

Word 2010 - Introduction

Word 2010 is a **word processor** that allows you to create various types of documents such as letters, papers, flyers, faxes, and more. In Word 2010, you will be introduced to the **Ribbon** and the new **Backstage view**, and you'll learn how to create **new** documents and **open** existing ones.

Word 2010 is a bit different from earlier versions, so even if you've used Word before, you should take some time to familiarize yourself with the interface. The toolbars are similar to those in Word 2007, and they include the **Ribbon** and the **Quick Access Toolbar**. Unlike Word 2007, commands such as **Open** and **Print** are housed in **Backstage view**, which replaces the **Microsoft Office Button**.

The new, **tabbed Ribbon system** was introduced in Word 2007 to replace traditional menus. The **Ribbon** contains all of the commands you'll need in order to do common tasks. It contains multiple **tabs**, each with several **groups** of commands, and you can add your own tabs that contain your favourite commands. Some groups have an arrow in the bottom-right corner that you can click to see even more commands.

Questions

1. In MS WORD, open a blank document.
2. Save this document to the Desktop with the file name being your student number.
3. Change the top, bottom, left and right margins to 2 cm.
4. Set the orientation to Portrait.
5. Set the paper size to A4.
6. Set the line spacing of the entire document to single.
7. Type the above passage with all the text enhancements included.
8. Change the font type of the above passage to Tahoma, with font size 12.
9. Change the font size of the heading to 16 and the font colour to **blue**.
10. Centralise the heading, and change the font style to **BOLD**.
11. Change the Case of "**word processor**", located on paragraph one, line one, to UPPERCASE.
12. Move the second sentence in paragraph one that starts with "In Word 2010,...." to the end of the document. Make this a new paragraph.
13. Right align the paragraph you have moved.
14. Change the alignment of the first paragraph to Justify.
15. Locate the word "**Ribbon**" found in paragraph three, line two. Using the **Text Effects**, change the **Outline** colour to **red**.
16. Using a tab spacing of 1.5 cm, indent the first line of paragraph one.
17. Insert a picture between the heading and paragraph one.
18. Split the third paragraph into two columns.
19. In paragraph two, separate the commands **Open** and **Print** onto new lines. Put these commands in a bulleted list.
20. Insert a Header. Type out your full name and student number in your Header. Centre align these details.
21. Insert a Footer. In the Footer insert a Page Number that is right aligned.
22. Insert a watermark that reads "DO NOT COPY". The watermark should be diagonal.
23. Save the document.

*** It is important to save your document every 5 minutes.**