COMPUTER

Lecture 8

Second stage

2021/2020

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Microsoft Office 2010

Microsoft Office 2010 is a comprehensive system of programs, servers, services, and solutions, including a dozen desktop productivity programs that you can install on your computer

Microsoft Word 2010 a word-processing program with which you can quickly and efficiently author and format documents

Microsoft Office 2010

Working in the Program Environment

The most common way to start any Office 2010 program is from the Start menu, displayed when you click the Start button at the left end of the Windows Taskbar. On the Start menu, click All Programs, click the Microsoft Office folder, and then click the program you want to start. When you start Microsoft Word, Excel, or PowerPoint without opening a specific file, the program window appears, displaying a new blank document, workbook, or presentation
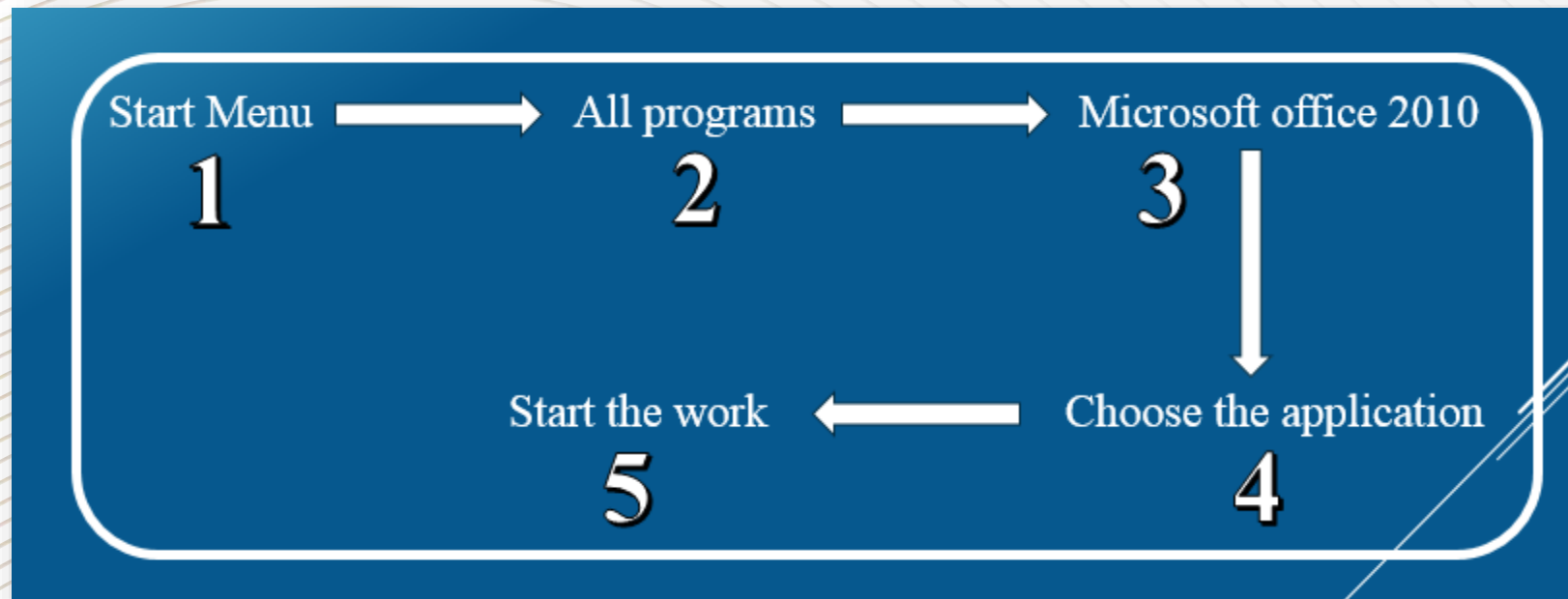
How to Open Microsoft Office Programs

Microsoft Office 2010

Aside from actually typing the document, there are a number of tasks that you will perform most during your usage of Word. These tasks include:

- Creating new documents

- Opening existing documents

- Saving documents

- Working with text within documents

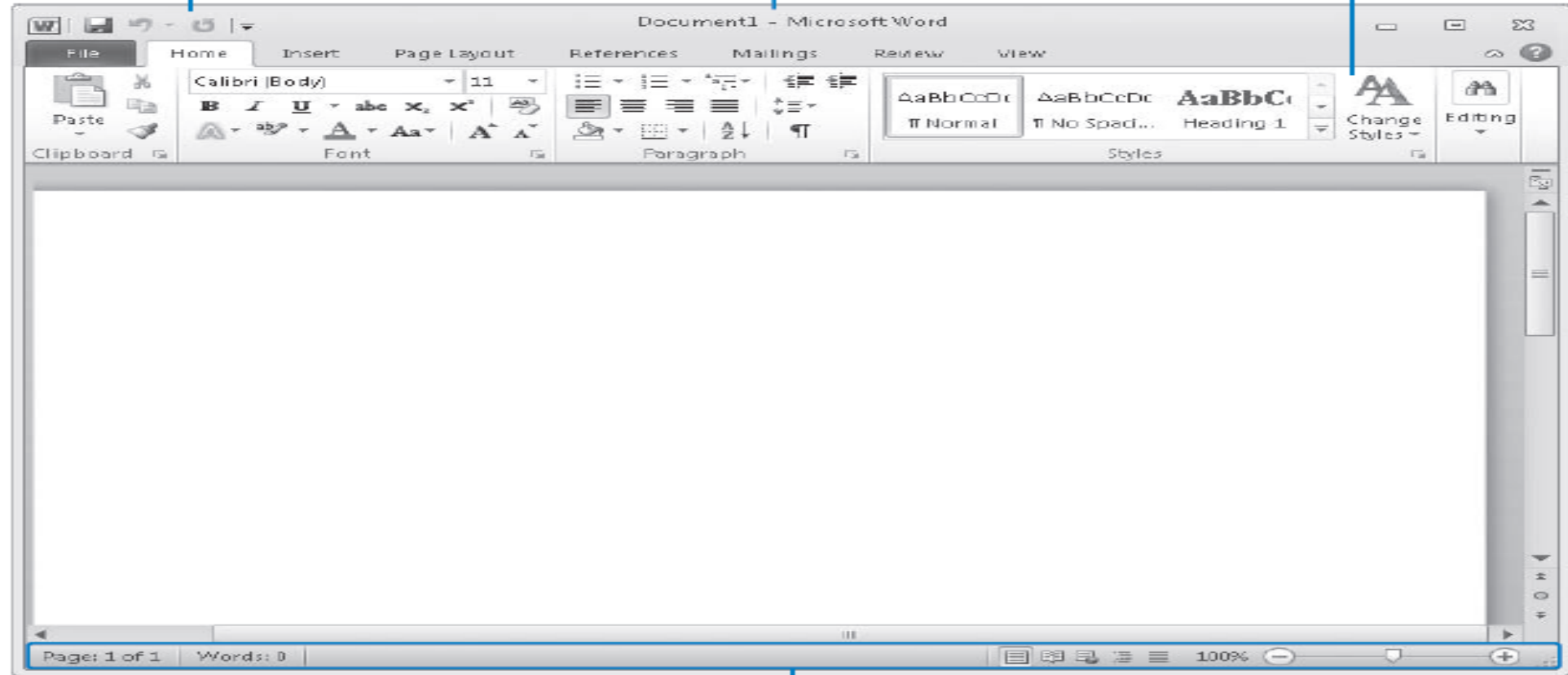- Formatting documents

- Printing documents

Microsoft Office 2010

Microsoft Word window

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Microsoft Office 2010

- The title bar displays the name of the active document. At the left end of the title bar is the program icon, which you click to display commands to move, size, and close the program window. Three buttons at the right end of the title bar serve the same functions in all Windows programs: You can temporarily hide the program window by clicking the Minimize button, adjust the size of the window by clicking the Restore Down/Maximize button, and close the active document or exit the program by clicking the Close button

Maximize

Minimize ———— [ ] [▪] [⊠] ———— Close
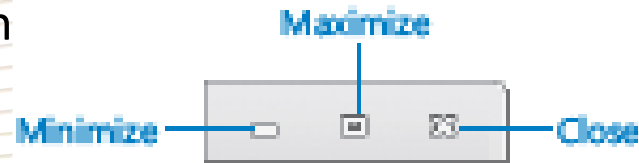
- By default, the Quick Access Toolbar appears to the right of the program icon at the left end of the title bar. Each program has a default set of Quick Access Toolbar buttons; most commonly, the default Quick Access Toolbar displays the Save, Undo, and Redo buttons. You can change the location of the Quick Access Toolbar and customize it to include any command to which you want to have easy access.
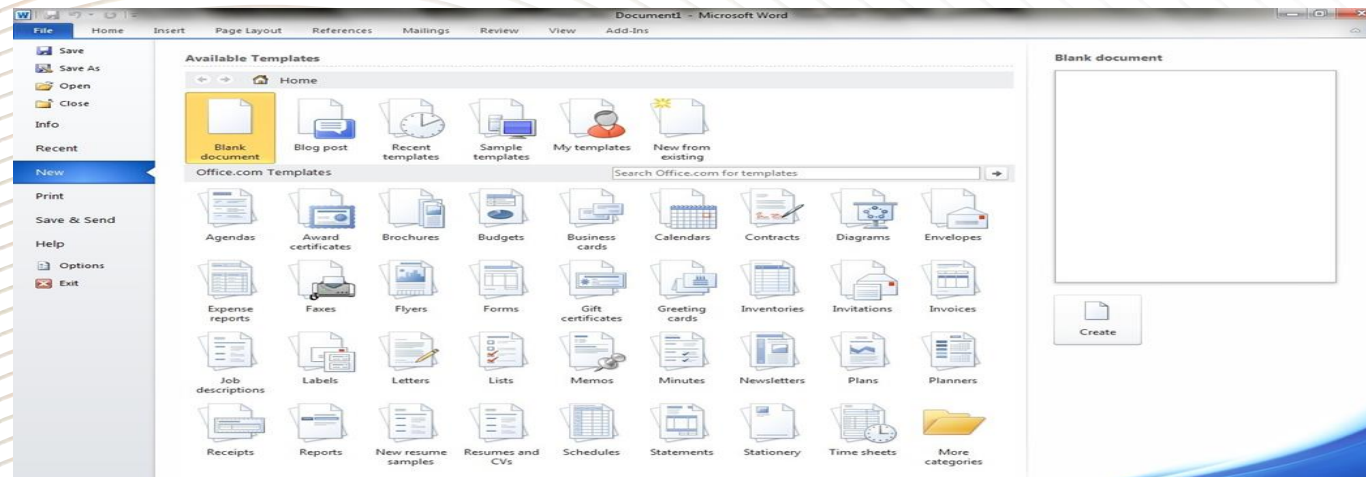
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Microsoft Office 2010

- Below the title bar is the ribbon. All the commands for working with file content are available from this central location so that you can work efficiently with the program.
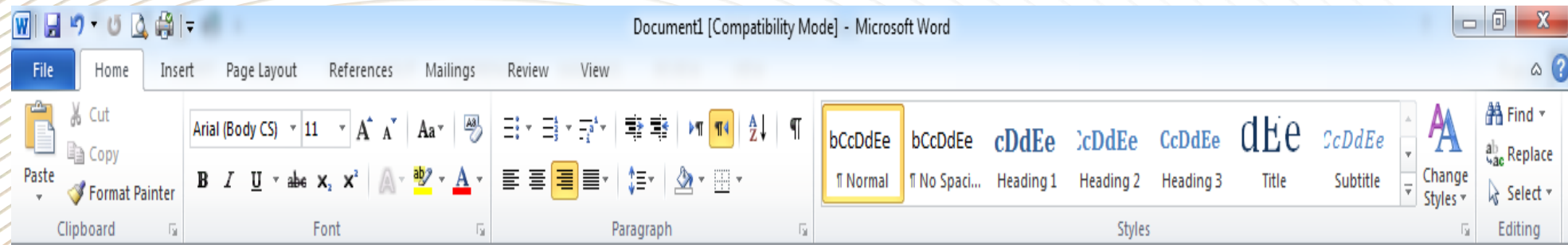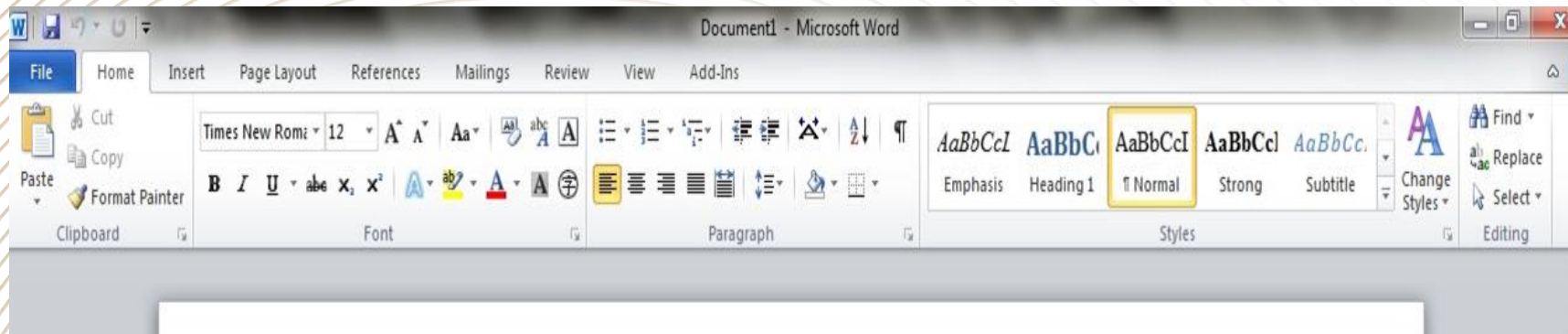

- **File Menu:** This menu will give you access to general options related to the Word file itself
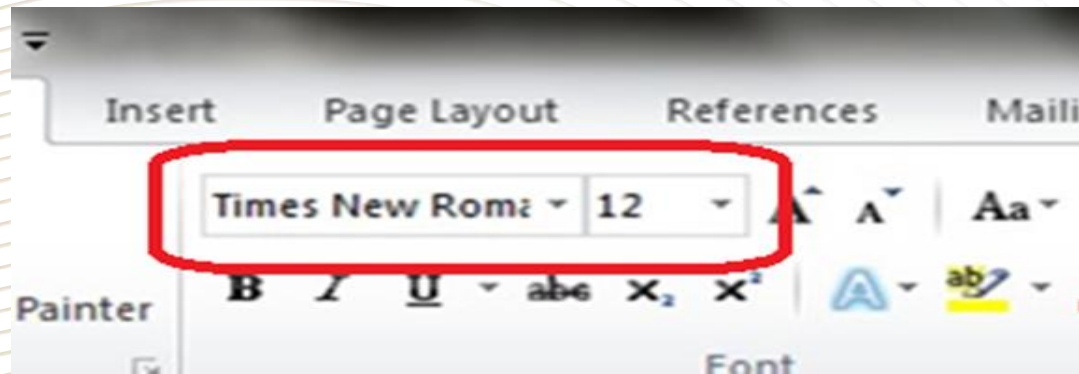
Microsoft Office 2010

- **Home Ribbon Menu:** The "Home" menu contains general options such as font sizes, alignment, and copy/paste. The bulk of your time in the menu system will be spent in this menu.


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Microsoft Office 2010

- The font size and style controls are located within this ribbon, as shown below. You may adjust these settings by using the relevant dropdown menus.
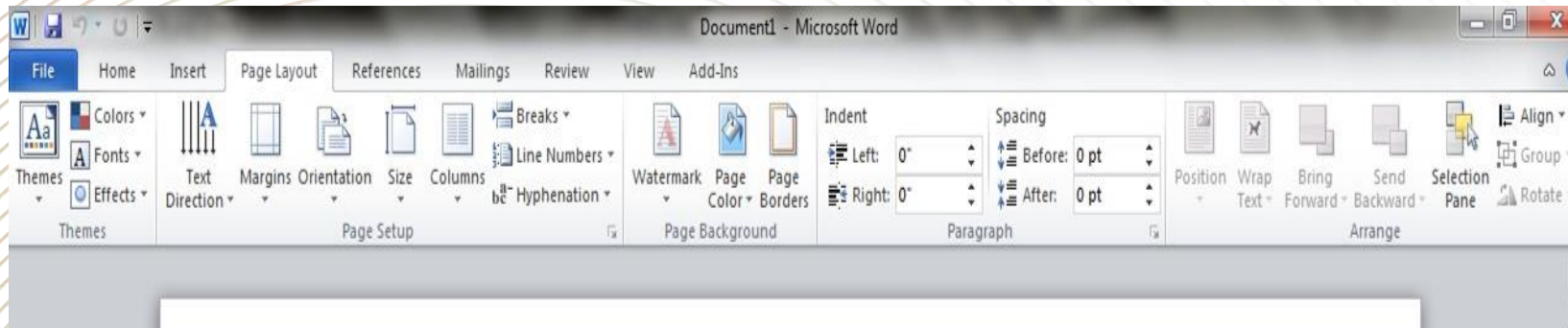
Microsoft Office 2010

- **Insert Ribbon Menu**: This menu allows you to insert a variety of non-text objects into your document. You can use it to add tables, pictures, links, headers and footers, among other things.


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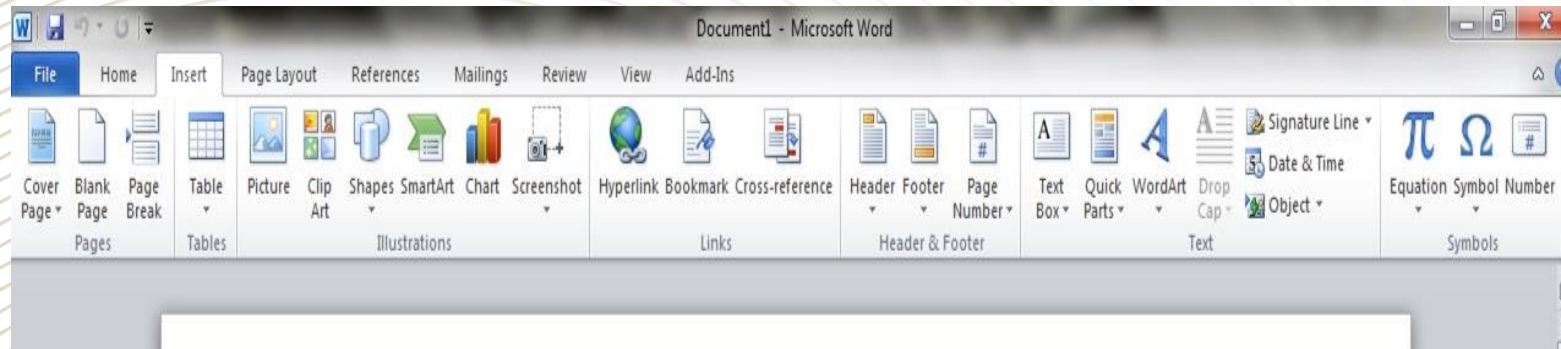
- **Page Layout Ribbon Menu:** The "Page Layout" menu is where you will do the majority of your document formatting. You can use it to set margins, page orientation, and size, the number of text columns, borders, indentation and spacing.
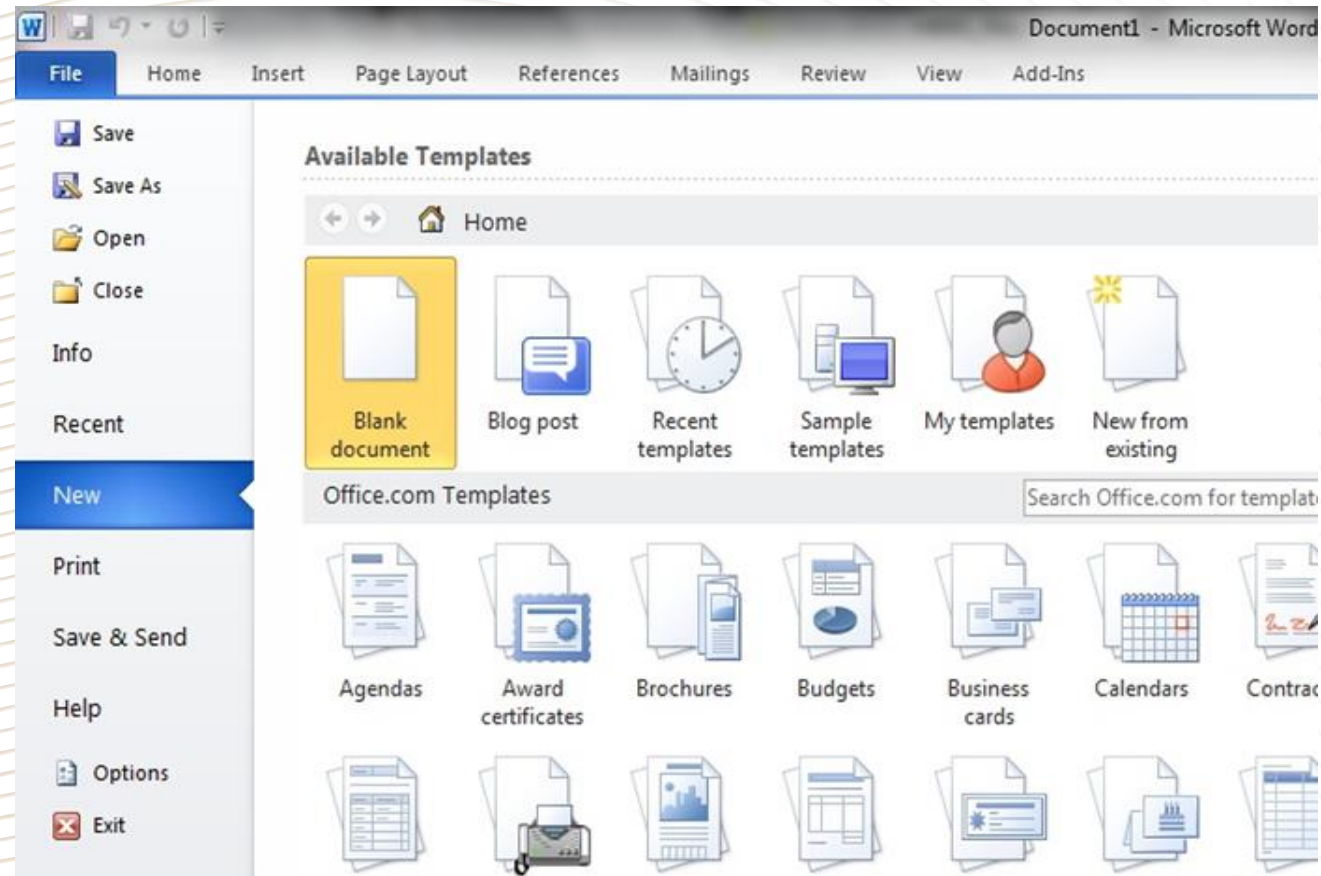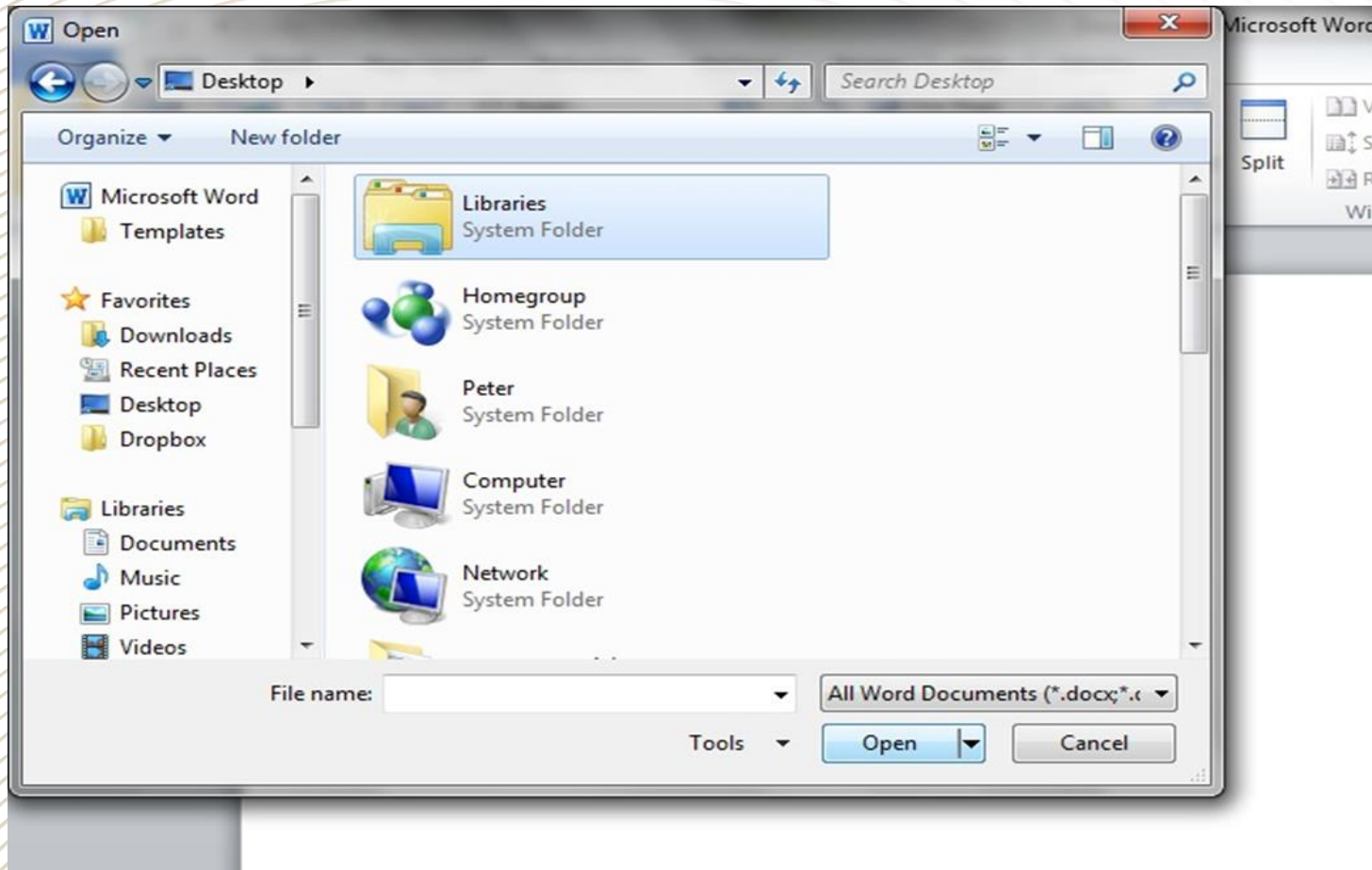
- **References Ribbon Menu:** The "References" menu allows you to easily cite and reference sources that you may use while creating a document.
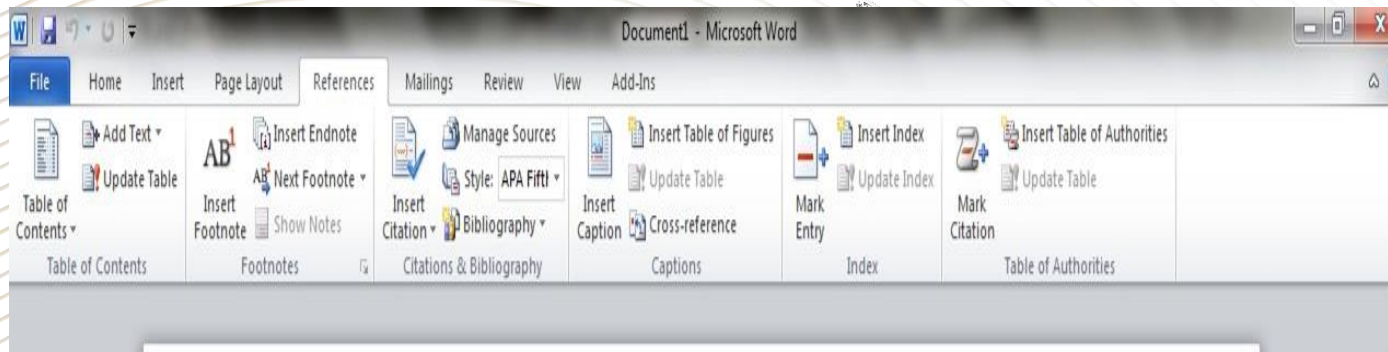
Create New Document

Open Existing Document

Saving Document for the first time