# Microsoft Word 2010:

# The Unofficial Handbook

**Minute Help Press**

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# Introduction

There is no doubt that Microsoft Office Word is one of the most used packages around the world, and the new, updated Office 10 package is something that has led to great expectations. Word is a well-presented and versatile package as it stands, and any improvements will have to take the already present aspects of the package and add to it. Some may find the changes difficult to get used to, but Microsoft is confident the new package is a major improvement over the existing version.

The new version of Word is different from the previous incarnations in many ways, and the main talking point has been the inclusion of a web based version. We will cover this in more detail later on and look at the pros and cons of the system overall, but suffice to say that there has been a concerted effort to keep the neat and stylish look of the Desktop version while giving users something new.

The Ribbon is the interface of choice and while it met with some criticism in earlier versions it is revised and more user friendly here. Another major change to the Office 10 version of Word is the manner in which multiple users can edit the same document. This allows for greater versatility and ease of manipulation while also incorporating a security protection system that guards against mishaps.

Real time notifications keep users informed of amendments being made by others – a neat touch that aids the smooth operation of the system – while improvements to the copy and paste functions have made things much easier to handle. These improvements provide a useful preview of the impending paste and also a fresh approach to amending more complex documents that are aimed at improving handling of larger text portions. This is aided by a new ‘Navigation Pane’, an addition that allows for different sections of the document – the header, footer and main content for instance – to be moved around separately.

The Office Web functions are another area that will be enhanced by the inclusion of the multiple user amendment facility. The versatility of the new version cannot be underestimated, and while simple tasks remain the same there is much to be said for improving the way in which documents can be changed from different locations.

Microsoft states that its main aim has been to ease the use of multi-user documents and to install the browser versions, and also that it will be streamlining the popular versions of the package down to an available five packages from the previous eight. This, of course, allows for less complications and more immediate comparison, and should result in greater understanding of the improvements all round.

Office 10 is available to run on all major browsers, and the main purpose of this eBook is to look at the way in which some of the simple and more complex tasks are undertaken. It is

expected that the Web based version will be popular with students, but the business world will also be interested in these new features. The question is, how easy is it to use?

# Chapter 1: Basic Features

The basic features of Microsoft Word should be familiar to many, but for new users let's have a look at the way the Office 10 version is used to create and format documents, and go through some basic features of the system.

Opening Office Word will provide you with a new document each time, a basic blank document that looks like this:

This is your starting point, the basic document ready for your input. Type some text into it and you will see it appearing on the page. The standard settings are always the same unless you change them.

Below is a screenshot of word that shows the basic features across the top and a sample document in production.

The first thing to discuss is how to create a document from scratch:

## Create a Document

The basic process for creating a document is simple. If you select Word on your desktop you will be presented with a blank document of the style above – without the text and with the toolbars – and you are free to work with that document and type in what you wish.

Along the top you have several tabs; at this first instance you will be in the 'Home' section, and it is here that you can choose the basic modes of presentation that you want to use on your document.

You are free to choose from a variety of fonts, font sizes and colors, and below the font name you can see buttons for the major highlighting functions used in documents – B for bold, I for italics and U for underline. Selecting any of these will ensure that everything following that point in the document corresponds with your instruction. For instance, if you press B now the copy that follows will be bolded; if you now press U it will also be underlined. When you press both B and U again you revert to standard type.

The simplicity of this system applies also to many other functions including headings, line spacing and more, and the versatility of Word in Office 10 is not to be underestimated.

## Copy and Paste

The ability to copy text, pictures and more and paste it to another document makes Word a versatile package, and therefore a brief explanation of copying is helpful.

The best way to copy material is to highlight it using your mouse and then press Ctrl+C; this commands all of that text to be placed on the clipboard. If you now place your cursor at the place you want to copy it to – and this could be another position in the original document or a new document entirely – and press Ctrl+V it will appear in the position required. Note, however, that it is not deleted from its original position with this process.

You can also copy an entire document with a few simple clicks; Ctrl+A will highlight the entire text of the document that you are in and following this with Ctrl+C – as above – allows the whole document to be copied. It can then be added to a document or reproduced elsewhere using the Ctrl+V function.

## The Spell Checker

One of the most important aspects of Word is its ability to check spelling, and it can do so with some accuracy including attention to grammar and advice on certain errors with suggestions. Any words spelt incorrectly are highlighted as such, and the built in dictionary can be added to by the user.

There are several facets of the spell check facility that are useful and powerful, and here we will look at a couple of these to show how simple this facility is.

If you refer to the earlier illustration there is a tab titled 'Review'; this is where the spell check is found. If you click Review you will be presented with many buttons – a menu that is quite comprehensive and mostly self explanatory.

At the left you will see a large 'ABC' – this is the spell check facility. When you have a document open and the cursor on it you simply click the ABC button and the system performs a check on the entire document, highlighting errors and giving you a box in which to correct them – as below.

The spell check takes each error or query individually; above we see a spelling mistake with the options 'Ignore Once' – useful for brand names or other one-off actions – and Ignore Rule, for common errors or other frequent occurrences, plus the option of moving on to the next sentence or alternatively 'Change' . If you select the latter, the word or phrase will automatically be changed to the alternative shown in the box on the left; if there is more than one option, the user selects the right one and presses Change. The accuracy of the system is very good, although inevitably there will be some that are not 100% correct.

An additional feature of the spell checker that is very useful is the 'Set Language' feature, found to the right of the ABC icon and those next to it. If you select this function you will be offered several languages, with English in two versions – American and UK. The differences, as you will be aware, are subtle but this does allow you to produce text suitable for an

American audience and a version that will read better for UK readers, an important distinction in many business documents.

## Set text justification

Another basic feature is the ability to set the position of the text on the page; it can be centred or set with left bias – the four selections are in the ‘Home’ section and are shown to the right of those that change the color of the text.

Using this system you can design your document as you wish, and differentiate between a letter style with left bias or a table style with centre bias. Let us have a look at an example of the same text in two different settings:

The above shows the standard letter style document with the bias to the left margin. When you select all the text – the CTRL + A button will highlight it all – and select the alternative centre bias for the document you will see the following:

The difference is plain to see, and the above version is ideal for use on such as menu’s and other list style documents.

## Page Break

Returning to the ‘Insert’ tab we can also take a look at the Page Break function. The icon for this is found on the left of the top of the screen menu, and it is used to create the end of a page where the natural break should be. If you type a page of text and keep going the text will move over to another page. On many occasions it is possible to arrive at the end of a chapter, say, before the page is completed, and inserting a page break – simply by selecting the icon at that point – moves your cursor to the next fresh page.

## Find and Replace

This is one of the most useful of all features of the Word package and one that can be used to great effect. Find and Replace is a system used to discover a selected phrase or word and replace it, either manually or automatically, with another. Have a look at the following document, one that includes the words ‘UK Lottery’ several times:

We will assume that the writer has decided the phrase ‘UK Lottery’ would be better replaced by ‘National Lottery’. Find and Replace allows you to do this simply. With the ‘Home’ tab open you will find the feature at the far right of the screen, with two options – ‘Find’ and ‘Replace’.

The former, the ‘Find’ option, is used to search for words within a selected text. All you need to do is have the text open and the cursor on it, and select Find. You will see the following screen if you choose that option:

If you were to search the document for ‘UK Lottery’ you would be prompted each time as to whether you wished to replace the phrase with another. However, selecting ‘Replace’ from the menu initially gives you this screen:

There you have two boxes – one in which you enter the phrase you wish to find – ‘UK Lottery’ – and the second into which you type ‘National Lottery’, the phrase you are looking to replace it with.

If you try it, then select ‘Replace All, the following will be displayed:

That is telling you that 13 examples of the phrase ‘UK Lottery’ have been replaced with the chosen phrase ‘National Lottery’ – as you can now see in the example above.

# Chapter 2: Advance Features

The comprehensive ability of Office 10 Word goes far beyond simply creating and editing documents with pictures and texts. If you select the Insert tab at the head of the page you will find a wealth of options, some quite detailed and others commonly used, that are useful and productive.

## Headers and Footers

Mid way along the menu you will see the commonly used ‘header’ and footer’ icons; these are used to insert regular titles and details – for instance, an invoice design may be a standard that a company uses with a heading at the top and company details at the foot, or a letterhead may be custom made to look different with each sending.

If you select either of these options you will be presented with a variety of options for standard header and footer styles, and the choices are surprisingly comprehensive in breadth – as shown in the following screen shot.

We will take a look later at some of the more impressive template options that can be incorporated into Word, but the above is a demonstration of how to select a desired header or footer and incorporate it into your document.

## Create Tables

Also useful, and again with the Insert tab, is the ability to create tables. Clicking the Table tab to the left of the menu will give you a variety of options including standard tables and the ability to insert an Excel worksheet, and these can be incorporated to great effect in many a document. Indeed, if you select tables and then the ‘quick tables’ tab you will be presented with a selection of standard calendars, lists, matrices and tables with subheadings, each of which will be of use in some form to those creating documents for business presentations.

## Insert References and Contents

Perhaps the most interesting and useful feature is found under the ‘references’ tab. Click it to bring up the options and you will see many different instructions for you to choose from. The first and a commonly used option is that at the far left which gives you the option of inserting a table of contents. This is of particular use in business documents such as reports where the contents need to be highlighted, and the range of possible options is beneficial to the user. Choosing the style and substance of your table of contents, and the way it is aligned, means you are free to introduce your own look to the document, and make it as individual as possible.

This section also allows the addition of footnotes and references in a variety of standard and specific formats – click the buttons for either and you will see the different possibilities –

allowing for an in depth referencing of your work that is especially popular with students and those in the academic world.

## Tracking Changes

It is also important that we look at the most used function in the review section, the ability to track changes. For editors this is an essential tool that is widely used, and it takes on a more important role with regard to the Office 10 version of Word in which more than one person is able to amend a document at the same time.

Switch on the 'Track Changes' feature by clicking the icon once, then select 'Track Changes' in the options given. The icon will now be highlighted to show the feature is operational, and any alterations made will be shown in the text.

In the example shown below I have made four changes to the text; on the third line the word 'expectation' has been replaced with 'interest', at the end of the first paragraph another word has been entered, in the second paragraph the same has been done and the final sentence has been erased entirely. In each case the alteration is shown in red, the old word crossed out and the new one underlined, and a mark made in the left hand margin.

These amendments are easy to make and, thanks to the ability to track changes, very simple to follow and allow for editors to highlight what has been amended in order that the writer can see clearly the difference in the text. To undo the changes, use the back arrow at the top of the screen.

Having looked at the way we can insert tables and create references, and the page layout options, it is perhaps time to look at the many template options that can be used in Word.

# Chapter 3: Using Templates

Templates are among the most useful features of Word, and provide a wide selection of standard options that are useful in terms of creating standard documents or producing individually styled ideas that are unique to your requirements. The template system is easy to use and versatile, and it will be among the most used features of the package. The number of templates available is enormous, and this can lead to time saving of a great degree when looking for various business forms.

To have a look at the templates function, follow these steps:

1: Open Microsoft Word in Office 10.

2: Click on the Office Button, the circular icon in the top left hand corner of the screen.

3: Select ‘new’ and you will see the following screen.

This is the template selection and it offers a wealth of options for templates of different types of documents that can be used.

Now select the ‘Installed Templates’ option and have a look at what is displayed. You will see many different types of available documents from blog posts to letters, resumes to fax layouts, each with different styles and attributes that you can choose. Pick one for a demonstration and have a look, and you will get an idea of the sort of layouts offered.

Additionally there are many categories listed on the left of the screen that offer different varieties of forms and documents. These are available from the Microsoft Office Online selection, and the choice is comprehensive; select one, any for a demonstration, and you will see again a number of options offered, each of which is different in style and format. With everything from business cards to calendars through to receipts and minutes there is much to choose from making this a useful and easy to use tool.

Particularly useful is the section titled ‘Forms’, which provides you with a comprehensive selection of different templates for many forms that have an everyday use in the business and academic world, as well as everyday applications. The ‘Inventories’ section is also extremely useful for those who frequently use such items, and with additional templates including greetings cards, invitations, labels and envelopes, there is much variety to help in all situations. Clicking on a few sections and looking at what is available in the different template categories gives you an idea of the variety offered and how they can be formatted to your requirements.

All of the available templates can be edited to your requirements, and when you save you can send it to the My Templates section for ease of use, thus building up your own collection of standard templates to your required designs. Colors, fonts and styles can be altered at will, and a good method of getting to grips with the package is to play with some of the available templates and the buttons across the top.

Opening a blank worksheet from the selection allows you to create custom templates using the many features already described, and the presence of such a wide selection of already present templates is a bonus.

There is also an official Microsoft selection of templates, with some that are created by other users who wish to share them, at http//:office.com/templates. Here you can browse through a wealth of designs and find one that suits your needs.

# Chapter 4: Microsoft Office Web App

Among the most talked about aspects of the Office 10 package is the Web Apps function, a system that allows Word – and other – worksheets and documents to be opened and edited using the computer's browser. The advantages of this are increased versatility and the ability to work on documents from anywhere, and the system has met with much acclaim among users of the new package.

Using the system you can publish to the browser from the desktop and can specify those who are able to open and edit the document, thus giving added protection, while the look and feel of the document is somewhat more web-friendly than that of the desktop variety.

The web version of Word appears as follows:

One of the most interesting features is the marking of amendments, something that will be widely used in terms of Web Apps and a quick way of getting amendments and editing done online. The prospect for sharing of data and presentations is much brighter with this system. Using the Office Live Workspace feature it is possible to open a document and amend, marking the amendments and then sharing with another user. A neat touch is that whoever opens the document first is the one 'in control' of the changes that can be made to that particular worksheet. In addition, Microsoft SharedView is an alternative system whereby you can edit and view edits made by others in real time, a truly live system that allows you to control, as above, who can view and edit documents and to see what others are doing as they carry out their amendments.

Bringing Office 10 to the web has allowed for an increase in the overall versatility of the system, and is a step forward in eliminating the need for desktop documents to be sent between users.

The system is easy to use; simply open – or create – a worksheet and click the File tab. This gives you the standard backstage options, among which you should select Share and then Save to SkyDrive. This is a free storage system that is part of the Office Live package. Next you need to sign in using your Windows Live ID and password – if you don't already have one the option is there to create one – and select the document required from the SkyDrive list that is displayed.

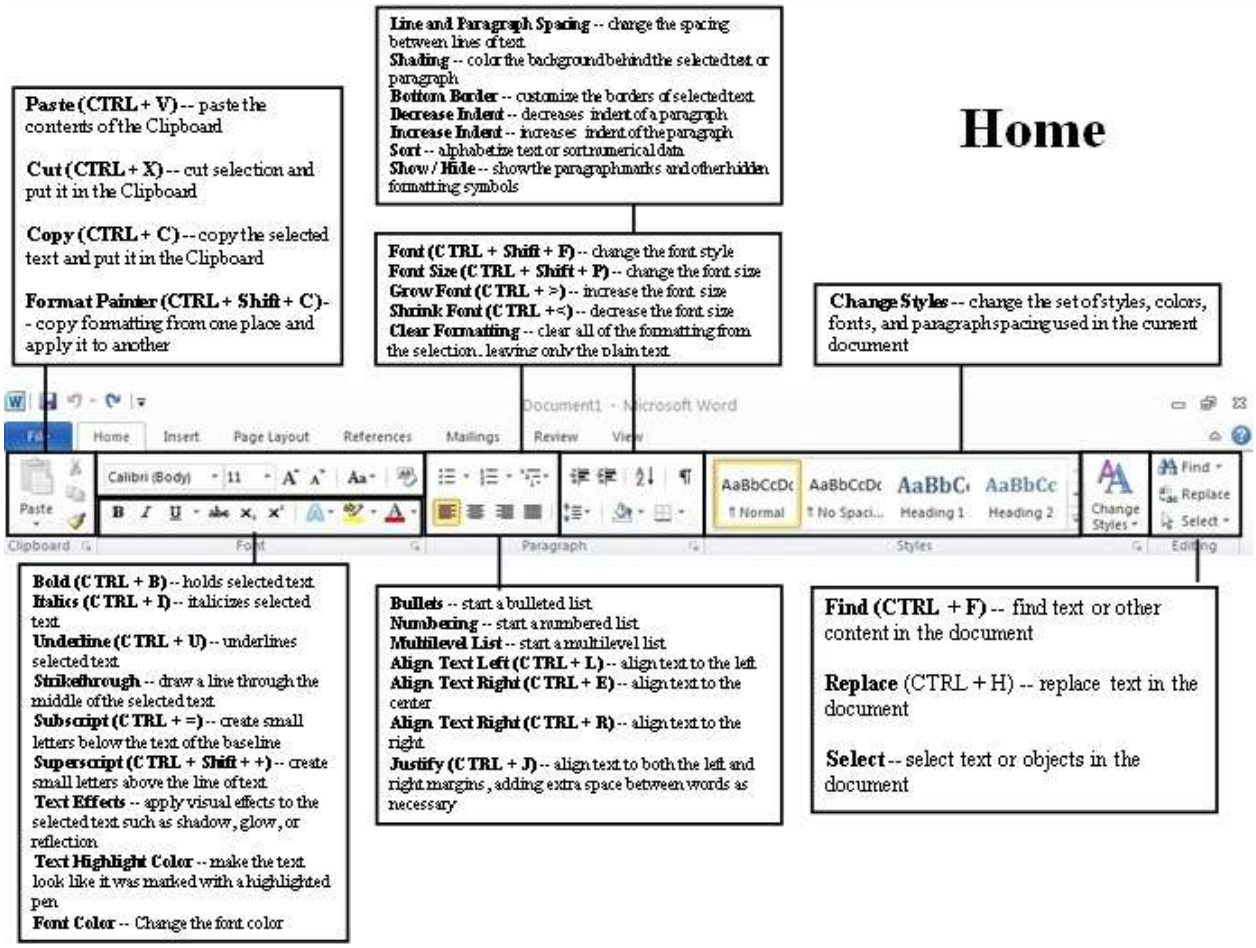
If you now click View you will, after accepting terms of use, be able to edit, share or publish your document online.

However, the Web Apps version of a document has certain limitations; there are many functions that you can amend, add and delete in the desktop version that you cannot on the web version, hence any in depth or serious editing will have to be done off line and the process repeated. However, this is very simple – with a document open in the browser you

simply click the Open command and it will automatically open in the desktop version of Word; similarly, saving it returns you to the point you were at before.

Despite its limited editing capability there is no doubt that the use of Web Apps – and there will be more functions available in time – will be popular and will open up the ways in which people use Word and Office 10, for there has long been a need for a web based version of the package.

# Chapter 5: Home Toolbar




The HOME tab on the Ribbon is where you will be spending most of your time. This is where you'll find all the basic features (Font, Styles, Colors, etc.). There five different sections here (Clipboard, Font, Paragraph, Styles, Editing). All but one of them (editing) has expanded features that you can access by clicking on the small box in the bottom right hand side (it has a diagonal arrow point down). To see what any button does, hover your mouse on top of it (without clicking) for two seconds and a small box will pop up that tells you what the button is for.

A lot of the buttons are self-explanatory, and will not be explained in details.

## Clipboard

**Paste (CTRL + V)** -- paste the contents of the Clipboard
**Cut (CTRL + X)** -- cut selection and put it in the Clipboard
**Copy (CTRL + C)** -- copy the selected text and put it in the Clipboard
**Format Painter (CTRL + Shift + C)** -- copy formatting from one place and apply it to another

## Paragraph

**Font (CTRL + Shift + F)** -- change the font style

**Font Size (CTRL + Shift + P)** -- change the font size
**Grow Font (CTRL + >)** -- increase the font size
**Shrink Font (CTRL +<)** -- decrease the font size
**Clear Formatting** -- clear all of the formatting from the selection, leaving only the plain text
**Bold (CTRL + B)** -- holds selected text
**Italics (CTRL + I)** -- italicizes selected text
**Underline (CTRL + U)** -- underlines selected text
**Strikethrough** -- draw a line through the middle of the selected text
**Subscript (CTRL + =)** -- create small letters below the text of the baseline
**Superscript (CTRL + Shift + +)** -- create small letters above the line of text
**Text Effects** -- apply visual effects to the selected text such as shadow, glow, or reflection
**Text Highlight Color** -- make the text look like it was marked with a highlighted pen
**Font Color** -- Change the font color

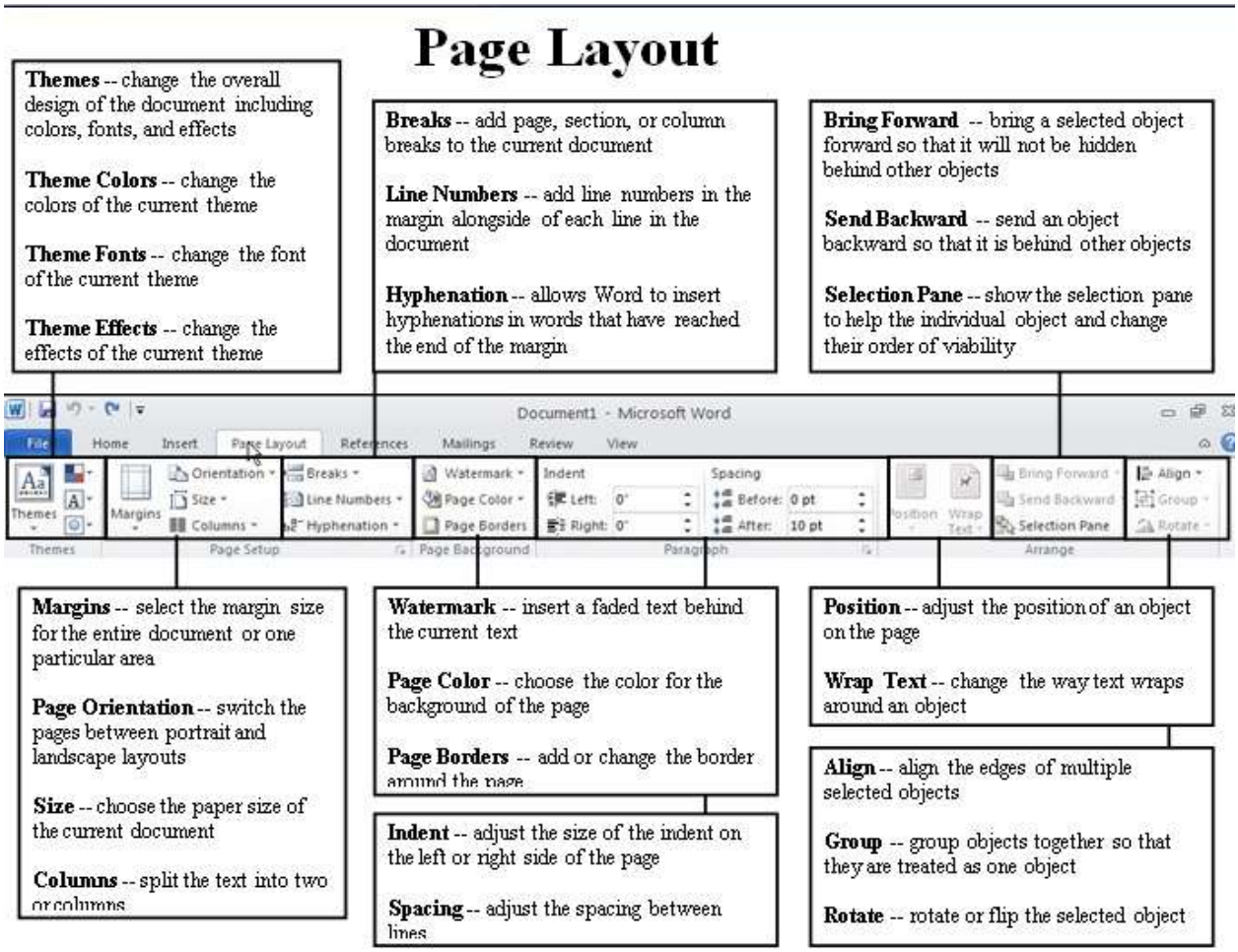
**Paragraph**
**Bullets** -- start a bulleted list
**Numbering** -- start a numbered list
**Multilevel List** -- start a multilevel list
**Decrease Indent** -- decreases the indent level of the paragraph
**Increase Indent** -- increases the indent level of the paragraph
**Sort** -- alphabetize the selected text or sort numerical data
**Show / Hide** -- show the paragraph marks and other hidden formatting symbols
**Align Text Left (CTRL + L)** -- align text to the left
**Align Text Right (CTRL + E)** -- align text to the center
**Align Text Right (CTRL + R)** -- align text to the right
**Justify (CTRL + J)** -- align text to both the left and right margins, adding extra space between words as necessary
**Line and Paragraph Spacing** -- change the spacing between lines of text
**Shading** -- color the background behind the selected text or paragraph
**Bottom Border** -- customize the borders of selected text

One thing not on the toolbar is Double Spacing; if you want to double space, click on the small arrow in the bottom right corner of the Paragraph section to expand the toolbar into a large box. In the Paragraph dialog box, you will have several additional options, and two tabs. In the "Indents and Spacing" tab, Spacing is the bottom option. In this same box, you can change the line indention.

**Styles**
**Change Styles** -- change the set of styles, colors, fonts, and paragraph spacing used in the current document

**Editing**
**Find (CTRL + F)** -- find text or other content in the document
**Replace (CTRL + H)** -- replace text in the document
**Select** -- select text or objects in the document

# Chapter 6: Page Layout Toolbar




To change the layout of your new document (Portrait vs. Landscape, Margins, Headers and Footers, Page Numbering, etc) go to the PAGE LAYOUT tab. This tab is broke into five different sections (Themes, Page Setup, Page Background, Paragraph, Arrange).

## Themes

**Themes** -- change the overall design of the document including colors, fonts, and effects
**Theme Colors** -- change the colors of the current theme
**Theme Fonts** -- change the font of the current theme
**Theme Effects** -- change the effects of the current theme

## Margins

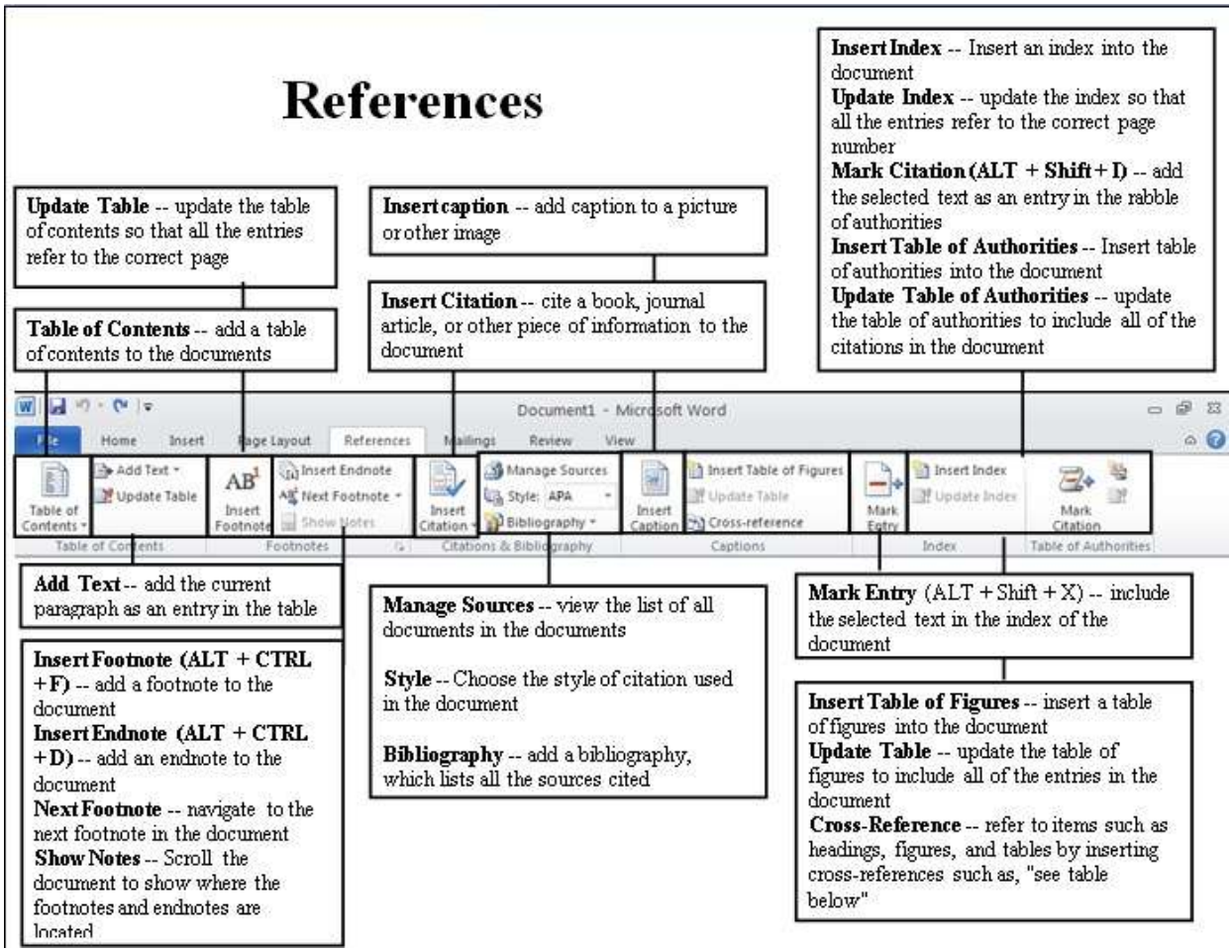
**Margins** -- select the margin size for the entire document or one particular area
**Page Orientation** -- switch the pages between portrait and landscape layouts
**Size** -- choose the paper size of the current document
**Columns** -- split the text into two or columns
**Breaks** -- add page, section, or column breaks to the current document
**Hyphenation** -- allows Word to insert hyphenations in words that have reached the end of the margin

**Page Background**
**Watermark** -- insert a faded text behind the current text
**Page Color** -- choose the color for the background of the page
**Page Borders** -- add or change the border around the page

**Paragraph**
**Indent** -- adjust the size of the indent on the left or right side of the page
**Spacing** -- adjust the spacing between lines

**Arrange**
**Position** -- adjust the position of an object on the page
**Wrap Text** -- change the way text wraps around an object
**Bring Forward** -- bring a selected object forward so that it will not be hidden behind other objects
**Send Backward** -- send an object backward so that it is behind other objects
**Selection Pane** -- show the selection pane to help the individual object and change their order of viability
**Align** -- align the edges of multiple selected objects
**Group** -- group objects together so that they are treated as one object
**Rotate** -- rotate or flip the selected object

# Chapter 7: Reference Toolbar




## Table of Contents

**Table of Contents** -- add a table of contents to the documents
**Add Text** -- add the current paragraph as an entry in the table of contents
**Update Table** -- update the table of contents so that all the entries refer to the correct page

## Footnotes

**Insert Footnote (ALT + CTRL + F)** -- add a footnote to the document
**Insert Endnote (ALT + CTRL + D)** -- add an endnote to the document
**Next Footnote** -- navigate to the next footnote in the document
**Show Notes** -- Scroll the document to show where the footnotes and endnotes are located

## Citations & Bibliography

**Insert Citation** -- cite a book, journal article, or other piece of information to the document
**Manage Sources** -- view the list of all documents in the documents
**Style** -- Choose the style of citation used in the document
**Bibliography** -- add a bibliography, which lists all the sources cited

## Captions

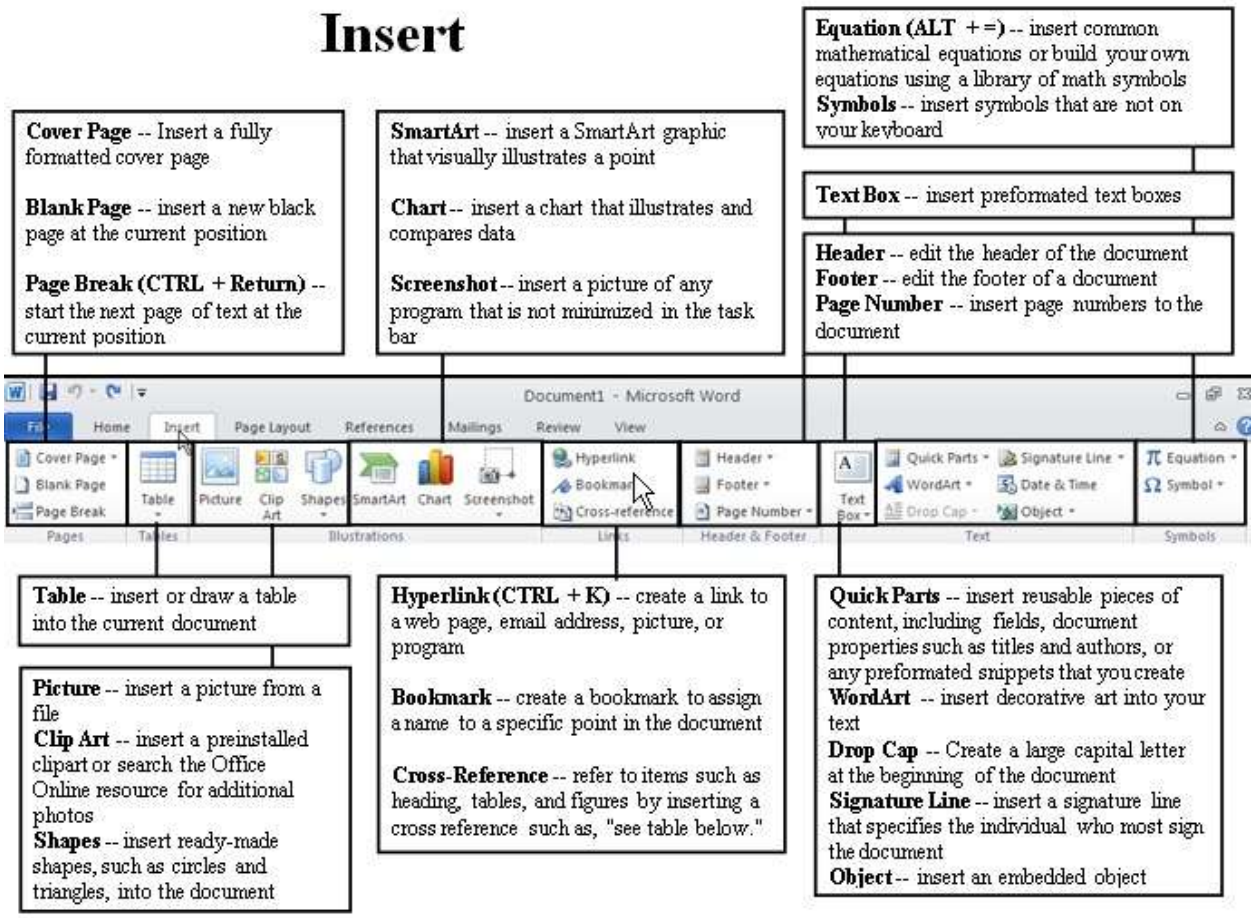
**Insert caption** -- add caption to a picture or other image

**Insert Table of Figures** -- insert a table of figures into the document
**Update Table** -- update the table of figures to include all of the entries in the document
**Cross-Reference** -- refer to items such as headings, figures, and tables by inserting cross-references such as, "see table below"

**Index**
**Mark Entry (ALT + Shift + X)** -- include the selected text in the index of the document
**Insert Index** -- Insert an index into the document
**Update Index** -- update the index so that all the entries refer to the correct page number

**Table of Authorities**
**Mark Citation (ALT + Shift + I)** -- add the selected text as an entry in the rabble of authorities
**Insert Table of Authorities** -- Insert table of authorities into the document
**Update Table of Authorities** -- update the table of authorities to include all of the citations in the document

# Chapter 8: Insert Toolbar




## Pages

**Cover Page** -- Insert a fully formatted cover page

**Blank Page** -- insert a new black page at the current position
**Page Break (CTRL + Return)** -- start the next page of text at the current position

## Table

**Table** -- insert or draw a table into the current document

## Illustrations

**Picture** -- insert a picture from a file
**Clip Art** -- insert a preinstalled clipart or search the Office Online resource for additional photos
**Shapes** -- insert ready-made shapes, such as circles and triangles, into the document
**SmartArt** -- insert a SmartArt graphic that visually illustrates a point
**Chart** -- insert a chart that illustrates and compares data
**Screenshot** -- insert a picture of any program that is not minimized in the task bar

## Links

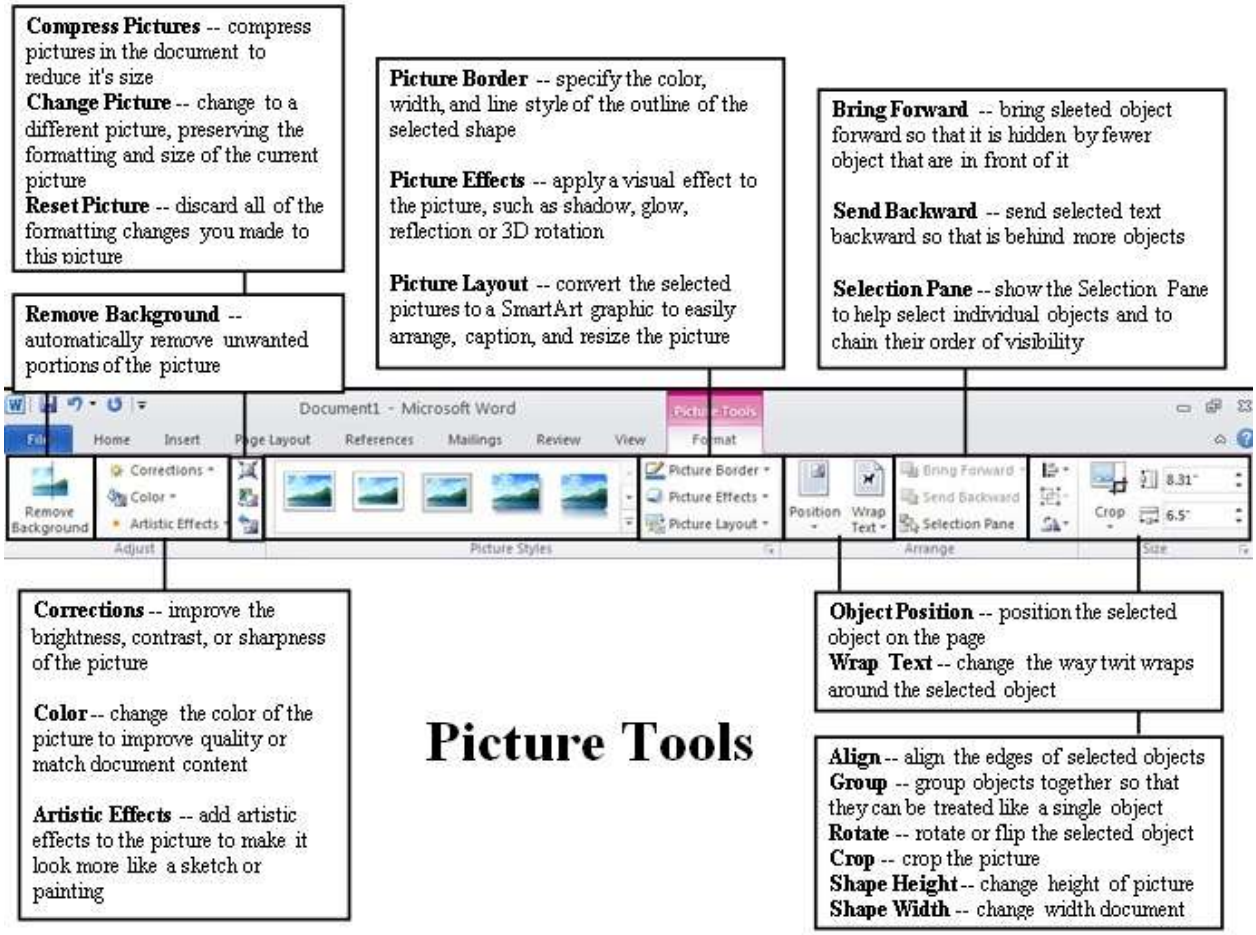
**Hyperlink (CTRL + K)** -- create a link to a web page, email address, picture, or program
**Bookmark** -- create a bookmark to assign a name to a specific point in the document
**Cross-Reference** -- refer to items such as heading, tables, and figures by inserting a cross reference such as, "see table below."

**Header & Footer**
**Header** -- edit the header of the document
**Footer** -- edit the footer of a document
**Page Number** -- insert page numbers to the document

**Text**
**Text Box** -- insert preformated text boxes
**Quick Parts** -- insert reusable pieces of content, including fields, document properties such as titles and authors, or any preformated snippets that you create
**WordArt** -- insert decorative art into your text
**Drop Cap** -- Create a large capital letter at the beginning of the document
**Signature Line** -- insert a signature line that specifies the individual who most sign the document
**Object** -- insert an embedded object

**Symbols**
**Equation (ALT + =)** -- insert common mathematical equations or build your own equations using a library of math symbols
**Symbols** -- insert symbols that are not on your keyboard

# Chapter 9: Picture Toolbar




Once you insert a picture or shape, the editing tab on the ribbon will appear; when you deselect it, that tab will go away; to bring it back, just click on the photo once more, and the tab will appear again on the ribbon.

**Adjust**

**Remove Background** -- automatically remove unwanted portions of the picture
**Corrections** -- improve the brightness, contrast, or sharpness of the picture
**Color** -- change the color of the picture to improve quality or match document content
**Artistic Effects** -- add artistic effects to the picture to make it look more like a sketch or painting
**Compress Pictures** -- compress pictures in the document to reduce it's size
**Change Picture** -- change to a different picture, preserving the formatting and size of the current picture
**Reset Picture** -- discard all of the formatting changes you made to this picture

**Picture Style**

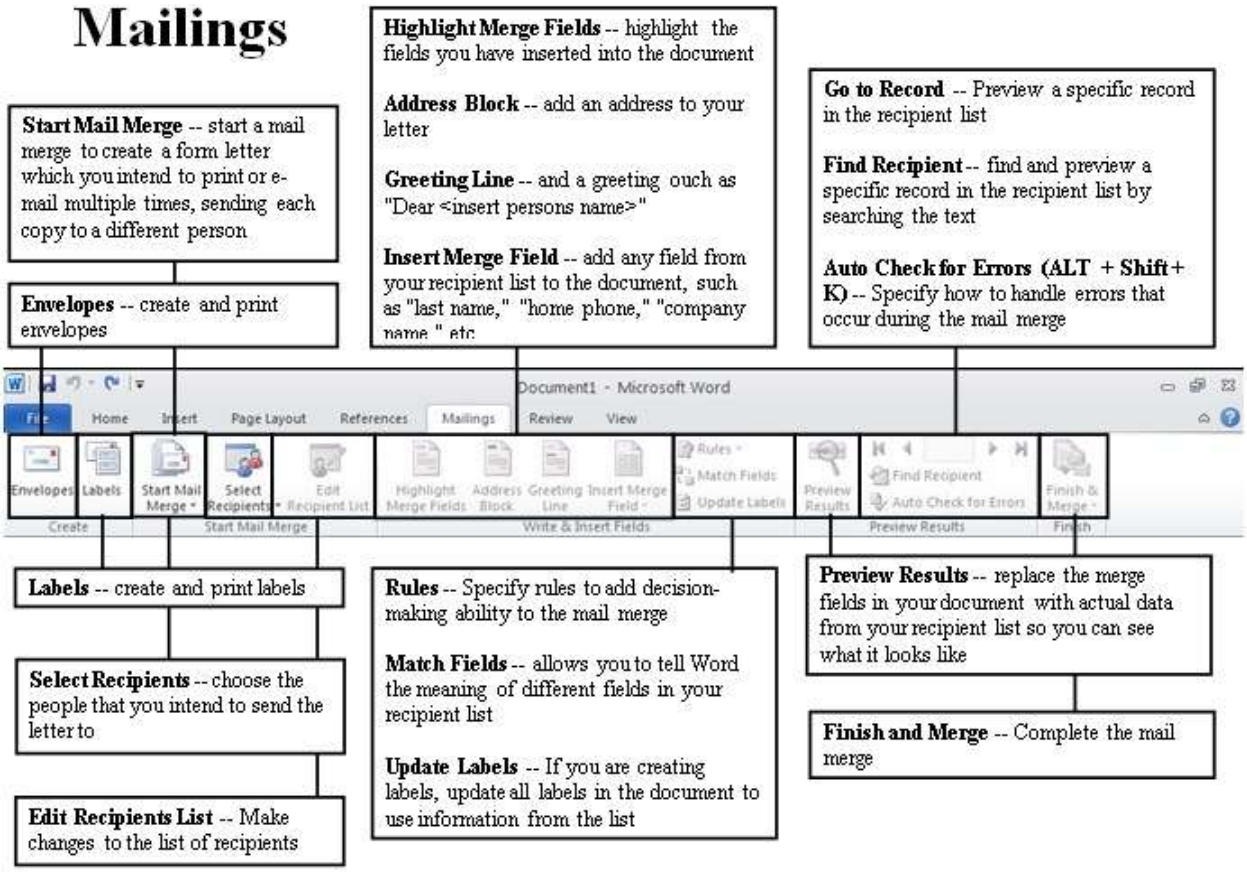
**Picture Border** -- specify the color, width, and line style of the outline of the selected shape
**Picture Effects** -- apply a visual effect to the picture, such as shadow, glow, reflection or 3D rotation

**Picture Layout** -- convert the selected pictures to a SmartArt graphic to easily arrange, caption, and resize the picture

**Arrange**
**Object Position** -- position the selected object on the page
**Wrap Text** -- change the way twit wraps around the selected object
**Bring Forward** -- bring sleeted object forward so that it is hidden by fewer object that are in front of it
**Send Backward** -- send selected text backward so that is behind more objects
**Selection Pane** -- show the Selection Pane to help select individual objects and to chain their order of visibility
**Align** -- align the edges of multiple selected objects
**Group** -- group objects together so that they can be treated like a single object
**Rotate** -- rotate or flip the selected object

**Size**
**Crop** -- crop the picture or apply various cropping parts
**Shape Height** -- change the height of the shape or picture
**Shape Width** -- change the width of the document

# Chapter 10: Mailings Toolbar




## Create

Envelopes -- create and print envelopes
Labels -- create and print labels

## Start Mail Merge

Start Mail Merge -- start a mail merge to create a form letter which you intend to print or e-mail multiple times, sending each copy to a different person
Select Recipients -- choose the people that you intend to send the letter to
Edit Recipients List -- Make changes to the list of recipients

## Write & Insert Fields

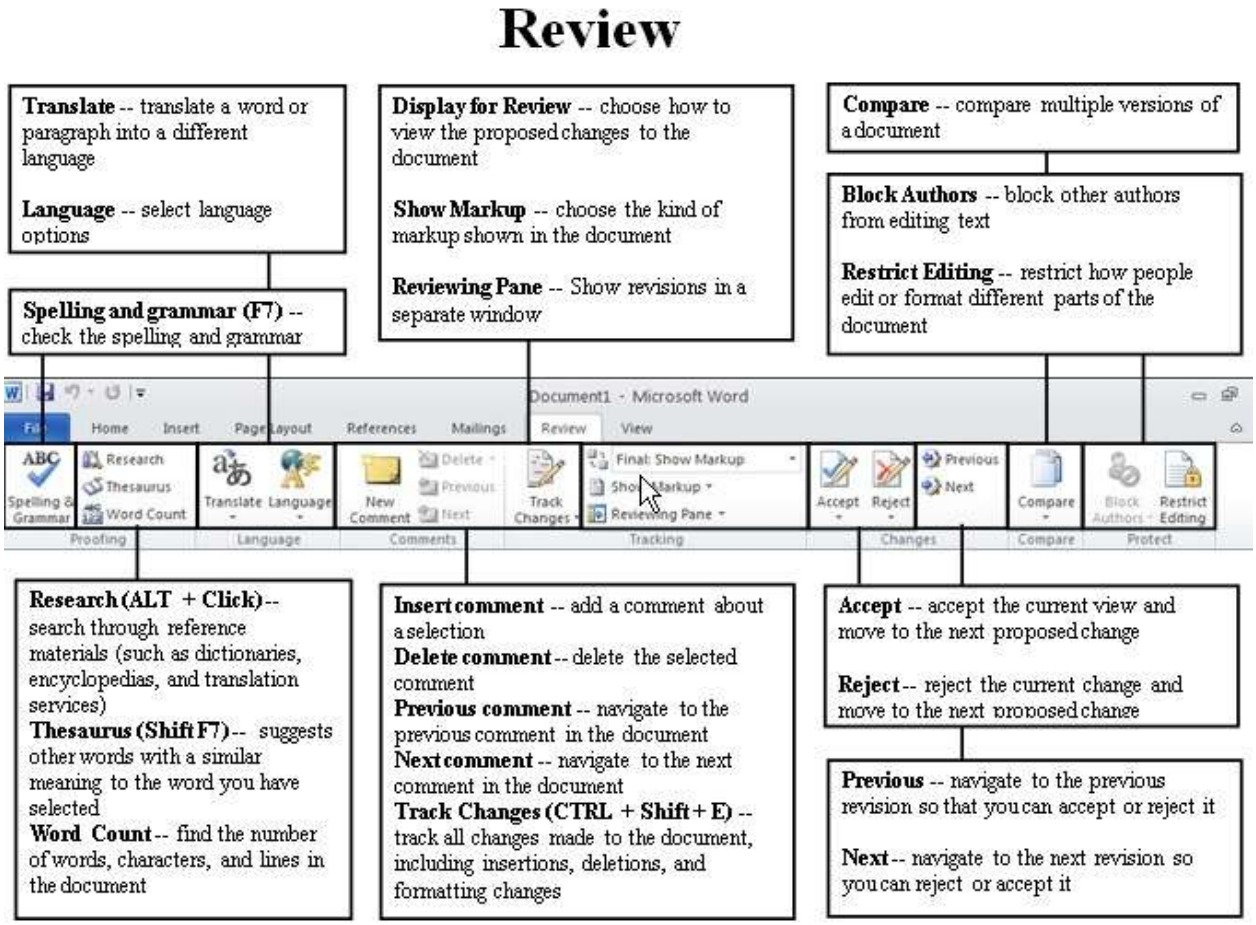
Highlight Merge Fields -- highlight the fields you have inserted into the document
Address Block -- add an address to your letter
Greeting Line -- and a greeting ouch as "Dear <insert persons name>"
Insert Merge Field -- add any field from your recipient list to the document, such as "last name," "home phone," "company name," etc
Rules -- Specify rules to add decision-making ability to the mail merge
Match Fields -- allows you to tell Word the meaning of different fields in your recipient list
Update Labels -- If you are creating labels, update all labels in the document to use information from the list

## Preview Results

Preview Results -- replace the merge fields in your document with actual data from your recipient list so you can see what it looks like
Go to Record -- Preview a specific record in the recipient list
Find Recipient -- find and preview a specific record in the recipient list by searching the text
Auto Check for Errors (ALT + Shift + K) -- Specify how to handle errors that occur during the mail merge

**Finish**
Finish and Merge -- Complete the mail merge

# Chapter 11: Review Toolbar




## Proofing

**Spelling and grammar (F7)** -- check the spelling and grammar in the document
**Research (ALT + Click)** -- search through reference materials (such as dictionaries, encyclopedias, and translation services)
**Thesaurus (Shift F7)** -- suggests other words with a similar meaning to the word you have selected
**Word Count** -- find the number of words, characters, and lines in the document

## Language

**Translate** -- translate a word or paragraph into a different language
**Language** -- select language options

## Comments

**Insert Comment** -- add a comment about a selection
**Delete Comment** -- delete the selected comment
**Previous Comment** -- navigate to the previous comment in the document
**Next Comment** -- navigate to the next comment in the document

## Tracking

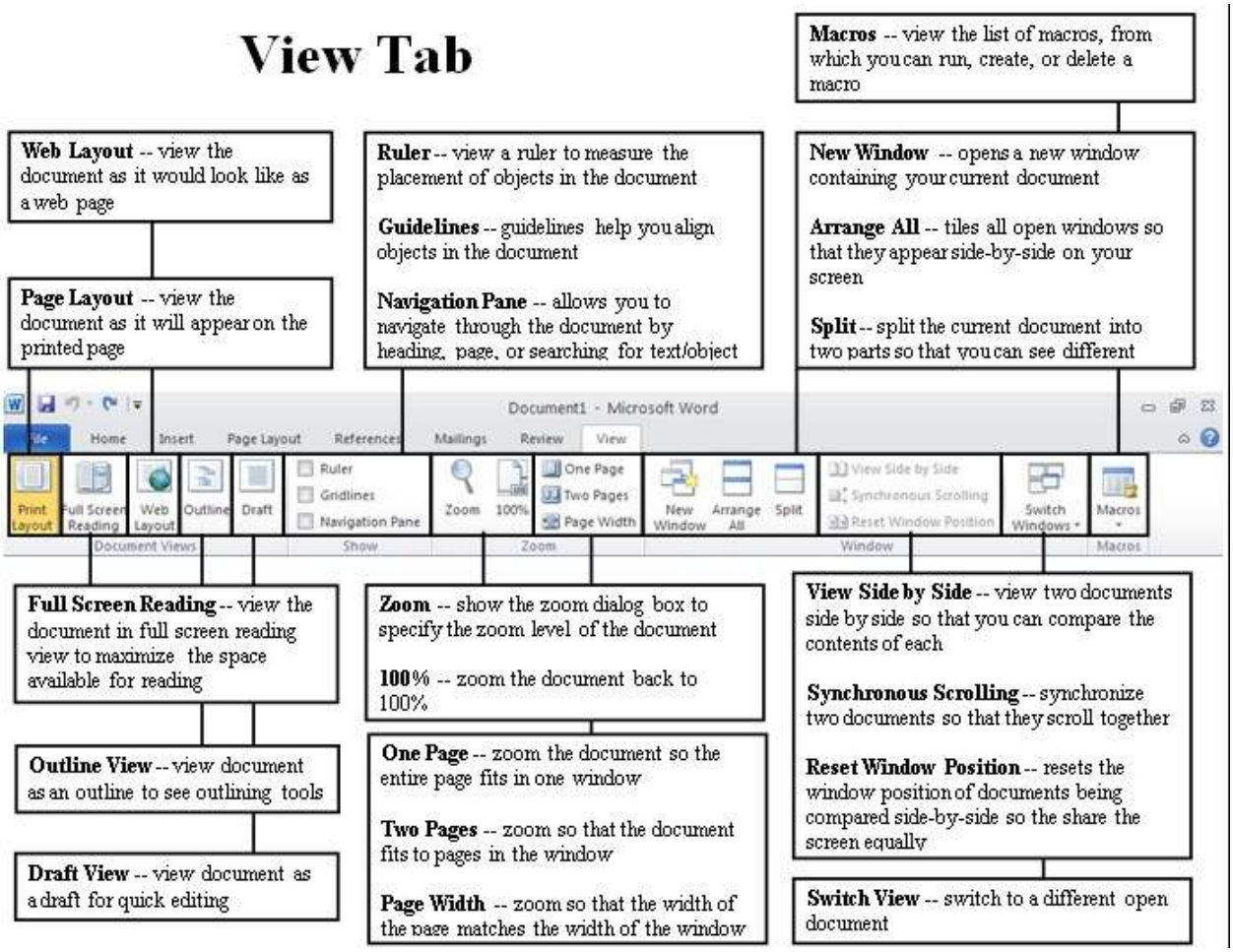
**Track Changes (CTRL + Shift + E)** -- track all changes made to the document, including insertions, deletions, and formatting changes
**Display for Review** -- choose how to view the proposed changes to the document
**Show Markup** -- choose the kind of markup shown in the document
**Reviewing Pane** -- Show revisions in a separate window

**Changes**
**Accept** -- accept the current view and move to the next proposed change
**Reject** -- reject the current change and move to the next proposed change
**Previous** -- navigate to the previous revision so that you can accept or reject it
**Next** -- navigate to the next revision so you can reject or accept it

**Compare**
**Compare** -- compare multiple versions of a document

**Protect**
**Block Authors** -- block other authors from editing text
**Restrict Editing** -- restrict how people edit or format different parts of the document

# Chapter 12: View Toolbar




**Document Views**

**Page Layout** -- view the document as it will appear on the printed page
**Full Screen Reading** -- view the document in full screen reading view to maximize the space available for reading
**Web Layout** -- view the document as it would look like as a web page
**Outline View** -- view document as an outline to see outlining tools
**Draft View** -- view document as a draft for quick editing

**Show**

**Ruler** -- view a ruler to measure the placement of objects in the document
**Guidelines** -- guidelines help you align objects in the document
**Navigation Pane** -- allows you to navigate through the document by heading, page, or searching for text/object

**Zoom**

**Zoom** -- show the zoom dialog box to specify the zoom level of the document
**100%** -- zoom the document back to 100%
**One Page** -- zoom the document so the entire page fits in one window
**Two Pages** -- zoom so that the document fits to pages in the window

**Page Width** -- zoom so that the width of the page matches the width of the window

**Window**

**New Window** -- opens a new window containing your current document
**Arrange All** -- tiles all open windows so that they appear side-by-side on your screen
**Split** -- split the current document into two parts so that you can see different sections of the document at the time
**View Side by Side** -- view two documents side by side so that you can compare the contents of each
**Synchronous Scrolling** -- synchronize two documents so that they scroll together
**Reset Window Position** -- resets the window position of documents being compared side-by-side so the share the screen equally
**Switch View** -- switch to a different open document

**Macros**

**Macros** -- view the list of macros, from which you can run, create, or delete a macro

# Appendix:

## *Shortcut Commands*

| Command Name | Shortcut Keys |
|---|---|
| All Caps | CTRL+SHIFT+A |
| Annotation | ALT+CTRL+M |
| App Maximize | ALT+F10 |
| App Restore | ALT+F5 |
| Apply Heading1 | ALT+CTRL+1 |
| Apply Heading2 | ALT+CTRL+2 |
| Apply Heading3 | ALT+CTRL+3 |
| Apply List Bullet | CTRL+SHIFT+L |
| Auto Format | ALT+CTRL+K |
| Auto Text | F3 or ALT+CTRL+V |
| Bold | CTRL+B or CTRL+SHIFT+B |
| Bookmark | CTRL+SHIFT+F5 |
| Browse Next | CTRL+PAGE DOWN |
| Browse Previous | CTRL+PAGE UP |
| Browse Sel | ALT+CTRL+HOME |
| Cancel | ESC |
| Center Para | CTRL+E |
| Change Case | SHIFT+F3 |
| Char Left | LEFT |
| Char Left Extend | SHIFT+LEFT |
| Char Right | RIGHT |
| Char Right Extend | SHIFT+RIGHT |
| Clear | DELETE |
| Close or Exit | ALT+F4 |
| Close Pane | ALT+SHIFT+C |
| Column Break | CTRL+SHIFT+ENTER |
| Column Select | CTRL+SHIFT+F8 |
| Copy | CTRL+C or CTRL+INSERT |
| Copy Format | CTRL+SHIFT+C |
| Copy Text | SHIFT+F2 |
| Create Auto Text | ALT+F3 |
| Customize Add Menu | ALT+CTRL+= |
| Customize Keyboard | ALT+CTRL+NUM + |
| Customize Remove Menu | ALT+CTRL+- |
| Cut | CTRL+X or SHIFT+DELETE |
| Date Field | ALT+SHIFT+D |
| Delete Back Word | CTRL+BACKSPACE |
| Delete Word | CTRL+DELETE |
| Dictionary | ALT+SHIFT+F7 |
| Do Field Click | ALT+SHIFT+F9 |
| Doc Close | CTRL+W or CTRL+F4 |
| Doc Maximize | CTRL+F10 |
| Doc Move | CTRL+F7 |
| Doc Restore | CTRL+F5 |

| | |
|---|---|
| Doc Size | CTRL+F8 |
| Doc Split | ALT+CTRL+S |
| Double Underline | CTRL+SHIFT+D |
| End of Column | ALT+PAGE DOWN |
| End of Column | ALT+SHIFT+PAGE DOWN |
| End of Doc Extend | CTRL+SHIFT+END |
| End of Document | CTRL+END |
| End of Line | END |
| End of Line Extend | SHIFT+END |
| End of Row | ALT+END |
| End of Row | ALT+SHIFT+END |
| End of Window | ALT+CTRL+PAGE DOWN |
| End of Window Extend | ALT+CTRL+SHIFT+PAGE DOWN |
| Endnote Now | ALT+CTRL+D |
| Extend Selection | F8 |
| Field Chars | CTRL+F9 |
| Field Codes | ALT+F9 |
| Find | CTRL+F |
| Font | CTRL+D or CTRL+SHIFT+F |
| Font Size Select | CTRL+SHIFT+P |
| Footnote Now | ALT+CTRL+F |
| Go Back | SHIFT+F5 or ALT+CTRL+Z |
| Go To | CTRL+G or F5 |
| Grow Font | CTRL+SHIFT+. |
| Grow Font One Point | CTRL+] |
| Hanging Indent | CTRL+T |
| Header Footer Link | ALT+SHIFT+R |
| Help | F1 |
| Hidden | CTRL+SHIFT+H |
| Hyperlink | CTRL+K |
| Indent | CTRL+M |
| Italic | CTRL+I or CTRL+SHIFT+I |
| Justify Para | CTRL+J |
| Left Para | CTRL+L |
| Line Down | DOWN |
| Line Down Extend | SHIFT+DOWN |
| Line Up | UP |
| Line Up Extend | SHIFT+UP |
| List Num Field | ALT+CTRL+L |
| Lock Fields | CTRL+3 or CTRL+F11 |
| Macro | ALT+F8 |
| Mail Merge Check | ALT+SHIFT+K |
| Mail Merge Edit Data Source | ALT+SHIFT+E |
| Mail Merge to Doc | ALT+SHIFT+N |
| Mail Merge to Printer | ALT+SHIFT+M |
| Mark Citation | ALT+SHIFT+I |
| Mark Index Entry | ALT+SHIFT+X |
| Mark Table of Contents Entry | ALT+SHIFT+O |
| Menu Mode | F10 |
| Merge Field | ALT+SHIFT+F |

| | |
|---|---|
| Microsoft Script Editor | ALT+SHIFT+F11 |
| Microsoft System Info | ALT+CTRL+F1 |
| Move Text | F2 |
| New | CTRL+N |
| Next Cell | TAB |
| Next Field | F11 or ALT+F1 |
| Next Misspelling | ALT+F7 |
| Next Object | ALT+DOWN |
| Next Window | CTRL+F6 or ALT+F6 |
| Normal | ALT+CTRL+N |
| Normal Style | CTRL+SHIFT+N or ALT+SHIFT+CLEAR (NUM 5) |
| Open | CTRL+O or CTRL+F12 or ALT+CTRL+F2 |
| Open or Close Up Para | CTRL+0 |
| Other Pane | F6 or SHIFT+F6 |
| Outline | ALT+CTRL+O |
| Outline Collapse | ALT+SHIFT+- or ALT+SHIFT+NUM - |
| Outline Demote | ALT+SHIFT+RIGHT |
| Outline Expand | ALT+SHIFT+= |
| Outline Expand | ALT+SHIFT+NUM + |
| Outline Move Down | ALT+SHIFT+DOWN |
| Outline Move Up | ALT+SHIFT+UP |
| Outline Promote | ALT+SHIFT+LEFT |
| Outline Show First Line | ALT+SHIFT+L |
| Overtype | INSERT |
| Page | ALT+CTRL+P |
| Page Break | CTRL+ENTER |
| Page Down | PAGE DOWN |
| Page Down Extend | SHIFT+PAGE DOWN |
| Page Field | ALT+SHIFT+P |
| Page Up | PAGE UP |
| Page Up Extend | SHIFT+PAGE UP |
| Para Down | CTRL+DOWN |
| Para Down Extend | CTRL+SHIFT+DOWN |
| Para Up | CTRL+UP |
| Para Up Extend | CTRL+SHIFT+UP |
| Paste | CTRL+V or SHIFT+INSERT |
| Paste Format | CTRL+SHIFT+V |
| Prev Cell | SHIFT+TAB |
| Prev Field | SHIFT+F11 or ALT+SHIFT+F1 |
| Prev Object | ALT+UP |
| Prev Window | CTRL+SHIFT+F6 or ALT+SHIFT+F6 |
| Print | CTRL+P or CTRL+SHIFT+F12 |
| Print Preview | CTRL+F2 or ALT+CTRL+I |
| Proofing | F7 |
| Redo | ALT+SHIFT+BACKSPACE |
| Redo or Repeat | CTRL+Y or F4 or ALT+ENTER |
| Repeat Find | SHIFT+F4 or ALT+CTRL+Y |
| Replace | CTRL+H |
| Reset Char | CTRL+SPACE or CTRL+SHIFT+Z |
| Reset Para | CTRL+Q |

Revision Marks Toggle CTRL+SHIFT+E
Right Para CTRL+R
Save CTRL+S or SHIFT+F12 or ALT+SHIFT+F2
Save As F12
Select All CTRL+A or CTRL+CLEAR (NUM 5) or CTRL+NUM 5
Select Table ALT+CLEAR (NUM 5)
Show All CTRL+SHIFT+8
Show All Headings ALT+SHIFT+A
Show Heading1 ALT+SHIFT+1
Show Heading2 ALT+SHIFT+2
Show Heading3 ALT+SHIFT+3
Show Heading4 ALT+SHIFT+4
Show Heading5 ALT+SHIFT+5
Show Heading6 ALT+SHIFT+6
Show Heading7 ALT+SHIFT+7
Show Heading8 ALT+SHIFT+8
Show Heading9 ALT+SHIFT+9
Shrink Font CTRL+SHIFT+,
Shrink Font One Point CTRL+[
Small Caps CTRL+SHIFT+K
Space Para1 CTRL+1
Space Para15 CTRL+5
Space Para2 CTRL+2
Spike CTRL+SHIFT+F3 or CTRL+F3
Start of Column ALT+PAGE UP
Start of Column ALT+SHIFT+PAGE UP
Start of Doc Extend CTRL+SHIFT+HOME
Start of Document CTRL+HOME
Start of Line HOME
Start of Line Extend SHIFT+HOME
Start of Row ALT+HOME
Start of Row ALT+SHIFT+HOME
Start of Window ALT+CTRL+PAGE UP
Start of Window Extend ALT+CTRL+SHIFT+PAGE UP
Style CTRL+SHIFT+S
Subscript CTRL+=
Superscript CTRL+SHIFT+=
Symbol Font CTRL+SHIFT+Q
Thesaurus SHIFT+F7
Time Field ALT+SHIFT+T
Toggle Field Display SHIFT+F9
Toggle Master Subdocs CTRL+\
Tool SHIFT+F1
Un Hang CTRL+SHIFT+T
Un Indent CTRL+SHIFT+M
Underline CTRL+U or CTRL+SHIFT+U
Undo CTRL+Z or ALT+BACKSPACE
Unlink Fields CTRL+6 or CTRL+SHIFT+F9
Unlock Fields CTRL+4 or CTRL+SHIFT+F11
Update Auto Format ALT+CTRL+U

| | |
|---|---|
| Update Fields | F9 or ALT+SHIFT+U |
| Update Source | CTRL+SHIFT+F7 |
| VBCode | ALT+F11 |
| Web Go Back | ALT+LEFT |
| Web Go Forward | ALT+RIGHT |
| Word Left | CTRL+LEFT |
| Word Left Extend | CTRL+SHIFT+LEFT |
| Word Right | CTRL+RIGHT |
| Word Right Extend | CTRL+SHIFT+RIGHT |
| Word Underline | CTRL+SHIFT+W. |

# Conclusion

This eBook is designed to give you an overview of the system and how it works, and to guide you through some of the more useful basic features that Word Office 10 can offer you, and it is essential that you understand there is much more to be discovered in what is a very useful and extremely versatile package. For business users there is much to be gained from the new system, and for the academic user the methods of including references, tables and diagrams is endlessly usable. Office 10 has taken Microsoft Word and improved on what was a very good package by expanding its user base to those who wish to access it from the web based version, a sensible move that users have demanded for some time.

## About Minute Help

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Introduction

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Appendix:

Conclusion

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