



THE LIBRARY

utica public library

Advanced Microsoft Word 2010

Day One:

1. Introduction
2. Review basics and layout
3. Indents and tabs
4. Practice, questions

Day Two:

5. Cover page
6. Inserting images
7. Tables
8. Mail merge
9. Practice, questions

Day Three:

10. Hyperlinks and table of contents
11. Print screen button/screenshots
12. Crop
13. Practice, questions, and evaluation

In order to keep computer literacy programs running in the future, we must demonstrate its positive impact on our community. We would be extremely grateful if you would share with us the experiences you have had attending our training sessions and how our program has impacted your life. Please send your responses via e-mail or regular mail. Responses may be used to promote the Utica Public Library and the Mid York Library System as part of grant reporting.

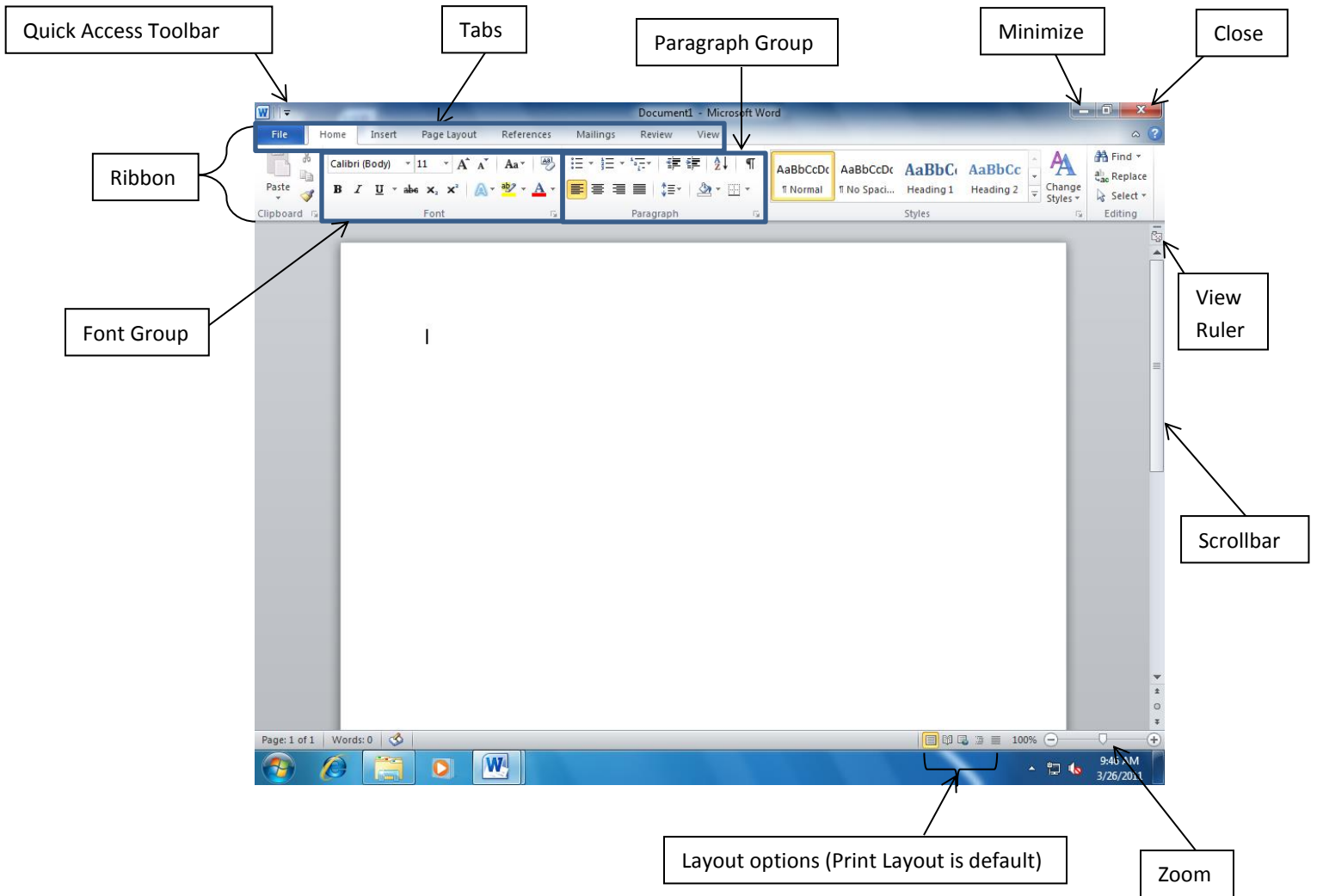
E-mail: sschultz@uticapubliclibrary.org

Mailing Address: Sarah Schultz, Utica Public Library, 303 Genesee St., Utica, NY 13501

Table of Contents

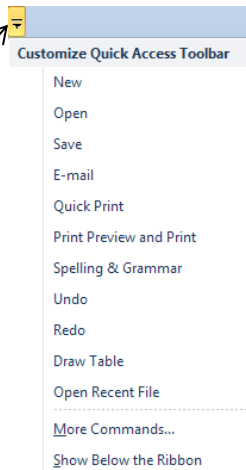
Word 2010 Layout	3
Indents and Tabs	4
Indenting text	5
Tabs	5
Cover Pages	6
Styles	6
Tables and Illustrations.....	6
Inserting Tables	7
Inserting Clip Art or a Picture	7
Wrap Text	8
Mail Merge	9
Hyperlinks	10
Table of Contents	11
Print Screen button - screenshots	11
Crop	12
Helpful Keystrokes.....	13
Glossary	14

Word 2010 Layout

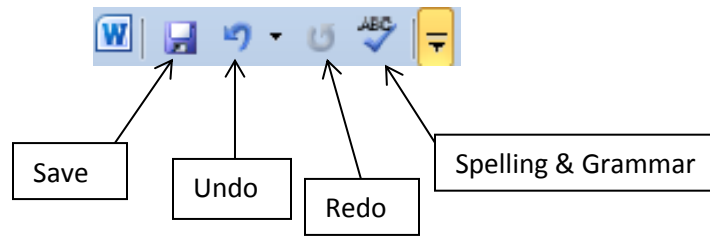


- Ribbon
 - Quick Access Toolbar

Click on the arrow to customize the Quick Access Toolbar in-order to make frequently used commands more accessible.



- If you were to select Save, Undo, Redo, and Spelling & Grammar, this is how your Quick Access Toolbar would look:



Undo Redo

A very useful icon to have on your Quick Access Toolbar is Undo/Redo.

If you make a mistake, you can click the Undo button to reverse the last action. If you change your mind and want to undo your Undo, left click on Redo and your document will go back to the way it was before you used Undo.

- Tabs/Groups

The ribbon is the menu that runs across the top of your screen. Each tab contains a set of groups you might want to use at the same time. Groups are collections of related buttons. Commands from older versions of Word are here, but they might be in a new place.

- Ruler

One useful tool that does not appear by default in the 2010 version is the ruler. To view the ruler, click on the View Tab, and select the box next to Ruler. There is also a button above the scrollbar that will view or hide the ruler.

Indents and Tabs

Indents and tabs are useful when organizing information in your document and adding structure.

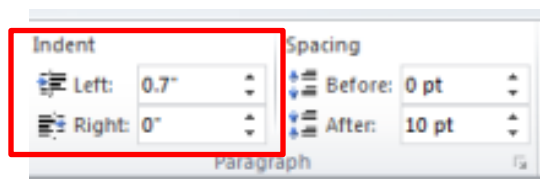


Indenting text

1. Place your cursor at the beginning of the paragraph you want to indent.
2. To adjust the first-line indent, click and drag the first-line indent marker on the ruler. You can also press the tab key to indent the line in ½ inch increments.
3. To adjust the hanging indent, drag the hanging indent marker. A hanging indent will move all the lines of a paragraph except the first line.
4. To move all lines in the paragraph, drag the left indent marker.

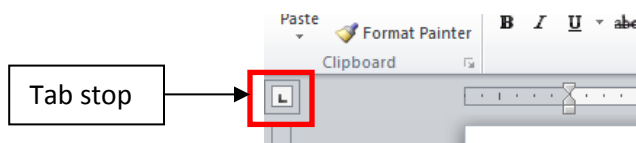
* You may also change the indents of multiple paragraphs at once by highlighting a section of your document and adjusting the indent markers.








** If you prefer to specify the indent measurements by typing them, go to the Page Layout Tab and change the indent amounts in the Paragraph group.



Tabs

By default, pressing the tab key will move text in ½ inch increments. By adding tab stops to the ruler, you have more control over the placement of your text. You can even have multiple alignment positions for text on the same line using tab stops.



- **Left Tab** : Left-aligns the text at the tab stop.
- **Center Tab** : Centers the text around the tab stop.
- **Right Tab** : Right-aligns the text at the tab stop.
- **Decimal Tab** : Aligns decimal numbers using the decimal point.
- **Bar Tab** : Draws a vertical line on the document.
- **First Line Indent** : Inserts the indent marker on the ruler, and indents the first line of text in a paragraph.
- **Hanging Indent** : Inserts the hanging indent marker, and indents all lines other than the first line.

Cover Pages

On reports or other documents, you may need to include a title or **cover page**. In Microsoft Word, there are several cover pages preformatted with titles, subtitles, authors, etc. Some include background images and colors.

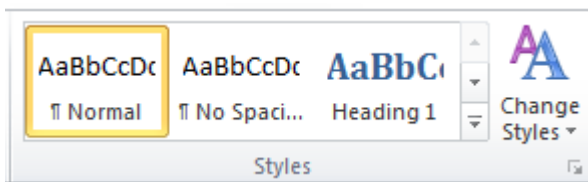
To create a cover page:

1. From the “Insert” tab, choose “Cover Page”
2. Select a design by left-clicking on it.
3. Fill in the appropriate information according to the space holders.

Styles

Styles allow you to quickly apply formatting changes consistently throughout your document. Rather than changing every section heading to blue, size 16, bold font, you can instead choose one of the heading styles from the “Home” tab.

The styles that you see are designed to look good together – the title, subtitle, and headings will match and complement each other. Using styles and headings will not only make formatting easier, but will help us to create hyperlinks within the document or a table of contents.



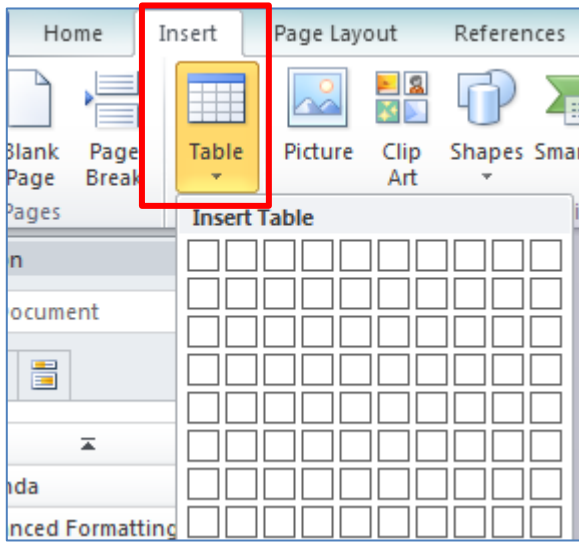
*Note: You can use the styles that appear here, or click “Change Styles” for more options.

Tables and Illustrations

Adding illustrations, graphics, and charts can make your documents look more visually appealing and can easily be created and inserted using Microsoft Word. These include:

- Tables: insert a spreadsheet or draw your own
- Pictures: insert image files
- Clip art: insert drawings, movies, or sound
- Shapes: add arrows, flowcharts, boxes, and other shapes
- Smart Art: good for data visualization - illustrate a list, cycle, hierarchy, or process
- Charts: bar and line graphs, pie charts, scatter plots and more

Inserting Tables

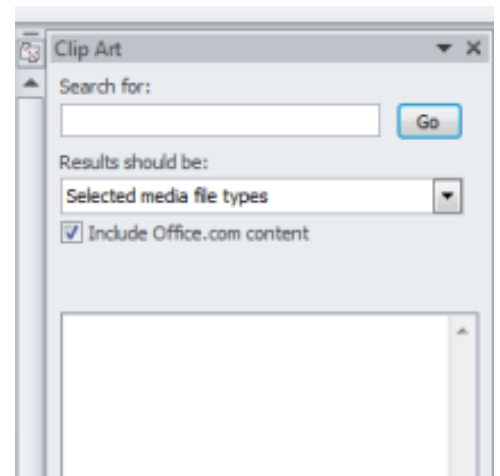
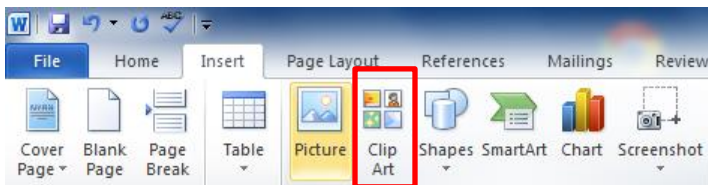


- Using the table option in the “Insert” tab you can insert a table of any size, choosing the number of rows and columns.
- After you add the table, you can insert additional rows and columns, merge and split cells, and change the borders and shading.
- You can also insert an Excel spreadsheet for added functionality like formulas and multiple worksheets.

Inserting Clip Art or a Picture

Microsoft Office offers a variety of images to illustrate a concept, or you may choose one of your own already saved to your computer.

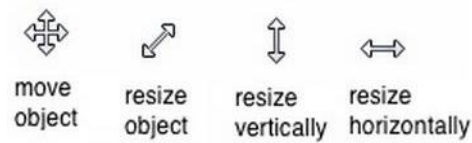
- To insert a picture or clip art, go to the “Insert” tab.
- If you already have a picture saved onto your computer (such as a photo from a camera), select “Picture”.
- If you would like to choose from the images collected by Microsoft Office, select “Clip Art”.



Practice

1. From the “Insert” tab, click Clip Art.
2. A Clip Art pane will appear to the right.
3. To search the most images, make sure the “Include Office.com content” is selected.
4. Type in the search box the word(s) that best describes your image and click “Go”.

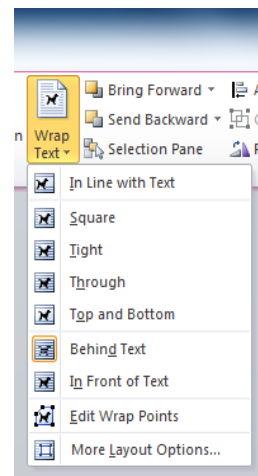
5. Click on a suitable image, and the image will appear wherever your cursor is located.
6. You may resize your image by clicking-and-dragging the bubbles on the perimeter. Notice how your cursor changes hovering over the perimeter of the image.



Wrap Text

If you have text and an image, you may have difficulty positioning the image the way you want. It may help to change the “Wrap Text” settings, also called text wrap.

- Select the image, and click on the “Picture Tools Format” tab.
- Click on “Wrap Text”. A list of options will appear below.
- It depends on your document, but the setting most flexible is “Behind Text”. It will allow you to move your image freely around without changing the position of the text.

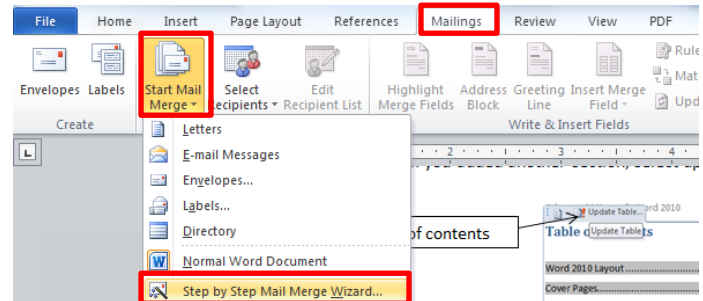


Mail Merge

Mail merge is a time-saving tool that allows you to create multiple letters, envelopes, labels, or name tags with information stored in a list, database or spreadsheet (often an Excel spreadsheet). When creating a mail merge, you will need a Microsoft Word document (pre-existing or create a new one) and a recipient list (like an Excel workbook).

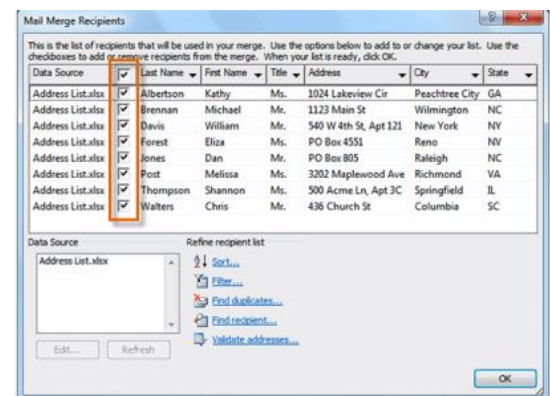
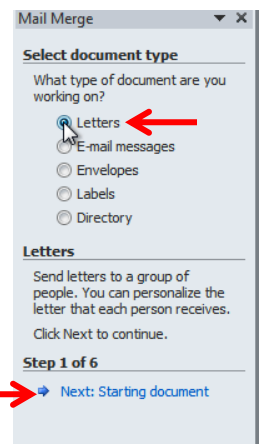
1. Open an existing Word document, or create a new one. In class, we will open an existing document titled "mail merge letter."
2. Click on the **Mailings** tab
3. Click **Start Mail Merge**
4. Click **Step by Step Mail Merge Wizard**

The Mail Merge task pane appears and will guide you through the **six main steps** to complete a merge.

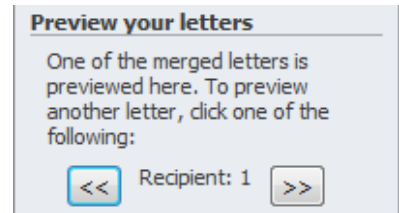


Step by Step Mail Merge Wizard

1. Choose the type of document you wish to create. Today, we will be creating a letter.
2. Click **Next: Starting document** to move on to step 2.
3. Select **Use the current document**.
4. Click on **Next: Select recipients** to move to step 3.
5. Select **Use an existing list**, then click **Browse**. (If you don't have an existing address list, you can click the **Type a new list** button and click **Create**. You can then type your address list.)
6. Locate your file in the dialog box (you may have to navigate to a different folder), then click **Open**.
7. The address list is in Sheet 1 of the Excel document we will be working with, so on the next box that appears, click **OK**.
8. In the **Mail Merge Recipients** dialog box, you can **check** or **uncheck** each recipient to control which ones are used in the merge. By default, each recipient will be checked. Click **OK** to close the dialog box.
9. From the Mail Merge Task Pane, select **Next: Write your letter** to move to step 4.
10. In your letter, place your cursor where you would like the recipient's address. When the cursor is in the right place, select **Address block**. A preview screen will appear showing how the address block will look. Select **OK**. Place your cursor where you want the greeting line (Dear ...), and click on **Greeting line**. Again, a preview screen will appear allowing you to personalize your greeting. Click **Ok** when you're done.
11. Click on **Next: Preview your letters** to move on to step 5.



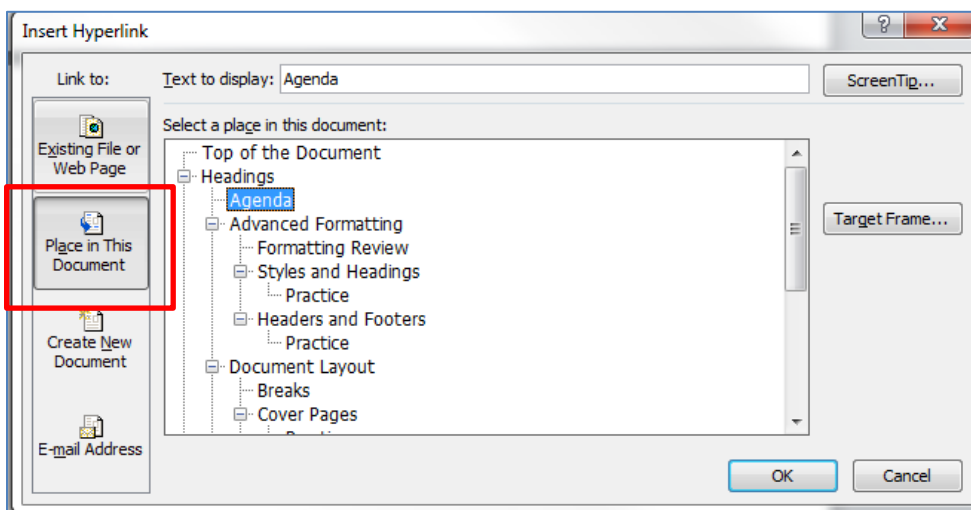
12. Your document will now appear with the address and greeting line filled in for the first recipient. You can view each recipient by clicking the forward and backward arrows on the Mail Merge Task Pane.
13. When you are done reviewing, click **Next: complete the merge** to go to step 6.
14. In step 6, you can either print or edit individual letters.



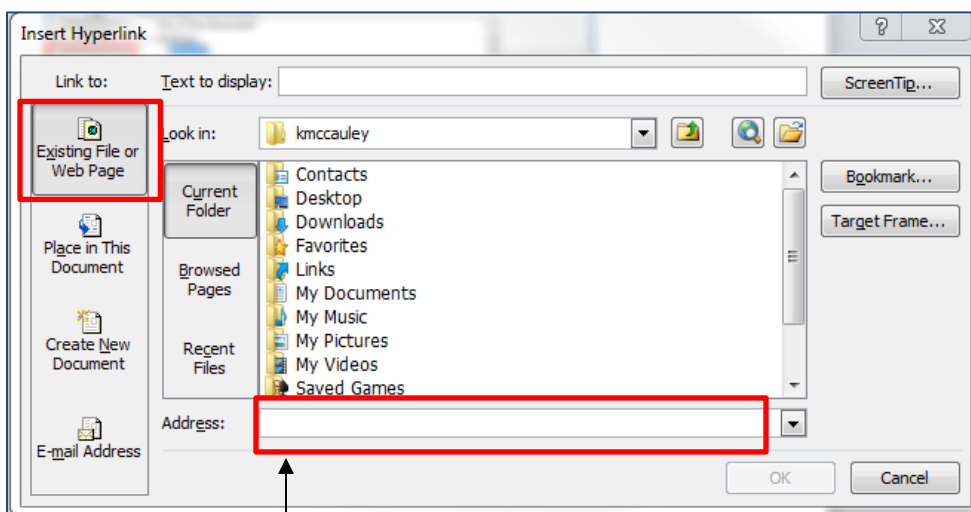
Hyperlinks

Hyperlinks will create a link between a location in your document and a web page, email address, image, program, another document, or another location within the document.

This example is linking to another location within the same document:



Or to another file (document, spreadsheet, image...), or to a web page:



To hyperlink to a website, paste the website's URL here.

Practice

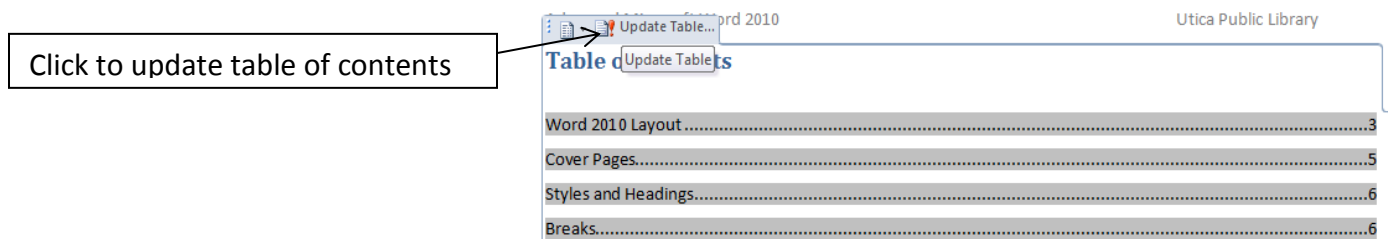
1. From the “Insert” tab, select hyperlink
2. Choose “Place in this document”
3. Link to one of the headings you have already created
4. Click ok, then Ctrl+Click your link to check it

Table of Contents

Having a table of contents is helpful to readers for long documents. Be sure to place your cursor where you want the table of contents located.

Practice

1. From the “References” tab, select Table of Contents
2. Choose Automatic Table 2
3. Whatever sections you have created with the stylized headings 1-3 will appear along with their corresponding page number.
4. If you add more sections with headings after you create the Table of Contents, simply click on the update button and it will automatically add the section and page number. If other sections’ page numbers have changed, they too will be updated.
5. After you click the update button another window will ask if you want to update page numbers only or the entire table. If you added another section, select update entire table.



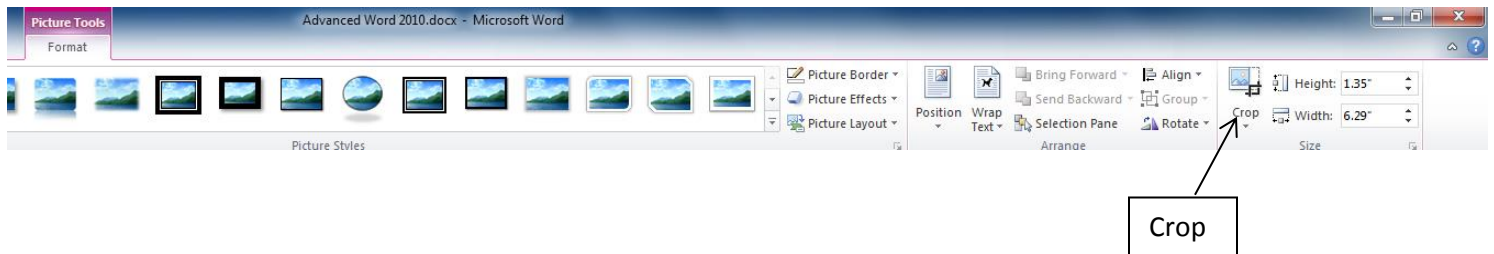
Print Screen button - screenshots

The Print Screen button on your keyboard is a helpful tool to capture screenshots. There is a screenshot tool in Microsoft Word 2010 under the “Insert” tab, but in today’s class, we will be using the Print Screen button since you can use it in other programs too.



Practice

1. Without closing your Word document, go to the Internet and Google something relevant.
2. Once you have found a good web page or image, press the "PrintScr" button once.
3. Even though you can't see it, an image of what is showing on the screen has been saved to the computer's clipboard.
4. Go back to Microsoft Word, and paste the image to your document. You can either right-click where you want the image and select the first paste icon OR do the paste keyboard shortcut (Ctrl + V).
5. An image of the screen shot should appear.
6. Click on the image and experiment with the cropping feature found under the "Picture Tools Format" tab. (Note: the "Format" tab will only appear if an image is selected.)

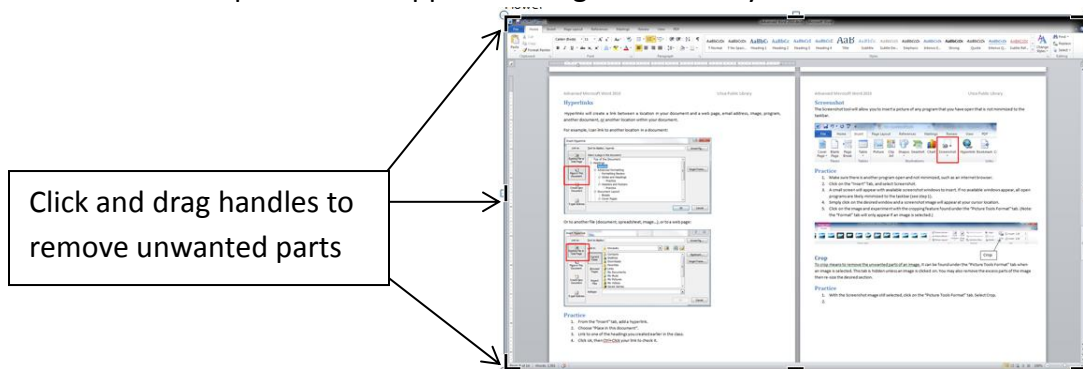


Crop

To crop means to remove the unwanted parts of an image. It can be found under the "Picture Tools Format" tab when an image is selected. This tab is hidden unless an image is clicked on. You may also remove the excess parts of the image then re-size the desired section.

Crop Practice

1. With the Screenshot image still selected, click on the "Picture Tools Format" tab. Select Crop.
2. You will see black handles on the perimeter of the image.
3. Click and drag these black handles.
4. After the image is cropped to your liking, click on the Crop button again.
5. The excess parts will disappear leaving the section you narrowed down to.



Helpful Keystrokes

Formatting

All Caps	Ctrl + Shift + A
Bold	Ctrl + B
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Redo	Ctrl + Y
Select All	Ctrl + A
Thesaurus	Shift + F7
Undo	Ctrl + Z

Saving

Save	Ctrl + S
Save As	F12

Navigation

End of Document	Ctrl + End
New document	Ctrl + N
Next Page	Ctrl + Page Down
Page Break	Ctrl + Enter
Previous Page	Ctrl + Page Up
Start of Document	Ctrl + Home

For more information:

- Visit the Goodwill Community Foundation (GCF)'s website for free tutorials

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

Glossary

Term	Definition
Clipboard	The part of Word where text you have cut or copied is stored so that it can be pasted.
Copy	A command that makes a copy of the selected text in the clipboard, so that it can be pasted in a different part of the document.
Cursor (Mouse Pointer)	Any representation of the mouse location on the screen. When typing, a blinking vertical line which shows that you can enter text. For the purpose of this class, we will refer to the blinking line as the cursor, and other forms of the cursor as the mouse pointer.
Cut	A command that removes the selected text from your document, placing it in the clipboard until it is pasted.
Document	A type of file created in Microsoft Word, including letters, reports, and resumes.
File Extension	The three letters at the end of your file name, which indicate what type of file it is. Docx is the default extension for Word 2010. Doc is the extension which is compatible with Word 2003 and earlier versions of Word.
File Name	The name of your file, which consists of a name for that particular file, followed by a period, followed by an extension that indicates what type of file it is.
Font	The look of your text, including size, style, and emphasis.
Group	A set of related buttons which are grouped together within a ribbon menu.
I-Beam	The capital "I"-shaped mouse pointer which appears when you hold your mouse over text.
Quick Access Toolbar	The buttons in the very top left of your screen. The default Quick Access Toolbar had Save, Undo, and Redo buttons.
Paste	A command which takes text that has been cut or copied to the clipboard and places it in your document.
Redo (Repeat Typing)	A command which replaces an action that you have previously selected to Undo.
Ribbon	The menu which runs like a ribbon across the top of your screen.
Scroll Bar	A bar on the right side or along the bottom of a window with arrows at both ends. The scroll bar allows you to move within documents or webpages that are too big to fit in the window.
Spelling and Grammar Check	A built-in proofreading aid which can point out and correct many common spelling and grammatical mistakes.
Tabs	The words just above the ribbon, including File, Home, Insert, etc., which change which menu the ribbon displays.
Undo	A command that undoes the previous action performed in Word.