

Word 2007: The Basics



1. The Ribbon:

- The **Microsoft Office Button** provides access to opening new and previous documents, saving, printing documents, and Word options
- The **Home** tab provides the most used formatting commands
- The **Insert** tab provides access to inserting a table, picture, clip art, hyperlink, and etc.
- The **Page Layout** tab provides access to altering margins, columns, borders, and etc.
- The Review tab provides access to spell check, Thesaurus, and etc.
- The **Get Started** tab provides several online resources for learning to use Word 2007

Tip: Double click on the active Tab & all tabs will minimize; click on any tab and tabs will fully display and minimize again; double click on a tab and tabs will fully display all the time.

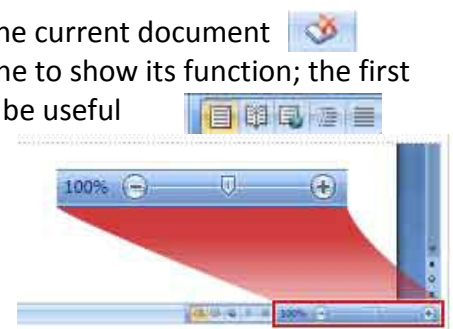
2. Quick Access Toolbar:

- Click on down arrow on far right of toolbar; customize window appears
- Click on items to be added; click on checkmarks to delete associated items
- Click on **More Commands** for additional items to add to the toolbar



3. Bottom Window Panel Features:

- Note to the far left the **Page** info and the **Word** count.
- Click on **Proofing** icon to identify and resolve proofing errors in the current document
- Note the View option icons towards the right; hover over each one to show its function; the first icon is the one mostly used, though the second and last icon can be useful
- Zoom** feature: allows easy zooming document in and out
 - Click slider left & right to decrease & increase zoom
 - Page will automatically resize as slider is moved

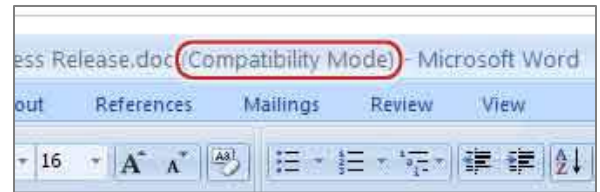


4. Saving a Word Document

- Click on **Microsoft Office Button**; select **Save**
- A document created in Word 2007 will be saved with **.docx** as the extension (*older version documents are saved with .doc as the extension*)

5. Opening Documents from Previous Versions:

- Word 2007 will open documents from all previous versions of Word, i.e., a **.doc** document
- Documents will open in **Compatibility Mode**
- When editing these documents, many new 2007 features will not be available
- Doing a Save will not change the document to the new file format: **.docx**



6. Converting Older Documents to Version 2007: i.e., .docx

- Open a Word document from a previous version, i.e., **.doc** ; it will open in **Compatibility Mode**
- Click on the **Microsoft Office Button**
- Select **Convert**; a message will appear explaining the conversion issues
- Click **OK**; document will be converted to a Word 2007 document, i.e., **.docx**



7. Sharing Word 2007 Documents

- When a person without Word 2007 opens a **.docx** document, a message will appear
- If the person has Office 2000 or 2003, they can click **Yes** and a converter will be downloaded and the document can be viewed and edited, though it may appear a little different
- The older version of Office needs to be updated with the latest patches in order for converter to work.



8. Save as a PDF (Portable Document Format)

- With document open, click on **Microsoft Office Button** and click on **Save As...**; select **PDF**
- Navigate to destination of PDF, and name of document; click **Publish**
- Wait, and PDF document will appear

9. Saving a Word 2007 Document as a Previous Version

- With the Word 2007 document open, click on the **Microsoft Office Button**
- Click on the down-arrow next to **Save As...**
- Select the **Word 97—2003 Document** option
- The document will be saved as a **.doc** document that
 - A warning may appear saying that any new features of Word used in the document will be seen but cannot be edited
 - Click **OK** and document will be saved as **.doc** and can be opened by anyone with a previous version of Word



10. Get Started



- a. Click **Get Started** tab
- b. Click **Interactive Guide, Start the Guide** to show where commands in Word 2003 are located in Word 2007; this can be very helpful to find tool locations; click **Start the Guide**
- c. Click **Up to Speed with Word 2007**, go through series of audio/visual lessons; get instruction on basics of Word 2007; can be very helpful in getting an overview of main features of Word 2007
- d. Click **Word 2007 Overview** or **Get up to Speed with Word 2007** to view videos; these use a business context for using Word; click **Play Demo**
- e. Click **Discuss Word 2007** to read questions and responses by others using Word 2007, and other online resources
- f. Click **Training**; under **2007 Office System Courses**, click on **Word 2007** to access the many feature-specific courses; these can be very helpful to learn specific Word skills
- g. Click **Video Demos**; click **2007 Office System** tab; click **Word 2007** to access feature-specific videos; these are more business related; may relate to other Office applications
- h. Click **Word 2007** to access the **Help Table of Contents** for a variety of general problems

TIP: When in doubt about how to do something, try right-clicking and see if a menu of options appears

TIP: Click on the ? in upper right hand corner of the Word window; use key-word search or click on topic

Using Ribbon/Tab Functions

1. Home tab: Clipboard group

- a. Highlight, cut, copy and paste text can be used by:
 - i. Using **Ctrl/X** (*cut*), **Ctrl/C** (*copy*), and **Ctrl/V** (*paste*)
 - ii. Right clicking on highlighted text and selecting **Cut, Copy** or **Paste**
- b. Click and drag highlighted text to another location; text will move from one location to the other
- c. Hold down **Ctrl** key on highlighted text and drag to another location; text will copied; it will appear in both locations

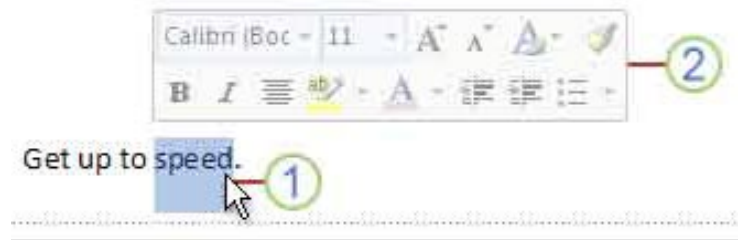
2. Home tab: Font group

- a. Highlight text; click big **A** or little **A** to easily change font size
- b. Use upper right button to remove all formatting
- c. Use lower right buttons for color **Highlighting** and **Font Color**
- d. Click on bottom right arrow to display old **Font** window
- e. **Previewing Fonts and Sizes**
 - i. Double click on a word (*the word highlights*), or triple click on a word (*and the whole sentence or paragraph will highlight*)
 - ii. On the Home tab click the down arrow by the Font name, hover over a desired font and note that the highlighted text will display in that font
 - iii. Click on the font size down arrow, hover over a desired size and note that the highlighted text will display that font size



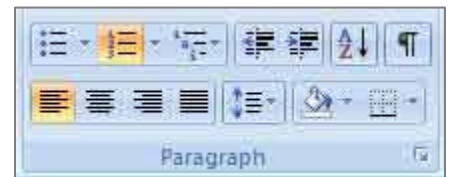
f. **Mini toolbar:** this makes formatting text commands more instantly available

- i. Enter a word
- ii. Highlight the word and put the cursor over the highlighted word
- iii. The mini toolbar will appear
- iv. Move cursor over mini toolbar and it will become active
- v. Select desired commands



3. Home tab: Paragraph group

- a. The familiar **Bullet** and **Numbering** icons are there; click the down arrows to customize them
- b. **Spacing** icon is on middle of bottom row
- c. The **Fill** and **Borders** icon are showing
- d. Click on bottom right arrow to display old **Paragraph** window



4. Home tab: Editing group

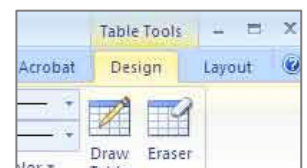
- a. Click on **Find**; enter a word or phrase, and click **Find in**, and select desired place
 - i. Click **More>>** and select desired options
 - ii. Click **Find Next** to find the word or phrase elsewhere
- b. Click on **Replace** to find word(s) and replace it with word(s)
 - i. In **Find what** box, enter word(s) to be found
 - ii. In **Replace with** box, enter word(s) to replace word(s) that are found
 - iii. Click **Replace** to find and replace one at a time, or click **Replace All** to replace all found words

5. Insert tab: Pages group

- a. Click down arrow by **Cover Page** and select desired design
 - i. Click in text areas and enter desired text
 - ii. Click in white spaces and enter desired text
 - iii. Click on areas and move, change or delete them
- b. Click on **Blank Page** to insert a blank page in document
- c. Place cursor in document where page break is desired; click **Page Break**; cursor will appear on new or next page

6. Table Tools tab: *appears only when table selected*

- a. Click on **Insert** tab; click on **Table**; drag to identify rows and columns
- b. Click in any cell; **Table Tools** tab appears, with **Design** and **Layout** tabs



7. Picture Tools tab: *appears only when image selected*

- Click on **Insert** tab, click on **Picture** or **Clip Art**
- Navigate to picture file or enter search word for piece of clip art

Tip: *For additional clip art:*

- at bottom of clip art panel, click on **Clip art on Office Online**
- scroll to **Browse Clip Art Galleries**
- click on category; click in box to select clip art
- click **Download** link along left column
- selected clip art will download to computer for future use

- Click on picture or clip art to highlight it and an additional **Picture Tools** tab appears with associated commands for text wrapping alternatives and variety of editing commands

- Click on **Format** tab
- Click on desired tools to **Adjust** the picture/graphic
 - Brightness, Contrast, and Recolor**
 - Compress** the picture/graphic: make it take up less memory
 - Change Picture**; swap existing picture with another one
 - Reset Picture**: after changes have been made, reset picture to what it was originally
- Click on **Picture Styles** to set a variety of borders and such to the picture/graphic
 - Click down arrow to right of picture frames to view entire selection
 - Click on desired frame/style

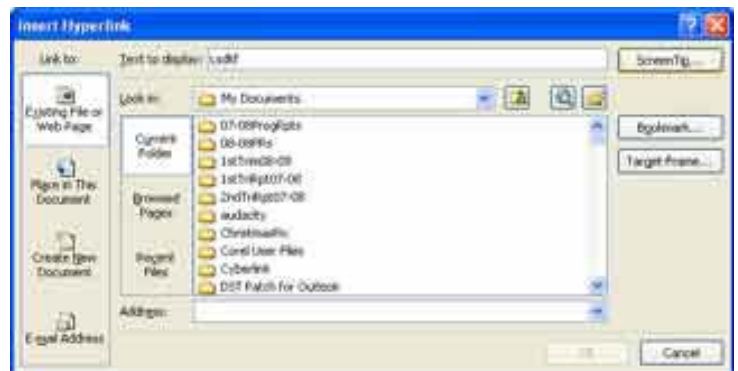
Tip: *Hover over a picture style and see how it affects the picture in the document*

- Click on desired tools to **Arrange** the picture/graphic; click on picture (**Arrange tools are also available in the References tab**)
- Click on **Position** and click on desired page-position
- Click on **Text Wrapping** and select how picture will work with the text
- When working with Multiple pictures, if pictures are overlapping, select a picture; use the **Bring to the Front** and **Send to the Back** to control how pictures are displayed
- Click on desired tools to **Size** the picture/graphic
- Click on **Crop** to crop the picture
- If specific picture size is desired, enter the exact **Height** and **Width** and picture will conform

Tip: *To add picture caption, right click on picture, select **Insert Caption**; enter desired caption, click **OK***

8. Insert tab: Links group, Hyperlink

- Creating a Hotlink (*text that is a hyperlink to a webpage, another doc, etc.*)
 - Highlight text that will be hot-linked
 - Click **Hyperlink**; along left side select where link will go
 - Enter URL for web address; click **OK**
- The URL can be entered directly in Word; begin with <http://> or [www.](http://www) and leave add a space after it



9. Insert tab: Text group

- a. Click on **Text Box**; select desired type; text box will appear on Word page
 - i. Note **Text Box Tools** and **Format** tabs, providing many useful commands
 - ii. Click to highlight text in text box, and enter desired text
 - iii. Move cursor on outline of box, click and drag box to desired location; use the Arrange tools to position the text box as desired
 - iv. Use corner and midline handles to resize box
- b. Click on **WordArt**; select desired decorative text; **Edit** window opens
 - i. Enter desired text; highlight & set font, size & style; click **OK**; text appears on Word page
 - ii. Note **Word Tools** and **Format** tabs appear, providing many useful commands to alter text, use **Effects**, and **Arrange** the WordArt box

10. Insert tab: Symbols group

- a. Click on down arrow next to **Equation** for a list of popular math and science equations; select desired equation and it will show on the Word window.

Note: *Equation Tools and Design tabs appear, providing many additional tools for creating and structuring equations*

- b. Click on **Symbol**, and then select desired symbol; appropriate symbol will appear on Word page
 - i. For additional symbols, click on **More Symbols**; scroll and double click on desired symbol
 - ii. Change font to look at additional symbols
 - iii. Selected symbol will appear in Word document AND on symbol list

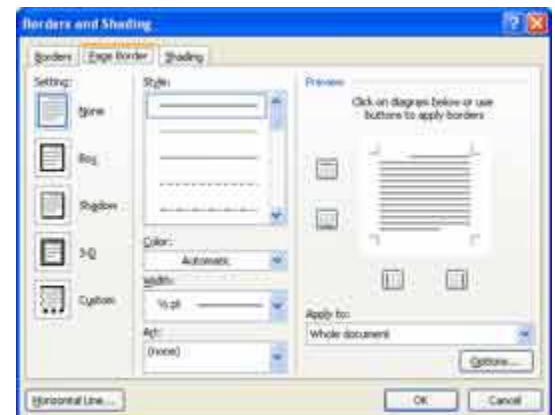
11. Page Layout tab: Page Setup group

- a. **Margins:** Click on **Margins** icon and select amongst pre set options
- b. **Orientation:** click down arrow to select **Landscape** orientation

12. Page Layout tab: Page Backgrounds

- a. Click **Page Color**; roll over colors to see previews; click on desired color
- b. Click on **Fill Effects** to access **Gradients**, **Textures**, **Patterns** and **Pictures**
- c. Click **Page Borders**; window appears
 - i. Select desired **Setting**
 - ii. Select the **Style** of the border lines
 - iii. Select the **Color** of the border lines
 - iv. Select the **Width** of the border lines
 - v. Select the desired **Art**, if any, for the border
 - vi. Select if border is to be applied to a section, or the whole document
 - vii. Click **OK**

Tip: Click **Horizontal Line** if a simple one is desired



13. Review tab: Spelling & Grammar

- a. Click **Spelling & Grammar** icon; spell check will begin
- b. Right-click on text with squiggly lines for editing suggestions

