**Intro To Office 2010 Video Project 4:**

**Introduction to Word, Ribbons and QAT**

1. Word is a program that is used when you are creating written documents like Business Letters, Research Papers. It is also used for documents that contain words and images like Flyers.
2. Ribbons
   1. Replace menus that existed in versions 2003 and earlier
   2. Contain buttons, drop-downs, textboxes, dialog launchers and more
   3. Toggle to show and hide ribbon = Ctrl + F1
   4. Modify Ribbon (Right-click ribbon)
   5. Context Sensitive Ribbons show up when you select objects such as pictures and clip art
3. File Backstage View Tab
   1. Features and operations that affect the whole document
   2. Features like: Print, Open Recent Files and Locations
4. QAT
   1. Toolbar that can be shown above or below the ribbon (right-click QAT)
   2. Add buttons from the Ribbon to the QAT (Right-click button in Ribbon)
   3. Add any button, even ones that are not in the Ribbon:
      1. Right-click QAT and point to Customize
      2. Under “Choose commands from” drop-down, select “All commands”, select from list, click Add button, Click OK
5. Typing
6. Non-printing characters provide good information
   1. Button in Paragraph group on Home ribbon tab
   2. Keyboard toggle = Ctrl + Shift + 8
   3. Non-printing characters provide good information about how the file is constructed. Things like:
      1. Tabs
      2. Spaces
      3. Tables
      4. Page Breaks
7. Clipboard
   1. Clipboard dialog launcher
   2. Keyboard = Ctrl + C + C
   3. You can collect items in clip board and then paste them in any order or all at once.
   4. Paste All & Clear All buttons in Clipboard
8. Backspace and Delete
   1. Backspace deletes character to left of flashing cursor
   2. Delete deletes character to right of flashing cursor
9. Alt Keyboard Shortcuts
   1. In Excel, Word, PowerPoint, when you hit the Alt key, ScreenTips or “KeyTips” show up that allow you to create a keyboard shortcut form almost any action.
   2. The idea is to memorize the Alt keyboard shortcuts for actions that you do in your job every day.
   3. With most Alt keyboard shortcuts, you “tap” each key in succession. The notation that we will use in this class for an Alt keyboard shortcut is:
      1. Alt, P, S, P (Opens Page Setup dialog box)
10. Status Bar
    1. Shows things like number of pages and words
11. NEW Keyboard Shortcuts:
    1. Keyboard toggle For non-printing Characters= Ctrl + Shift + 8
    2. Show Clipboard = Ctrl + C + C
    3. Open Page Setup dialog box = Alt, P, S, P
    4. Undo = Ctrl + Z
    5. Re-do (Undo an Undo) = Ctrl + Y
    6. Delete character to left of flashing cursor = Backspace
    7. Delete character to right of flashing cursor = Delete