Microsoft Word is a word processing software package. You can use it to type letters, reports, and other documents. It gives you the a bililty to use your home computer as well as your business computer for desktop publishing.

Entry mechanism

1. the **Start** button on the taskbar.
2. All Programs.
3. Select Microsoft Office.
4. Select Microsoft Office Word 2010.

Office 2010 User Interface Components
§Office Button
§Ribbon
§Quick Access Toolbar
§Dialog Box Launcher
§Document Information Panel
§Galleries and Live Preview
§Help is improved and expanded

The **Office** button, a large round icon located in the top left hand corner of the screen, is the heart of all the new Microsoft Office applications and, among others, includes all the traditional features such as **New, Open, Save, Print,** and **Close**. New commands available in this menu are **Prepare** and **Publish** in Word, Excel, PowerPoint and Access,

and **Permissions** in Outlook. The **Office** button offers consistency across the Microsoft Office 2007 suite

Word Processing:

1. Create Letters and Documents

2. Format Text

3. Create Tables

4. Add Images

5. Perform Mail Merges

Databases :

1. **Store Information**

2. **Find Information**

3. **Analyze and Print Information**

4. **Manage Information**

5. **Share Information**

The **Quick Access Toolbar** has three default buttons: **Save, Undo** and **Redo**. You can also customize the **Quick Access**

Toolbar to add your other regularly used commands to it for
easy access

☐ The *Office button* contains a menu of file-related commands. Click the Office Button
to see the available commands. Select a command by clicking on it.
☐ The *Quick access toolbar* provides a set of frequently used commands. The default
options are to save a file, to undo the last action, and to repeat your most recent
action.
☐ The *Ribbon tabs* provide you with a set of tools that are relevant to what you are
currently doing. In the example above, the *Home* tab contains formatting and editing
options.
☐ The *Title bar* displays the name of the program and the name of the current
document. If you haven't named the document yet, then it will be called something
like Document1.
☐ *Window controls* are used to change the size of a window, or to close it.
☐

To get started first familiarize yourself with the new set up of Microsoft Word 2007. You
will notice it does not have the regular menu system anymore. It now has tabs and

buttons. 1) Office button, 2) Quick Access Toolbar, 3) Tabs, and 4) Ribbon

Create a New Document There are several ways to create new documents, open existing documents, and save documents in Word:

⏱Click the **Microsoft Office Button** and Click **New** or

⏱Press CTRL+N (Depress the CTRL key while pressing the "N") on the keyboard You will notice that when you click on the Microsoft Office Button and Click **New**, you have many choices about the types of documents you can create. If you wish to start from a blank document, click **Blank**. If you wish to start from a template, you can browse through your choices on the left, see the choices on center screen, and preview the selection on the right screen

Saving a Document
Click the **Microsoft Office Button** and Click **Save** or **Save As** (remember, if you're sending the document to someone who does not have Office 2007, you will need to click

the **Office Button**, click **Save As**, and Click **Word 97-2003 Documen**t), or

⏰Press CTRL+S (Depress the CTRL key while pressing the "S") on the keyboard, or

⏰Click the **File** icon on the Quick Access Toolbar

Graphics

Word 2007 allows you to insert special characters, symbols, pictures, illustrations, and watermarks

To insert a **picture**:

⏰Place your cursor in the document where you want the illustration/picture

⏰Click the **Insert** Tab on the Ribbon

⏰Click the **Picture** Button

⏰Browse to the picture you wish to include Click the **Picture** ⏰

Click **Insert** ⏰

Watermarks A watermark is a translucent image that appears behind the primary text in a document. To insert a watermark:

⏰Click the **Page Lay**out Tab in the Ribbon

⏰Click the **Watermark** Button in the Page Background Group

🕐Click the **Watermark** you want for the document or click **Custom Watermark** and create your own watermark

🕐To remove a watermark, follow the steps above, but click **Remove Watermark**

Spelling and Grammar To check the spelling and grammar of a document

🕐Place the cursor at the beginning of the document or the beginning of the section that you want to check

🕐Click the **Review** Tab on the Ribbon

🕐Click **Spelling & Grammar** on the Proofing Group