

## Creating a file, save and other options

**Objectives:** At the end of this lesson you shall be able to

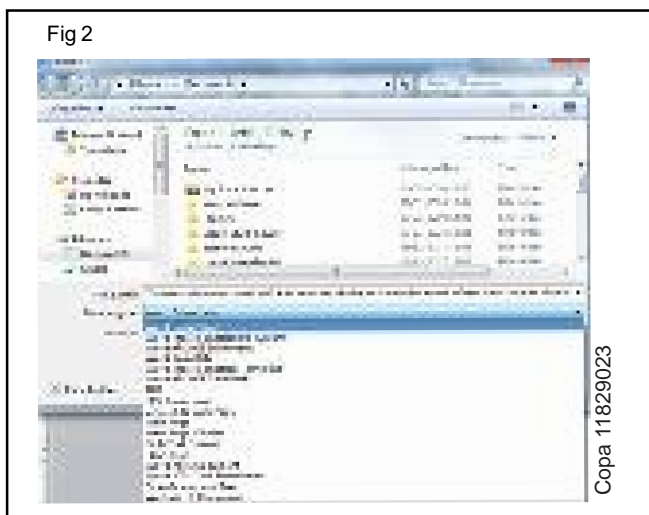
- explain how to create a new document, save and print
- state how to edit, format text and document styles
- brief using tables inside word document with data
- explain how to create styles in a document and save for future use
- explain Few unique features of Word 2010
- brief the mail merge processing

**Fig 1 - File Info view**



Word 2010 new document can be created as usual with Ctrl + N or through File menu New option. Basically the file created is saved as a word document extended format as docx in word file.

**Fig 2 - Save options in Word**



It can be saved using save as option in any compatible format or old versions of office, like 2003 or earlier versions. Main utility of the word software is the creation of word processing documents. It may be any of a format like publication, letter, brochure, etc. Word supports all type of formatting to design a text based presentation. Also it supports output files in major accepted formats according to industry standards.

**Fig 3 - Print options in word**

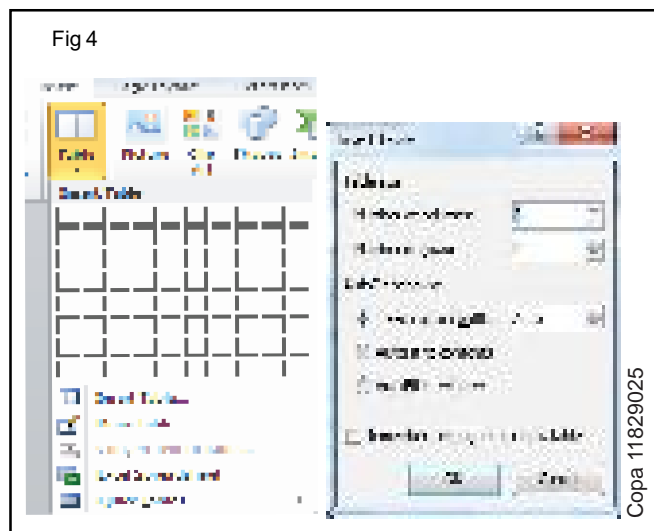


The saved documents can be printed using the File Menu -> Print option and the installed printer support makes it easy to get the document printed. If Adobe Acrobat Professional is installed, the same document can be stored as a PDF file for sharing purposes. Apart from printing and storage, the file created can be published in web as a web page or template that can be used for future publications in same format.

Basic concepts to be noted while using Word are Text properties. It includes Font type, Font size, Text Color, and usual decorations of text. Also creating of paragraphs styles are to be kept in mind. Paragraph alignment has left, right, center and justified settings. Text elements may contain items like ordered list, unordered list, sub-section lists. They are found there paragraph formatting block of Home Tab. Indenting of text for creating Quotes is also there inside the same tab. According to the page size, line spacing and paragraph spacing can be adjusted, like before and after paragraph spaces, line heights, etc. The Styles can be predefined to use as ready to put on places where it required. Standard templates are available but it allows to create custom styles too.

Tables can be inserted for various utilities. Normal table has adjustable width and columns so it can simply inserted with Insert > Table option directly.

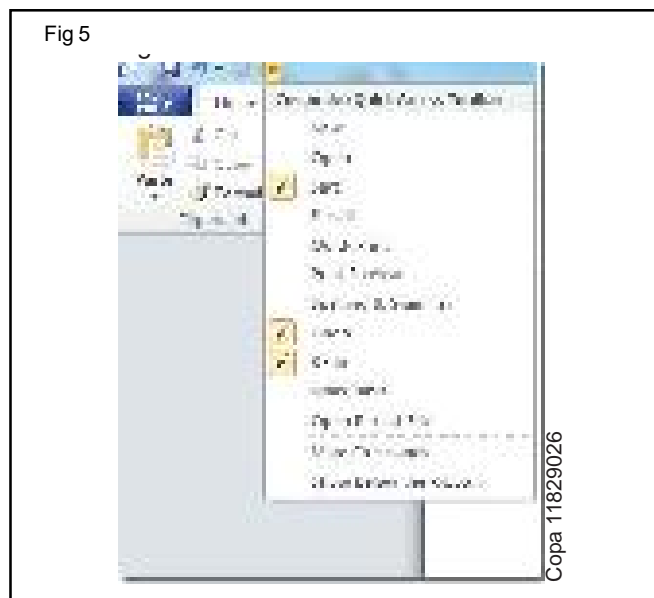
**Fig 4 - Table insert wizard options**



In case of custom sized table is required, it can be created using insert table / draw table options. Insert table allows custom values for columns, width and other properties. Draw table creates custom table using a pen drawing tool through which new table can be drawn according to the available text contents.

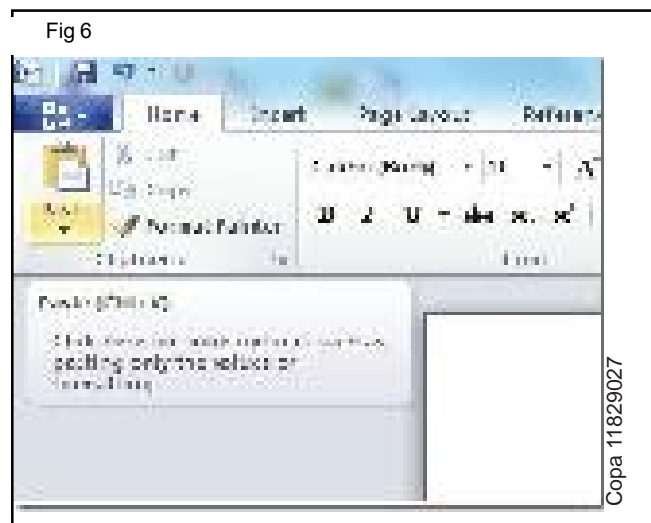
#### Customizable Quick Access Tool Bar

Word 2010's Quick Access Toolbar displays all the commonly used options. It is located in the top left side corner of the application window, near the office button. By default it displays the following three options, Save, Undo and Redo, but is customizable and you may easily add more options to it. (Fig 5)



#### Paste Preview

It happens with most users that after copying and pasting something into their document, they need to undo the some changes. Word 2010 has made it easy for users, now you may eliminate this unnecessary step by using the paste preview option. It allows users to paste only the values or the formatting. (Fig 6)



#### Navigation Pane

In the previous versions of Microsoft Office, one has to use the Ctrl+F hotkey to find any word or phrase from within a document. Word 2010 has added a new magic to this option, Ctrl+F now summons a Navigation Pane that appears on the left side of the document. You will see the three views available by clicking on their respective tabs, the Heading View, Thumbnail Page View, and the Search Result View. (Fig 7)



#### Customizable Ribbon Button

Apparently the Ribbon button in Word 2010 looks like the one in Word 2007. But there is one big addition, you may customize the word 2010's Ribbon button. In order to customize the Ribbon button navigate to the following option Office Button > Word Option > Customize Ribbon. (Fig 8)

Fig 8

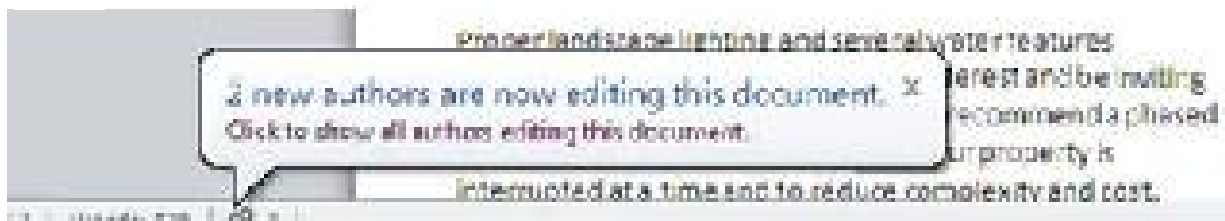


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### Improved Collaborations

Microsoft Word 2010 has a new feature called co-authoring. It allows more than one authors to edit a document at the same time. Word 2010 tells you how many authors are editing the document and their changes can be viewed too. (Fig 9)

Fig 9



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### Screen Capture Tool

Word 2010 includes a feature called Screen Capturing, now there is no need to use a third party or additional tool to capture a screenshot in order to use it in Word, just simply use Word 2010's built in tool to capture any area of the screen. A Screenshot may be taken by navigating to the following option Insert > Screenshot. (Fig 10)

Fig 10



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Fig 11



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### Artistic Effects

In Word 2010 users can now apply a number of snazzy artistic effects to the pictures. In order to add the artistic effects to your document, Navigate to the following option Insert > Illustrations > Picture. Then browse and select the picture you want, Once the picture is added to your document, then the Picture Tools contextual tab is displayed and you will be able to see the new Artistic Effects drop down button over here. (Fig 11)

### The Background Removal Option

Office 2010 has an awesome option by the name of Background Removal, which simply removes the background of any image. Yes, you don't need Photoshop anymore to remove the background. First insert the picture in your Word document from the Insert > Picture option. Then locate the Background Removal tool and get rid of the background. (Fig 12)

Fig 12

Background (B) Backdrop of the entire document. To change the background, click the Background button in the Page Color group on the Design tab.


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The Office Backstage is a new concept, it is the enhanced form of the plain old office button and provides a much user-friendly menu. It helps users to manage documents, presentations, or spreadsheets at a greater level. (Fig 13)

The screenshot shows the Windows 8 Start screen. On the left is a vertical Charms bar with icons for Search, Start, Settings, and View. The main area contains several app tiles: 'Photos' (a blue tile with a camera icon), 'Mail' (a green tile with an envelope icon), 'Internet Explorer' (a blue tile with the IE logo), and 'Windows Store' (a blue tile with a shopping bag icon). Below these are more tiles for 'People', 'Calendar', 'Music', and 'Video'. At the bottom, there are tiles for 'Weather', 'News', and 'Finance'. The background is a dark blue gradient.

## New Art Effects in WordArt

Fig 14



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You might have heard about Ligatures. They make the fonts look fancy and they are also used to keep letters separate allowing you to search the text as if the font were regular. Its true that not all fonts support ligatures, but a large variety of the fonts supports them. You may enable them from Font Preferences > advanced, then select the standard only option in the ligatures drop down box. (Fig 15)

Word 2010 has added some new features to its spell checker, now it will detect the mistake and suggest changing the sentence.

The screenshot shows the Microsoft Word interface with the 'Font' tab selected on the ribbon. Within the 'Font' group, the 'Font Color' button is highlighted. This button is represented by a capital letter 'A' with a horizontal bar through it, indicating its function to change the color of the selected text.