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Introduction to Word 2007

You will notice some obvious changes immediately after starting Word 2007. For starters, the top bar has a completely new look, consisting of new features, buttons and naming conventions. Don't be alarmed, Word has been redesigned with a fresh new look that offers a more efficient and straight forward approach. What's new in Word 2007 is outlined below.
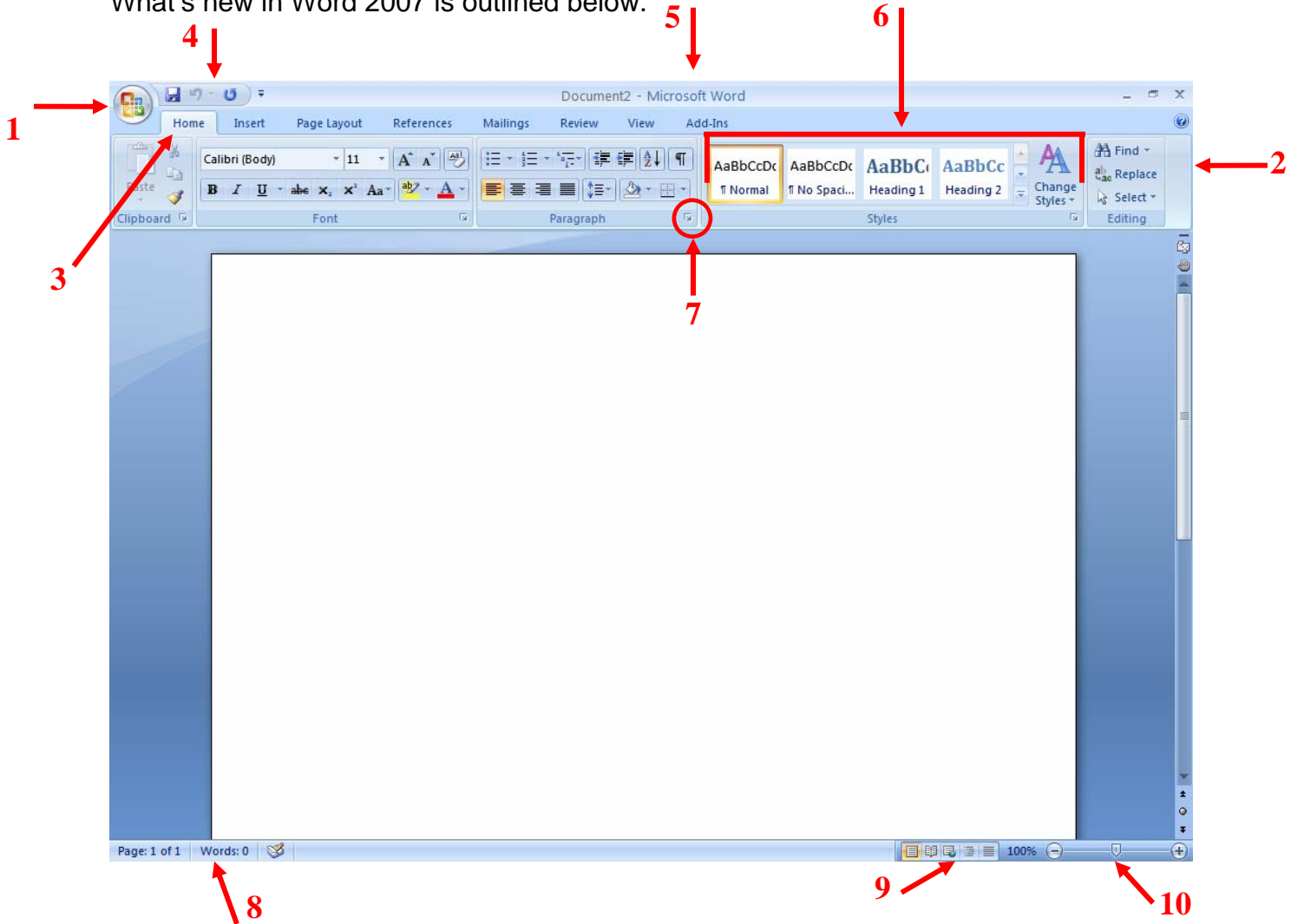
1. **Microsoft Office Button**:   A button that provides access to menu commands in Word. The Microsoft Office Button replaces the File button in previous versions. Here is where you will find commonly known features such as New, Open, Save, Print and Recent Documents. This is also where you will find the Word Options commands that were previously located in the Tools menu in previous versions.

2. **Ribbon**: An area across the top of the screen that makes almost all the capabilities of Word available in a single area. The Ribbon replaces the menus and toolbars in previous versions. The Ribbon exposes most of the features that used to be hidden in File menus. The Ribbon makes it easier to see and find commands to format your document. The Ribbon can be reduced to a single line of tabs by pressing CTRL + F1.
3. **Tab**: An area on the Ribbon that contains buttons that are organized in groups. The default tabs are Home, Insert, Page Layout, Reference, Mailings, Review and View.
4. **Quick Access Toolbar**: A customizable toolbar at the top of an active document. By default the Quick Access Toolbar displays the Save, Undo, and Repeat buttons and is used for easy access to frequently used commands. To customize this toolbar click on the dropdown arrow and select the commands you want to add.

5. **Title Bar**: A horizontal bar at the top of an active document. This bar displays the name of the document and application. At the right end of the Title Bar is the Minimize, Restore and Close buttons.
6. **Groups Categories**: A Group of buttons on a tab that are exposed and easily accessible. These buttons were formally embedded in menus on the Menu Bar.
7. **Dialog Box Launcher**: A button that launches a dialog box containing options for refining a command.
8. **Status Bar**: A horizontal bar at the bottom of an active window that gives details about the active document.
9. **View Toolbar**:   A toolbar that enables, adjusts, and displays different views of a document's content.
10. **Zoom Button**: A button that magnifies or reduces the contents in the document window.

The New Word Environment

The new Word environment has been designed so that its powerful features are easier to find when you need them. This design reflects the way in which people generally work with the program. In previous versions, commands were primarily located in a Menu list. In Word 2007 the commands are displayed on the Ribbon for easy access.

Understanding the Ribbon

There are three basic components to the Ribbon:

- **Tabs** sit across the top of the Ribbon. Each one contains buttons that are organized in groups.
- **Groups** are sets of related commands. They pull together all the commands you're likely to need for a type of task, and they remain on display and readily available, giving you rich visual aids.
- **Commands** are represented as Buttons. The term Buttons replaces the term Icon in previous versions.

Contextual Tabs are designed to appear on the Ribbon when certain objects or commands are selected. These tabs provide easy access to options specific to the selected object or command. For example, the commands for editing a picture will not be available until the picture is selected, at which time the **Picture Tools** tab will appear.

To Create a New Word Document:
1) Click the **Microsoft Office Button**
2) Click **New**
3) Select **Blank Document**
4) Click on **Create**

Navigating in a Document

The following table lists ways to navigate in a document using your keyboard to move the insertion point in an active document:

To move the insertion point	Press….
Left one character	Left Arrow
Right one character	Right Arrow
Down one line	Down Arrow
Up one line	Up Arrow
Left one word	CTRL + Left Arrow
Right one word	CTRL + Right Arrow
To the beginning of the current line	Home
To the end of the current line	End
To the beginning of the document	CTRL + Home
To the end of the document	CTRL + End
To the beginning of the previous page	CTRL + Page Up
To the beginning of the next page	CTRL + Page Down
Up one screen	Page Up
Down one screen	Page Down

To Display Different Views:
1) Click the **View** tab, in the Documents Views group
2) Click on the desired view
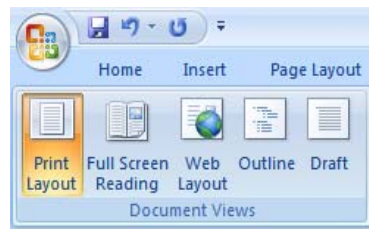
~OR~

3) Click a **View Button** on the View Toolbar in the lower right corner of the Status Bar

- **Print Layout View**: Shows a document as it appears on a printed page.
- **Full Screen Reading View**: Displays as much of the content of the document as will fit in the screen.
- **Web Layout View**: Shows a document as it appears in a web browser.
- **Outline View**: Shows the structure of a document, which consist of heading and body text.
- **Draft View**: Displays the content of a document with a basic layout.
- **Zoom**: Magnifies or reduces the contents in the document window.

Editing and Proofing Documents

Selecting Text
- **Select a word**: Click and drag or double-click on the word
- **Select a sentence**: Click and drag or click in the sentence while holding down the CTRL key
- **Select a paragraph**: Click and drag or triple-click in the paragraph or double-click in the selection area to the left of the paragraph
- **Select a block of text**: Click and drag or click to the left of the first word, hold down the SHIFT key, and then immediately click to the right of the last word
- **Select a line**: Click and drag or click in the selection to the left of the line
- **Select an entire document**: Triple-click in the selection area or hit the CTRL + A keys
- **Deleting text**: Select the text and hit the DELETE key
- **Undo an action**: On the Quick Access Toolbar click the Undo key
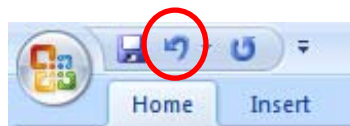
Deleting Text
When deleting text in your document you can either use the **Delete** key or the **Backspace** key. The **Delete** key deletes text to the right of your cursor while the **Backspace** key deletes text to the left of your cursor.

Cut, Copy and Paste

Often times you will need to move text from one location in a document to another, or to a different application. In this case you will perform a **Cut and Paste.** To reproduce a specific part of a document and place it elsewhere, you will perform a **Copy and Paste.**

To Cut Text:
1) Select the text you want to move
2) Click on the **Cut** icon ✂ located on the Home tab in the Clipboard group

To Copy Text:
1) Select the text you want to copy
2) Click on the **Copy** icon located on the Home tab in the Clipboard group
To Paste Text:
1) Click in the area of the document where you want to paste your text

2) Click on the **Paste** icon located on the Home tab in the Clipboard group

Formatting a Document
To Make Font Changes:
1) Select the desired text that you want to format
2) Make your font changes using one of the methods listed below

Commands for font formatting can be found on the **Home** tab in the **Font** group. For more font formatting options click on the **Dialog Box Launcher** in the lower-right corner of the group. This will launch the Font dialog box.
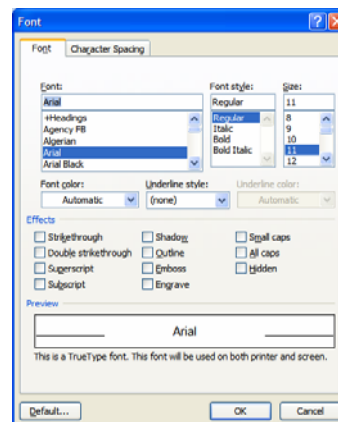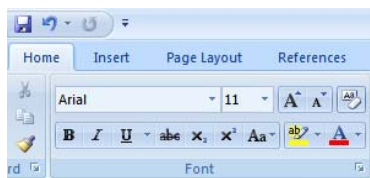
You can also use the **MiniToolbar.** The Mini Toolbar is activated when you select text to be formatted. This toolbar is miniature and semi-transparent to help you work with fonts, font styles, font sizing, alignment, text color, indent levels, and bullet features.

Select the desired text that you want to change

Then Arial 11 A A A roup, click the Font arrow, and click the Font you want.

The M B I A select text to be formatted. This toolbar is miniature and semi-transparent to help you work with fonts, font styles, font sizing, alignment, text color, indent levels, and bullet features.
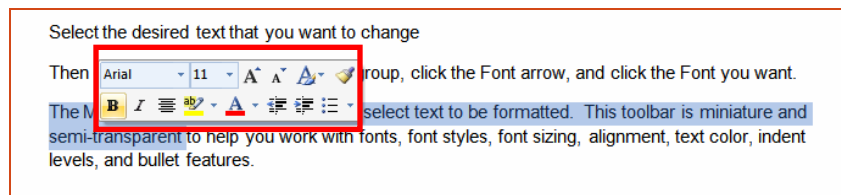
Live Preview

Using **Live Preview** temporarily applies formatting on selected text or objects whenever a formatting command is hovered. This allows you to quickly see how the formatting options will look before they are made.

1) Select the desired text that you want to format
2) On the **Home** tab, in the **Font** group, do any of the following:
   a. Click the arrow next to the **Font** box and move the pointer over the fonts that you want to preview.
   b. Click the arrow next to the **Font Size** box and move the pointer over the font sizes that you want to preview.
   c. Click the arrow next to the **Text Highlight Color** button and move the pointer over the highlight or fill colors that you want to preview.
   d. Click the arrow next to the **Font Color** button and move the pointer over the font colors that you want to preview.

When you finish previewing the formatting choices, do one of the following:
- To apply the previewed formatting, click the selected font name, size, or color in the list.
- To cancel live previewing without applying any changes, press **ESC**.

Formatting a Paragraph

A paragraph is a select group of text that can have its own formatting characteristics, such as alignment, spacing and styles.

1) Select the desired paragraph(s) that you want to format
2) Make your paragraph formatting selections using one of the methods listed below

Commands for paragraph formatting can be found on the **Home** tab in the **Paragraph** group.
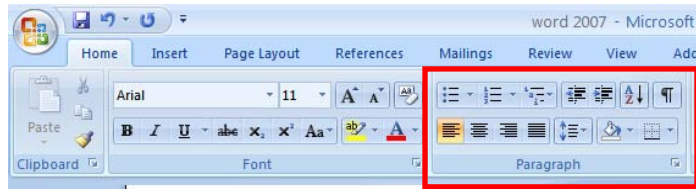
For more paragraph formatting options click on the **Dialog Box Launcher** in the lower-right corner of the group. This will launch the **Paragraph** dialog box.   You can also use the **Mini Toolbar** for paragraph alignment, indent levels, and bullet features.

Previewing and Printing a Document
Click the **Microsoft Office Button**, point to print and select one of the following options:

- **Print** allows you to select a printer, number of copies, and other printing options before printing.
- **Quick Print** allows you to send the document directly to the default printer without making changes.
- **Preview** allows you to preview and make changes to pages before printing.
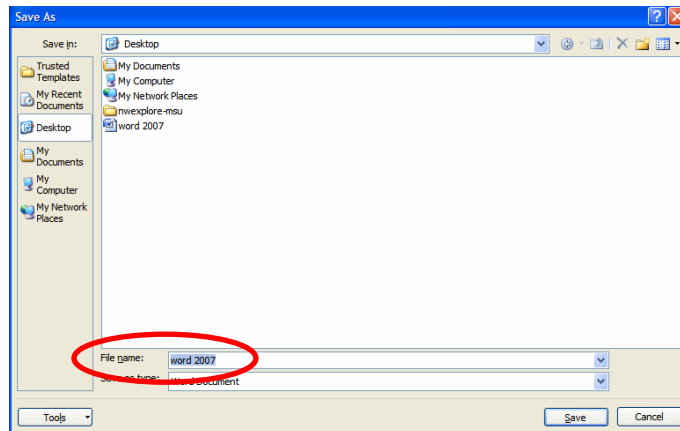
Saving and Closing a New Document

To Save a New Document
1) On the **Quick Access Toolbar**, cick the **Save** button

~OR~

2) Click the **Microsoft Office Button**
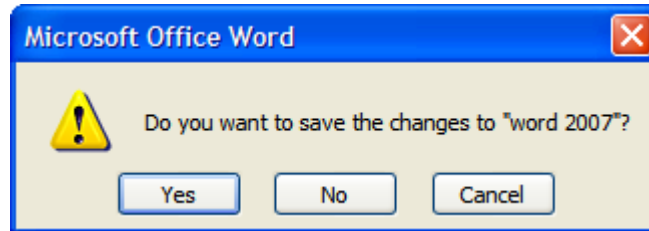3) Click **Save As**, the Save As dialog box will appear

4) In the **File Name** field, type the name of the document

5) Click **Save**

To Close a Document
1) Click the **Microsoft Office Button**, and then click **Close**
2) If a Microsoft Office Word dialogue box appears displaying a "*Do you want to save…*?" message:
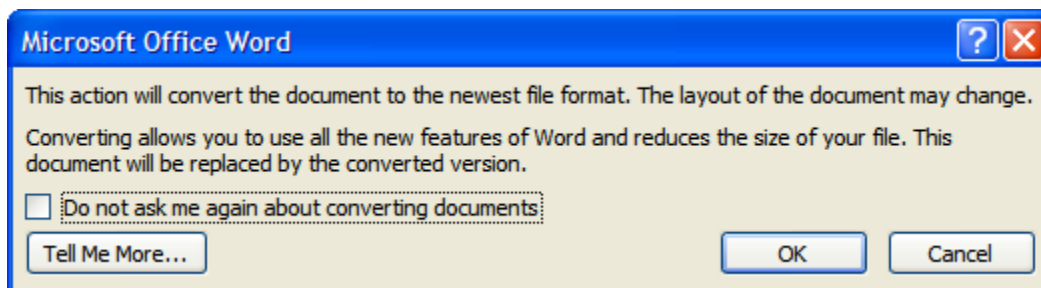   Click **Yes** to save, **No** to discard, or **Cancel** to close the dialogue box.

Converting a Document

To convert a document created in an earlier version of Word:
1) Click the **Microsoft Office Button**, and then click **Convert**.

NOTE: Convert will only become an option after a document created in an earlier version of Word is opened.

2) The following message will appear:

3) Click **OK**
4) Click the **Microsoft Office Button**
5) Click **Save**

NOTE: By default, when you open Word 97-2003 documents, Compatibility Mode is turned on and will be displayed in the Title Bar of the document window. This mode will allow you to open, edit and save Word 97-2003 documents, but you won't be able to use any of the Office Word 2007 features.

Saving a Word 2007 Document in an Earlier Version of Word

1) In Word 2007, click the **Microsoft Office Button**
2) Point to **Save As**
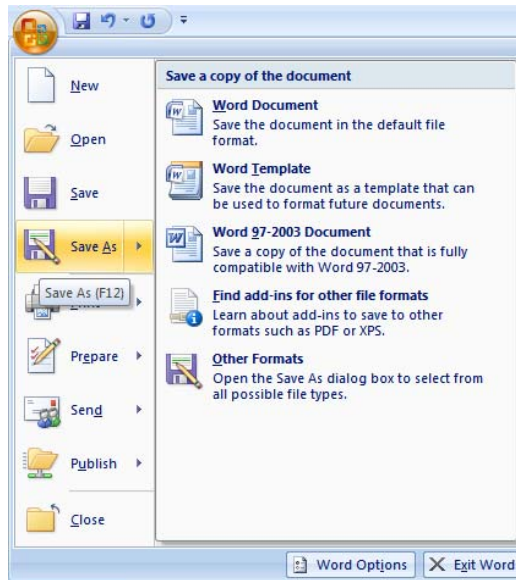
3) Click **Word 97-2003 Document**
4) The **Save As** dialog box opens with the **Save As** type filled in as: *Word 97-2003 Document*
5) Type the name of the document in the **File Name** section
6) Click **Save**