Advanced Microsoft Word 2010

WordArt
WordArt gives your letters special effects. You can change the formatting, direction, and texture of your text by adding WordArt. When you click the WordArt icon on the Insert tab, you will see a variety of text styles and colors. Once you choose a style, a text box will appear. Type your text in the box. You can resize the text by highlighting it and changing the font size. To resize the text box, click one of the circles on the border of the text box and drag it to the desired size. To move the text box, click and drag the border of the text box. Once the WordArt is selected, the Drawing Tools→Format tab will appear. Using this tab, you can make additional changes to your WordArt. The Shape Styles will change the format of the box around the WordArt. The WordArt Styles will change the text.

Text Wrapping
When an object is inserted into a document, it can be either inline—graphics or other objects that are positioned directly in the text of a document at the insertion point—or floating—an object that is inserted in the drawing layer so that you can position it precisely on the page, in front of or behind text or other objects, or align the picture and text. To change an object from inline to floating or vice-versa, click on the dropdown arrow below the Text Wrapping icon in the Picture Tools→Format tab. Select Square to wrap text as is done throughout this document or In Line With Text to make the object inline.

Themes
If you plan to add WordArt, drawings, text boxes, or other graphics with color, you can choose a theme. Themes are sets of colors or text styles that are used to enhance your document. The theme you choose will affect the WordArt and Style options. To apply a theme, click the Themes icon in the Page Layout tab. Word also has separate icons for colors, fonts, and effects.

Tabs
To set tabs, click the ruler at the top of your document. If you don’t see the ruler, click the View tab and check the box next to the word Ruler. Once a tab is set, a black L-shaped mark will appear on the ruler. You can create multiple tabs. To create a right tab, which will justify your type on the right-hand side of the page, double click the tab mark on the ruler. The dialog box allows you to set, clear and adjust tabs. You can also access the Tabs dialog box by clicking on the arrow in the Paragraph section of the ribbon in the Home tab and clicking on Tabs at the bottom of the dialog box.

Show/Hide
The show/hide icon, which looks like an editing paragraph mark, allows you to see where your spaces and breaks are. These marks will not print. To hide the marks, click the icon again.
Breaks

Breaks end a page, column, or section of your document. To insert a page break, select the Page Break icon from the Insert tab. Any text you insert after a page break will appear on the next page, regardless of the amount of space left on the page. To insert a column break or section break, select the Breaks icon from the Page Layout tab. Click on the type of break you want to insert. Anything you enter after a Column Break will appear in the next column. Insert a Section Break if you want to change the format (such as columns, margins, page orientation) of the next section of your document. Choosing Next Page will add a page break in addition to a section break. Continuous will add a section break and allow you to continue typing on the current page.

Right Click

When you right click your mouse, a menu will appear. You can use the right click menu to format text, copy/cut and paste or to close a program minimized in the task bar. When you right click a picture or text box, the menu includes options specific to formatting that item.

Columns

To set up two or more columns, select the Columns icon from the Page Layout tab. The dropdown menu allows you to choose up to three columns or a larger left or right column. If you would like to add more columns or change the width and the amount of space between the columns, select More Columns.

Inserting Pictures and Clip Art

To insert a picture saved on your computer, disk, or flash drive, select the Picture icon from the Insert tab. The Pictures Library box will open. If your picture is saved in a folder that is included in the pictures library, select the picture by double clicking the picture or by clicking once, followed by Insert. If the picture you want is not in the pictures library, open the appropriate folder and insert the picture. When the picture is selected, the Picture Tools→Format tab will appear, allowing you to make changes to the picture, such as adding a border, aligning it with text, and adding special effects. To move the picture, click on the picture and drag it. To resize it, click and drag the circles around the picture.

If you want to add clip art to your document, you can search clip art that is loaded onto your computer or available on the web (if you are connected to the internet). Note: you may see pictures that are not available. Select the Clip Art icon from the Insert tab. The task pane will appear on the right side of your screen. Type a keyword to search for clip art, then click Go. A variety of images will appear. Click once to add the clip art to your document. When you insert a picture or clip art, it is an inline object.

Inserting Symbols

Word has various symbols (÷ © ♪ → ™), fractions (¼), letters with accent marks (ą é), and characters from other alphabets (Δ Φ γ) that you can include in your text. To add a symbol to your document, select the Symbol icon in the Insert tab. If the symbol you
want does not appear in the box, click More Symbols. Highlight the symbol you want to add and click Insert.

**Inserting Hyperlinks and URLs**

Hyperlinks allow you to link text in a document to a website. A URL is the web address of a site. To insert a URL, either copy and paste it from the internet or manually type it. If you would rather not include the URL (sometimes they can be long), insert a hyperlink. This allows the readers of your document to click on text or the name of a site, such as Nashua Public Library, and be directed to that website. To insert a hyperlink, highlight the text you would like to link, and then click the Hyperlink icon in the Insert tab. Either select the URL for the website from Browsed Pages, copy and paste it, or type it in manually.

**Borders and Shading**

To place a border around a page, select the Page Borders icon in the Page Layout tab. You can select the style, size, and color of line. Use the options in the dropdown menu below the preview if you only want a border on the first page or a particular section of your document.

**Paste Options**

Word 2010 has multiple pasting options. If you are copying and pasting simple text (no formatting), you can simply click the paste icon. When you are copying and pasting from one file to another, click the dropdown arrow to choose one of the paste options.

- Keep Source Formatting retains the formatting from the file you are copying
- Merge Formatting will adopt the style and theme in the document you are pasting to
- Text only will copy only the text and remove all formatting and images
- Paste special is the best option when pasting an object or information from the Internet

**Find and Replace**

To see where a particular word appears in your document, click the Find icon in the Home tab. This will open a navigation pane on the left side of your screen. Type the word you want to find. All of the occurrences of your word will appear in the navigation pane.

If you would like to place limits on your search, click the dropdown arrow on the Find icon and select Advanced Find. Click More, and make your selections.

To replace a word in your document, click the Replace icon in the Home tab or click the Replace tab in the Advanced Find dialog box. Once you find a word, you can opt to find the next place in which it appears. If you decide you want to replace the
word, click the Replace tab and type the new word in the Replace With field. You can replace it once or select Replace All to change it throughout the document.

**Styles**

Styles allow you to apply multiple formatting characteristics at one time. You can select preformatted styles or create your own. You will find styles in the Styles section of the Home tab. Some styles are shown in the ribbon. Use the scroll bar to see more. Click the arrow at the bottom right corner of the Styles section to see the styles used in the document or click the Change Styles icon to see numerous style sets.

To create a new style, click the arrow in the bottom right corner of the Styles section of the ribbon. Select the New Style icon at the bottom of the dropdown menu. In the dialog box, name your style and select the formatting options.

**Format Painter**

You can use the format painter to apply a style or other type of formatting to text. Highlight text that contains the formatting you would like to apply. If you only plan to apply the formatting to one block of text, click the Format Painter icon in the Home tab once. If you would like to apply the formatting numerous times, double click the icon. “Paint” over the text you want to change. When you are done, click the icon again.

**Footnotes**

To add a footnote, select the Insert Footnote icon in the References tab. Footnotes generally appear at the bottom of a page You can also opt to add endnotes, which appear at the end of a document, by selecting the Insert Endnote icon in the References tab. To format a footnote or endnote, open the Footnote and Endnote Dialog Box by clicking the arrow in the Footnotes portion of the ribbon. In the footnote and endnote box you can select the number format or a custom mark, such as an asterisk. Deleting a footnote number in the text of a document will also delete the footnote itself. Footnotes and endnotes automatically number themselves, and the computer adjusts the space on the page allotted for the footnotes.

**Text Boxes**

Text Boxes can contain text or pictures, and you can move a text box within a document. To insert a text box, click the Text Box icon on the Insert tab. Select the style of text box that you want. You can move the text box by clicking and dragging its border and resize it using the circles around the edges. To change the format of the text box (show/hide the border, fill with a background color, etc.), select the text box and click the Drawing Tools→Format tab.
Mailings and Mail Merge

You can create a single envelope or label or use a Mail Merge to create a batch of labels, envelopes, letters, or even a catalog from a table, spreadsheet or database. To create a single envelope or label, select either the Envelopes or Labels icon from the Mailings tab. Complete the address information in the box provided. If you need to change the size of the envelope or labels, click Options.

To do a mail merge, follow the steps below:
1. Open a new document.
2. Select the Start Mail Merge icon on the Mailings tab.
3. Select the document type you would like to create.
4. Select the type of labels you want to use and click OK. If you do not see the gridlines on the page and would like to, click on the View Gridlines icon in the Table Tools→Layout tab.
5. Click the Select Recipients icon, and choose Use Existing List.
6. Use the dialog box to find your file and select it.
7. If you think you might need to make changes to your list, click the Edit Recipient List icon.
8. Insert your mail merge fields. Since we are doing simple labels, choose Address Block for pre-formatted address blocks. You will not have to insert the individual fields, but you will have to be sure that the headings in your data source coincide with the preformatted options. To do so, click Match Fields.
9. Check each field to be sure they match correctly, i.e., Zip and Postal Code. If they don’t match, use the dropdown arrow to select the appropriate field.
10. Click Update All Labels to place the address block on all of the labels.
11. Click Preview Results to see how your labels will appear.
12. Click Finish & Merge to complete the merge. You have the option to Edit Individual Documents or Print Documents. If you choose Edit, you have the opportunity to proof your labels and save them for the future.