Table of Contents

LESSON 1: WORKING WITH WORD BASICS	2	Using Page Layout Options Setting Margins
		Setting the Page Orienta
Presenting Word 2010	3	Setting the Paper Size
Starting Word	3	Working with Combined Pr
Opening Documents Opening Older Word Documents	5 5	Concepts Review
	5 5	•
Storing Your Exercise Files	<i>7</i>	LESSON 3: CREATIN
Working with the Word 2010 Interface The Ribbon	7	MEMORANDUM AND
The Quick Access Toolbar	12	RELEASE
The Mini Toolbar	13	Typing a Memorandum
Navigating in a Word Document	15	Introducing Default Tab
Navigating with the Scroll Bar	15	Inserting and Formattin
Navigating with the Keyboard	16	Inserting Symbols
Closing Documents	17	Working with Page Breaks
		Removing Manual Page
Starting a New, Blank Document	18	Working with Proofreading
Getting Help in Word 2010	18	Using the Spelling Chec
Exiting from Word	20	Using the Grammar Che
Concepts Review	20	The Spelling and Gramm
		Using the Thesaurus to 1
LESSON 2: CREATING AND EDITING		Formatting Text
BUSINESS LETTERS	22	Working with Fonts and Th
Defining Typical Business Letter Styles	23	Changing the Font Case
Block Style	23	The Format Painter
Modified Block Style—Standard Format	24	Working with Find and Rep
Modified Block Style—Indented Paragraphs	25	Searching with the Navi
Inserting Text	25	Using the Find and Repl
AutoComplete	25	Concepts Review
Using the Enter Key	26	Concepts Review
Showing Formatting Marks	26	
Spacing in Letters	26	
Word Wrap	27	
Creating an Envelope	27	
Saving Your Work	31	
The Save Command	31	
Word's DOCX File Format	31	
Selecting Text	32	
Selection Techniques	32	
Editing Text	34	
Inserting and Deleting Text	34	
Using Undo and Redo	34	
Working with AutoCorrect	35	
AutoCorrect Options Smart Tag	35	
Setting AutoCorrect Options	36	
Copying and Moving Text	38	
Working with the Clipboard	38	
Editing with Drag and Drop	40	
Switching Between Documents	41	
Viewing Open Documents on the Taskbar	41	

Setting Margins	43	
Setting the Page Orientation	44	
Setting the Paper Size	44	
Working with Combined Print and Print Preview	45	
Concepts Review		
LESSON 3: CREATING A		
MEMORANDUM AND A PRESS		
RELEASE	48	
Typing a Memorandum	49	
Introducing Default Tabs	49	
Inserting and Formatting the Date	49	
Inserting Symbols	52	
Working with Page Breaks	53	
Removing Manual Page Breaks	53	
Working with Proofreading Tools	54	
Using the Spelling Checker	54	
Using the Grammar Checker	56	
The Spelling and Grammar Dialog Box	56	
Using the Thesaurus to Find a Synonym	58	
Formatting Text	60	
Working with Fonts and Themes	60	
Changing the Font Case	61	
The Format Painter	62	
Working with Find and Replace	64	
Searching with the Navigation Pane	64	
Using the Find and Replace Dialog Box	64	
Concepts Review	66	

43

LESSON 4: CREATING A SIMPLE REPORT		LESSON 5: WORKING WITH TABLES	
		Introducing Tables	
Formatting Reports	69	Viewing Gridlines	89
Using Paragraph Formatting	69	Navigating in a Table	89
Paragraph Defined	69	Inserting Tables	90
Paragraph Formatting Compared to Character		Using Table Tools	91
Formatting	70	Exploring the Layout and Design Tabs	91
Using Paragraph Alignment	70	Selecting Data in a Table	91
Setting Alignments	70	Aligning Data in a Table	92
Setting Line Spacing	71	Merging and Splitting Cells	93
Indenting Text	73	Adding Borders and Shading to a Table	94
Adjusting Indents	73	Sorting Data in a Table	95
Setting Custom Indents on the Ruler	74	Inserting Rows and Columns	97
Using Custom Tab Stops	75	Moving Rows and Columns	97
Setting Custom Tab Stops with the Ruler	75	Performing Calculations in Tables	98
Working with the Tabs Dialog Box	76	Constructing Formulas	99
Modifying Tab Stops with the Ruler	79	Sizing Rows and Columns	100
Using Bulleted and Numbered Lists	80	Dragging to Adjust Row Heights and	
Converting Text to Lists	80	Column Widths	100
Promoting and Demoting List Items	80	Distributing Rows and Columns	100
Turning Off Bullets and Numbering	81	Using Table Styles to Format a Table	102
Using Borders and Shading	83	Concepts Review	103
The Borders Button	83		
The Shading Button	83	Index	104
The Borders and Shading Dialog Box	84		
Concepts Review	86		

Notes