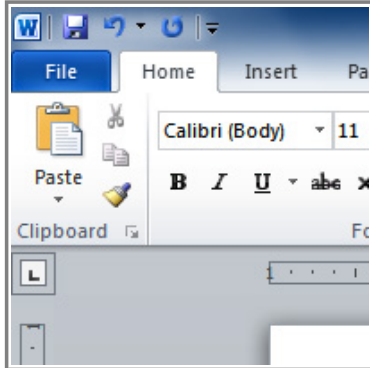**Word 2010**
Getting Started with Word

Introduction

Word 2010 is a **word processor** that allows you to create various types of documents such as letters, papers, flyers, faxes and more. 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

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**.

⟫⟫ Watch the video to learn about the Ribbon, Backstage View, and the Quick Access Toolbar.

Watch the video (4:24). Need help?

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 do 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.
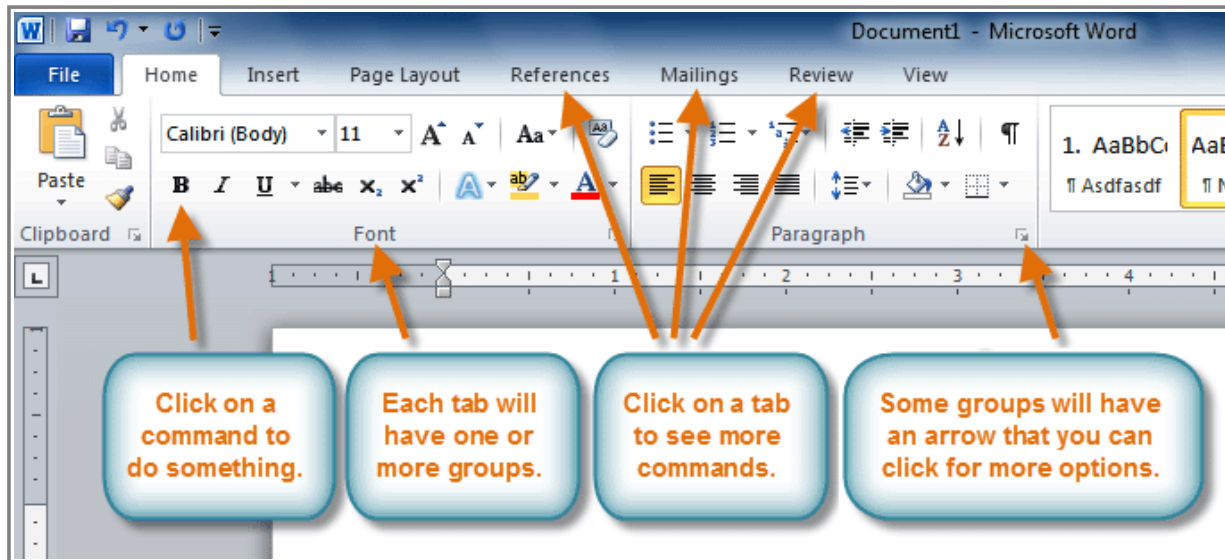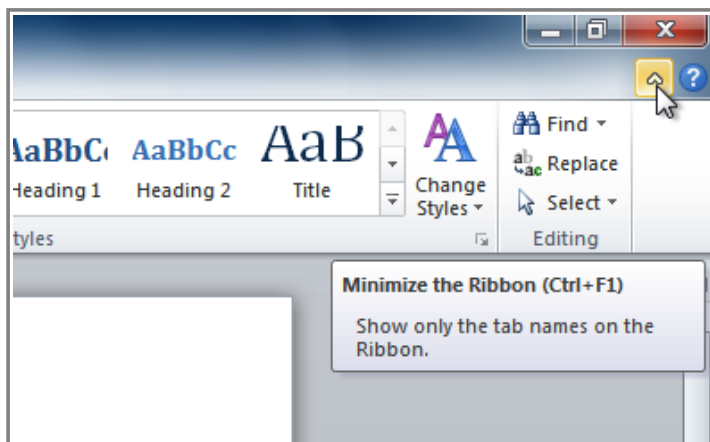
The Ribbon

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 responsive to your current task and easy to use; 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.


Minimizing the Ribbon

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.
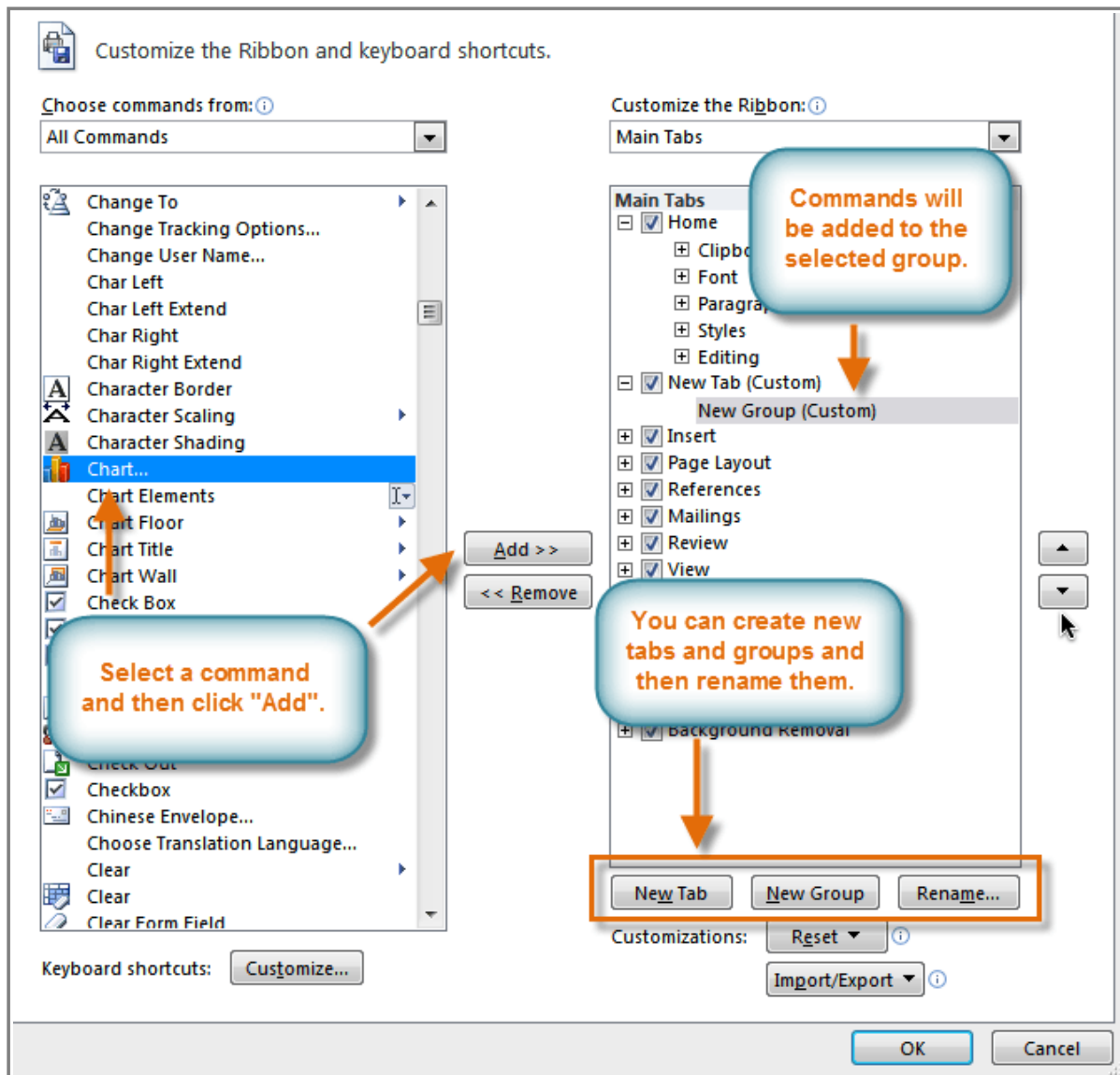
To Customize the Ribbon:

You can customize the Ribbon by creating your own **tabs** with whichever 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.
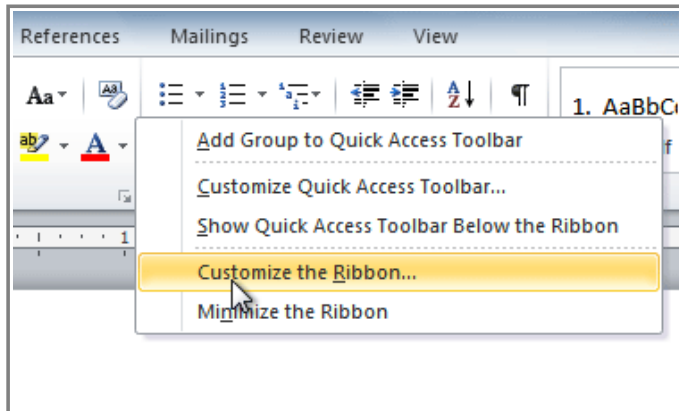
   Right-clicking the Ribbon to customize it

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**.

Customize the Ribbon and keyboard shortcuts.

Choose commands from: ⓘ

All Commands ▾

Change To ▸
Change Tracking Options...
Change User Name...
Char Left
Char Left Extend
Char Right
Char Right Extend
Character Border
Character Scaling ▸
Character Shading
Chart...
Chart Elements
Chart Floor ▸
Chart Title ▸
Chart Wall ▸
Check Box

Check Out
Checkbox
Chinese Envelope...
Choose Translation Language...
Clear ▸
Clear
Clear Form Field

Customize the Ribbon: ⓘ

Main Tabs ▾

Main Tabs
☐ ☑ Home
  ⊞ Clipbo
  ⊞ Font
  ⊞ Paragra
  ⊞ Styles
  ⊞ Editing
☐ ☑ New Tab (Custom)
  New Group (Custom)
⊞ ☑ Insert
⊞ ☑ Page Layout
⊞ ☑ References
⊞ ☑ Mailings
⊞ ☑ Review
⊞ ☑ View

⊞ ☑ Background Removal

Commands will be added to the selected group.

Select a command and then click "Add".

Add >>

<< Remove

You can create new tabs and groups and then rename them.

New Tab   New Group   Rename...

Customizations: Reset ▾ ⓘ

Import/Export ▾ ⓘ

Keyboard shortcuts: Customize...

OK   Cancel

The dialog box where you can customize the Ribbon

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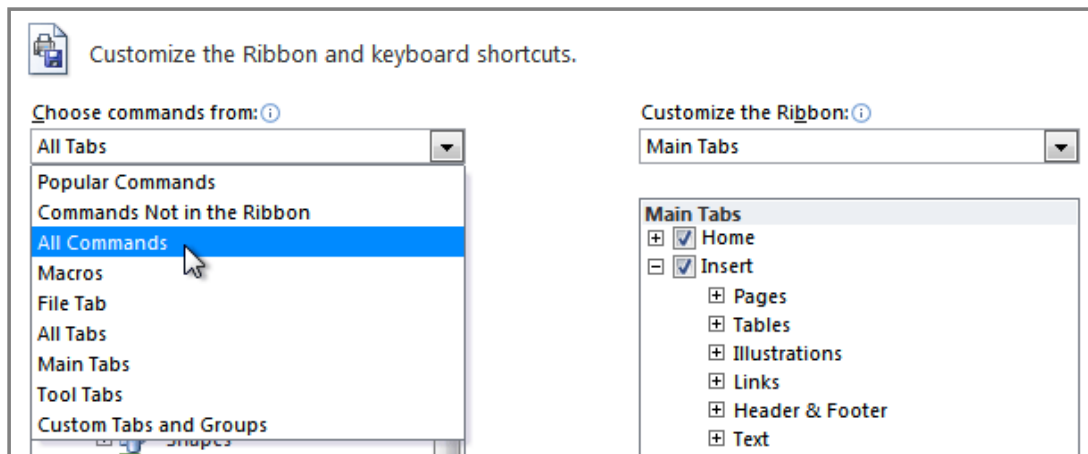
Displaying All Commands

Backstage View

Backstage view gives you various options for saving, opening a file, printing, or sharing your document. It is similar to the **Office Button Menu** from Word 2007 or the **File Menu** from earlier versions of Word. However, instead of just a menu, it is a full-page view which makes it easier to work with.

To Get to Backstage View:

1. Click the **File** tab.
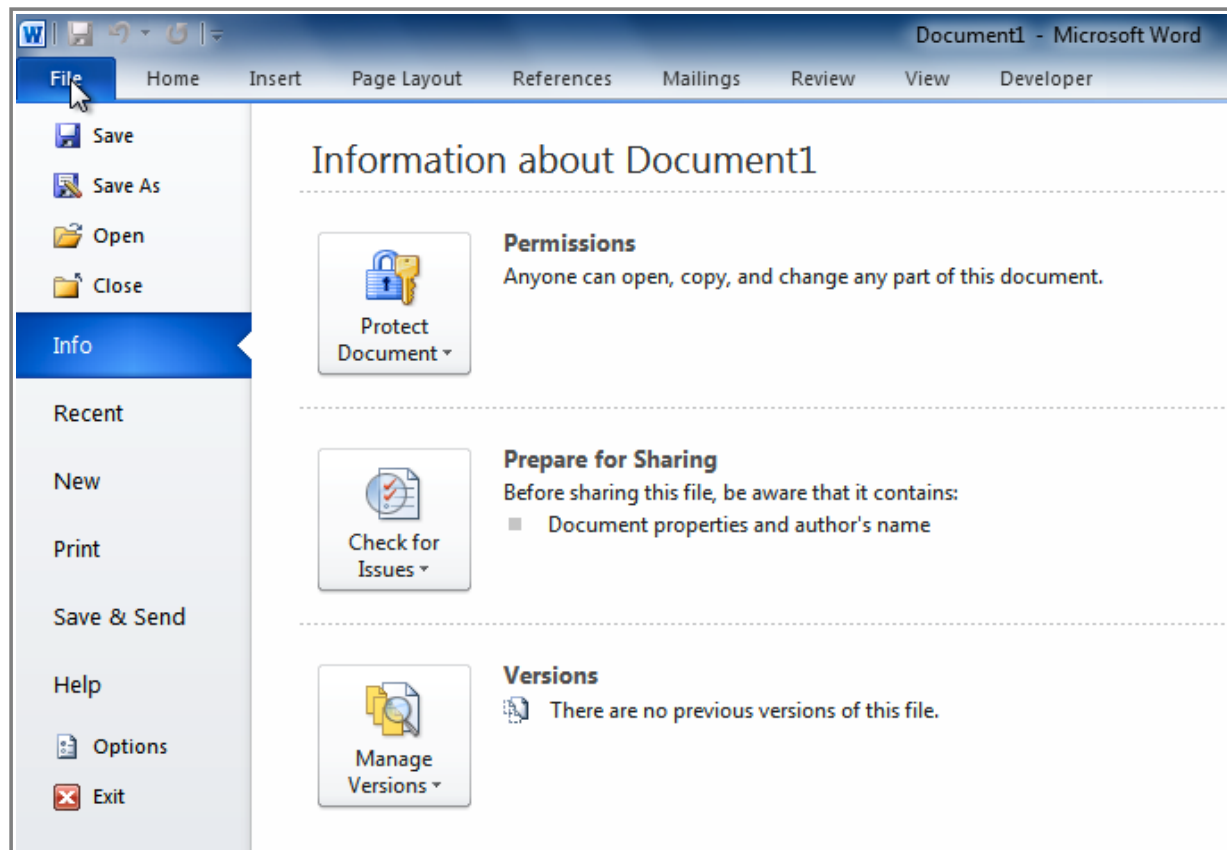
Backstage view

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

>>> Use the interactive below to learn about the different things you can do in Backstage view.

The Quick Access Toolbar

The **Quick Access Toolbar** is located above the ribbon, and it 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 wish to add from the drop-down menu. It will appear in the Quick Access toolbar.
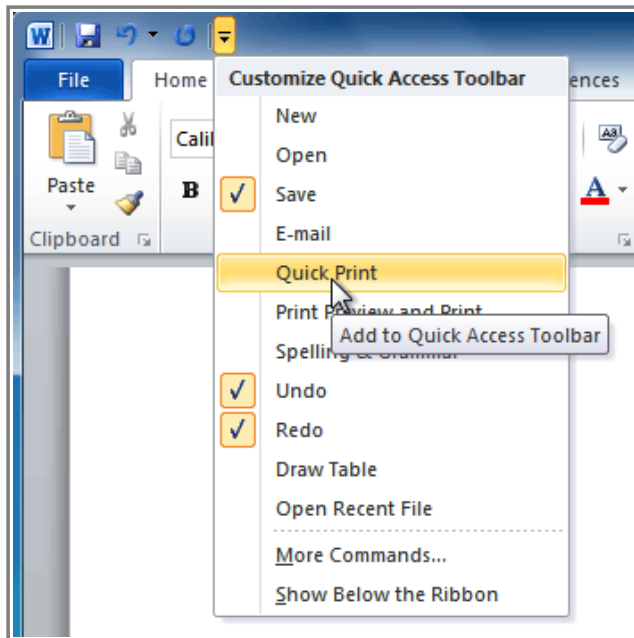
*Adding a command to the Quick Access Toolbar*

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.
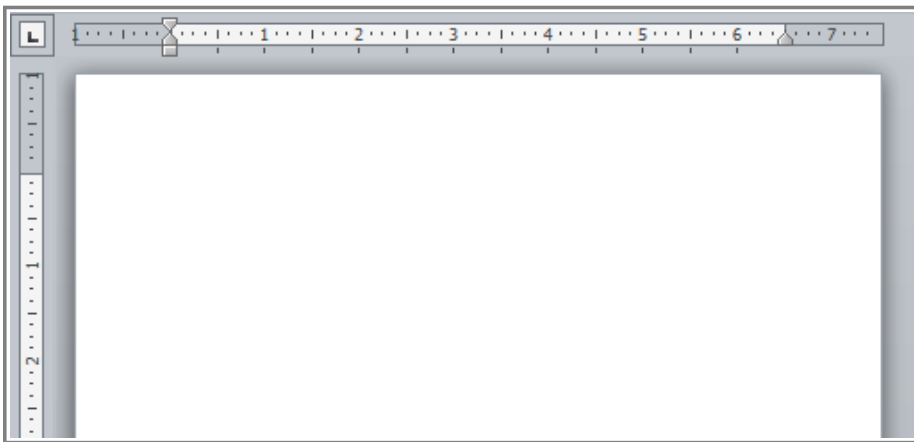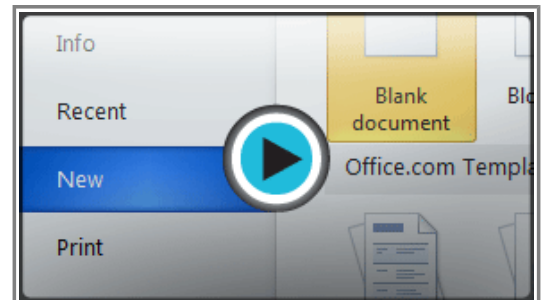

The Ruler

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.
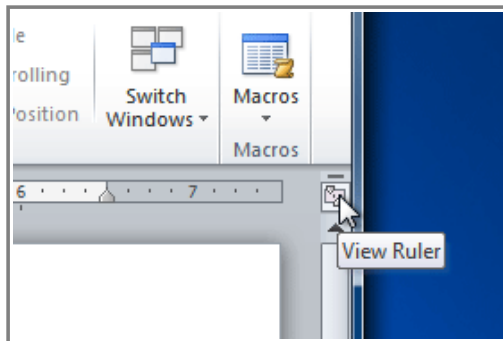
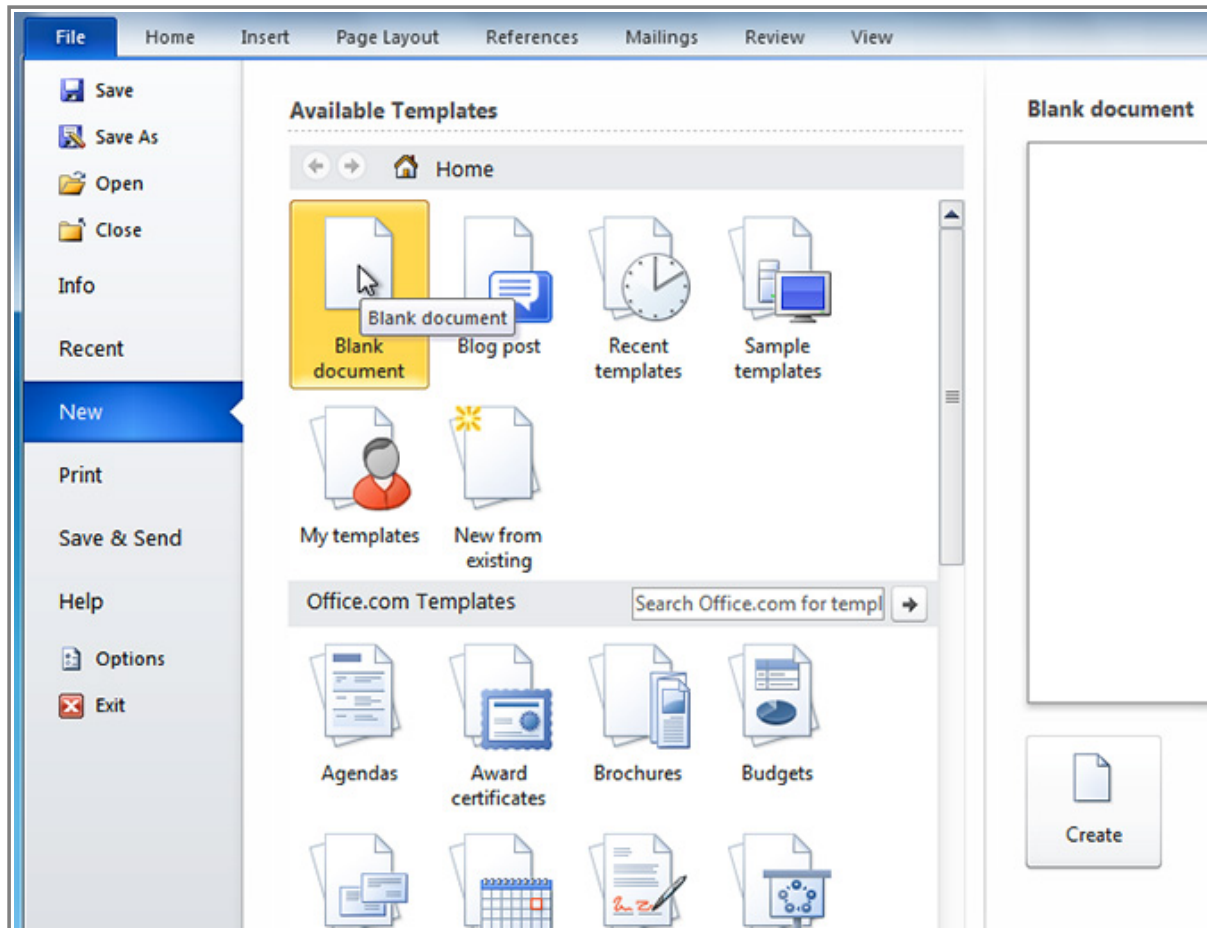*Hiding and viewing the Ruler*

Creating and Opening Documents

>>> Watch the video to learn how to **create** and **open** documents.

Watch the video (1:38). Need help?

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.
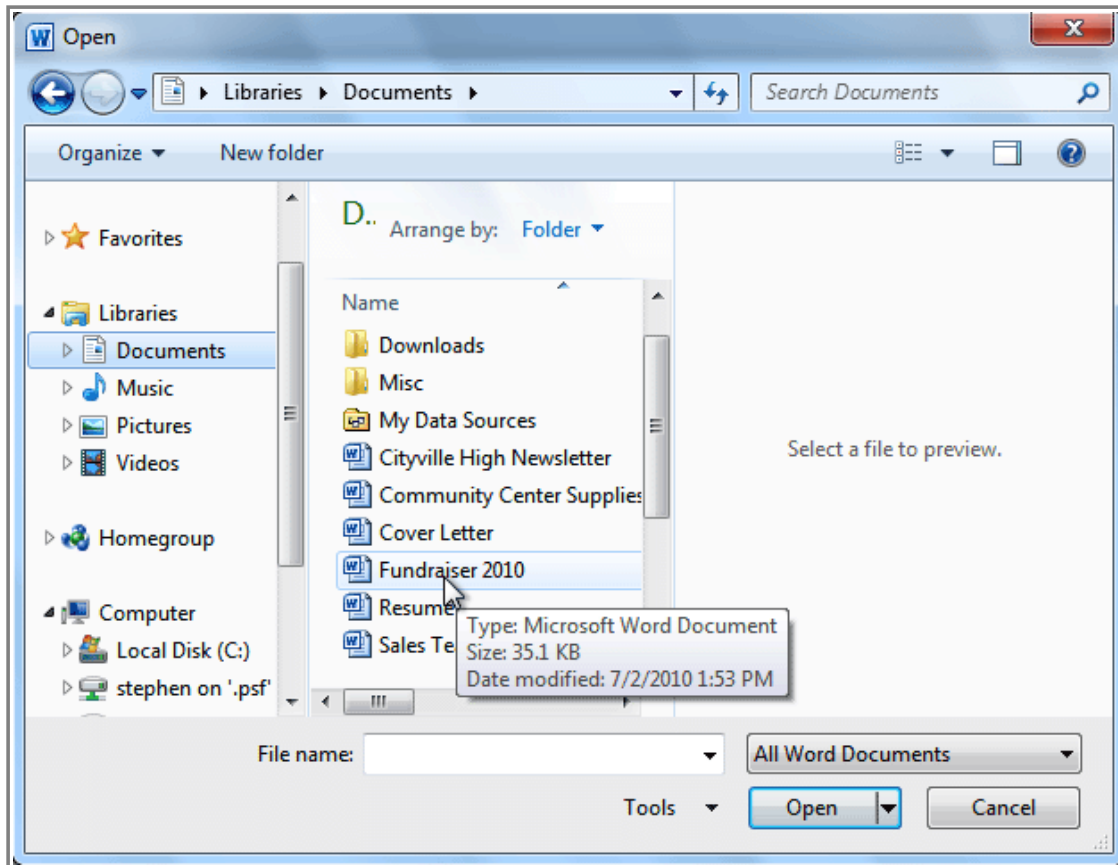
Creating a new document

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.

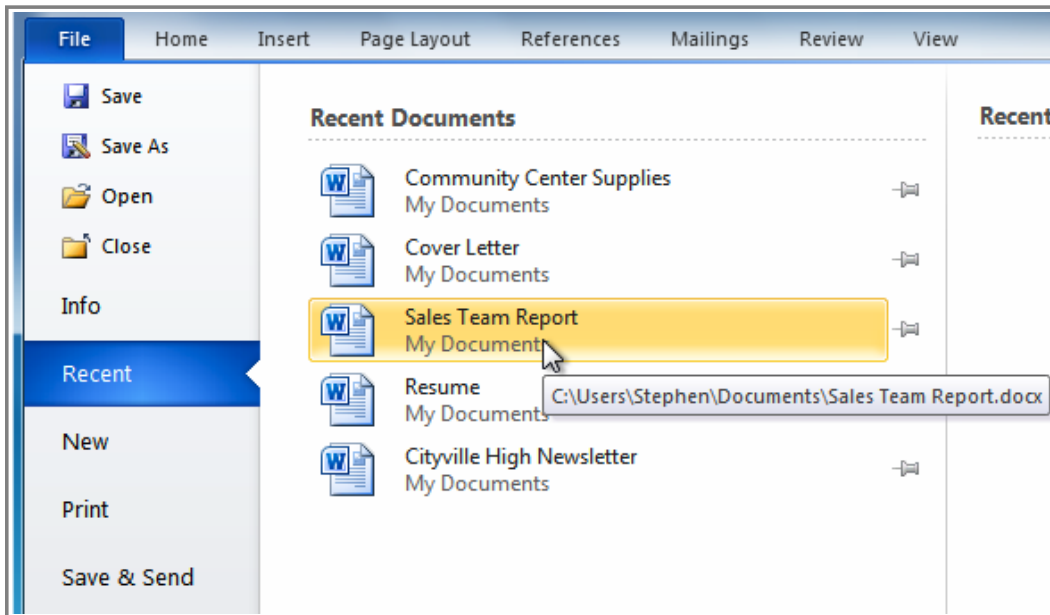## To Open an Existing Document:

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

Opening a document

3. Select your document and 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**.

Opening a recent document

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 wish to the **Quick Access Toolbar**.
5. Close **Word** without saving the document.