



## Word 2010: Fundamentals Outline

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This will cover different features of the interface, give a brief overview of all the tabs in the ribbon, show users how to print, and cover the basics of text formatting. By the end of this manual, users should be comfortable with creating a new document, making it look professional and presentable, and saving and printing their document.

### 1. Starting Out

- *Meeting Microsoft Office Word*
- *Creating a Document*
- *Navigating in Your Document*
  - Navigating Using the Mouse
  - Navigating Using the Scroll Bars
  - Navigating Using the Keyboard
  - Using the Go To Dialog
- *Doing More with Your Document*
  - Using Basic Formatting
  - Using Advanced Formatting
  - Using Undo and Redo/Repeat
  - Removing Formatting
- *Working with Your Document*
- *Getting Help in Word*

### 2. The Word Interface

- *Getting Acquainted*
- *The Quick Access Toolbar*
- *Tabs and Groups*
- *The Home Tab*
- *The Insert Tab*
- *The View Tab*

### 3. Advanced Tabs and Customization

- *The Page Layout Tab*
- *The References Tab*
- *The Mailings Tab*
- *The Review Tab*
- *Contextual Tabs*
- *Customizing the Ribbon*

### 4. Creating Documents

- *Creating a New Document*
  - Creating a Blank Document
  - Creating a Document from Local Templates
  - Creating a Document from Online Templates
  - Creating Documents from an Existing Document
  - Using the Recently Used Templates Area
- *Selecting Text*
- *Moving Text*
- *Applying Advanced Text Effects*
  - Using the Format Painter
  - Adding Drop Caps
  - Applying a Quick Style
  - Aligning and Justifying Text

## 5. Doing More with Text

- *Fonts on the Home Tab*
- *The Font Dialog*
- *Using Tabs*
- *Paragraph Options*
  - Indenting
  - Changing Paragraph Spacing
  - Adding Borders or Shading

## 6. Printing and Viewing Your Document

- *Using Layouts and Views*
  - Using Print Layout
  - Using Full Screen Reading
  - Using Web Layout
  - Using Outline View
  - Using Draft View
- *Basic Viewing Tools*
- *Advanced View Tools*
- *Preparing Your Document*
  - Setting Up Your Page
  - Setting Margins
  - Changing Page Orientation
  - Setting Paper Size
- *Printing a Document*