



Continuing Education -- WORD ver. 2010

Session No # 1
File: CE-Word-1-10.docx

Date: May 1, 2013
Tom Gerfen, CSIS Professor

Class Notes:

Class WEB Address (URL) <http://infotwg.com/Notes-Word-Excel.htm>

About the Class

Class meetings May 1, 8, 15, 22, 2013

At the end of the class the student should be able to:

Word:

- Plan a document
- Create, enter, edit, move, and copy text
- Find and replace text
- Use of spelling and grammar checker
- Preview and print a document
- Change font type, size, color, style and effects
- Change alignment, line spacing, margin and tab settings
- Add bulleted, number list and Insert manual page breaks
- Create and format a table
- Insert and delete columns and rows
- Add clip art, insert WordArt, insert a footnote, a header or footer
- Add borders and shading
- Understand letters, mailings and mail merging
- Create envelopes and labels
- Use Help
- Save, exit and open Word

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Class Notes:

Computer

Input | Processing | Storage

What is it?

How does it work?

Storage

Folders

Files

Types

Names

Operating Systems

Versions

=====

Turn on Computer

Turn off Computer

Login

Passwords



Mouse

3 buttons



Pointers

Point

Click

LMC

RMC

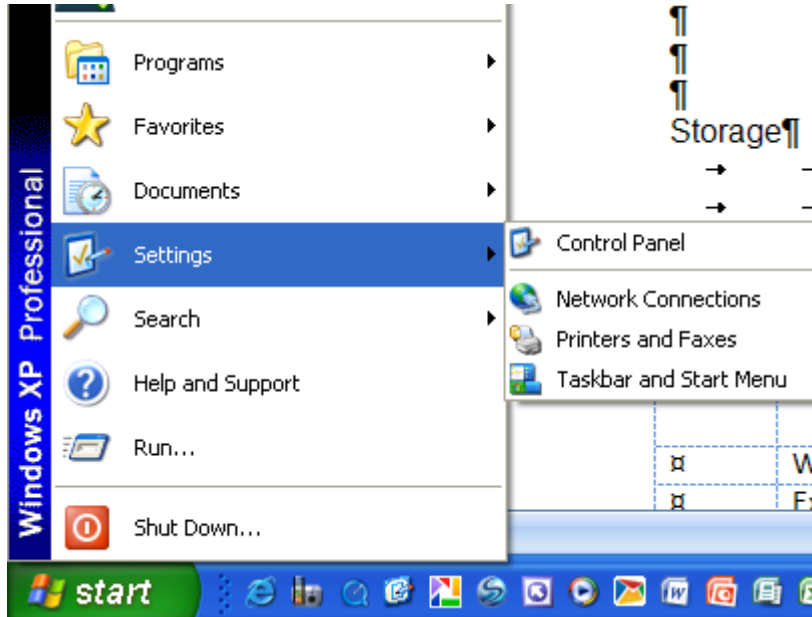
Double Click

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Class Notes:



File Extension
Save using the OLD file extension

	<u>Old - Current</u>	<u>New Extension</u>
Word	doc	DOCX
Excel	xls	XLSX
Power Point	ppt	PPTX
Publisher	pub	pub
Access	mdb	ACCDB

My Computer

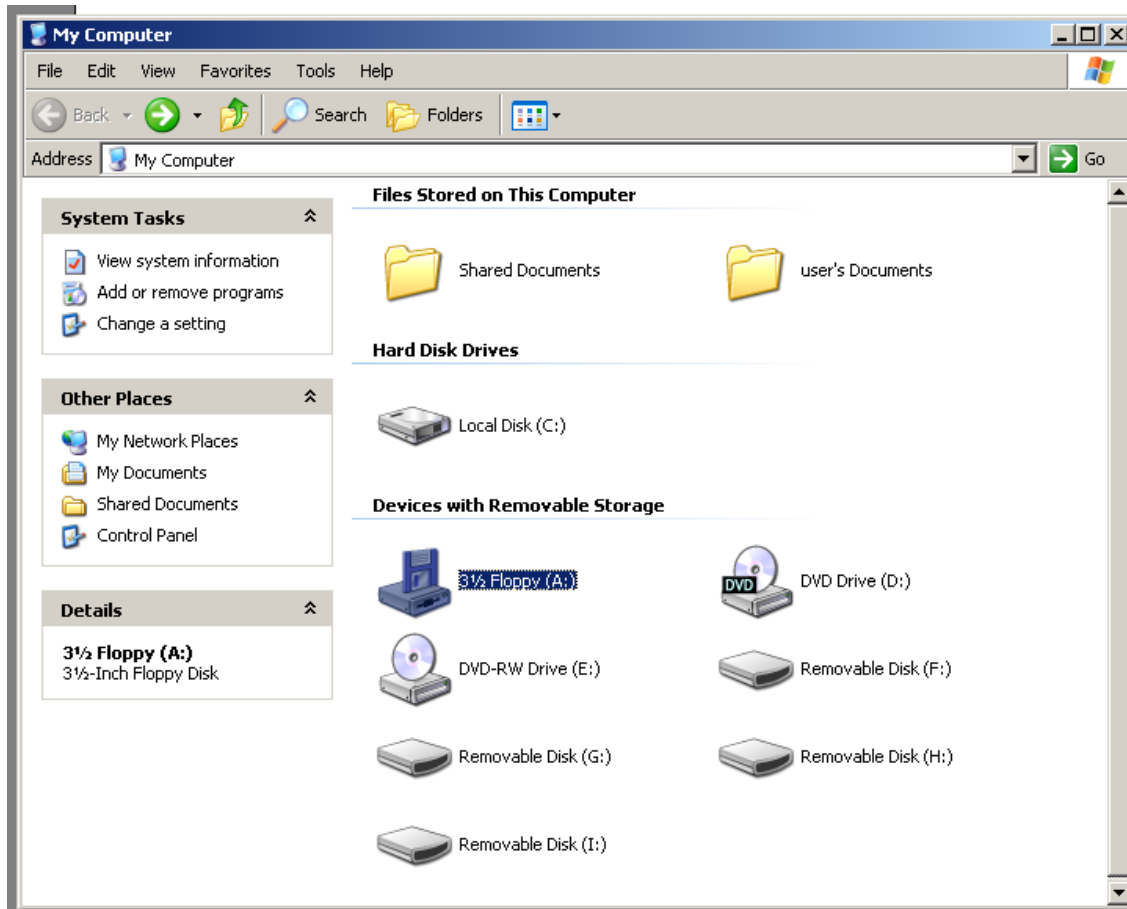
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Class Notes:

Format



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Class Notes:

Introduction to WORD (Ver 2010)

Term & definitions

What is / are a:

- Characters / Symbols A E I O U {} [] ? - + @ ! . ? :
- Word
- Line
- Sentence
- Paragraph
- Page
- Document
 - Name
- File
 - Type

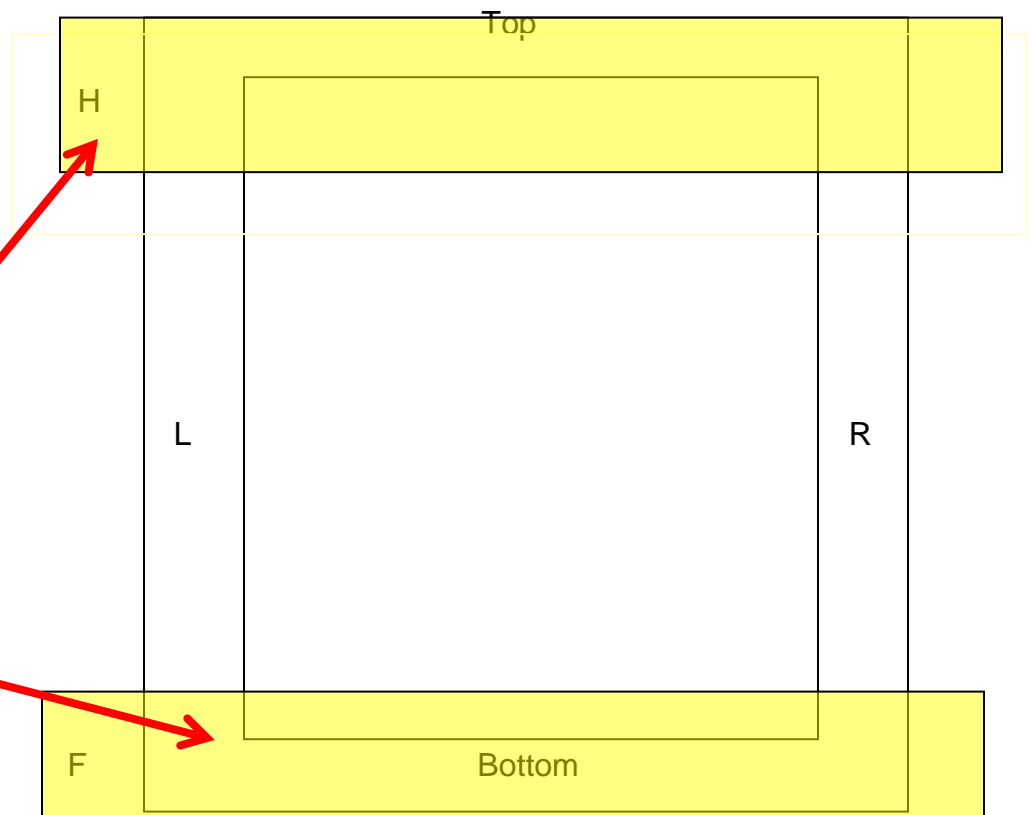
Word layout

Margins

L R T B

Header

Footer



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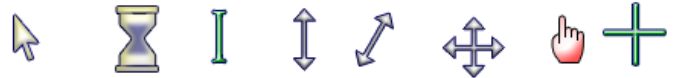
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Class Notes:

Mouse

3 buttons
Pointers
Point
Click

LMC
RMC



Double Click

Keyboard

Layout
Keys

ESC
Shift

Tab
Caps Lock

Alt

Ctrl
Enter

Start





Short Cut Keys

<p>Cut CTRL + X</p> <p>Copy CTRL + C</p> <p>Past CTRL + V</p>	<p>All CTRL + A</p>	<p>To Tag</p> <p>CTRL + click</p> <p>SHIFT + click</p>
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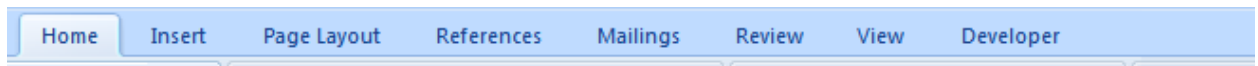
Office Button



Word



Menus



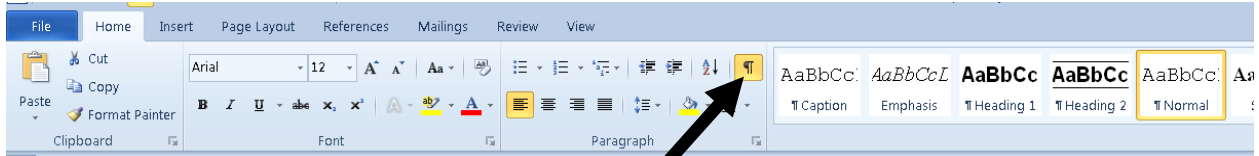
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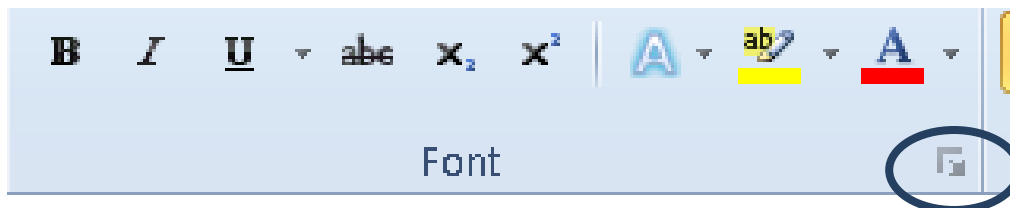
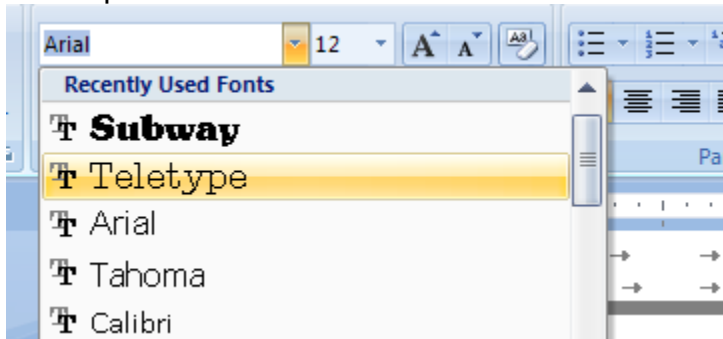
Menus Ribbon



Show / Hide Marks

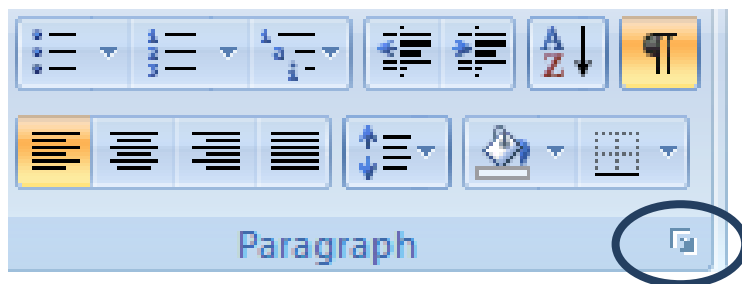


Font Options



Paragraph Options

Left
 Center
 Right
 Justify (Full)



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Class Notes:

**=rand()
=lorem()**

=rand(5,7)

Lorem Ipsum

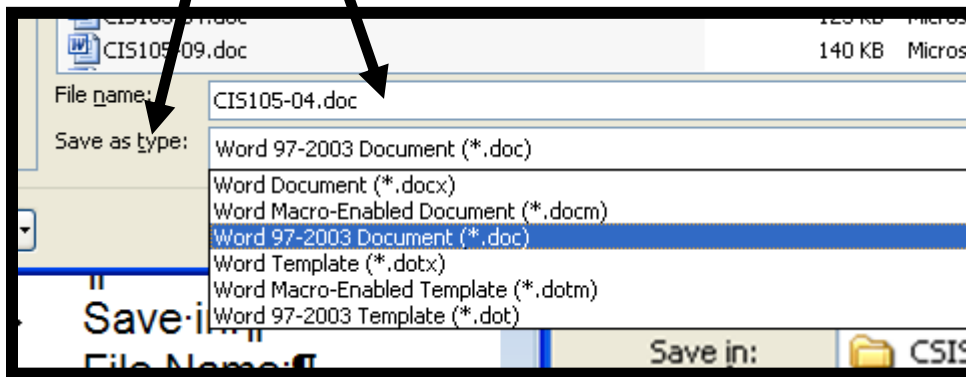
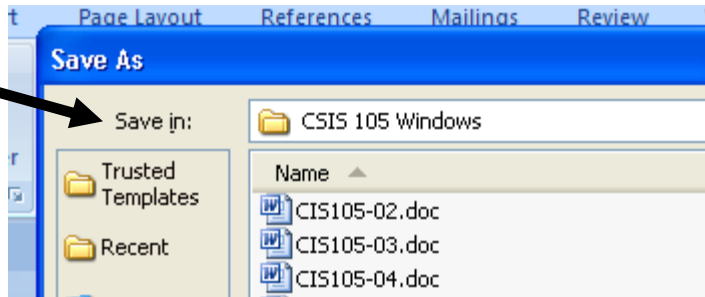
Saving the document / file

Save the document / file

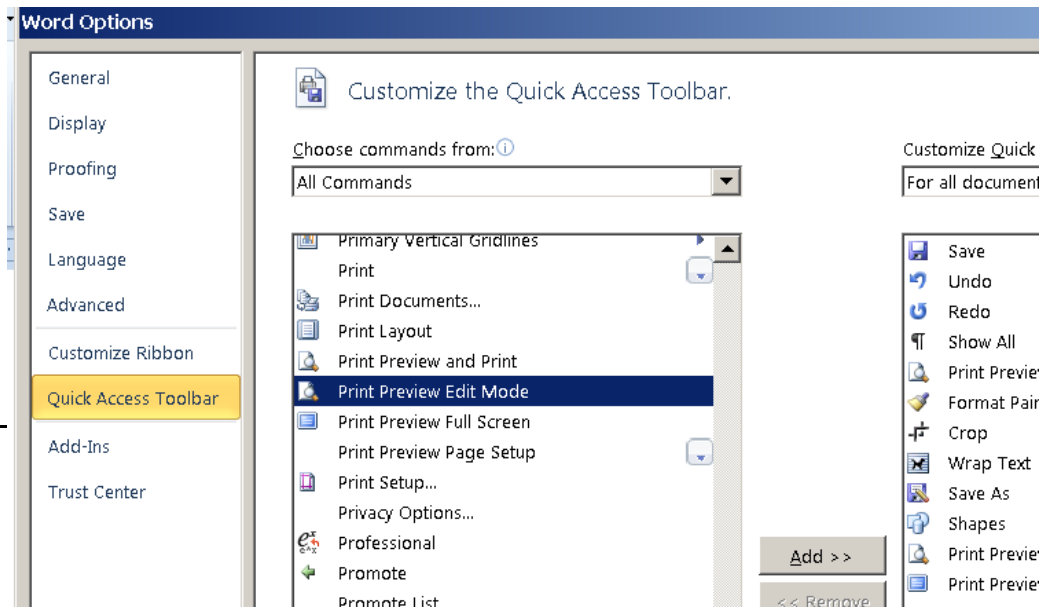
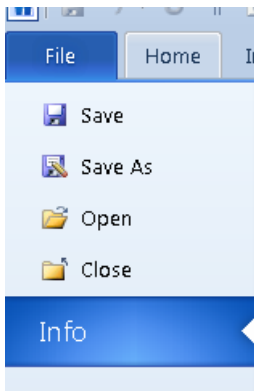
Save in:

File Name:

File type:



Q A T



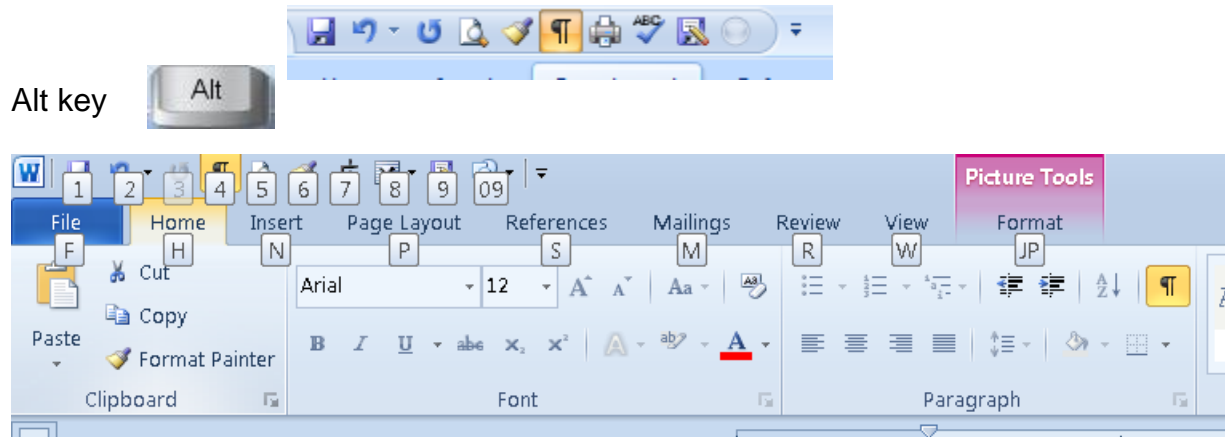
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Class Notes:

Q A T What is the Quick Access Toolbar



Control Keys

- | | | |
|--------|---|-------|
| CTRL + | A | _____ |
| CTRL + | C | _____ |
| CTRL + | V | _____ |
| CTRL + | P | _____ |
| CTRL + | X | _____ |
| CTRL + | B | _____ |
| CTRL + | I | _____ |
| CTRL + | U | _____ |
| CTRL + | S | _____ |
| CTRL + | Z | _____ |
| CTRL + | Y | _____ |



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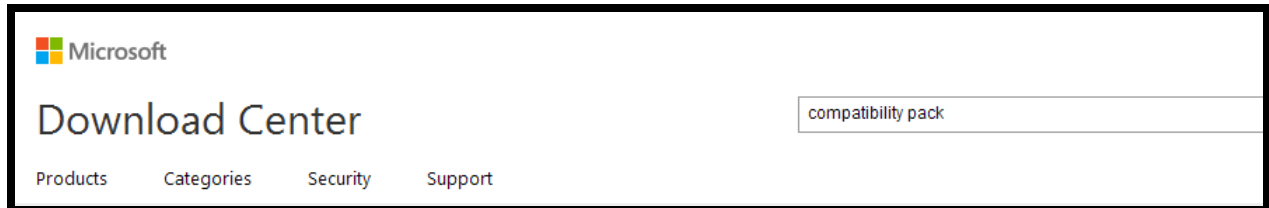
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Class Notes:

Student Discount Software

<http://www.journeyed.com/fccc>

<http://www.microsoft.com/downloads>



Download details: Microsoft Office Compatibility Pack ...

Click Here to Install Silverlight

United States Change | All Microsoft Sites

Microsoft

Search Microsoft.com

bing Web

Download Center

Download Center Home

Search All Downloads Go Advanced Search

Product Families

- Windows
- Office
- Servers
- Business Solutions
- Developer Tools
- Windows Live
- MSN
- Games & Xbox
- Windows Mobile
- All Downloads

Download Categories

- Games
- DirectX
- Internet
- Windows Security & Updates
- Windows Media
- Drivers
- Home & Office
- Mobile Devices
- Mac & Other Platforms
- System Tools
- Development Resources

Download Resources

- Microsoft Update Services
- Download Center FAQ

Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats

Brief Description

Open, edit, and save documents, workbooks, and presentations in the file formats new to Microsoft Office Word, Excel, and PowerPoint 2007.

On This Page

- Quick Details
- System Requirements
- What Others Are Downloading
- Overview
- Instructions

Download

Quick Details

File Name:	FileFormatConverters.exe
Version:	3
Date Published:	4/22/2009
Language:	English
Download Size:	27.5 MB
Estimated Download Time:	1 hr 8 min

Change Language: English Change

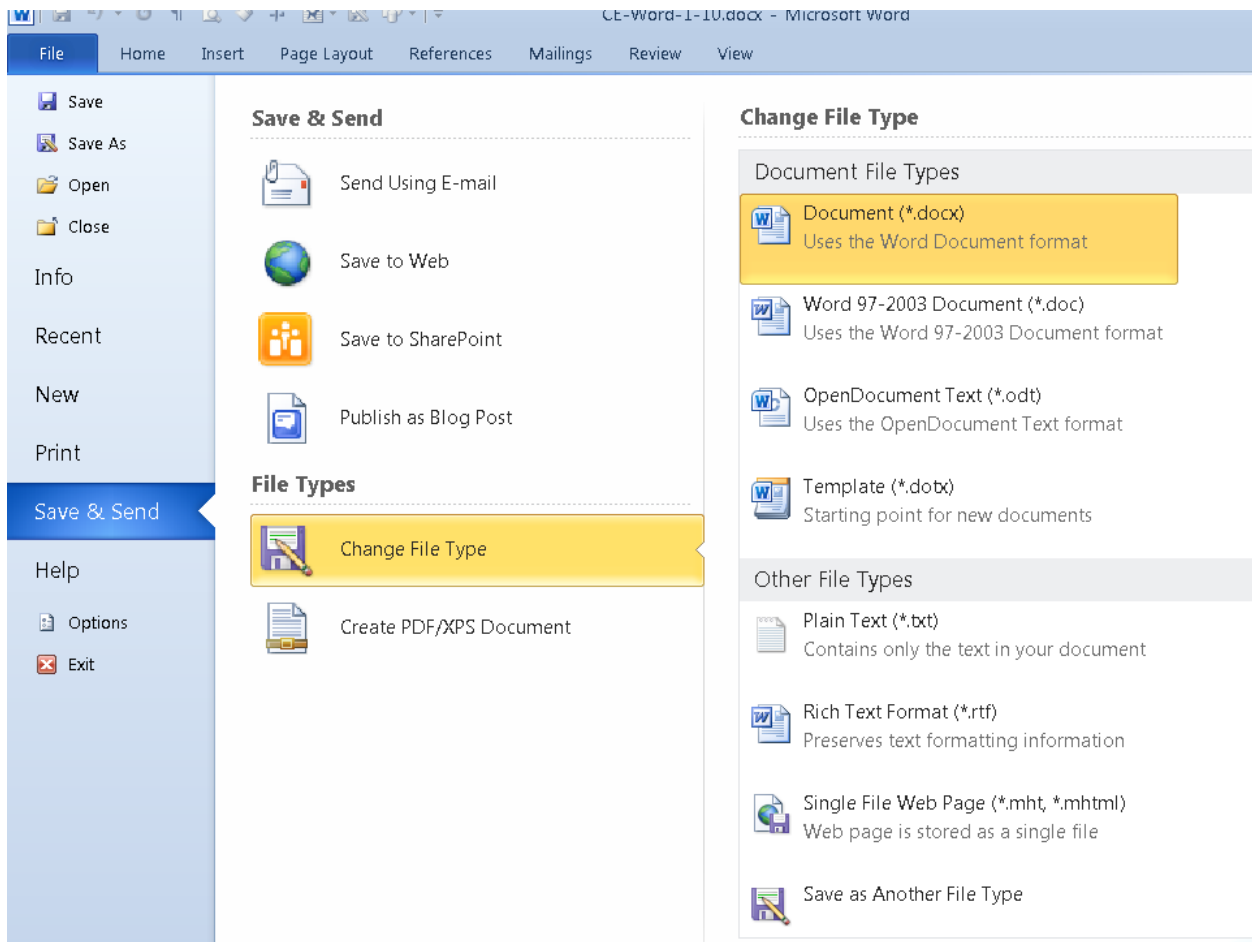
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File / Save & Send



The screenshot shows the Microsoft Word 2010 interface with the File tab selected. The ribbon is divided into several groups. The 'Save & Send' group is highlighted, showing the following options:

- Save
- Save As
- Open
- Close
- Info
- Recent
- New
- Print
- Save & Send** (highlighted)
- Help
- Options
- Exit

Within the 'Save & Send' group, the 'File Types' section is expanded, showing the following options:

- Send Using E-mail
- Save to Web
- Save to SharePoint
- Publish as Blog Post
- Change File Type** (highlighted)
- Create PDF/XPS Document

The 'Change File Type' task pane is open on the right side of the window, showing the following file types:

- Document File Types**
 - Document (*.docx) - Uses the Word Document format (highlighted)
 - Word 97-2003 Document (*.doc) - Uses the Word 97-2003 Document format
 - OpenDocument Text (*.odt) - Uses the OpenDocument Text format
 - Template (*.dotx) - Starting point for new documents
- Other File Types**
 - Plain Text (*.txt) - Contains only the text in your document
 - Rich Text Format (*.rtf) - Preserves text formatting information
 - Single File Web Page (*.mht, *.mhtml) - Web page is stored as a single file
 - Save as Another File Type

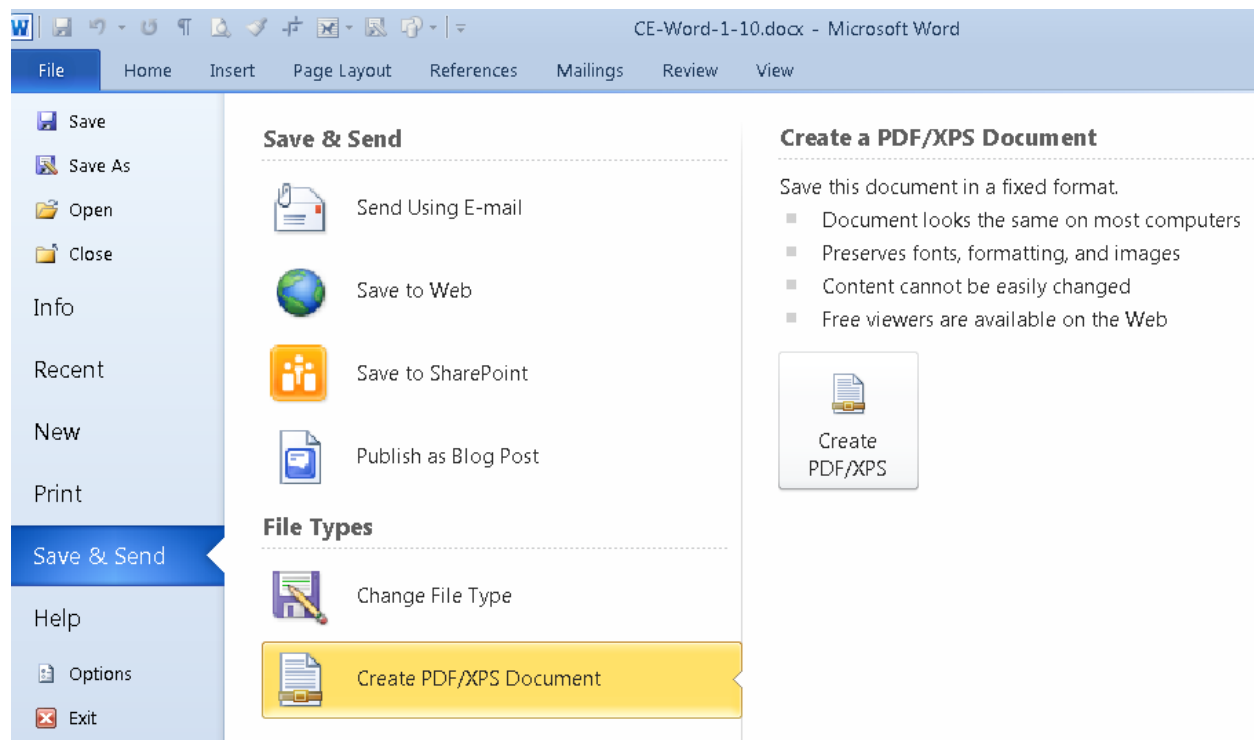
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Class Notes:

File / Save & Send / Create PDF/XPS Document



The screenshot shows the Microsoft Word 2010 interface with the File menu open. The ribbon at the top includes File, Home, Insert, Page Layout, References, Mailings, Review, and View. The File menu is expanded, showing options like Save, Save As, Open, Close, Info, Recent, New, Print, Save & Send (highlighted), and Help. The Save & Send submenu is open, displaying options: Send Using E-mail, Save to Web, Save to SharePoint, Publish as Blog Post, File Types (Change File Type, Create PDF/XPS Document), and a separate 'Create a PDF/XPS Document' section with a 'Create PDF/XPS' button. The 'Create PDF/XPS Document' section includes the text: 'Save this document in a fixed format.' followed by a bulleted list: 'Document looks the same on most computers', 'Preserves fonts, formatting, and images', 'Content cannot be easily changed', and 'Free viewers are available on the Web'.



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