

Microsoft®

plain  
simple



Microsoft®  
**Word 2010**

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

Katherine Murray

**Microsoft®**

Microsoft®

# Word 2010 Plain & Simple

*Katherine Murray*

Copyright © 2010 by Katherine Murray.

Complying with all applicable copyright laws is the responsibility of the user. All rights reserved. Without limiting the rights under copyright, no part of this document may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without express written permission of O'Reilly Media, Inc.

ISBN: 978-0-7356-2731-4

Printed and bound in Canada.

2 3 4 5 6 7 8 9 10 TI 7 6 5 4 3 2

Microsoft Press titles may be purchased for educational, business, or sales promotional use. Online editions are also available for most titles (<http://my.safaribooksonline.com>). For more information, contact our corporate/institutional sales department: (800) 998-9938 or [corporate@oreilly.com](mailto:corporate@oreilly.com). Visit our website at [microsoftpress.oreilly.com](http://microsoftpress.oreilly.com). Send comments to [mspinput@microsoft.com](mailto:mspinput@microsoft.com).

Microsoft, Microsoft Press, ActiveX, Excel, FrontPage, Internet Explorer, PowerPoint, SharePoint, Webdings, Windows, and Windows 7 are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. Other product and company names mentioned herein may be the trademarks of their respective owners.

Unless otherwise noted, the example companies, organizations, products, domain names, e-mail addresses, logos, people, places, and events depicted herein are fictitious. No association with any real company, organization, product, domain name, e-mail address, logo, person, place, or event is intended or should be inferred.

This book expresses the author's views and opinions. The information contained in this book is provided without any express, statutory, or implied warranties. Neither the author, Microsoft Corporation, nor their respective resellers or distributors will be held liable for any damages caused or alleged to be caused either directly or indirectly by such information.

**Acquisitions and Developmental Editor:** Kenyon Brown

**Production Editor:** Adam Zaremba

**Copy Editor:** Nancy Sixsmith

**Editorial Production:** Octal Publishing, Inc.

**Technical Reviewer:** Kristen Tod

**Compositor:** Ron Bilodeau

**Illustrator:** Robert Romano

**Indexer:** Ron Strauss

[2012-03-30]

*To the creative spirit in all of us*



# Contents

*Acknowledgments* . . . . . xi

## 1

### **About This Book** **1**

---

No Computerspeak! . . . . .	2
A Quick Overview . . . . .	2
What's New in Word 2010? . . . . .	4
A Few Assumptions . . . . .	5
A Final Word (or Two) . . . . .	6

## 2

### **Getting Started with Word 2010** **7**

---

Creating a New Document . . . . .	12
Starting with a Template . . . . .	15
Working with an Existing Document . . . . .	17
Introducing Backstage View . . . . .	18
Adding Content . . . . .	20
Adding Hyperlinks . . . . .	23
Printing a Document . . . . .	25
Getting Help . . . . .	27

# 3

## Editing Your Content

---

29

Editing Basics . . . . .	30
Changing Your View . . . . .	33
Navigating Through the Document . . . . .	36
Converting Old Documents . . . . .	40
Reading a Document . . . . .	42
Moving and Copying Text . . . . .	44
Replacing Text . . . . .	47
Inserting Building Blocks . . . . .	48
Correcting Your Spelling and Grammar . . . . .	50
Correcting Text Automatically . . . . .	52
Researching a Subject . . . . .	55
Translating Your Text . . . . .	56

# 4

## Formatting Documents

---

59

Choosing and Changing Themes . . . . .	63
Applying and Saving Styles . . . . .	66
Changing Style Sets . . . . .	68
Formatting Text . . . . .	69
Creating a Bulleted or Numbered List . . . . .	71
Customizing a Bulleted or Numbered List . . . . .	73
Creating a Multilevel List . . . . .	75
Customizing a Multilevel List . . . . .	77
Changing Character Font and Size . . . . .	78
Adjusting Paragraph Line Spacing . . . . .	80
Adjusting the Spacing Between Characters . . . . .	82
Setting Paragraph Alignment . . . . .	83
Indenting a Paragraph . . . . .	84

Formatting with Tabs . . . . .	85
Adding Text Boxes . . . . .	87
Creating a Dropped Capital Letter . . . . .	90
Copying Your Formatting . . . . .	91
Placing a Line Border Around a Page . . . . .	92
Placing an Art Border Around a Page . . . . .	93
Adding a Decorative Horizontal Line . . . . .	94
Adding a Border or Shading to a Paragraph . . . . .	95

# 5

## **Designing Great Layouts** **97**

---

Customizing a Template . . . . .	98
Designing a Template . . . . .	100
Laying Out the Page . . . . .	102
Changing Page Orientation . . . . .	104
Changing Margins in a Document . . . . .	105
Fine-Tuning Your Layout . . . . .	106
Creating Sections . . . . .	108
Adding Columns . . . . .	110
Creating a Table from Scratch . . . . .	111
Using a Predesigned Table . . . . .	113
Creating a Table from Text . . . . .	114
Adding or Deleting Rows and Columns in a Table . . . . .	115
Positioning Elements in a Table . . . . .	117
Customizing a Table Layout . . . . .	119
Aligning a Table . . . . .	122
Moving a Table . . . . .	123
Formatting a Table . . . . .	124
Creating a Table Style . . . . .	125



# 6

## **Adding Graphics to Your Documents** **127**

---

Inserting a Picture . . . . .	130
Changing the Size of a Picture . . . . .	132
Adding Clip Art . . . . .	134
Adding Shapes . . . . .	135
Editing and Formatting a Picture . . . . .	137
Getting Artistic with Pictures . . . . .	139
Removing Picture Backgrounds . . . . .	141
Wrapping Text Around a Graphic . . . . .	142
Arranging Multiple Graphics . . . . .	144
Positioning Graphics on the Page . . . . .	146
Creating Artistic Text . . . . .	148
Inserting a Relational Diagram . . . . .	149
Creating a Chart . . . . .	152

# 7

## **Word 2010 for Blogging, Mailing, and More** **155**

---

Creating an Online Document . . . . .	160
Including a File Within a File . . . . .	162
Writing and Publishing a Blog . . . . .	164
Printing an Envelope . . . . .	167
Printing a Mailing Label . . . . .	168
Creating a Form Letter . . . . .	170
Personalizing a Form Letter . . . . .	172

# 8

## **Adding Special Features for Long Documents** **175**

---

Creating Headers and Footers . . . . .	176
Creating Variable Headers and Footers . . . . .	178
Organizing Your Information . . . . .	181
Reorganizing a Document . . . . .	183
Creating a Master Document . . . . .	186
Inserting a Cover Page . . . . .	187
Creating Footnotes and Endnotes . . . . .	188
Creating a Table of Contents . . . . .	190
Creating an Index . . . . .	192

# 9

## **Sharing, Co-Authoring, and Finalizing Your Document** **195**

---

Using the Word 2010 Web App . . . . .	198
Co-Authoring a Document . . . . .	200
Contacting Co-Authors . . . . .	203
Reviewing Shared File Information . . . . .	204
Working with Revision Marks . . . . .	206
Comparing Changes in a Document . . . . .	208
Combining Reviews . . . . .	210
Viewing Documents Side by Side . . . . .	211
Finalizing Your Document . . . . .	212

# 10

<b>Customizing and Securing Word</b>	<b>215</b>
Customizing the Ribbon . . . . .	216
Customizing the Quick Access Toolbar . . . . .	220
Customizing the Work Area . . . . .	222
Changing the Location and Type of Saved Files . . . . .	224
Customizing Your Spelling Dictionaries . . . . .	225
Creating a Macro . . . . .	226
Changing File Validation . . . . .	229
Choosing What's Displayed in Protected View . . . . .	230
Password Protecting a File . . . . .	231
Limiting File Changes . . . . .	232
Recovering Unsaved Versions . . . . .	234
<b>Index</b> . . . . .	<b>235</b>



## What do you think of this book? We want to hear from you!

Microsoft is interested in hearing your feedback so we can continually improve our books and learning resources for you. To participate in a brief online survey, please visit:

[www.microsoft.com/learning/booksurvey/](http://www.microsoft.com/learning/booksurvey/)

# Acknowledgments

Each book is a collaborative process that requires the time, talent, and energy of a number of different people. Thanks to all who contributed to the writing, editing, and layout of this book! Most notably, thanks go out to:

- Marianne Moon and Jerry Joyce, for providing the great starting point for this revision
- Juliana Aldous, at Microsoft Press, for giving me the great opportunity to work on this project
- Claudette Moore, of Moore Literary Agency, for her always-wise counsel and project companionship
- Kenyon Brown, at O'Reilly Media, for his effective management of the many pieces of this book as it went through editorial and production
- Nancy Sixsmith, for an excellent copyedit completed in nearly record time (and with a smile)
- Ron Bilodeau, Rob Romano, Adam Zaremba, and crew, for producing the great layout of the book you now hold in your hands





# 6

# Adding Graphics to Your Documents

## *In this section:*

- A Quick Look at Word 2010 Illustrations
- Inserting a Picture
- Changing the Size of a Picture
- Adding Clip Art and Shapes
- Editing and Formatting a Picture
- Getting Artistic with Pictures
- Removing Picture Backgrounds
- Wrapping Text Around a Graphic
- Arranging Multiple Graphics
- Positioning Graphics on the Page
- Creating Artistic Text
- Inserting a Relational Diagram
- Creating a Chart

**T**he images you add to your documents—whether you’re creating a business report, a newsletter for your garden club, invitations for your son’s graduation party, or a flyer for a new product—invite people in for a closer look. Images bring color, energy, and life to the words on the page. Whether you’re showing pictures of happy people, capturing a beautiful landscape, spotlighting a product, or creating a piece of abstract art, the images in your document can inspire and uplift people, while encouraging them to stick around and read what you’ve written.

Microsoft Word 2010 includes a number of picture tools that help you fine-tune your pictures and add professional, artistic touches that can really make your work stand out. New features in Word 2010 enable you to add artistic effects—including all kinds of special filters—to the images you add. And the enhanced cropping tool makes it simple for you to display just the aspect of your image that is sure to get the most attention.

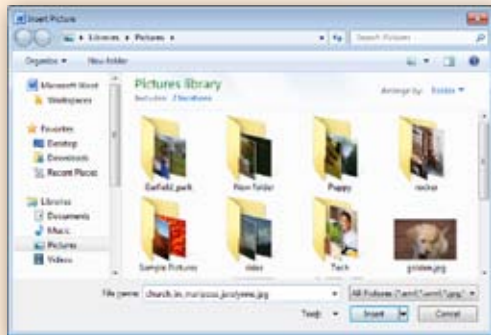
## A Quick Look at Word 2010 Illustrations

Years ago, adding a photo or a diagram to a document was a pretty big deal. Today it's very easy to do and what's more, you can apply all sorts of professional effects to make the images look great on the page. In the Illustrations group of the Insert tab, Word 2010 gives you the tools to add several different types of illustrations to your document so that you can inspire your readers with photographs, drawings, charts, diagrams, screenshots, and more.



### Pictures

Chances are that you'll use the Picture tool quite a bit. Using this tool, you can add photos or other artwork you've already saved in folders on your computer. Once you put the picture in place, you can use Word's picture editing tools to fine-tune its appearance.



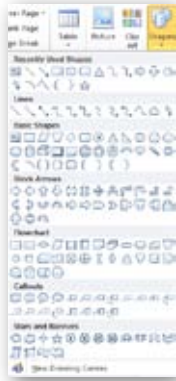
### Clip Art

Word 2010 offers a large collection of clip art—with more being posted all the time—and connects directly to Office.com so you can always access the great number of downloadable art available for free online. And clip art isn't just cartoons—you'll also find photos and sound and video clips available through the Clip Art tool.



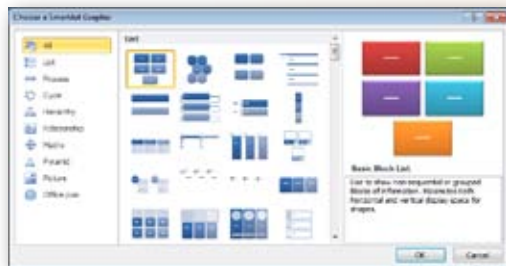
### Shapes

If you want to create your own illustrations in your document, Word 2010 offers a large collection of ready-made shapes you can add directly to your page. You can create a drawing canvas and add the custom illustration there or simply click the shape you want and draw right on the page.



## SmartArt

SmartArt graphics give you a simple way to create professional-looking diagrams, helping you illustrate key ideas in the documents you create. SmartArt offers a number of different diagram styles, and you can customize all the diagrams you create within each style type.



## Charts

You can create and insert a variety of chart types directly into your Word documents using the Chart tool in the Illustrations group. A datasheet enables you to add and modify chart values; you can customize the chart to add titles, labels, values, formatting, and more.



## Screenshots

A new feature in Word 2010 enables you to capture and insert screenshots in your Word documents. You might do this, for example, when you want to show a picture of your business Web site or when you are illustrating a book like this one.





## Inserting a Picture

Adding pictures to your document livens things up and gives your readers something colorful to capture their interest. If you're creating a dry report, you can include a photo of key staff members to personalize the document. If you're writing Web copy, you can add images of your building, the surrounding landscape, your products, or happy customers to paint a

positive image of what you do. Inserting a picture is a simple task in Word, and Word accepts images in a number of different file formats, as you can see in the following table. This means you can use pictures from a wide variety of sources—nothing goes to waste!

Picture Format Name	File Format
Windows Enhanced Metafile	.emf
Windows Metafile	.wmf
JPEG File Interchange Format	.jpg, .jpeg, .jfif, .jpe
Portable Network Graphics	.png
Windows Bitmap	.bmp, .dib, .rle
Graphics Interchange Format	.gif, .gfa
Compressed Windows Enhanced Metafile	.emz
Compressed Windows Metafile	.wmz
Compressed Macintosh PICT	.pcz
Tag Image File Format	.tif, .tiff
WordPerfect Graphics	.wpg
Computer Graphics Metafile	.cgm
Encapsulated PostScript	.eps
Macintosh PICT	.pct, .pict

### See Also

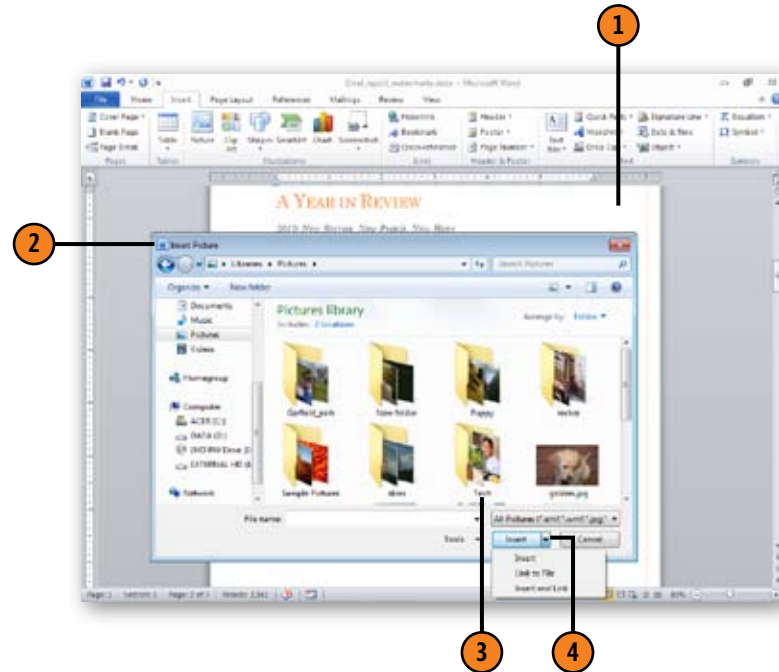
"Adding Clip Art" on page 134 for information about inserting pictures that you've cataloged using the Clip Organizer.

### Try This!

Most of us today have lots of digital pictures, and Office 2010 comes with a valuable tool that can help you manage your media effectively. The Microsoft Office Picture Manager is available in Microsoft Office Tools. Simply click Start, click All Programs, click Microsoft Office, and choose Microsoft Office Tools. Click Microsoft Office Picture Manager to open the software and begin working with your photos.

## Insert a Picture

- 1 Click in your document where you want to insert the picture.
- 2 On the Insert tab, click the Picture button in the Illustrations group to display the Insert Picture window.
- 3 Navigate to the folder that contains the picture you want and click the picture file.
- 4 Click the down arrow next to the Insert button and click one of the following:
  - Insert to copy the picture and store it in the Word document.
  - Link To File to connect to the picture file without increasing the file size of your Word document. (The source picture file must be available for the picture to be displayed.)
  - Insert And Link to copy the picture, store it in the Word document, and update the picture automatically whenever the source picture file changes.



### See Also

“Editing and Formatting a Picture” on page 137 for information about modifying a picture or its placement.

## Changing the Size of a Picture

Pictures come in all shapes and sizes, and depending on how you have your digital camera options set (or where you found your images), your pictures might be extremely large. When you insert them on your page, they may overwhelm your text.

There are two different ways you can get your pictures down to a manageable size—you can resize the entire image or you can crop the image to just the part you want. Or, of course, both.

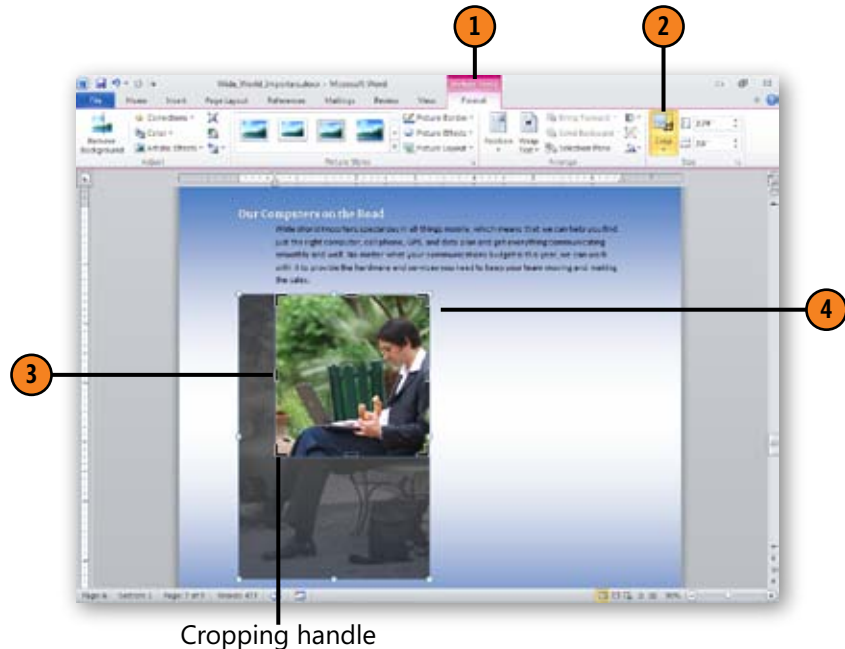
### Crop It

- 1 Click the picture and click the Picture Tools Format tab.
- 2 Click Crop in the Size group.
- 3 Place the cropping mouse cursor over a cropping handle and drag the sides, top, or bottom of the picture to crop off the parts you don't want.
- 4 Click outside the image to turn off cropping.

#### Tip

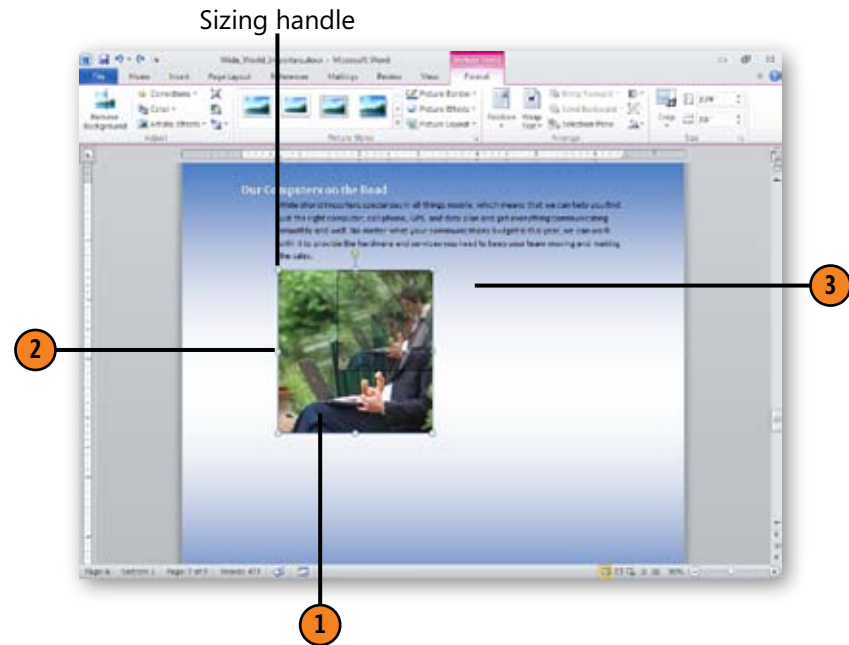


When you drag a Sizing handle, your picture can become distorted. To change its size but keep its original aspect, adjust the picture's size in the Size section of the ribbon.



## Size It

- 1 Click to select the picture if it isn't already selected.
- 2 Drag a Sizing handle on the picture to modify the size of the picture.
- 3 Click outside the image to complete the process.



### Try This!

Now in Word 2010 you can crop a photo to a shape to add special touches to your files. Add a photo to your page by clicking Insert, Picture, and choosing the photo you want to add. Click Insert to paste the photo at the cursor position. Now click the photo and click the Picture Tools Format tab. In the Size group, click the Crop arrow, and point to Crop To Shape. Click the shape you want to apply to the photo and watch what happens on your page! The photo is cropped to the shape you selected. You won't want to use this often in your publications and worksheets, but once in a while it's a fun feature.

### Tip

If you want to crop your photo to a specific shape, you can set the aspect ratio before you crop. To do this, click the Picture Tools Format tab and click the Crop arrow in the Size group. Point to Aspect Ratio and click the ratio you want to apply to the image.

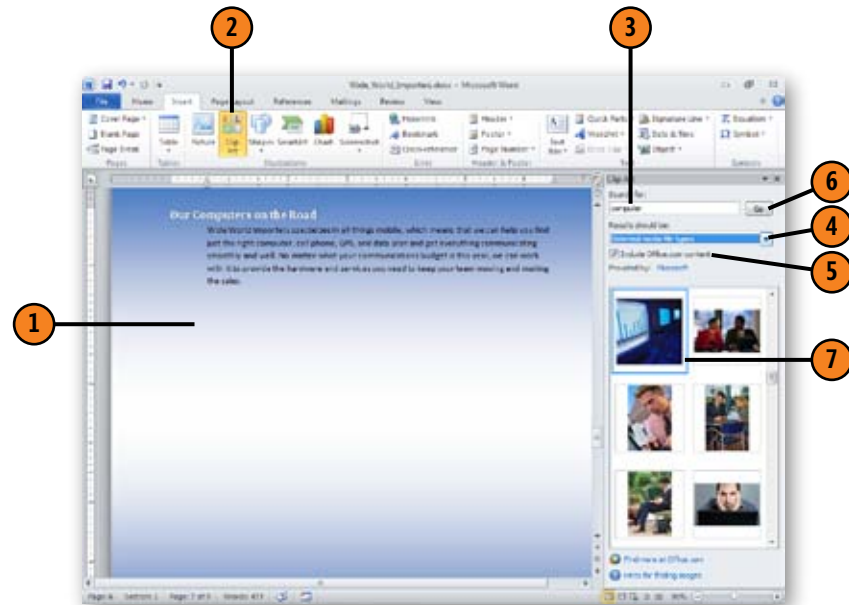
## Adding Clip Art

Word 2010 gives you access to clip art, photographs, video, and audio clips that are included with the program as well as a whole world full of clips available online at Office.com. When you search for a specific illustration you'd like to use for your document, you can enter a simple word or phrase—*computer*, for

example—and the Clip Art tool will provide you with dozens of results to review. When you add a picture to a document, the picture becomes part of the document, and you can edit and change it as you'd like.

### Find and Insert Clip Art

- 1 Click in your document where you want to place the clip art.
- 2 On the Insert tab, click Clip Art in the Illustrations group.
- 3 In the Clip Art pane, type a keyword or keywords to describe the type of picture you want.
- 4 Specify the type of clip you want.
- 5 Click to include clips from Office.com in the search.
- 6 Click Go to view the items that match your criteria.
- 7 Click to insert the picture into your document. Add any other clip art you want, and close the Clip Art pane when you've finished.



#### See Also

"Changing the Size of a Picture" on page 132 for information about cropping and resizing the clip art.

#### See Also

"Editing and Formatting a Picture" on page 137 for information about modifying the clip art.

## Adding Shapes

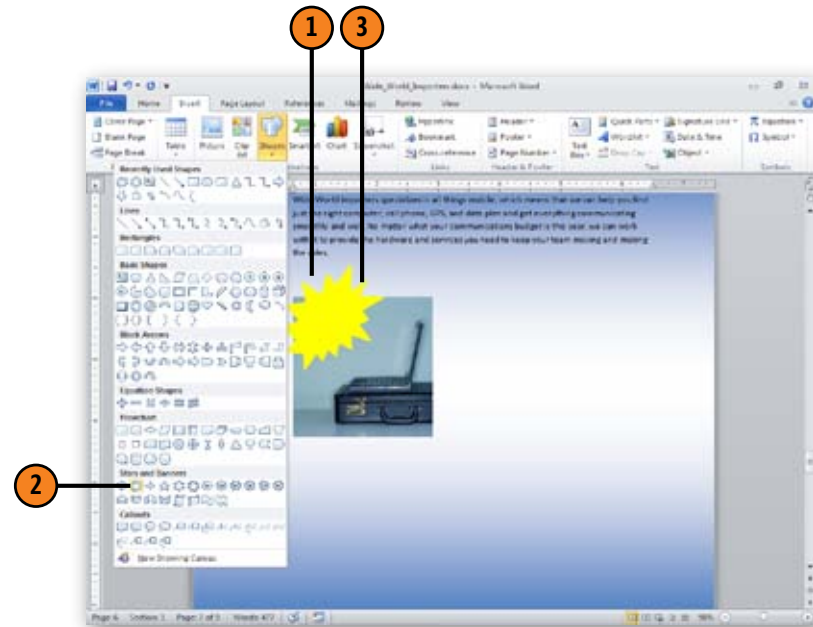
For some documents you may want to draw things yourself. Word 2010 includes a palette of shapes you can use to create all sorts of images—buttons, boxes, and much more—on your page. You can use shapes as containers for text and create pull

quotes, sidebars, coupons—almost anything you can envision you can create. Once you've drawn the shape, you can add 3-D effects, shadows, or special formatting touches to make the shape stand out.

### Draw a Shape

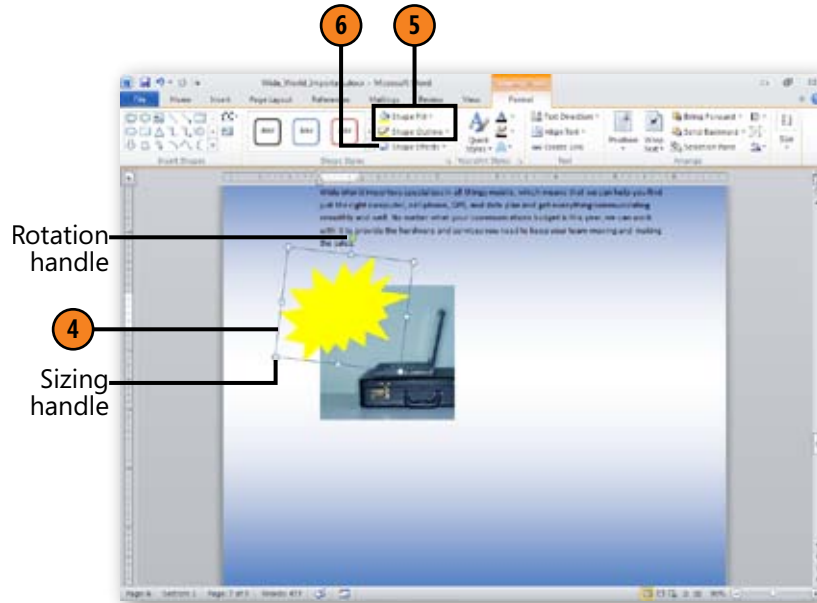
- 1 Click in your document where you want to insert the shape.
- 2 On the Insert tab, click Shapes in the Illustrations group, and choose the shape you want from the gallery that appears.
- 3 Hold down the left mouse button, and drag out the shape.

*(continued on next page)*



## Draw a Shape *(continued)*

- 4 Adjust the shape by dragging the
  - Sizing handles to change the size of the drawing.
  - Adjustment handle to reshape the drawing.
  - Rotation handle to rotate the drawing.
- 5 Change the shape fill and outline color.
- 6 Use Shape Effects to apply special effects—including shadow, glow, and more—to the shape.



### See Also

"Adding Shapes" on page 135 for information about modifying the appearance of a shape.

### See Also

"Arranging Multiple Graphics" on page 144 for information about combining multiple shapes for special effects.

### See Also

"Creating Artistic Text" on page 148 and "Adding Text Boxes" on pages 87–89 for information about customizing the text and text layout in a text box.

## Editing and Formatting a Picture

Word 2010 includes some great picture editing tools that enable you to fine-tune your images, adjusting brightness, contrast, and color. In addition to picture editing tools, you can apply special artistic effects to give your pictures a professional

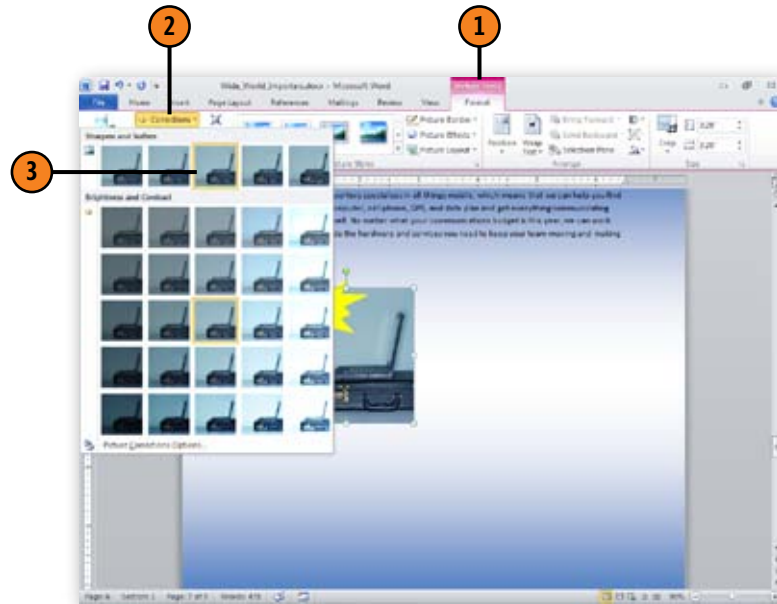
appearance, displaying them, for example, as watercolor prints, ink drawings, or even images through glass. Using these types of special picture enhancements help you create a document your readers will remember.

### Change Its Appearance

- 1 Click the picture and click the Picture Tools Format tab.
- 2 Click Corrections.
- 3 Click the setting you want to apply to the image.

#### Tip

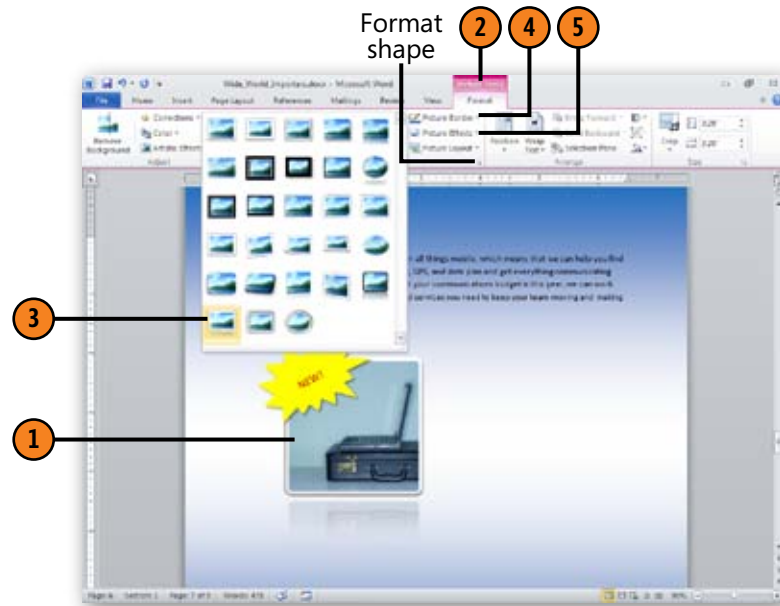
When you edit a picture, you're editing only the copy of it that you've inserted into your Word document. If you want to change the original picture file, you'll need to edit it in a separate program—for example, in Windows Paint or Microsoft Office Picture Manager.





## Format a Picture

- 1 Click the picture you want to format.
- 2 Click the Picture Tools Format tab.
- 3 Click the More button in the lower-right corner of the Picture Styles gallery to display all your choices, and click the style you want to apply.
- 4 Click Picture Border to choose a new color for the border or change border style.
- 5 Click Picture Effects to add or change the 3-D rotation, shadow, reflection, glow, or soft edges.



### Tip



If you want to set precise values for brightness, contrast, shadows, or 3-D settings, including rotation, click the Format Shape button. To rotate a picture 90 or 180 degrees, click the Rotate button in the Arrange section of the ribbon.

## Getting Artistic with Pictures

You've probably noticed that documents get better looking all the time. Changes in technology have made it possible for us to take lots of pictures and include those pictures in the work we produce. Word 2010 includes a great new feature called Artistic Effects that makes it simple for you to create unique and professional effects for your pictures. You can apply all

sorts of different filters to create different looks and give new life—and lots of visual appeal—to the pictures you include on your pages. You can also recolor the pictures you use to create special picture effects that correspond to other colors used in your document.

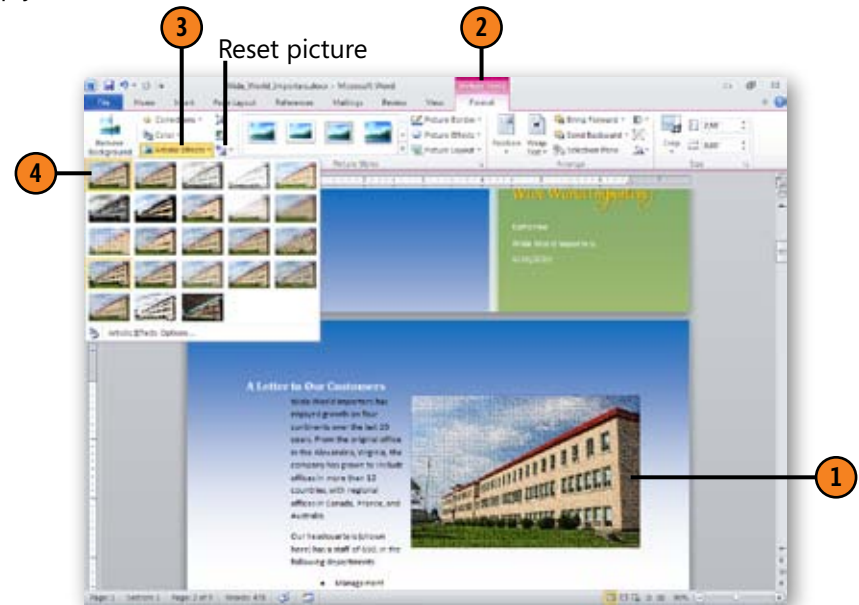
### Apply Artistic Effects

- 1 Click the picture in your document.
- 2 Click the Picture Tools Format tab.
- 3 Click Artistic Effects and hover the mouse over the different effects.
- 4 Click the effect you want to apply.

#### Tip



If you want to set options for the Artistic Effects, click Artistic Effects Options at the bottom of the Artistic Effects gallery. You can then choose the effect you want to change and adjust the settings to get the result you want.



#### Caution



The Reset Picture button resets all the changes you've made, including any cropping or sizing. If you want to undo only one or two changes, use the Undo button on the Quick Access toolbar.

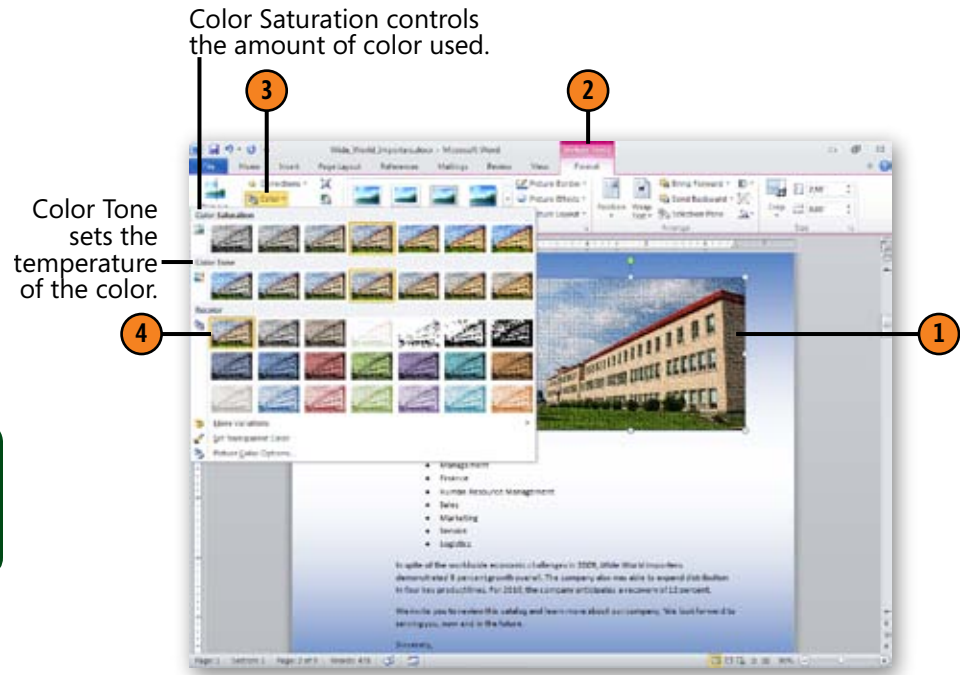
#### Tip



If you don't like the result of the effect you've applied, click Reset Picture to reset the entire picture to the way it looked when you first inserted it.

## Recolor a Picture

- 1 Click the picture you want to change.
- 2 Click the Picture Tools Format tab.
- 3 Click Color in the Adjust group.
- 4 Click the type of recoloring adjustment you want to apply.



### Tip

You can adjust settings individually by clicking Picture Color Options at the bottom of the Color gallery.

## Removing Picture Backgrounds

Many of the pictures we create include elements we'd like to leave out. A great picture of your dog, for example, might include the foot of a friend, the mess in the corner, or a product you'd rather not showcase in your document. Word 2010

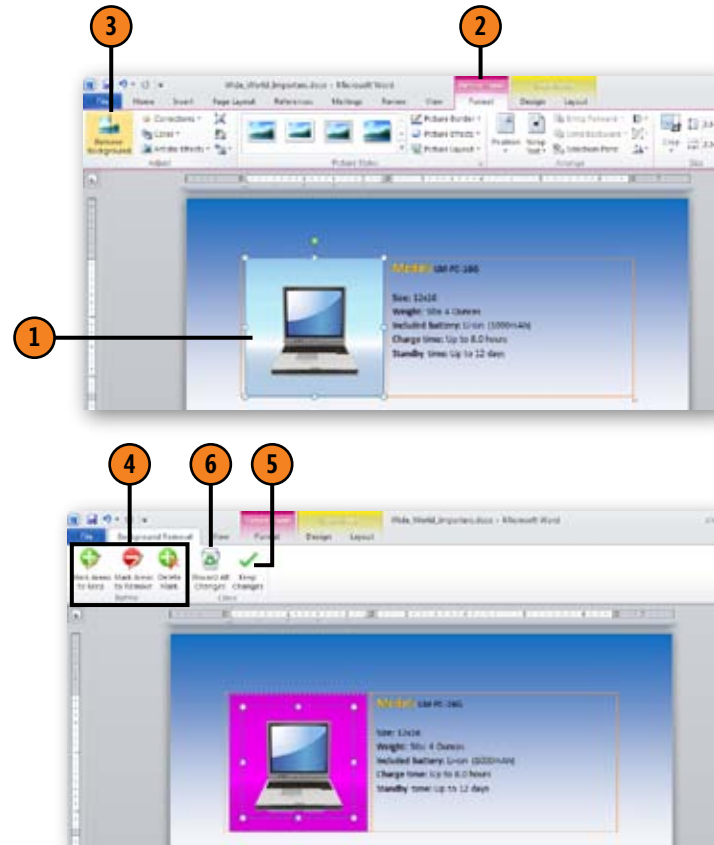
includes a great new feature that enables you to remove the background of the picture so your readers' attention is drawn just to the part you want them to see.

### Remove Picture Background

- 1 Click the picture you want to change.
- 2 Click the Picture Tools Format tab.
- 3 In the Adjust group, click Remove Background.
- 4 Click Mark Areas To Keep, Mark Areas To Remove, or Delete Mark as needed to adjust the purple masking (this is the background area that will be removed).
- 5 When the picture is marked the way you want it, click Keep Changes.
- 6 To reset the picture and return the background, click Discard All Changes.

#### Tip

Using the Remove Background command takes a little practice, but it enables you to create some professional effects and fun pictures for the documents and publications you create.



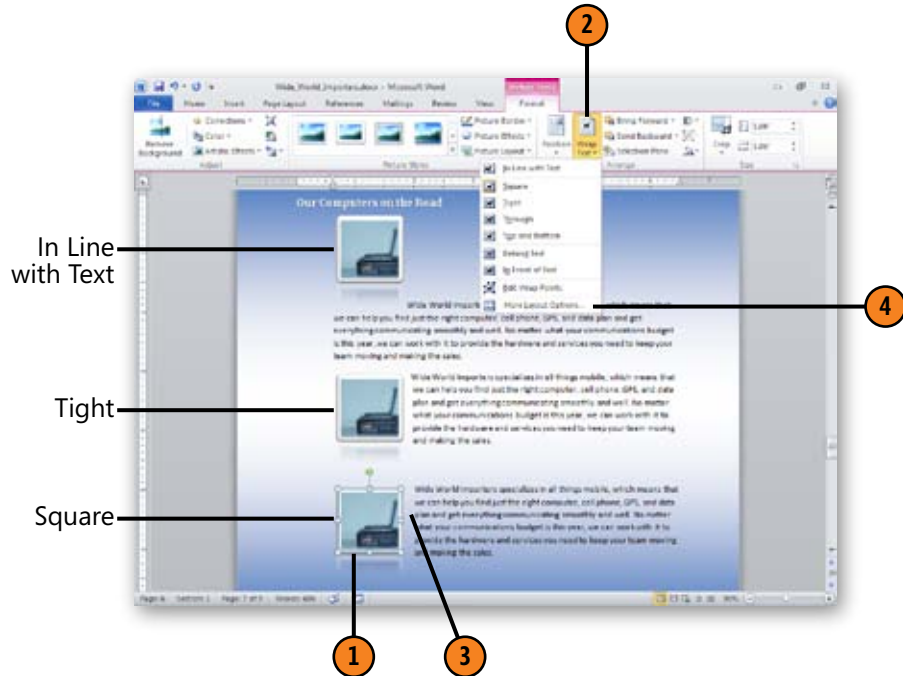
## Wrapping Text Around a Graphic

When you place images, shapes, pictures, and diagrams in your document, you need to be able to adjust the text to make room for those items. Wrapping text around an item adds another level of polish to your document. However, using one

of the standard text-wrapping configurations doesn't always produce the desired effect. As you might expect, you can customize the way Word wraps the text.

### Set the Text Wrapping

- 1 Click the picture.
- 2 Click the Picture Tools Format tab and click the Wrap Text in the Arrange group. Click the text-wrapping option you want.
- 3 Drag the picture to set its position in the paragraph. The text wraps around it.
- 4 If the text wrapping still doesn't look the way you want, click the Text Wrapping button again, choose More Layout Options from the menu, and make your custom layout settings in the Advanced Layout dialog box. Click OK when you've finished.



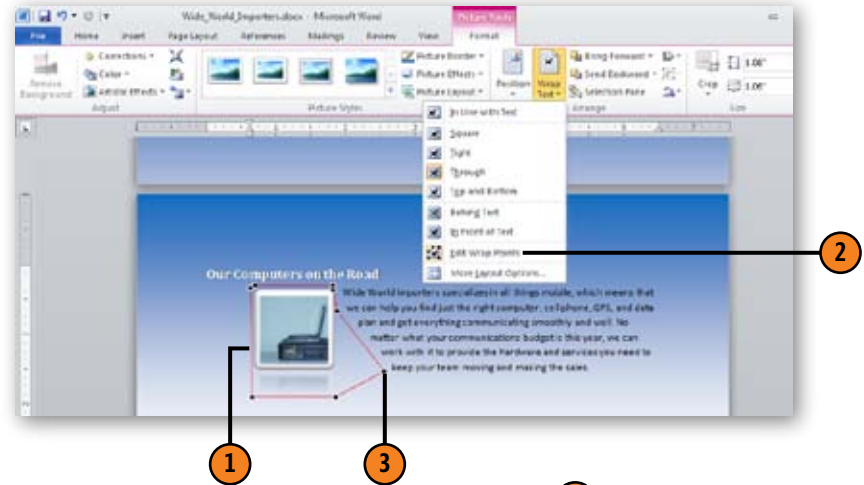
#### Tip

When you're using the drawing canvas, set the text wrapping for the drawing canvas itself, not for the individual items on the canvas.



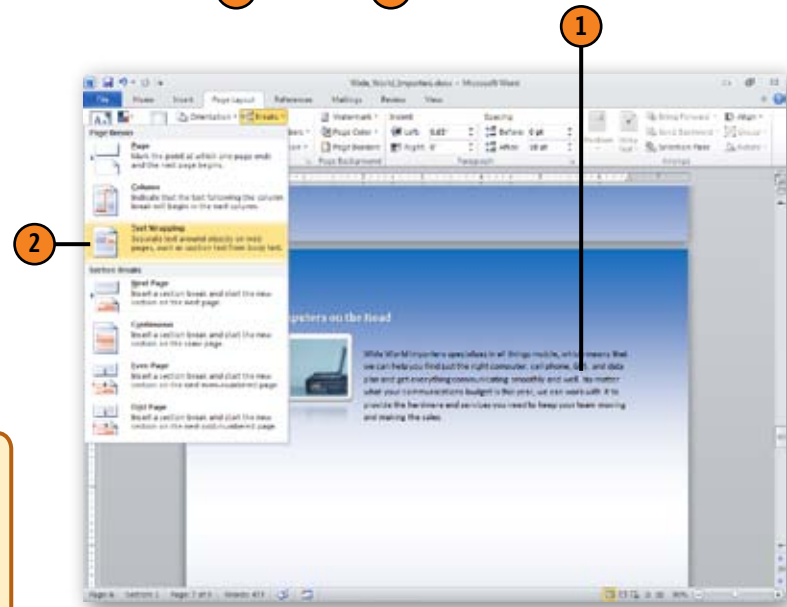
## Change the Wrapping Shape

- 1 Click to select the item to be wrapped if it isn't already selected.
- 2 Click the Text Wrapping button, and choose either Tight or Through text wrapping. Click the Text Wrapping button again, and choose Edit Wrap Points from the menu.
- 3 Drag a wrapping point to change the wrapping outline. Continue moving wrapping points, or drag the line to create a new wrapping point.
- 4 Click outside the item to deselect it.



## Wrap Part of an Item

- 1 Click at the point where you want to stop the wrap.
- 2 On the Page Layout tab, click the Breaks button, and click the Text Wrapping option.



### Try This!

Set an item with Behind Text wrapping, move the item so that the text runs over it, and try to select the item. No luck? Click the Select button on the Home tab, choose Select Objects from the menu, and drag a selection rectangle around the item. Now you can move the item or change its wrap. Click the Select button again and click Select Objects to turn it off.

## Arranging Multiple Graphics

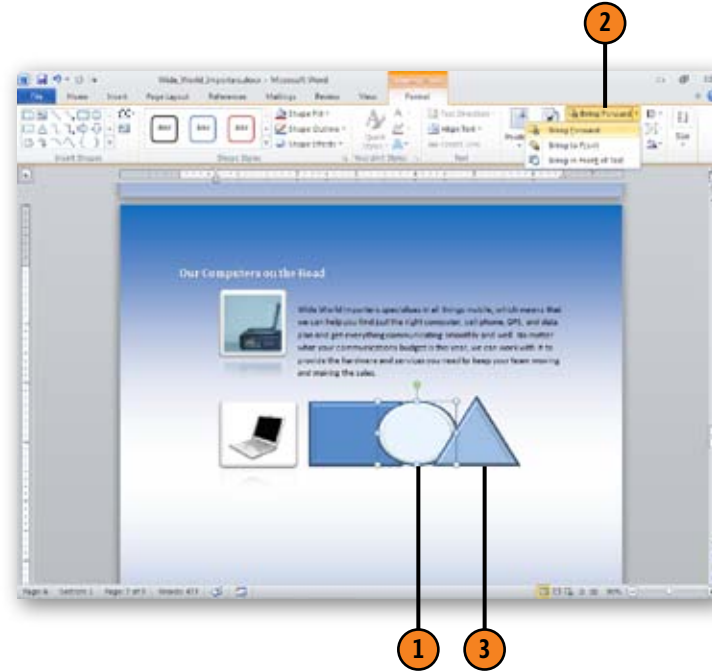
When you have more than one graphic (or type of graphic) in your document—for example, pictures, clip art, and/or shapes that are meant to appear together—you can arrange them in whatever configuration you want. You may want to overlap

the graphics so that one appears in front of another or group several items into one group so that you can move, resize, and copy and paste them together.

### Arrange the Graphics

- 1 Click a graphic and click the Picture Tools Format tab.
- 2 Click Bring Forward or Send Backward in the Arrange group to arrange the image.
- 3 Repeat for other graphics on the page.

*(continued on next page)*

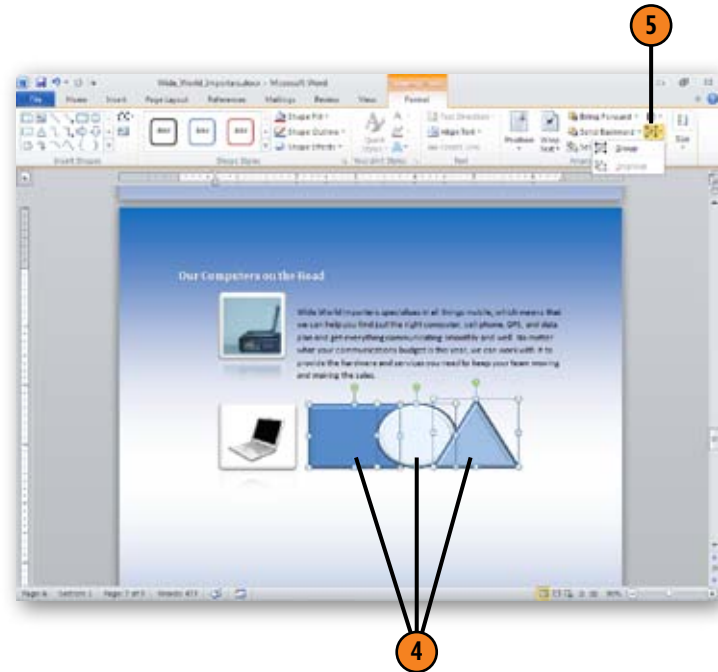


## Arrange the Graphics *(continued)*

- 4 Select multiple shapes by pressing Ctrl and clicking each item.
- 5 Click Group in the Arrange group to combine the shapes into a single object.

### Tip

You can ungroup items you've put together by clicking the group, clicking the Picture Tools Format or Drawing Tools Format contextual tab, clicking the Group tool, and choosing Ungroup.





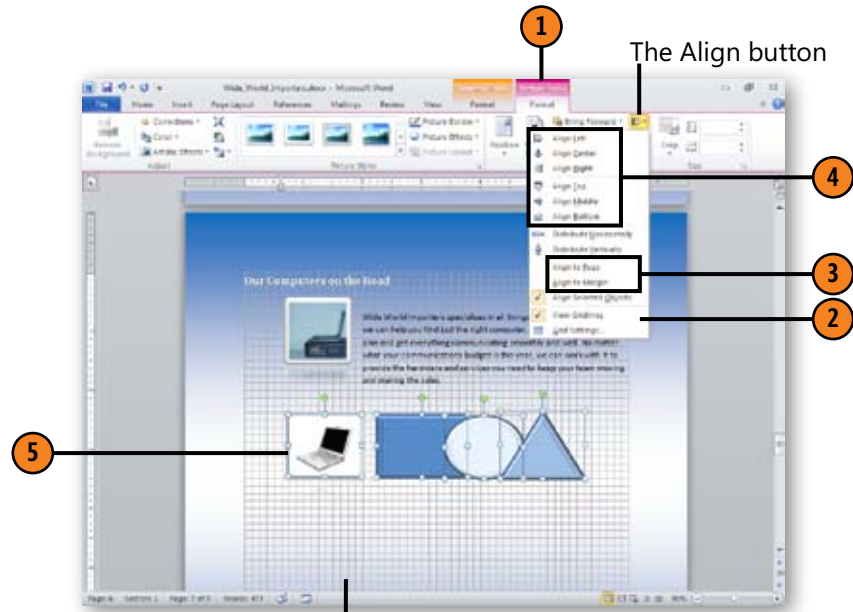
## Positioning Graphics on the Page

Your readers expect to see some kind of logical order on your page, so no matter how great your images look, you can't just put them haphazardly on the page. You can use Word 2010's

alignment tools to make sure your images appear just where you want them to in the document.

### Align to the Page

- 1 Select the image. Click the Picture Tools Format tab or the Drawing Tools Format tab.
- 2 Click Align in the Arrange group and choose View Gridlines.
- 3 Click the Align button again, and specify whether you want the graphic to align relative to the edge of the paper or to the margin.
- 4 Click the Align button again, and click where you want to place the graphic on the page.
- 5 To fine-tune its position, drag the graphic to where you want it, using the grid to align the graphic to other items.



Gridlines display a nonprinting layout grid on the page.

#### Tip

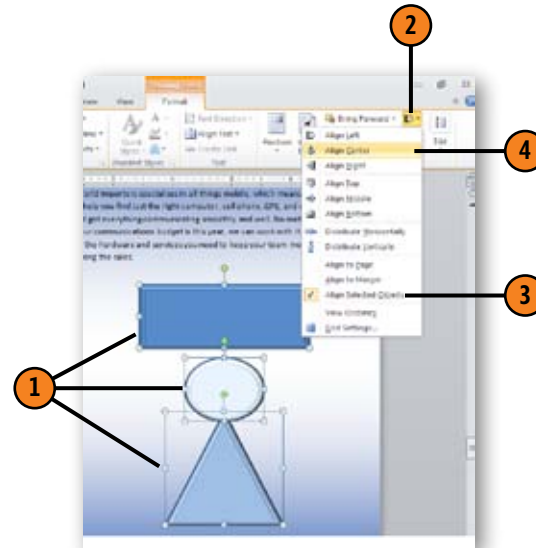
To change the dimensions of the layout grid or to change whether the graphics will automatically align to the gridlines, click the Align button and choose Grid Settings.

#### Tip

The Drawing Tools Format tab will appear when you click a shape you've added to the page.

## Align Pictures with Each Other

- 1 Click the pictures you want to align by holding down the Ctrl key as you click each one.
- 2 Click Align.
- 3 Align Selected Objects.
- 4 Click the item that reflects the way you want the pictures to align.

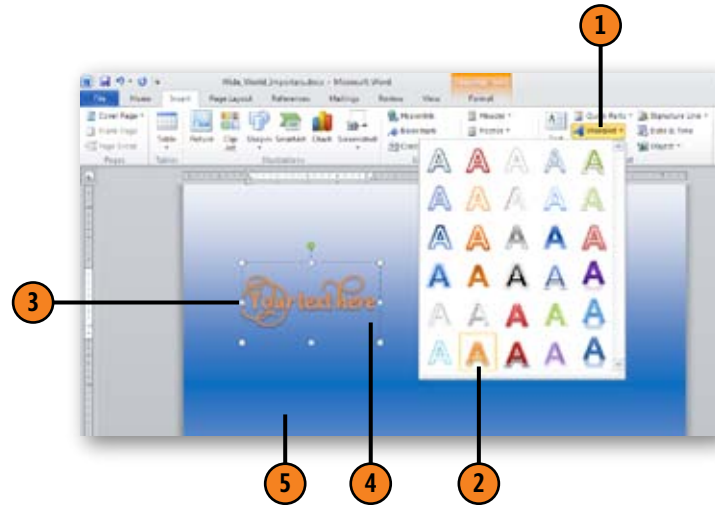


## Creating Artistic Text

Word 2010 includes features that help you stylize your text in new ways. WordArt is a tool that has been around for a while, but it is more closely integrated into the workings of Word

### Add WordArt Elements

- 1 On the Insert tab, click WordArt in the Text group to display the WordArt gallery.
- 2 Click the WordArt style you want.
- 3 A text box appears on your page with the format you selected. Click in the box.
- 4 Type your text.
- 5 Click outside the text box.



now. You can add all kinds of effects, curving your text words and phrases, creating interesting angles, shadows, and more.

#### Tip

You can turn regular text into WordArt by selecting the text before you click the WordArt tool.

#### Try This!

Create some WordArt, select it, and then use the tools on the WordArt Tools Format tab to change the shape, character spacing and height, and text alignment. Use the WordArt Styles gallery to apply a three-dimensional effect. Use the 3-D Effects tools to change the color, depth, direction, lighting, surface type, and 3-D angle. Amazing, isn't it? And so much fun!

#### Tip

You may notice that the styles available in the Text Effects gallery (in the Font group of the Home tab) and the styles available in WordArt look similar. You're right—they do. But WordArt creates a text box with the phrase "Your text here," and in order to edit and format the object you use the Drawing Tools Format contextual tab. Text effects add and format the text on your document page, so the result is that the actual text is given the format you choose from Text Effects.

## Inserting a Relational Diagram

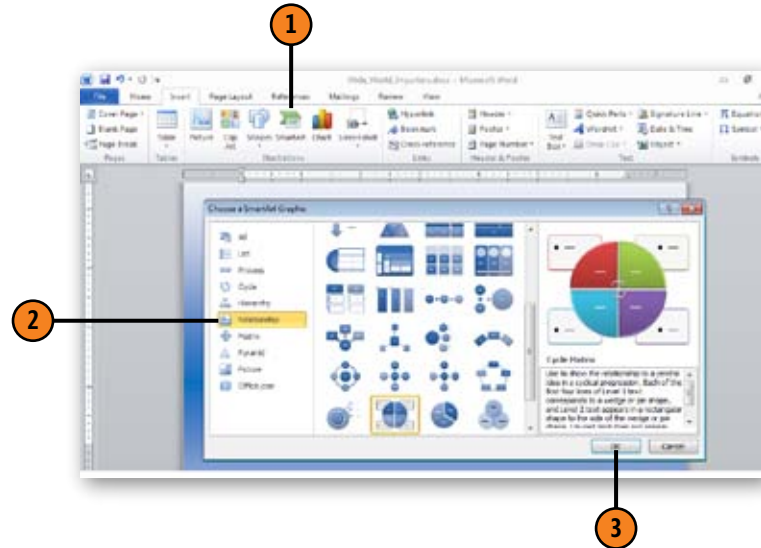
SmartArt is the diagramming tool in Word 2010 that makes it easy for you to show relationships—including comparisons, processes, and more—in your documents. SmartArt offers a number of different categories with different styles of diagrams

you can adapt to fit what you want to show. You can also use pictures as part of the diagram (this is a new feature in Word 2010) and continue to add to the diagram as your needs change.

### Create a Diagram

- 1 Click the Insert tab and click SmartArt in the Illustrations group.
- 2 Select the type of diagram you want.
- 3 Click a diagram design, review the information about that diagram, and click OK to create the diagram.

*(continued on next page)*

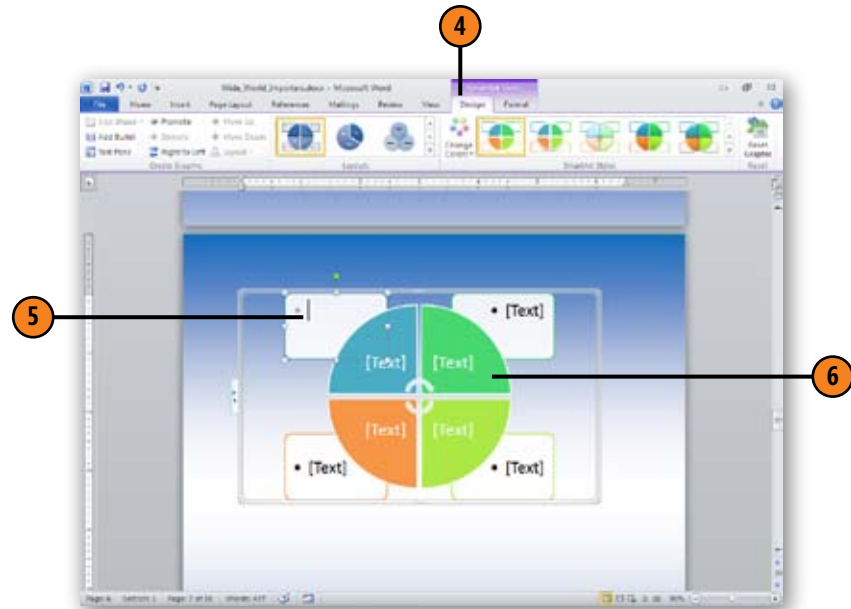


#### Tip

You can't create SmartArt graphics in a Word 97–2003 format document. When you save a document that contains SmartArt in the Word 97–2003 format, the SmartArt is converted into a picture that you can't modify.

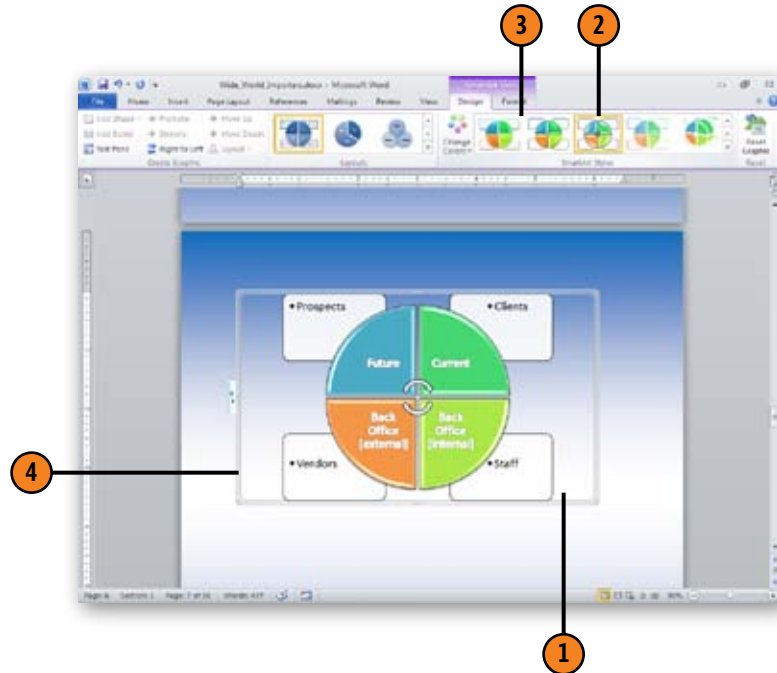
## Create a Diagram *(continued)*

- 4 Click Change Colors in the Smart Styles group of the SmartArt Tools Design tab and select the color palette you want to use.
- 5 Click the first item in the Text pane and type the text for that item. If the Text pane isn't displayed, click Text Pane on the SmartArt Tools Design tab.
- 6 Continue entering text, doing any of the following:
  - Press the Tab key to make the entry a subentry of the previous item (or click Demote), or Press Shift+Tab to elevate the entry one level (or click Promote).
  - Press Enter to finish the current item and insert a new line for text.
  - Press the Down arrow key to move to the next item.
  - Press Delete to remove entries you don't want.



## Modify the Diagram

- 1 On the SmartArt Tools Design tab, point to different layouts and click the one that works best for your content.
- 2 Point to different SmartArt Styles and click the one you want.
- 3 Use the SmartArt Tools Format tab to set text and shape formats.
- 4 Click the frame of the diagram and use a Sizing handle to change the diagram's size.



### Try This!

Create a list in your document. Select the text and copy it (press Ctrl+C). Insert a SmartArt diagram. Click in the Text pane and press Ctrl+V to paste your copied text. Edit the text, setting any levels you want. Point to different layouts to see which layout works best with your content.

## Creating a Chart

One of the beautiful things about the various programs in Office 2010 is that it is so easy to use the programs together. When you're working with data that you'd like to present in a

chart, you can easily add a chart within Word that draws from the powerful features of Excel. The process is simple, and the chart will look great with just a few clicks of the mouse.

### Create a Chart

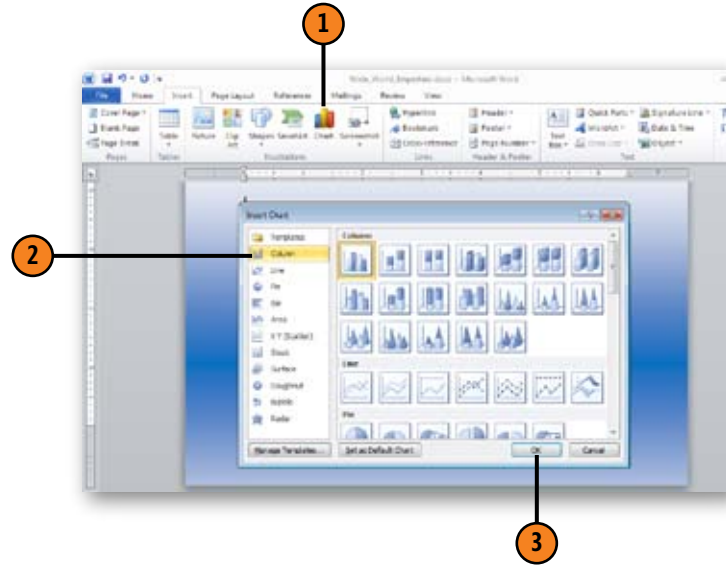
- 1 Click the Insert tab and click Chart in the Illustrations group.
- 2 Select a chart type.
- 3 Click the chart design you want and click OK.

*(continued on next page)*

#### Tip

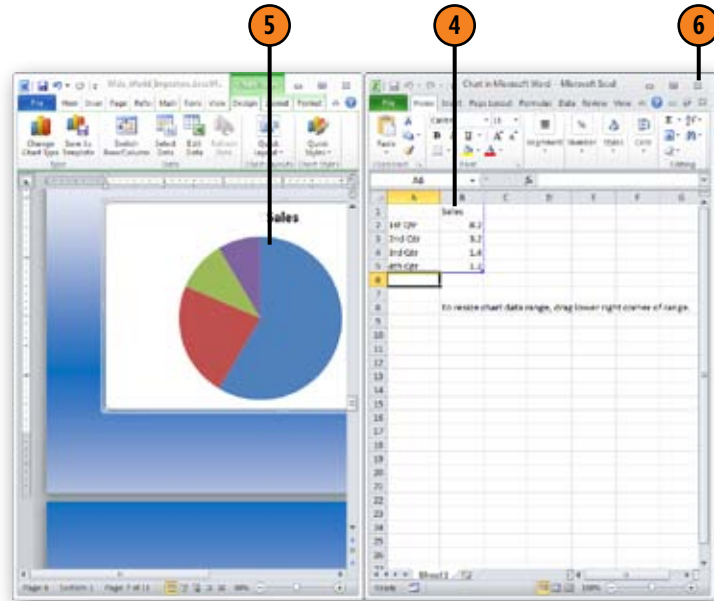


If you don't have Excel installed on your computer, Microsoft Graph will start when you click the Chart button on the Insert tab. Microsoft Graph works much like Excel, although it has fewer features.



## Create a Chart *(continued)*

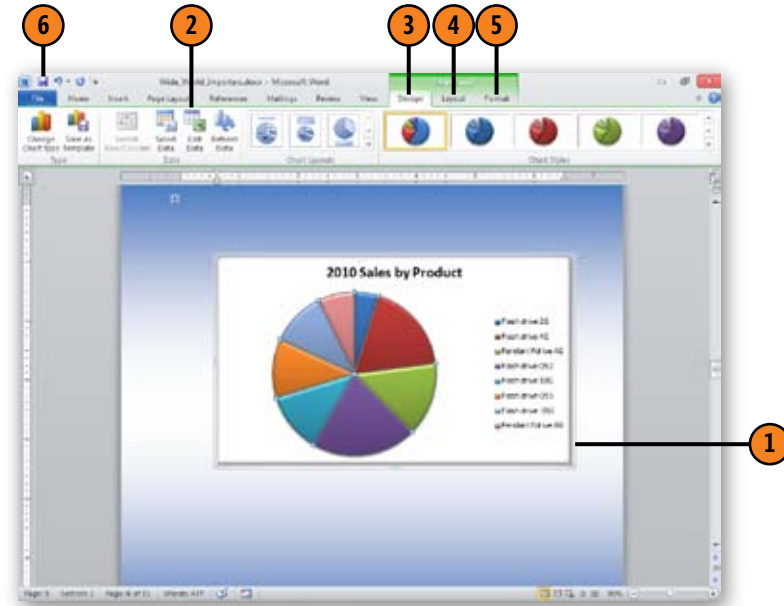
- 4 In the Excel worksheet that appears, edit the sample data so that only your data is shown.
- 5 The result of your data entry appears in the chart.
- 6 Close the worksheet when you've finished.





## Format the Chart

- 1 Click in the chart to select it if it isn't already selected.
- 2 If you need to modify which data is shown and how it's organized, on the Chart Tools Design tab, click the Edit Data button, and make your modifications in the worksheet that appears.
- 3 Use the tools on the Chart Tools Design tab to change the chart type, the data, the layout, and the overall appearance of the chart.
- 4 Use the tools on the Chart Tools Layout tab to add annotations, labels, and other elements.
- 5 Use the tools on the Chart Tools Format tab to format individual items in the chart.
- 6 Save the document to save the data and the design of the chart.



### Tip

Although the Excel worksheet looks like a standard worksheet, it's actually a special Excel object that's stored in your Word file. All your chart information and data are stored in the Word file, so you don't need to access the Excel file to view or modify the chart in Word.



# 10

# Customizing and Securing Word

## *In this section:*

- Customizing the Ribbon
- Customizing the Quick Access Toolbar
- Customizing the Work Area
- Creating Macros
- Safeguarding a Document
- Recovering Unsaved Versions of a File
- Restricting Access and Changes to a Document
- Digitally Signing a Document
- Protecting a Document with a Password

One of the great things about Microsoft Word 2010 is that not only does it pack a lot of power into the various features and tools at your fingertips, but it also allows you to customize those tools so you have just what you want nearby when you want it. You can easily customize the ribbon by adding tabs, tab groups, and tools; you can customize the Quick Access Toolbar by changing the tools it displays and changing where in the document window it appears. What's more, you can change other preferences, such as the way the screen looks, the way your files are saved, and much more.

Another important story in Word 2010 is the enhanced security that occurs largely without your even noticing it. Behind the scenes, Word 2010 is working to ensure that the files you receive and open have been checked—thoroughly—for any possible risk. You can set the types of files you want to be blocked in your version of Word and tell the program when you want Protected View to intervene and safeguard your files and when it's okay to open them directly. These security features—and more—are the topic of this section.

## Customizing the Ribbon

You probably remember all the excitement around the introduction of the ribbon, which was offered for the first time with Office 2007. Some people were thrilled, others were dismayed, and most Word users simply figured out how to master the interface and gradually grew to like it. Word 2010 includes

a new feature that is huge to Word users who want to have within clicking distance the tools they use most often. Now you can customize the ribbon to include tabs you create. And you can add your own groups and tools to those tabs in whatever order makes sense to you.

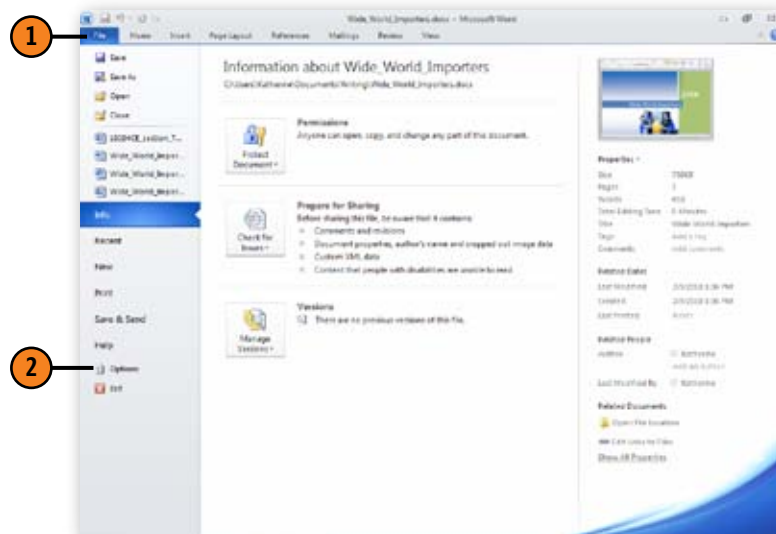
### Create and Rename a New Tab

- 1 Click the File tab to display Backstage view.
- 2 Click Options.

*(continued on next page)*

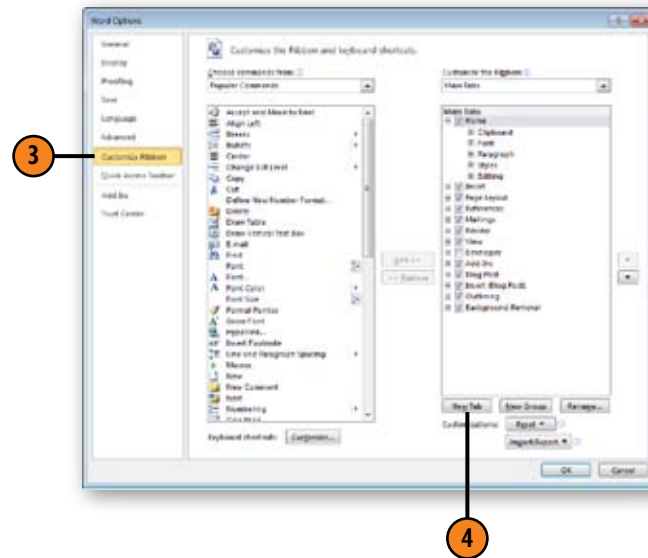
#### Tip

By default a new group is created when you add a new tab. You can add additional groups to the tab by clicking New Group at the bottom of the Customize The Ribbon list.



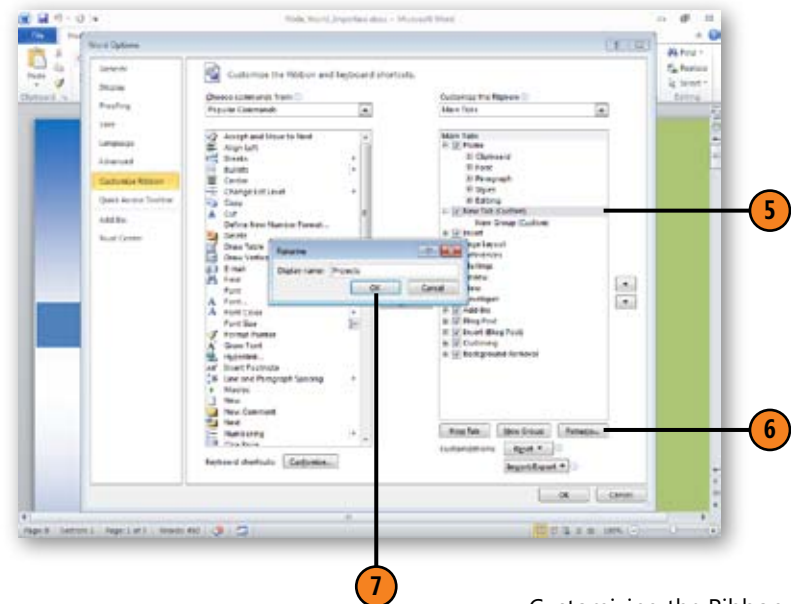
## Create and Rename a New Tab (continued)

- 3 Click Customize Ribbon.
- 4 Click New Tab.
- 5 Click the new tab.
- 6 Click Rename.
- 7 Type a new name for the tab and click OK.



### Tip

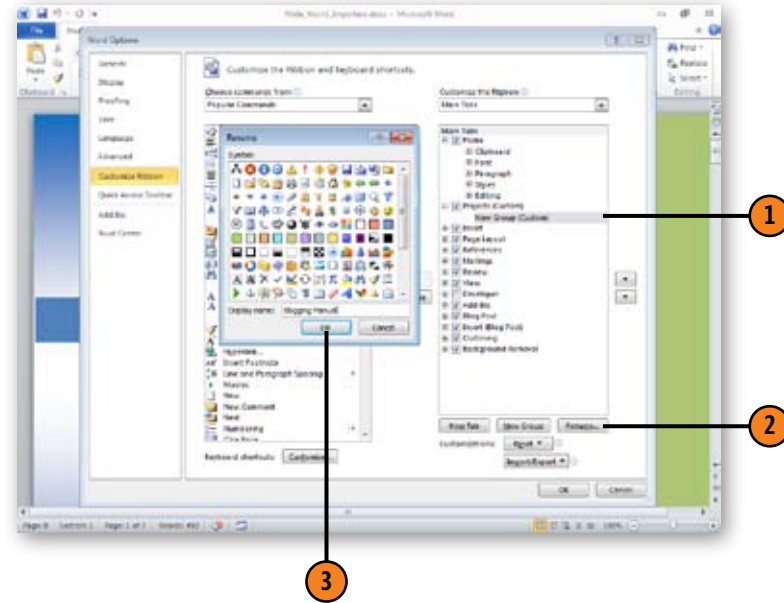
You can move the group you create up or down through the tabs shown by clicking the Move Down or Move Up buttons.



## Rename and Add Tools to the Group

- 1 Click the new group that was created automatically.
- 2 Click Rename.
- 3 Type a name for the group and click OK.

*(continued on next page)*



### Tip

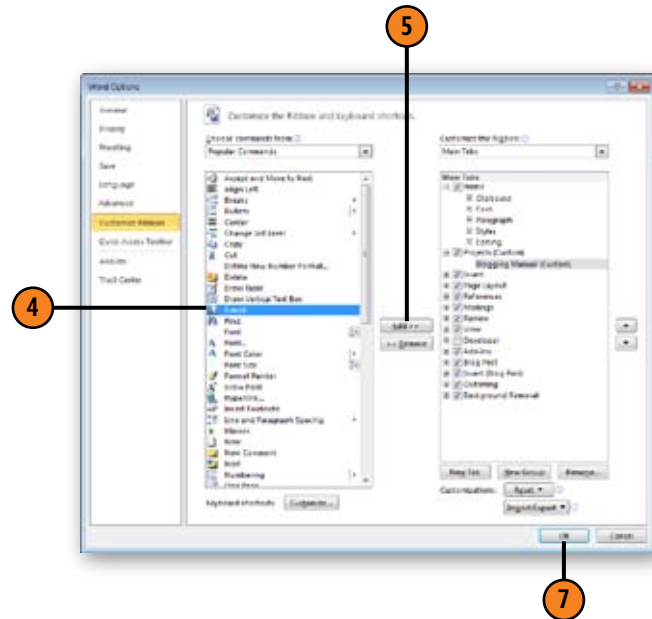
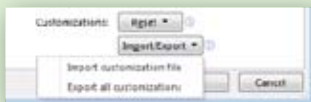
If you don't see the tools you want in the Popular Commands list, click the Choose Commands From arrow, and choose All Commands. Scroll through the list to find the tool you want, click it, and click Add.

## Rename and Add Tools to the Group *(continued)*

- 4 In the Choose Commands From list, click the tool you want to add to the group.
- 5 Click Add.
- 6 Repeat Steps 4 and 5 as needed until you have added all the tools you want.
- 7 Click OK.

### Tip

If you use more than one computer and want to use your customized ribbon on another machine, click the Import/Export button in the lower-right corner of the Customize Ribbon dialog box. Choose Export All Customizations to create a file you can add to other computers. When you move the file to the new computer, use Import Customization File to import your changed ribbon settings.



### Tip

In addition to selecting the tool and clicking Add, you can add a new tool to the group by simply dragging it from one list to another.

## Customizing the Quick Access Toolbar

The Quick Access Toolbar makes it easy for you to have the tools you want to access quickly nearby no matter which Word tabs you may be using. If you put so many items on the Quick

Access Toolbar that it becomes too big to fit on the title bar, you can move it to its own line.

### Add or Remove Items Common to the Quick Access Toolbar

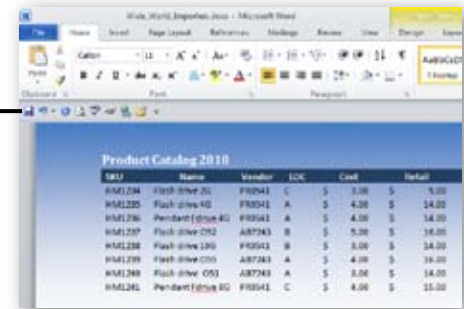
- 1 Click the down arrow at the right of the Quick Access Toolbar.
- 2 On the Customize Quick Access Toolbar menu, click any checked items that you want to remove from the toolbar.
- 3 Click any unchecked items that you want to add to the toolbar.
- 4 Right-click any item anywhere on the ribbon that you want to add to the toolbar, and choose Add To Quick Access Toolbar from the shortcut menu.
- 5 If the toolbar becomes too large to fit on the title bar or if you want to change the location of the bar, click the down arrow at the right of the toolbar and click Show Below The Ribbon on the menu.

#### Tip

You can return the Quick Access Toolbar to its spot above the ribbon by clicking the Quick Access Toolbar arrow and choosing Show Above The Ribbon.

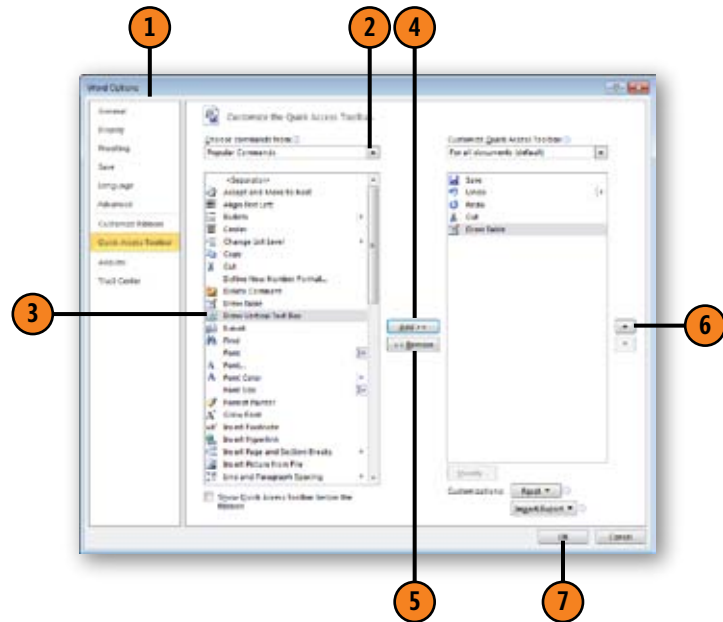


The Quick Access toolbar—  
on its own line  
below  
the ribbon



## Control the Customization

- 1 Click the Quick Access Toolbar arrow and click More Commands to display the Word Options dialog box with the Customize Ribbon category selected in the left pane.
- 2 Specify the category of commands you want to select from.
- 3 Click a command you want to add to the toolbar.
- 4 Click Add.
- 5 To remove a command you don't use, select it and click Remove.
- 6 To change the order in which commands will appear on the toolbar, click a command and use the up or down arrow to move the command.
- 7 Repeat steps 3 through 7 to make any further customizations to the Quick Access Toolbar; click OK when you've finished.



### Tip

You're not limited to "standard" Word commands. You can include styles, fonts, and macros on the toolbar.

### Tip

When you change the Quick Access Toolbar, the changes you make appear in the toolbar in all your documents. If you want to use that version of the toolbar in the current document only, display the Word Options dialog box, click Quick Access Toolbar, and click the Customize Quick Access Toolbar arrow and choose the name of your current document. Click OK to save your changes.



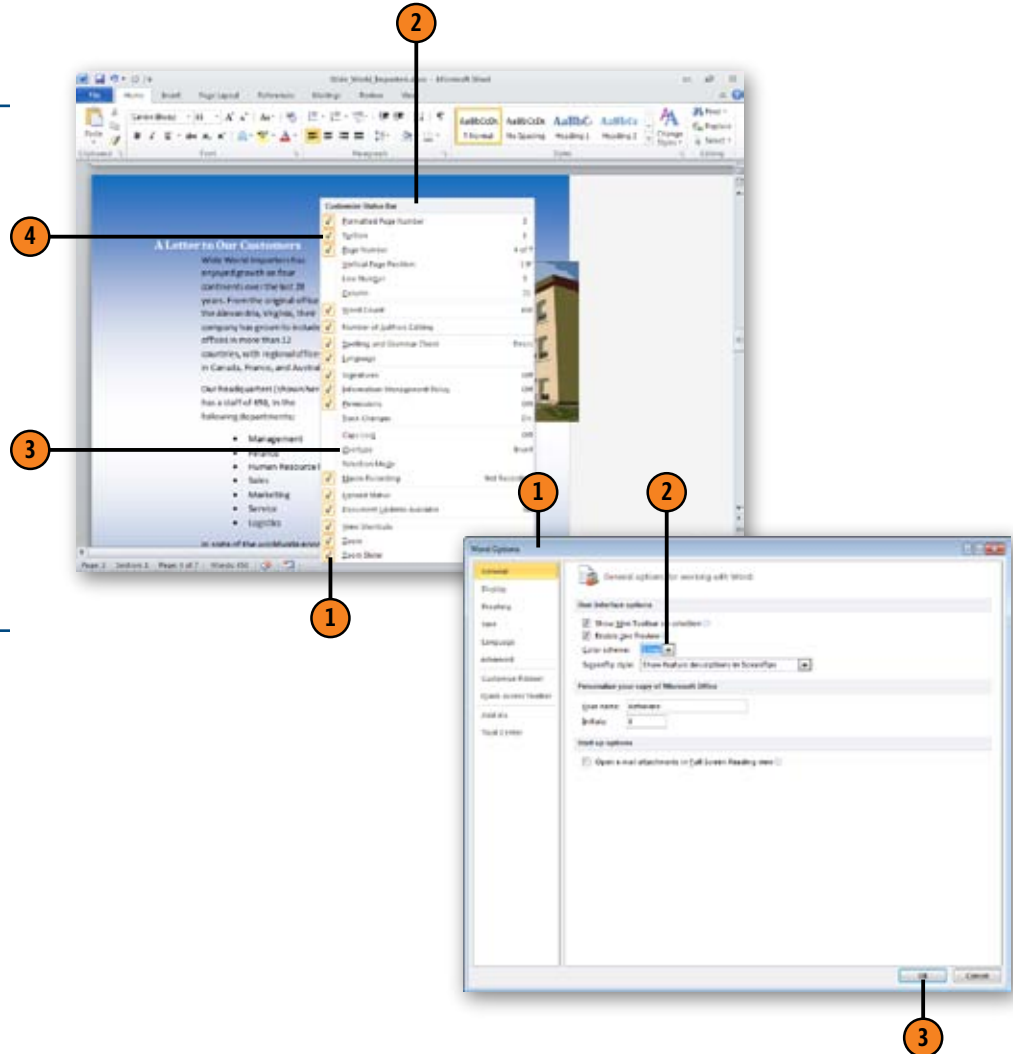
## Customizing the Work Area

The work area is where you create, edit, format, and fine-tune the documents you create in Word 2010, so you may want to customize it to fit your own preferences. You can show or hide

items on the status bar, set the ribbon to appear only when you need to use it, change the overall color scheme for the window, and so on.

### Show or Hide Items on the Status Bar

- 1 Right-click anywhere on the status bar.
- 2 Review the information on the Customize Status Bar menu.
- 3 To show an item that isn't currently displayed on the status bar, click the item.
- 4 To hide an item that's currently displayed, click the item.



### Change the Color Scheme

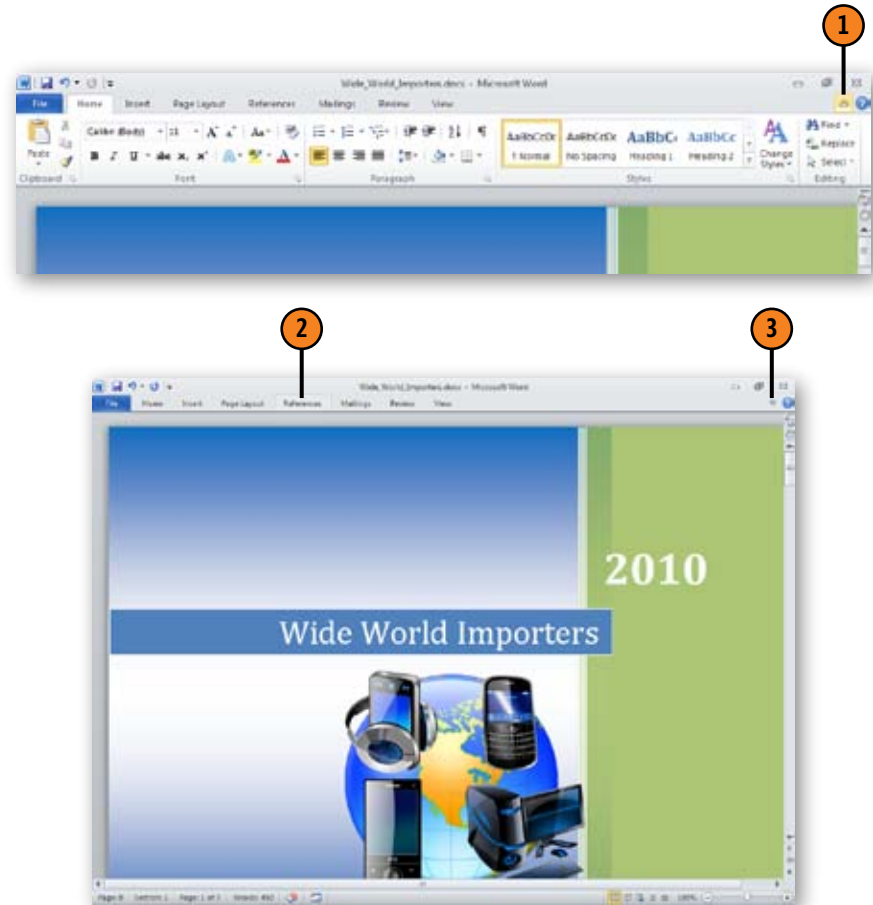
- 1 Click the File tab and click Options to display the Word Options dialog box.
- 2 In the General tab, click Color Scheme and click the color you want.
- 3 Click OK.

## Show or Minimize the Ribbon

- 1 Click the Minimize The ribbon button at the top right of the ribbon.
- 2 Display the ribbon by clicking the tab you want. Click a tab when you want to display the ribbon and choose the tool you want. The ribbon is then hidden again.
- 3 To redisplay the ribbon, click Maximize The Ribbon.

### Try This!

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



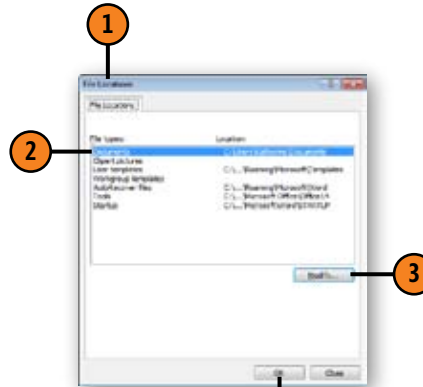
## Changing the Location and Type of Saved Files

If you want to save your documents in specific folders, you can have Word change the places your files are saved by default. You set file locations and formats using the Word Options dialog box. What's more, you can choose to save your Word files in a previous version if you like, in case you work with

peers and friends who are using a previous version of Word. (Note, however, that if you work in a version of Word prior to 2007, many of the new features—including artistic effects, collaborative tools, and more—won't be available in the earlier format.)

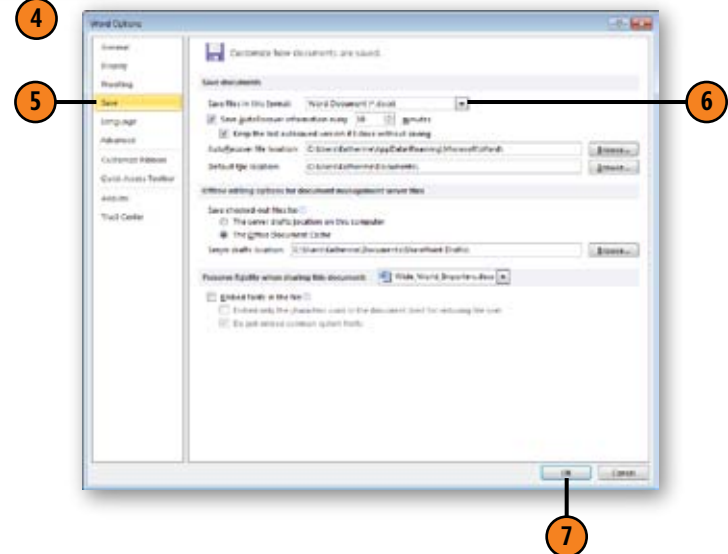
### Change the File Locations and Formats

- 1 Click the File tab, click Options and click Advanced. Scroll down to the General area and click the File Locations button to display the File Locations dialog box.
- 2 Click the item whose location you want to change.
- 3 Click Modify, and, in the Modify Location dialog box, locate and select the folder that you're designating as the new location; click OK.
- 4 Specify the location for any other file types and click OK when you've finished.
- 5 Click the Save category.
- 6 Select the default format in which you want to save your documents.
- 7 Click OK to close the Word Options dialog box.



#### Tip

If you consistently save your files in a format other than the Word 2010 format, you should modify the Compatibility settings on the Advanced tab of the Word Options dialog box so that your documents have the correct layout for the format in which you save them.



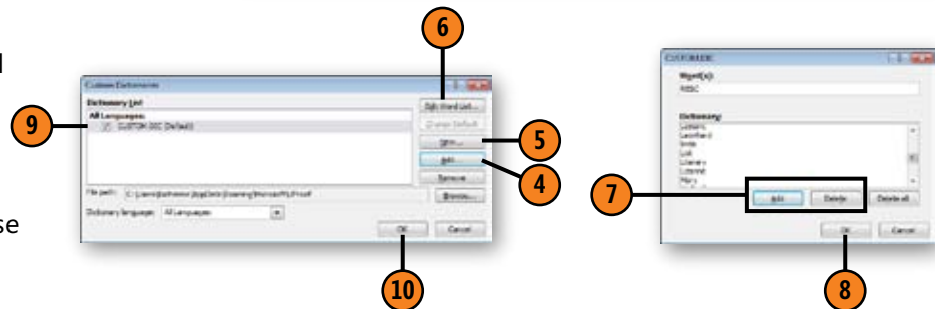
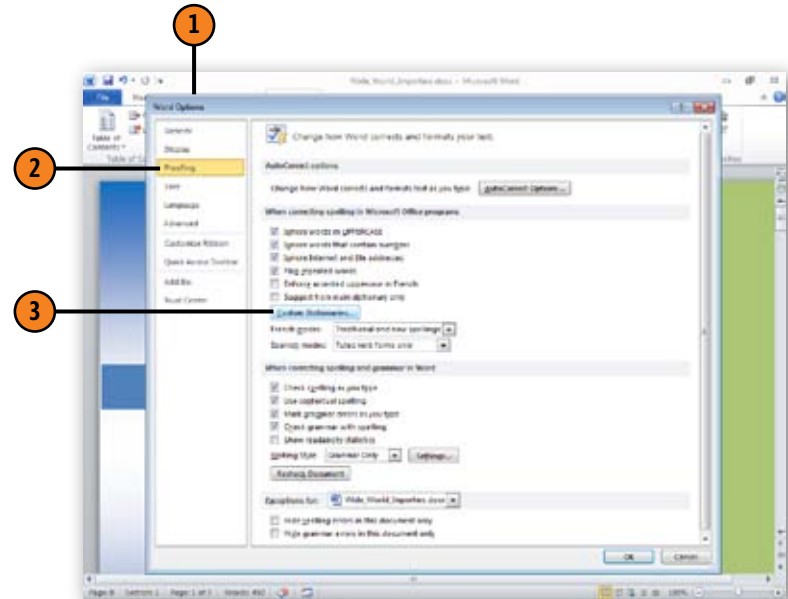
## Customizing Your Spelling Dictionaries

Word 2010 enables you to use one or more dictionaries to check your spelling. When there's a word in your document that's correct but that Word doesn't recognize—a name, an address, or an unfamiliar technical or scientific term, for example—you can tell Word to add that word to your custom dictionary. If you already have a custom dictionary that

includes many of the words you want Word to recognize as correct, you can add that dictionary to the list of dictionaries that Word is using. Now in Word 2010 you can also choose a dictionary in another language if you are translating or editing in a language other than English.

### Add a Dictionary

- 1 Click the File tab and click Options to display the Word Options dialog box.
- 2 Click Proofing.
- 3 Click the Custom Dictionaries button to display the Custom Dictionaries dialog box.
- 4 If you have an existing dictionary that you want to use, click Add; in the Add Custom Dictionary dialog box that appears, locate the dictionary file. Click Open.
- 5 To create a dictionary by adding entries, click New, use the Create Custom Dictionary dialog box to name the dictionary file, and click Save.
- 6 To add or delete words in a dictionary, select the dictionary, and click Edit Word List.
- 7 Click Add and type a word, or select a word you want to remove and click Delete.
- 8 Click OK.
- 9 Verify that the dictionaries you want to use are checked and those you don't want to use aren't checked.
- 10 Click OK.



## Creating a Macro

You can automate procedures you follow often by creating a macro to record the keystrokes and menu selections and then playing them back by pressing a single key combination. For example, you could create a macro by recording the replacement

of a phrase and/or a style using the Replace command. Then you can run that macro to modify other documents. Regardless of the complexity of your macro, you can run it as though it were a single Word command.

### Create a Macro

- 1 Click the View tab, click the Macros arrow in the Macros group, and choose Record Macro to display the Record Macro dialog box.
- 2 Type a name for the macro. (The name must begin with a letter and can't contain any spaces or symbols.)
- 3 Choose whether you want to assign the macro to a button or the keyboard.
- 4 Specify where you want to store the macro and type a description.
- 5 Click OK.
- 6 Execute the series of actions you want to record as a macro, using your keyboard to select text and to move the insertion point. (Note that other than when you click a command, most mouse actions aren't recorded.)
- 7 When you've completed the series of actions, click the Macros arrow again and choose Stop Recording.
- 8 Click Macros to display the Macros dialog box, select the macro you just recorded and click Run to make sure the macro performs correctly.



#### Tip

For the greatest control in creating and modifying macros, add the Developer tab to the ribbon by clicking the File tab, clicking Options, clicking Customize Ribbon, and clicking the Developer tab check box in the list on the right. Click OK to save your changes.

## Understanding Security in Office 2010

Today you just can't be too careful about the files you accept and download from the Internet. Every computer user needs some sort of antivirus program that scans incoming files for potential threats and keeps your computer safe from attack. Word 2010 includes improved security features that evaluate files before you open them and then prompting you if something unrecognized is found.

One area developers found vulnerable to attack occurs when you open a file saved in a previous version of Word. To safeguard this process, Word now includes a security check that goes on behind the scenes when you open a new

document. The file must pass a series of checks—called a file validation process—before it is considered a safe file. If Word 2010 finds anything suspicious, the document is displayed in Protected View.

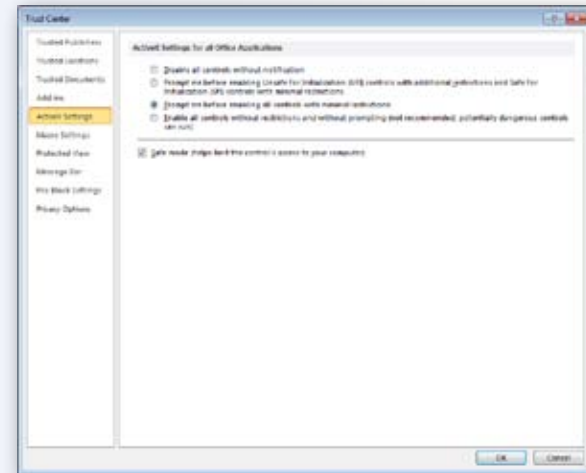
Word 2010 shows you that a file is in Protected View by displaying a message bar across the top of the work area. If you know the sender of the file or are certain the file is safe, you can click Enable Editing to remove the protection and edit the file normally. You can change which files Word 2010 flags for protection by changing the settings in the Trust Center.



## Working with the Trust Center

You use the Trust Center to set up your preferences for the way your files are opened, shared, and protected. You can create lists of trusted publishers, documents, and locations that don't have to be authenticated each time you receive a document from them.

You'll find the Trust Center by clicking the File tab and clicking Options. At the bottom of the category list, click Trust Center and then click Trust Center Settings. The Active X tab opens by default so that you can review those settings. The following table explains each of the categories in the Trust Center and explains how you can use those options to safeguard your files.



### Word 2010 Trust Center

Category	Description
Trusted Publishers	Enables you to create a list of publishers you trust so that any content you receive from the publisher is opened freely without restriction.
Trusted Locations	Gives you the ability to create a list of trustworthy locations—for example, share folders and SharePoint Workspaces.
Trusted Documents	Creates a list of documents you have specified as trusted. After a document is marked as trusted, macros and all content is enabled automatically.
Add-Ins	Enables you to specify whether any application add-ins must be signed by a trusted publisher.
Active X Settings	Lets you choose whether ActiveX controls will be allowed to play in regular mode or in safe mode. You also set the level of restriction for the running of the controls.
Macro Settings	Sets whether macros are automatically disabled or enabled.
Protected View	Enables you to choose the situations in which Protected View is used.
Message Bar	Lets you show or hide the Message Bar.
File Block Settings	Gives you the ability to choose whether specific file types are blocked from being open or saved.
Privacy Options	Lets you set privacy options for the current file.

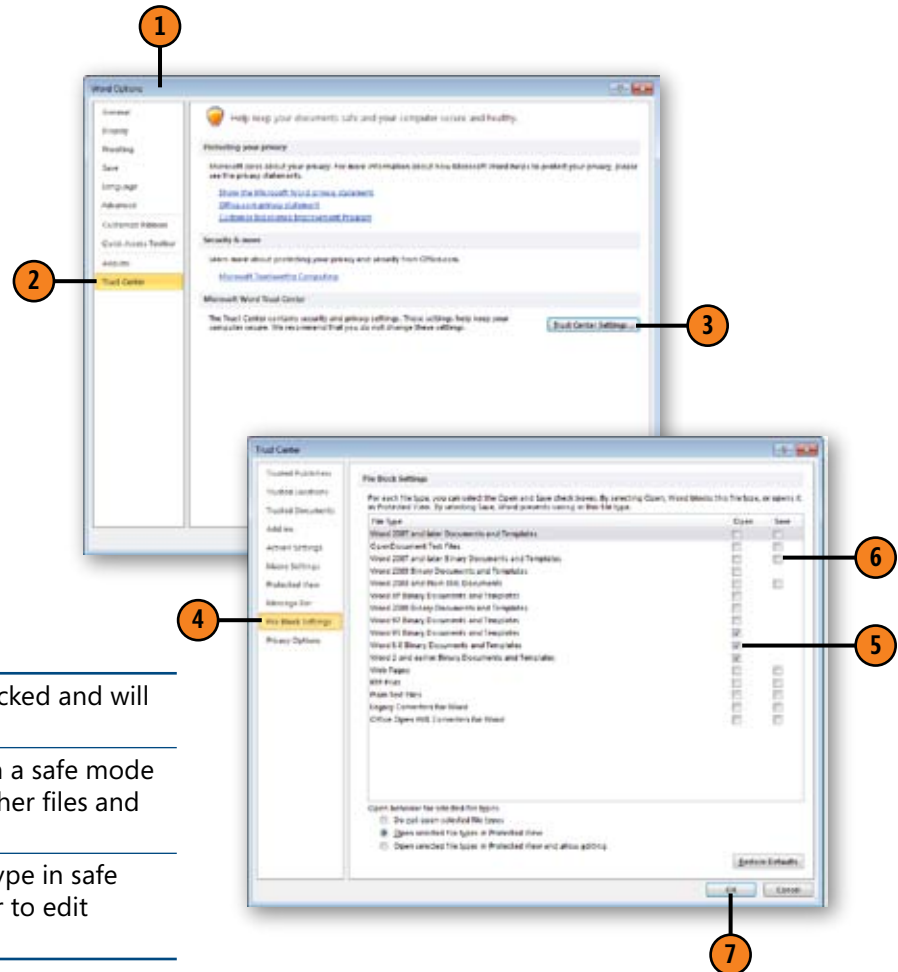
## Changing File Validation

You can tell Word 2010 which file types you want to validate before opening the files. This controls when Protected View is used to safeguard files that you are opening. You can choose

that files be checked when you open a file, save a file, or both. The following table introduces the different settings you can choose for file validation.

### Set File Types

- 1 Click the File tab and click Options to display the Word Options dialog box.
- 2 Click Trust Center.
- 3 Click the Trust Center Settings button.
- 4 Click the File Block Settings category.
- 5 Click to clear the check mark in any file type you don't want to check.
- 6 Click to add a check mark in the Open and Save columns for those file types you do want to check.
- 7 Click OK.



### File Block Behaviors

Setting	Description
Do Not Open Selected File Types	The selected files are blocked and will not be opened.
Open Selected File Types In Protected View	Opens the selected file in a safe mode that is protected from other files and processes.
Open Selected File Types In Protected View And Allow Editing	Opens the selected file type in safe mode but allows the user to edit normally.



## Choosing What's Displayed in Protected View

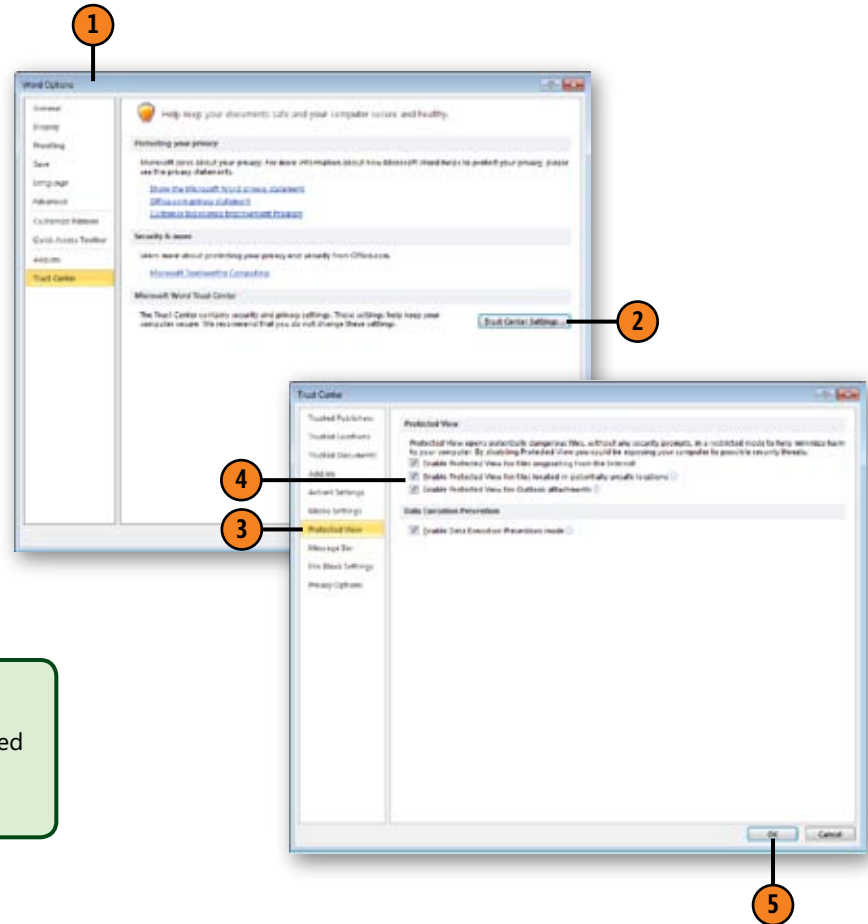
The Protected View message bar appears when you have tried to open a file that has either been blocked or has been determined to be in a file format flagged for blocking. If you want to see the contents of the file or know the person or company who sent it, you can open the file in Protected View. Protected View is a safe mode that enables you to view the file without it

potentially affecting your other files. When you know the file is okay, you can click Enable Editing to open the file normally.

Word 2010 enables you to choose when Protected View is used for your files. You'll find the settings for Protected View in the Protected View category in the Trust Center.

### Set Protected View Settings

- 1 Click the File tab and click Options to display the Word Options dialog box.
- 2 Click Trust Center and click Trust Center Settings.
- 3 Select Protected View.
- 4 Click to remove the check mark of any setting you do not want to keep.
- 5 Click OK.



#### Tip

You can modify the settings at any time. If you later want to restore a protection you removed, simply display the Protected View category again and click the check mark to return the check.

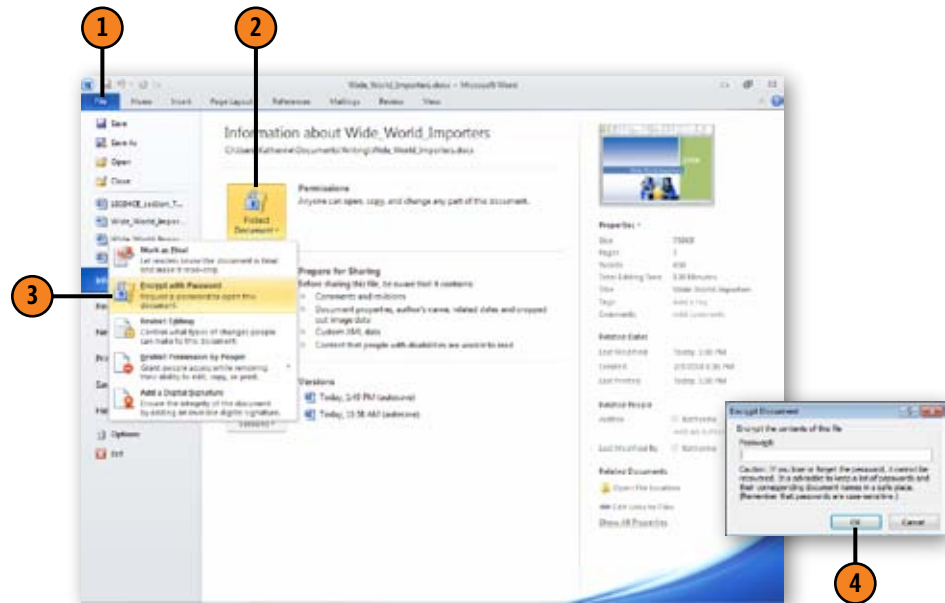
## Password Protecting a File

Office 2010, like its predecessors, makes it easy for you add passwords to your Word, Excel, and PowerPoint files. Now

in Office 2010, you can add encryption to your password to ensure that your file is as secure as possible.

### Add a Password

- 1 Click the File tab.
- 2 In the Info tab, click Protect Document in the Permissions area.
- 3 Click Encrypt with a Password.
- 4 Enter a password and click OK.



#### Tip

You can also set the password during the Save As process by clicking (in the Save As dialog box) the Tools arrow, choosing General Options, and entering the password required to open the file. If you plan to share the file with others, you can enter a separate password that you share with co-authors to enable modification and file sharing.

#### Caution

Note that when you set an encrypted password for your Word file, the password cannot be recovered if you forget the password later. For this reason, you should keep a copy of your passwords in a safe place you can access easily.

## Limiting File Changes

Not only do you need to make sure that the files you open are safe, but you also need to be able to protect the files you create so that people can change only what you want them to change in the file. You can set protection levels on individual

files that make it possible for you to limit editing in a document, for example, or protect sections or the structure of a worksheet, so that others' ability to change the content of the file is limited.

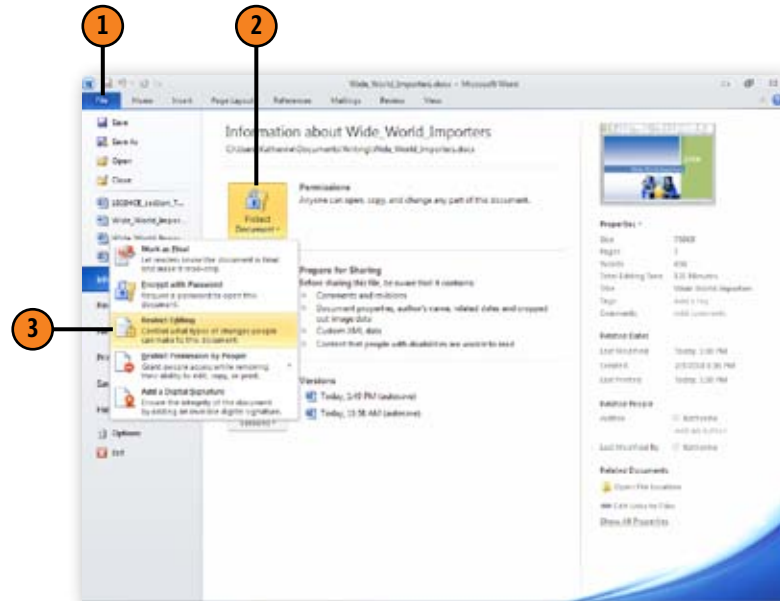
### Set File Permissions

- 1 Click the File tab.
- 2 In the Info tab, click Protect Document.
- 3 Click Restrict Editing to control the types of editing that can be done in the file.

*(continued on next page)*

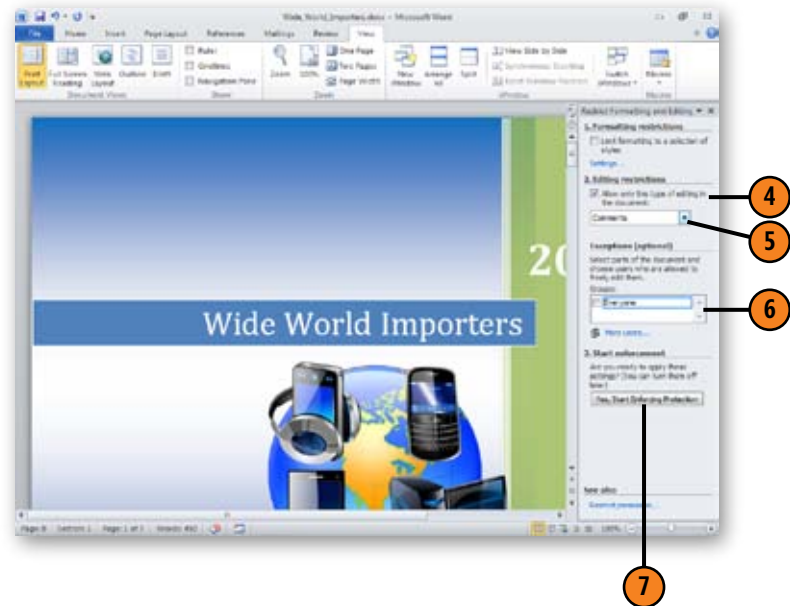
#### Tip

Formatting restrictions limit users to changing styles used in the document, and editing restrictions enable you to specify whether you want users to view the file as read-only, or if you will allow them to enter tracked changes, comments, or complete forms.



## Set File Permissions *(continued)*

- 4 Click the Allow Only This Type Of Editing In The Document check box.
- 5 Click the type of change you want to allow.
- 6 Indicate who these changes apply to.
- 7 Click Yes, Start Enforcing Protection.



### Tip

You can also limit the access others have to your files by restricting the permissions they have based on their role. The Restrict Permission By People option in the Protect Document settings in the Info tab (in Backstage view) enable you to choose the group of people who you want to give access to your document.

### Tip

Word gives you the option of adding a digital signature to your document to verify a document's integrity. The digital signature feature in each of these applications requires a signature service from a third-party vendor. You can begin the process by clicking Add A Digital Signature in the Protect Document selection of the Info tab, and a prompt will offer you the option of finding a signature service on Office Marketplace. Note that Protect Document is not available if you are using Compatibility Mode—you must first save the document as a Word 2010 file before Protect Document becomes available.

## Recovering Unsaved Versions

Have you ever made great changes to a document and then accidentally closed the file without saving? One of the great new safety-net features in Word 2010 is your file is saved for you in case you forget. Because the program stores your

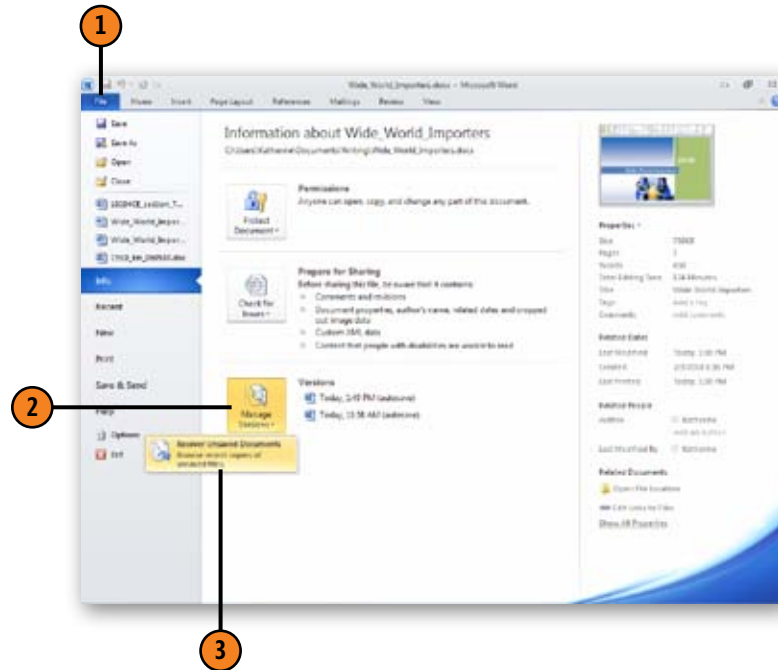
unsaved files automatically, you can return to a previous version if you need to find information you accidentally deleted or items you revised in error.

### Recover Unsaved Files

- 1 Click the File tab.
- 2 Click Manage Versions.
- 3 Click Recover Unsaved Versions.
- 4 Select the file you want and click Open.

#### Tip

You can also display unsaved documents from the Recent category. Scroll to the bottom of the Recent Documents list and click Recover Unsaved Documents. Double-click the file you want to view in the Open dialog box.



#### Tip

If you open an autosaved document that is not the most current version available, Word 2010 lets you know about the status of the file. Click whether you'd like to compare the autosaved version with your current document or restore the autosaved file to full editing capabilities.



# Index

## Symbols

97-2003 Word Document format, 159–160  
97-2003 Word Template Document  
format, 159  
2003 XML Document format, 159  
? wildcard, 39  
\* wildcard, 39

## A

About This Sentence (grammar), 51  
Add Text tool, 190  
Adjustment handle (shapes), 136  
alignment  
of graphics to pages, 146–147  
of paragraphs, 83  
of pictures, 146–147  
of tables, 122  
of text in tables, 117  
Allow Typing option, 42  
Apply Styles window, 66  
Arrange All function, 211  
art borders around pages, 93  
Artistic Effects (pictures), 139–140  
artistic text, creating, 148  
Aspect Ratio, setting, 133  
At Least option (paragraph formatting), 80  
attachments to e-mails, displaying, 42  
AutoCorrect feature, 52–55  
AutoCorrect Options button, 72  
automatically inserted hyperlinks, 23  
automatic text correction, 52–54  
autosaved documents, 234

## B

backgrounds, removing picture, 141  
Backstage view, 15, 18–20, 27  
Behind Text wrapping, 143  
blogs, writing/publishing, 164–166  
blue squiggles, 51  
borders  
adding to paragraphs, 95  
around pages, 92  
art borders around pages, 93  
Borders And Shading dialog box, 96  
Borders tool, 124  
bound documents, setting up, 103  
breaking manually, defined, 106  
Browse For Themes option, 63  
browser icon, 9  
Browse tools, 24  
building blocks, creating/inserting, 48–49  
bulleted/numbered lists  
creating, 71  
customizing, 73–74  
list styles and, 61  
business documents, styles and, 68

## C

cells, dividing (tables), 121  
center alignment of text, 83  
Change Styles tool, 68  
character formatting  
applying, 69  
copying, 91

characters  
adjusting space between, 82  
styling, 61  
wildcard, 39  
charts  
Chart tool, 129  
Chart Tools Design tab, 154  
creating, 152–154  
Check For Updates function, 27  
Clear All option (Clipboard), 46  
Clear Formatting tool, 79  
clip art, 128, 134  
Clipboards, Windows & Office, 34, 44–46  
Clip Organizer, 130  
co-authoring documents, 4, 200–203  
Collapse Subdocument function, 186  
colors  
Color gallery, 140  
Color Scheme, changing, 222  
columns, adding to documents, 110  
columns and rows (tables)  
adding/deleting, 115–116  
sizing, 120  
command tabs, 8  
comparing changes in documents,  
208–209  
compatibility  
Compatibility Checker, 40  
Compatibility Mode, 40, 233  
settings, 224  
compiling indexes, 193  
conditional content  
form letters and, 173  
setting (mail merge), 169  
contacting co-authors, 203

- content
  - adding to documents, 20–22
  - conditional (form letters), 173
  - content controls (fields), 101
  - setting conditional (mail merge), 169
- Contextual tab, 9
- converting
  - documents between Word versions, 40–41
  - table text to regular text, 114
- copying/cutting/pasting text, 34–35, 44–46
- copying paragraph formatting, 91
- cover pages, 187
- cropping pictures, 132–133
- cross-references (indexes), 193
- Ctrl key for hyperlinks, 24
- customizing
  - bulleted/numbered lists, 73–74
  - charts, 129
  - Customize Ribbon dialog box, 219
  - Custom Margins option, 103
  - multilevel lists, 77
  - Quick Access Toolbar, 220–221
  - ribbon, 216–219
  - table layouts, 119
  - templates, 98–99
  - Word 2010, 4
  - work area, 222–223

## D

- Date And Time tool, 101
- Decimal tab stop, 117
- decorative horizontal lines, 94
- deleting rows/columns, 116
- designing templates, 100–101
- Developer tab, adding to ribbon, 226

- diagrams
  - relational, 149–151
  - SmartArt, 151
- dictionaries, spelling, 225
- digital signatures, 233
- direct formatting
  - defined, 62
  - vs. styles, 83
- discontinuous numbered lists, 72
- Distribute Rows function (tables), 119
- documents. *See also* files
  - adding content to, 20–22
  - adding content with ink function, 22
  - adding hyperlinks to, 23–24
  - autosaved, 234
  - co-authoring, 200–203
  - composing different types of, 156–157
  - converting old, 40–41
  - cover pages, 187
  - creating new, 12–14
  - creating/posting online, 160–163
  - creating with templates, 15–16
  - dividing into sections, 108
  - Document Inspector dialog box, 213
  - Document tab, 37
  - finalizing, 212–213
  - formatting with themes/styles/fonts, 60–62
  - indexes, creating, 192–193
  - inserting files in, 162
  - inserting pictures in, 130–131
  - inserting text files in, 21
  - linking, 24
  - master documents, 186
  - navigating, 36–38, 43
  - opening as copy, 17
  - opening existing, 17
  - opening existing as templates, 15
  - opening in Windows Live SkyDrive, 199

- opening recently used, 18
- Outline view, 183–185
- page setup for electronic viewing, 156
- previewing, 25
- printing, 25–26
- reading through, 42
- reorganizing, 183–185
- reviewing. *See* reviewing documents
- saving, 14
- saving to shared spaces, 198
- setting margins, 102
- table of contents, 190–191
- viewing side by side, 211
- Draft view, 8, 11, 188, 206
- drag and drop text function, 20
- drawing
  - content (ink function), 22
  - drawing canvas, 142
  - Drawing Tools Format contextual tab, 145
  - Drawing Tools Format tab, 146
  - Draw Table tool, 121
  - shapes, 135–136
  - text boxes, 87
- drop caps, creating, 90

## E

- editing
  - Edit Header function, 109
  - Editing group (Home tab), 38
  - Edit Recipient List (form letters), 171
  - headers and footers, 177
  - pictures, 137, 137–138
  - restrictions on, 232
  - summary of methods for, 34–35
  - text, 30–32
- Effects, Theme, 65
- electronic postage, 167

- e-mail addresses/links, adding, 160
- Enable Live Preview check box, 67
- encrypted passwords, 231
- endnotes. *See* footnotes and endnotes
- envelopes, printing, 167
- Eraser tool, 121
- Esc key, 31
- even-page headers and footers, 179
- Exactly option (paragraph formatting), 80
- Excel 2010
  - dragging/dropping content from, 20
  - inserting charts from, 152–154
- Expand Subdocuments function, 186
- Export All Customizations function (ribbon), 219

## F

- fields, template, 101
- file formats
  - for pictures, 130
  - Word 2010, 158–159
- files. *See also* documents
  - adding content to, 20–22
  - adding hyperlinks to, 23–24
  - changing location/formats of saved, 224
  - changing validation of, 229
  - converting old, 40–41
  - creating within files (online), 162–163
  - designing templates based on existing, 100
  - File Block behaviors, 229
  - File tab, 13, 17, 25, 26
  - and folders, pinning, 18
  - formatting with themes/styles/fonts, 60–62
  - limiting changes to, 232–233
  - naming, 14
  - navigating through, 36–38
  - opening, 17
  - opening as copy, 17
  - opening recently used, 18
  - password protecting, 231
  - permissions, setting, 232–233
  - printing, 25–26
  - reading, 42–43
  - recovering unsaved, 234
  - reviewing shared file information, 204
  - saving, 14
  - shared (co-authoring), 204–205
- finalizing documents, 212–213
- Find And Replace dialog box, 39
- Find tool, 38
- First Line Indent marker, 84
- fonts
  - Font dialog box, 82
  - formatting, 78–79
  - Theme Fonts, 65
- footers. *See* headers and footers
- footnotes and endnotes, 188–189
- Format Horizontal Line dialog box, 94
- Format Painter tool, 62, 91
- formats, file. *See* file formats
- formatting
  - characters, 69
  - charts, 154
  - copying formatting, 91
  - direct formatting, 62
  - documents with themes/styles/fonts, 60–62
  - fonts, 78–79
  - Format Shape button, 138
  - pictures, 137–138
  - restrictions on, 232
  - tables, 124
  - with tabs, 85–86
  - text, 69–70

- form letters, 170–174
- Full Screen Reading view, 8, 10, 33, 42

## G

- Gabriola font, 82
- gallery example (illustration), 9
- General tab, 222
- Go To Footer tool, 109
- grammar
  - correcting, 51
  - Grammar checker, 50
- graphics
  - arranging multiple, 144–145
  - Artistic Effects, 139–140
  - charts, 152–154
  - Chart tool, 129
  - clip art, 128, 134
  - picture backgrounds, removing, 141
  - pictures, changing size of, 132–133
  - pictures, editing/formatting, 137–138
  - pictures, inserting, 130–131
  - Picture tool, 128
  - positioning on pages, 146–147
  - relational diagrams, 149–151
  - screenshots, 129
  - shapes, 128–129, 135–136
  - SmartArt, 129
  - WordArt, 148
  - wrapping text around, 142–143
- green squiggles, 51
- gridlines, 33, 121, 146
- Grid Setting (Align button), 146
- groups (custom tabs), 218–219
- Group tool, 145
- Grow Font tool, 79
- gutters, 102–103



## H

### headers and footers

- changing running heads, 109
- creating, 176
- editing, 177
- Header & Footer Tools Design tab, 109
- linking and unlinking, 180
- variable, 178–179

### headings, navigating documents by, 36

### Help

- Help dialog box, 27
- icon (illustration), 9

### Hide Folders function, 14

### Highlight tool, 207

### Home Page button (Blogs), 166

### Home tab, 8, 13, 38, 47

### horizontal lines, decorative, 94

### hyperlinks, adding to documents, 23–24

### hyphenation, adjusting, 107

## I

### illustrations

- art borders around pages, 93
- artistic text, creating, 148
- automatic text correction, 52
- Backstage view, 18–19
- borders/shading, adding to paragraphs, 95–96
- building blocks, inserting, 48–49
- bulleted and numbered lists, 71–72
- character fonts/sizes, changing, 78–79
- character formatting, copying, 91
- charts, creating, 152–153
- co-authoring documents, 200–203
- columns, adding to documents, 110
- columns/rows, sizing, 120

### composing types of documents, 156–157

### content, adding with Ink function, 22

### converting old documents, 41

### copying/moving text, 44

### copying/pasting multiple items, 46

### cover pages, inserting, 187

### customizing bulleted/numbered lists, 73

### customizing multilevel lists, 77

### decorative horizontal lines, 94

### direct formatting, 62

### discontinuous numbered lists, 72

### dividing table cells, 121

### documents, comparing changes in, 208–209

### documents, creating new, 12–13

### document sections, 108

### documents, finalizing, 212

### documents, opening, 17

### documents, opening in Live SkyDrive, 199

### documents, reorganizing, 183–185

### documents, saving, 14

### documents, saving to shared spaces, 198

### documents, viewing side by side, 211

### drag and drop text, 20

### drop caps, 90

### File Block settings, 229

### file locations/formats, changing, 224

### file permissions, setting, 232–233

### finding/inserting Clip Art, 134

### footnotes and endnotes, 188–189

### formatting text, 69

### formatting with tabs, 85

### form letters, 170–173

### grammar, correcting, 51

### graphics, positioning on pages, 146

### headers and footers, 176–180

### hyperlinks, adding to documents, 23

### hyphenation, adjusting, 107

### indenting paragraphs, 84

### indexes, creating/compiling, 192–193

### laying out pages, 102–103

### line borders around pages, 92

### linking documents, 24

### linking text box text, 89

### list numbering schemes, changing, 74

### macros, creating, 226

### margins in documents, changing, 105–106

### master documents, creating, 186

### Mini Translator, 57

### multilevel lists, 75–76

### multiple graphics, arranging, 144–145

### navigating through documents, 36

### online documents, creating, 160–161

### page orientation, changing, 104

### paragraph alignment, 83

### paragraph line spacing, adjusting, 80–81

### password protecting files, 231

### pasting text, 45

### picture backgrounds, removing, 141

### pictures, applying Artistic Effects to, 139

### pictures, changing size of, 132–133

### pictures, editing/formatting, 137–138

### pictures, inserting in documents, 131

### predesigned tables, 113

### predesigned text boxes, 87

### printing documents, 25

### printing envelopes, 167

### Protected View settings, 230

### Quick Access Toolbar, customizing, 220–221

### reading documents, 42

### relational diagrams, inserting, 149–150

### researching subjects, 55

- revision marks, 206
- ribbon, customizing, 216–219
- running heads, 109
- shapes, drawing, 135–136
- spacing between characters, 82
- spelling dictionaries, customizing, 225
- spelling errors, correcting, 50
- styles, applying/saving, 66–67
- style sets, changing, 68
- styles, types of, 61
- table of contents, creating, 190–191
- table rows/columns, adding/deleting, 115–116
- tables, aligning, 122
- tables and lists, sorting, 181
- tables, creating, 111
- tables, creating from text, 114
- tables, formatting, 124
- tables, moving, 123
- tables, positioning elements in, 117–118
- tables, sizing, 119
- table styles, creating, 125
- tab stops, modifying, 86
- templates, choosing, 15–16
- templates, customizing, 98–99
- templates, designing, 100–101
- text boxes, 87
- text files, inserting, 21
- text flow, adjusting, 106
- text, replacing, 47
- text, searching/finding, 38
- text, selecting/modifying, 30
- text, translating, 56
- text, wrapping, 142–143
- themes, formatting documents with, 60
- themes, previewing/choosing, 63
- thumbnails, viewing, 37
- unsaved files, recovering, 234
- views, setting, 33

- Word 2010 views, 10–11
- Word 2010 window, 8
- Word Help, 27
- work area, customizing, 222–223
- writing/publishing blogs, 164–166
- Illustrations group, 128
- Include Content From Office Online check box, 73
- Increase Text Size option, 42
- indenting paragraphs, 84
- indent markers, 8
- indents, adjusting list, 76
- indexes, creating, 192–193
- information, organizing with tables/lists, 181–182
- Info tab, 18–19, 41
- ink function, 22
- inserting
  - building blocks, 48–49
  - charts from Excel, 152–154
  - Clip Art, 134
  - cover pages, 187
  - files in documents, 162
  - Insert Category button (Blogs), 166
  - Insert Hyperlink dialog box, 24
  - Insert Merge Field dialog box (mail merge), 172
  - Insert tab, 128, 131
  - pictures in documents, 131
  - predesigned text boxes, 87–88
  - relational diagrams, 149–150
  - tabs in table cells, 111
  - text files, 21

**J**  
Joyce, Jerry, 5  
justifying paragraphs, 83

## K

- Keep On Top button, 27
- Keep Source Formatting (pasting), 45
- Keep Text Only (pasting), 45
- kerning characters, 82
- keyboard shortcuts
  - copying/moving text, 35
  - editing text, 31–32
  - Find And Replace dialog box, 39
  - formatting text, 70
  - hiding/displaying ribbon, 223
  - Hyperlinks, 160
  - Insert Hyperlink dialog box, 24
  - inserting tabs in table cells, 111
  - line spacing, 80
  - moving between list levels, 75
  - moving between table cells, 111
  - moving to top of documents, 178
  - Research task pane, 55
  - saving files, 14
  - selecting text, 34
  - selecting text in linked text boxes, 89
- KeyTips, 31

## L

- Labels tab (mailing), 168
- Landscape Orientation, 102, 104
- languages, translation, 56
- layouts, page. *See* page layouts
- leaders for tab stops, 86
- Left Indent marker, 84
- legal blacklining, 208
- letters, form. *See* form letters

lines  
decorative horizontal, 94  
Line And Page Breaks tab, 106  
line borders around pages, 92  
Line Spacing tool, 81  
line status bar, 8  
spacing between paragraphs, 81  
spacing within paragraphs, 80

linking  
documents, 24  
headers and footers, 180  
linked styles, 61  
Link To File function, 131  
Link To Previous tool, 180  
text box text, 89

lists  
bulleted/numbered, 71, 73–74  
discontinuous numbered, 72  
list styles, 61  
multilevel. *See* multilevel lists  
sorting, 182  
Live Preview feature, 67

## M

macros  
creating, 226  
Macro-Enabled Document format, 158  
Macro-Enabled Template Word  
Document format, 158  
magnifying text with Zoom control, 12  
mailing labels, printing, 168  
Mailings tab, 167, 169, 171  
Mail Merge, 169–172  
Manage Accounts button (Blogs), 166  
Manage Versions (Backstage view), 19  
manual breaking, defined, 106  
manual column breaks, 110  
manual page breaks, 107

margins  
changing in documents, 105  
markers, 8  
setting in documents, 102  
marked up inserted text (illustration), 9  
Mark Entry tool (indexes), 192  
Mark Index Entry dialog box, 193  
markup area (illustration), 9  
master documents, creating, 186  
Match Destination Formatting (pasting),  
45  
Merge Formatting (pasting), 45  
merging. *See also* Mail Merge  
cells (tables), 121  
documents (reviewing), 210  
Microsoft Graph, 152  
Microsoft Office 2010 Upload Center, 197  
Microsoft Office Picture Manager, 130  
Microsoft SharePoint Workspace 2010,  
196–197  
Microsoft Windows 7 Plain & Simple, 5  
Microsoft Works database, 169  
Mini toolbar (selected text), 78  
Mini Translator, 57  
Mirror Indents option, 84  
modifying  
Modify Location dialog box, 224  
templates, 99  
themes, 65  
Moon, Marianne, 5  
Move pointer, 120  
moving  
paragraphs, 184  
sections (text), 185  
multilevel lists  
creating, 75  
customizing, 77  
styles, choosing, 76  
multiple graphics, arranging, 144–145

Multiple Pages settings, 103  
Multiply option (paragraph formatting),  
80  
My Templates icon, 15

## N

naming files, 14  
navigating documents, 36–38, 43  
Navigation pane, 33  
nesting tables, 122  
numbered/bulleted lists  
creating, 71  
customizing, 73–74  
list styles and, 61  
Numbering gallery (lists), 74

## O

Object tool (Text group), 162  
odd-page headers and footers, 179  
odd-page section breaks, 109  
Office 2010  
Clipboard, 44  
Compatibility pack, 41  
security in, 227  
Office Clipboard, 34  
Office.com, 15, 73  
Office Marketplace, 233  
OneNote notebooks, 25, 26  
online documents  
creating, 160–163  
including files within files, 162–163  
opening  
documents in Live SkyDrive, 199  
existing documents, 17  
recently used files, 18  
templates, 98

- OpenType settings, 82
- orientation of pages, 104
- Orientation option (pages setup), 102
- orphans, defined (text), 106
- outline of this book, 3–4
- Outline view, 8, 11, 183–185, 188, 190
- Outlining tab, 186
- Outlook Contacts list (form letters), 170
- Overtyping mode (text), 30

## P

### page layouts

- bound documents, 103
- changing page orientation, 104
- columns, adding, 110
- hyphenation, 107
- margins, 105
- Page Layout view, 206
- page orientation, 104
- running heads, 109
- sections, creating, 108
- standard page setup, 102
- tables. *See* tables
- templates. *See* templates
- text flow, adjusting, 106
- two-sided document setup, 103

### page numbers (illustration), 9

### pages

- art borders around, 93
- line borders around, 92
- page borders, creating, 92
- page breaks, manual, 107
- Page Setup dialog box, 25, 86, 102
- positioning graphics on, 146

### paragraphs

- adding borders to, 95
- adding shading to, 96
- copying paragraph formatting, 91

- indenting, 84
- moving in Outline view, 184
- Paragraph dialog box, 86
- paragraph marks, 9, 157
- paragraph styles, 61
- setting alignment of, 83
- setting line spacing between, 81
- setting line spacing within, 80

password protecting files, 231

pasting

- multiple items, 46
- Paste with Live Preview function, 44
- text, 45–46

permissions

- setting, 18
- setting co-author, 200
- setting for files, 232–233

personalizing form letters, 172–173

pictures

- aligning, 146–147
- Artistic Effects, 139–140
- changing size of, 132–133
- editing/formatting, 137–138
- inserting in documents, 130–131
- Picture Bullet dialog box, 73
- picture file formats, 130
- Picture Manager, Microsoft Office, 130
- Picture Options dialog box, 165
- Picture tool, 128
- Picture Tools contextual tab, 9
- Picture Tools Format tab, 132, 133, 137
- recoloring, 140
- removing backgrounds from, 141
- Reset Picture button, 139

pinning files/folders, 18

Plain Text Document format, 159

Play feature (translations), 57

points, defined (fonts), 80

Popular Commands list, 218

Portrait Orientation, 102, 104

positioning graphics on pages, 146–147

predesigned tables, 113

predesigned text boxes, 87–88

previewing

- documents, 25
- Preview Results button (form letters), 172
- themes, 63

printing

- documents, 25–26
- envelopes, 167
- mailing labels, 168
- Print Layout view, 8, 10, 123, 176, 187, 191
- Print Preview, 25

Proofing Errors icon, 51

Proofing option (Word Options dialog), 53

Protect Document function, 212

Protect Document settings, 233

Protected View, 227, 229–230

publishing blogs, 164

pull quotes, 87

## Q

Quick Access Toolbar

- customizing, 220–221
- Save button, 14

Quick Parts feature, 48–49

Quick Styles

- for consistent font formatting, 78
- feature, 3
- gallery, 66

Quick Tables, 113

## R

- reading documents, 42
- read-only files, 17, 232
- Recent Documents list, 234
- Recent tab, 18
- Recent Templates icon, 15
- Recheck Document button, 51
- recoloring pictures, 140
- Recover Draft Versions function, 19
- recovering unsaved files, 234
- References tab, 189, 191, 193
- relational diagrams, 149–151
- Remove Background command (pictures), 141
- Remove Space After Paragraph option, 81
- Remove Space Before Paragraph option, 81
- renaming new tabs (ribbon), 216–217
- reorganizing documents, 183–185
- Replace Text As You Type check box, 53
- replacing text, 47
- researching subjects, 55
- Research tool, 55
- Reset Picture function, 139
- resizing. *See* sizing
- Restrict Permission by People option, 233
- reviewing documents
  - basics, 206
  - combining reviews, 210
  - comparing changes in document, 208–209
  - reviewer comment (illustration), 9
  - reviewing shared file information, 204
- Review tab, 22, 55, 202, 206
  - with Tracked Changes, 207
- revision marks (Tracked Changes), 206–207

- ribbon
  - customizing, 216–219
  - illustration, 8
  - showing/minimizing, 223
  - Size section, 132
  - tools (illustration), 33
- Rich Text Format (RTF), 159
- Right Indent marker, 84
- Rotate button, 138
- Rotation handle (shapes), 136
- rows and columns, adding/deleting, 115–116
- rulers
  - illustrations, 8, 33
  - Ruler check box, 85
  - setting indents with, 84
  - showing distance between cell boundaries with, 119
- Rules tool, 169
- running heads, 109

## S

- Sample Templates icon, 15
- saving
  - documents, 14
  - documents as Web pages, 161
  - documents to shared spaces, 198
  - recovering unsaved files, 234
  - Save As command, 41
  - Save As dialog box, 14, 231
  - styles, 66
  - text boxes as default, 88
- Scale box (character spacing), 82
- scaling documents for printing, 26
- screenshots, 129
- ScreenTip button (hyperlinks), 23
- ScreenTip dialog box, 24
- searching text, 38–39
- sections (text)
  - dividing documents into, 108
  - moving, 185
- security
  - File Block behaviors, 229
  - file validation, 229
  - limiting changes to files, 232–233
  - in Office 2010, 227
  - password protecting files, 231
  - Protected View settings, 230
  - Trust Center, 228
- selecting
  - text, 34–35
  - text boxes, 88
- Select Recipients button (form letters), 170
- Set As Default Text Box option, 88
- sets, style, 68
- shading
  - adding to paragraphs, 96
  - for cell grouping, 124
- shapes, 128–129, 135–136
- shared files (co-authoring), 204–205
- SharePoint Workspaces 2010, 4
- Show Comments And Changes option, 42
- Show Document option (master documents), 186
- Show/Hide function (Paragraph group), 105
- Show/Hide tool, 13, 104
- showing/minimizing ribbon, 223
- Show One/Two Page(s) options, 42
- Show Printed Page option, 42
- Shrink Font tool, 79
- sidebars, 87
- Single File Web Page Document format, 159
- sizing
  - fonts, 79
  - pictures, 132

- Sizing handle (shapes), 136
- table rows/columns, 120
- tables, 119
- SmartArt, 41, 129, 149–151
- sorting
  - lists, 182
  - Sort Text dialog box, 182
  - tables, 181
- space between characters, 82
- space mark (illustration), 9
- spacing lines within/between paragraphs, 80–81
- spelling and grammar
  - customizing spelling dictionaries, 225
  - Spelling and Grammar checker, 50–51
  - status icon (illustration), 9
- splitting cells (tables), 121
- squiggles, 51
- status bar, 222
- styles
  - applying and saving, 66
  - applying from styles palette, 67
  - applying to tables, 125
  - choosing from gallery, 66
  - of fonts, 78
  - for multilevel lists, 76
  - style sets, changing, 68
  - Styles gallery, themes and, 63
  - Styles Pane Options dialog box, 67
  - types of, 61
  - vs. direct formatting, 83
- subdocuments, opening from master document, 186
- subjects, researching, 55
- Symbol dialog box, 73
- Synchronous Scrolling, 211

## T

- table of contents, 190–191
- tables
  - aligning, 122
  - for aligning text in columns, 85
  - anatomy of, 112
  - applying styles to, 125
  - cells, dividing, 121
  - creating from text, 114
  - customizing layout of, 119
  - formatting, 124
  - moving, 123
  - nesting, 122
  - positioning elements in, 117–118
  - rows and columns, adding/deleting, 115–116
  - rows/columns, sizing, 120
  - sorting, 181
  - styles, 61
  - vs. tab stops, 85
  - Table Tools Design tab, 121, 124
  - Table Tools Layout tab, 121, 122–123
  - using predesigned, 113
- tabs
  - AutoCorrect, 54
  - Chart Tools Design, 154
  - command tabs, 8
  - Contextual, 9
  - creating/renaming new, 216–217
  - Developer, 226
  - Document, 37
  - Drawing Tools Format, 146
  - Drawing Tools Format contextual, 145
  - File, 13, 17, 25, 26
  - General, 222
  - Header & Footer Tools Design, 109
  - Home, 8, 13, 38
  - Info, 18

- Insert, 128, 131
- Labels, 168
- Line And Page Breaks, 106
- Mailings, 171
- Outlining, 183, 186
- Page Layout, 64, 65, 92, 94, 104, 108
- Picture Tools Format, 132, 133, 137
- Recent, 18
- References, 193
- Review, 22, 55
- Table Tools Design, 124
- View, 33, 36
- tabs, text
  - Decimal tab stop, 117
  - formatting with, 85–86
  - setting, 85
  - Tab key, 75
  - tab stops, 8
- templates
  - creating documents with, 15–16
  - creating from scratch, 101
  - customizing, 98–99
  - designing from existing files, 100
  - for form letters, 172
  - Template Document format, 158
- text
  - adjusting flow of, 106
  - aligning in tables, 117
  - automatic correction of, 52–54
  - converting table text to regular text, 114
  - copying/moving, 35, 44–46
  - correcting automatically, 52–54
  - creating artistic, 148
  - creating tables from, 114
  - cutting/copying, 44
  - drag and drop function, 20
  - editing basics, 30–32
  - entering sample, 12

text (*continued*)

- files, inserting in documents, 21
  - formatting, 69–70
  - keyboard shortcuts for editing, 31–32
  - methods for editing, 34–35
  - pasting, 45–46
  - replacing, 47
  - searching, 38–39
  - selecting/modifying, 30
  - Text Direction tool, 118
  - Text Effects gallery, 148
  - Text Wrapping section, 122
  - translating, 56
  - using as hyperlinks, 23–24
  - wrapping, 123
  - wrapping around graphics, 142–143
- text boxes
- drawing, 87
  - inserting predesigned, 87–88
  - linking text between, 89
  - saving, 88
  - Text Box gallery, 87
- themes
- choosing and changing, 63–64
  - defined, 60
  - modifying, 65
- thumbnails, viewing, 37
- Time And Date tool, 101
- tools
- renaming and adding to groups, 218–219
  - Tools menu, 43
- Track Changes function, 206–207
- translating text, 56–57
- Trust Center, 228
- two-sided documents, 103

## U

- Undo button, 30
- Undo tool, 79, 181
- ungroup items, 145
- unlinking headers and footers, 180
- unsaved files, recovering, 234
- updating
  - shared files, 205
  - Table of Contents, 191
  - Update Services (translations), 57
  - Update Table tool, 191

## V

- validation of files, 229
- variable headers and footers, 178–179
- viewing
  - documents side by side, 211
  - thumbnails, 37
  - View options menu, 42
  - View tab, 33, 36, 211
- views
  - Backstage, 15, 18
  - Draft, 8, 11, 188
  - Full Screen Reading, 8, 10, 33
  - Outline, 8, 11, 188
  - Print Layout, 8, 10, 176
  - setting, 33
  - View Gridlines function, 121
  - View Options menu, 42
  - Web Layout, 8, 10, 188

## W

- Web Layout view, 8, 10, 188
- Web Page Document format, 159
- Web pages, saving documents as, 161

- widows, defined (text), 106
- wildcard characters, 39
- Windows Clipboard, 44
- Windows Live, 4
- Windows Live Sign-In Assistant, 199
- Windows Live SkyDrive
  - opening documents in, 199
  - overview, 4, 197
- Windows Split bar, 211
- Windows Vista Plain & Simple, 5
- windows, Word 2010, 8
- Word 2010
  - customizing, 4
  - file formats, 158–159
  - launching, 12
  - location of tools in window, 8–9
  - Macro-Enabled Document format, 158
  - Macro-Enabled Template Document format, 158
  - new features in, 4–5
  - overview of this book, 2–4
  - Template Document format, 158
  - Trust Center, 228
  - views summary, 10–11
  - visual appearance of, 5
  - Word Document format, 158
  - Word Help dialog box, 27
  - Word Options dialog box, 24, 101, 221
  - Word Template Save As type, 100
  - XML Document format, 158
- Word 2010 Web App
  - overview, 196
  - saving documents to shared spaces, 198
- WordArt, 148
- word count (illustration), 9
- work area, customizing, 222–223
- Works 6.0–9.0 Document format, 159
- wrapping text, 123, 142–143
- writing/publishing blogs, 164–166

## X

XML Word Document format, 158

## Z

Zoom control, 8, 12, 33, 104, 179

Zoom tool, 25





## About the Author

**Katherine Murray** is the author or co-author of 40+ computer books, including *First Look Microsoft® Office 2010*, *Microsoft® Word 2003 Inside Out*, and *First Look 2007 Microsoft® Office System*. She is also a columnist on the Microsoft® Office Community site at Microsoft.com.