Word 2010 Quick-Start

View the Office 2010 Quick-Start guide for information on the general changes that apply to all Office programs.

Table of Contents

This table of contents is interactive. Click on an item to jump to it.

Cool New Features........................................................................................................................................ 2

The New Navigation Pane................................................................................................................................. 2
Is there a way to see an outline of my document? ......................................................................................... 2
How can I search the document for key terms? ................................................................................................. 3
Can I search for something other than words? .................................................................................................. 3
What about the Find & Replace option? .......................................................................................................... 3
Insert a Screenshot without leaving Word......................................................................................................... 4
New Themes Available...................................................................................................................................... 4

How to Get Help

Contact information technology with any questions or concerns. Assistance hours are Monday-Friday, 8:00 am – 5:00 pm.

We are happy to help!

Information Technology

Main Office (937) 766-7905

Tyler Digital Communication Building – Room 122

E-Mail Computer Help (computerhelp@cedarville.edu)
Cool New Features

**The New Navigation Pane**

**Is there a way to see an outline of my document?**

Yes! Go to View > Check **Navigation Pane** in the “Show” group. A navigation window will appear on the left side of the screen.

**Note:**
You will only see headings that use specific Word “Styles.”

**View the Main Headings**

Select the **far left tab** within the navigation pane and you will see an outline of the main headings in the document.

You can click and drag any of the headings to move sections of your document around without having to bother with copy/paste.

**View the Pages**

Select the **central tab** and you will see a page-by-page view of your document (pictured below). Click on a page to view a full-size version of it.
How can I search the document for key terms?

Within the Navigation Pane (View > Navigation Pane) you will see a box at the top that says Search Document. Enter your search term and use each of the three tabs to view your results. Word will highlight the search term within the document as well as in the Navigation Pane. Click on the tabs in the Navigation Pane to see the search terms highlighted in each unique view.

Can I search for something other than words?
Yes! Select the drop-down arrow next to the Search Document box for advanced searches which include graphics, equations, and even comments.

What about the Find & Replace option?
Find & Replace is still located on the Home tab in the Editing group on the right side. However, you can also click the drop-down arrow next to the Search Document box (pictured right) in the Navigation pane and select Replace.
Insert a Screenshot without leaving Word

Within the **Insert** tab you will now see the [Screenshot] drop-down option. If you would like to insert a screenshot from an open window, select the window you would like to capture from the **Available Windows** menu.

**Note:**
Make sure the screen you wish to capture is pulled up (not minimized). Don’t waste time with screenshot capture programs or the [Print Screen] button. Select the window you would like to “capture” and Word will insert the image automatically.

New Themes Available

Microsoft has added plenty of new themes for you to use in your document. Go to the **Page Layout** tab and the **Themes** group to check out the new colors, fonts, and general themes that Microsoft has to offer (pictured below).