Microsoft Word 2010
Scavenger Hunt

The commands in Microsoft Word 2003 are similar to that of Microsoft Word 2010 except the placement if different.

This scavenger hunt will help you get acquainted with Microsoft Word 2010. Remember, there is always more than one way to complete a task. After completing this assignment you will have a solid understanding of how to navigate Microsoft Word 2010.

Launch Microsoft Word 2010 and notice the new look.

1. Examine the screen. How many items are located on the ribbon interface? Name them:
    a. _____
    b. _____
    c. _____
    d. _____
    e. _____
    f. _____
    g. _____
    h. _____

2. The File Tab is a new feature in Word 2010. This is similar to the 2003 File Menu.
    a. What information does the Info Tab provide? _____
    _____

    b. What can you find under the Recent Tab? _____
    _____

    c. What useful templates are located under the New Tab?
    _____

    d. How do I create a new document? Explain. _____
    _____

Let's explore some of the commands on the Home Tab.

3. With all Microsoft Word tabs you can identify their purpose by hovering over the item with your mouse. A title box will appear indicating the name of the command.

    a. Name at least five features that you would use during the day under this tab.
        i. _____
        ii. _____
        iii. _____
        iv. _____
        v. _____

b. Which icon would you use to change the case of the type set?

_____

c. Name at least one command that you do not use on a regular basis (in version 2003) that is located within this group?_____

d. Where do I go to change the zoom level under this tab? _____

_____

e. Where does it tell you the number of words within the document and number of pages in use? _____

_____

f. What does the Select Command do? _____

_____

g. Where do you go to change paragraph spacing? _____

_____

h. Where do you go to search for text in the document?

_____

    i. What is the keyboard shortcut for this command? _____

    _____

i. What does the Format Painter command do? _____

_____

j. What are the options for the Paste command? _____

_____

k. Under the bottom ribbon you will find the words Font and Paragraph among others. If you click the small box to the right of those words (a window will open), what similarities do you notice from Word 2003? Explain.

_____

_____

4. Take a moment to reflect on the Home Tab commands and how placement of these items has changed since version 2003. Take some notes to help you remember the location of the commands you used on a daily basis in the previous version.

_____

_____

_____

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_____

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_____

Let's explore some of the commands under the Insert Tab.

5. Name at least five items that you would use during the day under this tab.

   a. _____

   b. _____

   c. _____

   d. _____

   e. _____

   f. Name a command new to you? Explain what it is and how it is used?
      _____
      _____

   g. What is the purpose of screenshot? Explain. _____
      _____

   h. What is the purpose of smartArt? Explain. _____
      _____

   i. Name three chart options under the Chart Tab? _____
      _____

   j. What is the purpose of QuickParts? _____
      _____

   k. What is the purpose of Cross-reference? _____
      _____

   l. Insert a picture by clicking on the Picture Tab. When the picture is loaded, what new Ribbon Tab appears? _____

   m. Name at least eight items that are available under this tab.

      i. _____

      ii. _____

      iii. _____

      iv. _____

      v. _____

      vi. _____

      vii. _____

      viii. _____

   n. Experiment with the Remove Background command. Once it is clicked, what editing commands are available? _____
      _____

      i. Where is the undo button located in case you want to go back?
         _____

ii. Experiment with the different options such as picture adjustments, layouts, styles, and effects.

    1. Which is your best feature?_____
_____

6. Take a moment to reflect on the Insert Tab commands and how placement of these items changed since version 2003. Take some notes to help you remember the location of the commands especially those used on a daily basis.

_____
_____
_____
_____
_____
_____
_____
_____
_____

Let's explore some of the commands under the Page Layout Tab.

7. Name at least five items that you would use during the day under this tab.

    a. _____
    b. _____
    c. _____
    d. _____
    e. _____

    f. Which command is new to you? Explain what it is and how it is used?
_____
_____

    g. What is Customize the Ribbon used for? Explain._____
_____
_____

    h. What is Themes and how is it used? _____
_____

8. Take a moment to reflect on the Page Layout Tab commands and how placement of these items has changed since version 2003. Take some notes to help you remember the location of the commands especially those used on a daily basis.

_____
_____
_____
_____
_____
_____
_____
_____
_____

Let's explore some of the commands under the References Tab.

9. Name at least one command you recognize. _____

    a. Name at least five items that you would like to know more about and document their purpose. You may need to use the help function or your favorite search engine to accomplish this task.

        i. _____
        ii. _____
        iii. _____
        iv. _____
        v. _____

10. Take a moment to reflect on the Reference Tab commands and how placement of these items has changed since version 2003. Take some notes to help you remember the location of the commands especially those used on a daily basis._____
_____
_____
_____
_____
_____
_____
_____

Let's explore some of the commands under the Mailings Tab.

11. Name at least one tab you recognize._____

    a. Name at least five items that you would like to know more about and document how they are used. You may need to use the help function or your favorite search engine to accomplish this task.

        i. _____
        ii. _____
        iii. _____
        iv. _____
        v. _____

12. Take a moment to reflect on the Mailings Tab commands and how placement of these items changed since version 2003. Take some notes to help you remember the location of the commands especially those used on a daily basis.

_____
_____
_____
_____
_____
_____
_____
_____

Let's explore some of the commands under the View Tab.

13. Name at least two commands you recognize. _____
_____

      a. Name at least five items that you would like to know more about and document how they are used. You may need to use the help function or your favorite search engine to accomplish this task.

         i. _____
        ii. _____
        iii. _____
        iv. _____
        v. _____

14. Take a moment to reflect on the View Tab commands and how placement of these items have changed since version 2003. Take some notes to help you remember the location of the commands especially those used on a daily basis.

_____
_____
_____
_____
_____
_____
_____
_____

Microsoft Word 2010 Scavenger Hunt Quiz:
Can you find all of the commands?

Where can I go to…

1. insert page numbers?

2. use gridlines?

3. sort?

4. split the window?

5. save?

6. work with Macros?

7. change font size and color?

8. print?

9. turn on the ruler so it is displayed on the screen?

10. add a header or footer?

11. use the thesaurus?

12. insert a table?

13. track changes?

14. add WordArt?

15. align text to the right?

16. check grammar and spelling?

17. insert a symbol?

18. create a mail merge?

19. get help?

20. highlight text?

21. create envelopes?

22. insert a picture?

23. work with font colors?

24. insert a bibliography?

25. Insert a multilevel list?

26. insert a page break?

27. create a table of contents?

28. italicize text?

29. show or hide paragraph marks?

30. insert a chart?

31. change themes?

32. add a hyperlink?

33. add columns on a page?

34. bold text?

35. change line spacing?

36. customize the Quick Access Tool Bar?

37. insert a box around a paragraph?

38. change font type?

39. crop a picture?

40. add a page border?

41. insert a table?

42. underline text?

43. change the page margins?

44. center text?

45. insert a watermark?

46. find and replace?

47. change the background color of the screen?

48. strikethrough text?

49. customize the ribbon?

50. add bullets?

51. add superscript?

52. insert numbering instead of bullets?

Please retain this document as it can serve as a reference guide for Microsoft Word 2010.