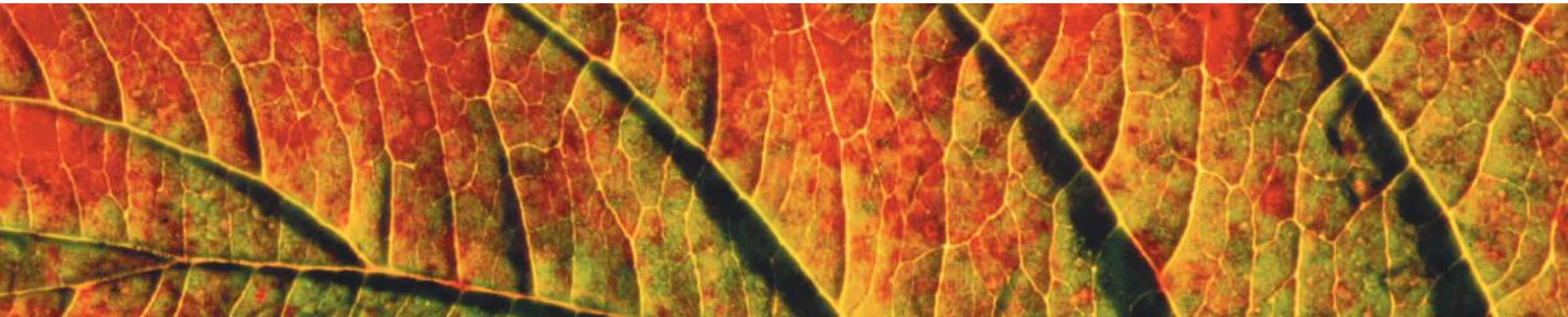# Word Tutorial 1
Creating a Document
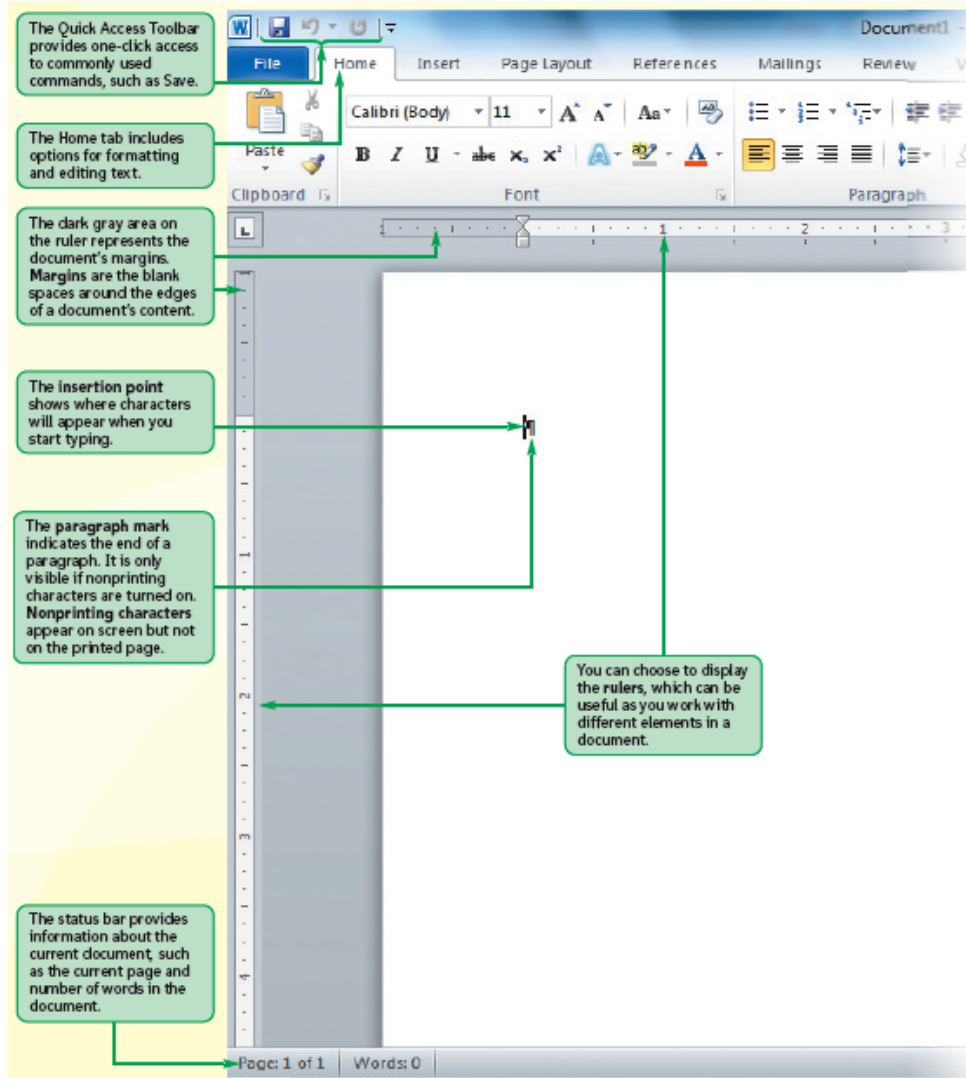
Microsoft® Office 2010

Objectives

- Enter a date with AutoComplete

- Enter text

- Select text and move the insertion point

- Correct errors and proofread a document

- Adjust paragraph spacing, line spacing, and margins

- Preview and print a document
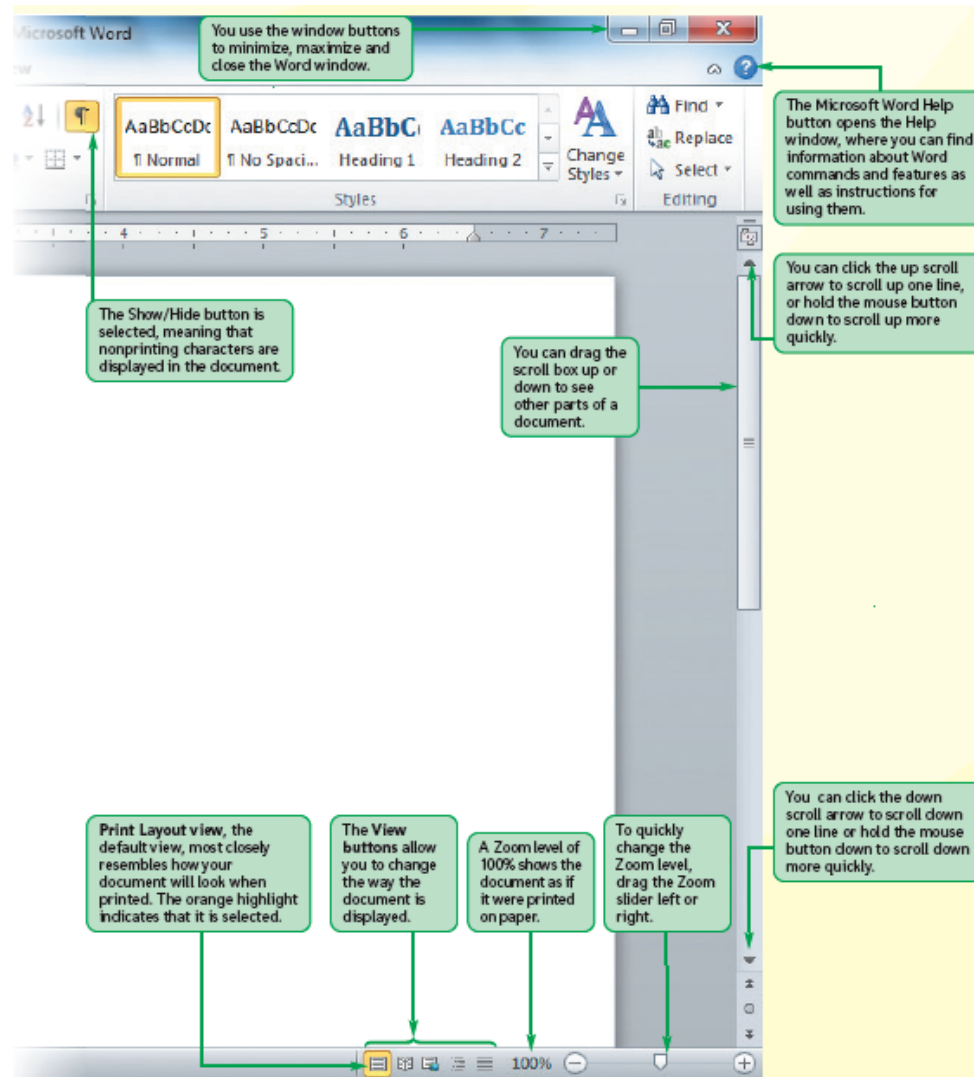
- Create a new document

Objectives

- Create an envelope
- Open an existing document
- Change page orientation
- Change the font and font size
- Apply text effects and other formatting
- Align text
- Insert a paragraph border and shading

Overview of the Word Window

The Quick Access Toolbar provides one-click access to commonly used commands, such as Save.

The Home tab includes options for formatting and editing text.

The dark gray area on the ruler represents the document's margins. **Margins are the blank spaces around the edges of a document's content.**

The insertion point shows where characters will appear when you start typing.

The paragraph mark indicates the end of a paragraph. It is only visible if nonprinting characters are turned on. **Nonprinting characters appear on screen but not on the printed page.**

The status bar provides information about the current document, such as the current page and number of words in the document.

You can choose to display the rulers, which can be useful as you work with different elements in a document.
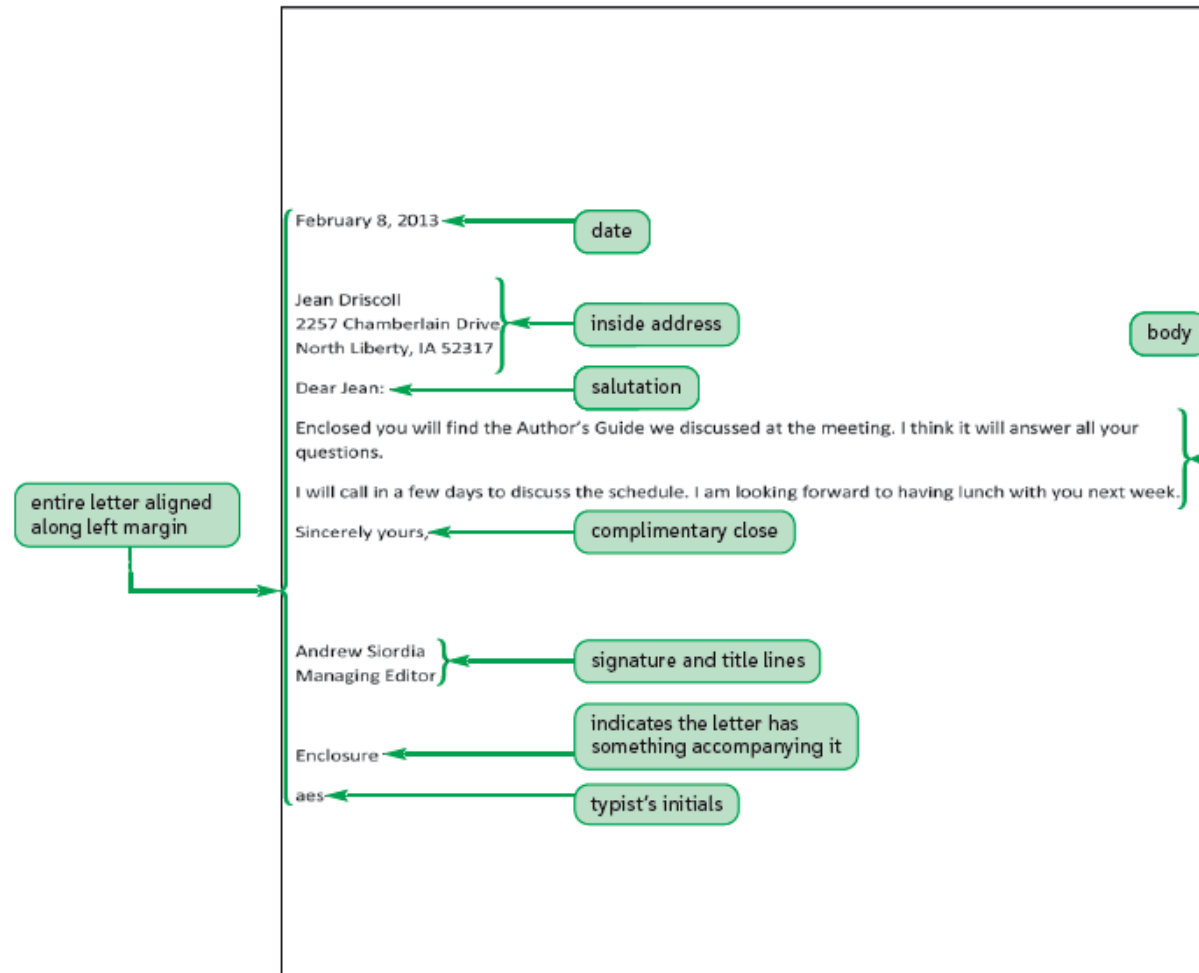
Overview of the Word Window

Starting Word

- To start Word:
  - Click the Start button on the taskbar
  - Click All Programs
  - Click Microsoft Office
  - Click Microsoft Word 2010
- **Nonprinting characters** are symbols that appear on the screen but are not visible on the printed page
- Click the Show/Hide ¶ button in the Paragraph group on the Home tab, to displaying nonprinting characters

Starting Word

- Setting up the Word Window
  - Click the Maximize button in the upper-right corner if Word does not fill the entire screen
  - Click the View tab on the Ribbon
  - In the Show group, click the Ruler check box if necessary to turn on the Ruler
  - In the Zoom group, click the Page Width button
  - Click the Print Layout button in the Status bar to select it if necessary

Creating a Block Style Business Letter

Figure 1-1 | Completed block style letter

February 8, 2013 ← date

Jean Driscoll
2257 Chamberlain Drive ← inside address
North Liberty, IA 52317

Dear Jean: ← salutation

Enclosed you will find the Author's Guide we discussed at the meeting. I think it will answer all your questions.

I will call in a few days to discuss the schedule. I am looking forward to having lunch with you next week.

body

Sincerely yours, ← complimentary close

entire letter aligned along left margin

Andrew Siordia
Managing Editor ← signature and title lines

Enclosure ← indicates the letter has something accompanying it

aes ← typist's initials

Entering Text

- Inserting a date with AutoComplete
  - Word's **AutoComplete** feature automatically inserts dates and other regularly used items for you

Figure 1-2 · AutoComplete suggestion

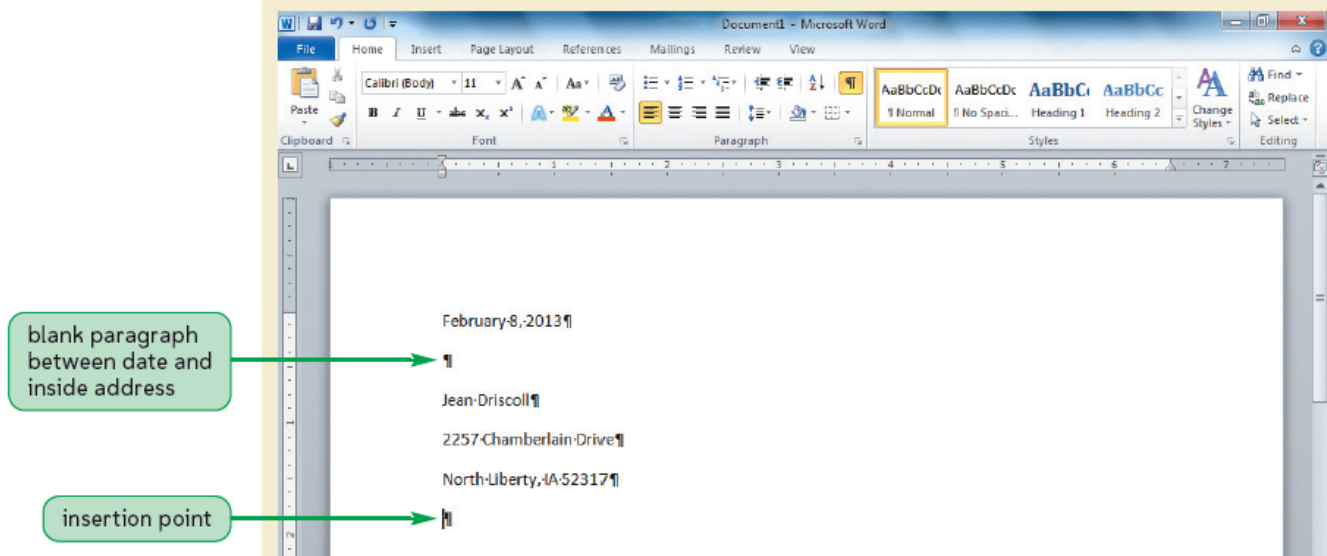ScreenTip tells you how to enter the rest of the word "February"
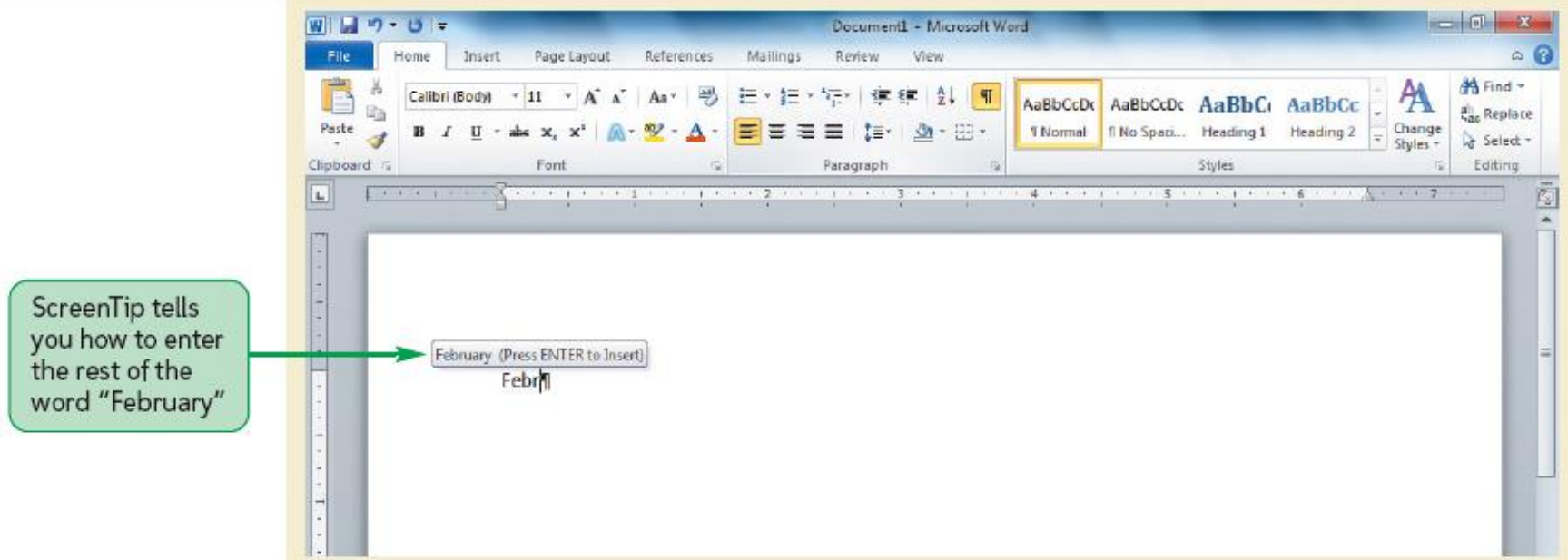
Entering Text

- Entering the inside address
  - Type the addressee's name, street address, and city, state, and Zip code, pressing Enter after each.
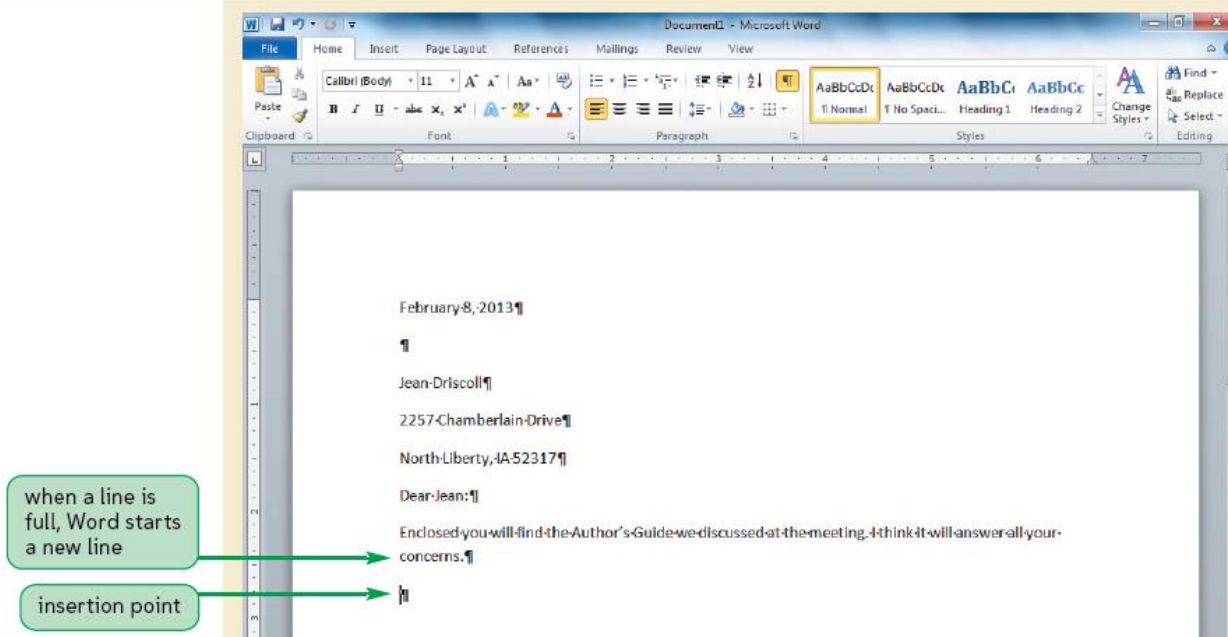 - Do not be concerned about line spacing, it will be corrected later.

Figure 1-3 Letter with inside address

Entering Text

- Enter the salutation and the body text
  - Address the letter and press Enter
  - Begin typing the letter, pressing Enter at the end of paragraphs

Figure 1-4 Partially completed letter

Using the Undo and Redo Commands

- To undo (or reverse) the last thing you did in a document, you can click the **Undo button** on the Quick Access Toolbar

- To restore your original change, the **Redo button** reverses the action of the Undo button (or redoes the undo)

Figure 1-5 Using the Undo button

ScreenTip showing latest action

Repeat button; changes to the Redo button once you click the Undo button

Correcting Errors as You Type

- If you notice a typing error as soon as you make it, you can press the Backspace key

- **AutoCorrect** automatically corrects common typing errors, such as typing "adn" for "and"

- **Spelling checker** continually checks your document against Word's built-in dictionary

- Spelling checker does not catch **contextual spelling errors**

- **Grammar checker** marks grammatical errors with a green wavy line

Correcting Errors as You Type

Figure 1-7 Spelling and grammatical errors marked in the document

AutoCorrect changed "teh" to "the" and "shedule" to "schedule"

spelling error

duplicate word

AutoCorrect changed from lower case "i" to upper case "I"

grammatical error

contextual spelling error
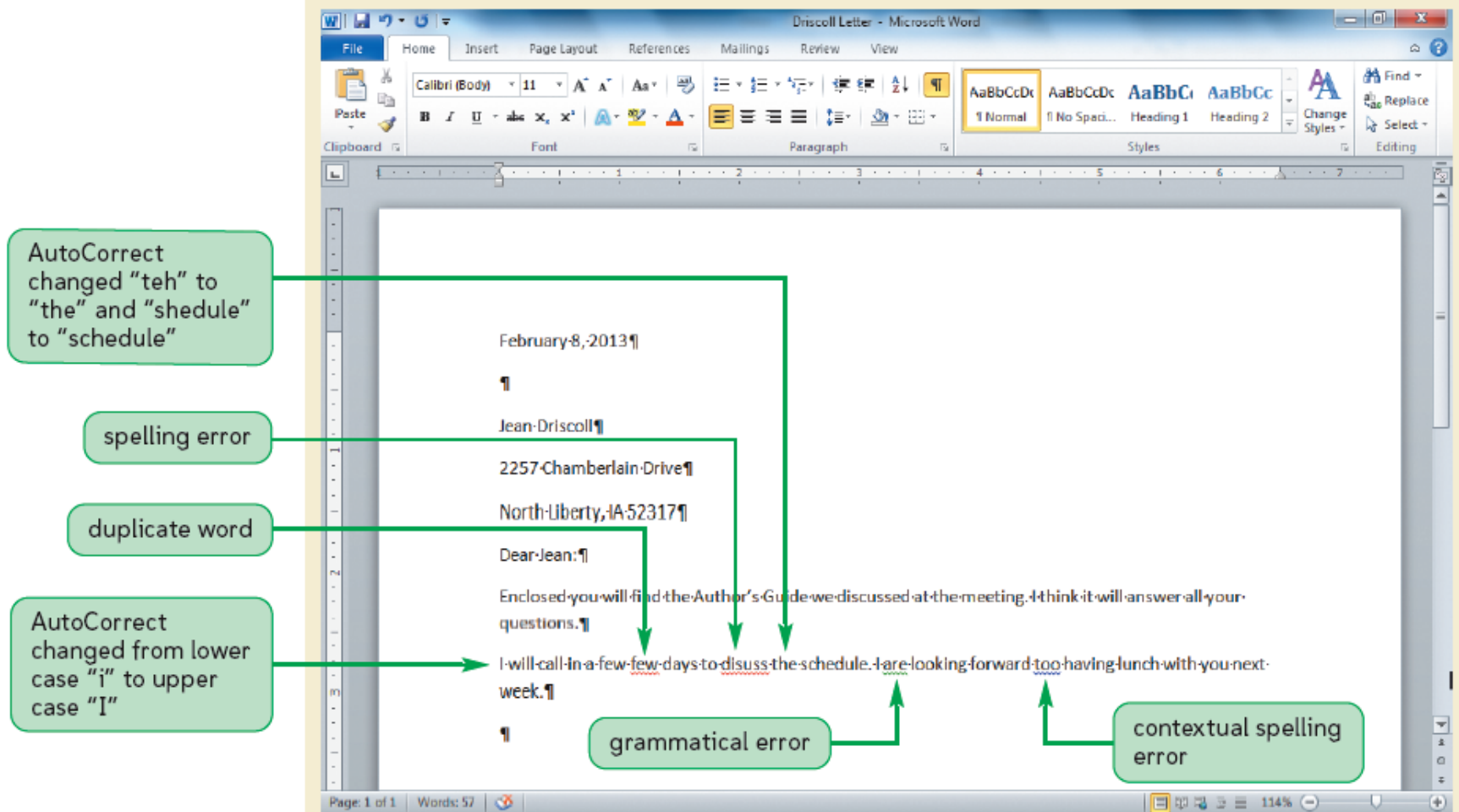
Correcting Errors as You Type

Figure 1-8   Shortcut menu with suggested spellings

correct spelling of word on shortcut menu

Mini toolbar
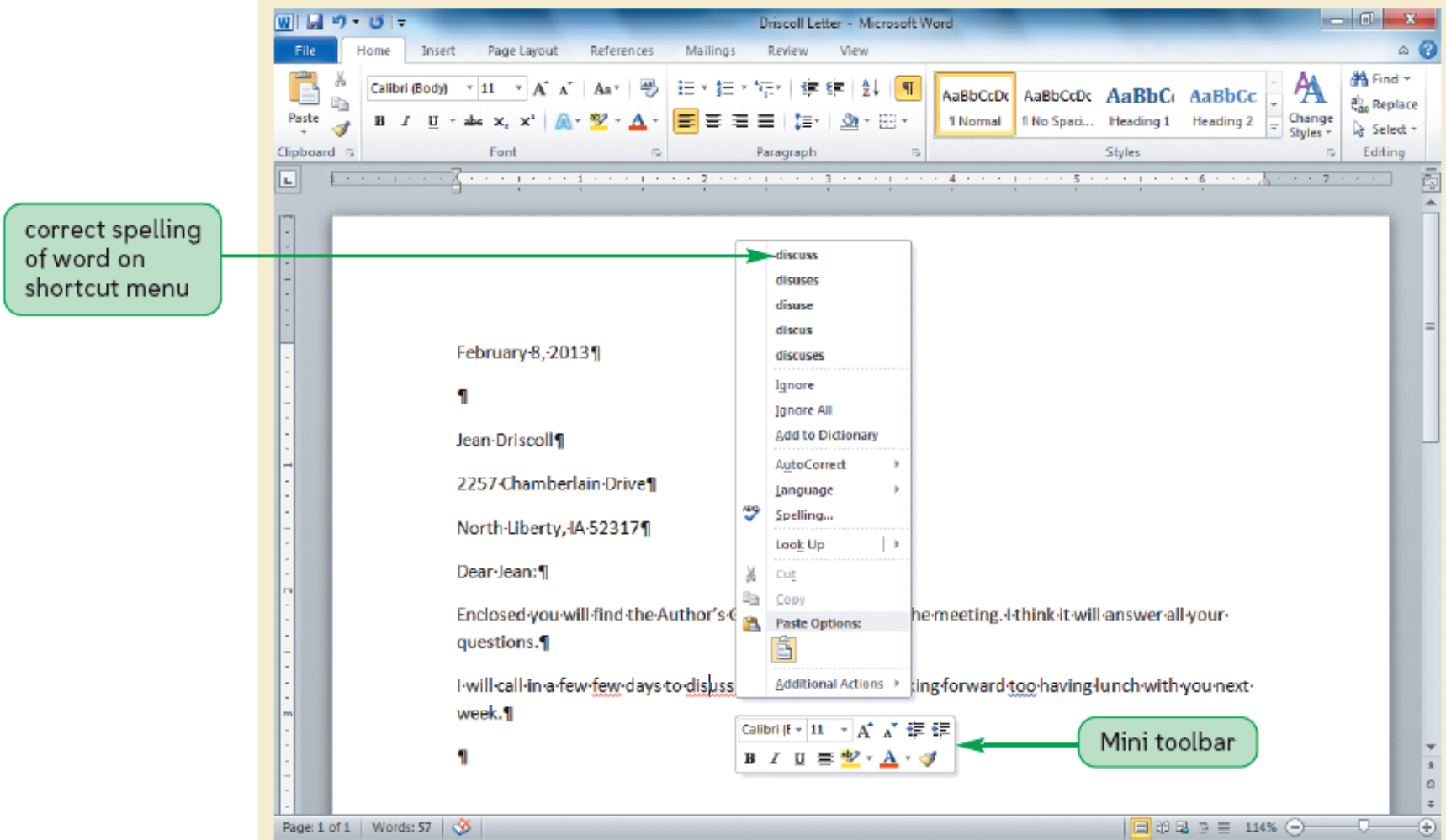
Proofreading a Finished Document

- After a document is typed, it needs to be proofread from start to finish

- Correct all spelling and grammar errors

- Remove all incorrect error indicators (such as those on people's names) by right-clicking on the word or words in question and choosing Ignore Once or Ignore All

Adjusting Paragraph and Line Spacing

- **Paragraph spacing** is the amount of space before and after a paragraph; it is measured in **points** (about 1⁄72 of an inch)
- **Line spacing** is the amount of space between lines of text within a **paragraph**
  - Line spacing 1.0 is **single space**
  - Line spacing 2.0 is **double space**
  - Line spacing 1.15 is the default spacing
- To adjust paragraph spacing, select the paragraph(s), click Line and Paragraph Spacing in the Paragraph group on the Home tab, and choose a numeric spacing option or choose Add Space Before Paragraph or Remove Space After Paragraph (or open the Line Spacing Options dialog box)

Adjusting Paragraph and Line Spacing

- The quickest method to adjust paragraph and line spacing is to click the Line spacing button in the Paragraph group on the Home tab

Figure 1-12   Line and paragraph spacing options
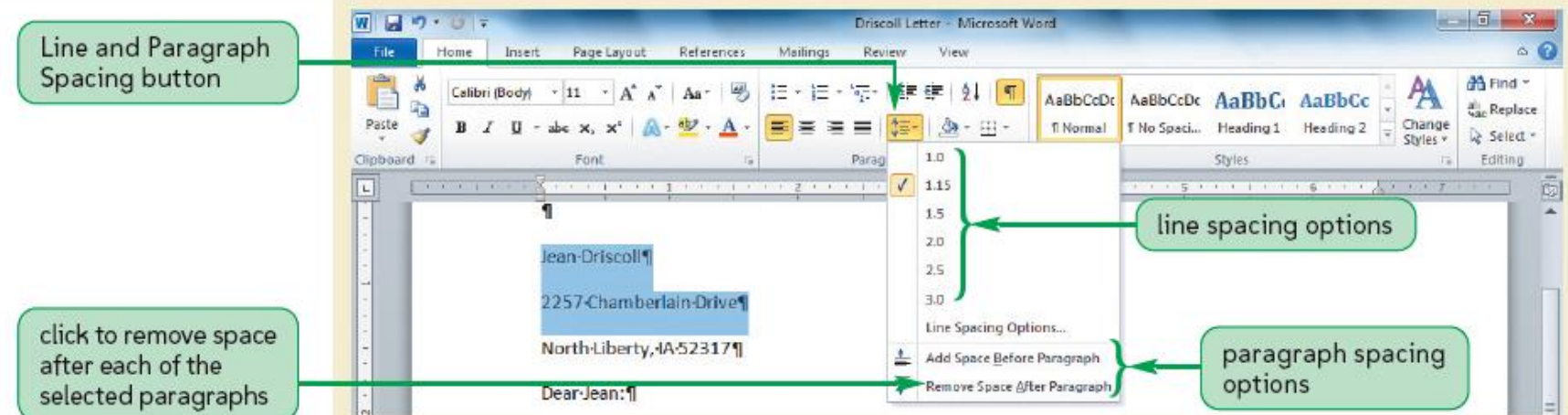
Adjusting the Margins

- Zoom document to entire Page
  - Click View on the Ribbon and select One Page from the Zoom group

Figure 1-14 — Document zoomed to show entire page
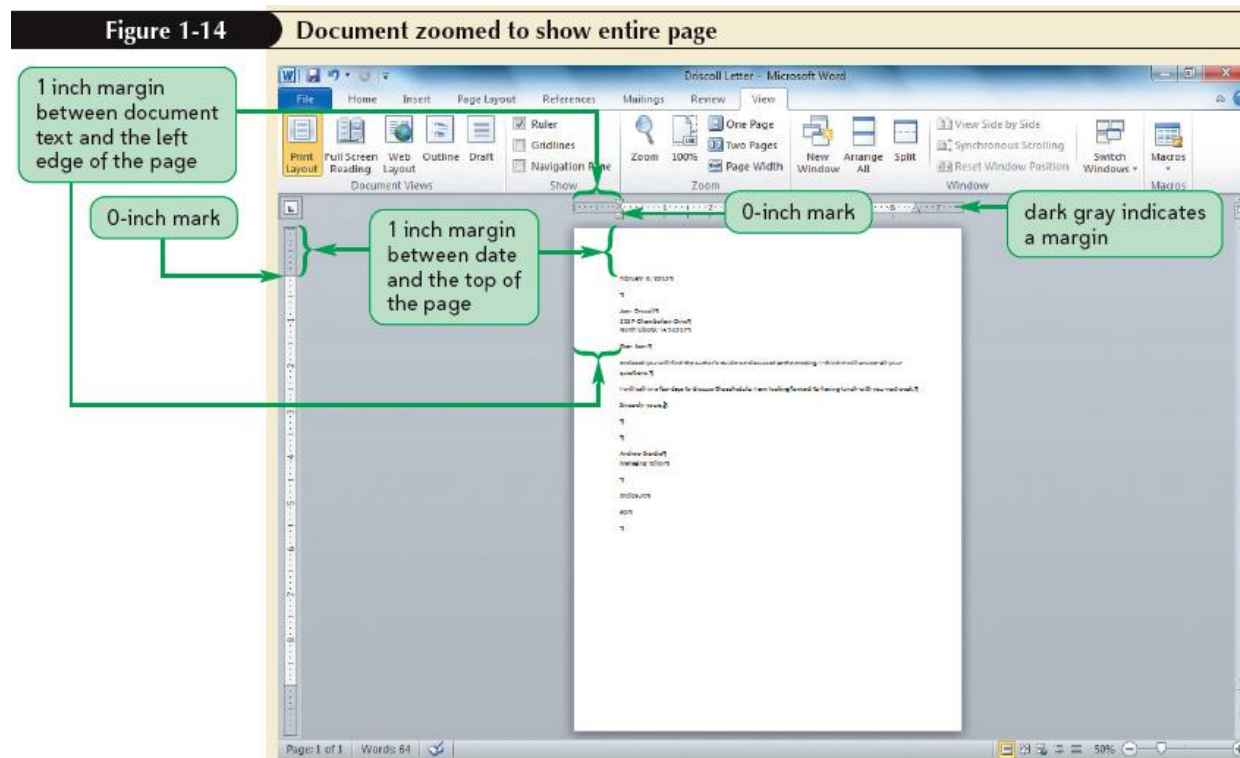
Adjusting the Margins

- Click Page Layout on the Ribbon

- Click Margins in the Page Setup group

- Select the desired predefined margin options from the Margin menu or click Custom Margins

Figure 1-15   Margins menu
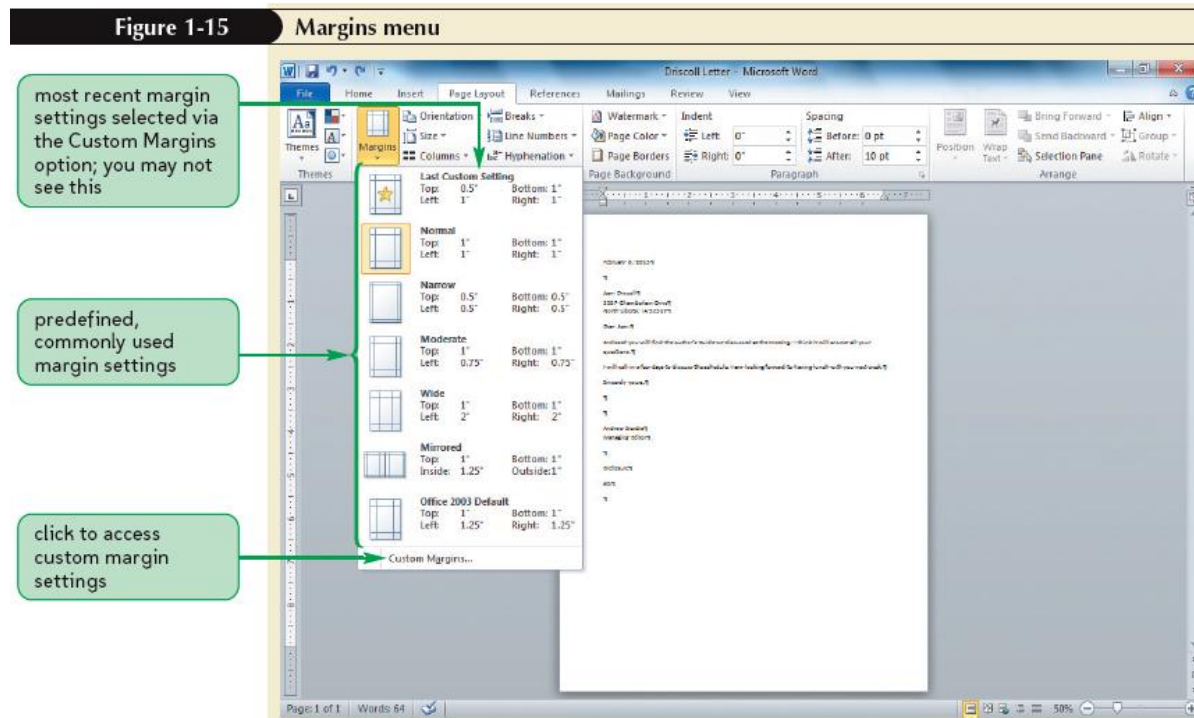
Adjusting the Margins

- Use the Page Setup dialog box to customize the margins

Figure 1-16 Creating custom margins in the Page Setup dialog box
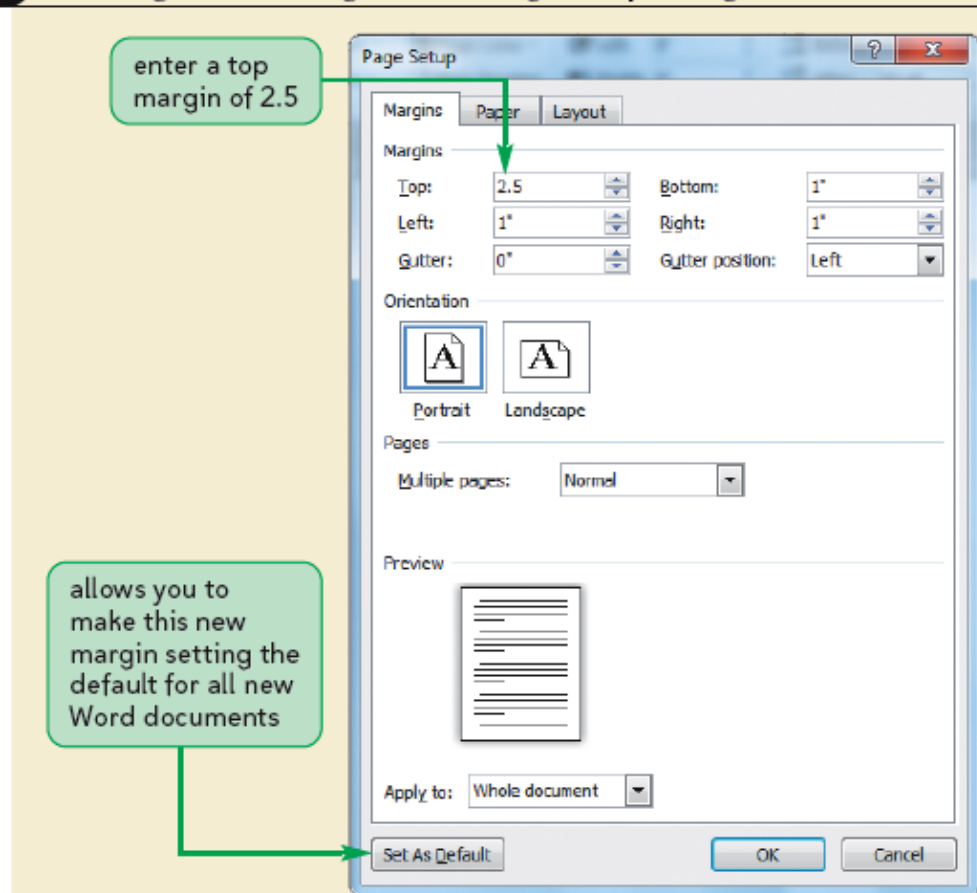
Previewing and Printing a Document

- To avoid wasting paper and time, you should preview your document on the Print tab in Backstage view

- Click the File tab to open Backstage, and then click the Print tab in the navigation bar

- Review the document

- If the document is correct and the printer is on and has paper, click the Print button

Previewing and Printing a Document
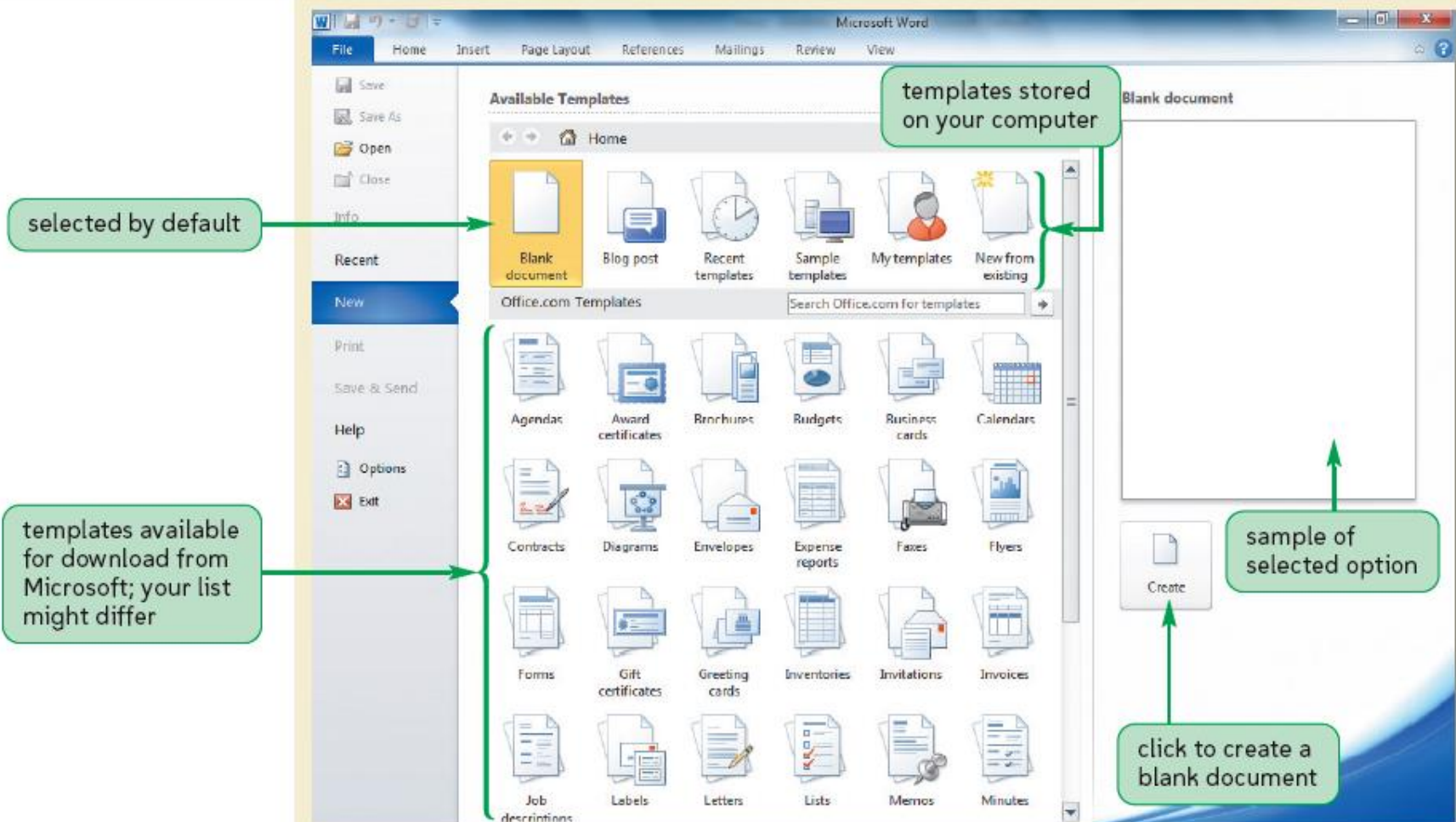

Figure 1-17 | Print tab in Backstage view

click when you are ready to print

specify number of copies here

preview of page when printed

click to navigate to subsequent pages
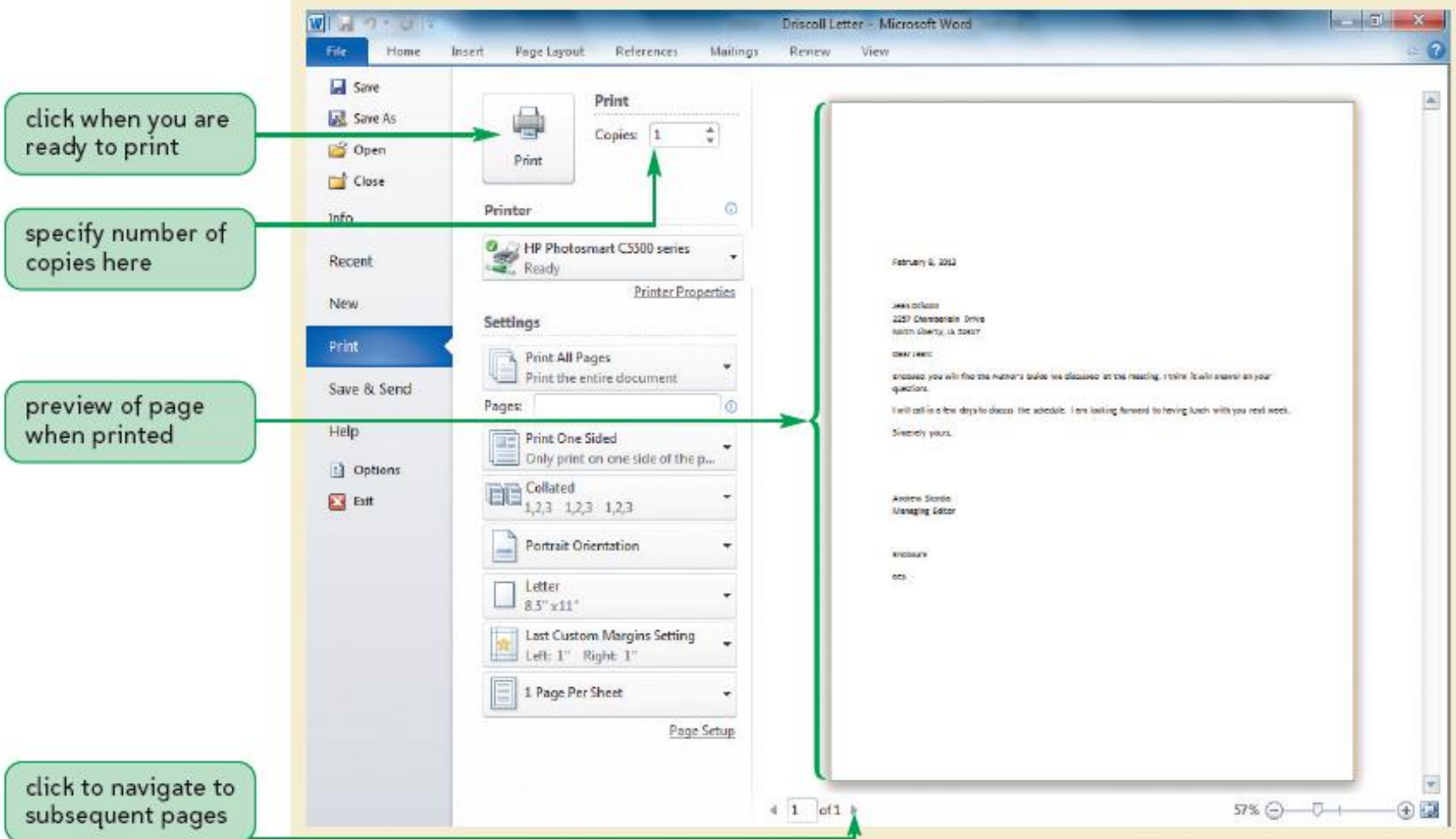
Opening a Blank Document and Creating an Envelope

- Word's Backstage provides options for using templates to create documents or for starting a new blank document

- Click the File tab to open Backstage view

- Click New to view your options for creating a new document

- Select the type of document you want to create and then click Create

Opening a Blank Document and Creating an Envelope
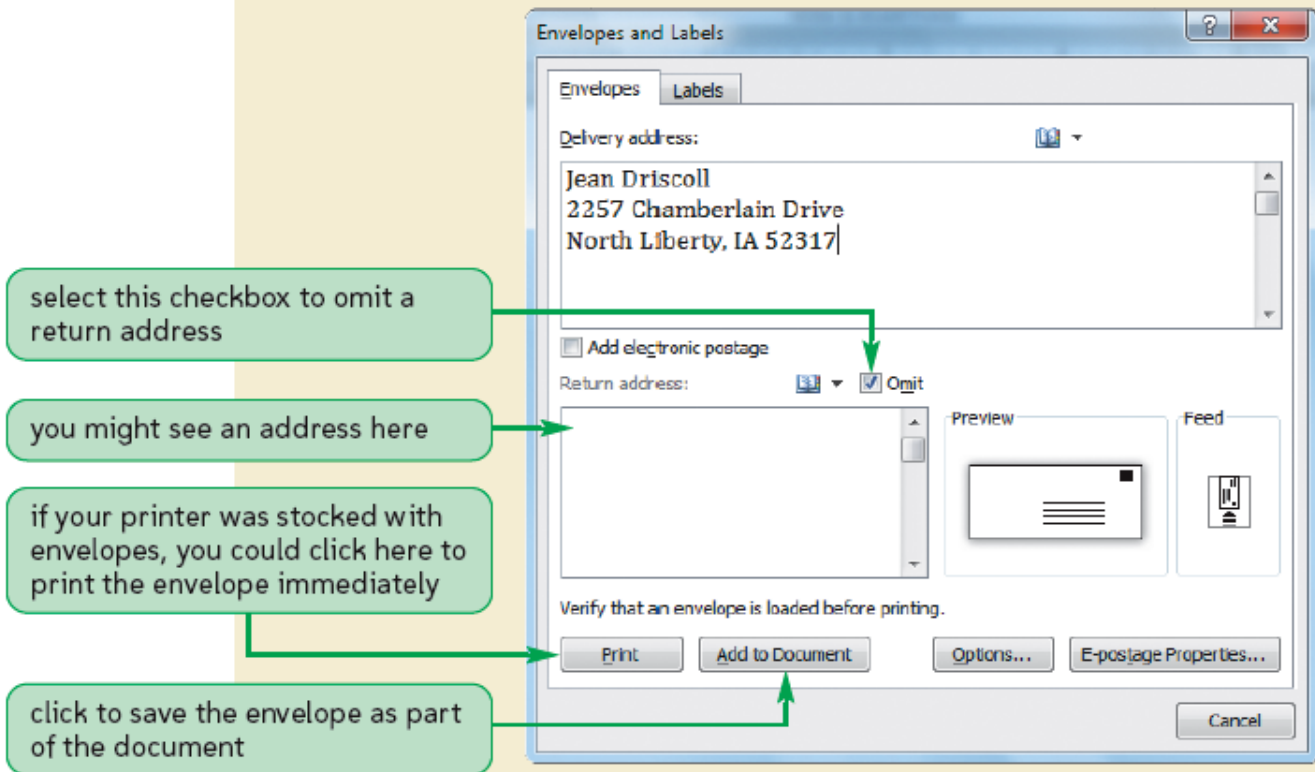

Figure 1-18   The New tab in Backstage view

- selected by default
- templates stored on your computer
- templates available for download from Microsoft; your list might differ
- sample of selected option
- click to create a blank document

Opening a Blank Document and Creating an Envelope

- To create an envelope
  - Click the Mailings tab on the Ribbon
  - In the Create group, click the Envelopes button to open the Envelopes and Labels dialog box
  - Verify that the Delivery address box contains the correct address; if not, type a new address, or edit the existing one
  - Type a return address; if you are using preprinted stationery that already includes a return address, click the Omit check box to insert a check mark
  - To print the envelope immediately, insert an envelope in your printer, and then click the Print button; to store the envelope along with the rest of the document, click the Add to Document button

Opening a Blank Document and Creating an Envelope

- Word automatically uses the inside address from a letter as the address on an envelope

Figure 1-19 Envelopes and Labels dialog box

Overview of Formatting a Document

You can click the **Clear Formatting button** to restore selected text to the default font, font size, and color.

Clicking the **Format Painter button** displays the Format Painter pointer, which you can use to copy formatting from the selected text to other text in the document.

The Font group on the Home tab includes the Font box and the Font Size box for setting the font and the font size of text. A **font** is a set of characters that uses the same typeface.

Alignment buttons control the way text is **aligned**—that is, the way it lines up horizontally between the margins. Here, the Center button is selected because the text containing the insertion point is center aligned.

You click the **Shading button** to apply a background of shading to selected text or paragraphs. Like many of the other formatting buttons, the exact appearance of the Shading button depends on the most recent selection.

Overview of Formatting a Document

You use the **Border button** to apply an outline to the selected paragraph. The image on the Border button reflects the most recently used Border option—in this case, a full border.

This paragraph has text effects applied to it—a white outline and a fading effect at the top of the letters.

The italics and blue font color applied to this line of text are examples of formatting that you would use sparingly to draw attention to a specific part of a document.

The black border and green shading that appear around these four paragraphs are examples of **paragraph formatting.**

You can insert a photo or other type of pictures in a document by using the **Picture button** located on the Insert tab of the Ribbon.

This document has a **landscape orientation,** meaning it is wider than it is tall.

Opening an Existing Document

- Click the File tab to open Backstage view
- Click Open in the navigation bar
- Navigate to the location of the existing file, select the file, and click Open
- To save an open document with a new name
  - Click the File tab to open Backstage view
  - Click Save As in the navigation bar
  - In the Save As dialog box, click in the File name box, delete the existing name, and key in the new name
  - Verify that the file location is correct or navigate to the correct location
  - Click the Save button

Changing Page Orientation

- In **portrait orientation** the page is taller than it is wide

- In **landscape orientation** the page is wider than it is tall

- To change page orientation:
  - Click the Page Layout tab
  - Click the Orientation button in the Page Setup group and then click Landscape or Portrait

Changing the Font and Font Size

- Select the text you want to format

- Select the options you want in the Font group on the Home tab

Figure 1-23   Font list

New Perspectives on Microsoft Office 2010
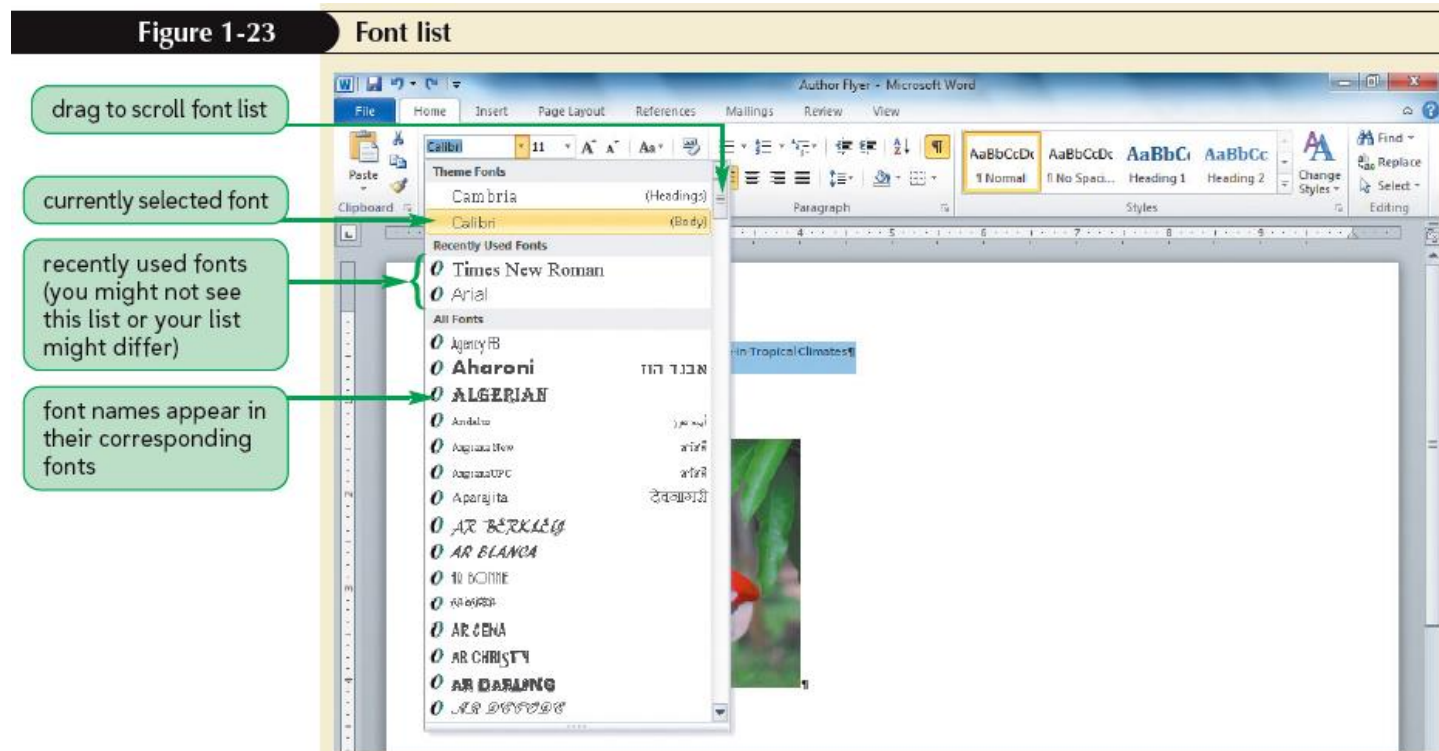
Applying Text Effects, Font Colors, and Font Styles

- **Text effects** are special visual enhancements (outlines, shading, shadows, reflections)
- To apply text effects:
  - Select the text to change
  - Click the Text Effects button in Font group and then select the desired effects
  - Click the Font Color button in the Font group and select a color from the palette
  - Click one of the style buttons (Bold, Italic, Underline) in the Font group to apply a style
- The Format Painter allows you to copy all the font settings from one word to others

Applying Text Effects, Font Colors, and Font Styles
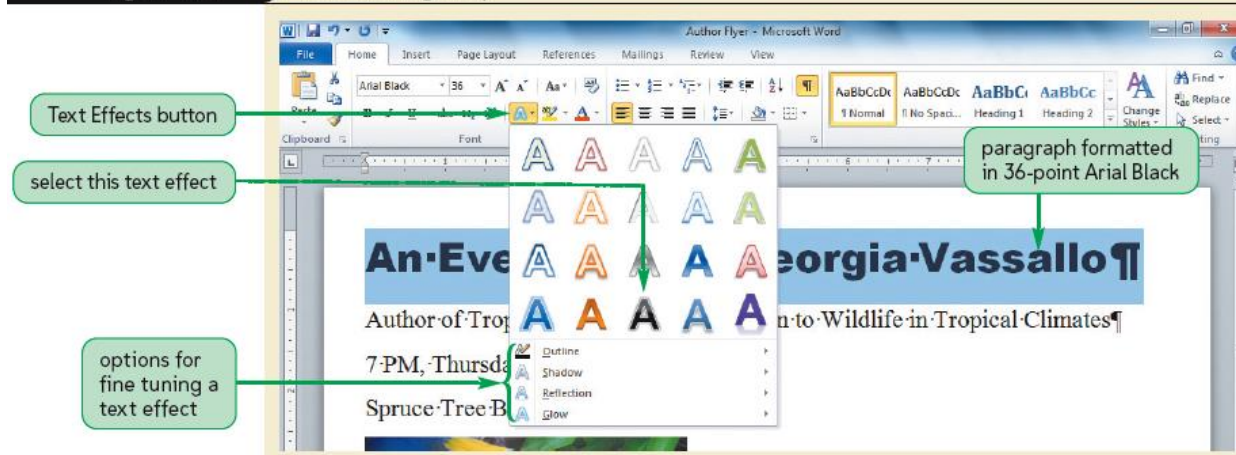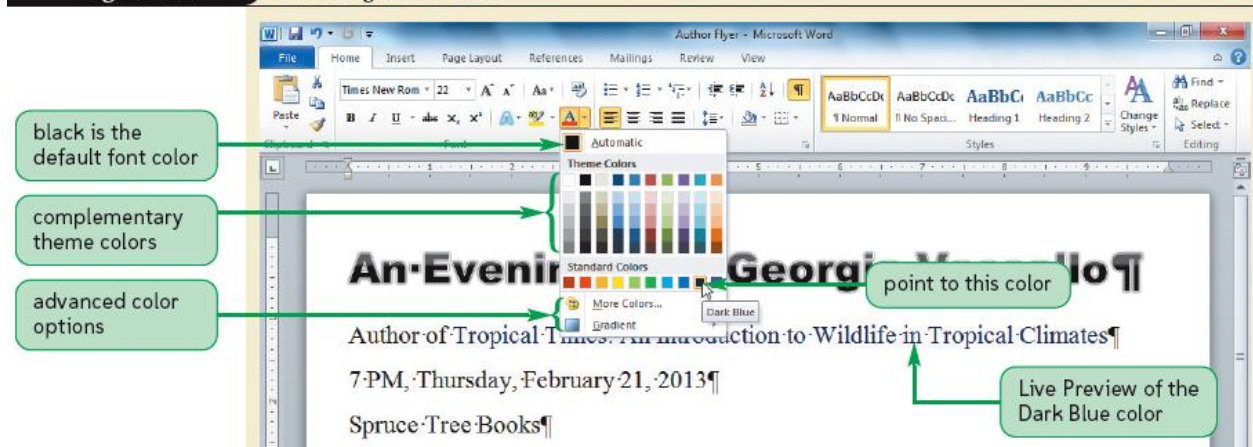

Figure 1-24   Text Effects gallery

- Text Effects button
- select this text effect
- options for fine tuning a text effect
- paragraph formatted in 36-point Arial Black

Figure 1-25   Selecting a font color

- black is the default font color
- complementary theme colors
- advanced color options
- point to this color
- Live Preview of the Dark Blue color

Aligning Text

- By default, the words in a document are **left aligned** (even on the left) and **ragged** (uneven) on the right

- With **right alignment**, words are even on the right and ragged on the left

- With **center alignment**, words are ragged on both sides and lines are centered on the page

- With **justified alignment**, the text is even at both margins and spaced out within the line

Aligning Text

- Alignment buttons are found in the Paragraph group of the Home tab

Varieties of text alignment

left alignment
The term "alignment" refers to the way a paragraph lines up between the margins. The term "alignment" refers to the way a paragraph lines up between the margins.

right alignment
The term "alignment" refers to the way a paragraph lines up between the margins. The term "alignment" refers to the way a paragraph lines up between the margins.

center alignment
The term "alignment" refers to the way a paragraph lines up between the margins.

justifed alignment
The term "alignment" refers to the way a paragraph lines up between the margins. The term "alignment" refers to the way a paragraph lines up between the margins.

Adding a Paragraph Border and Shading

- A **paragraph border** is an outline around one or more paragraphs

- **Shading** is background color applied to one or more paragraphs

- The Border and Shading buttons are found in the Paragraph group of the Home tab

Adding a Paragraph Border and Shading

Figure 1-29   **Border menu**

TIP

The exact name that appears in the ScreenTip for the Border button changes, depending on which border option is currently selected. In this case, the ScreenTip reads "Bottom Border" because the bottom border style is selected by default.
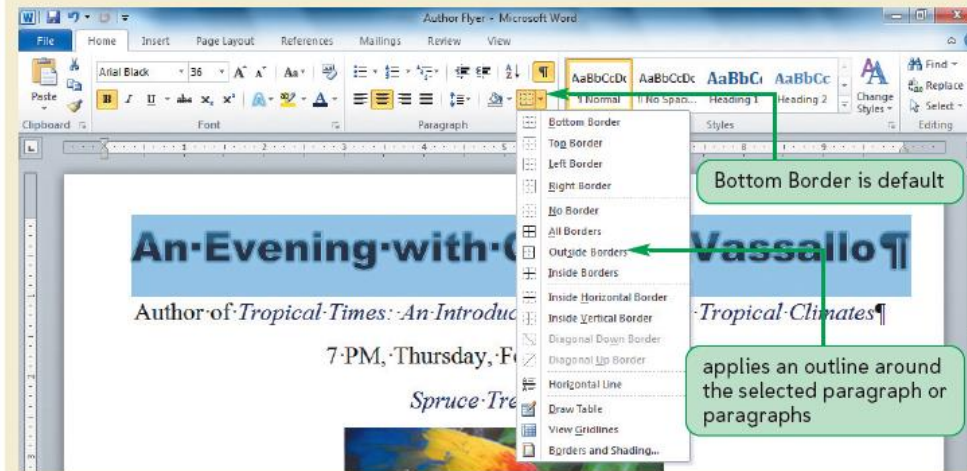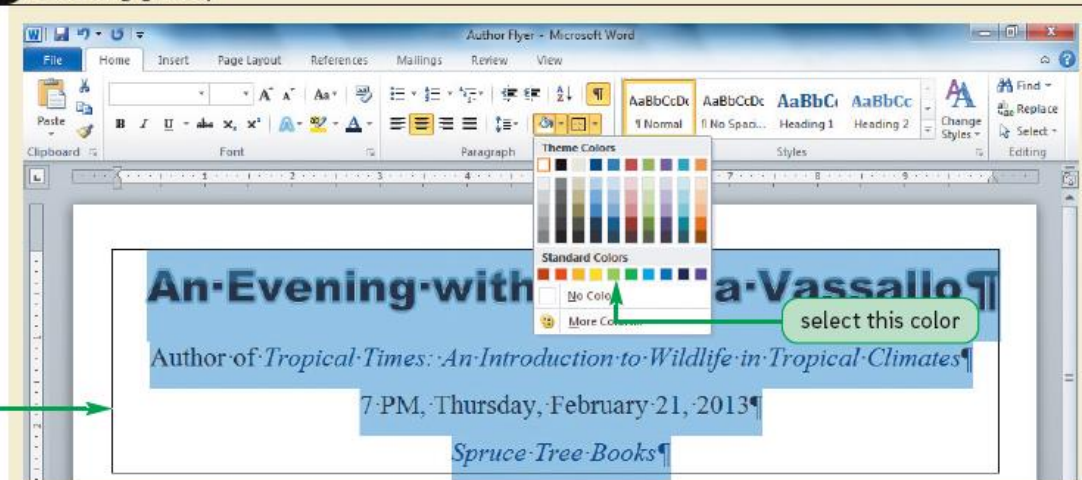
Bottom Border is default

applies an outline around the selected paragraph or paragraphs

Figure 1-30   **Shading gallery**

select this color

Outline border around the document text

Inserting, Deleting, and Resizing a Photo

- Use the Picture button in the Illustrations group on the Insert tab to insert a photo

- To work with a photo click on it to select it

- When a photo is selected, the Picture Tools Format tab appears on the Ribbon with options for editing the photo in various ways (including resizing, framing, and shaping)

- To delete a photo, select it and then press the Delete key

Inserting, Deleting, and Resizing a Photo

Figure 1-33 Resizing the photo