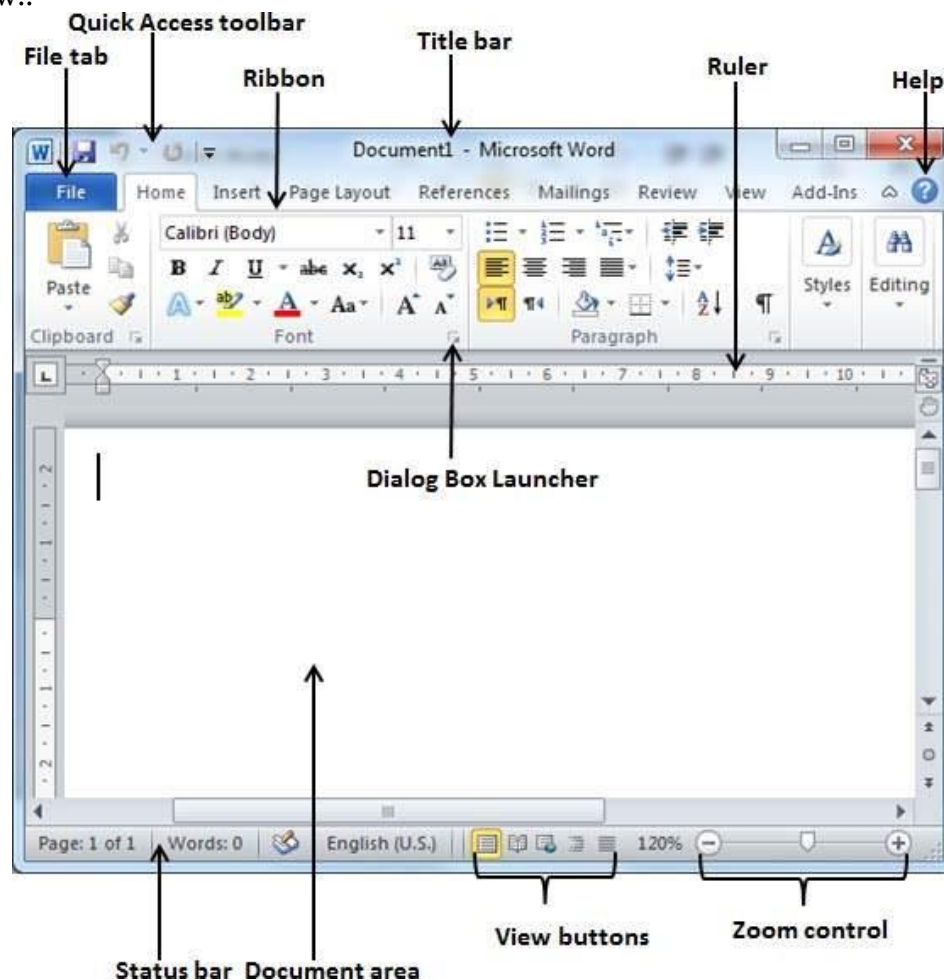


Word Tutorial

1. Explore Window in Word 2010

In this section, we will know how to explore Window in Word 2010. Resulting is the basic window which you get when you start the Word application. Let us know the various important parts of this window..



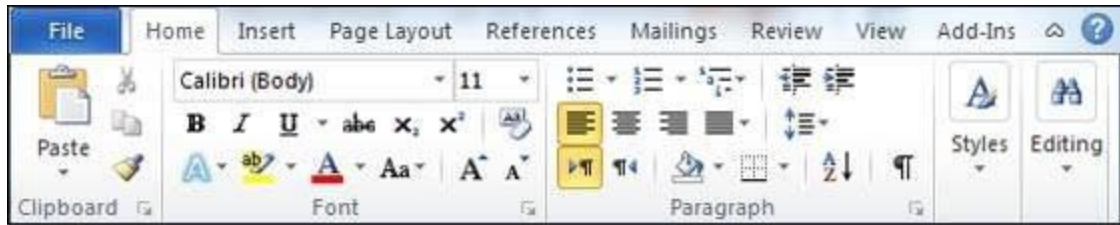
File Tab

The File tab substitutes the Office button from Word 2007. You can click it to check the backstage view. This is where you come when you need to open or save files, create new documents, print a document, and do other file-related operations.

Quick Access Toolbar

This you will find just above the File tab. This is a convenient resting place for the most frequently used commands in Word. You can customize this toolbar based on your comfort.

Ribbon



Ribbon carries commands organized into 3 components –

- **Tabs** – these appear across the top of the Ribbon and contain groups of associated commands. home, Insert, page layout are examples of ribbon tabs.
- **Groups** – They prepare related commands; every organization name appears under the organization on the Ribbon. as an example, group of instructions related to fonts or group of commands related to alignment, etc.
- **Commands** – commands appear inside each organization as cited above.

Title bar

This lies in the center and at the top of the window. title bar suggests this system and document titles.

Rulers

word has two rulers - a horizontal ruler and a vertical ruler. The horizontal ruler seems simply beneath the Ribbon and is used to set margins and tab stops. The vertical ruler appears on the left edge of the word window and is used to gauge the vertical role of elements on the page.

Help

The help Icon can be used to get word associated help anytime you want. This affords fine tutorial on diverse subjects associated with the word.

Zoom control

Zoom control helps you to zoom in for a better look at your textual content. The zoom manipulate includes a slider that you can slide left or proper to zoom in or out; you could click on the + buttons to increase or decrease the zoom factor.

View Buttons

The group of 5 buttons placed to the left of the Zoom manages, near the bottom of the display, lets you turn via the word's various document views.

- **Print layout view** – this shows pages exactly as they may appear while revealed.
- **Full screen analyzing view** – this offers a full display screen view of the report.
- **Web layout view** – this suggests how a document seems when viewed by a web browser, which includes internet Explorer.
- **Define view** – this lets you work with outlines installed using world's trendy heading patterns.
- **Draft view** – this formats text because it appears on the revealed web page with a few exceptions. for example, headers and footers aren't shown. most people prefer this mode.

Document area

That is the place in which you type. The flashing vertical bar is called the insertion factor and it represents the region wherein text will seem when you type.

Status Bar

This shows the report statistics in addition to the insertion point location. From left to proper, this bar incorporates the total number of pages and phrases inside the record, language, and many others.

You could configure the status bar by right-clicking anywhere on it and by deciding on or deselecting options from the provided list.

Dialog box Launcher

This seems as a very small arrow in the lower-right corner of many groups on the Ribbon. Clicking this button opens a dialog field or task pane that offers greater options about the group.

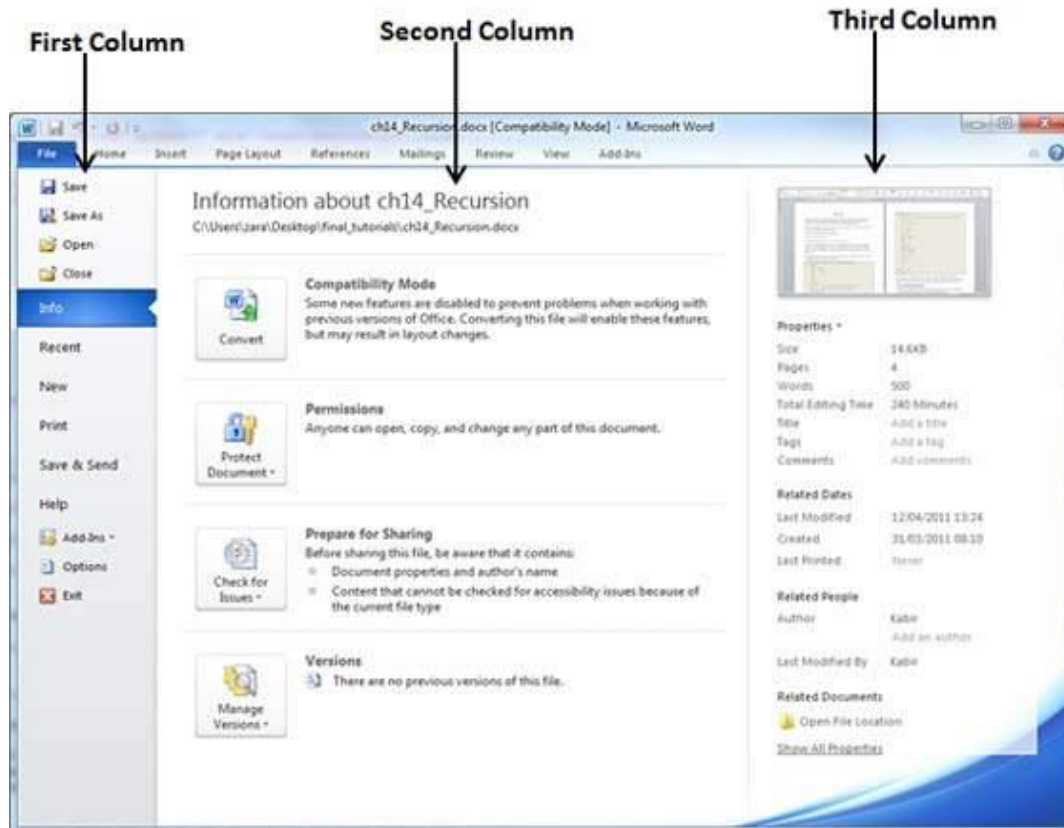
2. Backstage View in Word 2010

In this section, we will talk over the Backstage View in Word 2010. The Backstage view was familiarized in Word 2010. This acts as the central place for handling your documents. The backstage view helps in generating new documents, saving and opening documents, printing and sharing documents, and so on.

Attainment to the Backstage View is easy: Just click the File tab, located in the upper-left corner of the Word Ribbon. If you previously do not have any opened document, then you will see a window listing down all the recently opened documents as follows –



If you previously have an opened document, then it will show a window showing detail about the opened document as shown under. Backstage view shows three columns when you select most of the available options in the first column.



The first column of the backstage view will have following options –

S.No	Option & Description
1	Save If an existing document is opened, it will be saved as is, otherwise it will display a dialogue box asking for the document name.
2	Save As A dialogue box will be displayed asking for document name and document type, by default it will save in word 2010 format with extension .docx .
3	Open This option is used to open an existing word document.
4	Close This option is used to close an open document.
5	Info This option displays information about the opened document.
6	Recent This option lists down all the recently opened documents
7	New

	This option is used to open a new document.
8	Print This option is used to print an open document.
9	Save & Send This option will save an open document and will display options to send the document using email, etc.
10	Help This option is used to get the required help about Word 2010.
11	Options This option is used to set various option related to Word 2010.
12	Exit Use this option to close the document and exit.

Document Information

When you click the Info option existing in the first column, it shows the subsequent information in the second column of the backstage view –

- **Compatibility Mode** – If the file is not a native Word 2007/2010 file, a Convert button appears here, enabling you to easily update its format. Otherwise, this category does not appear.
- **Permissions** –you can use this option to defend your word document. You can set a password so that nobody can open your document, or you can lock the document so that nobody can edit your document.
- **Prepare for Sharing** – this unit highlights significant information you should know about your document before you send it to others, such as a record of the edits you made as you developed the document.
- **Versions** – If the document has been saved several times, you may be able to access the previous versions of it from this section.

Document Properties

When you click the Info option obtainable in the first column, it shows several properties in the third column of the backstage view. These properties include the document size, the number of pages in the document, the total number of words in the document, the name of the author etc.

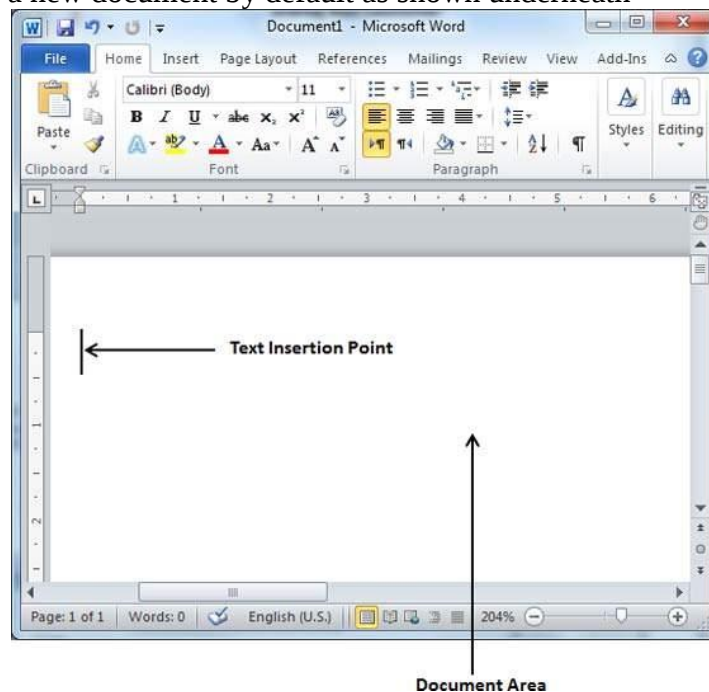
You can also edit numerous properties by clicking on the property value and if the property is editable, then it will display a text box where you can add your text like title, tags, comments, Author.

Exit Backstage View

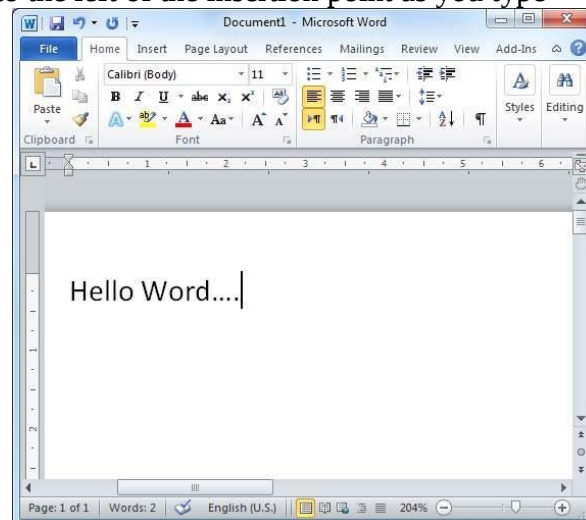
It is simple to exit from the Backstage View. Moreover click on the File tab or press the Esc button on the keyboard to go back to the working mode of Word.

3. Entering Text Microsoft Word 2010

Let us see how simple it is to enter text in a Word document. We assume you know that when you start Word, it shows a new document by default as shown underneath –



Document area is the area where you type your text. The flashing vertical bar is called the insertion point and it signifies the location where the text will look when you type. Keep the cursor at the text insertion point and start typing the text? We typed only two words "Hello Word" as shown below. The text appears to the left of the insertion point as you type –

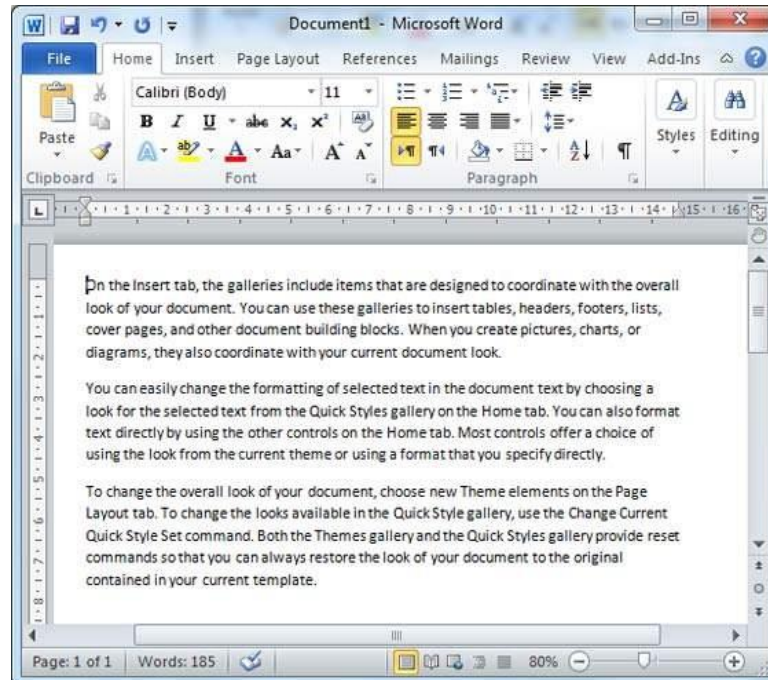


The resulting are the two significant points that will help you while typing –

- You do not need to press Enter to start a new line. As the insertion point ranges to the end of the line, Word automatically starts a new one. You will need to press Enter, to add a new paragraph.
- When you want to add more than one space between words, use the Tab key instead of the spacebar. This way you can correctly align text by means of the relative fonts.

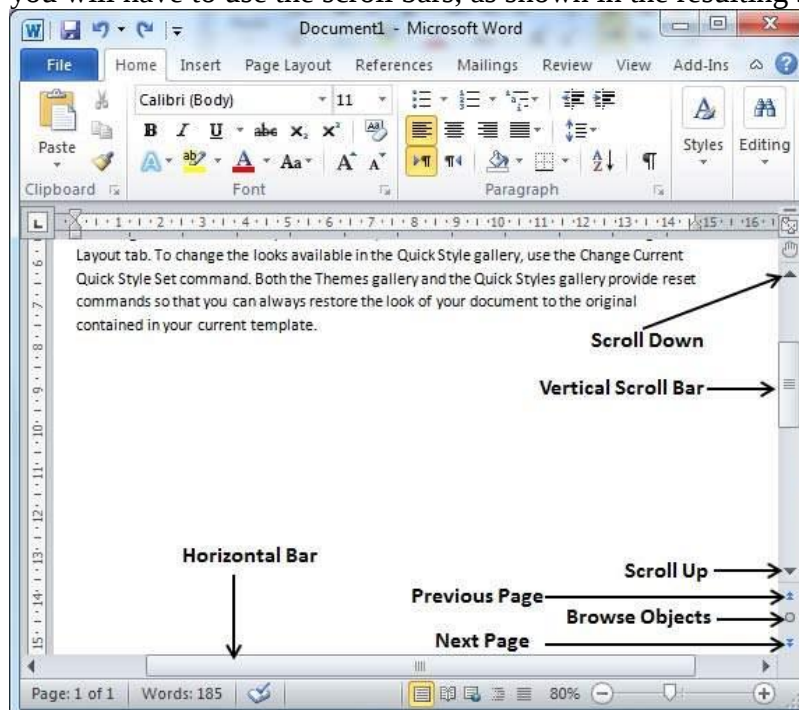
4. Move Around in Word 2010

In this section, we will talk over how to move around in Word 2010. Word offers a number of ways to move around a document using the mouse and the keyboard. To initiate with, let us make some sample text.



Moving with Mouse

You can simply move the insertion point by clicking in your text anywhere on the screen. There may be examples when a document is large and you cannot see a place where you want to move. At this time, you will have to use the scroll bars, as shown in the resulting screenshot –



You can scroll through your document by rolling your mouse wheel, which is equivalent to clicking the up-arrow or down-arrow buttons in the scroll bar.

Moving with Scroll Bars

As presented in the above screenshot, there are two scroll bars: one for stirring vertically within the document, and one for stirring horizontally. Using the vertical scroll bar, you may –

- Move upward by one line by clicking the upward-pointing scroll arrow.
- Move downward by one line by clicking the downward-pointing scroll arrow.
- Move one next page, using the next page button (footnote).
- Move one previous page, using the previous page button (footnote).
- Use the Browse Object button to move through the document, going from one chosen object to the next.

Moving with Keyboard

The resulting keyboard commands, used for moving around your document, also move the insertion point –

Keystroke	Where the Insertion Point Moves
→	Forward one character
←	Back one character
↑	Up one line
↓	Down one line
PageUp	To the previous screen
PageDown	To the next screen
Home	To the beginning of the current line
End	To the end of the current line

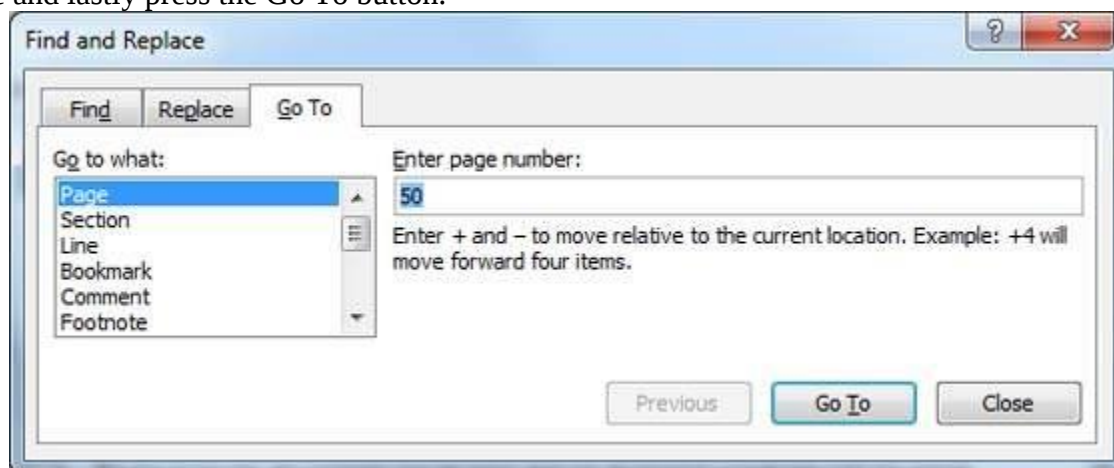
You can move word by word or paragraph by paragraph. You would have to hold down the Ctrl key while pressing an arrow key, which moves the insertion point as described here –

Key Combination	Where the Insertion Point Moves
Ctrl + →	To the next word
Ctrl + ←	To the previous word
Ctrl + ↑	To the start of the previous paragraph
Ctrl + ↓	To the start of the next paragraph
Ctrl + PageUp	To the previous browse object
Ctrl + PageDown	To the next browse object
Ctrl + Home	To the beginning of the document
Ctrl + End	To the end of the document
Shift + F5	To the last place you changed in your document.

Moving with Go To Command

Press the F5 key to use the Go to command. This will show a dialogue box where you will have numerous possibilities to reach to a particular page.

Usually, we use the page number, the line number or the section number to go directly to a specific page and lastly press the Go To button.



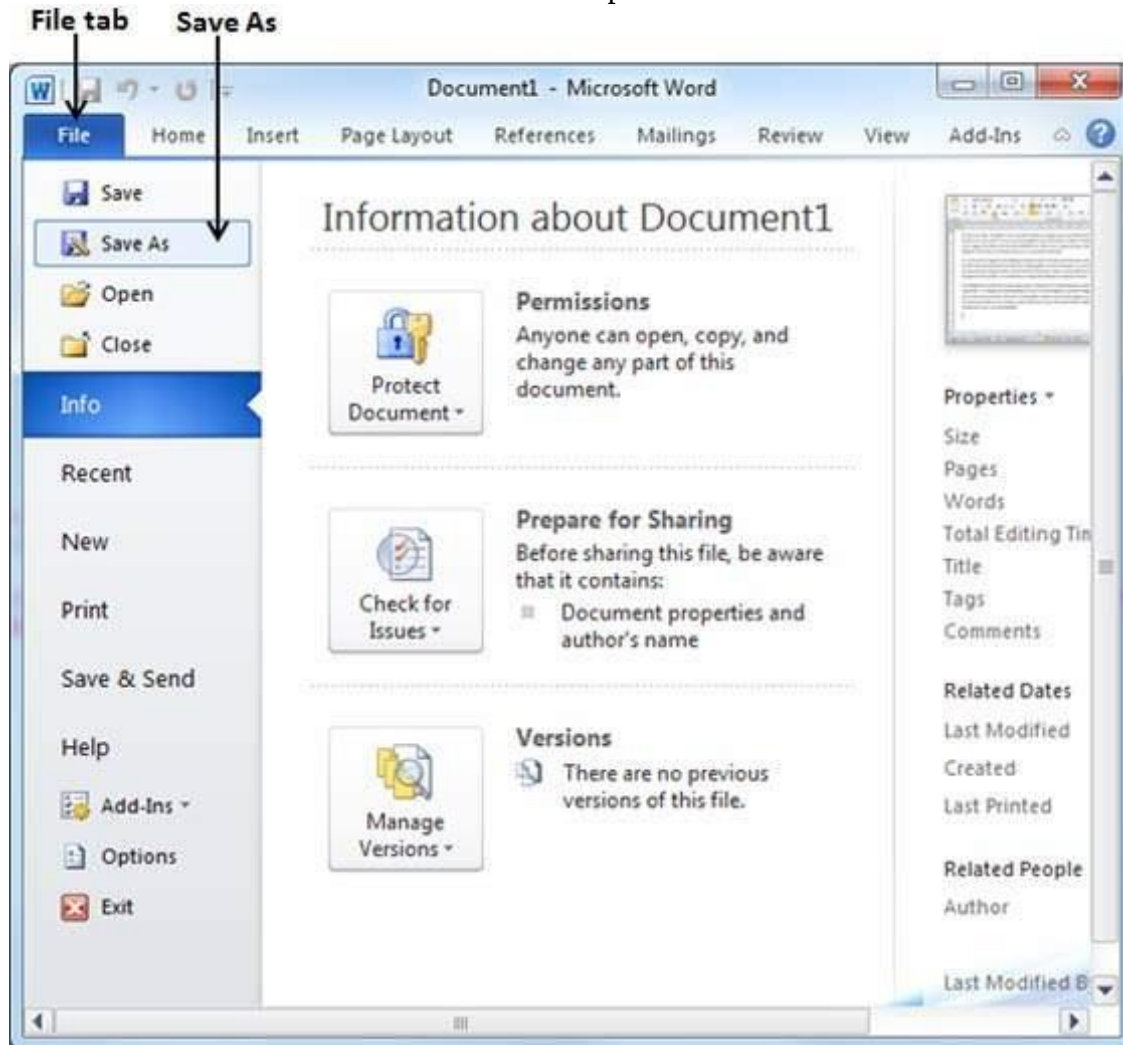
5. Save Document in Word 2010

In this section, we will talk over how to save a document in Word 2010.

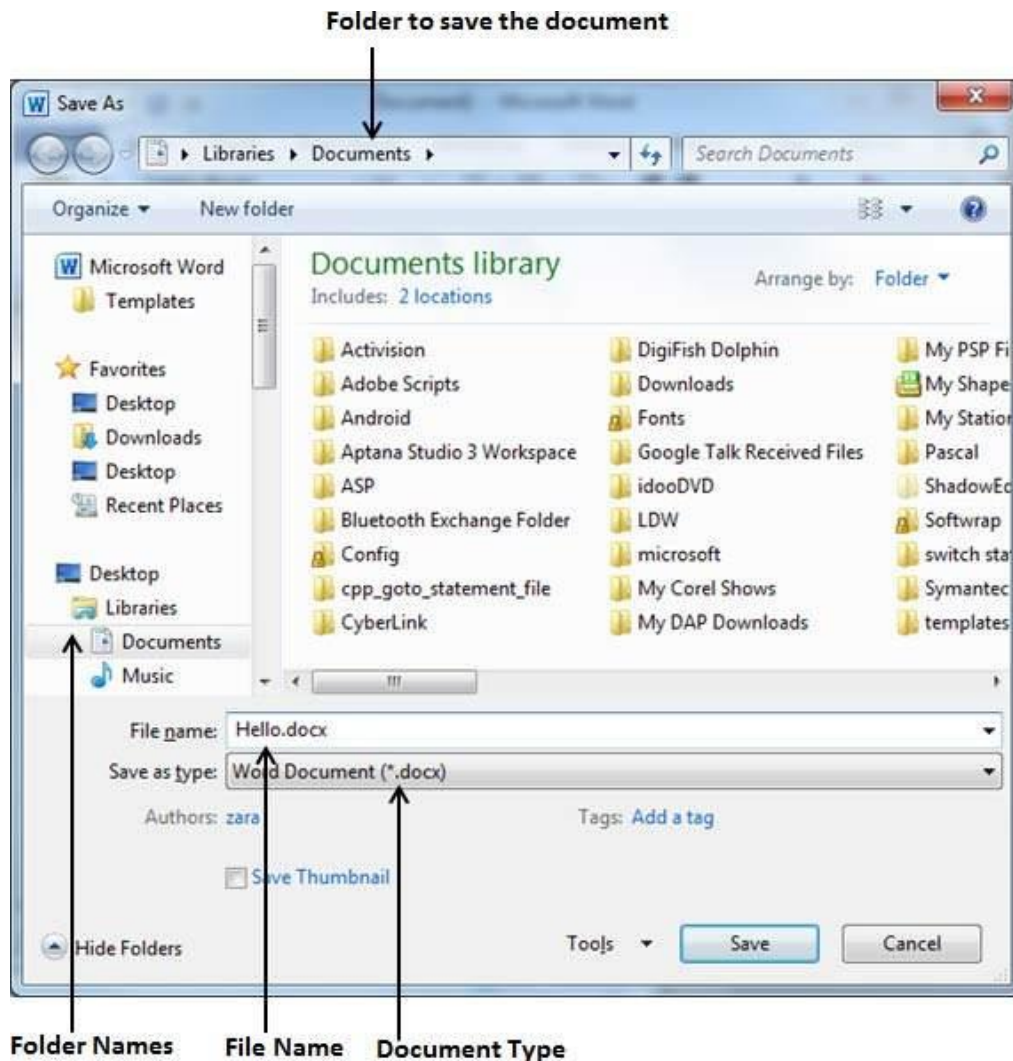
Saving New Document

As soon as you are done with typing in your new Word document, it is time to save your document to avoid losing work you have done on a Word document. Resulting are the steps to save an edited Word document –

Step 1 – Click the File tab and select the Save As option.



Step 2 – Choose a folder where you will like to save the document, Type the file name which you want to give to your document and Select the Save As option, by default it is the .docx format.



Step 3 – lastly, click on the Save button and your document will be saved with the entered name in the selected folder.

Saving New Changes

There may be a case when you open a present document and edit it moderately or fully or an example where you may like to save the changes in between editing of the document. If you want to save this document with the same name, then you can use either of the next simple options –

- Just press the Ctrl + S keys to save the changes.
- Optionally you can click on the floppy icon available at the top left corner and just above the File tab. This option will also help you save the changes.
- You can also use the third method to save the changes, which is the Save option available just above the Save As option as shown in the above screenshot.

If your file is new and it was not once saved so far, then with any of the three options, Word will show a dialogue box to let you select a folder, and enter the document name as clarified in case of saving new document.

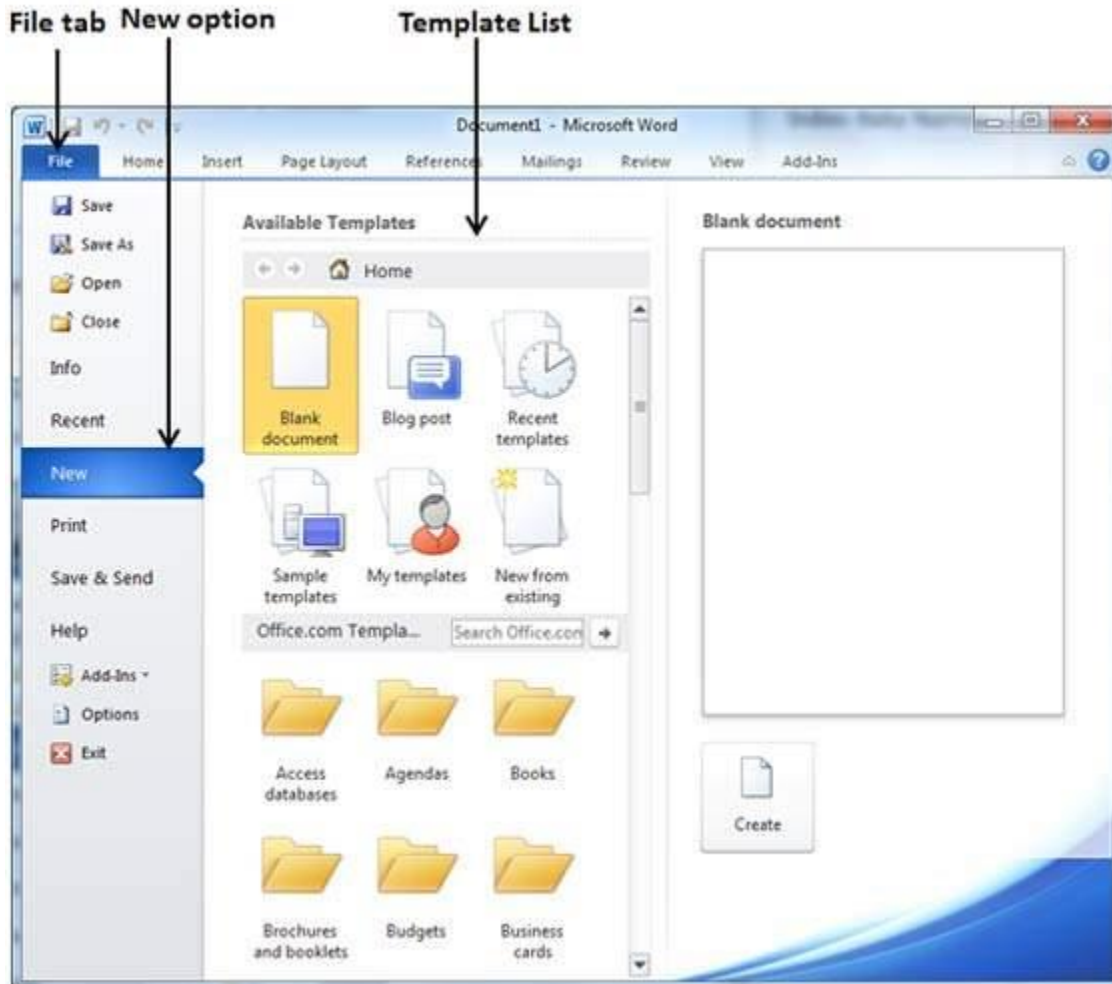
6. Opening a Document in Word 2010

In this section, we will talk over how to open a document in Word 2010.

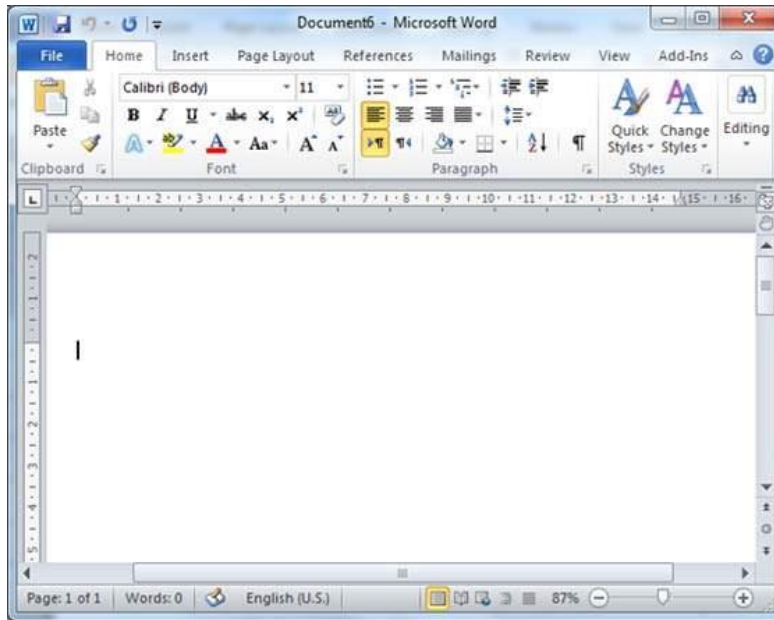
Opening New Document

A new, blank document continuously opens when you start Microsoft Word. Assume you want to start another new document while you are working on another document, or you closed a previously opened document and want to start a new document. Here are the steps to open a new document –

Step 1 – Click the File tab and select the New option.



Step 2 – When you choose the New choice from the first column, it will show a list of templates in the second column. Double-click on the Blank document; this is the first option in the template list. We will talk over the other templates obtainable in the list in the resulting sections. You should have your blank document as revealed below. The document is now ready for you to start typing your text.



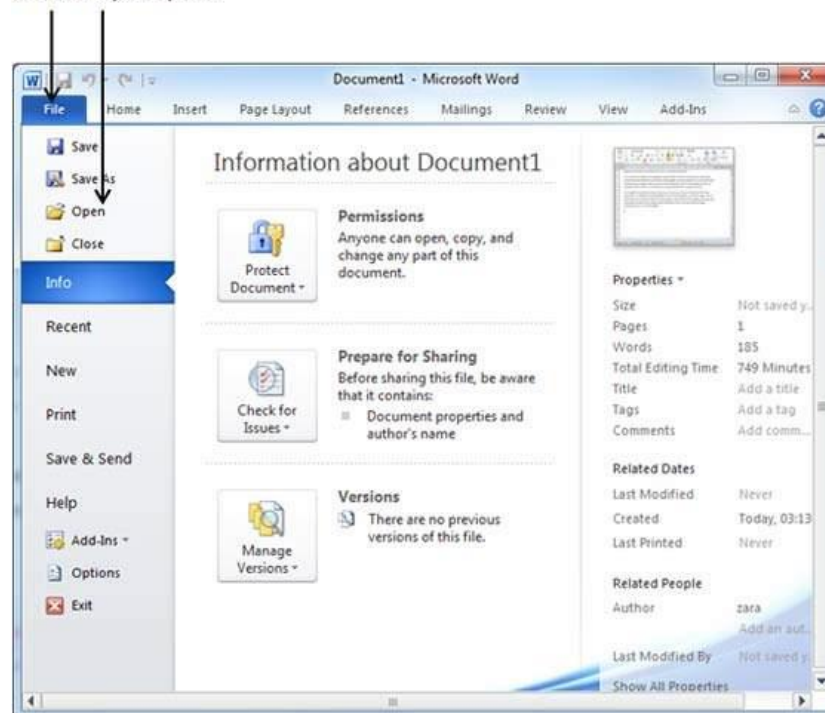
To open a blank document anytime you can use a shortcut. Try using the Ctrl + N keys and you will see a new blank document similar to the one in the above screenshot.

Opening Existing Document

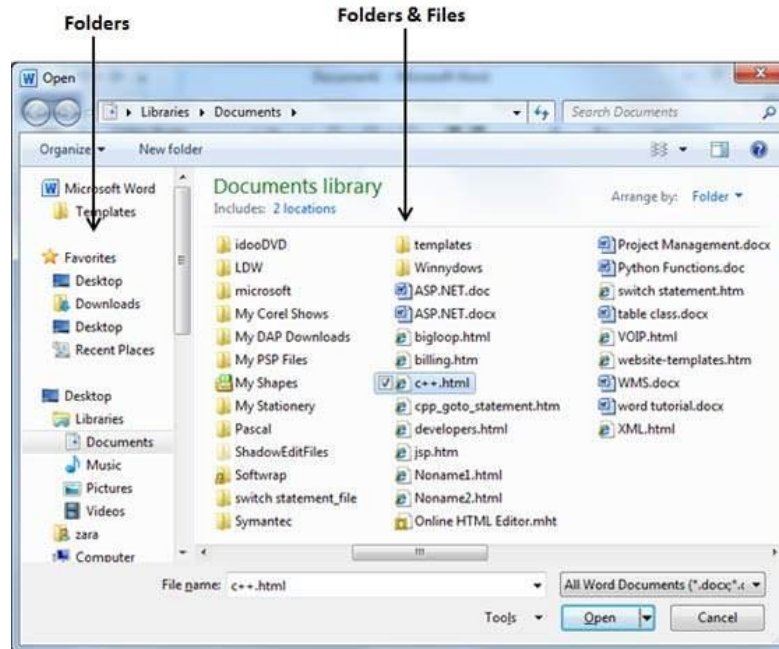
There may be a state when you open an existing document and edit it partially or completely. Follow the steps given below to open an existing document –

Step 1 – Click the File tab and select the Open option.

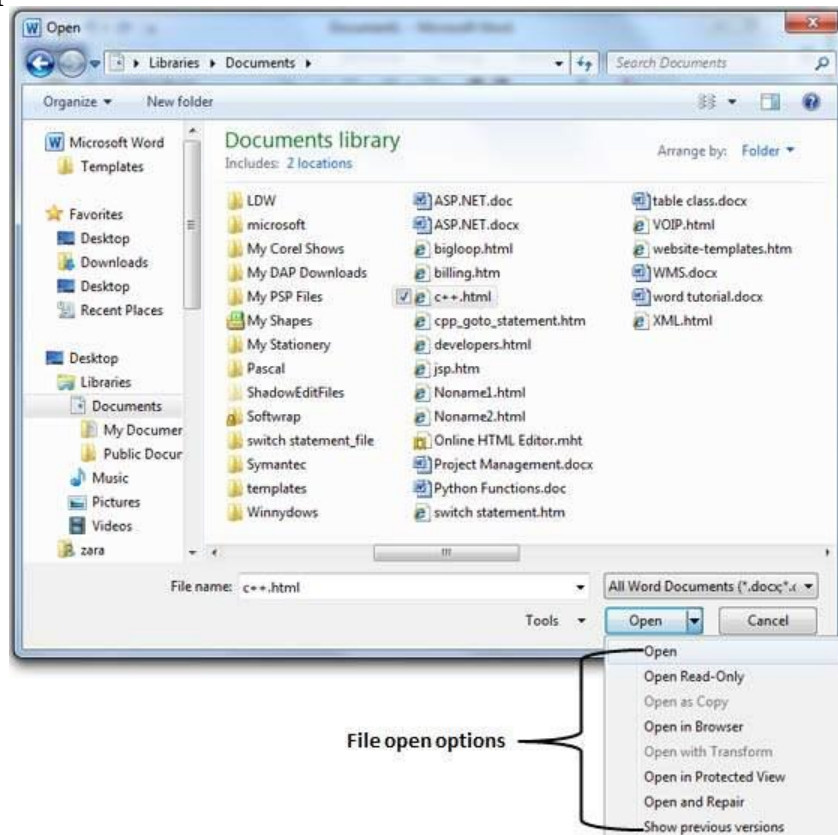
File tab Open option



Step 2 – This will show the subsequent file Open dialog box. This lets you navigate through different folders and files, and also lets you select a file which you want to open.



Step 3 – lastly, trace and select a file which you want to open and click the small triangle obtainable on the Open button to open the file. You will have not the same options to open the file, but simply use the Open option.

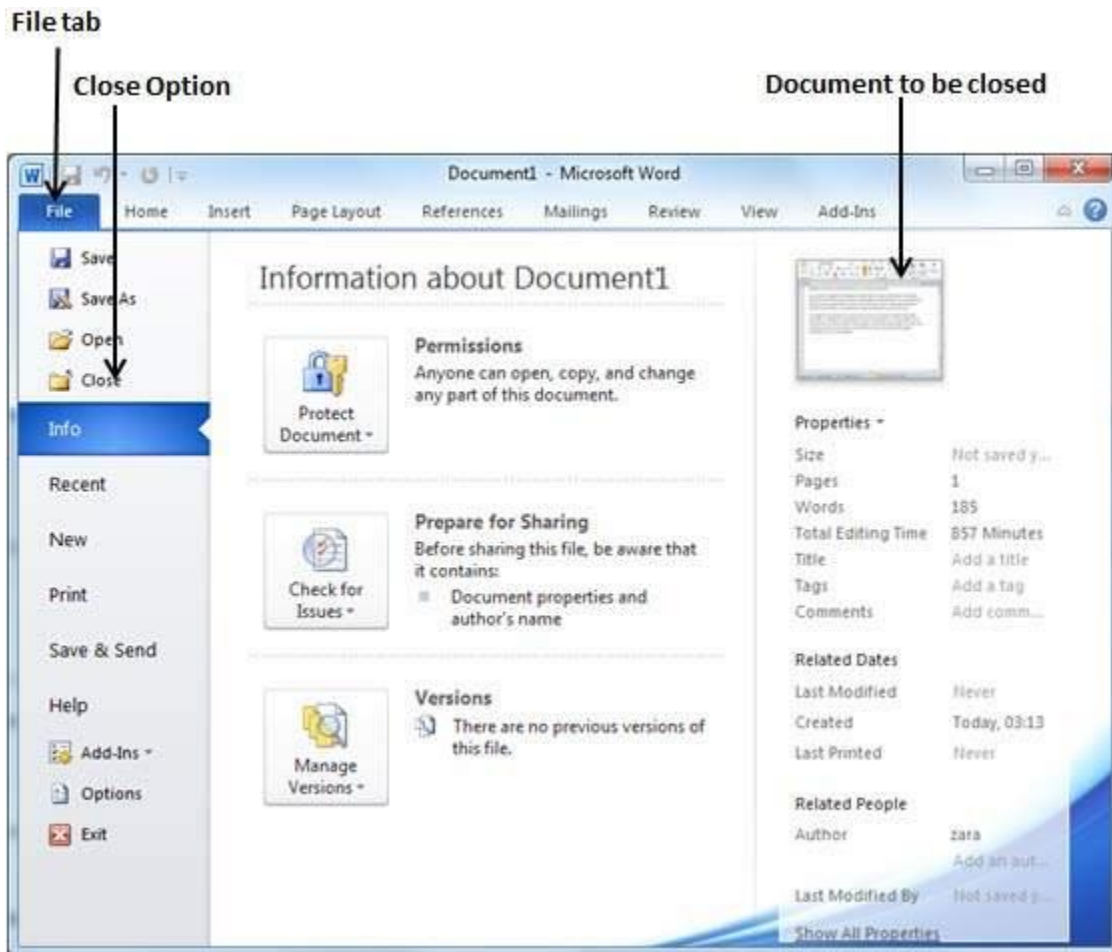


This will open your selected file. You can use the Open Read-Only options if you are eager just to read the file and you have no purpose to modify, i.e., edit the file. Other choices can be used for advanced usage.

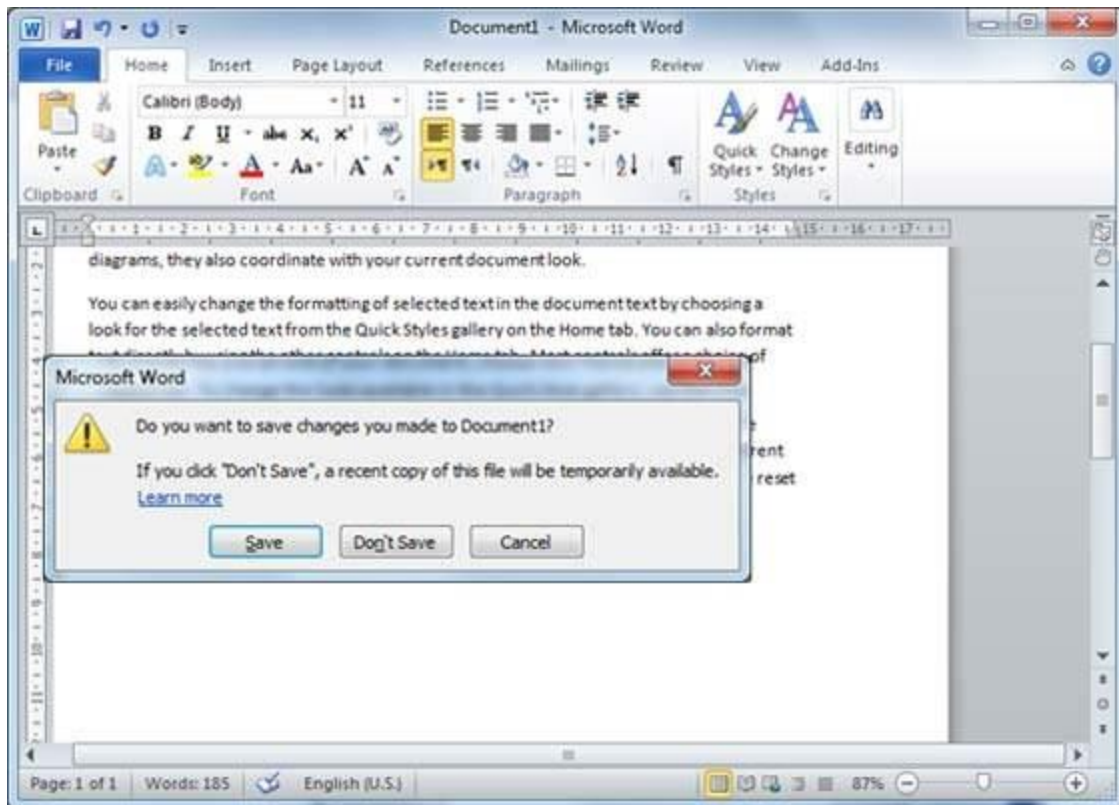
7. Closing a Document in Word 2010

In this section, we will realize how to close a document in Word 2010. When you complete working with a document, you will continue to close the document. Closing a document eliminates it from your computer screen and if you had other documents open, Word shows the last document you used or else, you see a blank Word window. Here are simple steps to close an opened document

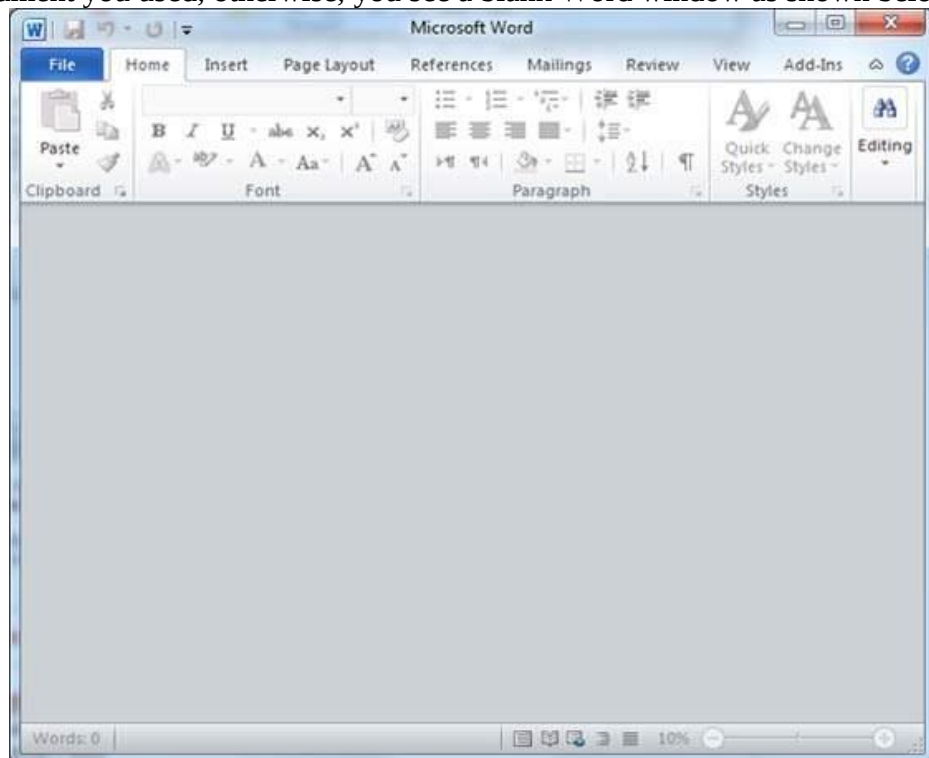
Step 1 – Click the File tab and select the Close option.



Step 2 – When you choose the Close option and if the file is not saved before closing, it will show the resulting Warning box asking whether the document should be saved or not.



Step 3 – to save the changes, click Save, otherwise click don't Save. To go back to the document, click Cancel. This will close the document and if you have other documents open, Word displays the last document you used, otherwise, you see a blank Word window as shown below –

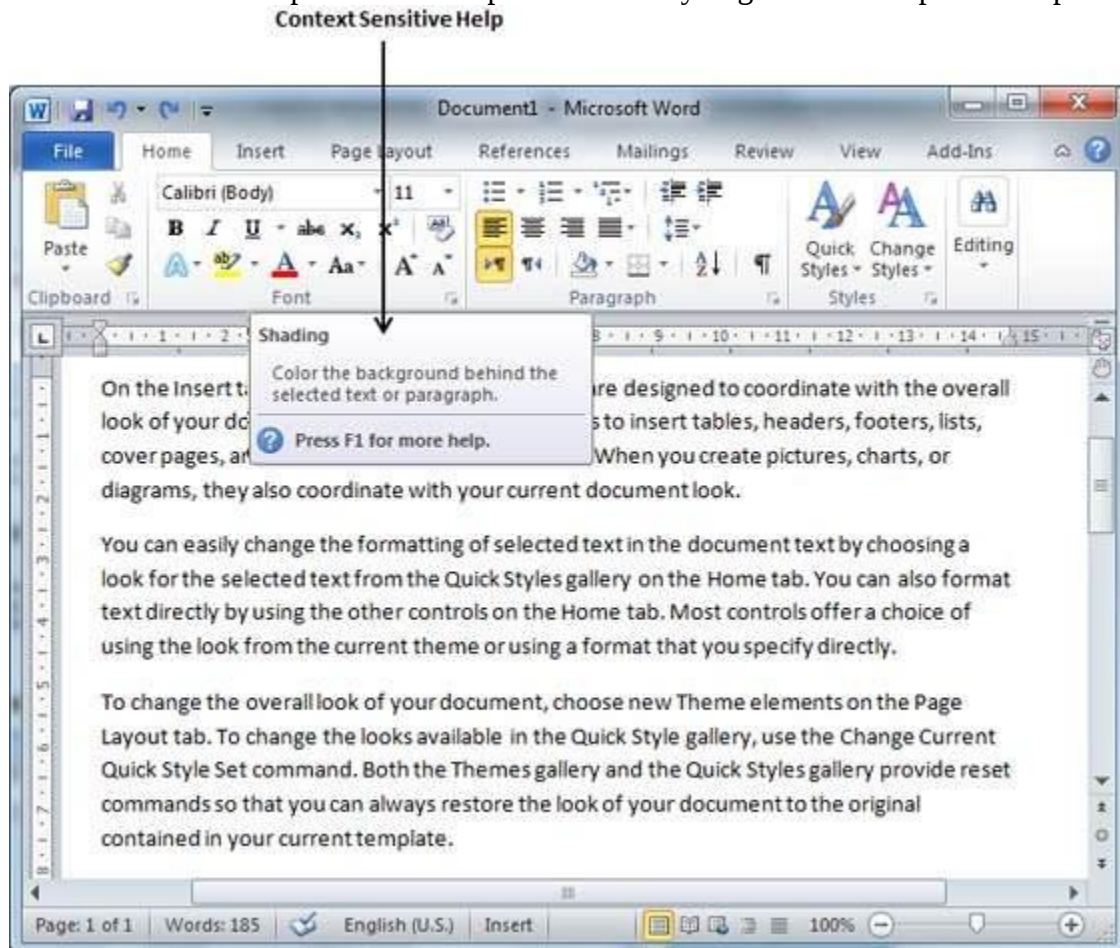


8. Context Help in Word 2010

In this section, we will talk over Context Help in Word 2010. Microsoft Office offers more than one method for calling up Help when you need it. We will discuss a few important methods in this section –

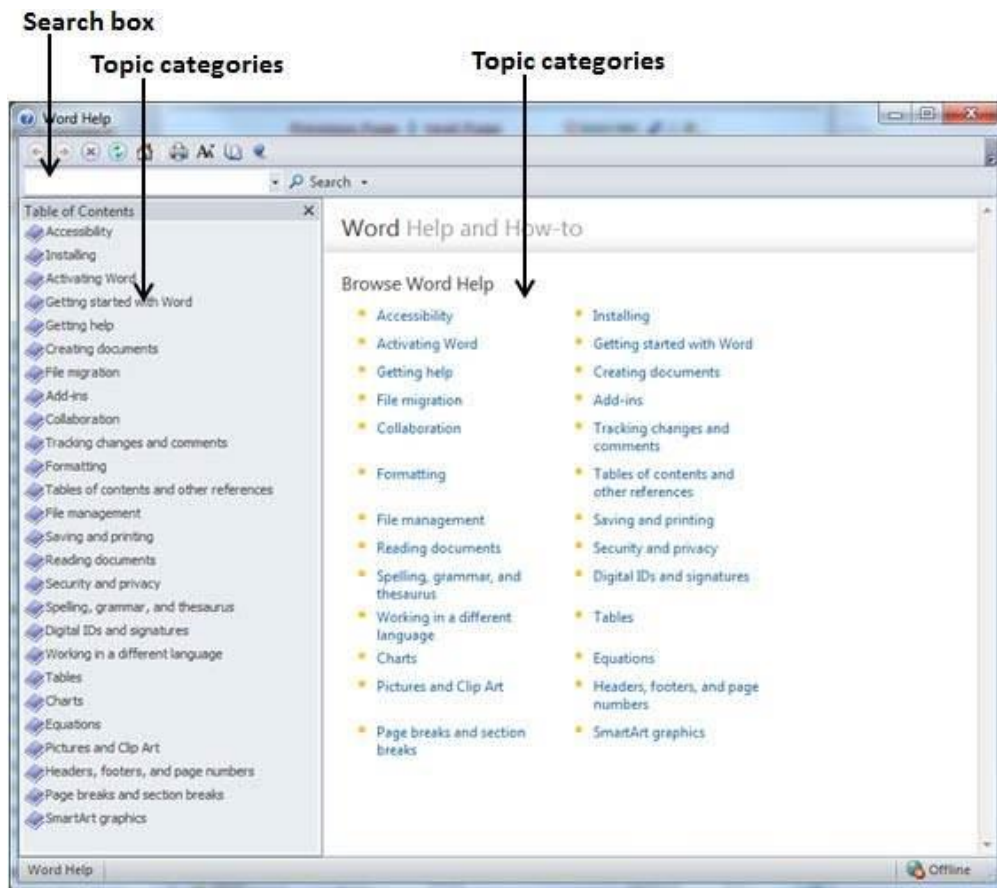
Context Sensitive Help

This is the coolest way of getting help about any of the choices available at word screen. You just need to bring your mouse pointer over an option and wait for 2 seconds, MS Word will pop-up a small balloon help giving you detail about the operation. If word has added help for that choice, then it gives the option Press F1 for more help as revealed under when you bring your mouse pointer over the color fill option. You can press the F1 key to get further help on this option.

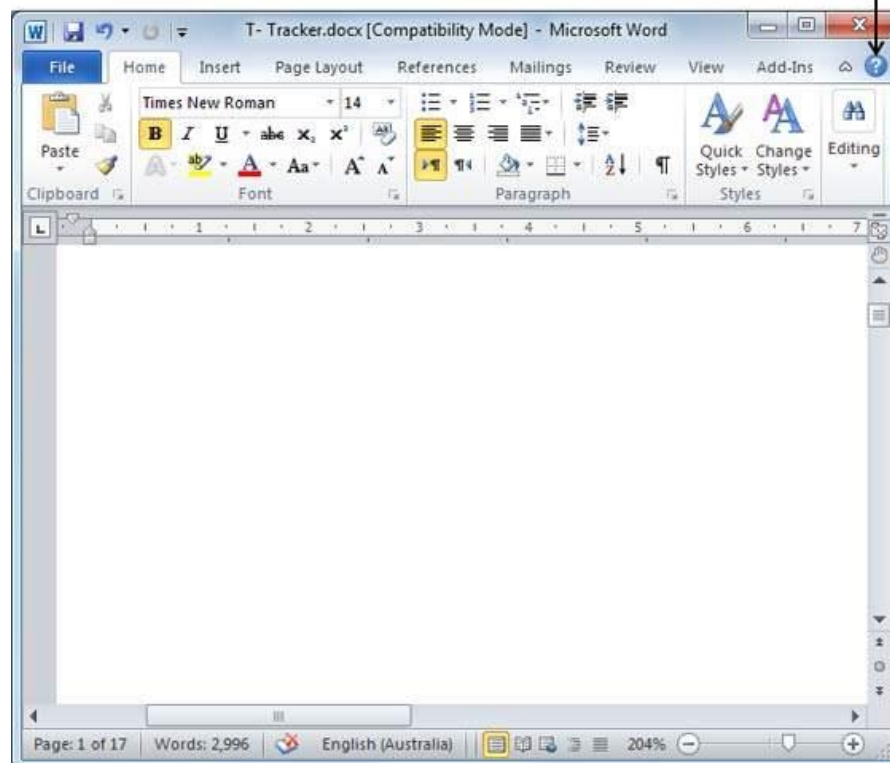


Using F1 Key

You can press the F1 key when you are in the middle of doing a bit and Office will show the numerous categories of help as revealed below. You can either search a keyword using the Search option or you can browse the listed categories to go through a topic in detail –



Help icon

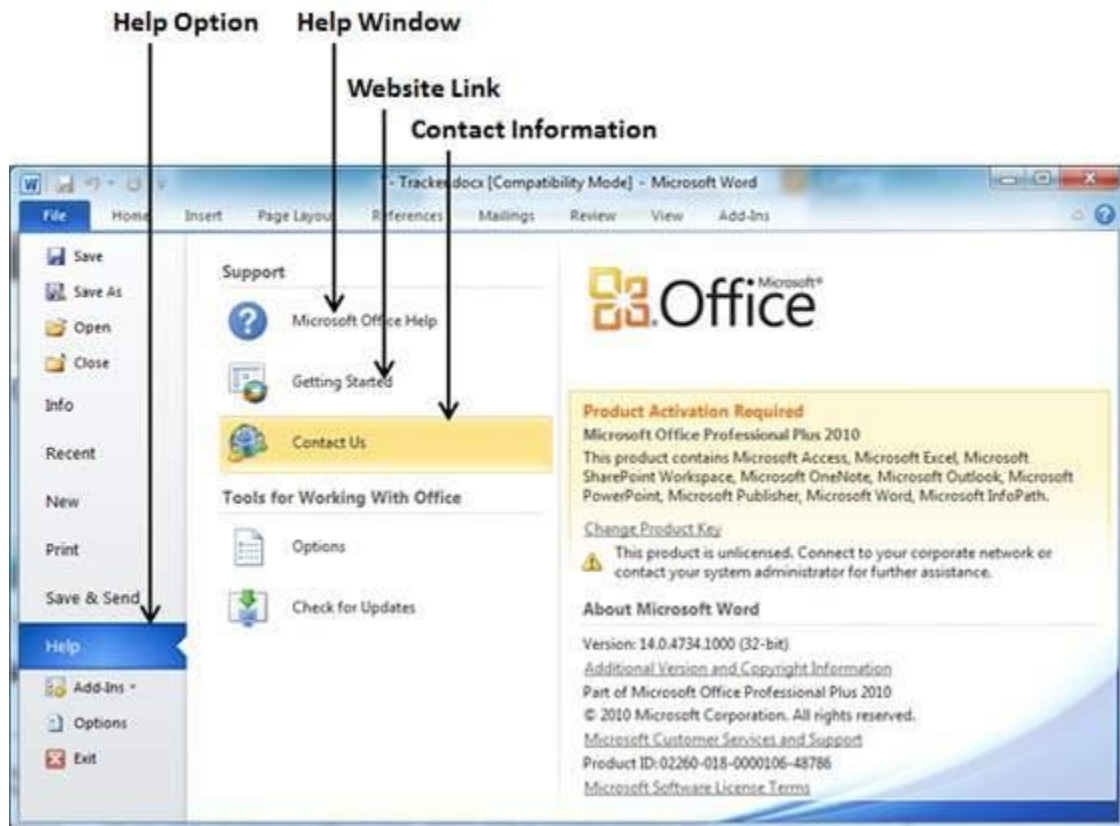


Using Help Icon

You can also have like help window as shown above, by clicking the Help icon located just above the right edge of the ribbon as shown above –

Using Help Option

You can communicate with Microsoft using the Help option available under the File tab.



As shown above, you can use Microsoft Office Help to launch the Help window, or Getting Started link to go to Microsoft's official website, otherwise use the Contact us option to contact Microsoft via email or phone.

9. Insert Text in Word 2010

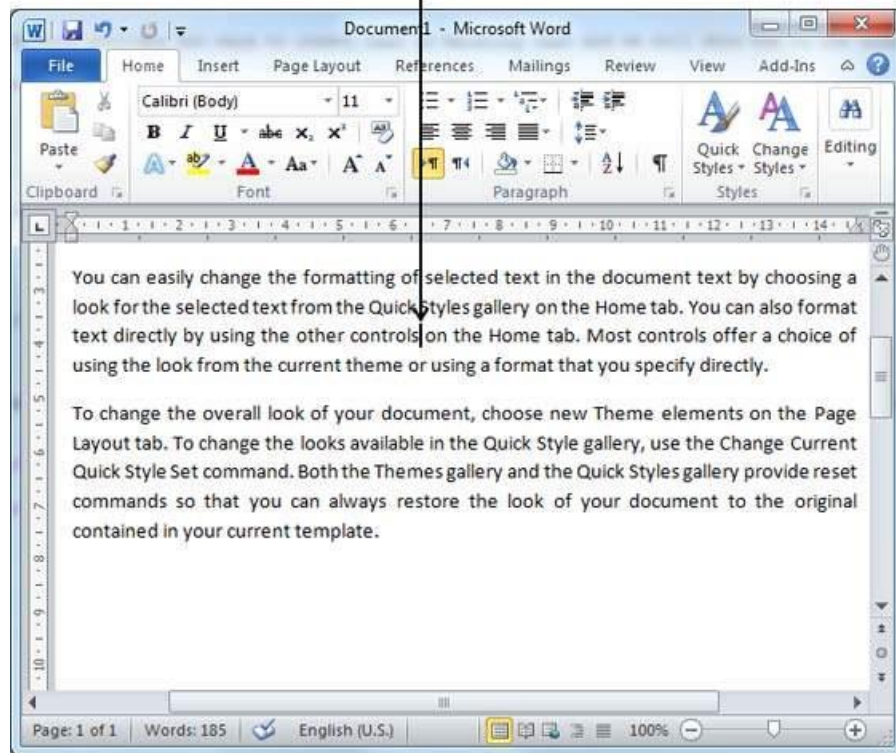
In this section, we will talk over how to insert text in Word 2010. A lot of times it is essential to go back and insert additional text in a present line. Microsoft Word offers two ways to insert text in present text and we will show how to use both the methods of inserting text –

Insert and Add Text

First we will see how inserted text will be added into the present content without substituting any existing content.

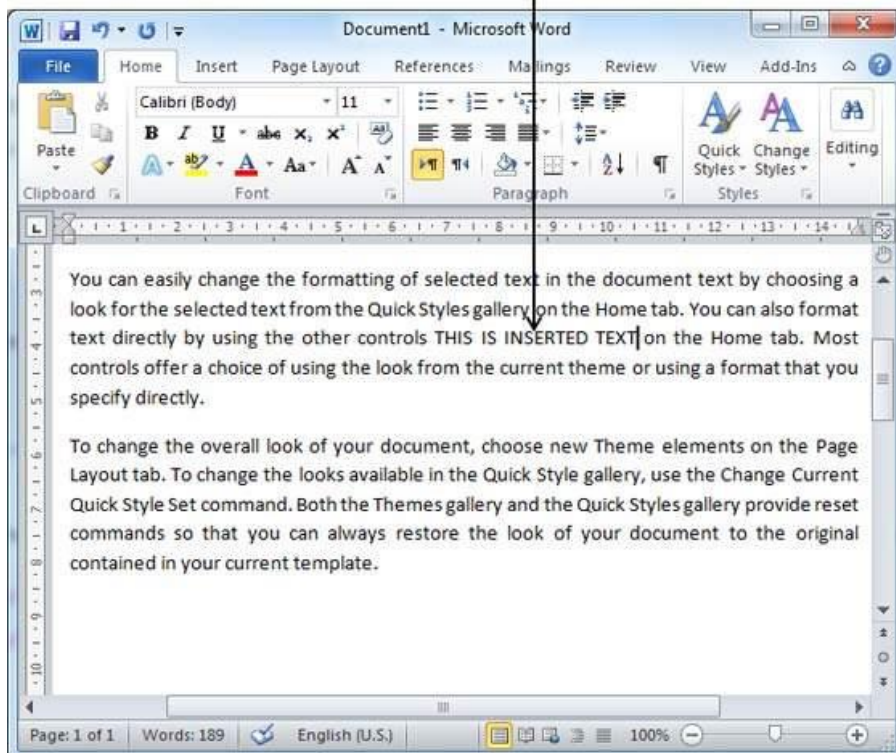
Step 1 – Click the location where you wish to insert text; you can also use the keyboard arrows to locate the place where the text needs to be inserted.

Insertion Point



Step 2 – Start typing the text that needs to be inserted. Word inserts the text to the left of the insertion point, moving the existing text to the right.

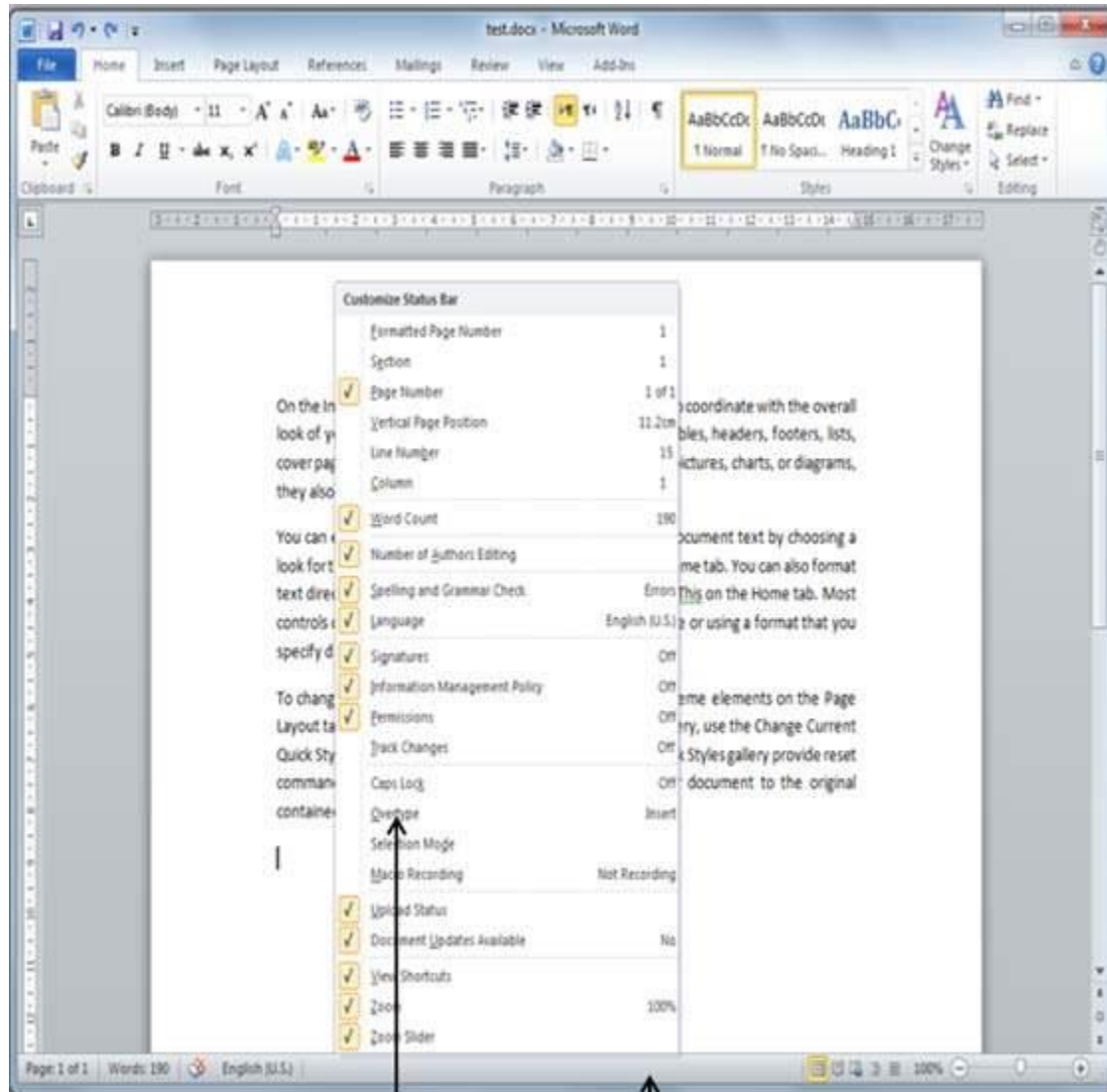
Inserted Text



Insert and Replace Text

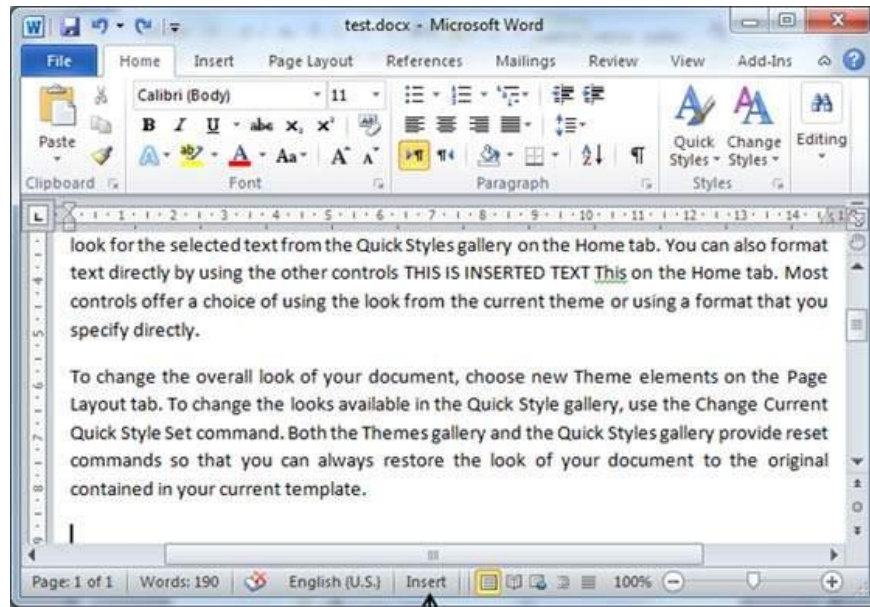
In the Insertion mode, text will be added into the existing content but same time it will over write all the content which comes in its way.

Step 1 – Right-click the status bar and select the Overtyping option from the displayed menu.



Overtyping Option Status bar

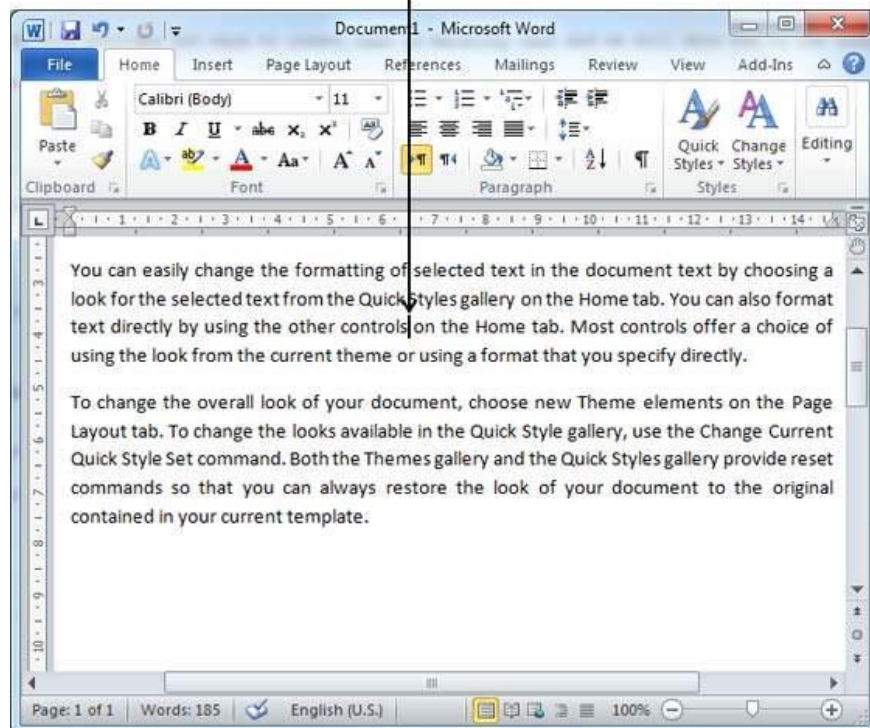
When you select the Overtyping option, the status bar will show the insert mode as shown below –



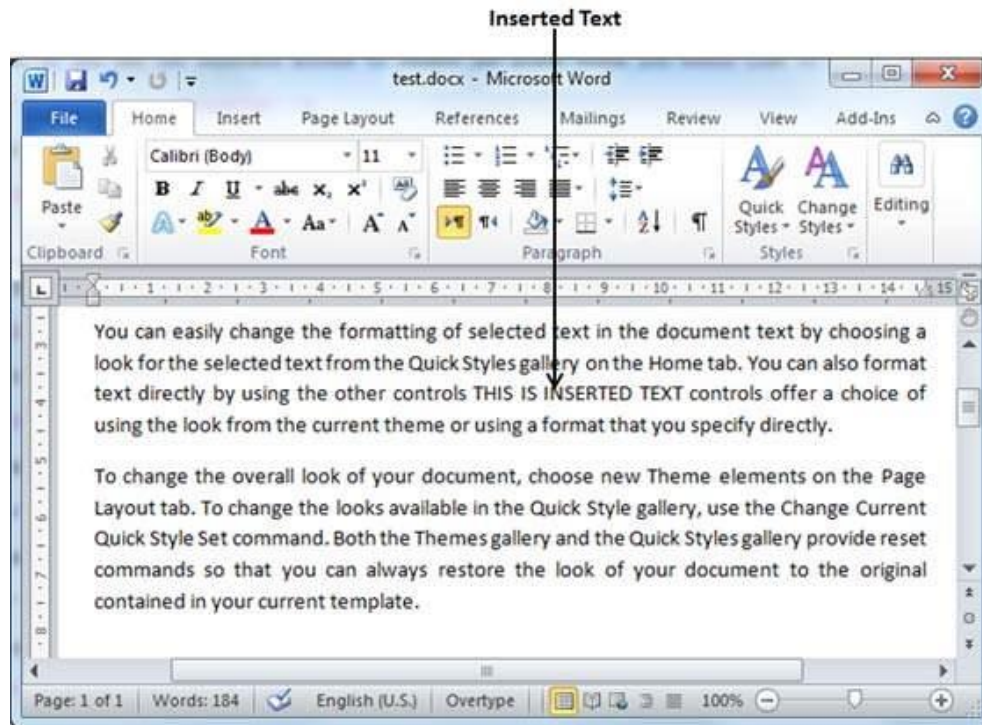
Insert Mode

Step 3 – Now click the location where the text needs to be inserted or you can use the keyboard arrows to locate the place where the text needs to be inserted.

Insertion Point



Step 4 – Start typing the text that needs to be inserted. Word will replace the existing text with the newly typed text without moving the position the exiting test.



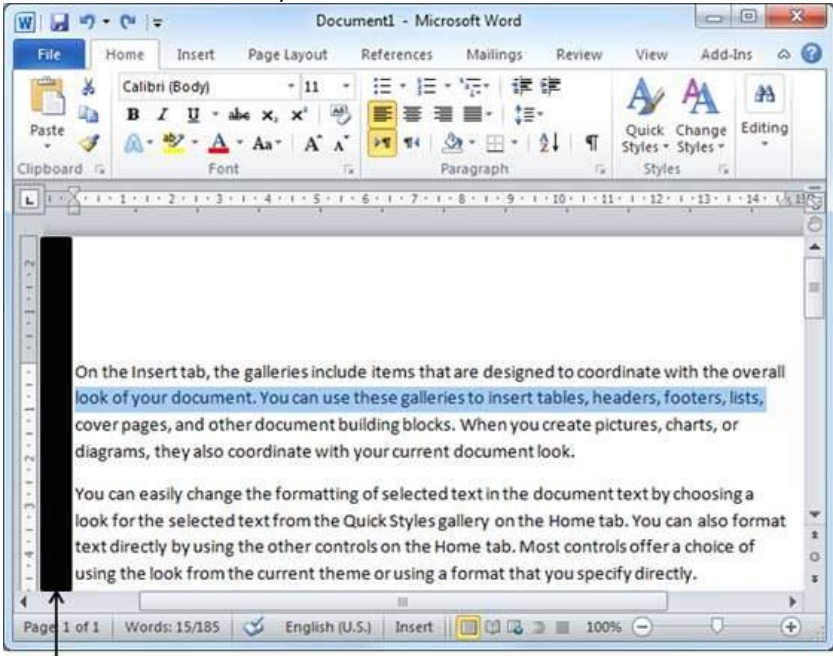
Note – Microsoft Word 2010 stopped the functionality of the Insert key and it does nothing, so you will have to follow-up with the overhead mentioned procedure to turn-on or turn-off the Insert mode.

10. Select Text in Word 2010

In this section, we will talk over how to select text in Word 2010. Choosing a text is one of the most significant services required while editing a word document. You can implement various operations on a selected text; you can delete the selected text, copy it, move it, apply formatting to it, change its capitalization, etc.

The most public method of selecting a text is to click and drag the mouse over the text you want to select. Resulting table lists down a few other simple methods that will help you in selecting text in different scenarios –

S.No	Component & Selection Method
1	Selecting text between two points Click at the start of the block of text, hold down Shift , and click at the end of the block.
2	Selecting a single word Double-click anywhere on the word you want to select.
3	Selecting a paragraph Triple-click anywhere on the paragraph you want to select.

4	Selecting a sentence Hold down the Ctrl key and click anywhere in the sentence you want to select.
5	Selecting a column of text Hold down Alt, click and hold the mouse button, a  nd drag over the column you want to select.

Note that only one part of the file can be in the selected state. If you have one percentage of the document in selected state and as soon as you try to select any other part of the document, earlier part will automatically be de-selected.

Using the Keyboard

Keyboard provides very good support when you want to select various components of the document as described in the following table –

S.No	Key & Selection Method Selecting Text
1	Ctrl + A Press Ctrl + A keys to select the entire document.
2	Shift Keep pressing the Shift key and use any of the arrow keys to select the portion of text.
3	F8 Press F8 and then use any of the arrows keys to select the portion of text.

4	Ctrl + Shift + F8 Press Ctrl + Shift + F8 and then use any of the arrows keys to select column of the text.
---	--

11. Delete Text in Word 2010

In this section, we will talk over how to delete text in Word 2010. It is very common to delete text and retype the content in your Word file. You might type a bit you did not want to type or there is somewhat extra which is not essential in the document. Irrespective of the reason, Word offers you numerous ways of deleting the text in partial or complete content of the document.

Using Backspace & Delete Keys

The most simple deletion technique is to delete characters one at a time by pressing either the backspace key or the delete key. Resulting table refer to how you can delete single character or a whole word by using either of these two keys –

S.No	Keys & Deletion Methods
1	Backspace Keep the insertion point just after the character you want to delete and press the Backspace key. Word deletes the character immediately to the left of the insertion point.
2	Ctrl + Backspace Keep the insertion point just after the word you want to delete and press Ctrl + Backspace key. Word deletes the whole word immediately to the left of the insertion point.
3	Delete Keep the insertion point just before the character you want to delete and press the Delete key. Word deletes the character immediately to the right of the insertion point.
4	Ctrl + Delete Keep the insertion point just before the word you want to delete and press Ctrl + Delete key. Word deletes the word immediately to the right of the insertion point.

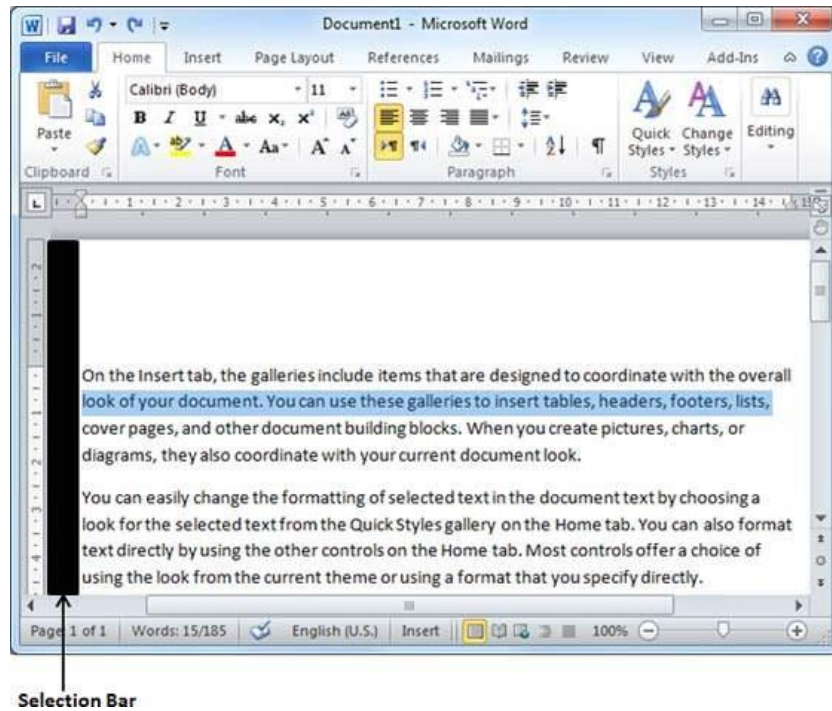
Using Selection Method

You have learnt how to select various parts of a Word document. You can make use of that learning to delete those selected parts as described in the following table –

S.No	Component Selection & Delete Methods
1	Deleting text between two points

	Click at the start of the block of text, hold down the Shift key, and click at the end of the block to select the portion of text and finally press either the Backspace key or the Delete key.
2	Deleting a single word Double-click anywhere on the word you want to delete and finally press either the Backspace key or the Delete key.
3	Deleting a paragraph Triple-click anywhere on the paragraph you want to delete and finally press either the Backspace key or the Delete key.
4	Deleting a sentence Hold down the Ctrl key and click anywhere in the sentence you want to delete and finally press either the Backspace or the Delete key.
5	Deleting a column of text Hold down the Alt key, click and hold the mouse button, and drag over the column you want to delete and finally press either the Backspace key or the Delete key.
6	Deleting a line Bring your mouse in the selection bar area and click in front of the line you want to delete and finally press either the Backspace key or the Delete key.
7	Deleting entire document content Press Ctrl + A keys to delete the entire document and finally press either the Backspace key or the Delete key.

Note – The black shaded area in the following screen shot is called the selection bar. When you bring your cursor in this area, it turns into a rightward-pointing arrow.

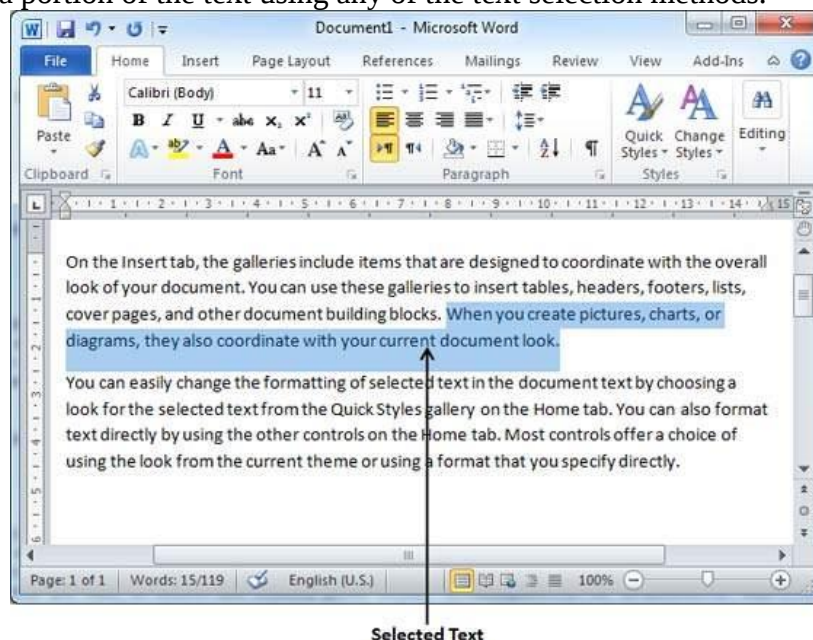


12. Move Text in Word 2010

In this section, we will talk over how to move text in Word 2010. At times, it is essential to move a text from one location to another location in the same file or in any another document. You can move text from one locality in a document to another by using the drag-and-drop method with the help of mouse. This lesson will teach you how to use the drag and drop technique to move text.

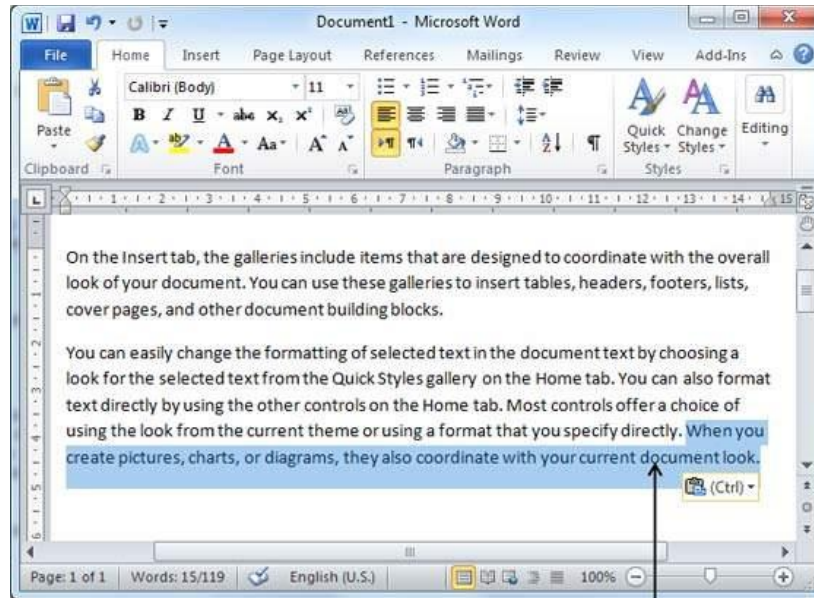
Move within the same document

Step 1 – Select a portion of the text using any of the text selection methods.



Step 2 – Now take your mouse pointer over the selected text and hold the left button of the mouse and keep holding it while moving around the document.

Step 3 – Take your mouse pointer to the place where you want to move the selected text and release the mouse button. You will see that the selected text is moved to the desired location.



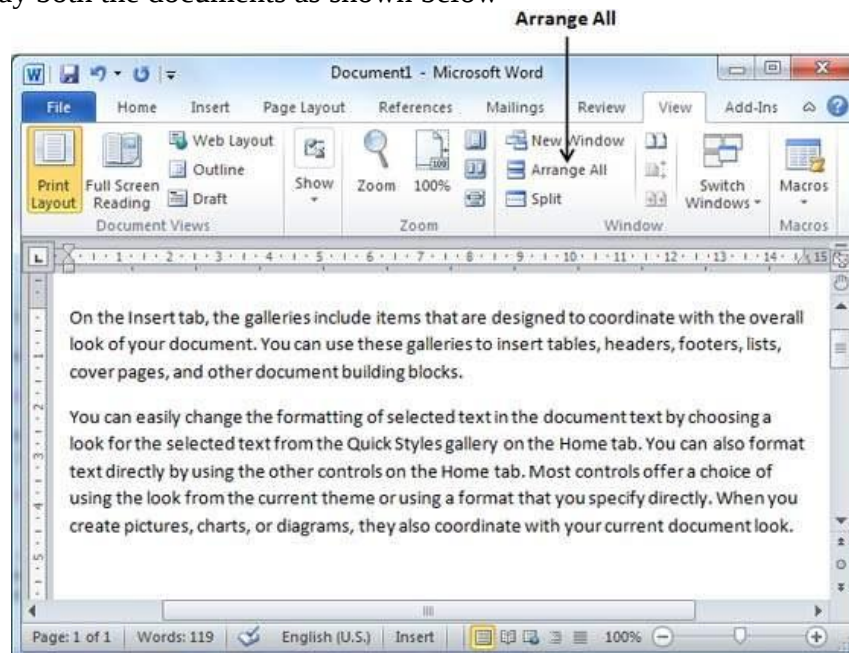
Moved Text

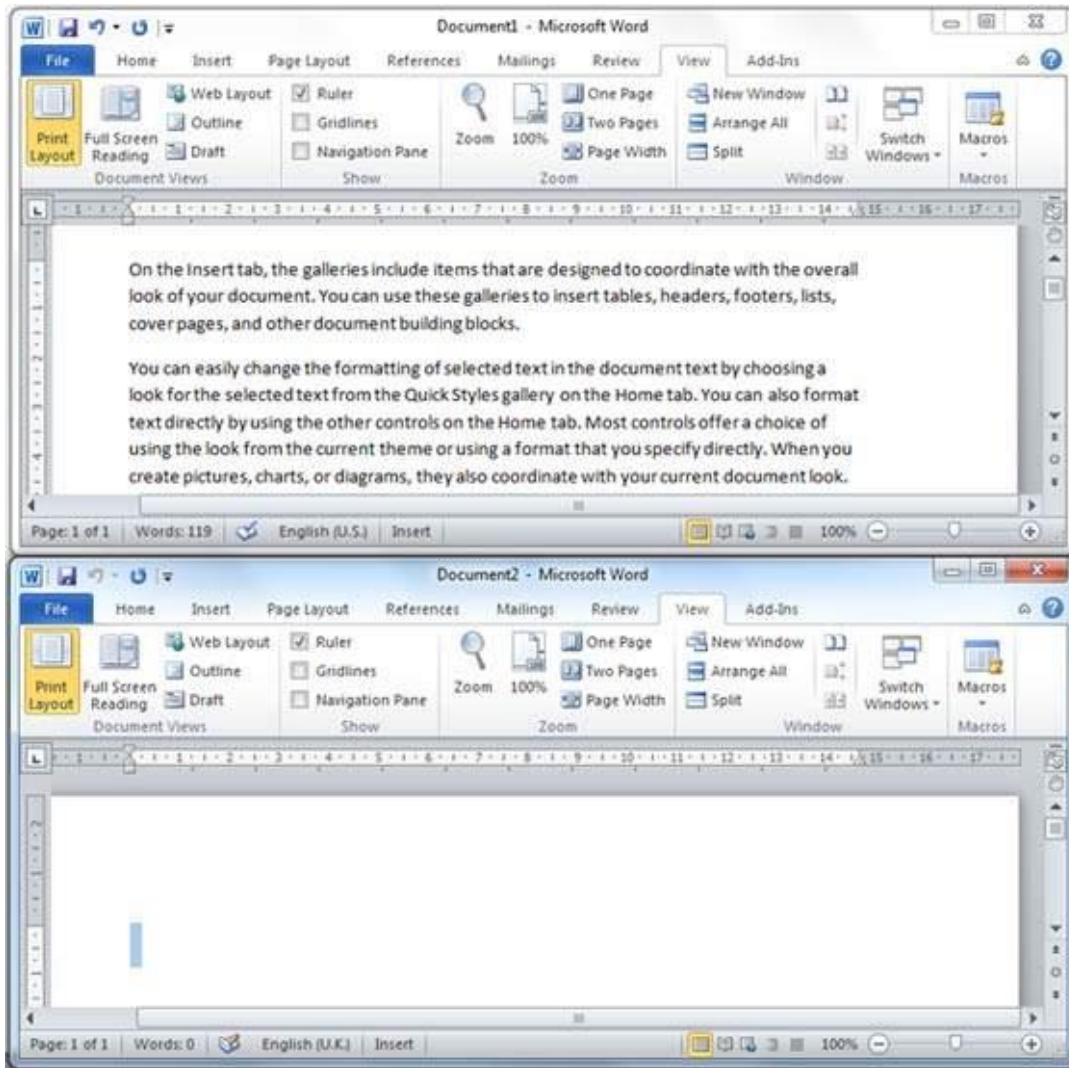
Move within different documents

You can move the selected text from one file to another file. Resulting are some simple steps which will help you in moving text from one document to another document.

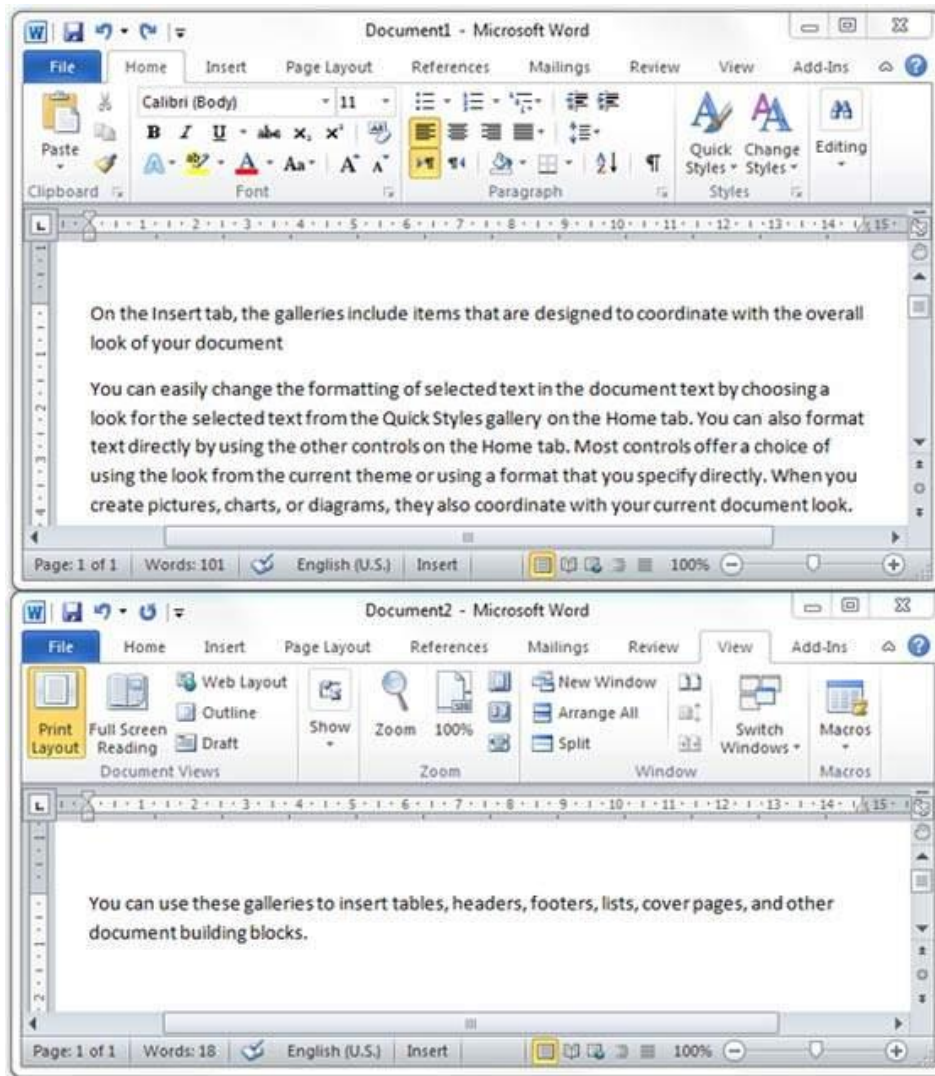
Step 1 –Keep both the documents opened and to ensure that both documents are visible, click the Arrange All button on the View tab on the Ribbon.

This will display both the documents as shown below





- Step 2** – Currently, select a portion of the text using any of the text selection methods.
- Step 3** – Take your mouse pointer over the selected text and hold the left button of the mouse and keep holding it while moving around the document.
- Step 4** – Take your mouse pointer at the place in the second document where you want to move the selected text and release the mouse button. You will see that the selected text is moved to the desired location in the second document.



Note – In case you have more than two documents, you can use the Alt + Tab keys to switch through the different documents and select the desired destination document.

13. Copy & Paste in Word 2010

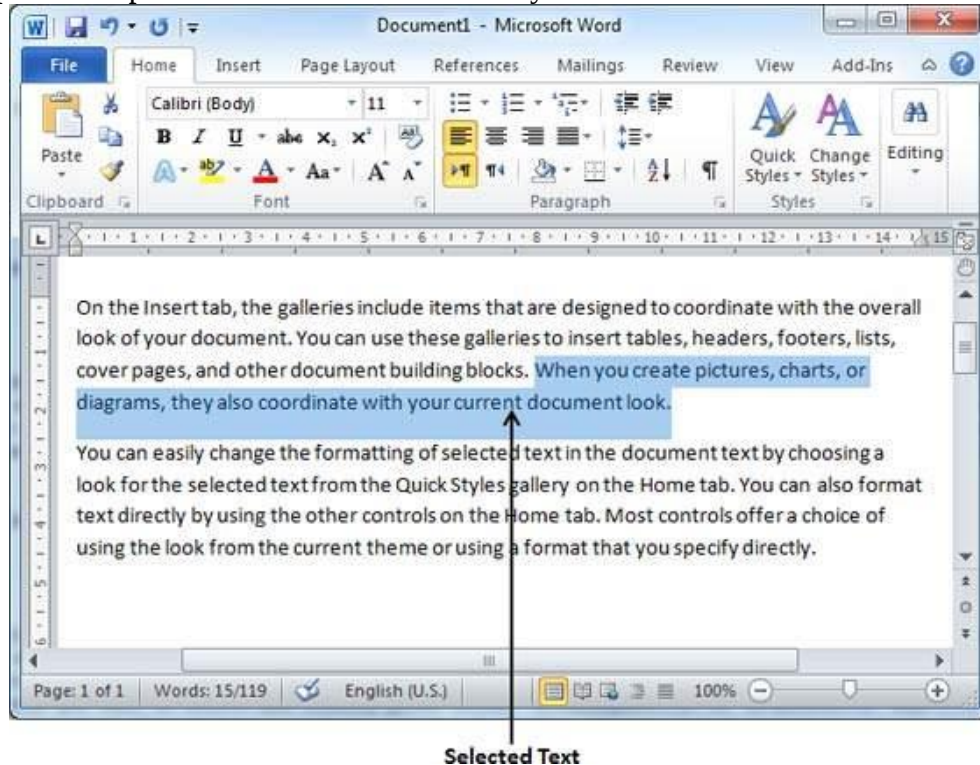
In this chapter, we will discuss how to copy, cut and paste in word 2010. In the preceding chapter, we understood how we are able to choose the desired text and move it to some other location in the same file or in another document. This tutorial will educate you how to use copy, reduce and paste techniques to duplicate a text leaving the original textual content intact or removing the original text completely.

To use copy and paste or cut and paste operations, the word makes use of a temporary memory that is known as the clipboard. While you copy or cut a text, it stays on the clipboard temporarily and in the second step, you can paste this content into the desired location.

Copy & Paste Operation

The copy operation will just copy the content from its original area and create a duplicate copy of the content at the desired location without deleting the text from its original location. Following is the system to copy the content material in word –

Step 1 – pick out a portion of the text the use of any of the text selection methods.

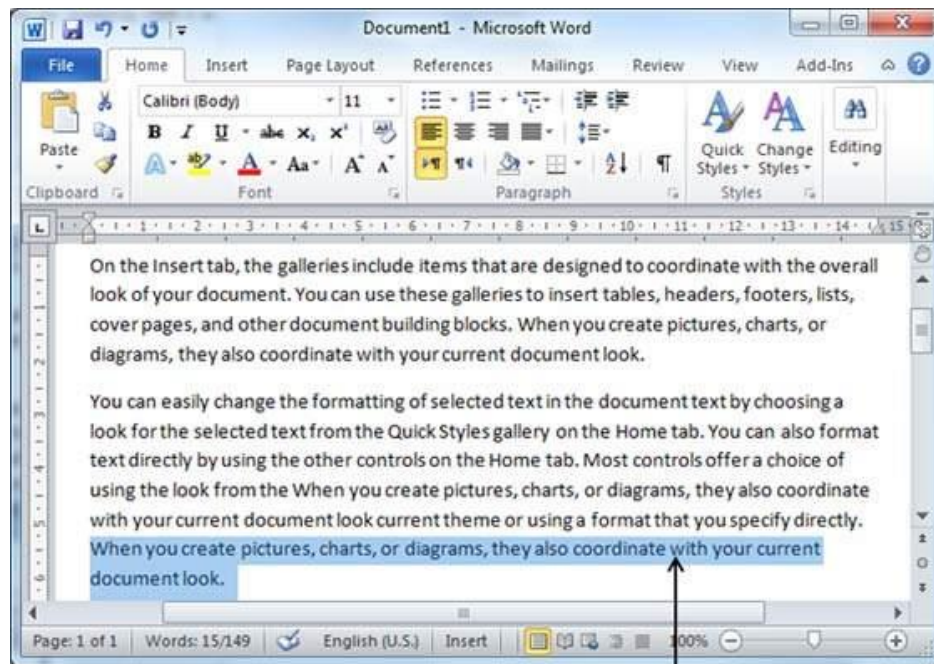


Step 2 – you have several choices accessible to copy the selected text in clipboard. You can make use of any one of the options –

- **Using Right-Click** – When you right-click on the selected text, it will display the copy option, click this option to copy the selected content in clipboard.
- **Using Ribbon Copy Button** – After selecting text, you can use the copy button available at the ribbon to copy the selected content in clipboard.
- **Using Ctrl + c Keys** – after selecting a text, just press Ctrl + c keys to copy the selected content in clipboard.

Step 3 – Finally click at the place where you want to copy the selected text and use either of these two simple options –

- **Using Ribbon Paste Button** – Just click the Paste button available at the ribbon to paste the copied content at the desired location.
- **Using Ctrl + v Keys** – This is simplest way of pasting the content. Just press Ctrl + v keys to paste the content at the new location.



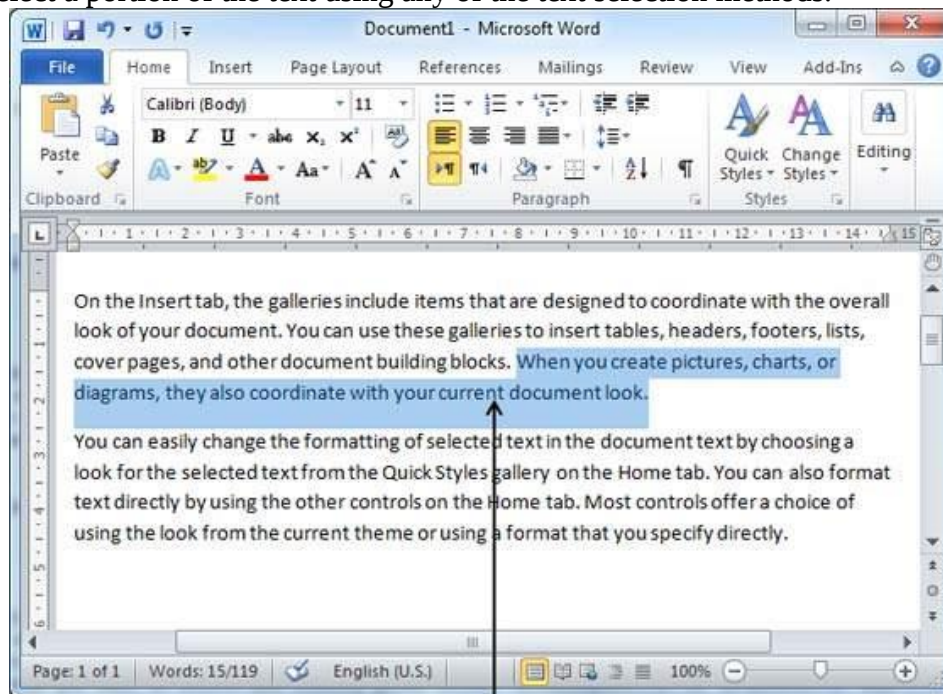
Copied Text

Note – you can repeat the Paste operation as many times as you like to paste the same content.

Cut & Paste Operation

The Cut operation will cut the content from its original place and move the content from its original location to a new desired location. Following is the procedure to move the content in word –

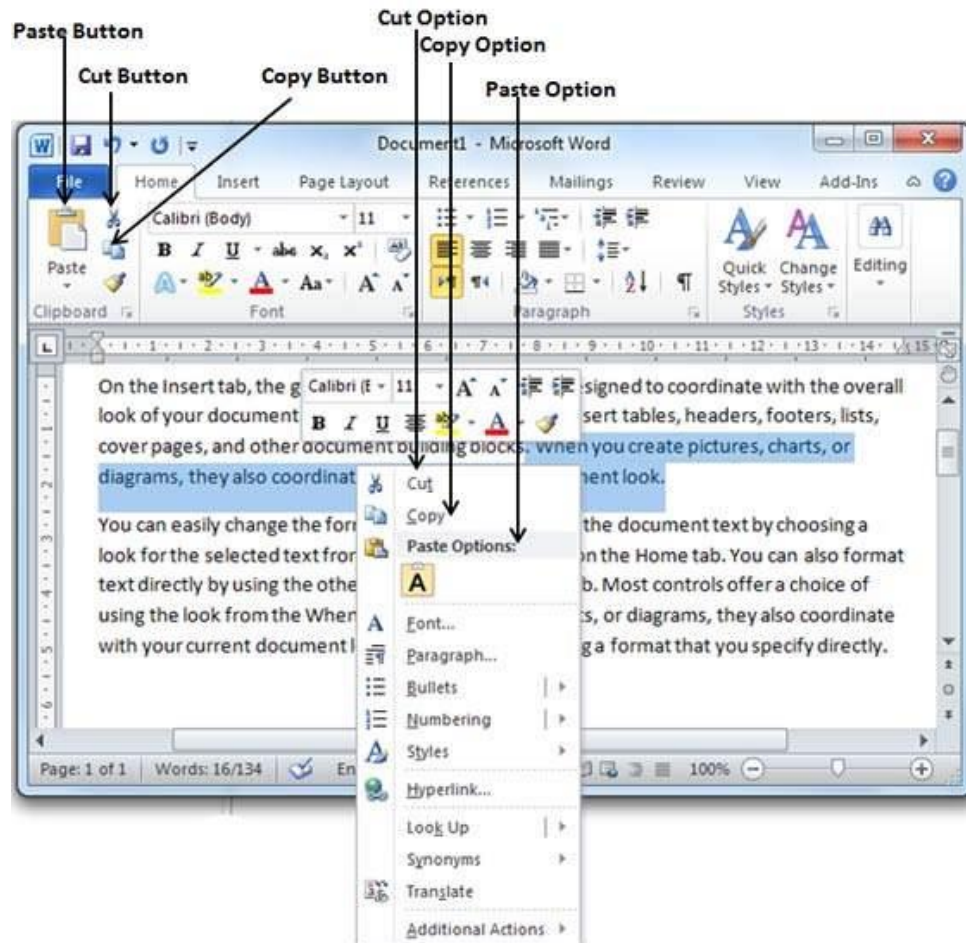
Step 1 – Select a portion of the text using any of the text selection methods.



Selected Text

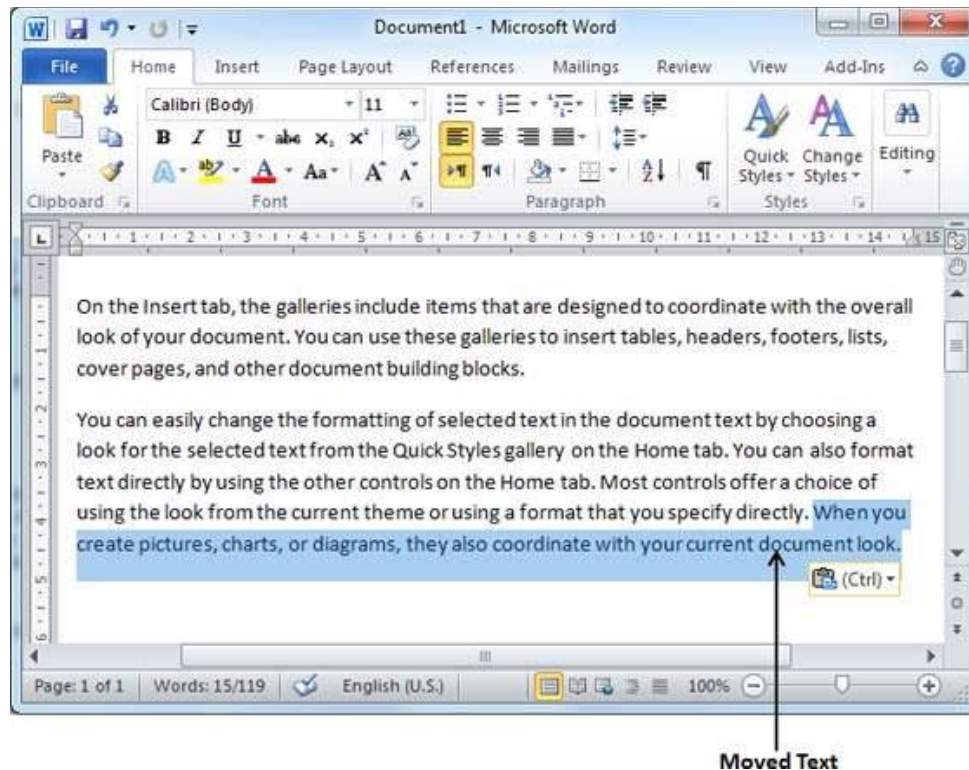
Step 2 – Now, you have got various options available to cut the chosen text and put it inside the clipboard. you may make use of one of the options –

- **using right-click** – If right-click on the selected part of the textual content, it will display cut option, simply click on this feature to cut the chosen content and keep it in the clipboard.
- **using Ribbon cut Button** – After selecting a part of the text, you can use cut button available at the ribbon to reduce the selected content and keep it in the clipboard.
- **using Ctrl + x Keys** – After choosing a portion of text, just press Ctrl + x keys to cut the chosen content and keep it in the clipboard.



Step 3 – lastly, click at the place where you want to move the selected text and use either of these two simple options –

- **Using Ribbon Paste Button** – Just click the Paste button available at the ribbon to paste the content at the new location.
- **Using Ctrl + v Keys** – this is simplest way of pasting the content. Just press Ctrl + v keys to paste the content at the new location.



Note – you can repeat the Paste operation as many times as you like to paste the same content.

Copy, Cut & Paste in different documents

You can use the same process that we talk over above to copy and paste or cut and paste content from one file to another file. This is very easy, just copy or cut the desired content from one file and go into another file where you want to paste the content and use mentioned step to paste the content.

You can use the Alt + Tab keys to switch through the different documents and select the desired target document.

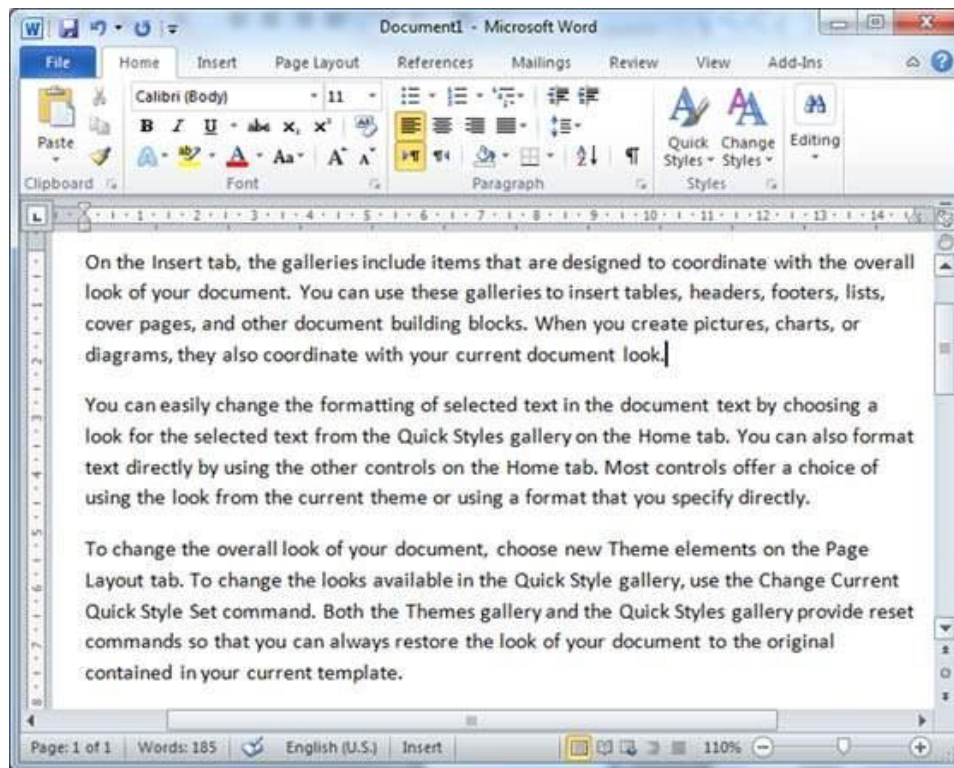
14. Find & Replace in Word 2010

In this section, we will talk over the Find and Replace operation in Word 2010. While operating on editing a document you come across a situation very repeatedly when you want to search a specific word in your document and many times you will be eager to substitute this word with another word at a few or all the places all over the document. Now, we will understand how to find a word or phrase in a word document and how to swap an existing word with any other word using simple steps.

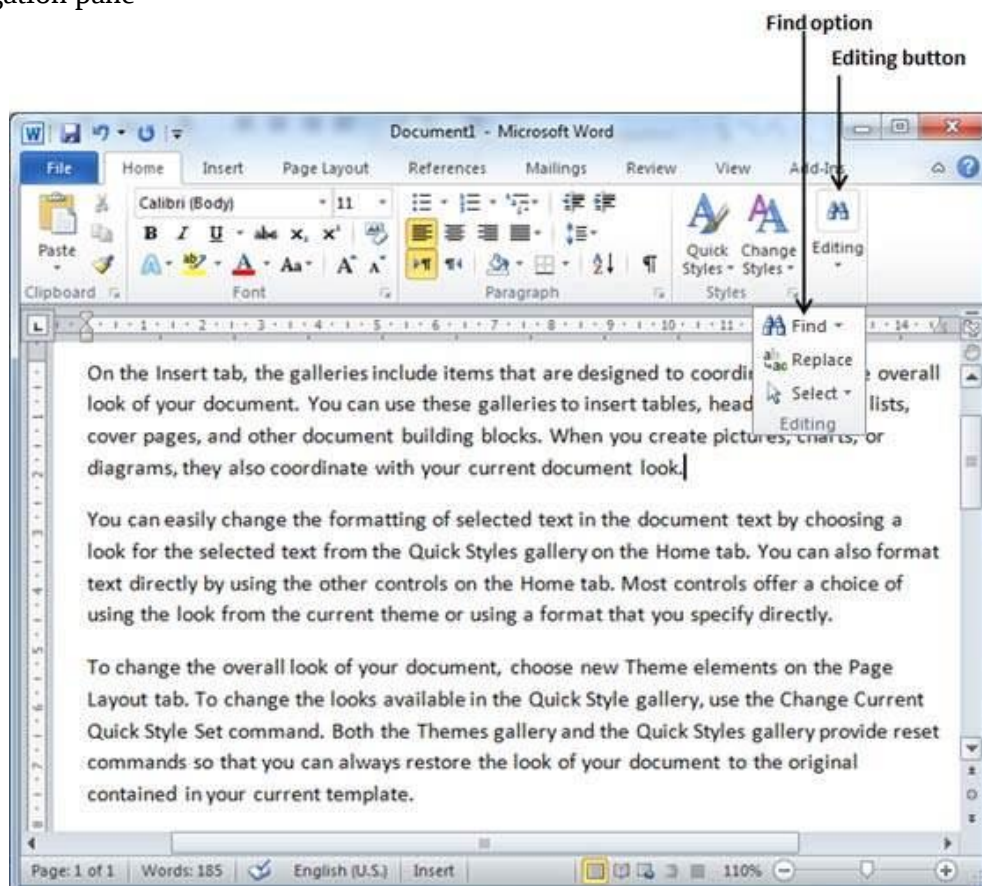
Find Command

The Find command allows you to locate specific text in your document. Resulting are the steps to find a word document in the following screen –

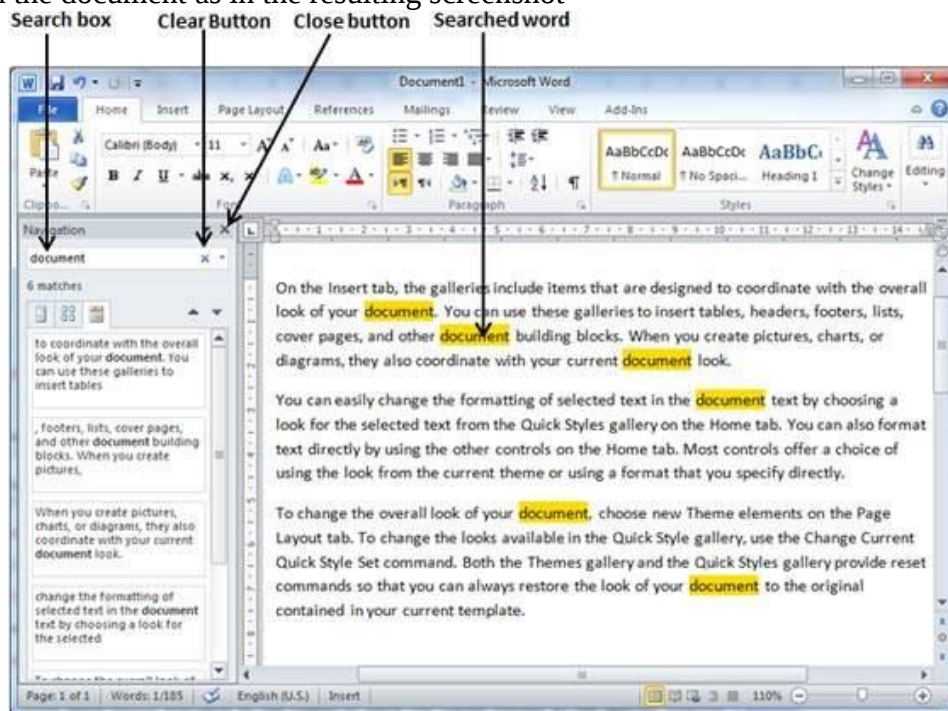
Step 1 – Let us work out on a sample text available in our Word document. Just type =rand() and press Enter; the following screen will appear –



Step 2 – Click the Find option in the Editing group on the Home tab or press Ctrl + F to launch the Navigation pane –

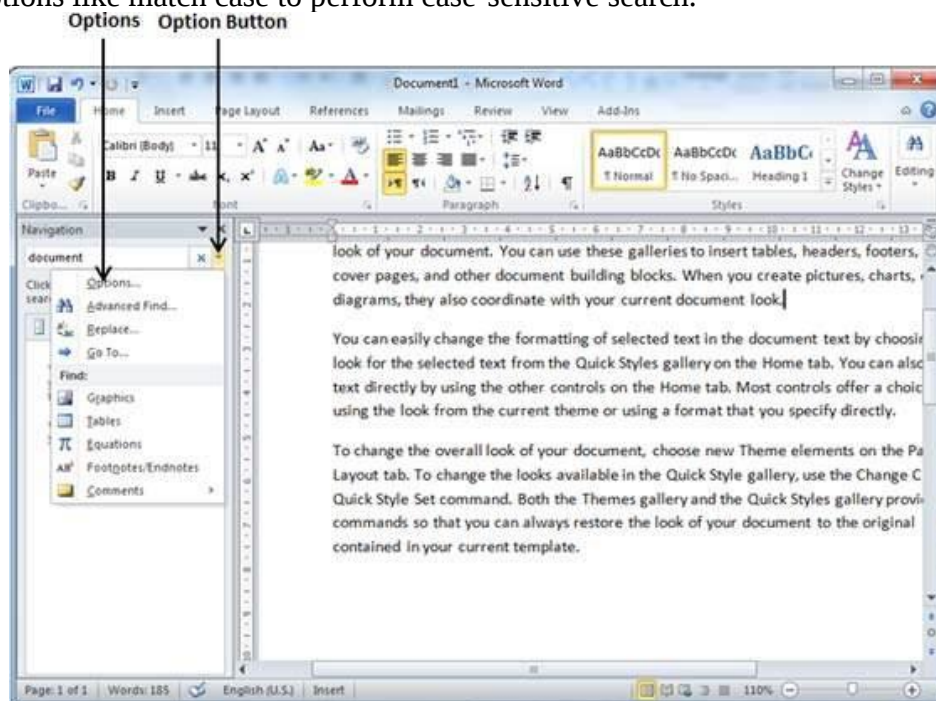


Step 3 – Enter a word which you want to explore in the Search box, as soon as you finish typing, Word searches for the text you entered and shows the results in the navigation pane and highlights the word in the document as in the resulting screenshot –



Step 4 – you can click the clear button (X) to clear the search and results and perform another search.

Step 5 – you can use further options while searching for a word. Click the option button to display the options menu and then click the Options option; this will display a list of options. You can elect the options like match case to perform case-sensitive search.

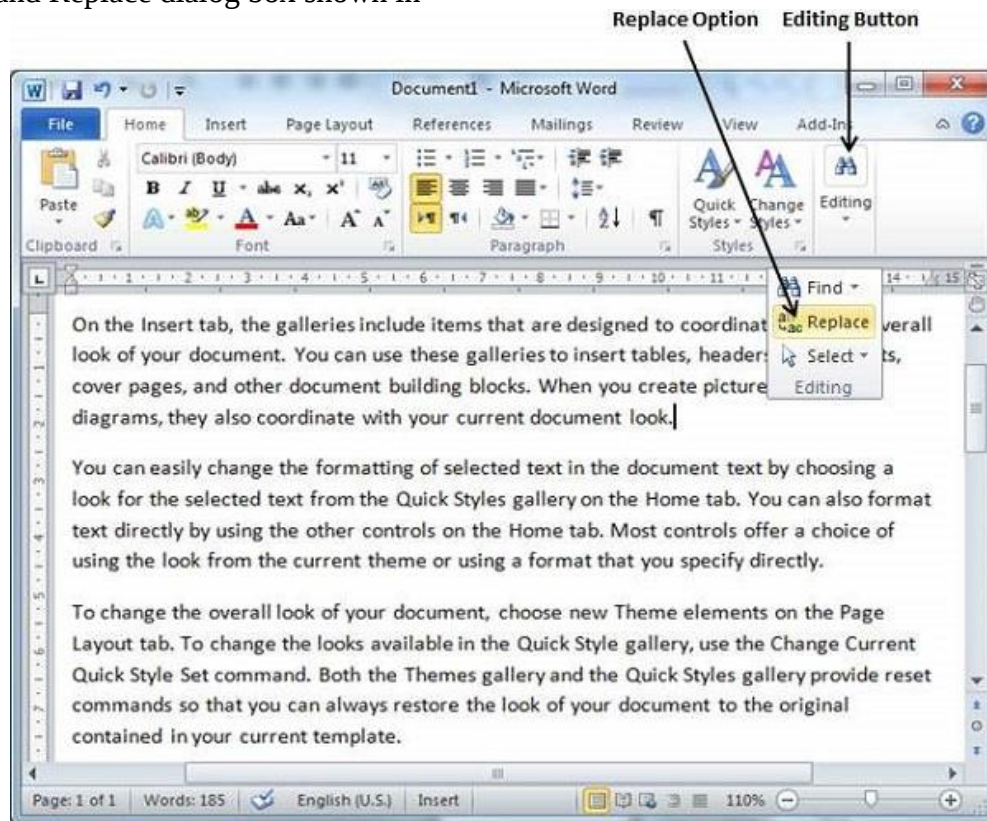


Step 6 – lastly, if you are complete with the Search operation, you can click the close button (X) to close the Navigation Pane.

Find & Replace Operation

We assume you are an skilled in searching a word or phrase in a word document as described above. This section will teach you how you can swap an existing word in your document. Following are the simple steps –

Step 1 – Click the Replace option in the Editing group on the Home tab or press Ctrl + H to launch the Find and Replace dialog box shown in

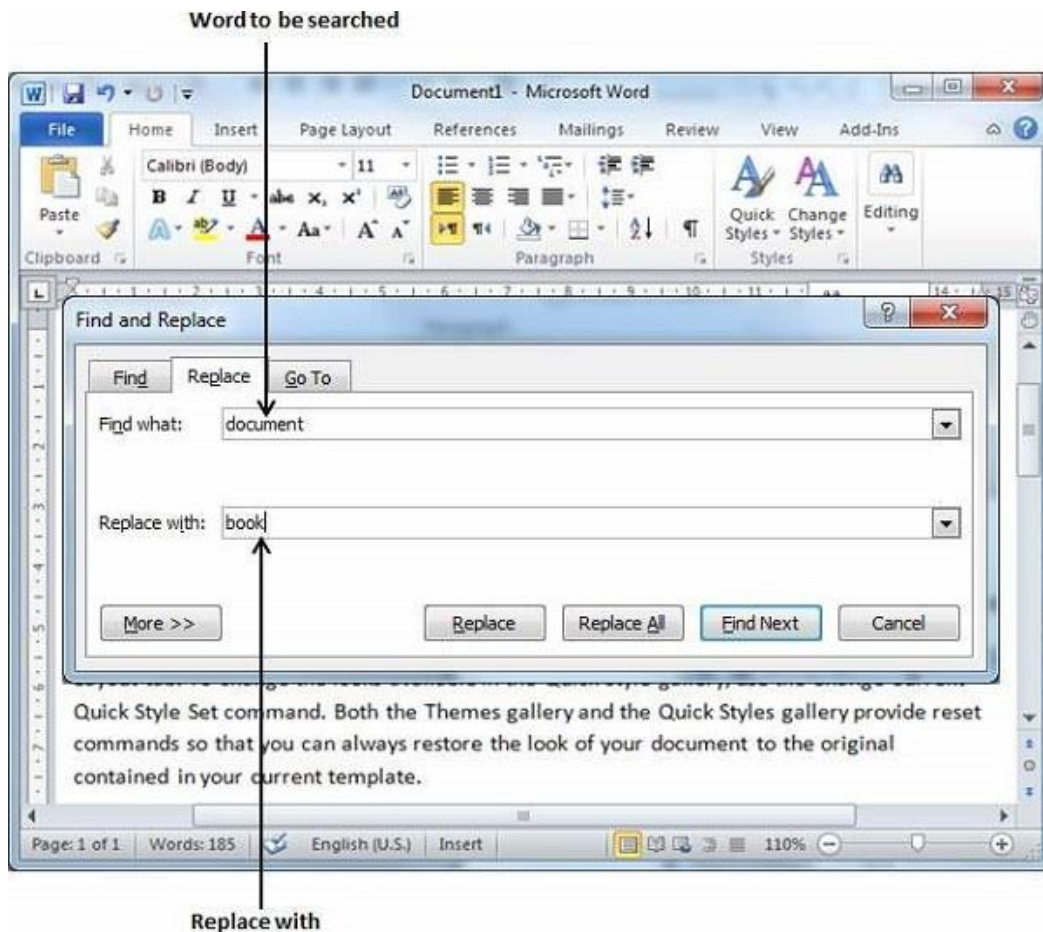


Step 2 – Type a word which you want to search. You can also replace the word using the Find and Replace dialog box as in the following screenshot –

Step 3 – Click the Replace button presented on the Find and Replace dialog box and you will see the first existence of the searched word would be swapped with the replace with word. Clicking again on Replace button would replace next existence of the searched word. If you will click Replace All button then it would replace all the found words in one go. You can also use Find Next button just to search the next occurrence and later you can use Replace button to replace the found word.

Step 4 – You can use More >> button available on the dialog box to use more options and to make your search more specific like case sensitive search or searching for whole word only etc.

Step 5 – as a final point, if you are done with the Find and Replace operation, you can click the Close (X) or Cancel button of the dialog box to close the box.



15. Spell Check in Word 2010

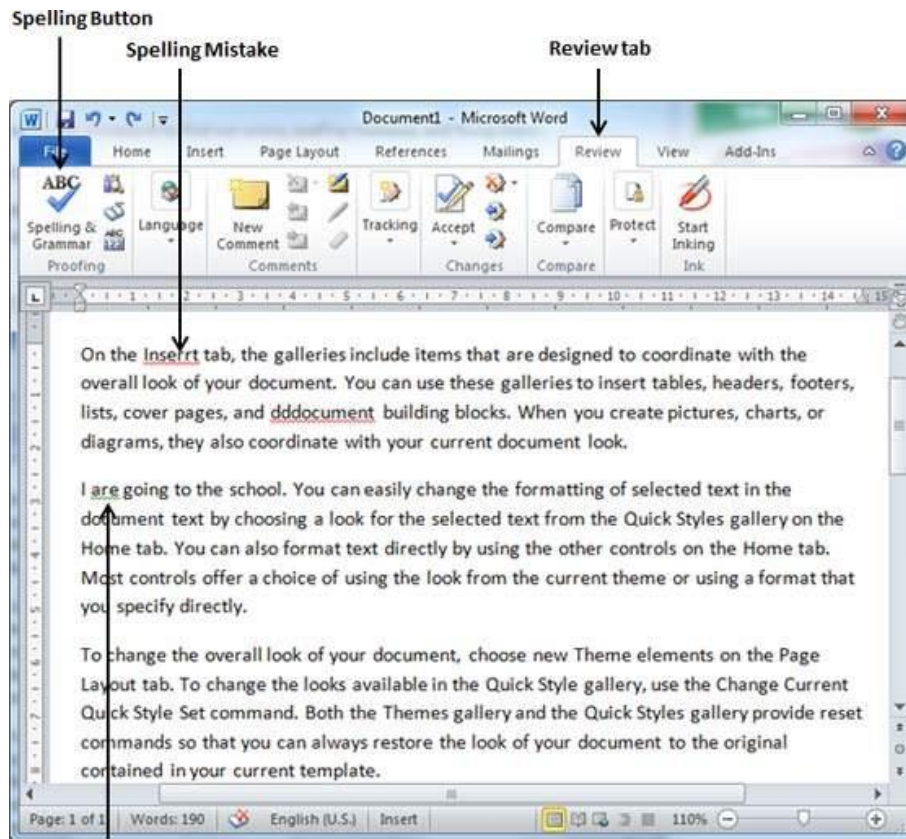
In this section, we will talk over how to check spelling and grammar in Word 2010. Microsoft Word offers a decent Spelling and Grammar Checker which allows you to search for and correct all spelling and grammar mistakes in your file. Word is intelligent sufficient to identify misspelled or misused, as well as grammar errors and underlines them as follows.

- A red underline beneath spelling errors.
- A green underline beneath grammar errors.
- A blue line under correctly spelled but misused words.

Check Spelling and Grammar using Review tab

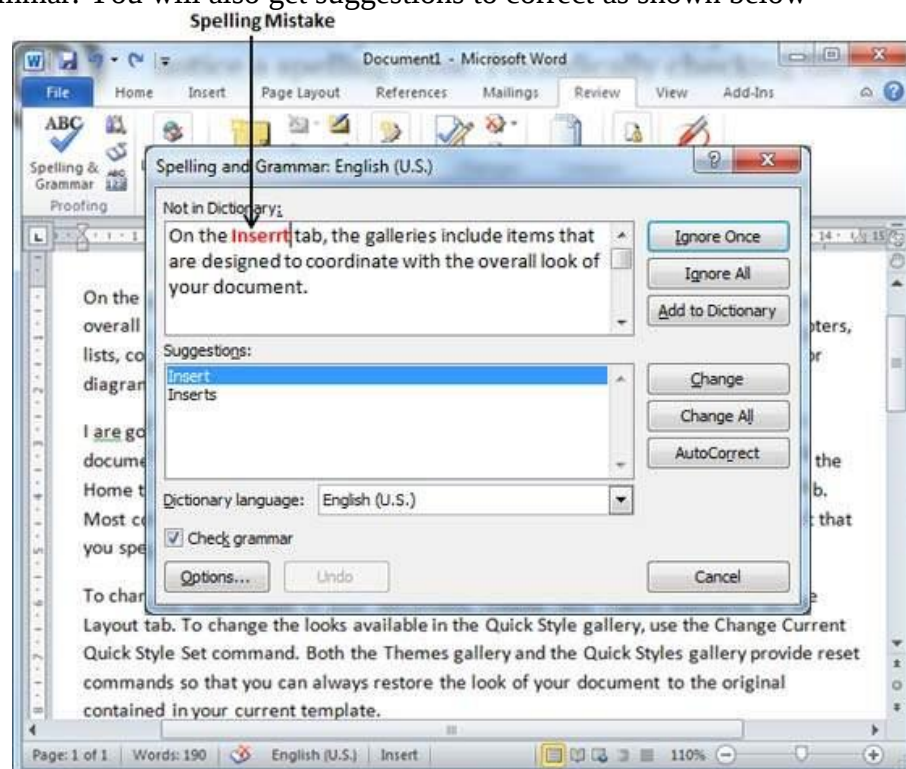
Here is the simple procedure to find out the spelling mistakes and fix them –

Step 1 – Click the Review tab and then click the Spelling & Grammar button.



Grammatical Mistake

Step 2 – A Spelling and Grammar dialog box will appear and will display the wrong spellings or errors in grammar. You will also get suggestions to correct as shown below –



Now you have resulting options to fix the spelling mistakes –

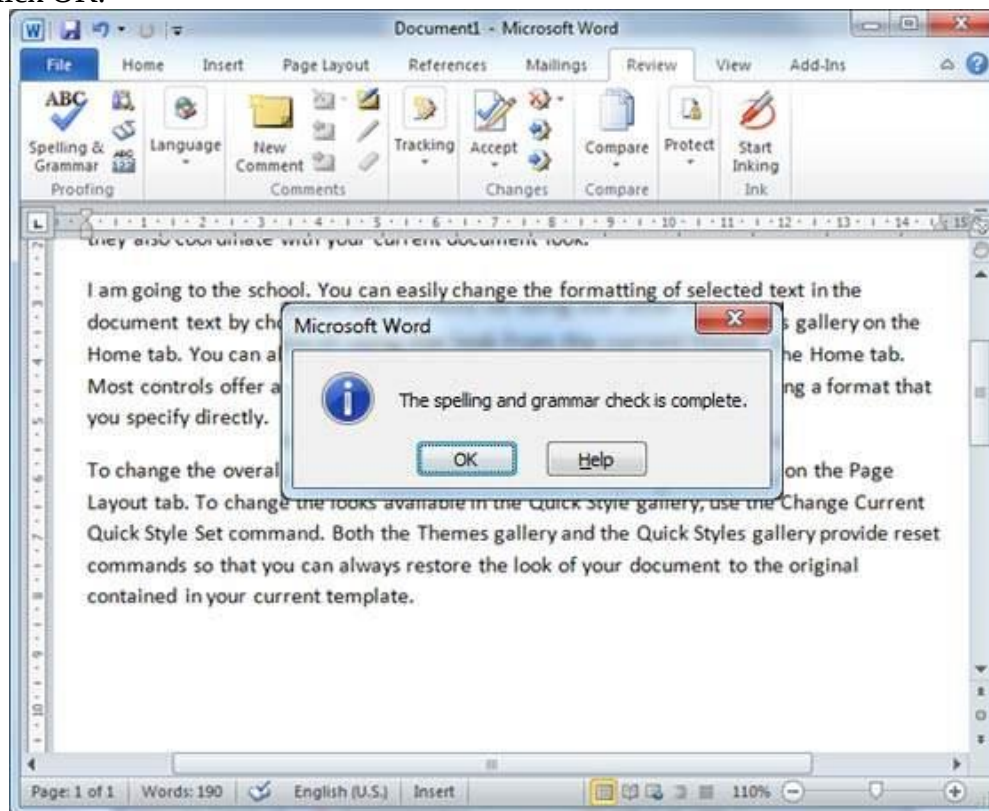
- **Ignore** – If you are willing to ignore a word, then click this button and Word ignores the word throughout the document.
- **Ignore All** – Like Ignore, but this ignores all occurrences of the same misspelling, not just once but throughout the document.
- **Add to Dictionary** – Choose Add to Dictionary to add the word to the Word spelling dictionary.
- **Change** – this will change the wrong word using the suggested correct word.
- **Change All** – Like Change, but this changes all occurrences of the same misspelling, not just once but throughout the document.
- **AutoCorrect** – If you select a suggestion, Word creates an AutoCorrect entry that automatically corrects this spelling error from now on.

Resulting are the different options in case you have grammatical mistake –

- **Next Sentence** – you can click Next Sentence to direct the grammar checker to skip ahead to the next sentence.
- **Explain** – the grammar checker displays a description of the rule that caused the sentence to be flagged as a possible error.
- **Options** – this will open the Word Options dialog box to allow you to change the behavior of the grammar checker or spelling options.
- **Undo** – this will undo the last grammar changed.

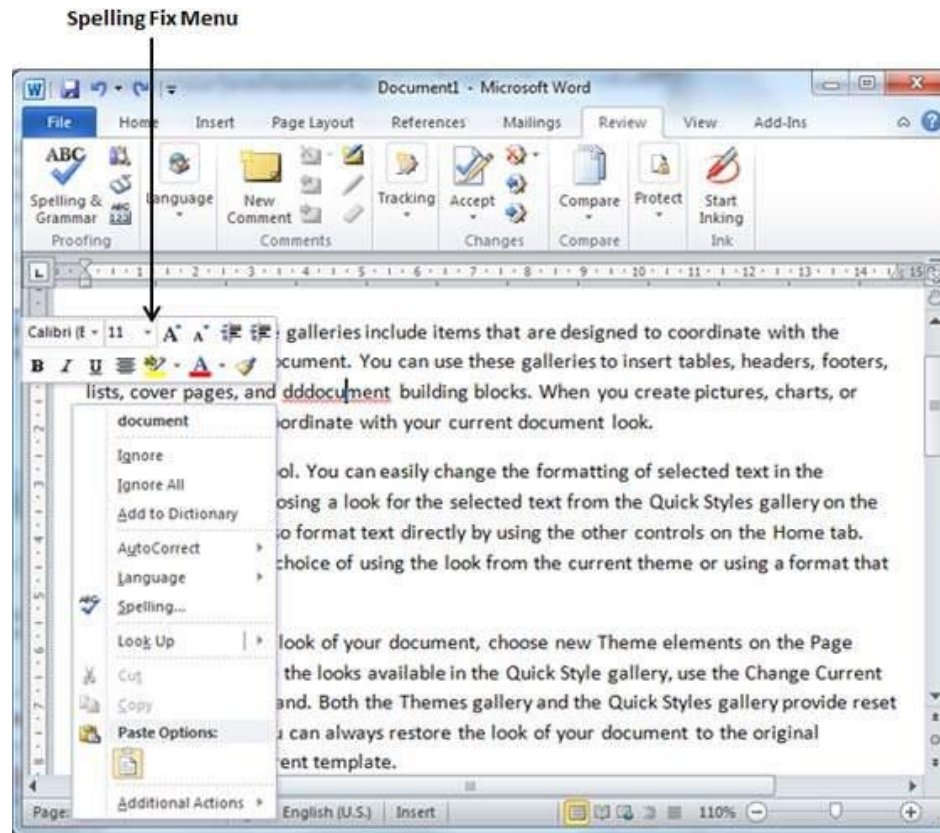
Step 3 – Select one of the given suggestions you want to use and click the Change option to fix the spelling or grammar mistake and repeat the step to fix all the spelling or grammar mistake.

Step 4 – Word displays a dialog box when it finishes checking for spelling and grammar mistakes, finally Click OK.



Check Spelling and Grammar using Right Click

If you will right-click the mouse button over a misspelled word, then it will display you the correct suggestions and the above mentioned options to fix the spelling or grammar mistake. Try it yourself.



16. Zoom In-Out in Word 2010

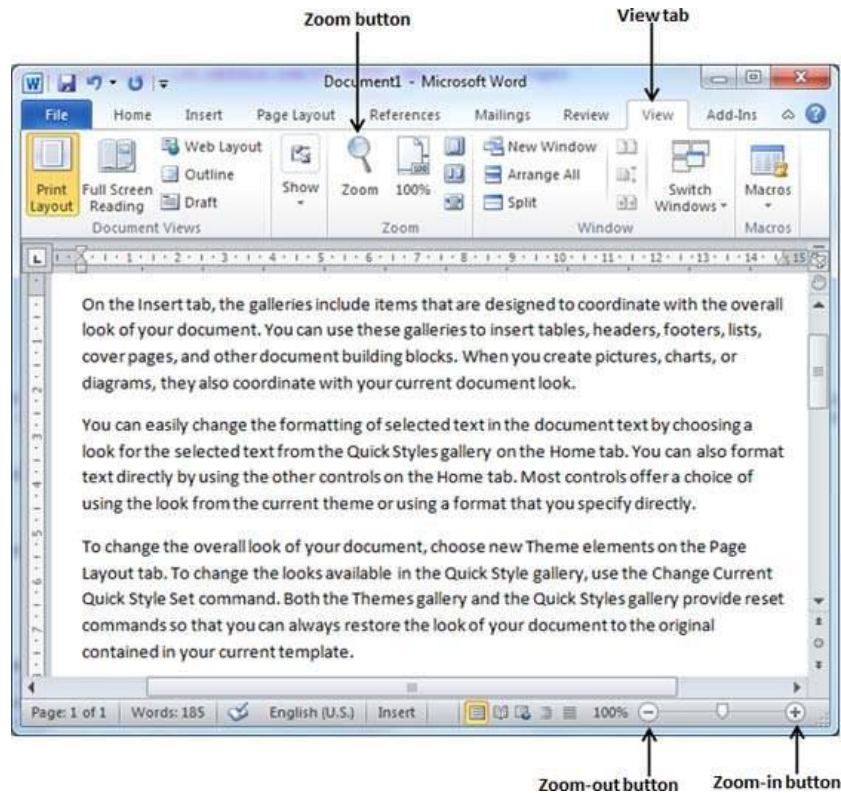
Microsoft Word offers a functionality to apply zoom-in and zoom-out operations on a file. While we follow the zoom-in operation, it enlarges the size of text while making use of the zoom-out operation reduces the size of the text.

A zoom operation just changes the size of the font on-screen without impacting some other attribute of the record. You could apply the zoom operation in various ways as explained in this chapter.

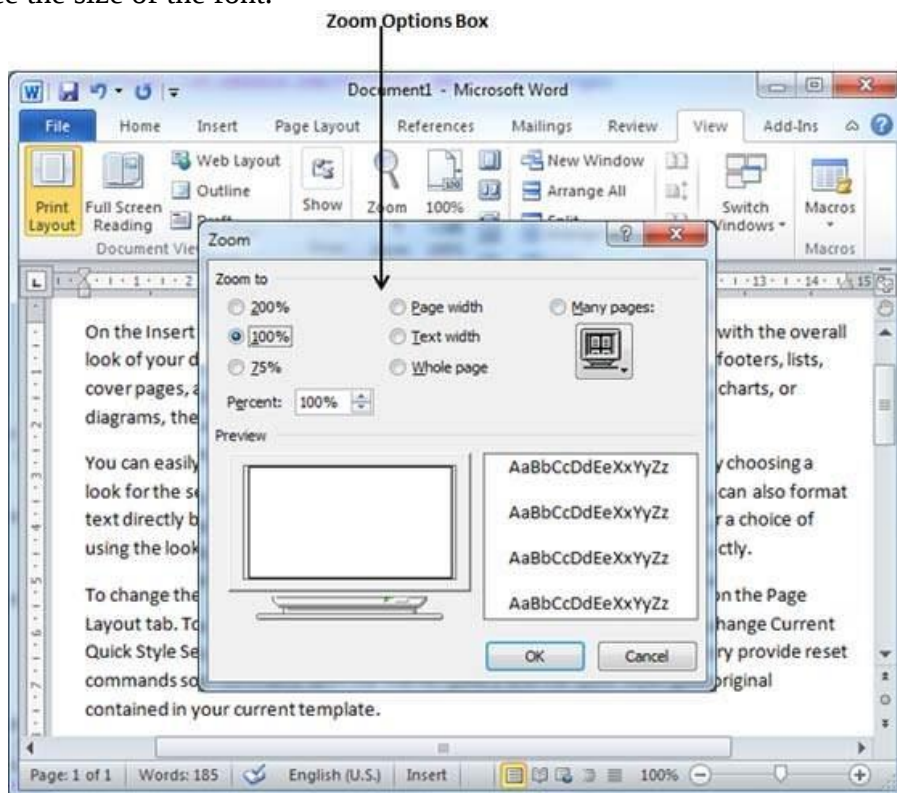
Zoom-in & Zoom-out the usage of view tab

Here is the simple procedure to apply the zoom-in or the zoom-out operations the usage of the View tab –

Step 1 – click the View tab after which click the Zoom button as shown underneath.



Step 2 – when you click on the Zoom button, a Zoom conversation box will seem as proven under. This can show the zoom options box to select a price to reduce or increase the size of the document on-screen. By default, it will be 100%; you may pick out 200% to increase the size of the font or 75% to reduce the size of the font.

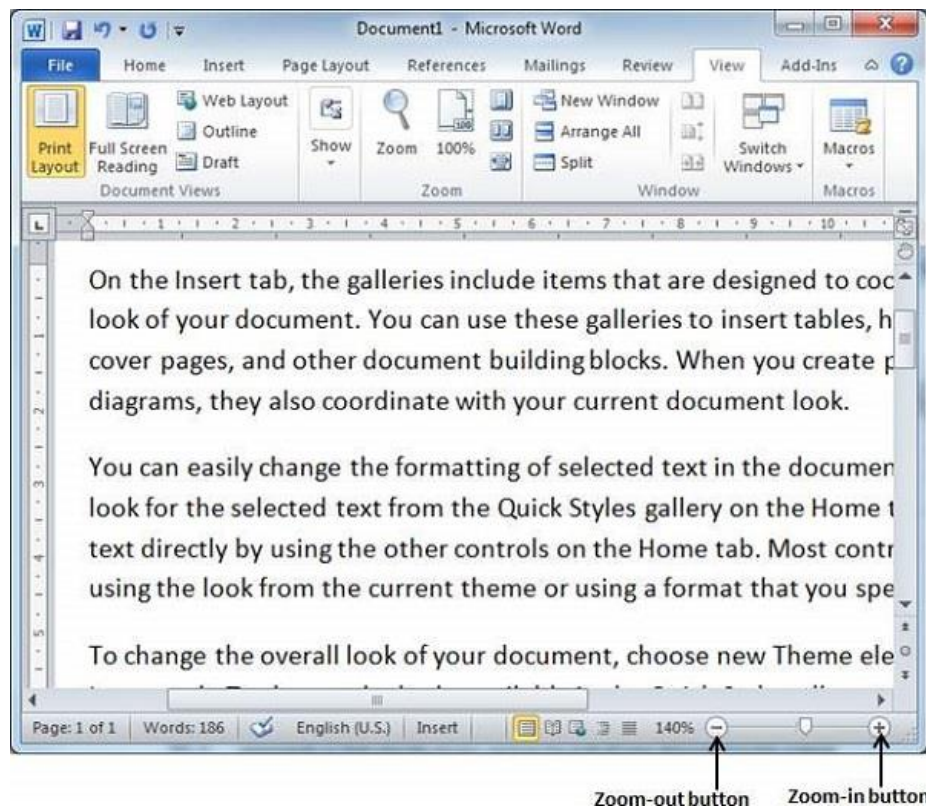


Step 3 – Once you are done with selecting an option, click OK to apply the changes on the document.

Step 4 – Try different options available, for example Page Width and Text Width.

Zoom-in & Zoom-out using (+) and (-) Buttons

The following screenshot shows two buttons Zoom-out which is the (-) button and Zoom-in which is the (+) button.



Step 1 – Click the Zoom-out button, you will find that your file size will decrease by 10% each time you click the button. Related way, if you click on Zoom-in button your document size will increase by 10% each time you click the button.

Step 2 – Try this humble operation with different values to see the difference. The above screenshot shows 140% zoom-in view of the document.

17. Special Symbols in Word 2010

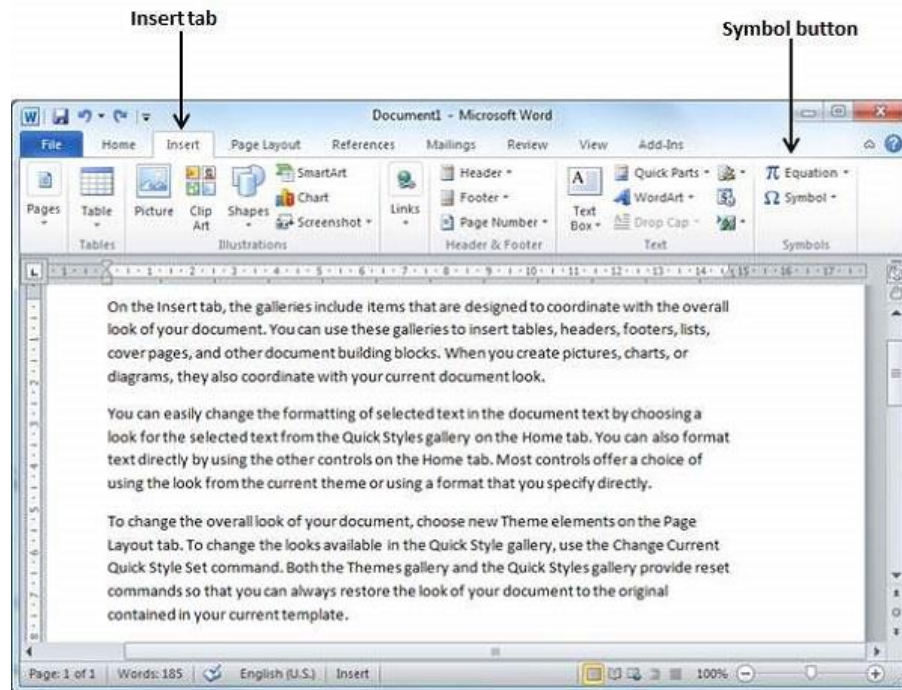
On this chapter, we will speak the use of special symbols in word 2010. Your keyboard may not have many characters available however you need to use the one's characters on your document; in such conditions, you have got the option to insert unique Symbols the way we will, in addition, understand on this chapter.

To insert symbols that are occasionally used, follow the steps in this phase. if you find yourself using a particular symbol often, you may assign a keyboard shortcut to it.

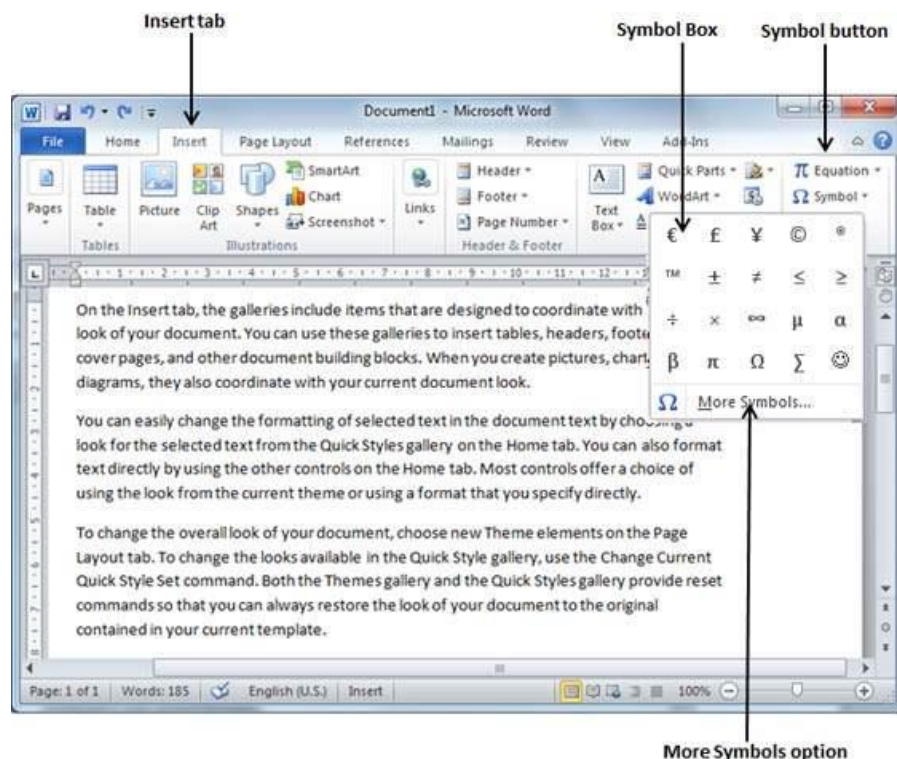
Insert special Symbols

Here's a simple method to use zoom-in or zoom-out operation the use of the View tab –

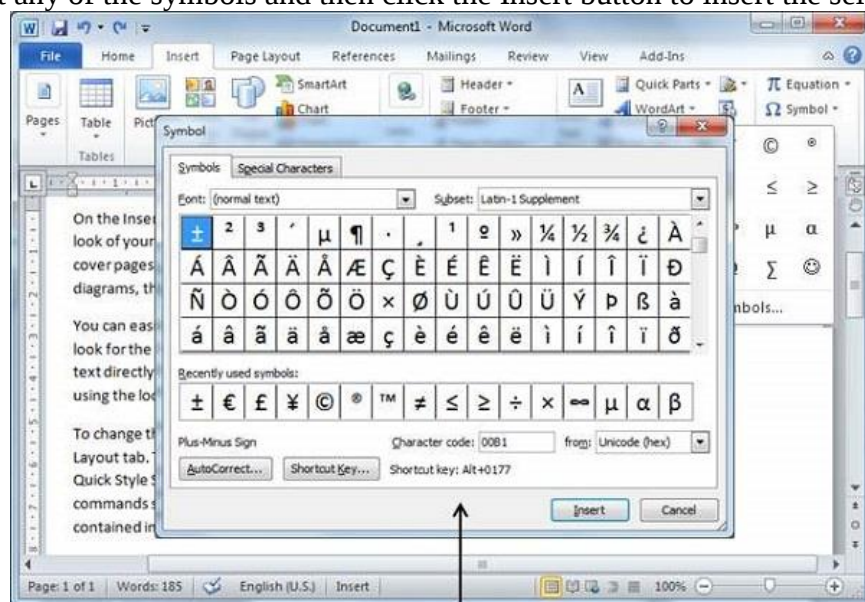
Step 1 – to insert a special symbol; bring your cursor to the region in which you want to insert the symbol. Click on the Insert tab. you'll find two alternatives underneath the image button (a) Equation and (b) Symbols. Click on either of these alternatives based totally on your requirement. You'll similarly use equations at the same time as making ready mathematical or scientific or any similar report. For now, we're going to understand the usage of the image button as shown beneath.



Step 2 – When you click the Symbol button, a small list of symbols will appear as shown below.



Step 3 – Now click on any of the obtainable symbols in the box to insert that in your file at the selected location. If you do not find the desired symbol in this small box, then you can click at the More Symbols option to have a wide range of symbols as shown below in the symbol dialog box. You can select any of the symbols and then click the Insert button to insert the selected symbol.

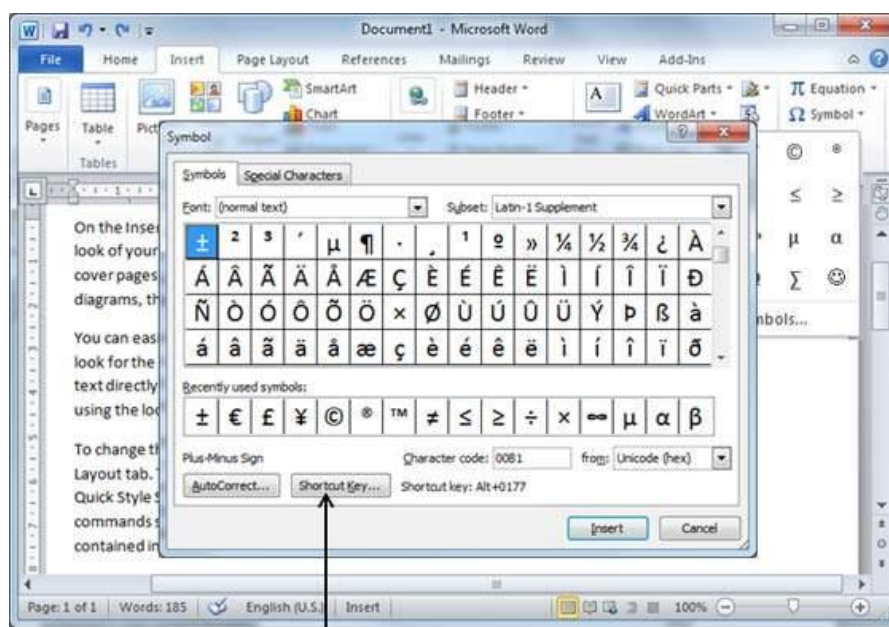


Symbol Dialog Box

Assign Shortcut Key

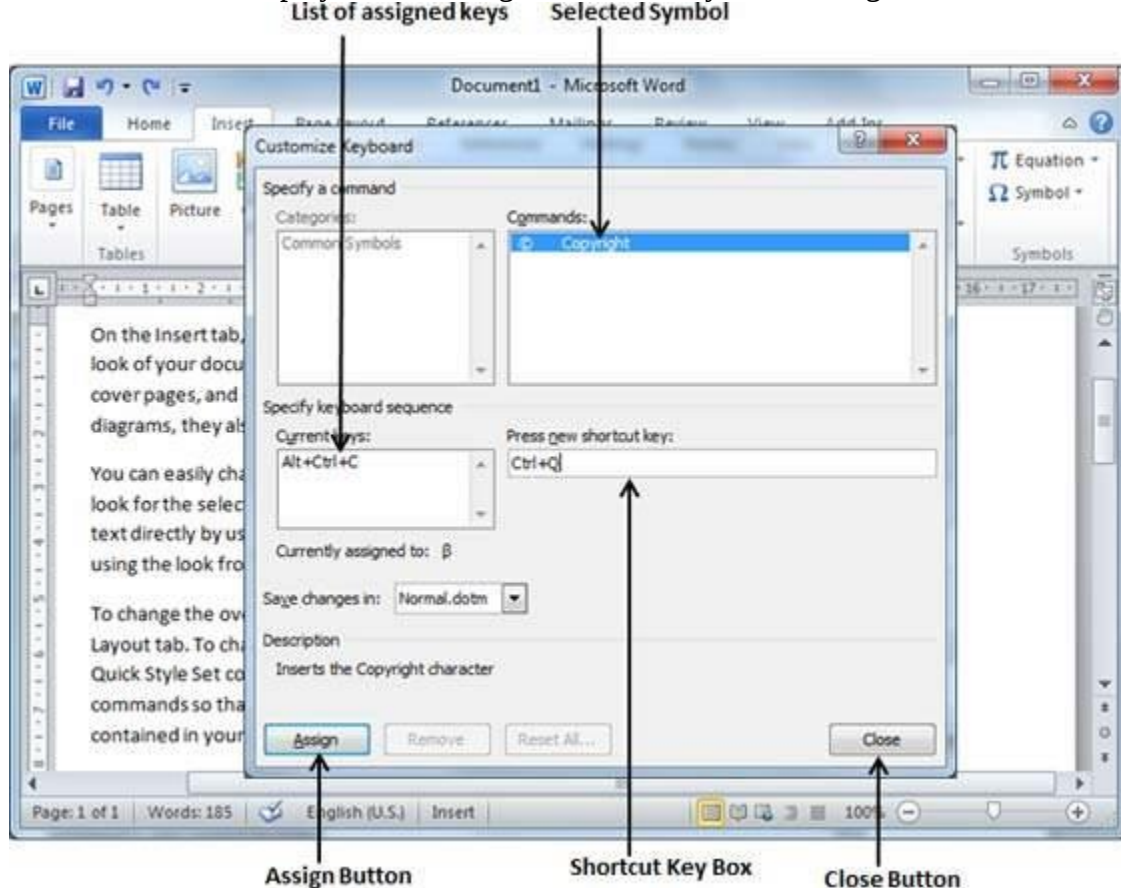
You can assign a keyboard shortcut to type any of the available symbols. Following are the steps to assign Ctrl + Q key to insert the © symbol which is one of the available symbols in the special symbols list –

Step 1 – Assume you already have the following symbol dialog box opened.



Shortcut Key

Step 2 – Click the symbol for which a shortcut key needs to be assigned. Now click Shortcut Key button which will display the following Customize Keyboard dialog box.



Step 3 – Now type the designated shortcut key in the shortcut key box. You press Ctrl + Q and then click the Assign button to assign the shortcut key. You will see that the selected key will be added in the list of assigned keys. Lastly, use the Close button to close the dialog box.

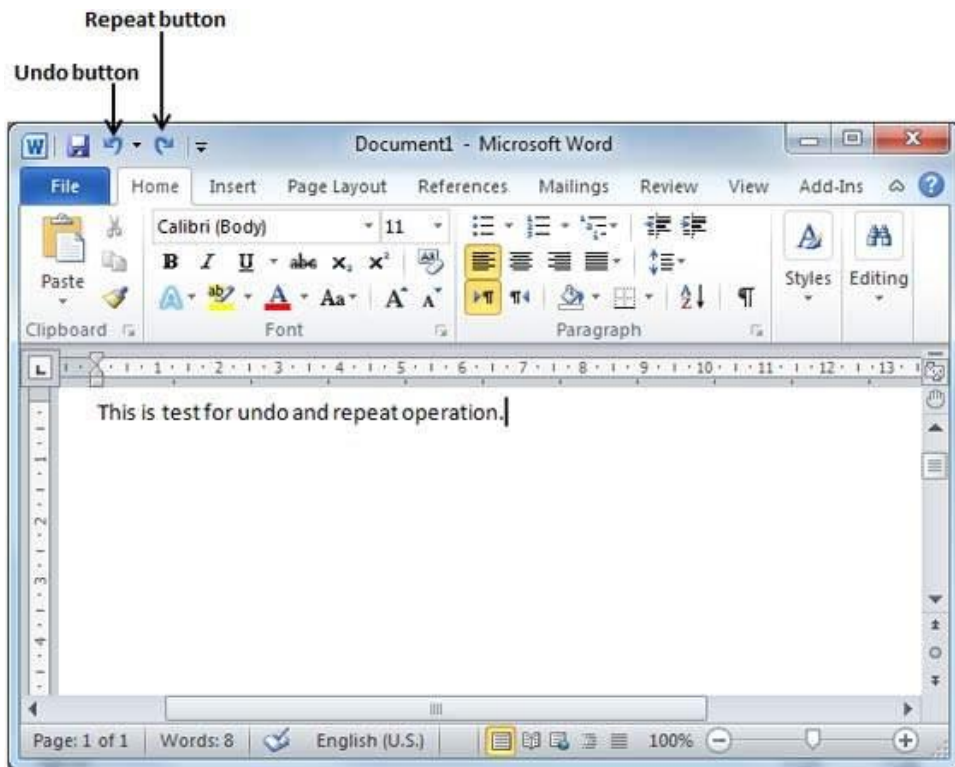
Step 4 – Now try to type Ctrl + Q using the keyboard directly and you will find that you are able to type © symbol without going into the symbol dialog box.

18. Undo Changes in Word 2010

In this section, we will talk over how to undo and redo changes in Word 2010. Microsoft word offers two significant features called the Undo and the Repeat or Redo. The Undo feature is used to undo the earlier action and the Repeat or Redo feature is used to repeat the previous action. For instance, if you incorrectly delete text, you can use the Undo feature to recover it. In a like way, if you delete a character and you want to delete more characters then you can use the Repeat operation.

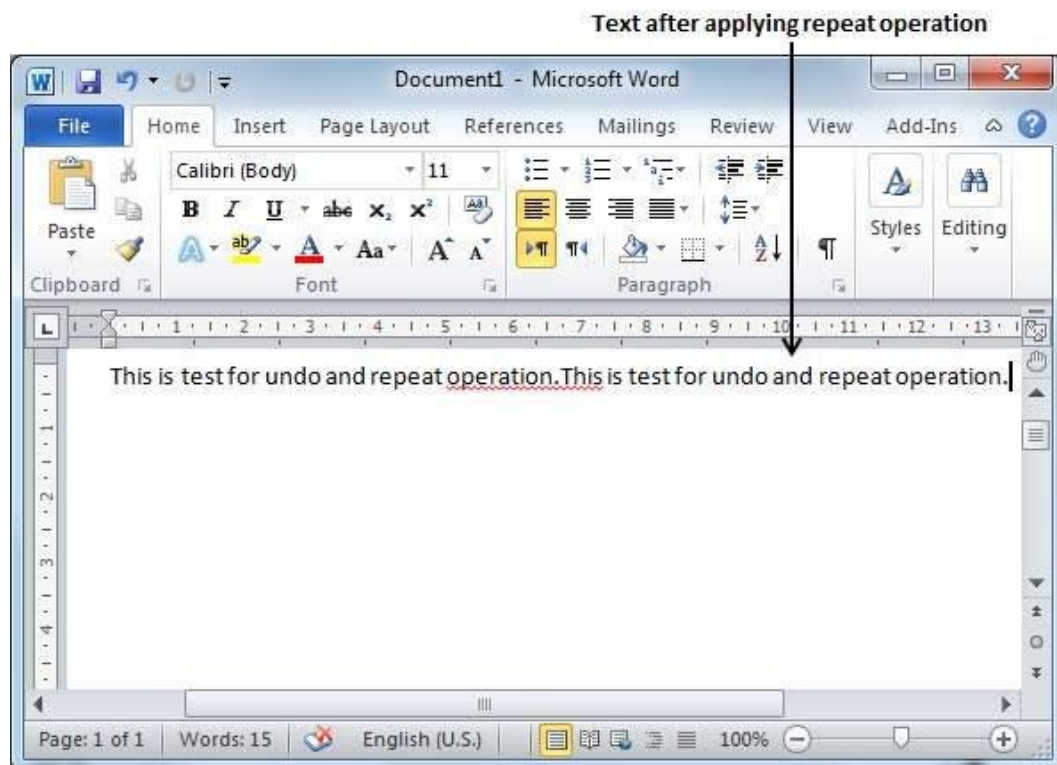
How to use Undo & Repeat operations

You can access the Undo and Repeat buttons from the Quick Access toolbar. You should make a note that the Repeat button is also called Redo button and both the operations have the same meaning.

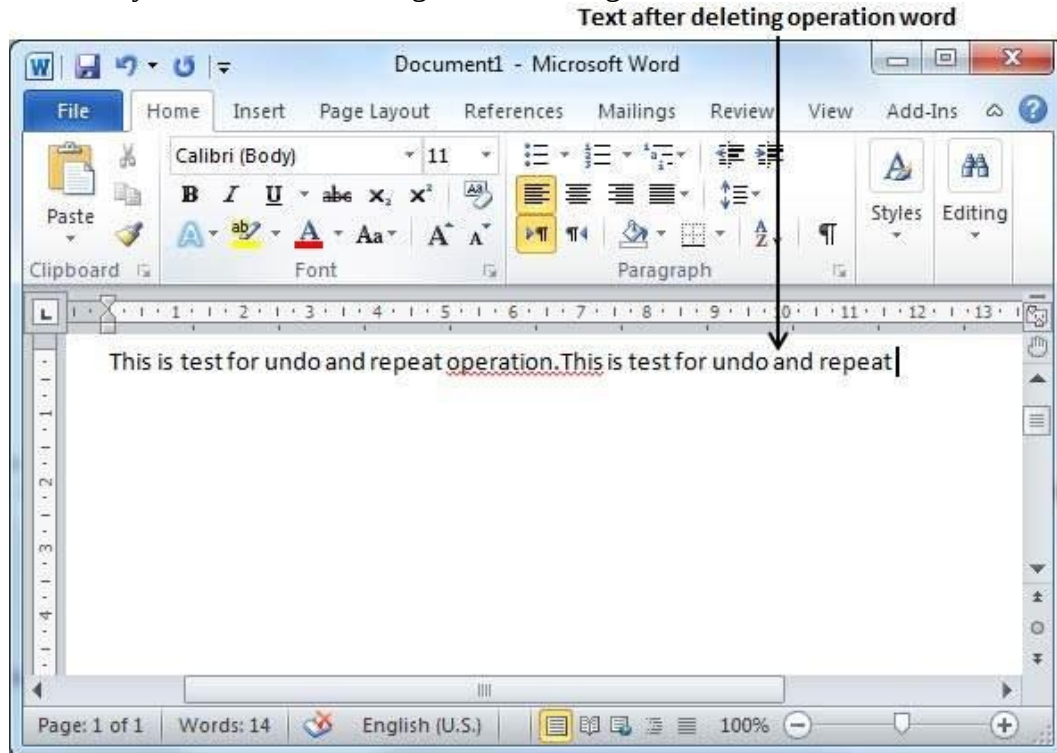


Here is the simple procedure to apply undo or repeat (redo) operations –

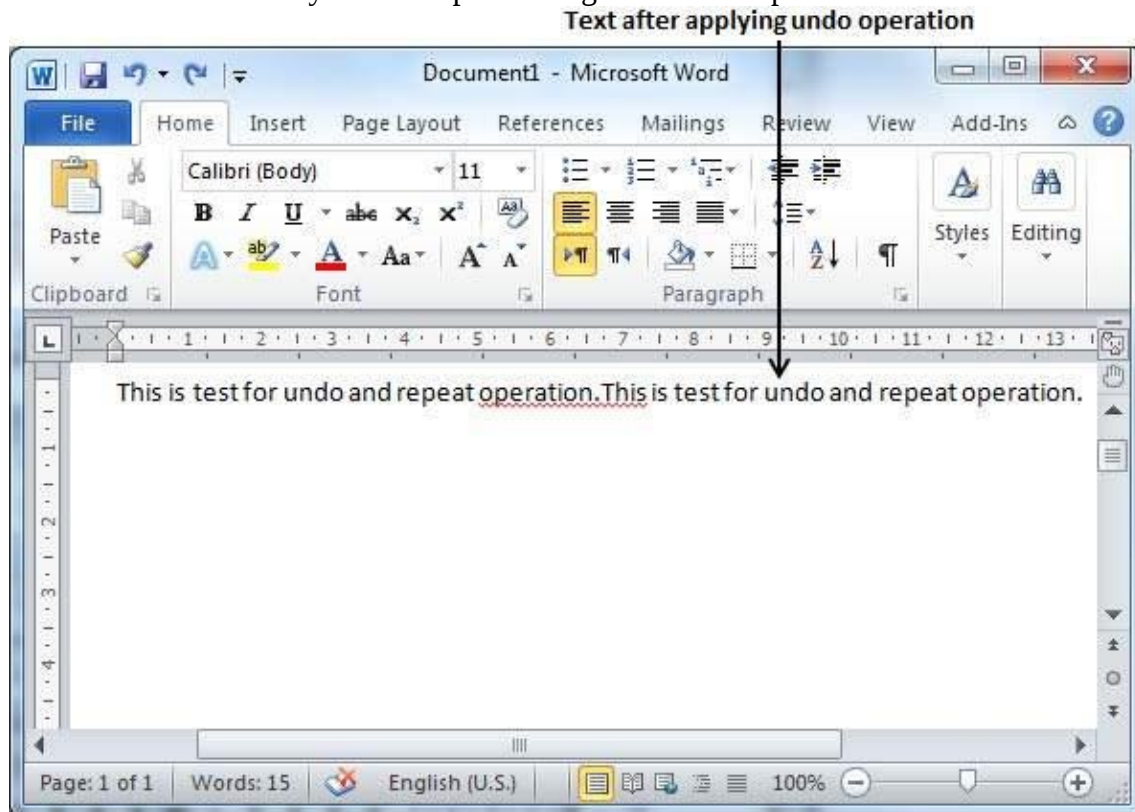
Step 1 – Let us type some text in a blank document. Currently click the Repeat (Redo) button and you will see that Word will repeat the same operation for you.



Step 2 – Now to examine the undo operation, let us delete the last word operation character by character so that you have the following text remaining in the line.



Step 3 – Let us try to click the Undo button one by one. You will see that Word will recover all the deleted characters one by one after performing a few undo operations.



Shortcuts to use Undo & Repeat operations

Although you can access the Undo and Repeat commands from the Quick Access toolbar, but because these commands are the most regularly used commands, we recommend you learn their keyboard shortcuts which are as follows –

S.No	Shortcuts & Operation
1	Ctrl + Z Undoes the previous action.
2	Ctrl + Y Repeats the previous action.

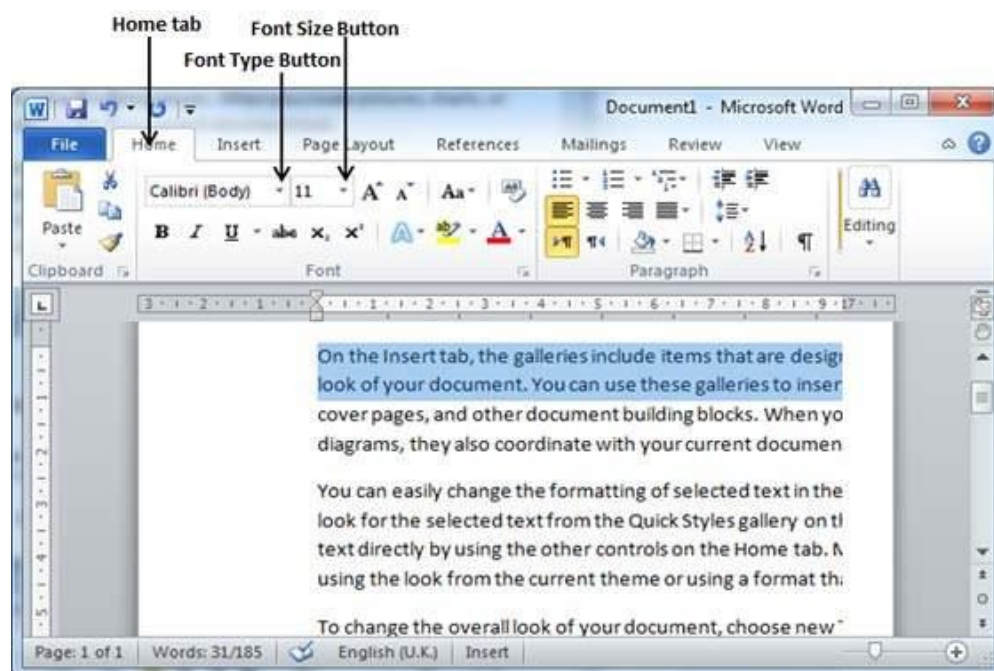
Note that if the previous action was Undo, Ctrl+Y redoes the Undo one action.

19. Setting Text Fonts in Word 2010

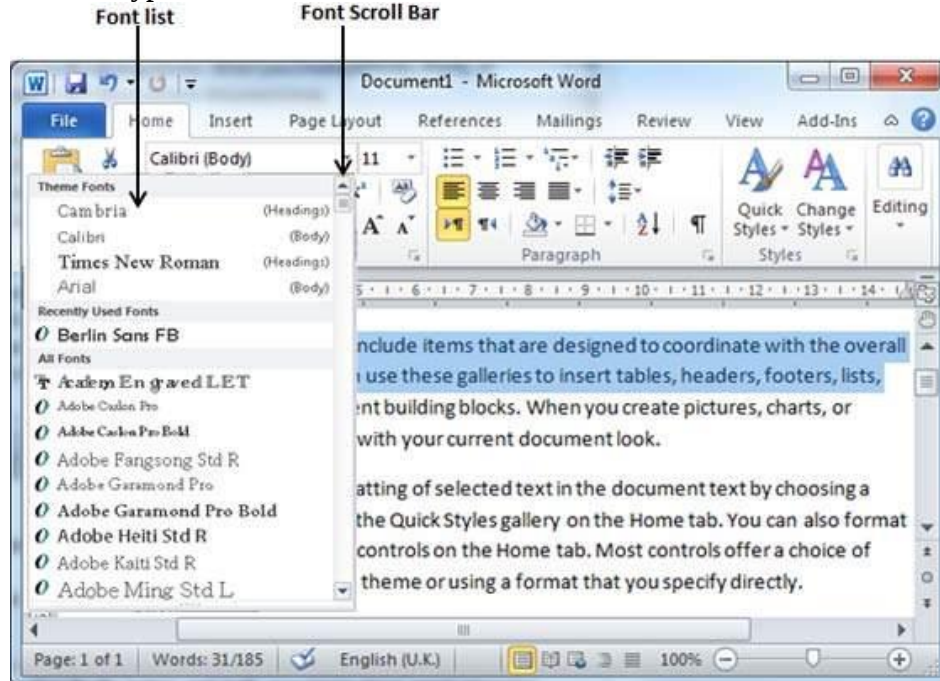
In this section, we will talk over how to set the text fonts and size in Word 2010. Microsoft word lets you to use variety of fonts with different size. You can alter your document's look by changing the fonts and their size. Typically you use different fonts for paragraphs and headings. It is vital to learn how to use different fonts. This section will teach you how to change a font and its size in simple steps.

Change the Font Type & Size

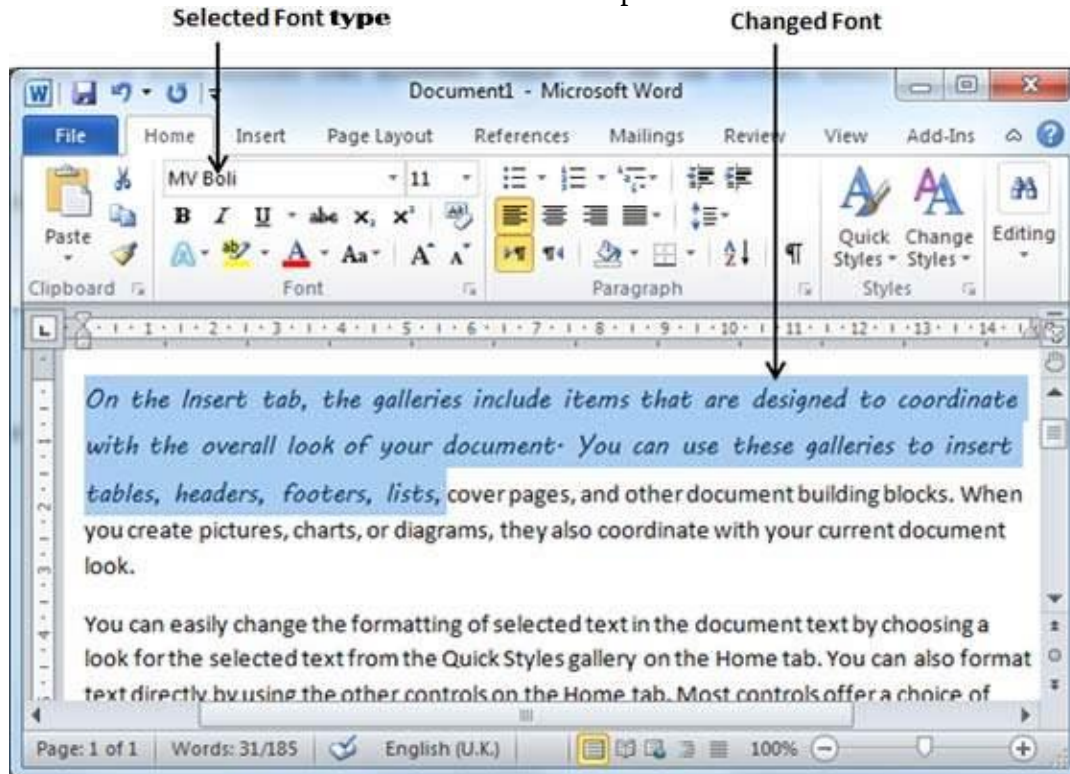
We will know in brief the font buttons that we will more use in this tutorial. Resulting is a screenshot to show you a few font related buttons.



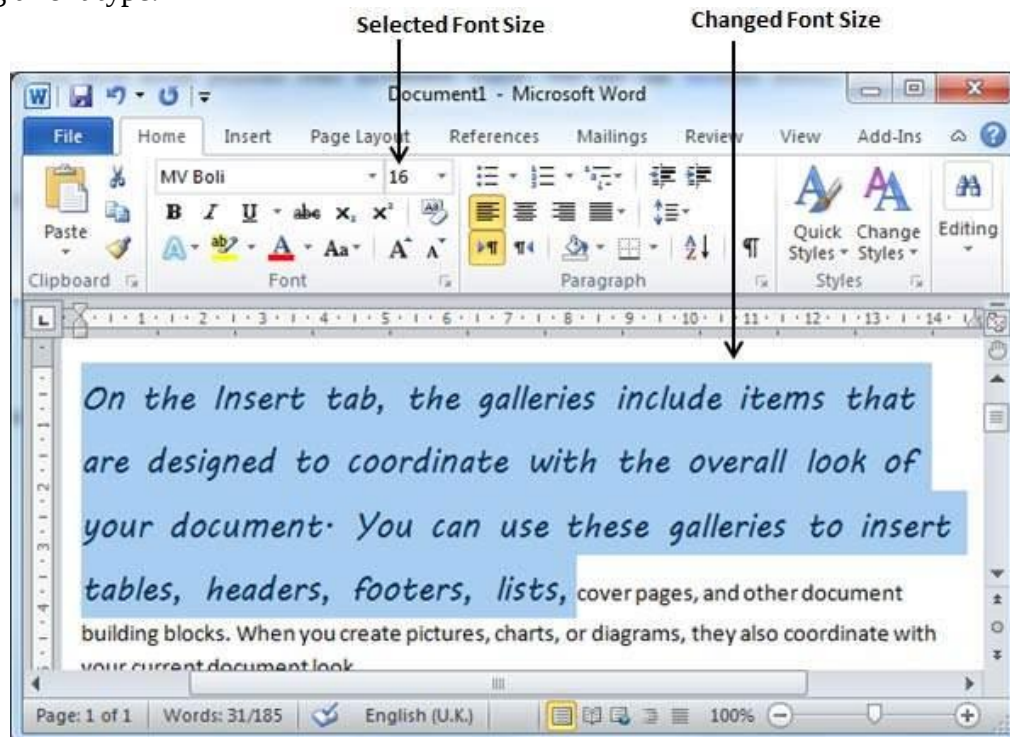
Step 1 – Select the area of text the font of which needs to be changed and click the Home tab. Now click the Font Type button to list down all the fonts obtainable as shown under.



Step 2 – Try to change the mouse pointer over the listed fonts. You will see that the text font changes when you move the mouse pointer over different fonts. You can use the Font Scroll Bar to display more fonts accessible. To end select a desired font by clicking over the font name in the list. We have selected MV Boli as the font for our sample text.

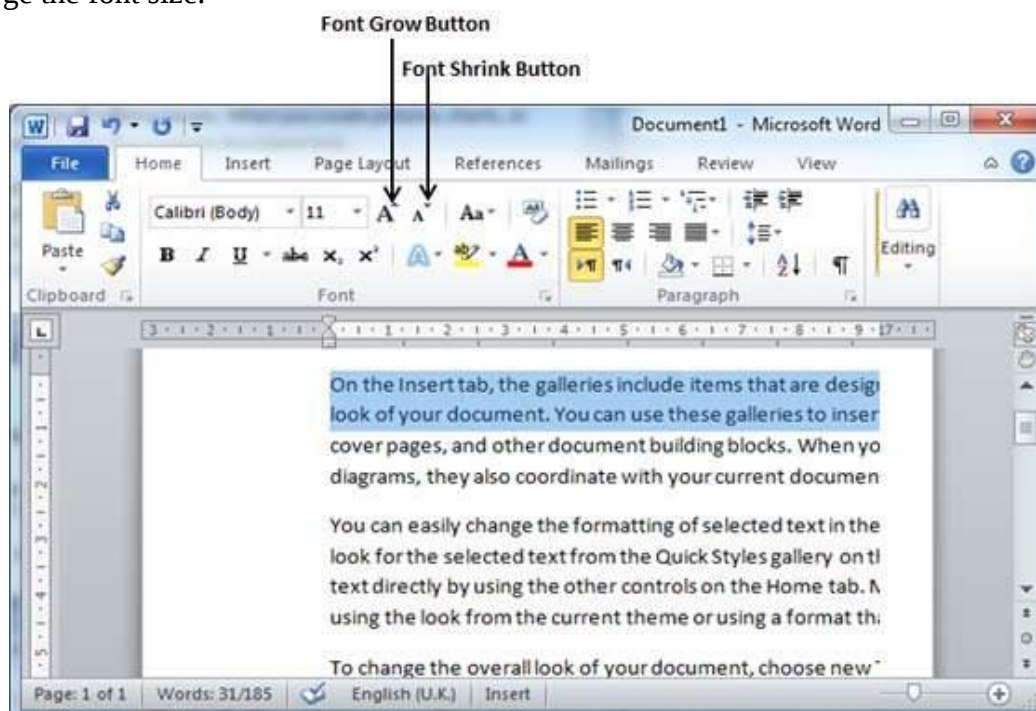


Step 3 – Related way, to change the font size, click over the Font Size button which will show a font size list. You will use the same process to select a desired font size that you have used while selecting a font type.



Use Shrink and Grow Buttons

You can use a quick way to decrease or enlarge the font size. As shown in the first screenshot, the Shrink Font button can be used to reduce the font size whereas the Grow Font button can be used to enlarge the font size.

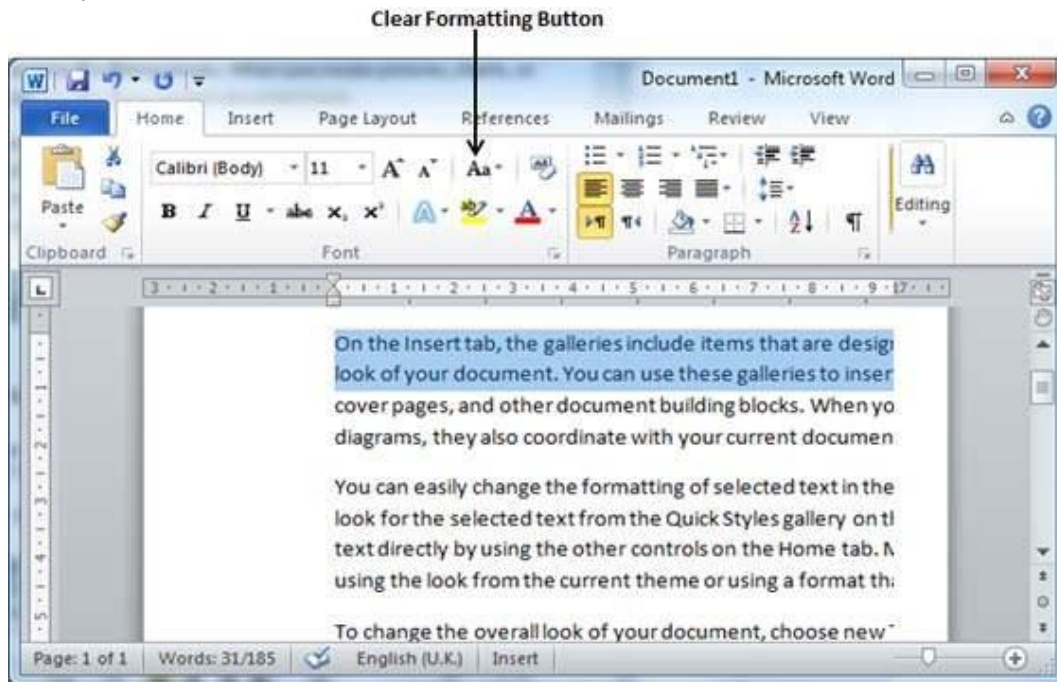


Try to click either of these two buttons and you will see the effect. You can click a single button multiple times to apply the effect. Each time you click either of the buttons; it will enlarge or reduce the font size by 1 point.

Clear Formatting Options

All of the setting can be reset to plain text, or the default formatting. To reset text to default settings

- Step 1** – Select the portion of text that you want to reset.
Step 2 – Click the Clear Formatting button in the Home tab Font group, or simply use Ctrl + SPACEBAR.



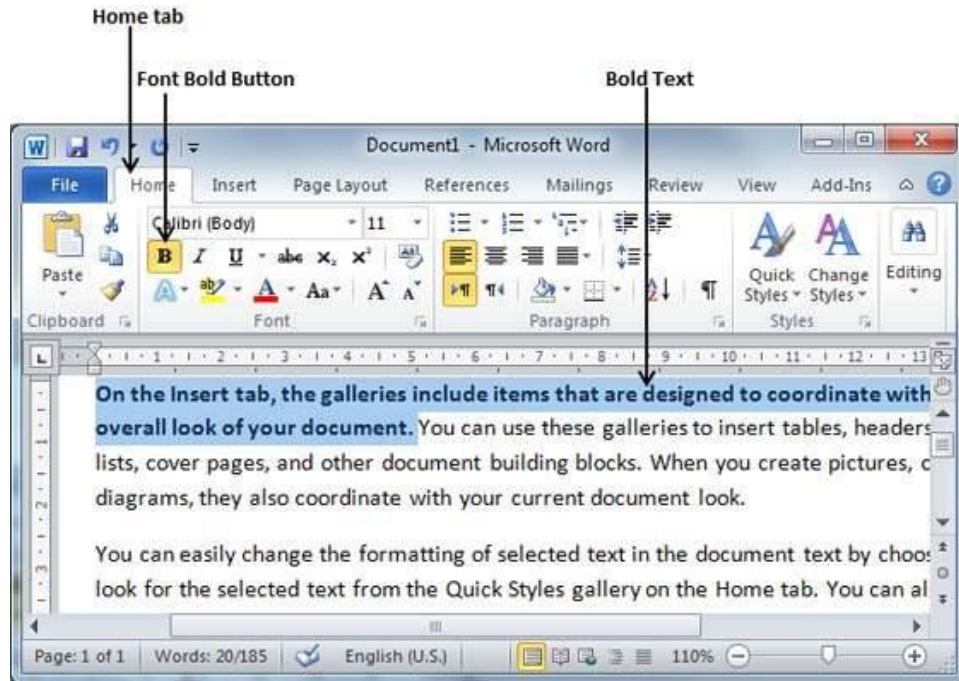
20. Text Decoration in Word 2010

In this section, we will talk over text decoration in Word 2010. When we use the term decorate, it means decorate by placing the text in italics, underlining the text or making it bold to look more fancy and much more. In this section, we will also learn how we can strikethrough a text.

Making text bold

We use bold text to give more importance on the verdict. It is very simple to change a selected portion of text into bold font by resulting two simple steps –

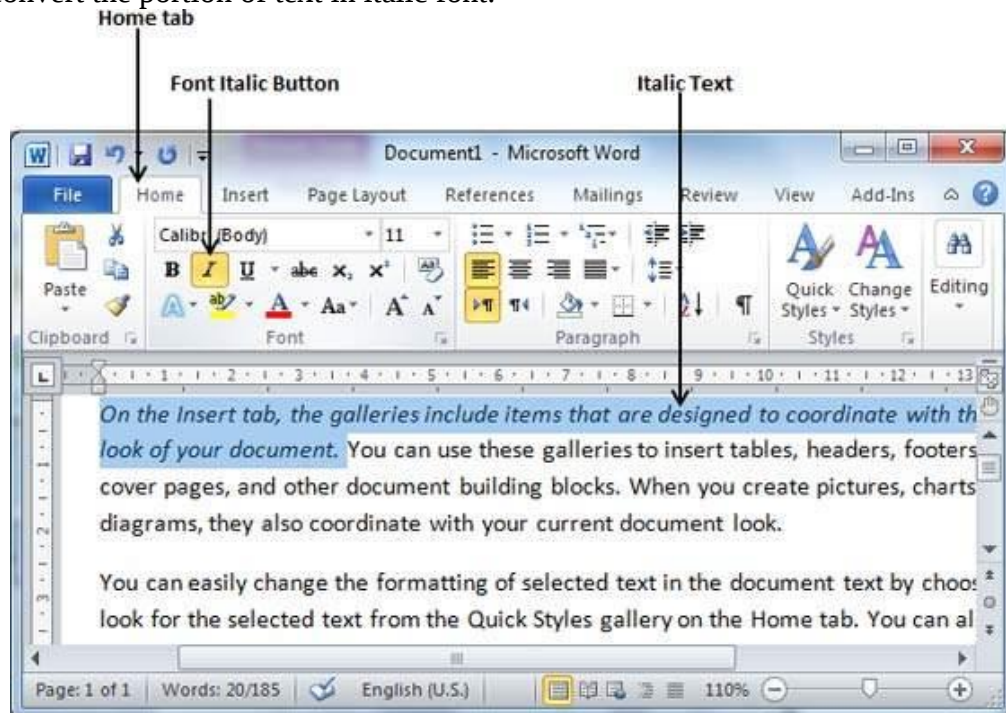
- Step 1** – Select the portion of text that the font of which needs to be made bold. You can use any of the text selection methods to select the portion of text.
Step 2 – Click the Font Bold [B] button in the Home tab Font group, or simply use Ctrl + B keys to make the selected portion of text bold.



Making Text Italic

An italic text looks with a small inclination and we use the italicized text to distinguish it from other text. It is very easy to change the selected text into italic font by resulting two simple steps

-
- Step 1** – Select the portion of text the font of which needs to be italicized. You can use any of the text selection methods to select the portion of text.
- Step 2** – Click the Font Italic [I] button in the Home tab Font group, or simply use the Ctrl + I keys to convert the portion of text in italic font.

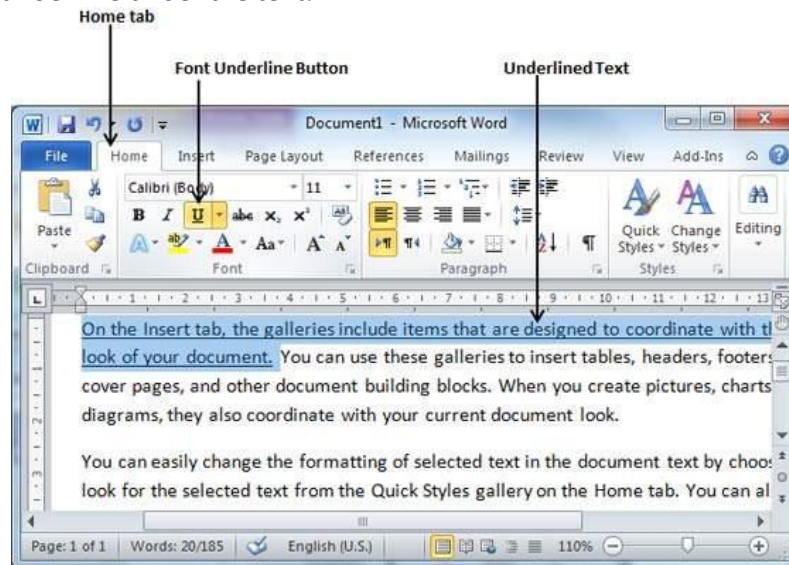


Underline the Text

An underlined portion of text looks with an underline and we use the underlined portion of text to make it more distinguished from other text. It is very easy to change the selected text into underlined font by following two simple steps –

Step 1 – Select the portion of text which needs to be underlined. You can use any of the text selection method to select the portion of text.

Step 2 – Click Font Underline [U] button in the Home tab Font group, or simply use the Ctrl + U keys to put an underline under the text.

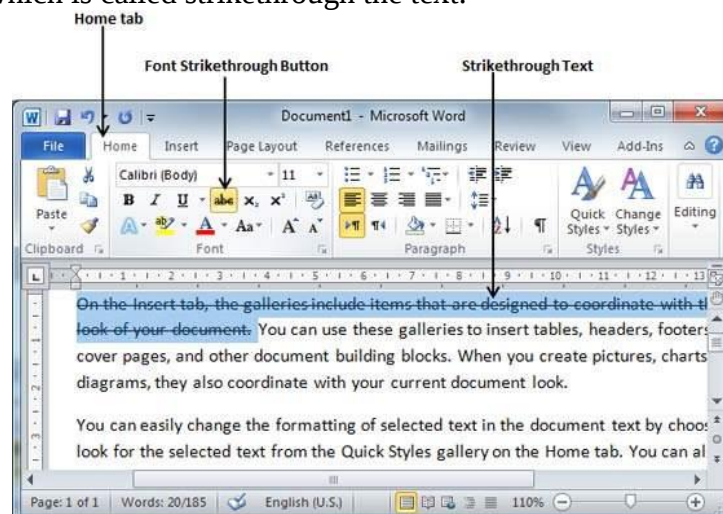


Strikethrough the Text

Strikethrough portion of text will look as if a line has been drawn through the middle of it. A strikethrough portion of text shows that it has been deleted and that the portion of text is not essential any more. It is very easy to change a certain portion of text into a strikethrough portion of text by resulting two simple steps –

Step 1 – Select the portion of text that you want to change to a bold font. You can use any of the text selection method to select the portion of text.

Step 2 – Click Font Strikethrough [abc] button in the Home tab Font group to put a line in the middle of the text which is called strikethrough the text.



21. Change Text Case in Word 2010

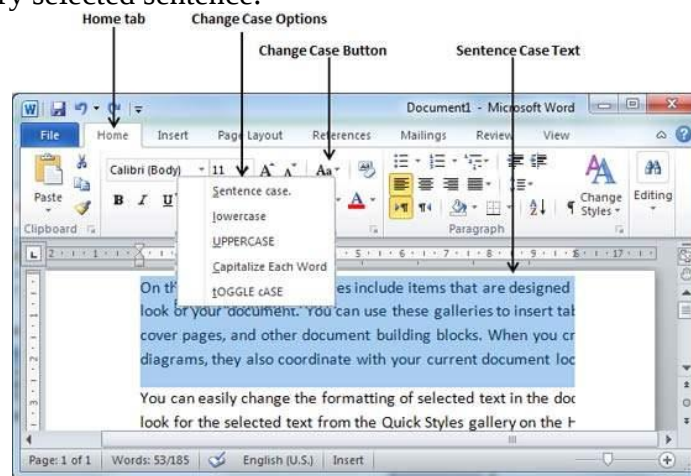
In this section, we will talk over how to alter text cases in Word 2010. You can also exploit a character you are typing by pressing and holding the SHIFT key while you type. You can also press the CAPS LOCK to have every letter that you type capitalized, and then press the CAPS LOCK again to turn off capitalization.

Change Text to Sentence Case

A sentence case is the case where the first character of each sentence is capitalized. It is very easy to change the certain portion of text into sentence case by resulting two simple steps –

Step 1 – Select the portion of text that that needs to be put in sentence case. You can use any of the text selection methods to select the portion of text.

Step 2 – Click the Change Case button and then select the Sentence Case option to capitalize the first character of every selected sentence.

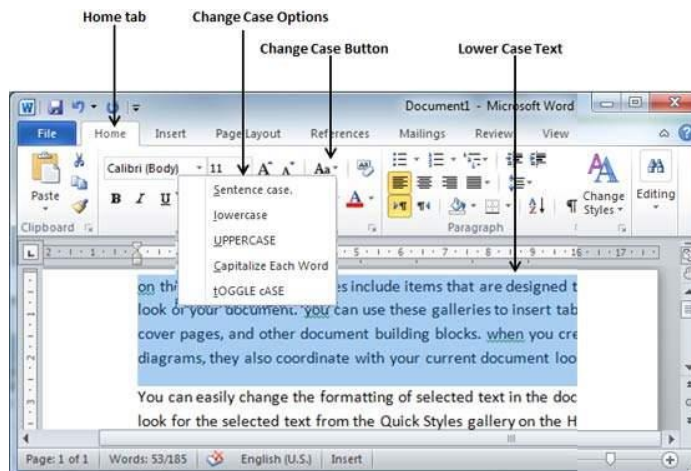


Change Text to Lowercase

Changing text to lowercase is where every word of a sentence is in lowercase. It is very easy to change a selected portion of text into lowercase by resulting two simple steps –

Step 1 – Select the portion of text that needs to be put in lowercase. You can use any of the text selection methods to select the portion of text.

Step 2 – Click the Change Case button and then select Lowercase option to display all the selected words in lowercase.

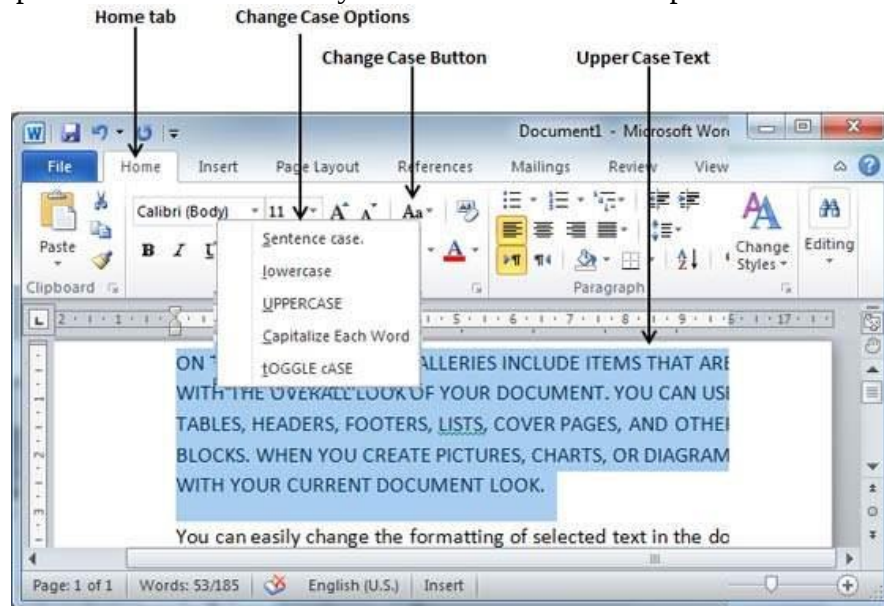


Change Text to Uppercase

This is where every word of a sentence is in uppercase. It is very easy to alter selected text into uppercase by resulting two simple steps –

Step 1 – Select the portion of text that you want to change to a bold font. You can use any of the text selection method to select the portion of text.

Step 2 – Click the Change Case button and then select UPPERCASE option to display all selected words in all caps. All characters of every selected word will be capitalized.

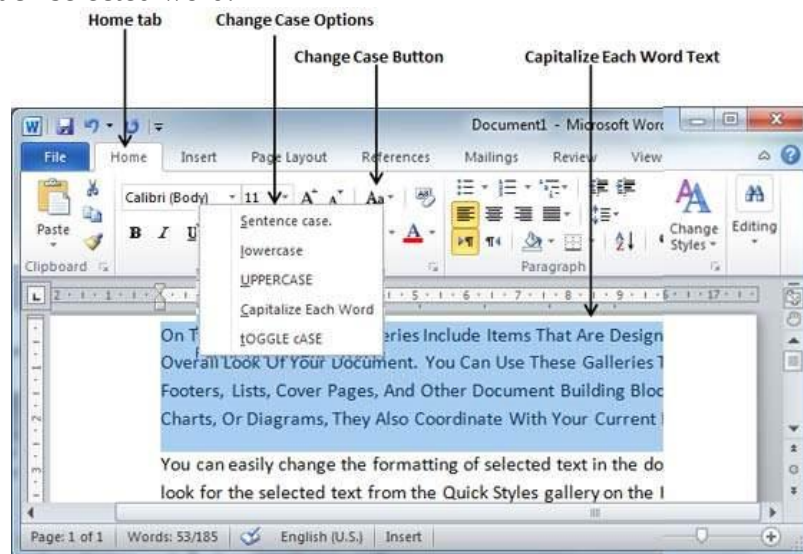


Capitalize Text

A capitalize case is the case where every single first character of every single selected word is in capital. This is very easy to change selected text into capitalize by resulting two simple steps –

Step 1 – Select the portion of text that needs to be capitalized. You can use any of the text selection method to select the portion of text.

Step 2 – Click the Change Case button and then select the Capitalize Each Word option to put a leading cap on each selected word.

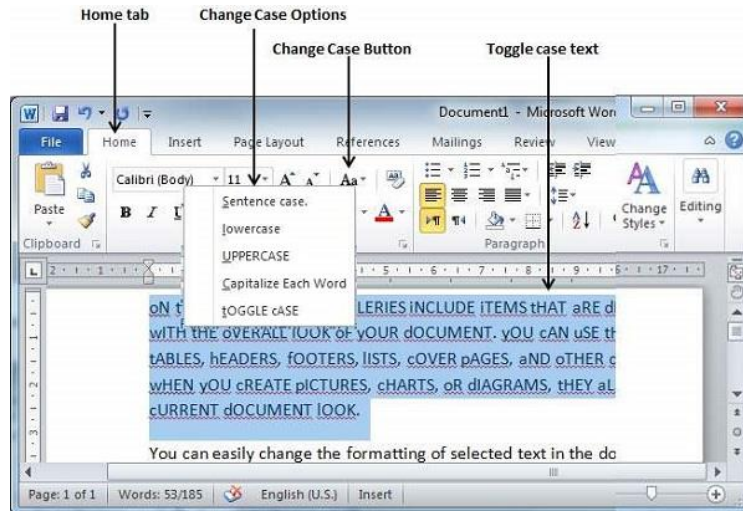


Toggle the Text

The Toggle operation will alter the case of every single character in reverse way. A capital character will convert a character in lower case and a character in lower case will become a character in upper case. It is very easy to toggle case of the text by resulting two simple steps –

Step 1 – Select the portion of text that you want to change to a bold font. You can use any of the text selection method to select the portion of text.

Step 2 – Click the Change Case button and then select the tOGGLE cASE option to change all the words in lowercase into words in uppercase; the words in uppercase words change to words in lowercase.



22. Change Text Color in Word 2010

In this section, we will talk over how to alter text colors in Word 2010. We will also realize how to mark text which should look like it was marked with a highlighter pen. In count, we will learn how to apply different effects on portions of text.

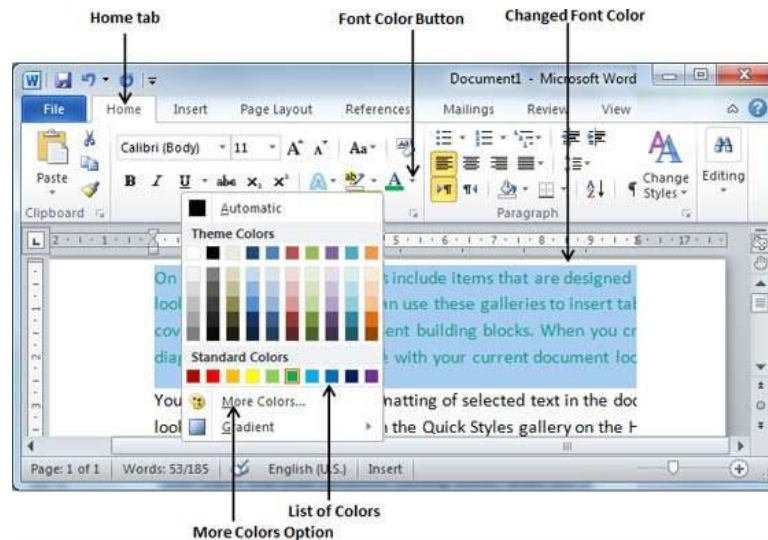
Change Font Colors

The text that we type arises in black by default; you can every time change the color of the font to a color of your choice. It is very easy to change the text color by resulting two simple steps –

Step 1 – Select the area of text the font color of which needs to be altered. You can use any of the text selection technique to select the portion of text.

Step 2 – Click the Font Color button triangle to show a list of colors. Try to move your mouse pointer over different colors and you will see the text color will change automatically. You can select any of the colors available by merely clicking over it.

If you click at the left portion of the Font Color button, the selected color gets applied to the text automatically; you need to click over the small triangle to show a list of colors.



If you do not find a color of your choice, you can use the More Colors choice to show the color pallet box which lets you to select a color from a range of colors.

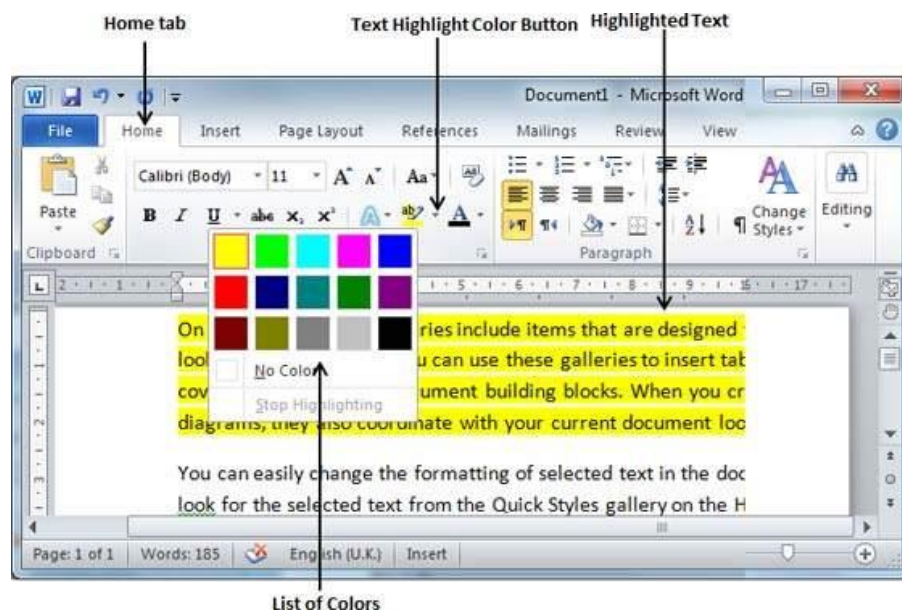
Highlight Text with Colors

You can focus a selected portion of text using any color and it will look like it was marked with a highlighter pen. Typically we highlight a text using yellow color. It is very easy to highlight a portion of text with a color by resulting two simple steps

Step 1 – Select the portion of text that needs to be highlighted with color. You can use any of the text selection method to select the portion of text.

Step 2 – Click the Text Highlight Color button triangle to show a list of colors. Try to change your mouse pointer over different colors and you will see the text color variations automatically. You can select any of the colors accessible by simply clicking over it.

The selected color gets applied to the portion of text automatically; when you click at the left portion of the Text Highlight Color button. You need to click over the small triangle to display a list of colors.

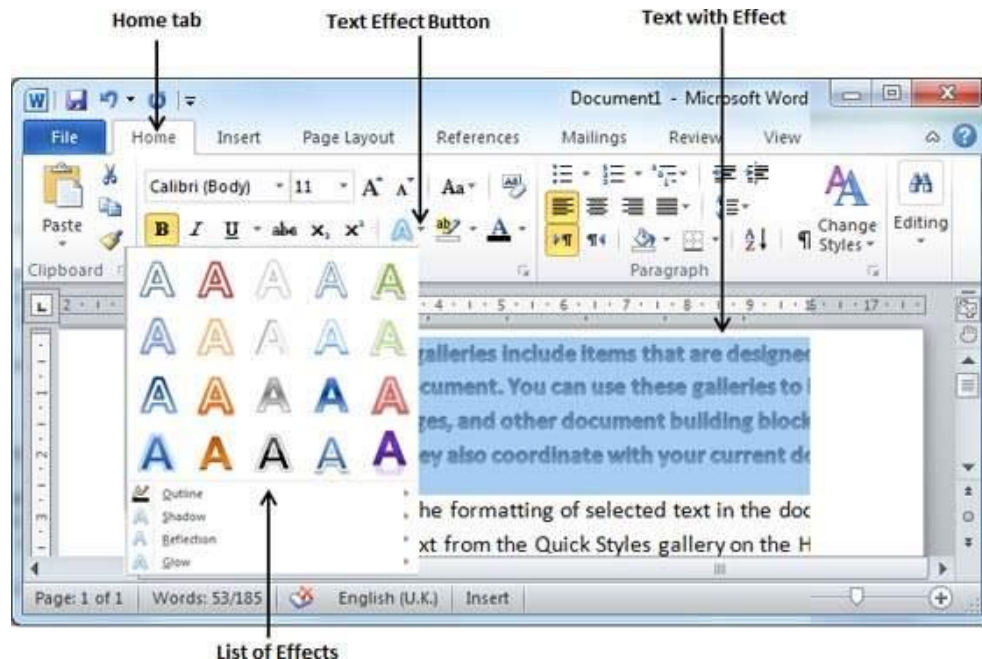


Apply Text Effects

Microsoft Word offers a list of text effects which adds to the attractiveness of your document, particularly to the cover page or the headings of the document. This is very easy to apply numerous text effects by resulting two simple steps –

Step 1 – Select the portion of text that you want to change to a bold font. You can use any of the text selection method to select the portion of text.

Step 2 – Click the Text Effect button to display a list of effects comprising shadow, outline, glow, reflection etc. Try to change your mouse pointer over different effects and you will see the text effect will alter automatically. You can select any of the text effect accessible by simply clicking over it.



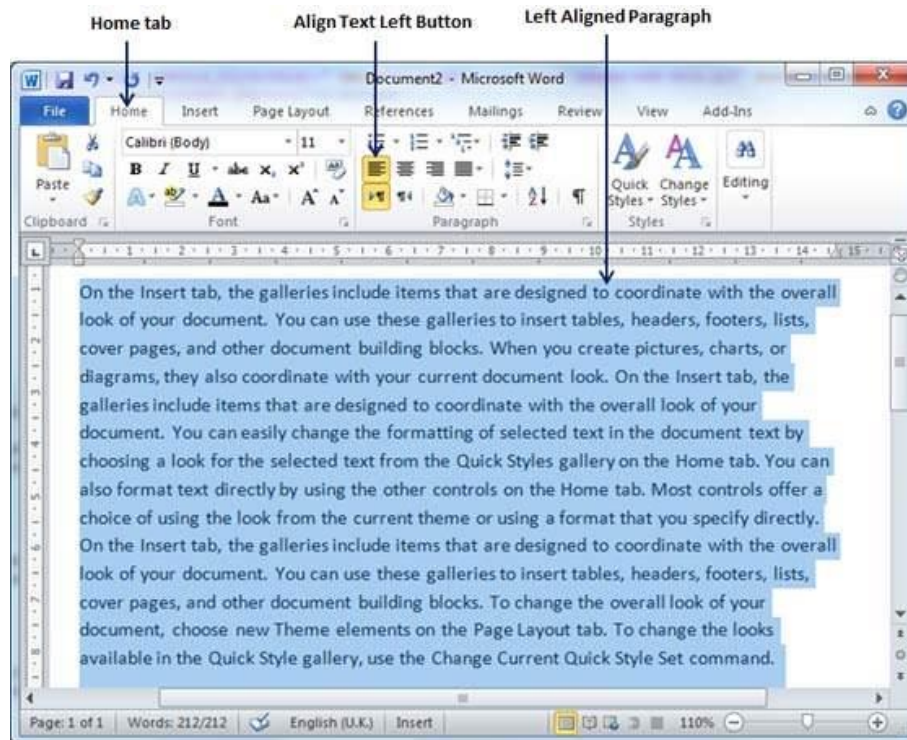
23. Text Alignments in Word 2010?

In this section, we will talk over text alignments in Word 2010. There are four types of paragraph alignment obtainable in Microsoft Word — left-aligned, center-aligned, right aligned, and justified.

Left-Aligned Text

A paragraph's text is left aligned when it is aligned consistently along the left margin. Here is an easy procedure to make a paragraph text left-aligned.

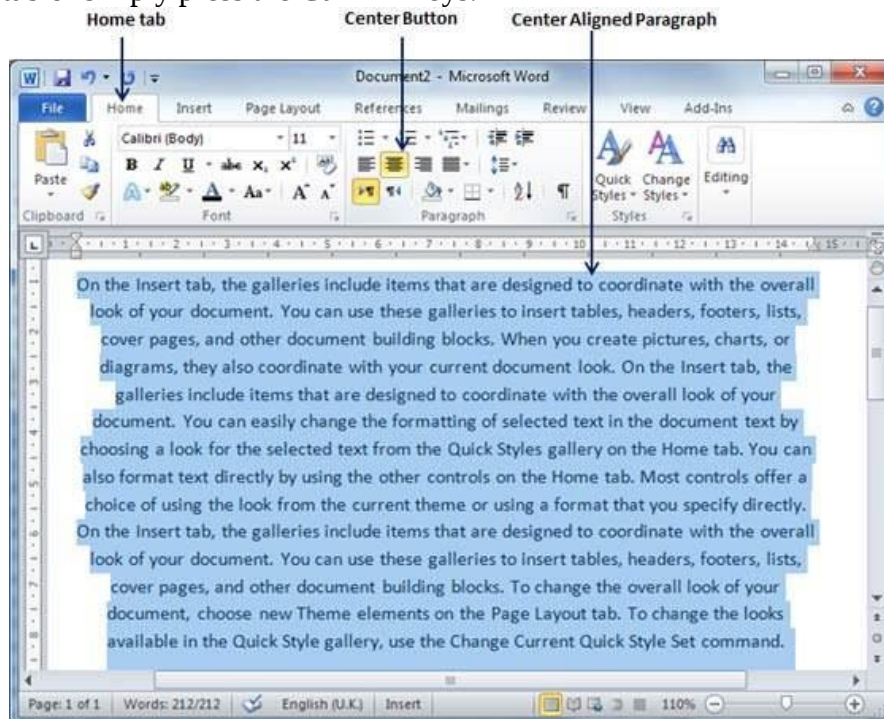
Step 1 – Click anywhere on the paragraph you want to align and click the Align Text Left button available on the Home tab or simply press the Ctrl + L keys.



Center Aligned Text

A paragraph's text will be said center aligned if it is in the center of the left and right margins. Here is a easy way to make a paragraph text center aligned.

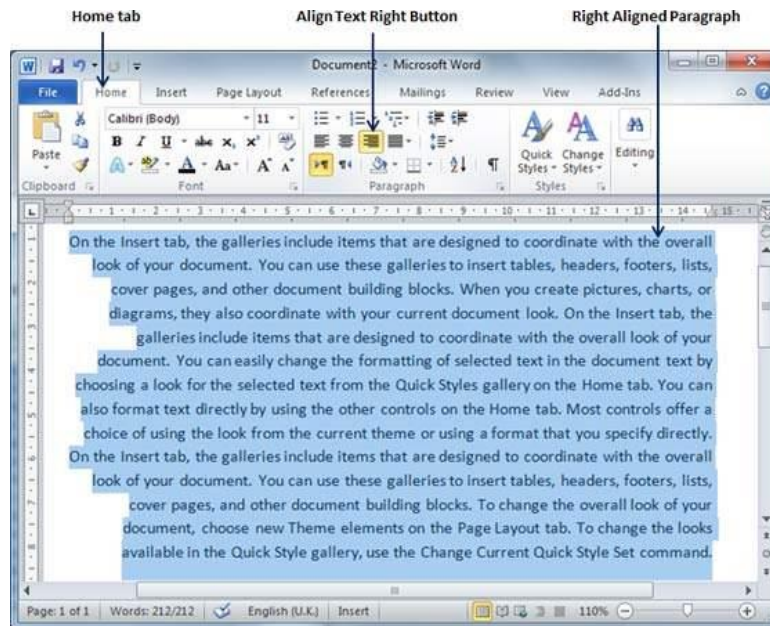
Step 1 – Click anywhere on the paragraph you want to align and click the Center button available on the Home tab or simply press the Ctrl + E keys.



Right-Aligned Text

A paragraph's text is right-aligned when it is aligned consistently along the right margin. Here is a easy process to make a paragraph text right-aligned.

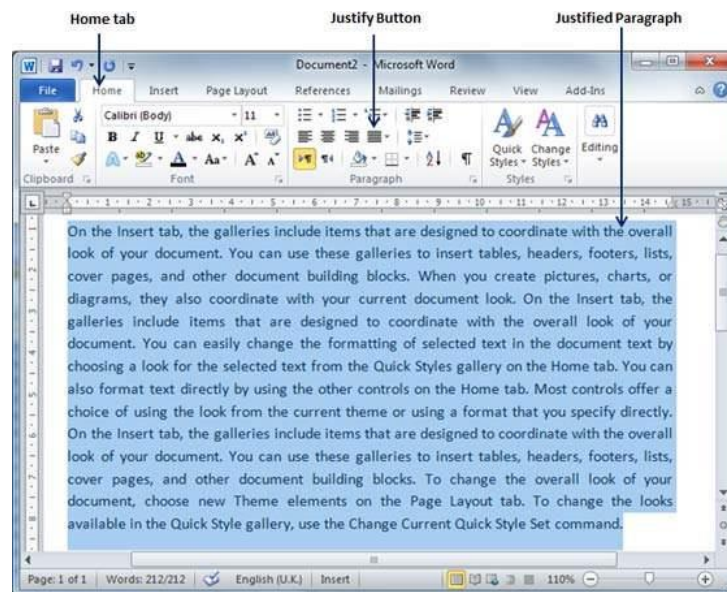
Step 1 – Click anywhere on the paragraph you want to align and click the Align Text Right button available on the Home tab or simply press the Ctrl + R keys.



Justified Text

A paragraph's text is justified when it is aligned consistently along both the left and the right margins. Resulting is an easy process to make a paragraph text justified.

Step 1 – Click anywhere on the paragraph you want to align and click the Justify button available on the Home tab or simply press the Ctrl + J keys.



When you click the Justify button, it shows four options, justify, justify low, justify high and justify medium. You need to choose only the justify option. The modification between these options is that low justify creates little space between two words, medium creates a more space than low justify and high creates maximum space amongst two words to justify the text.

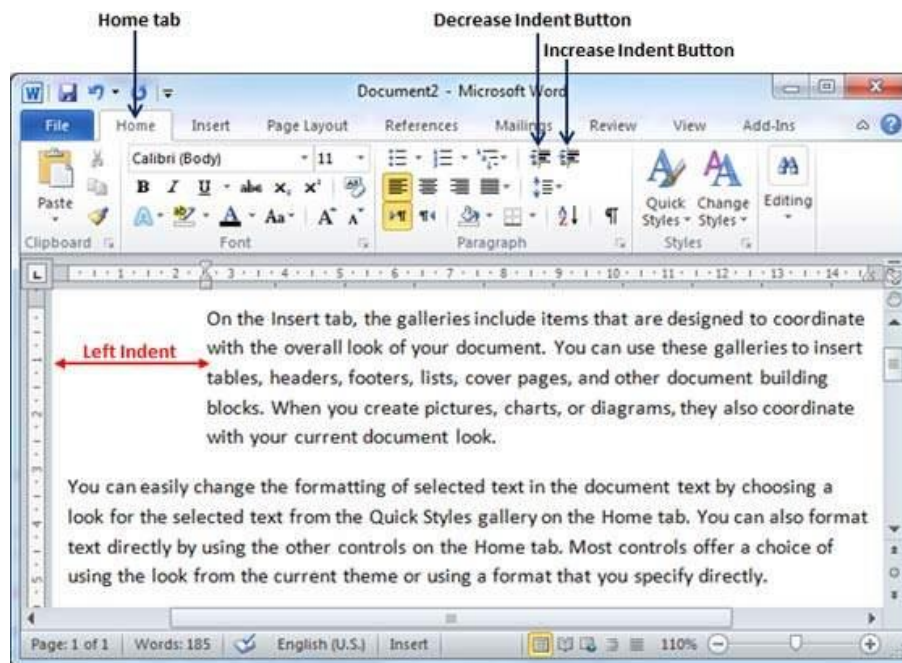
24. Indent Paragraphs in Word 2010

In this section, we will talk over the how to indent paragraphs in Word 2010. As you are familiar with the margin settings define the blank space that appears on each side of a paragraph. You can indent paragraphs in your document from the left margin, the right margin, or both the margins. This section will explain you how to indent your paragraphs with or without the first line of the paragraphs.

Left Indentation

Left indentation means to change the left edge of the paragraph inward towards the center of the paragraph. Let us use the resulting steps to create left indentation.

Step 1 – Click anywhere on the paragraph you want to indent left and click the Increase Indent button available on the Home tab or simply press the Ctrl + M keys. You can click multiple times to create deeper indentation.



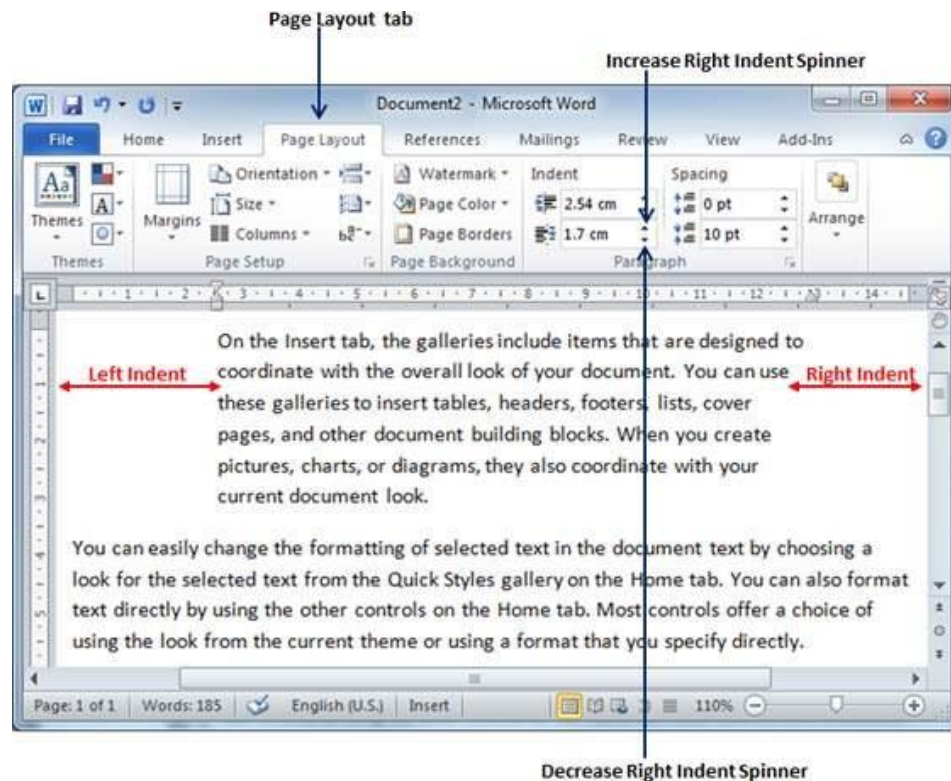
Step 2 – You can get rid of left indentation by clicking the Decrease Indent button available on Home tab or simply press Ctrl + Shift+ M keys. You can click multiple times to remove deeper indentation.

You can also use the Paragraph Dialog Box to set left and right indentations. We will see this dialog box in the last section of this section.

Right Indentation

Right indentation means to change the right edge of the paragraph inward towards the center of the paragraph. Let us use the resulting steps to create right indentation.

Step 1 – Click anyplace on the paragraph you want to indent and then click on the Increase Right Indent spinner obtainable on the Page Layout tab. You can click on the spinner multiple times to create deeper indentation. You can use the Left Indent spinners as well to set left indentation from the same place.



Step 2 – you can take out right indentation by clicking the Decrease Right Indent spinner in the opposite direction.

You can also use the Paragraph Dialog Box to set the left and the right indentations. We will see this dialog box in the next section.

25. Create Bullets in Word 2010

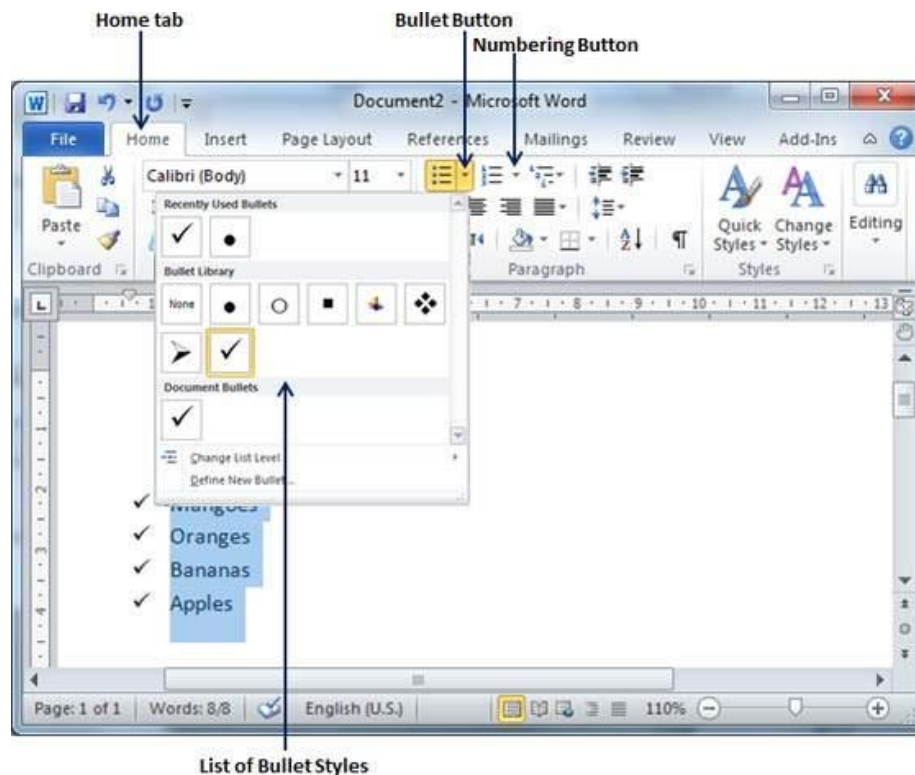
Microsoft word offers bullets and numbers to put a list of items in a fine order. This section will teach you easy steps to make either the bulleted or the numbered lists in easy steps.

Create a List from Existing Text

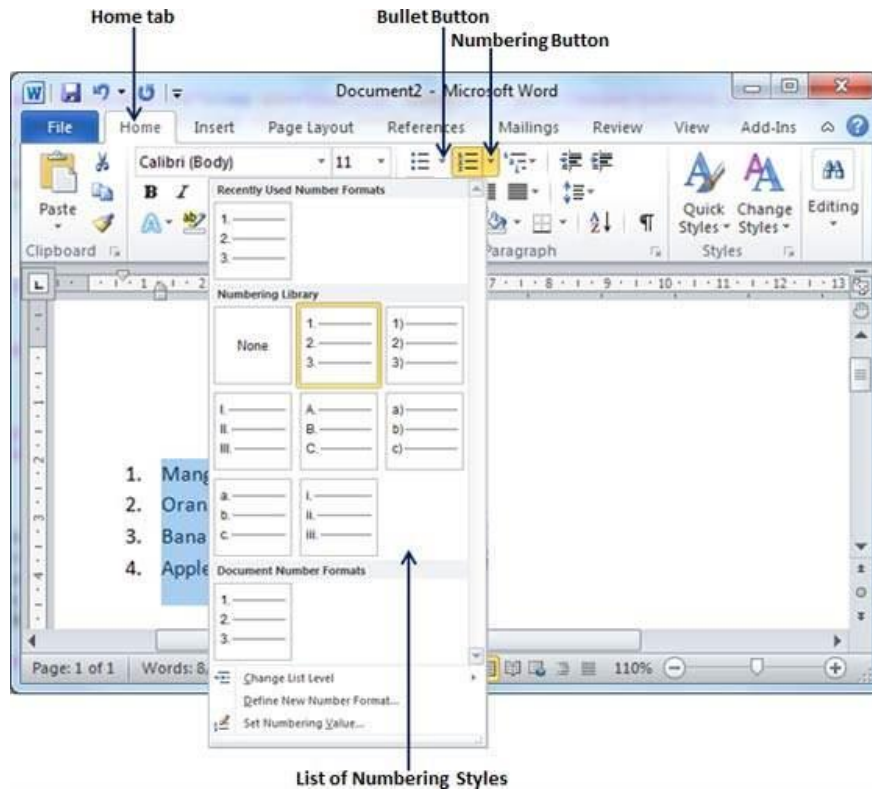
This is very easy to change a list of lines into a bulleted or numbered list. Resulting are the easy steps to make either bulleted list or numbered list.

Step 1 –Select a list of text to which you want to assign bullets or numbers. You can use any of the text selection method to select the portion of text.

Step 2 – Click the Bullet Button triangle to show a list of bullets you want to assign to the list. You can choose any of the bullet style accessible by simply clicking over it.



Step 3 – If you are willing to create a list with numbers, then click the Numbering Button triangle instead of the bullet button to show a list of numbers you want to assign to the list. You can select any of the numbering style accessible by merely clicking over it.



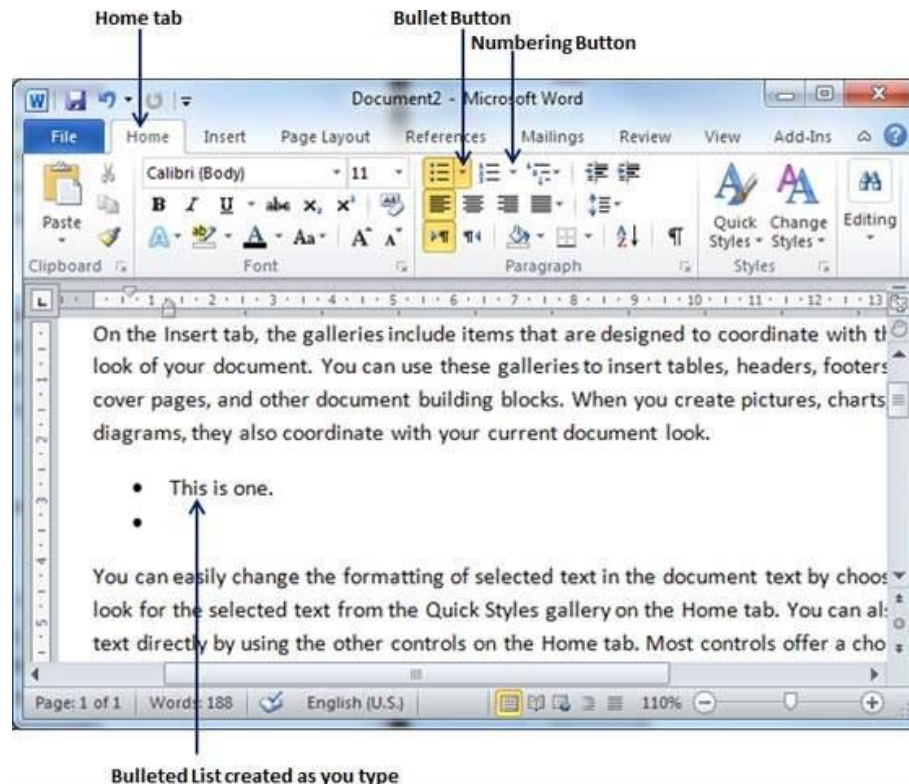
Create a List as You Type

You can make a bulleted list as you type. Word will automatically format it giving to your text. Resulting are the humble steps to create bulleted list as you type.

Step 1 – Type *, and then either press the SPACEBAR or press the TAB key, and then type the rest of what you want in the first item of the bulleted list.

Step 2 – When you are done with typing, press Enter to add the item in the list automatically and go to add next item in the list.

Step 3 – Repeat Step 2 for each list item.



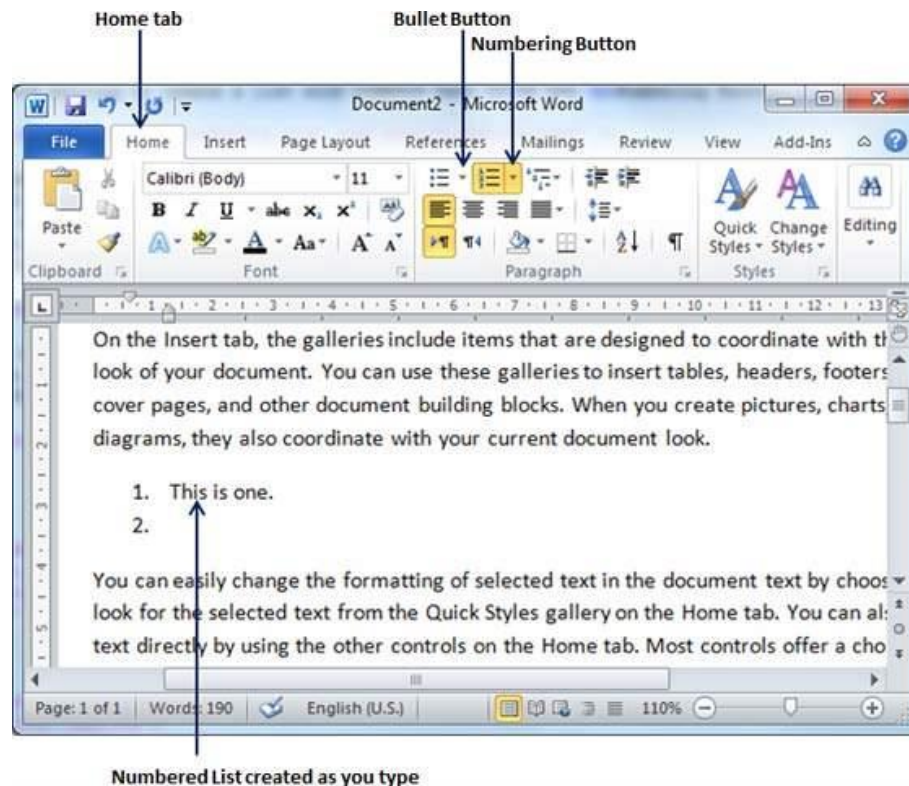
Bulleted List created as you type

You can make a numbered list as you type. Word will automatically format it according to your text. Resulting are the humble steps to create numbered list as you type.

Step 1 – Type 1, and then either press the SPACEBAR or press the TAB key, and then type the rest of what you want in the first item of the numbered list.

Step 2 – When you are done with typing, press Enter to add the item in the list automatically and go to add next item in the list.

Step 3 – Repeat Step 2 for each list item.



You can make sub-lists. These sub-lists are called multi-lists. It is easy to make sublists; press the Tab key to put items in sub-list. You can try it manually.

26. Set Line Spacing in Word 2010

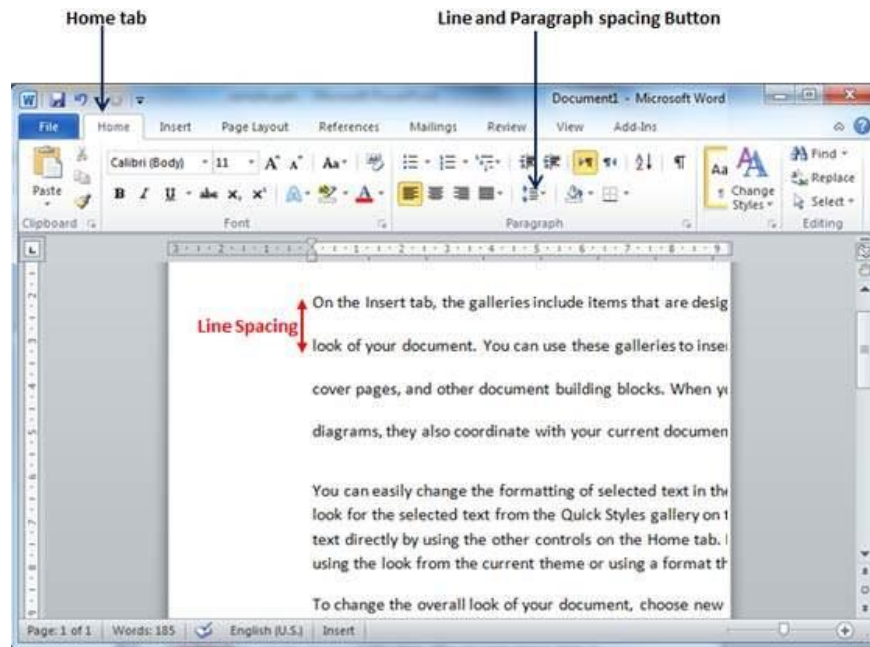
In this section, let us talk over how to set line spacing in Word 2010. Line spacing is the space between two lines in a Microsoft Word document. You can increase or decrease this space as per your necessity by ensuring a few easy steps. This section will give details how to set the space between two lines as well as how to set the distance between two paragraphs.

Spacing between Lines

Resulting are the easy steps to alter spacing between two lines of the document.

Step 1 – Select the paragraph or paragraphs for which you want to define spacing. You can use any of the text selection method to select the paragraph(s).

Step 2 – Click the Line and Paragraph Spacing Button triangle to display a list of options to adjust space between the lines. You can select any of the option available by simply clicking over it.



27. Borders and Shades in Word 2010

In this section, we will talk over how to work on borders and shades in Word 2010. Microsoft Word lets you to place a border on any or all of the four sides of selected text, paragraphs, and pages. You can also add different shades to the space occupied by the selected text, paragraphs, and pages. This section will show you how to add any of the borders (left, right, top or bottom) everywhere a text or paragraph or a page and how to add dissimilar shadows to them.

Add Borders to Text

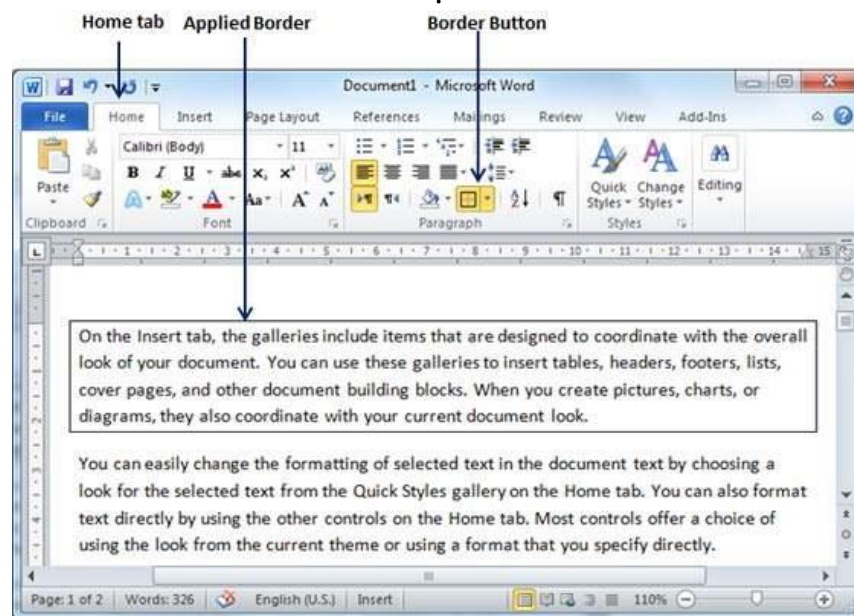
Resulting are the easy steps to add border to any text or paragraph.

Step 1 – Select the portion of text or paragraph to which you want to add border. You can use any of the text selection method to select the paragraph(s).

Step 2 – Click the Border Button to display a list of options to put a border around the selected text or paragraph. You can select any of the option available by simply clicking over it.



Step 3 – Try to add dissimilar borders like left, right top or bottom by choosing diverse choices from the border options



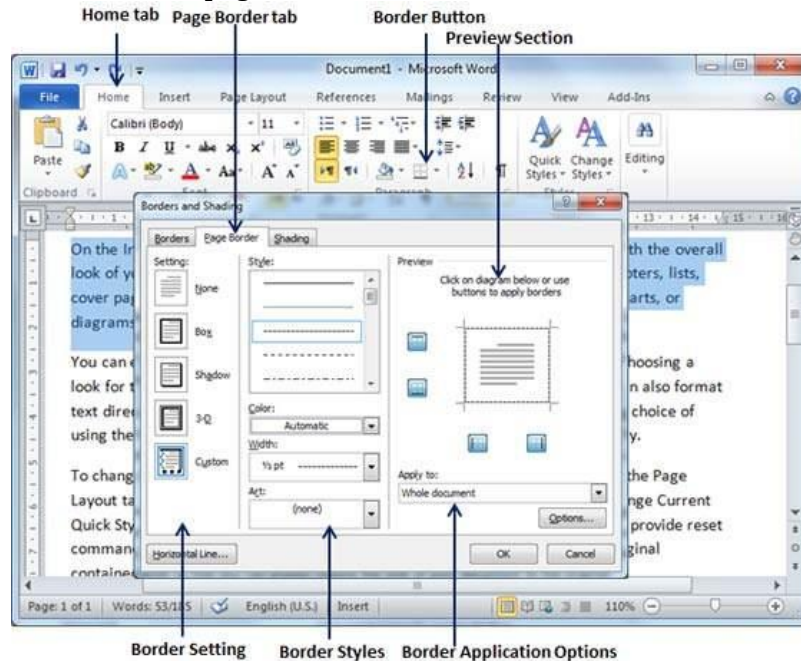
Step 4 – To delete the present border, merely select the No Border option from the border options.

Note – You can add a horizontal line by choosing the Horizontal Line option from the border options. Otherwise type --- (three hyphens) and press ENTER. A single, light horizontal line will be created between the left and the right margins.

Add Borders to Page

You can add borders of your choice to word pages by following the steps given below.

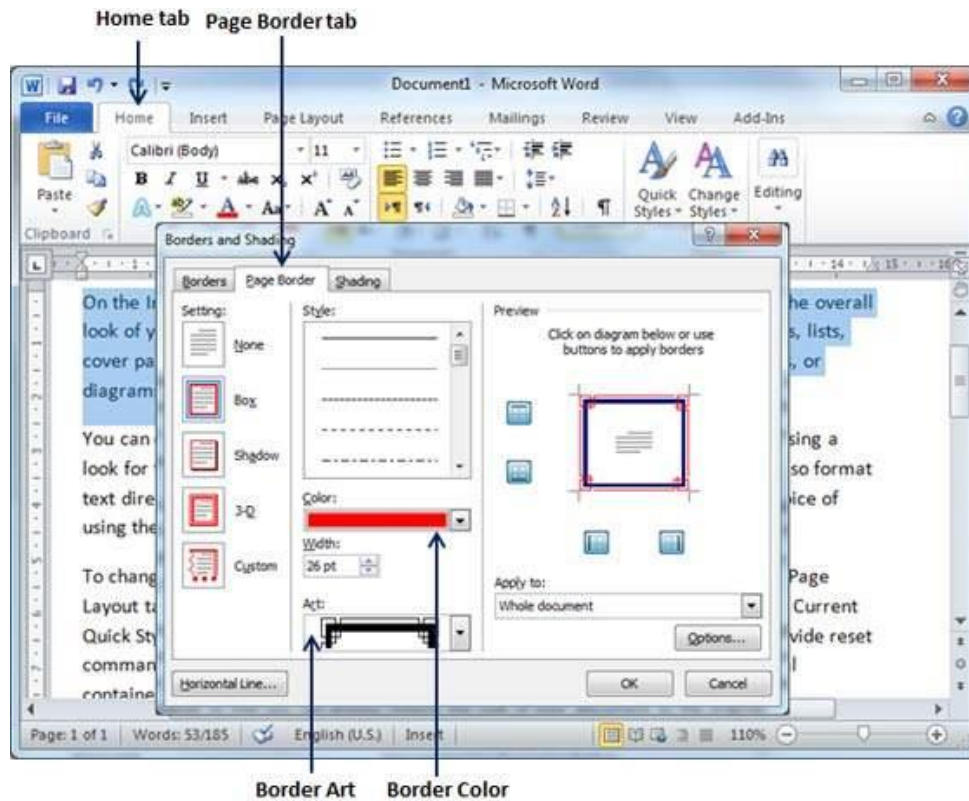
Step 1 – Click the Border Button to show a list of choices to put a border. Select the Border and Shading option obtainable at the bottom of the list of options as revealed in the above screenshot. This will show a Border and Shading dialog box. This dialog box can be used to set borders and shading around a selected text or page borders.



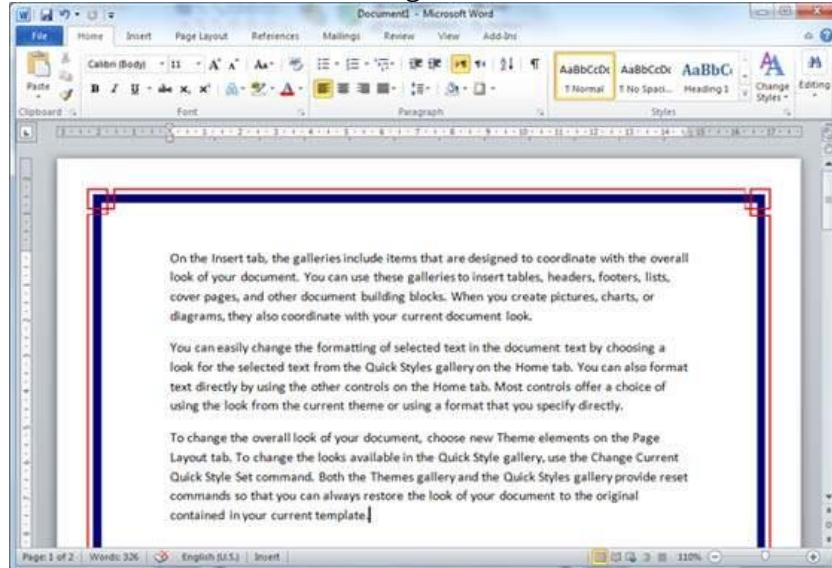
Step 2 – Click the Page Border tab which will show a list of border settings, styles and options whether this border should be applied to the whole document or just one page or the first page.

Step 3 – You can use the Preview section to disable or enable left, right, top or bottom borders of the page. Follow the instruction given in the preview section itself.

Step 4 – You can modify your border by setting its color, width by using different art available under the style section.



You can have similar or even better borders as given below.



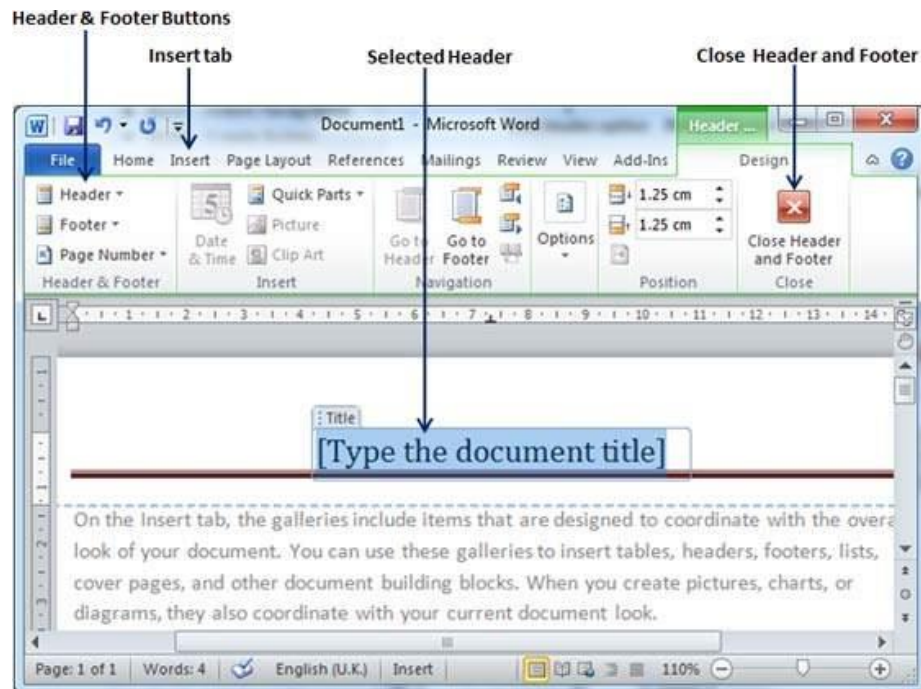
28. Header and Footer in Word 2010

Add Header and Footer

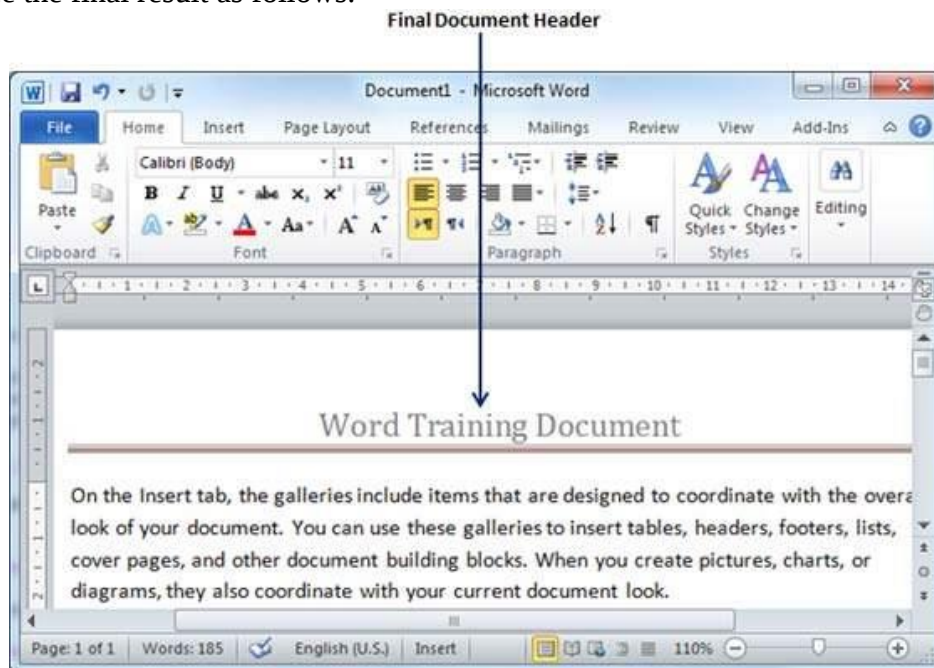
Step 1 – Click the Insert tab, and click either the Header button or the Footer button that which needs to be added first. Assume you are going to add Header; when you click the Header button it will display a list of built-in Headers from where you can choose any of the headers by simply clicking on it.



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Step 3 – Lastly, you can type your statistics whatever you want to have in your document header and once you are done, click Close Header and Footer to come out of the header insertion mode. You will see the final result as follows.

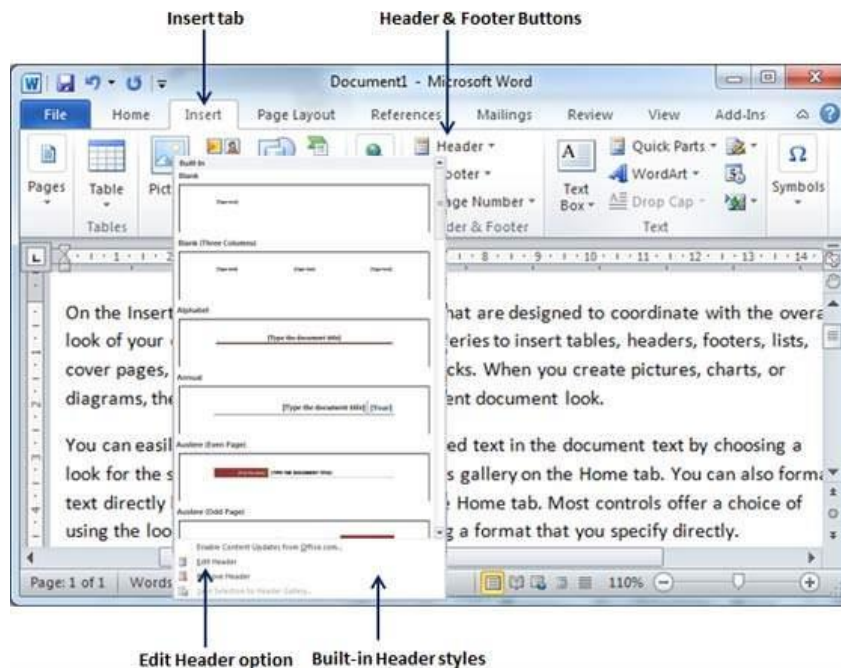


You can follow a similar procedure to add footer in your document.

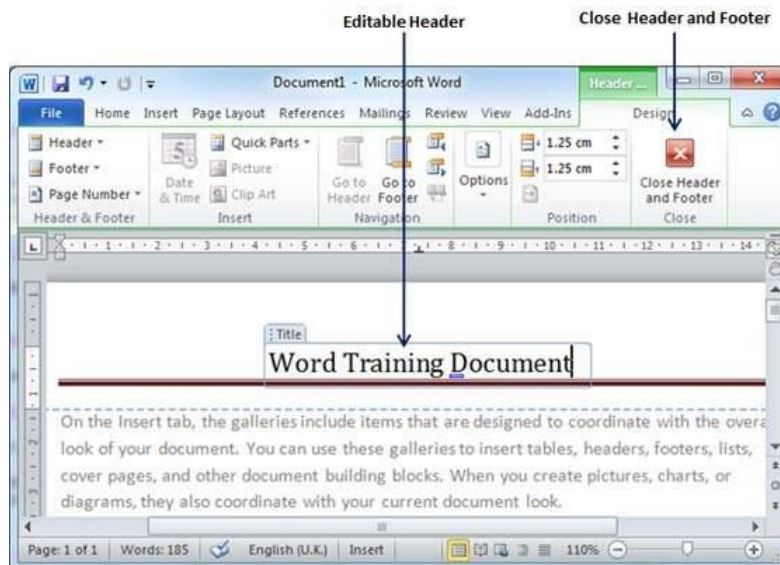
Edit Header and Footer

The resulting steps will help you realize how to edit the existing header or footer of your document.

Step 1 – Click the Insert tab, and click either the Header button or Footer button or whatever you need to edit. Assume you are going to edit the Header, so when you click the Header button it will display a list of options including the Edit Header option.



Step 2 – Click on the Edit Header option and Word will display the editable header as shown in the following screenshot.



Step 3 – Now you can edit your file header and once you are done, click Close Header and Footer to come out of the edit header mode.

You can follow a alike process to edit the footer in your document.

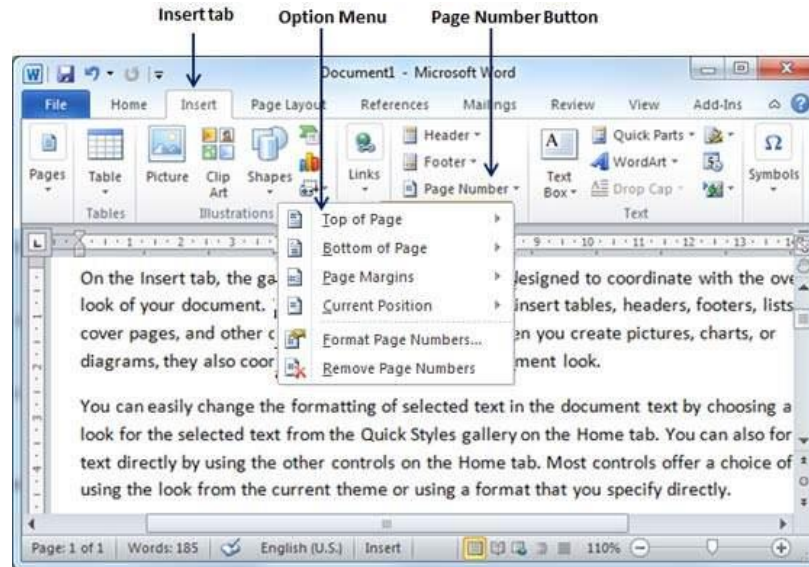
29. Add Page Numbers in Word 2010

In this section, we will talk over how to add page numbers in Word 2010. Microsoft Word automatically allocates page numbers on the pages of your document. Normally, page numbers are printed either in header or footer but you have the choice that can show the page number in the left or right margins at the top or the bottom of a page.

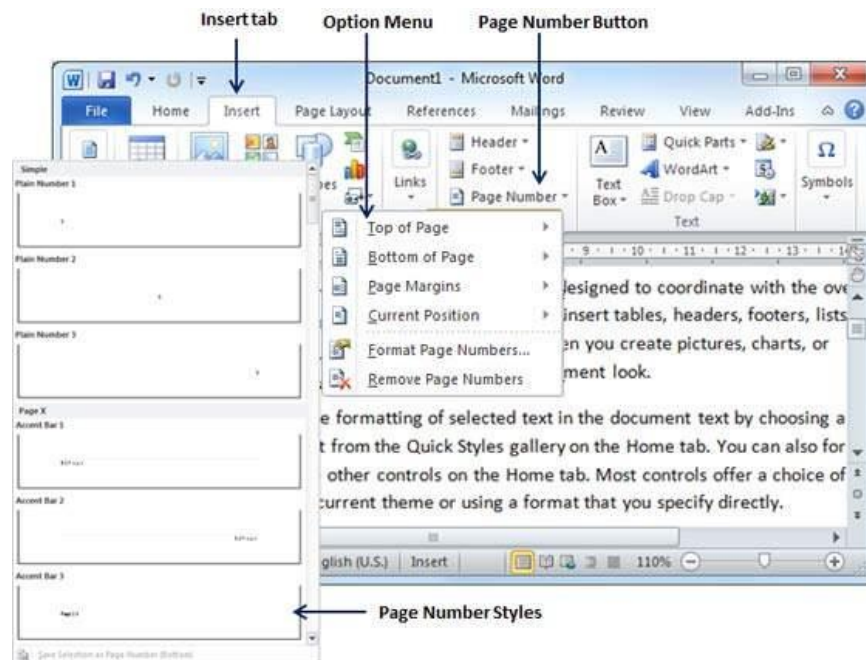
Add Page Numbers

Resulting are the easy steps to add page numbers in a Word document.

Step 1 – Click the Insert tab, and click the Page Number button available in the header and footer section. This will show a list of choices to show the page number at the top, bottom, current position etc.

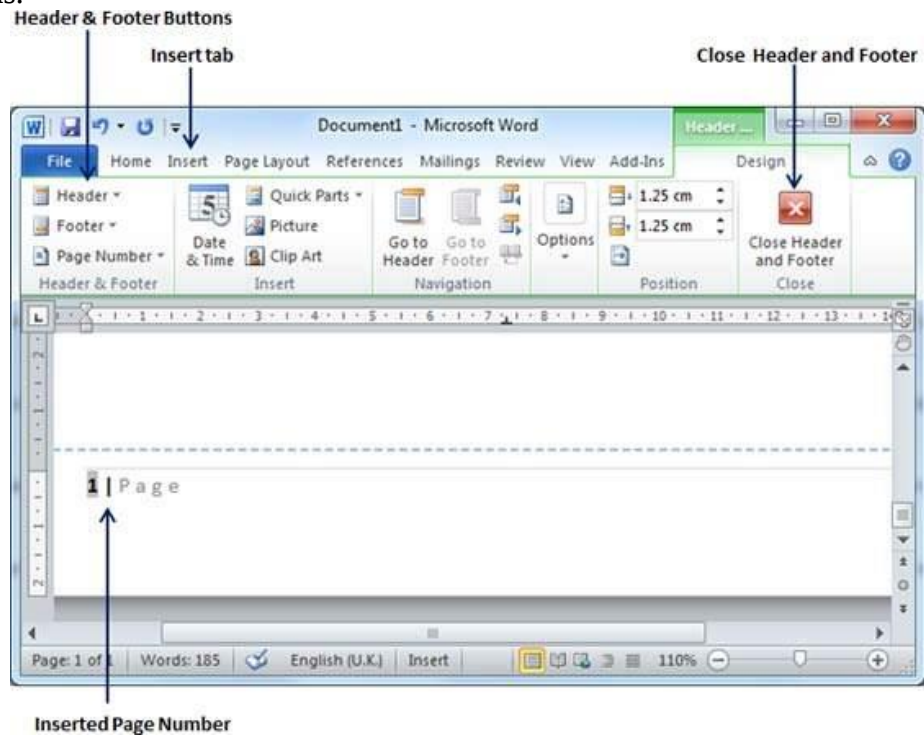


Step 2 – When you change your mouse pointer over the existing options, it shows additional styles of page numbers to be showed. For instance, when I take the mouse pointer at the Bottom of Page option it shows the resulting list of styles.



Step 3 – lastly, choose any one of the page number styles. I selected the Accent Bar 1 style by clicking over it. You will be directed to the Page Footer modification mode. Click the Close Header and Footer button to come out of the Footer Edit mode.

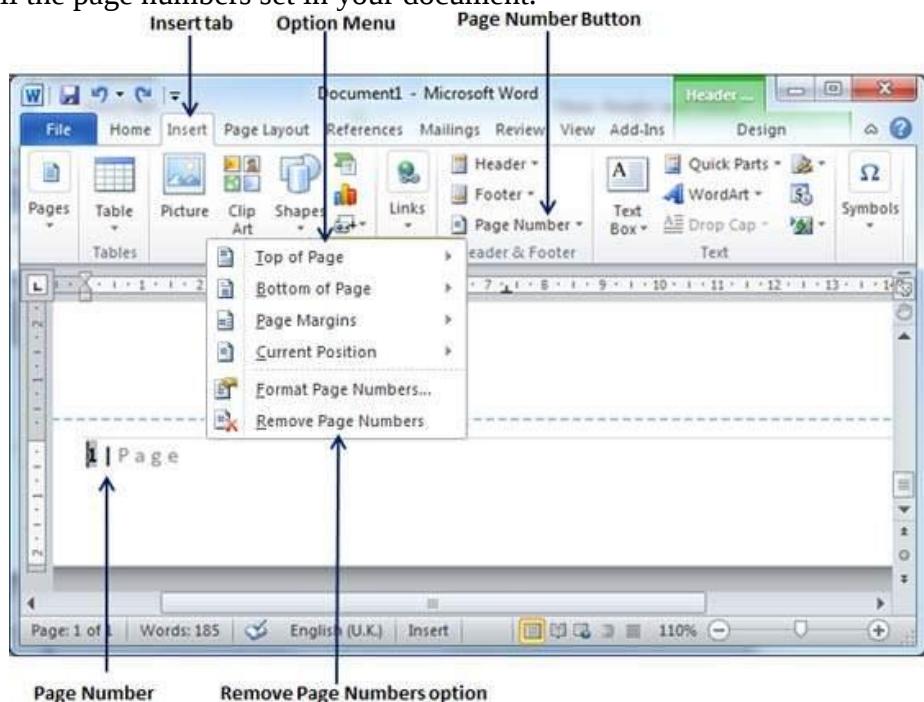
You can format your page numbers using the Format Page Numbers option available under the listed options.



Remove Page Numbers

The resulting steps will help you remove page numbering from a Word document.

Step 1 – Click the Insert tab, and click the Page Number button accessible in the header and footer section. This will show a list of options to show page number at the top, bottom, current position, etc. At the bottom, you will have the Remove Page Numbers option. Just click this option and it will delete all the page numbers set in your document.



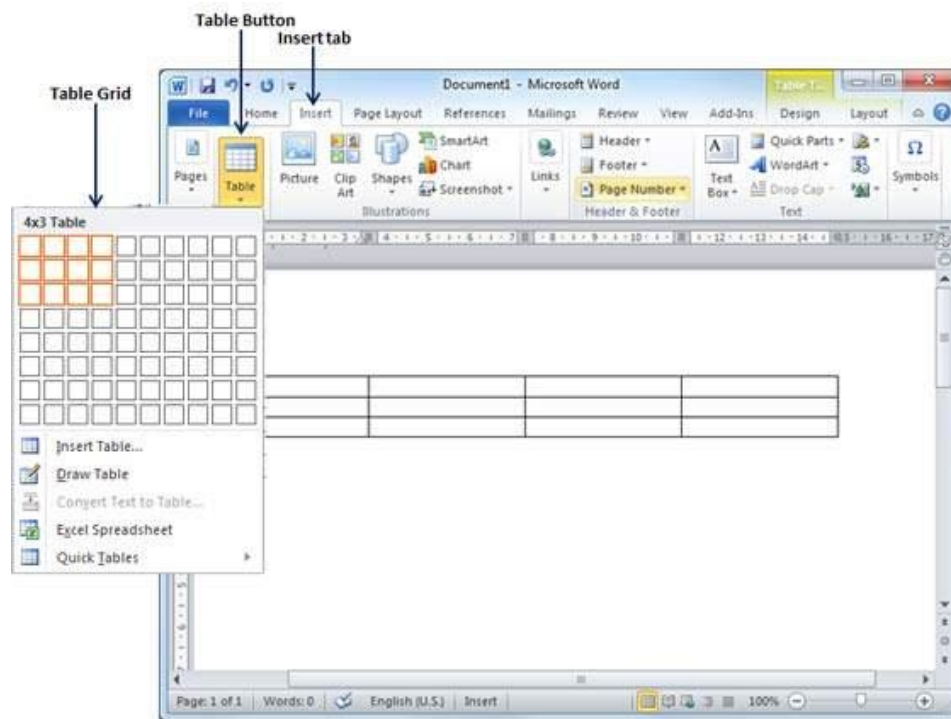
30. Create a Table in Word 2010

In this section, we will talk over how to create a table in Word 2010. A table is a structure of vertical columns and horizontal rows with a cell at every intersection. Each cell can comprise text or graphics, and you can format the table in any way you want. Typically the top row in the table is kept as a table header and can be used to put some informative instruction.

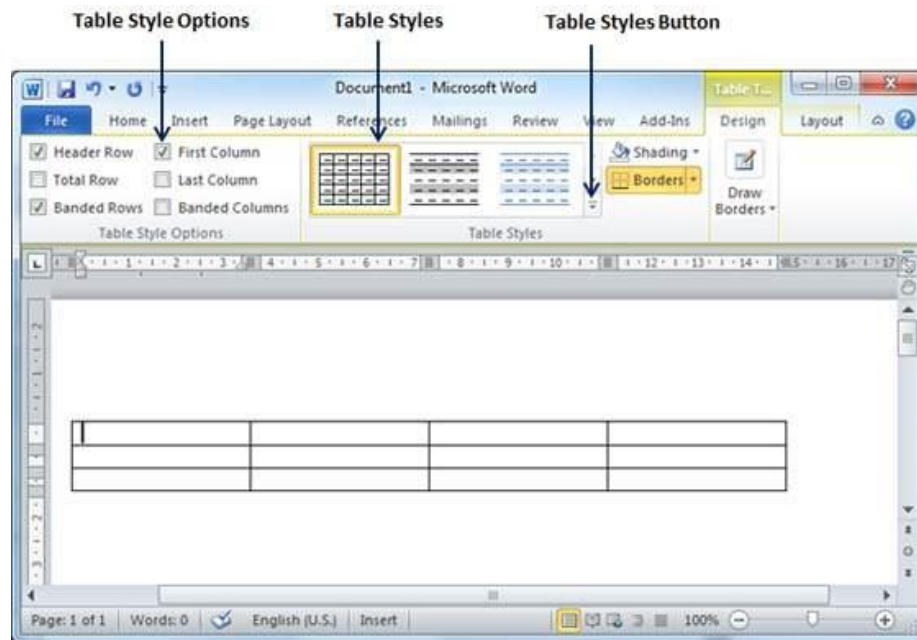
Create a Table

The resulting steps will help you know how to create a table in a Word document.

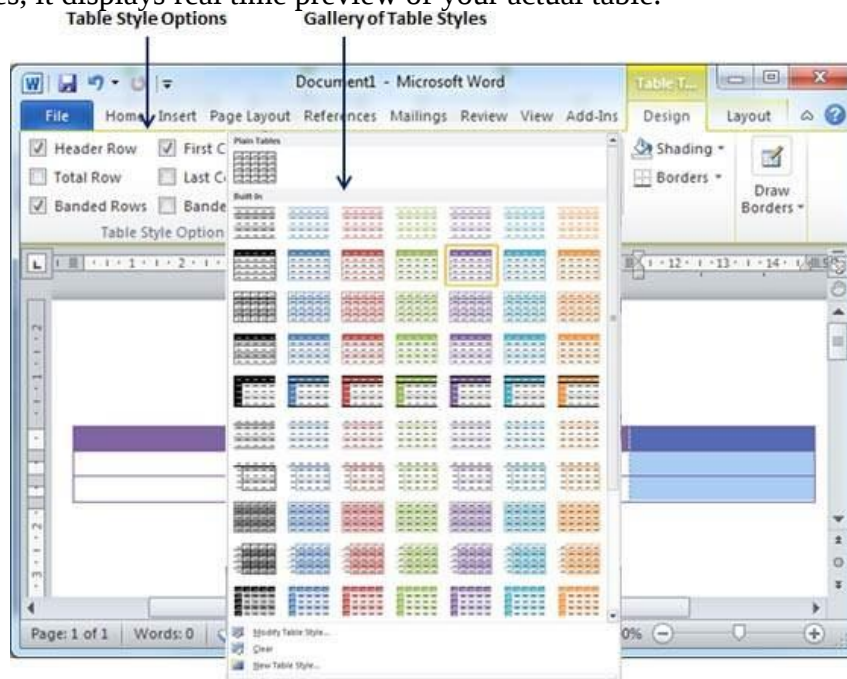
Step 1 – Click the Insert tab followed by the Table button. This will show a simple grid as shown under. When you change your mouse over the grid cells, it makes a table in the table that appears in the document. You can make your table having the desired number of rows and columns.



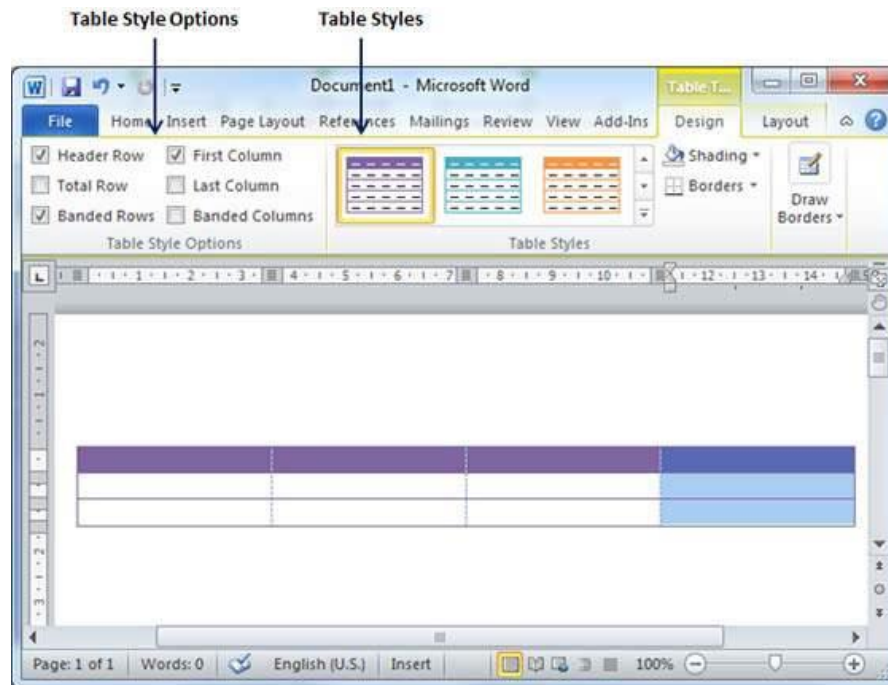
Step 2 – Click the square on behalf of the lower-right corner of your table, which will make an actual table in your document and Word goes in the table design mode. The table design mode has many options to work with as shown under.



Step 3 – this is an elective step that can be operated out if you want to have a impressive table. Click the Table Styles button to show a gallery of table styles. When you move your mouse over any of the styles, it displays real time preview of your actual table.



Step 4 – To select any of the styles, just click the built-in table style and you will see that the selected style has been applied on your table.

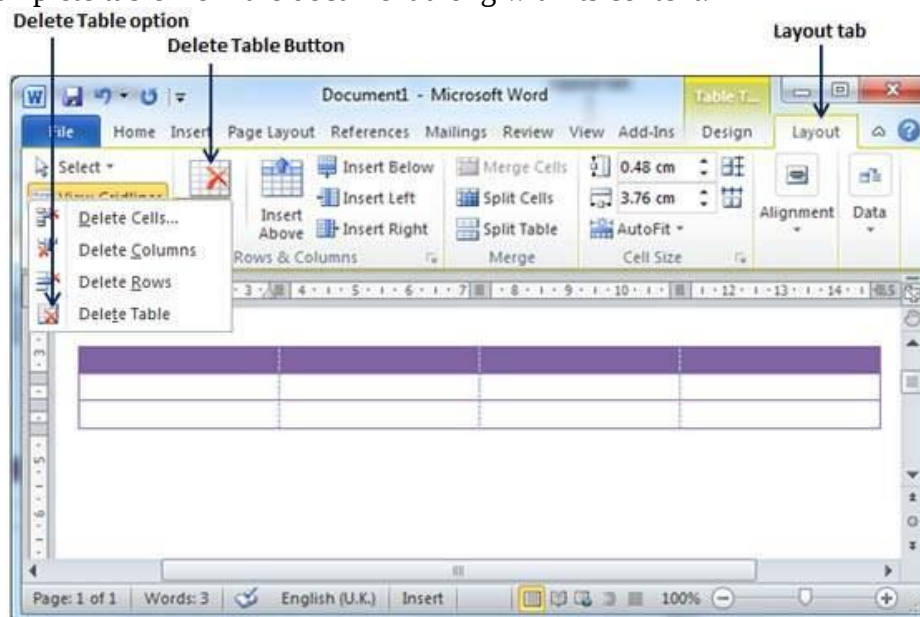


Delete a Table

Resulting are the easy steps to delete an current table from a word document.

Step 1 – Click anywhere in the table you want to delete.

Step 2 – Click the Layout tab, and click the Delete Table option under the Delete Table Button to delete the complete table from the document along with its content.



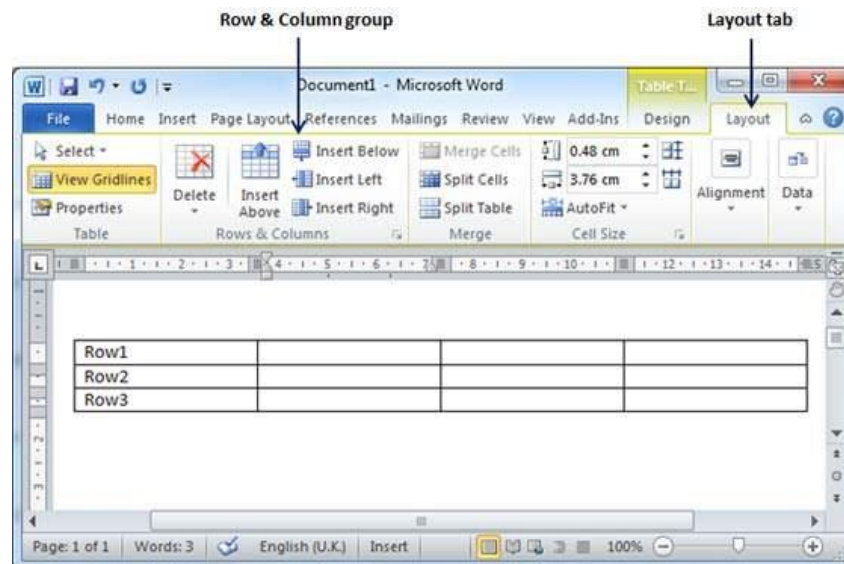
31. Rows & Columns in Word 2010

In this section, we will talk over how to work with rows and columns in Word 2010. As debated in the earlier section, a table is a structure of vertical columns and horizontal rows with a cell at every intersection. A Word table can contain as many as 63 columns but the number of rows is unlimited. This chapter will teach you how to add and delete rows and columns in a table.

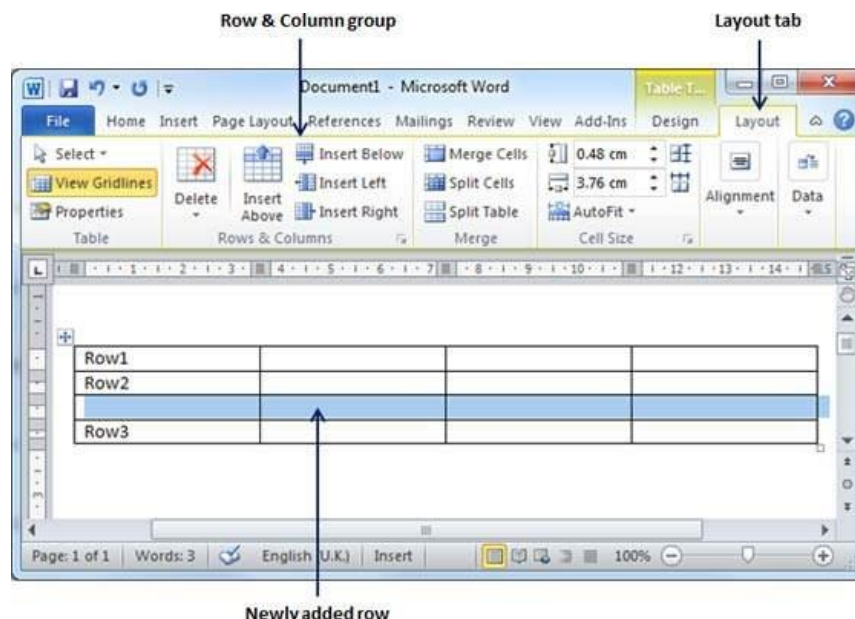
Add a Row

Resulting are the simple steps to add rows in a table of a word document.

Step 1 – Click a row where you want to add an additional row and then click the Layout tab; it will show the following screen.



Step 2 – Now use the Row & Column group of buttons to add any row below or above to the selected row. If you click the Insert Below button, it will add a row just below the selected row as follows.

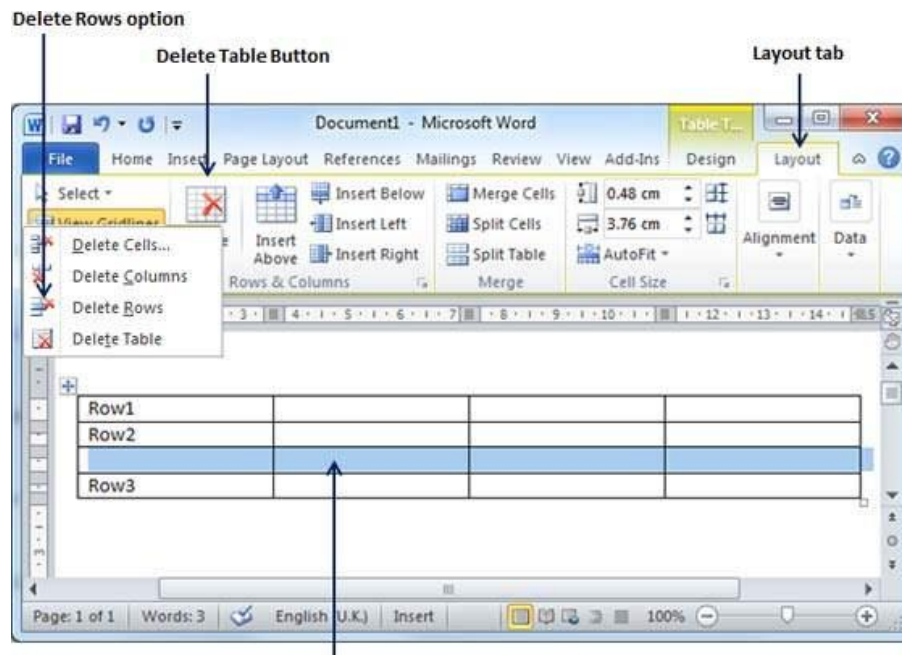


If you click the Insert Above button, it will add a row just above the selected row.

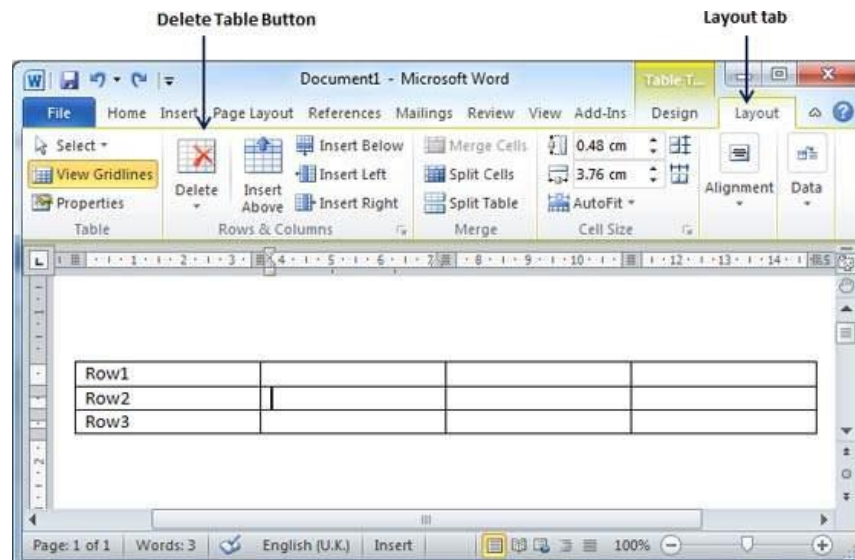
Delete a Row

The resulting steps will help you delete rows from a table of a Word document.

Step 1 – Click a row which you want to delete from the table and then click the Layout tab; it will show the following screen.



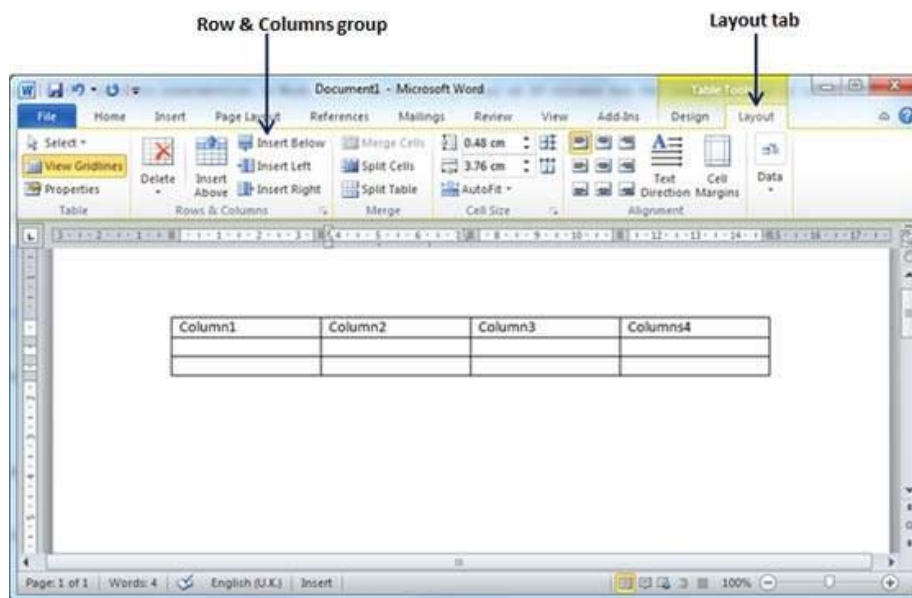
Step 2 – Click the Layout tab, and then click the Delete Rows option under the Delete Table Button to delete the selected row.



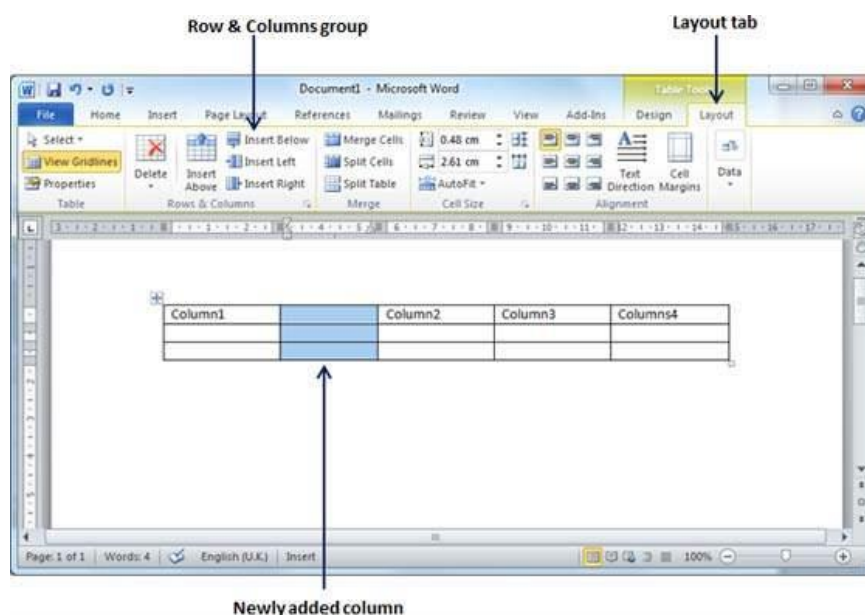
Add a Column

The resulting steps will help you add columns in a table of a Word document.

Step 1 – Click a column where you want to add an additional column and then click the Layout tab; it will show the resulting screen.



Step 2 – Now use the Row & Column group of buttons to add any column to the left or right of the selected column. If you click the Insert Left button, it will add a column just left to the selected column as follows.

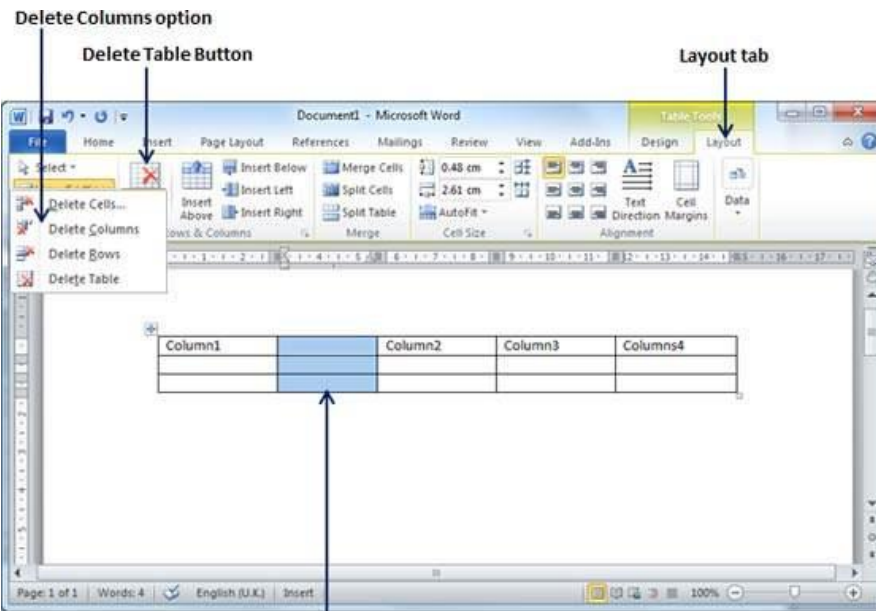


If you click the Insert Right button, it will add a column just next to the selected column.

Delete a Column

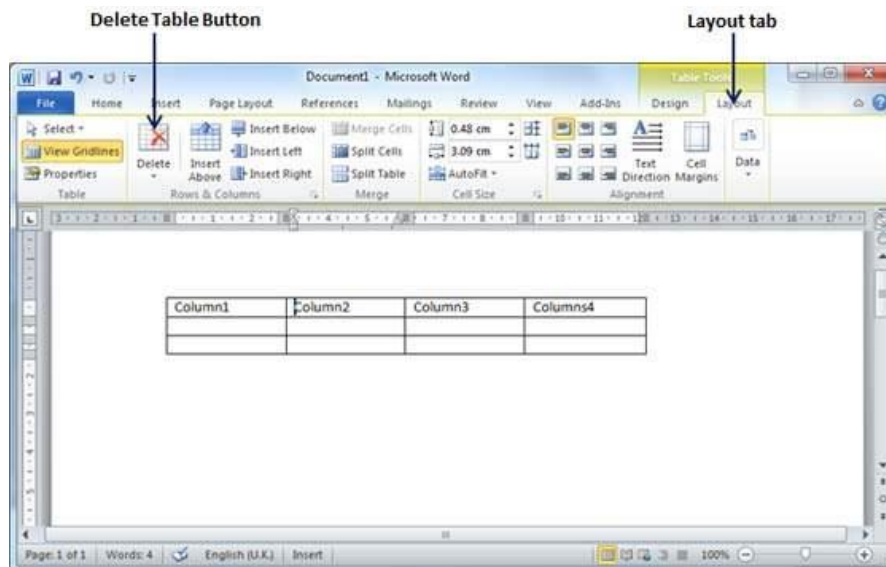
Resulting are the easy steps to delete columns from a table of a word document.

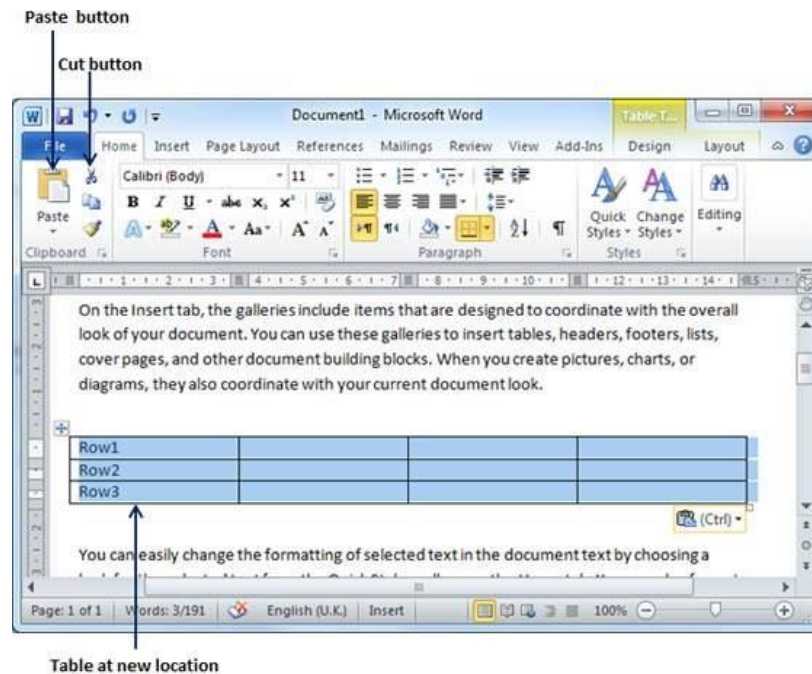
Step 1 – Click a column which you want to delete from the table and then click the Layout tab; it will show the resulting screen.



Newly added column

Step 2 – Click the Layout tab, and click the Delete Column option under the Delete Table Button to delete the selected column.





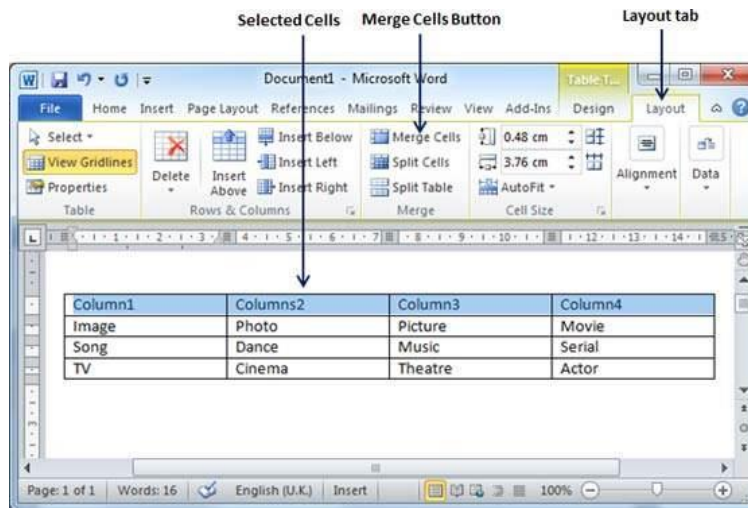
32. Merging Cells in Word 2010

In this section, we will talk over how to merge table cells in Word 2010. Microsoft Word lets the merging of two or more cells to create one big cell. You will often need to merge columns of the top row to build the title of the table. You can merge cells either row-wise or column-wise, fairly you cannot merge cells crosswise. This section will explain you how to merge multiple rows or columns.

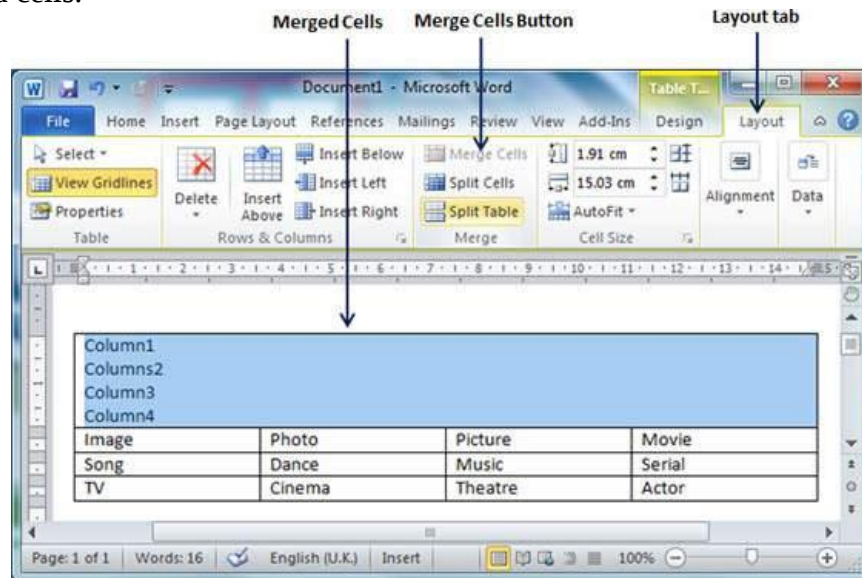
Merging Cells

The resulting steps will help you merge table cells in a Word document.

Step 1 – Get your mouse pointer position inside the first cell that you want to merge. Currently press the Shift key and click the cells around the cell which you want to merge into the first cell. This will highlight the cells which you click and they will be ready to be merged.



Step 2 – Currently click the Layout tab and then click the Merge Cells button which will merge all the selected cells.



Once merging the cells, all the content of the cells will be twisted which you can fix later as you like. For instance, you can change the merged cells text into title or some extra explanation. For instance, let us have center-aligned and bigger font text as follows on top of the table.