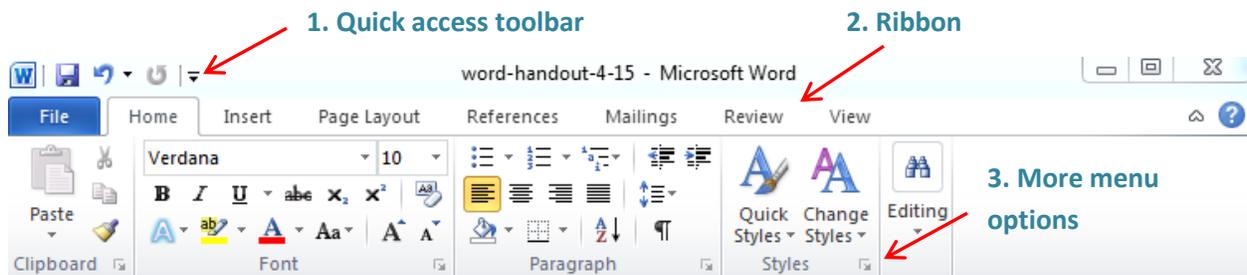# Microsoft Word 2010 Basics

Microsoft Word allows you to create documents with an array of customizable formatting tools. First familiarize yourself with the most commonly used features in Word.

1. Quick access toolbar

2. Ribbon

3. More menu options

1. Quick access toolbar: This toolbar, at the very top of Word, gives you quick access to frequently used tools. Save, undo and redo are included by default. Click on the down arrow to add more tools to the quick access toolbar like open, new, quick print, or spelling and grammar.

2. Ribbon: Each menu listed in the ribbon contains its own set of tools. The key tools in the **File** menu are Save, Print, Open, and New. The **Home** menu includes font formatting tools like Bold, Italics, Underline, Font, Font Size, Font Color, and more. It also contains alignment and line spacing tools. Use the **Insert** menu to add images, screenshots, shapes, tables, headers, footers, and more to your document. The **Page Layout** menu includes tools to adjust the margins, add columns, change the color of the page, page orientation, and more.

The **References** menu makes it easy to add citations, footnotes, a bibliography, or works cited page and more to your document. The **Mailings** menu contains tools to format text for printing on labels or envelopes. Check your spelling and grammar, add comments, and set language preferences in the **Review** menu. Use the **View** menu to zoom in or out, enter full screen reading mode, display gridlines, and more.

3. More menu options: Each menu is broken up into groups of related tools. Some of these groups have a small arrow icon at the bottom right corner. This indicates that there are more tools for this group. Click on the arrow for the full menu of tools.

Word Keyboard Shortcuts

File Options
Ctrl + O Open
Ctrl + S Save
Ctrl + N New
Ctrl + P Print
F1 Help

Editing
Ctrl + A Select All
Ctrl + X Cut
Ctrl + C Copy
Ctrl + V Paste
Ctrl + Z Undo
Ctrl + Y Redo

Formatting
Ctrl + B Bold
Ctrl + I Italics
Ctrl + U Underline
Ctrl + Shift + > Grow font size
Ctrl + Shift + < Shrink font size

Creating a Word Document

Open Microsoft Word, click on File, then click on New. There are a number of templates available for resumes, cover letters, forms, cards, and more. When you browse templates, click on one to get a larger preview on the right side of the screen. If you create a document from a template, all the style and layout is preset. All you need to do is fill in your information. You also have the option to edit the style and layout of a template if there are any changes you want to make. To start from scratch, select Blank Document at the top, then click on create.

Let's practice formatting text in a document. Visit http://www.lipsum.com/ and copy the five paragraphs of text on the main page, along with the headings of each paragraph. We're going to paste this text into the blank document twice. First, click on the Paste clipboard on the left side of the home ribbon, or hit Ctrl + V on the keyboard. You should see all four paragraphs, with an approximated likeness of the style from the website. Next, move your cursor all the way to the bottom of the document. Press enter on the keyboard a couple times so there is some space after the end of the text. Here we will paste the text a second time. This time, click on the little down arrow below the Paste button. Choose the A icon (if you hover over it, it says Keep Text Only). Click on the A. The same text is pasted, but without any formatting. The style of the text now matches the style of the Word document, rather than the style from the website.

This leaves us with a messy document. The font and font size of the first and second halves do not match. To fix this, hit Ctrl + A on the keyboard. This selects all the text in the document. Now, where the font name and font size were, you should see blank values. This indicates that the font and font size vary throughout the selected text. Choose a new font and font size to apply to all the text.

Now we have a new problem. The headings changed along with the rest of the text so they do not stand out at all anymore. Highlight each heading and play around with ways to make them more noticeable. You can increase the font size; make them bold, italicized, or underlined; change the color of the text; use a different font; center the text; and more.

Style Templates

Style templates offer another, efficient way to approach style changes. Word has a number of them preloaded for your convenience. These are located in the Home ribbon. Templates can save you several steps because they each have a number of formatting options automatically turned on. For instance, the Heading 1 template is set to the Cambria (Headings) font, size 14, bold, in a dark blue. Highlight one of the headings in your document, then click on Heading 1 and Heading 2. If you like one of those templates, you can apply it to each heading by highlighting the text and clicking on the heading template.

You can also modify a style template or create a new one. Let's say you liked the way you had set up the headings before and want to use that style for headings all the time. Highlight the heading you like, then right click on the Heading 1 template. Click on Update Heading 1 to Match Selection. Now that template follows the style you set.
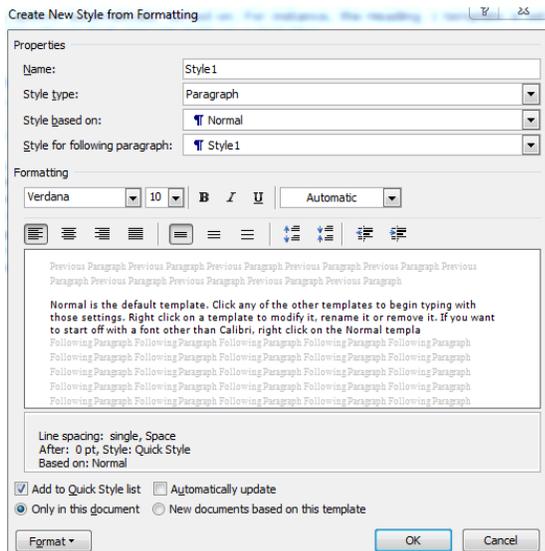
Normal is the default template. If you want to start off with a font other than Calibri, right click on the Normal template, click on Modify and choose your font. Make sure to select "New documents based on this template" for your changes to apply to future documents.

To create a brand new template, click on the arrow at the bottom right corner of the Styles group to bring up the full menu. Then click on the New Style icon in the bottom left corner of the menu that pops up. You will then have access to the options shown in the image on the left.

Questions? Contact Adult Services at askref@elmwoodparklibrary.org or 708-395-1217.