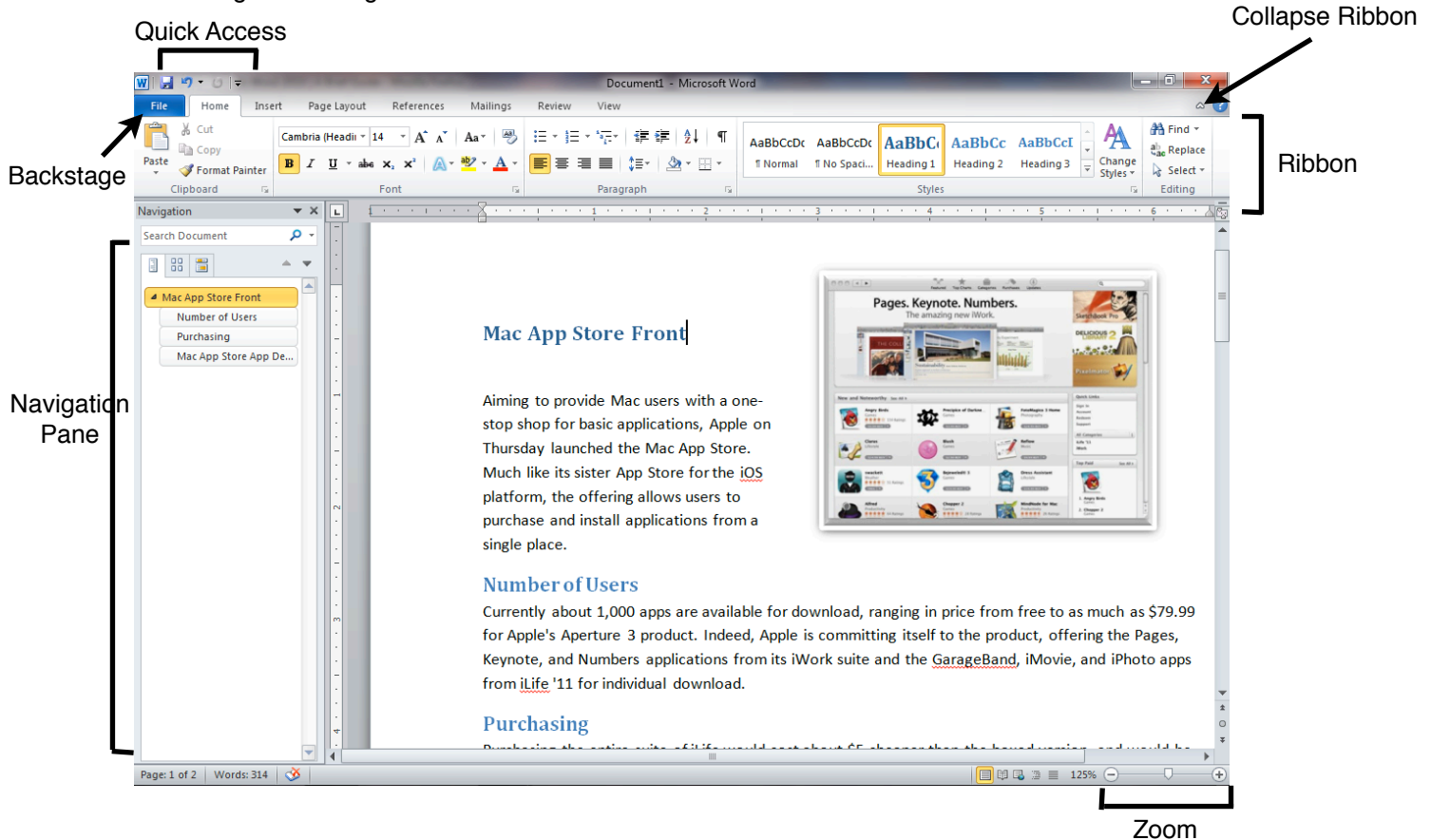




Word 2010 is a software developed by the Microsoft Corporation to make the construction of documents far simpler and more accessible. Being an electronic equivalent to the classic pen and paper, Word allows one to have nearly infinite freedom in formatting and editing works of written substance.



The **Quick Access Toolbar** gives easy access to common commands such as Undo and Save, and saves screen space by integrating it with the title bar. Click the drop-down arrow to choose which commands are visible.

Backstage is a new feature that helps to manage files. This is where printing, saving, managing different versions, sharing is available. It is incorporated into the **File** tab. Please see the back of this sheet for more in-depth detail.

The **Ribbon** is the main toolbar of Word 2010. Each tab contains the majority of commands most useful to work with. Collapse and open the Ribbon by clicking the **Collapse Ribbon** arrow. Unlike previous versions, the items in the Ribbon are now customizable. Please see the back of this sheet for more in-depth details about each tab on the Ribbon.

The **Navigation Pane** is new to Word 2010. Using Header styles, quickly navigate through documents by section. Text under these header sections can be rearranged and edited in large groups, making editing large documents much easier.

The **Zoom** function adjusts the size of the view of the page. To adjust the size move the slider right or left.

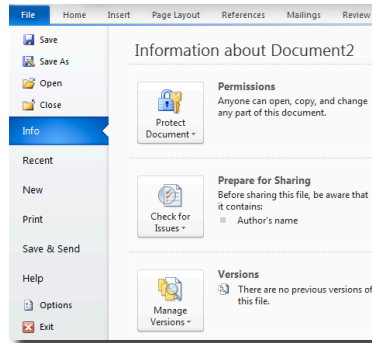
New Features We Like:

- **Customizable Ribbon** allows users to choose what commands and tabs you want displayed.
- **SmartArt** objects insert pictures in the SmartArt shapes of the picture layout diagram. Each shape also has a caption where to add descriptive text.
- Additional **Photo Editing Filters** for the picture look more like a sketch, drawing, or painting.
- Advanced **Text-Formatting Features** for Open Type fonts.



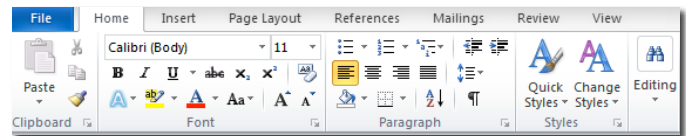
Microsoft Backstage

The Backstage view is where to manage documents and related data about them — create, save, and send documents, inspect documents for hidden metadata or personal information, set options such as turning on or off AutoComplete suggestions, and more. The File tab replaces the Microsoft Office Button from Word 2007. The newest feature is the Info Tab.

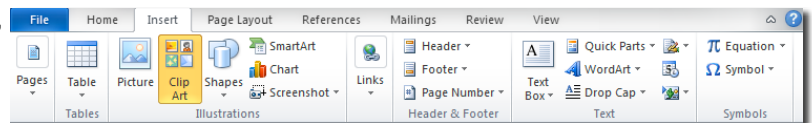


The **Info** tab displays different commands, properties, and metadata depending on the state of the document and where it is stored. Commands on the Info tab can include Check In, Check Out, and Permissions. Options are highlighted based on the document currently being edited.

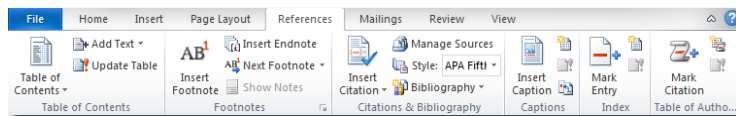
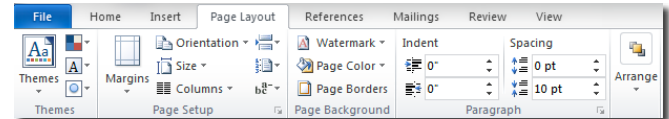
The **Home** tab contains the most frequently used actions such as adjusting font, paragraph, styles, and the ability to insert and customize with themes. New to this is the Quick Styles button.



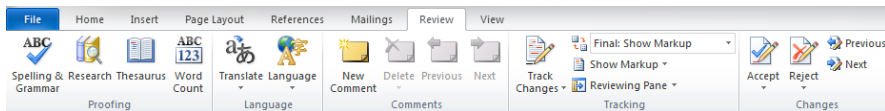
The **Insert** tab is used to place pictures, additional pages, headers, page numbers, equations, text boxes and more.



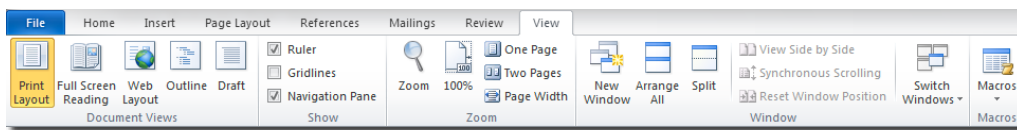
The **Page Layout** tab contains all the elements for formatting the entire page. Margins, page size, orientation, indents and line spacing are found here.



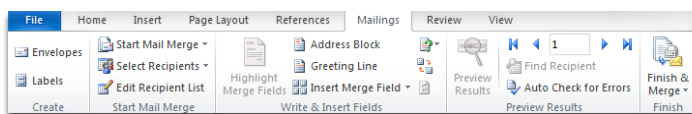
The **Reference** tab is contains the commands for adding a table of contents, footnotes, bibliography, index, and other such notes.



The **Review** tab contains different references to help when writing. Spell check, thesaurus, word count, and translation are found here.



The **View** tab is used to change how the user views documents. Display multiple documents at once, change zoom level and document view, and hide or show elements like rulers.



The **Mail Merge** function has its own tab in Word 2010, with improved layout to work from left to right through the tab.

Common Shortcut Keys

New Document	CTRL+N
Bold Text	CTRL+B
Italicize Text	CTRL+I
Underline Text	CTRL+U
Print	CTRL+P
Save	CTRL+S
Save As	F12
Undo	CTRL+Z
Redo	CTRL+Y
Open File	CTRL+O
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V

Contextual Tabs

Contextual Tabs appear when certain items are selected (active). Two common contextual tabs are: The **Format Picture** tab will appear when a picture is active (Clicked on). **Table Tools** will appear when a table is active or the cursor is in a cell. Contextual Tabs have a different Tab and Background color.

