GETTING STARTED WITH WORD 2010

4

Microsoft Office Word is a word-processing application—perhaps the most widely used word-processing application in existence. You can use Word to write letters, memos, reports, and essays. Because it is so pervasive and allows you to save in a variety of file formats, there's an excellent chance you can create a version of a given Word document that can be opened by almost any recipient.

In this introductory chapter, you'll learn about the Word interface, working in different views, and entering and editing text. For information on launching and quitting Word, as well as performing basic document-related tasks, such as creating, opening, saving, and closing documents, see Chapter 2.

✔ Tip

■ Every Word document—whether new or opened from disk—opens in its own window. Clicking a document's close box (X) closes only that document. To close *all* documents and quit Word, you must individually close every open document or click the File tab and click Exit in the Backstage.

The Word Interface

Figure 4.1 (below) shows the interface elements you'll use when creating and editing Word documents. Many, such as the Ribbon, File tab, and Quick Access Toolbar, can also be found in Excel, PowerPoint, and Outlook.

File tab. Click this tab to perform file-related activities in Office Backstage (**Figure 4.2**), such as creating, opening, saving, and printing. Click Options to set Word preferences. To open a document on which you've recently worked, click its name in the Recent list. The Exit command can also be found here.

Quick Access Toolbar. Icons for common commands (such as Save, Undo, and Redo) can be found on this customizable toolbar.
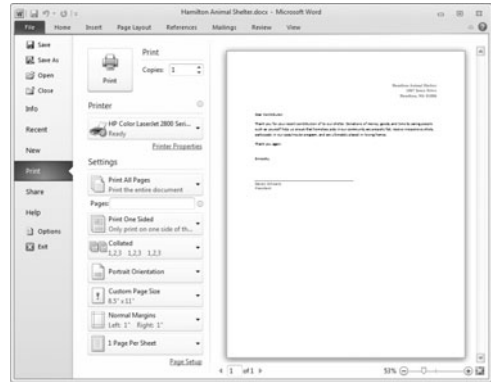

Figure 4.2 When printing the current document in the Backstage, Page Setup options and a print preview are automatically displayed.
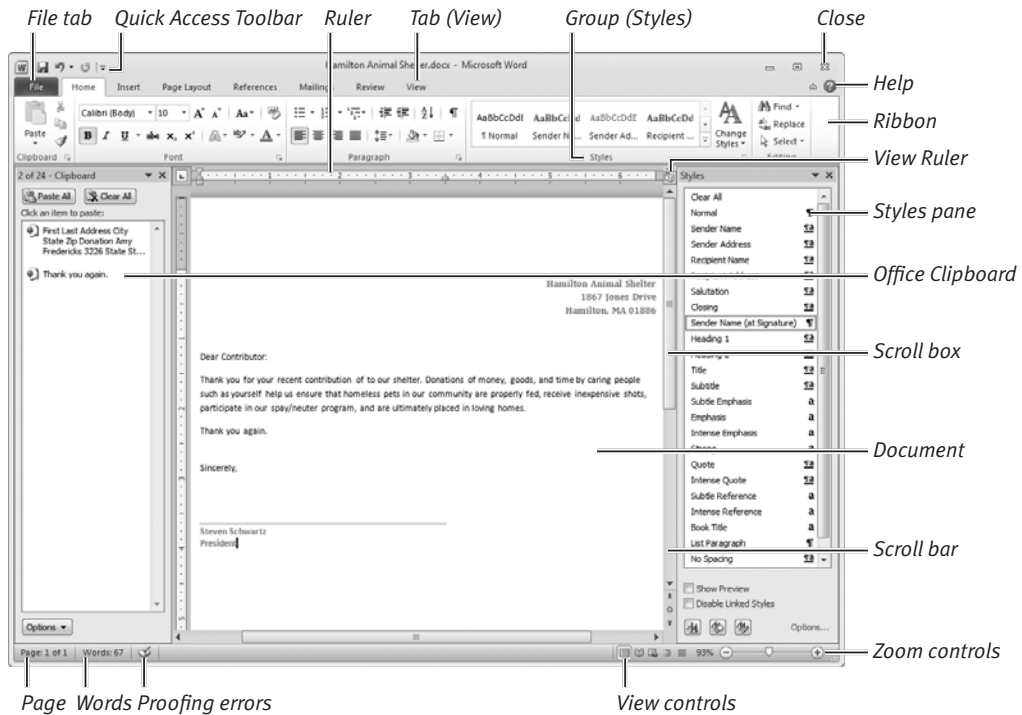

Figure 4.1 Elements of the Word 2010 interface.

Figure 4.3 Click text links in Word Help to view help topics. Click the close box (X) or exit Word to dismiss Word Help.

Help. Click this icon or press F1 to open the Word Help window (**Figure 4.3**).

Ribbon. The Ribbon is Office's replacement for the program menus found in Word 2003 and prior versions. Similar commands and procedures are listed together on a tab, such as Insert or View. Within each tab, procedures are further divided into groups, based on similarity of function. To perform a command, you switch to the appropriate tab by clicking its name and then click the command's icon or control.

Rulers. Click the View Ruler icon to hide or show the horizontal and vertical rulers. Use the controls on the horizontal ruler to set or change tab stops and indents for the currently selected paragraph(s). The vertical ruler is visible only on the document page that contains the text insertion mark.

Styles pane. To make it easier to apply a Word character or paragraph style to selected text, you can display the Styles pane by clicking the launcher icon at the bottom of the Styles group on the Home tab. Click a style name to apply it to currently selected text.

Office Clipboard. The Office Clipboard is shared among Office applications and allows you to copy and paste multiple items within a document, between documents, and even between applications. To show the Office Clipboard pane, click the launcher icon at the bottom of the Clipboard group on the Home tab. Click the pane's close box (X) to dismiss the pane.

Document. Most of Word's window is reserved for the current word-processing document. You can close the Office Clipboard and other panes to increase the display area for the document.

Scroll bar and scroll box. You can click in the scroll bar or drag the scroll box to navigate through a document's pages.

Page indicator. This indicator displays the current page number, as well as the total number of pages in the document. Click the indicator to open the Find and Replace dialog box to the Go To tab (**Figure 4.4**).

Words indicator. This indicator shows the word count for the document. If text is selected, it shows the number of words in the selection. Click the indicator to open the Word Count dialog box (**Figure 4.5**).

Proofing indicator. This indicator shows if there are proofing errors that need to be addressed, such as misspellings, repeated words, or extra spaces between words. Click the indicator to move from one suspected error to the next.

View controls. Click an icon to switch views (**Figure 4.6**). You can also switch views by clicking the View tab and then clicking an icon in the Document Views group. The purpose of each view is explained in the next section.

Zoom controls. Change the current magnification by dragging the slider, clicking the + (increase) or – (decrease) button, or clicking the zoom percentage icon.

Close. Click the close box (X) to close an open document or to quit Word. (When the current document is the only one that's open, clicking the close box quits Word.) You can also close the active document by clicking Close in the Backstage (see Figure 4.2).

✔ Tip

■ Any Word pane, such as Styles or the Navigation Pane, can be displayed as a docked pane or a floating palette. To make a docked pane float, drag it by its title bar to a new location. To dock a floating pane, slowly drag it off either side of the document window until it snaps into place.
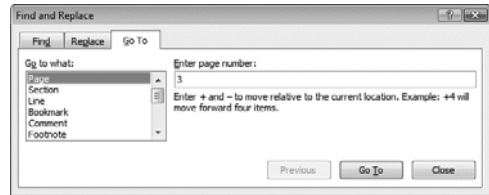

Figure 4.4 On the Go To tab, you can go to a specific page by entering a page number and clicking Go To.
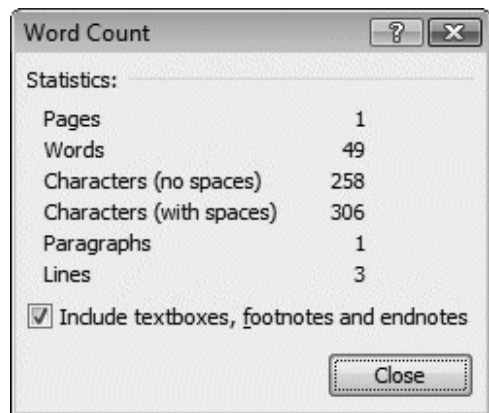

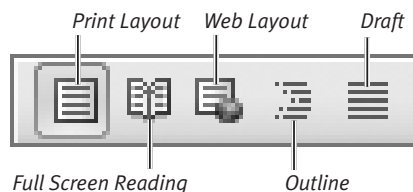**Figure 4.5** For detailed word count information, open the Word Count dialog box.

Figure 4.6 You can quickly change views by clicking an icon at the bottom of the document window.

Figure 4.7 The Document Views group contains the same five view icons as the ones in the status bar.

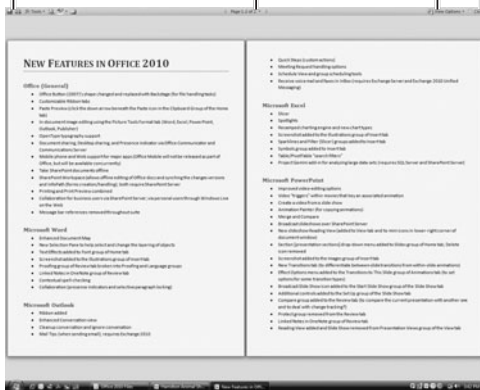Misc. controls   Page control   View Options Exit

Figure 4.8 Full Screen Reading view is especially useful for proofing documents, as well as reading ones you download or receive as email attachments.
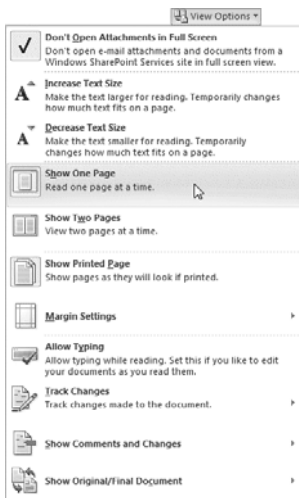

Figure 4.9 View Options menu.

Working in Different Views

Depending on what you currently want to do with a document, you can work in any of Word's *views*: Print Layout, Full Screen Reading, Web Layout, Outline, and Draft. Each view serves a particular purpose, as described below. To switch views, you can click an icon in the status bar (see Figures 4.1 and 4.6) or click an icon in the Document Views group on the View tab (**Figure 4.7**).

Print Layout view

Standard documents, such as letters, memos, and reports, are often written and edited in Print Layout view. One advantage of working in this view is its adherence to *WYSIWYG* (what you see is what you get). The margins, headers, and footers correspond to the printed output. Pages are shown as equivalent pieces of paper with physical breaks between pages.

Full Screen Reading view

If want to read or review a document, Full Screen Reading view (**Figure 4.8**) can help simplify the task.

To control Full Screen Reading view:

1. *Do any of the following:*
   - ▲ To show single pages or pairs of facing pages, choose Show One Page or Show Two Pages from the View Options menu (**Figure 4.9**).
   - ▲ To preview the pages as they'll print, choose Show Printed Page from the View Options menu.
   - ▲ To change the text magnification, choose Increase Text Size or Decrease Text Size from the View Options menu.
   - ▲ To enable or disable editing, choose Allow Typing from the View Options menu.

WORKING IN DIFFERENT VIEWS

▲ To change pages, click an arrow button at the bottom of any page; click the left or right arrow icon in the Page controls; or press an arrow key, Page Down, or Page Up.

▲ To go directly to a page, click the Page control and choose a command from its menu, such as Go to First Page, Go to Last Page, or Go To (**Figure 4.10**).

▲ If you're reviewing a document, you can choose Track Changes commands from the bottom of the View Options menu (see Figure 4.9).

▲ Choose other commands from the icons in the upper-left corner of the screen (**Figure 4.11**).

2. To exit Full Screen Reading view, click the close box (X) in the upper-right corner of the screen or press Esc.

Web Layout view

Use Web Layout view to create, view, and edit pages as they'll appear online when opened in a browser. By choosing Save As in the Backstage, you can save pages in several Web-compatible formats.

Outline view

Use Outline view to create, view, and edit outlines. (The initial table of contents for this book was created in Outline view.) For information about working in Outline view, see Chapter 6.

Draft view

Work in Draft view when speed is of primary importance. In Print Layout view, physical pages and breaks are drawn. Draft view displays a document as a continuous text scroll; page breaks are denoted by dashed lines. Because repagination occurs almost instantly as you compose, this is an ideal view if you have an older, slower computer.
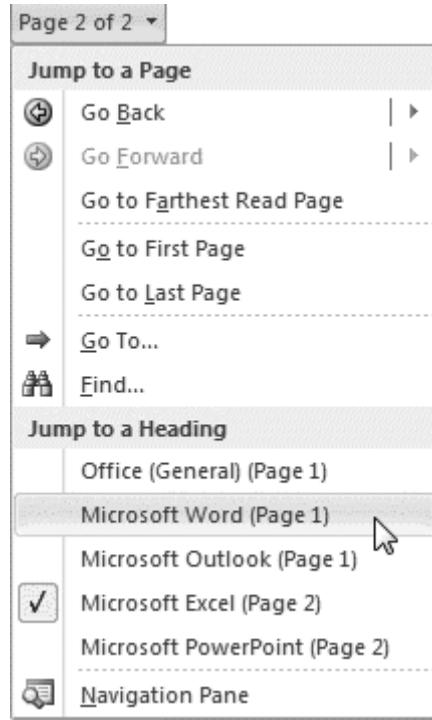

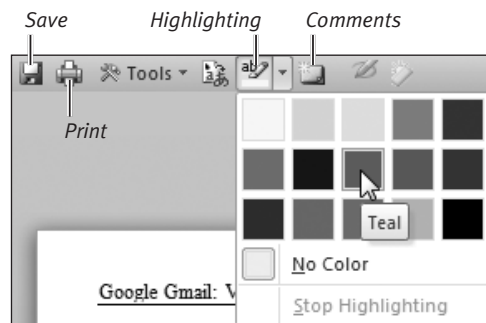**Figure 4.10** Navigation commands can be chosen from the Page control drop-down menu.

Figure 4.11 Click an icon to highlight selected text, add a comment, save changes, or print.

Figure 4.13 You can make any open document active by choosing its name from the Switch Windows menu.

Figure 4.14 Arrange All enables you to see and work with multiple open documents.

Managing Windows

When you create a new Word document or open an existing document, each one opens in a separate window. Because it's common to work with several documents at once, Word provides window-management commands in the Window group of the View tab (**Figure 4.12**, below).

To manage open document windows:

◆ *Do any of the following:*

▲ To create another instance of the current document, click the New Window icon. Edits made in any instance of a window affect the document.

Each new instance has the same name as the original, followed by a colon and a number. For example, a new instance of memo.docx would be named memo.docx:2.

▲ To bring a document to the front and make it the *active document*, choose its name from the Switch Windows menu (**Figure 4.13**).

Because every open Word document is represented by a taskbar button, you can also switch documents by clicking the appropriate taskbar button.

▲ To view all open documents at the same time, click Arrange All. The documents are displayed in a stack (**Figure 4.14**) or side by side. To work in one of the windows, click in the document to make it active.
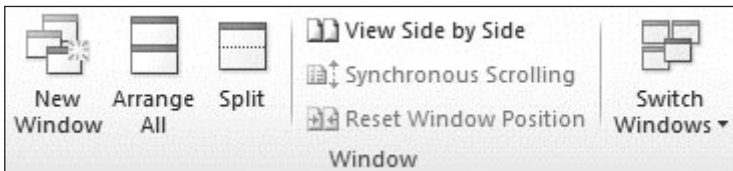
Figure 4.12 The Window group (View tab).

MANAGING WINDOWS

▲ To work with a pair of open documents, click View Side by Side. If more than two documents are open, the Compare Side by Side dialog box appears (**Figure 4.15**). Select the second document and click OK.

▲ When working in View Side by Side mode, you can make the two documents scroll together by clicking the Synchronous Scrolling icon. This feature is useful for comparing two versions of the same document.

▲ To close the active Word document, click its close box (X), press [Alt][F4] or [Ctrl][W], or click the File tab and then click Close in the Backstage.

▲ To close a Word document (regardless of whether it's the active document), you can right-click its taskbar button or right-click any blank spot in its title bar and choose Close from the context menu that appears (**Figure 4.16**).

✔ Tip

■ If you're running Windows 7, taskbar buttons are different from earlier versions of the operating system (OS). If you have multiple Word documents open, they are grouped together within a single Word taskbar button. To close one of the open documents, rest the cursor over the Word taskbar button, move up to highlight the document you want to close, and click its close box (X) (**Figure 4.17**). As in earlier versions of the OS, you can still right-click the document name and choose Close from the pop-up menu that appears.
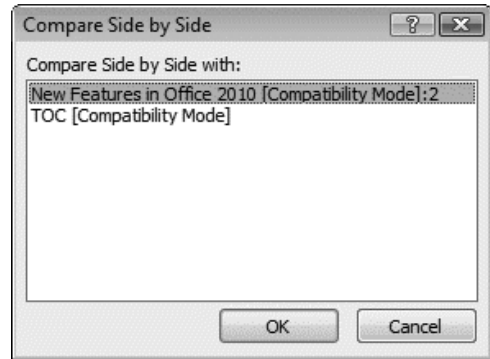
Figure 4.15 After clicking the View Side by Side icon in the first document window, you'll be asked to select the comparison document (if more than two documents are open).
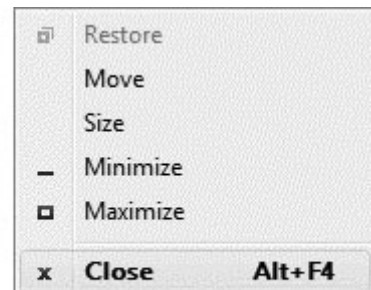
Figure 4.16 You can close any document or application in the taskbar by right-clicking its button and choosing Close from the pop-up menu.
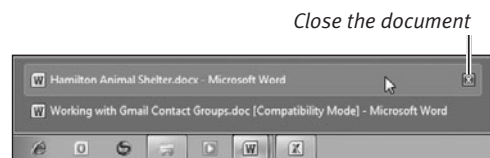
Figure 4.17 In Windows 7, documents of the same type are grouped within an application taskbar button.
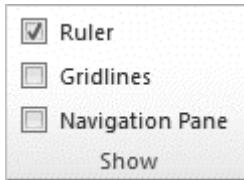
Figure 4.18 Click check boxes in the Show group to enable or disable display options.
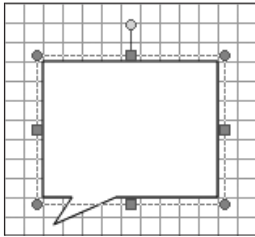

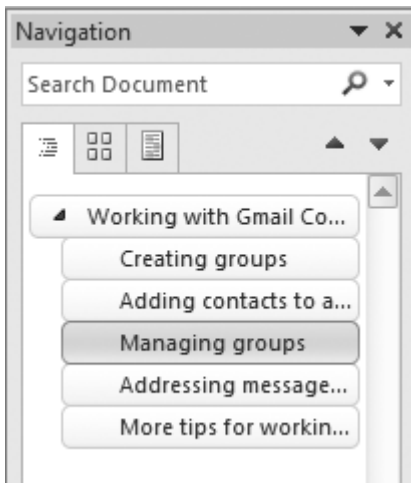**Figure 4.19** Gridlines can make it easier to place objects.

Figure 4.20 Use the Navigation Pane to quickly move to a desired spot in a document.

Setting Display Options

In addition to using the zoom controls to change the magnification (see "Setting the Magnification" in Chapter 2), you can show or hide the following elements in the document window by clicking check boxes in the Show group on the View tab (**Figure 4.18**):

◆ **Ruler.** Use the ruler to position objects, set paragraph indents, and set tab stops.

◆ **Gridlines.** When enabled, each page is overlaid with a visible grid (**Figure 4.19**). Placed objects automatically snap to the nearest grid intersection.

◆ **Navigation Pane.** In Word 2010, the Navigation Pane (**Figure 4.20**) replaces the Document Map. Use the Navigation Pane to move directly to a specific document page, heading, or search result. For instructions, see "Using the Navigation Pane," later in this chapter.

To show/hide rulers:

◆ *Do either of the following:*
  ▲ On the View tab in the Show group, click the Ruler check box.
  ▲ Click the View Ruler icon at the top of the vertical scroll bar (see Figure 4.1).

To show/hide gridlines:

◆ On the View tab in the Show group, click the Gridlines check box.

To show/hide the Navigation Pane:

◆ On the View tab in the Show group, click the Navigation Pane check box. To switch among viewing document headings, page thumbnails, and search results, click a tab at the top of the Navigation Pane. To close the pane, click its close box (X) or remove its check mark from the Show group (Figure 4.18).

Entering Text

If you've previously used a word-processing program, you're already familiar with the basics of entering text. On the other hand, if you're *new* to word processing, you'll need to know the following information.

To enter text:

1. Create a new document or open an existing document.

2. *Do one of the following:*
   - ▲ **New document.** The text insertion mark is automatically positioned at the top of the first document page (**Figure 4.21**).
   - ▲ **Existing document.** The text insertion mark is set at the beginning of the document. Scroll to the page where you want to begin entering new text, such as the end of the last page. Click to set the text insertion mark.

3. Type your text.

   Entered text appears at the text insertion mark. In a new document, the text is formatted with the default font and the paragraphs are left-aligned.

4. As you type, text automatically wraps as needed to fit within the current paragraph's margins. When you want to begin a new paragraph, press ⏎Enter.

✔ Tips

- ■ For information on changing character or paragraph formatting (such as applying a different font or centering title text), see Chapter 5.

- ■ You can add text copied from other documents to a Word document by clicking the Paste icon in the Clipboard group of the Home tab (**Figure 4.22**) or by pressing Ctrl V.
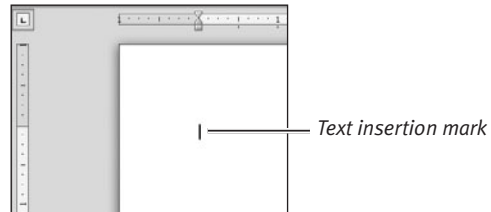
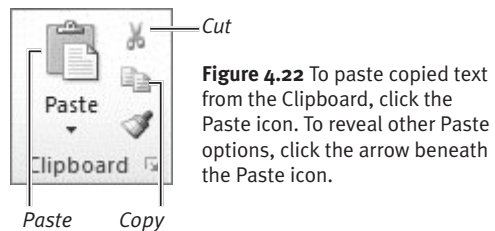**Figure 4.21** In a new or opened document, the text insertion mark is set at the beginning of the document.

Figure 4.22 To paste copied text from the Clipboard, click the Paste icon. To reveal other Paste options, click the arrow beneath the Paste icon.

Using Click-and-Type

If you're more comfortable working with a typewriter than with a word-processing program, you can use Word's *click-and-type* feature to approximate a typewriter.

Instead of typing from the text insertion mark at the top of a new document or the bottom of an opened document, you can double-click any blank spot below either of these points. Word sets the text insertion mark at the double-clicked spot and automatically adds sufficient paragraph returns to fill in the gap above.
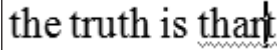
the truth is thart

Figure 4.23 Set the text insertion mark to the right or left of the text you want to delete.

Selected text

• Find an updated driver for the card. (There were none.)
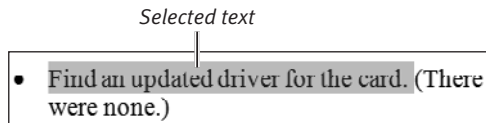
Figure 4.24 Selected text is highlighted like this.

Editing options

☑ Typing replaces selected text
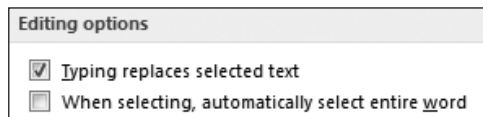☐ When selecting, automatically select entire word

Figure 4.25 To simplify text selection, remove the check mark from the second check box in the Editing options section.

Selecting Partial Words

If you find that you're frequently (and automatically) selecting entire words when trying to select partial words, the reason is that a Word Options setting is getting in your way.

To change this setting, click the File tab. In the Backstage, click Options. In the Word Options dialog box, select the Advanced category and remove the check mark from When selecting, automatically select entire word (**Figure 4.25**, above). Click OK to save the new setting.

Basic Text Editing

You can use any of the following techniques to correct errors in a document and make other desired changes, such as adding text. The techniques vary, depending on whether you are changing selected or unselected text.

To delete unselected text:

1. Position the text insertion mark immediately to the right or left of the text you want to correct or remove (**Figure 4.23**).

2. *Do one of the following:*
   ▲ To delete the *previous* character (the one to the left), press ⌷Backspace⌷.
   ▲ To delete the *next* character (the one to the right), press ⌷Del⌷ or ⌷Delete⌷.
   To delete additional characters, continue pressing ⌷Backspace⌷, ⌷Del⌷, or ⌷Delete⌷.

3. If necessary, replace the deleted text by typing new characters.

To delete or replace selected text:

1. To select text (**Figure 4.24**) to be deleted or replaced, *do one of the following:*
   ▲ Set the text insertion mark at one end of the text to be selected, and then drag to or ⌷Shift⌷-click the opposite end.
   ▲ Set the text insertion mark at one end of the text to be selected, and then— while holding down ⌷Shift⌷—press arrow keys to move to the end of the text.
   ▲ Double-click to select a word or triple-click to select a paragraph.

2. *Do one of the following:*
   ▲ To *delete* the selected text, press ⌷Del⌷, ⌷Backspace⌷, or ⌷Delete⌷.
   ▲ To *replace* the selected text, type the replacement text. When you begin typing, the selected text is deleted.

To insert new text:

1. Position the text insertion mark where you want to add the new text.

   You can insert new text anywhere in a document.

2. *Do either of the following:*
   - ▲ Type the new text.
   - ▲ Paste the new text by clicking the Paste icon in the Clipboard group of the Home tab or by pressing [Ctrl][V].

✔ Tips

- You can also delete text by *cutting* it. Unlike a normal deletion, cut text is stored in the Clipboard (and the Office Clipboard), where it's available for pasting. To cut selected text, click the Cut icon in the Clipboard group of the Home tab (see Figure 4.22) or press [Ctrl][X].

- You can use *drag-and-drop* to move selected text from one location to another—either within a document or between Word documents. This is equivalent to performing a cut-and-paste.

- If you want a drag-and-drop to leave the original text intact (working as a copy-and-paste rather than as a cut-and-paste), drag the selected text using the *right* mouse button. From the context menu that appears at the destination (**Figure 4.26**), choose Copy Here.

- To undo the most recent edit, immediately click the Undo icon in the Quick Access Toolbar (**Figure 4.27**) or press [Ctrl][Z]. (Note that you can undo multiple actions by clicking the Undo icon's down arrow.)
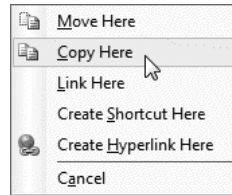
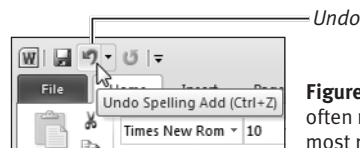**Figure 4.26** When right-dragging text, you can elect to perform a copy rather than a move.

Figure 4.27 You can often reverse your most recent action.
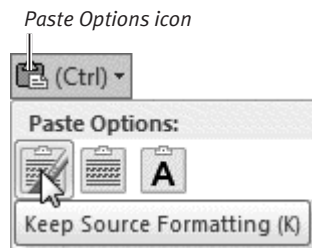
Paste Options icon

Figure 4.28 Choose a formatting method from the Paste Options drop-down menu.

Controlling Paste Formatting

When you paste text into a Word document, its formatting is determined by settings in the Advanced section of the Word Options dialog box. Depending on the text's source and whether the styles conflict, either the original formatting is retained or the text is reformatted to match the surrounding text at the destination. However, you can override the default Paste formatting.

When pasting, the Paste Options icon appears at the end of or beneath the pasted text (**Figure 4.28**, above). Click the icon to choose a formatting option.
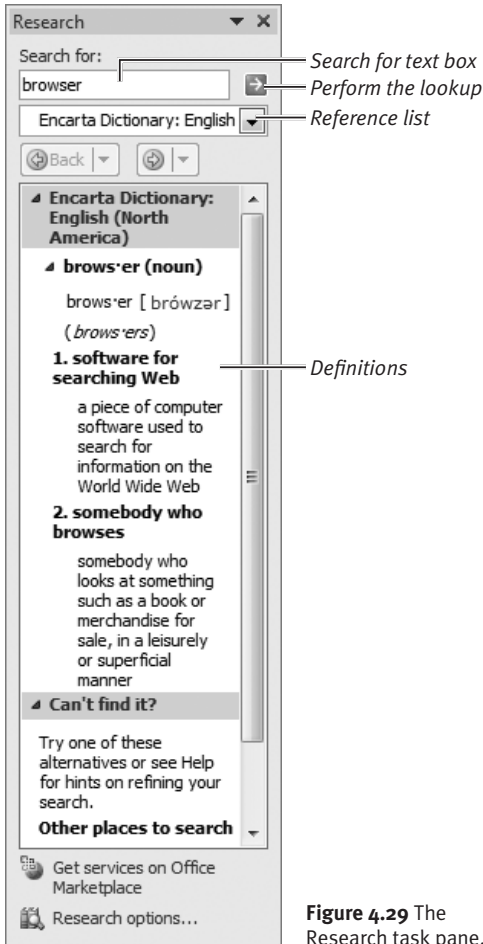
Search for text box
Perform the lookup
Reference list

Definitions

Figure 4.29 The Research task pane.
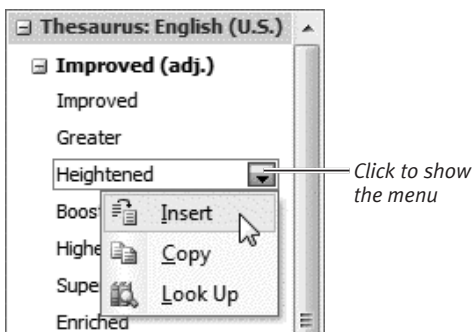

Click to show the menu

Figure 4.30 To use a synonym in the current document, click its down arrow and choose an option.

Using the Proofing Tools

Word includes a dictionary, thesaurus, and spelling/grammar checker that you can use to help with writing and editing. Spelling and grammar can be checked *on the fly* (as you type) or run as a traditional full-document or selected-text check.

To look up a word's definition:

◆ *Do either of the following:*

  ▲ If the word is in the current document, select it, right-click it, and choose Look Up > Encarta Dictionary from the context menu that appears.

  ▲ Switch to the Review tab, and click the Research icon in the Proofing group. In the Research pane (**Figure 4.29**), type or paste the word into the Search for box, select Encarta Dictionary from the drop-down list, and click the green arrow button.

The word's definition is displayed in the task pane.

To find a synonym for a word:

◆ *Do either of the following:*

  ▲ If the word is in the current document, select it, right-click it, and open the Synonyms submenu in the context menu that appears. To replace the word, choose a synonym from the list.

  ▲ Switch to the Review tab, and click the Thesaurus icon in the Proofing group. In the Research pane (Figure 4.29), type or paste the word into the Search for box and then click the green arrow button. (If the word is preselected in the document, it will automatically appear in the Search for box.)

  To use a listed synonym in your document, click the down arrow beside the word, and choose Insert or Copy (**Figure 4.30**).

To check spelling/grammar as you type:

1. When the Check spelling as you type preference is enabled (see the Tip at the end of this section), each suspected spelling or grammatical error is marked with a wavy, colored underline.

2. **Spelling.** To correct or dismiss a marked spelling error, right-click the underlined text and choose one of these options from the context menu (**Figure 4.31**):
   - ▲ To accept a suggested correction (if any are listed), choose a replacement spelling from the words listed at the top of the context menu.
   - ▲ Choose Ignore to skip this instance of the word, leaving it unchanged.
   - ▲ Choose Ignore All to ignore all instances of the flagged spelling in the document.
   - ▲ If the spelling is correct, choose Add to Dictionary to ensure that the word is never flagged again—in this or any other document.

3. **Grammar.** To correct or dismiss a marked grammar error, right-click the underlined text. Choose one of the following options from the context menu (**Figure 4.32**):
   - ▲ Choose the suggested fix to let Word make the correction.
   - ▲ Choose Ignore if you believe the grammar is correct or if you want to manually make the correction.
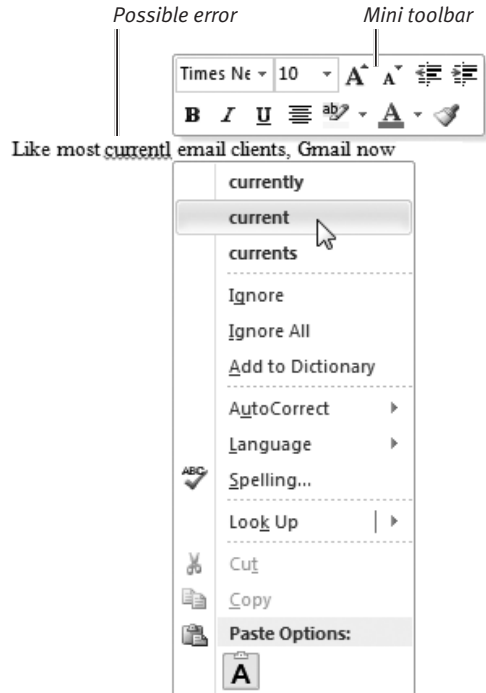

Figure 4.31 Right-click a marked spelling error and choose an option from the context menu.
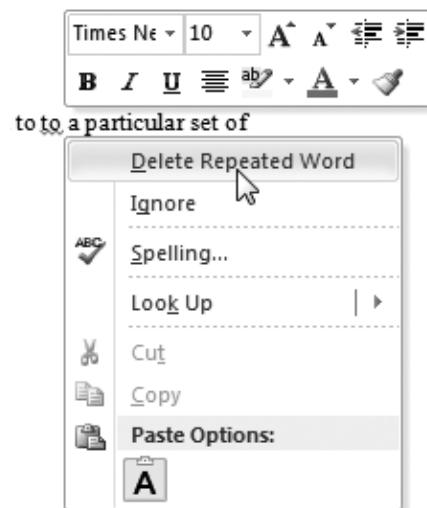

Figure 4.32 Grammatical errors can be handled by accepting a proposed correction or by choosing Ignore.
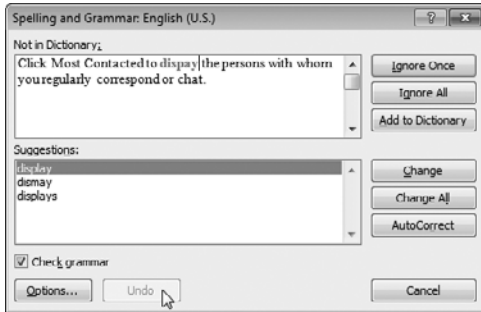
Figure 4.33 Suspected spelling errors (top) are marked in red and grammatical errors (bottom) are shown in green. Both are displayed in context in the top section of the dialog box.

Correcting Letter Case Errors

Has this happened to you? You accidentally press [Caps Lock] instead of [Shift] and now your newly typed text reads SUSAN JONES. Or while entering mailing addresses, your assistant decides not to bother with capitalization. You can fix many such errors by choosing a correction from the Change Case icon's menu in the Font group on the Home tab.

To check spelling/grammar for selected text or the entire document:

1. *Optional:* To restrict the check to a specific portion of the document, select the text to be checked.

2. *Do one of the following:*
   ▲ On the Review tab, click the Spelling & Grammar icon in the Proofing group.
   ▲ Press [F7].

   If suspected errors are identified, the Spelling and Grammar dialog box appears (**Figure 4.33**).

3. **Spelling.** To handle a suspected spelling error, *do one of the following:*
   ▲ To accept a suggested correction (if any are listed), select it in the list and click Change.
   ▲ To accept a suggested correction and apply it throughout the document, select it in the list and click Change All.
   ▲ Edit the misspelled word in the Not in Dictionary box and click Change.
   ▲ To accept the flagged word as spelled correctly, click Ignore Once to ignore this instance of the word or click Ignore All to ignore all instances of this word found in the document.
   ▲ To accept the flagged word as spelled correctly and add it to the Office user dictionary (so it isn't flagged in later checks), click Add to Dictionary.
   ▲ If the flagged word is one that you routinely misspell this way, select the correct spelling in the Suggestions list and click AutoCorrect. The misspelling is added to the AutoCorrect list and will automatically be corrected as you type in future writing sessions.

4. Grammar. To handle a suspected grammatical error, *do one of the following:*

▲ Click the button labeled with the correction, such as Delete or Change, if one is presented.

▲ If you believe the grammar is correct or you intend to rewrite the text, click Ignore Once to ignore the flagged error.

▲ Rewrite the text in the top half of the dialog box and click Change.

✔ Tips

■ To set spelling/grammar checking preferences, click the File tab and then click Options. In the Word Options dialog box, select the Proofing category (**Figure 4.34**), make any desired changes, and click OK.

■ You can go directly to the Proofing section of the Word Options dialog box by clicking the Options button in the Spelling and Grammar dialog box.

■ Word 2010 can consider the context of words when performing spelling/grammar checks (**Figure 4.35**), allowing it to flag words that are spelled properly but are incorrect (distinguishing among *to*, *too*, and *two*, for example).

■ If you choose Ignore or Ignore All for a suspected spelling or grammar error, the error will not reappear in subsequent spelling/grammar checks. To reconsider such errors, click the Recheck Document button in the Proofing section of the Word Options dialog box (Figure 4.34).

■ The AutoCorrect feature automatically corrects common typos and misspellings as you type. To view or edit the current AutoCorrect word list (**Figure 4.36**), click the AutoCorrect Options button in the Proofing section of the Word Options dialog box (Figure 4.34).

Figure 4.34 Set preferences for the proofing tools in the Proofing section of the Word Options dialog box.

Figure 4.35 Although *their* and *to* are proper words, Word can flag them as incorrect if you've enabled Use contextual spelling in the Proofing section of the Word Options dialog box.
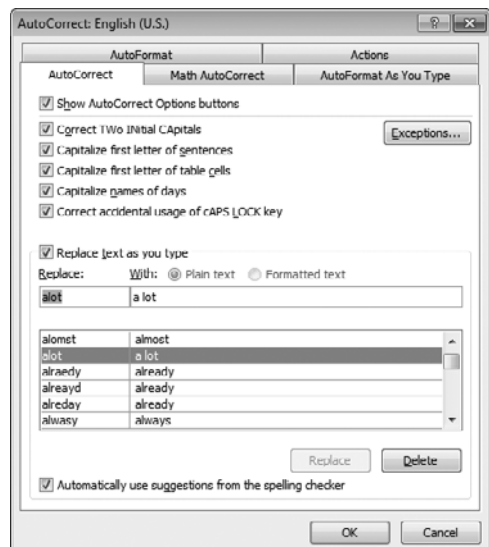

Figure 4.36 Add words that you commonly misspell to the AutoCorrect list.
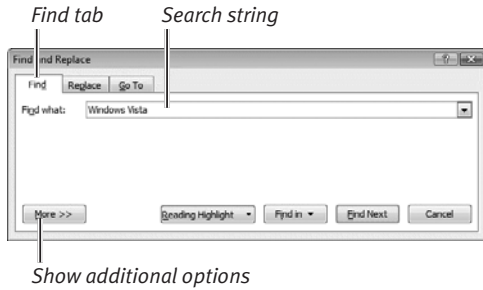
Find tab   *Search string*

Show additional options

Figure 4.37 To perform a simple search, enter a search string in the Find what box and click Find Next.
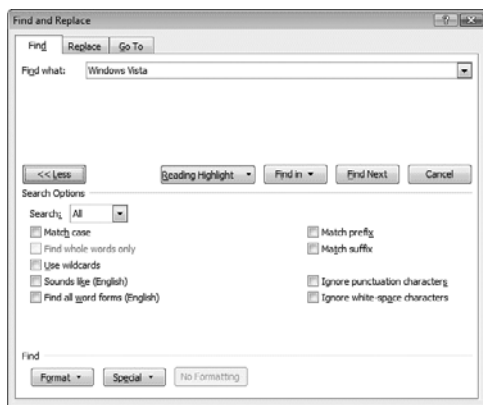

Figure 4.38 You can expand the dialog box to set additional Find options.

Finding and Replacing Text

Using the Find and Replace dialog box, you can search for any text string and optionally replace it with another. In addition to performing standard text searches, you can search for and replace special items, such as paragraph characters (¶), graphics, or text formatted in a specific font. Note that simple text searches are best performed in the Navigation Pane, described at the end of this chapter.

To perform a Find:

1. On the Home tab, click the Replace icon in the Editing group (Ctrl H).

   The Find and Replace dialog box appears, open to the Replace tab.

2. Click the Find tab.

3. Enter a search string in the Find what box (**Figure 4.37**).

4. *Optional:* To set additional options and criteria, click the More >> button. The dialog box expands (**Figure 4.38**):

   ▲ To perform a more precise search, set options in the Search Options area. For instance, you can ensure that found text exactly matches the letter case of the search string (Match case) or specify the search direction (Search drop-down menu).

   ▲ To search for a special character such as a tab, insert it into the Find what box by choosing the character from the Special button's menu.

   ▲ To find only text with certain formatting (such as a particular font), choose an option from the Format button menu.

   continues on next page

FINDING AND REPLACING TEXT

5. To begin the search, *do one of the following:*

- ▲ Click Find Next.
- ▲ Choose an option from the Find in button's menu to restrict the search to a particular document component.

Word highlights the first match, if any. Otherwise, a dialog box informs you that the search text wasn't found (**Figure 4.39**).

6. *Do either of the following:*

- ▲ To search for the next match, click Find Next. Repeat as necessary.
- ▲ When you're finished, click Cancel or click the close box (X).

To perform a Find/Replace:

1. On the Home tab, click the Replace icon in the Editing group (Ctrl H).

The Find and Replace dialog box appears, open to the Replace tab.

2. Enter a search string in the Find what box and a replacement string in the Replace with box (**Figure 4.40**).

3. *Optional:* To set additional options and criteria, click the More >> button. The dialog box expands (**Figure 4.41**).

4. *Do either of the following:*

- ▲ To simultaneously replace every matching instance, click Replace All.
- ▲ To selectively replace text after examining each possible match, click Find Next. Word highlights the first match, if one is found. Click Replace if you want to make the replacement, or click Find Next to skip this instance and go to the next match. Continue as necessary.

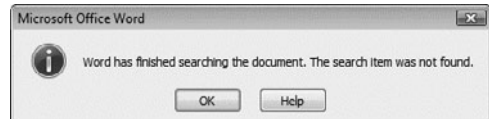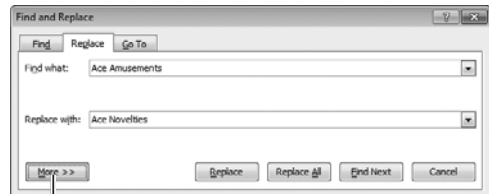**5.** When you're finished, click Cancel or click the close box (X).

Figure 4.39 If the search string isn't found, this dialog box appears. A similar dialog box is presented after all matches have been found and viewed.

Show additional options

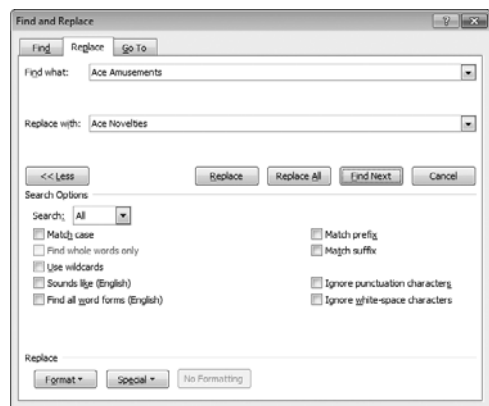**Figure 4.40** Enter Find what and Replace with strings.

Figure 4.41 You can expand the dialog box to enter more specific criteria.
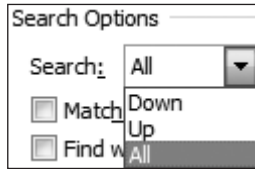
Figure 4.42 You can control the search direction and scope.

✔ Tips

- Regardless of the command you use to open the Find and Replace dialog box, you can switch between Finds and Replaces by clicking the appropriate tab.

- To restrict a Find or Replace to only *part* of a document, select the text before you execute the Find or Replace.

- The initial direction and scope of a search are determined by the text insertion mark and your choice in the Search drop-down menu (**Figure 4.42**) in the bottom half of the Find and Replace dialog box. A search starts from the text insertion mark and proceeds in the direction specified in the Search drop-down menu as follows:
  - ▲ If Down or Up is chosen, the search proceeds to the bottom or top of the document or selection. When the bottom or top is reached, a dialog box asks if you'd like to search the rest of the document.
  - ▲ If All is chosen from the Search menu, the search starts from the text insertion mark, continues downward until the end is reached, and then wraps around to the beginning in order to complete the search.

- When you replace text without checking Match case (see Figure 4.41), capitalization of the replacement text (Replace with) will match that of the replaced text (Find what).

- It's sometimes important to check Find whole words only (see Figure 4.41) when performing a Replace. For example, when attempting to replace every instance of John with Mike, checking Find whole words only will prevent Johnson from being changed to Mikeson.

FINDING AND REPLACING TEXT

Entering Symbols and Special Characters

Some characters—especially symbols, such as copyright (©)—can be extremely difficult to type. Using the Symbol drop-down gallery or the Symbol dialog box, you can easily insert a symbol or other character from any font that's installed on your computer.

To insert a symbol or other character:

1. Set the text insertion mark at the spot in your text where you want to insert the symbol or other character.

2. In the Symbols group on the Insert tab, click the Symbol icon.

3. *Do either of the following:*
   ▲ Choose the character from the Symbol drop-down gallery (**Figure 4.43**). The character is inserted into the text.
   ▲ Choose More Symbols to open the Symbol dialog box (**Figure 4.44**). To insert a character, double-click it or select it and click Insert. Click the Close button or the close box (X) to dismiss the dialog box.

✔ Tips

■ When inserting a character, Word uses the font at the text insertion mark. To use a different font (Webdings, for example, contains unusual characters not found in other fonts), choose it from the Font drop-down menu in the Symbol dialog box.

■ To use a special character throughout a document, insert it once, select the character, copy it ($\boxed{\text{Ctrl}}\boxed{\text{C}}$), and then paste the character ($\boxed{\text{Ctrl}}\boxed{\text{V}}$) wherever it's needed.
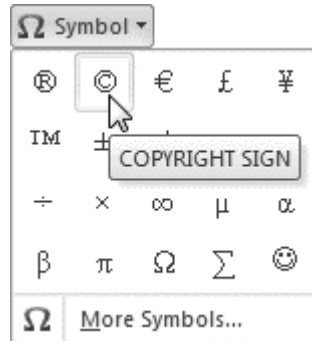

Figure 4.43 Common symbols can be selected from this gallery.

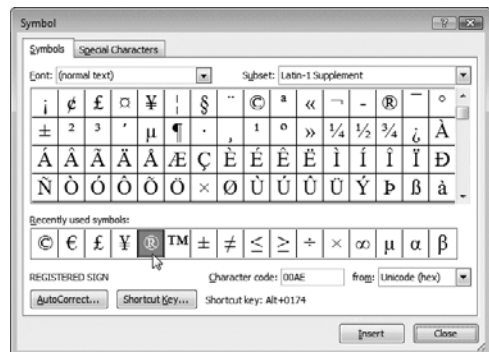**Figure 4.44** To insert a symbol that isn't in the Symbol gallery or one from a different font, use the Symbol dialog box.
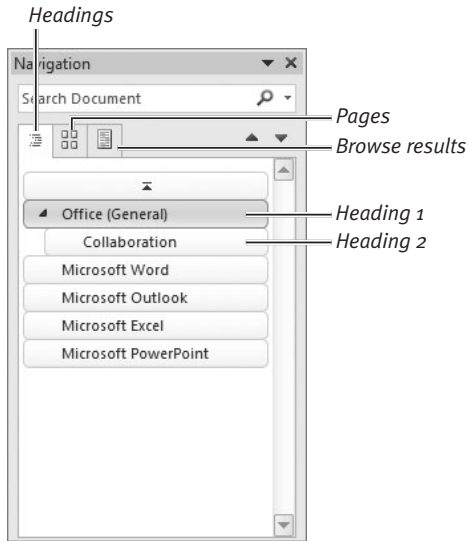
Headings

Pages
Browse results

Heading 1
Heading 2

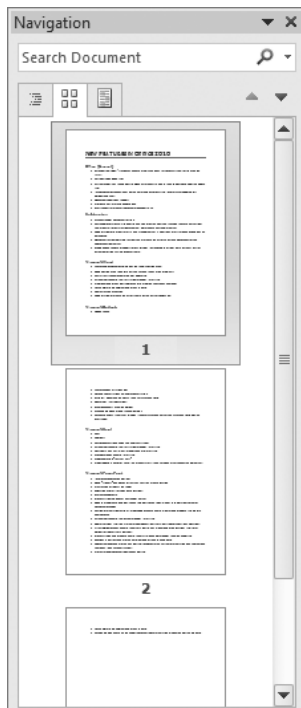**Figure 4.45** You can jump directly to important headings.

Figure 4.46 You can also display pages as graphic thumbnails.

Using the Navigation Pane

As mentioned, the Office 2010 Navigation Pane replaces the Document Map from earlier versions of Word. In addition to quickly jumping to important document sections by clicking a thumbnail or text heading, you can do the following:

◆ Execute Finds to locate text in the document that marks the spot to which you want to go

◆ Rearrange document sections by dragging their headings in the Navigation Pane

◆ Search for other material, such as tables, graphics, equations, footnotes/endnotes, and reviewer comments

To open/close the Navigation Pane:

◆ To open the Navigation Pane, switch to the View tab and click the Navigation Pane check box in the Show group (see Figure 4.18), click the Find icon in the Editing group on the Home tab, or press Ctrl F.

◆ To close the pane, click its close box (X) or remove the check mark from the Navigation Pane check box in the Show group.

To go to a particular page or heading:

◆ To go to a heading, click the Headings tab in the Navigation Pane. In the list that appears (**Figure 4.45**), click the desired heading.

Only paragraphs to which you've applied a *Heading* style (such as Heading 1, Heading 2, and so on) are listed in the pane. To learn about Word styles, see Chapter 5.

◆ To go to a page, click the Pages tab in the Navigation Pane. Click the thumbnail of the desired page (**Figure 4.46**).

USING THE NAVIGATION PANE

To perform a text search:

1. *Optional:* To set specific search options (such as Match case or Find whole words only), click the down arrow to the right of the search box and choose Options from the drop-down menu.

   The Find Options dialog box appears (**Figure 4.47**). Set options and click OK.

2. Type search text in the box at the top of the Navigation Pane. Word searches as you type. Matches are highlighted in the document. The contents of the Navigation Pane depend on the tab that's selected:

   ▲ **Headings.** Any heading that contains a match is highlighted in yellow.

   ▲ **Pages.** Any page that contains a match is displayed; all others are hidden.

   ▲ **Browse results.** Matches are shown in context in the Navigation Pane (**Figure 4.48**).

3. To go to a match, *do any of the following:*

   ▲ In the Navigation Pane, click a heading, thumbnail, or text result.

   ▲ Click the up (Previous) or down (Next) icons in the Navigation Pane.

   ▲ Press ⌫Enter⌫ to go to the next match.

✔ Tips

■ Choose the Find, Replace, or Go To command from the upper section of the drop-down menu to open the normal Find and Replace dialog box (see Figure 4.40).

■ To find non-text items in the current document, choose a command from the lower half of the drop-down menu: Graphics, Tables, Equations, Footnotes/ Endnotes, or Comments. To navigate among the found items, click the Previous and Next icons (Figure 4.48).

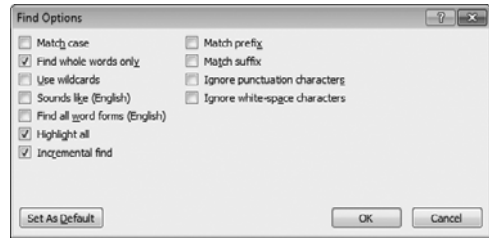■ To end a search, click the close box (X) to the right of the search box or press ⌫Esc⌫.

Figure 4.47 You can set the same search options that appear in the Find and Replace dialog box (see Figure 4.41).
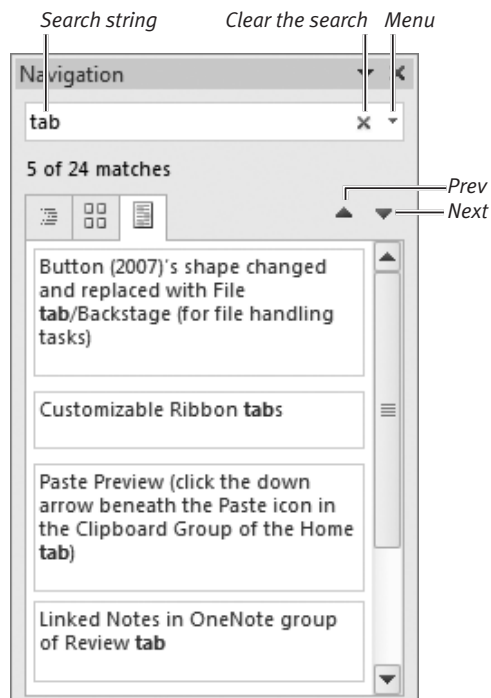
Figure 4.48 Matches are shown in a list.