

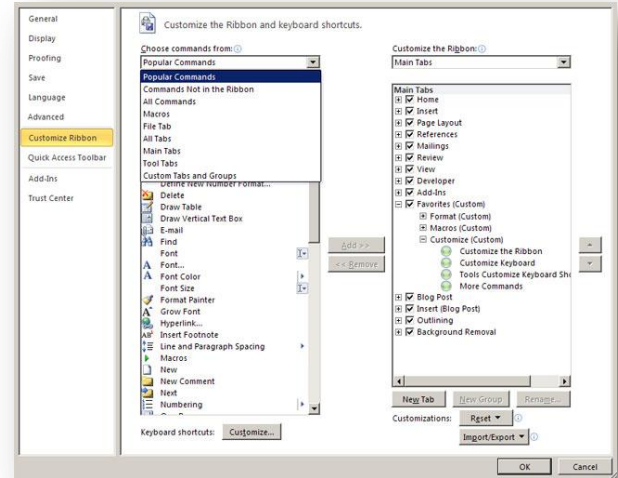
# Microsoft Word 2010

## 10 Tips Every Teacher Should Know

### Customize the Ribbon

The Office 2010 suite allows you to completely customize the tabs, groups, and tools of the ribbon. Start by clicking the **File** tab to enter the **Backstage** view, select **Options**, and then **Customize Ribbon**. In the right-hand column, you can create a new tab or a new group on an existing tab, remove or rearrange items already on the Ribbon.

Selecting the **Commands not on the ribbon** function in the **Choose commands from** drop down menu makes commands from older versions of Word visible. These commands were removed from the default Word 2010 ribbon due to lack of demand.



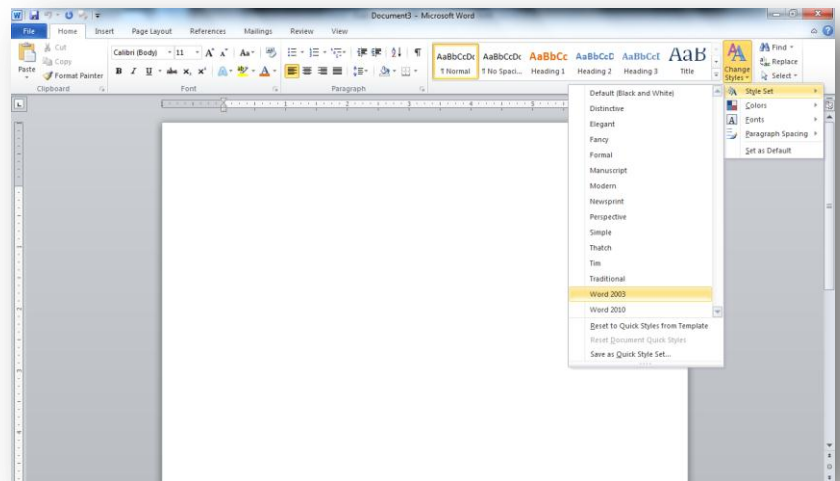
### Change Default Paragraph Spacing

Microsoft increased the default line spacing in Word 2007 and Word 2010 in an attempt to improve readability. Users migrating from Word 2003 may prefer to keep the original, tighter line spacing.

There are two different ways to adjust paragraph spacing.

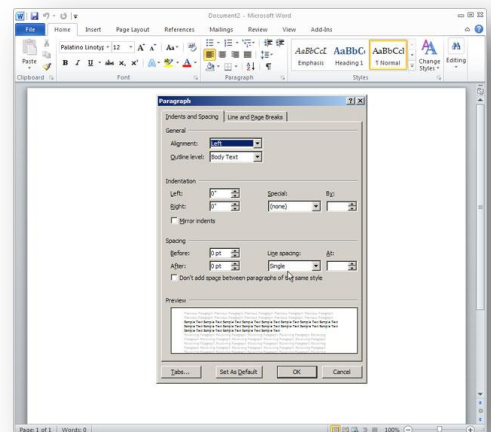
#### Method 1 – Using Styles

From the **Home** tab, click the **Change Styles** button, hover over **Style Sets** and then select **Word 2003** from the paragraph presets. This will change the entire style of the document in addition to the paragraph formatting.



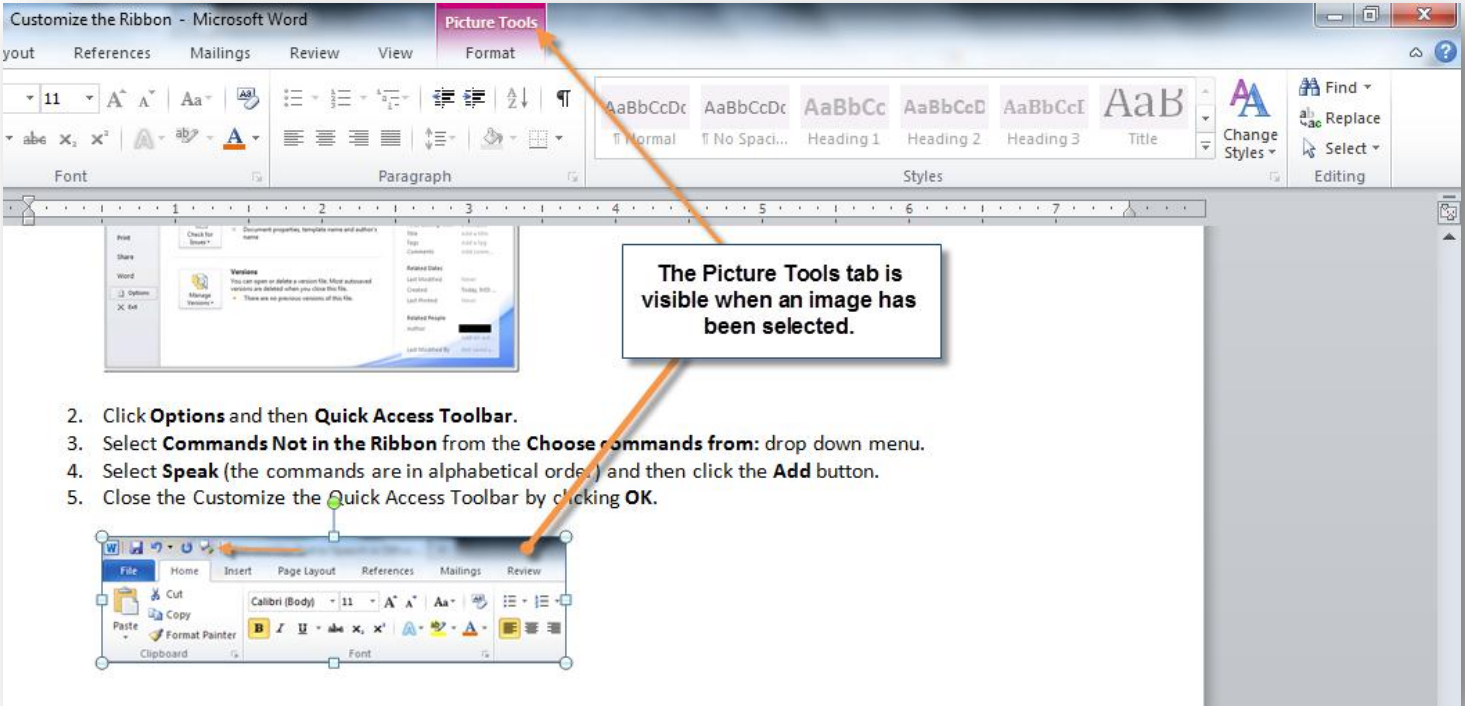
#### Method 2 – Changing the Default Paragraph Settings

Many users prefer to update the default paragraph spacing for all documents. To change Word's default spacing for all future documents, start by opening the **Page Layout** tab, launch the **Paragraph** dialog box by clicking the icon in the lower right corner of the **Page Setup** group and make the desired changes. The most common changes include setting the **After:** and **Line spacing:** options. A live preview is visible at the bottom of the dialog box. Once all desired changes have been made, click the **Set As Default** button.



## Picture Tools

There are several options available for improving the look of images in a Word document. The **Picture Tools** tab is contextual so it is only visible when an image has been selected. There are several preset effects in addition to options like picture corrections and artistic effects that can be applied to an image.

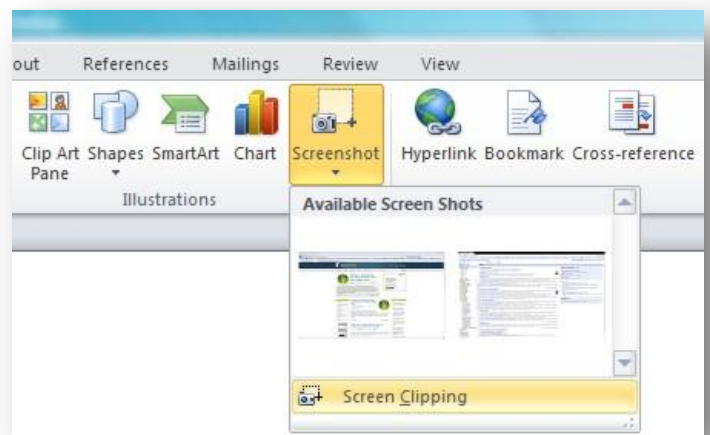


## Insert Screen Clippings in to Word

Word 2010 now includes the option for inserting screen captures into a document by selecting **Screenshot** from the **Insert** tab.

With the **Screenshot** button, you can insert a picture of an entire window or use the **Screen Clipping** tool to select a portion of a window. Note: The **Screenshot/Screenshot Clipping** tool does not recognize application windows that have been minimized.

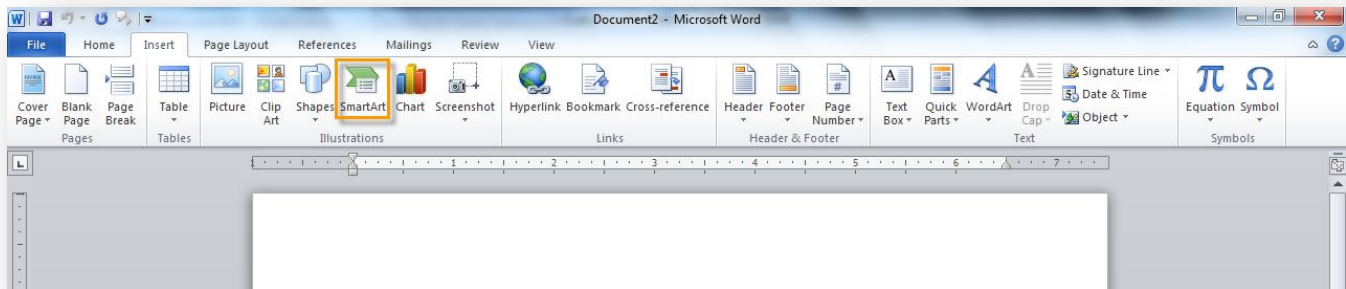
When you choose **Screen Clipping**, the target window will appear opaque. Click and drag the portion of the target window you want added to your Word document.



## Using SmartArt

It is always best to visualize text whenever possible. Microsoft Word 2010 offers SmartArt as a means for displaying information that often appears as a bulleted or numbered list.

SmartArt can be accessed at from the **Insert** tab within the **Illustrations** group.



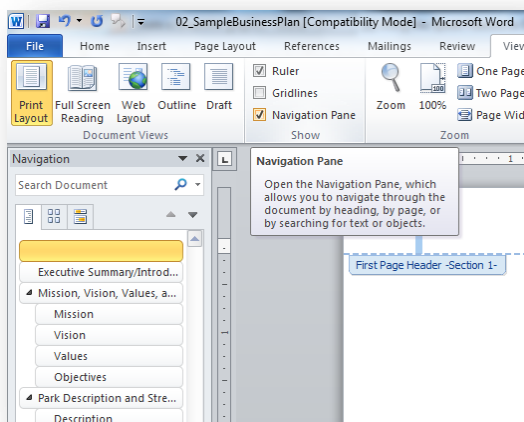
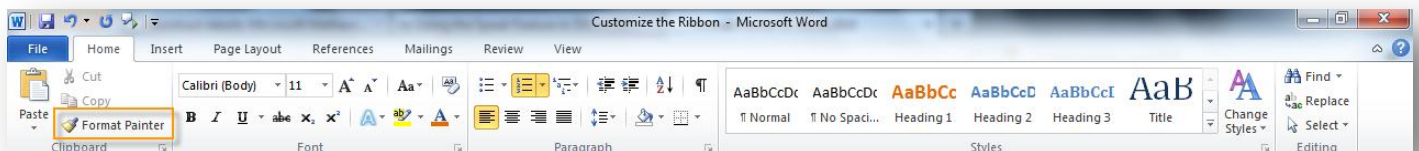
Word/PowerPoint 2010 SmartArt Templates: <http://office.microsoft.com/en-us/templates/CT010163610.aspx>

## Format Painter

The format painter copies all formatting from one piece of text and applies it to any target text. This would include font face, size, color and effects.

1. To use the format painter, select a source word by highlighting or clicking to set the cursor.
2. Next, select the **Format Painter** tool from the **Home** tab inside of the **Clipboard** group.
3. Highlight or click on the phrase or word you would like to apply formatting changes to.

Note: Single clicking the **Format Painter** icon makes a single application of the source formatting. Double clicking the Format Painter icon keeps the tool active for multiple applications. Press the **Esc** key on your keyboard or click the **Format Painter** again to deactivate the tool.



## Drag Document Sections in Word's Navigation Pane

Word's navigation pane is a good tool for rearranging content in a multi-page document like a classroom syllabus.

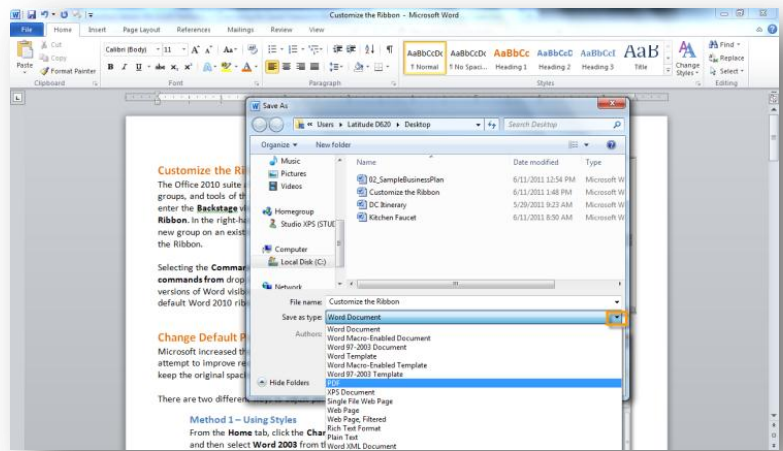
The navigation tab is made visible from the **View** tab as an option in the **Show** group.

The navigation pane displays the document headers in a condensed view and allows users to move or delete an entire section of the document by dragging and dropping header titles or by right clicking and selecting the appropriate option.

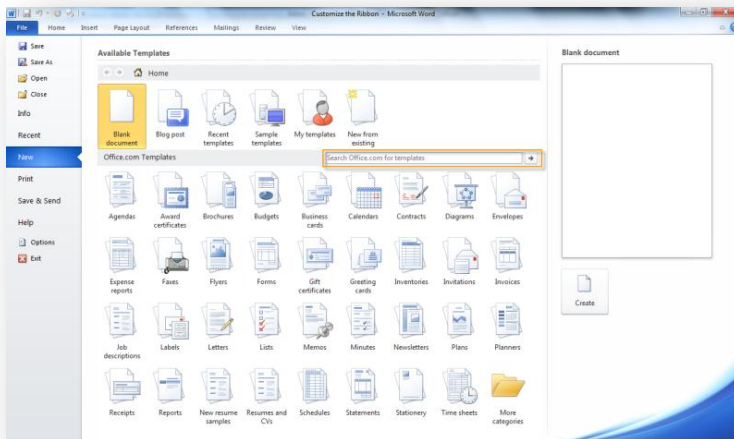
## Saving a Document as a PDF

Word 2010 allows you to create a PDF of any Word file without installing any third party programs.

Click the **File** tab, select **Save As** and then use the **Save as type**: drop down menu to select PDF.



## Using the Office.com Templates



Word 2010 is design to integrate with Microsoft's Office.com resources. This includes direct access to online content like templates when creating a new document.

With Word open, click the **File** tab and select **New**. The templates are organized by category. Online templates can also be searched from the **New** document window by using the search toolbar.

## Office Web Apps for Students/Parents

Microsoft offers Office Web Apps as an alternative for online sharing and access to Office 2010 documents. Functionality is limited but Web Apps does make it possible for users that do not own Microsoft Office to edit and view Office 2010 documents. Note: A Microsoft Live ID is required for sharing or editing online documents. Creating an account is limited to users age 13 and older.



Microsoft Office Web Apps: <http://explore.live.com/office-web-apps>

## Microsoft Mathematics Add-In

The Mathematics Add-In simplifies working with mathematical functions including: 2D and 3D graphs, equations and inequalities, algebraic and trigonometric functions, statistical functions and much more. This tool is not a part of the standard Office suite and must be downloaded and installed from Microsoft.

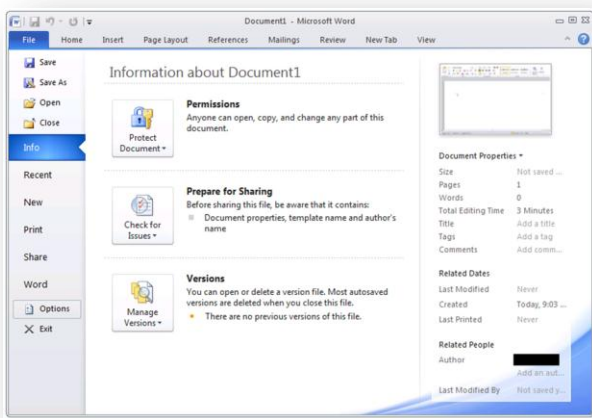
Download the Mathematics Word/OneNote 2010 Add-in

<http://www.microsoft.com/downloads/en/details.aspx?FamilyID=ca620c50-1a56-49d2-90bd-b2e505b3bf09>

## Text to Speech

A hidden and often unknown feature of Word is the Text to Speech tool. This tool can be added to the Quick Access toolbar or to one of the Ribbon groups. Follow the steps below to add the Text to Speech tool to the Quick Access toolbar.

1. Click the **File** tab.



2. Click **Options** and then **Quick Access Toolbar**.
3. Select **Commands Not in the Ribbon** from the **Choose commands from:** drop down menu.
4. Select **Speak** (the commands are in alphabetical order) and then click the **Add** button.
5. Close the Customize the Quick Access Toolbar by clicking **OK**.

