

CHAPTER 3: MICROSOFT OFFICE: WORD 2010

Quick Summary

Microsoft Office 2010 includes programs, servers, and services for individuals and organizations.

The *insertion point* is a blinking vertical line that indicates where text or graphics will be inserted.

In Office 2010 programs, the mouse *pointer* is a symbol that displays on the screen in response to moving the mouse device.

A *keyboard shortcut* is a key or combination of keys that performs a task that would otherwise require a mouse.

The *Mini toolbar* displays commands that are commonly used with the selected object and places common commands close to the pointer.

A *dialog box* is a small window that contains options for completing a task. Whenever a command is followed by an *ellipsis* (...), clicking the command always displays a dialog box.

A *gallery* is an Office feature that displays a list of potential options such as color, fill options, and so on.

A *ScreenTip* displays useful information about mouse actions, such as pointing to screen elements or dragging.

A *location* is any disk drive, folder, or other place in which files and folders can be stored.

Microsoft Office ***Backstage view*** is a centralized space for tasks related to file management. The Backstage tabs are:

- Info
- Recent
- New
- Print
- Save & Send
- Help

Document properties, also known as ***metadata***, are details about a file that describe or identify it, such as the title, author name, subject, and keywords that identify the document's topic or contents.

The process of printing a file is ***similar in all of the Office applications***. However, there are differences in the types of options you can select. For example, in PowerPoint, you have the option of printing:

- The full slide, with each slide printing on a full sheet of paper.
- Handouts with small pictures of slides on a page.

Print Preview displays a view of a document as it will appear on the paper when it is printed. At the bottom of the Print Preview area, on the left, the number of pages and arrows are used to move among the pages in Print Preview display.

In Office 2010, some files open in ***Protected View*** if the file appears to be from a potentially risky location, such as the Internet. Protected View is a new security feature in Office 2010 that protects a computer from malicious files by opening them in a restricted environment until they are enabled.

Trusted Documents is another security feature that remembers which files you have already enabled. These security features may be encountered when opening a file from an e-mail or downloading files from the Internet.

Characters created by pressing the Enter, Space, or Tab keys do not print, and are referred to as **formatting marks** or **nonprinting characters**.

The **Ribbon**, which displays across the top of the program window, groups commands and features in a way that they are most logically used.

Each Office program's Ribbon is slightly different, but all contain the same three elements:

- **Tabs** display across the top of the Ribbon, and each tab relates to a type of activity.
- **Groups** are sets of related commands for specific tasks.
- **Commands**—instructions to computer programs—are arranged in groups and are displayed as a button, a menu, or a box in which information is typed.

The **Quick Access Toolbar** contains commands that you use frequently. By default, only the commands Save, Undo, and Redo display, but commands can be added and deleted as desired.

Images can be inserted in to a document by clicking the Clip Art button. When doing so, the Clip Art **task pane** is displayed. A task pane is a window within a Microsoft Office application that enables options to be entered to complete a command.

Formatting is the process of establishing the overall appearance of text, graphics, and pages in an Office file.

Headers and footers can be added to a document. A **footer** is a reserved area for text or graphics that displays at the bottom of each page in a document. Likewise, a **header** is a reserved area for text or graphics that displays at the top of each page in a document.

A document can be displayed in portrait or landscape orientation. In **portrait orientation**, the paper is taller than it is wide. In **landscape orientation**, the paper is wider than it is tall.

A **font** is a set of characters with the same design and shape. The default font in a Word document is Calibri, which is a **sans serif** font—a font design with no lines or extensions on the ends of characters. The Cambria font is a **serif** font—a font design that includes small line extensions on the ends of the letters to guide the eye in reading from left to right.

Fonts are measured in **points**, with one point equal to 1/72 of an inch.

A **theme** is a predesigned set of colors, fonts, lines, and fill effects that look good together and that can be applied to an entire document or to specific items. A theme combines two sets of fonts—one for text and one for headings.

Font styles include bold, italic, and underline. Font styles emphasize text and are a visual cue to draw the reader's eye to important text.

The ***Format Painter*** is used to copy the formatting of specific text or of a paragraph and then apply it in other locations in a document.

The ***Office Clipboard*** is a temporary storage area that holds text or graphics that were selected and then cut or copied.

When text or graphics are copied, a ***copy*** is placed on the Office Clipboard and the original text or graphic remains in place.

When text or graphics are ***cut***, a copy is placed on the Office Clipboard, and the original text or graphic is removed—cut— from the document.

After cutting or copying, the contents of the Office Clipboard are available to ***paste***—inserting—in a new location in the current document, or into another Office file.

To add visual interest to a document, graphics can be inserted. ***Graphics*** include pictures, clip art, charts, and ***drawing objects***—shapes, diagrams, lines, and so on.

Additionally, text can be converted to an attractive graphic format; pictures can be added, resized, moved, and formatted, and a page border can be added.

Word inserts the picture as an ***inline object***; that is, the picture is positioned directly in the text at the insertion point, just like a character in a sentence.

An inline object can be changed to a ***floating object***—a graphic that can be moved independently of the surrounding text characters. ***Text wrapping*** refers to the manner in which text displays around an object.

Picture styles include shapes, shadows, frames, borders, and other special effects with which you can stylize an image. **Artistic effects** are formats that make pictures look more like sketches or paintings.

Word provides predefined shapes and text boxes that can be added to a document.

- A **shape** is an object such as a line, arrow, box, callout, or banner.
- A **text box** is a movable, resizable container for text or graphics.

As with graphics, shapes and text boxes can be moved, resized, and formatted.

Information in headers and footers helps to identify a document when it is printed or displayed electronically.

When the body of the document is active, the footer text is dimmed—displays in gray. Conversely, when the footer area is active, the footer text is not dimmed; instead, the document text is dimmed.

Document layout includes **margins**—the space between the text and the top, bottom, left, and right edges of the paper.

Paragraph layout includes line spacing, indents, and tabs.

Alignment refers to the placement of paragraph text relative to the left and right margins.

Line spacing is the distance between lines of text in a paragraph.

Lists of information can be highlighted by using bullets or numbers.

- A **bulleted list** uses **bullets**—text symbols such as small circles or check marks—to introduce each item in a list
- A **numbered list** uses consecutive numbers or letters to introduce each item in a list.

By default, Word formats bulleted items with a first line indent of .25 inch and adds a Hanging Indent at .5 inch. The hanging indent maintains the alignment of text when a bulleted item is more than one line.

When creating a numbered list, Word uses predictive logic to determine that this paragraph is the first item in a numbered list and formats the new paragraph accordingly, indenting the list in the same manner as the bulleted list. The space after the number changes to a tab.

Tab stops mark specific locations on a line of text. Tab stops are used to indent and align text, and the Tab key is used to move to tab stops.

SmartArt graphics are designer-quality visual representations of information, and Word provides many different layouts from which you can choose.