*Microsoft Word 2010

Lesson 2

*Opening an Existing File

#2
Fastest way if Word is already open, and you recently worked on the document.

1. • Open Word and then open document

2. • Go to File menu and Recent

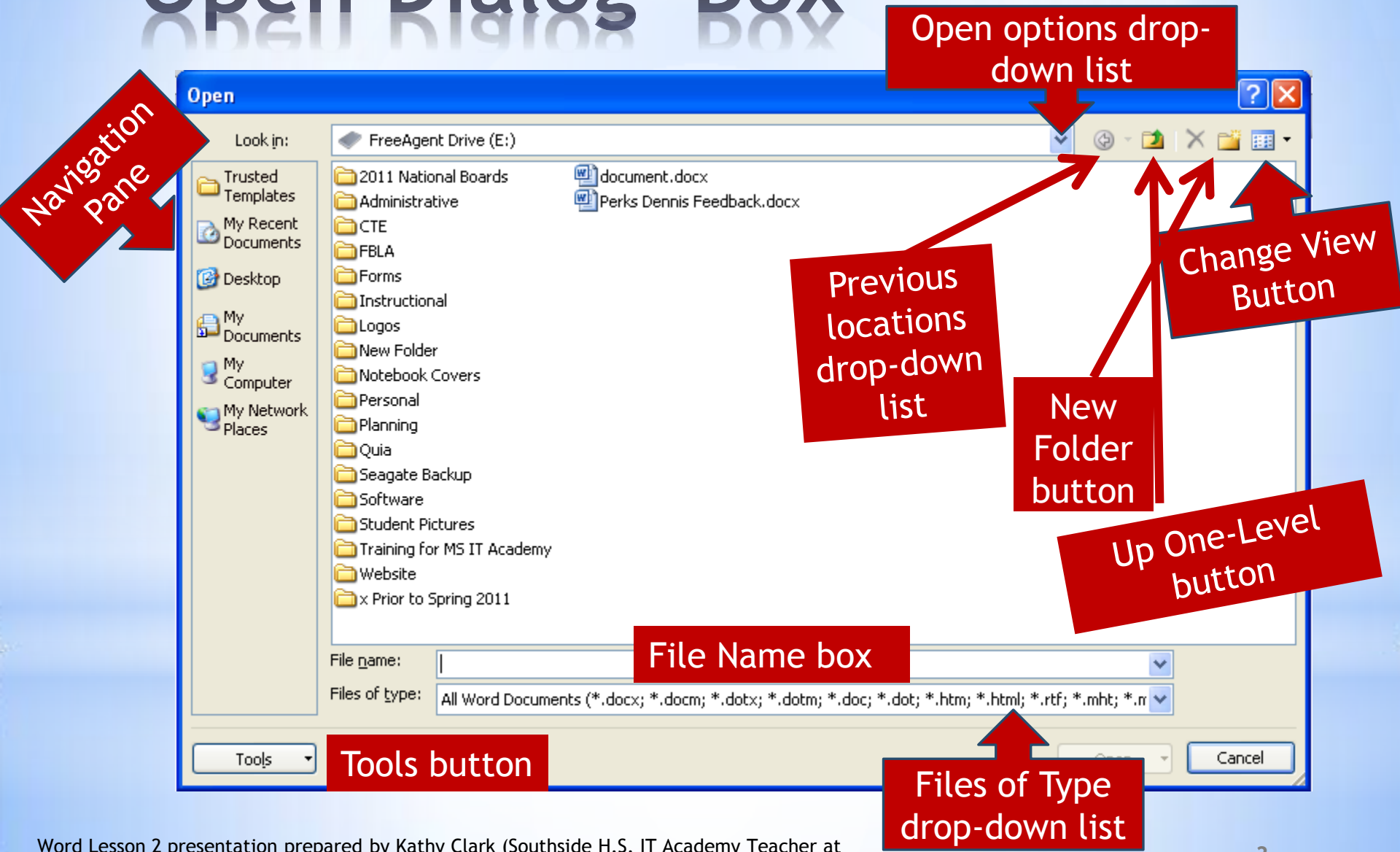3. • Open from My Computer (My Documents on your machines)

4. • CTRL + O

5. • CTRL + F12

6. • CTRL + ALT + F2

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*Open Dialog Box

Open options drop-down list

Navigation Pane

Open

Look in: FreeAgent Drive (E:)

Trusted Templates
My Recent Documents
Desktop
My Documents
My Computer
My Network Places

2011 National Boards
Administrative
CTE
FBLA
Forms
Instructional
Logos
New Folder
Notebook Covers
Personal
Planning
Quia
Seagate Backup
Software
Student Pictures
Training for MS IT Academy
Website
x Prior to Spring 2011

document.docx
Perks Dennis Feedback.docx

Previous locations drop-down list

Change View Button

New Folder button

Up One-Level button

File name:

Files of type: All Word Documents (*.docx; *.docm; *.dotx; *.dotm; *.doc; *.dot; *.htm; *.html; *.rtf; *.mht; *.m

File Name box

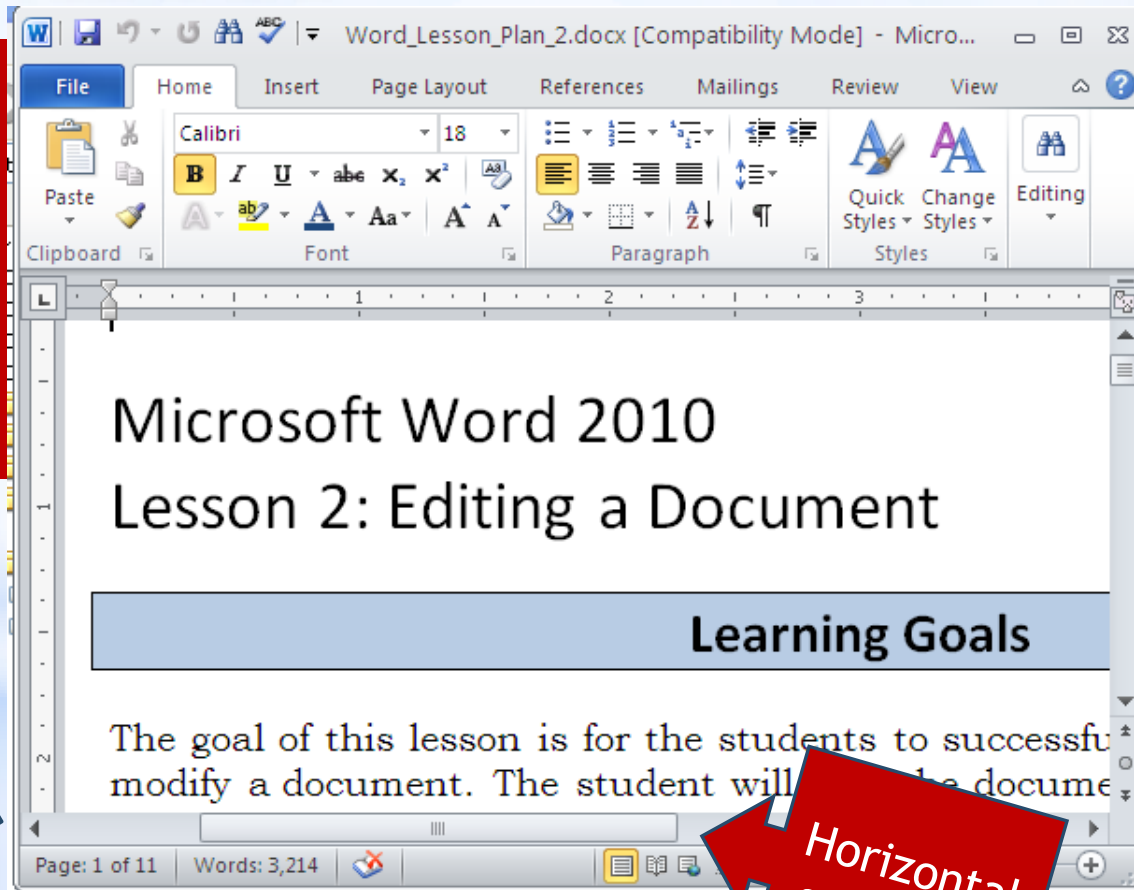Files of Type drop-down list

Tools button

Tools

Cancel

3

*Navigating Through a Document

Keyboard

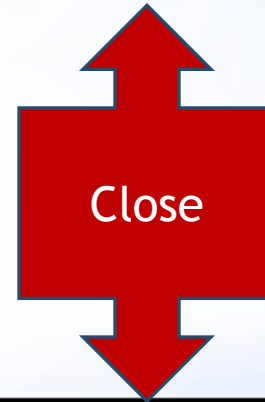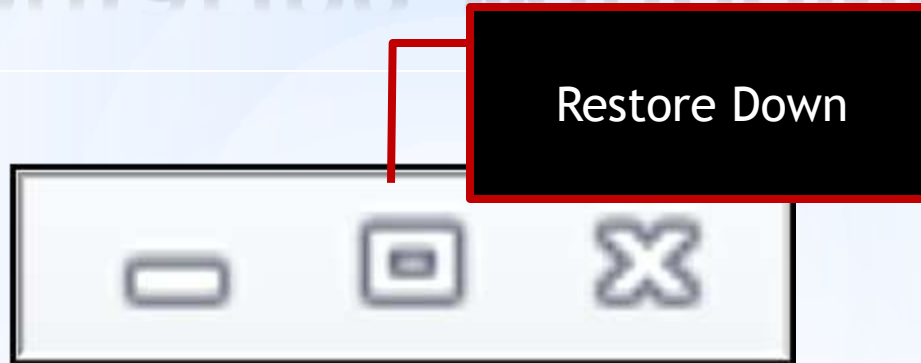Page Up & Page Down keys

Arrows key (aka: directional keys)

Scroll box

Scroll arrows

Horizontal scroll box

4

*Manipulating Windows

Note:
Shows this view when window is using the full screen.

Restore Down

Minimize

Close

Note:
Shows this view when window is not using the full screen.

Maximize

*Navigating Through a Document

Shift + F5 Takes you back to the last place you visited.

Home
Beginning of line

CTRL + Home
Top of document

End
End of line

CTRL + End
Bottom of document

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Navigating Through a Document

Mouse Pointers

The appearance of the mouse pointer changes based on the actions that you are performing.

Mouse pointers source:
http://yoingco.com/index.htm

Some pointing devices have scroll wheels to help with navigation.

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Navigating Through a Document

More Hot Keys (aka: Shortcut keys)

- **CTRL + Page Up** (move to top of page)

- **CTRL + Page Down** (move to bottom of page)

- **CTRL + F10** (maximizes document window)

- **ALT + F10** (minimizes document window)

- **ALT + F5 (**restores the program window size)

Inserting text in a Document

Insert mode versus Overtype mode

By default, Word opens in the **Insert** mode. If you wish to replace text by typing over it, press the **Insert** button (located near the top right of the keyboard). This will **toggle** the insert button to the overtype button.

Insert mode: inserts text to the right of I-beam

Overtype mode: replaces text to the right I-beam

Toggle: computers: a setting that can be switched between two different options by pressing a single key, making a single choice from a menu, etc. Source: The Learners Dictionary

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Inserting Text in A Document

Selecting Text (Oh, so many ways…)

Adjacent:
Side-by-side

Non-adjacent:
Not side-by-side

- **Single character:** click and drag over it
- **Word:** double-click it or drag over it
- **Paragraph:** triple-click it or drag over it
- **Sentence:** CTRL + click anywhere in it or drag over it
- **Selecting adjacent blocks of text:** dragging over it
- **Non-adjacent blocks of text:** CTRL + dragging over the blocks
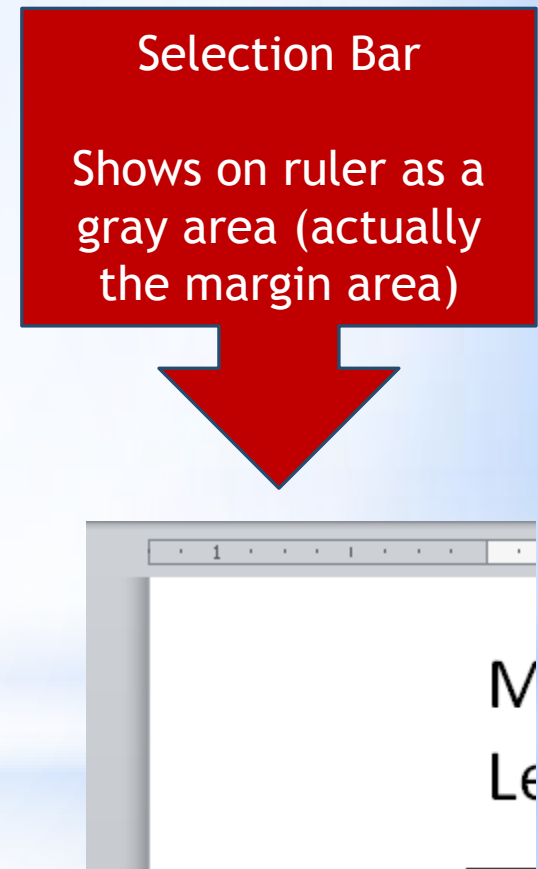- **Selecting all text** in a document: CTRL + A

*Inserting Text in A Document

Selecting Text Continued Alternative Methods

Selection Bar

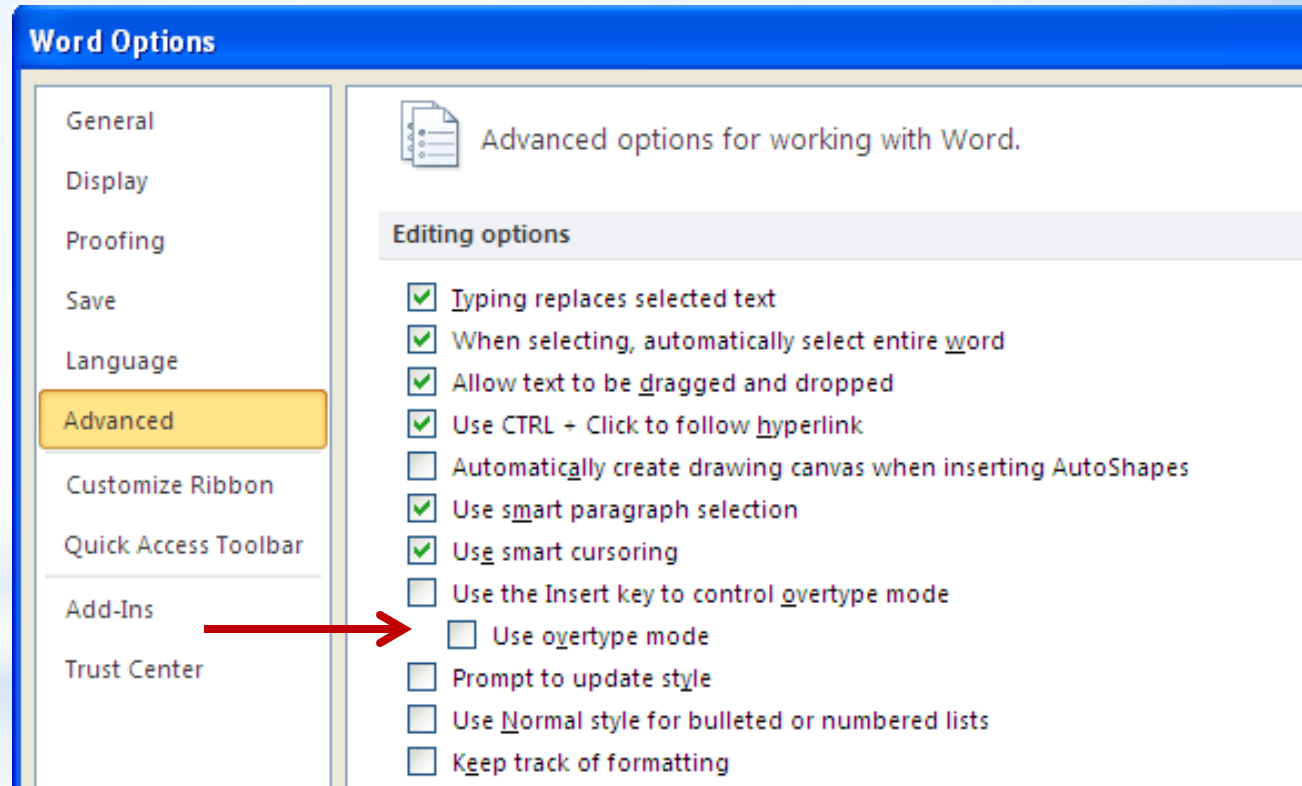Shows on ruler as a gray area (actually the margin area)
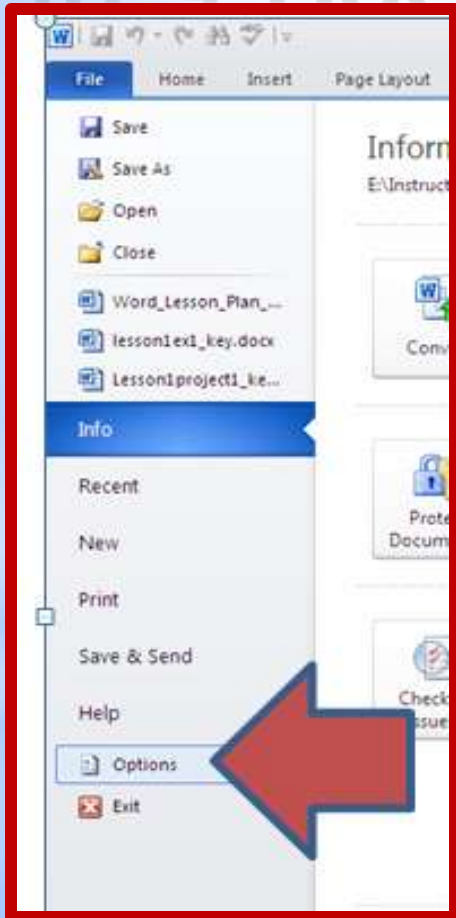
- **Keyboard arrow keys in conjunction with SHIFT key**

- **Selection bar to the left of the document text for one or more lines**

- **Triple click the selection bar for entire document**

*Deleting &Restoring Text in a Document

Undo

Redo

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*Deleting &Restoring Text in a Document: Word Options

Deleting &Restoring Text in a Document:
Alternative Methods

Select text and press **backspace key** or **delete key**.

Note: If you accidently hit the **space bar** or *any other key*, the selected text is replaced. If you didn't mean to replace it, just click **Undo** on the QAT.

Clear
Clear
Clear
Paste
Move Object
Fill Color
Resize Object
Insert Object
Paste
Cancel

By clicking the drop-down arrow on the **Undo** or **Redo** buttons, you can undo/redo more actions.

Creating a Folder in Word 2010

Create New Folder (Alt+4)

For good file management and quick document retrieval, it is important that you organize your work into folders and subfolders.
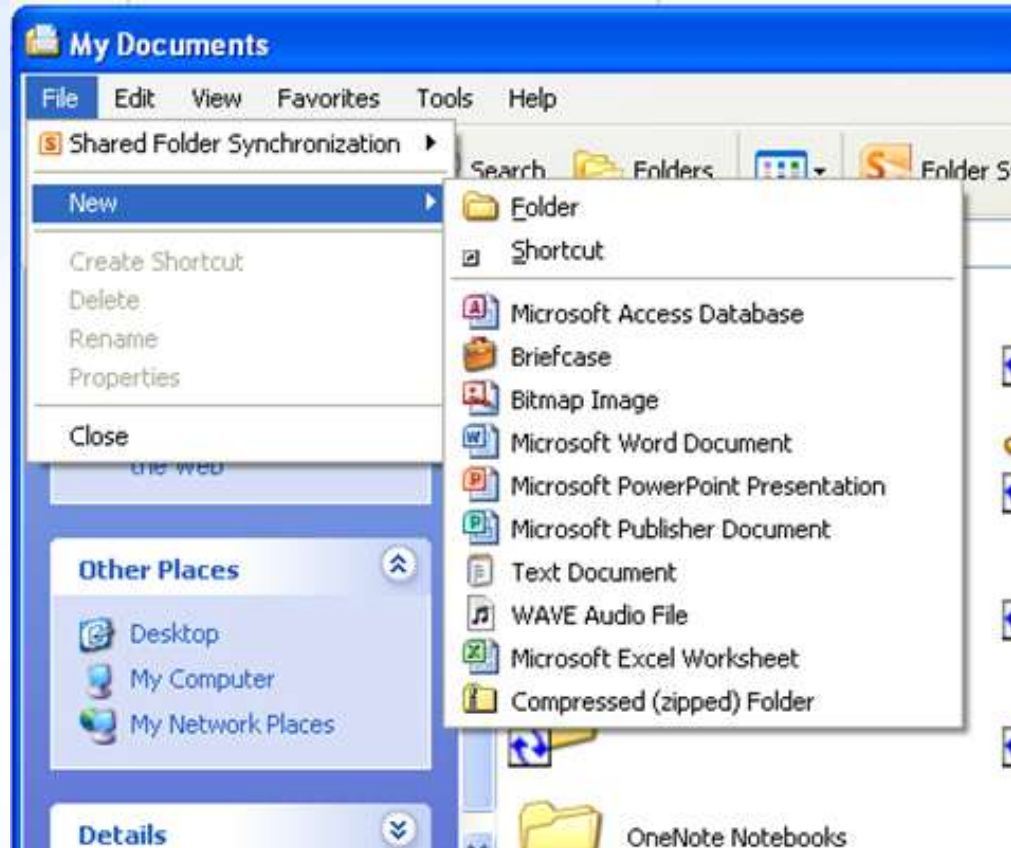
Example:
- **My Documents** (is your **main folder**)
- **Individual class folders** (are your **subfolders**)
  - Math
  - English
  - Art
  - MSITA

*Creating a Folder in My Documents

You can create your folders before entering Word by going to your **My Documents** (or any other folder) and Clicking on **File, New, and Folder.**
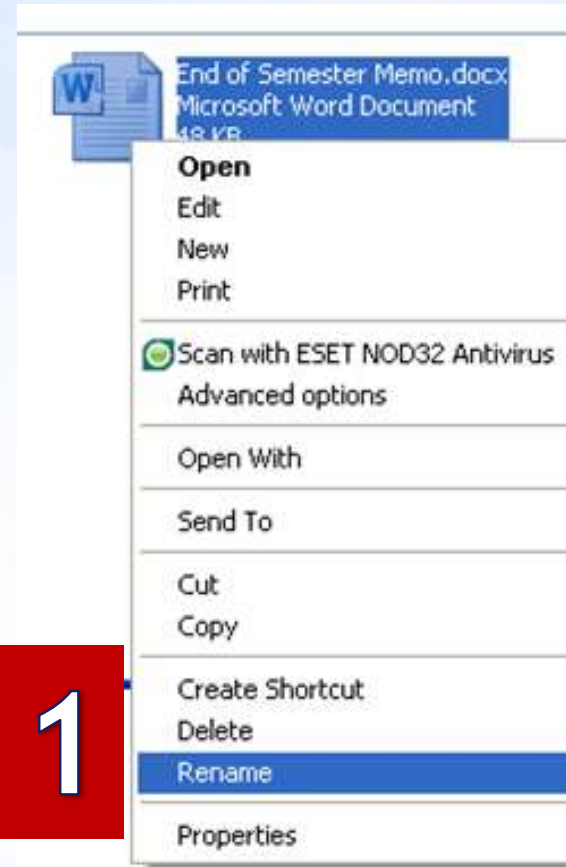
Note: You will often see Drive E for me because I use an external hard drive to store all of my files. That way I can access my files at home, school, etc.

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*Renaming a Folder or File

Just right-click on it and type the new name.

Caution: Make sure that you **don't change the file extension when renaming files. Whatever is selected is what changes.** In Word the file extension is **.docx** (for 2007 & 2010) and **.doc** (for prior versions).

End of Semester Memo.docx
Microsoft Word Document
48 KB

Open
Edit
New
Print

Scan with ESET NOD32 Antivirus
Advanced options

Open With

Send To

Cut
Copy

Create Shortcut
Delete
Rename

Properties

1

2

End of Semester Memo.docx
Microsoft Word Document
48 KB

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*Save versus Save As

Save = 1 document

Save As = 2 documents

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*Save versus Save As

File | **Home**

[icon] Save

[icon] Save As

Save As

Must click on **File** and **Save As** to access **Save As**.

Another document is created.

The original is kept intact.

The new document can now be edited.

Save

Changes are saved on top of current document.

If document is already named, you can just click on the [icon] on the QAT.

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*Common File Formats/Extensions

.txt (Plain Text Format)
This is a good extension to use if all you need is to preserve the text.

Example: You have a word processor at home, but it is not a version of Word. Save your file as a .txt and pull it into Word when you get to school to format it.

.rtf (Rich Text Format)
Similar to .txt, but it saves underlines, boldface, etc.

.doc	Microsoft Word Document
.docx	Microsoft Word Open XML Document
.log	Log File
.msg	Outlook Mail Message
.pages	Pages Document
.rtf	Rich Text Format File
.txt	Plain Text File
.wpd	WordPerfect Document
.wps	Microsoft Works Word Processor Document

Image source for common file formats;
http://www.fileinfo.com/common.php

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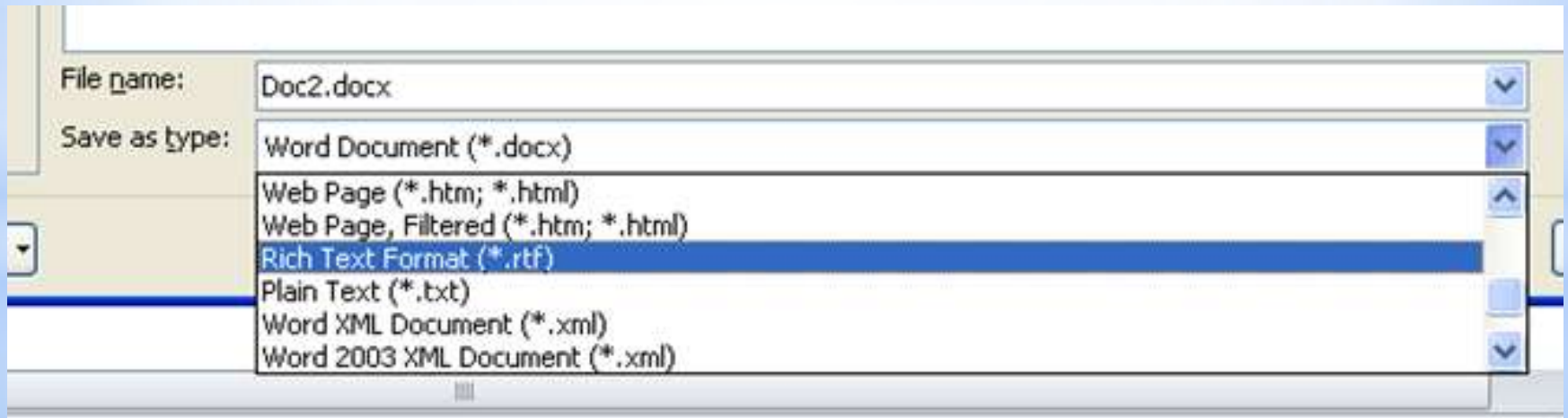
*Saving with a .rtf file extension

Click in **Save as type** and scroll down until to you get **.rtf**.

Many of the files in your class are saved in **.pdf.** This displays the document using Adobe reader and stands for **Portable Document Format**. This format preserves your formatting even if the users *do not have the same fonts installed on their computers*.

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Now it is time for you to practice. Please complete the following:

1. Word Lesson 2, Exercise 1
2. Word Lesson 2, Project 1
3. Quia Quiz, Word Lesson 2