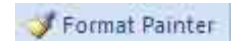


Word 2007: Intermediate

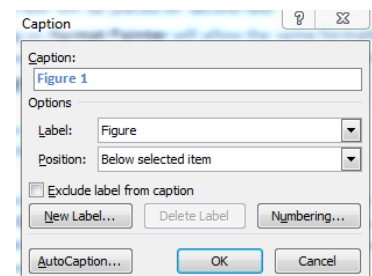
1. Home tab: Clipboard group

- a. When something is copied or cut, it is on the Clipboard
 - i. Multiple cuts & copies remain on the clipboard
 - ii. Click diagonal arrow by Clipboard to view contents; any clipboard contents can be pasted when desired by clicking on them
- b. **Format Painter** copies format of text and applies it to desired text
 - i. Select the text that has the formatting that you want to copy; click on **Format Painter**; select other text and the format on first text will be placed on second text
 - ii. Double clicking on **Format Painter** will allow the same formatting to multiple places in the document; when done, click again on **Format Painter** to disable



2. Insert tab: Illustrations group

- a. Picture and captions:
 - i. Insert a picture
 - ii. Right-click on the picture, and select **Insert Caption**
 - iii. To alter caption, click in box next to **Exclude label from caption**; then enter desired text under **Caption**
 - iv. Click box by **Position** and select desired caption location
 - v. Click **OK**; caption will appear
- b. Click **Shapes**; click desired shape; cursor in Word window is +; click & drag diagonally & draw shape
 - i. Note the new **Drawing Tools** and **Format** tabs: **Insert Shapes**, change **Shape Styles**, use **Shadow** and **3-D Effects**, use the **Arrange** commands to adjust the shape to the text & other objects, and use **Size** commands to resize the shape
- c. Click on **SmartArt** to view graphical lists, process diagrams and complex graphics such as Venn Diagrams and Organizational Charts
 - i. Click on desired category; click on desired graphic; click **OK**
 - ii. Diagram/graphic will appear; click in cells and enter desired information
- d. Click on **Chart**; select desired chart and click **OK**
 - i. Chart will show on page, AND Excel will open showing associated data
 - ii. Edit Excel column and row titles, and data; changes will appear on Word chart
 - iii. On Word chart, use **Chart Tools** and **Design** tab tools to make changes, and right click on desired parts and use menu to make changes



3. Insert tab: Header & Footer group

- a. Click on **Header**; preset headers will appear
 - i. Scroll through list; click on desired header; header will appear in document
 - ii. Note the **Header & Footer** and **Design** tabs
 - iii. Enter text in identified area, and enter other data; use other tools
 - iv. Click red **X** in upper right to close the header

Tip: *While in header (or footer), click on Footer (or Header) far left on Ribbon*
- b. Click on **Footer**; preset footers will appear
 - i. Scroll through list; click on desired footer; footer will appear in document
 - ii. Note the **Header & Footer** and **Design** tabs
 - iii. Enter text in identified area, and enter other data; use other tools
 - iv. Click red **X** in upper right to close the footer

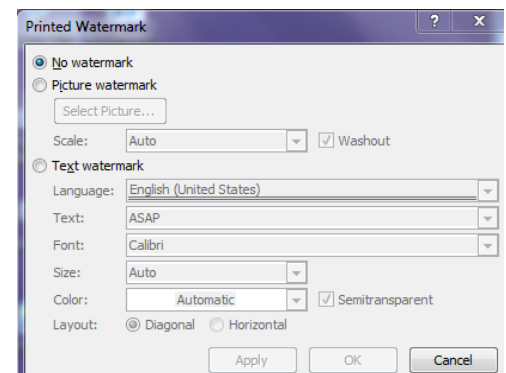
- c. **Header & Footer** and **Design** tab commands:
 - i. Click on **Date & Time** icon to select format; click **OK** and it will appear
 - ii. Use **Go to Header** and **Go to Footer** to toggle between these two

4. Page Layout tab: Page Setup group:

- a. **Margins:**
 - i. Click on **Margins** icon and select amongst pre set options
 - ii. Use **Custom Margins** to set different margins or to apply margins **This Point Forward**
- b. **Columns:**
 - i. Click on **Columns** icon
 - ii. Select amongst pre set options; columns will affect the entire document
- c. **Breaks:** click on **Breaks** icon:
 - i. **Page Breaks:**
 1. **Page:** place cursor at desired spot and click **Page**; everything after the cursor will be placed at the top of the next page
 2. **Column:** when using columns, place cursor at desired spot; click **Column**; everything after the cursor will be placed at the top of the next column
 - ii. **Section Breaks:**
 1. **Next Page:** place cursor in desired spot; click **Next Page** to create a new section on the next page
 2. **Continuous:** place cursor in desired spot; click **Continuous** to create a new section from cursor on the same page

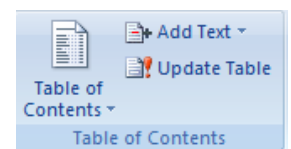
5. Page Layout tab: Page Background group:

- a. **Watermark:**
 - i. Click on **Watermark**; select desired watermark to appear on all pages in document
 - ii. Click **Custom Watermark**
 1. Click on button by **Picture watermark**; select picture from hard drive; click **OK**
 2. Click on button by **Text watermark**; enter desired text in box next to **Text**; select desired font, size, color and layout; click **OK**

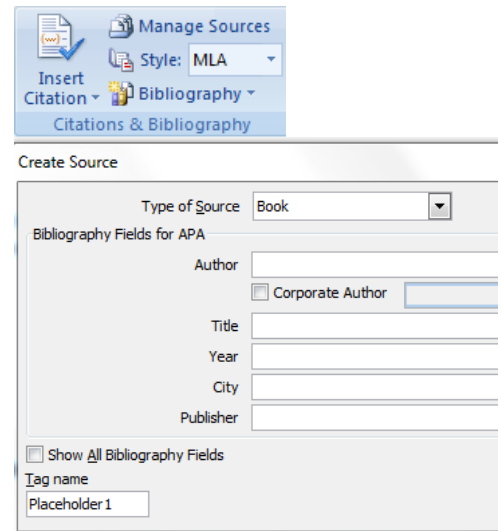


6. References tab:

- a. **Table of Contents:**
 - i. Place cursor where desired (*i.e. at top of first page, or top of new first page*)
 - ii. Click on **Table of Contents** icon; select desired style (*i.e., Automatic Tables 1*)
 - iii. Select text of first item to appear on Table of Contents; click **Add Text**; select desired level (*i.e., primary level, secondary level, etc.*)
 - iv. Click **Update Table**; Table of Contents will now display selected text
 - v. Continue selecting text and the process above
- b. **Footnotes:**
 - i. Place cursor in body of text
 - ii. Click on **Insert Footnote**
 - iii. In the numbered footnote, type desired information



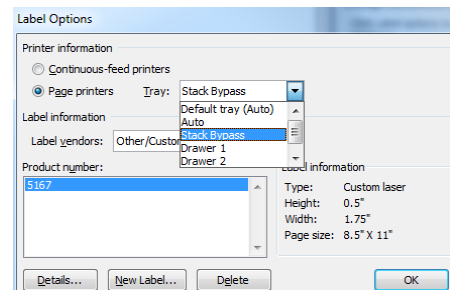
- c. **Bibliography:** (click on box next to **Style** and select **MLA**)
- i. To cite a source:
 1. Place cursor at desired spot to be cited
 2. Click **Insert Citation** and complete **Add New Source** to add source information; click **OK**
 - ii. To find a source that was previously cited in any previous document:
 1. Click on **Manage Sources** and sort or search to find source
 - iii. Create the bibliography:
 1. Place cursor where desired (*i.e., end of document*)
 2. Click **Bibliography**; select desired format
 3. Bibliography will appear



7. Mailings tab:

a. Labels:

- i. Print sheet with all labels with the same text
 1. Click **Labels**
 2. Enter the text for the label(s)
 3. Under Print select desired setting
 4. Under **Label**, click on **Microsoft** to select the kind of labels to be used
 5. Click **OK** to desired label
 6. Click **New Document**; new document is displayed showing labels and text; edit text as desired
 7. Put labels in the printer
 8. Click **Print**
- ii. Print sheet with different text on labels
 1. Open a new Word document
 2. Click **Start Mail Merge**
 3. Select **Step by step Mail Merge Wizard**



b. Mail Merge:

- i. Open a new Word document
- ii. Click **Start Mail Merge**
- iii. Select **Step by step Mail Merge Wizard**

8. Review tab:





a. Proofing group:

- i. **Research:** Click on **Research** to get information from reference books, research sites and business and financial sites
 1. Research pane appears on right side of window
 2. Enter a key word
 3. Click down-arrow on All Reference Books and select desired source; click on arrow
 4. Results will appear
- ii. **Word Count:** click on Word Count to see data regarding current document

b. **Comments group:**

- i. Place cursor where a comment is desired
- ii. Click on **New Comment**; a red line will appear from the point of the cursor to the margin, allowing text to be entered
- iii. To delete the comment, click on the comment and click on **Delete** in the **Comments** group

9. Set Tab Stops: Tab stops are used when a specific text alignment location is needed in a document.

-  Left Tab - text is aligned to the left side of the tab
-  Right Tab - text is aligned on the right side of the tab
-  Center Tab - text is centered under the tab
-  Aligned On Tab - text is aligned according to the decimal point

- a. Select the paragraphs in which you want to set tab stops or set tabs prior to typing.
- b. Click at the far left of the horizontal ruler until it changes to the type of tab you want
- c. Click on the horizontal ruler where you want to set a tab stop.

10. Word Options: Manage application options

- a. Click on Office button
- b. In the bottom right area, click on **Word Options**
- c. Select category on left and explore options on right.

11. Layering of Objects:

- a. Insert an object (shape, clip art, etc.)
- b. Click to highlight the object
- c. Click on **Drawing Tools** to **Format** tab
- d. Use **Bring to Front** or **Send to Back** features.
- e. TIP: Some objects may require text wrapping applied prior to layering

12. Fill-in Lines:

- a. Type a numbered list
- b. Select the list
- c. Apply **Inside Horizontal Border**

QUESTION & Answer

1. _____
2. _____
3. _____

13. Floating Parts:

- a. **Insert** ribbon
- b. Click on **Quick Parts**
- c. Click on **Building Blocks Organizer** tool
- d. Make selection and click **OK**
- e. Resize, move, etc, as desired