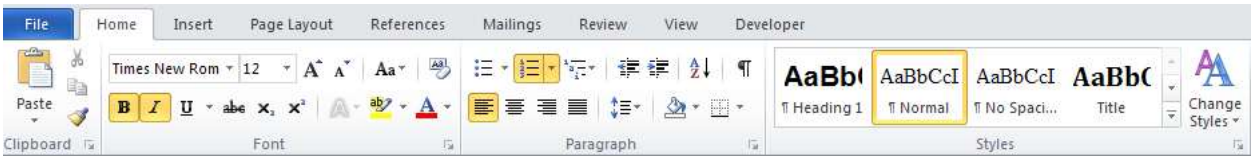
Microsoft Word 2010 Basics

1. Start Word – if the Word 2010 icon is not on the desktop:
    a. Click ***Start>Programs>Microsoft Office>Microsoft Word 2010***
    b. The **Ribbon**- seen across the top of Microsoft Word. The ribbon contains Tabs, Groups, and Commands
        i. **Tabs** – sit across the top of the ribbon. Each tab contains core tasks you do in the program (Home, Insert, Page Layout...)
        ii. **Groups** – sets of related commands displayed in the tabs. (Clipboard, Font, Paragraph, Styles, Editing)
        iii. **Commands** – a button, menu, or a box where you enter information. (Bold, Italics, Underlining)

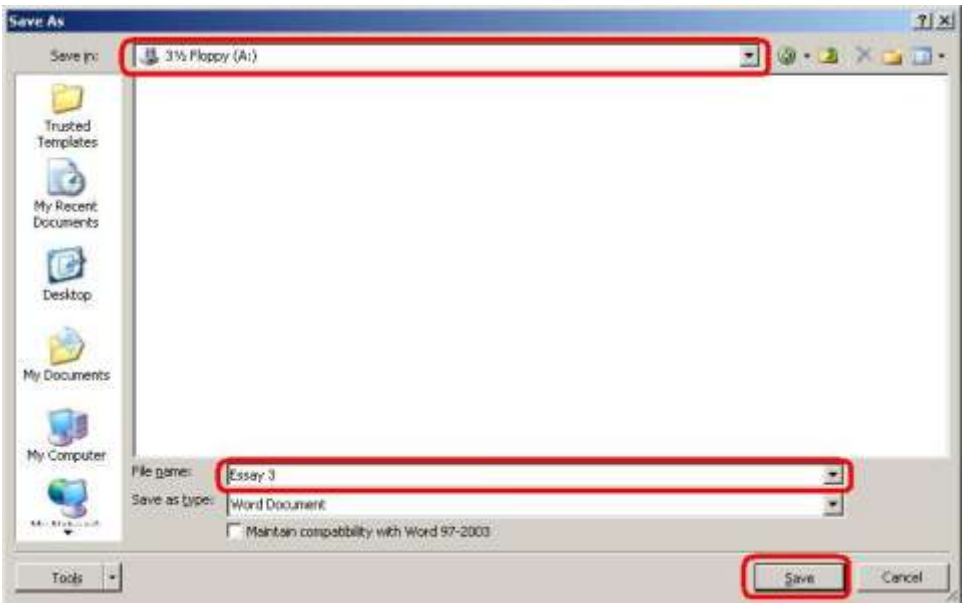


2. The Bottom of the screen contains
    a. **Page** – Number of pages in your document
    b. **Words** – Counts the number of words in your document
    c. **Page Views** – Different ways of looking at your document on screen. (Keep the view set to Page Layout – circled in the figure below)
    d. **Zoom** – allows you to adjust the document from 10% of its normal size to 500% of its normal size.

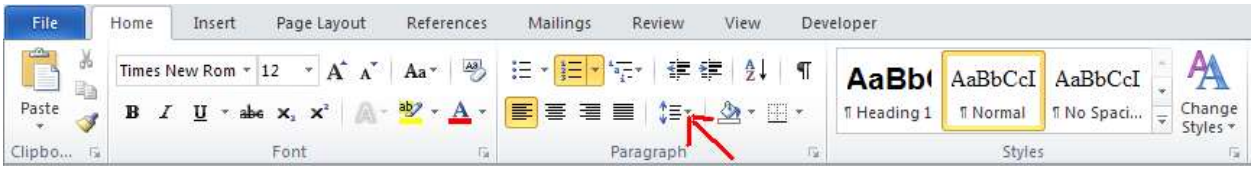
3. **Word Wrap**- Word Wrap automatically decides where to end a line and wrap text to the next line based on the margin settings. Just type away, do not worry about how it looks. You can change that later.
4. **Save your document**. Save early, save often! Once you type in a few sentences, it is a good time to save your work. When you save your work, you need to tell Word where to save the file and what to name it.
    a. Click the **File tab** located on the upper left corner

        i. Select **Save As**
        ii. The **Save As Dialog Box** appears
            1. Change the **Save in** box to the location where you wish to save your document (3 ½ inch Floppy drive, a Flash drive...)

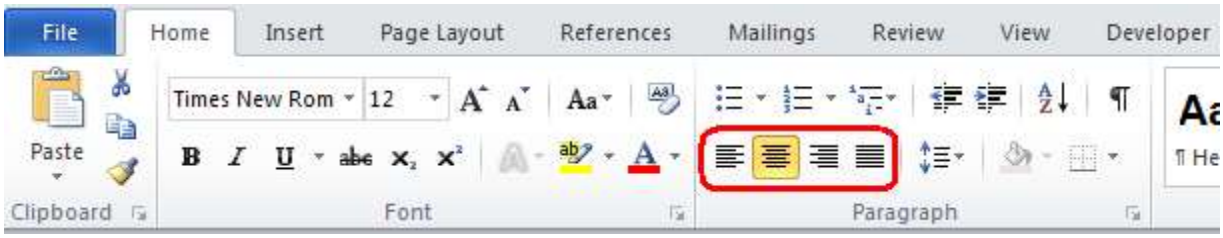
2. In the **File Name** box, type in the name of your document
3. Click the **Save** button



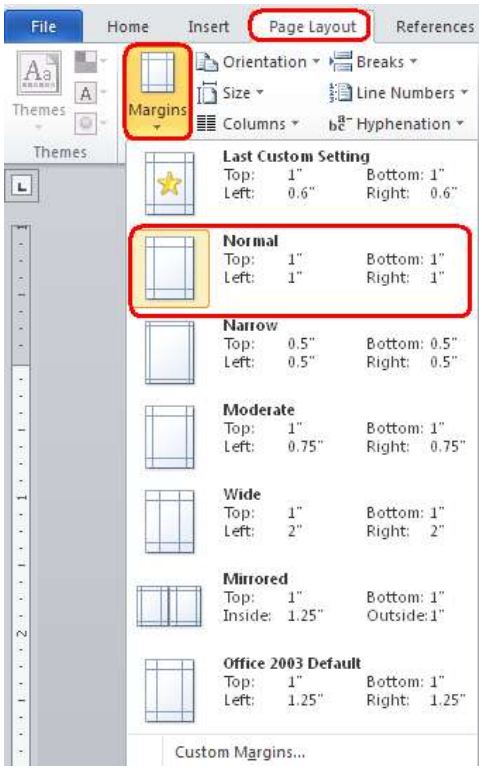
5. **Line Spacing**
   a. Word sets up your document at single space. For most documents, this is acceptable. To change your line spacing, select any text that you have typed, click the drop down arrow on the line spacing button and select a line spacing option (2.0 is double space, 3.0 is triple space).



6. **Alignment**
   a. By default, when you type, word aligns all text to the left margin. Select the text and press one of the four alignment buttons to change the alignment.
      i. ***Left Align*** – aligns text to the left margin (default)
      ii. ***Center Align*** - aligns text in the center of the left and right margins.
      iii. ***Right Align*** - aligns text to the right margin
      iv. ***Justify*** – adjusts the spacing of text so it aligns to both the left and right margins



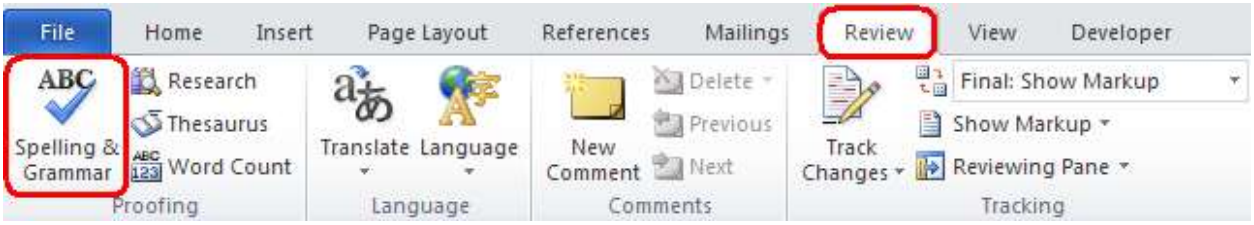
7. **Adjust Margins**
    a. Margins are the blank areas around the edge of a page that are not printed.
        i. Click the ***Page Layout*** Tab.
        ii. Click ***Margins***
        iii. Select the margins of your choice or use the Custom Margin option at the bottom of the drop down list.
        iv. For research papers, be sure the margins are set to **Normal**



8. **Formatting Text** – (Click the **Home tab**) Formatting allows you to change the size, color, and type of font you want.
    b. Select the text and select the appropriate button
        i. **Font** – Change the font of the selected text.
        ii. **Font size** – change the size of the selected text.
        iii. **Grow Font** – increases the font size of the selected text.
        iv. **Shrink Font** – decreases the font size of the selected text.
        v. **Clear formatting** – removes all formatting to selected text.
        vi. **B** –Bold
        vii. ***I*** – Italics
        viii. **U** – Underline
        ix. ~~**abc**~~ – strikethrough
        x. $\mathbf{X_2}$ – Subscript – lowers and shrinks the selected text.
        xi. $\mathbf{x^2}$ – Superscript – raises and shrinks the selected text.

xii. **Aa** – Change case – changes all selected text to UPPERCASE, lowercase or other options.
xiii. **Text highlight color** button – Highlights the selected text.
xiv. **Font Color** – changes the color of the selected text.

9. **Spelling and Grammar**
   c. As you type, you may notice some red and green wavy lines appear in your document. Red wavy lines mean a possible spelling error. Green wavy lines mean a possible grammar error.
   d. Click the **Review** tab
   e. Click the **Spelling and Grammar** button in the Proofing group.



   f. As word goes to each possible spelling or grammar error, you can accept the change or select ignore.
   g. Remember that you must proofread your document before you hand it in. <u>The spelling and grammar check does not fix all errors</u>.

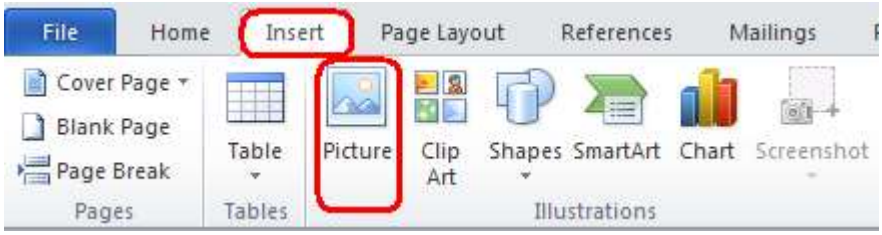
10. **First Line indent** - Place the insertion point before the first word in a paragraph and hit the [Tab] key on your keyboard once.

11. **Hanging indent**
   h. Click the **Home tab**. Select the text.
   i. Click the **dialog arrow** button on the paragraph group

   j. Change the **Special drop down box** to **Hanging** and click **OK**.

12. **Insert a Picture** –

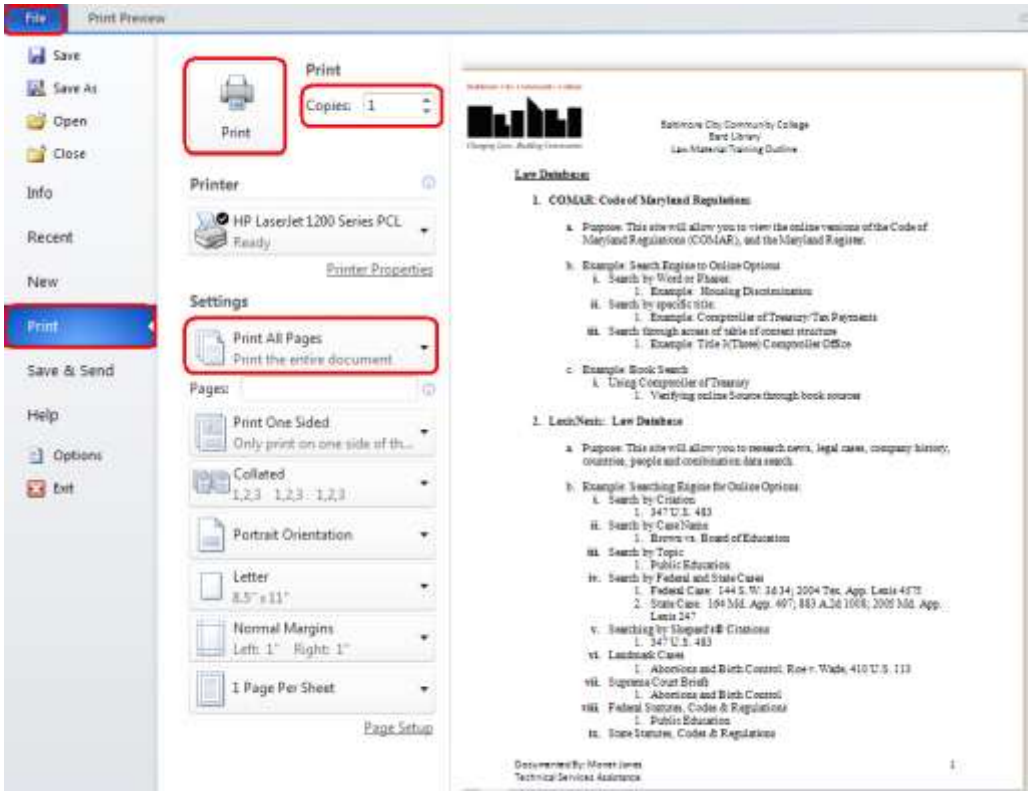
k. Place your insertion point where you wish to insert the picture.
l. Click the **Insert** tab
m. Click the **Picture** button



i. From the Insert Picture dialog box, search for your picture.
ii. Select the picture by clicking on it (a blue border will appear around the picture).
iii. Click the **Insert** button.

13. Printing-

a. Click the **File tab** located on the upper left corner
   i. Under Settings, **Print All Pages** should be selected
   ii. The **Copies** should be set to **1**
      1. You can use the spin box arrows to change the number of copies
   iii. Click the **Print** button.



14. **Exit Word** - You can still loose your work if you do not exit properly. To close the Word application:
    n. Click the **File tab** located on the upper left corner
        i. Click **Exit**.
        ii. If you have not saved your work, you will be asked if you want to save it – Click **YES** and save your work.