

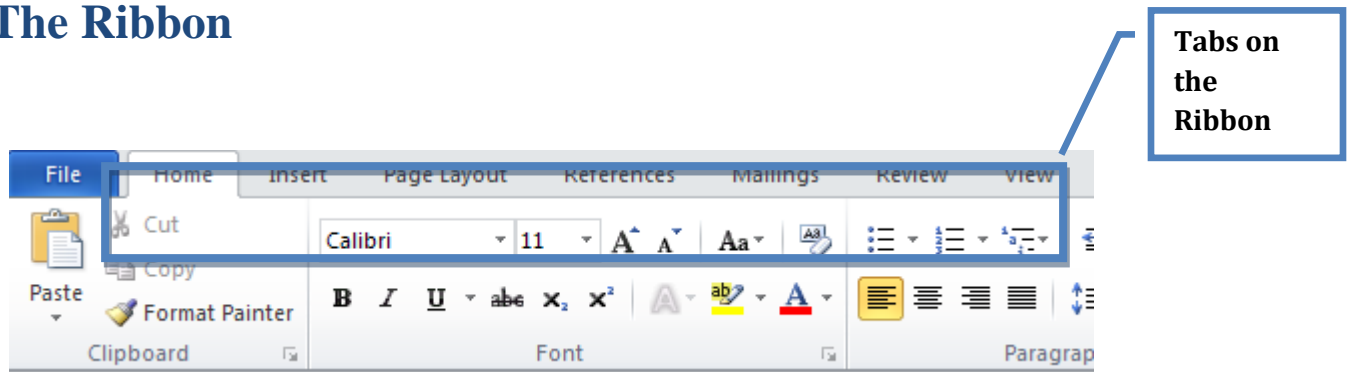
# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## MS WORD TIPS

### Purpose

This is to briefly instruct how to efficiently use some of the basic features of MS Word 2010. These features will enable you to work in a more timely and efficient manner.

### The Ribbon



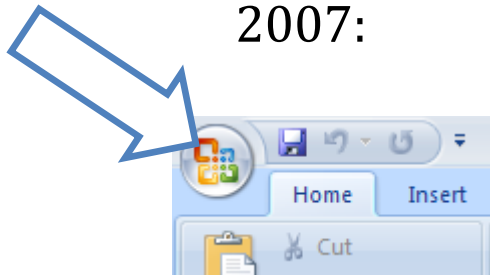
The Ribbon replaces the toolbars in the previous versions of Word.

Tabs are the following:

- **Home**- Fonts, Paragraphs, Styles, Editing, and Clipboard.
- **Insert**- Tables, Pages, Illustrations, Links, Text, Header & Footer, Symbols, and Text
- **Page Layout**- Page Setup, Page Background, Paragraph, Arrange, Themes
- **References**- Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities
- **Mailings**- Create, Start Mail Merge, Write & Insert Fields, Preview Results
- **Review**- Proofing, Comments, Tracking, Changes, Compare, Protect
- **View**- Document Views, Show & Hide, Zoom, Window, Macros
- **Add-Ins**-
- **Acrobat**-Create PDF, Preferences, Create and Attach to Email, Mail Merge

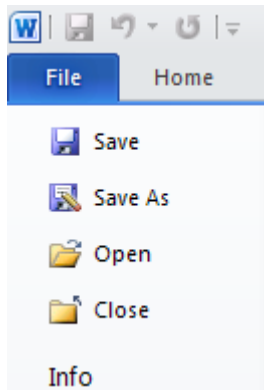
## The Return of the File Menu

2007:

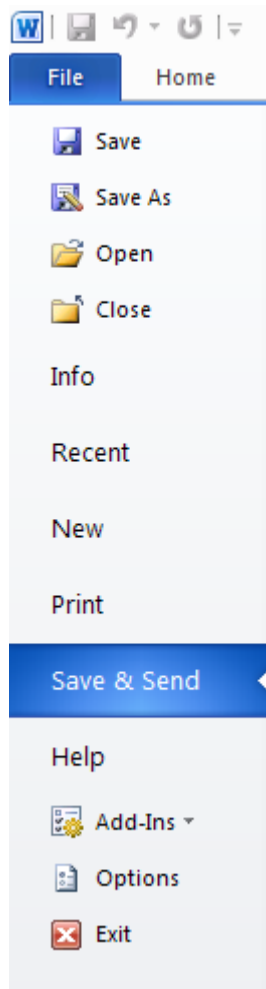


- The Office Button in the 2007 package has been replaced with the File Menu that existed in the older versions of Word.
- However, one of the new features of Office 2010, and which is arguably a poor feature, is the constantly bold/highlighted appearance of the File icon.

2010:



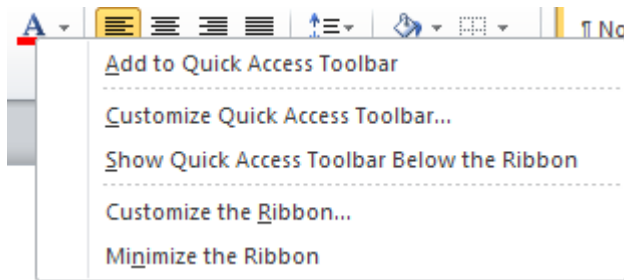
## Quick Access Toolbar



- **Save**- Quickly saves documents to last save location. (Default location is My Documents)
- **Save As**- Choose file types (PDF, Older Word Documents, Templates)
- **Open**- Locate and open documents
- **Close**-close the document that is opened
- **Info**-information on the document that is opened
- **Recent**-A list of documents that have recently been opened and folders that have been accessed
- **New**- Opens blank document and templates
- **Print**- Print documents with options such as select printer, number of copies.
- **Save & Send**- E-mail document
- **Help**-tools for working with Office and technical support contacts from Microsoft

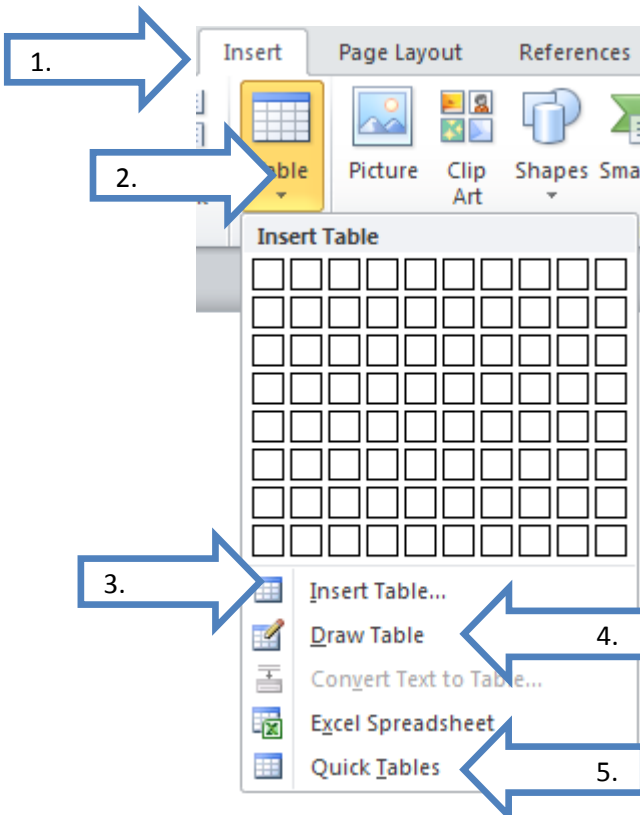


- **Quick Access Toolbar**- Fully customizable toolbar



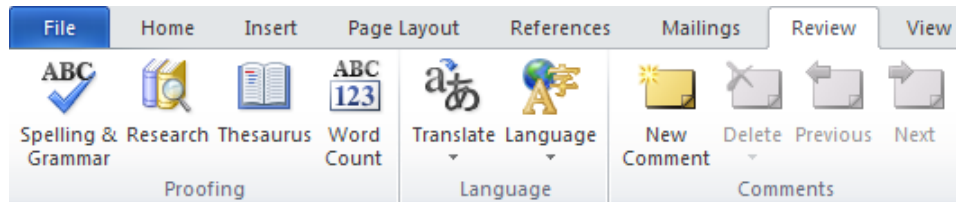
- **Adding to Quick Access**- Right click on any item in the Office Button or Ribbon then Click Add to Quick Access Toolbar

## Inserting a Table

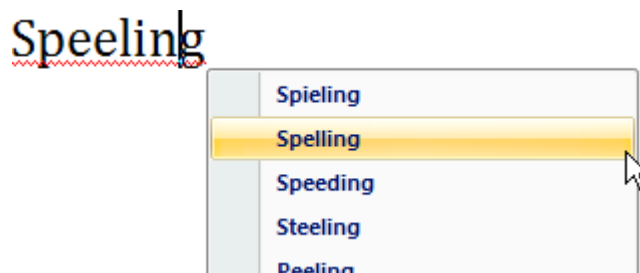


1. Click the **Insert** tab on the Ribbon
2. Click **Table** button. Highlight the number of rows and columns and click.  
  
or use these options
3. **Insert Table**- enter the number of rows and columns
4. **Draw Table**- create table by drawing
5. **Quick Tables**- choose a premade table

# Check Spelling and Grammar



1. Click the **Review** tab
2. Click the **Spelling & Grammar** button



- To check the spelling of one word just right click on the individual word and choose a substitution