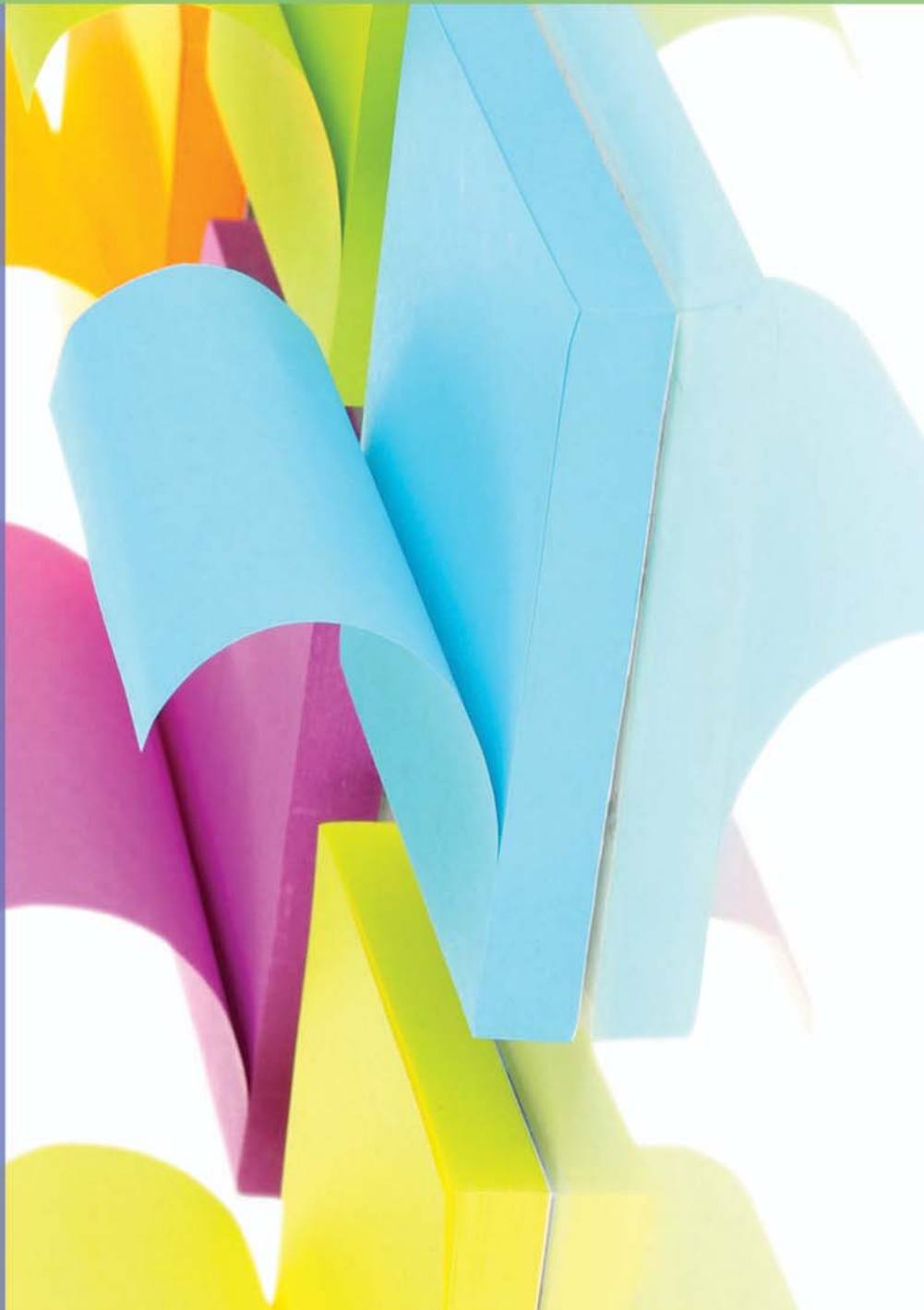


Common  
Occupational  
Readiness  
Essentials

CERTIFICATION PREP

# Microsoft Word 2010

D. Michael Floor



# Certification Prep Series

by D. Michael Floor



**Certification Prep Series** consists of individual guides that provide practice in the basic skills needed to be successful using the corresponding software. No previous software experience is required. Although the guides focus on learning skills, not test taking, users that complete the practice will be prepared to take the official software certification exam and exhibit workplace readiness. Step-by-step instructions demonstrate actual software commands and features, building from basic to advanced. Content is divided into small units for better learning and usage. There is no need to purchase additional materials as all lesson content is created using the software.

- Provides an affordable way to prepare for industry certification versus other methods.
- Integrates easily into existing classroom activities.
- Focuses on hands-on experience to develop skills.

## Microsoft Office Products

- Microsoft Word 2016
- Microsoft Excel 2016
- Microsoft PowerPoint 2016
- Microsoft Outlook 2016
- Microsoft Access 2016
- Microsoft Word 2013
- Microsoft Excel 2013
- Microsoft PowerPoint 2013
- Microsoft Outlook 2013
- Microsoft Access 2013

*Microsoft Office 2010 is also available.*

## Adobe Products

- Adobe Photoshop Creative Cloud
- Adobe Dreamweaver Creative Cloud
- Adobe Flash Creative Cloud
- Adobe Illustrator Creative Cloud
- Adobe InDesign Creative Cloud
- Adobe Photoshop CS6
- Adobe Dreamweaver CS6
- Adobe Flash CS6
- Adobe Photoshop CS5
- Adobe Dreamweaver CS5
- Adobe Flash CS5



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# Introduction

The Common Occupational Readiness Essentials (CORE) series of certification preparation guides focuses on mastering the essential basic skills needed as a workplace-ready user of the software. The goal of each CORE certification preparation guide is to provide practice in each essential basic skill required by employers who use the software. To prove workplace readiness, you will also be prepared to take the official certification exam for the software.

*CORE Microsoft Word 2010* will help prepare you to take the Microsoft Office Specialist (MOS) Microsoft Word 2010 certification exam. It provides step-by-step instruction for the features and commands covered on the certification exam. The focus of the lessons is to practice *using* the actual commands and features instead of creating a complete end product. Additionally, there is no downloading of files. All lesson content is created using the software. Furthermore, each certification preparation guide is broken down into small learning units to enable better comprehension and application of the software. Where required, answers are provided at the back of the certification preparation guide.

Certification as a Microsoft Office Specialist demonstrates an aptitude with Microsoft Office software. MOS certification is offered for Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft Access, Microsoft SharePoint, and Microsoft OneNote. Certification exams are provided by Certiport, Inc., through various testing facilities. Visit [www.certiport.com](http://www.certiport.com) for more information on registering for certification exams.

## About the Author

D. Michael Ploor is the author of the CORE series of certification preparation guides. Mr. Ploor's students have achieved exceptional results with the CORE certification preparation guides. His students collectively pass more than 500 industry certification exams each year without the need for other preparation materials. Mr. Ploor has demonstrated the strength of integrating the CORE guides in a diverse mix of courses.

Mr. Ploor is also the author of three textbooks on the subject of video game design: *Introduction to Video Game Design*, *Video Game Design Foundations*, and *Video Game Design Composition*. He is a National Board Certified Teacher in Career and Technical Education and holds an MBA degree from the University of South Florida. He maintains professional teaching credentials in Business Education and Education Media Specialist.

Mr. Ploor is at the forefront of innovative teaching and curriculum. He developed STEM curriculum while serving as the lead teacher in the Career Academy of Computer Game Design at Middleton Magnet STEM High School. Mr. Ploor has applied his skills as a STEM Curriculum Integration Specialist in designing innovative curriculum and by collaborating to construct the state standards for video game design in several states. He has also been instrumental in authoring competitive events for Career and Technical Student Organizations such as the Future Business Leaders of America (FBLA) and Phi Beta Lambda (PBL).

In addition to publishing textbooks and lessons, Mr. Ploor provides professional development as a frequent presenter at regional and national conferences to promote CTE education and video game design curriculum.

# Lesson 3

## Images and WordArt Basics

### Objectives

Students will insert clip art. Students will resize images. Students will apply compression to images. Students will insert WordArt. Students will format WordArt.

### How to Begin



Page Break

1. Open the *TeamName\_Word Formatting.docx* document created in the previous lesson, if it is not already open.
2. Click at the bottom of the document to place the insertion point there.
3. Click the **Page Break** button in the **Pages** group on the **Insert** tab of the ribbon. This manually starts a new page in the document.
4. Press the [Enter] key twice to leave two blank lines at the top of the page.



Clip Art

### Inserting Clip Art

5. Click the **Clip Art** button in the **Illustrations** group of the **Insert** tab in the ribbon. The **Clip Art** task pane is displayed on the left side of the screen, as shown in **Figure 3-1**. *Clip art* is ready-made artwork packaged with software or available for purchase in a collection.
6. Click the **Results should be:** drop-down list, and check only the **Photographs** check box. Also, check the **Include office.com content** check box below the drop-down list.
7. Click in the **Search for:** text box, and enter ocean.
8. Click the **Go** button to initiate the search.
9. In the results, click the thumbnail of an image you like. The clip art is inserted into the document at the current insertion point.
10. Close the **Clip Art** task pane by clicking the close button (X) in the upper-right corner of the pane.



Compress Pictures

### Working with Images

11. Click the **Compress Pictures** button in the **Adjust** group on the **Format** on-demand tab in the ribbon. The **Compress Pictures** dialog box is displayed, as shown in **Figure 3-2**.
12. Check the **Apply only to this picture** check box.

**TIP**  
If the **Format** on-demand tab is not available in the ribbon, double-click the image to display the tab.

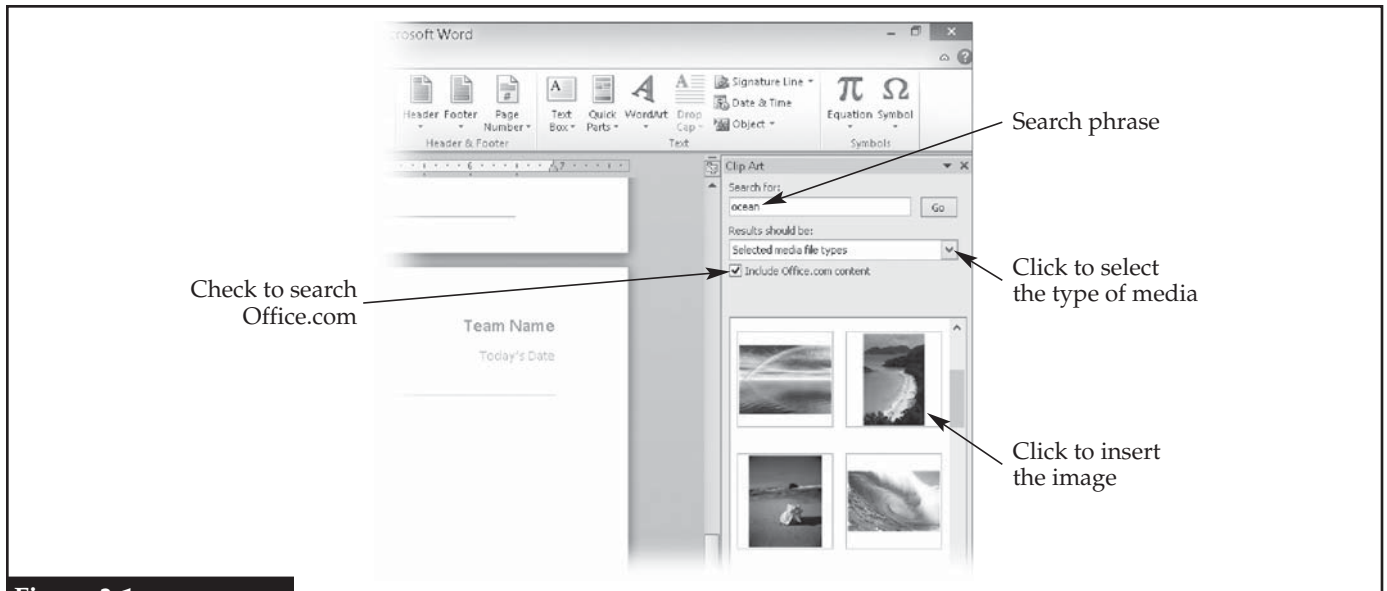


Figure 3-1.

Adding clip art to a document.

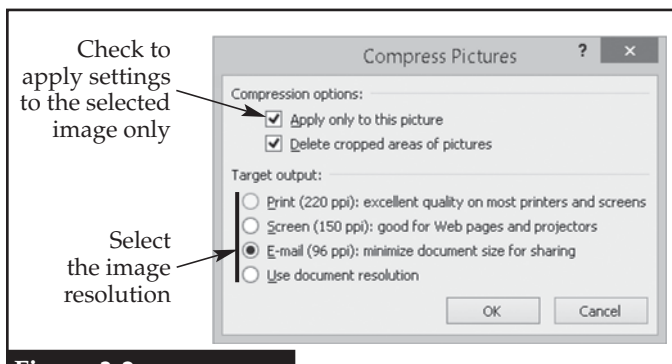


Figure 3-2.

Images can be compressed to make the document's file size smaller.

13. Click the **Email (96 ppi)** radio button. *Pixels per inch (ppi)* is a measure of resolution, or pixel density, of the image. The greater the ppi, which is more commonly called *dots per inch (dpi)*, the higher the resolution of the image, but the larger the file size. Reducing the ppi reduces the file size, but also can reduce the clarity of the image, so there is a trade-off between image quality and file size.

14. Click the **OK** button to close the dialog box and apply the compression setting. You may or may not notice a visual change in the image quality.

15. Use the **Shape Height** text box in the **Size** group on the **Format** on-demand tab to change the

height of the image to 2". Notice that the setting in the **Shape Width** text box automatically changes to keep the aspect ratio the same. *Aspect ratio* is height to width, which is expressed as H:W. The aspect ratio of images is automatically locked, but not for drawing shapes such as rectangles and ovals.

16. Click to the right of the image to place the insertion point there, and press the [Enter] key three times to add lines below the image.

17. Add some text to each of the three lines just created.

18. Double-click on the image to display the **Format** on-demand tab.

19. Click the **Wrap Text** button in the **Arrange** group on the **Format** tab, and click **Tight** in the drop-down menu. Notice how the three lines of text added below the image now wrap to the right of the image, as shown in **Figure 3-3**.

20. Click the **Position** button in the **Arrange** group on the **Format** tab, and click **More Layout Options...** in the drop-down menu. The **Layout** dialog box is displayed.



**Wrap Text**



**Position**

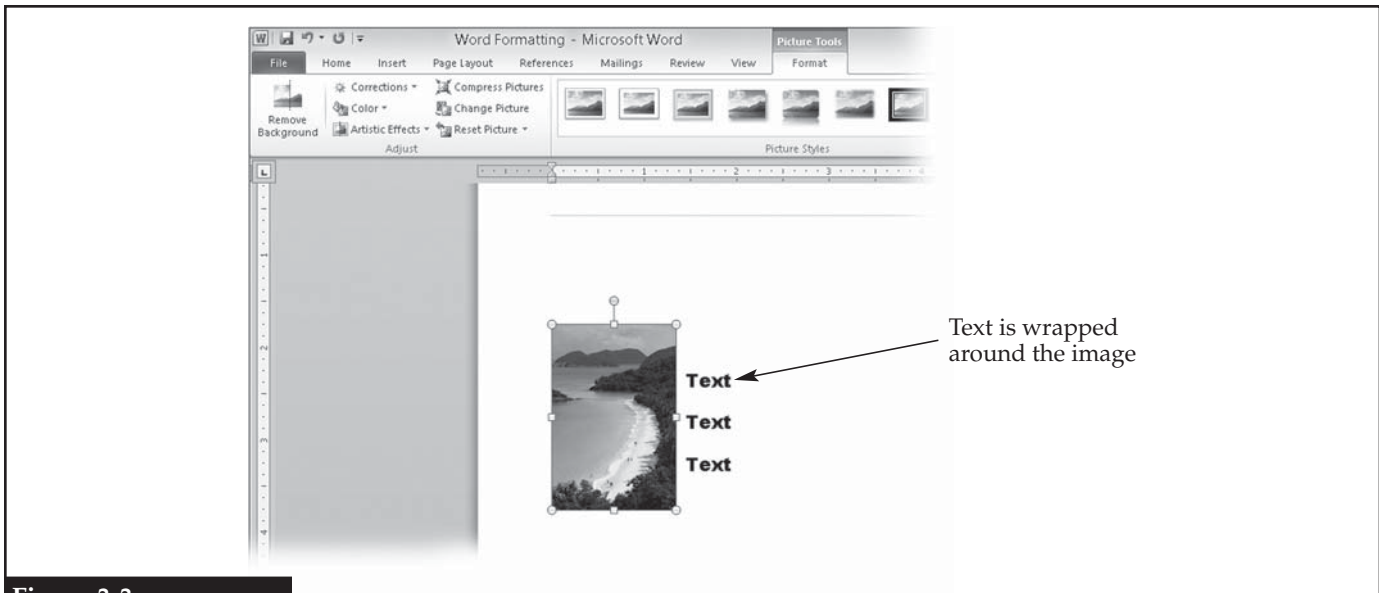


Figure 3-3.

Text can be wrapped around an image.

**TIP**

Text wrapping can also be set on the **Text Wrapping** tab in the **Layout** dialog box, and the size can also be set on the **Size** tab of this dialog box.



**Text Box**



**Text Direction**



**Shape Outline**



**Shape Fill**

21. In the **Positions** tab of the dialog box, click the **Relative position** radio button in the **Horizontal** area, enter 25% in the text box, and click **Outside Margin** in the **relative to** drop-down list. Click the **OK** button to apply the setting. This sets the left-hand side of the image to be 25% from the edge of the page to the left-hand margin of the paragraph.
22. Click at the end of the last line of text, and press the [Enter] key to start a new line.
23. Click the **Text Box** button in the **Text** group on the **Insert** tab of the ribbon, and click **Simple Text Box** in the drop-down menu. A new text box is placed on the page. A *text box* contains text and can float around the page. It may have a border and a background.
24. Replace the default text in the text box with The Ocean.
25. Click the border of the text box, hold, and drag the text box to the right of the image.
26. Click the **Text Direction** button in the **Text** group on the **Format** on-demand tab in the ribbon.
27. In the drop-down menu, choose the correct option so the text runs vertically reading from top to bottom, as shown in **Figure 3-4**.
28. Click the **Shape Outline** button in the **Shape Styles** group on the **Format** ribbon, and click **No Outline** in the drop-down menu. This removes the line, or border, from around the text box.
29. Use the handles to resize the text box so it is only as large as the text. *Handles* are small squares or dots that appear at key points on the selected object and can be used to resize or rotate the object.
30. Click the **Shape Fill** button in the **Shape Styles** group on the **Format** tab in the ribbon, and select the color **Aqua, Accent 5** in the drop-down menu.

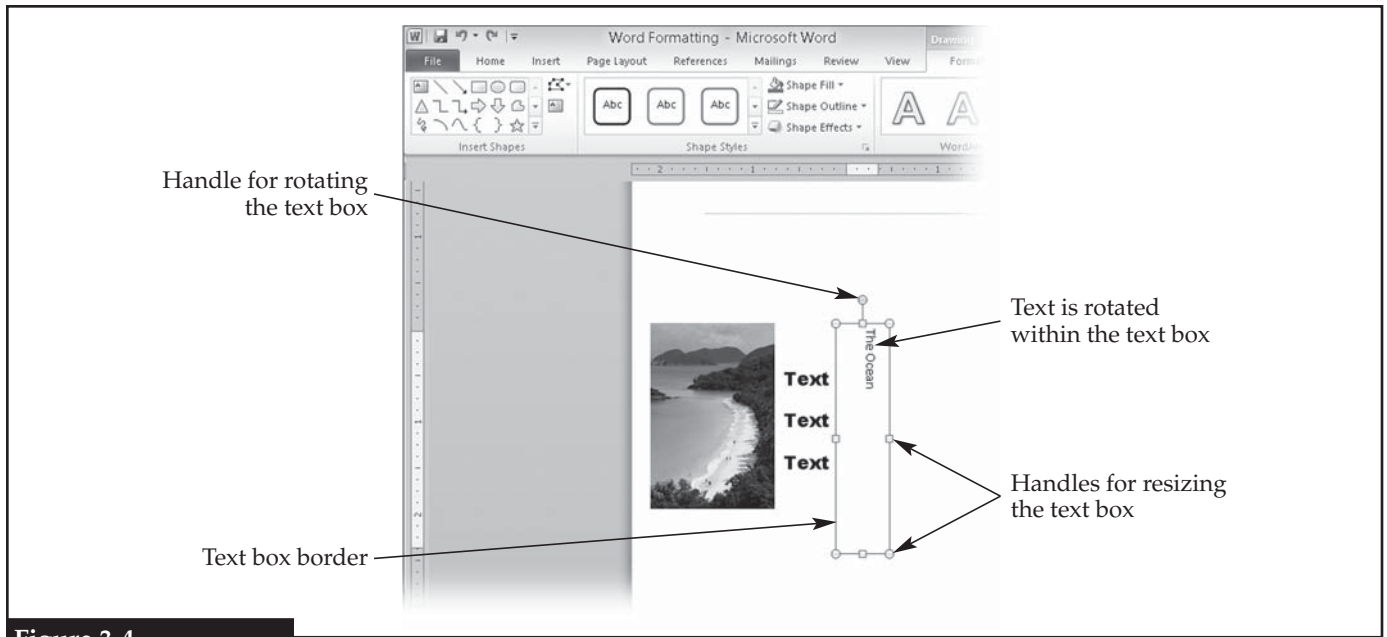


Figure 3-4.

Text within the text box is set to run vertically.

## Using WordArt



WordArt

31. Click above the image to move the insertion point there.
32. Click the **WordArt** button in the **Text** group on the **Insert** tab of the ribbon. A drop-down menu is displayed.
33. Click a style in the menu that you find attractive. A text box is added to the document.
34. Replace the default text with My Vacation.
35. Click the border of the text box to select the WordArt. Either the text box or the text within it must be selected in order to make formatting changes.
36. Using the commands in the **Font** group on the **Home** tab in the ribbon, set the font to any decorative typeface of your choice and set the size to 44 points.
37. Click the **Text Effects** button in the **WordArt Styles** group on the **Format** on-demand tab in the ribbon. In the drop-down menu that is displayed, click **Transform** and then **Arch Up**, as shown in Figure 3-5. The WordArt is fitted to an upward-arching path.
38. Click the drop-down arrow next to the **Text Outline** button in the **WordArt Styles** group on the **Format** tab, and select a color that contrasts with the text color.
39. Click the drop-down button again, and click **Weight** in the drop-down menu. Then, click **2 1/4 pt** in the cascading menu. The text outline is set to 2.25 points thick.
40. Save your work.



Text Effects



Text Outline



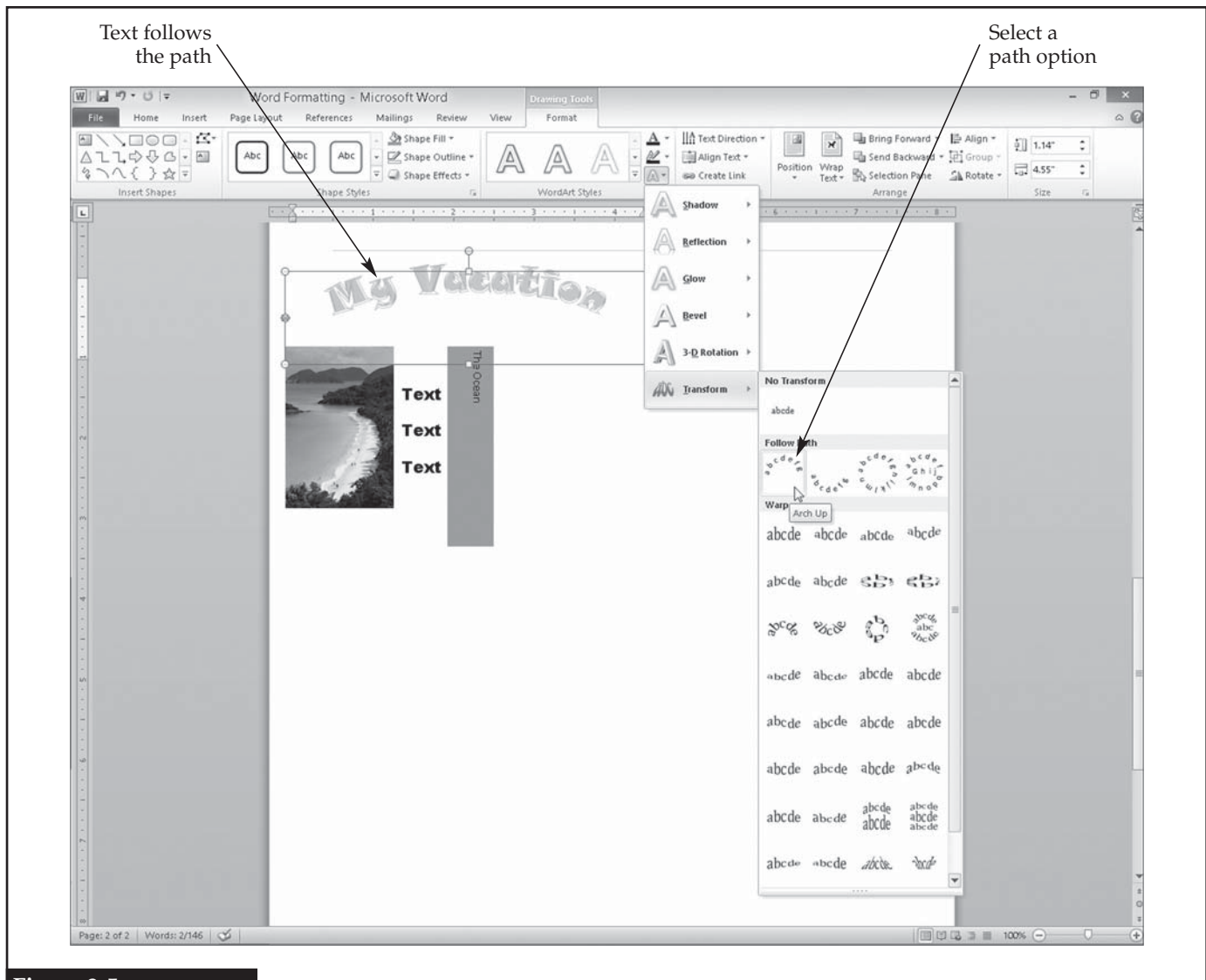


Figure 3-5.

Setting WordArt to follow a path.

# Lesson 4

## Table Basics

### Objectives

Students will insert a table into a Microsoft Word document. Students will format text within a table. Students will add rows and columns to a table. Students will use formulas in a table. Students will convert a table to text.



# Answers

## Lesson 1

### Activity 1-1

- |                       |                        |                        |
|-----------------------|------------------------|------------------------|
| 1. <b>Home</b>        | 18. <b>View</b>        | 35. <b>File</b>        |
| 2. <b>Mailings</b>    | 19. <b>References</b>  | 36. <b>Home</b>        |
| 3. <b>Review</b>      | 20. <b>Review</b>      | 37. <b>File</b>        |
| 4. <b>References</b>  | 21. <b>Insert</b>      | 38. <b>Insert</b>      |
| 5. <b>Page Layout</b> | 22. <b>View</b>        | 39. <b>Review</b>      |
| 6. <b>Insert</b>      | 23. <b>Home</b>        | 40. <b>Home</b>        |
| 7. <b>Review</b>      | 24. <b>Page Layout</b> | 41. <b>Insert</b>      |
| 8. <b>View</b>        | 25. <b>Insert</b>      | 42. <b>Page Layout</b> |
| 9. <b>Page Layout</b> | 26. <b>Home</b>        | 43. <b>Home</b>        |
| 10. <b>Home</b>       | 27. <b>Insert</b>      | 44. <b>File</b>        |
| 11. <b>File</b>       | 28. <b>Mailings</b>    | 45. <b>Mailings</b>    |
| 12. <b>View</b>       | 29. <b>Page Layout</b> | 46. <b>Review</b>      |
| 13. <b>Home</b>       | 30. <b>Review</b>      | 47. <b>Home</b>        |
| 14. <b>Insert</b>     | 31. <b>File</b>        | 48. <b>Page Layout</b> |
| 15. <b>Review</b>     | 32. <b>Insert</b>      | 49. <b>Review</b>      |
| 16. <b>Mailings</b>   | 33. <b>Insert</b>      | 50. <b>Insert</b>      |
| 17. <b>Insert</b>     | 34. <b>Review</b>      |                        |

### Activity 1-2

- |  |   |
|--|---|
| 1. <b>Paste</b> ; inserts the contents of the clipboard                                | 11. <b>Text Highlight Color</b> ; places a colored background behind selected text as if a highlighter marker has been used |
| 2. <b>Cut</b> ; removes the selected content and places it on the clipboard            | 12. <b>Shading</b> ; places shading behind selected text  |
| 3. <b>Save</b> ; saves the document  | 13. <b>Show/Hide Paragraph Marks</b> ; displays or hides paragraph marks and other formatting symbols                       |
| 4. <b>Copy</b> ; copies the selected content to the clipboard                          | 14. <b>Decrease Indent</b> ; decreases the indentation of the selected paragraph  |
| 5. <b>Format Painter</b> ; copies the formatting of one selection to another selection | 15. <b>Align Text Right</b> ; right justifies the selected paragraph  |
| 6. <b>Bold</b> ; makes selected text boldface  | 16. <b>Numbering</b> ; toggles the selected paragraph from or to a numbered list  |
| 7. <b>Subscript</b> ; makes selected text subscript                                    | 17. <b>Bullets</b> ; toggles the selected paragraph from or to a numbered list  |
| 8. <b>Text Effects</b> ; applies special effects to selected text                      |   |
| 9. <b>Font Color</b> ; changes the color of selected text                              |   |
| 10. <b>Clear Formatting</b> ; removes all formatting from selected text or paragraphs  |   |

18. **Multilevel List**; displays a drop-down menu to create or remove a multilevel list
19. **Find**; finds text in the document
20. **Select**; displays a drop-down menu to select text with similar formatting, object, or the entire document
21. **Change Styles**; displays a drop-down menu for changing styles, colors, or fonts
22. **Replace**; replaces text matching specified criteria with other text
23. **Bottom Border**; adds a rule (line) below the selected paragraph
24. **WordArt**; inserts decorative text
25. **Insert Hyperlink**; creates a hyperlink to a web page, document, or location within the current document
26. **Text Box**; inserts a text box
27. **SmartArt**; inserts decorative graphical information
28. **Spelling & Grammar**; begins a spell-check of the document
29. **Thesaurus**; suggests similar words to the selected word
30. **Zoom**; allows reduction or enlargement of the view of the document
31. **Web Layout**; displays a view of the document as if it were a web page
32. **Open**; opens a document
33. **Save As**; allows the current document to be saved under a different name or in a different file type
34. **Close**; closes the current document
35. **Undo**; reverses the last action
36. **Repeat** or **Redo**; reinstates an undone action
37. **Insert Page Number**; displays a drop-down menu that allows insertion of automated page numbers
38. **Insert Date & Time**; adds the current date and time at the insertion point
39. **Insert Symbol**; displays a drop-down menu that allows insertion of a symbol
40. **Footer**; displays a drop-down menu that allows for adding, editing, or removing a document footer
41. **Microsoft Word Help**; displays the help system for Word
42. **Table**; displays a drop-down menu for inserting a table into the document
43. **Bookmark**; creates a bookmark at the current location
44. **Clip Art**; displays the **Clip Art** task pane for adding illustrations, photographs, and sounds to the document
45. **Page Orientation**; displays a drop-down menu for setting the page orientation
46. **Columns**; displays a drop-down menu for setting the number of columns for the document or selected text
47. **Theme Effects**; displays a drop-down menu for setting the theme of the document
48. **Bibliography**; displays a drop-down menu for inserting a bibliography into the document
49. **Insert Citation**; displays a drop-down menu for adding a source or placeholder or searching a library
50. **Insert Footnote**; adds a footnote at the insertion point

## Lesson 2

81. There are ten instances of *Yesterday* that are replaced because the sentence containing it was pasted nine times.