

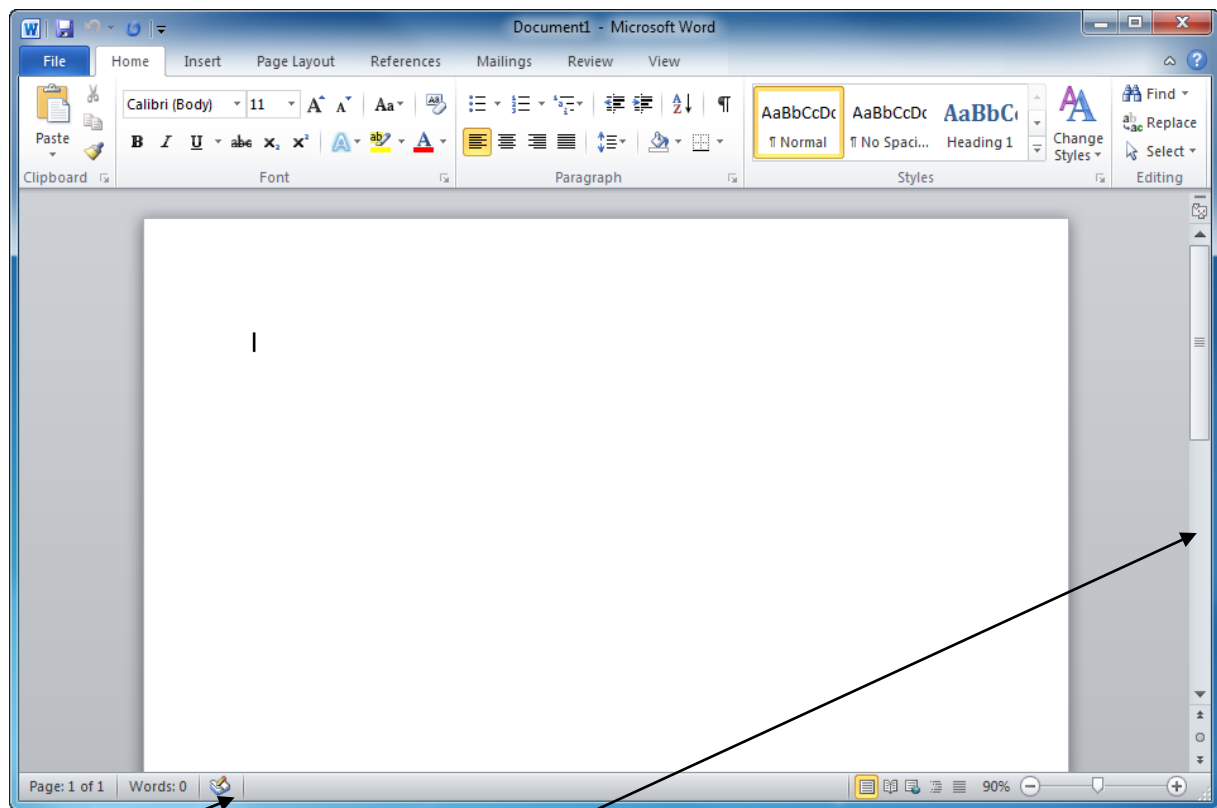
Microsoft Word 2010 Guide

Microsoft Word 2010

These notes are devised for *Word 2010*. You should be aware that it is similar to *Word 2007* but is quite different from earlier versions of *Word*, e.g. *Word 2003*. This is mainly seen on the combined toolbar/menus “**Ribbon**” which is displayed below.

Opening and Closing *Word*

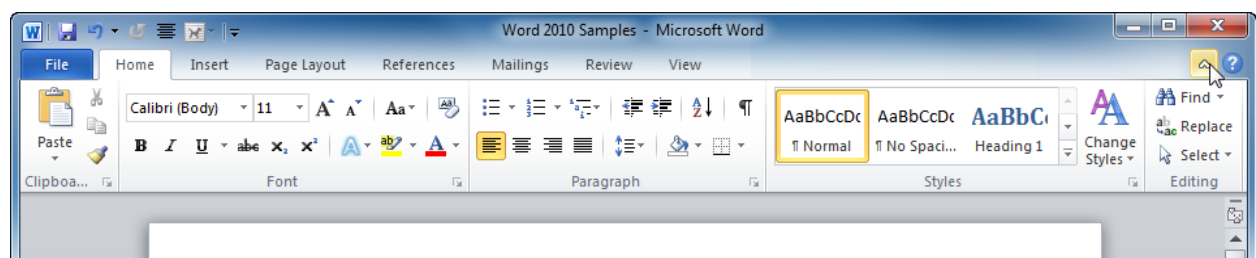
To start *Word*, click on the **Start** button, then choose **Microsoft Office** and from here select **Microsoft Office Word 2010**. The following window will open.



Status bar

Scroll bar

Word opens with a blank **Document Window**, in the area at the centre of the screen. At the top of the screen is the **Ribbon**.



Note that it is divided into separate task areas, accessed by clicking the *tabs*: **Home**, **Insert**, **Page Layout**, **References**, **Mailings**, **Review** and **View**. The **Home** tab is the default which you will see displayed every time you open *Word 2010*. This displays the

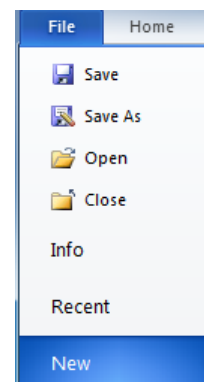
standard formatting tools: if you place the cursor over an option its function is displayed in a small text box.

Working a File

Just above the **Home** tab are the **Quick-Save** button and the **Undo/Redo** buttons. This area is known as the **Quick Access Toolbar**.

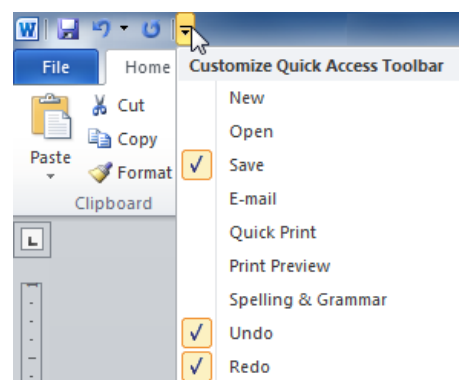
The **File** tab opens a menu which displays all the **File** options, e.g. **Save**, **Save As**, **Open**, **Close** and **New**. To close *Word* when you are finished, select **Exit** from the **File** tab menu. Before closing, ensure that all your work is properly saved.

Note: you can customise the **Quick Access Toolbar** if you want to have a new toolbar button to allow a one-click access to a function.




For instance if you want a button to open files, use the **Customise Quick Access Toolbar** menu to select the **Open** button option.


Note that in the menu illustration here (see the illustration, on the right) the default options **Save**, **Undo** and **Redo** are all selected. To deselect any option, click so that the 'tick' mark disappears and the option will be removed from the toolbar.



When you start *Word*, a blank document appears, and you can enter text right away.

The vertical  bar on the screen is called the **Cursor** - it shows the position where anything you type will be input. You can use the cursor keys or the mouse to move the cursor around.

Notice how the pointer changes as you move the mouse around, from an arrow (letting you point at things and select them with a mouse click) to an I-bar or text pointer, when it is in the document window.

You can use the I-bar pointer to quickly place the text cursor in the position where you want to start typing by clicking the mouse button. The I-bar looks a little different if it is outside the area where you have typed text (but still within the margins). 

If you make mistakes, you can delete them using the **Backspace** and **Del** keys. As you enter text, *Word* automatically wraps it round onto the line below as it reaches the right hand side of the screen.

You should not use the **Enter** key to mark the end of a line on the screen; only use **Enter** in this way to mark the end of a paragraph - press it twice if you want a blank line between paragraphs.

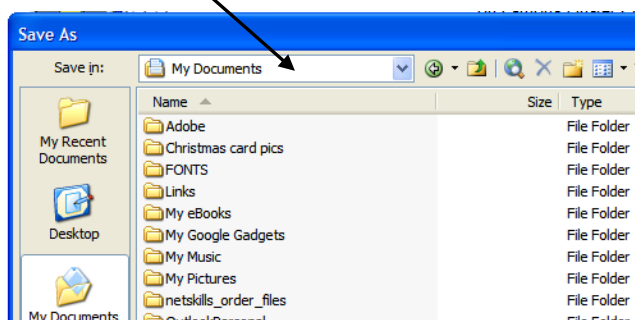
Saving Text to a File

To save your text, choose **Save** from the **File** tab menu or click the toolbar **Save** button.



The **first** time you save a file the **Save as** dialog box appears. This enables you to choose where to save your file.

- a. Select the drive on which you want to save your file (e.g. **D:** for a CD/DVD disc). Use the **Save in** drop-down menu to find other drives and folders.



There is a default folder which opens whenever you save for the first time. This is **My Documents**, which is on the **C:** drive of a home PC **but** on a *networked* drive on campus cluster PCs.

- b. Type in a filename. Press **Enter** or click the dialog box's **Save** button.

If you are working on a document, **save it regularly** in case of a problem such as a power failure or a human error such as accidentally deleting a big chunk. Every minute or so is probably excessive - every twenty minutes is not often enough. *Get into the habit of saving your work every time you stop to think.* You should also back up your file regularly, so that you can revert to a previously saved version should you mess something up.

Note: *Word 2010* saves new files in a different format to some previous versions. You can identify a file that has been saved in the new version file format by its file extension - **.docx**. Older versions have the extension: **.doc**.

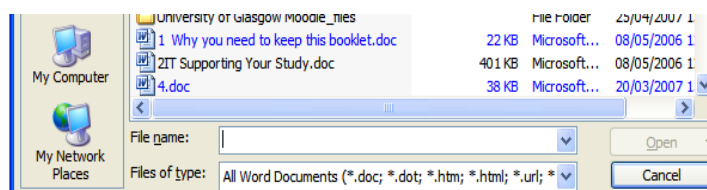
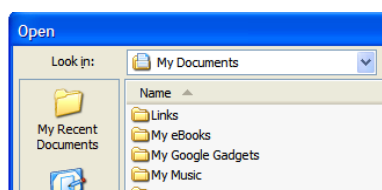
If you work on a non-CSCE machine using *Office 2007* or *Office 2010*, check out the information on this page: <http://www.gla.ac.uk/services/it/helpdesk/office2007/>

Loading Text from a File

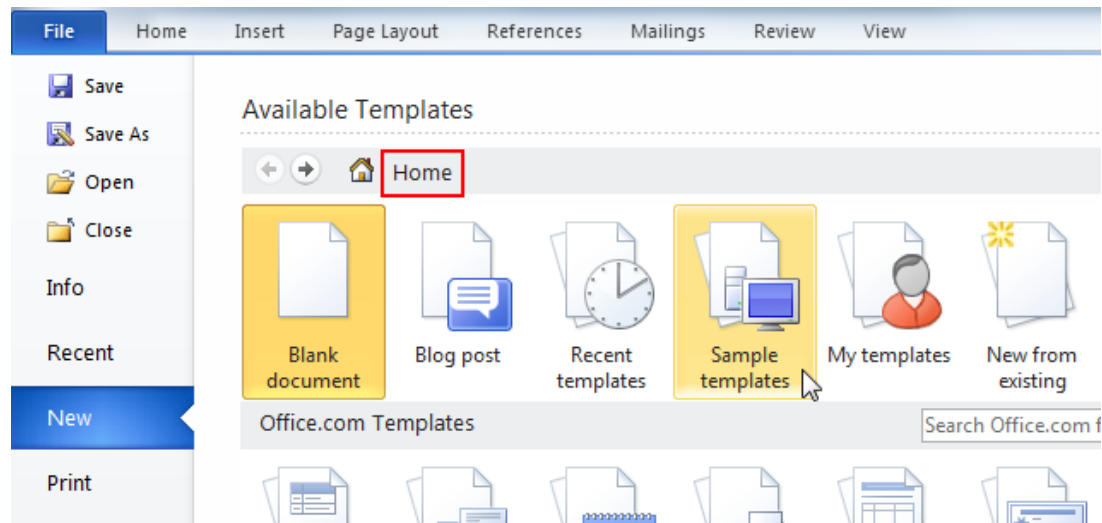
Choose **Open** from the **File tab** menu, to search for and open an existing file.



This brings up the **Open** window which lets you select the drive and folder where your file is located.

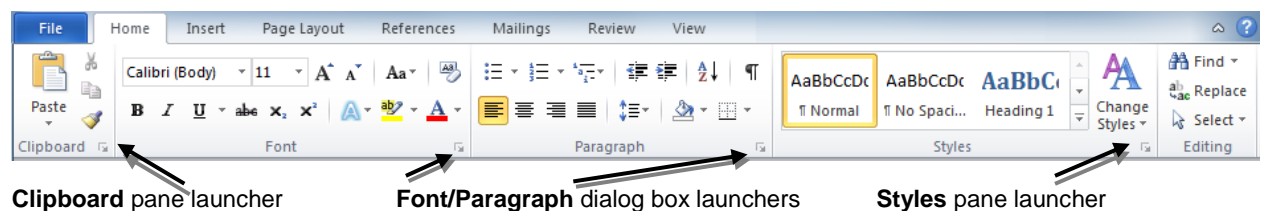


Double-click on a folder in the list, to display its contents. The default is to open in **My Documents** but you can choose another folder. To change drives, you must click on the drop-down **Look in** menu.



Click on a file name to select it and then click the **Open** button. If you simply want to create a new file from scratch, select **New** on the **File** tab's menu. The **Available Templates** pane will appear; in this, choose **Blank Document**.

Home tab Options on the Ribbon




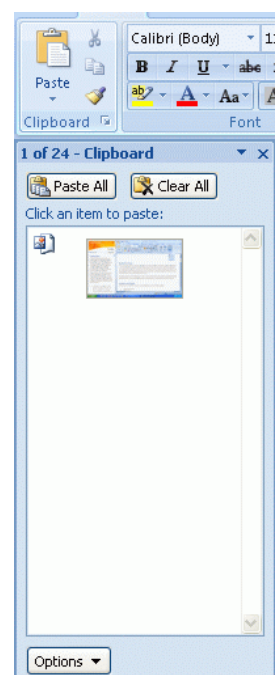
The **Home** tab is where most of your basic editing and formatting options can be found: in the **Clipboard**, **Font**, **Paragraph**, **Styles** and **Editing** groups.

Deleting, Copying and Moving Blocks of Text

Once you've highlighted a section of text you can **remove** it by pressing the **Del** key, or by clicking the scissors button from the **Clipboard** group; you can also **Copy** it. Anything you cut or copy is stored temporarily in the **Clipboard**. You can view the **Clipboard** pane by clicking on the Clipboard launcher.

Deleted text is not held in the clipboard – you cannot paste it somewhere else but you can recover it if you immediately press the **Undo** button. 

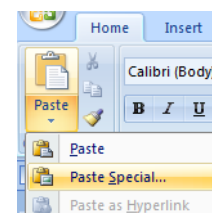
You can use the **Cut** option  to physically **move** sections of text around. By cutting text to the clipboard, you can paste it anywhere in the file. Place the text cursor where you want the text to appear, and select **Paste** from the **Clipboard** option on the far left of the **Home** tab.



If you want to **copy** text, use the **Copy** button in the **Clipboard** group in the **Home** tab. **Copy** will take a copy of the highlighted text and place it on the clipboard. You can then **Paste** copies of the text wherever you like in the document.

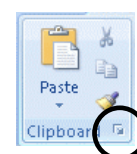


Click on the **Paste** button to paste what you have copied (or cut) into a new position. If you click on the down arrow on the button you can choose **Paste Special** which allows you to paste in different formats.



The **Clipboard** can hold up to 24 items (this can be text, clipart or any other object which can be displayed in *Word*). If you copy a 25th item, the first item in the **Clipboard** is deleted.

To copy/paste from a selection of items, rather than the most recently cut or copied, you must activate the **Clipboard** (see illustration, right). Do this by clicking on the **Clipboard Dialog Box Launcher** on the **Clipboard** group of the **Home** tab.

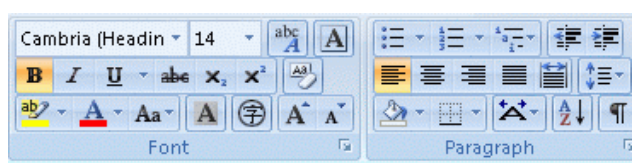


Now, when you copy an item, an icon for it will appear on the clipboard. You can then select from all of the items. Paste one item by clicking its icon or paste all at once by clicking on the **Paste All** icon. To clear the clipboard, click the **Clear all** button. To close the clipboard, click the **X** icon in the top right-hand corner of the pane.

Keyboard short cuts also exist: **Ctrl-X** for **Cut**, **Ctrl-C** for **Copy**, and **Ctrl-V** for **Paste**.

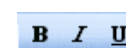
Formatting Text

Formatting options are shown under the **Home** tab. **Font** formatting is in one group, **Paragraph** formatting in another.



Formatting Fonts

Having selected (i.e. highlighted) some text, it may be that you want to emphasise it in some way – **embolden** it or *italicise* it for example. These are known as *font styles*.

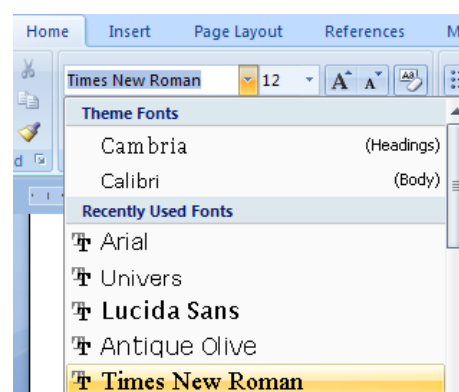


The buttons act as **toggles** – press the button once and the text changes to that style, press it again and the text turns back to normal again. You can also change text style easily from the keyboard: highlight what you want to change and use **Ctrl-B** for **Bold** and **Ctrl-I** for *Italics*.

You can change the **Font type** and **Font size** by using the drop down menus just above the style button.

Here you can see that **Times New Roman** has been selected.

When using this option, you will see any selected text change to reflect the font option as you move the cursor over the items in the menu. Click on your choice to apply it to the text.



The **A⁺** and **A⁻** buttons also allow you to increase or decrease the size of the text font.

Formatting Paragraphs

Word normally assumes that you will use **left-aligned** text (i.e. the left hand edge of the text falls on a straight line, the right hand edge does not), but you may prefer text **justified** (both left and right edges aligned, with spaces added into the text to push it to the edge), or **right-aligned** (you might do this to format an address in a letter).

Select the paragraph(s) you wish to change and click on one of the buttons in the alignment group in the button bar. The pictures on the buttons show what results can be expected.

This is **Left-aligned**



This is **Centred**



This is **Right-aligned**

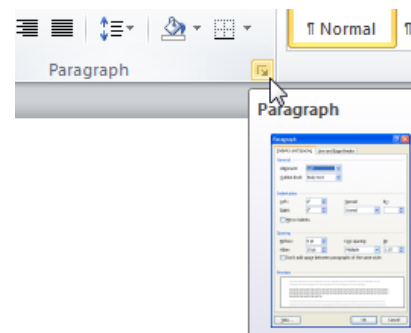


The text in the following paragraph is **Fully justified**



For more control over paragraph formatting, use the **Paragraph** dialog box launcher on the **Paragraph** group. Clicking this produces the **Paragraph** dialog box.

This gives the same paragraph options available as buttons on the Ribbon, but allows more specific settings.



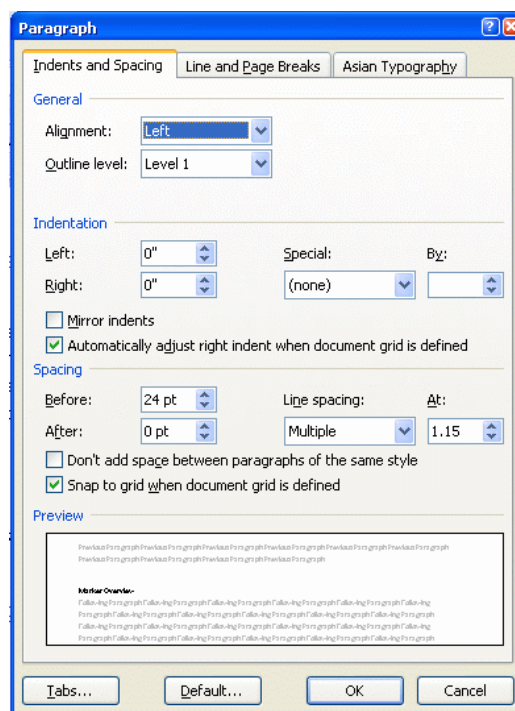
You will see that there are a series of **Alignment** options, which you select by clicking on the box and selecting the one you want.

You can also change the indentation (and have a different indentation for the first line) by entering measurements in the relevant **Indentation** box.

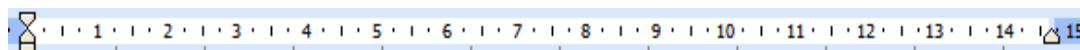
Spacing can be used to make your text double-spaced by choosing **Double** in the **Line Spacing** box.

The example box will show what the changes you are making look like, so feel free to experiment with the options.

Mistakes can be 'undone' by clicking the **Undo** button, the one with the arrow pointing backwards, or by clicking on **Undo** from the **Edit** menu.



The Ruler

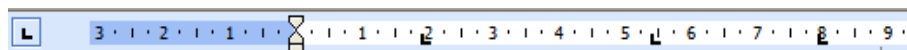


You can also set some kinds of alignment by using the ruler. This is seen at the top of the document window, just below the toolbars. If you cannot see the ruler, select the **View** tab and in the **Show/Hide** group, click the **Ruler** tick box. You can also do this quickly by click the **View Ruler** button at the top of the scroll bar. The Ruler is always available, regardless of which of the **Ribbon** tabs you are viewing.



You can draw the indent markers along the ruler to set where the text will begin or end. The upper marker sets the first line indent and the lower marker sets the indent for the rest of the paragraph. The marker on the right sets the end of line indentation. Exact numeric settings can be made, by opening the **Paragraph** dialog box from the **Paragraph** group.

Using Tabs: The **Tab** key moves the cursor to the position of the next tab stop. Tab stops are usually set at half-inch intervals, but you can reset them yourself. The simplest way to set tabs is to click on the ruler bar at the required ruler positions.



Ruler bar with Tab settings (L)

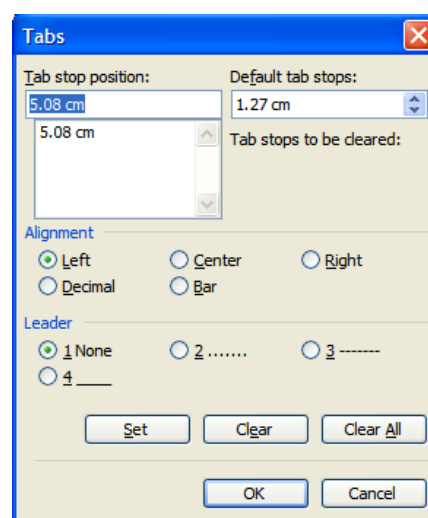
An “L” shaped marker will show the tab position and you can drag this with the mouse pointer to place it accurately.

To clear a tab marker, double click on it and a dialog box will appear. Click the **Clear** button to remove that tab.

If you wish to remove all tabs, double click on one of them and then click on the **Clear All** button.

You can also open this dialog box by clicking on the **Tabs...** button in the **Paragraph** dialog box.

You can set precise measurements for tabs, but the method described above will do for most of your needs.



Bullets and numbering

The simplest way to create a bulleted list is to click on the **bullet** button on the toolbar. This will insert a bullet and the cursor will be indented.

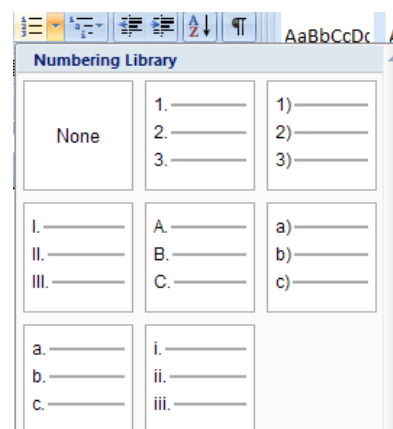
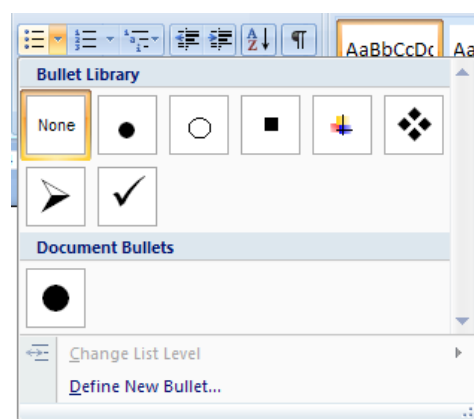
You can add a line or paragraph of text here and, when you press return, the bullet will automatically be repeated on the following line.

When you have completed the bulleted list, press return twice and the normal text formatting will reappear.

A numbered list can be created in the much same way, by clicking the **numbering** button on the toolbar.

A choice of different bullet or numbering styles is available (from the **Bullet Library** or **Numbering Library**) if you click on the down-arrow beside the **Bullet** or **Numbering** button.

Note the “**None**” option in both cases, which allows you to remove bullets or numbering from a selected list in either format.

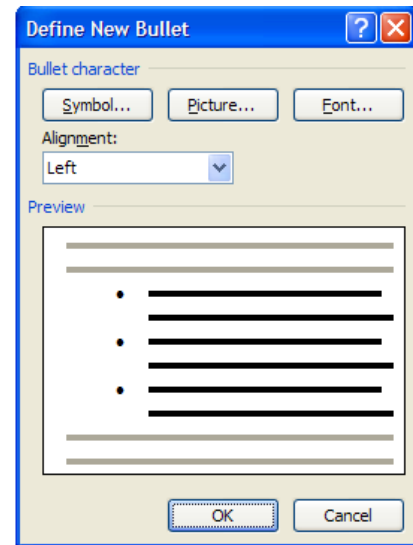


It is possible to modify the list so that, for instance, new bullet or numbering styles can be created then used. The list can also be set with different text style, alignment, indentation and spacing.

To do this, click the **Define New Bullet** or **Define New Number Format** option at the bottom of the **Bullet Library** or **Numbering Library**. This opens a dialog box that allows you to alter the size and colour of the bullet and the text format.

By clicking the **Bullet** button in this, the **Symbol** dialog box is opened and you can select a new bullet from this, or from any other available font. *Word* also offers the option of a **Picture** bullet.

This opens another dialog box: you can choose from a selection of bullet-sized images here by clicking on the **Import** button.



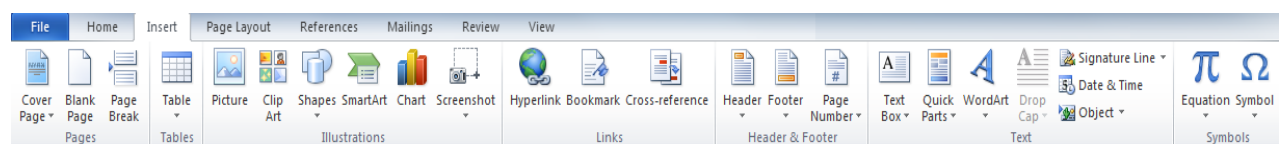
The **Define New Bullet/Number Format** dialog box lets you select different bullet or numbering styles. You can select a different style from a drop down menu, and by clicking on the **Font** button, change the font of the bullet/numbering system. You can also change the alignment using the drop-down menu.

The dialog box gives you a **Preview** of the layout of the numbered list, reflecting any changes that you make.

The Insert Options on the Ribbon

The **Insert** option on the **Ribbon** contains the following options: **Pages**; **Tables**; **Illustrations**; **Links**; **Header & Footer**; **Text**; **Symbols**.

Each of these sections of the ribbon tab covers related items which we'll now look at in a little more detail.

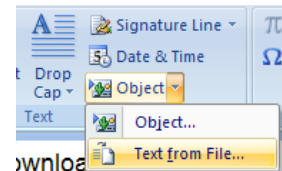


Inserting Text from another Document

If you want to insert text from another document, or a text file created using another application, there are two ways of doing it:

a. Copy-and-Paste: copy the text you want then switch to the document you want to insert it into and paste. If you are copying from one *Word* document to another, click on the filenames at the bottom of the **Window** menu to switch between documents.

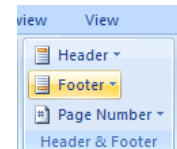
b. **Insert File:** use **Object** in the **Text** work area on the **Insert** tab; then choose the **Text from File** option to insert a whole file.



Headers and Footers

It is often very useful to put certain pieces of information, such as your name, the date and page numbers on every page of a document. Adding **Headers** and **Footers** is an **Insert** option, so click the **Insert** tab to display the **Insert** group on the **Ribbon**.

The **Header and Footer** work area contains the options, **Header**, **Footer** and **Page Number**. When you click on one of these options, you will be presented with a choice of **Header/Footer** layouts.

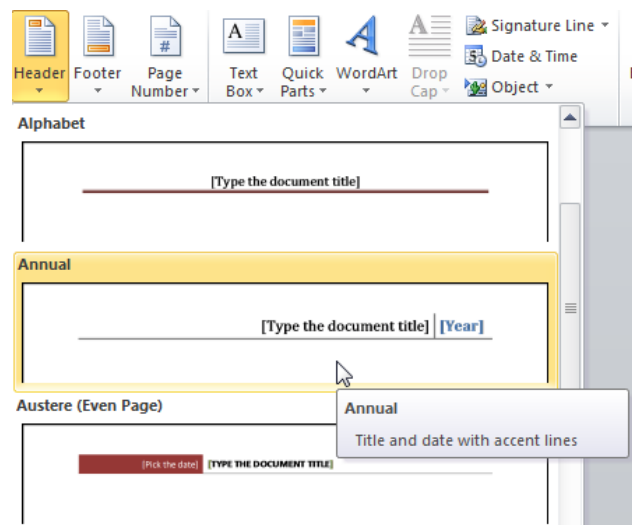


Choosing one of these options displays a visual menu showing examples of the type of layout styles available.

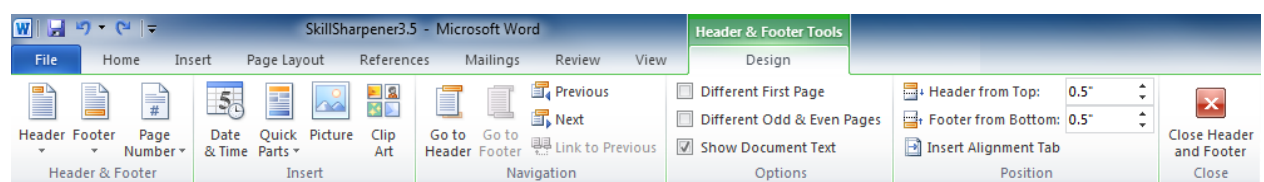
Select a layout style you prefer by clicking on it.

You can edit an existing **Header** or **Footer** – or add a new one in the default style – by clicking on the **Edit Header** option at the bottom of the list of styles.

If you wish to remove a header/footer or page numbers, click on the **Remove Header** (or **Remove Footer**, **Remove Page Numbers**) option at the bottom of the list of styles.



When a style is selected, the **Header/Footer Design** group appears on the **Ribbon**.



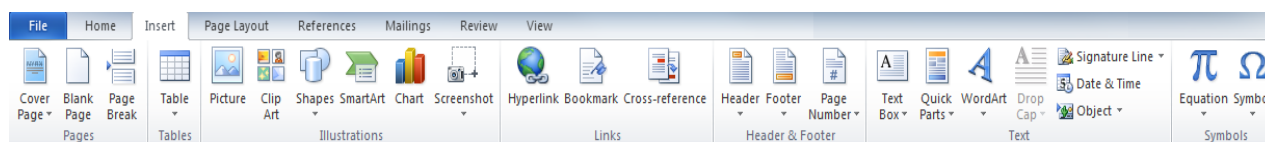
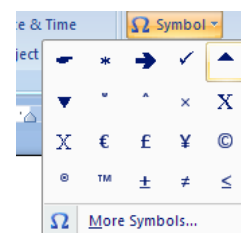
This group gives these options: **Header/Footer** (to change the Header/Footer style); **Insert** (to insert objects such as **Date/Time** or **Clip Art**; **Navigation** (to move between **Header** and **Footer** and between different **Sections**; **Options** (e.g. **Different First Page**, **Different Odd and Even Pages**; **Position** (specify height of **Header** or **Footer** area; **Close** button (to close the **Header and Footer** view).

Type in your **Header** or **Footer** text and click the **Close** button to return to normal view. You can also insert **page numbers** or **Date/Time** as part of a **Header** or **Footer**.

Inserting Symbols

You may need to make use of symbols, which do not normally appear on the keyboard: for instance, accents, Greek characters, or less well-used mathematical signs.

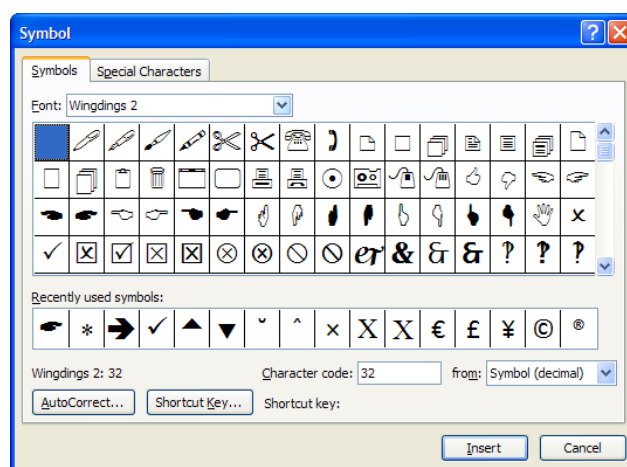
You can insert these into your text, using **Symbol** from the **Symbols** group on the **Insert** tab. You can choose the font you want to use then the symbol you want. Shortcuts can be set up for those symbols (perhaps **ç** or **€**) which you use often.



If you click on the **More Symbols** option at the bottom of the initial **Symbols** choices, a dialog box opens.

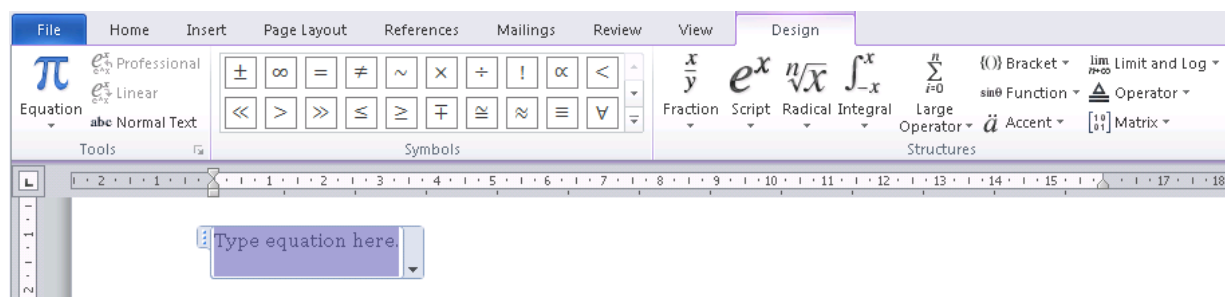
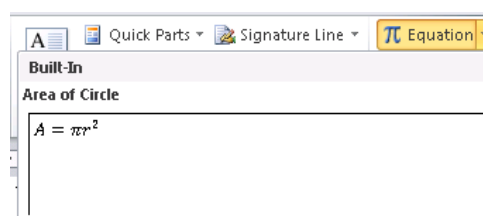
By changing the font using the drop-down **Font** menu, you can choose from a wide range of different symbols.

Use the **Symbol** font for scientific symbols including Greek characters and pictorial symbols in **Monotype Sorts** or **Wingdings** for attention markers.



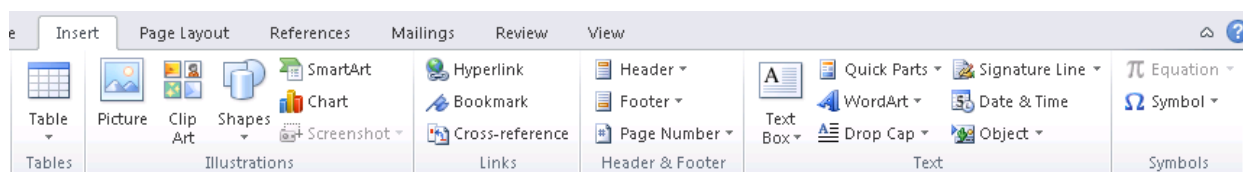
A specialised type of symbol is that used in equations: you can insert mathematical symbols in to a document using the **Equation** menu which is in the **Symbols** group on the **Insert** tab.

Place the cursor in the position where you wish the equation to appear then select the **Equation** menu. If suitable, choose a **Built-in** equation; if not select **Insert New Equation** at the bottom of the menu. A placeholder for the equation will appear; at the same time **Equation Tools** appears.



Inserting Non-text Objects

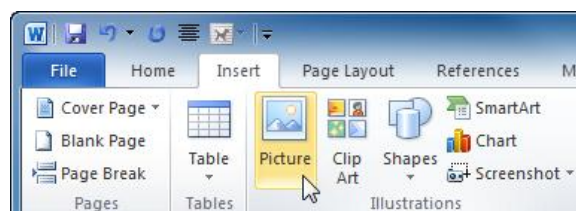
Word offers the facility to insert non-text objects into a document. This is done using the Insert tab which has the common object groups: Tables, Illustrations and Links.



In the following sections we will look at the various graphic objects you can add to documents.

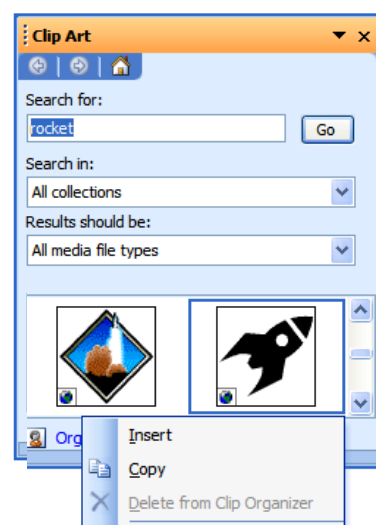
Pictures and Clip Art

Pictures and Clip Art are examples of objects. You can add your own picture files which you have created or collected – or use the built-in clipart collection.



You can find this illustrative material by selecting the **Insert** tab and then choosing **Picture** or **Clip Art** from the **Illustrations** group. Choosing **Picture** displays the usual **Open** dialog box which lets you find and open your images. Choosing **Clipart** opens the **Clip Art** pane.

You can check for clipart on a subject by choosing to **Search in** a particular collection (e.g. Food, Medicine, etc.). Or you can type in a search word in the **Search for** box and then click the **Go** button. Your search results are displayed as thumbnail images of the clipart available.

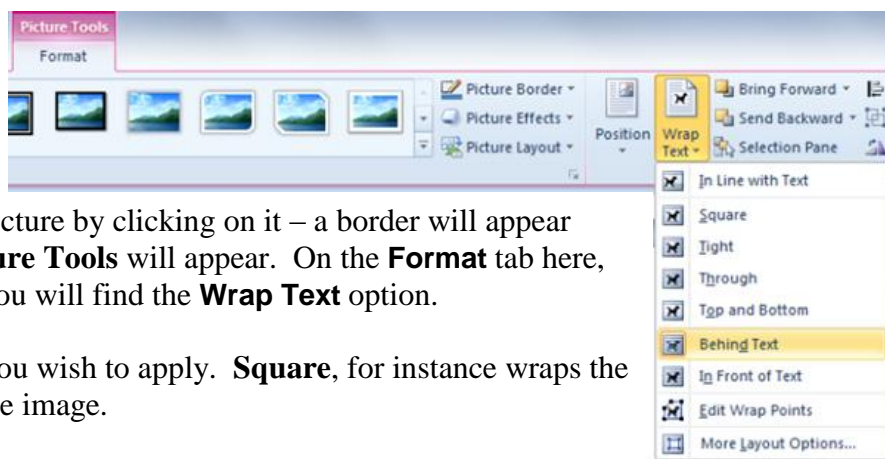


Click on one of these to display miniature images of the clipart available under each category. When you select an image, a down-arrow bar appears beside it: click on this to display a menu; you then click on the first option (**Insert**) to insert the clipart into your document. Once inserted you can move and resize it or edit in other ways.

Text Wrapping

Applying Text Wrapping to an image allows you to move it around the page by dragging with the mouse, and wherever you leave it, text will flow (or wrap) round it. (You will have seen how this looks with the many of the images shown in this document).

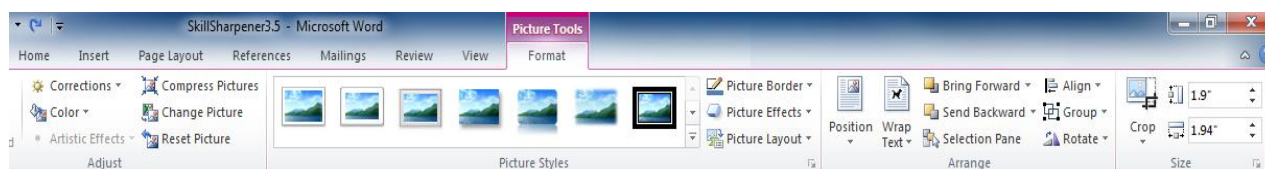
You may find that the default setting for wrapping is not what you require.



In this case, select the picture by clicking on it – a border will appear around it – and the **Picture Tools** will appear. On the **Format** tab here, in the **Arrange** group, you will find the **Wrap Text** option.

Click on the text wrap you wish to apply. **Square**, for instance wraps the text all the way round the image.

If you require more options, after selecting the image, use the **Picture Tools** options that appear when you select a Picture or ClipArt object:



These tools let you adjust almost every aspect of your picture, including **brightness**, **contrast**, **colour**, **size**, **style**, **effects**, **shape**, **border**, and **position**.

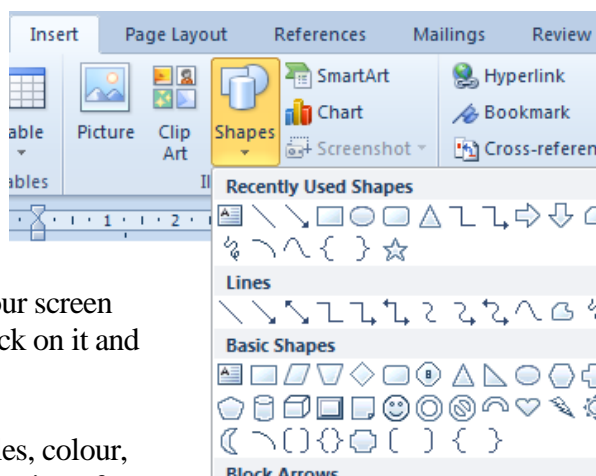
Drawing Tools

Word offers a range of **Shapes** to prepare diagrams and forms and to put boxes round text. Choose **Insert** and then **Shapes** in the **Illustrations** group.

The menu that appears offers a wide variety of **shapes**, **lines**, **arrows** and **callouts**.

You draw the selected shape directly onto your screen using your mouse; to edit a drawing later, click on it and the **Drawing Tools** will become active.

These, like the Picture Tools, let you add styles, colour, borders; and let you adjust the size and positioning of shapes that you draw.

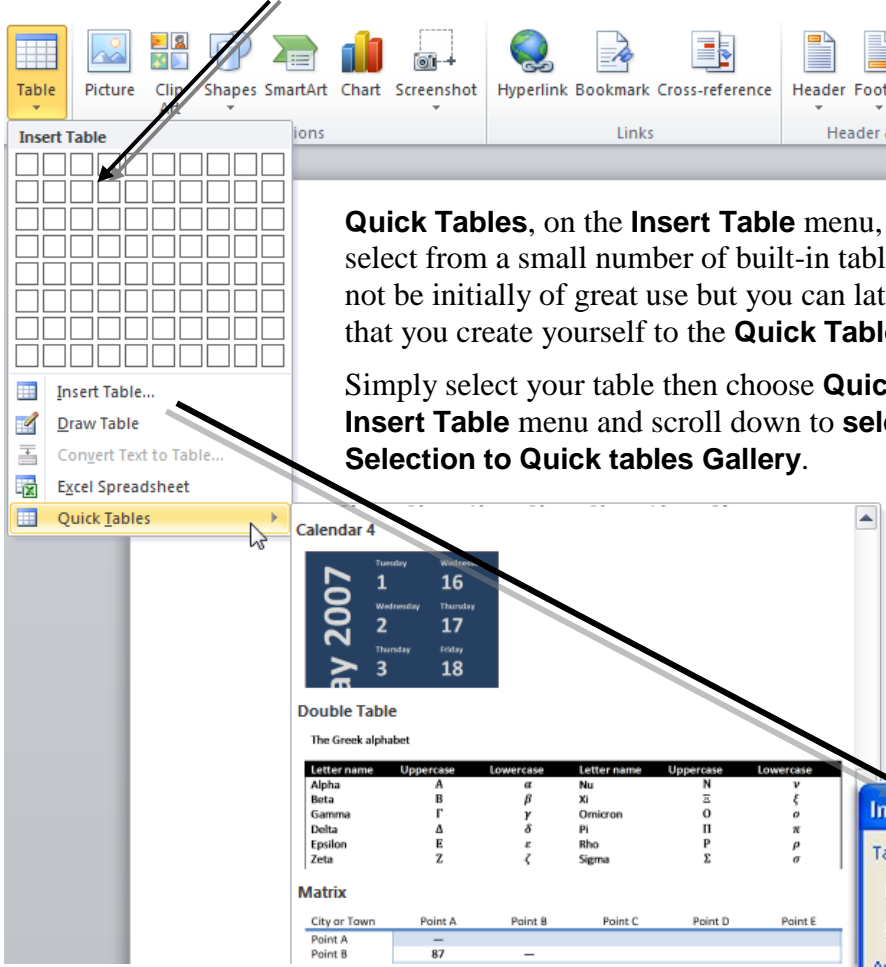


A useful guide to using the **Drawing** tools can be found at:
<http://office.microsoft.com/en-us/word-help/CH010372758.aspx?CTT=97>

Tables in Word

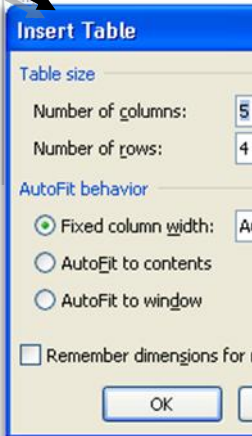
Word allows you to create tables of text or data very easily. Position the cursor where you want the table to be and select **Table** from the **Insert** tab. This command expands into a menu that lets you draw a table, insert an *Excel* spreadsheet, or add a pre-defined table.

Basic tables are added by clicking **Table** and then dragging the mouse over a certain number of squares to create a table of that size.



Quick Tables, on the **Insert Table** menu, allows you to select from a small number of built-in tables. This may not be initially of great use but you can later on add tables that you create yourself to the **Quick Tables Gallery**.

Simply select your table then choose **Quick Tables**, on the **Insert Table** menu and scroll down to **select Save Selection to Quick tables Gallery**.



- The **Insert Table...** dialog box will ask you how big you want the Table (number of columns and rows).
- When you click **OK** the blank table will be inserted in your text.
- Use the arrow keys to move around it and insert data.

Table Formatting

To format the table, first select it with the mouse. Then select **Table Tools** (you'll see this option whatever the current tab is when the Table is selected). As well as allowing you to create a table, these options allow you to set line (border) styles, line weights (how thick a line will be), line colour and cell shading, and where borders will appear in the table. There's also a selection of pre-set **Table Styles** you can use.

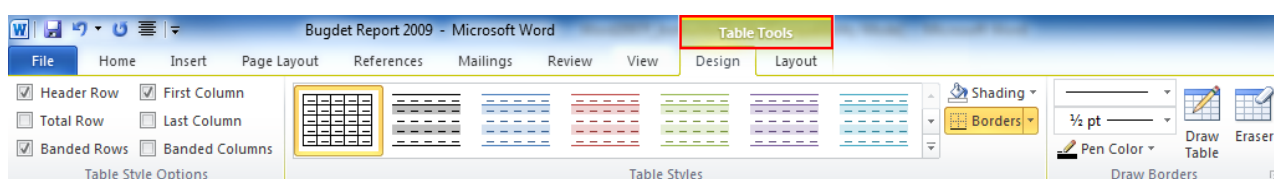


Table cell widths can be adjusted

- When the cursor is anywhere within a table, **Table Tools** options will appear. If you click with the cursor over any the lines which separate rows or columns, a ruler bar appears above or to the side of the page.
- The bars contain small “blocks” marking the cell divisions. These “blocks” can be moved using the mouse pointer to change the width of the rows/columns in the Table.
- The depth of a cell will automatically expand as you type to allow the text/data entered to fit inside it. Column width always remains the same unless adjusted.

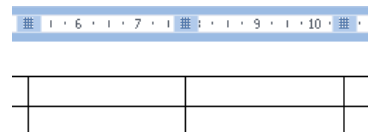
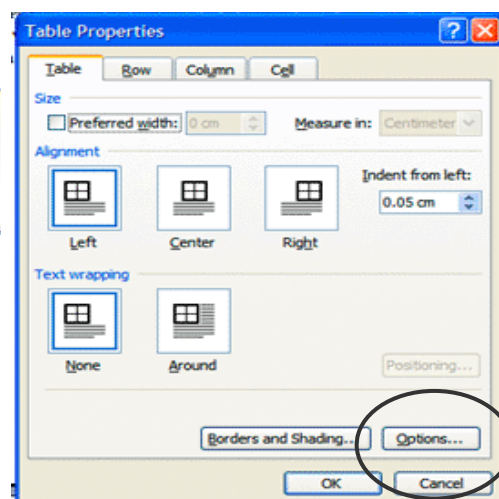
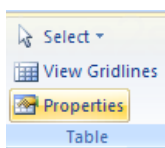


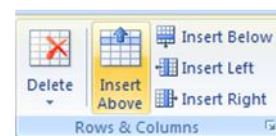
Table Properties

Table properties can be adjusted using the dialog box obtained by selecting **Table Properties** from the **Table** group in the **Layout** tab under **Table Tools**. This allows you to adjust such things as text alignment within table cells, cell margins, row height, etc.



Cell margins, for instance, are useful - click the **Options** button - as they allow you to force a little space between the cells, so that text or other data in the columns and rows do not appear to run into each other.

The **Rows & Columns** group in the **Layout** tab under **Table Tools** allows you to delete Table rows or columns or insert new rows or columns.



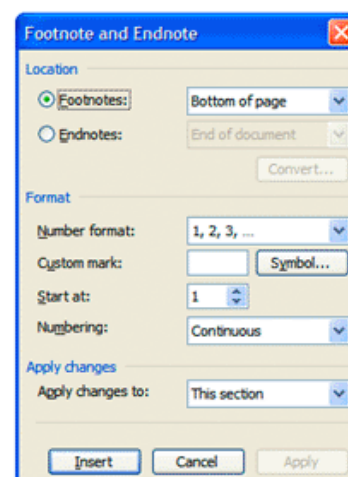
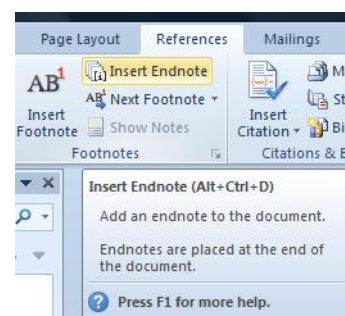
Footnotes

To insert a footnote in a document, place the cursor at the end of the word or sentence you wish to make a reference to and then select the **Reference** tab and then **Insert Footnote** from the **Footnotes** group.

A footnote number appears where your cursor was placed and at the bottom of the page – along with a space to type in your footnote. Note that in the **Footnotes** group you can choose to have **Endnotes** instead and use **Next Footnote** to navigate between footnotes.

You can have more control of your footnotes by launching the **Footnotes & Endnotes** dialog box. In this, you can choose **Footnotes** or **Endnotes**, and which numbering formatting that you prefer.

Footnotes are always automatically updated so that they will almost always begin on the same page as their reference in the text regardless of any later editing. To delete a footnote, select its reference number and press the **Delete** key.

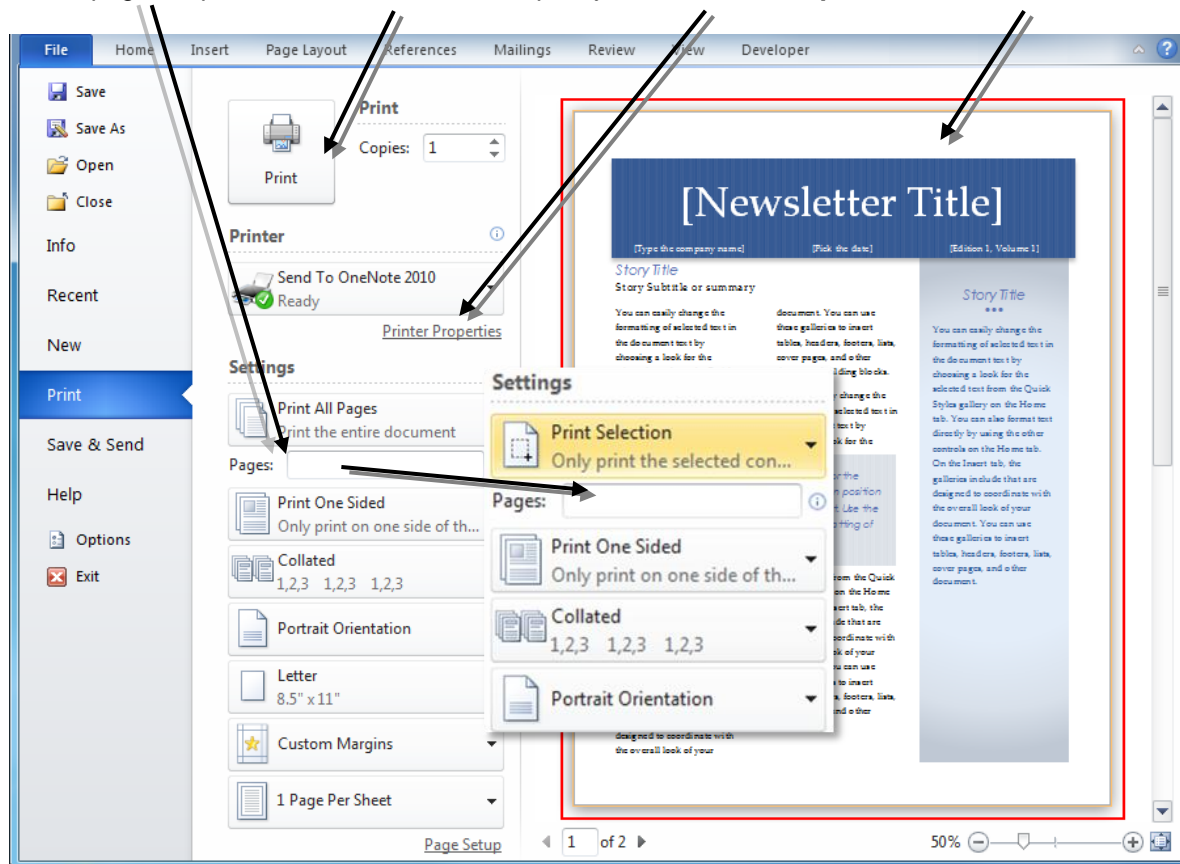


Printing

Printing facilities are available in campus computer clusters. To print in *Word*, select **Print** from the **File** tab and the following window (see next page) will appear. A Preview of how the document will appear is displayed to the right of this menu.

Between the **File** tab menu and the **Print Preview** the **Print Options** will appear. These allow you to change settings for **Page Size** (e.g. Letter, A4, A5), **Orientation** (Portrait/Landscape), choose specific pages to print and choose to print several copies. When you've made all the adjustments you require, click the Print button to print out your document.

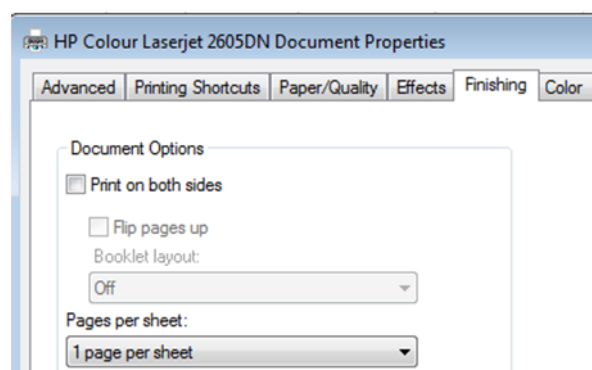
Select pages to print **Print** button to start print job **Printer Properties** **Print Preview**



Note: many campus printers now give the option to print in colour and/or double-sided. *Be careful if you don't wish to print in colour as it is more expensive than black and white.*

Note too that for some kinds of course work you are required to print single-sided. However for other work and previews you can save by printing double-sided where it is available. Both options are set under **Printer Properties**.

Note: if you intend to print, double-sided, a document which includes cover, insert a blank page after the cover so no text appears on the inside of the cover.

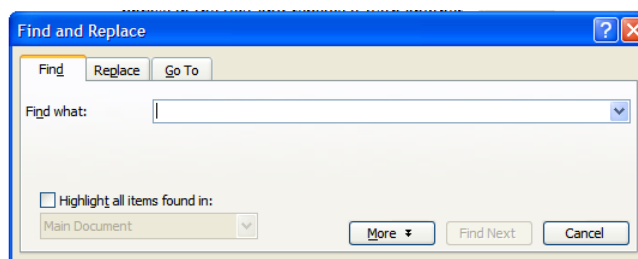


Text Tools

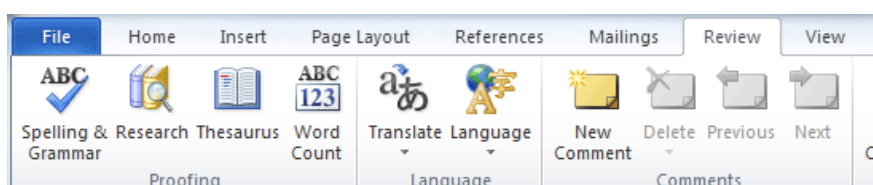
You can use **Find** or **Replace** in the **Editing** work area on the **Home** tab to search for a particular word or phrase in the text and replace it with another if you wish.



Using the dialog box, type the word or set of characters you want to search for and, if you are replacing, what you want to replace it with, in the boxes provided.

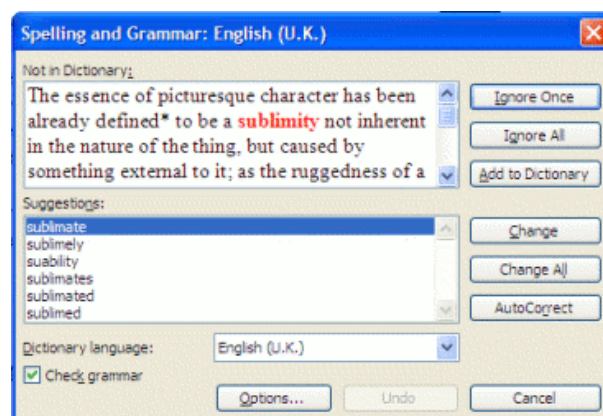


Both options open essentially the same dialog box, and you can switch from one to the other by clicking the appropriate tab. The **Go To** option is also available – enter a page number and click next and you will be taken to that page.

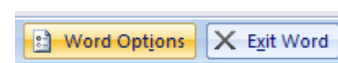


Spell Checking: after selecting the text you want to check (if you do not select any text, it will check the whole document), choose the **Review** tab on the **Ribbon** and click on the **Spelling and Grammar** button which is in the **Proofing** group.

The checker will suggest grammar corrections and highlight possible spelling mistakes. You can choose to change to a suggested word or ignore it.



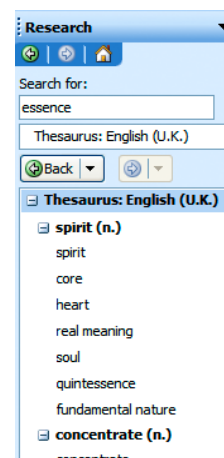
It also permits you to add a new word to the dictionary, so that the spellchecker doesn't keep bothering you about it.



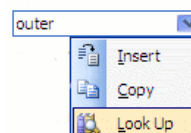
It is possible to correct spelling as you type. Choose **Word Options** from bottom of the **Office Button** menu, then choose the **Proofing** option and click on the **Check spelling as you type** checkbox. *Word* will then underline misspelt words in red and possible grammatical errors in green.

Thesaurus: sometimes it is difficult to think of the exact word to use. *Word* has a built in **thesaurus**, which can help you.

Enter a word, which is close in meaning to the word you are trying to think of then choose the **Review** tab and select **Thesaurus...** in the **Proofing** group. A list of alternative words will be offered in the pane that opens.



If none of them seems correct, select one and press the **down-arrow** and choose **Look Up** to see different alternatives.



Word Count: to count the words in a document, choose the **Review** tab and select **Word Count** from the **Proofing** group.



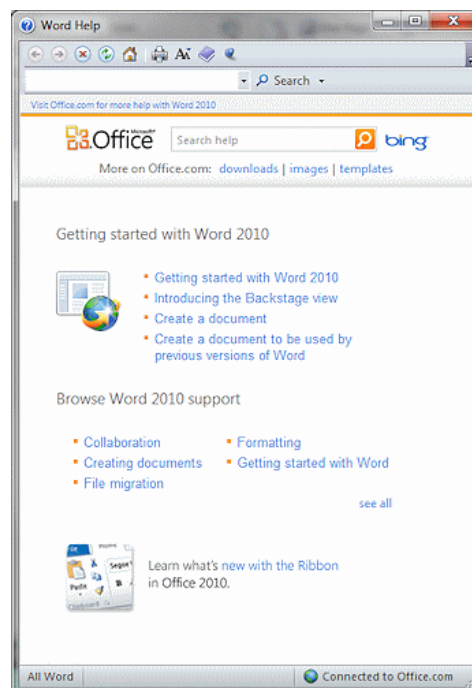
Note: More can be seen by choosing **Info** from the **File** tab menu. This will display statistical information about the document.

Getting Help

Word has a comprehensive built-in Help system. To get into the Help system, click the **Help button** from the title bar. Use the **Search help** text box: simply type in the term/terms which best describes the topic you wish information on. The **Help** window will display matches to your term/s, in the form of links to the actual information.



Click on the best match to see the information displayed in a larger, side window. This may contain more links to more detailed or further, related information. When you've finished, click on the **Close** button (the "**X**" box in the top right hand corner) to return to close the **Help** window.



Closing Word

To leave *Word*, select **Exit** on the **File** tab menu. If you have not saved your work, *Word* will ask you if you want it saved before leaving the program. The **Close** option on the **File** tab menu will simply close the current document, but leave you in *Word*.

Using Word Sensibly

Word is a powerful word-processing package with a great many features. However, to produce a good document, it is not enough just to have a powerful word processor. You also need to have something to say, since advanced word-processor features will not disguise rubbish. And you need to develop a feel for how you wish your work to look on the page. Here are some final suggestions:

- Do take time to **check spelling and grammar**. This will catch most of your typing errors too. *Remember to proof read as well:* some mistakes will produce a proper word, but not the one you wanted.
- Leave enough **white space** to help the reader – otherwise your text will be cluttered and difficult to read. You may like a blank line between each paragraph, for example.
- **Use the structure of the layout to reflect your content**. Use headings where they are really needed, and don't overdo them. With too many headings the structure begins to disappear.

- **Keep the layout simple** in terms of special effects. Don't use lots of different layouts and fonts: three on a page is quite enough.
- **Be consistent** in your use of different effects across the document.
- **Use punctuation properly.** There should be no space in front of a punctuation mark. Normally a full stop is followed by two spaces and other punctuation marks by one.
- **Use a footer or header to identify the document.** Some people like to use the filename, others the title.

A **cover page** is often a good way to inform people clearly about your document. Put on it your name and matriculation number, the title of the document, and other useful information. A list of headings or abstracts can also be added