

Terminology

Quick Access Toolbar

Customizable toolbar that can show the most used commands

The Ribbon

Replaces the traditional menus

Tab

Groups related commands together on the Ribbon

Status Bar

Toolbar that provides information about the current document

Defaults

Standard settings for new documents

Mouse Actions

Cursor

A symbol used to point to an element on the screen

 = click and item  = type text

 = hyperlink

Left Mouse Button

Tells the computer to do something
Single Click—select text, object or follow a link

Double Click—two quick successive clicks to open a file or program and also to select a word

Click & Drag—the cursor to highlight a block of text

Right Mouse Button

Provides available options
Single Click—provides options
Click Option—utilize option

Scroll Wheel

Allows movement up and down page

Help Resources

Microsoft Office

<http://office.microsoft.com/en-us/>

Under the “Support” tab there are several helpful selections:

- “Work” for help and how-to’s
- “Office Training” for courses
- “Office Videos” for video tours

Deerfield Public Library

Patron Computers

- MS Word 2010 by March
- 90 minute sessions with two 15 minute extensions
- Print Stations
 - Black & White = ¢.10/page
 - Color = ¢.25/page
 - Remote Printing

One-on-One Sessions

DPL provides 1 hour sessions with a reference librarian. For an appointment, call **847.580.8933** or email reference@deerfieldlibrary.org

Books

005.369 for Word and other software programs

Mouse Tutorials

- tech.tln.lib.mi.us/tutor/welcome.htm
- <http://winbeginners.com/mousing/mousepractice.html>



MS Word 2010

A Basic Introduction to the Word Processing Software



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File Ribbon

New—Select the template or use a blank document

Save—Copy the document to a storage device or area

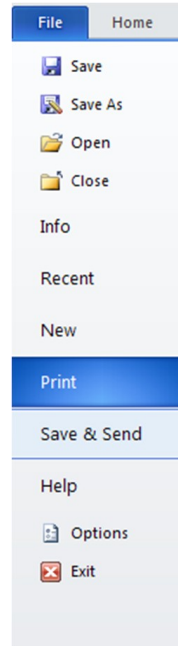
Save As—Makes a copy of a document

Open—View the document

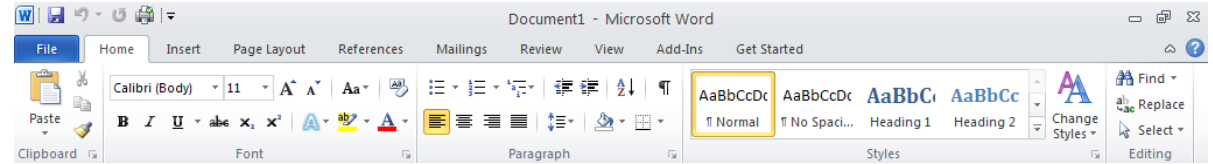
Close—Shuts down the document

Print—Select the settings

Exit—Quits or shuts down the program



Formatting



Clipboard—Staging area for manipulated items
Cut, Copy and Paste

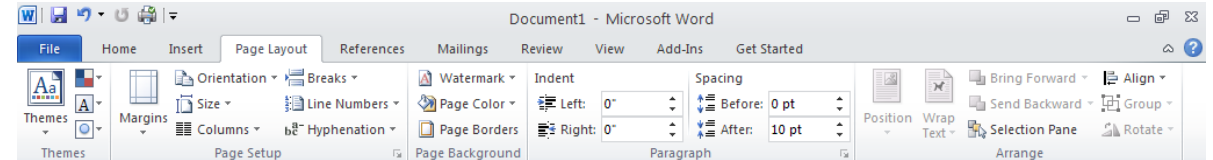
Font—Change the look of the text
Font Type, Size, Bold, Italics, Underline, Color

Paragraph
Align, Bullets & Numbering, Indent

Styles—Formats the entire document

Editing
Find, Replace, Select

Page Layout Ribbon



Page Setup
Margins, Orientation

Paragraph—For the entire document
Indent and Spacing

Advanced Features

Insert Ribbon

This Ribbon allows you to insert extra pages, page breaks, tables, pictures, clip art, hyperlink, symbols and much more to help create a more visually appealing document.

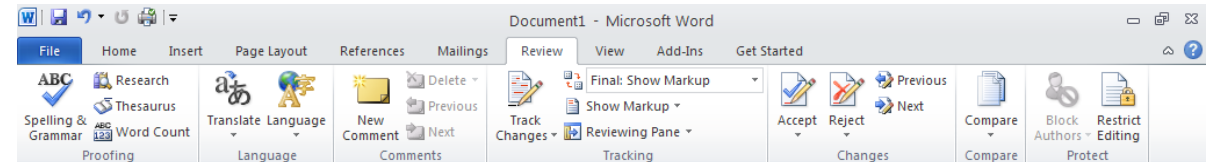
Mailing Ribbon

This Ribbon allows you to create a mail merge for envelopes or labels.

For All Ribbon Features

They all have many more functions! Play around to discover all these great features.

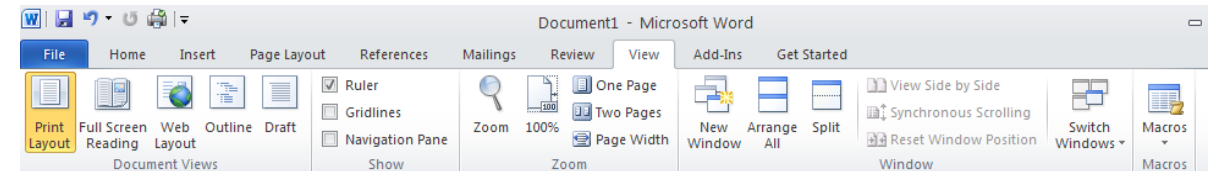
Review Ribbon



Proofing
Spelling & Grammar

Thesaurus—For the entire document

View Ribbon



Document Views
Print, Full Screen, Outline

Zoom—Zoom in and out