Microsoft Word 2010

Prepared by Dr.salma Sultan Salman

1 - The Desktop

The Desktop is the main Windows 7 screen (see image below). It is the work area where dialog boxes, windows, icons, and menus appear. Like an office desk, the Windows 7 desktop contains items you can use to do your job. For instance, from your desktop, you can perform file-management tasks and run software applications. You can customize the appearance of the desktop to suit your preferences.
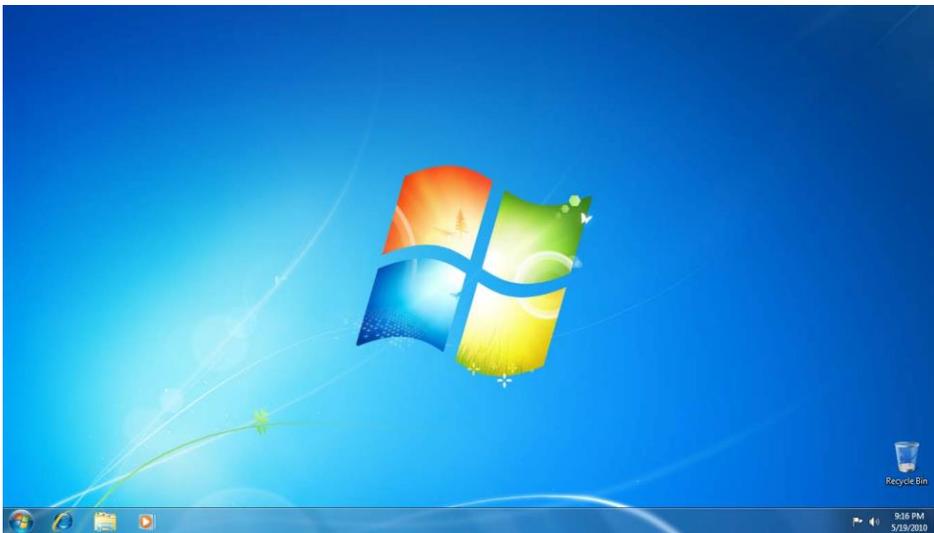
Desktop Icons

The Desktop is where you'll find icons (small pictures) for many of your most frequently used programs. You'll most likely see icons for Computer, Documents, Recycle Bin, and Internet Explorer.

- **Computer** – Allows you to see what drives are attached to your computer (for example, your local hard disk drive, your CD/DVD drives, any networked shared drives, and external drives, such as a USB flash drive). You can also view the files that are located on these drives.
- **Documents** – Supplies a 'catch-all' place for your personal files. Within here you can see your files, any shared files from other computer users and any music or pictures you may have stored. The Documents folder will sometimes be identified by your name instead of the word "Documents."
- **Recycle Bin** – Stores any files you delete until you empty it.
- **Internet Explorer** – Contains Windows' built in web browser that integrates with other Windows components (such as your folders and Documents).

2

On the other hand, you can also create and edit icons for your own use.

- **Creating Icons** – To create an icon, right-click anywhere on the Desktop and choose **New Shortcut**. Browse for the file or program you want to create the icon for, click **Next,** name your icon, then click **Finish**.
- **Deleting Icons** – To delete an icon, either right-click on the icon and select **Delete**, or click once on the icon and press the Delete key on your keyboard.
- **Renaming Icons** – To rename an icon, right-click on the icon and choose **Rename**. You can then type in the new name. Also, try clicking once on the icon, wait half a second, then click it a second time. The text area will be visible and you can type a new name.
- **Arranging Icons** – To arrange the icons on your desktop, right-click in an open area of the Desktop, click **Sort By**, and choose the appropriate option from the list below.
    - o **Name** – Sort the icons alphabetically from top to bottom, left to right.
    - o **Size** – Sort the icons by file size (the amount of space the file takes up on your local computer).
    - o **Type** – Sorts the icons by the type of file that it is, such as Word Documents, programs, etc.
    - o **Date Modified** – Arranges the icons with the most recent items in the top left hand corner.
    - o **Moving & Dragging** – To move (drag) an icon, click on it once, holding down the click, and drag it to another location. You can also arrange the items wherever you would like. Simply right-click in the open area of the Desktop, click **View**, and choose **Align to Grid**.

Interior Decorating Windows 7: Changing Desktop Properties

So you're bored with that plain background or that rolling green hill? Don't like the flashing stars screen saver that plagues your screen? The Personalization (Display Properties) window is your answer. From here you can change your wallpaper, screen saver, and even your desktop theme. To access the window, right-click anywhere on an open space of your desktop and click Personalize. Here's a rundown of what each area is.

- **Change desktop icons** – Allows you to select which items will appear on your desktop.
- **Change mouse pointers** – Allows you to pick a different mouse pointer. You can also change how the mouse pointer looks during such activities as clicking and selecting.
- **Desktop** – Allows you to set the Desktop background picture.
- **Display** – Allows you to set your screen resolution and other advanced monitor and video settings.
- **Screen Saver** – Allows you to set a screen saver and its time interval. A screen saver is a picture or animation that covers your screen and appears when your computer is idle for a set period of time.
- **Sounds** – Changes which sounds are heard when you do everything from receiving e-mail to emptying your Recycle Bin.

- **Window Themes** – Allows you to set a theme for Windows which includes changing visual or auditory elements associated with menus, icons, backgrounds, screen savers, mouse pointers and some computer sounds. Users can set some aspects of Windows 7 to visually look like Windows XP.

Taskbar & Toolbars

The bottom of your screen contains various toolbars and icons that allow you to see what programs are running and what programs you can access easily by clicking its icon. From the left to right, the areas are: the Start button (which was discussed previously), the Taskbar and the Notification Area (sometimes called the system tray). Sometimes other toolbars can show up, such as an address bar.

- **Display Desktop** – This feature will hide all open windows allowing the user to view their full Desktop. This feature is activated by clicking the tall rectangular object to the right of the system date and time. Click the object again to restore all of the hidden windows.
- **Notification Area** – Displays any programs you have running in the background (such as a virus scanning program) and displays the time and date.
- **Taskbar** – Shows any programs or files you currently have open. You can click the toolbar buttons to go back and forth between open items.

The new Windows 7 Taskbar is considerably different from previous incarnations of Windows. It now combines the functions of the traditional Taskbar, which was a place to show which programs were open and allow a user to switch between programs, and the Quick Launch toolbar, which was a small area that contained shortcuts to frequently used programs.

Users can now "pin" programs to the Taskbar, which will place a shortcut to that program directly on the Taskbar. You can do this by right-clicking on any icon in your Start Menu and choosing **Pin to Taskbar**. Clicking that icon will open the program and put a highlight around that icon, showing that a window is now open. You can pin as many icons to your Taskbar as you like, up to the length of the Taskbar. See the Quick View section to see how you can further utilize the icons on the Taskbar.

Quick View (Peek)

Quick view, also called Peek, allows you to quickly view glance at all open windows of any application currently open. In this example, Peek has allowed the user to quick view four websites currently opened in Internet Explorer. The user can simply click the window they want to access and Windows will bring the website to the foreground. To access Peek, simply place your mouse pointer over any open application.

Start Menu Basics

The Start Menu is, appropriately enough, your starting point in Windows 7. All of your programs, settings, etc. can be accessed here. To begin using it, click the Windows Icon button in the bottom left corner or press the Windows key on your keyboard. Here are some common items you'll use on the Start Menu.

- **Account Name –** The account name for our test computer is Guest. The user will find access to all of their personal files and information stored in a single location.
- **Computer –** Formerly known as "My Computer" this start menu item provides access to all storage drives (hard drives, flash drives, network drives, CDs, etc) currently accessible through your computer.
- **Documents –** Many users will remember this item as "My Documents". From this menu item, users can access all of their files stored in the location.
- **Pictures –** From here, users can find all of their pictures stored in this location.
- **Music –** Users will find their music files stored in this location.
- **All Programs Menu** – Stores most of your options, such as the programs you have installed on your computer including Microsoft Office.
- **Search programs and files**– Allows you to quickly search for files, folder and programs on your entire system.

- **Recently Used Programs** – Provides quick access to programs that you use frequently by placing them just above the Start button.
- **Help and Support** – Takes you to the Windows 7 Help Center.
- **Devices and Printers** – Allows you to view printers and devices currently installed on your system.
- **Control Panel** –Allows you quick access to programs that do everything from removing your programs to adjusting your mouse settings and setting up a firewall.
- **Shut Down** – Powers down the system. You can access more power options by clicking the arrow to the right.
- **Run Command** – The Run command gives you quick access to programs, websites, etc. Just type in the name of the file or website and click OK. You can access the Run command by typing "Run" (without quotations) into the **Search programs and files** box. The search field can also be used as the old Run dialog box. Simply type in the program name and hit the Enter key on your keyboard.

Computer Screen

The computer screen (formerly known as My Computer) has changed slightly in Windows 7. Along with showing all of the various drives attached to your computer, you also have an "Explorer" type view on the left side that will allow you easy access to the contents of those drives. Read more about the options available on this screen on the next page.
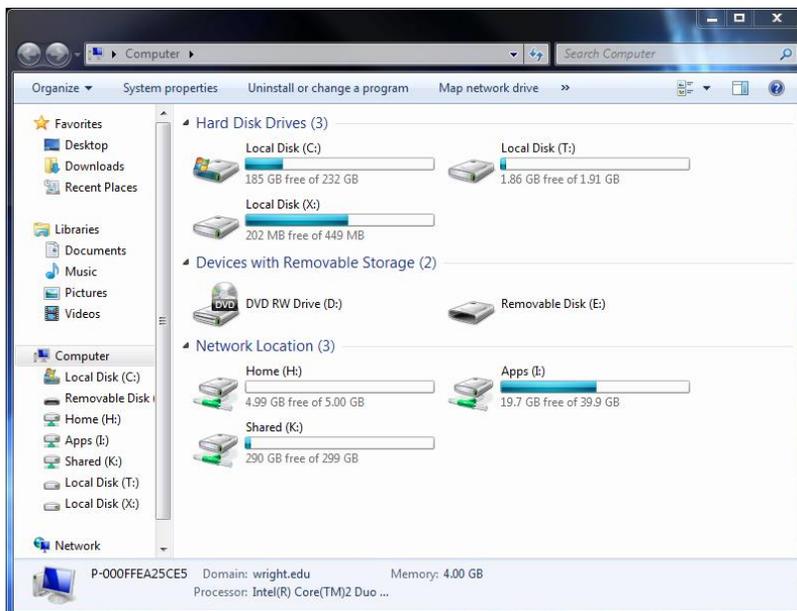
- **Hard Disk Drives** – This area lists all of the physical hard drives you have installed in your computer. This does not include any external hard drives or flash drives.
- **Devices with Removable Storage** – This area lists any external hard drives, flash drives, or CD/DVD drives.
- **Network Locations** – This area lists any network drives you may be connected to. On-campus computers will have access to the Home (H:\) drive, which is your personal network space, the Shared (K:\) drive, which is shared among users in your department, and the Apps (I:\) drive, which stores applications that CaTS provides

Quick Search

Have you ever opened a window, such as the Control Panel, and have trouble finding what you are looking for? Windows 7 allows users to search individual windows through Quick Search. In our example, the user was able to find Windows Update by typing the word "update" (without quotations) in the search filed located in the top right corner of the window. The Quick Search field is available most windows.
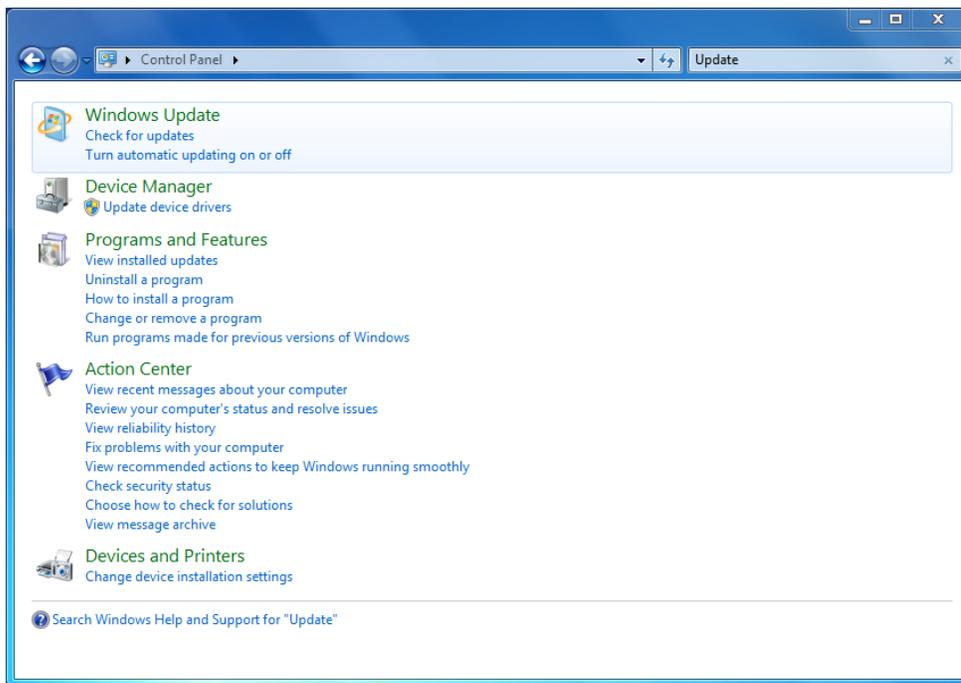
2 - Disk Management

To keep your system humming along, it's a good idea to always keep a check on how your system is running and where your files are located. Below are some things you should keep tabs on to help your system run better.

- **Recycle Bin** – It's a good idea to empty your Recycle Bin occasionally. Files can build up in here and take up valuable space. To do so, right-click on the Recycle Bin's icon and select **Empty Recycle Bin**.
- **Disk Cleanup** – Allows you to clean up temporary files, etc. that are collecting dust on your system. To use it, click on **Start-> All Programs-> Accessories-> System Tools-> Disk Cleanup**. You'll see a checklist of items that you can mark and remove.
- **Disk Defragmenter** – Sometimes, Windows will throw bits and pieces of your files across your hard drive, thus making the computer slower when trying to access these files. To remedy this, you need to run Disk Defragmenter. To use it, click on **Start-> All Programs-> Accessories-> System Tools-> Disk Defragmenter** and follow the directions.

Tip: Run your virus and spyware scanners at least once a week and set them up to run automatic updates. You can download free spyware and virus scanning software for your computer from the ConnectWright website, located at **https://www.wright.edu.cats/cw/**. Users will be asked to authenticate with their username and password to access the website.

Burning Data to a CD

Burning a CD or DVD is great for backing up data, transferring it to another computer, mailing it to someone, or archiving older files to free up hard drive space. To burn a CD follow the steps below:

1. Insert a blank disc into your PC.
2. The Autoplay dialog box appears, asking whether you intend for this CD or DVD to hold computer files or music.
3. Click the "Burn files to disc" link.
4. Type the name for the disc, but before clicking next, review the following options:
    a. Like a USB Flash Drive: Live File System is a new format that allows you to drag files and folders onto it in real time. You can think of it as a thumb drive.
5. With a CD/DVD player: Mastered format is the most widely used and allows you to drag the files/folders into its window. The PC duplicates the items, parking it in an invisible, temporary holding area until you're ready to burn. You burn all files and folders at once.

6. Choose one of the options, then click "Next."
7. Add files and folders into the disc's window with one of the following options:
    a. Drag the items into the open CD/DVD window or onto the disc burner's icon in the Computer window.
    b. Highlight the files you want burned onto the CD. Choose Organize -> Copy. Click in the CD/DVD window, and then choose Organize -> Paste to copy the material there.
    c. Explore your hard drive and whenever you find a file/folder you'd like backed up, right-click it.
8. Click the "Burn to disc" button near the top of the window.
9. Follow the prompts to finish burning your disc.

3 - Internet Security

The Internet can let hackers access your computer, unleash their viruses, set up remote hacking tools, feed us spyware and try to trick us into giving them our credit card numbers. Windows 7 does include added security behind the scenes, but we will focus on the following security measures that you can see and change.

- **Security Center** – Shows you at a glance where you're safe and where you're not. Click the buttons or arrows on the right side of the screen to get more details about your security in any category. But if you want to change those settings, click **Control Panel -> Security -> Security Center**.

- **Windows Firewall** – Acts as a gatekeeper between you and the Internet. It examines all traffic, and lets through only communications that it knows are safe; all other traffic is turned away at the door. Protects both inbound and outbound traffic.

- **Windows Defender** – Protects you against spyware in two ways. First, it's a kind of silent sentinel that sits in the background, watching your system. When it detects a piece of spyware trying to install itself, Defender zaps it. Second, it scans your hard drive for infections every day, and removes what it finds. Access it by going to **Control Panel -> Security -> Windows Defender**.

- **Phishing Filter** – A phishing attack involves receiving an email that appears to be legitimate from a bank, eBay, PayPal, or some other financial Web site. The message tells you that the site needs to confirm account information, or warns that your account has been hacked, and needs you to help keep it safe. Access it by going to **Internet Explorer -> Tools -> Phishing Filter**.

- **Privacy and Cookies** – Deposits preference files on your hard drive. Some cookies can be helpful, such as ones that let your PC log into a site automatically or let you customize what the site looks like and how to use it. On the other hand, some cookies can record which pages you visit on a site, how long you spend on a site, what kind of information you like to find out, and so on. To check cookie settings, open Internet Explorer and go to **Tools -> Internet Options -> Privacy tab**. Two types of cookies are described below:
    - First-party cookie: created by the site your currently visiting and generally aren't privacy invaders.
    - Third-party cookies: deposited by sites other than the one you're on, normally via advertisements.

- **Erasing Your Tracks** – Internet Explorer logs every web site you visit, storing cookies and possibly your passwords. In addition it can store graphic/text files to speed up the page when you visit those sites again. To delete cookies and browsing history go to **Tools -> Internet Options -> General**.

- **Pop-up blocker** – Pop-ups are more than annoying; they're potentially dangerous. They're tricks hackers use to deposit spyware on your PC.

4 – Free Software

Windows includes a wide array of simple programs that makes it easier to finish your day to day tasks. Below you'll find information on these. To access them, click on **Start->All Programs->Accessories->** and then the appropriate icon.

- **Calculator** – Contains both a simple and scientific calculator.
- **Command Prompt** – Gives you access to the old DOS style command window.
- **Notepad** – This is a simple text editor, mainly used to type a few notes.
- **Paint** – A simple image editing and creation program.
- **WordPad** – A word processing program with more options than Notepad, but not as advanced as Microsoft Word.
- **Windows Sidebar** – see chapter 5.

Windows also includes some other programs that make your life easier. These programs include Internet Explorer, Windows Contacts, Windows DVD Maker and Windows Defender. To access go to **Start->All Programs**.

- **Internet Explorer** – Provides you with a way to view websites on the Internet. This is a full featured program and has many advanced options and security to make your web browsing safe and fun.
- **Windows Contacts** – Provides a central directory for phone numbers, email addresses and mailing addresses.
- **Windows DVD Maker** – Debuts with Windows 7 and only with the Premium or Ultimate Editions. It allows you to turn your digital photos or camcorder movies into DVD's that work on any DVD player, complete with menus, slideshow controls, and other navigation features.
- **Windows Defender** – As discussed in Part 3: Internet Security.

Tip: Windows DVD maker requires Windows Movie Maker. You can download Windows Movie Maker, free of charge, from Microsoft by navigating to **http://download.live.com/moviemaker** in your favorite web browser.

5 – Windows Live Essentials

Windows Live Essentials can be downloaded, free of charge, through Windows Update. The programs provided additional software designed to increase user productivity and enjoyment.

- **Messenger** – Instant Messaging program similar to iChat or AOL Instant Messenger (AIM).
- **Windows Mail** – Outlook Express has been replaced by Windows Mail, an improved e-mail program with enhancements such as junk e-mail filtering and protection against phishing messages. To check these settings go to **Tools -> Junk E-mail Options**. It allows you to create multiple accounts to check, create filters, and add signatures to your e-mail.
- **Windows Photo Gallery** – Digital photo management that allows you to import photos, organize, tag, rate, edit and share pictures.
- **Windows Movie Maker** – Allows you to edit your video from a camcorder or digital camera, trimming out the boring parts, and dress it up with credits, music, and so on.
- **Windows Toolbar** – Allows Windows Live and Hotmail users to quick access their email, calendar, photos and more.
- **Writer** –Allows users to create professional looking blogs. Even allows users to publish directly to more blog services.
- **Family Safety** –Provides additional parental controls to limit user accessibility to websites.
- **Microsoft Outlook Connector** – Allows users to access their Windows Live & Hotmail accounts via Outlook.
- **Microsoft Office Live Add-in** – Allows Windows Live and Hotmail users to save and open documents from their SkyDrive.
- **Silverlight** – Enhances the user experience when they access websites that utilize Silverlight.

6 - Gadgets

Gadgets are easy to use mini-programs that give you information at a glance and provide easy access to frequently used tools. To access Gadgets, right-click anywhere on an open space of your desktop, and click Gadgets.

As you use your computer to access information, perform tasks, and interact with software, you may at times feel like you're facing information overload. You have to open a web browser just to check the weather, open an application to view your calendar, and open a calculator program just to add up a few numbers. Now, with Windows Gadgets the specific information you need is at your fingertips.

7 - Who Needs a Mouse?

You can get to almost anything, and do almost anything, in Windows with a few clicks of your mouse. However, sometimes those few clicks can end up being more than a few, and it begins to get tedious. One way to break up the monotony and make your computing life easier is to use Windows' keyboard shortcuts. An extensive list of these shortcuts has been provided on a separate sheet within this packet.

8 - Need Help?

It's always fun to check out Microsoft's website to see what's new and what's coming up, but Microsoft also has an extensive Help section that you can use to find information on almost any problem you are having, whether it's an error message, or just a general question. To open the Help system, choose **Start->Help and Support**, or press F1. By using the search option you are instructing Windows to rifle through its 10,000 help pages to search for the phrase you typed. If you want to specify online help, click the Offline Help link at the bottom of the screen and choose Get Online Help. In addition, you can head over to **http://support.microsoft.com** and do a search for almost anything. And as always, you can contact us at the Help Desk.

Microsoft Word 2010

Microsoft Word 2010 is a word-processing program, designed to help you create professional-quality documents. With the finest document-formatting tools, Word helps you organize and write your documents more efficiently. Word also includes powerful editing and revising tools so that you can collaborate with others easily.

Microsoft Office Interface

Microsoft Office 2010 improves the ribbon interface that was introduced in Microsoft Office 2007. The Microsoft Office Ribbon is a set of tools that are grouped together in a related set of tabs.

Quick Access Toolbar

Tools shown here are always visible. You can add your favorite tools to this

Ribbon Tabs

Click any tab on the ribbon to display the tools that are related to that task.

Hide the Ribbon

Click this icon to minimize the ribbon and provide more work space.

Dialog Box Launchers

Dialog box launcher icons next to any ribbon group label can be clicked to open a dialog box with more options for that group.

Ribbon Groups

Each ribbon tab contains groups, and each group contains a set of related tools. Here, the **Paragraph** group on the **Home** tab contains tools for how text should be aligned within the document.

Tools on each ribbon tab are further organized into logical groups called ribbon groups. In the example below, Page Layout is the active tab of the Ribbon and all functions that can be used to adjust the paragraphs of the Word document can be found in the Paragraph group of the Page Layout tab.
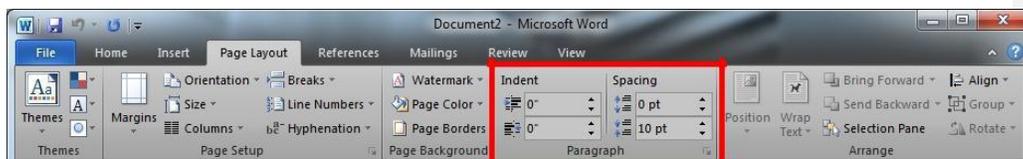
File Ribbon Tab

The Microsoft Office Button [icon] that was introduced in Microsoft Office 2007 and was found in the upper-left corner of Microsoft Word 2007 has been replaced with the **File** tab on the ribbon in Microsoft Office 2010. Clicking on **File** will open a full screen menu that allows Word documents to be created, saved, deleted, moved, and printed.

Selecting the File tab when a saved document (Word file) is open will default to the Info view {1}. This view displays the properties of the file, such as the file size and the creation, modification, and printing dates of the file. When the File tab is selected upon opening Word, it will default to the Recent view{2}. The view displays recently opened documents {3} along with recently used file locations {4}.Selecting Options {5} opens the Word Options menu where the settings of Microsoft Word 2010 can be configured. Settings include configurations with the proofing options, ribbon customization, and the Quick Access toolbar.
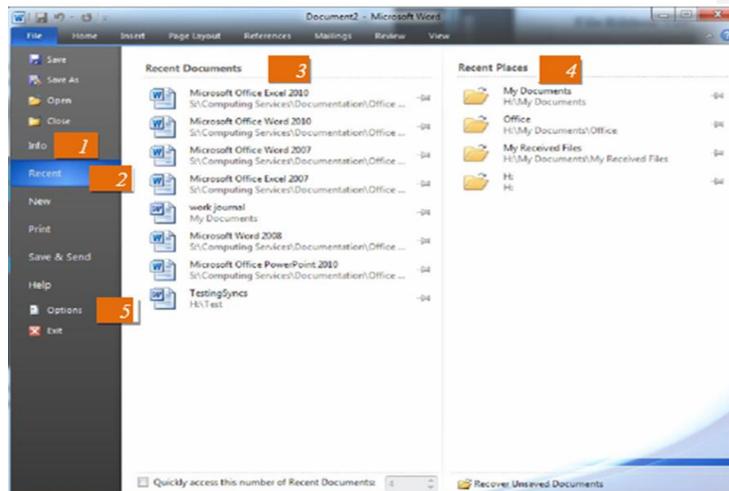
Microsoft Office Quick Access Toolbar

The Microsoft Office Quick Access Toolbar allows for a customizable toolbar displaying a set of commands independent of the tab on the Ribbon that is currently displayed.
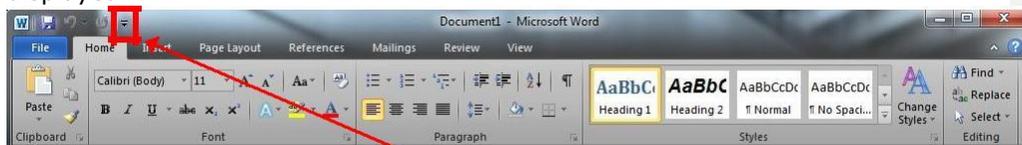
To customize the Quick Access Toolbar, click the down arrow to the right of the commands. A popup menu will appear with available commands. Click on the command to add it to the Quick Access Toolbar. If you don't see the command you

want in the popup menu, select **More Commands** from the menu.

This will open a new window that will allow you to select from all available Office commands. You will also find the option to display the Quick Access Toolbar below the ribbon.
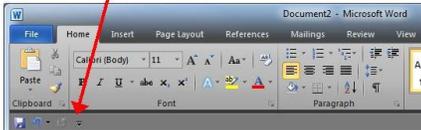
Appearance of Microsoft Word

After opening Microsoft Word, you will be taken to a blank document and see the following screen.
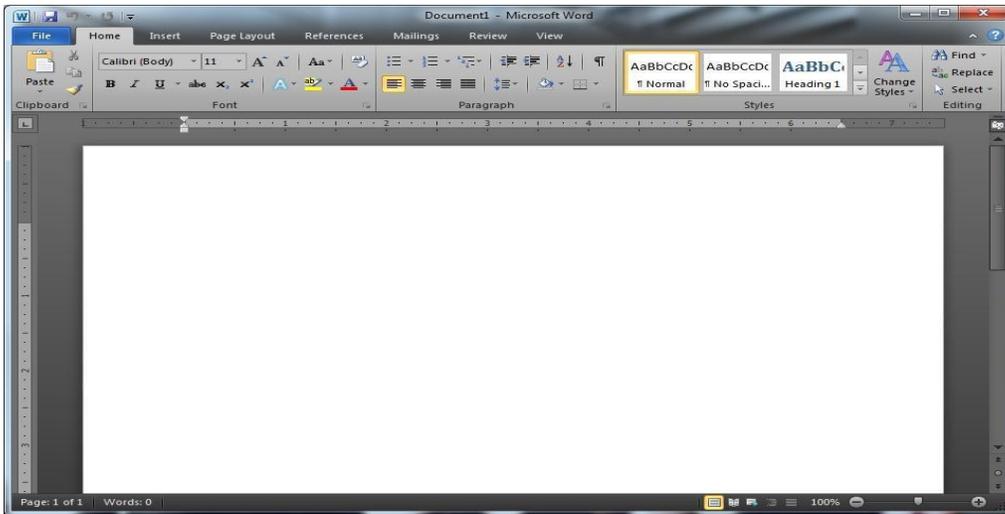
The default view in Microsoft Word 2010 is **Print Layout**, displaying the document as it would be printed. The document view can be changed by selecting the **View** tab on the ribbon and selecting one of the other Layout options from the **Document Views** logical group.
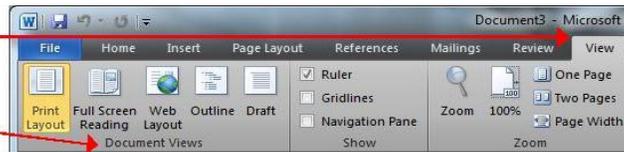
You can also change the **Document View** by clicking the view icons along the bottom of Microsoft Word.

To change the zoom of the document, click the **–** or **+** icons or drag the slider along the bottom of Microsoft Word.

Creating a New Document

To begin a new document, click on **File** and then click **New**.
The **New Document** window will appear, giving you various options to create a new document.

You can start from a blank document by selecting **Blank Document** (this is selected by default) and then clicking **Create**. You can also create a new document from a pre-existing template in one of the categories under the **Office.com Templates** section.
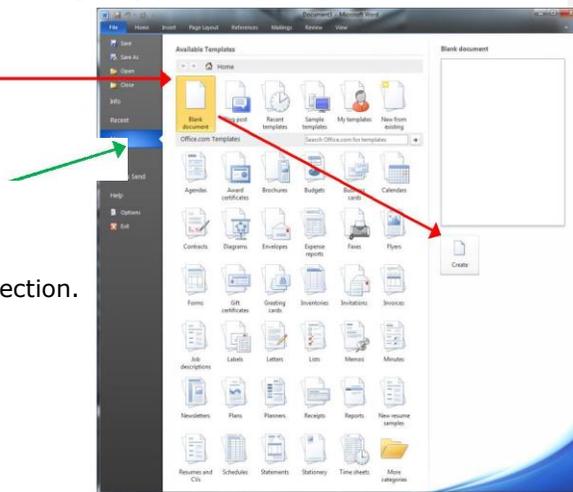
Opening a Document

To open an existing document, click the File tab and then click **Open**. The **Open** window will appear. Select the location where you saved the file, then click the file name from the list and click the Open button. You can also double click on the file from the list to open the document
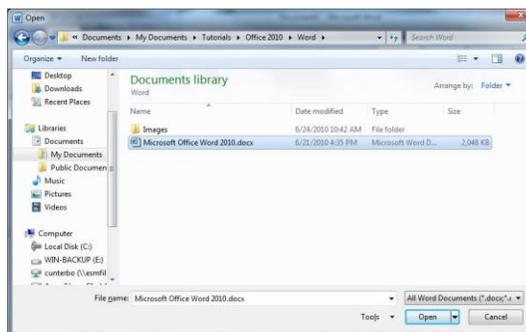
Saving a Document

To save a document, click the File tab and then click **Save**. If this is a new document that you are saving for the first time, the **Save As** dialog box will open up. Select the location where you would like the file to be saved, enter a File name and then click the Save button.

The default file format is the Word Document (*.docx) file format. This file format ensures that all document formatting is saved and will be available the next time the file is open. Note that .docx files are unable to be opened within Word 2003 and earlier. If the workbook needs to be shared with a computer with Word 2003 or earlier, change the 'Save as type' to Word 97-2003 Document (*.doc). Note that the .doc file type removes certain types of formatting (such as certain color options).
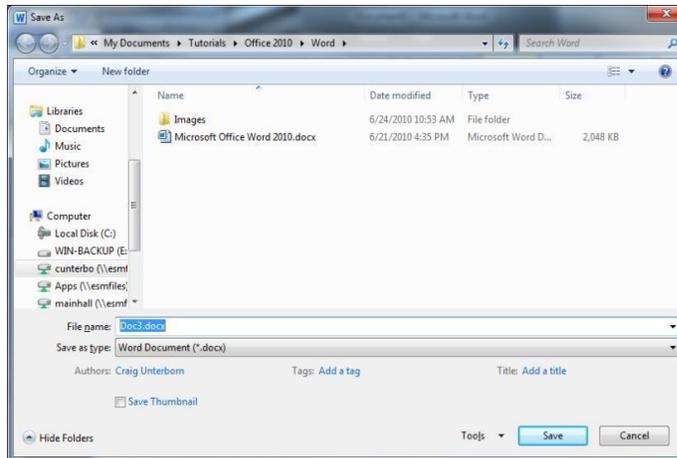
If you have previously saved the document, clicking **Save** under the Microsoft Office Button will save changes to the existing file. If you prefer to have your changes saved to a different file, click the Microsoft Office Button and then click **Save As**. In addition to saving as a .doc and .docx, Word 2010 has the ability to save directly to a PDF file. To save a Word document as a PDF, click the File tab, and then click **Save & Send**. Click on **Create PDF/XPS Document** and then click **Create PDF/XPS.** Select the location where you would like the file to be saved, enter a File name, ensure 'Save as type' is set to PDF (*.pdf) and then click the Publish button. Note: You should also save the document as a Word file as you won't be able to edit the PDF document that you create from within Microsoft Word.

Home Tab

This is the most used tab; it incorporates all text formatting features such as font and paragraph changes.

[Clipboard](#) -- [Font](#) -- [Paragraph](#) -- [Styles](#) -- [Editing](#)

Group names are at the bottom of the Ribbon and groups are separated by a thin line. Most but not all groups have a dialog launcher button

The Clipboard Group

The clipboard group is on the far left of the Home Tab. **Paste** (with options) **Ctrl +V**: The Paste button is actually a drop-down menu of paste choices which is similar to the paste options you see after you paste if you use the **Ctrl + V** shortcut.
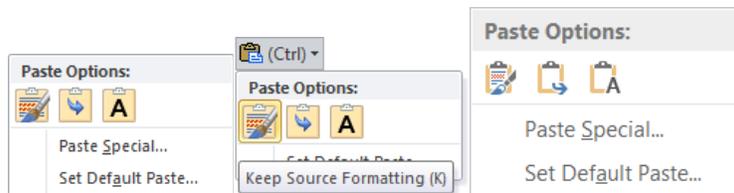
- ✓ The first choice (brush) is to keep source formatting.
- ✓ The arrow button is to merge formatting and the A is to paste the content into the destination document's formatting.
- ✓ Paste Special... brings up a dialog box .
- ✓ Set Default Paste... let's you decide what happens when you simply press Ctrl+ V to paste.

Cut Button is the mouse equivalent of Ctrl + X. It deletes content from the current location and puts it in the Clipboard.

Copy Button also puts selected text or graphics into the Clipboard. It remains where it is, though. The keyboard equivalent for this is Ctrl + C.

The Format Painter (Brush) (Ctrl+ Shift + C to copy formatting, Ctrl + Shift +V to paste formatting)

The Font Group
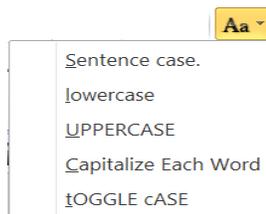
Change Case: - Note that Small Caps is not one of the options.
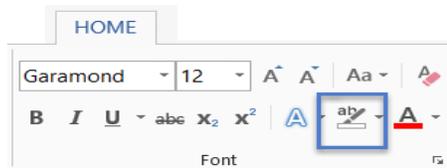
Highlighting: - Highlighting is not considered formatting in Word Highlighting cannot be part of a Style definition (unlike shading) and is not reversed by the Clear Formatting button.

Clear Formatting, which will strip the effects of the other buttons in the font group from selected text.
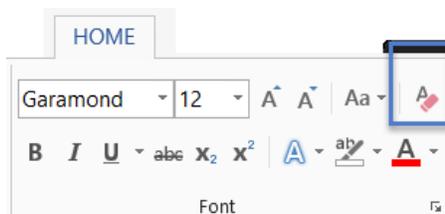
Clear Formatting
This says it clears *all* formatting. This is not accurate. It clears all *direct* formatting, the same as using **Ctrl + Spacebar**.

Font Dropdown and **Font Size Dropdown**
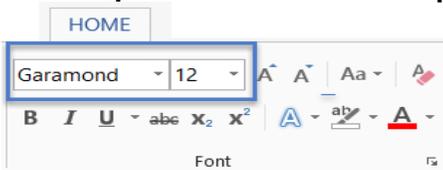
In the size window you can type a size that is not on the dropdown list. In the Font window you can start typing the name of a font and it will fill in the first font name that fits as you type.

Increase Font Size - Grow Font

Decrease Font Size - Shrink Font
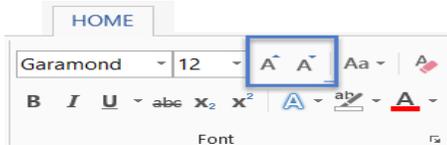
Bold (Ctrl +B)

Italic **(Ctrl +I)**

Underline (with options) **(Ctrl +U)**
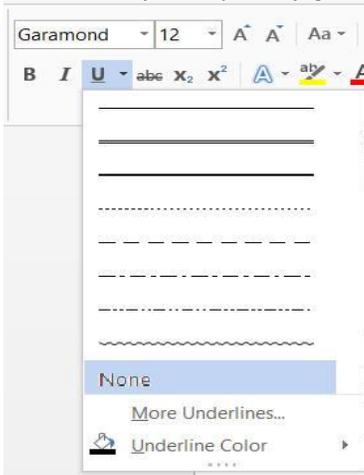
Clicking on the Underline button will underscore your text. Clicking the little triangle

on the right will give you options for the type of underline you want. You can only apply one type of underlining to a character. If text is already underlined and you click on the Underline button, the underlining will be removed.

Strikethrough
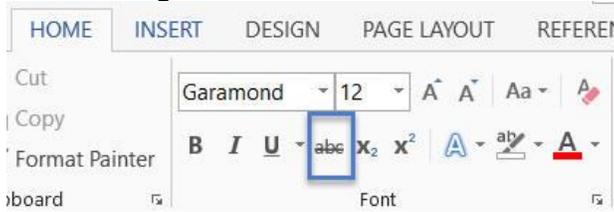
The Strikethrough button gives you a single line through selected text. A double line is possible through the Font Formatting dialog box (below).If it is clicked on text that already has single-line strikethrough, that is removed.

Subscript Ctrl + +
Superscript Ctrl + ++Shift
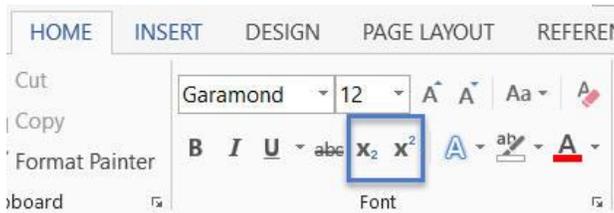
These decrease the font size proportionally and lower or raise the baseline

Text Effects
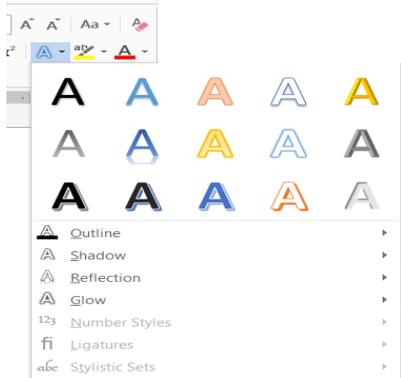
Text Effects lets you apply WordArt type appearance to text in the body of your document. Unlike WordArt, Text Effects can be applied using Styles. The Text Effects button only works as a drop-down. Unlike the Underline, Highlighting, and Color buttons which also allow choices, it will not apply an effect upon being clicked. You need to pick something.

Font Color
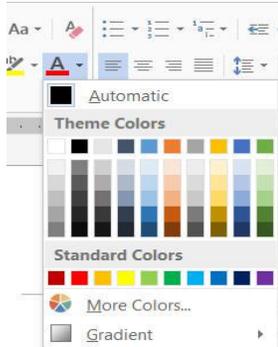
If you simply click on the font color button, it will give you the color shown. That color will be the last one applied to text in your Word session. More Colors gives you access to the full palette Gradient allows setting multiple colors fading - this is much more effective with larger text.

Font Dialog Launcher (Ctrl + D)

23
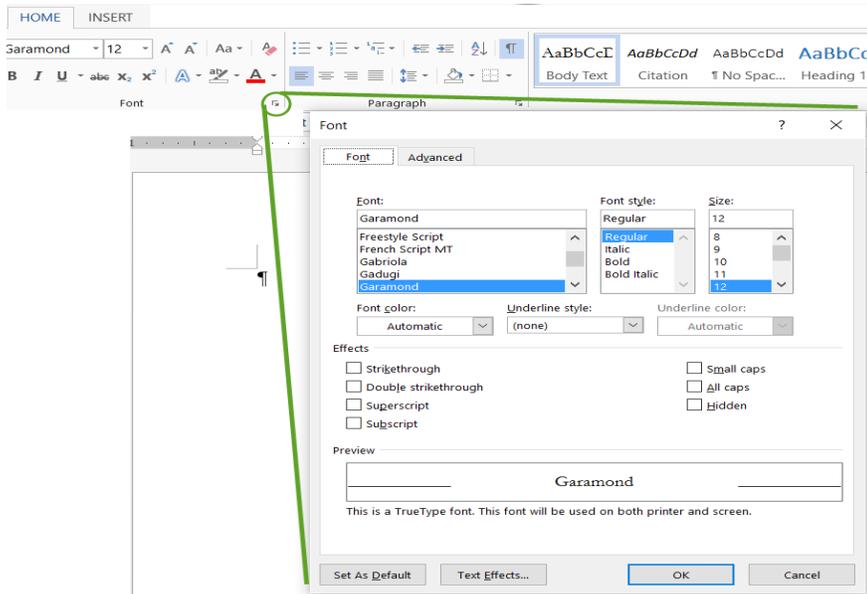
An alternative for reaching this dialog box is the keyboard shortcut **Ctrl+ D**. This opens a dialog box that gives control over multiple options and gives more options than do the buttons on the Ribbon. Two not available on the Ribbon buttons are **Double strikethrough**, and **SMALL CAPS**. In addition, the Underline style gives access to many different kinds of underscores. The Preview box at the bottom previews what you are setting. Under that are buttons that let you set these settings as the default for new documents (based on this template),for text effects, and OK/Cancel. Even more options are available on the Advanced tab of the font dialog box:
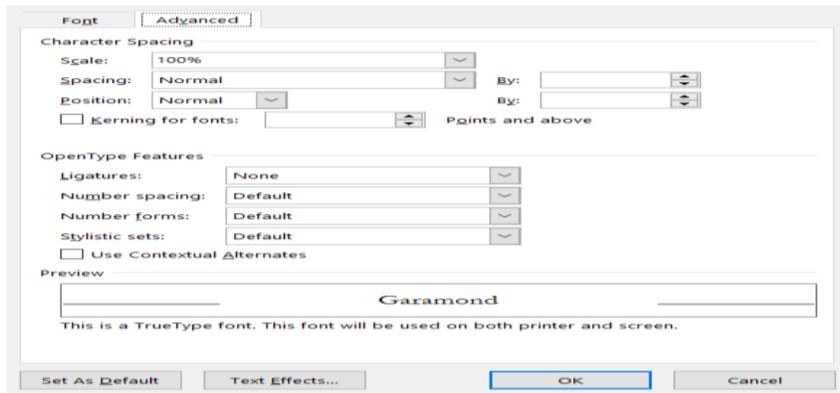
The Paragraph Group
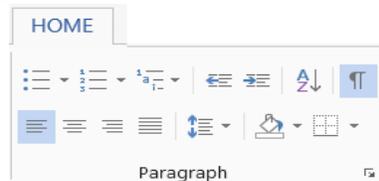
Bullets and Numbering is the top-right section of the paragraph group.
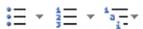
The first button is for bullets. Clicking on the bullet button will give you a bullet, the type of bullet will be the last type used by you. Following paragraphs will have the same bullet type. When you press the Enter key to create a new paragraph in an empty line, Word will discontinue use of bullets. When you click on the button, Word changes the indents to add a "hanging indent" that indents both the bullet and the associated text.

- Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.
- Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Clicking on the down-pointing triangle will give you choices.
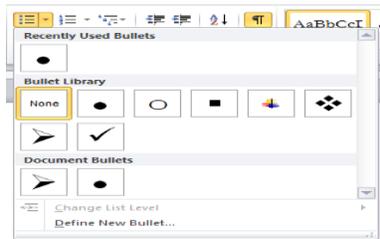
List Numbering
The second bullet is for simple numbered lists. Clicking on the button will give you a single-level numbered list of the type last used. Shown below is such a number inserted with the ruler showing.
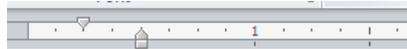
1.

Included with the numbering is a first-line indent and a hanging indent. Your numbered list will be set in from the margin and following lines in the paragraph will be set in more.

1. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.
2. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

As with bullets, you can apply this to existing paragraphs.
As with bullets, the down-facing triangle will give you more choices.
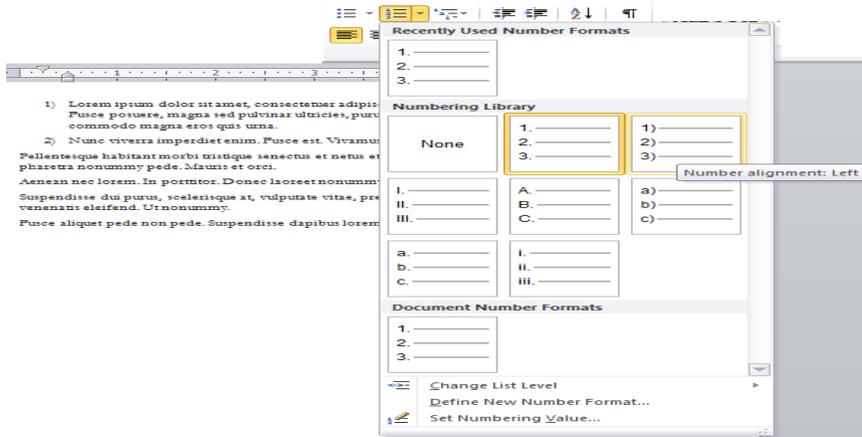
The screenshot above shows the gallery of choices. As with the bullets gallery, the list number gallery lets you preview your choice for selected text. In this show, the current choice is with the full stop following the number; the previewed choice is with a right parenthesis. As with bullets, you can define a new format. In addition, you can reset or restart your numbering.

Paragraph Dialog Launcher
The little arrow in the bottom right corner of the Paragraph group launches the Paragraph Formatting dialog. Again, such formatting is best done using Styles rather than directly.
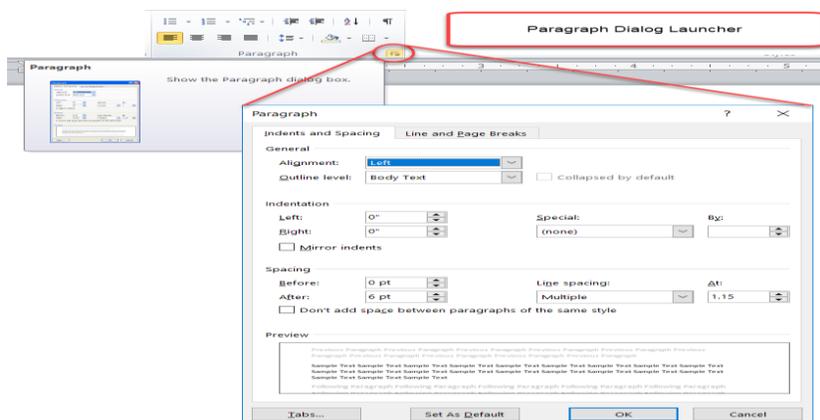
Show/Hide Formatting Marks

The Show/Hide command allows you to see every time you hit the space bar, hit enter or tab. This feature can be quite useful when creating documents to understand where everything is placed within your document and see if any errors have been made.

On the **Home** tab, in the **Paragraph** group, click **Show/Hide**.

On the Home tab, in the Paragraph group, click
Line Spacing. Do one of the following:
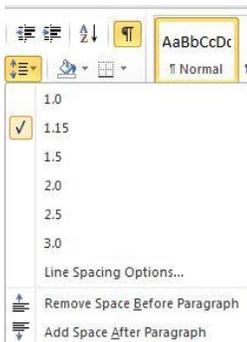
Click the number of line spaces that you want.

For example, click **1.0** to single-space with the spacing that is used in earlier versions of Word. Click **2.0** to double-space the selected paragraph. Click **1.15** to single-space with the spacing that is used in Word 2010.

Click **Remove Space Before Paragraph** to remove any additional lines added after each paragraph as a default

Sort a list alphabetically

Let Word sort a text list for you, either from A to Z or Z to A.

1. Select the text in a one-level bulleted or numbered list.
2. On the **Home** tab, click **Sort**. (In Outlook: On the **Format Text** tab, click **Sort**.)
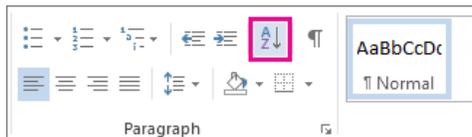
3. In the **Sort Text** box, set **Sort by** to **Paragraphs** and **Text**.
4. Click either **Ascending** (A to Z) or **Descending** (Z to A).
5. Click **OK**.

Create or adjust a first-line indent or hanging indent:
1. Place the **insertion point** anywhere in the paragraph you want to indent, or select one or more paragraphs.
2. To adjust the first-line indent, drag the **first-line indent marker** on the ruler.
3. To adjust the hanging indent, drag the **hanging indent marker**.
4. To move both markers at the same time, drag the **left indent marker**. This will indent all lines in the paragraph.
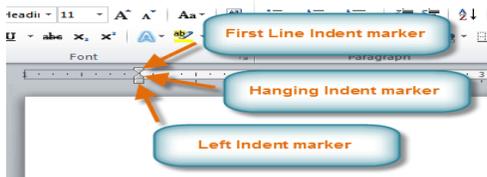
If you want to indent all lines in a paragraph, you can use the **Indent commands** on the Home tab.
1. Select the text you want to indent.
2. Make sure you are on the **Home** tab.
3. Click the **Increase Indent** command to **increase** the indent by increments of **1/2 inch**.
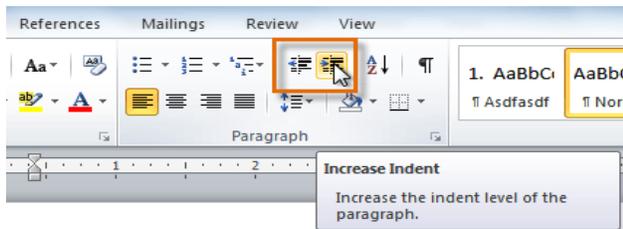
4. Click the **Decrease Indent** command to **decrease** the indent by increments of **1/2 inch**.

The Styles Group
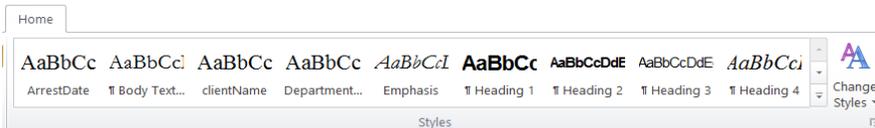
The Editing Group
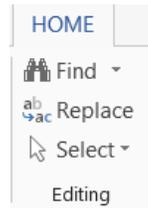
The Editing Group actually appears on the far right end of the Home Tab. The Editing Group has three choices, two of which are drop-down.

Find
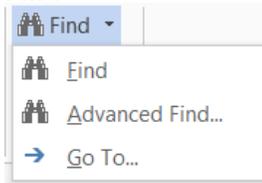
Find (Ctrl + F) opens the navigation pane with the insertion point in a search box.
Advanced Find (Ctrl +H) opens the Find dialog box (Replace)
Go To… (Ctrl + G) opens a dialog that lets you go to a point in your document.
Replace (**Ctrl + H**) opens the Replace dialog box shown below.
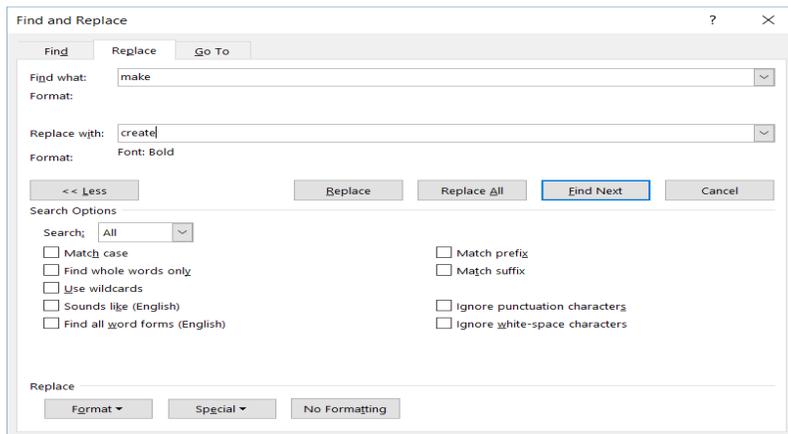
Insert Tab - Inserting Objects
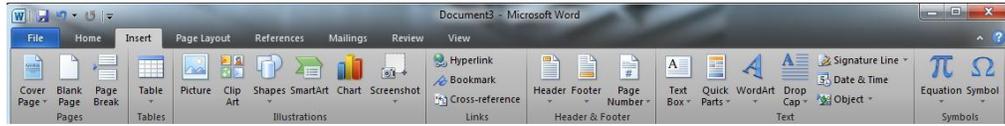
Page   Tables   Illustrations   Links   Header &Footer   Text   Symbols

Group names are at the bottom of the Ribbon and groups are separated by a thin line. Most but not all groups have a dialog launcher button .This tab can be used to insert various types of objects, including pages, tables, illustrations, links, headers & footers, text, and symbols.

Pages
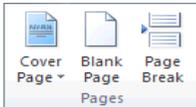
Cover Page - Drop-Down: The drop-down contains the commands: Built-in, Remove Current Cover Page and Save Selection to Cover Page Gallery. The list of built-in cover pages is Alphabet, Annual, Austere, Conservative, Contrast, Cubicles, Exposure, Mod, Motion, Pinstripes, Puzzle, Sideline, Stacks, Tiles and Transcend.

Blank Page: Inserts a blank page by inserting two page breaks, one above the current insertion point and one below it.

Page Break - (Ctrl + Enter): inserts a page break instead of displaying the Breaks dialog box. You can access all the other types of breaks using the Breaks drop-down on the Page Layout tab, Page Setup group. (Insert > Break).

Tables

To create a table, click the **Table** icon from the Tables group and then select the number of cells you want.

The example at the right has a table that is 7 cells wide by 4 cells high.

If you need a table that is larger than 10 cells wide by 8 cells high, click **Insert Table**.

The Insert Table window will open up. From here, the number of columns and rows can be specified. In addition, the AutoFit behavior can be set to specify the width of columns.
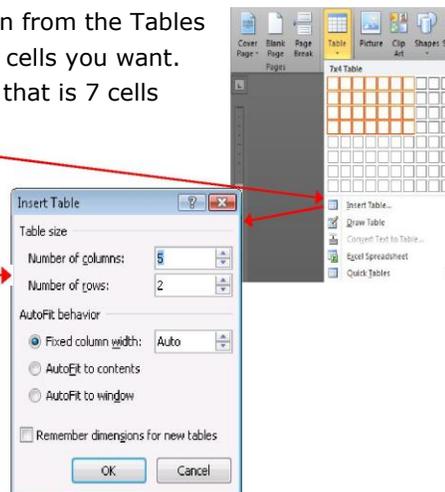
The Draw Table lets you create a table by inserting horizontal and vertical lines using the mouse.
The Convert Text to Table displays the "Convert Text to Table" dialog box.
The Excel Spreadsheet command inserts an Excel worksheet into the document. The **Quick Tables** lets you insert tables that have been stored as building blocks. (Table and Borders toolbar).

Illustrations
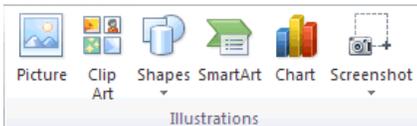
Pictures: Place your cursor where the picture is to be inserted and then select **Picture** from the Illustrations group. Navigate to the directory where the picture is located, click the file name and then click the Insert button. See the *Picture Tools Format Tab* section below for information on working with pictures within a Word document.
Clip Art - Toggles the display of the Clip Art task pane to let you insert drawings, movies, sounds, photos etc. (Insert > Picture > ClipArt)
Shapes - Drop-Down. The drop-down contains the commands: Recently Used Shapes, Lines, Rectangles, Basic Shapes, Block Arrows, Flowchart, Calluses and Stars and Banners. This is a consolidation from the earlier Drawing toolbar. This list is slightly different in Excel.
SmartArt - Displays the "Choose a SmartArt Graphic" dialog box which lets you choose from the following different types of smartart: list, process, cycle, hierarchy, relationship, matrix and pyramid.
Chart - Displays the "Insert Chart" dialog box. There is no more MS Graph and datasheet. Chart data is now opened up in an Excel spreadsheet. (Insert > Picture > Chart).
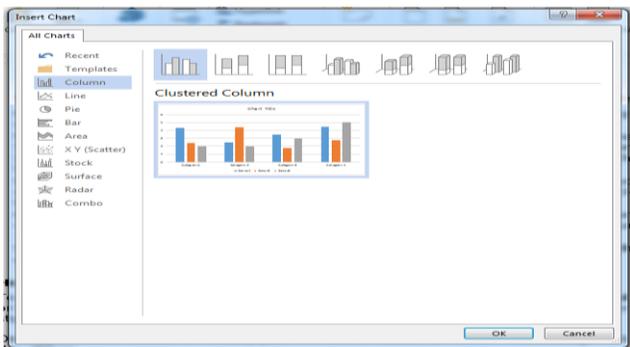
Screenshot - (Added in 2010). Drop-Down. The drop-down contains the commands: Available Screenshot and Screen Clipping.

Links
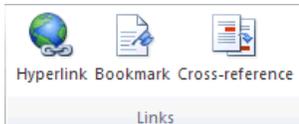
Hyperlink - (Ctrl + K): Displays the "Insert Hyperlink" dialog box.
To include a link to a website, select **Hyperlink** from the Links group. Enter the text that should be displayed in the document in the *Text to display:* text box and the web site address in the *Address:* text box and then click OK.
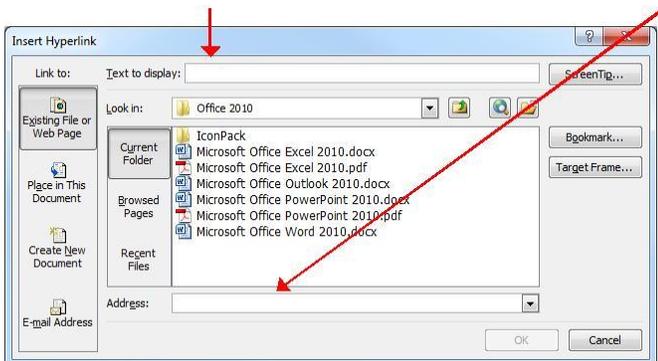
Bookmark - This displays the familiar Bookmark dialog box. (Insert > Bookmark).
Cross-Reference - Displays the "Cross Reference" dialog box. This lets you cross re figure numbers and section headings. (Insert > Reference > Cross Reference).

Headers and Footers

To have a consistent header or footer on each page of a document, click on **Header** or **Footer** from the Header and Footer group and then select the header or footer style that you desire. Once you add a header or footer, you will see a *Header & Footer Tools Design* tab on the ribbon.
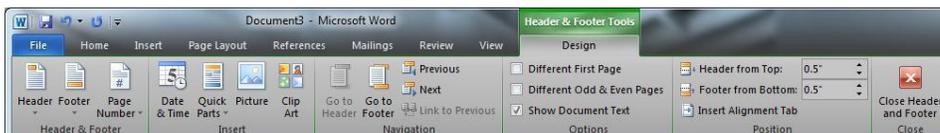
The Header & Footer Tools Design tab contains the options related to working with

the header and footer sections of a document.

The Insert group provides the capability to insert the date & time, pictures, and clip art.

The Options group allows you to specify if you want a different header or footer on the first page and a different header and footer between odd and even pages.

The Position group allows you to specify the distance the header is from the top of the page and the distance the footer is from the bottom of the page.

When you have finished working with the header and footer, click the **Close Header and Footer** icon under the Close group.

Page Numbers

Click **Page Number** from the Header and Footer group, select the position of the page numbers (top of page, bottom of page, page margins, or current position), and then select the style of the page numbers. To set formatting options for page numbers, click **Page Number** and then **Format Page Numbers**.

Symbols & Equations

Symbols that aren't found on a normal keyboard can be added to Microsoft Word documents by selecting Symbol from the Symbols group. A list of commonly usType equation here.ed symbols will display. Click on one of the symbols in the list or click *More Symbols* to pick from a larger list.
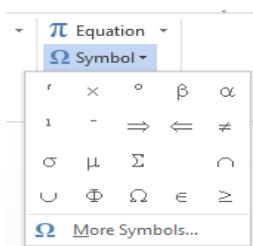
Equations can be added to a Microsoft Word document by selecting Equation from the Symbols group and then selecting from the list of pre-defined equations or clicking *Insert New Equation* and entering your own equation.
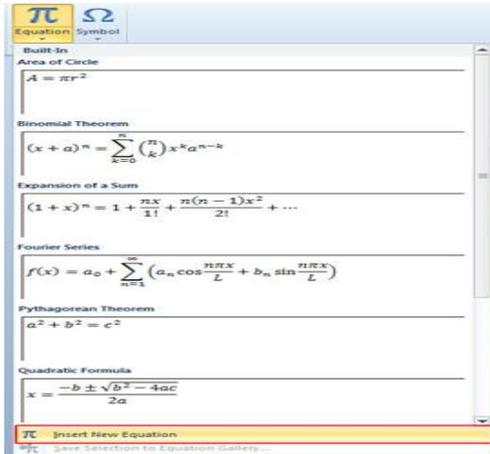
You will notice a Equation Tools Design tab will appear, from structures Group, You can select new equation from a given extended list. From Symbols group you can choose different symbols to use with equations.

Page Layout Tab - Document Layout
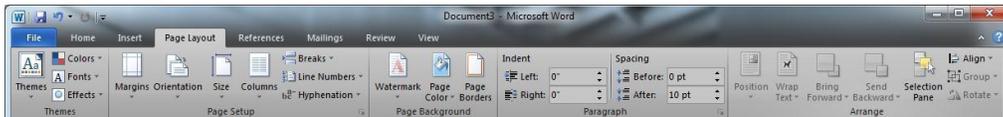
This tab can be used to set layout options for a Word document.

Themes
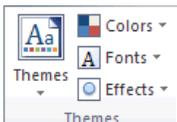
Themes - Drop-Down. The drop-down contains the commands: Built-in, More Themes on Microsoft Office Online, and Browse for Themes and Save Current Theme.

Colors - Drop-Down. Displays a list of all the available colors and lets you change the color component of the active theme.

Fonts - Drop-Down. Displays a list of all the available fonts and lets you change the font component of the active theme.

Effects - Drop-Down. Displays a list of all the available effects and lets you change the effect component of the active theme.

Page Setup

The Page Setup group contains the options to specify the layout of a page, such as margins, orientation, and page size. To set the margin for your document, click on Margins and then select from the list of pre-defined margins or click Custom Margins to enter your own margins. To change the page orientation of your document, click on Orientation and then select Portrait or Landscape. To change the paper size, click on Size and then select from the list of pre-defined paper sizes or click More Paper Sizes to enter a customized size. To create columns within your document, click on Columns and then select from the list of pre-defined column types or click More Columns to enter a customized column style.

Page Background

To include a watermark on the page, such as 'Confidential' or 'Draft', select **Watermark** from the Page Background group and then select one of the pre-defined watermarks or Custom Watermark to specify the text you would like to see appear as a watermark on the page.To set a page color, click **Page Color** and select a color from the list of Theme Colors or click More Colors to pick a color not available from the list. To add a border to the page, click Page Borders to bring up the Borders and Shading window. From here, you can specify how you want your border to appear, including style, color, width, and pictures.
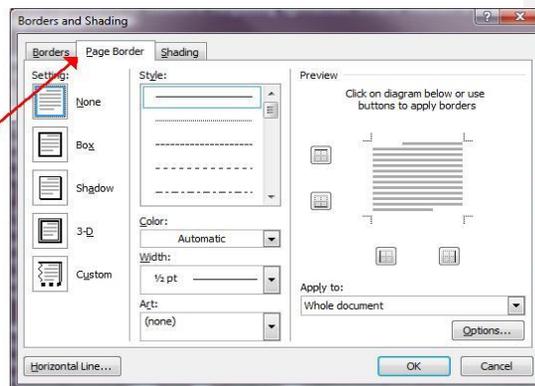
Paragraph

These are options taken from the (Format Paragraph)(Indents and Spacing tab) fo quick access.
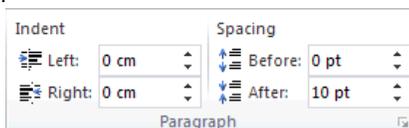
Indent Left - TextBox. This automatically updates to indicate how much indentation has been applied to the paragraph of the current selection. This can be used to change the left indentation for the current selection**.**

Indent Right - TextBox. This automatically updates to indicate how much indentation has been applied to the paragraph of the current selection. This can be used to change the right indentation for the current selection.

Spacing Before - TextBox. This automatically updates to indicate how much spacing is defined before the paragraph of the current selection. This can be used to change the spacing for the current selection.

Spacing After - TextBox. The automatically updates to indicate how much spacing is defined after the paragraph of the current selection. This can be used to change the spacing for the current selection.

Arrange

This group also appears on the Drawing Tools - Format contextual tab.
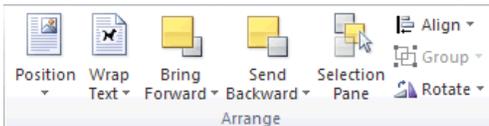
Position - Drop-Down. Displays a list of picture positioning options. The drop-down contains the commands: In Line With Text and Text Wrapping. You can select More Layout Options to display the "Advanced Layout" dialog box.

Wrap Text - Drop-Down. The drop-down contains the commands: In Line with Text, Square, Tight, Through, Top and Bottom, Behind Text, In Front of Text, Edit Wrap Points and More Layout Options.

Bring Forward -. Button with Drop-Down. The button brings the selected object forward one level. The drop-down provides a command to bring the selected object in front of all the other objects.

Send Backward - Button with Drop-Down. The button brings the selected object back one level. The drop-down provides a command to send the selected object to the back of all the other objects.

Selection Pane - Displays the Selection Pane task pane.

Align - Drop-Down. The drop-down contains the commands: Align Left, Align Center, Align Right, Align Top, Align Middle, Align Bottom, Distribute Horizontally, Distribute Vertically, Align to Page, Align to Margin, Align Selected Objects, View Gridlines and Grid Settings. The Grid Settings displays the "Drawing Grid" dialog box. (Align drag off toolbar).

Group - Drop-Down. The drop-down contains the commands: Group, Regroup and Ungroup. (Group drag off toolbar).

Rotate - Drop-Down. The drop-down contains the commands: Rotate Right 90, Rotate Left 90, Flip Vertical, Flip Horizontal and More Rotation Options. (Rotate drag off toolbar).

References Tab
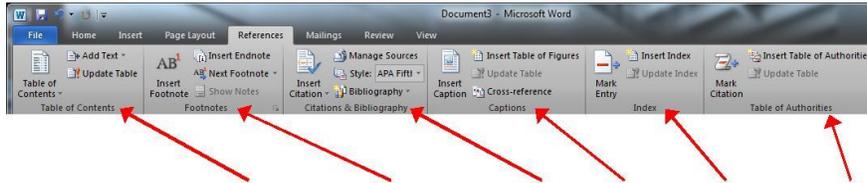
This tab can be used to add a table of contents, footnotes/endnotes, citations, captions, an index, and a table of authorities.

Table of Contents
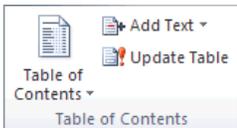
Table of Contents - Drop-Down. The drop-down contains the commands: Built-in, Insert Table of Contents and Save Selection to Table of Contents Gallery. (Insert > Reference > Index and Tables)(Table of Contents tab).
Add Text - Drop-Down. The drop-down contains the commands: Do Not Show in Table of Contents. Level 1, Level 2 and Level 3.
Update Table - Updates the table of contents so that all the entries refer to the correct page numbers.

Footnote

You can quickly display the "Footnote and Endnote" dialog box by clicking on the dialog box launcher in the bottom right corner of this group. (Insert > Reference > Footnote).
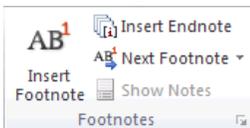
Insert Footnote - (Alt + Ctrl + F). Inserts a footnote at the current position. Footnotes are automatically renumbered as you move text around the document.
Insert Endnote - (Alt + Ctrl + D). Inserts an endnote at the end of the document. End notes are always placed at the end of a document.
Next Footnote - Button with Drop-Down. The button moves to the next footnote. The drop-down provides the commands Next Footnote, Previous Footnote, Next Endnote and Previous Endnote.

Show Notes - Shows where footnotes and endnotes are located.

Citations @bibliography

In 2003 the Mark Citation dialog box was found on the Table of Authorities dialog box ?
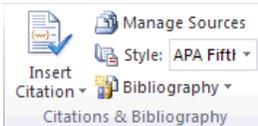
Insert Citation - Drop-Down. The drop-down contains the commands: Add New Source, Add New Placeholder and Search Libraries.

Manage Sources - Displays a list of all the sources cited in the active document.

Style - Choose the style of citation to use in the document.

Bibliography - Drop-Down. The drop-down contains the commands: Insert Bibliography and Save Selection to Bibliography Gallery.

Captions
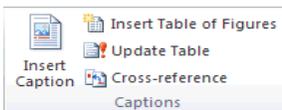
Insert Caption - Insert a caption below a picture or graphic to provide a short description. (Insert > Reference > Caption).

Insert Table of Figures - (Insert > Reference > Index and Table)(Table of Figures tab).

Update Table - Updates the table.

Cross-reference - Displays the "Cross-reference" dialog box allowing you to insert cross-referencing into your document, for example: turn to page 3 or please refer to page 12. Cross references are inserted as hyperlinks. (Insert > Reference > Cross Reference).

Index

Mark Entry - (Alt + Shift + X). Marks the currently selected text so it will appear in the index of the document. (Insert > Reference > Index and Table)(Index tab, Mark Entry).

Insert Index - (Index > References > Index and Table)(Index tab).

Update Index - Updates the table**.**

Table of Authorities

Mark Citation - (Alt + Shift + I). Adds the currently selected text so it will appear in the table of authority. (Insert > Reference > Index and Tables)(Table of Authorities tab, Mark Citation)

Insert Table of Authorities - Inserts a table of authorities for cases, statutes and other authorities in the document. (Insert > Reference > Index and Tables)

Review Tab

This tab is used to review your document, including proofing the document, adding comments, tracking changes, and comparing a document against a previous version.

Proofing
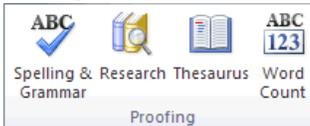
Spelling & Grammar - Displays the "Spelling and Grammar" dialog box. This allows you to check the spelling and grammar in the active document.

Research - Toggles the display of the Research task pane. Same as Excel.

Thesaurus - Toggles the display of the Research task pane defaulting the research service to the thesaurus. Same as Excel.

Word Count - This displays the "Word Count" dialog box displaying the document statistics. This replaces the Word Count toolbar. This dialog box can also be displayed by clicking on the word count indicator on the status bar. (Tools > Word Count).

Language

Translate - Displays the Research task pane. This drop-down contains the commands: Translate Document, Translate Selected Text, Mini Translator and Choose Translation Language.

Language - This drop-down contains the commands: Set Proofing Language and Language Preferences**.**
Set Language??
Set Language - (Moved in 2007). This displays the "Language" dialog box. This dialog box can also be displayed by clicking on the language indicator on the status bar. (Tools > Language > Set Language).

Comments

The New Comment is actually the Insert Comment from the Reviewing toolbar. This command does not change to Edit Comment when a comment is selected like it does in Excel.

New Comment - (Shift + F2). Inserts a comment at the active cell.

Delete - Button with Drop-Down. Deletes the selected comment. The button deletes the comment in the active selection. The drop-down contains the commands: Delete All Comments Shown and Delete all comments in Document. This is disabled when the document does not contain any comments.

Previous - goes to the previous comment in the active document. (Reviewing toolbar). This is disabled when the document does not contain any comments.

Next - goes to the next comment in the active document. (Reviewing toolbar). This is disabled when the document does not contain any comments

Compare To compare changes between two documents, click the **Compare** icon under the Compare group and then Compare. Enter the Original document and Revised document and click OK.

Protect
Tracking
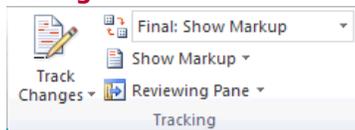
Track Changes - (Ctrl + Shift + E). The button is the Track Changes command from the Reviewing toolbar that ???. The drop-down is the old (Show > Options) from the Reviewing toolbar and contains the commands Track Changes, Change Tracking Options and Change User Name. Change Tracking Options displays the

Formatted Table	
Formatted: Justified, Level 3, Line spacing: single, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers	
Formatted: Font: Verdana	
Formatted: Font: (Default) Calibri, Complex Script Font: Calibri	
Formatted: Font: Bold, Complex Script Font: Bold	
Formatted: Font: (Default) Verdana, 12 pt, Complex Script Font: Times New Roman, 12 pt	

Track Changes Options dialog box. Change User Name displays the Word Options dialog box (Popular tab).

Balloons - Drop-Down. Lets you choose how to display the revisions either in the margin or in the actual document. The drop-down contains the commands: Show Revisions in Balloons, Show all Revisions Inline and Show Only Comments and Formatting in Balloons. This was previously the (Show > Balloons) from the Reviewing toolbar.

Display for Review - This was previously the textbox/combobox on the Reviewing toolbar.

Show Markup - Drop-Down. The drop-down contains the commands: Comments, Ink, Insertions and Deletions, Formatting, Markup Area Highlight and Reviewers. This is the Show drop-down from the Reviewing toolbar and contains the Reviewers extension from the toolbar as well.

Reviewing Pane - Button with Drop-Down. The button toggles the display of the Reviewing pane. The drop-down contains the commands: Reviewing Pane Vertical and Reviewing Pane Horizontally. In 2003 this could only appear docked at the bottom of the window but you now have the option of either underneath or on the left. There is now also summary information at the top of the pane.

Changes

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Accept - Button with Drop-Down. The button is the Accept and Move to Next command which accepts the current change and moves to the next proposed change. The drop-down contains the commands: Accept and Move to Next, Accept Change, Accept all Changes Shown and Accept all Changes in Document. This drop-down is disabled when the document is protected.

Reject - Button with Drop-Down. The button is the Reject and Move to Next command which rejects the current change and moves to the next proposed change. The drop-down contains the commands: Reject and Move to Next, Reject Change, Reject all Changes Shown and Reject all Changes in Document. This drop-down is disabled when the document is protected.

Previous - Moves to the previous revision in the active document. This is a bit confusing as it does exactly the same as the Previous in the comments group ??

Next - Moves to the next revision in the active document.

Compare
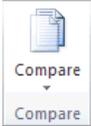
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Compare - Drop-Down. The drop-down contains the commands: Compare and Combine. The Compare command lets you compare two versions of the same document and displays the "Compare Documents" dialog box. The Combine command lets you combine revisions from multiple authors and displays the "Combine Documents" dialog box. (Tools > Compare and Merge Documents). This drop-down is disabled when the document is protected.
Show Source Documents - (Removed in 2010, Added in 2007). Drop-Down. Lets you choose which source documents to show. You can show the original, the revised or both. The drop-down contains the commands:

Protect
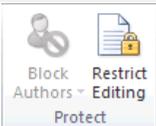
Block Authors - Drop-Down. (Added in 2010).
Restrict Editing - (Added in 2010). Toggles the display of the Restrict Formatting and Editing task pane. This task pane was called "Protect Document" in 2003.
Protect Document - (Removed in 2010). In 2010 this was moved to the File tab (Info > Protect Document). The drop-down contains the commands: Unrestricted Access, Restricted Access, Manage Credentials.

View Tab
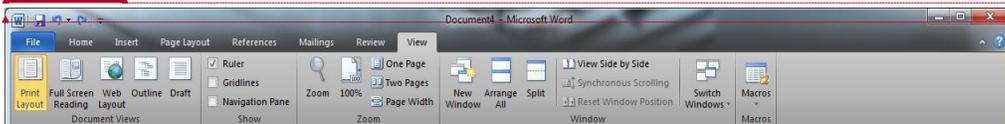
This tab is used to set how you want your document to be viewed while you are working on it.

Document View

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Print Layout - Displays the document as it would appear if printed and is the default view.

Full Screen Reading - Maximizes the Word window on the screen and removals all toolbars etc. to allow easy reading.

Web Layout - Displays the document as it would appear as a web page.

Outline - Displays the document as an outline is displays the Outlining contextual tab.

Draft - Displays the document in draft mode allowing for quick editing. When using this view certain aspects of the document are not visible, for example any headers or footers.

Show

Ruler - Toggles the display of the ruler(s).

Gridlines - Toggles the display of gridlines.

Navigation Pane - Toggles the display of the Navigation task pane. This is a combination of the Find, Document Map and Thumbnails.

Zoom

Everything relating to adjusting the display percentage of the active document. There is also a new zoom slider in the bottom right corner next to the status bar.

Zoom - Displays the "Zoom" dialog box. This was previously (View > Zoom) and can also be accessed from the status bar by clicking on the view percentage.

100% - Adjusts the zoom to 100% of its normal size.

One Page - Adjust the zoom so an entire page fits in the application window.

Two Pages - Adjust the zoom so two entire pages fit in the application window.

Page Width - Adjust the zoom so the width of the page is the same as the width of the application window.

Window

Every document you open in Word can be thought of as a window. It is possible to open multiple windows of the same document.

- **New Window -** Lets you create a new window of the active document. (Window > New Window).
- **Arrange All -** Tile all the open windows side by side on the screen.
- **Split -** Splits the current window into two parts.
- **View Side by Side -** Displays two documents side by side so they can be easily compared. If you have more than two documents open the "Compare Side by Side" dialog box is displayed so you can choose which document to display next to the active document. allowing you to scroll multiple windows at the same time. (Window > Compare Side by Side With)
- **Synchronous Scrolling -** Toggles the synchronize scrolling of the two documents that are displayed side by side. This is only enabled when you are viewing two documents side by side.
- **Reset Window Position -** Resets the windows positions so they take up the same amount of space on the screen when two documents are displayed side by side. This is only enabled when you are viewing two documents side by side.
- **Switch Windows - Drop-Down.** Lets you switch between all the currently active documents. This displays all the window/documents that are currently open in the particular session. Previously these were displayed on the Window menu.

Macros
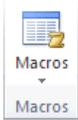
- **Macros - Button with Drop-Down.** The button is the View Macros command and displays the "Macros" dialog box.

Mailings Tab - Mail Merge
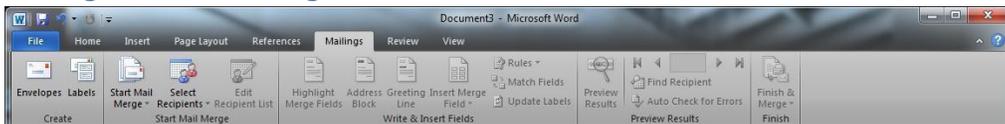
This tab is used for tasks related to mailings, including creating envelopes, labels, and mail merges.

Envelopes & Labels

To create an envelope, click **Envelopes** from the Create group. The *Envelopes*
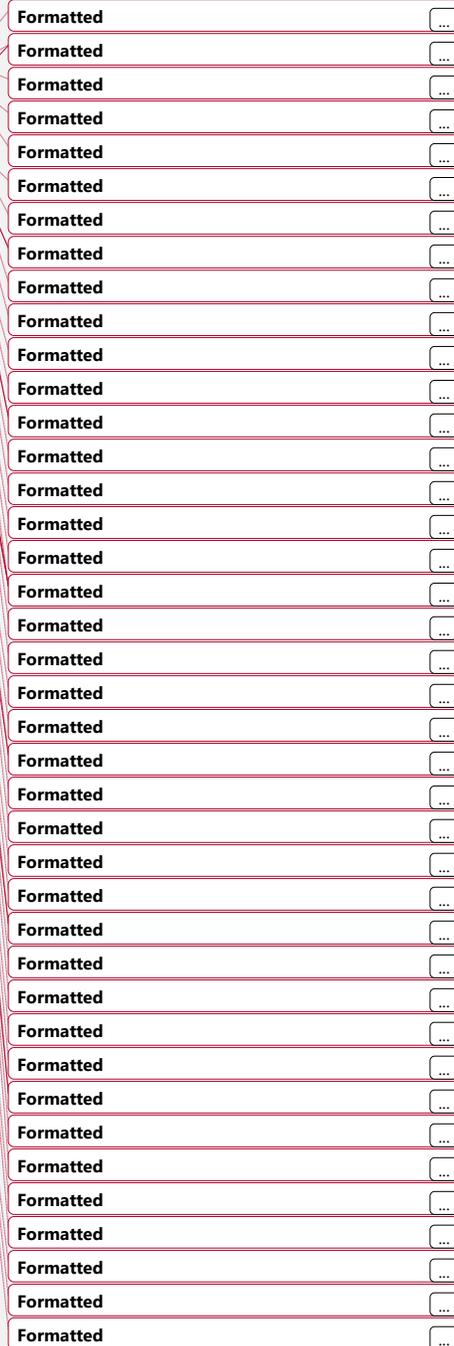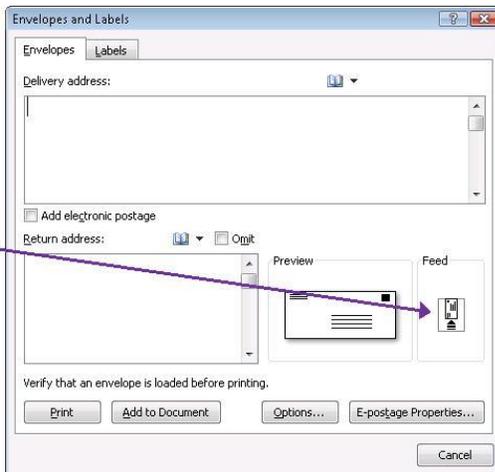
and Labels window will appear. Type in the delivery and return addresses and click the Options button to change the font or envelope size and then click OK. Click the Print button to print your envelope. Insert an envelope into the printer using the Feed guide at the bottom right to help align the envelope properly.
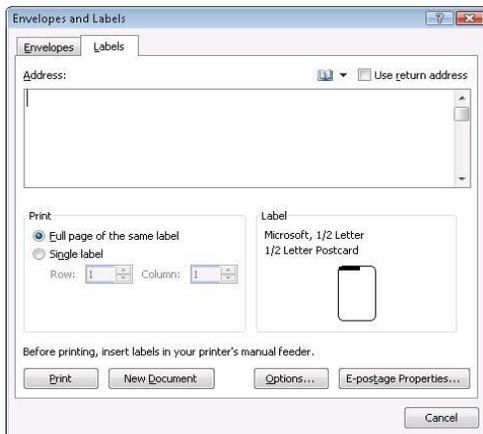
To create a label, click **Labels** from the Create group. The *Envelopes and Labels* window will appear. Type in the address, select whether a full page of the same label or a single label should be printed and click the Options button to change the type of labels and then click OK. Click the Print button to print your envelope. Insert a label sheet into the printer using the Feed guide at the bottom right to help align the label sheet properly.

Mail Merge

Mail Merge can be used to create letter or envelope templates for mass mailings using outlook contacts or data sources, such as Microsoft Excel.

First, select the type of Mail Merge you would like to perform by clicking **Start Mail Merge** from the Start Mail Merge group and selecting the type of merge (letter, e-mail, envelope, or label).Next, select the data source by clicking **Select Recipients** and then selecting the data source you want to use (add a new list, use an existing list from Excel, or use Outlook Contacts).

After selecting the recipient source file, additional icons on the ribbon will become active. Click the **Edit Recipient List** icon to select which contacts you want to be included in this mail merge. Mail merge fields can then be added to the document using the following icons under the Write & Insert Fields group: **Address Block**, **Greeting Line**, & **Insert Merge Field**. To see the letter with the data within the document, click the **Preview Results** icon under the Preview Results group. After finalizing the merge, click the **Finish & Merge** button from the Finish group and select Print Documents or Send E-mail Messages