# Microsoft Word 2010 Tutorial

Microsoft Word 2010 is a word-processing program, designed to help you create professional-quality documents. With the finest document-formatting tools, Word helps you organize and write your documents more efficiently. Word also includes powerful editing and revising tools so that you can collaborate with others easily.

The Ribbon

Understanding the Ribbon is a great way to help understand the changes between Microsoft 2003 to Microsoft 2010. The ribbon holds all of the information in previous versions of Microsoft Office in a more visual stream line manner through a series of tabs that include an immense variety of program features.
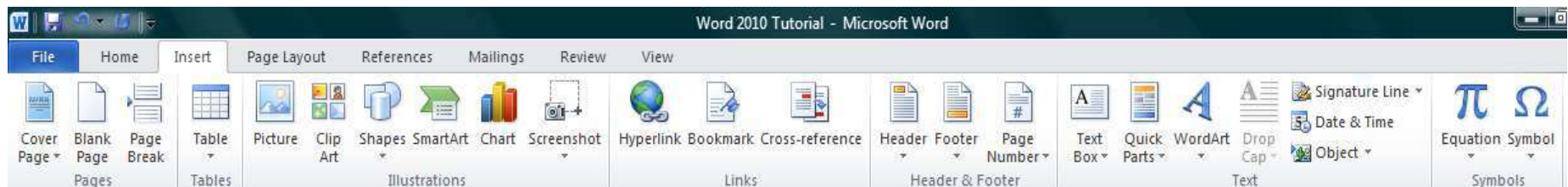
Home Tab

This is the most used tab; it incorporates all text formatting features such as font and paragraph changes.
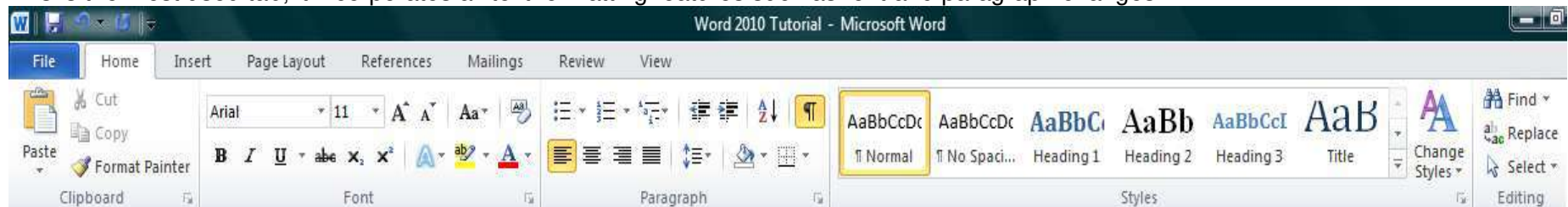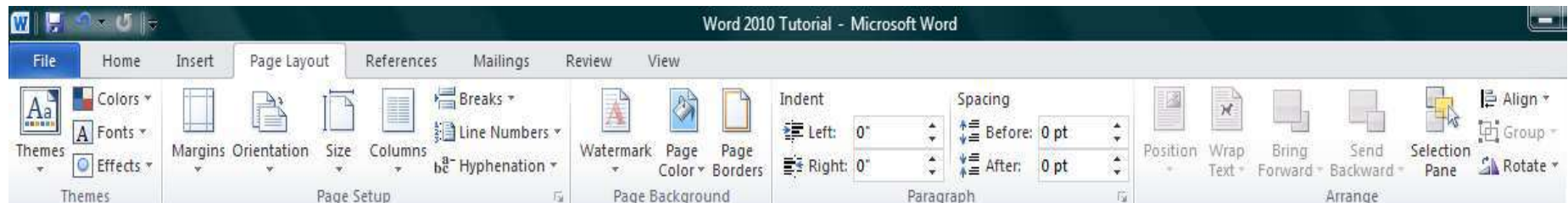

Insert Tab

This tab allows you to insert a variety of items into a document from pictures, clip art, tables and headers and footers.
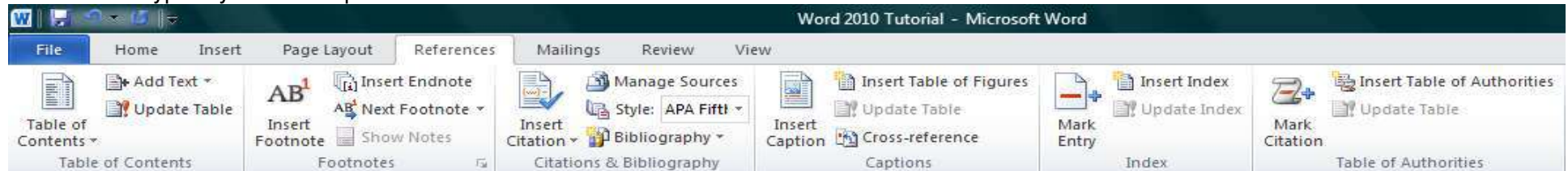

Page Layout Tab

This tab has commands to adjust page elements such as margins, orientation, inserting columns, page backgrounds and themes.
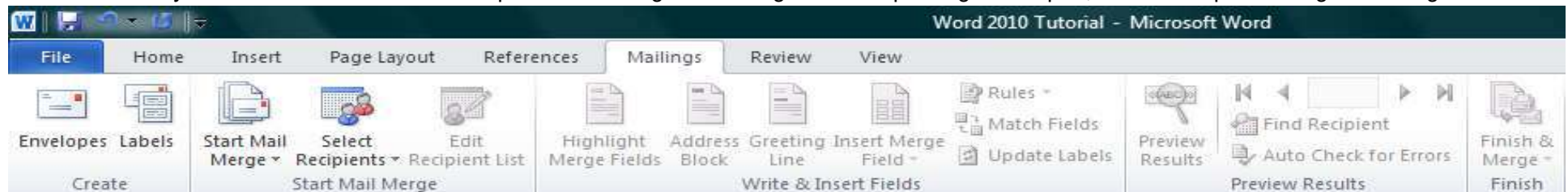
Reference Tab

This tab has commands to use when creating a Table of Contents and citation page for a paper. It provides you with many simple solutions to create these typically difficult to produce documents.


Mailing Tab

This tab allows you to create documents to help when sending out mailings such as printing envelopes, labels and processing mail merges.
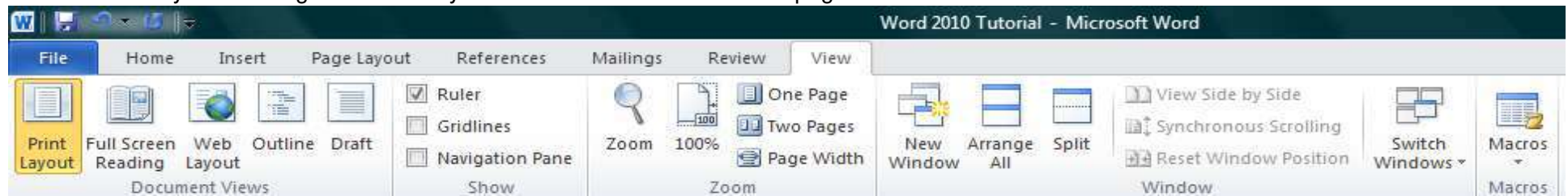

Review Tab

This tab allows you to make any changes to your document due to spelling and grammar issues. It also holds the track changes feature which provides people with the ability to make notes and changes to a document of another person.
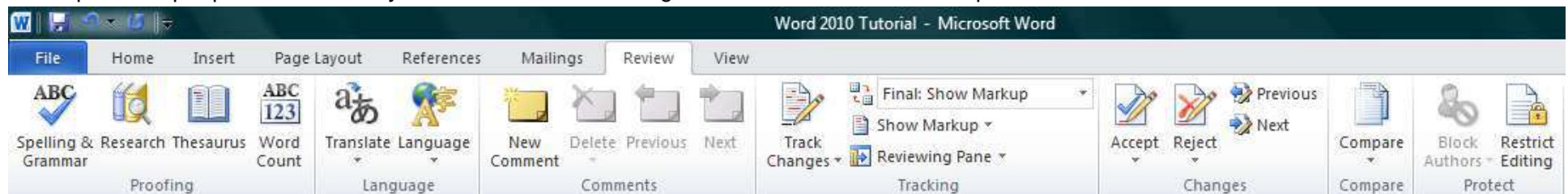
View Tab

This tab allows you to change the view of your document to a different two page document or zoom.

Getting Started

Now that you have an understanding of where things are located, let's look at the steps needed to create a document.

Opening Outlook

You may have a shortcut to Word on your desktop, if so double click the icon and Word will open. If not follow the steps below:

1. Click on the Start button
2. Highlight Programs
3. Highlight Microsoft Office
4. Click on Microsoft Word 2010
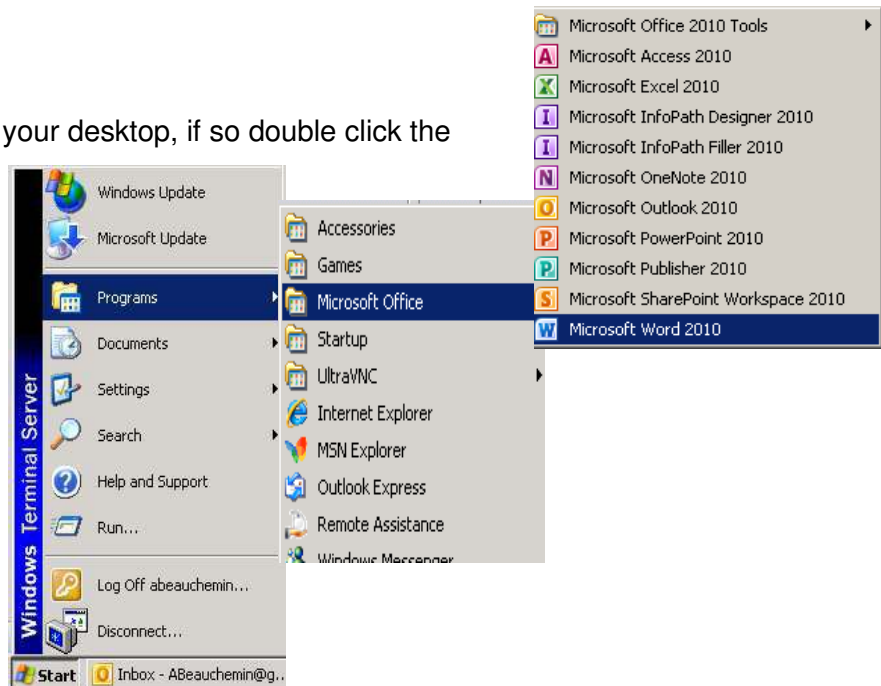
Create a New Document

1. Click the **File** tab and then click **New**.
2. Under **Available Templates**, click **Blank Document**.
3. Click **Create**.

Using Templates

Word 2010 allows you to apply built-in templates from a wide selection of popular Word templates, including resumes, agendas, business cards, and faxes.

To find and apply a template in Word, do the following:

1. On the **File** tab, click **New**.
2. Under **Available Templates**, do one of the following:

   To use one of the built-in templates, click **Sample Templates**, click the template that you want, and then click **Create**.

   To reuse a template that you've recently used, click **Recent Template**s, click the template that you want, and then click **Create**.

   To find a template on Office.com, under **Office.com Templates**, click the template category that you want, click the template that you want, and click **Download** to download the template from Office.com to your computer.

3. Once you have selected your template you can modify it in any way to create the document you want.

NOTE: You can also search for templates on Office.com from within Word. In the **Search Office.com for templates** box, type one or more search terms, and then click the arrow button to search.

Opening a document

1. Click the **File** tab, and then click **Open**.
2. In the left pane of the **Open** dialog box, click the drive or folder that contains the document.
3. In the right pane of the **Open** dialog box, open the folder that contains the document that you want.
4. Click the document and then click **Open**.

Cut, Copy and Paste
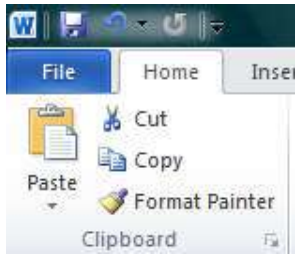
If you would like to remove text from your document you can copy or cut the text from the document. Simply highlight the text and go to the **Home** tab in the **Clipboard** group and click **Cut** or **Copy**. You can also right click on your mouse and select **Cut** or **Copy**.

Pasting Text

If you **Copy** text, you typically need to **Paste** it somewhere. The **Paste** feature in 2010 is much more detailed than in previous versions of Word. When you paste content, the **Paste Options** button provides different options, depending on the source of the content.

Keep Source Formatting: This option preserves the look of the original text.

Keep Text Only: This option removes all the original formatting from the text.

Link & Keep Source Formatting: This option preserves the look of the original text, and it maintains a link to the source file and updates the pasted text with any changes that are made to the source file.

Link & Use Destination Styles: This option formats the text to match the style that's applied where the text is pasted. It also maintains a link to the source file and updates the pasted text with any changes that are made to the source file.

Merge Formatting: This option changes the formatting so that it matches the text that surrounds it.

Picture: This option inserts the text as an image.

Use Destination Styles: This option formats the text to match the style that's applied where the text is pasted.

Use Destination Theme: This option formats the text to match the theme that's applied to the document where the text is pasted.

To Paste, click on the area you want your information to be inserted and either go to the **Home** tab in the **Clipboard** group and click **Paste** or right click on your mouse and select **Paste**.

Undo

The **Quick Access Toolbar** holds a variety of commands right at you finger tips. It is located in the top left of the document above the **File** and **Home** tab.

You can add or remove command by clicking on the   arrow to the right of the **Quick Access Toolbar.**

If you make an error in your document click on the **Undo** command and it will remove the last thing you did.

Show/Hide Formatting Marks

The Show/Hide command allows you to see every time you hit the space bar, hit enter or tab. This feature can be quite useful when creating documents to understand where everything is placed within your document and see if any errors have been made.

On the **Home** tab, in the **Paragraph** group, click **Show**/**Hide**.

Formatting Text

Formatting a document can range from modifying text size to adding graphics. It is easy to add creative touches to any document with the options Microsoft Word has to offer.

Modifying Fonts

The **Font** Group allows you to change your text font style, size, color and many other elements.
1. Highlight the text you would like to modify.
2. Click on the drop down arrow of font style and font size and select the changes you would like to make.
3. While text is highlighted you can also click on the color, bold, italics or underline commands to modify the text even more.
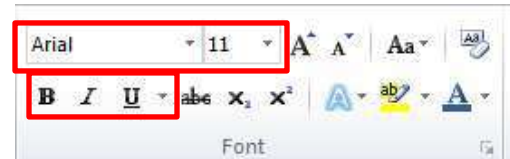
Change Text Case

You can change the case of selected text in a document by clicking a single button called **Change Case** on the ribbon.

1. Highlight the text for which you want to change the case.
2. On the **Home** tab, in the **Font** group, click **Change Case**.
3. Choose an option from the dropdown list, which includes **Sentence case**, **lowercase**, **UPPERCASE**, **Capitalize Each Word**, and **tOGGLE cASE**.

Adding text effects

1. Select the text that you want to add an effect to.
2. On the **Home** tab, in the **Font** group, click **Text Effect**.
3. Click the effect that you want.
   For more choices, point to **Outline**, **Shadow**, **Reflection**, or **Glow**, and then click the effect that you want to add.

Remove text effects

1. Select the text that you want to remove an effect from.
2. On the **Home** tab, in the **Font** group, click **Clear Formatting**.

Format Painter

The **Format Painter** feature allows you to quickly copy a format that you have applied to text already in your document.
1. Select the text or graphic that has the formatting that you want to copy.
2. On the **Home** tab, in the **Clipboard** group, single click **Format Painter.** The pointer will change to a paintbrush icon.
3. Bring your cursor to the text or graphic that you want to format and click on the text.
4. To stop formatting, press ESC or click on the **Format Painter** command again.

NOTE: Double-click the Format Painter button if you want to change the format of multiple selections in your document.

Clear Formatting

To get rid of all the styles, text effects, and font formatting in your document, do the following:
1. Select the text that you want to clear the formatting from. Or press CTRL+A to select everything in the document.
2. On the **Home** tab, in the **Font** group, click **Clear Formatting**.

NOTE: The **Clear Formatting** command will not remove highlighting from your text. To clear highlighting, select the highlighted text, and then click the arrow next to **Text Highlight Color** and click **No Color**.

Formatting Documents

Adjusting Line Spacing

The default spacing is 1.15 line spacing and 10 points after each paragraph. The default spacing in Office Word 2003 documents is 1.0 between lines and no blank line between paragraphs.

The easiest way to change the line spacing for an entire document is to highlight the paragraphs or entire document that you want to change the line spacing on.
1. On the **Home** tab, in the **Paragraph** group, click **Line Spacing**.
2. Do one of the following:
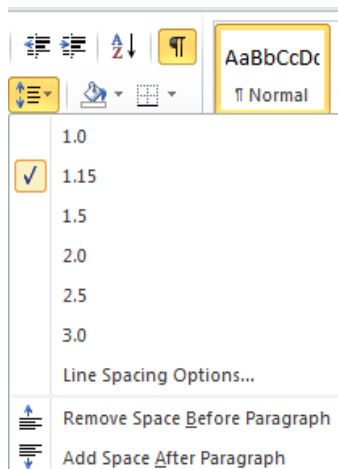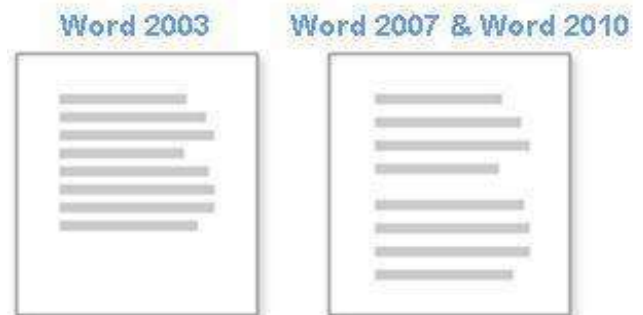
Click the number of line spaces that you want. For example, click **1.0** to single-space with the spacing that is used in earlier versions of Word. Click **2.0** to double-space the selected paragraph. Click **1.15** to single-space with the spacing that is used in Word 2010.

Click **Remove Space Before Paragraph** to remove any additional lines added after each paragraph as a default

NOTE: If a line contains a large text character, graphic, or formula, Word increases the spacing for that line. To space all lines evenly within a paragraph, use exact spacing and specify an amount of space that is large enough to fit the largest character or graphic in the line. If items appear cut off, increase the amount of spacing.

Page Orientation
You can choose either portrait (vertical) or landscape (horizontal) orientation for all or part of your document.

Change Page Orientation
1. On the **Page Layout** tab, in the **Page Setup** group, click **Orientation**.
2. Click **Portrait** or **Landscape**.
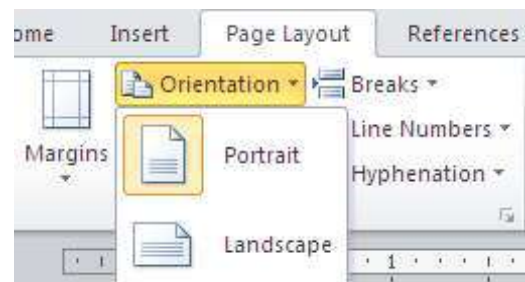
Different Page Orientations on Same Document

1. Highlight the pages or paragraphs that you want to change to portrait or landscape orientation.
2. On the **Page Layout** tab, in the **Page Setup** group, click **Margins.**

1. Click **Custom Margins** at the bottom of the drop down menu.
2. A **Page Setup** dialog box will appear.
3. On the **Margins** tab, click **Portrait** or **Landscape**.
4. In the **Apply to** list, click **Selected text** or **This point forward**.

NOTE: If you select some but not all of the text on a page to change to portrait or landscape orientation, Word places the selected text on its own page, and the surrounding text on separate pages.
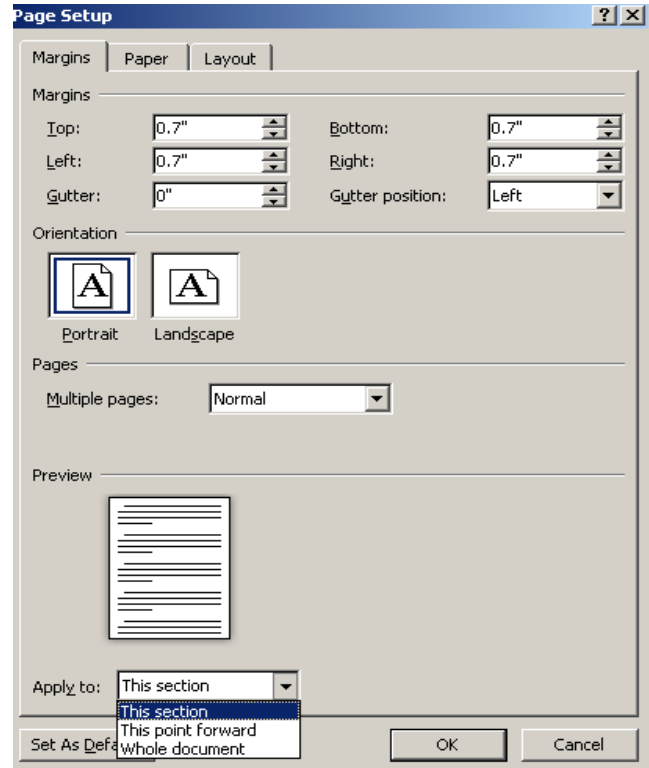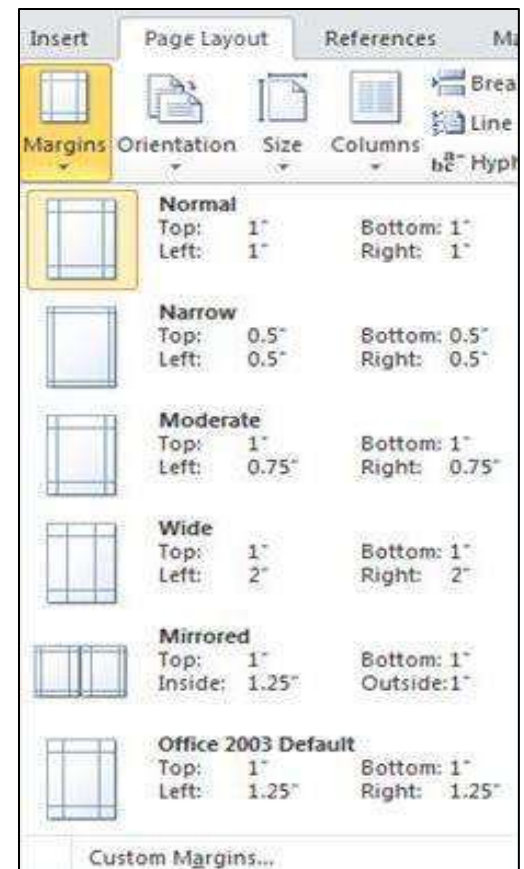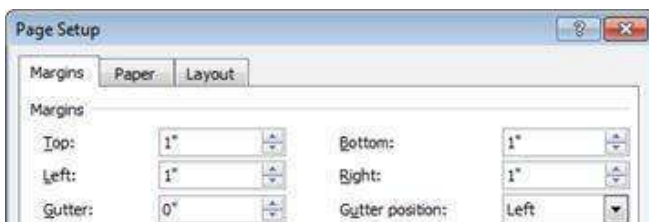
Page Margins

Page margins are the blank space around the edges of the page. In general, you insert text and graphics in the printable area inside the margins When you change a document's page margins, you change where text and graphics appear on each page. You can change the page margins either by choosing from one of Word's predefined settings in the Margins gallery or by creating custom margins.

Setting Predefined Page Margins

1. On the **Page Layout** tab, in the **Page Setup** group, click **Margins**. The Margins gallery drop down menu will appear.
2. Click the margin type that you want to apply.

Create Custom Margins

1. On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.
2. At the bottom of the Margins gallery drop down menu, click **Custom Margins**.
3. The **Page Setup** dialog box will appear.
4. Enter new values for the margins in all or some of the Top, Bottom, Left or Right text boxes.
5. Click **OK**

NOTE: Most printers require a minimum width for margin settings, because they can't print all the way to the edge of the page. If you try to set margins that are too narrow, Microsoft Word displays the message **One or more margins are set outside the printable area of the page.**

Page Breaks

Word automatically inserts a page break when you reach the end of a page. If you want the page to break in a different place, you can insert a manual page break.

Inserting a Page Break

1. Click where you want to start a new page.
2. On the **Insert** tab, in the **Pages** group, click **Page Break**.
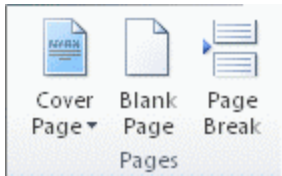
NOTE: You can also insert breaks into your document by going to the **Page Layout** tab, **Page Setup** group and clicking on the **Breaks** command to view a variety of page and section breaks you can insert into your document.

Deleting a Page Break

You cannot delete the page breaks that Word inserts automatically; you can only delete a page break that you insert manually.

1. Go to the page break you would like to remove.
2. Select the page break by clicking in the margin next to the dotted line.

3. Press the DELETE key on your keyboard.
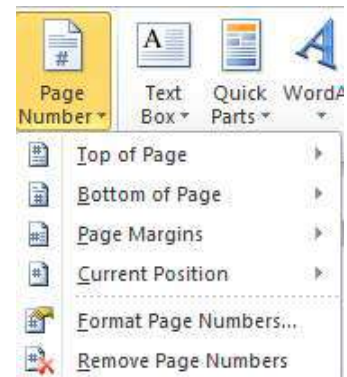
Headers, Footers, and Page Numbers

You can add headers, footers and page numbers numerous ways. The simplest way is to double click on the top or bottom of the page and the header and footer area will appear. Enter the text you wish to be displayed at the top or bottom of every page.
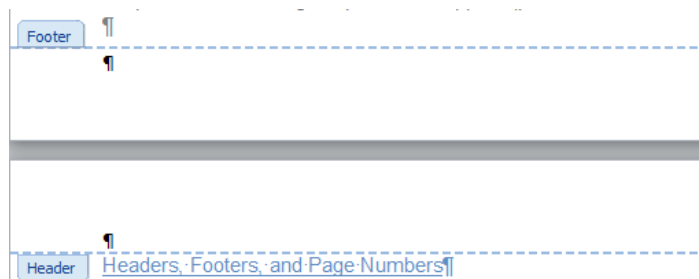
Add Page Numbers

If you want a page number on each page, you can quickly add a page number from the gallery.

1. On the **Insert** tab, in the **Header & Footer** group, click **Page Number.**
2. Click the page number location that you want.
3. In the gallery, scroll through the options, and then click the page number format that you want.
4. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).
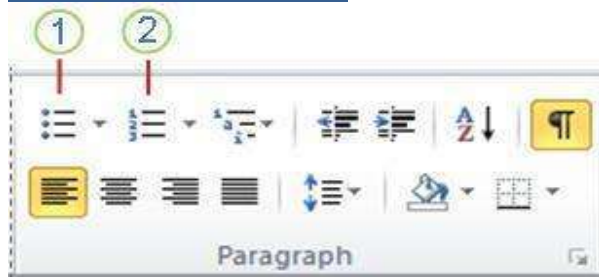
Add Header or Footer

1. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer.**
2. Click the header or footer that you want to add to your document and your header or footer area will open.
3. Type text in the header or footer area.
4. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).

Remove page numbers, headers, and footers

1. Click on the Header, Footer or Page Number Command.
2. A drop down menu will appear.
3. Click Remove at the bottom of the menu.

Bulleted or Numbered List

You can quickly add bullets or numbers to existing lines of text, or Word can automatically create lists as you type. By default, if you start a paragraph with an asterisk or a number **1.**, Word recognizes that you are trying to start a bulleted or numbered list. If you don't want your text turned into a list, you can click the **AutoCorrect Options** button   that appears.

1 Bullets Command
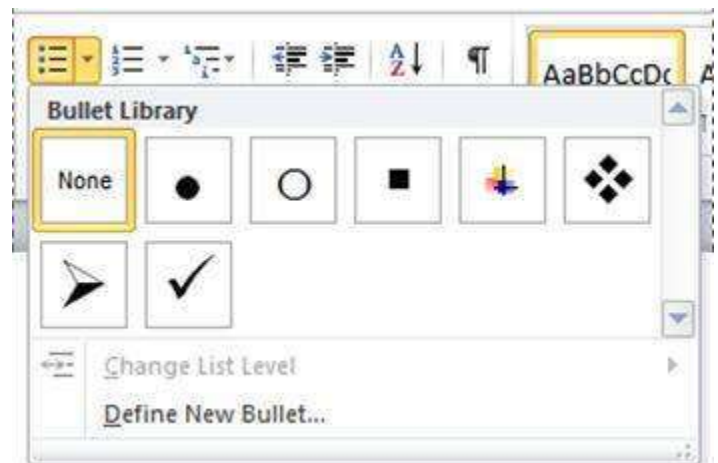**2** Numbering Command

Insert Bulleted or Numbered List

1. Click on the area where you would like your list to appear or highlight the text you would like to be in a list.
2. Go to the **Home** tab, in the **Paragraph** group, click **Bullets** or **Numbering**.
3. A bullet(s) or number(s) will be inserted.

Select Bullets or Numbering Style

1. Select the items that you want to add bullets or numbering to.
2. On the **Home** tab, in the **Paragraph** group, click the arrow next to the **Bullets** or **Numbering** command.
3. Select the bullet or number format you would like to be inserted.

Move a List Left or Right

If you do not like the location of your bullets or numbers you can easily move them to a preferred location.

1. Click a bullet or number in the list to highlight the list.
2. Drag the list to a new location. The entire list moves as you drag. The numbering levels do not change.
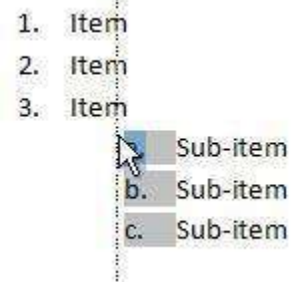
Document Ruler
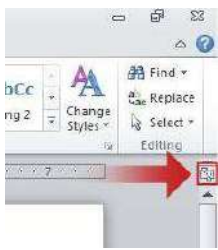
You can use the horizontal and vertical rulers in Word to align text, graphics, tables, and other elements in your document. To view the horizontal ruler across the top of your Word document and the vertical ruler along the left edge of your document, you must be in Print Layout view.

1.   To show or hide the horizontal and vertical rulers, click **View Ruler** at the top of the vertical scroll bar.

Tab Stops

Creating tab stops can be helpful when creating a large number of documents such as flyers, table of contents or even when creating a resume. They help you to display and line up information correctly.

Setting Manual Tab Stops

1.   Click the tab selector at the left end of the ruler ⬜ until it displays the type of tab that you want.
2.   Then click in the ruler at the top of your page, where you want to set the tab stop.

The different types of tab stops found on the ruler are:

- ∟ A **Left Tab** stop sets the start position of text that will then run to the right as you type.
- ⊥ A **Center Tab** stop sets the position of the middle of the text. The text centers on this position as you type.
- ⅃ A **Right Tab** stop sets the right end of the text. As you type, the text moves to the left.
- ⊥ A **Decimal Tab** stop aligns numbers around a decimal point. Independent of the number of digits, the decimal point will be in the same position. (You can align numbers around a decimal character only)
- ∣ A **Bar Tab** stop doesn't position text. It inserts a vertical bar at the tab position.

NOTE: You can drag existing tab stops left or right along the ruler to a different position. Just Click and hold on the tab stop on the ruler then drag it to where ever you would like it to be.

Setting Detailed Tab Stops

If you want your tab stops at precise positions that you can't get by clicking the ruler, or if you want to insert a specific character (leader) before the tab, you can use the **Tabs** dialog box.

1.   Click the **Home** tab, click the **Paragraph Dialog Box Launcher**
2.   A **Paragraph** box will appear, click on the **Tabs** button at the bottom left of the dialog box.
3.   A **Tabs** dialog box will appear.
4.   Under **Tab stop position** area, type the location where you want to set the tab stop. Hit enter.
5.   Under **Alignment**, click the type of tab stop that you want. See the table above for an explanation of the different types of tab stops.
6.   To add dots with your tab stop, or to add another type of leader, click the option that you want under **Leader**.
7.   Click **Set**.
8.   Repeat steps 4-5 to add another tab stop, or click **OK**.
9.   The **Tabs** dialog box will disappear and you should see your tabs set on the document ruler.
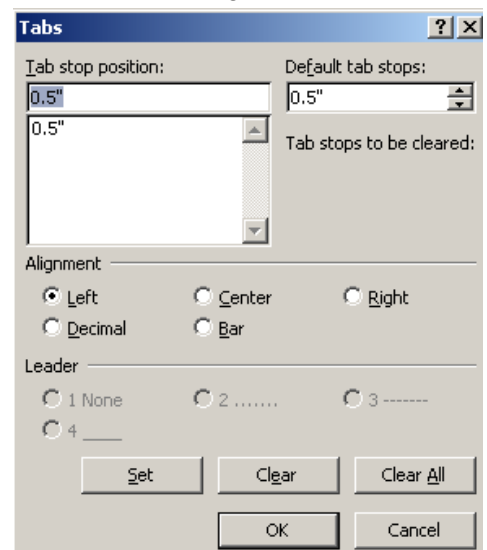
Clear Tab Stops

You can clear tab stops in a variety of ways, the simplest is going to the ruler, click and hold on the tab stop and drag in down towards the document. The tab stop will disappear. To quickly clear multiple tab stops and start fresh:

1. Click the **Home** tab, click the **Paragraph Dialog Box Launcher**
2. A **Paragraph** box will appear, click on the **Tabs** button at the bottom left of the dialog box.
3. A **Tabs** dialog box will appear.
4. In the list under **Tab stop position**, click the tab stop position that you want to clear, and then click **Clear**. To remove the spacing from all manual tab stops, click **Clear All**.
5. Click **OK**.

Working with Graphics

Inserting Shapes

You can add one shape to your file or combine multiple shapes to make a drawing or a more complex shape. Available shapes include lines, basic geometric shapes, arrows, equation shapes, flowchart shapes, stars, banners, and callouts. After you add one or more shapes, you can add text, bullets, numbering, and Quick Styles to them.

1. On the **Insert** tab, in the **Illustrations** group, click **Shapes**.
2. A drop down menu will appear, click the shape that you want.
3. Click anywhere in the document, and then drag to place the shape.

Insert Text to Shapes

Once you have added a shape, you may want to add text inside the shape. All you have to do is click on the inside of the shape and start typing.

NOTE: The text that you add becomes part of the shape — if you rotate or flip the shape, the text rotates or flips also.

Format Shapes

After you insert a shape a new tab called **Drawing Tools Format** will appear every time you click on the shape.

1. Click the shape that you want to apply a new or different Quick Style to.
2. Go to the **Drawing Tools Format** tab, in the **Shape Styles** group, click the style that you want to be applied.
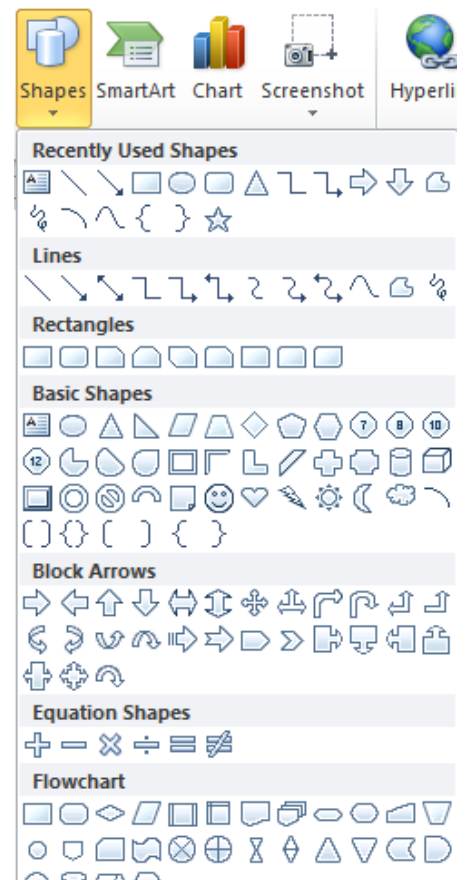
3. To see more Quick Styles, click the **More** button .
The **Drawing Tools Format** Tab also allows you to change the shape fill, outline, effects and select how the text in your document is wrapped around the shape.

Delete Shapes

If you decide you no longer want the shape in your document then click on the shape and then press DELETE.

Inserting Text Boxes

A text box is an object that lets you put and type text anywhere in your file.

1. On the **Insert** tab, in the **Text** group, click **Text Box** and a drop down menu will appear.
2. Click on a text box template or click **Draw Text Box** at the bottom of the drop down menu to draw your own text box.
3. If you elect to draw your own text box you need to click in the document, and then drag to draw the text box the size that you want.
4. To add text to a text box, click inside the text box, and then type or paste text.

   To format text in the text box, select the text, and then use the formatting options in the **Font** group on the **Home** tab.

   To position the text box, click it, and then when the pointer becomes a ✛, drag the text box to a new location.

NOTE: If you have problems printing text boxes, make sure that the **Print drawings created in Word** check box is selected. To do this, click the **File** tab, click **Options**, click **Display**, and then under **Printing Options**, select the **Print drawings created in Word** check box.

Deleting Text Boxes

To remove a text box just click the border of the text box that you want to delete, and then press DELETE. Make sure that the pointer is not inside the text box, but rather on the border of the text box. If the pointer is not on the border, pressing DELETE will delete the text inside the text box and not the text box.

WordArt

WordArt can be used to add special text effects to your document. For example, you can stretch a title, skew text, make text fit a preset shape, or apply a gradient fill. This WordArt becomes an object that you can move or position in your document to add decoration or emphasis. You can modify or add to the text in an existing WordArt object whenever you want. To add WordArt to text in your document, complete the following steps:

1. On the **Insert** tab, in the **Text** group, click **WordArt**,
2. A Drop down menu will appear, click the WordArt style that you want.
3. A Text Box will appear with the words" Enter your text here", Enter your text.

Insert Picture/Clip Art

Pictures and clip art can be inserted or copied into a document from many different sources, including downloaded from a clip art Web site provider, copied from a Web page, or inserted from a folder where you save pictures.
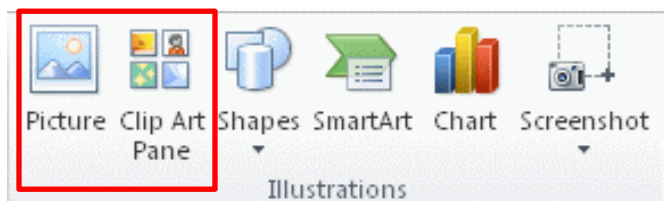
Insert Clip Art

1. On the **Insert** tab, in the **Illustrations** group, click **Clip Art**.
2. A **Clip Art** task pane will appear on the right of your screen, in the **Search for** box, type a word or phrase that describes the clip art that you want.
3. Click **Go**.
4. In the list of results, double click on the clip art to insert it into your document.

Insert Picture from Web

1. Open the document.
2. From the Web page, drag the picture that you want into the Word document.

Insert Picture from File

To insert a picture saved in your computer, insert it by following these steps.

1. Click where you want to insert the picture in your document.
2. On the **Insert** tab, in the **Illustrations** group, click **Picture**.
3. Locate the picture that you want to insert. For example, you might have a picture file located in **My Documents**.
4. Double-click the picture that you want to insert and it will appear in your document.

NOTE: To resize a picture, select the picture you've inserted in the document. To increase or decrease the size in one or more directions, drag a sizing handle away from or toward the center, while you do one of the following:

Sizing Graphics

You can easily resize pictures, text boxes, shapes, and WordArt in your file. You can also crop pictures or return them to their original size.

Manually Resize Graphics

1. Click the pictureshape, text box or WordArtthat you want to resize.
2. Small circles or squares, also known as sizing handles, will appear at the corners and sides of a selected object.
3. Click and hold on a sizing handle away from or toward the center to increase or decrease the size of the picture.

Cropping a Picture

Cropping reduces the size of a pictureby removing vertical or horizontal edges. Cropping is often used to hide or trim a part of a picture, either for emphasis or to remove unwanted portions.

1. Click on the picture that you want to crop.
2. Go to **Picture Tools**, on the **Format** tab, in the **Size** group, click **Crop**.
3. Black dotted lines will appear around your picture. Then drag the center cropping handle on that side inward.
4. As you drag the cropping handle you will notice the area of your graphic you want removed will become gray.
5. Once you have cropped out everything you want, click outside of the graphic for the gray area you want removed to disappear.
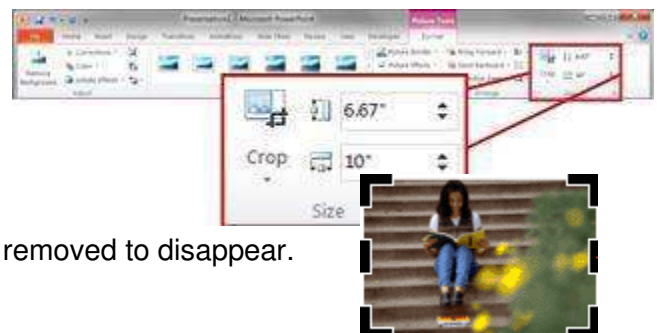
Uncrop a Picture

You can always restore a resized or a cropped picture to its original appearance.

1. Click on your picture
2. Go to **Picture Tools**, on the **Format** tab, in the **Size** group, click **Crop**.
3. Black dotted lines will appear around your picture. Drag the black lines away from the center of the picture and the original picture will appear.

Advanced Formatting Techniques

Create Columns

Columns can be used in documents such as brochures, newsletters or to save space when creating lists.

Add columns before entering text:

1. Go to the **Page Layout** tab, in the **Page Setup** group, click **Columns**.
2. Click the layout that you want. Your document will be formatted in columns.

NOTE: To add a vertical line between the columns, click **Columns** again, click **More Columns**, and then select the **Line between** check box. You can also adjust the column width and spacing.

Add columns to part of a document

To do that highlight the text you want formatted in columns, or place your cursor where you want columns to begin.

1. On the **Page Layout** tab, in the **Page Setup** group, click **Columns**.
2. Click **More Columns**.
3. Click the number of columns that you want.
4. In the **Apply to** list, click **Selected text** or **This point forward**.

NOTE: To change the layout again further on in your document, select text or click where you want to change the layout, and then follow the same steps. For example, you can change from one column to a two-column layout, and then you can change back to the single-column layout on a later page.
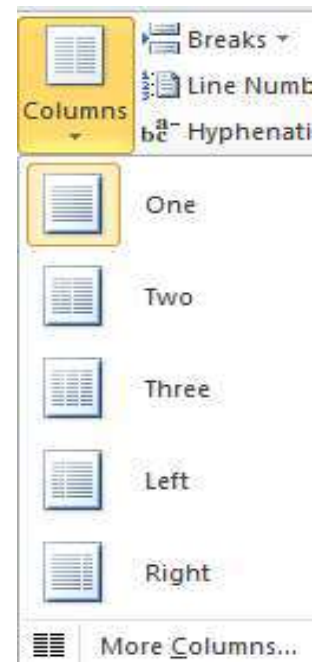
SmartArt Graphic

A SmartArt graphic is a visual representation of your information that you can quickly and easily create, choosing from among many different layouts, to effectively communicate your message or ideas. You can create SmartArt graphics in Excel, Outlook, PowerPoint, and Word.
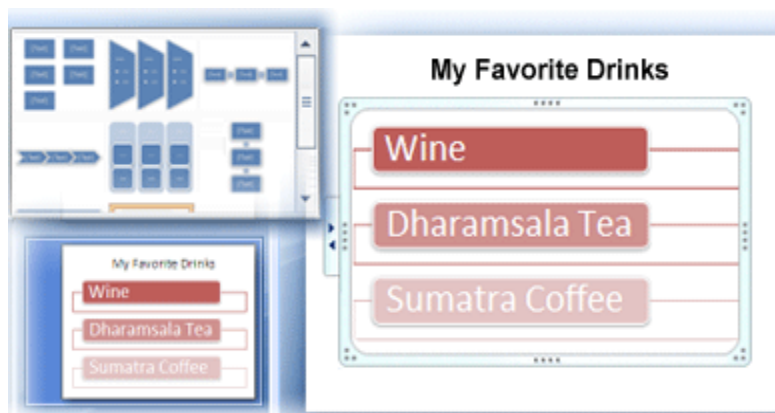
SmartArt graphics enables you to create designer-quality illustrations with only a few clicks of your mouse. When you create a SmartArt graphic, you are prompted to choose a type of SmartArt graphic, such as **Process**, **Hierarchy**, **Cycle**, or **Relationship**. Each type of SmartArt graphics contains several different layouts. After you choose a layout, it is easy to switch the layout or type of a SmartArt graphic. Most of your text and other content, colors, styles, effects, and text formatting are automatically carried over to the new layout.

When you select a layout, placeholder text (such as **[Text]**) is displayed, so that you can see how your SmartArt graphic looks, nor is it displayed during a slide show. However, the shapes are always displayed and printed, unless you delete them. You can replace the placeholder text with your own content.
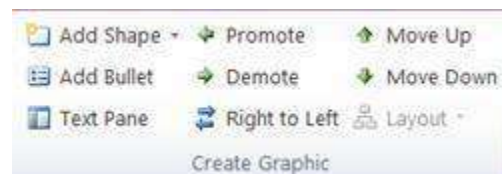
Create a SmartArt Graphic
1. On the **Insert** tab, in the **Illustrations** group, click **SmartArt**.
2. In the **Choose a SmartArt Graphic** dialog box, click the type and layout that you want.
3. Enter your text by doing one of the following:
   Click **[Text]** in the Text pane, and then type your text.
   Copy text from another location, click **[Text]** in the Text pane, and then paste your text.
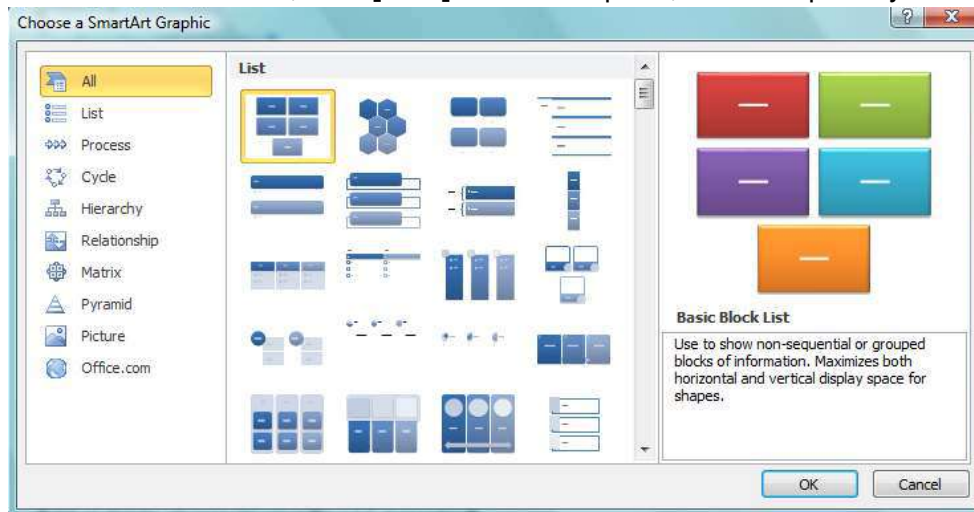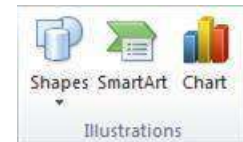
Add or Delete Shapes in SmartArt Graphic
1. Click the SmartArt graphic that you want to add another shape to.
2. Click the existing shape that is located closest to where you want to add the new shape.
3. Under **SmartArt Tools**, on the **Design** tab, in the **Create Graphic** group, click the arrow under **Add Shape**.
4. Do one of the following:
   To insert a shape after the selected shape, click **Add Shape After**.
   To insert a shape before the selected shape, click **Add Shape Before**.

NOTE: To delete a shape from your SmartArt graphic, click the shape you want to delete, and then press DELETE. To delete your entire SmartArt graphic, click the border of your SmartArt graphic, and then press DELETE.

Format SmartArt Graphic
You can apply color variations to the shapes in your SmartArt graphic.
1. Click your SmartArt graphic.
2. Under **SmartArt Tools**, on the **Design** tab, in the **SmartArt Styles** group,
3. Select the SmartArt Style you wish to apply to add line styles, bevels or 3-D effects.
4. In the **SmartArt Styles** group you can also click **Change Colors** to further modify your SmartArt graphic.

NOTE: If you don't see the **SmartArt Tools** or **Design** tabs, make sure that you've selected a SmartArt graphic. You may have to double-click the SmartArt graphic to open the **Design** tab.
5. Click the color variation that you want.

Tables

Using tables in Word can provide you with additional elements to any document. Tables can be used to create lists or format text in an organized fashion.

Inserting a Table

1. Click where you want to insert a table.
2. On the **Insert** tab, in the **Tables** group, click **Table**
3. A drop down box will appear; click and hold your mouse then drag to select the number of rows and columns that you want inserted into your document. You will see your table appearing in your document as you drag on the grid.
4. Once you have highlighted the rows and columns you would like let go of your mouse and the table will be in your document
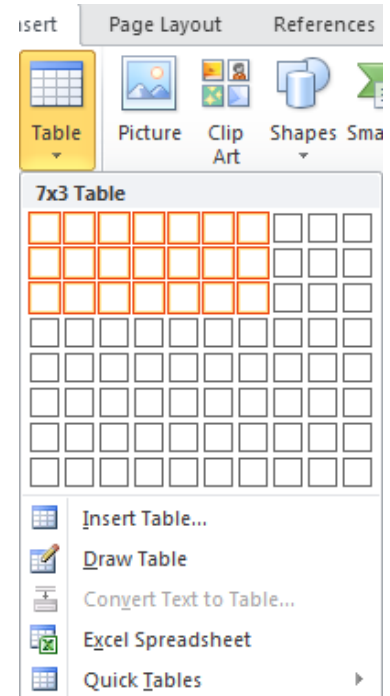
Add Row/Column to Table

1. Click on the table.
2. Under **Table Tools**, go to the **Layout** tab
3. Click on the **Insert Above** or **Insert Below** to add a row, Click on **Insert Left** or **Insert Right** to insert a column.
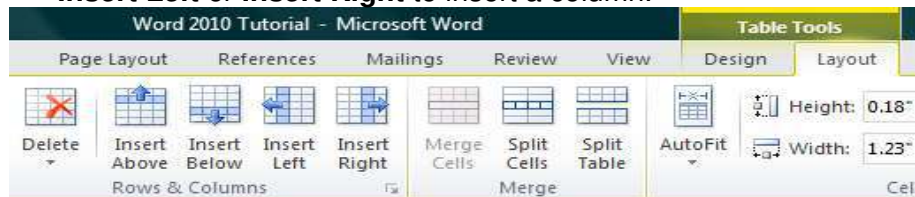

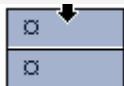4. Click on **Delete** to remove a column, row or cell.

Delete a Table

1. Rest the pointer on the table until the table move handle ⊞ appears, and then click the table move handle.
2. Press BACKSPACE on your keyboard.

Delete Table Contents.

You can delete the contents of a cell, a row, a column, or the whole table. When you delete the contents of a table, the table's rows and columns remain in your document.
1. Select the contents that you want to clear by following the table below:

| TO SELECT	DO THIS
The entire table	In Print Layout view, rest the pointer over the table until the table move handle ⊞ appears, and then click the table move handle.
A row or rows	Click to the left of the row.
A column or columns	Click the column's top gridline or border.
A cell	Click the left edge of the cell.

2. Press DELETE.

Finalizing a Document

Using the "Spell Check" Feature

As you type your document, red wavy lines will appear under any word that is spelled incorrectly. The fastest way to fix spelling errors is to:

1. Put your cursor over the misspelled word and right click.
2. A drop down box will appear with correct spellings of the word.
3. Highlight and left click the word you want to replace the incorrect word with.
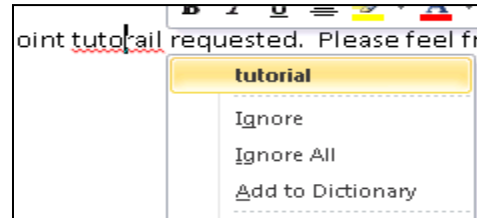
To complete a more comprehensive Spelling and Grammar check, you can use the Spelling and Grammar feature.

1. Click on the **Review** tab
2. Click on the **Spelling & Grammar** command (a blue check mark with ABC above it).
3. A **Spelling and Grammar** box will appear.
4. You can correct any Spelling or Grammar issue within the box.
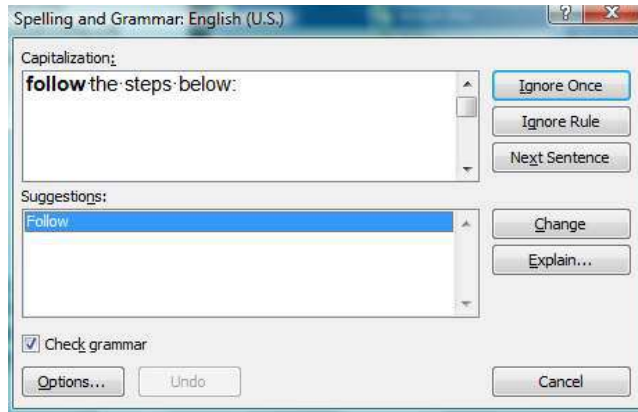
Print Preview

Print Preview automatically displays when you click on the **Print** tab. Whenever you make a change to a print-related setting, the preview is automatically updated.

1. Click the **File** tab, and then click **Print**. To go back to your document, click the **File** tab.
2. A preview of your document automatically appears. To view each page, click the arrows below the preview.

Print

The **Print** tab is the place to go to make sure you are printing what you want.
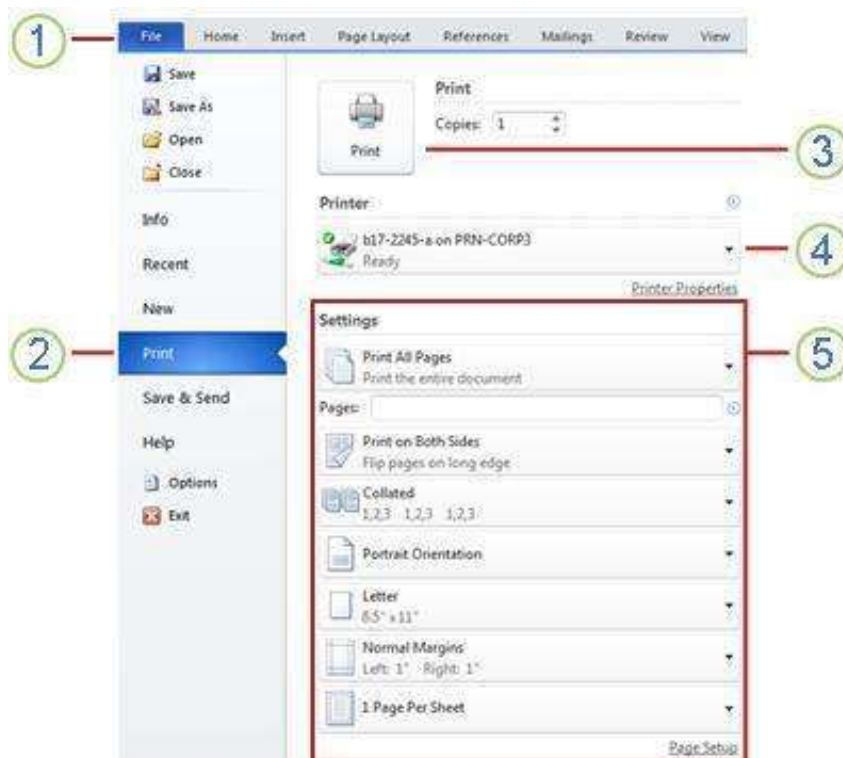
1 Click the **File** tab.
2 Click the **Print** command to print a document.
3 Click the **Print** button to print your document.
4 This dropdown shows the currently selected printer. Clicking the dropdown will display other available printers.
5 These dropdown menus show currently selected **Settings**. Rather than just showing you the name of a feature, these dropdown menus show you what the status of a feature is and describes it. This can help you figure out if you want to change the setting from what you have.

TIP: To go back to your document and make changes before you print it, click the **File** tab.

2.

Save a document

To save a document in the format used by Word 2010 and Word 2007, do the following:

1. Click the **File** tab.
2. Click **Save As**.
3. In the **File name** box, enter a name for your document.
4. Click **Save**.

To save a document so that it is compatible with Word 2003 or earlier, do the following:

1. Click the **File** tab.
2. Click **Save As**.
3. In the **Save as type** list, click **Word 97-2003 Document**. This changes the file format to .doc.
4. In the **File name** box, type a name for the document.
5. Click **Save**.

Help

If you need additional assistance when completing your document you can use the help feature.

1. Click on the blue circle with the white question mark command
2. A **Help** box will appear.
3. Click in the **Search Help** textbox and type what you need help   with
4. Click the magnifying glass next to the text box and the possible   solutions will appear.

For additional information Microsoft Office has a great online resource that provides you with step by step instructions in a variety of topics. This link will bring you directly to the Word 2010 Help and How-To page: http://office.microsoft.com/en-us/word-help/CL010256357.aspx