

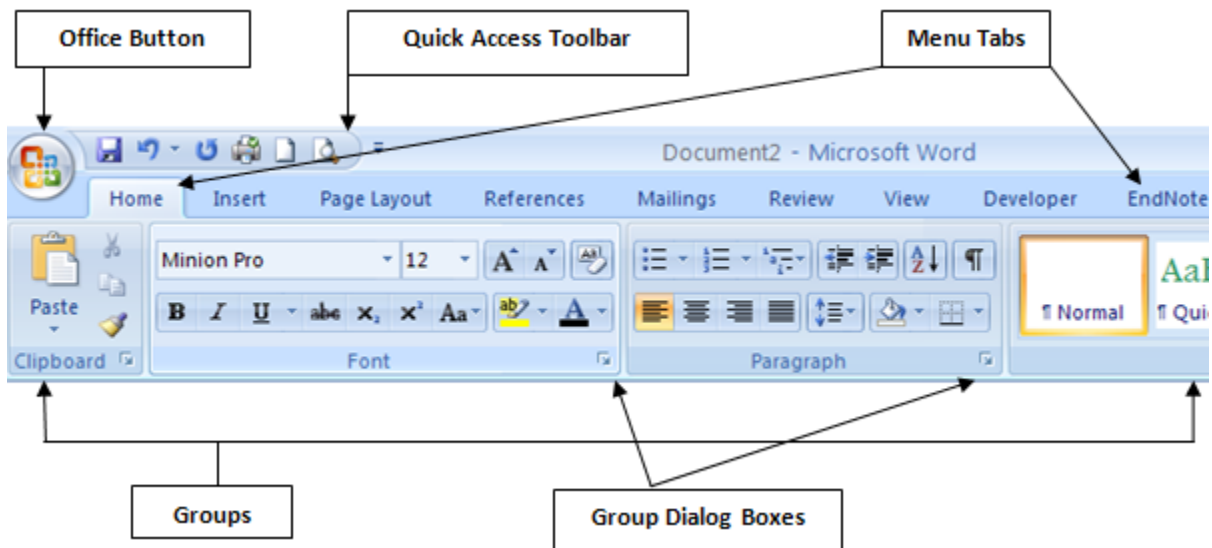
Introduction to Microsoft Word 2007 Quickguide

Opening Word


- Click the **Start** button
- Click **Programs** from the start menu
- Select **Microsoft Office**
- Click **Microsoft Office Word 2007**
- A new blank document will open in Word

Exploring the Ribbon

- A layout of the Word Ribbon is shown below with labels
- Click on each **Menu tab** and notice that the **groups** within in the ribbon change as well as the **commands** within the groups. Click on the **Group Dialog Boxes** to see more commands

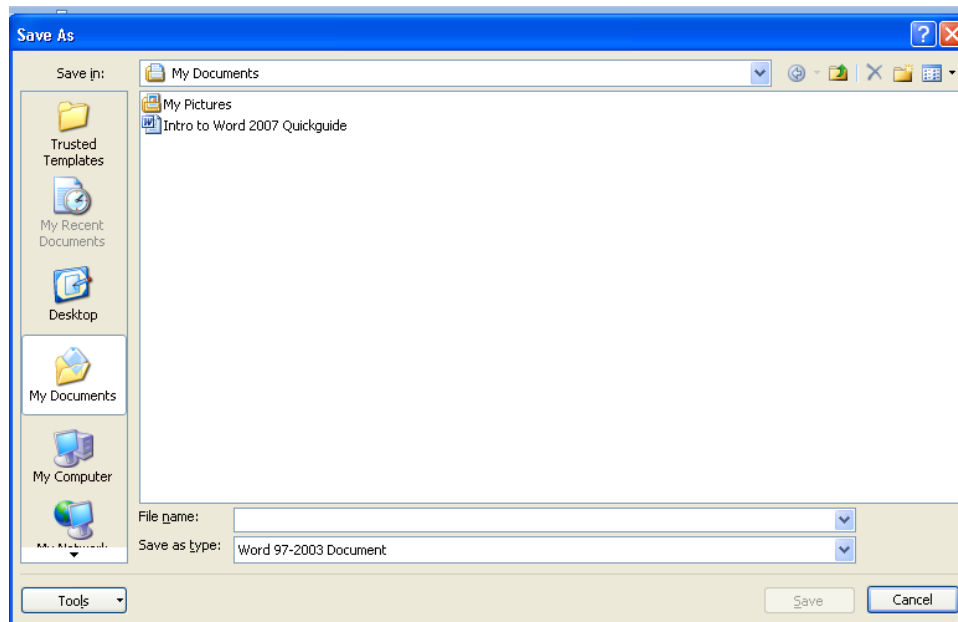



Creating a New Document

- Click the **Office Button**
- Click **New**
- Select **New Blank Document**
- Click Create
- Or click the **New Document** icon  from the **Quick Access Toolbar** if you have added the command to the toolbar

Saving a Document

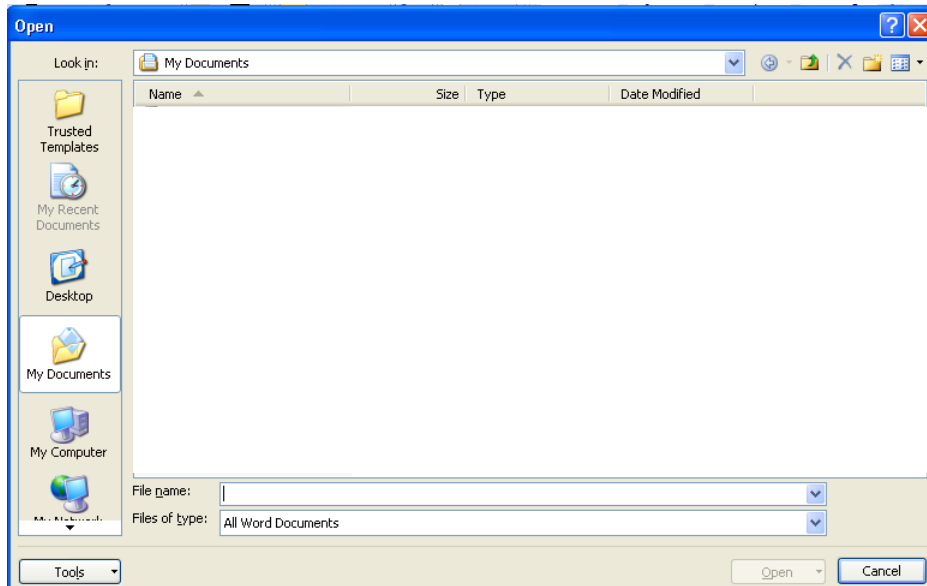
- Click the **Office Button** and Click **Save As**
- If you will always be using and sharing the document with 2007 users then choose **Word Document**, however, if you want to make sure that the document is compatible with previous versions of Word then choose **Word 97-2003 Document**
- The **Save As** window will open (shown below)




- Select a location for the file to be saved by using the drop down arrow of the **Save In:** field (most likely you will want to save the document in the My Documents folder or an individual folder that you create or on the Desktop)
- Type in a name for the document in the **File Name:** field
- Click the **Save** button
- After you have saved the document as a file, you can continually save it as you make changes by simply clicking the **Office Button**, then clicking **Save**
- Or you can quickly save by clicking the **Save Icon**  from the **Quick Access Toolbar** if you have added it to the toolbar

Open an Existing Document

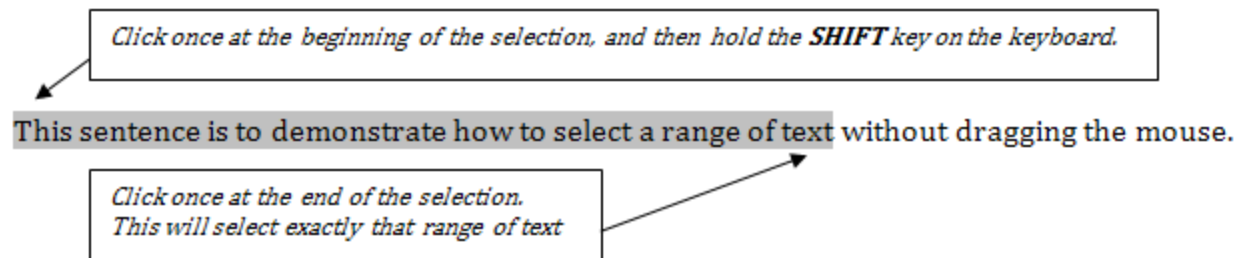
- To open a document that you have previously saved...
- Click the **Office Button**
- Click **Open**
- The **Open Window** will appear. Use the **Look in:** field and drop down arrow to find the location of the document. Then click on the file and click the **Open** button in the lower right corner of the window. (The **Open Window** is shown below)



-Or quickly open a previously saved document by clicking the **Open Icon**  from the **Quick Access Toolbar** if you have added the command there

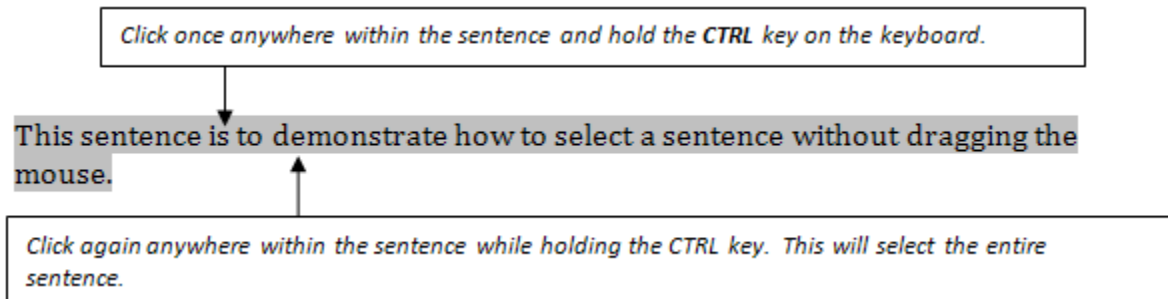
Selecting Text

- To select a word, a sentence, a paragraph or a unique selection...
- Highlight your range using the mouse
- Click once and hold where you would like to start your selection. Drag the mouse to the end of the selection and release the click
- To select just a word, **double-click** on the word
- To select a specific range of text, click at beginning of the selection, hold the **SHIFT** key on the keyboard and then click at the end of the selection
- For example:



- To select a complete sentence without dragging the mouse or click at specific points, click anywhere within the sentence, hold down the **CTRL** key on the keyboard and click the mouse again anywhere within the sentence.

-For example:



- To select an entire paragraph, **Triple-Click** within the paragraph
- To select the entire document, go to the **Editing** group in the toolbar ribbon (**Home** menu tab must be selected), click **Select**, then click **Select All**

Moving, Copying, and Pasting Text

Moving text with the Drag and Drop Method:

- Select the text you wish to move to another place in the document
- Click and hold on the selection
- Drag the cursor to the location you would like to move the text. **Release** the click at that point in the document

Moving text with the Cut and Paste Method:

- Select** the text you wish to move
- Right-Click** on the text selection
(Or go to the **Home** menu tab then the **Clipboard** group)
- Click **Cut**
- Click the cursor on the document where you would like to place the cut selection
- Right-Click** and choose **Paste**
(Or go to the **Home** menu tab and click **Paste** from the **Clipboard** group)

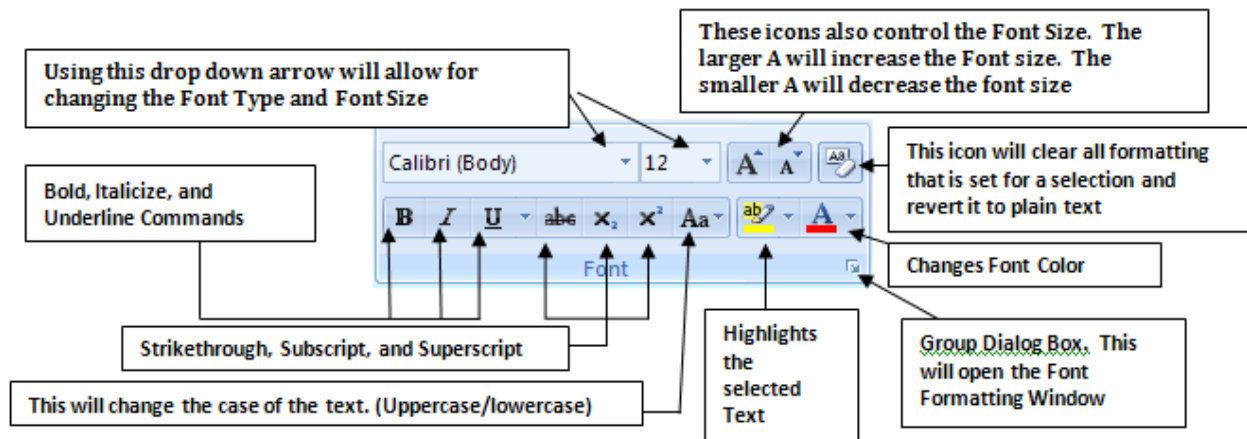
Copying Text:

- Select the text you wish to copy
- Right-Click** on the text selection
(Or go to the **Home** menu tab then click **Copy** from the **Clipboard** group)
- Click the cursor on the document where you would like to place the copied selection
- Right-Click** and choose **Paste**
(Or go to the **Home** menu tab and click **Paste** from the **Clipboard** group)

Using Formatting Tools and Commands

Formatting Text

- Select the text you wish to format differently
- **Right-Click** and choose **Font** from the right-click menu, this will open the Font Formatting Window
- Or go to the **Home** menu tab and go to the **Font** group, clicking the group dialog box will open the Font Formatting Window)
- The **Font** group is shown below:



- The **Font Formatting Window** is shown below: (many of the same commands exist here, but with more text effect options)

The image shows the 'Font' dialog box in Microsoft Word, titled 'Font' with a 'Character Spacing' tab. The dialog is divided into several sections:

- Font:** A list of fonts including Calibri, Broadway, Bronsilla New, Bronsilla LPC, Brush Script MT, and Calibri (selected).
- Font styles:** A list of styles including Bold, Regular, Italic, Bold Italic, and Underline (selected).
- Size:** A list of font sizes including 9, 10, 11, 12, and 14 (selected).
- Font color:** A dropdown menu set to 'Automatic'.
- Underline style:** A dropdown menu set to '(none)'. A callout box points to this field with the text: 'Choose an underline style or color using the drop down arrows in these fields'.
- Effects:** A grid of checkboxes for text effects: Strikethrough, Double strikethrough, Superscript, Subscript, Shadow, Outline, Emboss, Engrave, Small caps, All caps, and Hidden. A callout box points to these checkboxes with the text: 'Click any of these boxes to apply numerous text effects and notice the change below in the preview window'.
- Preview:** A text field showing 'Calibri' with a right-pointing arrow. A callout box points to this field with the text: 'Before actually making the changes to the document, you will see a preview of the text formatting changes here.'
- Buttons:** 'Default...', 'OK', and 'Cancel' buttons. A callout box points to the 'OK' button with the text: 'Click the OK button once you are ready to apply the formatting changes to the selected text in the document'.

Other callout boxes include: 'Choose a Font type, style, and size in the top area of the window. You can click in the fields and type in what size and type you are looking for or you can scroll through the options' (pointing to the font list) and 'Choose a Font Color here. Use the drop down arrow to explore all the options' (pointing to the font color dropdown).

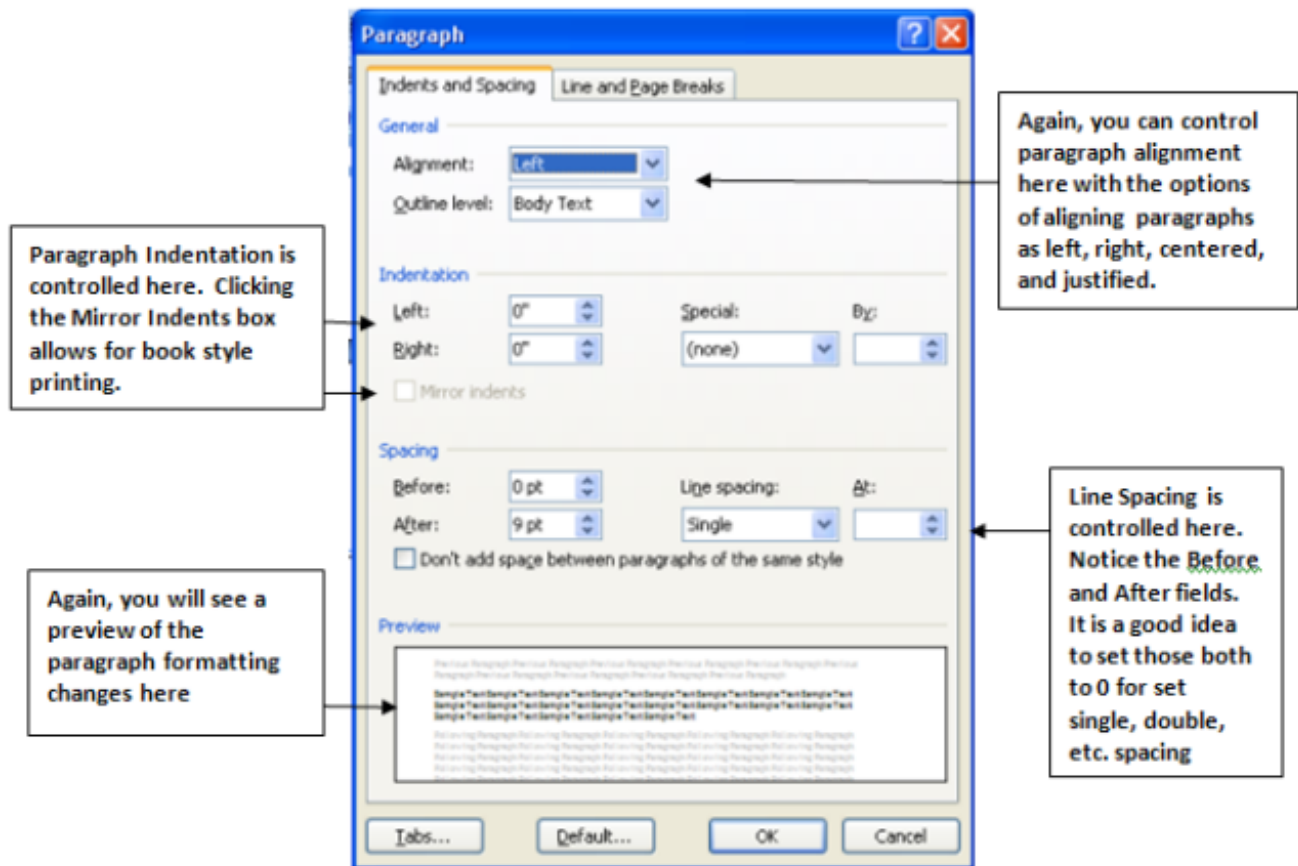
Formatting Paragraphs and Line Spacing

- Select your paragraph, text selection, or whole document using any method
- With the **Home** menu tab selected, use the **Paragraph** group to make formatting changes
- The **Paragraph** group is shown below:

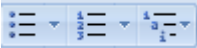
The image shows the 'Paragraph' group in the Microsoft Word ribbon. The group contains several icons for paragraph formatting. Callout boxes provide the following descriptions:

- Increase or Decrease the indentation of your paragraph with these icons.** (Points to the indent and outdent icons)
- Bullet and Numbering** (Points to the bullet and numbering list icons)
- Alignment controls to center, left/right align, and justify a text selection** (Points to the left, center, right, and justify alignment icons)
- Sort a list alphabetically with this icon** (Points to the sort icon)
- Create Borders with this icon** (Points to the borders icon)
- Controls the Line Spacing for the text selection** (Points to the line and paragraph spacing icons)
- Like the highlighter icon in the Font group. This adds shading** (Points to the text background color icon)
- Opens the Group Dialog Box** (Points to the paragraph dialog box launcher icon)

- Right-Click and choose **Paragraph**, or go to the **Paragraph** group (make sure the **Home** menu tab is selected) and click the **Group Dialog Box** to open the **Paragraph Window**
- The **Paragraph Window** is shown below:



Creating Numbered and Bulleted Lists

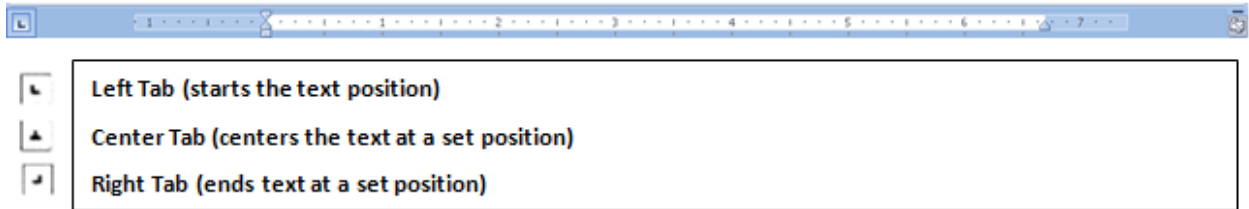
- Select your list (you must break sentences into separate lines and create separate lines of text)
- Click the **Bullet** or **Numbering** icons in the **Paragraph** group  (Clicking the drop down arrows of each button will allow for more options. Explore these options. You can even click **Define New Bullet**, and then **Picture** to use your own saved image as a bullet point)

Using Tabs and Controlling Margins

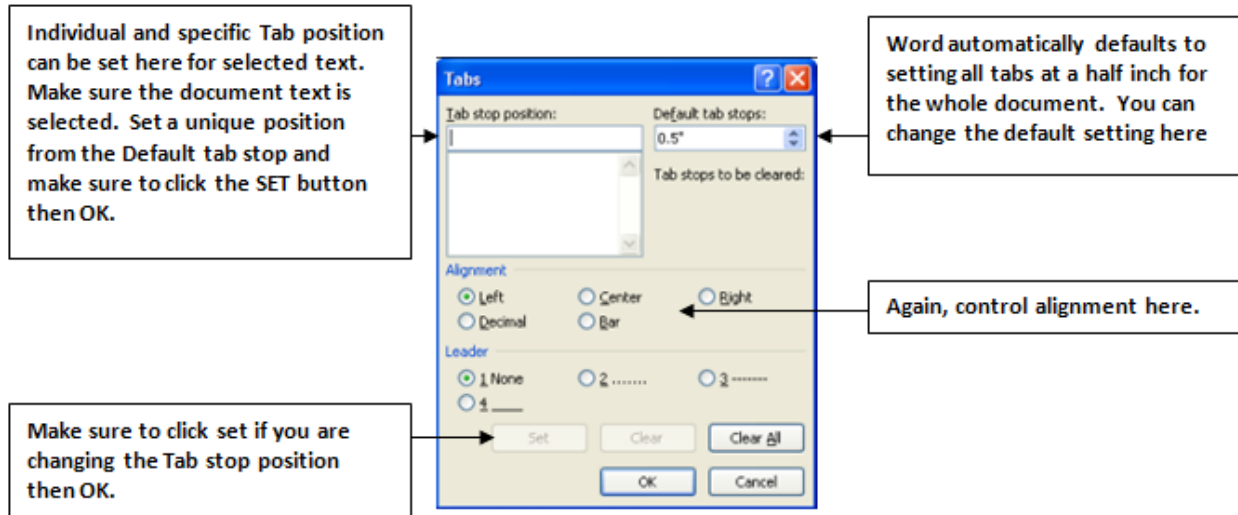
- Tabs are different than indentations. However, they are often thought to be the synonymous because when you want to indent a paragraph or a line, you use the **TAB** key
- To control the amount of space that the **Tab** key utilizes, you can use either the **horizontal**

ruler line below the ribbon (if isn't there, go to the **VIEW** menu tab, then the **Show/Hide** group, and click **RULER**) or you can access Tabs through the **Page Layout** menu tab, then the **Paragraph Group Dialog Box** and then the **Tab** button in the lower left corner of the window (this will open the **Tabs Window**)

-The Ruler is shown below, with the different Tab markers. You simply move the markers along the ruler by clicking and dragging them to the position desired.



-The Tab Window is shown below. The Tab window allows for setting a precise and accurate tab position.



Margins

- Margins control the amount of white space that is shown at the top, bottom, and sides of a document
- To access changing the Margins, go to the **Page Layout** menu tab, then either the **Margins Icon** or open the **Group Dialog Box** (if you use the Margins Icon and click **Custom Margins** that will open the Page Setup window just as the Group Dialog Box does)
- Use any of the set Margin size options or set your own.

Inserting Page Numbers

- Click the **Insert** menu tab
- Go to the **Header & Footer** group
- Click the **Page Number** Icon
- Scroll through the Position options available and click on a selection
- Click **Format Page Numbers...** if you wish to change the format of the Page Numbers

Creating Page Breaks

- Page Breaks are useful when you need to separate content or clean up the appearance and control the flow of a document. There are different kinds of breaks and a few different ways to access Page Breaks
- The easiest way to access and use a simple page break is to go to the **Insert** menu tab, then the **Pages** group, then click **Page Break**.
- Another way to access a variety of **Page Break** options is to go to the **Page Layout** menu tab, then the **Page Setup** group, then click the **Breaks** Icon. Here you will find a selection of different page and sectional breaks. Click on any desired break.

Creating Footnotes and/or Endnotes

- Place insertion point after the desired word, paragraph, etc. to be noted
- Click **References** menu tab
- Choose **Footnotes** group
- Choose **Insert Footnote** or **Endnote** (or open group dialog box). Footnotes appear at the bottom of the page or directly below the selected text. Endnotes are placed at the end of the document.
- Enter your footnote
- *Use the group dialog box to change the format or placement of the Footnote

Editing Footnotes and/or Endnotes

- Place the insertion point over a footnote/endnote in the text and **double-click** on it
- This will take you down the document to the footnote/endnote to make changes
- To delete a Footnote or Endnote, select it within the document and click **Delete** on the keyboard

Creating Headers and Footers

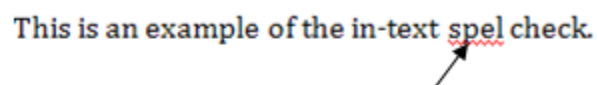
- To access Headers and Footers
- Click the **Insert** menu tab, choose **Header & Footer** group
- Click **Header** or **Footer**
- Choose a selection or choose **Edit Header** to enter your own alignment and formatting in the header area (you can also simply access the header area of a document by double clicking the header or footer area of the document, essentially the top or bottom of the page)
- Enter your Header information

Using Formatting Tools and Commands

Using Spelling and Grammar

- Word automatically defaults to checking spelling while typing within a document. If you type a word incorrectly, you will most likely notice a red wavy line underneath the word.
- For example the word “spell” is flagged below:

This is an example of the in-text **spel** check.



Right click on the word with the red wavy line and you will see a list of possible corrections in the right click menu. You can click any of these options to replace the word.


- If you notice a green wavy line underneath the text, this is Word flagging a possible grammatical error. You can right click within the selection and again choose a replacement for a possible grammatical error.
- A blue wavy line also flags potential inconsistencies and errors.
- You can always choose ignore from the right click menu if the word or text is correct

-Another way to check Spelling and Grammar is to click the **Review** menu tab and go to the **Proofing** group. Click **Spelling & Grammar**. This will run a spelling and grammar check of the whole document.

Using the Thesaurus

- Often times you may want to improve your document by changing some of your word selections. Word provides an easy way to do this with the Thesaurus.
- You can right-click on any word and choose **Synonyms**. A list of synonyms will appear that might adequately replace the selected word. Click on any from the list to replace the word.
- Or you can access the Thesaurus by first selecting a word and then clicking the **Review** menu tab, then go to the **Proofing** group.
- Click on **Thesaurus**. A list of related words with similar meanings will appear on the right side of the screen. Double-click on any of these to replace the word or use the drop down menu for any of them and choose **Insert**.

Using Word Count

- If you are creating a document with a set minimum or maximum length, you will want to use **Word Count**.
- The easiest way to access the Word Count function is probably to again click the **Review** menu tab, and then go to the **Proofing** group. The Word Count icon looks like this: 

-The Word Count window will open displaying the number of pages, words, paragraphs, and lines in a document. You can also click the box for textboxes, footnotes and endnotes to include those document elements in the word count.

Using Graphics

Inserting Clip Art

- Adding pictures to a document via the Clip Art gallery is one of the easiest ways to make a document more visually enhanced. Clip Art is helpful because it allows for using images that Word already has available for you.
- Access the Clip Art gallery by clicking the **Insert** menu, then go to the **Illustrations** group and click **Clip Art**. A task pane will open up on the right side of the screen allowing you to type in a word or description of the image you are looking for and then click **Go**.
- You can narrow your search by choosing a file type as well. If you use the drop down menu in the **Results Should Be:** field, you will find that you can search for only Clip Art, Photographs, or Movies or any combination of these.

Inserting WordArt

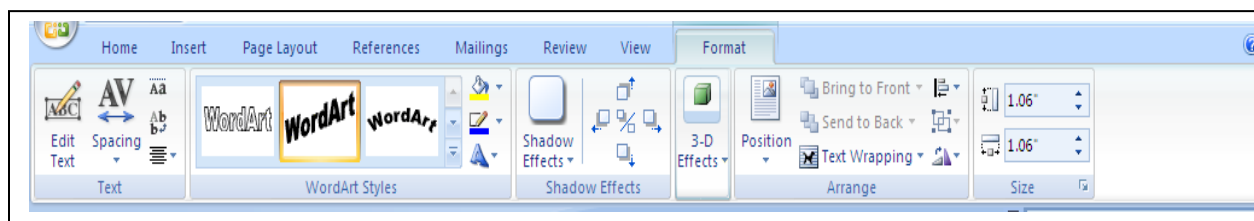
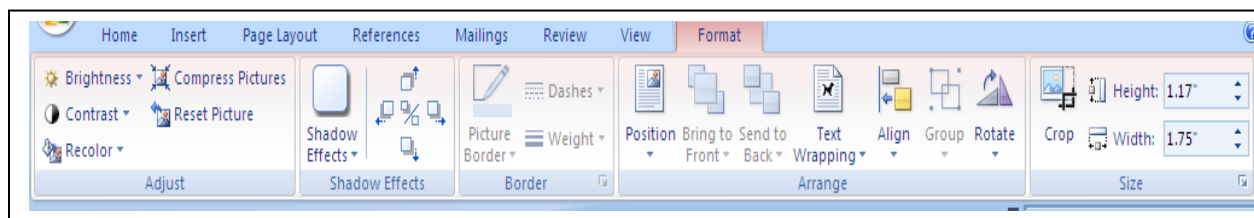
- WordArt allows for more ornate text on a document. To apply WordArt to a document, select a location on the document where you want to place the WordArt.
- Click the **Insert** menu tab, then go to the **Text** group and click **WordArt**. A gallery of WordArt styles will appear. Click a style to use.
- The Edit WordArt window will appear. Enter your text here and control the size, font, and bold/italicize options. You can also change these later.
- Click OK

Inserting Images

- Adding pictures that are saved on your computer is another easy way to add images to your document.
- Click the **Insert** menu tab, then go to the **Illustrations** group and click **Picture**.
- The **Insert Picture** window will open. Find the folder or location of the saved image that you want to add and simply select the picture and then click **Insert**.
- You can select multiple images in this window by holding the **CTRL** key on the keyboard while selecting the images.

Working with Graphics

- Whenever you add an image or WordArt to a document and you click on that image/WordArt to select it (you will know that it is selected when you see a box, with handles around it), you will notice that a new Menu tab appears above the ribbon. This is the **Format** menu tab.
- The Format Picture ribbon is shown below followed by the Format WordArt ribbon:



- You can also access these features by right clicking on the image or WordArt and choosing **Format Picture** or **Format WordArt**

-Notice that you can resize, reposition, and wrap text around the document object. Along with adjusting the appearance of it in several ways

Printing Documents

Using Print Preview

-Print Preview allows for seeing your document exactly as it will print out before you send it to print.

-Here you can make changes to the margins and the orientation (if you want the document to print vertically or horizontally)

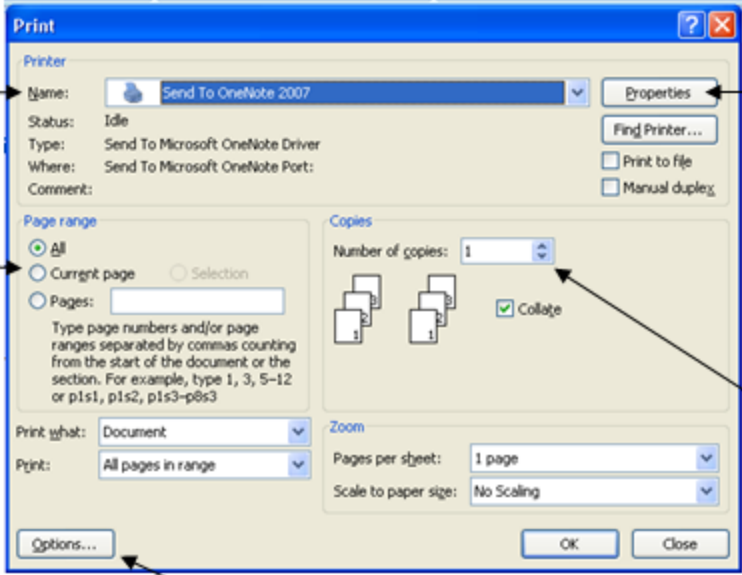
-Click the **Office Button**, then **Print**, and then **Print Preview**

-Or click the Print Preview icon  from the **Quick Access Toolbar** if you have added it there.

Setting Print Options

-Once you are ready to print, click the **Office Button**, then **Print**, and then **Print** again from the Print menu

-The Print window will open (this is shown below):



The screenshot shows the 'Print' dialog box in Microsoft Word. It includes fields for printer name, status, type, and location. There are sections for 'Page range' (All, Current page, Pages), 'Copies' (Number of copies, Collate), 'Print what' (Document, Pages), and 'Zoom' (Pages per sheet, Scale to paper size). Buttons for 'Options...', 'OK', and 'Close' are at the bottom. Annotations with arrows point to various parts of the dialog box.

Make sure that you have selected the proper printer here

You can choose to print just the current page if you have accessed the print window from a specific location. You can also select specific pages to be printed. Click the Pages button, then enter the page numbers separated by commas.

Clicking Properties allows for changing the paper size or orientation quickly before printing

Control the number of copies to be printed here. You can type in a set amount or use the up and down arrows to set a copy amount.

Click Options to change many of the default settings

-Click **OK** when you are ready to print