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Word 2010

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What's New in Word 2010

Word 2010 is very different from previous versions. The table below gives you an overview of what to expect.

Exercise

- **Exercise File:** None required.
- **Exercise:** Review the new features in Microsoft Office Word 2010.

Table 1-1: What's New in Word 2010

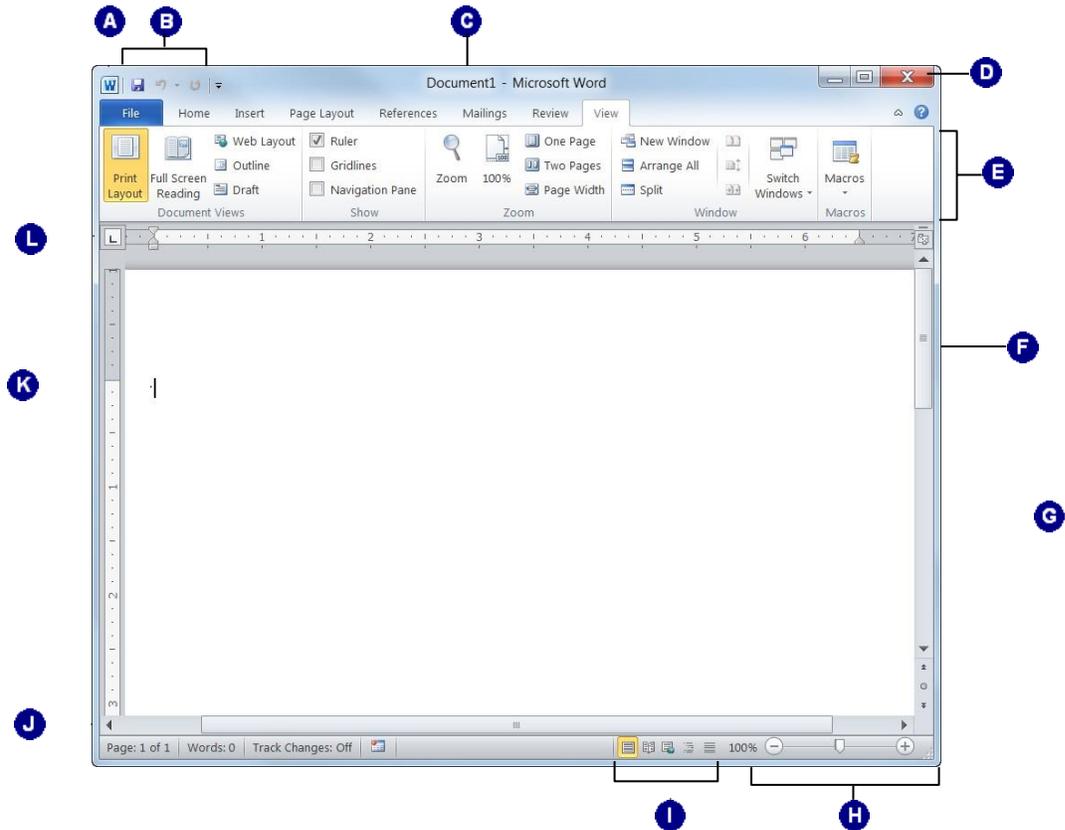
Improved Ribbon	The Ribbon makes all the commands needed to work with a program readily available. The Ribbon was introduced in Word 2007, but has been improved in Word 2010: now you can create your own tabs and groups for the Ribbon. You can also rename or change the order of default tabs and groups.
Backstage View	Backstage view is where you open, save, print, share, and manage your files and program options. To access Backstage view, click the File tab on the Ribbon.
Document Management	Three new tools help you manage, protect, and share your documents: Recover previous versions lets you revert to an earlier version of your document. Protected view helps protect your computer from online attacks when opening files from the Internet. Trusted documents remembers which files you trust so you aren't prompted each time the file is opened.
Paste with Live Preview	Allows you to preview how pasted content will look with various paste options before you paste it.
More Themes and Styles	Predefined styles and themes let you change the overall look and feel of a document in a few clicks. Now Office 2010 has even more themes you can apply to your documents.
Improved Picture-Editing Tools	There are many new ways to edit pictures and take images in your documents. Insert screenshot: You can take a screenshot or screen clipping and add it to your documents. Improved SmartArt: Now you can add SmartArt that uses photographs. Other tools: New picture editing tools let you refine the brightness, contrast, or sharpness of a picture; add artistic effects; and control cropping and compression.
Accessibility Checker	The Accessibility Checker lets you find and fix issues that can make it difficult for people with disabilities to read or interact with your document.
Language Tools	Improved language tools let multilingual users set preferences for language settings in Office 2010.
Navigation Pane	The Navigation Pane combines Word's search functions and document map to make it easier than ever to work with long documents. Leave the Navigation Pane open so you can browse a document's headings or pages without leaving the main document.
Improved Text Effects	Apply text effects, such as shadow or glow, to any text in a document.
Advanced Typographical Features	Word 2010 introduces OpenType fonts. These fonts support advanced typographical features, such as ligatures and number forms, so you can make your documents look more polished and professional.
Improved WordArt	WordArt has been around for awhile, but it has changed quite a bit in Word 2010. New WordArt styles and functionality make it easy to add and format WordArt. It is also treated as text instead of a picture, so your WordArt is searchable in the document.

Understanding the Word Program Screen

The Word 2010 program screen may seem confusing and overwhelming at first. This lesson will help you become familiar with the Word 2010 program screen as well as the new user interface.

Exercise

- **Exercise File:** None required.
- **Exercise:** Understand and experiment with the different parts of the Microsoft Office Word 2010 screen.



<p>A File tab: Contains basic file management commands—such as New, Open, Save, and Close—and program options.</p>	<p>G Document window: This is where you enter and work on document content.</p>
<p>B Quick Access Toolbar: Contains common commands such as Save and Undo. You can add more commands as well.</p>	<p>H Zoom slider: Click and drag the slider to zoom in or out of a slide. You can also use the + and – buttons.</p>
<p>C Title bar: Displays the name of the program you are using and the name of the document you are currently working on.</p>	<p>I View shortcuts: Quickly switch between Print Layout, Full Screen Reading, Web Layout, Outline, and Draft views.</p>
<p>D Close button: Click here to close the current document. If only one document is open, clicking this button will close the Word program as well.</p>	<p>J Status bar: Displays information about your document. Right-click it to specify which information is shown.</p>
<p>E Ribbon: The tabs on the Ribbon replace the menus and toolbars found in previous versions of Word.</p>	<p>K Insertion Point: The small, blinking bar controls where document content is entered. Move the insertion point with the mouse, or the arrow keys on the keyboard.</p>
<p>F Scroll bars: There are both vertical and horizontal scroll bars: you use them to view and move in your document.</p>	<p>L Ruler: Displays left and right paragraph intents, document margins, and tab stops. Click the View Ruler button above the vertical scroll bar to view or hide the ruler.</p>

Giving Commands in Word

Word 2010 provides easy access to commands through the Ribbon, File tab, and Quick Access Toolbar.

Ribbon

The Ribbon keeps commands visible while you work instead of hiding them under menus or toolbars, and it is the primary way to give commands in Word 2010. The Ribbon is made up of three basic components: tabs, groups, and buttons.

Tabs: Commands are organized into *tabs* on the Ribbon. Each tab contains a different set of commands. There are three different types of tabs:

- **Command tabs:** These tabs appear by default whenever you open the Word 2010 program. In Word 2010, the Home, Insert, Page Layout, References, Mailings, Review, and View tabs appear by default.
- **Contextual tabs:** Contextual tabs appear whenever you perform a specific task, and they offer commands relative to only that task. For example, whenever you select a picture, the Format tab appears in the Ribbon under Picture Tools.
- **Program tabs:** If you switch to a different authoring mode or view, such as Outline view, program tabs appear next to the default command tabs that appear on the Ribbon.

Groups: The commands found on each tab are organized into *groups* of related commands. For example, the Font group contains commands used for formatting fonts. Click the Dialog Box Launcher (☰) in the bottom-right corner of a group to display even more commands.

! Trap: Based on the size of the program window, Word changes the appearance and layout of the commands within groups.

Buttons: One way to issue a command is by clicking its *button* on the Ribbon. Buttons are the smallest element of the Ribbon and change color when clicked.

✓ Tips

- ✓ You can hide the Ribbon so that only tab names appear, giving you more room in the program window. To do this, double-click the currently displayed command tab. Or, right click a Ribbon tab and select **Minimize Ribbon** from the contextual menu. To display the Ribbon again, click any tab. Or, click the **Minimize the Ribbon** (☰) button.

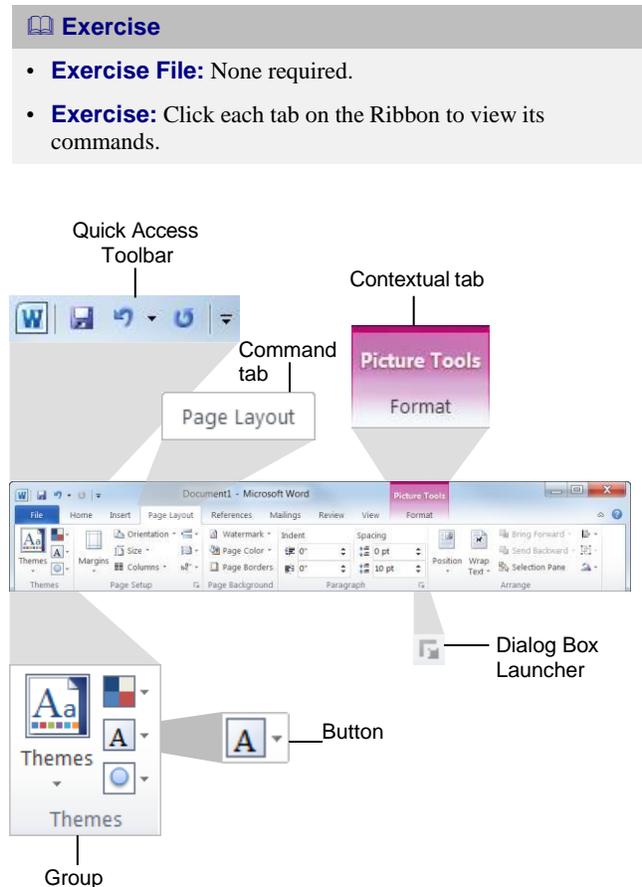


Figure 1-2: Ribbon elements.

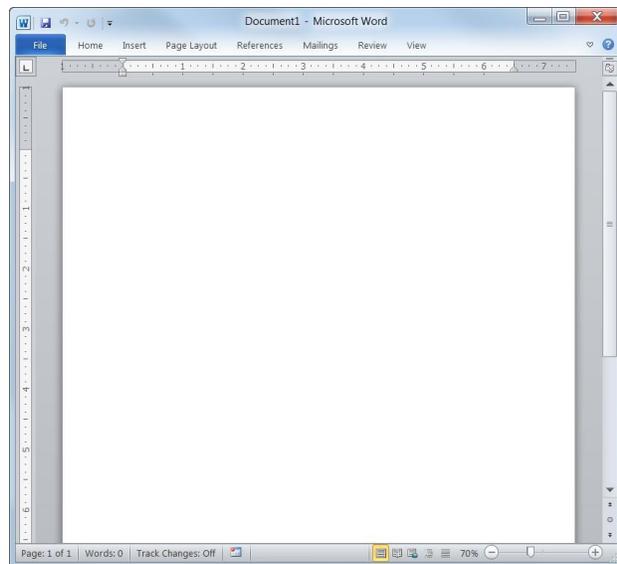


Figure 1-3: The Ribbon with the groups hidden so only the tab names appear.

Exercise

- **Exercise File:** None required.
- **Exercise:** Click each tab on the Ribbon to view its commands.

File tab

The *File tab* appears in the upper-left corner of the program window. When clicked, it opens *Backstage view*, which is where you find commands for basic file management, including New, which creates a new file; Open, which opens an existing file; Save, which saves the currently opened file; and Close, which closes the currently opened file. This is also where you find commands for controlling program options and sharing.

✓ Tips

- ✓ The File tab replaces the File menu and Office Button found in previous versions of Word.

Quick Access Toolbar

The *Quick Access Toolbar* appears to the right of the File tab and provides easy access to the commands you use most frequently. By default, the Save, Undo, and Redo buttons appear on the toolbar; however, you can customize this toolbar to meet your needs by adding or removing buttons.

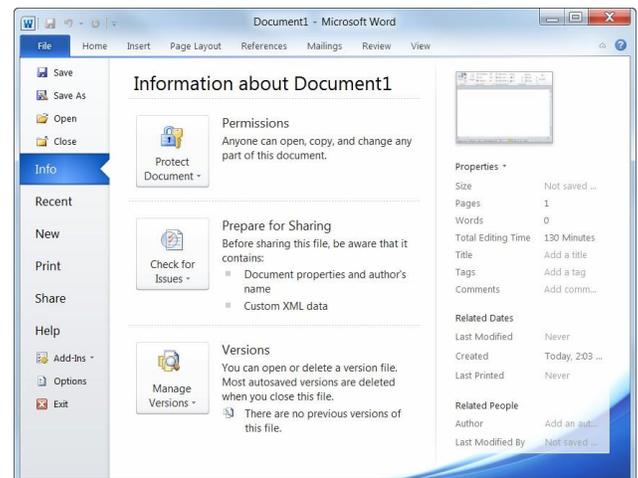


Figure 1-4: The Info tab in Backstage view.

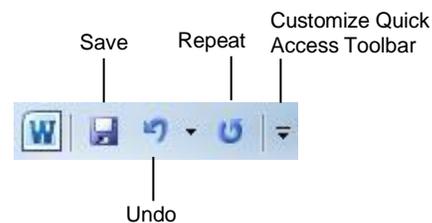


Figure 1-5: The Quick Access Toolbar

Using Command Shortcuts

Command shortcuts provide other ways to give commands in Word. Shortcuts can be a time-saving and efficient alternative to the Ribbon. Use shortcuts for the commands you use most frequently.

Keystroke shortcuts

Keystroke shortcuts are one of the fastest ways to give commands in Word. They're especially great for issuing common commands, such as saving a document.

In order to issue a command using a keystroke shortcut, you simply press a combination of keys on your keyboard. For example, rather than clicking the Copy button on the Ribbon to copy text, you could press and hold the copy keystroke shortcut, **<Ctrl> + <C>**. The table to the right lists other common keystroke shortcuts.

Contextual menus

A *contextual menu* displays a list of commands related to a specific object or area. To open a contextual menu:

1. Right-click an object or area of the document or program screen.
A contextual menu appears, displaying commands that are relevant to the object or area that you right-clicked.
2. Select an option from the contextual menu, or click anywhere outside the contextual menu to close it without selecting anything.

Mini Toolbar

The *Mini Toolbar* appears whenever you select text and contains common text formatting commands. To view the Mini Toolbar:

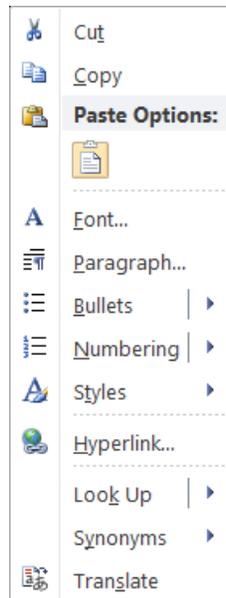
1. Select a block of text.
The Mini Toolbar appears near the text you selected.
! Trap: Sometimes the Mini Toolbar can be hard to see due to its transparency. To make the Mini Toolbar more visible, point to it.

Exercise

- **Exercise File:** None required.
- **Exercise:** Memorize some common keystroke shortcuts.
Open a contextual menu in the main part of the program window.

Table 1-2: Common Keystroke Shortcuts

<Ctrl> + <O>	Opens a document.
<Ctrl> + <N>	Creates a new document.
<Ctrl> + <S>	Saves the current document.
<Ctrl> + <P>	Prints the document.
<Ctrl> + 	Toggles bold font formatting.
<Ctrl> + <I>	Toggles italic font formatting.
<Ctrl> + <C>	Copies the selected text or object.
<Ctrl> + <X>	Cuts the selected text or object.
<Ctrl> + <V>	Pastes the selected text or object.
<Ctrl> + <Home>	Moves the insertion point to the beginning of the document.
<Ctrl> + <End>	Moves the insertion point to the end of the document.



2. Click a button on the Mini Toolbar. The command is given in Word.

- ✔ **Tip:** If you don't want the Mini Toolbar to appear every time you select a block of text, click the **File** tab and click **Options**. Click the **Personalize** category, uncheck the **Show Mini Toolbar on selection** check box, and click **OK**.