



University Information  
Technology Services

# Microsoft Word 2010

*Level 2*

University Information Technology Services

Outreach, Training, Learning Technologies &  
Video Production

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# Introduction

This booklet is the companion document to the Word 2010 Level 2 workshop. The content assumes knowledge of the Microsoft Office 2010 interface, and builds on the content contained in the Word 2010 Level 1 booklet.

## Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create styles and use them to format document text
- Add clip art and pictures to a document
- Create and modify tables
- Insert section breaks in a document
- Format document text as columns
- Insert and link text boxes
- Create and insert “Quick Parts”
- Insert and modify drawing shapes

## Using Styles

A Style is a set of formatting characteristics that you can apply to text. Instead of having to apply several individual formatting options, you can combine these options into a style, save the style, and apply the style to text every time you need it.

There are many built-in styles in Word that you can use and modify. You can also create your own custom style.

## Applying a Style

The following explains how to apply a style:

1. Select the text that you want to format.
2. On the **Home** tab, in the **Styles group**, scroll through the styles with the up and down arrows.
3. Click to apply the style that you want.

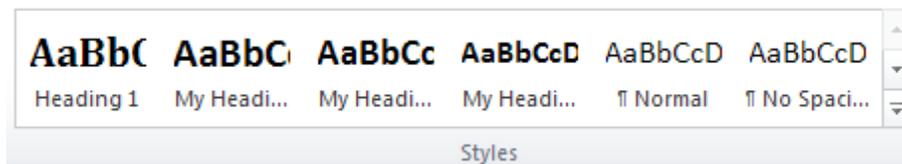


Figure 1—Styles Gallery

## Modifying a Style Using the Ribbon

The following explains how to modify a style using the ribbon:

1. Select the text that has the style attributes that you want to change.
2. Format the selected text with the new attributes that you want.
3. Right-click the selection, point to **Styles**, and then click **Update [style name] to Match Selection**.

## Modifying a Style Using the Styles Dialog Box

The following explains how to modify a style:

1. Click the **Styles dialog box launcher** (the arrow on the Ribbon next to *Styles*).
2. Hover your mouse pointer over the name of the style that you want to modify, and then click the arrow that appears at the right of the name.
3. Click **Modify** on the pop-up menu.
4. In the **Modify Style** dialog box, select the new attributes that you want to apply to the style. For further options, click the **Format** button.

## Creating a Custom Style

1. Select the text that you want to format as a new style.
2. Format the selected text with the attributes that you want.
3. Right-click the selection, point to **Styles**, and then click **Save Selection as a New Quick Style**.

## Working with Graphics

Sometimes, the use of graphics will enhance your documents. The following explains the graphics features within Word 2010.

### Inserting Clip Art

1. Click the **Insert** tab.
2. In the **Illustrations** group, click *Clip Art*. The Clip Art task pane opens.
3. In the **Search for** box, type a word or phrase that describes the clip art that you want.
4. To narrow your search, do one or both of the following:
  - To limit the search results to a specific collection of clip art, in the **Search in** box, click the arrow and select the collection you want to search.
  - To limit the search results to clip art, click the arrow in the **Results should be** box and select the check box next to *Clip Art*.
5. Click the **Go** button.
6. In the list of results, click the clip art of your choice so that it will insert onto your page.

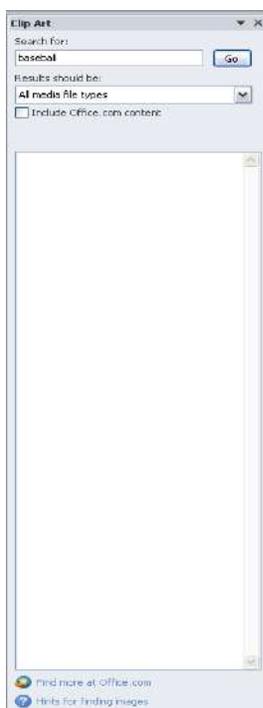


Figure 2—Clip Art Task Pane

## Inserting Pictures

1. Click the **Insert** tab.
2. In the **Illustrations** group, click **Picture**.
3. In the **Insert Picture** dialog box, navigate to the picture you want, select it, and then click the **Insert** button.

## Modifying Pictures and Clip Art

After inserting a picture or clip art, you can make a variety of changes to the way it looks by changing the size, brightness, shading, etc. The following explains how to modify pictures and clip art:

1. Click the picture or clip art to select it. The Picture Tools contextual tab appears.
2. Click the Picture Tools contextual tab. The Picture Tools groups appear in the ribbon.



Figure 3—Picture Tools

## Re-sizing a Picture

The following explains how to re-size a picture:

1. Click the picture to select it. Circles and squares, called *sizing handles*, appear around the border of the picture.



Figure 4—Sizing Handles

2. To adjust the size of the picture and keep the dimensions proportional, place your mouse over one of the corner sizing handles (circles), click, and drag. If you drag a side sizing handle (square) you will change one dimension only. The rotate adjustor (green circle) allows you to rotate the picture.
3. You can also resize the picture by clicking the Size dialog box launcher on the Ribbon.

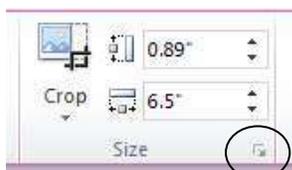


Figure 5—Sizing Dialog Box Launcher on the Ribbon

4. Set the dimensions by measurement by entering the height and width or set the scale by entering the height and width in the Scale section.

If the **Lock aspect ratio** box is checked, changing either the height or width in either section will also change the other dimension by the same amount.

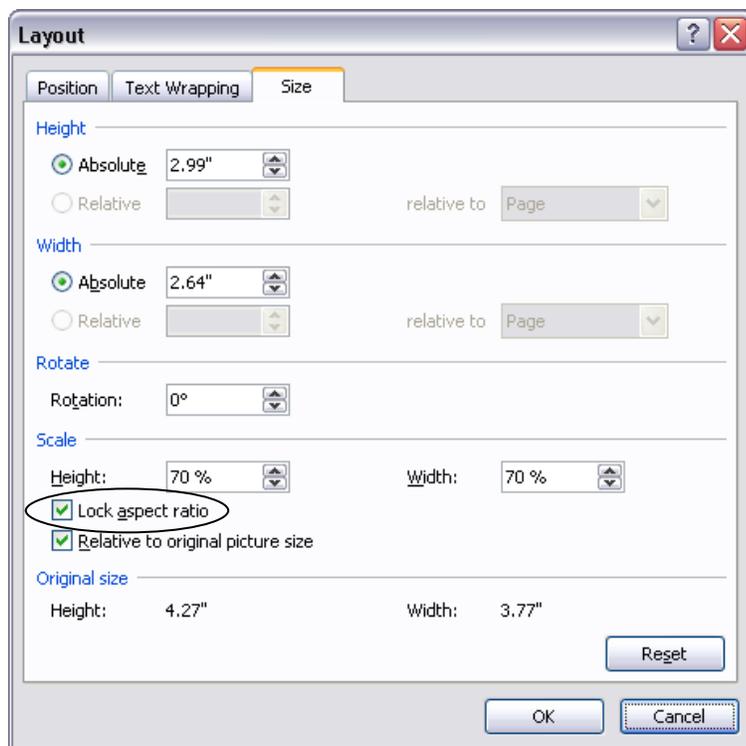


Figure 6—Layout Dialog Box

## Repositioning a Picture

Pictures can be repositioned on the page either by using the **Object Position** feature, or, by dragging the picture to the new location.

**Note:** Before you can drag a picture, you must change the text wrapping to something other than the default setting, which is “In Line with Text”. See [Text Wrapping](#) on the following page.

The following explains how to reposition a picture:

1. Select the picture.
2. Click the **Picture** Tools contextual tab so that the Picture Tools appear on the Ribbon.
3. In the **Arrange** group, click **Position**.
4. Select the position layout of your choice. The position also determines the text wrapping for the picture.

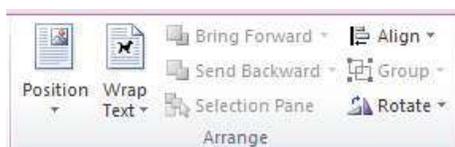


Figure 7—The Arrange Group on the Ribbon

## Text Wrapping

Sometimes you may need to have text flow around a picture—this is called “text wrapping”. The following explains how to apply text wrapping to your document:

1. Select the picture.
2. In the **Arrange** group, click **Text Wrapping**.
3. In the Text Wrapping list, select the type of text wrapping that you want (see *Figure 8*).

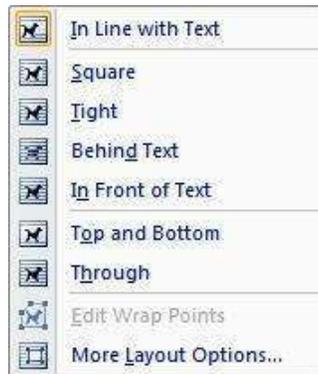


Figure 8—Text Wrapping List

## Tables

A Table consists of rows and columns that intersect to form boxes called cells. You can insert text or graphics into cells, and you can make the table itself visible or invisible.

### Creating a Table Using the Table Menu

The following explains how create a table using the Table Menu:

1. Click the **Insert** tab.
2. Click **Table**.
3. On the **Insert Table** dialog box, move your mouse pointer over the cells until you have the number of rows and columns that you want in the table and then click. *The Quick Preview feature will display the table in the document as you move the mouse.*

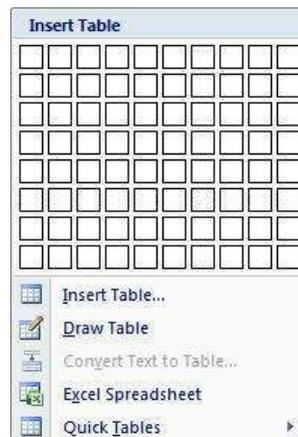


Figure 9—Insert Table Dialog Box

## Creating a Table Using the Insert Table Command

The following instructions explain how to create a table using the Insert Table Command.

1. Click the **Insert** tab.
2. Click **Table**.
3. Click the **Insert Table...** command in the Insert Table dialog box.
4. Enter the number of rows and columns needed in the table.
5. Click OK.



Figure 10—Insert Table Dialog Box

## Creating a Table Using the Drawing Tools

1. Click the **Insert** tab.
2. Click **Table**.
3. In the Insert Table dialog box, click *Draw Table*.
4. The mouse pointer changes to a pen. Click and drag the pen to draw the outer border of the table.
5. Drag the pen to draw lines to create cells wherever you want inside the border.
6. Click outside the table to return to the regular mouse pointer.



Figure 11—The Outer Border of the Table

## Modifying a Table

Whenever you click inside the table, the *Table Tools* *Design* and *Layout* tabs appear, and the Ribbon displays a variety of options for modifying the table.

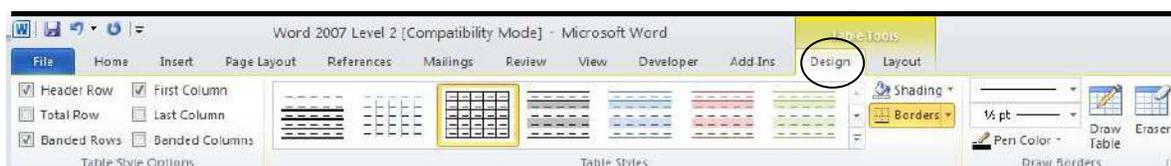


Figure 12—Table Tools *Design* Tab

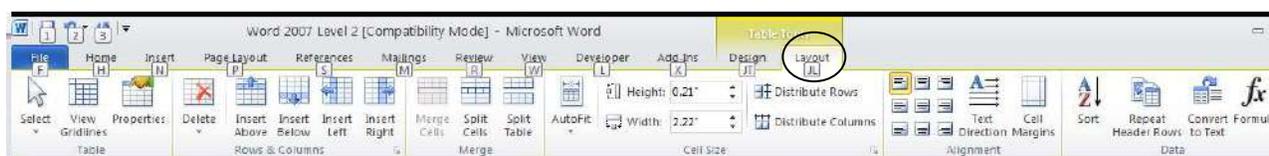


Figure 13—Table Tools *Layout* Tab

## Splitting Cells

The following explains how to split cells in a table:

1. Click in the cell that you want to split, or select multiple cells.
2. In the **Layout** contextual tab, in the **Merge** group, click **Split Cells** (see *Figure 13*).
3. In the **Split Cells** dialog box, set the number of rows and columns into which you want to split the cells.
4. Click **OK**.

## Merging Cells

The following explains how to merge cells in a table:

1. Select the cells that you want to merge into one.
2. In the **Layout** contextual tab, in the **Merge** group, click **Merge Cells** (see *Figure 13*).

## Inserting Rows and Columns

The following explains how to merge cells in a table:

1. Click in a row or column.
2. In the **Layout** contextual tab, in the **Rows & Columns** group, click the option of your choice (see *Figure 13*).

## Deleting Cells, Rows, Columns, and Tables

Select the rows, columns, or cells that you want to delete (To delete a single row, column, cell, or the entire table, click inside it.).

In the **Layout** contextual tab, in the **Rows & Columns** group, click **Delete**, and select the option of your choice (see *Figure 13*).

## Changing Cell Size

There are several ways to change the size of rows and columns in a table, both by setting the dimensions and by dragging the cell borders.

1. Click inside the row or column where the size needs to be adjusted.
2. In the **Table Tools Layout** tab, in the **Cell Size** group, change the measurement in the height and/or width fields. Clicking *Distribute Rows* or *Distribute Columns* distributes the measurement you set evenly across all rows or columns.



Figure 14—Cell Size Group

3. If you want text that you type inside a cell to wrap, rather than the column expanding as you type, then follow the steps below:
  - A. Click the **Table Properties** dialog box launcher in the Cell Size group (see Figure 14).
  - B. Click the **Options** button in the Table Properties dialog box.

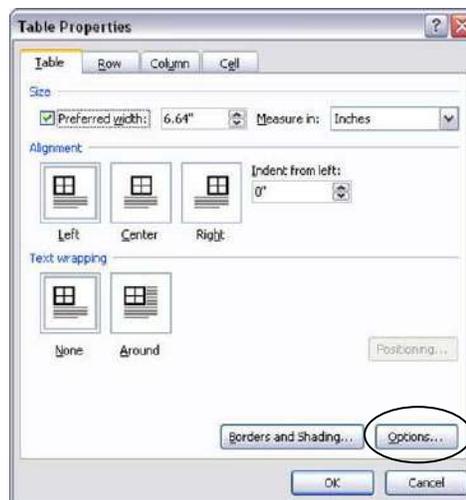


Figure 15—Table Properties

- C. In the **Table Options** dialog box, un-check the “Automatically resize to fit contents” box.

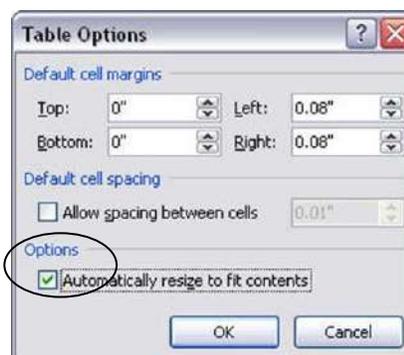


Figure 16—Table Options

- D. Click OK to close Table Options, and then click OK to close Table Properties.

## Moving a Table

The following explains how to move a table:

1. Hover the mouse pointer over the table, and then move the pointer over the Table Selector  in the top left corner of the table.
2. Click and drag the table to the new location in the document.

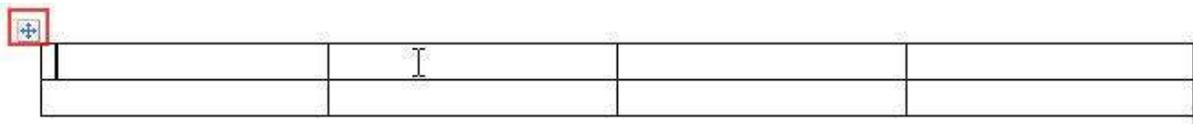


Figure 17—Table Selector

## Section Breaks

A section break is a partition in a document that allows you to apply different layout options to different sections of the document. For example, section breaks can be used to apply different headers and footers, page numbering, and page orientation. This type of section break is called a *continuous* section break. There are also other types, such as *next page*, *even page*, and *odd page* breaks.

### Inserting a Section Break

The following explains how to insert a section break:

1. Click the **Page Layout** tab.
2. In the **Page Setup** group, click **Breaks**.
3. In the **Section Breaks** menu, select the option of your choice.

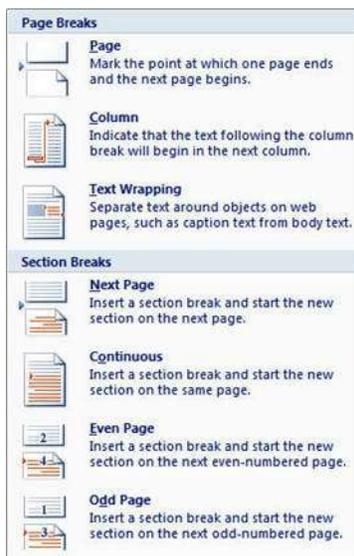


Figure 18—Page Break Options

4. To enable you to see the exact location of the section break, click the **Show/Hide**  button on the Home tab.

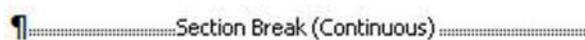


Figure 19—Section Break

## Using Section Breaks

Section breaks have a variety of uses in a document. The following example describes how to use a section break to display different page numberings in separate sections of a document.

**Scenario:** You are creating a report with a cover page and an executive summary. You would like to have page numbers on the pages of the report itself, but not on the cover page or executive summary.

1. Click at the end of the executive summary text.
2. Insert a continuous section break.
3. Click anywhere on the cover page or executive summary.
4. Click the Insert tab.
5. In the **Header & Footer** group, click **Page Number**.
6. Select the page number location and style from the displayed lists.
7. You should now see a *Section 1* header and footer, and a *Section 2* header and footer. The *Section 2* header and footer should also be labeled *Same as Previous*.
8. Click once to place your cursor in the *Section 2* header or footer (wherever you placed the page number).
9. In the **Navigation** group of the **Header & Footer Tools** contextual tab, click **Link to Previous** (currently activated) to deactivate, and break the link between the two sections' headers and footers.
10. Click to select the page number in the *Section 1* header or footer (wherever you placed the page numbers).
11. In the Header & Footer group of the Header & Footer Tools contextual tab, click Page Number.
12. Click **Remove Page Number**.
13. Click in the *Section 2* header or footer.
14. In the Header & Footer group of the Header & Footer Tools contextual tab, click **Page Number**.
15. Click **Format Page Numbers**.
16. In the **Page Number Format** dialog box, in the **Page Numbering** section, click **Start at** and enter a "0" in the box (see *Figure 20*).
17. Click **OK**.



Figure 20—Page Number Format

## Removing a Section Break

The following explains how to remove a section break.

1. Click the **Show/Hide**  button on the **Home** tab.
2. Point to the section break and click once.
3. Press the **Delete** key.

## Columns

You can use Word's "columns" feature to create a newsletter-style layout for a document. You can create the column structure before you start typing, and then enter the text; however, you may find it easier to type the text in paragraph format, and then apply the paragraph structure. Remember that, either way, the text always flows from one column to the next.

## Creating Columns

The following explains how to create columns within your document. If you don't want to apply columns to specific areas of your document, insert section breaks to separate that text from area of the document that will include columns.

1. Insert section breaks before and after the text that you want to format as columns (refer to the *Section Breaks* section within this document to see detailed instructions that explain how to do this procedure).
2. Click inside the section that you want to format into columns.
3. Click the **Page Layout** tab.
4. In the **Page Setup** group, click **Columns**.

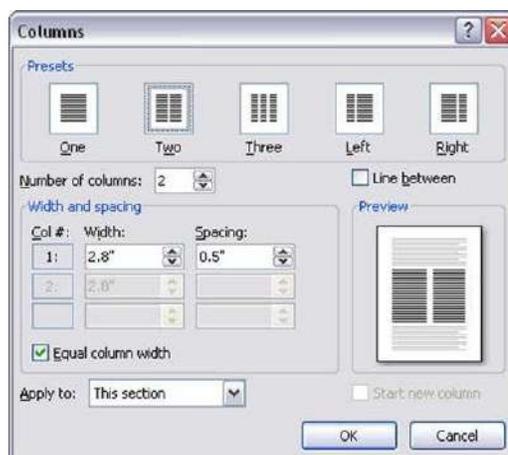


Figure 21—Columns Dialog Box

5. Select the number of columns.
6. If you would like a visible line between columns, click the **Line between** check box.
7. If you don't want equal-width columns, un-check the **Equal column width** check box, and enter the width of each column in the **Width and spacing** area.
8. Click **OK**.

# Text Boxes

A text box is a container for text. You can use text boxes to place text at specific locations in a document, and format the text box with a border, shading, etc. Also, you can have text flow from one text box to another.

## Inserting a Text Box

The following instructions explain how to insert a text box into your document.

1. Click the **Insert** tab.
2. In the **Text** group, click **Text Box**.
3. Select from the list of pre-defined text boxes (also called “pull quotes”), or, click **Draw Text Box**.

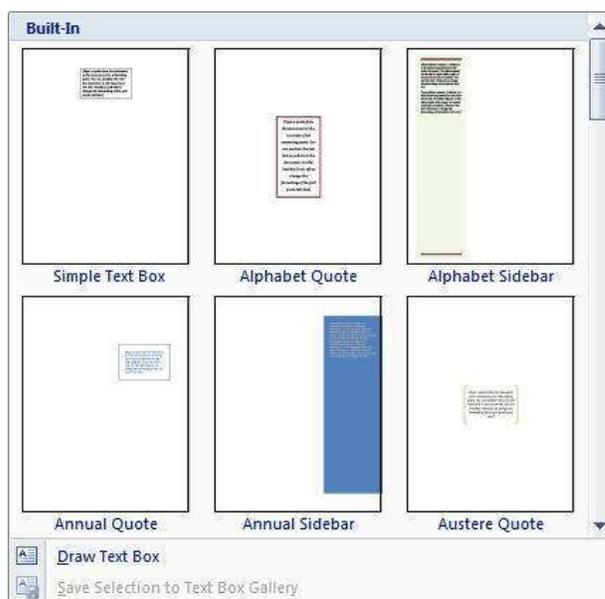


Figure 22—Text Boxes

4. Begin typing and your text will appear inside the text box, replacing the placeholder text.
5. To move the text box, click the border of the text box and drag and drop at the new location. *Text in the document will flow around the text box as it would a picture.*
6. You can rotate the text box by clicking and dragging the green circle; you can change the shape by clicking and dragging the yellow diamond.

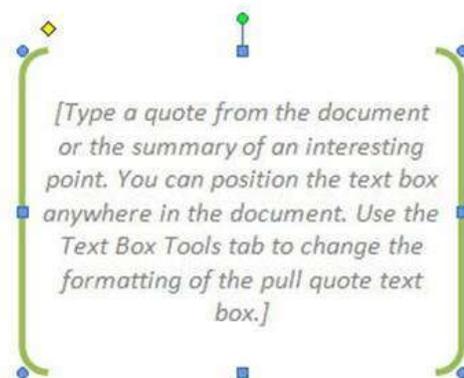


Figure 23—Text Box

## Flowing Text Between Text Boxes

The following explains how to allow text to flow between text boxes.

1. Double-click the border of the first text box to display the *Text Box Tools* in the Ribbon.
2. Delete any text in the second text box (You can only flow text into an empty text box).
3. In the **Text** group, click **Create Link**.



Figure 24—Create Link Button

4. The mouse pointer will change to a pitcher.
5. Move the mouse pointer over the second text box (the mouse pointer will change to a pouring pitcher) and click the mouse button once.

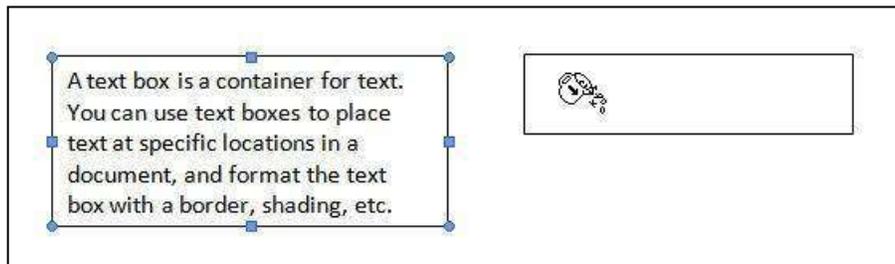


Figure 25—Pouring Pitcher Example

6. When the first text box is full, the text will begin to flow into the second text box.

## Quick Parts

Quick Parts are a collection of reusable pieces of content that can be inserted into a document. Building Blocks are content items that are already created and stored as Quick Parts. You can also store any snippets of text or images as Quick Parts.

### Creating a Quick Part

The following explains how to create a Quick Part.

1. Select the content that you want to save as a Building Block.
2. Click the **Insert** tab.
3. In the **Text** group, click **Quick Parts**.
4. In the menu that appears, click **Save Selection to Quick Part Gallery**. The *Create New Building Block* dialog box will open.

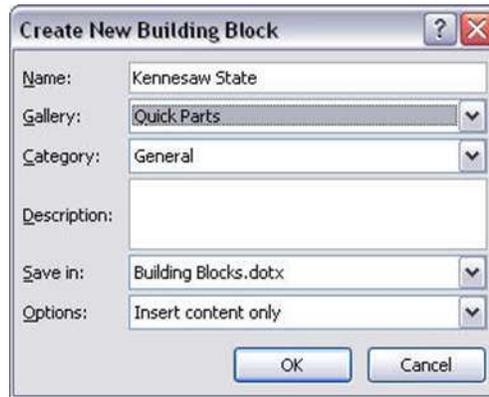


Figure 26—Create New Building Block Dialog Box

5. In the **Name** field, enter a descriptive name.
6. In the **Gallery** and **Category** fields, you can use the default option, or, you can select another from the drop-down list.
7. Click **OK**.

## Inserting a Quick Part

1. Using the mouse pointer, click in the document where you want the Quick Part inserted.
2. In the **Text** group of the **Insert Tab**, click **Quick Parts**.
3. Click **Building Blocks Organizer**.
4. Locate the item in the **Building blocks** list (see *Figure 27*), click to select it, and then click **Insert**.

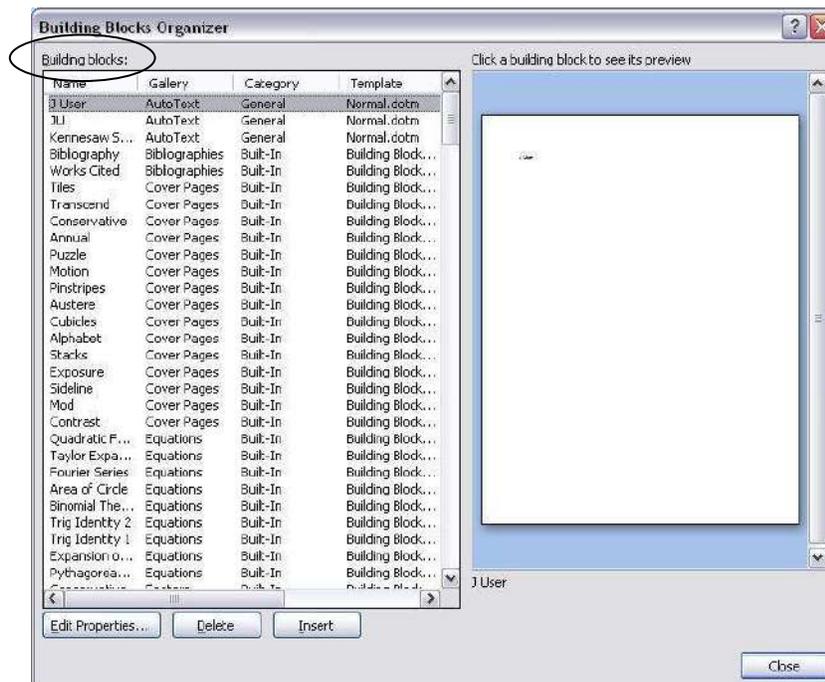


Figure 27—Building Blocks Organizer

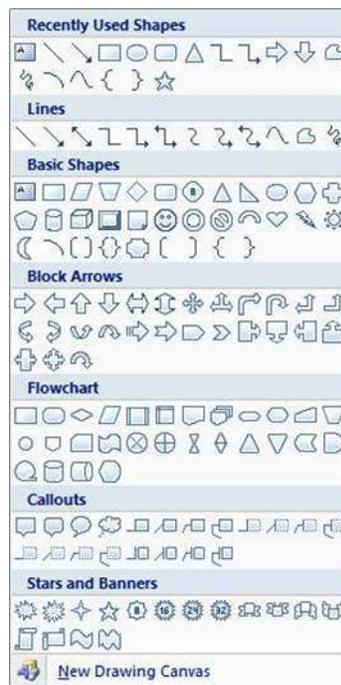
# Creating Graphic Elements

You can use the collection of shapes in Word to add visual interest and clarity to your documents. Many of the shapes can be used “as-is”; however, you can also combine shapes to create your own.

## Drawing Shapes

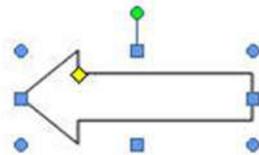
The following explains how to include shapes in your documents:

1. Click the **Insert** tab.
2. In the **Illustrations** group, click **Shapes**.
3. In the Shapes gallery, click the shape that you want (see *Figure 28*).



*Figure 28—Shapes Menu*

4. The mouse pointer will turn into crosshairs as you move your mouse pointer over the document.
5. To draw the shape, hold down the mouse button and move your mouse pointer. As you move your mouse pointer across the screen, you will see the shape develop on the screen.



*Figure 29—An Example of One of the Shapes*

## Modifying Shapes

You can modify shapes in a number of ways. The following describes some of the ways that shapes can be changed:

### *Re-sizing*

The following explains how to re-size a shape:

1. Click the shape to select it. Circles and squares, called *sizing handles*, appear around the border of the shape.

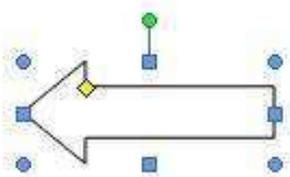


Figure 30—An Example of One of the Shapes

2. To adjust the size of the shape and keep the dimensions proportional, place your mouse over one of the corner sizing handles (circles), click and drag. If you drag a side sizing handle (square) you will change one dimension only. The rotate adjustor (green circle) allows you to rotate the picture.
3. You can also resize the shape by clicking the Size dialog box launcher on the Ribbon.

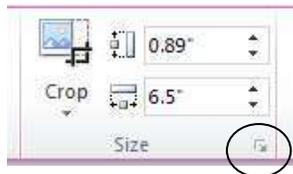


Figure 31—Size Dialog Box Launcher on the Ribbon

4. Set the dimensions by measurement by entering the height and width or set the scale by entering the height and width in the Scale section.

*If the **Lock aspect ratio** box is checked, changing either the height or width in either section will also change the other dimension by the same amount.*

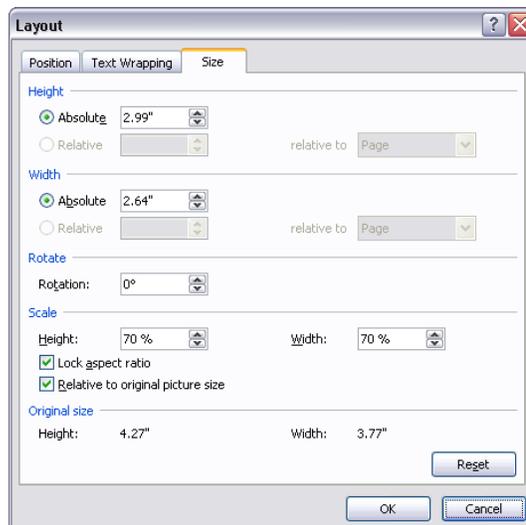


Figure 32—Layout Dialog Box

## Re-shaping

A two-dimensional shape can be altered by clicking and dragging the side sizing handles of the object. This changes one dimension of the shape only. Also, some two-and-three-dimensional shapes have a yellow diamond, such as the arrow in *Figure 33*, that you can click and drag to alter a certain aspect of the shape.

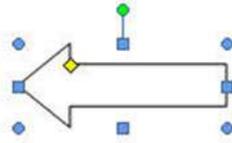


Figure 33—Arrow With A Yellow Diamond

## Shape Styles

The following explains how to apply a style to a shape:

1. Click the shape to select it.
2. Click the Drawing Tools contextual tab on the Ribbon.
3. In the Shape Styles group, click the “More” button to open the Shape Styles gallery.



Figure 34— “More Button” for Shape Styles

4. Click the style of your choice.



Figure 35— Available Styles for Shapes

## Adding Fill Color

The following explains how to add color to a shape.

1. In the Shape Styles group, click the arrow for *Shape Fill* (see *Figure 36*).
2. Click the color of your choice.



Figure 36— “Shape Fill” for Shape Styles

## Changing the Outline

The following explains how to change the outline for a shape.

1. In the Shape Styles group, click the arrow for *Shape Outline* (see *Figure 37*).
2. Click the outline color, weight, and style of your choice.



Figure 37—“Shape Outline” for Shape Styles

## Changing the Shape

The following explains how to change the shape.

1. In the Shape Styles group, click the arrow for *Change Shape* (see *Figure 38*).
2. Click the new shape of your choice.



Figure 38—“Change Shape” for Shape Styles

## Add Text to a Shape

The following explains how to add text to a shape:

1. Select the shape.
2. Click the *Drawing Tools Format* tab on the Ribbon .
3. Click *Text Box* that is located in the Insert Shapes section of the Ribbon (see *Figure 39*).



Figure 39—Text Box

4. A text box will appear on the shape, and the cursor appears inside the shape. Type the text. Text can be formatted just like regular text in the document.

## Inserting Screenshots into Your Document

The following describes two ways to capture and insert screenshots into your document.

### Inserting Screenshots of an Open Window into Your Document

The following describes how to capture and insert the screenshot of an open window:

1. Maximize the window that you want to capture a screenshot for.
2. In Word, select the *Insert* tab.
3. Click *Screenshot* (located in the *Illustrations* section).
4. Click the image that you want to insert into your document.

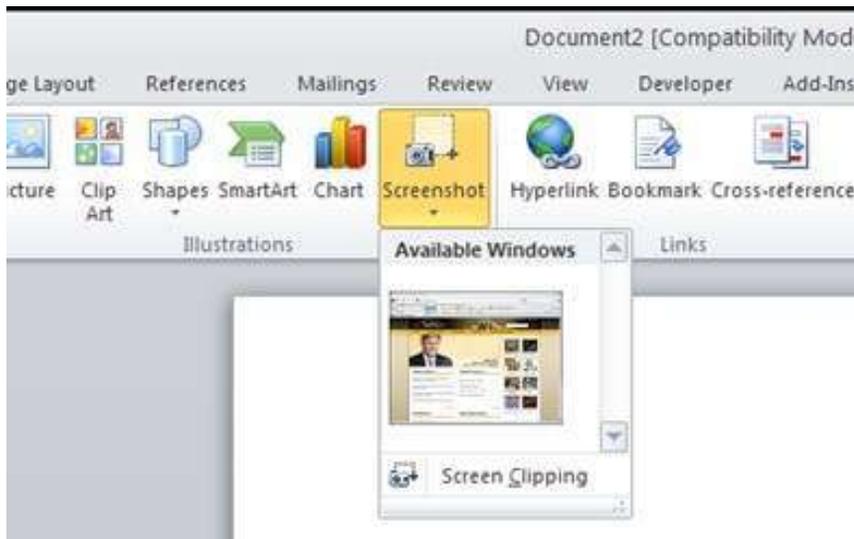


Figure 40—Screenshots

5. The image will appear in your document.

### Capturing and Inserting a Specific Area of the Screen

The following describes how to capture and insert a specific area of the screen:

1. In Word, select the *Insert* tab.
2. Click *Screenshot* (located in the *Illustrations* section).
3. Click *Screen Clipping* (see Figure 41).



*Figure 41—Screenshots*

4. Use your mouse to frame the area of your screen that you want to capture.
5. The image that you captured will appear in your document.