

# The smarter, faster guide to Microsoft Word 1: Document Basics

- Settings..... 1
- The Home Ribbon..... 1
  - The Clipboard Category ..... 1
  - The Font Category..... 2
  - The Paragraph Category..... 3
  - The Styles Category..... 3
  - The Editing Category ..... 3
- Styles ..... 4
  - Creating Styles ..... 4
- The Various Ribbons of Word 2007/2010 ..... 6
  - The Insert Ribbon..... 6
  - Inserting Tables..... 7
  - Inserting Pictures..... 8
  - Inserting Headers & Footers..... 9
  - The Page Layout Ribbon..... 9
  - The References Ribbon ..... 9
  - The Mailing Ribbon ..... 10
  - The Review Ribbon..... 10
  - The View Ribbon..... 11
- The Page Layout Tab and Page Setup Category..... 12
  - Margins ..... 12
  - Paper Size..... 14
  - Layout ..... 15
- Stop and Save!! ..... 16
- Entering and Formatting Data..... 17
  - Entering Text..... 17
  - Formatting Text ..... 17
  - Copying, Cutting, and Deleting Text..... 19
  - Paragraph Alignment..... 20
  - Applying Numbering and Bullets to Text ..... 17
- Using the Ruler for Margins, Indents, & Tabs..... 18
  - Setting Margins and Indents ..... 19
  - Setting Tabs on the Ruler ..... 21
  - Setting Tabs Using the Tab Tool ..... 23
  - Setting Tabs Using the Tab Dialog Box ..... 26
- Easy Lines for Printed Forms ..... 27
  - Using Lines for Forms ..... 27
- Keyboard Shortcuts for Word 2007/2010..... 29
- Back at the Office ..... 30
- Questions for the Instructor ..... 32

