

# **Word 2010 Tutorial**

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# **Word 2010 Tutorial**

## **Microsoft Word 2010 Tutorial**

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### **Working with Microsoft Word 2010**

Microsoft Word 2010 is a word processing tool which can help you create anything from simple text to books to brochures and beyond. As one of the most commonly used word processing tools in the world, many people are familiar with at least one of the many versions of Word and are therefore familiar with most of its basic features. This particular tutorial, however, introduces users to some more advanced functions of Word 2010 through creating a multi-page booklet as an example.





# Getting Started

## Opening Word 2010

Before we can get started, first open Word.

### To open Word 2010

Do one of the following:


- Click the **Start** button, click **All Programs**, click **Microsoft Office**, click **Microsoft Word 2010**.
- Click the **Start** button, type **Word**, and then click **Microsoft Word 2010**.

A new Microsoft Word 2010 document opens in a new window.


## Altering page setup

Before inserting any text, you'll want to change the setup of the document. This includes altering the pages per sheet, the margins, and the document layout orientation.

### To change margins


1. Open a new Word 2010 document.
2. On the **Page Layout** tab, in the **Margins** tab, in the **Page Setup** group, click the **Page Setup** Dialog Box Launcher . The **Page Setup** dialog box will appear.
3. In the **Margins** group, in the **Top** box, type 0.5".
4. In the **Outside** box, type 0.5".
5. In the **Bottom** box, type 0.5"
6. In the **Inside** box, type 0.5".
7. Click **OK**.

### To change document orientation

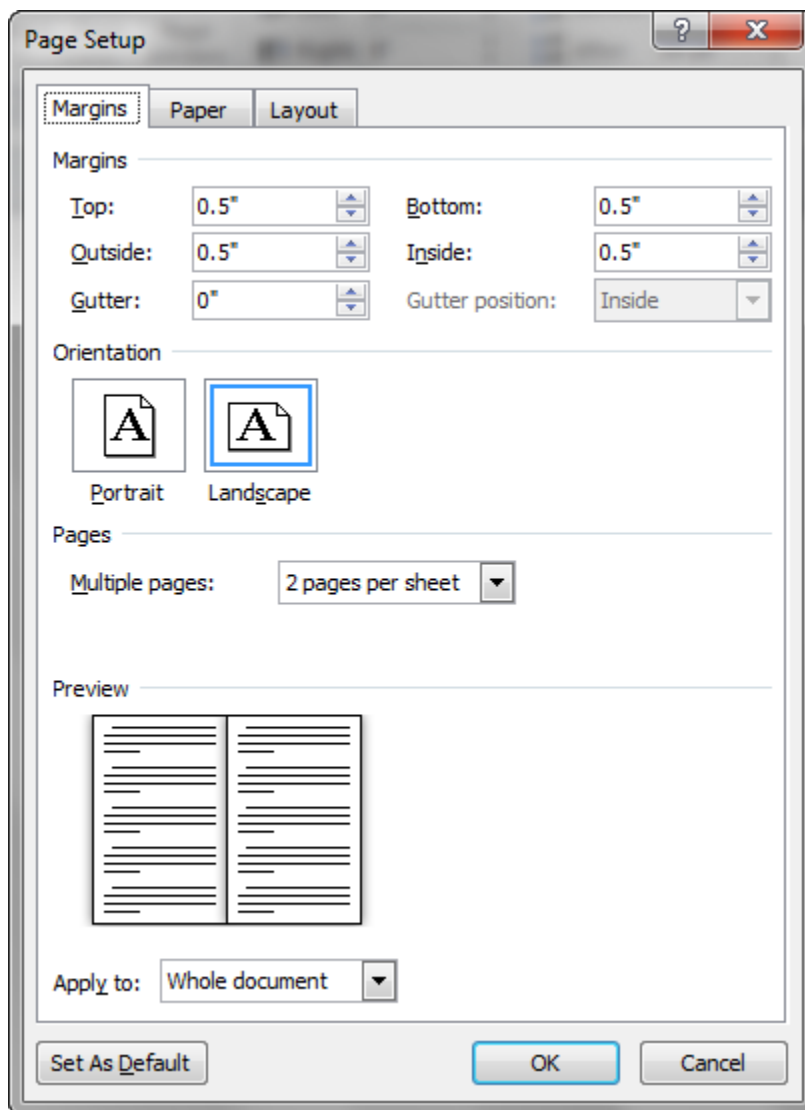
1. On the **Page Layout** tab, in the **Margins** tab, in the **Page Setup** group, click the **Page Setup** Dialog Box Launcher . The **Page Setup** dialog box will appear.

2. In the **Orientation** group, click **Landscape**.
3. Click **OK**.

### To alter pages per sheet

1. On the **Page Layout** tab, in the **Margins** tab, in the **Page Setup** group, click the **Page Setup** Dialog Box Launcher . The **Page Setup** dialog box will appear.
2. In the **Pages** group, in the **Multiple pages** list, click **2 pages per sheet**.
3. Click **OK**.

After you make all of the changes, the dialog box should look like the screenshot below.



# Saving in Microsoft Word 2010

Saving is one of the most important things you can do while working on your booklet. Failure to do so and do so often enough can result in the loss of your work.

## To save in Microsoft Word 2010

1. On the **File** tab, click **Save**. The **Save As** dialog box will appear.
2. In the **File name** box, type **Word\_2010\_tutorial\_booklet**.
3. Click **Save**.

Make sure to save as often as possible throughout the tutorial.

# Creating content

Now that we have the page setup down, let's insert our text.

## To create content

1. Type **Introduction**.
2. Press **Enter**.
3. Type **Persuasive writing can be challenging. Not only do you have to attempt to persuade others to either agree with your argument (ideally) or, at the very least, encourage them to acknowledge your argument. This is easier said than done as arguments which seem perfectly sound to us may not be so clear cut to others.**

Introduction¶

~~Persuasive writing can be challenging. Not only do you have to attempt to persuade others to either agree with your argument (ideally) or, at the very least, encourage them to acknowledge your argument. This is easier said than done as arguments which seem perfectly sound to us may not be so clear cut to others.¶~~

1. Type **Exploratory Essay vs. Persuasive Essay**.
2. Press **Enter**.
3. Type **In ENG 110, you will be expected to write two longer essays, an exploratory essay and a persuasive essay. Persuasive essays build on exploratory essays, narrowing down the topic of choice to an arguable stance.**

**Exploratory Essay vs. Persuasive Essay ¶**

In ENG 110, you will be expected to write two longer essays, an exploratory essay and a persuasive essay. Persuasive essays build on exploratory essays, narrowing down the topic of choice to an arguable stance. ¶

7. Type **The Elements of a Persuasive Essay**.
8. Press **Enter**.
9. Type **There are several important parts to a persuasive essay, including but not limited to:**
10. Press **Enter**.
11. Type **Issue context**.
12. Press **Enter**.
13. Type **Previous research/what other sources say about the issue (this is separate from the issue context as the issue context focuses on the history of the issue which previous research discusses what people have said about the issue)**.
14. Press **Enter**.
15. Type **Evidence**.
16. Press **Enter**.
17. Type **What Makes an Essay Persuasive**.

### The Elements of a Persuasive Essay ¶

There are several important parts to a persuasive essay, including but not limited to: ¶

#### Issue context ¶

Previous research/what other sources say about the issue (this is separate from the issue context as the issue context focuses on the history of the issue which previous research discusses what people have said about the issue). ¶

#### Evidence ¶

### What Makes an Essay Persuasive ¶

By the end of all of this, your document should look like the following screenshot.

### Introduction¶

Persuasive writing can be challenging. Not only do you have to attempt to persuade others to either agree with your argument (ideally) or, at the very least, encourage them to acknowledge your argument. This is easier said than done as arguments which seem perfectly sound to us may not be so clear-cut to others.¶

### Exploratory Essay vs. Persuasive Essay¶

In ENG 110, you will be expected to write two longer essays, an exploratory essay and a persuasive essay. Persuasive essays build on exploratory essays, narrowing down the topic of choice to an arguable stance.¶

### The Elements of a Persuasive Essay¶

There are several important parts to a persuasive essay, including but not limited to:¶

#### Issue context¶

Previous research/what other sources say about the issue (this is separate from the issue context as the issue context focuses on the history of the issue which previous research discusses what people have said about the issue).¶

#### Evidence¶

#### What Makes an Essay Persuasive¶

18. **Save.**

## Creating lorem ipsum text

Sometimes, when designing a document, you might like to use text as placeholders but haven't written your document text yet. Lorem ipsum text can be very useful in this case. Lorem ipsum text is a type of pig latin text created for this purpose. By inserting lorem ipsum text, you can indicate where text is going to go and set up your formatting without having to have all of your text already written.

### To create lorem ipsum text

1. On the **Introduction** page, press **Enter** after **others**.
2. Type **=lorem(2)**.

**Note:** Typing this will generate x number of paragraphs of lorem ipsum text. Note that each time you generate lorem ipsum text, it will generate different text.

3. Press **Enter**. Two paragraphs of lorem ipsum text appear.

#### Introduction¶

Persuasive writing can be challenging. Not only do you have to attempt to persuade others to either agree with your argument (ideally) or, at the very least, encourage them to acknowledge your argument. This is easier said than done as arguments which seem perfectly sound to us may not be so clear-cut to others.¶

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.¶

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.¶

4. After **Evidence** on **The Elements of a Persuasive Essay** page, press **Enter**.
5. Type **=lorem(1)**.
6. Press **Enter**. One paragraph of lorem ipsum text appears.

The **The Elements of a Persuasive Essay** page should look like the following screenshot.

#### The Elements of a Persuasive Essay¶

There are several important parts to a persuasive essay, including but not limited to:¶

#### Issue context¶

Previous research/what other sources say about the issue (this is separate from the issue context as the issue context focuses on the history of the issue which previous research discusses what people have said about the issue).¶

#### Evidence¶

4. After **What Makes an Essay Persuasive**, press **Enter**.

5. Type **=lorem(1)** and then press **Enter**.
6. Type **Good Sources**.
7. Type **=lorem(1)** and then press **Enter**.
8. Type **Acknowledging Argument Weaknesses**.
9. Type **=lorem(1)** and then press **Enter**.
10. Type **Quality Writing**.
11. Type **=lorem(1)** and then press **Enter**.
12. **Save** your document.

At the end of this task, the **What Makes an Essay Persuasive** page should look like the following screenshot.

#### What Makes an Essay Persuasive

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

#### Good Sources

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

#### Acknowledging Argument Weaknesses

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

#### Quality Writing

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.




# Copying and pasting content

Sometimes, you might like to copy and paste content rather than retype it. This topic will teach you how.

## To copy content

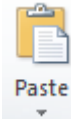
### Quality Writing

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

1. Select the last lorem ipsum text paragraph under **Quality Writing** on **The Elements of Persuasive Writing** page.
2. On the **Home** tab, in the **Clipboard** group, click **Copy**  **Copy** .

## To paste content

1. Press **Enter** after the end of your lorem ipsum text paragraph.

2. On the **Home** tab, in the **Clipboard** group, click **Paste**  . The selected lorem ipsum text appears.
3. **Save**.

### Quality Writing

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.



# Formatting Text

## Editing text appearance manually

Altering the text appearance is important to document design. Using Word 2010, you can alter font type, size, color, and stylizations to your preference. This can be done both manually and using styles. Here, I'll address the manual way.


### To alter font type

1. Open **Word\_2010\_tutorial\_booklet**.
2. Save as **Word\_2010\_tutorial\_booklet\_font**.



*Note: Saving another file will allow you, when you finish the tutorial, to see how all of these functions affected your booklet's appearance as well as giving you a back-up copy if anything happens to your most recent document. Also note that in Word 2010, the default font type is Calibri.*

3. Select **Introduction**.
4. On the **Home** tab, in the **Font** group, in the **Font** drop-down list box, select **Bookman Old Style**. Note how that altered the appearance of **Introduction**.
5. Click **Undo** .

### To alter font size

1. Select **Introduction** again.
2. On the **Home** tab, in the **Font** group, type **20** in the **Font Size** box.
3. Press **Enter**. Note how the font size increased.
4. Click **Undo** .

### To alter font color

1. Select **Introduction** again.
2. On the **Home** tab, in the **Font** group, click the drop-down arrow in the **Font Color** box . Select **Dark Red**. The text becomes **Dark Red**.
3. Click **Undo** .

## To stylize the font

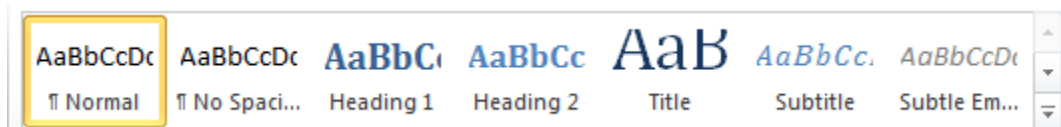
1. On the **Exploratory Essay vs. Persuasive Essay** page, select **Exploratory**..
2. On the **Home** tab, in the **Font** group, select **Bold** **B** . **Exploratory** is bolded.
3. Select the first mention of **Essay**.
4. On the **Home** tab, in the **Font** group, select **Italic** *I* . **Essay** is italicized.
5. Select **Persuasive**.
6. On the **Home** tab, in the **Font** group, select **Underline** U . **Persuasive** is underlined.
7. Undo all stylization changes, and then **Save**.

## Applying existing styles


Sometimes when you are designing a document, you might like to apply an existing heading. This topic will show you how.

### To apply existing styles

1. Select **Introduction**.
2. On the **Home** tab, in the **Styles** group, select **Heading 1** in the Styles gallery.




**Note:** *Introduction* now has the default **Heading 1** applied to it.

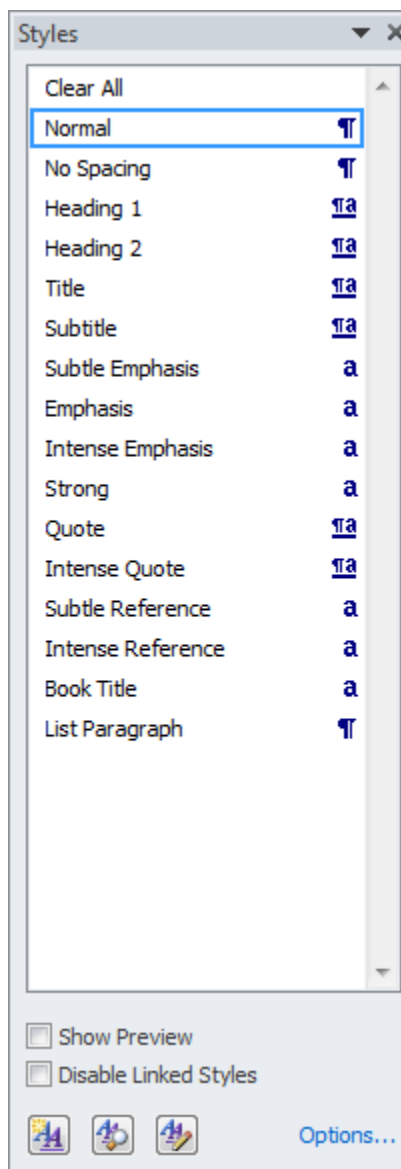
3. Click **Undo** .
4. **Save**.


## Creating new styles

More likely, when designing your own booklet, you will want to design your own styles. This topic will show you how.

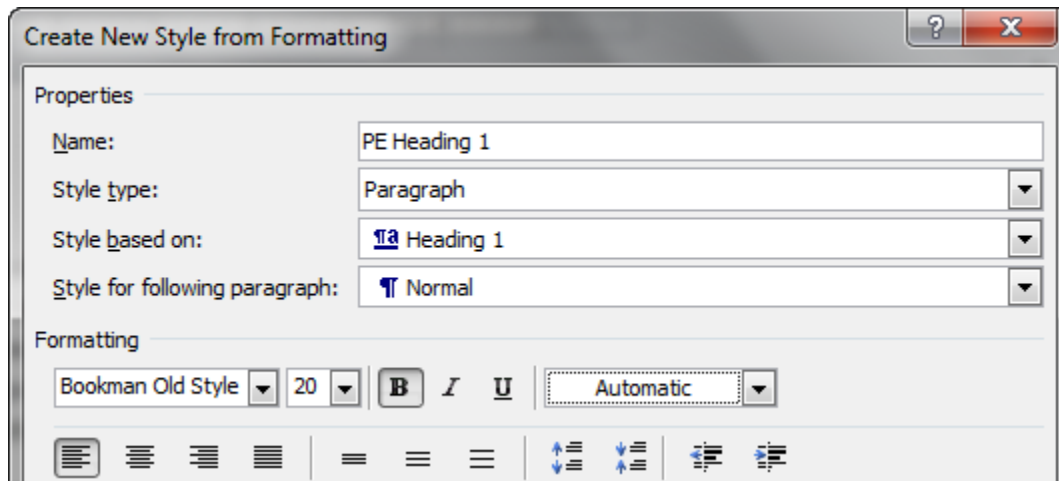
## To create a new style

1. On the **Home** tab, in the **Styles** group, click the **Styles** dialog box launcher . The **Styles** dialog box will appear.




2. Click the **New Style** button . The **Create New Style from Formatting** dialog box will appear.
3. In the **Properties** group, in the **Name** box, type **PE Heading 1**.
4. In the **Style based on** drop down box, select **Heading 1**.
5. In the **Style for following paragraph** drop down box, select **Normal**.

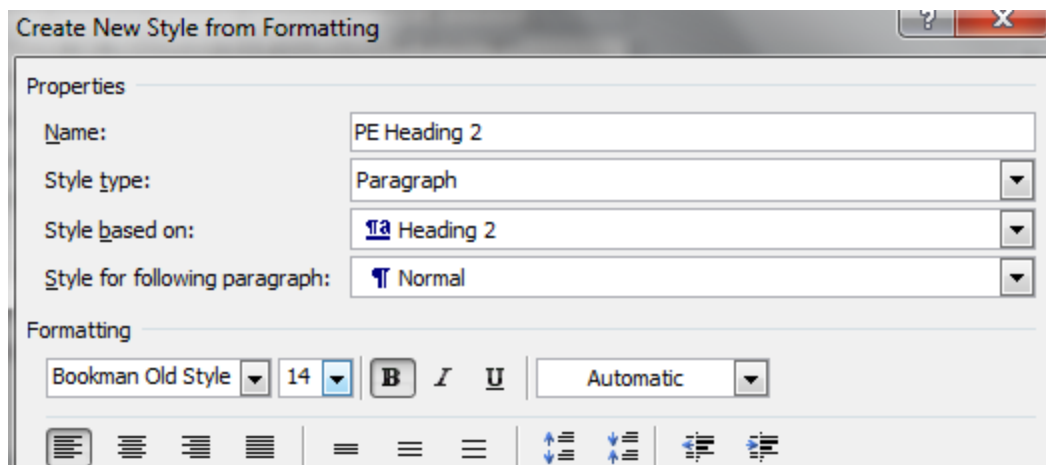
6. In the **Formatting** group, in the **Font** drop down box, select **Bookman Old Style**.
7. In the **Font Size** drop down box, select **20**.
8. In the **Font Color** drop down box, select **Automatic**. Your dialog box should now look like the one below.




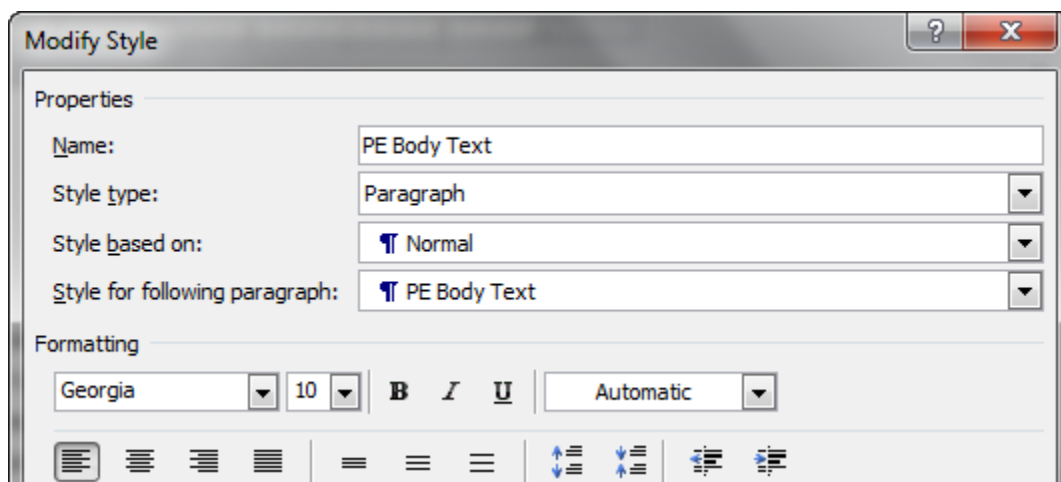
9. Click **OK**. You have now created your own style, **PE Heading 1** as seen below.



10. You will now go through and create **PE Heading 2**, **PE Heading 3**, and **PE Body Text**. Click the **New Style** button  again.
11. In the **Properties** group, in the **Name** box, type **PE Heading 2**.
12. In the **Style based on** drop down box, select **Heading 2**.
13. In the **Style for following paragraph** drop down box, select **Normal**.
14. In the **Formatting** group, in the **Font** drop down box, select **Bookman Old Style**.
15. In the **Font Size** drop down box, select **14**.
16. In the **Font Color** drop down box, select **Automatic**. Your dialog box should now look like the one below.



17. Click **OK**.
18. Click the **New Style** button . The **Create New Style from Formatting** dialog box will appear.
19. In the **Properties** group, in the **Name** box, type **PE Body Text**.
20. In the **Style based on** drop down box, select **Normal**.
21. In the **Style for following paragraph** drop down box, select **PE Body Text**.
22. In the **Formatting** group, in the **Font** drop down box, select **Georgia**.
23. In the **Font Size** drop down box, select **10**. Your dialog box should now look like the one below.



24. Click **OK**.
25. **Save**.

# Editing styles

Sometimes, you might find yourself needing to edit styles. This topic will show you how.

## To edit styles

1. On the **Home** tab, in the **Styles** group, right-click on **PE Heading 1** in the **Styles** gallery.
2. In the drop-down menu, select **Modify**. The **Modify Style** dialog box will appear.
3. At the bottom of the dialog box, select **Format**, and then select **Paragraph**. The **Paragraph** dialog box will appear.
4. In the **Spacing** group, in the **Before** box, type **0**.
5. In the **Line spacing** box, select **Single**.
6. Click **OK** to close the **Paragraph** dialog box.
7. Click **OK** again to close the **Modify Style** dialog box.
8. Repeat Steps 1 through 7 for **PE Heading 2**.
9. On the **Home** tab, in the **Styles** group, right-click on **PE Body Text** in the **Styles** gallery.
10. In the drop-down menu, select **Modify**. The **Modify Style** dialog box will appear.
11. At the bottom of the dialog box, select **Format**, and then select **Paragraph**. The **Paragraph** dialog box will appear.
12. In the **Line spacing** box, select **Single**.
13. Click **OK** to close the **Paragraph** dialog box.
14. Click **OK** again to close the **Modify Style** dialog box.
15. **Save**.



# Formatting Objects


## Generating a table


When working on your booklet, you might like to include a table for clearer presentation of data. This topic will show you how to generate one.

### To generate a table

1. On the **Exploratory Essay vs. Persuasive Essay** page, place your cursor on the line after **stance**.



2. On the **Insert** tab, in the **Tables** group, select the **Tables** button . The **Insert Table** drop-down box appears.

3. Select **Insert Table**  | **Insert Table...** . The **Insert Table** dialog box appears.

4. In the **Table Size** group, in the **Number of columns** box, type **2**.

5. In the **Number of rows** box, type **3**.

6. Select **OK**.

You have now created a table.

## Formatting a table

After inserting the table, it is now time to format it. Formatting a table makes it easier to understand your information. This is especially helpful when you have larger sets of data to display. This topic will show you how to alter cell shading, font, and more.



### To format a table

1. First, in the first cell on the top-left, type **Essay Type**.
2. Fill in the rest of the table to match the screenshot below.



Essay Type	Definition
Exploratory	An essay which explores a topic.
Persuasive	An essay which attempts to persuade the audience to believe/do something.

3. Select the first row.
4. On the **Home** tab, in the **Font** group, in the **Font** drop-down list box, select **Bookman Old Style**.
5. On the **Home** tab, in the **Font** group, type **14** in the **Font Size** box.
6. Press **Enter**.
7. On the **Home** tab, in the **Font** group, select **Bold B** .
8. Select the second and third rows.
9. On the **Home** tab, in the **Font** group, in the **Font** drop-down list box, select **Georgia**.
10. On the **Home** tab, in the **Font** group, type **10** in the **Font Size** box.
11. Press **Enter**. The table should now look like the screenshot below.

<b>Essay Type</b>	<b>Definition</b>
Exploratory	An essay which explores a topic.
Persuasive	An essay which attempts to persuade the audience to believe/do something.

12. Select the first row again.
13. On the **Home** tab, in the **Paragraph** group, click the **Shading** button drop-down arrow . The Colors drop-down box appears.
14. In the **Theme Colors** group, select **White, Background 1, Darker 50%**.
15. Select the third row again.
16. On the **Home** tab, in the **Paragraph** group, click the **Shading** button drop-down arrow . The Colors drop-down box appears.
17. In the **Theme Colors** group, select **Black, Text 1**. The table should now look like the screenshot below.

Essay Type	Definition
Exploratory	An essay which explores a topic.
Persuasive	An essay which attempts to persuade the audience to believe/do something.

18. Select the entire table.
19. On the **Home** tab, in the **Paragraph** group, click the Borders button drop-down arrow . A drop-down box will appear.
20. Select **No Border**  **No Border**. The cell borders disappear. The table should now look like the screenshot below.


Essay Type	Definition
Exploratory	An essay which explores a topic.
Persuasive	An essay which attempts to persuade the audience to believe/do something.

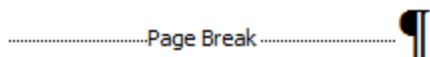
21. **Save.**

## Designing a cover page

After formatting the text in your booklet, you might like to create a cover page. Creating a cover page makes your booklet more professional as well as gives an introduction to your booklet's contents.

### To design a cover page

1. Before starting, save your document as **Word\_2010\_tutorial\_design**. Again, saving drafts of your document throughout this tutorial will allow you to see your document take shape as well as providing a fail-safe should anything happen to your documents.
2. Place your cursor before **Introduction**. On the **Insert** tab, in the **Pages** group, click **Page Break**. A page break is inserted.
3. On the **Home** tab, in the **Paragraph** group, press **Show/Hide** . This will allow you to see the formatting markings.
4. Place your cursor before the page break.



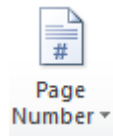
5. **Save.**

## Inserting page numbers

When working on multi-page documents, it's useful to have page numbers to help you keep track of where you are.

### To insert page numbers

1. Double-click the **Header**. The **Header and Footer Tools** appears.
2. On the **Design** tab, in the **Header & Footer** group, click the **Page Number**



button . A drop-down box will appear.

3. Select **Top of Page**. Another drop-down box will appear.

Plain Number 3



4. Select **Plain Number 3**

5. Page numbers are inserted. Note that the font is the default font style and size.

## Formatting page numbers

After inserting page numbers, you will want to format them a little to match the rest of the document.

### To format page numbers

1. In the **Header**, before the page number, type **Persuasive Essay Writing: A Brief Guide**. The heading changes so that this appears on every page.
2. Select **Persuasive Essay Writing: A Brief Guide 2**.

3. On the **Home** tab, in the **Font** group, in the **Font** drop-down list box, select **Georgia**.
4. On the **Home** tab, in the **Font** group, type **10** in the **Font Size** box.
5. Press **Enter**.
6. **Save**.

## Moving objects

After you format all of your text boxes, now you will want to move them into place. This topic will show you how.


### To move objects

1. Select the **Persuasive Writing** Text Box.
2. Drag it to roughly the horizontal center.
3. Move the rest of the Text Boxes in accordance to the Captivate video below.

## Deleting objects

Sometimes, you might want to delete an object you inserted because you don't need it anymore or inserted the wrong thing.

### To delete objects

1. Select one of the cover page Text Boxes.
2. Press **Delete**. The Text Box will disappear.
3. Click **Undo** .
4. **Save**.



# Inserting a Table of Contents

## Creating Tables of Contents

After creating the contents for your booklet and formatting it, you might like to include a Table of Contents to make it easier to find things. This topic will show you how to do so.

### To create Tables of Contents

1. Before starting, save your document as **Word\_2010\_tutorial\_final**. Again, saving drafts of your document throughout this tutorial will allow you to see your document take shape as well as providing a fail-safe should anything happen to your documents.
2. On the **Introduction** page, place your cursor before **Introduction**.
3. On the **Insert** tab, in the **Pages** group, click **Page Break**. A page break is inserted.
4. Place your cursor before the page break on the new page.
5. On the **References** tab, in the **Table of Contents** group, select **Table of Contents**. The **Built-In** drop-down box will appear.
6. Select **Automatic Table 2**. A Table of Contents Appears.

*Note: Because we used Heading 1 and Heading 2 styles, the section headings automatically appear in the Table of Contents.*


7. **Save.**

## Formatting Tables of Contents

After generating your Table of Contents, you will want to format it to match the rest of your booklet..

### To format Tables of Contents

1. Select **Table of Contents**.
2. On the **Home** tab, in the **Font** group, in the **Font** drop-down list box, select **Bookman Old Style**.
3. On the **Home** tab, in the **Font** group, type **20** in the **Font Size** box.
4. Press **Enter**.

5. On the **Home** tab, in the **Font** group, click the drop-down arrow in the **Font Color** box . Select **Automatic**. The text becomes black.
6. Select the rest of the text in the Table of Contents.
7. On the **Home** tab, in the **Font** group, in the **Font** drop-down list box, select **Georgia**.
8. On the **Home** tab, in the **Font** group, type **10** in the **Font Size** box.
9. Your Table of Contents should now look like the following screenshot.

## Table of Contents

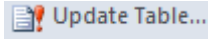
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10. **Save.**

## Updating Tables of Contents

As you work on your booklet, adding or deleting content, you will likely need to update your Table of Contents to maintain page number accuracy. This topic will show you how.

### To update Tables of Contents

1. Hover your cursor over your Table of Contents. An options bar will appear.
2. Select the **Update Table...** button . The **Update Table of Contents** dialog box will appear.
3. Select **Update entire table** to update the entire table.

*Note: Selecting **Update page numbers only** will only update the page numbers. If your section headings had not changes, I'd recommend this option.*

4. Click **OK**. The Table of Contents updates itself to reflect any changes made to the document.



**Note:** *If you update the entire Table of Contents, you will have to reformat the body of the Table of Contents.*

5. **Save.**



# Using Word 2010 Hotkeys

Now that we've covered some of the more advanced features of Word through creating a booklet, the following table lists out some useful hotkey shortcuts. Hotkeys are programming shortcuts within Word which allow you to carry out many of the most common Word functions without using the tabs. These shortcuts are especially useful when you must create a large amount of material in a short period of time and need timesaving measures. Note that the ones listed in the following table are by no means the only ones in existence, but are the most commonly used when working with Word documents.

## To Use Word 2010 Hotkeys

Use this	To do this
CTRL+S	Save your document.
CTRL+P	Print your document.
CTRL+C	Copy text or objects.
CTRL+V	Paste text or objects.
CTRL+F	Find text.
CTRL+Enter	Insert a page break.
CTRL+B	Bold text.
CTRL+I	Italicize text.
CTRL+U	Underline text.



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