



Microsoft Word 2010

Level One



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Microsoft Word 2010

Level One

C o n t e n t s

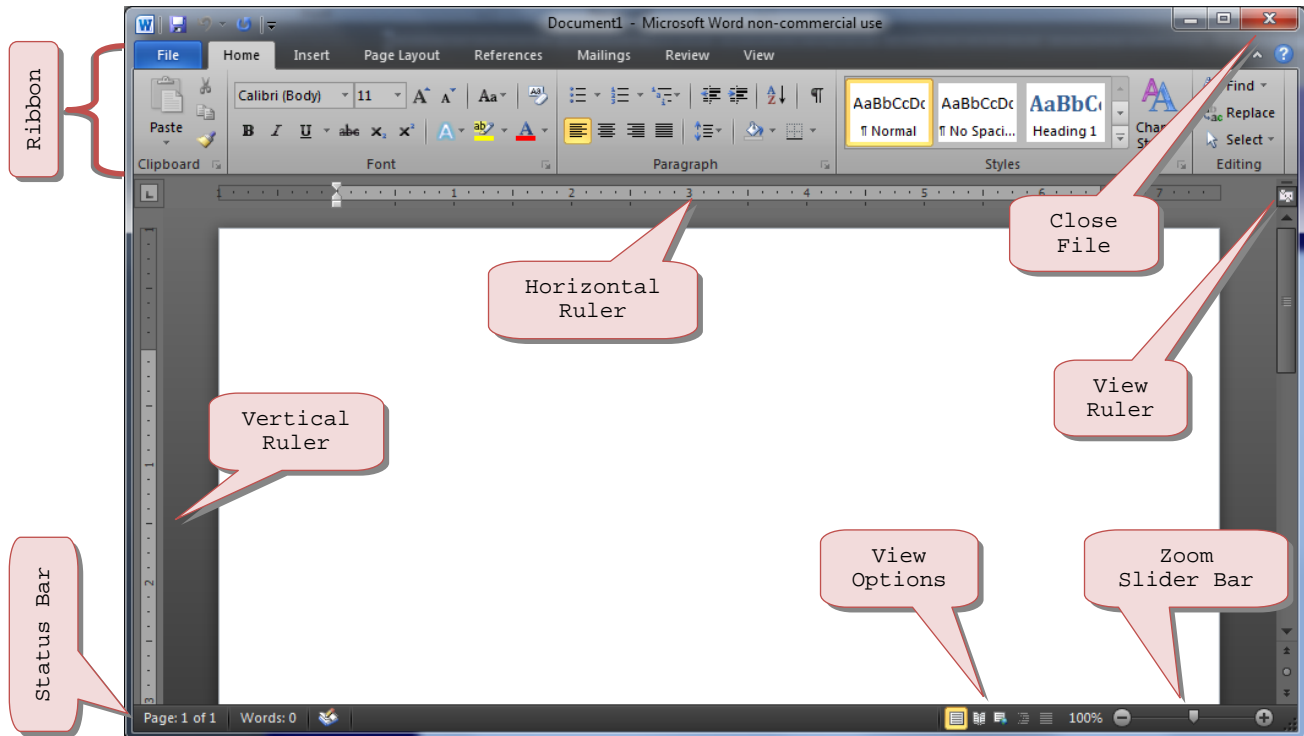
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The Word Screen

When you start Word, the screen contains a blank document called **Document1**. Below are descriptions of some of the key tools and buttons you will find around the screen.



The Ribbon: Nearly all tools can be found somewhere on the Ribbon. The Ribbon organizes Word's tools by tabs across the top, such as: **HOME**, **INSERT**, **PAGE LAYOUT**, **REFERENCES**, etc. Each tab is then further divided by groups. For example, the **HOME** tab contains the following groups: **CLIPBOARD**, **FONT**, **PARAGRAPH**, **STYLES** and **EDITING**. If you can't find the command you are looking for, click the Dialog Box Launcher in the bottom right corner of the group.

Rulers: The Vertical Ruler provides page measurement and quick access to changing margins (displays in **PRINT LAYOUT** view only). The Horizontal Ruler provides quick access to changing margins, tabs, and indents.

Status Bar: The **STATUS BAR** is the long thin bar at the bottom of the screen. The left side of the status bar displays your location in the document (e.g. Page 3 of 28) and how many words are in the document. On the right side, you'll find different **VIEW OPTIONS** and the **ZOOM SLIDER BAR**.

Close File: The red "x" in the top right hand corner will close the file you are currently viewing. The two buttons just adjacent to the close file button are the maximize/restore button and minimize button.

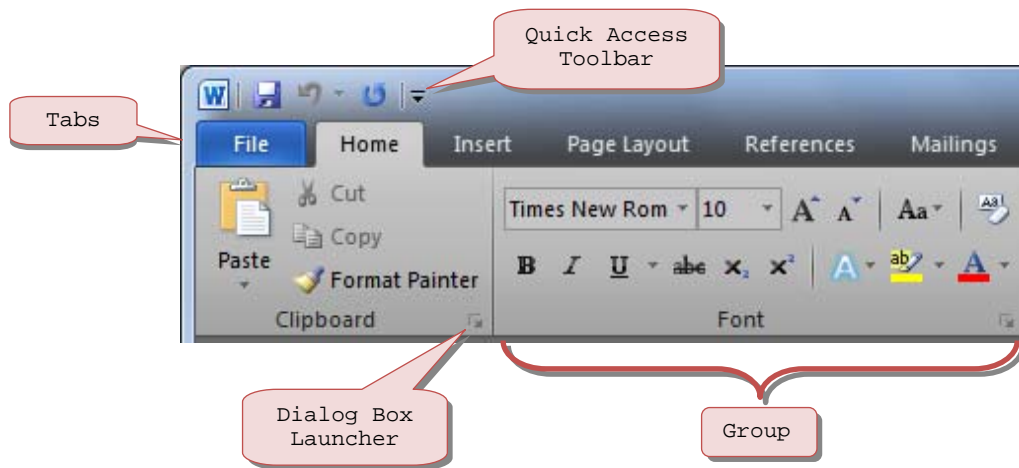
View Options: With these buttons, you can choose between 5 different ways to view a Word document. The different options include: **PRINT LAYOUT**, **FULL SCREEN READING**, **WEB LAYOUT**, **OUTLINE**, **DRAFT**.

Zoom Slider Bar: Use this bar to zoom in or out on your document. If you click the percentage shown, you can type in a specific zoom percentage.

A Closer Look at Word's Tools

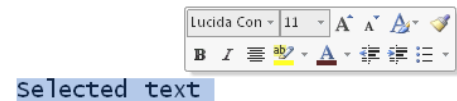
Examining Word a little closer below we can see the key elements across the top of the screen that allow you to use Word effectively.

- **Tabs:** The ribbon is divided into several tabs which consolidate related commands.
- **Contextual Tabs:** These tabs only appear when needed (Picture, Tables, Drawing, etc.)
- **Groups:** Each tab then groups together more specifically related items (Font, Paragraph, etc.)
- **Dialog Box Launchers:** Many, but not all, groups provide access to more advanced commands through a small button which launches a dialog box.
- **Quick Access Toolbar:** A customizable toolbar which is always visible.



Mini Toolbar

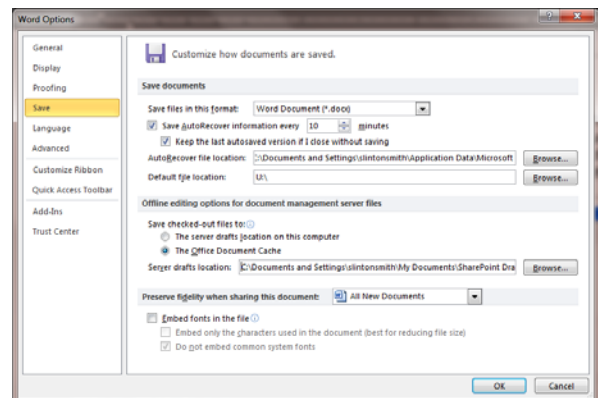
- This toolbar appears directly next to selected text to offer quicker access to font and paragraph formatting options



Default File Location

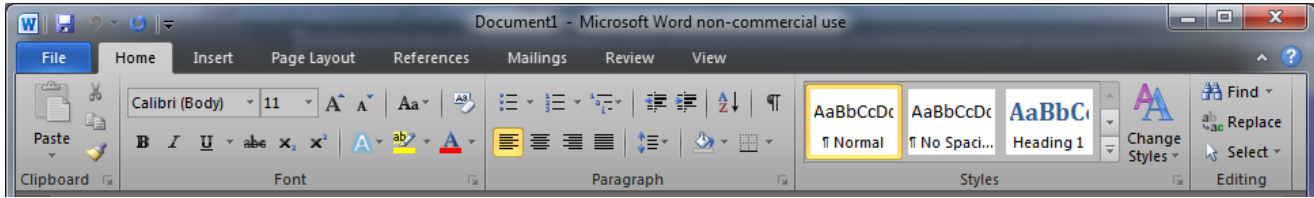
Each time Word is started, it is convenient to click the **OPEN** button and have it go to the same location each time. If you browse to a different location and open a file, Word will return to the last visited folder when clicking the **OPEN** button again. Setting the default file location only specifies where Word looks the first time the **OPEN** button is clicked after launching the program. To set the default file location:

1. Click the **FILE** tab and select **OPTIONS**.
2. Go to the **SAVE** category.
3. Click the **BROWSE** button at the end of the **DEFAULT FILE LOCATION** field.
4. Browse for the desired folder and click **OK**.
5. Click **OK** on the **OPTIONS** box.



The Ribbon

Below is an in depth look at what tabs are available on Word's **RIBBON** and some of the most popular commands found on each tab.



FILE
Provides access to file-level commands, such as: **SAVE, SAVE AS, OPEN, CLOSE, NEW, PRINT, OPTIONS**, etc.

HOME
Contains some of the most frequently used text-editing tasks: **CUT, COPY, PASTE, FONT, PARAGRAPH, BULLETS & NUMBERING, STYLES**

INSERT
Used for inserting objects, such as: **TABLES, PICTURES, SHAPES, SMART ART, CHARTS, HEADERS & FOOTERS, TEXT BOXES**

PAGE LAYOUT
Common **PAGE SETUP** features, such as: **MARGINS, ORIENTATION** and **SIZE**. Also includes **WATERMARK, PAGE BORDERS** and **PARAGRAPH INDENTS & SPACING**

REFERENCES
Used to setup **TABLE OF CONTENTS, INDEXES, FOOTNOTES, CITATIONS** and more

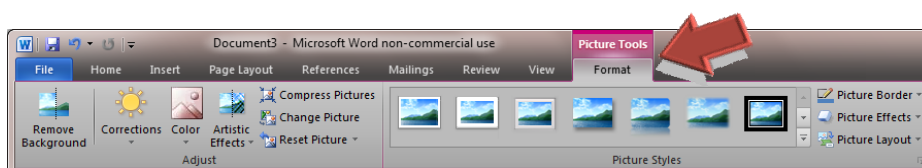
MAILINGS
Commands used with **ENVELOPES, LABELS** and **MAIL MERGE**

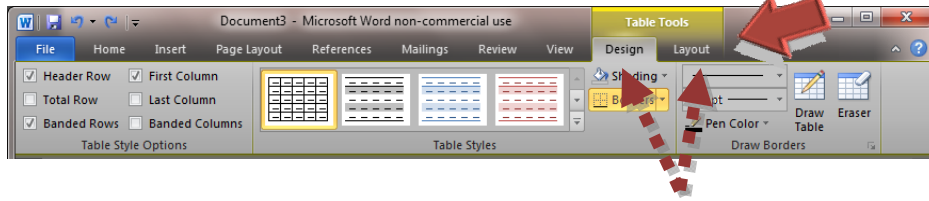
REVIEW
SPELLING, TRACK CHANGES and **PROTECTION**

VIEW
Document viewing properties such as: **PRINT LAYOUT, FULL SCREEN READING, THUMBNAILS, PAGE WIDTH, ZOOM**

Contextual Tabs

Contextual tabs appear only when needed. For example, the **PICTURE TOOLS** tab appears only when a picture is selected and has one sub-tab – **FORMAT**. Other contextual tabs have multiple sub-tabs like, **TABLE TOOLS**.

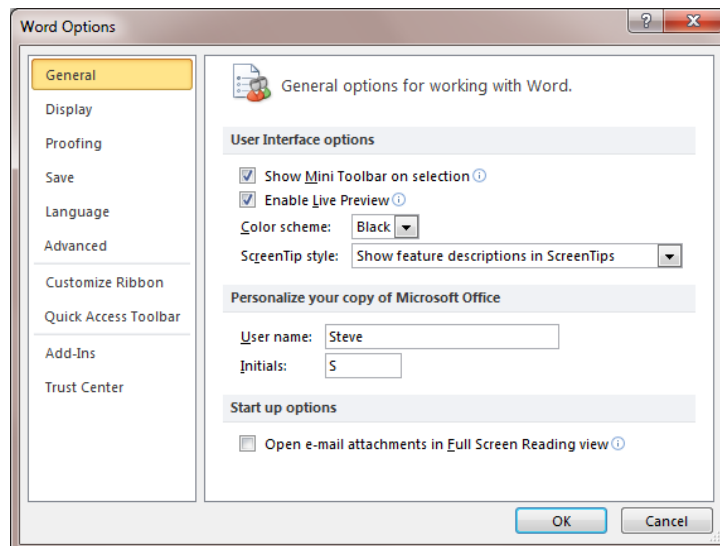
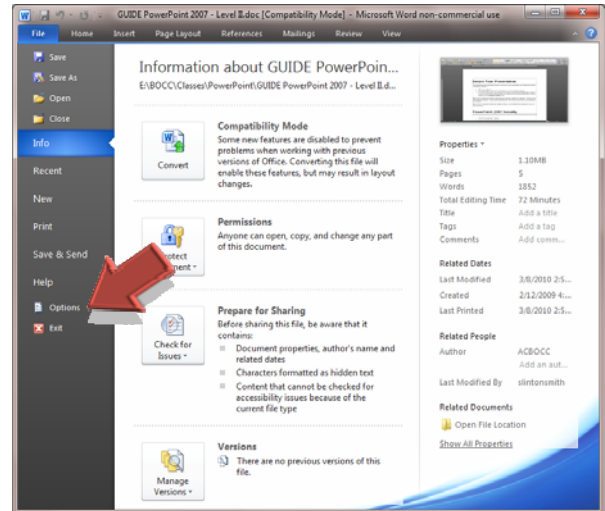




Setting Word's Options

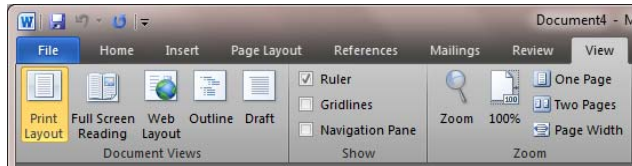
From Word's **OPTIONS** dialog box you can modify many settings and display options. The categories within this box are listed below along with helpful settings within each category. To access the options dialog box, click the **FILE** tab.

- **General**
 - Show Mini-Toolbar on Selection
 - Enable Live Preview
 - Color Scheme
 - Open e-mail attachments in Full Screen Reading view
- **Display**
 - Show formatting marks
- **Proofing**
 - AutoCorrect Options
 - Spelling & Grammar
- **Save**
 - Default file save format (*.doc or *.docx)
 - Default file location
- **Advanced**
 - Editing options
 - Cut, copy and paste options
 - Document content options
- **Customize Ribbon**
 - Options for creating your own custom tabs, custom groups and adding buttons
- **Quick Access Toolbar**
 - Allows you to add buttons to this toolbar



Ways to View a Word Document

You can view a Word document in several different ways. Each of these five different views are available on the **HOME** tab or on the **STATUS BAR** in the bottom right hand corner.



Print Layout

Work in print layout view to see how a document will look when printed. This view is useful for editing headers and footers, for adjusting margins, and for working with columns and tables.



Full Screen Reading

In this view, the document takes up nearly the entire screen and all unnecessary toolbars are hidden. Text appears larger on the screen making it easier to read, however the flow of text does not correlate to how it will appear when printed. To exit full-screen mode and switch to the previous view, click the **CLOSE** button in the top right hand corner or press **ESC** on the keyboard.



Web Layout

Work in Web layout view when you are creating a Web page. In Web layout view, you can see backgrounds, text is wrapped to fit the window, and graphics are positioned just as they are in a Web browser.



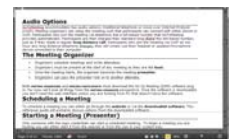
Outline

In outline view, page boundaries, headers and footers, graphics, and backgrounds are not visible. Your document is displayed in outline format, with the paragraph formatting defining the levels of the outline. With this view you can move, copy, and reorganize text by dragging headings. Additionally, you can collapse the document so that only the main headings are visible or collapse certain portions of the document.



Draft

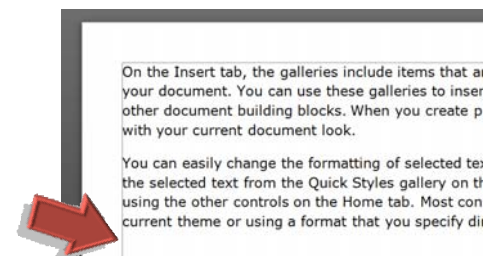
Draft view displays your document as one long page. Subtle dotted lines indicate where automatic page breaks occur. This view is best for quickly editing the text of your document. Prior to Word 2007, this view was called Normal view.



Displaying Margin Guidelines

In print layout view, you have the option of seeing in the body of the document where the page margins are located. Word calls this feature **TEXT BOUNDARIES**. To enable **TEXT BOUNDARIES**, follow the directions below.

1. Go to the **FILE** tab and click **OPTIONS**.
2. Click on the **ADVANCED** category.
3. Scroll down to the **SHOW DOCUMENT CONTENT** section.
4. Select the **TEXT BOUNDARIES** checkbox.



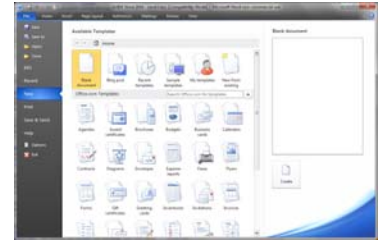
Create a New Document

When you start Word, the screen displays a blank document with the default file name **Document1**. This default template is ready to use with the settings for font, font size, margins, etc. already in place. The default settings for these items can be changed at any time and will be discussed later in this guide.

Templates

Word offers many pre-formatted templates such as, Agendas, Flyers and Invoices. To access these templates:

1. Go to the **FILE** tab and select **NEW**
2. Double-click on your desired template

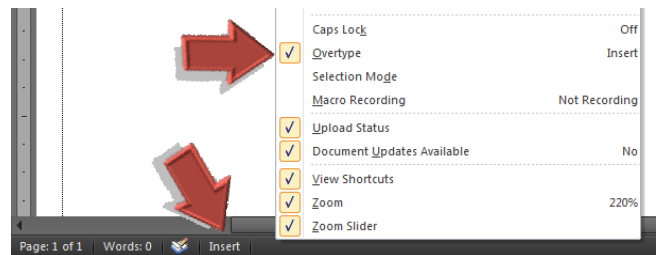


Typing & Deleting Text

- Start typing on the first line in the document or double-click where you would like to type
- Press the **ENTER** key to end a line and move to the next line
- Press the **TAB** key to move the cursor ½" to the right
- Press the **BACKSPACE** key to delete characters or spaces to the left of the cursor
- Press the **DELETE** key to delete characters or spaces to the right of the cursor

Insert/Overtyping Text

When you want to add text to an existing line or paragraphs, by default, the text will shift over to the right as you begin typing. This method of adding text is called **INSERT** mode. However, if you prefer to overwrite text as you type, you will need to change to **OVERTYPE** mode.



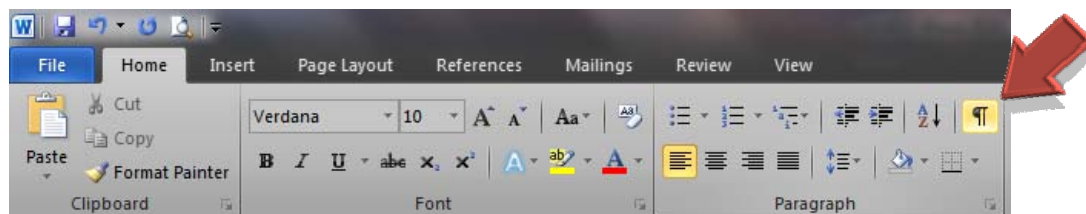
To easily toggle between **INSERT** and **OVERTYPE** mode

you can add a button to the **STATUS BAR**. Right-click on the **STATUS BAR** and place a check next to **OVERTYPE/INSERT**. From then on, the **STATUS BAR** will indicate your current text mode.

Formatting Marks

Text entered on the page is immediately visible. However, Word hides keystrokes such as **ENTER**, **TAB** or **SPACEBAR**. In the background, these keystrokes and other page formatting options are assigned formatting marks. These marks do not print, but it can be very helpful to see them when you are making formatting changes to a document. To display these formatting marks click the **SHOW/HIDE ¶** button on the **HOME** tab. Example formatting marks are listed below:

- ¶ **PARAGRAPH** is created when you press **ENTER** to end a line
- **SPACE** is created when you press the spacebar
- **TAB** is created when you press the **TAB** key
- ↵ **SOFT RETURN** is created when you press **SHIFT + ENTER** to start a new line in the same paragraph



Formatting Text

Character formatting helps to emphasize specific text with effects such as **FONT**, **ITALIC** and **UNDERLINE**. Such formatting can be applied to a single character, single word, single paragraph or the entire document. Character formatting can be applied by using the **HOME** tab's **FONT** group.

1. Select the text you want to format.
2. Choose the corresponding button or drop-down list.
3. Moving left to right on the adjacent image, font formatting options include:



Font Font Size **Grow Font** Shrink Font CHANGE CASE Clear Formatting

Bold *Italics* Underline ~~Strikethrough~~ Subscript Superscript **Text Effects** **Highlighter** Color

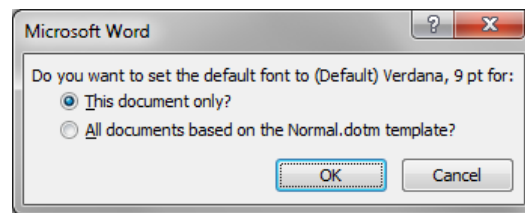
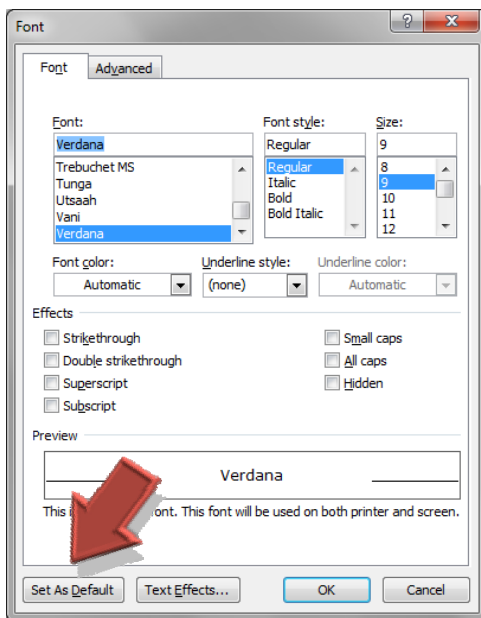
4. To see more font formatting options, click the dialog box launcher in the bottom right corner of the **FONT** group.

✦ **TIP:** It is not necessary to select a single word to apply formats, just click once in the word, then apply the formats.

Setting the Default Font

All new documents begin with a default font already applied. To change the default font, follow the directions below:

1. From the **HOME** tab, click the dialog box launcher on the **FONT** group
2. From the **FONT** tab, select the desired **FONT**, **FONT STYLE**, **SIZE**, etc.
3. Click the **SET AS DEFAULT** button on the bottom-left
4. At the confirmation dialog box, if you want it to apply to all new documents (recommended), select **ALL DOCUMENTS BASED ON THE NORMAL.DOTM TEMPLATE?**
5. Click **OK**



Keyboard Shortcuts: Refer to the end of this document for font formatting keyboard shortcuts.

Selecting Text

Before you can move, copy, or change text already typed, the text must be selected first. Shown below some are quick ways to select text:

To Select	Do This
Any amount of text	<ul style="list-style-type: none"> ▪ Option #1: Click and drag your mouse over the text. ▪ Option #2: use SHIFT + ARROW KEY
A word	Double-click on the word
A sentence	Hold down the CTRL key, then click anywhere in a sentence
A paragraph	<ul style="list-style-type: none"> ▪ Option #1: Triple-click on the line ▪ Option #2: Move your mouse to the left edge of the line or paragraph until it changes to a right-angled arrow, then click and drag
Multiple paragraphs	Move pointer to the left of the paragraph until it changes to a right-angled arrow, then double-click & drag up or down
From cursor to end of a line	Press SHIFT + END
From cursor to beginning of a line	Press SHIFT + HOME
A large area	Click on the 1st word to be selected, press SHIFT + ARROW KEY
Items that aren't next to each other	Select the 1st item, then CTRL + select additional items
The entire document	Press CTRL + A
A vertical block of text (except within a table cell)	Hold down ALT , then drag over the text
A graphic	Click the graphic
A text box or frame	Move the pointer over the border of the frame or text box until the pointer becomes a four-headed arrow, then click to see the sizing handles
Headers & Footers	Open the header or footer by double-clicking in the respective area. Move the pointer to the left of the header or footer until it changes to a right-pointing arrow, then triple-click
Footnotes & Endnotes	Click in the pane, move the pointer to the left of the text until it changes to a right-pointing arrow, then triple-click
DE-SELECT A SELECTION	Click elsewhere in the document.

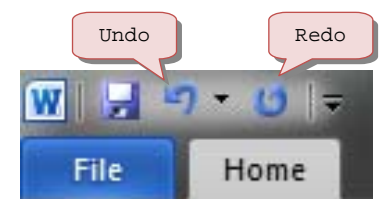
Delete Text

If you plan to replace text, select the text first using any method above, then start typing the new text. Other delete commands using shortcut keys are:

To delete	Press
1 letter to the right	DELETE
1 letter to the left	BACKSPACE
1 word to the right	CTRL + DELETE
1 word to the left	CTRL + BACKSPACE
To end of line	SHIFT + END, DELETE
To end of page	SHIFT + DOWN ARROW (to end of page), DELETE

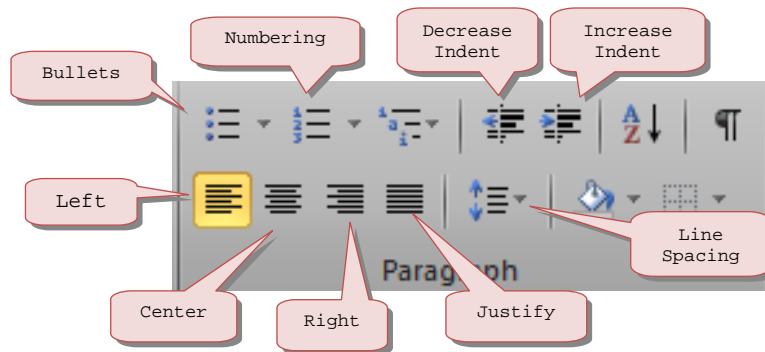
Undo & Redo

To undo a mistake, click the **UNDO** button on the **QUICK ACCESS TOOLBAR** (or press **CTRL + Z**). If you decide to go through with the action after all, click the **REDO** button (or press **CTRL + Y**). To undo or redo multiple actions, click the arrow to the right of these buttons, then drag to select the actions you want.



Formatting Paragraphs

Paragraph formatting helps to further enhance your documents with features such as alignment, indents, and line spacing. The most frequently used paragraph formatting tools can be found in the **PARAGRAPH** group on the **HOME** tab.

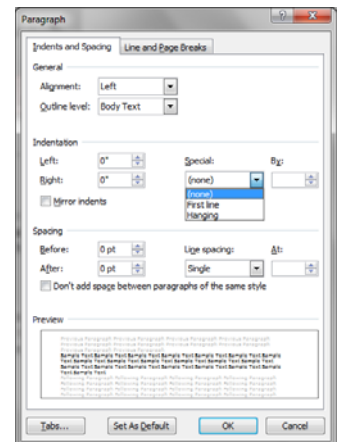


Alignment

Paragraph alignment refers to how a paragraph is lined up between the margins. Options include **LEFT ALIGNED**, **CENTER ALIGNED**, **RIGHT ALIGNED** and **JUSTIFY**. The last option, **JUSTIFY**, adds space between a paragraph's words so that the text exists as a block and touches both the left and right margins.

Indentation

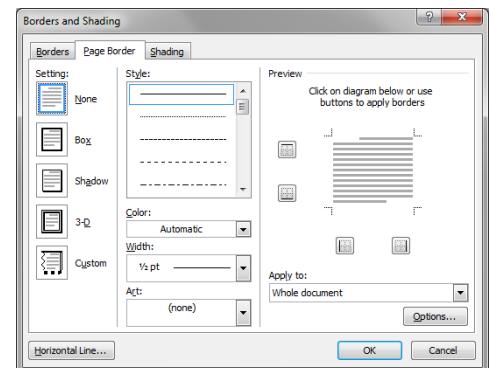
The **INCREASE INDENT** and **DECREASE INDENT** buttons on the paragraph group will shift the entire paragraph in or out. To indent just the first line of a paragraph, press the **TAB** button at the beginning of the first line. By default, this will shift the first line in by a ½ inch. To create a custom first line indent, click the dialog box launcher in the **PARAGRAPH** group.



Add Border & Shading to a Paragraph

To add accent to any paragraph, you can add borders and/or shading.

1. Select the paragraph you want to apply a border and shading
2. Go to the **PAGE LAYOUT** tab and click **PAGE BORDERS**
3. Click the **BORDERS** tab and select a border setting, style, width, and location (top, bottom, left, right)
4. Click the **SHADING** tab and select a fill color
5. Click **OK**

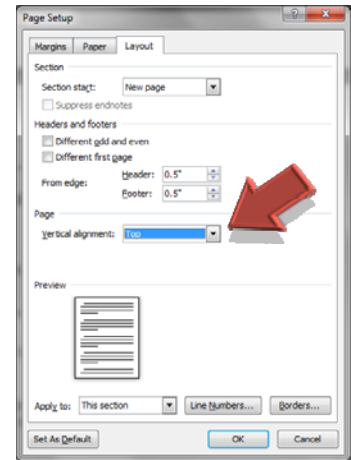


This paragraph is indented by 1.5" on the left and right. It has borders on the top and bottom and is shaded with a light red accent color.

Vertical Alignment

Text can be equally distributed between the top and bottom margins using the **VERTICAL ALIGNMENT** tool. You may want to use this tool when formatting title pages.

1. Select text to be centered vertically
2. Go to the **PAGE LAYOUT** tab and from the **PAGE SETUP** group, click the dialog box launcher
3. Click the **LAYOUT** tab
4. In the **VERTICAL ALIGNMENT** box, click the way you want to align text between the top and bottom margins
5. The **JUSTIFIED** setting affects only full pages; Word aligns partial pages with the top margin

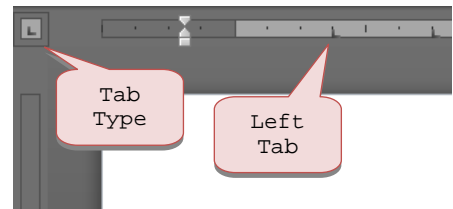


Setting Tab Stops

When pressing the tab button on the keyboard, your cursor will shift in 1/2 inch each time you press it. You can set your own custom tab stops via the horizontal ruler or through a dialog box.

Settings Tabs Via the Horizontal Ruler

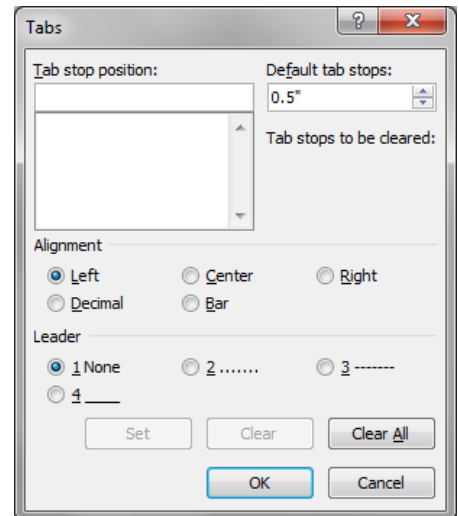
1. Select a **TAB TYPE** by clicking the button to the left of the horizontal ruler
2. Available tab types are: **LEFT, CENTER, RIGHT, DECIMAL, BAR, FIRST LINE INDENT, HANGING INDENT**
3. Set the tab location by clicking on the horizontal ruler
4. Tabs will appear on the ruler with their associated symbol



Settings Tabs Via a Dialog Box

If you'd like to be more exact with your placement of tab stops or would like to take advantage of more options, use the tabs dialog box.

1. Go to the **HOME** tab and from the **PARAGRAPH** group, click the dialog box launcher
2. From the **PARAGRAPH** dialog box, click the **TABS** button in the bottom left hand corner
3. Enter the measurement for your desired tab stop in the **TAB STOP POSITION** field
4. Choose your alignment type (**LEFT, RIGHT**, etc.)
5. You may optionally choose a **LEADER** (the leader will fill the space between your starting point and the tab stop location with dots, dashes or a solid line)
6. Click **SET**
7. You can continue adding more tab stops and click **SET** after each one, then click **OK**



In the below example, two tab stops have been applied: A **left align tab set at 1.5"** and a **right align tab set at 5.5" with a dashed leader**.

```
Mickey Mouse ----- 567-8214
Minnie Mouse ----- 648-7812
Goofy ----- 569-5201
Daffy Duck ----- 231-7048
Daisy Duck ----- 647-7845
```

Important Note on Applying Tab Stops

If you are setting tab stops on an existing document, make sure to select the line, paragraph, page or more that you want the tab stops to be applied to. If it is a brand new document, you only need to apply the tab stops to the first line.

Modifying or Deleting Tab Stops

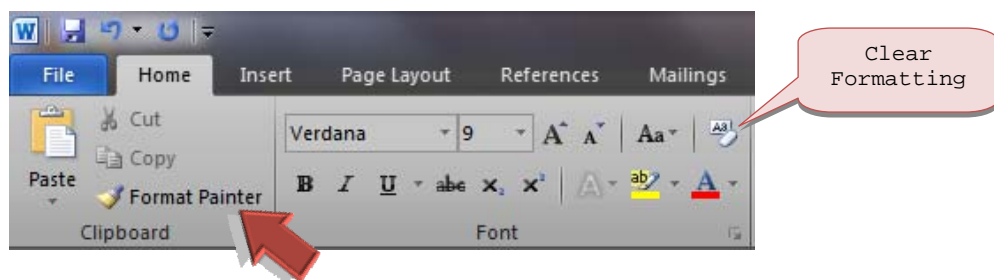
Tab stops can be **changed** by clicking and dragging the tab symbols on the horizontal ruler or you can modify them through the tabs dialog box. To delete a tab stop from the ruler, you can click and drag it off the ruler. However, when modifying them, be sure that the entire range of text that you want to apply the new tab settings to is selected.

Format Painter

The **FORMAT PAINTER** button allows the user to copy the formatting of selected text and apply that formatting elsewhere. All formatting of the source text is included: **font, size, color, paragraph alignment**, etc. This can save a great deal of time for heavily formatted text that you would like to apply elsewhere. Use the **FORMAT PAINTER** as follows:

1. Select the text that has the formatting you want to copy
2. Go to the **HOME** tab's **CLIPBOARD** group and click the **FORMAT PAINTER** button
3. Note that your mouse arrow now has a paint brush next to it
4. Click or drag over the word, line or paragraph that you want to apply that format to
5. Once you apply the formatting, the format painter automatically turns off

To apply desired formatting to more than one location, select the source text and double-click on the **FORMAT PAINTER** button. You may then click in multiple locations to apply the source formatting. When finished, click the **FORMAT PAINTER** button again to turn it off.



Clear Formatting

If you do not like any of the formatting choices you made, you can revert the text back to the default font, alignment & paragraph style.

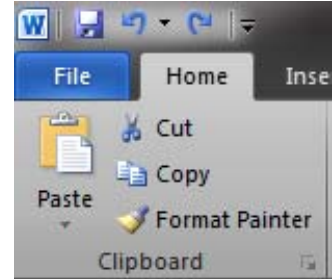
1. Select the text you wish to clear the formatting from
2. From the **HOME** tab, go to the **FONT** group and click the **CLEAR FORMATTING** button

Cut, Copy & Paste

The Office Clipboard enables you to cut or copy any item in a document, then paste it to another location, to another document, or to any other Microsoft Office program. If you make the Office Clipboard visible, you can cut or copy up to 24 separate items, then paste them one at a time or all at once. When you paste, a copy of the item remains on the Office Clipboard so you can paste it in more than one location.

Cut or Copy & Paste One Item

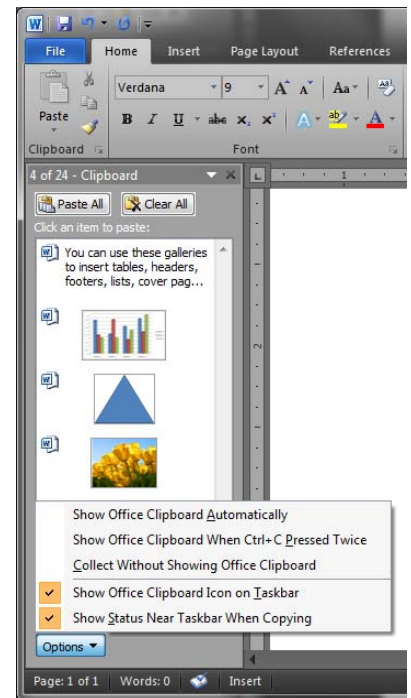
1. Select the text you want to cut or copy
 - o To remove the item from the document, click the **CUT** button (or press **CTRL + X**)
 - o To make a copy of the item, click the **COPY** button (or press **CTRL + C**)
2. Click where you want the item to appear
3. Click the **PASTE** button (or press **CTRL + V**)
4. If necessary, click the **PASTE OPTIONS BUTTON** that appears at the bottom corner of the pasted item and select the desired option



Cut or Copy Multiple Items

The Office Clipboard provides you with a visual representation of cut or copied data. With this you can choose which item to paste and it allows you to collect 24 separate cut or copied items. Collected items remain on the Office Clipboard until you cut or copy more than 24 entries, exit all Office applications, or exit Windows. When you cut or copy a 25th item, the oldest item on the Office Clipboard will drop off.

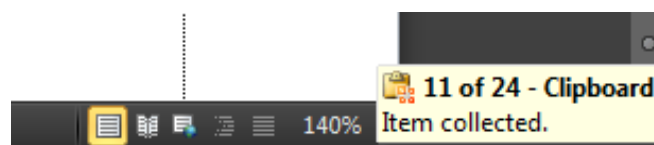
1. To open the Office Clipboard, go to the **HOME** tab and click the **dialog box launcher** on the **CLIPBOARD** group.
2. Select the 1st item you want to copy.
3. Click the **COPY** or **CUT** button
4. Select and copy/cut any additional items
5. Click where you want to paste an item
 - o To paste items *one at a time*, on the Office Clipboard, click on the item you want to paste
 - o To paste *all the items*, click the **PASTE ALL** button in the task pane
6. If necessary, click the **PASTE OPTIONS BUTTON** that appears at the bottom corner of the pasted item, then select the desired option



Note in the adjacent example, the Office Clipboard has collected text, a chart, a shape and a picture.

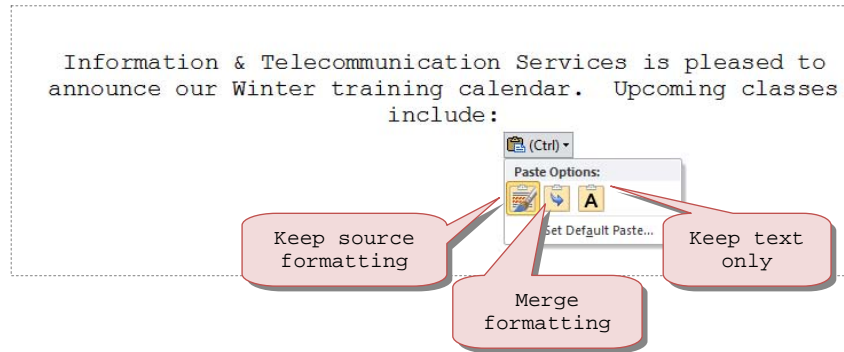
Office Clipboard Options

Click the **OPTIONS** button at the bottom of the **OFFICE CLIPBOARD** to see more options. Using the last three options on the list are particularly helpful as you'll see the status of the **OFFICE CLIPBOARD** appear on the **WINDOWS TASKBAR** every time you cut or copy an item.

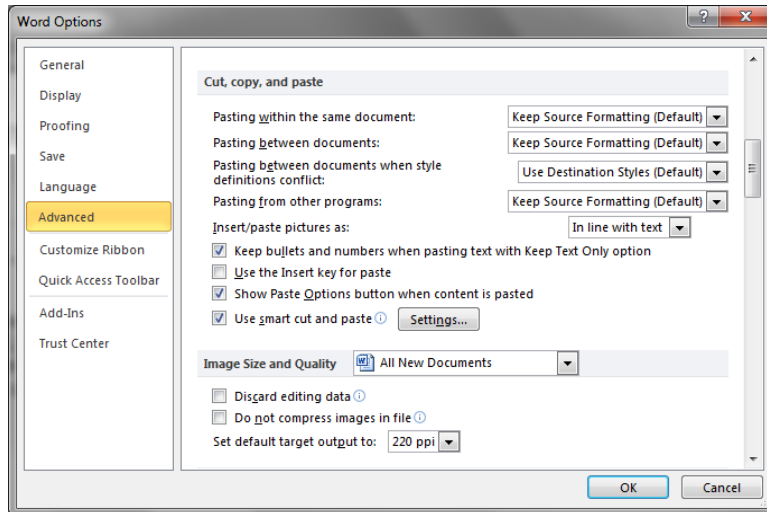


Paste Options Button

This button allows you to choose how Word pastes the Clipboard contents. The options will vary depending on the type of item to be pasted, the program you paste from and the format of the text at the location you paste to.



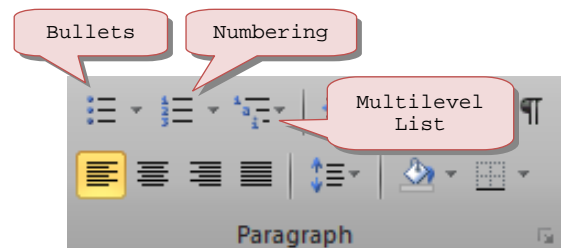
To modify default paste options, click the **SET DEFAULT PASTE...** button at the bottom of the **PASTE OPTIONS** button. (You can also go to **FILE > OPTIONS > ADVANCED.**) Scroll down to the **CUT, COPY, AND PASTE** section.



Bulleted & Numbered Lists

Bullets & Numbers apply alignment elements to a list of items which improves its readability. To begin a bulleted or numbered list, follow the directions below:

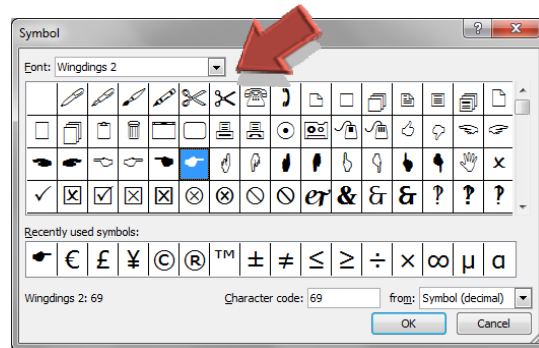
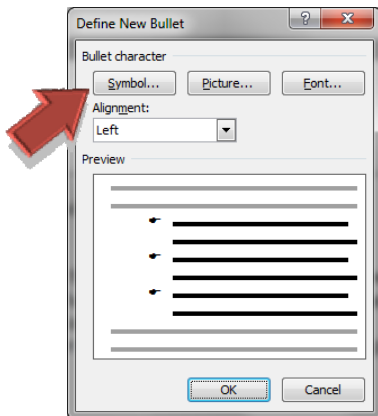
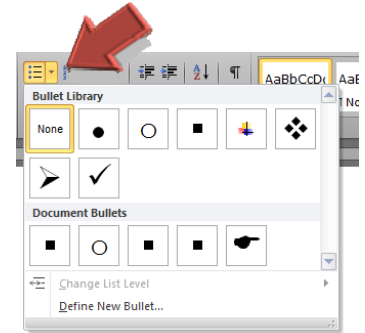
1. Click where you want the numbered or bulleted list to begin
2. Go to the **HOME** tab's **PARAGRAPH** group and click either **NUMBERING** or **BULLETS**
3. Type your text and press enter after each item to start the next number or bullet character
To start a new line without a bullet, press **SHIFT + ENTER** (this line is an example)
4. To discontinue the number or bullet, press **ENTER** twice after the last item or, click the **NUMBERING** or **BULLETS** buttons
5. To choose a different bullet or number style, click the down-pointing arrow next to the icon.



Choose a Different Bullet Symbol

To change the bullet symbol for any existing bulleted list:

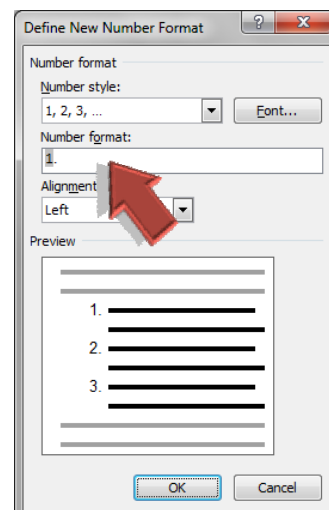
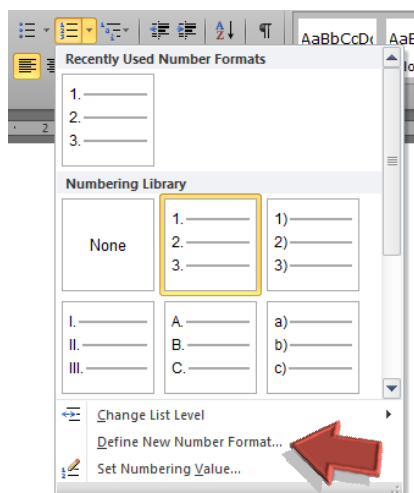
1. Select your bulleted list
2. Click the down-pointing arrow from the **BULLETS** button in the **PARAGRAPH** group
3. Choose a bullet symbol from the list or, to see more, choose **DEFINE NEW BULLET**
4. From the **DEFINE NEW BULLET** dialog box click **SYMBOL**
5. From the font list choose either **WEBDINGS**, **WINGDINGS**, **WINGDINGS2** or **WINGDINGS3**
6. Select your desired bullet symbol and click **OK**
7. Click **OK** on the **DEFINE NEW BULLET** dialog box



Choose a Different Number Format

The process for choosing a different number format is very similar to choosing a different bullet symbol. While there are numerous bullet symbol choices, the number format choices are limited to **standard number**, **roman numeral** and **alphabetical**. However, with numbering you have the option of customizing the **NUMBER FORMAT**. For example, your numbering list could read:

Option 1. CE-Basic Model
Option 2. SE-Leather Seats, Alloy Wheels
Option 3. XE-Sun Roof, Leather Seats, Alloy Wheels



Continue Numbering

If you have turned numbering off to type regular, unnumbered text, then want to continue with the same sequence of numbers in another list:

1. Type the text for the next item in which you want the numbering to continue or, click in existing text
2. Apply **NUMBERING**
3. Right-click on the new numbered list and choose **CONTINUE NUMBERING**

Restart Numbering

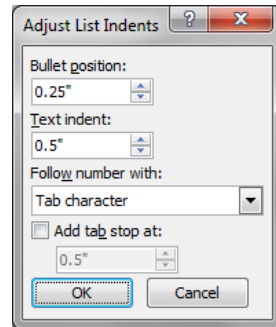
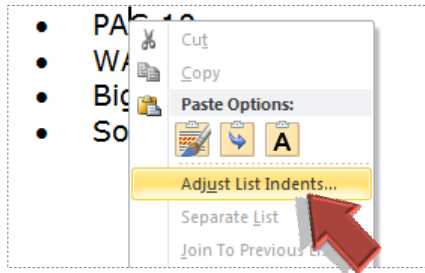
If you have an existing numbered list which is linked to another list, you can restart the numbering for the second list to start at the beginning of the sequence. A numbered list can start over at **1, a, A, I**, etc.

1. Right-click on the number you want to reset to "1"
2. Click **RESTART AT 1**

Adjust the spacing

To change the spacing between the bullet or number and the text:

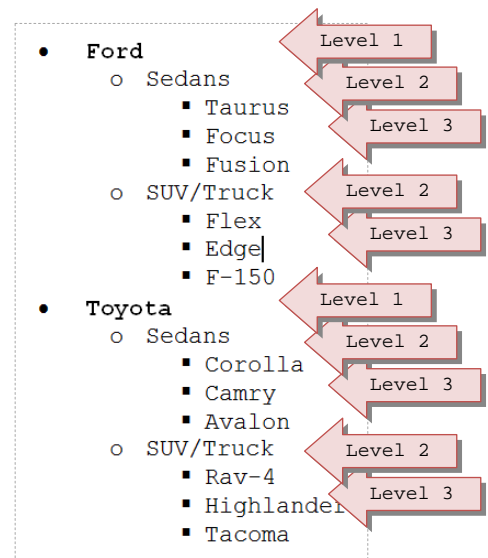
1. Right-click on the list you want to adjust and select **ADJUST LIST INDENTS**
2. From the **ADJUST LIST INDENTS** dialog box enter your desired measurements for:
 - **BULLET POSITION:** this measures the distance from the margin
 - **TEXT INDENT:** this also measures the distance from the margin
3. Click **OK**



Multilevel Bulleted or Numbered List

Some bulleted or numbered lists may require more detail and follow an outline pattern. These lists include more than one level. An example is shown below:

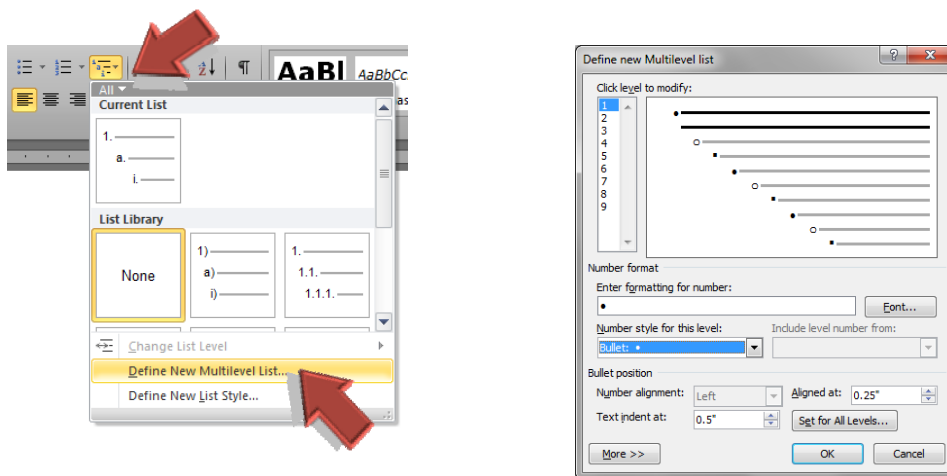
1. To create a bulleted or numbered list with multiple levels, begin as you normally would by pressing the **BULLETS** or **NUMBERING** button from the paragraph group
2. After entering your 1st level items, press **ENTER** then **TAB**
3. After entering your 2nd level item(s), press **ENTER** then **TAB**
4. You can continue the process for a maximum of 9 levels
5. To move the next item back to the previous level, press **SHIFT + TAB**



Customizing a Multilevel List

A multilevel list can be further customized via the **DEFINE NEW MULTILEVEL LIST** dialog box. To access this box:

1. Go to the **HOME** tab's **PARAGRAPH** group and click the **MULTILEVEL LIST** button and select **DEFINE NEW MULTILEVEL LIST**
2. To modify any of 9 levels, click the desired level from the list on the left
3. If you are dealing with a numbered list, enter your desired custom number format in the **ENTER FORMATTING FOR NUMBER** field
4. Whether using a numbered or bulleted list, choose your desired style from the **NUMBER STYLE FOR THIS LEVEL** list
5. Enter your desired indent options in the **BULLET POSITION** fields
6. Repeat the process for each of the levels you wish to apply
7. Click **OK**
8. **NOTE:** you can combine numbers and bullets in the same multilevel list using this dialog box

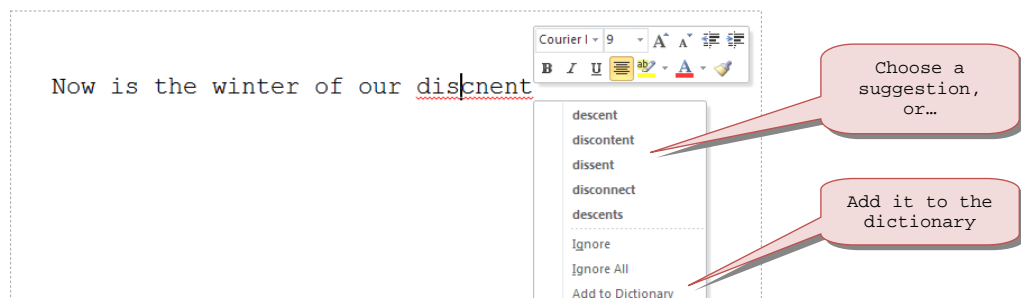


Spelling & Grammar Check

Few things do more damage to your professional image than spelling and grammatical errors. There are two ways to correct these errors: as you type or check the whole document using a dialog box.

Spelling & Grammar Check As You Type

By default, Word will check your spelling and grammar as you type. Errors are noted with *red, wavy lines* for spelling and *green, wavy lines* for grammar. Right click on the word(s) to see suggested changes. Either choose a suggestion from the list, enter your own correction or choose **ADD TO DICTIONARY**. This last option applies if Word does not recognize the word you have entered, yet you know it is a properly spelled word. When you add this word to the dictionary, all other Microsoft Office applications will also now recognize that word as being properly spelled.

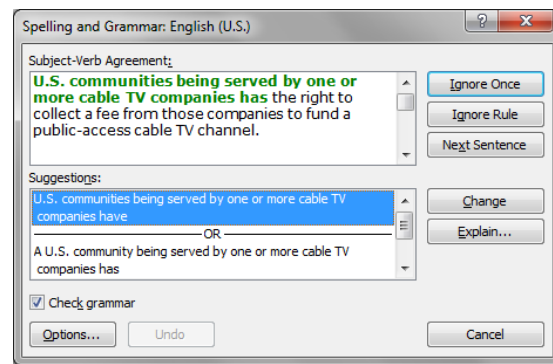
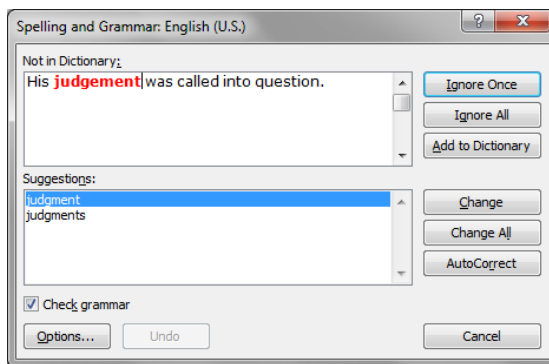


Running Spelling & Grammar Check Tool

To check your document all at once using a dialog box, run the spelling & grammar tool.



1. Place the cursor at the top of the document (if the cursor is not at the top, Word starts the checker at the cursor location, checks to the end of the document, then checks from the beginning of the document to the cursor)
2. Go to the **REVIEW** tab and click the **SPELLING & GRAMMAR** button
3. If the **SPELLING** of a word is incorrect, choose from the following buttons:
 - **IGNORE ONCE:** Ignore this instance of the error
 - **IGNORE ALL:** Ignore all instances of this error
 - **ADD TO DICTIONARY:** Adds the word to the Custom Dictionary and is no longer treated as an error
 - **CHANGE:** Changes this instance of the error based on what is listed in the suggestions field. If multiple words are listed in the suggestions field, click on a word then click **Change**.
 - **CHANGE ALL:** Like the above, choose a suggested spelling change and click **Change All**. All instances of that misspelled word will be replaced with the suggested change.
 - **AUTOCORRECT:** Adds the word to the AutoCorrect list. If this word is misspelled the same way again, Word will automatically correct it as you type.
 - **NOT IN DICTIONARY:** If none of the suggested changes are appropriate, type the correct spelling in the **NOT IN DICTIONARY** box.
4. If the **GRAMMAR** of a sentence is incorrect, choose from the following buttons:
 - **IGNORE ONCE:** Ignore this instance of the error
 - **IGNORE RULE:** Ignore that particular grammatical rule in this document
 - **NEXT SENTENCE:** Skip this error and move on to the next error
 - **CHANGE:** Make a selection from the **SUGGESTIONS** listing then click change to place in the document
 - **EXPLAIN:** Provide further details on that particular grammatical rule
5. When you are finished, click **CLOSE**



Spelling & Grammar Check Options

To make changes to the way word checks your document for spelling & grammar, visit the options page for Word.

1. Go to the **FILE** tab and click options
2. In the **PROOFING** category there are options for **AUTOCORRECT**, **SPELLING** and **GRAMMAR**

Using the Thesaurus

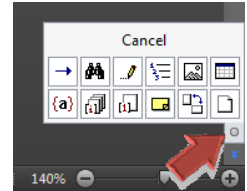
1. Right-click on a word you want to find a synonym for
2. Point to **SYNONYMS**
3. Click on a replacement word

Move Around Your Document Quickly

You can easily go back to the previous location or jump to a specific page, heading, or type of object using either your mouse or the keyboard:

Jump to a specific object

1. Click the **SELECT BROWSE OBJECT** button on the vertical scroll bar (looks like a small ball)
2. Click an object on the menu to browse by
3. Click the button above or below the Select Browse Object button to move to the previous or next item you selected. If no item is selected on that menu, it displays the previous or next page.



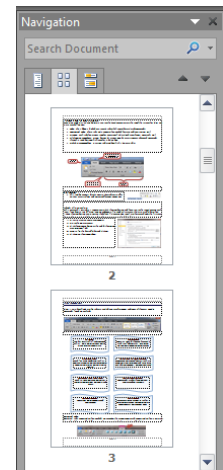
Move with Keystrokes

To go to	Press
Next word	Ctrl + →
Previous word	Ctrl + ←
Beginning of line	Home
End of line	End
Next paragraph	Ctrl + ↓
Previous paragraph	Ctrl + ↑
Top of next page	Ctrl + Page Down
Top of previous page	Ctrl + Page Up
To a specific page	Ctrl + G
To a specific location	Ctrl + G
Scroll up 1 screen	Page Up
Scroll down 1 screen	Page Down
End of document	Ctrl + End
Beginning of document	Ctrl + Home
To a previous revision	Shift + F5 (see below)
To the cursor location when the document was last saved	Shift + F5
Go back to the last place you typed or edited	<ul style="list-style-type: none">▪ Press Shift + F5 up to 3 times to return to the previous three locations.▪ Press Shift + F5 a 4th time to return to where you started.

Navigation Pane

The **NAVIGATION PANE** is a separate pane that displays a list of headings in the document. Use the **NAVIGATION PANE** to quickly navigate through the document and keep track of your location in it, as follows:

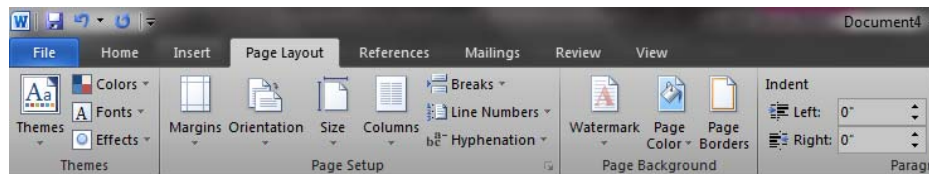
1. Go to the **VIEW** tab and from the **SHOW** group, place a check next to **NAVIGATION PANE**
2. The **NAVIGATION PANE** has three tabs at the top: **BROWSE HEADINGS**, **BROWSE PAGES** and **BROWSE SEARCH RESULTS**
 - **BROWSE HEADINGS:** If your document has any heading styles applied, you can click a heading in the **NAVIGATION PANE** and Word jumps to that corresponding heading in the document
 - **BROWSE PAGES:** Clicking on any thumbnail image of your document's pages will make Word jump to that page
 - **BROWSE SEARCH RESULTS:** Displays a listing of all results matching criteria entered in the **SEARCH** field
3. Show or hide the Document Map at any time



Page Layout

The **PAGE LAYOUT** tab on the ribbon includes important page setup options such as, **Margins**, **Orientation** and **Size**. Each of these items has a default setting for all new Word documents. Those **default settings** are:

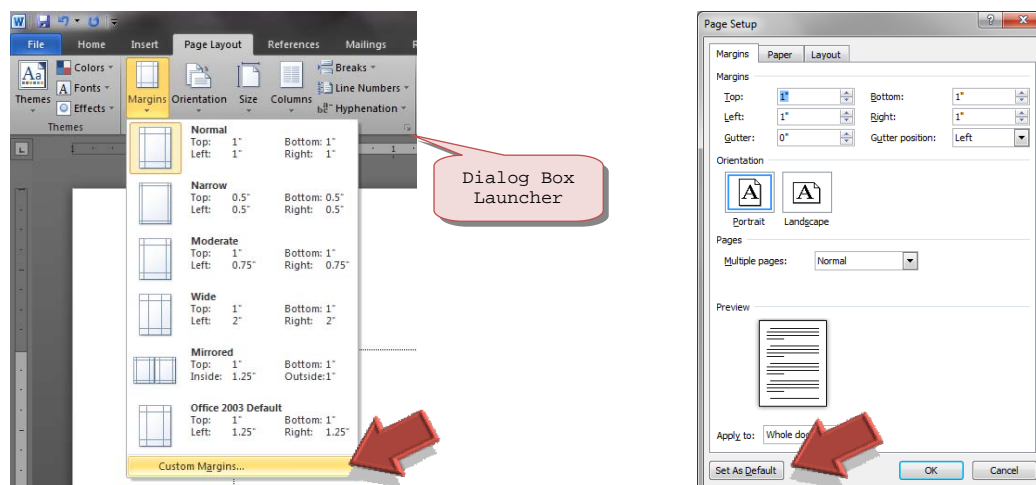
- **Margins:** 1" on all four sides (top, bottom, left & right)
- **Orientation:** portrait
- **Size:** 8½" x 11"



Margins

You can modify the current document's margins through the **MARGINS** listing on the **PAGE LAYOUT** tab or through the **PAGE SETUP** dialog box. The margins listing offers several pre-defined choices. To set your own specific margins click either **CUSTOM MARGINS** at the end of the **MARGINS** listing or click the dialog box launcher in the **PAGE SETUP** group. If you would like your new margin settings to become the new default margins for all new documents, click the **SET AS DEFAULT** button at the bottom of the **PAGE SETUP** dialog box.

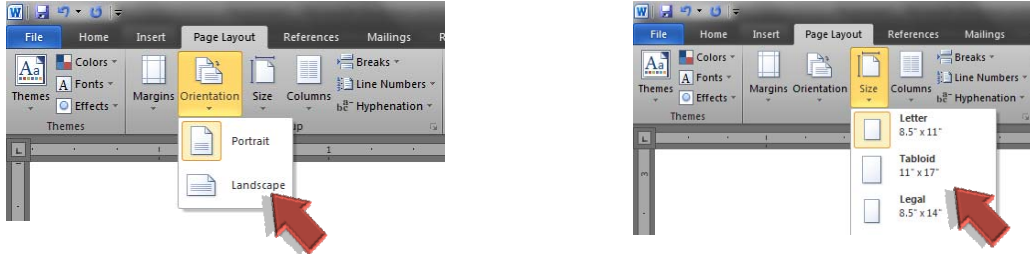
If a document already contains text and the margins are altered, the text will automatically be re-aligned to fit within the new margins. For example, changing margins from 1" to 1.5" may shift text down to another page.



Paper Size & Page Orientation

Both size and orientation can be modified from the **PAGE LAYOUT** tab.

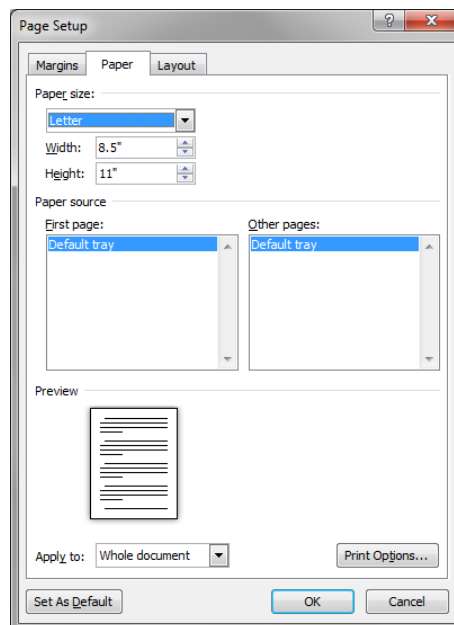
- **ORIENTATION:** There are only two choices for orientation – **PORTRAIT** (short side down) or **LANDSCAPE** (long side down)
- **SIZE:** The most common choice for paper size are listed first from the size listing – **8.5"x11" LETTER**, **11"x17" TABLOID** and **8.5"x14" LEGAL**



Print the First Page on Different Paper

At times, you may need to print a multiple page document with page one printed on letterhead. If your printer has multiple trays, you can place letterhead in one tray and standard paper in the other tray. The final step is to alter the **PAGE SETUP** options for that document. To do so, follow the directions below.

1. Go to the **HOME** tab and from the **PAGE SETUP** group, click the dialog box launcher
2. Click the **PAPER** tab
3. To specify a paper tray for the first page of the document, select the appropriate tray from the **FIRST PAGE** box
4. To specify a paper tray for subsequent pages of the document, select the appropriate tray from the **OTHER PAGES** box



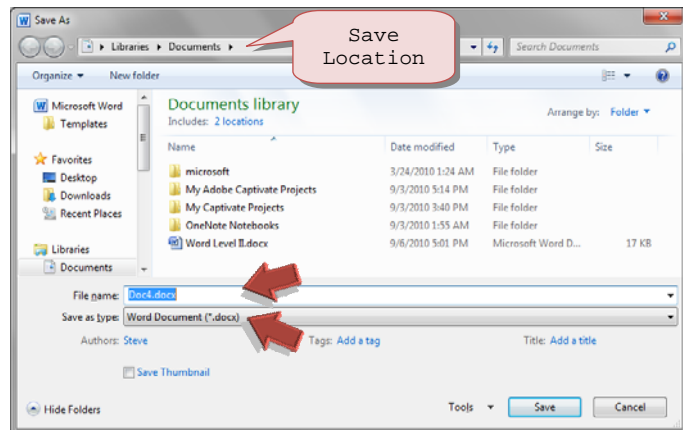
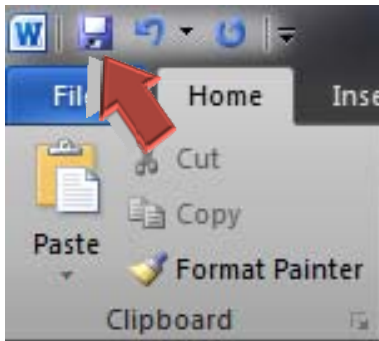
Saving a Document

Save

Until you save a document, it exists only in the computer's temporary memory. It might be lost if you turn off your computer or close Word before you save the document. Get into the habit of saving documents frequently. The **SAVE** button is located on the **QUICK ACCESS TOOLBAR**. Once a file has been saved, click the **SAVE** button to save changes to the file (with the same name and location).

When you save a file for the first time, Word automatically assigns a filename by using the first words of your document. You can accept this default name or name it something different. Some guidelines to follow:

- A document name can contain up to 255 characters
- The following characters are not allowed in a filename: \ / | : ; * ? " < >
- Do not add a file extension to your filename; Word will take care of this automatically



Save As

You can save a document using the **SAVE AS** command in any of the following ways:

- For the first time
 - With a new filename
 - In a different location (on another disk or folder)
1. Go to the **FILE** tab and click **SAVE AS**
 2. Specify a location to save the document
 3. Type a name for the file in the **FILE NAME** box
 4. Click **SAVE**

Keyboard Shortcuts in Microsoft Word

<i>Copy, Cut and Paste</i>	
Ctrl + C	Copies the selected text to the clipboard.
Ctrl + X	Cuts , or <i>moves</i> , the selected text to the clipboard.
Ctrl + V	Pastes the contents of the clipboard to where the cursor is located.
Ctrl + A	Selects the entire document.

<i>Editing</i>	
Ctrl + Z	Undo
Ctrl + Y	Redo
Alt + Backspace	Un-does the previous action. This works in most Windows programs, even those without an Undo command.
Ctrl + F	Brings up the Find and Replace dialogue box.
Ctrl + Delete	Deletes 1 word to the right of the cursor.
Ctrl + Backspace	Deletes 1 word to the left of the cursor
Ctrl + Enter	Starts a new page in your document by inserting a page break .

<i>Font Formatting</i>	
Ctrl + B	Bold : Toggles the selected font between Bold and non-Bold
Ctrl + I	Italic : Toggles the selected font between <i>Italic</i> and non-italic.
Ctrl + U	Underline : Toggles the selected font between <u>Underlined</u> & non-underlined.
Ctrl +]	Increase size of selected text by 1 point
Ctrl + [Decrease size of selected text by 1 point

<i>Paragraph Formatting</i>	
Ctrl + L	Left Align
Ctrl + E	Centered
Ctrl + R	Right Align
Ctrl + J	Justify
Ctrl + 1	Single Spaced
Ctrl + 5	1½ Spaced
Ctrl + 2	Double Spaced
Ctrl + Shift + L	Starts a bulleted list

Selecting Text	
Ctrl + A	Selects the entire document.
Shift + Ctrl + →	Highlights 1 word to the Right .
Shift + Ctrl + ←	Highlights 1 word to the Left .
Shift + Ctrl + ↑	Highlights 1 paragraph up from the current cursor position.
Shift + Ctrl + ↓	Highlights 1 paragraph down from the current cursor position.
Shift + Page Up	Highlights the contents of 1 screen up from the current cursor position.
Shift + Page Down	Highlights the contents of 1 screen down from the current cursor position.
Shift + Ctrl + Page Up	Highlights text up to the first character in the document from the cursor.
Shift + Ctrl + Page Down	Highlights text down to the last character in the document from the cursor.
Shift + Home	Highlights text to the beginning of the line from the current cursor position.
Shift + End	Highlights text to the end of the line from the current cursor position.
Shift + Ctrl + Home	Highlights all text to the beginning of the document from the current cursor position.
Shift + Ctrl + End	Highlights all text to the end of the document from the current cursor position.

Tools	
Ctrl + O	Open a document
Ctrl + S	Saves the current document.
Ctrl + P	Brings up the Print dialogue box.
Ctrl + N	Starts a brand New document.
F1	Get Help
F7	Starts the Word Spell Checker .
Shift + F7	Starts the Word Thesaurus .
F12	Opens the Save As dialog box
ESC key	Cancel an action
Alt + Ctrl + I	Print Preview (or close Print Preview)
Alt + F4	Close a program (Note: You will be prompted to save the document.)

Moving Around in a Document	
Tab	Moves ½" to the right each time it is pressed.
Ctrl + →	Moves the cursor 1 word to the Right .
Ctrl + ←	Moves the cursor 1 word to the Left .
Ctrl + ↑	Moves the cursor up 1 paragraph .

Ctrl + ↓	Moves the cursor down 1 paragraph .
Page Up	Moves the cursor up 1 screen .
Page Down	Moves the cursor down 1 screen .
Ctrl + Page Up	Moves the cursor to the top left hand corner of the current screen.
Ctrl + Page Down	Moves the cursor to the bottom right hand corner of the current screen.
Home	Moves the cursor to the beginning of the current line .
End	Moves the cursor to the end of the current line .
Ctrl + Home	Moves the cursor to the beginning of the document .
Ctrl + End	Moves the cursor to the end of the document .
Ctrl + G	Opens the Go To dialogue box. Use to move to a specific location in a document.