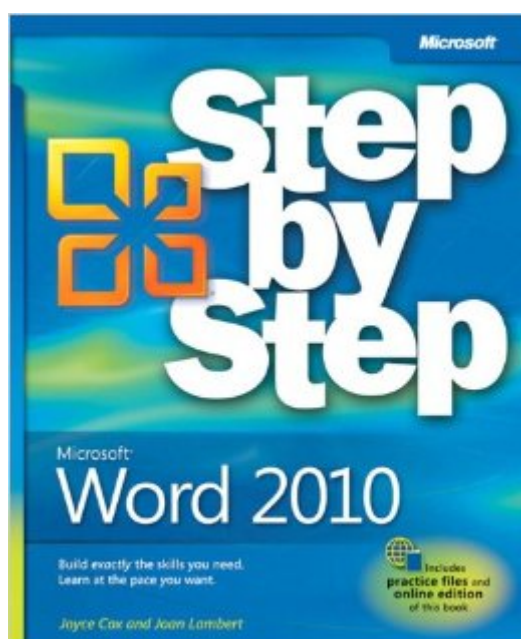# Microsoft Word 2010 (Step By Step)

Synopsis

Experience learning made easy-and quickly teach yourself how to create impressive documents with Word 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include using styles and themes; sharing, printing, and publishing documents; editing images from within Word; using SmartArt® diagrams and charts; creating references, footnotes, indexes, and tables of contents; collaborating with multiple people at the same time on the same document; and turning your ideas into blogs, Web pages, and more.   From Inside the Book: How to Add Watermarks   There might be times when you want words to appear behind the text of a printed or online document. For example, you might want the word CONFIDENTIAL to appear faintly behind the text in a contract. When you want to dress up the pages of your document without distracting attention from the main text, you might consider displaying a faint graphic behind the text. These faint background effects are called watermarks. Watermarks are visible in a document, but because they are faint, they donâ ™t interfere with the readersâ ™ ability to view the documentâ ™s main text.   In this exercise, youâ ™ll first add a text watermark to every page of a document, and then youâ ™ll add a graphic watermark.   SET UP You need the AuthorsDraft_start document and the OTSI-Logo picture located in your Chapter09 practice file folder to complete this exercise. Open the AuthorsDraft_start document, and save it as AuthorsDraft. Turn off formatting marks and the ruler, and set the magnification so that you can see all the text. Then follow the steps.   1. On the Page Layout tab, in the Page Background group, click the Watermark button.   The Watermark gallery appears.   You can click the thumbnail of a predefined watermark or click Custom Watermark to define your own.   2. Scroll to the bottom of the gallery, noticing the available options. Clicking any of these options inserts the specified watermark in pale blue on every page of the current document. 3. Below the gallery, click Custom Watermark. The Printed Watermark dialog box opens.   In this dialog box, you can specify a picture or text watermark.   4. Click Text watermark, display the Text list, and then click DRAFT. 5. Ensure that Verdana appears in the Font box. 6. Click the Color arrow, and then click the purple box (Purple, Accent 4). 7. With the Semitransparent check box and Diagonal option selected, click OK. The specified text is inserted diagonally across the page.   The text watermark is faint enough to read the text but bold enough to be noticed.   8. On the Page Layout tab, in the Page Background group, click the Watermark button, and then click Custom Watermark. 9. In the Printed Watermark dialog box, click Picture watermark, and then click Select Picture. The Insert Picture dialog box opens. 10. Navigate to your Chapter09 practice file folder, and double-click the OTSI-Log picture file. 11. In the Printed Watermark dialog box, change the Scale setting to 200%, and then click Apply. 12. Drag

the dialog box by its title bar until you can see the watermark. Then change the Scale setting by typing 400%, and click Apply. 13. With the Washout check box selected, click Close. The picture is inserted as a watermark at the size you specified.   The picture watermark adds visual interest without obscuring the text.   CLEAN UP Save the AuthorsDraft document, and then close it.

Book Information

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Customer Reviews

I write this in Word 2010, and I am thankful for most of the "step-by-step" practice that Ms. Cox and Ms. Lambert have assembled in this book. I am also grateful for the sometimes cookbook style of presentation, with, first click this, then click that approach to taking one through the book's lessons. It is obvious that the authors have seen the bloated tech-writer speak of most software how-to manuals and found them wanting; and, they have written a book to teach, not as a reference. That is a refreshing change.With that said, I have some cavils. First, I am an experienced user of Word, having made a tough transition from Word Perfect 15 or so years ago, abandoning the still prevalent use of that program in the legal industry in favor of integration with other Office programs promised "convergence" often touted then as the future of technology. Convergence has yet to occur, and the integration of the Microsoft Office suite is still a disappointment. Each program has its positives and negatives, found usually by trial and error. But that is not to say that I am a word processor by trade. It is a program I use daily, and I was transitioning from Word 2003, with which I was happy, to the strange world of ribbons, backgrounds, and hopefully easier utility."Step by Step" satisfied most of my goals.I wanted to abandon trial and error and learn the program thoroughly. Over a month, each

morning before I went to my office, I used it as a lesson plan to decrypt the new and unknown 2010 in terms of what I knew from 2003. I believe to make the transition from earlier programs, this kind of lesson plan approach, with planned and diligent study is necessary.

Warriors Word Scramble: Word Scramble Games - Word Search, Word Puzzles And Word Scrambles (Word Games, Brain Games, Word Search, Word Search Games, Word ... Scramble, Word Scrabble, Unscramble Word) Word Search Book for Adults: Word Search Puzzles to Improve Memory and Exercise: word search, word search books, word search books for adults, adult word search books, word search puzzle books Word Search Puzzles Large Print: Large print word search, Word search books, Word search books for adults, Adult word search books, Word search puzzle books, Extra large print word search Microsoft Surface Pro 4 & Microsoft Surface Book: The Beginner's Guide to Microsoft Edge, Cortana & Mail App on Microsoft Surface Pro 4 & Microsoft Surface Book Microsoft Word 2010: Comprehensive (SAM 2010 Compatible Products) Bundle: New Perspectives on Microsoft Project 2010: Introductory + Microsoft Project 2010 60 Day Trial CD-ROM for Shelly/Rosenblatt's Systems Analysis and Design Microsoft Word 2010 (Step by Step) New Perspectives on Microsoft Office 2010, Second Course (SAM 2010 Compatible Products) Microsoft Access 2010: Comprehensive (SAM 2010 Compatible Products) 10 Tips in 10 Minutes using Microsoft Outlook 2010 (Tips in Minutes using Windows 7 & Office 2010 Book 6) Microsoft Excel 2010: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010) Zeitmanagement mit Microsoft Office Outlook, 8. Auflage (einschl. Outlook 2010): Die Zeit im Griff mit der meistgenutzten BÃ rosoftware - Strategien, Tipps ... (Versionen 2003 - 2010) (German Edition) Microsoft Office 2010: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010) Microsoft Office 2010: Introductory (Shelly Cashman Series Office 2010) How To Create Word Forms With ActiveX Controls (How To Create Forms In Word & Excel 2010) Microsoft Office Professional 2010 Step by Step Microsoft Word 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Mail Merge & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010: Illustrated Complete (Illustrated Series: Individual Office Applications)