THE COMPLETE

VISUAL Step By Step

For Evaluation Only

Microsoft® Office

Microsoft Word 2010

LEVEL 3

CompleteVISUAL™
Step-by-step Series
Computer Training Manual
www.computertrainingmanual.com

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HOW TO USE THIS MANUAL

Word 2010

The **CompleteVISUAL™** step-by-step computer training manual is specially developed and organized based on the **Instructional Design concepts**, to ensure the effectiveness of the learning process.

Most of the tasks in each chapter fit into a single page for easy reference. Most tasks are summarized to **less than 10 key steps** and accompanied by **actual screen illustrations**. Every step you go through is practical and relevant. All chapters are **independent**. No exercise files need to be installed prior to the training, so you can start training from the modules that best suit you or your trainees. However, the module sequence that we suggest is designed to optimize your computer learning process.

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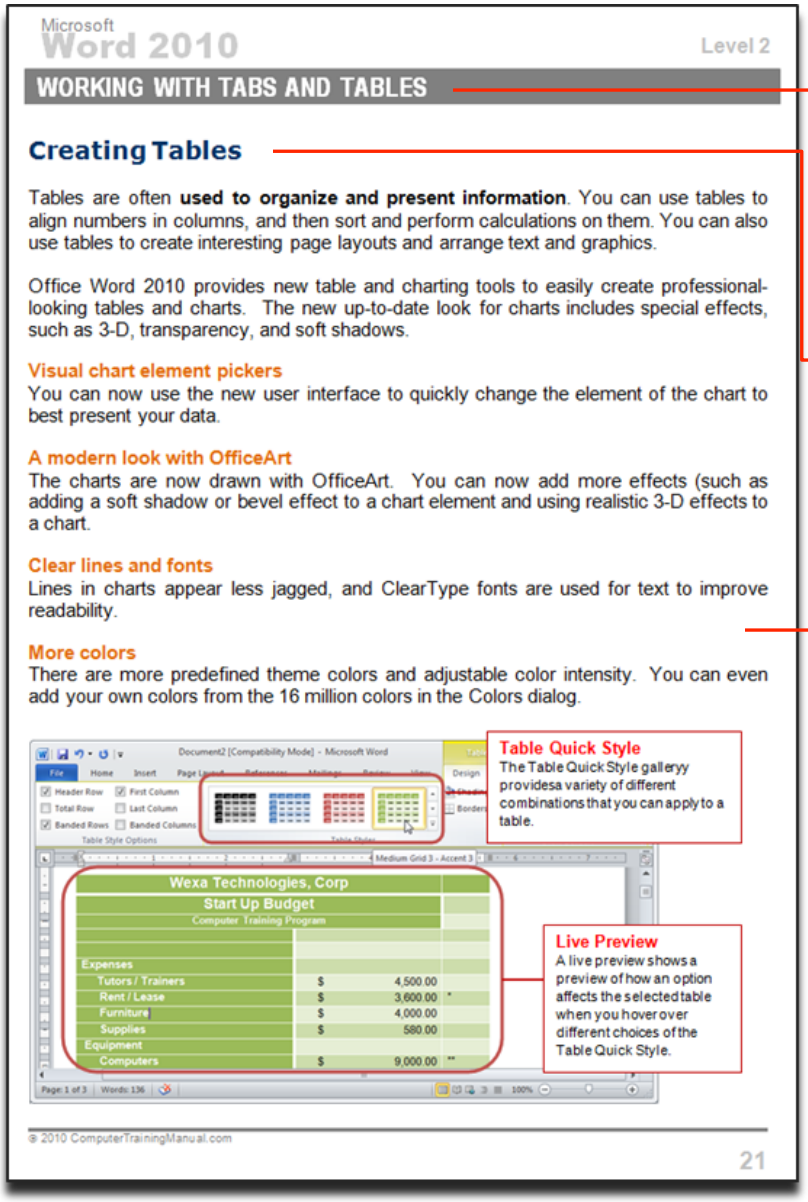
HOW TO USE THIS MANUAL

Word 2010



Microsoft Word 2010 Level 2

WORKING WITH TABS AND TABLES

Creating Tables

Tables are often **used to organize and present information**. You can use tables to align numbers in columns, and then sort and perform calculations on them. You can also use tables to create interesting page layouts and arrange text and graphics.

Office Word 2010 provides new table and charting tools to easily create professional-looking tables and charts. The new up-to-date look for charts includes special effects, such as 3-D, transparency, and soft shadows.

Visual chart element pickers
You can now use the new user interface to quickly change the element of the chart to best present your data.

A modern look with OfficeArt
The charts are now drawn with OfficeArt. You can now add more effects (such as adding a soft shadow or bevel effect to a chart element and using realistic 3-D effects to a chart.

Clear lines and fonts
Lines in charts appear less jagged, and ClearType fonts are used for text to improve readability.

More colors
There are more predefined theme colors and adjustable color intensity. You can even add your own colors from the 16 million colors in the Colors dialog.

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Section name. Each section groups related chapters to make sure you learn all the related features and skills in complete details.

Chapter name. Each chapter is an independent learning unit. No exercise files need to be installed prior to the training. This lets you start your training anywhere or anytime you like.

Chapter introduction. Each chapter begins with a presentation and illustration to prepare you for the concepts you will learn.

Instructions	You are asked to
Click File tab >> Open.	Click the **File tab** to expand the menu, and then click the **Open** command.
Press <Shift>+<Tab>	Hold down the **Shift** key while pressing the **Tab** key on the keyboard.
Type Photo from Kevin Jeff.	Type the phrase **Photo from Kevin Jeff.**

Handy summary. Each task concludes with a summary that reinforces the key steps in the task. It also serves as a cue card for a specific task.

Task Name. Each task consists of a series of fully illustrated step-by-step instructions, which help you through the hands-on activities.

Microsoft
PowerPoint 2007

LEVEL 2

WORKING WITH WORDART. SMARTART AND PHOTO ALBUM

How To Change A SmartArt Graphic Colors

SUMMARY

1. Click the SmartArt graphic that you want to change.
2. Under the SmartArt Tools, click the Design tab.
3. Click the Change Colors button.
4. Click the theme colors for the SmartArt graphic you want.

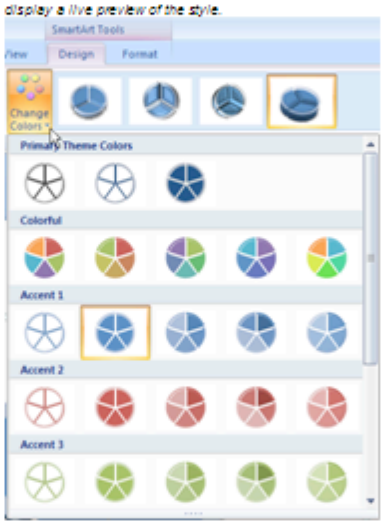
TIPS

- To make changes to the SmartArt graphic make sure that the SmartArt graphic is selected. This will activate the SmartArt Tools button above the ribbon.
- Before you decide which theme colors to choose, you can point to a layout to display a live preview of the style.

1. **Click the SmartArt graphic that you want to change.**
   The SmartArt graphic is selected. PowerPoint activates the SmartArt Tools button above the ribbon.

2. **Under the SmartArt Tools, click the Design tab.**
   PowerPoint displays all the Design tools for the SmartArt graphic.

3. **Click the Change Colors button.**
   PowerPoint displays a gallery of the current layout with different theme colors. Before you decide which theme colors to choose, you can point to a layout to display a live preview of the style.



4. **Click the theme colors for the SmartArt graphic you want from the gallery.**
   PowerPoint applies the selected theme colors for the SmartArt graphic.

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Working With Online Forms

Microsoft Word 2010
Level 3

Objectives:

When you have completed these lessons, you will be able to:

- Set Up Word For Creating A Form
- Create The Main Document
- Design The Form Layout
- Insert A Text Content Control
- Insert A Date Content Control
- Insert A Drop-Down List Content Control
- Insert A Number Form Field
- Insert A Check Box Form Field
- Specify The Check Box Option
- Assign Help Text For A Form Field
- Protect A Form
- Fill In A Form In Word
- Save The Data From A Form
- Print The Data From A Form

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Creating Online Forms

A form is a structured document with blank areas reserved for entering information. You are probably familiar with Feedback forms, Order forms and Timesheets are all examples of forms. Each example has a standard format with content controls such as the text boxes, check boxes or drop-down lists for the user to fill in or select the information required. In your form, you can add content controls, tables, and other graphics elements.

Normally, we use a template as the basis for a form, to protect the format of the form so that the users are not able to change the standard layout of the form.

TELEO Inc.
Employee Form

Employee Name:	Thomas Johnson
Date of Birth:	1/12/1958
Department:	Human Resource
Salary:	$4,500.00
Working Experience:	☒

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How To Set Up Word For Creating A Form

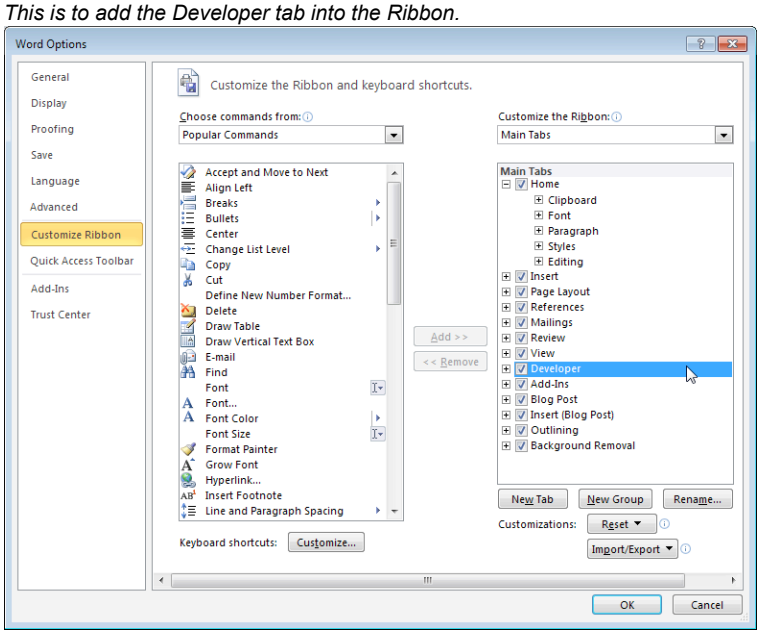
1. Click File tab>>Options.
2. In the left pane, click Customize Ribbon .
3. Click Developer check box in the Main Tabs pane.
4. Click OK button.

1. Click File tab>>Options.

Word 2010 displays the Backstage view.

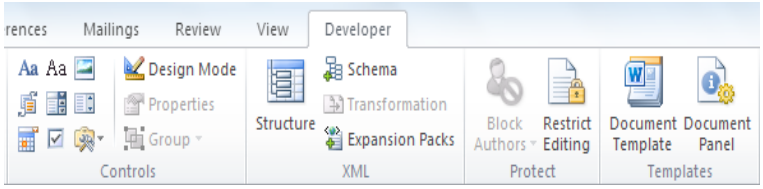
2. In the left pane, click the Customize Ribbon. In the list of Main tabs, click to select the Developer check box.

This is to add the Developer tab into the Ribbon.



3. Click the OK button to close the options dialog box.

The Developer tab, providing the tools for you to create the form appears, as shown below.



How To Create The Main Document

1. Create a new document.
2. Save the document as a template.

1. Create a new document.

You can create a new document from scratch or based on an existing template.

2. Save the document as a template with the name of EmployeeForm.

From the menu, click File >> Save As. In Save as type, click Word Template (.dotx). If you want the template to appear in a tab other than General, switch to the corresponding subfolder within the Templates folder.*

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How To Design The Form Layout

- Normally a **table** is used to align text and form controls on a simple form layout.
- Use **borders** and **shading** to present your form layout more professionally.

1. Create and design the form layout, as shown below.
When designing a form, you can sketch a layout first, or use an existing form as a guide.

TELEO Inc.
Employee Form

Employee Name:	
Date of Birth:	
Department:	
Salary:	
Working Experience:	

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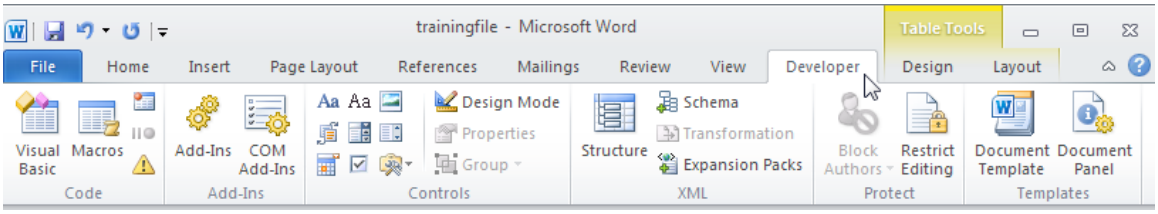
Inserting Content Controls

Fields or content controls are used to help you control the input from a user. There are many command buttons on the **Developer** tab which can help you to insert the controls easily.

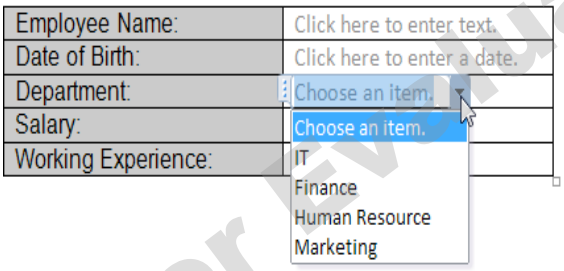


Examples of Content Controls inserted on a form.

TELEO Inc.

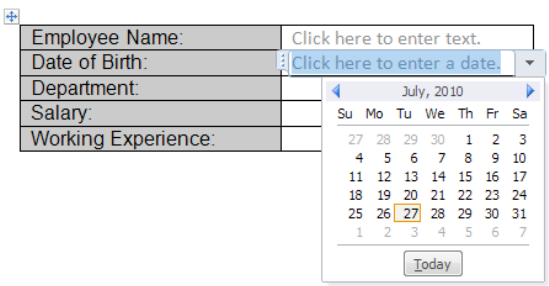
Employee Form

Employee Name:	Click here to enter text.
Date of Birth:	Click here to enter a date.
Department:	Choose an item.
Salary:	
Working Experience:	☐



TELEO Inc.

Employee Form



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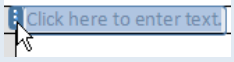
How To Insert A Text Content Control

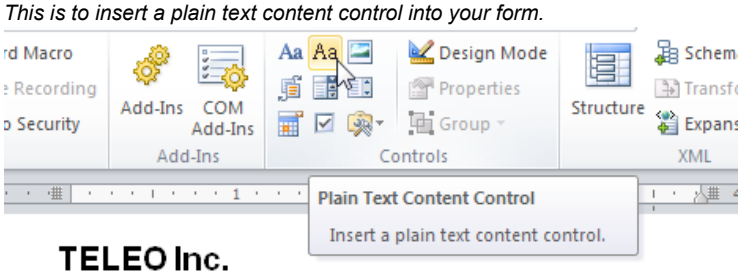
1. Click where you want the control to appear.
2. Click the **Developer** tab. In the **Controls** group, click the **Plain Text Content Control** button.

- **To delete the control**, click the control selector, and press **<Delete>**.



1. Click in the cell beside the label Employee Name:.
You want to insert the control for the Employee Name.

2. Click the Developer tab. In the Controls group, click the Plain Text Content Control button.
This is to insert a plain text content control into your form.



TELEO Inc.

Employee Form

Employee Name:	
Date of Birth:	
Department:	
Salary:	
Working Experience:	

A control is created in the cell. This is the control where you will enter the Employee Name, as shown below.

TELEO Inc.
Employee Form

Employee Name:	Click here to enter text.
Date of Birth:	
Department:	
Salary:	
Working Experience:	

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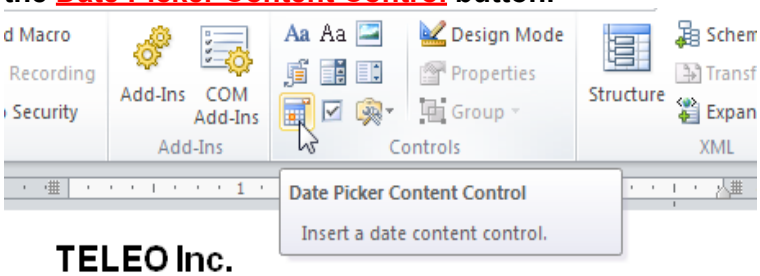
How To Insert A Date Content Control

1. Click where you want the control to appear.
2. Click the **Developer** tab. In the **Controls** group, click the **Date Picker Content Control** button.

1. Click in the cell beside the label Date of Birth:.
You want to insert the control for the Date of Birth.

2. Click the Developer tab. In the Controls group, click the Date Picker Content Control button.



TELEO Inc.

Employee Form

Employee Name:	Click here to enter text.
Date of Birth:	
Department:	
Salary:	
Working Experience:	

A control is created in the cell. This is the control where you will enter the Date of Birth. Click the drop-down button to see the calendar, as shown below.

TELEO Inc.

Employee Form

Employee Name:	Click here to enter text.
Date of Birth:	Click here to enter a date.
Department:	
Salary:	
Working Experience:	

July, 2010

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today

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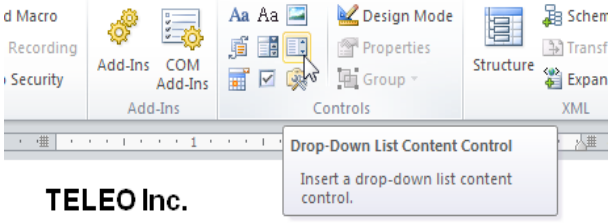
How To Insert A Drop-Down List Content Control

1. Click where you want to insert the drop-down form field.
2. Click the **Developer** tab. In the **Controls** group, click the **Drop-Down List Content Control** button
3. In the **Controls** group, click the **Properties** button.
4. Click the **Add** button. In the **Display Name** box, type the option item you want. Then, click the **OK** button.
5. Repeat step 4 to add all the option items to the **Drop-Down List Properties** box.
6. Click the **OK** button.

1. Click in the cell beside the Department: label.

You will create a drop-down list content control for the Department.

2. Click the Developer tab. In the Controls group, click the Drop-Down List Content Control button.



TELEO Inc.

Employee Form

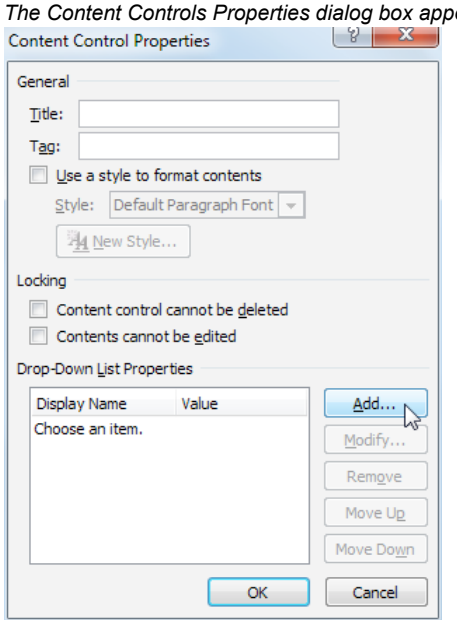
Employee Name:	Click here to enter text.
Date of Birth:	Click here to enter a date.
Department:	
Salary:	
Working Experience:	

The control is created in the cell, as shown below. This is a control that will display a list of options when clicked.

Employee Name:	Click here to enter text.
Date of Birth:	Click here to enter a date.
Department:	Choose an item.
Salary:	
Working Experience:	

3. In the Controls group, click the Properties button.

The Content Controls Properties dialog box appears, as shown below.



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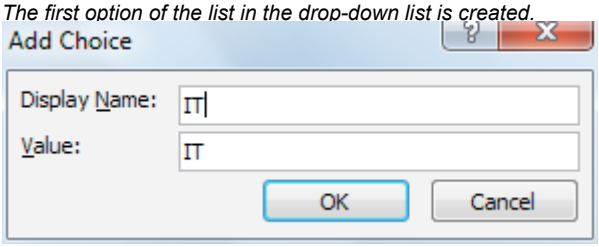
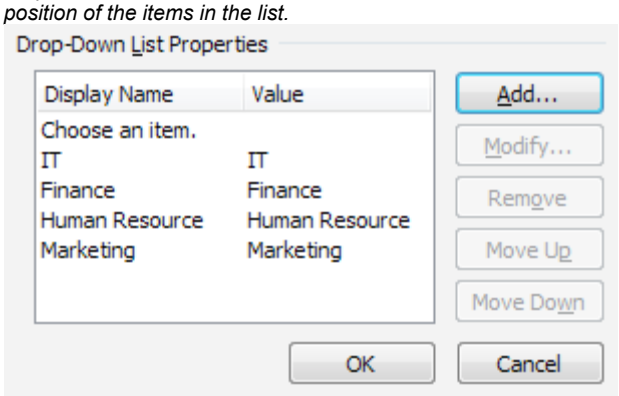
1. **Click the Add button. In the Display Name box, type IT. Then, click the OK button.**
The first option of the list in the drop-down list is created.

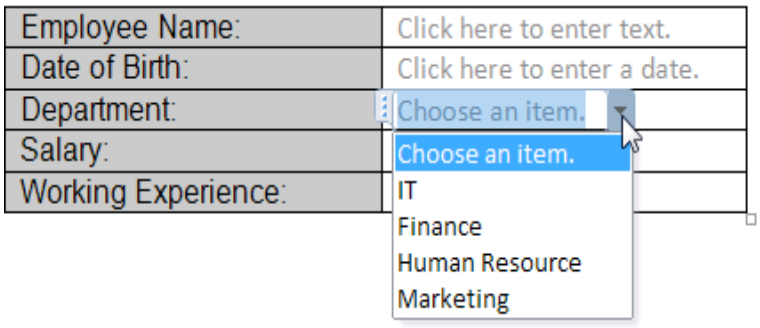


2. **Repeat step 4 to add the following items to the Drop-Down List Properties box.**
Finance
Human Resource
Marketing

You will then see all the items you entered appear in the Drop-Down List Properties box, as shown below. You can use the Move button to rearrange the position of the items in the list.



3. **Click the OK button.**
The Department drop-down list content control is set. You can click the drop-down arrow to see the list, as shown below.



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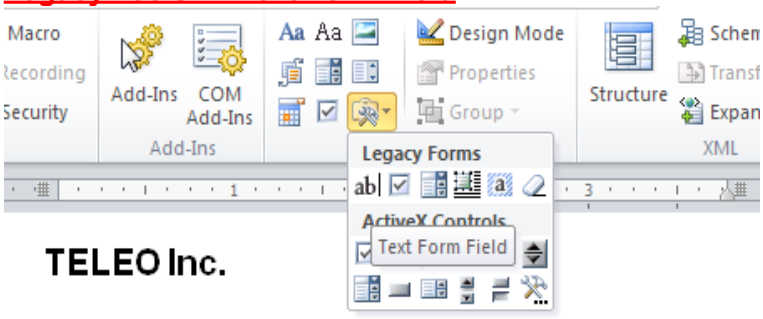
How To Insert A Number Form Field

1. Click where you want to insert the number form field.
2. Click the **Developer** tab. In the **Controls** group, click **Legacy Tools >> Text Form Field**.
3. Double-click the shaded text form field.
4. In the **Text Form Fields Options** dialog box, click the **Type** drop-down arrow and click **Number**.
5. Click the **Number format** drop-down arrow and select the format you want.
6. Click the **OK** button.

1. Click in the cell beside the label Salary:.

You will create a number content control for the Salary.

2. Click the Developer tab. In the Controls group, click Legacy Tools >> Text Form Field.



TELEO Inc.

Employee Form

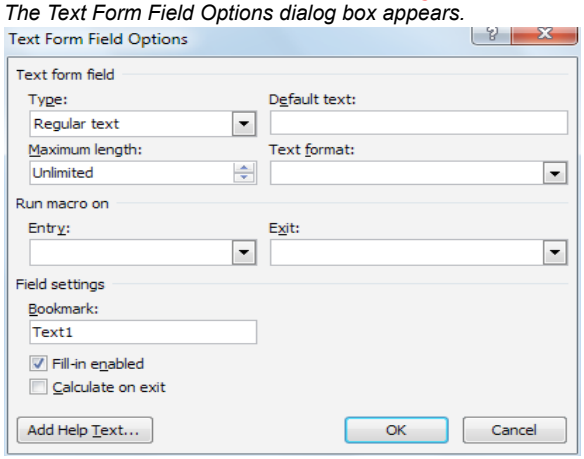
Employee Name:	Click here to enter text.
Date of Birth:	Click here to enter a date.
Department:	Choose an item.
Salary:	
Working Experience:	

A new shaded box is created in the cell. This is the control that you use to enter the salary, which will be set in Number format

Employee Name:	Click here to enter text.
Date of Birth:	Click here to enter a date.
Department:	Choose an item.
Salary:	
Working Experience:	

3. Double-click the shaded Salary text form field.

The Text Form Field Options dialog box appears.



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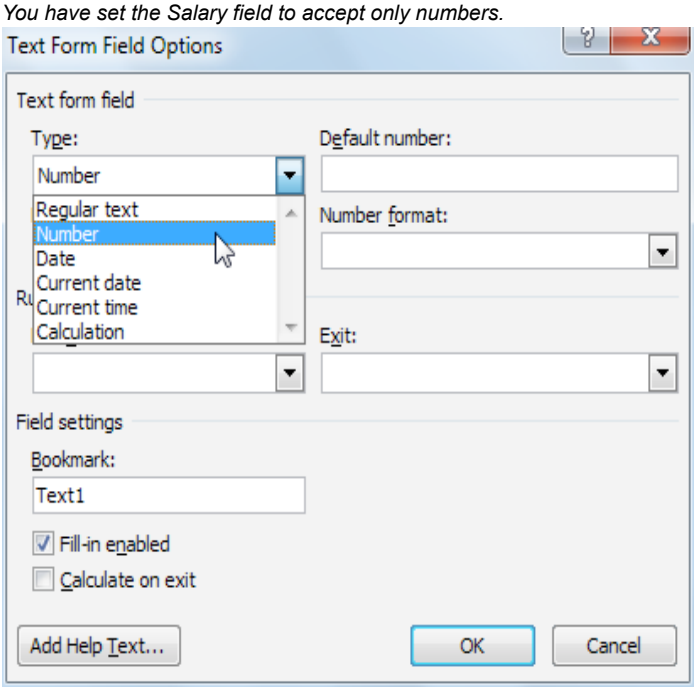
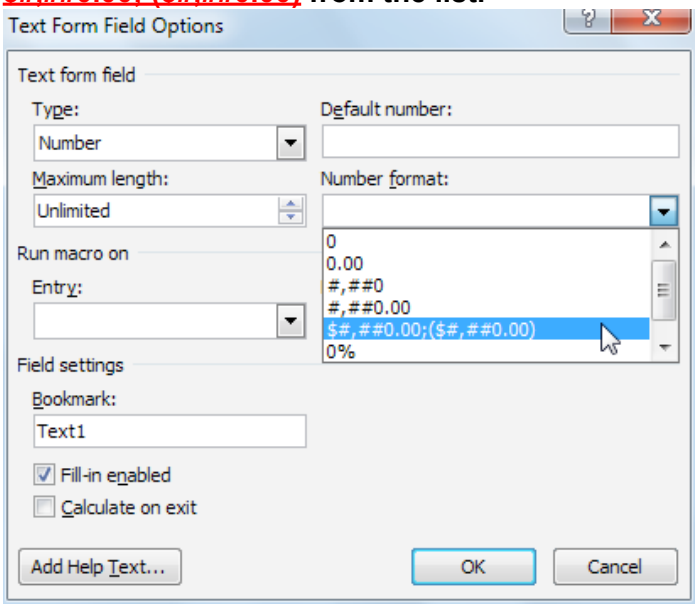
1. **Click the Type drop down list and then click Number from the list.**

You have set the Salary field to accept only numbers.



2. **Click the Number format drop-down arrow and click $#,##0.00;($#,##0.00) from the list.**



3. **Click the OK button.**

The salary text form field is set.

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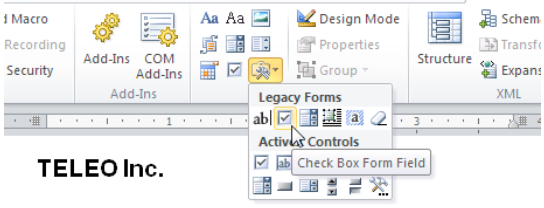
How To Insert A Check Box Form Field

1. Click where you want to insert the check box form field.
2. Click the **Developer** tab. In the **Controls** group, click **Legacy Tools >> Check Box Form Field**.
3. Double-click the shaded **check box**.
4. Select the option settings you want.
5. Click the **OK** button.

How To Specify The Check Box Option

1. Click in the cell beside the Working Experience: label.
You will create a check box form field for the Working Experience.

2. Click the Developer tab. In the Controls group, click Legacy Tools >> Check Box Form Field.



TELEO Inc.

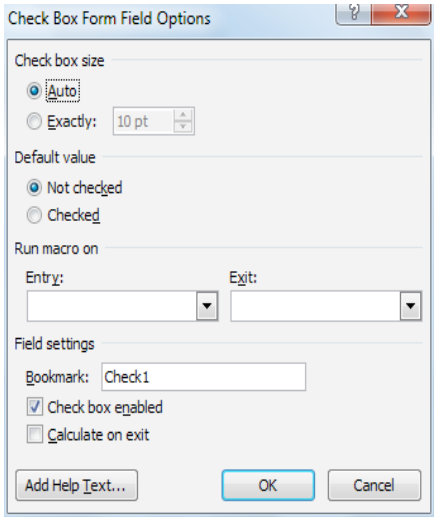
Employee Form

Employee Name:	Click here to enter text.
Date of Birth:	Click here to enter a date.
Department:	Choose an item.
Salary:	
Working Experience:	

The shaded check box is created in the cell, as shown below.

Employee Name:	Click here to enter text.
Date of Birth:	Click here to enter a date.
Department:	Choose an item.
Salary:	
Working Experience:	

1. Double-click the shaded Working Experience check box form field.
The Check Box Form Field Options dialog box appears, as shown below. This is where you specify the options for your check box form field such as the check box size and the default value.



2. Make the changes you want and click the OK button.

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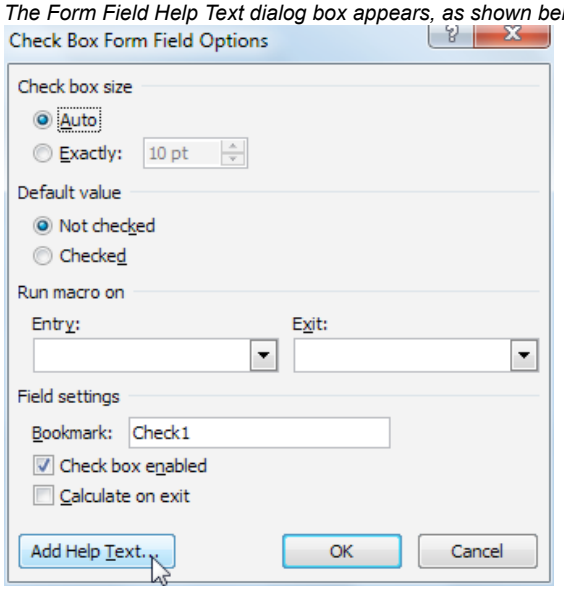
How To Assign Help Text For A Form Field

1. Double-click the Form Field, which you want to add Help text to.
2. Click the **Add Help Text...** button.
3. Click the **Status Bar** tab. Click the **Type your own:** option button.
4. In the **Type your own** box, type the help instruction you wish to use.
5. Click the **OK** button.
6. Click the **OK** button.

1. Double-click the Working Experience check box form field.

The Form Field Help Text dialog box appears, as shown below.

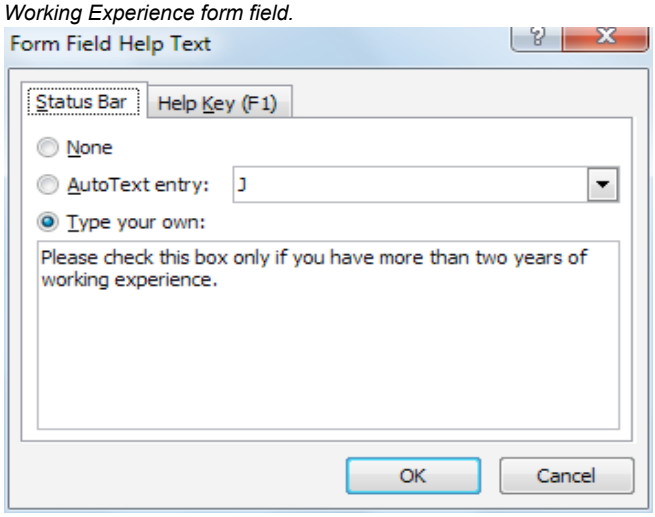


2. Click the Add Help Text... button and then click the Status Bar tab.

The Form Field Help Text dialog box appears, as shown below.

3. Click the Type your own: option button. In the Type your own box, type Please check this box only if you have more than two years of working experience.**.**

The help text will be displayed on the status bar when the users click the Working Experience form field.



4. Click the OK button twice.

The dialog box closes and the text form field is set

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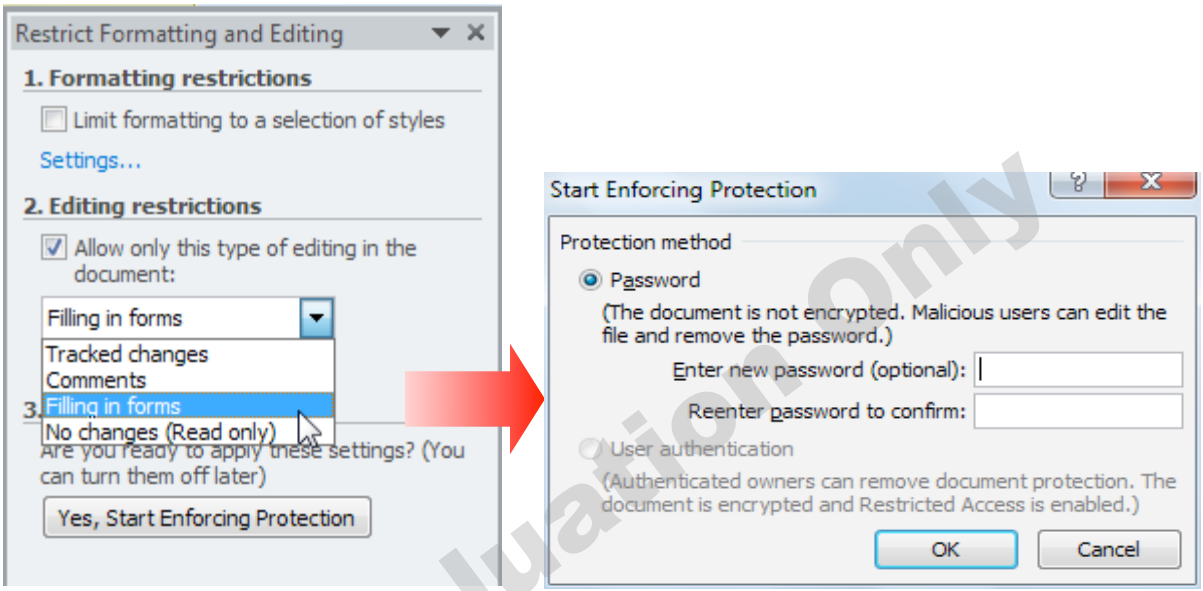
Preparing The Form For Distribution

Before you distribute the form for people to fill in, you need to protect the form. **Protecting the form allows the user to only enter text in the form field.** Microsoft Word provides an option to assign a password to the protected form so that the designer of the form will be able to make any changes to the form. In this lesson, you will learn how to protect a form in Word 2010, fill in a form in Word and save and print the data from a form.



TELEO Inc.
Employee Form

Employee Name:	Thomas Johnson
Date of Birth:	1/12/1958
Department:	Human Resource
Salary:	$4,500.00
Working Experience:	☒

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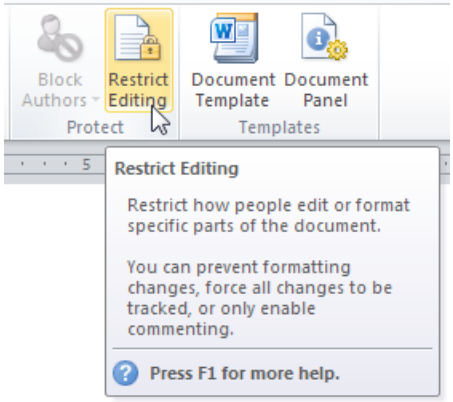
How To Protect A Form

1. Click the Developer tab. In the Protect group, click Restrict Editing.
2. In the Restrict Formatting and Editing task pane, under Editing restrictions, click to select the Allow only this type of editing in the document check box.
3. Click Filling in forms in the list of editing restrictions.
4. Under Start enforcement, click the Yes, Start Enforcing Protection button.
5. In the Enter new password (optional) box, type a password. In the Reenter password to confirm box, type the password again to confirm the password.
6. Click the OK button.

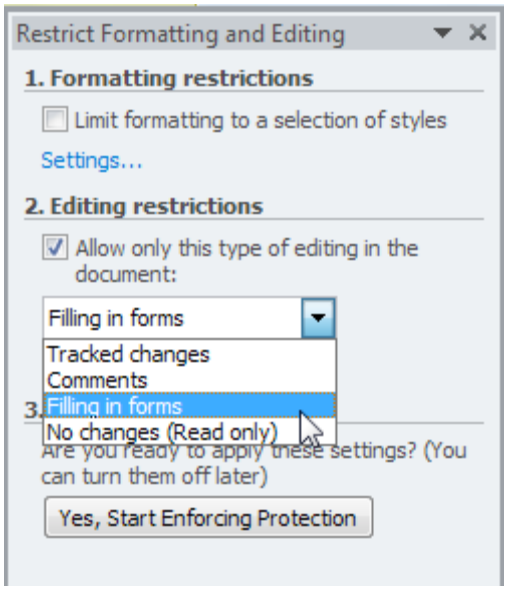
1. Click the Developer tab. In the Protect group, click Restrict Editing.

The Restrict Formatting and Editing task pane appears.



2. Under Editing restrictions, click to select the Allow only this type of editing in the document check box. Click Filling in forms in the list of editing restrictions.

This document is protected and anyone who opens this document may only fill in the forms.



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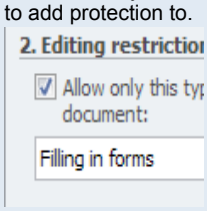
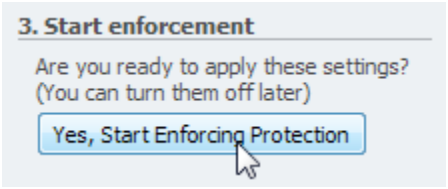
- If you want to protect parts of a form separately, those parts must be in separate sections. Insert section breaks to create sections.
- To add protection to the section of a form, click **Select sections**, and then clear the check boxes for the sections you don't want to add protection to.

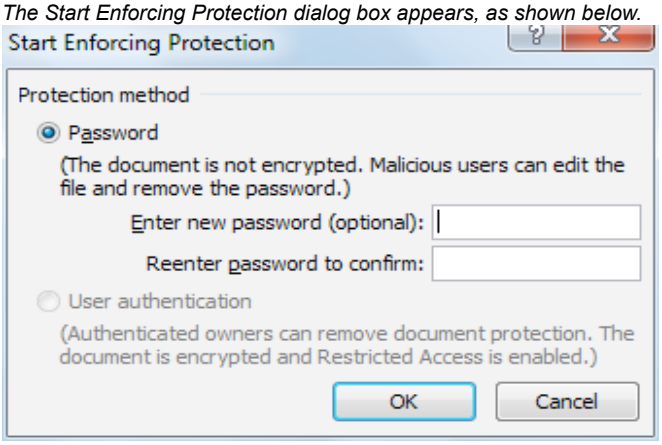


Note: The `**Select sections**', as shown above appears only if you have sections in your document.

1. Under Start enforcement, click the Yes, Start Enforcing Protection button.
You can turn this feature off later if you want to.



The Start Enforcing Protection dialog box appears, as shown below.



2. In the Enter new password (optional) box, type a password. In the Reenter password to confirm box, type the password again to confirm the password.
Assign a password to the form so that other users will not be able to change the form layout. Only the person who knows the password can remove the protection and change the form layout.

3. Click the OK button.
The Start Enforcing Protection dialog box closes and returns to the current form.

4. Save the template and close the template.
Your form is now protected and can be distributed for people to fill in. If you want, you can test the form prior to distributing it. Open the form, fill it out as the user would, and then save a copy in the designated location.

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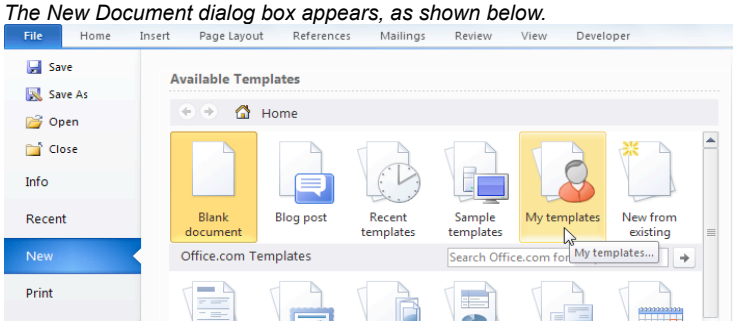
How To Fill In A Form In Word

1. Click File tab>> New.
2. On the available templates, click My templates.
3. In the New dialog box, double-click the form template you want.
4. Fill in the form.
5. Save the file.
6. In the File name box, type a name for the copy of the form that contains the information you entered.
7. Click the Save button.

- You can press <TAB> to move to the next field or press <SHIFT><TAB> to move to the previous field.

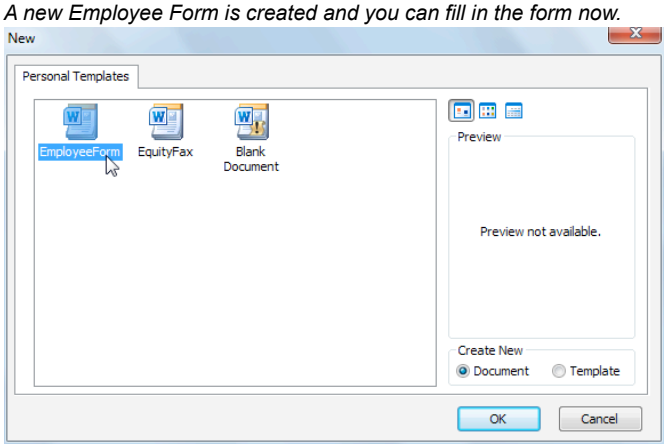
1. Click File tab >> New.

The New Document dialog box appears, as shown below.



2. On the available templates, click My templates. In the New dialog box, double-click the Employee Form icon.

A new Employee Form is created and you can fill in the form now.



3. Fill in the form.

Fill in the form by entering the information into each control, as shown below.
Note: Please type in the Date of Birth instead of selecting from the list.

TELEO Inc.

Employee Form

Employee Name:	Thomas Johnson
Date of Birth:	1/12/1958
Department:	Human Resource
Salary:	$4,500.00
Working Experience:	☒

4. From the menu, click File >> Save As.

The Save As dialog box appears.

5. In the File name box, type a name for the copy of the form that contains the information you entered.

6. Click the Save button.

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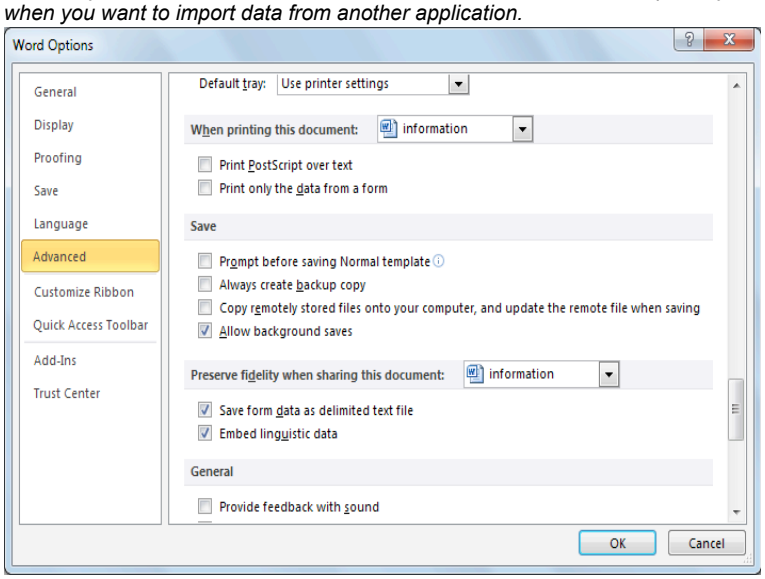
How To Save The Data From A Form

1. Open the document that was filled in as a form in Word.
2. Click File tab>>Options.
3. On the left pane, click the Advanced. On the right pane, click to select the Save form data as delimited text file check box and click the OK button.
4. Click File tab >> Save Copy As.
5. In the File name box, type a file name.
6. In the Save as type box, click Plain Text (*.txt).
7. Click the Save button.

1. Open the document that was filled in as a form in Word.

2. Click File tab>>Options.
The Word Options dialog box appears.

3. On the left pane, click the Advanced. On the right pane, click to select the Save form data as delimited text file check box and click the OK button.
Word only saves the data instead of the entire form. This is useful especially when you want to import data from another application.



4. Click File tab >> Save Copy As.
The Save As dialog box appears.

5. In the File name box, type a file name. In the Save as type box, click Plain Text (*.txt).

6. Click the Save button.
Word saves the form field data in a comma-delimited text file.

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How To Print The Data From A Form

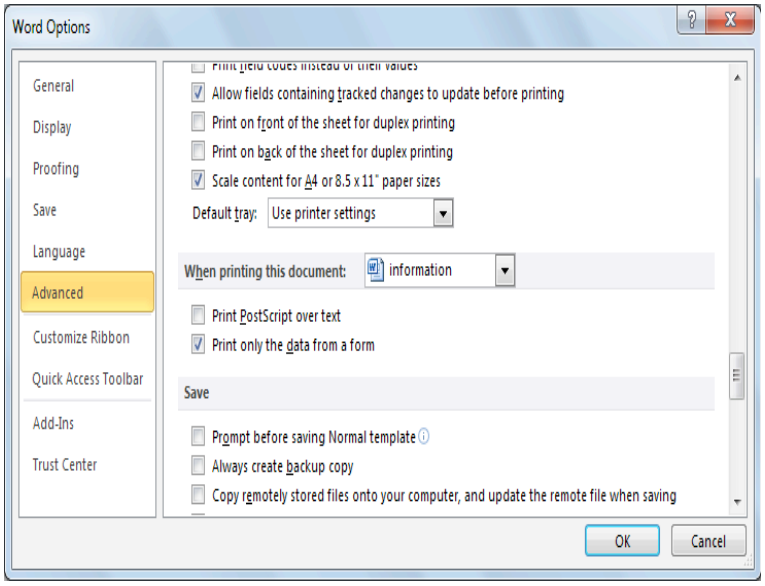
1. Open a document that was filled in as a form in word.
2. Click File tab>>Options.
3. On the left pane, click Advanced. On the right pane, click to select the Print only the data from a form check box.
4. Click the OK button.
5. Print the form.

1. Open a document that was filled in as a form in word.

2. Click File tab>>Options.

The Word Options dialog box appears.

3. On the left pane, click Advanced. On the right pane, click to select the Print only the data from a form check box.



4. Click the OK button.

The print data option is set, meaning that when you print the form, only data will appear in the print output.

5. Print the form.

The data is sent to the printer for printing.

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