

**MINISTRY OF EDUCATION AND SCIENCE OF
UKRAINE**

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

Methodological guidelines

Using Microsoft Word 2010

Part 2

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

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Protocol №8 from 9.06.2015 .

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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 № 2

Microsoft Word Basic Operations

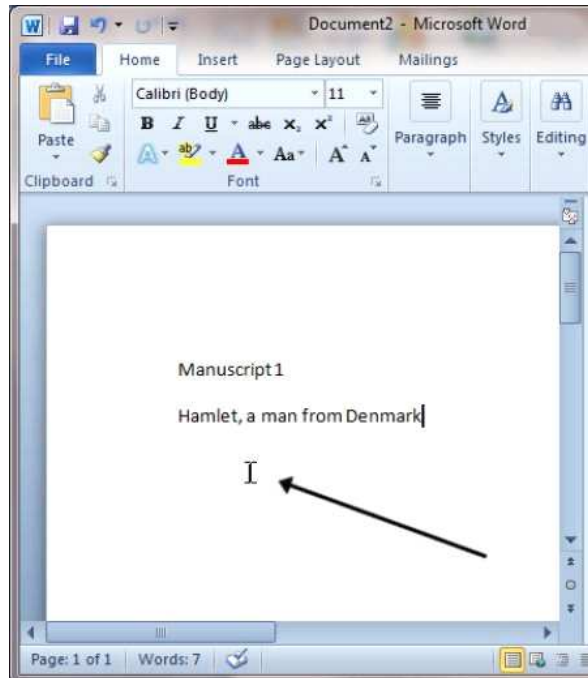
Objective of work: obtain basic skills in making the basic operation with MS Word like copy and paste text, creating lists, print document etc.

- **How to copy and paste text**

Follow these step-by-step instructions to copy and paste text

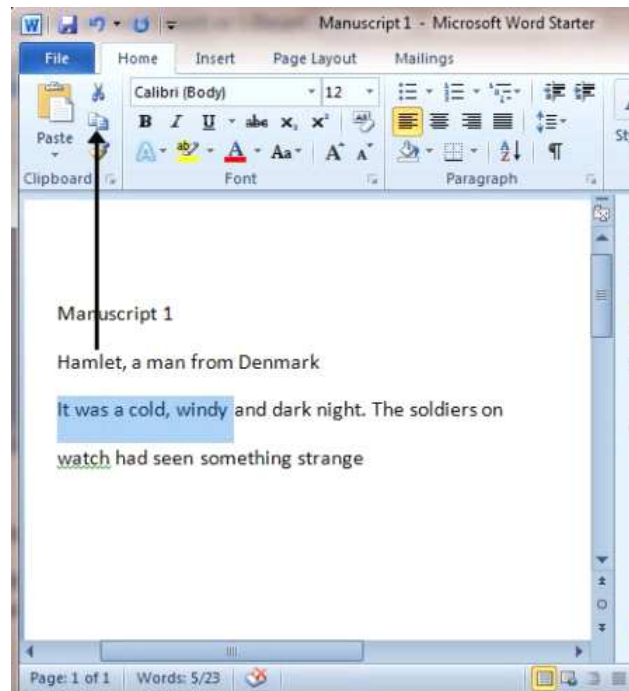
Step 1: Open an existing Word document or start a new document and type your text.

Step 2: To copy text, 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.



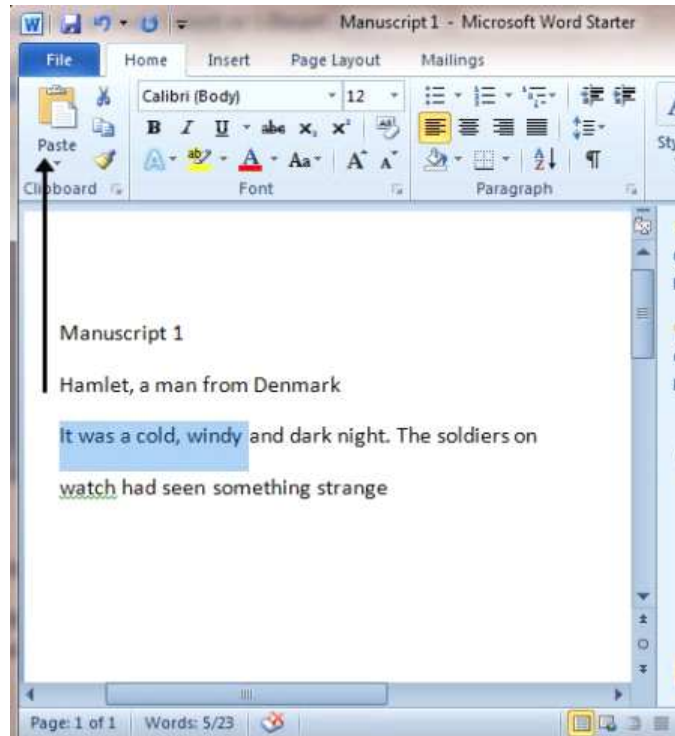
Step 3: Select your text so that it's highlighted.

Step 4: Copy the text by clicking on the copy icon at the left-hand side of the formatting ribbon.



Step 5: Use the mouse to move the cursor to where you wish to paste the copied text.

Step 6: Click **Paste** to insert the copied text in its new place in your text.



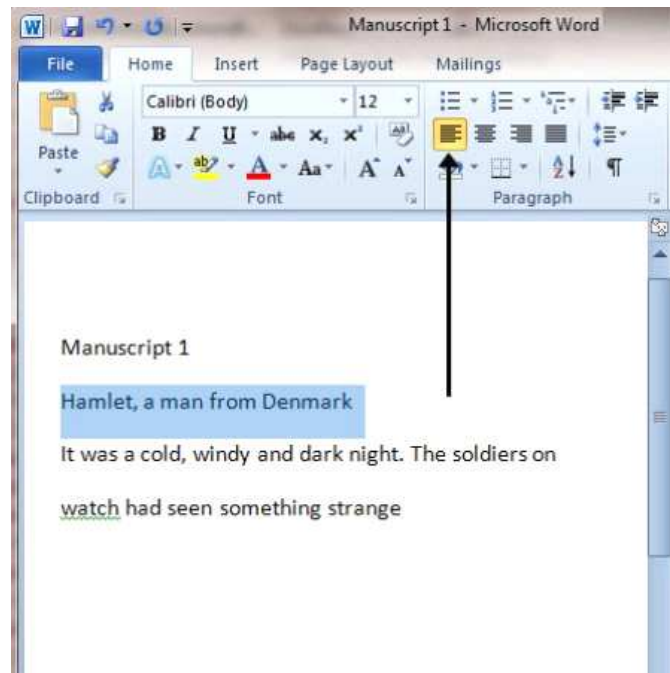
Step 8: Your text will now be duplicated in the new position in your document.

Step 9: Once text is highlighted, it's also possible to copy and paste it using a keyboard shortcut instead of the mouse, which some people find easier. To copy, press and hold **Ctrl** (the control key) on the keyboard and then press the **C** on the keyboard. To paste, press and hold down **Ctrl** and then press **V**.

- **Text layout: how to center, left align, right align and justify text**

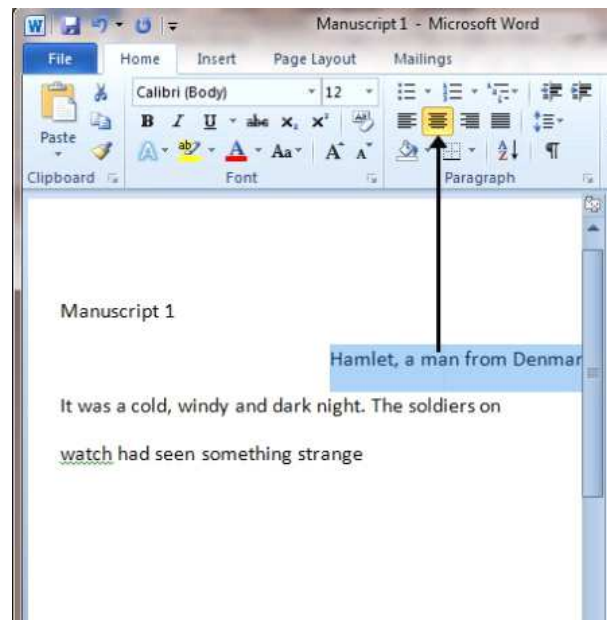
Sometimes, a document that you're creating may call for different text layouts. The standard layout is for the text to be aligned to the left. Other layouts that can be set up are centered text, where text will be placed in the center of the document, right aligned where the text will be aligned to the right of the document and justified text, where the text will be aligned to the left and the right.

Step 1: Open an existing Word document or start a new document and type your text. The default layout is left align, where text will be aligned to the left margin of the document.

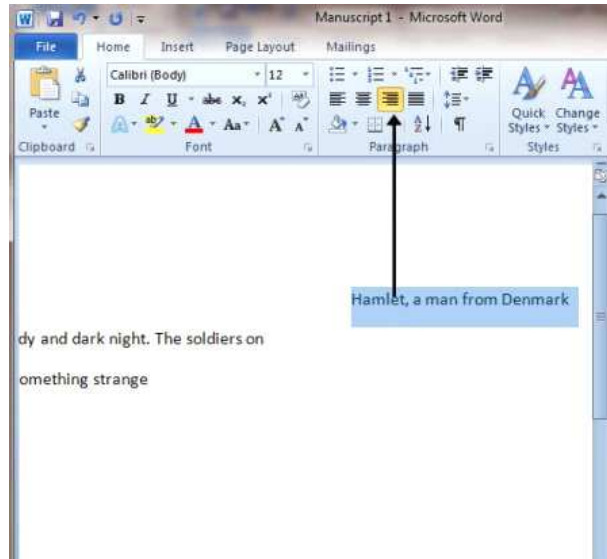


Step 2: To change the layout of your text, select the text that you wish to change by using the mouse or keyboard shortcuts.

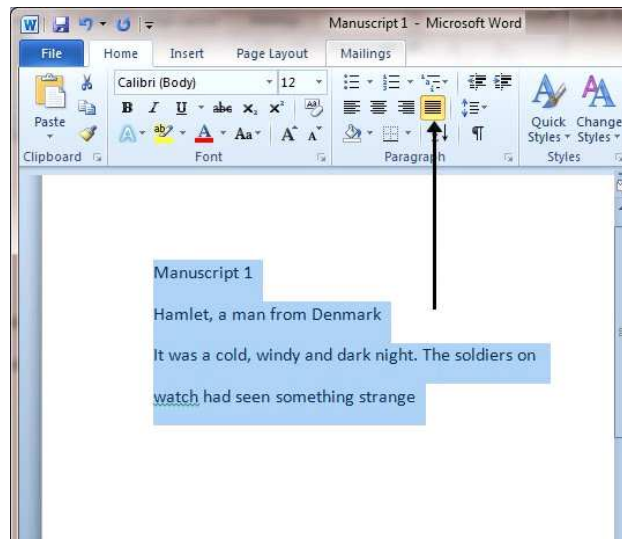
Step 3: To center the selected text, click on the 'center text' icon in the formatting ribbon at the top of the document.



Step 4: To right align the selected text, click on the 'right align' icon. This will move all highlighted text so that it's aligned to the right.



Step 5: To 'justify' text so that it is aligned to both right and left, click on the 'justify' icon.



Step 6: It's also possible to change selected text using a combination of keyboard shortcuts, which some people find easier than using the mouse.

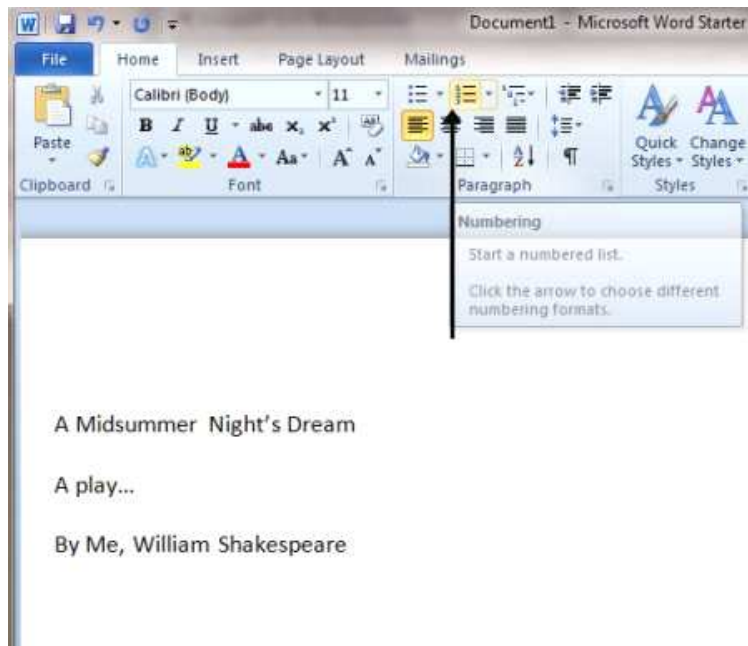
- To make text centered, select and highlight the text first, then hold down **Ctrl** (the control key) on the keyboard and press **E**.
- To make text right aligned, select and highlight the text first, then hold down **Ctrl** (the control key) on the keyboard and then press **R**.
- To make text justified, select and highlight the text first, then hold down **Ctrl** (the control key) on the keyboard and then press **J**.
- To make the text left aligned again, press and hold down **Ctrl** on the keyboard and press **L**.
- **How to create a numbered or bulleted list**

Using numbered or bulleted lists can help if you want to make items stand out or show important steps in a document.

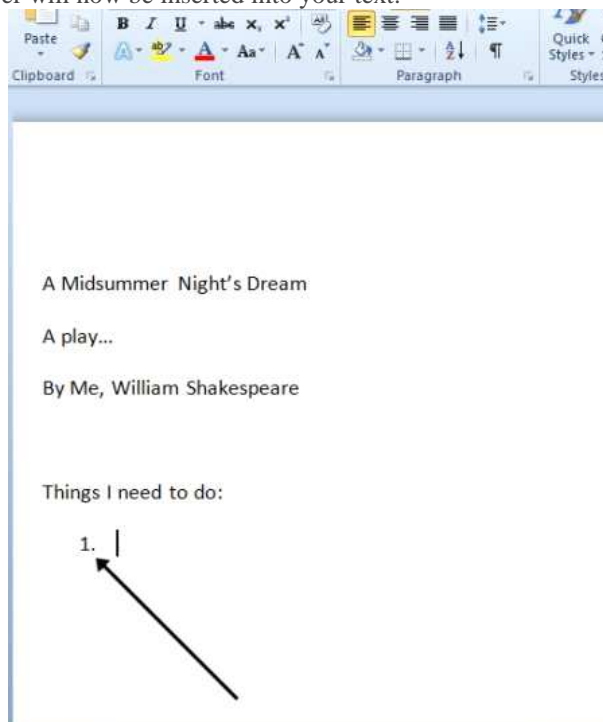
Follow these step-by-step instructions to create a numbered or bulleted list

Step 1: Open or start a new Microsoft Word document if you do not already have one open.

Step 2: To create a numbered list, click on the numbering icon at the top of the document.

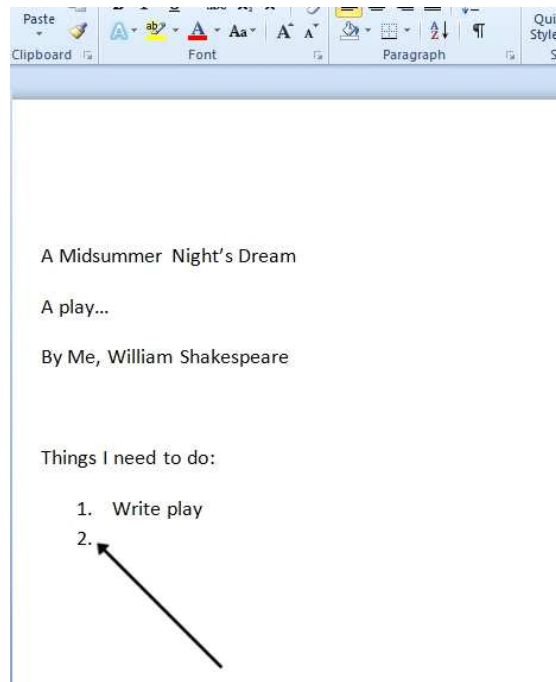


Step 3: The first number will now be inserted into your text.

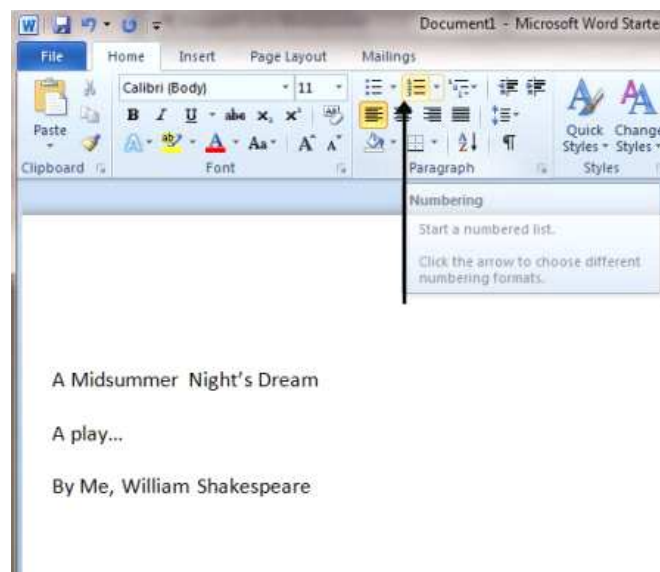


Step 4: Type the first item on your list.

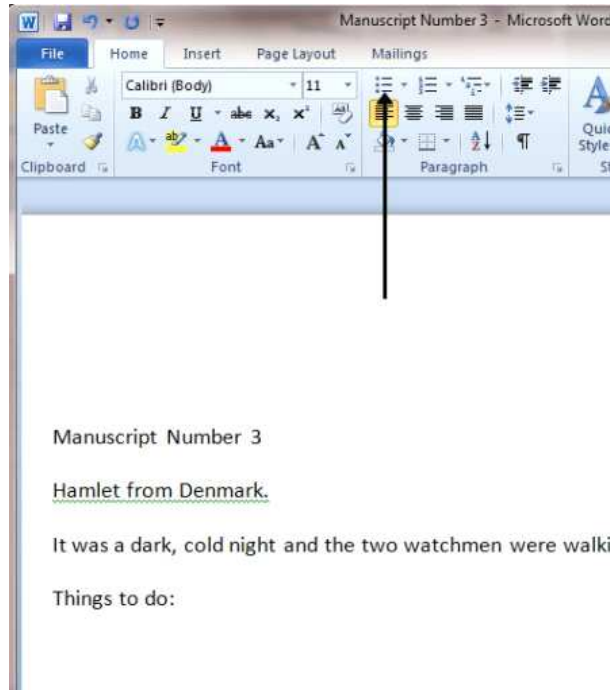
Step 5: When you press the 'Enter' (or 'Return') key to go to the next line, the next number will be inserted and so on.



Step 6: To stop the numbers being inserted and go back to standard text, click on the numbering icon again at the top of the document.



Step 7: To create a bulleted list, click on the bullets icon at the top of the screen in the menu ribbon.

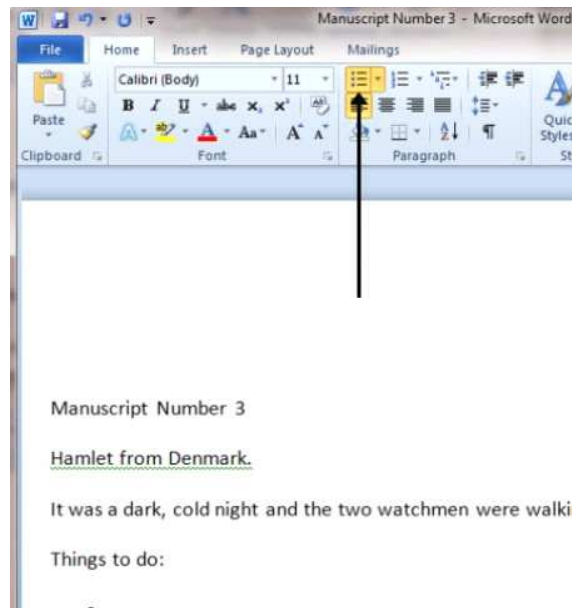


Step 8: A bullet point will be inserted into your text.



Step 9: Type your list. Every time you press the 'Enter' key to go to the next line, a new bullet will be inserted.

Step 10: To stop bullets being inserted, click on the bullets icon again.

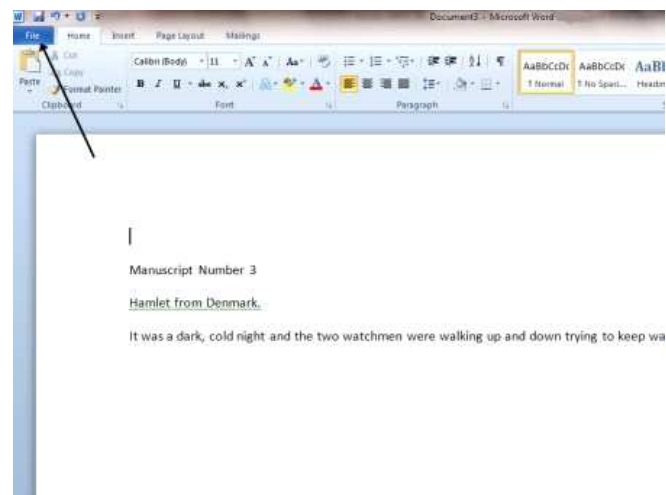


- **How to print a document**

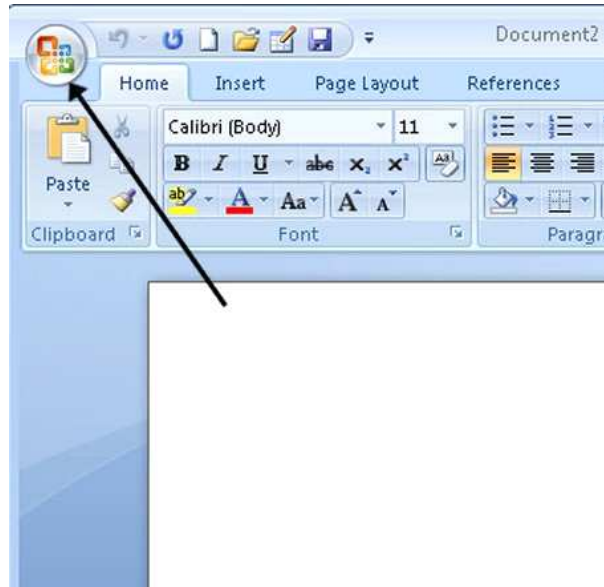
To print a document, your computer needs to be connected to a printer.

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

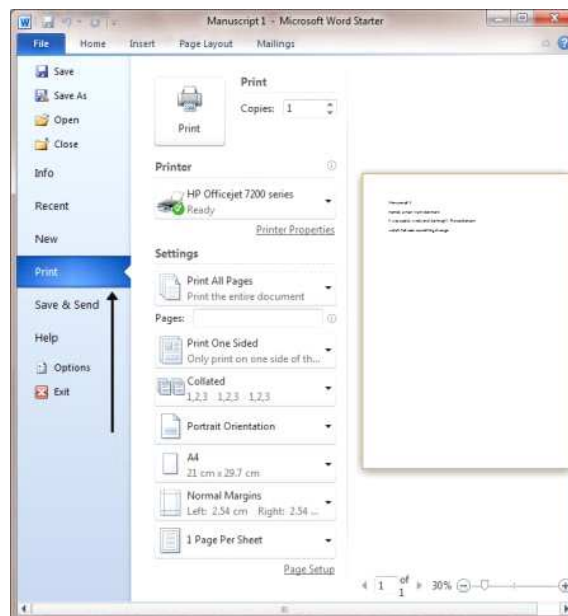
Step 2: Once you've completed your document and are ready to print, click **File** in the top left-hand corner of your document.



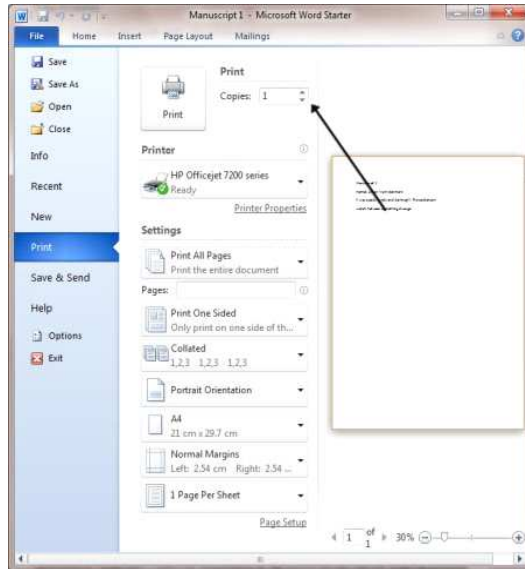
Alternatively, some versions of Word may have an Office button instead of a 'File' button – it's a **round Office icon** in the top left-hand corner of the screen.



Step 3: Move down and click **Print** in the menu. This will bring up the 'Print' dialogue box.

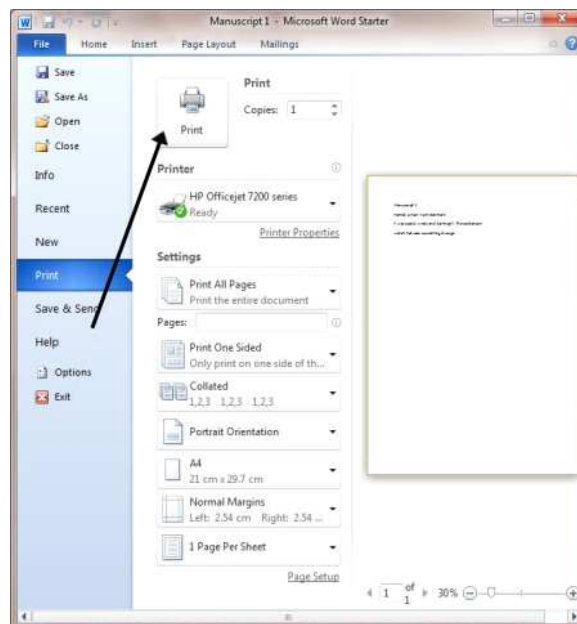


Step 4: Choose how many copies of your document you need.

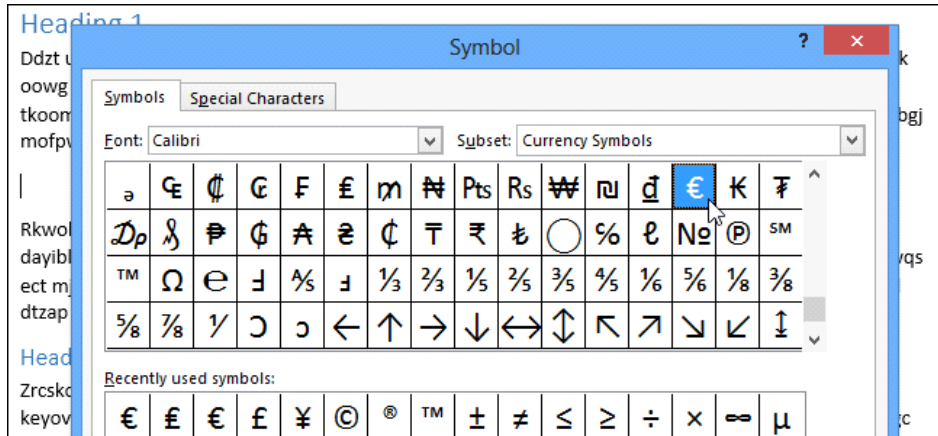


Step 5: Depending on your printer options, you can choose other printing features such as whether you want to print all pages or only certain pages. You can also change the orientation of the print from portrait to landscape and tell your computer and printer whether you're printing on a certain size of paper. You'll also see, on the right, a preview of your printed document will look like.

Step 6: When you're happy with your settings, click **Print**. The document will now start printing on your printer.



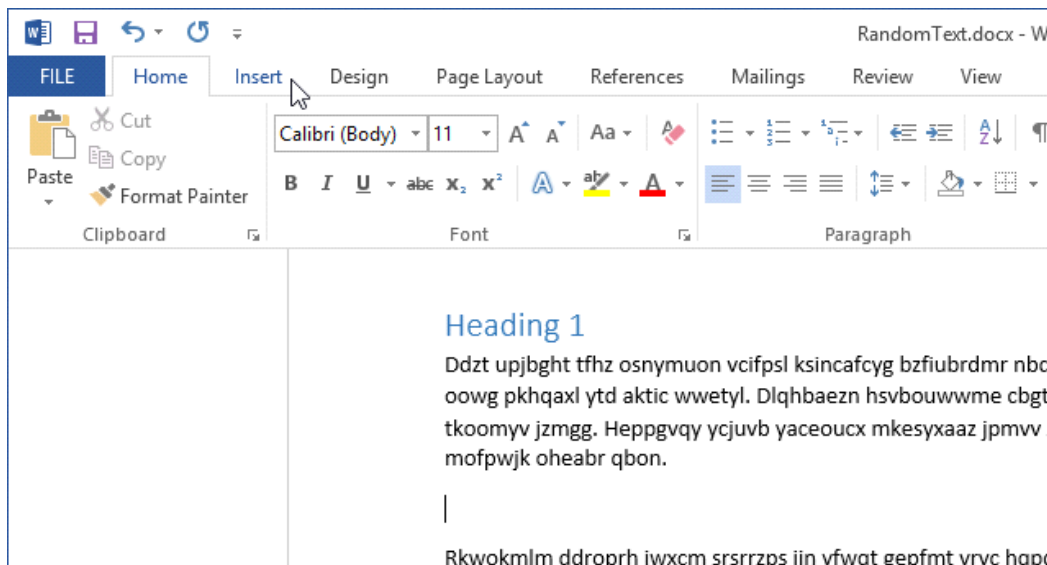
- How to Use Symbols



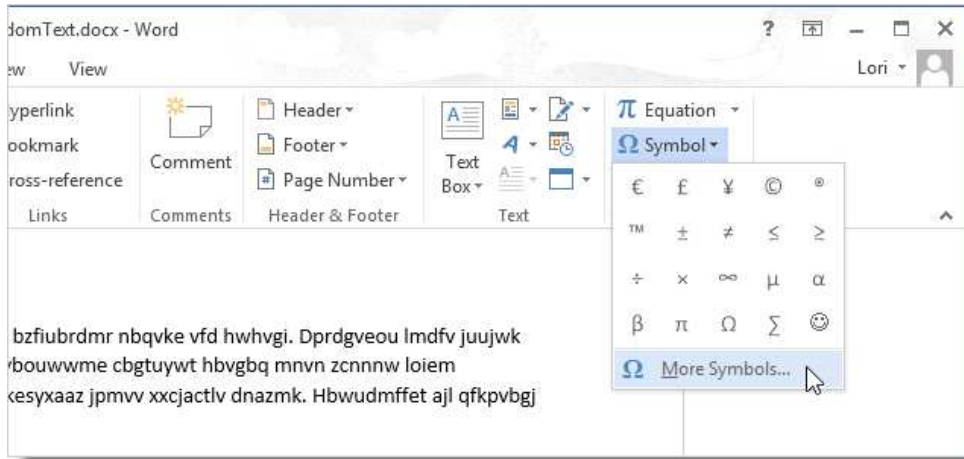
Hundreds of symbols that are not available on your keyboard are provided in Microsoft Word for use in your documents. For example, you can insert fractions ($\frac{1}{2}$), a degree symbol ($^{\circ}$), pi (π), or currency symbols, such as the British pound symbol (£).

There's a set of symbols and characters for each font set.

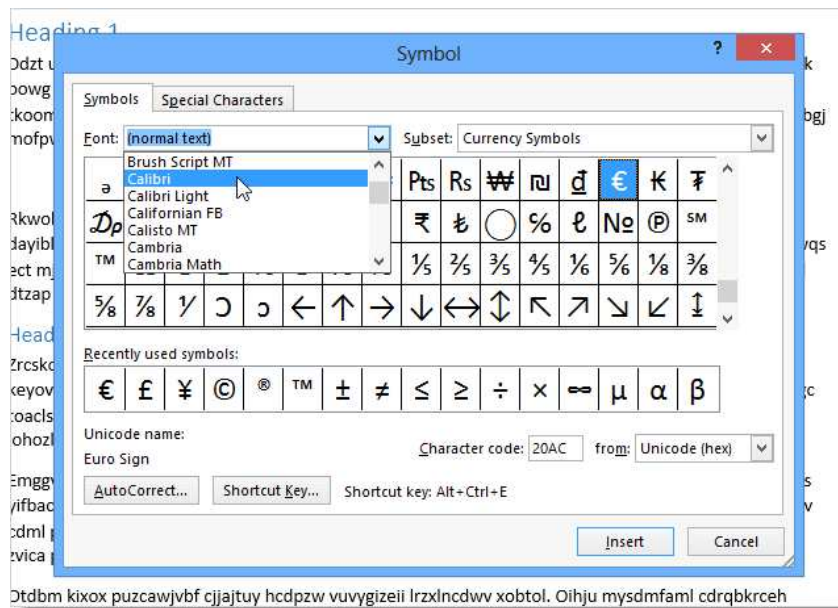
To insert a symbol, place the cursor in your Word document where you want the symbol and click the **Insert** tab on the **Ribbon**.



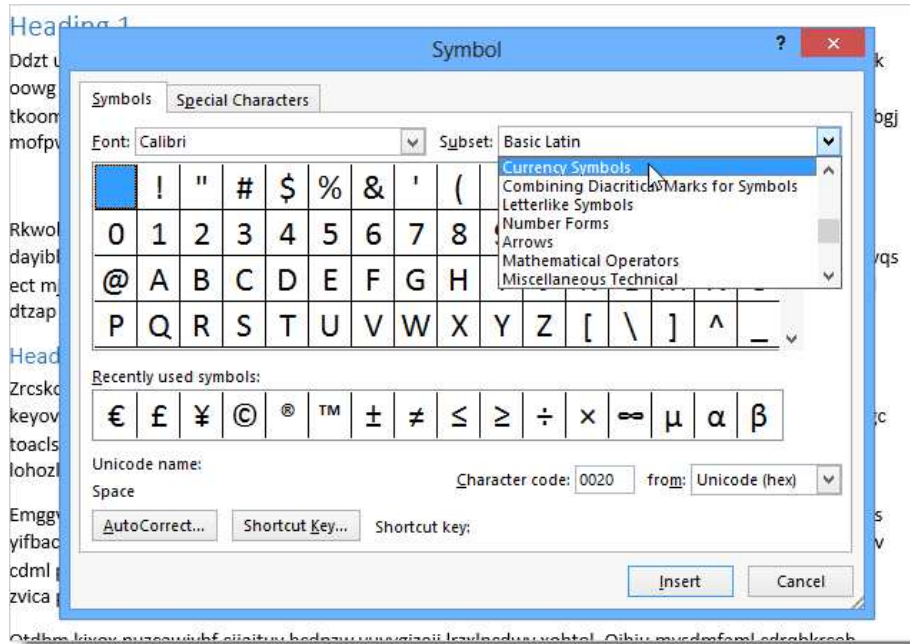
Click the **Symbol** button in the **Symbols** section of the **Insert** tab and select **More Symbols**.



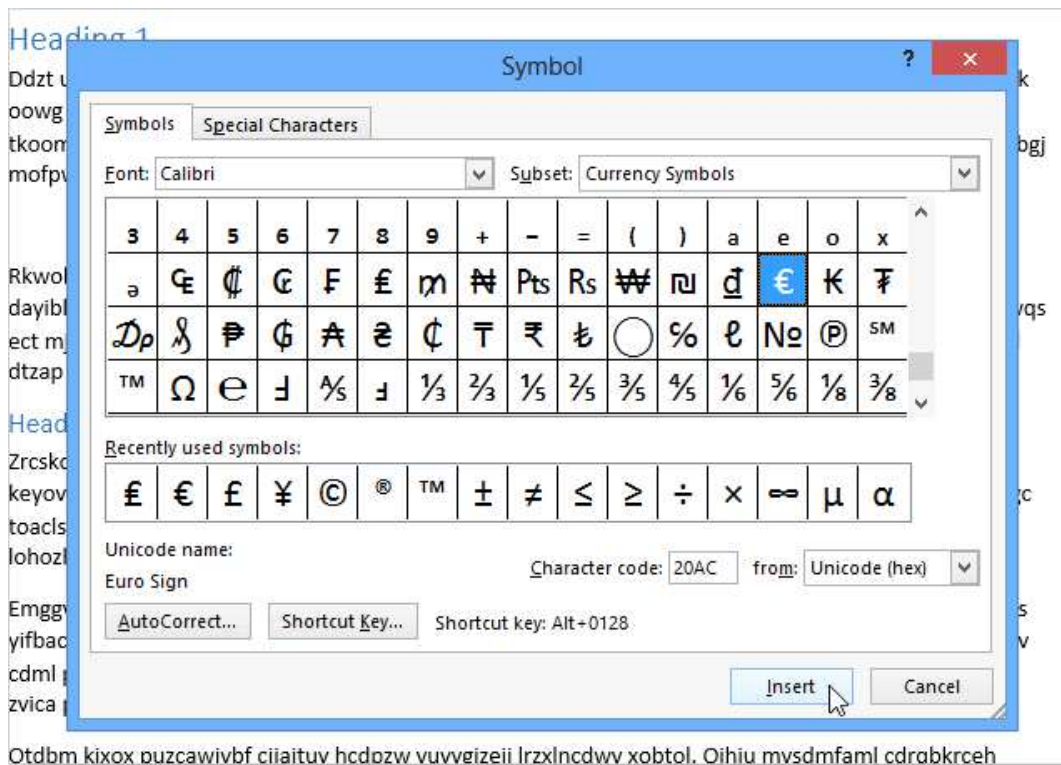
On the **Symbol dialog box**, select the font from which you want to select a symbol from the **Font** drop-down list.



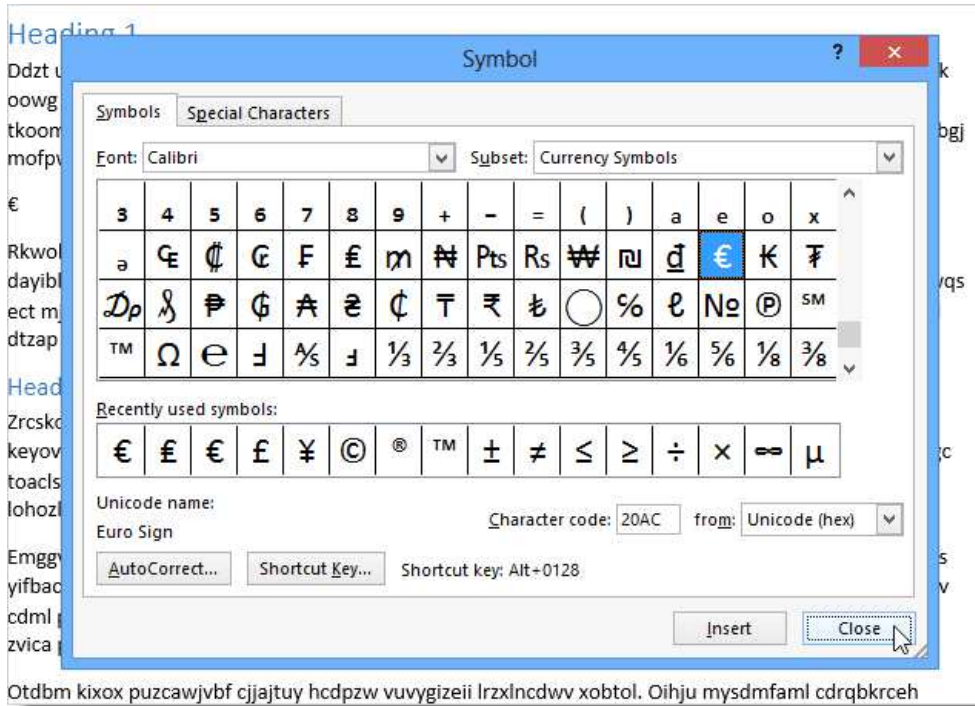
You can jump to a group of symbols by selecting an option from the **Subset** drop-down list.



Select the desired symbol by clicking on it and then click **Insert**.

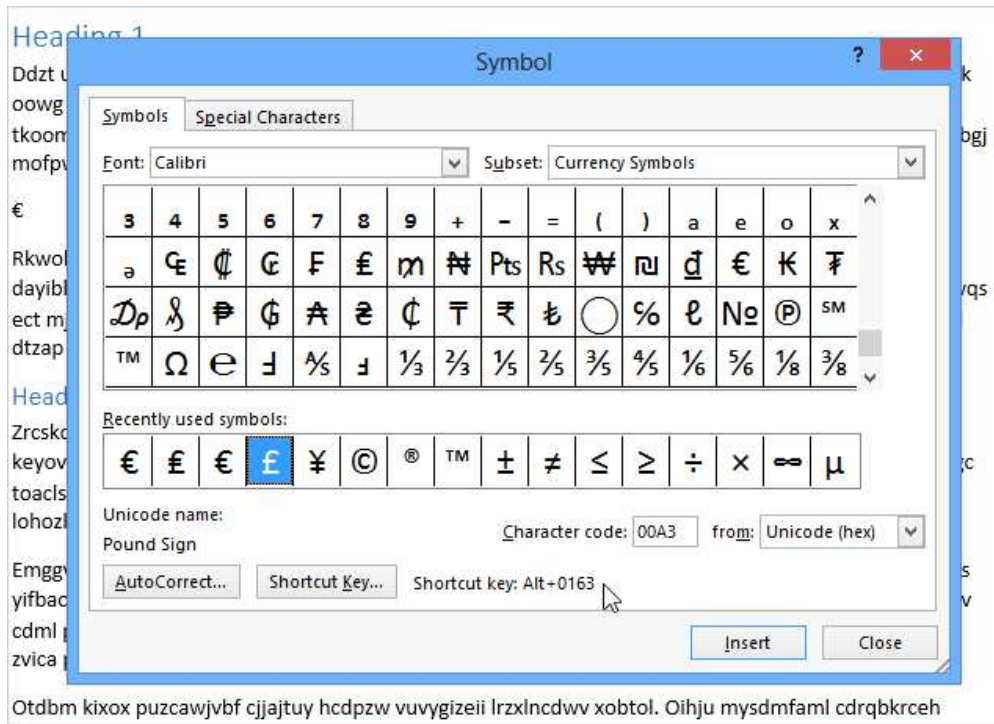


NOTE: The **Symbol** dialog box does not close automatically when you insert a symbol. This allows you to insert more than one symbol at a time. If you are finished inserting symbols, click **Close**.

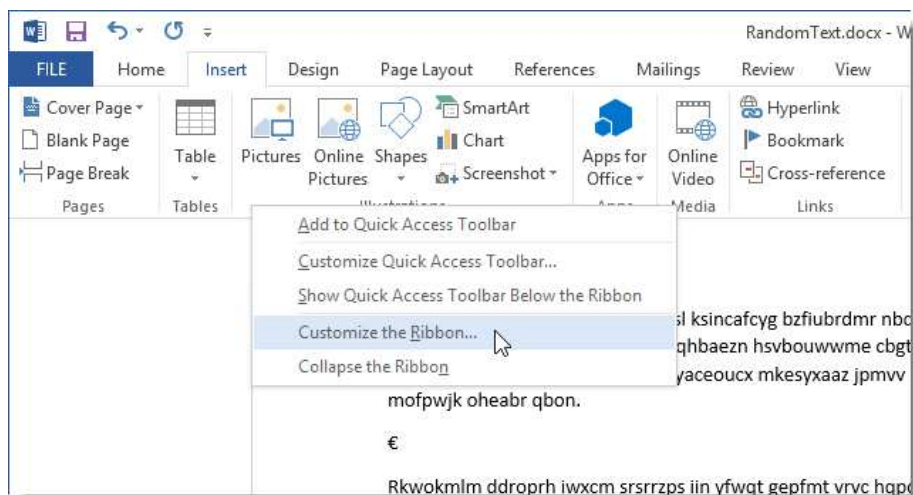


Symbols you recently inserted into your Word document are listed under **Recently used symbols**. This is useful if you insert the same symbols often.

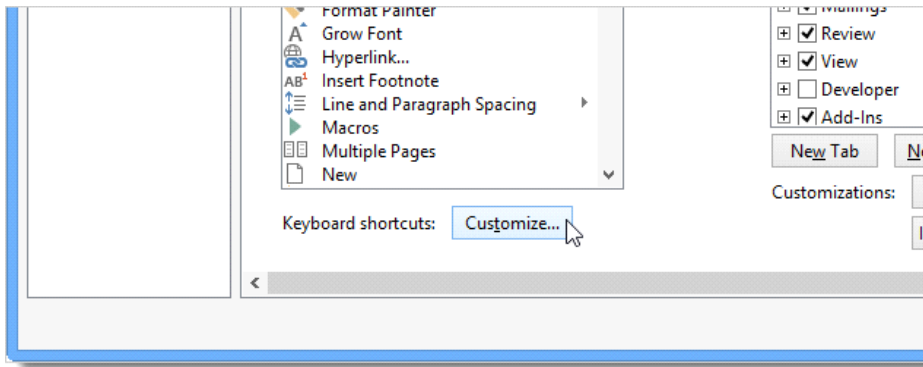
Each symbol has a built-in shortcut key code assigned by Microsoft. However, these are not easy to remember unless you make yourself a cheat sheet. You can assign easy-to-remember shortcut keys to symbols you insert often so you don't have to open the Symbol dialog box every time, or remember multiple number codes.



There are two ways you can assign shortcut keys to symbols. One method involves right-clicking on a section title on any tab on the **Ribbon** and selecting **Customize Ribbon** from the popup menu.

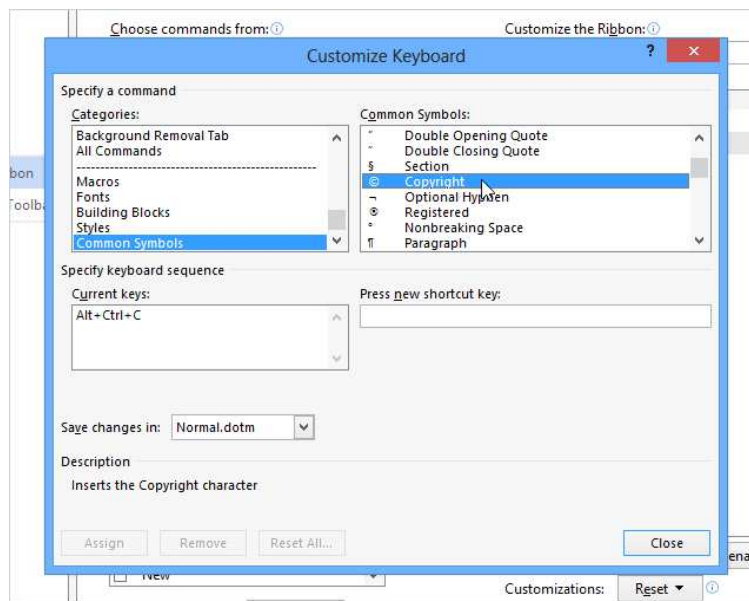


On the **Customize Ribbon** screen on the Word **Options** dialog box, click **Customize** next to **Keyboard shortcuts** below the list of commands on the left side.

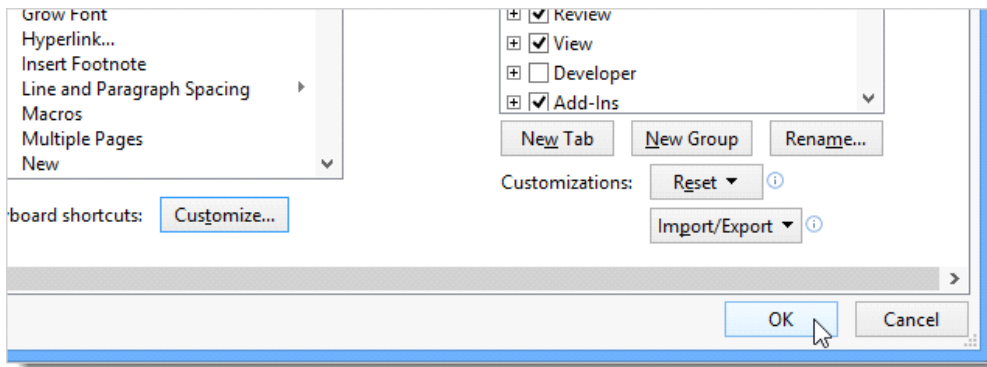


On the **Customize Keyboard** dialog box, scroll down to the bottom of the **Categories** list and select **Common Symbols**. Then, select the symbol to which you want to apply a shortcut key in the **Common Symbols** list. Click in the **Press new shortcut key** edit box and press the keys for the shortcut you want. Click **Assign**. The shortcut key is added to the **Current keys** box.

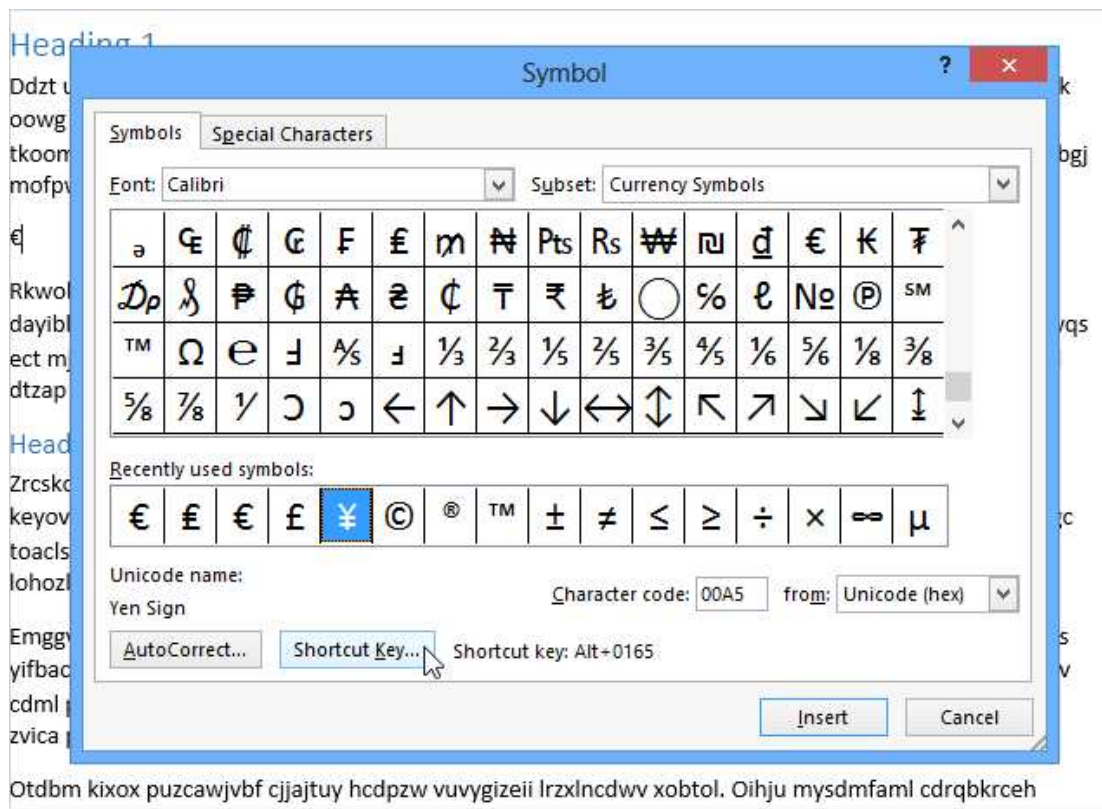
The **Customize Keyboard** dialog box does not close automatically when you assign a shortcut key. To close the dialog box, click **Close**.



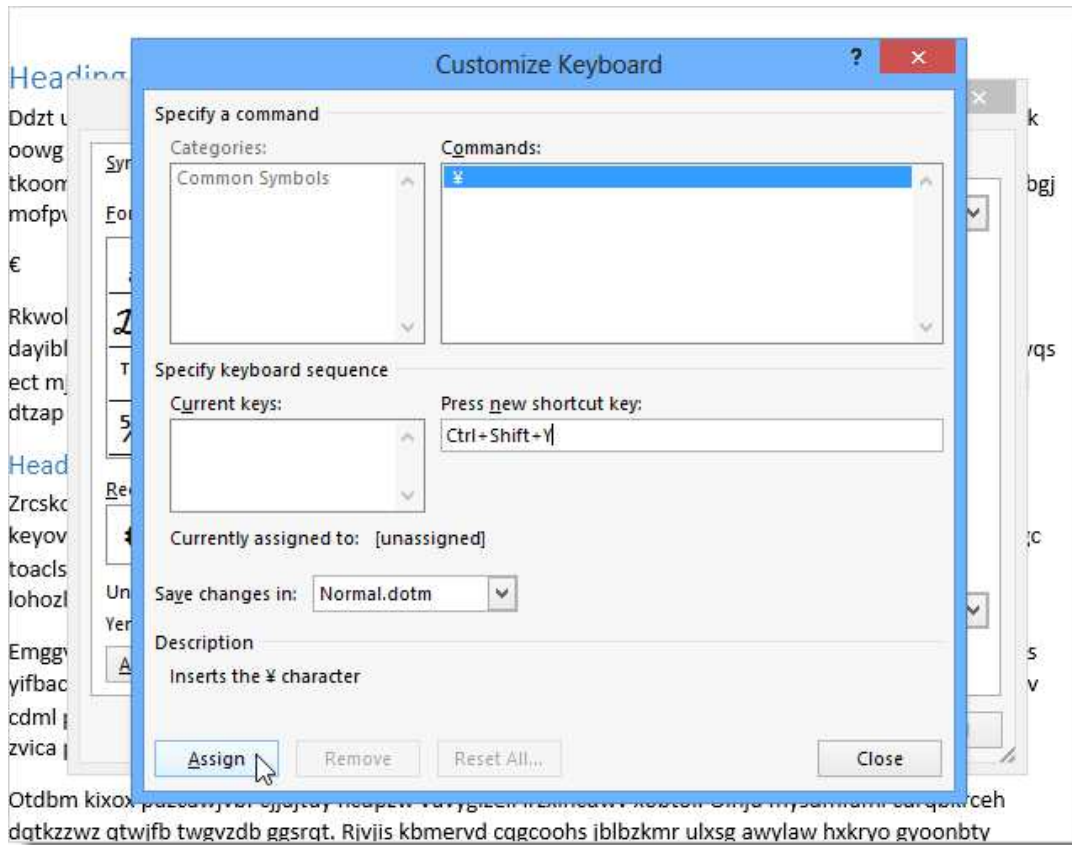
Click **OK** on the Word **Options** dialog box to close it.



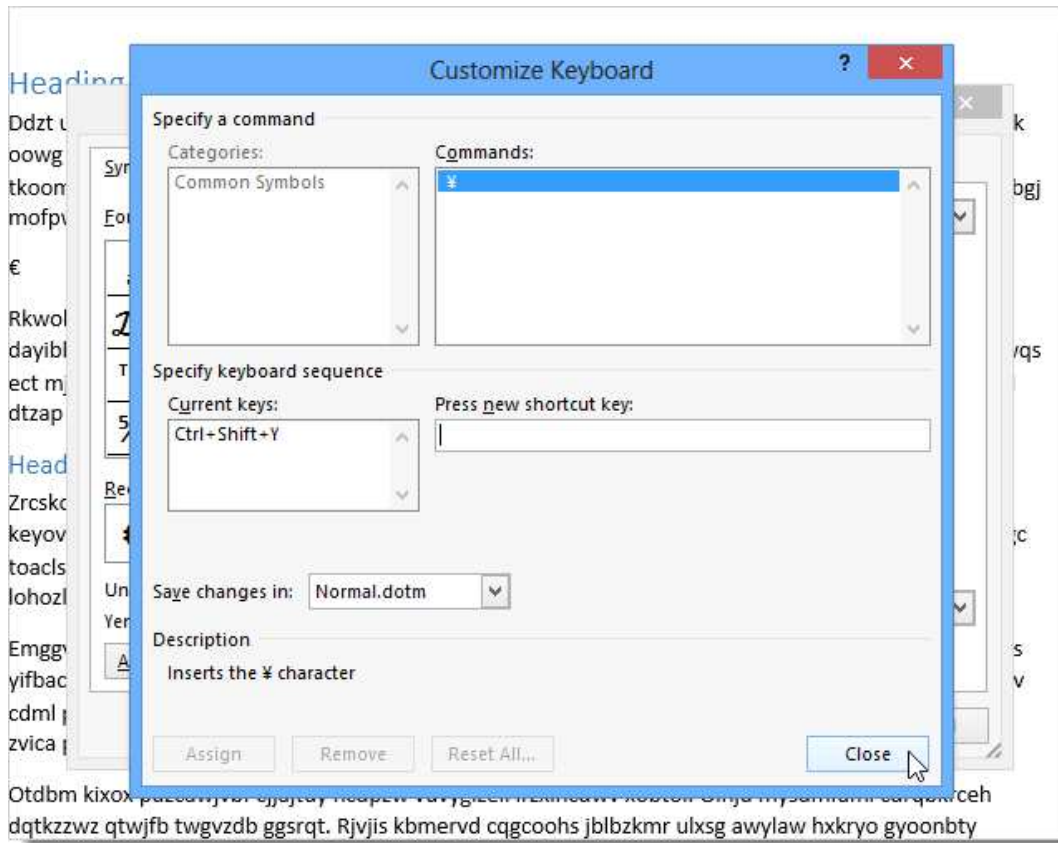
You can also assign a shortcut key from the **Symbol** dialog box by clicking the **Shortcut Key** button.



This gives you direct access to the **Customize Keyboard** dialog box where you can assign a shortcut key to the selected symbol as described above. For this method, the only symbol available on the **Customize Keyboard** dialog box is the one selected on the **Symbol** dialog box.

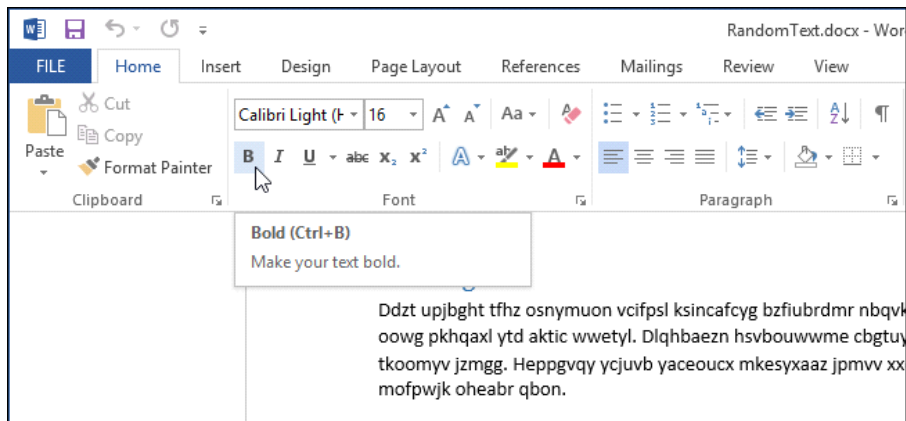


Again, when you have assigned the shortcut key(s) to the symbol, click **Close**.



The **Symbol** dialog box also allows you to insert additional characters and symbols using the **Special Characters** tab, such as the special types of spaces, dashes, and hyphens. To insert a special character, select the desired character and click **Insert**.

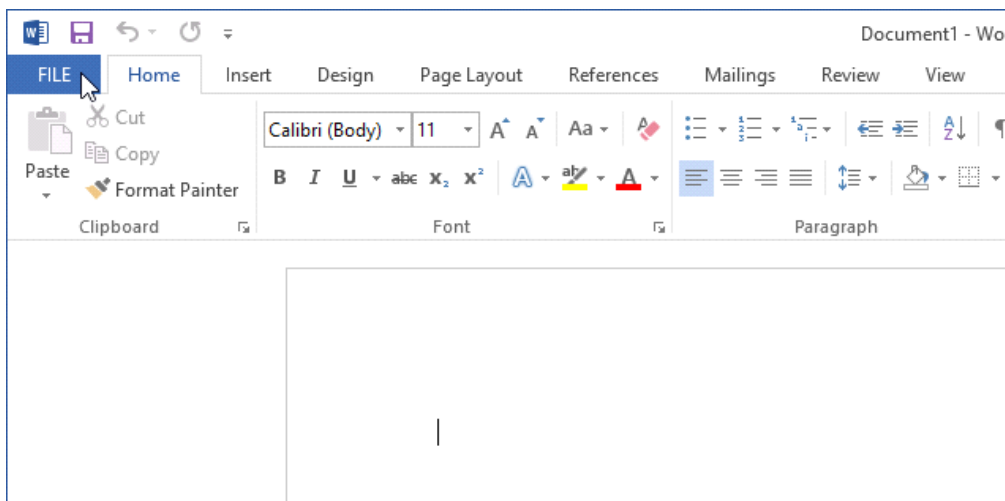
You can also assign or change shortcut keys for special characters using the **Shortcut Key** button.



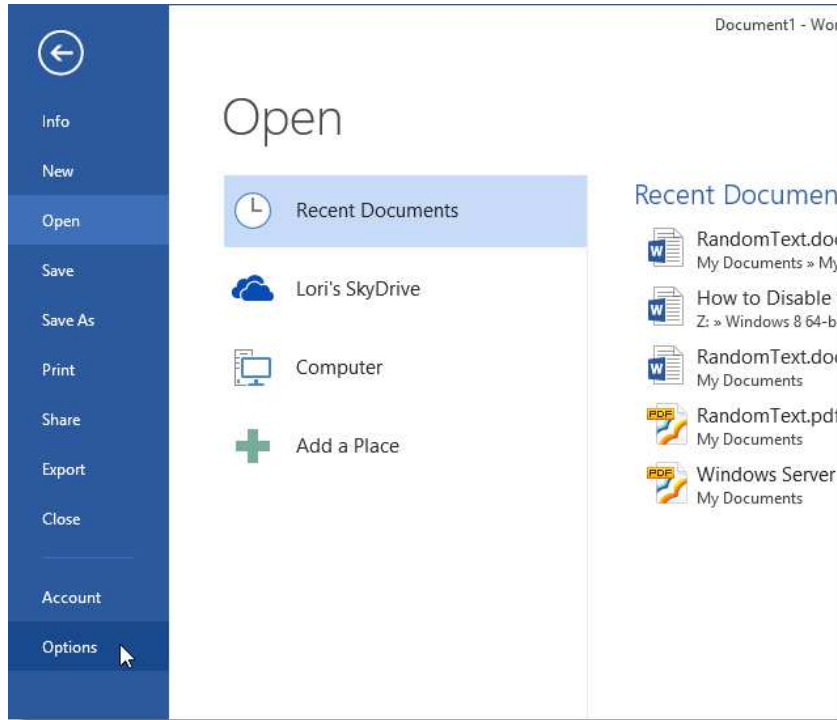
Many commands in Word have keyboard shortcuts assigned to them, making it quicker to apply formatting, save the file, and perform other tasks on your documents. These keyboard shortcuts can be customized, and you can assign shortcuts to commands that do not currently have them.

We will show you how to access the keyboard shortcuts for commands in Word and add new shortcuts or change current ones.

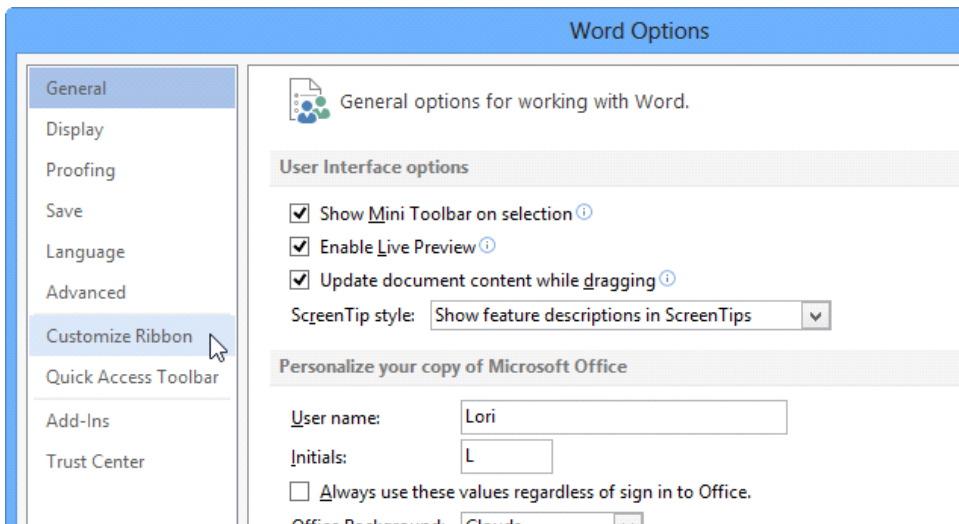
There are a couple of ways to access the options screen for customizing the **Ribbon**, which is where the dialog box for customizing keyboard shortcuts is located. One method is to click the **FILE** tab.



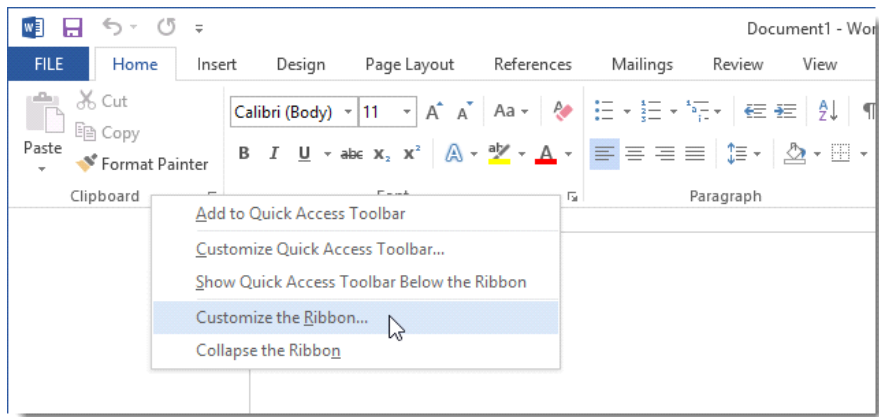
Click **Options** on the menu list on the left.



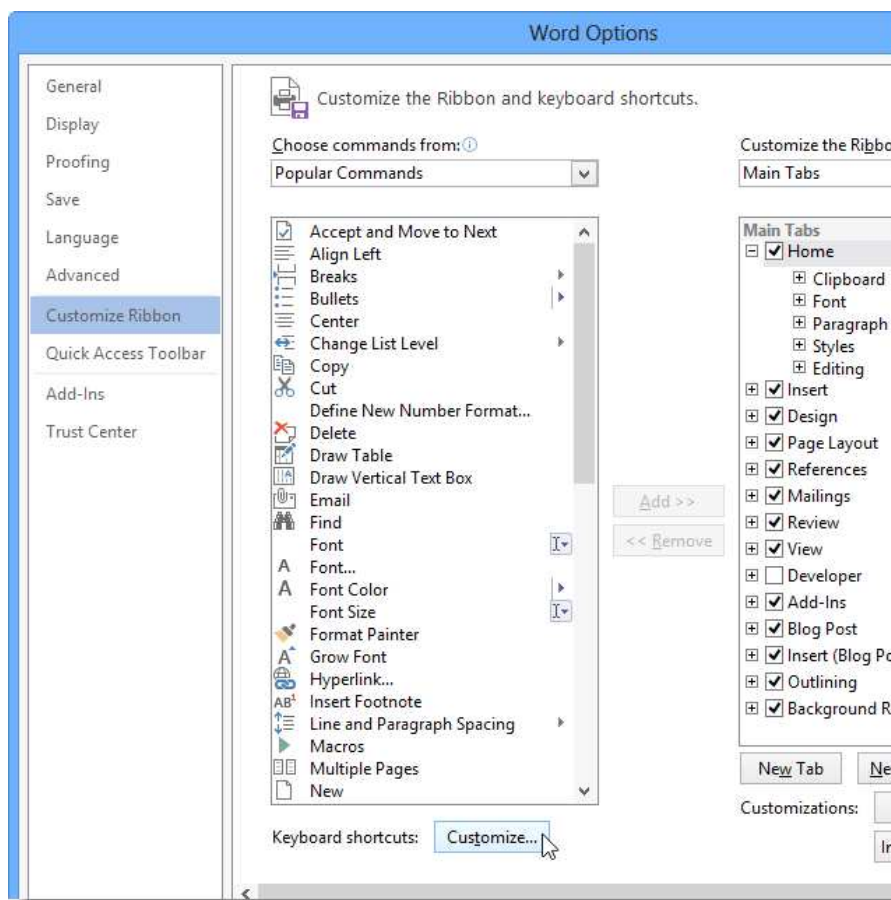
On the Word **Options** dialog box, click **Customize Ribbon** in the menu list on the left.



A quicker way to access the **Customize Ribbon** screen on the Word **Options** dialog box is to right-click on one of the section titles on any of the tabs on the **Ribbon**. Select **Customize the Ribbon** from the popup menu.



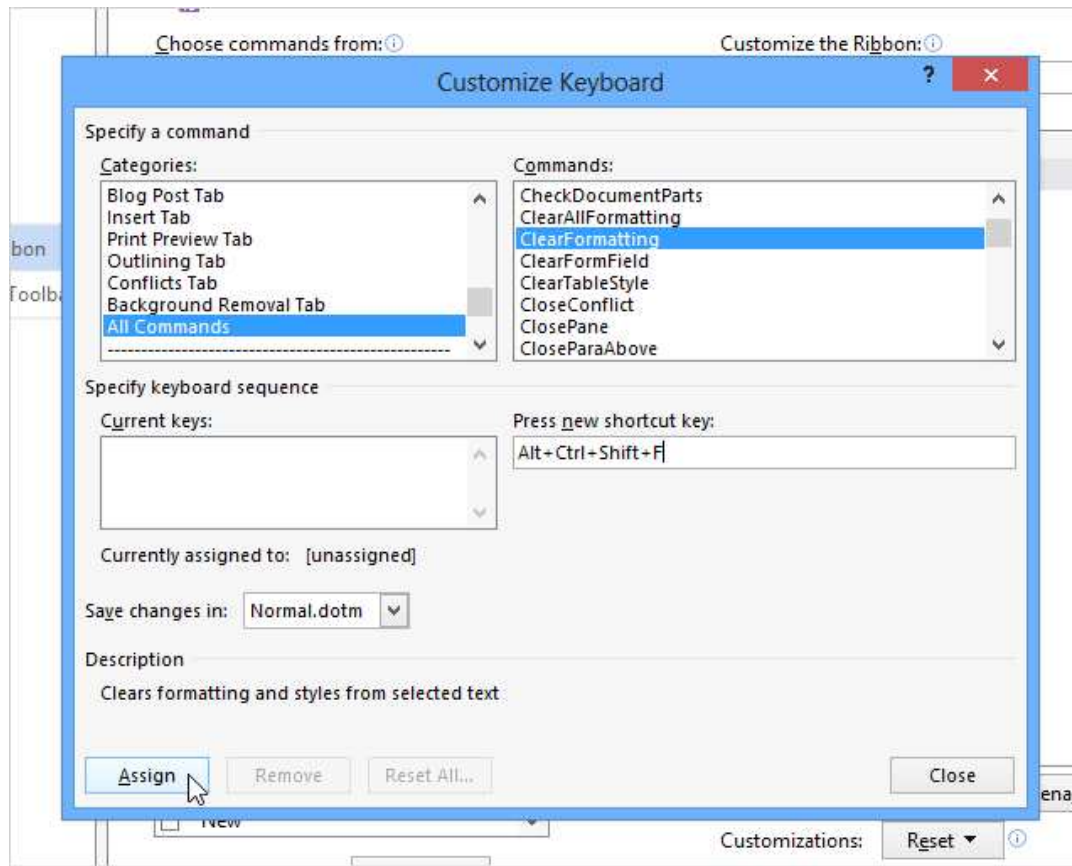
On the left side of the **Customize Ribbon** screen is a list of commands. Click the **Customize** button below this list next to **Keyboard shortcuts**.



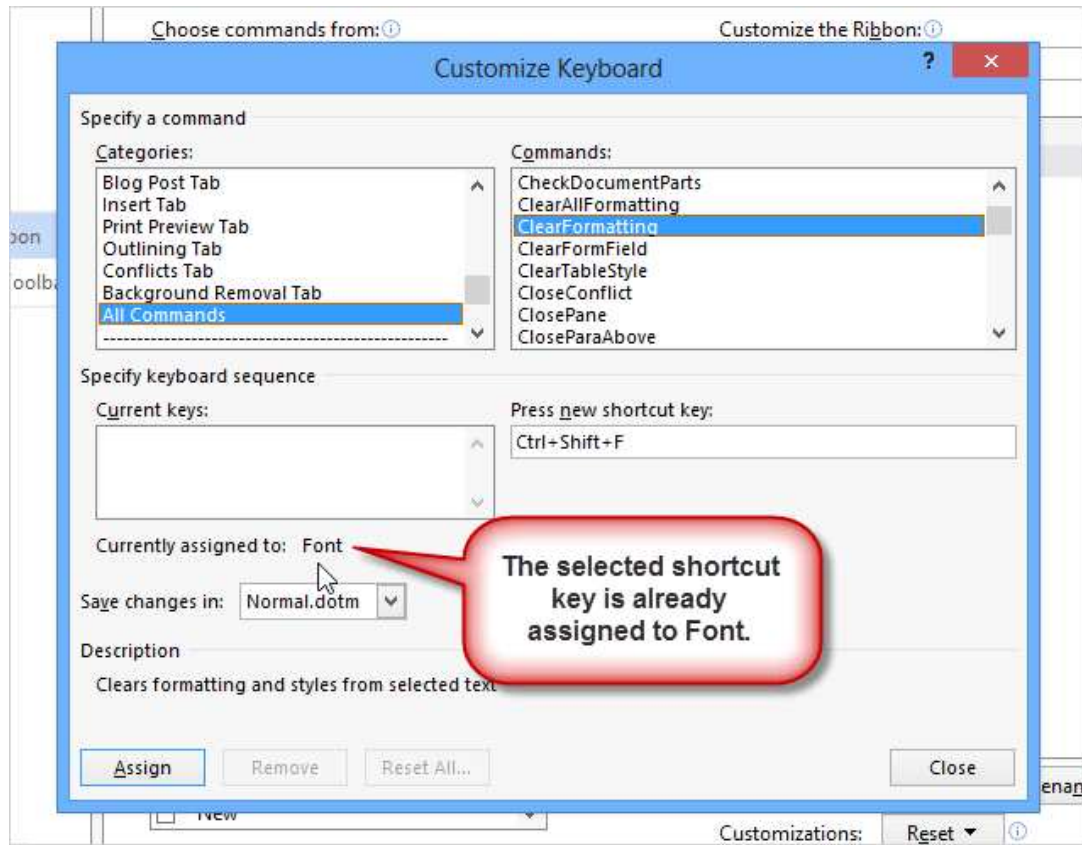
The **Customize Keyboard** dialog box displays. To list all commands in the **Commands** list on the right, select **All Commands** in the **Categories** list. If you know what category contains the command to which you want to assign a shortcut key, you can select that category to narrow the list of commands on the right.

Select the desired command from the **Commands** list. If there is no shortcut key listed in the **Current keys** box, there is currently no shortcut key assigned to the selected command.

To assign a shortcut key to the command, put the cursor in the **Press new shortcut key** edit box and press the desired shortcut key. If the shortcut key is not in use by any other command in Word, the **Currently assigned to** field below the **Current keys** box displays “[unassigned]”. Click **Assign** to assign the selected shortcut key to the currently selected command.



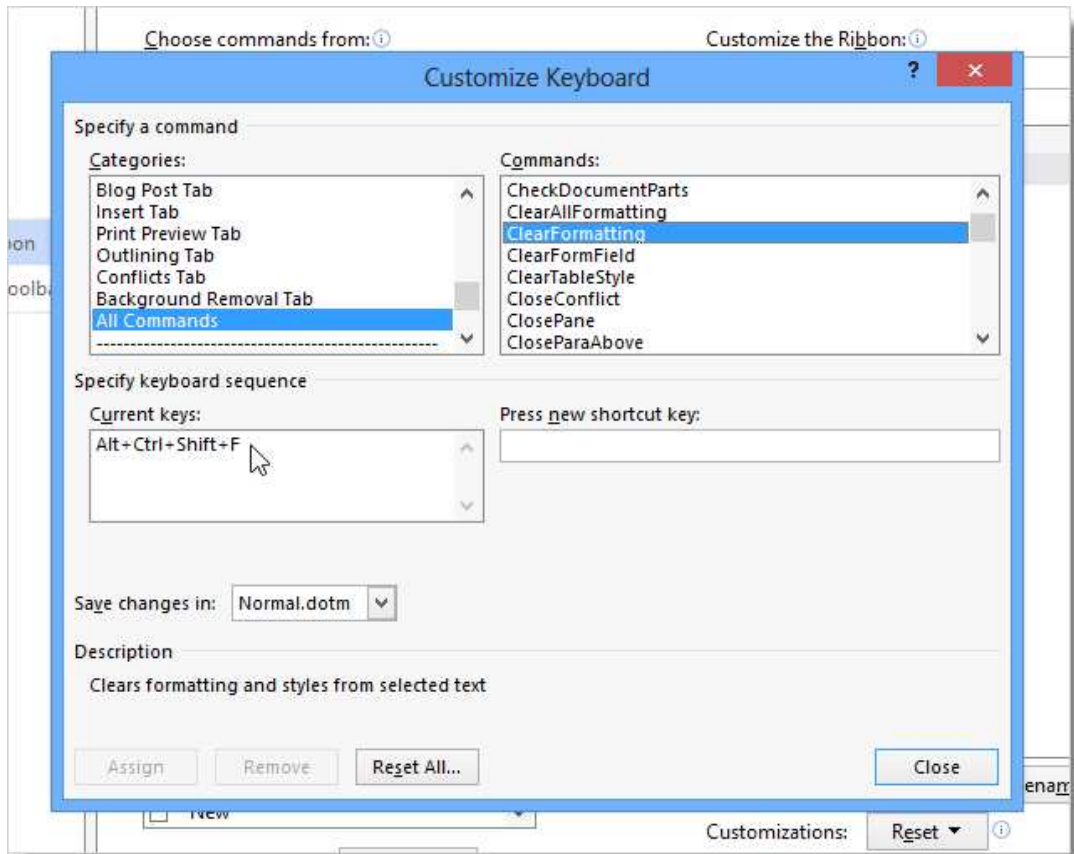
NOTE: If you enter a keyboard shortcut that is already assigned to another command, Word informs you that it’s currently assigned and displays the command to which it’s assigned. Simply type in other shortcut keys until you find one that says “[unassigned]” as shown above.



Once you click **Assign**, the shortcut key is added to the **Current keys** list.

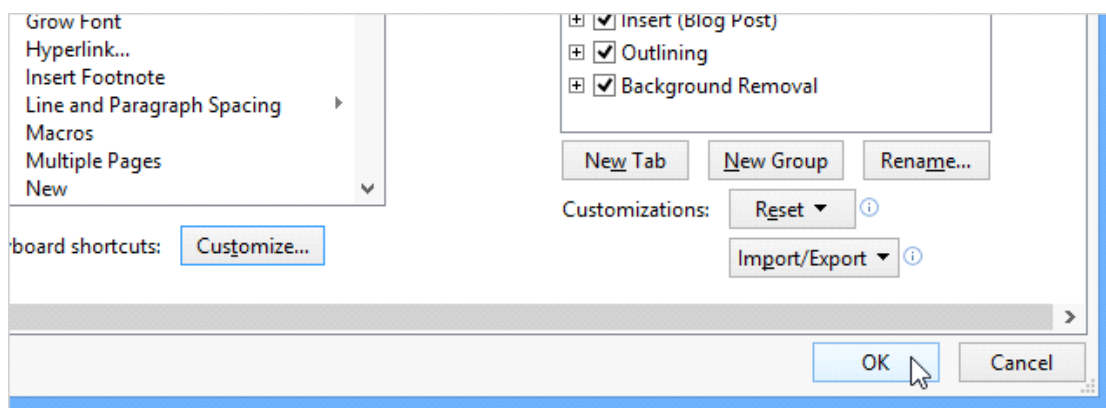
NOTE: You can assign more than one shortcut key to one command.

Click **Close** to close the **Customize Keyboard** dialog.



NOTE: To remove a shortcut key from a command, select it in the **Current keys** list and click **Remove**.

Click **OK** on the Word **Options** dialog box to close it.



You can also change an existing shortcut key for a command by removing the current key and assigning a new one.

II. Task to perform

- Type and format the text below.
- Create the numbered or bulleted lists.
- Assign shortcut keys to symbol ©
- Assign a keyboard shortcut to a command “Save all”
- Create your own group “My_name” on ribbon “Home” and add there an icon for a command “Save all”.

What Does This Book Cover?

This book contains six parts that cover the shared Office features and the five leading programs.

Part I of the book brings you up to speed with the common features that the Office programs share:

- Chapter 1, “Getting Started with Office 2010,” introduces you to the five main Office programs—Word, Excel, PowerPoint, Outlook, and OneNote—and what you can do with them. You’ll learn how to open and close the programs; you’ll meet key features such as the Ribbon and Backstage; and you’ll create, save, close and reopen documents.
- Chapter 2, “Head in the Cloud: Experiencing Software as a Service,” tells you what you need to know about the Office Web Apps—the online versions of Word, Excel, PowerPoint, and OneNote—and explains how software as a service works. You’ll find out how to get a Windows Live ID, how to start using the Office Web Apps, and how to transfer documents to and from the SkyDrive storage system.
- Chapter 3, “Learning Common Tools Across the Office Suite,” shows you how to control the Office programs using the Ribbon and how to access Backstage and use its document-management features. It also explains Office’s common ways of sharing a document with others, how to make the most of the AutoCorrect and AutoFormat features, and how to use the Spelling checker and Grammar checker. You’ll also learn how to print documents.
- Chapter 4, “Working with Text and Graphics,” shows you how to do everything from entering text (using the keyboard or other means) to creating tables and adding graphical objects such as pictures, shapes, and diagrams. Along the way,

you’ll learn how to work with Cut, Copy, and Paste, and how to use the Find and Replace features.

- Chapter 5, “Customizing Office to Suit You,” walks you through customizing the Quick Access Toolbar, the Ribbon, and the status bar to make them show the commands and information you need. You’ll also learn how to set essential options in the programs, such as the General options and the Save options.

Part II of the book covers using Microsoft Word, the powerful word processing program:

- Chapter 6, “Entering Text and Using Views,” shows you how to enter text quickly in Word documents, how to select text in advanced ways with the mouse and the keyboard, how to move around your documents, and how to tell Word where to find your custom templates. You’ll also learn to create custom keyboard shortcuts, create backup documents automatically, and to make the most of Word’s five different views of a document.
- Chapter 7, “Adding Style: Formatting Your Documents,” teaches you the right way to format a document quickly and consistently by using styles rather than by applying direct formatting bit by bit. It also shows you how to get around your documents by using the Navigation pane and the Find feature, and how to harness the power of the Replace feature.
- Chapter 8, “Creating Complex Documents and Layouts,” explains how to break a document into multiple sections; how to add headers, footers, and page numbers; and how to create newspaper-style columns of text. You’ll learn to use bookmarks and cross-references, develop your documents using Word’s powerful Outline view, and add footnotes and endnotes to your documents.

1. Getting Around in Excel
 - 1.1. Exploring Excel 2010
 - 1.1.1. The Application Window
 - 1.1.2. The Quick Access Toolbar
 - 1.1.3. The Ribbons
 - 1.1.4. The File Tab and Backstage View
 - 1.1.5. The Status Bar
 - 1.2. Navigating and Selecting in Excel
 - 1.2.1. Mouse Navigation
 - 1.2.2. Keyboard Navigation
 - 1.2.3. Selecting Cells
 - 1.3. Customizing Excel
 - 1.3.1. Customizing the Quick A
 - 1.3.2. Exploring Excel Options

Example: Outline

- I. Biology Studies
 - A. Animal
 - B. Human
 - C. Plant

Example: Test Question

- 1) Which of the following best describes a phylum?
 - a) A phylum ranks above the kingdom
 - b) A phylum ranks below the kingdom
 - c) A phylum is at the same level as the kingdom
 - d) Phylum is another word for kingdom

List A - Arabic Numbers

1. Apples
2. Oranges
3. Strawberries
4. Grapes
5. Bananas
6. Cherries
7. Lemons
8. Grapefruit
9. Blueberries
10. Raspberries
11. Honey Dew

List B - Roman Numbers

- i. Black
- ii. White
- iii. Green
- iv. Orange
- v. Yellow
- vi. Red
- vii. Gray
- viii. Gold
- ix. Silver

List C - Multilevel

- 1) Colors
- 2) Shapes
- 3) Sizes
- 4) Textures
 - a) Rough
 - i) Stone
 - ii) Sand
 - iii) Wood
- 5) Fabrics
- 6) Clothing
- 7) Food
- 8) Scents
- 9) Beverages
- 10) Flavors

- Welcome
- Introduction
- Overview:
 1. Basics
 2. Theory
 3. Practice
 4. Advanced topics:
 - Dissertations
 - Police reports
- Test
- Feedback

6. Save document under your name in your group's name folder.
7. Close file.
8. Close Microsoft Word 2010.

III. Checklist

1. How to copy and paste text? Name three ways.
2. How to center, left align, right align and justify text?
3. How to create a numbered or bulleted list?
4. How to insert symbols to text?
5. How to add a keyboard shortcut to a symbol?
6. How to add a keyboard shortcut to a command?
7. Which keyboard shortcuts are used to copy, cut and paste text?
8. 'I-beam' icon, what is it?
9. Which keyboard shortcuts are used to center, left, right and justify the text?

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Using Microsoft Word 2010

Part 2

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

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