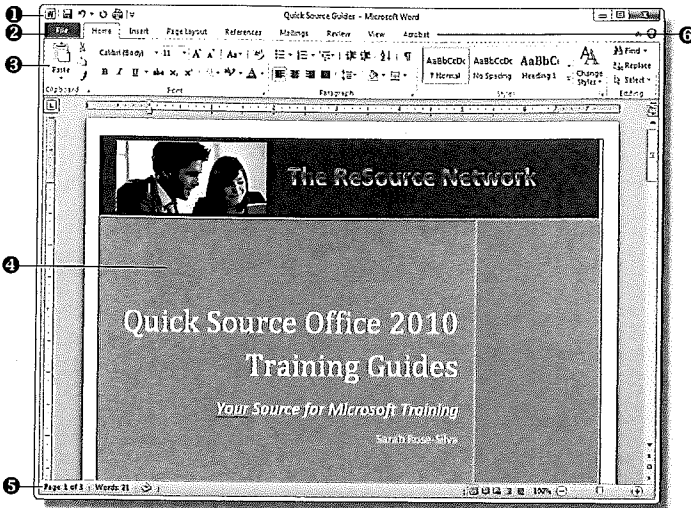


Getting Started

The Word Window



- ❶ **Quick Access Toolbar** – contains shortcuts for the most commonly used tools.
- EW! ❷ **Backstage View** – contains tools to work with workbook files and manage Word settings.
- ❸ **Ribbon** – contains groups of tools for use with Word 2010.
- ❹ **Document Pane** – displays the current document.
- ❺ **Status Bar** – contains document information and shortcuts.
- ❻ **Tab Bar** – contains tabs that display tools and commands in the ribbon.

EW! Customizing the Ribbon

1. Click on the **File** tab.
2. Select **Options** in the left pane.
3. Select **Customize Ribbon**.
4. Click the arrow on the **Customize the Ribbon** box and select the tab group you want to customize from the resulting menu.
5. Do any of the following:
 - *To hide or display a tab*, check or clear the box next to the group name in the box on the right.
 - *To rename a tab or group*, select the current name and click the **Rename** button. Enter a new name in the **Display name** box and click the **OK** button.
 - *To rearrange tabs and groups*, select the tab or group name and click the **Move Up** or **Move Down** button.
6. Click the **OK** button when you are finished.

EW! Using the Backstage View

The Backstage view replaces and expands on the File menu in Word 2003 and the Microsoft Office button in Word 2007. The Backstage view allows you to quickly manage Word settings, such as Permissions, Sharing, Versions, Properties, and Options. It also allows you to save a file, open a file, or print the current file. To access the Backstage view, click on the **File** tab on the **Tab Bar**. Make selections in the **Left pane**. Click on a tab (including the **File** tab) to exit the Backstage view.

Opening a Document

1. Click on the **File** tab.
2. Select **Open** in the left pane.
3. In the **Open** dialog box, locate and select the file you want to open.
4. Click the **Open** button.

Opening a Recent Document

1. Click on the **File** tab.
2. Select **Recent** in the left pane.
3. Do one of the following:
 - *To open a recent document*, select the document in the **Recent Documents** pane.
 - *To open a recent folder*, select the folder in the **Recent Places** pane. Select the file you want to open and click the **Open** button.

Creating a New Blank Document

1. Click on the **File** tab.
2. Select **New** in the left pane.
3. Select **Blank document** in the **Available Templates** pane.
4. Click the **Create** button.

Creating a Document from a Template

1. Click on the **File** tab.
2. Select **New** in the left pane.
3. Do one of the following:
 - *To use a recently used template*, select **Recent templates**.
 - *To use a sample template*, select **Sample templates**.
 - *To use a template that you have created*, select **My templates**.
4. Select the template you want to use.
5. Click the **Create** button.

Note: Click the **Home** button to return to the **Available Templates** pane.

Creating a Document Based on an Office.com Template

1. Click on the **File** tab.
2. Select **New** in the left pane.
3. Select a template category in the **Office.com Templates** section.
4. Select the template you want to use.
5. Click the **Download** button.

Saving a Document

1. Click on the **File** tab.
2. Do one of the following:
 - *To save the document as a Word 2007 or Word 2010 file (.docx)*, select **Save** from the left pane.
 - *To save the document as another file format*, select **Save As** in the left pane. Click the arrow on the **Save as type** box and select a format from the resulting menu.
3. Select the location where you want to save the document.
4. Enter a file name in the **File name** box.
5. Click the **Save** button.

Note: To quickly save after the initial save, click the **Save** button on the **Quick Access toolbar** or press **Ctrl + S**.



Page Layout

Selecting the Paper Size

1. Click on the **Page Layout** tab.
2. Click the **Size** button in the **Page Setup** group.
3. Do one of the following:
 - To select a standard paper size, select a paper size from the resulting menu.
 - To specify a custom paper size, select **More Paper Sizes** from the resulting menu. Enter values in the **Width** and **Height** boxes and click the **OK** button.

Changing the Page Orientation

1. Click on the **Page Layout** tab.
2. Click the **Orientation** button in the **Page Setup** group.
3. Select **Portrait** or **Landscape** from the resulting menu.

Setting Page Margins

1. Click on the **Page Layout** tab.
 2. Click the **Margins** button in the **Page Setup** group.
 3. Select a margin type from the resulting menu.
- Note: To set custom margin values, click the **Margins** button and select **Custom Margins** from the resulting menu. In the **Margins** section, enter values and click the **OK** button.*

Inserting Page Numbers

1. Click on the **Insert** tab.
 2. Click the **Page Number** button in the **Header & Footer** group.
 3. Select a location to place the page numbers.
 4. Select a format from the resulting menu.
 5. Click the **Close Header and Footer** button in the **Close** group.
- Note: To remove page numbers, click on the **Insert** tab, click the **Page Number** button in the **Header & Footer** section and select **Remove Page Numbers** from the resulting menu.*

Inserting Header and Footers

1. Click on the **Insert** tab.
2. Click the **Header** or **Footer** button in the **Header & Footer** group.
3. *Optional:* Select **More Headers** from **Office.com** or **More Headers from Office.com**.
4. Select a header or footer from the resulting menu.
5. Enter text in the header or footer area.
6. *Optional:* Use the buttons in the **Insert** group to insert the date and time and other items such as graphics.
7. *Optional:* To switch between the header and footer areas, click the **Go to Header** or **Go to Footer** button in the **Navigation** group.
8. *Optional:* To format text, select the text, click on the **Home** tab, and use the buttons in the **Font**, **Paragraph**, and **Styles** groups.
9. Click on the **Design** tab and click the **Close Header and Footer** button in the **Close** group.

Inserting a Blank Page or a Page Break

1. Click in the document where you want to insert the break.
 2. Click on the **Insert** tab.
 3. In the **Pages** group, do one of the following:
 - To insert a blank page, click the **Blank Page** button.
 - To insert a page break, click the **Page Break** button.
- Note: To quickly insert a page break, press **Ctrl + Return**.*

Inserting the Date and Time

1. Click in the document where you want to insert the date and/or the time.
2. Click on the **Insert** tab.
3. Click the **Date & Time** button in the **Text** group.
4. Select a format in the **Available formats** box.
5. *Optional:* Check the **Update automatically** box to automatically update the date and time when you open or print the document.
6. Click the **OK** button.

Inserting a Table

1. Click in document where you want to insert the table.
 2. Click on the **Insert** tab.
 3. Click the **Table** button in the **Tables** group.
 4. Select **Insert Table** from the resulting menu.
 5. In the **Table size** section, enter the number of columns and rows.
 6. *Optional:* Select options in the **AutoFit behavior** section.
 7. Click the **OK** button.
- Note: To quickly insert a table, click the **Table** button in the **Tables** group and drag to select the number of rows and columns.*

Adding Alternative Text to a Table ^{NEW!}

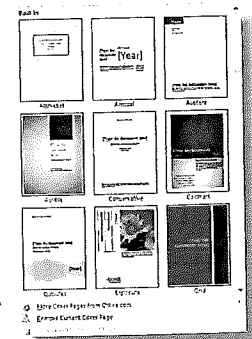
You can add a description or summary to a table. Alternative text is useful for people with disabilities.

1. Right-click the table and select **Table Properties** from the resulting menu.
2. Click on the **Alt Text** tab.
3. Enter a description in the **Description** box.
4. *Optional:* Add a summary of the alternative text in the **Title** box.
5. Click the **OK** button.

Inserting a Cover Page

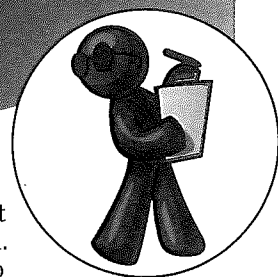
1. Click on the **Insert** tab.
2. Click the **Cover Page** button in the **Pages** group.
3. *Optional:* Select **More Cover Pages from Office.com**.
4. Select a cover page from the resulting gallery.

*Note: To remove a custom page, click on the **Insert** tab, click the **Cover Page** button, and select **Remove Current Cover Page** from the resulting menu.*



Applying a Theme

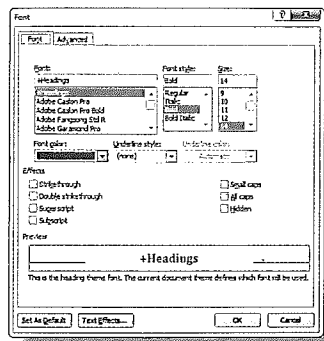
1. Click on the **Page Layout** tab and do any of the following:
 - To change the overall theme of a document, click the **Themes** button in the **Themes** group and select a theme from the resulting gallery.
 - To change the theme colors, click the **Theme Colors** button in the **Themes** group and select a theme color from the resulting gallery.
 - To change the theme fonts, click the **Theme Fonts** button in the **Themes** group and select a font theme from the resulting gallery.
 - To change the theme effects, click the **Theme Effects** button in the **Themes** group and select an effect theme from the resulting menu.



Text

Formatting Text

1. Select the text you want to format.
2. Click on the **Home** tab.
3. Click the **Show the Font dialog box** launcher in the **Font** group.
4. Make font formatting selections.
5. **NEW!** *Optional:* To apply OpenType features, click on the **Advanced** tab. Under **OpenType Features**, select the options you want.
6. Click the **OK** button when you are finished.



Note: To quickly format text, select the text you want to format and click the buttons in the **Font** group.

Creating a Bulleted or Numbered List

1. Enter "*" (asterisk) to start a bulleted list or "1." to start a numbered list.
2. Press the **Spacebar** or **Tab** key.
3. Enter the first line of text and press the **Enter** key. (Word will indent the list and display the next bullet or number.)
4. *Optional:* Enter additional lines of text.
5. When you are finished, press the **Enter** key twice to end the list.

Adding Bullets or Numbers to Existing Text

1. Select the text you want to make into a list.
2. Click on the **Home** tab.
3. In the **Paragraph** group, do one of the following:
 - To add bullets, click the **Bullets** button.
 - To add numbers, click the **Numbering** button.
 - To create a multilevel list, click the **Multilevel List** button and select a list style from the resulting menu.
4. *Optional:* To demote a selected item, click the **Increase Indent** button in the **Paragraph** group or press the **Tab** key.
5. *Optional:* To promote a selected item, click the **Decrease Indent** button in the **Paragraph** group or press **Shift + Tab**.

NEW! *Note:* Word 2010 includes new fixed-digit numbering formats, such as 001, 002, 003 etc.

Cutting, Copying, and Pasting Text

1. Select the text you want to cut or copy.
2. Click on the **Home** tab and do one of the following:
 - To cut the text, click the **Cut** button in the **Clipboard** group or press **Ctrl + X**.
 - To copy the text, click the **Copy** button in the **Clipboard** group or press **Ctrl + C**.
3. Click where you want to paste the selection.
4. Click the top section of the **Paste** button in the **Clipboard** group or press **Ctrl + V**.
5. *Optional:* Click the **Paste Options** smart tag button that appears and do one of the following:
 - To keep the source formatting, click the **Keep Source Formatting** button.
 - To merge the source and destination formatting, click the **Merge Formatting** button.
 - To paste the text with no formatting, click the **Keep Text Only** button.

Previewing Text Before Pasting **NEW!**

Word 2010 allows you to preview copied text to view the formatting before you paste it in.

1. Copy the text or screen shot you want to paste into the document.
2. Click on the **Home** tab.
3. Click the bottom section of the **Paste** button in the **Clipboard** group.
4. Rest your mouse pointer on the buttons to preview the text before you paste it.
5. Click a button to paste the text.

Note: You can also preview screen shots and other graphics before pasting them in your document.

Working with the Mini Toolbar

The Mini toolbar gives you quick access to formatting tools.

1. Select the text you want to format.
2. Place your mouse pointer over the Mini toolbar to display it.
3. Click a button on the Mini toolbar to format text.

Note: If you do not want the Mini toolbar to automatically appear when you select text, click on the **File** tab and select **Options** in the left pane. Clear the **Show Mini Toolbar on selection** box and click the **OK** button.

Applying a Quick Style to Text

1. Select the text you want to format.
2. Click on the **Home** tab.
3. Select a style in the **Quick Styles** box. (If the **Quick Styles** box is not displayed, click the **Quick Styles** button in the **Styles** group and select the style you want in the gallery.)

Inserting a Symbol or Special Character

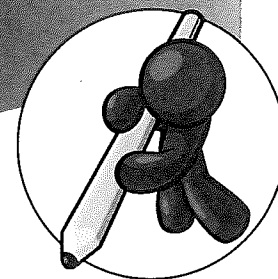
1. Click in the document where you want to insert a symbol or character.
2. Click on the **Insert** tab.
3. Click the **Symbol** button in the **Symbols** group.
4. Select **More Symbols** from the resulting menu.
5. Click the arrow on the **Font** box and select a font from the resulting menu.
6. Do one of the following:
 - To insert a symbol, click on the **Symbols** tab and select the symbol you want to insert.
 - To insert a special character, click on the **Special Characters** tab and select the character you want to insert.
7. Click the **Insert** button.
8. Click the **Close** button when you are finished.

Note: To apply a recently used symbol, click on the **Insert** tab, click the **Symbol** button in the **Symbols** group, and select a symbol from the resulting menu.

Applying Paragraph Formatting

1. Select the text you want to format.
2. Click on the **Home** tab.
3. Click the **Show the Paragraph dialog box** launcher in the **Paragraph** group.
4. Make paragraph formatting selections.
5. Click the **OK** button when you are finished.

Note: To quickly apply formatting to selected paragraph text, click the buttons in the **Paragraph** group. To quickly change the alignment, click the **Align Text Left**, **Center**, **Align Text Right**, and **Justify** buttons in the **Paragraph** group.



Editing

Checking Spelling, Grammar, and Contextual Spelling

Word automatically checks spelling and grammar errors as you enter text. When it identifies a spelling, grammatical, or contextual spelling error, a red (spelling), green (grammar), blue (contextual spelling) wavy line will appear under the text.

- To make changes to the error, right-click the underlined text and select from a list of corrections.
- To check spelling, grammar, and contextual spelling all at once, click on the **Review** tab and click the **Spelling & Grammar** button in the **Proofing** group, or press **F7**.

*Note: To set options for spelling, grammar, and contextual spelling, click on the **File** tab and select **Options** in the left pane. Select **Proofing**, select options, and click the **OK** button to apply the changes.*

Adding an AutoCorrect Entry

The AutoCorrect feature automatically detects and corrects typos, misspelled words, and incorrect capitalization. You can also use the AutoCorrect feature to quickly insert text or symbols by typing an abbreviation.

1. Select the text or symbol you want to add to the list.
2. Click on the **File** tab and select **Options** in the left pane.
3. Select **Proofing** and click the **AutoCorrect Options** button.
4. Click on the **AutoCorrect** tab. (The selected text or symbol will appear in the **With** box.)
5. Enter an abbreviation in the **Replace** box.
6. Click the **Add** button.
7. *Optional:* To prevent automatic corrections, click the **Exceptions** button. Click on the tabs, make changes, and click the **Add** button. Click the **OK** button.
8. Click the **OK** button to close all remaining open dialog boxes.

Note: To insert the text or symbol, enter the abbreviation followed by a space.

Viewing Pages **(NEW!)**

1. Click on the **View** tab.
2. Check the **Navigation Pane** box in the **Show** group.
3. Click the **Browse the pages in your document** tab in the **Navigation** pane.
4. Click on a page thumbnail to go to the page.
5. Click the **Close** button to close the **Navigation** pane.

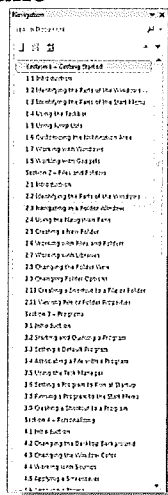
Searching for Text **(NEW!)**

You can search for text in any area of the **Navigation** pane; however the results are displayed differently depending on which area you are in.

1. Click on the **Home** tab.
 2. Click the **Find** button in the **Editing** group.
 3. Enter the text you want to find in the **Find what** box.
 4. Do one of the following:
 - To view the search results, click on the **Browse the results from your current search** tab. All the matches are in context in the **Navigation** pane. Click on a match to go to the spot in the document.
 - To view the results by heading, click the **Browse the headings in your document** tab. Headings that contain a match are highlighted. Click on a heading to go to the spot in the document. The results are also highlighted in the document.
 - To view the results by page, click on the **Browse the pages in your document** tab. Only pages that contain a match are displayed. Click on a thumbnail to go directly to that page in the document.
 5. *Optional:* To clear the search results, click the **Click to end your search and scroll back to your original place in the document** button on the right side of the **Search Document** box.
 6. Click the **Close** button to close the **Navigation** pane.
- Note: You can also press **Ctrl + F** to search using the **Navigation** pane.*

(NEW!) Using the Document Navigation Pane

The Document Navigation pane allows you to quickly navigate and reorganize your document by dragging and dropping headings. You can also collapse and expand outline levels and search for text of objects in your document.



(NEW!) Viewing and Organizing Document Headings

Before you can view headings in the **Navigation** pane, each heading must have a "Heading" style applied to it.

1. Click on the **View** tab.
2. Check the **Navigation Pane** box in the **Show** group.
3. If the headings are not visible, click the **Browse the headings in your document** tab in the **Navigation** pane.
4. *Optional:* Click on a heading to go to the location in the document.
5. *Optional:* To move a heading and its corresponding section, click and drag the heading to a new location. (The changes are immediately reflected in the document.)
6. Click the **Close** button to close the **Navigation** pane.

Note: You can also right-click a heading to promote or demote the heading, add a new heading or subheading, or delete a heading.

Searching for Objects **(NEW!)**

You can use the **Navigation** pane to search for objects, such as graphics and tables in your document.

1. Click on the **Home** tab.
2. Click the **Find** button in the **Editing** group.
3. Click the **Find Options** and additional search commands button on the right side of the **Search Document** box.
4. In the **Find** section, select the type of object you want to find. (All results are displayed in the **Navigation** pane.)

Replacing Text

1. Click on the **Home** tab.
 2. Click the **Replace** button in the **Editing** group.
 3. Enter the text you want to replace in the **Find what** box.
 4. Enter the replacement text in the **Replace with** box.
 5. Click the **Find Next** button.
 6. Click the **Find Next**, **Replace**, or **Replace All** button.
 7. Click the **Close** button when you are finished.
- Note: You can also press **Ctrl + H** to replace text.*

Using Word Count

1. Click on the **Review** tab.
2. Click the **Word Count** button in the **Proofing** group.
3. Click the **Close** button when you are finished.



Illustrations

Inserting a Picture, Clip Art, or Shape

1. Click in the document where you want to insert the illustration.
2. In the **Illustrations** group, do one of the following:
 - To insert a picture from a file, click the **Picture** button. Locate and select the file you want to insert and click the **Insert** button.
 - To insert clip art, click the **Clip Art** button. In the **Clip Art** task pane, enter a keyword in the **Search for** box, select other options, and click the **Go** button. Click on a clip to insert it.
 - To insert a shape, click the **Shapes** button. Select the shape you want from the resulting menu. Click and drag in the document to create the shape.
3. *Optional:* Click the buttons on the **Format** tab that appears to format the graphic or shape.

EW! *Note: To use, submit, and search for community-submitted clip art, click the **Clip Art** button in the **Illustrations** group and click the **Find more at Office.com** link at the bottom of the **Clip Art** task pane.*

Inserting a SmartArt Graphic

1. Click on the **Insert** tab.
2. Click the **SmartArt** button in the **Illustrations** group.
3. Select a category in the left pane.
4. Select the SmartArt graphic you want to insert.
5. Click the **OK** button.
6. *Optional:* Click on the **Format** tab that appears and click the buttons to format the shapes in the graphic.

EW! Inserting a Screen Shot

Word now provides tools for taking screen shots (or pictures of the screen) and inserting them in your documents. You can take a screen shot of any window that is not minimized. If you want to insert a portion of a window, minimize all windows except the Word window you are working in and the window you want to use to take the screenshot.

1. Click the document where you want to add the screenshot.
2. Click on the **Insert** tab.
3. Click the **Screenshot** button in the **Illustrations** group and do one of the following:
 - To insert a screen that you have open on your computer, select the screen in the **Available Windows** section.
 - To create your own screenshot, select **Screen Clipping** from the resulting menu. Click and drag the area you want to insert in the document.
4. *Optional:* Click the button on the **Format** tab that appears to format the screen shot.

Output

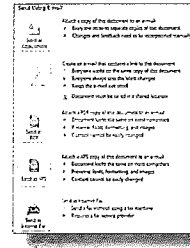
Previewing and Printing a Document

1. Click on the **File** tab.
2. Select **Print** in the left pane. (*The Print Preview is automatically displayed in the right pane.*)
3. *Optional:* To change the preview zoom, click and drag the **Zoom** slider or click the **Zoom Out** or **Zoom In** buttons at the bottom of the preview.
4. Select print options in the middle pane.
5. Click the **Print** button to print the document.

*Note: You can also press **Ctrl + P**.*

E-mailing a Document as an Attachment

1. Click on the **File** tab.
2. Select **Save & Send** in the left pane.
3. Click the **Send as Attachment** button.
4. Enter recipient information in the **To** box.
5. *Optional:* Enter additional information.
6. Click the **Send** button.



Note: You can also send a PDF or XPS copy of the document as an attachment or a link to the document in an email.

Recovering Files

Recovering Unsaved Documents **NEW!**

By default the **AutoRecover** and **AutoSave** options are enabled. This allows you to recover earlier versions of a file when you close without saving.



1. Click on the **File** tab.
2. Click the **Manage Versions** button.
3. Select **Recover Unsaved Documents** from the resulting menu.
4. Select the document you want to recover and click the **Open** button.

*Note: To adjust options for **AutoRecover** and **AutoSave**, click on the **File** tab, select **Options** in the left pane, and click **Save**.*

Recovering Previously Saved Documents **NEW!**

If you close a file that has been saved previously without saving your current edits, you can overwrite the file with the last **AutoSaved** version of the file.

1. Open the file that you were working with.
2. Click on the **File** tab.
3. Under **Versions**, select the version labeled “(when I closed without saving)”.
4. At the top of the document, click the **Restore** button to overwrite any previously saved versions with the last **AutoSaved** version of the file.
5. Click the **OK** button.

Comparing an Earlier Version with the Current Document **NEW!**

You compare your current document with an **AutoSaved** version of a document and select which changes you want to save.

1. Click on the **File** tab.
2. Under **Versions**, select the version you want to compare with the current document.
3. At the top of the document, click the **Compare** button.
4. Use the buttons on the **Review** tab to accept or reject changes.

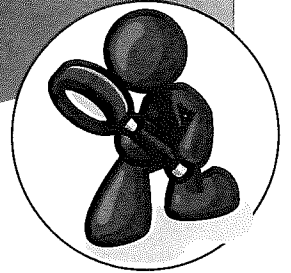
To order call toll-free 1-888-280-0424.

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Views

Changing the Document View

1. Click on the **View** tab.
2. In the **Document Views** group, do one of the following:
 - To view the document as it will look when it is printed, click the **Print Layout** button. (*Print Layout is the default view.*)
 - To view the document in full screen, click the **Full Screen Reading** button.
 - To view the document as it will appear in a Web browser, click the **Web Layout** button.
 - To view the document as an outline, click the **Outline** button. Click the **Close Outline View** button in the **Close** group to return to the default view.
 - To view the main text of the document without graphics or headers, click the **Draft** button in the **Document Views** group.

Viewing Multiple Documents

1. Open the documents you want to view.
2. Click on the **View** tab.
3. Click the **Arrange All** button in the **Window** group.

Home Tab Shortcuts

Clipboard Group

Paste	Ctrl + V
Cut	Ctrl + X
Copy	Ctrl + C
Format Painter	Ctrl + Shift + C

Font Group

Calibri (Body) ▾ Font	Ctrl + Shift + F
11 ▾ Font Size	Ctrl + Shift + P
A ⁺ Grow Font	Ctrl + Shift + .
A ⁻ Shrink Font	Ctrl + Shift + ,
Aa ⁺ Change Case	none

Clear Formatting	none
B Bold	Ctrl + B
<i>I</i> Italic	Ctrl + I
<u>U</u> Underline	Ctrl + U
abc Strikethrough	none
x ₂ Subscript	Ctrl + =
x ² Superscript	Ctrl + Shift + +
Text Effects	none
Text Highlight Color	none
Font Color	none

Paragraph Group

Bullets	none
Numbering	none
Multilevel List	none
Decrease Indent	none
Increase Indent	none
Sort	none
Show/Hide ¶	Ctrl + Shift + 8
Align Text Left	Ctrl + L
Center	Ctrl + E
Align Text Right	Ctrl + R
Justify	Ctrl + J
Line Spacing	none
Shading	none
Bottom Border	none

Styles Group

Quick Styles	none
Change Styles	none

Editing Group

Find ▾ Find	Ctrl + F
Replace Replace	Ctrl + H
Select ▾ Select	none

Getting Help

Using Word Help

1. Click the **Microsoft Word Help** button on the **Tab Bar** or press **F1**.
2. Do one of the following:
 - To browse Word Help, select a topic heading in the **Browse Word 2010 support** section.
 - To browse the **Help Table of Contents**, click the **Show Table of Contents** button on the **Standard** toolbar. Click a book icon to open a topic and view its subtopics.
3. Click once on a topic to view **Help** information.

*Note: Click the **Home** button on the **Standard** toolbar to return to the **Home** page. Click the **Back** and **Forward** buttons to navigate through Outlook Help.*

Printing a Help Topic

1. Display the Help topic you want to print.
2. Click the **Print** button on the **Standard** toolbar.
3. Select print options.
4. Click the **Print** button to print the topic.

Searching for a Help Topic

1. Click the **Microsoft Word Help** button on the **Tab Bar** or press **F1**.
2. Click the arrow on **Search** button and select where you want to search from the resulting menu.
3. Do one of the following:
 - To search for a new Help topic, enter what you want to search for in the **Type words to search for** box and click the **Search** button.
 - To search for a recently used search topic, click the arrow on the **Type words to search for** box and select a topic from the resulting menu.
4. Click once on a topic to view **Help** information.

Accessing Help in the Backstage View (NEW!)

Click on the **File** tab and select **Help** in the left pane. You can access Word Help, Microsoft Office Online, or contact Microsoft Support.

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