

# 2011

English 380:  
Intermediate Technical  
Writing

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# [A Word With Professors]

*A Microsoft Word 2010 User's Guide for the College Faculty*

## Acknowledgments

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If it weren't for you, this user's guide would not have turned out like it did. Thank you!



## **Introduction**

Here you are, a professor in the College of Humanities and Fine Arts, with a Microsoft Word 2010 User's Guide for Windows PC. Microsoft Word is a word processor devoted to creating, enhancing, editing, and printing documents. Regardless of whether you consider yourself an expert or not, this user's guide provides you with information to ensure that you become an advanced Microsoft Word 2010 user. You will be able to use Word to write articles, structure research papers, design class syllabi, and more. Once you become more familiar with how to use Word and its features, your options for editing and enhancing your documents or templates become endless.

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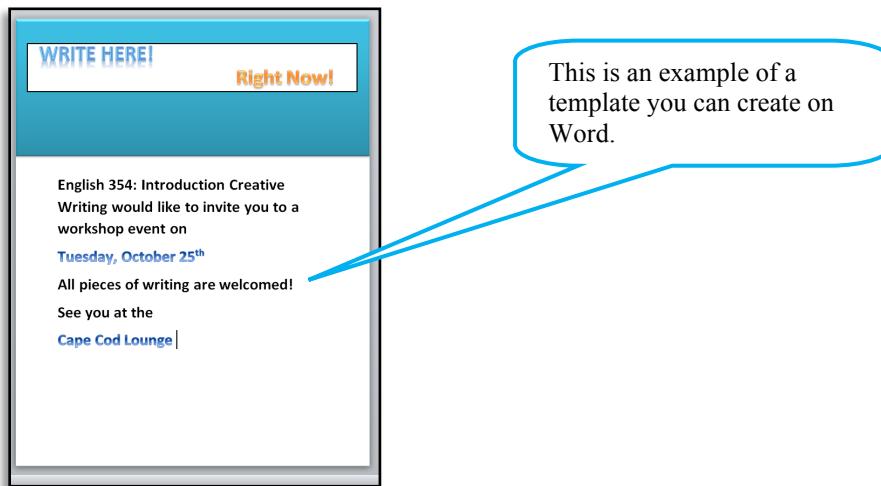
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## Getting Started With Word 2010

Though Word 2010 is a word processor, you have to option to branch off from normal blank documents and use templates instead. You can create them or download them from Office.com. This user guide covers styling templates in more detail later on, but for now, the following steps show you how to get started.

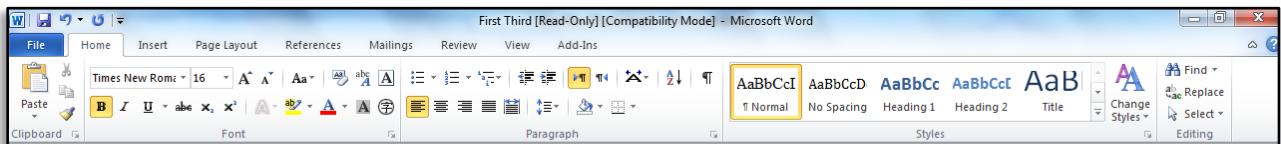
1. Open up **Microsoft Word 2010**  
The Word program opens and loads a blank document.
2. Click the **File Tab**  
The program gives you a visualization of what your options are.
3. Select **New**  
The page opens all the template options you have.
4. Select the desired template  
The Home tab automatically opens and you can work with your new template.



## 1. Creating Your Document

### Identifying Functions on the Ribbon

You perform all your actions for your documents on the Ribbon. The functions are separated by tabs and from there you can create, edit, and enhance your document. These next two pages are a series of callouts to define the function of each tab.



This is the Ribbon where you will perform all your functions to complete, edit, and enhance your document.



**Click File Tab** to open, save, and print documents. You can also find 'Help' here.



**Use the Home Tab** to develop your document such as choosing fonts, style, size, justification, and formats.

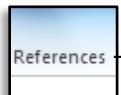


**Click the Insert Tab** to add tables, pictures, charts, shapes, page numbers, headers, and footers.



**Click the Page Layout Tab** to set themes, margins, columns, watermarks, spacing within texts, orientation and other document set ups.

## 1. Creating a Document



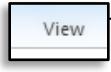
**Click the Reference Tab** to add to different references to your document such as table of contents, footnotes, citations and captions.



**Click the Mailings Tab** to use Mail Merge.



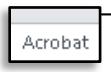
**Click the Review Tab** to check spelling and grammar, use the thesaurus, see your Word Count, and use Track Changes.



**Click the View Tab** to see document layouts, rulers, gridlines, the Navigation Pane, and to zoom in and out.



**Click the Add-Ins Tab** to add in outside sources in your document.



**Click the Acrobat Tab** to create, edit, and work with PDF files.

## 1. Creating Your Document

### Setting up AutoRecover

There is always a chance you can lose hours' worth of work. Word can crash, or your computer may suddenly shut down. If something goes wrong and Word closes before you can hit the save button, instead of losing hours of work, you can lose a minute.

#### 1. Click the **File Tab**

The tab opens and displays all the basic options.

#### 2. Select **Options**

A new window opens up.

#### 3. Select **Save**

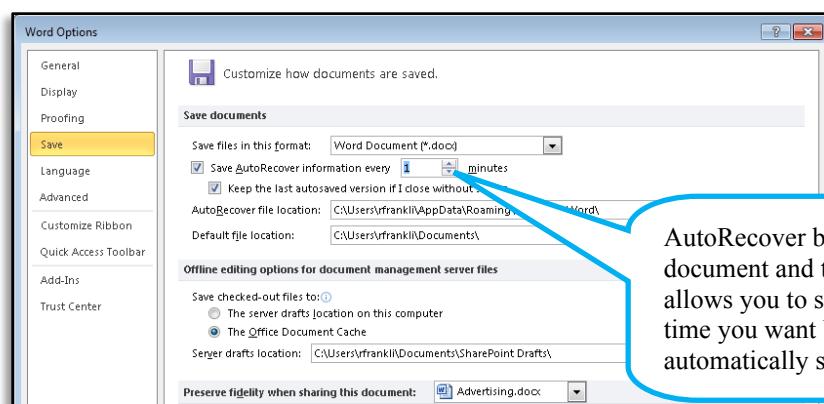
The window displays all the settings for saving your document.

#### 4. Refer to **Save AutoRecover**

This sets the amount of time you want your document to be saved.

#### 5. Click the small scrolling buttons

Your document saves automatically once the time is set.



**Note:** In order for Word to save your document automatically and for AutoRecovery to work, you must be actively using Word. If you minimize Word to start a new task, such as researching on the Internet, the timer to save and back up your work pauses until you resume working on your document.

## Setting Up AutoCorrect

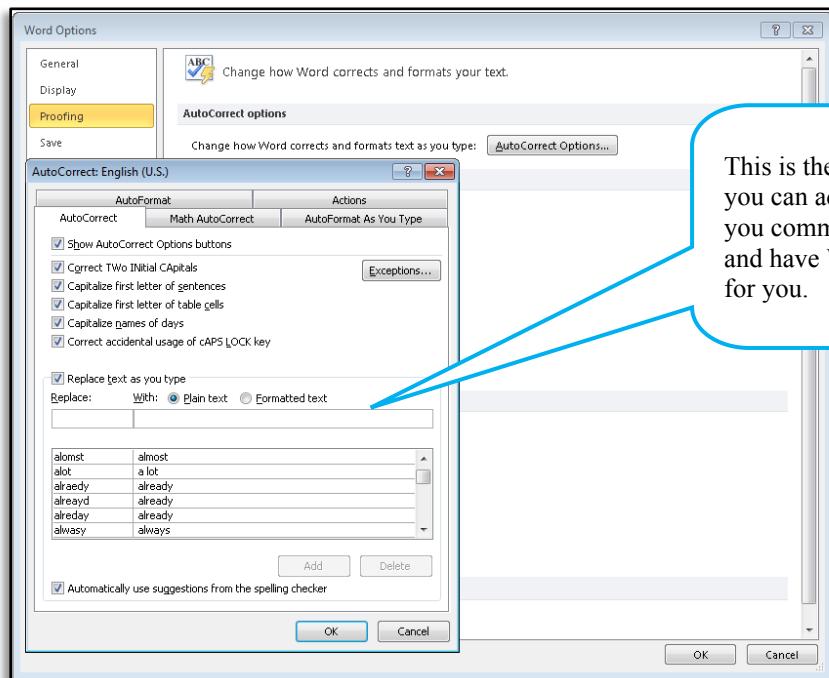
There are going to be times when you type a document and make the same mistake multiple times. After awhile, it can be time consuming to correct the same errors. The AutoCorrect feature in Word automatically corrects any commonly mistyped words. It's one less thing to worry about.

1. Click **File**  
The file tab opens.

2. Click **Options**  
This displays the settings in Word.

3. Select **Proofing**  
This shows the setting and options for editing your document.

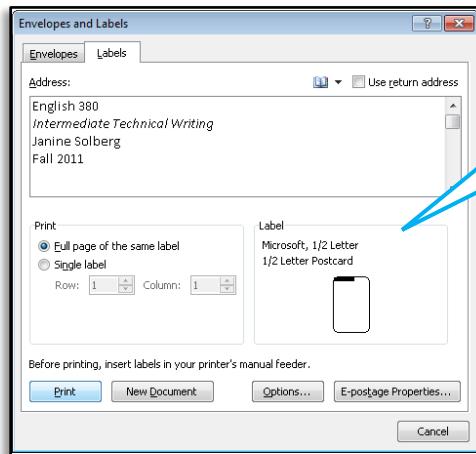
4. Click **Auto Correct Options**  
A new window appears and you can type in words you commonly misspell and what you want Word to automatically replace it with.



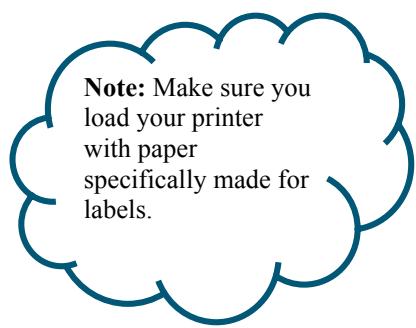
## Creating Labels and Envelopes

You may need to send mail, or label materials that belong to you. The next set of steps shows you how to create multiple labels or envelopes in a timely manor.

1. Click **Mailings**  
The envelopes and mailing are in the Create Group.
2. Select the type of medium you want to create  
The options are envelopes and labels.
3. Type what you want your label or envelop to display  
What you type is a preview.
4. Click the icon of the paper with the label if you want to change the label size  
A new window opens and gives you the option of changing the label size.



This is an example of how you can create labels.



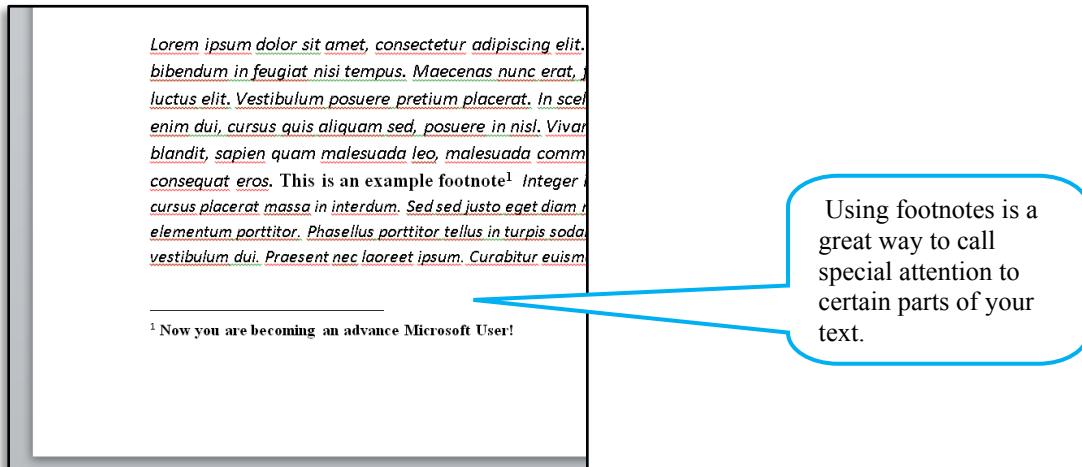
## Inserting Footnotes

Footnotes are an effective and precise way of bringing attention certain topics in your articles, books, syllabi, etc. When you insert footnotes on the same page, you have readily available information within your document.

1. Click **References** once you have written the sentence for your footnote  
Refer to the Footnotes Group.

2. Click on **Insert Footnote**

A superscript number appears at the end of the sentence and at the bottom of the page a line separates the rest of the text for a footnote.



Using footnotes is a great way to call special attention to certain parts of your text.

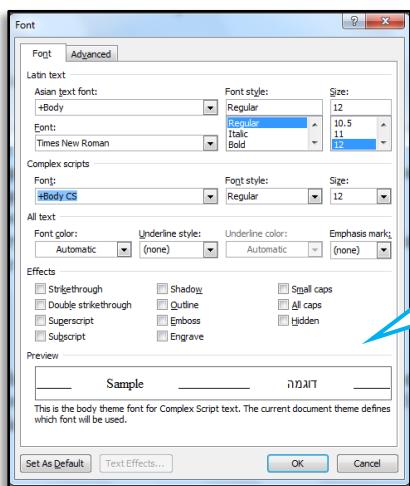
**Note:** You can also use the Footnote group to insert endnotes for any extra information you want to have at the end of your document.

## Formatting a Document

When you want to present a formal document, it needs to be neat and concise. Formatting a document can emphasize different words using fonts, emphasize titles using headings, and setting up margins for the display you want. All of this helps your document to have a professional appearance and visual appeal.

### Using Fonts

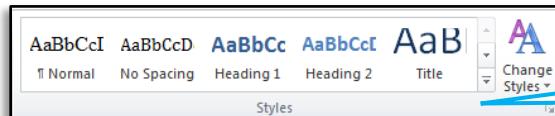
1. Click on the little arrow at the right corner of the **Font** box  
A dialogue box appears with a list of fonts and options.
2. Choose desired style of font and click **Okay**  
Once you start typing, the words on the page appear as the font you chose.



This is a dialogue box for Fonts. You can choose the size, color, effects and so on. You see the preview of what your text will look like before you confirm what kind of font you want to use.

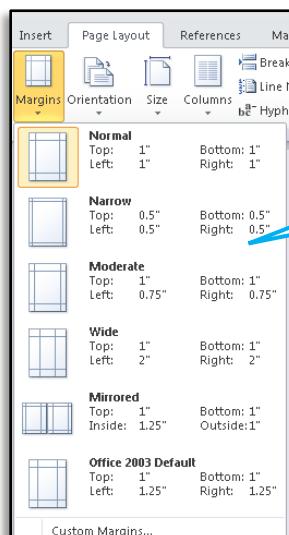
## Using Headers

1. Click the little **arrow** in the bottom right corner  
A list of styles drops down.
2. Click desired style.



## Setting up Margins

1. Click **Page Layout**  
Refer to the Page Setup Group.
2. Click **Margins**  
The options for margins drop down.
3. Select desired **Margin Size**  
Word changes the display to the new margin size.
4. Click **Custom Margins** to choose specific margin size and page setup  
A dialogue box opens and you can choose what size margins you want.
5. Click **Okay** to set new margins.



**Note:** Margins in Word are automatically set up as one-inch margins.

## Translating Text

When writing research papers or books, there may be times when you need to translate your text to another language. The next set of instructions guides you on how to translate text in your document.

1. Click the **Review Tab**

The review options open.

2. Click **Translate** in the Language group

A dropdown box shows options for translation.

3. Click the amount of translation you want

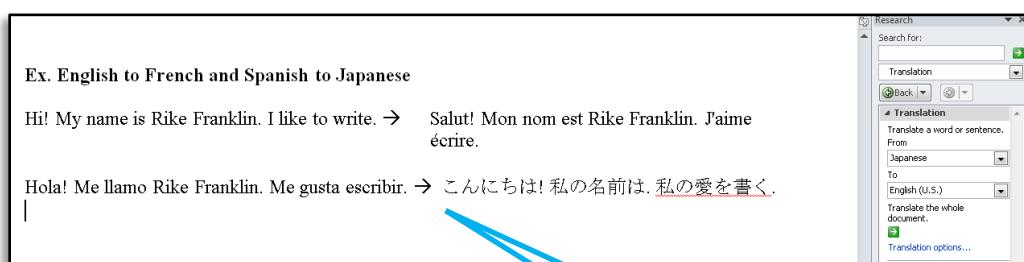
A side bar on the right side of the document pops up.

4. Choose the language you want to translate your text

The language is set.

5. Click **Insert** under the “Microsoft Translator

Your selected text or entire document translates to your desired language.



Word has twenty-two different languages.

**Note:** Word translator does not always use the best word choice for a particular language.

## Using Track Changes

When you want to help students edit their papers, using Track Changes is an excellent way of doing so electronically. You can comment, delete, and fix different parts of the document you are editing. One can also accept or reject your changes to revised documents.

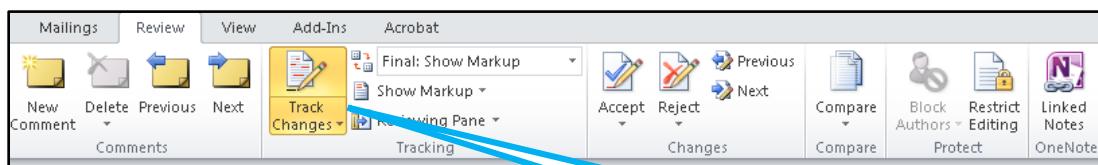
### Setting up Track Changes

1. Open the document that you plan to edit  
This is the original document.

2. Click the **Review Tab**  
Track Changes is in the Tracking Group.

3. Click **Track Changes**  
There is a dropdown list with three options.

4. Select **Track Changes**  
The document remains the same, but the Track Change option is highlighted.



Once highlighted, you can begin editing.

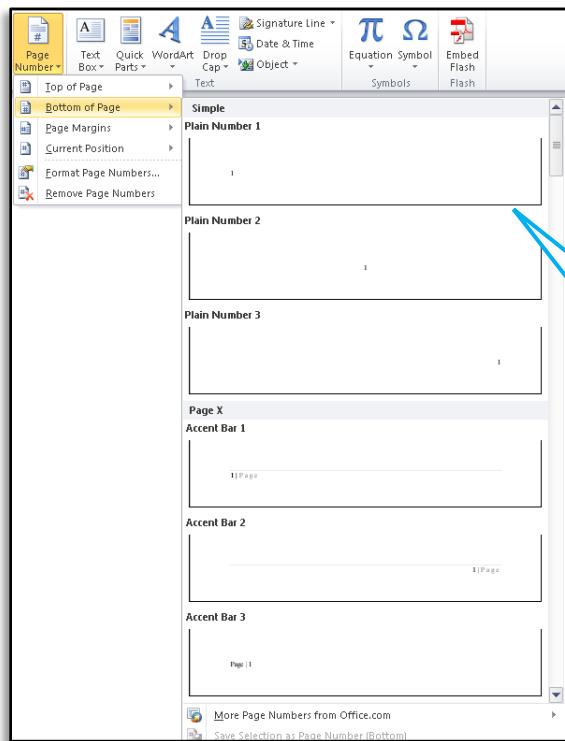
**Note:** All the changes you do and the comments you add appear in a red box on the side of the document.

## Inserting Page Numbers, Headers and Footers

The last thing you want is to drop your document and see your pages scatter. If they are not numbered, it can be a hassle to put them back together, especially for longer documents. Headers and Footers are also a great way to keep track of your document pages and sections.

### Inserting Page Numbers

1. Click **Insert**  
Refer to the Group.
2. Click **Page Number**  
A drop box appears.
3. Hover your mouse over the location you want your page number to be  
Another box appears and gives you options of what position you want page number to appear.
4. Select **position** or style you want your page number to appear  
The page number appears in light grey.



When you hover your mouse over the location options for the page numbers, you will see a preview of position options in the next column.

## Inserting Header and Footer

### 1. Click **Insert**

Refer to the Header and Footer Group.

### 2. Select **Header or Footer**

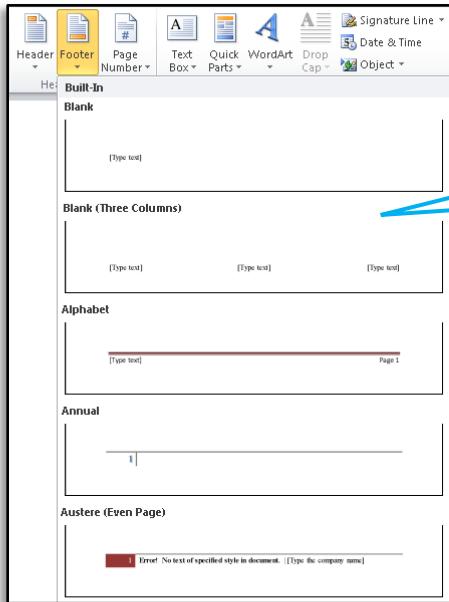
A drop box opens and you can choose what type of header/footer you want.

### 3. Select a Header or Footer style

Word outlines the header and you can proceed typing in the ‘Type Text’ area.

### 4. Double click outside outlined header/footer.

You can proceed typing the rest of your document.



Footer style  
options.

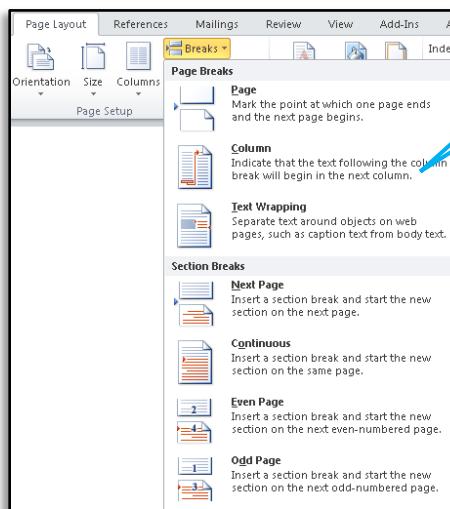
**Note:** Do not use the Footer feature to insert your page numbers. The same page number will show up on every page of your document. Follow the guidelines above to insert page numbers in a professional style.

## Using Different Headers for Sections in Document

When writing a book or a scholarly journal it is nice to remind readers where they are in the text. This set of instructions guides you on how to use headers and how to create different ones for each section in your document. In order to do this, you need to create section breaks in your document.

### Adding Sections to your document

1. Position the cursor on the text where you want the section break to occur  
Don't do this for the first page; the section break separates this text from previous pages.
2. Click **Page Layout**  
Your options are in the Page Setup group.
3. Click **Breaks**  
A drop down list appears.
4. Select **Next Page**  
This creates a new section in your document.



By using this feature, you create different section breaks throughout your document.

**Note:** you can also make those section breaks be the next chapter for your document.

## Creating Headers for Your Sections

1. Click the **Insert Tab**

Your options are in the Header and Footer Group.

2. Click **Headers**

A dropdown list of options for Headers appears.

3. Select **Edit Header**

The Header section of the document appears and you can type in your Header.

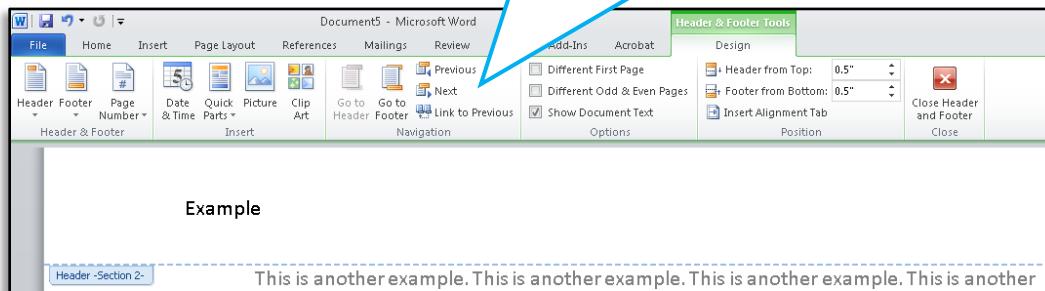
4. Click the **Next or Previous** in the Navigation Group

The page automatically jumps from one section to other, allowing you to change the Header.

5. Select **Link to Previous**

This function separates the Headers for each section.

This is the Navigation group where you can edit and create Headers ones for your section.

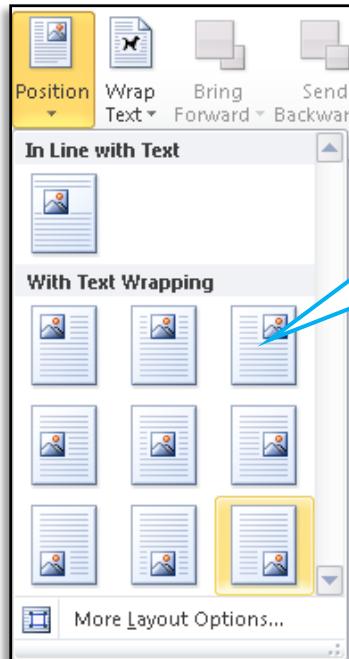


**Note:** Make sure that **Link to Previous is not highlighted** or else the headers remain the same as the previous section. The same guidelines can be applied to Footers as well.

## Positioning Images in Text

When you import images to your text, you want it to look professional. By using the Position feature, you avoid awkward and unnecessary white space between your picture and text.

1. Insert or paste your image into the text  
Place your image where you want your text to wrap around.
2. Select the **Page Layout** Tab  
Refer to the Arrange group.
3. Click on your Image.  
The Position Icon is accessible.
4. Click **Position**  
A dropdown list appears.
5. Choose what position you want your picture to be in  
Hover your mouse over the options to get a preview.



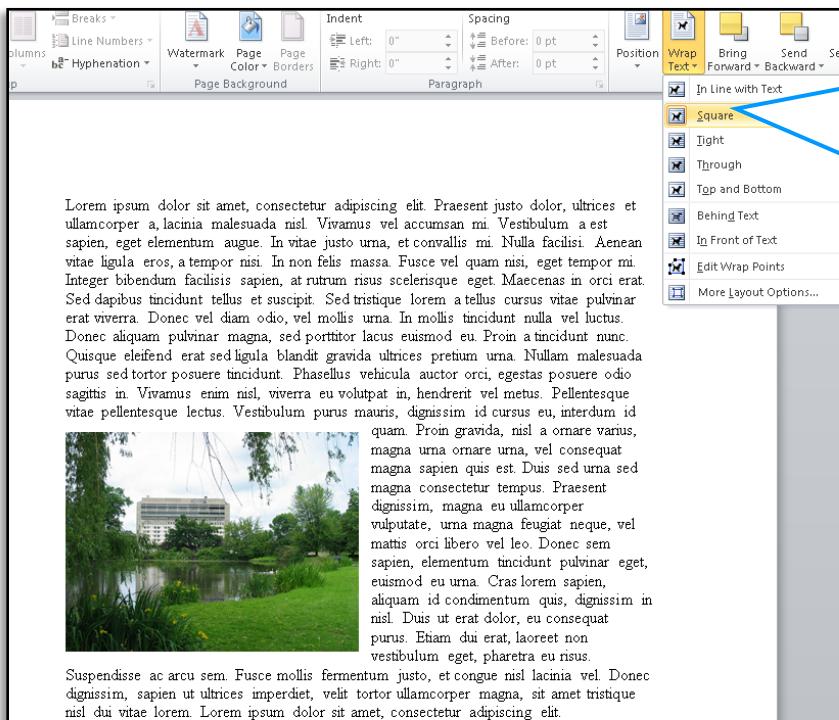
These are the options you have for positioning your image to text. Hover your mouse over an option for previews of how your text and image will look.

**Note:** You cannot access Position unless your image is selected.

## Wrapping Text Around Your Image

Next to the Position feature is Wrap Text. The Wrap Text feature gives you more control of the white space surrounding your image or icon. You can also position the image in front or behind the text. Wrap Text works the text itself whereas Position works with the image or Icon.

1. Select the Image you wish to wrap around your text  
The Wrap Text feature becomes accessible.
2. Click the **Page Layout** Tab  
Refer to the Arrange group.
3. Select **Wrap Text**  
A drop down list appears with options.
4. Select the position you want for your text and image  
Hover your mouse over the position options to view previews of your text.

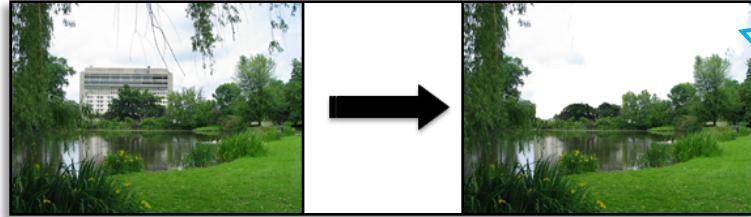


This is an example of text wrapped around an image at the University of Massachusetts-Amherst. The Wrap Text feature controls where the text lies around the image.

## Removing the Background from Images

There may be times when you want to add images to your document, but may not want the background. There are going to be areas within the images you want your readers to focus on instead.

1. Insert the Image or Icon you want to work with and select it  
The Picture Format tab becomes accessible.
2. Click The **Format** Tab, highlighted in **Yellow**  
The tab opens up with all the options to edit and enhance images or icons.
3. Click **Background Image** located in the Adjust Group  
The background becomes highlighted in pink and displays a box.
4. Move the box surrounding the image until you get image you desire  
Different parts of the image will be highlighted when you move the box.
5. Refer to the top of the Ribbon to the Refine/Close groups for your changes  
You can mark, keep, and discard your changes to the image.



This feature allows you to manipulate the photo and remove any unwanted images. This is the final result.

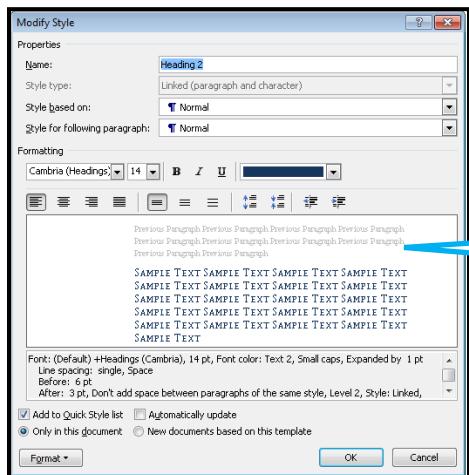
**Note:** When using the Background Image Feature, the sections you delete become a white Background.

## Setting up Styles

When using certain styles in Word, you can format and style you work with little to no effort. You can create neater schedules, syllabi, calendars, etc. This feature also allows you to save your customized styles for future use.

### Starting to Style your Document

1. Open up a document you are willing to format or create one  
You want to have your final document ready.
2. Click the **Home** Tab  
Refer to the Styles group.
3. Click on one the Style options  
Your text changes as you hover your cursor over different options.
4. Click the **small arrow in the box** underneath Change Styles  
A dropdown list appears with different features.
5. Click the small box on the end of each style option  
Another dropdown list appears.
6. Click **Modify**  
A new window opens up with options to stylize your document.
7. Modify the style to your liking  
Look at the preview underneath to see the effect it has on your document.

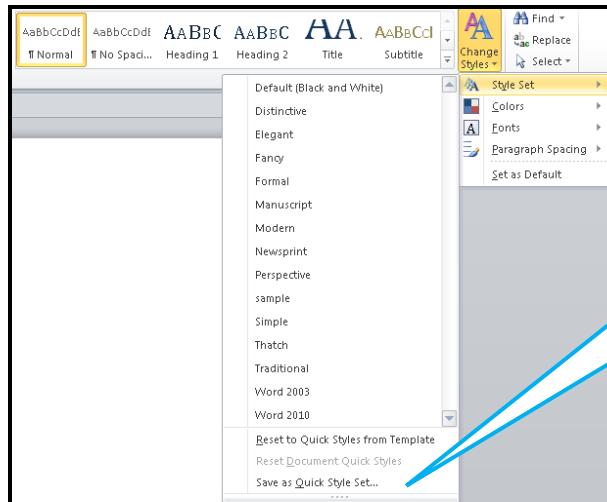


This is where you customize and enhance your document to your liking.

### 3. Enhancing Your Document

#### Saving New Styles

1. Complete setting up and customizing your styles  
You want finalize your document so you can save it.
2. Click **Change Styles**  
A dropdown list appears.
3. Hover your mouse over **Style Set**  
Another dropdown list appears to the left.
4. Select **Save as Quick Style Set**  
A new window opens up and asks you to name and save your customized style.



This allows you to save your new stylized document.

**Note:** The new style template is located in the Word Template folder on your computer.

## Creating Watermarks

A Watermark is light text or images that marks material belonging to the original producer. This helps ensure people will not copy your work. You can add the Watermark before or after you complete your document.

1. Select the text

By selecting the text you can customize your Watermark.

2. Go to the **Page Layout Tab**

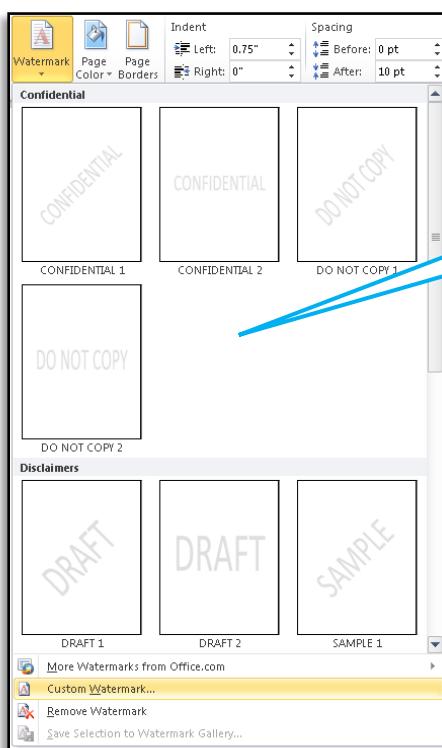
Refer to the Page Background Group.

3. Click **Watermark**

A dropdown list of previews and options appear.

4. Click on the option best suited for your document

The Watermark appears behind the text.



These are the Watermark options

**Note:** Once you highlight your text, you can click "Customize Watermark" to make your own if you are not satisfied with any of the previews.