



The
University
Of
Sheffield.

**Word Processing
With
Microsoft Office
Word 2007.**

CiCS

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AP-WP21**

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1. Introduction

Word processors enable anyone to produce, with a little practice, beautifully laid out documents, be they letters, dissertations, CVs, or whatever. For many years, the University of Sheffield has provided versions of Microsoft Word. The current version is Microsoft Office Word 2007.

The aim of these notes is to introduce you to the basics of word processing using Word. It will tell you how to create a new document, type in your text, alter the layout of your document, and finally print it out. There will also be a few pointers to the more advanced aspects of Word.

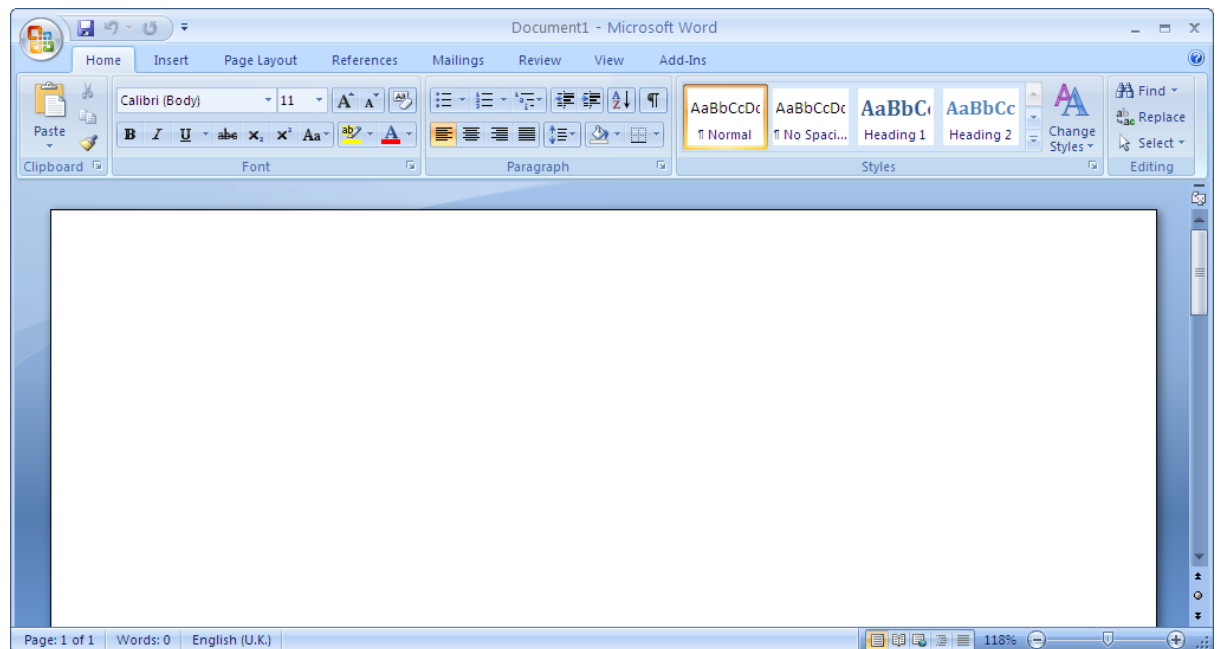
Users of previous versions of Word will notice that the user interface, that is the tollbars and menus, have changed radically. This document will help you find familiar functions, and will also refer you to online resources that offer a guided tour round the new interface.

All the features that are new to Word 2007 are detailed in the Help system. This document is very much at an introductory level.

2. Getting Started

2.1 Starting Word

To use Word you first need to start up your computer and log on with your usual username and password. Click the **Start** button and select **Programs**, then from the sub-menu that appears select Microsoft Word. There are many alternative ways to start Word, these are covered in a later section. When Word loads you will see the following screen.



The large white area is where you type in the text of your document, and the pale blue area at the top of the window contains tools to help you with the layout and formatting. You may notice that an entry for your Word document will appear on the Taskbar.

3. The User Interface

The user interface is very different to previous versions of Word. Once you get used to it, it becomes very easy to use. Microsoft has created online training modules that tell you how to find familiar commands in the new interface. You can access these modules from www.shef.ac.uk/cics/office2007 where you will also find a detailed CiCS guide to the new interface.

3.1 The Office Button



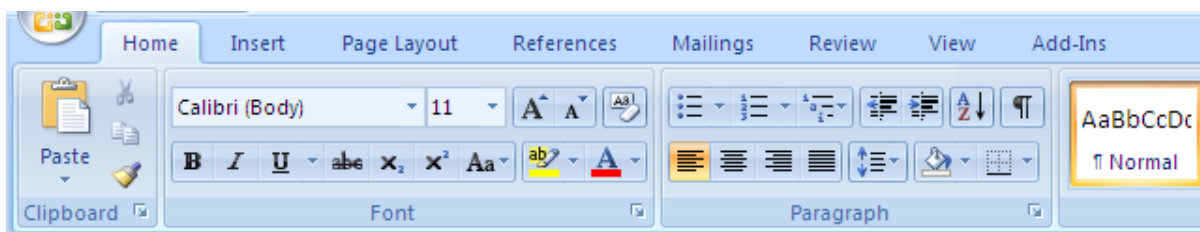
In the top-left corner of the new interface you will find the Office button, which replaces the File menu from previous versions of Word. Click this button to reveal option allowing you to Save and Print Files. It contains a list of your most recently accessed word documents, and it contains the Word Options button, which take you to option previously found in the Tools menu under Preferences.

3.2 The Quick Access Toolbar



Situated to the right of the Office button, the Quick Access toolbar holds buttons that can be accessed from all views of Word. Whatever you are currently doing, you will be able to access these commands. Initially, the toolbar contains a Save button and Undo and Redo buttons, but you can easily customise the Quick Access Toolbar to hold your favourite commands.


3.3 The Ribbon



The ribbon contains eight tabs, each relating to a specific task.

Each tab contains several groups of tools, here the Clipboard, Font and Paragraph group are visible.

Each group contains related buttons, menus and lists.

 Some groups have an arrow in the bottom right corner, which gives a dialog box when clicked.

3.4 Typing in Text

You will notice that in the white area of the screen there is a flashing black vertical bar. This is called the insertion point. Any text that you type in will always appear at the insertion point.

To start writing your masterpiece simply type text from the keyboard, the insertion point will march forwards as your words appear on screen. Don't worry about starting new lines because Word automatically goes to the next line for you as you reach the end of the current line.

- To start a new paragraph press the **Enter** key.
- To start a new line within a paragraph press **Shift** and **Enter**.
- To start a new page at any point press **Ctrl** and **Enter**.

3.5 Making Small Corrections

Correcting mistakes in Word is a two stage process. First you move the insertion point to the offending text then you make the correction.

You can move the insertion point using the arrow keys to guide it through your text. When it is adjacent to the error you can delete surplus letters using the **Backspace** and **Delete** keys, and you can add the correct characters by positioning the insertion point and typing from the keyboard.

3.6 Working with Files

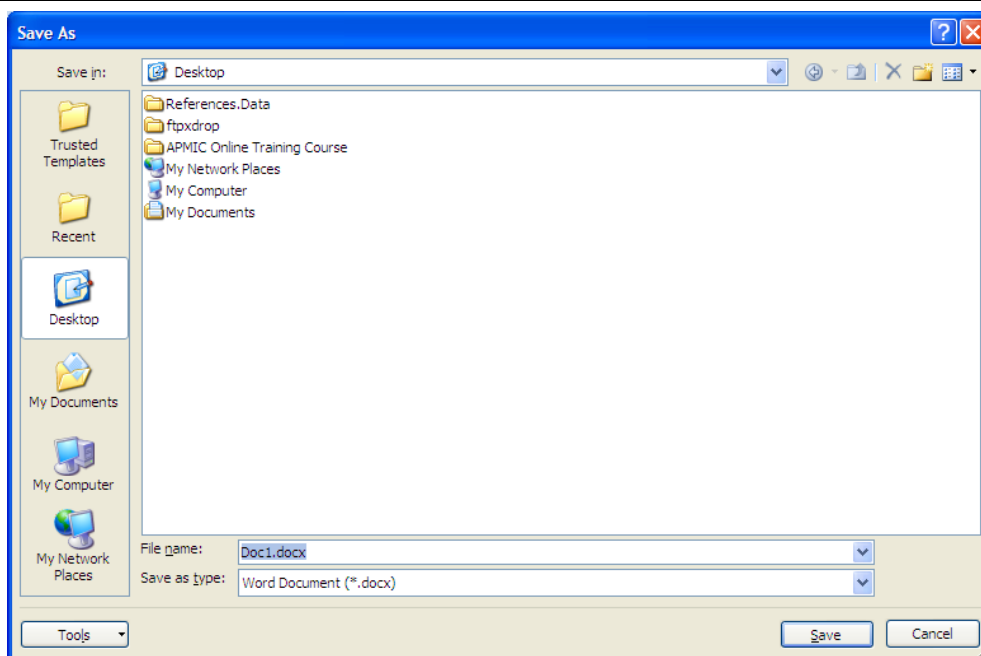
Saving Files

As you type text from the keyboard it will appear on your screen and you can watch as your document grows. While you are doing this however, your work is vulnerable, it only exists on the screen and in the temporary memory of the computer. If the machine fails both the screen and memory are wiped clean.

In order to make your work safe you need to make a secure copy of your document in a computer file. For those of you new to computing, a file is an entity that sits in your computer and will usually contain one piece of work. In the context of word processing a file will contain one of your documents. As you write more and more documents you will accumulate more and more files.



To save your file either click the Office button and select **Save** from the menu, or click on the save button in the standard toolbar. The first time you do this for a particular file you will get a dialog box where you can supply a name for your document, and specify a place in which to save it.



Specify a name for the file in the **File name** box. A file name can contain up to 256 characters, including spaces and capital letters. Initially, Word will suggest the first sentence of your document as a file name, you can accept this if you wish or type in your own name for the file.

Next you need to specify the location for the file. This can be any folder on your hard disk or network account. Initially, Word will offer you the **My Documents** folder but you can change this by selecting a new drive or folder from the **Save in** menu.

The file name is followed by the extension **.doc**. The name helps you identify individual files whereas the extension helps Word to recognise files that it has been used to create. When you have entered a name click on the **Save** button to save it. All subsequent saves will update the existing file without asking for a filename.

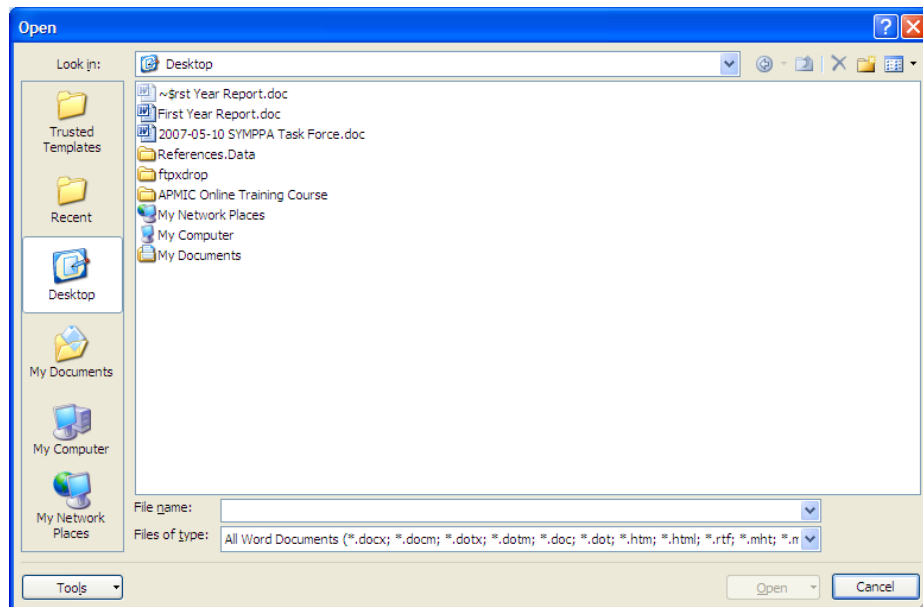
Closing Files

If you have finished working on a document for the time being, but want to carry on using Word to edit a different document, you should save your work as described above, then select **Close** from the **File** menu, or click the close button in the document window. This will close the document down but will still keep the word processor running. You can then begin work on your second document.

Opening Existing Files



When you want to continue work on a document that you started earlier you should click the Office button and select **Open** from the menu. You will get the following dialog box.



You can then select a file from the list, or use the **Look in** menu to access files in on different drives, or use the **History** button to list your most recently used Word files. When you have your file selected click on the **Open** button to load it into Word.

As a shortcut you can open any of your four most recent documents by selecting them from a list that automatically appends to the bottom of the **File** menu.

Creating a New File

When you want to start a new document click the Office button and select New from the menu. In the New Document dialog box, ensure that Blank Document is selected then click the Create button.

Exiting from Word

When you have finished all your work for the time being, and all your documents have been saved, you can leave Word altogether by clicking the Office button then clicking the Exit Word button at the bottom of the menu.

All your documents will close one by one and you will be prompted to save any documents that have changed. Finally Word itself will close down leaving you at the Desktop.

4. The Power of Word

In this section we introduce some of the features that enable you to alter the structure and layout of your document.

4.1 Basic Principles

Repositioning the Insertion Point

As an alternative to the arrow keys, you can quickly reposition the insertion point using the mouse. Whilst the mouse cursor is within the document area of the screen it assumes a shape similar to a capital I, called the 'I-beam'. If you position the I-beam within the text, then click the left mouse button, the insertion point will immediately move to that position in the text.

If you wish to start a new paragraph at an indented position, or at any point on the page you can simply double-click in any white space to mark a new paragraph position, then type from the keyboard.

Selecting an Area of Text

If you have a string of text that needs re-working, you can select consecutive words by clicking the mouse whilst the I-beam is above the first word, then with the button still held down move the mouse so that a line, or area of text becomes selected. This is called dragging over an area of text.

If you have a string of text that needs re-working, you can select consecutive words by clicking the mouse whilst the I-beam is above the first word, then with the button still held down move the mouse so that a line, or area of text becomes selected. **This is called dragging over an area of text.**

It is also worth knowing that:

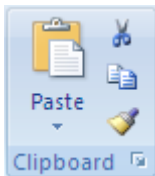
- A word can be selected by clicking on it twice in quick succession (double-clicking).
- A sentence can be selected by holding down the Control key (labelled **Ctrl**) whilst you click within the sentence.
- A paragraph can be selected by triple-clicking it.

4.2 Deleting, Copying, and Moving Sections of Text

Rather than deleting mistakes character by character, you can delete an entire word, phrase, or paragraph by selecting it then pressing the delete key, or better still you can select it then simply type in the new text, which will immediately replace the selected text.

If you need to restructure your document you can move or copy chunks of text to a different part of your document using the following general principle.


1. Select the text in question.
2. Copy it into a temporary storage area (called the Clipboard).
3. Move the insertion point to anywhere in your document.
4. Copy the text back from the clipboard into your document at the new location.

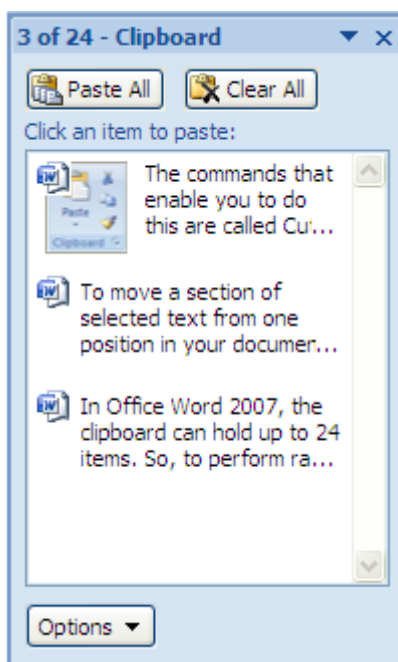


The commands that enable you to do this are called **Cut**, **Copy**, and **Paste** and they are available from the ribbon, in the Clipboard group on the Home tab.

To move a section of selected text from one position in your document to another, first transfer it into the clipboard by clicking on the **Cut** button. Then move the insertion point to the preferred position and click on the **Paste** button. If you want to copy the text rather than move it (i.e. leave the original selection where it is) then you should place the text in the clipboard using the **Copy** button rather than **Cut**.

In Office Word 2007, the clipboard can hold up to 24 items. So, to perform radical restructuring of your document, select the first item and click the Copy button, then select the second and click Copy.

 To view the collected items in your clipboard, click the arrow in the bottom-right corner of the group. The clipboard pane will open, displaying its contents.

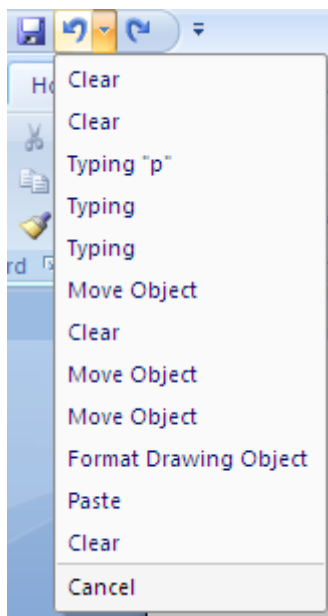


To paste any of these in click the entry that you wish to use and it will be pasted into the document.

Finally, if you only want to move a section of text a short distance you can select the text, then click and hold down within the selected text. The mouse cursor will change shape to represent an I-beam with a block of text attached to it. Position this I-beam at the appropriate place in your document then release the mouse button and your selected text will miraculously move to this new position. If you hold down the **Ctrl** key while you perform this operation your text will be copied to this new location rather than moved to it.

4.3 Recovering from Serious Mistakes

If you have built up your document very nicely, then make some terrible mistake, don't panic! Word provides you with an undo facility. This stores a sequence of all your previous edits and enables you to rewrite history by removing the effect of each edit, restoring your document to a previous form. Naturally, Word provides you with a redo button for those times that you undo a sensible edit!



You use these facilities via two pairs of button on the quick access toolbar. Click on the curved arrow to undo the previous edit only, or click on the downwards pointing arrow to produce a list of your previous edits with the most recent at the top.

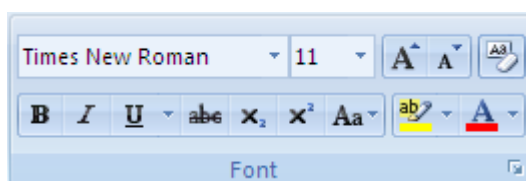
As you go down the list you retrace the history of your document. You can either undo the edits one-by-one, or you can select an entry further down the list and undo that edit PLUS all subsequent edits, so you are returning the document to the exact state it was in before the selected edit.

If you go too far you can redo any group of these edits by clicking on the redo button to produce a list of the edits that have just been undone. In a similar way you can reconstruct your document piece by piece.


4.4 Formatting the Text Font

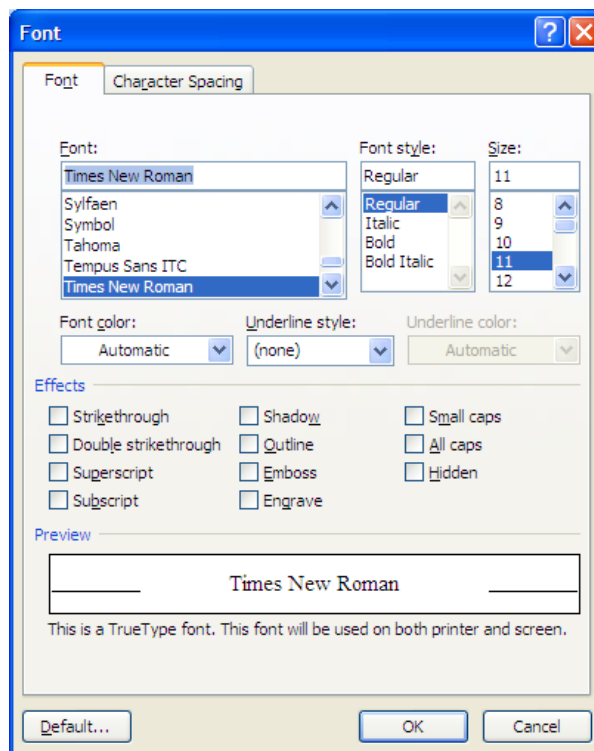
Word allows you to write text in various forms, **bold**, *italic*, underlined, as subscript or superscript. It also lets you have **many many different** fonts in various **SIZES**.

To format the font of some text simply select the text then apply the formatting. The most common choices are available from the ribbon, in the Font group on the Home tab.



If you click on the font menu, above, you will see a formatted list of fonts displayed, so it is easy to identify suitable options.

 Alternatively you can give yourself the full range of options by loading up the **Font** dialog box. Click the arrow in the bottom-right corner of the group.



Not only does this give you a greater choice of formats, but it provides a preview of the selected text so you can see exactly how your choices will affect the text. When you have it perfectly set up click on the **OK** button to return to your document.

4.5 Formatting Paragraph Layout

In a similar way you can alter the way that paragraphs are formed:

They can be left aligned, in which the left hand side of the paragraph is positioned so that consecutive lines line up neatly on the left, but are staggered on the right

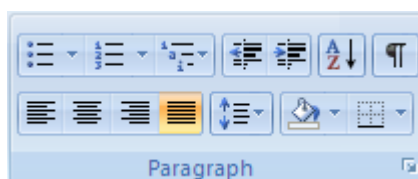
Alternatively, they can be right aligned in which the lines of the paragraphs line up beautifully on the right hand side of the page but are staggered on the left. This looks strange as flowing text, but is useful for addresses on letters etc.

Posters, and menus can have their paragraphs centred so that the lines of the paragraph are staggered on the left and right, but are symmetrical about the centre.

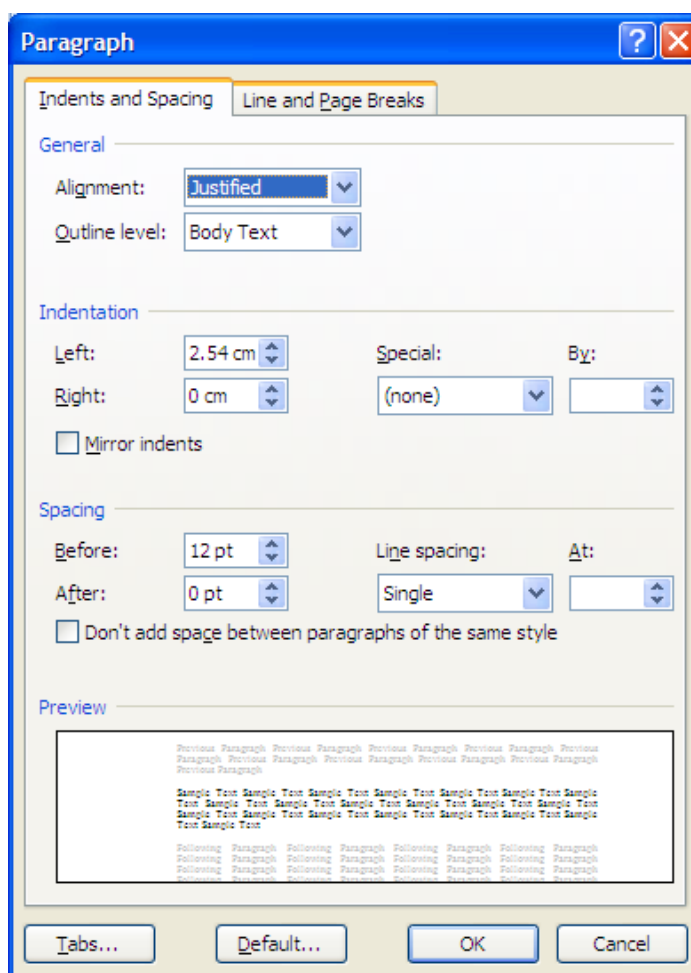
Or finally, paragraphs can be Justified, such that the spaces between words are adjusted so that the lines of the paragraph are beautifully aligned on both the left and right.

In addition, you can also define indents, line spacing, and how a paragraph behaves at the bottom of a page.

To format a paragraph you first position the insertion point anywhere in the paragraph or select any text within it, then apply the appropriate formatting. You can align or indent your paragraph using buttons available from the ribbon, in the Paragraph group on the Home tab.



Alternatively you can give yourself the full range of options by loading up the **Paragraph** dialog box. Click the arrow in the bottom-right corner of the group.

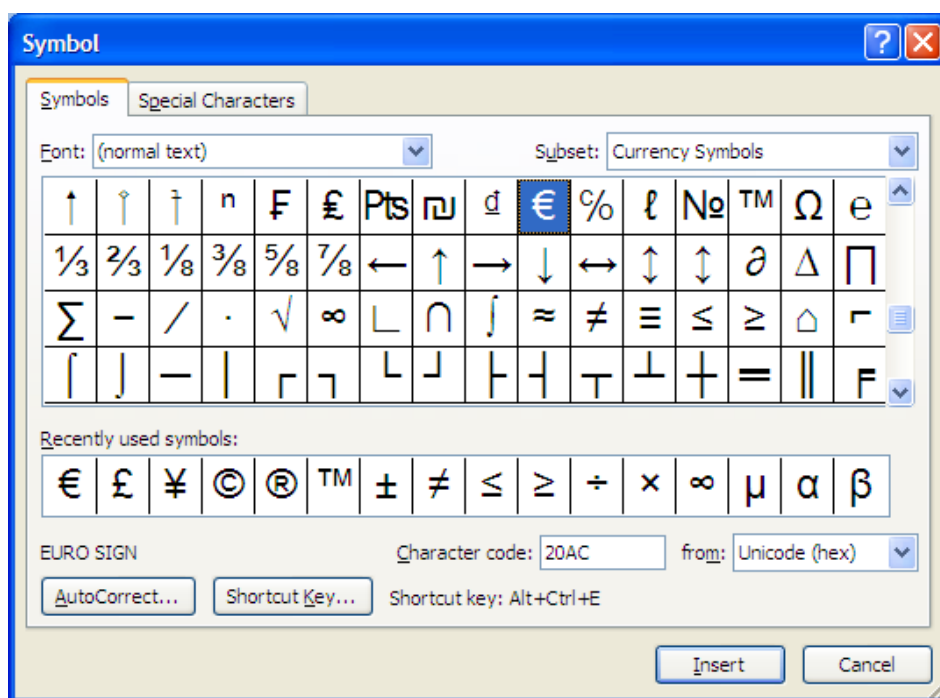
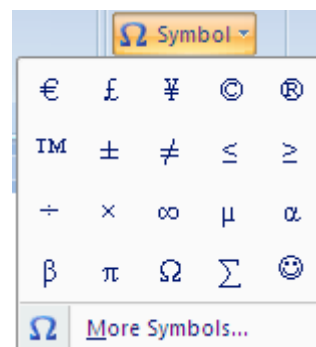


Again, this has a preview area which displays the effect. Click the **OK** button when you have made your choices.

4.6 Inserting Special Characters

At some stage in your writing you are likely to need to use a character that is not on the standard keyboard. Quite possibly you could need ©, °, or æ. Also available, but less vital are ☺, ♣, and ☎.

To get access to these symbols click the **Insert** tab, then in the Symbols group, click the Symbol button. You can choose any of the frequently used symbols displayed in the palette, you you can click the More Symbols item to access the full collection of symbols in various fonts.

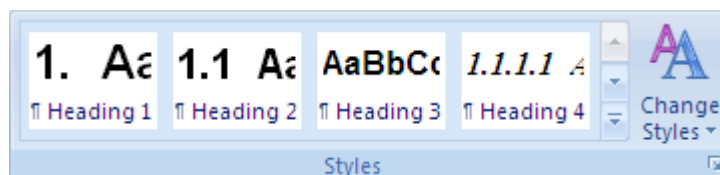


Click on the symbol you require then click on the **Insert** button to place it in your document at the insertion point. If you don't see the symbol you require use the **Font** list box to select a different character set. The Symbol and Wingdings fonts contain some interesting characters.

5. Using Styles

Styles are predefined formatting specifications that you can apply over and over again in your document. They are often used for headings, lists and quotes. In Word 2007, different ranges of styles are available in sets, so you can have a collection of formal styles, decorative styles, space saving styles, etc.

Quick Styles are available in the Styles group on the Home tab



To experiment with different formats, click anywhere in the text, then you're your mouse over the different quick styles displayed. They selected text will morph into the different styles. To select a specific just click that style. To access the full set of styles, click the lowest arrow button in the column of three.



5.1 Modifying Style Sets

Each style set uses a small palette of colours and uses a specific font for headings and a specific font for paragraph text. You can modify any style set to specify a different choice of colours and a different pair of fonts.

To change colours, click the Change Styles button, then from the menu select Colors. You will see a menu containing a large choice of palettes, with an additional option to Create New Theme Colors.

To change the fonts used in your style set, click the Change Styles button, then from the menu select Fonts. You will see a menu containing a large choice of font pairs, with an additional option to Create New Theme Fonts.

5.2 Changing Style Sets

To change a style set, click the Change Styles button, then from the menu select Style Sets. You will see a menu of eleven style sets. Run your cursor up and down the list to see how each set would transform your document. Click any style set to use it.

You can revert to the original formatting of your document by selecting Reset to Quick Styles from Template.

5.3 Creating Your Own Styles



To create your own styles, format any text in the desired way. Select it then click the lowest arrow button in the column of three. At the bottom of the quick styles display, select the Save Selection as a New Quick Style option. After you give this new style a name, it will appear alongside the existing styles in the Quick Styles display.

5.4 Copying an Existing Format



As a simpler alternative to styles you can use the Format Painter to duplicate the formatting of some existing text. It is found in the Clipboard group on the Home tab.

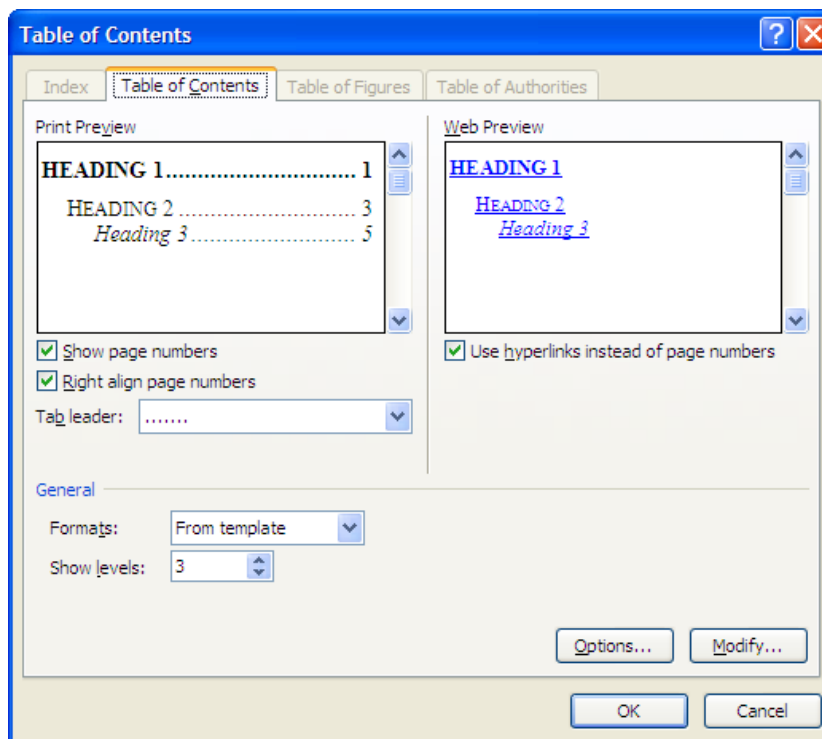
If you want to reproduce a format many times you should first highlight the correctly formatted text string or paragraph, then **double-click** the format painter button. After that every text string you highlight, or paragraph that you highlight will automatically adopt the specified formatting. To cancel this effect you should click once on the format painter button.

Alternatively, if you only want to reproduce some formatting in one other string or paragraph you can single click the format painter button. This will then copy the formatting once, into the very next area you select.

5.5 Creating Tables of Contents

Using styles in your document makes it easy to create tables of contents. Word will pick out the headings you have created using styles and automatically build up a contents list.

To add a table of contents to your document position the cursor at the point that the table should appear, and click the **References** tab. In the the **Table of Contents** group, click the the **Table of Contents** button. You can choose one of the instant tables from the menu or you can select the **Insert the Table of Contents** option to see the following dialog box.



Choose the layout you like from the **Formats** menu, and select the number of heading levels that you wish to have displayed. Click the **OK** button and the table will be added to your document.

6. Tabs, Lists, and Tables

This section outlines some facilities in Word that enable you to present information in a well structured layout. Although these facilities are very powerful and can be configured in Word to produce complex structures, they can also be used in the trivial way described below to produce very attractive results.

6.1 Tabs

Tabs are used to exactly align rows of text, without having the constraints of a table. They might be used in the following way:

Description of product

Price: £27

Description of another product

Price: £34

The **Tab** key is situated on the keyboard to the left of the letter **Q**. Each time you press the **Tab** key the cursor jumps to the next pre-defined position. This provides a very simple and effective way to produce an elegant layout.

To change the default tab positions you can set your own. If it is not already displayed, you can view the ruler by clicking the button above the vertical scroll bar.



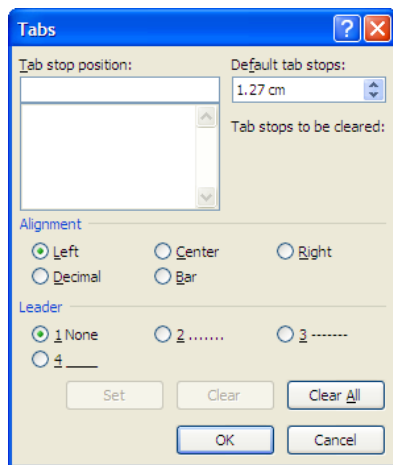
Click any position in the ruler to produce a left aligned tab. You can create right aligned, or centred tables by clicking the Tab button to the left of the ruler.



To have full control of your tabs you can access the Tabs dialog box. From the Home tab, click the button on the bottom-right corner of the **Paragraph** group.



In the dialog box, click the **Tabs** button, on the Indents and Spacing tab, to produce the following:



This gives all tab formatting options including a choice of Tab leaders that you may find useful when creating forms.

Name:.....

6.2 Lists

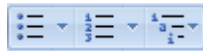
Lists have the following properties:

Word enables you to quickly convert a series of paragraphs into a list.

- The list can be bulleted, perhaps for a list of points like this.
- The list can be numbered like the list of steps to be taken, below.
- In a list, each point has a marker on the left and a paragraph on the right. Each line in the paragraph is aligned at a distance from the marker to increase clarity.

To make a list:

1. Type in your list items as a series of paragraphs.
2. Select all the list items.
3. In the Paragraph group on the Home tab, click on the appropriate.



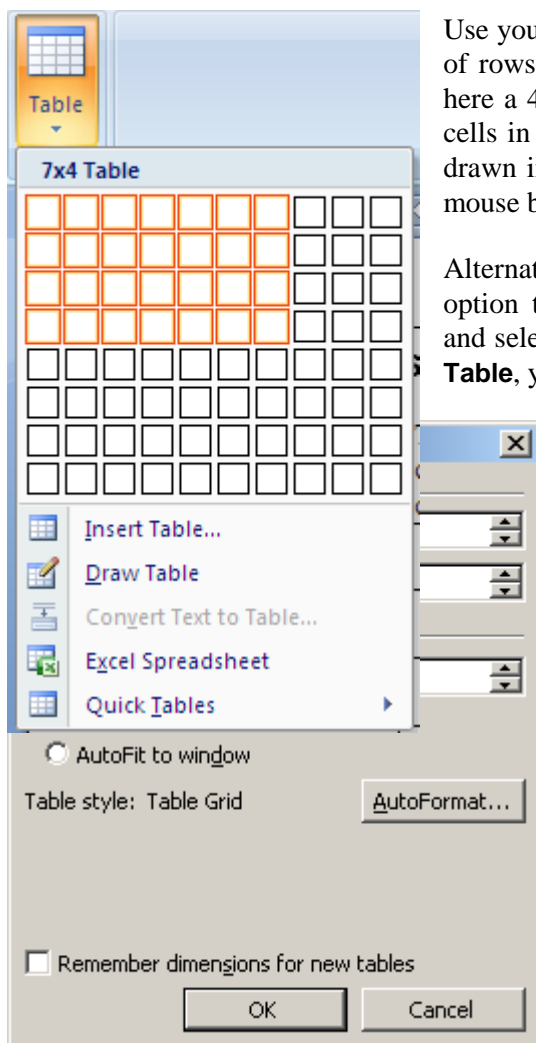
Some additional points:

- To add more entries to an existing list put the insertion point at the end of a list entry and press the **Enter** key.
- To convert a list item to an ordinary paragraph put the insertion point in that item and click on the list button to reverse the effect.
- If you add or remove items from a numbered list the numbering will automatically re-order.

To change the bullet or numbering style, click the downward pointing arrow to the right of each list button.

6.3 Tables

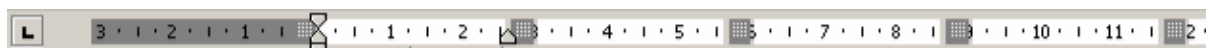
Tables are one of the most elegant features in Word, and are fairly easy to master. To create a table in your document, to position the insertion point at the right place, then click the Insert Tab, and in the Tables group, click the Tables button.



Use your mouse on the grid to select the number of rows and columns that your table will have, here a 4x7 table is being created. As you select cells in the grid the corresponding table will be drawn in your document. When you release the mouse button the table will be created.

Alternatively, you can select the Insert Table option to access a pull down the **Table** menu and select **Insert**, then from the sub-menu select **Table**, you will see the following dialog box.

In this dialog box specify the number of rows and columns for your table then click on **OK**. A blank table will be drawn and you can fill in the cells. To alter the width of any column click on a cell in that column (but don't select it) and then drag the square markers in the ruler.



If you wish to remove the borders from your table pull down the **Format** menu and select **Borders and Shading**. In the dialog box that appears click on the **None** icon then click on the **OK** button

The new way to create tables is to use the Table Draw tool. From the **Table** menu select **Draw Table**. The mouse cursor will change to a pencil icon and the Table tool panel will appear.



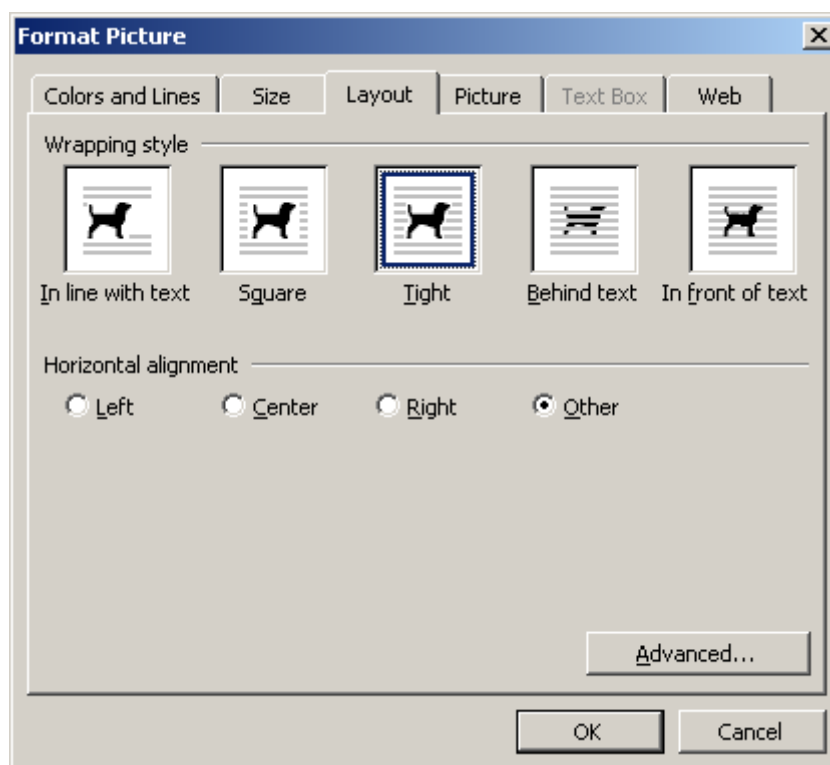
You can then draw a big box to represent the size of the whole table, then draw in horizontal and vertical lines to create rows and columns. When you have finished drawing your table outline, click the close button on the Table tool panel to close it down and begin typing.

7. Working with Graphics

Many documents now benefit from pictures and illustrations. These may be Excel charts, or scientific images. Word makes it very easy to include graphics in your documents, and has greatly improved the ways that graphics can be positioned.

To place a graphic in your document, create a new paragraph for your insertion point, then click the **Insert** menu and select **Picture**. From the pop-up menu select **From File** to add one of your own images, **ClipArt** to select an image from Word's own image library, or select any other option to create an image within Word.

When you have selected your image click the **OK** button to add it to your document. The image will appear in its own paragraph and you can press **Enter** to carry on typing below the picture. If, however, you want your text to flow around the picture you should right-click the image, then from the pop-up menu select **Format Picture** (or **Format Object** for some images). In the dialog that appears select the **Layout** tab



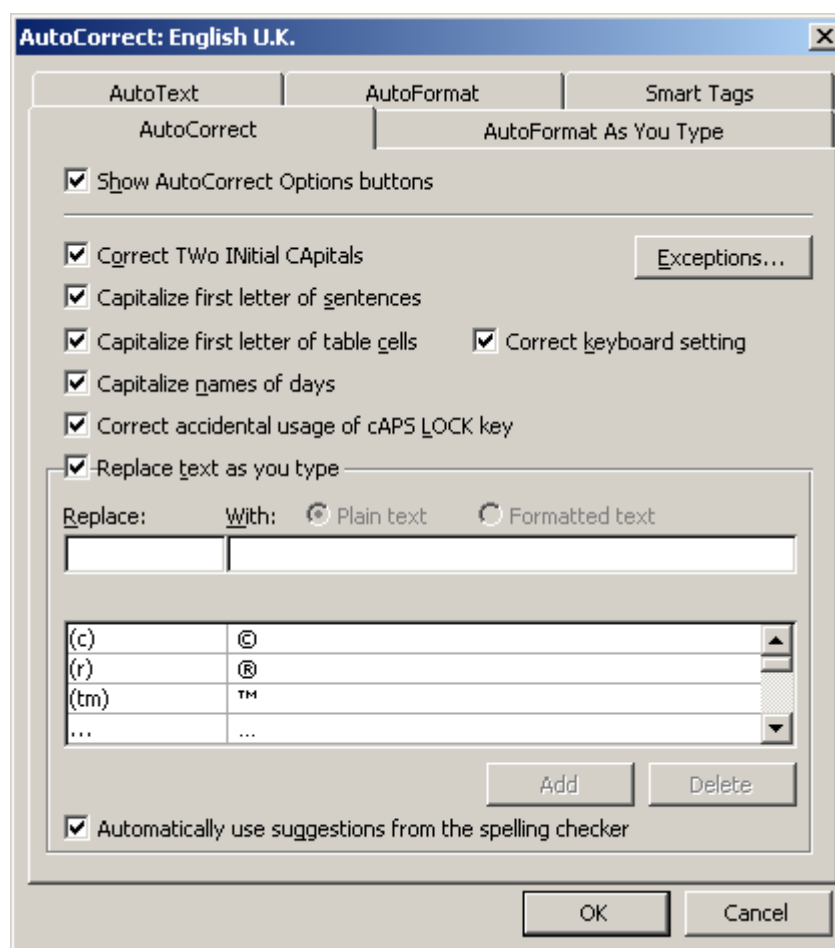
From here you can select the type of wrapping you require. **Square** will align the text next to the picture, whereas **Tight** will flow the text close to the border. **Behind text** is useful for arty watermark effects, and **In front of text** is useful to place pictures in margins without affecting the existing text layout.

8. Spelling and Grammar

8.1 Automatic Spell Checking

You will probably have noticed by now, that as you type, Word will identify spelling mistakes and underline them in red, for standard spelling errors it will even correct your mistakes automatically. It will also recognise bad grammar and underline that in green. If you right-click any such mistake you will get a pop-up menu that will contain a list of correct spellings and grammar.

You can develop these automatic functions by adding to Word's list of standard spelling errors. From the **Tools** menu select **AutoCorrect Options** to get the following



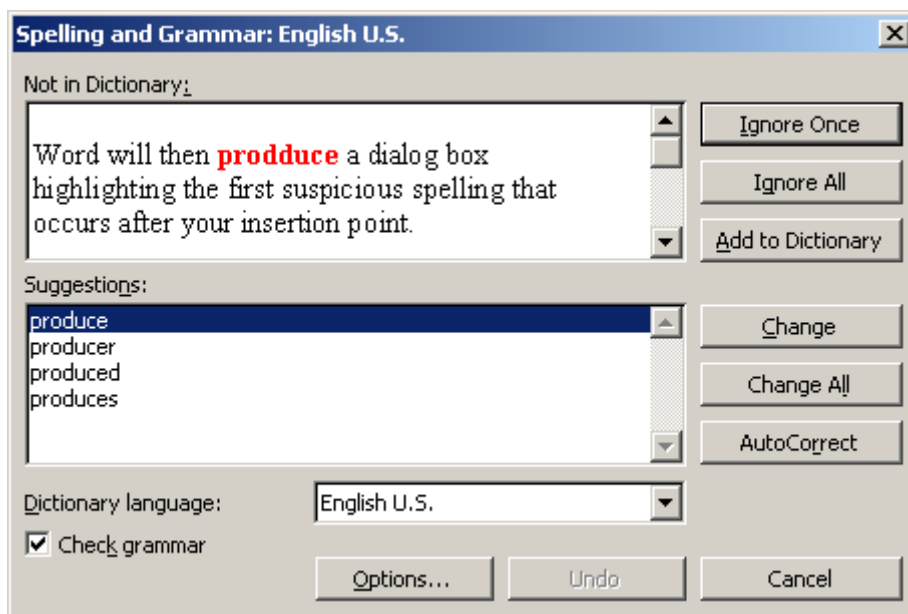
There is a list of mistakes or codes from which correct words or symbols can be automatically generated. To add to this list type a spelling mistake or shortcut into the **Replace** box then type in the correct word or expression into the **With** box then click the **Add** button. When you have finished adding entries click the **OK** button. Now whenever you type a specified mistake or code in a word document, then as soon as you press the Space Bar the correct text will be substituted.

It is well worth checking the other tabs on this dialog box.

8.2 Performing a Manual Spell Check

To do a spell check pull down the **Tools** menu and select the **Spelling and Grammar** option. The first thing that may happen is that Word will ask if you want to create your own custom dictionary. Say yes to this because this is used to add words that you use from time to time but which don't appear in Word's central dictionary.

Word will then produce a dialog box highlighting the first suspicious spelling that occurs after your insertion point. It will usually suggest an alternative spelling which you can accept or reject.



To change a mistake you can either select a word from the list of suggestions or type in your own alternative. You can then click on **Change** to correct this instance or you can click on **Change All** to correct every instance. If it is a word that you frequently mis-spell you can click on the **AutoCorrect** button which will tell Word to automatically correct this particular mistake each time you subsequently mis-spell it.

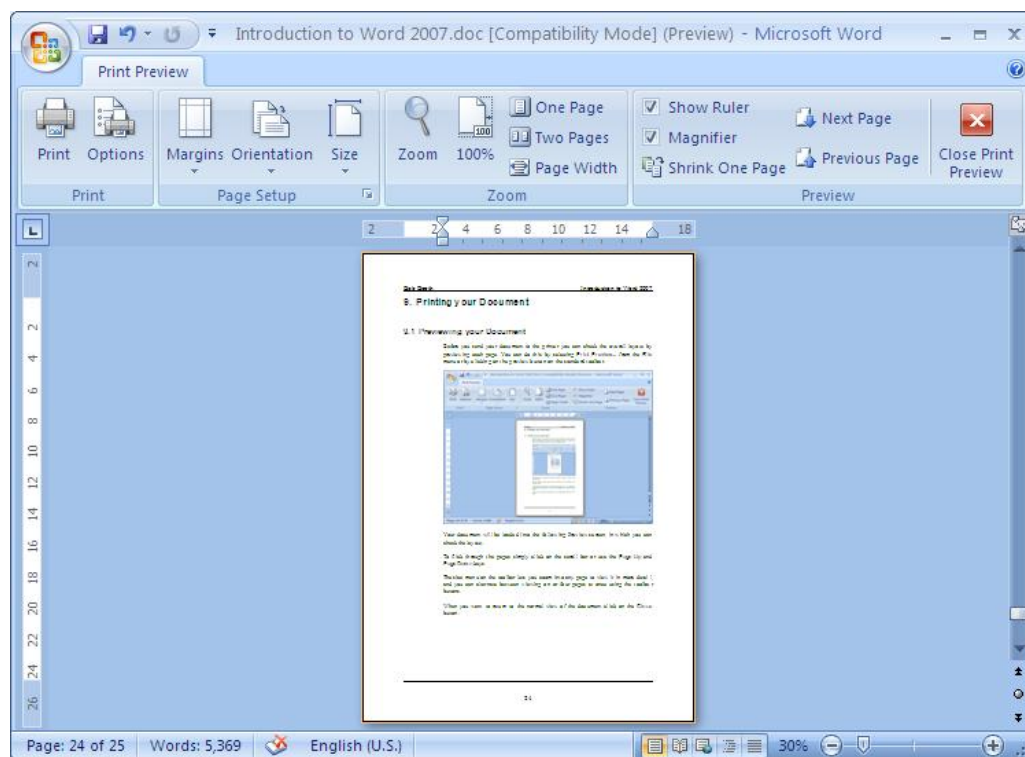
If, on the other hand, the word that has been questioned is a valid word that the spell checker hasn't heard of, then you should click on the **Add** button to put this correct word into your custom dictionary. This will ensure that it doesn't get picked out in all future spell checks. You can then continue with your spell check by clicking on either the **Ignore** or **Ignore All** button.

Word will tell you when it reaches the bottom of the document and ask you if you want to continue from the top. When it returns to the insertion point it will inform you that it has completed the spell check.

9. Printing your Document

9.1 Previewing your Document

Before you send your document to the printer you can check the overall layout by previewing each page. You can do this by selecting **Print Preview...** from the **File** menu or by clicking on the preview button on the standard toolbar.



Your document will be loaded into the following Preview screen, in which you can check the layout.

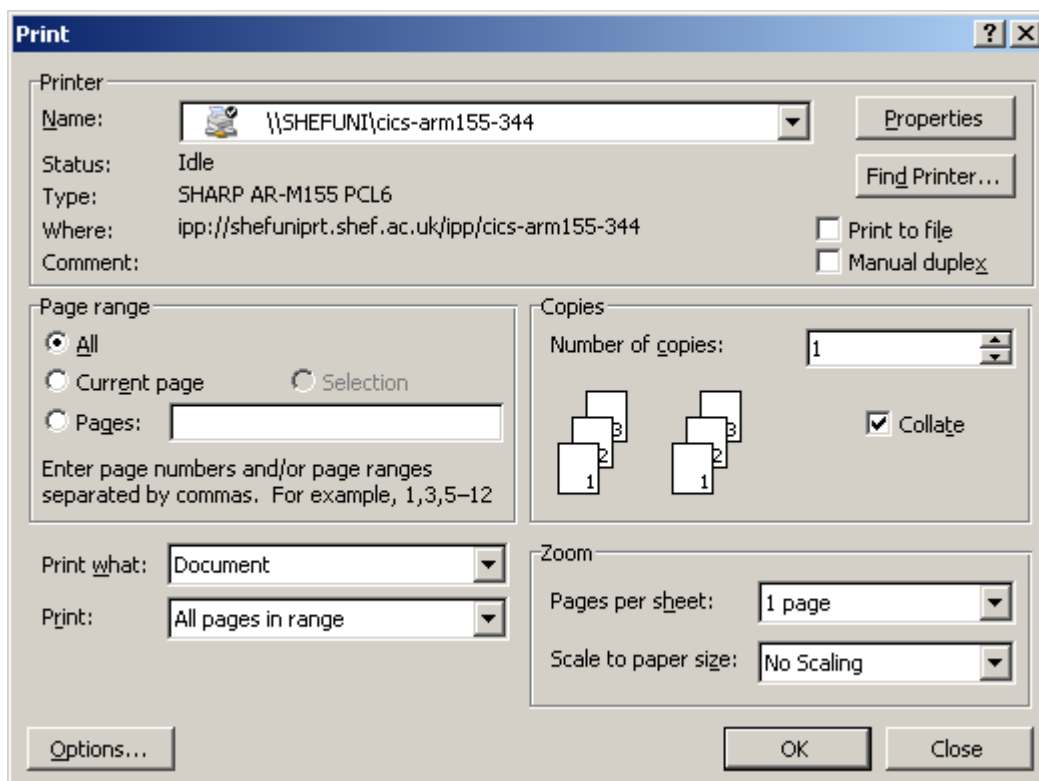
To flick through the pages simply click on the scroll bar or use the **Page Up** and **Page Down** keys.

The size menu on the toolbar lets you zoom into any page to view it in more detail, and you can alternate between viewing one or four pages at once using the toolbar buttons.

When you want to return to the normal view of the document click on the **Close** button.

9.2 Printing Your Document

Having previewed your document you can go ahead and print it. Select **Print** from the **File** menu or click on the print button and you will get the print dialog box.



- You can choose your printer from the list in the **Name** box, and use the Properties button to select double-sided printing if your printer supports it.
- In the **Page range** section you can choose to print your entire document or only selected pages.
- In the **Copies** section you can set the number of copies to be printed.
- In the **Zoom** section you can choose to have several pages on each sheet of paper, for proofing purposes, maybe.

When you have chosen the settings you need click the **OK** button to send your document to the printer.