

Detailed Guide to Office 2010 - Word

Microsoft Word is many different things to many different people. It can be used for anything from creating a simple document to creating templates to creating forms.

While this entity's focus is on document creation, it does provide you with greater detail on new and enhanced functionality than can be obtained by completing a walkthrough of the Windows 7 and Microsoft Office 2010 Quick Start Guide. In addition, it provides you with links to even further detailed and/or specialized training. By design, this guide can be used as a **replacement** for the Windows 7 and Microsoft Office 2010 Quick Start Guide section for ***"Microsoft Word 2010"*** and the Word-related pieces of ***"Microsoft Office 2010 – Common Features"***. This document does encompass the text from the Quick Start guide, in addition to discussion of new and enhanced functionality. It also provides tips to make the overall conversion experience more satisfying.

This document can likewise serve the dual purpose of acting as a FAQ resource. The Table of Contents has been set up primarily as a "How To". It is our hope that you will find this document to be a beneficial learning tool and Help guide, in addition to a useful trouble shooting guide.

Finally, as noted above, you will find additional links to Microsoft training or quick reference guides that are not available in the Quick Start guide. These links provide you with more in-depth knowledge of the Microsoft Word 2010 product than the casual user generally wants to know.

We hope you find this guide to be useful as you dig deeper into the many features and functions of Word 2010.

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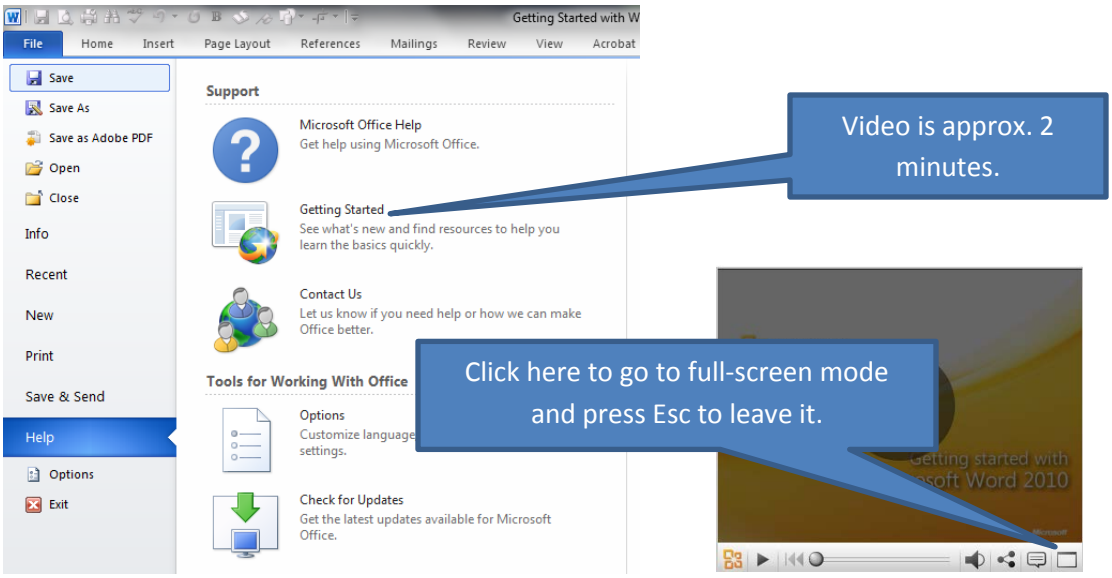
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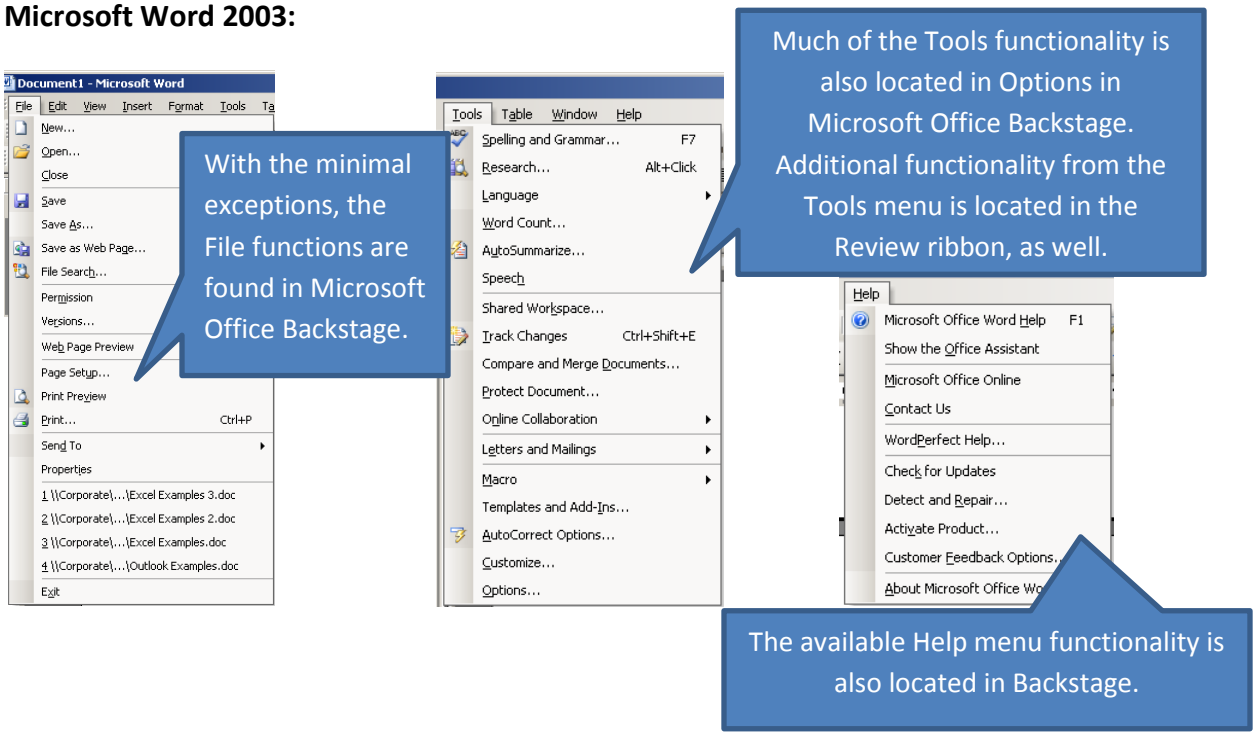
Microsoft Word 2010 – General Information

1. Your best first step is to look at the **Getting Started** video, accessed via File / Help.

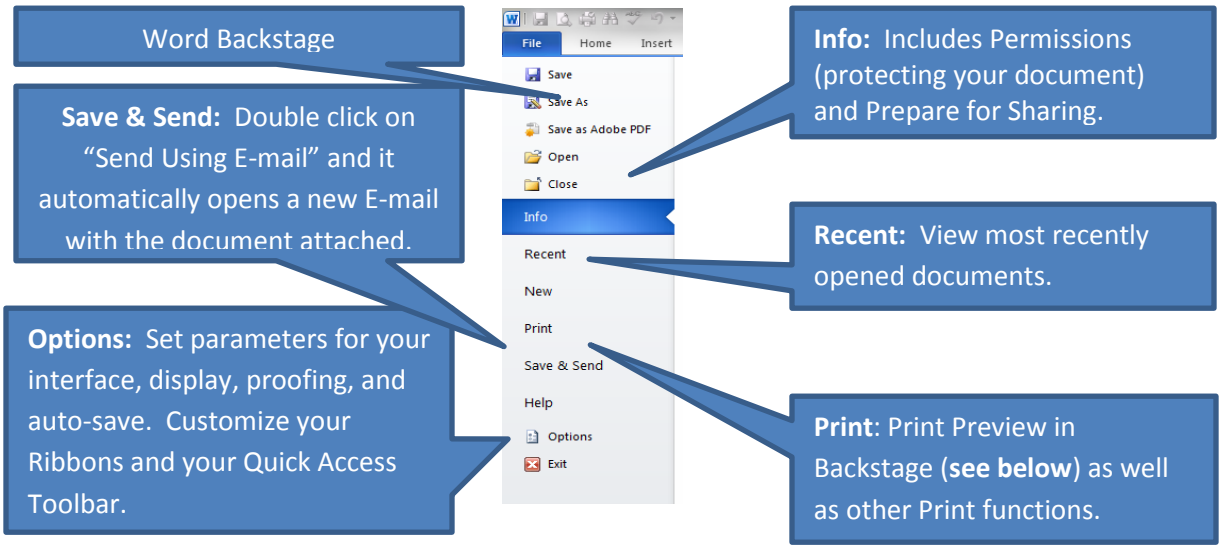


2. **Microsoft Office Backstage (Word)** – This refers to the tab labeled **File** on each of your Microsoft Office products and is basically where you will manage your files, as it primarily contains most components from the Office 2003 File and Tools menu options. It would be **to your advantage** to take a few minutes to become familiar with this screen.

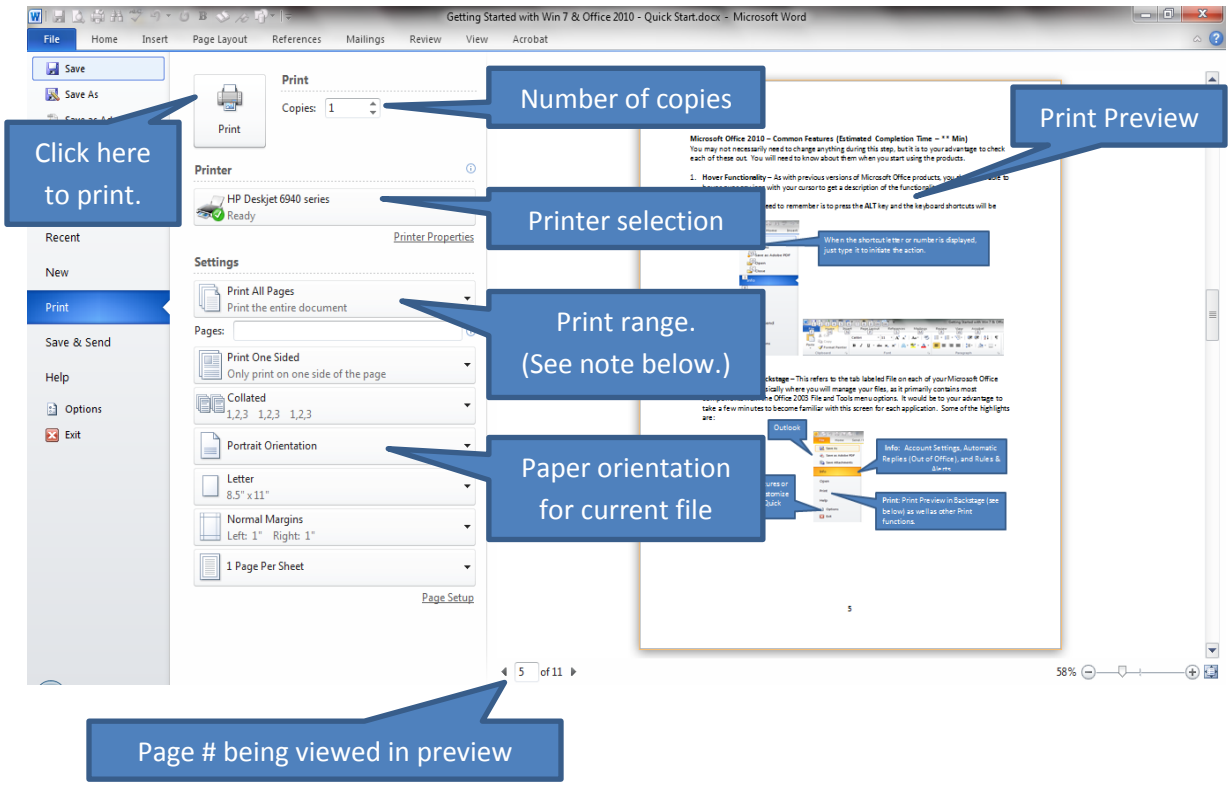
Microsoft Word 2003:



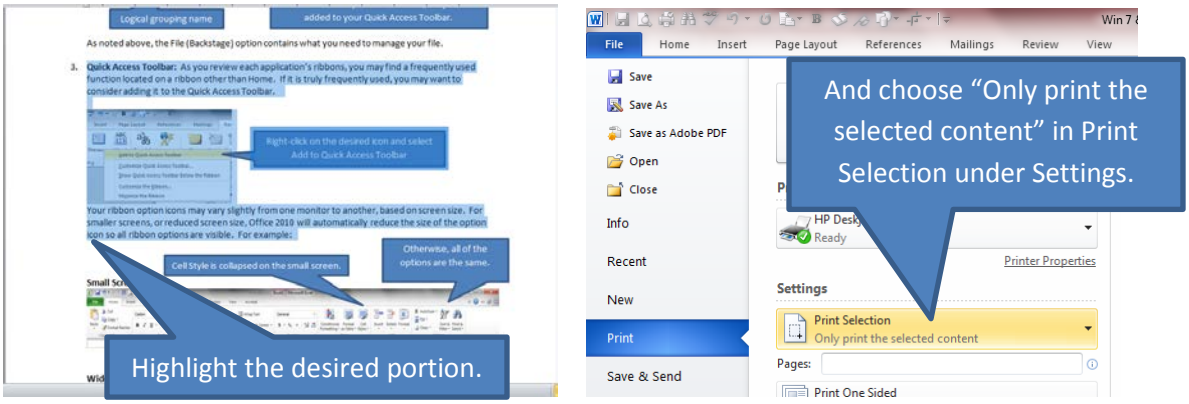
Microsoft Excel 2010:



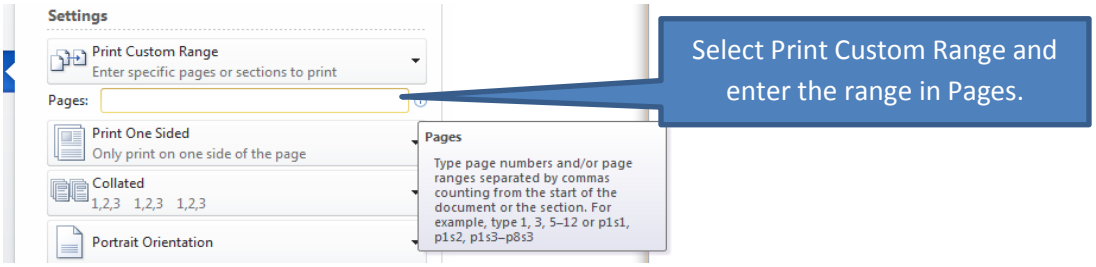
Print / Print Preview: Now it is all on one page in the Backstage.



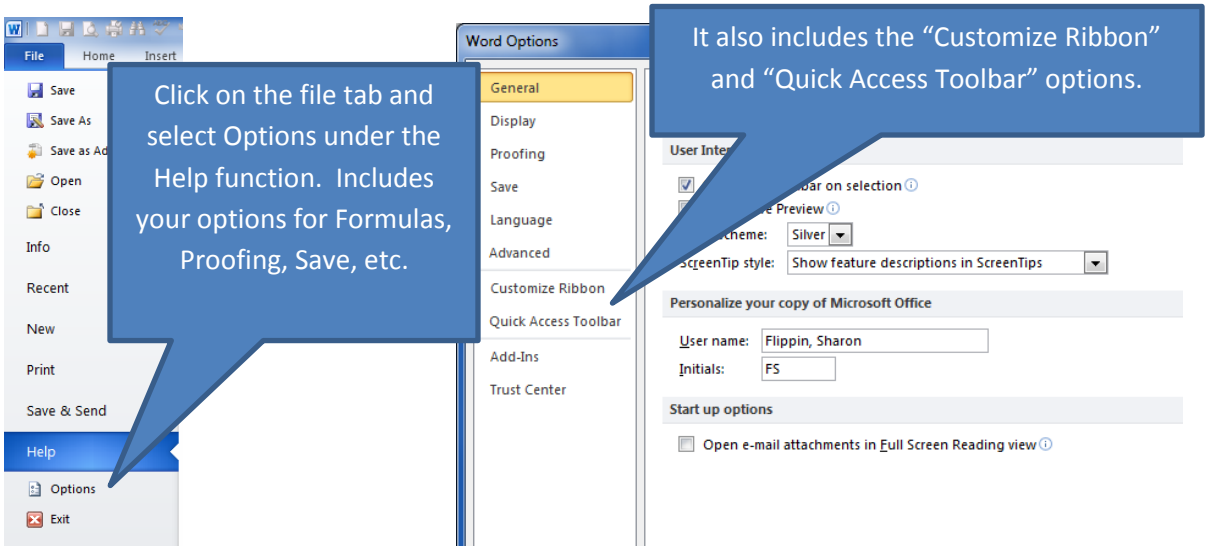
Print Range: To print only a portion of a page (**NOTE:** One time selection only. Does not save the range when you leave the document):



OR

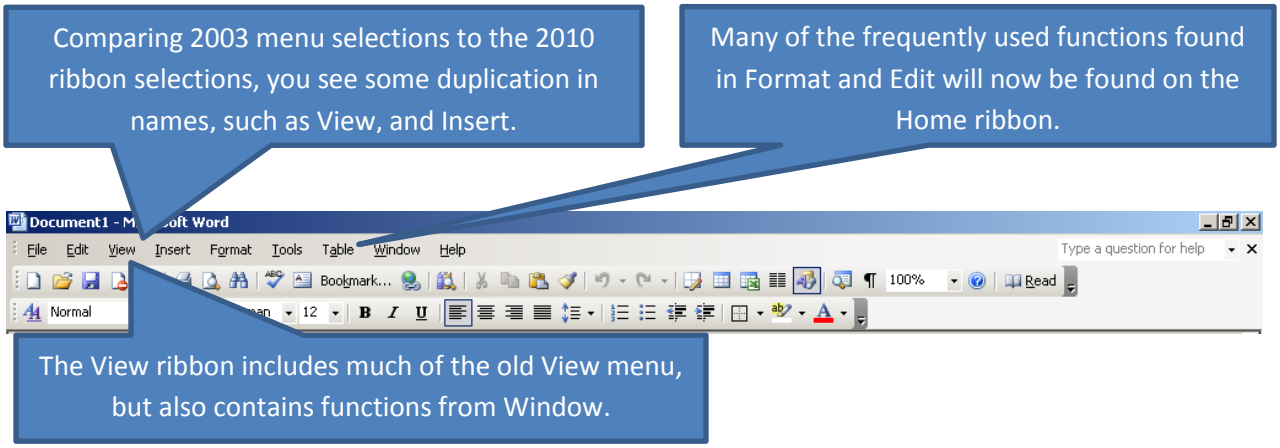


3. **Options** – Set up your **Word Options**, as desired, including AutoRecover under Save.



4. **Ribbons –** Ribbons and Backstage replace the functionality of your Word 2003 Toolbar selections, including Menu Bar.

Word 2003:



Word 2010:



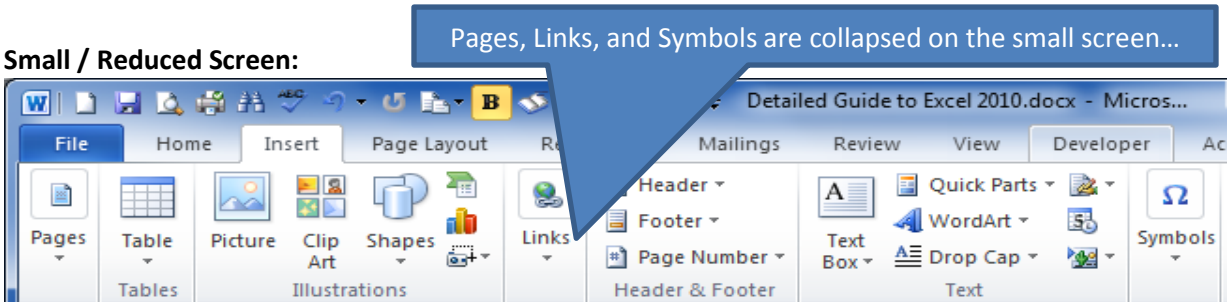
As noted above, the File (Backstage) option contains what you need to manage your Word files.

Ribbon Tip: The Word 2003 View menu contained a selection called "Toolbars". You will not find a similar selection in 2010, since toolbars have been replaced. However, you do still have the same functional options available to you. They are located in one of three places:

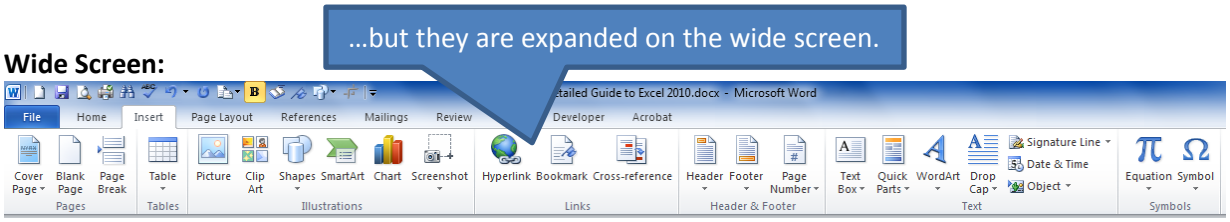
a. **Standard Word Ribbons:** For example, the Formatting toolbar is opened by default in Word 2003. Those same functions are now located on the Home ribbon as part of the Font, Paragraph, and Styles groupings.
b. **Contextual Ribbons:** These ribbons become instantly available, on demand. For example, if you click on a Shape or Picture within a document, you will see the Drawing or Picture Tools tabs appear for your selection.
c. **Customize the Ribbon:** There are some tools that are so infrequently used by the general user group that they are either not on a ribbon or the ribbon has been de-selected. For example, the Developer ribbon has been de-selected. If you activate it, you will see that it contains the Visual Basic toolbar functions, in addition to the XML and Macro functionality.

Finally, the appearance of your ribbon option icons may vary slightly from one monitor to another, based on screen size, or even on the same monitor if you do not have the file maximized. For smaller screens, or reduced screen size, Office 2010 will automatically reduce the size of the option icon so all ribbon options are visible. For example:

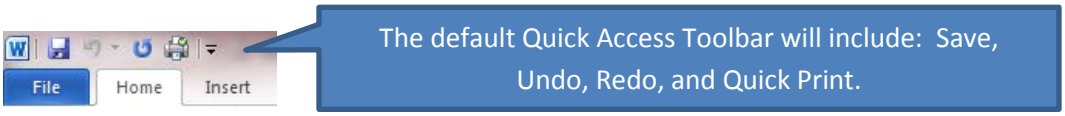
Small / Reduced Screen:



Wide Screen:

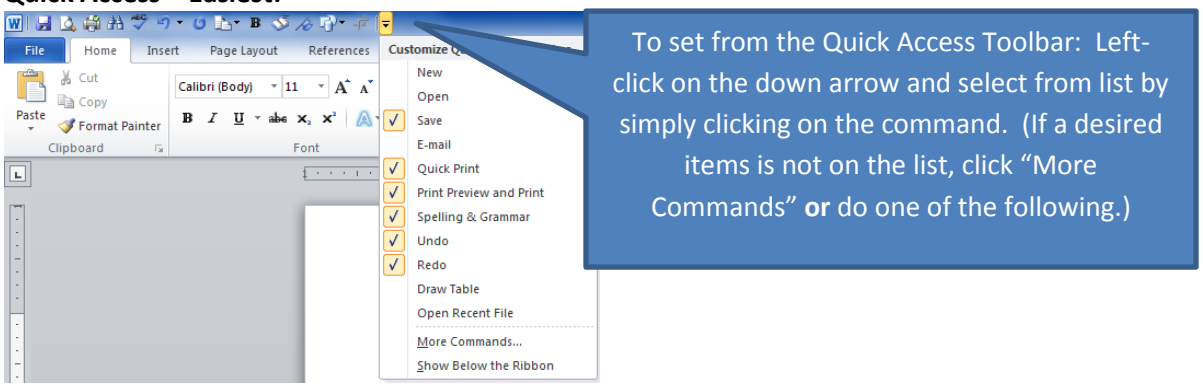


5. **Quick Access Toolbar –** As you review Word's many ribbons, you may find frequently used functions located on a ribbon other than Home. If it is truly frequently used, you may want to consider adding it to the Quick Access Toolbar. Your starting point Quick Access Toolbar for Word is as follows:

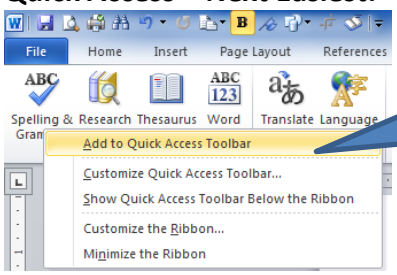


To add functions to your Quick Access, use one of the following steps.

Quick Access – Easiest:

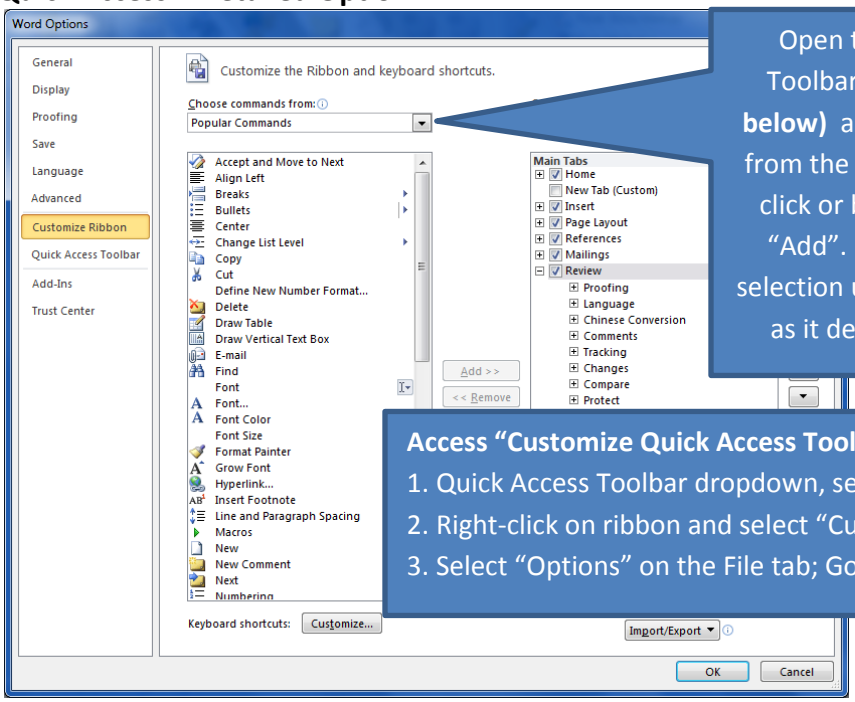


Quick Access – Next Easiest:



If the command is not in the drop down box above, but you know where it is located on the ribbon, simply right-click on the item on the ribbon and select "Add to Quick Access Toolbar".

Quick Access – Detailed Option:

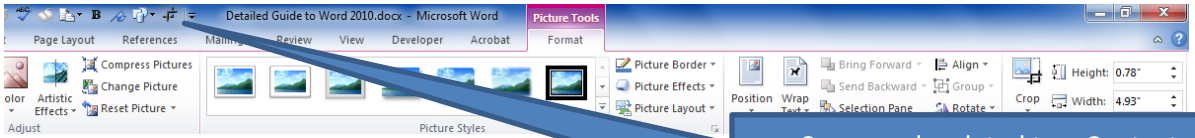


Open the "Customize Quick Access Toolbar" in any number of ways **(see below)** and select the desired command from the list to the left by either double-click or by highlighting it and selecting "Add". **Note:** May need to change selection under "Chose commands from:" as it defaults to Popular Commands.

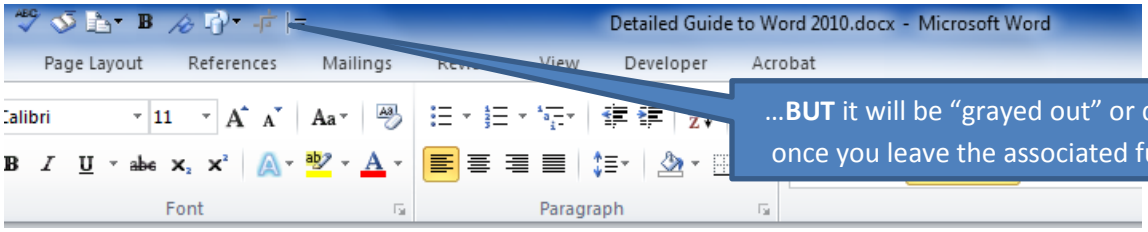
Access "Customize Quick Access Toolbar" by:

1. Quick Access Toolbar dropdown, select "More Commands"
2. Right-click on ribbon and select "Customize Quick Access Toolbar"
3. Select "Options" on the File tab; Go to Quick Access Toolbar

Quick Access – Final Notes:

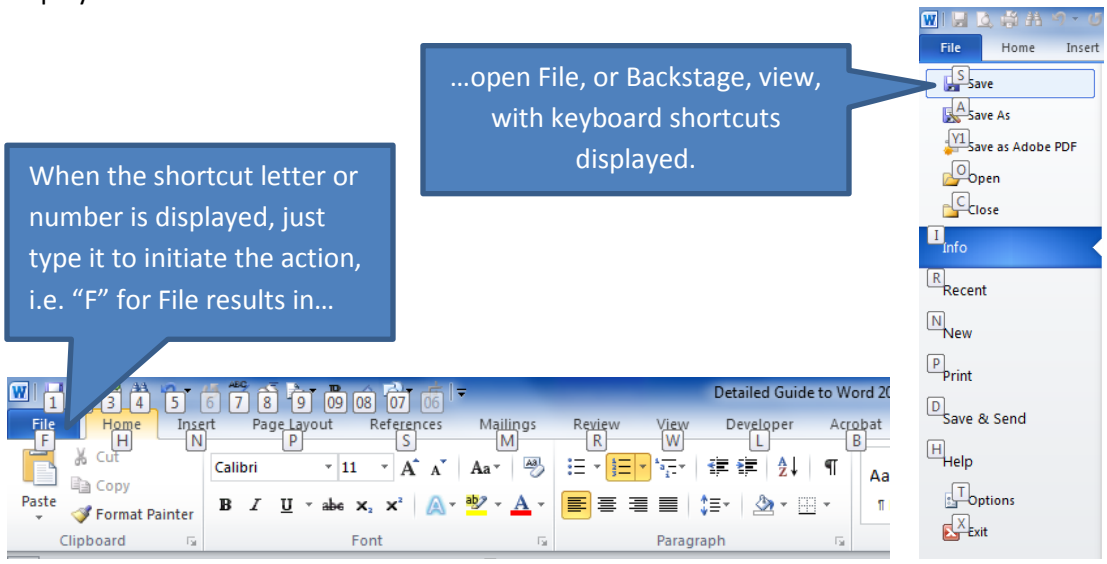


Commands related to a Contextual ribbon, such as Crop from Size in Picture Tools may be added to the Quick Access Toolbar …



…**BUT** it will be "grayed out" or disabled, once you leave the associated function.

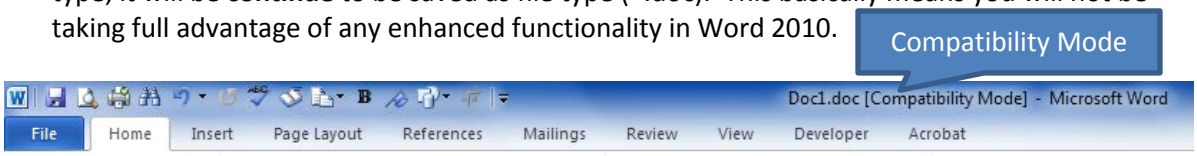
6. **Key Tips** – All you need to remember is to press the **ALT** key and the keyboard shortcuts will be displayed.



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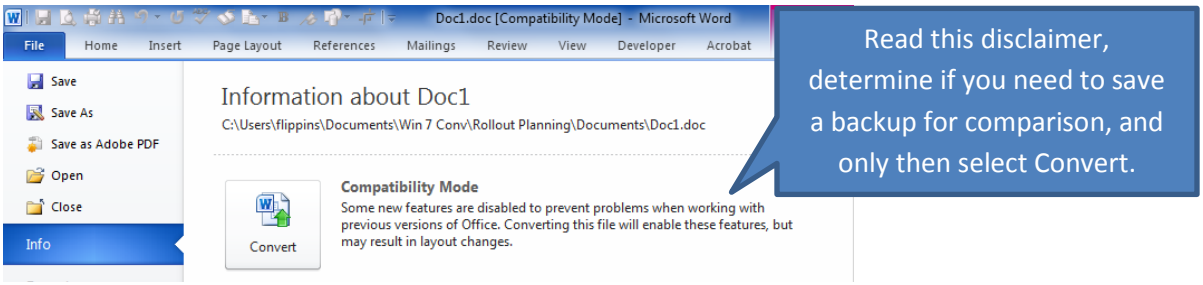
Key Considerations with Word Documents (*.docx)

1. **Compatibility** – Because of compatibility issues between Word 2003 and Word 2010, there are a few things you should consider as you use your new product.
   a. When you open one of your existing Word documents, it will be opened in **Compatibility Mode** since it was last saved as file type Word 97-2003 Document (*.doc). Unless you change the file type, it will be **continue** to be saved as file type (*.doc). This basically means you will not be taking full advantage of any enhanced functionality in Word 2010.

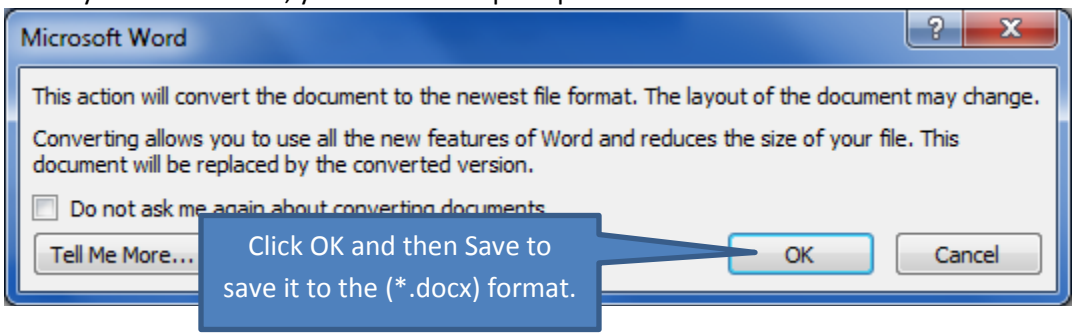


   b. Things to consider **before** you convert:
      i. Is your document shared with others? If so, do they have Word 2010? If not, be aware that if you convert the document, they will only be able to view it in Compatibility Mode, so may not see exactly the same thing that you see. (As a worst case scenario, they may even lose data.)
      ii. Once you convert, your old 2003 version will disappear. If it is a complex document with graphics, tables, etc., you may want to save a copy of it elsewhere before doing the conversion process. **Important**: Be sure to remove the old version, once you have verified the new version. Otherwise, you could end up updating the wrong version at a future date.

2. **Conversion –** To convert to Word 2010 (*.docx), go into Backstage and do the following.



When you click Convert, you receive this prompt:



Note: You will only see the Convert option when viewing a worksheet saved in Compatibility Mode.

Additional Resources

1. The Word Quick Reference Card provides you with further details on Word 2010.

2. For a more in-depth online training session, go to Word 2010 Training. (30-35 minute session)

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