# Introduction to Microsoft Word

Microsoft Word 2010 is a powerful word processing program that allows you to enter text, make changes to it, format it, record and print it. You can use it to produce professional business letters, reports, job applications, personal resumes, curriculum vitae, essays, class projects, etc.
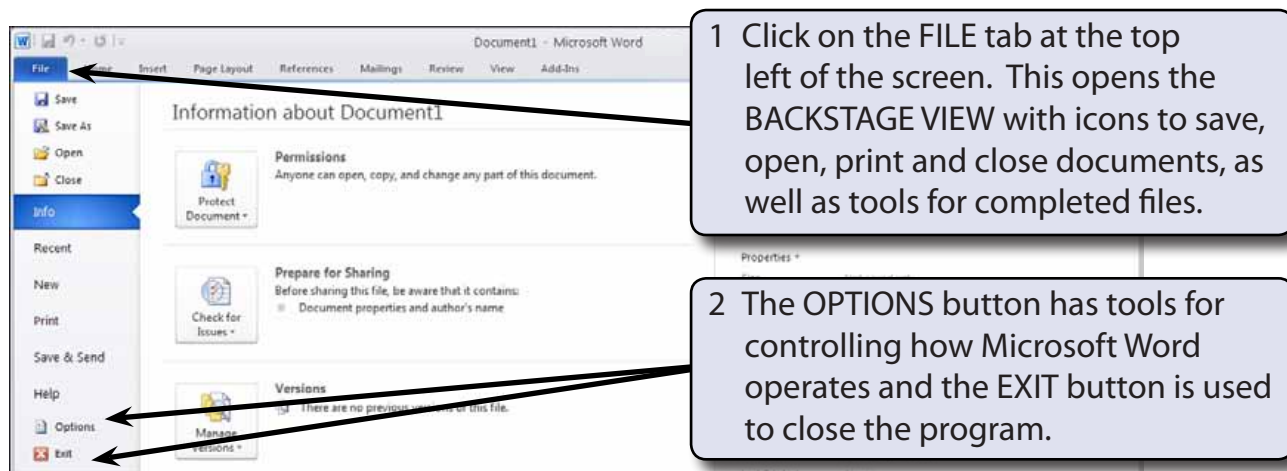
## Getting Started

1    Load Microsoft Word 2010 and you will receive the word processor screen.

2    Look at the labelled Microsoft Word screen below and refer to it until you are familiar with all the components.
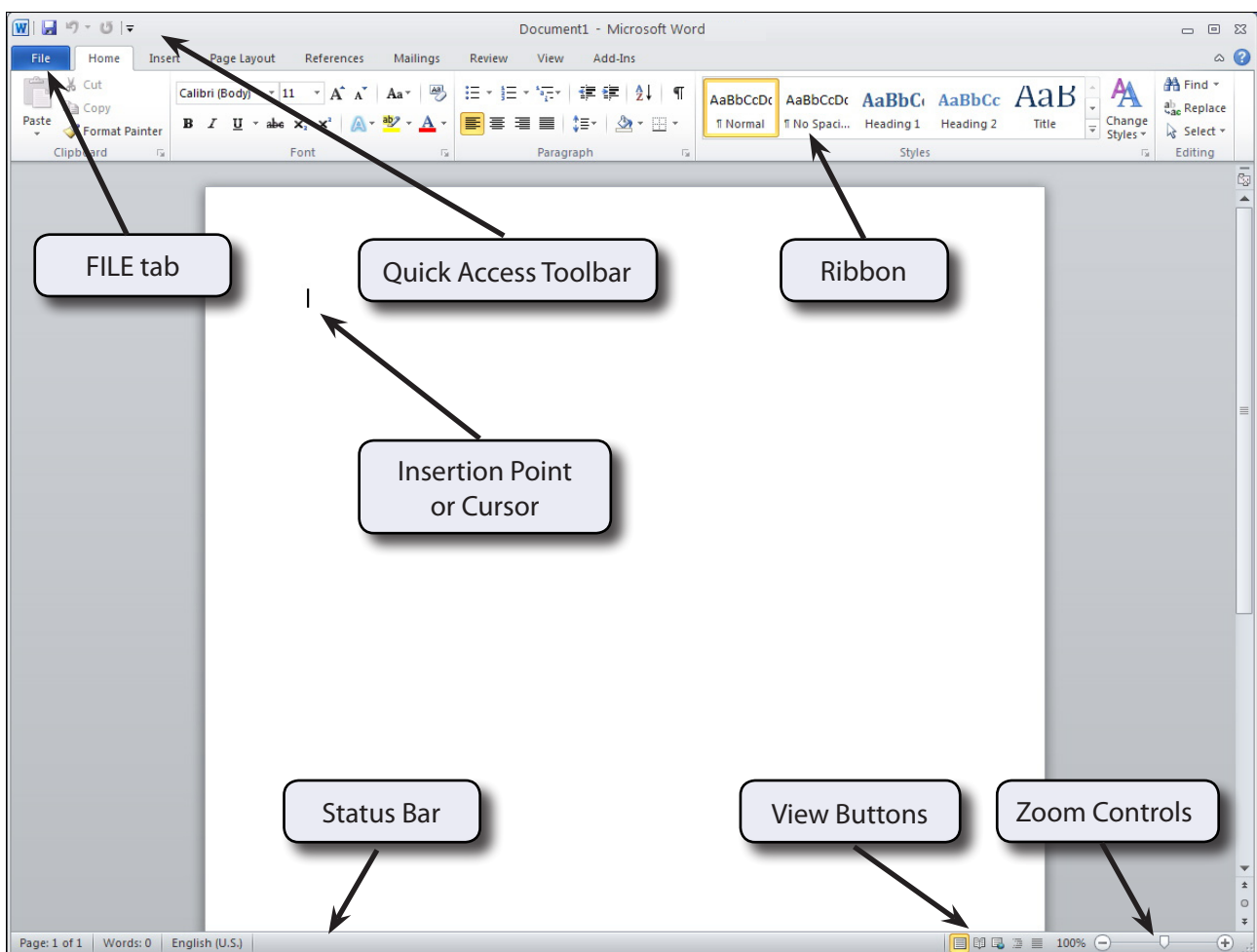
# The Microsoft Word Screen

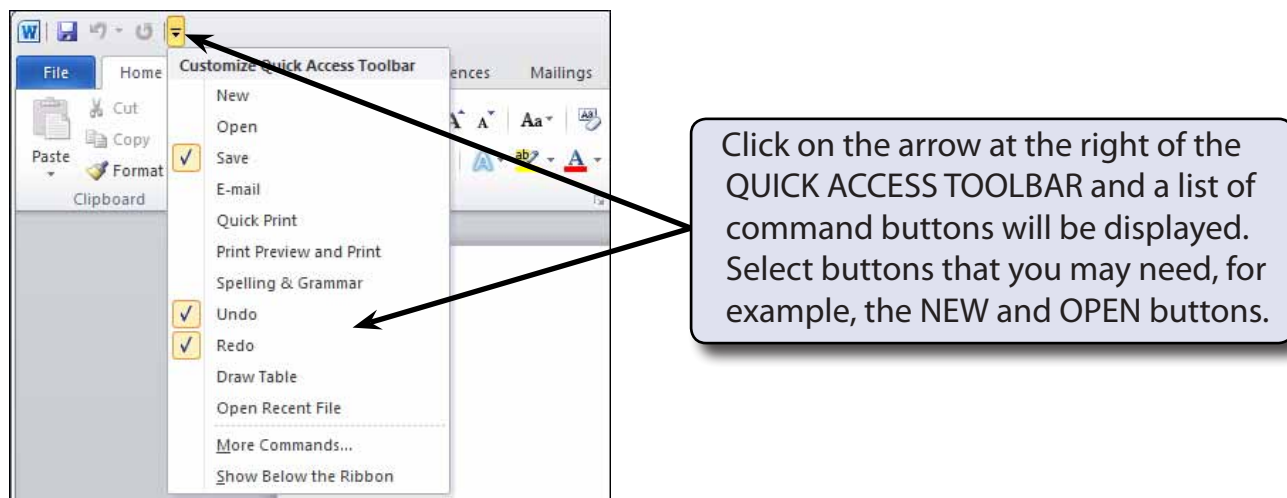The Microsoft Word 2010 screen is quite different to other programs.

## A The Backstage View



1 Click on the FILE tab at the top left of the screen. This opens the BACKSTAGE VIEW with icons to save, open, print and close documents, as well as tools for completed files.

2 The OPTIONS button has tools for controlling how Microsoft Word operates and the EXIT button is used to close the program.

3 Click outside the FILE tab again to return to the normal Word screen.

## B The Quick Access Toolbar

The QUICK ACCESS TOOLBAR is above the RIBBON. It has buttons to save or undo steps. You can add common command buttons to it.



Click on the arrow at the right of the QUICK ACCESS TOOLBAR and a list of command buttons will be displayed. Select buttons that you may need, for example, the NEW and OPEN buttons.

## C    The Ribbon

The RIBBON across the top of the screen contains most of the Word commands in a variety of command TABS.



> 1  When you first load Microsoft Word the HOME tab of the RIBBON is open. It is broken up into GROUPS.
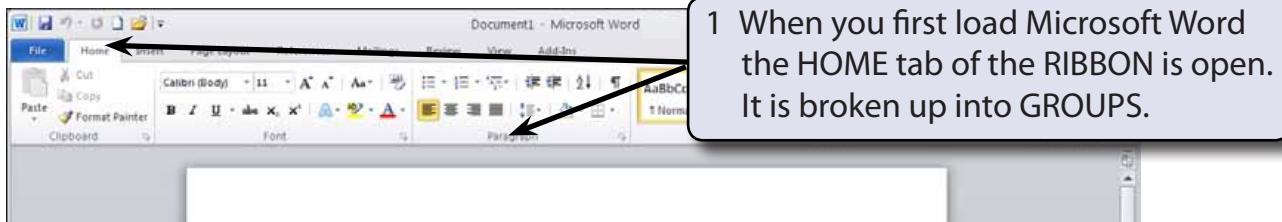
2    Click on each command TAB in turn to see what groups of commands they contain.

|  |  |
|---|---|
| *Home Tab:* | Contains the most common commands for formatting and editing text. |
| *Insert Tab:* | Contains commands for adding items to documents, for example, pages, breaks, graphics, headers and footers, etc. |
| *Page Layout Tab:* | Contains tools that control how pages look on the screen or when printed.  These include margins, columns, paper size, etc. |
| *References Tab:* | Contains tools for highlighting or referring to sections of a document.  These include footnotes, table of contents, bibliographies, etc, |
| *Mailings Tab:* | Contains tools to carry out mail-merging of data into letters, envelopes or labels. |
| *Review Tab:* | Contains tools for checking documents.  These include spell checking and thesaurus. |
| *View Tab:* | Contains tools to view documents on screen.  These include zoom and document view commands. |

> **NOTE:**    **Other tabs are added to the RIBBON when you select or add items to a document.**
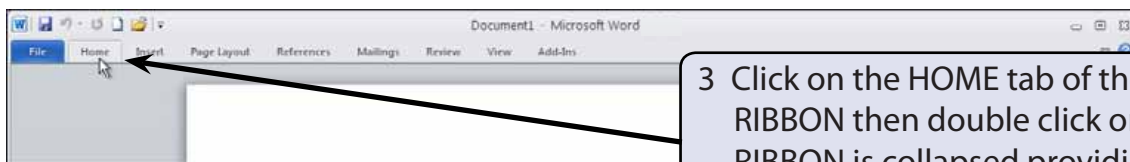
3  Click on the HOME tab of the RIBBON then double click on it. The RIBBON is collapsed providing you with more screen space.
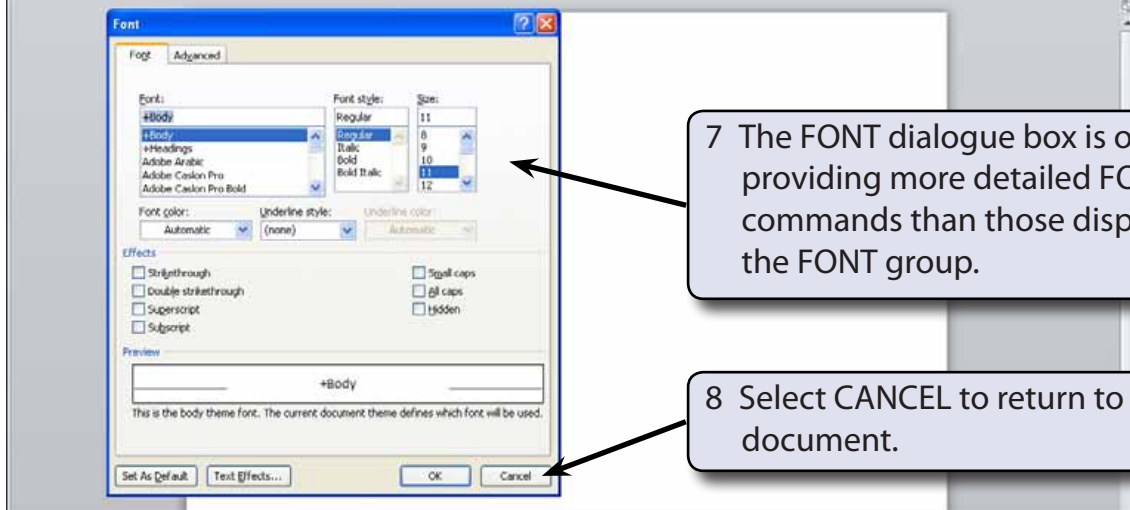
4  Double click on a TAB and the RIBBON is expanded.

**NOTE:**  **If you click once on a tab of a collapsed RIBBON, the RIBBON will open until a command is selected then collapse again. You might like to try this.**

5  There are more commands in the RIBBON than those displayed as icons.
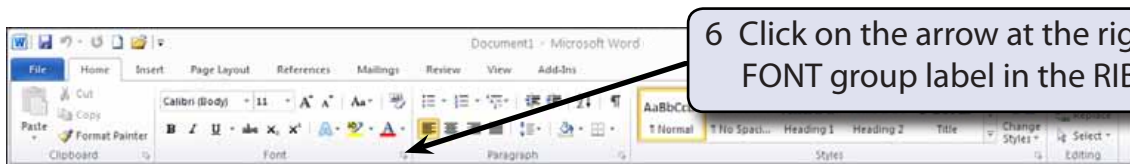


6  Click on the arrow at the right of the FONT group label in the RIBBON.

7  The FONT dialogue box is opened providing more detailed FONT commands than those displayed in the FONT group.

8  Select CANCEL to return to the document.

9  Look at the dialogue boxes available from the arrows next to the other group labels in the HOME tab of the RIBBON.

# Document Views

Microsoft Word has five different screen views which are set using the buttons that the bottom right of the STATUS BAR or the VIEW tab.

> ***Print Layout***:    shows how your page will print. It is used when you are working with graphics, columns, tables, headers and footers, etc.
>
> ***Full Screen Reading***:    optimises the screen for reading documents on screen. It hides all unnecessary toolbars so that the maximum screen area is provided.
>
> ***Web Layout***:    is used to design web pages. The screen is set to show you how the page will appear in a web browser.
>
> ***Outline***:    shows the structure of your document under the headings that you have used. It allows for the movement of sections of text in a document.
>
> ***Draft***:    Removes most of the formatting and headers and footers so that editing is easier.

For this module you will be working in PRINT LAYOUT view.

# Zoom Controls

Microsoft Word provides extensive ways to quickly increase or decrease the zoom (or magnification) of the screen. The ZOOM CONTROLS are in the ZOOM group of the VIEW tab of the RIBBON and at the bottom right of the STATUS BAR.

> 1 Use the SLIDER bar in the ZOOM CONTROLS at the bottom right of the screen to increase and decrease the screen magnification.