Microsoft Word 2010: Basics

DIGITALLEARN.ORG

Agenda

- Terminology & Descriptions

- Accessing Word

- Basic Elements

- Tabs & Groups

- Saving Documents

- Creating & Opening Documents

- Printing Documents

Terminology & Descriptions
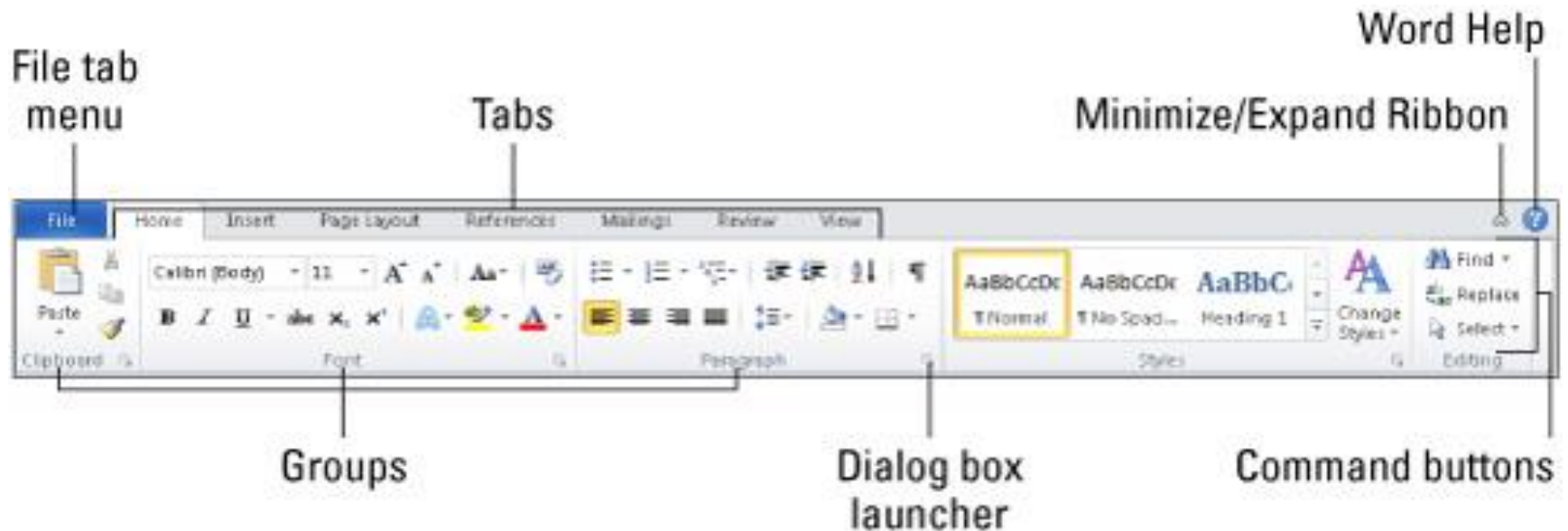
Terminology & Descriptions

Microsoft Word

- An application for creating and working with text-based documents
- Examples include letters, memos, resumes, cover letters, and flyers
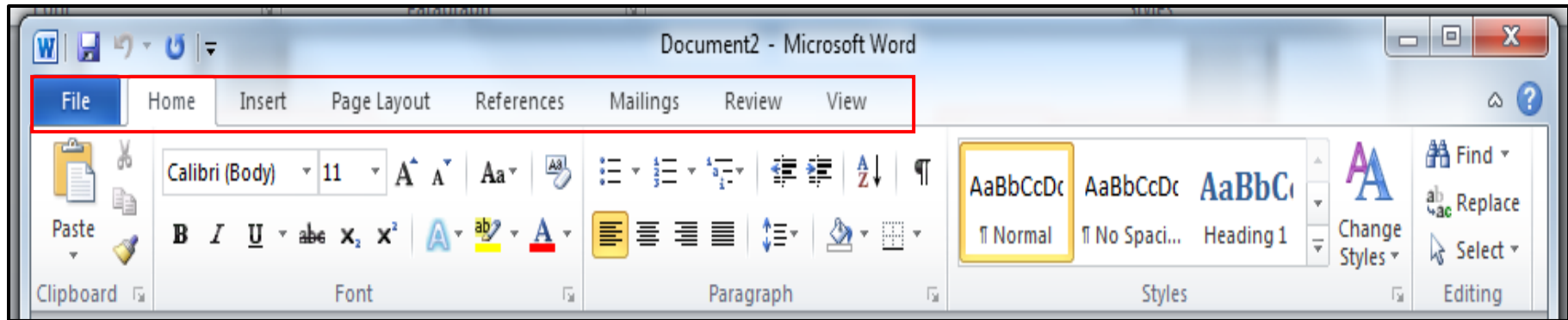
Terminology & Descriptions

The Ribbon

- The area at the top of the screen where commands are organized into **Tabs**, icons, and **Groups**


File tab menu

Tabs

Word Help

Minimize/Expand Ribbon

Groups

Dialog box launcher

Command buttons

Terminology & Descriptions

Tabs

- There are 7 Tabs in addition to the **File** tab
- **Home**, **Insert**, **Page Layout**, **References**, **Mailings**, **Review** and **View**

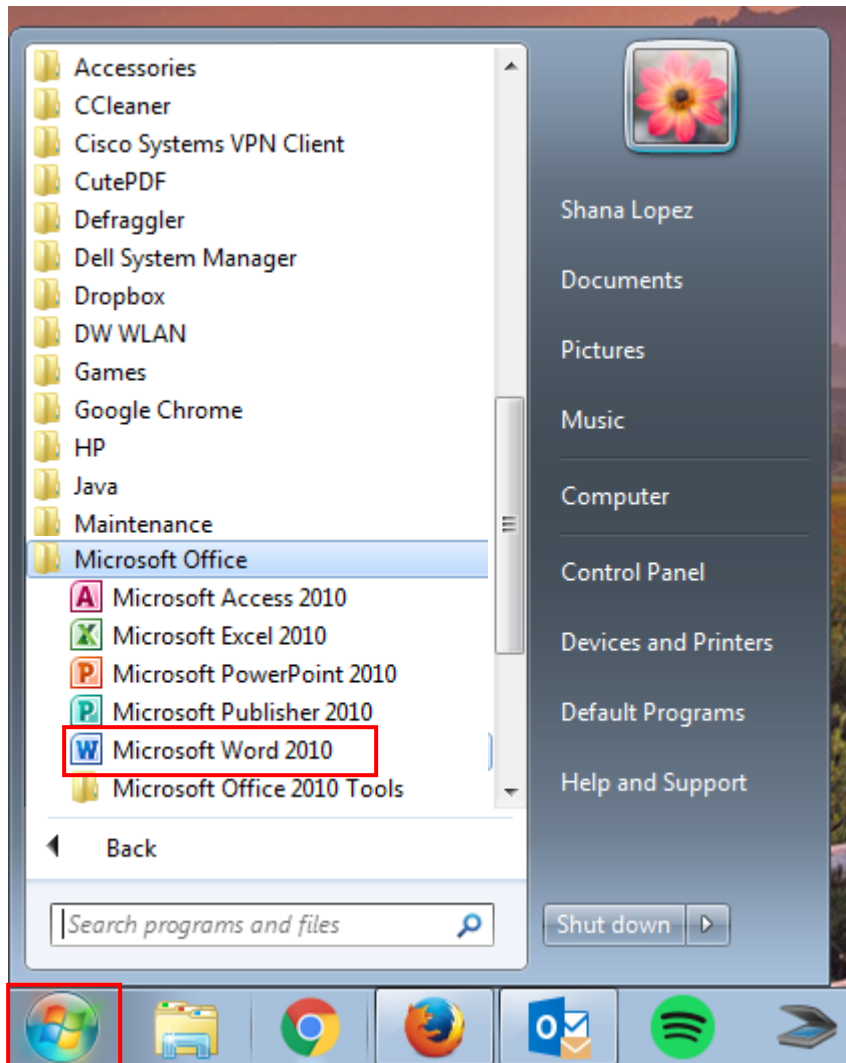# Terminology & Descriptions

Groups

- Related task functions are organized into **Groups**
- The name of the group is below its task buttons
- Additional tasks are accessible by clicking on the **Dialog Box** in the lower right-hand corner
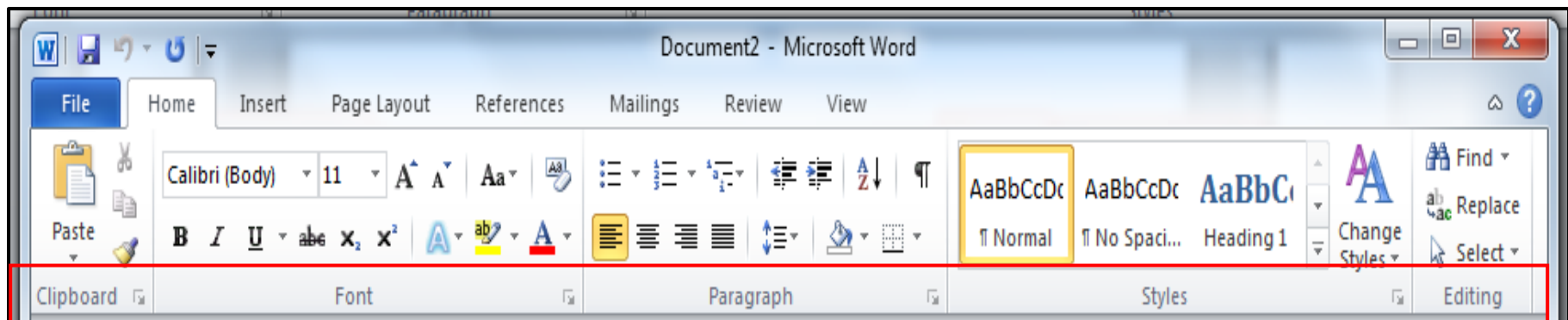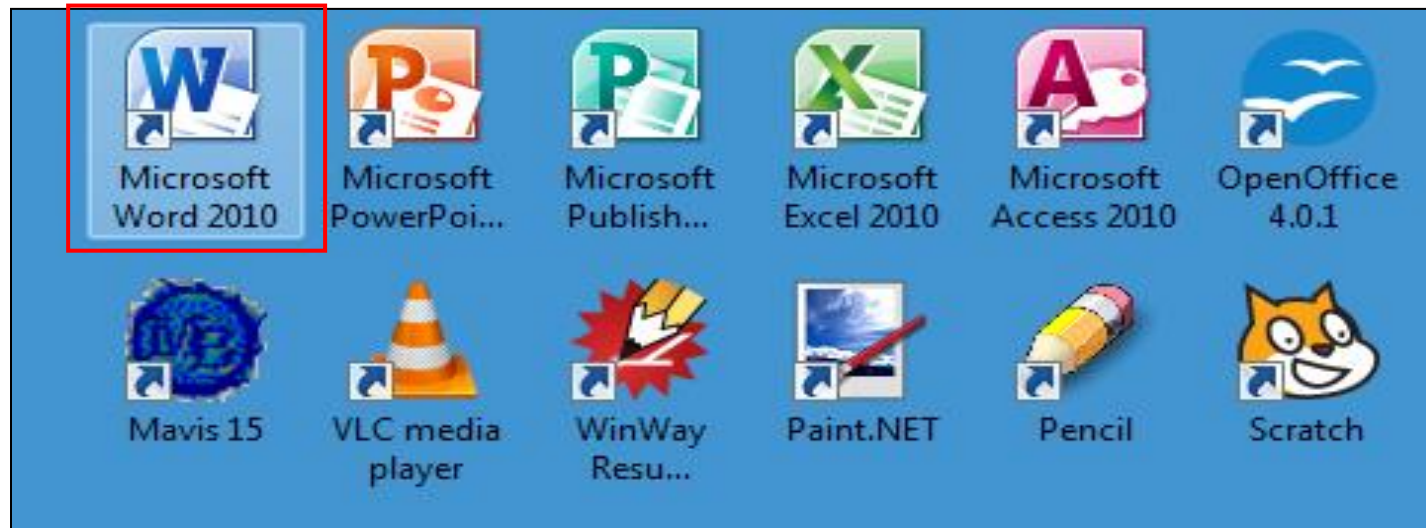
Accessing Word

Accessing Word

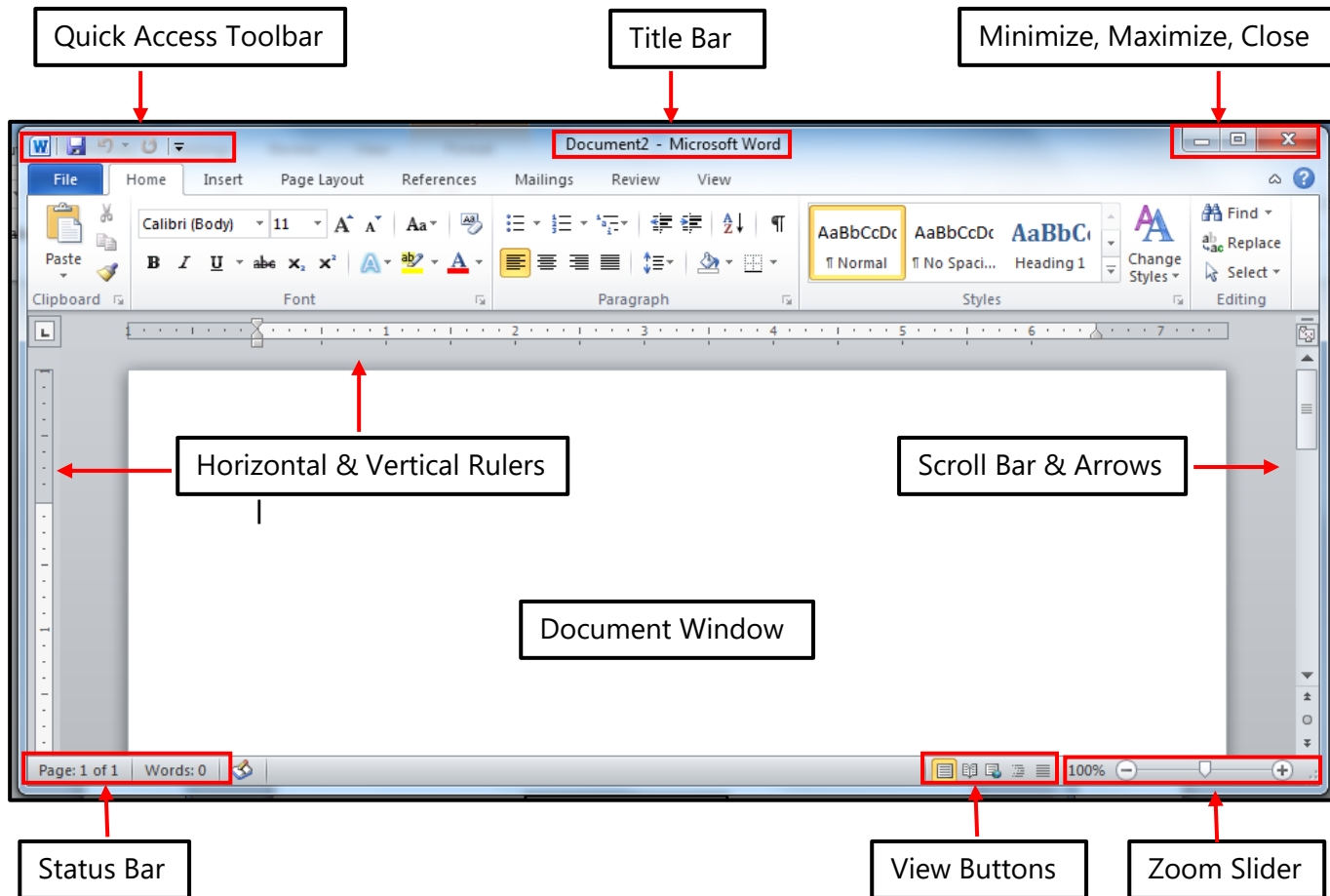
Using **Start** and the **Program Menu**

Accessing Word

From the Desktop icon (at Gail Borden PL)

Activity #1

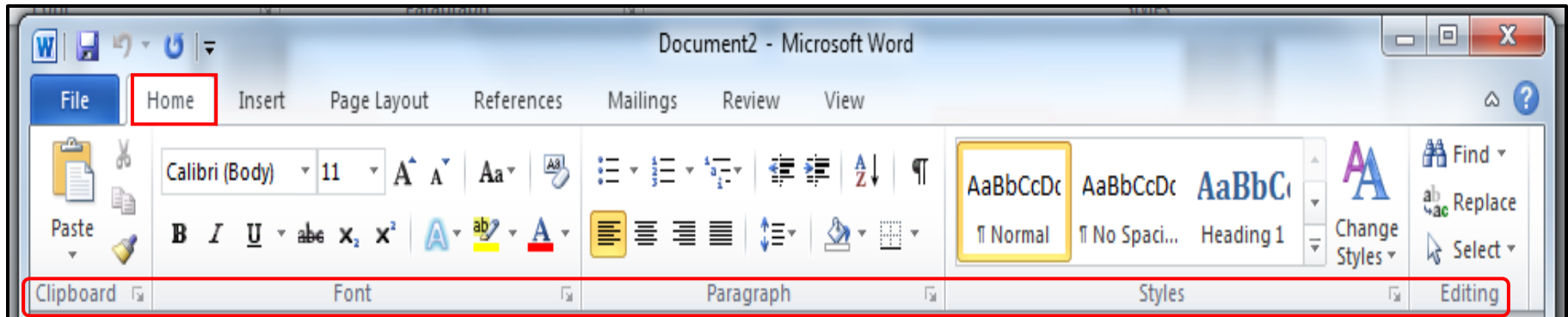# Basic Elements

Basic Elements

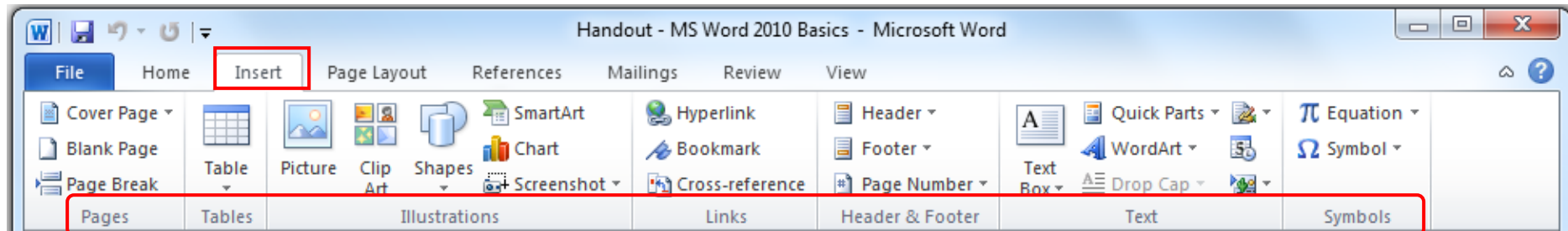# Activity #2

Tabs & Groups

Tabs & Groups

The **Home** tab includes these groups: **Clipboard**, **Font**, **Paragraph**, **Styles**, and **Editing**
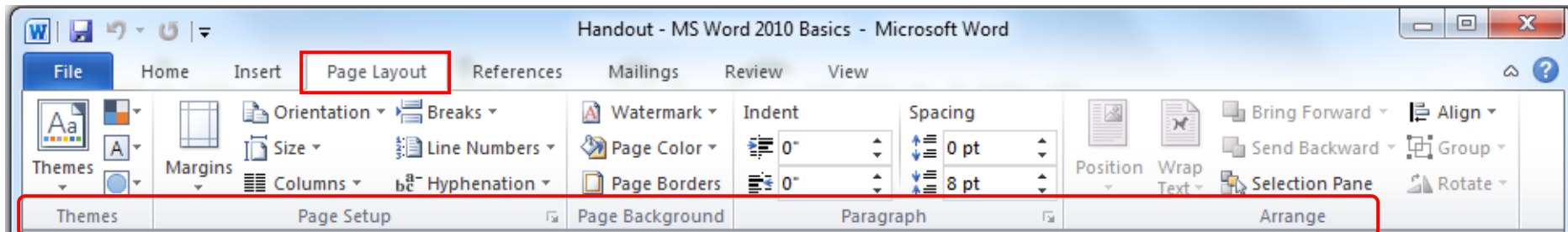
Tabs & Groups

The **Insert** tab includes these groups: **Pages**, **Tables**, **Illustrations**, **Links**, **Header & Footer**, **Text**, and **Symbols**
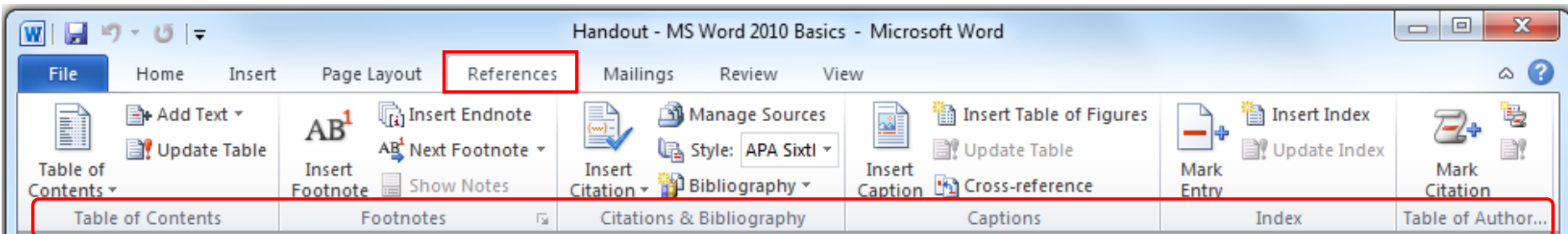
Tabs & Groups

The **Page Layout** tab includes these groups: **Page Setup**, **Paragraph**, and **Arrange**
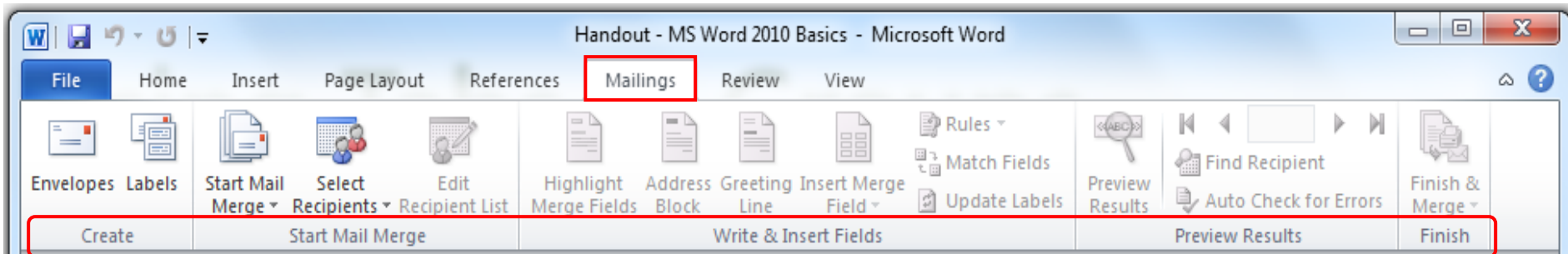
Tabs & Groups

The **References** tab includes these groups: **Table of Contents**, **Footnotes**, **Citations & Bibliography**, **Captions**, **Index**, and **Table of Authorities**
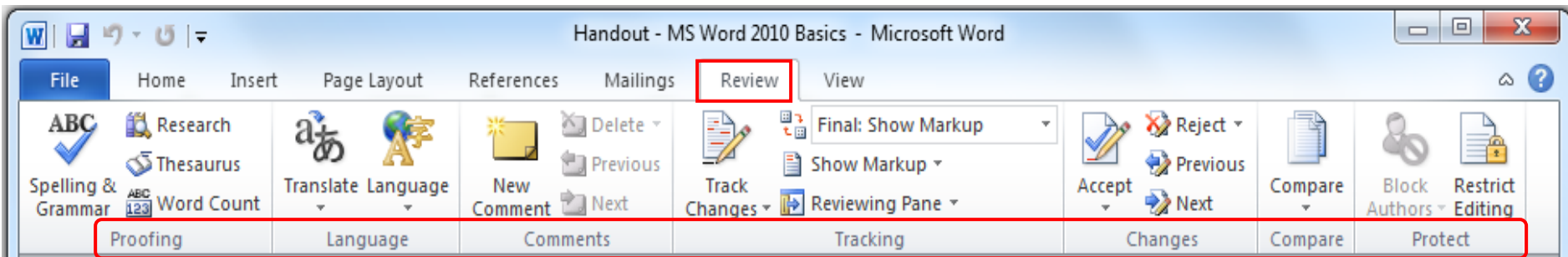
Tabs & Groups

The **Mailings** tab includes these groups: **Create**, **Start Mail Merge**, **Write & Insert Fields**, **Preview Results**, and **Finish**
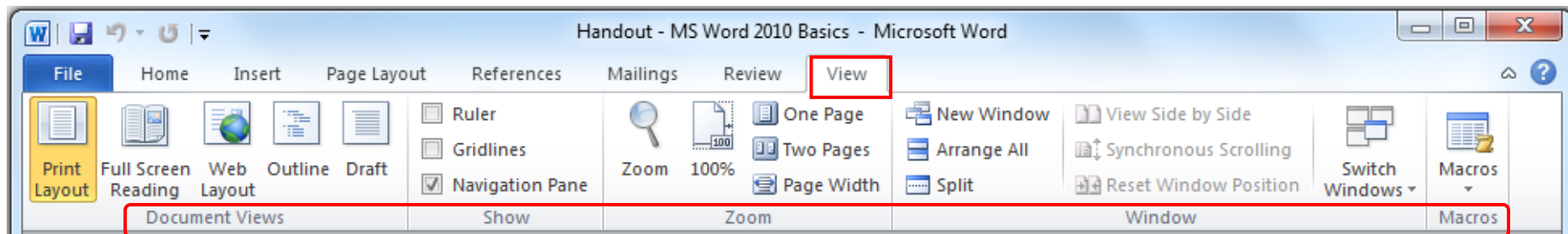
Tabs & Groups

The **Review Tab** includes these groups: **Proofing**, **Language**, **Comments**, **Tracking**, **Changes**, **Compare**, and **Protect**
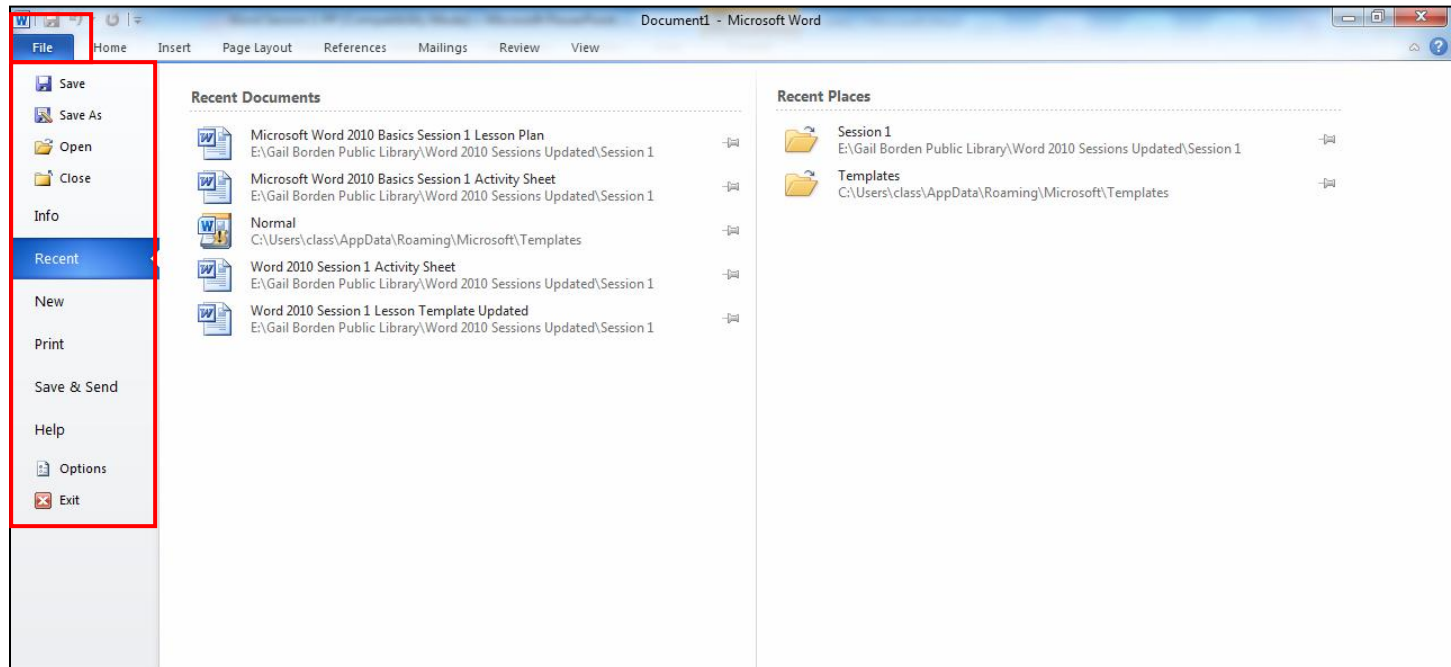
Tabs & Groups

The **View Tab** includes these groups: **Document Views**, **Show**, **Zoom**, **Window**, and **Macros**

Tabs & Groups

The **File** tab includes these commands: **Save**, **Save As**, **Open**, **Close**, **Info**, **Recent**, **New**, **Print**, **Save & Send**, **Help**, **Options**, and **Exit**

Activity #3

Saving Documents

Saving Documents

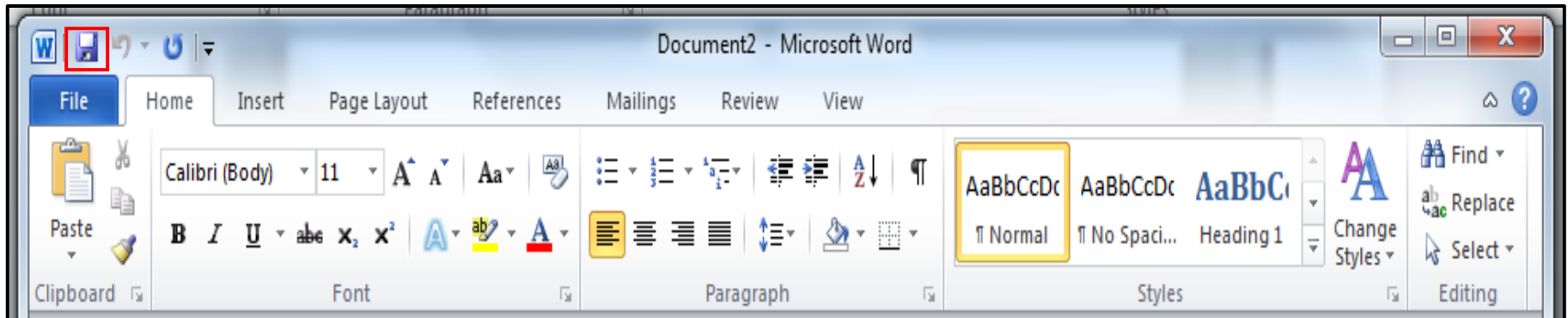**Save As** = Recommended for 1ˢᵗ time you save a document
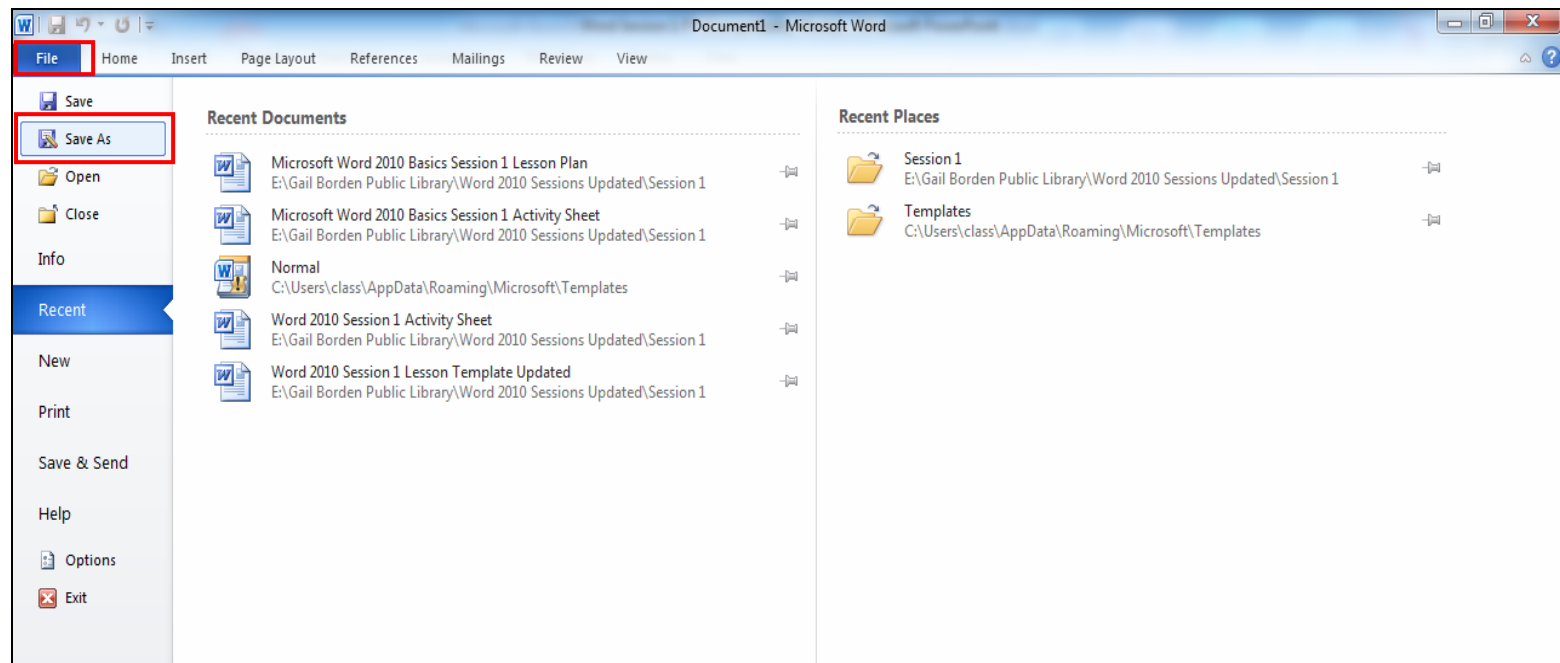
Saving Documents
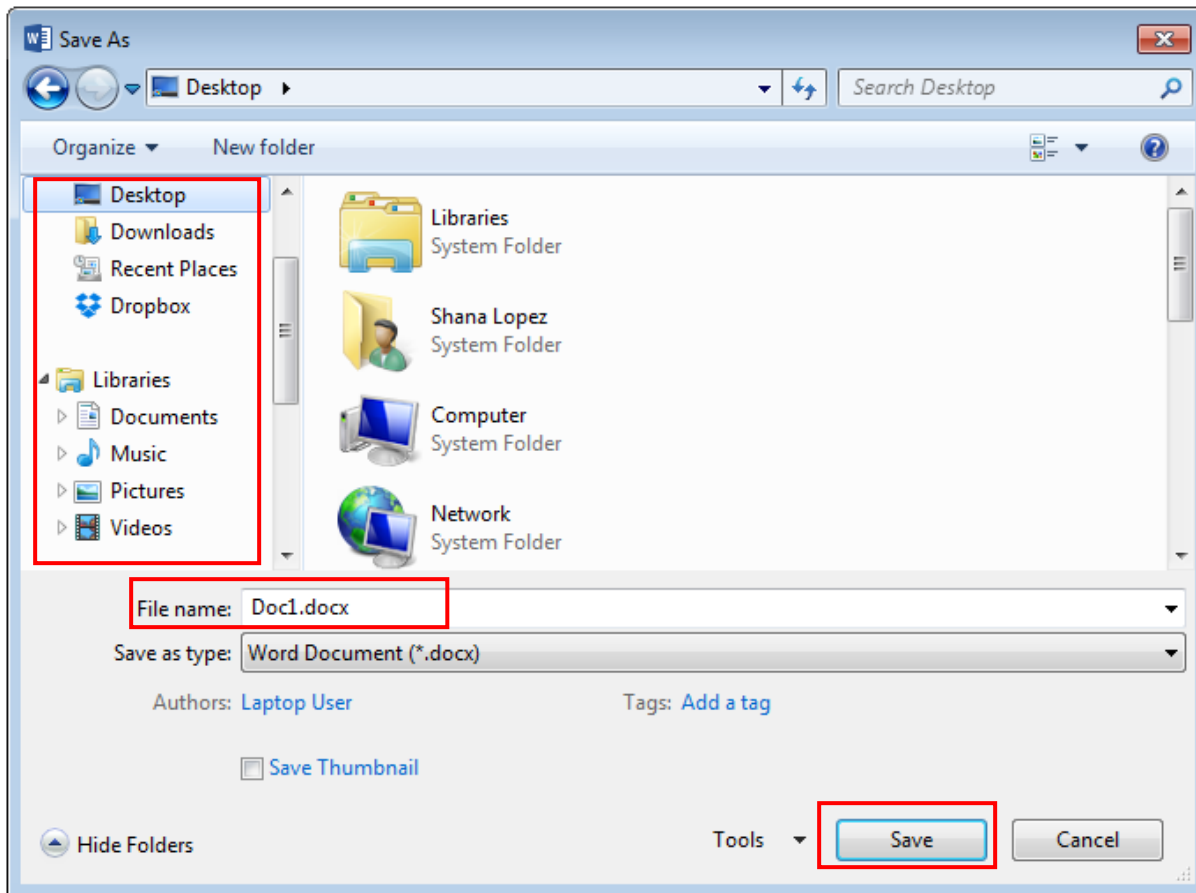
1. Click on the location where you want to save the file
2. Click inside the **File Name** box (if not already highlighted) and type in a name
3. Click the **Save** button
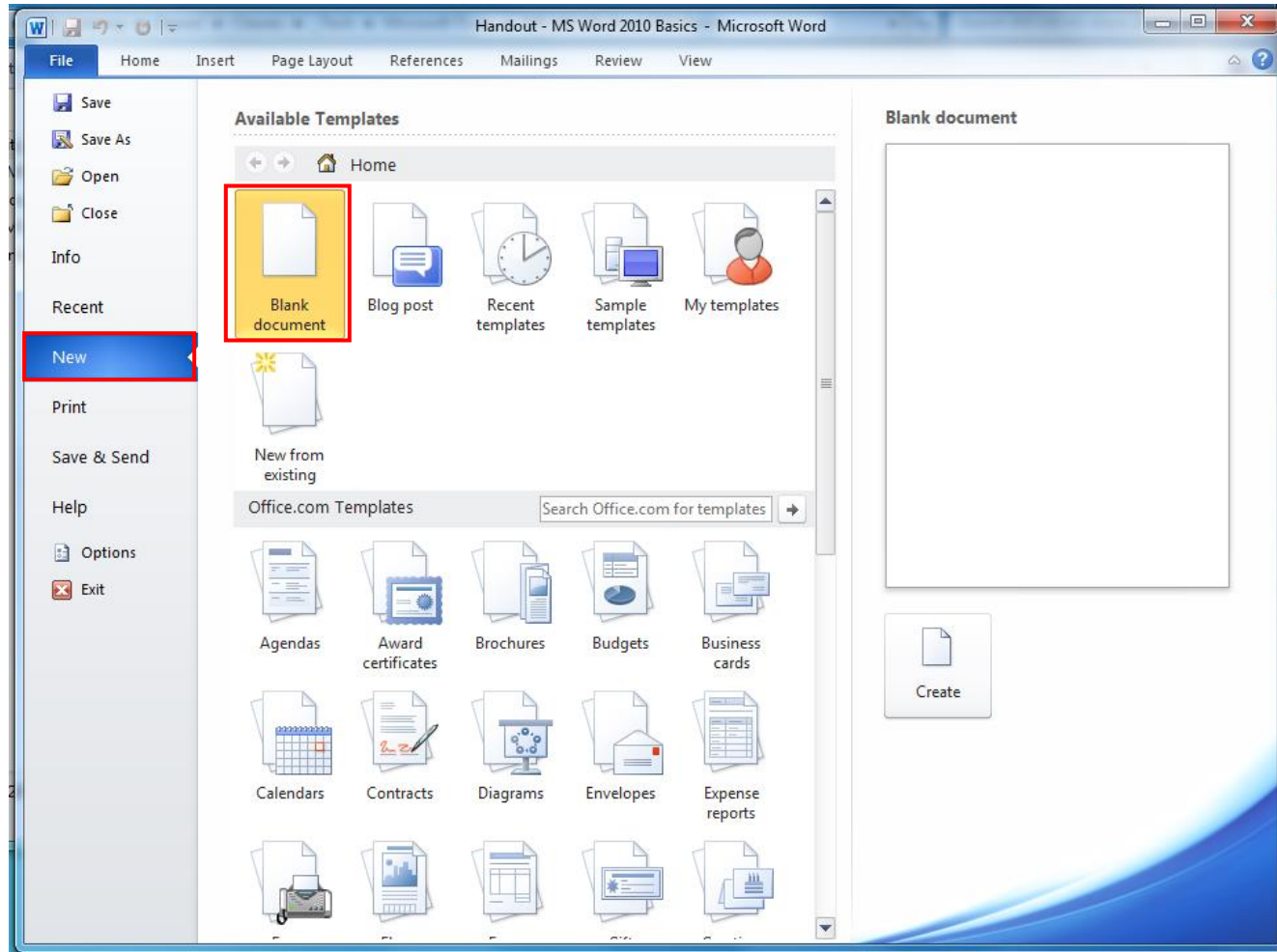
Saving Documents

Once the document has been saved:

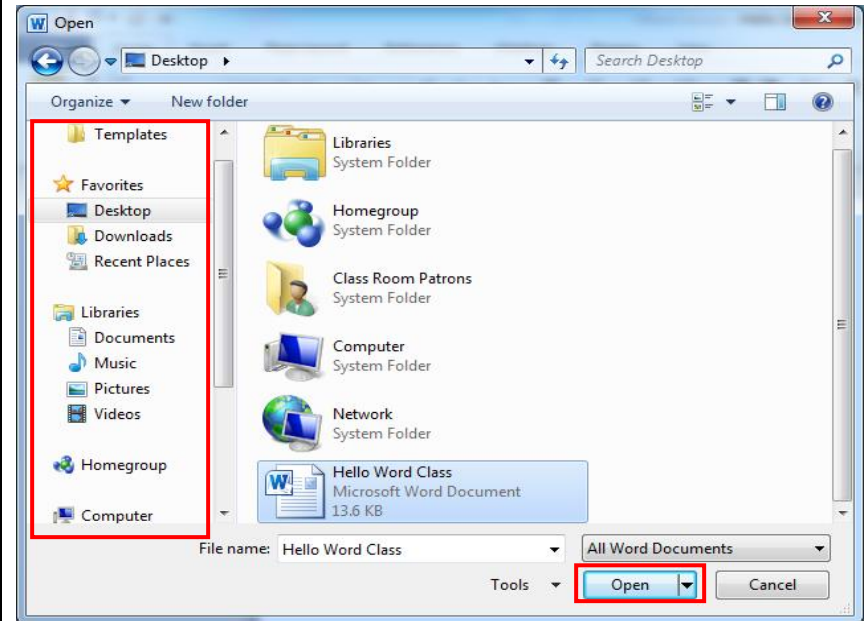- Save additional changes to the document by click on the **Save** button located in the **Quick Access Toolbar**
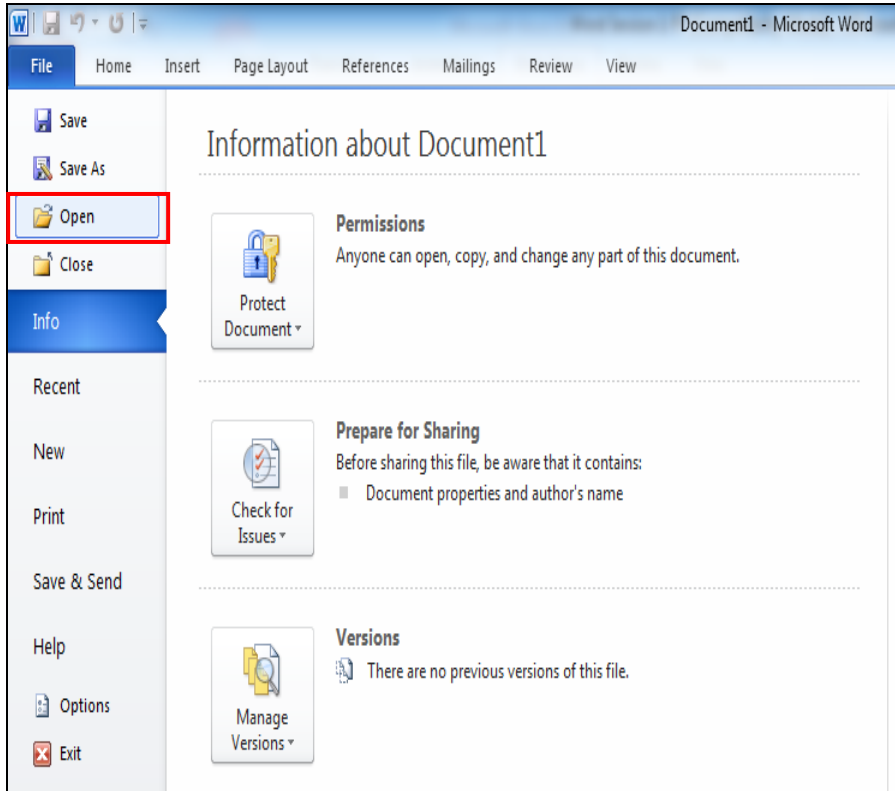
Activity #4

Creating & Opening Documents

Creating & Opening Documents

Creating & Opening Documents

Activity #5

Printing Documents

Printing Documents

Activity #6

Questions?

THANK YOU FOR COMING!

Part Two Next Week
Formatting Documents