

Beginning Microsoft Word 2010



Ty Anderson
Guy Hart-Davis

Apress®

Beginning Microsoft Word 2010

Copyright © 2010 by Ty Anderson and Guy Hart-Davis

All rights reserved. No part of this work may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage or retrieval system, without the prior written permission of the copyright owner and the publisher.

ISBN-13 (pbk): 978-1-4302-2952-0

ISBN-13 (electronic): 978-1-4302-2953-7

Printed and bound in the United States of America 9 8 7 6 5 4 3 2 1

Trademarked names, logos, and images may appear in this book. Rather than use a trademark symbol with every occurrence of a trademarked name, logo, or image we use the names, logos, and images only in an editorial fashion and to the benefit of the trademark owner, with no intention of infringement of the trademark.

The use in this publication of trade names, trademarks, service marks, and similar terms, even if they are not identified as such, is not to be taken as an expression of opinion as to whether or not they are subject to proprietary rights.

President and Publisher: Paul Manning

Lead Editor: Ben Renow-Clarke

Technical Reviewer: Paul Milbourne

Editorial Board: Clay Andres, Steve Anglin, Mark Beckner, Ewan Buckingham, Gary Cornell, Jonathan Gennick, Jonathan Hassell, Michelle Lowman, Matthew Moodie, Duncan Parkes, Jeffrey Pepper, Frank Pohlmann, Douglas Pundick, Ben Renow-Clarke, Dominic Shakeshaft, Matt Wade, Tom Welsh

Coordinating Editor: Anita Castro

Copy Editor: Mary Ann Fugate

Compositor: MacPS, LLC

Indexer: BIM Indexing & Proofreading Services

Artist: April Milne

Cover Designer: Anna Ishchenko

Distributed to the book trade worldwide by Springer Science+Business Media, LLC., 233 Spring Street, 6th Floor, New York, NY 10013. Phone 1-800-SPRINGER, fax (201) 348-4505, e-mail orders-ny@springer-sbm.com, or visit www.springeronline.com.

For information on translations, please e-mail rights@apress.com, or visit www.apress.com.

Apress and friends of ED books may be purchased in bulk for academic, corporate, or promotional use. eBook versions and licenses are also available for most titles. For more information, reference our Special Bulk Sales—eBook Licensing web page at www.apress.com/info/bulksales.

The information in this book is distributed on an “as is” basis, without warranty. Although every precaution has been taken in the preparation of this work, neither the author(s) nor Apress shall have any liability to any person or entity with respect to any loss or damage caused or alleged to be caused directly or indirectly by the information contained in this work.

Contents at a Glance

■ Contents at a Glance	iii
■ Contents	v
■ About the Authors	xiii
■ About the Technical Reviewer.....	xiv
■ Acknowledgments.....	xv
■ Introduction	xvi
■ Chapter 1: The Word 2010 Primer.....	1
■ Chapter 2: Writing and Editing Text Basics.....	27
■ Chapter 3: Adding Style to Documents.....	47
■ Chapter 4: Reusing Content.....	71
■ Chapter 5: Making Your Documents Display Information Effectively	115
■ Chapter 6: Completing a Document.....	145
■ Chapter 7: Editing Pictures within Word	181
■ Chapter 8: Using Media with Word.....	201
■ Chapter 9: Working with Others.....	243
■ Chapter 10: Taking Your Use of Word to the Next Level.....	275
■ Index	339

Contents

■ Contents at a Glance	iii
■ Contents	v
■ About the Authors	xiii
■ About the Technical Reviewer	xiv
■ Acknowledgments	xv
■ Introduction	xvi
■ Chapter 1: The Word 2010 Primer	1
Learning the Word 2010 User Interface	2
Understanding Word’s Fluent User Interface	2
Learning to Use and Navigate the Ribbon.....	5
Using the Quick Access Toolbar.....	10
The Mini Toolbar	12
Using the Microsoft File Button and Backstage View	13
Working with Basic Documents	15
Creating a New Blank Document	15
Creating a New Document from a Template	16
Viewing a Document’s Structure	18
Saving and Closing Documents	22
Summary	25
■ Chapter 2: Writing and Editing Text Basics	27
Working with Text	27
Letting the Cursor Point the Way	28

Selecting Text and Deleting Text	30
Cutting, Copying, and Pasting	34
Using Paste Preview and Paste Options	37
Finding and Replacing Text.....	39
Summary.....	46
■ Chapter 3: Adding Style to Documents.....	47
Learning the Basics of Formatting.....	47
Formatting Headers and Footers	53
Entering Header/Footer Edit Mode.....	53
Adding a Document Title to the Header Region	56
Adding a Page Number to the Footer Region.....	60
Create a Unique Footer for One Page.....	62
Using Styles	65
Building Structure Using Styles	65
Using Quick Styles	67
Like the Style But Not the Color? No Problem!	69
■ Chapter 4: Reusing Content.....	71
Understanding Your Different Options for Reusing Content.....	71
Creating Documents Quickly by Using Templates	72
Understanding What Templates Are and How You Use Them.....	72
Setting Your Templates Folders.....	74
Creating Your Own Templates	76
Creating a Document Based on a Template.....	80
Inserting One Document into Another Document.....	80
Inserting a Document or Part of a Document.....	81
Creating a Bookmark	82
Reusing Content by Using Quick Parts.....	83
Understanding What Quick Parts Are.....	84
Inserting an AutoText Entry in a Document.....	84
Creating Your Own AutoText Entries and Building Blocks	85

Inserting a Building Block in a Document	88
Inserting a Document Property in a Document	91
Inserting a Field in a Document	93
Examining and Updating a Field	95
Adding Custom Building Block Galleries to the Quick Access Toolbar	97
Saving Time and Effort by Using AutoCorrect	97
Opening the AutoCorrect Dialog window	97
Choosing Options on the AutoCorrect Tab of the AutoCorrect Dialog Window	98
Creating AutoCorrect Entries.....	99
Creating AutoCorrect Exceptions	102
Inserting an AutoCorrect Entry	103
Choosing Whether to Use Math AutoCorrect.....	103
Making the Most of the AutoFormat As You Type Feature.....	105
Understanding How the AutoFormat As You Type Feature Works	105
Choosing Settings for the AutoFormat As You Type Feature	105
Formatting a Document Instantly with the AutoFormat Feature.....	109
Choosing Suitable Settings for AutoFormat	110
Adding the AutoFormat Command to the Quick Access Toolbar.....	110
Formatting a Document with AutoFormat.....	110
Summary.....	113
■ Chapter 5: Making Your Documents Display Information Effectively	115
Creating Bulleted, Numbered, and Multilevel Lists.....	115
Understanding How Word Creates Bulleted and Numbered Lists	115
Creating Bulleted Lists	116
Creating Numbered Lists	120
Creating Multilevel Lists.....	124
Laying Out Information with Tables	125
Understanding How You Create Tables.....	125
Inserting a Quick Table	125
Inserting a Custom Table	127

Drawing a Custom Table	130
Merging and Splitting Cells in a Table	131
Adding Content to a Table	132
Converting Existing Text into a Table	132
Creating Table Headings	135
Nesting One Table Inside Another Table	135
Converting a Table to Text	136
Formatting a Table	137
Sorting a Table	139
Designing Your Documents with Themes	140
Changing the Theme Applied to a Document	141
Changing the Colors Used for the Document	142
Changing the Fonts Used for the Document	143
Changing the Visual Effects Used for the Document	144
Summary	144
Chapter 6: Completing a Document	145
Adding a Cover Page to a Document	145
Adding a Cover Page from the Cover Page Gallery	145
Removing the Cover Page from a Document	146
Creating a Custom Cover Page of Your Own	147
Adding a Table of Contents to a Document	148
Getting Your Document Ready for Adding a Table of Contents	148
Inserting an Automatic Table of Contents	148
Inserting a Custom Table of Contents	150
Updating an Automatic Table of Contents	153
Inserting a Manual Table of Contents	154
Customizing the Page Layout and Margins	155
Choosing the Page Size and Orientation	155
Setting the Margins	157
Finalizing and Securing a Document	160

Removing Sensitive Information from a Document	160
Marking a Document as Final	163
Encrypting a Document with a Password	164
Limiting the People Who Can Open, Edit, and Print the Document	166
Signing a Final Document with a Digital Signature.....	170
Printing a Document	174
Opening the Print Place in Backstage.....	174
Previewing the Document in the Print Place.....	175
Choosing Standard Printing Options	176
Printing Extra Items.....	178
Summary.....	179
■ Chapter 7: Editing Pictures within Word	181
Inserting a Picture.....	181
Making the Picture Float Instead of Appearing Inline	183
Resizing and Cropping a Picture	184
Resizing a Picture	184
Cropping a Picture	186
Correcting a Picture's Sharpness, Brightness, and Contrast.....	189
Changing the Colors in a Picture.....	191
Applying an Artistic Effect to a Picture	193
Compressing the Pictures in a Document.....	194
Replacing One Picture with Another Picture	196
Resetting a Picture to Its Original Look.....	196
Removing a Picture's Background.....	196
Summary.....	200
■ Chapter 8: Using Media with Word.....	201
Inserting Clip Art and Pictures	201
Inserting Clip Art in a Document	201
Making a Collection of Clip Art.....	203

Inserting Pictures in Your Documents.....	208
Inserting Shapes in a Document.....	210
Applying a Style to a Shape	211
Creating Illustrations with SmartArt.....	213
Adding Charts to Your Documents	217
Creating a New Chart in a Word Document	218
Pasting a Chart from Excel into a Word Document	220
Formatting a Chart in a Word Document.....	222
Editing or Updating a Chart in a Word Document.....	225
Creating Documentation by Using Screenshots.....	225
Resizing and Positioning Graphical Objects.....	228
Understanding How You Position Graphical Objects.....	228
Selecting a Graphical Object.....	229
Placing a Graphical Object Inline or in the Graphics Layers	230
Positioning a Graphical Object.....	233
Arranging Graphical Objects to Control Which Is Visible.....	238
Rotating a Graphical Object	238
Adding Sounds and Videos to Your Documents	239
Summary.....	242
■ Chapter 9: Working with Others.....	243
Tracking Changes in a Document.....	243
Choosing Which Changes to Track.....	243
Turning On Track Changes for a Document	247
Working in a Document with Track Changes On.....	247
Choosing How to View the Document's Changes and Markup	249
Controlling Which Changes Word Displays	250
Adding Comments to a Document	252
Reviewing Tracked Changes and Comments.....	254
Accepting and Rejecting Tracked Changes.....	255

Reviewing and Integrating Comments	256
Deleting Comments	257
Merging Changes Between Two Versions of the Same Document	258
Restricting Edit Rights to a Document	261
Understanding the Restrictions You Can Apply	262
Opening the Restrict Formatting and Editing Task Pane	262
Preventing Others from Applying Direct Formatting	263
Forcing Your Colleagues to Use Track Changes	264
Limiting Your Colleagues to Using Comments	265
Preventing Your Colleagues from Making Any Changes at All	266
Adding Exceptions to Your Restrictions	266
Starting to Enforce the Formatting and Editing Restrictions	269
Removing Formatting and Editing Restrictions from a Document	271
Using OneNote to Make Linked Notes	272
Summary	273
■ Chapter 10: Taking Your Use of Word to the Next Level	275
Configuring Word with the Word Options Dialog Window	275
Choosing General Options	276
Choosing Display Options	278
Choosing Proofing Options	280
Choosing Save Options	285
Choosing Advanced Options	289
Coauthoring or Editing a Document with Your Colleagues	293
Performing a Mail Merge	297
Creating the Main Document for the Mail Merge	297
Attaching the Data Source for the Mail Merge	300
Adding the Text and Merge Fields to the Main Document	305
Running the Mail Merge	309
Customizing the Word User Interface	312
Customizing the Quick Access Toolbar	312

Customizing the Ribbon	317
Sharing Customizations with Other PCs.....	321
Customizing the Status Bar.....	322
Creating Custom Keyboard Shortcuts	325
Using VBA to Automate Your Work.....	327
Understanding What Macros Are and What You Can Do with Them	327
Recording a Macro	328
Running a Macro	331
Opening a Macro in the Visual Basic Editor	333
Summary.....	338
■ Index	339

About the Authors



■ **Ty Anderson** is partner at Cogent Company in Dallas, Texas. He spends his time consulting and building software using Microsoft technologies. In addition to consulting, Ty speaks and writes frequently about Microsoft technologies, especially Microsoft Office and SharePoint. His work has been published on MSDN, Microsoft TechNet, Devx.com, Devsource.com, Simple-Talk.com and CIO.com. He also maintains a blog at <http://officedeveloper.net>. Sometimes he blogs...sometimes he doesn't.



■ **Guy Hart-Davis** is the author of more than 60 computer books on subjects that range from Microsoft Office to programming Visual Basic for Applications and networking both PCs and Macs.

About the Technical Reviewer



■ **Paul Milbourne** has been an enterprise level interface developer in the greater Washington DC area for the better part of a decade. He is currently a Software Engineer and Senior Flash Developer for Zynga (the makers of FarmVille). Paul has written and edited several books focusing on user interaction and client-side software development.

Acknowledgments

Ty Anderson would like to thank:

- Guy Hart-Davis for agreeing to help write the book.
- Steve Anglin for believing in the book and convincing me to help write it.
- Anita Castro for keeping us organized and everything moving.
- The rest of the Apress team including, but not limited to, Ben Renow-Clarke, Mary Ann Fugate, and Gary Cornell.
- Cogent Company
- My wife Amy

Guy Hart-Davis would like to thank the following people:

- Ty Anderson for creating the outline and asking me to help write the book.
- Steve Anglin for handling the administration.
- Ben Renow-Clarke for developing the manuscript.
- Paul Milbourne for reviewing the manuscript for technical accuracy and contributing helpful suggestions.
- Mary Ann Fugate for editing the manuscript with care and a light touch.
- Anita Castro for coordinating the book project and keeping things running.

Introduction

Do you need to get your work done with Microsoft Word—smoothly, easily, and quickly? If so, you’ve picked up the right book.

Who Is This Book For?

This book is designed to help beginning and intermediate users get up to speed quickly with Word 2010 and immediately become productive with it.

If you need to learn to use Word to accomplish everyday tasks, at work or at home, you’ll benefit from this book’s focused approach and detailed advice. You can either start from the beginning of the book and work through it, or use the Table of Contents or the Index to find the topic you need immediately, and then jump right in there.

What Does This Book Cover?

Here’s what this book covers:

- **Chapter 1**, “The Word 2010 Primer,” shows you how to work with Word’s Fluent User Interface, using the Ribbon, the Quick Access Toolbar, and the new Backstage view to control Word. You’ll also learn how to create and save documents, plus how to view a document’s structure.
- **Chapter 2**, “Creating and Editing Documents,” explains how to write text, how to edit text, and how to correct errors in it. You’ll also learn how to use Word’s powerful Outline view, how to paste content in the format you need by using the Paste Options feature, and how to find and replace text.
- **Chapter 3**, “Adding Style to Documents,” covers the use of Word’s most important types of formatting. You’ll learn to format documents swiftly and efficiently by using styles, and how to add headers and footers to identify pages and make their content clear.
- **Chapter 4**, “Reusing Content,” shows you how to make the most of Word’s many features for reusing content you’ve already created. You’ll get the hang of building documents from Quick Parts, create AutoCorrect entries to save you time and effort, and tame the helpful but volatile AutoFormat As You Type feature.
- **Chapter 5**, “Making Your Documents Display Information Effectively,” teaches you how to present information clearly by using bulleted, numbered, and multilevel lists; how to create tables to lay out information precisely; and how to apply co-ordinated formatting easily by using Word’s themes and their components.

- **Chapter 6**, “Completing a Document,” first walks you through the process of adding a cover page and a table of contents to a document. You then learn how to customize a document’s page layout and margins, how to finalize and secure a document, and how to print either a whole document or only those parts of it you need.
- **Chapter 7**, “Editing Pictures Within Word,” shows you the easy way of making your pictures look good in your documents—by using Word’s features for editing pictures. You’ll gain the skills of inserting pictures, resizing them, and cropping them as needed; you’ll also learn to correct the color balance in a picture or even remove its background.
- **Chapter 8**, “Using Media with Word,” explains how to ginger up your documents by adding graphical objects to them. You can use Word’s extensive collection of clip art, insert your own pictures, or create exactly the shapes and SmartArt illustrations you need. If your documents require them, you can also insert computer screenshots, audio files, or video files.
- **Chapter 9**, “Working with Others,” teaches you to use Word’s powerful features for working with other people on documents. You’ll learn to mark revisions with the Track Changes feature, add comments to a document, and merge either marked or unmarked changes from two versions of a document. You’ll also find out how to restrict edit rights on a document and how to take linked notes using OneNote.
- **Chapter 10**, “Taking Your Use of Word to the Next Level,” shows you how to customize Word so that you can work faster and more easily in it. You’ll use the Word Options dialog window to set essential options the way you prefer; customize the Ribbon, the Quick Access Toolbar, and the status bar; and even record time-saving macros to automate repetitive tasks. You’ll also learn to save time by editing a document simultaneously with your colleagues and by creating documents with the Mail Merge feature.

Conventions Used in This Book

This book uses several conventions to make its meaning clear without wasting words:

- **Ribbon commands.** The > shows the sequence for choosing an item from the Ribbon. For example, “choose Insert > Illustrations > Clip Art” means that you click the Insert tab of the Ribbon (displaying the tab’s contents), go to the Illustrations group, and then click the Clip Art button.
- **Special paragraphs.** Special paragraphs present information that you may want to pay extra attention to. Note paragraphs contain information you may want to know; Tip paragraphs present techniques you may benefit from using; and Caution paragraphs warn you of potential problems.
- **Check boxes.** Word many check boxes—the square boxes that can either have a check mark in them (indicate that the option is turned on) or not (indicating that the option is turned off). This book tells you to “select” a check box when you need to put a check mark in the check box, and to “clear” a check box when you need to remove the check mark from it. If the check box is already selected or cleared, you don’t need to change it.
- **Keyboard shortcuts.** In Word, you can often save time and effort by using a keyboard shortcut rather than a Ribbon command. This book uses + signs to represent keyboard shortcuts. For example, “press Ctrl+S” means that you hold down the Ctrl key, press the S key, and then release the Ctrl key. “Press Ctrl+Alt+T” means that you hold down the Ctrl key and the Alt key, press the T key, and then release the Ctrl key and the Alt key.

Visit the *Beginning Microsoft Office 2010* Blog!

Word is a powerful program with many capabilities, and a book this size can cover only some of them.

For further information on Word 2010 and the other Office 2010 programs, please visit the *Beginning Microsoft Office 2010 Blog* at <http://www.ghdbooks.com>. Here you'll find tips, resources, and a form for asking questions you'd like to see covered on the site.