Word 2010

User's Manual

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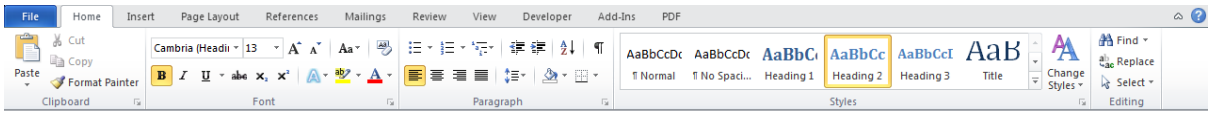
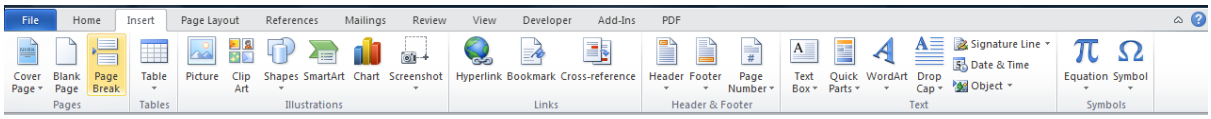
Menu/Ribbon

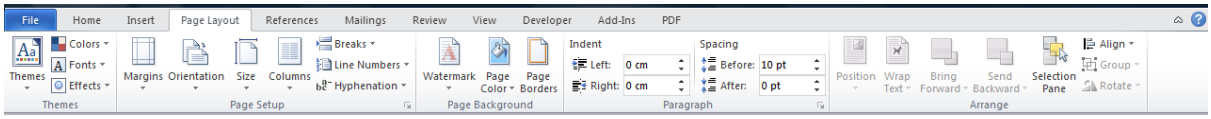
Home



Insert



Page Layout



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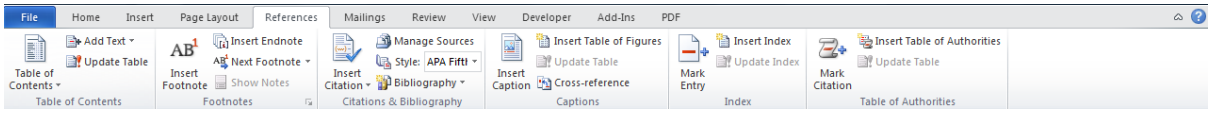
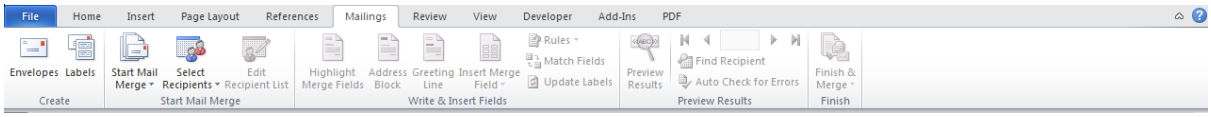
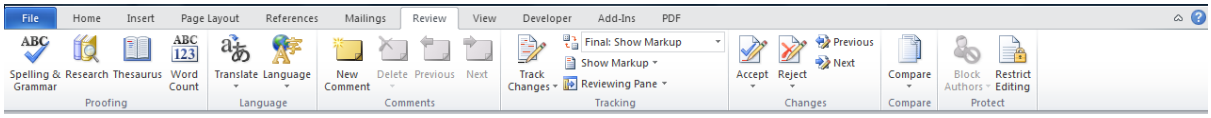


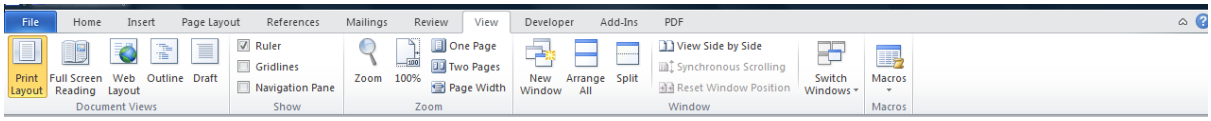
Mailings



Review



View



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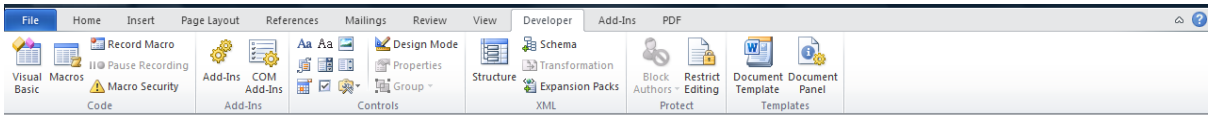
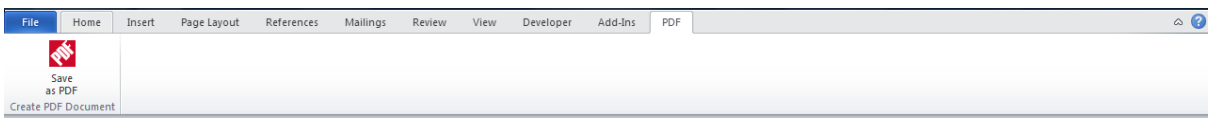


PDF



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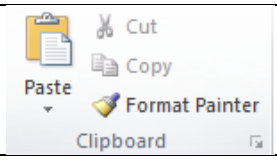
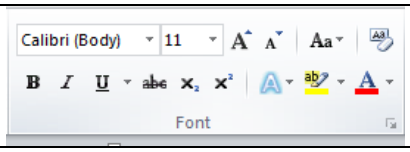
Home Menu & Group

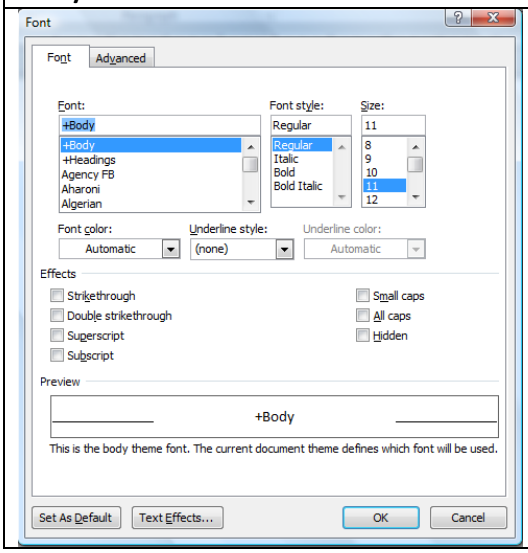
Clipboard



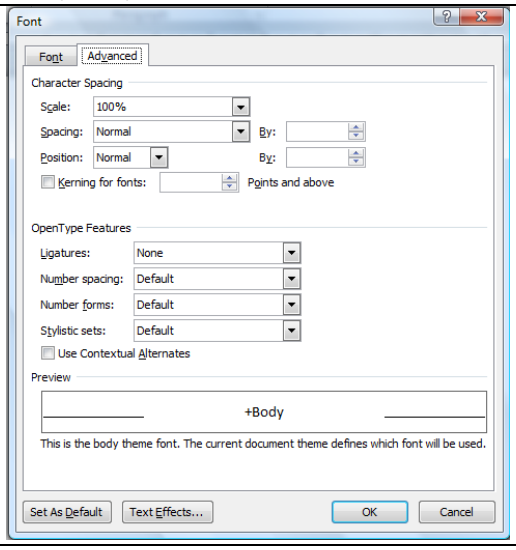
Font



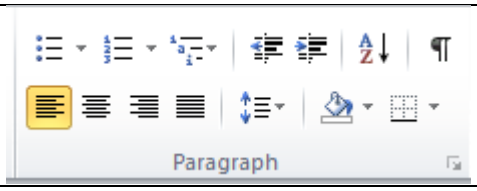
Font/Font



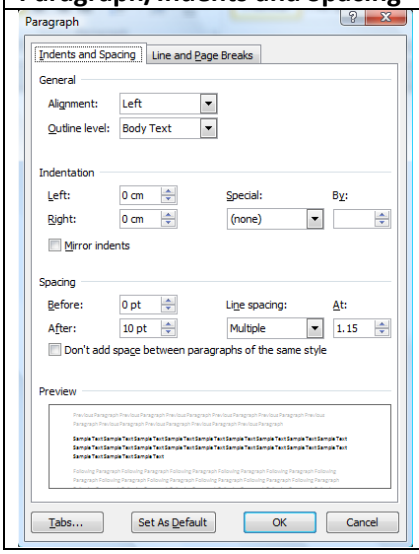
Font/Font/Advanced



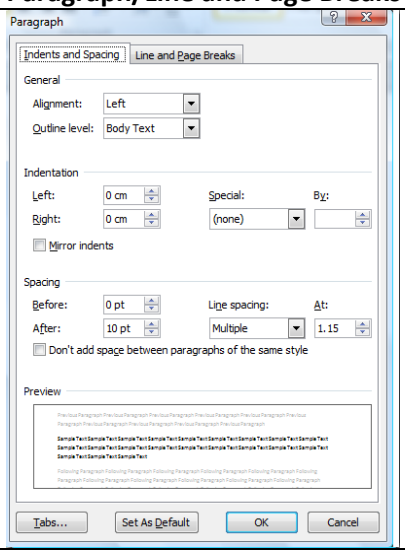
Paragraph



Paragraph/Indents and Spacing



Paragraph/Line and Page Breaks



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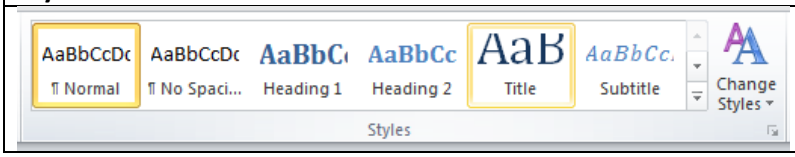
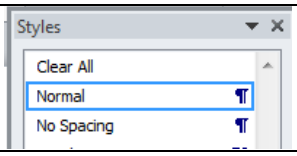
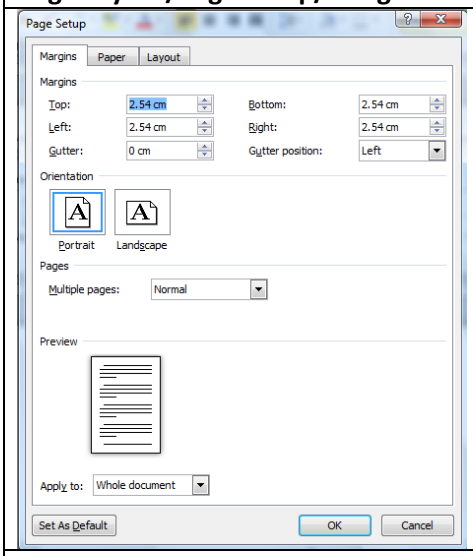
Styles



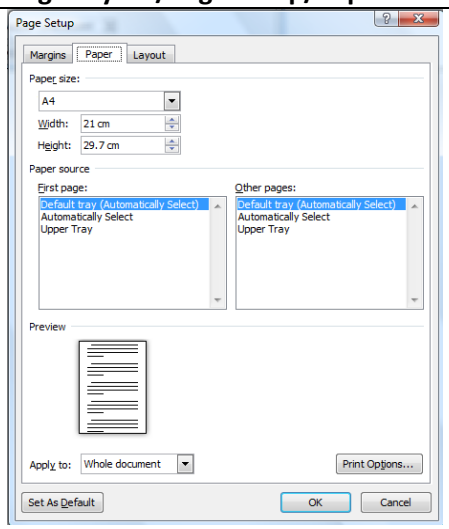


Page Layout/Page Setup/Margins

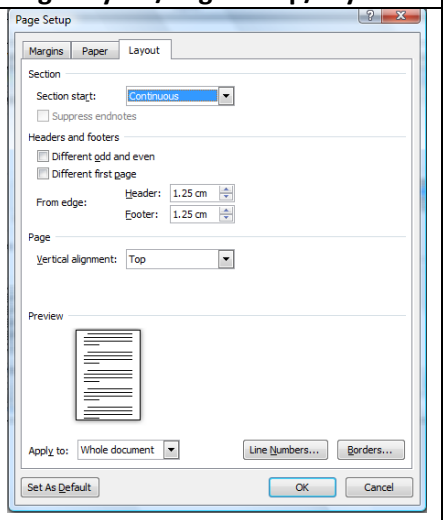
Page Layout/Page Setup/Margins



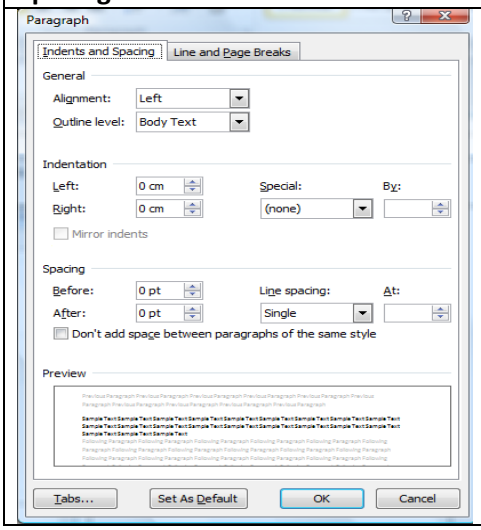
Page Layout/Page Setup/Paper

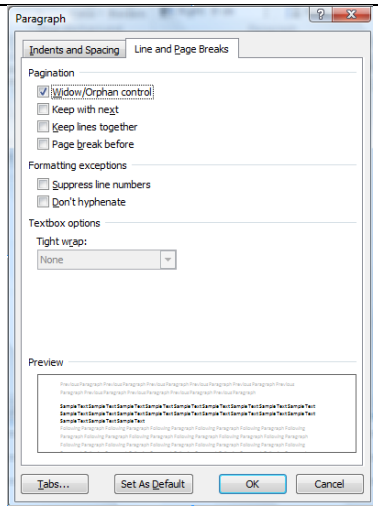


Page Layout/Page Setup/Layout



Page Layout/Paragraph/Indents and Spacing





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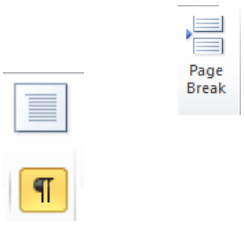
Insert Menu

Insert a Page Break

- Position cursor where to insert a Page Break.
- Click on **Insert Menu** and Select **Page Break** or Press **Ctrl Enter**.

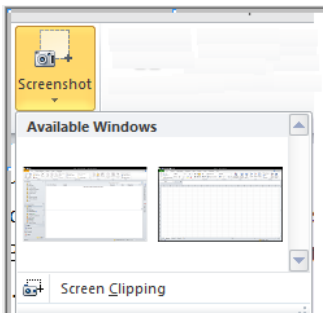


To Delete a Page Break

- Select the **View Menu**.
- Under the **Document Views group**, click on **Draft** tool.
- Click on the **Show/Hide** button if Page Break is not visible.
- Click the **Page Break** to remove, press **Delete** to cancel the Page Break.
- Click the **View menu** and select **Print Layout** to return the Print Layout.
- Click on the **Show Hide** tool again to hide non printing characters.

Insert a Screenshot

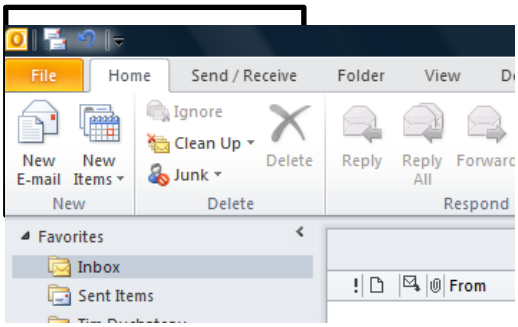
You may wish to insert a Screen Shot or part of a Window on a Word Document for a report or creating User Guides.



- Open the **Window/Program** for which you wish to use Screenshot or Clipping.
- Activate the Window to use.
- Click on the **Insert Menu** and Select **Screenshot**.
- From the Available Windows, Click on the **Window to Insert**.

Insert a Screen Clipping

Screen Clipping is mainly used to capture part of an Active Window



- Open the **Window/Program** for which you wish to use Screenshot or Clipping.
- Activate the Window to use.
- Click on the **Insert Menu**, Select **Screenshot** and click on **Screen Clipping**.
- **Highlight** the area of the window to use as Clipping.
- Change the **wrapping layout** of the graphic if required.

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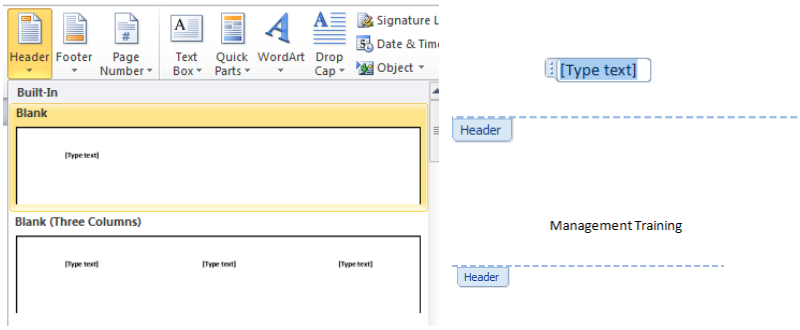
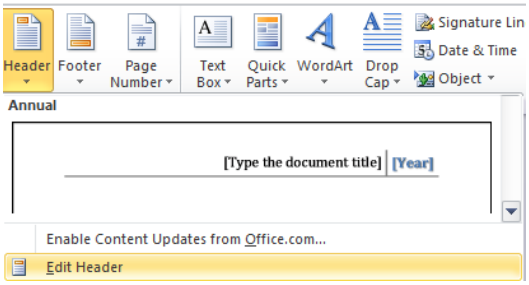
Inserting a Header and Footer

- Click on **Insert Menu**.
- Click on **Header or Footer**.
- Choose the **required format**.
- Highlight "Type Text" (content).
- Type in the content of your header e.g. **Management Training**.



Note: You can also double click on the Header section to insert a Header.

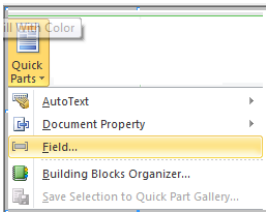


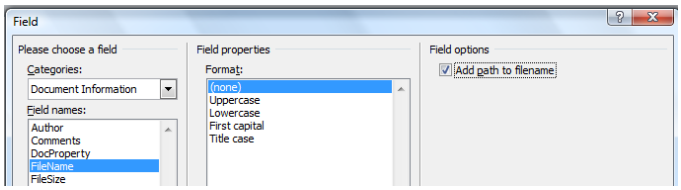
To Change or Edit a Header

- Click on **Insert Menu**.
- Select **Edit Header** option.

Inserting the Filename and File Location on a Header/Footer

- Edit the Header or Footer.
- Click on the **Quick Parts** drop down list.
- Select **Field**.
- Click on the **Categories** drop down list, select **Document Information**.
- Click on **Filename**.
- To include the Path, click the **Add path** to filename checkbox under the Field Options.





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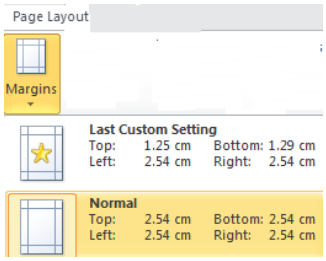
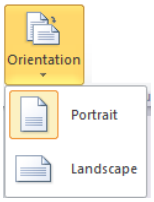
Page Layout Menu

Setting up the Margins of a document



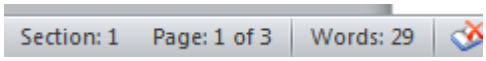
- Select the **Page Layout** menu.
- Click on the **Margins** tool button.
- Select a Pre-set Margin or click on **Custom Margin** to use your own settings.

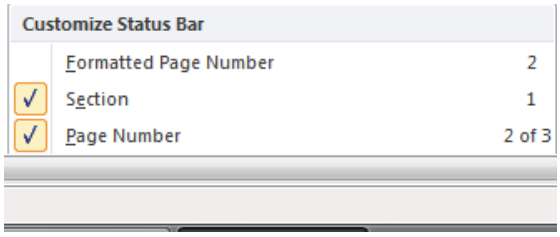
Changing the Orientation of a document



- Select the **Page Layout menu**.
- Click on the **Orientation** tool button.
- Select **Portrait** or **Landscape**.

Viewing Section Break on Status Bar



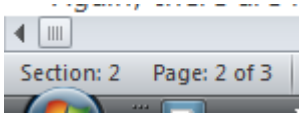


- Right click the **Status bar**.
- On the **Customise Status bar** menu, click on the **Section** option.

Inserting Section Breaks

You may apply section break where you wish to use different headers and footers or use different margins settings on a document.

- Position cursor where you wish to insert the section break.
- Select the **Page Layout** menu.
- Click on **Breaks** drop down arrow.
- Choose the relevant Section Breaks option.
- You can select the **view** menu and Click on **Draft** tool button to view the Section Breaks or verify the section break on the status bar.



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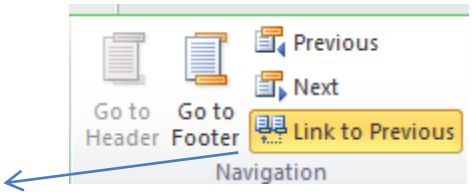
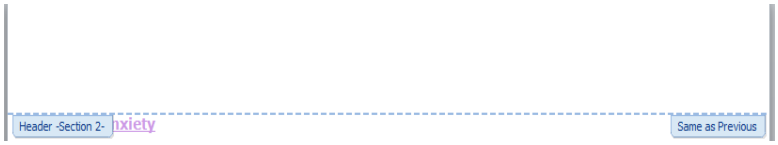
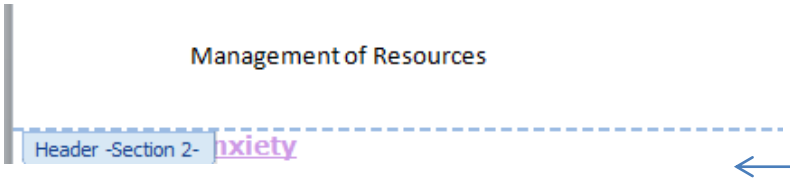
Using Different Header or Footer on a document after inserting a Section break

- Edit the Header and Footer
- Click into the **Header and Footer**
- Remove the link between the Header and Footer by clicking on the **Link to Previous** tool from the Navigation Group.
- Type in the Header or Footer required.



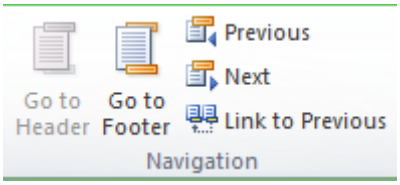




Notice that the "Same as Previous" is no longer displayed.

To Move to Previous or Next Section Breaks

Under the Navigation group, click on **Previous** tool to move to Previous Section Break, click on **Next** tool to move to Next Section Break.

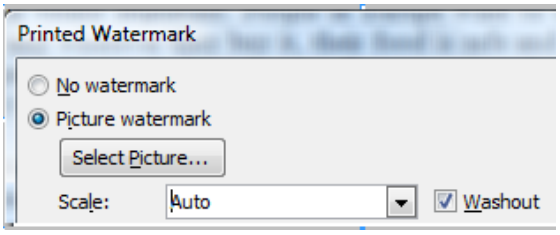


Page Layout Menu

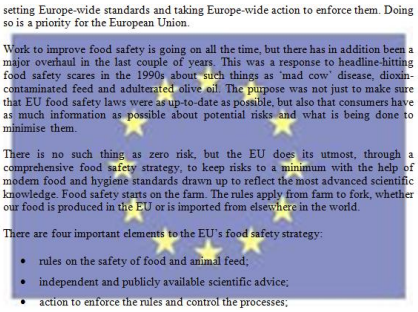
Apply a Watermark to a Document

Using Picture Watermark using a Washout option

- Click on **Page Layout** menu.
- Under the Page Background group, click on **Watermark** drop down arrow.
- Select **Picture Watermark**.
- Click the **Select Picture** tool button.
- Choose the Location and double click the Picture to use.
- Click the **Washout** option to have picture as Washout (transparent) or Normal background.



Normal Watermark


setting Europe-wide standards and taking Europe-wide action to enforce them. Doing so is a priority for the European Union.

Work to improve food safety is going on all the time, but there has in addition been a major overhaul in the last couple of years. This was a response to headline-hitting food safety scares in the 1990s about such things as 'mad cow' disease, dioxin-contaminated feed and adulterated olive oil. The purpose was not just to make sure that EU food safety laws were as up-to-date as possible, but also that consumers have as much information as possible about potential risks and what is being done to minimise them.

There is no such thing as zero risk, but the EU does its utmost, through a comprehensive food safety strategy, to keep risks to a minimum with the help of modern food and hygiene standards drawn up to reflect the most advanced scientific knowledge. Food safety starts on the farm. The rules apply from farm to fork, whether our food is produced in the EU or is imported from elsewhere in the world.

There are four important elements to the EU's food safety strategy:

- rules on the safety of food and animal feed;
- independent and publicly available scientific advice;
- action to enforce the rules and control the processes;

Washout Watermark

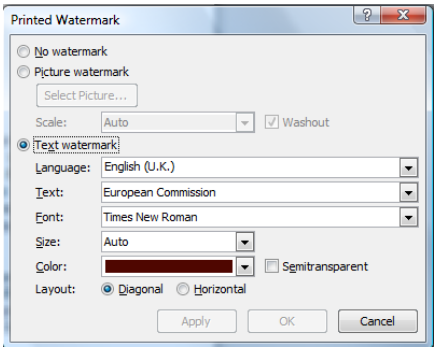
There is no such thing as zero risk, but the EU does its utmost, through a comprehensive food safety strategy, to keep risks to a minimum with the help of modern food and hygiene standards drawn up to reflect the most advanced scientific knowledge. Food safety starts on the farm. The rules apply from farm to fork, whether our food is produced in the EU or is imported from elsewhere in the world.

There are four important elements to the EU's food safety strategy:

- rules on the safety of food and animal feed;
- independent and publicly available scientific advice;
- action to enforce the rules and control the processes;
- recognition of the consumer's right to make choices based on complete information about where food has come from and what it contains.

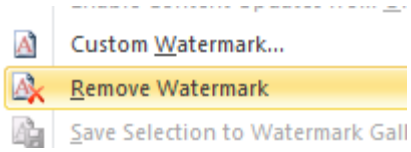
Using a Pre-set or Custom Text Watermark

- Click the **Page Layout** menu.
- Select a Pre-set Watermark e.g. **Confidential 1**.
- To insert a Custom text, click **Custom Watermark**.
- Select **Text Watermark** option.
- Type in the Text to be used for the Watermark on the Text Row, e.g. **European Commission**.
- Format the Watermark using the Font, Size or Colour.
- Select Layout e.g. **Diagonal** or **Horizontal** and click on **Apply**.



To Remove a Watermark

- Click on the **Page Layout** menu.
- Under the **Page Background** group, click on Watermark tool button.
- Select **Remove Watermark** to cancel the Watermark.



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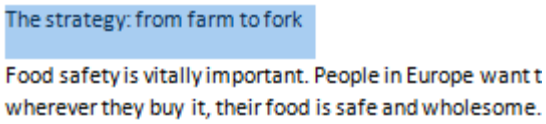
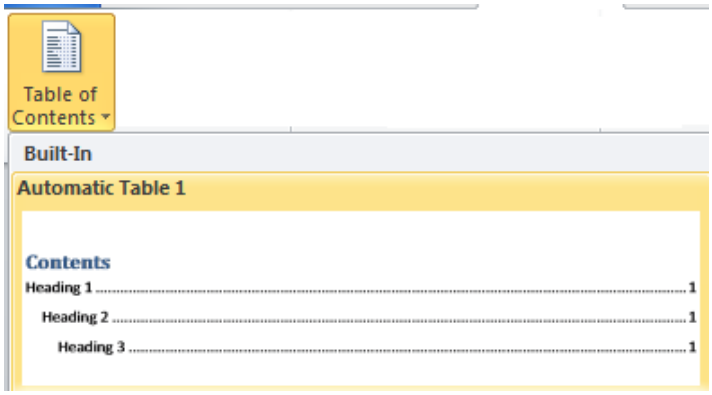
References Menu

Creating a Table of Contents on a Word Document



- Highlight the text you wish to use as Heading on your table of content.
- Click on the **Home** menu.
- Unser the Styles group, click on **Heading 1**, **Heading 2** or any other heading style based on the level on the Table of Contents.
- Repeat the previous step for all the headings on your document.
- Position cursor on the page to insert the Table of Contents.
- Select the **References Menu**.
- Click on the Table of Contents drop down list and select the format to use.



Working with Mail Merge

The main elements of a Mail Merge Document

Data Source

The Data Source consists mainly of field names (column name) and information you wish to repeat on your documents to use as Mail Merge.

	A	B	C	D	E	F	G
1	**Title**	**First Name**	**Last Name**	**Job Description**	**Site**	**Manager**	**Date**
2	Miss	Susan	Williams	Harware Installation	DGENER	Max Anderson	12/11/2011
3	Mrs	Tom	Alderson	Change of PC	DGMOVE	Will Saunders	14/11/2011
4	Mrs	Frank	Williams	Install Windows 7	RTD	Jennifer King	18/11/2011
5	Miss	John	Parker	Network Connection	DGIT	Susan Martins	19/11/2011
6	Mrs	Ken	Wilson	Replacement of Laptop	JUST	Kelly Williams	12/11/2011
7							

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Main Document

The main document includes all the fields from the Data Source and the content of the final document.

«Title» «First_Name» «Last_Name»
Site: «Site»
cc: «Manager»

12/11/2010

Dear «First_Name»,

Re: Support for «Site» Site

This is to inform you we have arranged for a member of our helpdesk for an on-site support on «Date» for the job reference: «Job_Description».

Final Document

This is the final result of your mail merge. The content of the Data Source is merged with the main document producing individual letter for each record on the Data Source.

Miss Susan Williams
Site: DGENER
cc: Max Anderson

12/11/2010

Dear Susan,

Re: Support for DGENER Site

This is to inform you we have arranged for a member of our helpdesk for an on-site support on 11/12/2011 for the job reference: Harware Installation.

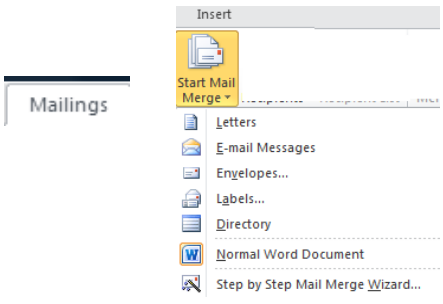
Kindly contact us to confirm your availability on 032 32 12 12.

Thanking you.

Regards,

Steps to Create a Mail Merge

- Open a **New blank** document.
- Select **Mailings** Menu.
- Click the **Start Mail Merge** drop down arrow.
- Select **Step by Step Mail Merge Wizard**.
- Follow the six steps below to continue your mail merge.



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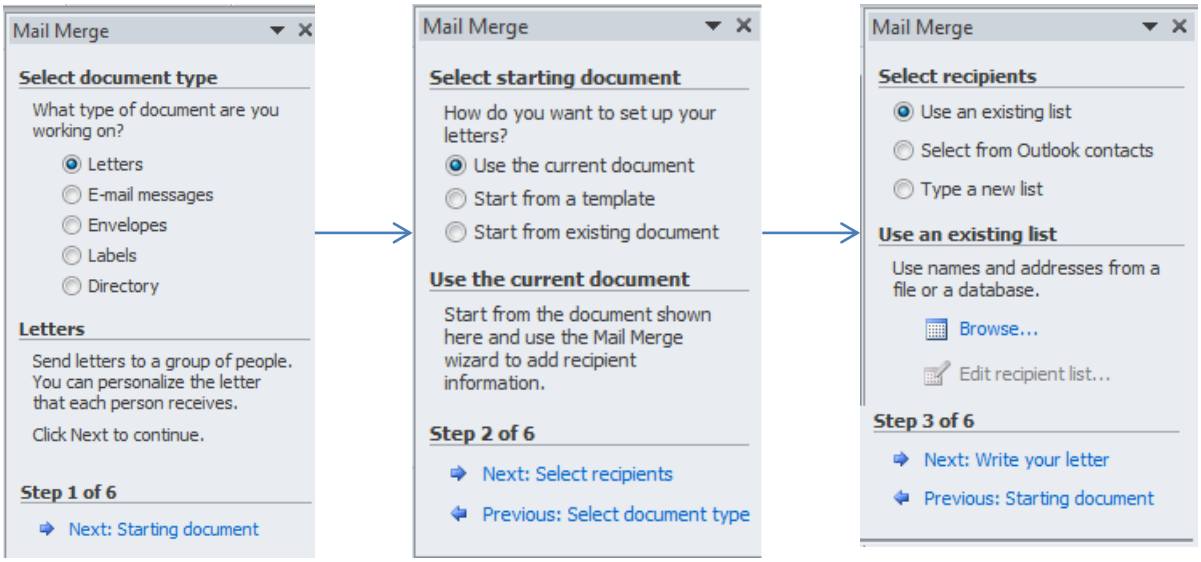
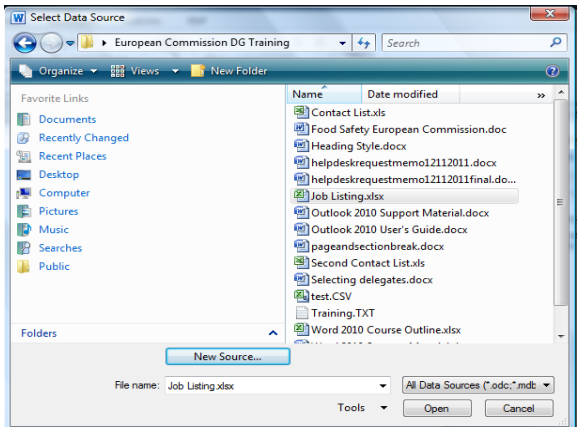
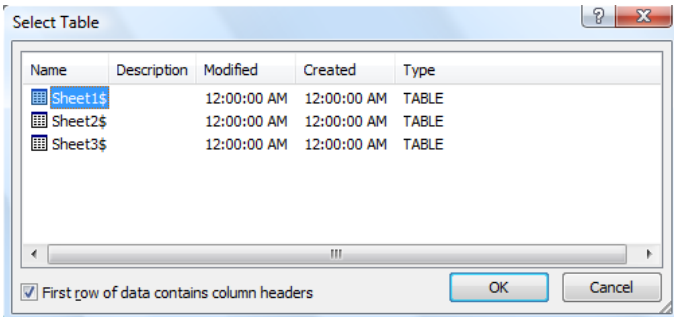
Step by Step Mail Merge Wizard

- Step 1 of 6: Select the type of document to create e.g. **Letters** and Click on **Next: Starting document**.
- Step 2 of 6: Choose which document to use for your mail merge. In this scenario, we will select **Use the Current document**.
- Click on **Next: Select Recipients** to move to step 3:



- Step 3 of 6: Click on **Browse**, choose the location and data source to use as your recipient list.
- Choose the table to use from the **Excel Data Source**.





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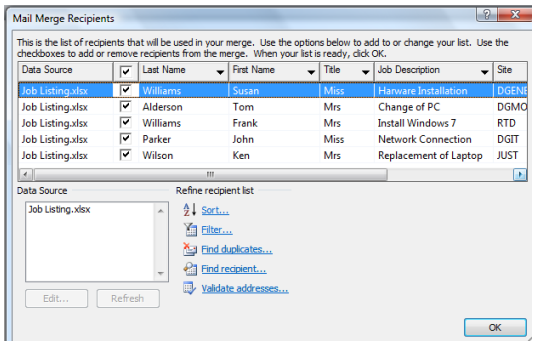
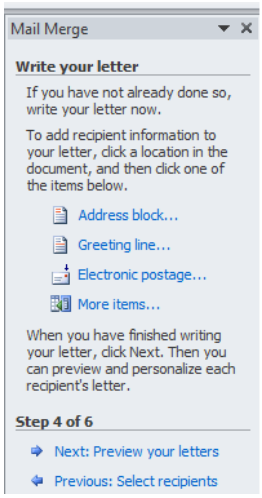
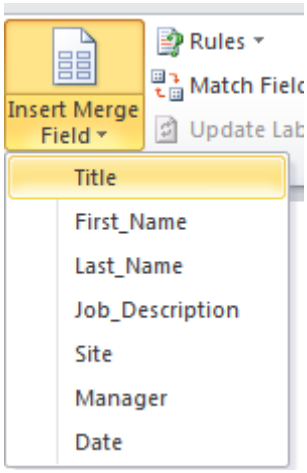
- Click on **OK** on the Mail Merge Recipients dialog box. You may also filter the data source to select either fields with specific criteria or all records.
-



- Step 3 of 6: **Compose** your letter by **inserting** the **content** of your letter along **with fields** from the **data source**.
  - To insert a Field, click on **Insert Merge Field** tool drop down arrow and click on the field to **insert**.





- Type the content of your letter

«Title» «First_Name» «Last_Name»
Site: «Site»
cc: «Manager»

12/11/2010

Dear «First_Name»,

Re: Support for «Site» Site

This is to inform you we have arranged for a member of our helpdesk for an on-site support on «Date» for the job reference: «Job_Description».

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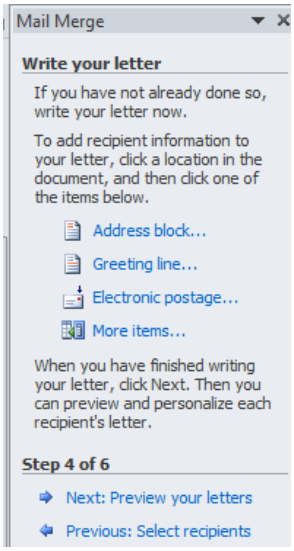
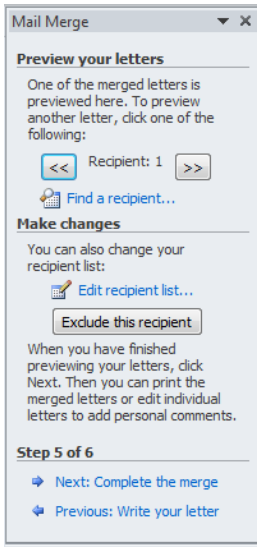
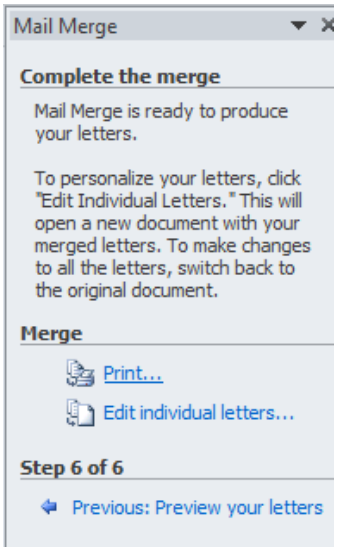
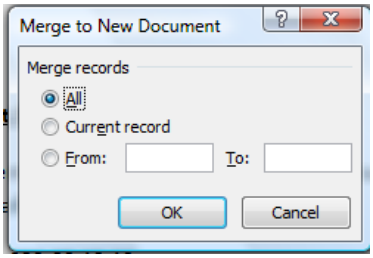
Step 4 of 6: Click on **Next Preview your letter**.

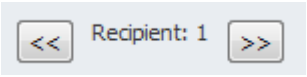








- To view Next or Previous letter, click the **Previous or Next** record icon.



- Step 5 of 6: Click on **Next: Complete the merge** to merge all letters.
- Click the **Edit Individual Letters** link on Step 6 of 6.
- Select **All** to view all the merged letters.

Final document (Merged document)

Miss Susan Williams
Site: DGENER
cc: Max Anderson

12/11/2010

Dear Susan,

Re: Support for DGENER Site

This is to inform you we have arranged for a member of our helpdesk for an on-sit 11/12/2011 for the job reference: Harware Installation.

Kindly contact us to confirm your availability on 032 32 12 12.

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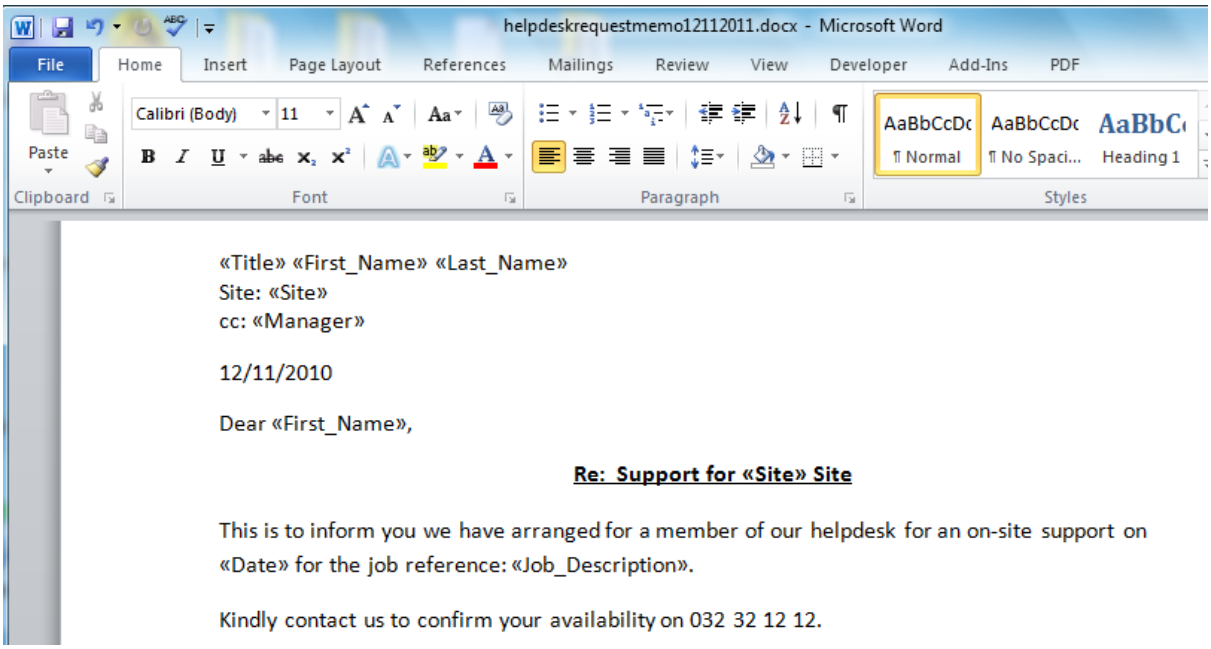
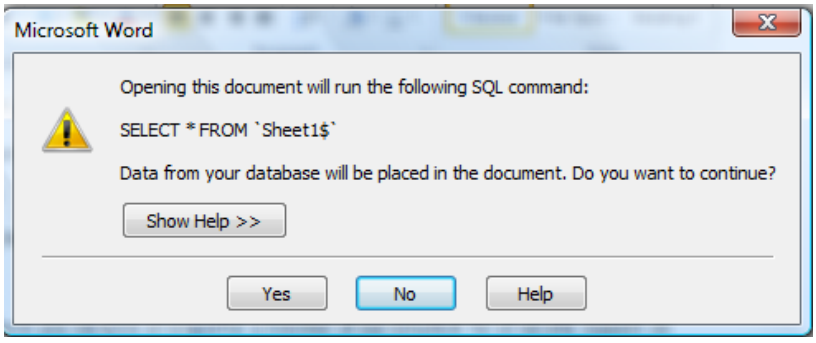
To Modify a Mail merge document

We can either add to or modify the content of an original mail merge document and data source to produce a new Mail Merge Document.

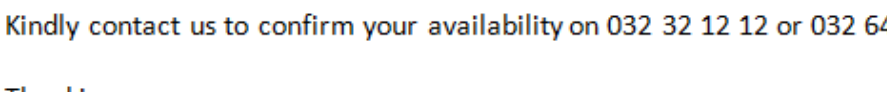
Example to add the additional phone number 032 64 64 64 to helpdeskrequestmemo12112011.doc.



- Open the document to modify i.e. **helpdeskrequestmemo12112011.doc**.

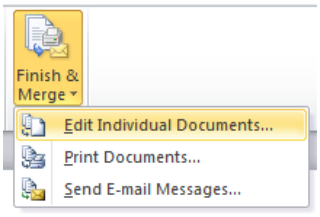


- Select **Yes** to confirm use of existing data source.
- Add the additional phone number e.g. 032 64 64 64.



Thanking you.

- Select the **Mailings** Menu.
- Click on **Finish & Merge** tool button and click on **Edit Individual letters** to view the final merge document.



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To Edit Data Source of a Merge Document

You may edit a data source to include or delete the content of the Data Source.

E.g. To add a two additional rows and a Department column on the Job Listing.xlsx data source.

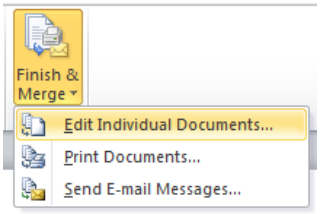
- Open the Job Listing.xlsx table.

	A	B	C	D	E	F	G	H
1	**Title**	**First Name**	**Last Name**	**Job Description**	**Site**	**Manager**	**Date**	
2	Miss	Susan	Williams	Harware Installation	DGENER	Max Anderson	12/11/2011	
3	Mrs	Tom	Alderson	Change of PC	DGMOVE	Will Saunders	14/11/2011	
4	Mrs	Frank	Williams	Install Windows 7	RTD	Jennifer King	18/11/2011	
5	Miss	John	Parker	Network Connection	DGIT	Susan Martins	19/11/2011	
6	Mrs	Ken	Wilson	Replacement of Laptop	JUST	Kelly Williams	12/11/2011	
7								
8								

- **Add the data** for the additional row and the new column **Department** with its content.

	A	B	C	D	E	F	G	H
1	**Title**	**First Name**	**Last Name**	**Job Description**	**Site**	**Manager**	**Date**	**Department**
2	Miss	Susan	Williams	Harware Installation	DGENER	Max Anderson	12/11/2011	Finance
3	Mrs	Tom	Alderson	Change of PC	DGMOVE	Will Saunders	14/11/2011	Sales
4	Mrs	Frank	Williams	Install Windows 7	RTD	Jennifer King	18/11/2011	Administration
5	Miss	John	Parker	Network Connection	DGIT	Susan Martins	19/11/2011	Management
6	Mrs	Ken	Wilson	Replacement of Laptop	JUST	Kelly Williams	12/11/2011	Logistic
7	Mr	Tom	Parker	Network Installation	DGIT	Kenny Parker	13/11/2011	Logistic
8	Miss	Kelly	Smith	Change of PC	DGMove	Will Saunders	12/11/2011	Sales

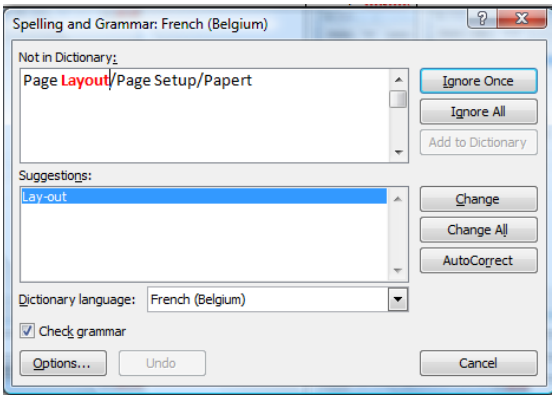
- **Save and close** the Data Source.
- Open the **original merge document** i.e. **helpdeskrequestmemo12112011.doc**.
- Select **yes** to continue using the same data source when prompted.
- Click on **Finish & Merge** tool button, select **Edit Individual letters** and click on **OK** to merge the document with the data source again.
- Save the final version of the document again.



Review Menu

Check spelling of a Document.

- Select the **Review Menu**.
- Click on **Spelling & Grammar** tool button.
- Follow the Spelling and Grammar dialog box to continue the review of the document.



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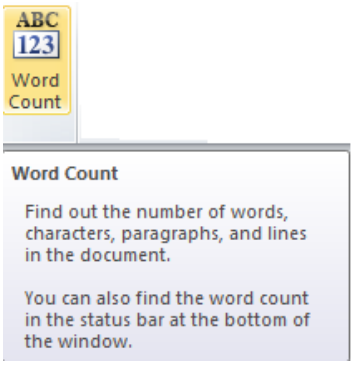
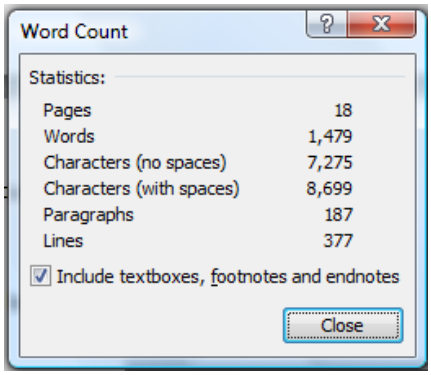
Checking the Statistic of a Document

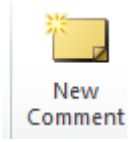
- Select the **Review menu**.
- Click on the **Word Count Tool** button.
- Click on **Close** to close the Word Count Dialog box.

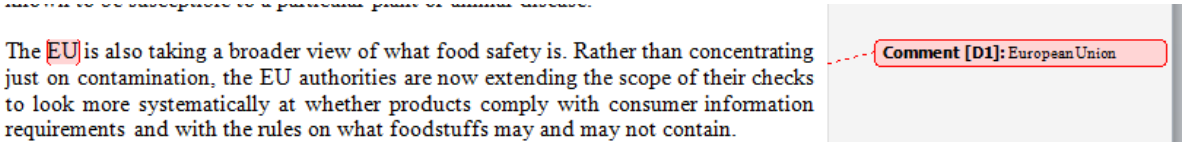




Inserting a New Comment on a document

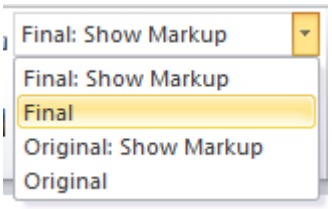
- Click where to insert the comment.
- Select the **Review menu**.
- Click on **New Comment** tool button.
- Type in the comment you wish to insert on your document.





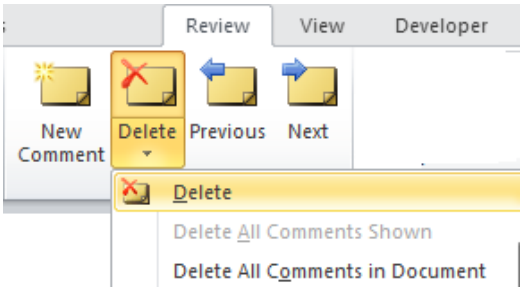
To hide or display comments

- Click the **Review menu**.
- Under the **Tracking group**, click on **Final Show Markup**.
- Select **Final** to hide the Comments or **Final Show Markup** to display the comments.



Navigate between comments and delete comments

- Click the **Review menu**.
- Under the **Comments group**, click on **Next or Previous** to view navigate to comments.
- To delete a comment, click on the **Delete drop down** arrow on the **delete button**.
- Click on **Delete** to delete selected comments or Delete All comments in Document to remove all comments from the document.



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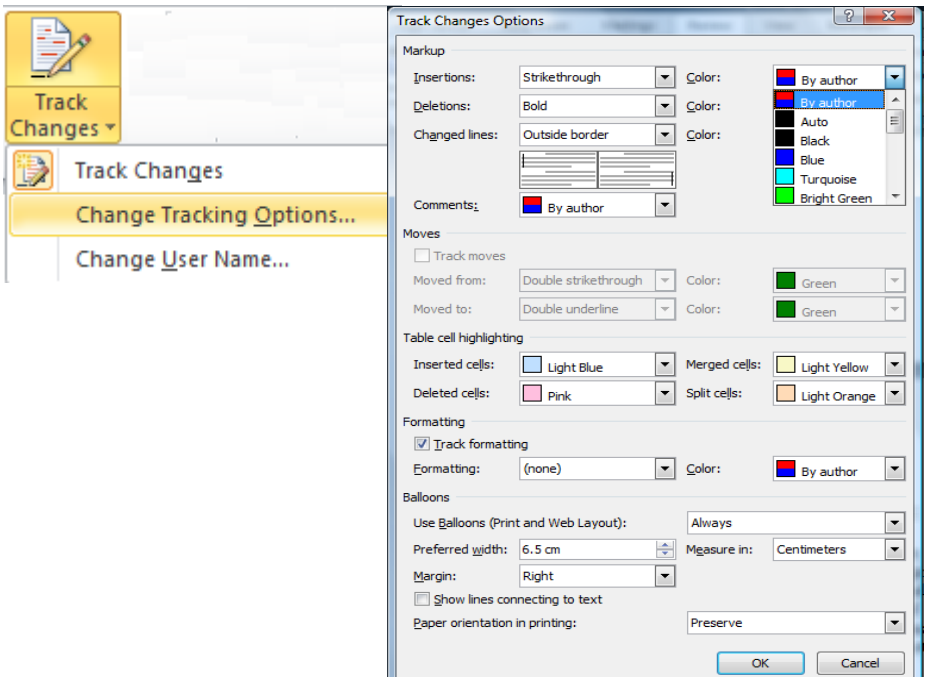
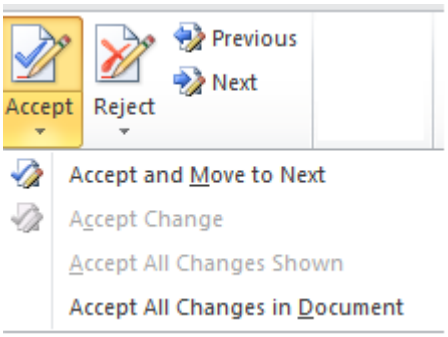
Changing Track Changes options

- Select the **Review Menu**.
- Click on **Track Changes** drop down option.
- Select **Change Tracking Options**.
- Choose or change the settings as per your requirement.



Accept or Reject Changes



- Click the **Review menu**.
- Click on the drop down tool next to **Accept or Reject tool**.
- Select the relevant option to be used. E.g. Accept and Move to Next, Accept Change, Accept All Changes Shown or Accept All Changes in Document.
- To Reject changes, click on Reject, Move to Next, Reject Change, Reject All Changes shown or Reject All Changes in Document.
- Click on **Previous** or **Next** tool to navigate between comments.

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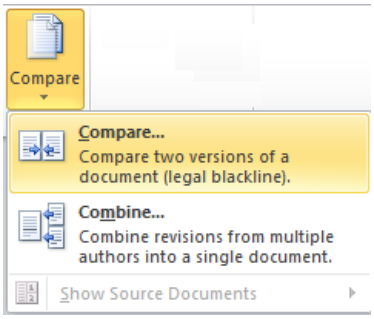
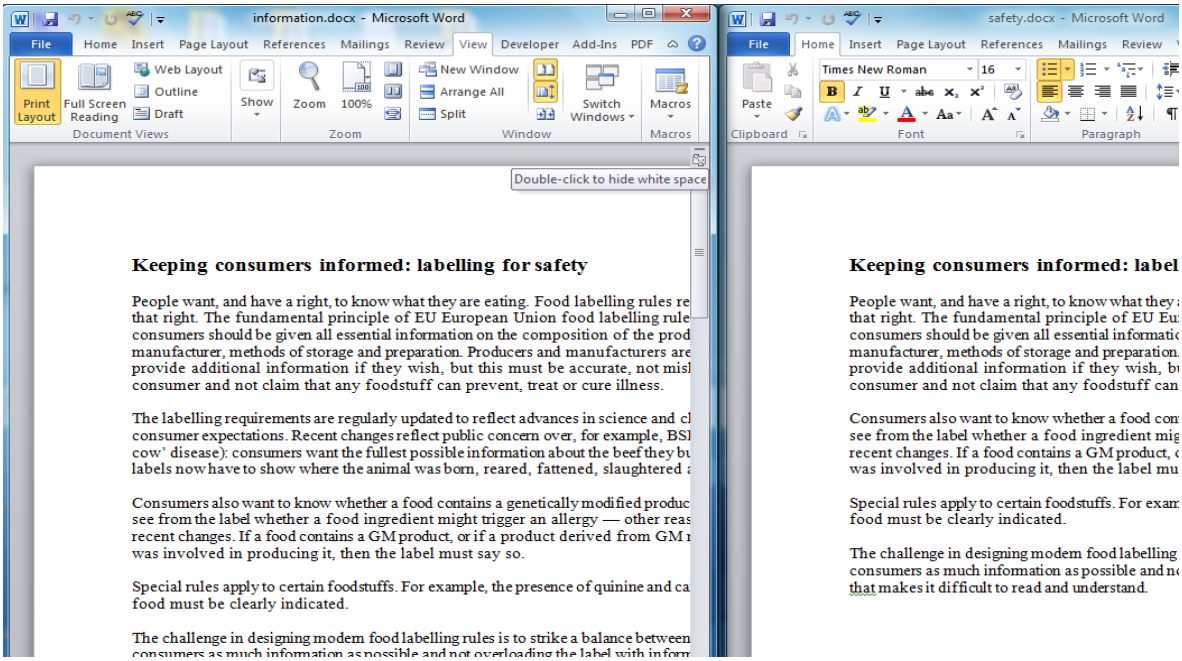
Compare Documents

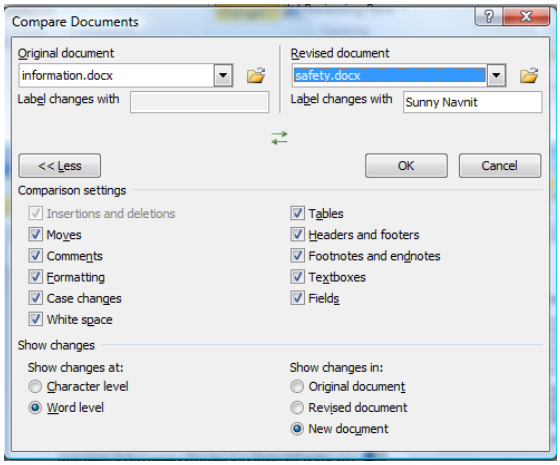
The compare document option maybe used to compare the content of two different documents.



- Select the **Review menu**.
- Click the **Compare** tool button.
- Select **Compare** from the list of options.



- From the Compare Documents window, click under Original Document and select the **first document** to include e.g. **Introduction**.
- Click under Revised document and select the **second document** to include e.g. **Safety**.
- Click on **>>More** tool to have more options.
- You can either select Show changes in Original document, Revised document or New document.



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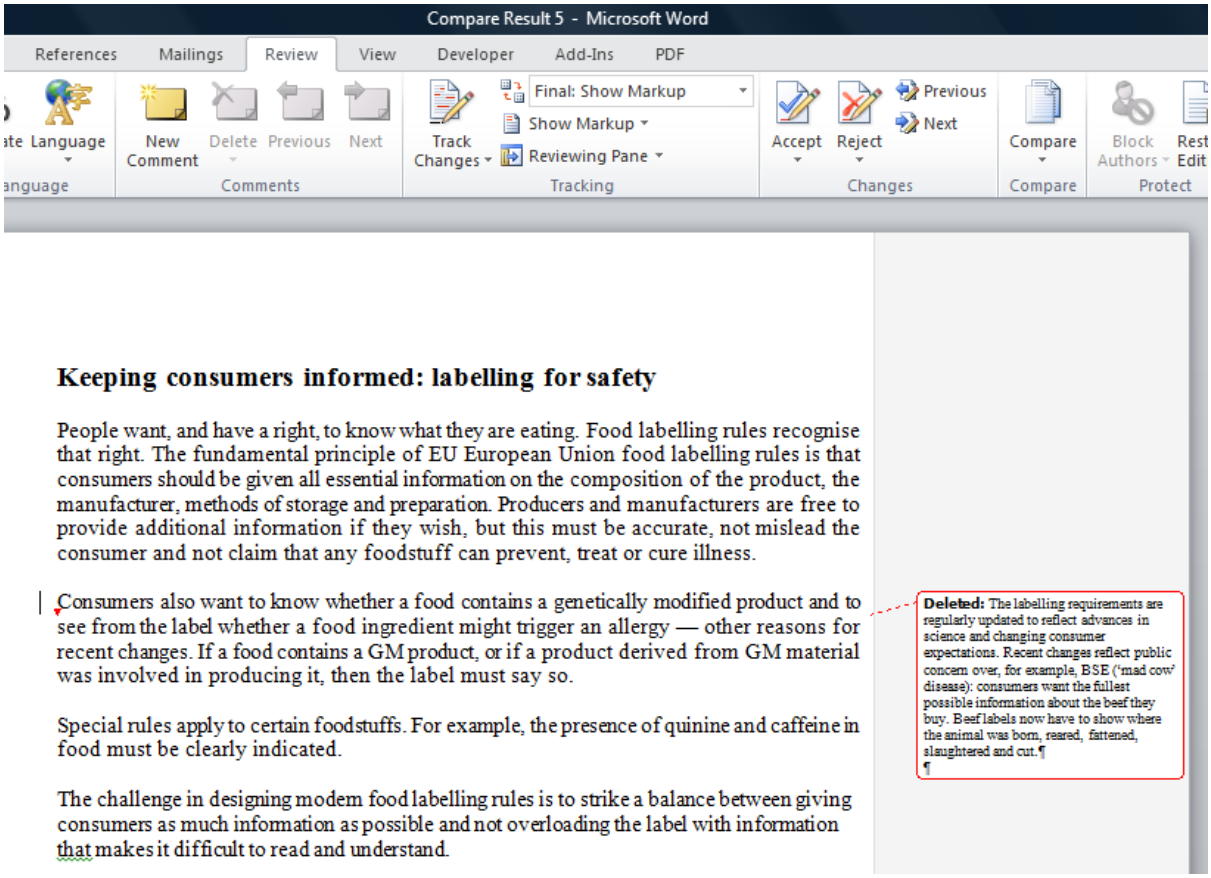
Compare document Result

Depending on the order you select document, the final result will differ.

Example 1: Information document was selected first (as original document) and Safety document was the second document selected as (Revised document)

The computer will compare the revised document with the original and will point out that the paragraph "The Labelling…" was deleted from the Safety document along with the location where it was deleted. The text exists in Information but not on the Safety document.



Example 2: Safety document was selected first (as original document) and Information document was the second document selected as (Revised document)

The computer will compare the revised document (Information) with the original (Safety) and will point out that the paragraph "The Labelling…" was inserted along with the location where it was inserted into the Information Document. (Revised).

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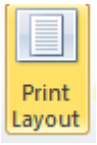
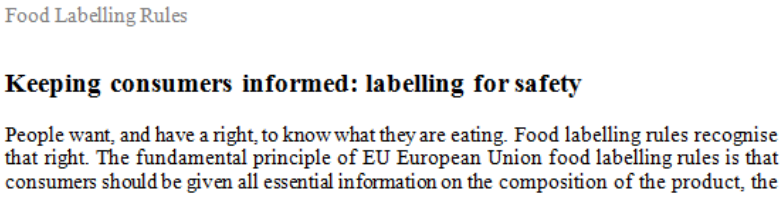
View Menu

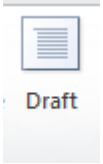
View the final result after Header and Footer was inserted



- Select the **View Menu**.
- Click on **Print Layout** tool button.



Using the Draft View to delete Page Break or Section Break



- Select the **View menu**.
- Click on **Draft** tool button.
- Select the **Home menu** and Click on the **Show Hide** tool button if required.
- Click on the **Page Break** or **Section Break** and press **delete** to delete the Break if required.

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Keeping consumers informed: labelling for safety¶

¶

People want, and have a right, to know what they are eating. Food labelling rules recognise that right. The fundamental principle of EU European Union food labelling rules is that consumers should be given all essential information on the composition of the product, the manufacturer, methods of storage and preparation. Producers and manufacturers are free to provide additional information if they wish, but this must be accurate, not mislead the consumer and not claim that any foodstuff can prevent, treat or cure illness.¶

¶

Page Break ¶

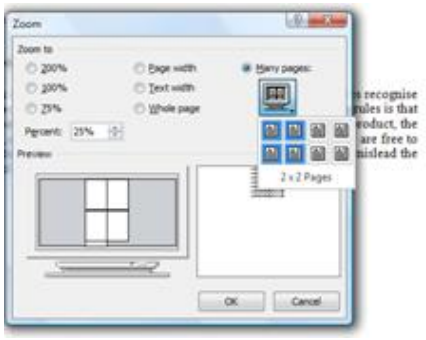
Section Break (Continuous)

Consumers also want to know whether a food contains a genetically modified product and to see from the label whether a food ingredient might trigger an allergy — other reasons for recent changes. If a food contains a GM product, or if a product derived from GM material was involved in producing it, then the label must say so.¶

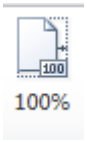
Page Break ¶

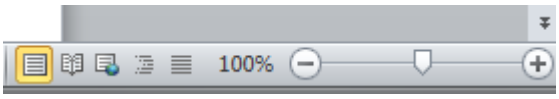
Viewing/Zoom to Multiple pages of a document

- Select the **View menu**.
- Under the **Zoom** group tab, select the relevant option e.g.
- **Zoom** – Used to view the window using your own view settings.

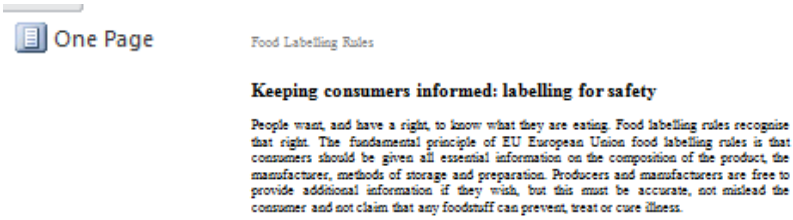


- **100% Zoom** – Will set the document view to 100%. (The status bar displays 100% zoom)





- **One Page** – Will zoom in the document to display one page at a time.



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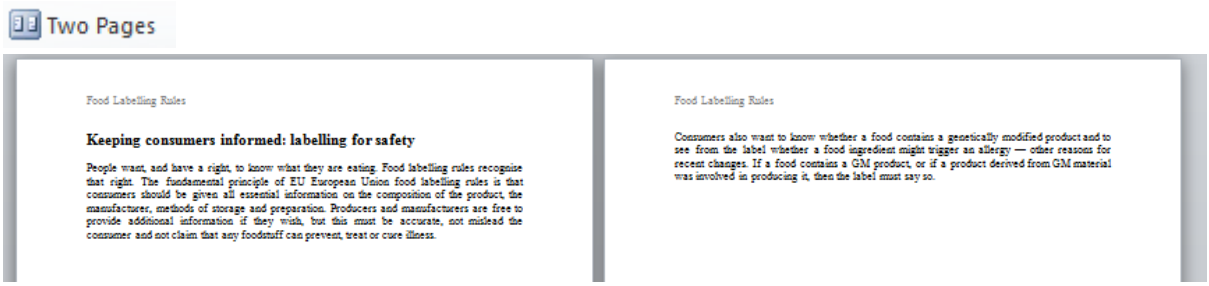
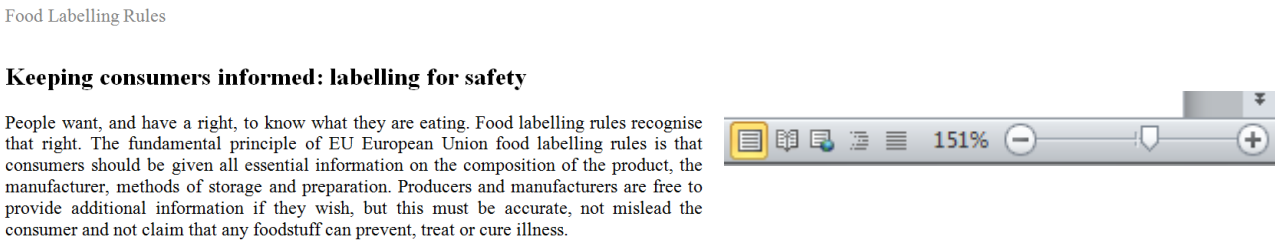
- **Two Pages** – Displays two pages one on the left and one on the right.



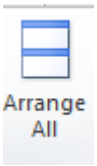
- **Page Width** – Will increase the zoom% of the document to display the document in a larger view.

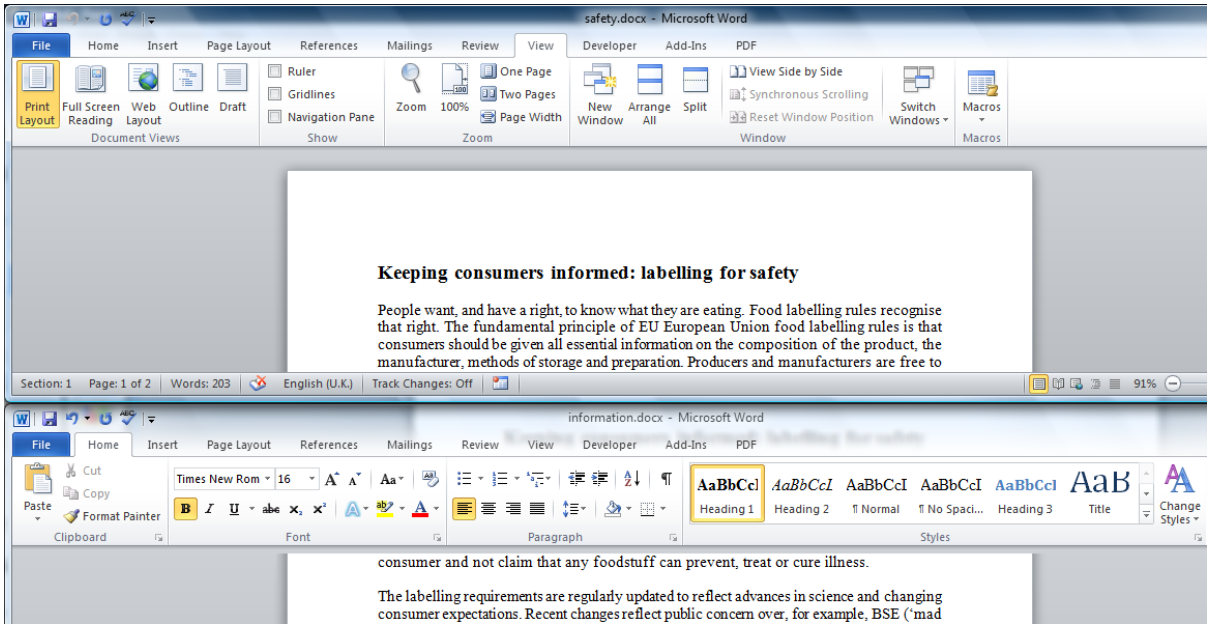


Viewing Multiple Documents

E.g. To view the Information document along with the Safety document.

- Open the **Information** and **Safety** Documents.
- Click on **View Menu**.
- Under the **Window Group tab,** click on **Arrange All button**.





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View Multiple Section/Pages of One document

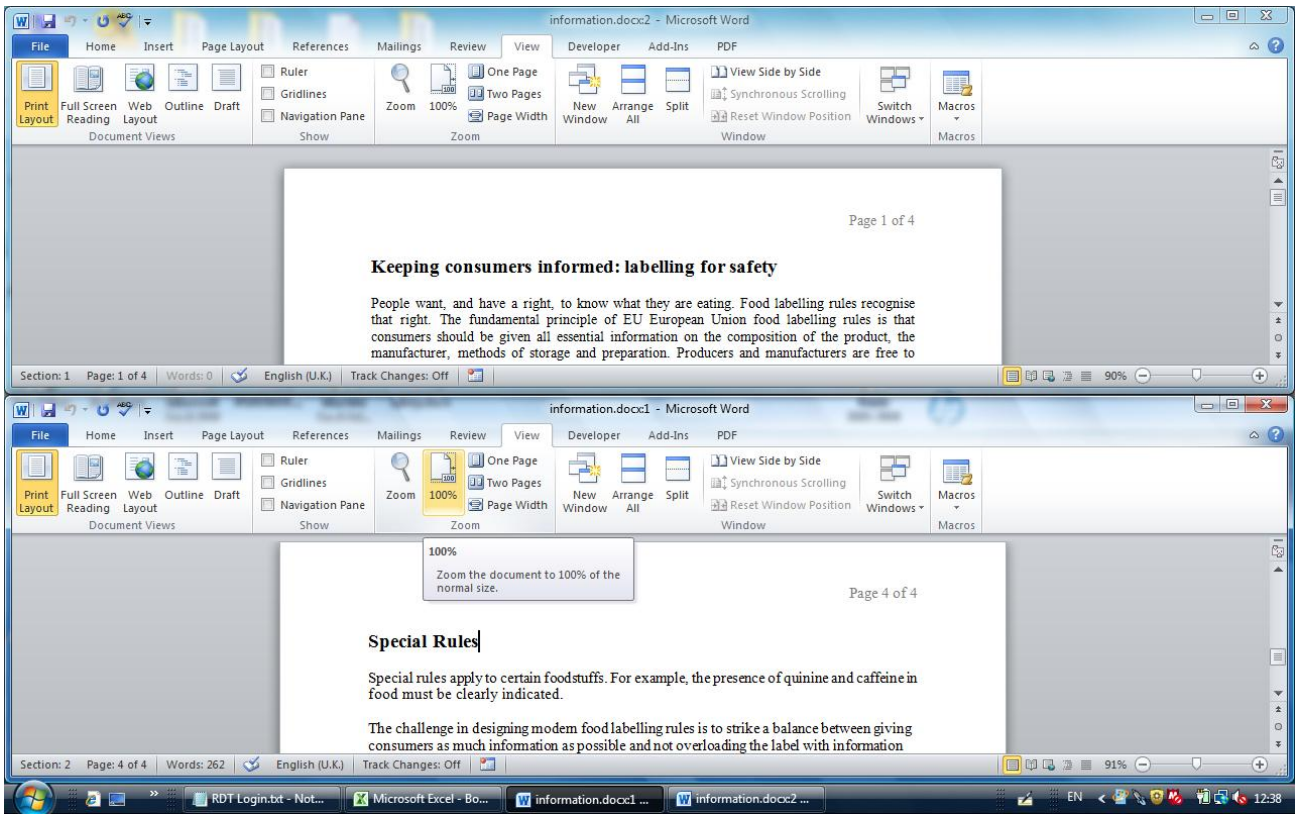
E.g. To view Page one and Page 4 of the Information Document.

- Open the **Information** Document.
- Select the **View menu** and click on **New Window** tool button.

- The New Window created will include number 1 and number 2 next to the filename as below:

Information.**doc1** and **Information**.**doc2** (Both window only showing one document, any amendment made will be reflected on both sides).

- Click on **view menu** and select **Arrange All** to view both windows.
- Use the scroll bar and click on the pages you wish to view e.g. Page four of the second window. (information.docx2)



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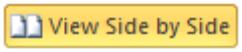
View two documents Side by Side and using Synchronous Scrolling

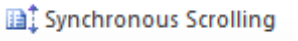
This option is mainly used where you wish to compare two documents and scroll onto both documents viewing the same section on both windows.

E.g. To view the Information and Safety document at the same time Side by Side.

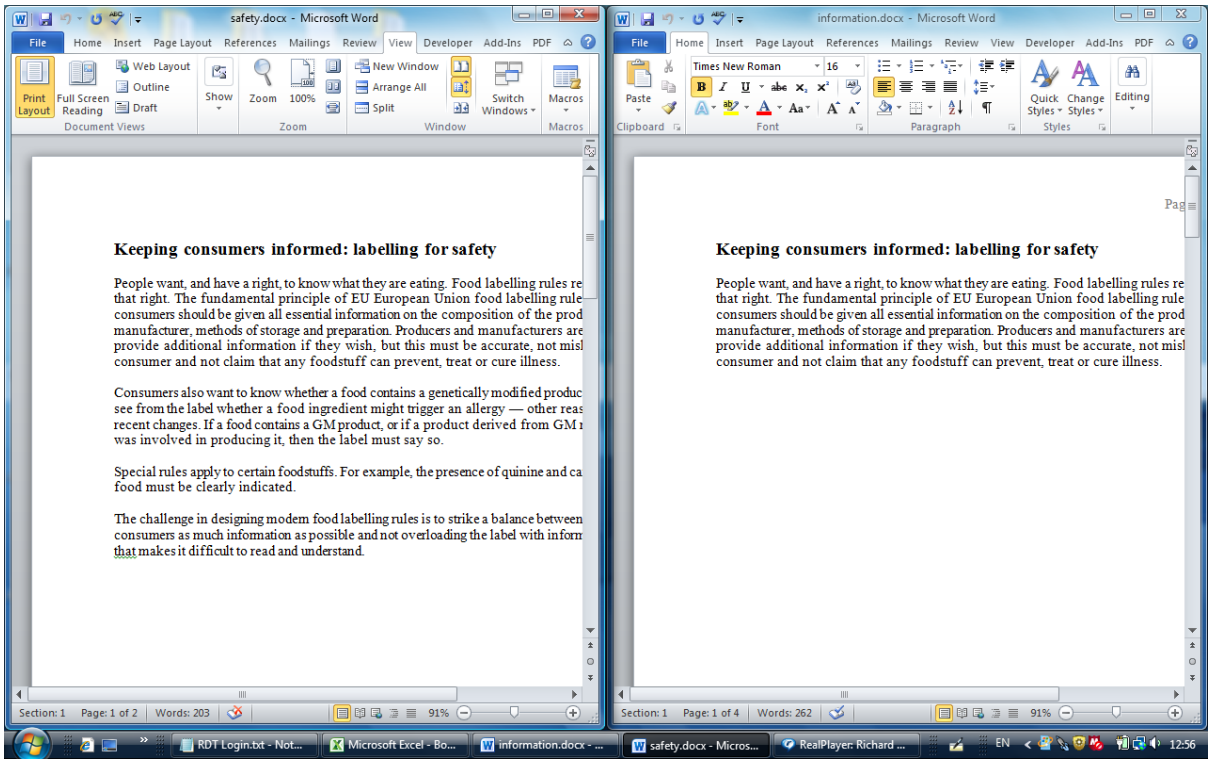
- Open the **Information** document.
- Open the **Safety** document.
- Select the **View menu** and click on **View Side by Side**.



- Click the **Synchronous Scrolling** option to scroll on both windows at the same time.

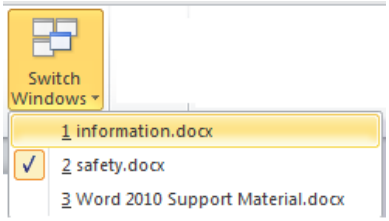


- Use the scroll bar to scroll within the two windows.



To Switch between several windows on a document

- Open all the documents.
- Select the **View Menu**.
- Click on **Switch Windows** drop down arrow.
- Select **window** you wish to switch to.



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Developer Menu

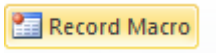
Mainly used to Record Macros, Forms and other advanced functions of Word.

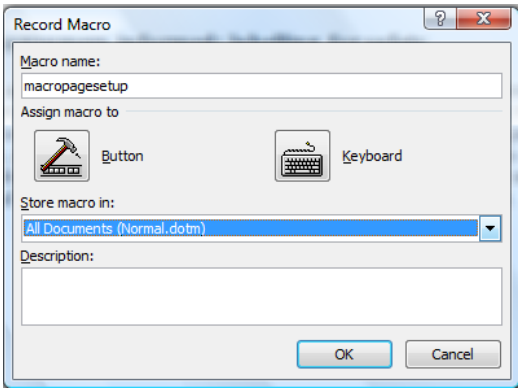
Record A Macro

E.g To Record a Macro to setup a document.

For this task, we will setup the document in Landscape, centre on vertically and Insert a Footer with the Page Numbering on the right.

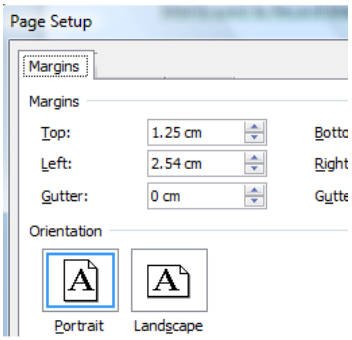
- Click on **Developer Menu**.
- Click the **Record Macro** tool button.



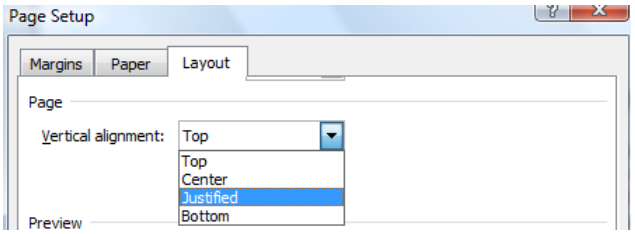


- Type in the name of the new Macro e.g. **macropagesetup**.
- Click on **OK** to confirm.

- Click on **Page Layout** menu.
- Click on **Page Setup** context tool.



- Select the **Margins tab** and click on **Landscape**.



- Select **Layout tab** and change the **Vertical alignment** to **Center**.

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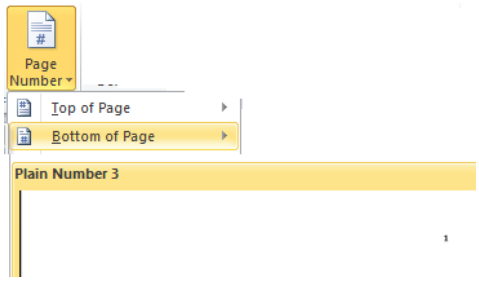
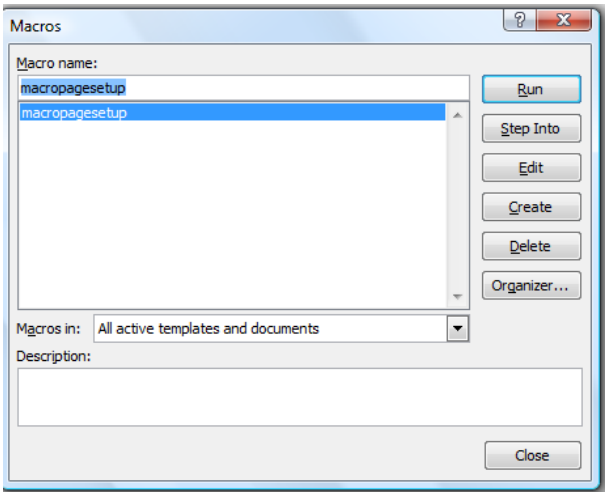
- Click on **OK** to confirm.
- Select the **Insert Menu**, Under the **Header & Footer tab** group, click on **Page Number** drop down arrow.
- Select **Bottom of Page** or position required.
- Select the format to use e.g. **Plain Number 3**.



- Select the **View menu** and Select **Print Layout** to stop editing the Header/Footer.
- To stop recording the Macro, click the **Developer menu** and select **Stop Recording**.

- Save the **Document**.
- Open a **New document** or existing document, click the Macro tool, select the Macro to run e.g. **MacroPagesetup** and click on **Run**.
- You can **Print Preview** the document to view the end result.



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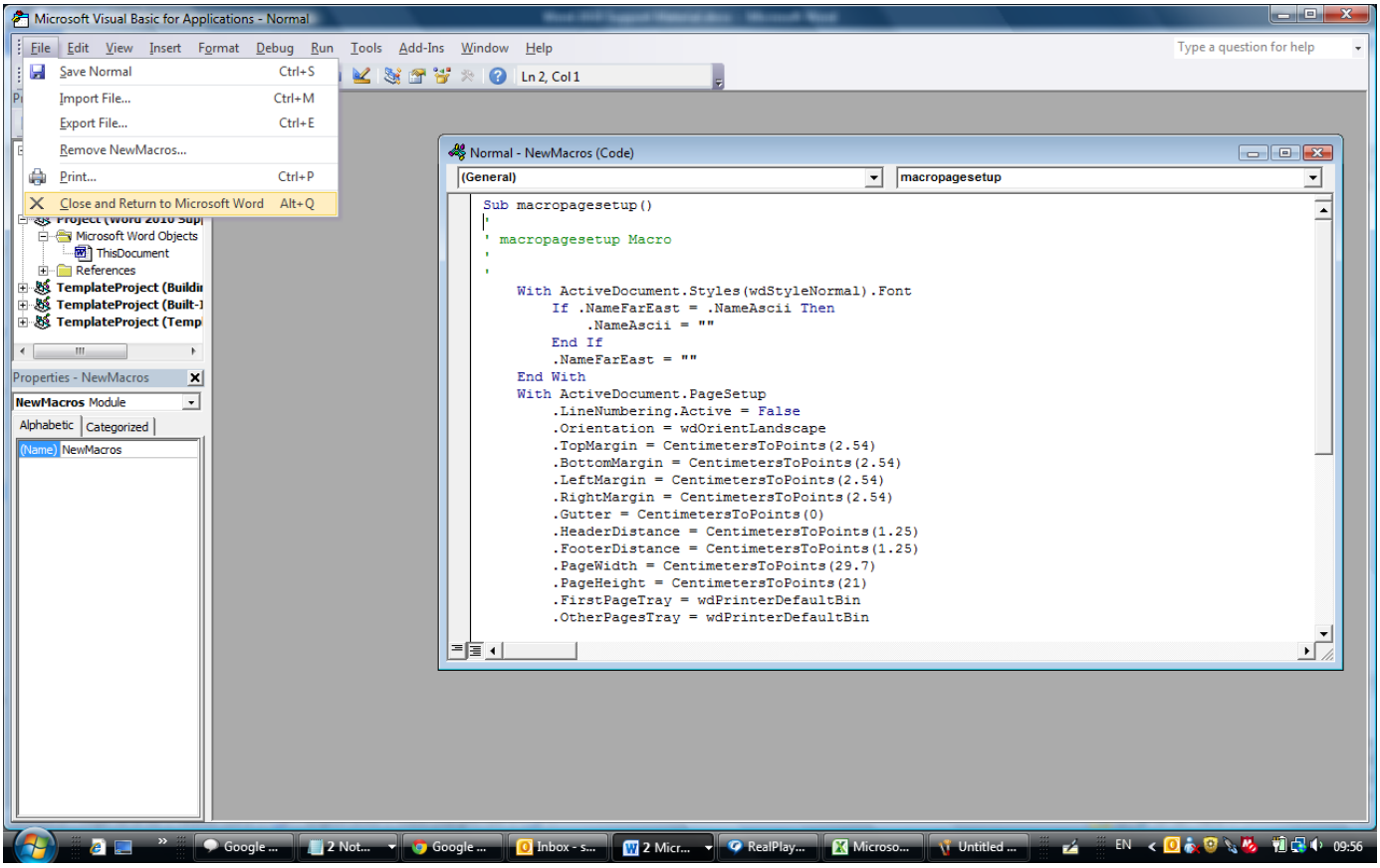
Edit an Existing Macro

- Select the **Developer menu**.
- Click on **Macros** button.
- Select the macro to Edit and click on **Edit** button.



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