Word 2010/2011

Reference Guide

Quick Access Toolbar

Title Bar

Close Button

File Tab

Minimize Ribbon

Help

Dialog Box Launcher

Insertion Point

Document Window

Scroll Bars

Go To Page Button   Status Bar

View Buttons   Zoom Slider

The **File** tab contains commands such as **Open**, **Close**, **Save**, **New** and **Print**. In addition you may view **Recent** items or pertinent **Information** such as document properties. **Mac Users:** Most of the options below can also be found under the File menu though slight variances between Mac/PC may be found.

- **Create New Document:** Select **File**, click **New**, select the **Create** button. (CTRL +N)
- **Save Document:** From the **Quick Access** toolbar, click Save button. (CTRL +S)
- **Save a Document with a Different Name:** Select **File**, click the **Save As** button and enter the new name for the document.
- **Print and/or Preview a Document:** Select **File**, click **Print**. (CTRL + P)
- **Close Document:** Click the **Close** button. (**CTRL +W)
- **Undo**: Click the **Undo** button on the **Quick Access Toolbar**. (CTRL +Z)

- **Correct a Spelling Error:** Right click the error, select a correction from the menu. (F7)
- **Program Options:** Word Program Options provides a variety of options that you can customize including display, proofing, save, customizing your ribbon and more! To change settings, Select **File**, click **Options**.

Tip: Do you have a word that you commonly misspell? Try adding it to the **Auto Correct Options** List. Select **File**, click **Options**, select the **Proofing** tab, select the **Auto Correct Options** button, verify that "**Replace text as you type**" is selected. Then, type the word to be replaced in the **Replace**: field and the correct word in the **With**: field. Select the **Add** button, click **OK**, click **OK** to exit. (Example: Replace "makeing" with "making".) **Mac Users:** You can complete the same task by going to **Tools** and **Auto Correct.**

Formatting

To perform any of the following Formatting actions begin with navigating to the <u>Home Tab</u>:

- **To Format Text**: Use the commands in the Font group. <u>Or,</u> use these short cuts Bold (CTRL +B), Italics (CTRL +I), Underline (CTRL +U)

- **To Cut or Copy Text:** Select the desired text and select the **Cut** or **Copy** buttons. **Mac**: Located under Edit menu.

- **To Paste Text:** Select the desired text and click the Paste button. **Mac**: Located under Edit menu.

- **To Copy Formatting with the Format Painter**: Select the text with the formatting you want to copy. Click the **Format Painter** button. Then, select the text you want to apply formatting to.

- **To Indent /Decrease Indent**: Click the **Increase** or the **Decrease Indent** button.

- **To Create a Bulleted /Numbered List:** Select the items you want to bullet /number and click the **Bullets** or **Numbering** buttons.

- **To View Available Styles:** Select the desired text, place your cursor over the desired style from the **Styles** options.

- **Change Styles:**
  There are a variety of preformatted styles can be selected from the **Style Set**. Click the **Change Styles** button and select the desired **Style Set.**

Tables

- **To Insert a Table**: Click the **Insert** tab on the Ribbon, click the **Table** button in the Tables group, and select **Insert Table** from the menu.

- **Insert a Column or Row**: Click the **Layout** tab under **Table Tools** on the **Ribbon** and use the commands located in the **Rows & Columns** group.

- **To Delete a Column or Row**: Select the column or row you want to delete , select the **Layout** tab under Table Tools on the Ribbon, click the **Delete** button in the Rows & Columns group, select an option from the menu.

- **To Adjust Column Width or Row Height**: Select the column/row you want o adjust, click the **Layout** tab under Table Tools on the Ribbon, and use the commands located in the Cell Size group.

Mac: You will need to use the Tables and Table Layout tabs to perform the above actions. he above actions.

Page Set Up

To perform any of the following Page Set up actions begin with navigating to the <u>Page Layout Tab</u>. (Mac: Use Layout Tab.)

- **To Change Margins:** Select the **Margins** button, choose a pre-set margin or select **Custom Margins**.

- **To Change Page Orientation:** Select the **Orientation** button, choose a layout.

- **Insert Section or Page Breaks:** Select the Breaks button and choose a desired option.
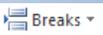
- **Inserting Watermarks:** Select the **Watermark** button. Choose a desired Watermark or create a custom one.

Header & Footer

To perform any of the following Header & Footer actions begin with the <u>Insert Tab.</u> (Mac: Use Layout Tab.)

- **To Insert a Header/Footer:** Select the desired option, scroll through built in options or select the edit option to create a custom header/footer.

- **To Remove a Header/Footer**: Select the desired option. At the bottom of the menu, select Remove Header/Footer.

Drawing & Graphics

To perform any of the following Header & Footer actions begin with navigating to the <u>Insert Tab:</u> (Mac: Use Insert Menu.)

- **To Insert a Picture**: Click the **Picture** button. Select the picture you want to insert and click **Insert.**

- **To Insert a Clip Art Graphic:** Click the **Clip Art** button . Type the name of what you're looking for in the "Search for" box and press **Enter.**

Draw a Shape: Click the **Shapes** button and select the shape you want to insert. Then, click where you want to draw the shape and drag until the shape reaches the desired size. Hold down the **Shift** key while you drag to draw a perfectly proportioned shape or straight line.

- **To Insert SmartArt:** Click the **SmartArt** button , select a layout, and click **OK.**

- **To Insert a Screenshot:** Select an available window from the list, or select the **Screen Clipping** option to take a screen clip. **Mac**: ⌘+ Shift +3

- **To Resize an Object**: Click the object & select it, click and drag one of its sizing handles to the desired size. Hold down the **Shift** key while dragging to maintain the object's proportions while resizing it.

Using the Navigation Pane
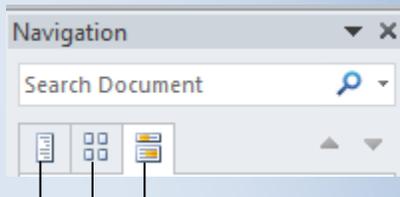
Headings   Pages   Current Results

- **To Open the Navigation Pane**: Click the **Find** button in the Editing group on the **Home** tab. Or, press (Ctrl + F).

- **To Search for a Word or Phrase**: Click the **Search** box, type the word or phrase, and press **Enter**.

- **To Search for Graphics, Tables, Equations, or Comments**: Click the **Magnifying Glass** and select an option from the list. Click the **Search** box, enter the information you are searching for, and press **Enter**.

- **To View Search Results**: Click the **Browse the results from your current search** tab of the Navigation Pane.

- **To View a Document's Headings**: Click the **Browse the headings in your document** tab.

- **To View a Document's Pages**: Click the **Browse the pages in your document** tab.

  Mac: Use the **Search** in document field or go to **Edit**, **Find** and select the desired option.

Use Find & Replace

To use Find & Replace navigate to "Advanced Find": Click the drop down arrow next to the **Find** button in the **Editing** group on the **Home** tab. Select **Advanced Find** then proceed with the following:

- **To Find and Replace a word or phrase:** Enter the desired word/phrase in the **Find What**: field. Select the **Replace** tab, enter the new phrase in the **Replace With** field. Select **Replace** or **Replace All** (instances of the word). Use the **Find Next** button as needed.

- **To Find and Replace Advanced Search Options:** From the Find tab, select the **More>>** button, choose the desired Find option.

- **To Find and Replace specific font/format:** Navigate to the **Replace** tab, insert your cursor in the Find What: field, select the **More>>** button to expand the options and select the **Format** button and select **Font.** Next, enter the **Font**, **Font Style**, and **Size** you want to find and click **OK**. Repeat the process by first placing your cursor in the Replace with field and choose the desired font. Click **OK.** Then select the desired **Replace** option.

Time-Saving Navigation Tips

- **Click and Type:** When creating a new document, instead of pressing the enter several rows down to find your desired starting point, simply click where you want your cursor and begin typing.

- **Navigate to Beginning/End of Document:** CTRL + Home or CTRL + End

- **Navigate Between Words:** CTRL + →or←

- **Navigate Between Paragraphs** CTRL +↑ or ↓

- **Navigate to Beginning/End of the Line:** Click the Home key or End key.

- **Navigate to a Page within Document:** Click the page button (located on the bottom left of the window). Enter the desired page and click Go To.

Selecting Text Easily

- **Select a Word:** Double click the word.

- **Select Specific Text:** Place your cursor where you want to start, hold the Shift key down and place your cursor at the end of the desired text.

- **Select a Sentence:** Hold the CTRL key down and click anywhere in the sentence.

- **Select a Line:** Click in the selection bar next to the line.

- **Select a Paragraph:** Triple click the paragraph.

- **Select the entire document:** CTRL +A

Changing your default font in Word

The default font for Word 2010 is set for Calibri 11. If you have a default font that is standard for your department, consider changing the default so you don't have to on every document.

From the Home tab, select the Dialog-Box Launcher in the Font group (lower-right corner– see diagram on page 1.). Select the desired **Font**, **Style** and **Size**. Then, click **Set As Default**. **Mac**: Select **Format**, **Font**, then select desired font and set as **Default**.

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