

# Introduction

Basic MS Word 2010

## Agenda (Word)

- Four Chapters
  1. **Basics**
  2. Working with Word
  3. Formatting
  4. Data

## Agenda (Basics)

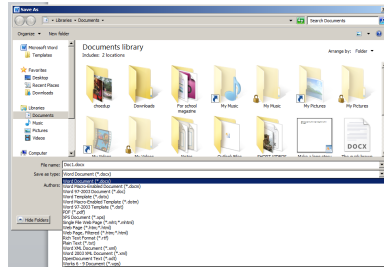
- What is word?
- file / document management
- interface
  - ribbon, backstage view, quick access toolbar, ...
- settings
- help
- switching documents
- views
- print

## What is word?

- It is a word processor!
- create text / data
- modify it
- export it
  - print
  - pdf
  - website
  - different type of documents
  - letters, papers, flyers, faxes, recipes, restaurant menus

# File Management

- create
  - file -> new document
- save
  - file -> save
  - file -> save as ...
  - „quick access toolbar“
- close
  - file -> close



# File Management

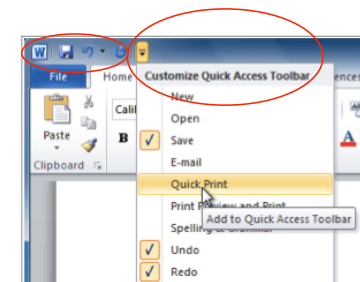
- file
  - prefix (name of document)
  - suffix (type of document)
  - hello.docx
- open
  - file -> recent
  - file -> open

# Interface

- What is the interface?
  - how the program looks like / what you can see
- separated in different areas (8)
  1. backstage view
  2. quick access toolbar
  3. ribbon
  4. ruler
  5. document
  6. footer (status bar)
  7. scrollbar
  8. zoom

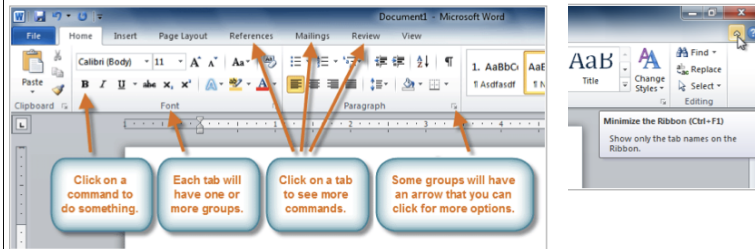
# Interface: Quick Access Toolbar

- common / often needed actions no matter which tab (*ribbon*) you are on
- customise it as you like
  - click „drop-down arrow“
  - check / uncheck the command you like to have



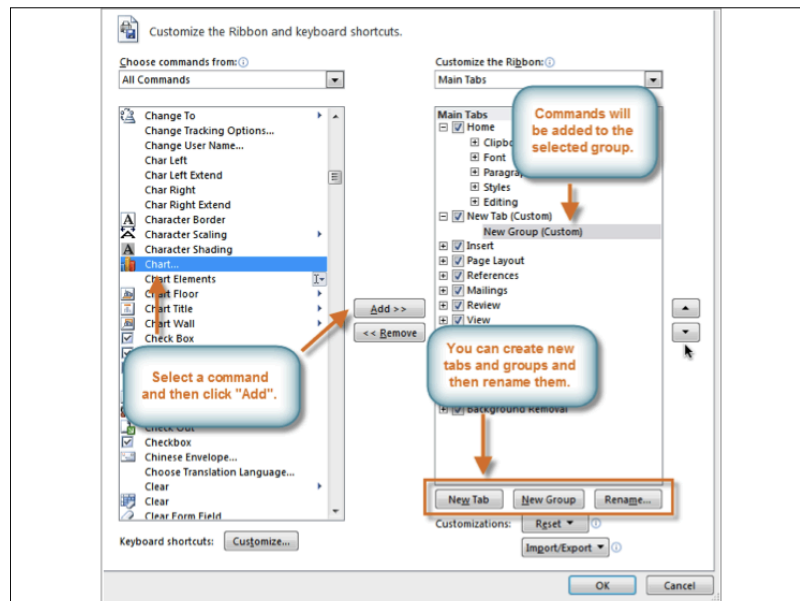
# Interface: Ribbon

- tabbed system to aggregate actions logically
- each tab is divided in groups
- hide / show the ribbon
  - double click a tab or arrow-icon on the top right corner



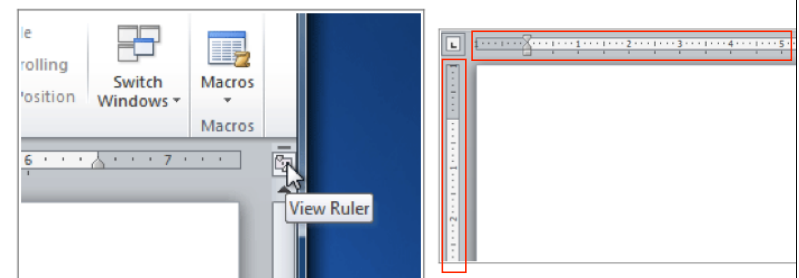
# Interface: Ribbon

- the ribbon is *responsive*
  - depending on the width of your screen, it rearranges / resizes the icons for the actions
- customise the ribbon
  - new tabs and groups for actions
  - right click the ribbon -> „customise the ribbon“
  - „new tab“ and select it
  - select command on the left and „add“ or drag them into the group
  - click „ok“ to confirm the creation of the new group

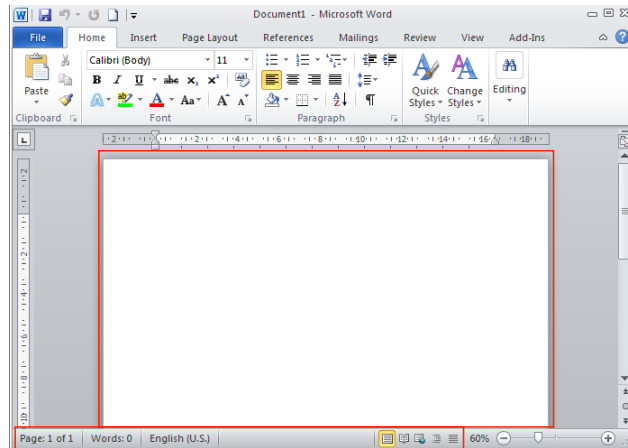


# Interface: Ruler

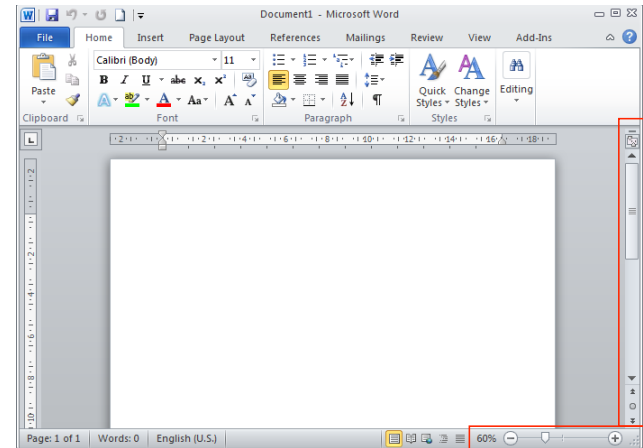
- located top and left of your document
  - show / hide it: click the „view ruler“ icon over the scrollbar
- adjust your document with precision
- more later (layout)



## Interface: Document & Footer



## Interface: Scrollbar & Zoom

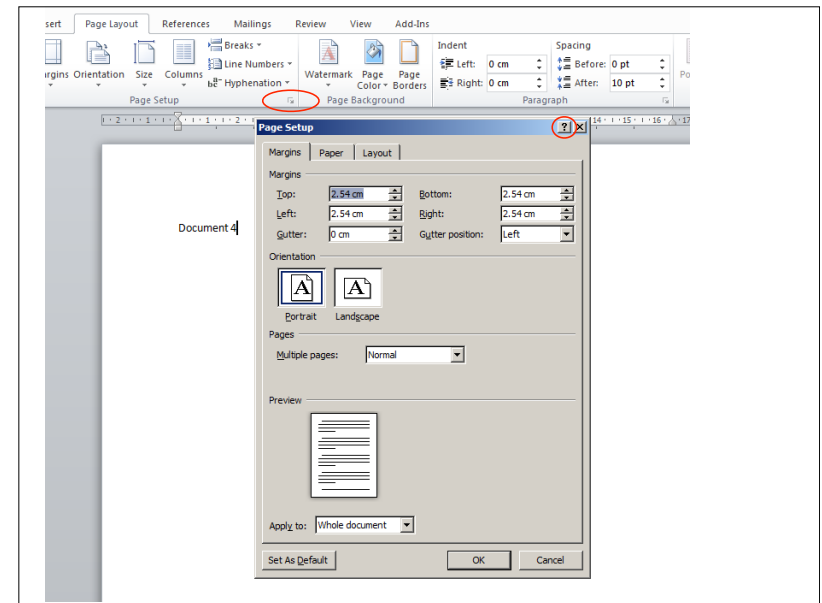
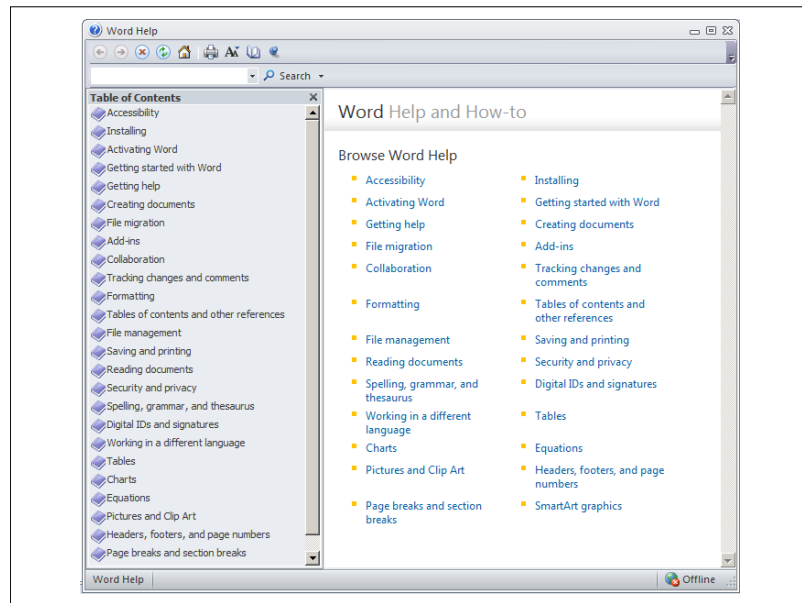


## Settings

- different settings / options
  - in ribbon (local and global)
  - in backstage view (global, file -> options)
- Categories
  - general, display, ...
  - proofing -> Auto Correct Options

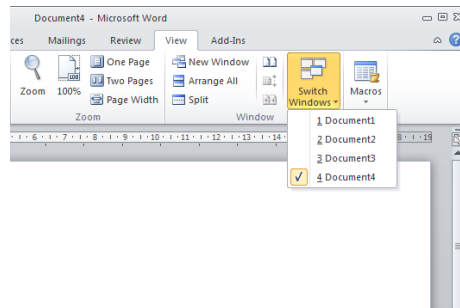
## Help

- Icon „?“ or „F1“ on keyboard
- search, navigate and home
- help icon in dialog



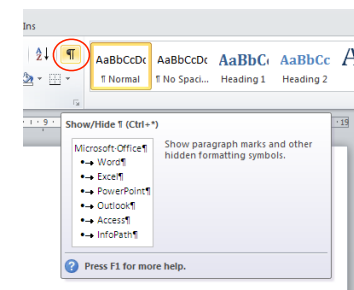
## Switching Documents

- only when multiple documents are open
  - tab view -> switch windows
  - list of documents
- show all documents
  - tab view -> arrange all
  - ctrl + f6



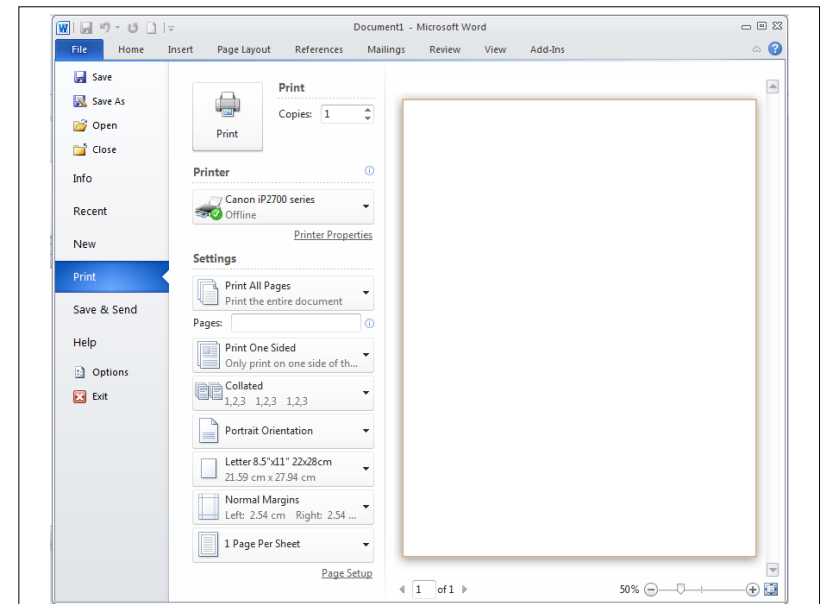
## Views

- show paragraph marks
  - Tab Start -> „Show paragraph marks ...“
- view types (tab view)
  - **page layout** (popular, print view)
  - Fullscreen Reading
  - Web Layout
  - Outline
  - Draft



# Print

- number of pages (footer)
- file -> print
  - ctrl + p
- settings
  - number of pages
  - printer type (also pdf)
  - sorting, paper type, ...



# Exercises

1. Open Word, create a new empty document
2. Maximise the ribbon and display the ruler
3. Add a command to the „Quick Access Toolbar
4. Add a new Ribbon tab with a custom command, label the tab with a corresponding name
5. Make, that the „Auto Correction“ transforms your first name into your last name, type a sentence with your name
6. create 6 documents and show them all together