

CHAPTER 1

InFocus

LV1_W801

GETTING TO KNOW MICROSOFT WORD

Microsoft Word is a word processing application that is usually part of a suite of Microsoft applications, known as Microsoft Office.

You can use Word to create all sorts of documents, including letters, reports, faxes, forms, emails, web pages, invitations and certificates.

Before you leap into creating anything, it is worth taking some time to become familiar with the Word window and its features.

In this session you will:

- ✓ learn how to start **Microsoft Office Word 2010**
- ✓ gain an understanding of the **Word 2010** screen
- ✓ gain an understanding of how **Microsoft Word 2010** works
- ✓ learn how to use the **Ribbon**
- ✓ learn how to use the keytip badges on the ribbon
- ✓ learn how to minimise the ribbon
- ✓ gain an understanding of **Backstage View** in **Microsoft Word**
- ✓ learn how to access the **Backstage View**
- ✓ learn how to use shortcut menus
- ✓ gain an understanding of how dialog boxes work
- ✓ learn how to launch a dialog box
- ✓ gain an understanding of the **Quick Access Toolbar**
- ✓ learn how to add commands to the **Quick Access Toolbar**
- ✓ gain an understanding of the status bar
- ✓ learn how to exit correctly and safely from **Microsoft Word 2010**.

STARTING WORD

To create a new document, or edit an existing one, the first thing that you need to do is to start **Microsoft Word**. As a standard software application, how **Microsoft Word** is started is

largely determined by Windows. For example, it can be started from the Windows **Start menu**, from a **shortcut**, or even by opening a document that was created in Word.

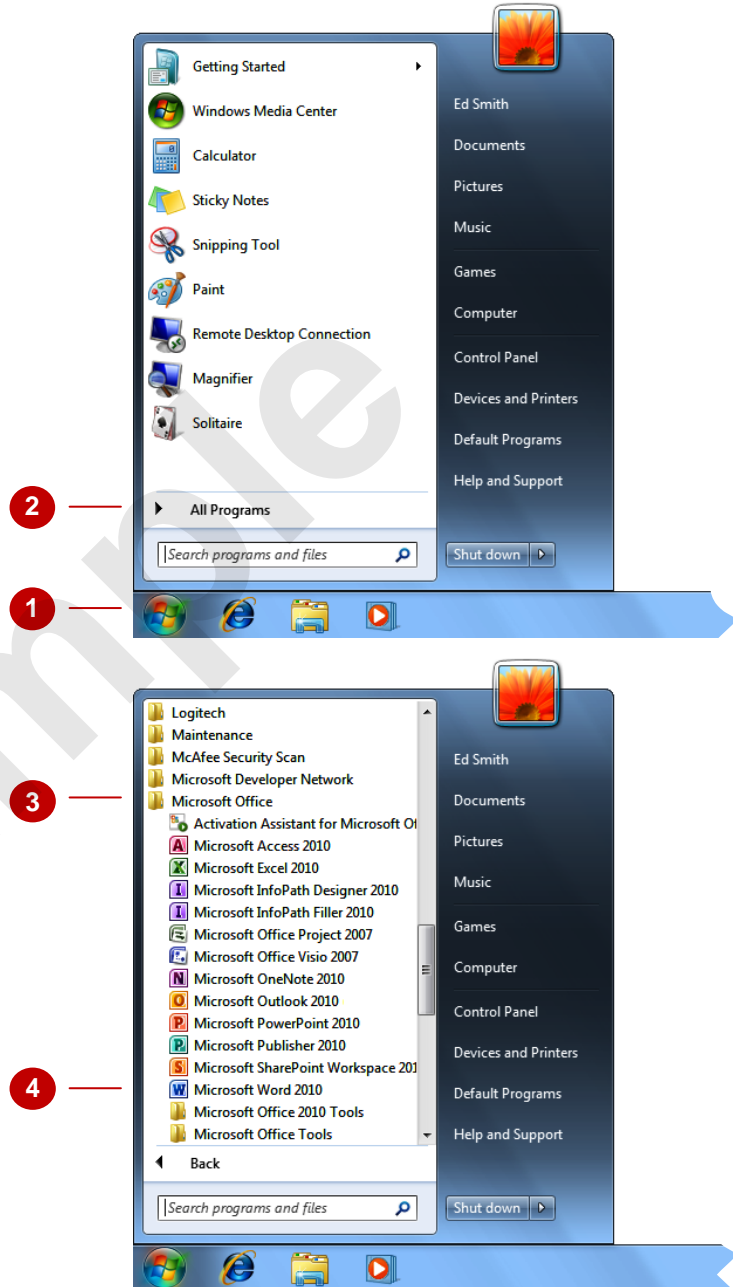
Try This Yourself:

Note

Before you begin, ensure that your computer is switched on and that the Windows desktop is displayed on your screen...

- 1 Click on the Windows **Start** button at the bottom left-hand corner of the screen to display the menu
- 2 Click on **All Programs**
- 3 Click on **Microsoft Office**
- 4 Click on **Microsoft Office Word 2010**

After a few moments a blank document will appear in Word 2010



For Your Reference...

To **start Microsoft Word**:

1. Click on the Windows **Start** button
2. Click on **All Programs**
3. Click on **Microsoft Office**
4. Click on **Microsoft Office Word 2010**

Handy to Know...

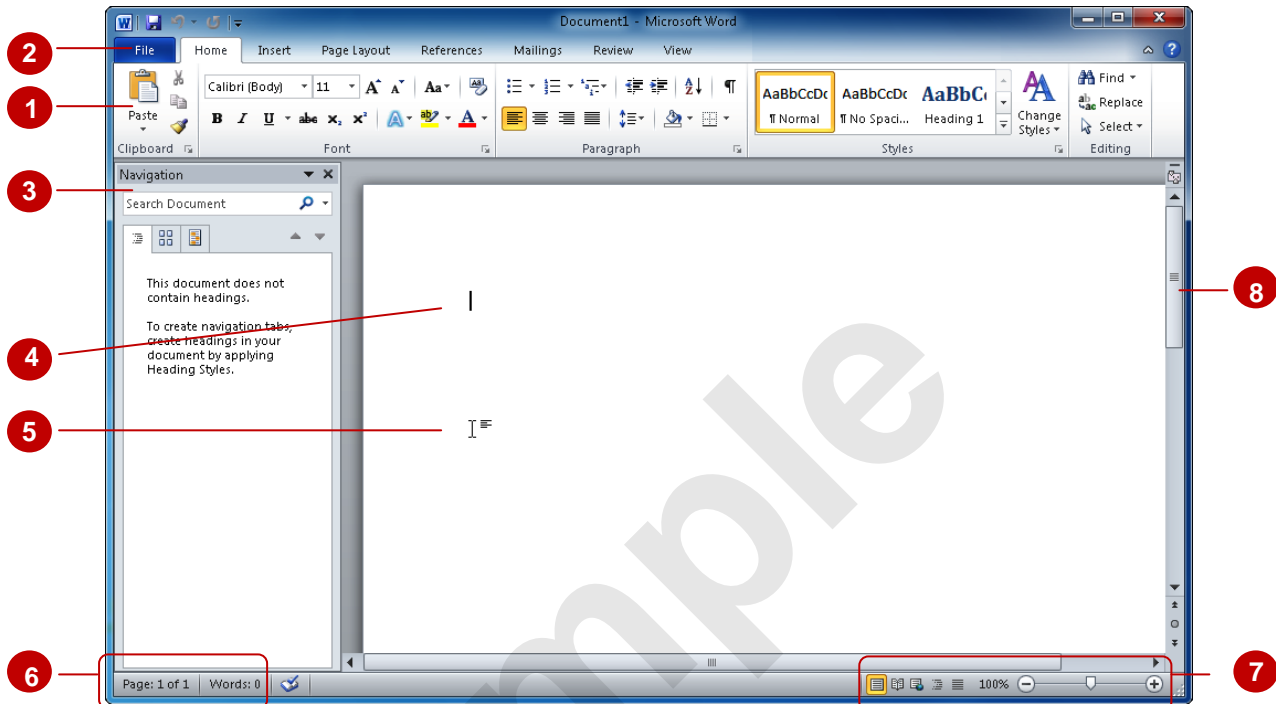
You can also start Word by:

- Double-clicking on a Word **shortcut**
- Double-clicking on a document file icon in a file listing
- Choosing a document from the **Recent Items** list on the **Start** menu.

THE WORD SCREEN

The Microsoft Word 2010 screen is made up of several key components which are described on this page. Some of these components, such as the **Ribbon** and **Backstage**, are common to all

other Office 2010 applications so once you know how they work you won't have to relearn them when you use other applications.



- 1 The **Ribbon** is the tabbed band that appears across the top of the window. It is the control centre of Word 2010. Instead of menus, you use the **tabs** on the Ribbon to access the **commands** that have been categorised into **groups**. The commands include **galleries** of formatting options that you can select from, such as the **Styles** gallery shown here.
- 2 The **File** tab is used to access the **Backstage view** which contains file management functions, such as saving, opening, closing, printing, sharing, and so on. *Word Options* are also available so that you can set your working preferences and options for Word 2010.
- 3 The **Navigation pane** lets you view all of your document's headings and pages; locate and restructure the content by dragging headings; and find all instances of specific words, phrases or items such as figures and tables – without having to scroll through the search results.
- 4 The **Insertion point** shows where the text will appear if you start typing.
- 5 The **Mouse Pointer** is used, amongst other things, to move the insertion point to different locations in the document. It may appear as a pointer or an I-bar, as in this example, or any number of other forms, depending upon its function at that position on the screen.
- 6 The **Status Bar** appears across the bottom of the window and displays the current location of the insertion point, including page number, section number, column, and so on. It can also be used to access navigation commands such as Go To.
- 7 The **View** buttons and the **Zoom Slider** are used to change the view or to increase/decrease the zoom ratio for your document.
- 8 The **Scroll bar** indicates your current position in the document and lets you move to other positions in the document by clicking or dragging. The arrows can also be used to move through the document.

HOW MICROSOFT WORD 2010 WORKS

For a new user the Word 2010 screen may seem tricky – particularly the commands area at the top of the screen. The screen comprises three key areas. The data you type is placed on a **page**.

The data can be manipulated using commands on the **Ribbon**. The page is part of a larger entity known as a document or file, and everything you do to the file is controlled in **Backstage view**.

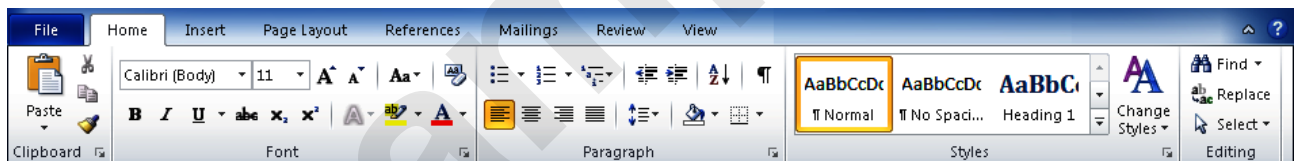
The Page

If you create a new blank document, it will appear as a blank **page** in the document window with a blinking insertion point. When you start typing, the text will appear at this location. You can also create a new document from a template, such as this resume shown to the right, where specific information will appear by default in the page, and you can edit it and add your own data as desired.



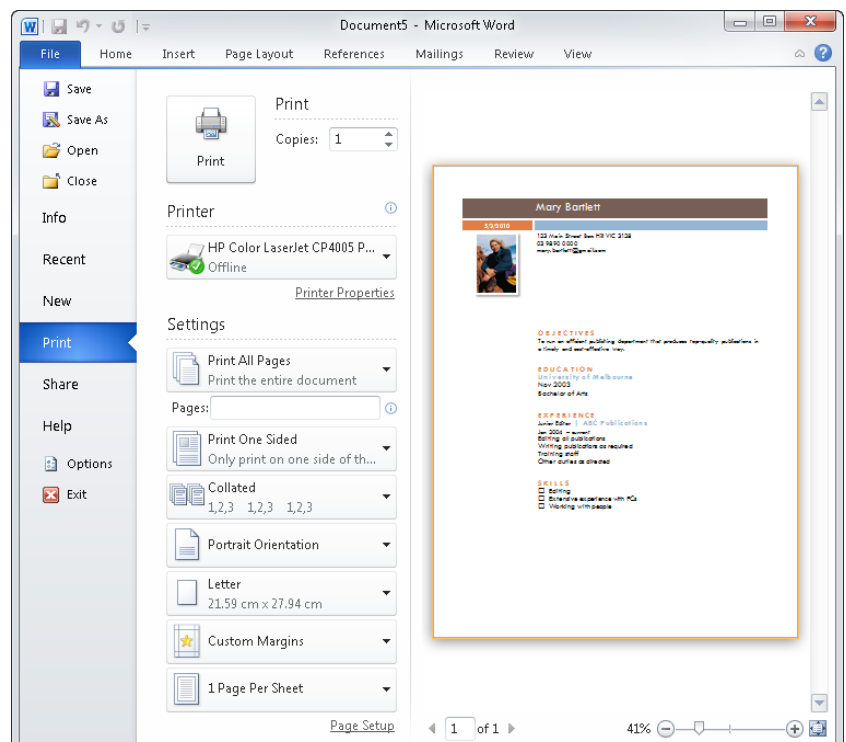
The Ribbon

When you need to do something with the data on a page, such as format it, colour it, move it, copy it, and much more, you'll find all of the relevant commands on the **Ribbon**. The **Ribbon** has the commands organised thematically using a series of tabs across the top.



Backstage View

When you want to do something with the data in your document, such as save it so that you can access it again later, print it, share it with a colleague, send it to your boss, protect it from prying eyes, or whatever, you will need to access the **Microsoft Office Backstage view** of Microsoft Word. **Backstage view** is accessed using the **File** tab on the **Ribbon**. Rather than offering you commands on a **Ribbon**, **Backstage** occupies the entire screen and has a series of options down the left side. In our sample to the right, the **Print** option is active, and that is why you can see a preview of the document and a series of print-related options on the right side of the **Backstage view**.



USING THE RIBBON

The **Ribbon** is the command centre for Word. It provides a series of **commands** organised into **groups** that are placed on relevant **tabs**. Tabs are activated by clicking on their name to display

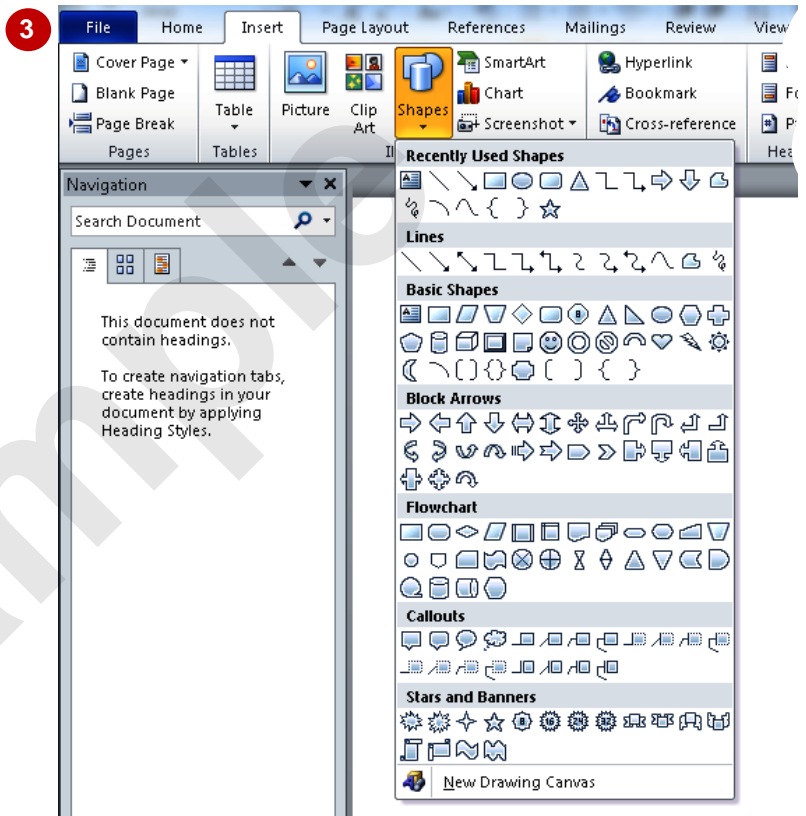
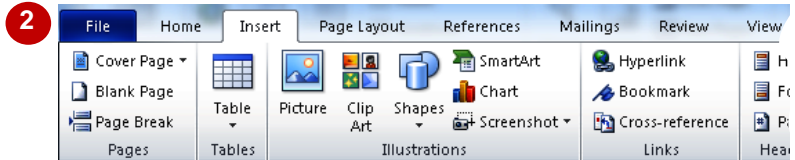
the command groups. Commands are activated by clicking on a button, tool or gallery option. Everything you could possibly want to do in Word will be found somewhere on this Ribbon.

Try This Yourself:

Open File

Before starting this exercise ensure you have a blank document open...

- 1 Examine the groups on the **Home** tab
These are the most commonly used commands,...
- 2 Click on the **Insert** tab
The commands on this tab are used to create pages, tables, illustrations, links, headers and footers, text objects and equations...
- 3 Click on **Shapes** in the **Illustrations** group to display the Shapes gallery
This includes a huge range of shapes as well as the menu option New Drawing Canvas at the bottom of the list...
- 4 Click on each of the tabs and examine the commands
Some of these open dialog boxes...
- 5 On the **View** tab, click on **Zoom** in the **Zoom** group to open the **Zoom** dialog box
- 6 Click on **[Cancel]** then click on the **Home** tab



For Your Reference...

To **use** the **Ribbon**:

1. Click on a tab to display the commands
2. Click on a button to activate a command, display a gallery or display a dialog box

Handy to Know...

- Additional tabs known as **Contextual tabs** appear in specific circumstances. For example, if you insert a picture, the **Picture Tools: Format** tab will appear. This provides quick access to all of the tools you may need to modify and work with the picture.

USING RIBBON KEYTIPS

The **Ribbon** is normally accessed with a mouse. However, you can also use the keyboard to access **Ribbon** commands. When you press **Alt**, the letters known as **key tips** or **access keys**,

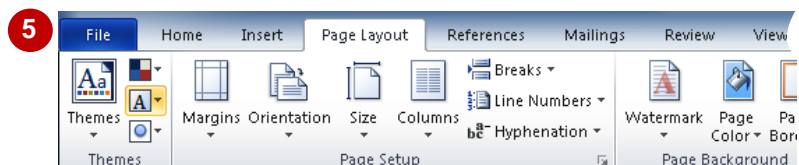
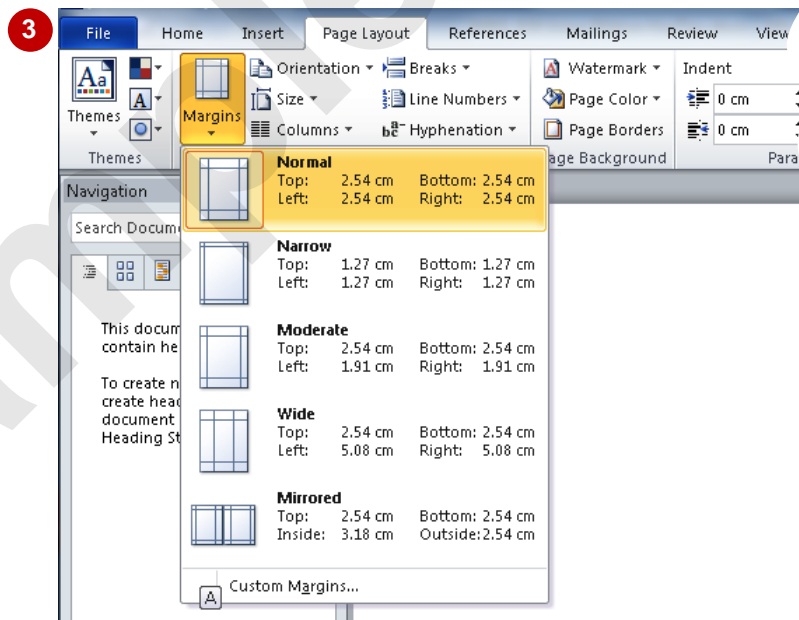
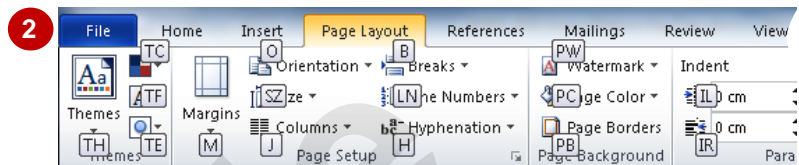
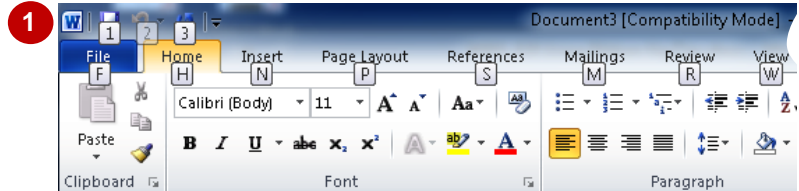
will appear next to commands on the ribbon. Pressing a key on the keyboard will activate the corresponding command on the **Ribbon** just as if you'd clicked the command with the mouse.

Try This Yourself:

Open File

Before starting this exercise ensure you have a blank document open...

- 1 Press **Alt** to display the **KeyTips**
- 2 Press **P** to activate the **Page Layout** tab and display the keytip for the **Page Layout** commands
- 3 Press **M** to display the **Margins** options
*You can use the arrow keys **↑** and **↓** to move through the options or press **A** to see Custom Margins ...*
- 4 Press **Esc** twice to return to the previous level of access keys
- 5 Press **Tab** several times to cycle through the commands on the **Page Layout** tab
- 6 Press **Esc** to return to text entry mode



For Your Reference...

To **use KeyTips** to access commands:

1. Press **Alt** to display the **KeyTips**
2. Press the letter key of the command or tab that you want to select
3. Press **Esc** to return to text entry mode

Handy to Know...

- You can still use the shortcut keys for menu commands that were available in previous versions of Office. For example, **Ctrl + B** applies bold to selected text.

MINIMISING THE RIBBON

The **Ribbon** at the top of the screen, valuable as it is, does tend to occupy a reasonable amount of space. You can minimise the **Ribbon** so that only the tabs appear visible. You can minimise the

Ribbon as a once-off operation, or have it remain constantly minimised and display full commands only briefly while a tab has been clicked.

Try This Yourself:

Open File

Before starting this exercise ensure you have a blank document open...

- 1 Click on the **Insert** tab to display the **Insert** commands

- 2 Double-click on the **Insert** tab to minimise the ribbon

While the tabs stay visible, the rest of the commands are hidden...

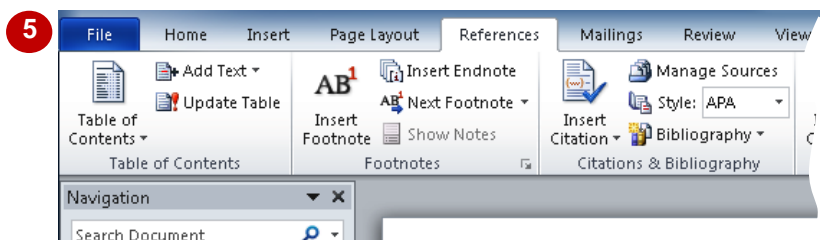
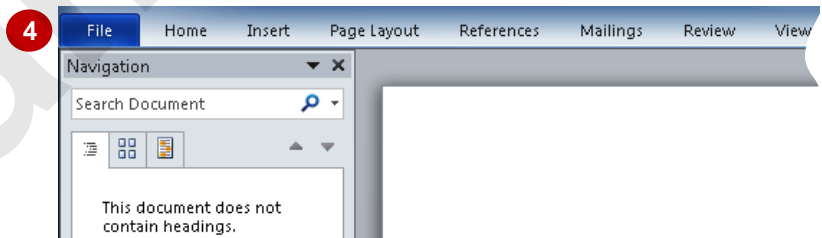
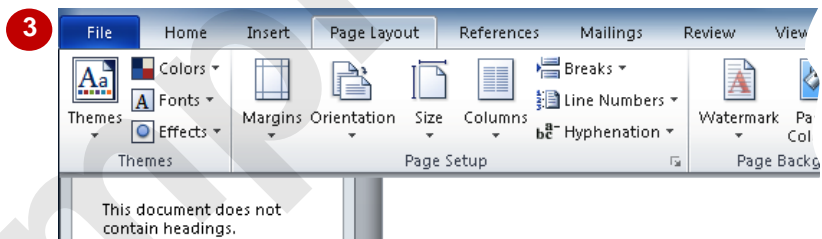
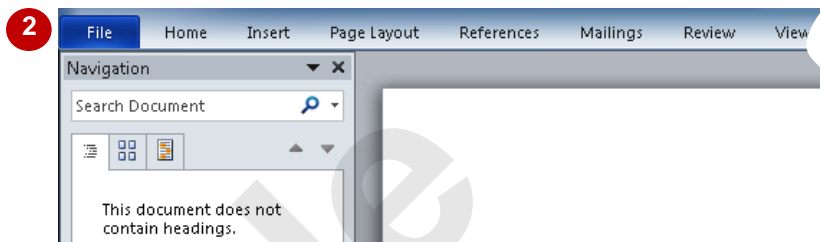
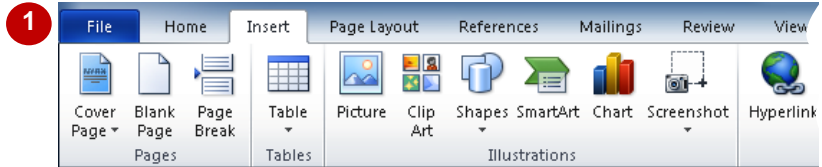
- 3 Click on the **Page Layout** tab to redisplay the ribbon, this time with the **Page Layout** commands

- 4 Click back in the document

The ribbon will hide again – it only becomes visible when you need it. You can redisplay it permanently though...

- 5 Double-click on the **References** tab to redisplay the **Ribbon** permanently

- 6 Click on the **Home** tab



For Your Reference...

To **hide/display** the **Ribbon**:

1. Double-click on the active tab to hide the **Ribbon**
2. Click on a tab to see the **Ribbon** temporarily
3. Double-click on a tab to redisplay the **Ribbon** permanently

Handy to Know...

- You can also minimise the **Ribbon** by clicking on **Minimise the Ribbon** and then maximise it again by clicking on **Expand the Ribbon**. These buttons are located at the right end of the **Ribbon**.

UNDERSTANDING THE BACKSTAGE VIEW

The **Ribbon** lets you work *on the content* in a document – you can add more content, format it, insert pictures into it, copy it, and much more. The **Backstage view**, which is accessed using

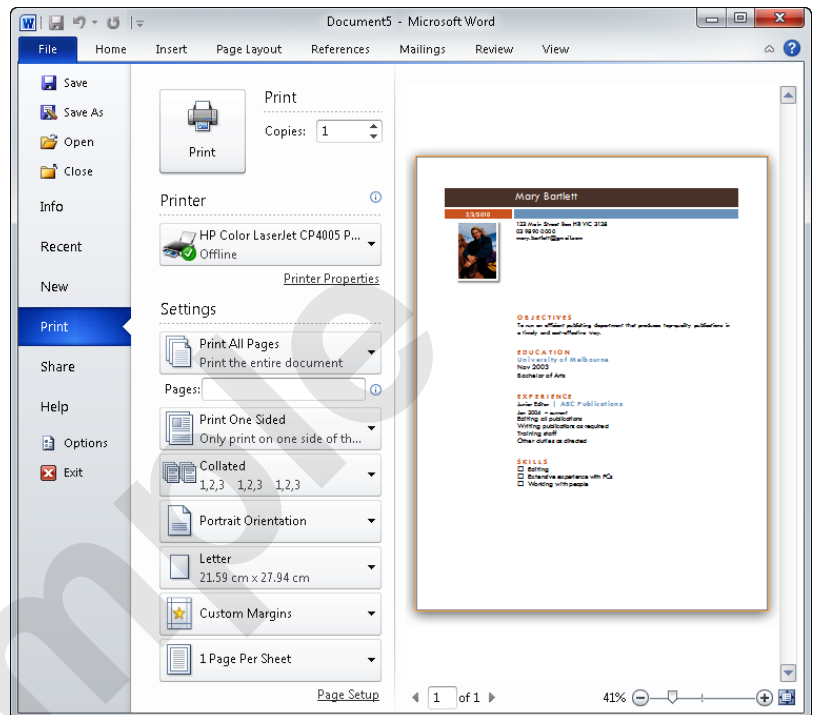
the **File** tab, lets you *do something with* the content you create. You can save it to use it later, print it on paper, send it via email, and more, using the options found in **Backstage view**.

The Backstage View

The **File** tab on the **Ribbon** is not a normal tab – as you can tell by the fact that it is coloured. Clicking on the **File** tab launches a mini-program within Microsoft Word known as **Backstage View**. **Backstage**, as it's known for short, occupies the entire screen although the tabs from the **Ribbon** still remain visible across the top.







At the left of the **Backstage** is a navigation pane which is made up of **Quick commands**, smallish buttons which will perform an operation immediately, and largish **tabs**, which display more options and information to the right of the screen.

The whole underlying purpose of the **Backstage** is to let you protect your data, share it with others, and provide you with valuable information both about your data and the status of Microsoft Word.








Quick Commands

The **Quick commands** provide immediate access to an operation.

	Save	Saves the current document
	Save As	Allows you to save the current document under a different name or location
	Open	Opens a previously saved document
	Close	Closes the current document
	Options	Provides access to options that allow you to control how Word looks and works
	Exit	Allows you to close and exit Microsoft Word

Backstage Tabs

The **Backstage tabs** provide more options for working with a document

	Info	Provides status information about the current document and lets you manage versions and permissions
	Recent	Provides a list of recently saved documents
	New	Lets you create a new document and provides access to a huge gallery of templates
	Print	Lets you print the current document and also previews it
	Share	Lets you share your document with other people
	Help	Provides access to Microsoft's help network and also provides licensing information about your software

ACCESSING THE BACKSTAGE VIEW

The **Backstage View** provides options for working on documents and key information about the status of Microsoft Word 2010. It is usually accessed by clicking on the **File** tab to the left of

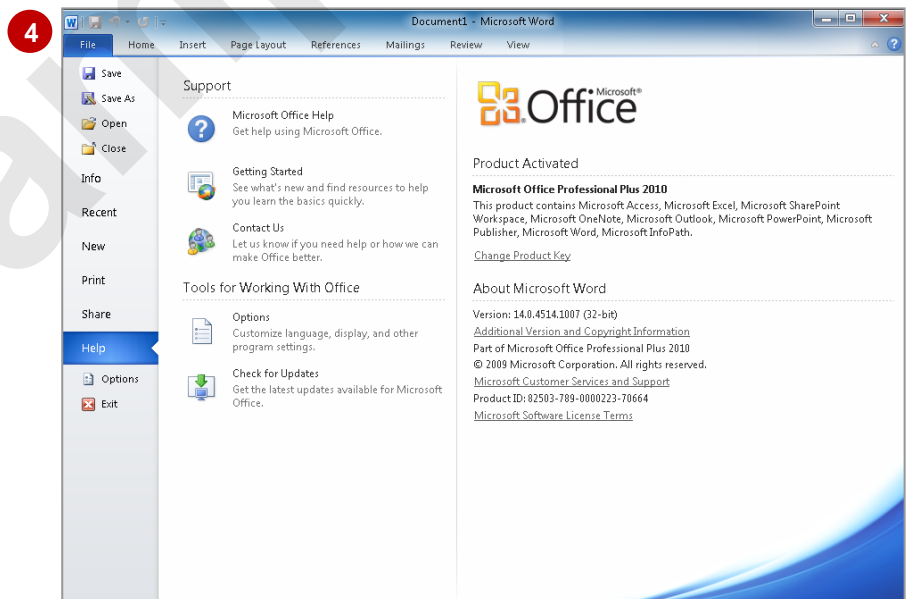
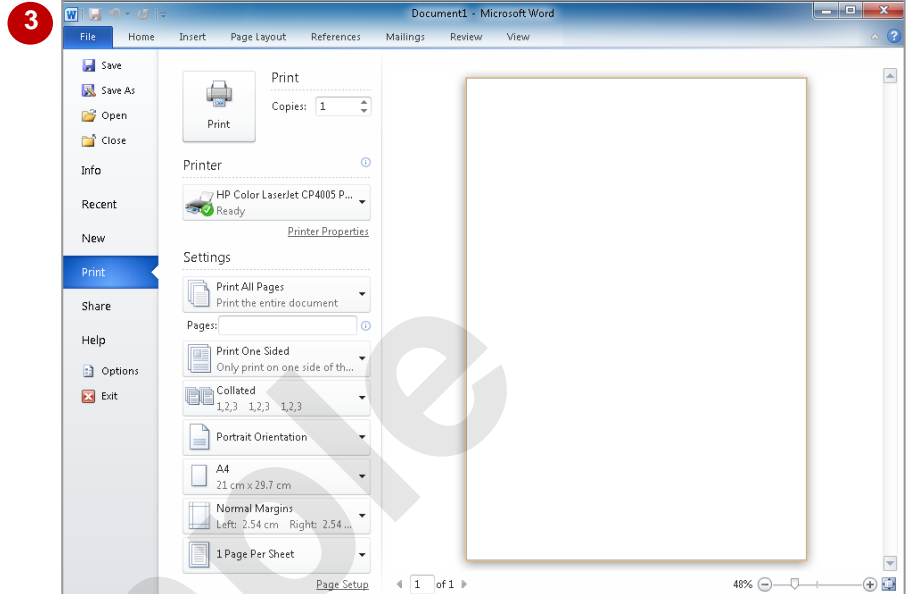
the **Ribbon**, but it can also appear when specific commands and options in the **Ribbon** have been selected.

Try This Yourself:

Open File

Before starting this exercise ensure you have a blank document open...

- 1 Click on the **File** tab on the **Ribbon** to display the **Backstage view**, then click on the **Info** tab if it is not already selected
- 2 Spend a few moments studying the properties, dates, and related people information at the right
- 3 Click on the **Print** tab (at the left) to see the printing options
A preview of how the document will print will appear...
- 4 Click on the **Help** tab (on the left) to see the help options and also product licensing and information
- 5 Click on the **Home** tab of the **Ribbon** to close **Backstage view** and return to the document



For Your Reference...

To access the **Backstage view**:

1. Click on the **File** tab on the **Ribbon**
2. Click on the desired tab or **quick command** at the left

Handy to Know...

- You can also close the **Backstage view** by pressing **Esc**.
- If you have no documents open in Word as you access the **Backstage View**, the **Recent** tab will be selected by default allowing you to quickly open a document that you have worked on recently.

USING SHORTCUT MENUS

In addition to the **Ribbon**, Word also features **shortcut menus** that appear when you right-click in an area on the screen or on an object. The content of the menu will vary depending upon

where you click. **Shortcut menus** provide an alternative, usually a quick one, to trudging through the **Ribbon** to find a specific operation or command.

Try This Yourself:

Open File

Before starting this exercise ensure you have a blank document open...

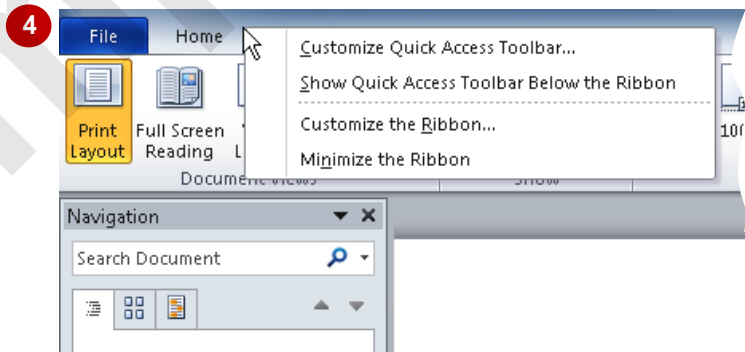
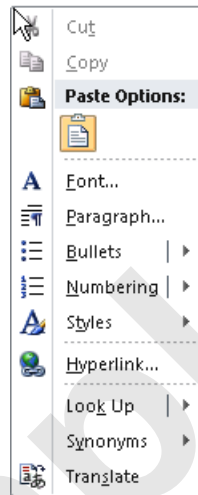
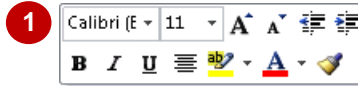
- 1 Move the mouse pointer to the middle of the document and click with the **right** mouse button to display a **shortcut** or **contextual menu**

Because you have clicked in the body of the document the menu includes Font and Paragraph options. As no text is actually selected the Cut, Copy and Paste options are greyed out...

- 2 Click anywhere on the page with the **left** mouse button to close the shortcut menu
- 3 Move the mouse pointer over any of the **tabs** on the ribbon
- 4 **Right-click** on a **tab** to display a shortcut menu

Notice how it differs from the previous menu and displays a toolbar and ribbon options instead of text. Word has made an educated guess about what you want to do based upon what you have clicked...

- 5 Click anywhere on the page with the **left** mouse button to close the shortcut menu



For Your Reference...


To **display** a **shortcut menu**:

1. Point to the object or area of the screen on which you want to perform an operation
2. **Right-click** to display the shortcut menu

Handy to Know...

- Once a **shortcut menu** appears, the options in it are selected by clicking on them with the left mouse button, or pressing the letter underlined in the menu option.

UNDERSTANDING DIALOG BOXES

Dialog boxes contain a series of controls that are used to adjust settings for a particular aspect of a document. They appear either when you click on a **dialog box launcher**  at the bottom right

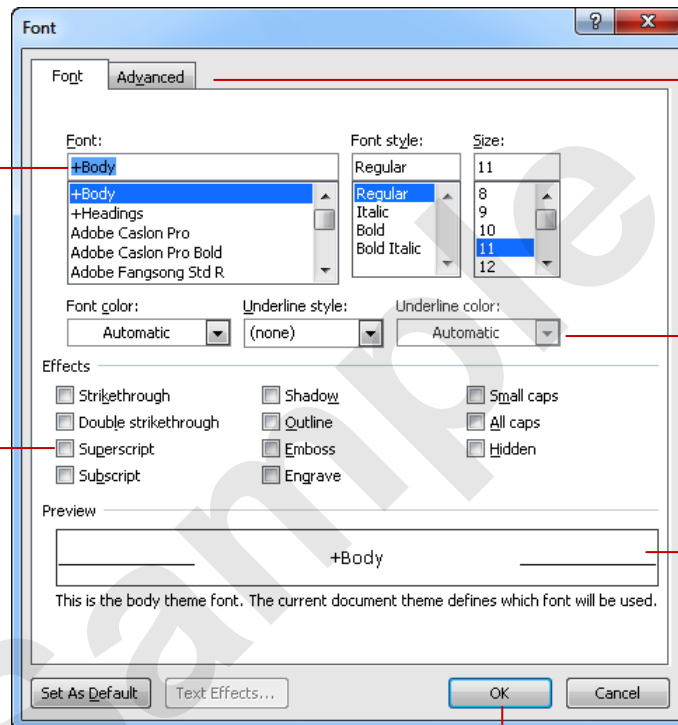
corner of a group, or when you click on a command that displays a dialog box. Dialog boxes are often used for adjusting some of the more advanced aspects of a document.

Typical Dialog Box Controls

Dialog boxes have various tools to help you perform tasks. These tools are known as **controls** and some typical ones are shown below.

Text boxes are used to enter text such as font or size.

Check boxes turn settings either on or off. When on they display a tick and therefore these controls are also known as tick boxes.




Tabs are used to provide more settings on the one dialog box.

Drop arrows provide a list of options for the text box when the arrow is clicked. The list "drops down" from the arrow.

Preview boxes provide a preview of what the selected settings will look like.

Command buttons provide a means of saving the changed settings [OK], or closing the dialog box without accepting any changes made [Cancel].

LAUNCHING DIALOG BOXES



Dialog boxes can be launched either as a result of clicking on a **dialog box launcher**  or a command button, or by selecting a command from a menu. In a menu, the presence of three

dots (an ellipse) ... after a menu option indicates that the menu options, when selected, will open a dialog box. Dialog boxes are generally used for advanced features or detailed settings.

Try This Yourself:

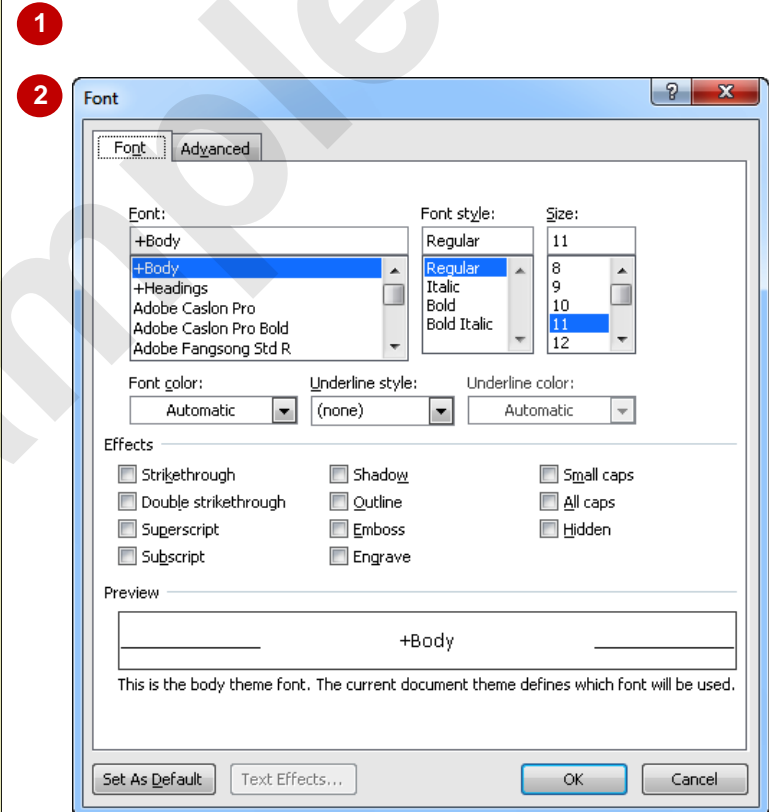
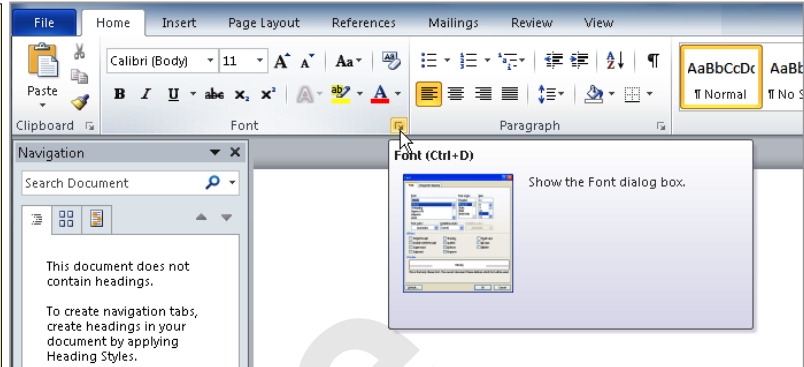
Open File

Before starting this exercise ensure you have a blank document open...

- 1 Point to the **dialog box launcher**  in the **Font** group on the **Home** tab to display a tooltip that explains what will happen
- 2 Click on the **dialog box launcher**  to open the **Font** dialog box


This dialog box has a selection of controls to make formatting fonts easier...

- 3 Click on the **Advanced** tab to see more controls
- 4 Click on **[Cancel]** to close the dialog box
- 5 Click on the **Page Layout** tab, then click on **Page Borders** in the **Page Background** group to open the **Borders and Shading** dialog box
- 6 Click on **[Cancel]**
- 7 Click on **Page Colour** in the **Page Background** group and select **Fill Effects** to open the **Fill Effects** dialog box
- 8 Click on **[Cancel]**



For Your Reference...

To **launch** a **dialog box**:

1. Click on a dialog box launcher  relevant command button or menu option

Handy to Know...

- In some situations the dialog box launcher actually opens a **task pane**. For example, if you click on the dialog box launcher in the **Clipboard** group on the **Home** tab, the **Office Clipboard** task pane will appear.