

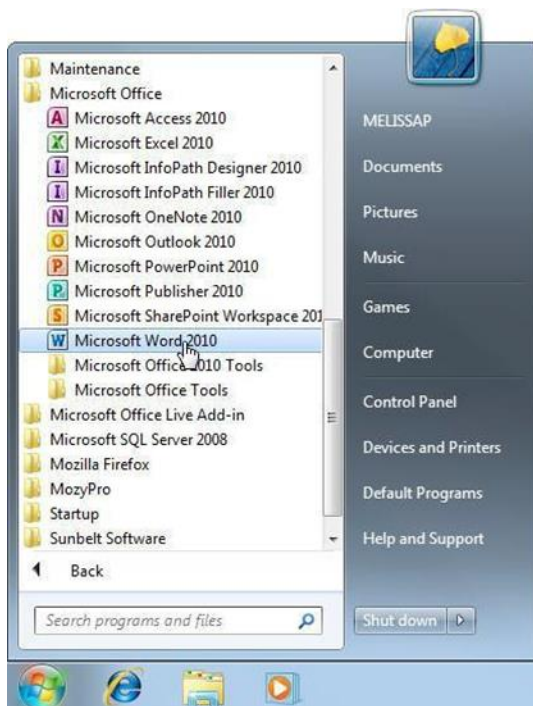
Microsoft Office Word 2010 Concepts

Introduction

Microsoft office Word 2010 is document authoring program that help people to create and share a great looking document by combining a comprehensive set of writing tools with an easy-to-use interface. It is one of the important Application in the Microsoft Office Suite. Word one of the most widely used word processing applications currently on the market. Therefore, it's important to become familiar with the various facets of this software, since it allows for compatibility across multiple computers as well as collaborative features .Word is a fairly simple program to use for completing simple tasks .However, it may be more difficult to learn how to explore the more advanced possibilities of Word.

Opening Microsoft Word application

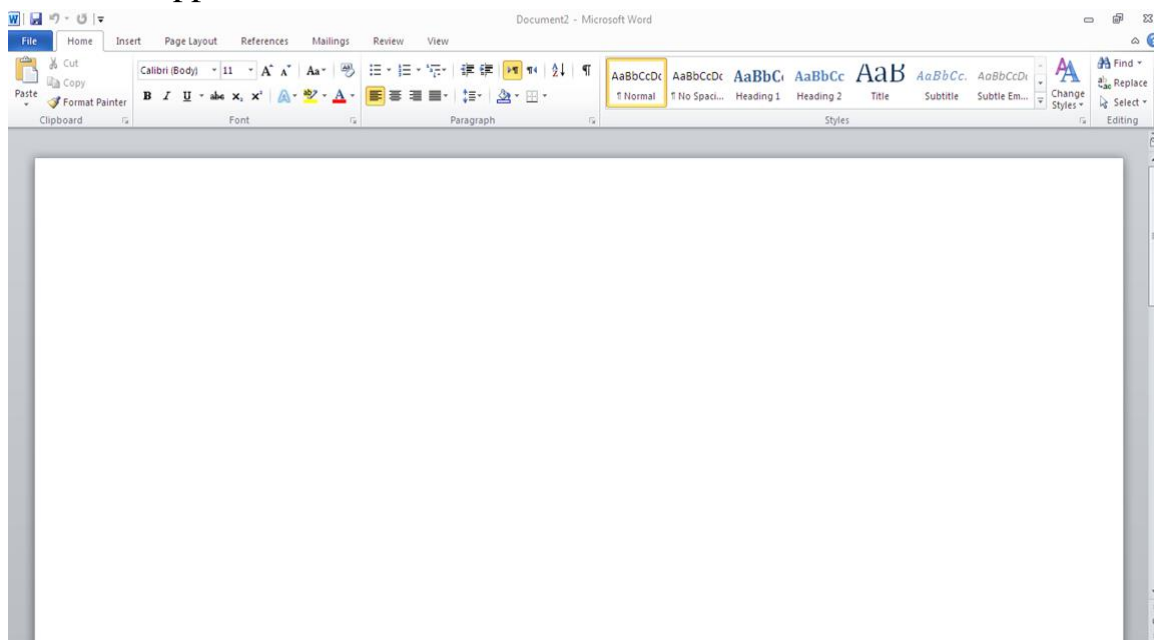
1. From **Start** (in taskbar) go to



2. Or clicking the Word icon introduced on Desktop
3. Or writing the word “Word” in the search field

4. Or simply click on any word file on desktop

Word window will appear as shown below:



A word file with a default name “Document 1” ready to be used

Working area:

- ✚ Word Application used for word processing
- ✚ Default File name is called *Document* (you can change it to a meaningful name from **File** tab).
- ✚ file name consists of three parts: Name, dot (.), and file extension. Extension represent type of file. In word extension of file is *docx*. For example file called Ali will be written as *Ali.docx*.
- ✚ Each Document consists of one, two, or more pages.

Giving Word Commands

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 Words 2010.

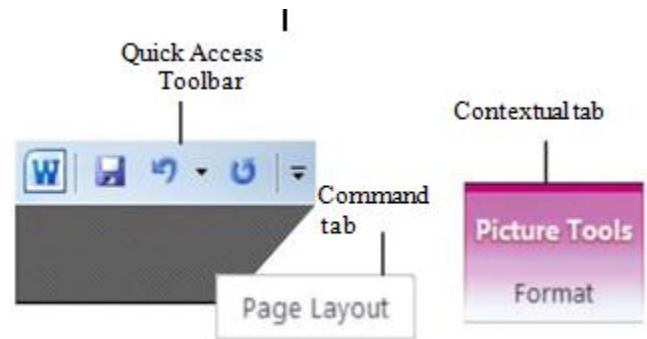


The Ribbon is made up of three basic components:

- Tabs
- Groups,
- Buttons.

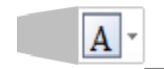
Tabs: On the Ribbon Commands are organized into Tabs. Each tab contains a different set of tabs commands. There are three different types of tabs:


- **Command tabs:** whenever you open the Word 2010 Application. The Home, Insert, Page Layout, References, Mailing, Review, and View appears by default.
- **Contextual tabs:** they appear whenever you perform a specific task, for example if you select a picture the Format tab appears in the Ribbon under Picture Tools as shown beside.
- **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 of related commands. For example the Font *group* contains commands used for formatting text.

Buttons: one way to issue a command is by clicking it. Buttons are the smallest element of the Ribbon and change color when clicked. For example



You can hide the Ribbon so that only the tab names appear, giving you more room in the program one way to do this click on the button  on the top right corner to display the

Ribbon again, click on the  placed on the same position.

Shortcuts

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

Keystroke shortcut

Keystroke shortcuts are one fastest ways to give one Commands in Word.

Common :2-Table 1 troke ShortcutsKeys	
<Ctrl> + <O>	.Opens a document
<Ctrl> + <C>	.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
<trl> + <CC>	.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>	ion point to the end ofMoves the insert .the document

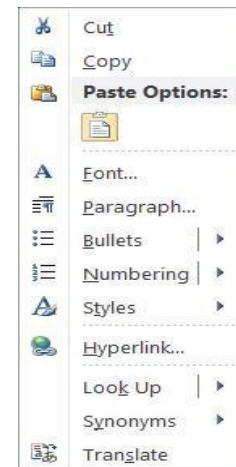
They are especially great for issuing common commands, such as saving a document. In order to issue a command using keystroke shortcut, you simply press a combination of keys on your keyboard. For example, to copy text you could press the <Ctrl>+<C>. The table on the right lists other common shortcuts.

Contextual menu

Contextual menu is a list of related display commands to a specific object or area. To open a contextual menu, click an object or area of the document, then Right-click.

A contextual menu appears, displaying commands that are relevant to the object or area that you clicked - right.

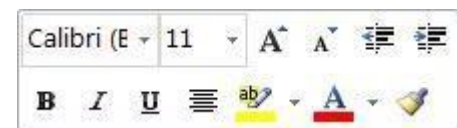
Select an option from the menu or click anywhere outside the contextual menu to close it without selecting anything, as shown on the right.



Mini Toolbar

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

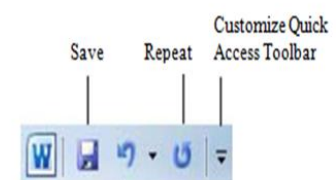
- Select a block of text
- The Mini Toolbar appears near the text you selected
- Click a button on the Mini Toolbar.



Tip: if you don't want the Mini Toolbar to appear every time you select a block of text, click the **File** tab, then **Options** tab, and uncheck the option Show category, then Ok.

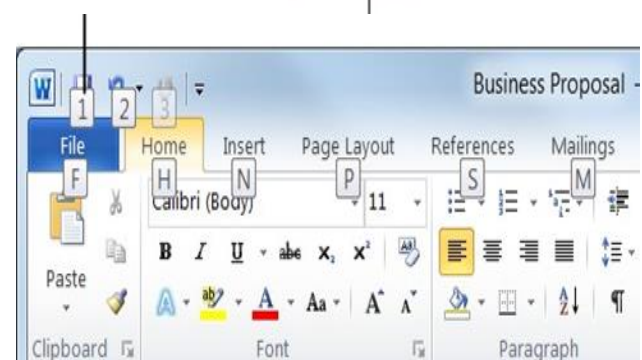
Quick Access Toolbar

The Quick Access Toolbar appears on top of the File tab and provides easy and quick access to some commands like the Save command, Undo typing, Repeat typing, and Customize Quick Access Toolbar. However, you can customize this toolbar to meet your needs by adding or removing buttons.



Key Tips

The Tip keys appear whenever you press the <Alt> key. You can use Key Tips to perform just about any action in Word. Without ever having to use the mouse. To issue a command using a



Key Tip, first press the <Alt> key a tiny letters and numbers called *badges* appear on the Quick Access Toolbar and all of the tabs on the Ribbon. Depending on the common issue, press the letter or number key indicated on the badge. Repeat this step as necessary until the desired command has been issued.