



Microsoft Word 2010

Basics I - Navigating and Formatting

Microsoft Word 2010: Basics I - Navigating and Formatting

1.5 hours

This workshop assumes no experience with Microsoft Word. In this workshop we will learn keyboard and mouse shortcuts to quickly move through documents and to format the text. Topics include understanding the end of page character; copy and paste; undo and redo; mouse shortcuts; formatting fonts; copying formats; character spacing; find and replace for text, formats and special characters.

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Navigating with the Keyboard

Horizontal Arrow Keys

The ← (left arrow) on the keyboard will move your cursor left one character and the → (right arrow) on the keyboard will move your cursor right one character.

- If you hold down the **SHIFT** key while moving your ← or → you will *select* text as you move.
- If you hold down the **CTRL** (control) key while moving your ← or → you will move word by word
 - If you hold down the **SHIFT** and **CTRL** key while moving your ← or → you will *select* word by word.

Vertical Arrow Keys

The ↑ (up arrow) and the ↓ (down arrow) on the keyboard move your cursor up and down respectively, line by line.

- If you hold down the **SHIFT** key while moving your ↑ or ↓ you will *select* text as you move.
- If you hold down the **CTRL** (control) key while moving your ↑ or ↓ you will move paragraph by paragraph. (Every **Enter** (¶) is considered a paragraph).
 - If you hold down the **SHIFT** and **CTRL** key while moving your ↑ or ↓ you will select paragraph by paragraph.

Home Key

The **HOME** key takes to you the beginning of the current line.

- If you hold down the **SHIFT** key when you press the **HOME** key you will *select* text from where the cursor is blinking to the beginning of the line.
- If you hold down the **CTRL** (control) key when you press the **HOME** key you will move to the beginning of the document.
 - If you hold down the **SHIFT** and **CTRL** key when you press the **HOME** key you will select from where the cursor is blinking to the beginning of the document.

End Key

The **END** key takes you to the end of the line.

- If you hold down the **SHIFT** key when you press the **END** key you will *select* text from where the cursor is blinking to the end of the line.
- If you hold down the **CTRL** key when you press the **END** key you will move to the end of the document.
 - If you hold down the **SHIFT** and **CTRL** key when you press the **END** key you will select from where the cursor is blinking to the end of the document.

Backspace and Delete

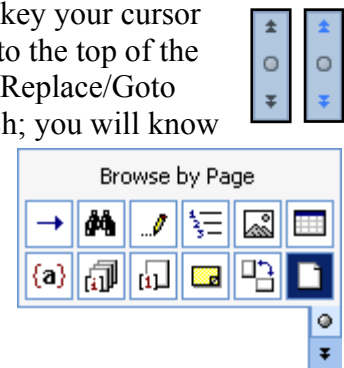
The **Backspace** key erases text backwards, from right to left, backing over the text. The **Delete** key erases text forwards from left to right erasing text after the cursor. Delete is more universally used throughout windows to remove objects such as images, table cell contents, and files. Backspace is used fundamentally for text only.

- If you hold down the **CTRL** key when you press **Backspace** or **Delete**, it will erase word by word.

PageUp and PageDown Keys

The **PageUp** key will move your cursor up one screenful, toward the top of the document. The **PageDown** key will move you down one screenful, toward the bottom of the document.

- If you hold down the **SHIFT** key when you press the **PageUp/PageDown** key you will *select* text from where the cursor is blinking to the screenful above or below (respectively) of where your cursor were blinking.
- If you hold down the **CTRL** key when you press the **PageUp/PageDown** key your cursor will move to what your browse object buttons are set to, by default this is to the top of the previous or next page (respectively). However, if you have used the Find/Replace/Goto features in Word, it will reset these buttons (and this shortcut key) to search; you will know the buttons have been changed, because they will be blue.
 - To reset the buttons to Browse by Page, click on the middle circle button and choose the blank sheet of paper.



Navigating with the Mouse

Scroll Wheel

- On most computer mice you will find a middle scroll wheel. When your mouse is hovering over the ribbon at the top of the window, Word will scroll through the different tabs. When your mouse is hovering over the document, it will scroll through the pages. As with the Scroll Bar, this will only move the pages, not the cursor.
- If you hold down the **CTRL** key while using the scroll wheel, Word will zoom in and out.

Clicking Inside Text

- Click once (Single Click) - Word will move the cursor to where you clicked.
 - If you hold the **SHIFT** key when you click, it will select the text from where the cursor was blinking to where you clicked.
 - If you hold the **CTRL** key when you click, it will select the sentence you clicked on. This will not work if there is a current selection. Once a selection is made, you can use the **CTRL** key to add to the selection.
- Click twice (Double-click) - it will select the word.
- Click three times (Triple Click) - it will select the paragraph.
- Click and Drag (don't let go of the mouse) it will select text, from where you first clicked to where you let go of the mouse button. Click and Drag a selection, will move the text to where you let go.

Clicking Outside Text

If you move your mouse out into the left margin so that the mouse cursor turns into a white arrow that points back at the text and you:

- click once (Single Click) - it will select the line
- click twice (Double-click) - it will select the paragraph
- click three times (Triple Click) - it will select the whole document (Same **Ctrl-A**)

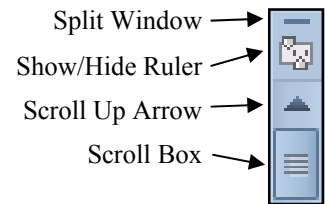
Moving and Duplicating with the Mouse

- If you put your mouse over selected (highlighted) text, you will get the Select Arrow.
- Hover over the text and Drag and a shadow will follow your mouse. Let go and the select text will be *Moved* to the new location. *Drag* means to click the left button on the mouse down, but not let go, and then move the mouse where you want to go.
- Use the **Ctrl** button while dragging the mouse and you will see a small plus sign added to the shadow. When you let go, Word will *Duplicate* the selection instead of moving it.

Navigating with the Scroll Bar

Scroll Bar

The scroll bar appears along the right side of the Word document.



- The first button on the scroll bar (—) will help you split the window. Put your mouse over the button and drag it down as far as you would like, or double-click on the button to evenly split the window. To remove the split, drag the split bar to the top of the window, or double-click on the split.
- A split window allows you to have two horizontal screens for the same document. You may also want to try choosing “New Window” from the View tab, and then “Arrange All” to see the windows in vertical or horizontal.
- The second button of the scroll bar will show and hide the ruler (📏). The ruler can also be turned on/off from the View tab.
- The scroll arrows (⬆️⬇️⬆️) move the window in the direction you choose; however they do not move the cursor, only the screen view. Remember the keyboard stays active with the blinking cursor. If you scroll to an area you wish to type in, be sure to click on the screen to move the cursor.
- The scroll box (📄) gives an idea of where your current view is relative to the entire document. You can click above or below the box to move in that direction or you can drag the box to move through the document. Again this does not move the cursor, only the view.

Browse by Buttons

As mentioned above in the PageUp/PageDown section, the buttons at the bottom of the scroll bar are used to move between the pages, unless you have used the Find/Replace/Goto option, then the buttons will move between those options.

To reset the buttons to Browse by Page, click on the middle button and choose the blank sheet of paper.

A screenshot of the scroll bar buttons menu. The middle button is circled in red. The menu contains various navigation options:

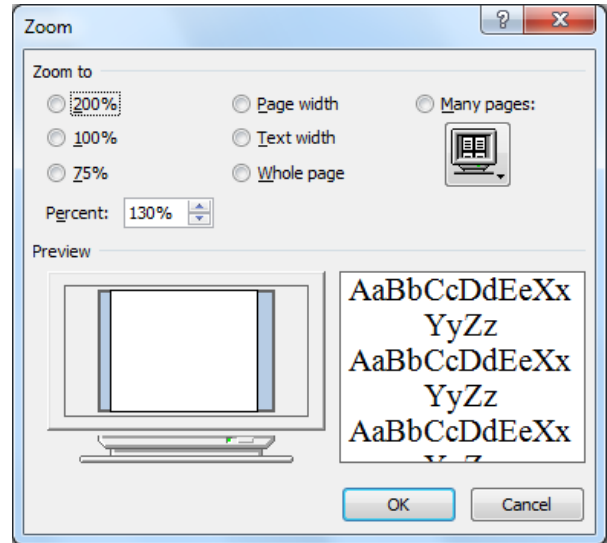
goto	find	edits	heading	graphic	table
field	endnote	footnote	comment	section	page

Zoom Slider

- Under the browse by buttons is a Zoom Slider.



- The plus will zoom in and make the document appear larger; the minus will zoom out and make the document appear smaller.
- You can use the arrow in the middle of the zoom bar to make adjustments.
- If you click on the percentage shown, Word will open the Zoom window. This can also be opened from the View tab.
- The zoom can be set between 10% and 500%.



Shortcut Keys

Cut, Copy and Paste

These are among the most powerful Window's shortcut keys.

Ctrl X

Cut

X=> Scissors



Ctrl C

Copy

C=> Copy



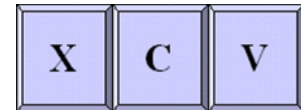
Ctrl V

Paste

V=> Editing Insert character



These characters are also right next to each other on your keyboard.



File Management

- Open DocumentCtrl - O
- Close Document.....Ctrl - W or Ctrl - F4
- Save DocumentCtrl - S
- Save As...F12
- Print DocumentCtrl - P

Resizing

- Increase Font SizeShift - Ctrl - >
- Increase Font PointCtrl - [
- Single Space.....Ctrl - 1
- 1.5 Spacing.....Ctrl - 5
- Decrease Font Size.....Shift - Ctrl - <
- Decrease Font PointCtrl -]
- Double SpaceCtrl - 2

Formatting Text

Bold.....	Ctrl - B	Italicize.....	Ctrl - I
Underline.....	Ctrl - U	Double Underline.....	Shift - Ctrl - D
Subscript	Ctrl - =	Superscript	Shift - Ctrl - =
Small Caps	Shift - Ctrl - K	All Caps	Shift - Ctrl - A

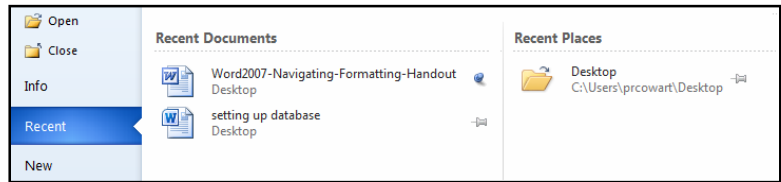
Alphabetical List

Ctrl-A - Select All	Shift-Ctrl-A - All Caps
Ctrl-B - Bold	Shift-Ctrl-B - Bold
Ctrl-C - Copy	Shift-Ctrl-C - Copy Format
Ctrl-D - Font	Shift-Ctrl-D - Double Underline
Ctrl-E - Center	Shift-Ctrl-E - Track Changes
Ctrl-F - Open Navigation Pane	Shift-Ctrl-F - Font - Format Toolbar
Ctrl-G - Go to	Shift-Ctrl-G - Word Count
Ctrl-H - Replace	Shift-Ctrl-H - Set text Hidden
Ctrl-I - Italicize	Shift-Ctrl-I - Italicize
Ctrl-J - Full Justify/Left Align	Shift-Ctrl-J - Distribute letters evenly
Ctrl-K - Hyperlink	Shift-Ctrl-K - Small Caps
Ctrl-L - Left Align/Full Justify	Shift-Ctrl-L - Bullet
Ctrl-M - Increase Indent	Shift-Ctrl-M - Decrease Indent
Ctrl-N - New Document	Shift-Ctrl-N - Normal Style
Ctrl-O - Open Document	Shift-Ctrl-O - Open Research Pane
Ctrl-P - Backstage Print Options	Shift-Ctrl-P - Font Window
Ctrl-Q - Reset Paragraph	Shift-Ctrl-Q - Set font to “Symbol”
Ctrl-R - Right Align	
Ctrl-S - Save	Shift-Ctrl-S - Apply Styles
Ctrl-T - Increase Hanging Indent	Shift-Ctrl-T - Decrease Hanging Indent
Ctrl-U - Underline	Shift-Ctrl-U - Underline
Ctrl-V - Paste	Shift-Ctrl-V - Paste Format
Ctrl-W - Close Document	Shift-Ctrl-W - Word Underline (no spaces)
Ctrl-X - Cut	
Ctrl-Y - Redo	
Ctrl-Z - Undo	Shift-Ctrl-Z - Reset Character

Opening a File

The **Recent** option on the **File** tab shows a list of recently opened documents and file locations.

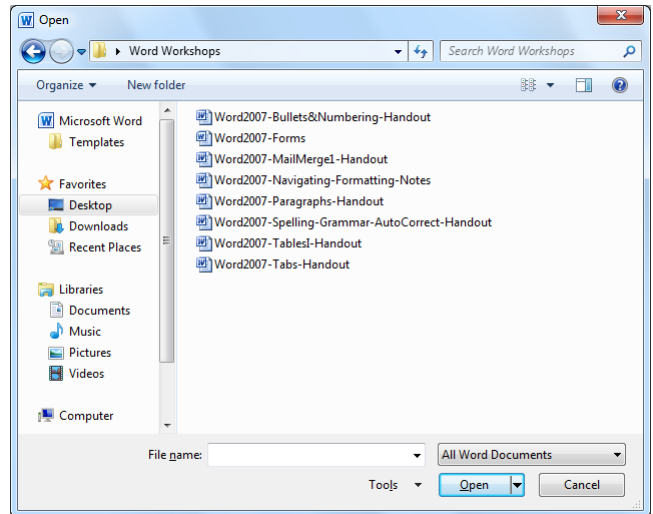
The pushpins shown after each file and location allow you to ‘pin’ the item to the **Recent** list. As you open more documents or search more locations the list will grow. The ‘pinned’ documents and locations will not be pushed off the list.



If the file you are looking for is not on the list you can choose **Open** from the **File** tab, or use the shortcut key, **Ctrl-O**.

The default file location is set in the Word options. You can change this under the **File** tab, **Options**, **Save, Default File Location**.

Once you can see the file you want to open, you can click once on the filename and click the **Open** button, or double-click on the filename.



Open Toolbar




1. These button help you navigate between the folders. The left arrow goes to the previous folder, the right arrow goes to the next folder and the drop down arrow offers a ‘history’ of all the locations you have looked at for this instance of the open window.
2. The second option is the location box, where the current list of files is located. The drop down list will offer a list of recently visited file locations.
3. The button at the end of the location box is a “refresh” button, it will search the location again.
4. This option allows you to search through the word documents within this file location.
5. The Organize menu offers choices such as Copy, Paste, Undo, and Rename to help with your document organization.
6. The New Folder button will create a folder within the current file location. You can name the folder, and move files into it by dragging them over the new folder.
7. This option allows you to change the way you are viewing the list of documents, including by icon, by list and by details.
8. This button turn the document preview pane on and off.
9. This button opens the Windows Help and Support window.

Saving

In order to keep a document you have created in Word, you need to save it. If you have already saved the file, such that it has a name and a location, the **Save** feature will keep any changes that made since the document was opened.

To save a file:

- From the **File** tab, choose **Save**
- Click on the **Save** button on the Quick Access Toolbar ()
- Use the shortcut key **Ctrl-S**.



Save As

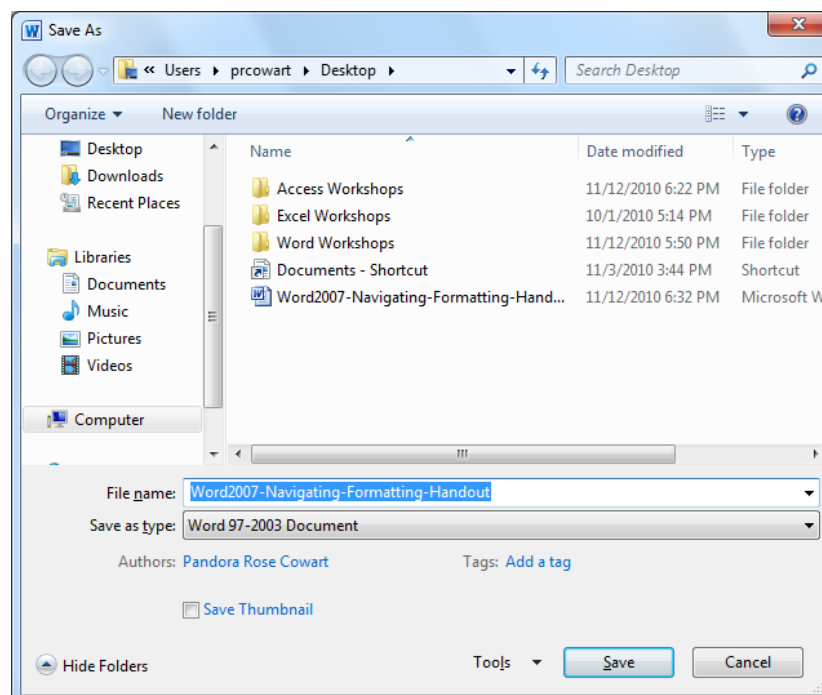
If you want to save your file with a different name and/or location, click on the File tab, choose **Save As...** or press function key **F12**. If you have never saved this document before, any method you choose to save will activate the **Save As** dialog box.

- Word Document-Saves as a Word 2010 File
- Word 97-2003-Saves as an earlier version. This is important if you are working with people who are not using Office 2007.
- Other Formats-Open Save As window, choose other formats from the *Save As type* option.

The default file location is set in the Word Options. You can change this under the **File tab, Options, Save, Default File Location**.

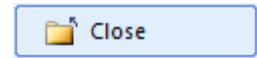
The two most important things to remember with saving a file are:

1. Where is the file being saved?
2. What are you naming the file?

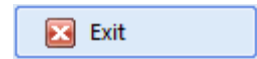




Closing a Document

To close a file, from the **File tab** choose **C**lose, or use one of the shortcut keys (**Ctrl-F4**, or **Ctrl-W**).



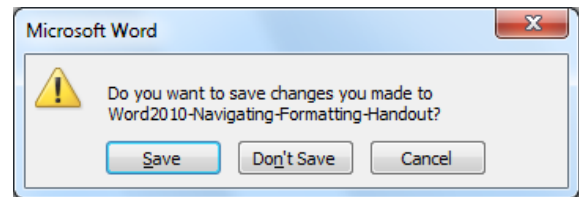
You can also choose to exit Word; this option will close all the files. To exit, from the **File tab** choose **E**xit Word, or use the shortcut key (**Alt-F4**).




If you click the  in the top right-hand corner of the window it will close the current document. If it is the only document open, the  will exit Microsoft Word.

If there have been no changes to the document, Word will simply close the file, but if you have made modifications since the document was opened, created, or last saved, Word will prompt you to save.

- If you choose **S**ave -Word will save the document with the same name into the same location it previously had. If this file has never been saved, Word will open the SaveAs window. (The **E**nter key will push this button.)
- If you choose **D**on't Save -Word will close the window and you will lose any changes since the last time the document was saved.
- If you choose **C**ancel -Word will forget that you asked it to close the file and place you back in the document. (The **E**sc key will push this button.)

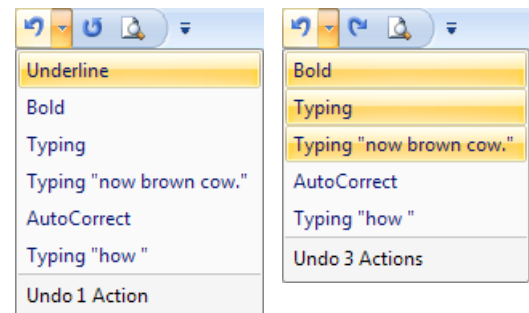



Undo, Redo and Repeat


Microsoft Word keeps track of most tasks you perform until you exit. Tasks such as formatting and deleting, can be *undone*. From the Quick Access Toolbar click the button () , or use the shortcut key **Ctrl-Z**.

Most windows programs have an **Undo** feature, many only allow you to undo one task. Word keeps track of each step that you have done since the document was opened.

There is a drop-down arrow next to the **Undo** button, on the standard toolbar. This allows you to see a list of every step you've done so far. If you want to *undo* something that you have done several steps ago, you have to undo every step between now and then. You cannot go back and undo a single task without undoing everything back to that point.

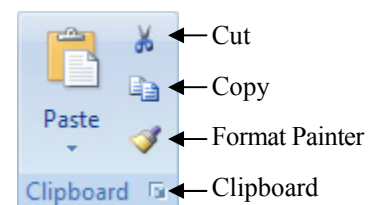


If you undo too far, or you change your mind about the *undoing* of that task, Word allows you to **Redo**. On the Quick Access Toolbar you will find the redo button () , or use the shortcut key **Ctrl-Y**.

If there is nothing to *redo*, Word puts a **Repeat** feature in **Redo**'s place () and assigns the shortcut key (**Ctrl-Y**) to **Repeat**. For example if you type, "How now brown cow." The repeat option will type it again and again for you.

Cut, Copy and Paste

Cut, Copy and Paste are clipboard features built into windows. The clipboard is a temporary storage location in windows where an item is stored for later recall. The windows clipboard can only store one item at a time. Microsoft Office 2007 has a Multi-Clipboard that can store 24 items. No matter how many items are in the Office clipboard, the Paste button and shortcut key (Ctrl-V) will only respond to the most recently copied item. The clipboard must be displayed to be able to use this feature. Items are stored with the copy and cut features, and recalled with the paste feature.



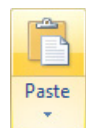
Cut will copy the selected text to the clipboard and remove it from the current location. This button appropriately shows a pair of scissors for the *cut* option. The shortcut key is **Ctrl-X**. To use the **Cut** command you need to first select the text or object you wish to move then choose the option. Move the cursor where you want the text or object to appear, and choose **Paste**.

- **Move:** Instead of Cut/Paste, try selecting the text, then click and dragging to a new location.



Copy will place the selected text on the clipboard; nothing will appear to happen on the window. The button shows two sheets of paper for the *copy* option. The shortcut key is **Ctrl-C**. To use the **Copy** command you need to first select the text or object, and then choose copy. Move the cursor where you want the text or object to appear, and choose **Paste**.

- **Duplicate:** Instead of Copy/Paste, try selecting the text, and then drag to a new location while holding down the **Ctrl** key. Be sure to let go of the mouse before you let go of the keyboard, and you will produce a duplicate.



Paste will produce the last option copied or cut to the clipboard. This button shows a sheet of paper coming from a clipboard for the *paste* option. The shortcut key is **Ctrl-V**, or **Shift-Insert**. You can usually paste the same item over and over again, until the computer has been restarted or you copy/cut something else.

- **Paste Special:** The drop down menu under the **Paste** button shows the **Paste Special** options. These options will change depending on what is currently in the clipboard. It can be a very useful tool to do things such as Paste as unformatted text. Unformatted text will get rid of hidden HTML codes from a webpage or the hidden formatting from another Word Document.



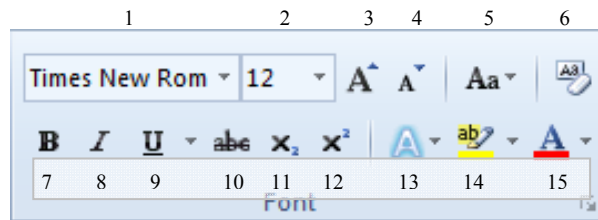
The **Format Painter** will copy the format of selected text and apply it to the text you specify. This button shows a paintbrush for the *format painter* option. To use the **Format Painter** command you need to first select the text that has the format you wish, click once on the button (a paintbrush will follow your mouse pointer), click on the text you want to reformat. This tool turns itself off after each use. To turn it on, and keep it on, double-click on the button on the standard toolbar. To turn it back off, simply click on that button again or press escape (**Esc**).



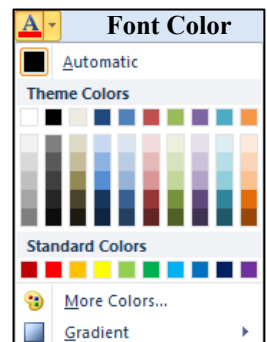
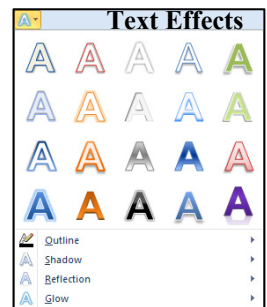
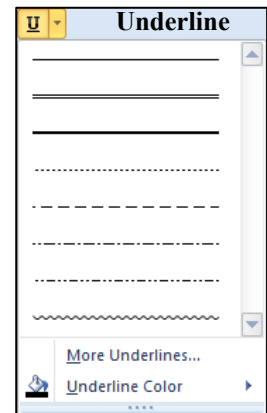
The **Clipboard** button will open the clipboard panel. When this panel is open, Word can remember up to 24 items. Click on the desired item in the list to paste it into your document

Format Font

Most options to change the format of the text can be found on the **Home** tab, in the **Font** group.



1. List of Fonts - Changes the shape of the selected text.
2. List of Font Sizes - Changes the size of the selected text. You can type in your own custom size, the range is 1pt to 1638pt, including half sizes (e.g. 14.5pt) Use Ctrl-[or Ctrl-] to increase and decrease by one font point.
3. Grow Font - Increases the size of the selected text, based on the list of font sizes. Use Ctrl-> to increase the font based on the list of sizes.
4. Shrink Font - Decreases the size of the selected text, based on the list of font sizes. Use Ctrl-< to decrease the font based on the list of sizes.
5. Change Case - Changes the capitalization of your selected text. Choices include: Sentence case.; lowercase; UPPERCASE; Capitalize Each Word; and tOGGLE cASE.
6. Clear Formatting - Change the selected text to the default settings.
7. Bold - Changes selected text appear **darker**, like writing with a marker instead of a pen. Use Ctrl-B to bold.
8. Italic - Changes selected text to appear *slanted*, leaning the letters to the right. Use Ctrl-I to Italicize.
9. Underline - Changes selected text to have a single line under the text. The dropdown allows you to pick different underlines and underline colors. Use Ctrl-U for a basic underline.
10. Strikethrough - Changes the selected to have a single line through the middle of the letters.
11. Subscript - Changes the selected text to be small and lowered. Example: H₂O (“**Sub**way goes down”). Use Ctrl-= to subscript.
12. Superscript - Changes the selected text to be small and raised. Example: x² (“**Super**man goes up”). Use Ctrl+= to superscript.
13. Text Effects - Changes the text to have more dramatic appearance. This option is only available in Office 2010.
14. Text Highlight Color - Changes the mouse to a highlighter. Turn on this tool and drag over text to highlight/un-highlight.
15. Font Color - Changes the selected text to the chosen color. When you choose a color it becomes the default. To see other color options, click **More Colors...** to see all the colors available.



Font Dialog Box

This window can be opened by clicking on the "more" button in the Font Group, by right-clicking on text and choose **F**ont..., or by pressing Ctrl-D on the keyboard. The top half of the window shows the standard formatting options.

Font - Changes the shape of the selected text.

Font **S**tyl**e** - Choose between bold and italic options to change the selected text.

Siz**e** - Changes the size of the selected text, type in any number between 1 and 1638; the larger the number, the larger the text.

Font **c**olor - Changes the color of the selected text. The more colors option is also available here.

Underline **s**tyl**e** - Places a custom underline on selected text

Underline **c**olor - Available only when there is an underline, changes the color of the chosen underline style.

Effects

Strikethrough: ~~How now brown cow.~~

Double Strikethrough: ~~~~How now brown cow.~~~~

Superscript: How now brown cow.

(Shortcut key **Shift-Ctrl-=**)

Subscript: How now brown cow.


(Shortcut key **Ctrl-=**)

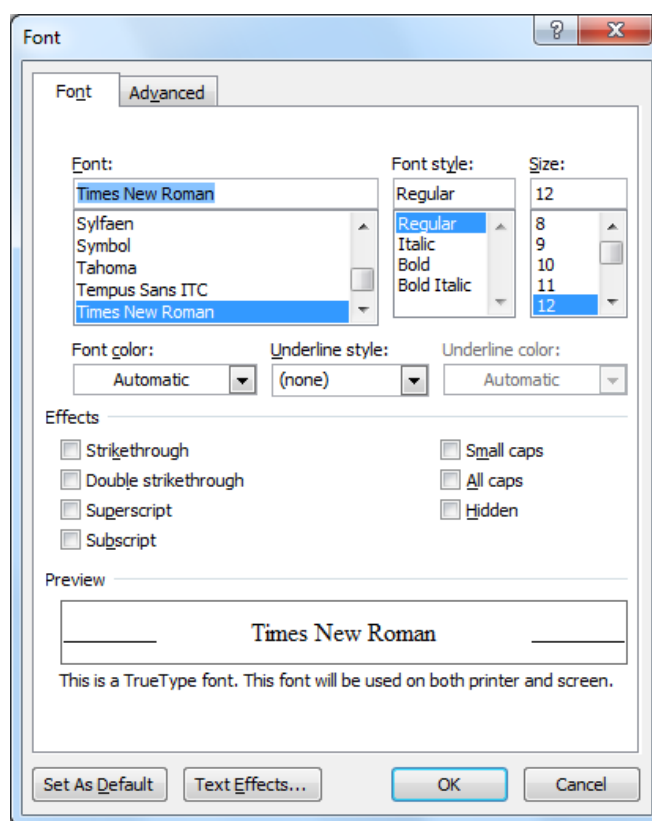
Small caps: HOW NOW BROWN COW.

(Shortcut key **Shift-Ctrl-K**)

All Caps: HOW NOW BROWN COW.

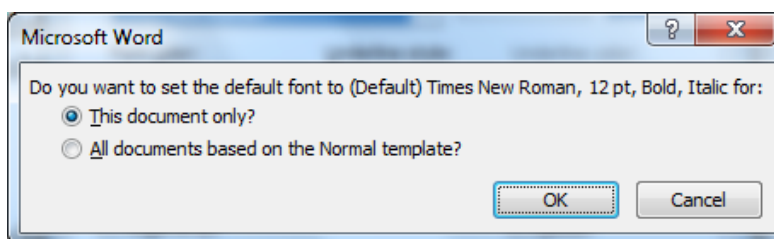
(Shortcut key **Shift-Ctrl-A**)

Hidden: This option will "hide" the selected text, as if it were a tab or space character. The text will not show on the screen until you turn on the Show/Hide button  (on Home Tab).



Set as Default...

You'll find this option at the bottom of the window. *Default* formats are how all new documents will be set. This button allows you to set the default text formatting to your current choices. Word will give you a choice, to change the fonts for this document, or for all new documents created.



Text Effects...

New to Office 2010 is the ability to apply more dramatic text effects. These effects work best with larger fonts.

Text Fill

Text Outline

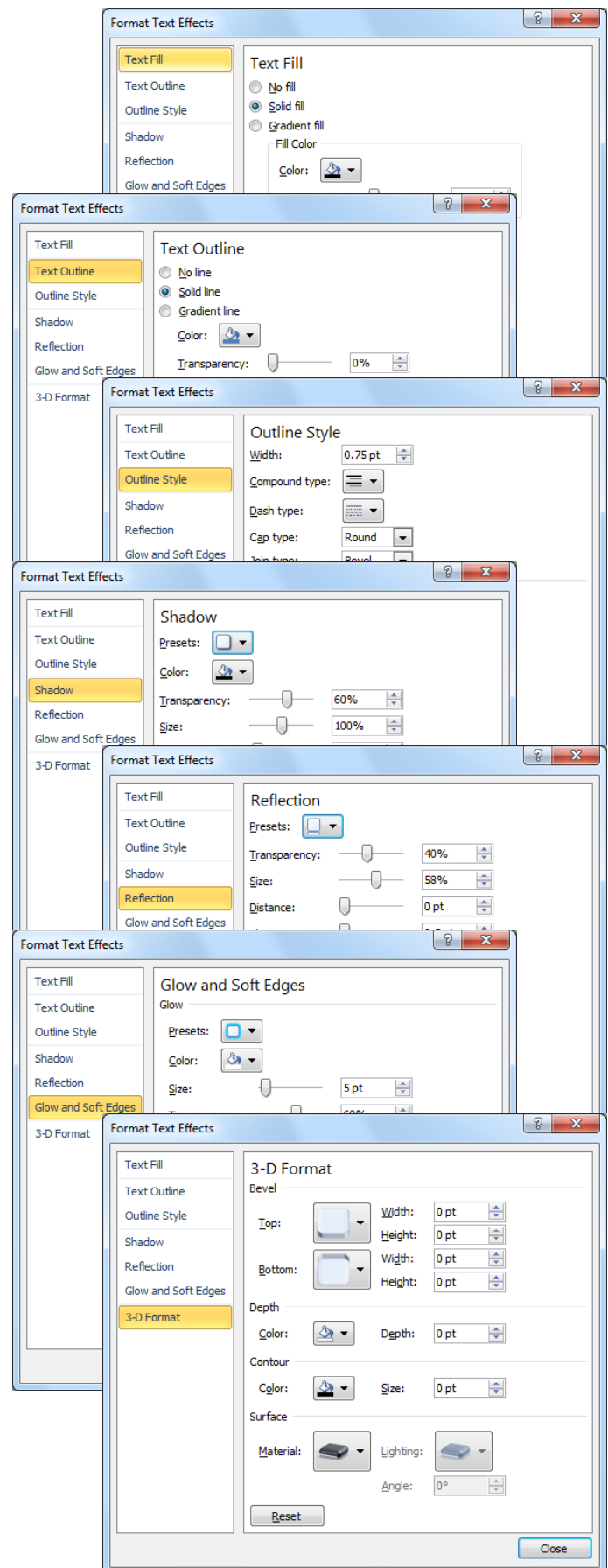
Outline Style

Shadow

Reflection

Glow/Soft Edges

3-D Format



Advanced

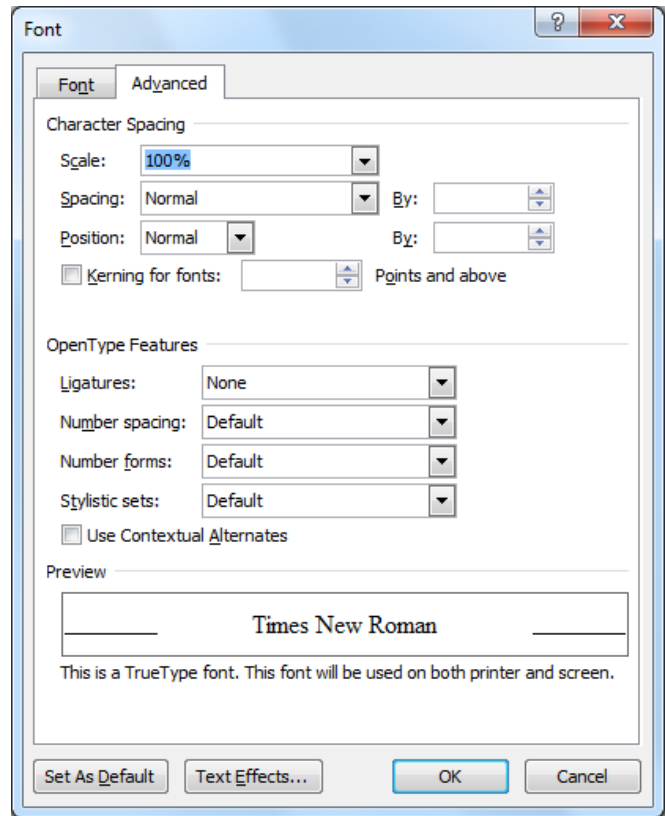
The second tab of the Font window contains the Character Spacing.

Scale: This option will compress or stretch text horizontally, while keeping it its current height. This can range from 1% to 600%.

200%	Sample Text
100%	Sample Text
50%	Sample Text

Spacing: This option will expand or condense the spacing **between** characters. This can range from 0 to 1584.

Expand by 1	Sample Text
Normal	Sample Text
Condensed by 1	Sample Text



Position: This option will raise or lower the text relative to the baseline. This can range from 0 to 1584.

Lowered by 3	Normal	Raised by 3
_____Sample Text_____	Sample Text	Sample Text

Kerning for fonts: This option automatically adjusts the amount of space between certain combinations of characters, so that the entire selection looks more evenly spaced. This option only works with TrueType or AdobeType manager fonts. This tends to be a very subtle difference.

OpenType Features

Some fonts are created as OpenType fonts. The fonts in the Microsoft ClearType Collection - Calibri, Cambria, Candara, Consolas, Constantia, and Corbel are all considered OpenType fonts, that is their ligatures, number spacing options, number form options, and stylistic sets can be modified. Many of these changes are very subtle, but can be useful if you are trying to make your document look more professional for printing. Below are the different Stylistic Sets for the fonts Calibri and Gabriola.

Font	Style 1	Style 2	Style 3	Style 4	Style 5
Calibri	Quiet Mary	Quiet Mary	Quiet Mary	Quiet Mary	Quiet Mary
Gabriola	Quiet Mary	Quiet Mary	Quiet Mary	Quiet Mary	Quiet Mary