Getting Started with Word

Introduction

Word 2010 is a **word processor** that allows you to create various types of documents such as letters, papers, flyers, and faxes. In this lesson, you will be introduced to the **Ribbon** and the new **Backstage view**, and you'll learn how to create **new** documents and **open** existing ones.

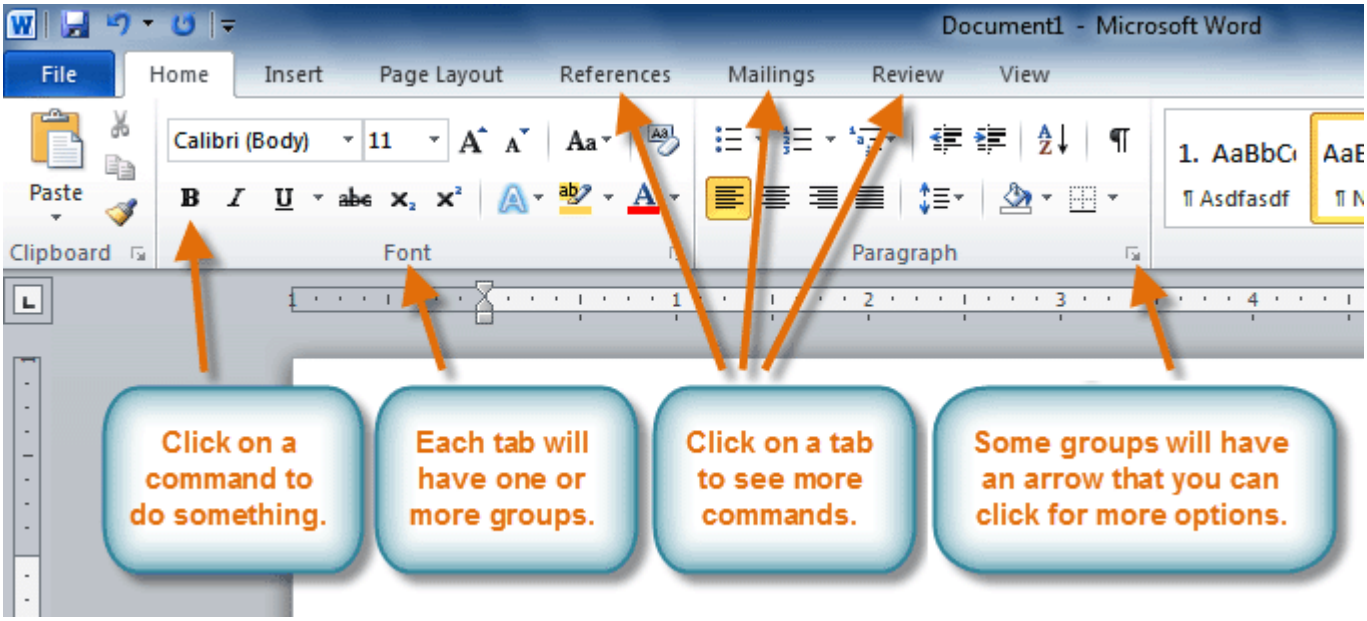
Getting to know Word 2010

Video: Exploring Your Word 2010 Environment

Word 2010 is a bit different from earlier versions, so even if you've used Word before you should take some time to familiarize yourself with the interface. The toolbars are similar to those in Word 2007, and they include the **Ribbon** and the **Quick Access toolbar**. Unlike Word 2007, commands such as **Open** and **Print**are housed in **Backstage view**, which replaces the **Microsoft Office button**.

The Ribbon

The new **tabbed Ribbon system** was introduced in Word 2007 to replace traditional menus.
The **Ribbon** contains all of the commands you'll need in order to perform common tasks. It contains multiple **tabs**, each with several **groups** of commands, and you can add your own tabs that contain your favorite commands. Some groups have an arrow in the bottom-right corner that you can click to see even more commands.

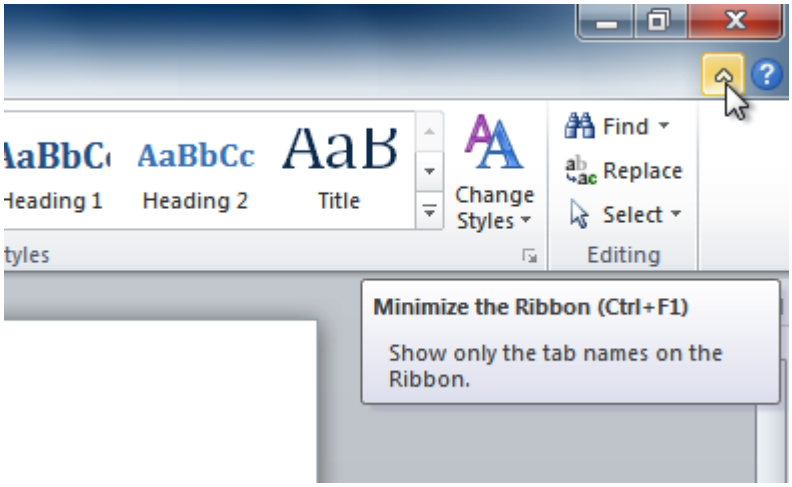


Certain programs, such as **Adobe Acrobat Reader**, may install additional tabs to the Ribbon. These tabs are called **add-ins**.

To minimize and maximize the Ribbon:

The Ribbon is designed to be easy to use and responsive to your current task; however, you can choose to **minimize** it if it's taking up too much screen space.

1. Click the **arrow** in the upper-right corner of the Ribbon to minimize it.



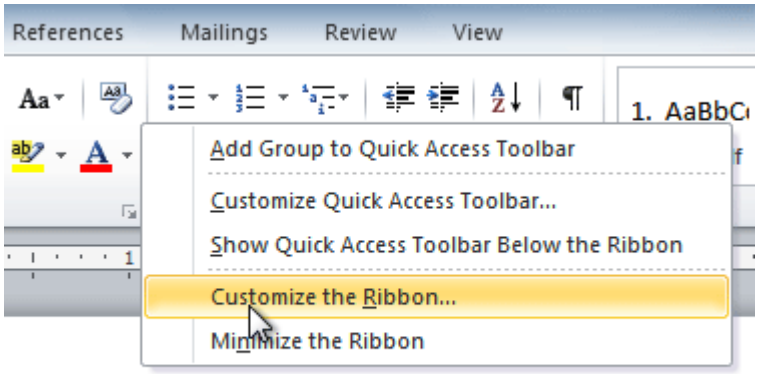
2. To maximize the Ribbon, click the arrow again.

When the Ribbon is minimized, you can make it reappear by clicking on a tab. However, the Ribbon will disappear again when you're not using it.

To customize the Ribbon:

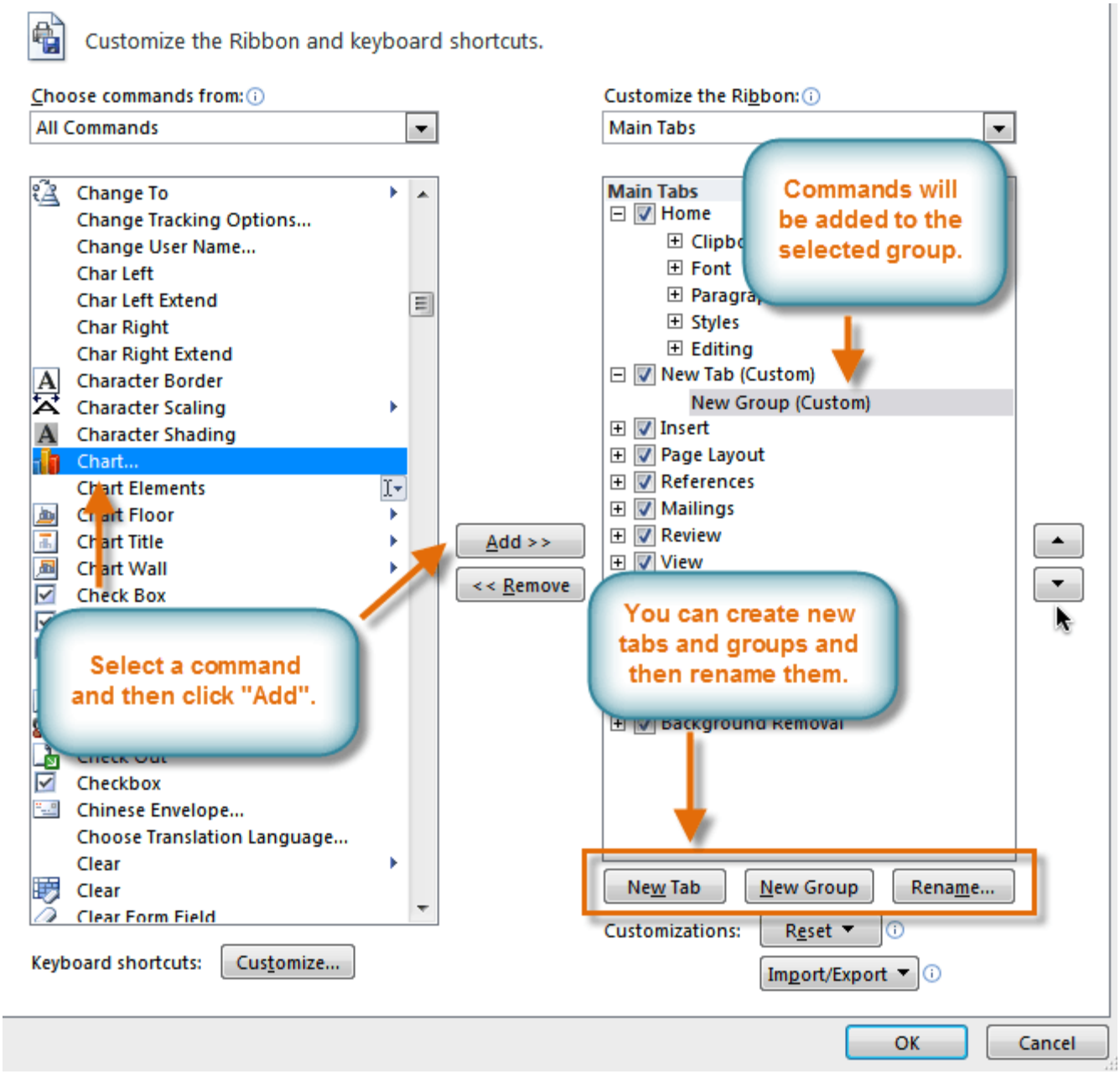
You can customize the Ribbon by creating your own **tabs** with the commands you want. Commands are always housed within a **group**, and you can create as many groups as you want in order to keep your tab organized. If you want, you can even add commands to any of the default tabs, as long as you create a custom group in the tab.

1. Right-click the **Ribbon** and select **Customize the Ribbon**. A dialog box will appear.

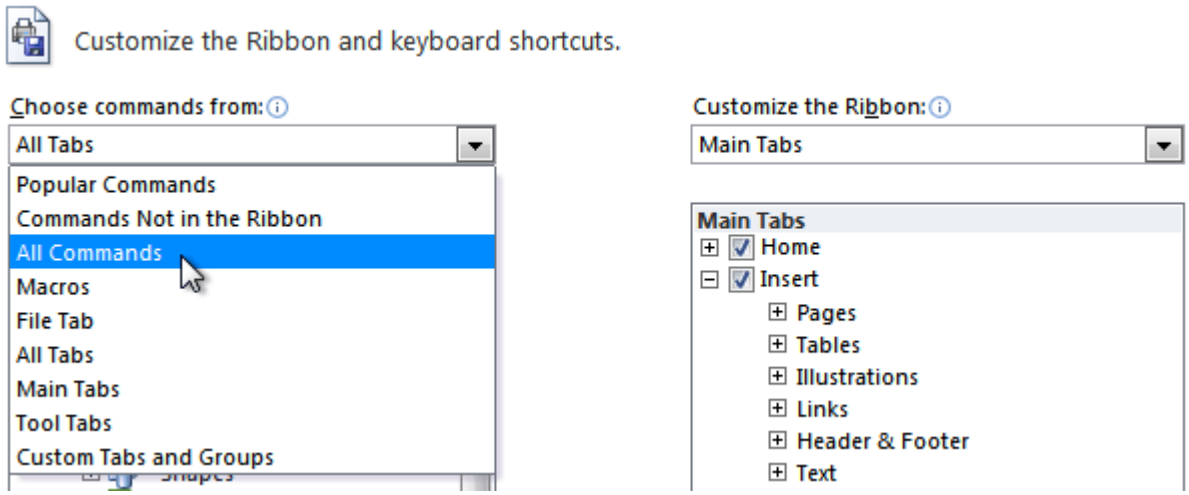


2. Click **New Tab**. A new tab will be created with a new group inside it.
3. Make sure the new group is selected.

4. Select a command from the list on the left, then click **Add**. You can also drag commands directly into a group.
5. When you are done adding commands, click **OK**.



If you don't see the command you want, click the **Choose commands from:** drop-down box, then select **All Commands**.

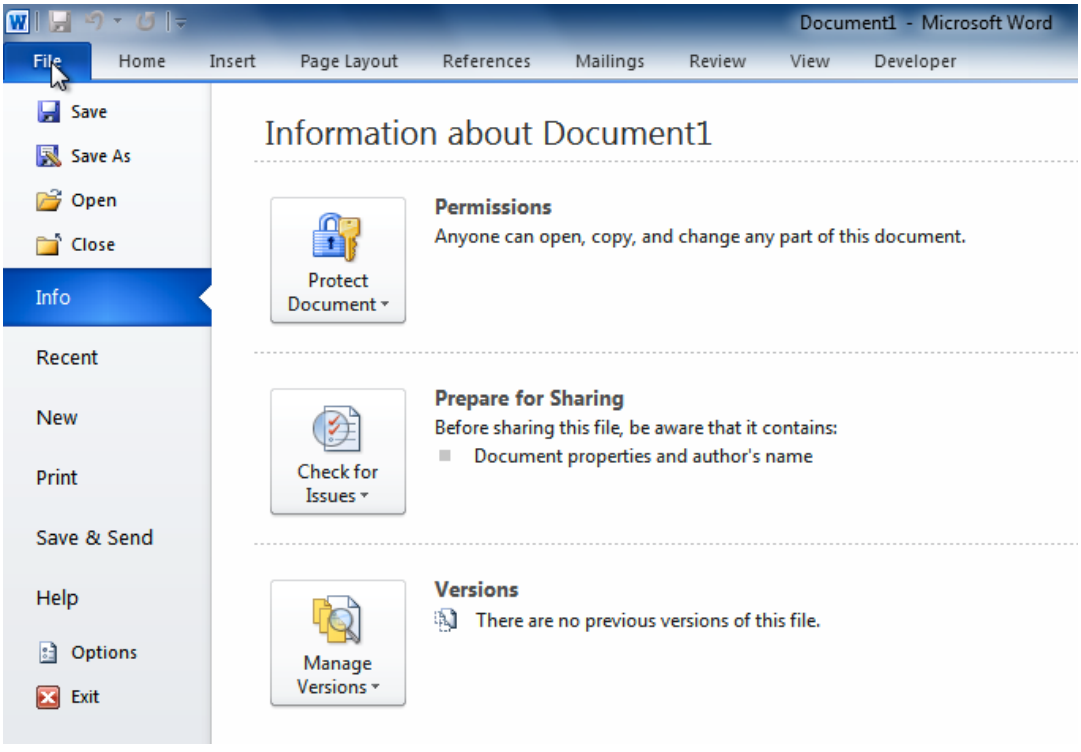


Backstage view

Backstage view gives you various options for saving, opening, printing, and sharing your files. It's similar to the **Microsoft Office button menu** from Word 2007 and the **File menu** from earlier versions of Word. However, instead of just a menu it's a full-page view, which makes it easier to work with.

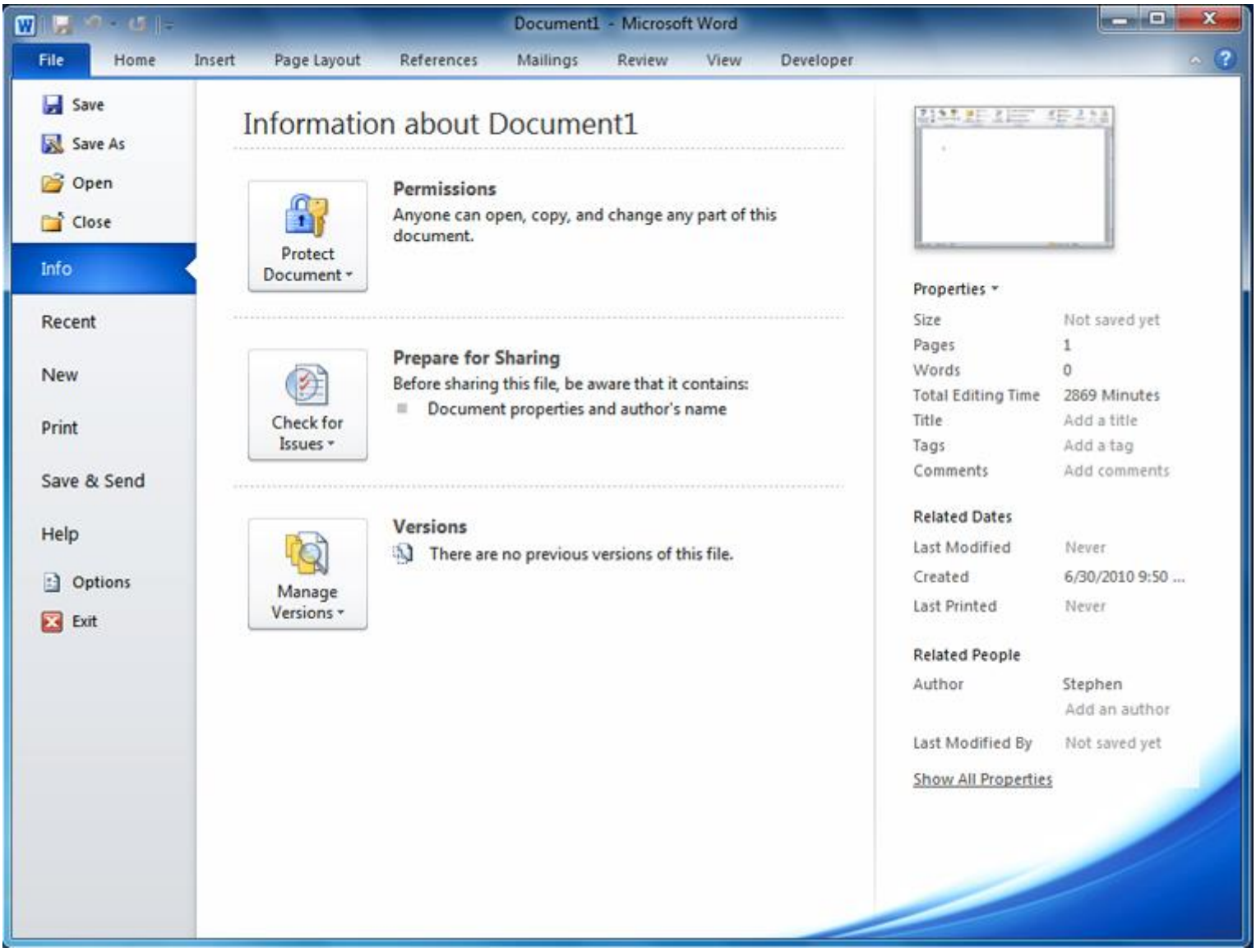
To get to Backstage view:

1. Click the **File** tab.



2. You can choose an option on the left side of the page.
3. To get back to your document, click any tab on the Ribbon.

Click the buttons in the interactive below to learn about the different things you can do in Backstage view.

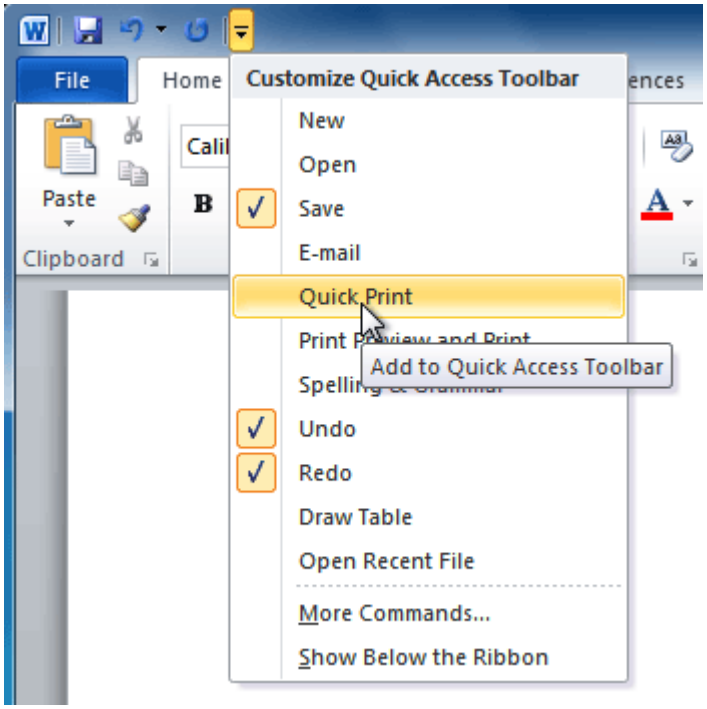


The Quick Access toolbar

The **Quick Access toolbar**, located above the Ribbon, lets you access common commands no matter which tab you're on. By default, it shows the **Save**, **Undo**, and **Repeat** commands. You can add other commands to make it more convenient for you.

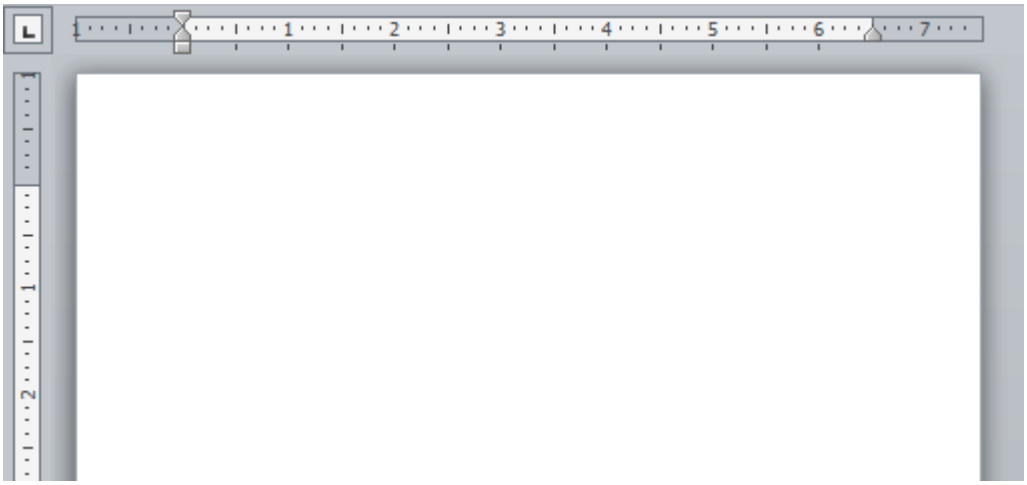
To add commands to the Quick Access toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access toolbar**.
2. Select the command you want to add from the drop-down menu. It will appear in the Quick Access toolbar.



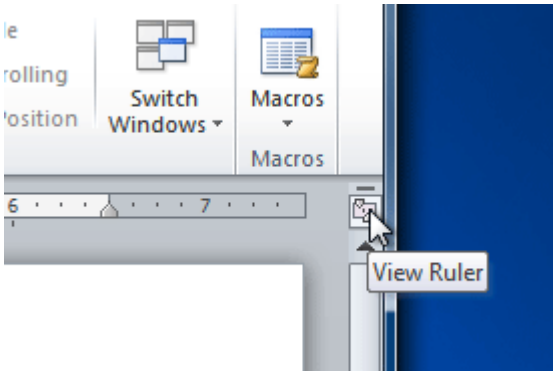
The Ruler

The **Ruler** is located at the top and to the left of your document. It makes it easier to adjust your document with precision. If you want, you can hide the Ruler to free up more screen space.



To hide or view the Ruler:

1. Click the **View Ruler** icon over the scrollbar to hide the ruler.
2. To show the ruler, click the **View Ruler** icon again.



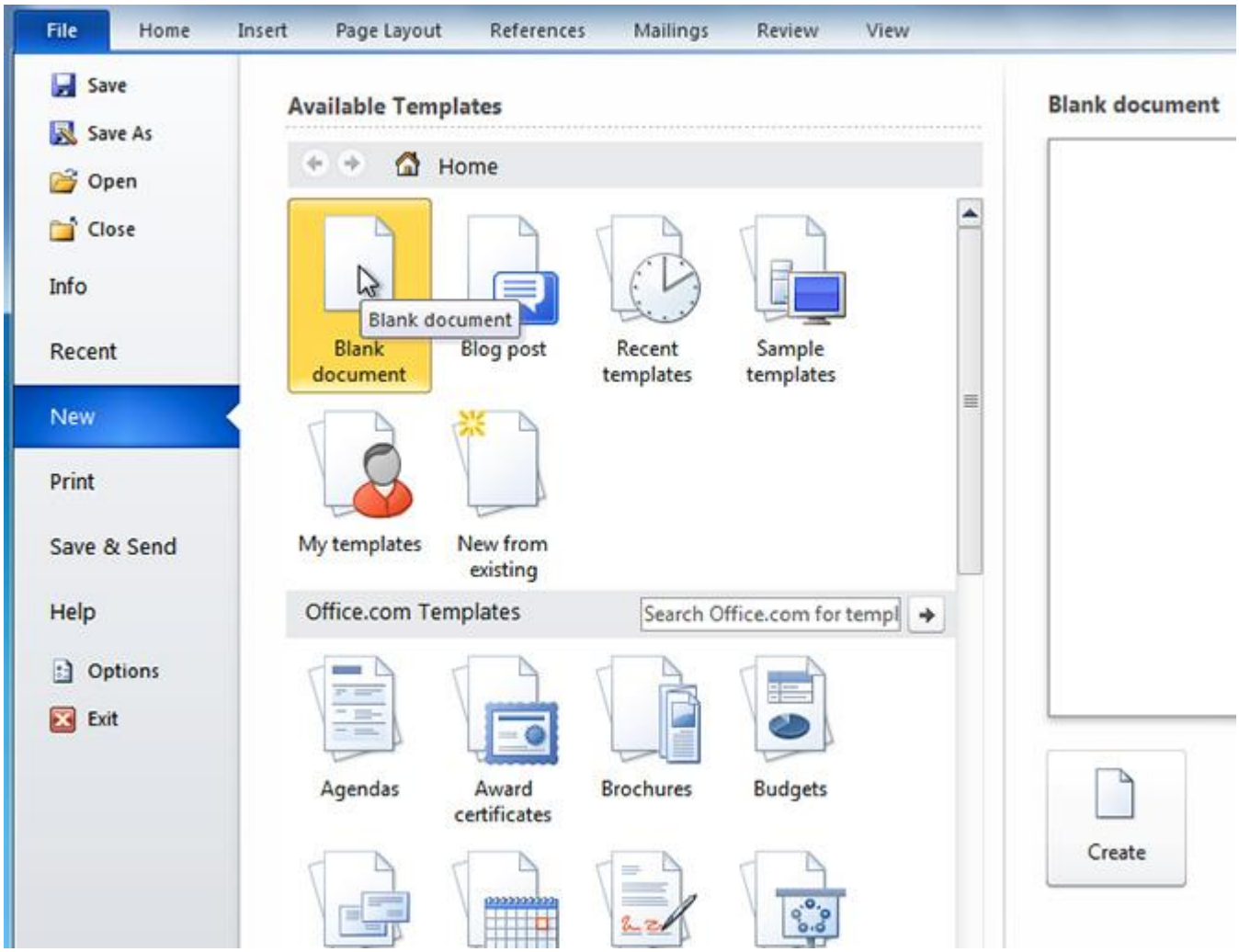
Creating and opening documents

Video: Creating Documents in Word 2010

Word files are called **documents**. When you start a new project in Word, you'll need to **create a new document**, which can either be blank or from a template. You'll also need to know how to **open an existing document**.

To create a new blank document:

1. Click the **File** tab. This takes you to **Backstage view**.
2. Select **New**.
3. Select **Blank document** under **Available Templates**. It will be highlighted by default.

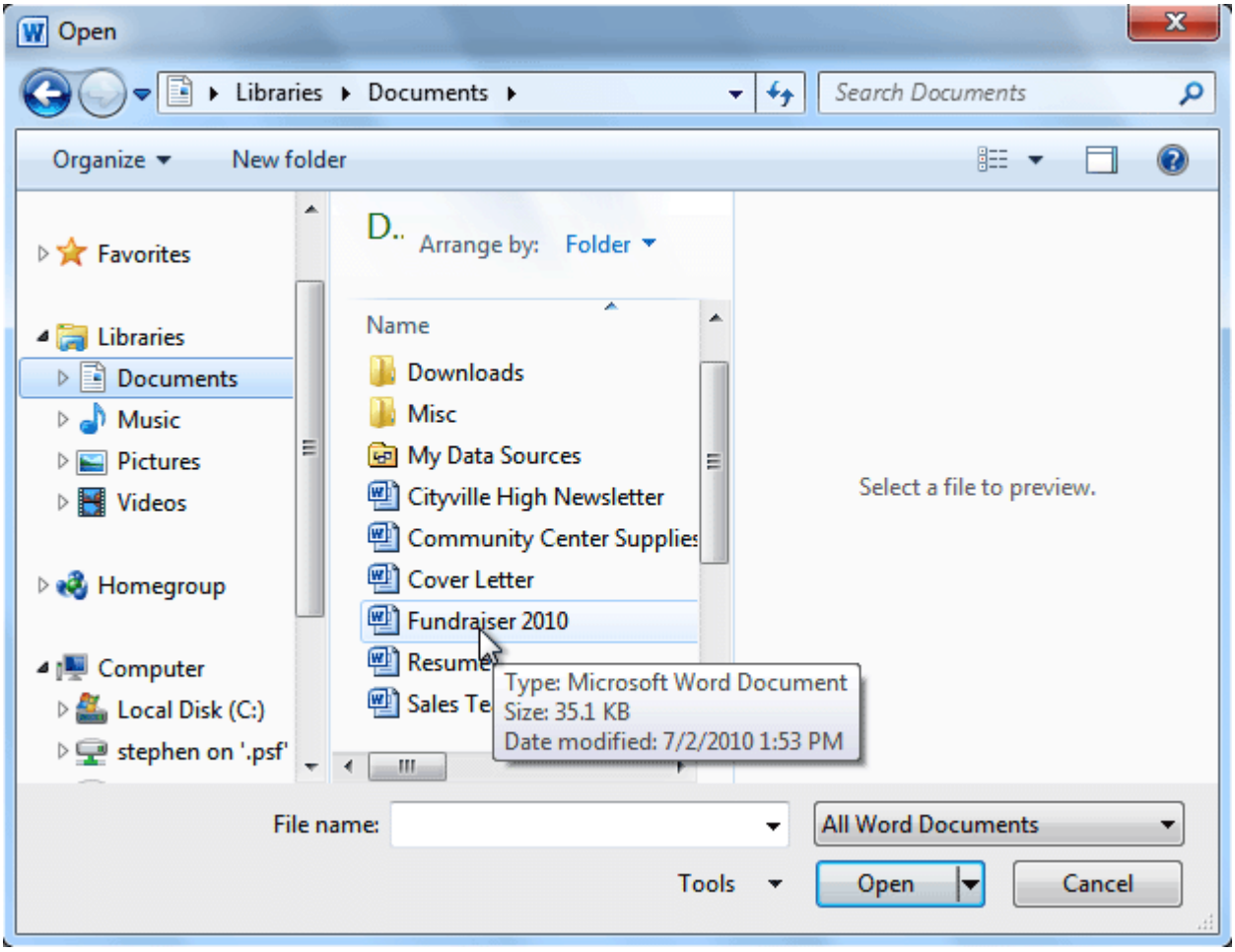


4. Click **Create**. A new blank document appears in the Word window.

To save time, you can create your document from a **template**, which you can select from the New Document pane. We'll talk about templates in a later lesson.

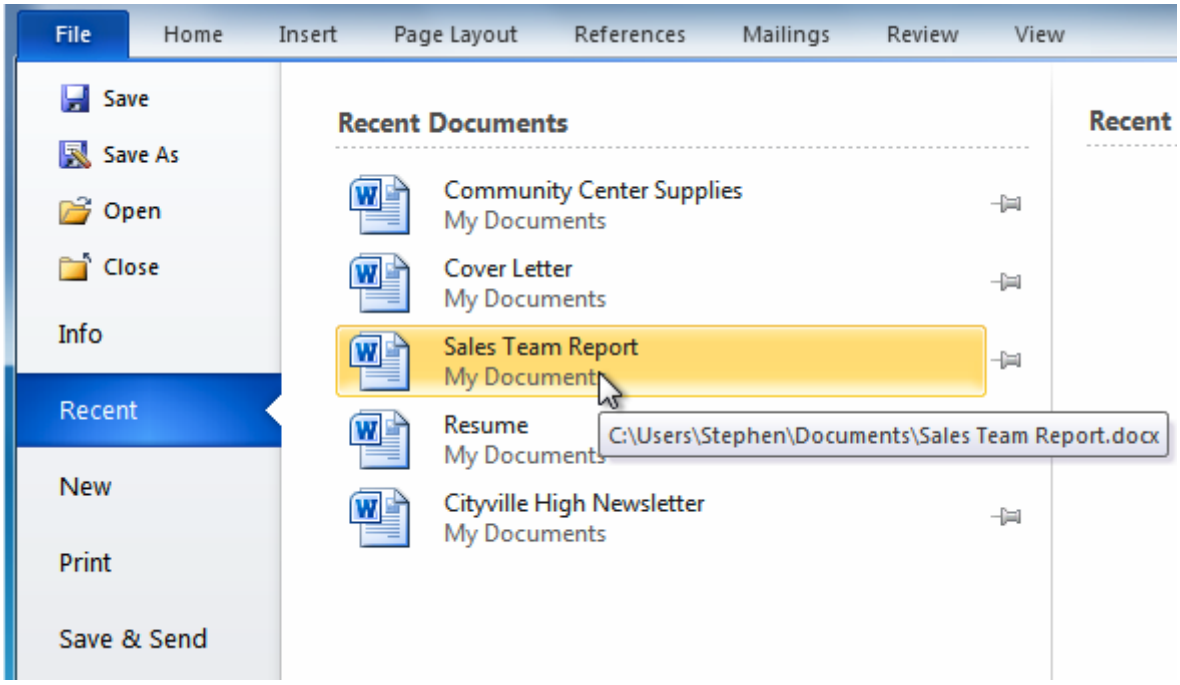
To open an existing document:

1. Click the **File** tab. This takes you to **Backstage view**.
2. Select **Open**. The Open dialog box appears.



3. Select your document, then click **Open**.

If you've opened a file recently, you can also access it from the **Recent Documents** list. Just click on the **File** tab and select **Recent**.

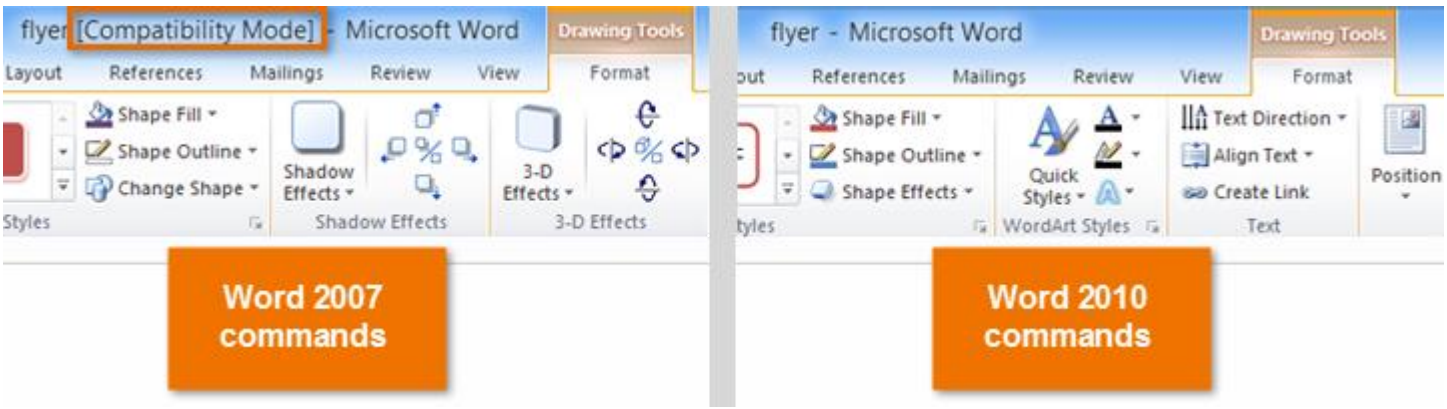


Compatibility mode

Sometimes you may need to work with documents that were created in earlier versions of Microsoft Word, such as Word 2007 or Word 2003. When you open these types of documents, they will appear in **Compatibility mode**.

Compatibility mode **disables** certain features, so you'll only be able to access commands found in the program that was used to create the document. For example, if you open a document created in Word 2007, you can only use tabs and commands found in Word 2007.

In the image below, you can see how Compatibility mode can affect which commands are available. Because the document on the left is in Compatibility mode, it only shows commands that were available in Word 2007.



To exit Compatibility mode, you'll need to **convert** the document to the current version type. However, if you're collaborating with others who only have access to an earlier version of Word, it's best to leave the document in Compatibility mode so the format will not change.

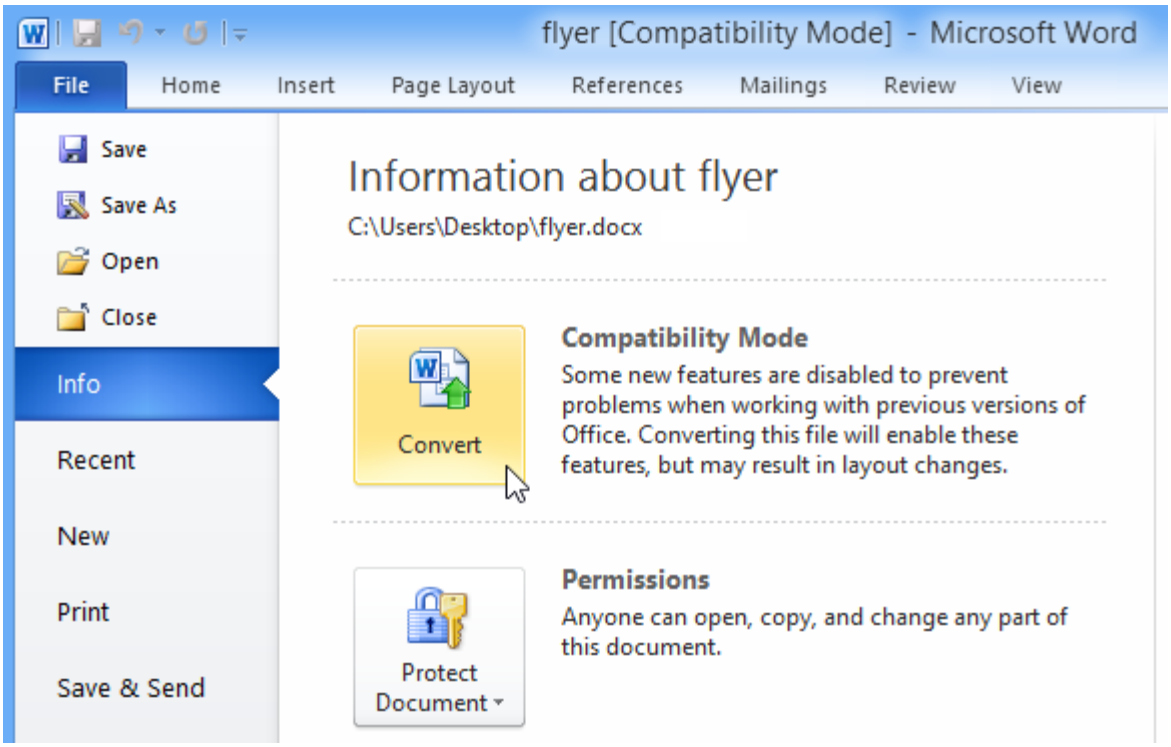
You can review this **support page** from Microsoft to learn more about which features are disabled in Compatibility mode.

To convert a document:

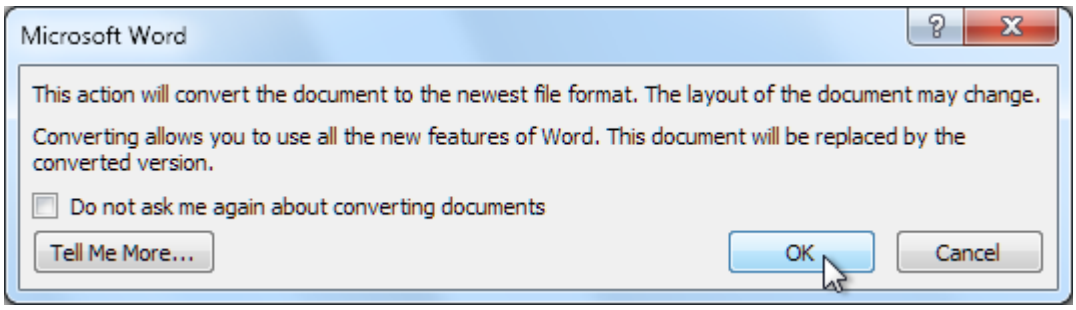
If you want access to all Word 2010 features, you can **convert** the document to the 2010 file format.

Note that converting a file may cause some changes to the **original layout** of the document.

1. Click the **File** tab to access Backstage view.
2. Locate and select the **Convert** command.



3. A dialog box will appear. Click **OK** to confirm the file upgrade.



4. The document will be converted to the newest file type.

Challenge!

1. Open **Word 2010** on your computer. A **new blank document** will appear on the screen.
2. Make sure the **Ribbon** is maximized.
3. Display the **Ruler**.
4. Add any commands you want to the **Quick Access toolbar**.
5. Close **Word** without saving the document.