**Information & Communication Technology Department National Centre for Women Development, Abuja**

**Microsoft Word 2010 MANUAL**

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Lesson 1: Introduction

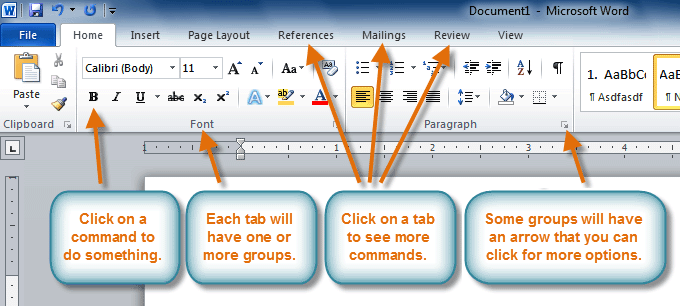
Word 2010 is a **word processor** that allows you to create various types of documents such as letters, papers, flyers, and faxes. In this lesson, you will be introduced to the **Ribbon** and the new **Backstage view**, and you'll learn how to create **new** documents and **open** existing ones.

### Getting to know Word 2010

Word 2010 is a bit different from earlier versions, so even if you've used Word before you should take some time to familiarize yourself with the interface. The toolbars are similar to those in Word 2007, and they include the **Ribbon** and the **Quick Access toolbar**. Unlike Word 2007, commands such as **Open** and **Print** are housed in**Backstage view**, which replaces the **Microsoft Office button**.

### The Ribbon

The new **tabbed Ribbon system** was introduced in Word 2007 to replace traditional menus. The **Ribbon** contains all of the commands you'll need in order to perform common tasks. It contains multiple **tabs**, each with several **groups** of commands, and you can add your own tabs that contain your favorite commands. Some groups have an arrow in the bottom-right corner that you can click to see even more commands.

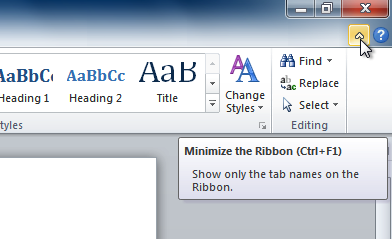


Certain programs, such as **Adobe Acrobat Reader**, may install additional tabs to the Ribbon. These tabs are called **add-ins**.

#### To minimize and maximize the Ribbon:

The Ribbon is designed to be easy to use and responsive to your current task; however, you can choose to **minimize** it if it's taking up too much screen space.

1. Click the **arrow** in the upper-right corner of the Ribbon to minimize it.



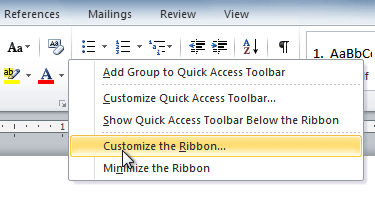
1. To maximize the Ribbon, click the arrow again.

When the Ribbon is minimized, you can make it reappear by clicking on a tab. However, the Ribbon will disappear again when you're not using it.

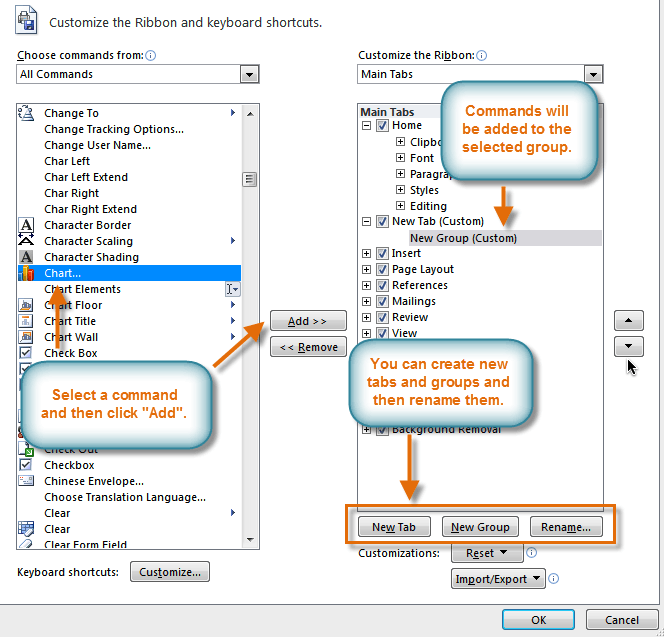
#### To customize the Ribbon:

You can customize the Ribbon by creating your own **tabs** with the commands you want. Commands are always housed within a **group**, and you can create as many groups as you want in order to keep your tab organized. If you want, you can even add commands to any of the default tabs, as long as you create a custom group in the tab.

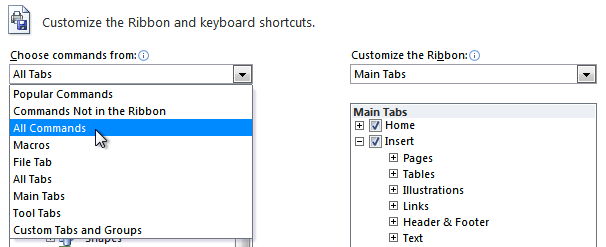
1. Right-click the **Ribbon** and select **Customize the Ribbon**. A dialog box will appear.



1. Click **New Tab**. A new tab will be created with a new group inside it.
2. Make sure the new group is selected.
3. Select a command from the list on the left, then click **Add**. You can also drag commands directly into a group.
4. When you are done adding commands, click **OK**.



If you don't see the command you want, click the **Choose commands from:** drop-down box, then select **All Commands**.

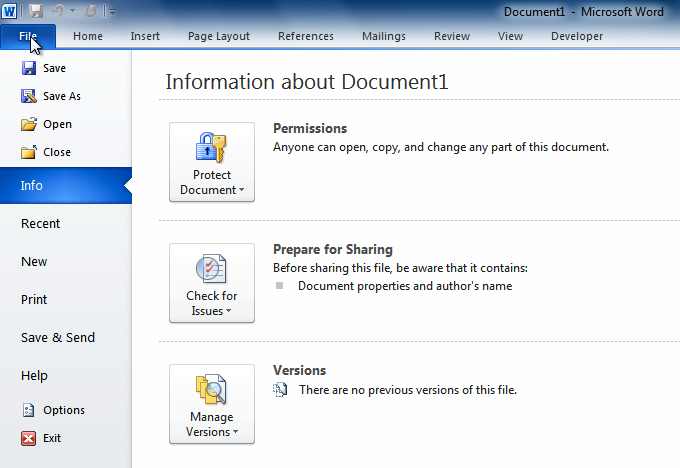


### Backstage view

**Backstage view** gives you various options for saving, opening, printing, and sharing your files. It's similar to the**Microsoft Office button menu** from Word 2007 and the **File menu** from earlier versions of Word. However, instead of just a menu it's a full-page view, which makes it easier to work with.

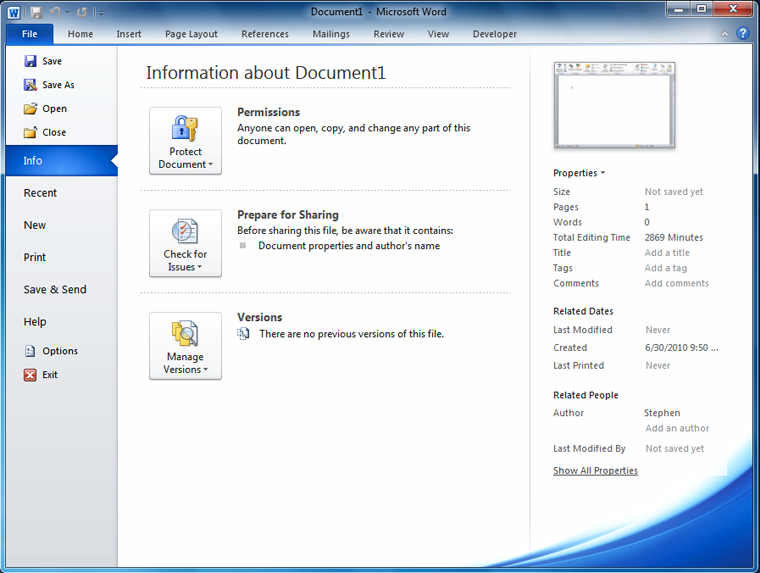
#### To get to Backstage view:

1. Click the **File** tab.



1. You can choose an option on the left side of the page.
2. To get back to your document, click any tab on the Ribbon.

Click the buttons in the interactive below to learn about the different things you can do in Backstage view.

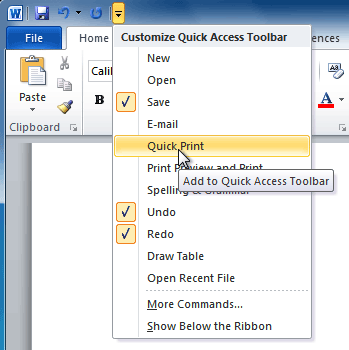


### The Quick Access toolbar

The **Quick Access toolbar**, located above the Ribbon, lets you access common commands no matter which tab you're on. By default, it shows the **Save**, **Undo**, and **Repeat** commands. You can add other commands to make it more convenient for you.

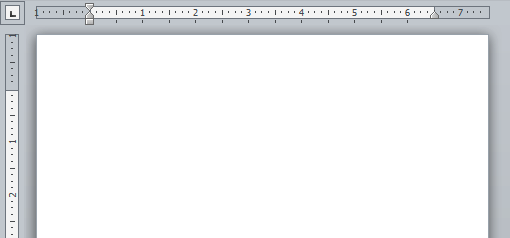
#### To add commands to the Quick Access toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access toolbar**.
2. Select the command you want to add from the drop-down menu. It will appear in the Quick Access toolbar.



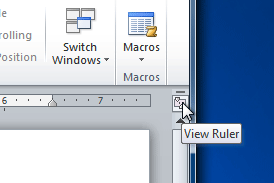
### The Ruler

The **Ruler** is located at the top and to the left of your document. It makes it easier to adjust your document with precision. If you want, you can hide the Ruler to free up more screen space.



#### To hide or view the Ruler:

1. Click the **View Ruler** icon over the scrollbar to hide the ruler.
2. To show the ruler, click the **View Ruler** icon again.

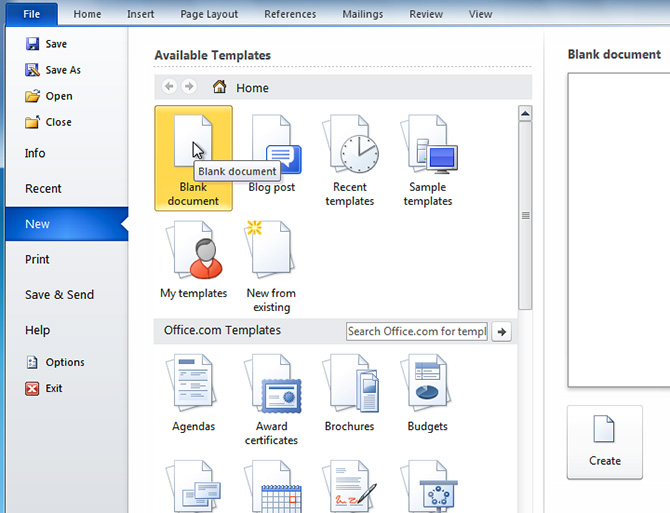


### Creating and opening documents

Word files are called **documents**. When you start a new project in Word, you'll need to **create a new document**, which can either be blank or from a template. You'll also need to know how to **open an existing document**.

#### To create a new blank document:

1. Click the **File** tab. This takes you to **Backstage view**.
2. Select **New**.
3. Select **Blank document** under **Available Templates**. It will be highlighted by default.

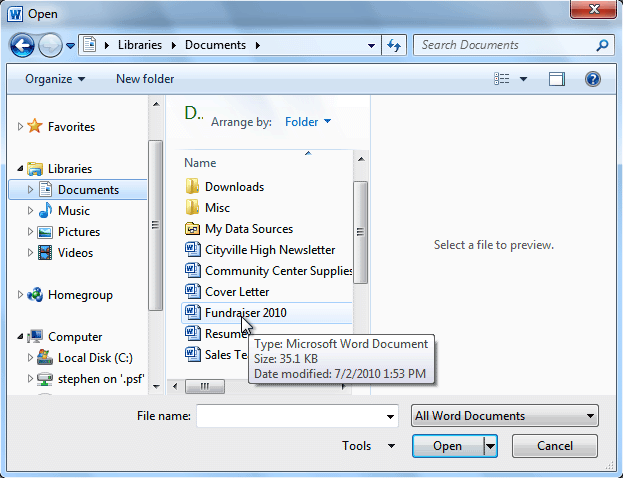


1. Click **Create**. A new blank document appears in the Word window.

To save time, you can create your document from a **template**, which you can select from the New Document pane. We'll talk about templates in a later lesson.

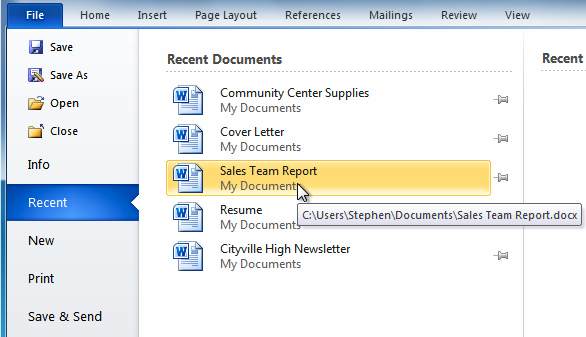
#### To open an existing document:

1. Click the **File** tab. This takes you to **Backstage view**.
2. Select **Open**. The Open dialog box appears.



1. Select your document, then click **Open**.

If you've opened a file recently, you can also access it from the **Recent Documents** list. Just click on the**File** tab and select **Recent**.

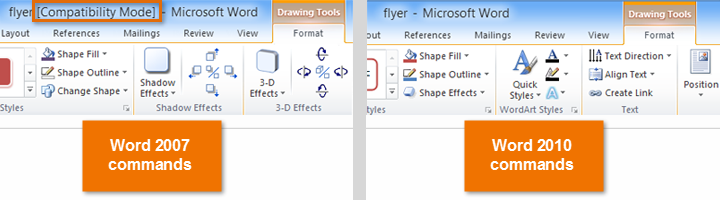


### Compatibility mode

Sometimes you may need to work with documents that were created in earlier versions of Microsoft Word, such as Word 2007 or Word 2003. When you open these types of documents, they will appear in **Compatibility mode**.

Compatibility mode **disables** certain features, so you'll only be able to access commands found in the program that was used to create the document. For example, if you open a document created in Word 2007, you can only use tabs and commands found in Word 2007.

In the image below, you can see how Compatibility mode can affect which commands are available. Because the document on the left is in Compatibility mode, it only shows commands that were available in Word 2007.



To exit Compatibility mode, you'll need to **convert**the document to the current version type. However, if you're collaborating with others who only have access to an earlier version of Word, it's best to leave the document in Compatibility mode so the format will not change.

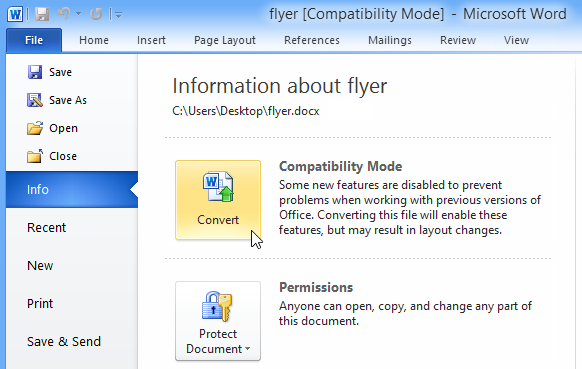
You can review this [**support page**](http://office.microsoft.com/en-us/word-help/create-a-document-to-be-used-by-previous-versions-of-word-HA010370114.aspx?CTT=1) from Microsoft to learn more about which features are disabled in Compatibility mode.

#### To convert a document:

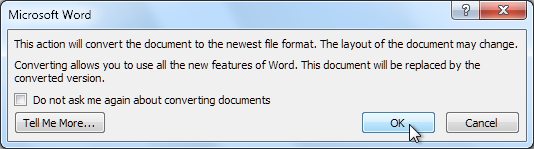
If you want access to all Word 2010 features, you can **convert** the document to the 2010 file format.

Note that converting a file may cause some changes to the **original layout** of the document.

1. Click the **File** tab to access Backstage view.
2. Locate and select the **Convert** command.



1. A dialog box will appear. Click **OK** to confirm the file upgrade.

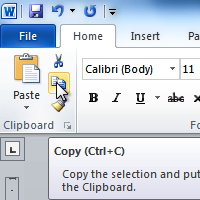


1. The document will be converted to the newest file type.

Challenge!

1. Open **Word 2010** on your computer. A **new blank document** will appear on the screen.
2. Make sure the **Ribbon** is maximized.
3. Display the **Ruler**.
4. Add any commands you want to the **Quick Access toolbar**.
5. Close **Word** without saving the document.

### Introduction



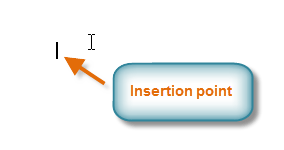
It's important to know how to perform **basic tasks with text** when working in a word processing application. In this lesson, you'll learn the basics of working with text, including how to **insert**, **delete**, **select**, **copy**, **cut**, **paste**, and **drag and drop**text.

### Lesson 2: Working with text

If you're new to Microsoft Word, you'll need to learn the **basics of working with text** so you can type, reorganize, and edit text. You'll need to know how to **insert**, **delete**, and **move text,**as well as how to **find and replace**specific words or phrases.

#### To insert text:

1. Move your mouse to the location where you want text to appear in the document.
2. Click the mouse. The **insertion point** appears.



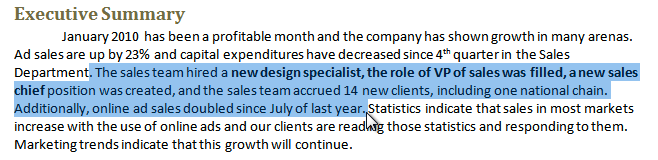
1. Type the text you want to appear.

#### To delete text:

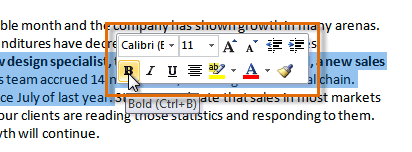
1. Place the **insertion point** next to the text you want to delete.
2. Press the **Backspace** key on your keyboard to delete text to the **left** of the insertion point.
3. Press the **Delete** key on your keyboard to delete text to the **right** of the insertion point.

#### To select text:

1. Place the **insertion point** next to the text you want to select.
2. Click the mouse. While holding it down, drag your mouse over the text to select it.
3. Release the mouse button. You have selected the text. A **highlighted box** will appear over the selected text.

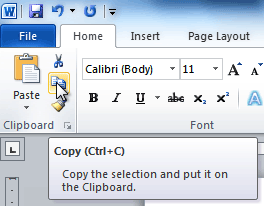


When you select text or images in Word, a **hover toolbar** with formatting options appears. This makes formatting commands easily accessible, which can save you time. If the toolbar does not appear at first, try moving the mouse over the selection.



#### To copy and paste text:

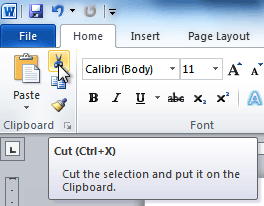
1. Select the text you want to copy.
2. Click the **Copy** command on the **Home** tab. You can also right-click your document and select **Copy**.



1. Place your insertion point where you want the text to appear.
2. Click the **Paste** command on the Home tab. The text will appear.

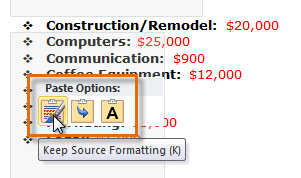
#### To cut and paste text:

1. Select the text you want to copy.
2. Click the **Cut** command on the **Home** tab. You can also right-click the document and select **Cut**.



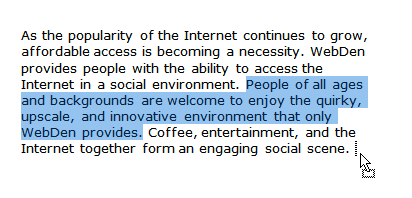
1. Place your insertion point where you want the text to appear.
2. Click the **Paste** command on the **Home** tab. The text will appear.

You can also cut, copy, and paste by right-clicking the document and choosing the desired action from the drop-down menu. When you use this method to paste, you can choose from three options that determine how text will be formatted: **Keep Source Formatting**, **Merge Formatting**, and **Keep Text Only**. You can hover the mouse over each icon to see what it will look like before clicking it.



#### To drag and drop text:

1. Select the text you want to copy.
2. **Click and drag the text** to the location where you want it to appear. The cursor will have a rectangle under it to indicate that you are moving text.



1. Release the mouse button, and the text will appear.

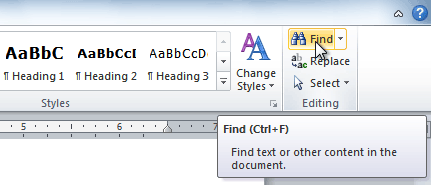
If text **does not appear** in the exact location you want, you can click the **Enter** key on your keyboard to move the text to a new line.

### Finding and replacing text

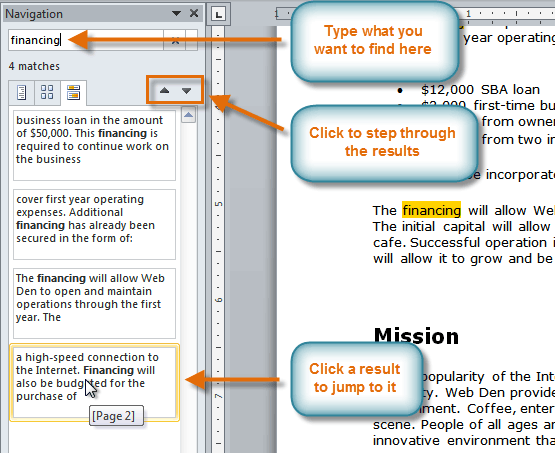
When you're working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the **Find** feature, and it even allows you to change words or phrases using **Replace**.

#### To find text:

1. From the **Home** tab, click the **Find** command. The **navigation** pane will appear on the left side of the screen.



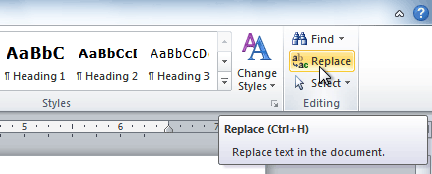
1. Type the text you want to find in the field at the top of the navigation pane.
2. If the text is found in the document, it will be highlighted in yellow, and a preview will appear in the navigation pane.
3. If the text appears more than once, you can click the **arrows** on the navigation pane to step through the results. You can also click the **result previews** on the navigation pane to jump to the location of a result in your document.



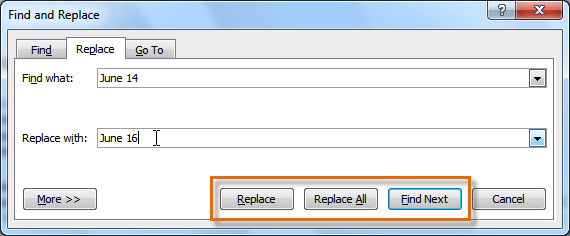
1. When you close the navigation pane, the highlighting will disappear.

#### To replace text:

1. From the **Home** tab, click the **Replace** command. The **Find and Replace** dialog box will appear.



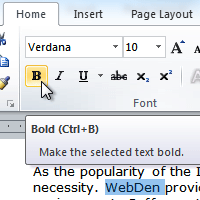
1. Type the text you want to find in the **Find what** field.
2. Type the text you want to replace it with in the **Replace with** field.
3. Click **Find Next** and then **Replace** to replace text. You can also click **Replace All** to replace all instances within the document.



Challenge!

1. Open an **existing Word document**. If you want, you can use this [**example**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_TextBasics_Practice.docx).
2. Select a **sentence.**
3. **Copy and paste** the sentence from one location in the document to another.
4. Select another **sentence.**
5. **Cut and paste** the sentence to another location in the document.

### Introduction



To create and design effective documents, you need to know how to **format text**. In addition to making your document more appealing, **formatted text** can draw the reader's attention to specific parts of the document and help communicate your message.

In this lesson, you'll learn to format the **font size**, **style**, and **color**; **highlight** the text; and use the **bold**, **italic**, **underline**, and **change case** commands.

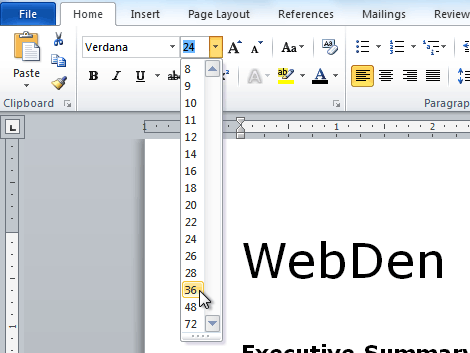
### Formatting text

**Formatted text** can emphasize important information and help organize your document. In Word, you have several options for adjusting the **font** of your text, including **size**, **color**, and inserting special **symbols**. You can also adjust the **alignment** of the text to change how it is displayed on the page.

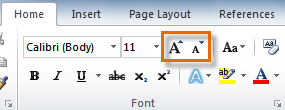
Optional: You can download this [**example**](http://noncached.gcflearnfree.org/topics/174/Word2010_FormatText_Practice.docx) for extra practice.

#### To change the font size:

1. Select the text you want to modify.
2. Click the **drop-down arrow** next to the **Font Size** box on the **Home** tab. A drop-down menu appears.
3. Select the desired font size from the menu. Alternatively, you can type the value you want and then press**Enter** on your keyboard.

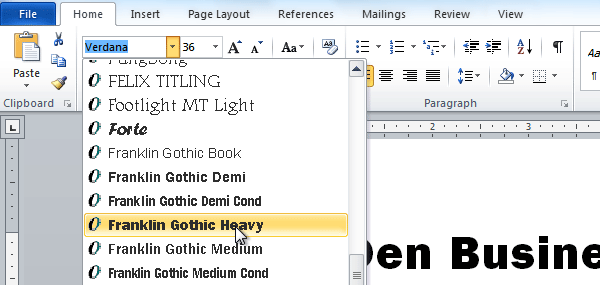


You can also use the **Grow Font** and **Shrink Font** commands to change the size.



#### To change the font:

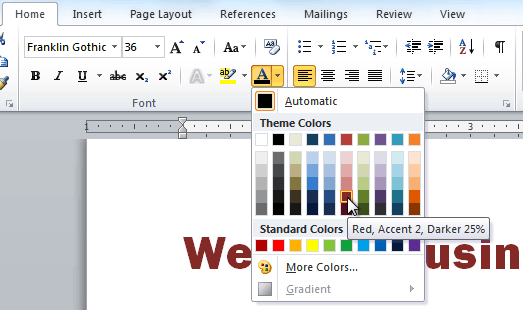
1. Select the text you want to modify.
2. Click the **drop-down arrow** next to the **Font** box on the **Home** tab. The **Font** drop-down menu appears.
3. Move the mouse pointer over the various fonts. A live preview of the font will appear in the document.



1. Select the font you want to use. The font will change in the document.

#### To change the font color:

1. Select the text you want to modify.
2. Click the **Font Color** drop-down arrow on the **Home** tab. The **Font Color** menu appears.
3. Move the mouse pointer over the various font colors. A live preview of the color will appear in the document.

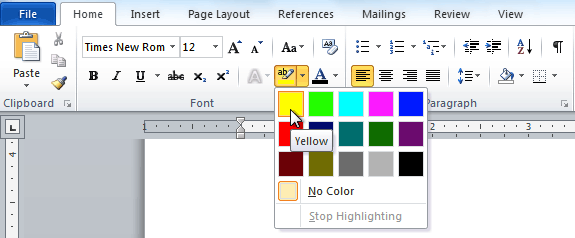


1. Select the font color you want to use. The font color will change in the document.

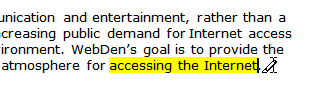
Your color choices aren't limited to the drop-down menu that appears. Select **More Colors** at the bottom of the list to access the Colors dialog box. Choose the color you want, then click OK.

#### To highlight text:

1. From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.



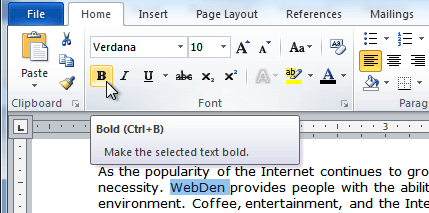
1. Select the desired highlight color.
2. Select the text you want to modify. It will then be highlighted.



1. To switch back to the normal cursor, click the **Text Highlight Color** command.

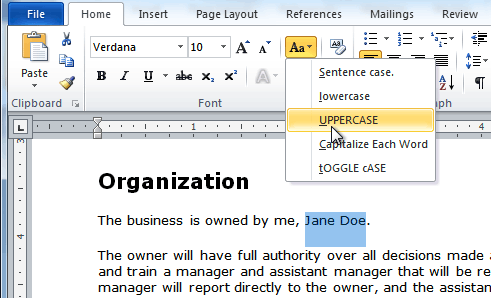
#### To use the bold, italic, and underline commands:

1. Select the text you want to modify.
2. Click the **Bold**, Italic, or Underline command in the **Font** group on the Home tab.



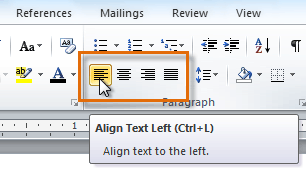
#### To change text case:

1. Select the text you want to modify.
2. Click the **Change Case** command in the **Font** group on the Home tab.
3. Select the desired case option from the list.



#### To change text alignment:

1. Select the text you want to modify.
2. Select one of the four **alignment options** from the **Paragraph** group on the **Home** tab.
   * **Align Text Left:** Aligns all selected text to the left margin
   * **Center:**Aligns text an equal distance from the left and right margins
   * **Align Text Right:** Aligns all selected text to the right margin
   * **Justify:** Aligns text equally on both sides and lines up equally to the right and left margins; used by many newspapers and magazines

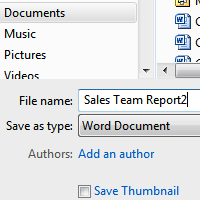


You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you've made and automatically apply them to new documents. To learn how to do this, read our article on [**Changing Your Default Settings in Word**](http://www.gcflearnfree.org/officetips/word-tips/changing-your-default-settings-in-word).

Challenge!

1. Open an **existing Word document**. If you want, you can use this [**example**](http://noncached.gcflearnfree.org/topics/174/Word2010_FormatText_Practice.docx).
2. Change the **font size** of some text.
3. Change the **font style** of some text.
4. Change the **font color** of some text.
5. Try various cases using the **Change Case** command.
6. Try the four **alignment** commands.
7. **Save** the document.

### Introduction



It's important to know how to save the documents you are working with. Frequently saving your documents prevents you from losing your work, and using **Save As**allows you to edit a document while leaving the original copy unchanged.

There are several ways to **share and receive documents**, which will affect how you need to save the file. Are you downloading the document? Saving it for the first time? Saving it as another name? Sharing it with someone who doesn't have Word 2010? All of these factors will affect how you **save your Word documents**. In this lesson, you'll learn how to use the **Save** and **Save As** commands, how to save as a **Word 97-2003**compatible document, and how to save as a **PDF**.

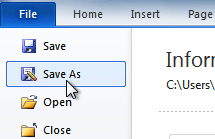
### How to save documents

When you create a new document in Word, you'll need to know how to **save** it in order to access and edit it later. Word allows you to save your documents in several ways.

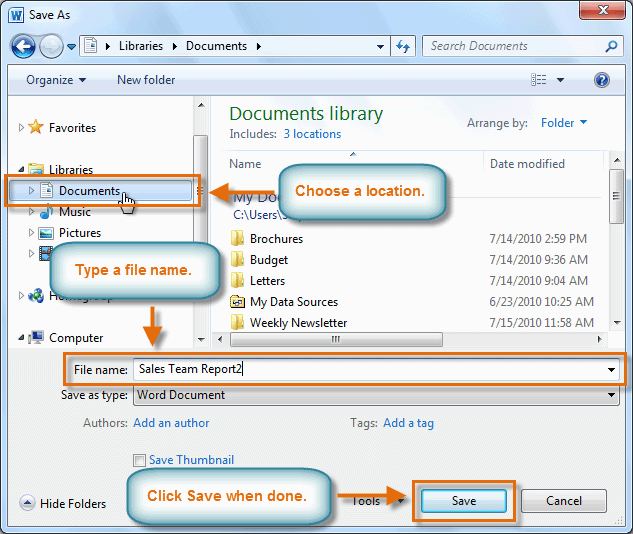
#### To use the Save As command:

**Save As** allows you to choose a name and location for your document. It's useful if you've first created a document or if you want to save a different version of a document while keeping the original.

1. Click the **File** tab.
2. Select **Save As**.



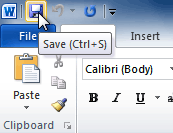
1. The **Save As** dialog box will appear. Select the location where you want to save the document.
2. Enter a name for the document, then click **Save**.



If you're using **Windows 7**, you'll usually want to save files to your **Documents library**, while in other versions of Windows you'll save them to the **My Documents folder**. For more information, check out our lessons on [**Windows 7**](http://www.gcflearnfree.org/windows7) and [**Windows XP**](http://www.gcflearnfree.org/windowsxp).

#### To use the Save command:

1. Click the **Save** command on the **Quick Access toolbar**.



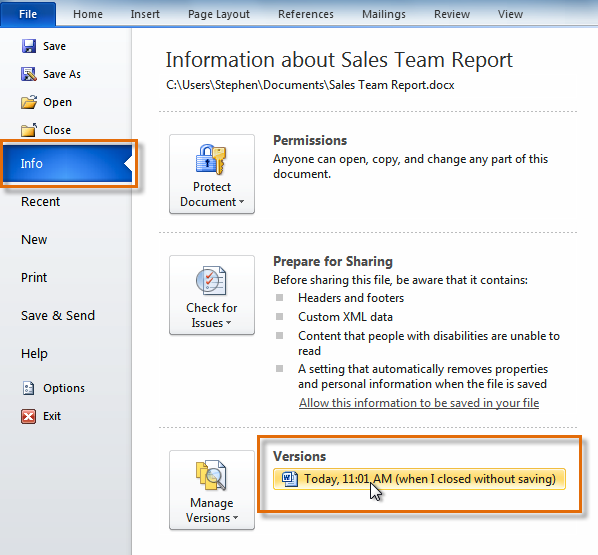
1. The document will be saved in its current location with the same file name.

If you are saving for the first time and select **Save**, the **Save As** dialog box will appear.

#### AutoRecover

Word automatically saves your documents to a temporary folder while you're working on them. If you forget to save your changes or if Word crashes, you can recover the autosaved file.

1. Open a document that was previously closed without saving.
2. In **Backstage view**, click **Info**.
3. If there are autosaved versions of your file, they will appear under **Versions**. Click on the file to open it.



1. To save changes, click **Restore**, then click **OK**.



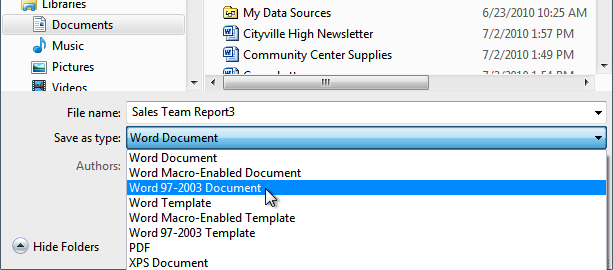
By default, Word autosaves every 10 minutes. If you are editing a document for less than 10 minutes, Word may not create an autosaved version.

### Other file formats

You can share your documents with anyone using Word 2010 or 2007 because they use the same file format. However, earlier versions of Word use a different file format, so if you want to share your document with someone using an earlier version of Word you'll need to save it as a Word 97-2003 document.

#### To save as a Word 97-2003 document:

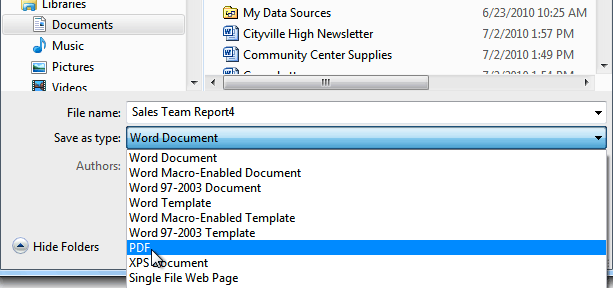
1. Click the **File** tab.
2. Select **Save As**.
3. In the **Save as type** drop-down menu, select **Word 97-2003 Document**.



1. Select the location where you want to save the document.
2. Enter a name for the document, then click **Save**.

#### To save as a PDF:

1. Click the **File** tab.
2. Select **Save As**.
3. In the **Save as type** drop-down menu, select **PDF**.

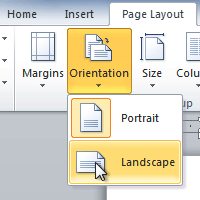


1. Select the location where you want to save the document.
2. Enter a name for the document.
3. Click the **Save** button.

Challenge!

1. Open an **existing Word document**. If you want, you can use this [**example**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_Saving_Practice.docx).
2. Using **Save As**, save the document with the file name **trial**.
3. Save the **same document** as a PDF file.
4. Close the document.
5. Open **another** existing Word document.
6. Save the document so it is **compatible** with Word 2003.
7. **Close** the document.

### Introduction



You may find that the **default page layout settings** in Word are not sufficient for the document you want to create, in which case you will want to modify those settings. For example, if you are printing on a different paper size, you'll want to change the document page size to match the paper. In addition, you may want to change **page formatting** depending on the type of document you are creating.  
  
In this lesson, you will learn how to change the **page orientation**, **paper size**, and**page margins**.

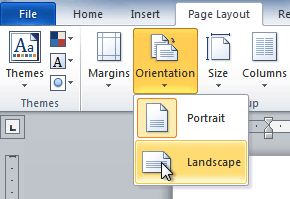
### Lesson 3: Page layout and formatting

Word offers a variety of **page layout** and**formatting** options that affect how content appears on the page. You can customize the **page orientation**, **paper size**, and **page margins** depending on how you want your document to appear.

Optional: You can download this [**example**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_PageLayout_Practice.docx) for extra practice.

#### To change page orientation:

1. Select the **Page Layout** tab.
2. Click the **Orientation** command in the Page Setup group.

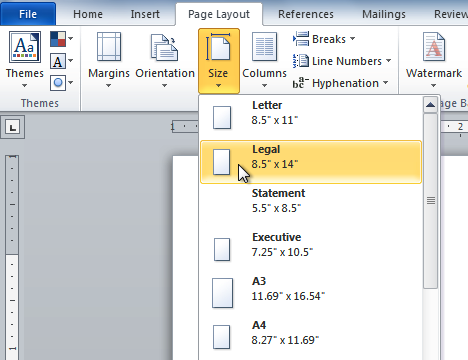


1. Click either **Portrait** or **Landscape** to change the page orientation.

**Landscape** format means the page is oriented **horizontally**, while **portrait** format means it is oriented**vertically**.

#### To change page size:

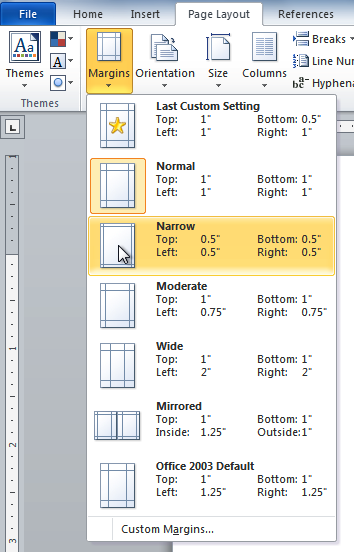
1. Select the **Page Layout** tab.
2. Click the **Size** command, and a drop-down menu will appear. The current page size is highlighted.



1. Click the **size option** you want. The page size of the document changes.

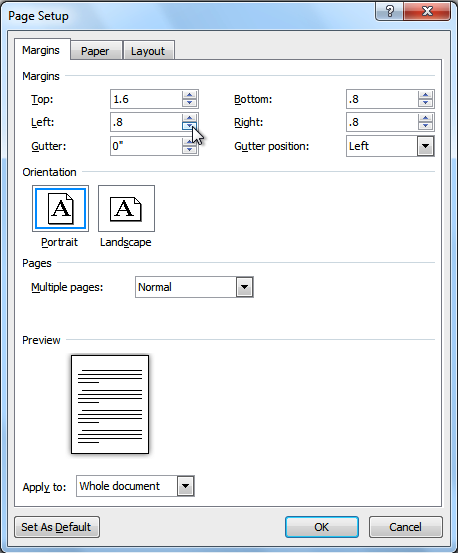
#### To format page margins:

1. Select the **Page Layout** tab.
2. Click the **Margins** command. A menu of options appears. **Normal** is selected by default.
3. Click the **predefined margin size** you want.



#### To use custom margins:

1. From the **Page Layout** tab, click **Margins**.
2. Select **Custom Margins**. This will take you to the **Page Setup** dialog box.
3. Adjust the **margin sizes** for each side of the page, then click **OK**.



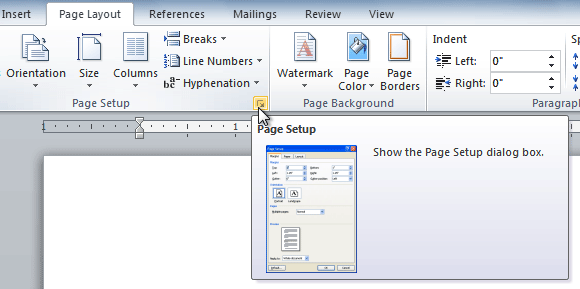
You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you've made and automatically apply them to new documents. To learn how to do this, read our article on [**Changing Your Default Settings in Word**](http://www.gcflearnfree.org/officetips/word-tips/changing-your-default-settings-in-word).

### The Page Setup dialog box

Previously, we showed you how to open the **Page Setup** dialog box from the **Margins** drop-down menu. As you become more familiar with Word, you may find that you want to use the Page Setup dialog box **more often** to fine tune the page margins and adjust other settings. To get there more quickly, you can use a **shortcut** that's conveniently located on the **Page Layout** tab.

#### To open the Page Setup dialog box:

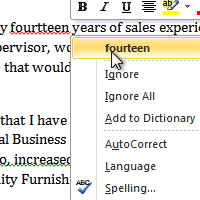
1. Click the **Page Layout** tab.
2. Click the small arrow in the bottom-right corner of the **Page Setup** group. The **Page Setup** dialog box will appear.



Challenge!

1. Open an **existing Word document**. If you want, you can use this [**example**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_PageLayout_Practice.docx).
2. Change the **page orientation**.
3. Change the **paper size**.
4. Change the margins to **narrow**.
5. Adjust the margins using **custom margins**.

### Introduction



Are you worried about making mistakes when you type? Don't be. Word provides you with several **proofing features** that will help you produce professional, error-free documents. In this lesson, you will learn about the various **proofing** features, including the **spelling and grammar** tool.

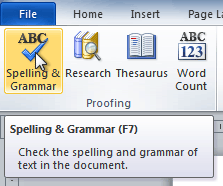
### Lesson 4: Checking spelling and grammar

To make your document appear professional, you'll want to make sure it is free from **spelling and grammar** errors. Word has several options for checking your spelling. You can run a spelling and grammar **check**, or you can allow Word to check your spelling**automatically** as you type.

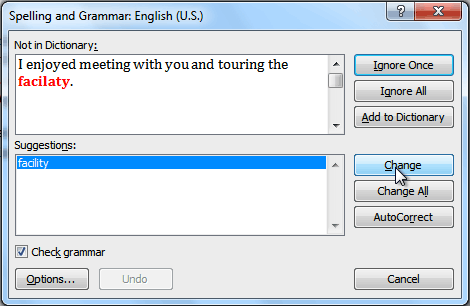
Optional: You can download this [**example**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_CheckSpelling_Practice.docx) for extra practice.

#### To run a spelling and grammar check:

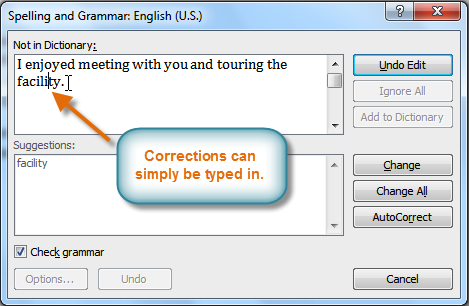
1. Go to the **Review** tab.
2. Click on the **Spelling & Grammar** command.



1. The **Spelling and Grammar** dialog box will open. For each error in your document, Word will try to offer one or more **suggestions**. You can select a suggestion and click **Change** to correct the error.



1. If no suggestions are given, you can manually type the correct spelling.



### Ignoring "errors"

The spelling and grammar check is **not always correct**. Particularly with grammar, there are many errors Word will not notice. There are also times when the spelling and grammar check will say something's an error when it's actually not. This often happens with people's names, which may not be in the dictionary.

If Word says something is an error, you can choose not to change it. Depending on whether it's a spelling or grammar error, you can choose from several options:

#### For spelling "errors"

* **Ignore Once:** This will skip the word without changing it.
* **Ignore All:** This will skip the word without changing it, and it will also skip all other instances of this word in the document.
* **Add to Dictionary:** This adds the word to the dictionary so it will never come up as an error. Make sure the word is spelled correctly before choosing this option.

#### For grammar "errors"

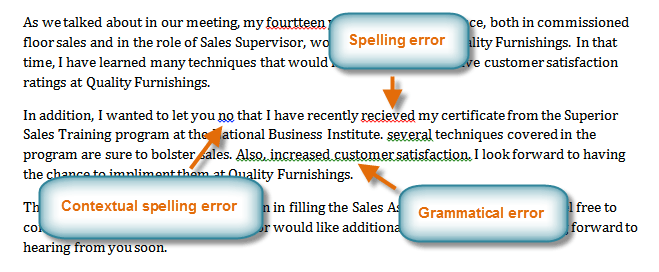
* **Ignore Once:** This will skip the "error" without changing it.
* **Ignore Rule:** This will skip this "error" and all other instances that relate to this grammar rule.
* **Next Sentence:** This skips the sentence without changing it and leaves it marked as an error. This means it will still show up if you do another spelling and grammar check later on.

If you're not sure about a grammar error, you can click **Explain** to see why Word thinks it's an error. This can help you determine whether you want to change it.

### Automatic spelling and grammar checking

By default, Word automatically checks your document for **spelling and grammar** errors, so you may not even need to run a separate spelling and grammar check. These errors are indicated by **colored wavy lines**.

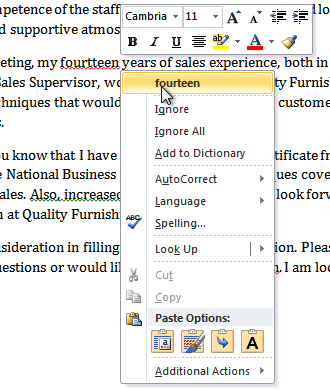
* The **red line** indicates a misspelled word.
* The **green line** indicates a grammatical error.
* The **blue line** indicates a contextual spelling error. This feature is turned off by default.



A **contextual spelling** error occurs when the wrong word is used but the word is spelled correctly. For example, if you write **Deer Mr. Theodore** at the beginning of a letter, **deer** is a contextual spelling error because **dear** should have been used. **Deer** is spelled correctly, but it is used incorrectly in this letter.

#### To use the spelling check feature:

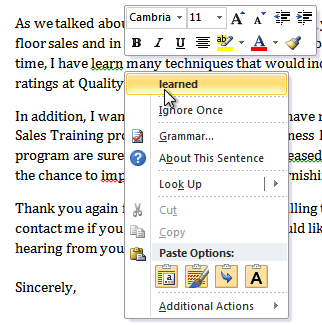
1. Right-click the **underlined word**. A menu will appear.
2. Click the **correct spelling** of the word from the **listed suggestions**.
3. The corrected word will appear in the document.



You can choose to **Ignore** an underlined word, add it to the **dictionary**, or go to the **Spelling** dialog box for more options.

#### To use the grammar check feature:

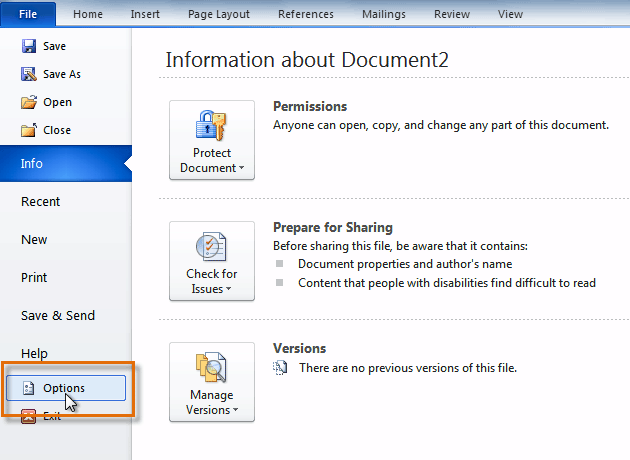
1. Right-click the **underlined word or phrase**. A menu will appear.
2. Click the **correct phrase** from the **listed suggestions**.
3. The corrected phrase will appear in the document.



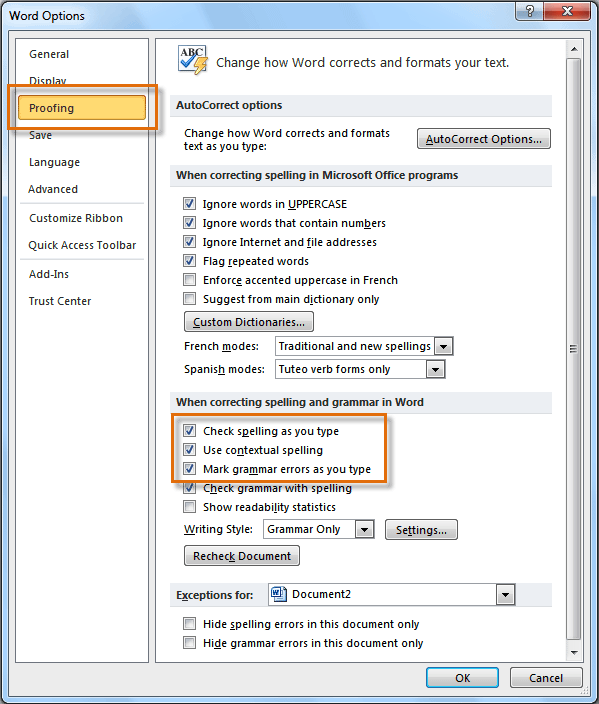
You can also choose to **Ignore** an underlined phrase, go to the **Grammar** dialog box, or click **About This Sentence** for information on the grammar rule.

#### To change the automatic spelling and grammar check settings:

* 1. From **Backstage view**, click **Options**.



* 1. Select **Proofing**. The dialog box gives you several options to choose from.
     + If you don't want Word to automatically check spelling, uncheck **Check spelling as you type**.
     + If you don't want grammar errors to be marked, uncheck **Mark grammar errors as you type**.
     + To check for contextual spelling errors, check **Use contextual spelling**.

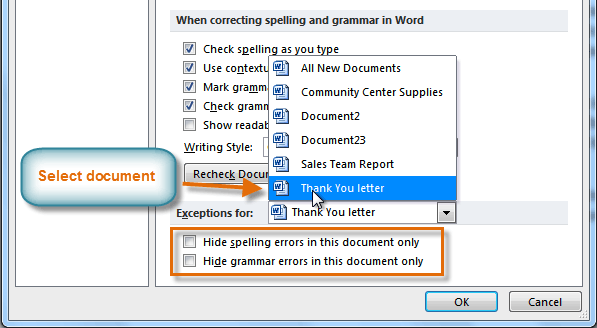


If you've turned off the automatic spelling and/or grammar checks, you can still run a check by going to the **Review tab** and clicking the **Spelling & Grammar** button.

#### To hide spelling and grammar errors in a document:

If you're sharing a document like a resume with someone, you might not want that person to see those annoying red, green, and blue lines. Turning off the automatic spelling and grammar checks only applies to your computer, so the lines may still show up when someone else views your document. Luckily, you can hide spelling and grammar errors in a document so the lines will not show up on any computer.

1. From **Backstage view**, click **Options**.
2. Select **Proofing**.
3. In the drop-down box next to **"Exceptions for:"** select the correct document (if you have more than one document open).

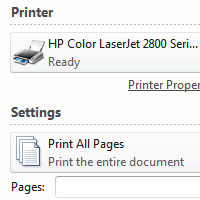


1. Put a check mark next to **Hide spelling errors in this document only** and **Hide grammar errors in this document only**.
2. Click **OK**.

Challenge!

1. Open an **existing Word document**. If you want, you can use this [**example**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_CheckSpelling_Practice.docx).
2. Correct the **spelling errors**.
3. Correct the **grammar errors**.

### Introduction



Once you've completed your document, you may want to **print** it. This lesson covers the tasks in the **Print pane**, along with the **Quick Print** feature.

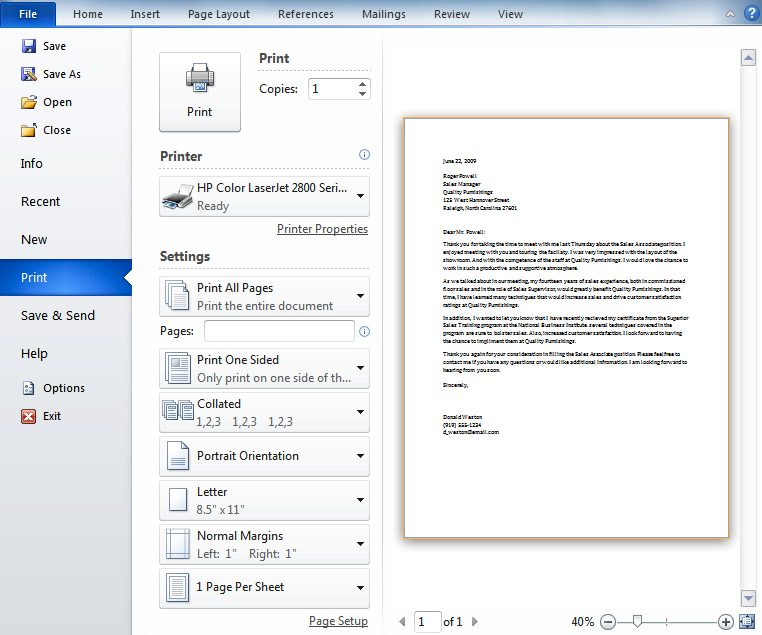
### Lesson 5: Printing

In previous versions of Word, there was a **Print Preview** option that allowed you to see exactly what the document looked like before printing it. You may have noticed that this feature seems to be gone in Word 2010. It actually hasn't disappeared; it's just been combined with the **Print** window to create the **Print pane**, which is located in Backstage view.

#### To view the Print pane:

1. Click the **File** tab to go to **Backstage view**.
2. Select **Print**. The Print pane appears, with the print settings on the left and the **Preview** on the right.

Click the buttons in the interactive below to learn about the Print pane.



#### To print:

1. Go to the **Print** pane.
2. If you only want to print certain pages, you can type a **range** of pages. Otherwise, select **Print All Pages**.
3. Select the **number of copies**.
4. Check the **Collate** box if you are printing multiple copies of a multi-page document.
5. Select a **printer** from the drop-down list.
6. Click the **Print** button.

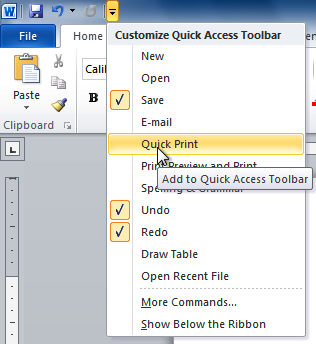
### Quick Print

There may be times when you want to print something with a single click using **Quick Print**. This feature prints the document using the **default settings** and the **default printer**. To use this feature in Word 2010, you'll need to add it to the **Quick Access toolbar**.

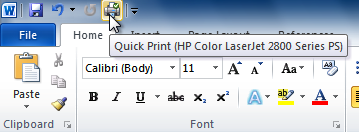
Quick Print always prints the **entire document**, so if you only want to print part of your document you'll have to use the Print pane.

#### To access the Quick Print button:

1. Click the **drop-down arrow** on the right side of the **Quick Access toolbar**.
2. Select **Quick Print** if it is not already checked.



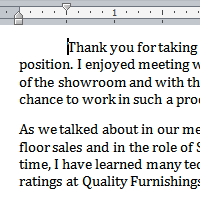
1. To print, click the **Quick Print** command.



Challenge!

1. Open an **existing Word document**. If you want, you can use this [**example**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_Printing_Practice.docx).
2. Preview the document in the **Print** pane.
3. **Print two copies** of the document.

### Introduction



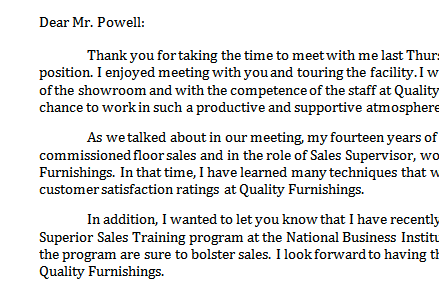
There are several ways you can indent text in Word; however, it’s important to use these tools appropriately to **indent correctly** each time. This helps the editing process go smoothly, thus saving you time.   
  
In this lesson, you will learn how to use the **tab selector** and the **horizontal ruler** to set **tabs** and **indents**, as well as how to use the **Increase Indent** and **Decrease Indent** commands.

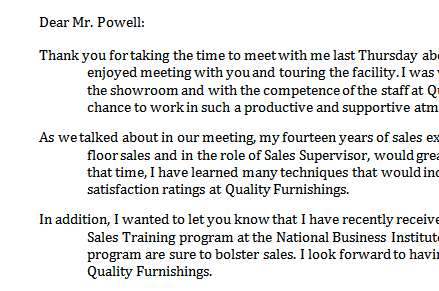
### Indents and tabs

**Indents**and**tabs** are useful tools for making your text more readable. Indenting text adds structure to your document by allowing you to separate information. Depending on your needs, you can use tabs and indents to move a single line or an entire paragraph.

### Indenting text

In many types of documents, you may want to indent only the **first line** of each paragraph. This helps to **visually separate** paragraphs from one another. It's also possible to indent every line **except the first line**, which is known as a **hanging indent**.

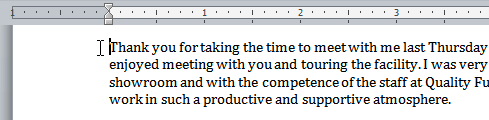




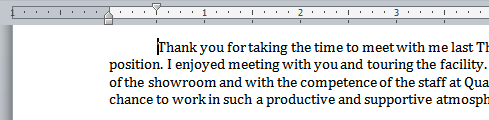
#### To indent using the Tab key:

A quick way to indent is to use the **Tab** key. This will create a first-line indent of 1/2 inch.

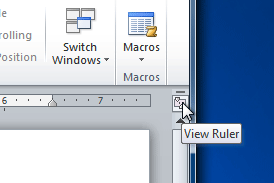
1. Place the insertion point **at the very beginning** of the paragraph you want to indent.



1. Press the **Tab** key. On the ruler, you should see the **first-line indent marker** move to the right by 1/2 inch.

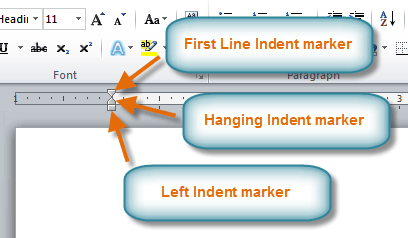


If you can't see the ruler, click the **View Ruler** icon over the scrollbar to display it.



#### To create or adjust a first-line indent or hanging indent:

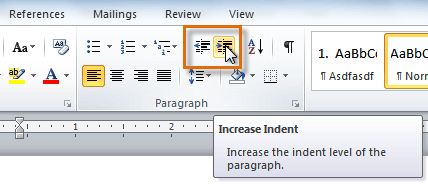
1. Place the **insertion point** anywhere in the paragraph you want to indent, or select one or more paragraphs.
2. To adjust the first-line indent, drag the **first-line indent marker** on the ruler.
3. To adjust the hanging indent, drag the **hanging indent marker**.
4. To move both markers at the same time, drag the **left indent marker**. This will indent all lines in the paragraph.



#### To use the Indent commands:

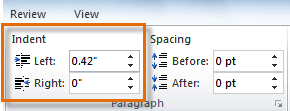
If you want to indent all lines in a paragraph, you can use the **Indent commands** on the Home tab.

1. Select the text you want to indent.
2. Make sure you are on the **Home** tab.
3. Click the **Increase Indent** command to **increase** the indent by increments of **1/2 inch**.



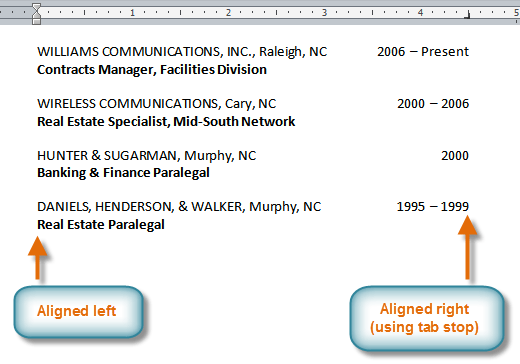
1. Click the **Decrease Indent** command to **decrease** the indent by increments of **1/2 inch**.

If you would prefer to type your indent amounts, you can use the **Indent fields** on the **Page Layout** tab.



### Tabs

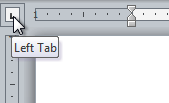
**Tabs** are often the best way to control exactly where text is placed. By default, each time you press the Tab key, the insertion point will move **1/2 inch** to the right. By adding **tab stops** to the **ruler**, you can change the size of the tabs, and you can even have more than one type of alignment in a single line. For example, you could **left-align** the beginning of the line and **right-align** the end of the line by adding a **right tab**.



Pressing the Tab key can either add a **tab** or create a **first-line indent**, depending on where the insertion point is. Generally, if the insertion point is at the beginning of an existing paragraph it will create a first-line indent; otherwise, it will create a tab.

#### The tab selector

The **tab selector** is above the **vertical ruler** on the left. Hover over the tab selector to see the name of the type of**tab stop** that is active.



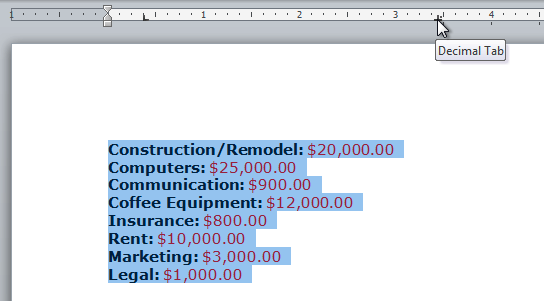
#### Types of tab stops include:

* **Left Tab** Left Tab Icon: Left-aligns the text at the tab stop
* **Center Tab** Right Tab Icon: Centers the text around the tab stop
* **Right Tab** Center Tab Icon: Right-aligns the text at the tab stop
* **Decimal Tab** Decimal Tab Icon: Aligns decimal numbers using the decimal point
* **Bar Tab** Bar Tab Icon: Draws a vertical line on the document
* **First Line Indent** First Line Indent Icon: Inserts the indent marker on the ruler and indents the first line of text in a paragraph
* **Hanging Indent** Hanging Indent Icon: Inserts the hanging indent marker and indents all lines other than the first line

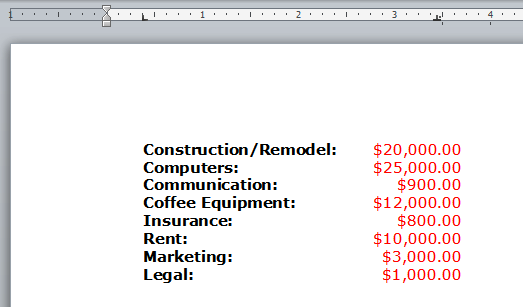
Although **Bar Tab**, **First Line Indent**, and **Hanging Indent** appear on the **tab selector**, they're not technically tabs.

#### To add tab stops:

1. Select the paragraph or paragraphs you want to add tab stops to. If you don't select any paragraphs, the tab stops will apply to the **current paragraph** and any **new paragraphs** you type below it.
2. Click the **tab selector** until the tab stop you want to use appears.
3. Click the **location on the horizontal ruler** where you want your text to appear (it helps to click the **bottom edge** of the ruler). You can add as many tab stops as you want.

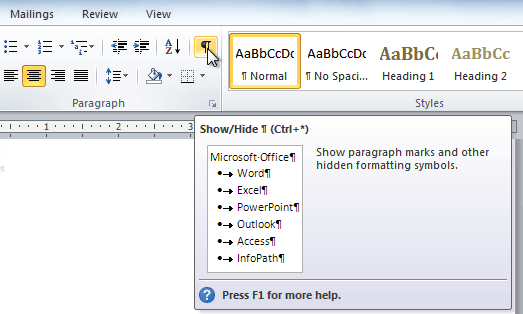


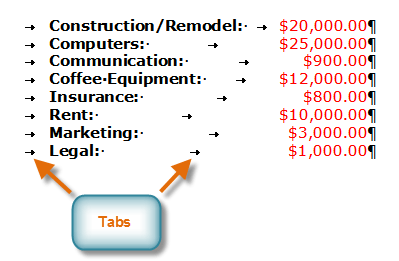
1. Place the **insertion point** where you want to add the tab, then press the **Tab** key. The text will jump to the next tab stop.



1. To remove a tab stop, drag it off of the Ruler.

Click the **Show/Hide ¶** command on the **Home** tab in the **Paragraph** group. This will allow you to see nonprinting characters such as the spacebar, paragraph (¶), and Tab key markings.

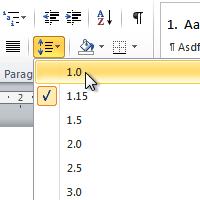




Challenge!

1. Open an **existing Word document**. If you want, you can use this [**example**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_IndentsTabs_Practice.docx).
2. Practice using the **Tab** key to indent the first line of a paragraph.
3. Select some text, and use the **Increase Indent** and **Decrease Indent** commands to see how they change the text.
4. Explore the **tab selector** and all of the **tab stops**. Practice using each one.
5. If you're using the example, add **tab stops** and **tabs** in the **Work History** section so all of the jobs line up with the most recent one.

### Introduction



An important part of creating effective documents lies in the document design. When designing your document and making formatting decisions, you will need to know how to **modify the spacing**. In this lesson, you will learn how to modify the **line** and**paragraph spacing** in various ways.

### Lesson 6: Line spacing

Adjusting the line spacing will affect how easily your document can be read. You can **increase** spacing to improve readability, or **reduce** it to fit more text on the page.

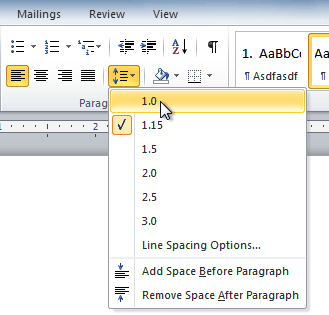
#### About line spacing

Line spacing can either be measured in **lines** or **points**. For example, when text is **double spaced**, the line spacing is **two lines** high. On the other hand, you might set **12-point** text with something like **15-point** spacing, which gives enough height for the text plus a little extra space. You can **reduce** the line spacing to fit more lines on the page, or you can **increase** it to improve readability.

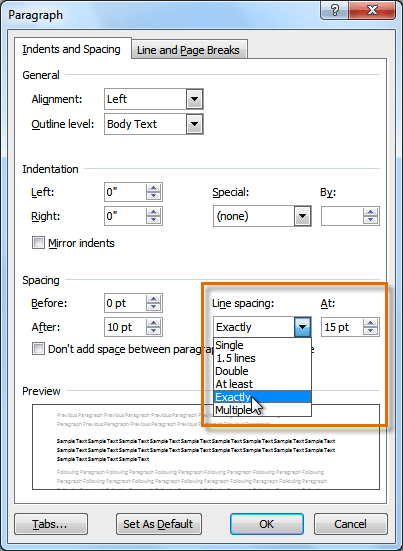
Line spacing is also known as **leading** (pronounced to rhyme with **wedding**).

#### To format line spacing:

1. **Select** the text you want to format.
2. Click the **Line and Paragraph Spacing** command in the **Paragraph** group on the **Home** tab.
3. Select the desired spacing option from the drop-down menu.



1. From the drop-down menu, you can also select **Line Spacing Options** to open the **Paragraph** dialog box. From here, you can adjust the line spacing with even more precision.



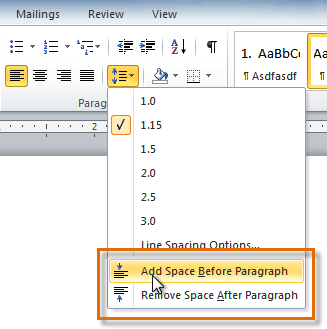
If you select **At least** or **Exactly** in the Paragraph dialog box, the line spacing will be measured in **points**. Otherwise, it will be measured in **lines**.

### Paragraph spacing

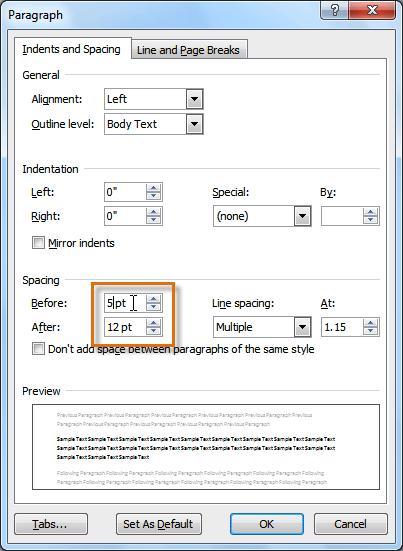
Just as you can format spacing between lines in your document, you can choose spacing options between each paragraph. Typically, extra spaces are added between paragraphs, headings, or subheadings. Extra spacing between paragraphs can make a document easier to read.

#### To format paragraph spacing:

1. Click the **Line and Paragraph Spacing** command on the **Home** tab.
2. Select **Add Space Before Paragraph** or **Remove Space After Paragraph** from the drop-down menu.



1. From the drop-down menu, you can also select **Line Spacing Options** to open the Paragraph dialog box. From here, you can control exactly how much space there is **before** and **after** the paragraph.

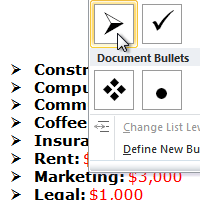


You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you've made and automatically apply them to new documents. To learn how to do this, read our article on [**Changing Your Default Settings in Word**](http://www.gcflearnfree.org/officetips/word-tips/changing-your-default-settings-in-word).

Challenge!

1. Open an **existing Word document**. If you want, you can use this [**example**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_LineSpacing_Practice.docx).
2. Change the **line spacing** of a **paragraph** of text.
3. Change the **paragraph spacing** between body text and a heading.
4. If you are using the example, change the **line and paragraph spacing** so the entire resume fits on one page.

### Introduction



Bulleted and numbered lists can be used in your documents to **format**,**arrange**, and**emphasize text**. In this lesson, you will learn how to **modify existing bullets**, insert new **bulleted** and **numbered lists**, select **symbols** as bullets, and format **multilevel lists**.

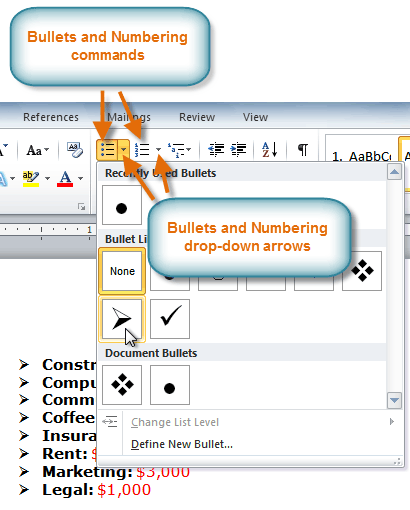
### Using bulleted and numbered lists

When you want to organize lists in Word, you can format them as either **bulleted** or **numbered** lists. Word offers a variety of bullet options that allow you to customize your lists to suit your needs.

Optional: You can download this [**example**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_Lists_Practice.docx) for extra practice.

#### To create a list:

1. Select the text you want to format as a list.
2. Click the **Bullets** or **Numbering** drop-down arrow on the **Home** tab.



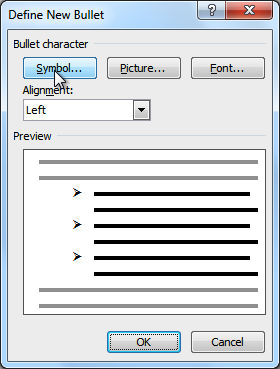
1. Select the bullet or numbering style you want to use, and it will appear in the document.
2. To remove numbers or bullets from a list, select the list, then click the **Bullets** or **Numbering** commands.

When you're editing a list, you can press **Enter** to start a new line, and the new line will automatically have a bullet or number. When you've reached the end of your list, press **Enter** twice to return to normal formatting.

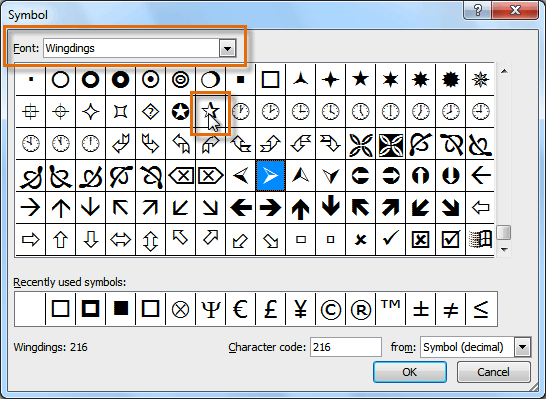
### Bullet options

#### To use a symbol as a bullet:

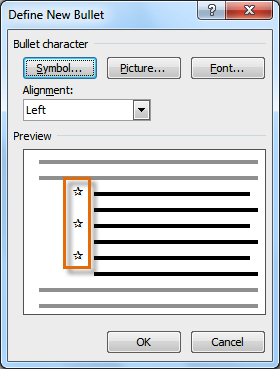
1. Select an existing list.
2. Click the **Bullets** drop-down arrow.
3. Select **Define New Bullet** from the drop-down menu. The Define New Bullet dialog box appears.



1. Click the **Symbol** button. The Symbol dialog box appears.
2. Click the **Font** drop-down box, and select a font. The **Wingdings** and **Symbol** fonts are good choices because they have a large number of useful symbols.



1. Select the desired symbol.
2. Click **OK**. The symbol will now appear in the Preview section of the Define New Bullet dialog box.

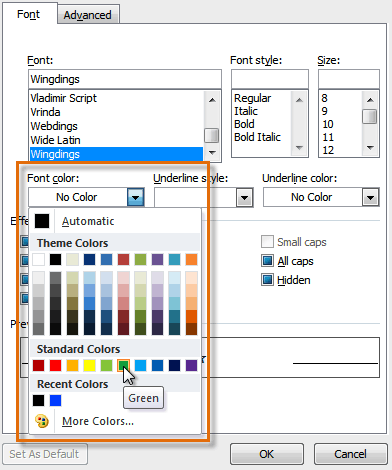


1. Click **OK** to apply the symbol to the list in the document.

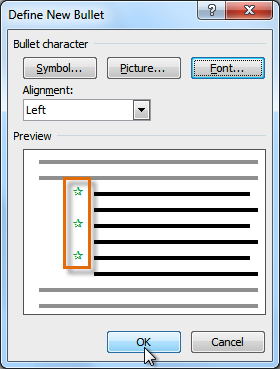
You can use a picture as a bullet. Click the **Picture** button in the Define New Bullet dialog box, then locate the image file on your computer.

#### To change the bullet color:

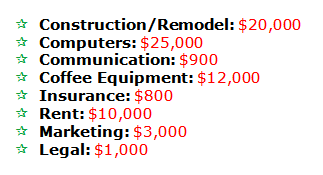
1. Select an existing list.
2. Click the **Bullets** drop-down arrow.
3. Select **Define New Bullet** from the list. The Define New Bullet dialog box appears.
4. Click the **Font** button. The Font dialog box appears.
5. Click the **Font Color** drop-down box.



1. Click the desired color to select it.
2. Click **OK**. The bullet color will now appear in the Preview section of the Define New Bullet dialog box.

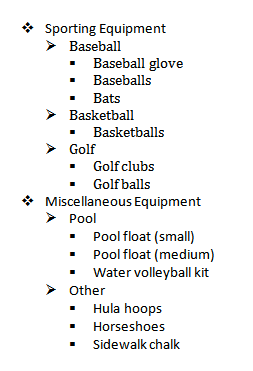


1. Click **OK** to apply the bullet color to the list in the document.



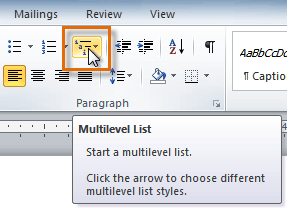
### Multilevel lists

Multilevel lists allow you to create an **outline** with **multiple levels**. In fact, you can turn any bulleted or numbered list into a multilevel list by placing the insertion point at the beginning of a line and pressing the **Tab** key to change the level for that line. You can then use the **Multilevel List** command to choose the types of bullets or numbering that are used.



#### To create a multilevel list:

1. Select the text you want to format as a multilevel list.
2. Click the **Multilevel List** command on the **Home** tab.



1. Click the bullet or numbering style you want to use. It will appear in the document.
2. Position your cursor at the end of a list item, then press the **Enter** key to add an item to the list.

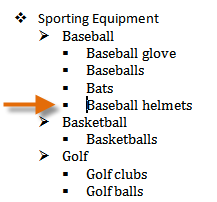
To remove numbers or bullets from a list, select the list, then click the **Bullets** or **Numbering** commands.

#### To change the level of a line:

1. Place the **insertion point** at the beginning of the line.



1. Press the **Tab** key to increase the level.

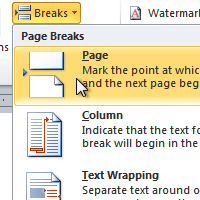


1. Hold **Shift** and press **Tab** to decrease the level.

Challenge!

1. Open an **existing Word document**. If you want, you can use this [**example**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_Lists_Practice.docx).
2. Format some text as a **bulleted** or **numbered** list. If you're using the example, use the list of New Clients on page 2.
3. Insert a **new numbered list** into the document.
4. Modify the **color** of a bullet.
5. Use the **Tab** key to change the levels of some of the lines.

### Introduction



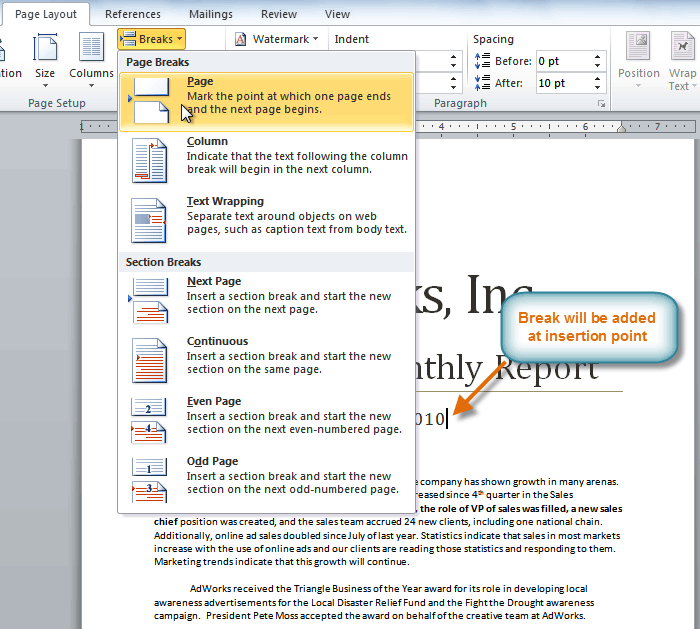
Word has several different types of **breaks** you can add to your document to change the layout and pagination. Each type of break serves a different purpose and will affect the document in different ways. **Page breaks** move text to a new page before reaching the end of a page, while **section breaks** create a barrier between parts of the document for formatting purposes. **Column breaks** split text in columns at a specific point. In this lesson, you'll learn how to **insert** and **delete** breaks.

### Lesson 7: Breaks

**Breaks** allow you to have more control over the layout of your document. You might use a page break if you're writing a paper that has a **bibliography** to ensure the bibliography starts on a new page. You might use a column break if you are using columns and want them to be arranged in a particular way.

#### To insert a break:

1. Place the **insertion point** where you want the **break** to appear.
2. Select the **Page Layout** tab.
3. Click the **Breaks** command. A menu appears.

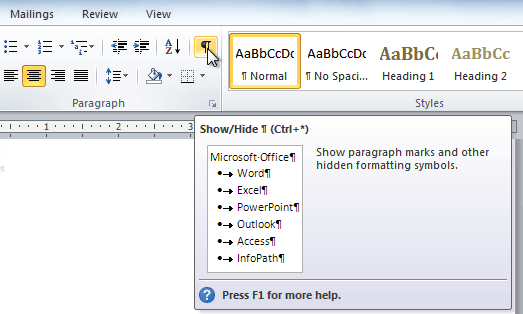


1. Click the desired **break option** to create a break in the document.

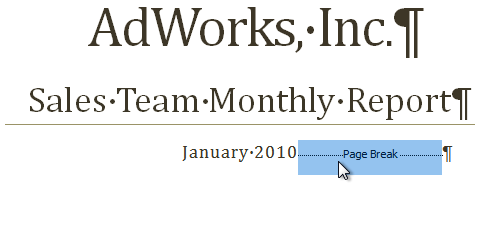
#### To delete a break:

Breaks are **hidden by default**. If you want to delete a break, you'll probably want Word to show the breaks so you can find them for editing.

1. From the **Home tab**, click the **Show/Hide ¶** command.



1. **Double-click the break** to select it.

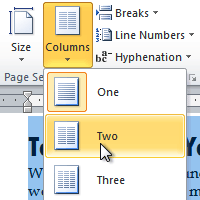


1. Press the **Backspace** or **Delete** key to delete the break.

Challenge!

1. Open an **existing Word document**. If you want, you can use this [**example**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_Breaks_Practice.docx).
2. Create a **page break** somewhere in the document.
3. Show the break using the **Show/Hide ¶** command.
4. **Delete** the break.

### Introduction



**Columns** are used in many types of documents, but they are most commonly used in newspapers, magazines, academic journals, and newsletters. In this lesson, you will learn how to **insert columns** into a document and create **column breaks**.

### Inserting columns

**Columns** and **column breaks** can improve your document's organization and increase its readability. They also allow you to utilize all of the available space on the page.

#### To add columns to a document:

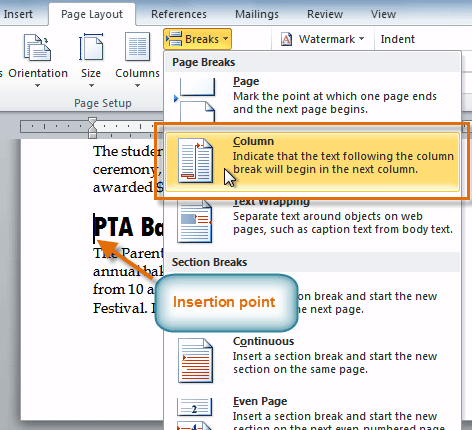
1. Select the text you want to format.
2. Click the **Page Layout** tab.
3. Click the **Columns** command. A drop-down menu will appear.

### Adding column breaks

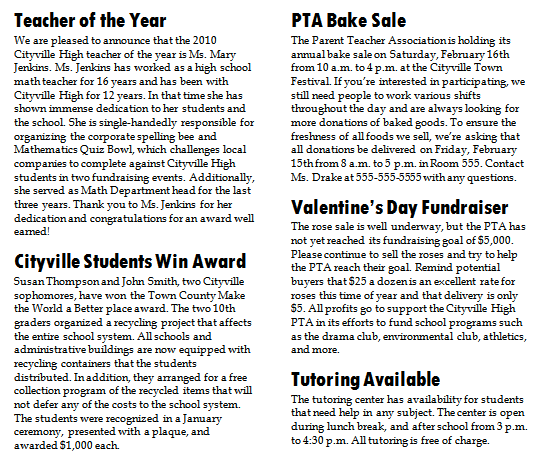
Once you've created columns, the text will automatically flow from one column to the next. Sometimes, though, you might want to control exactly where each column begins. You can do this by creating **column breaks**.

#### To add column breaks:

1. Place the **insertion point** where you want to add the break.
2. Click the **Page Layout** tab.
3. Click the **Breaks** command in the **Page Setup** group. A drop-down menu will appear.
4. Select **Column** from the list of break types.



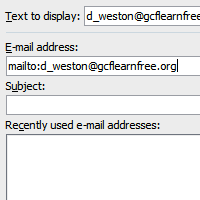
1. The text will shift to reflect the column break.



Challenge!

1. Open an **existing Word document**. If you want, you can use this [**example**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_Columns_Practice.docx).
2. Select the **text** you want to format into columns.
3. Format the selected text into **two columns**.
4. Add a **column break**.

### Introduction



When you're online, you use **hyperlinks** to navigate from one webpage to another. Sometimes a hyperlink will link to a different section of the same page. If you want to include a **web address** or **email address in**your Word document, you can format it as a **hyperlink** for someone else to click.

In this lesson, you will learn the **basics of working** with hyperlinks, including how to insert and remove them from your Word document.

### Lesson 8: Hyperlinks

Adding **hyperlinks** to your document can help readers quickly access contact information, other parts of the document, and any additional information online that you want to share.

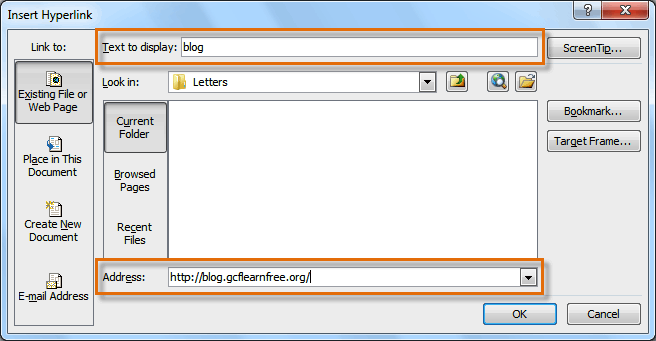
#### About hyperlinks

Hyperlinks have **two basic parts**: the **address** of the webpage, email address, or other location they are linking to; and the **display text (or image)**. For example, the address could be [**http://www.youtube.com**](http://www.youtube.com/), and the display text could be **YouTube**. In some cases, the display text might be the same as the address. When you're creating a hyperlink in Word, you'll be able to choose both the address and the display text or image.

To follow a hyperlink in Word, hold down the **Control** key and click the hyperlink.

#### To insert a hyperlink:

1. Select the text or image you want to make a hyperlink.
2. Right-click the selected text or image, then click **Hyperlink**. You can also right-click in a blank area of the document and click **Hyperlink**.
3. The **Insert Hyperlink** dialog box will open. You can also get to this dialog box from the **Insert tab** by clicking**Hyperlink**.
4. If you selected text, the words will appear in the **Text to display:** field at the top. You can change this text if you want.
5. Type the address you want to link to in the **Address:** field.



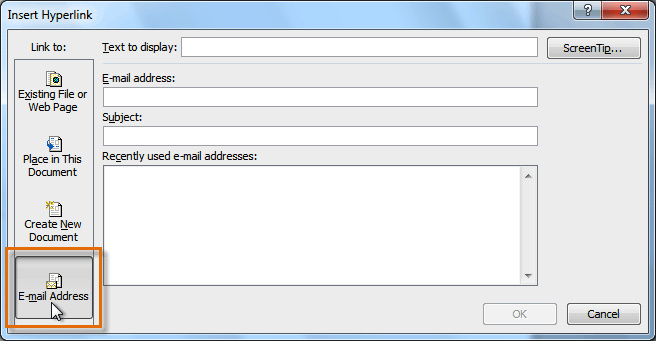
1. Click **OK**. The text or image you selected will now be a hyperlink.

The finished hyperlink

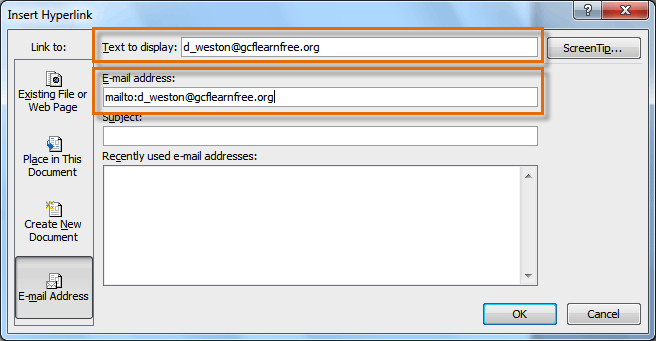
You can also insert a hyperlink that links to **another portion of the same document** by selecting **Place in This Document** from the **Insert Hyperlink** dialog box.

#### To make an email address a hyperlink:

1. Right-click the selected text or image, then click **Hyperlink**.
2. The **Insert Hyperlink** dialog box will open.
3. On the left side of the dialog box, click **Email Address**.



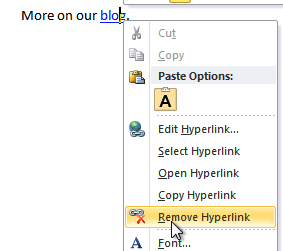
1. Type the email address you want to connect to in the **Email Address** box, then click **OK**.



Word often recognizes email and web addresses as you type and will format them as hyperlinks automatically after you press the **Enter** key or the **spacebar**.

#### To remove a hyperlink:

1. Right-click the hyperlink.
2. Click **Remove Hyperlink**.

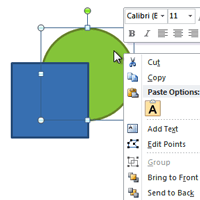


After you create a hyperlink, you should **test** it. If you have linked to a website, your web browser should automatically open and display the site. If it doesn't work, check the hyperlink address for misspellings.

Challenge!

1. Create a **new** document.
2. Type some text, and turn a word or phrase into a **hyperlink** that links to www.gcflearnfree.org.
3. **Test** the hyperlink by clicking it. The webpage should open in your browser.
4. **Remove** the hyperlink you just created.
5. Create a **hyperlink** that links to an **email address**.

### Introduction



You can add a **variety of shapes** to your document, including arrows, callouts, squares, stars, and flowchart shapes. Want to set your name and address apart from the rest of your resume? Use a line. Need to create a diagram showing a timeline or process? Use flowchart shapes.

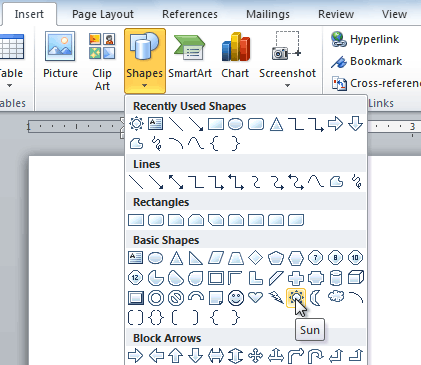
In this lesson, you will learn how to **insert a shape** and **format** it by changing its **fill color**, **outline color**, **shape style**, and **shadow effects**. Additionally, you will learn how to apply **3D effects** to shapes.

### Lesson 9: Using shapes

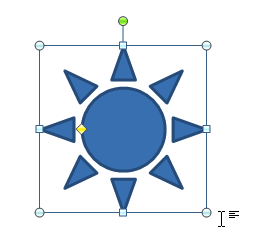
Word's large shape collection allows you to organize and design the image you want. While you may not need shapes in every document you create, they can add visual appeal. To use shapes effectively, you'll need to know how to **insert a shape** and **format** it by changing its **fill color**, **outline color**, and **shape style,**as well as add **3D effects**.

#### To insert a shape:

1. Select the **Insert** tab.
2. Click the **Shapes** command.



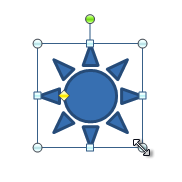
1. Select a shape from the drop-down menu.
2. Click and drag the mouse until the shape is the desired size.



1. Release the mouse button.

#### To resize a shape:

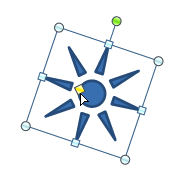
1. Click the shape to select it.
2. Click and drag one of the **sizing handles** on the corners and sides of the shape until it is the desired size.



1. To rotate the shape, drag the **green handle**.



1. Some shapes also have one or more **yellow handles** that can be used to modify the shape. For example, with star shapes you can adjust the length of the points.

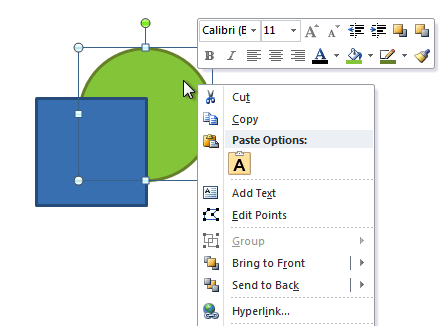


If you drag the **sizing handles** on any of the four corners, you will be able to change the **height** and **width**at the same time. The sizing handles on the top or bottom of the shape will only allow you to resize**vertically**, while the handles on the left and right sides will resize the shape **horizontally**.

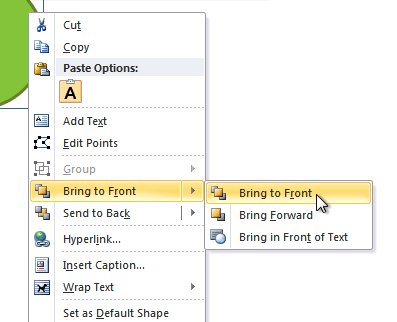
#### To change the order of shapes:

If one shape overlaps another, you may need to change the **ordering** so the correct shape appears in front. You can bring a shape to the **front** or send it to the **back**. If you have multiple images, you can use **Bring Forward** or **Send Backward** to fine tune the ordering. You can also move a shape **in front of** or **behind** text.

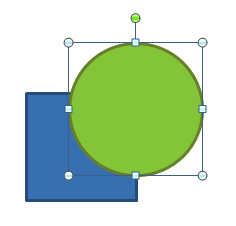
1. Right-click the shape you want to move.



1. In the menu that appears, hover over **Bring to Front** or **Send to Back**. Several ordering options will appear.



1. Select the desired ordering option. The shapes will reorder themselves.

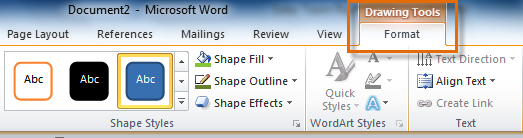


In some cases, the ordering option you select will not affect the ordering of the shapes. If this happens, select the same option again or try a different option.

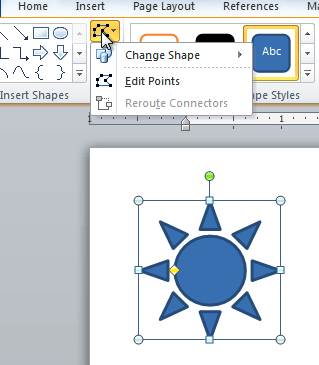
### Changing a shape's appearance

#### To change to a different shape:

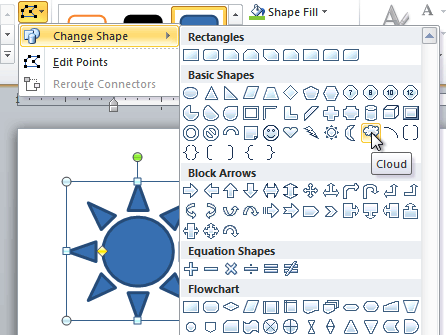
1. Select the shape. A new **Format** tab appears with **Drawing Tools**.



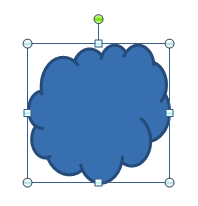
1. Click the **Format** tab.
2. Click the **Edit Shape** command.



1. Click **Change Shape** to display a drop-down list.

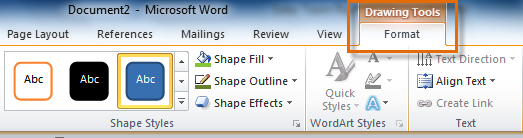


1. Select the desired shape from the list.

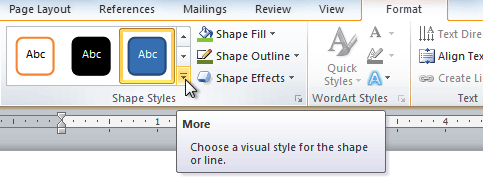


#### To change the shape style:

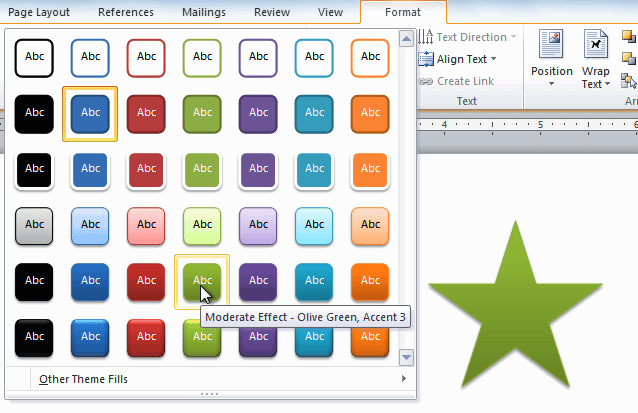
1. Select the shape. The **Format** tab appears.



1. Click the **More** drop-down arrow in the Shape Styles group to display more style options.



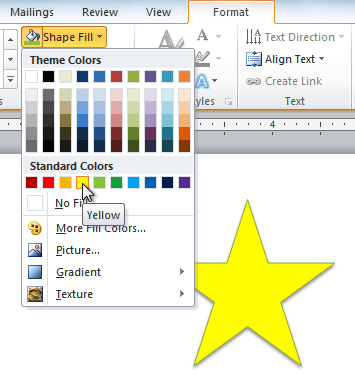
1. Move your cursor over the styles to see a live preview of the style in your document.



1. Select the desired style.

#### To change the shape fill color:

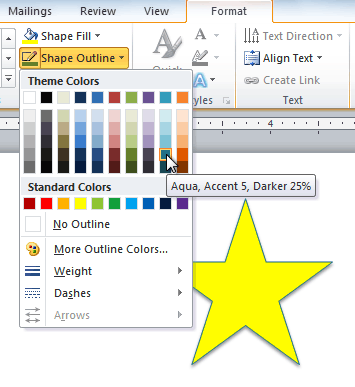
1. Select the shape. The **Format** tab appears.
2. Select the **Format** tab.
3. Click the **Shape Fill** command to display a drop-down list.



1. Select the desired **color** from the list, choose **No Fill**, or choose **More Fill Colors** to choose a custom color.

#### To change the shape outline:

1. Select the shape. The **Format** tab appears.
2. Click the **Format** tab.
3. Click the **Shape Outline** command to display a drop-down menu.

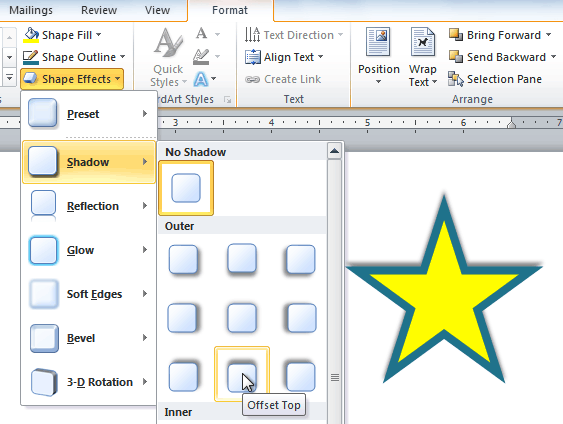


1. From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether it is a **dashed**line.



#### To change shadow effects:

1. Select the **Format** tab.
2. Click the **Shape Effects** command. A drop-down menu will appear.
3. Hover your mouse over **Shadow**. You will see a list of shadow presets.
4. Move your mouse over the menu options to see a live preview of the shadow effect in your document.



1. Click the desired shadow effect to add it to your shape.

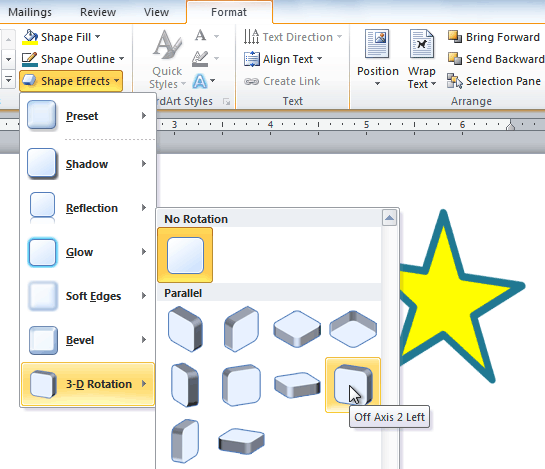
You can select **Shadow Options** from the drop-down menu and click the **Color** button to select a different shadow color for your shape.

### 3D effects

There are two types of effects you can apply to your shapes to give them a 3D appearance: **3-D Rotation** and **Bevel**.**3-D Rotation** gives the appearance that you are viewing the object from a different angle, and it can be applied to any shape. **Bevel** adds thickness and a rounded edge to shapes, but it doesn't work with every type of shape.

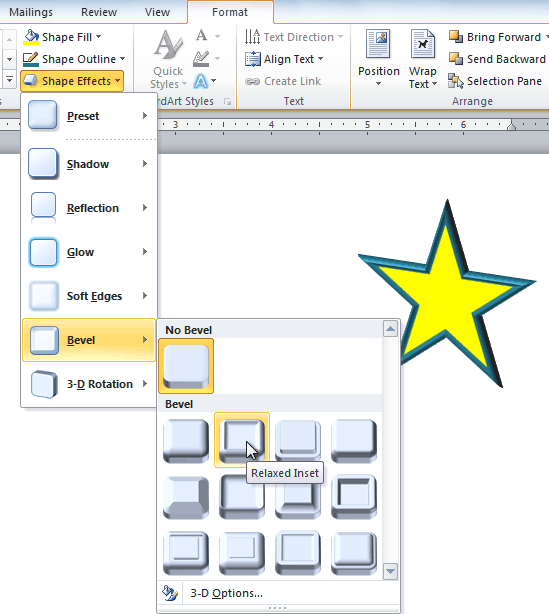
#### To use 3-D Rotation:

1. Select the shape.
2. Click the **Format** tab.
3. Click **Shape Effects** from the **Shape Styles** group.
4. Hover the mouse over **3-D Rotation**. A drop-down menu will appear.
5. Select the desired **rotation preset** from the drop-down menu. You can also click **3-D Rotation Options** if you would prefer to type custom values.



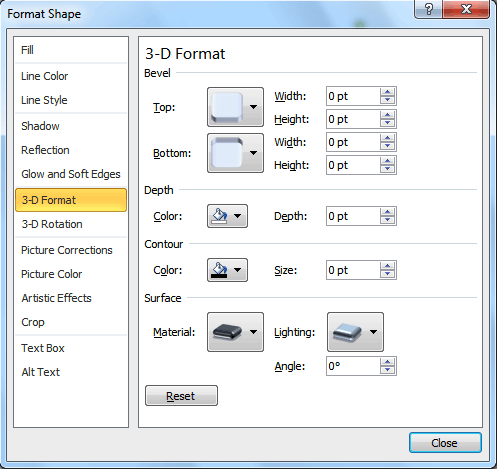
#### To use bevel:

1. Select the shape.
2. Click the **Format** tab.
3. Click **Shape Effects** from the **Shape Styles** group.
4. Hover your mouse over **Bevel**. A drop-down menu will appear.



1. Select the desired **bevel preset** from the drop-down menu. You can also click **3-D Options** if you would prefer to type custom values.

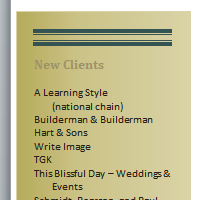
If you click **3-D Options**, you'll also be able to change the shape's material to give it a metal, plastic, or translucent appearance, and you can choose the lighting type to change how the shape is illuminated.



Challenge!

1. Create a **new** Word document.
2. Insert a **shape**.
3. Change the shape to a **different shape**.
4. Change the **fill color**.
5. Change the **outline color**.
6. Try various **shadow effects**.
7. Try various **3D effects**.

### Introduction



You may want to **insert a text box** into your document to draw attention to specific text or have the ability to **easily move text** within a document. Text boxes are basically treated the same as **shapes**, so you can add the same types of effects to them and can even change their shape.

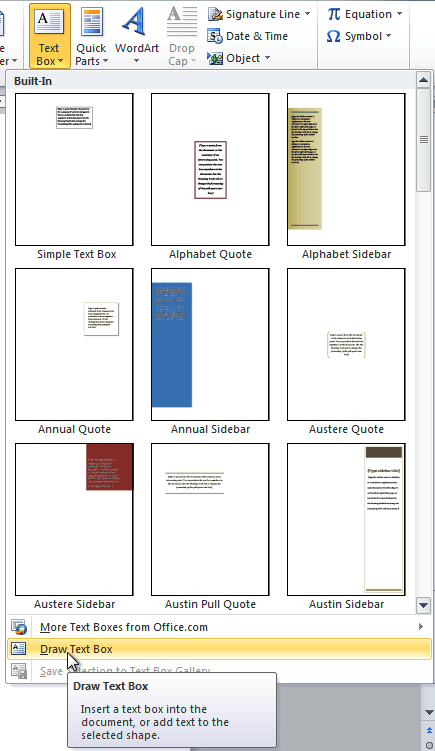
In this lesson, you will learn how to **insert a text box** and format it in various ways, including **resizing** and **moving** it, as well as changing the text box **shape**, **color**, and**outline**. You will also learn how to create and format **WordArt**.

### Lesson 10: Text boxes

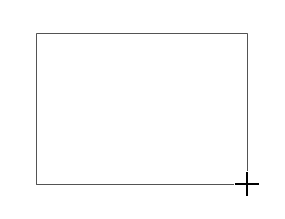
**Text boxes** are useful for helping to organize your document. They are basically treated the same as **shapes**, so when you **insert a text box** you can **format** it by changing its **fill color**, **outline color**, and**shape style**, as well as create **WordArt** and add **3D effects**.

#### To insert a text box:

1. Select the **Insert** tab on the Ribbon.
2. Click the **Text Box** command in the **Text** group. A drop-down menu will appear.
3. Select **Draw Text Box**.

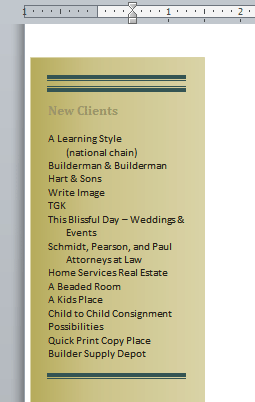


1. Click and drag on the document to create the text box.



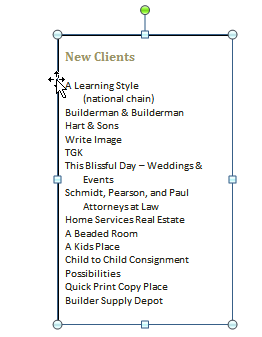
1. You can now start typing to create text inside the text box.

From the drop-down menu, you can also select one of the built-in text boxes that have predefined colors, fonts, positions, and sizes. If you choose this option, the text box will appear automatically so you will not need to click and drag to draw it.



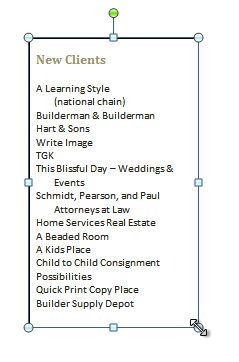
#### To move a text box:

1. Click the text box.
2. Hover the mouse over one of the edges of the text box. The mouse pointer becomes a **cross with arrows** on each end Cross icon.
3. **Click and drag** the text box to the desired location on the page.



#### To resize a text box:

1. Click the text box.
2. Click and drag one of the **sizing handles** on the corners or sides of the text box until it is the desired size.

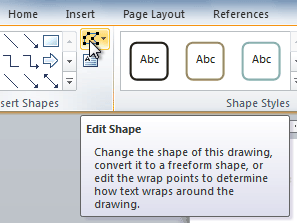


If you drag the **sizing handles** on any of the four corners, you will be able to change the **height** and **width**at the same time. The sizing handles on the top or bottom of the text box will only allow you to resize**vertically**, while the handles on the left and right sides will resize the text box **horizontally**.

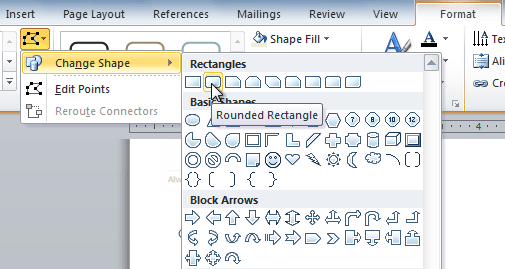
### Changing a text box's appearance

#### To change the text box shape:

1. Select the text box. A new **Format** tab appears with **Drawing Tools**.
2. Go to the **Format** tab.
3. Click the **Edit Shape** command.



1. Click **Change Shape** to display a drop-down list.

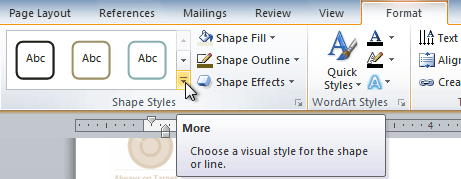


1. Select the desired shape from the list.

#### To choose a shape style:

Choosing a **shape style** allows you to apply a preset fill and outline color, and in some cases other effects such as**beveling** and **shadow**. You don't have to pick a style for your text box, but it can help you save time or experiment with different appearances.

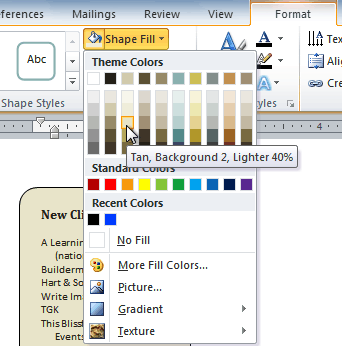
1. Select the text box. The **Format** tab appears.
2. Select the **Format** tab.
3. Click the **More** drop-down arrow in the Shape Styles group to display more style options.



1. Hover your mouse over the styles to see a live preview.
2. Select the desired style.

#### To change shape fill:

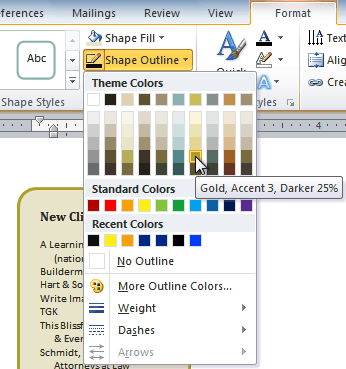
1. Select the text box. The **Format** tab appears.
2. Click the **Format** tab.



1. Click the **Shape Fill** command to display a drop-down menu.
2. From the drop-down menu, you can select a **color** from the list, choose **No Fill**, or select **More Fill Colors** to use a color that's not on the list.

#### To change the shape outline:

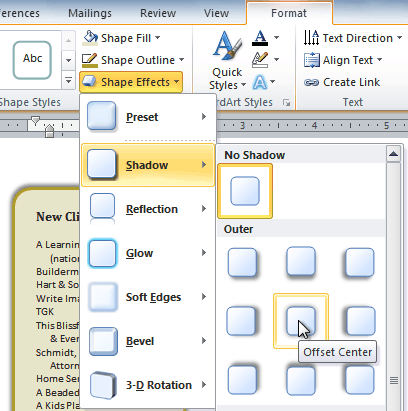
1. Select the text box. The **Format** tab appears.
2. Click the **Shape Outline** command to display a drop-down list.



1. Select a **color** from the list, choose **No Outline**, or select **More Outline Colors** to use a color that's not on the list.
2. From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether it is a **dashed**line.

#### To change shadow effects:

1. Select the text box. The **Format** tab appears.
2. Select the **Format** tab.
3. Click the **Shape Effects** command.
4. Click **Shadow**.
5. Move your mouse over the menu options to see a live preview in your document.



1. Click the desired option to select the shadow effect.

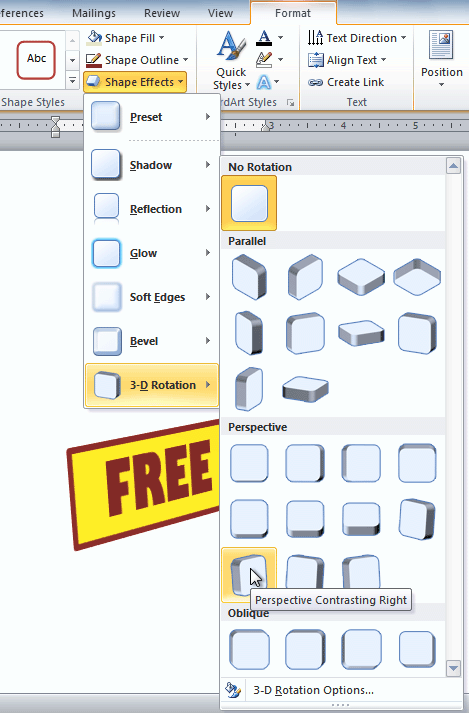
To choose a different shadow color for your shape, select **Shadow Options** from the drop-down menu, then click the **Color** button.

### 3D effects

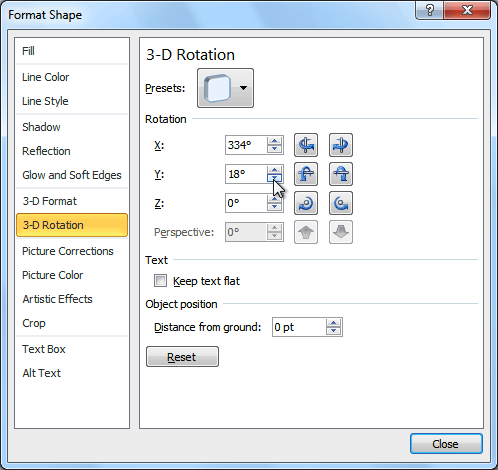
Just like other types of shapes, text boxes can have **3D effects**. There are two types of effects you can apply to your shapes to give them a 3D appearance: **3-D Rotation** and **Bevel**. **3-D Rotation** gives the appearance that you are viewing an object from a different angle, and it can be applied to any shape. **Bevel** adds thickness and a rounded edge to shapes; however, it doesn't work with every type of shape.

#### To use 3-D Rotation:

1. Select the text box.
2. Select the **Format** tab.
3. Click **Shape Effects** from the **Shape Styles** group.
4. Hover your mouse over **3-D Rotation**. A drop-down menu will appear.

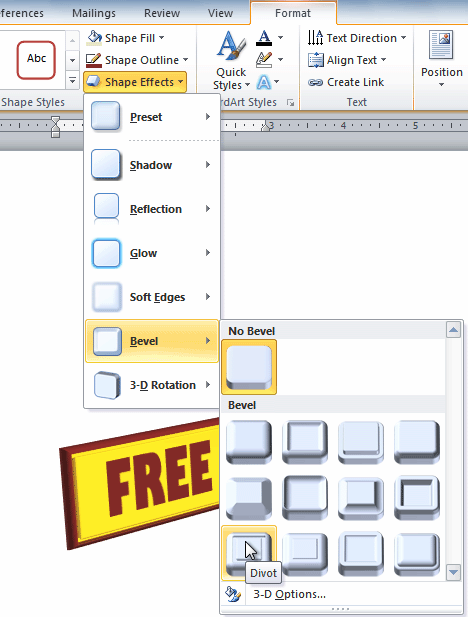


1. Select the desired **rotation preset** from the drop-down menu. You can also click **3-D Rotation Options** if you would prefer to type custom values.



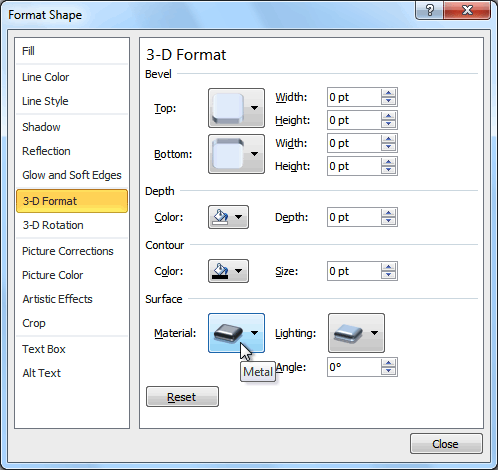
#### To use bevel:

1. Select the text box.
2. Select the **Format** tab.
3. Click **Shape Effects** from the **Shape Styles** group.
4. Hover your mouse over **Bevel**. A drop-down menu will appear.



1. Select the desired **bevel preset** from the drop-down menu. You can also click **3-D Options** if you would prefer to type custom values.

If you click **3-D Options**, you'll also be able to change the shape's **Material** to give it a metal, plastic, or translucent appearance, and you can choose the **Lighting** type to change how the shape is illuminated.



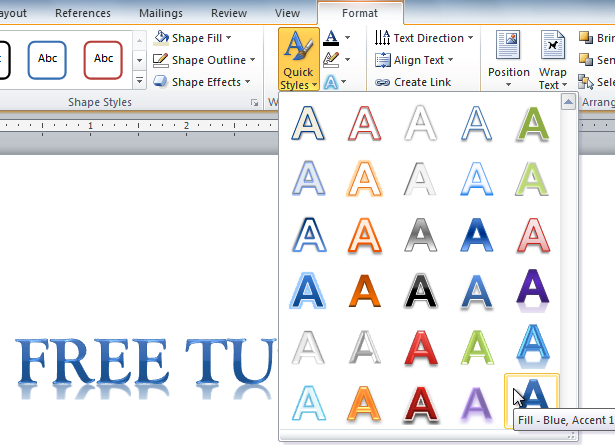
### Lesson 11: Creating WordArt

In addition to adding effects to a text box, you can add effects to the **text inside the text box**, which is known as**WordArt**. For the most part, the types of effects you can add are the same as the ones you can add to shapes or text boxes (shadow, bevel, etc.). However, you can also **Transform** the text to give it a wavy, slanted, or inflated look.

#### To apply a quick style to text:

A **quick style** will automatically apply several effects to your text at once. You can then refine the look of your text by adding or modifying text effects.

1. Select the text box, or select some text inside of the text box. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Quick Styles** command in the **WordArt Styles** group. A drop-down menu will appear.



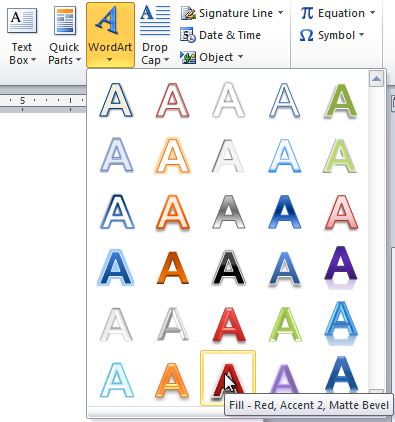
1. Select the desired style preset to apply the style to your text.

After you have applied a quick style, you can still modify the **font** or **font color** from the **Home** tab if you want.

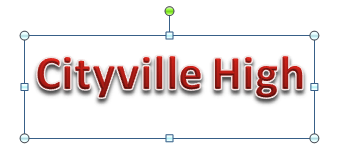
#### To convert regular text into WordArt:

For text to be formatted as WordArt, it needs to be inside of a **text box**. However, there's a shortcut that allows you to convert text into WordArt even if it's not in a text box.

1. Select the text you want to convert.
2. Click the **Insert** tab.
3. Click the **WordArt** command. The **Quick Styles** drop-down menu will appear.



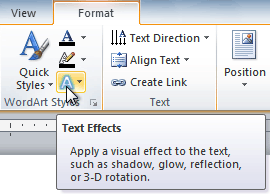
1. Select the desired **quick style**.
2. Word will automatically create a text box for your text and apply the style to the text.



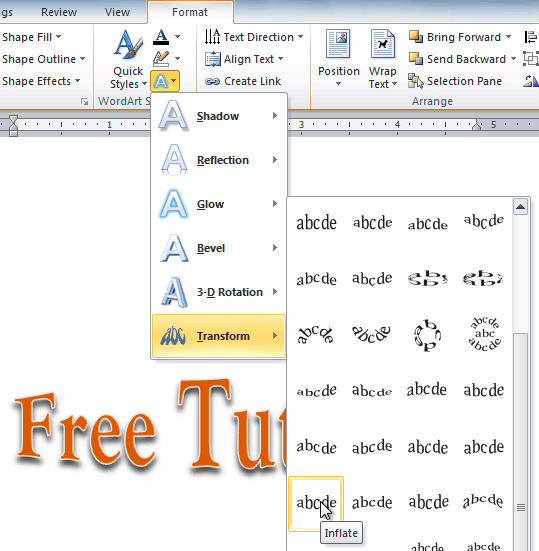
Some effects, such as **shadows**, can be added from the **Text Effects** menu in the **Home** tab. When you add effects in this way, it will not place the text in a text box.

#### To add or modify text effects:

1. Select the text box, or select some text inside of the text box. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Text Effects** command in the **WordArt Styles** group. A drop-down menu will appear, showing the different **effect categories**.



1. Hover over an effect category. A drop-down menu will appear. You can hover the mouse over the different presets to see a live preview.



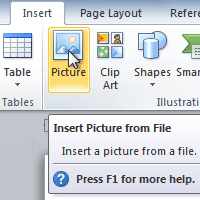
1. Select the desired effect preset. The effect will be applied to your text. If you want, you can combine several effects.



Challenge!

1. Create a **new** document.
2. Insert a **text box**.
3. Enter some **text** into the text box.
4. **Move** the text box to the desired location.
5. Change the **outline** of the text box to a different color.
6. Change the **fill color** of the text box.
7. Add some **WordArt effects** to the text.

### Introduction



Images are a great way to liven up a document, and Word offers a few methods to insert them. There are built-in **clip art** images for just about every topic, so you may be able to find a perfect clip art image for your document. If you have a more specific image in mind, you can **insert a picture from a file**.

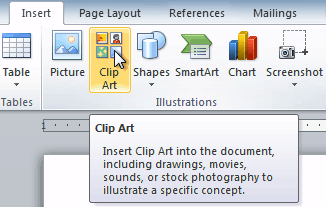
In this lesson, you will learn how to **search for and insert clip art**, how to **insert an image from a file**, and how to change the **text wrapping settings** for your images.

### Inserting clip art and pictures

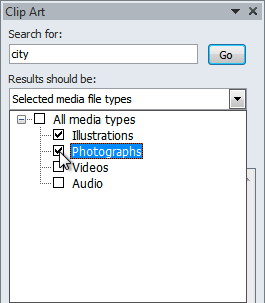
Adding **clip art** and **pictures** to your document can be a great way to**illustrate important information** or add**decorative accents** to existing text. You can insert images from your computer or search Microsoft's extensive selection of clip art to find the image you need. Once an image has been inserted, you can format text to **wrap**around the image.

#### To locate clip art:

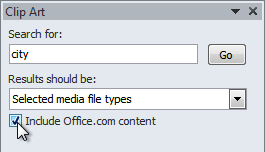
1. Select the **Insert** tab.
2. Click the **Clip Art** command in the **Illustrations** group.



1. The clip art options appear in the **task pane** to the right of the document.
2. Enter keywords in the **Search for:** field that are related to the image you want to insert.
3. Click the drop-down arrow in the **Results should be:** field.
4. Deselect any types of media you do not want to see.



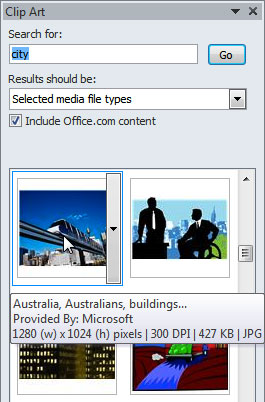
1. If you also want to search for clip art on Office.com, place a check mark next to **Include Office.com content**. Otherwise, it will just search for clip art on your computer.



1. Click **Go**.

#### To insert clip art:

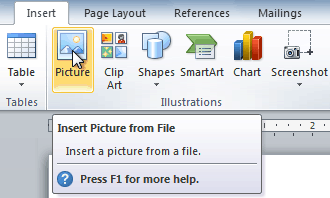
1. Review the results from a clip art search.
2. Place your **insertion point** in the document where you want to insert the clip art.
3. Click an image in the **Clip Art** pane. It will appear in the document.



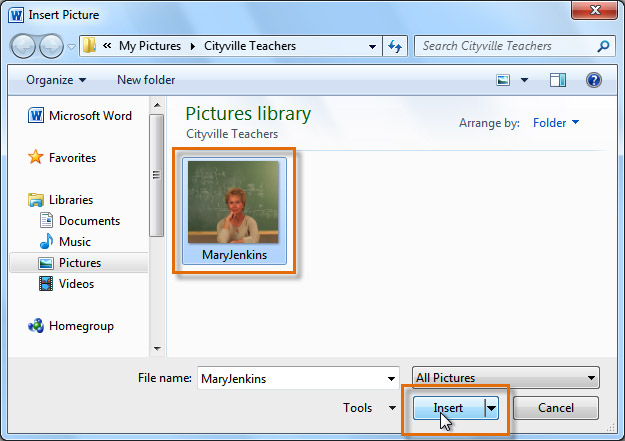
You can also click the **drop-down arrow** next to the image in the Clip Art pane to view more options.

#### To insert a picture from a file:

1. Place your **insertion point** where you want the image to appear.
2. Select the **Insert** tab.
3. Click the **Picture** command in the **Illustrations** group. The Insert Picture dialog box appears.



1. Select the desired image file, then click **Insert** to add it to your document.



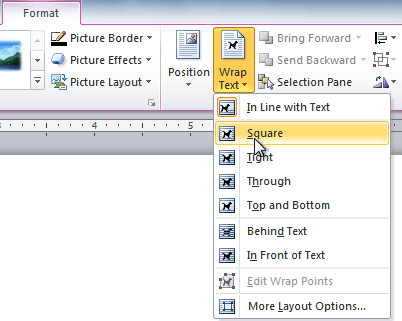
To resize an image, click and drag one of the **corner sizing handles**. The image will change size while keeping the same proportions. If you want to stretch it horizontally or vertically, you can use the **side sizing handles**.

### Changing text wrapping settings

When you insert clip art or a picture from a file, you may notice that it's difficult to move it exactly where you want. This is because the **text wrapping** for the image is set to **In Line with Text**. You'll need to change the **text wrapping setting** if you want to move the image freely, or if you just want the text to wrap around the image in a more natural way.

#### To wrap text around an image:

1. Select the image. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Wrap Text** command in the **Arrange** group.
4. Select the desired menu option. The text will adjust based on the option you have selected.

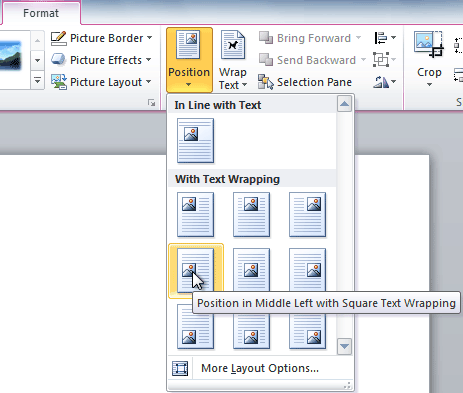


1. Move the image around to see how the text wraps for each setting.

If you can’t get your text to wrap the way you want, click the **Wrap Text** command, then select **More Layout Options** from the menu. You can make more precise changes in the Advanced Layout dialog box that appears.

#### To use a predefined text wrapping setting:

1. Click the **Position** command to the left of the **Wrap Text** command. A drop-down menu will appear.
2. From the drop-down menu, select the desired image position.

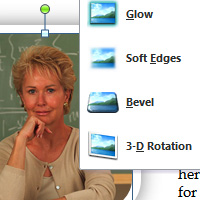


1. The image will move to the position you have selected, and it will automatically have text wrapping applied to it.

Challenge!

1. Create a **new** Word document.
2. Insert a **clip art** image.
3. Insert a **picture from a file** into the document.
4. **Resize** the picture.
5. Change the **text wrapping setting** to **In Front of Text**.

### Introduction



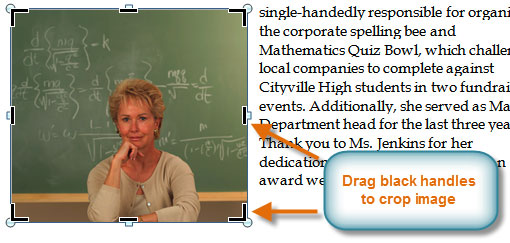
Once you've added pictures to your documents, you can format them in various ways. The **picture tools** in Word 2010 make it easy to incorporate images into your documents and **modify these images** in interesting ways.   
  
In this lesson, you will learn how to change the **picture style** and **shape**, add a**border**, **crop** and **compress** pictures, and add **artistic effects**.

### Lesson 12: Basic image formatting

Have you inserted a picture into your document that you want to trim or make appear smaller on the page? Perhaps you'd like to add an artistic effect or a border to the image to make it stand out. You can use Word's **picture tools** to help you modify the picture**style** and**shape**, add a **border**, **crop**, add **artistic effects**, and even **compress**pictures.

#### To crop an image:

1. Select an image. The **Format** tab will appear.
2. Select the **Format** tab.
3. Click the **Crop** command. Black cropping handles appear.

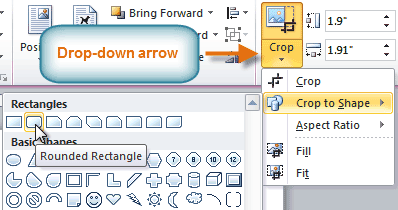


1. Click and drag a **handle** to crop an image.
2. Click the **Crop** command to deselect the crop tool.

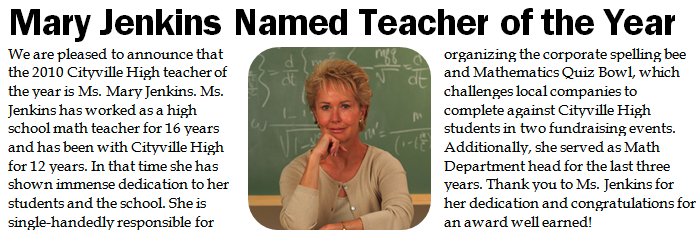
Corner handles will allow you to simultaneously crop the image horizontally and vertically.

#### To crop an image to a shape:

1. Select the image. The **Format** tab will appear.
2. Select the **Format** tab.
3. Click the **Crop** drop-down arrow (below the Crop command). A drop-down menu will appear.



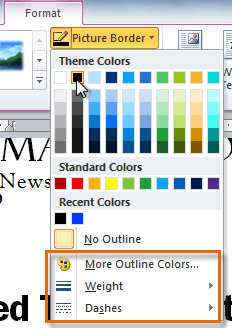
1. Select a shape from the drop-down menu.
2. The image will take the shape you have selected.



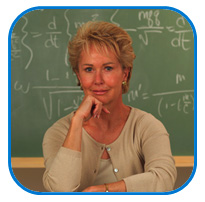
You may want to crop the image to the desired size before cropping it to a shape.

#### To add a border to a picture:

1. Select the picture.
2. Select the **Format** tab.
3. Click the **Picture Border** command. A drop-down menu will appear.



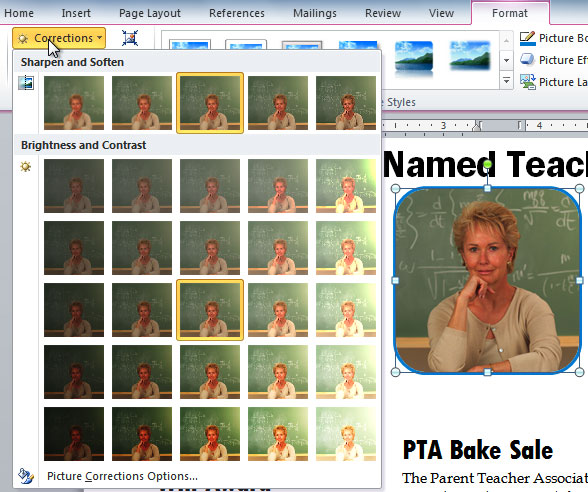
1. From the drop-down menu, you can select a **color**, **weight** (thickness), and whether the line is **dashed**.



### Image adjustments

#### To make image corrections:

1. Select the image. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Corrections** command. A drop-down menu will appear.

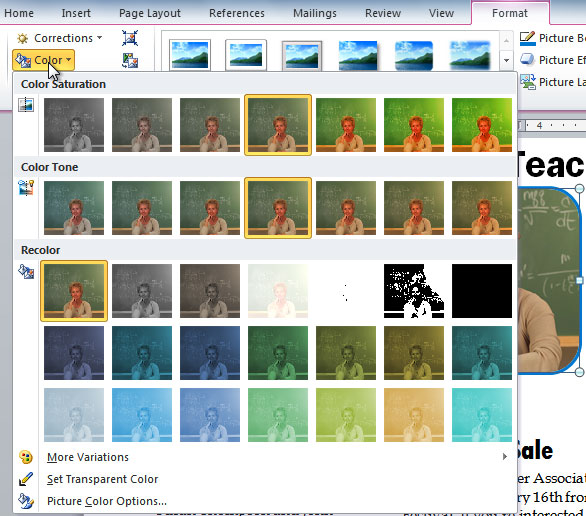


1. To sharpen or soften the image, hover over the **Sharpen and Soften** presets. You'll see a live preview of the preset in the document.
2. When you've found a preset you like, click it to select it.
3. Click the **Corrections** command again.
4. Hover over the **Brightness and Contrast** presets to see a live preview.
5. When you've found one you like, click it to select it.

You can also select **Picture Corrections Options** from the drop-down menu to refine the settings.

#### To adjust the color in an image:

1. Select the image. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Color** command. A drop-down menu will appear.



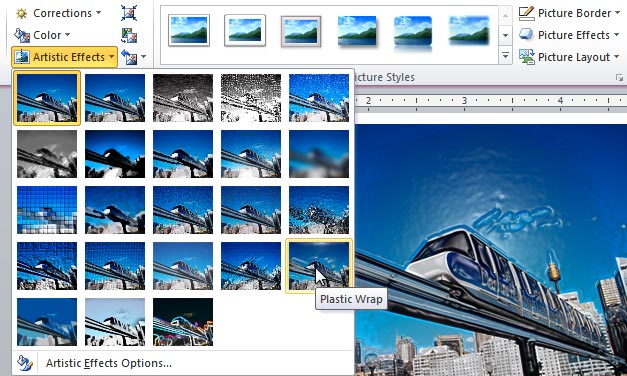
1. From the drop-down menu, you can choose a preset from each of the following three categories:
   * **Color Saturation:** This controls how vivid the colors are in the image.
   * **Color Tone:** This controls the temperature of the color, from **cool** to **warm**.
   * **Recolor:** This controls the overall color of the image. Use this option to make the image **black and white**or **grayscale**, or to **colorize** it with a different color.

You can also select **Picture Color Options** from the drop-down menu to refine the settings.

### Artistic effects and styles

#### To apply an artistic effect:

1. Select the picture. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Artistic Effects** command. A drop-down menu will appear.

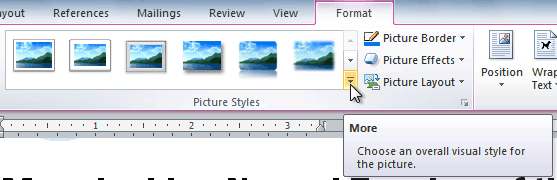


1. Hover over the different presets to see a live preview of each one.
2. When you've found a preset you like, click it to select it.
3. To adjust the settings for the effect, click **Artistic Effects** again, then select **Artistic Effect Options**.

Many **clip art** images do not allow you apply artistic effects. Generally speaking, the ones that look hand-drawn or painted do not work, while photographs do.

#### To apply a picture style:

1. Select the picture. The **Format** tab will appear.
2. Select the **Format** tab.
3. Click the **More** drop-down arrow to display all of the picture styles.



1. Hover over a picture style to display a live preview of the style in the document.
2. Select the desired style.



1. To refine the picture style, click the **Picture Effects** command to see the **Effects** drop-down menu. You may remember that the Effects menu was covered in our [**Working with Shapes**](http://www.gcflearnfree.org/word2010/working-with-shapes/1/) lesson, which you can review for more information.

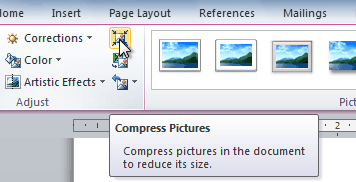


### Compressing pictures

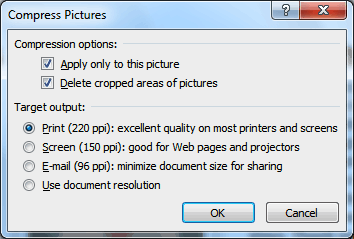
You'll need to monitor the **file size** of your documents that include pictures, especially if you send them via email. Large high-resolution pictures can quickly cause your document to become too large, which may make it difficult or impossible to attach to an email. In addition, **cropped areas** of pictures are saved with the document by default, which can add to the file size. Word can reduce the file size by **compressing** pictures, lowering their **resolution**, and **deleting cropped areas**.

#### To compress a picture:

1. Select the picture. The **Format** tab will appear.
2. Select the **Format** tab.
3. Click the **Compress Pictures** command in the **Adjust** group. A dialog box appears.



1. Place a check mark next to **Delete cropped areas of pictures**. You can also choose whether to apply the settings to **this picture only** or to all pictures in the document.
2. Choose a **Target output**. If you are emailing your document, you may want to select **Email**, which produces the smallest file size.



1. Click **OK**.

### Removing the background from an image

Removing the background from an image can give your images a cleaner appearance. If you're printing your document, it can also save ink.

#### About Background Removal

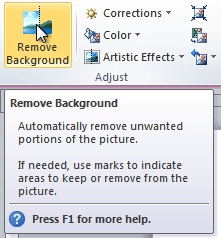
With **Background Removal**, Word uses special algorithms to determine which parts of the image are the background and then removes these areas from the image.





#### To remove the background from an image:

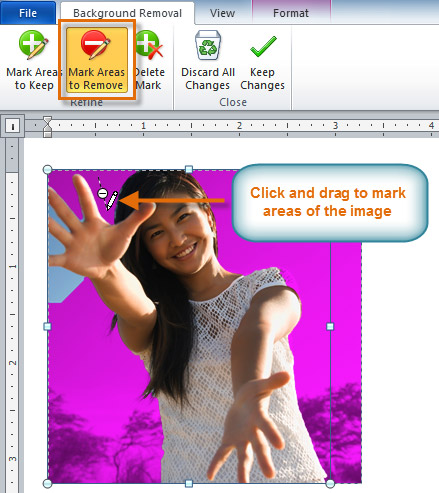
1. Click the image. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Remove Background** command.



1. Word will try to guess which part of the image is the background, and it will mark the area with a **magenta**fill. It will also place a box around the image with selection handles.



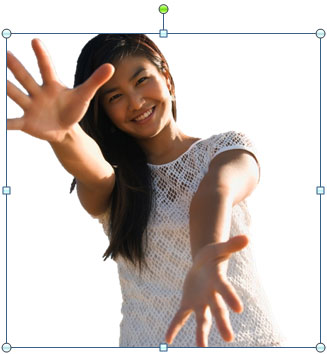
1. Drag the selection handles until all of the foreground is inside the box. After you do this, Word may readjust the background.
2. At this point, you may need to help Word decide which parts of the image are **foreground** and which parts are **background**. You can do this by using the **Mark Areas to Keep** and **Mark Areas to Remove** commands.
   * If Word has marked part of the foreground magenta, click **Mark Areas to Keep** and draw a line in that region of the image.
   * If part of the background has not been marked with magenta, click **Mark Areas to Remove** and draw a line in that region of the image.



1. After you add your marks, Word will readjust the image.



1. When you're satisfied with the image, click **Keep Changes**. All of the magenta areas will be removed from the image.



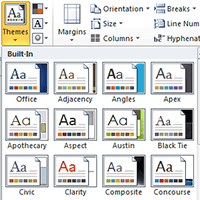
1. You can adjust the image at any time by clicking the **Remove Background** command again.

As with **artistic effects**, Background Removal will not work with some **clip art** images.

Challenge!

1. Create a **new** document.
2. Insert an **image from a file**.
3. **Resize** the image.
4. **Crop** the image.
5. **Remove the background** from the image.
6. Experiment with different **image corrections** and **color settings**.
7. Add an **artistic effect** to the image.
8. **Compress** the image.
9. **Save** the document.

### Introduction



Styles and themes are powerful tools in Word that can help you easily create professional-looking documents. A **style** is a predefined combination of font style, color, and size of text that can be **applied to selected text**. A **theme** is a set of formatting choices that can be applied to an **entire document** and includes theme colors, fonts, and effects.

In this lesson, you will learn how to **apply, modify**,**and create a style**; use **style sets**; apply a **document theme**; and create a **custom theme**.

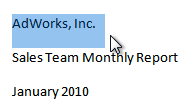
### Using styles and themes

Word's large selection of **styles** and **themes** allows you to quickly improve the appearance of your document. Styles can give your document a more sophisticated look, while themes are a great way to change the tone of your entire document quickly and easily. To use styles and themes effectively, you'll need to know how to **apply**,**modify**, and**create a style**; use **style sets**; apply a **document theme**; and create a **custom theme**.

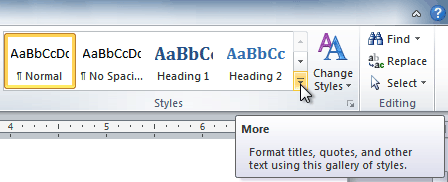
Optional: You can download this [**example**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_StylesThemes_Practice.docx) for extra practice.

#### To select a style:

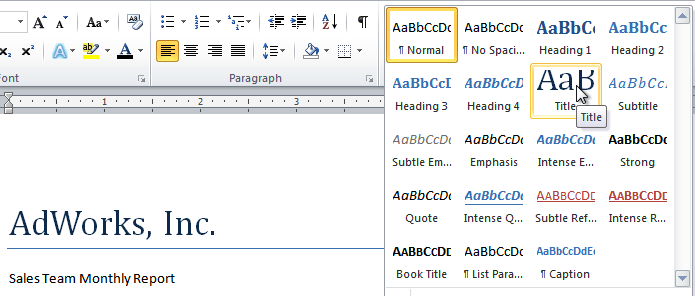
1. Select the text you want to format.



1. In the **Style** group on the **Home** tab, hover over each style to see a live preview in the document. Click the**More** drop-down arrow to see additional styles.



1. Select the style you want. The **selected text appears formatted** in the style.

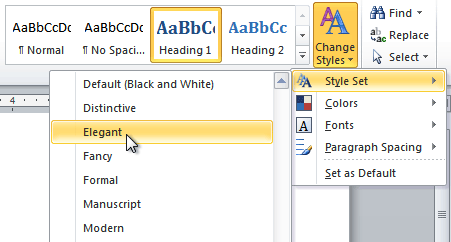


You can also use styles to create a **table of contents** for your document. To learn how, review our article on [**How to Create a Table of Contents in Microsoft Word**](http://www.gcflearnfree.org/officetips/word-tips/how-to-create-a-table-of-contents-in-word).

#### To apply a style set:

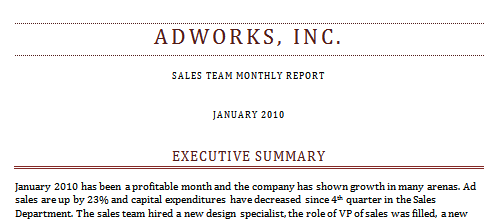
**Style sets** include a combination of title, heading, and paragraph styles. Style sets allow you to **format all of the elements of your document** at once, rather than formatting your title and headings separately.

1. Click the **Change Styles** command on the Ribbon. A drop-down menu will appear.
2. From the drop-down menu, select **Style Set**.



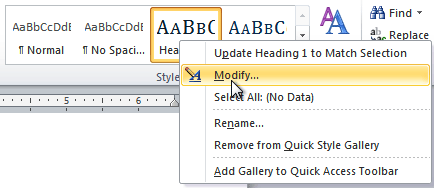
1. Select the **Style Set** you want, and the change will be reflected in the entire document.



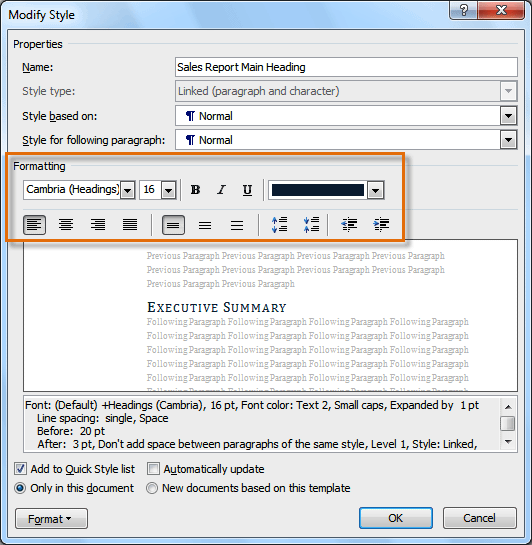


#### To modify a style:

1. Locate the style you want to change in the **Styles** group.
2. Right-click the style. A drop-down menu will appear.
3. Click **Modify**, and the **Modify Style** dialog box appears.



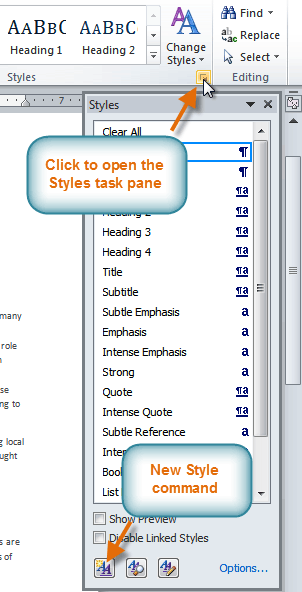
1. Make the desired changes to the formatting. If you want, you can also change the name of the style.



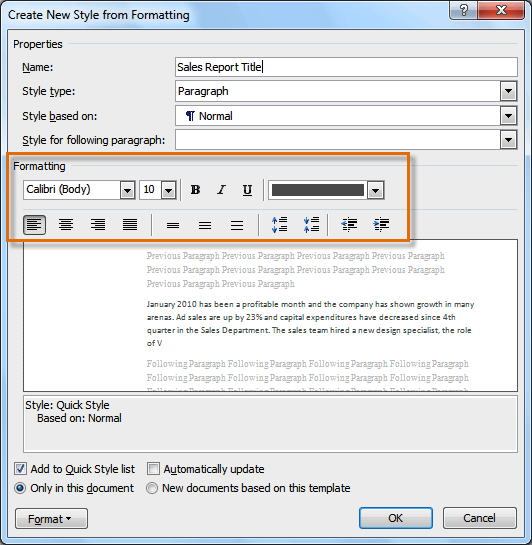
1. Click **OK** to apply the modifications to the style.

#### To create a new style:

1. Click the **arrow** in the bottom-right corner of the Styles group. This opens the **Styles** task pane.



1. Select the **New Style** button at the bottom. A dialog box will appear.
2. Enter a name for the style, and set the text formatting the way you want.



1. Click **OK**, and the new style will appear in the task pane.

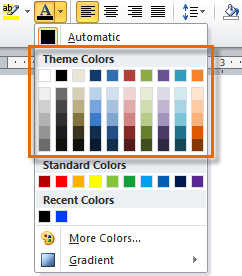
### Using themes

A **theme** is a set of **colors**, **fonts**, and **effects** that determines the overall look of your document. Themes are a great way to change the tone of your entire document quickly and easily.

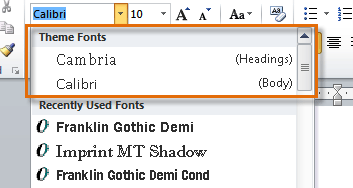
#### What is a theme?

All documents in Word 2010 use a theme. You've already been using a theme, even if you didn't know it: the default**Office** theme. Every theme, including the Office theme, has its own **theme elements**:

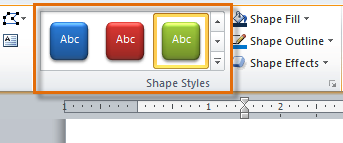
* **Theme colors** (available in every **Color** menu)



* **Theme fonts** (available in the **Font** menu)

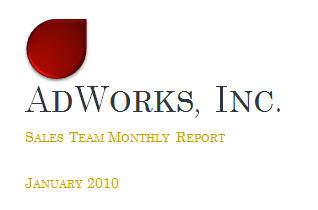


* **Shape styles** (available in the **Format** tab when you click a shape)



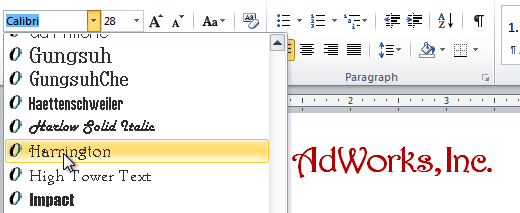
#### Why should you use theme elements?

If you're using theme elements, you'll probably find that your document looks pretty good and that all of the colors work well together, which means you don't have to spend as much time tweaking the document. But there's another great reason to use theme elements: When you switch to a different theme, **all of these elements will update** to reflect the new theme. You can drastically change the look of the document in a few clicks, and it will usually still look good.





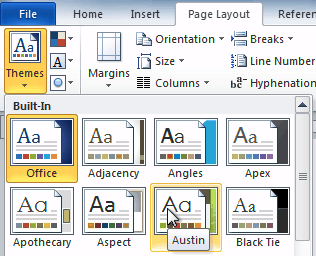
Remember, the colors and fonts will only update if you're using **theme fonts** or **theme colors**. If you choose one of the **standard colors** or any of the **fonts** that are not **theme fonts**, your text will not change when you change the theme. This can be useful if you're creating a logo or title that always needs to look the same.



If you're using built-in **styles**, you may notice that the fonts for these styles change when you select a different theme. This is because all of the built-in styles are based on the **theme fonts**. If you don't want the styles to change, you'll need to create **custom styles**.

#### To change the theme:

1. Select the **Page Layout** tab.
2. Click the **Themes** command. A drop-down menu will appear.



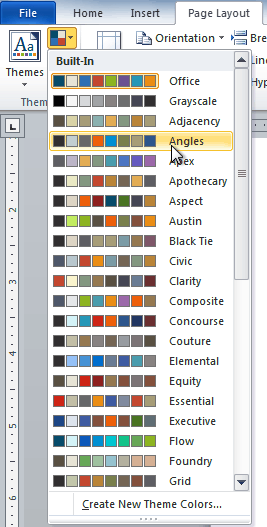
1. Hover the mouse over a theme to see a live preview of it.
2. Select the desired theme.

### Lesson 13: Customizing a theme

Let's say you really like the **fonts** from one theme, but you want to experiment with different **color schemes**. Luckily, you can mix and match the **colors**, **fonts**, and **effects** from different themes to create a unique look for your document. If it still doesn't look exactly right, you can customize the **theme colors** and**theme fonts**.

#### To change theme colors:

1. From the **Page Layout** tab, click the **Theme Colors** command. A drop-down menu will appear.

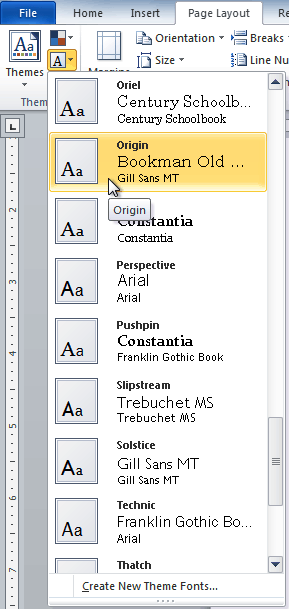


1. Hover your mouse over the different sets of **theme colors** to see a live preview.
2. Select the set of **theme colors** you want, or select **Create New Theme Colors** to customize each color individually.

When setting theme colors, try to find a part of your document that uses several colors so you get the best idea of what the color scheme looks like.

#### To change theme fonts:

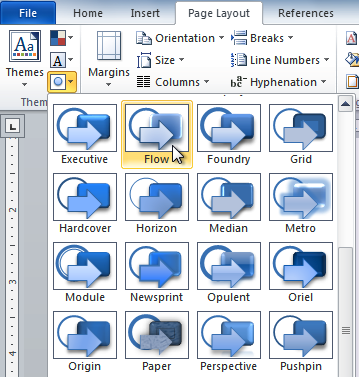
1. From the **Page Layout** tab, click the **Theme Fonts** command. A drop-down menu will appear.



1. Hover your mouse over the different sets of **theme fonts** to see a live preview.
2. Select the set of **theme fonts** you want, or select **Create New Theme Fonts** to customize each font individually.

#### To change theme effects:

1. From the **Page Layout** tab, click the **Theme Effects** command. A drop-down menu will appear.



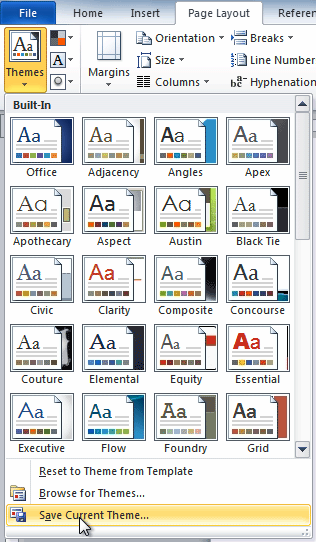
1. Hover your mouse over the different sets of **theme effects** to see a live preview.
2. Select the set of **theme effects** you want.

Some themes can add a **picture fill** to shapes, depending on which **shape styles** are used. For example, the **Paper** theme can add a paper-like texture to shapes. Try exploring some of the different shape styles after changing the theme.

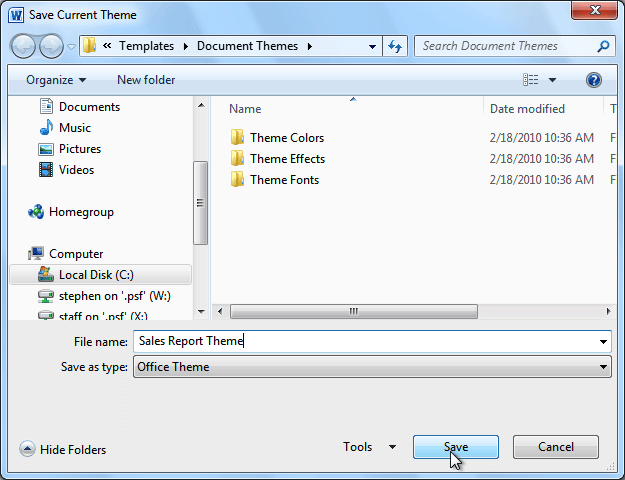
#### To save your theme:

Once you've found settings you like, you may want to save the theme so you can use it in other documents.

1. From the **Page Layout** tab, click the **Themes** command. A drop-down menu will appear.



1. Select **Save Current Theme**.

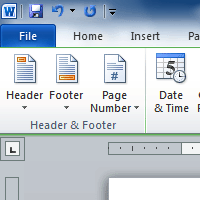


1. Type a **file name** for your theme, then click **Save**.

Challenge!

1. Open an **existing Word document**. If you want, you can use this [**example**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_StylesThemes_Practice.docx).
2. Apply several different **styles** to different parts of your document.
3. Apply a **style set** to your entire document.
4. Modify an existing style.
5. Apply a **theme**.

### Introduction



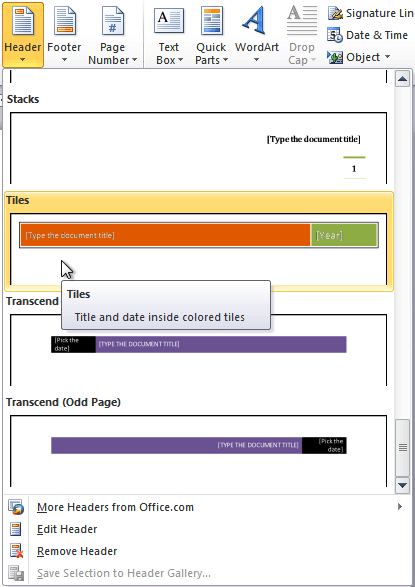
You can make your document look **professional and polished** by utilizing the header and footer sections. The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the**bottom margin**. Headers and footers generally contain information such as the page number, date, and document name.  
  
In this lesson, you will learn how to **insert and edit headers and footers**.

### Lesson 14: Headers and footers

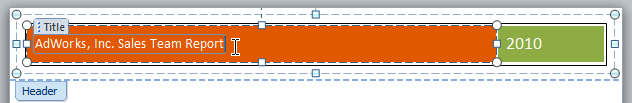
Headers and footers can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on **each page** of the document.

#### To insert a header or footer:

1. Select the **Insert** tab.
2. Click either the **Header** or **Footer** command. A drop-down menu will appear.
3. From the drop-down menu, select **Blank** to insert a blank header or footer, or choose one of the **built-in options**.



1. The **Design** tab will appear on the Ribbon, and the header or footer will appear in the document.
2. Type the desired information into the header or footer.

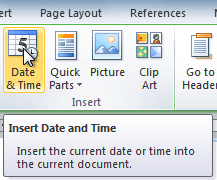


1. When you're finished, click **Close Header and Footer** in the **Design** tab, or hit the **Esc** key.

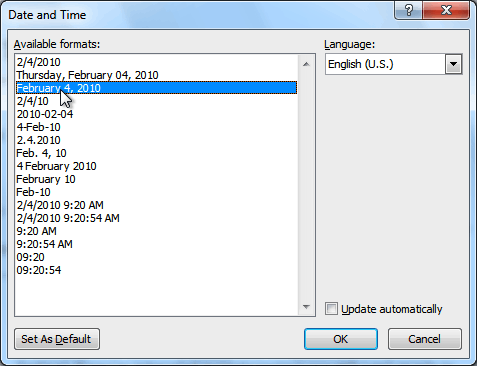
After you close the header or footer, it will still be visible, but it will be **locked**. To edit it again, just double-click anywhere on the header or footer, and it will become unlocked.

#### To insert the date or time into a header or footer:

1. **Double-click** anywhere on the header or footer to **unlock** it. The **Design** tab will appear.
2. From the **Design** tab, click the **Date & Time** command.



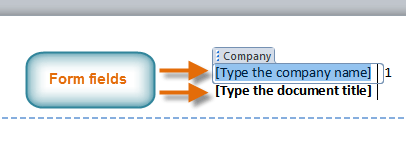
1. Select a **date format** in the dialog box that appears.



1. Place a check mark in the **Update Automatically** box if you would like it to always reflect the current date. Otherwise, it will not change when the document is opened at a later date.
2. Click **OK**. The date and time now appears in the document.

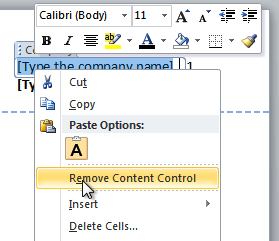
#### To remove content controls:

By default, some of the built-in headers and footers have snippets of text that are called **content controls**. Content controls can contain information such as the **document title** or **company name**, and they allow you to enter this information into a **form field**.



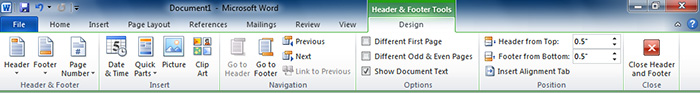
However, you'll often just want to type a normal header without any content controls. To do this, you'll need to remove any content control fields from the header or footer.

1. With the header or footer section active, right-click the **content control** field you want to remove. A drop-down menu will appear.
2. Click **Remove Content Control**. The content control field will disappear.



#### Other header and footer options

There are many other **header and footer options** you can use to design these sections of your document. You can review the **Header & Footer Tools** **Design tab** to view and explore these options.

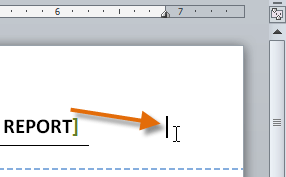


### Adding page numbers

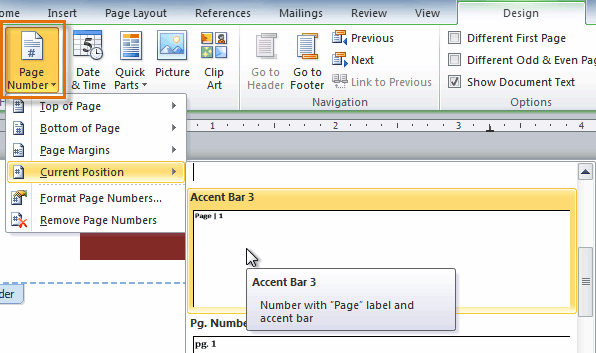
Word can automatically label each page with a page number and place it in a **header**, **footer**, or **side margin**. You can add page numbers to an **existing header or footer**, or you can insert page numbers into a **new header or footer**.

#### To add page numbers to an existing header or footer:

1. Select the **header** or **footer**. The **Design** tab will appear.
2. Place the **insertion point** where you want the page number to be. You can place it anywhere **except** inside a**content control field**.



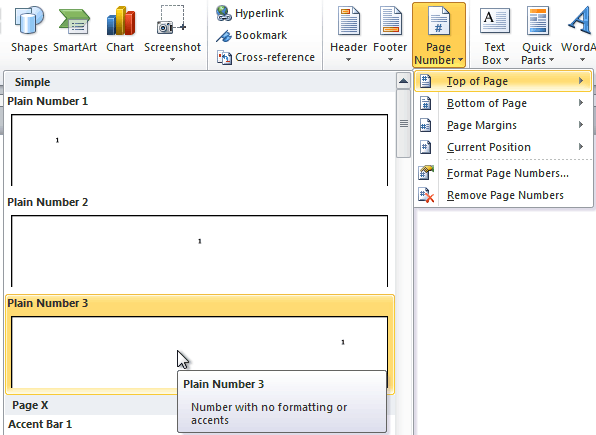
1. From the Design tab, select the **Page Number** command.
2. Click **Current Position**, then select the desired style. The page number will appear in the document.



If you've already typed information into your header or footer, it's important to place the page number at the **Current Position** to avoid losing anything. If you select a page number from **Top of Page** or **Bottom of Page**, it will **delete** **anything you've already added** to the header or footer.

#### To insert page numbers into a new header or footer:

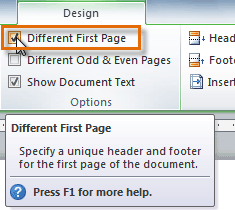
1. From the **Insert** tab, click **Page Number**. A drop-down menu will appear.
2. Select the desired **page number style**, and it will appear in your document.



#### To hide the page number on the first page:

In some documents, you may not want the first page to show the page number. You can **hide the first page number** without affecting the rest of the pages.

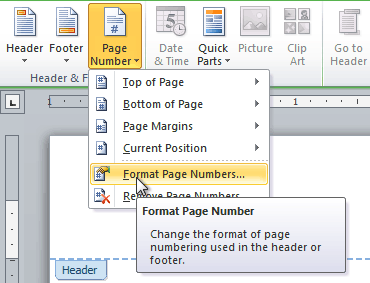
1. Select the **header** or **footer** that contains the page number.
2. From the **Design** tab, place a check mark next to **Different First Page**. The header and footer will disappear from the first page. If you want, you can **type something new** in the header or footer, and it will only affect the **first page**.



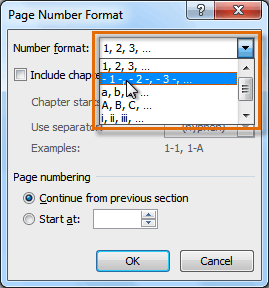
If you're unable to select **Different First Page**, it may be because an object within the header or footer is selected. Click in an **empty area** within the header or footer to make sure nothing is selected.

#### To format page numbers:

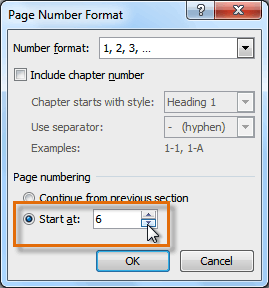
1. Select the **header** or **footer** that contains the page number.
2. From the **Design** tab, select the Page Number command.
3. Click **Format Page Numbers**.



1. From the dialog box, select the desired **Number format**.



1. Next to **Start at**, enter the number you want the page numbers to start with.



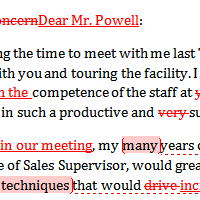
If you've created a page number in the **side margin**, it's still considered part of the header or footer. You won't be able to select the page number unless the **header or footer is selected**.

An alternative way to modify your page numbering is by using section breaks. To learn how to do this, read our article on [**Modifying Page Numbers in Word**](http://www.gcflearnfree.org/officetips/word-tips/modifying-page-numbers-in-word).

Challenge!

1. Create a **new** Word document.
2. Create a blank **header**.
3. Add your name in the **header** of a document.
4. **Right-align** the text in the header.
5. Select a **built-in footer**.

### Introduction



Let's say someone asks you to proofread a report. If you have a hard copy of the report, you might use a red pen to cross out sentences, mark misspellings, or add comments in the margins. However, you could also do all of these things in Word using the **Track Changes** and **Comments** features.

When you've finished reviewing the document, the other person can choose to automatically **accept** all of your changes, or decide whether to **accept** or **reject** each change one by one.

In this lesson, you'll learn how to **track changes**, add **comments**, and **compare** two versions of a document.

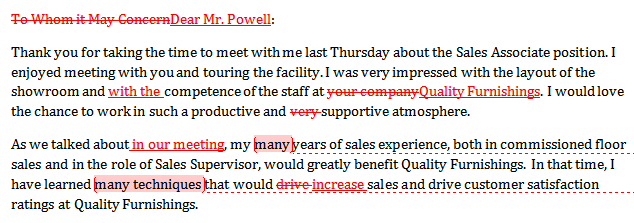
### Lesson 15: Using Track Changes and Comments

When you need to collaborate on the content of a document or if you need someone to proofread your document, Word's **Track Changes**and **Comments** features make it easier for you to collaborate with others.

Optional: You can download this [**example**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_Reviewing_Practice.docx) for extra practice.

#### About Track Changes

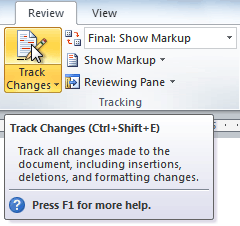
When you turn on the **Track Changes** option, all changes you make to the document show up as colored **markups**. If you delete some text, it won't disappear but instead will have a visible strike through it. If you add text, it will be underlined. This allows another person to see which changes have been made before making the changes permanent.



The **color** of the markups will vary depending on who is reviewing the document, so if there are multiple reviewers you'll be able to tell at a glance who made each change.

#### To turn on Track Changes:

1. Click the **Review** tab.
2. Click the **Track Changes** command. It should now be highlighted in gold to show that it is active.



1. Any changes you make to the document will be shown as colored markups.

Tracked changes

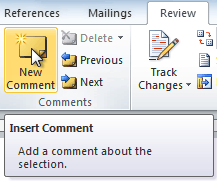
1. Click the **Track Changes** command again to turn it off.

### Adding and deleting comments

Sometimes instead of changing something, you may want to make a **comment** about part of the document. Comments show up in **balloons** in the right margin and can be read by the original author or by any other reviewers.

#### To add a comment:

1. **Highlight some text**, or place the **insertion point** where you want the comment to appear.
2. From the **Review** tab, click the **New Comment** command.



1. Type your comment.

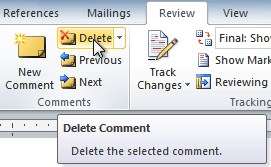
A comment

#### To delete a comment:

1. Select the **balloon** containing the comment you want to delete.

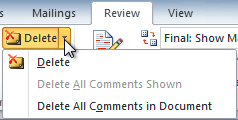
A selected comment

1. From the **Review** tab, click the **Delete** command.



#### To delete all comments:

1. From the **Review** tab, click the **Delete** drop-down arrow.



1. Click **Delete All Comments in Document**.

### Accepting and rejecting changes

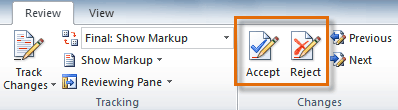
Tracked changes are really just suggested changes. To become permanent, they have to be **accepted**. On the other hand, the original author may disagree with some of the tracked changes and choose to **reject** them.

#### To accept or reject changes:

1. Select the change you want to accept or reject.

Selecting a change

1. From the **Review** tab, click the **Accept** or **Reject** command.



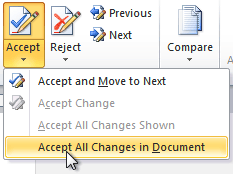
1. If you accepted the change, the markup will disappear, and the text will look normal.

After accepting a change

For some tracked changes, you can **reject** the changes by deleting them as if they were normal text. For example, if a reviewer adds a word to a sentence, you can just delete the word.

#### To accept all changes:

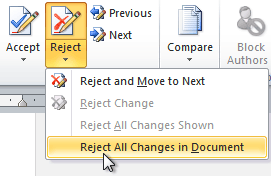
1. From the **Review** tab, click the **Accept** drop-down arrow. A drop-down menu will appear.



1. Select **Accept All Changes in Document**.

#### To reject all changes:

1. From the **Review** tab, click the **Reject** drop-down arrow. A drop-down menu will appear.



1. Select **Reject All Changes in Document**.

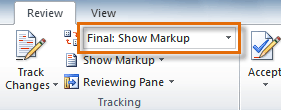
**Accepting** or **rejecting** all changes does not affect **comments**, so if you want to delete them you'll have to do so separately.

### Changing how markups appear

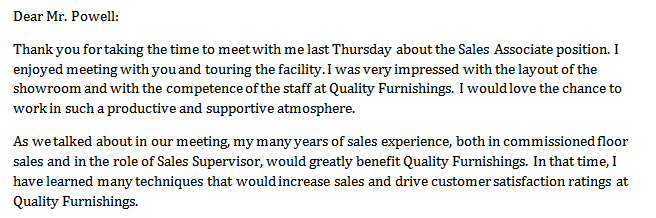
If there are a lot of tracked changes in a document, they can become distracting if you're trying to read through the document. There are a few settings you can use to **hide the markups** or **change how they appear**.

#### To hide tracked changes:

1. From the **Review** tab, click the **Display for Review** command. The Display for Review command is located to the right of the Track Changes command, and it may not be labeled. It will probably say **Final:Show Markup**.



1. In the drop-down menu, there are four options:
   * **Final: Show Markup:** Shows the final version along with the markup
   * **Final:** Shows the final version and hides all markups
   * **Original: Show Markup:** Shows the original version along with the markup
   * **Original:** Shows the original version and hides all markups
2. Choose **Final** or **Original** from the drop-down menu to hide markups.

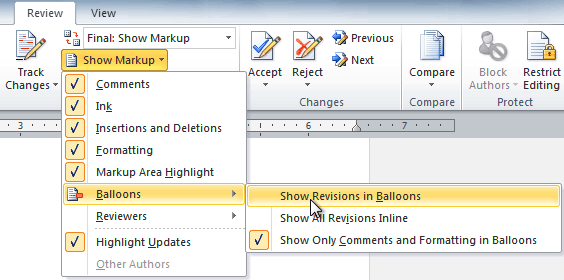


Setting **Display for Review** to **Final** is not the same as **accepting all changes**. You will still need to**accept** or **reject** the changes before sending the final version of your document.

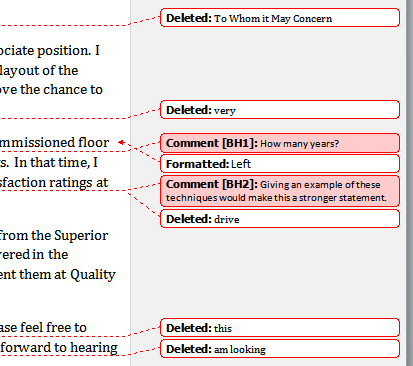
#### To show revisions in balloons:

By default, most revisions show up **inline**, meaning the text itself is marked. You can choose to **show the revisions in balloons**, which moves many of the revisions (such as **deletions**) to balloons in the right margin. This can make the document easier to read because there are fewer inline markups. Balloons also give you more detailed information about some markups.

1. From the **Review** tab, click **Show Markup****Balloons****Show Revisions in Balloons**.



1. Some of the revisions will move to the right margin.



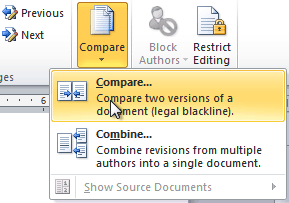
To go back to **inline** markups, you can select either **Show All Revisions Inline** or **Show Only Comments and Formatting in Balloons**.

### Comparing two documents

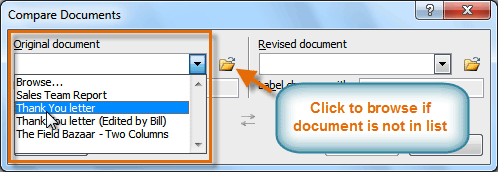
If you edit a document without tracking changes, it's still possible to use reviewing features such as **Accept** and**Reject**. You can do this by **comparing** two versions of the document. All you need is the **original** document and the**revised** document, and they must have different file names.

#### To compare two documents:

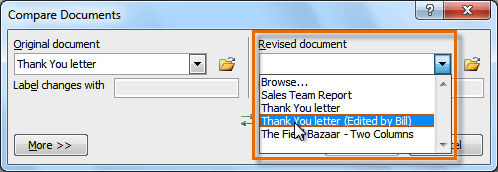
1. From the **Review** tab, click the **Compare** command. A drop-down menu will appear.
2. From the drop-down menu, click **Compare**.



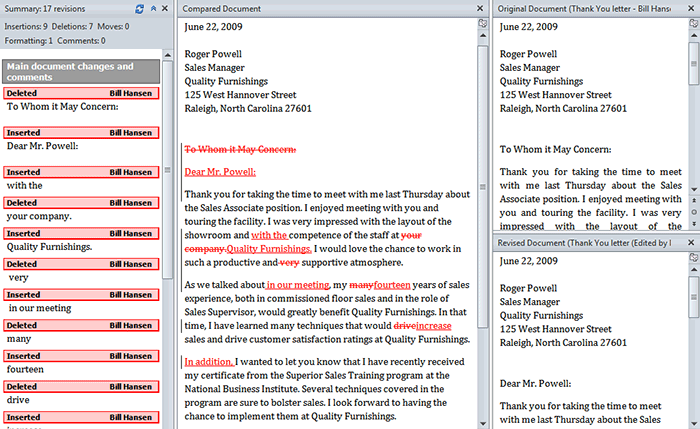
1. A dialog box will appear. Choose your **Original document** by clicking the drop-down arrow and selecting the document from the list. If your document is not on the list, click the **Browse** button to browse for the file.



1. Choose the **Revised document** the same way you chose the **Original document**, then click **OK**.



At this point, Word compares the two documents to determine which changes were made, and it creates a new document that you can save if you want. The changes show up as colored **markups**, just like the ones that appear when using **Track Changes**. You can then use the **Accept** and **Reject** commands to finalize the document.



To the right of the new document, there's a pane that displays the original and revised documents that you can use for reference (although you can't edit them). If you don't see the pane on the right, click **Compare**

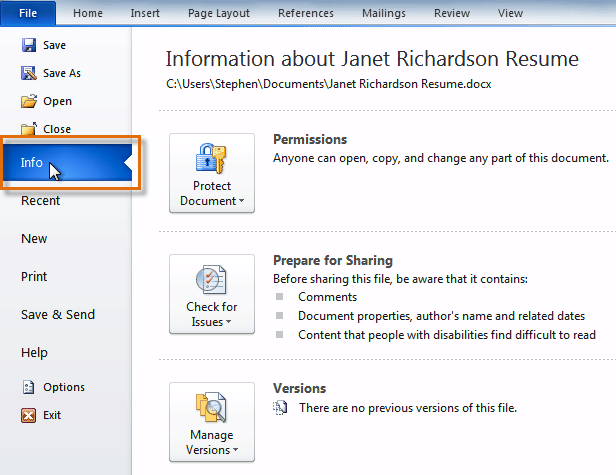
### Using the reviewing features safely

If there are any **comments** or **tracked changes** in your document, you should **remove them before sending it** to anyone you're not collaborating with. Comments and tracked changes can reveal confidential information that could lead to embarrassment or make you or your company appear unprofessional—or worse.

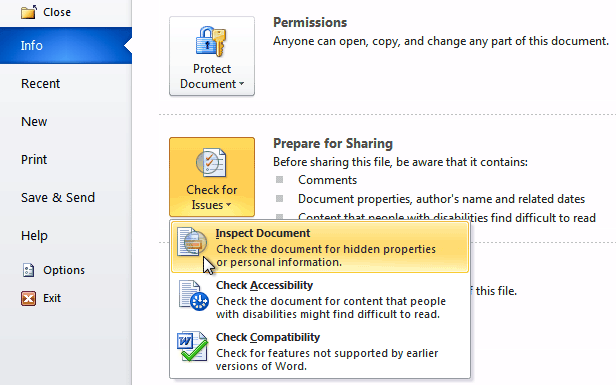
Once you've removed all of the comments and tracked changes, it's a good idea to double-check your document using the **Document Inspector**. The **Document Inspector** can tell you if there is any hidden data in your document that you may need to remove. It looks for data in many different places—not just comments and tracked changes.

#### To use the Document Inspector:

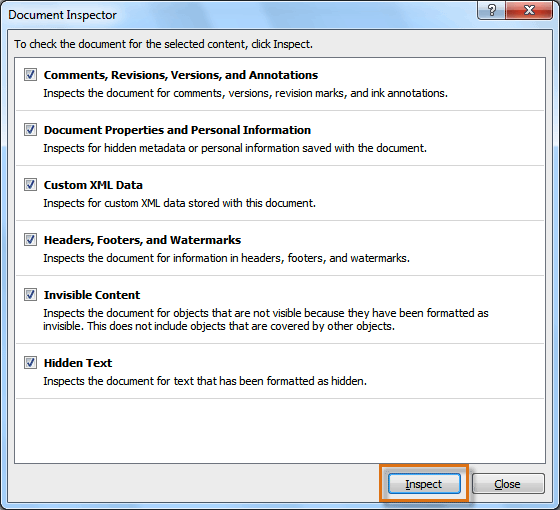
1. **Save** your document.
2. Click the **File** tab to go to **Backstage view**.
3. Select **Info** on the left side of the page.



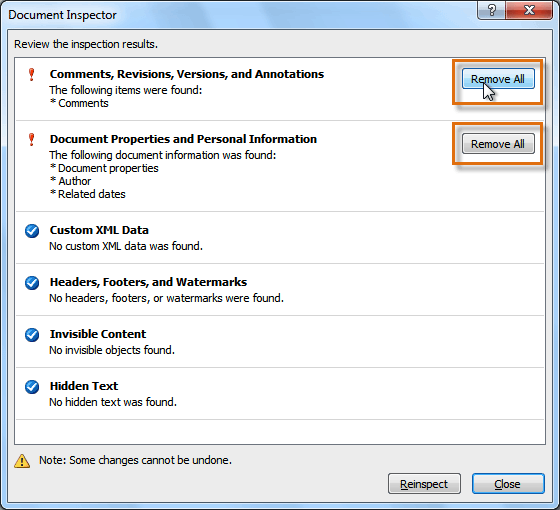
1. Click the **Check for Issues** command. A drop-down menu will appear.
2. Select **Inspect Document**.



1. Click **Inspect**.



1. The **inspection results** will show an **exclamation mark** for any categories where it found potentially sensitive data, and it will also have a **Remove All** button for each of these categories. Click **Remove All** to remove the data.

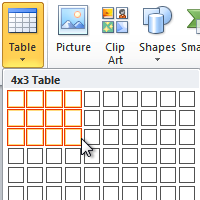


1. **Close** the dialog box when you're done.
2. From **Backstage view**, click **Save** to make the changes permanent.

Challenge!

1. Open an **existing Word document**. If you want, you can use this [**example**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_Reviewing_Practice.docx).
2. Turn on **Track Changes**.
3. **Delete** some text.
4. **Add** some text.
5. Change some of the **text formatting**.
6. Experiment with the **Display for Review** command.
7. **Accept** all of the changes.
8. Use the **Document Inspector** to check the document.

### Introduction



A **table** is a grid of cells arranged in **rows** and **columns**. Tables can be customized and are useful for various tasks such as presenting text information and numerical data.   
  
In this lesson, you will learn how to **convert text to a table**, apply **table styles**,**format tables**, and create **blank tables**.

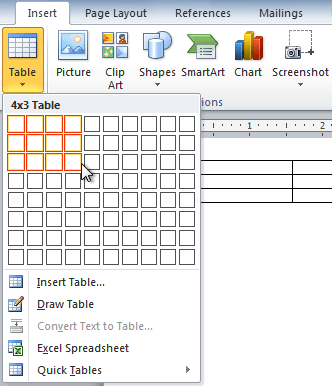
### Lesson 16: Inserting and modifying tables

In Word, tables are useful for organizing and presenting data. You can create a **blank** table, **convert text** to a table, and apply a variety of**styles** and **formats** to existing tables.

Optional: You can download this [**example**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_Tables_Practice.docx) for extra practice.

#### To insert a blank table:

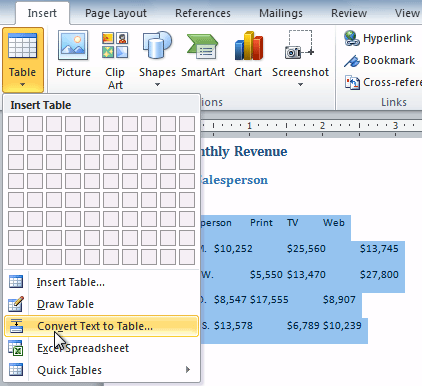
1. Place your insertion point in the document where you want the table to appear.
2. Select the **Insert** tab.
3. Click the **Table** command.
4. Hover your mouse over the diagram squares to select the number of **columns** and **rows** in the table.



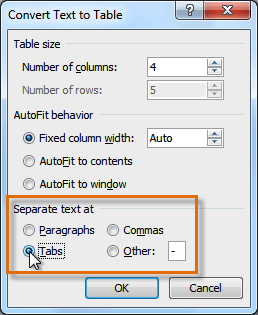
1. Click your mouse, and the table appears in the document.
2. You can now place the insertion point anywhere in the table to add text.

#### To convert existing text to a table:

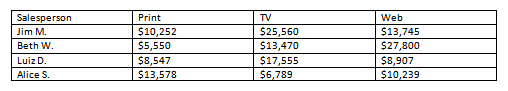
1. Select the text you want to convert.
2. Select the **Insert** tab.
3. Click the **Table** command.
4. Select **Convert Text to Table** from the menu. A dialog box will appear.



1. Choose one of the options in the **Separate text at:** section. This is how Word knows what text to put in each column.

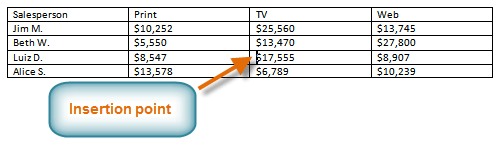


1. Click **OK**. The text appears in a table.

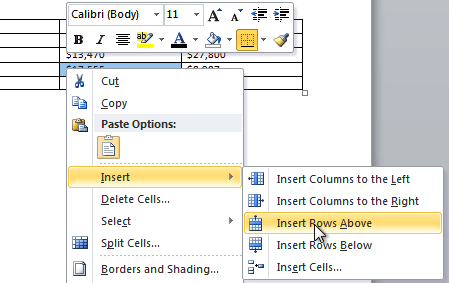


#### To add a row above an existing row:

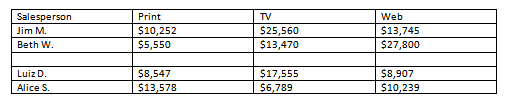
1. Place the insertion point in a row **below** the location where you want to add a row.



1. Right-click the mouse. A menu appears.
2. Select **Insert****Insert Rows Above**.



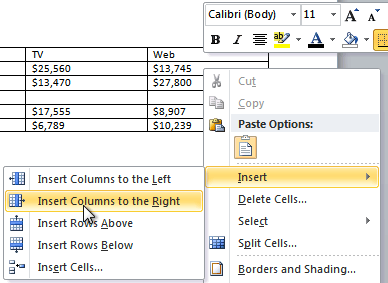
1. A new row appears **above** the insertion point.



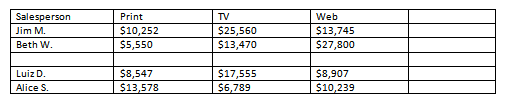
You can also add rows below the insertion point. Follow the same steps, but select **Insert Rows Below**from the menu.

#### To add a column:

1. Place the **insertion point** in a **column** **adjacent** to the location where you want the new column to appear.
2. Right-click the mouse. A menu will appear.

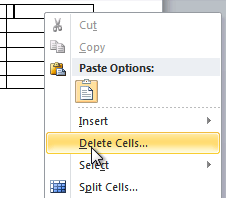


1. Select **Insert****Insert Columns to the Left** or **Insert Columns to the Right**. A new column appears.

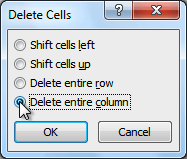


#### To delete a row or column:

1. Select the row or column.
2. Right-click your mouse. A menu will appear.
3. Select **Delete Cells**.

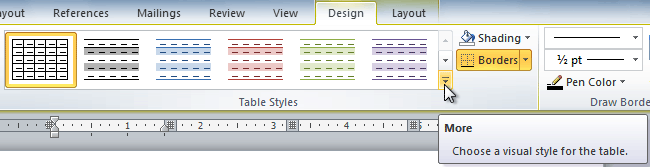


1. Select **Delete entire row** or **Delete entire column**, then click **OK**.

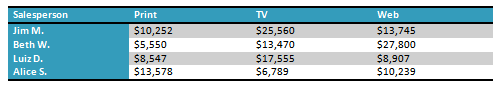


#### To apply a table style:

1. Click anywhere on the table. The **Design** tab will appear on the Ribbon.
2. Select the **Design** tab and locate the **Table Styles**.
3. Click the **More** drop-down arrow to see all of the table styles.



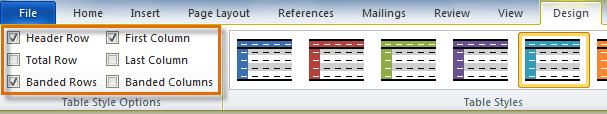
1. Hover the mouse over the various styles to see a live preview.
2. Select the desired style. The table style will appear in the document.



#### To change table style options:

Once you've chosen a table style, you can turn various options **on** or **off** to change the appearance of the table. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

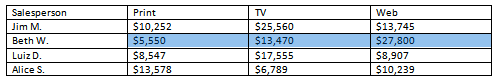
1. Click anywhere on the table. The **Design** tab will appear.
2. From the **Design** tab, **check** or **uncheck** the desired options in the **Table Style Options** group.



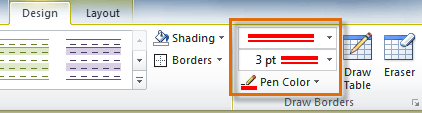
Depending on which **table style** you're using, certain **table style options** may have a somewhat different effect. You may need to **experiment** to get the exact look you want.

#### To add borders to a table:

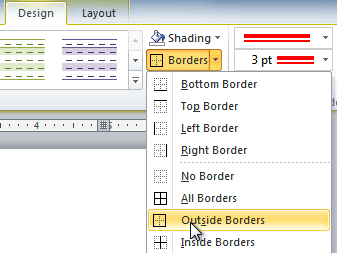
1. Select the cells you want to add a border to.



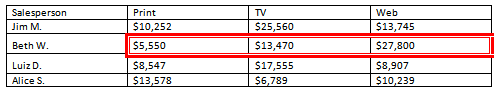
1. From the **Design** tab, select the desired **Line Style**, **Line Weight**, and **Pen Color**.



1. Click the **Borders** drop-down arrow.
2. From the drop-down menu, select the desired **border type**.



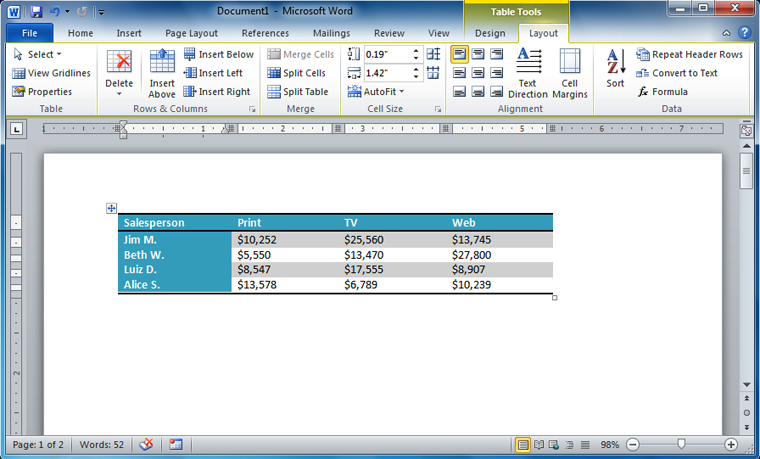
1. The border will be added to the selected cells.



### Modifying a table using the Layout tab

When you select a table in Word 2010, **Design** and **Layout** tabs appear under **Table Tools** on the Ribbon. Using commands on the **Layout** tab, you can make a variety of modifications to the table.

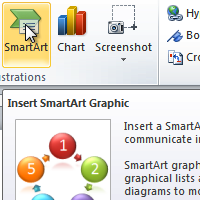
Click the buttons in the interactive below to learn about the different ways you can modify a table with the Layout tab.



Challenge!

1. Open an **existing Word document**. If you want, you can use this [**example**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_Tables_Practice.docx).
2. **Convert some text** into a table. If you are using the example, convert the text below **By Client**.
3. Apply a **table style**, and experiment with the**table style options**. If you are using the example, see if you can make the table match the **By Salesperson** table above it.
4. **Delete a row** from the table.
5. Insert a **blank table** with five rows and four columns.
6. Add **borders** to the blank table.

### Introduction



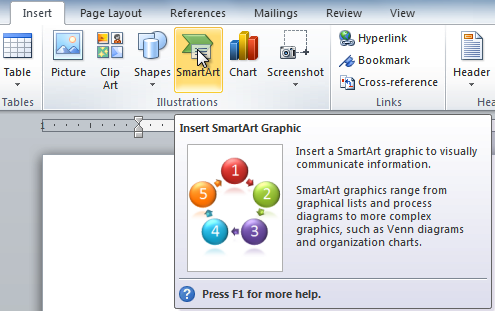
SmartArt allows you to **visually communicate information** rather than simply using text. Illustrations can enhance your document, and SmartArt makes using graphics especially easy. In this lesson, you will learn how to **insert a SmartArt graphic**, modify the **color** and **effects**, and change the **organization** of the graphic.

### Lesson 17: SmartArt graphics

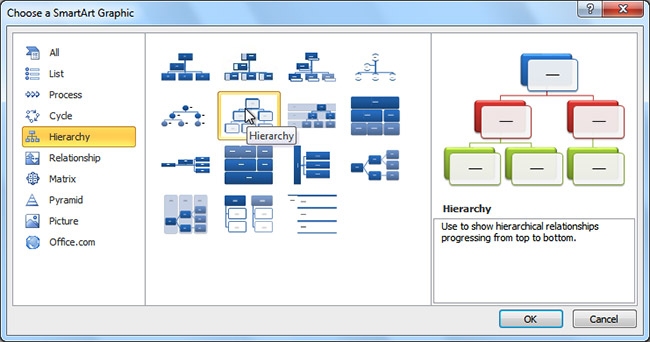
Word has a variety of **SmartArt** graphics you can use to illustrate and organize many different types of ideas. To get the most out of SmartArt, you'll need to know how to **insert a SmartArt graphic**, modify the **color** and **effects**, and change the **organization** of the graphic.

#### To insert a SmartArt illustration:

1. Place the insertion point in the document where you want the graphic to appear.
2. Select the **Insert** tab.
3. Select the **SmartArt** command in the Illustrations group. A dialog box appears.



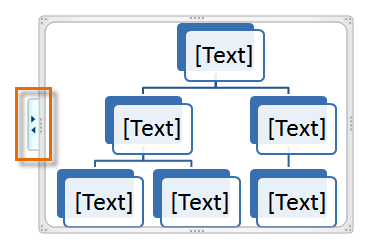
1. Select a **category** to the left of the dialog box, and review the SmartArt graphics that appear in the **center**.
2. Select the desired SmartArt graphic, then click **OK**.



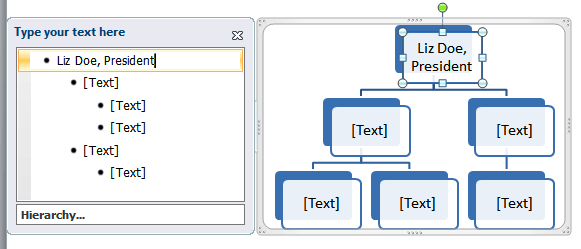
To see more details about a graphic, click any image and a larger preview of the graphic with **additional text details** will appear on the **right side** of the dialog box.

#### To add text to a SmartArt graphic:

1. Select the graphic. A border will appear around it with an **arrow** on the left side.
2. Click the **arrow** on the left side of the graphic to open the task pane.



1. Enter text next to each bullet in the task pane. The information will appear in the graphic and will resize to fit inside of the shape.



1. To add a new shape, press **Enter**. A new bullet will appear in the task pane, and a new shape will appear in the graphic.

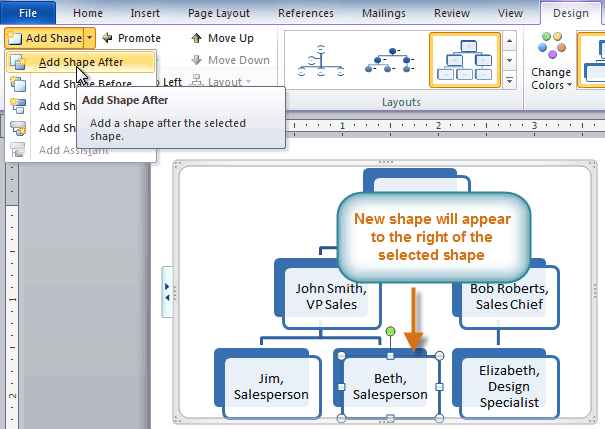
You can also add text by clicking the desired shape and typing your text. This works well if you only need to add text to a **few shapes**. However, for more complex SmartArt graphics working in the **task pane** is often faster.

You can change the layout of a SmartArt graphic even after you've added text. However, if the new layout is different from the old one, some of your text may not show up. Experiment with different layouts to see how they display your text differently.

### Changing the organization of a SmartArt graphic

#### To add a shape to a graphic:

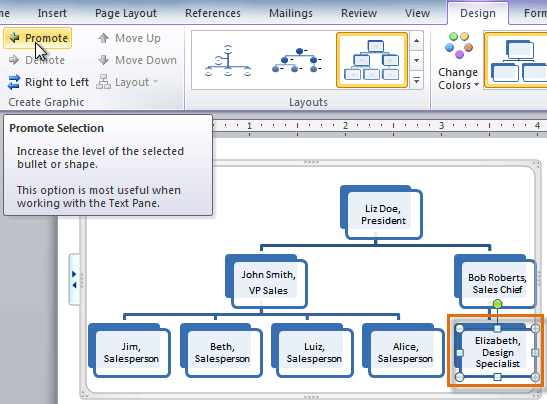
1. Select the graphic. The **Design** and **Format** tabs appear on the Ribbon.
2. Select the **Design** tab.
3. Click the **Add Shape** command in the **Graphics** group.
4. Decide where you want the **new shape** to appear, and select one of the shapes nearby the desired location.
5. Select **Add Shape Before** or **Add Shape After**. If you want to add a superior or a subordinate, select the **Add Shape Above** or **Add Shape Below** options.



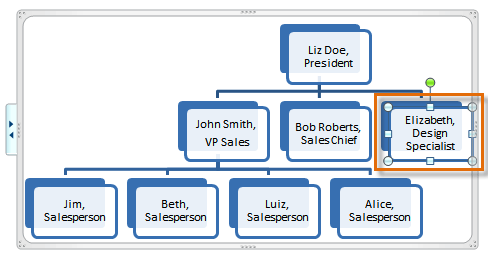
You can change the layout of a SmartArt graphic even after you've added text. However, if the new layout is different from the old one some of your text may not show up. Experiment with different layouts to see how they display your text differently.

#### To move shapes using the Promote and Demote commands:

1. Select the graphic. The **Design** and **Format** tabs appear on the Ribbon.
2. Select the **Design** tab.
3. Select the **shape** you want to move.
4. Click the **Promote** or **Demote** command in the Create Graphic group.



1. The shape will move up or down by one level.

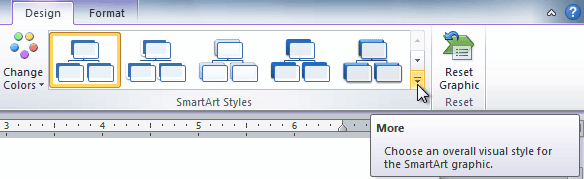


You can also demote and promote shapes from within the **task pane**. With the **insertion point** in the task pane, press the **Tab** key to demote a shape. Press the **Backspace** key (or **Shift+Tab**) to promote a shape. It's a lot like creating an outline with a **multilevel list**. For more information, you may want to review our[**Working with Lists**](http://www.gcflearnfree.org/word2010/working-with-lists/1/) lesson.

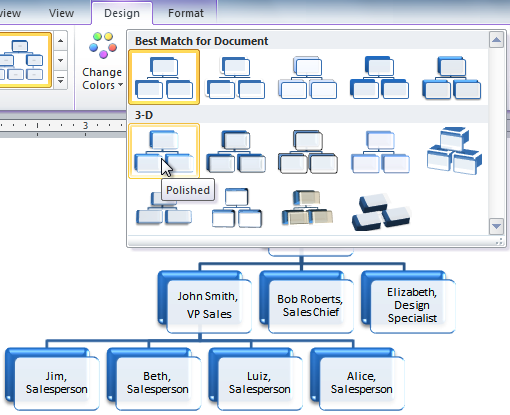
### Modifying the SmartArt graphic's appearance

#### To change the SmartArt style:

1. Select the graphic. The **Design** and **Format** tabs appear on the Ribbon.
2. Click the **Design** tab.
3. In the **SmartArt Styles** group, click the **More** drop-down arrow to view all of the styles.



1. Hover your mouse over each style to see a live preview.

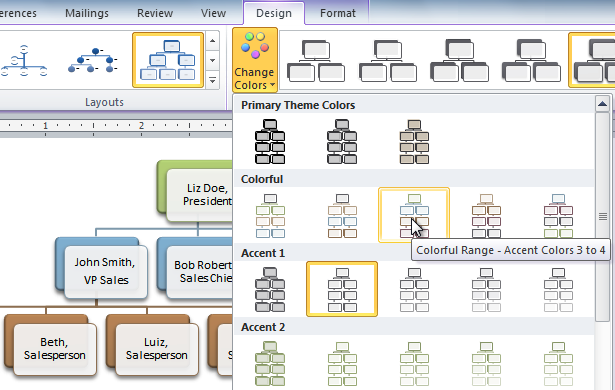


1. Select the desired style.

#### To change color scheme:

Word provides a variety of **color schemes** to use with SmartArt. The color schemes use **theme colors**, so they will vary depending on which **theme** you are using.

1. Select the graphic. The **Design** and **Format** tabs appear on the Ribbon.
2. Select the **Design** tab.
3. Click the **Change Colors** command. A drop-down menu appears, showing various color schemes.
4. Select the desired color scheme.

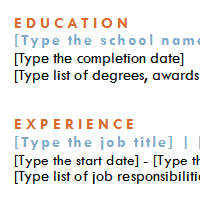


If you want to change the appearance of a **single shape** within the SmartArt graphic, select the shape, then click the **Format** tab. You can then modify the **shape style**, **color**, **effects**, and other settings for that shape.

Challenge!

1. Create a **new** document.
2. Insert a **SmartArt graphic**.
3. Enter **text** into the graphic.
4. Change the **SmartArt style**.
5. Change the **color scheme**.

### Introduction



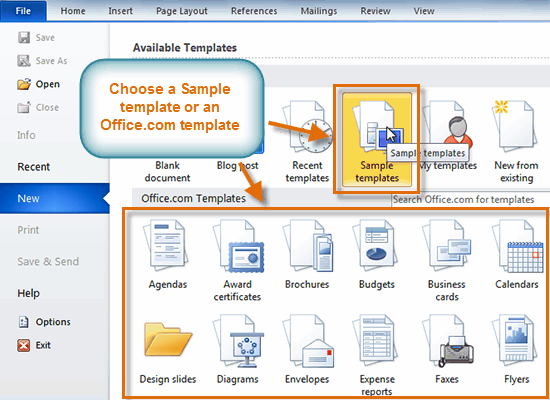
A **template** is a predesigned document you can use to **create documents quickly**without having to think about **formatting**. With a template, many of the larger document design decisions such as margin size, font style and size, and spacing are predetermined. In this lesson, you will learn how to **create a new document with a template** and **insert text** into it.

### Lesson 18: Creating a new document with a template

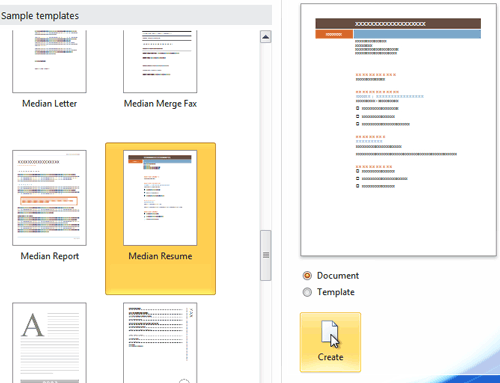
**Templates** can help you create a more professional and visually appealing document. With Word's large selection of templates, you'll likely find one to suit your purpose—whether you're creating a business card or a simple award certificate. To use templates, you'll need to know how to create a new document with a template and how to insert text into the template.

#### To insert a template:

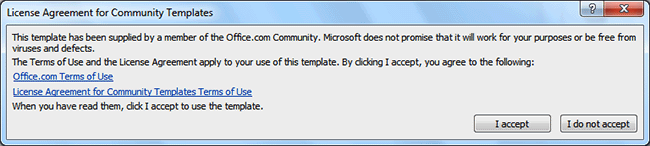
1. Click the **File** tab to go to **Backstage view**.
2. Select **New**. The **New Document** pane appears.
3. Click **Sample templates** to choose a built-in template, or select an **Office.com template** category to download a template.



1. Select the desired template, then click **Create**. A new document will appear using the template you have selected.



Use caution when downloading **Office.com templates**. Some of them are uploaded by people not affiliated with Microsoft, and Microsoft cannot guarantee that these templates are free from viruses or defects. For these templates, you'll see a **warning message** before downloading them.



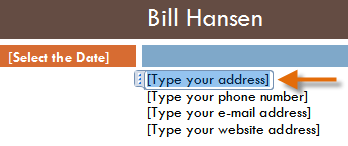
### Entering information into a template

#### To insert text into a template:

Templates include **placeholder text** that is surrounded by **brackets**. To personalize your document, you'll need to replace the placeholder text with your own text.

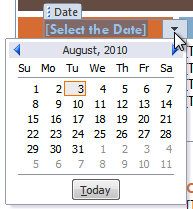
Some templates simply use regular text as the placeholder text, rather than the traditional placeholder text with brackets. In these cases, delete the text and type in your own text.

1. Click the text you want to replace. The text will appear **highlighted**, and a template **tag** will appear.



1. Enter some text. It will replace the placeholder text.

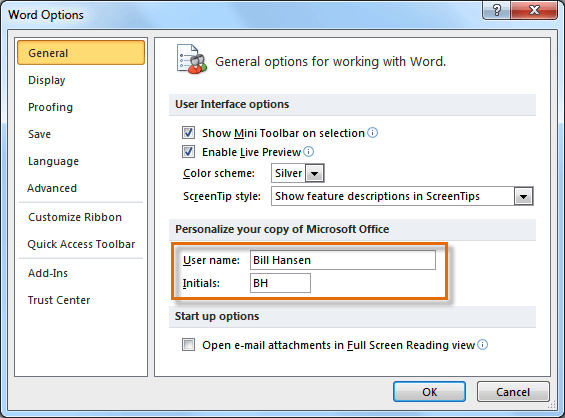
For some fields, there's a drop-down arrow you can use to select information rather than type it. For example, a **date** field will show a calendar so you can choose the date more easily.



#### To change prefilled information:

In some templates, your **name** or **initials** will be automatically added. This is known as **prefilled information**. If your name or initials are incorrect, you'll need to change them in **Word Options**.

1. Click the **File** tab to go to **Backstage view**.
2. Click the **Options** button. The **Word Options** dialog box appears.
3. Enter the **user name and/or initials** in the **General** section, then click **OK**.

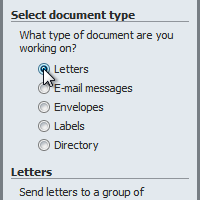


If you are using a public computer, such as one at a library, you may not want to change these settings.

Challenge!

1. Create a **new document** using a **template**.
2. **Enter some text** into the template.
3. Modify the **user name** and **initials** for your version of Word if you are using a home computer.
4. **Save** the document.

### Introduction



Mail Merge is a useful tool that will allow you to easily produce multiple letters, labels, envelopes, nametags, and more using information stored in a list, database, or spreadsheet. In this lesson, you will learn how to use the **Mail Merge Wizard** to create a **data source** and a form **letter**, and you'll explore other wizard features.

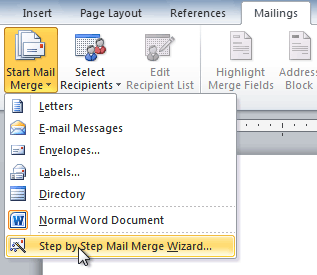
### Lesson 19: Mail Merge

When you are performing a **Mail Merge**, you will need a **Word document** (you can start with an existing one or create a new one) and a **recipient list**, which is typically an **Excel workbook**. If you'd like to work along with the lesson, you can download the examples below.

* [**Letter**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_MailMerge_Practice.docx) (Word document)
* [**Recipient list**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_MailMerge_Recipients.xlsx)(Excel workbook)

#### To use Mail Merge:

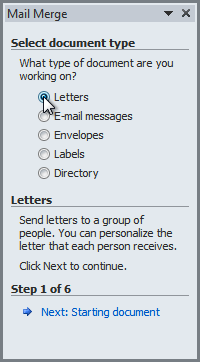
1. Open an **existing** Word document, or create a **new** one.
2. Click the **Mailings** tab.
3. Click the **Start Mail Merge** command.
4. Select **Step by Step Mail Merge Wizard**.



The Mail Merge task pane appears and will guide you through the **six main steps** to complete a merge. The following is an example of how to create a form letter and merge the letter with a **recipient list**.

#### Step 1:

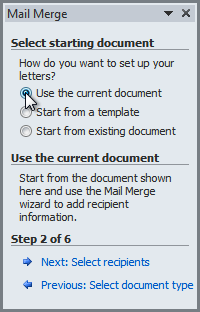
1. Choose the type of document you want to create. In this example, select **Letters**.



1. Click **Next: Starting document** to move to Step 2.

#### Step 2:

1. Select **Use the current document**.

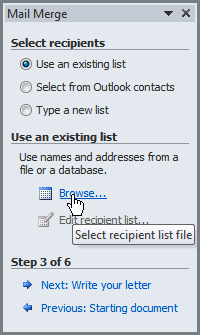


1. Click **Next: Select recipients** to move to Step 3.

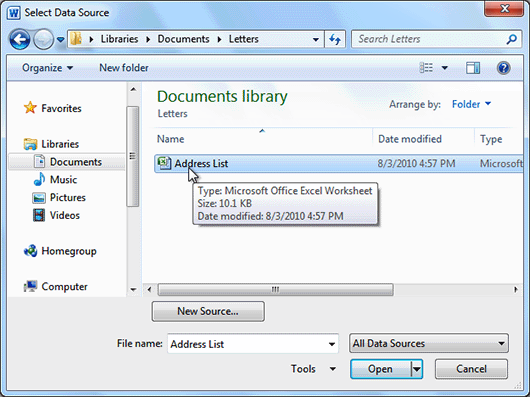
#### Step 3:

Now you'll need an address list so Word can automatically place each address into the document. The list can be in an existing file, such as an **Excel workbook**, or you can **type a new address list** from within the Mail Merge Wizard.

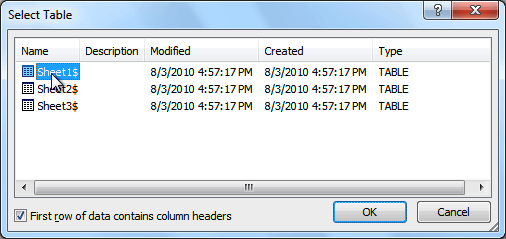
1. From the **Mail Merge** task pane, select **Use an existing list**, then click **Browse**.



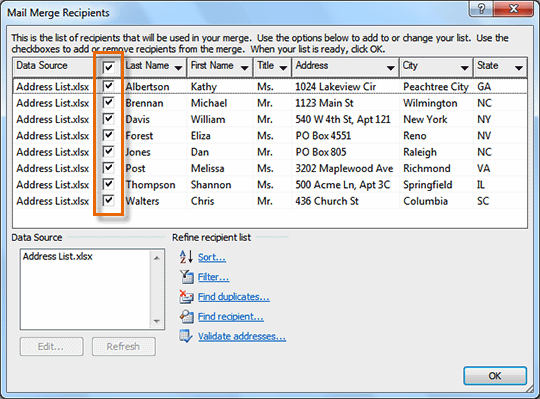
1. Locate your file in the dialog box (you may have to navigate to a different folder), then click **Open**.



1. If the address list is in an Excel workbook, select the **worksheet** that contains the list, then click **OK**.



1. In the **Mail Merge Recipients** dialog box, you can **check** or **uncheck** each recipient to control which ones are used in the merge. When you're done, click **OK** to close the dialog box.



1. From the **Mail Merge** task pane, click **Next: Write your letter** to move to Step 4.

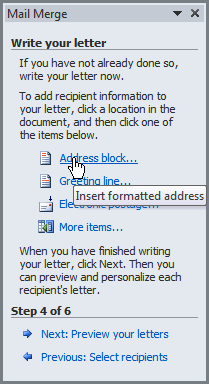
If you don't have an existing address list, you can click the **Type a new list** button and click **Create**. You can then type your address list.

#### Step 4:

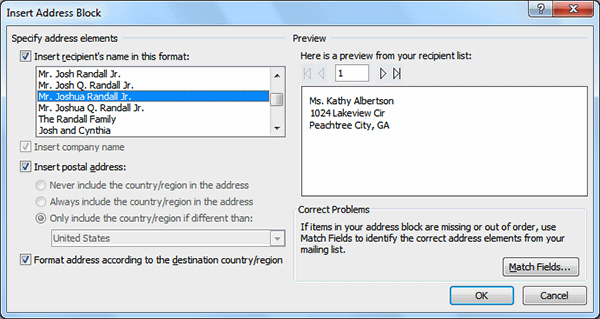
Now you're ready to write your letter. When it's printed, each copy of the letter will basically be the same, except the **recipient data**—like the **name** and **address**—will be different on each one. You'll need to add **placeholders** for the recipient data so Mail Merge knows exactly where to add the data. If you're using Mail Merge with an existing letter, make sure the file is open.

#### To insert recipient data:

1. Place the insertion point in the document where you want the information to appear.
2. Select **Address block**, **Greeting line**, **Electronic postage**, or **More items** from the task pane.



1. Depending on your selection, a dialog box may appear with various options. Select the desired options, then click **OK**.

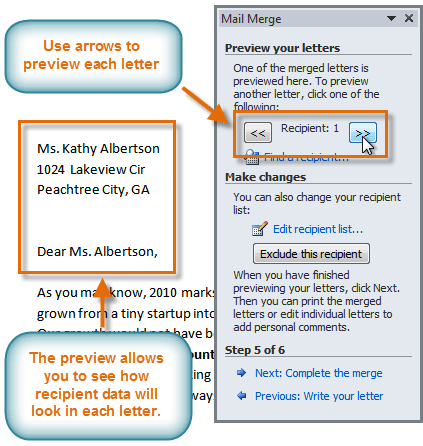


1. A placeholder appears in your document (for example: **«AddressBlock»**).
2. Repeat these steps each time you need to enter information from your data record.
3. From the **Mail Merge** task pane, click **Next: Preview your letters** to move to Step 5.

For some letters, you'll only need to add an **Address block** and **Greeting line**. Sometimes, however, you may want to place **recipient data** within the body of the letter to further **personalize it**.

#### Step 5:

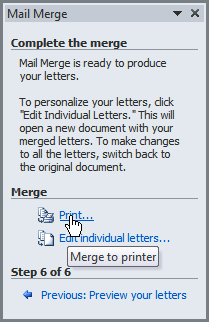
1. Preview the letters to make sure information from the recipient list appears correctly in the letter. You can use the left and right scroll arrows to view each document.



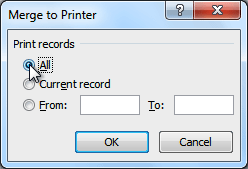
1. Click **Next: Complete the merge** to move to Step 6.

#### Step 6:

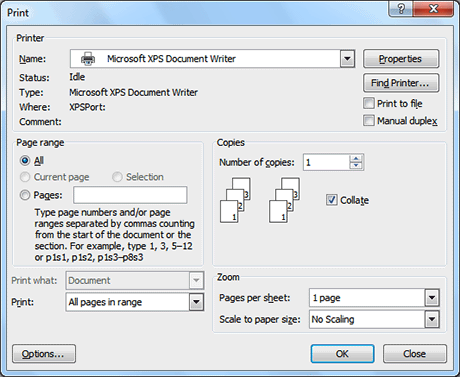
1. Click **Print** to print the letters.



1. The **Merge to Printer** dialog box opens. Click **All**, then click **OK**.



1. The **Print** dialog box will appear. Adjust the print settings if needed, then click **OK**.



Challenge!

1. Open an **existing Word document**. If you want, you can use this [**example**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_MailMerge_Practice.docx).
2. Download the [**recipient list**](http://media.gcflearnfree.org/ctassets/topics/174/Word2010_MailMerge_Recipients.xlsx).
3. Use the **Mail Merge Wizard** to merge the **letter** with the **recipient list**.
4. Place an **Address Block** at the top of the page and a **Greeting line** above the body of the letter.
5. **Print** the document.