

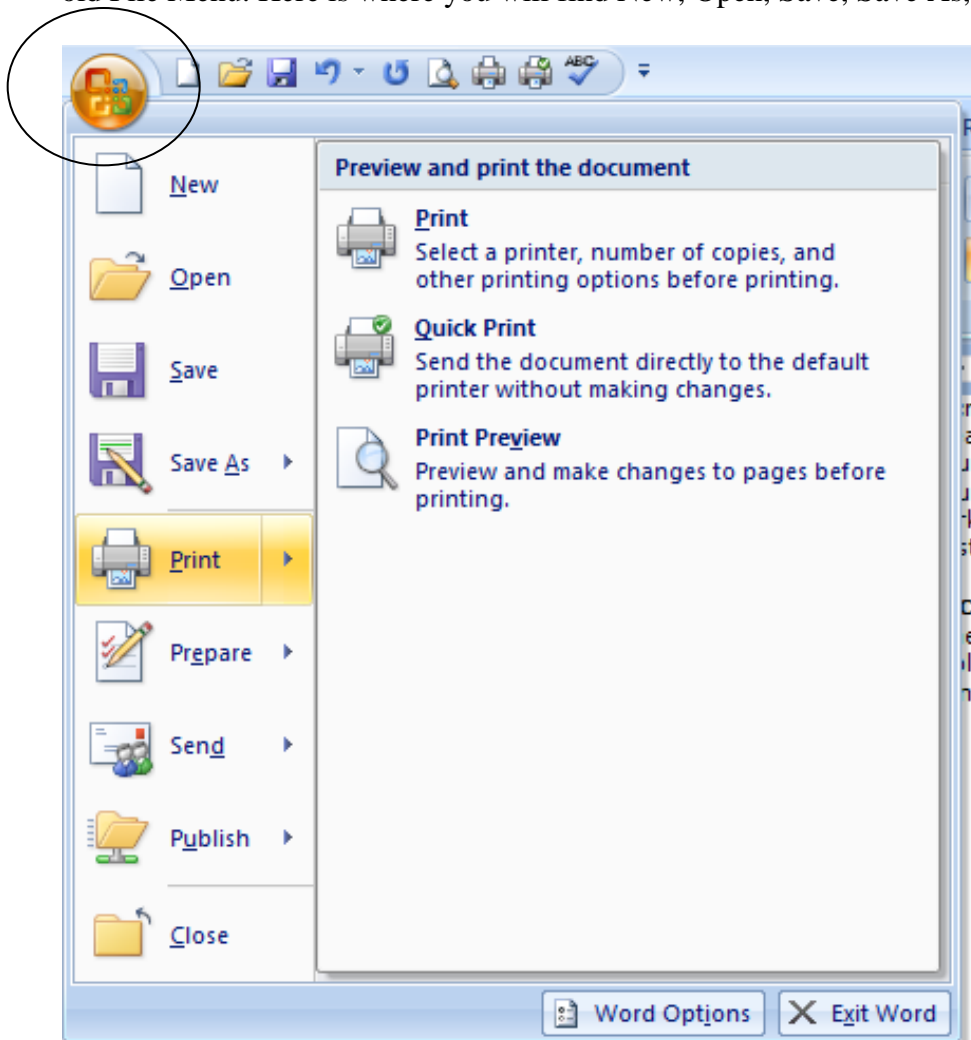
Microsoft Word 2007

What is Word 2007?

Microsoft Word 2007 is a word processing program. This program helps you to create professional looking documents easily. A word processing program allows you to create different kinds of documents, such as resumes, reports, letters etc... You can kind of think of word processing like typing on a typewriter with added perks. You can manipulate the text on your screen, add pictures, correct any mistake that you made, and change the margins.

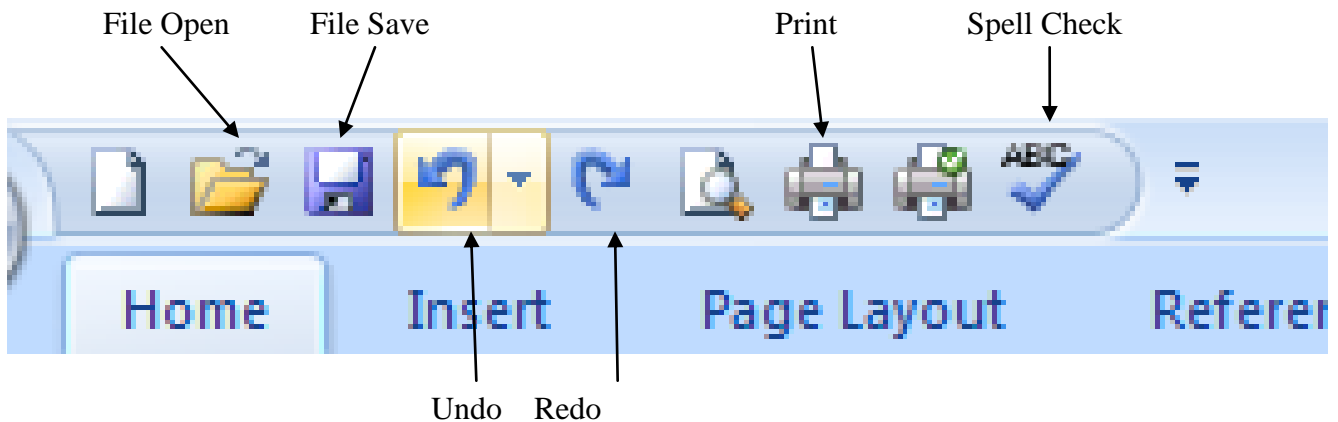
Microsoft Office Button

When Microsoft created Word 2007 they did a little redesigning. The Office Button replaces the old File Menu. Here is where you will find New, Open, Save, Save As, Print.

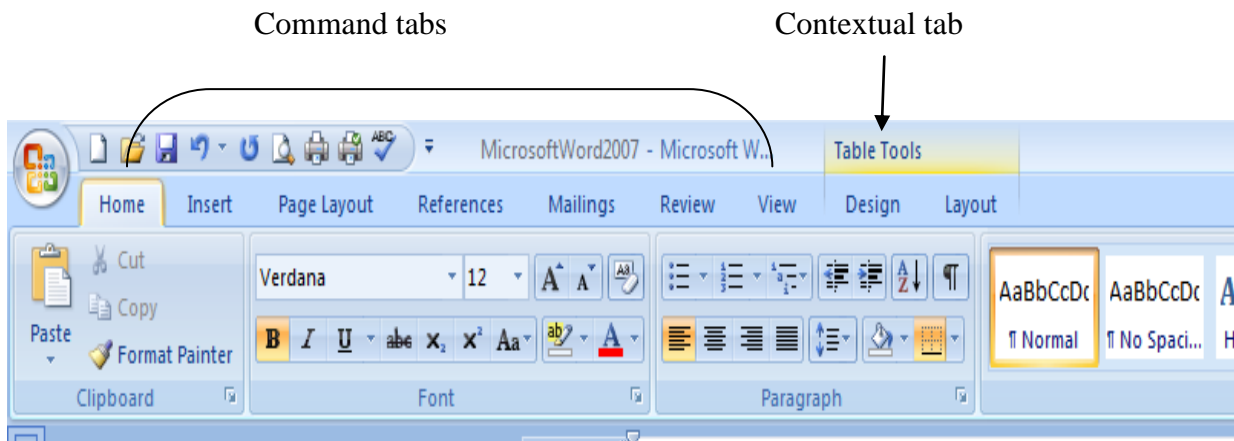


Quick Access Toolbar

Microsoft created this **Quick Access Toolbar** to be able to create a tool bar with buttons you click to perform frequently used commands. The Save, Undo, Redo/Repeat, and Quick Print buttons appear by default. You can add your favorite or most used commands to the **Quick Access Toolbar** by clicking the arrow next to the quick print. It will bring up a list of commands that you can choose from.



Microsoft Office 2007 Ribbons



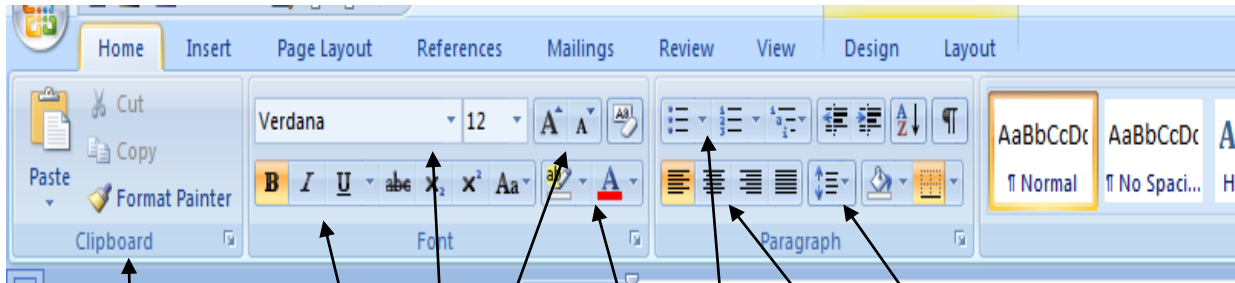
A **Ribbon** is an area that displays commands organized in groups and tabs. The Ribbon replaces the menus and toolbars found in previous versions of Word.

Command tabs: Appears by default whenever you open a Microsoft Office. You click on the tab to view its commands.

Contextual tabs: Appear when you perform a specific task and offer commands only to that task. For example if you insert a picture you will see a **Picture Tools** tab.

Group: To help you find commands easier they are arranged into groups of related commands.

Home Tab



Clipboard Group

paste, copy and cut

Font Group

Bold, Italicize, Underline

Change typeface and font size

Highlight or change text color

Paragraph Group

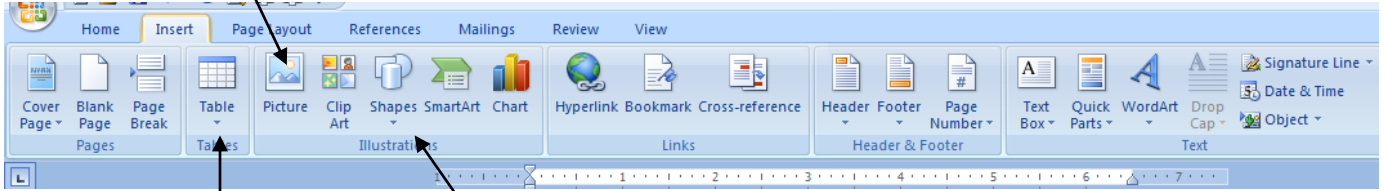
Adjust line spacing

Bullet Point

Left, Center, Right Justify

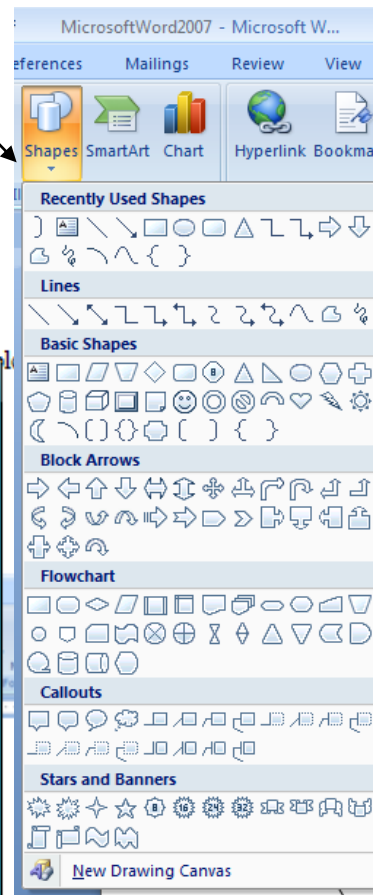
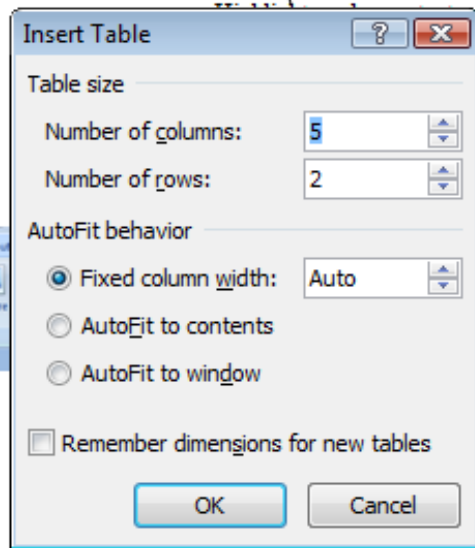
Insert Tab

Insert picture saved on your computer

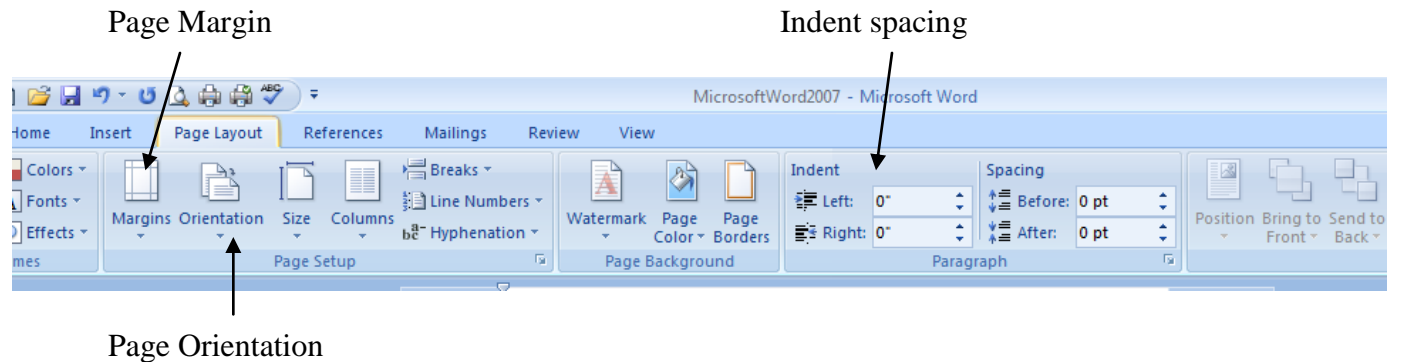


Table

Insert shapes

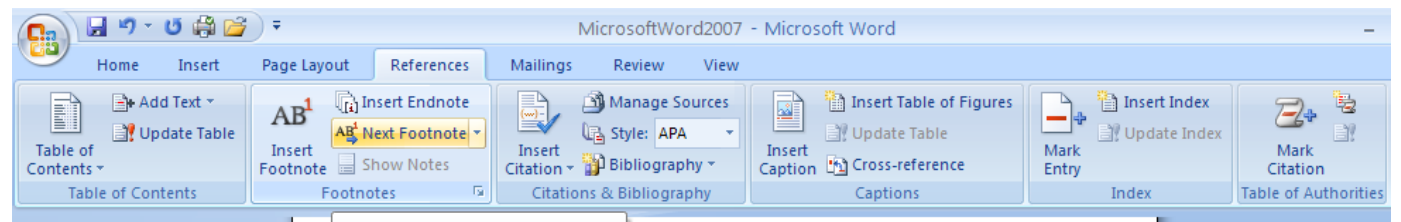


Page Layout Tab

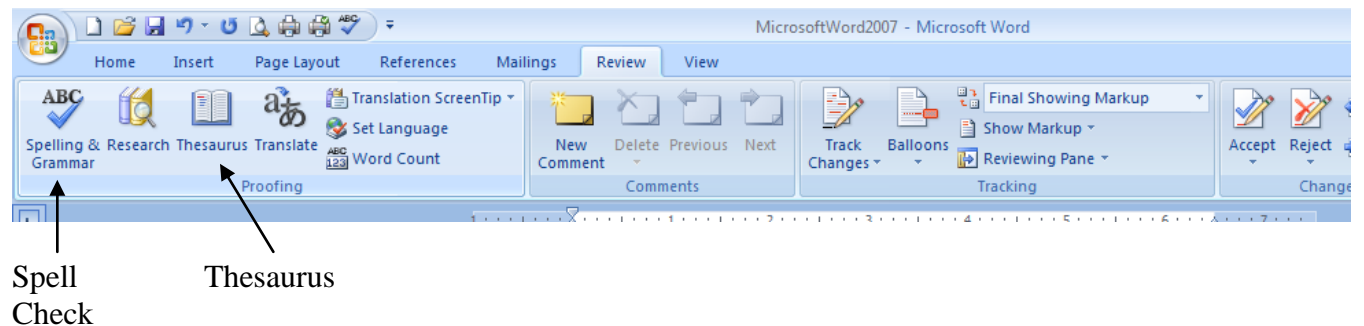


Reference Tab

Tabs are used in writing research papers: table of contents, citations and bibliography, footnotes, captions on pictures and charts and index.

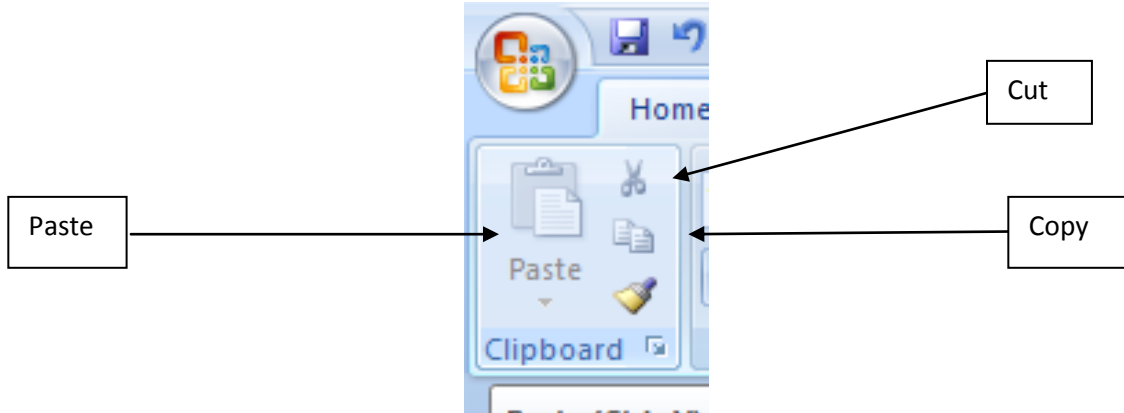


Review Tab



A red wavy line under a **word** denotes a misspelled word. **A green line underneath the words denotes** a grammatical error. You can right click on the word and it will give you suggestions to fix the error.

Moving Text



- Highlight text to be moved
- Click the **Cut** button
- Put mouse where text is to be inserted and click once
- Click on **Paste** button

Copying Text

- Highlight text to be copied
- Click the **Copy** button
- Put mouse where text is to be inserted and click once
- Click on **Paste** button

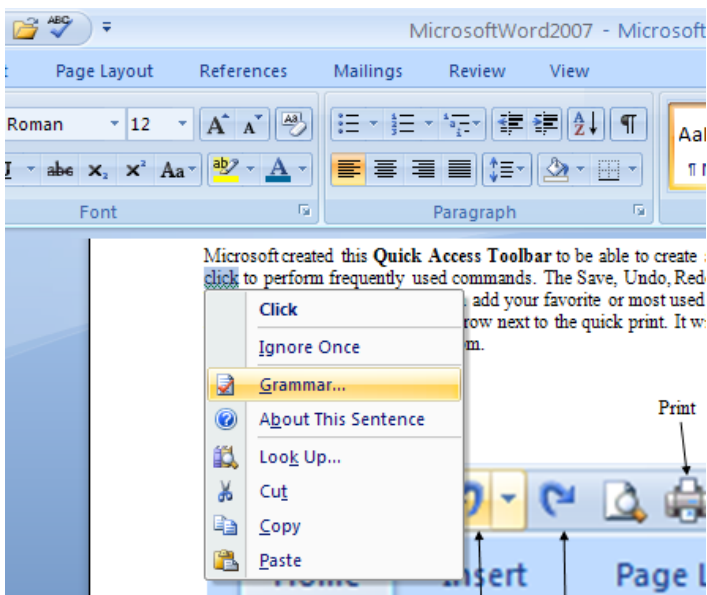
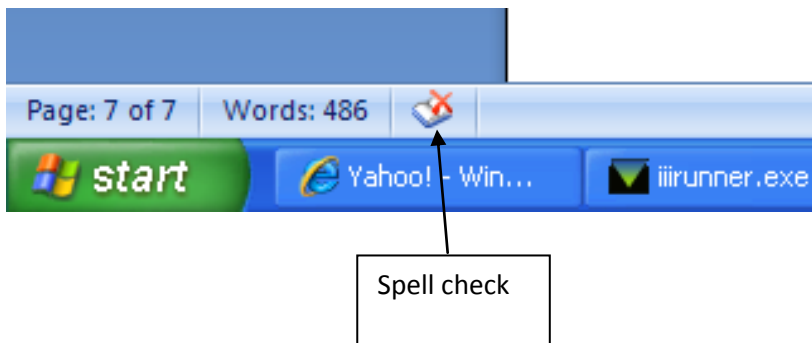
NOTE: You can also right click on your selection and find the **Cut, Paste & Copy** commands.

Spelling and Grammar Check

Click on the Review Tab and go to Spell Check **OR**

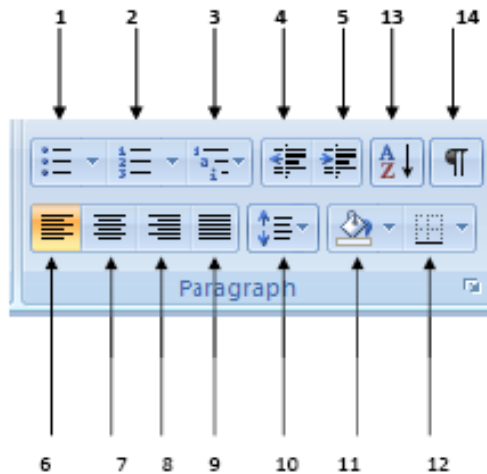
Click on Icon at the bottom of the page **OR**

Click on the Icon in your Quick Access Toolbar at the top of the page



Formatting Paragraphs

The **Paragraph** group allows you to change alignment of the text, indentation, line spacing and bullets.

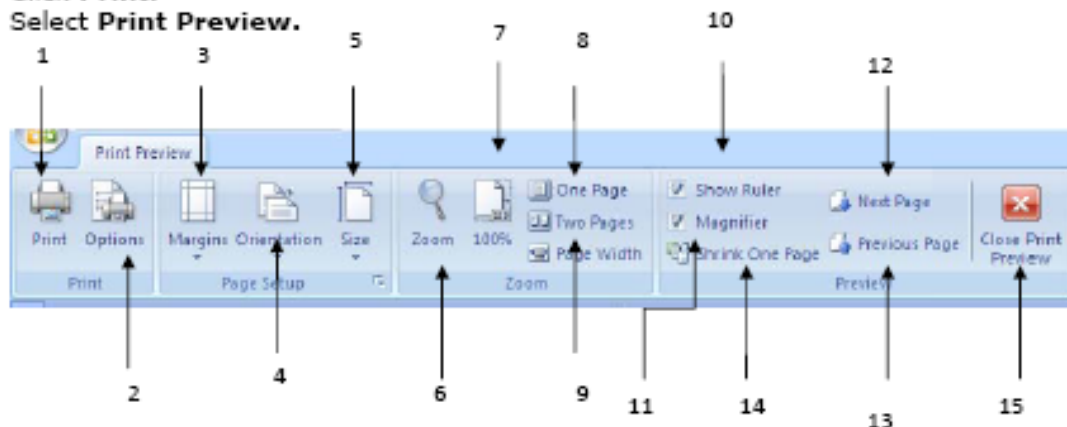


1. Bullets	Starts a bulleted list. Click the arrow to choose different bullet styles.
2. Numbering	Starts a numbered list. Click the arrow to choose different numbering formats.
3. Multilevel List	Starts a multilevel list. Click the arrow to choose different multilevel styles.
4. Decrease Indent	Decreases the indent level of the paragraph
5. Increase Indent	Increases the indent level of the paragraph
6. Align Text Left	Aligns the text to the left
7. Center	Centers the text.
8. Align Text Right	Aligns the text to the right
9. Justify	Aligns the text to both the left and the right, adding extra spaces between words as necessary. This creates a clean look to the right and left side of the page.
10. Line Spacing	Changes the spacing between the lines of text. You can also customize the amount of space before and after a paragraph.
11. Shading	Color the background behind the selected cells or text in tables.
12. Borders	Customize the borders of selected cells in tables.
13. Sort	Alphabetize the selected text or sort numerical data.
14. Show/Hide ¶	Shows or hides paragraph marks and other hidden formatting symbols.

Print Preview

Before you print your document we recommend that you do a **Print Preview**. This will allow you to make sure you don't need to adjust anything in your document.

1. Click the **Office Button**.
2. Click **Print**.
3. Select **Print Preview**.



1.	Print	Sends your document to the printer
2.	Options	Opens the options dialog box in which you can change printing.
3.	Margins	Allows you to change the margin sizes for your whole document
4.	Orientation	Switch between Portrait and Landscape
5.	Size	Choose paper size for the current section
6.	Zoom	Brings up the Zoom Dialog box which allows you to zoom in and out of your document.
7.	100%	Shows the document to 100% of the normal size
8.	One Page	Shows the whole page on the screen
9.	Two Page	Zooms the document so that 2 pages fit on the screen
10.	Show ruler	If checked will show you the rulers that are used to measure and line up objects.
11.	Magnifier	Turns the cursor into a magnifying glass which can be used to quickly toggle between 100% and Fit Whole Page zoom levels through clicking the document.
12.	Next Page	Moves you to the next page of your document
13.	Previous Page	Moves you to the previous page of your document.
14.	Shrink One Page	Attempt to shrink the document by one page by slightly reducing text size and spacing in the document.
15.	Close Print Preview	Exits you out of print preview.

Printing

You can access the Print command directly from Print Preview (Item #1 above) or

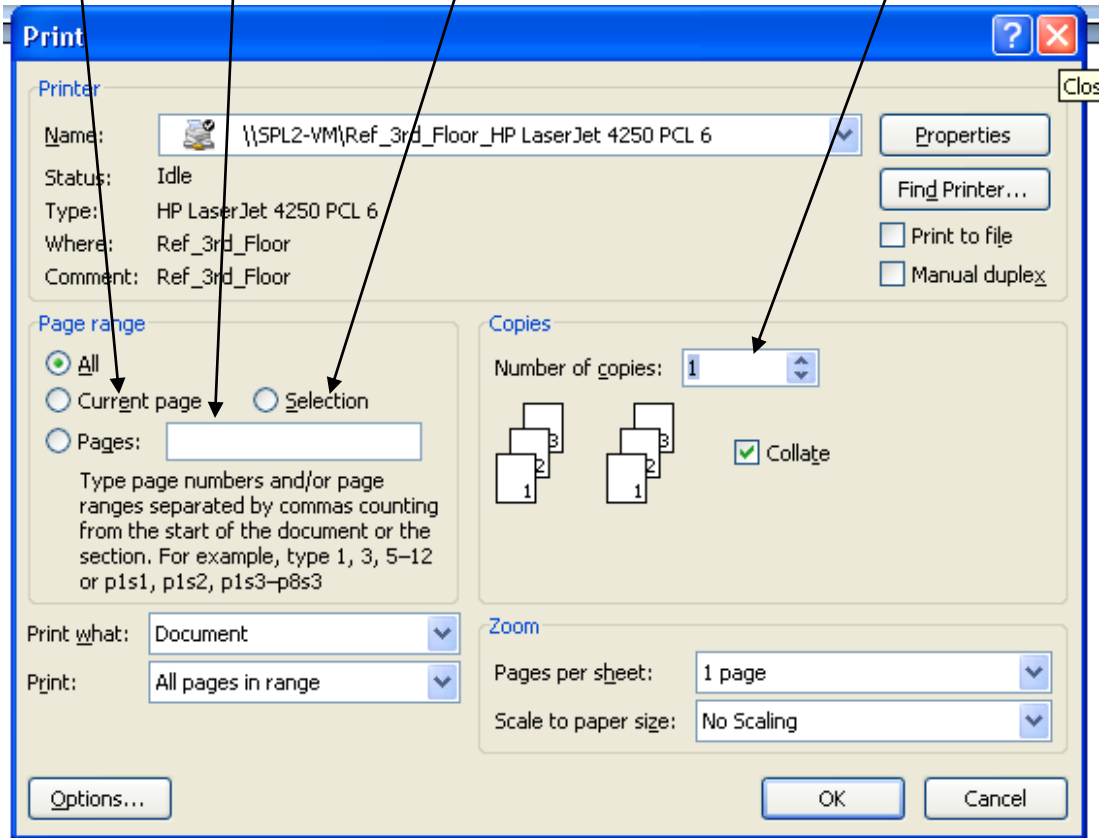
Click on the Office Button
Click on Print

The Print Dialog Box will open. You can select:

different page ranges or selected pages
the current page

selected (highlighted) area

You can also print multiple copies.



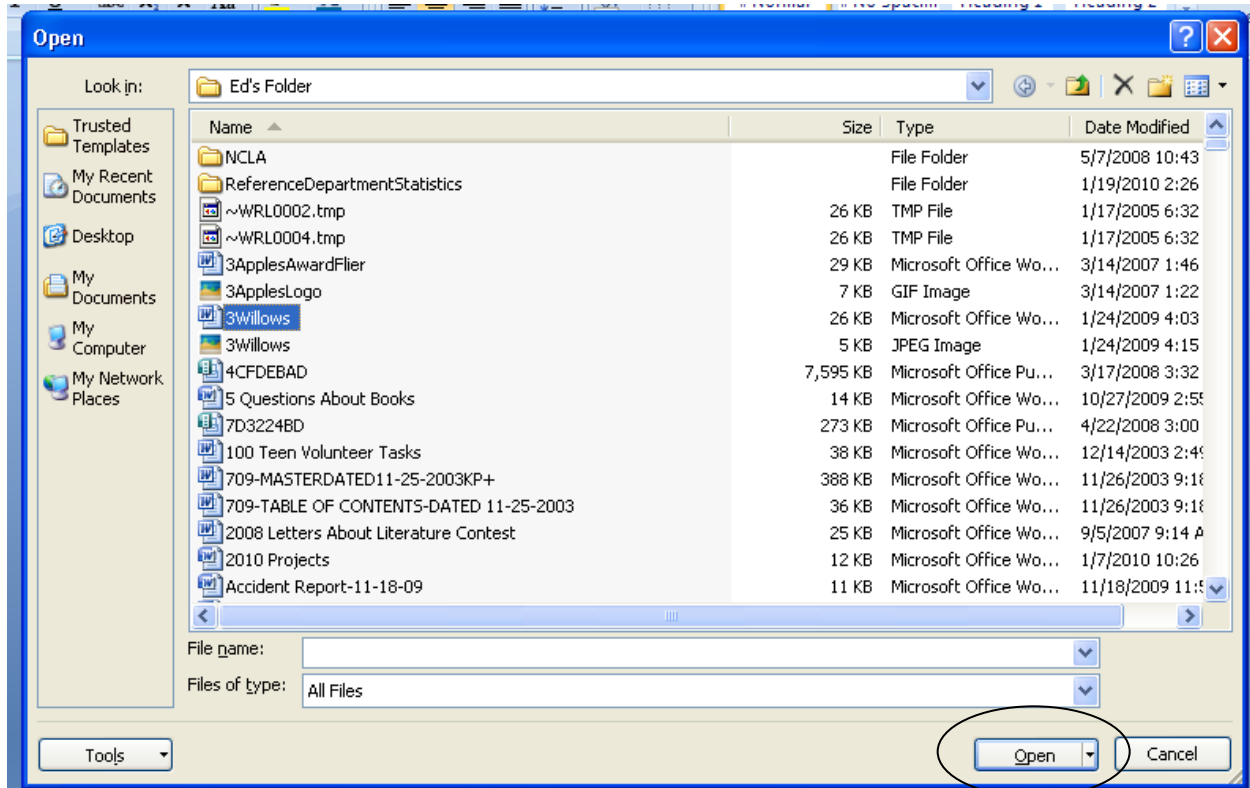
Opening a Word File

Click on the Microsoft Office Button

Click on Open

Find the name of the file you want to open and click on it.

Click on the **Open** button.



Saving a File

In order to save a document:

Click on the Microsoft Office Button

Click on Save (**NOTE:** The Save As box opens when you save for the first time.)

In the **File Name** box, type the name you want to give the file.

Click the **Save** button.

