

Learning Services: IT Guide

Basic Word

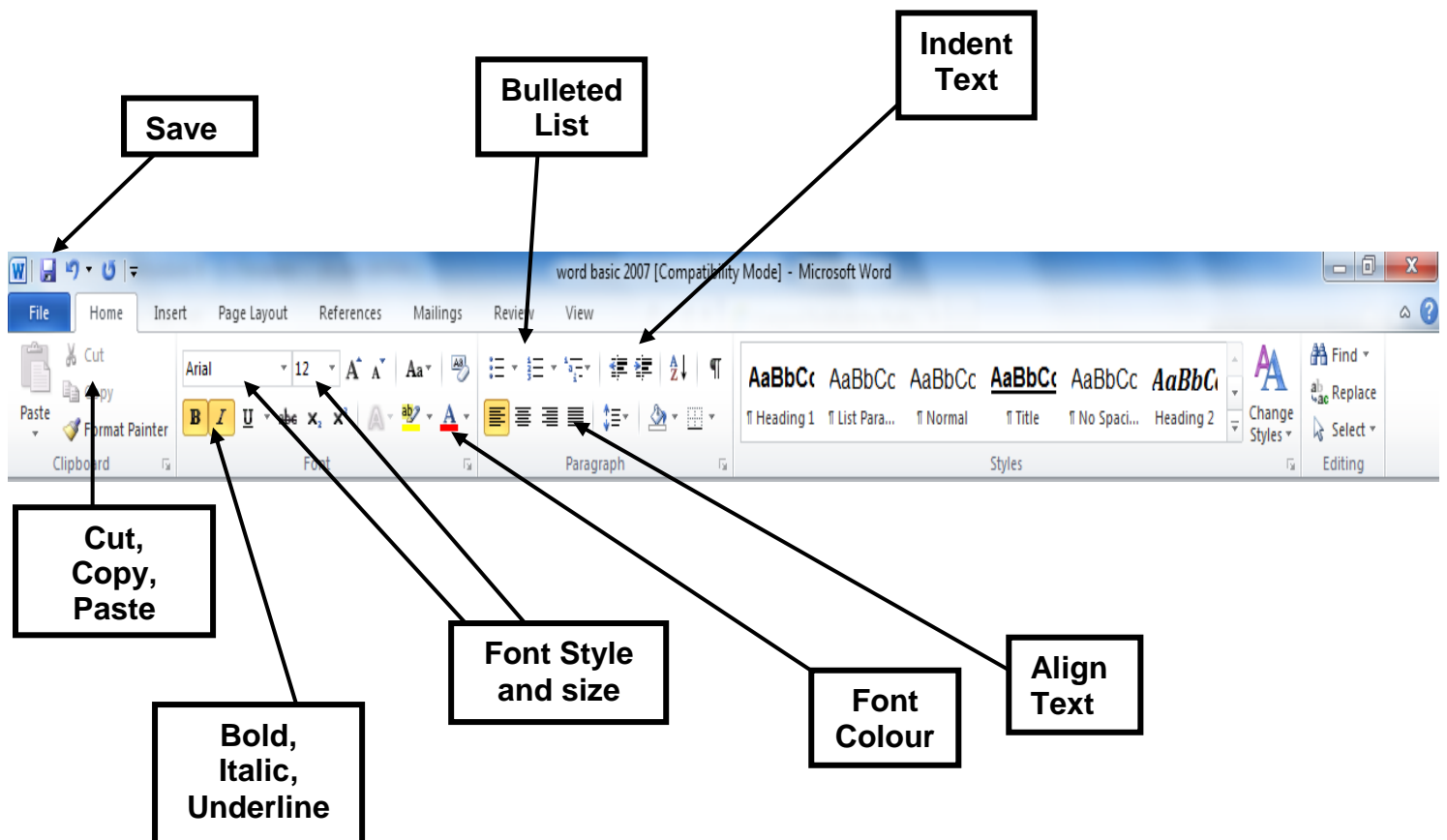
Word 2010 is a powerful word processing programme that you can use to create professional looking documents. This guide is an introduction and will show you how to

1. Edit your worksheet;
2. General formatting;
3. Use the drawing features – Word Art and ClipArt;
4. Present your document – spelling/ grammar and inserting numbers;
5. Save, print and close you document.

Opening Word 2010

To open the Word application - click on the **Start button**,  select **Programs - Microsoft Office** – then **Microsoft Office Word 2007**.

The Main Toolbar

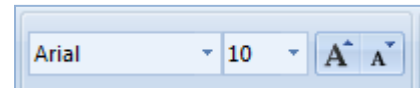


❖ Changing text

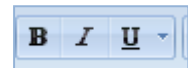
In order to change any text you must first select it by holding down the left mouse button and dragging it across the word(s) to highlight your text. You can select many options from the tool bar to change font style, size, and colour.

❖ Font Size, style and Colour

Click on the cell you wish to type in. From the **Home** tab Change your font style and size from the icons in the **Font** toolbar.



To make text **Bold** or in **Italic** or **Underline** choose from the enhancement buttons.

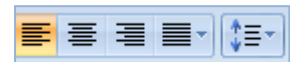


To change the colour of the text highlight it and go to the **Font Colour** icon to select the colour.



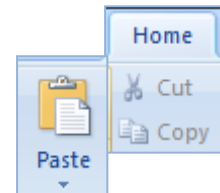
❖ To justify, Centre or Change Orientation of text

Highlight the text, from the **Home** tab choose the alignment button you require.



❖ To move, copy and delete text

To move: first select the text. Go to **Home** tab and **Cut** (if you wish to move it somewhere else) Move the mouse to where you wish to insert the text and click. Go to **Home** tab and **Paste**.




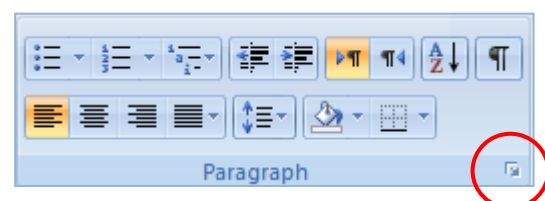
❖ Undo

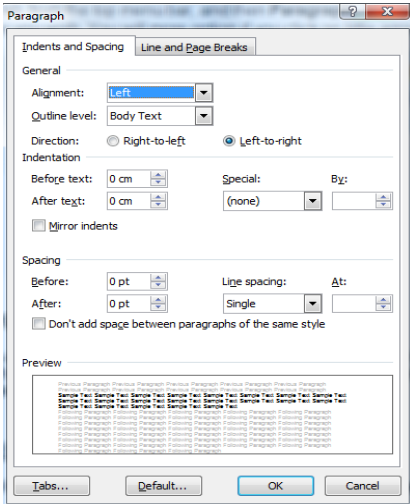
Word has a very handy Undo function, which will allow you to undo any action you may wish to, provided you use it immediately. The **Undo** icon is on the **Quick Access Toolbar** at the very top of the screen.



❖ Change spacing

Select the **Home** tab from the top menu bar, using the tools in the **Paragraph** section; you can change the line spacing as you wish. Clicking on the little arrow button  will give you more options.



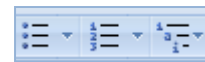


❖ Indenting text

Make sure your cursor is placed at the beginning of the line you wish to indent, and then click on the appropriate icon to move text. You can do that from both the **Home** tab and **Page layout** tab and then paragraph.

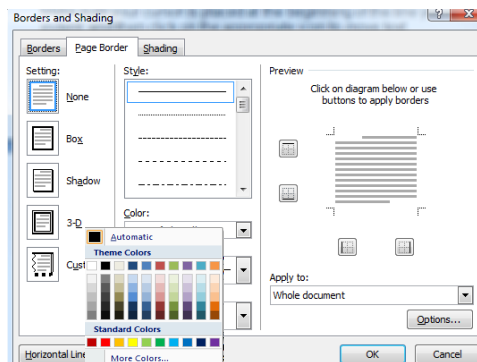
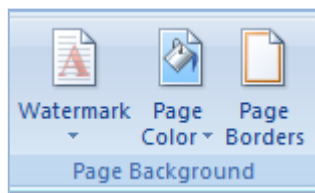
❖ Bulleted list

To make a bulleted list select **Home** from the top menu and then **Paragraph**.

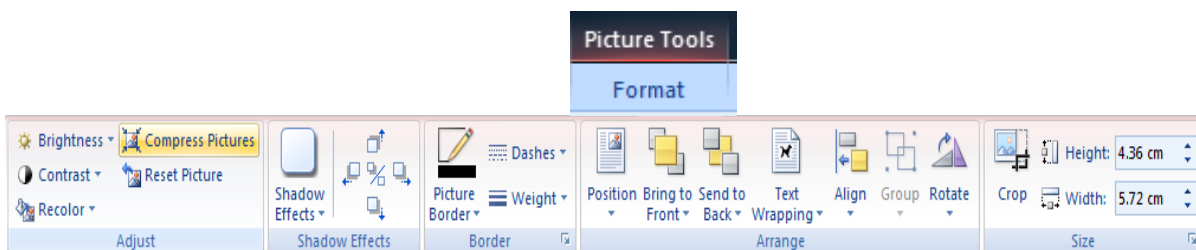


❖ Borders and shading

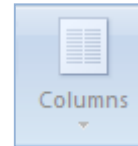
You can add borders and shading to text in black and white or colour. Highlight the selection you wish to add the border. Select **Page layout** from the top menu bar, then select **Page Background**, and choose an effect.



Note: To format your picture or frame another **Format** tab will appear on the menu bar. Select the tab so you can choose an effect.



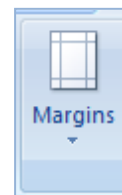
To create columns in your document, first select the text then select **Page Layout** from the top menu bar, and the **Columns** icon in the **Page Setup** group.



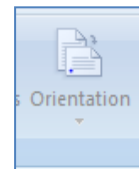
Editing your Document

Page Layout

- ❖ To change the margin sizes of your document, select the **Page Layout** tab and then select the **Margins** icon in the **Page set up** group.



- ❖ To change the layout of the page from portrait to landscape, select the **Page Layout** tab and from the **Orientation** icon in the **Page Setup** group, make your selection.

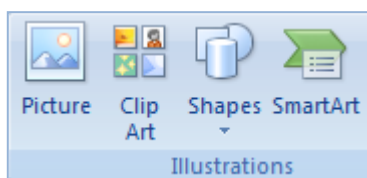
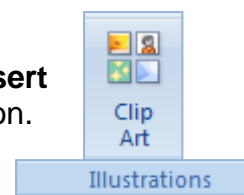


Drawing and ClipArt

There are basic drawing tools in Word. By selecting ClipArt and Word Art you can add pictures and shaped text to your document. This is ideal for creating posters, brochures, or newsletters.

❖ To insert ClipArt

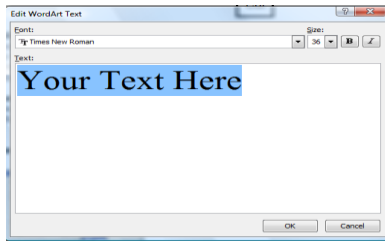
Click the cursor where you want to put the picture. Click on the **Insert** from the menu bar and in the **Illustration group** select **Clip Art** icon.



Or click on the **Insert** tab from the menu bar and in the **Illustration group** select **Picture** or **Shapes** or **Smart Art** icon.

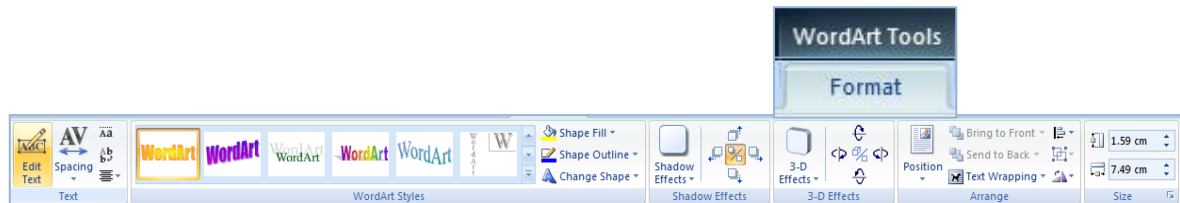
❖ To insert WordArt

Click on the Insert **WordArt** icon and the various Word Art options will appear.



Once you have chosen a style click on it and type your text in the **Edit WordArt Text** box.

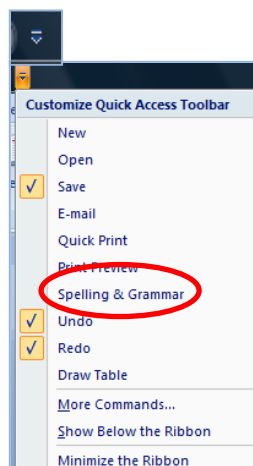
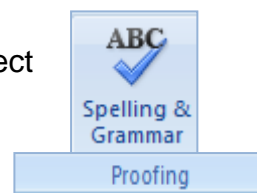
To format **WordArt** double click on the image, and this will take you back to the **Format WordArt Tools** box. You can now change the actual text and font style and size.



Presentation

❖ Spelling and grammar check

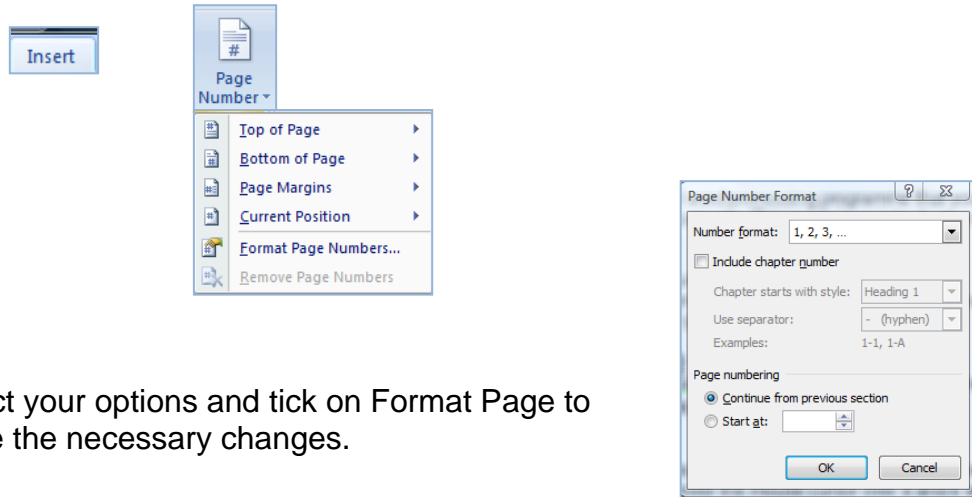
To check your document for spelling and grammatical errors, select **Review** from the menu bar and in the **Proofing** group select the **Spelling and Grammar** icon.



Alternatively, you can also click on the arrow on the **Quick Access toolbar**.

❖ Inserting page numbers

To do this select the **Insert** menu and on the **Header & Footer** group click on **Page Number** icon. You will be prompted to select where on the page you would like the numbers placed and in what format.



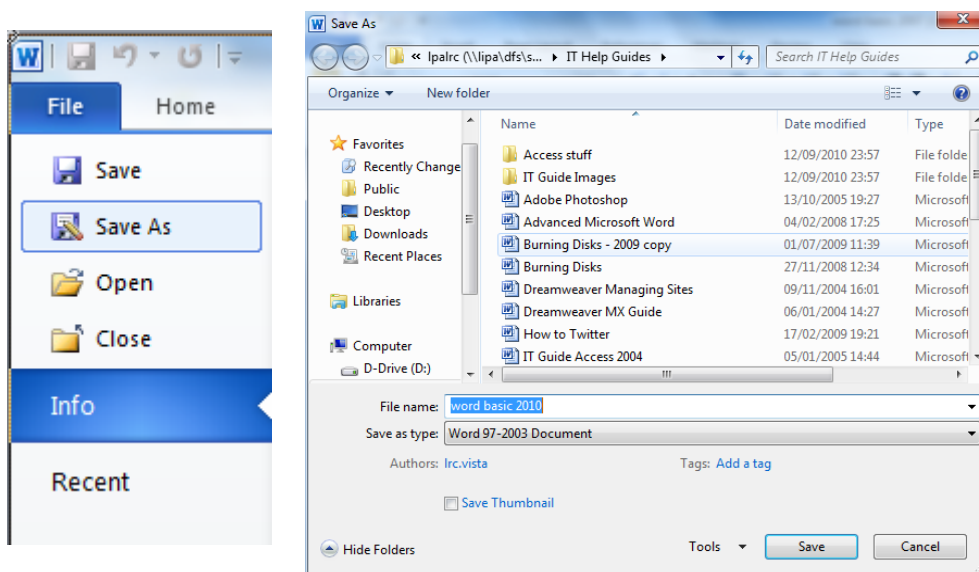
Select your options and tick on **Format Page** to make the necessary changes.

❖ Saving, Printing and Closing

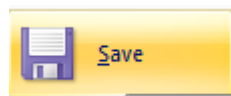
❖ Saving


It is usually good practice to save your work right from the start as occasionally computers do have their problems and crash. If this happens and you have not been saving your work as you have been typing then you will probably lose it and have to start again.

Once your document is complete, you must save it if you want to keep it and if you have not already done so, give it a file name. Click on the **File Tab** select **Save As** from the drop down menu. Another window will open, allowing you to choose where you want to save your document and give it a name. Click **Save**.



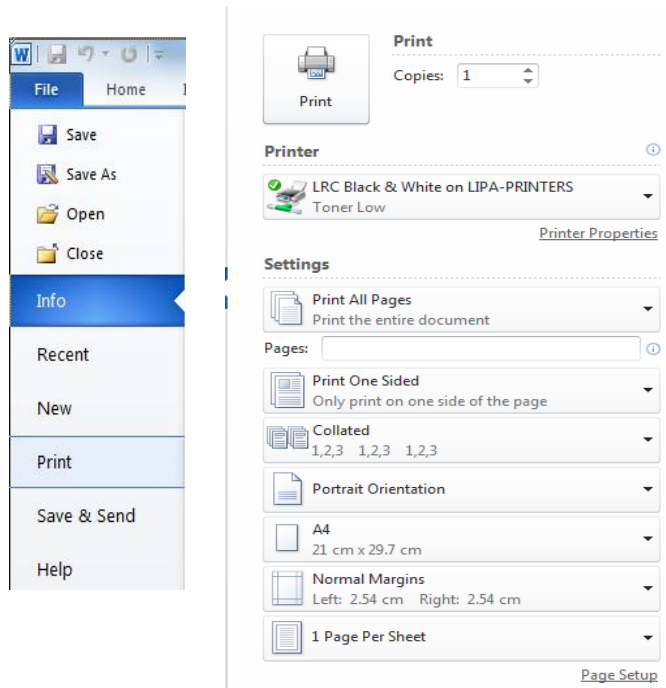
To save a document that has already been named go to the **File Tab** and click on the **Save** icon.



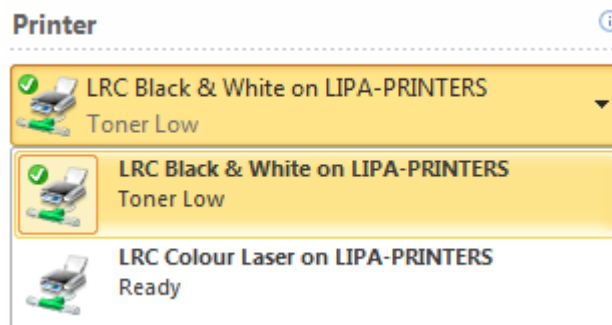
Alternatively, choose save from the **Quick Access Toolbar**. 

❖ Printing

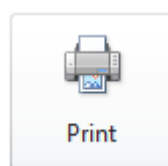
To print go to the **File Tab** select print and make your selection from the printer options.



Select LRC black & white or LRC colour Laser printer from the Printer section





Then click on Print



❖ **Print Preview**

The **Print Preview** function and the **Print** dialog box have been combined and a preview of the document can be seen on selecting **Print** on the **File Tab** menu. Alterations can be made to the document from the various options available

❖ **Closing**

Before you close your document, ensure you have saved it first. You can close your document by clicking on the  at the top right hand corner of your screen. Alternatively, click on the **Office Button**  and select **Close** icon or **Exit Word** icon. Word 2010 will always ask you on closing a document if you wish to save the changes. Answer **Yes** to ensure the document that is saved is the most up to date.