Introduction to Word 2010

Welcome to an introduction to Microsoft Word 2010 session one. The first thing you will notice is the ribbon bar which is the wide strip across the top of the window. The ribbon bar with its tabs replaces the menus and toolbars from older versions of Microsoft Word. Notice the tabs across the top of the ribbon bar. Let’s take a look at them.

Ribbon Tabs

The file tab is where you can save, print, open, close and send documents.

The Home tab is where you will find many of the common word processing tasks and items including fonts, bullets, columns and borders.

The insert tab is where you will find the items that would be added to your document. Whenever you think of adding a table, clip art, photo, page number, page break think of the insert tab.

Page Layout is the tab to find the items that you would use to layout your page. Change margins, orientation, add columns, watermarks and page borders.

The Reference tab allows you to add table of contents, footnotes, bibliographies and more.

The Mailings tab is where you would go if you wanted to do a mail merge.

Review is where you can do a spell check, look up words in the Thesaurus and set up Track Changes.

The view tab allows you to personalize how you would like to view your document.

Other Information

Other specialty tabs appear when you add items like tables and photos. We will cover those in another session.