

Microsoft Word 2010 Basics – Part 2

LISTS: Bullets and Numbering

Bullets and numbering can be added before or after typing.

To turn on Bullets or Numbering

1. Select the Bullet or Number button from Paragraph group on the Home tab.
2. Click the down arrow next to the button.
3. Choose the desired style. The first bullet or number will be placed in your document.
4. Type your text.
5. Press Enter to place the next bullet or number in the list.
6. Continue steps 4 and 5 until you have completed your list.

To stop bulleting or numbering a list

Press Enter twice after the last item in the list.

Note: If you enter an extra bullet or number, press Backspace to remove it.

Undo and Redo

If you make a mistake Word will let you undo your actions one action at a time – up to 100 times in a session!! If you used Undo and want to change your mind, you can use Redo.

To undo click the Undo button on the Quick Access toolbar.

To redo click the Redo button on the Quick Access toolbar.

PRACTICE: Make a numbered or bulleted list of your 5 favorite foods; cut and paste and/or copy and paste a section of your list; undo and redo part of your list.

Open the practice document on the floppy disk.

Spelling and Grammar

Word has built-in spelling and grammar checking functions. When you misspell a word you will see a squiggly **red** line appear under that word. If you make a grammatical error you will see a **green** squiggly line instead. All possible wrong word usages (to, too, two) will be underlined with a **blue** squiggly line. You may then use Word's built in Spelling and Grammar option to correct those errors.

To spell check and grammar check an entire document

1. Click on the Review tab on the Ribbon.
2. Select Spelling and Grammar in the Proofing group.

Word will review your entire document, error by error, for spelling and grammar errors and allow you to make changes or corrections.

To find and replace words or phrases in a document

1. To find words in a document - Click on find – upper right side of Home tab
2. To replace words throughout the document – Click on replace – upper right side of Home tab – enter word or phrase to find and word or phrase to replace it. Words can be changed in one location or throughout the document.

Microsoft Word Help

1. Click the Help button at the far right of the tab bar.
 2. Type a keyword in the Search box and click the Search button.
- Or click a topic from the Word Help list for step-by-step instructions.

Printing a Document

After completing your document you may wish to print it out. Use Print Preview before printing to make sure it looks the way you want.

To use Print Preview

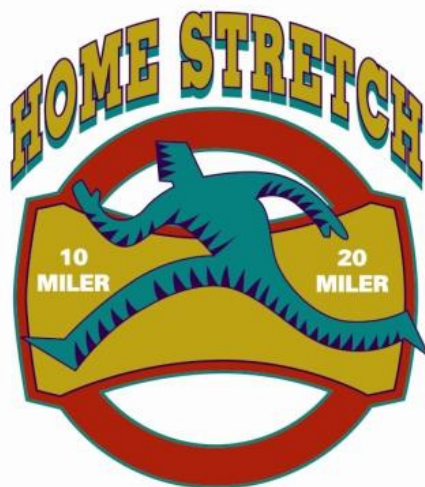
1. Click the File tab.
2. Click Print.
3. The Preview is on the right side of the screen.
4. Close Print Preview by clicking another tab on the Ribbon.

To print a document

1. Click the File tab.
2. Click Print.
3. Edit any print options necessary, such as printer selection and number of copies.
4. Click the Print button.

To close Word

1. Save your document.
 2. Click on the File tab.
 3. Click the Exit button.
- Or, click the red Close button in the upper right corner of the window.
Make sure to save your document before you close.



Word for beginners (Part 2)

Review & refresh everything covered in lessons from last week and today!

Order of operations:

1. Type the document

2. Correct & edit

3. Make it look good!

Type the document

Step 1: Type a brief paragraph describing your experience taking our computer classes

Step 2: Create a list of classes you would like us to offer (use Word's list tool—list at least 3 classes)

Step 3: Type your name (first name okay)

Correct & edit

Step 1: Run spell check (Review tab, spelling & grammar)

Step 2: Put your name at the top of the document (File tab: cut & paste)

Make it look good! (begin by highlighting the text you want to change)

Step 1: Change your font (& font size)

Step 2: Center your name (alignment icon on the Home tab – paragraph group)

Step 3: Make your list red (Home tab, font group)

Step 4. Put a border around your document (Page layout tab, page background group, page borders)

Step 5. Insert a picture from the Internet (Internet Explorer, Google Images, copy & paste)

Save : File, save (remember to give the file a name you will remember)

Print: File, print

Close Word: File, close

Exit Word: X out (top right icon)

Open Word & find your document: File, open, double click file name

E-Mailing your document

Step 1. Sign on to your e-mail

Step 2: Compose

Step 3: Attach the document (click attach, browse for file...C drive, my documents, click file name)

Step 4: Mail document to yourself & me: amy.saloway@mainlib.org

NOTE: separate addresses with semicolon.

Example: foodtimeline@aol.com;Lynne.Olver@mainlib.org

Step 5: Send

Step 6: Check your inbox for new mail. Click on the message you just sent to yourself

Step 7. Double click attachment icon (looks like a paper clip)...your document will appear!

Congratulations!

You've successfully completed MCL's Word for Beginners series.

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www.mclib.info/class.html

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