Getting Started
Word 2010

Whether you want faster, more convenient ways to accomplish everyday tasks or new technologies that help take your results to a new level, Microsoft® Word 2010 has the tools you need. New and improved tools for formatting and managing documents make it easier than ever to create incredible content. Working with others on documents no longer means waiting your turn. And, you can access and work on your files where and when your best ideas occur. Welcome to Word 2010—our most powerful, intuitive, and customizable release yet.

Give your text the power to jump off the page

When you need your text to be as powerful as your images, Word 2010 offers flexible and easy-to-use tools that give new life to your words.

Text effects

Apply impressive effects directly to the text in your document, as easily as applying bold or underline.

- Edit and even spell-check text that uses effects just like any document text.
- Add text effects to styles, such as to add impact to a heading style.

To apply text effects:

1. Select text.
2. On the **Home** tab of the Ribbon, in the **Font** group, click the **Text Effects** button for the option to select from one of several preset text effect styles. Or, to select or customize **Outline**, **Shadow**, **Reflection**, or **Glow** effects.

Tip: Get more options for customizing text effects, including adding soft edges, 3-D bevels, and gradient outlines, in the Format Text Effects dialog box. To access this dialog box, on the Home tab, in the Font group, click the dialog box launcher to open the Font dialog box (or press Ctrl+D) and then, at the bottom of that dialog box, click Text Effects.

OpenType typography

Easily add impact to text by using the typography capabilities available in many OpenType fonts—such as Calibri, Cambria, Corbel, Constantia, and Gabriola–including the following:

- **Ligatures:** Ligatures give your document the look of professional typesetting by combining character pairs. Explore ligatures for characters such as ff and fi in fonts like Constantia.
- **Stylistic Sets:** Use stylistic sets to add flair to your documents, as shown here at right in the Gabriola font.
- **Alternate Number Forms and Number Spacing:** Control the appearance and layout of numbers in your text using number forms and number spacing alternatives available in fonts such as Cambria.
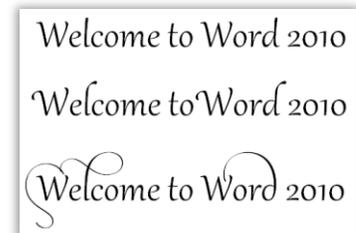
To apply typography features to selected text, on the **Home** tab, in the **Font** group, click the dialog box launcher to open the **Font** dialog box (or press Ctrl+D). Find typography features on the **Advanced** tab.

Add impact to your images

Fine-tune the pictures in your documents without the need for additional photo-editing programs.

Turn your images into works of art

Use new and improved picture editing tools in select Office 2010 applications and add a professional touch to your images without leaving your application. Add picture effects, sharpen or soften, and more.

1. Select a picture. The **Picture Tools Format** tab automatically displays.
2. In the **Adjust** group, click **Artistic Effects** to preview a wide range of effects that you can apply to your photo. For example, try the Glow Edges or Glass effects, as shown here in the images at top-center and right.

Also in the **Adjust** group, explore **Color** and **Correct** options as well as a new **Remove Background** tool that was used to create the image in the bottom of this picture.

Tip: On the Picture Tools Format tab, in the Size group, use the improved Crop tool to see the entire image while making your adjustments. You can also move and resize the image within the crop area to easily show exactly the image you want. Or, expand the Crop menu for the options to crop to a shape, to a specific aspect ratio, or to instantly fill or fit your image within the crop area

Save time and simplify your work

Word 2010 provides tools that make it easier to focus on your content, not the tasks associated with creating and managing documents.

Browse and organize long documents with ease

The improved Navigation Pane (formerly called the Document Map) gives you a visual representation of the headings in your document.

- Browse headings to quickly find your place within a document and just click to go to that location.
- Drag and drop headings to easily rearrange those headings and the content beneath them.

To open the Navigation Pane: On the **View** tab, in the **Show** group, select **Navigation Pane**.
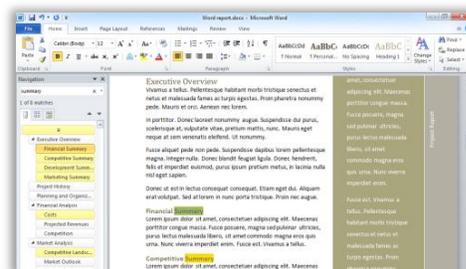
Find what you need, when you need it

The improved Find experience is now seamlessly integrated in the Navigation Pane. Word 2010 automatically searches as you type the term you need.

- Just start typing a search term in the search box at the top of the Navigation pane. The headings view in that pane highlights the areas in the document in which results appear, as you see here.
- The thumbnails view filters to show you just the set of pages that contain a search result.
- The new results view shows a quick preview of all search matches—click any preview to jump to that point in the document.

> **Tip:** The familiar Find and Replace dialog box is still available for more advanced searches and Replace tasks. To access this dialog box, in the Navigation Pane, click the arrow that appears on the right side of the search box. Or, press Ctrl+H.
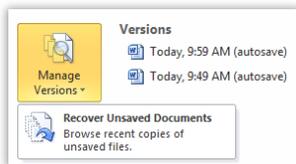
Recover work you thought was lost

You can now recover documents after you accidentally close without saving, even if you had never saved the document.

- Tor recover drafts of documents that were never saved, click the **File** tab on the Ribbon to open the new **Microsoft Office Backstage™** view. Then, on the **Info** tab, click **Manage Versions** as shown here.
- Access up to the last five autosave versions of your previously saved active document from the Info tab in Backstage view. By default, the last autosave version remains available temporarily if you close the document without saving.

Recovered unsaved versions are automatically deleted after four days.

Note: Recovering available unsaved documents and autosave versions requires you elect to save AutoRecover information. To keep an autosave version until your next editing session you must also elect to keep the last autosaved version when you close without saving. To access these options, in Backstage view click Options and then click Save.

Access your documents on the Web

When you want to leave your computer behind or need easy, shareable tools for collaborating with others, explore Microsoft Word Web App.

Save your Word documents online and then access, edit, and share them from virtually any computer with an Internet connection.

- Copy text from your document or search for document text directly in Word Web App when in view mode. The search pane provides a linked summary of search results and automatic highlighting of search hits in the document, similar to Word 2010.
- Use familiar formatting and editing tools that you know from Word, including AutoCorrect, spell-checking as you type, font and paragraph formatting, and styles.
- Insert pictures, tables, and even Office.com ClipArt.

To access, edit and share your documents using Word Web App:

1. Save your document to a Microsoft SharePoint® 2010 site. To do this for the active document, click the **File** tab to open **Backstage** view. Click **Save & Send** and then click **Save to SharePoint** for the option to select your SharePoint site location.
2. When you click a Word document that is saved on your SharePoint 2010 site, your document automatically opens for viewing in Word Web App if your organization has Office Web Apps installed. Click the **Edit in Browser** button on the command bar to edit your document using Word Web App.

> **Tip:** In addition to Word Web App, Office Web Apps include Microsoft PowerPoint® Web App, Microsoft Excel® Web App, and Microsoft OneNote® Web App. To use Office Web Apps at home, upload your personal documents, workbooks, presentations, and notebooks to docs.live.com and then open them for editing in your browser.

Note: Office Web Apps require SharePoint Foundation 2010 for business use or a free Windows Live™ ID for personal use, as well as an appropriate device, Internet connection and a supported Web browser. Supported browsers include Windows® Internet Explorer® 7 or later for Windows, Safari 4 or later for Mac, and Firefox 3.5 or later for Windows, Mac, or Linux. There are some differences between the features of Office Web Apps and the Office 2010 applications. For access to your business files online from a computer that is not connected to your corporate network, talk with your IT department about enabling extranet settings for your SharePoint 2010 site. On Windows Live, OneNote Web App and editing in Word Web App will become available in the second half of calendar year 2010.

Microsoft

Connect, share and accomplish more together

New and improved technologies help break down barriers so you can share and collaborate more efficiently and effectively.

Work together without waiting your turn

Save time, simplify tasks, and improve your teamwork. Co-authoring capabilities in Word 2010 enable you to simultaneously edit the same document with other people in different locations. Automatically see who else is editing and where they are working in the document. You can even initiate a conversation with other editors instantly, right from Word 2010.

- A co-authoring session begins automatically whenever two or more people open the same Word 2010 document for editing from the same location on a Microsoft SharePoint® 2010 site.

- Save the document to see changes from other editors as you work. Your changes also become available to other editors each time you save. New changes from others are highlighted in green as you see here.

- View names of current editors at-a-glance from a pop-up list on the Status bar at the bottom of the screen. Or, see and connect with other editors, check sync status, and more from the Info tab in Backstage view.
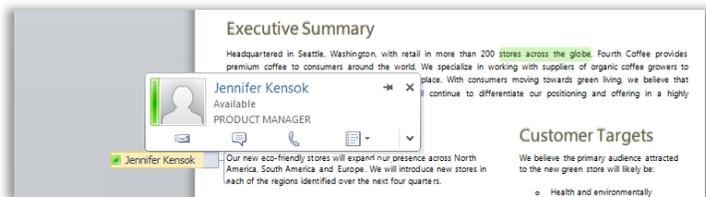
- Wherever you see the name of another editor, you see an icon ▦ or bar that indicates the person's availability. Point to the person's name for a contact card, as shown here, from which you can begin a conversation. Click the icons at the bottom of the contact card to send an e-mail message, start an instant messaging conversation, start a phone conversation, or view additional contact options.

Note: Co-authoring requires SharePoint Foundation 2010 for business or a Windows Live ID for personal use. Co-authoring via Windows Live will become available in the second half of calendar year 2010. Instant messaging and the ability to view information about availability of other authors require one of the following: Microsoft® Office Communications Server 2007 R2 with Microsoft® Office Communicator 2007 R2, Windows Live Messenger, or another instant messaging application that supports IMessenger. Voice calls as well as certain communication options from Backstage view require Microsoft Office Communications Server 2007 R2 with Microsoft Office Communicator 2007 R2, or another instant messaging application that supports IMessengerAdvanced.

Create visually compelling documents

Word 2010 provides an array of new and improved features that help you look like a design pro and help your documents make the right statement every time.

Coordinate all of your Microsoft Office 2010 documents with just a few clicks

Office themes enable you to apply a coordinated set of fonts, colors, and graphic effects to your entire document in just a couple of clicks.
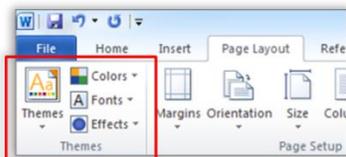
- Office 2010 adds 20 new professionally-designed themes for a total of 40 built-in designs, as well as easy access to many additional themes that are hosted on Office.com. Customize or create your own themes to implement your branding, or use the designs provided to quickly add impact to any content.

- Mix and match theme elements to create a custom look in no time. Select separate theme colors, theme fonts, and theme formatting effects from their respective galleries on the **Page Layout** tab of the Ribbon, in the **Themes** group, as shown here. Then, use the **Save Current Theme** option at the bottom of the Themes gallery to save your selections as a custom theme that you can apply to content in Word as well as Microsoft PowerPoint, Excel, Outlook®, and even Access® 2010.

- Word 2010 also includes several new, professionally-designed, customizable templates that coordinate with Office themes. To access these templates, click the **File** tab to open **Backstage** view, click **New**, and then click **Sample Templates**.

Shape your documents however you choose

Word 2010 adds several new shapes and a wide range of shape effects, to give you the same capabilities for working with shapes that you have in PowerPoint and Excel.

- Select from additional shape types and enjoy more tools, timesavers, and formatting flexibility. For example, just select a shape and start typing to add text. To access shapes, on the **Insert** tab of the Ribbon, in the **Illustrations** group, click **Shapes**.

- Apply the same formatting effects to shapes that you can apply to other graphics in your documents, such as bevels, reflections, and soft edges. Shape styles coordinate with the graphic effects in your theme, as well as with theme fonts and colors. Find the **Shape Styles** group on the **Drawing Tools Format** tab.

> **Tip:** Expand the Shape Styles gallery for the option Other Theme Fills, which enables you to apply the PowerPoint slide background styles from your theme as shape fills.

Microsoft

Create inspiring graphics just by typing a bulleted list

You know that a graphic can often help display your important points more effectively than just text. That's why it's so important to choose the right type of graphic for your content and make it look its best.

- SmartArt® graphics make that easy by providing a wide range of layouts from lists to process, cycle, and relationship diagrams that you can create just by typing a bulleted list.

- Dozens of new SmartArt layouts are available Office 2010 for organization charts, picture diagrams, and other diagram types.

To create a SmartArt graphic:

1. On the **Insert** tab, in the **Illustrations** group, click **SmartArt**.
2. Select a diagram and then click OK.
3. When you insert a SmartArt graphic, a text pane automatically appears. Type in that text pane to populate shapes in your graphic with text, press ENTER to add new shapes, and use the TAB and SHIFT+TAB keys just as you do in a bulleted list, to promote or demote shapes or text within shapes.

When you insert or select a SmartArt graphic, the **SmartArt Tools Design** and **Layout** tabs become available on the Ribbon. On the **SmartArt Tools Design** tab, find galleries of formatting effect styles and color options that automatically coordinate with your theme.

Backstage view:
Prep your work for prime time
Print, share, and manage your documents, and customize your Word 2010 experience, all from one convenient location.

Click the File tab on the Ribbon to open the new Backstage view. Click the File tab again, or any tab on the Ribbon, to return to your document window. The tabs in Backstage view, as you see on the callout in the image shown here, give you fast, easy, and organized access to tools and options that were previously spread across several locations:

- **Info**: Obtain information about your document and get a single access point to new and improved file management tools, such as the ability to inspect your document for private information before sharing it.

- **Recent**: Access a list of recently opened documents and recently accessed locations. Click the pushpin icon next to a document or location to 'pin' it to the list and move it to the top so it's readily available.

- **New**: Access your templates as well as a rich set of built-in and online templates for starting new documents.

- **Print**: View a full-page print preview beside print options, as shown here.

- **Save & Send**: Save a copy of your document in a variety of formats for easy sharing, such as PDF; send a document as an e-mail attachment in your choice of formats; save the document to an online location, such as a Microsoft SharePoint site; or publish your document as a blog post.

- **Help**: Get application help and links to other online self-help resources, such as training tutorials. Also find information about the version you are running, activation, and licensing information.

- **Options**: Explore extensive options for setting your Word 2010 preferences, including the ability to customize the Ribbon and Quick Access Toolbar.

➡ **Tip:** For help using the Ribbon, including how to customize the Ribbon in Word 2010, see the Office 2010 Getting Started Guide or visit http://office.com.

Keyboard shortcut tips:

- Press the Alt key to view KeyTips. KeyTips appear on the Ribbon as letter or number combinations that you press sequentially on the keyboard to execute commands. Press a KeyTip to activate a Ribbon tab and then press the KeyTip for your desired command. KeyTips are also available for the Quick Access Toolbar and Backstage view.

- Hover your mouse pointer on Ribbon commands and find keyboard shortcuts in the ScreenTips. (Note not all commands have shortcuts.)

- Many common commands use Ctrl + the first letter of the command. Here are some examples:
New: Ctrl + N ● **Open**: Ctrl + O ● **Save**: Ctrl + S ● **Print**: Ctrl + P

Select keyboard shortcuts for formatting:

- Copy and paste formatting for text or objects. Copy formatting and then paste as many times as needed during your current Word session:
Copy formatting: Ctrl + Shift + C ● **Paste formatting:** Ctrl + Shift + V

- Open the **Styles** pane: Ctrl + Shift + Alt + S

- **Paste Special** (to select from all paste options for your copied content): Ctrl + Alt + V

- New shortcuts for working with a selected shape:
Resize: Shift + arrow keys ● **Rotate**: Alt + right or left arrow keys

Tip: To resize or rotate in smaller increments, add Ctrl to these key combinations.

Microsoft