

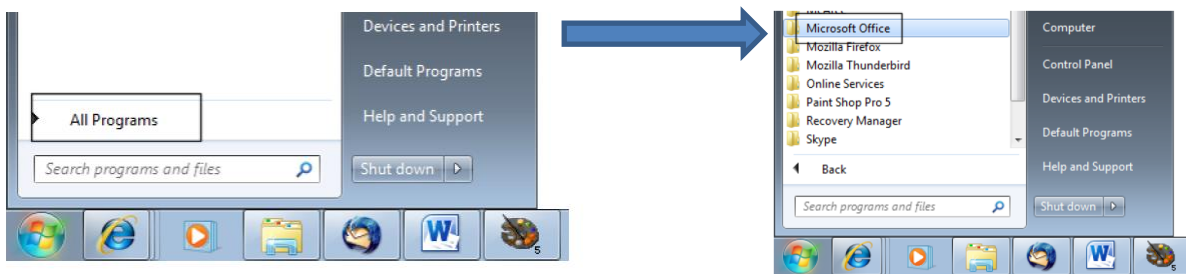
Microsoft Word 2010 – User Guide

Accessing the Software

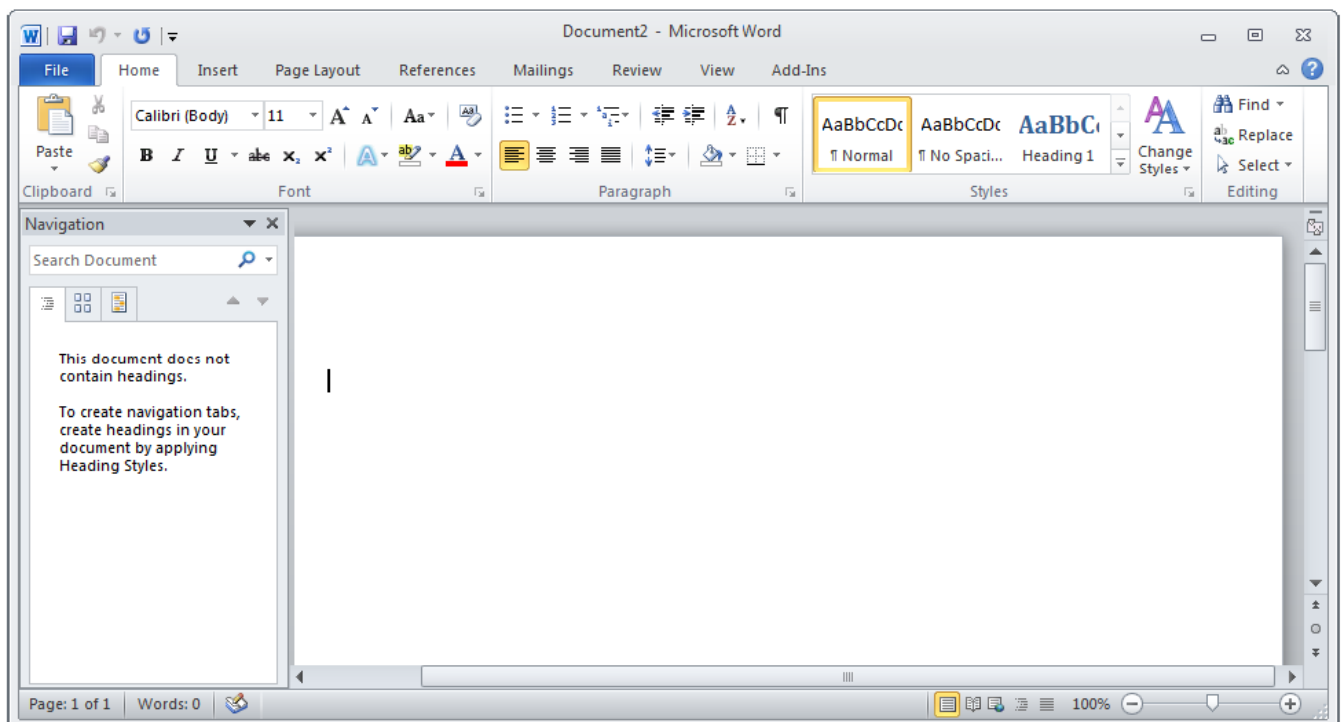
Click on the **Start** icon on the bottom left hand corner of the screen.



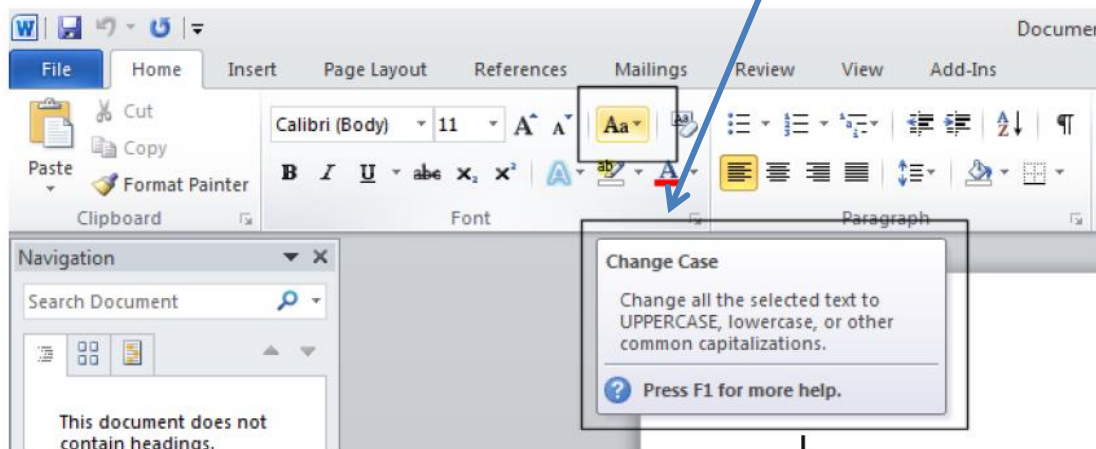
You will then see a pop-up menu. Click on **All Programs**, **Microsoft Office**, then **Microsoft Word**.



When Microsoft Word 2010 has loaded, the opening screen will appear as follows:



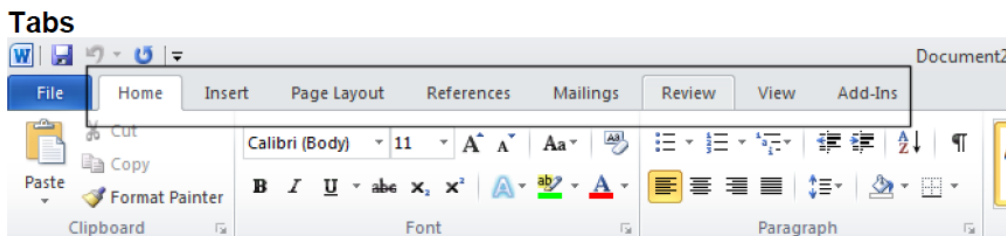
By moving the mouse pointer over the buttons on the Ribbon, a pop-up appears and this provides a brief description of the relevant functions.



Organisation of Commands in Microsoft Office 2010

Commands are organised into 3 levels within Microsoft Office 2010 – Tabs, Groups and Dialogue Launcher Buttons.

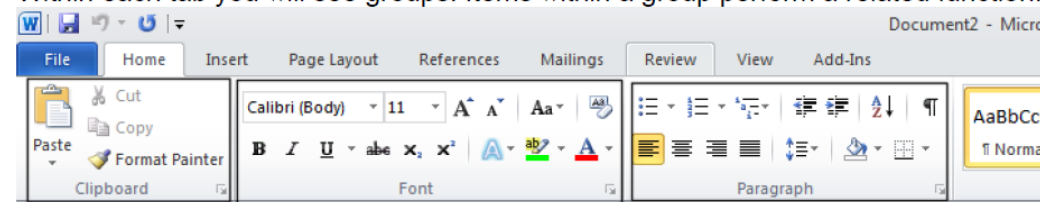
This shows the **Tabs**:



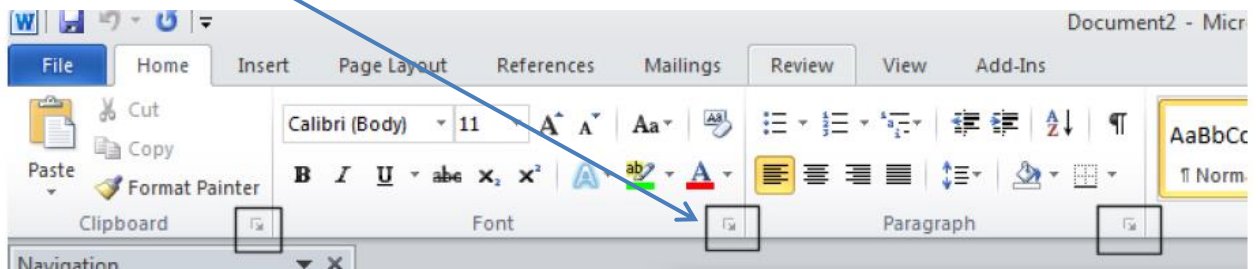
This shows the **Groups** of commands within the **Home** tab:

Groups:

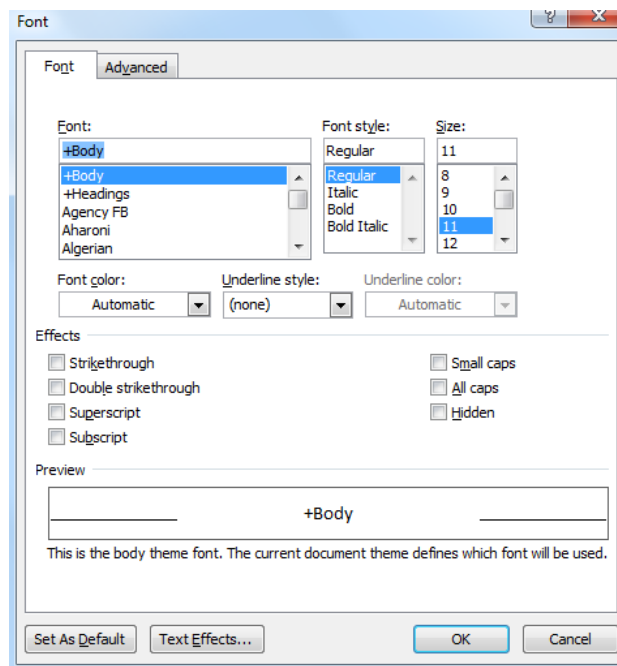
Within each tab you will see groups. Items within a group perform a related function.



Dialogue Launcher Buttons are located at the *bottom right hand corner* of a **Group** of commands. By clicking on a Dialogue Launcher Button access to further related functions is possible.

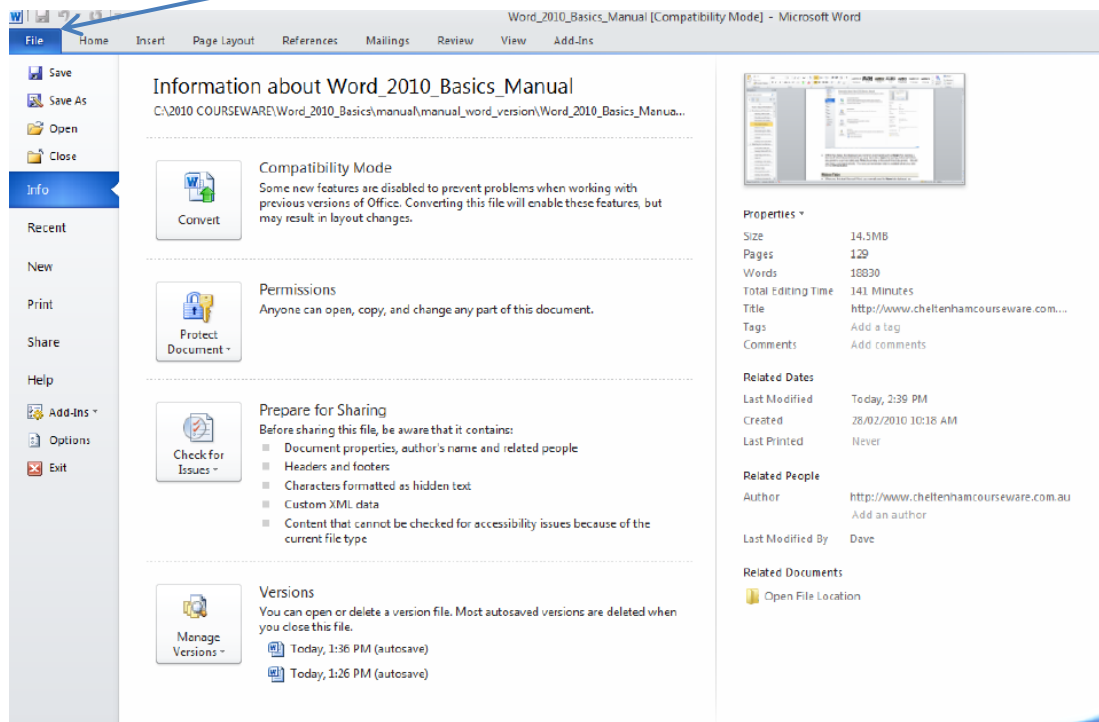


By clicking on the **Font** button as shown above, **Font** dialogue box will appear:



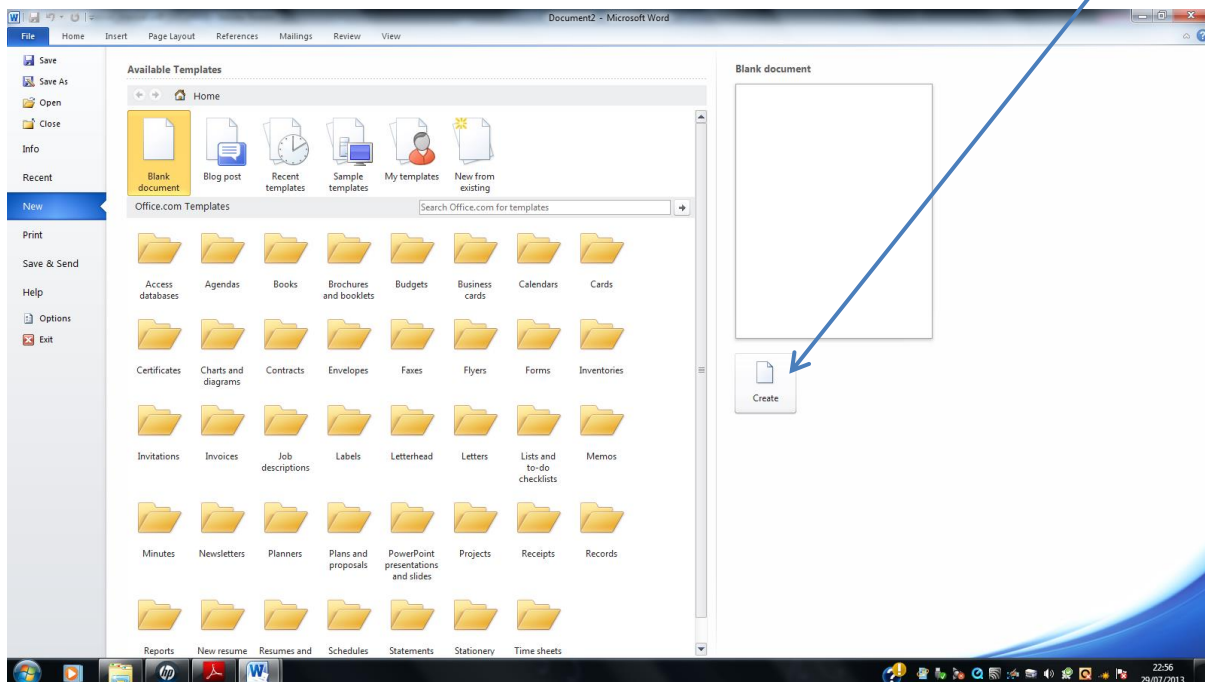
The **Home** tab will normally be displayed when you first access Microsoft Word and this contains the functions and controls that are most commonly used.

The **File** tab will enable you to carry out functions such as opening, closing, saving and printing Word 2010 files. This tab is shown below:



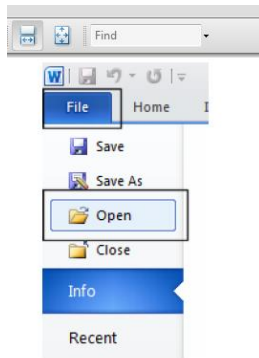
Creating a New Document

When you access Microsoft Word 2010, the default screen will appear, as previously shown. If you want to create documents using the preset layouts provided, click on the **File** tab, then **New**. You will then be able to select the type of document you want to create by clicking on it, then clicking **Create**.

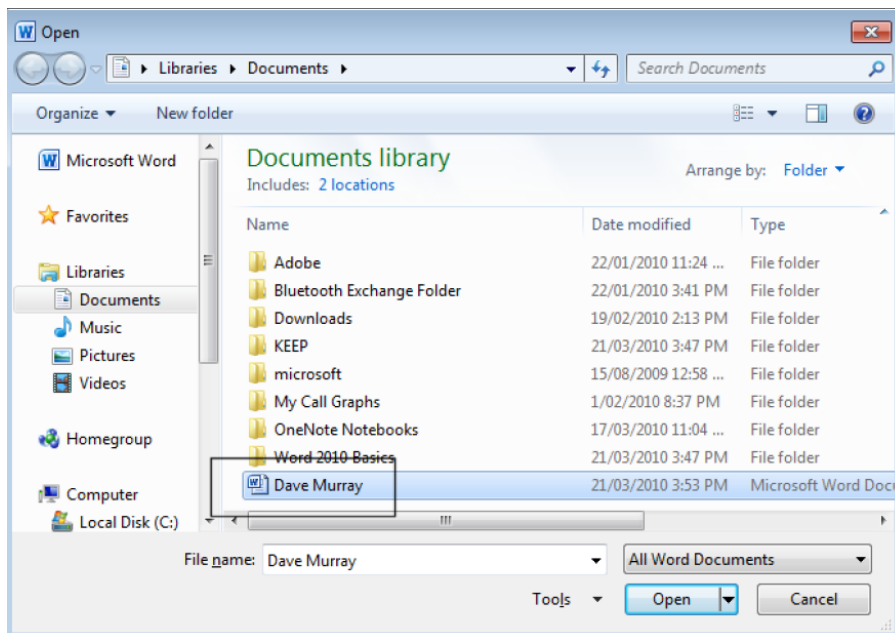


Opening a Document

To open a document you have previously saved, click on **File**, then **Open**.

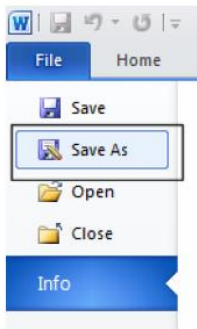


This will show the **Open** dialogue box. You will then need to select the file from the relevant folder where it was saved. Then, click on **Open**.

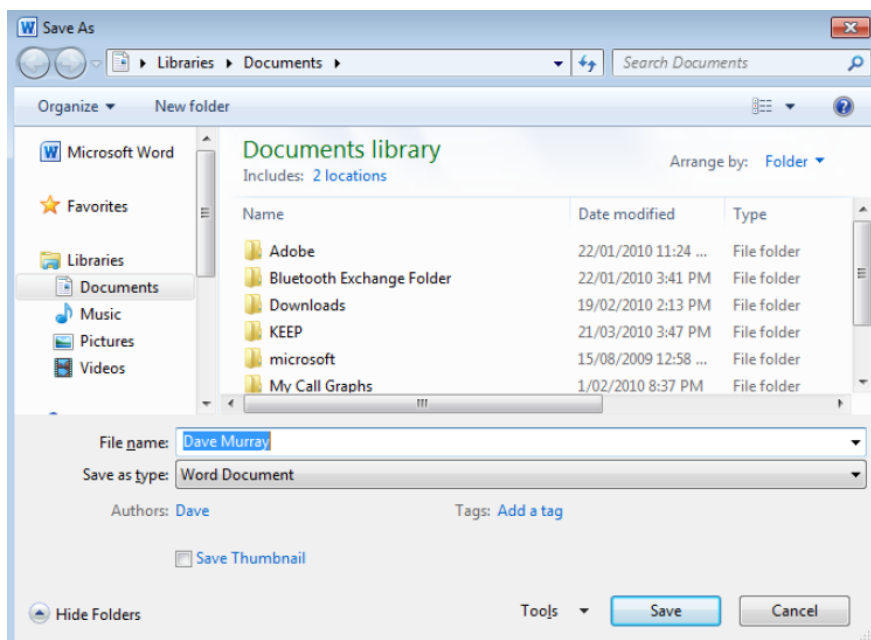


Saving a Document

When you are saving a document for the first time, you will need to click on **File**, then **Save As**.

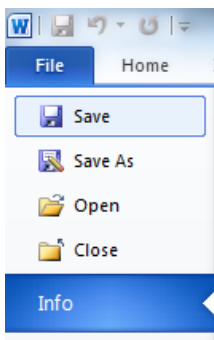


This will open the **Save As** dialogue box.



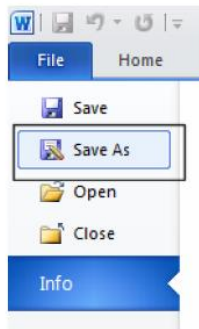
You will need to give your file an appropriate name and you should save it in a suitable folder. Click on **Save**.

If you want to make changes to a file you have already saved, you will need to click on **File**, then **Save**.

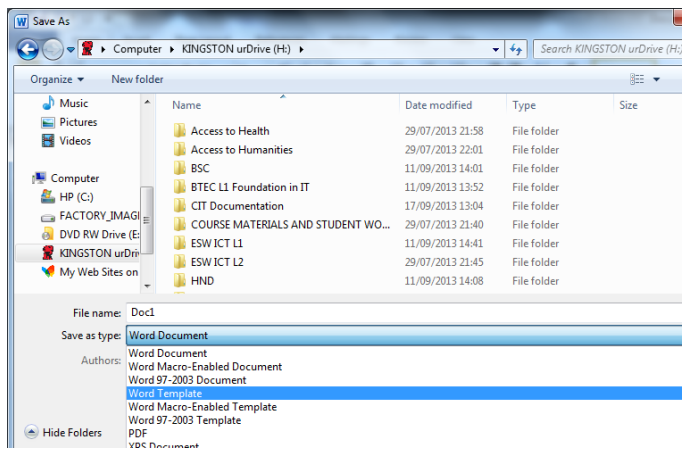


Saving as a Template

To save a document as a template, click on Save As.

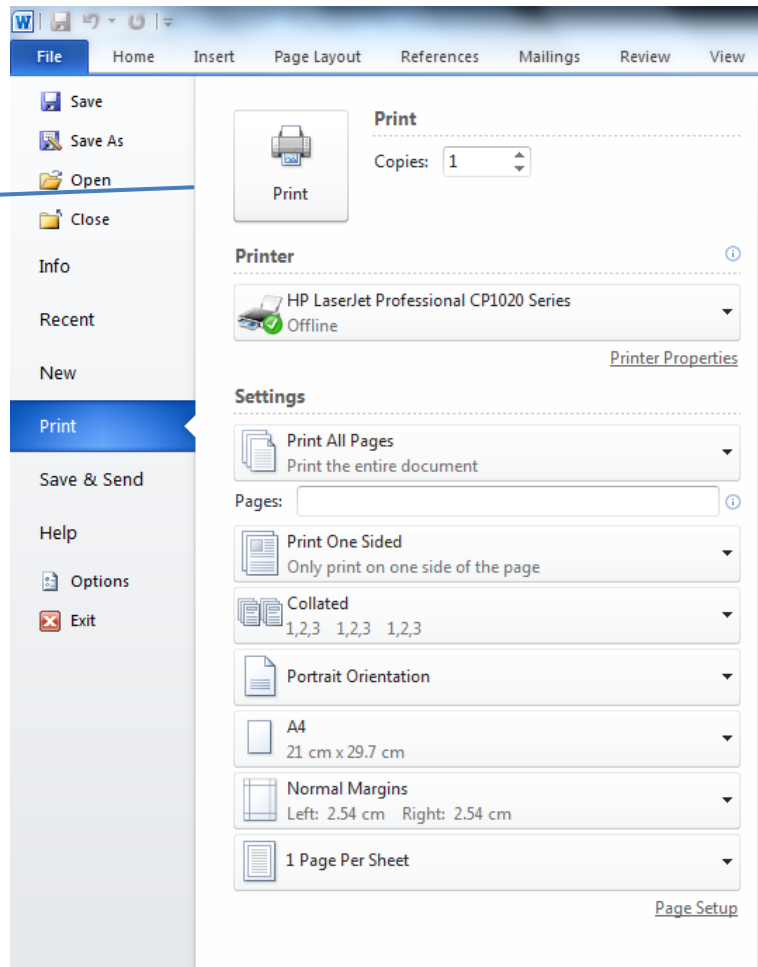


Select the Word Template option as shown below, then click on Save.



Printing a Document

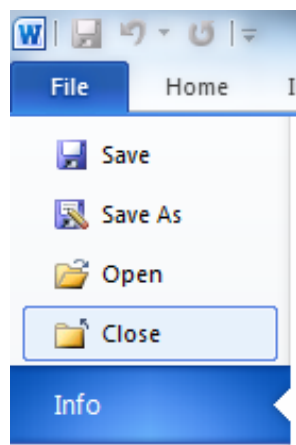
To print a document, click on **File**, then **Print**.



If needed, you can change the settings, number of copies to be printed etc. Once you have done this, click on **Print**.

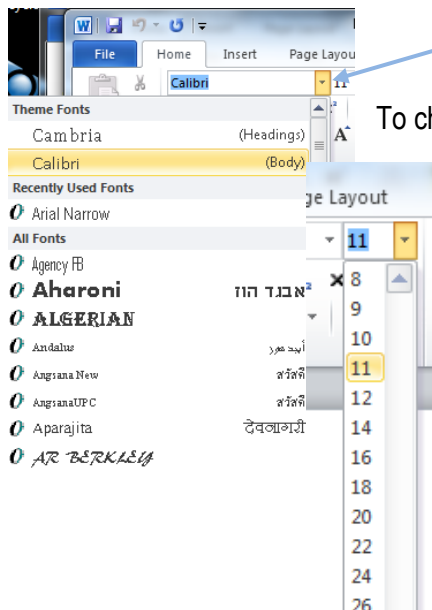
Closing a Document

Once you have finished working on a document, ensure you have saved it, then click on **File**, then **Close**.



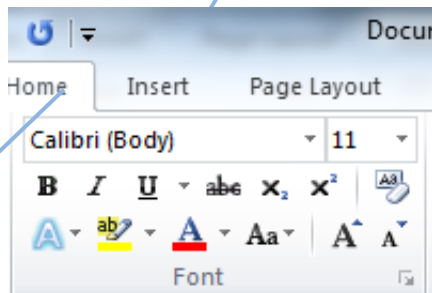
Formatting a Document

To change the font of text, click on the **Home** tab then on the downward arrow as shown below and click on the font style you require.



To change the size of the text, click on the downward arrow, then on the size you require.

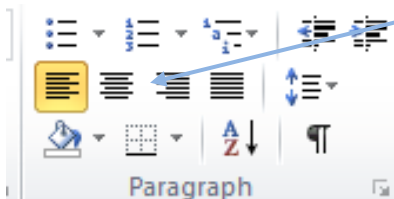
Within the **Font** group, there are many different ways of changing the appearance of text. The most commonly used are **Bold**, **Underline** and/or **Italics**. Others include **Text effects**, **Text Highlight Colour**, **Font colour**, **Change Case** (changing text to upper/lower case), **Grow and Shrink Font**, **Superscript** and **Subscript**.



Text formatting can be removed by clicking on **Remove Formatting**.

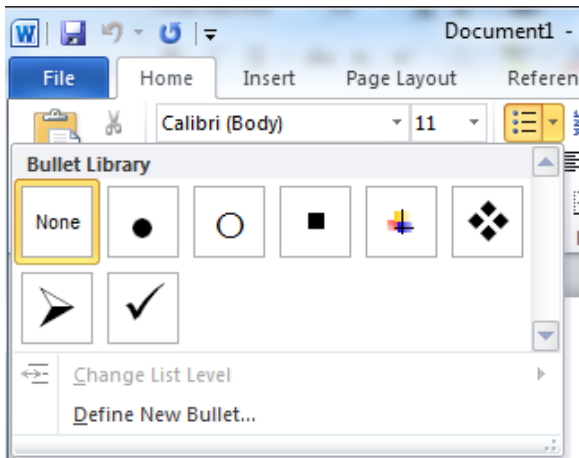
Text Alignment

Text can also be changed by using the features available in the **Paragraph** group. Text can be aligned to the *left*, *centre*, *right* or *fully*.

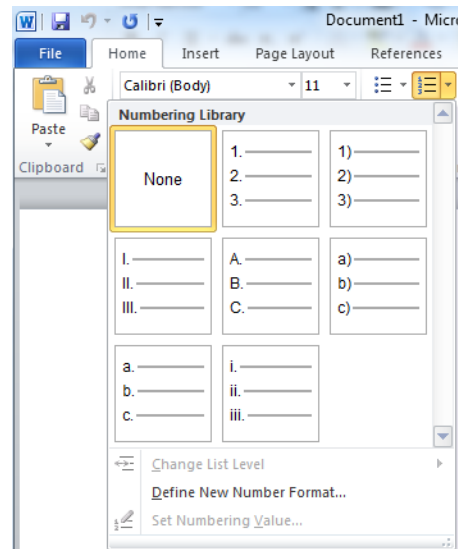


Bullets and numbering can also be applied:

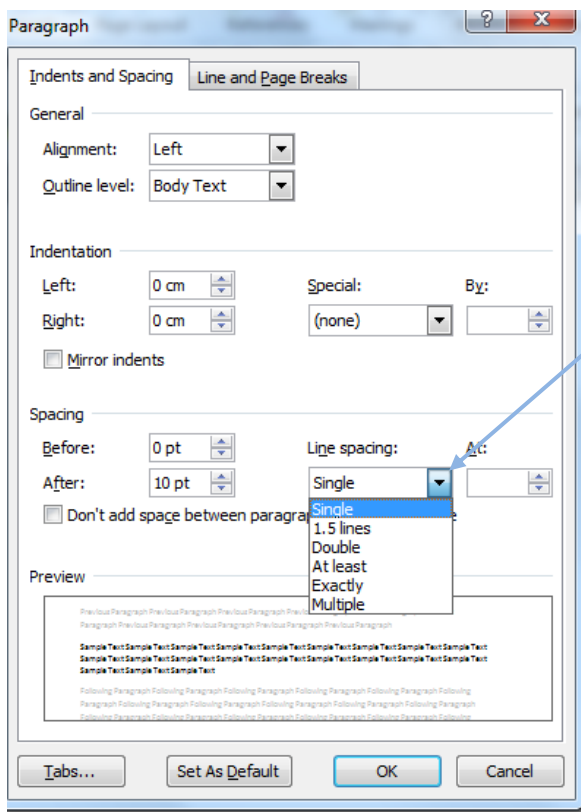
Bullets



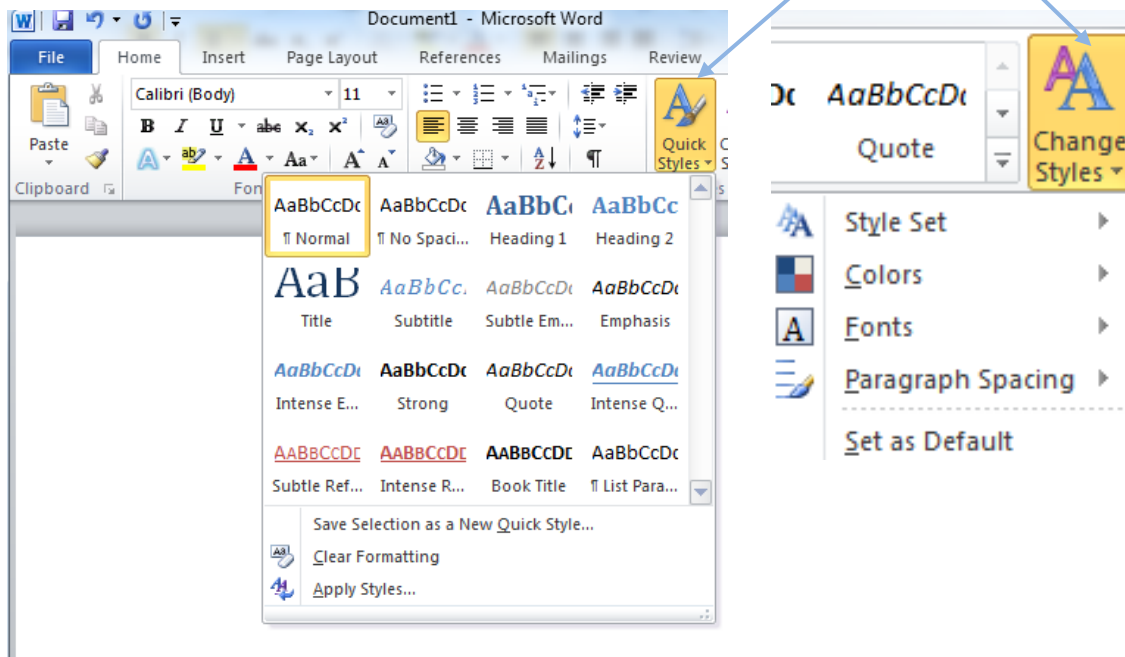
Numbering



Within the **Paragraph** group, you can also change the line spacing by clicking on the downward arrow.



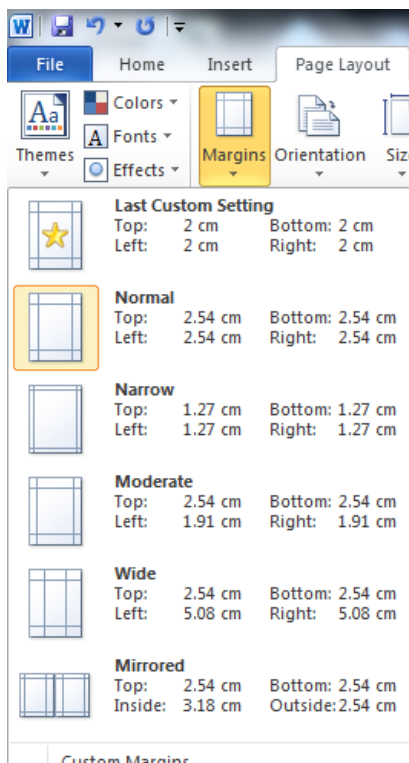
Within the **Styles** group, styles of text can be changed by using **Quick Styles** or **Change Styles**.



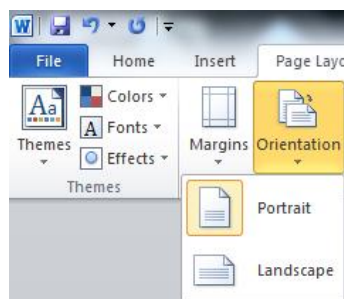
Margins and Orientation

By clicking on the **Page Layout** tab you can change the margins and the orientation.

Margins

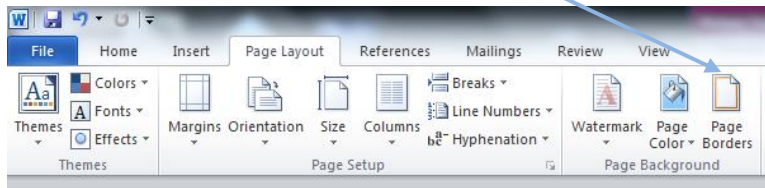


Orientation



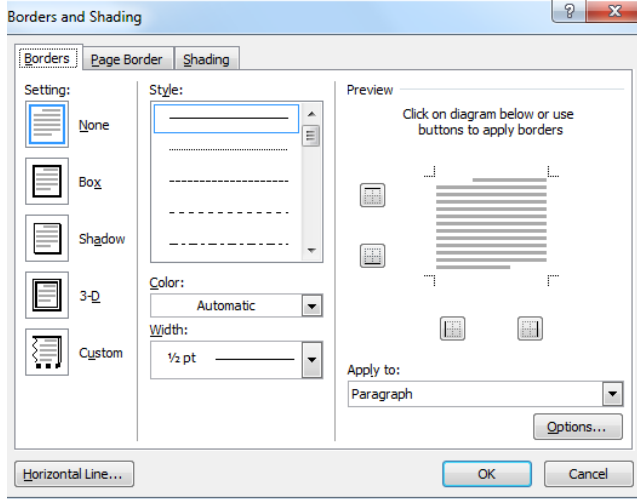
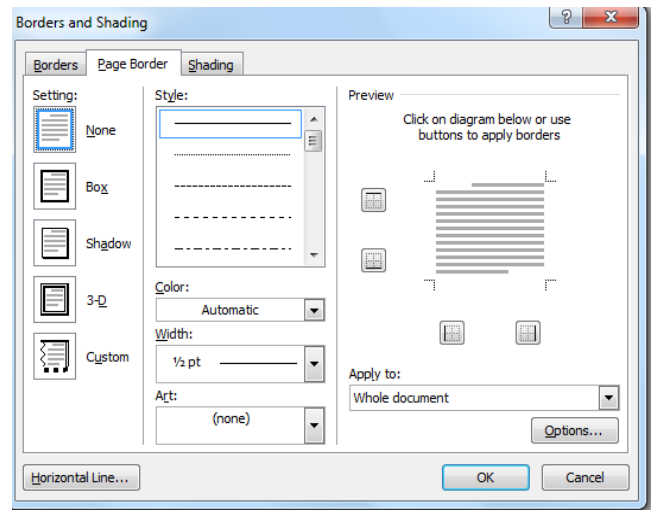
Borders, Shading and Page Borders

In the Page Background tab, click on **Page Borders**

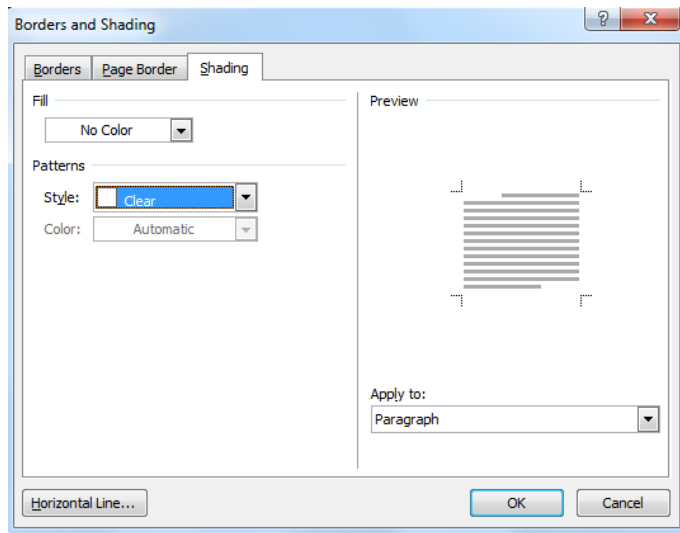


Borders

Page Border

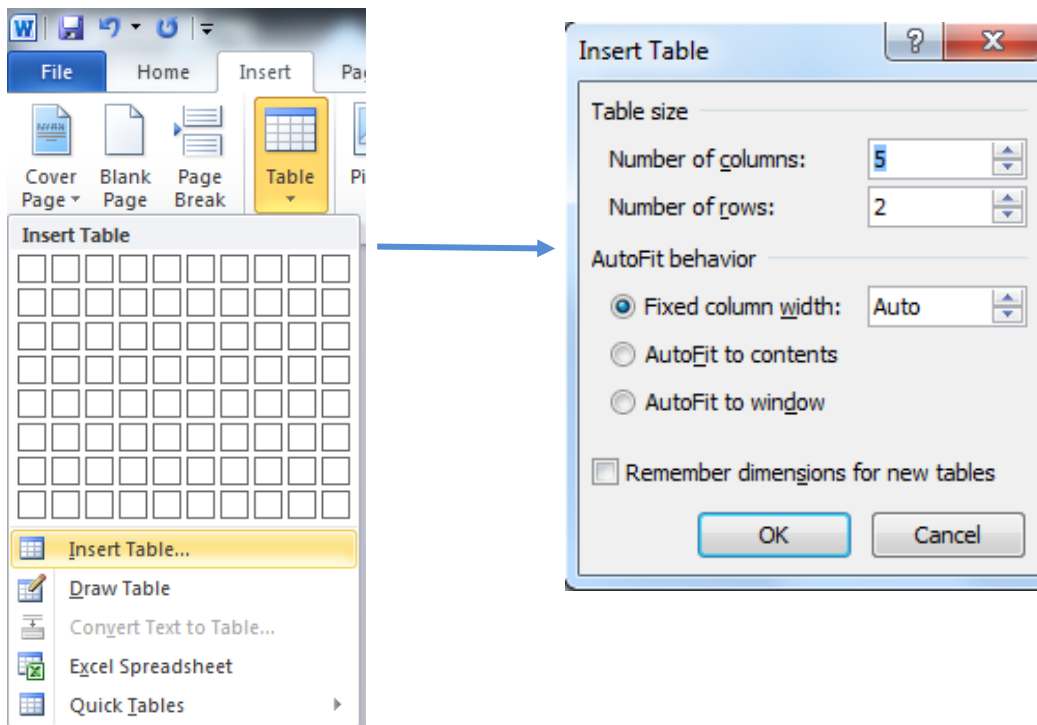


Shading

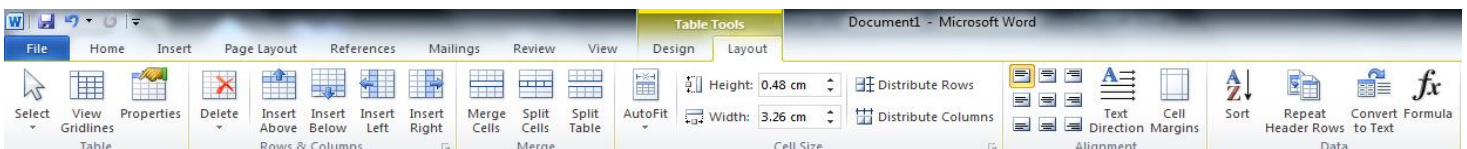


Tables

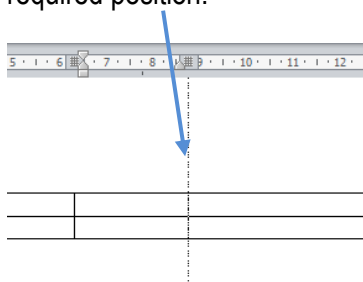
To create a **Table**, click on the **Insert** tab, then **Table**. Then select the number of columns and rows required.



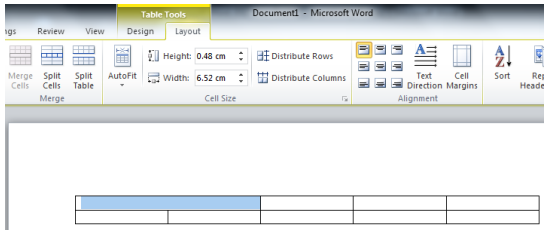
By clicking on the **Layout** tab, you can change your table by inserting/deleting columns or rows.



Columns/Rows can be made wider/narrower by clicking on the line, holding and dragging it to the required position.

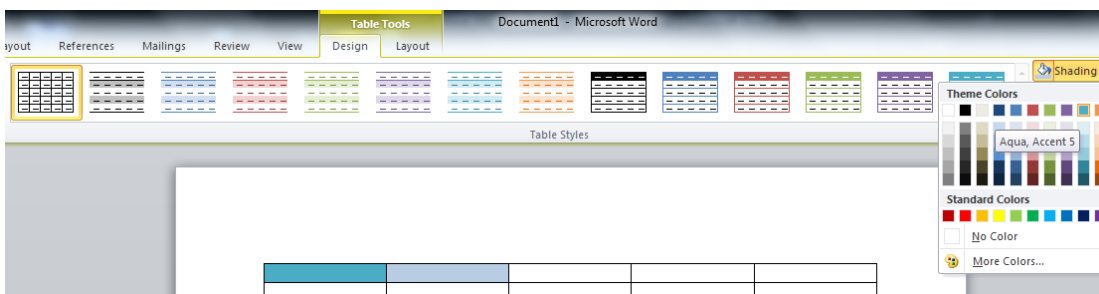


You can also merge cells by highlighting the cells required, clicking on **Merge Cells**.



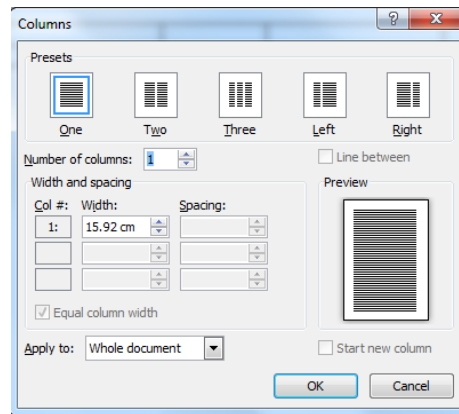
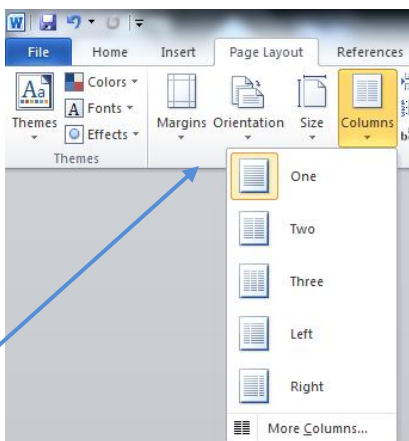
Merged Cells

The table can be formatted by highlighting the cells then shading them

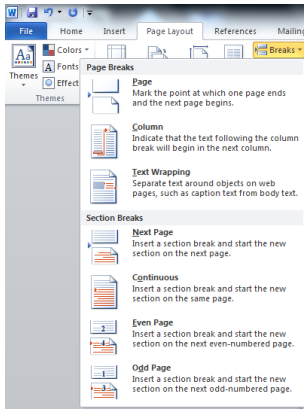


Columns

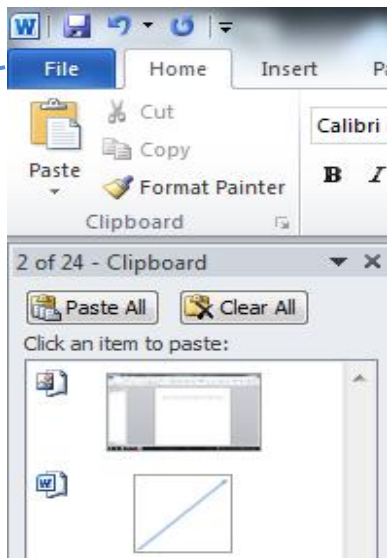
Click on **Insert, Columns** and select as required. **More Columns** contains further options.



For Widow/Orphan protection, click on **Page Layout, Breaks** and select **Column**.



Moving, Copying and Pasting



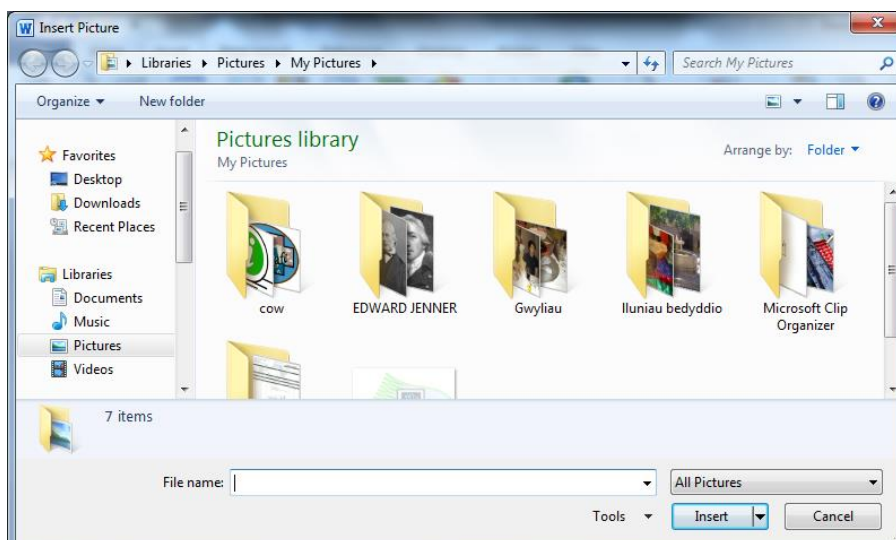
To move text, highlight the text you wish to be moved then click on **Cut**. Go to the position where you want the text to appear, then click **Paste**.

To copy text, highlight the text you wish to be copied, then click on **Copy**. Go the position where you want the text to appear, then click on **Paste**.

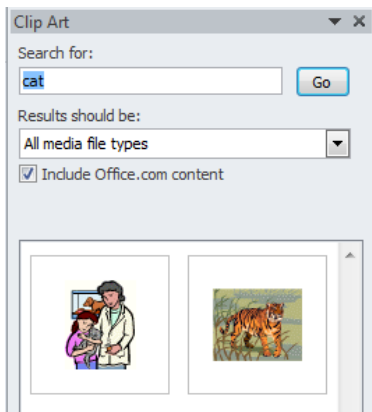
Text can also be selected for pasting from the **Clipboard**

Inserting Pictures and Clipart

To insert an image already saved, click on **Insert**, **Picture**, select relevant image from folder, then click on **Insert**.



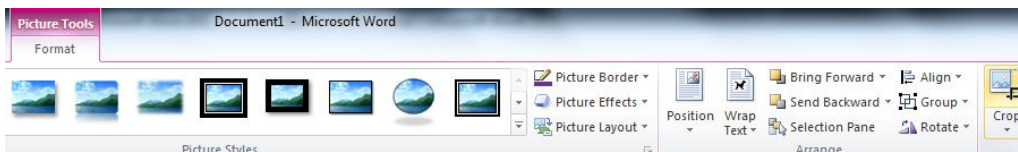
Clipart



Click on **Insert, Clipart**. In the '**Search For**' box, type in the category of image required, then click on **Go**. Click on the image required to insert into your Word document.

Cropping an Image

Select the image, then click on **Format, Crop**.



Crop can be used to select part of an image. The image can then be resized as shown below.

Before Cropping

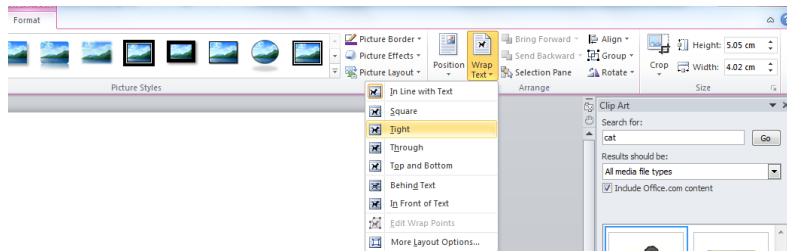


After Cropping



Text Wrapping

To wrap text around an image, firstly select the image. Click on **Format, Wrap Text**.



This shows an example where the 'Tight' option has been selected.

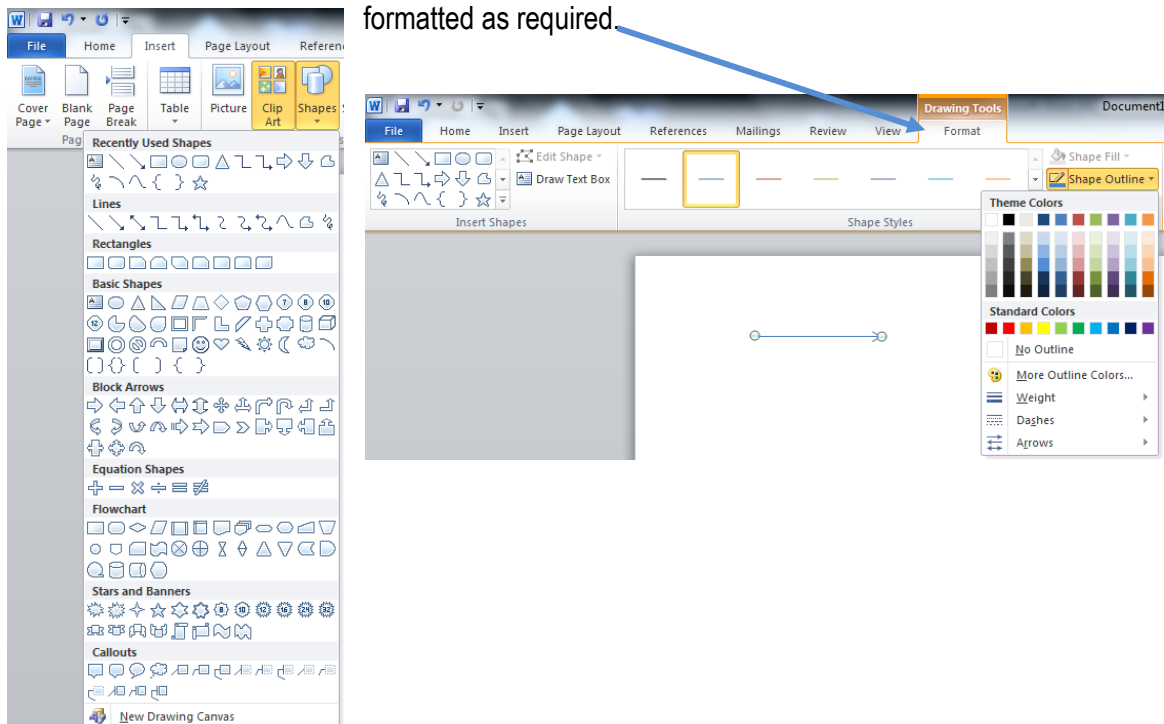
Health and Safety



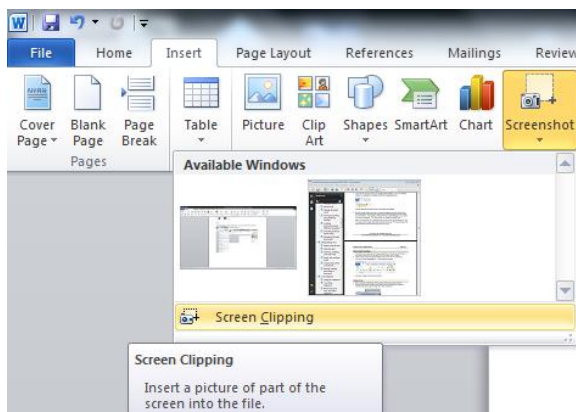
Accidents to **children** are so common that it is too easy to assume that nothing can be done to stop them happening. It would be **impossible** to prevent every single minor bump and graze – but it is possible to eliminate the majority of **risks** and protect the children in your care. The skill of protecting children from injury involves a thorough *knowledge of child development*. Children can move onto a new stage of development before carers realise it, and can be at **risk** of injury. For example, a baby of 6 months can roll over; if left on a high surface, the baby could easily fall off onto the floor below.

Shapes

Click on **Insert, Shapes**. Select the shape required. The shape will then need to be drawn and formatted as required.



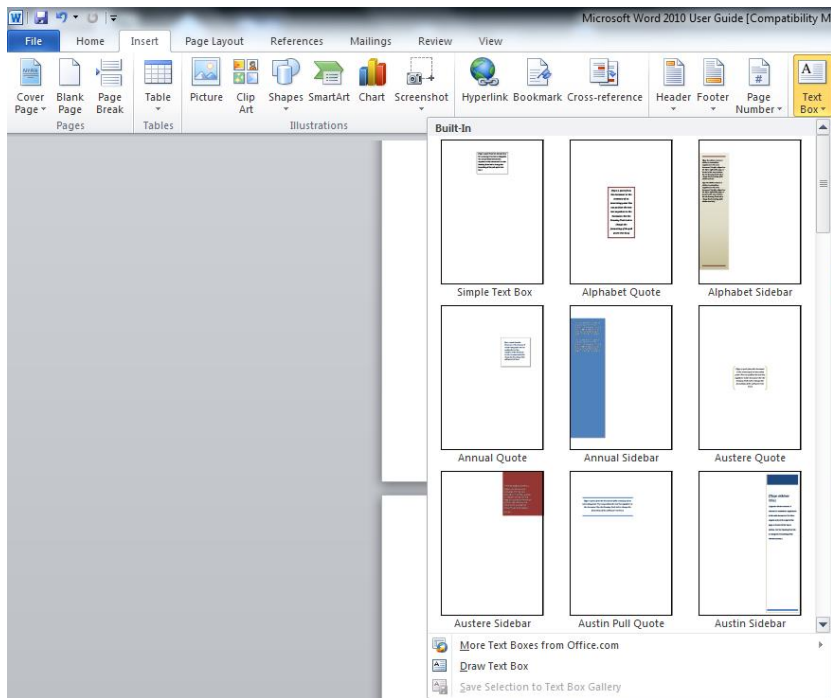
Screenshots



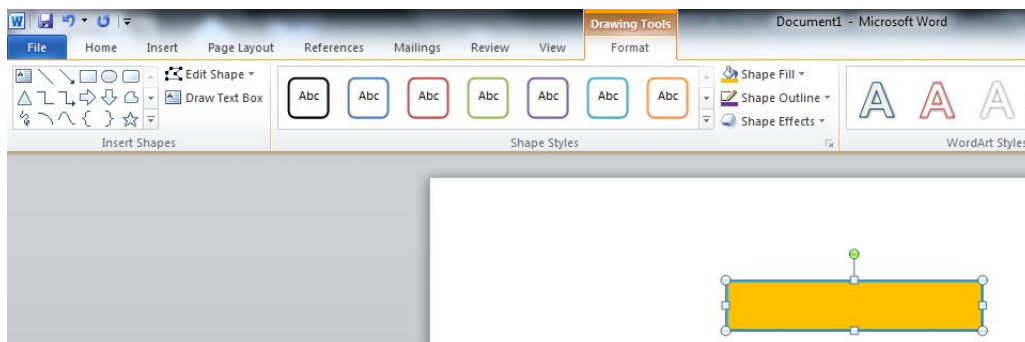
Click on **Insert, Screenshot**. You can then select information from any open file to include in the file you are currently working on.

Textboxes

Click on **Insert, Text Box**. Select the type of text box required.

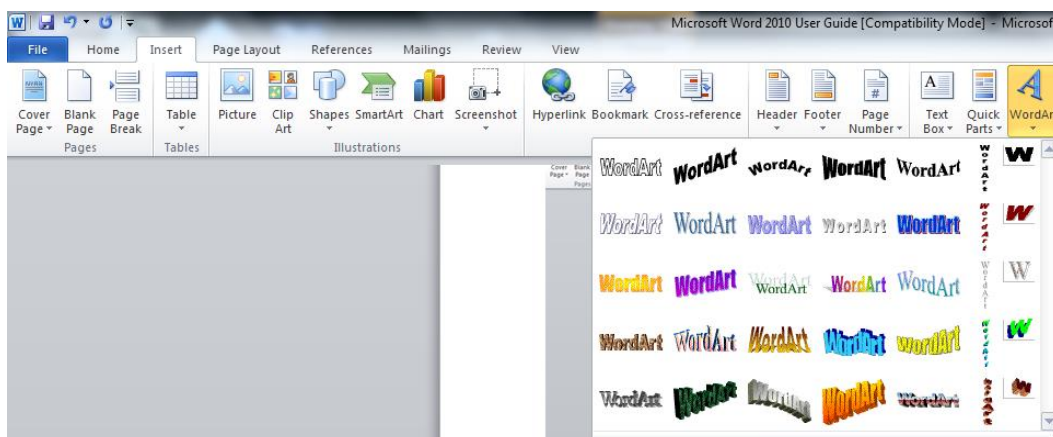


The text box can be formatting by changing the **Shape Fill, Shape Outline and/or Shape Style**.



Wordart

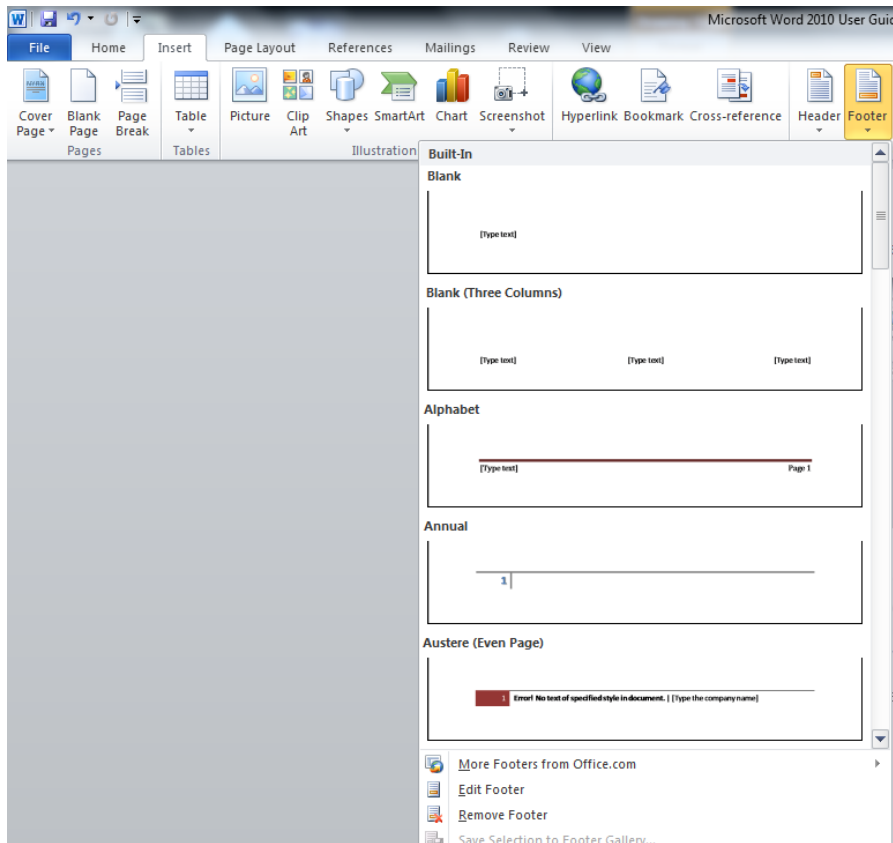
Click on **Insert, Wordart**. Select the style required.



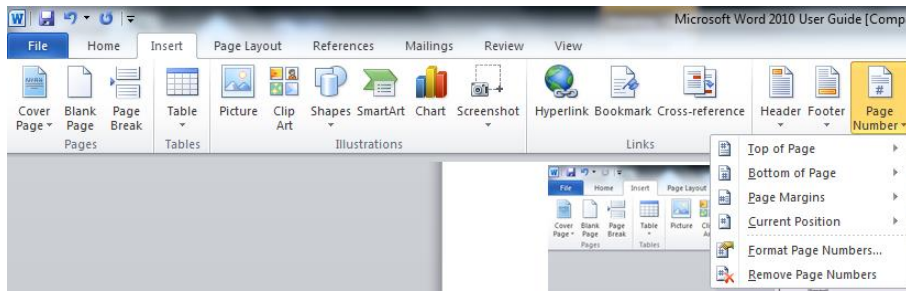


The frame can be moved or extended as required.

Headers and Footers



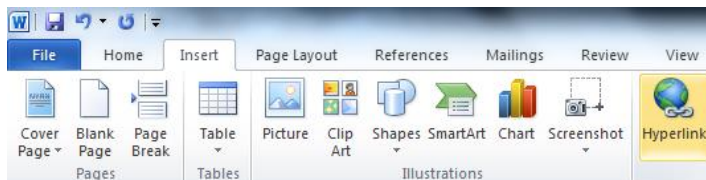
Page Numbering



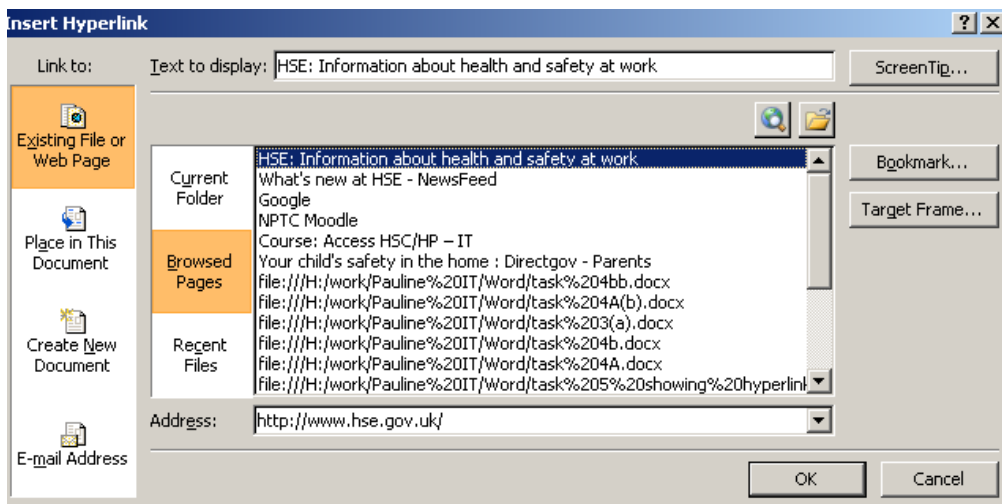
Inserting Hyperlinks

To insert an external hyperlink to a website into a Word document, firstly ensure that you have accessed the relevant web page. In your Word document, ensure that the cursor is positioned where you want the hyperlink to appear.

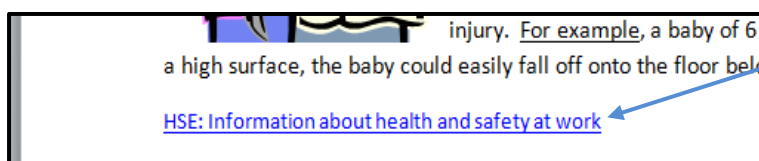
Click on **Insert, Hyperlink**



Click on **Existing Web Page**, then on **Browsed Pages**. Select the relevant web page. Details about the web page will show in **Text to display**. The appropriate **Address** will also show. Click on OK.



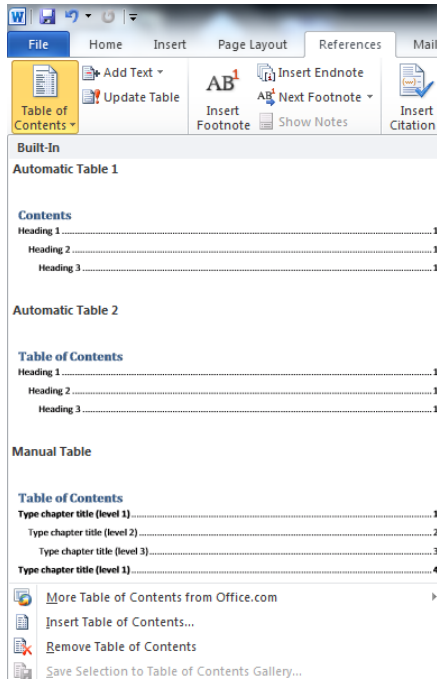
The hyperlink will now show on your document, with the link shown in *blue* and *underlined*.



Useful Formatting for Coursework

Under the **References** tab you will find many features which will be useful when producing coursework.

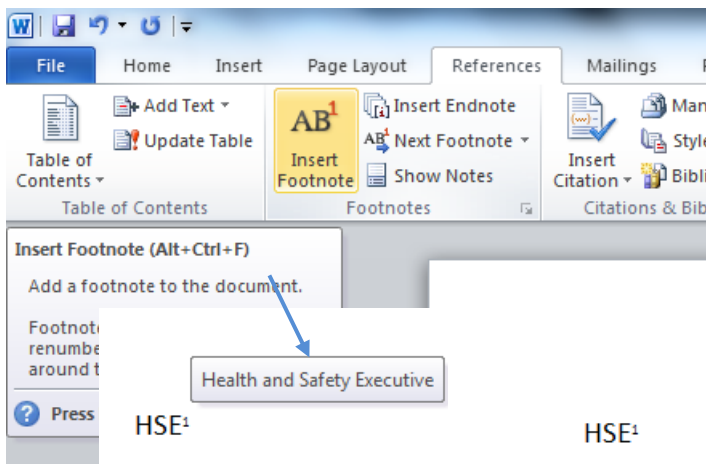
Table of Contents



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Table of Contents	
Computer viruses	2
Computer virus infection issues	2
Protecting against computer virus infection	2
What to do if you discover a virus on your computer	3
The limitations of anti virus software	3

Footnote

If an explanation of a term included in your document is required, this can be included at the end of the page in the form of a **Footnote**.



Here the abbreviation HSE is assigned a number 1 (first footnote) and the full term is provided at the bottom of the page.

By holding the cursor over the abbreviation, an explanation will be shown once the footnote has been set.

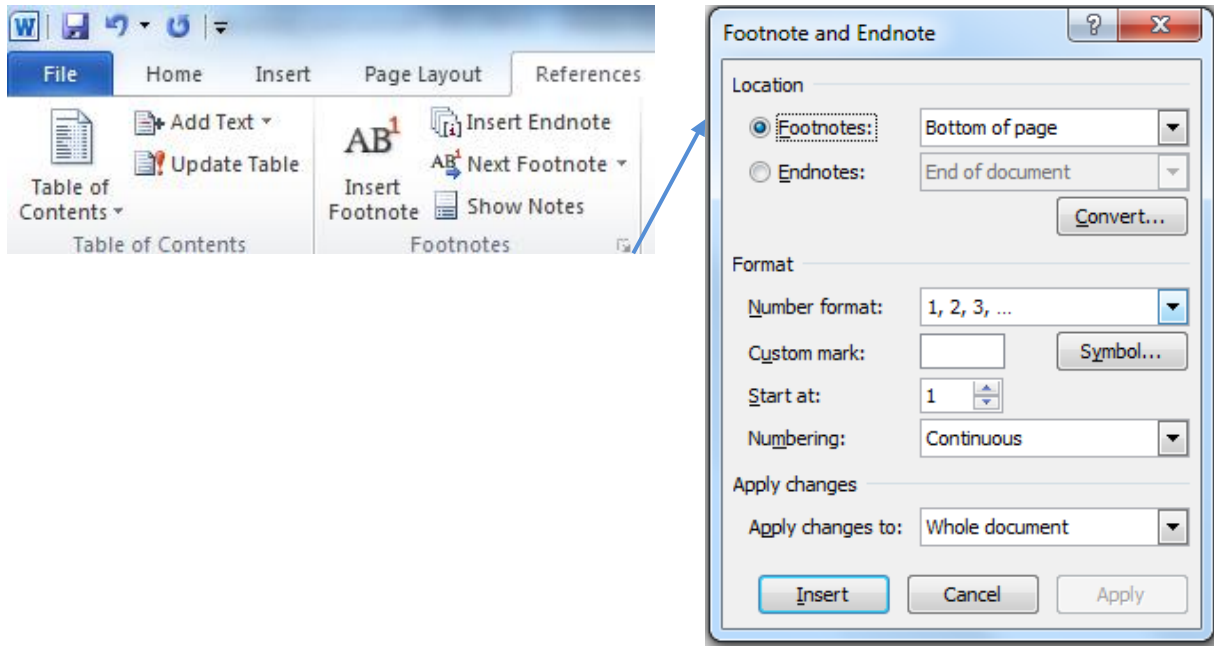
↓

¹ Health and Safety Executive

Endnotes

An Endnote is similar to a Footnote but appears at the **end** of the document.

Footnotes and Endnotes can be changed by clicking on the **Dialogue Launcher Button**.



This shows how the number format has been changed.

There are many different formats available for games. Some games can be played on a standard computer, while others require a dedicated console such as a Sony Playstation.ⁱ

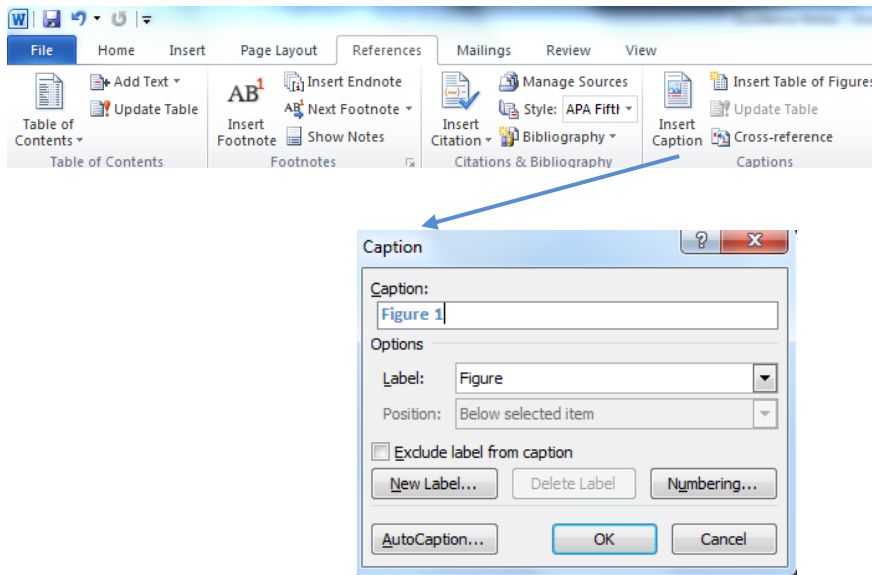
Famous examples include Doom (a shoot them up game) and Simms (a game where you build your own little world within the computer).

ⁱ Floppy disks are no longer used. Most software is now supplied on CD.

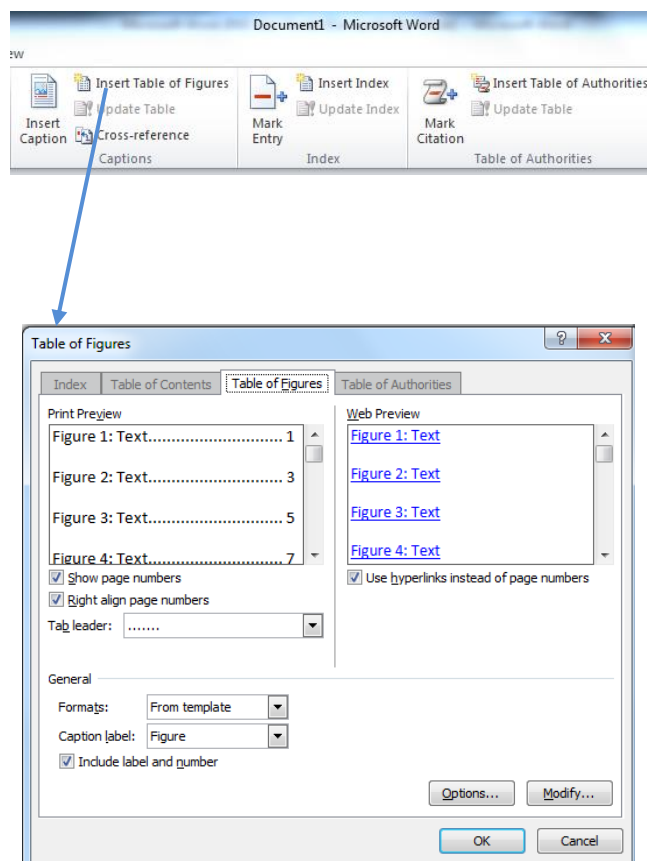
ⁱⁱ Most likely you are using Windows XP or Windows Vista.

Captions

Captions are useful for labelling tables/diagrams/images within a document. Click on **Insert Caption**.

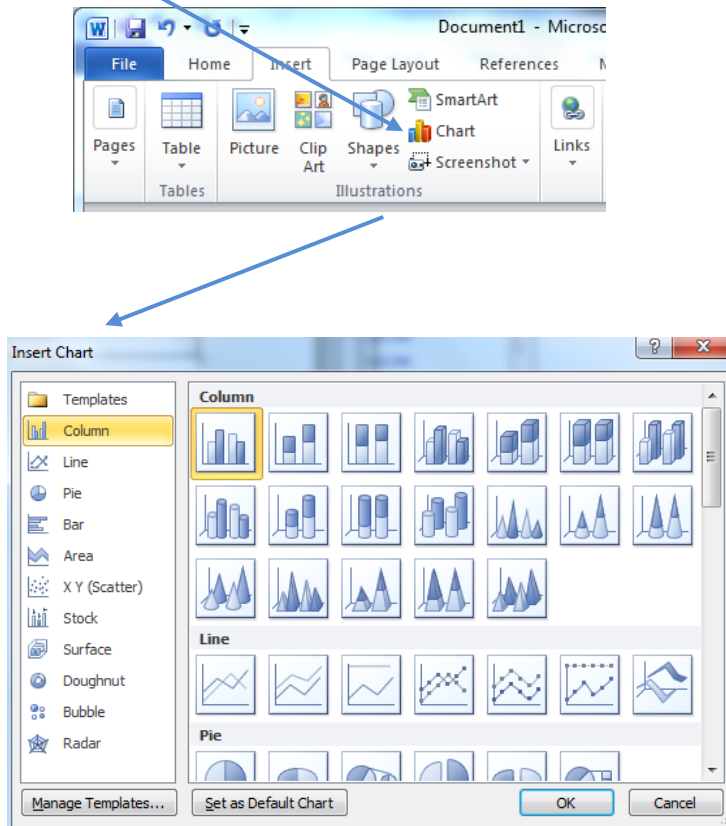


These can be listed by creating a Table of Figures by clicking on **Insert Table of Figures**.



Charts

If a table has been created in Word to display data, this can be displayed as a chart. Select the table, then click on **Insert, Chart** and select the chart type required.



You can then label the axes, format the chart etc as with Excel 2010.