



Microsoft Word Help Sheet

File Button: The file button is back, replacing the Microsoft Office Button from Office 2007. The file button allows you to create new documents, open existing documents, print documents and a few new options.

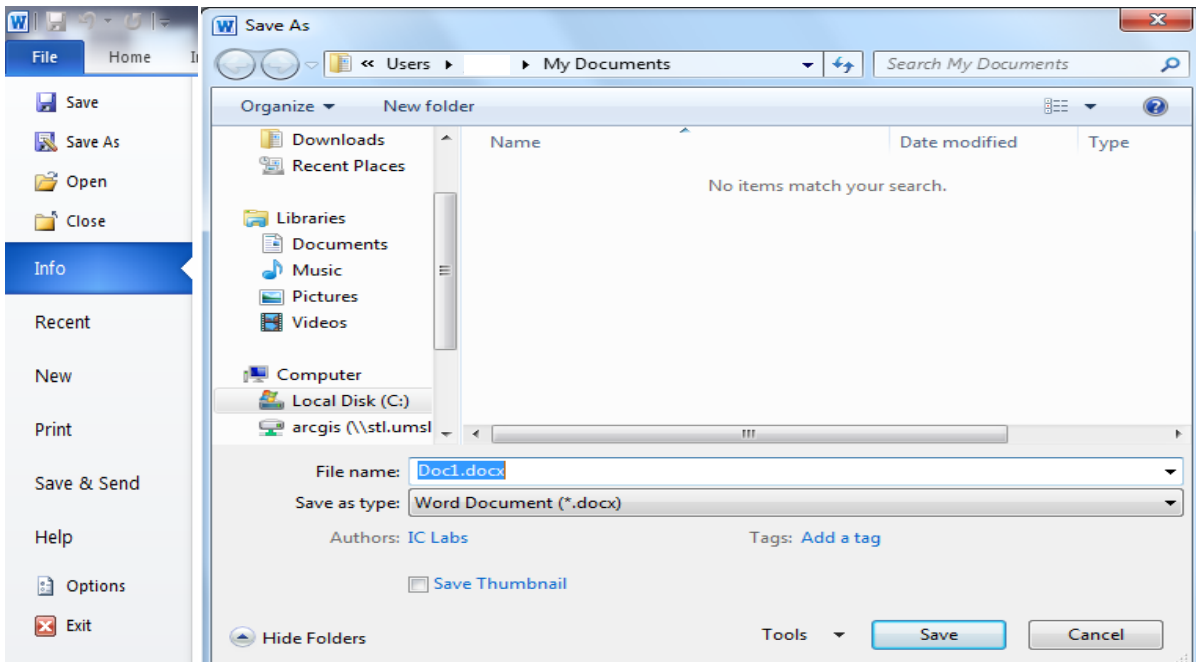
The image shows the File menu in Microsoft Word with the following callouts:

- Save**: See next page
- Save As**: Save As if you want to change the document from Office 10 format (.docx) to Office 03 Format (.doc)
- Open**: Open an existing Word document
- Close**: Closes current Word document
- Info**: General information about current Word document
- Recent**: Shows recently opened Word documents
- New**: Creates a new Word document
- Print**: Prints current Word document
- Save & Send**: Save options that enable the user to save the current document online with others (See page 4)
- Options**
- Exit**

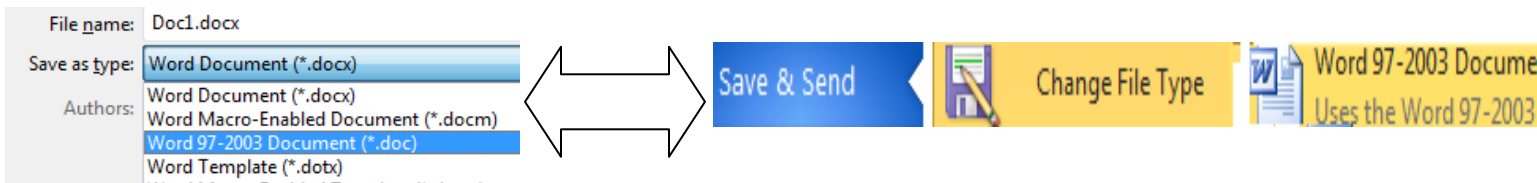


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Saving: When saving a document click then Microsoft Office Button then select save or save as



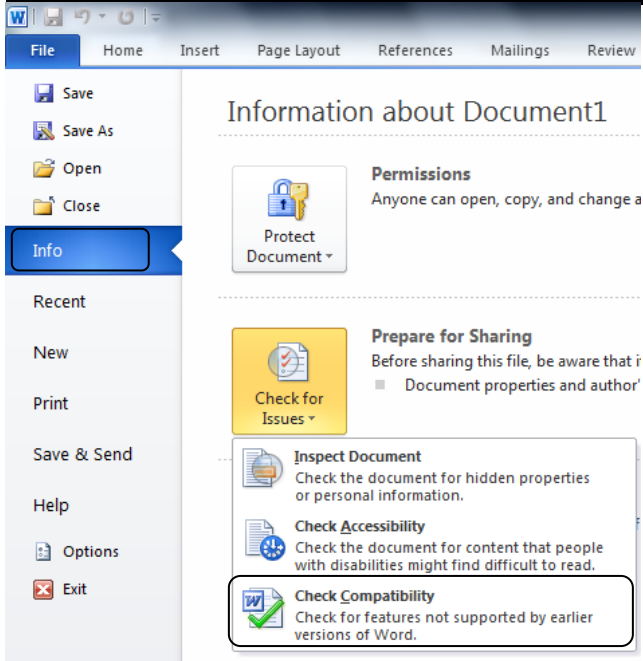
To change the Word document so it can be opened in Word 2003



Prepare: If you are going to be saving the document as a Word 2003 document run Compatibility Checker before saving the document. Not all features of Word 2010 were available for Word 2003, Compatibility Checker shows you what was available and what was not available in Word 2003.



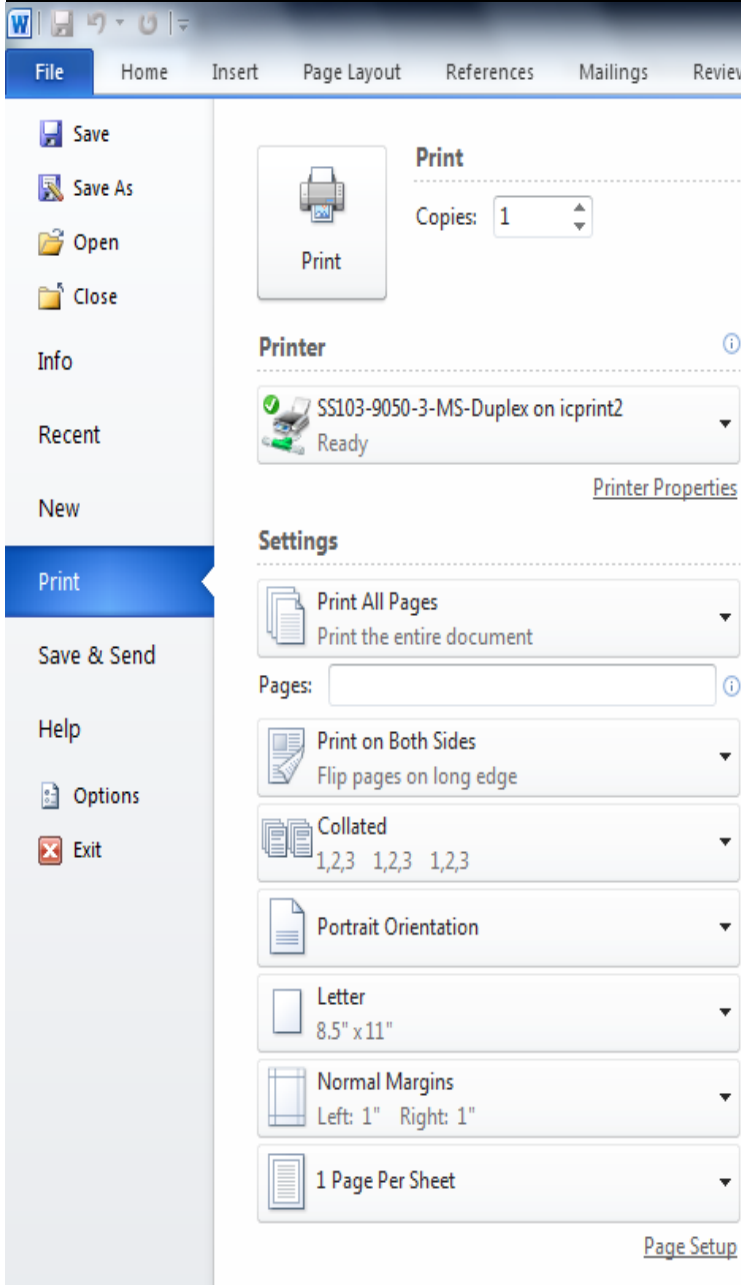
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Printing: To print click the file button and select print



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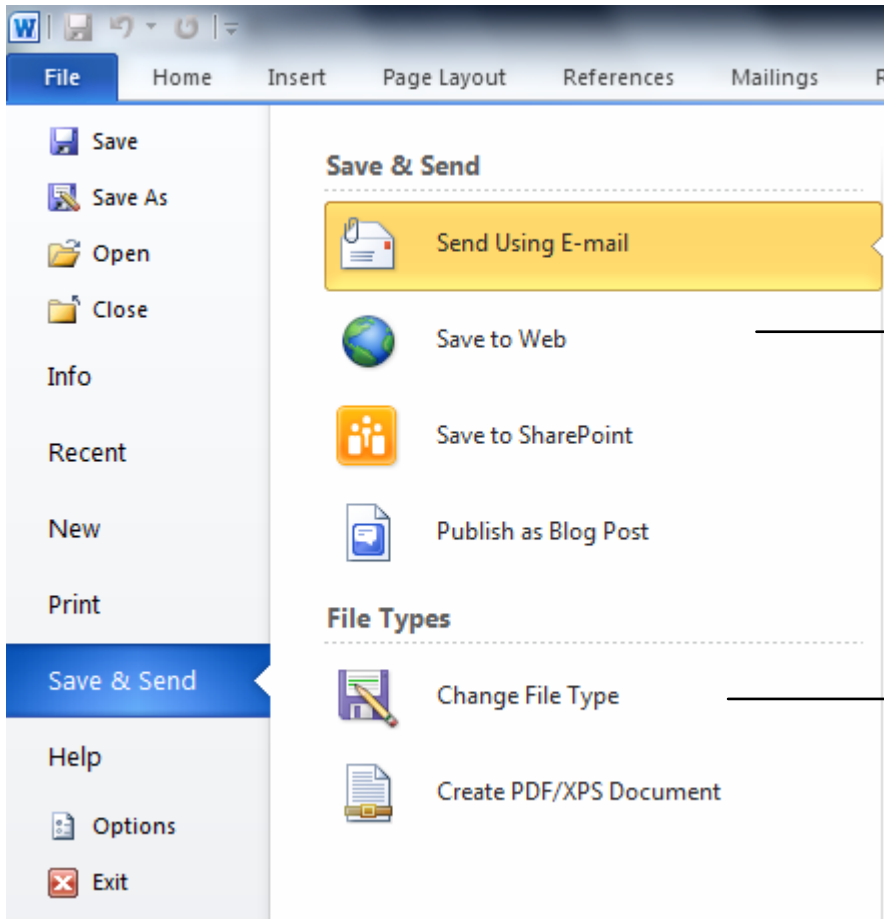
Changes the printer

Change how many pages print on 1 sheet of paper



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Save and Send: Save options that enable the user to save the current project online with others



Allows the user to save current project to the Windows Live SkyDrive

Note: To do this the user needs to sign into their Windows Live account

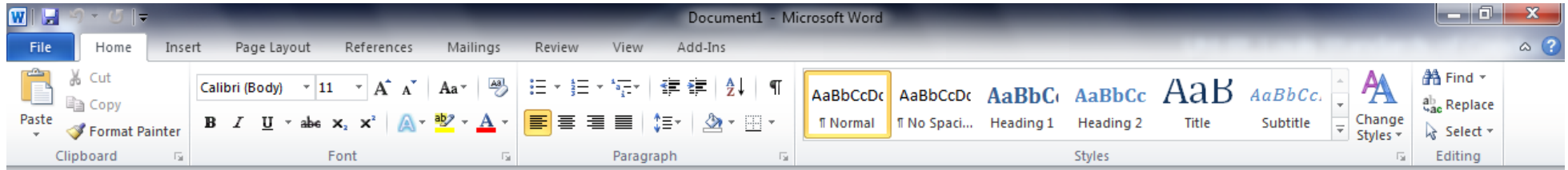
Allows the users to change file type. See page 2 for more information



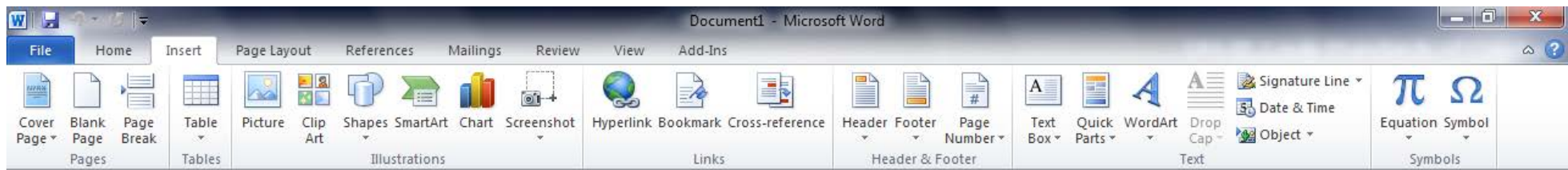
Microsoft Word Help Sheet



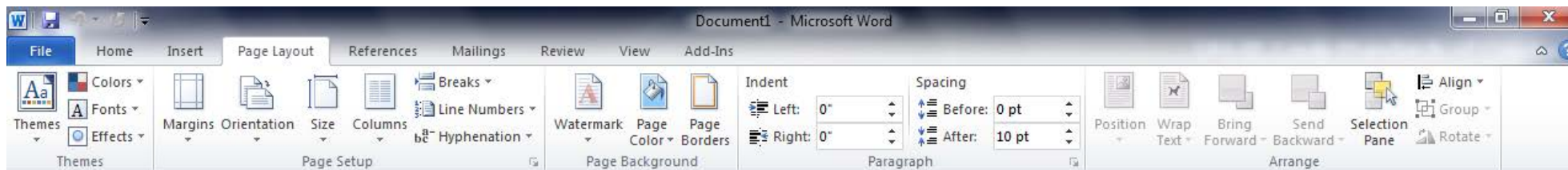
Home: contains formatting and editing icons



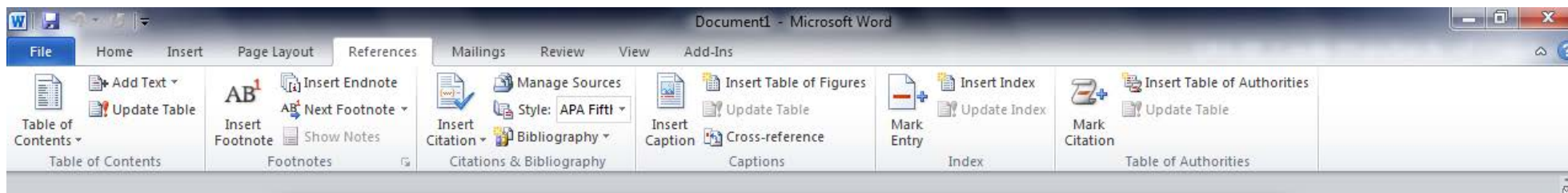
Insert: objects into the document, such as pictures, cover pages, header/footer, and page number



Page Layout: set margins, page orientation, line spacing, and indents



References: bibliographic tools, such as endnotes, footnotes, table of contents, index, and citations





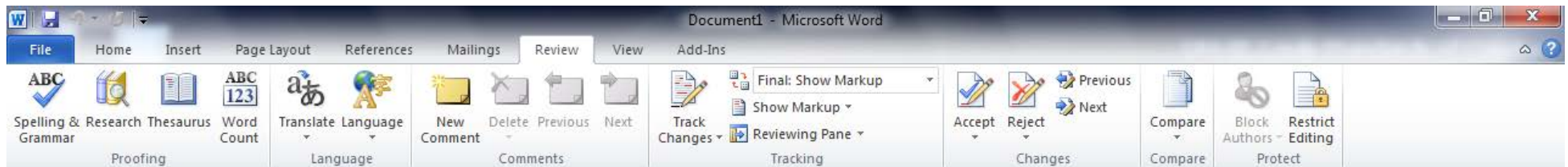
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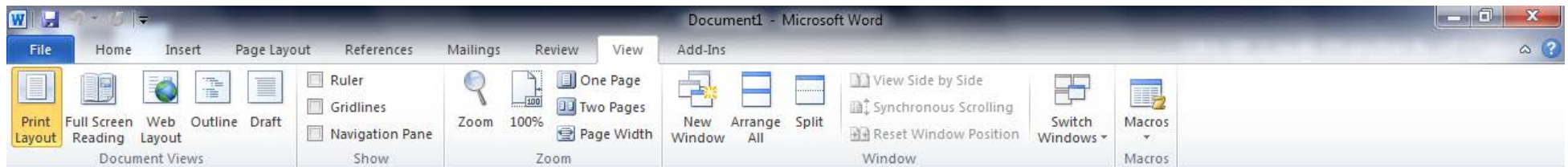
Mailing: mail merge, labels, and envelopes



Review: spell check, thesaurus, comments, track changes



View: views of the document, zoom, macros, and switch windows icon to switch between open documents



Add-Ins:

