



Microsoft Word 2010

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The Basics

Word is a *page-oriented* word-processing program. This means the program automatically determines where a new page begins, and leaves room for the top, bottom, left, and right margins. The preset (“default”) settings are page size of 8½ by 11 inches, with top and bottom margins of 1 inch, and left and right margins of 1 inch. At the bottom of the screen is the **status line**, which shows your location in the document. As the cursor moves (either by typing, by using the arrow keys, or by clicking the mouse), the status line changes to reflect the position.

Once Word is on your screen, you are ready to type. No layout, format, or design instruction is necessary to begin. If you wish to change the settings, do so before you type, as you type, or after you type.

When working with any computer word processing program, you must *not* hit Enter (Return) at the end of every line. MS Word *wraps* text that doesn't fit on one line onto the next line. Only at the end of paragraphs and where blank lines are desired should you insert returns. “Word wraps” automatically change whenever your text changes; hard returns must be manually removed using Delete or Backspace.

The Keyboard

Several keys on the keyboard have purposes specific to Word. The keyboard consists of four components: the alphanumeric keys (like a typewriter), the cursor movement keys (the arrows) and accompanying key functions, the numeric keypad (similar to a pocket calculator), and the function keys.

The Screen

At the bottom left of the screen is the status line showing your page, section, page count, word count, and more. Use your right clicker to expand the options. In the lower right corner are “View” buttons and zoom features.

At the right side of the screen is a vertical scroll bar for moving up and down. *Moving with the scroll bar does not move the cursor location.* The scroll bars can be used three different ways. You can click on the arrows to move line by line, you can pull the box (“elevator”) on the bar to go to the top or bottom of the document, or you can click on the blank area to move screen-up or screen-down (or left or right).

At the bottom of the scroll bar are two double-arrows; these are “page up” and “page down” commands for moving an entire page at a time. In between is a circle which provides alternate “go-to” shortcuts.

The top of the screen is divided into two parts: the *quick access toolbar* and the *ribbon*. The top line, usually in the upper left corner, shows you commonly used operations such as *save* and *open*. Use the drop-down at the end to add and remove selections.

Below the quick access toolbar is the *ribbon*, which is divided into “tabs” of choices. The tabs show you “buttons” for various commands, separated into “groups” (such as Font or Paragraph). In the corner of each group, you may see a little boxed arrow, which opens a dialog window with more options.

To use a feature, click it once with the mouse pointer. For example, to turn on bold, point the mouse arrow at it and click the center of the “B.” To turn it off, click the “B” again. Some buttons have “drop-downs” with choices, indicated by a downward pointing arrow; click the arrow for options.

Another important selection under “View” is the ruler bar (also available at the top of the right scroll bar). The ruler shows tabs, indents, and margins—and allows you to change them.

As you work, if you highlight (select) an area of text, you will see a faint shadow ribbon appear. Moving your mouse towards it makes it more “solid.” It is a shortcut toolbar for commonly used formats.

Mouse Commands

To select a particular area of text to format, use your mouse or your keyboard to highlight it. The basic mouse move to highlight is point, click, and drag the mouse. Don't let go of the mouse button until you get exactly what you want highlighted. Once you've released the mouse button, if the highlight is not correct, you have to restart. Click on any text to turn off the highlight. Quick highlights can be done with the following mouse commands:

- Click — Position cursor.
- Click, Hold, and Drag — Position cursor and highlight; drag down (not over) to move from line to line.

- Double click—Point at a word and click twice to highlight the entire word.
- Triple click—Point at any word and click three times to highlight the entire paragraph.

You can also highlight by pointing and clicking in the left margin. Clicking once in the margin highlights one line. Clicking twice in the margin highlights one paragraph. Clicking three times in the left margin highlights the entire document. You can highlight line-by-line by pointing in the left margin, clicking and holding, then pulling the mouse down or up. Other mouse commands include these:

- Click in Left Margin—Line highlight. (Be sure the mouse symbol is an arrow.)
- Double Click in Left Margin—Paragraph highlight.
- Triple Click in Left Margin—Document (global) highlight.
- Ctrl Click—Select sentence.
- Shift Click—“Range extend.” First, position your cursor at the beginning of what you wish to highlight. Then, point at the end of the desired highlight area, hold the shift key, and click. Everything from cursor to the point-position is highlighted.
- Alt+Shift Click—Create a block (useful for tabular columns).

Highlighting Text with Keys

To highlight with the keyboard, hold the shift key and use your cursor arrows to move around. As you move with the arrows, the text is highlighted. To undo the highlight, let go of the shift key and move with the cursor arrow.

An alternative way to highlight with the mouse is to click to position your cursor, hold the shift key and click at a second area of the screen. Everything in between will be highlighted for you.

- Shift-Arrow — Highlight text
- Control-Shift-Arrow — Highlight text word by word
- Shift-Home — Highlight to beginning of line
- Shift-End — Highlight to end of line
- Ctrl-Shift-Home — Highlight to top of document from cursor
- Ctrl-Shift-End — Highlight to end of document from cursor

Inserting and Removing Text

To type new text into text already typed, the most important rule is to position your cursor exactly at the point where the new text goes. *Remember: the mouse is not the cursor.*

There are three ways to remove text. **Delete** removes text following your cursor. **Backspace** removes text backwards from your cursor. If text is highlighted, pressing any key that types deletes what is highlighted.

Keypad Moves

- Home — Move to beginning of line
- End — Move to end of line
- Control+Home — Move to beginning of document
- Control+End — Move to end of document
- Arrow Keys — Move character-by-character or line-by-line
- Control-Arrow — Move word-by-word (left, right) or paragraph (up, down)
- Page Up/Down—Move screen by screen
- Paragraph Breaks — Enter
- Page Breaks — Ctrl-Enter
- Column Breaks — Ctrl-Shift-Enter
- Line Breaks (same paragraph)— Shift-Enter
- Hard Spaces — Ctrl-Spacebar (non-breaking spaces)

Control (command) key shortcuts

a	Select (highlight) all
b	Bold
c	Copy
d	Fonts
e	Center
f	Find
g	Go to
h	Replace
i	<i>Italic</i>
j	Justified left to right
k	Insert hyperlink
l	Left align
m	Indent
n	New document
o	Open document
p	Print
q	Redo
r	Right align
s	Save
t	Hanging indent
u	<u>Continuous underline</u>
v	Paste
w	Close document
x	Cut
y	Repeat
z	Undo

- 1 Single space
- 2 Double space
- 5 1.5 space
- space Reset to normal format
- + Superscript
- = Subscript
- Discretionary hyphen

Changing Default Settings

In Word 2010, some of the default settings in Word probably need to be changed. Some are easily changed, others are trickier.

Font: On the ribbon “Home” tab, there is a Font section. In the bottom right corner is a dropdown to provide additional font options. When you are in the Font dialog window, select your preferred font and size, and then click the “Default” button at the bottom of the screen. Word will ask if you would like to update your “normal” settings (“yes”).

Spacing: On the ribbon “Home” tab, there is a Paragraph section. In the bottom right corner is a dropdown for paragraph options. Most people prefer to change the default settings for

Spacing After: 0 (instead of 10pt)

Line Spacing: Single (instead of 1.15)

When finished, again remember to select “Default” at the bottom and change your “normal.”

Other Defaults: Many other key defaults are located under the “File” tab on the ribbon, on the “Options” choice. Some important choices are

Proofing: Autocorrect (capitalization)

Advanced: Show Text Boundaries

File

“Save” versus “Save as”—“Save” stores the current document in the “2010” format, asking for a filename that can be up to 256 characters in size (automatically adding a 4-character extension, “.DOCX”). If the document has already been saved, pressing “save” simply resaves it with no questions asked. “Save as” allows you to save a document under a different name (change the name), creating a copy. It gives you an option to specify file format (such as “97-03” or “Rich Text Format”) or new location.

“New” versus “Open”—Open retrieves a document from a disk. New starts a document. If a document is currently in use, “New” does not clear it from the screen. The first document goes into a window (workspace), and the new document goes in a new window. The “New” feature is where you find the thousands of free templates provided by Microsoft.

“Close” versus “Exit”—“Close” closes the window currently open. “Exit” closes all windows and quits Word. If document(s) have not been saved, both commands prompt you to save your work.

Info—Permissions, Sharing, Version control.

Recent—Recently used documents.

Print—Print settings, as well as print preview and page layout.

Save & Send—Email or share document (such as with SharePoint or online). Also save as PDF.

Viewing Your Document

The “View” toolbar (lower right corner) gives you five different ways to look at your document:

- Print Layout—Recommended. What you see is what you get.
- Reading Layout—The *Reader’s Digest* approach, big print, small pages, to make the document easier to read (has no impact on printing).
- Web layout—Used to convert a Word document into an HTML web page.
- Outline—For typing outlines.
- Normal—Draft mode, which means you don’t see the page margins or breaks.

On the Quick Access toolbar (top left) is “print preview.”

Moving Text

The basic way to move text around within your document involves a **cut-and-paste operation**, located under the “Edit” menu. To move text, first highlight it, then use Edit and chose the option called “Cut,” which will remove your text from the screen (sending it to the Windows clipboard); alternatively, use “Copy” to make a copy of the text for moving while leaving the original.

Then, move your cursor to where you would like to have the cut/copied text be placed. Use Edit to “Paste” the text back into your document. All following text will move down to leave room for it.

Only one section of cut text is active at any one time. When cut (or copied), it is stored in the Windows clipboard, viewable in the Task Pane at the side of the screen. Paste does *not* clear what is in the clipboard. This means you can paste the same text over and over.

You can also cut/copy and paste using the scissors, double-page, and clipboard buttons on your Home ribbon, or Ctrl+X (cut), C (copy), and V (paste) on your keyboard.

Cut and paste also works across documents, and across programs. However, if you use “Paste Special” (on the Edit menu), you will find all sorts of options about *how* you want to paste your item, including a command to “link” to the original, so that if the original changes, so does the copy you’ve pasted.

Tip: Another way to move text is to highlight it, release the mouse, then click and drag the highlighted area. With the text highlighted, point your mouse at the middle of the highlighted area, click (don’t let go of the mouse button), and pull the text to the new spot where you want it relocated. This is called “drag and drop.” Formatting the Document

Formatting the Document

Remember that Word is easier if you first use “View/Print Layout,” and then go to “Word Options” on the Office Button to turn on “text boundaries” to see margins on the page. And always work with your



Show/Hide button turned on when formatting a document. Remember the **key rule** in Microsoft Word: **formats are divided into four levels.**

Level	What It Affects	Available operations
1. Font	Cursor Position or Highlighted Area or Automatic Word Select	Bold, Italic, Underline Font, Size, Super/Subscript Cut and Paste
2. Paragraph	Enter (return)	Spacing Bullets Tabs Numbers Indents Borders, Styles
3. Section	Page Layout/Breaks/Section	(same as Document)
4. Document	Everything	Paper size Orientation (landscape, portrait) Margins (top, bottom, left, right) Page numbers, headers/footers Columns

Reveal Formatting

On the Ribbon’s pull-down for Styles is an option called “Styles Inspector.” There you’ll find an option called “Reveal Formatting.” This screen shows you the formats currently being used for whatever text you have clicked on. They are separated into the big three categories: font, paragraph, and section.

Section Breaks

Remember that one of the secrets to Word formatting is to insert section breaks (usually either continuous or next page) whenever you work with margins, headers/footers, paper size and orientation, or columns.

Using the Ruler

- **Right Paragraph Indent**
The right triangle controls the right margin of the selected paragraph.
- **Left Paragraph Indent**
The square box at the left will indent the entire paragraph. When you drag it, all parts of the left move.
- **Paragraph Indent**
Above the square box is a triangle (like the roof on a house), which indents the entire paragraph *except for the first line.*

- **First-Line Indent**

At the top of the ruler (above the left house shape) is a downward pointing arrow, which indents *only the first line of the paragraph* (including bullets and numbers, useful for setting up “hanging indents”).

- **Right Margin**

The right edge (where the white meets the gray on the ruler, above the house-shape) controls the right margin of the entire document (or section).

- **Left Margin**

When the pointer sits between the first-line indent and paragraph indent triangles, it becomes a double-arrow, which changes the margin of the *entire doc-*

ument or section. Measure the margin by watching the number in the *gray* area, not the white area.

Tabs

Tabs make text line up at specific positions on the page, such as for forms or for decimal alignment. To set tabs, first click on which kind of tab you would like: Left, Center, Right, or Decimal (the menu also includes “bar” or vertical bar lines). Then click on the ruler with your mouse to position the tab. If you don’t like where it is, pull it with your mouse to a different location. If you want to remove it, click and pull it off the ruler. Under the “Paragraph” tab’s dropdown is a Tab button to provide options for dot leaders and underlines, as well as “clear all.”

Sample tabs:

Bar>	Left..... Right	Center	Decimal.	<Bar
	ABCDE.....FGHIJKLM	NOPQR	234.56	
	XYZ.....ABC	DEF	1.11	
	JKLKL.....YUOI	HJKLT	789987.89	

Dot Leaders.....

Underscore leaders _____

If you press enter at the end of the line (start a new paragraph), you carry your tab settings with you to the next line. If you arrow up or down to a new paragraph (or click on a new paragraph), you leave the tab settings behind.

Tables

Tables are an alternative to tabs for lining text up. They are created by clicking and dragging the Table button on the Insert tab on the ribbon.

This creates a series of “cells” that can contain text or numbers. If you wish to adjust the size of a column, you can pull the on-screen borders or adjust the “checks” on the ruler. Tabbing adds rows to the table.

Note that when you have a table, an additional ribbon called “Table Tools” appears, with tabs for table “Design” and “Layout,” where you will find many commands for position, size, split/merge cells, and much more. Tables can also be used to “sum” columns of numbers (Sum and other simple functions are on the *f_x* button for formulas on the ribbon button called “Table Tools/Layout”). Table cells can also be used to sort and to rotate text.

Columns (“Page Layout”)

This button separates document into multiple, newspaper-style columns. The “More Columns” menu on the columns dropdown includes options for margins and adding a line between columns. To put columns into part of a document, the document must be divided into “sections” with “continuous” breaks.

Shortcuts

AutoCorrect

On the “File/Options” command is a feature called Proofing/AutoCorrect Options. This function automatically corrects typos when you make them. Although many typos are built in to Word (such as “adn” to “and”), you can tell it your favorites. There are two steps: enter the text you wish to have replaced, and then enter what you want to replace it with. Then you “add” your entry.

Under AutoCorrect Options are many other features that many Word users find annoying. AutoCorrect is where you turn *off* features such as automatic capitalization at the beginning of sentences, or set first and left indent with tabs and indents.

Insert

- *Cover Page*—Insert or remove pre-formatted cover pages at the beginning of your document.
- *Blank Page*—Insert a new page at your current cursor position.
- *Page Break*—Manually start a new page.
- *Table*—Insert table (columns and rows).
- *Illustrations*—Pictures, clipart, etc. (see below).
- *Links*—Hyperlinks, bookmarks, cross-reference.
- *Header & Footer*—Specify position and alignment for automatic numbering. (See below for more detail.)
- *Text*—Text box, Quick Parts, WordArt, Drop Cap.
- *Date and Time*—Inserts the current date and/or time at your cursor position. At the bottom of the window is an option you can turn on or off that will insert the date or time as an automatic “update field.” This tells Word to **update** the date whenever you next work on this document; you will still see the old date on the screen, but the current date will print.
- *Equation*—Mathematical notation.
- *Symbol*—Special characters, such as . Note that each character can be assigned to a keyboard shortcut (such as Ctrl+Alt+a). Symbols differ depending on the font selected. The fonts called Symbols and Wingdings give you the most options. Under “Special characters” you’ll find symbols such as §©®¶...—. Any of these can be assigned to a shortcut key.

Page Layout

- *Themes*—Colors, fonts, and designs.
- *Page Setup*—Margins, Size, Columns, Breaks (sections)
- *Page Background*—Watermarks, color, borders.
- *Paragraph*—Indents and spacing.
- *Arrange*—Front to back, align, text wrap (for objects such as pictures).

Quick Parts

On the “Insert” tab is a drop-down box for Quick Parts. This option gives you “building blocks,” or parts of a document that are predesigned so you can simply pick one and insert it, then edit it to your desired look.

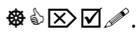
What is especially useful about Quick Parts is the ability to store your own elements. Simply highlight any content in a document that you would like to have remembered. Then click on Quick Parts and choose “Save Selection to Quick Parts Gallery.” This puts your entry onto the Quick Parts dropdown.

To insert your custom Quick Part, just click the dropdown and select your entry. It is inserted wherever your cursor is positioned. (Note: After adding an item to Quick Parts, you will be prompted to save it the next time you exit Word; be sure to answer “yes” if you want to keep the entry for future use.)

Format painter (“Home”)

Copies a format from highlighted text, then pastes it to another highlighted area. To use the painter, first highlight the text whose format you want to copy; then click the painter button. Next, scroll to the area of text that you want to re-format in the new style, and highlight it. *This stops the painter* (it will only do one selected area at a time; you must re-click the painter to do a second area).

Bullets and numbering (“Home”)

Formats for how the bullets/numbers look, including custom bullets such as .

Drop cap (“Insert”)

Enlarge the first letter of a paragraph and wrap text around it. Note that this function will not work with tabs before the letter since it “frames” the first space on the line.

References

- *Cross-Reference—Table of Contents*—Label high-lighted text for inclusion in a table of contents, then generate the table, with page numbers.
- *Footnotes*—Insert footnotes or endnotes.
- *Citations and Bibliography*
- *Captions*—Cross-references (allows you to insert a link in your text to another page, heading, footnote, or table, so that if the target changes (for example, page 3 may be page 4 or 5 when you're done), the reference updates automatically).
- *Index*—Alphabetical list of key words.
- *Table of Authorities*—Legal cites.

If you do not like the format Word applies to the results, do not try to format manually. Since these “tables” and “indices” are automatically updated (i.e., page numbers change whenever your text changes), be sure to make format changes through “Style” using the appropriate styles.

Generating a Table of Contents

Tables of Contents are based on “styles” applied to text by using the Style dropdown (in Word 03 or 07) or the References “Add Text” command.

To define an entry for your table of contents, click on the heading, then select Heading 1, 2, 3 (etc.) to specify the level heading; this will determine the indentation and position of your entry in the contents. There are formats already in place for each heading, which are usually not what you need. Use the Style dropdown to “modify” your heading formats so they look correct.

When all headings have been “marked” as such, use the Table of Contents command (*References* on the Ribbon tabs) to generate the table. It will be inserted wherever your cursor is within the document. Note that the resulting contents list (with page numbers) is not editable; it turns gray if you click within it, which is Word’s way of telling you not to try to make changes. If you wish to make the content editable, you can do so by highlighting, cutting, and then using “paste special” to put it back as unformatted text (of course, it will no longer automatically update).

If you do not like the format Word applies to the table content, do not try to format the table manually. Since these “tables” automatically update (i.e., printed page numbers change whenever your text

changes), be sure to make format changes through “Style” using the appropriate styles (such as TofC 1). Click on any part of the table to display the name of the style in use, then use Style/Modify to make your changes (use “add to template” if you want these changes to be remembered and used as defaults.)

Generating a Table of Authorities

Marking citations for a table of authorities is comparable to manually marking headings for a table of contents. Word looks for cases, statutes, rules, treatises, and constitutional provisions to generate a table of authorities. You can also mark any additional authority you need included.

Step 1: Type your legal document, including all the cases, statutes, rulings, treatises, regulations, and Constitutional provisions that you will cite. You may either mark the citations as you type, or finish the paper and then go back through it, marking the citations at the end.

Step 2: Mark your citations. Highlight the citation that you wish to mark. In Word 03, choose “Insert” on the menu bar. Navigate down to “Reference” and click on “Index and Tables.” (In Word 07, go straight to *References*.) Choose the “Table of Authorities” tab at the top of the dialog box. Click on the “Mark Citation” button. Choose the category of your citation from the drop-down list (e.g., case, ruling, regulation) and click “Mark” or “Mark All” (depending on whether you want to include all references to this particular citation in the table of authorities or just one instance). The following dialog box will appear. Click Next Citation. Word searches the document for terms such as: in re, v., Id., Supra, Infra, Cong., Sess., and §.

Step 3: Click the “Next Citation” button at the top of the dialog box. Microsoft Word searches for common legalese such as “v.” and dates in parentheses “(1950).” Mark each citation as appropriate. Click the “Close” button to return to your document. You may want to do a manual scan of the document to ensure Word correctly picked up all your legal citations.

Step 4: Move your cursor to the point in your document where you wish the table of authorities to appear. In Word 03, choose “Insert” on the menu bar, and navigate to “Reference” (go straight to *References* in Word 07) and click on “Index and Tables.” Choose the “Table of Authorities” tab at the top of the dialog box (or “Insert TofA” in 07). Make sure the

Category type is set to "All" if you wish your table to include all types of legal citations. Press "OK." Word creates a table of authorities using all your marked citations, organized by citation type.

A note about "passim": If checked and a citation is referenced on more than 5 pages, Word will put the word "passim" in place of the page numbers. If unchecked, Word allows all referenced pages to be listed, no matter how many there are.

Advanced Commands

Headers and Footers ("Insert")

Headers go at the top of pages, and can contain text, date, page number, and rule line. Footers go at the bottom. Two page number tabs are already set for centering and flush right. (*Important: Remember that headers, footers, and page numbers are controlled by section breaks.*) The ribbon options for this function have the following choices:

1. Built-in (pre-set formats)
2. Edit header
3. Remove header
4. Save selection to header gallery

The "Insert/Page Numbers" dropdown allows you to choose a number location (top or bottom, margins, or cursor position), and left, right, center—and whether or not to show the number on the first page. Also in this window is a "Format" button, which allows you to tell Word to continue numbering a particular section consecutively from the previous section *or* to start re-numbering the current section from a particular number within the document (useful when you have a cover page, table of contents, *then* want the third page to be numbered page one).

Renumbering Within a Document

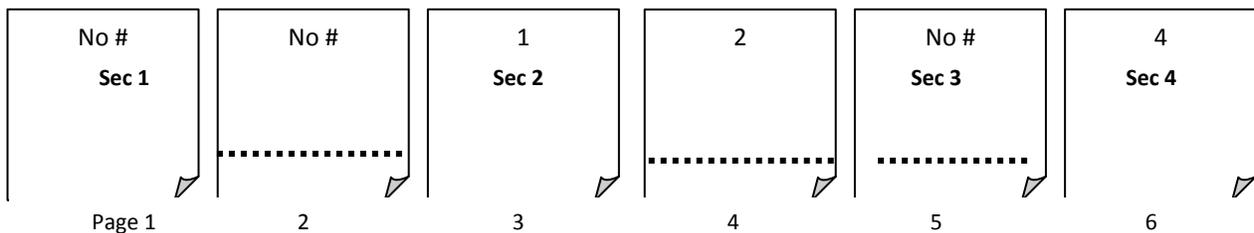
Suppose you want to skip a number in the middle of a document, or you have a cover page and table of contents, so you need start numbering with page #1 on the actual page 3. To vary page numbering within a document, you must do two steps:

1. Separate the pages to be numbered differently into **sections** ("Page Layout")
2. Create a header/footer (under "View") in the section to be numbered that has the button called "Same as previous" turned *off*.

Let's assume that your page number should begin on page three of the document, with the number "1" on page three. Go to the bottom of page three, then go to "Insert/Break" to locate the section command.

There are 3 kinds of breaks: (1) Page breaks, (2) Column breaks, and (3) Section breaks. Only the *section break* will work for re-numbering. Sections can be inserted as a "break to next page," "break to next odd numbered/even numbered page," or "continuous" (stay on same page). Generally, this function is easier to control and manipulate if you can put the section in as a "next page" break. Then, with your cursor in section 2, go to "View/Headers-Footers." A new toolbar will appear.

The button to watch out for is third from the end: "**Same as previous.**" If this is turned on, it keeps each section consistent (that is, if you turn on page numbering in section 2 on page 3, it will also turn on for section 1 on pages 1 and 2). Once you have turned off "Same as previous," you can either insert the page number wherever you want it to go by using the toolbar's # button or by "Insert/Page number." Either way, you will get the number 3 on the third page. Since you want this page to be numbered one, go to "Page Number Format" (on the toolbar or menu) and tell it (at the bottom) to start counting at number 1. Page 3 (section 2) will now be numbered 1; page 4 (section 2) will be numbered 2; etc.



Let us assume page 5 should not be numbered. Put in a section break (either next page or continuous) at the bottom of page 4. Go to page 5 (section 3) and double-click the header. The header toolbar appears; turn off “Same as previous.” Then delete the page number.

Page 6 should be numbered 4. Put in a section on page 5 (unnumbered page), then go to page 6 (section 4), double-click the header area, turn off “Same as previous,” then insert your new page number. Go to “Page Number Format” to tell it to start counting with page number 4.

Track Changes (“Review”)

“Track changes” is the instruction for Word to retain all editorial and formatting changes to a document. Text you delete will be struck-through (~~deleted~~); new text that is inserted is underlined; both text will be red. (Note, on the dropdown for Track Changes, there are “options,” which will switch revisions into “balloons” that display and print in the margin, rather than in the body.)

If you wish to see what the final version looks like, change the dropdown for “Final: Show Markup” to just “Final.” You can also set it to show the “Original.” However it is very *important* to understand that setting it to “Final” does not eliminate the tracked changes, so that if you email your document to someone, they can still see all your revisions.

It is essential to “Accept” or “Reject” changes if you wish to eliminate them from the document (so others can’t see them).

Word Tip: If you frequently turn Track Changes on and off, be sure to put it on your status bar at the bottom, so you can toggle it with a click.

Working with Styles

Styles are saved formats that can be re-used. The important thing to know about styles is that Word uses them whether you do or not, and many functions in Word (such as Table of Contents) will not work without styles. Every feature of Word has an assigned style, such as page numbers, headers and footers, footnotes and endnotes, and envelopes and labels. When you start a new document, you are already using a style called “Normal.”

Styles can be edited. It is important to understand in Word that if you do not like what a style is doing to your text, don’t change the text—change the style!

On the Home ribbon, the button called “Styles” expands the styles screen into a drop down. Hover over any to get a description.

At the bottom of the Styles window are three commands. One creates new styles and adds them to the list. The second is the style inspector, which will let you modify your styles. The third is manage your styles, which lets you remove styles.

Editing Styles and New Styles

Since styles are ways to store your formats for re-use, you can either create new styles or edit (“modify”) existing styles (you can also highlight an area of text with a desired format, then click on the style box to get a menu to “redefine” the style on the highlighted text).

- *New Style*—Requires you to specify a name (which shows on the format toolbar); a style type (change the paragraph or just the highlighted area); based on (used other style as base format); and style following paragraph (the next style to switch to when you hit enter). Then you change the format.
 - *Modify Style*—Change an existing style. The format option gives you choices to change
 - *Font*—allows you to specify font, font size, color, position (super/subscript), characteristics (bold, italics, small caps, underline, etc.), and spacing (normal, expanded, or condensed).
 - *Paragraph*—*formats* specify paragraph alignment (left, center, right, justified), indents (left, right, first line), spacing (before or after, or between lines), based on style, border (box or bar), keep together, page break before, and line numbering
 - *Tabs*—tab settings for the style
 - *Borders*—sets borders and shades around the paragraph
 - *Language*—codes text so Word will use different language spell checkers
 - *Frame*—creates “cutouts”
 - *Numbering*—automatic numbers
 - *Shortcut key* (assign an keyboard combination to run the style, such as Ctrl+Sh+I)

Unless otherwise specified, styles are paragraph formats, and automatically affect the entire paragraph.

The automatic setting is that a style is available only in the document on which you are working. If you wish to make a style available in other documents, you must add it to a template; then you will have access to it any time you are working on a document based on that template.

Changing Your Default Format

To change your automatic (default) type format in Word, use “Styles” to redefine your “normal” style. Be sure to check “New Documents based on This Template” so it is saved. Remember each template has its own styles.

Graphics

On the Insert tab of the Ribbon, Word gives you commands to insert

- Pictures—photographs, inserted from files, which can then be sized, and formatted in various ways.
- Clip Art—free artwork from Microsoft, including cartoon, animations, photographs, and sounds, most on-line (must be downloaded to use)
- Shapes—graphical shapes (such as stars and boxes) which can be used to hold text
- SmartArt—specially designed graphical displays for showing lists, processes, hierarchies (such as organization charts)

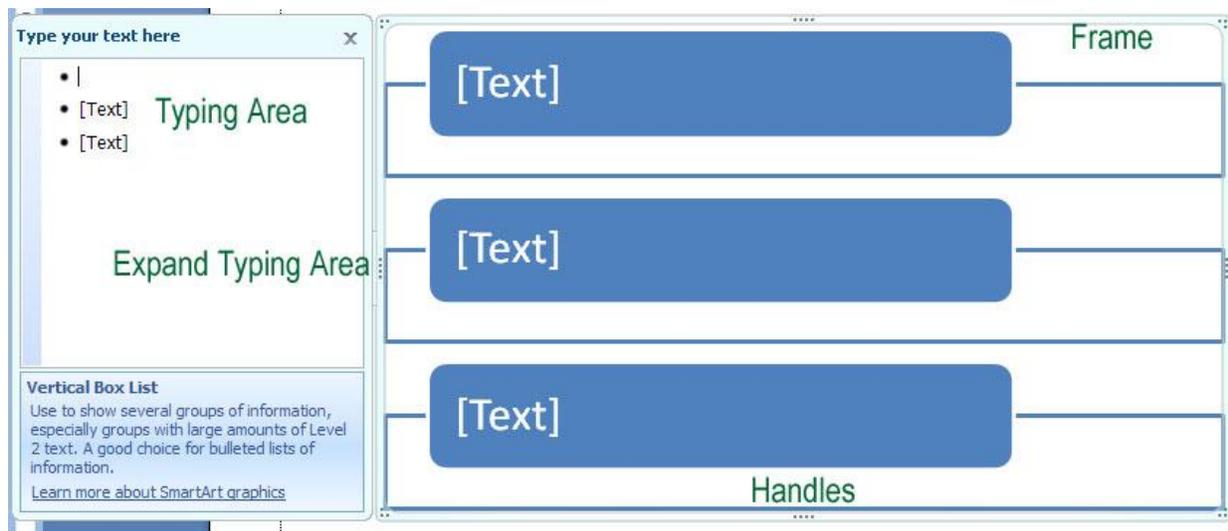
- Charts—graphs based on data, entered into Excel, but embedded in Word.
- Screenshots—screen “grabs” from other windows currently open, which are then inserted into your current document.

Once you have inserted any form of graphic, you can then edit with tabs that appear for Design and Format.

SmartArt

SmartArt is a new way to present information in a visually appealing way (I hope), without resorting to bland bullets or boring lists. It works consistently across Word, Excel, and PowerPoint. You begin by using the Insert tab on the ribbon, where you find SmartArt listed in the Illustrations group. Clicking it brings up a selection of SmartArt types, including List, Process, Cycle, Hierarchy, Relationship, Matrix, and Pyramid, each with a variety of formats. Select one to insert the SmartArt skeleton into your document. This automatically adds two new tabs to the ribbon: Design and Format.

At the left of the SmartArt is a text-typing area which can be closed (X in the corner) or opened (double-arrows on frame). Press enter to create a new level; press Tab to indent or create a sub-bullet. When formatting and designing, note that many of the selections can be “previewed” by pointing your mouse at the option (but don’t click).



Manipulating smartart

Selecting: To manipulate a SmartArt object, you first select or highlight it. To do this, simply place your pointer anywhere in the graphic and click once. Graphical “handles” should appear on the edges.

Moving: With the object active, point the mouse at the frame or border outlining the graphic, then click and drag, moving the mouse, and the chart moves with you.

Resizing: To enlarge, shrink or change the shape of the object, place the pointer on any of the “handles” on the frame until the pointer’s shape changes into double-arrows, then click and drag. The outline you draw will change the chart accordingly. Corner handles enlarge and shrink. Many of the components of a SmartArt object also have handles, which can be stretched and pulled to re-size that part of the graphic.

Formatting: Clicking once on a SmartArt object will allow you to move it or change its dimensions. But you may want to change other aspects as well. One option is to click once on any specific part of the chart, then right-click with your mouse to find “change” and “format” options. Alternatively, you can use the ribbon tabs, as explained below. Remember to click the Home tab for simple formats (font, size, center, color).

Deselecting: After completing your changes, simply “Click Away” – click any where in the document outside the object.

Design

Create Graphic

- Add Shape — Opens the dialog window that allows you to select the kind of chart you wish to have (column, line, pie, bar, area, XY, stock, surface, doughnut, bubble, radar). There are multiple designs for each chart type; for example, for column charts, there are side-by-side, stacked, percentile, and front-to-back.
- Add Bullet — Adds either another entry of the same level within the hierarchy, or a sublevel.
- Right to Left — Aligns content on the right instead of the left..
- Layout — Saves an edited chart as a template, so it can be re-used.

- Promote/Demote — Indents and unindents bullets and levels (same as Tab and Shift-Tab). Turns a main level entry into a subentry, or a subentry into a main entry.
- Text Pane — Activates the text-typing box.

Layouts

This option allows you to switch from one SmartArt design into a different one, for example, from 3 horizontal boxes to 3 vertical boxes or to a pyramid.

SmartArt Styles

- Change Colors — Select new color combinations (based on Theme colors) for the content.
- Effects — Various designs you can select to create 3-dimensional or shaded effects (note this is one of the features where you can preview by pointing your mouse at an option without clicking).

Reset

Cancels any formatting changes you have made and restores the SmartArt object to the original format.

Format

Shapes

Impacts the shapes within a SmartArt object. You can change the shape (switch a box to an arrow), or make the shape larger or smaller.

Shape Styles

Predesigned or custom fills, outlines, and effects for the components of the graphic (such as fill colors or borders or shadows).

Word Art Styles

Predesigned or custom text formats (including text color, text border, and text effects such as glow).

Arrange

Bring to front or send to back (used when there are multiple objects embedded within a chart).

Size

The horizontal and vertical dimensions of your chart. This is an alternative way of sizing, as opposed to dragging handles.

Templates

Just as there is never a time in Word when you are not in a style, the same is true of Templates. Templates are pre-formatted documents that can be re-used. They hold the paper size, margins, headers/footers/page numbers, columns, *and* styles. Any time you select a template, you automatically get a *new* document.

Word supplies a large variety of built-in templates. You activate them by using the “New” command on the Office Button. Choosing a template creates a new, unnamed copy of the original’s content on your screen (which many people erroneously try to do by using “Save as”).

To make your own templates, create a document as usual. Instead of saving it as a document, when you press Save, change the file type to read “Word template.”

Envelopes and Labels

If you need to print an envelope or label as part of a letter, you do not have to highlight the address unless there is more than one. Go to “Mailings/Envelopes and Labels.”

Under Envelopes, you will have a dialogue box that should automatically show the mailing address from the letter. There is an optional return address that can be omitted by clicking the “omit” box. There is also an address book for storing and re-using addresses if Microsoft Outlook is installed on your system.

Under Envelope/Options, you can specify what size envelope to print, and what font and position to use for the addresses. Then you can decide whether to print the envelope straight to the printer, or add it to the letter to save it for future use.

The Label window is very similar. However, at the bottom of the window are two other options: print a full page of the same address (a sheet of labels to the same person), or print one label on the page (to re-use a partially used set of labels, which requires you to specify which column and row on the sheet to

use). You can specify the label format through the Options button.

Mail Merge

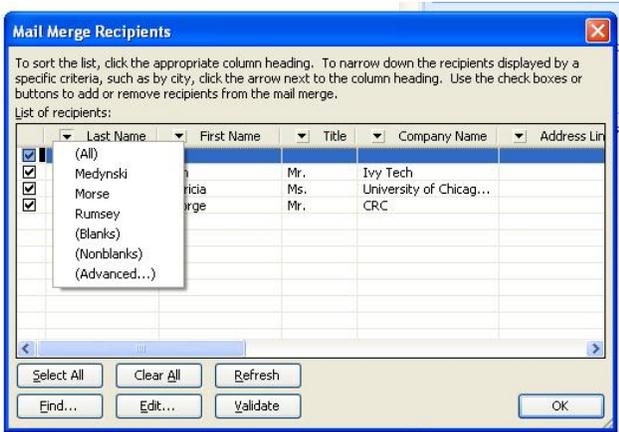
Mail merge is the ability to generate multiple letters, envelopes, labels, or emails, or to generate a “directory” from one list of data. To start a mail merge, go to the Mailing ribbon, and click on “Start Mail Merge.” The mail merge task pane will appear on the right side of your screen. There is also the “merge toolbar” across the top of your screen.

Mail merge is a “wizard”; there are 6 steps to complete the merge. Step 1 is to select the type of document you are trying to create: letters, email, envelopes, labels, directory (a directory used to be called “catalog” and compiles a formatted list from the data). Select the one you wish to do; you can only do one at a time (radio button). Then click at the bottom where the screen reads “Next: Starting document.”

Step 2 is “Select a document.” You can use the current document (whatever is currently on your screen), use a pre-existing template, or choose a different existing document (open a file). Select one, then click on “Next: Select recipients.”

Step 3 is where you specify where your data are coming from. You can use an existing list (click on “Browse” to locate a preexisting list, as long as it is either a database .MDB file, an Excel .xls file, a Word .doc file, or a delimited .txt file), select from an Outlook address book (“Choose Contacts Folder”), or type a new list (“Create”). If you click “Create,” you will see a data entry screen where you can type your information; this screen is designed to match the other steps of the wizard; if you choose not to use this form (you use “customize”) or if your data already exist from another source, you will need to do the “Match fields” in a later step.

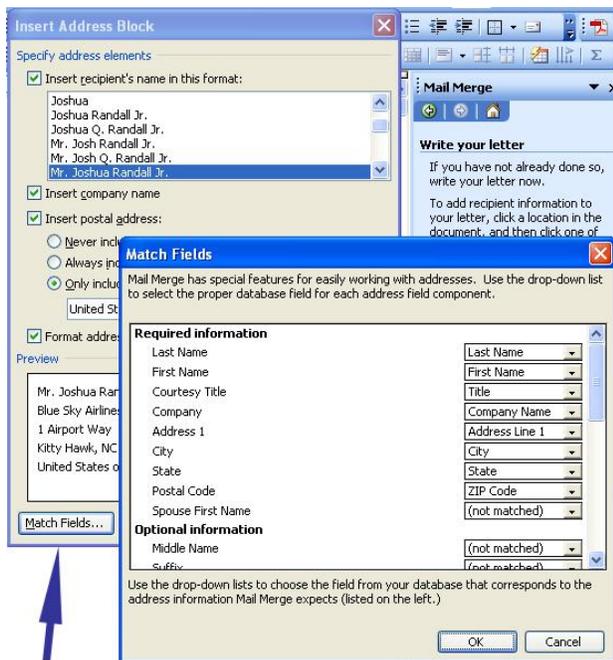
Once your data are entered and saved, you are given an option to “select” recipients. The screen appears (it also appears when you click “Edit recipient list”), with check boxes next to each entry for selection. You can also click any column heading to sort (ascending or descending). You can also use the pull-down arrow next to each column heading to filter



specific content or to go to “Advanced” querying or filter options and multiple level sort.

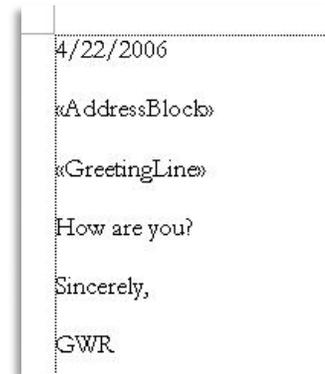
Step 4 is “Write your letter.” Even if your letter already exists, this step is where you place your fields onto the page for the actual merge. There are pre-designed recipient information fields ready to use, based on the form screen: address block, greeting line, electronic postage, and more (individual fields). If your fields have not changed, you can simply select the position in your document, then click the appropriate field code to put that information in.

If your fields are different, then you need to re-define the list of items. If you click “Address block,” for example, you will see how it is created and what it contains. In the bottom corner is the button for



“match fields,” which allows you to coordinate your own field names with the built-in fields.

Once you have designed your letter, you are then ready for Step 5, “Preview your letters.” Previewing gives you’re a navigation tool (<< or >>) for looking at various letters to see if you are satisfied; there is also a button to edit the recipient list and another to exclude a particular recipient.



The final step, Step 6, is to complete the merge. You can either send your merged output to the printer, or select the choice called “Edit individual letters.” This puts the letters on your screen so you can look them over, revise and customize, and then print.

Merge to Envelopes and Labels

Merging to envelopes and labels follows essentially the same steps as for a letter. For an envelope, you have the optional step of designing your envelope (where do you want the address and return address to be, and what font and size should they be).

For labels, you have “Label options” where you can select which label size (including name tags and postcards) to print to. The only part that is different for labels is in Step 4, where you must do a step called “Replicate labels” (or “Propagate” on the toolbar). When you design one label with your fields, you need to take that same design information and place it on all the other labels for the page. This is accomplished by clicking “Update all labels.” If you forget to do this step, you will end up with only one label.