

# **MS Office 2010 (MS Word 2010 & MS Excel 2010)**

Lesson 07 -Introduction to Microsoft  
Word 2010

## Lesson Objectives

- To understand following topics

- Introduction to Word
- Start Button
- Quick Access Bar
- Ribbon(Toolbar)
- Working with multiple document
- Multiple views of document
- Comparing documents



## What is Word ?

- Word 2010 is a word processor that allows you to create various types of documents such as letters, reports, research papers, newsletters, brochures, and more.
- Word 2010 provides new features
  - Co authoring in real time
  - Share Document
  - Image Editing
  - Recover Lost Draft

## Getting Started With Word

- Following are the steps to open word 2010
  - Click on start button
  - Click All programs
  - Search for Microsoft 2010 in Microsoft Office and click it.

Add the notes here.

## Quick Access Bar

- The Quick Access Toolbar displays a small selection of the more commonly used commands in Word 2010 in the top left hand corner of the application window (above the Office Button)
- It is displayed independently of what tab you are currently working in, so you can always see those popular commands there
- By default, the Quick Access Toolbar includes the following commands:
  - Save
  - Undo
  - Redo
- This is placed just above the File Tab.
- Quick Access Bar can be customized as per comfort.

Add the notes here.

## Backstage View

- The Backstage view has been introduced in Word 2010 and acts as the central place for managing documents
- The backstage view helps in creating new documents, saving and opening documents, printing and sharing documents
- It also helps to manage files and the data about them — creating, saving, inspecting for hidden metadata or personal information, and setting options
- In short, it is everything that you do to a file that you don't do in the file.
- To get Backstage view ,click on File Tab

## Ribbon

- Ribbon contains commands organized in three components:
  - Tabs: appear across the top of the Ribbon and contain groups of related commands. Home, Insert, Page Layout is example of ribbon tabs.
  - Groups: To organize related commands. each group name appears below the group on the Ribbon. For example group of commands related to fonts or group of commands related to alignment etc.
  - Commands: Commands appear within each group as mentioned above.

## Demo

- Getting started with Word
- Introduction to Word window
- Quick access bar
- Backstage view
- Ribbon





## Working with Multiple Documents

- Two or more documents displayed on the screen at the same time
- click the View tab and click the Arrange All button.
- Immediately, Word organizes all its windows by placing them on the screen like the pieces of a jigsaw puzzle.

## Multiple Views of Document

- Word document can be viewed in different views
  - Print Layout View : This is the viewing mode you should use if you want to always see what your document will look like
  - Full screen View : Word includes a full-screen mode that minimizes the extraneous information (tools, menus, etc.) displayed on the screen
  - Web Layout View: shows how your document will look as a Web page
  - Outline View: is used when you want to work with large portions of your document at the same time
  - Draft View : can be considered a "pared down" version of the Print Layout view. It allows you to generally see how your text will appear on paper.

Add the notes here.

## Comparing Documents

- Following are the steps to compare 2 word documents
- Click the review tab and then click Compare button which will display 2 options to be selected.

Add the notes here.

## Comparing Documents (Cont.)

- Select the original Document and Revised Document and Click on Ok button to display the differences in two documents.
- Left column on the screen would show all the changes done over the course of changes and you will see original as well as modified version of the document on the same screen.
- Walk through these changes using Previous & Next Button available under Review tab.

## Demo

- Working with multiple documents
- Working with multiple views of documents
- Comparing documents



## Summary

- What is Word
- Quick Access Bar
- Ribbon
- Working with multiple documents
- Multiple views of document
- Comparing multiple documents



Add the notes here.

## Review Question

- Q1. In word 2010 , Ribbon can be customized with your own Tabs?
  - a. True      b. False
- Q2. \_\_\_\_\_ helps in creating new documents, saving and opening documents, printing and sharing documents.
- Q3. \_\_\_\_\_ is used when you want to work with large portions of your document at the same time.
- Q4. What are all the default commands which is included in Quick Access Bar?
- Q5. \_\_\_\_\_ shows how your document will look as a Web page.



Add the notes here.