

Microsoft® Word 2010 Basics

Directions:

Answer the following questions.

1. **Word processing** is the act of creating, editing and **producing** a text document.
2. The easiest way to create a professional document is to follow these four steps: 1. **Plan**, 2. Create and edit, 3. **Format**, and 4. Print or distribute online.
3. It is also important to remember if you have **already** created a document you can just click on the **Word file** to open the document in Word.
4. The colored bar at the top of the screen is the **Title Bar**.
5. The **Ribbon** provides access to commands which are grouped together into tabs according to the **tasks** you perform in Word.
6. The tabs on the ribbon include File, **Home**, Insert, Page Layout, **References**, Mailings, **Review** and View.
7. If clicked on, the **scroll bar** will allow you to move up and down through a document.
8. The **zoom slider** allows you to move closer or farther away from the document.
9. The File tab includes the options to **save** your document by either using the Save or **Save As** option.
10. The **Print** option shows you all of the properties associated with printing your document such as **number of copies**, the printer you will be using, the **settings** which have been chosen for printing, and a preview of how the document will look when printed.

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11. The **Home** tab houses the Clipboard, Font, **Paragraph**, Styles and Editing groups.
12. The **Insert** tab contains the pages, Tables, **Illustrations**, Links, Header and Footer, text, and Symbols groups.
13. The **Page Layout** tab holds the themes, page setup, **page background**, paragraph and arrange groups.
14. The **References** tab contains the table of contents, footnotes, citations and bibliography, **captions**, index and table of authorities groups .
15. The **Mailings** tab consists of the Create, Start Mail Merge, Write and Insert Fields, **Preview Results** and Finish groups.
16. The **Review** tab contains the Proofing, Language, **Comments**, Tracking, Changes, Compare and Protect groups.
17. To open a **new** document you can follow the same steps of **opening** the Microsoft Word program.
18. The **view** you choose should reflect the **task** you want to complete in Word.
19. The **Web layout** displays the document as it would appear in a **Web browser**.
20. The **rulers** which appear at the left and top of the document can be **added** to or removed from the program window .
21. **Nonprinting characters** are symbols which appear on the screen but are not **visible** on the printed page; they help you see details which you otherwise miss.

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22. All you have to do to begin entering text is begin typing on your **keyboard**.
23. The **cursor** is the black blinking line on the document.
24. The **insertion point** is the location where you wish the text to begin.
25. The **backspace** key deletes the space which is behind it by moving back one space every time the key is hit. The **delete** key erases the space which is directly in front of the cursor.
26. In order to copy a selection to the clipboard you can use simply press the **control** button and the **C** key at the same time when you have made your selection.
27. To quickly save a document press **control** and **S**.
28. **Non-contiguous** selection can be completed by holding down the control key while you select the portions of a document you need.
29. If you want to change the way your text looks, you should explore the **Font** group on the **Home** tab or the font box which appears when you have text selected and hover your mouse over the text.
30. If you have a **chunk** of text you need to remove, all you need to do is select the chunk of text and then press either the delete or **backspace** key and it will be removed.
31. The **clipboard** is a temporary storage location for all of the items which have been cut or copied on your computer.
32. **Pasting** is the process of moving the items you have placed on the clipboard to a location in a file.

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33. Text can be moved in a document by **highlighting** the text and dragging it to a different location.
34. If you need to **save** a document, all you need to do is click the File tab and select the save or save as option or click the **disk** icon on the Quick Access Toolbar.
35. If you do not remember where you saved a document the best way to locate it is to use the **search** tool on the start menu.
36. To **print** your document, you need to click on the File tab, click the Print option and then change the printing **settings** to fit your needs.
37. **Formatting** is the act of customizing a document to fit your needs by adjusting pieces of the document, such as page layout and design.
38. **AutoComplete** is a feature in Word which guesses the names of **calendar** items, such as days of the week and months, as you type them and then suggests the complete word.
39. Once you have added the **AutoText** icon to the Ribbon you can click on the icon and view the gallery of AutoText words you can insert into the document.
40. The **AutoCorrect** Tool works by automatically making corrections to your document such as correcting common capitalization, spelling, grammar and typing errors
41. The **AutoFormat as You Type** feature applies built-in formats as text is typed.
42. **Spell check** is automatically on while you are typing and notifies you of possible misspelled or misused words.
43. The **Grammar check** tool is a proofreading tool which automatically identifies grammatical problems such as passive sentences, fragments and homonym mistakes.

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44. The **thesaurus** is a built in reference for finding **synonyms**.
45. In order to **customize** each paragraph you should use both the Home and **Page Layout** tabs on the ribbon.
46. Creating lists whether they are **bulleted**, numbered or multi-level can help you **organize** your information.
47. The **indent** is the space between the **margin** and where the text begins.
48. **Margins** are the blank areas around the sides of a page.
49. The **alignment** is the position of the text between the margins.
50. The spacing between the lines of a document can aid in increasing the **readability** of a document.
51. The **Themes** group allows you to change the themes associated with your Word document such as the color scheme, **fonts** used and effects which can be applied to the document in terms of all of the text and graphics which will appear in the document.
52. **Page orientation** is the layout position of a piece of paper for printing.
53. **Page breaks** are the divisions between the pages of a document.
54. Page breaks can be added in order to **dictate** the length of a page.
55. A **header** is text which is printed at the **top** of each page of a document. A **footer** is text which is printed at the **bottom** of each page of a document.

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56. If you want to add a **table** to your document you need to go to the Insert tab on the Ribbon and then look at the **Table** group.
57. The **Table Layout** tab contains the Table group, **Rows & Columns** group, Merge group, Cell Size group, Alignment group and Data group.
58. To add **clip art** to a document, you can use the **Insert** tab on the Ribbon and click on the clip art icon on the Illustrations group.
59. When you click on the chart you have made, **three** new tabs appear on the Ribbon under the Chart Tools heading. The tabs which appear are the **Design**, Layout and **Format** tabs.
60. This is the Format tab. This tab includes all of the groups you will need to **customize** your shape.
61. **SmartArt** is a graphic diagram which shows a process or list in a visual form to aid in understanding.
62. To add a **picture** to a document you should click on the picture icon in the Illustrations group of the Insert tab on the Ribbon.
63. If you want to enter **WordArt** into a document go to the Insert tab on the Ribbon and click on the WordArt icon in the Text group.
64. **Text wrapping** is the ability of the text to be around the graphic in a document.
65. The **Comments** group allows you to electronically place comments onto a document without changing the actual document.
66. The **Tracking** group will let you track the changes made to a document if you enact it.

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67. To **limit** the formatting changes, click on the check box beneath **formatting** restrictions.
68. A **macro** is a series of commands or instructions which you have grouped together as a single command which accomplishes a task **automatically**.
69. Microsoft Word allows you to easily create **envelopes** and labels by using Create group on the Mailings tab.
70. If you want to make **labels** you should click on the labels icon in the Create group on the **Mailings** tab.