Microsoft Word 2010 Quick Reference Guide

The following instructions are quick references for basic features in Microsoft Word. Topics include format document, line spacing, margins, and checking spelling and grammar.

I. Window Features

![Diagram of Word 2010 interface]

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick Access</td>
<td>Displays quick access to commonly used commands.</td>
</tr>
<tr>
<td>File Tab</td>
<td>The File tab has replaced the Office button in 2007. This area is called the Backstage which helps you to manage the Microsoft application and provides access to its options such as Open, New, Save As, Print, etc.</td>
</tr>
<tr>
<td>Ribbon Tab</td>
<td>Title or name of the specific Ribbon.</td>
</tr>
<tr>
<td>Ribbon</td>
<td>Displays groups of related commands within tab. Each tab provides buttons for commands.</td>
</tr>
<tr>
<td>Group</td>
<td>Contains category of command buttons.</td>
</tr>
<tr>
<td>Show Dialog Box</td>
<td>Shows additional options.</td>
</tr>
</tbody>
</table>

II. Using Ribbons

Microsoft Word 2010 uses Tabs instead of menus to organize various functions. In addition, command buttons have been placed in a Group within the Ribbon. The Dialog Box Launcher in a group shows additional options.

![Diagram of Tabs and Dialog Box Launcher]

The Table Tools and Drawing/Picture Tools tabs only appear when a table or picture is selected for editing purposes.

III. Select Text

You must select text before you can change the format. You can use the mouse to select text in a variety of ways.

<table>
<thead>
<tr>
<th>Select</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>any text</td>
<td>Click at the beginning of the area and press the Shift key as you click at the end of the area. You can also drag across the text you want to select.</td>
</tr>
<tr>
<td>a word</td>
<td>Double click on the word.</td>
</tr>
<tr>
<td>a line</td>
<td>Place the mouse pointer in the left margin. Position the mouse pointer next to the desired line and click once.</td>
</tr>
<tr>
<td>multiple lines</td>
<td>Place the mouse pointer in the left margin next to the first desired line and click once. Then compress the Ctrl key and click additional lines to select them.</td>
</tr>
<tr>
<td>a sentence</td>
<td>Press the Ctrl key and click anywhere in the sentence.</td>
</tr>
<tr>
<td>a paragraph</td>
<td>Place the mouse pointer in the left margin and double click next to any line in the paragraph.</td>
</tr>
<tr>
<td>multiple paragraphs</td>
<td>Click at the beginning of the first paragraph then hold the mouse button down while dragging through your desired paragraphs.</td>
</tr>
<tr>
<td>a document</td>
<td>Press the Ctrl key then place the mouse pointer anywhere in the left margin and click once.</td>
</tr>
</tbody>
</table>
IV. Format Document
Formats can be applied to any text within your document. The formatting styles are the most common way to change the appearance of text.

A. Standard Formats
1. Select the text that you want to format.
2. Select the Home tab.
3. On the Home ribbon, click on your desired format button.

Format Option Examples:
- Click on the Bold button to bold text.
- Click on the Italic button to italicize text.
- Click on the Underline button to add an underline to text.
- Click on the Bullets button to add a bulleted list to text.
- Click on the Numbering button to add a numbered list to text.

V. Additional Font Options
Additional font options are available, such as font effects and special styles.

A. Font Effects
1. Select the Home tab.
2. Click on the Dialog Box Launcher, located in the Font group.
3. The Font window will appear that contains additional formats you can select from.

VI. Line Spacing
The spacing option can adjust line within a paragraph or entire document.

A. Change Spacing
1. Select the Home tab.
2. Click on the Line Spacing button, located in the Paragraph group.
3. The Spacing panel will appear, and then select your desired spacing option.

VII. Margins
Margins can be applied or change within a document.

A. Change Margin
1. Select the Page Layout tab.
2. Click on the Margins button, located in the Page Setup group.
3. The predesigned margins panel will appear, and then select your desired margin option.

VIII. Spelling and Grammar Checks
As you type the document, wavy red underlines will appear under text to indicate possible spelling errors and wavy green underlines to indicate possible grammatical errors.

A. Correct Errors
1. Right-click on a word with a wavy underline.
2. Click on the correction from the option panel that you desire.

B. Additional Option
1. Select the Review tab.
2. Click on the Spelling & Grammar button, located in the Proofing group.

Get Help
The Technology Help Desk at 412 624-HELP [4357] is available 24 hours a day, seven days a week to answer your technology-related questions. Questions can also be submitted via the Web at technology.pitt.edu.