

# Beginning MS Word 2010 Class - by Sharon Dover

1. Prepare
  - Download –Pictures and File
  - Prepare handouts
2. Introduction
  - Name
  - Department
  - Other info
3. Take Roll
4. What is new –
  - New user interface – Ribbon and tool bars
  - Live Preview of formatting changes
  - Preset styles and themes
  - Special effects (reflection, glow, bevel & 3-D rotation to shapes and warping to text and images.
  - Clip Art
  - Save as PDF
  - Digital Signature
  - Better Sharing capabilities
  - Macro Detection

Only covering some of these in this beginning class

Open Office and **open a blank page -CNTL- N**

1. The new layout –
  - a. File Tab → New → Open → save → save as → Print → Print preview
  - b. Quick Access Toolbar → File → options → Quick Action Tool Bar
2. Auto Correct
  - a. Office → options → proofing → auto correct options
    - ii. Replace → WSU → Weber State University
    - ii. Replace → SRD → Sharon Dover
3. File → Options → Advanced → Display → increase to 30
4. Title Bar → name of the document
5. Close button → closes the document
6. Scroll Bar → moves document up and down
7. Document window → body of the document

8. Zoom slider → same as View → Zoom
9. View Shortcuts – Print layout, full screen reading, web layout, outline and draft view (bottom)
10. Status bar → info about your document → number of pages and number of words
11. Ruler → View → Ruler (left and right paragraph indents, document margins and tab stops)
12. Ribbon Contains groupings:
  - a. Tabs
  - b. Groups
  - c. Buttons
13. To see keyboard shortcuts press ALT
14. Cool things
  - a. Open 2 documents → CNTL N two times → and some text to both documents → View → View Side by Side → using slide bar move one document up and down (synchronize scrolling)
  - b. View → remove Synchronous Scrolling → Using slide bar move one document up and down
  - c. Small dialog box → Type 2 lines of text → highlight text → you should see the Small Dialog Box → using Small Dialog box change the font and size of one line.
  - d. Format painter → highlight the correct line of text → Home → **format painter** → brush over the second line of text
  - e. Select text → using Font Style move up and down → Shows live Preview with Font and Size changes as you go up and down
  - f. On click on word = correct right there
  - g. Two clicks on word = select the word
  - h. Three clicks on word = select area, paragraph etc.
15. Correcting Errors
  - a. Red spelling
  - b. Green grammar
  - c. Blue word spelled correctly but not correct word too/to
    - i. On Tuesday, Adina Hagege gave a oral book report to her fifth grade class about the environment. She was almost to nervous. But she did a good job.

## Graphic Exercise:

1. Open Graphic.docx.
2. Highlight Weber State University and drag in front of Microsoft Word text
  - Highlight MS Word → Home → Styles → select Title Style – change Font to one you like home → Font → dropdown box (notice quick preview)
  - Type - Add 'Quick and Easy' after MS Word → change font to 18
  - Spread MS Word → highlight the line of text → Home → Font → click on the arrow in the lower right corner → select Advanced → Spacing → Normal → increase to 2.0
  - Highlight Training Class → Home → Styles → select Heading 2 → change font to 18
  - Highlight Sharon Dover → Change to your name → and set italics using small dialog box
3. Insert Picture → place cursor above "This" → insert → picture → desktop → find the Water Lily picture
  - Notice the new menu at the top of the tool bars
  - Resize → from the picture tool bar → Size → reduce size
    - Notice that when you change the height the width changes accordingly
  - Picture Styles → select a picture frame
  - Play with the picture menu
  - Center picture → click on picture → Home → Paragraph → Center →
4. Change the background color → Page Layout → Page Background → Page Color → select a color
  - Move text down from picture Place cursor in front of "This" → Page layout → Paragraph → Spacing → put cursor in front of text → increase the space before (about 240)

## Press Release for Bing Exercise

Open PressRelease.docx

1. Highlight the Title → Home → Style → use Style Heading 1
2. For next line Heading → Home → Style → use Style Heading 2
3. Make Bullets → Highlight the 4 lines → home → paragraph → bullets
4. Hyperlink → Highlight the Bing URL → right click on the text and click on Hyperlink
5. Highlight the Quote paragraph → Home → Styles → Subtitle → change the font color → Home → Font → Drop down the A → click on a color
6. Header → Insert → Header & Footer → Header ( I like the transcend)
7. Type in Weber State University as the document title , click on Pick a date and select today
8. Add page number → Insert → Header & Footer → Page number → select where you would like the page number → select a style for page number
  - a. Make sure to close by clicking on the red X
9. Spell check → Review → Proofing → Spelling and Grammar
10. Review → Proofing → Word Count
11. Adding file location → Open footer → Insert → Quick Parts → select FileName → add check mark in add path.

### Create your personal Style

1. Highlight a selected text → change the font style → size → and color
2. Keep the text selected Home → Styles → expand the selection using the More button → click on “Save Selection as a New Quick Style” → give it your name
  - a. Highlight another section of text and select your new Style Set → Home → Styles → your name
  - b. Cover Page → Insert → Pages → Cover Page
  - c. Drop Cap → put curser in front of Microsoft → Insert → Text → Drop Cap

### 3. Margins

4. Don't confuse margins with adjusting paragraph indentations.
5. Highlight the bulleted list → Home → Indentation
6. use the ruler → View → show/hide → ruler (add check mark)
7. Check your margins → Page layout → Margins →
8. Check orientation → Page Layout → orientation
9. Page borders → Page Layout → page background → page borders
10. WaterMark and colors → Page Layout → Page background → page color → Water mark

## SLA Exercise

### Open SLA.docx

1. Format cover page
  - a. Highlight heading and change style Home → Styles → Title
  - b. Put cursor at end of Dover → Enter
  - c. Insert date → insert → Text → Date & Time → select one you like
  - d. Put cursor in front of Sharon & Insert spacing → Page Layout → Paragraph → Spacing before → increase to around 500 should put it to bottom of page
  - e. Highlight bottom 2 lines and center → Home → Paragraph → Center
2. Table of Contents
  - a. Highlight bolded headings one at a time → Home → Style → Heading 1
  - b. Highlight secondary headings → Home → Style → Heading 2
  - c. Put cursor in front of General Overview
  - d. Generate your Table of contents → References → Table of Contents → choose one
  - e. Page Break to have title page, TOC, body of document on 3 pages → put cursor in front of General Overview → Insert → Pages → Page break
3. Create Table
  - a. Put cursor after Parties → Enter → insert → table 3 down 3 across
  - b. To add color to top row → Right click cells → Borders & shading → Shading → select a color ( or you can use the table tools above the Ribbon
4. Remove text after table up to “Computing Support’s Responsibilities
5. Add bullets and format
6. Add heading to document → insert → header footer → Header
7. Spell Check → Review → spelling and Grammar
8. Update Table of contents → References → Update Table → notice the red ! indicates the need to update.
9. Navigation Pane – an easy way to move around your document and organize information
  - i. View → Navigation Pane (up to 9 levels deep)
  - ii. Must have heading styles enabled.
  - iii. Thumbnails of pages
  - iv. Add new heading, move heading, demote, delete
  - v. Search → Cntl F → type in Service notice the list in order and the yellow in the document.  
Click X to close search → click magnifying glass → and click on Table Advanced search select arrow next to search box, select Advanced Find → replace your name with another name.

## Other Stuff

1. Clip art → Insert → clip art → type in a search → pumpkin → pull the clip art to your page → Resize
2. Templates → File Tab → New
3. Track Changes → Review > Track changes
4. To force a single space → Cntl → Enter
5. PDF - <http://office.microsoft.com> - search for PDF plug in and download
6. Avery software - when installed creates a tab in Word
7. To show Desktop -
  - a. Windows XP - on bottom of desktop (the bar by Start) right click - Toolbars - Check Quick Launch
  - b. Windows 7 - show desktop is on the lower right corner. If you want an application on your taskbar → right click on the applications icon → select "Pin to task bar".