Microsoft

plain & simple

Microsoft® Office 2010

Your easy, colorful, SEE-HOW guide to Office!

Katherine Murray

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2

Working in Office 2010

In this section:

- What’s What in Office 2010?
- Using the Ribbon
- Using Galleries and Lists
- Using Shortcut Menus and Dialog Boxes
- Using Only the Keyboard
- Moving and Copying Content
- Working with Backstage View
- Getting Help
- Saving Your Work
- Office’s File Formats

In this section of the book, we’ll discuss the various programs in Microsoft Office 2010—their similarities and differences, and the ways they work separately and together. Depending on which version of Office you’re running, you might have some or all of the programs installed on your computer. All the Office programs have elements in common—namely, the ribbon and Backstage view. The ribbon brings you all the tools you need by displaying them in tabs and tab groups across the top of the application window. You can customize the ribbon in Office 2010 to create your own tabs and tab groups. And Backstage view enables you to easily create, open, print, save, and share files by pulling together all the file management tools in one easy-to-use window.

This chapter focuses on these two common features available throughout the Office 2010 applications, and it introduces you to the various tools and procedures you’ll use to navigate the programs using both the mouse and the keyboard. Along the way, you’ll learn how to use the dialog boxes you discover, work with shortcut menus you display by right-clicking an element, use keyboard shortcuts to speed up your work, use Paste with Live Preview to paste copied information just the way you want it to appear, and use various Help features to learn more about tools and tasks in Office 2010.

What's What in Office 2010?

There are a number of versions of Microsoft Office 2010 available for users with differing needs. If you work with Office 2010 in a large corporate setting, you may be using Office Professional Plus 2010, which includes a larger number of Office applications than, say, Office Home and Business 2010. Here's a quick rundown. Find your version in this list so that you know which programs are likely to be available in your copy of Office 2010:

- Office Professional Plus 2010 brings together all the applications, with an emphasis on connectivity and mobility. In this version, you'll find Word, Excel, Outlook, PowerPoint, Publisher, Access, OneNote, InfoPath, SharePoint Workspace, and Communicator.
- Office Professional 2010 focuses on functionality by including the more popular programs, including Word, Excel, Outlook, PowerPoint, Publisher, Access, and OneNote.
- Office Home and Business 2010 offers the reliable standard applications to home and small business users who need power and dependability but aren't likely to need data management or connectivity features. The programs in this version include Word, Excel, Outlook, PowerPoint, and OneNote.

The following list introduces you to the most common programs in Microsoft Office 2010 and gives you a brief description of each program's purpose. Depending on which version of Office 2010 you have and whether you purchased any additional Office programs, you might have some or all of these programs installed on your computer.

Microsoft Office 2010 Programs

Microsoft Access 2010 is a relational database program for storing, retrieving, and analyzing data.

Microsoft Excel 2010 is a worksheet program for organizing, analyzing, and graphing data.

Microsoft OneNote 2010 is an electronic note-taking program for gathering, sharing, and organizing handwritten, typed, copied, drawn, or recorded notes.

Microsoft Outlook 2010 is an e-mail program and a great way to manage your contacts, tasks, and schedules.

Microsoft PowerPoint 2010 is a program for developing and sharing professional presentations.

Microsoft Publisher 2010 is a desktop publishing program for intricate placement of text and graphics on the printed page or on the Web.

Microsoft SharePoint 2010 is a program that enables you to create a shared workspace where you and team members can share files, create document libraries, discuss projects, and more.

Microsoft InfoPath 2010 (Designer and Filler) is a set of two programs that make it easy to design effective forms and enter the data you want to collect.

Microsoft Word 2010 is a powerful word processing program for doing everything from writing a letter to writing a novel to creating mass mailings.

Microsoft Office Tools are programs you can use in conjunction with the main Office programs:

- **Microsoft Clip Organizer** provides easy access to Clip Art and similar content.
- **Microsoft Office 2010 Language Preferences** control the languages identified and used in your programs.
- **Microsoft Office Upload Center** enables you to upload files to Web servers using the Microsoft Office Upload Center tool.
- **Microsoft Office Picture Manager** organizes, edits, and creates quick access to your pictures.

Using the Ribbon

All Office 2010 programs now use the ribbon to bring you the tools you need to create, work with, save, and share your files. The ribbon is organized in a similar way in all programs, organizing tools on tabs that reflect common tasks you want to complete in each application. For example, in Word, the tabs are Home, Insert, Page Layout, References, Mailings, Review, View, and Add-Ins.

Within each tab, *tab groups* contain tools related to a specific aspect of that task. The Insert tab in Word, for example, includes tab groups for Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols. When you want to add a picture to your Word document, you click the Insert tab and then click Picture in the Illustrations group to complete the task.

Explore the Ribbon

① Open any Office 2010 program.

② Click a tab on the ribbon.

③ Click a button to execute a command.

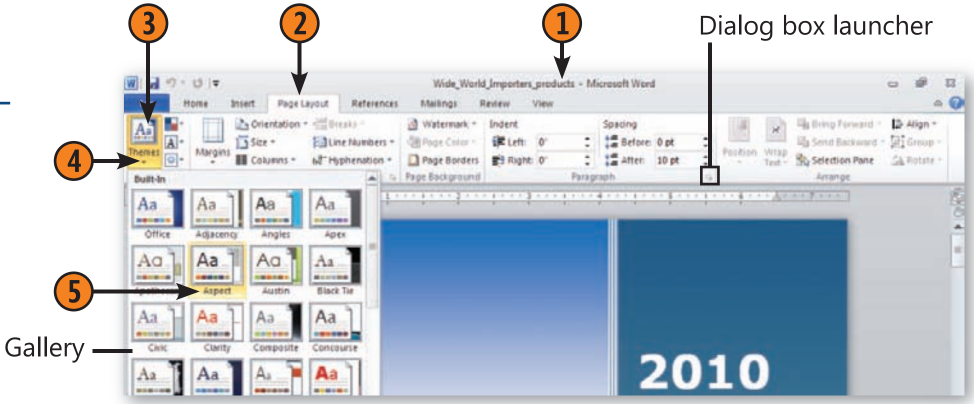
④ Click a down arrow to open a gallery or a list, or click a dialog box launcher to open a dialog box.

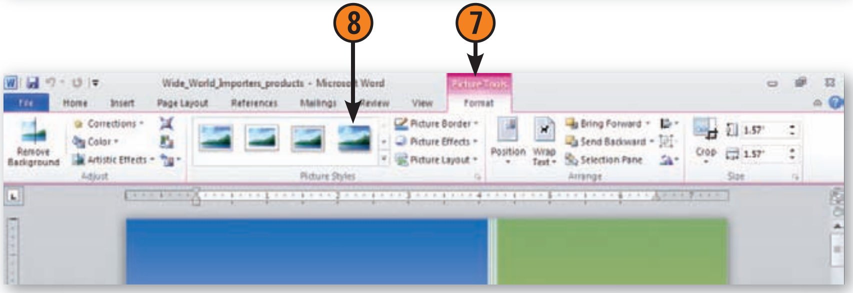
⑤ Point to an item in a gallery to see its effect on the content of your document.

⑥ Click an object in the program window.

⑦ Click the contextual tab that appears.

⑧ Click the tool you would like to use to work with the selected object.





Tip

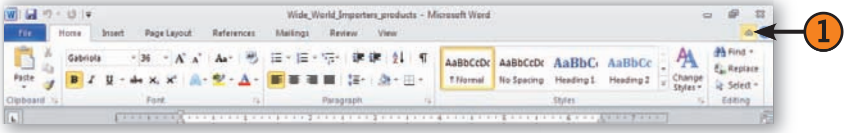
The ribbon is composed of tabs, groups, and tools. When the ribbon is minimized, you see only the tabs. You can display the full ribbon by clicking a tab or pressing Ctrl+F1.

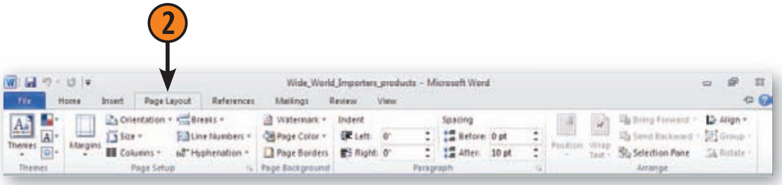
See Also

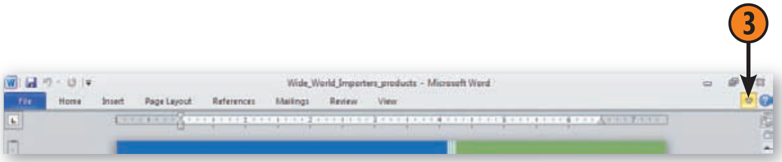
Read “Customizing the Ribbon” on pages 392–393 if you’d like to learn how to create your own tabs and tab groups so that you can customize the ribbon for your Office 2010 programs.

Set the Ribbon Display

1. When you begin using Office 2010, the ribbon is displayed by default. Hide the ribbon by clicking the Minimize The Ribbon.
2. Display the ribbon by clicking a tab. The ribbon appears until you click a tool or click in your document.
3. To redisplay the ribbon, click Maximize The Ribbon.


Wide_World_Importers_products - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
1


2
Wide_World_Importers_products - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View


3
Wide_World_Importers_products - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View

Try This!

With the ribbon in its displayed state, double-click the active tab to minimize the ribbon, and then click any tab to display the ribbon temporarily. Click in your file to minimize the ribbon again. Double-click the active tab to have the ribbon always displayed. Press Ctrl+F1 to hide the ribbon, and press Ctrl+F1 again to have the ribbon always displayed.

Using Galleries and Lists

Each tab in an Office 2010 program offers you a different set of tools related to a specific task. The File tab, which contains Backstage view, and the Home tab, offering the most common tools, appears in all Office 2010 programs.

Within each tab you'll find tab groups, displaying tools you can click to execute a command or display a gallery. The different lists and galleries offer you ready-made styles and options you can apply to the content in your document.

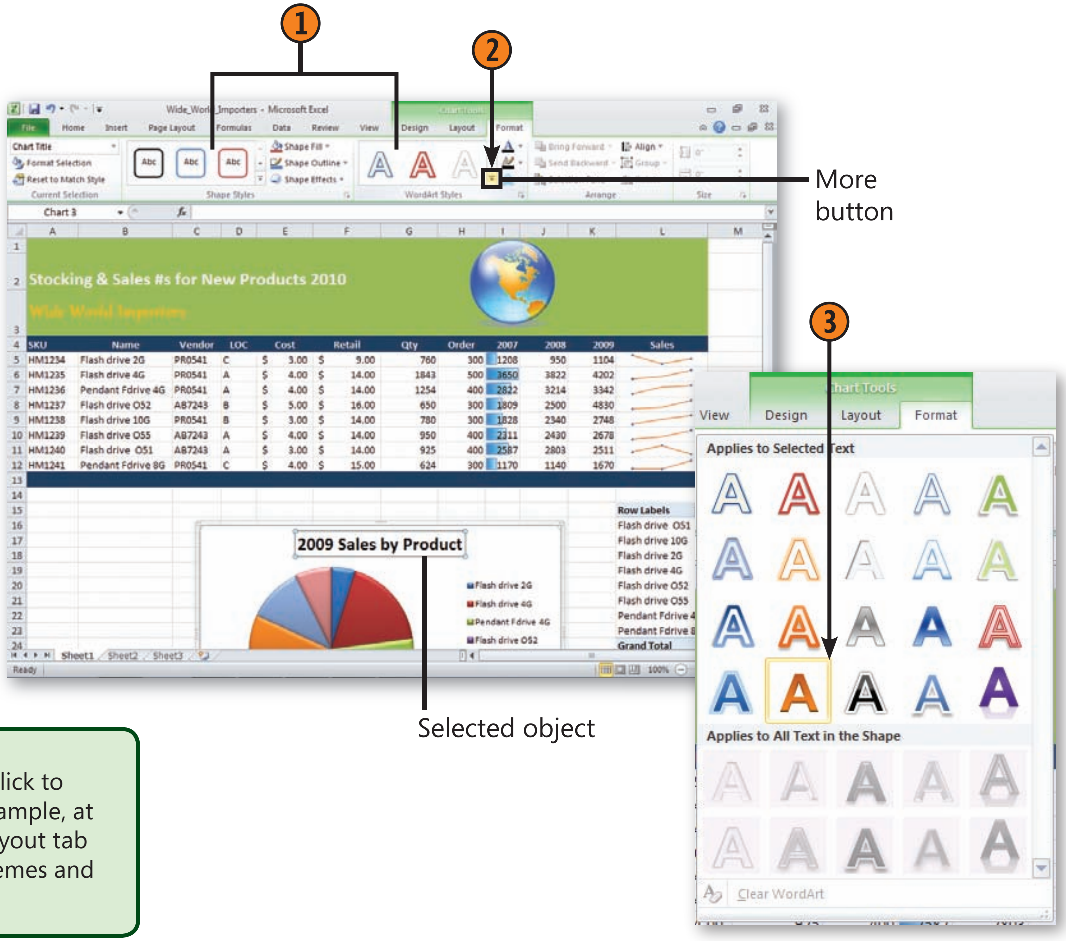
Explore the Galleries

① In any Office 2010 program, locate a tab group that shows examples of styles or options you can select. You can also click an object in the file to display a contextual tab for that item.

② Click the More button in the lower right corner of the display.

③ Point to the various choices in the gallery. The changes are previewed in your file. Click the option you want to apply.

Continue exploring the different tabs and galleries in this and other Office programs.


①
②
③
More button
Selected object
Wide_World_Importers - Microsoft Excel
Chart Tools
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Layout
Format
Chart Title
Format Selection
Reset to Match Style
Current Selection
Shape Fill
Shape Outline
Shape Effects
Shape Styles
WordArt Styles
Bring Forward
Send Backward
Align
Group
Arrange
Size
Chart 3
2009 Sales by Product
Flash drive 2G
Flash drive 4G
Pendant Fdrive 4G
Flash drive O52
Row Labels
Flash drive O51
Flash drive 10G
Flash drive 2G
Flash drive 4G
Flash drive O52
Flash drive O55
Grand Total
Sheet1
Sheet2
Sheet3
Ready
100%
Applies to Selected Text
Applies to All Text in the Shape
Clear WordArt

Stocking & Sales #s for New Products 2010

SKU	Name	Vendor	LOC	Cost	Retail	Qty	Order	2007	2008	2009
HM1234	Flash drive 2G	PR0541	C	$ 3.00	$ 9.00	760	300	1208	950	1104
HM1235	Flash drive 4G	PR0541	A	$ 4.00	$ 14.00	1843	500	3650	3822	4202
HM1236	Pendant Fdrive 4G	PR0541	A	$ 4.00	$ 14.00	1254	400	2822	3214	3342
HM1237	Flash drive O52	AB7243	B	$ 5.00	$ 16.00	650	300	1809	2500	4830
HM1238	Flash drive 10G	PR0541	B	$ 3.00	$ 14.00	780	300	1828	2340	2748
HM1239	Flash drive O55	AB7243	A	$ 4.00	$ 14.00	950	400	2311	2430	2678
HM1240	Flash drive O51	AB7243	A	$ 3.00	$ 14.00	925	400	2587	2803	2511
HM1241	Pendant Fdrive 8G	PR0541	C	$ 4.00	$ 15.00	624	300	1170	1140	1670

Tip

Some galleries also include commands you can click to continue your work with a specific object. For example, at the bottom of the Themes gallery in the Page Layout tab of Word and Excel, you'll find the Browse For Themes and Save Current Theme commands.

Display Lists and Choose Commands

1. To display a list of commands on a tab, click any tool showing a down arrow.
2. On the displayed list, click a command with a right-pointing arrow to display additional choices for that command.
3. Click a command with an ellipsis (...) to open a related dialog box.

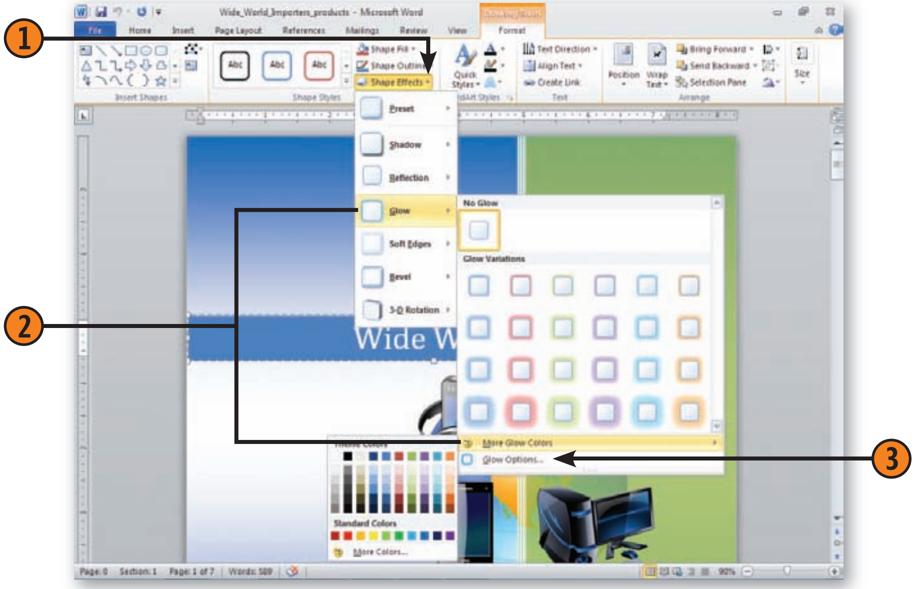
To close a list without executing a command, click outside the list.

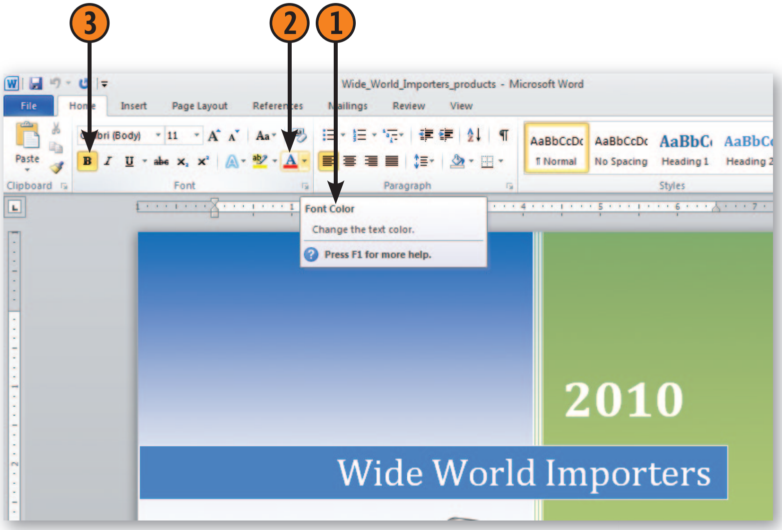
Use the Tools

1. Point to a tool on the toolbar, and wait for a ScreenTip, showing the tool button's name, to appear.
2. Some tools have two parts: the tool button and a down arrow. The two parts of the tool are highlighted independently. To apply the setting shown on the button, click the tool. To display a list of choices for that tool, click the down arrow.
3. If a tool button looks "pressed," click it again if you want to turn off that feature.

See Also

Read "Customizing the Quick Access Toolbar" on pages 394–395 for information about modifying the Quick Access toolbar in your favorite Office 2010 applications.


1
2
3
Wide_World_Importers_products - Microsoft Word
Shape Fill
Shape Outline
Shape Effects
Preset
Shadow
Reflection
Glow
Soft Edges
Bevel
3-D Rotation
No Glow
Glow Variations
More Glow Colors
Glow Options...


3
2
1
Wide_World_Importers_products - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Clipboard
Font
Paragraph
Styles
Normal
No Spacing
Heading 1
Heading 2
2010
Wide World Importers

Font Color

Change the text color.

Press F1 for more help.

Using Shortcut Menus and Dialog Boxes

Word 2010 also offers many shortcut menus and dialog boxes that provide additional ways to choose the tools and settings you need. You can right-click an object in your file to display a shortcut menu showing choices related to that object, and you can click dialog box launchers to display dialog boxes of options related to the task you want to complete.

Use the Shortcut Menus

① Right-click any content or location in your program where you want to execute an action.

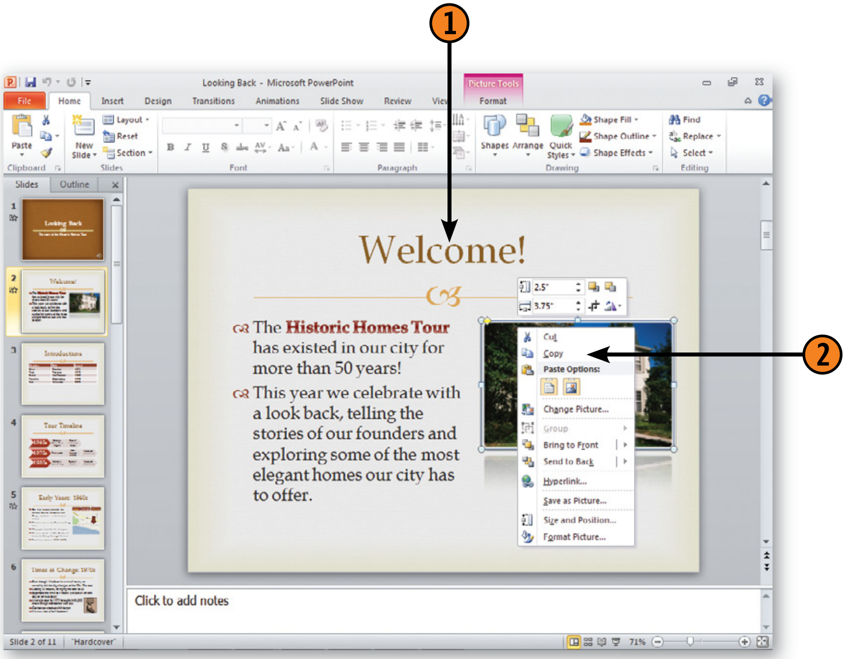
② Choose the action you want from the shortcut menu that appears.

Tip

Items that are gray on menus or toolbars are items that aren't available at the moment. For example, if you haven't selected anything, the Cut and Copy commands are gray because there's nothing selected to cut or copy.

Tip

You can use a shortcut key to choose a tool in a shortcut menu by typing the underlined letter in the tool you want to select.



①
②
Looking Back - Microsoft PowerPoint
Picture Tools
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Format
Paste
New Slide
Layout
Reset
Section
Clipboard
Slides
Font
Paragraph
Shapes
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Slides
Outline
Looking Back
Welcome!
Introductions
Tour Timeline
Early Years: 1960s
Times of Change: 1970s
2.5"
3.75"
Cut
Copy
Paste Options:
Change Picture...
Group
Bring to Front
Send to Back
Hyperlink...
Save as Picture...
Size and Position...
Format Picture...
Click to add notes
Slide 2 of 11
"Hardcover"
71%

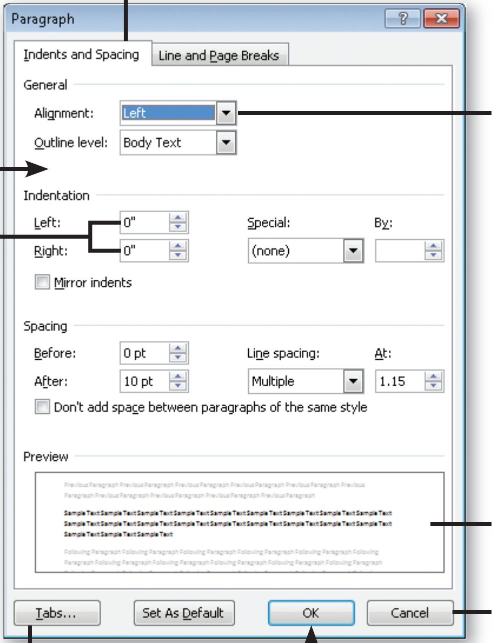
Welcome!

The **Historic Homes Tour** has existed in our city for more than 50 years!

This year we celebrate with a look back, telling the stories of our founders and exploring some of the most elegant homes our city has to offer.

Working with Dialog Boxes

1. Click any command that shows an ellipses (...) or
2. Click a dialog box launcher in a tab group on the ribbon.
3. Choose the settings you want to apply to the item.
4. Click OK to save your changes.



Paragraph

Indents and Spacing | Line and Page Breaks

General

Alignment: Left

Outline level: Body Text

Indentation

Left: 0"

Right: 0"

Special: (none)

By:

☐ Mirror indents

Spacing

Before: 0 pt

After: 10 pt

Line spacing: Multiple

At: 1.15

☐ Don't add space between paragraphs of the same style

Preview

Tabs...
Set As Default
OK
Cancel
3
4

Type a value or use the arrows to increase or decrease the value

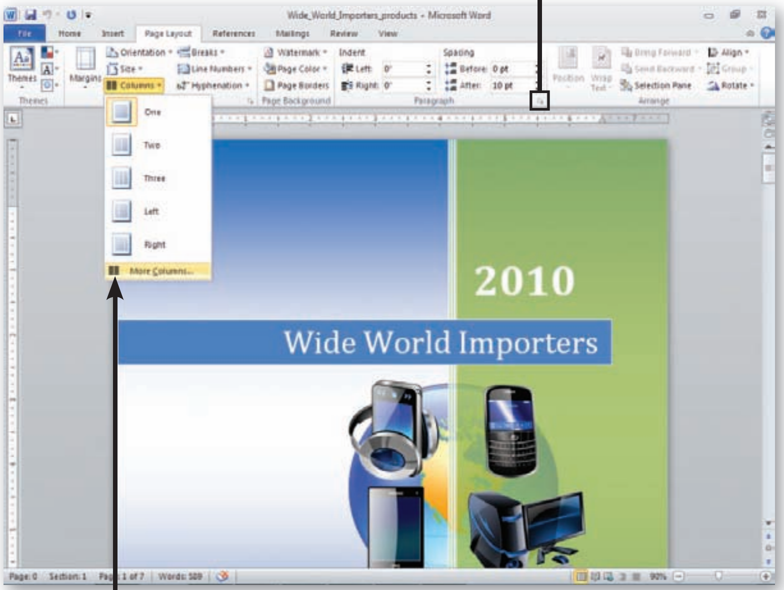
Click the tab you want to use

Click to display a list of choices

Preview your changes

Cancel your changes

Display a different dialog box



Wide_World_Importers_products - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Columns
One
Two
Three
Left
Right
More Columns...
Paragraph
2010
Wide World Importers
1
2

Using Only the Keyboard

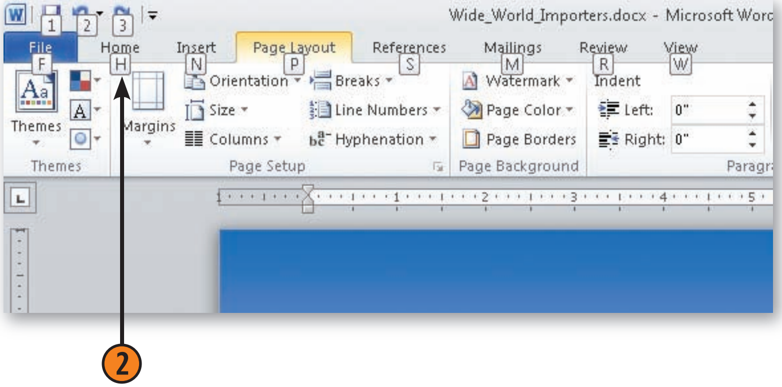
If you prefer to keep your hands on the keyboard instead of using the mouse, you can do almost everything using Office and program-specific keyboard shortcuts. By activating the command tabs and the ribbon, you can use the displayed keys to navigate and to execute commands and activities. There are also many keyboard shortcuts you can use to execute some of the most common commands and activities.

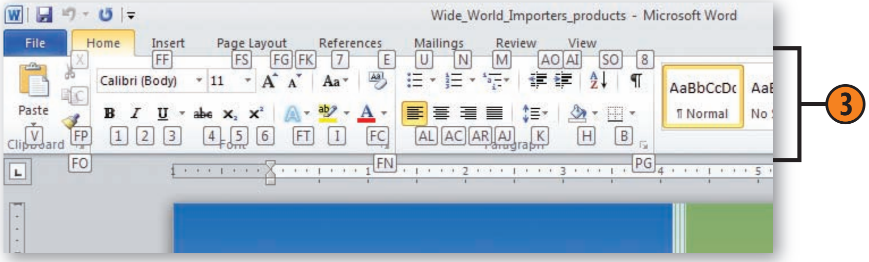
Browse the Ribbon with Your Keyboard

① Press and release the Alt key to display the KeyTips for access to the tabs and the ribbon.

② Type the letter for the tab you want. You can also type the number for any item on the Quick Access toolbar or to open the Office menu.

③ Type the letter or the keyboard shortcut to access the item you want on the ribbon. If a gallery or a drop-down menu appears, use the arrow keys to select the item you want, and then press Enter.


Wide_World_Importers.docx - Microsoft Word
File F
Home H
Insert N
Page Layout P
References S
Mailings M
Review R
View W
1
2
3
Themes
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Page Setup
Watermark
Page Color
Page Borders
Page Background
Indent
Left: 0"
Right: 0"
②


Wide_World_Importers_products - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDc
¶ Normal
FF FS FG FK 7 E U N M AO AI SO 8
V FP 1 2 3 4 5 6 FT I FC AL AC AR AJ K H B
FO FN PG
③

Tip

If you decide you don't want to execute an action after you've pressed the Alt key, press the Alt key a second time to return to your work.

Use Keyboard Shortcuts

① Use the keyboard shortcuts shown in the table at the right to execute the action you want. Not all shortcuts are appropriate for all programs all the time.

② If you want to switch from mouse methods to keyboard methods, point to the button or other item you want to work with, and note the keyboard shortcut in the ScreenTip. Then use that keyboard shortcut.

③ If you don't see the keyboard shortcut you want in the table or in a ScreenTip, search Help for "keyboard shortcuts."

See Also

Read "Getting Help" on pages 24–25 for information about using Office 2010's Help system.

Common Keyboard Shortcuts

Action	Keyboard Shortcut
Copy and delete (cut) selected content	Ctrl+X
Copy selected content	Ctrl+C
Paste content	Ctrl+V
Hide or minimize ribbon	Ctrl+F1
Apply/remove bold formatting	Ctrl+B
Apply/remove italic formatting	Ctrl+I
Apply/remove underline formatting	Ctrl+U
Align paragraph left	Ctrl+L
Align paragraph center	Ctrl+E
Align paragraph right	Ctrl+R
Add/remove space before paragraph	Ctrl+0 (zero)
Apply double line spacing	Ctrl+2
Apply single line spacing	Ctrl+1
Apply Normal style	Ctrl+Shift+N
Change case	Shift+F3
Undo last action	Ctrl+Z
Redo last action	Ctrl+Y
Open shortcut menu	Shift+F10
Check spelling	F7
Save document	Ctrl+S
Save As	F12
Print (show Print dialog box)	Ctrl+P
Open Help	F1

Moving and Copying Content

Office programs, and most other programs, use a tool called the *Clipboard* as a temporary holding area for content that you want to move or copy to another part of your document, to another document in the same program, or to a document in another program. You simply park your text on the Clipboard and then, when you're ready, you retrieve it and "paste" it into its new location. One of the challenges with the Clipboard is that the format of information you copy and paste can be unreliable—one time you get the right font and color for a heading, for example, but the next time you don't necessarily get the result you wanted.

Now Office 2010 includes the Paste with Live Preview feature, which enables you to control how the information you copy is pasted into your file. Depending on the type of information you've copied—text, numbers, pictures, or objects—you are given a series of choices for the way the information is pasted. And what's more, you can preview your choice before you selected it. Nice.

Cut or Copy Information

① Select the text you want to cut or copy.

② Do either of the following:

Click the Cut button (or press Ctrl+X) to delete the selected text and store it on the Clipboard.

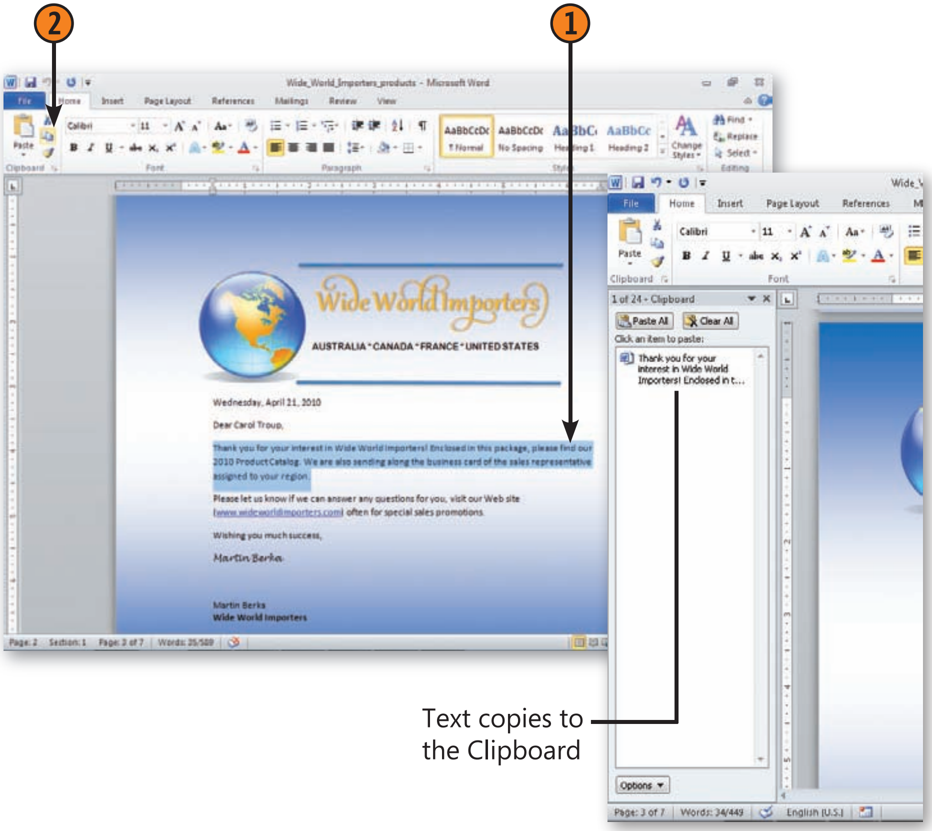
Click the Copy button (or press Ctrl+C) to keep the selected text where it is and place a copy on the Clipboard.

See Also

Read "Customizing Your Editing" on page 398 for information about modifying the default settings for the way items are cut and pasted in your document.

Tip

You can use the Office Clipboard to store items other than text, including pictures, tables, objects, and even data from Excel 2010 worksheets or Access 2010 data tables.


②
①
Wide_World_Importers_products - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Clipboard
Font
Paragraph
Styles
Editing
1 of 24 - Clipboard
Paste All
Clear All
Click an item to paste:
Options
Wide World Importers
AUSTRALIA • CANADA • FRANCE • UNITED STATES

Wednesday, April 21, 2010

Dear Carol Troup,

Thank you for your interest in Wide World Importers! Enclosed in this package, please find our 2010 Product Catalog. We are also sending along the business card of the sales representative assigned to your region.

Please let us know if we can answer any questions for you, visit our Web site (www.wideworldimporters.com) often for special sales promotions.

Wishing you much success,

Martin Berks

Martin Berks
Wide World Importers

Thank you for your interest in Wide World Importers! Enclosed in t...

Text copies to the Clipboard

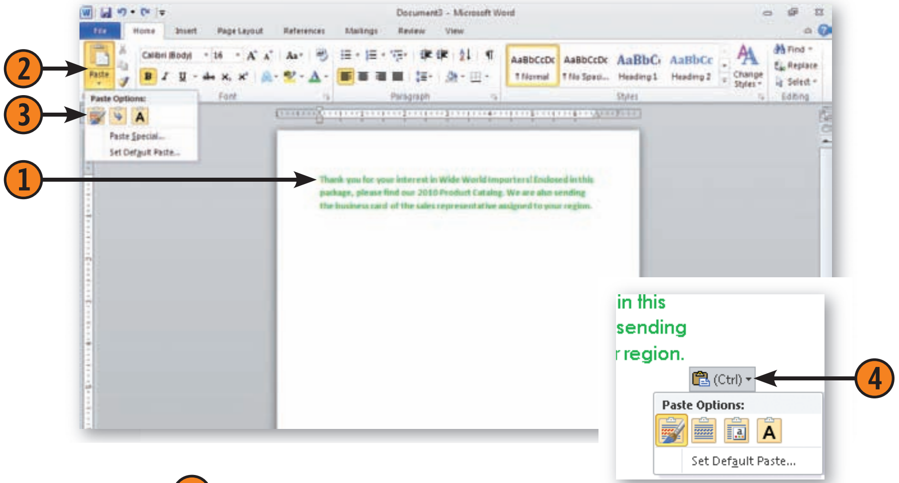
Paste Information Using Paste with Live Preview

① Click in your document where you want to insert the information.

② In the Clipboard group of the Home tab, click the Paste button.

③ Hover the cursor over each paste option to see how the information will look at the selected position. Click the option you want to apply.

④ You can change the format of the pasted information by clicking the Paste Options button and choosing the option you want to use.


②
③
①
④
Paste Options:
Paste Special...
Set Default Paste...
(Ctrl)
Paste Options:
Set Default Paste...

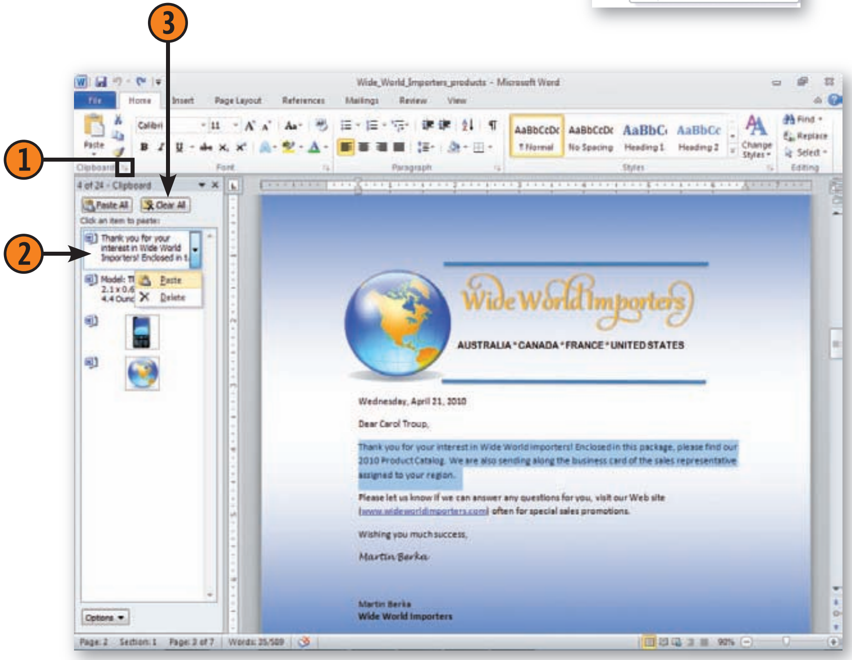
Thank you for your interest in Wide World Importers! Enclosed in this package, please find our 2010 Product Catalog. We are also sending the business card of the sales representative assigned to your region.

Copy and Paste Multiple Items

① Display the Clipboard by clicking the dialog box launcher in the Clipboard group on the Home tab.

② Click the item to be inserted. Click Paste.

③ Click Clear All to empty the Clipboard.


③
①
②
4 of 24 - Clipboard
Paste All
Clear All
Click an item to paste:
Paste
Delete
Options

AUSTRALIA * CANADA * FRANCE * UNITED STATES

Wednesday, April 21, 2010

Dear Carol Troup,

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Please let us know if we can answer any questions for you, visit our Web site (www.wideworldimporters.com) often for special sales promotions.

Wishing you much success,

Martin Berka

Martin Berka
Wide World Importers

Working with Backstage View

All the tools you need to create, save, share, and choose options for your Office 2010 files are now available in Backstage view. This convenient view presents the various commands as tabs so that you can easily find the task you want to complete and choose the options you need associated with it.

When you first click the File tab, Backstage view appears and the Info tab is displayed. This tab displays the file's properties and authors, and gives you access to the commands you need to set permissions, prepare to save the file, and work with file versions. Other tabs in Backstage view—such as Recent, New, Print, and Save & Send—give you access to existing and new files and help you print and share the files you create. Additionally, you set program options and get Help in Backstage view.

Finding File and Program Information

① Click File to display Backstage view.

② Review the file's properties.

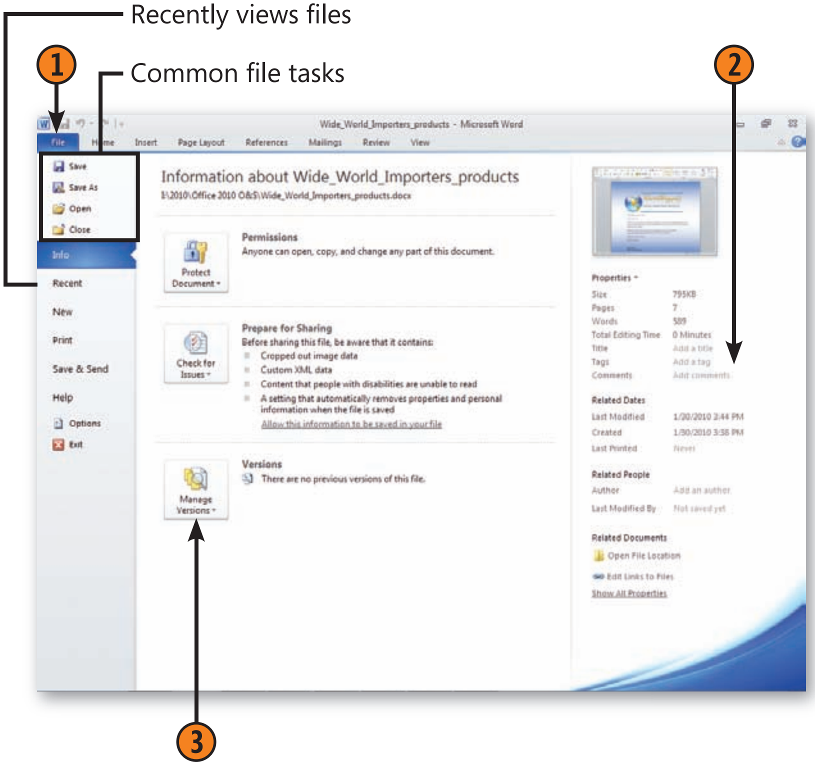
③ Choose the tools you want to work with in the center of the Backstage view window.

Tip

To close Backstage view and return to your file, click the File tab a second time.

Try This!

Click Manage Versions in the Info tab of Backstage view and choose Recover Draft Versions. A dialog box opens showing unsaved versions of your file so that you can open and save the content. In this way, you can recover information that you might have accidentally forgotten to save.


Recently views files
①
Common file tasks
②
Wide_World_Importers_products - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Protect Document
Check for Issues
Manage Versions
③

Information about Wide_World_Importers_products

I:\2010\Office 2010 O&S\Wide_World_Importers_products.docx

Permissions

Anyone can open, copy, and change any part of this document.

Prepare for Sharing

Before sharing this file, be aware that it contains:

- Cropped out image data
- Custom XML data
- Content that people with disabilities are unable to read
- A setting that automatically removes properties and personal information when the file is saved

Allow this information to be saved in your file

Versions

There are no previous versions of this file.

Properties

Size	795KB
Pages	7
Words	589
Total Editing Time	0 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	1/20/2010 2:44 PM
Created	1/30/2010 3:38 PM
Last Printed	Never

Related People

Author	Add an author
Last Modified By	Not saved yet

Related Documents

Open File Location

Edit Links to Files

Show All Properties

Printing a File

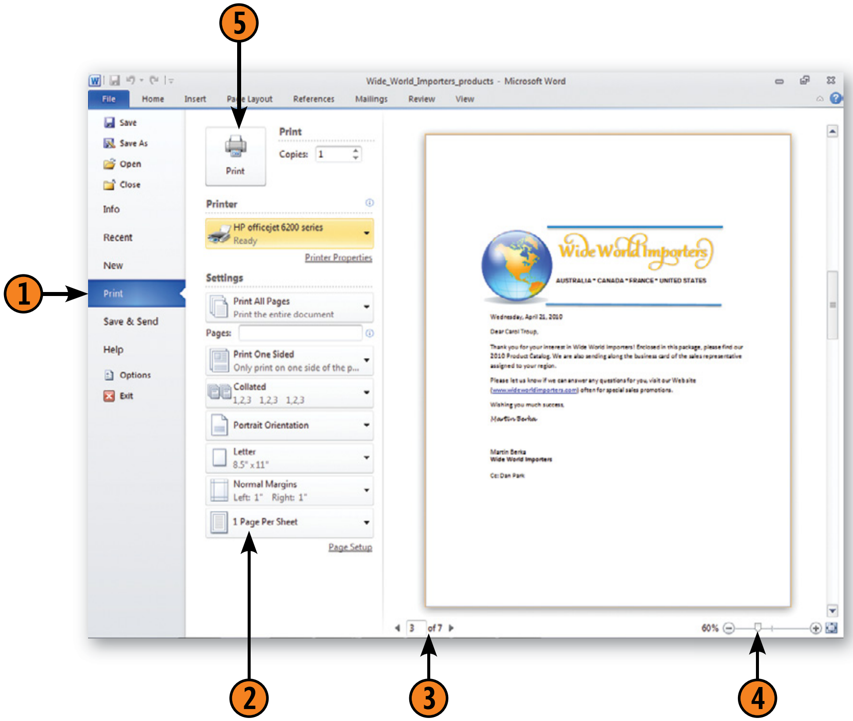
① In Backstage view, click Print.

② Set print options in the center of the Print window.

③ Preview the file by clicking the arrows near the page number at the bottom of the document preview to move through the document.

④ Drag the Zoom slider to change the size of the document display.

⑤ Click Print to print the file.


⑤
①
②
③
④
Wide_World_Importers_products - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Print
Wide World Importers
AUSTRALIA • CANADA • FRANCE • UNITED STATES

Print

Copies: 1

Printer

HP officejet 6200 series
Ready

Printer Properties

Settings

Print All Pages
Print the entire document

Pages:

Print One Sided
Only print on one side of the p...

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter
8.5" x 11"

Normal Margins
Left: 1" Right: 1"

1 Page Per Sheet

Page Setup

3 of 7

60%

Tip

You can print a document directly to a OneNote 2010 notebook by clicking the Printer setting arrow and choosing Send To OneNote 2010. When the Selection Location In OneNote dialog box appears, choose the notebook and section where you want to insert the document and click OK.

Tip

The tools available in Print Settings vary from application to application.

Tip

In Word, you can click the Print All Pages arrow (the first item under Settings), and choose the pages you want to print. If you want to print on both sides of the page but your printer doesn't support dual-sided printing automatically, you can do it manually by clicking Print All Pages and choosing Only Print Odd Pages. Click Print to print the pages, and then remove them from the printer, make sure they are in sequential order, and then put them back in your printer to print the even pages. Click Print All Pages again, and this time click Only Print Even Pages and click Print.

Getting Help

Nothing can replace this book, of course, but Office 2010 does provide you with other resources to help solve problems you might encounter. We're using Word Help here to illustrate the ways you can get help in all your Office programs.

Browse for Help

① In your program, press the F1 key to display the Help window for that program.

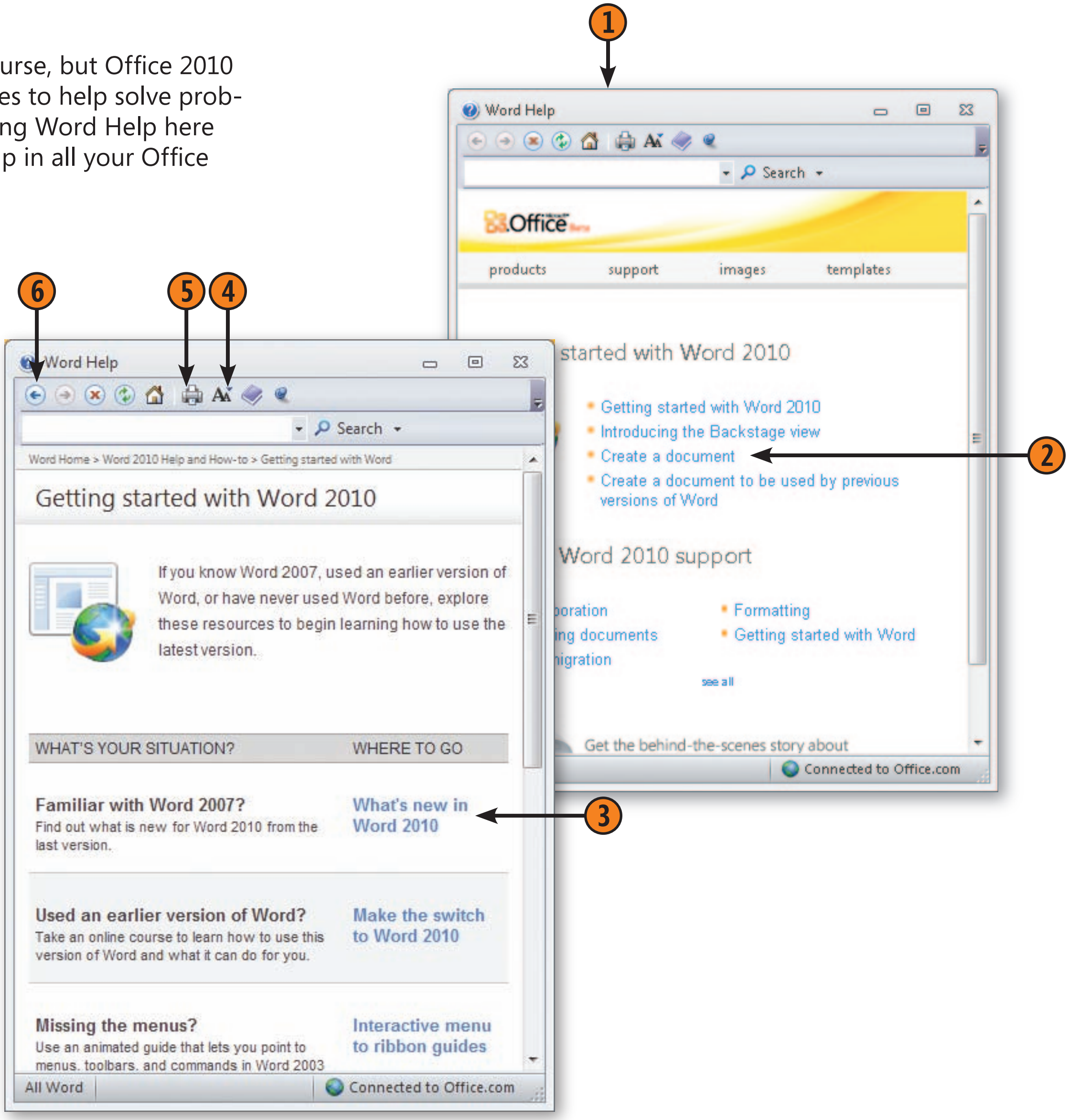
② Click a category that reflects what you want to learn.

③ Find what you want to do, and then click the link that seems relevant to your question.

④ If the font size is too small or too large, click the Change Font Size button, and choose a font size from the menu.

⑤ To print the topic, click the Print button.

⑥ To return to either the list or the articles, click the Back button. To return to the list of categories, click the Back button again.



started with Word 2010

- Getting started with Word 2010
- Introducing the Backstage view
- Create a document
- Create a document to be used by previous versions of Word

Word 2010 support

oration
ing documents
igration

- Formatting
- Getting started with Word

see all

Get the behind-the-scenes story about

Word Home > Word 2010 Help and How-to > Getting started with Word

Getting started with Word 2010

If you know Word 2007, used an earlier version of Word, or have never used Word before, explore these resources to begin learning how to use the latest version.

WHAT'S YOUR SITUATION?	WHERE TO GO
Familiar with Word 2007? Find out what is new for Word 2010 from the last version.	What's new in Word 2010
Used an earlier version of Word? Take an online course to learn how to use this version of Word and what it can do for you.	Make the switch to Word 2010
Missing the menus? Use an animated guide that lets you point to menus, toolbars, and commands in Word 2003	Interactive menu to ribbon guides

Search for Help

① Type your Search text.

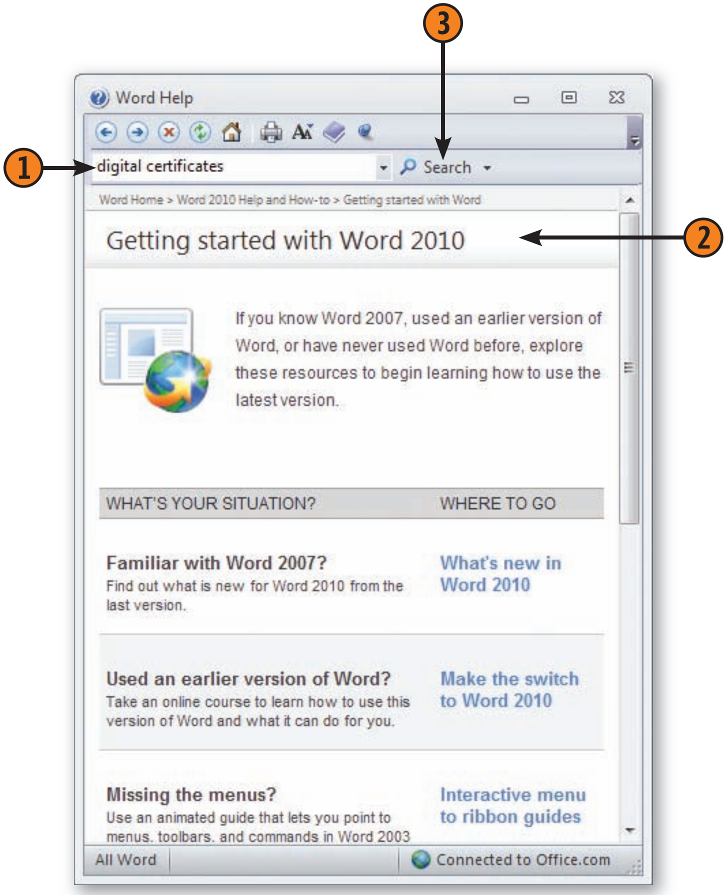
② If you want to specify which Help resources you want, click the Search down arrow, and then click the resource.

③ Click Search.

④ Click a search result that seems relevant.

⑤ If there's more than one page of results, click the Next button at the top and bottom of the search results to see any additional pages.

⑥ Close the window when you've finished.


③
①
②
Word Help
digital certificates
Search
Word Home > Word 2010 Help and How-to > Getting started with Word
All Word
Connected to Office.com

Getting started with Word 2010

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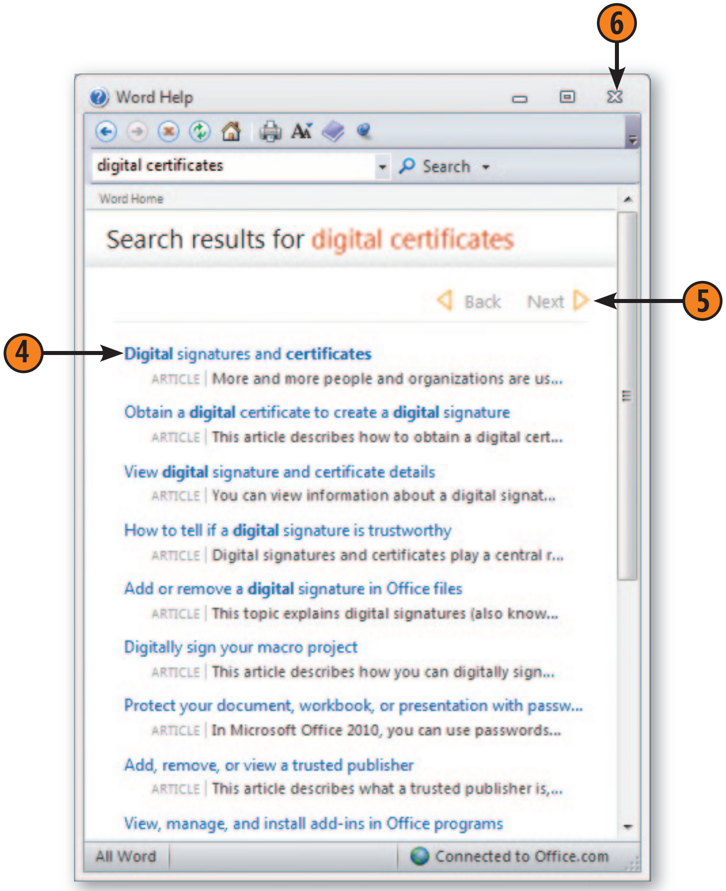
WHAT'S YOUR SITUATION?	WHERE TO GO
Familiar with Word 2007? Find out what is new for Word 2010 from the last version.	What's new in Word 2010
Used an earlier version of Word? Take an online course to learn how to use this version of Word and what it can do for you.	Make the switch to Word 2010
Missing the menus? Use an animated guide that lets you point to menus, toolbars, and commands in Word 2003	Interactive menu to ribbon guides


⑥
④
⑤
Word Help
digital certificates
Search
Word Home
Back
Next
All Word
Connected to Office.com

Search results for digital certificates

Digital signatures and **certificates**
ARTICLE | More and more people and organizations are us...

Obtain a **digital** certificate to create a **digital** signature
ARTICLE | This article describes how to obtain a digital cert...

View **digital** signature and certificate details
ARTICLE | You can view information about a digital signat...

How to tell if a **digital** signature is trustworthy
ARTICLE | Digital signatures and certificates play a central r...

Add or remove a **digital** signature in Office files
ARTICLE | This topic explains digital signatures (also know...

Digitally sign your macro project
ARTICLE | This article describes how you can digitally sign...

Protect your document, workbook, or presentation with passw...
ARTICLE | In Microsoft Office 2010, you can use passwords...

Add, remove, or view a trusted publisher
ARTICLE | This article describes what a trusted publisher is,...

View, manage, and install add-ins in Office programs

Saving Your Work

While you're working on your document, you'll want to save it frequently to make sure that it's preserved for posterity—or at least until you've completed it, printed it, or shared it with others for review. After you've named and saved the file, the Save As dialog box won't appear for subsequent saves.

Save the File

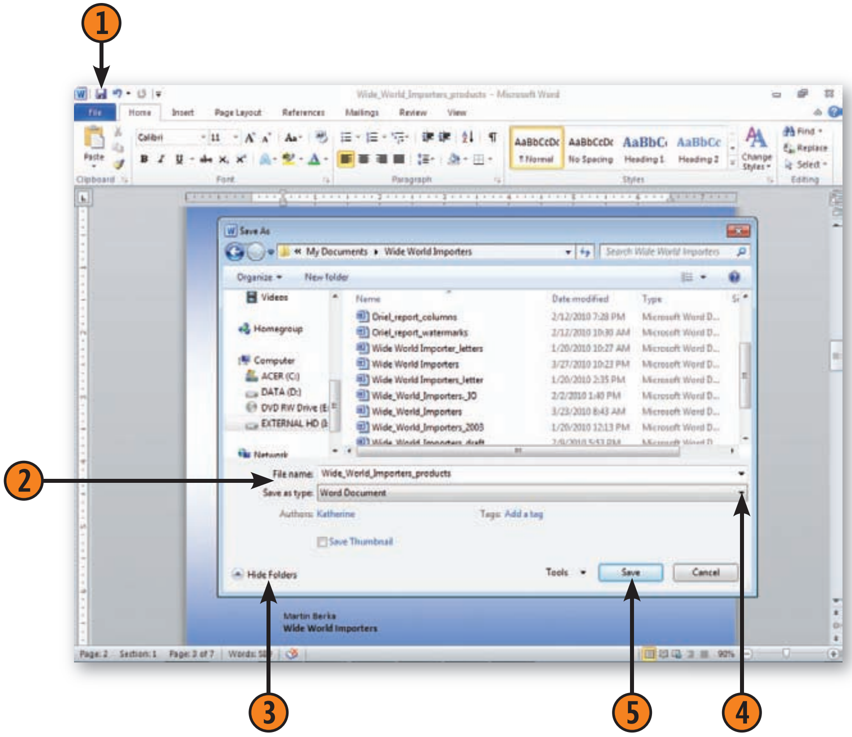
① In Word, Excel, PowerPoint, and Publisher, you can click the Save button on the Quick Access toolbar. In OneNote, your information is saved for you automatically. And in Access, the file is saved automatically when you create it, although you can click the Save button to save individual items, such as a new table.

② Type a name for the file in the File Name box if you don't want the name that the program proposes. File names can be as long as 250 characters and can include spaces, but you can't use the \ / * ? < > and | characters.

③ If you'll always want to save the file to your default location, click Hide Folders.

④ If you don't want to save the file in the suggested format, select the format you want.

⑤ Click Save.


①
②
③
⑤
④
Save As
My Documents ▸ Wide World Importers
Search Wide World Importers
Organize ▾
New folder
Videos
Homegroup
Computer
ACER (C:)
DATA (D:)
DVD RW Drive (E:
EXTERNAL HD (I:
Network
Hide Folders
Tools ▾
Save
Cancel
Martin Berka
Wide World Importers

Name	Date modified	Type
Oriel_report_columns	2/12/2010 7:28 PM	Microsoft Word D...
Oriel_report_watermarks	2/12/2010 10:30 AM	Microsoft Word D...
Wide World Importer_letters	1/20/2010 10:27 AM	Microsoft Word D...
Wide World Importers	3/27/2010 10:23 PM	Microsoft Word D...
Wide World Importers_letter	1/20/2010 2:35 PM	Microsoft Word D...
Wide_World_Importers_JO	2/2/2010 1:40 PM	Microsoft Word D...
Wide_World_Importers	3/23/2010 8:43 AM	Microsoft Word D...
Wide_World_Importers_2003	1/20/2010 12:13 PM	Microsoft Word D...

File name: Wide_World_Importers_products

Save as type: Word Document

Authors: Katherine

Tags: Add a tag

☐ Save Thumbnail

Tip

In some applications, like Word 2010, you will also see the Save Thumbnail check box. Click this box if you want to see a preview of the file in a folder window.

Tip

After you save the file, continue to work on it as needed, saving your work frequently by clicking the Save button or pressing the keyboard shortcut Ctrl+S.

Office's File Formats

Beginning with Office 2007, Microsoft Word, Excel, PowerPoint, and Access saved files in a different format that was more efficient and flexible than the format used in previous versions. Some people you trade files with may be using different versions that produce files in different formats than the program you are using in Office 2010. Fortunately, you can save your Office 2010 files in earlier formats if this is a problem for you, or you can get a file converter (available from Microsoft Downloads) that enables your friends and colleagues to view and work with Office 2010 files.

If you decide not to use the latest formats available in the various Office 2010 applications, however, be aware that you won't be able to use some of the programs' very cool new features. For example, features such as video styles in PowerPoint or text effects in Word will not be available to you. Review the following descriptions of the formats used in Word, Excel, and PowerPoint to see which formats work best for you. To see the list of all available formats, choose Save As from the Office menu, and, in the Save As dialog box, scroll through the Save As Type list. To see a description of the Access file format choices, see "Open an Existing Database File" on page 367.

- **Document, Workbook, or Presentation** This is a format that was new with Office 2007 that enables all of the programs' new features. Files in this format can't be opened in earlier versions of their respective programs unless you've downloaded and installed a special translating filter program. The new format has the standard file extension with an added "x" (for example, .docx, .xlsx, .pptx).
- **Macro-Enabled Document, Workbook, or Presentation** This is the same format as the Document, Workbook, or Presentation format, except that it contains macros.
- **XML Document or Presentation** This is a plain Text file that includes all the text and the XML coding. This format is used primarily in a corporate setting where transforms are created to extract and/or reformat information that will be stored for reuse.
- **Word, Excel, or PowerPoint Template** This new form of template, first available in Office 2007, also enables the new features of the program.
- **Word, Excel, or PowerPoint Macro-Enabled Template** This is the same format as the Template format, except that it can contain macros.

Other File Formats for Office Programs

- **Word, Excel, or PowerPoint 97–2003 format** This is the binary file format used in previous versions of these programs. Although it provides compatibility with earlier versions, saving in this format disables some of the advanced features of the 2007 programs.
- **Word, Excel, or PowerPoint 97–2003 Template** This is the binary file format for templates used in previous versions of Word.
- **Single File Web Page** This format creates a Web page and stores all the graphics in the same file.
- **Web Page** This format creates a standard HTML-format Web page whose graphics are stored in a separate folder.
- **Rich Text Format** This is a binary file that contains the text and formatting information but little else. It provides compatibility with many programs.
- **Plain Text** This text file contains only the text of the document and no formatting.

6

Working with Special Content in Word

In this section:

- Numbering Headings and Lines
- Inserting a Cover Page
- Inserting Information with Additional Actions
- Inserting an Equation
- Adding a Sidebar or a Pull Quote
- Inserting a Watermark
- Creating Footnotes and Endnotes
- Inserting a Citation
- Creating a Table of Contents
- Printing an Envelope
- Printing a Mailing Label
- Mail Merge: The Power and the Pain
- Creating a Form Letter
- Finalizing Your Document

Sure, you may use Microsoft Word 2010 most often for letters, reports, newsletters, and flyers. But every once in a while, in addition to the normal, run-of-the-mill documents you create, you may need to do something special—like create a cover page for a report, add an equation to a proposal, include citations listing your references for some research you've done, or create a professional table of contents so readers can find their way through your document easily. Word 2010 includes a wide selection of predesigned cover pages that you can use as is or customize to better coordinate with your needs. Additionally, this section talks about inserting equations, using text boxes to create sidebars and pull quotes, and creating watermarks. If your document needs footnotes or endnotes, Word not only numbers them automatically but updates the numbers for you if you add or delete a note, and even figures out their exact placement on the page. We'll also discuss adding citations, creating a table of contents, and finalizing your document.

And then there's the mail merge feature—a great time-saver when you need to send the same information to a few individuals or to a large group of people. You provide a *main document* and a *data source*, and Word combines, or merges, the information into a new, personalized document or personalized e-mail messages.

Numbering Headings and Lines

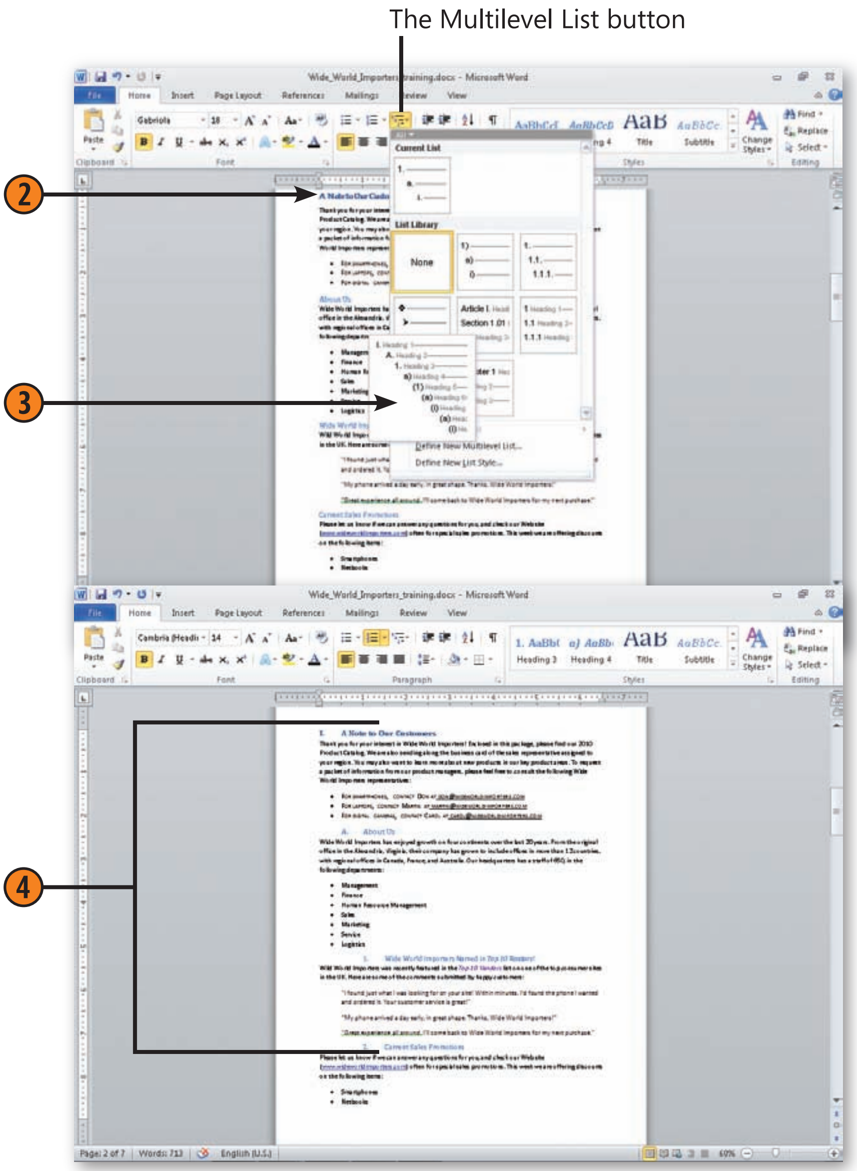
When you are preparing a document that will be peer-reviewed (for example, an article for a professional journal) or distributed to a team of reviewers who will be asked to provide feedback, adding numbers to the headings and lines makes it easy for reviewers to comment on the relevant sections. You can add numbers to your Word 2010 headings by using the Multilevel List tool, and you can control line numbers of text using various tools in the Page Layout tab.

Number the Headings

1. Verify that you've applied the correct styles to all the headings.
2. Click in the first heading paragraph.
3. On the Home tab, click the Multilevel List button, and click one of the heading-numbering schemes.
4. Verify that your document headings are numbered correctly. If you don't like the look of the numbering scheme, click the Undo button on the Quick Access toolbar.

Tip

If a paragraph that you want to number as a heading isn't included when you use a heading-numbering scheme, you haven't assigned it the proper outline level. To correct this problem, you can either modify the style and assign it the correct outline level, or switch to Outline view, click in the paragraph, and select the outline level on the Outlining tab.


The Multilevel List button
2
3
4
Wide_World_Importers_training.docx - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Current List
List Library
None
Define New Multilevel List...
Define New List Style...
Heading 3
Heading 4
Title
Subtitle
Change Styles
Find
Replace
Select
Page: 2 of 7
Words: 713
English (U.S.)

Number the Lines

① On the Page Layout tab, click the Line Numbers button, and choose the type of line numbering you want from the drop-down menu.

② If you want to change the starting number or the interval at which line numbers are shown (every fifth line, for example), click Line Numbers again, choose Line Numbering Options from the menu, and, on the Layout tab of the Page Setup dialog box, click the Line Numbers button to display the Line Numbers dialog box.

③ Select the Add Line Numbering check box, if it isn't already selected, to turn on line numbering.

④ Specify the options you want.

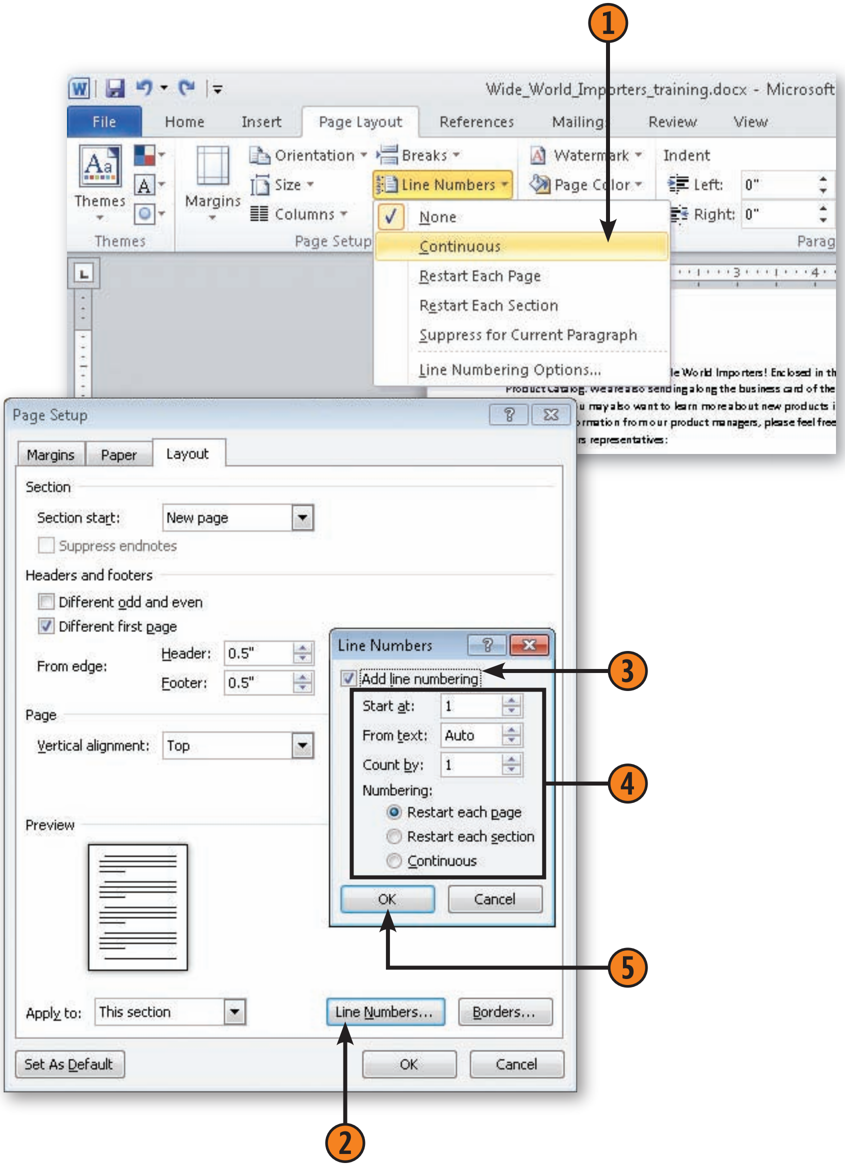
⑤ Click OK, and then click OK in the Page Setup dialog box.

Tip

If there's a paragraph whose lines you don't want to be included in the line-numbering process, click in the paragraph, click the Line Numbers button on the Page Layout tab, and choose Suppress For Current Paragraph.

Tip

The line numbers are visible on your screen only in Page Layout view and Print Preview.


Wide_World_Importers_training.docx - Microsoft
File
Home
Insert
Page Layout
References
Mailings
Review
View
Themes
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Watermark
Page Color
Indent
Left: 0"
Right: 0"
Themes
Page Setup
Parag
None
Continuous
Restart Each Page
Restart Each Section
Suppress for Current Paragraph
Line Numbering Options...
Page Setup
Margins
Paper
Layout
Section
Headers and footers
Page
Preview
Line Numbers...
Borders...
Set As Default
OK
Cancel
Line Numbers
OK
Cancel
1
2
3
4
5

Section start: New page
☐ Suppress endnotes
☐ Different odd and even
☑ Different first page
From edge: Header: 0.5"
Footer: 0.5"
Vertical alignment: Top
Apply to: This section

☑ Add line numbering
Start at: 1
From text: Auto
Count by: 1
Numbering:
● Restart each page
○ Restart each section
○ Continuous

Inserting a Cover Page

When you've spent time and energy making the inside of your report look great, you may want to add a professional cover page to give the entire document a polished look. A well-designed cover page makes a good first impression and gives readers important information about what they'll see inside your document.

Insert the Cover Page

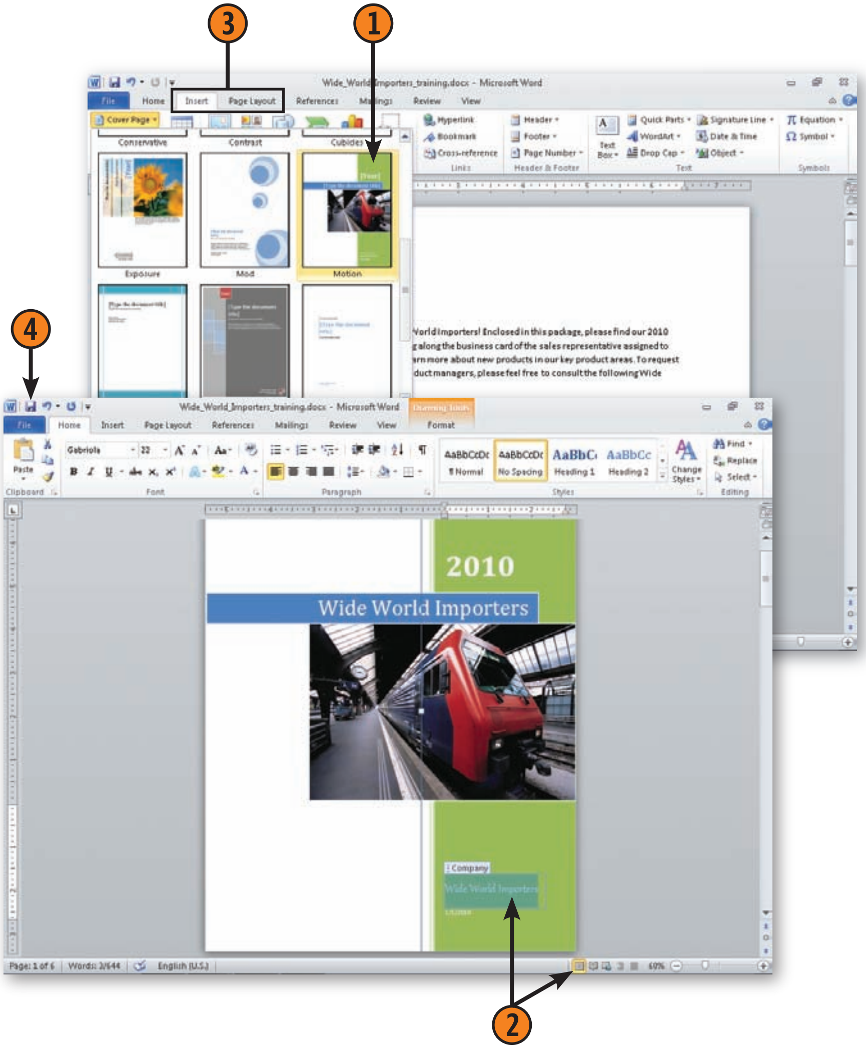
① On the Insert tab, click the Cover Page button, and in the gallery that appears click the cover page you want.

② Switch to Print Layout view if you aren't already in that view, press Ctrl+Home to move to the beginning of your document, click in an area that needs to be completed, and type the required information. Repeat these actions for all the other areas that need to be completed.

③ If you're not happy with the design of the cover page, do any of the following:

- On the Insert tab, click Cover Page, and choose another design.
- On the Page Layout tab, click Themes, and choose a different theme.
- Add a picture, a drawing, fields, text, or other items to customize the page.
- On the Insert tab, click Cover Page, and choose Remove Current Cover Page to delete the cover page.

④ Save your document.


3
1
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Wide_World_Importers_training.docx - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Cover Page
Conservative
Contrast
Cubicles
Exposure
Mod
Motion
Hyperlink
Bookmark
Cross-reference
Links
Header
Footer
Page Number
Header & Footer
Text Box
Quick Parts
WordArt
Drop Cap
Signature Line
Date & Time
Object
Text
Equation
Symbol
Symbols
Drawing Tools
Format
Paste
Clipboard
Gabriola
Font
Paragraph
Normal
No Spacing
Heading 1
Heading 2
Change Styles
Styles
Find
Replace
Select
Editing
2010
Wide World Importers
Company
Wide World Importers
Page: 1 of 6
Words: 3,644
English (U.S.)
69%

World Importers! Enclosed in this package, please find our 2010
g along the business card of the sales representative assigned to
arn more about new products in our key product areas. To request
duct managers, please feel free to consult the following Wide

Inserting Information with Additional Actions

Word 2010 is a smart program, and it can help you do more with the information in your document by providing action items you can use to carry out specific tasks that are tied to the word or phrase. For example, suppose that you include the name of a coworker in your document. Word 2010 offers an additional action when you right-click that enables you to send an e-mail message, schedule a meeting, or display the person's contact information. When you right-click a paragraph that includes a company name. You can specify the actions you want Word 2010 to be able to take depending on the type of information it finds in your document. In versions of Word prior to Word 2010, Additional Actions were known as *smart tags*.

Contact a Colleague

① Look through your document and right-click a person's name.

② In the context menu that appears, click Additional Actions.

③ Click the action you want to perform.

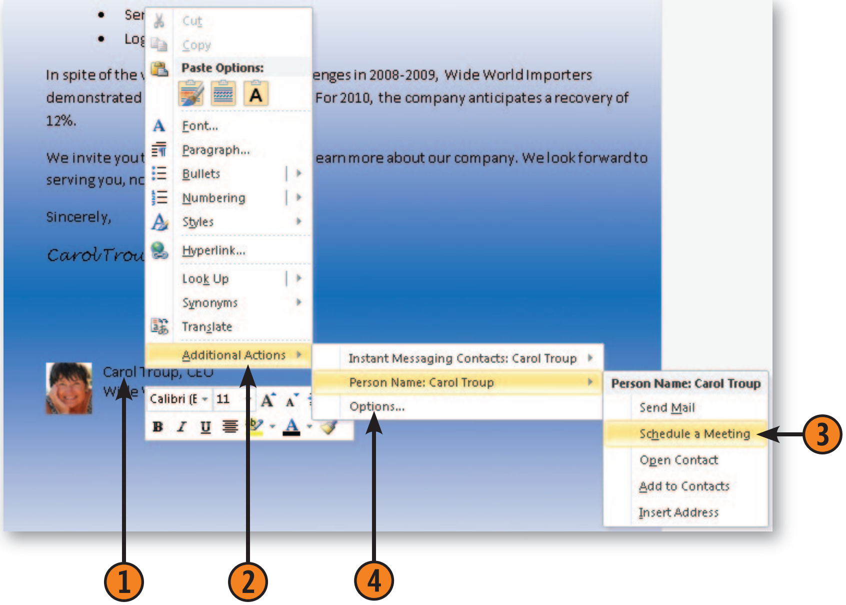
Or

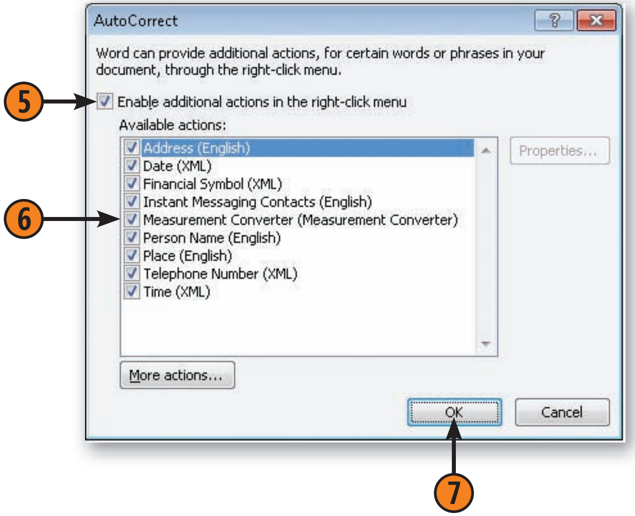
④ Click Options.

⑤ Click Enable Additional Actions In The Right-Click Menu if necessary.

⑥ Click the check boxes of the items you want to include.

⑦ Click OK.


Ser
Log
In spite of the v
enges in 2008-2009, Wide World Importers
demonstrated
For 2010, the company anticipates a recovery of
12%.
We invite you t
earn more about our company. We look forward to
serving you, nc
Sincerely,
Carol Trou
Carol Troup, CEO
Wide
Cut
Copy
Paste Options:
Font...
Paragraph...
Bullets
Numbering
Styles
Hyperlink...
Look Up
Synonyms
Translate
Additional Actions
Calibri (E
11
B
I
U
Instant Messaging Contacts: Carol Troup
Person Name: Carol Troup
Options...
Person Name: Carol Troup
Send Mail
Schedule a Meeting
Open Contact
Add to Contacts
Insert Address
3
1
2
4


AutoCorrect

Word can provide additional actions, for certain words or phrases in your document, through the right-click menu.

☑ Enable additional actions in the right-click menu

Available actions:

☑ Address (English)
☑ Date (XML)
☑ Financial Symbol (XML)
☑ Instant Messaging Contacts (English)
☑ Measurement Converter (Measurement Converter)
☑ Person Name (English)
☑ Place (English)
☑ Telephone Number (XML)
☑ Time (XML)

?
Properties...
More actions...
OK
Cancel
5
6
7

Inserting an Equation

If you create documents in which you need to display accurate mathematical equations, you'll be pleased with the equation improvements in Word 2010. The enhanced tools now enable you to create sophisticated custom equations, choose and modify predesigned equations, and add all the elements you need to create the equation the way you want it. What's more, you can save your equation to the Equation gallery so that it's there the next time you need it.

Insert the Equation

① Click in the document where you want to insert the equation.

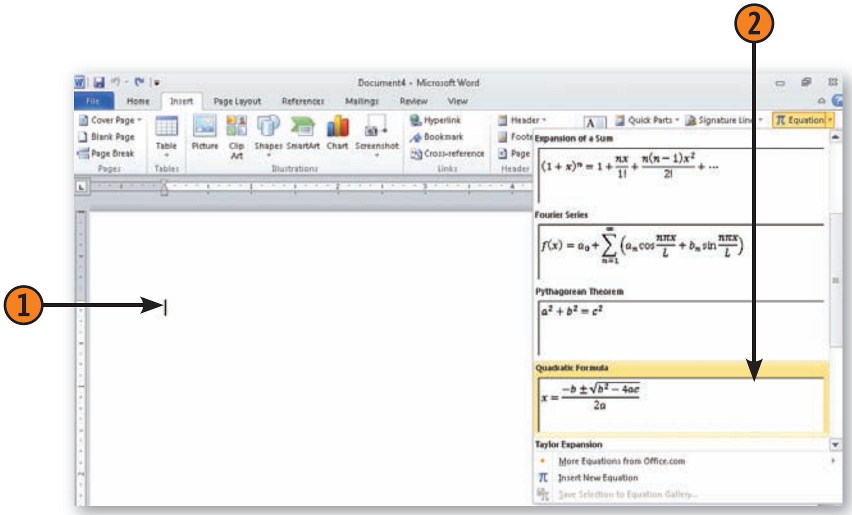
② On the Insert tab, click the down arrow at the right of the Equation button, and in the gallery that appears click the equation you want.

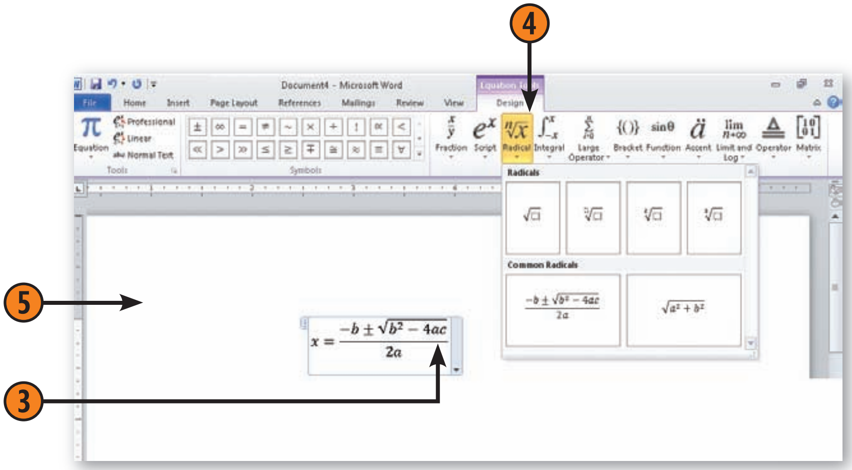
③ Edit and format the equation as desired.

Or

④ Use the tools on the Equation Tools Design tab to add to the equation.

⑤ Click outside the equation when you've finished working with it.


1
2
Document4 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Cover Page
Blank Page
Page Break
Table
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Hyperlink
Bookmark
Cross-reference
Header
Footer
Page
Quick Parts
Signature Line
Equation
Expansion of a Sum
$(1+x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \cdots$
Fourier Series
$f(x) = a_0 + \sum_{n=1}^{\infty}\left(a_n \cos\frac{n\pi x}{L} + b_n \sin\frac{n\pi x}{L}\right)$
Pythagorean Theorem
$a^2 + b^2 = c^2$
Quadratic Formula
$x = \frac{-b \pm \sqrt{b^2-4ac}}{2a}$
Taylor Expansion
More Equations from Office.com
Insert New Equation
Save Selection to Equation Gallery...


4
5
3
Document4 - Microsoft Word
Equation Tools
Design
File
Home
Insert
Page Layout
References
Mailings
Review
View
Equation
Professional
Linear
Normal Text
Tools
Symbols
Fraction
Script
Radical
Integral
Large Operator
Bracket
Function
Accent
Limit and Log
Operator
Matrix
Radicals
Common Radicals
$x = \frac{-b \pm \sqrt{b^2-4ac}}{2a}$
$\sqrt{a^2+b^2}$

Caution

If you add an equation to your document and then save it in Word 97-2003 format, the equation will be converted to an image and you will not be able to edit it. If you convert the document to Word 2010 format once again, however, you will be able to edit the equation.

Adding a Sidebar or a Pull Quote

When you want to add a special design element that reinforces key ideas, adds extra information, or spotlights phrases in your text, sidebars and pull quotes help you present the text in a special way. Word 2010 offers a variety of sidebar and pull quote styles you can add for that distinctive look.

Insert a Predesigned Text Box

① Switch to Print Layout view if you aren't already in that view.

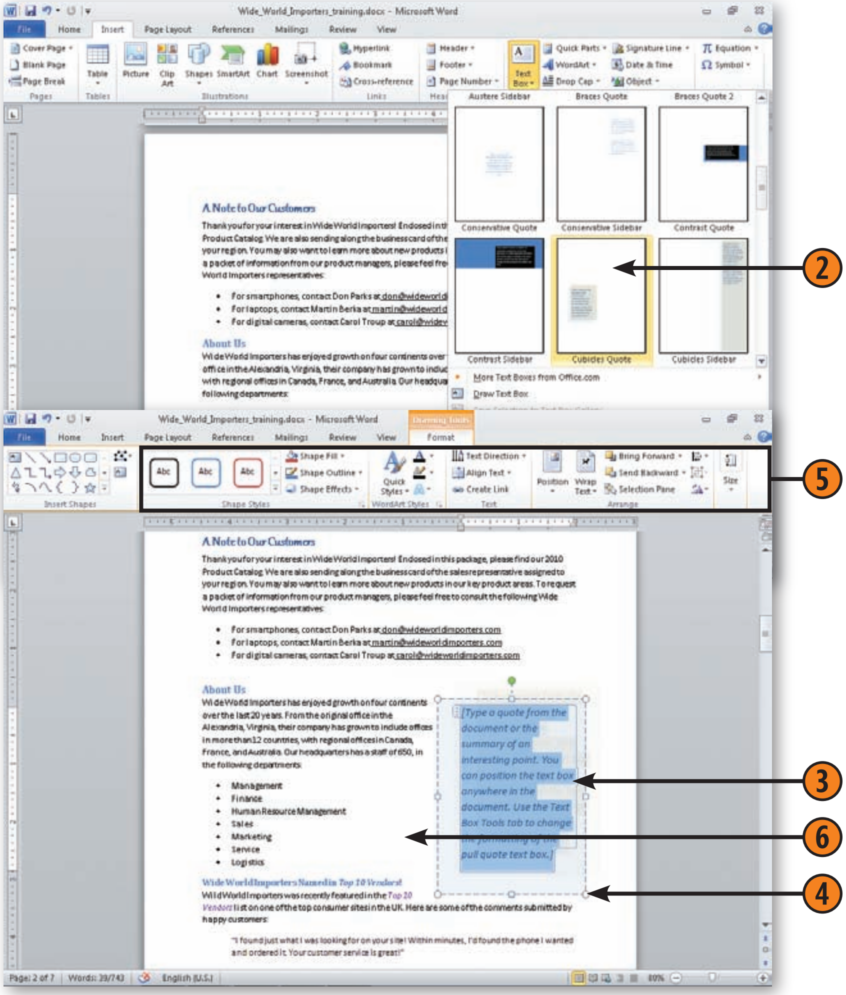
② On the Insert tab, click the Text Box button, and in the gallery that appears click the text-box design you like.

③ Select any sample text in the text box, and paste or type your replacement text.

④ Click the outer boundary of the text box, and drag it to the location you want.

⑤ Use any of the tools on the Text Box Tools Format tab to modify the text box itself, or use the formatting tools on the Home tab to modify the text.

⑥ Click outside the text box to resume working on the main content of your document.



Tip

To create your own custom text box, click Draw Text Box in the Text Box gallery, and use your mouse to drag out the dimensions of the text box.

Tip

You can change the way the text wraps around a text box you add by right-clicking the box and choosing Wrap Text from the context menu. Click the option reflecting the way you want the text to flow around the text box.

Inserting a Watermark

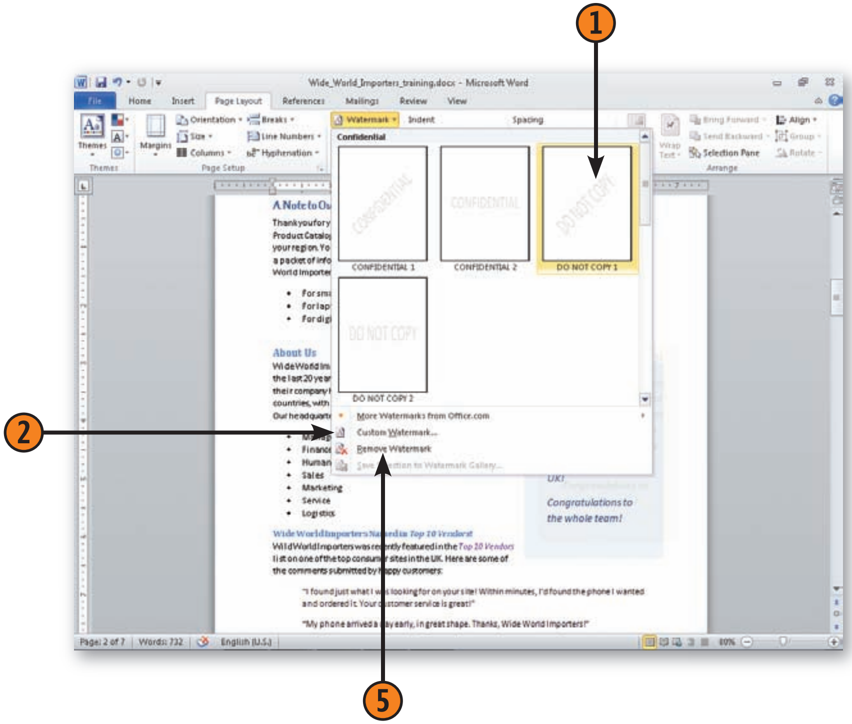
A *watermark* is a picture or some text (a company logo, for example) that appears subtly "behind" the main text in your document. Watermarks can help identify your document as *your* document and give readers additional information about how they can use the piece (for example, some watermarks say "Do Not Copy." The watermark in your Word 2010 document appears on every printed page as though it were part of the paper. You can create a picture watermark or a text watermark, but you can't have both in the same document.

Create the Watermark

① On the Page Layout tab, click the Watermark button, and choose the watermark you want from the gallery that appears.

② If none of the existing watermarks is what you want, choose Custom Watermark from the gallery to display the Printed Watermark dialog box.

(continued on next page)


1
Wide_World_Importers_training.docx - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Watermark
Confidential
CONFIDENTIAL 1
CONFIDENTIAL 2
DO NOT COPY 1
DO NOT COPY 2
More Watermarks from Office.com
Custom Watermark...
Remove Watermark
Save Selection to Watermark Gallery...
2
5

Tip

To have the same watermark appear automatically in every document that you create using a particular template, add the watermark in that template. To make sure a specific watermark is available for all your documents, add it to the Watermark gallery.

Create the Watermark *(continued)*

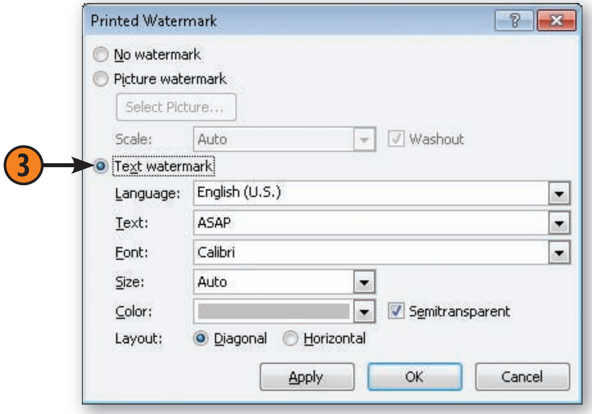
③ To create a text watermark, select Text Watermark, type the text, choose your formatting options, and click OK.

④ To create a picture watermark, select Picture Watermark, click the Select Picture button and locate and select the picture file you want to use, choose your formatting options, and click OK.

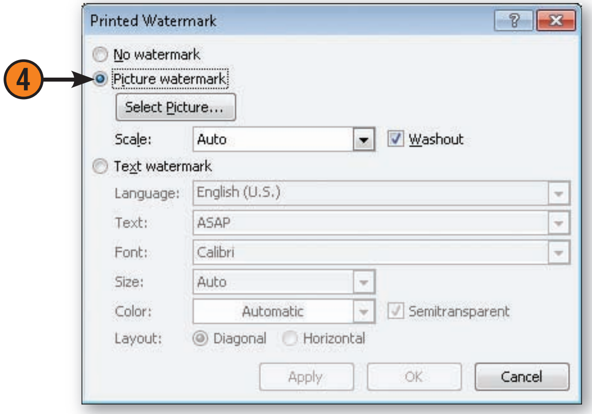
⑤ If you decide you don't want a watermark after all, click the Watermark button on the Page Layout tab, and choose Remove Watermark from the gallery.

Tip

The watermark appears in the Print Layout and Full Screen Reading views, and in Print Preview. It also appears, of course, in the printed document.



○ No watermark
○ Picture watermark
Scale: Auto ☑ Washout
● Text watermark
Language: English (U.S.)
Text: ASAP
Font: Calibri
Size: Auto
Color: ☑ Semitransparent
Layout: ● Diagonal ○ Horizontal



○ No watermark
● Picture watermark
Scale: Auto ☑ Washout
○ Text watermark
Language: English (U.S.)
Text: ASAP
Font: Calibri
Size: Auto
Color: Automatic ☑ Semitransparent
Layout: ● Diagonal ○ Horizontal

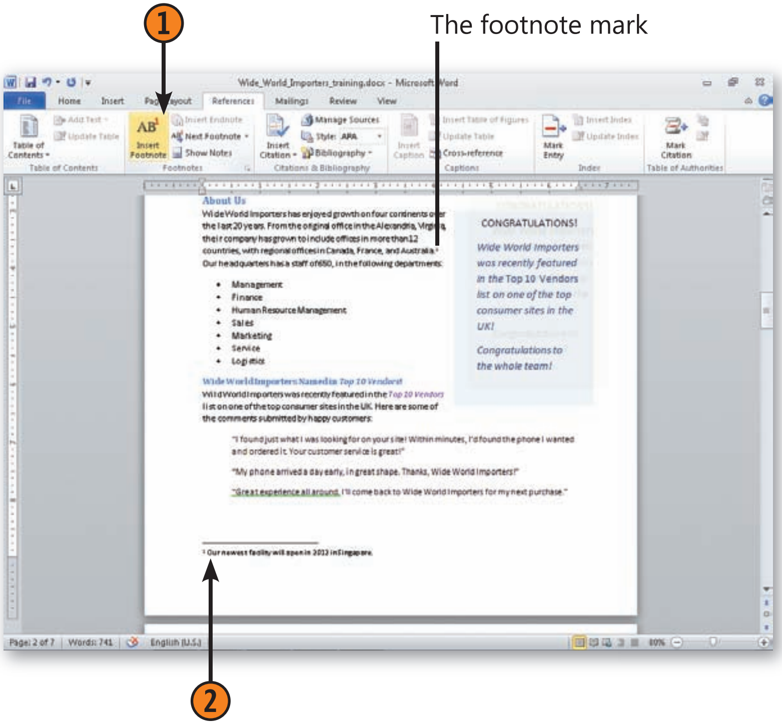
Creating Footnotes and Endnotes

If you are creating a document in which it's important to cite your references and add notes that support your text, you'll love the footnote and endnote features in Word 2010. Word automatically positions footnotes at the bottom of the page or places endnotes at the end of the document or section, whichever you specify. Word numbers both the footnotes and the endnotes, giving each a unique numbering format. Whenever you add or delete a footnote or an endnote, Word automatically renumbers the appropriate series. For a footnote, Word also figures out how much space is required at the bottom of the page for the footnote, and when a footnote is too long for the page Word automatically continues it on the next page.

Insert the Footnote or Endnote

① In Print Layout view, with the insertion point located where you want the footnote or endnote reference mark to appear in your document, click the Insert Footnote button on the References tab for a footnote or the Insert Endnote button for an endnote.

② Type your footnote or endnote text.


①
The footnote mark
Wide_World_Importers_training.docx - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Table of Contents
Add Text
Update Table
Insert Footnote
Insert Endnote
Next Footnote
Show Notes
Footnotes
Insert Citation
Manage Sources
Style: APA
Bibliography
Citations & Bibliography
Insert Caption
Insert Table of Figures
Update Table
Cross-reference
Captions
Mark Entry
Insert Index
Update Index
Index
Mark Citation
Table of Authorities
Page: 2 of 7
Words: 741
English (U.S.)
80%
②

About Us

Wide World Importers has enjoyed growth on four continents over the last 20 years. From the original office in the Alexandria, Virginia, their company has grown to include offices in more than 12 countries, with regional offices in Canada, France, and Australia.[1] Our headquarters has a staff of 650, in the following departments:

- Management
- Finance
- Human Resource Management
- Sales
- Marketing
- Service
- Logistics

CONGRATULATIONS!

Wide World Importers was recently featured in the Top 10 Vendors list on one of the top consumer sites in the UK!

Congratulations to the whole team!

Wide World Importers Named in *Top 10 Vendors*!

Wild World Importers was recently featured in the *Top 10 Vendors* list on one of the top consumer sites in the UK. Here are some of the comments submitted by happy customers:

"I found just what I was looking for on your site! Within minutes, I'd found the phone I wanted and ordered it. Your customer service is great!"

"My phone arrived a day early, in great shape. Thanks, Wide World Importers!"

"Great experience all around. I'll come back to Wide World Importers for my next purchase."

---

[1] Our newest facility will open in 2012 in Singapore.

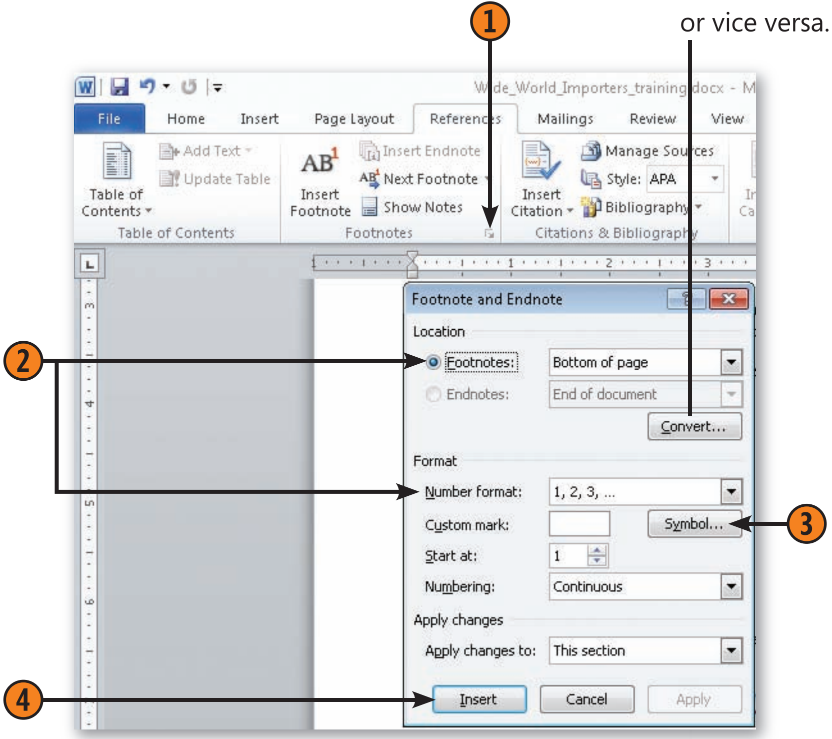
Change the Reference Mark

① On the References tab, click the Footnote & Endnote dialog launcher.

② Specify where you want the footnotes or endnotes to appear, and click the numbering format you want.

③ Click to display the Symbol dialog box, choose a symbol for the footnote or endnote reference mark, and click OK.

④ Click Apply to change the location of the footnotes or endnotes and/or the number format, or click Insert to use the selected symbol as the reference mark for this footnote or endnote.



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File
Home
Insert
Page Layout
References
Mailings
Review
View
Table of Contents
Add Text
Update Table
Table of Contents
Insert Footnote
Insert Endnote
Next Footnote
Show Notes
Footnotes
Insert Citation
Manage Sources
Style: APA
Bibliography
Citations & Bibliography

Footnote and Endnote

Location

● Footnotes: Bottom of page

○ Endnotes: End of document

Convert...

Format

Number format: 1, 2, 3, ...

Custom mark: Symbol...

Start at: 1

Numbering: Continuous

Apply changes

Apply changes to: This section

Insert Cancel Apply

Click if you want to convert endnotes to footnotes, or vice versa.

Inserting a Citation

When your writing references outside sources and/or works by other people—including books, articles, legal decisions, or other items—you'll need to cite these sources. Word provides a rich environment for entering, compiling, formatting, and inserting citations into your documents. If you're working in a company, a school, or an agency that frequently creates documents that include citations, you probably already have the data entered in bibliographies, ready to be dropped in. If not, however, you can type the information as you go and save it for future documents. You can insert individual citations and manage the sources you use as references in your Word 2010 documents.

Add Existing Citations

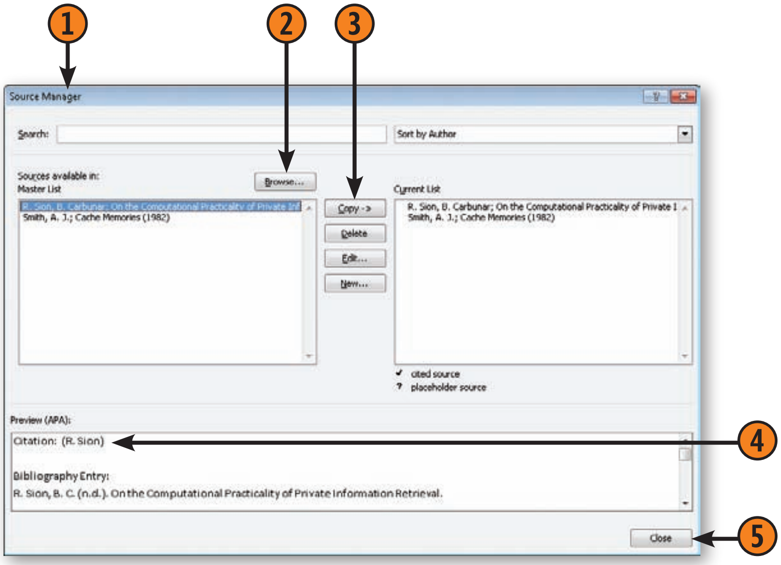
① On the References tab, click the Manage Sources button to display the Source Manager dialog box.

② If the default source file isn't the one you want, click Browse. Use the Open Source List dialog box to locate the source file you want, and then click OK. You can use numerous source files to copy citations into your document.

③ If citations exist in the source document that aren't already in your document, and you'll eventually want to add them, select the citations you want, and click Copy. Use the Sort and Search tools if you need to find citations in a large source file, and add those you want to your document.

④ Select any citation you're not sure of to inspect the information, and then decide whether or not to add it to your document.

⑤ Click Close when you've finished.



Master List:
R. Sion, B. Carbunar; On the Computational Practicality of Private Inf
Smith, A. J.; Cache Memories (1982)

Current List:
R. Sion, B. Carbunar; On the Computational Practicality of Private I
Smith, A. J.; Cache Memories (1982)

Citation: (R. Sion)

Bibliography Entry:
R. Sion, B. C. (n.d.). On the Computational Practicality of Private Information Retrieval.

Tip

All citations are tagged as fields, and you can easily modify their styles by changing the Citations & Bibliography style on the References tab.

Try This

If you need to cite a source but don't currently have the citation information, don't worry. Click in the document where you want to place the citation, click Insert Citation, and choose Add New Placeholder. When you eventually have the information, double-click the placeholder, and enter the information in the Edit Source dialog box.

Insert a Citation

① Select the citation style you want for all of your citations.

② Click in your document where you want the citation to appear.

③ On the References tab, click the Insert Citation button, and if the citation you want is listed, click it.

④ If the citation isn't listed, click Add New Source to display the Create Source dialog box.

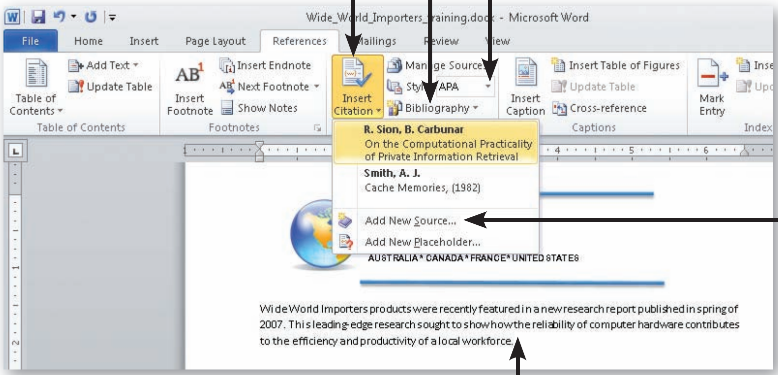
⑤ Select the type of citation you want.

⑥ Enter the information for the citation.

⑦ Either use the proposed citation tag name or enter a unique name.

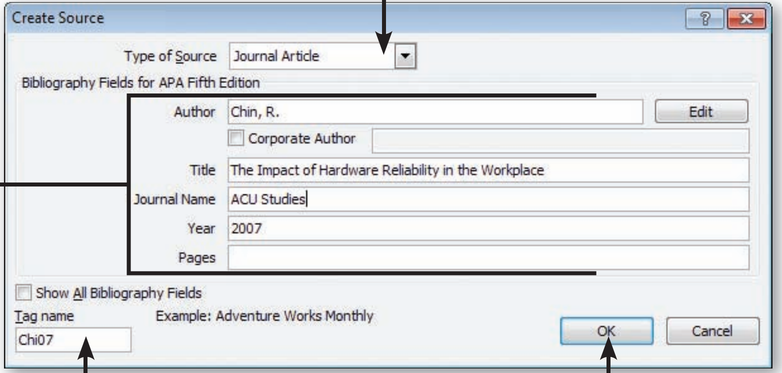
⑧ Click OK.

⑨ If you want to insert a bibliography of your citations or a list of works cited, place the insertion point where you want the item to appear, click the Bibliography button, and click the item you want in the gallery that appears.


③
⑨
①
Wide_World_Importers_training.docx - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Table of Contents
Add Text
Update Table
Table of Contents
Insert Footnote
Insert Endnote
Next Footnote
Show Notes
Footnotes
Insert Citation
Manage Sources
Style: APA
Bibliography
Insert Caption
Insert Table of Figures
Update Table
Cross-reference
Captions
Mark Entry
Index
R. Sion, B. Carbunar
On the Computational Practicality of Private Information Retrieval
Smith, A. J.
Cache Memories, (1982)
Add New Source...
Add New Placeholder...
④
②

AUSTRALIA * CANADA * FRANCE * UNITED STATES

Wide World Importers products were recently featured in a new research report published in spring of 2007. This leading-edge research sought to show how the reliability of computer hardware contributes to the efficiency and productivity of a local workforce.


⑤
Create Source
Bibliography Fields for APA Fifth Edition
Edit
☐ Corporate Author
☐ Show All Bibliography Fields
Example: Adventure Works Monthly
OK
Cancel
⑥
⑦
⑧

Type of Source: Journal Article

Author: Chin, R.

Title: The Impact of Hardware Reliability in the Workplace

Journal Name: ACU Studies

Year: 2007

Pages:

Tag name: Chi07

Tip

The citation is placed inside a *content control* in your document. To edit the citation or the source, or to convert the citation into static text, point to the content control, click the down arrow that appears, and choose what you want to do from the drop-down menu.

Tip

To edit a citation, double-click it, and change the information in the Edit Source dialog box.

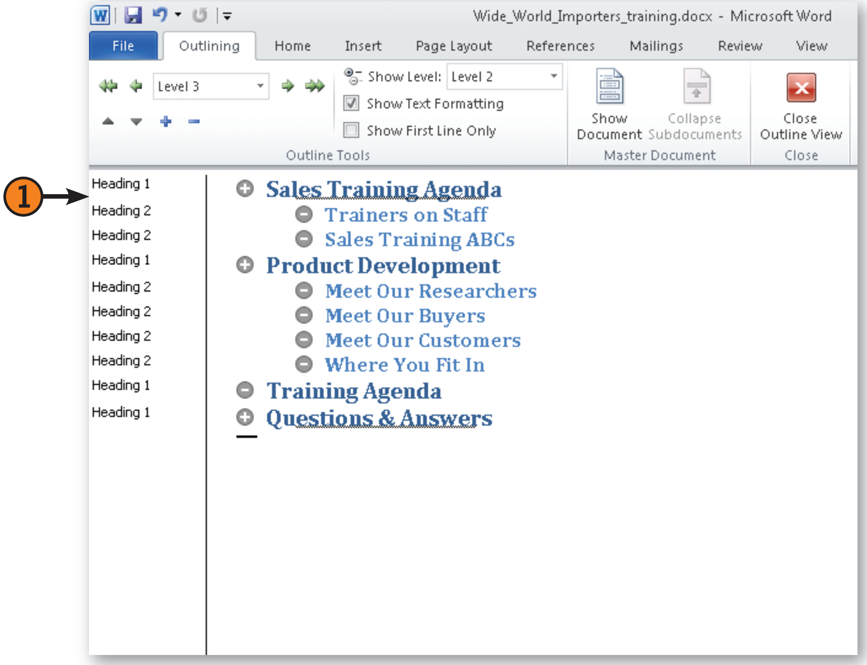
Creating a Table of Contents

For long documents, adding a table of contents is a great reader service, making it easy for those reading your document to turn just the page they want to see. Word 2010 provides a number of predesigned tables of content so that you can choose one you'd like to use or modify it to fit your document. Word 2010 will automatically include all headings you've styled as Heading 1, Heading 2, and so on as it compiles the table of contents. After you add the table, you can easily update it, change its style, or update only the page numbers, which enables you to make sure the table of contents is accurate if one or more headings get moved during editing.

Set the Outline Text

① In Outline view, scroll through the document, verifying that any paragraph you want to appear in the table of contents has a style that uses the appropriate level 1, level 2, or level 3 outline level, and that any paragraph you don't want to include has an outline level of 4 or below or a Body Text outline level. If a paragraph you want to include doesn't have a style with the appropriate outline level assigned to it, click in the paragraph and apply the appropriate style.

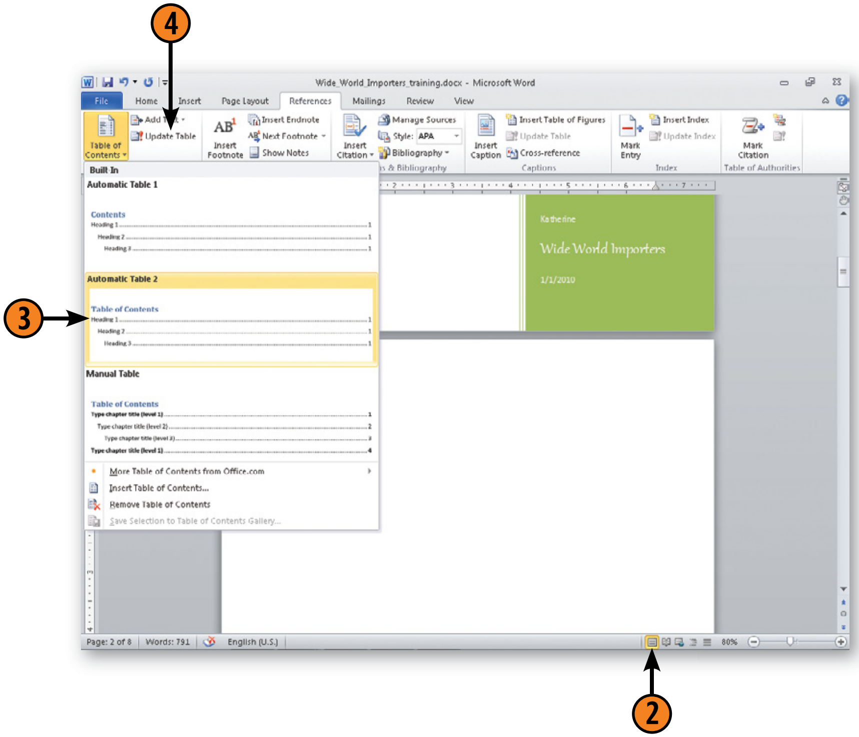
(continued on next page)


Wide_World_Importers_training.docx - Microsoft Word
File
Outlining
Home
Insert
Page Layout
References
Mailings
Review
View
Level 3
Show Level: Level 2
☑ Show Text Formatting
☐ Show First Line Only
Outline Tools
Show Document
Collapse Subdocuments
Master Document
Close Outline View
Close
①

Heading 1	Sales Training Agenda
Heading 2	Trainers on Staff
Heading 2	Sales Training ABCs
Heading 1	Product Development
Heading 2	Meet Our Researchers
Heading 2	Meet Our Buyers
Heading 2	Meet Our Customers
Heading 2	Where You Fit In
Heading 1	Training Agenda
Heading 1	Questions & Answers

Set the Outline Text *(continued)*

2. Switch to Print Layout view, and click in the document where you want the table of contents to appear.
3. On the References tab, click the Table Of Contents button, and select the style and type of table of contents you want to insert.
4. If you make changes to the document that affect the pagination or the heading content, click the Update Table button on the References tab.


4
3
2
Wide World Importers training.docx - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Table of Contents
Add Text
Update Table
Insert Footnote
Insert Endnote
Next Footnote
Show Notes
Insert Citation
Manage Sources
Style: APA
Bibliography
Citations & Bibliography
Insert Caption
Insert Table of Figures
Update Table
Cross-reference
Captions
Mark Entry
Insert Index
Update Index
Index
Mark Citation
Table of Authorities
Built-In
Automatic Table 1
Contents
Heading 1
Heading 2
Heading 3
Automatic Table 2
Table of Contents
Heading 1
Heading 2
Heading 3
Manual Table
Table of Contents
Type chapter title (level 1)
Type chapter title (level 2)
Type chapter title (level 3)
Type chapter title (level 1)
More Table of Contents from Office.com
Insert Table of Contents...
Remove Table of Contents
Save Selection to Table of Contents Gallery...
Katherine
Wide World Importers
1/1/2010
Page: 2 of 8
Words: 791
English (U.S.)
80%

Tip

If you want to include or exclude a paragraph but don't want to change its style, click the Add Text button on the References tab, and click the outline level you want to apply.

Tip

After you've added the table of contents to your document, you can update it easily by clicking the table and pressing F9. Word helps you keep the table of contents up to date so that the page numbers and headings are correct, even after you've added text, moved sections around in the document, or edited the headings in the file.

Printing an Envelope

Sometimes a printed envelope conveys just the look and feel you're looking for when you send a document. Suppose, for example, that you've just created a great proposal that you want to deliver to a top client. Creating a printed envelope in the same font and style as the proposal helps your work look consistent and professional. With Word, you can easily create crisp, businesslike printed envelopes. You can add your return address, and, in the United States, you can add electronic postage. If you already have the mailing address in your letter, Word usually detects it and copies it to the Envelopes And Labels dialog box. You can also type the address directly in the dialog box.

Add the Address

① On the Mailings tab, click the Envelopes button to display the Envelopes And Labels dialog box.

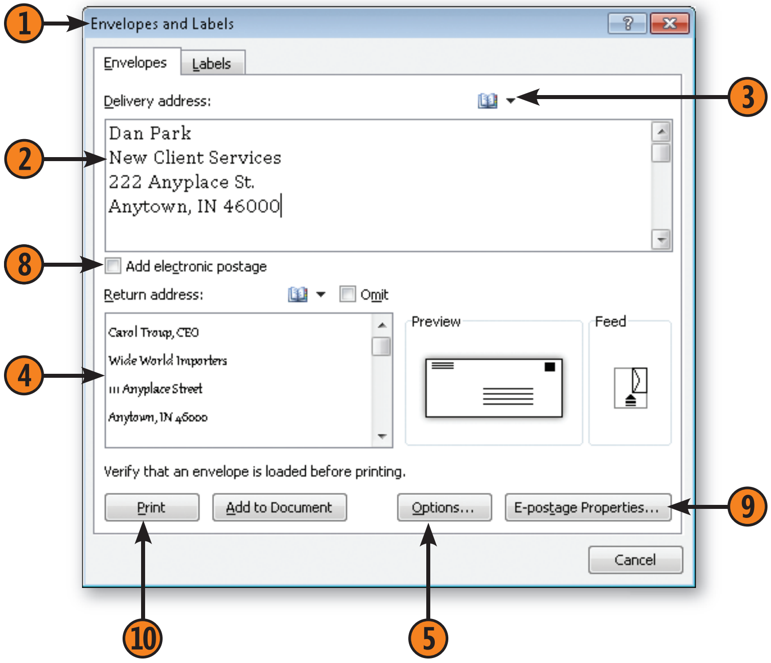
② If a delivery address is displayed on the Envelopes tab, verify that it's correct.

③ If no delivery address is shown, or if you want to use a different address, type the address. If the address is in your Microsoft Outlook Contacts list, click the Insert Address button.

④ Verify that the return address is correct. If you're using an envelope with a preprinted return address, select the Omit check box so that the return address won't be printed.

⑤ Click Options to display the Envelope Options dialog box.

(continued on next page)



Delivery address:

Dan Park
New Client Services
222 Anyplace St.
Anytown, IN 46000

☐ Add electronic postage

Return address: ☐ Omit

Carol Troup, CEO
Wide World Importers
111 Anyplace Street
Anytown, IN 46000

Verify that an envelope is loaded before printing.

Add the Address *(continued)*

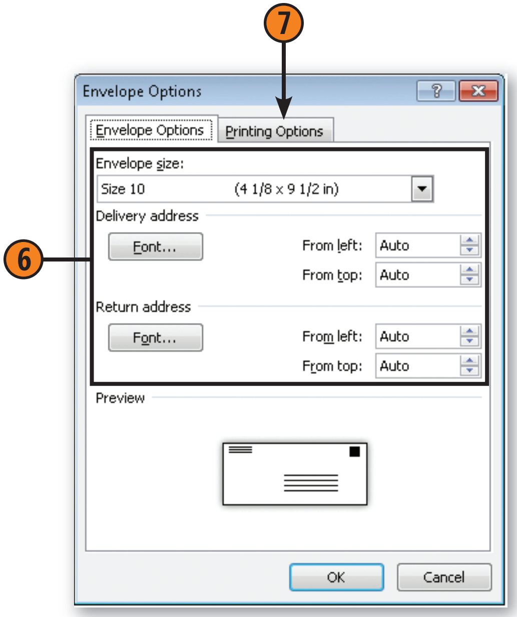
⑥ On the Envelope Options tab, specify the envelope size and the fonts and positions for the addresses.

⑦ On the Printing Options tab, specify how the envelope is to be loaded and printed. Click OK.

⑧ If you have electronic postage (e-postage) software installed, select this check box to use electronic postage.

⑨ If you need to make changes to your e-postage setup, click the E-Postage Properties button.

⑩ Click Print to print the envelope.



Envelope size:
Size 10 (4 1/8 x 9 1/2 in)

Delivery address
Font...
From left: Auto
From top: Auto

Return address
Font...
From left: Auto
From top: Auto

Preview

Printing a Mailing Label

Printing mailing labels is much easier than it used to be. Today you can purchase labels at almost any office supply store and find that you can easily print what you need—one label or sheets of labels—in Word 2010. You choose your label type, enter the address, and select how you want the label to be printed, and Word does the rest. Nice.

Print the Label

① Make a note of the manufacturer and the design number of the labels you'll be using. If you're planning to print only one label, figure out which label on the sheet of labels is the one you're going to use. Later in the process, you'll need to specify the label by row (the horizontal line of labels) and by column (the vertical line of labels). Insert the sheet of labels into your printer (usually into the manual feed tray, if there is one).

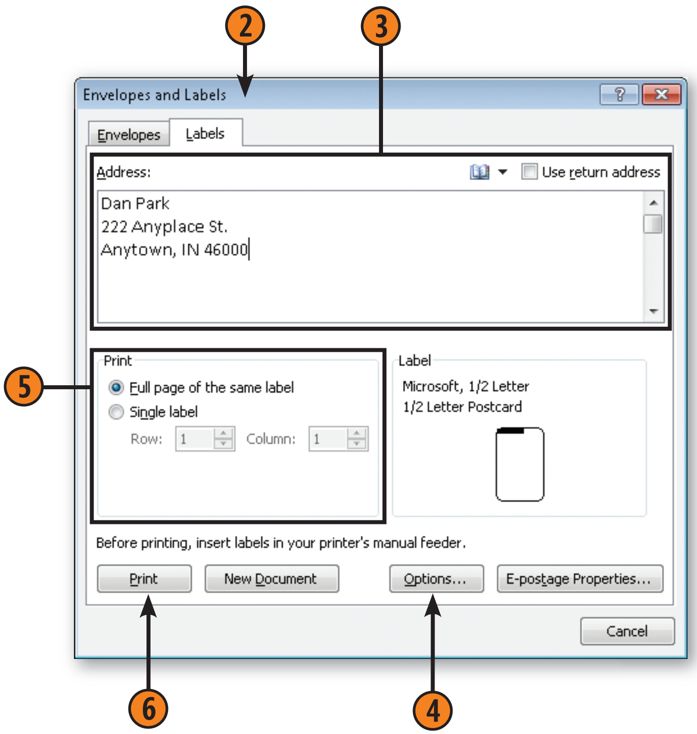
② On the Mailings tab, click the Labels button to display the Envelopes And Labels dialog box.

③ On the Labels tab of the Envelopes And Labels dialog box, use the proposed address, type a new one, or click the Insert Address button to insert an address from your Outlook Contacts list. To insert your return address, select the Use Return Address check box.

④ If the type of label shown isn't the one you're using, click Options to display the Label Options dialog box, specify the label you're using, and click OK.

⑤ If you're using a full sheet of labels, click the appropriate option to print a whole page of identical labels or only one label on the sheet of labels. If you want to print only one label, specify the label by row and column.

⑥ Click Print to print the label or labels.



Dan Park
222 Anyplace St.
Anytown, IN 46000

● Full page of the same label
○ Single label
Row: 1 Column: 1

Microsoft, 1/2 Letter
1/2 Letter Postcard

Before printing, insert labels in your printer's manual feeder.

Tip

If you need to print a large number of different mailing labels, consider using the mail merge feature.

See Also

Read "Managing Your Contacts" on pages 296–297 for information about adding or modifying address information in your Outlook Contacts list. Read "Changing Your User Information" on page 399 for information about modifying your return address.

Mail Merge: The Power and the Pain

If you've ever had to send the same letter or catalog to more than one person, you know what a time-saver mail merge can be. Mail merge saves you the trouble of typing numerous names and addresses by merging your contacts list with the document you're creating. In Word 2010, mail merge uses a *master document* and a *data source* to accomplish the task. The master document is the template (although not a template in the Word-document sense) that lays out your document and contains text or other items that never change. This might be the sales letter, for example, that you want to send out to all your customers. The master document also contains instructions for inserting data from a data source into each document. The *data source* is your contact list, Microsoft Excel 2010 spreadsheet data, or other file containing the name and address information you want to merge with the document.

The goal of mail merge is simple: to produce many different documents that are personalized to go to many different individuals—without a lot of extra work from you. The process of putting together a mail merge document may seem a bit complicated at first, but it's really just a matter of telling Word where to substitute the different data items. (For example, the *name* goes here, and the *address* goes there.) Once you use the mail merge feature a time or two, it will seem intuitive. After you master the basic mail merge process, you can get a little fancier by adding conditional expressions, which enable you to create a mail merge letter for a customer if a certain condition is true.

It's More than Letters

The mail merge feature can do more than create form letters and address envelopes. You can save the merged documents as a file so that you can edit them or send them by e-mail. You can create almost any type of document by using a specific template or designing the document from scratch. All Word needs is a data document with some data fields in it. You can create mailing labels and address books, awards, parts lists, different versions of exams, and catalogs designed for specific geographical areas or demographic populations. The uses for mail merge are limited only by your creativity, your willingness to experiment with different data fields and Word fields, and your decision as to whether mail merge would be faster than manually creating individual documents.

Tip

There's one change for Microsoft Works users who plan to use their Works database as the data source for a Word 2010 mail merge. Now you need to export your data and then create a new data source before importing the information into Word. Word 2010 no longer directly imports Works databases.

Setting Conditional Content

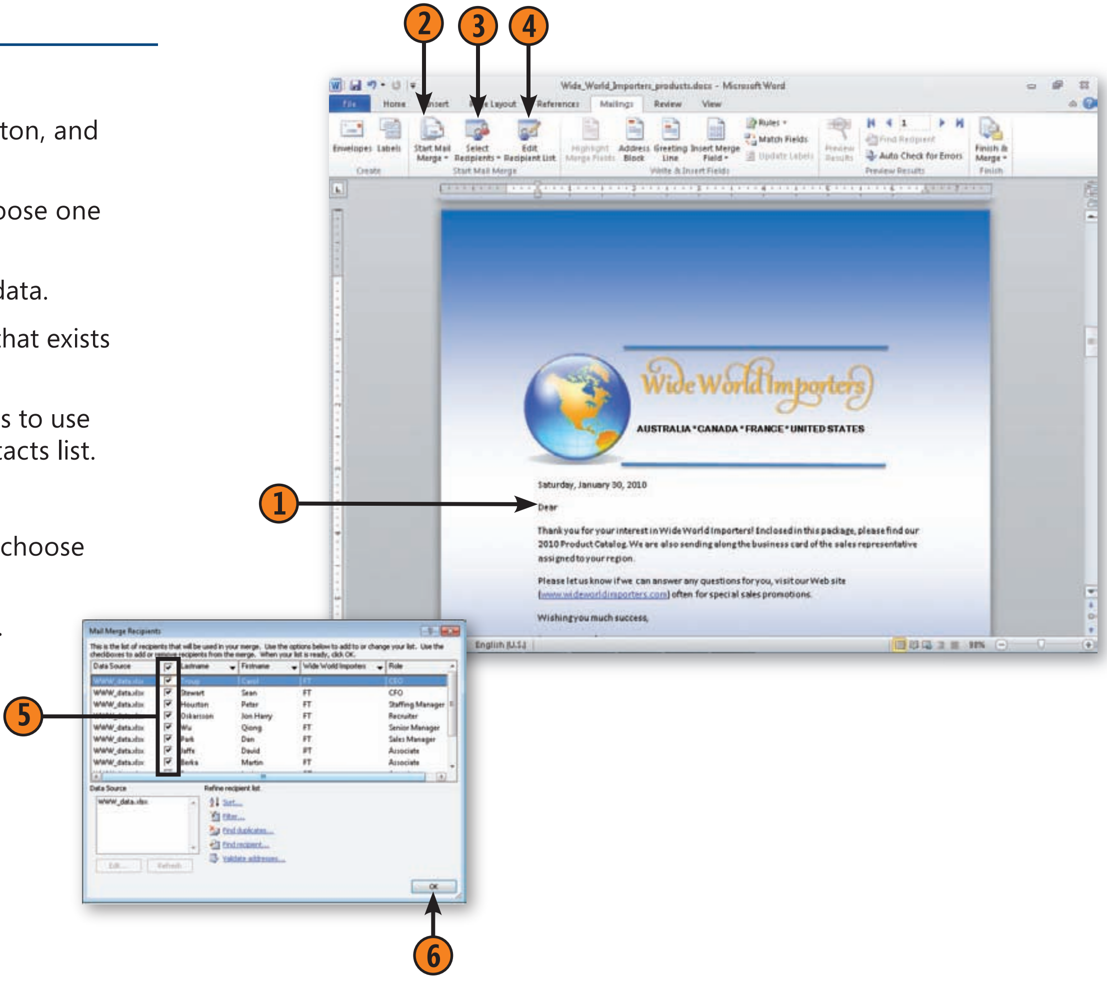
Mail merge offers you a flexible way to produce content based on what your customers want to see. You can easily tailor the content according to the data stored in your mailing list. For example, you might offer one promotion to individuals who live in the western region, but offer a different promotion to those who live in the southern U.S. If you have an entry in your data file that tracks the region in which the customer lives, you can use that data to control the content of your document. To add this kind of conditional content, you use the IF field, available in the Rules tool in the Mailings tab. You can tell Word to insert one set of content IF the contact lives in the western region, or insert a different set of content IF the contact lives in the southern region.

Creating a Form Letter

If the idea of creating a form letter sends a shudder of apprehension down your spine, relax; it's no more difficult than writing a simple note to a coworker. Once you create the letter, you can customize it by adding the mail merge fields you want—and then it's just a few short steps to the final merge process.

Set Up Your Letter

1. Create and save your letter.
2. Click the Start Mail Merge button, and choose Letters.
3. Click Select Recipients and choose one of the following:
   - Type New List to enter your data.
   - Use Existing List to use data that exists in a file Word can read.
   - Select From Outlook Contacts to use data from your Outlook Contacts list.
4. Click Edit Recipient List.
5. Select or clear check boxes to choose recipients.
6. Click OK when you've finished.


2
3
4
1
5
6
Wide_World_Importers_products.docx - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Envelopes
Labels
Create
Start Mail Merge
Select Recipients
Edit Recipient List
Start Mail Merge
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Rules
Match Fields
Update Labels
Write & Insert Fields
Preview Results
Find Recipient
Auto Check for Errors
Preview Results
Finish & Merge
Finish
Wide World Importers
English (U.S.)
Mail Merge Recipients
Data Source
Refine recipient list
Sort...
Filter...
Find duplicates...
Find recipient...
Validate addresses...
Edit...
Refresh
OK

AUSTRALIA * CANADA * FRANCE * UNITED STATES

Saturday, January 30, 2010

Dear

Thank you for your interest in Wide World Importers! Enclosed in this package, please find our 2010 Product Catalog. We are also sending along the business card of the sales representative assigned to your region.

Please let us know if we can answer any questions for you, visit our Web site (www.wideworldimporters.com) often for special sales promotions.

Wishing you much success,

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data Source	☑	Lastname	Firstname	Wide World Importers	Role
WWW_data.xlsx	☑	Troup	Carol	FT	CEO
WWW_data.xlsx	☑	Stewart	Sean	FT	CFO
WWW_data.xlsx	☑	Houston	Peter	FT	Staffing Manager
WWW_data.xlsx	☑	Oskarsson	Jon Harry	FT	Recruiter
WWW_data.xlsx	☑	Wu	Qiong	FT	Senior Manager
WWW_data.xlsx	☑	Park	Dan	FT	Sales Manager
WWW_data.xlsx	☑	Jaffe	David	FT	Associate
WWW_data.xlsx	☑	Berka	Martin	FT	Associate

WWW_data.xlsx

Specify the Data to Be Merged

① In your document, click where you want to add information from your data source.

② In the Write & Insert Fields group, click the type of information you want to insert.

③ In the dialog box that appears, specify the options you want, and then click OK. Continue adding items to the letter.

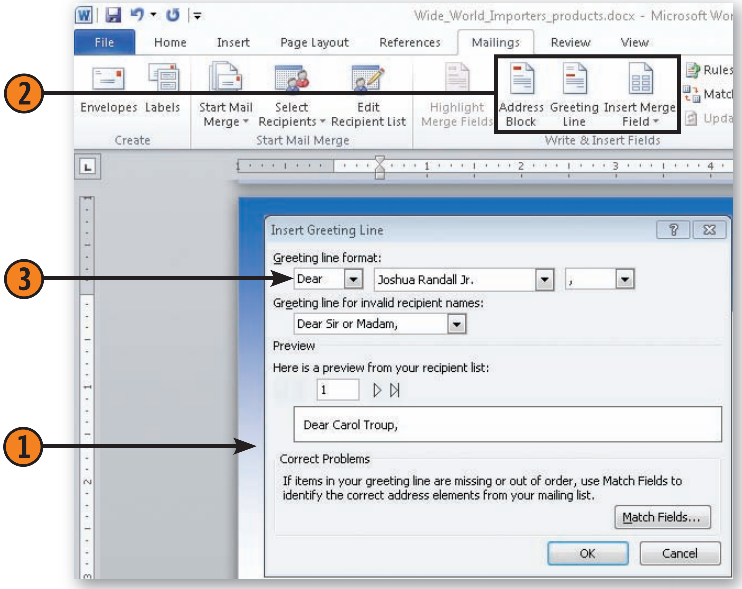
④ Click Preview Results.

⑤ Click to preview the letters.

⑥ Click Edit Recipient List to make changes to the data list.

⑦ Click Auto Check For Errors.

⑧ Click Finish.


Wide_World_Importers_products.docx - Microsoft Wor
File
Home
Insert
Page Layout
References
Mailings
Review
View
Envelopes
Labels
Create
Start Mail Merge
Select Recipients
Edit Recipient List
Start Mail Merge
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Write & Insert Fields
Rules
Matc
Upda
2
3
1

Insert Greeting Line

Greeting line format:

Dear | Joshua Randall Jr. | ,

Greeting line for invalid recipient names:

Dear Sir or Madam,

Preview

Here is a preview from your recipient list:

1

Dear Carol Troup,

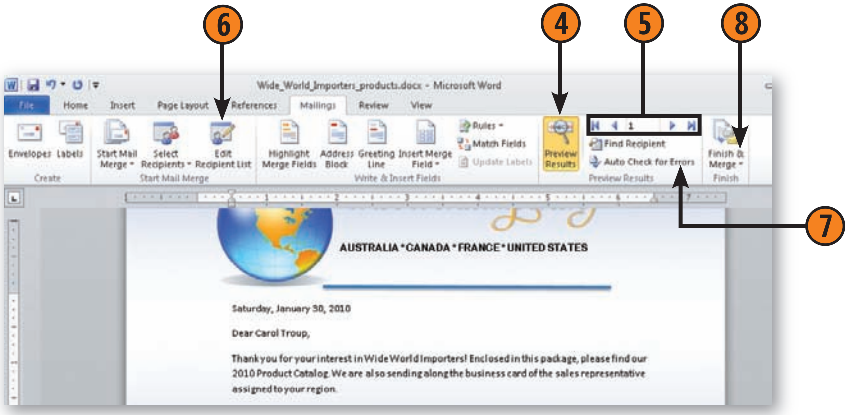
Correct Problems

If items in your greeting line are missing or out of order, use Match Fields to identify the correct address elements from your mailing list.

Match Fields...

OK

Cancel


6
4
5
8
7
Wide_World_Importers_products.docx - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Envelopes
Labels
Create
Start Mail Merge
Select Recipients
Edit Recipient List
Start Mail Merge
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Write & Insert Fields
Rules
Match Fields
Update Labels
Preview Results
1
Find Recipient
Auto Check for Errors
Preview Results
Finish & Merge
Finish

AUSTRALIA • CANADA • FRANCE • UNITED STATES

Saturday, January 30, 2010

Dear Carol Troup,

Thank you for your interest in Wide World Importers! Enclosed in this package, please find our 2010 Product Catalog. We are also sending along the business card of the sales representative assigned to your region.

Tip

If you're familiar with conducting a mail merge using the Mail Merge Wizard that steps you through the process, and if you want to use the wizard, click the Start Mail Merge button, and choose Step By Step Mail Merge Wizard from the drop-down list.

Finalizing Your Document

Word 2010 includes a Document Inspector that helps you assess your document before you send it to ensure that you aren't including any sensitive information—personal or business—that should stay inside the company. Additionally, the Document Inspector can help you prepare the file for distribution and ensure that it isn't edited against your wishes.

Prepare Your Document

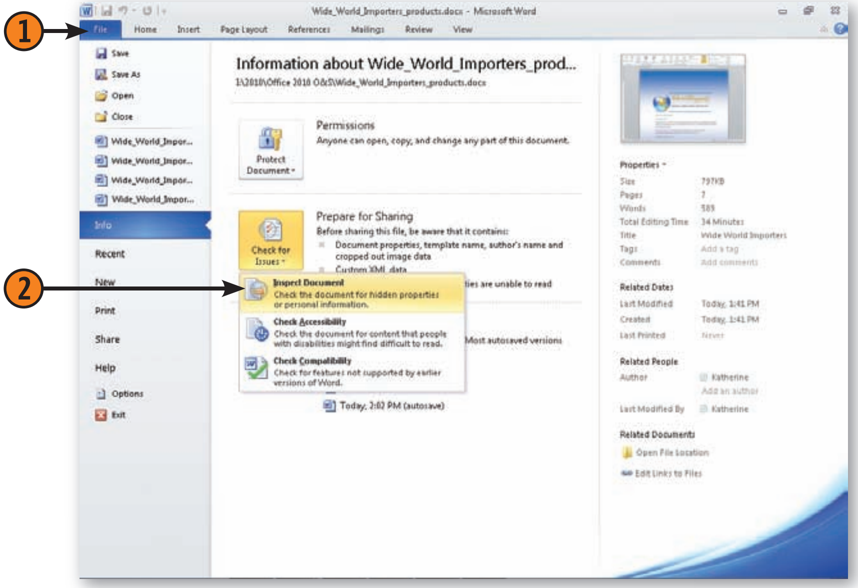
① With your document completed and saved, click the File tab.

② In Backstage view, in the Prepare For Sharing area, click Check For Issues.

(continued on next page)

Tip

If you don't want other people who have access to your document to edit it, click File, click Protect Document in the Permissions area, and click Mark As Final.


1
2
Wide_World_Importers_products.docx - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Save
Save As
Open
Close
Wide_World_Impor...
Wide_World_Impor...
Wide_World_Impor...
Wide_World_Impor...
Info
Recent
New
Print
Share
Help
Options
Exit
Protect Document
Check for Issues
Inspect Document
Check Accessibility
Check Compatibility

Information about Wide_World_Importers_prod...

1:\2010\Office 2010 O&S\Wide_World_Importers_products.docx

Permissions

Anyone can open, copy, and change any part of this document.

Prepare for Sharing

Before sharing this file, be aware that it contains:

- Document properties, template name, author's name and cropped out image data
- Custom XML data

Inspect Document: Check the document for hidden properties or personal information.

Check Accessibility: Check the document for content that people with disabilities might find difficult to read.

Check Compatibility: Check for features not supported by earlier versions of Word.

Today, 2:02 PM (autosave)

Properties

Size	797KB
Pages	7
Words	585
Total Editing Time	34 Minutes
Title	Wide World Importers
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	Today, 1:41 PM
Created	Today, 1:41 PM
Last Printed	Never

Related People

Author	Katherine Add an author
Last Modified By	Katherine

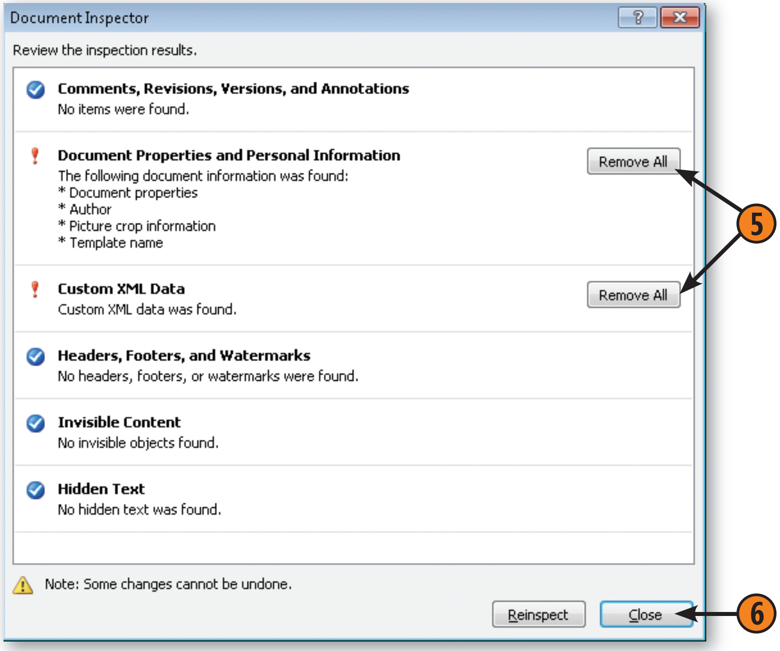
Related Documents

Open File Location

Edit Links to Files

Prepare Your Document *(continued)*

3. In the Document Inspector dialog box, clear the check boxes for the items you want to keep in the document and select the check boxes for the items you don't want to appear in the document.
4. Click the Inspect button at the bottom of the dialog box.
5. In the Document Inspector dialog box, click the Remove All button for each type of item you want to remove.
6. Click Close when you've finished.



Review the inspection results.

Comments, Revisions, Versions, and Annotations
No items were found.

Document Properties and Personal Information
The following document information was found:
* Document properties
* Author
* Picture crop information
* Template name

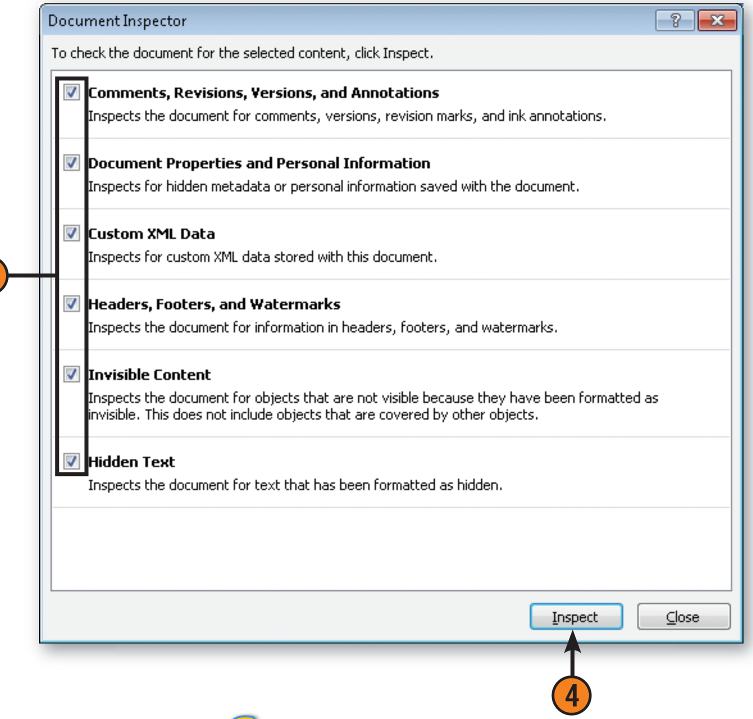
Custom XML Data
Custom XML data was found.

Headers, Footers, and Watermarks
No headers, footers, or watermarks were found.

Invisible Content
No invisible objects found.

Hidden Text
No hidden text was found.

Note: Some changes cannot be undone.



To check the document for the selected content, click Inspect.

☑ **Comments, Revisions, Versions, and Annotations**
Inspects the document for comments, versions, revision marks, and ink annotations.

☑ **Document Properties and Personal Information**
Inspects for hidden metadata or personal information saved with the document.

☑ **Custom XML Data**
Inspects for custom XML data stored with this document.

☑ **Headers, Footers, and Watermarks**
Inspects the document for information in headers, footers, and watermarks.

☑ **Invisible Content**
Inspects the document for objects that are not visible because they have been formatted as invisible. This does not include objects that are covered by other objects.

☑ **Hidden Text**
Inspects the document for text that has been formatted as hidden.

Tip

To edit a document that has been marked as Final, choose Mark As Final again from the Prepare submenu.

See Also

Read "Password Protecting a File" on page 409 for information about using additional security settings to prevent changes to your document.

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About the Author

Katherine Murray has been writing about Microsoft Office since the earliest version was available, way back in the dark ages of DOS. She's excited by many of the new features and enhancements in Office 2010 and loves the collaboration features, translation tools, artistic effects, and "access anywhere" approach that enables users to continue working on Office 2010 files from any point they have Web access. Katherine has published a blog called *BlogOffice* for many years that offers tips and techniques on various Office versions. She is also the author of *Microsoft Word 2010 Plain & Simple, First Look Microsoft Office 2010*, and *Microsoft Word 2010 Inside Out*, all from Microsoft Press.