


# CSE111 Introduction to Computer Applications

## Lecture 5

## Introduction to MS Word 2010 - Part 2

Prepared by Asst. Prof. Dr. Mohamed KURDI

Revised and presented by Asst. Prof. Dr. Samsun M. BAŞARICI

# Summary of The Last Lecture

- Editing Documents
  - Entering & Inserting Text
  - Selecting & Deleting Text
  - Copying & Moving Text
- Formatting Text
  - Changing the Font, the Font Size, and the Font Color.
  - Highlighting Text.
  - Bolding Text &Underlining Text.
  - Strikethroughing Text.
  - Adding Text Effects.
  - Subscripting and Superscripting Text.
  - Copying & Clearing Text Format.

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# Learning Objectives

Apply the following skills:

- Aligning Paragraphs
- Changing Line and Paragraph Spacing
- Indenting Paragraphs
- Setting Tab Stops
- Creating Bulleted and Numbered Lists
- Adding Borders and Shading
- Applying, Modifying, and Creating Styles
- Applying Headings
- Previewing Documents
- Printing Documents

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# Outlines

- Formatting Paragraphs
  - Aligning Paragraphs
  - Changing Line and Paragraph Spacing
  - Indenting Paragraphs
  - Setting Tab Stops
  - Creating Bulleted and Numbered Lists
  - Adding Borders and Shading
  - Applying Styles
  - Creating Headings
- Previewing and Printing Documents
  - Previewing Documents
  - Printing Documents

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# Skill 1- Aligning Paragraphs

## Faculty of Engineering

About The Faculty

Faculty of Engineering was established in 2008 and consists of the Mechanical, Food, Electronics, Computer and Civil Engineering Departments. Education and training facilities in specified section of Engineering Faculty is currently under construction.



## Faculty of Engineering

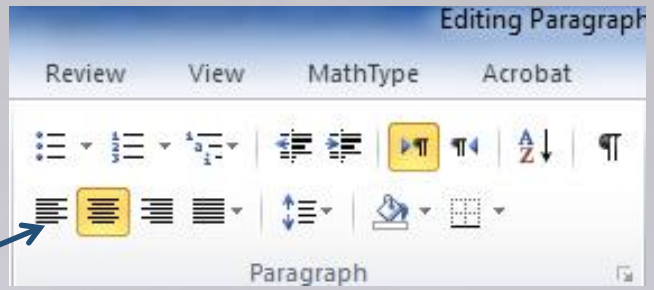
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# Skill 1- Aligning Paragraphs

1- Select the text.

2- On the **Home** tab**,** in the **Paragraph** group, click on:



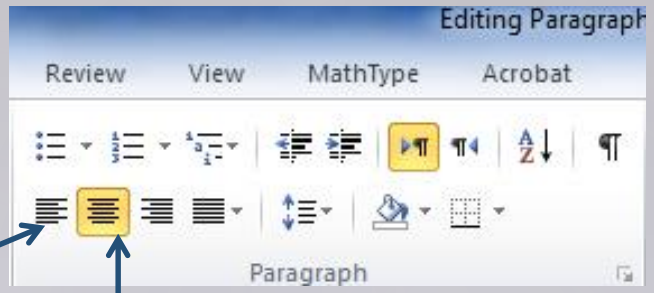

Align Text Left

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# Skill 1- Aligning Paragraphs

1- Select the text.

2- On the **Home** tab**,** in the **Paragraph** group, click on:




Align Text Left

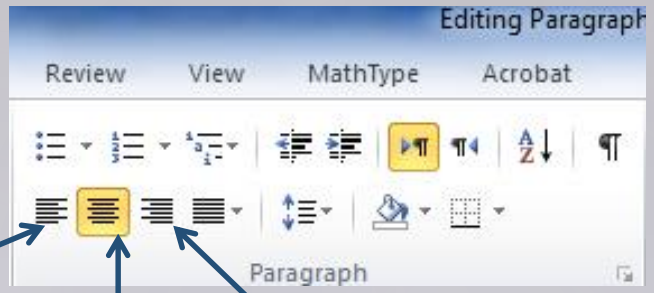
Center

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# Skill 1- Aligning Paragraphs

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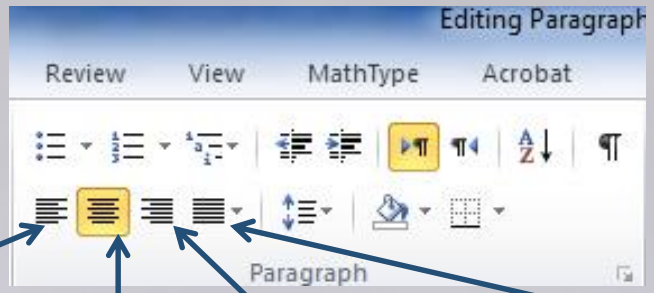

Align Text Left  Center  Align Text Right

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# Skill 1- Aligning Paragraphs

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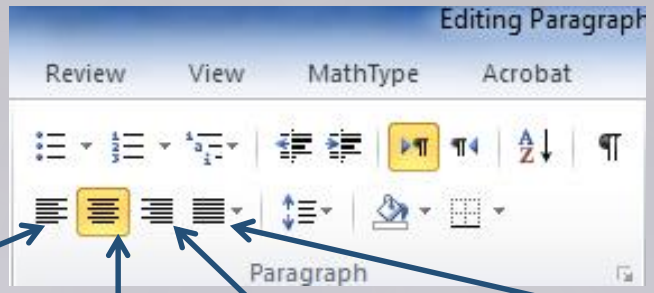

Align Text Left  Center  Align Text Right  Justify

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# Skill 1- Aligning Paragraphs

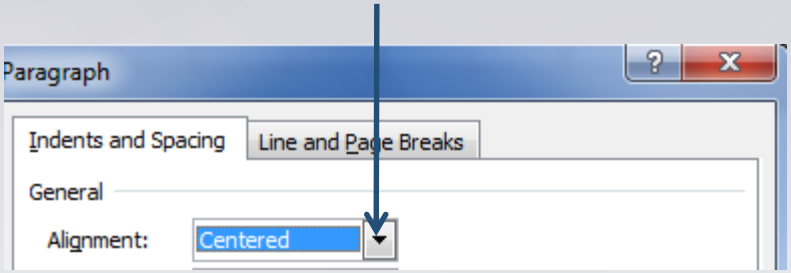
1- Select the text.

2- On the **Home** tab**,** in the **Paragraph** group, click on:



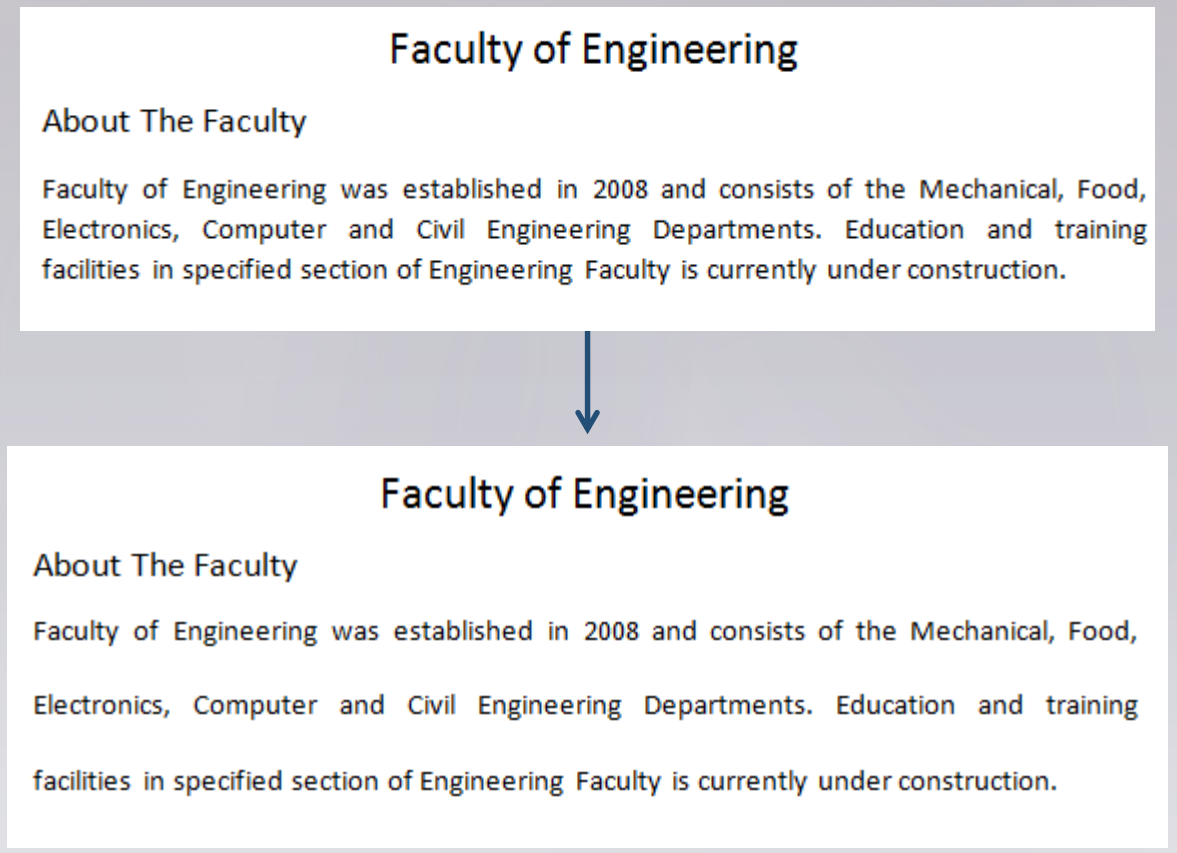

Align Text Left  Center  Align Text Right  Justify

Or click on the **Paragraph** dialog box launcher, then select the desired Alignment option in the **General** section on the **Indents and Spacing** tab




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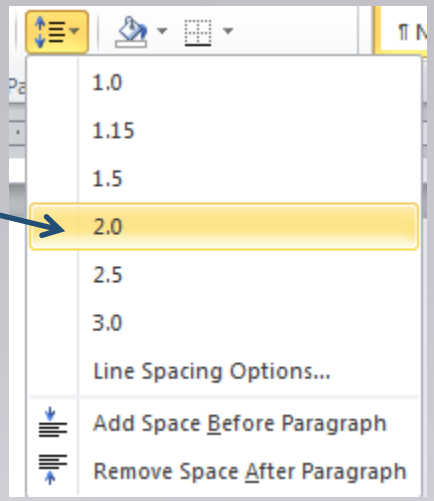
# Skill 2- Changing Line Spacing



# Skill 2- Changing Line Spacing

1- Select the text.

2- On the **Home** tab**,** in the **Paragraph** group, click on **Line and Paragraph Spacing** select the desired line spacing option.

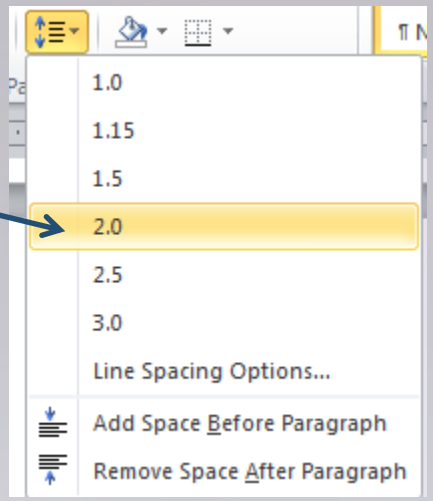



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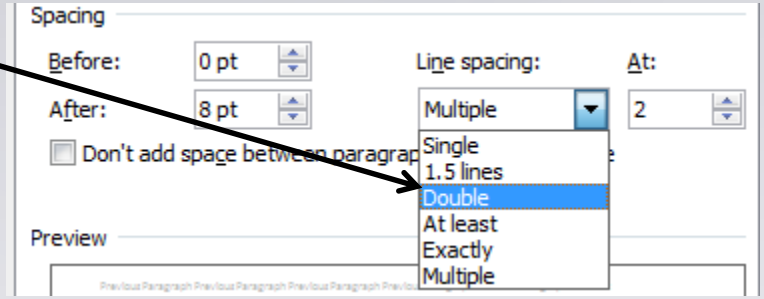
# Skill 2- Changing Line Spacing

1- Select the text.

2- On the **Home** tab**,** in the **Paragraph** group, click on **Line and Paragraph Spacing** select the desired line spacing option.




Or click on the **Paragraph** dialog box launcher, then on the **Indents and Spacing** tab, in the **Spacing** section, either select the desired option from the **Line spacing** list

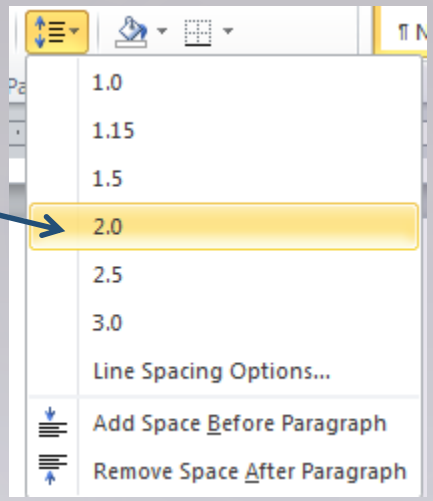



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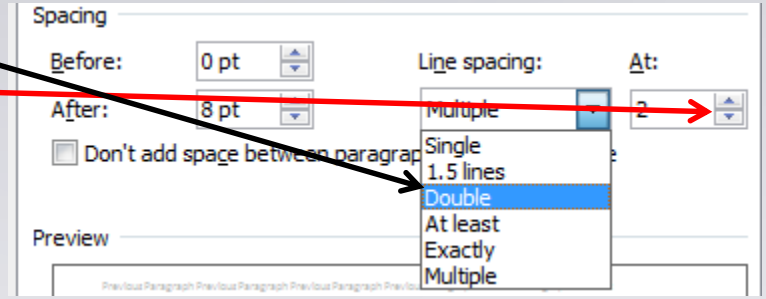
# Skill 2- Changing Line Spacing

1- Select the text.

2- On the **Home** tab**,** in the **Paragraph** group, click on **Line and Paragraph Spacing** select the desired line spacing option.




Or click on the **Paragraph** dialog box launcher, then on the **Indents and Spacing** tab, in the **Spacing** section, either select the desired option from the **Line spacing** list, or enter the desired value in the **At** box, then click OK




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# Skill 3- Paragraph Spacing

**Vision**
We believe that the purpose of our faculty is education, research-practice, producing and extending science and service to the society.
We have the knowledge and the responsibility to be worthy of our Country, Association and our Faculty.



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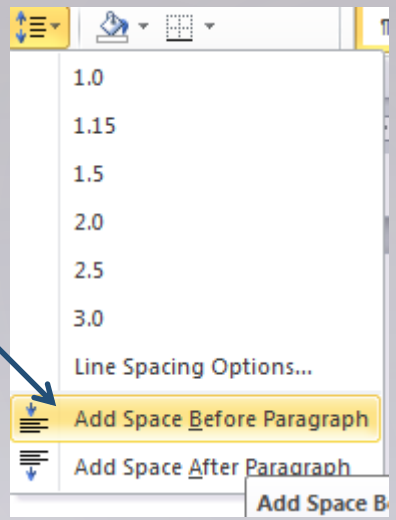
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# Skill 3- Paragraph Spacing

1- Select the text.

2- On the **Home** tab**,** in the **Paragraph** group, click and then click **Add Space Before Paragraph** or **Add Space After Paragraph**

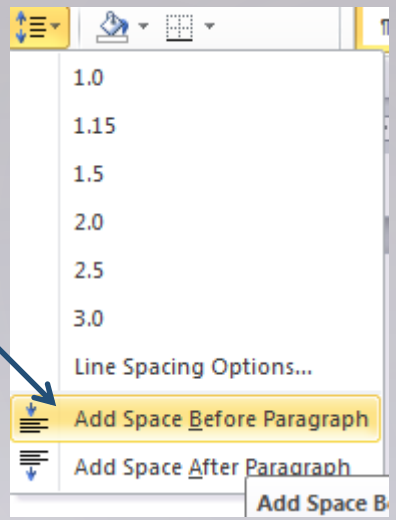



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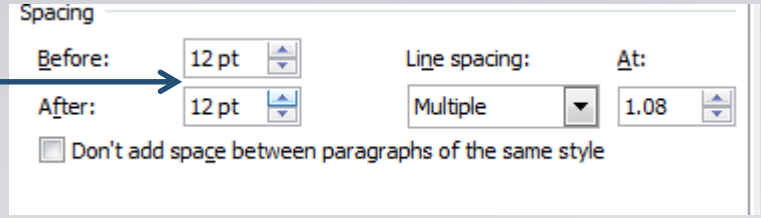
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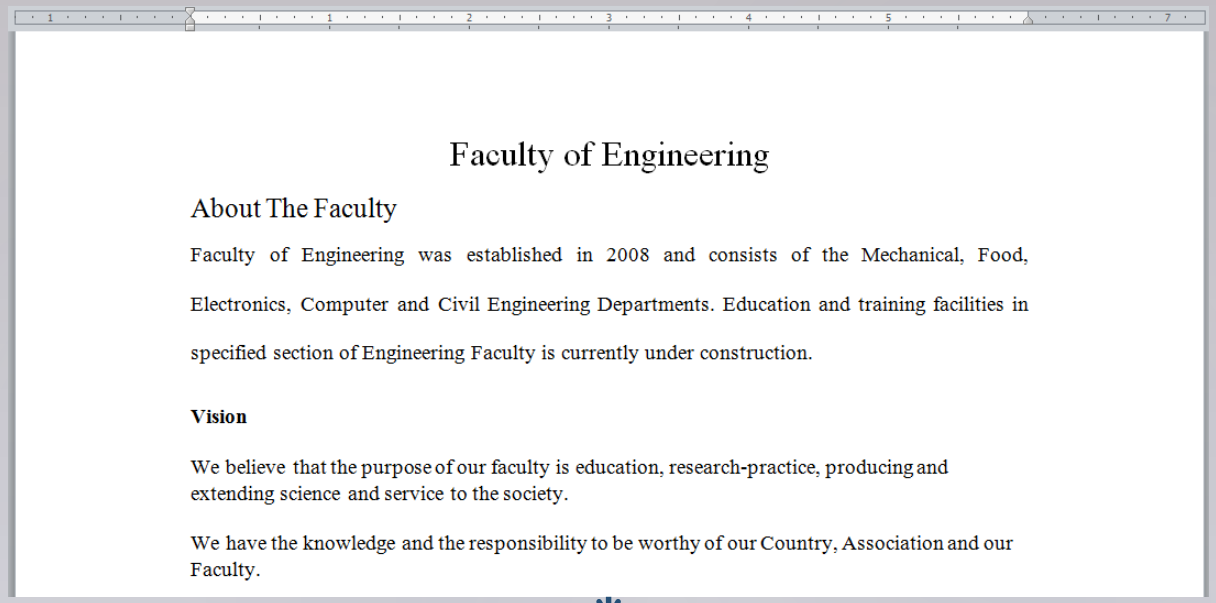



Or click on the **Paragraph** dialog box launcher, then on the **Indents and Spacing** tab, in the **Spacing** section, enter the desired value in the **Before** or **After** box, and then click the OK button




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# Skill 4- Paragraphs Indenting



Faculty of Engineering

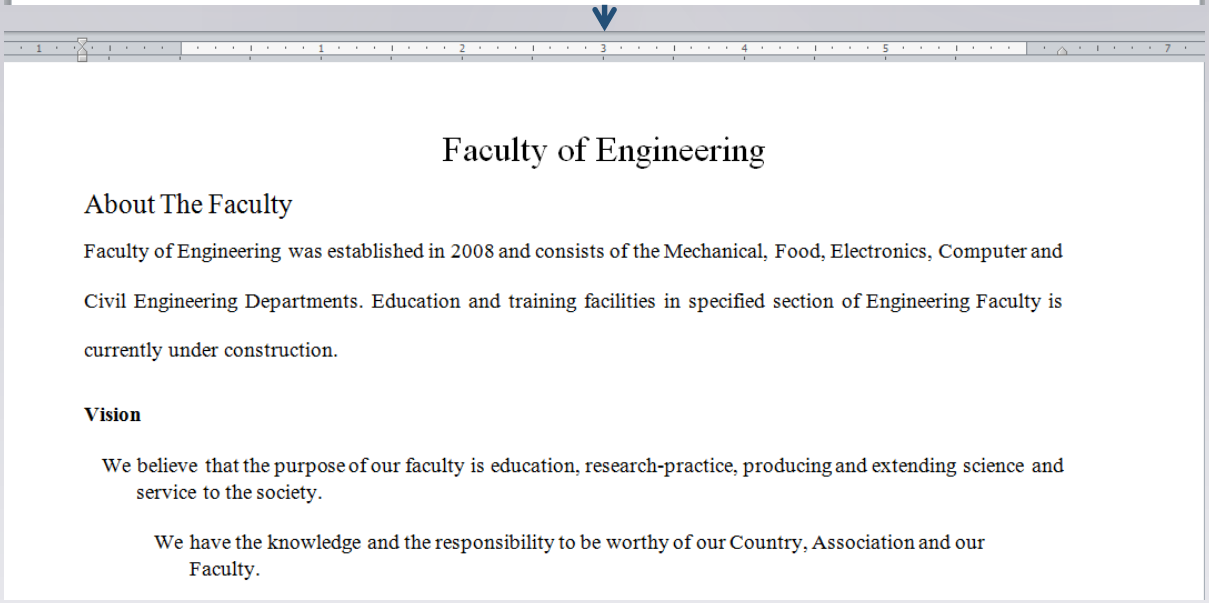
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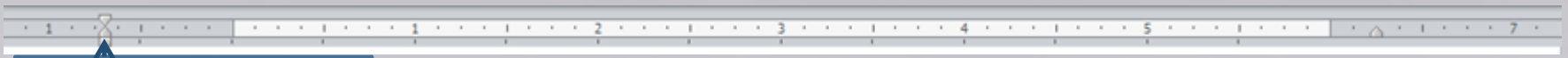
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# Skill 4- Paragraphs Indenting

## 1-Using the Ruler

- To change the left indent of the entire paragraph, Select it, then drag the **Left Indent marker** to the position where you want the text to start.



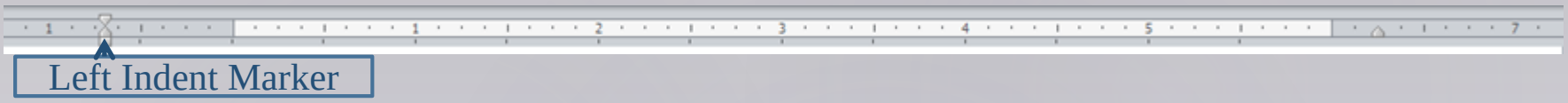
Left Indent Marker

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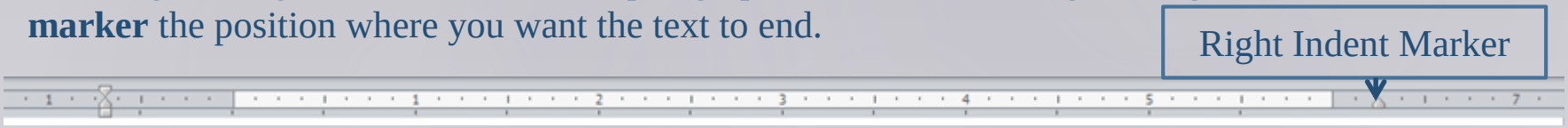
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- To change the left indent of the entire paragraph, Select it, then drag the **Left Indent marker** to the position where you want the text to start.




- To change the right indent of the entire paragraph, Select it, then drag the **Right Indent marker** the position where you want the text to end.

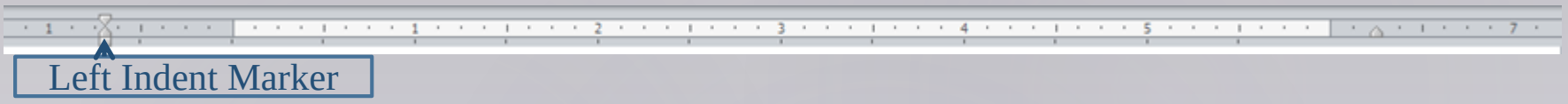



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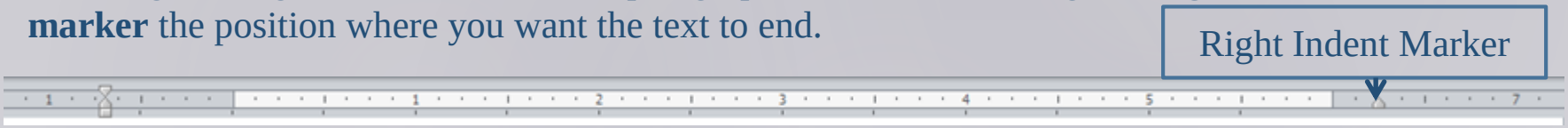
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## 1-Using the Ruler

- To change the left indent of the entire paragraph, Select it, then drag the **Left Indent marker** to the position where you want the text to start.




- To change the right indent of the entire paragraph, Select it, then drag the **Right Indent marker** the position where you want the text to end.




- To create a first line indent, drag the **First Line Indent** marker to the position where you want the first line to start

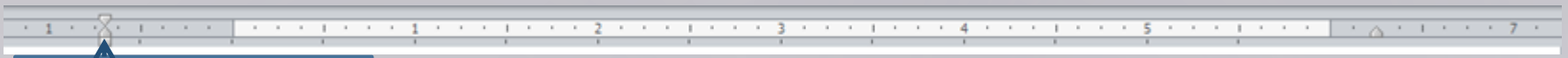



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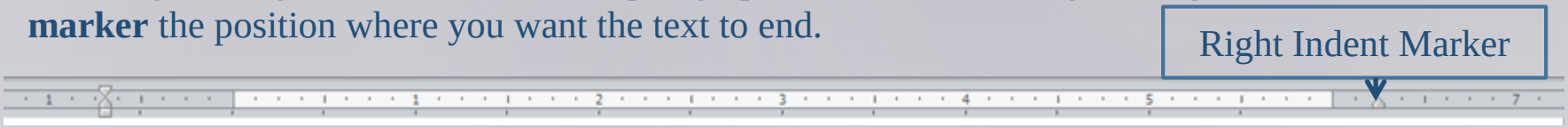
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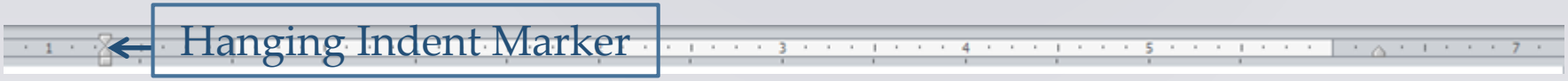

- To change the right indent of the entire paragraph, Select it, then drag the **Right Indent marker** the position where you want the text to end.




- To create a first line indent, drag the **First Line Indent** marker to the position where you want the first line to start




- To create a hanging indent, drag the **Hanging Indent marker** to the position where you want all lines except the first line to start.




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# Skill 4- Paragraphs Indenting

## 2-Using the Ribon

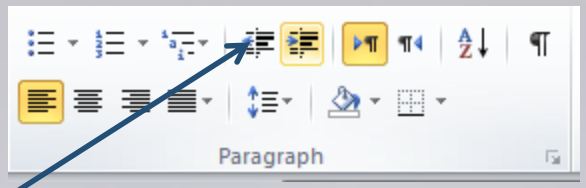
Select the paragraph that you want to indent, then on the **Home** tab, in the **Paragraph** group, do one of the following:

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# Skill 4- Paragraphs Indenting

## 2-Using the Ribon

Select the paragraph that you want to indent, then on the **Home** tab, in the **Paragraph** group, do one of the following:



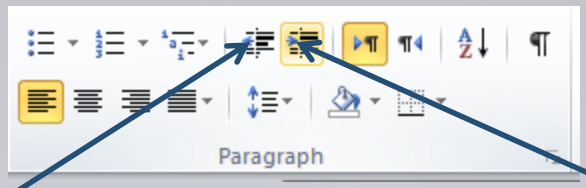

To decrease the left indent of the paragraph in half-inch increments, click the **Decrease Indent** button

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# Skill 4- Paragraphs Indenting

## 2-Using the Ribon

Select the paragraph that you want to indent, then on the **Home** tab, in the **Paragraph** group, do one of the following:




To decrease the left indent of the paragraph in half-inch increments, click the **Decrease Indent** button

To increase the left indent of the paragraph in half-inch increments, click the **Increase Indent** button.

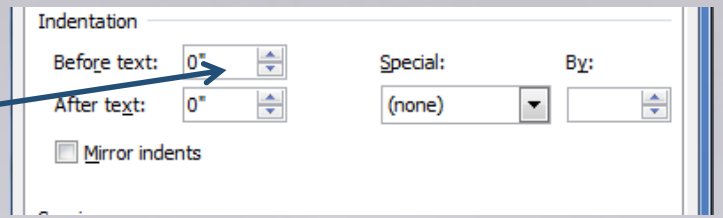
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# Skill 4- Paragraphs Indenting

## 3-Using the the Paragraph Dialog Box.

Select the paragraph that you want to indent , then click the **dialog box launcher** in the **Paragraph** group to open the Paragraph dialog box. On the **Indents and Spacing** tab, in the **Indentation** section

To change the left indent of the entire paragraph, enter the desired value at **Before Text** box, then click OK.



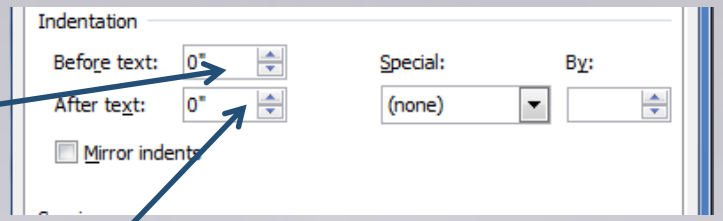

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# Skill 4- Paragraphs Indenting

## 3-Using the the Paragraph Dialog Box.

Select the paragraph that you want to indent , then click the **dialog box launcher** in the **Paragraph** group to open the Paragraph dialog box. On the **Indents and Spacing** tab, in the **Indentation** section

To change the left indent of the entire paragraph, enter the desired value at **Before Text** box, then click OK.




To change the right indent of the entire paragraph, enter the desired value at **After Text** box, then click OK.

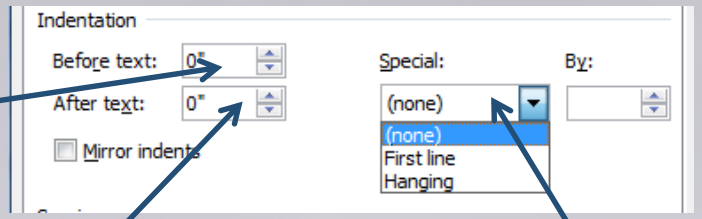
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# Skill 4- Paragraphs Indenting

## 3-Using the the Paragraph Dialog Box.

Select the paragraph that you want to indent , then click the **dialog box launcher** in the **Paragraph** group to open the Paragraph dialog box. On the **Indents and Spacing** tab, in the **Indentation** section

To change the left indent of the entire paragraph, enter the desired value at **Before Text** box, then click OK.




To change the right indent of the entire paragraph, enter the desired value at **After Text** box, then click OK.

To change the First line indent or the Hanging indent :

1-Select First Line or Hanging from the **Special** list box.

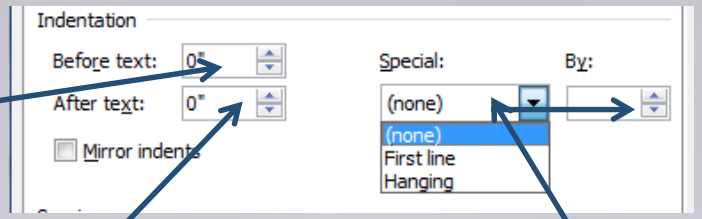
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# Skill 4- Paragraphs Indenting

## 3-Using the the Paragraph Dialog Box.

Select the paragraph that you want to indent , then click the **dialog box launcher** in the **Paragraph** group to open the Paragraph dialog box. On the **Indents and Spacing** tab, in the **Indentation** section

To change the left indent of the entire paragraph, enter the desired value at **Before Text** box, then click OK.




To change the right indent of the entire paragraph, enter the desired value at **After Text** box, then click OK.

To change the First line indent or the Hanging indent :

1-Select First Line or Hanging from the **Special** list box.

2-Enter the desireed value at **By** box,then click OK.

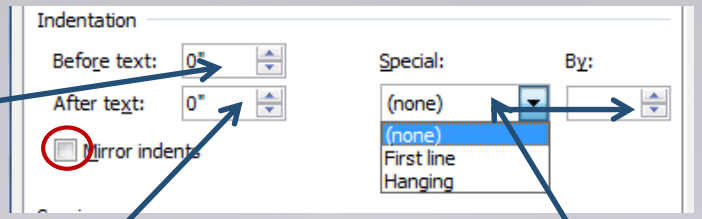
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# Skill 4- Paragraphs Indenting

## 3-Using the the Paragraph Dialog Box.

Select the paragraph that you want to indent , then click the **dialog box launcher** in the **Paragraph** group to open the Paragraph dialog box. On the **Indents and Spacing** tab, in the **Indentation** section

To change the left indent of the entire paragraph, enter the desired value at **Before Text** box, then click OK.




To change the right indent of the entire paragraph, enter the desired value at **After Text** box, then click OK.

To change the First line indent or the Hanging indent :

1-Select First Line or Hanging from the **Special** list box.

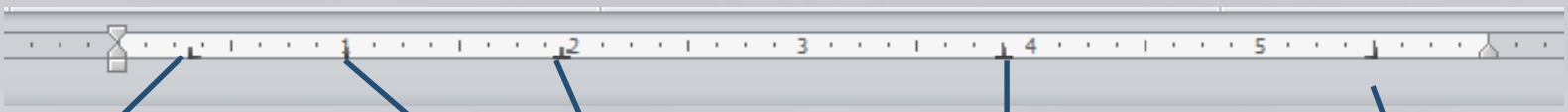
2-Enter the desireed value at **By** box,then click OK.

Note:When you choose this, **Left** and **Right** become **Inside** and **Outside**. This is for book style printing.

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# Skill 5- Setting Tab Stops

- You can align lines of text in different locations across the page by using tab stops.
- By default, Word 2010 sets left-aligned tab stops every half inch from the left margin.
- It is possible to set custom tab stops exactly where you need them.
- The easiest way to set tab stops is to use the horizontal ruler.




**Left Tab**: Aligns the left end of the text with the tab stop.

**Bar Tab**: draws a vertical line at the position of the tab stop.

**Decimal Tab**: Aligns the decimal point in the text with the tab stop.

**Center Tab**: Aligns the center of the text with the tab stop.

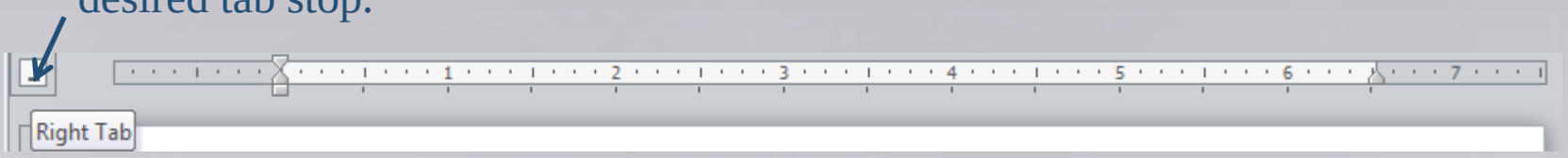
**Right Tab**: Aligns the center of the text with the tab stop.

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# Skill 5- Setting Tab Stops

To set a custom tab stop:

1. Click the tab selector on the left side of the horizontal ruler until it displays the desired tab stop.

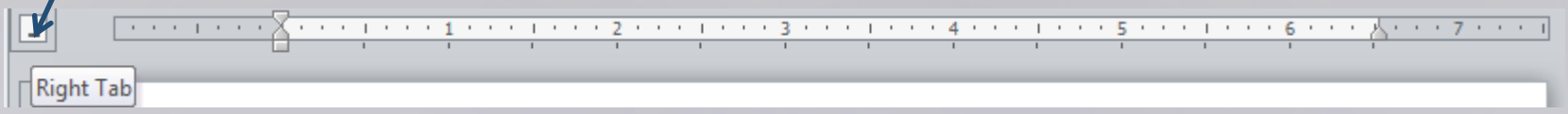



T.C. Adnan Menderes University Faculty of Engineering

# Skill 5- Setting Tab Stops

To set a custom tab stop:

1. Click the tab selector on the left side of the horizontal ruler until it displays the desired tab stop.




2. Click the bottom edge of the horizontal ruler where you want to set the tab stop.

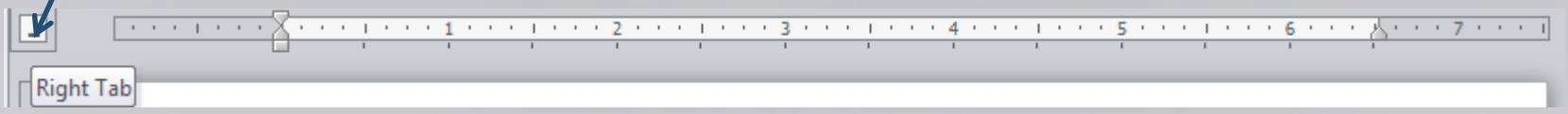


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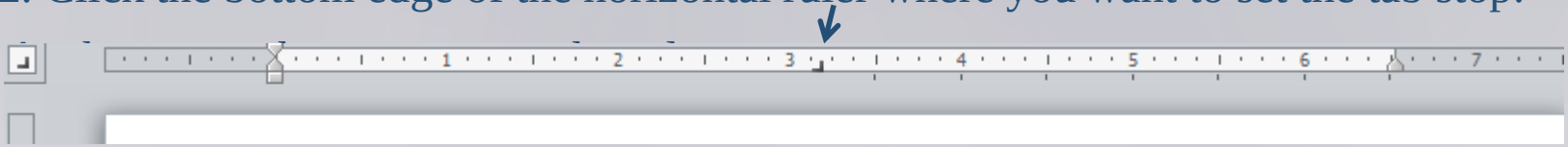
# Skill 5- Setting Tab Stops

To set a custom tab stop:

1. Click the tab selector on the left side of the horizontal ruler until it displays the desired tab stop.




2. Click the bottom edge of the horizontal ruler where you want to set the tab stop.



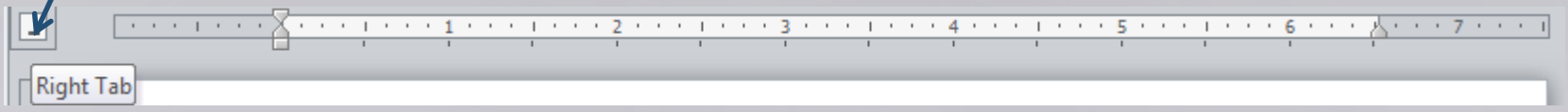
3. Press the **Tab** key to move to the tab stop.

T.C. Adnan Menderes University Faculty of Engineering

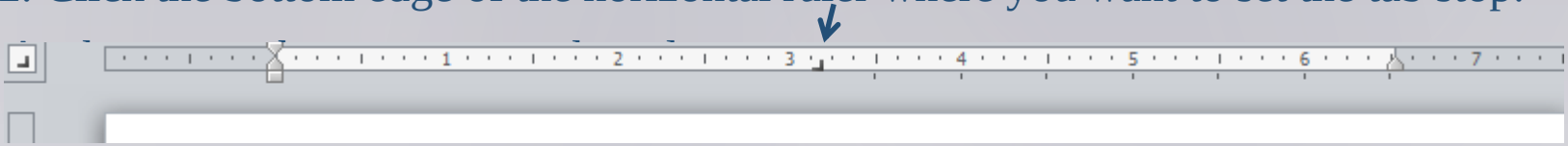
# Skill 5- Setting Tab Stops

To set a custom tab stop:

1. Click the tab selector on the left side of the horizontal ruler until it displays the desired tab stop.




2. Click the bottom edge of the horizontal ruler where you want to set the tab stop.



3. Press the **Tab** key to move to the tab stop.

Note: to delete a tab stop, drag it drag it off the horizontal ruler.

T.C. Adnan Menderes University Faculty of Engineering

# Skill 6 - Creating Bulleted Lists

**Vision**

We believe that the purpose of our faculty is education, research-practice, producing and extending science and service to the society.

We have the knowledge and the responsibility to be worthy of our Country, Association and our Faculty.



**Vision**

- We believe that the purpose of our faculty is education, research-practice, producing and extending science and service to the society.
- We have the knowledge and the responsibility to be worthy of our Country, Association and our Faculty.

**Values**

- We place students at the core of our educational mission.
- We strive for excellence in research.

T.C. Adnan Menderes University Faculty of Engineering

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Creating a bulleted list from written text

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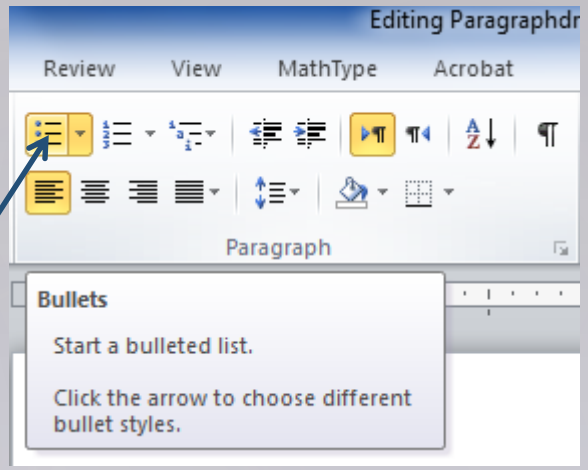
Creating a bulleted list while writing the text

T.C. Adnan Menderes University Faculty of Engineering

# Skill 6 - Creating Bulleted Lists

To create a bulleted list from written text:

1. Select the text.
2. On the **Home** tab, in the **Paragraph** group, click the **Bullets** button.

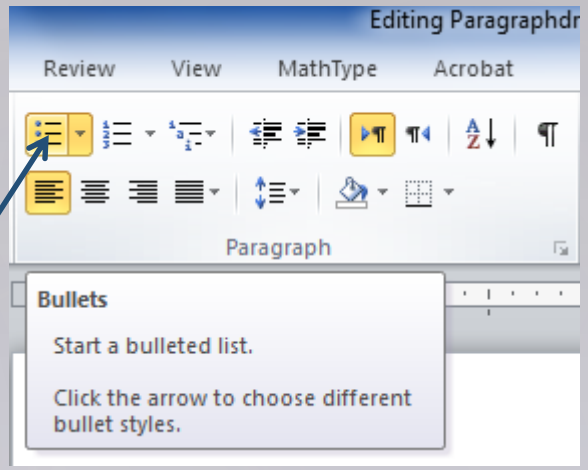


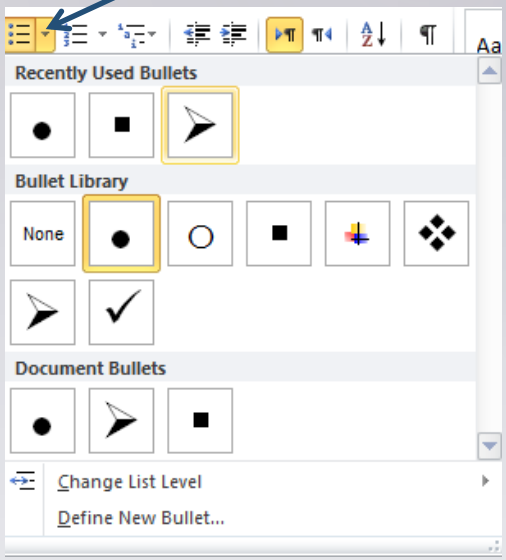

T.C. Adnan Menderes University Faculty of Engineering

# Skill 6 - Creating Bulleted Lists

To create a bulleted list from written text:

1. Select the text.
2. On the **Home** tab, in the **Paragraph** group, click the **Bullets** button.
3. If you want to choose a different bullet style, click the arrow



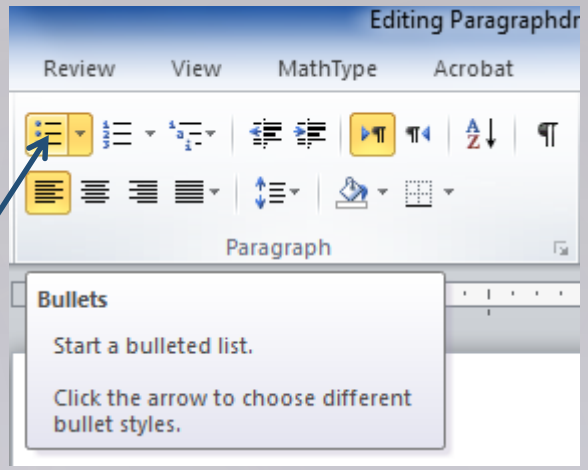



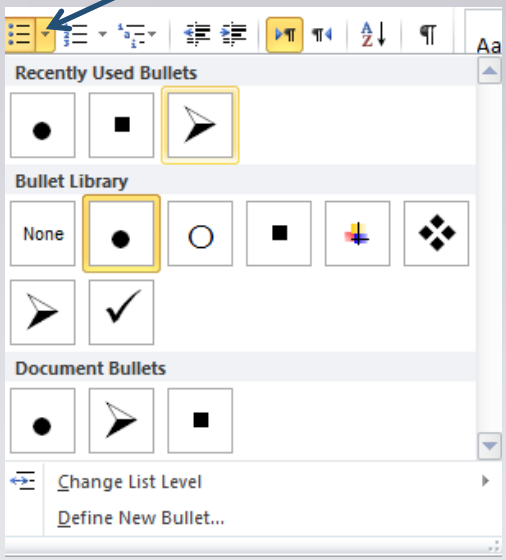

T.C. Adnan Menderes University Faculty of Engineering

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To create a bulleted list while writing the text:

1. Click in the document where you want to add the list.
2. On the **Home** tab, in the **Paragraph** group, click the **Bullets** button .
3. Type the text for the first list item.
4. Press the **Enter** key to add the next list item.
5. To end the list, press the **Enter** key twice.

T.C. Adnan Menderes University Faculty of Engineering

# Skill 7 - Creating Numbered Lists

**DEPARTMENTS**

The faculty has five departments:

Civil Engineering

Computer engineering

Electrical & Electronic Engineering

Food Engineering

Mechanical Engineering



**DEPARTMENTS**

The faculty has five departments:

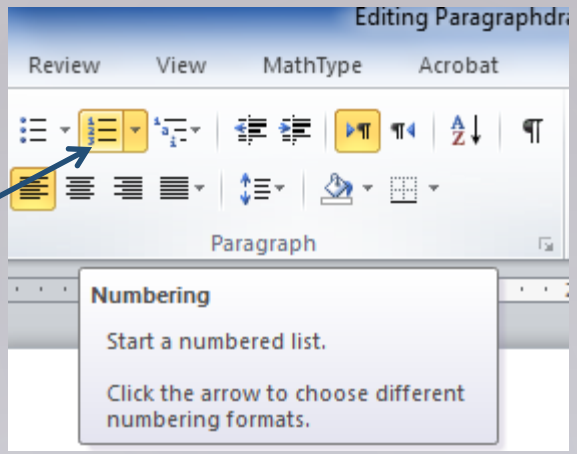
1. Civil Engineering
2. Computer engineering
3. Electrical & Electronic Engineering
4. Food Engineering
5. Mechanical Engineering

T.C. Adnan Menderes University Faculty of Engineering

# Skill 7 - Creating Numbered Lists

To create a numbered list from written text:

1. Select the text.
2. On the **Home** tab, in the **Paragraph** group, click the **Numbering** button.

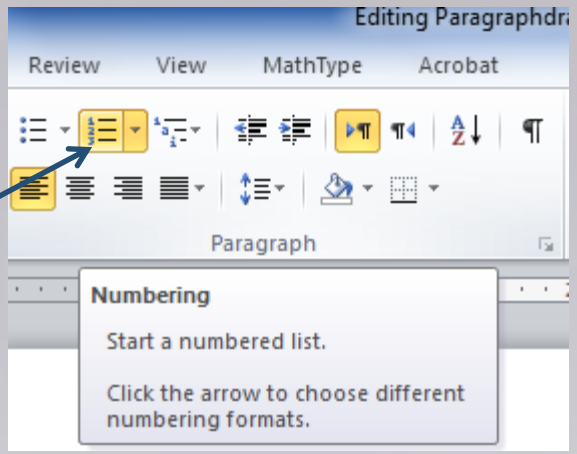


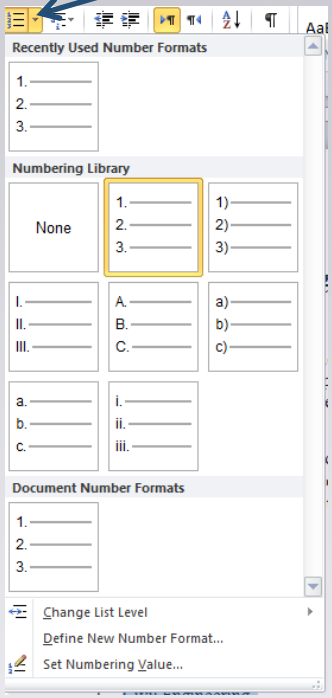

T.C. Adnan Menderes University Faculty of Engineering

# Skill 7 - Creating Numbered Lists

To create a numbered list from written text:

1. Select the text.
2. On the **Home** tab, in the **Paragraph** group, click the **Numbering** button.
3. If you want to choose a different Numbering style, click the arrow



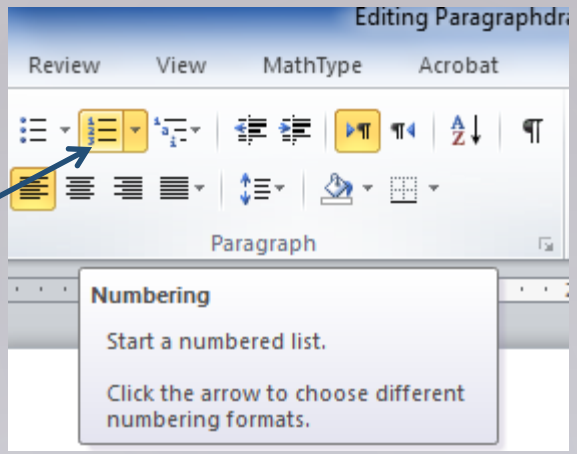



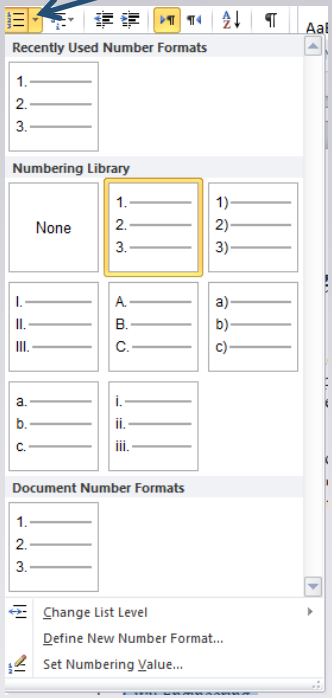

T.C. Adnan Menderes University Faculty of Engineering

# Skill 7 - Creating Numbered Lists

To create a numbered list from written text:

1. Select the text.
2. On the **Home** tab, in the **Paragraph** group, click the **Numbering** button.
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To create a numbered list while writing the text:

1. Click in the document where you want to add the list.
2. On the **Home** tab, in the **Paragraph** group, click the **Numbering** button .
3. Type the text for the first list item.
4. Press the **Enter** key to add the next list item.
5. To end the list, press the **Enter** key twice.

T.C. Adnan Menderes University Faculty of Engineering

# Skill 8 - Creating Multilevel Lists

T.C. Adnan Menderes University Faculty of Engineering

Faculty of Engineering

**About The Faculty**

Faculty of Engineering was established in 2008 and consists of the Mechanical, Food, Electronics, Computer and Civil Engineering Departments. Education and training facilities in specified section of Engineering Faculty is currently under construction.

**Vision**

- We believe that the purpose of our faculty is education, research-practice, producing and extending science and service to the society.
- We have the knowledge and the responsibility to be worthy of our Country, Association and our Faculty.

**DEPARTMENTS**

The faculty has five departments:

1. Civil Engineering
2. Computer engineering
3. Electrical & Electronic Engineering
4. Food Engineering
5. Mechanical Engineering



Faculty of Engineering

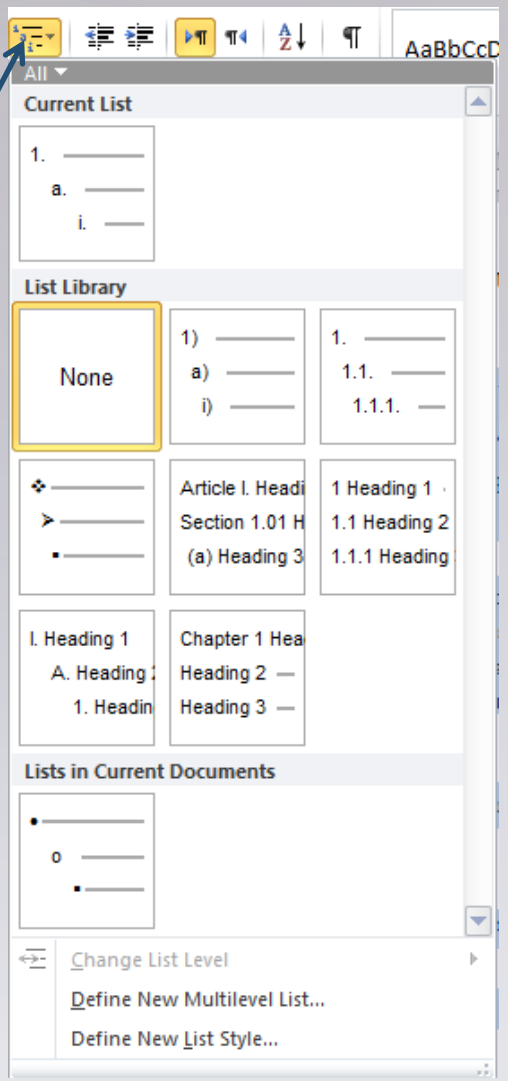
1. **About The Faculty**
   a. Faculty of Engineering was established in 2008 and consists of the Mechanical, Food, Electronics, Computer and Civil Engineering Departments. Education and training facilities in specified section of Engineering Faculty is currently under construction.
2. **Vision**
   a. We believe that the purpose of our faculty is education, research-practice, producing and extending science and service to the society.
   b. We have the knowledge and the responsibility to be worthy of our Country, Association and our Faculty.
3. **DEPARTMENTS**
   a. The faculty has five departments:
   b. Civil Engineering
   c. Computer engineering
   d. Electrical & Electronic Engineering
   e. Food Engineering
   f. Mechanical Engineering

# Skill 8 - Creating Multilevel Lists

To create a Multilevel list from written text:

1. Select the text.
2. On the **Home** tab, in the **Paragraph** group, click the **Multilevel List** button, and select the desired style from the gallery.
3. To change the list level, do one of the following:

- Press the **Tab** key or the **Increase Indent** button to demote the list level.
- Press **Shift+Tab** or **Decrease Indent** to promote the list level.




T.C. Adnan Menderes University Faculty of Engineering

# Skill 8 - Creating Multilevel Lists

To create a Multilevel list while writing the text:

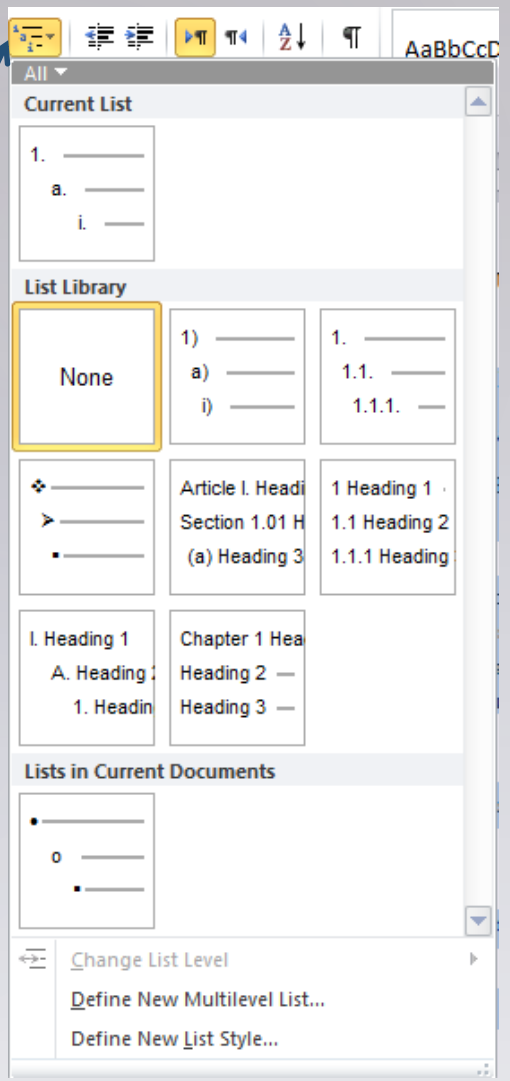
1. Click in the document where you want to add the list.
2. On the **Home** tab, in the **Paragraph** group, click the **Multilevel List** button .
3. Type the text for the first list item.
4. Do one of the following :

   a. Press the **Enter** key to add the next item in the same level.

   b. Press the **Enter** , then **Tab** or the **Increase Indent** button to demote the list level.

   c. Press **Shift+Tab** or **Decrease Indent** to promote the list level.

5. To end the list, press the **Enter**, and then press the **Delete** key.




T.C. Adnan Menderes University Faculty of Engineering

# Skill 9 - Adding Borders

**2. Vision**

a. We believe that the purpose of our faculty is education, research-practice, producing and extending science and service to the society.

b. We have the knowledge and the responsibility to be worthy of our Country, Association and our Faculty.



**2. Vision**

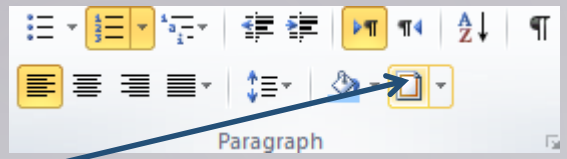
a. We believe that the purpose of our faculty is education, research-practice, producing and extending science and service to the society.

b. We have the knowledge and the responsibility to be worthy of our Country, Association and our Faculty.

# Skill 9 - Adding Borders

To add borders:

1. Select the text that you want to add borders to.
2. On the **Home** tab, in the **Paragraph** group, click the **Borders** button to apply the most recently used border style.

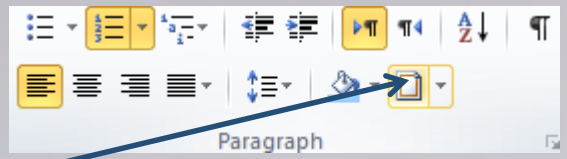


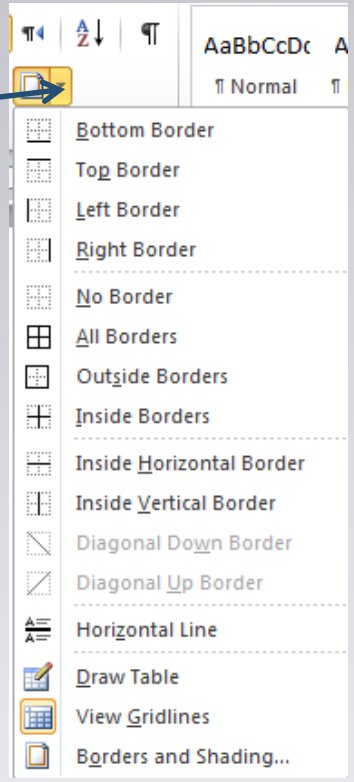

T.C. Adnan Menderes University Faculty of Engineering

# Skill 9 - Adding Borders

To add borders:

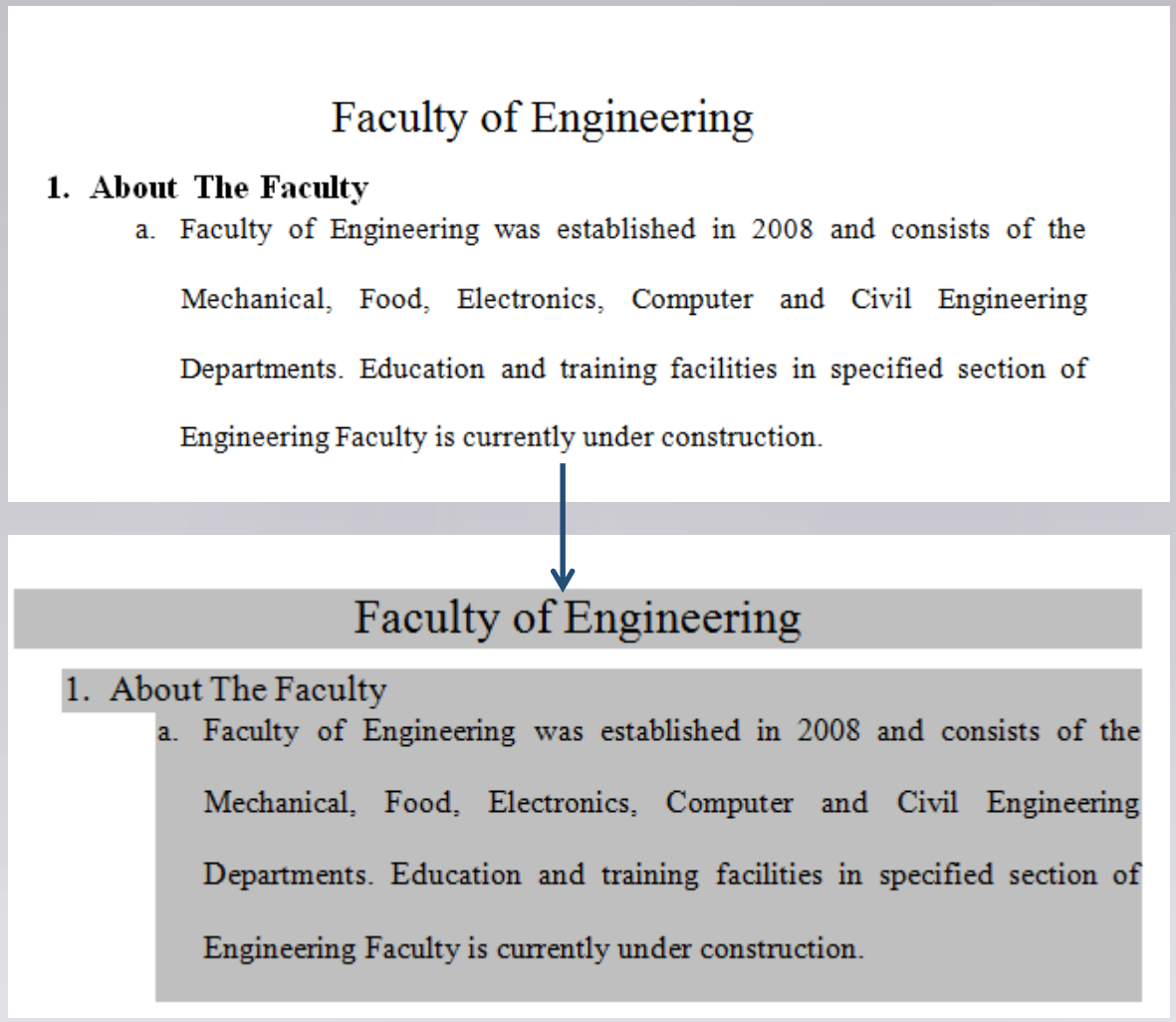
1. Select the text that you want to add borders to.
2. On the **Home** tab, in the **Paragraph** group, click the **Borders** button to apply the most recently used border style.
3. Click the **Borders arrow** if you would like to select a different border style from the menu




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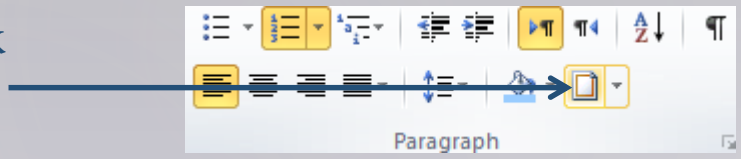
# Skill 10 - Adding Shading



# Skill 10 - Adding Shading

To add **Shading**:

1. Select the text that you want to add Shading to.
2. On the **Home** tab, in the **Paragraph** group, click the **Shading** button to apply the most recently used Shading style.

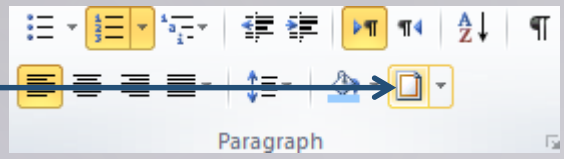


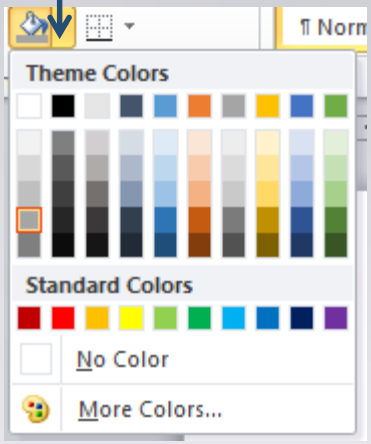

T.C. Adnan Menderes University Faculty of Engineering

# Skill 10 - Adding Shading

To add **Shading**:

1. Select the text that you want to add Shading to.
2. On the **Home** tab, in the **Paragraph** group, click the **Shading** button to apply the most recently used Shading style.
3. Click the **Shading arrow** if you would like to select a different Shading style from the menu




T.C. Adnan Menderes University Faculty of Engineering

# Skill 11 - Applying Styles

- Instead of using direct formatting, you can use styles to apply consistent formatting to a document.

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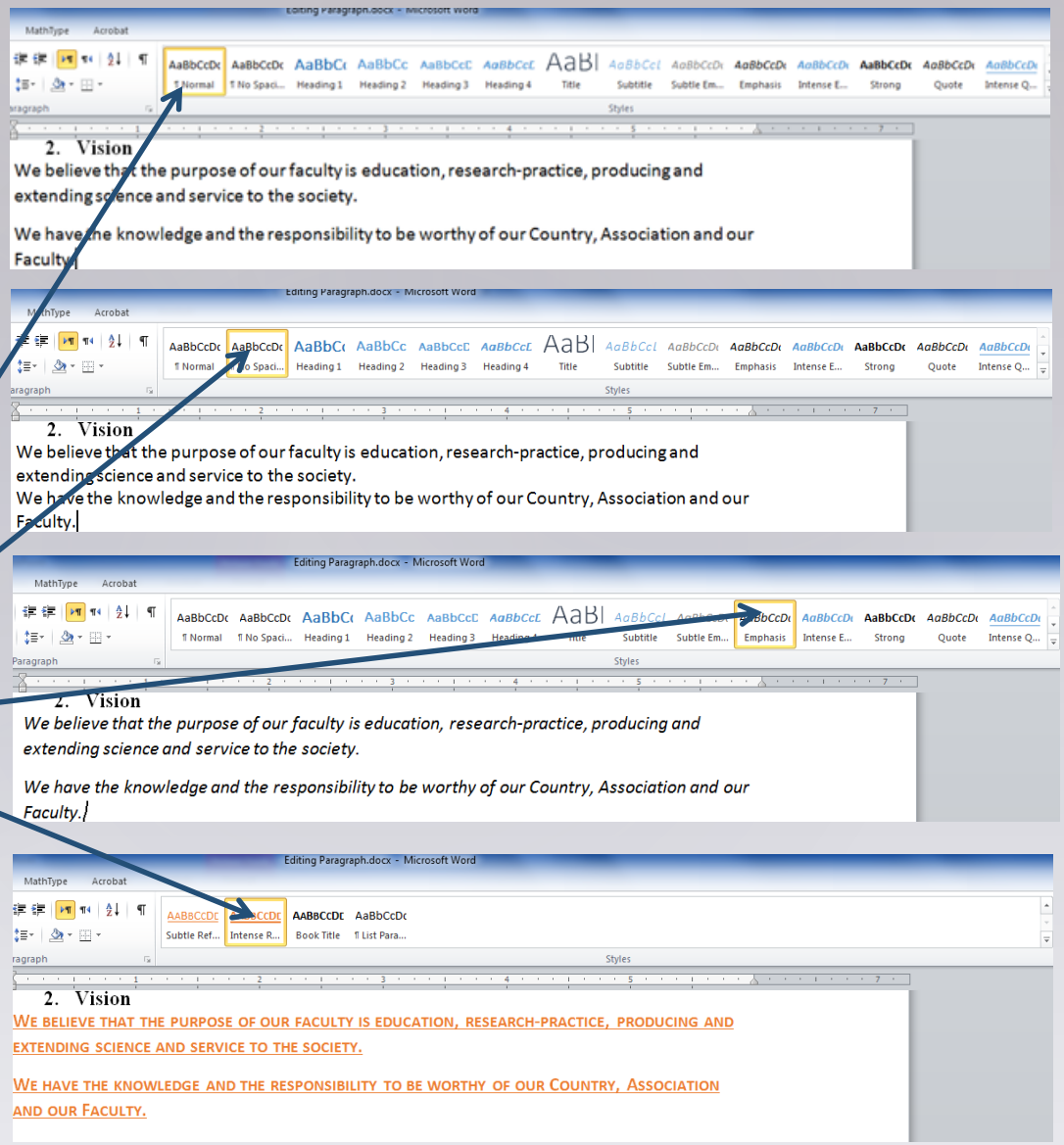
# Skill 11 - Applying Styles

- Instead of using direct formatting, you can use styles to apply consistent formatting to a document.
- A **style** is a set of formatting characteristics such as font, font size, font color, and paragraph alignment and spacing.

T.C. Adnan Menderes University Faculty of Engineering

# Skill 11 - Applying Styles

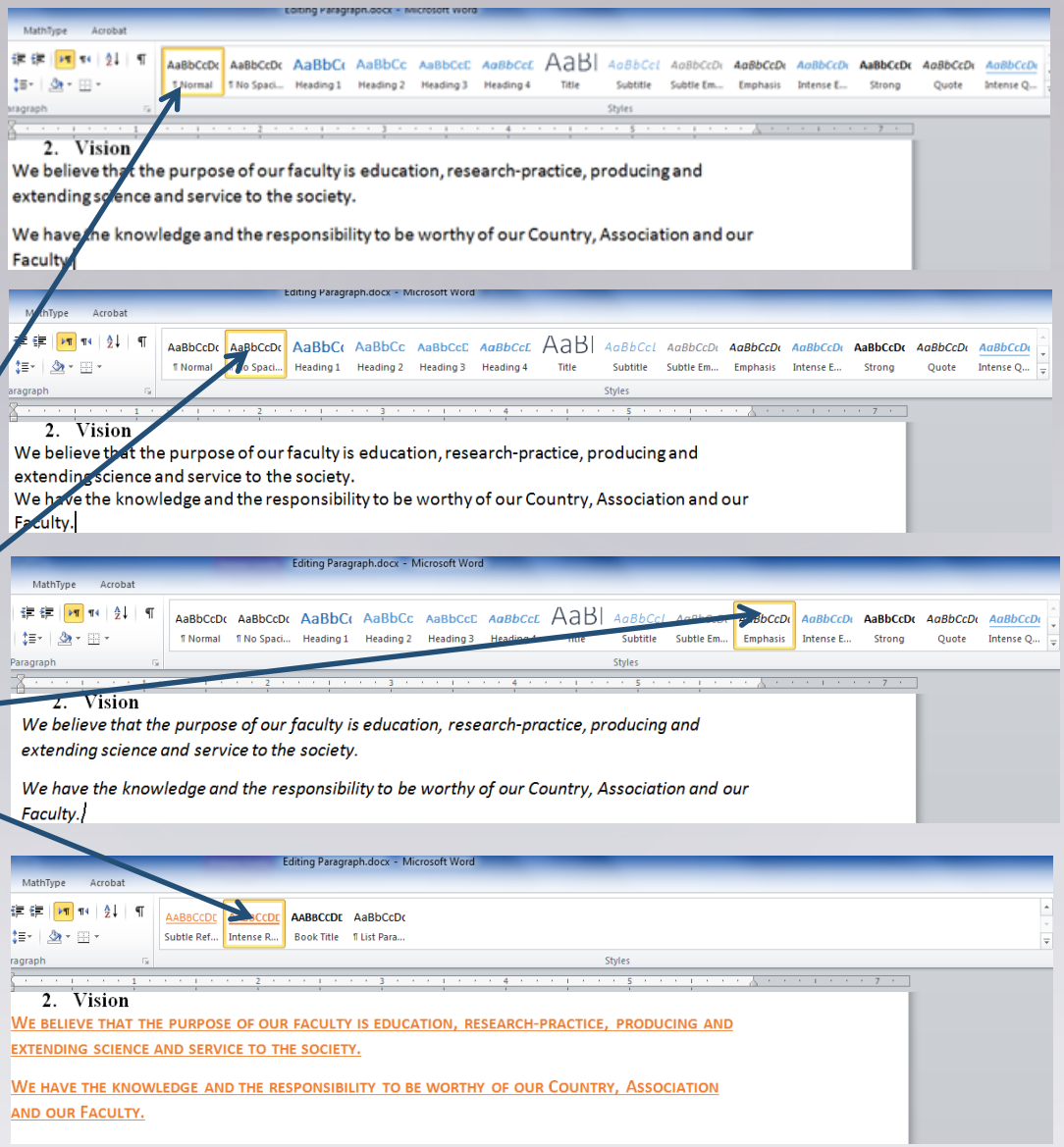
- Instead of using direct formatting, you can use styles to apply consistent formatting to a document.
- A **style** is a set of formatting characteristics such as font, font size, font color, and paragraph alignment and spacing.
- Word includes several predefined styles that you can use such as:




T.C. Adnan Menderes University Faculty of Engineering

# Skill 11 - Applying Styles

- Instead of using direct formatting, you can use styles to apply consistent formatting to a document.
- A **style** is a set of formatting characteristics such as font, font size, font color, and paragraph alignment and spacing.
- Word includes several predefined styles that you can use such as:
- If you do not like the appearance of a built-in style, you can modify it or create a custom style to suit your needs.

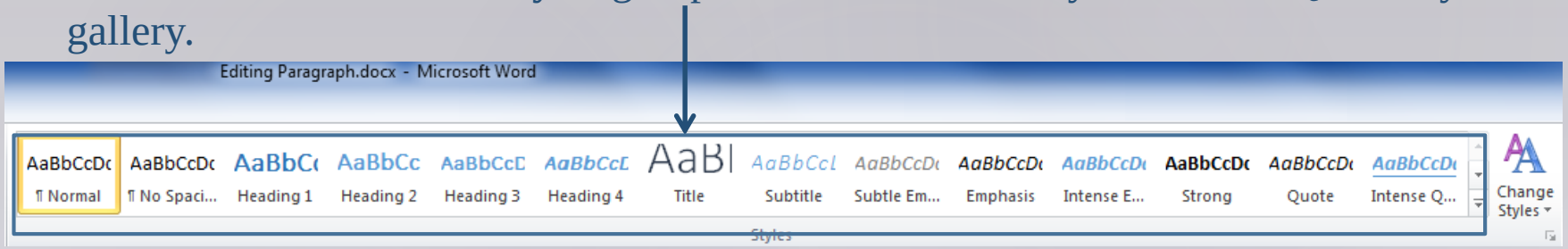



T.C. Adnan Menderes University Faculty of Engineering

# Skill 11 - Applying Styles

To apply a style using the Quick Styles gallery:

1. Select the text that you want to apply a style to.
2. On the **Home** tab, in the **Styles** group, select the desired style from the Quick Styles gallery.

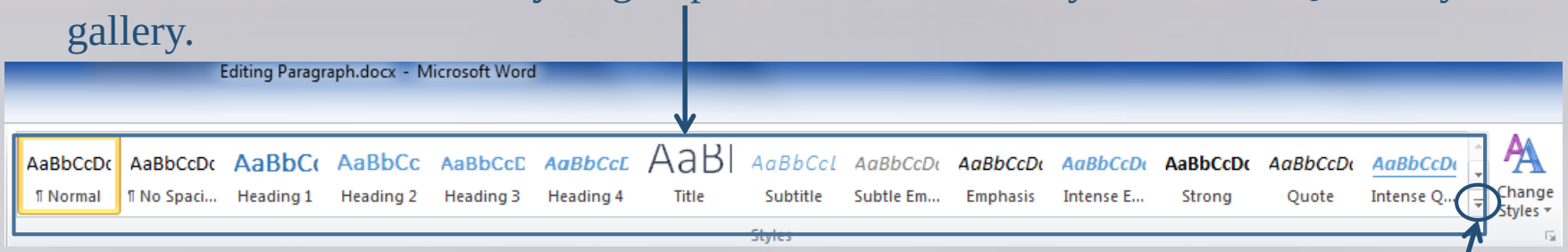



T.C. Adnan Menderes University Faculty of Engineering

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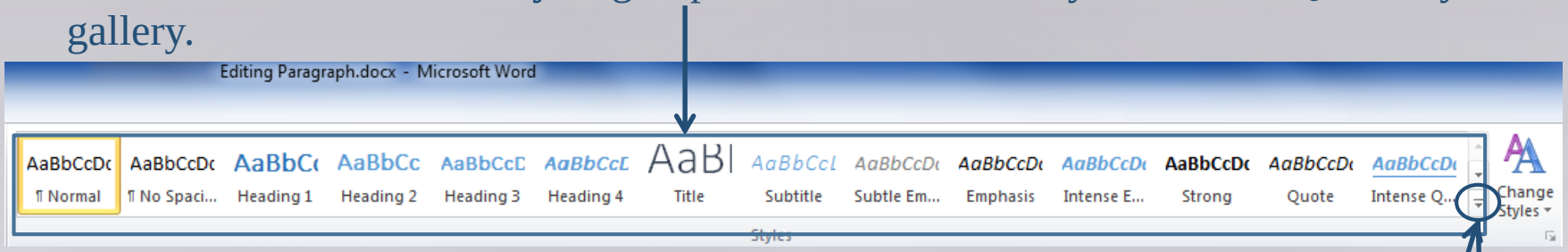

NOTE: To display the entire Quick Styles gallery, click the **More** button in the lower-right corner of the gallery to expand it.

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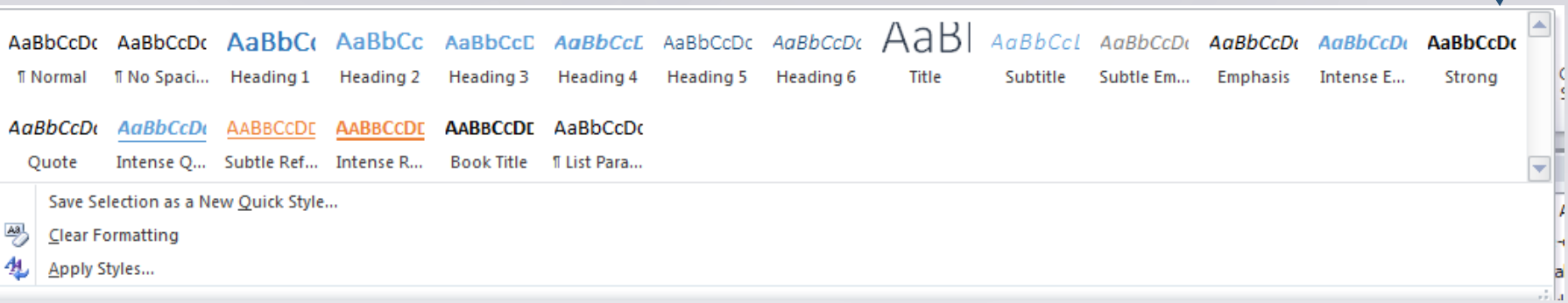
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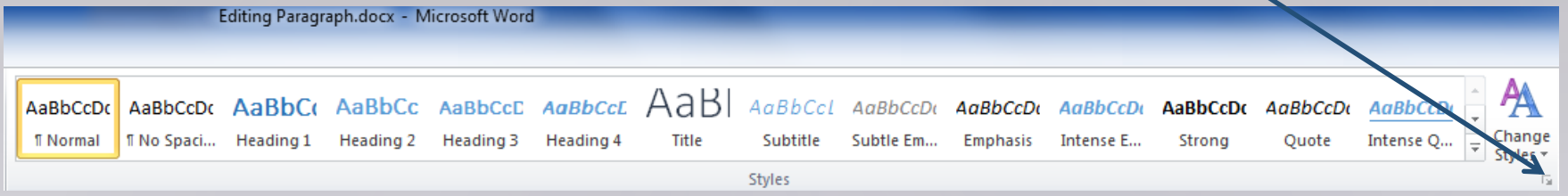



T.C. Adnan Menderes University Faculty of Engineering

# Skill 11 - Applying Styles

To apply a style using the Styles pane:

1. On the **Home** tab, in the **Styles** group, click the dialog box launcher.

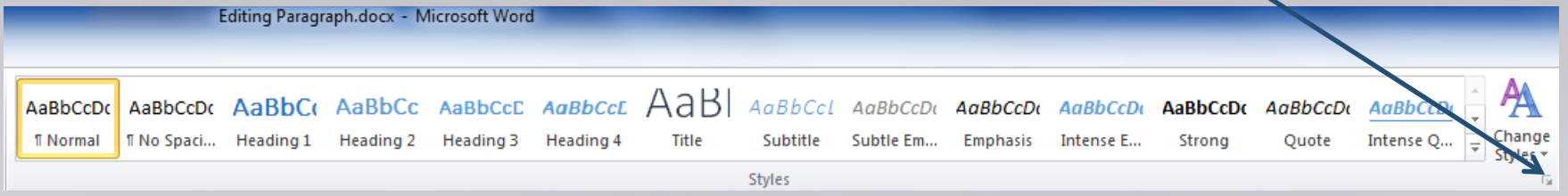



T.C. Adnan Menderes University Faculty of Engineering

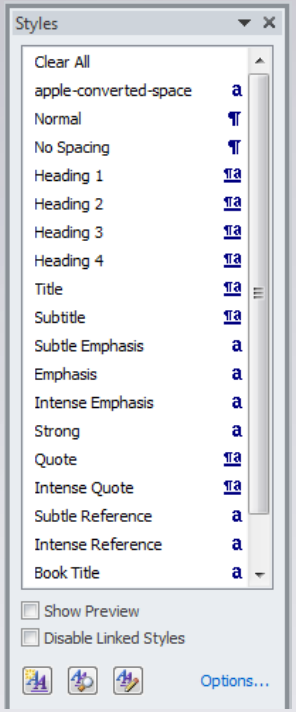
# Skill 11 - Applying Styles

To apply a style using the Styles pane:

1. On the **Home** tab, in the **Styles** group, click the dialog box launcher.




The Styles pane opens on the right side of the program window

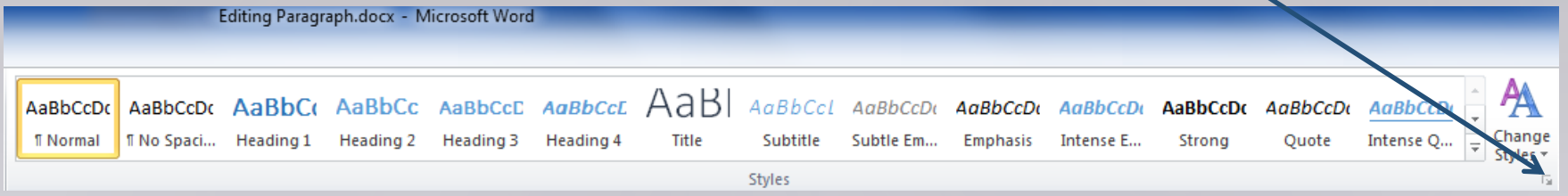



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# Skill 11 - Applying Styles

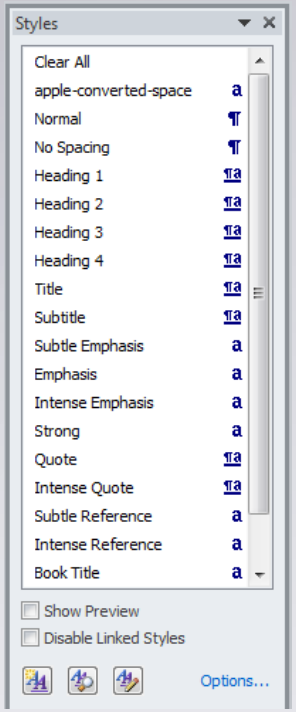
To apply a style using the Styles pane:

1. On the **Home** tab, in the **Styles** group, click the dialog box launcher.




The Styles pane opens on the right side of the program window

2. Select the text that you want to apply a style to.
3. In the Styles pane, click the desired style.

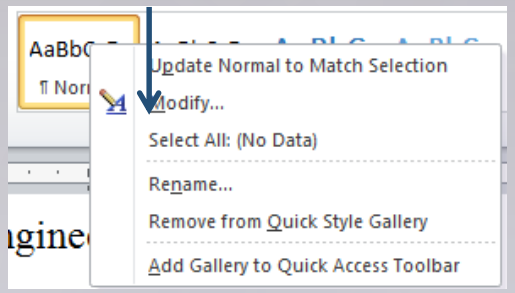



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# Skill 11 - Applying Styles

To modify an existing style:

1. In Quick Styles gallery, right-click the style, and then click Modify on the shortcut menu.

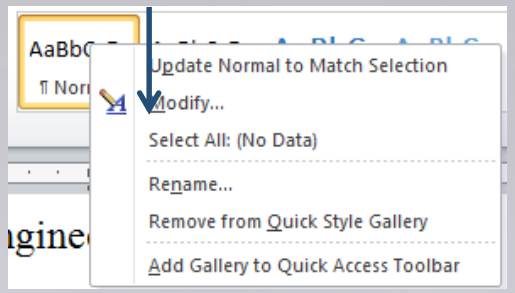



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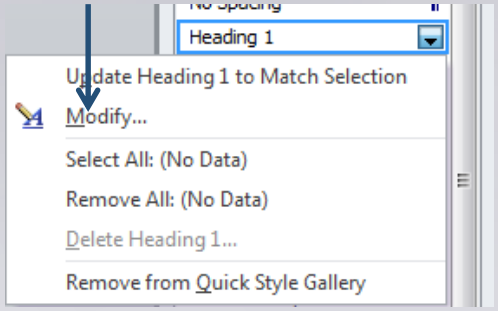
# Skill 11 - Applying Styles

To modify an existing style:

1. In Quick Styles gallery, right-click the style, and then click Modify on the shortcut menu.




Or In the Styles pane, right-click the style, and then click Modify on the shortcut menu.

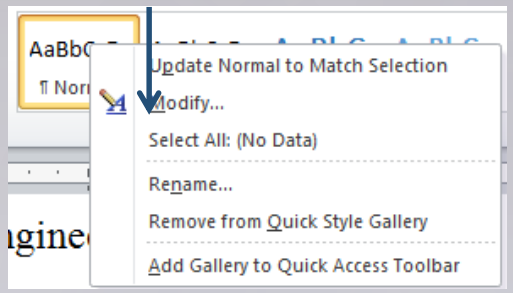



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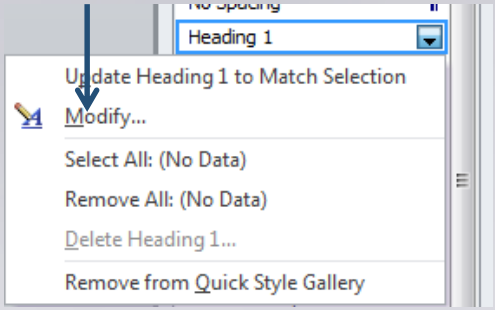
# Skill 11 - Applying Styles

To modify an existing style:

1. In Quick Styles gallery, right-click the style, and then click Modify on the shortcut menu.




Or In the Styles pane, right-click the style, and then click Modify on the shortcut menu.



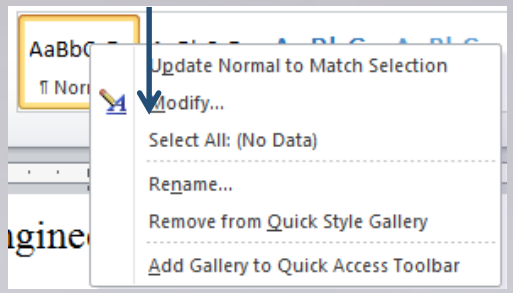

2. In the Modify Style dialog box, make the desired changes, and then click the OK button.

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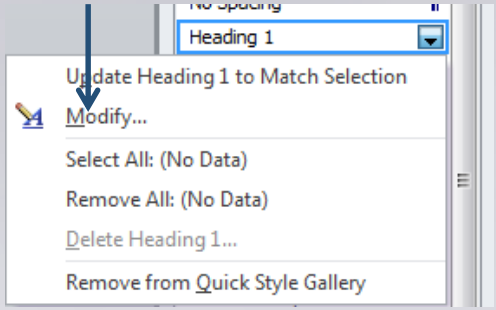
# Skill 11 - Applying Styles

To modify an existing style:

1. In Quick Styles gallery, right-click the style, and then click Modify on the shortcut menu.




Or In the Styles pane, right-click the style, and then click Modify on the shortcut menu.




2. In the Modify Style dialog box, make the desired changes, and then click the OK button.

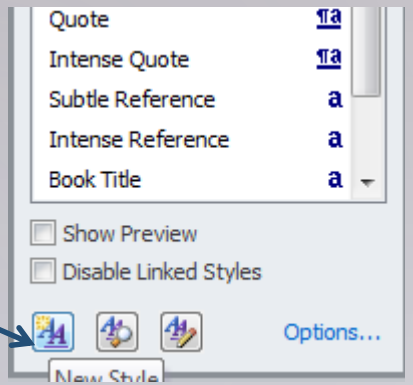
NOTE: When you modify a style, all text formatted with that particular style will be updated automatically.

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# Skill 11 – Creating New Styles

To create a new style:

1. In the Styles pane, click the **New Style** button

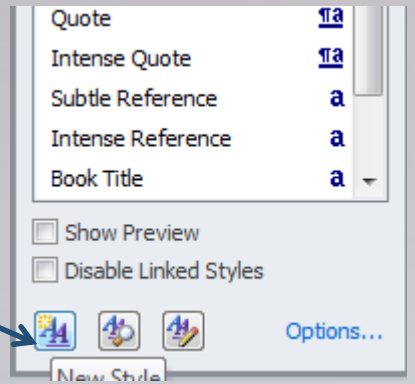



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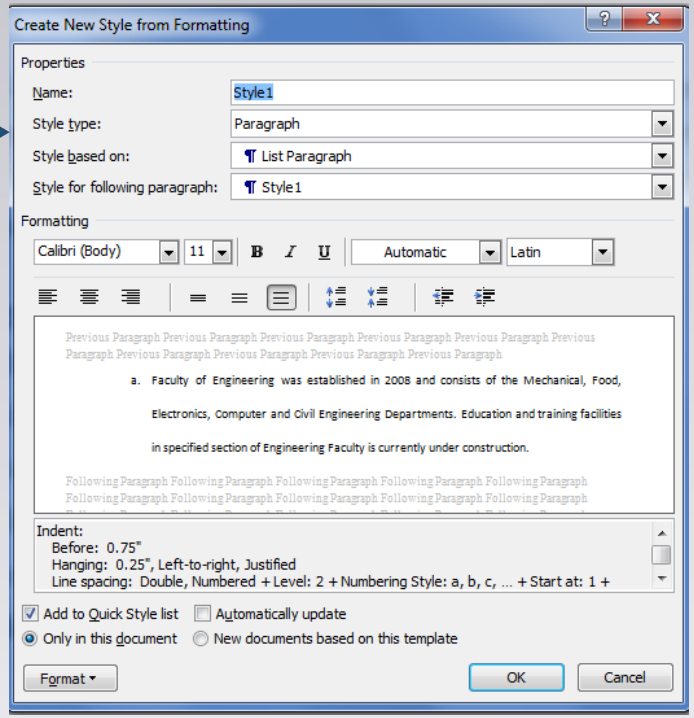
# Skill 11 – Creating New Styles

To create a new style:

1. In the Styles pane, click the **New Style** button

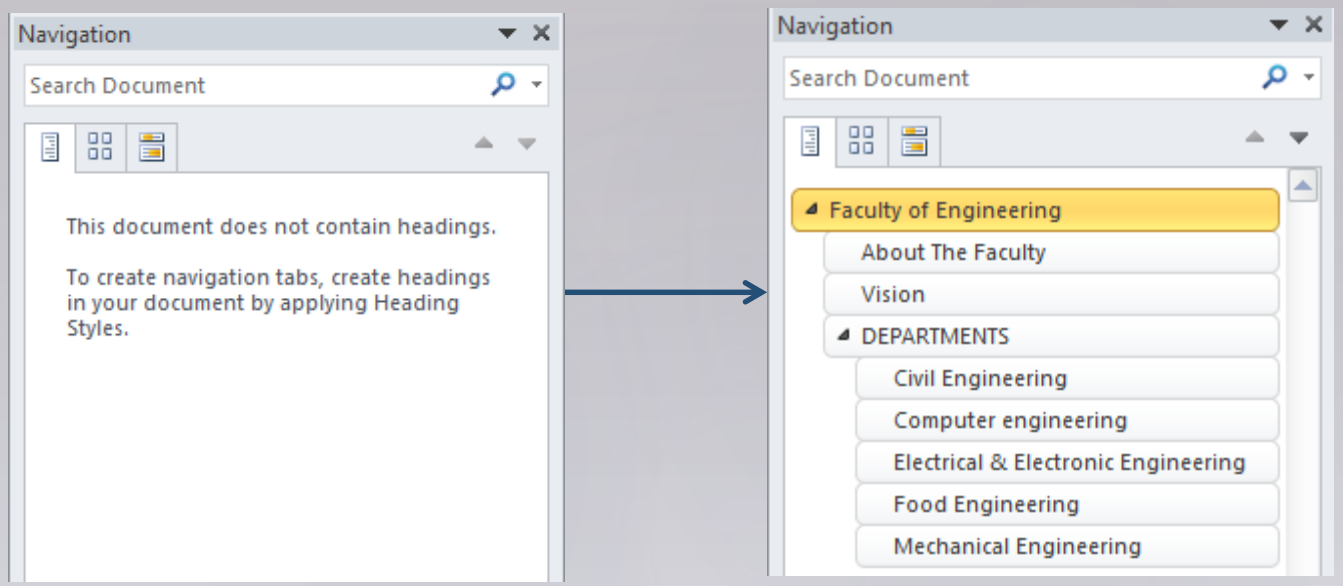



2. In the **Create New Style from Formatting** dialog box, type a name for the new style in the Name box, select the desired options, and then click the OK button.




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# Skill 12 - Applying Headings




- **Headings** are used to organize information into a logical structure.
- The best way to create headings in a Word document is to apply heading styles.
- If you use the built-in heading styles (Heading 1 through Heading 9), Word can generate a **table of contents** automatically.

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# Skill 12 - Applying Headings

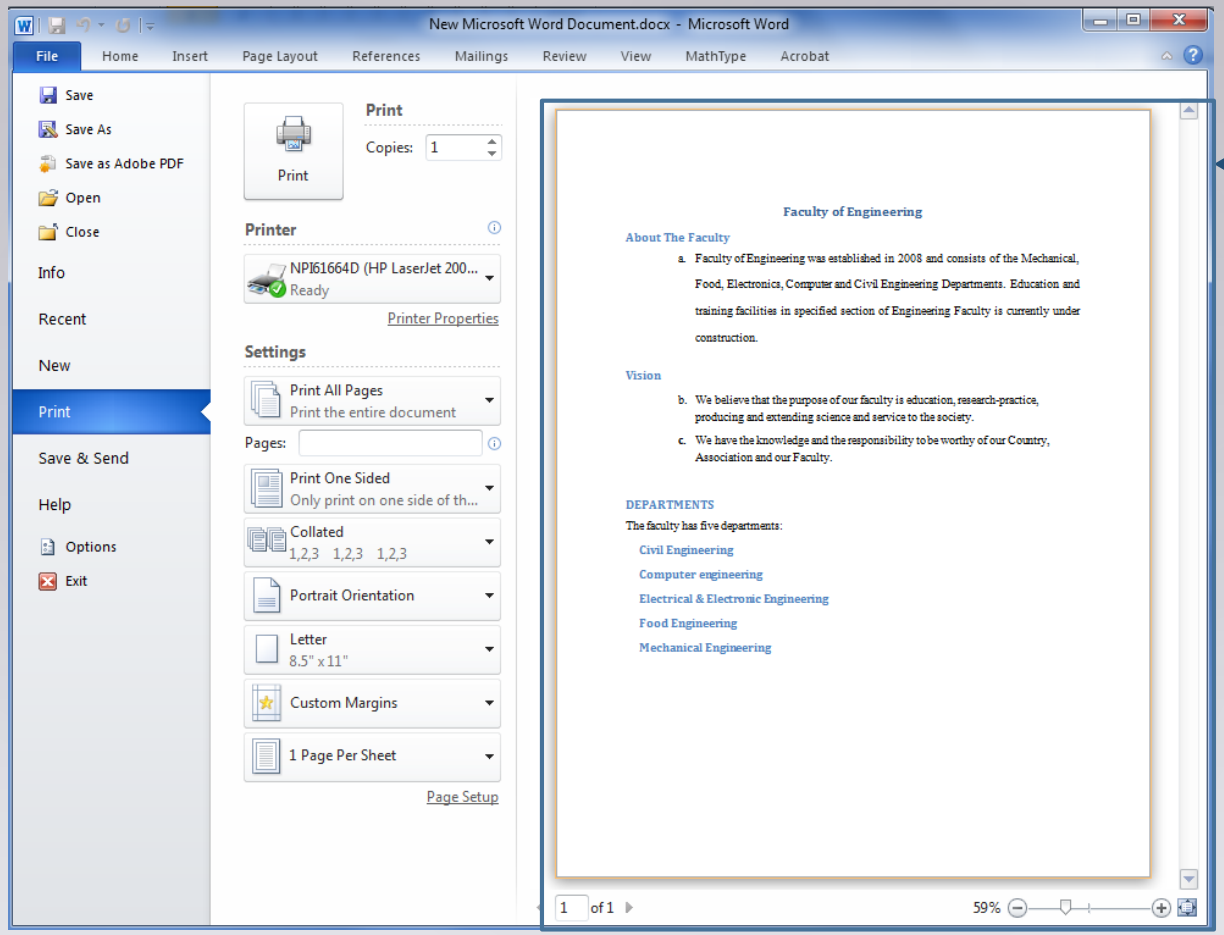
To apply a heading style:

1. Select the text that you want to apply a heading style to.
2. Do one of the following:
   - On the **Home** tab, in the **Styles** group, select the desired heading style from the Quick Styles gallery.
   - In the Styles pane, click the desired heading style.

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# Skill 13 - Previewing Documents

To preview a document, click the **File** tab, and then click **Print**. Or, press **Ctrl+P**.

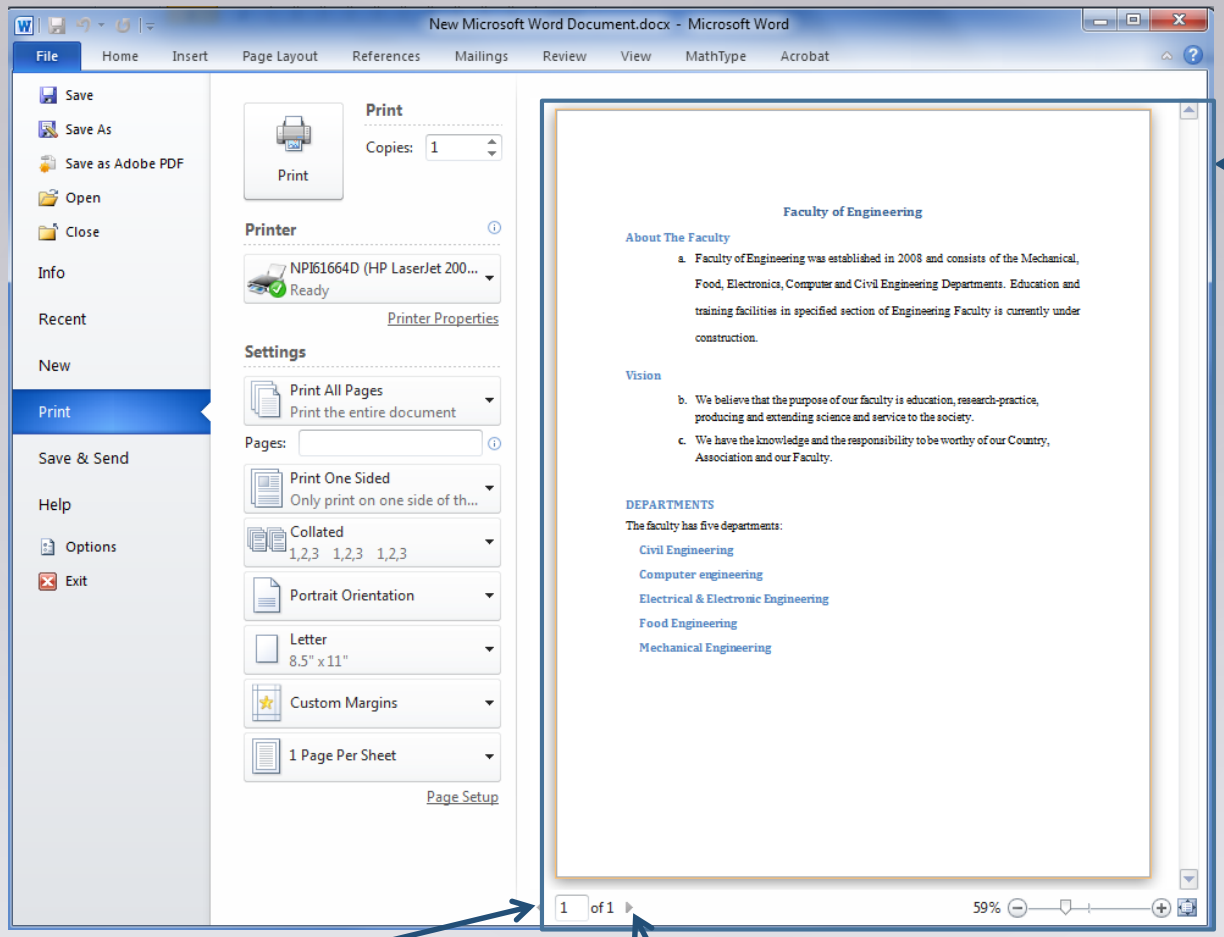



A preview of the document

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# Skill 13 - Previewing Documents

To preview a document, click the **File** tab, and then click **Print**. Or, press **Ctrl+P**.




A preview of the document

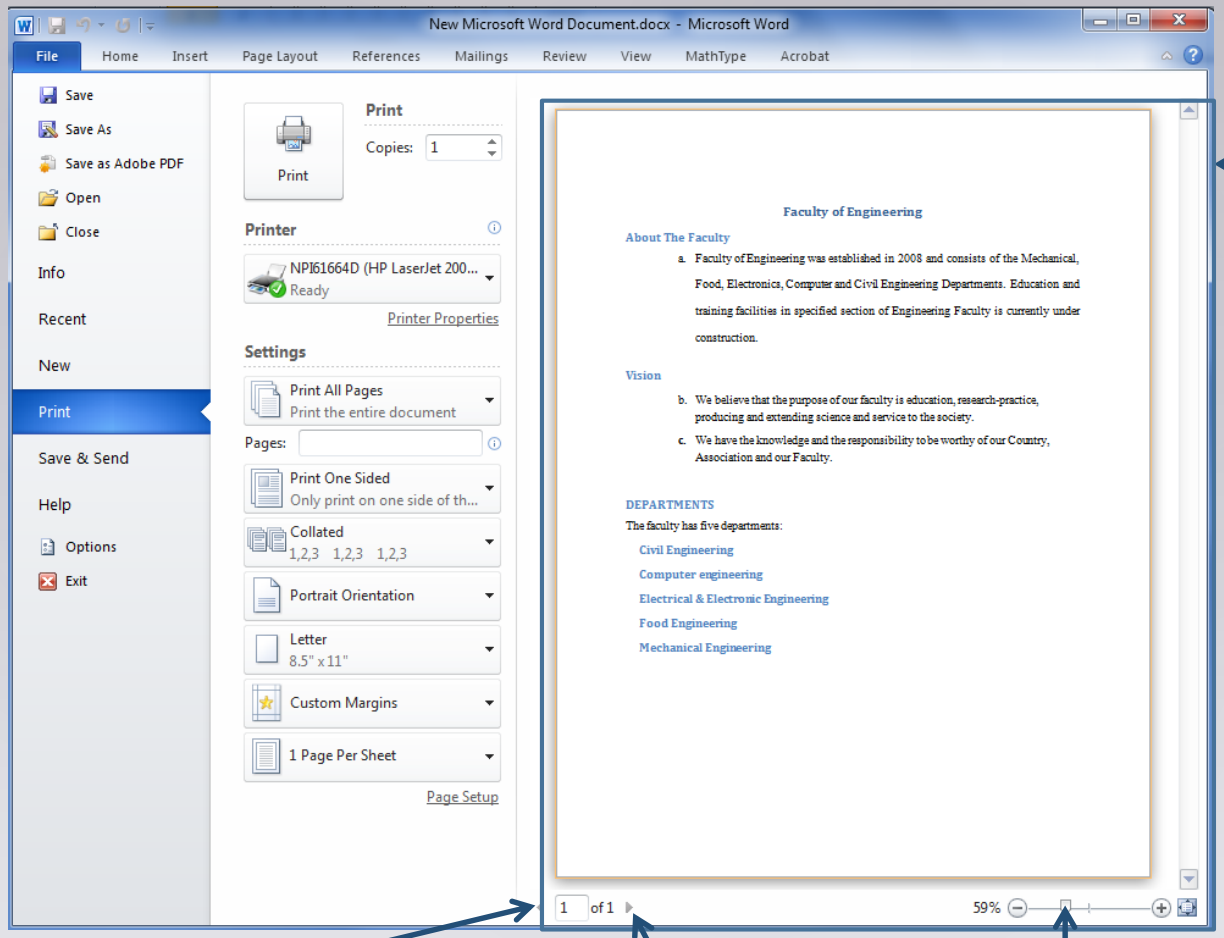
Move to Previous Page

Move to Next Page

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# Skill 13 - Previewing Documents

To preview a document, click the **File** tab, and then click **Print**. Or, press **Ctrl+P**.




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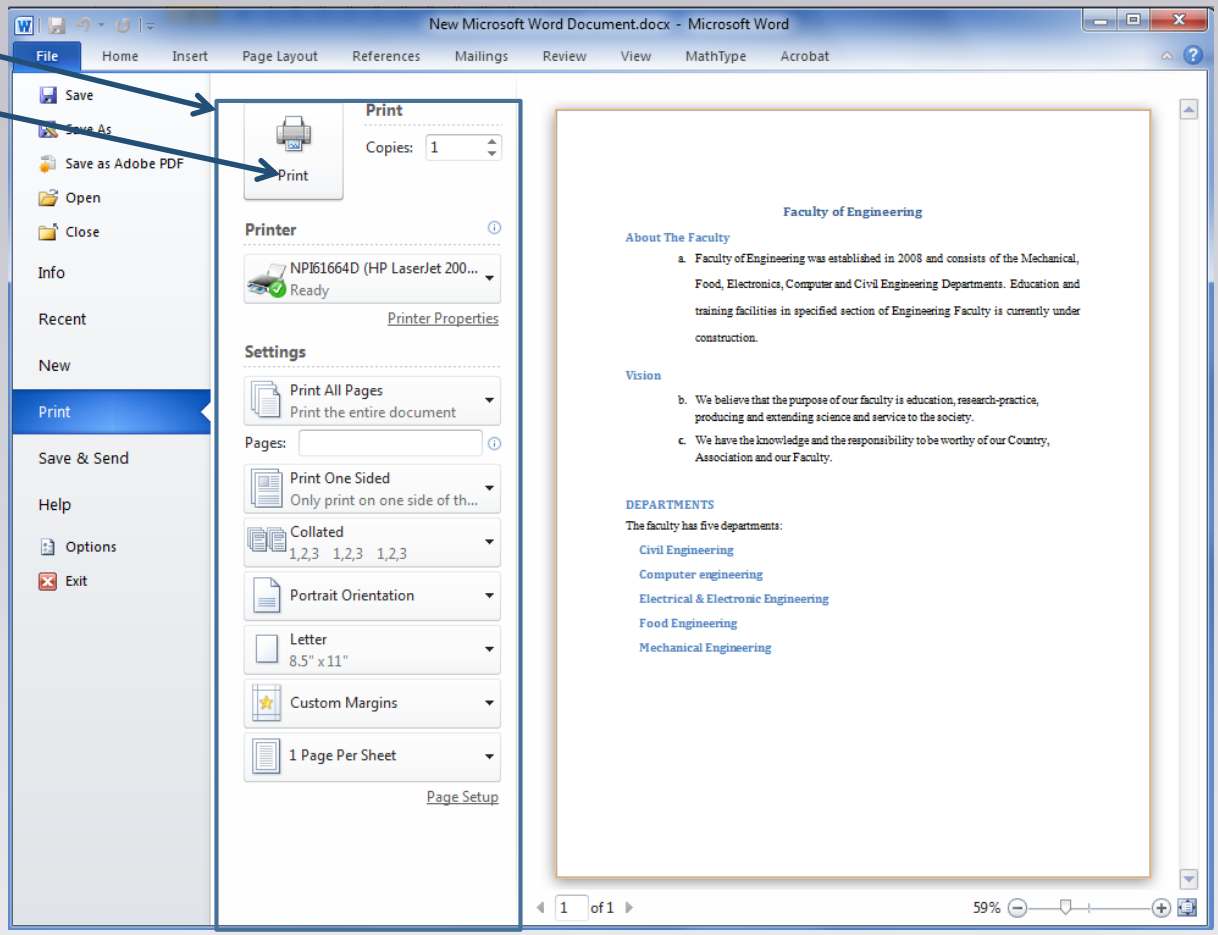
# Skill 14 - Printing Documents

To print a document:

1. Click the **File** tab, and then click **Print**. Or, press **Ctrl+P**.

   NOTE: You can skip step 2 if you do not want to change any of the print settings.

2. Change print settings.
3. Click the **Print** button.




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# References


- California State University, Los Angelos, Information Technology Services, Microsoft Word 2010 Part 1: Introduction to Word. https://www.calstatela.edu/its/training/pdf/**word2010**p1.pdf
- Microsoft Word 2010 Help.


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# Next Lecture

Introduction to Microsoft Word 2010-Part 3

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