

INTRODUCTORY GUIDE TO WORD 2010

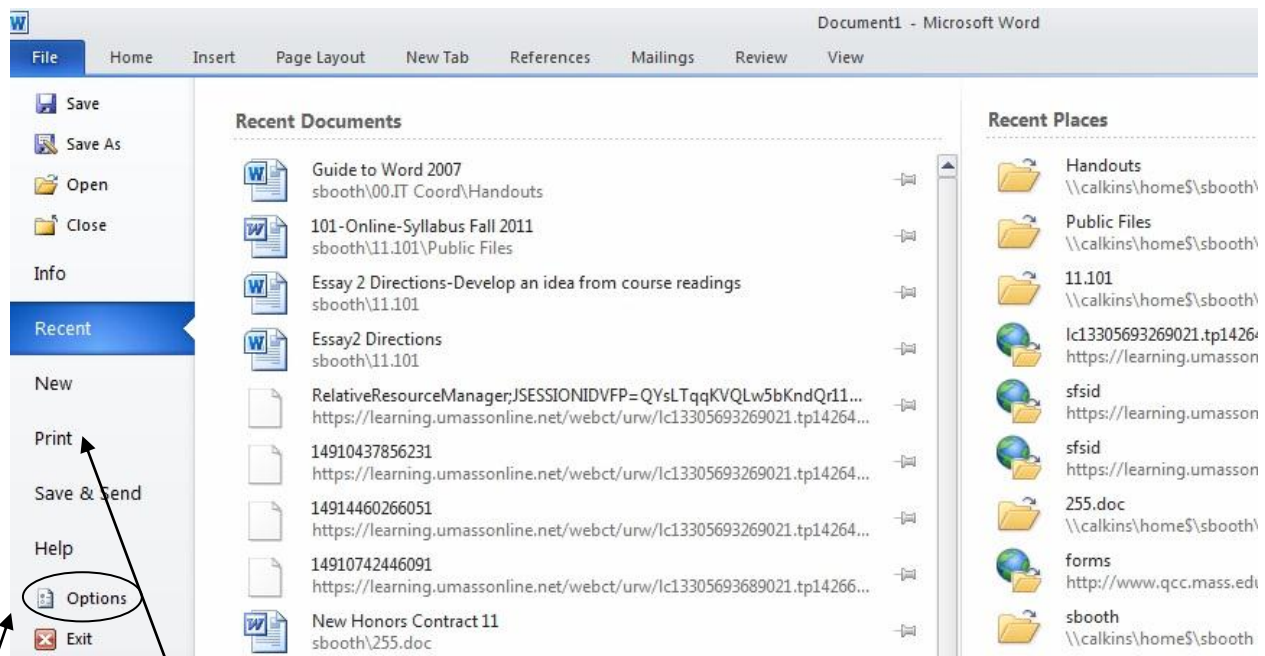
Backstage View (replaces the File Menu and Office button)

The Backstage view in Word 2010 displays when you select the **File** tab and replaces Office button and the File menu from the earlier versions of the software. In this view you can see and manage files and folders and create a custom fluent UI (User Interface).

For example, as shown below, if you are working on a document and want to go back to an earlier one, select **File >Recent** to see recent documents and folders. Tools outside the document viewing window are displayed, including the commands to Save, Open, Close, or Print files.

The Info command gives you the current document properties, versions, permissions, and lets you prepare the file for sharing.

Save & Send lets you quickly email, fax, or change the file type.



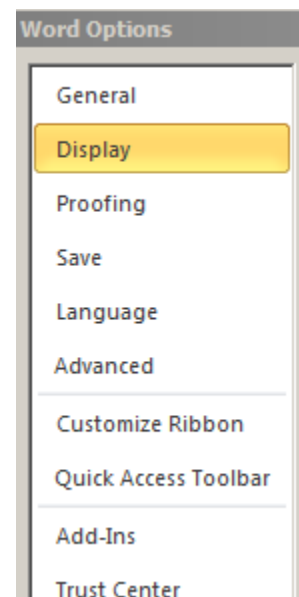
Print command

The Print preview feature and the Print dialog box have been combined into the Print Place which your access via File in the Backstage view. You can still use Ctrl+P to print and you can set the shortcut for the Print dialog box in the QAT (see below).

The Options command opens a dialog box with ten different tabs shown in the image to the right.

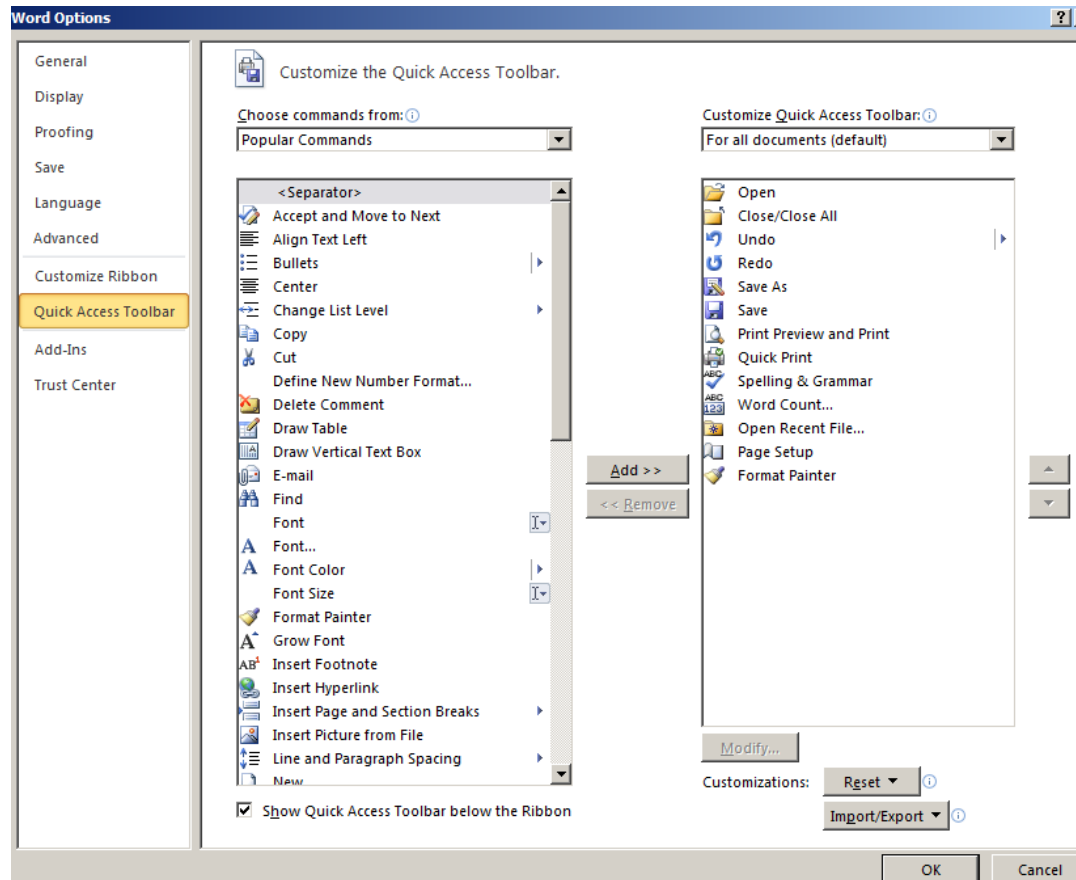
Select **Display** to show or hide paragraph ¶ or other formatting marks on the screen. Here you may also customize some printing options.

Use **Proofing** to change autocorrect options such as spelling and grammar checking.

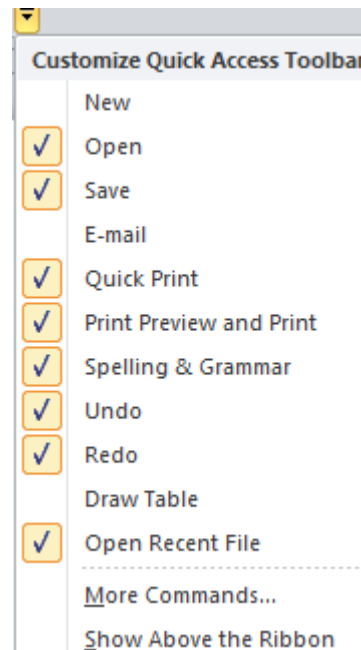
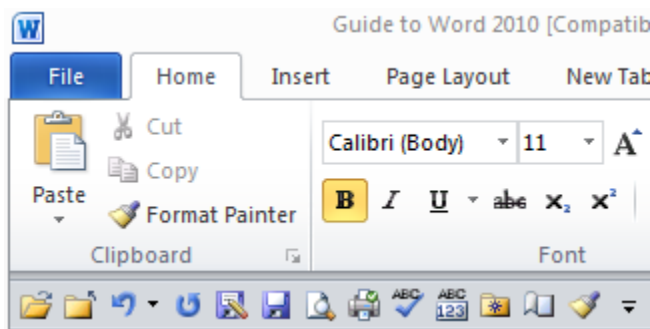


Options > Quick Access Toolbar

This dialog box provides an extensive list of commands for the **QAT** which you can display above or below the Ribbon. It's the same Ribbon that replaced the Menus in older versions of the software, but you can customize the ribbon (shown on page 6) as well as this QAT.



The QAT



The **QAT** in the image above is displayed below the Ribbon bar and includes the commands checked in the Customize drop-down menu at the right—a shorter list than the one in the Options dialog box. If you move the QAT below the ribbon you have quicker access to the commands.

File Formats

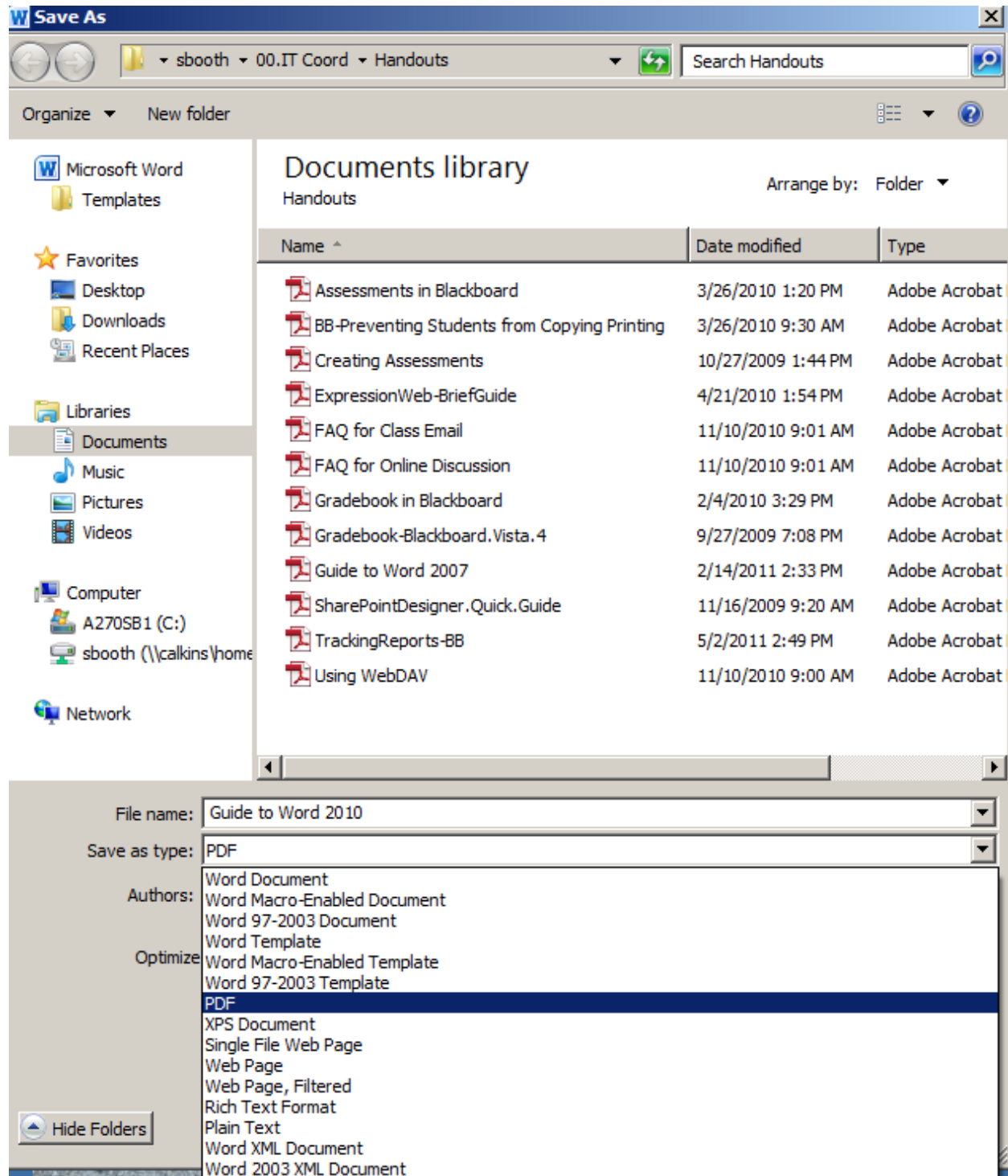
The default file formats for Office 2010 (as in Office 2007) applications are Microsoft's Office open XML which have a four character extension (an added x) on the files, so Word files end in .docx.

Protected View

Files that might be unsafe are can be open in Protected View where editing functions are disabled, but if you know the files are from a trusted source you may select Enable Editing to work with them.

The Save As Command (under File menu)

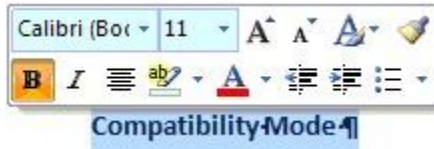
You can choose from several formats to save files by selecting the down arrow under "Save as Type" in the Save as dialog box shown below.



Saving to PDF & XPS

The advantage of saving to PDF (Portable Document Format) is that it provides a fixed-layout; that is, when the file is viewed online or printed, it keeps the exact format that you intended, and the data in the file cannot be easily changed.

Mini Toolbar



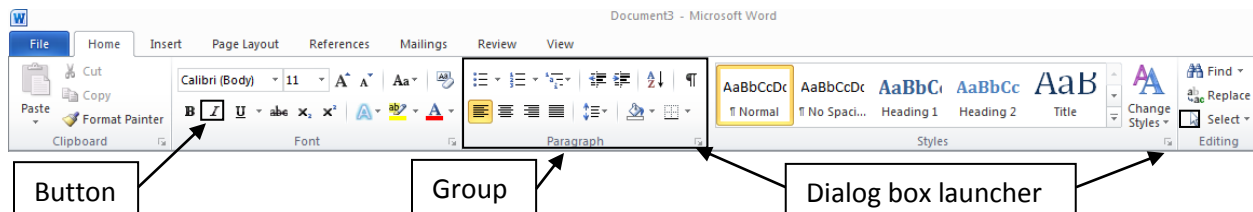
The **Mini-toolbar**, just as in Word '07, is a shortcut menu that appears within the document when you select text, appearing faintly just above your selection. If you hover over the toolbar with the mouse, the Mini-toolbar becomes brighter, so that you can apply its character or formatting features.

THE RIBBON (now customizable)

The same Ribbon or expanded toolbar that replaces the menus and toolbars in earlier versions of MS Office can be customized in Office 2010.

The ribbon is divided into broad categories called **Tabs** which appear across the top of the ribbon. Tabs are used to organize the ribbon into divisions of similar features. Each tab on the ribbon is divided into sets of tools called Groups. (See screenshots of each tab on pages 7-8.)

RIBBON in Word showing the home tab



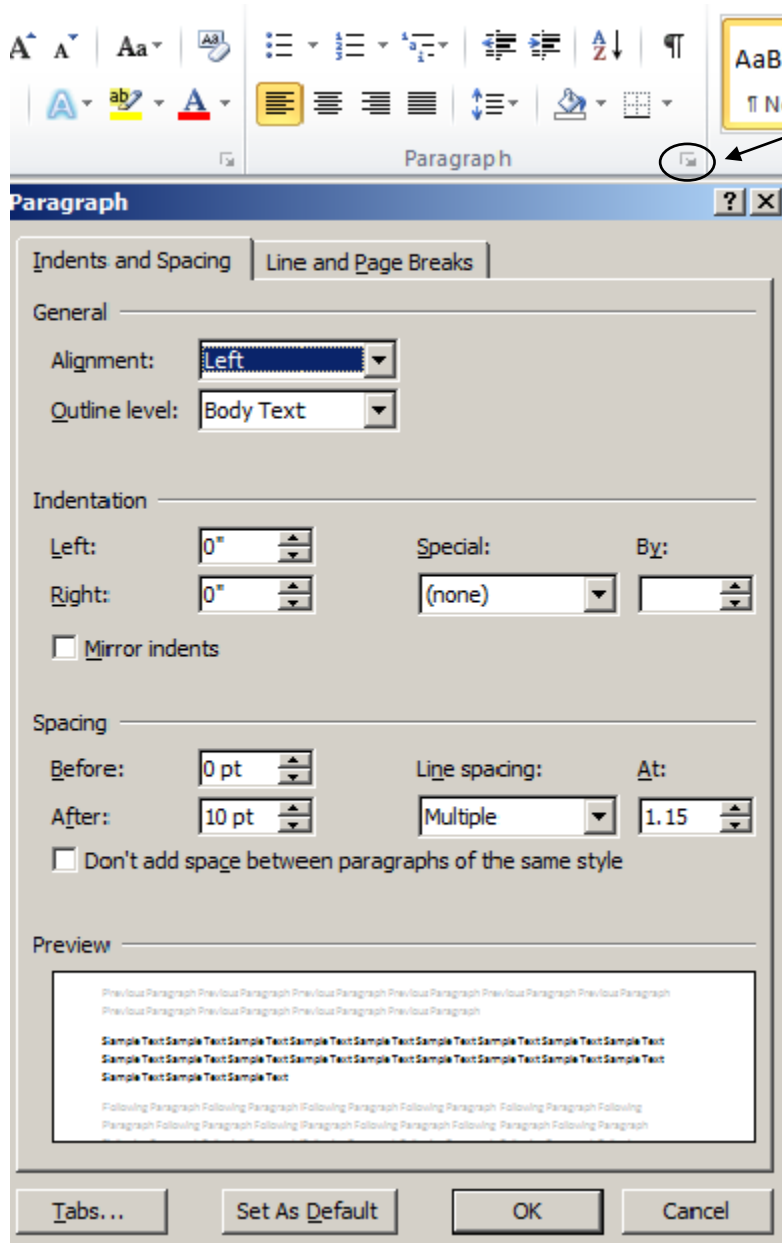
Dialog Box Launcher

At the bottom of many ribbon groups is a Dialog Box Launcher. This small button opens up a detailed dialog box with tools for the associated ribbon group. If you do not see the specific tool that you are looking for, it will usually appear on the associated dialog box.

Highlighted Tools for navigation

When you select a document element that you are working with—such as an image, a new Tab for that element appears at a level above the Ribbon, pointing you to the appropriate groups of commands to manipulate it. For example, if you were working with this document and selected the image above, you would see a tab for “Picture Tools” in red with “Format” beneath it. If you select one of the text boxes above you would see “Drawing Tools” and “Format.”

Paragraph Dialog Box



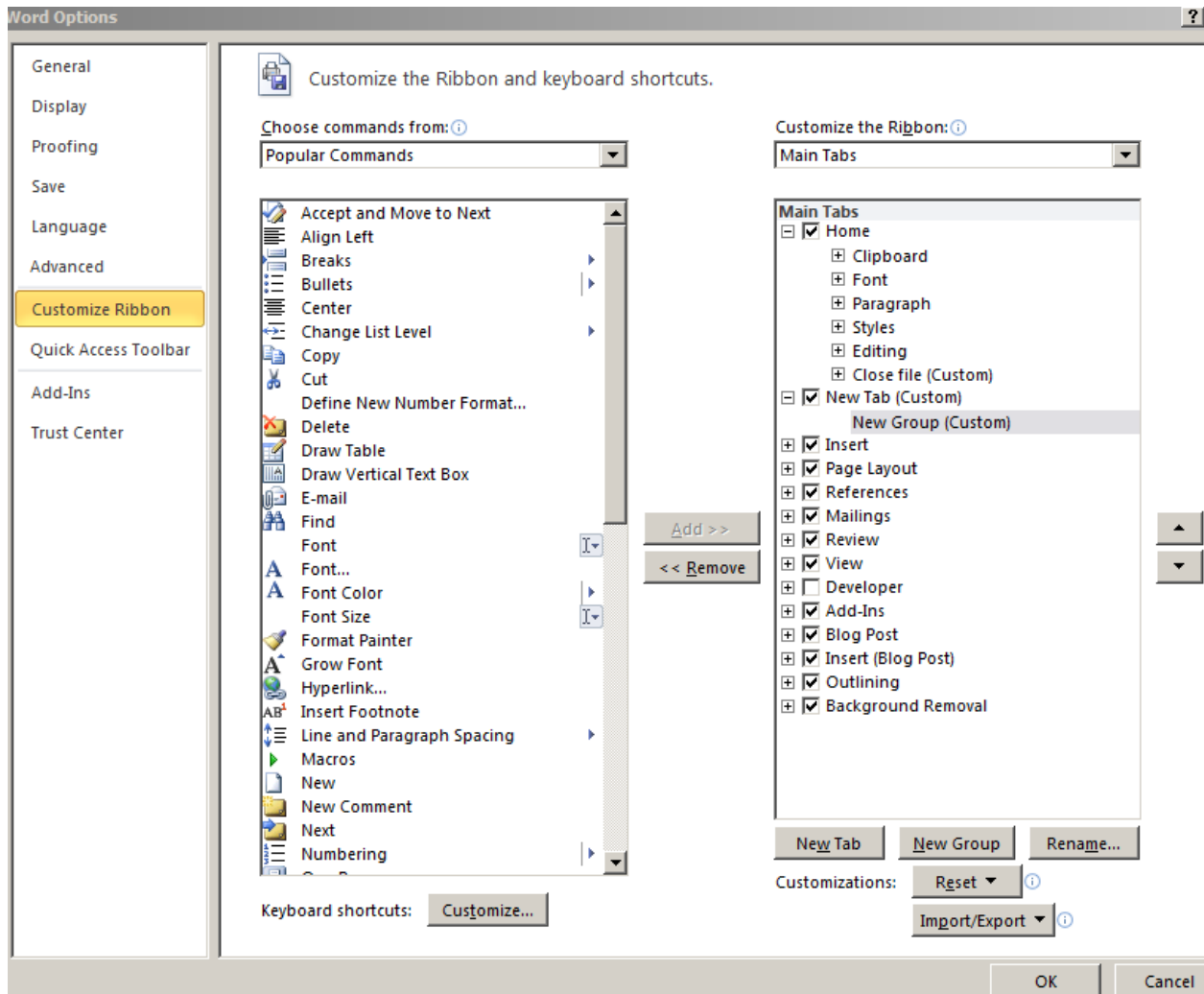
Access this dialog box by selecting the *dialog box launcher* (circled in the screen shot) at the bottom of the Paragraph Group on the Home tab.

Shown are the default settings for the Normal template. You may change these by selecting the "Set As Default" button.

How to Create a New Tab or Group on the Ribbon

- Select the Options command in the File tab (Backstage View).
- Select Customize Ribbon.
- In the dialog box, at the bottom of the right column, select either New Tab or New Group.
- Select your new feature and use the up or down arrows to change the order or rename it.
- With the feature still selected, use the list at the left to select or add commands. (The down arrow next to "Popular Commands" reveals "All Commands" as an option.)
- Be sure to click the OK button at the bottom to save your customization.

Customize Ribbon Dialog Box

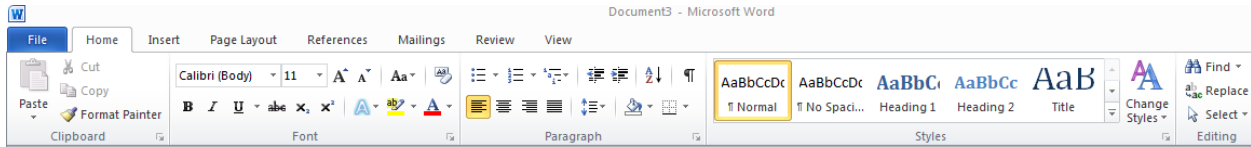


When you return to work on the document, the New Tab will display as you've named and placed it on the Ribbon. If you spend a lot of time working with Tables, for example, you may use this for all the Table commands.



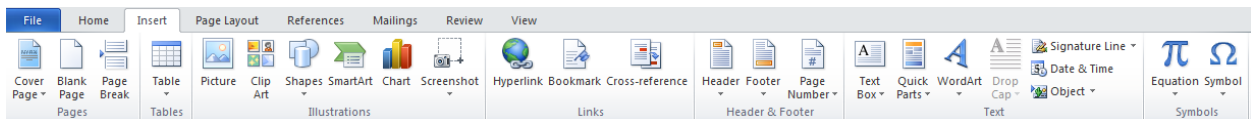
Default Tabs in Word

The Home Tab



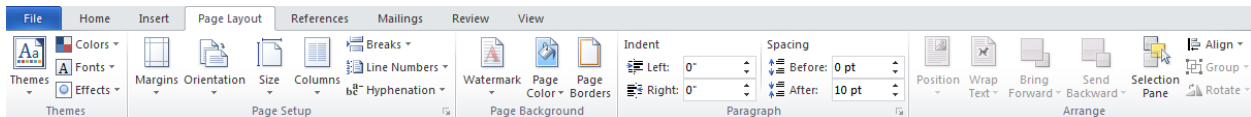
- **Clipboard:** Features for copying, cutting, and pasting content and formats.
- **Font:** Font tools for type, size, color, and effects; cell borders.
- **Paragraph:** Bullets & numbering, indents, text alignment, line spacing, the Show/Hide button, and other tools.
- **Styles:** Library of styles and style customization tools.
- **Editing:** Find & replace and selection tool.

The Insert Tab



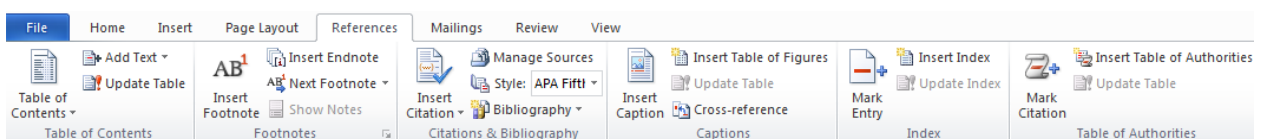
- **Pages:** Tools to insert cover pages, blank pages, and page breaks.
- **Illustrations:** Pictures, clip art, shapes, Smart Art, and charts.
- **Links:** Hyperlinks, bookmarks, and cross reference tools.
- **Header & Footer:** Tools to create headers and footers.
- **Text:** Insert text boxes, Quick Parts, WordArt, signatures, date stamps, and external file content.
- **Symbols:** Tools to insert non-standard characters and mathematical equations.

The Page Layout Tab



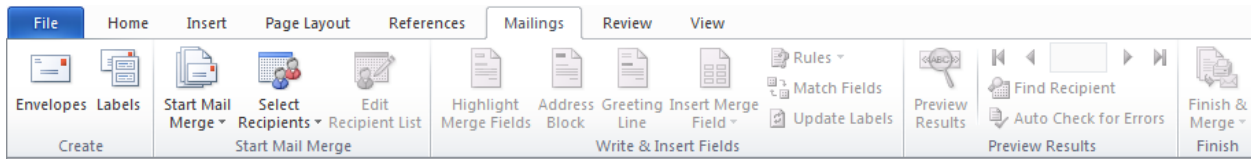
- **Themes:** Choose and configure a formatting theme for the document.
- **Page Setup:** Set margins, page orientation, page & section breaks and other page options.
- **Page Background:** Watermarks, page color, and page borders.
- **Paragraph:** Indent and paragraph spacing.
- **Arrange:** Tools to arrange and organize shapes and objects.

References Tab



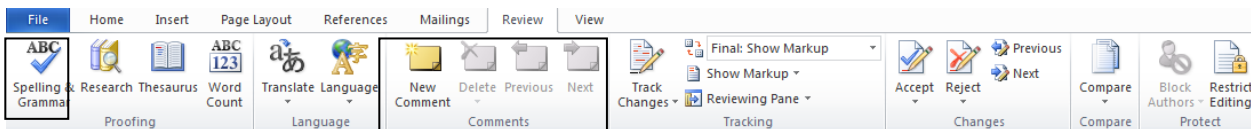
- **Table of Contents:** Tools to create a table of contents.
- **Footnotes:** Tools to insert endnotes and footnotes.
- **Citations & Bibliography:** Tools for managing sources and for creating citations and bibliographies.
- **Captions:** Create and manage captions to identify graphics and pictures.
- **Index:** Tools to create an index.
- **Table of Authorities:** Tools to create a table of authorities.

The Mailings Tab



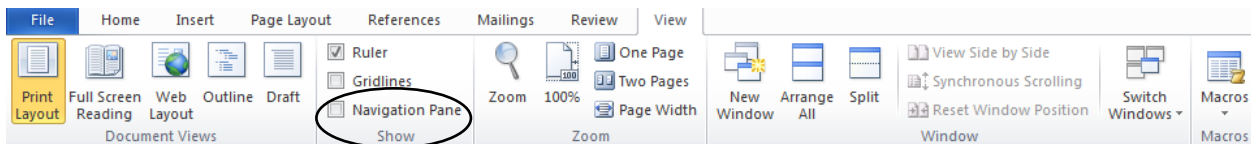
- **Create:** Create envelopes and labels.
- **Start Mail Merge:** Tools to perform a mail merge.
- **Write & Insert Fields:** Add letter elements to the document.
- **Preview Results:** Tools to preview the results of a mail merge prior to performing the merge.
- **Finish:** Finalize a mail merge.

The Review Tab (with spelling and comments menu outlined)



- **Proofing:** Spelling and language tools.
- **Comments:** Tools for inserting and managing comments.
- **Tracking:** Track and review document changes.
- **Changes:** Accept or reject changes made to the document.
- **Compare:** Compare versions of documents.
- **Protect:** Implement document restrictions to prevent changes to the document.

The View Tab



- **Document Views:** include Print, Full screen, Outline, Web layout, and Draft (normal) views.
- **Navigation pane** (circled) replaces the Document map in older versions and provides
 - Manipulation of the headings within the pane to rearrange content in the document
 - A text box for the new Find feature
 - A view switcher for changing view types
 - Buttons for skipping to the Next and Previous items
 - A list of navigable items, with scrolling when necessary
- **Show/Hide:** Tools to configure the visibility of grid lines, the ruler, and Navigation Pane
- **Zoom:** Magnify the view of the document
- **Window:** Tools to manage multiple spreadsheet windows