on the keyboard

Cut Text with the keyboard

Copy Text with the icon

- Select the text to be copied and then click the **Copy** icon 
- **OR**
- Select the text to be copied
- Press **Ctrl+C** on the keyboard

Copy Text with the keyboard


Copy Text with the mouse

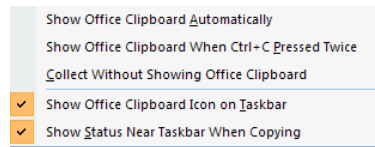
- Select the text to be copied
- Hold down the **Ctrl** key on the keyboard and drag with the mouse
- Let the mouse up first and then the **Ctrl** key
- Click in the document where you want the cut or copied text to appear


Paste Text

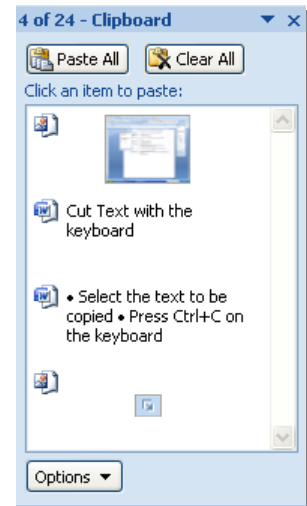
- Click the top part of the **Paste** icon  with these options 

Paste multiple times

- Click in the document where you want the cut or copied text to appear
- Click on the **More** arrow  at the bottom right of the **Clipboard** group of buttons
- This will invoke the **Clipboard**
- Click on the data to be pasted
- If you want to paste all the items, click the **Paste All** option
- To clear the clipboard, click the **Clear all** button.
- To control how the Clipboard is operated, click the **Options** button

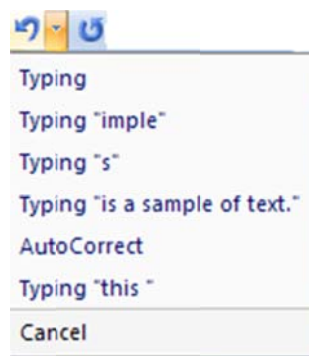
**Sort text in A-Z order**

- Select the text you wish to use
- Click the **A-Z icon** 




Undo Text Changes

- The Undo feature allows you to reverse, or undo, your recent actions.
11. *The last action you performed will be the first Undo level, the penultimate action is the second Undo, and so on*
- The Repeat function allows you to redo recent actions
12. *It can be used to duplicate text in a long document, apply complex character and paragraph formats to text, and perform searches*




Topic 2C: Undo Text Changes

To use Undo and reverse your last action

- From the **Quick Access Toolbar** choose the **Undo** button 
- **OR** press **Ctrl+Z**
- Repeat as required to perform multiple undo actions (up to 100 times)

To repeat a command, action, or typing

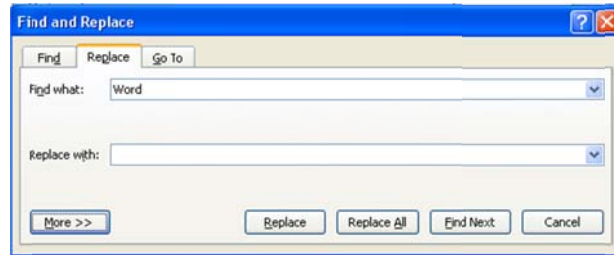
- From the **Quick Access Toolbar** choose the **Redo** button 
- **OR** press **F4**
- **OR** click on the **Redo** button on the **Standard** toolbar.

To undo or repeat a specific number of commands, actions, or typing changes

- Move the mouse pointer over a downward facing arrowhead to the right of the **Undo** or **Redo** buttons on the **Quick Access Toolbar** and click the left mouse button.
- Pull the mouse pointer down the list until the number of items required are selected and click the left mouse button again or press **Enter**.
- If you decide that you do not want to undo or repeat anything but the list has already been selected press **Escape** to get out of it. You can also get out of the list by moving the mouse pointer onto your document and clicking the left mouse button

Find and Replace Text

- Tell Word what to *find*
- Tell Word what you want to replace the text with

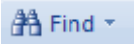


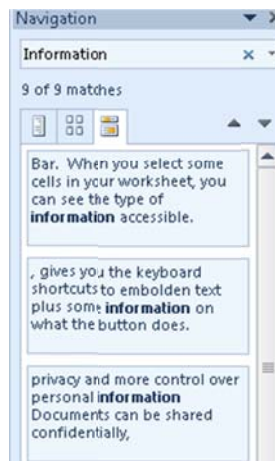
Topic 2D: Find and Replace Text

Background

This feature is extremely handy when you want to find and replace text quickly. In this new version of Word, a Navigation panel is displayed at the left hand side showing the characters you are trying to find. You can still use the old Find dialog box like the one you see above but you must click the **Replace** button first and then go to the **Find** tab.

Find Text Using the Navigation Panel

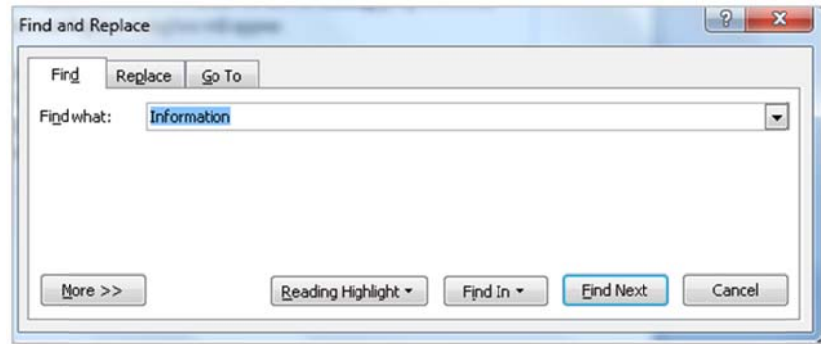
- Double click the word or phrase you are searching for. Information
- From the **Home** tab, select the **Find** icon 
- The **Find Navigation** panel will be displayed.



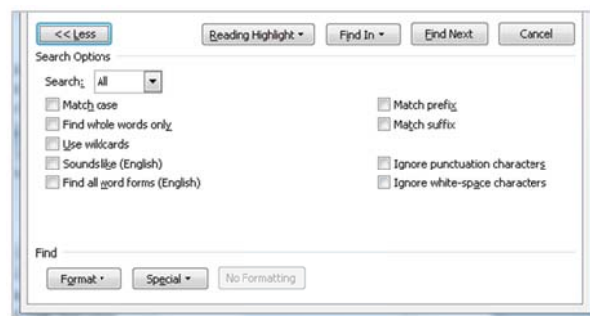
- The words or phrase you were searching for will be displayed at the top of the panel.
- Underneath you will be informed how many matches Word has found.
- There are 3 tabs with which to see the information.
- The one you see above displays where each instance of the word appears.
- To go to the that section, just click inside the square.

Find Text Using the Find and Replace dialog box

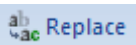
- Click the **Replace** button on the **Home** tab and the **Editing** group of buttons.
- Click the **Find** tab.
- The **Find and Replace** dialog box will appear.

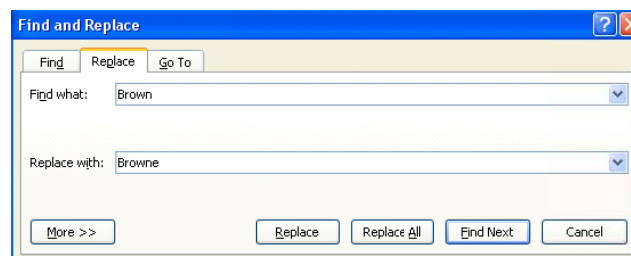


- In the **Find what** section, type the text you are looking for
- Click **Find Next** button
- Keep clicking the **Find Next** button to view all instances of the text
- If you require a more detailed search, click the **More >>** button
- In the **Find what** section, type the text you are looking for
- Click **Find Next** button
- Keep clicking the **Find Next** button to view all instances of the text
- If you require a more detailed search, click the **More >>** button



Find and Replace Text

- Click at the start of your document
- From the **Home** tab, select the **Replace** icon 
- The **Find & Replace** dialog box will be displayed



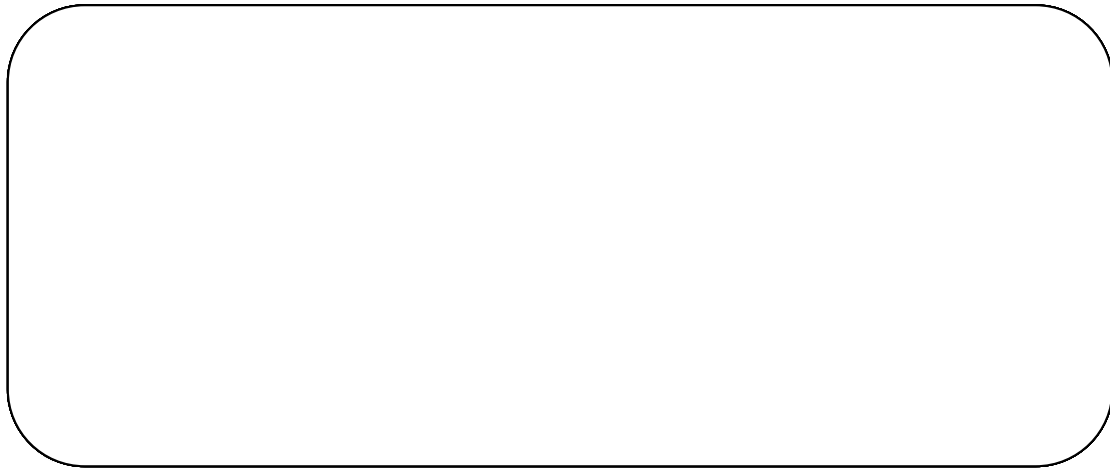
- In the **Find what** section, enter the text you are looking for
- In the **Replace with** section, enter the text you want to replace
- Click the **Find Next** button to find the first instance of the text
- Click the **Replace** button to replace one instance
- Click the **Replace All** button to replace all instances
- When Word has completed all the changes, you will see a dialog box informing you of how many changes have been made

Lesson 3: Formatting Text in a Word Document

Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Change Font Styles
- Highlight Text in a Document

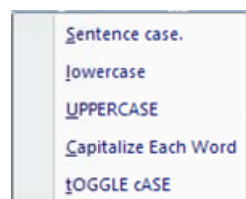


Topic 3A: Change Font Styles

Font Tools

The next section in the Ribbon offers the ability to change the look of selected text with **Font Name**, **Font Size**, **Increase and Decrease font** (*increase/decrease changes the font by 1 point at a time*) and **Clear Formatting** on the top row.

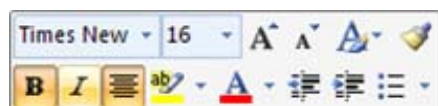
On the bottom row **Bold**, **Italics**, **Underline Strikethrough**, **Subscript**, **Superscript**, **Change Case**, **Text Highlight color** and **Font Color** options are offered with the underline having a drop down offering more styles of underline. The Change Case, Text Highlight Color and Font Color buttons also offer more options with a **More** drop down arrow. Now you even have **Text Effects!**




When you click the **More** button you will see the **Format Font** window which is similar to previous versions of Word.

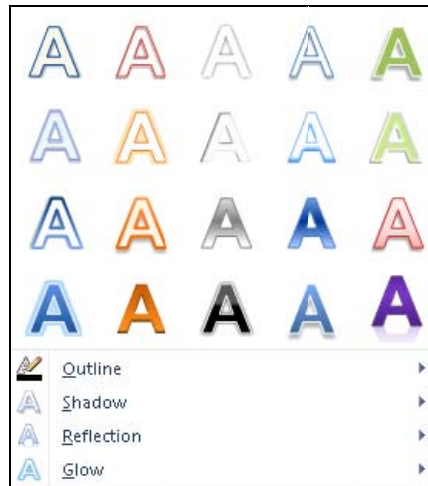
To Change Font Appearance

- Select the text you wish to apply the formatting to.
- Click on the appropriate button on the **Font** group of buttons from the **Home** tab or alternatively click one of the buttons on the **Mini Toolbar** you will see when you select your text.

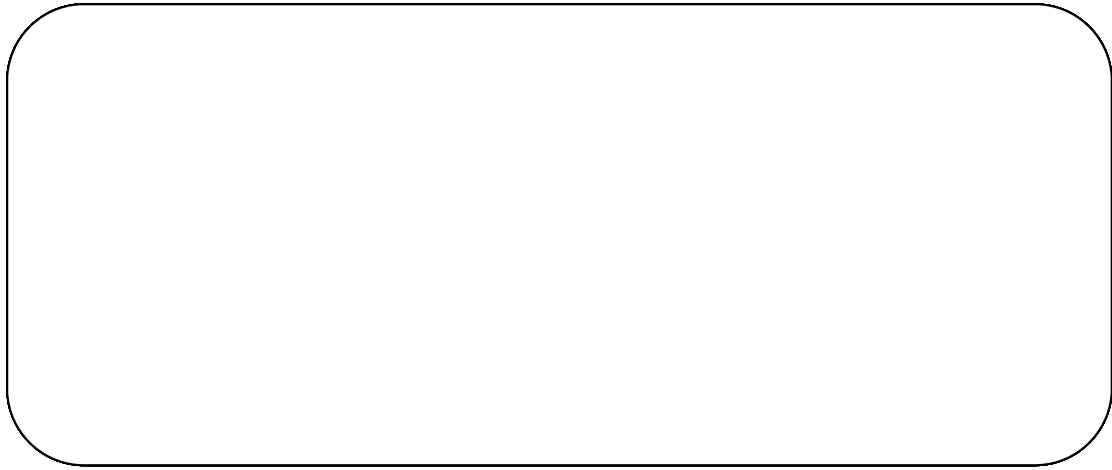


Applying Text Effects

- Select the text you wish to apply the formatting to.
- From the **Home** tab and the **Font** group of buttons, click the **Text Effects**  button.
- You will see a selection of text effects. Hover your mouse over the text icons and you will see what the text would look like if you selected the option. Just click on the one you require when ready.



- You can also select from **Outline**, **Shadow**, **Reflection** or **Glow** effects.



Topic 3B: Highlight Text in a Document

Apply Highlighting to text

- Select the text you wish to apply the formatting to
- Click the **Text Highlight Color** button
- Click the drop down arrow to the right of the **Text Highlight Color** button to select a different colour

Take off the Highlighting

- Select the text you applied the formatting to
- Click the drop down arrow to the right of the **Text Highlight Color** button and select a **No Color**

Lesson 4: Formatting Paragraphs in a Word Document

Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Set Tabs to Align Text
- Modify the Layout of a Paragraph
- Create Lists
- Apply Borders and Shading
- Apply Styles



Topic 4A: Set Tabs to Align Text

Background

Tabs are useful to keep text aligned in columns and makes your document much easier to read.

Tabs can be Left , Right , Centre , Decimal  or Bar .

RATES	NIGHT	PACKAGE
Disney's Contemporary	\$240.00	\$723.00
Disney's Grand Floridian Beach	\$420.00	\$800.00
Disney's Polynesian	\$270.00	\$712.00
Disney's Wilderness Camp	\$180.00	\$624.00
Disney's Caribbean Beach	\$97.00	\$465.00

NAME	CURRENT	NEW
Alison White	22000	24500
Allan Smith	19000	19500
Anne Mc Tavish	24900	26000
Carol Duncan	19000	20000
David Georgeson	16000	17500
Gail Quinn	21000	22000
Geoff Benson	15600	16900
Helen Younger	18000	21000
Karen Davidson	23000	27500
Mark Brown	12000	12500
Susan MacDonald	14800	16900

Name:

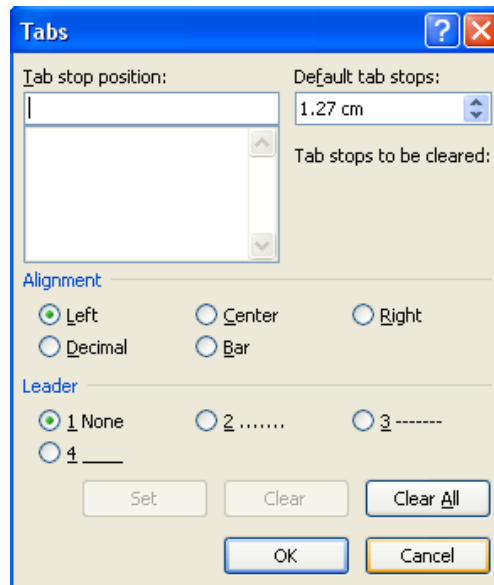
Address:


City:

Post Code:

Set Tabs with the Tab dialog box

- Click in your document where you want to begin the tab stops
- From the **Home** tab click the **Dialog Launcher** (arrow at the bottom right of the Paragraph group of buttons) on the **Paragraph** group of buttons
- Click the **Tabs** button

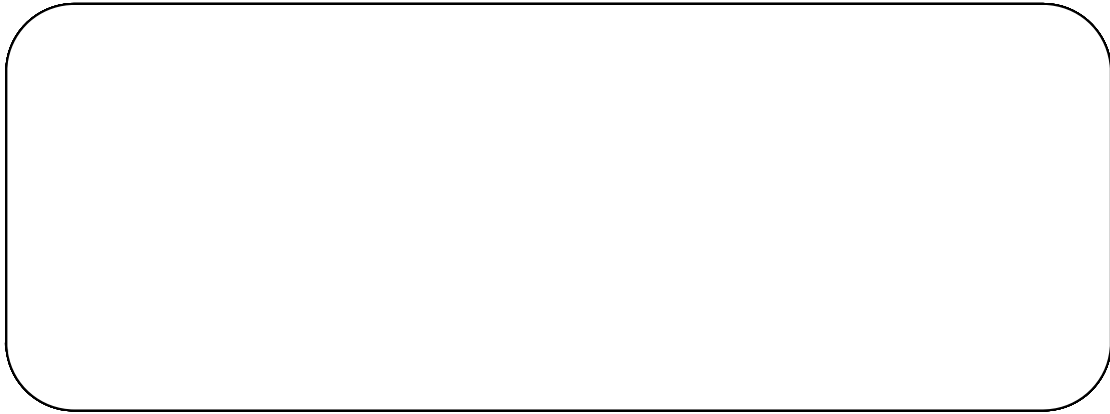


- In the **Tab stop position** box, type the number measurement on the ruler where you want the tab stop
- From the **Alignment** section, select Left, Center, Right, Decimal or Bar
- If you wish to have a tab leader, from the **Leader** section select the one required
- Click the **Set** button.
- Repeat as necessary then click **OK**
- First ensure you can see your Ruler
- Either select the **View** tab and tick the **Ruler** box or click the **View Ruler** button at the top right of the Word screen 
- At the left of the Ruler you will see a small box with the tab stop inside
- Click the box until the correct tab is displayed
- Click onto the Ruler and the tab will be placed
- Continue until all tab stops are entered
- Select the text in your document where the tab stops are located
- From the **Home** tab click the **Dialog Launcher** (arrow at the bottom right of the Paragraph group of buttons) on the **Paragraph** group of buttons
- Click the **Tabs** button
- In the **Tab Stop Position** box select the tab to be deleted
- Click the **Clear** button
- To remove all tabs, click the **Clear All** button
- Select the text in your document where the tab stops are located
- Drag the tab stop from the ruler into the document
- To remove all tabs press **Ctrl + Q** on the keyboard

Set Tabs with the Tab by dragging the icon onto the Ruler

Removing Tabs with the Tab dialog box

Removing Tabs by dragging the icon off the Ruler




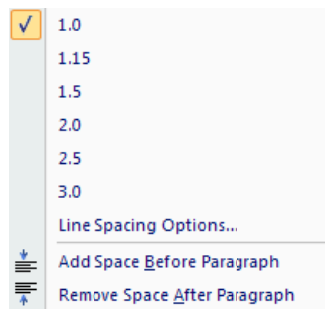
Topic 4B: Modify the Layout of a Paragraph

Background


A paragraph can be a single word, a single sentence, or multiple sentences. You can change the look of a paragraph with Alignment, Line spacing, and spacing before and after it. In this new version of Word, the default line spacing is set to 1.15 instead of the old 1pt. There is also a default spacing before and after the paragraph too. You can change these if you wish.

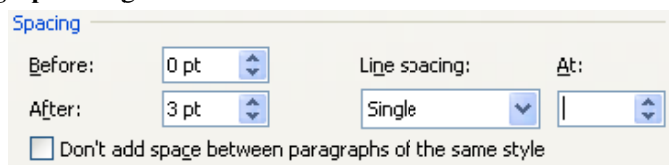
Changing Line Spacing

- Select the paragraph you wish to change the line spacing.
- Either from the **Home** tab and the **Paragraph** group of buttons, click the **Line Spacing** button  and down will drop options for line spacing .



Change the spacing before or after a paragraph

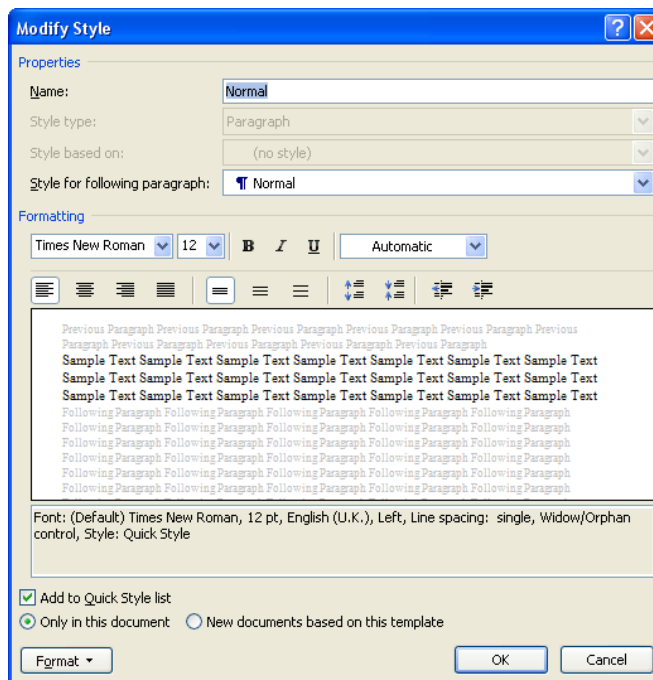
- Select the required line spacing
- Select the paragraphs you wish to change the line spacing for.
- Either from the **Home** tab and the **Paragraph** group of buttons, click the **Line Spacing** button  and down will drop options for line spacing.
- Select **Add Space Before Paragraph** or **Remove Space After Paragraph**.
- Alternatively you could select the **Line Spacing Options** to invoke the **Format Paragraph** dialog box.



- In the **Spacing** section you can change **Before** or **After** or Line spacing itself.

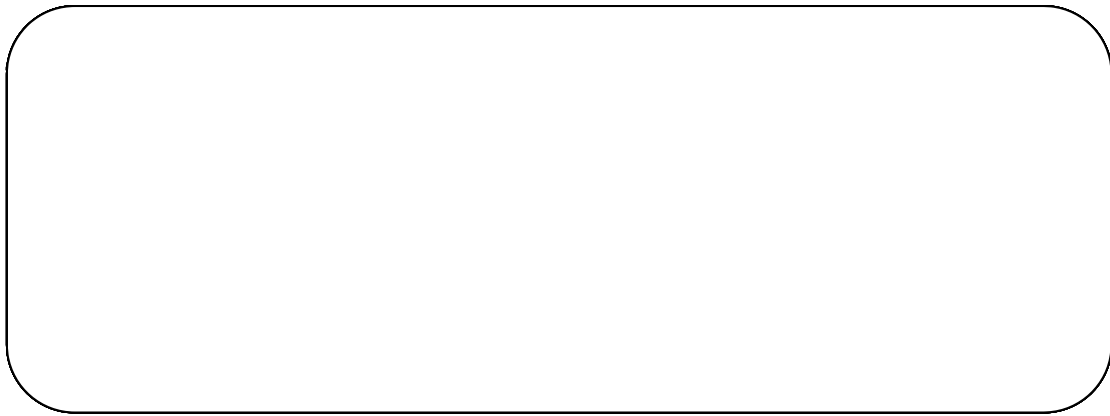
Change the Default Line Spacing for all future documents

- Click the **Dialog Launcher** at the bottom of the **Styles** group of buttons on the **Home** tab.
- Select the **Normal** style drop down arrow and select **Modify** from the list
- This will invoke the **Modify Style** dialog box



- Click the **Format** button then **Paragraphs**
- Change the line spacing and click **OK**
- In the **Modify Style** dialog box select **New documents based on this template** and click **OK**
- Click the **Dialog Launcher** at the bottom of the **Paragraphs** group of buttons
- Change the line spacing and click the **Default** button
- You will be asked to confirm the line spacing change in this document
- Click **Yes**

Change the Default Line Spacing this document




Topic 4C: Create Lists

Background

Lists in Word can be bulleted or numbered. It really depends which is your preference. Bullets are used to set-off and emphasize sections of text and are symbols such as dots or diamonds. You can select from a number of different bullet types or create your own bullets. Any character available in your fonts can be used as a bullet.

To apply default bullet formatting to a list using the bullets icon

- Select the list you wish to apply number or bullet formatting to.
- From the **Home** tab and the **Paragraph** group
- Click on the **Bullets** button . 

To apply bullet formatting to a list (using the drop down option)

- Select the text you want to add bullets to
- From the **Home** tab and the **Paragraph** group, select the Bullets button drop down arrow
- A list of different bulleted styles will appear
- Select a bullet style from the options.

To remove bullet formatting from a list

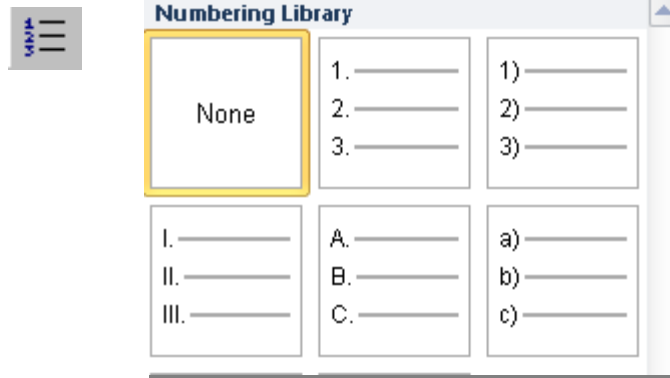
- Select the list, which the bullet formatting information has been applied.
- Click on the Bullets icon on the **Home** tab and the **Paragraph** group.

To temporarily stop bullets

- Place the insertion point at the end of the last line with bullets
- Press **Shift+Enter**.
- To re-start your bullets press **Enter**

Numbering a List

- Use the **Numbering icon**



Numbering a List

To add numbering to a list using the toolbar numbering icon

- Select the text you wish to re-format as a numbered list and select the Numbering icon from the **Home** tab and the **Paragraph** group..

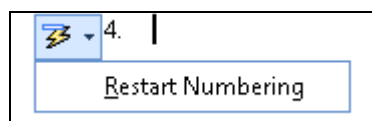


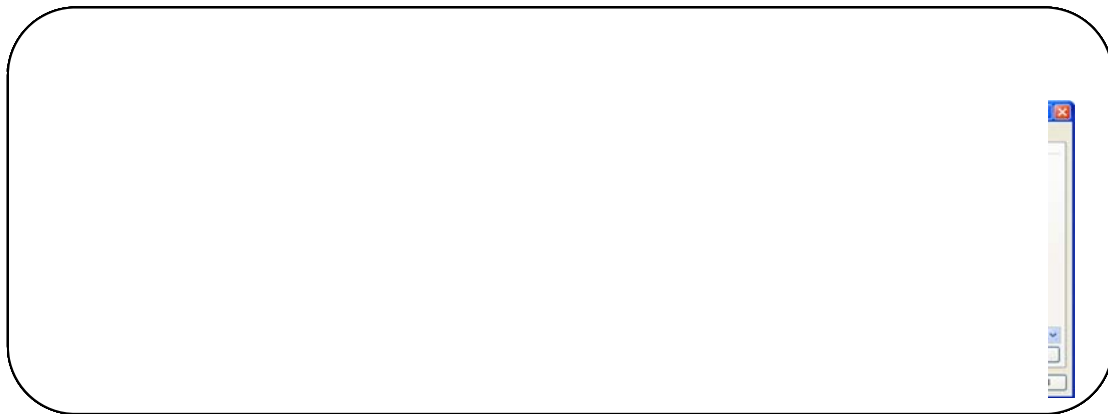
To add numbering to a list (using the drop down option)

- Select the text you wish to re-format as a numbered list.
- From the **Home** tab and the **Paragraph** group, select Numbering drop down arrow.
- A list of different numbered styles are displayed contained in small rectangular boxes.
- Select the numbering format that you require.

To control whether separate lists within a document use continuous numbering (or not)

- If you have a number of separate lists within your document, then you can choose to have each list restart their numbering (normally at 1), or you can choose that the number used at the end of one list is the starting number for the next list. You can control this behaviour via the **Smart Tag** displayed at alongside the Numbering dialog box.





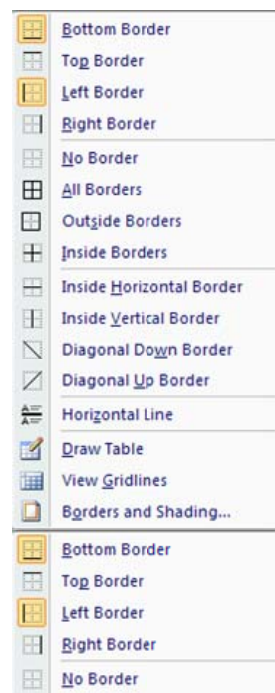
Topic 4D: Apply Borders and Shading

Background

Borders and shading can be applied to any selected text or paragraphs to give a more professional look or just to make a particular part of your document stand out. You can even apply borders to the whole outside of the page to give a desktop publishing feel.

Adding a Border to a paragraph

- Select the paragraph
- On the **Home** tab and the **Paragraph** group of buttons, click the **Borders** button drop down arrow
- Select the desired border
- If you want to change the border colour or format, click the **Borders and Shading** option at the bottom of the list
- This will invoke the **Borders and Shading** dialog box (*see illustration above*)
- From the **Style** section, select a **Style, Colour** and **Width**
- From the **Setting** section select one of the borders
- Click **OK**

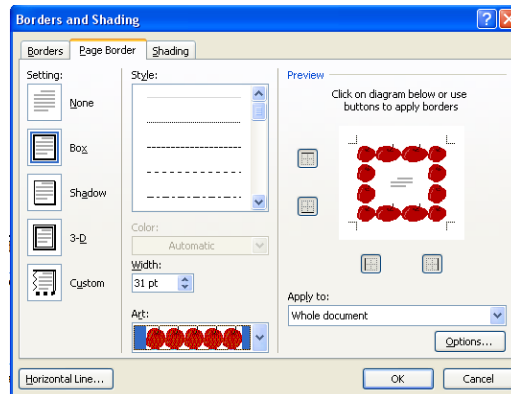


Removing a Border

- Select the paragraph
- On the **Home** tab and the **Paragraph** group of buttons, click the **Borders** button drop down arrow
- Select the **No Border** button

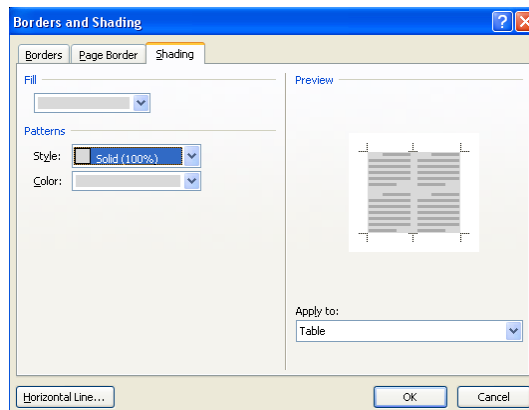
Adding a Page Border

- Click somewhere in the document
- On the **Home** tab and the **Paragraph** group of buttons, click the **Borders** button drop down arrow
- click the **Borders and Shading** option at the bottom of the list
- This will invoke the **Borders and Shading** dialog box (*see illustration above*)

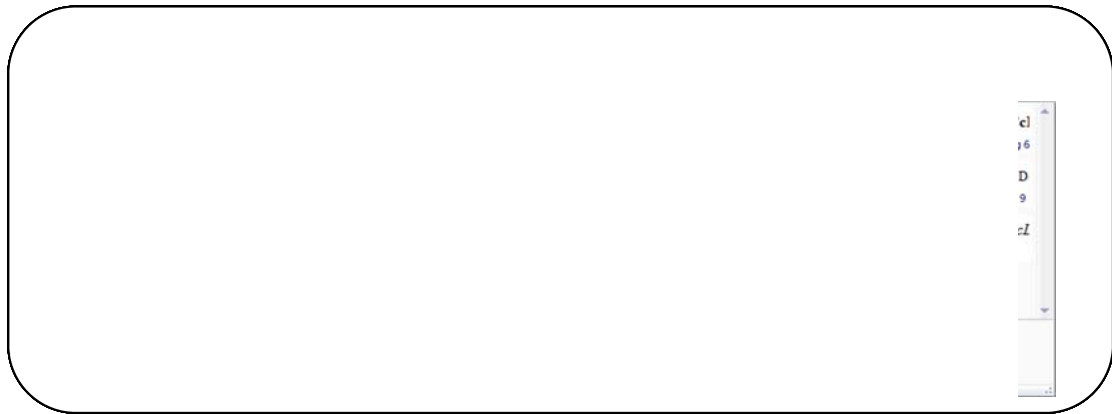


- Select the **Page Border** tab
- In the **Style** section and under **Art** select an art style
- From the **Setting** section select **Box**
- Click **OK**
- Select the text where you want the shading.
- This can be a Table, Cell or paragraph
- On the **Home** tab and the **Paragraph** group of buttons, click the **Borders** button drop down arrow
- click the **Borders and Shading** option at the bottom of the list
- This will invoke the **Borders and Shading** dialog box (*see illustration above*)
- Select the **Shading** tab

Adding Shading



- From the **Fill** section, click the drop down arrow and select a colour
- From the **Patterns** section select a Style and color
- In the **Apply to** section click the drop down arrow and select
- Click **OK**



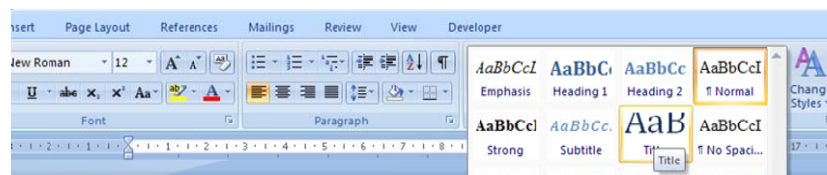
Topic 4E: Apply Styles

Background

You can use the default styles which are present in Word. These have been greatly enhanced since the previous versions



These tools let you add style headings to your text. *Formatting on the fly* option is available here where you select your text heading and rest your mouse pointer over the text and see the effects.



My Heading

Applying a Style

Making a new Style

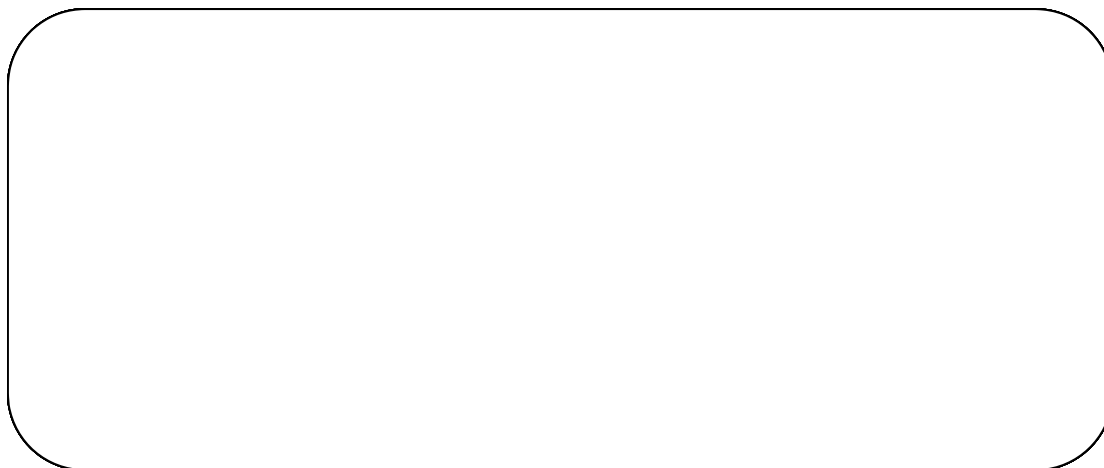
- Select the text where you want the style
- From the **Home** tab and the **Styles** group of buttons rest your mouse pointer over one of the styles and you will see what the style will look like before you select it
- Format some text the way you want it
- From the **Home** tab and the **Styles** group of buttons select **Save Selection as a New Quick Style**
- Give your style a name and click **OK**

Lesson 5: Inserting Tables in a Word Document

Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Create a Table
- Modify a Table
- Format a Table
- Convert Text to a Table



Topic 5A: Adding Tables

Background

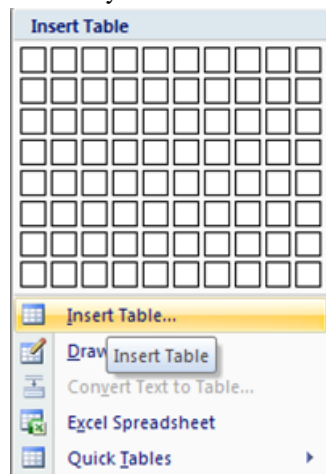
This feature enables you to create tables in order to organise items in columns and rows, instead of calculating tab settings. In many cases it is better to organise your data within a table rather than using tab stops. The advantage of using a table is that text will flow from one line to the next within the table. Tables are much more flexible than Word 2010 columns, they are easier to manipulate and are correctly displayed on-screen in Normal view (unlike columns). This manual was created using Tables and nested Tables!

Inserting a Table



This tool offers a drop down displaying a skeleton of a table layout.

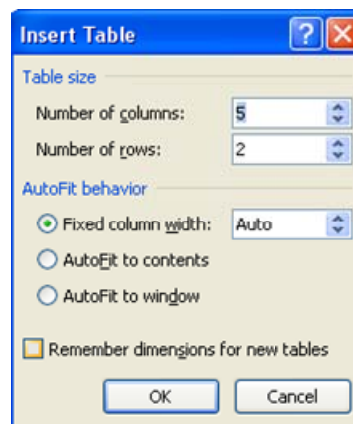
- To create a Table, rest your mouse pointer over the grid, you will see *formatting on the fly* where the number of columns and rows will be displayed on your screen.
- Click the last square of your selection and the table will be inserted into your document



- OR from the **Table** drop down arrow select **Insert Table** option
- Enter the number of Column and Rows required
- Select from **Fixed column width**, **AutoFit to contents** or **AutoFit to window**
- click **OK**

Once your table is on your page, you will see the **Table Tools Design Gallery** which offers different ways to format your new table. can insert a new line by tabbing past the last cell

etc.



Quick Tables

Quick Table option whereby you can select from a predefined set of table layouts to include double tables and calendars. Just click one click.

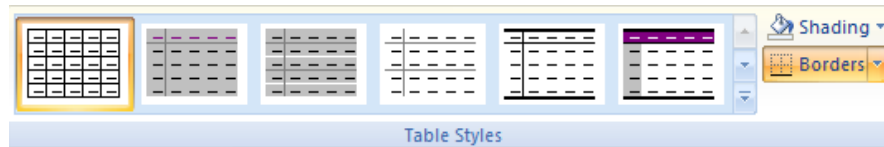
- From the **Insert** tab select **Tables** then **Quick Table**
- Click on the table format required
- Enter data

Enrollment in local colleges, 2005			
College	New students	Graduating students	Change
	Undergraduate		
Cedar University	110	103	+7
Elm College	223	214	+9
Maple Academy	197	120	+77

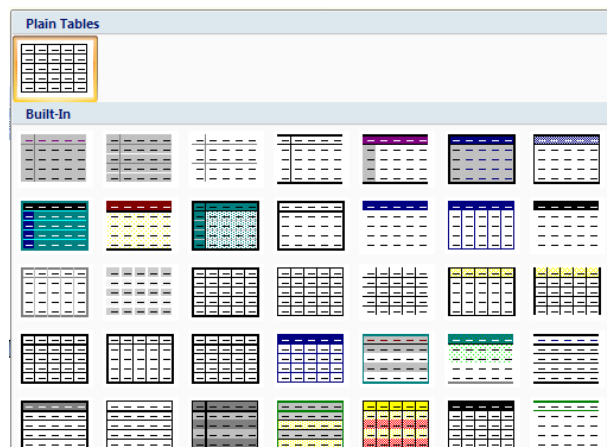
Table Style Options

These options allow you to switch items on and off in your table. Once your table has been formatted, you can switch off the formatting for the **Header Row**, **Total Row**, **First Column** and **Last Column**. The **Banded Rows** and **Banded Columns** show a different shade or colour for even and odd rows. This makes the data in the table easier to read.

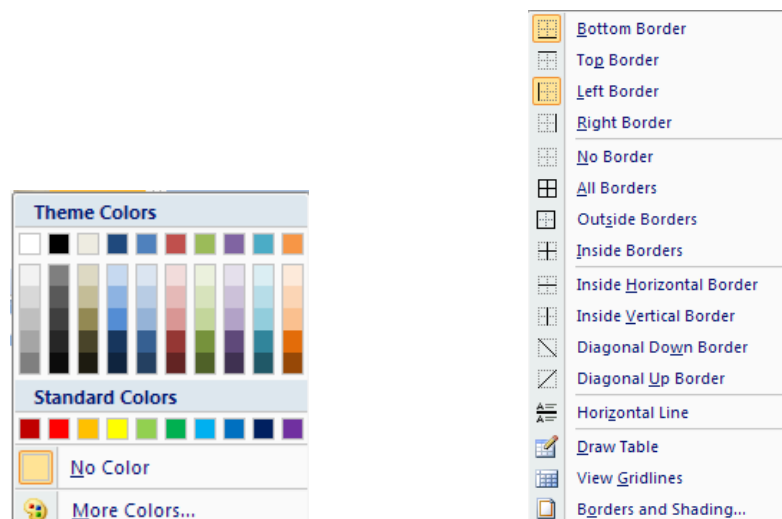
Table Styles



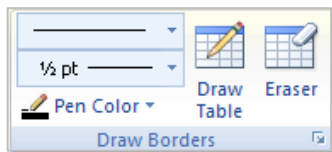
On the fly formatting can be used with Table Styles. If you rest your mouse pointer over the style, you will see how this option would look in your own table before you officially select it. There are more Table Styles if you click the **More** button and also the ability to customise to suit your own needs.



The **Shading and Borders** buttons offer methods of formatting these separately.

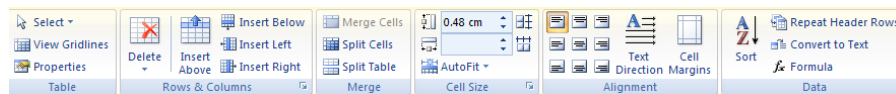


Draw Table Borders



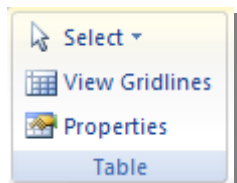
These tools allow users to adjust the Line Style and Weight, the Pen Color, Draw a Table or Erase Borders of a table. Care should be taken with the Erase Borders tool as this may cause your table cells to merge.

Layout Tab

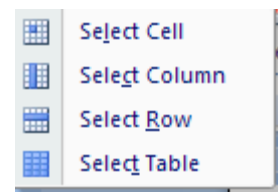


Once your table is inserted into your document these options allow you to further manipulate the table.

Table Tools

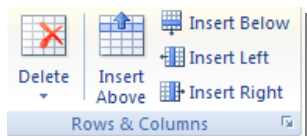


Select offers a drop down from where you can select either the whole table, column, rows or cells. **View gridlines** will display or hide gridlines.

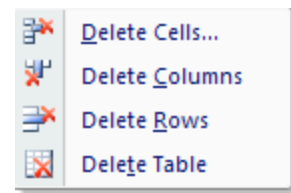


Properties will display the **Table Properties** window which is the same as the older versions of Word.

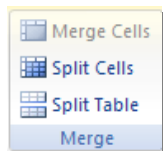
Rows & Columns



Delete will allow you to delete various parts of the table and displays a menu when you click the drop down arrow. **Insert Above** will insert a row above the active row. **Insert Below** will insert a row below the active row. **Insert Left** will insert a row to the left of the active row and **Insert Right** will insert a row to the right of the active row. The **More** arrow here will display the **Insert Cells** window to shift cells left, right or insert a new column or row just as it does in Excel.

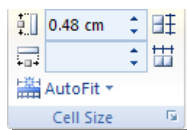


Merge Tools

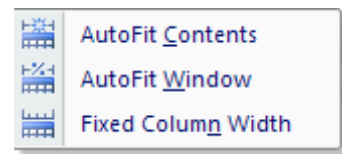


Merge Cells will merge the selected cells of the table together. **Split Cells** will split the selected cells into the required number of columns or rows just as it did before. **Split Table** will split the table where the selected cell is again just as it did before.

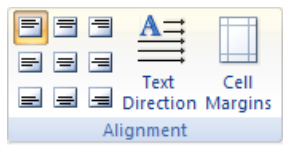
Cell Size



Cell Size allows for the adjustment of cells, height and width. The **AutoFit** options works the same way it does in Excel.

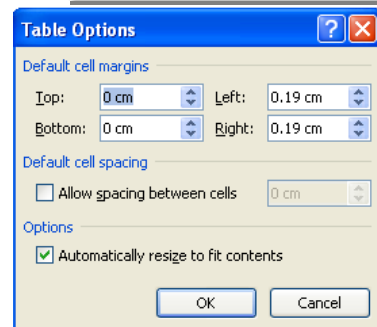


Alignment



These options allow for text to be displayed either right, left, middle etc. The **Text Direction** option is also here. The **Cell Margins** when clicked will display the **Table Options** window.

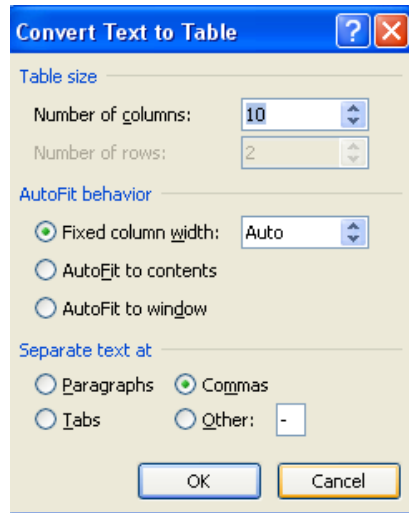
The **Table Options** window.



Convert Text to a Table

- Select the text required
- From the **Insert** tab, select the **Table** icon then **Convert Text to Table**
- This will invoke the **Convert Text to Table** dialog box

Convert Tables to Text



- Enter the number of columns etc
- At the bottom of the window, click in the correct option to state what separates your text
- Click **OK**
- Select the table
- From the **Contextual Table Tools** tab, select the **Layout** tab
- Select the **Convert to text** button



- This will invoke the **Contextual Table to Text** dialog box
- Select the correct option for whatever separates your text
- Click **OK**

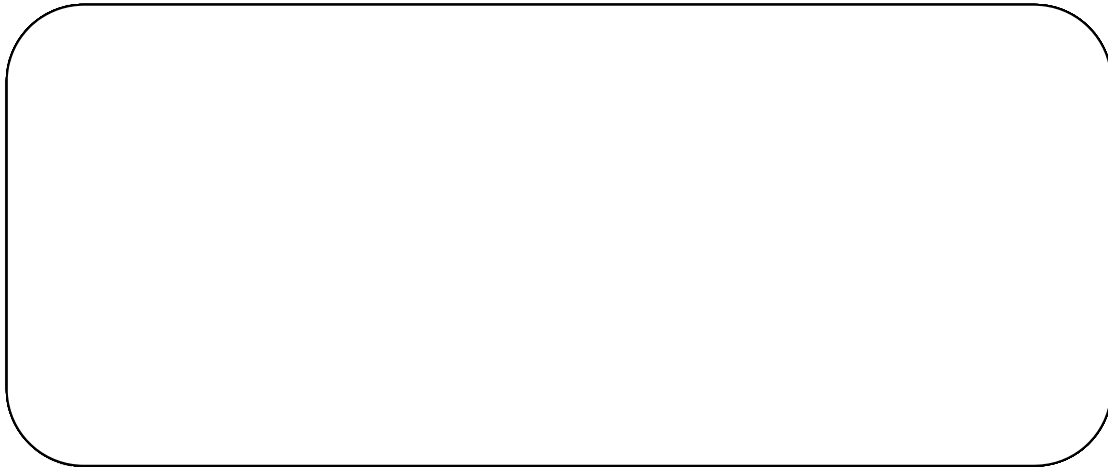


Lesson 6: Inserting Special Characters and Graphical Objects

Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Insert Symbols and Special Characters
- Insert Illustrations in a Document

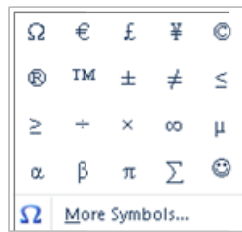


Topic 6A: Inserting Symbols & Special Characters

Background

When working with Word documents, you may wish to insert a special character like a Trade Mark symbol or an OHM sign etc. There are many different symbols to choose from.

Insert a Symbols

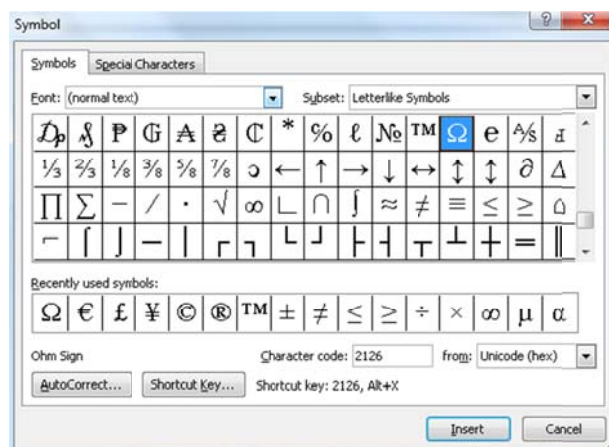


- From the **Insert** tab and the **Symbols** group of buttons, click the drop down



arrow on the **Symbol** button

- These are just a sample of symbols to choose from. Click on the one you want
- If you want another symbol which is not on the list, click the **More Symbols** button at the bottom of the list and you will be presented with more symbols like these.



- If you still want more, click the drop down arrow on the **Font** box to reveal a list of more symbols.
- Click on the one required and click **Insert**

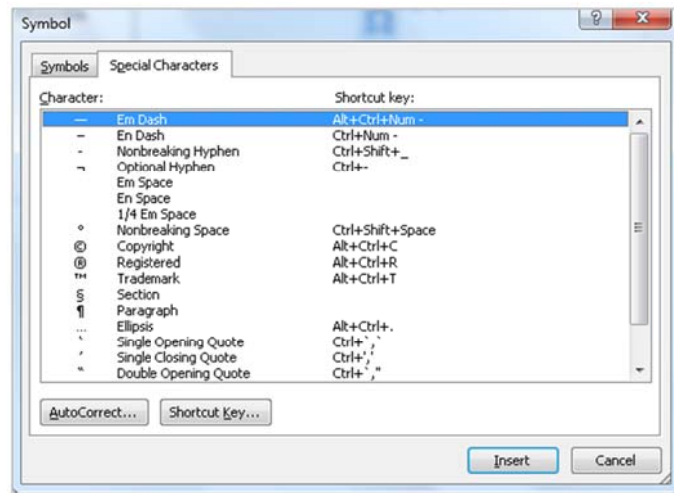
Insert a Special Character

- From the **Insert** tab and the **Symbols** group of buttons, click the drop down

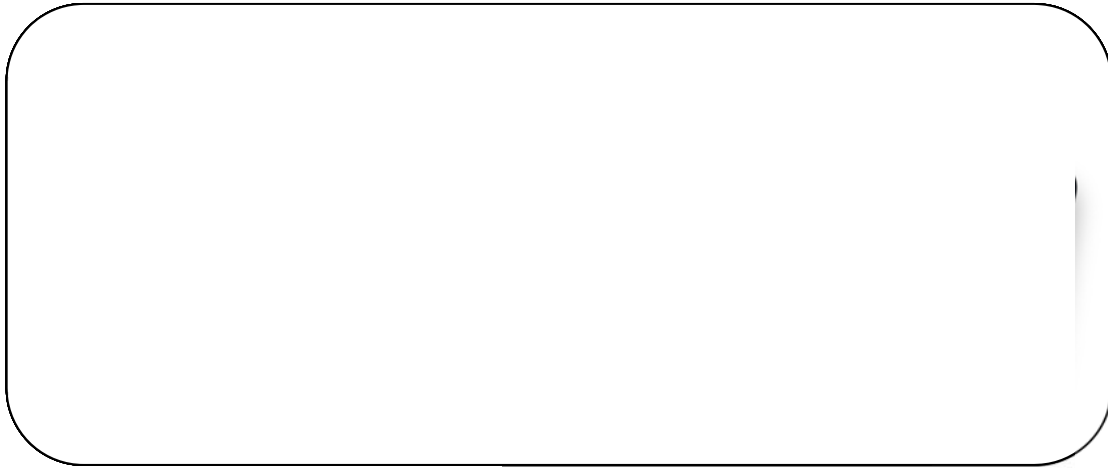


arrow on the **Symbol** button and select **More Symbols** button at the bottom of the list.

- Then click the **Special Characters** tab and you will be presented with Characters like these.



- Click on the one required and click **Insert**



Topic 6B: Inserting Illustrations in a Document

Background

There are a few different illustrations you can insert into Word ranging from Pictures, ClipArt, Shapes, SmartArt, Charts and Screenshots.

In this section we will look at inserting a picture.

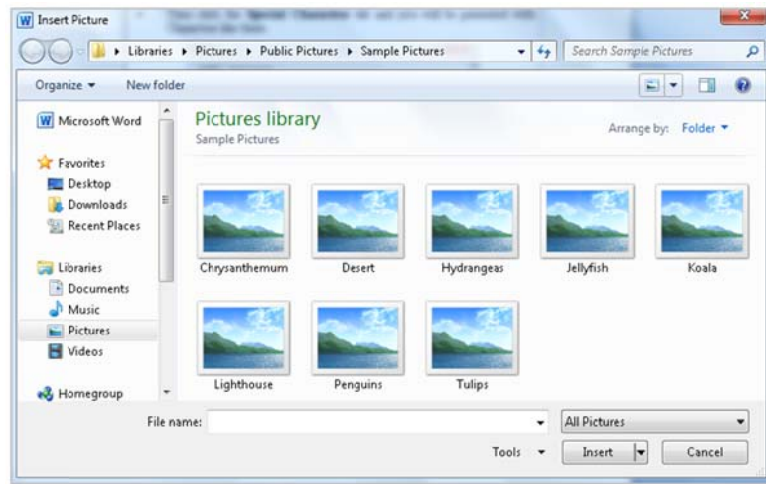
With Word 2010 you can now add some really special effects to your pictures. Pictures are just one of the Illustrations you can insert in Word. During Level 2 course we will look at inserting other Illustrations and formatting them in depth.

Insert Graphical Objects (Pictures)

- From the **Insert** tab and the **Illustrations** group of buttons, click the **Picture**



- The **Insert Picture** dialog box will be displayed



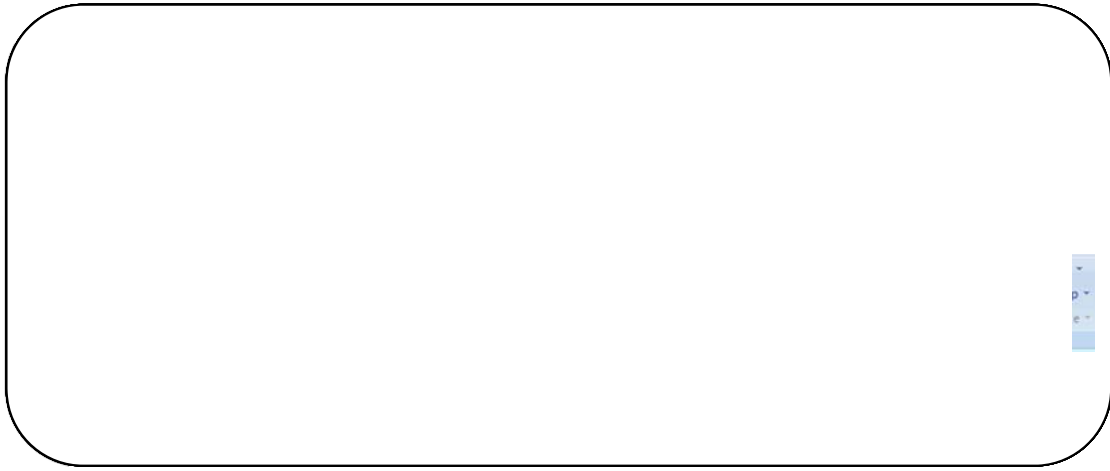
- Browse to where your picture is located and click on it.
- Click the **Insert** button and your picture will be inserted into the document.

Lesson 7: Controlling the Appearance of the Pages in a Word Document

Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Control the Layout of a Page
- Apply a Page Border and Colour
- Add Watermarks
- Add Headers and Footers

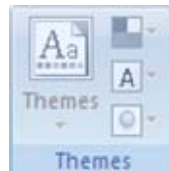


Topic 7A: Control the Layout of a Page

Background

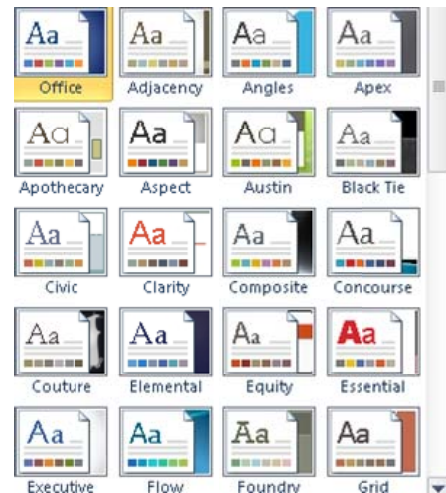
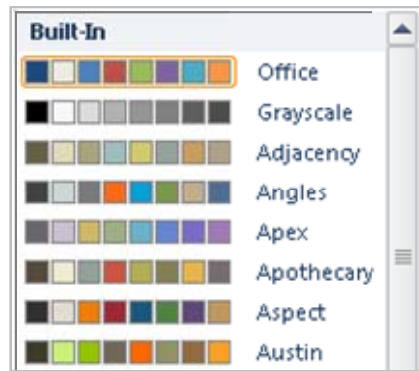
The **Page Layout** Tab offers features like **Themes**, **Page Setup**, **Page Background**, **Paragraphs** and **Arrange** options. Each with its own group. Most of these options are the same as in older versions of Word.

Themes

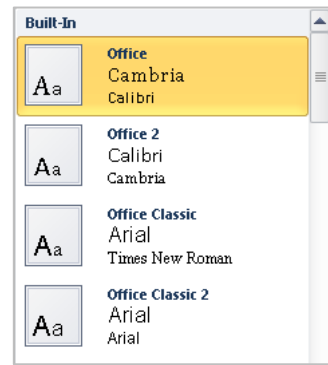
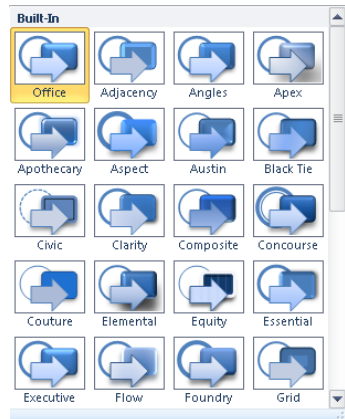


The **Themes** option allows for your document to be formatted with different themes. These are a range of colour and borders which would be applied to Headers/Footers, Graphical objects etc. The **Themes** button offers a drop down.

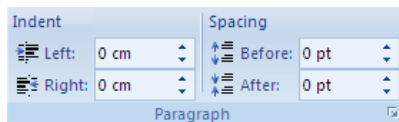
- To apply a Theme, click the **Theme** drop down arrow and select one of the Themes on the list.
- You can also select a range of colours in the Theme by clicking the **Colors** drop down menu.



- You may also want to change the Fonts in the Theme. Click the **Fonts** drop down menu in the **Themes** group.
- Lastly you may want to change the Effects to a more bevelled or embossed format.
- Click the **Effects** drop down arrow and select from the list.



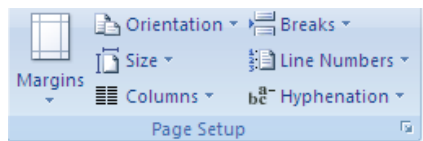
Paragraph Tools



Left and Right Indents affect the indent from the left or right margin. Use the up and down arrow to change the indentation. The same with Spacing. You can change the

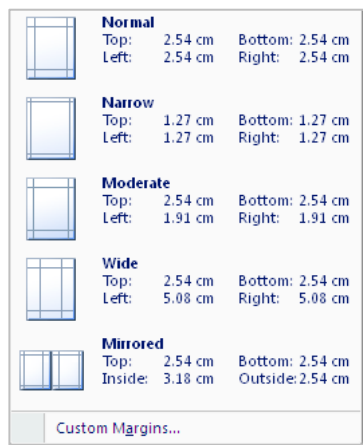
Before and After paragraph spacing using the arrows which makes this much easier to use.

Page Setup Tools



Here we have options to set Margins, change the Orientation, Size (paper), Column, Line Breaks, Line Number and Hyphenation.

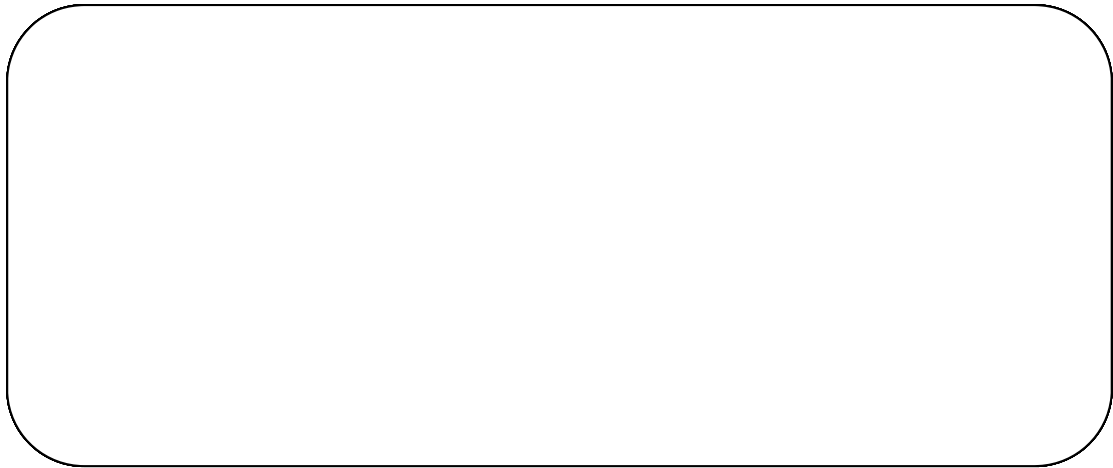
The **Margin** options offers a list of pre-defined margin settings but these can be customised by selecting the bottom option.



The **Orientation** button simply offers **Portrait** or **Landscape**.

The **Size** options gives one option of **More paper sizes** on the first click but when you click this option you are then presented with the old **Page Setup** window which offers more options.

The **Columns** button will split your selected text into two or more columns. Works the same way it did previously.



Topic 7B: Apply a Page Border and Colour

Background

Page Border displays old **Borders and Shading** window. Most of the options here have not changed with the exception of the **Shading** tab which now offers gradient fills.

Page Color allows the colour of the background to be changed to either a tint or a solid colour. Using this option colours the background when the document is viewed on the screen and does not print with this colour in the background. Useful if you are fed up looking at a plain white background. A soft colour is a bit easier on the eyes.

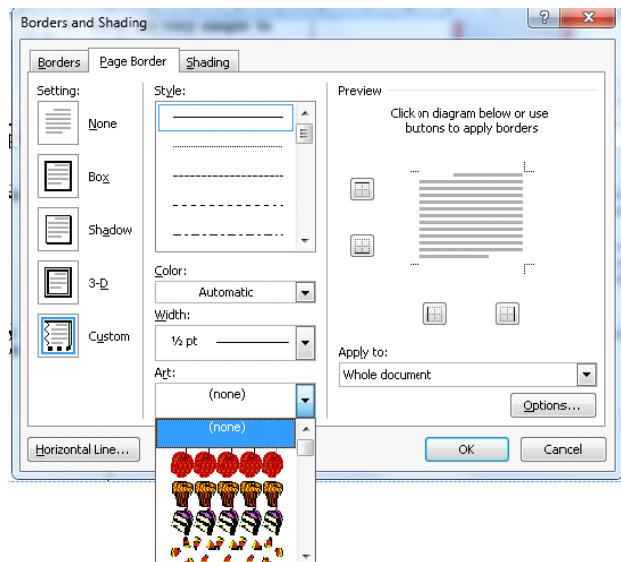
Apply a Page Border

- From the **Page Layout** tab and the **Page Background** group of buttons, click the



Page Borders button

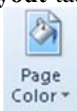
- You will see the **Borders and Shading** dialog box with the **Page Border** tab selected.



- In the **Settings** section, select whether you want a **Box**, **Shadow**, **3-D** or **Custom** border.
- In the **Style** section, select a style. In the **Preview** section you will see what the results of your choices will look like.
- Click **OK** when you are happy with the results.

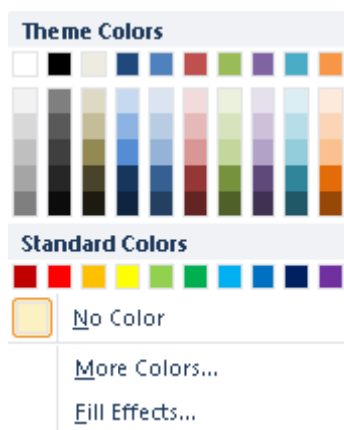
Apply a Page Colour

- From the **Page Layout** tab and the **Page Background** group of buttons, click the

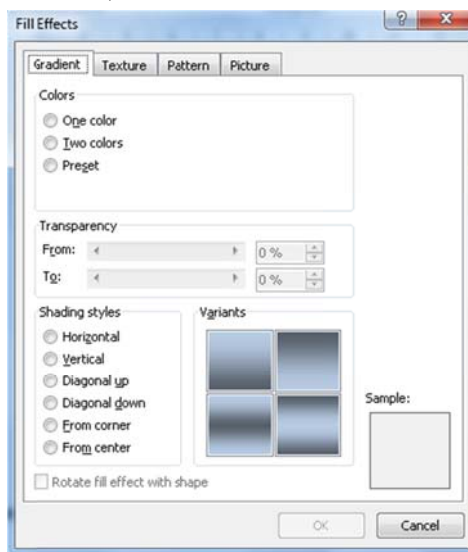


Page Color button drop down arrow.

- You will a range of colour options to select from. Rest your mouse over one of the colours to see a preview of what the colour would look like. When you are happy with the colour, click in the coloured square and the colour will be applied to each page.



- In the **More Colours** section, select whether a standard colour set or a custom colour set.
- In the **Fill Effects** section, for one of the effects like the ones below.



- Click **OK**

To remove a page colour

From the **Page Layout** tab and the **Page Background** group of buttons, click the **No colour** button from the drop down arrow.

Add Watermarks



Topic 7C: Add Watermarks

Background

When you don't want anyone copying or reprinting your materials or you just want to send a draft document, you can add a **Printed Watermark** in pre-defined formats. This can be words or a picture. Once the Watermark is inserted it will appear on every existing page and each additional page you add.

In earlier versions of Word these had to be placed into the Header or using WordArt or a Text Box. Having pre-defined options makes it much easier to use. These predefined options live in the **Building Blocks Organiser** in Word 2010.

Adding a Text Watermark

- From the **Page Layout** tab and the **Page Background** group of buttons, click the



Watermark button drop down arrow.


- You will see a list of Watermarks to choose from.



- To use one of these Watermarks, click the square required and the watermark will appear on each page in your document.
- From the **Page Layout** tab and the **Page Background** group of buttons, click the



Watermark button drop down arrow

- Select **Remove Watermark**  **Remove Watermark** and the watermark will be deleted from your document.

Remove a Watermark

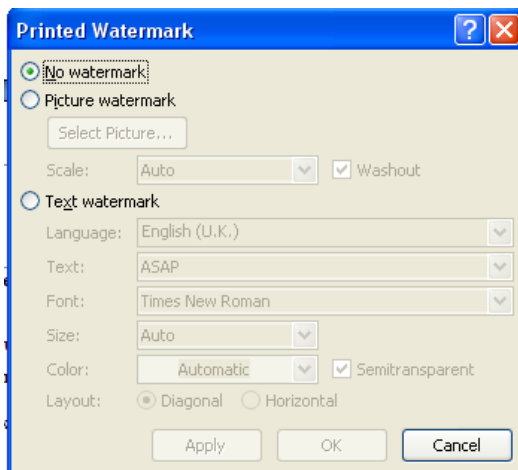
Adding a Custom Text Watermark

- From the **Page Layout** tab and the **Page Background** group of buttons, click the

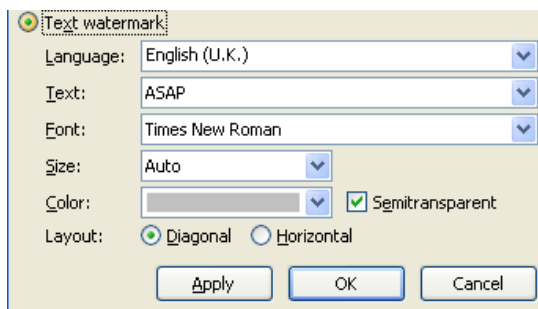


Watermark button drop down arrow

- Select **Custom Watermark**  **Custom Watermark...** from the bottom of the options
- This will invoke the **Printed Watermark** dialog box.



- By default, the **No watermark** option is selected.
- Click the **Text Watermark** radio button and the bottom of the window will be available




- In the **Language** option, select the language required from the drop down arrow
- In the **Text** option, type your own text in the box.
- Or to select from default text like **Confidential, Do Not Copy, Draft**, click the drop down arrow and make your selection.
- In the **Font** section, click the drop down arrow to change the font required.
- In the **Size** section, click the drop down arrow to change the size required.
- In the **Color** section click the drop down arrow to change the colour required.
- Ensure the **Semitransparent** tick box is ticked if you want the watermark to be non intrusive
- In the **Layout** section, select from **Diagonal** or **Horizontal**
- Click **Apply** to see the effect the watermark has on your document
- Click **OK** and your Watermark will be visible on every page in your document

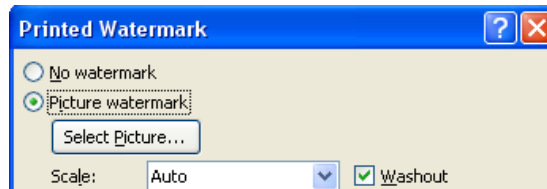
Adding a Picture Watermark

- From the **Page Layout** tab and the **Page Background** group of buttons, click the



Watermark button

- Select **Custom Watermark**  **Custom Watermark...** from the bottom of the options
- This will invoke the **Printed Watermark** dialog box.
- Click the **Picture Watermark** radio button and the bottom of the window will be available



- Click **Select Picture** and browse to the picture required then click the **Insert** button
- From the **Scale** option, click the drop down arrow and make your selection from **Auto or 500% to 50%** depending on how large you want the picture to be.
- Click the **Washout** tick box if you want your picture to look semitransparent.
- Click **Apply** to see the effect the watermark has on your document
- Click **OK** and your Watermark will be visible on every page in your document

Insert Headers and Footers

- **Headers appear at the top of a page**
- **Footers appear at the bottom**
- **Building Blocks hold a range of Headers & Footers**





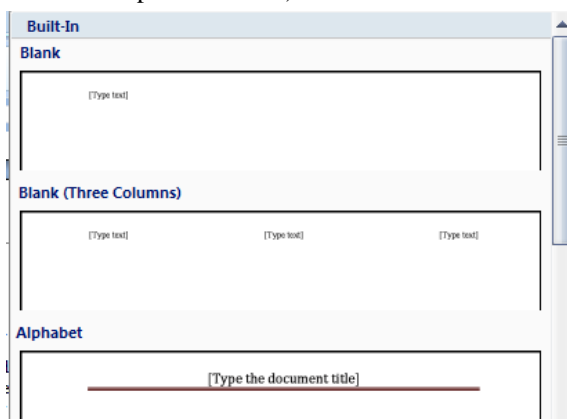
Topic 7D: Add Headers and Footers

Background

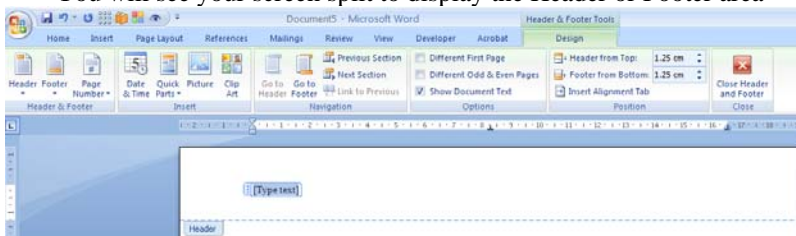
When you produce a Word document you may wish to include Headers at the top of each page and/or Footers at the bottom of each page. These are useful for specific information like Page Numbers as an example. You can add any information you wish to your Headers and Footers by typing in what you require. Once the Headers and Footers are there, you will have a Contextual tab with which to manipulate them.

To Insert a Header or Footer

- From the Insert tab, click Header  or Footer button 
- A list of pre-defined Headers or Footers will be displayed. (The illustration below shows just some of the options offered)



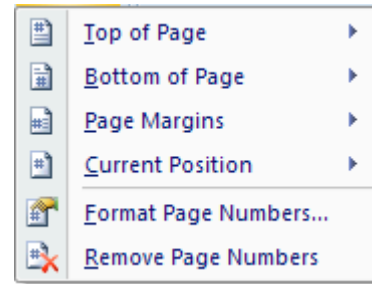
- Click the one require
- You will see your screen split to display the Header or Footer area



- You will also be given a Contextual Tab called Header & Footer Tools to manipulate your Header or Footer
- If you select a Header or Footer with [Type text] you must type some text into the square brackets or the words Type Text will appear on your header
- Click the Close Header and Footer button when you are finished.

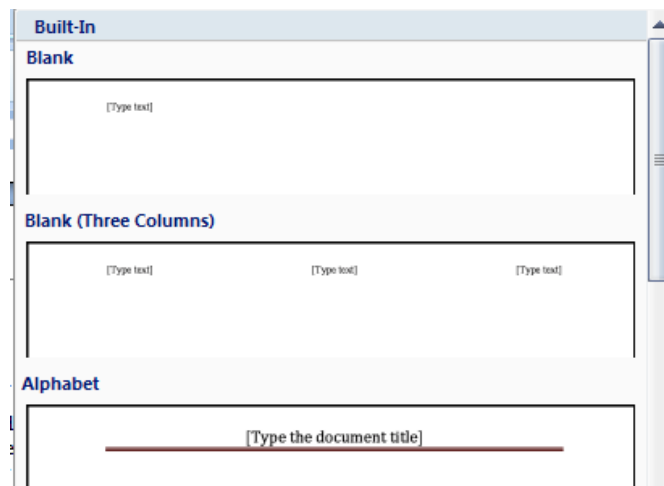
Insert a Page Number

Page Number offers a drop down list of places you can place the numbers and also an options to format the page number or remove the page numbers. Click the **Page Number** button and decide which one you like and click on it.

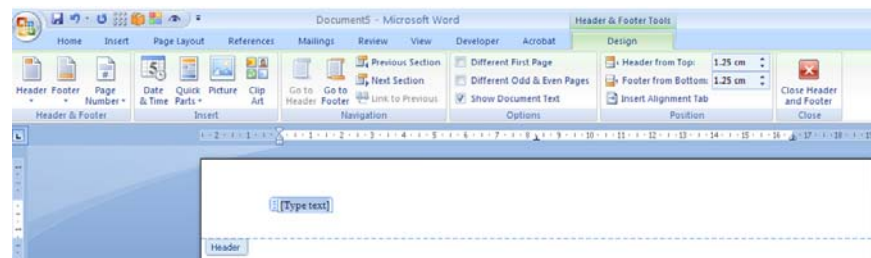


To Insert a Header or Footer

- From the **Insert** tab, click **Header** or **Footer** button
- A list of pre-defined Headers or Footers will be displayed. *(The illustration below shows just some of the options offered)*



- Click the one require
- You will see your screen split to display the Header or Footer area



- You will also be given a Contextual Tab called **Header & Footer Tools** to manipulate your Header or Footer
- If you select a Header or Footer with **[Type text]** you must type some text into the square brackets or the words Type Text will appear on your header
- Click the **Close Header and Footer** button when you are finished.

Lesson 8: Proofreading a Word Document

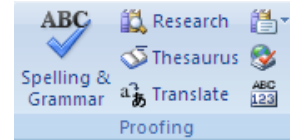
Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Check Spelling and Grammar
- Use the Thesaurus
- Customise the AutoCorrect Options

Check Spelling and Grammar

Review Tab assists with these options



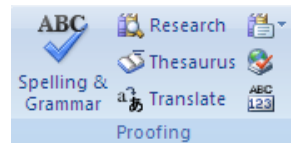
Topic 8A: Check Spelling and Grammar

Background

Word 2010 will display incorrectly spelt words as underlined in red. You can run the spell checker program at any time by clicking on the **Spelling** icon in the **Review Tab** (or pressing **F7**). You can also check the grammar used within your document.

The **Review Tab** offers Proofing, Comments, Tracking Changes, Compare and Protect document options.

Proofing

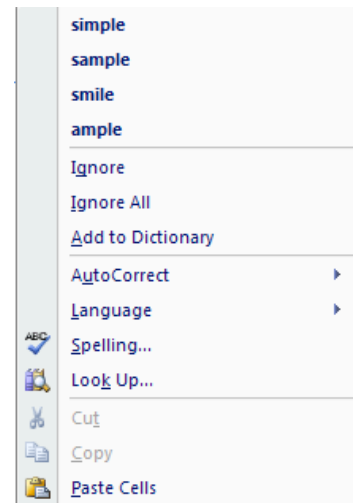


The Proofing group of buttons like **Spelling & Grammar** work exactly as they did in previous versions of Word. Just click the button to start the check. This version also supports the right-click spell check. **Research**, **Thesaurus** and **Translate** again all work the same way.

To immediately correct a word you have misspelt

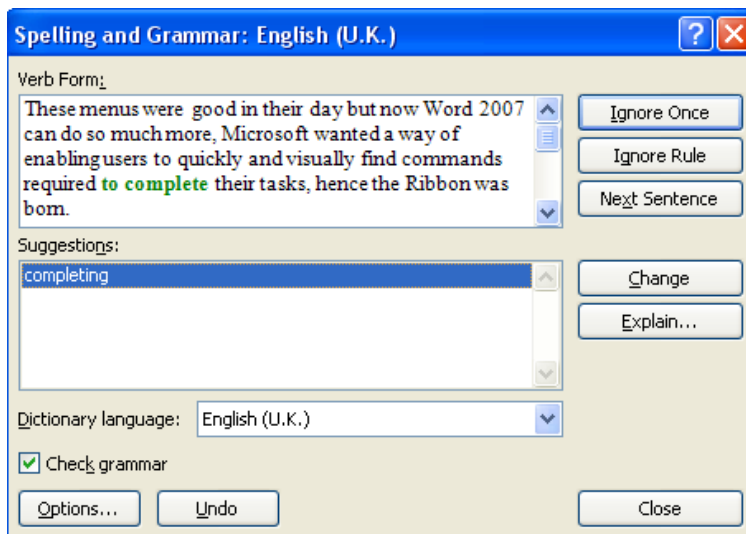
TIP: If you enter an incorrectly spelt word and wish to correct immediately, then as soon as the red underlining is displayed, right click on the word and a pop-up dialog box will be displayed suggesting alternative, correctly spelt words.

In the example below, “sample” was incorrectly entered as “smple”



To Spell Check your document

- Click at the beginning of your document
- From the **Review Tab** click the **Spelling & Grammar** button or press **F7**
- This will invoke the **Spelling and Grammar** dialog box



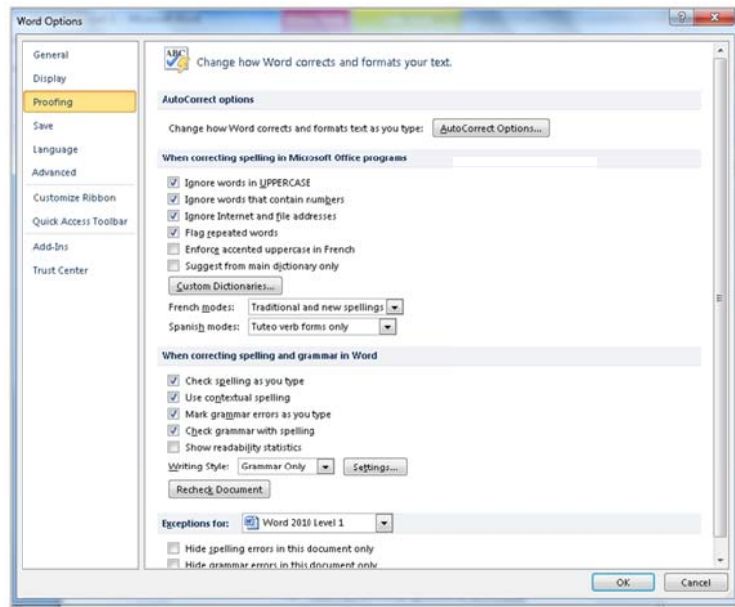
- Word will select the text to be changed
- A Suggestions box below the sample text will suggest new words
- To accept the change, click on the suggested word and then click the **Change** button
- To ignore the rule either click **Ignore Once** to ignore just this instance of the word or **Ignore Rule** to ignore all instances of the word

You can select one of the following actions: These options will differ depending on the type of error Word encounters.

Ignore	Leaves the word as it is.
Ignore All	Will not change any further occurrences of the word.
Add	Adds the word to the dictionary.
Change	Will change the word to the suggested word, or the word you type, in the Not In Dictionary text box.
Change All	Will change all further occurrences of the word to the suggested word, or the word you type in Not in Dictionary text box.
AutoCorrect	Enables the AutoCorrect feature for any further occurrences of the selected word.
Cancel	Exits the spell check.
Undo	Will undo the previous correction.
Suggestions	A list of suggested corrections from which you can choose a word to replace the currently selected word.
Options	Enables you to change the Spell Checking options.
Delete	Deletes a duplicated occurrence of a word, e.g. if you type “the the”, selecting delete will remove one of them.
Next Sentence	Goes to the next sentence where there is a spelling mistake
Explain	Goes to Help to assist with the explanation of what could be wrong

To change the spell checking options

- From the **File** tab select **Options** then the **Proofing** option



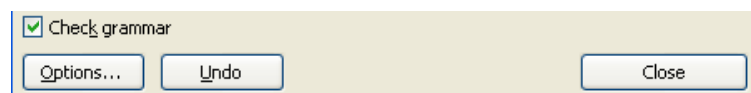
- Select the necessary options from the sections

Some of the main options are listed below:

Check spelling as you type	Checks spelling automatically and marks errors as you type.
Suggest from main dictionary only	Spelling suggestions from the Main dictionary only will be displayed.
Ignore words in UPPERCASE	Select the check box to ignore words in uppercase.
Ignore words that contain numbers	Select the check box to ignore words which contain numbers.
Ignore internet and file addresses	Select this box if you want Word to automatically ignore internet addresses, file names, and electronic mail addresses during a spelling check.

Check Grammar

- Click at the beginning of your document
- From the **Review Tab** click the **Spelling & Grammar** button or press **F7**
- This will invoke the **Spelling and Grammar** dialog box



- Ensure the **Check** grammar box has a tick
- Grammatical errors will be displayed with a green underline

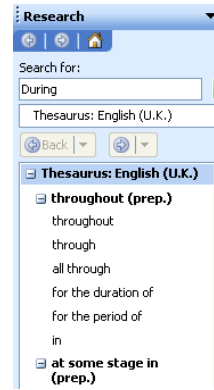
Use the Thesaurus

- **The Thesaurus can be used to look up synonyms and antonyms**
- **Now in the Task Pane at the right of the window**

**Review Tab,
Thesaurus**

OR

Shift+F7



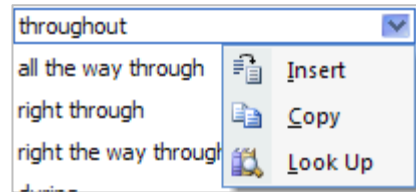
Topic 8B: Use the Thesaurus

To use the Thesaurus

- Select the word which you want to find a synonym or antonym for.

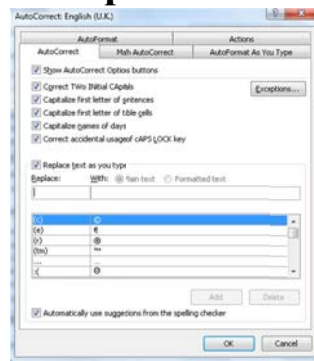


- From the **Review tab** select the **Thesaurus** button
- **OR** press **Shift+F7**, to display the **Thesaurus** dialog box.
- A list of suggested synonyms will be displayed
- If none of these suggestions are adequate, click the drop down arrow next to the suggestion
- You will be prompted to either **Insert**, **Copy** or **Look Up** another suggestion from the word
- To close the window, click the cross at the top right hand side.
- If the search does not find what you are looking for, under the **Can't find it** section, click on **All Reference Books** or **All Research Sites**



Customise AutoCorrect Options

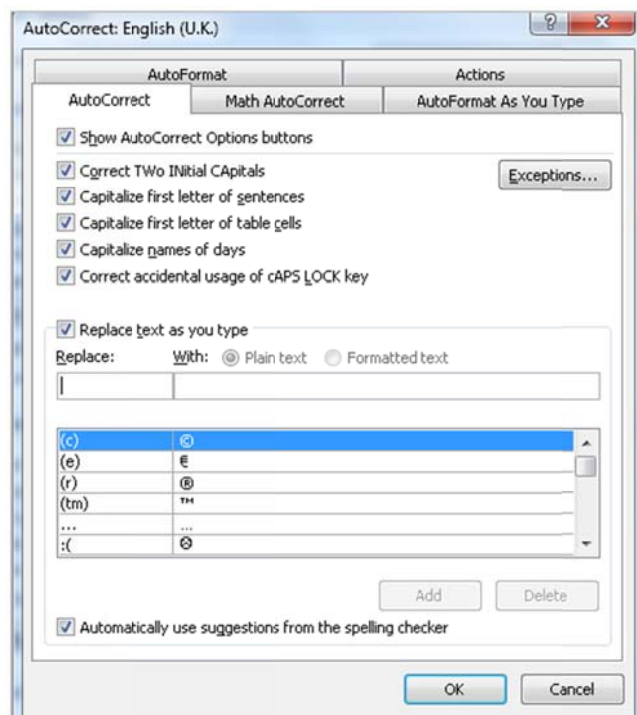
- AutoCorrect is a way of allowing Word to correct common mistakes in words
- You can also add new words to the list



Topic 8C: Customise AutoCorrect Options

Customise AutoCorrect Options

- From the **File** tab select **Options** button
- Then select the **Proofing** option
- This will invoke the **AutoCorrect** dialog box



- In the **Replace** box, enter the wrong version of the word.
- In the **With** box, enter the correct version of the word.
- Click the **Add** button to add the word to the computers memory.
- Click **OK**