Warren-Newport Public Library District

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Take-Along Tutor: Using Microsoft Word 2010

Word processing is the creation of a document using a computer program. Word processing is similar to using a typewriter – the keyboard is essentially the same, and the process of typing a letter, term paper, etc., is the same. Word processing, however, allows you to correct, enhance, or change a document with greater ease. In today's class, we will use a word processing program called Microsoft Word. Microsoft Word (many people refer to it as just "Word") is an easy-to-use program. In this pamphlet, you will learn how to open, create, format, print and save a basic Word document

Launching Microsoft Word

To begin using Word, double-click on the Microsoft Word icon on your desktop.

 ← **Microsoft Word Icon**

Microsoft Word will open. You will see a blank page, as well as "tabs" and the "ribbon". Tabs are keywords that indicated where certain types of activities or functions are located in Microsoft Word. Each tab is connected to a ribbon. The ribbon contains the commands and activities that can be used in Word.
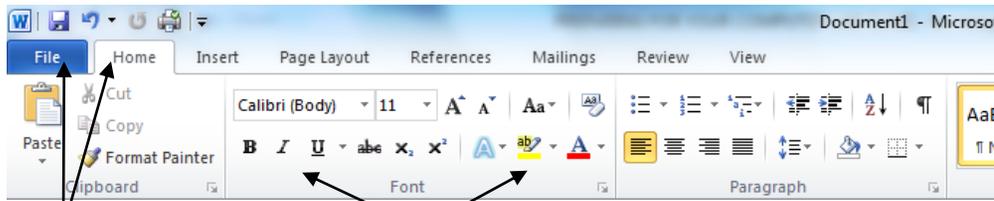
Tabs   The Ribbon

Each ribbon contains small pictures, or buttons, that you can click on in order to alter the appearance of your document. Each small picture, or button, performs a specific function. If you place your mouse arrow over the button, Word will give you a brief description of what that button can do to your document (Example: If you put your mouse over the "**B**" in the font section of the ribbon, Word tells you that this button will make your text bold.).

We will discuss several of the ribbons and buttons in this handout.

You are now ready to begin using Word. Remember, Word is just like using a typewriter – you just get to preview everything before it's printed on paper.

Starting A New Document

To begin a new document, launch Microsoft Word. Then, click on the Office Button.

1) Click once on the File tab.

1) Click once on the New button..

A new, blank Word document will open on your screen.

Opening An Existing Document

Insert your flash drive into the computer's USB drive (this is a small, rectangular opening on the front or side of the computer "box" or CPU). To open a file, click on the File tab at the top, left corner of your screen, and then click on the "Open" folder.

You can choose to save your file to the Temporary drive on the computer, or to your flash drive. Your flash drive should be listed by it's brand name or type.
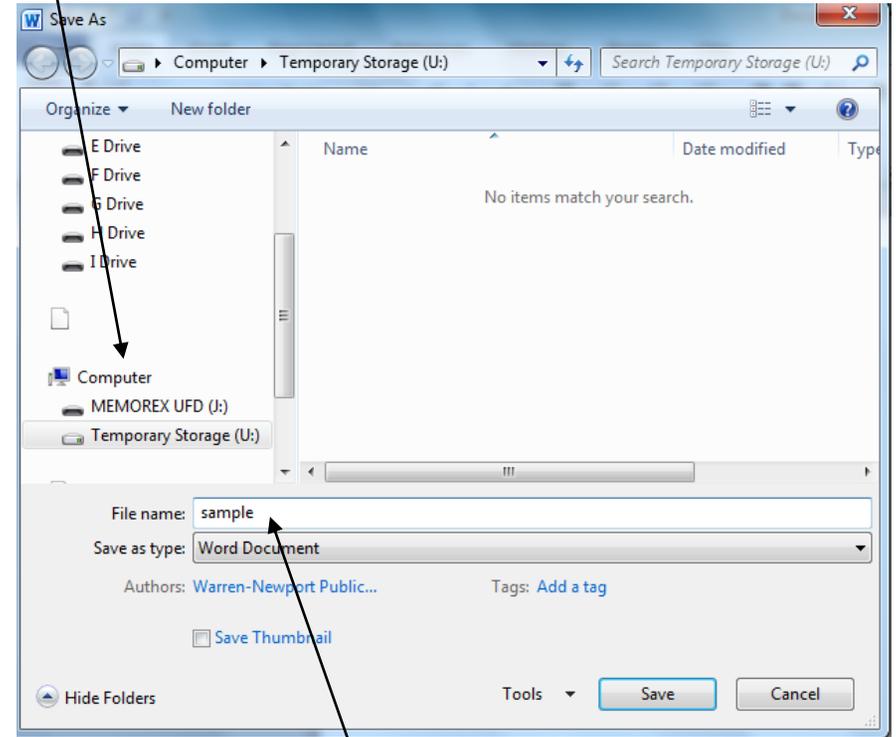
File name box (type your document name here)

Saving to a USB or "Flash" drive – Follow the same steps for saving to the Temporary drive, but select your flash drive instead. Your flash drive will likely be listed under it's brand name or type.

Flash Drive
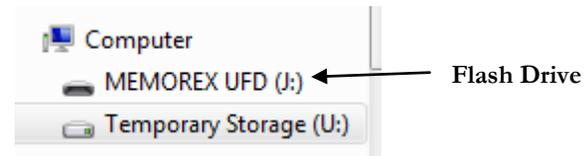
A pop-up window will appear, listing misspelled words in red and grammatical errors in green, along with suggestions for correction.. To correct the error, select the correction that your would like to use and click "Change." If it is an error that appears more than once in the document, click "Change All." If you would like to ignore the error, you can choose to "Ignore Once" or "Ignore All."

Saving A Document

Saving a document keeps a copy of it for future use. You can save a document to your computer's hard drive, to a network drive, or to a removable drive. Each drive is designated by a letter (A, B, C, etc.). In today's class, we will save a document to a network drive and a removable drive.

Saving To The Temporary Drive – On the library's computers, you can temporarily save a document to the Temporary drive. The Temporary drive will only retain the document for the day (it will be deleted when the computers shut down in the evening). To temporarily save a document to the Temporary drive, click on the "Save" button next to the Office button (see below).

Save button

A pop-up menu will appear, with a "Save in:" drive listed. ***The "Temporary" drive is usually the default drive in the library's computer lab.*** Type a name for your document in the "File name:" box (make it something unique, that will readily identify your document), then click on the "Save" button. Your file will be saved to the "Temporary" drive.

1) Click once on the File tab.

1) Click once on the Open folder.

A pop up window will appear. You will see a list of drives (listed "A:" "B:", etc.). If you have saved your document directly to your home computer, it will likely be in the "C" drive. If you have saved your document to the flash drive, it will be labeled another letter, like "D" or "J". (At the library, the flash drive is usually letter "J"). Once you have located and accessed the drive where your file is located, find the file / document that you want to work with. Double-click on the document name to open it.
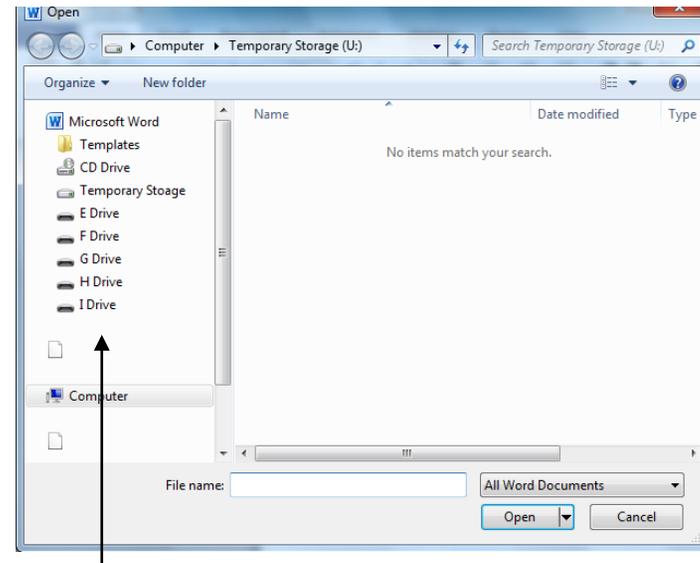

To search other drives, click the drive letter here

Formatting a Document

Formatting refers to the appearance of a document. Word documents can be formatted during typing by clicking on the appropriate formatting button before typing, or can be altered after typing. To format any element of a document *after* it has already been typed, highlight the word or section you want to format, and *then* click the formatting button. Here are some common formatting functions:

Undo – Undo will remove the last format, function, or typing sequence. To undo the last command, click on the undo button (see below).

Undo button
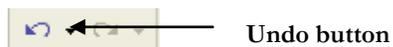
Backspace VS Delete – The backspace and delete keys may be used to correct a document. Backspace will remove any text or formatting to the *left* of the cursor. Delete will remove any text or formatting to the *right* of the cursor.

Inserting Text – Text may be inserted into an already existing document via the keyboard. To insert text, move the mouse "I" bar to the place where you would like to add text. Click once to move the cursor to the area.

You may type the new text between the existing text. **If the new text deletes or erases the old text, you need to press the "Insert" key on your keyboard** (the insert key is to the right of the backspace key) (see above).

This is the insert key
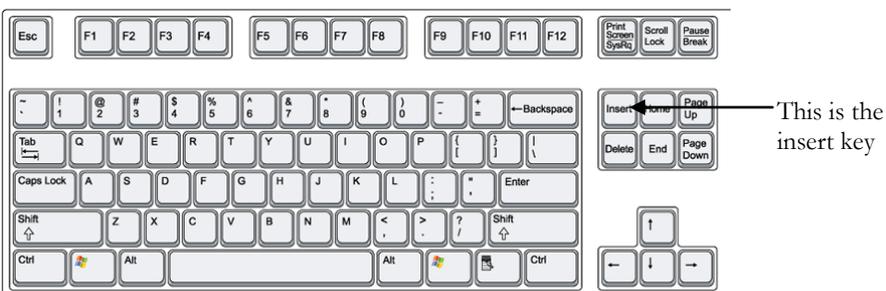
Tab – Moves cursor to a predestinated space, usually five spaces at a time (like the indentation of a paragraph). Press the tab key to tab. DO NOT space over to indent – use tabs!

Spacing – Area between typed lines in a document. You can have single, 1.5 or double spacing. To change the spacing of a document or paragraph, either highlight the area in question, or place the cursor at the beginning of the paragraph or section. Click on the drop down arrow next to the Line Spacing button in the tool bar.

This is the line spacing button.

Copy & Paste

Copy and Paste is a simple technique that allows you to move text and pictures around a document, or from one type of document to another (from the Internet to Word, or Word to Powerpoint, etc.). You can copy and paste with just your mouse, or by using the Copy and Paste buttons on the Home tab.

To copy and paste using your mouse:

Locate the text or picture that you want to copy. Hold down your left mouse button and drag it across the text or picture — the item will become highlighted. Release your mouse and place it over the highlighted item, then click your right mouse button once. A pop-up menu will appear; choose "Copy." Move your mouse to where you would like to add the copied item and right click. A pop-up menu will appear; choose "Paste" and the item will be pasted into your document.

**To copy and paste using the Home tab in Word:**

Click on the Home tab. Locate the text or picture that you want to copy. Hold down your left mouse button and drag it across the text or picture — the item will become highlighted. Release your mouse. Look at the first ribbon section under the Home tab — it has an option for "Copy" and "Paste" — click "Copy" to copy the item. Move your mouse to the location where you would like to add the copied item and click to move your cursor there. Choose "Paste" from the ribbon and the item will be pasted into your document.

Click here to Copy

Click here to Paste
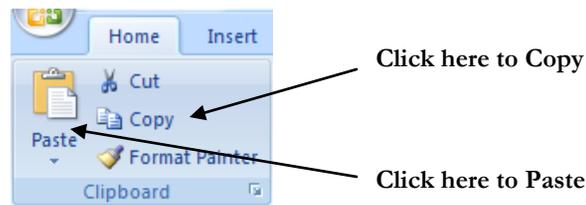
Spelling & Grammar Check

Your last review step in any document should be a spelling and grammar check. Spelling and Grammar check looks for misspelled words, extra spaces between words and improper grammar. To search your document for misspellings and grammatical errors, click on the "Review" tab, then click on "Spellingand Grammar Check."

Click here to check spelling and grammar
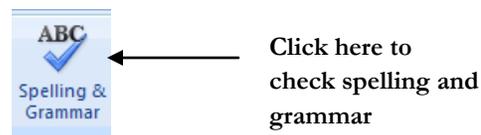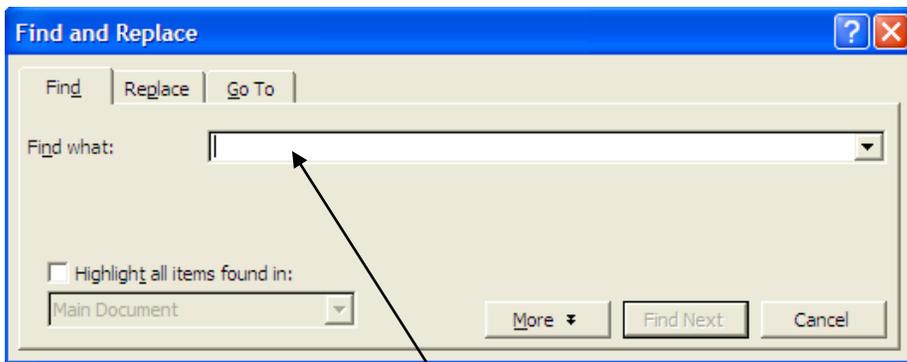
Type your search word here.

To find and replace a word, click on "Replace" in the "Editing" section of the ribbon. A pop up window will appear. Click on the tab labeled "Replace." In the "Find what" field, type the word you want to find. In the "Replace with" field, type the word you would like to replace it with. You can choose to replace the first occurrence of the word, or you can click on "Replace All" to replace all occurrences of the word.
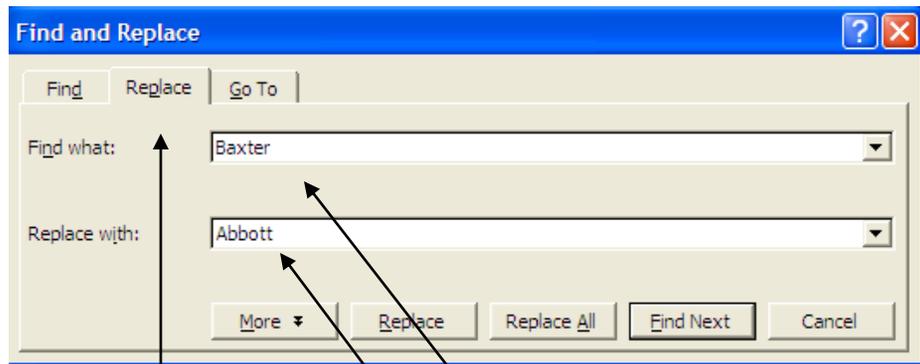
Click on the Replace tab.

Type your search word here.

Type your replacement word here.

Select the line spacing you need (example: 1, 1.5, 2, etc.) by clicking on the appropriate setting. To reset the spacing for an entire document, click on the "Home" tab, then choose "Select" at the far right. Follow the spacing instruction above to set the spacing for the entire document.

Choose "Select" to choose all text on the page.

Page Margins – Sets the spacing along all sides of the page. To set margins from the "Home" tab, click on the "Page Layout" tab on the ribbon. In the "Page Setup" section of the ribbon, click on "Margins". You can choose a preset margin, or click on "Custom Margins" to make the settings your self. Please note that margins have a default setting of 1 inch on the top and bottom, and 1.25 inches on the sides.
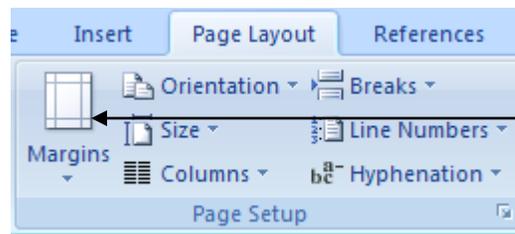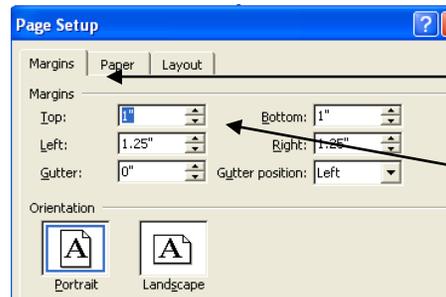

Click on the "Margins" button to change the document's margins.

Click here to set custom margins.

To set custom margins, click on "Custom Margins." To change the default settings, click on the up or down arrows next to each margin setting (see below):


Margins tab

Margins can be altered by clicking on the up or down arrows

Page Orientation – Page orientation allows you to change the position of the page. Portrait orientation refers to the page being aligned vertically (longer, rather than wider). Landscape refers to the page being aligned horizontally (wider, rather than longer). You can change the page orientation from the Page Setup section of the ribbon (under the "Page Layout" tab). Click on the "Orientation" button, and then select the page orientation from the Orientation choices in the pop-up box (see below).
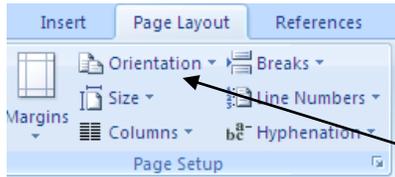

Click on "Orientation"
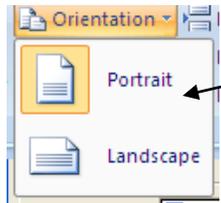
Choose your page orientation

Bold, Italics, and Underline – Bold will make words appear in bold type. To bold a word, click on the bold button in the Font section of the ribbon (under the "Home" tab) and then type the word. To turn bold off, click on the bold button again. You can follow the same steps for italics and underline: To italicize a word, click on the italics button and type the word, or to underline, click on the underline button and type the word. You can also bold, italicize, or underline an existing word by highlighting it, then clicking on the appropriate button (see below).

Bold
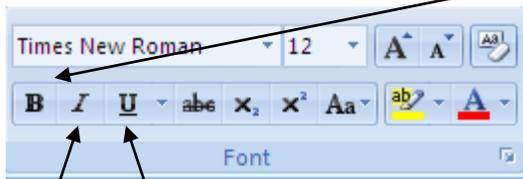
Italics   Underline

Justification – Justification refers to how text lines up on a page. Justification can be left, right, center, or full. Most documents are left justified (all text is aligned at the left), while newspapers and magazines tend to use full justification. Word will default to left justification, and will automatically move to a new line when the text reaches the right side of the page. You DO NOT need to press "return" or "enter". To alter the justification, you can click on the justification buttons in the "Paragraph" section of the ribbon, under the "Home" tab (see below).

Left	Center	Right	Full
Justification	Justification	Justification	Justification

Font – The font is the style of type for a document or portion of a document. The most common ("default") font is Times New Roman (newspaper-style text). Other popular fonts are Arial and Monotype Corsiva. You can also change the font size – standard is 12pt or 12 point. To change the font style, go to the "Font" section of the ribbon (under the "Home" tab). Click on the drop down arrow at the end of the current font setting (see below) and select a new font. To change the font size, click on the drop down arrow next to the font size and choose a new size.
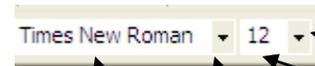
Font Style	Drop-Down Arrow	Font Size	Drop-Down Arrow

Find & Replace – Find and replace searches for specific words within a document. "Find" allows you to go to a specific word within a document (for example, you can find the word "references" within a document). "Replace" will locate a word and replace it with a different word (for example, you can find the word "Baxter" and replace it with "Abbott"). Find and replace are excellent tools for editing documents, especially resumes (see next page). **To find a word**, click on "Find" in the "Editing" section of the ribbon. A pop up window will appear. In the box labeled "Find what," type the word you would like to locate, and then click on "Find Next." The word will be highlighted within the document. To close the pop up window, click "Cancel" (see illustration on the next page).