



**MINISTRY OF EDUCATION AND SCIENCE OF  
UKRAINE**

**Kharkiv Petro Vasylenko National Technical University of  
Agriculture**

**Methodological guidelines**

## **Using Microsoft Word 2010**

### **Part 1**

for individual work and laboratory work of disciplines «Informatics», «Informatics and information technologies»,

«Information systems and technologies»,

«Computers and computer technologies»

for students with learning in a foreign language

Approved at the meeting of  
the Department of Cybernetics  
Protocol №9 from 19.05.2015.

Approved at the meeting of  
the Methodological Council of ERI  
of Business and Management of KhNTUA  
Protocol №8 from 9.06.2015 .

**Kharkiv – 2015**

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Using Microsoft Word 2010: Methodological guidelines for laboratory work in ««Informatics», «Informatics and information technologies», «Information systems and technologies», «Computers and computer technologies» for students with learning in a foreign language – Kh.: KhNTUA, 2015. – 24 p.

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Methodological guidelines are intended to assist students in studying Informatics in English, both in the classroom and individually.

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## **Laboratory work № 1**

### **Start a document in Microsoft Word**

**Objective of work:** obtain basic skills in working with documents in Microsoft Word.

#### **I. How to perform the laboratory work**

- **How to start a document**

Microsoft Word is a word-processing application that can be part of the Microsoft Office suite or a stand-alone program installed on to your computer.

Microsoft Word is a very popular word-processing program. While it can be used for typing letters and basic documents, a Word document can also include pictures and graphics for making posters or even birthday cards.

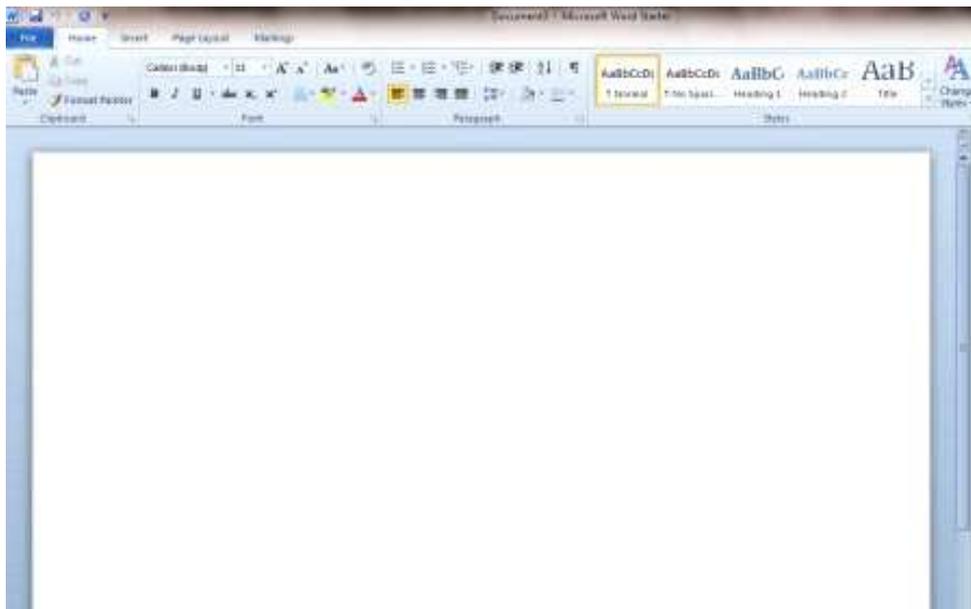
It will feature Word 2010 for PCs, but may offer alternative methods if you're using an earlier version of Word. A word processor included free with the Windows operating system is WordPad, which doesn't have all the features of Word but does have some formatting features.

#### **Follow these step-by-step instructions to start a document in Microsoft Word**

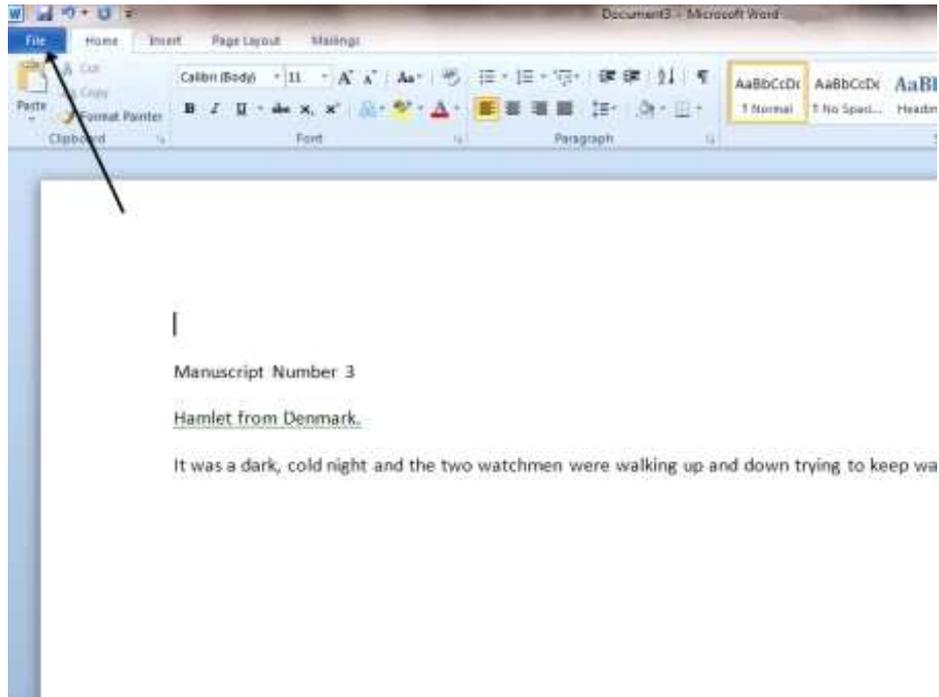
**Step 1:** From the desktop or from your 'Start' menu, open Microsoft Word.



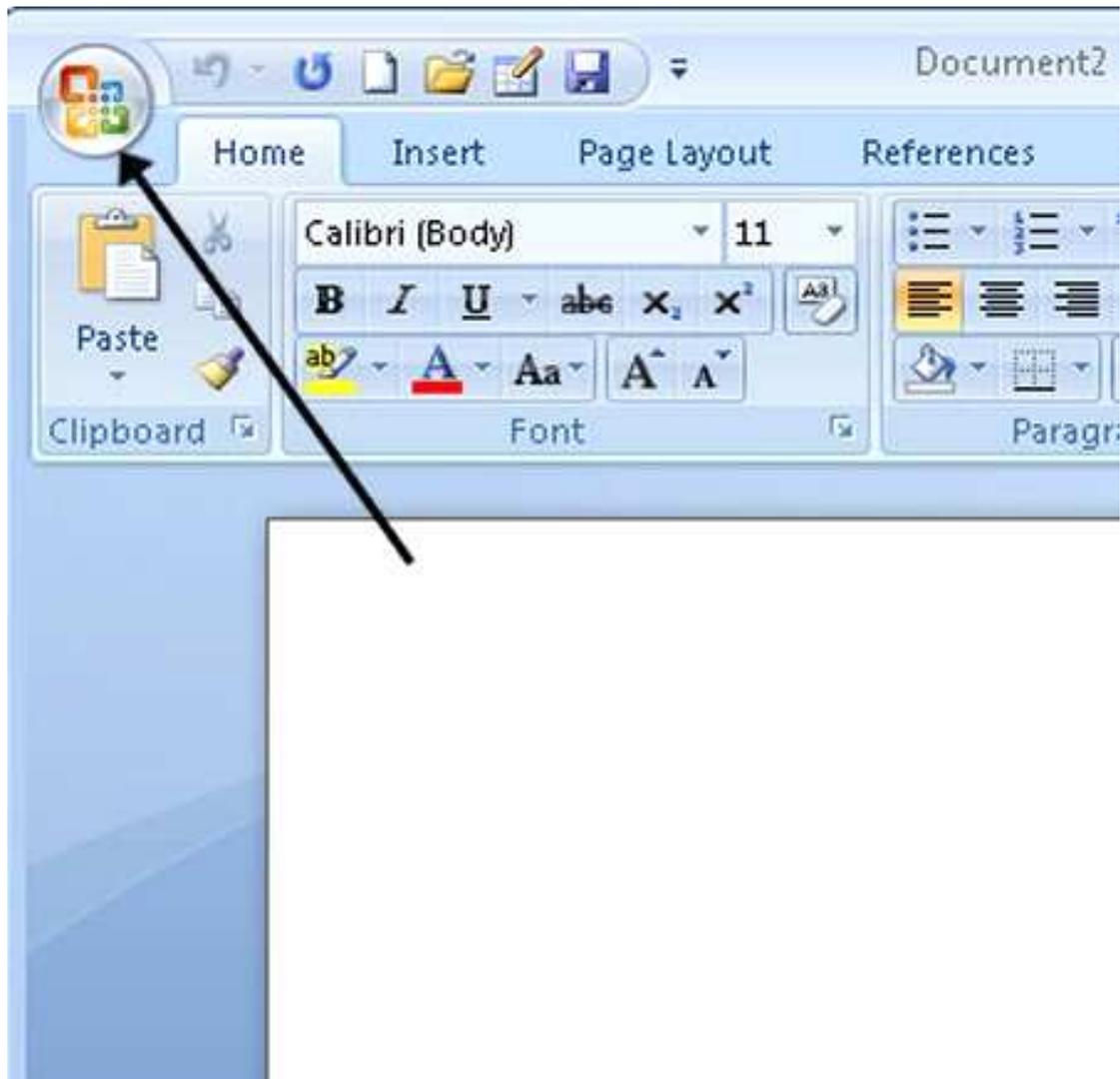
**Step 2:** Microsoft Word will open up automatically into a new document ready for you to start typing.



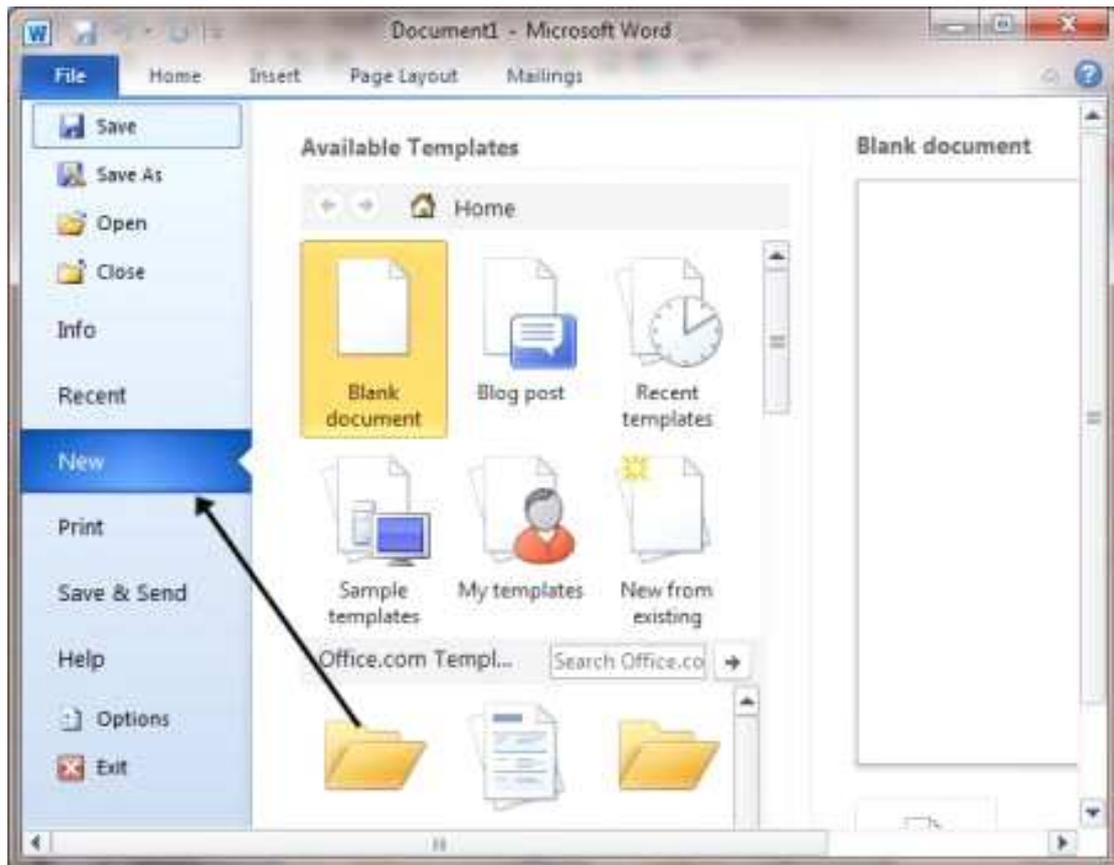
**Step 3:** If Microsoft Word is already opened but you wish to start a new document, click **File** at the top left-hand corner of your



Some versions of Word may have an Office button instead of a File menu. This is a round Office icon in the top left-hand corner of the screen.



**Step 4:** A new menu will pop up. Choose **New** from the menu. This will offer you a choice of templates to choose from, on the right of the screen. In this case, we'll be choosing a blank document, so click **Blank document**. Other templates can be chosen depending on your required layout or design.

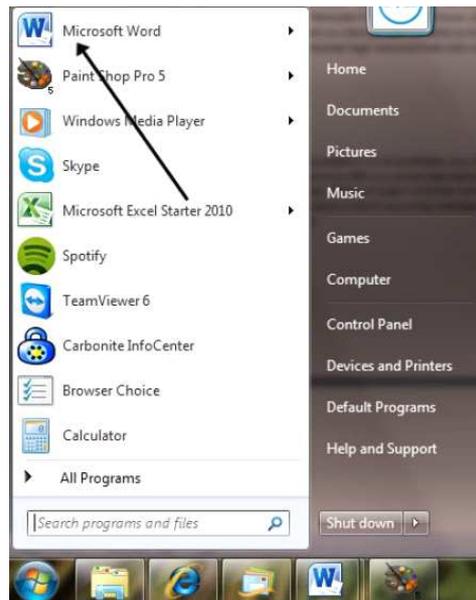


**Step 5:** A new document will open up. You're now ready to type into your document.

- **How to move around a document**

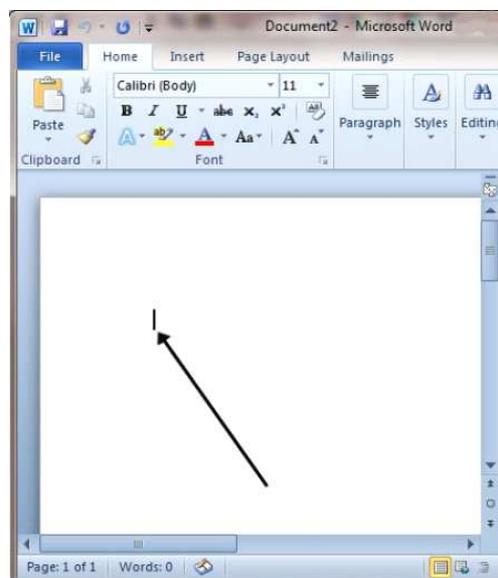
**Follow these step-by-step instructions to move around a document**

**Step 1:** From the desktop or from your 'Start' menu, open **Microsoft Word**.

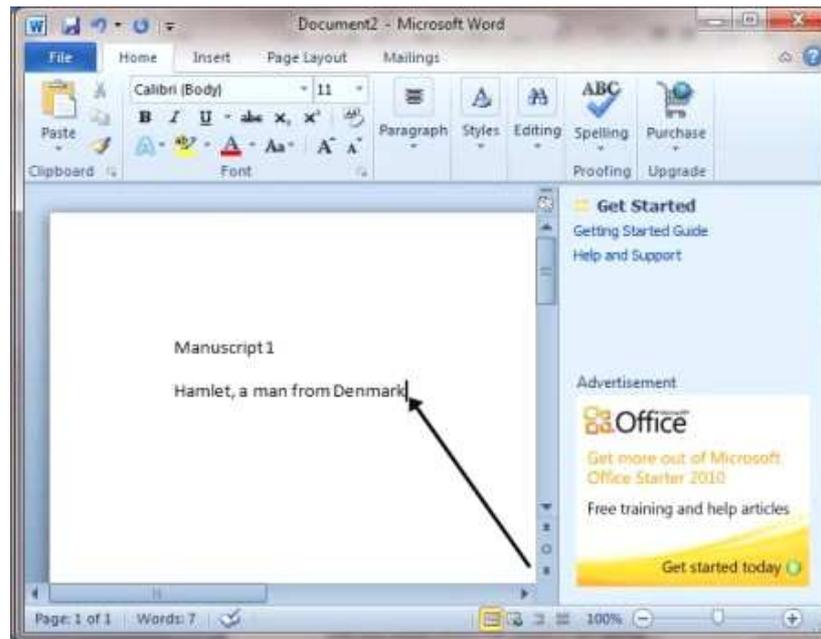


**Step 2:** Click either **File** or the **Office** button at the top left. Select **Open** and browse to the document you wish to open. Double-click on it with your left-hand mouse button to open it.

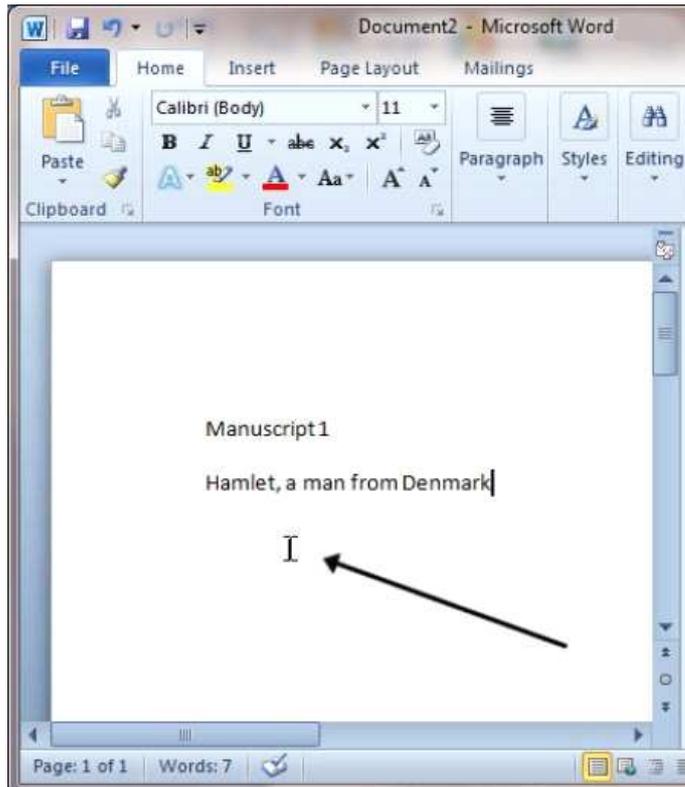
**Step 3:** The flashing cursor (mouse pointer) in the document tells you where you're typing. Wherever the flashing cursor is placed, the letters that you type will be inserted at that point. When you start a blank document, the flashing cursor will be at the start of your document ready for you to start typing.



**Step 4:** As you type, the cursor will also move with each letter. This guides you so that you know where the focus is for typing.



**Step 5:** The mouse can be used for moving around a document. When the mouse pointer is moved over a text area, the pointer will change from an arrow to a 'text select' or 'I-beam' icon.



**Step 6:** Move the text select/mouse pointer with your mouse to where you would like to change or add text. Click the **left-hand mouse** button. This will then place the flashing cursor at the point where you have clicked so that you can edit or insert text.

**Step 7:** You can also move around your document using the arrow keys on the keyboard.



**Step 8:** Pressing these arrow keys will move the flashing cursor up a line of text, down a line or left one character or right one character. Using a combination of keystrokes can also move the cursor further – e.g. holding down the **Ctrl** (control) key and pressing the **left arrow key** will move the cursor left one word. Holding down **Ctrl** and pressing the **up arrow key** will move the cursor to the start of each paragraph.

- **How to select text**

Selecting or highlighting text enables you to change that text in terms of style, font and/or colour or even replace the words if required.

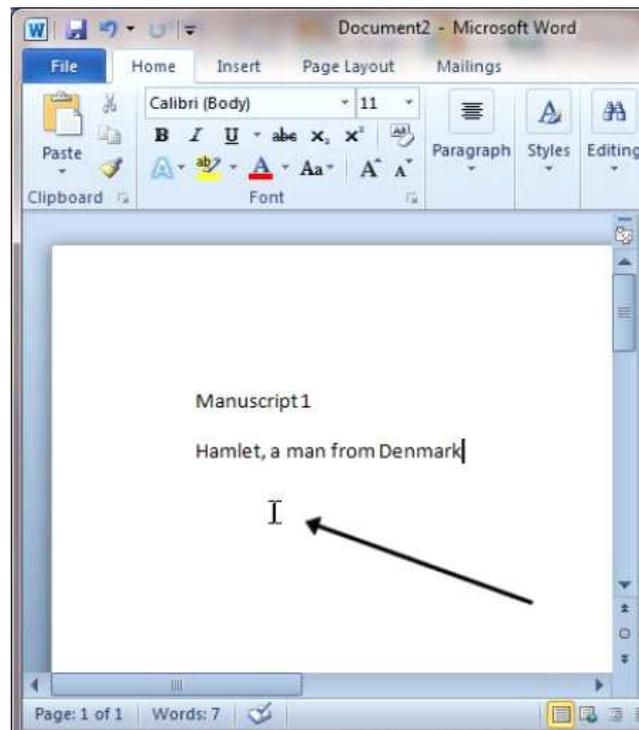
This means that, even if you change your mind or want to make your creations a little more interesting, it can be done easily and quickly at different places in your document.

**Follow these step-by-step instructions to select text in a document**

**Step 1:** If you are not already in a Word document, you will need to open it. From the desktop or from your 'Start' menu, open **Microsoft Word**.

**Step 2:** Click either **File** or the **Office** button in the top left. Select **Open** and browse to the document you wish to open. Double-click on the file name to open.

**Step 3:** The mouse can be used to select text. When the mouse pointer is moved over a text area, the pointer will change from an arrow to a 'text select' or 'I-beam' icon.



**Step 4:** Move the text select/mouse pointer with your mouse to where you'd like to start your selection. Click and hold down the left mouse button. While doing this, move the mouse across your text to where you'd like the selection to stop. As you move the mouse, the text will be selected. When you've finished your selection, release the left mouse button.

Manuscript 3

Hamlet from Denmark.

It was a cold, windy night. The guards on watch were  
cold and a little scared... I

**Step 5:** The selected text can now be formatted or changed if required.

**Step 6:** You can also move and select text using the arrow keys on the keyboard, which some people may find easier than the mouse.



If you use a combination of keyboard keys – e.g. holding down **Ctrl** and **Shift** and pressing the **left** or **right** arrow key – you can move the cursor and select the text in different directions.

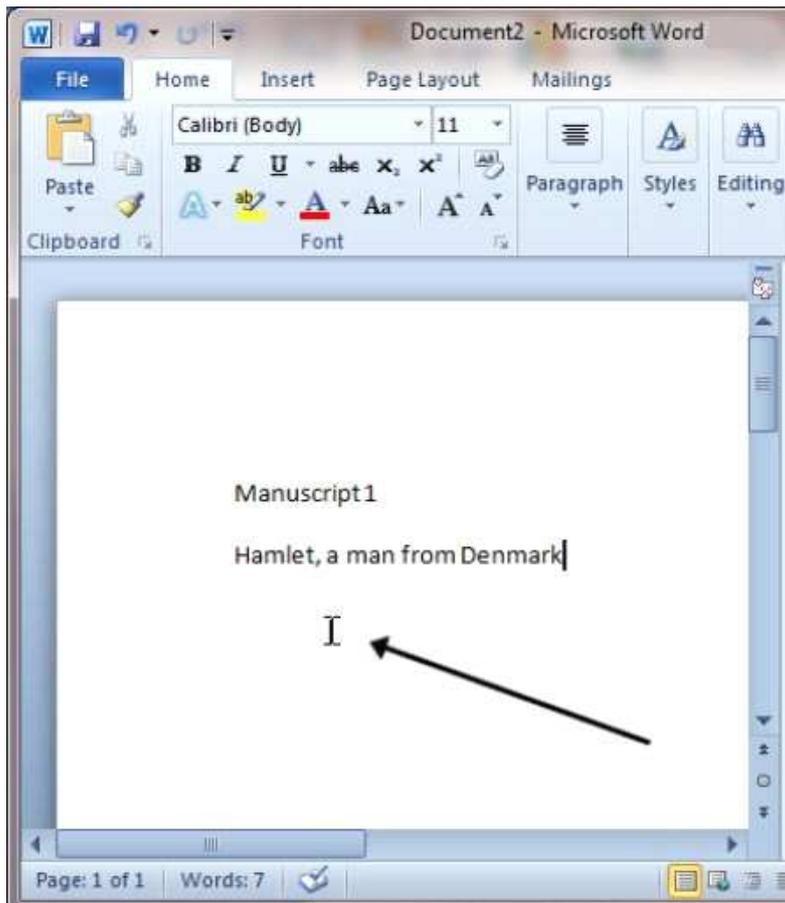
**Step 7:** Once text is selected (highlighted), it can be changed or edited as required.

- **How to change text size and font**

Changing the text in your documents can help to make your creations more interesting and eye-catching.

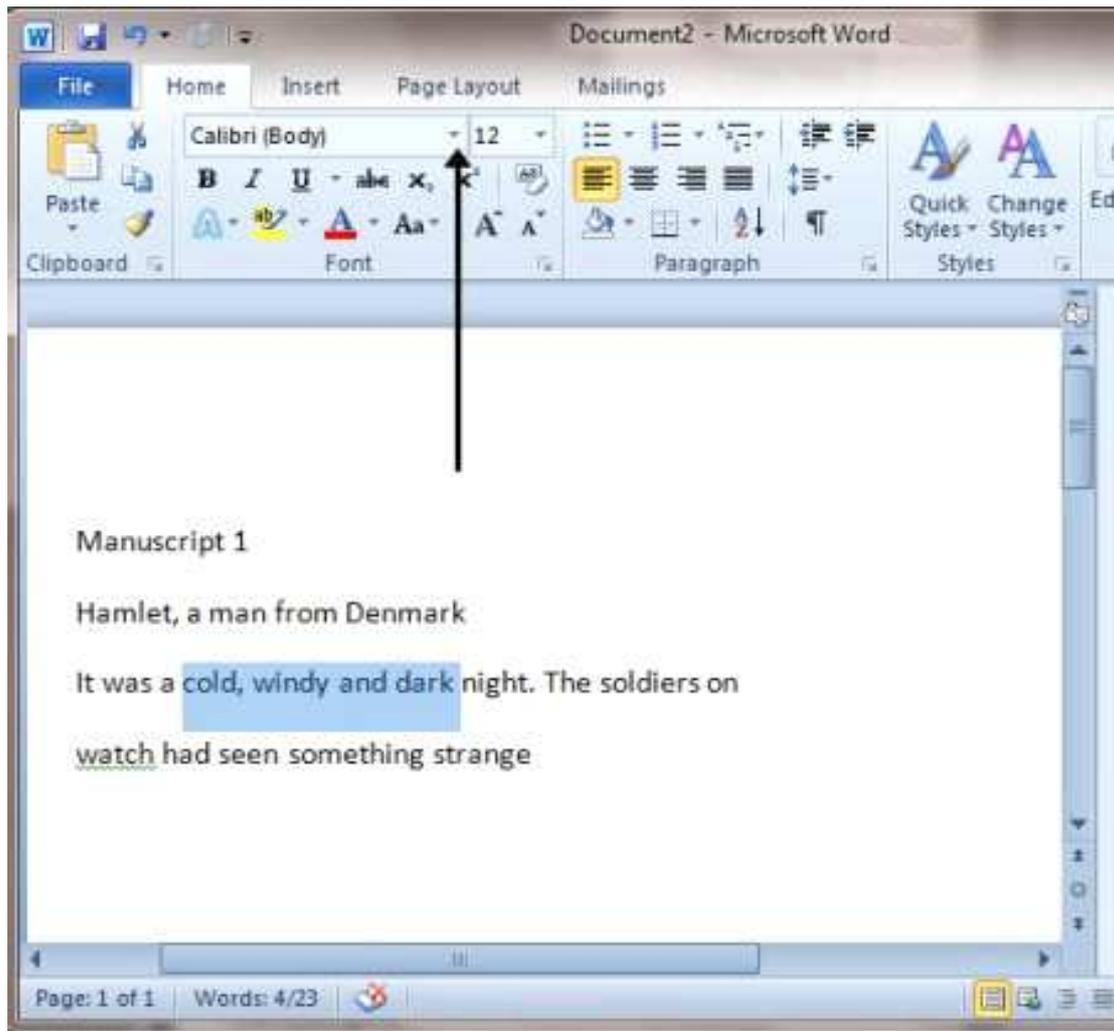
**Step 1:** Open an existing Word document or start a new document and type your text.

**Step 2:** If you'd like to change a portion of the text to a different font, it will need to be selected or highlighted first. When the mouse pointer is moved over a text area, it will change from an arrow to a 'text select' or 'I-beam' icon.

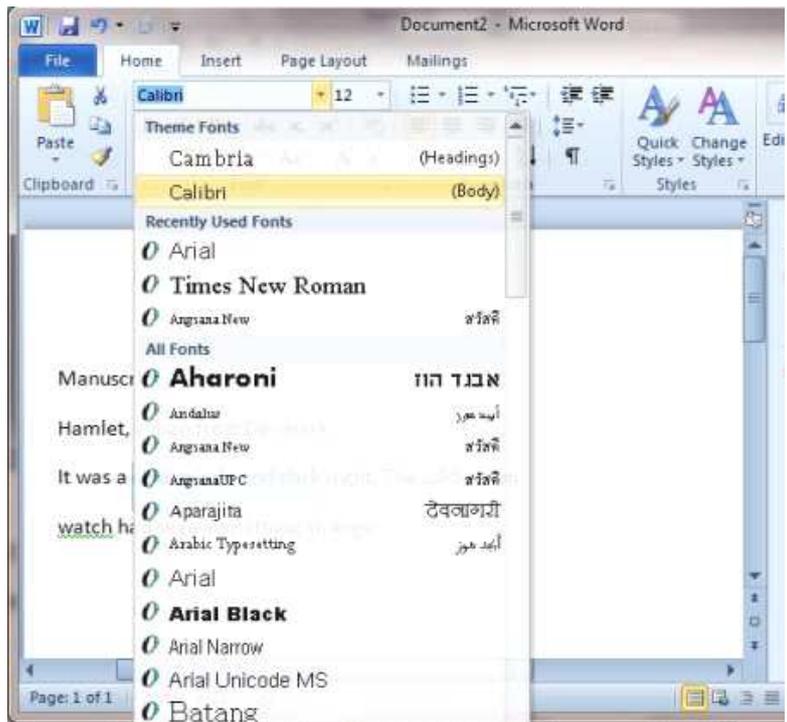


**Step 3:** Select your text so that it's highlighted.

**Step 4:** To change the font style, click the arrow next to the font style in the ribbon at the top of your document.



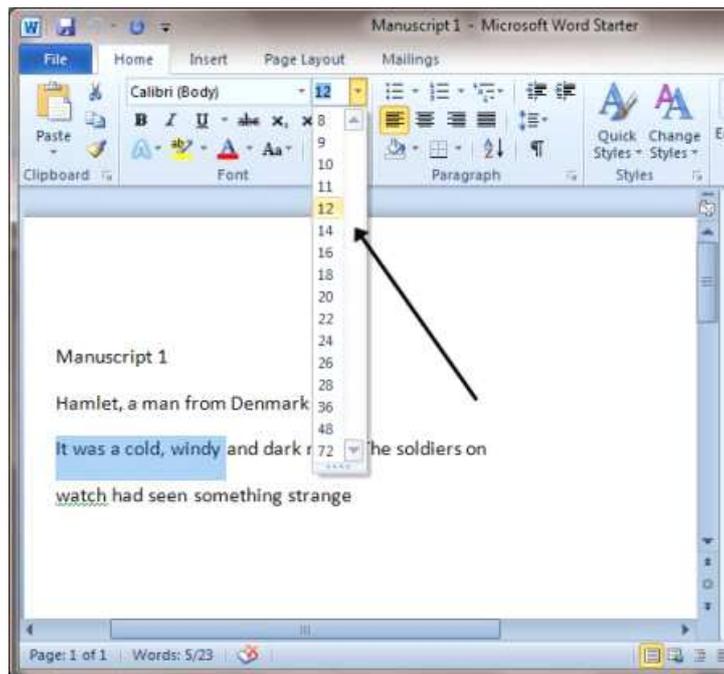
**Step 5:** Choose your font style from the drop-down list given.



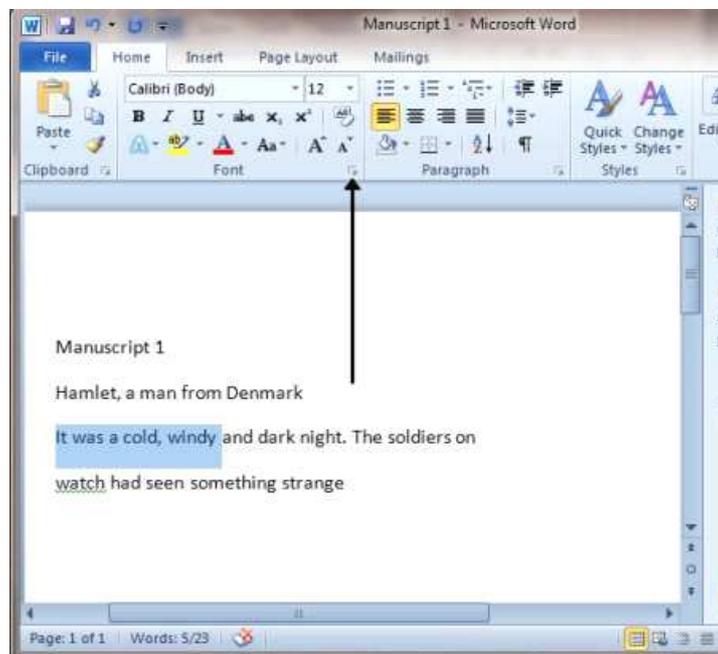
**Step 6:** Next to the font style box is a box containing a number and an arrow. This changes the size of the font. Click on the arrow.



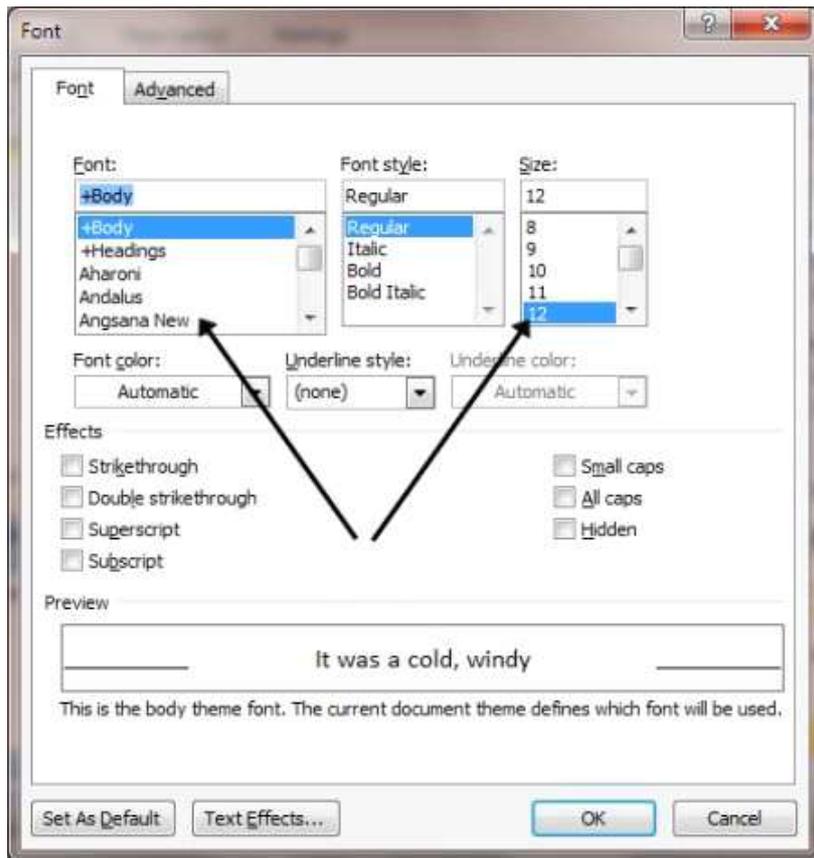
**Step 7:** Choose the size of font from the drop-down list of options.



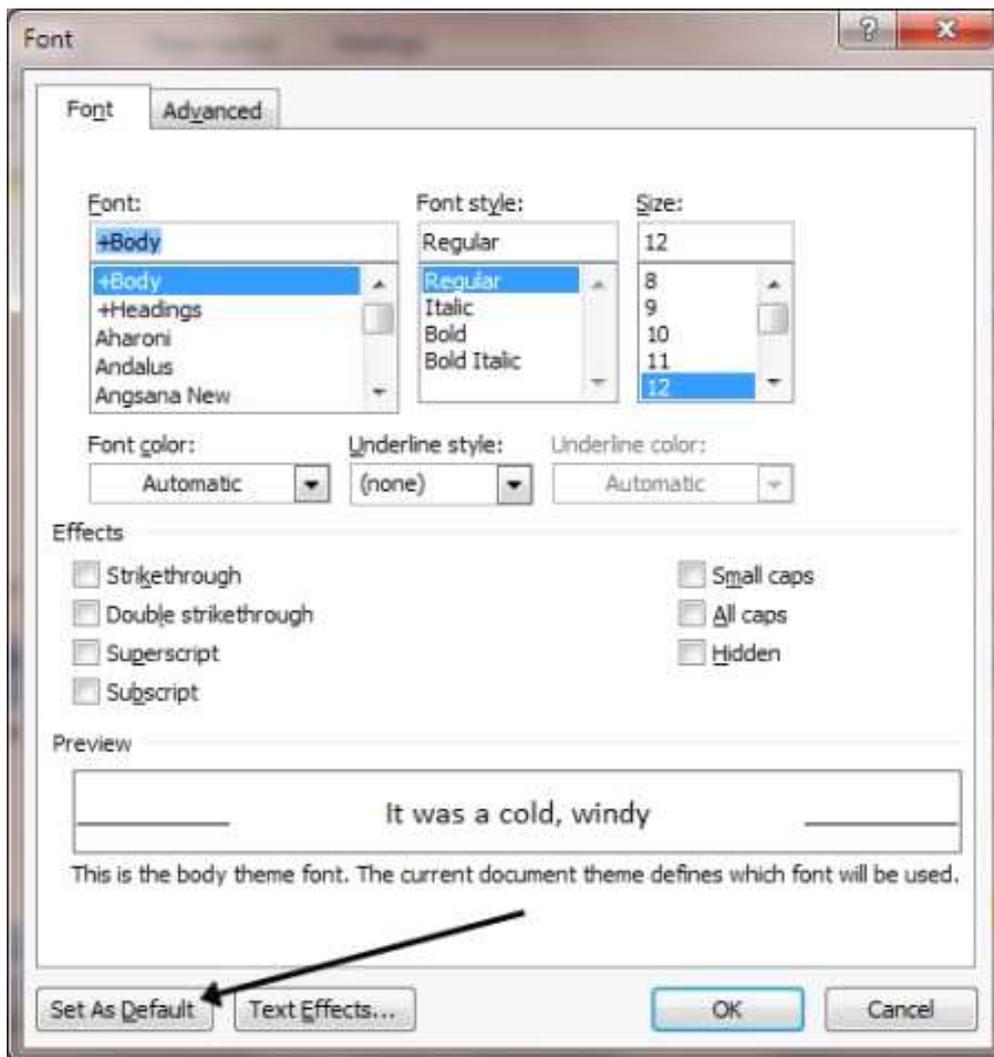
**Step 8:** If you'd like the same size and style of font set up every time you start a new document, you can set a 'default font'. Click on the 'Font' arrow just above the main screen.



**Step 9:** A dialogue box will pop up. In this, choose your font size and style from the options.



**Step 10:** Click **Set As Default** in the bottom left-hand corner of the dialogue box.



**Step 11:** Another dialogue box will pop up asking if you're sure you want to change the font for all Word documents. Click **Yes**. Now, whenever you open a new document in Word, the default font will be used.

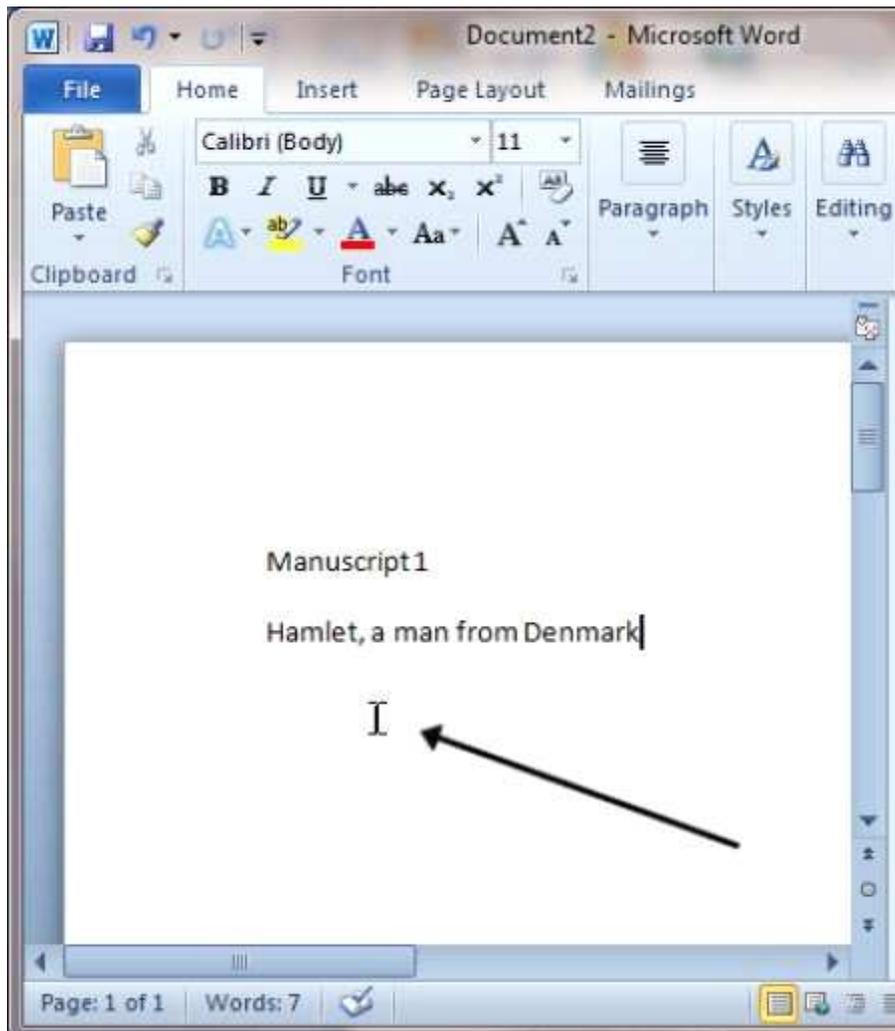
**Step 12:** If you want to change the default font in an earlier version of Word, click **Format** at the top of your document to open the 'Format' menu. Choose Font from the menu list. Then follow **steps 9 to 11**.

- **How to bold, italicise or underline text**

Being able to change the style of font can make your document more interesting. Different styles of text such as bold or italics can make text stand out. Underlining can be useful for headings.

**Step 1:** Open an existing Word document or start a new document and type your text.

**Step 2:** If you'd like to change some of the text that you've already typed to a different font, it will need to be selected or highlighted with the mouse first. When the mouse pointer is moved over a text area, the pointer will change from an arrow to a 'text select' or 'I-beam' icon.



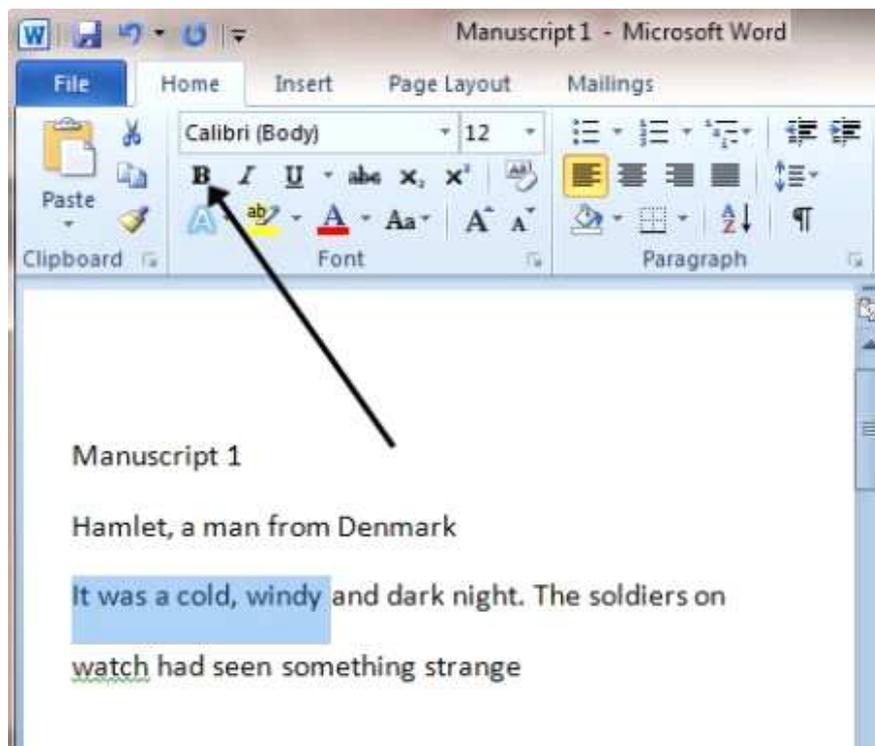
**Step 3:** Select the text that you wish to edit or change the formatting.

### Manuscript 3

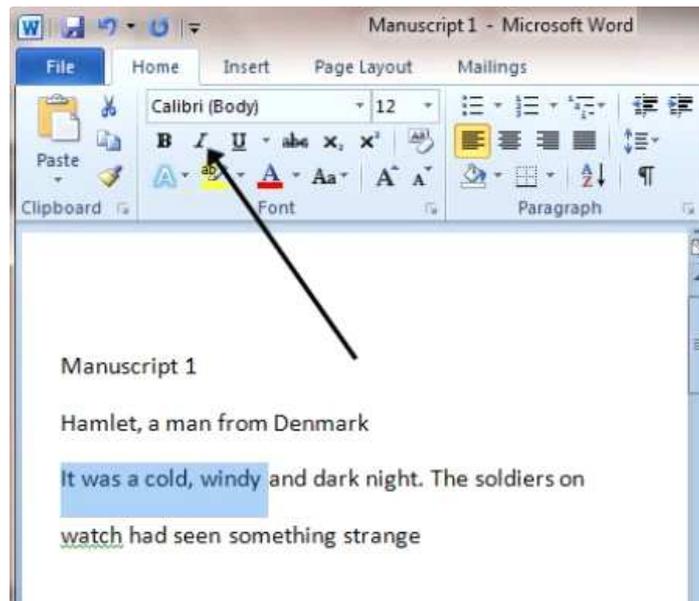
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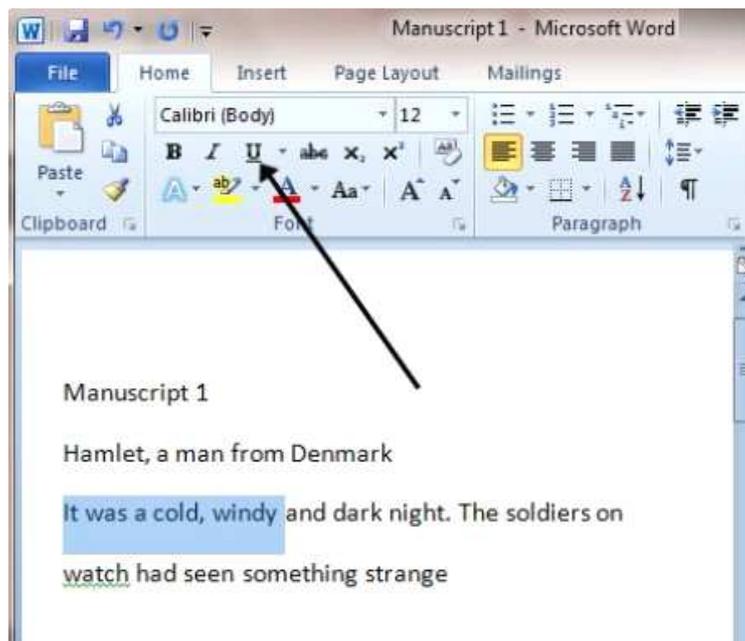
**Step 4:** To change the selected font to bold, click **B** in the formatting ribbon at the top of the document.



**Step 5:** To change the selected font to italics, click *I* in the formatting ribbon at the top of the document.



**Step 6:** To change the selected text so that it's underlined, click U in the formatting ribbon at the top of the document.



**Step 7:** It's also possible to change selected text using a combination of keyboard shortcuts, which some people find easier than using the mouse.

- To make text bold, select and highlight the text first. Then hold down **Ctrl** (the control key) on the keyboard and press **B** on the keyboard.
- To make text italic, select and highlight the text first. Then hold down **Ctrl** (the control key) on the

keyboard and then press the **I** on the keyboard.

- To underline text, select and highlight the text first. Then hold down **Ctrl** (the control key) on the keyboard and then press the **U** on the keyboard.

## **II. Tasks to perform**

- Open Microsoft Word 2010.
- Type and format the text below.

### **Paragraph-Formatting Techniques**

Two techniques can be used for all paragraph-formatting attributes. As noted, you can simply place the insertion point in the paragraph you want and then choose the attribute (using the ribbon, a dialog box, a keystroke, the context menu, or the Mini Toolbar).

The other technique is to select a range of paragraphs (up to and including the entire document). Note that even though shading and border formatting can apply to a selection of characters/words, if the selection includes or spans a paragraph mark, the formatting is applied to the entirety of all the paragraphs in the selection, even those that aren't fully selected.

### **Structural Formatting**

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Paragraph formatting can be thought of as encompassing two concepts:

- **Structural formatting:** Attributes that affect the overall structure of the text, such as alignment, indentation, tabs, etc.
- **Decorative formatting:** Attributes that affect the interior appearance of the text, such as shading, borders, numbering, and bullets

This section deals with structural formatting. Decorative formatting is addressed in the section that follows.

### **Indentation**

Indentation typically is used for automatically indenting the first line of paragraphs, block-indenting quotes, and setting up hanging indentation for bulleted or numbered text. Preset indentation can be set via the Decrease Indent and Increase Indent controls in the Home ribbon.

#### **Tip**

You can also perform Decrease Indent and Increase Indent using the Backspace and Tab keys, respectively. To do this, first choose File ⇄ Options ⇄ Proofing ⇄ AutoCorrect Options. In AutoFormat As You Type, in the bottom set of options, enable "Set left- and first-indent with tabs and backspaces." This is enabled by default in Word, but many people turn it off because the feature sometimes appears to be "broken" (i.e., doesn't work the way the user expects it to). I should also note that it does not perform identically to the ribbon Decrease Indent and Increase Indent controls.

When this setting is enabled, the Tab and Backspace (also Shift+Tab, if you prefer symmetry) work as advertised, but only when the paragraph is not empty, and only if the insertion point is as far left as it can go (in any line in the paragraph). If the insertion point is anywhere else, the keys have their normal effects. Note that the first press of the Tab key (if the insertion point is at the beginning of the paragraph) indents only the first line of the paragraph. Subsequent presses indent the entire paragraph.

Special rules apply for the Backspace key. Backspace decreases the indent only when an indentation is actually set. If there is a negative indent and a first-line or hanging indent, the first Backspace press removes the

hanging or first-line indent. If there is a negative indent and no hanging/first-line indent, Backspace resets the indent to zero.

This is all potentially confusing enough that you might want to turn the setting off. In any case, if you turn it on, watch the ruler and the text when you press Tab or Backspace. One last thing: To insert an actual tab at the beginning of a paragraph when this setting is enabled, press Ctrl+Tab. This is also how you insert a tab into a table. ■

## Paragraph Decoration

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A second kind of paragraph formatting is something that might be termed *paragraph decoration*. This includes shading, boxes, bullets, and other semi-graphical elements that help the writer call attention to particular paragraphs, or that help the reader understand the text better.

### Numbering/Bullets

Numbering in Word has always been a bit of a sore point. That's because historically, it has proven to be both confusing and fraught with odd quirks. Let's pretend for the moment that numbering and bullets work perfectly and never give the user grief. To make that assumption pass the Sarcastic Giggle Test, let's assume we're using the Word 2007/2010 .docx format, rather than Word 2003's (or earlier) legacy .doc format.

You can apply numbering or bullets simply by clicking the Numbering or Bullets tool in the Home ribbon. You can click the Numbering or Bullets tool and just start typing. When you're done with your list, simply press Enter twice.

#### Note

If **Automatic bulleted lists** or **Automatic numbered lists** are enabled, then you don't even need to click the Numbering or Bullets tool. To begin a numbered list, simply type 1. and press the space bar, and Word automatically replaces what you typed with automatic number formatting. Other variations work, too, such as 1<tab>. To begin a bulleted list, simply type \* and press the spacebar. When you want to end either kind of list, press Enter twice. ■

You can also apply numbering or bullets to an existing list. Just select the list and click either tool. If the list has levels (for example, created by a tab press before certain sub-items), then the Numbering tool uses different and appropriate numbering schemes for each level.

### Line Numbering

Line numbering, which is different from numbered lists, often is used in legal documents such as affidavits. The numbering allows for ready reference to testimony by page and line number. Line numbering itself, however, is not a paragraph-formatting attribute. It is a section-formatting attribute. Line numbering is turned on with the Line Numbers tool in the Page Layout ribbon, or the Line Numbers option in the Layout tab of the Page Setup dialog box, shown in Figure 8-13.

- Save document under your name in your group's name folder in 2003, 2007 (2010) formats and also in .pdf and .txt formats.
- In the Windows folder find new files and compare their sizes.
- Open all saved files.
- Make summary about relation between file's size, format and result.

- Close all files.
- Close Microsoft Word 2010.

### **III. Checklist**

1. How to start a document in Microsoft Word?
2. How to move around a document?
3. How to select text in a document?
4. How to change text size and font?
5. How to bold, italicize or underline text?
6. How to save document in different formats?
7. What hotkeys used to bold, italicize or underline text?
8. What document is the smallest between documents in .doc, .docx and .pdf formats?

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Educational edition

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Department of Cybernetics

Responsible for publishing: I.V. Chaly

Typesetting and layout: S.M. Kovalenko

Signed for printing 15.06.2015

Cus. № 5κ

Paper size 60x84 1/16 Acc. and publ. pages. 1,51

Mintage 200

KhNTUA, 61002, Kharkiv, Artema Str. 44, 317

Prepared and published by department of Cybernetics of  
Kharkiv Petro Vasylenko National Technical University of Agriculture