

Sun City Summerlin Computer Club

Seminar

Introduction to Microsoft Word 2010

Tom Burt

September 29, 2011

Where to Find the Materials

- **Sun City Summer Computer Club Website:**
 - http://www.scs-cc.com/smnr/MS_Word_2010_Introduction.pdf

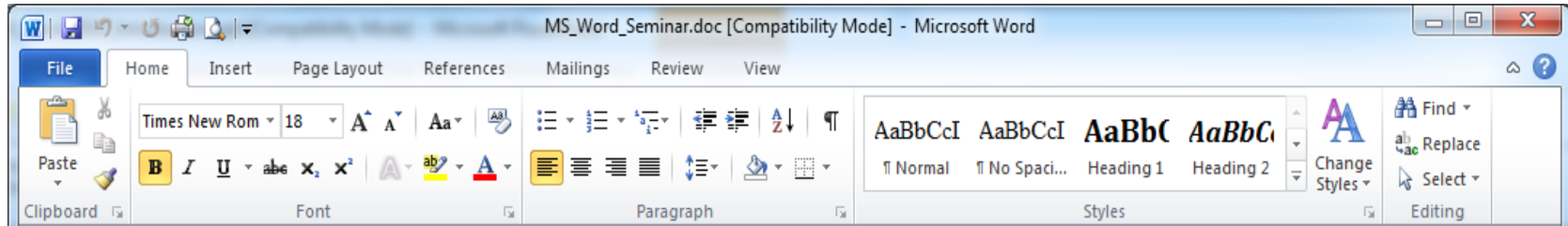
Seminar Agenda

- **Introduction**
- **The Word 2010 Ribbon**
- **Basic Word Processing Actions**
- **Using Styles**
- **Generating a Table of Contents**
- **Using Tables**
- **Inserting Images and Clip Art**
- **Saving in Various Formats**
- **Printing**
- **Word Options**

Introduction

- **MS Word has been around a long time.**
- **Has evolved into a very rich word-processor, desktop publishing tool.**
- **Word 2010 is the latest version, successor to Word 2007, 2003, 2002, 97, 95, 6, ...**
- **This 2-hour seminar will focus on most useful features for “mere mortals”.**
- **Ask questions as we go.**
- **Our main example will be the Gigabyte Gazette.**

The Word 2010 Ribbon



- **Replaces Word's old menus and toolbar interface.**
- **Putts related functions together under a set of tabs.**
- **Within each tab are panels that group functions (e.g. font).**
- **Note the "Quick Access" toolbar at the upper left. It can be customized.**
- **Note the small diagonal arrow icons at the lower right of most panels. These open detail dialogs (e.g. Paragraph, Styles).**
- **The ribbon can be minimized to increase screen real estate.**
- **Let's explore the ribbon further ... (demo).**

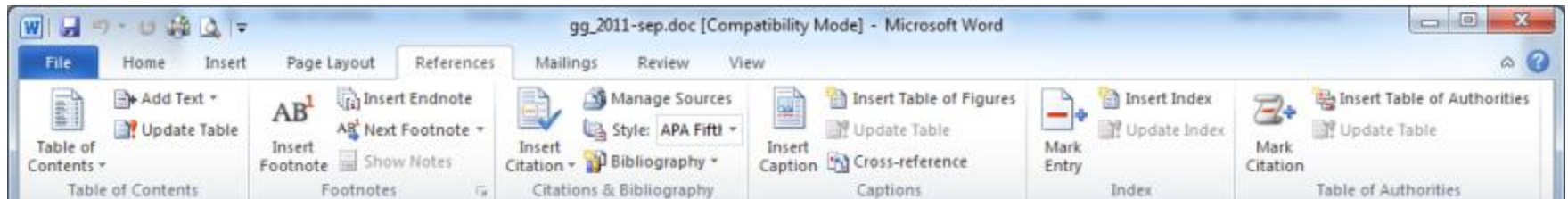
Basic Word Processing Actions

- **Most basic actions are on the “Home” tab.**
- **Typing text.**
- **Formatting and highlighting text.**
 - **Bold, underline, italics, other effects.**
 - **Choice of font: face, size.**
 - **Choice of font color, highlight color.**
- **Paragraph options.**
 - **Indents.**
 - **Spacing before and after.**
 - **Line and page breaks.**
- **Let’s explore further... (demo).**

Using Styles

- **A Style is a named set of formatting options.**
 - **Examples: Normal, Body text, Heading 1, Heading 2**
 - **Makes it easy to repetitively assign same formatting to different parts of the document.**
 - **Helps with consistency, saves clicks and time.**
- **Formatting for a specific style can be changed.**
 - **A change to a style is immediately reflected throughout the document.**
- **Styles can be derived from other Styles.**
 - **Normal is the base Style for all others.**
 - **A change to Normal is reflected in all derived Styles.**
- **Let's Explore Styles further... (demo).**

Generating a Table of Contents

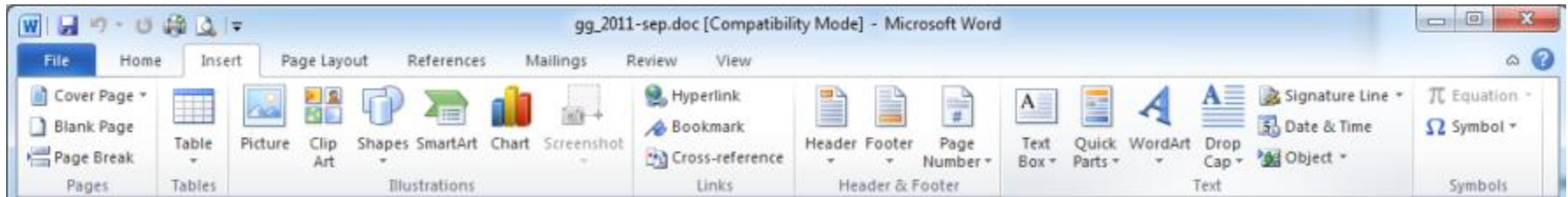


- **“Header x” styles can be used to automate generating a Table of Contents.**
- **Position the cursor in the document.**
- **Select the “References” tab.**
- **Click “Table of Contents”.**
 - **Now click “Insert Table of Contents”.**
 - **Customize the settings for the TOC (Leaders, Levels).**
 - **Click OK.**

BIO BREAK

Introduction to MS Word 2010

Using Tables



- **Tables have a variety of uses for organizing material on a page.**
 - **Can have multiple columns and rows.**
 - **Borders can be visible, hidden or a mix.**
 - **Each row, column or cell can have separate formatting.**
- **Place cursor where you want to insert the table.**
- **Choose the Insert tab, then click Table.**
- **Choose “Insert Table”, “Draw Table” or “Quick Tables”.**
- **Specify the properties of the table.**
- **Let’s explore Tables further... (demo).**

Inserting Images, Clip Art and Word Art

- Place the cursor where you want the inserted item to be placed.
- Use the “Insert” tab (see previous slide).
- Click on “Picture”, “Clip Art” or “Word Art”.
 - For Pictures, browse to find the desired image file.
 - For Clip Art, set up the desired search and then choose from the listed results.
 - For Word Art, choose one of the basic styles, then customize and enter the desired text.
- Let’s explore inserting further... (demo).

Saving in Various Formats

- **Click the File tab.**
 - A list of action choices will appear in the left pane.
 - Clicking on each choice will display detailed information and choices in the right pane.
- **Click “Save As”.**
 - This will open a classic “Save As” dialog.
 - You can choose the file name, folder and file type.
 - Common types include Word 2003, PDF, RTF
- **When you have the Save settings defined, click the “Save” button.**
- **Let’s explore Saving further... (demo).**

Printing

- **The Quick Access toolbar (top left) has a printer icon that you can click.**
 - This will print 1 copy of the document to the default printer using the default preferences.
- **For more precise control, click the File tab.**
 - Click the Print choice in the left hand pane.
 - This will display a dialog the shows actions and settings in the left pane and a preview pane on the right.
 - You can select the printer, number of copies, preferences, scaling and so forth.
- **Let's explore Printing further... (demo).**

Word 2010 Options

- **Click the File tab, then click “Options”.**
- **The “Word Options” dialog will appear.**
 - **The left hand pane shows a set of options categories.**
 - **Clicking on each shows a dialog of options for that specific category of settings.**
- **Among the categories is “Quick Access Toolbar”.**
 - **Use this to add common, high usage functions to the Quick Access Toolbar.**
- **When you’re finished adjusting options, click OK.**
- **Lets explore “Options”... (demo).**

Final Q and A

Final Questions and Answers