

Microsoft Office Word 2007



[2007]

introduction to Word(2007)

Word 2007 is the word processing software in the Microsoft 2007 Office Suite. It allows you to easily create a variety of professional-looking documents using features such as themes, styles, Smart Art, and more.

Lessons

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Format Font Style
Format Font Color
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Change Text Box Style
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Change the Paper Size

Creating a New Document

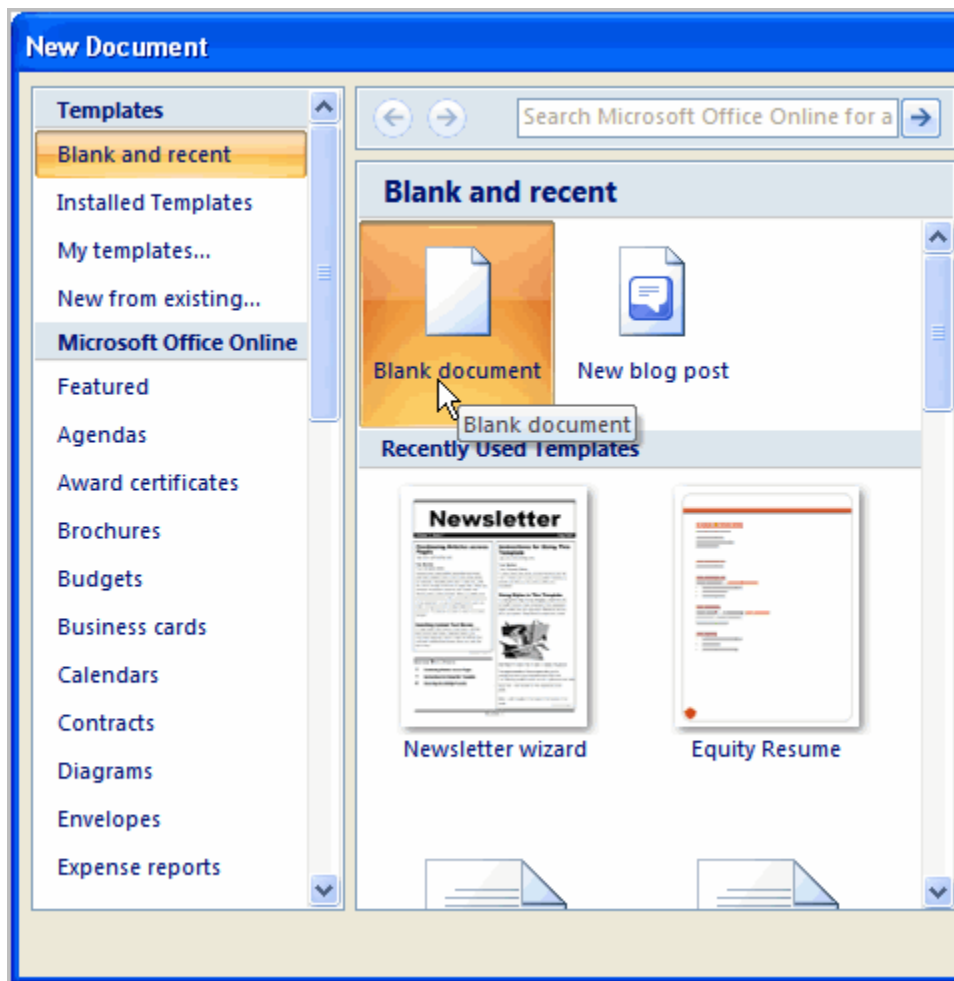
1- New Documents

To Create a New, Blank Document:

Click the **Microsoft Office Button**.

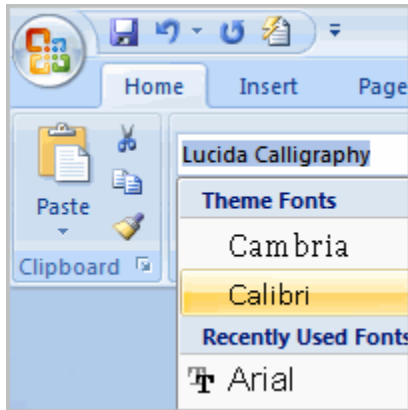
Select **New**. The New Document dialog box appears.

Select **Blank document** under the **Blank and recent** section. It will be highlighted by default.



Click **Create**. A new, blank document appears in the Word window.

2-Formatting Text



To create and design effective documents, you need to know how to **format text**. In addition to making your document more appealing, **formatted text** can draw the reader's attention to specific parts of the document and help communicate your message.

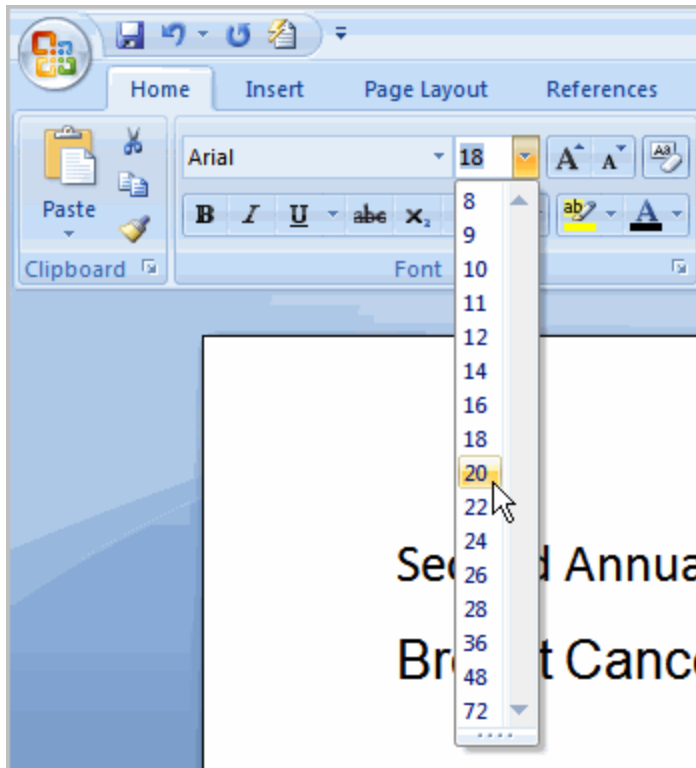
format the font size, style, and color; and use the Bold, Italic, Underline, and Change Case commands

To Format Font Size:

Select the text you wish to modify.

Left-click the **drop-down arrow** next to the **font size box** on the Home tab. The font size drop-down menu appears.

Move your cursor over the various font sizes. A **live preview** of the font size will appear in the document.



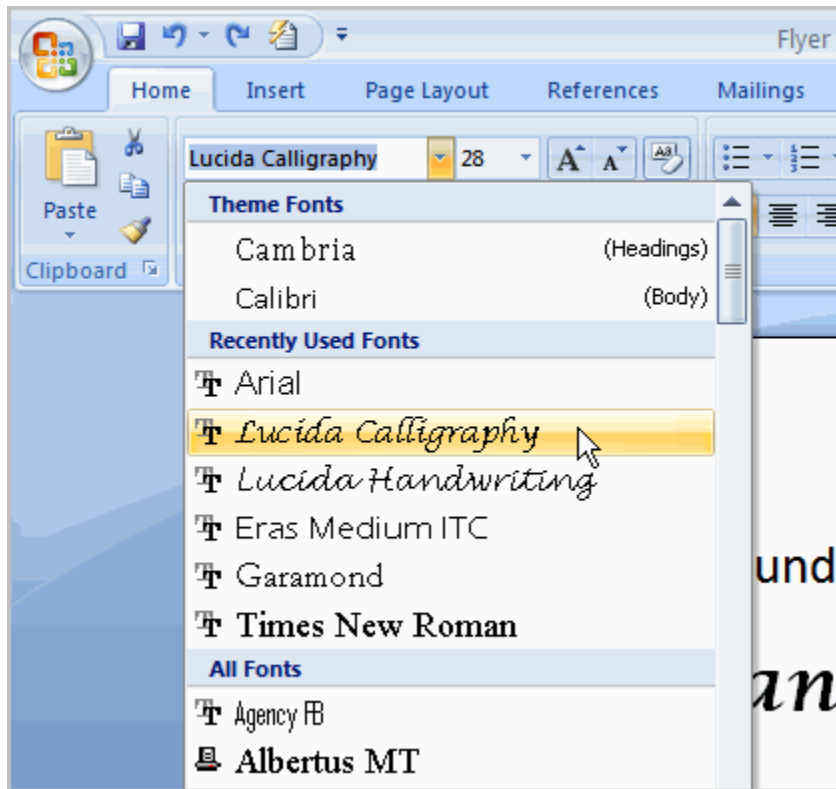
Left-click the font size you wish to use. The font size will change in the document.

To Format Font Style:

Select the text you wish to modify.

Left-click the **drop-down arrow** next to the **font style box** on the Home tab. The font style drop-down menu appears.

Move your cursor over the various font styles. A **live preview** of the font will appear in the document.



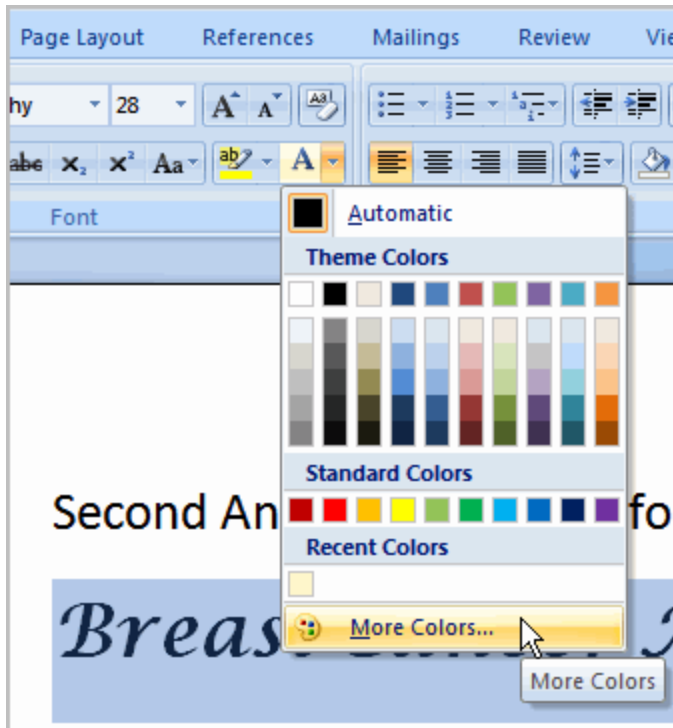
Left-click the font style you wish to use. The font style will change in the document.

To Format Font Color:

Select the text you wish to modify.

Left-click the drop-down arrow next to the **font color box** on the Home tab. The font color menu appears.

Move your cursor over the various font colors. A live preview of the color will appear in the document.



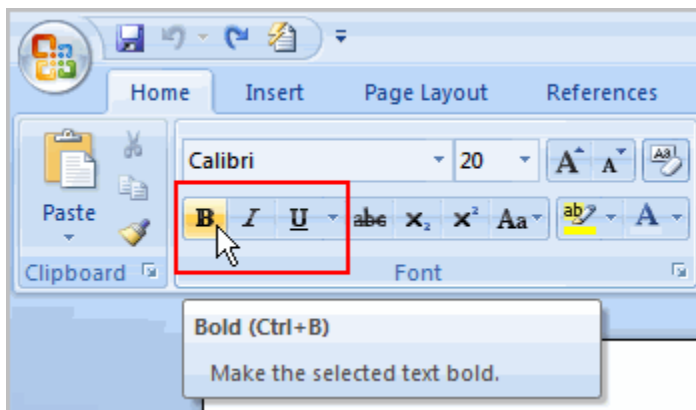
Left-click the font color you wish to use. The font color will change in the document.

Your color choices aren't limited to the drop-down menu that appears. Select **More Colors** at the bottom of the list to access the Colors dialog box. Choose the color that you want and click OK

To Use the Bold, Italic, and Underline Commands:

Select the text you wish to modify.

Click the Bold, Italic, or Underline command in the **Font group** on the Home tab.

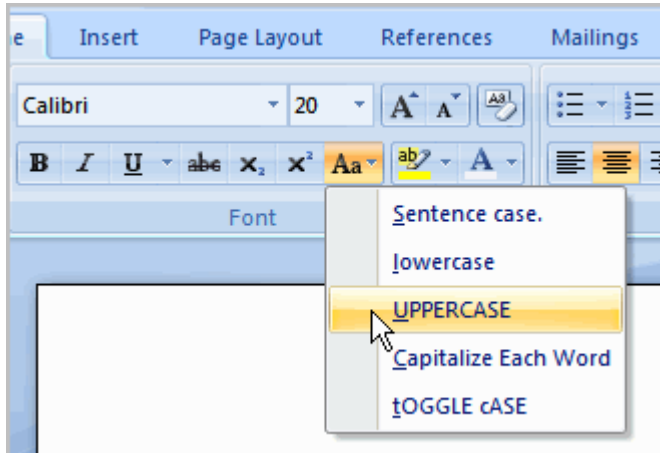


To Change the Text Case:

Select the text you wish to modify.

Click the **Change Case** command in the **Font** group on the Home tab.

Select one of the case options from the list.



To Change Text Alignment:

Select the text you wish to modify.

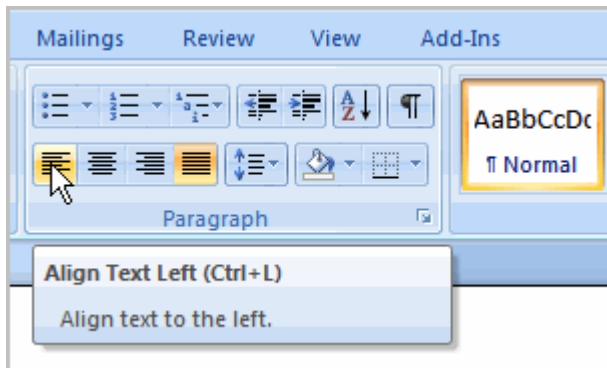
Select one of the four **alignment options** from the Paragraph group on the Home tab.

Align Text Left: Aligns all the selected text to the left margin.

Center: Aligns text an equal distance from the left and right margins.

Align Text Right: Aligns all the selected text to the right margin.

Justify: Justified text is equal on both sides and lines up equally to the right and left margins. Traditionally many books, newsletters, and newspapers use full-justification.

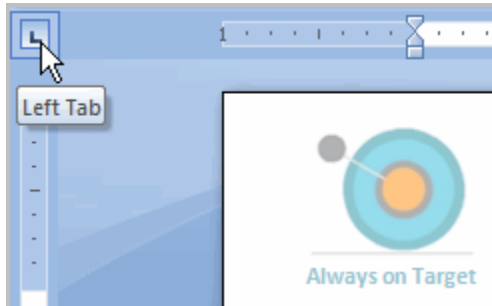


Formatting Text


Using Indents and Tabs


The Tab Selector

The **tab selector** is above the **vertical ruler** on the left. Hover over the tab selector to see the name of the type of tab that is active.



The tab options are:


First Line Indent : Inserts the indent marker on the ruler and indents the first line of text in a paragraph.

Hanging Indent : Inserts the hanging indent marker and indents all lines other than the first line.

Left Tab : Moves text to the right as you type.

Center Tab : Centers text according to the tab.

Right Tab : Moves text to the left as you type.

Decimal Tab : Aligns decimal numbers using the decimal point.

Bar Tab : Draws a vertical line on the document.

To Set a Tab Stop to Indent the First Line of Text:

Click the **tab selector** until the **First Line Indent** icon is visible.

Left-click at any point on the **horizontal ruler**.

The First Line Indent icon will appear.

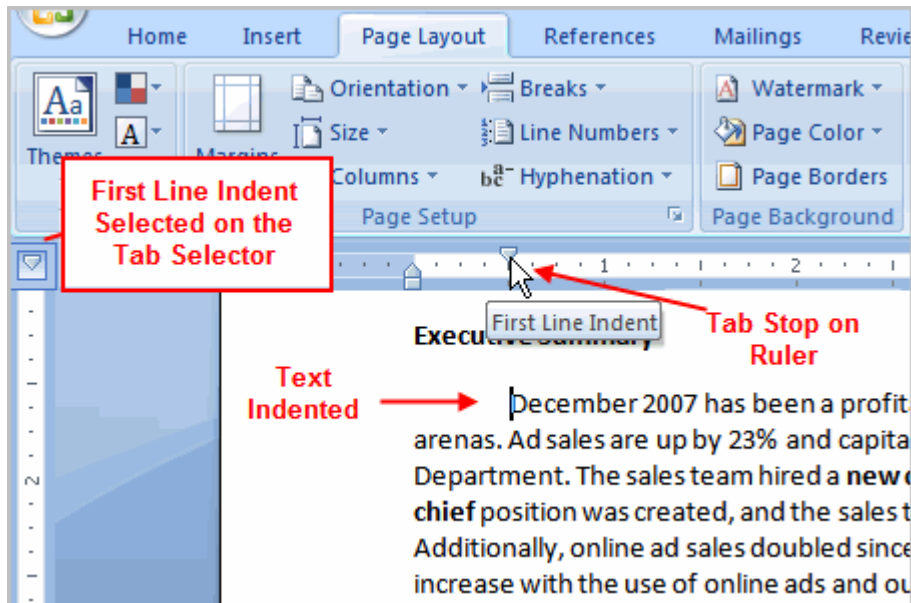
The tab options are:

To Set a Tab Stop to Indent the First Line of Text:

Click the **tab selector** until the **First Line Indent** icon is visible.

Left-click at any point on the **horizontal ruler**.

The First Line Indent icon will appear.



Press the **Enter** key to start a new paragraph and your insertion point will automatically indent to that point.

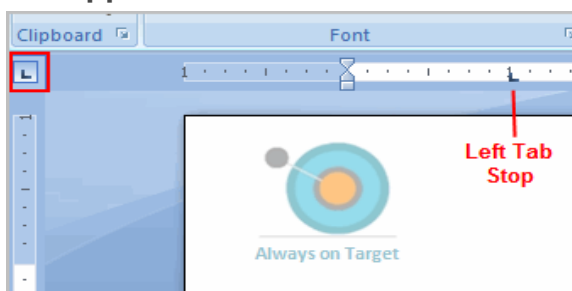
To move a tab stop once you have inserted it, left-click and drag the tab stop back and forth on the ruler.

You can set the **Hanging Indent** the the same way; however this tab stop changes all the **other lines** in a paragraph.

To Set the Left, Center, Right, and Decimal Tab Stops:

Click the tab selector until the tab stop you wish to use appears.

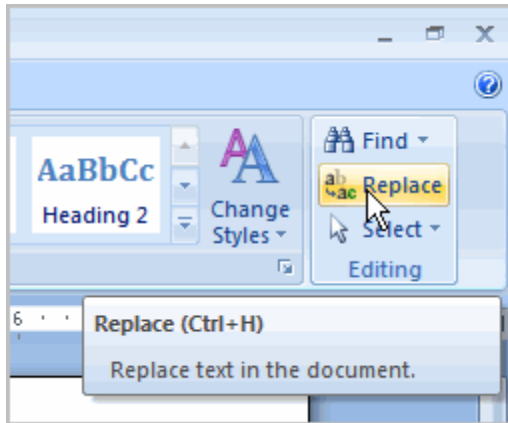
Left-click the location on the horizontal ruler where you want your text to appear.



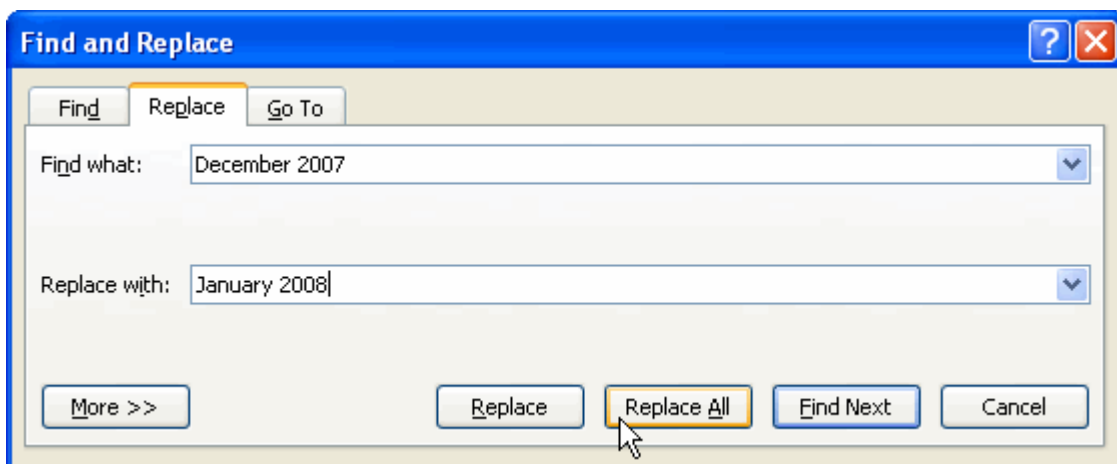
Press the Tab key to reach the tab stop.

Use Find and Replace to Replace Existing Text:

Click the Replace command on the Home tab. The Find and Replace dialog box appears.



Enter text in the **Find** field that you wish to locate in your document.
Enter text in the **Replace** field that will replace the text in the Find box.



Click OK. The change is made in the document.

You can also use the **Find command** to locate **specific information** in a document. For example, if you are working with a twenty page report, it would be time consuming to search the document for a specific topic. You can use the Find command to locate **all instances** of the word or phrase in the document. This is a great way to **save time** when working with long documents.

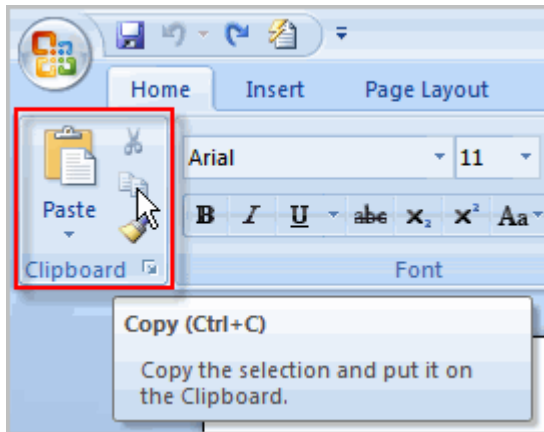
To Copy and Paste Text :

Select the text you wish to copy.

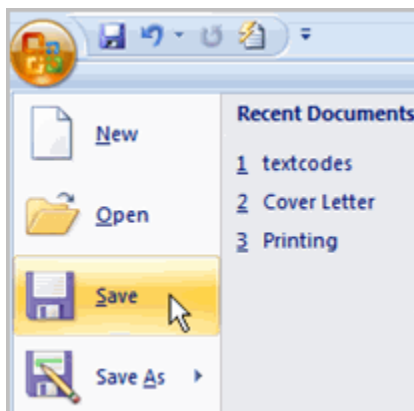
Click the **Copy** command on the Home tab.

Place your insertion point where you wish the text to appear.

Click the **Paste** command on the Home tab. The text will appear.



Saving Documents



It is important to know how to save the documents you are working with. There are many ways you **share and receive documents**, which will affect how you need to save the file.

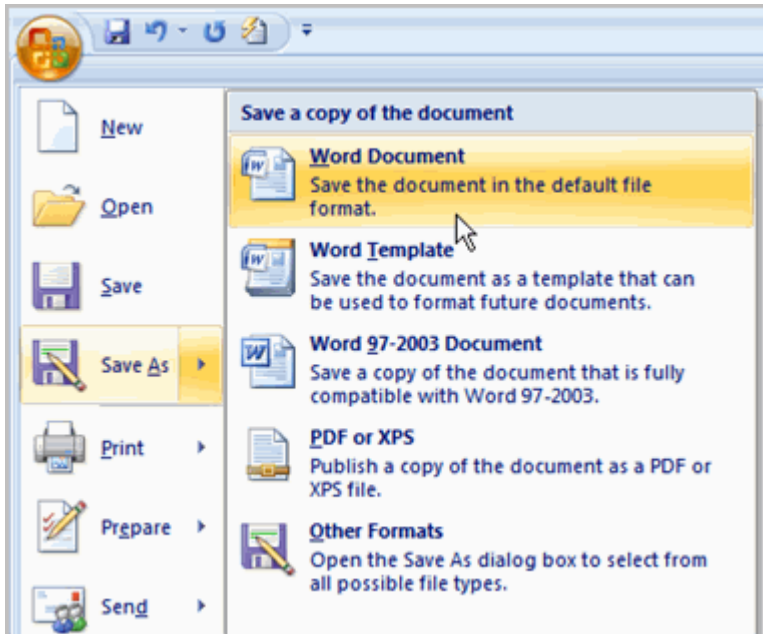
Are you downloading the document? Saving it for the first time? Saving it as another name? Sharing it with someone that does not have Word 2007? All of these things will affect how you **save your Word documents**. you will learn how to use the save and save as commands, how to save as a Word 97-2003 compatible document, and how to save as a PDF.

2 - How to Save Documents

To Use the Save As Command:

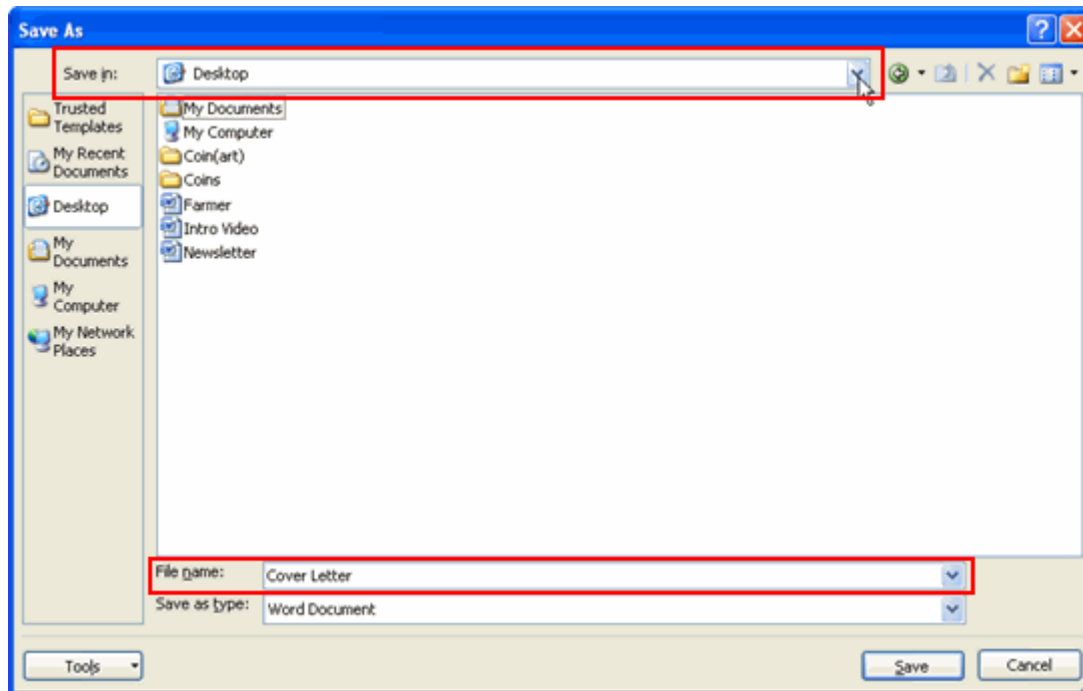
Click the **Microsoft Office Button**.

Select **Save As → Word Document**. The **Save As** dialog box appears.



Select the **location** you wish to save the document using the drop-down menu.

Enter a **name** for the document.



Click the **Save** button.

To Use the Save Command:

Click the **Microsoft Office Button**.

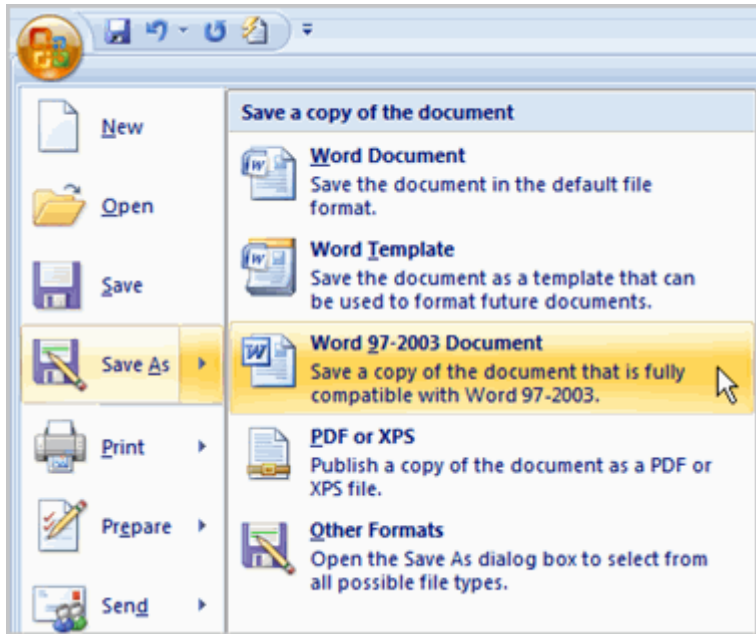
Select **Save** from the menu.

Using the Save command saves the document in its current location using the same file name. If you are saving for the first time and select **Save**, the **Save As** dialog box will appear

To Save As Word 97 - 2003 Document:

Click the Microsoft Office Button.

Select Save As → Word 97-2003 Document.



Select the location you wish to save the document using the drop-down menu.
Enter a name for the document.
Click the Save button.

To Download the PDF Extension:

Click the Microsoft Office Button.
Select Save As → Find add-ins for other file formats. This will open your web browser to the Microsoft site.
Follow the instructions on the Microsoft site for downloading the extension.

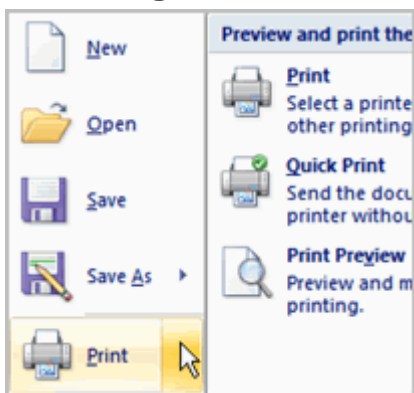
To Save As a PDF:

Click the Microsoft Office Button.
Select Save As → PDF. The Save As dialog box will appear.



Select the location you wish to save the document using the drop-down menu.
 Enter a name for the document.
 Click the Publish button.

3- Printing



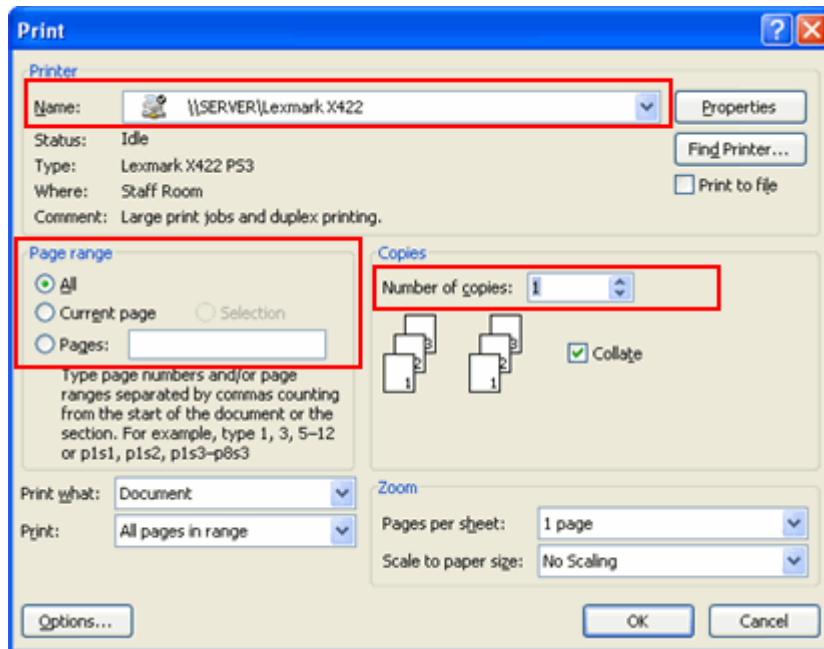
Once you complete your document, you may want to **print** it for various reasons. three basic features of printing in Word including **Print Preview**, **Quick Print**, and **traditional Print**.

Printing

To Preview the Document Before Printing:

Click the Microsoft Office Button.

Select **Print** → **Print Preview**. The document opens in Print Preview format



Click OK.

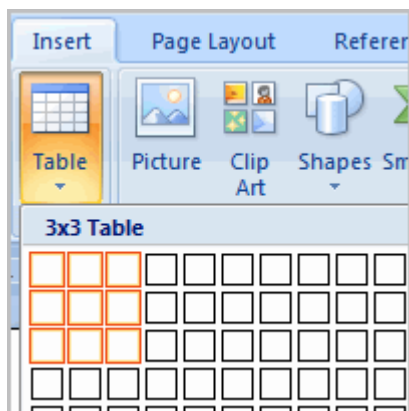
To Print via Quick Print:

Click the Microsoft Office Button.

Select → **Quick Print**.

The document automatically prints to the default printer

4- Inserting Tables



A **table** is a grid of cells arranged in **rows** and **columns**. Tables can be customized and are useful for various tasks such as presenting text information and numerical data.

how to convert text to a table, apply table styles, format tables, and create blank tables

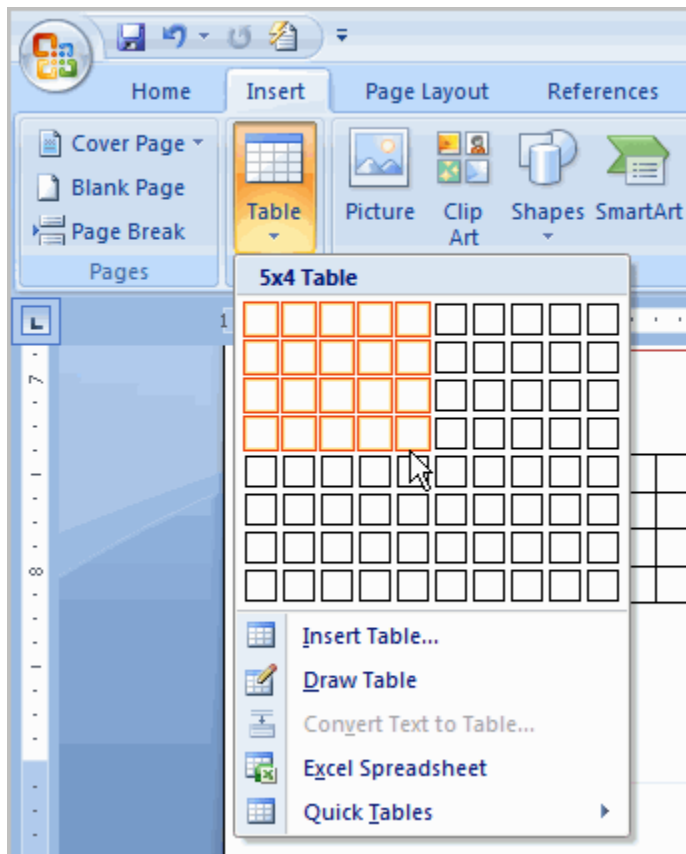
To Insert a Blank Table:

Place your insertion point in the document where you want the table to appear.

Select the Insert tab.

Click the **Table** command.

Drag your mouse over the diagram squares to select the number of columns and rows in the table.



Left-click your mouse and the table appears in the document.

Enter text into the table

Inserting and Modifying Tables

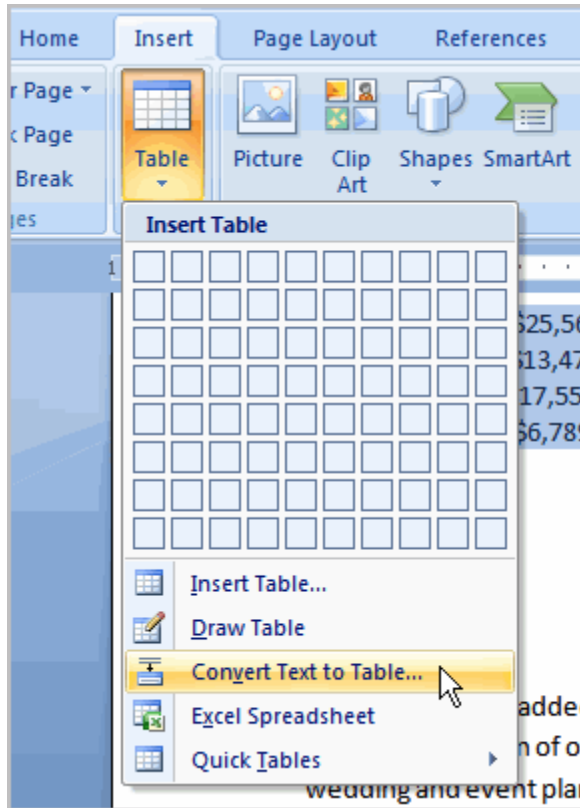
To Convert Existing Text to a Table:

Select the text you wish to convert.

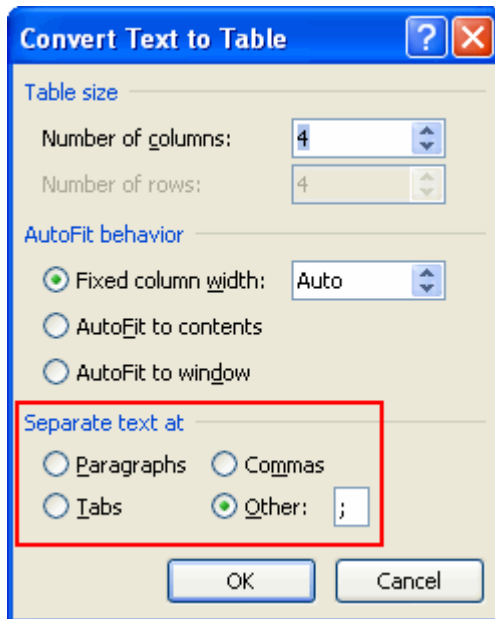
Select the **Insert** tab.

Click the **Table** command.

Select **Convert Text to Table** from the menu. A dialog box appears.



Choose one of the options in the **Separate text at:** section. This is how Word knows what text to put in each column.



Click OK. The text appears in a table.

To Add a Row Above an Existing Row:

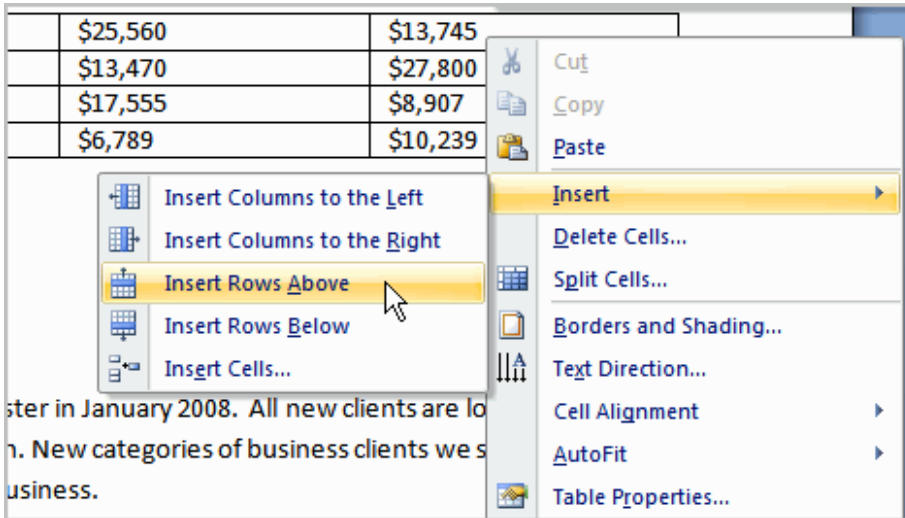
Place the insertion point in a row below the location you wish to add a row.

By Salesperson			
Current Salespeople & Monthly Ad Sales (Print, TV, Web)			
Jim M.	\$10,252	\$25,560	\$13,745
Beth W.	\$5,550	\$13,470	\$27,800
Luiz D.	\$8,547	\$17,555	\$8,907
Alice S.	\$13,578	\$6,789	\$10,239

Insertion point is in FIRST row so we can add a new row ABOVE it.

Right-click the mouse. A menu appears.

Select Insert → Insert Rows Above.



ster in January 2008. All new clients are lo
n. New categories of business clients we s
business.

A new row appears above the insertion point

By Salesperson	
Current Salespeople & Monthly Ad Sales (Print, TV, V	
Jim M.	\$10,252
Beth W.	\$5,550
Luiz D.	\$8,547
Alice S.	\$13,578

To Add a Column:

Place the **insertion point** in a **column adjacent** to the location you wish the new column to appear.

Right-click the mouse. A menu appears.

Select **Insert → Insert Columns to the Left** or **Insert Columns to the Right**. A new column appears.

To Delete a Row or Column:

Select the row or column.

Right-click your mouse and a menu appears.

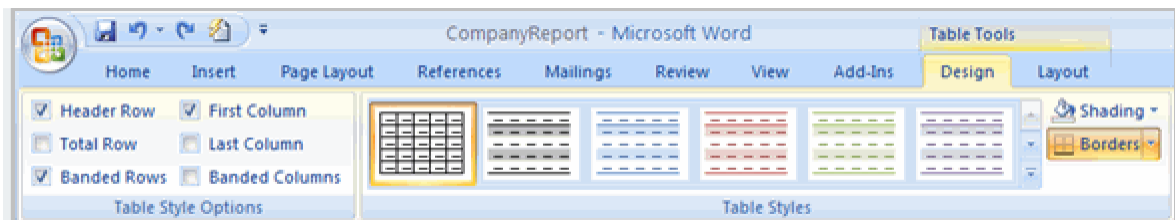
Select **Delete Columns** or **Delete Rows**

Table Style

To Apply a Table Style:

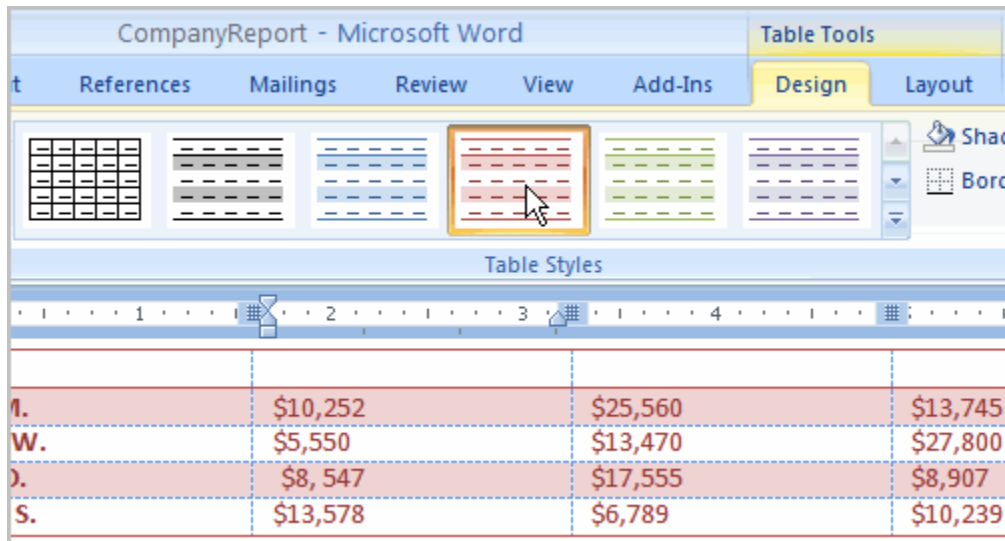
Select the table. A **Table Tools Design** tab now appears on the Ribbon.

Select the **Design** tab to access all the **Table Styles** and **Options**.



Click through the various styles in the **Table Styles** section.

Left-click a style to select it. The table style will appear in the document.



You can modify which table styles are displayed. In the **Table Styles Options** you can select and deselect various table options.

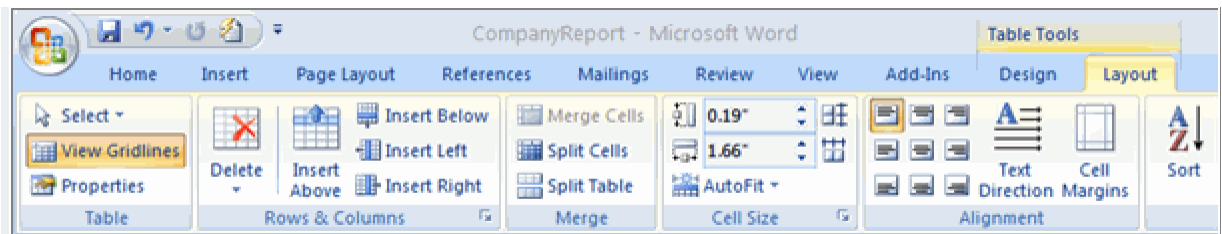
For example, you can select Banded Rows and only tables with banded rows will appear in the Tables Styles section.

Want to have a little more creative freedom when it comes to formatting your tables? You can manually change the table border or shading, change line weight, or erase part of the table.

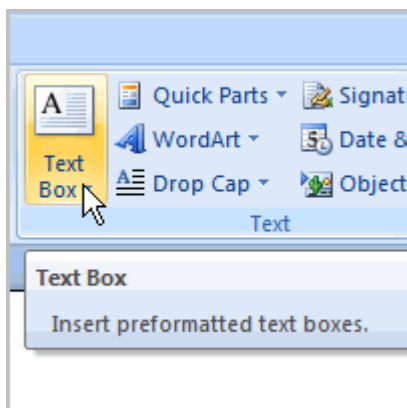
Modify a Table Using the Layout Tab

When you select a table in Word 2007, **Design** and **Layout** tabs appear under **Table Tools** on the Ribbon. Using commands on the Layout tab you can make a variety of modifications to the table such as:

- Adding and deleting columns,
- Adding and deleting rows,
- Changing the cell size,
- Aligning cell text,
- Changing text direction,
- Merging and splitting cells,
- And More.



5-Text boxes



You may want to **insert a text box** into your document to draw attention to specific text or so that you have the ability to **easily move text** around within a document.

Text Boxes

To Insert a Text box:

Select the **Insert** tab on the Ribbon.

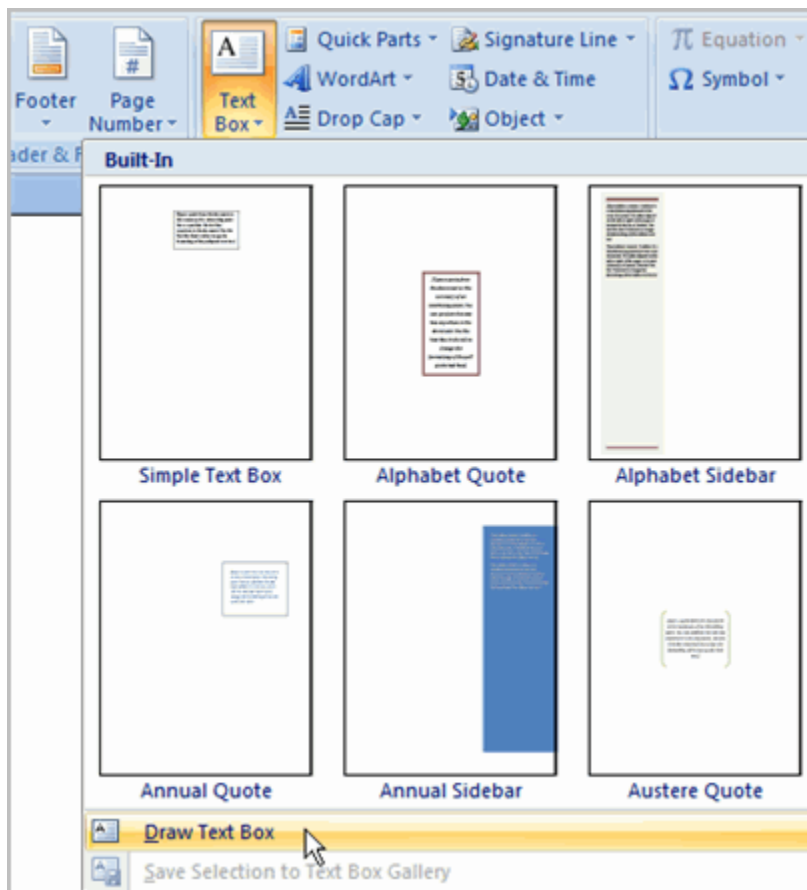
Click the **Text Box** command in the **Text** group.

Select a **Built-in text box** or **Draw Text Box** from the menu.

If you select **Built-in text box**, left-click the text box you wish to use and it will appear in the document.

OR

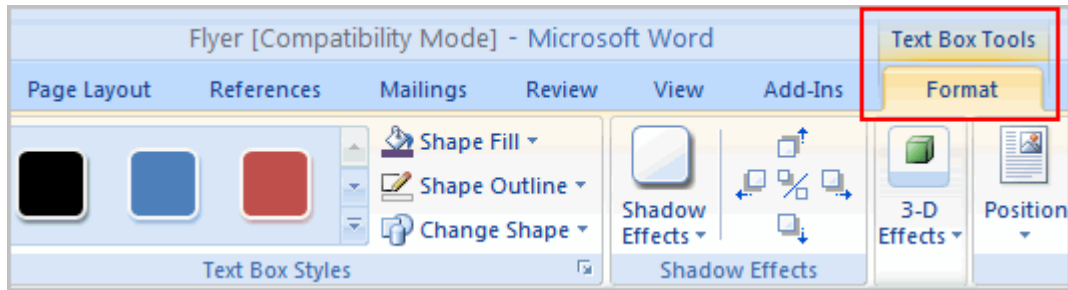
If you select **Draw Text Box**, a crosshair cursor will appear. Left-click your mouse and while holding it down, drag your mouse until the text box is the desired size.



Release the mouse button.

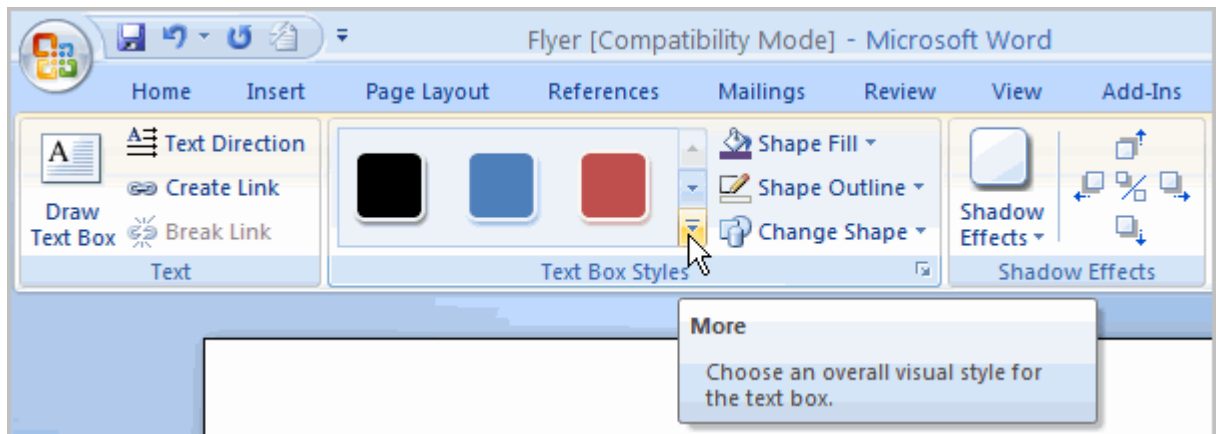
To Change Text Box Style:

Select the text box. A new **Format** tab appears with Text Box Tools.



Select the Format tab.

Click the **More drop-down arrow** in the Text Box Style group to display more style options.



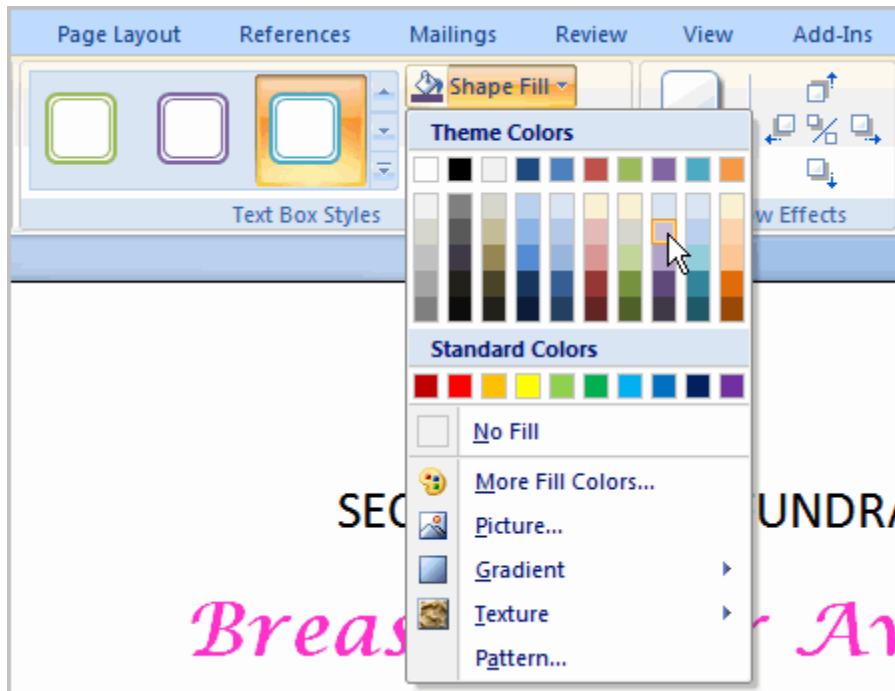
Move your cursor over the styles and Live Preview will preview the style in your document.

Left-click a style to select it.

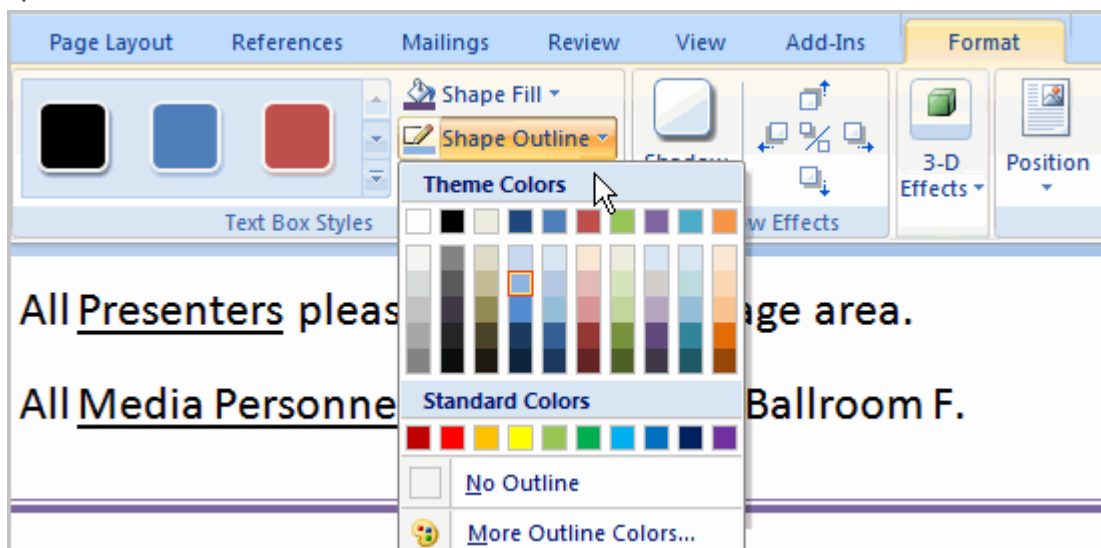
To Change Shape Fill:

6- Shapes

Select the text box. A new **Format tab** appears with Text Box Tools.



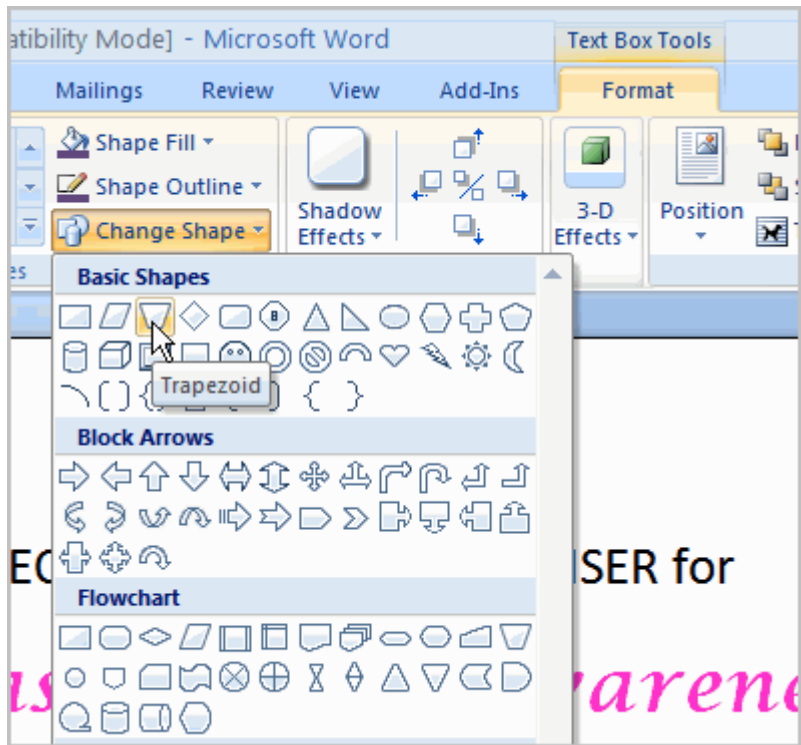
Click the **Shape Fill** command to display a drop-down list.
 Select a color from the list, choose No Fill, or choose one of the other options



Select a color from the list, choose, or choose one of the other options.

To Change the Text Box Shape:

Select the text box. A new **Format** tab appears with Text Box Tools.
 Click the **Change Shape** command to display a drop-down list.



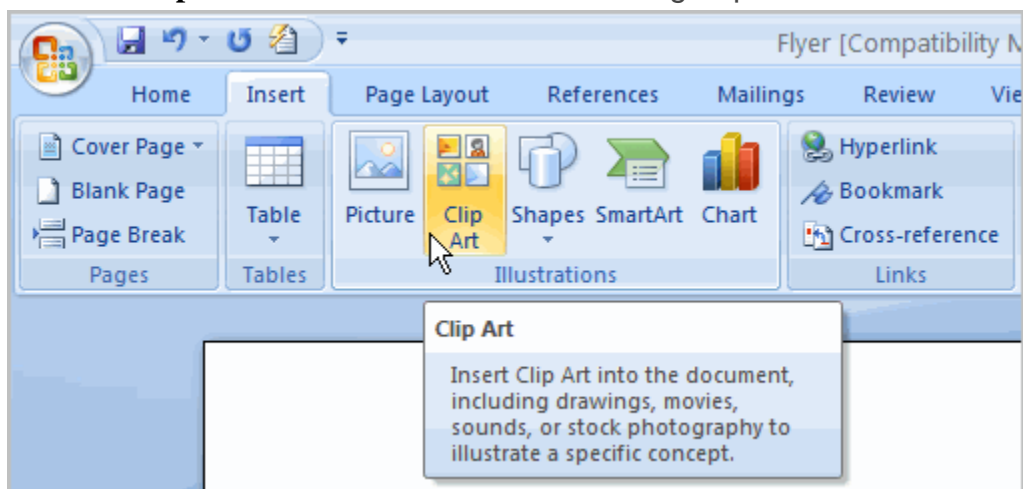
Select a shape from the list.

7- Inserting Clip Art:

To Locate Clip Art:

Select the **Insert** tab.

Click the **Clip Art** command in the **Illustrations** group.



The Clip Art options appear in the **task pane** on the right.

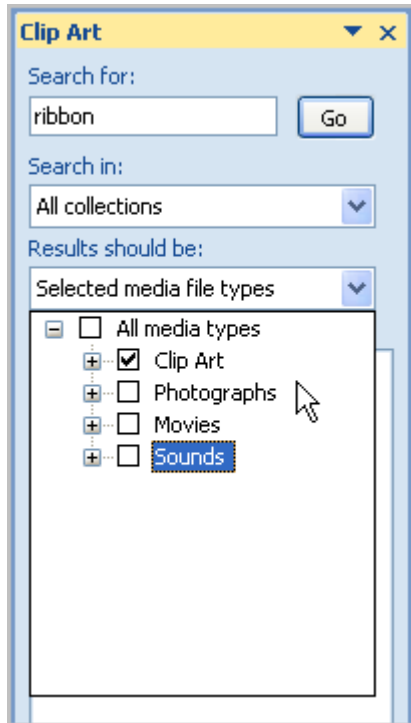
Enter keywords in the **Search for:** field that are related to the image you wish to insert.

Click the drop-down arrow next to the **Search in:** field.

Select **Everywhere** to ensure that Word searches your computer and its online resources for an image that meets your criteria.

Click the drop-down arrow in the **Results should be:** field.

Deselect any types of images you do not wish to see.



Click **Go**.

To Insert Clip Art:

Review the results from a clip art search.

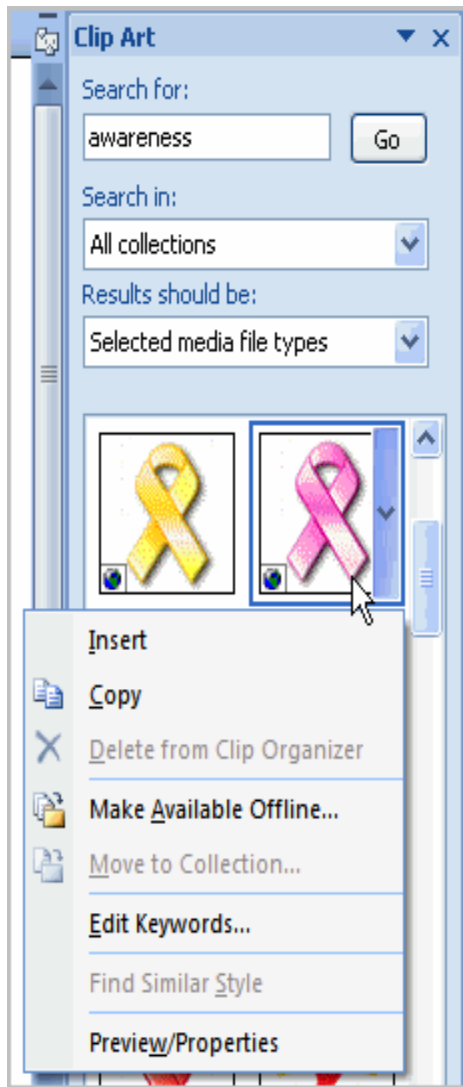
Place your **insertion point** in the document where you wish to insert the clip art.

Left-click an image in the task pane. It will appear in the document.

OR

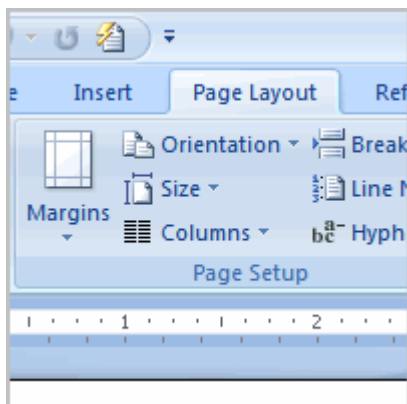
Left-click the **arrow next to an image** in the task pane.

Select Insert, Copy, or any of the other options on the list.



Modifying Page Layout

Introduction



You may find that the **default page layout settings** in Word are not sufficient for the document you wish to create, in

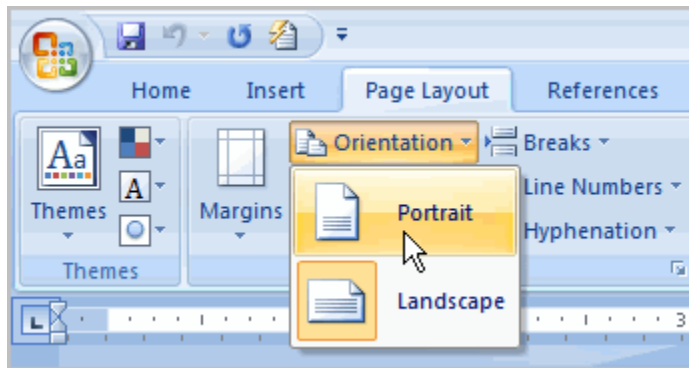
which case you will want to modify those settings. In addition, you may want to change the **page formatting** depending on the document you are creating. How to change the page orientation, paper size, and page margins, and insert a break.

Page Layout and Formatting

To Change Page Orientation:

Select the **Page Layout** tab.

Click the **Orientation** command in the Page Setup group.



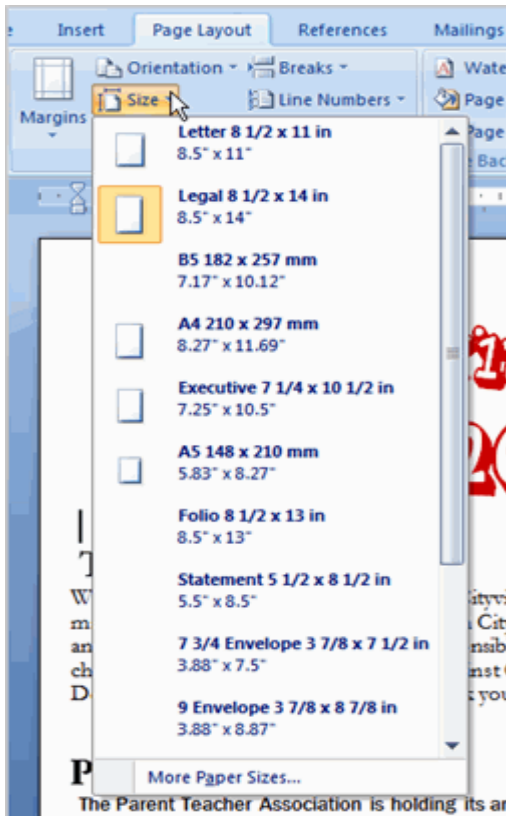
Left-click either **Portrait** or **Landscape** to change the page orientation.

Landscape format means that everything on the page is oriented **horizontally** and **portrait** format is oriented **vertically**.

To Change the Paper Size:

Select the Page Layout tab.

Left-click the **Size** command and a drop-down menu will appear. The current paper size is highlighted.



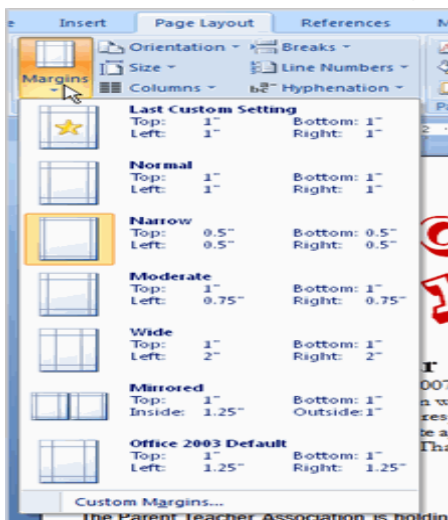
Left-click a **size option** to select it. The page size of the document changes
 Modifying Page Layout

To Format Page Margins:

Select the **Page Layout** tab.

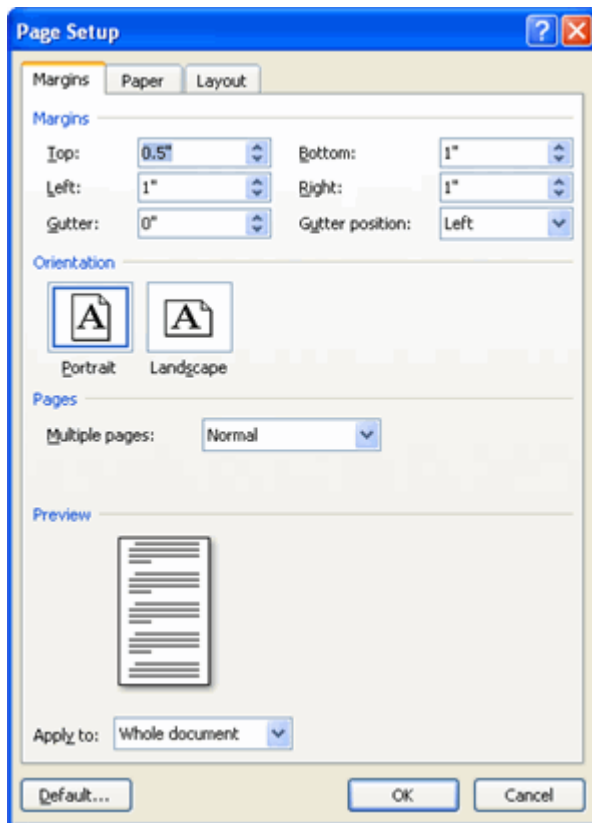
Click the **Margins** command. A menu of options appears. **Normal** is selected by default.

Left-click the predefined margin size you want.



OR

Select **Custom Margins** from the menu. The Page Setup dialog box appears.



Enter the desired margin size in the appropriate fields.

You can always access the **Page Setup** dialog box by clicking the small arrow in the bottom-right corner of the Page Setup group. The dialog box should look familiar to people who have used previous versions of Word.