

# **Office Word 2010**

## **Lab 1**

# **Creating and Editing a Document**

# Objectives

1. Develop a document as well as enter and edit text
2. Insert and delete text and blank lines
3. Use spelling and grammar checking
4. Use Autocorrect
5. Cut and copy text



# Objectives

6. Change fonts and type sizes
7. Bold and color text
8. Change alignment
9. Insert and size pictures
10. Print a document
11. Use a template



# Concept Preview

- Grammar Checker
- Spelling Checker
- AutoCorrect
- Word Wrap
- Alignment
- Graphics
- Templates

# Outline



- Creating New Documents
  - Developing a Document
  - Exploring the Word 2010 Window
  - Changing the Document View

# Outline



- Entering Text
  - Typing Text
  - Revealing Formatting Marks
- Identifying and Correcting Errors Automatically
  - Checking Grammar
  - Checking Spelling
  - Using AutoCorrect

# Outline



- Using Word Wrap
- Editing Documents
  - Inserting and Replacing Text
  - Deleting Text
  - Undoing Editing Changes
  - Changing Case

# Outline



- Copying and Moving Selections
  - Using Copy and Paste
  - Using Cut and Paste
  - Using Drag and Drop



# Outline



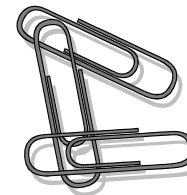
- Formatting a Document
  - Changing Fonts and Font Sizes
  - Applying Character Effects
  - Setting Paragraph Alignment
  - Clearing Formats

# Outline



- Working with Graphics
  - Inserting a Picture from Files
  - Inserting a Picture from Clip Art
  - Deleting a Graphic
  - Sizing a Graphic
  - Adding a Watermark
  - Modifying Document Properties

# Outline



- Printing a Document
  - Previewing a Document
- Working with Templates
  - Replacing Placeholders
  - Entering Body Text

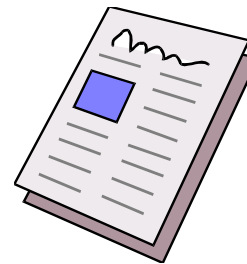
# Outline



- Exiting Word
- Key Terms
- FAQs
- Discussion Questions

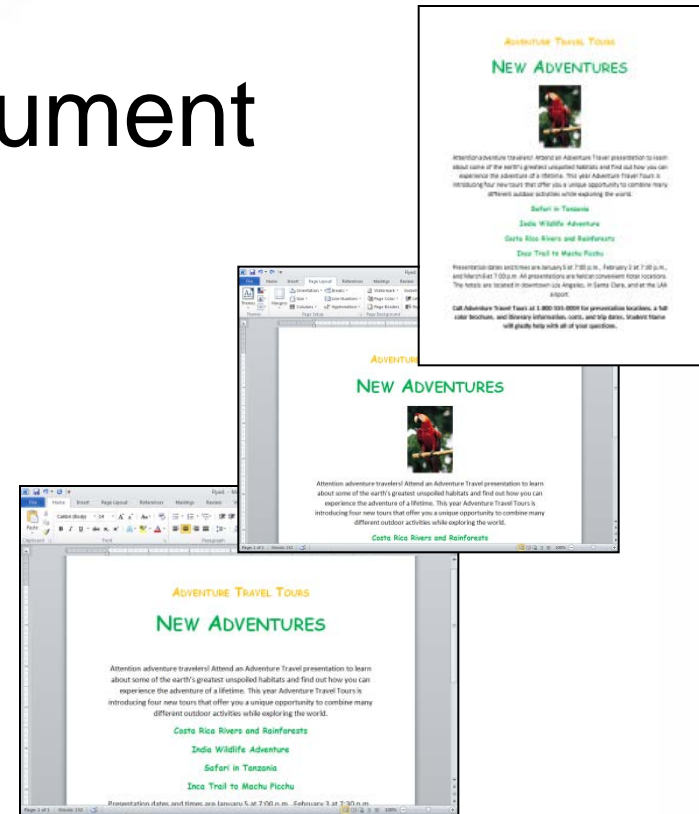
# Creating New Documents

- Word processing program
- Can create ...
  - Professional letters & reports
  - Attractive flyers & newsletters

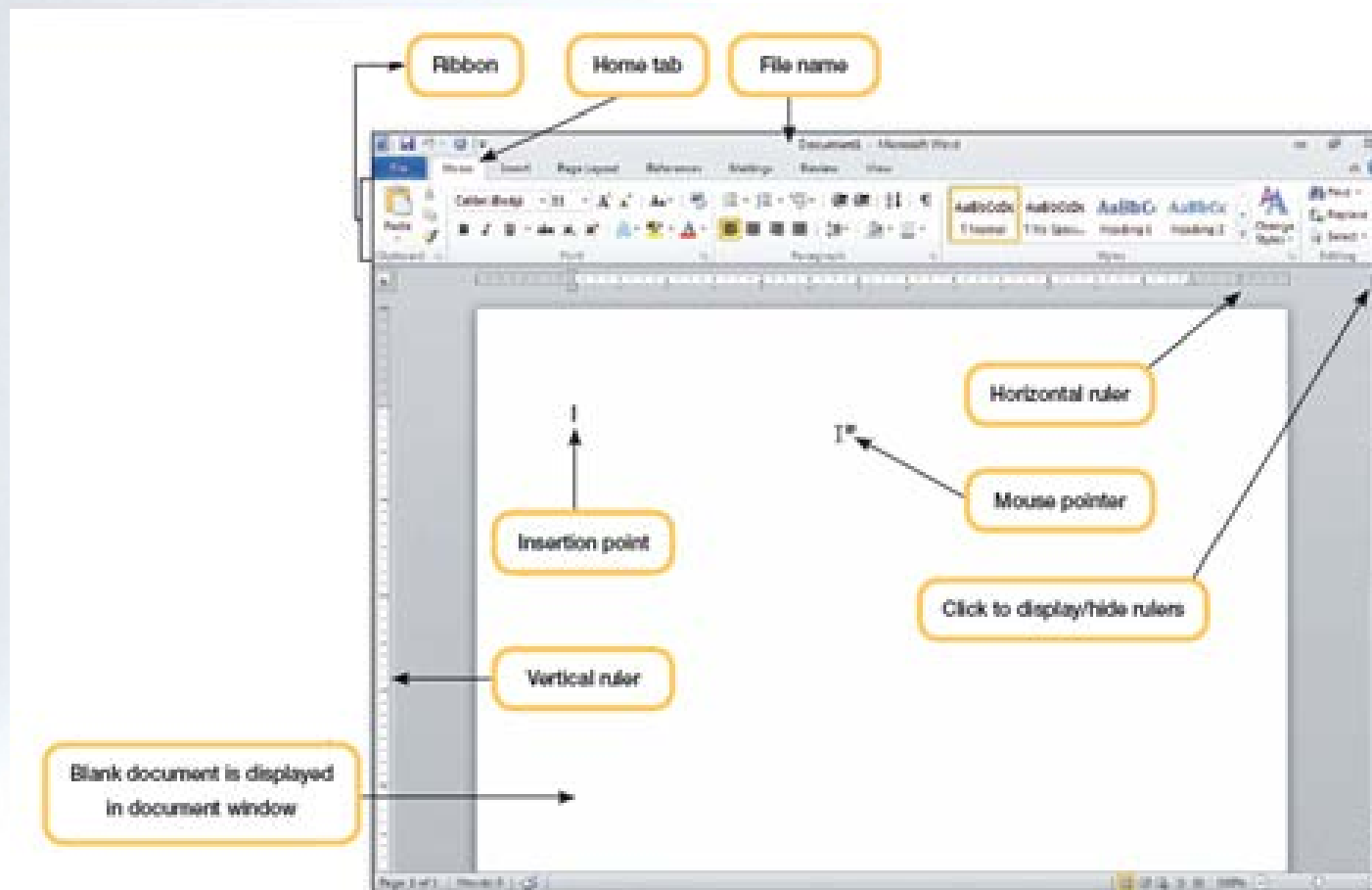


# Developing a Document

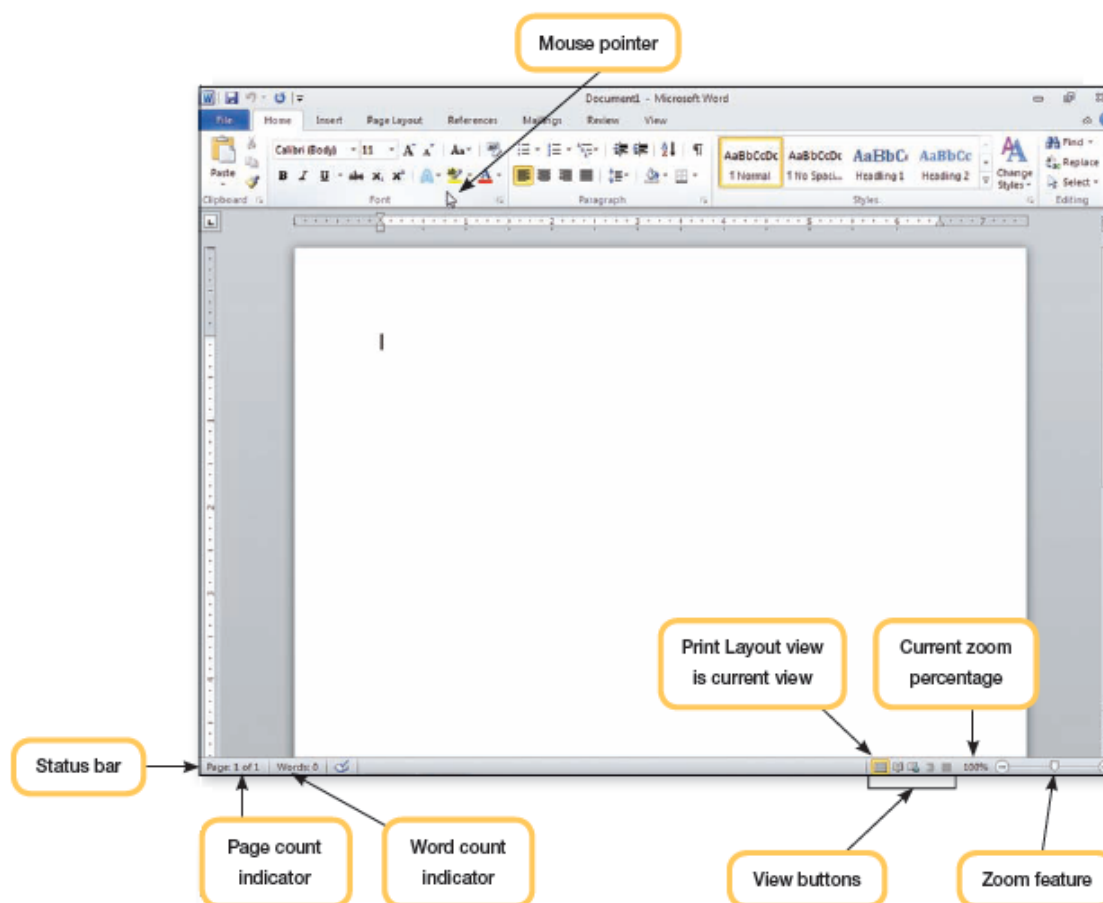
- Developing a Document
  - Plan
  - Enter
  - Edit
  - Format
  - Preview and Print
- Retrace editing and formatting as needed



# Exploring the Word 2010 Window








# More on the Word 2010 Window





# Changing the Document View

Document View	Button	Effect on Text
Print Layout		Shows how the text and objects will appear on the printed page. This is the view to use when adjusting margins, working in columns, drawing objects, and placing graphics.
Full Screen Reading		Shows the document only, without Ribbon, status bar, or any other features. Useful for viewing and reading large documents. Use to review a document and add comments and highlighting.
Web Layout		Shows the document as it will appear when viewed in a Web browser. Use this view when creating Web pages or documents that will be displayed on the screen only.
Outline		Shows the structure of the document. This is the view to use to plan and reorganize text in a document.
Draft		Shows text formatting and simple layout of the page. This is the best view to use when typing, editing, and formatting text.

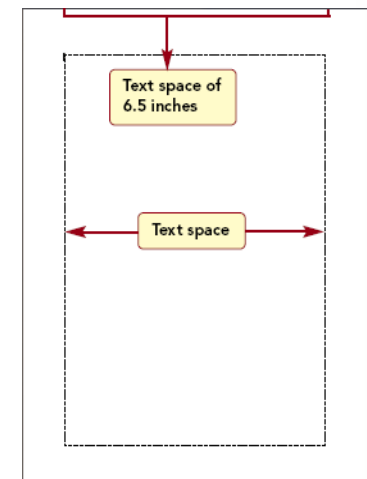
# Document Zoom Feature

- Zoom in to get a closer view
- Zoom out to see more of the document
- Default of 100% shows size of characters when printed
- Can increase up to 500 percent
- Can reduce to 10 percent



# Default Document Settings

- 8.5 by 11 inches paper size
- 1-inch top and bottom margins
- 1-inch left and right margins

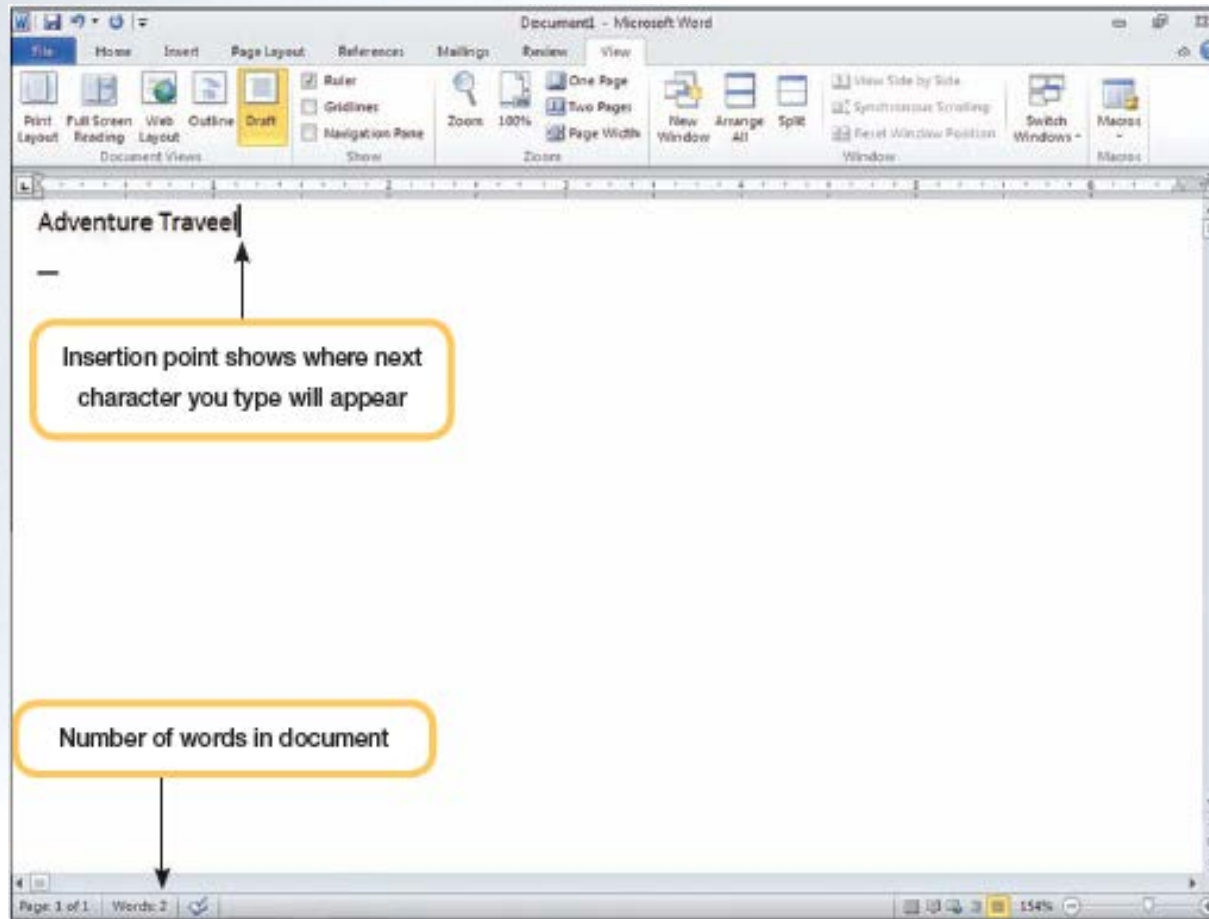


# Entering Text

- Text is entered using the keyboard
- Word 2010 features
  - Spell check
  - Grammar check
  - Auto corrections
  - Word wrap

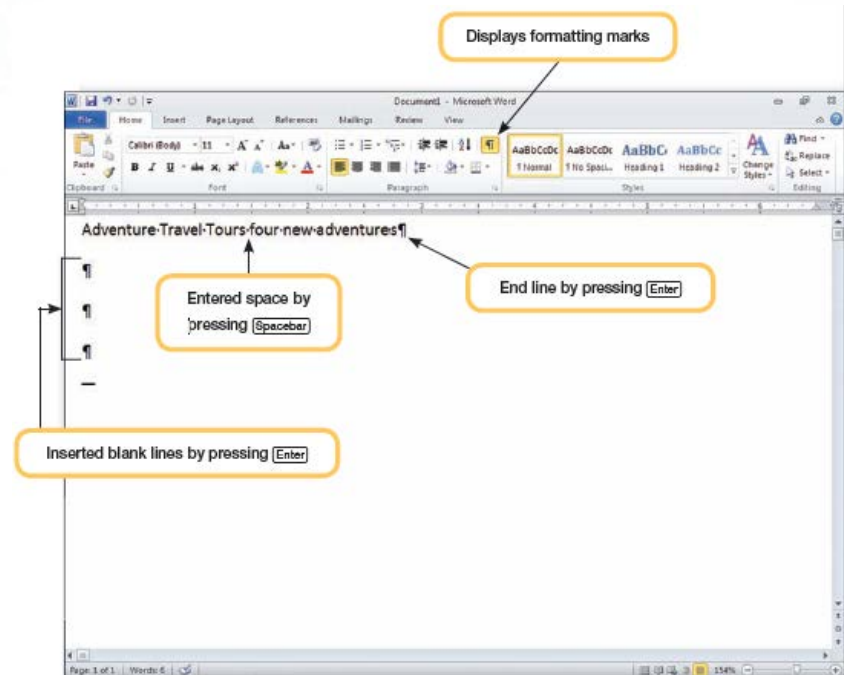


# Typing Text




# Revealing Formatting Marks

- Control document appearance
- Not displayed automatically
- Helpful to view underlying formatting marks



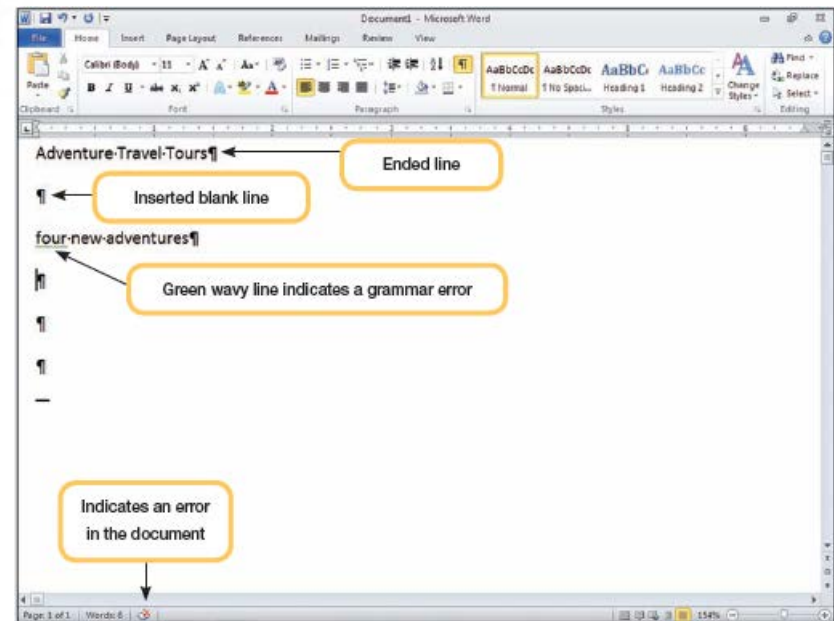
# Identifying and Correcting Errors Automatically

- Word constantly checks the document for spelling and grammar errors
- An animated pencil icon is  displayed in the status bar while typing
- Word checks for errors while you type



# Checking Grammar

- Green wavy line indicates a spelling or grammar error
- Status icons appears in status bar





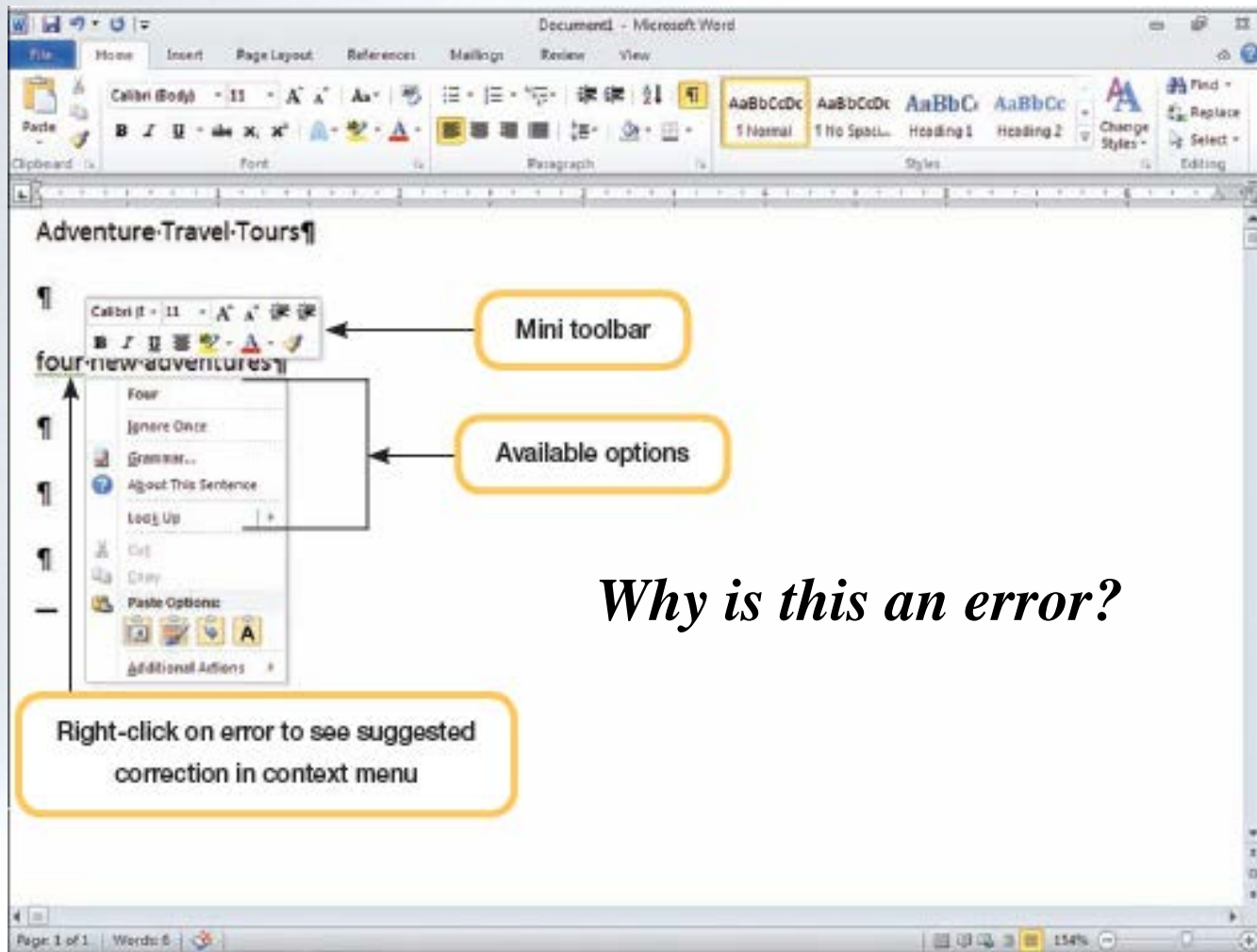
# Concept 1

## Grammar Checker

- Advises you of incorrect grammar
- Proposes possible corrections
- Grammar errors identified with a wavy green line
- Use discretion when correcting errors



# Grammar Context Menu



*Why is this an error?*

# Grammar Correction Options

Command	Effect
Ignore Once	Instructs Word to ignore the grammatical error in this sentence.
Grammar	Opens the grammar checker and displays an explanation of the error.
About This Sentence	Provides help about the grammatical error.
Look up	Looks up word in dictionary.

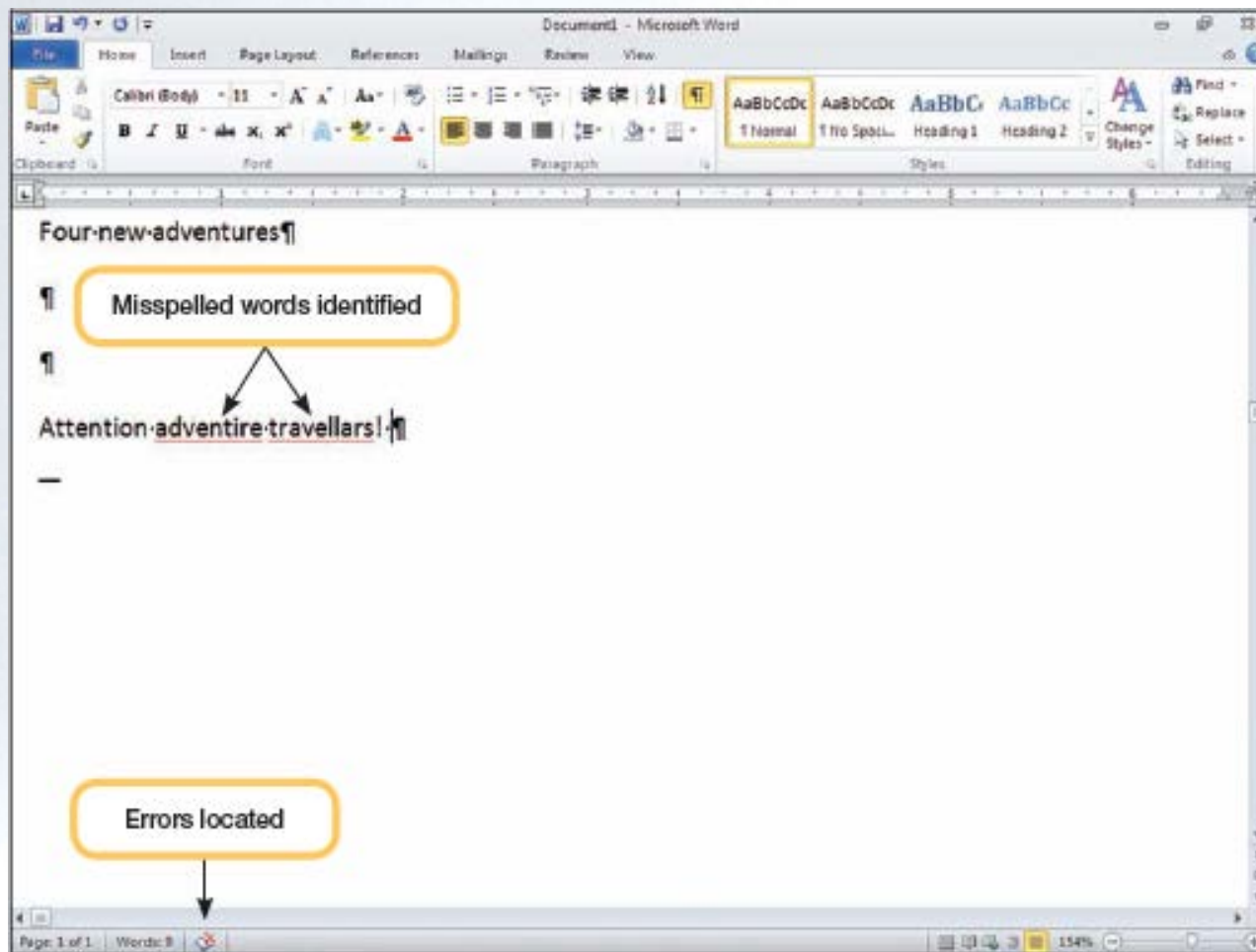
# Grammar Checker

The screenshot shows the Microsoft Word interface with the Grammar Checker tool open. The text "four-new-adventures" is highlighted in blue in the document. The Grammar Checker dialog box is titled "Grammar: English (U.S.)" and shows the error type as "Capitalization". The error is "four-new-adventures" and the suggested correction is "Four". The "Change" button is highlighted, indicating the suggested correction.

Annotations in yellow boxes point to specific elements:

- Line containing error is selected:** Points to the highlighted text "four-new-adventures" in the document.
- Type of error:** Points to the "Capitalization:" label in the Grammar dialog box.
- Location of error:** Points to the error text "four-new-adventures" in the Grammar dialog box.
- Suggested correction:** Points to the "Suggestions:" list in the Grammar dialog box, which contains "Four".
- Click to make suggested correction:** Points to the "Change" button in the Grammar dialog box.

# Checking Spelling

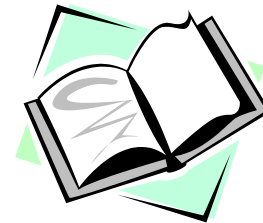


# Concept 2

## Spelling Checker

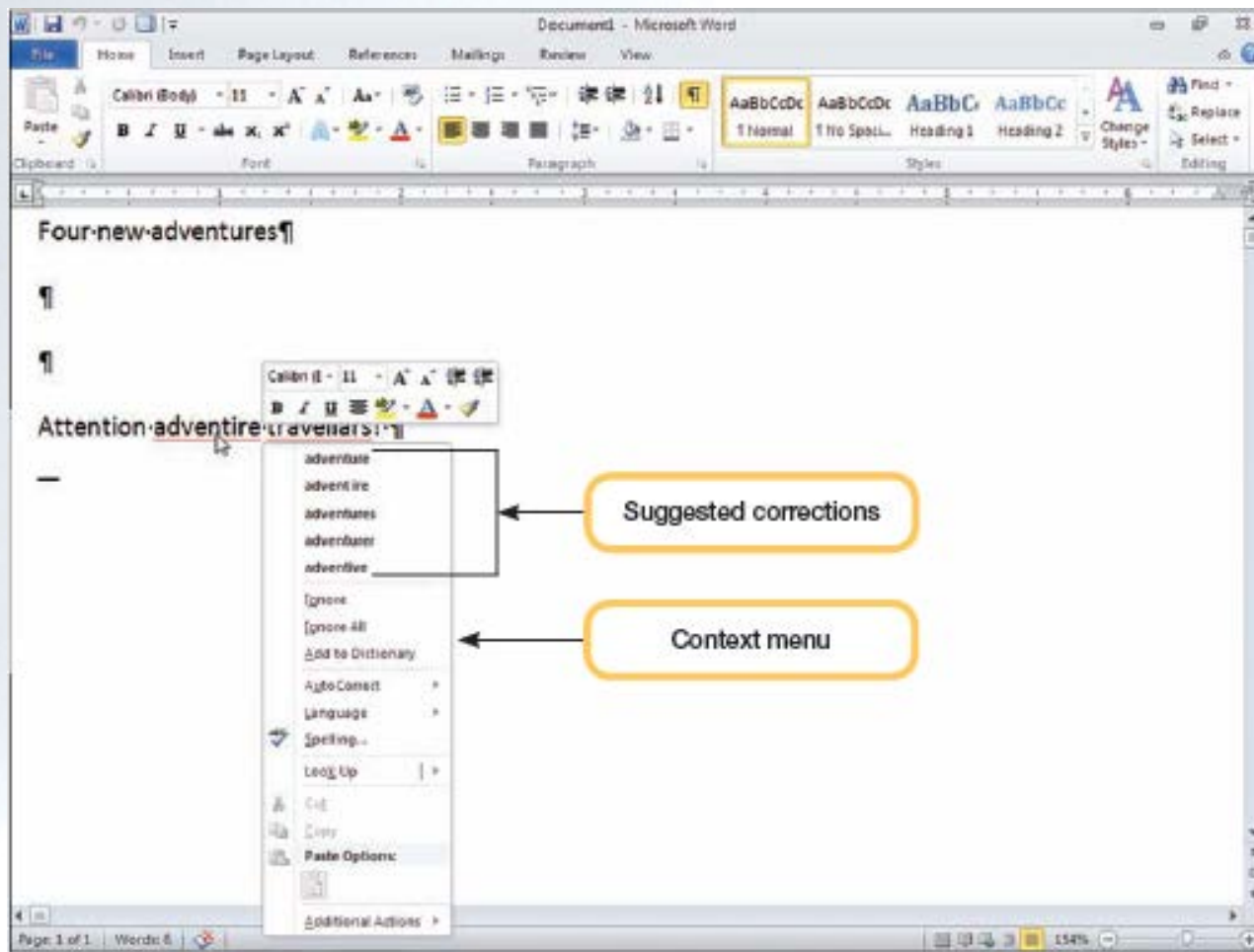


- Advises you of misspelled words
- Proposes possible corrections
- Compares each word to two dictionaries
  - Main dictionary
  - Custom dictionary
- A red wavy line is displayed below the misspelled word





# Spelling Context Menu



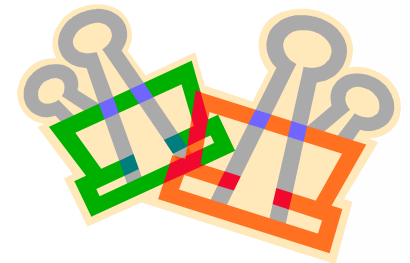
# Spelling Correction Options

Option	Effect
Ignore	Instructs word to ignore the misspelling of this word for this occurrence only.
Ignore All	Instructs Word to ignore the misspelling of this word throughout the rest of this session.
Add to Dictionary	Adds the word to the custom dictionary list. When a word is added to the custom dictionary, Word will always accept that spelling as correct.
AutoCorrect	Adds the word to the AutoCorrect list so Word can correct misspellings of it automatically as you type.
Language	Sets the language format, such as French, English, or German, to apply to the word.
Spelling	Starts the spell-checking program to check the entire document.
Look up	Searches reference tools to locate similar words and definitions.



# Using AutoCorrect

- As soon as you complete typing a word, the program checks the word
  - For grammar
  - For spelling
- Many spelling and grammar corrections are automatically as you type



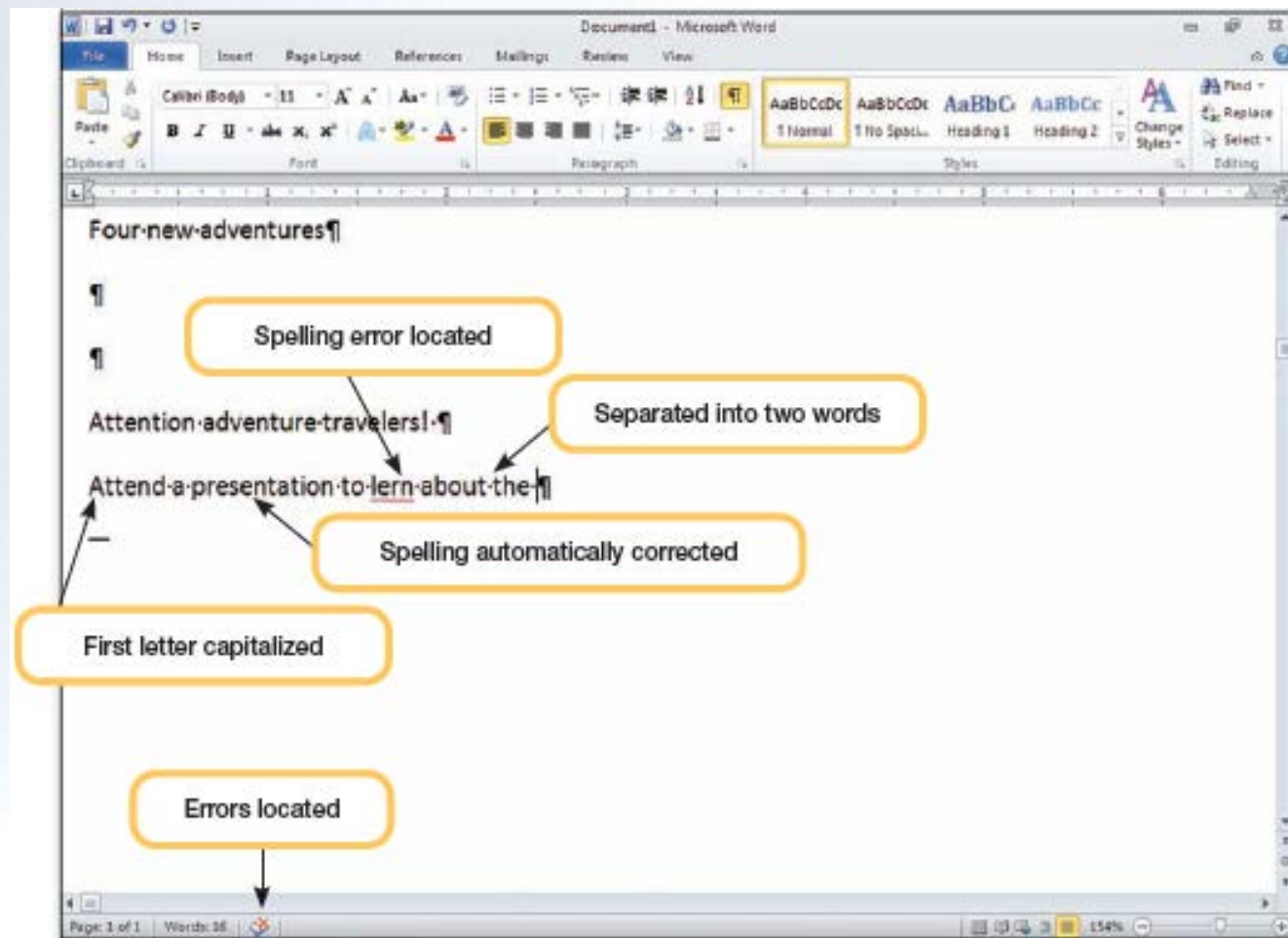
# Concept 3

## AutoCorrect

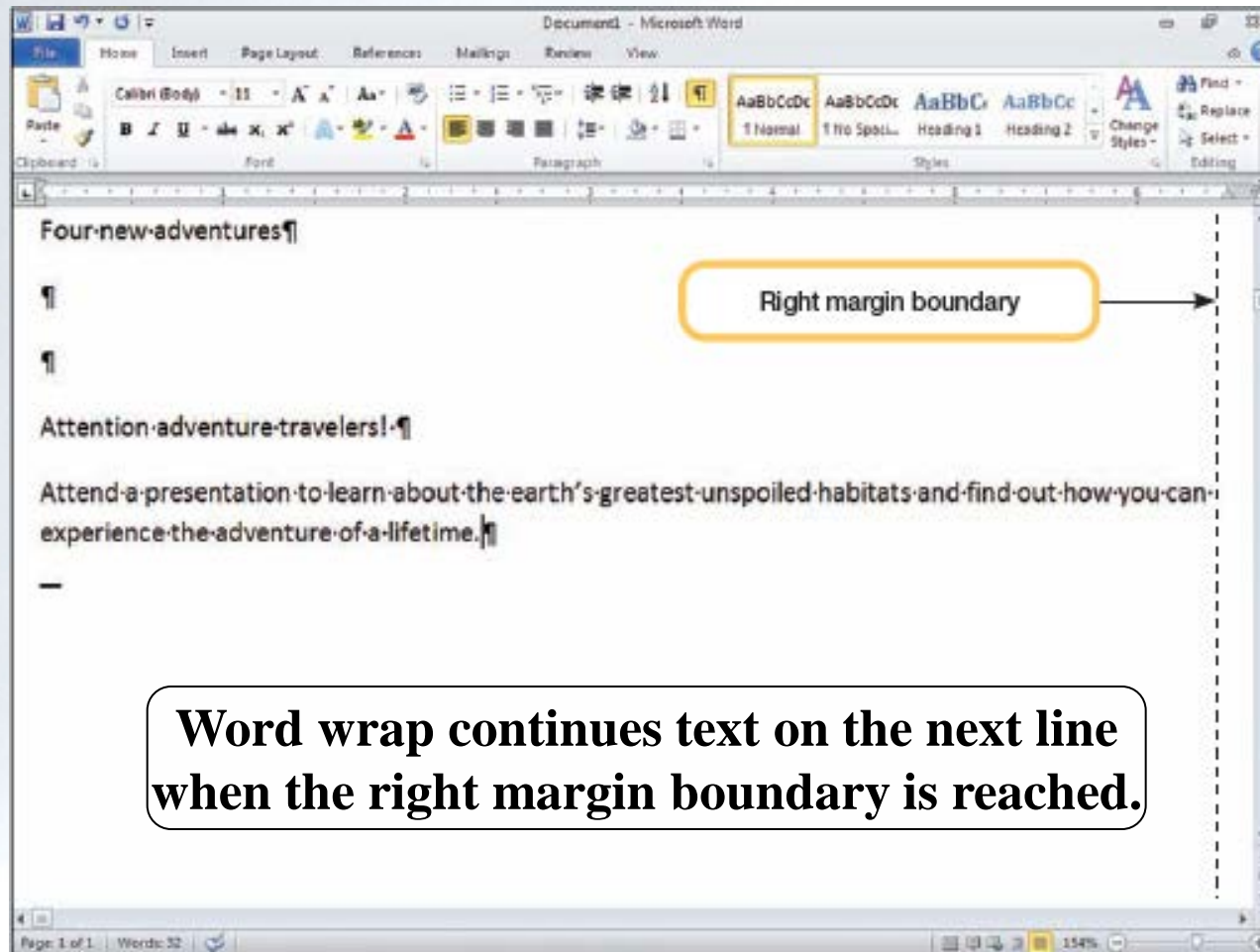


- Automatically corrects entries
  - Capitalization at the beginning of a sentence
  - Names of the days of the week
  - Changes to lowercase
  - Common typing and spelling errors
- Automatically makes corrections
  - Looks for certain types of errors
  - Checks all entries against a built-in list of AutoCorrect entries

# Using AutoCorrect



# Using Word Wrap



**Word wrap continues text on the next line when the right margin boundary is reached.**

# Concept 4

## Word Wrap

- Automatically decides where to end a line
- Wraps text to the next line
- No need to press ENTER at the end of a full line
- Press ENTER only to ...
  - Insert a new paragraph
  - Insert blank lines
  - Create a short line like a salutation



# Editing Documents

Adventure Travel Tours

Four new adventures

Attention adventure travelers!

Attend an Adventure Travel presentation to learn about some of the earth's greatest unspoiled habitats and find out how you can experience the adventure of a lifetime. This year we are introducing four new tours that offer you a unique opportunity to combine many different outdoor activities while exploring the world.

India Wildlife Adventure

Inca Trail to Machu Picchu

Safari in Tanzania

Costa Rica Rivers and Rainforests

Presentation dates are January 5 at 7:00 p.m., February 3 at 7:30 p.m., and March 8 at 7:00 p.m. All four presentations are made at convenient hotel ~~Zerrl tooobtee yvesoo~~ locations. The hotels are located in downtown Los Angeles, in Santa Clara, and at the LAX airport.

Call 1-800-555-0004 for presentation locations, a full color brochure, and itinerary information, costs, and trip dates.

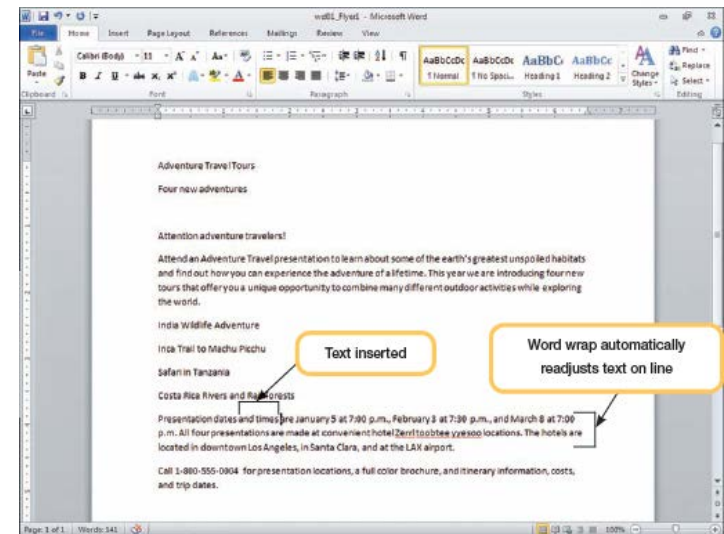
Editing actions shown:

- Capitalize first letter
- Delete word
- Add "and times"
- Delete junk text
- Delete word
- Delete sentence
- Change to "held"




# Inserting and Replacing Text

- Insert Mode
  - Allows new characters to be inserted into existing text
  - Moves existing text to the right to make space for new characters
- Replacing Text
  - Select the text you want to change and then type the new text



# More Editing Functions




- Delete text
- Undo editing changes
  - Reverses last action or command
  - Includes a drop-down list of recent actions
- Change case
  - Allows you to change the case of selected text
  - Use Change Case command

From the Font group,  
click  Change  
Case.

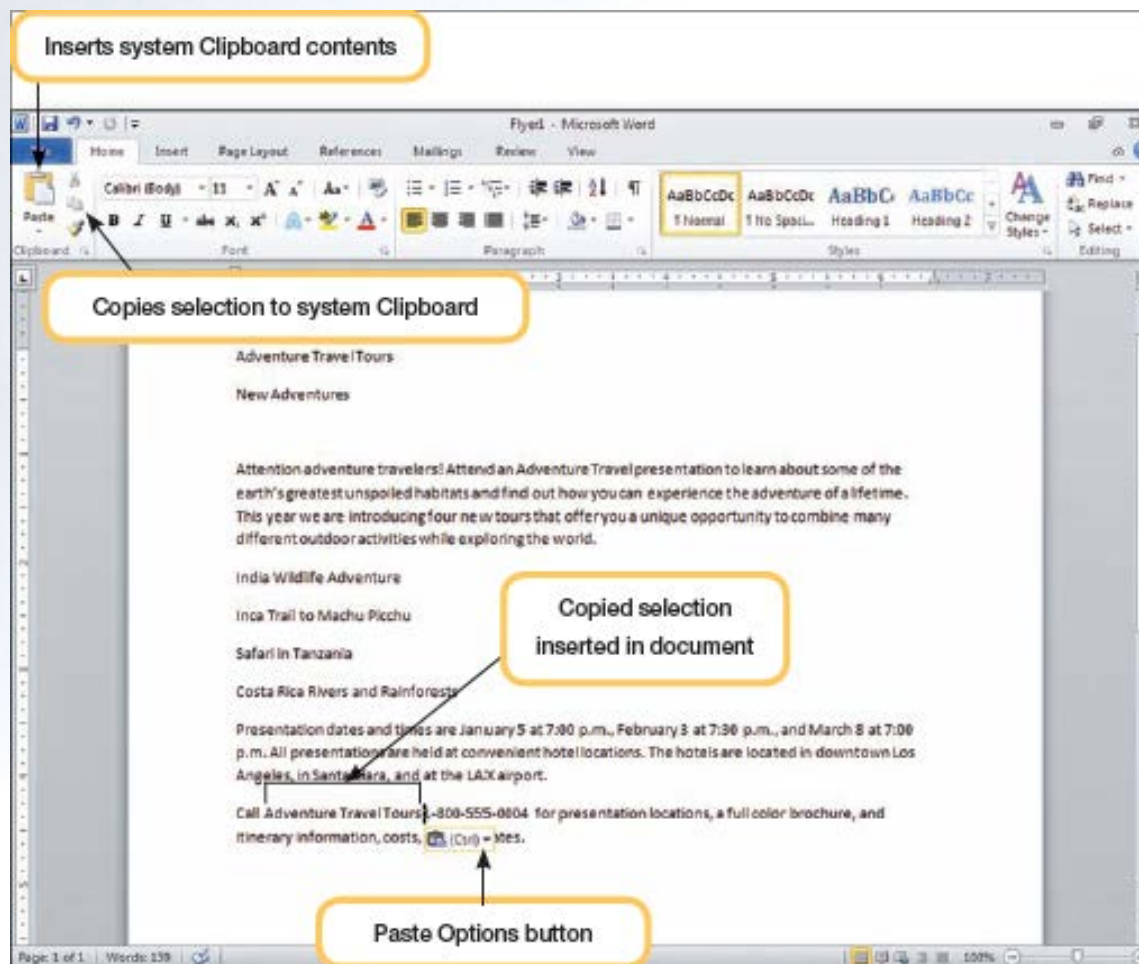


# Copying and Moving Selections

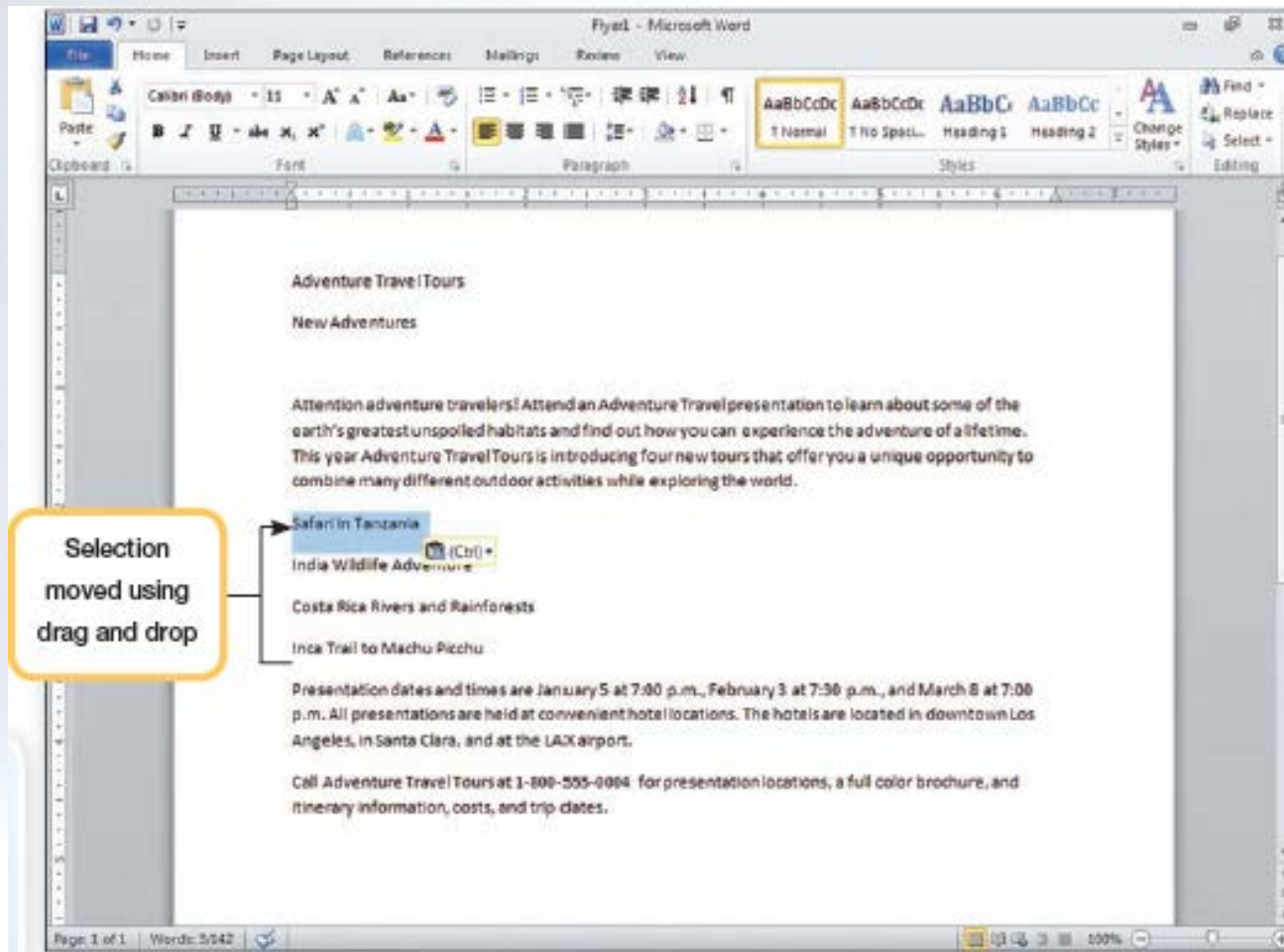
- Copy or move (cut) text to the system Clipboard, and then paste the text where you want it in your document
- When pasting the contents of the Clipboard, Word provides the following options:

Paste Option	Description
Keep Source Formatting 	Pastes the item with the same formatting that it had in the source.
Merge Formatting 	Pastes the item, changing the formatting to match the surrounding destination text.
Keep Text Only 	Pastes text only (from a selection that is a combination of text and graphics). This option also strips formatting from the pasted text.
Set Default Paste	Enables you to change the default paste formatting setting to another.

# Using Copy and Paste



# Using Drag and Drop



# Formatting a Document

- Character formatting affects:
  - the appearance of characters
  - character spacing
- Paragraph formatting affects:
  - alignment
  - margins
  - indentation
  - spacing above and below paragraphs
  - line spacing

# Changing Fonts and Font Sizes

- A font is a set of characters with a specific design
  - Also called a typeface
  - Fonts can enhance the appearance of a document
- Basic types
  - Serif fonts
  - Sans serif fonts

# Common Fonts in Different Sizes

Font Name	Font Type	Font Size
Arial	Sans serif	This is 10 pt This is 16 pt.
Courier New	Serif	This is 10 pt. This is 16 pt.
Times New Roman	Serif	This is 10 pt. This is 16 pt.

## How do you change a font?

- To change the font before typing the text, first use the command and then type
- To change the font for existing text:
  - Select the text first
  - Use the command

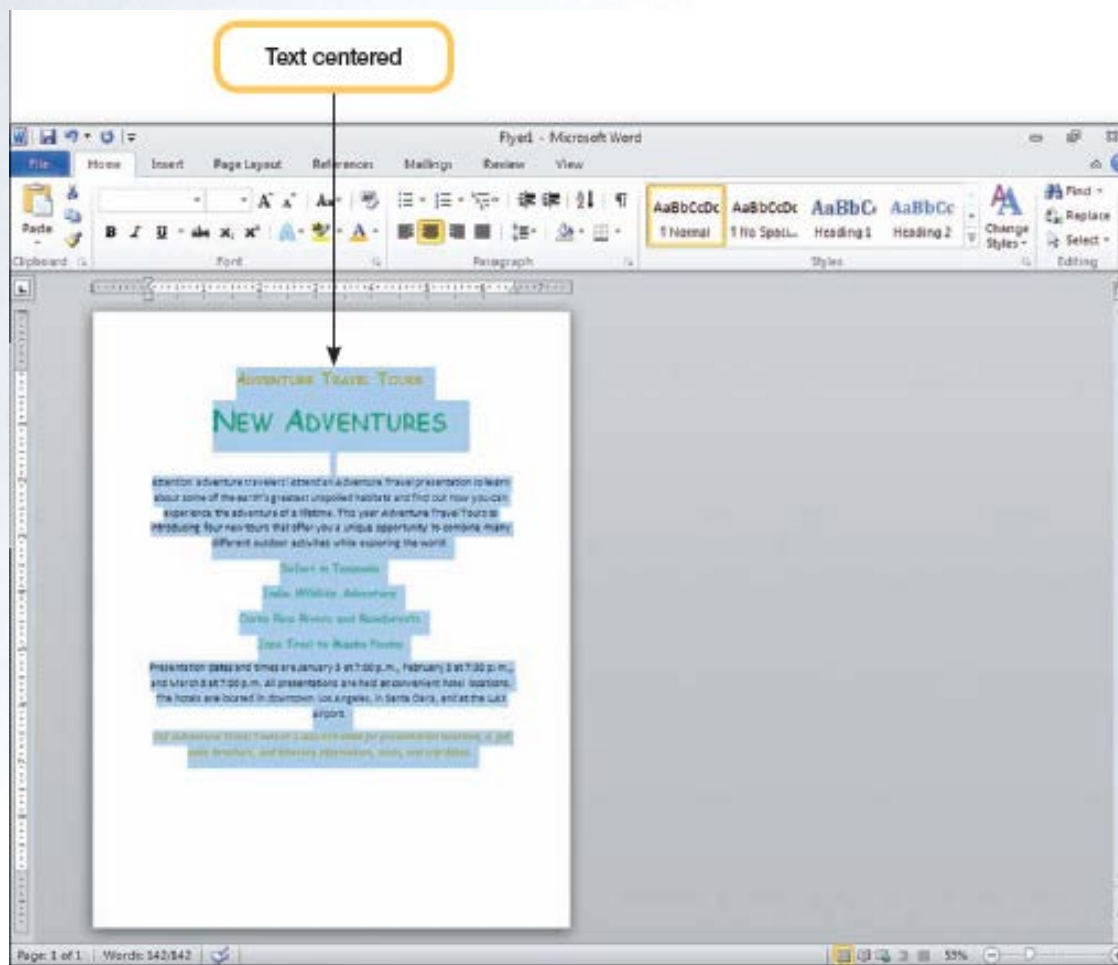
## What is Live Preview?



# Applying Character Effects

Format	Example	Use
Bold, italic	<b><i>Bold Italic</i></b>	Adds emphasis.
Underline	<u>Underline</u>	Adds emphasis.
Strikethrough	<del>Strikethrough</del>	Indicates words to be deleted.
Double strikethrough	<del><del>Double Strikethrough</del></del>	Indicates words to be deleted.
Superscript	"To be or not to be." <sup>1</sup>	Used in footnotes and formulas.
Subscript	H <sub>2</sub> O	Used in formulas.
Shadow	Shadow	Adds distinction to titles and headings.
Outline	Outline	Adds distinction to titles and headings.
Emboss	Emboss	Adds distinction to titles and headings.
Engrave	Engrave	Adds distinction to titles and headings.
Small caps	SMALL CAPS	Adds emphasis when case is not important.
All caps	ALL CAPS	Adds emphasis when case is not important.
Hidden		Prevents selected text from displaying or printing. Hidden text can be viewed by displaying formatting marks.
Color	Color Color Color	Adds interest

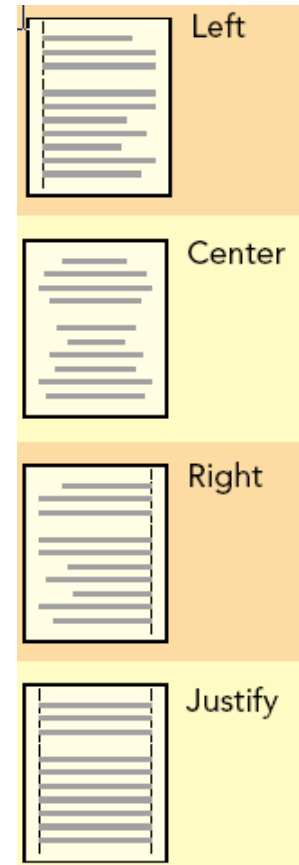
# Setting Paragraph Alignment



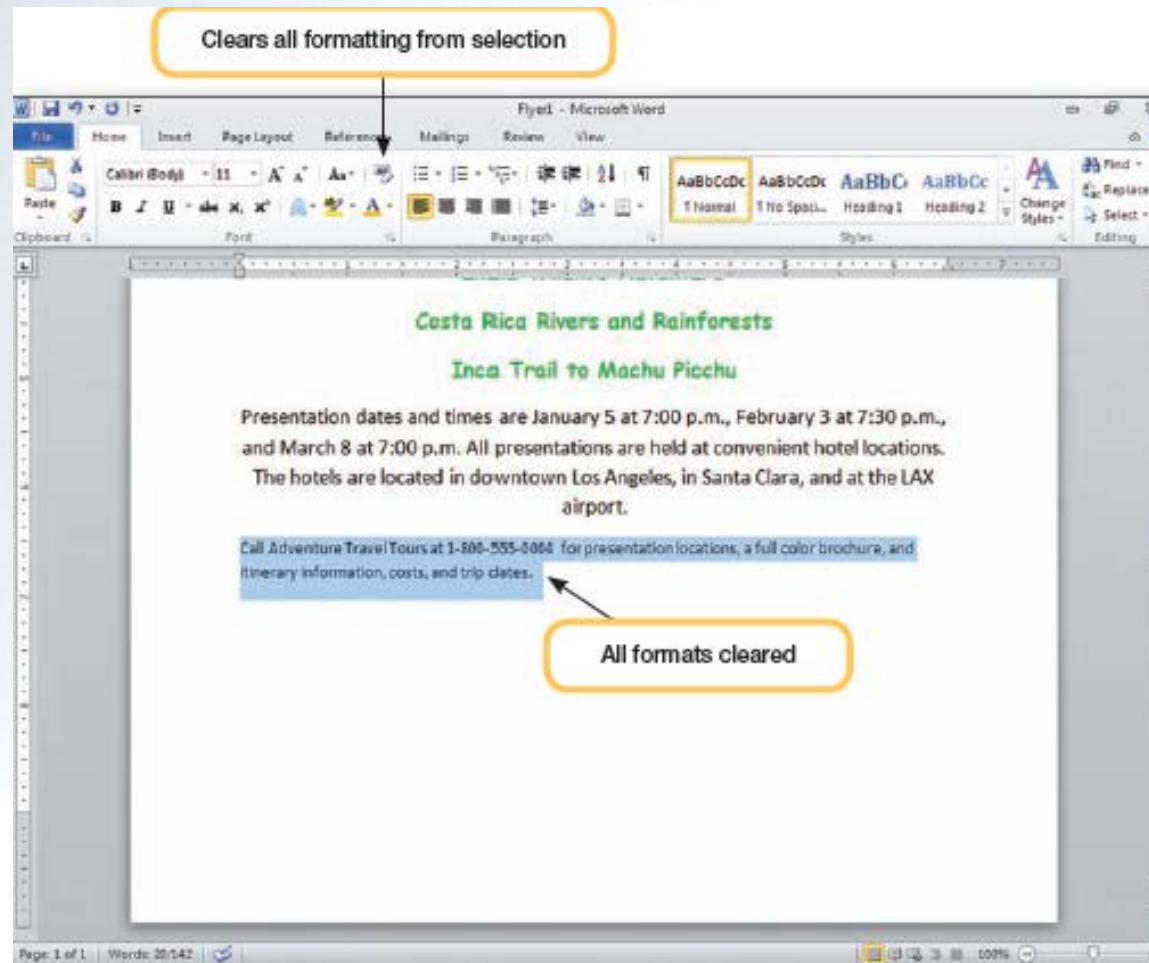
# Concept 5

## Alignment

- The positioning of text on a line between margins or indents
- Types of alignment
  - Left
  - Centered
  - Right
  - Justified
- Affects entire paragraph



# Clearing Formats



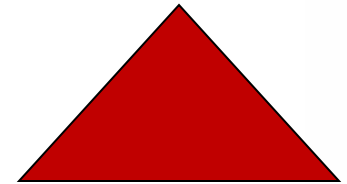
# Working with Graphics



# Concept 6

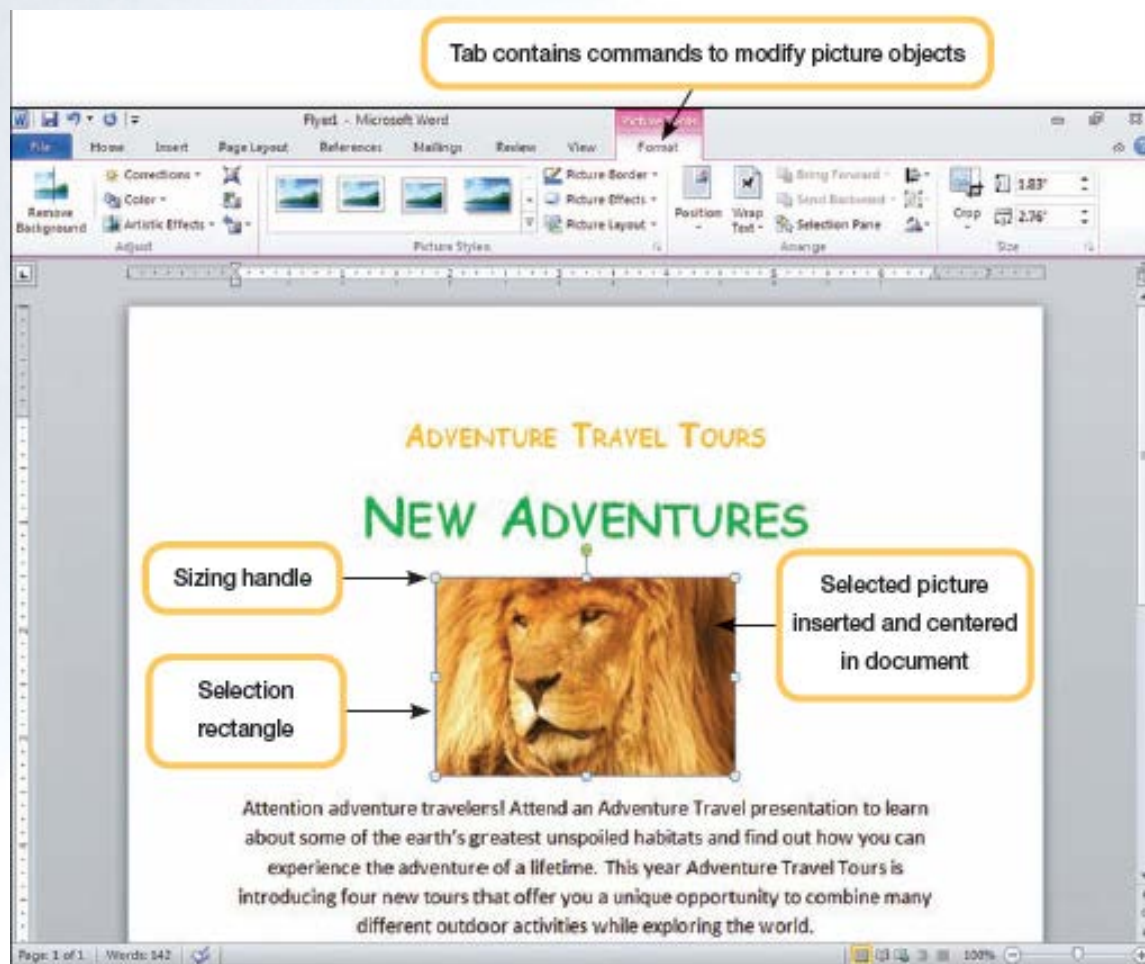
## Graphics

- Graphic
  - Non-text element or object
  - Can be sized, moved, and manipulated
- Types of graphics
  - Drawing object
  - Picture
    - Illustration
    - Scanned photograph



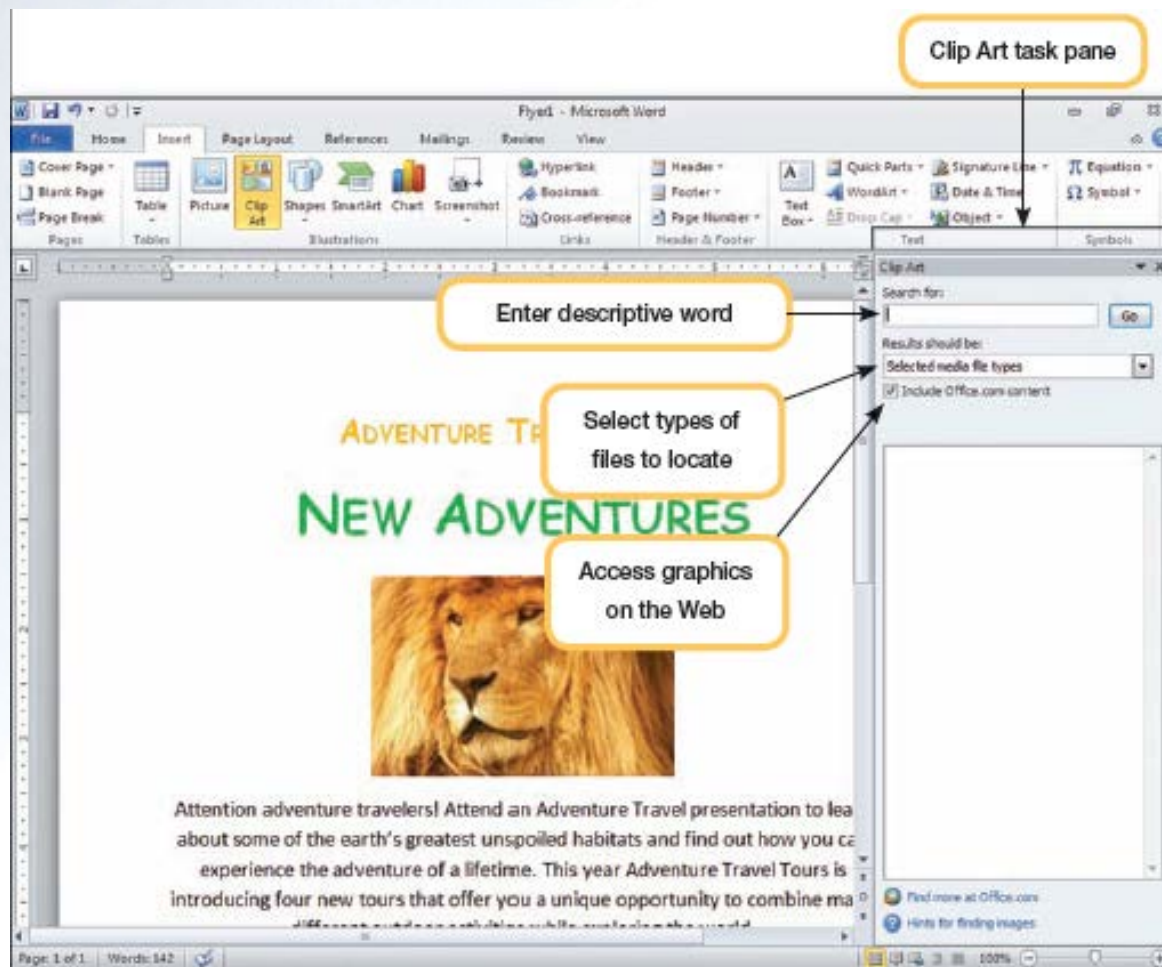


# Inserting a Picture from Files

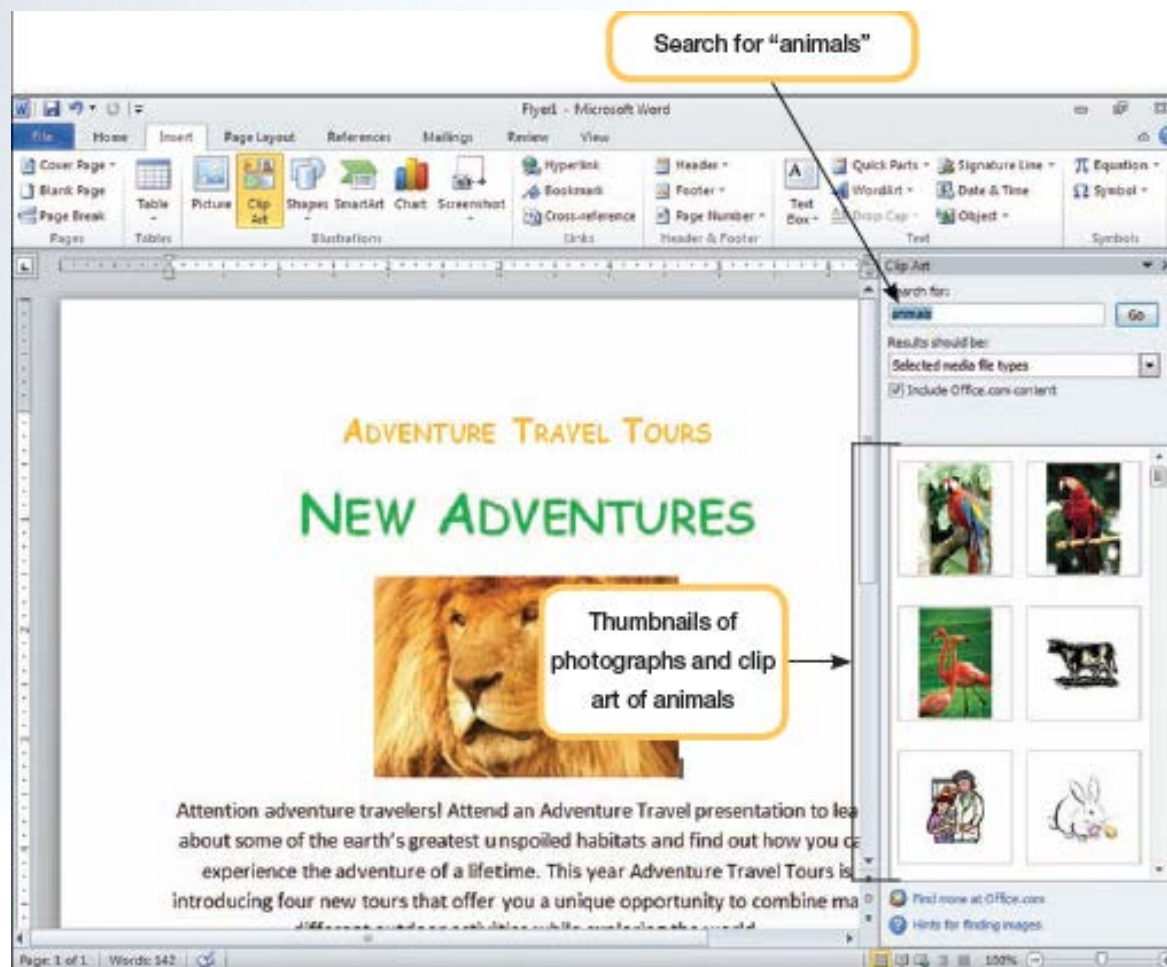




# Inserting a Picture from Clip Art



# Clip Art Task Pane with Thumbnails



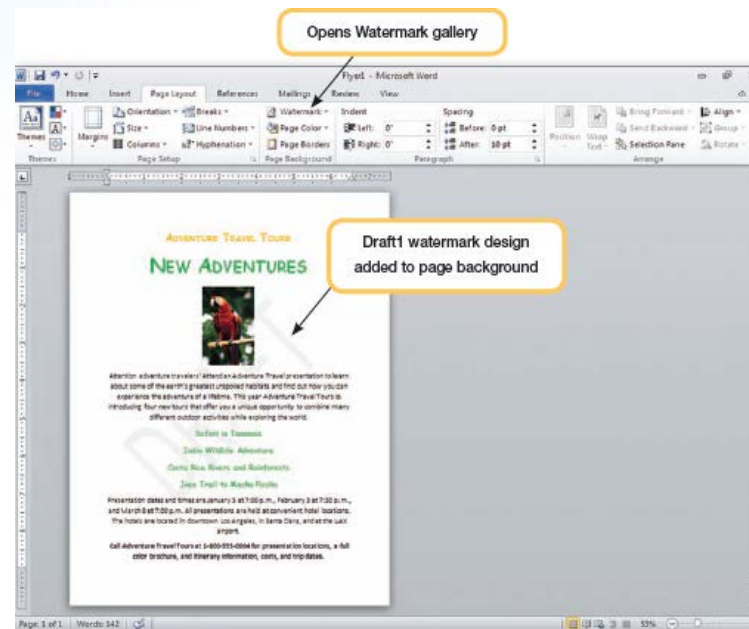
# Deleting and Sizing a Graphic

- Simply click the graphic to select it
- A selected picture is surrounded by:
  - A selection rectangle
  - Four circles and four squares called sizing handles
- To delete the selected picture, press Delete
- To size the selected picture, drag the sizing handles to increase or decrease the size of the picture



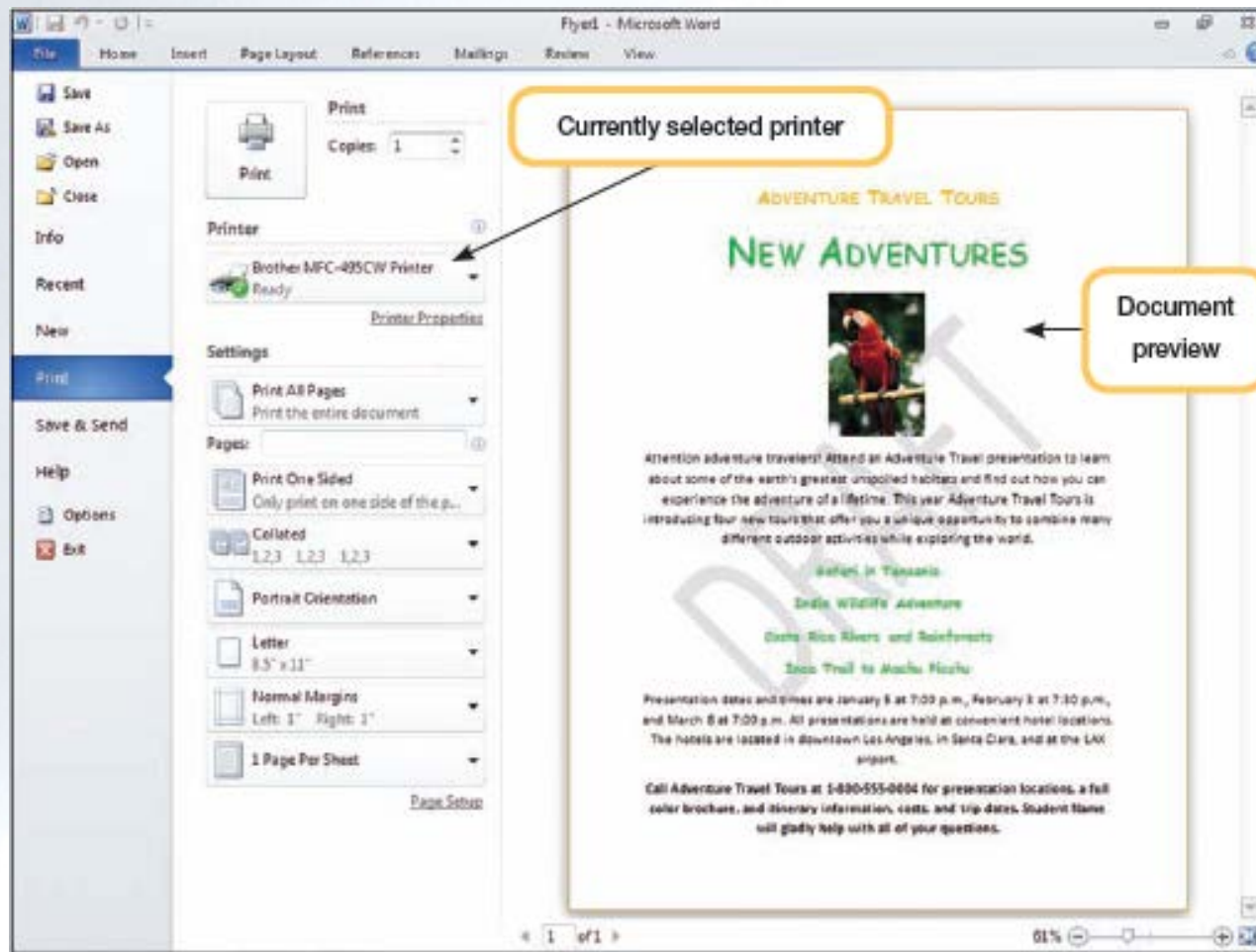
# Adding a Watermark

- Text or pictures that appear behind text
- Add interest or identify document status

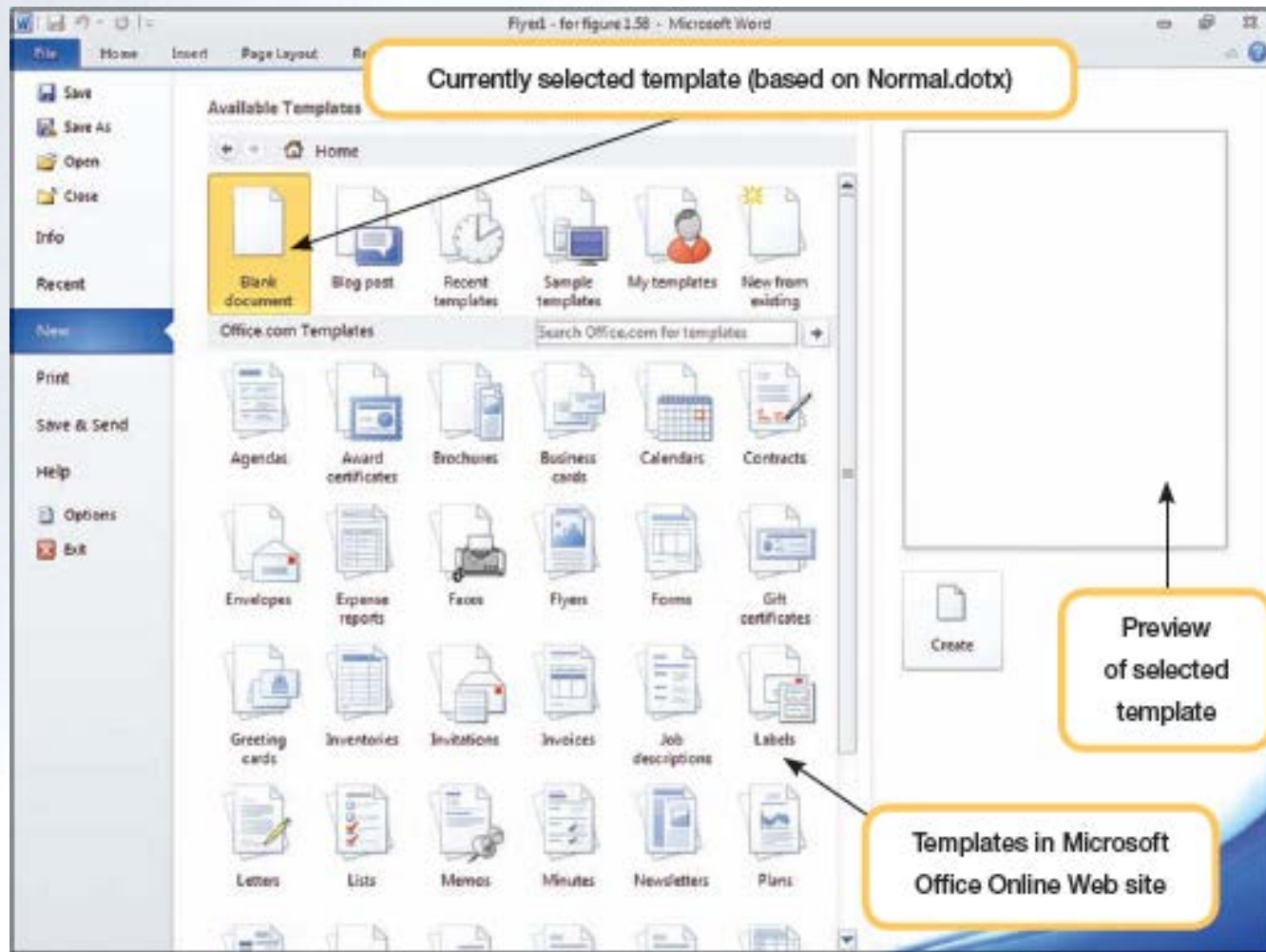




# Printing a Document



# Working with Templates



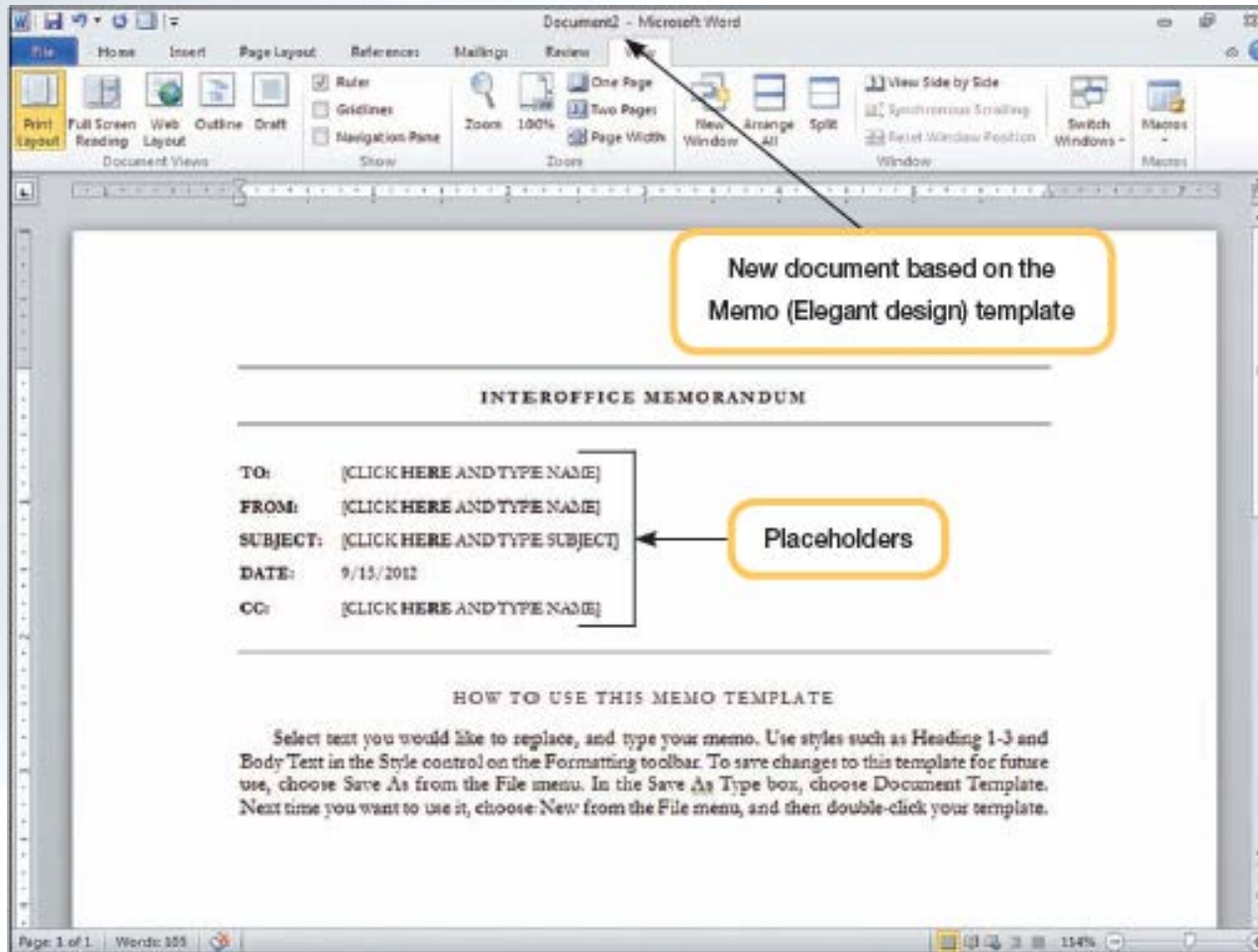
# Concept 7

## Templates

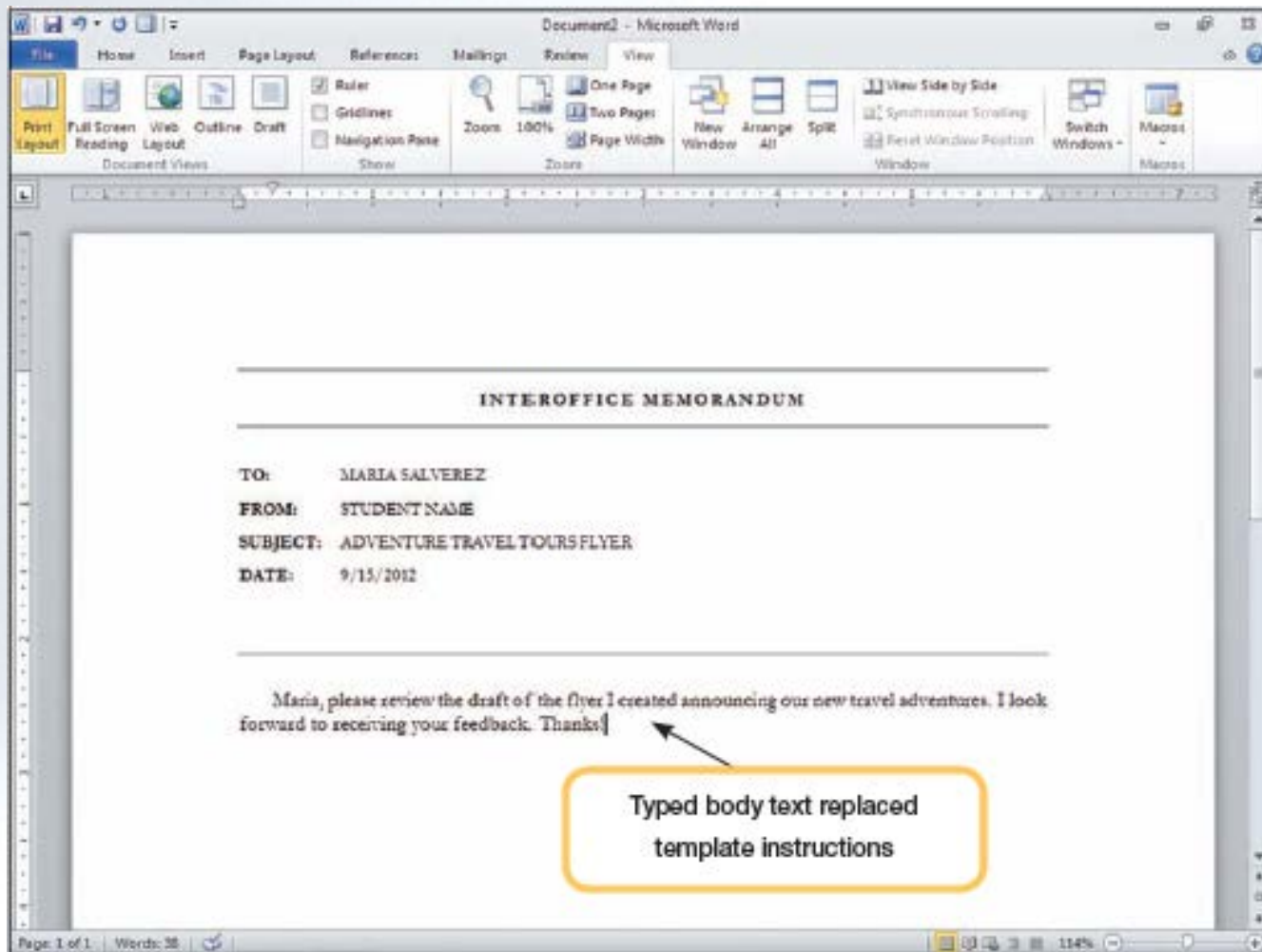
- Template
  - A document file that stores predefined settings and other elements such as graphics for use as a pattern when creating documents
  - Can be sized, moved, and manipulated
- Normal document template
  - Automatically opens whenever you start Word 2010



# Replacing Placeholders



# Entering Body Text



# Exiting Word

A rectangular button with a yellow background, a red border, and the word "EXIT" in red capital letters.

- Use the Exit command in the Office button (file) menu
- Can click the Close button in the window title bar
- Word displays a warning if you attempt to close the application without first saving



# Key Terms



- alignment
- AutoCorrect
- character formatting
- clip art
- cursor
- custom dictionary
- default
- document window
- drawing object
- edit
- embedded object
- end-of-file marker
- Format
- grammar checker
- graphic
- Insert mode

# Key Terms cont.



- insertion point
- main dictionary
- Normal document template
- object
- paragraph formatting
- picture
- placeholder
- ruler
- sans serif font
- selection rectangle
- serif font
- sizing handles
- soft space
- source program

# Key terms cont.



- spelling checker
- template
- thumbnail
- TrueType
- watermark
- word wrap

# FAQs



1. How can formatting marks help me in creating a document?
2. What is the AutoCorrect feature and how does it work?
3. How can I add a word to the dictionary?
4. How can I tell how many words are in my document?



# FAQs



5. Help! I saved my file and now I can't find it. What should I do?
6. How can I easily navigate to the end of a document?
7. I need to enhance my document. Where can I find clip art?

# FAQs



8. What are true type fonts?
9. I need to center a heading for my document? How can I do this?
10. Besides using the backspace and delete keys, is there an easier way to get rid of unwanted text? If so, how?
11. How does the Clear Formatting command work?

# Discussion Questions



1. Some users rely heavily on the spelling and grammar checker. Discuss why this may not be the best thing to do.
2. The ***word wrap*** feature allows you to enter text without having to press ENTER at the end of a line. Discuss when you need to use the ENTER key in Word 2010.

# Discussion Questions



3. Describe the difference between the Save and the Save As feature.
4. Word 2010 provides many shortcuts to navigate through a document. Describe some of shortcuts that can help you if you are working on a long research paper.

# Discussion Questions



5. Your group has been assigned to create a newsletter. What features can you use in Word 2010 to enhance the appearance of your document?