

**Ministry of Higher Education  
and Scientific Research  
University of Anbar  
College of Pharmacy**



# ***Computer Sciences***

## ***Microsoft Office Word 2010***



***Jamal Ali Hammad***

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# ***Chapter One***

## ***MS Word Basics***



## **1. Getting Started with Microsoft Office 2010**

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Microsoft Office 2010 is a group of software programs designed to help you create documents, collaborate with coworkers, and track and analyze information. Each program is designed so you can work quickly and efficiently to create professional-looking results. You use different Office programs to accomplish specific tasks, such as writing a letter or producing a sales presentation, yet all the programs have a similar look and feel. Once you become familiar with one program, you'll find it easy to transfer your knowledge to the others. This unit introduces you to the most frequently used programs in Office, as well as common features they all share.

## **2. Understanding the Office 2010 Suite**

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Microsoft Office 2010 features an intuitive, context-sensitive user interface, so you can get up to speed faster and use advanced features with greater ease. The programs in Office are bundled together in a group called a suite (although you can also purchase them separately). The Office suite is available in several configurations, but all include Word, Excel, and PowerPoint. Other configurations include Access, Outlook, Publisher, and other programs. Each program in Office is best suited for completing specific types of tasks, though there is some overlap in capabilities.

## **3. Home**

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Microsoft Office Word 2010 allows you to create and edit personal and business documents, such as letters, reports, invoices, emails and books. By default, documents saved in Word 2010 are saved with the .docx extension. Microsoft Word can be used for the following purposes –

- To create business documents having various graphics including pictures, charts, and diagrams.
- To store and reuse readymade content and formatted elements such as cover pages and sidebars.
- To create letters and letterheads for personal and business purpose.
- To design different documents such as resumes or invitation cards etc.
- To create a range of correspondence from a simple office memo to legal copies and reference documents.

## 4. Getting Started Word 2010

In this chapter, we will discuss how to get started with Word 2010. We will understand how to start a Word 2010 application in simple steps. Assuming you have Microsoft Office 2010 installed in your PC, to start the Word application, follow these steps –

**Step 1** – Click the **Start** button.



**Step 2** – Click the **All Programs** option from the menu.



**Step 3** – Search for **Microsoft Office** from the submenu and click it.



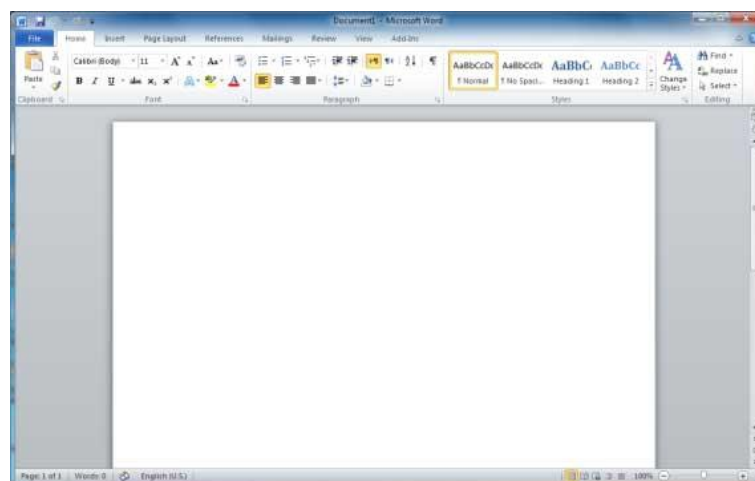
Microsoft Office

**Step 4** – Search for **Microsoft Word 2010** from the submenu and click it.



Microsoft Word 2010

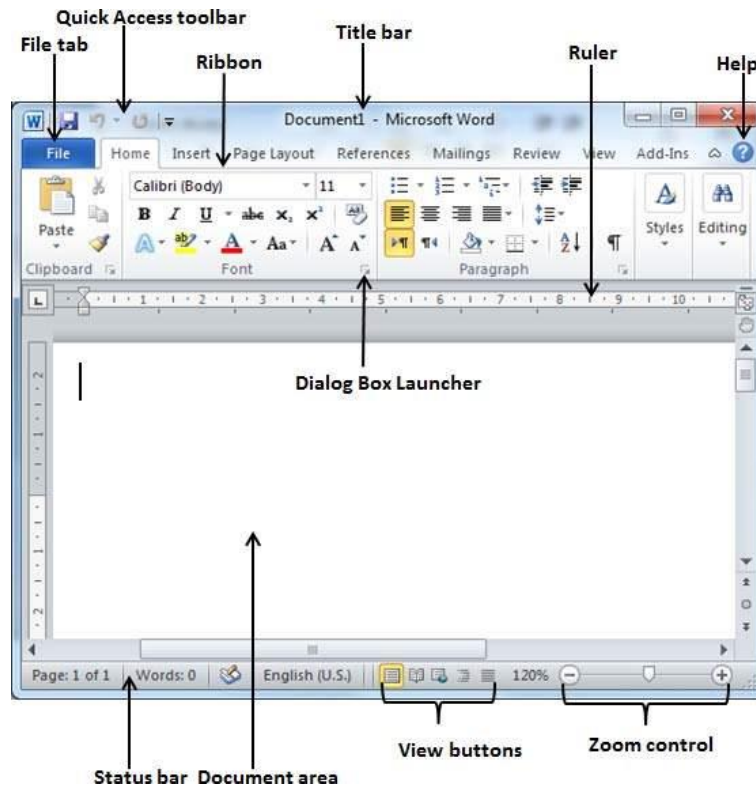
This will launch the Microsoft Word 2010 application and you will see the following window.





## 5. Explore window in Word 2010

In this chapter, we will understand how to explore Window in Word 2010. Following is the basic window which you get when you start the Word application. Let us understand the various important parts of this window.



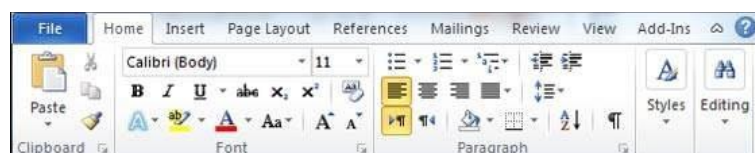
### 1. File Tab

The File tab replaces the Office button from Word 2007. You can click it to check the **Backstage view**. This is where you come when you need to open or save files, create new documents, print a document, and do other file-related operations.

### 2. Quick Access Toolbar

This you will find just above the **File tab**. This is a convenient resting place for the most frequently used commands in Word. You can customize this toolbar based on your comfort.

### 3. Ribbon



Ribbon contains commands organized in three components –

- **Tabs** – These appear across the top of the Ribbon and contain groups of related commands. Home, Insert, Page Layout are examples of ribbon tabs.
- **Groups** – They organize related commands; each group name appears below the group on the Ribbon. For example, group of commands related to fonts or group of commands related to alignment, etc.
- **Commands** – Commands appear within each group as mentioned above.

#### **4. Title bar**

This lies in the middle and at the top of the window. Title bar shows the program and document titles.

#### **5. Rulers**

Word has two rulers - a horizontal ruler and a vertical ruler. The horizontal ruler appears just beneath the Ribbon and is used to set margins and tab stops. The vertical ruler appears on the left edge of the Word window and is used to gauge the vertical position of elements on the page.

#### **6. Help**

The **Help Icon** can be used to get word related help anytime you like. This provides nice tutorial on various subjects related to word.

#### **7. Zoom Control**

Zoom control lets you zoom in for a closer look at your text. The zoom control consists of a slider that you can slide left or right to zoom in or out; you can click the + buttons to increase or decrease the zoom factor.

#### **8. View Buttons**

The group of five buttons located to the left of the Zoom control, near the bottom of the screen, lets you switch through the Word's various document views.

- **Print Layout view** – This displays pages exactly as they will appear when printed.
- **Full Screen Reading view** – This gives a full screen view of the document.
- **Web Layout view** – This shows how a document appears when viewed by a Web browser, such as Internet Explorer.
- **Outline view** – This lets you work with outlines established using Word's standard heading styles.

- **Draft view** – This formats text as it appears on the printed page with a few exceptions. For example, headers and footers aren't shown. Most people prefer this mode.

## 9. Document Area

This is the area where you type. The flashing vertical bar is called the insertion point and it represents the location where text will appear when you type.

## 10. Status Bar

This displays the document information as well as the insertion point location. From left to right, this bar contains the total number of pages and words in the document, language, etc. You can configure the status bar by right-clicking anywhere on it and by selecting or deselecting options from the provided list.

## 11. Dialog Box Launcher

This appears as very small arrow in the lower-right corner of many groups on the Ribbon. Clicking this button opens a dialog box or task pane that provides more options about the group.

## 6. Backstage View in Word 2010

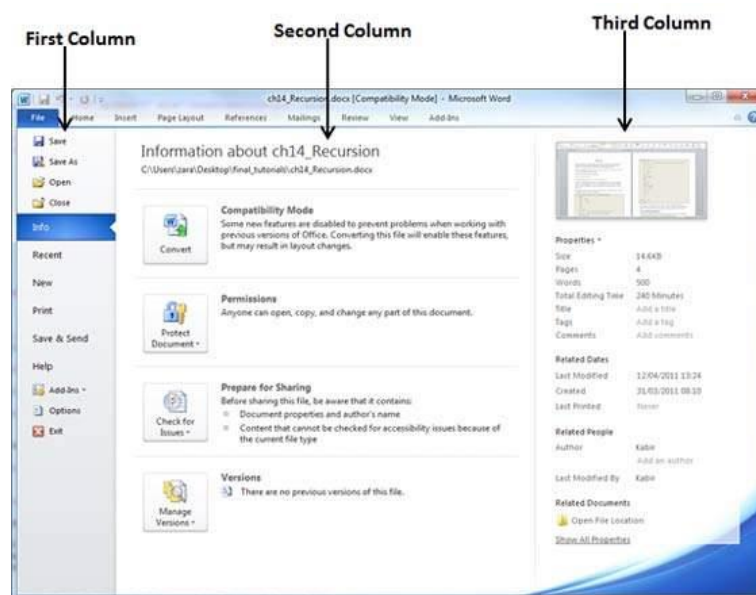
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In this chapter, we will discuss the **Backstage View** in Word 2010. The Backstage view was introduced in Word 2010. This acts as the central place for managing your documents. The backstage view helps in creating new documents, saving and opening documents, printing and sharing documents, and so on.

Getting to the Backstage View is easy: Just click the **File tab**, located in the upper-left corner of the Word Ribbon. If you already do not have any opened document, then you will see a window listing down all the recently opened documents as follows –



If you already have an opened document, then it will display a window showing detail about the opened document as shown below. Backstage view shows three columns when you select most of the available options in the first column.



The first column of the backstage view will have following options –

S.No	Option & Description
1	<b>Save</b> If an existing document is opened, it will be saved as is, otherwise it will display a dialogue box asking for the document name.
2	<b>Save As</b> A dialogue box will be displayed asking for document name and document type, by default it will save in word 2010 format with extension .docx.
3	<b>Open</b> This option is used to open an existing word document.
4	<b>Close</b> This option is used to close an open document.
5	<b>Info</b> This option displays information about the opened document.
6	<b>Recent</b> This option lists down all the recently opened documents
7	<b>New</b> This option is used to open a new document.
8	<b>Print</b> This option is used to print an open document.
9	<b>Save &amp; Send</b> This option will save an open document and will display options to send the document using email, etc.
10	<b>Help</b> This option is used to get the required help about Word 2010.
11	<b>Options</b> This option is used to set various option related to Word 2010.
12	<b>Exit</b> Use this option to close the document and exit.

### • Document Information

When you click the **Info** option available in the first column, it displays the following information in the second column of the backstage view –

- **Compatibility Mode** – If the document is not a native **Word 2007/2010** document, a **Convert** button appears here, enabling you to easily update its format. Otherwise, this category does not appear.

- **Permissions** – You can use this option to protect your word document. You can set a password so that nobody can open your document, or you can lock the document so that nobody can edit your document.
- **Prepare for Sharing** – This section highlights important information you should know about your document before you send it to others, such as a record of the edits you made as you developed the document.
- **Versions** – If the document has been saved several times, you may be able to access the previous versions of it from this section.
- **Document Properties**

When you click the **Info** option available in the first column, it displays various properties in the third column of the backstage view. These properties include the document size, the number of pages in the document, the total number of words in the document, the name of the author etc.

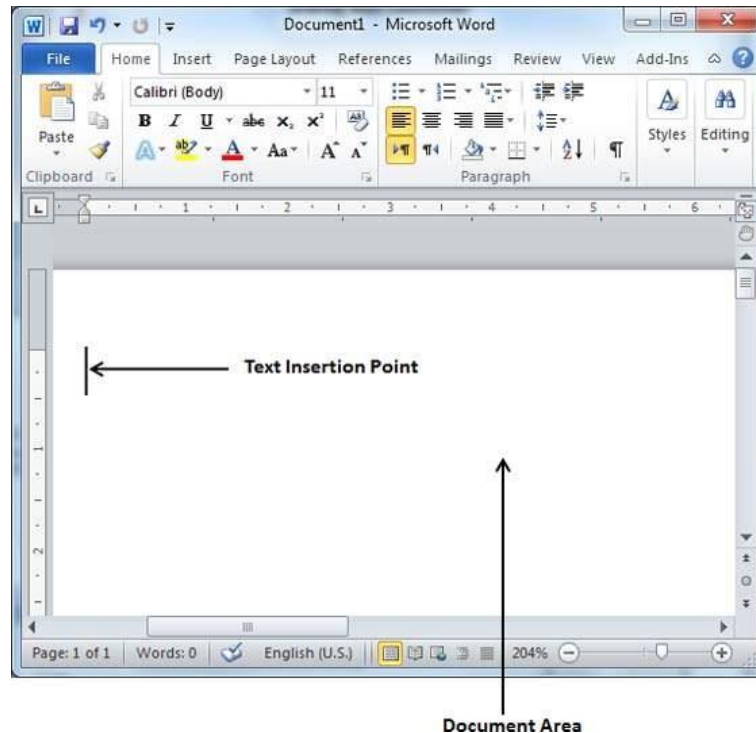
You can also edit various properties by clicking on the property value and if the property is editable, then it will display a text box where you can add your text like title, tags, comments, Author.

- **Exit Backstage View**

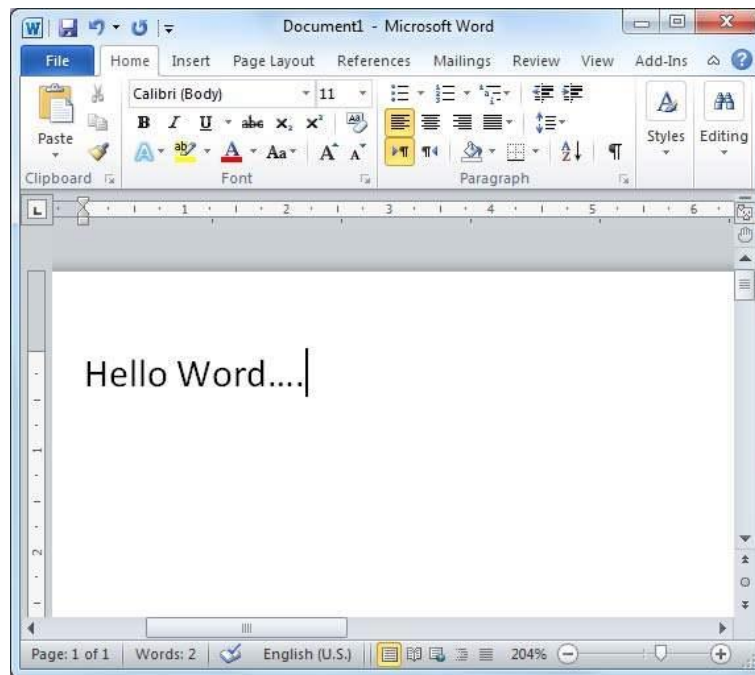
It is simple to exit from the Backstage View. Either click on the **File tab** or press the Esc button on the keyboard to go back to the working mode of Word.

## 7. Entering Text - Microsoft Word 2010

In this chapter, let us discuss how to enter text with Microsoft Word 2010. Let us see how easy it is to enter text in a Word document. We assume you know that when you start Word, it displays a new document by default as shown below –



Document area is the area where you type your text. The flashing vertical bar is called the insertion point and it represents the location where the text will appear when you type. keep the cursor at the text insertion point and start typing the text. We typed only two words "Hello Word" as shown below. The text appears to the left of the insertion point as you type –



The following are the two important points that will help you while typing –

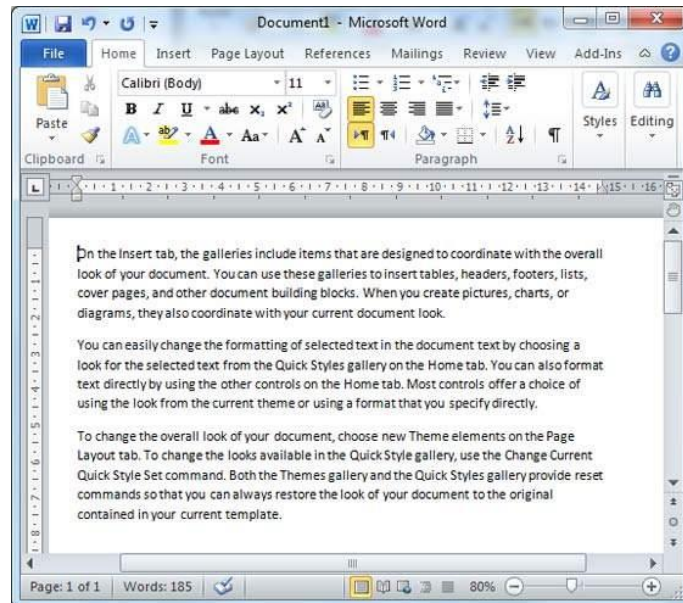
- You do not need to press Enter to start a new line. As the insertion point reaches the end of the line, Word automatically starts a new one. You will need to press Enter, to add a new paragraph.
- When you want to add more than one space between words, use the Tab key instead of the spacebar. This way you can properly align text by using the proportional fonts.



## 8. Move Around in Word 2010

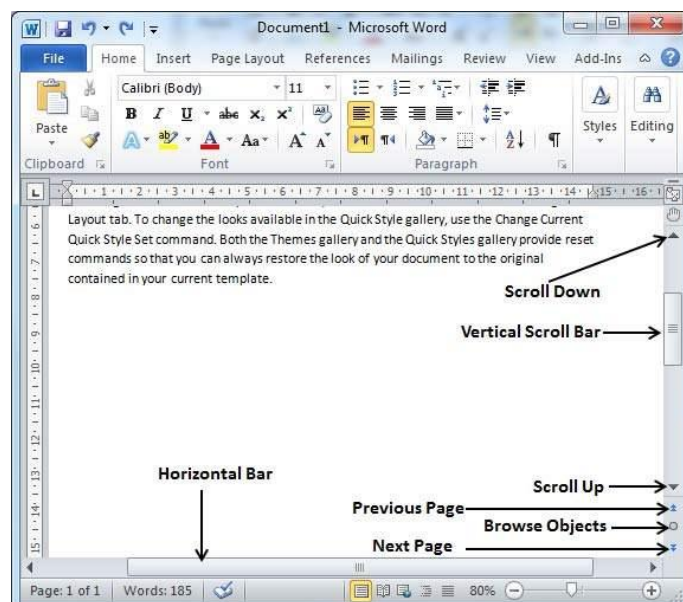
In this chapter, we will discuss how to move around in Word 2010. Word provides a number of ways to move around a document using the mouse and the keyboard.

To begin with, let us create some sample text. To create a sample text, there is a short cut available. Open a new document and type **=rand()** and press Enter. Word will create the following content for you –



- Moving with Mouse

You can easily move the insertion point by clicking in your text anywhere on the screen. There may be instances when a document is big and you cannot see a place where you want to move. Here, you will have to use the scroll bars, as shown in the following screenshot –



You can scroll through your document by rolling your mouse wheel, which is equivalent to clicking the up-arrow or down-arrow buttons in the scroll bar.

- **Moving with Scroll Bars**

As shown in the above screenshot, there are two scroll bars: one for moving vertically within the document, and one for moving horizontally. Using the vertical scroll bar, you may –

- Move upward by one line by clicking the upward-pointing scroll arrow.
- Move downward by one line by clicking the downward-pointing scroll arrow.
- Move one next page, using the next page button (footnote).
- Move one previous page, using the previous page button (footnote).
- Use the **Browse Object** button to move through the document, going from one chosen object to the next.

- **Moving with Keyboard**

The following keyboard commands, used for moving around your document, also move the insertion point –

Keystroke	Where the Insertion Point Moves
→	Forward one character
←	Back one character
↑	Up one line
↓	Down one line
PageUp	To the previous screen
PageDown	To the next screen
Home	To the beginning of the current line
End	To the end of the current line

You can move word by word or paragraph by paragraph. You would have to hold down the Ctrl key while pressing an arrow key, which moves the insertion point as described here –

Key Combination	Where the Insertion Point Moves
Ctrl + →	To the next word
Ctrl + ←	To the previous word
Ctrl + ↑	To the start of the previous paragraph
Ctrl + ↓	To the start of the next paragraph
Ctrl + PageUp	To the previous browse object
Ctrl + PageDown	To the next browse object
Ctrl + Home	To the beginning of the document
Ctrl + End	To the end of the document
Shift + F5	To the last place you changed in your document.

- Moving with Go To Command

Press the **F5** key to use the **Go To** command. This will display a dialogue box where you will have various options to reach to a particular page.

Normally, we use the page number, the line number or the section number to go directly to a particular page and finally press the **Go To** button.



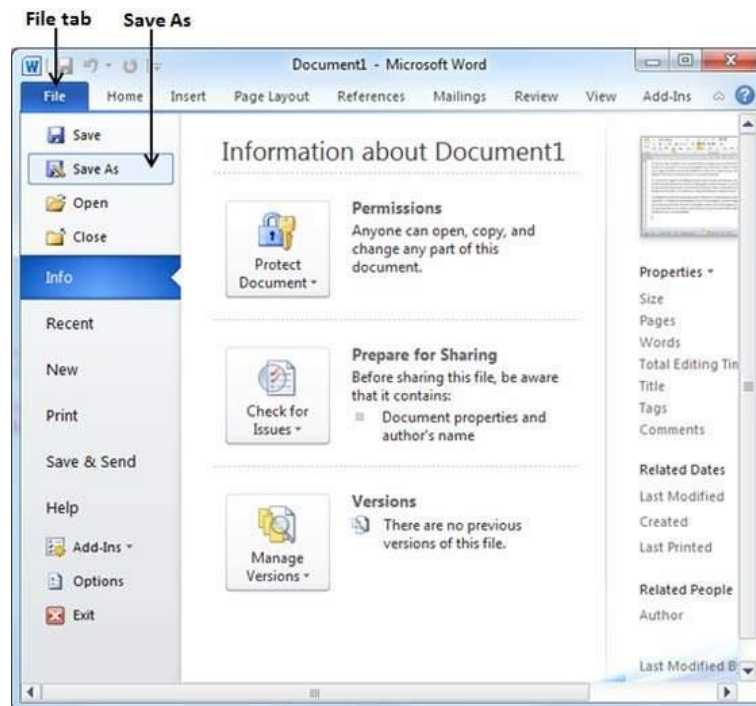
## 9. Save Document in Word 2010

In this chapter, we will discuss how to save a document in Word 2010.

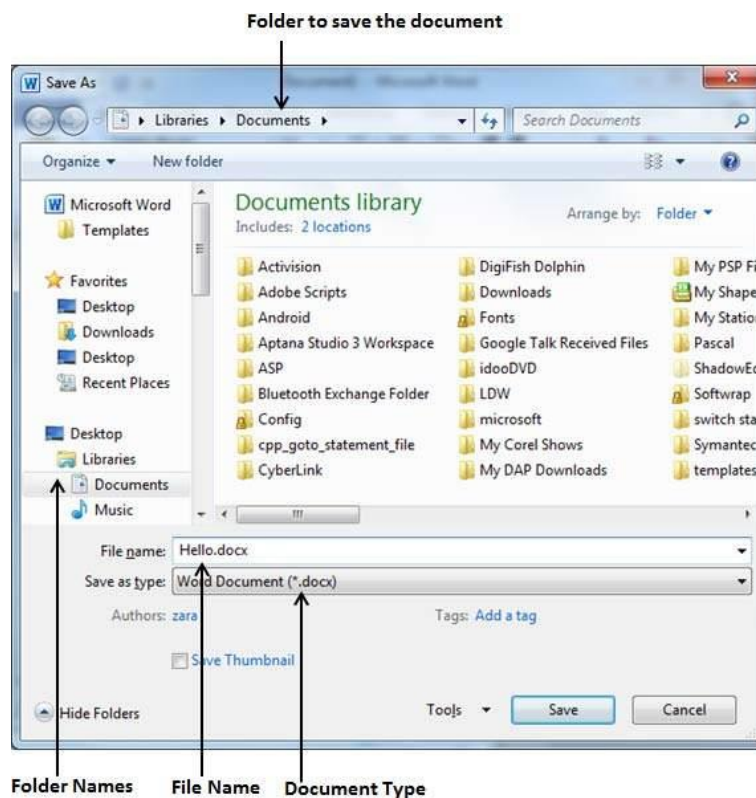
- Saving New Document

Once you are done with typing in your new Word document, it is time to save your document to avoid losing work you have done on a Word document. Following are the steps to save an edited Word document –

**Step 1** – Click the **File tab** and select the **Save As** option.



**Step 2** – Select a folder where you will like to save the document, Enter the file name which you want to give to your document and Select the **Save As** option, by default it is the **.docx** format.



**Step 3** – Finally, click on the **Save** button and your document will be saved with the entered name in the selected folder.

- **Saving New Changes**

There may be an instance when you open an existing document and edit it partially or completely, or an instance where you may like to save the changes in between editing of the document. If you want to save this document with the same name, then you can use either of the following simple options –

- Just press the **Ctrl + S** keys to save the changes.
- Optionally you can click on the floppy icon available at the top left corner and just above the **File tab**. This option will also help you save the changes.
- You can also use the third method to save the changes, which is the **Save** option available just above the **Save As** option as shown in the above screenshot.

If your document is new and it was never saved so far, then with either of the three options, Word will display a dialogue box to let you select a folder, and enter the document name as explained in case of saving new document.

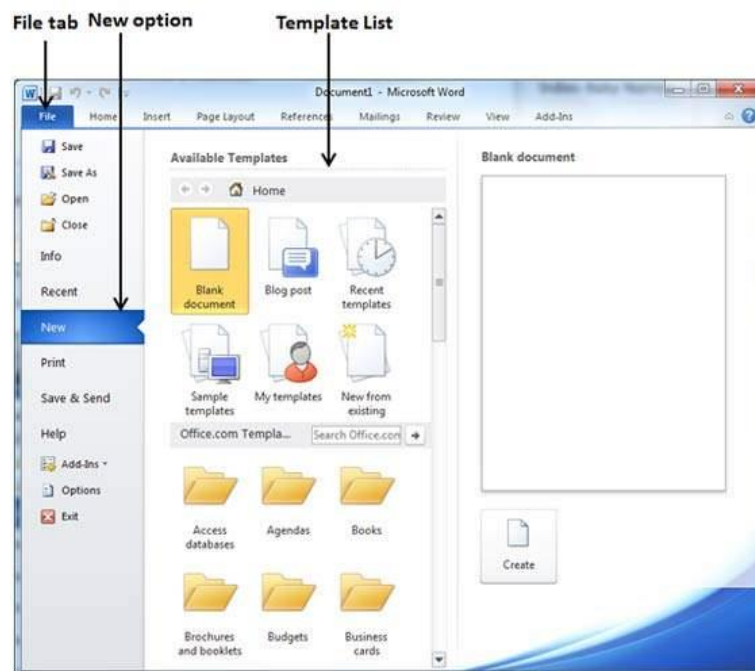
## 10. Opening a Document in Word 2010

In this chapter, we will discuss how to open a document in Word 2010.

- Opening New Document

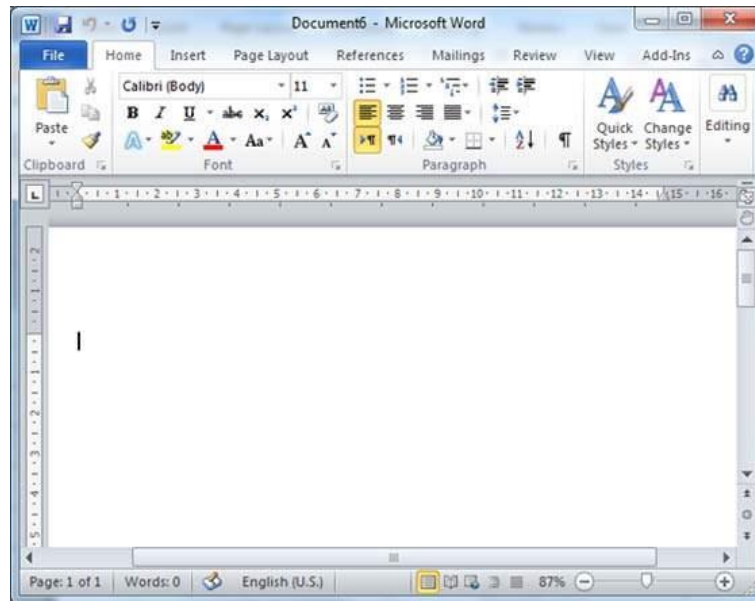
A new, blank document always opens when you start Microsoft Word. Suppose you want to start another new document while you are working on another document, or you closed an already opened document and want to start a new document. Here are the steps to open a new document –

**Step 1** – Click the **File tab** and select the **New** option.



**Step 2** – When you select the **New** option from the first column, it will display a list of templates in the second column. Double-click on the **Blank document**; this is the first option in the template list. We will discuss the other templates available in the list in the following chapters.

You should have your blank document as shown below. The document is now ready for you to start typing your text.

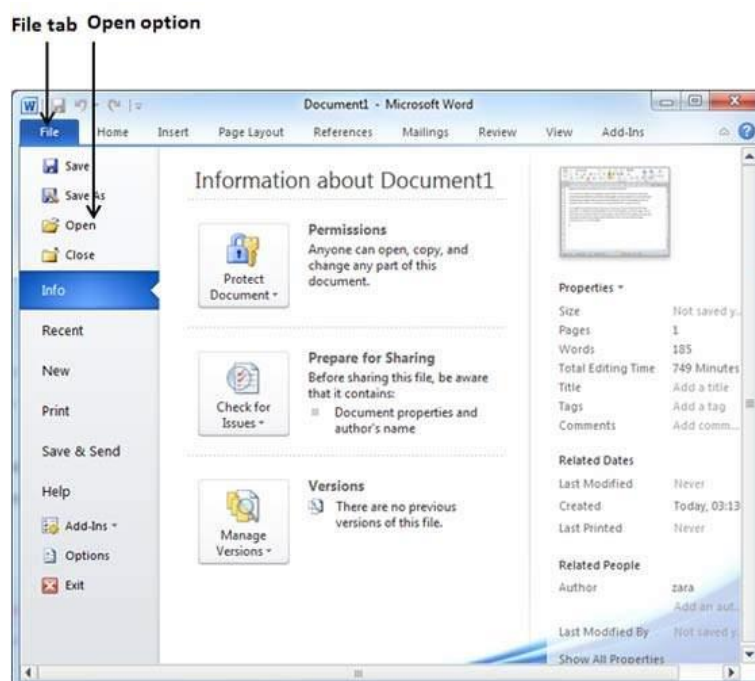


You can use a shortcut to open a blank document anytime. Try using the **Ctrl + N** keys and you will see a new blank document similar to the one in the above screenshot.

- Opening Existing Document

There may be a situation when you open an existing document and edit it partially or completely. Follow the steps given below to open an existing document –

**Step 1** – Click the **File** tab and select the **Open** option.

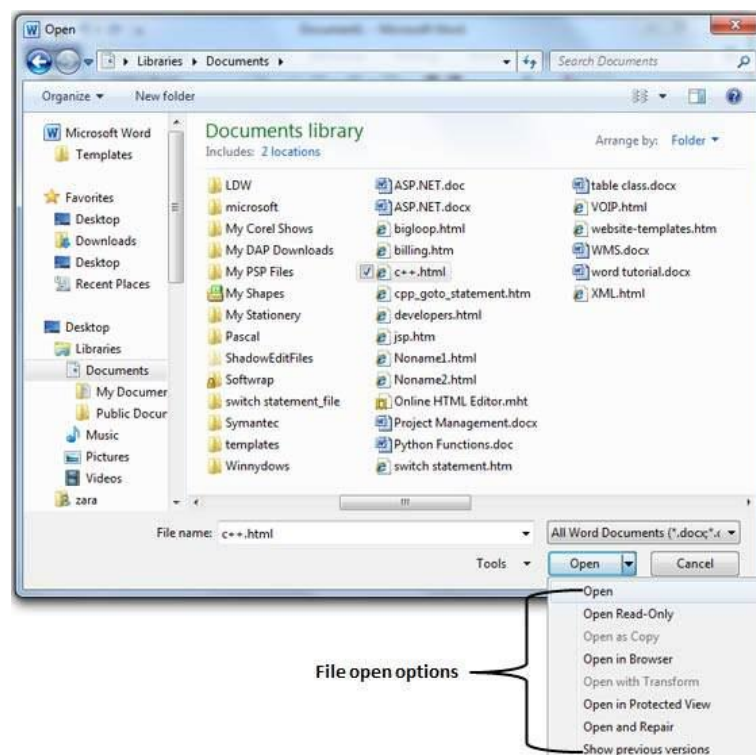


**Step 2** – This will display the following file **Open dialog box**. This lets you navigate through different folders and files, and also lets you select a file which you want to open.





**Step 3** – Finally, locate and select a file which you want to open and click the small triangle available on the **Open** button to open the file. You will have different options to open the file, but simply use the **Open** option.



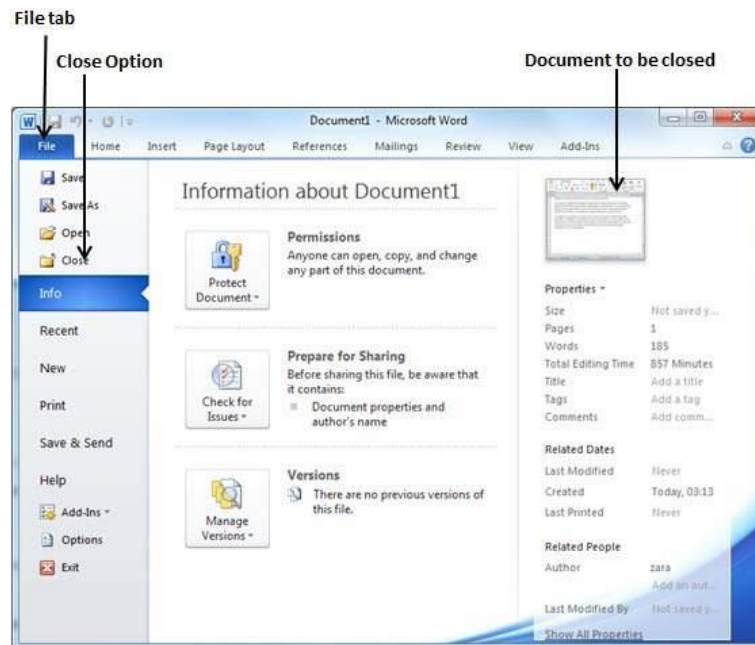
This will open your selected file. You can use the **Open Read-Only** option if you are willing just to read the file and you have no intention to modify, i.e., edit the file. Other options can be used for advanced usage.



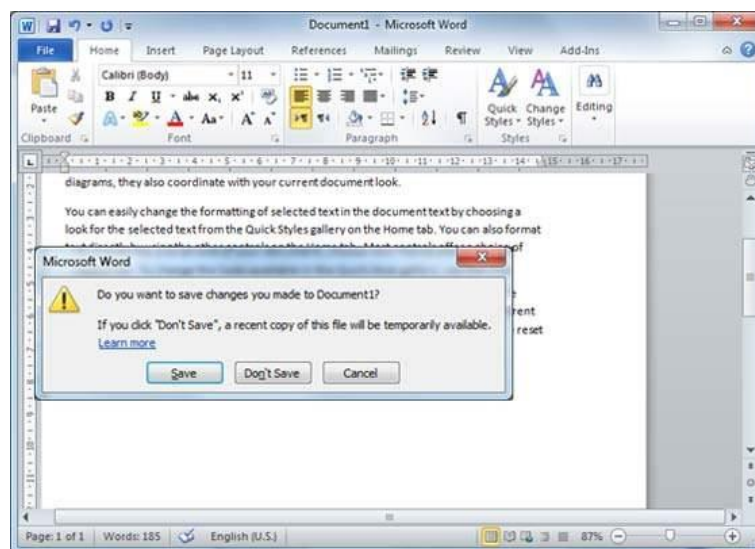
## 11. Closing a Document in Word 2010

In this chapter, we will understand how to close a document in Word 2010. When you finish working with a document, you will proceed to close the document. Closing a document removes it from your computer screen and if you had other documents open, Word displays the last document you used otherwise, you see a blank Word window. Here are simple steps to close an opened document –

**Step 1** – Click the **File** tab and select the **Close** option.



**Step 2** – When you select the **Close** option and if the document is not saved before closing, it will display the following Warning box asking whether the document should be saved or not.



**Step 3** – To save the changes, click **Save**, otherwise click **Don't Save**. To go back to the document, click **Cancel**. This will close the document and if you have other documents

open, Word displays the last document you used, otherwise, you see a blank Word window as shown below –

