
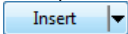




Inserting a Picture

1. Select the location for the picture.
2. Select the **Insert** tab on the Ribbon.





3. Click the  button in the **Illustrations** group.
*Word 2010 opens the **Insert Picture** dialog.*
4. Locate the picture you wish to insert.
5. Click  or
Double click the picture.

Inserting Clip Art

1. Click at the location for the image.
2. Select the **Insert** tab on the Ribbon.

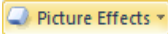


3. Click the  button in the **Illustrations** group.
*Word 2010 opens the **Clip Art** Pane.*
4. Within the **Search for** textbox, enter a keyword describing the type of **Clip Art** you wish to insert.
5. Click .
6. Scroll to locate the graphic of your choice.
7. Click on the graphic to insert it into the document.


Change the Picture Style

1. Select the image to change.
2. Select the **Format** Context tab on the Ribbon.
3. Select the **Style** from the list to apply.

Change the Picture Effect

1. Select the image to change.
2. Select the **Format** Context tab on the Ribbon.
3. Click the  button in the **Picture Styles** group.
4. Select the **Effect** group from the drop-down.
5. Select the individual Effect from the fly-out menu.

Changing the Layout


1. Select the picture.
2. Select the **Format** Context tab on the Ribbon.
3. Click the  button in the **Arrange** group.
4. Select one of the positions from the drop-down menu.




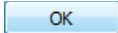


Changing the Text Wrapping

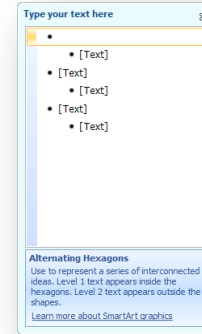
1. Select the picture.
2. Select the **Format** Context tab on the Ribbon.



3. Click the  button in the **Arrange** group.
4. Select a Wrapping style.



Inserting SmartArt

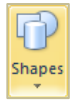
1. Select the location for the graphic.
2. Select the **Insert** tab on the Ribbon.
3. Click the  button in the **Illustrations** group.
*Word 2010 opens the **Choose a SmartArt Graphic** dialog.*
4. Select the Group from the left side of the dialog box.
5. Select the **SmartArt** item you like.
6. Click .
7. Click in the area with the [Text] label.
or
 Click the  handle on the left side of the object.




8. Enter text in the areas designated.

Working with the Drawing Canvas

1. Select the location for the new shapes.
2. Select the **Insert** tab.
3. Click the  button in the **Illustrations** group.
4. Select **New Drawing Canvas** at the bottom of the drop-down.
5. Click the **Shapes** button in the Illustrations group again.
6. Select a shape from the drop-down list.
Word 2010 changes the mouse pointer to a cross 
7. Click and drag inside the **Drawing Canvas** to place the shape.
8. Repeat steps 5-7 as needed.

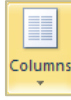


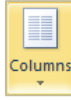
Creating Newspaper Columns

1. Select the **Page Layout** tab.
2. Click the  button in the **Page Setup** group.
3. Select from the list of different column counts.
4. The text will automatically format for the number and type of columns selected.



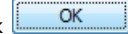


Entering a Heading for Newspaper Columns

1. View the document in **Print Layout** View.
2. Create the newspaper columns.
3. In the left column, enter the text for the heading and press **[Enter]**.
4. Select the heading.
5. Select the **Page Layout** tab.
6. Click the  button in the **Page Setup** group.
7. Select **One** column.
*Word 2010 inserts a break labeled **Section Break (continuous)**. This allows the heading to be in a single column while the text below stays in multiple columns.*




Customizing Bullets and Numbers

1. Select the **Home** tab.
2. Click the dropdown button on the  button.
3. Select **Define New Number Format...**
4. Select the **Style** for the numbered list.
5. Click  to change the font for the list.
6. Add any preceding or following text in the **Number Format** text box.
7. Set the alignment for the numbers.
8. Click .



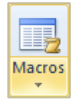
Creating Footnotes

1. Position the insertion point where you want to place the note reference mark.
2. Select the **References** tab on the Ribbon.
3. Click the  button in the **Footnotes** group.
Word 2010 moves to the bottom of the page with the footnote number entered.
4. Type the text for the footnote.



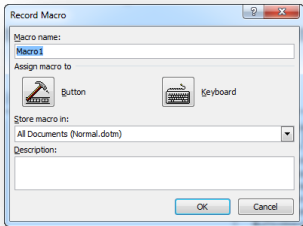
Recording a Macro

1. Select the **View** tab.



2. Click the down arrow of the **Macros** button in the **Macros** group.
3. Select **Record Macro...** from the drop-down menu.

Word 2010 displays the Record Macro dialog.



4. Enter a descriptive name for the macro in the **Macro name** box.
The name must begin with a letter and may not contain spaces.
5. Choose the document or template to contain the macro in the **Store macro in** box.
*Storing the macro in **Normal.dot** will make the macro available to all files.*
6. Enter an optional description in the **Description** box.

You may assign the macro to a button on the Quick Access Toolbar:

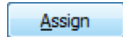


7. Click to assign the macro to the **QAT**.
8. Select the macro in the left list.
9. Click **Add >>** to add it to the Quick Access Toolbar.
10. Click **OK**.

Use the following steps to assign the macro to a keyboard shortcut.



11. Click to assign the macro a shortcut key.
12. Select the macro you are recording in the **Commands** box.
13. In the **Press new shortcut key** box, type the key combination.
*You may use the **[Alt]** key in combination with a letter.*



14. Click **Assign**.
15. Click **Close** to begin recording the macro.
Word 2010 changes the mouse pointer to an arrow and cassette

16. Perform the actions you want to include in your macro.
*You may use the mouse to click commands and options, but the macro recorder **cannot** record mouse actions in a document window.*
17. Click the button on the status bar to stop recording your macro.

Adding the Developer Tab

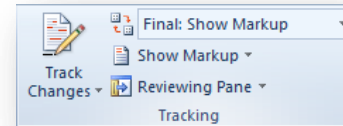
1. Click the **File** tab on the Ribbon.
Word 2010 displays the Backstage View.
2. Click **Options**.
3. Select **Customize Ribbon** on the left side.
4. Place a check next to the Developer option in the **Main Tabs** box on the right side of the dialog.
5. Click **OK**.

Inserting a Comment

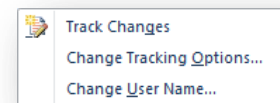
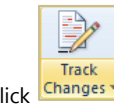
1. Select the text or item on which you want to comment or Position the insertion point at the end of the text or item on which you want to comment.
 2. Select the **Review** tab on the Ribbon.
-
3. Click the **New Comment** button in the **Comments** group.
Word 2010 places parenthesis around the selected text and positions the comment in the right margin.
 4. Type your comment.
 5. Click back in the main document.

Using Track Changes

1. Open the document to be edited.
2. Choose the **Review** tab.



3. Click **Track Changes** to turn on the tracking feature.



4. Choose **Track Changes**.
5. Make edits as usual.

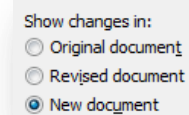
Viewing Track Change Options

Options listed below are available on the **Review** tab on the ribbon:

Option	Description
Final: Showing Markup	Shows insertions in the body of the document, and deleted text in balloons.
Final	Incorporates all the changes as if they have been accepted.
Original: Showing Markup	Show the original document with all deletions annotated in the right margin, and inserted text in the body of the document.
Original	Show how the document appeared before Track Changes was turned on.

Combining Two Documents

1. Open the document in which you wish to see the revisions.
 2. Choose the **Review** tab on the Ribbon.
-
3. Click the **Compare** button.
 4. Select **Combine...**
 5. Select the original and revised files.
 6. Select or deselect the options you want merged.
 7. Determine if the final result should modify the original or revised document, or if a new document should be created (recommended):



If you created a new document, Word 2010 will display the combined document, the original and revised documents, as well as the Reviewing pane.