4 Timesaving Tips for Word 2010

Quick Reference Guide
Microsoft Office 2010 Series
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Overview</td>
<td>3</td>
</tr>
<tr>
<td>1.1</td>
<td>Before you begin</td>
<td>3</td>
</tr>
<tr>
<td>2.0</td>
<td>Quick Styles</td>
<td>4</td>
</tr>
<tr>
<td>2.1</td>
<td>Adding Heading 1 and Heading 2 Quick Styles</td>
<td>5</td>
</tr>
<tr>
<td>3.0</td>
<td>Navigation Pane</td>
<td>7</td>
</tr>
<tr>
<td>3.1</td>
<td>Using the Navigation Pane</td>
<td>7</td>
</tr>
<tr>
<td>4.0</td>
<td>Automatic Table of Contents</td>
<td>11</td>
</tr>
<tr>
<td>4.1</td>
<td>Adding an Automatic Table of Contents</td>
<td>11</td>
</tr>
<tr>
<td>5.0</td>
<td>SmartArt</td>
<td>14</td>
</tr>
<tr>
<td>5.1</td>
<td>Adding Smart Art</td>
<td>14</td>
</tr>
</tbody>
</table>
1.0 Overview

This document provides instructions on how to use four (4) timesaving features in Microsoft Word 2010. The instructions cover:

![Quick Styles, Navigation Pane, Automatic Table of Contents, SmartArt]

These instructions assume that you are familiar with basic Word 2010 features and functions.

1.1 Before you begin

Before you begin, you should download the companion materials. The companion materials consist of the Course Analysis Sample document and the Course Analysis Final document. You will use the sample document and these instructions to create the final document. The Course Analysis Final document illustrates how the final document should appear.
2.0 Quick Styles

Quick Styles allow you to format text quickly and easily. With one click, you can change the font size, style, size, and color. The Quick Styles are the Styles that appear on your ribbon bar. The predefined styles are customizable. You can also add or remove Styles from your Quick Styles group.

When you apply Heading 2 to your text, your text changes to the Cambria font, 13pt font size, bold, and medium blue color. For example, after applying Heading 2 to the words Problem Statement, the text changes to

Before

Problem Statement

After

Problem Statement

Using Quick Styles not only help you format text quickly, but they also enable you to use other timesaving features within Microsoft Word 2010. For example, the Automatic Table of Contents uses the Heading 1 – 3 styles. The Navigation Pane uses the Heading 1 – 5 styles.
2.1 Adding Heading 1 and Heading 2 Quick Styles

These instructions will guide in adding the Heading 1 and Heading 2 to your sample document, using Quick Styles.

**Steps**

1. To begin:
   - Open Word 2010
   - Navigate to where you downloaded the sample document and open it.

2. With document open, scroll down to the words, *Course Analysis*
   - Highlight *Course Analysis*
   - Click the **Heading 1** button in the **Styles group**
3. Scroll to the words, *Problem Statement* and click the **Heading 2** button in the Styles Group. Repeat this step for the words, *Methods*, *Analysis*, *Determination*, and *Conclusion*. Your document should look similar to the illustration below.

![Illustration of formatted text]

4. Scroll to the words, *Raw Data* and click the **Heading 3** button in the Styles Group. Your document should look similar to the illustration below. That’s all there is to adding Quick Styles to a document.

![Illustration of formatted text]
3.0 Navigation Pane

The Navigation Pane allows you to move around your document quickly. From the Navigation Pane, you can rearrange sections within your document using drag and drop. In addition, you can add and remove sections from your document easily. You can even use it to outline or storyboard your document.

The Navigation Pane uses heading levels determine the document sections. Using Heading 1, Heading 2, etc. from the Quick Styles group is fast way to set up your document for use with the Navigation Pane.

3.1 Using the Navigation Pane

These instructions will guide you in opening the Navigation Pane, as well as using to it to move around and rearrange sections of your sample document.

Steps

1. On your ribbon bar, click the View tab.

2. In the Show group, click the Navigation Pane checkbox.
3. The **Navigation Pane** appears on the left of your document. The sections correspond to the different heading styles you applied to your text in the previous exercise.

4. To move to the first page of your document, click the **go to first page** button.

5. The document moved to the title page of your document.
6. To add a new section after the **Determination** section,
   - In the **Navigation Pane**, right-click on the **Determination** section
   - Click **New Heading After**

7. After you select the New Heading After, your cursor is placed at the new section. You can type the name of your new section, such as **My New Section** at the cursor location.

8. To move the new section to the end of your document,
   - Click the new section
   - Drag it to after the **Problem Statement** section.
9. To delete the new section,
   
   - In the **Navigation Pane**, right-click on the new section
   - Click **Delete**

You have successfully used the basic functions of the Navigation Pane. Feel free to explore other Navigation Pane functions, such as Promote, Demote, etc.
4.0 Automatic Table of Contents

The Automatic Table of Contents allows you to add a table of contents to your document with just a few clicks. You have a choice of two pre-defined formats. As you add more content to your document, you can easily update the table of contents to reflect any changes to the document’s composition or page numbering.

4.1 Adding an Automatic Table of Contents

These instructions will guide you in adding an Automatic Table of Contents to your sample document.

Steps

1. Using your sample document,
   - Navigate to Course Analysis section
   - Place your cursor before the word Course
   - Click the Insert tab on your ribbon bar
   - Click the Blank Page button

2. A blank page is inserted before the Course Analysis section.
   - Click on the newly inserted blank page
   - Click the References tab on the ribbon bar
   - Click the Table of Contents button
3. From the pop-up menu, click **Automatic Table 2**.

4. Your table of contents is inserted automatically for you. Notice how it included the different heading levels and page numbers.

   ![Table of Contents Image]

   **Table of Contents**
   
   Course Analysis ................................................................. 3
   Problem Statement ............................................................. 3
   Methods ............................................................................. 3
   Raw Data ............................................................................ 3
   Analysis ............................................................................. 3
   Determination ....................................................................... 3
   Conclusion ........................................................................... 3

5. To illustrate how you can update the table of contents, you will add a page to the sample document using the following steps:

   - Click **Determination** in your Navigation Pane to move to the **Determination** section
   - Click the **Insert tab** on your ribbon bar
   - Click the **Blank Page** button.
6. A new page is added to your sample document. The *Determination* section is on a different page. To update the table of contents and reflect the change,
   - Move to the table of contents at the top of your document
   - Click on the title, **Table of Contents**
   - Click the

   ![Update Table of Contents dialog](image)

7. When the Update Table of Contents dialog appears,
   - Click Update entire table
   - Click OK

   ![Update Table of Contents dialog](image)

8. Notice that the page numbers are updated to reflect your change.

   ![Page numbers updated](image)

You have successfully added an Automatic Table of Contents to your document and updated it.
5.0 SmartArt

SmartArt allows you to transform your text graphically. Strategically placed SmartArt helps to draw attention to information. With SmartArt, you can easily show relationships, processes or list related information. Numerous layouts, color schemes, and styles are available. Additionally, you can resize or customize any SmartArt to your satisfaction.

5.1 Adding Smart Art

These instructions will guide you in adding SmartArt to your sample document.

Steps

1. Using your sample document,
   - Navigate to Course Analysis section
   - Add two new lines after the paragraph
   - Click the Insert tab on your ribbon bar
   - Click the Smart Art button

2. When the Choose A Smart Art Graphic window opens,
   - Click Relationship in the left pane
   - Click the Counter Balance Arrows in the center pane
   - Click OK

3. In the Type your text here box, type
   - Classification
   - GPA
4. On the **SmartArt Tools** ribbon bar,
   - Click Change Colors
   - From the pop-up menu, select a color

   Please note that the SmartArt Tools tab appears only when the SmartArt is selected. To select the SmartArt you inserted in the previous step, click it.

5. On the **SmartArt Tools** ribbon bar,
   - Click a style from the SmartArt Styles group

6. Your SmartArt should look similar to the illustration on the right. Use the sizing handles to resize your SmartArt.

Adding SmartArt is just as easy as these few steps. Feel free to experiment with the other layouts, color combinations, and SmartArt styles.