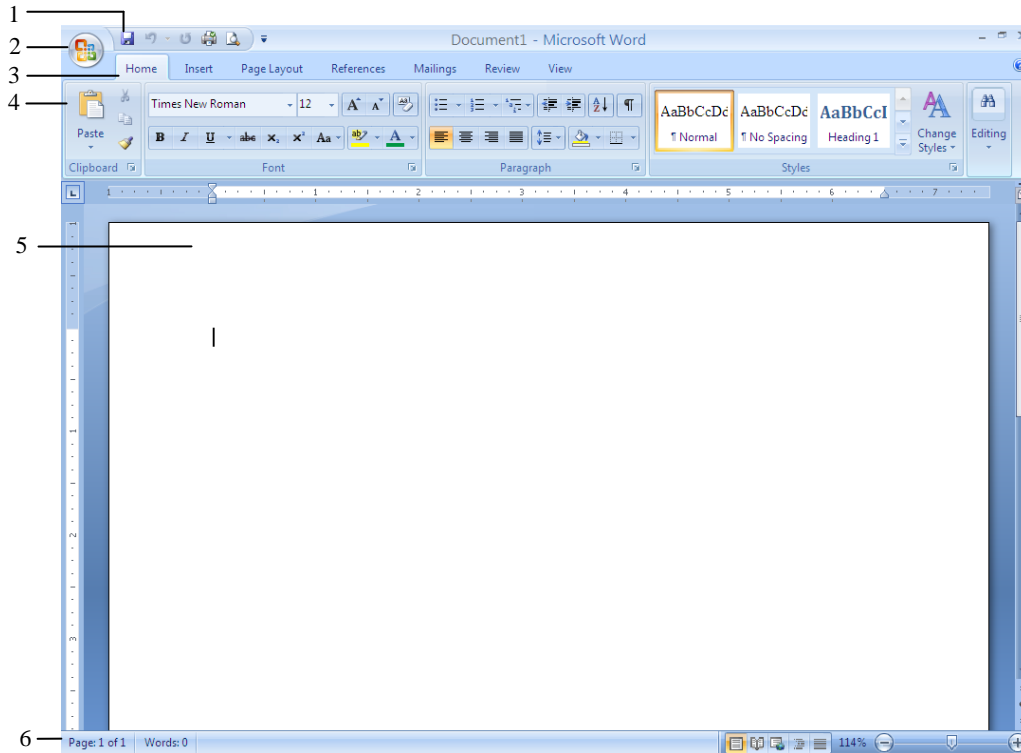


Microsoft Office Word 2007 Basics

GETTING STARTED

The Word Window



- 1) **Quick Access Toolbar** – Stores shortcuts for commonly used tools such as Save, Undo, and Print.
- 2) **MS Office Button** – Comparable to the Menu Bar in older versions of Word. This is similar to clicking “File” and then “Open.” Other commonly used commands are also stored on the Quick Access Toolbar.
- 3) **Tab Bar** – Each Tab displays tools and commands in the Ribbon located just beneath the Tab Bar.
- 4) **Ribbon** – Contains the most commonly used tools used in MS Word 2007.
- 5) **Document Pane** – Displays the current document you are working on or have open for viewing.
- 6) **Status Bar** – Contains document information, such as page numbers and word count as well as additional zoom and documentation shortcuts.


Opening a Document

1. Click the **MS Office Button**
2. Click **Open**




3. In the Open Dialog Box select the file you wish to open from your My Documents folder – or navigate to a different location on your computer to open the file from there.
4. Either **Double Click** the file to open it or click the file once and then click **Open**.

Saving a Document


1. Click the **MS Office Button** 
2. Click **Save** from the menu to save the file you are working on.
3. Select where you would prefer the file to be saved.
4. Type in the name of the file in the **File Name** box.
5. Click **Save**.


Saving a Document in Another Format


MS Word 2007 documents can only be opened in previous version of MS Word if the MS Office Compatibility Pack for Office 2007 has been installed. If your teachers and staff are having difficulties opening a 2007 file you created because you use 2007 and they do not then please check with your building TRT. They have an installation disk that can be used to install this program on computers that run earlier version of Word. If you need to send this file to someone outside of the corporation and you cannot confirm if they are running the compatibility pack or a staff member in your building has not had the Compatibility Pack installed on their computer, then you will need to save your file under a different format.

1. Click the **MS Office Button** 
2. Point to **Save As**
3. Click **Word 97-2003 Document**
4. Type in the name of the file in the **File Name** box
5. Click **Save**

Previewing/Printing a Document

1. Click the **MS Office Button** 
2. Point to the arrow next to **Print**.
 - a. Select **Print Preview** to view your document before printing – click the **Close**

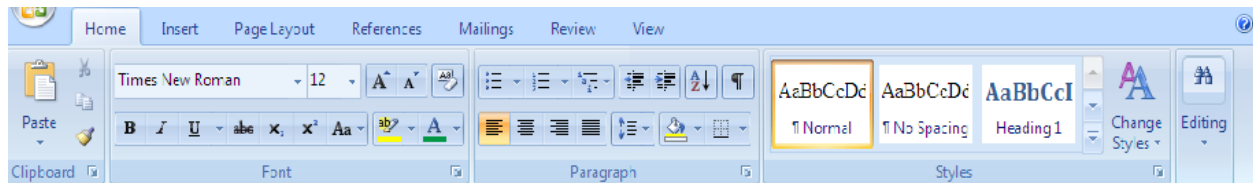
Print Preview  button to return to your document.

- b. Select **Print** to send your document to the printer.
 - i. Click **OK** to print.
 - ii. Or from the **Quick Access Toolbar** click the **Print**  button to send the document to your default printer.

For the remainder of the guide we will be focusing on a few of the different Tabs in the Tab Bar as well as groups in the Ribbon.

HOME

The **HOME** tab contains the majority of your formatting and paragraph commands.





Clipboard Group

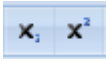
In the Clipboard Group you have Copy, Cut, Paste, and Format Painter available for easy access.


Font Group


In the **Font** Group you have the ability to change the Font Type, Size and can change the color, case and look of the text with Bold, Italics, Underline, and Strikethrough. Some of the buttons in the **Font** group include:

Grow Font/Shrink Font -  - This button allows you to quickly increase and decrease the font size without having to type any numbers in.

Clear Formatting -  - This button allows you to cancel out any formatting changes you made to the text without having to either go back through and deselect the font selections you made or just retyping the text with plain formatting. Select your text and click this button to quickly clear any formatting changes you do not like.




Subscript/Superscript -  - This button allows you to display text in small letters either below or above the text baseline.

Change Case -  - Did you accidentally type everything in UPPER CASE and need to change it back to lower case? Or did you decide that you want a title to be displayed in UPPER CASE? Highlight your text and then click the drop down arrow next to this button to quickly choose the case you desire.

Launcher -  - The Launcher Button allows you to open the dialog box of each group for any other buttons or commands that may not be displayed in that Group.

Paragraph Group

Bullets and Numbering

1. Select the text you want to make into a bulleted or numbered list.
2. Click the **Home** Tab.
 - a. To add bullets, click the **Bullets**  button.
 - b. To add numbers, click the **Numbering**  button.
 - c. To create a multilevel outline, click the **Multilevel List**  button.

Text Alignment and Spacing

1. Select the text you want to change and click one of the alignment buttons. Or click one of the alignment buttons on a blank line and start typing.

Align Text Left 

Center 

Align Text Right 


Justified 

2. To change the line spacing, click the **Line Spacing**  button and select the desired spacing. By default it is set to 1.15.

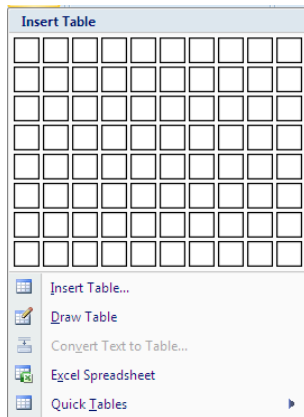
INSERT

Tables Group

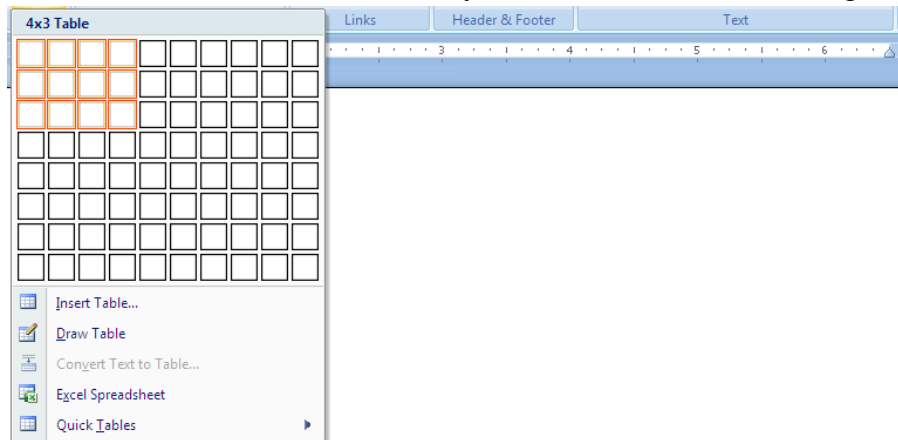
Inserting a Table

1. Click on your document where you would like the table to be inserted.
2. Click on the **Insert** Tab.
3. Click the **Table**  button.

4. When you click this button you will notice several empty squares.



5. If you already know how big you would like for your table to be select here how many rows and columns you want by pointing to each block. For example, if you wanted a table the had 4 columns and 3 rows you would select the following:




The table will display below the drop down menu to show what your table will look like. Once you click the desired amount of columns and rows the table will display in the document.


6. Otherwise, from the **Table** button, you can click **Insert Table...** then type in the number of columns and rows that you prefer.
7. Click **OK**

Illustrations Tab

Pictures and Clip Art

1. Click on your document where you want your picture or clipart to be inserted.
2. Click **Insert** from the **Tab Bar**

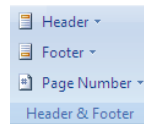
- To Insert a Picture click the **Picture**  button. Navigate to where the picture is saved on your desktop. Double click the file/picture to insert it into your document.

- To Insert Clip Art click the **Clip Art**  button. In the Clip Art task pane that displays on the right side of your screen type in a keyword into the search field. Click **Go**. Scroll through the different selections. Click the clipart once to insert it into your document.

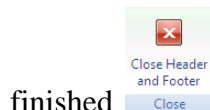
Header & Footer Group

Headers, Footers, and Page Numbers

1. From the **Tab Bar** click **Insert**



2. Click the **Header**, **Footer**, or **Page Number** button
3. Select the type of Header or Footer you would like to use, or when using Page Numbers select the desired location for the page number.
 - a. Type in the text for the Header or Footer or Type in the Page Number.
 - b. Click the **Close Header and Footer** button at the far right of the screen when



PAGE LAYOUT

Page Setup Group

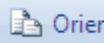
Setting Page Margins

1. From the **Tab Bar**, click **Page Layout**



2. Click the **Margins** Button
3. Select the Margins you prefer from the drop down menu or click **Custom Margins...** at the bottom of the drop down menu.
 - a. If you selected Custom Margins you will see a screen that looks similar to the older version of Word. Here you will enter in the margins you prefer. When finished click **OK**.

Changing Page Orientation


1. From the **Tab Bar**, click **Page Layout**
2. Click the **Orientation Button** 
3. Select **Portrait** or **Landscape**

Changing Line Spacing

1. From the **Tab Bar**, click **Page Layout**
2. In the Spacing group increase or decrease the point size for before and/or after each line.
By default spacing is set to 10 pt after each line.

HELP

Using MS Office Word Help

1. To get help within Word click the **Word Help**  button on the Tab Bar or press **F1** for help.
2. Browse one of the topics by clicking on the links below:



3. Once you have clicked on a topic you can do one of the following:



- a. Click the **Back** button to move back to the previous page.
- b. Click the **Forward** button to move forward to the previous page.
- c. Click the **Stop** button to stop the connection to the topic you clicked.
- d. Click the **Refresh** button to refresh the screen
- e. Click the **Home** button to return to the Help Home Page.
- f. Click the **Print** button to print a topic.

- g. Click the **Change Font Size** button to change the size of the text on your Help screen.
- h. Click the **Show Table of Contents** to display the table of contents on your screen
 - i. Click the **Hide Table of Contents** button to hide the table of contents on your screen.
- i. Click the **Keep On Top** button to keep your Help Topics on top of your open document.
 - i. Click the **Not On Top** button to keep the Help Topics behind your open document.