Table of Contents

Quick Reference Tables *vii*
Preface *viii*

LESSON 1: WORKING WITH WORD BASICS 2

- Presenting Word 2010 4
- Starting Word 4
- Opening Documents 7
  - Opening Older Word Documents 7
  - Storing Your Exercise Files 7
- Working with the Word 2010 Interface 9
  - The Ribbon 9
  - The Quick Access Toolbar 17
  - The Mini Toolbar 20
- Navigating in a Word Document 21
  - Navigating with the Scroll Bar 21
  - Navigating with the Keyboard 23
- Closing Documents 24
- Starting a New, Blank Document 25
- Getting Help in Word 2010 25
- Exiting from Word 27
- Concepts Review 27
- Reinforce Your Skills 28
- Apply Your Skills 33
- Critical Thinking & Work-Readiness Skills 35

LESSON 2: CREATING AND EDITING BUSINESS LETTERS 36

- Defining Typical Business Letter Styles 38
  - Block Style 38
  - Modified Block Style—Standard Format 39
  - Modified Block Style—Indented Paragraphs 40
- Inserting Text 41
  - AutoComplete 41
  - Using the Enter Key 41
  - Showing Formatting Marks 41
  - Spacing in Letters 42
  - Word Wrap 43
  - Creating an Envelope 43
- Saving Your Work 47
  - The Save Command 47
  - Word's DOCX File Format 47
- Selecting Text 49
  - Selection Techniques 49
- Editing Text 51
  - Inserting and Deleting Text 51
  - Using Undo and Redo 51
- Working with AutoCorrect 53
  - AutoCorrect Options Smart Tag 53
  - Setting AutoCorrect Options 55
  - Setting AutoFormat As You Type Options 58
- Copying and Moving Text 60
  - Working with the Clipboard 60
  - Editing with Drag and Drop 62
- Switching Between Documents 64
  - Viewing Open Documents on the Taskbar 64
- Using Page Layout Options 66
  - Setting Margins 66
  - Setting the Page Orientation 68
  - Setting the Paper Size 68
- Working with Combined Print and Print Preview 69
- Concepts Review 72
- Reinforce Your Skills 73
- Apply Your Skills 77
- Critical Thinking & Work-Readiness Skills 80

LESSON 3: CREATING A MEMORANDUM AND A PRESS RELEASE 82

Typing a Memorandum 84
  Introducing Default Tabs 84
  Inserting and Formatting the Date 85
  Inserting Symbols 87
Working with Page Breaks 89
  Removing Manual Page Breaks 89
  Displaying the Word Count 89
Working with Proofreading Tools 91
  Using the Spelling Checker 91
  Working with Word's Dictionaries 92
  Using the Grammar Checker 94
  The Spelling and Grammar Dialog Box 94
  Using the Thesaurus to Find a Synonym 97
Formatting Text 100
  Clearing Text Formatting 100
Working with Fonts and Themes 101
  Changing the Font Case 102
  The Format Painter 104
Working with Find and Replace 106
  Searching with the Navigation Pane 106
  Using the Find and Replace Dialog Box 107
  Finding and Replacing Formats 108
Navigating in Documents 112
  Setting Up Bookmarks 112
  Using Hyperlinks 114
Concepts Review 116
Reinforce Your Skills 117
Apply Your Skills 119
Critical Thinking & Work-Readiness Skills 121

LESSON 4: CREATING A SIMPLE REPORT 122

Formatting Reports 124
Using Paragraph Formatting 124
  Paragraph Defined 124
  Paragraph Formatting Compared to Character Formatting 125
  Using Paragraph Alignment 125
  Setting Alignments 125
  Setting Line Spacing 126
  Inserting a Nonbreaking Space 127
  Adding Hyphenation 127
Indenting Text 129
  Adjusting Indents 129
  Setting Custom Indents on the Ruler 130
Using Custom Tab Stops 132
  Setting Custom Tab Stops with the Ruler 132
  Working with the Tabs Dialog Box 134
  Modifying Tab Stops with the Ruler 137
Using Bulleted and Numbered Lists 138
  Converting Text to Lists 138
  Promoting and Demoting List Items 139
  Turning Off Bullets and Numbering 139
  Using the Bullets and Numbering Libraries 142
  Customizing Bullet and Number Styles 143
  Restart or Continue Numbering 144
Setting Line Breaks 146
  Using the Paragraph Space Settings 146
Using Borders and Shading 148
  The Borders Button 148
  The Shading Button 148
  The Borders and Shading Dialog Box 149
Inserting Page Numbers 151
Concepts Review 152
Reinforce Your Skills 153
Apply Your Skills 158
Critical Thinking & Work-Readiness Skills 161

LESSON 5: WORKING WITH TABLES AND FORMS 162

Introducing Tables 164
  Viewing Gridlines 164
  Navigating in a Table 164
Inserting Tables 165
  Drawing a Table 165
Using Table Tools 167
  Exploring the Layout and Design Tabs 167
Converting Tables 168
  Converting Text to a Table 168
  Converting a Table to Text 169
Selecting Data in a Table 171
Aligning Data in a Table 172
  Changing the Text Direction 172
Merging and Splitting Cells 173
Adding Borders and Shading to a Table 175
Sorting Data in a Table 176
Inserting Rows and Columns 178
  Moving Rows and Columns 178
Performing Calculations in Tables 180
  Constructing Formulas 181
Sizing Rows and Columns 183
  Dragging to Adjust Row Heights and Column Widths 183
  Distributing Rows and Columns 183
Using Table Styles to Format a Table 185
Working with Forms 187
  Setting Up Forms 188
  Understanding Form Fields 189
  Using the Checkbox and Drop-Down List Fields 192
  Applying Field Properties 194
  Protecting Forms 196
  Distributing and Using Forms 197
Concepts Review 199
Reinforce Your Skills 200
Apply Your Skills 206
Critical Thinking & Work-Readiness Skills 209

LESSON 6: CREATING A NEWSLETTER 210

Working with Section Breaks 212
  Inserting Section Breaks 212
  Deleting Section Breaks 212
Using WordArt 214
  Inserting WordArt 214
  Wrapping Text Around Objects 214
  Sizing WordArt 215
Using Clip Art 218
  Finding Clip Art 218
  Organizing Clip Art 218
  Sizing and Rotating Clip Art 219
  Moving Clip Art 219
Working with Picture Styles 222
  Applying a Style 222
  Setting a Transparent Color 223
Performing Basic Picture Editing 225
  Inserting a Picture from a File 225
  Inserting a Screenshot 225
  Adjusting Brightness and Contrast 226
  Cropping Pictures 227
  Compressing a Picture 228
Working with Newsletter-Style Columns 230
  Setting Up Columns 230
  Working with Column Breaks 233
Using Building Blocks 234
  Using Building Blocks Versus AutoCorrect 234
  Creating Custom Building Blocks 236
  Sorting the Building Blocks List 239
  Deleting a Custom Building Block 239
  Working with Preformatted Text Boxes 241
Applying Themes 244
  Customizing a Theme 244
  Resetting a Theme 246
  Inserting Drop Caps 246
Working with Views 248
  Using Zoom Controls 249
Concepts Review 251
Reinforce Your Skills 252
Apply Your Skills 257
Critical Thinking & Work-Readiness Skills 259

LESSON 7: CREATING A MANUAL AND USING MAIL MERGE 260

Formatting Text with Styles 262
- Types of Styles 262
- Quick Styles 263
- Viewing All Styles 265
- Changing the Quick Style Set 266
- Creating a New Custom Style 267
- Modifying, Removing, and Deleting Styles 269

Navigating with the Navigation Pane 272
- Rearranging Sections 272

Changing Word Window Views 274
- How the Split Bar Works 274

Introducing Mail Merge 275
- Components of a Mail Merge 275
- The Benefits of Using Mail Merge 277
- The Mailings Tab 277

Working with the Data Source 277
- Designing Effective Data Sources 277
- Creating Address Lists 278
- Reviewing Your Records 281
- Managing the Address List 282

Working with Main Documents 284
- Setting Up Main Documents 285

Conducting a Merge 288
- Previewing the Results 288
- Finishing the Merge 289
- To Save or Not to Save 289

Working with Merge Problems 290
- Common Merge Problems 290

Using Envelopes and Labels with Mail Merge 291
- Generating Envelopes with Mail Merge 291
- Arranging the Envelope 293
- Generating Labels with Mail Merge 294
- Using Label Options 295

Concepts Review 297

Reinforce Your Skills 298

Apply Your Skills 305

Critical Thinking & Work-Readiness Skills 308

LESSON 8: CREATING A RESEARCH PAPER 310

Using Research Paper Styles 312
- Understanding the MLA Documentation Style 312

Working with Footnotes, Endnotes, and Citations 314
- Inserting Footnotes 314
- Using the Footnote and Endnote Dialog Box 314
- Inserting Footnote Links 315
- Using Citations 315
- Editing and Formatting Footnotes 320

Working with Bibliographies 324
- Changing the Bibliography Style 324
- Creating a Bibliography 325

Introducing Headers and Footers 327
- Formatting Headers and Footers 328

Inserting Captions and a Table of Figures 329
- Inserting Captions 329
- Generating a Table of Figures 330
- Inserting a Table of Figures 332

Working with Templates 334
- Creating a Document from a Template 334
- Saving Documents as Templates 335
- Deleting a Template 336

Concepts Review 337

Reinforce Your Skills 338

Apply Your Skills 342

Critical Thinking & Work-Readiness Skills 345

Index *346*