

Microsoft Word 2010: Basics



Courtesy of Gail Borden Public Library
and the Public Library Association

Agenda

- Terminology & Descriptions
- Accessing Word
- Basic Elements
- Tabs & Groups
- Saving Documents
- Creating & Opening Documents
- Printing Documents

Terminology & Descriptions

Terminology & Descriptions

Microsoft Word

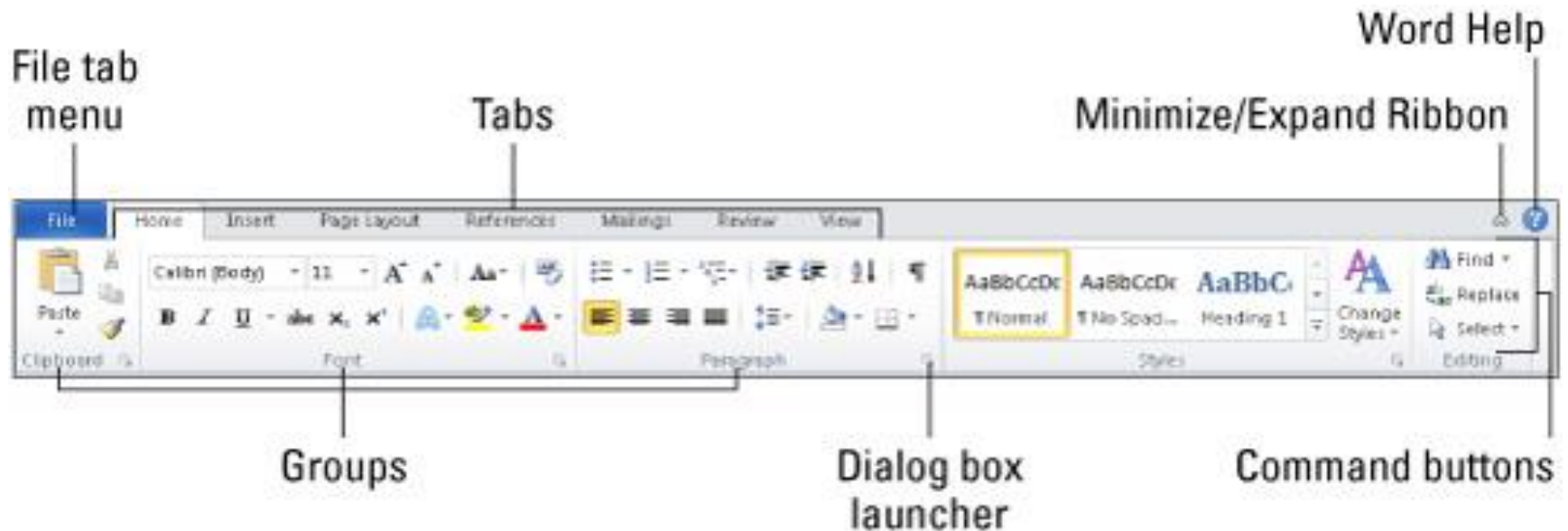
- An application for creating and working with text-based documents
- Examples include letters, memos, resumes, cover letters, and flyers



Terminology & Descriptions

The Ribbon

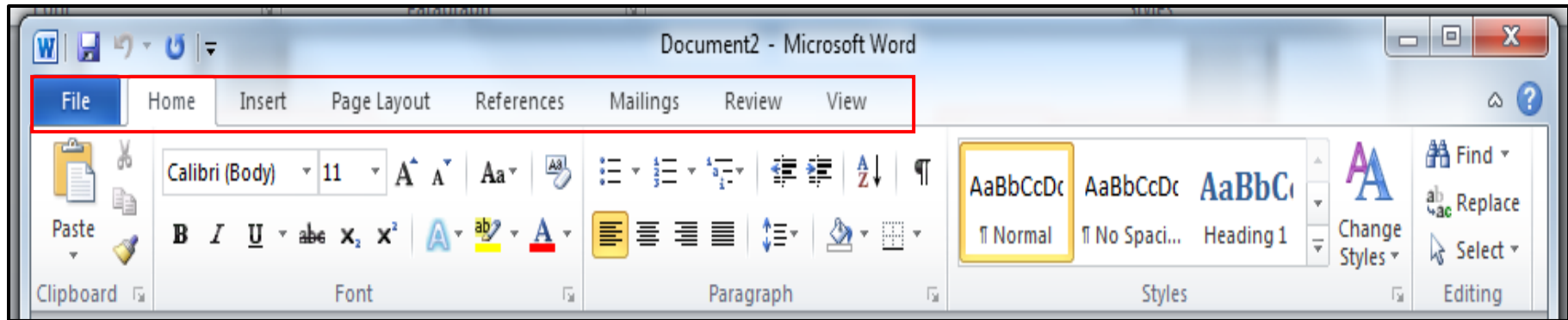
- The area at the top of the screen where commands are organized into **Tabs**, icons, and **Groups**



Terminology & Descriptions

Tabs

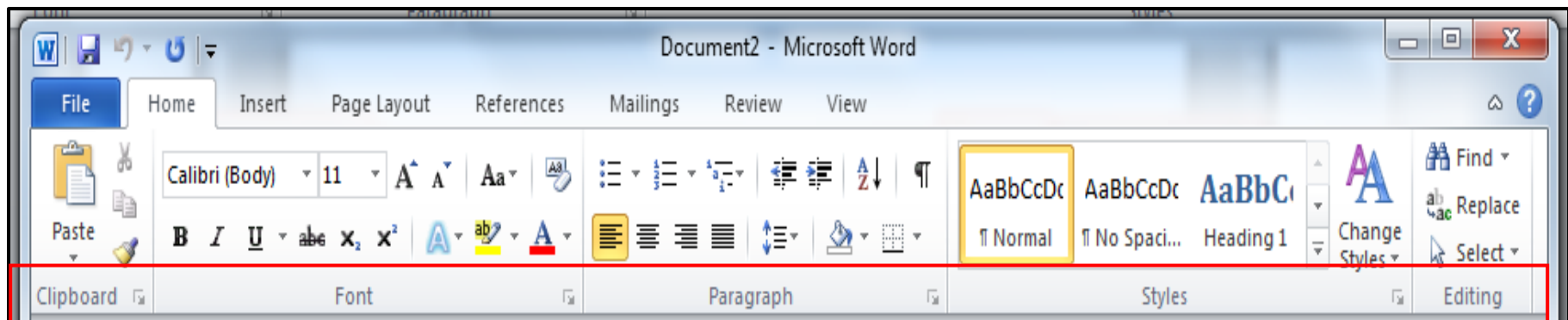
- There are 7 Tabs in addition to the **File** tab
- **Home, Insert, Page Layout, References, Mailings, Review** and **View**



Terminology & Descriptions

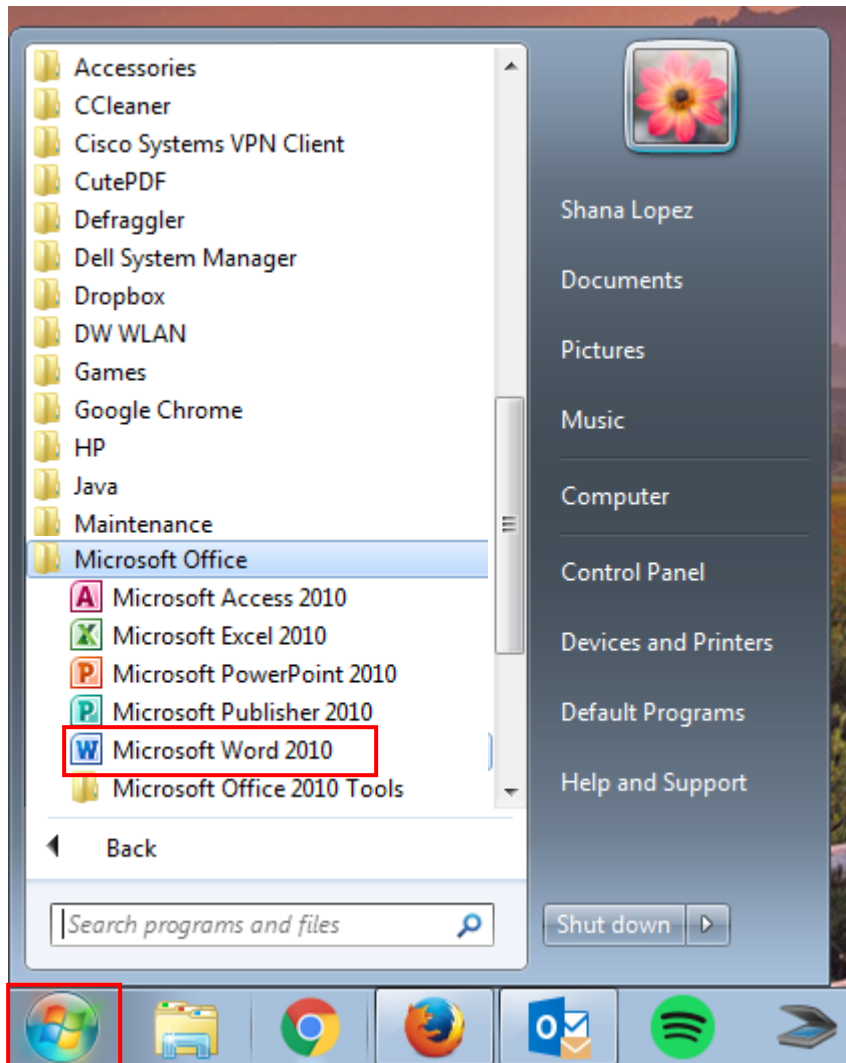
Groups

- 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

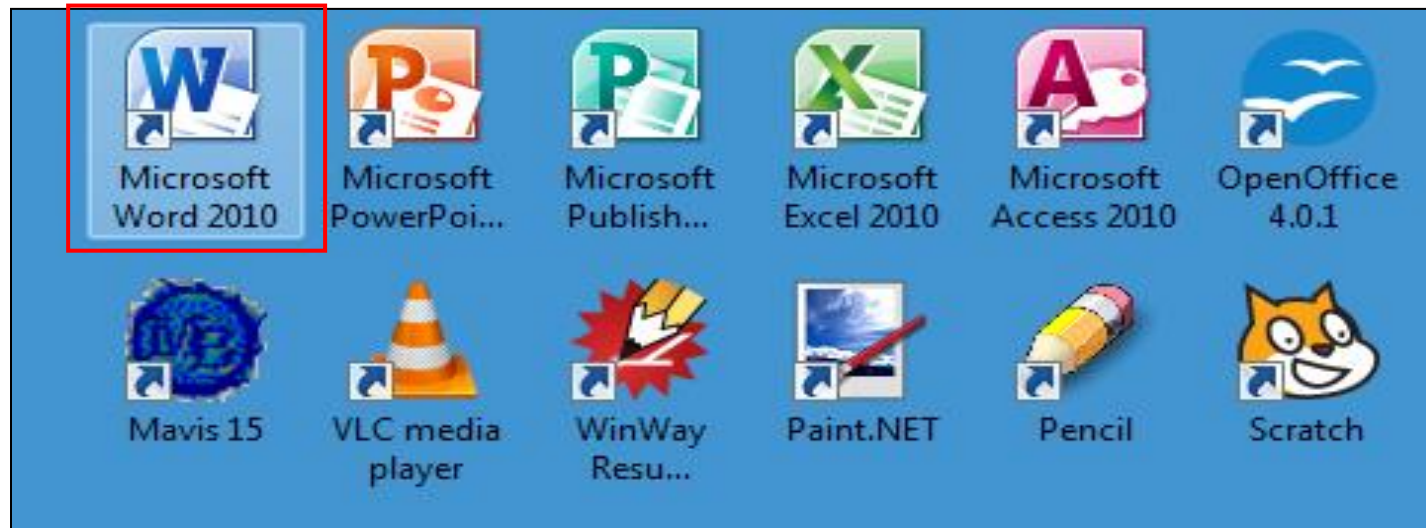
Accessing Word



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

Accessing Word

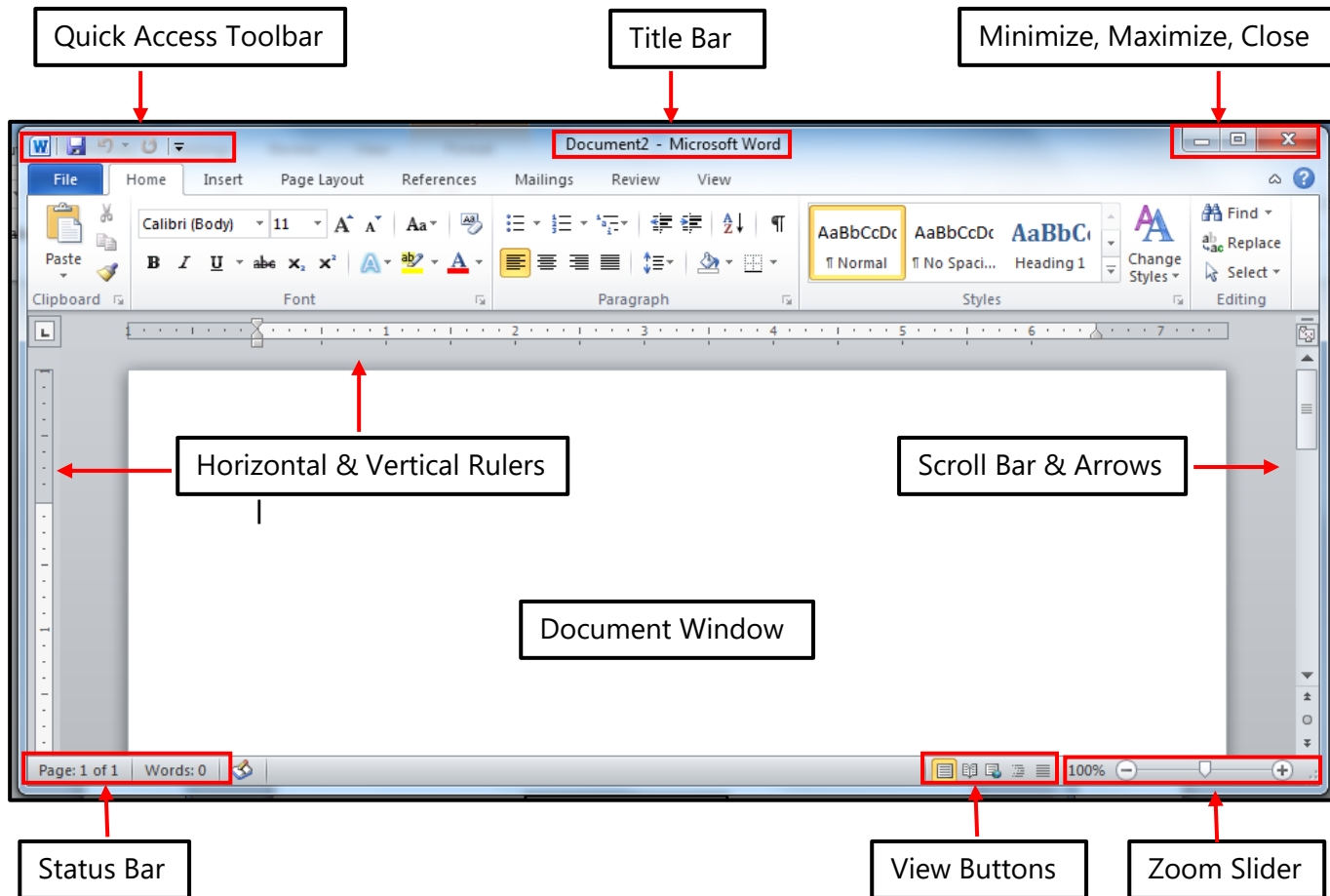
From the Desktop icon (at Gail Borden PL)



Activity #1

Basic Elements

Basic Elements

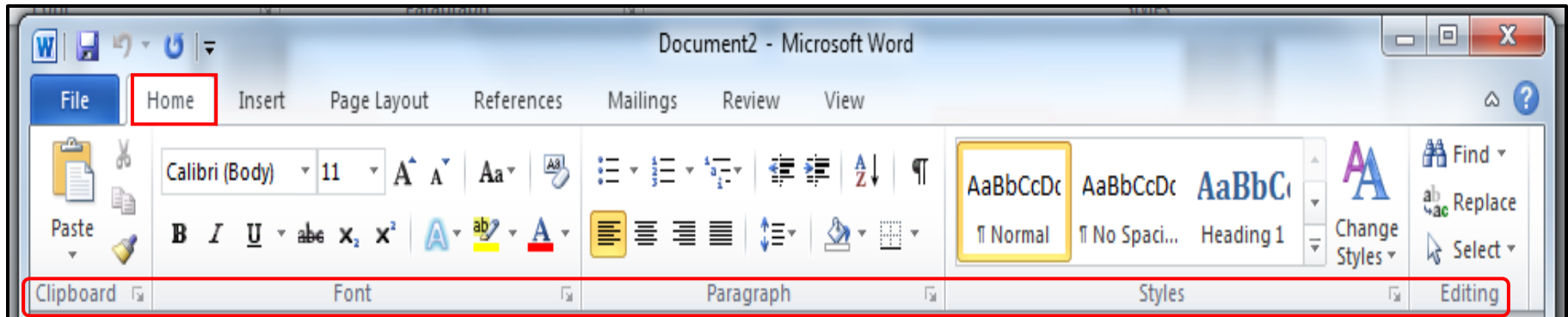


Activity #2

Tabs & Groups

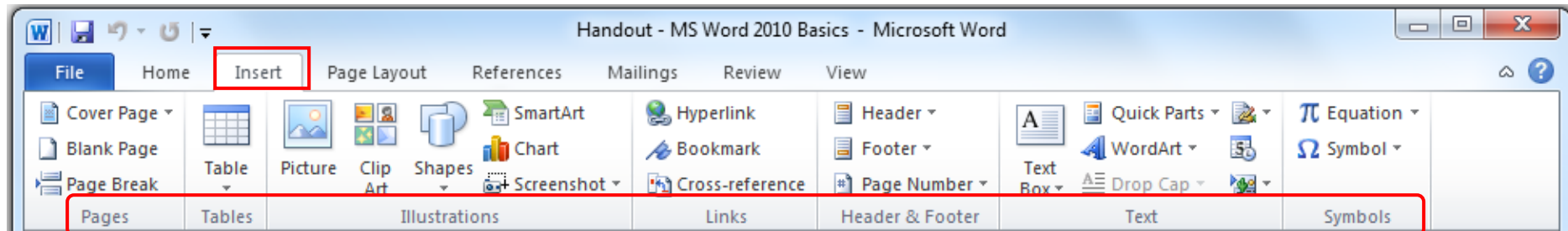
Tabs & Groups

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



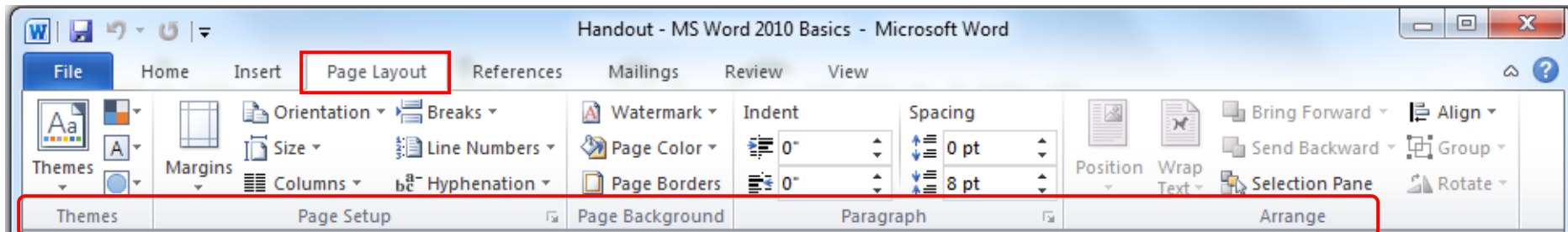
Tabs & Groups

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



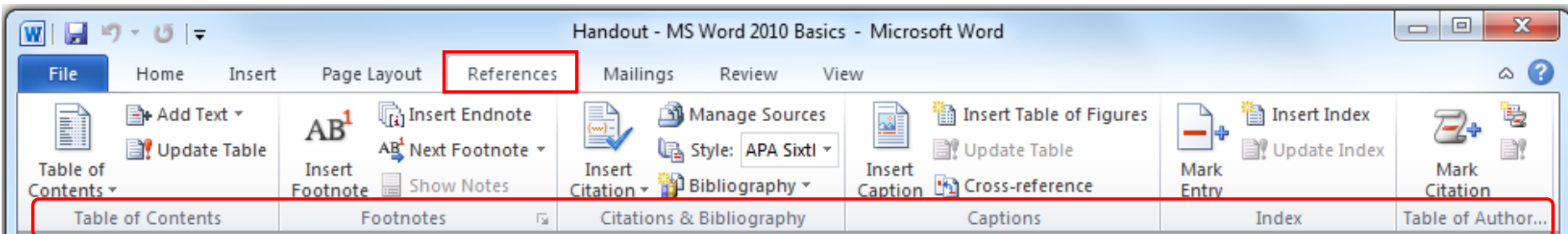
Tabs & Groups

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



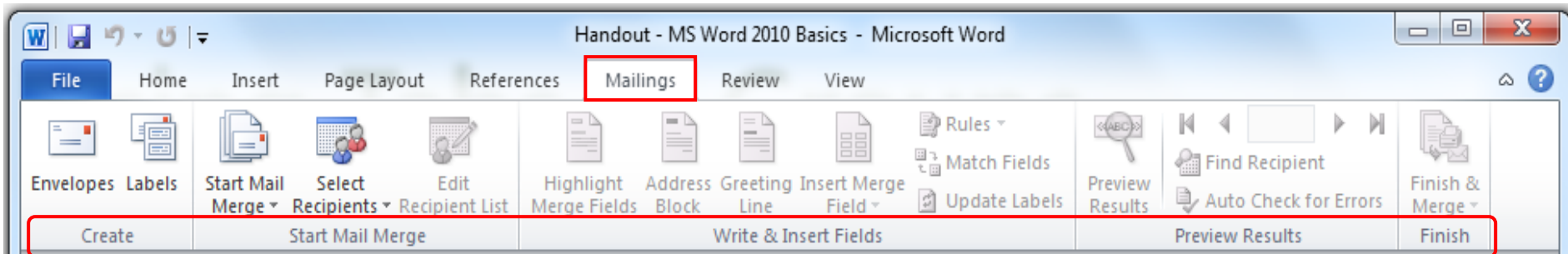
Tabs & Groups

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



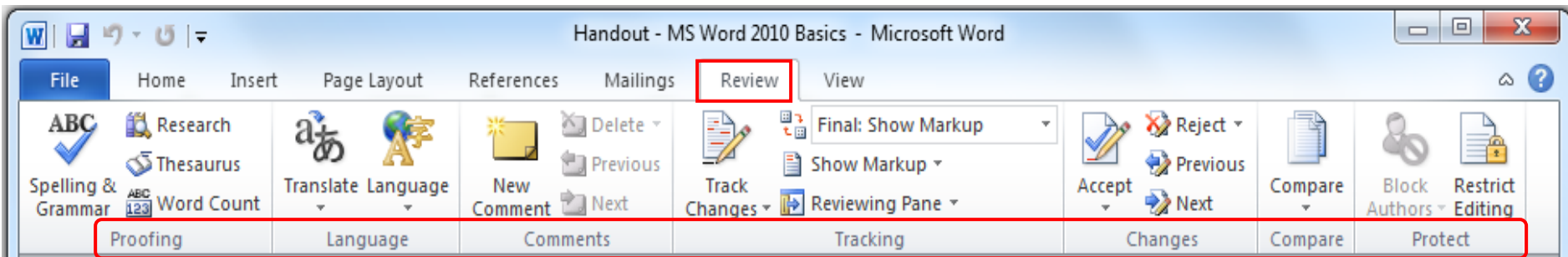
Tabs & Groups

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



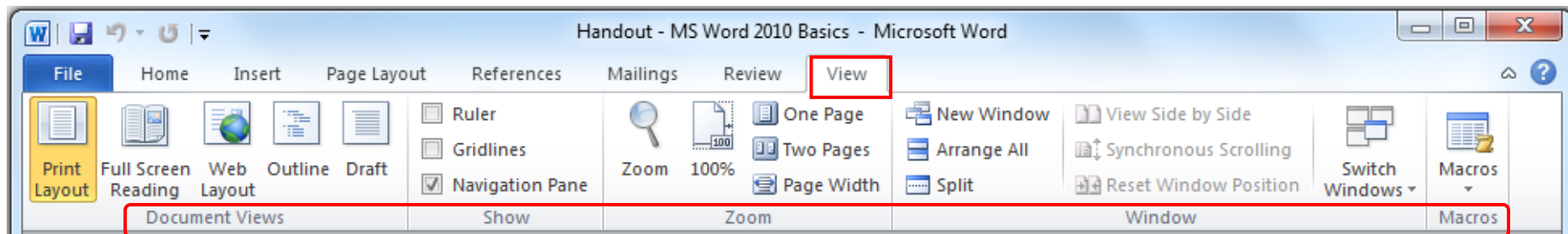
Tabs & Groups

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



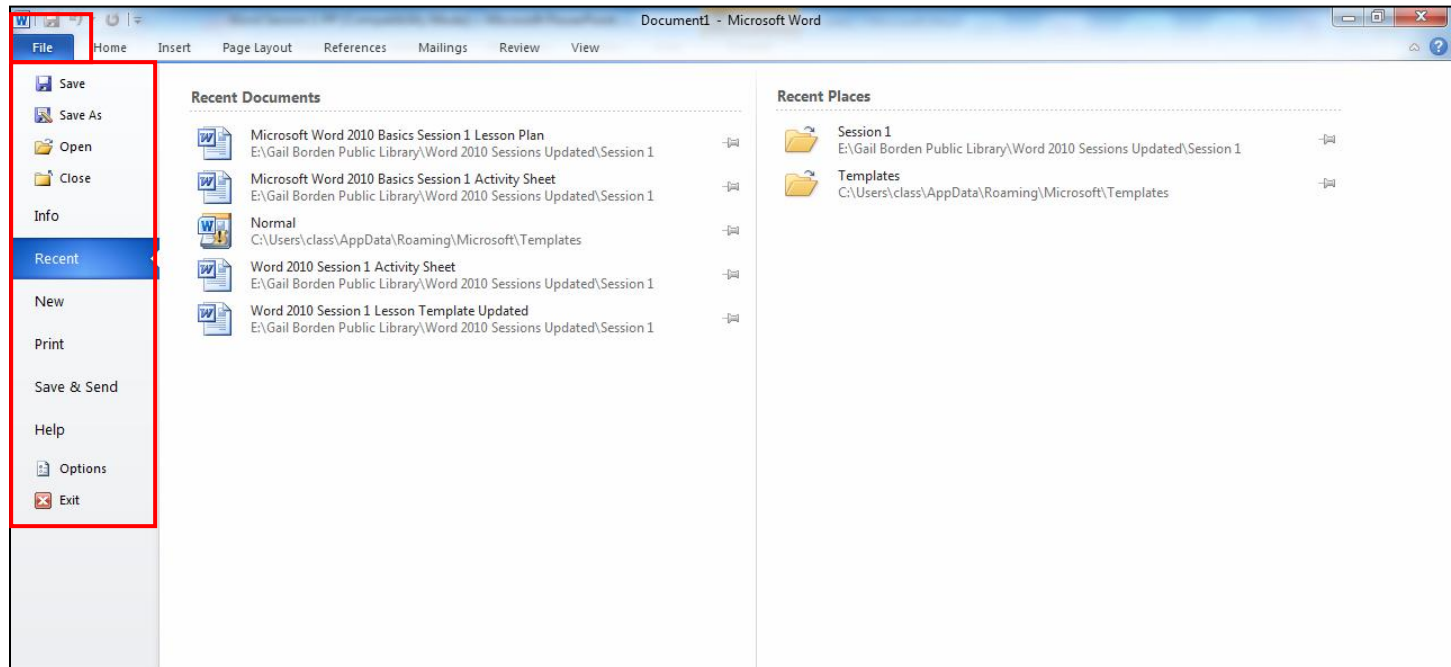
Tabs & Groups

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**

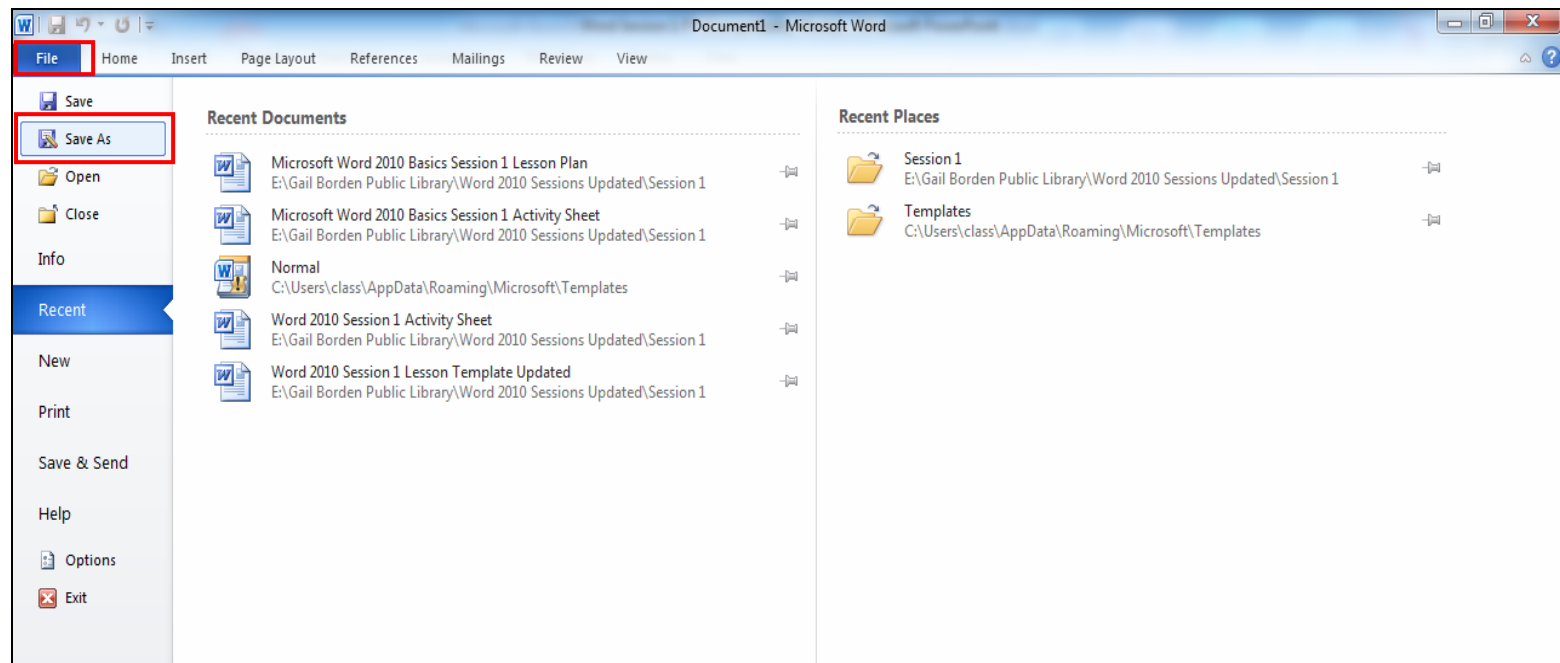


Activity #3

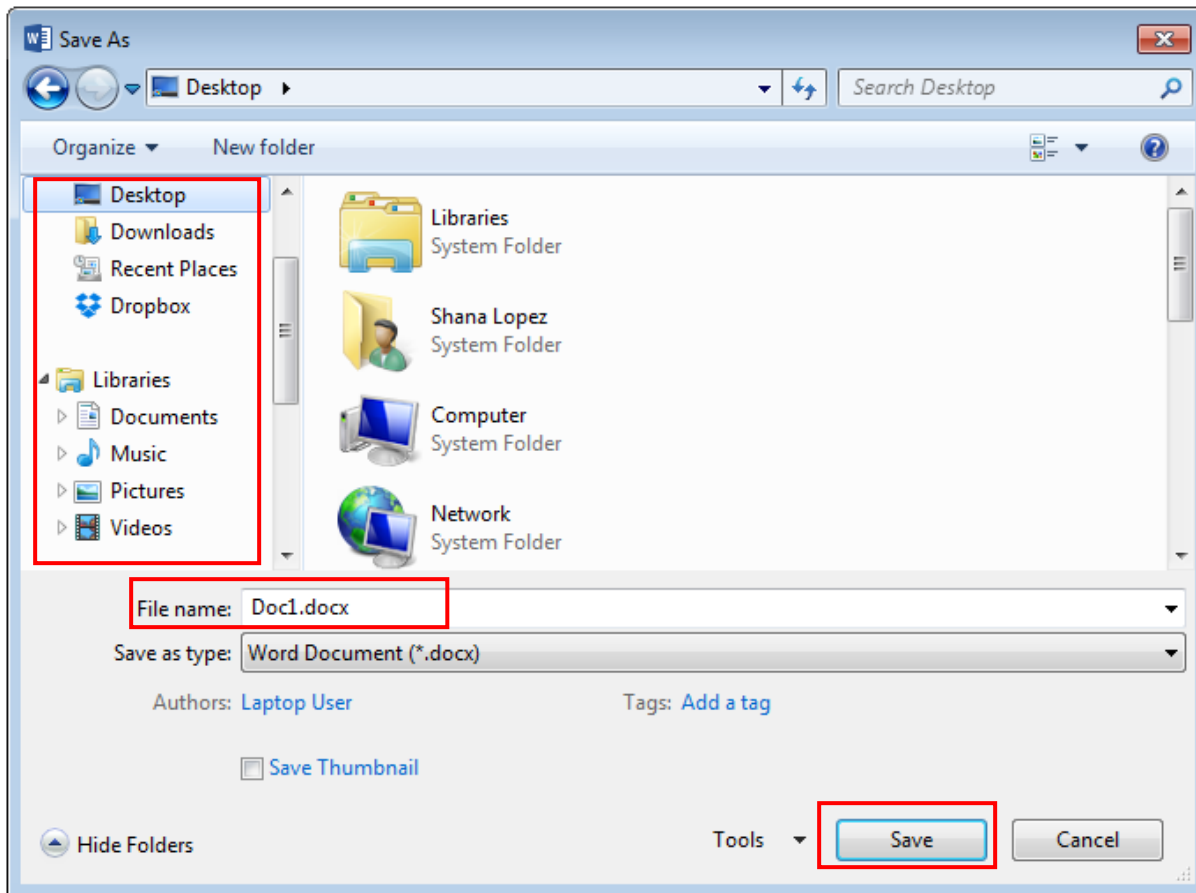
Saving Documents

Saving Documents

Save As = Recommended for 1st time you save a document



Saving Documents

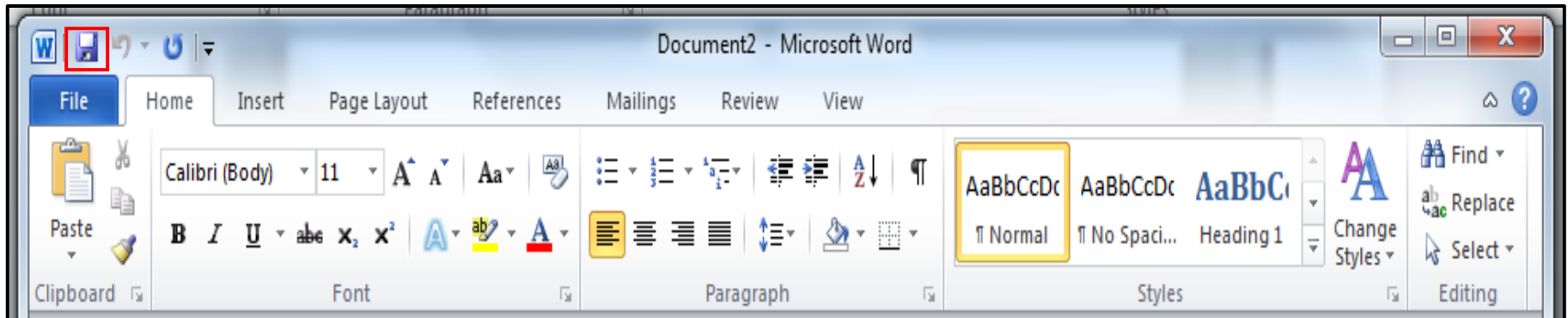


1. Click on the location where you want to save the file
2. Click inside the **File Name** box (if not already highlighted) and type in a name
3. Click the **Save** button

Saving Documents

Once the document has been saved:

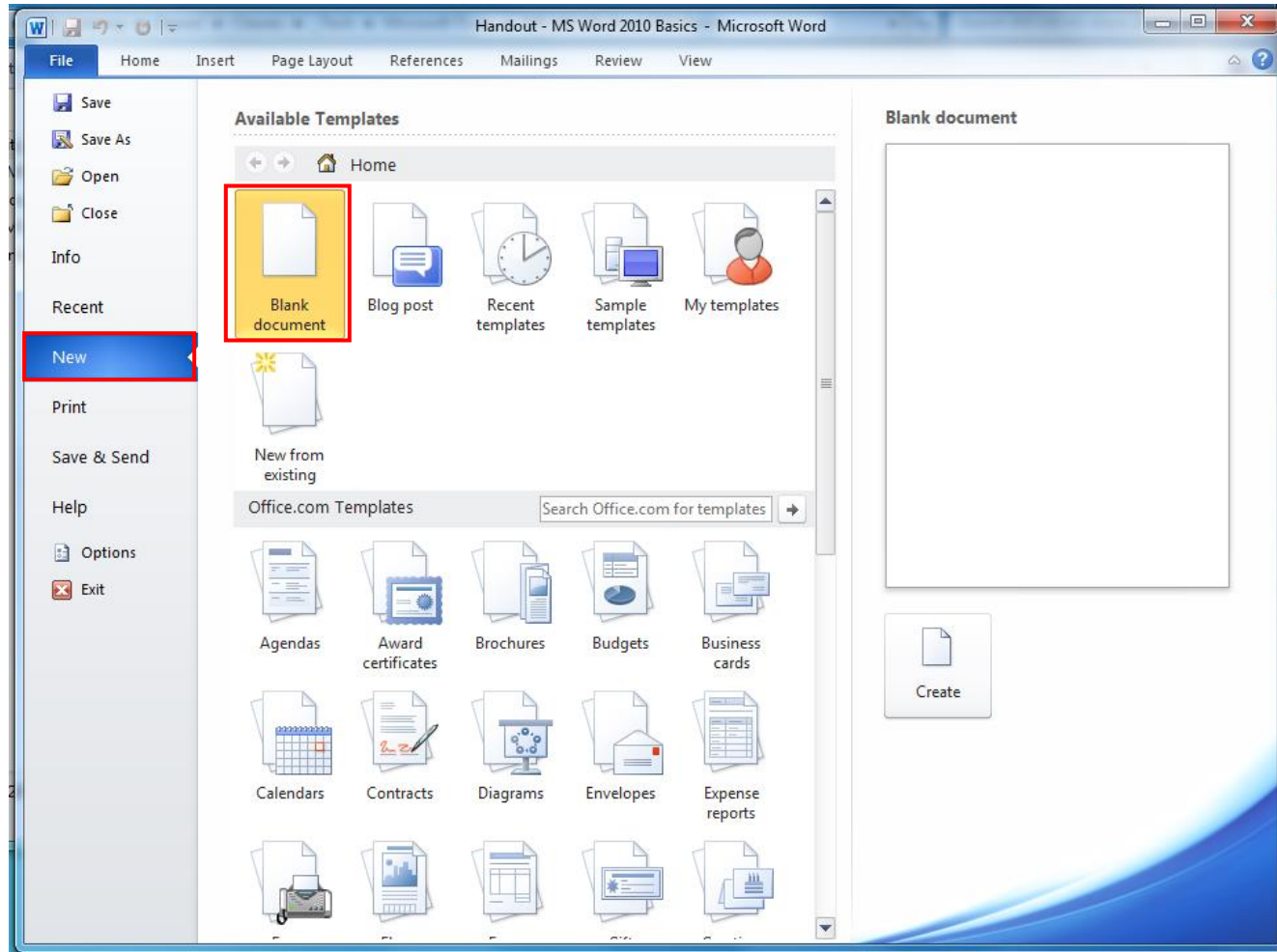
- Save additional changes to the document by click on the **Save** button located in the **Quick Access Toolbar**



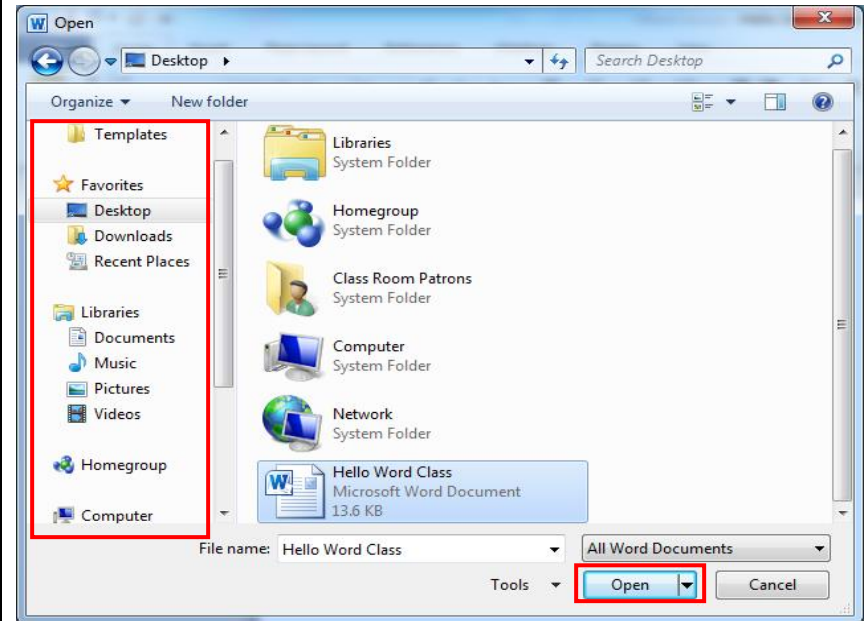
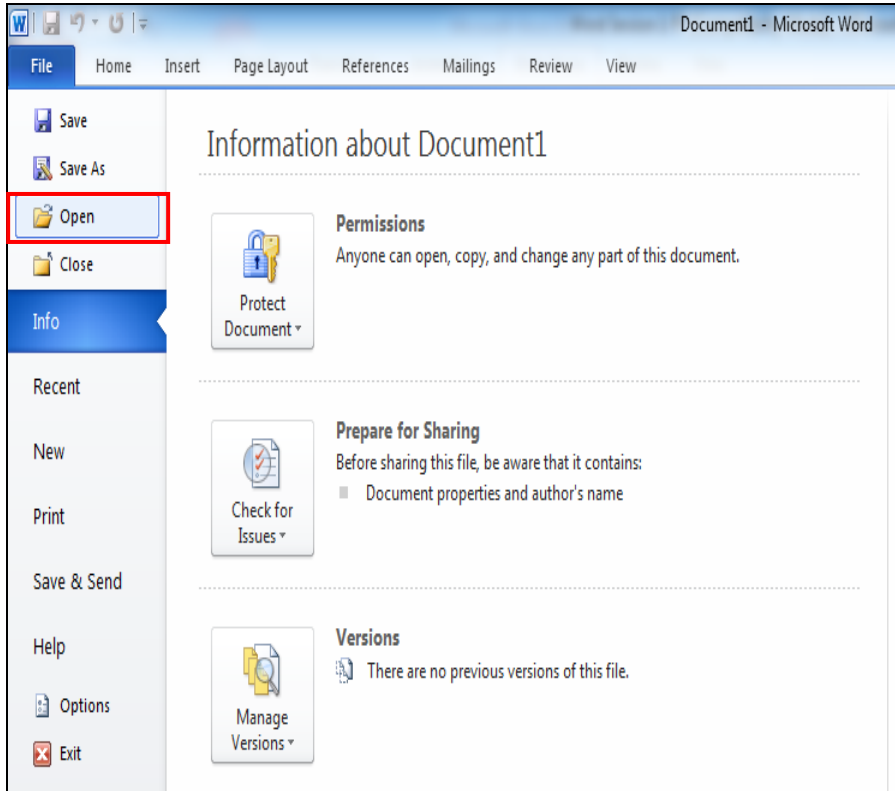
Activity #4

Creating & Opening Documents

Creating & Opening Documents



Creating & Opening Documents



Activity #5

Printing Documents

Printing Documents

The screenshot displays the Microsoft Word 2010 interface. The title bar reads "Handout - MS Word 2010 Basics - Microsoft Word". The ribbon includes File, Home, Insert, Page Layout, References, Mailings, Review, and View. The left sidebar shows the Print button highlighted in blue. The Print panel on the right is highlighted with a red box, showing a printer icon, the word "Print", a "Copies: 1" dropdown, and the selected printer "Computer Center - HP m55...". Below this is the "Settings" panel, also highlighted with a red box, containing options for "Print All Pages", "Print One Sided", "Collated", "Portrait Orientation", "Letter", "Moderate Margins", and "1 Page Per Sheet". The main document area contains a diagram titled "MS Word 2010 Basics" with the subtitle "BASIC ELEMENTS OF THE PROGRAM WINDOW". This diagram shows a smaller window with labels for the Quick Access Toolbar, Title Bar, Minimize, Maximize, Close buttons, Horizontal & Vertical Rulers, Document Window, Scroll Bar & Arrows, Status Bar, View Buttons, and Zoom Slider. Below this is another diagram titled "THE RIBBON" showing labels for the File Tab, Tabs, Groups, and Launcher. The status bar at the bottom indicates "1 of 2" pages and a zoom level of "55%".

Activity #6

Questions?

THANK YOU FOR COMING!

Part Two Next Week
Formatting Documents