



Word 2007/10/13

1 Introduction

Objectives

- Understand the new Word 2007 Interface
- Navigate the Office button
- Learn about the Quick Access menu
- Navigate the Ribbon menu interface
- Understand the I-beam
- Learn basic editing techniques
- Using Help

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Introduction

Microsoft Word is one of several popular word processing programs. Most of these programs use the same basic techniques to help you write letters, reports, labels and other documents.

Opening Microsoft Office Word 2007/10/13

Click on the Word icon either from Windows desktop or **Start** menu. In the **Start** menu, **Microsoft Office Word 2007** is in the folder **Microsoft Office**.



Microsoft Word 2007 Screen

You will notice the new ribbon menu system. The new menu uses contextual tabs, which are functionality specific only to the object with focus, and many other features like Live Preview enables you to view the document without making any permanent changes.

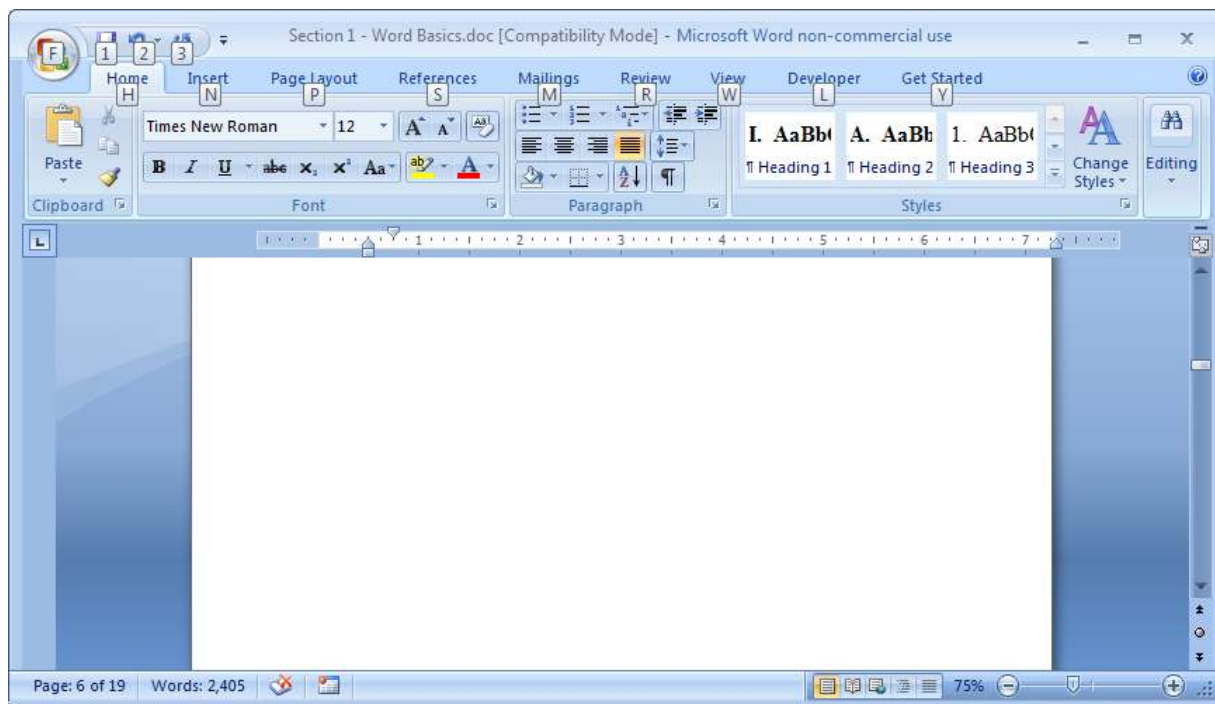
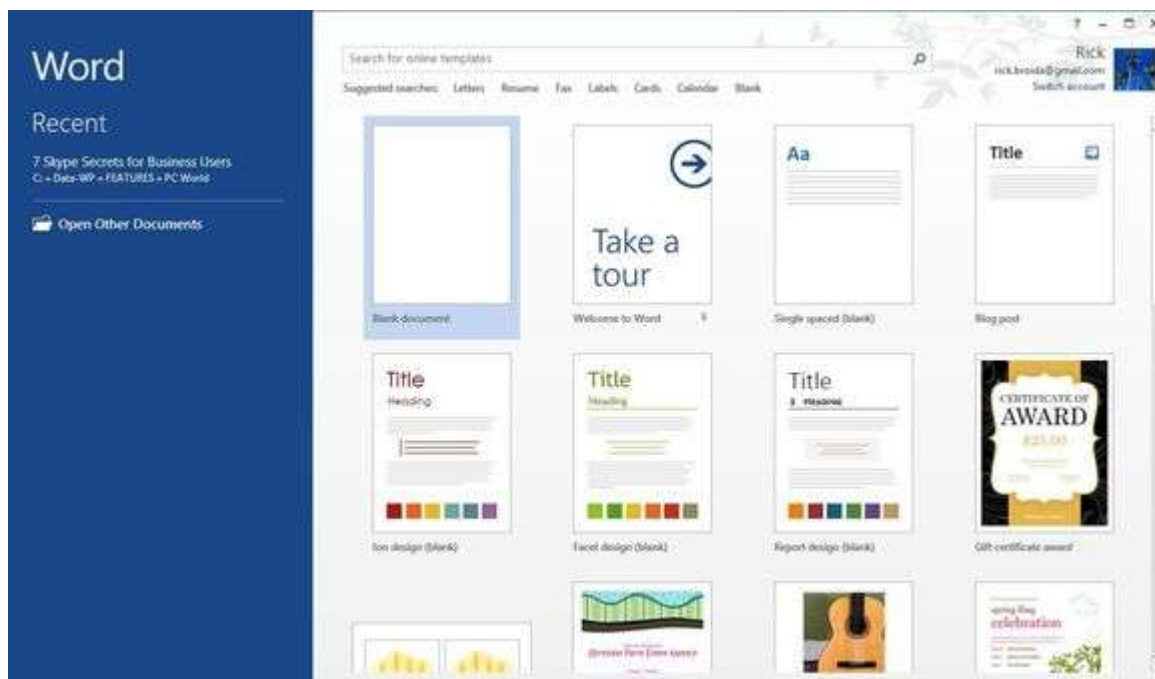


Figure 1 - Home Ribbon

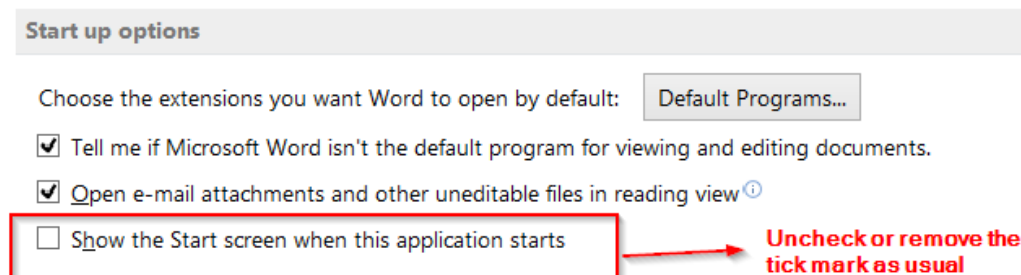
The New Office Word 2013 Start Screen



This is the new Word 2013 opening screen. It OK if you want to pull up your most recent document, but if you want to start a new document is another extra click. Previous versions of Word automatically start with a new blank document. If you are use to the way previous versions of Word worked, it is easy to configure Office to bypass that screen for all of the Office programs.

Lets put it back the way it use to work:

1. Click **File>Options**.
2. In the **General** window (which should appear by default), look to the "Start up options" section. Uncheck the box marked **Show the Start screen when this application starts**.
3. Click **OK**.



The New Office Menu in 2007/10/13

There are three major features in the new Word 2007 menu system: the **Microsoft Office Button**, the **Quick Access Toolbar**, and the **Ribbon Tab**.

These three features contain many of the functions that were in the menu of previous versions of Word. The functions of these three features will be more fully explored later.

The Ribbon Interface

The ribbon menu is the standard interface on all Microsoft products starting with Office 2007. You simply click on the tab to navigate to a different ribbon. When you launch Office work the **Home** ribbon is the first ribbon. Within a ribbon, there are different sections.

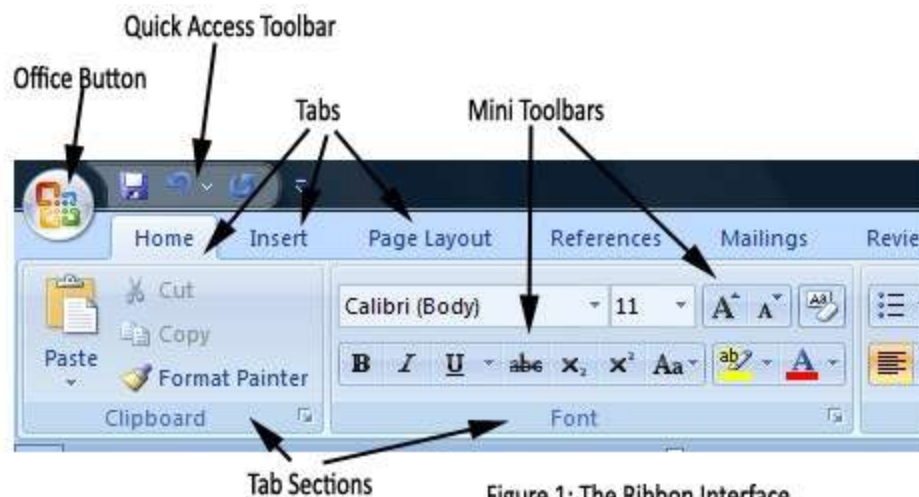
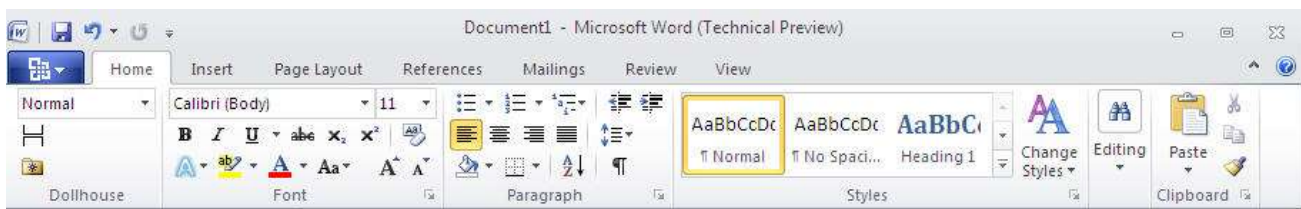


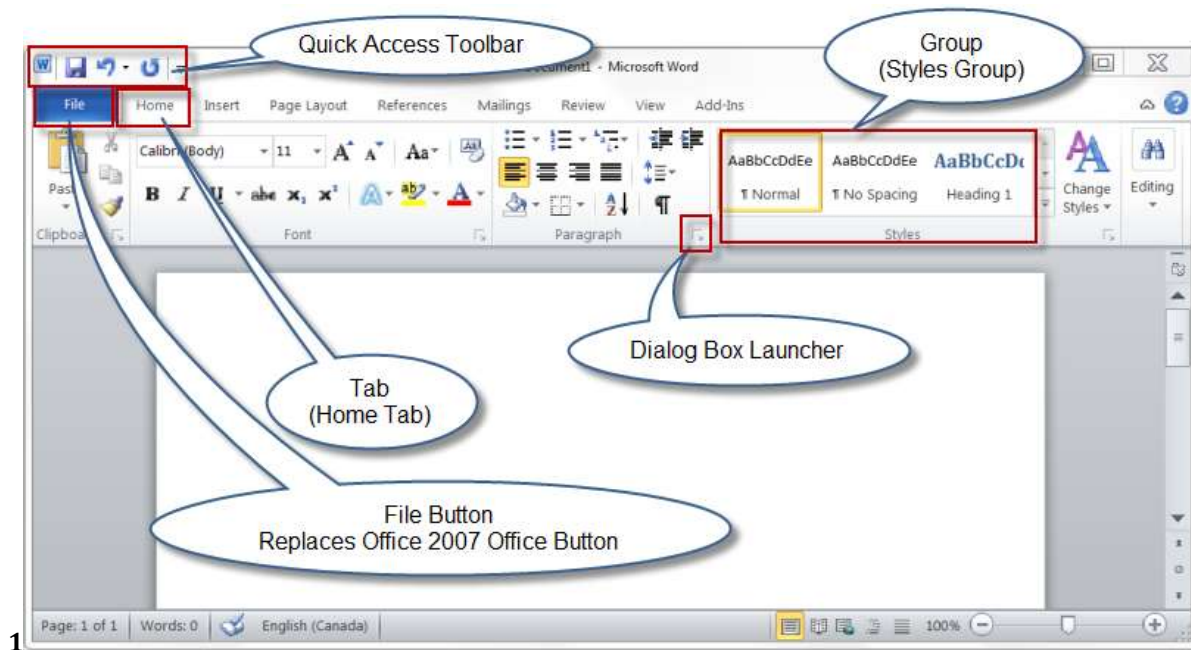
Figure 1: The Ribbon Interface

Office Word 2007



New Office Word 2013

Note: In 2010, Microsoft has abandoned the **Office Button** and return the original **File menu** concept back with the new **File tab**.



Office Word 2010 Ribbon

Ribbon (Tab)

Section/Group

Home	Clipboard, Fonts, Paragraph, Styles and Editing.
Insert	Tables, Illustrations, Links, Header & Footer, Text, and Symbols
Page Layout	Themes, Page Setup, Page Background, Paragraph, Arrange
References	Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities
Mailings	Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish
Review	Proofing, Comments, Tracking, Changes, Compare, Protect
View	Document Views, Show/Hide, Zoom, Window, Macros

On Demand Ribbon

Other tabs are On Demand tabs. These menus are context sensitive to the task you are work on, like tables, drawings, diagrams, and charts.

For example, if you click on an inserted graphics, the menu associated with working with graphic will appear.

Table Tools Design/Layout Context sensitive tab that appear when working with Tables

Picture Tools Tab/Format Appears when working with graphics.

Word Art Tools/Format Appears when working with WordArt.

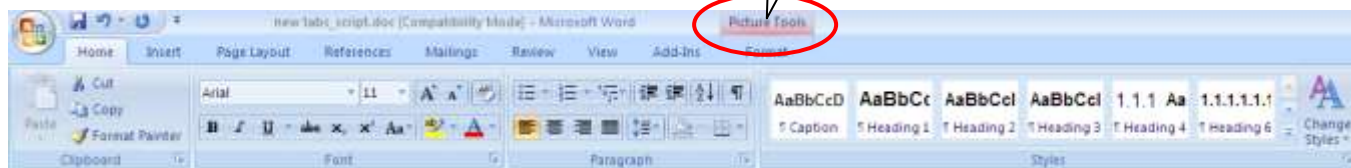
Text Box Tools/Format Appears when working with Text Box.

Exercise - On-demand Tabs

The tabs are sensitive to the context in which you are working. To illustrate this, suppose you had inserted an image into your document.

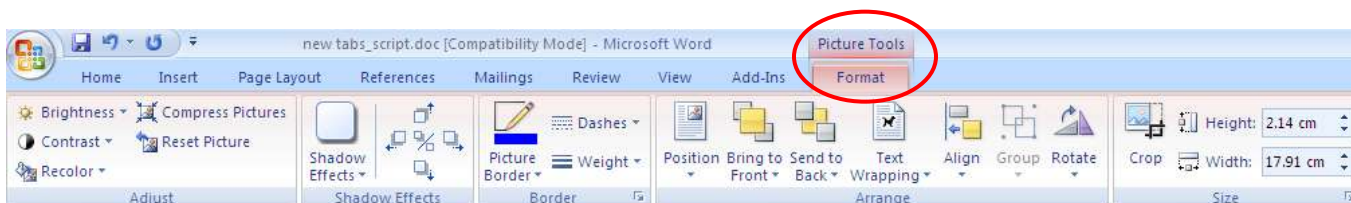
4. Open a blank document.
5. Click the **Insert** tab.
6. Click on **Shapes**
7. Select any shape

On Demand Tool



On selecting the image, the **Picture Tools** tab appears where previously it was hidden.

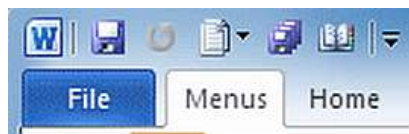
8. Clicking away from the picture in a white area.
9. Notice that the menu is hidden; click on the picture again.



The Office Button or File tab (Word 2010)

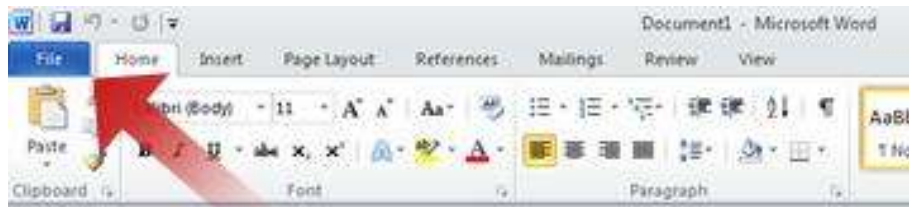


2007



2010

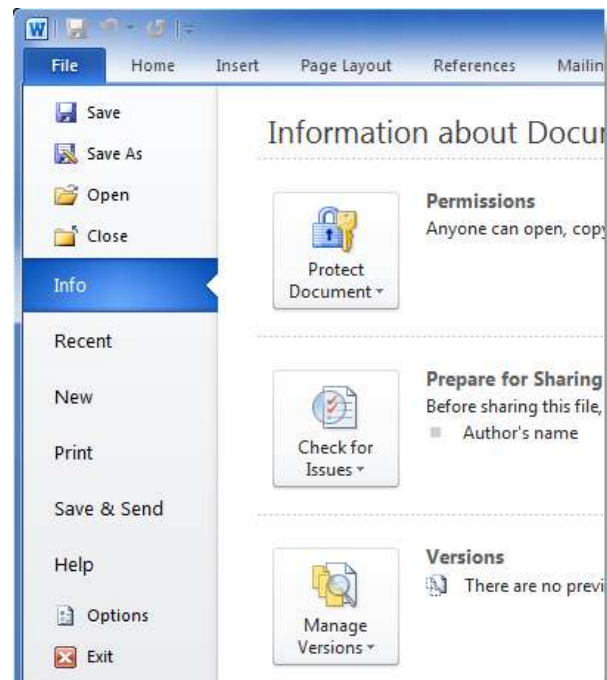
In the upper-left corner is the **Office Button**. However In **Word 2010** this has been replaced by the familiar **File tab**. When you click the button, a menu appears. You can use the menu to create a new file, open an existing file, save a file, and perform many other tasks relating to file management.



Office 2010



2007 Office Menu Options



2010 File Button Option

The Office Button/ File tab tasks including:

New	Create new blank document
Open	Open an existing saved document
Save	Saves the current working document
Save As	Saves the current document with a different name, type or file location.
Print	Print all pages in the document or certain page. You can print multiple copies and specify which printer to print to.
Print Preview	Display the document on screen as it will appear when printed

Publish	Send your document to a server, web space or blog. Paste Pastes the contents of the Clipboard where your cursor is located (same as Edit, Paste)
Close	Close the current active document.
Word Options	Lets you customize Word. Note: Formerly known as Tools>Options in Word 95-2003.

The Quick Access Toolbar



Next to the Microsoft **Office Button** is the **Quick Access toolbar**. The **Quick Access toolbar** provides you with access to commands you frequently use. By default Save, Undo, and Redo appears on the Quick Access toolbar. You can use Save to save your file, Undo to rollback an action you have taken, and Redo to reapply an action you have rolled back.



Save - Saves the current document to it's original location. If the document os new, it will automatically prompt you to **SAVA AS**.



Undo - Reverses editing actions. In Word 2007 you have multiply levels of undo.



Redo - Repeats an editing command after using Undo



Customize Quick Access Toolbar – You can customize your Quick Access Toolbar by checking or uncheck each selection.

The Ribbon

The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page. To reduce clutter, some tabs are shown only when needed. For example, the Picture Tools tab is shown only when a picture is selected.

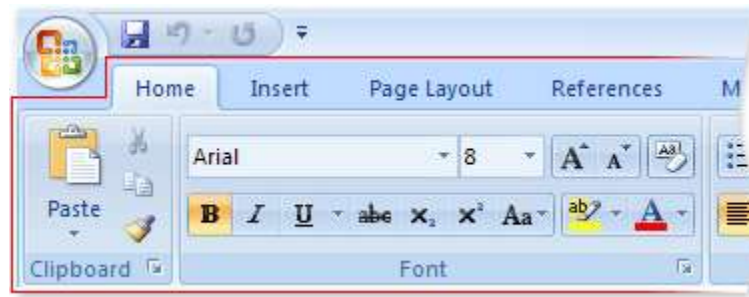


Figure 2 - Ribbon Menu

The Ribbon Tabs

The Ribbon tab allows you to navigate through the ribbons. It has seven tabs: **Home, Insert, Page Layout, References, Mailings, Review, and View**. Each Ribbon contains many new and existing features of Word which is divided into **groups**.

Ribbon Groups/Sections

The groups or sections are logical collections of features designed to perform functions that you will utilize in developing or editing your Word document. Commonly used features are displayed on the Ribbon, to view additional features within each group, click on the arrow at the bottom right of each group.



Clipboard Section

The Clipboard section is the same on all Office applications. In this section, you will find the standard **Cut, Copy** and **Paste**. The concept of the clipboard allows you to copy and move text within your document or to another document. This is not inclusive to just Office products. You can copy and paste an image from the internet or from Photoshop. But unlike

Windows standard clipboard, Office allows multiple copies.

Paragraph Section



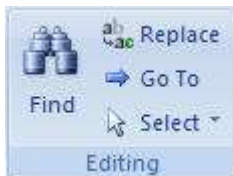
Contain tool for quick character formatting, such as bullet, list, multilevel list, indents, and justification (left, center and right). You can also adjust line spacing, font highlights and color.

Style Section

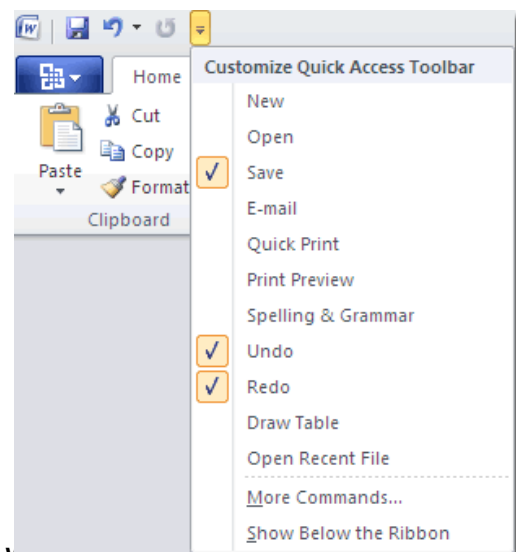
Contain tool for style formatting. We will learn more about Style in Lesson 5.



Editing Section



Customize the Quick Access Tool Bar

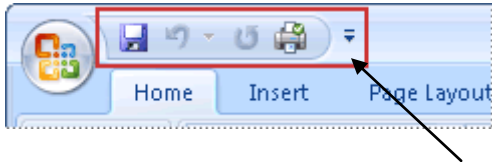


You can add or delete button to the Quick Access Toolbar. Click on the arrow at the end of the toolbar to launch a list of buttons. Check or uncheck the option you wish to add or delete. Choose More Commands, if you want to add a tool that is not on the list.

Minimize the Toolbar

Find and replace text in a document. You can find the **Select All** function here. Additionally you can select all the text with the same formatting.

There is no way to delete or replace the Ribbon with the toolbars and menus from the earlier versions of Microsoft Office. However, you can minimize the Ribbon to make more space available on your screen.

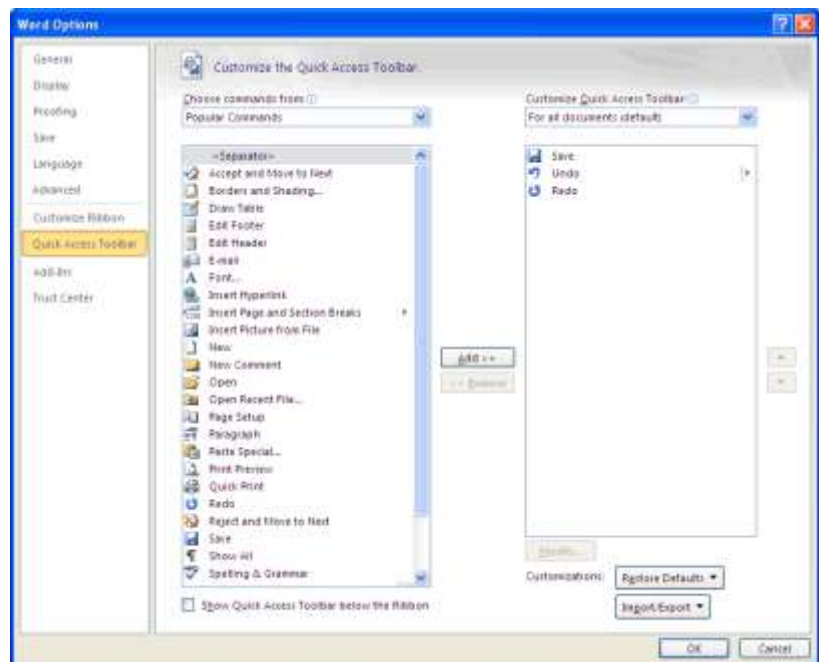


1. Click the arrow at the end of the tool bar.
2. Click **Customize Quick Access Toolbar**.
3. In the list, click **Minimize the Ribbon**.
4. To use the Ribbon while it is minimized, click the tab you want to use, and then click the option or command you want to use.

For example, with the Ribbon minimized, you can select text in your Microsoft Office Word document, click the Home tab, and then in the Font group, click the size of the text you want. After you click the text size you want, the Ribbon goes back to being minimized.

Customize in Word Options

You can also do more extensive customization in **Word Options** by going to the **Office button**.

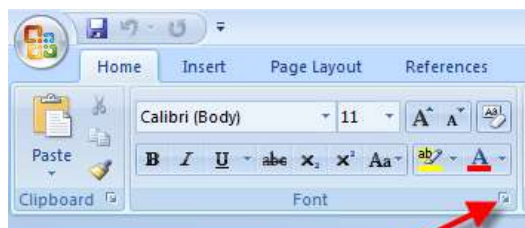


Section/Group Dialog Launcher

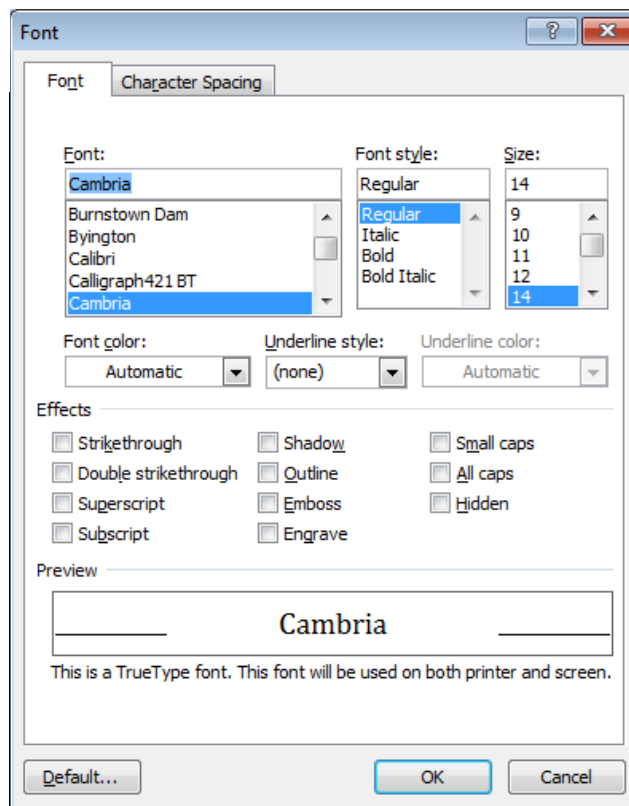
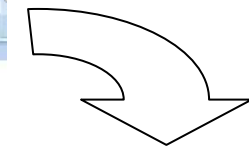
Some section group contain symbol in the right side of the box.



Click on the **dialog launcher button**. It will launch a dialog box relating to the context of the section. For example, when you click on the Font dialog launcher, the Font dialog box will appear:



Dialog Launcher



Font Section



The Formatting tools in the Font section provides shortcuts to applying formatting commands, changing the appearance of ***selected text*** in a document. This is known as character based formatting.

Character formatting is the lowest level of formatting and should be used sparingly. In later Lessons, we wish learn more about formatting using Style and Themes.

Font Section Tools

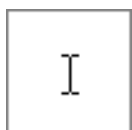
Font List	See the following pages for font styles.
Font Size	specify the size of the font to be used
Bullets	Create a bulleted list
Increase Size	Increase font point size.
Decrease Size	Decrease font point size.
Increase Size	Increase font point size.
Clear Formatting	Clear all formatting.
Border Options	Add borders to tables
Highlighting	Highlight selected text with color
Font Color	Change text color

Basic Editing Techniques

The Cursor or Insertion Pointer

Notice that you have a blinking cursor or **Insertion Pointer** on your screen. It's the flashing black vertical line. The location of the cursor is where your text will be placed when you type.

The I-Beam



You also have an **Insertion Beam** (also called an **I-Beam**). It looks like a large, thin capital I. If you don't see this I-Beam, move your mouse around on the page until you do. This is actually the mouse pointer.

When you move the mouse pointer off the document area, it changes back to our familiar arrow.

Beginning where you see the blinking cursor, type the word **Word**

Deleting Characters

There are several ways to delete or remove text that you have written

Use the **Backspace** key



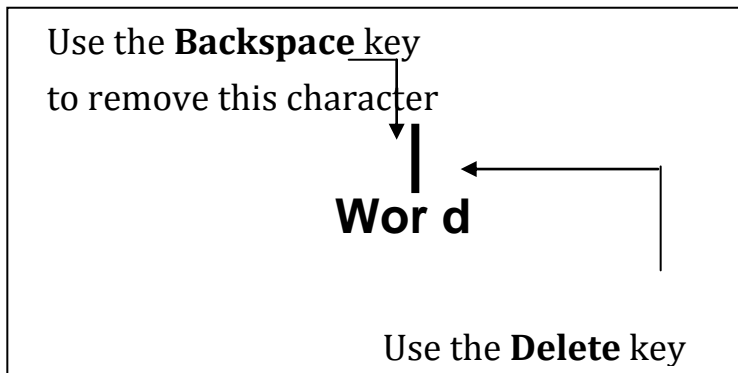
to delete characters **to the left** of the cursor



Use the **Delete** key

to delete characters to the right of the cursor

Move the **I-Beam** next to the letter you want to delete and click one time. This will move the cursor to that location. For example, move the I-Beam between the "r" and the "d" as in the following example, and click one time. Your blinking cursor will now be located there.



Practice deleting another letter.

Tip: Use the UNDO button to undo and restore the letters you deleted!



The magical, wonderful UNDO button:

Deleting Words

A basic technique in most Windows programs is known as “**Select and then Do.**” This means that you need to tell the program what you want to work with by selecting or **highlighting** those words or sections of your document.

To delete an entire word, you can use the **Backspace** key or the **Delete** key for each letter in the word (as you just did), or you can select the word first and then delete it all at once.

Type the word **Fun**. To select or highlight a word, you can do a couple of things.

Position the cursor just *before* the letter **F**. Use the **Click and Drag** technique, holding down the mouse button and moving the mouse to the right until you get to the end of the word. Release the mouse button. Notice that the word is now

Highlighted in black. This means you have *selected* the word and can now do lots of things with it.

Let's delete it!

Keyboard Technique

With the word highlighted, simply press the **Delete** key. This will remove the entire word. Press **UNDO** to bring it back.

You can also select or **highlight** a word by using the double-click technique.

Move the I-Beam into the middle of the word **Fun**. Now double-click to highlight the word. This may take some practice! Press the **Delete** key.

Press **UNDO** to restore the word.

The Clipboard

Use the clipboard concept to cut copy or move text to a new location within your document or to another document.

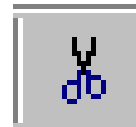


Using a Tool Button

You can also use your **Toolbar** buttons on the ribbon as a quick method for using character formatting. Pay close attention to the tool in the **Font** Section on **Home** ribbon.

Highlight the word Fun (double-click)

Click on the **Cut** button



-or-

Click on the **Delete** Key



-or-

Position the cursor after the n, press the **Backspace** 3 times.

Tip - Cut & Paste Shortcuts

You can use the standard Windows control key shortcut to cut, copy and paste selected text in your document.

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V

Insert Characters

1. Type the word **Word**.

To insert a new character into text that you have already typed, position the I-Beam at the location where you want to insert a new character and click one time.

2. As you did before, position the **I-Beam** between the letters “r” and “d” and click one time.
3. Type the letter “l”. You will now have changed the word **Word** to **World**!
4. Press the **UNDO** button and try this again.

Inserting in the Middle of Text

You can insert text anywhere in the middle of text. By default the Insert mode is ON, which mean that text will automatically move to the right and wrap around to the next line when you type.

Note: On previous versions of Word, you can turn the Insert mode OFF, this is known as OVR (Overtyping). The OVR indicator is gone on the new Word 2007.

If you wish to overtype a sentence, simply select it and type new text over it.

Text after selection:

I what to xxxxxxxxxxxx xxxxx line with another line. Just select it and type “**overtyping this**”.

Result:

I what overtype this line with another line. Just select it and type “**overtime this**”.

Create a Document

Exercise - Create a Simple Letter

To begin working with a new document or a blank piece of paper, click on the **New** button on **Office Button**. This is the first button at the left side of the toolbar:

Type the following letter. Begin typing where you see the blinking cursor.

September 16, 2008

Dear Ms. Smith:

Thank you for your interest in the E. M. Hart Community Center services. We hope you enjoy the current newsletter that we have enclosed. Please feel free to call us if you have any questions regards the current offering.

Sincerely,

If you want more space at the top of your letter, press the ENTER key a couple of times. This key can be used to insert blank lines at the beginning of the document.

As you begin, keep in mind the following points:

Don't worry too much about spelling or speed. Remember, ***this is not a typing test!!*** Word has a special feature to help you check all of your spelling when you have finished entering your text.

After typing the date, press **Enter 2 or 3 times** to enter blank spaces. Do this again after typing **Dear Ms. Smith:**

As you work, do *not* press the Enter key at the end of a line in the large paragraph. (Only press **Enter** when you want to start a new blank line. Word will ***wrap*** your sentences automatically as you type.

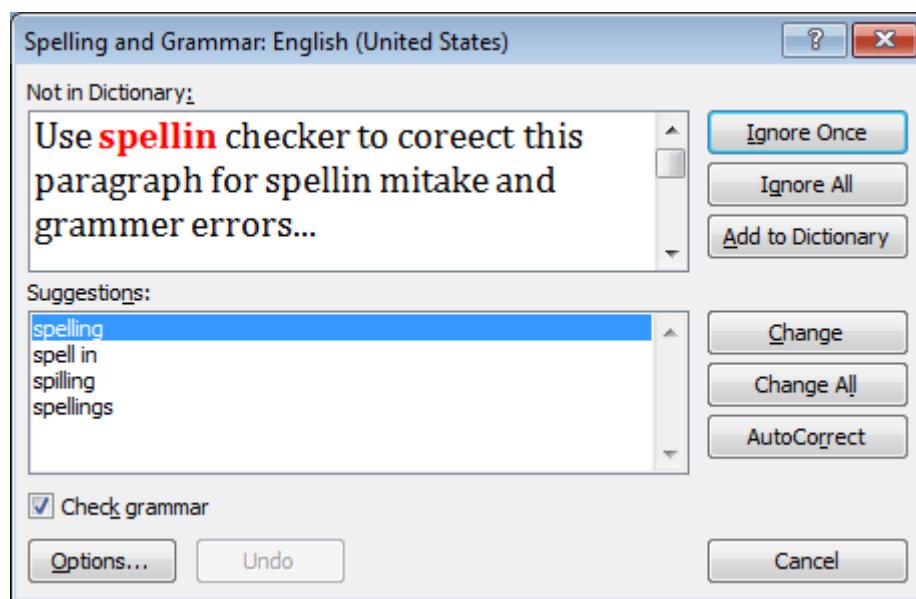
Do press **Enter** 3 or 4 times after typing **Sincerely,**

Spell Check

One of the greatest features in any word processing program is **Spelling & Grammar** check. The program will check each word in your document and alert you to any words that may possibly be misspelled. Unfortunately the program's dictionary cannot include all the proper names we frequently use and the program may tell you that Susie is not a correctly spelled word!

Remember that Word is only looking for misspelled words. If you type **“they”** instead of **“the”**, the program will not catch the error because **“they”** is correctly spelled even though it may not be the word you intended to use. You must always proof your own work!

From anywhere in the document, click **Review** tab, then on the **Spelling & Grammar** button:



When Word finds a misspelled word, a smaller window called a Dialog Box will open. You will be asked if you want to **Ignore** the misspelled word and make no change to the word or **Change** the word to one of the suggested words. Click on the appropriate button.

When the spell check is complete, you will see another box telling you the program has finished checking your document. Click **OK**.

Congratulations if you had no spelling errors!

Spelling Exercise

Open *Sample Document.doc*

Use spelling checker to correct this paragraph for spelling mistake and grammar errors... You can use Auto Correct to make the changes. Just select the AutoCorrect button in the dialog box.

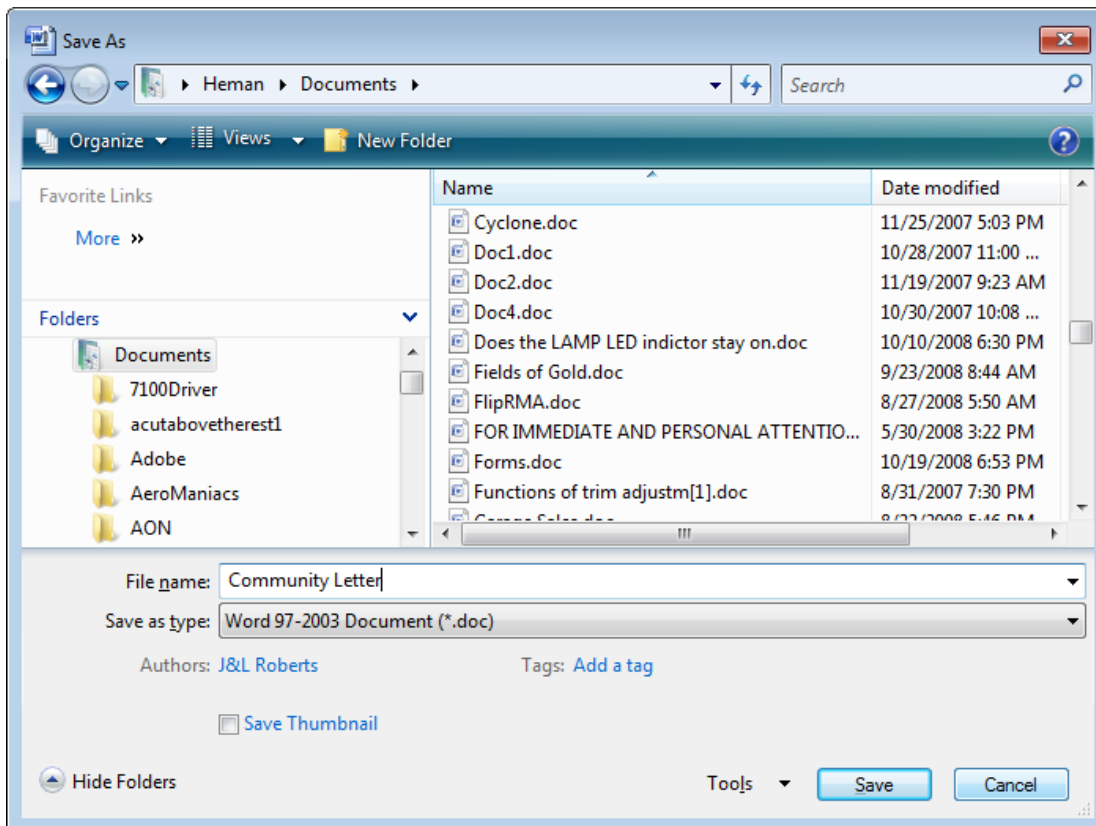
Saving Your Work



Always **Save Your Work!!!** When you have a long letter or document, stop in the middle and save what you have typed. When you are finished, save it again!

The first time you save a document, Word will ask you to give it a name and location.

1. Click on the **Office Button**.
2. Click on **Save As**
3. A new dialog box will open



4. Tell Word to save your document in the folder called **Documents**.
5. Type a name for your document. **Note:** The name can be anything you want and almost as long as you want include spaces.
6. Call this document **Community Center Letter**
7. Click on the **SAVE** button.

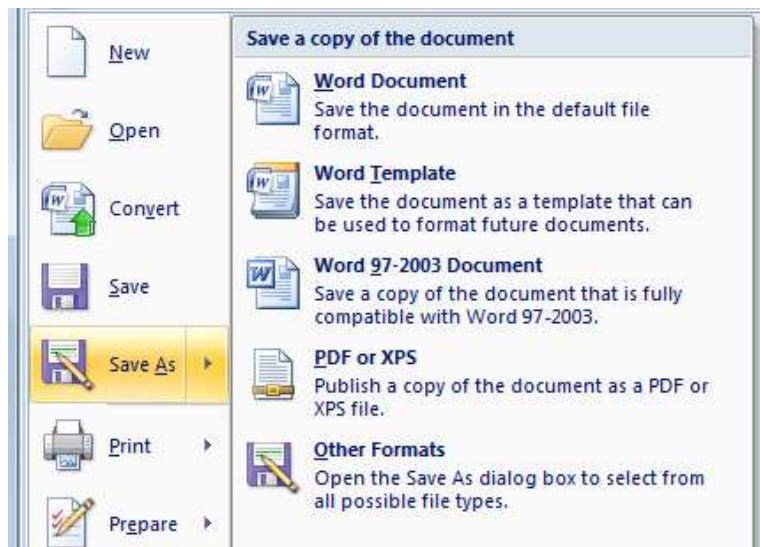
Once you have saved your document with a name and location, you can click on the **Save** button at any time to quickly save your document as you work. This is important to do frequently if you work in an area where power outages easily occur. If you wish keep the old document and save the new edits under a new name, then use the **SAVE AS** button.

Click now on the **Save** button on the Quick Access Menu

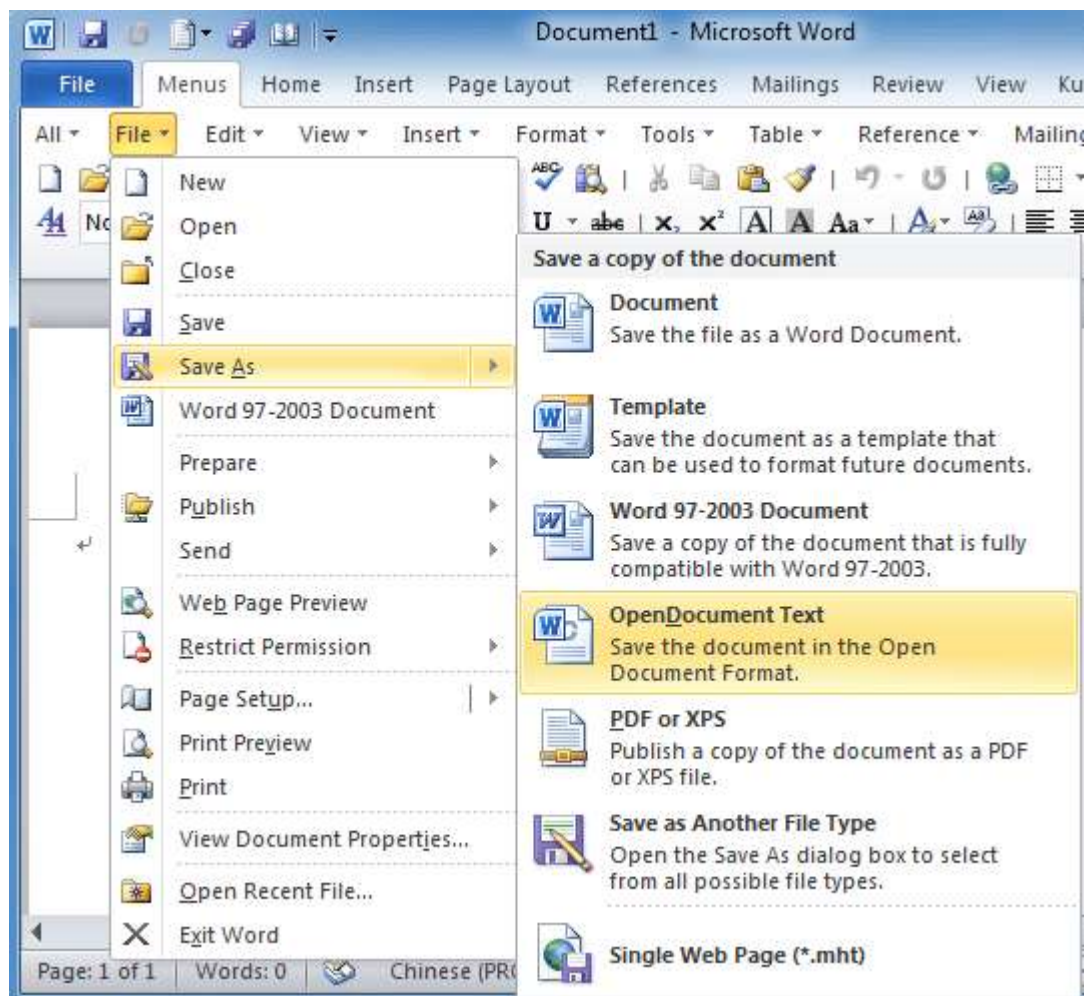


Change File Type

Mouse over the **Save As** icon in the Office Menu. A selection of popular file types will appear in the right pane. If you need to share this file with others, you cannot be certain that they have the latest copy of Word. Save it to a lower version of Word. Select “**Word 97-2003 Document**” from the list in the right pane.



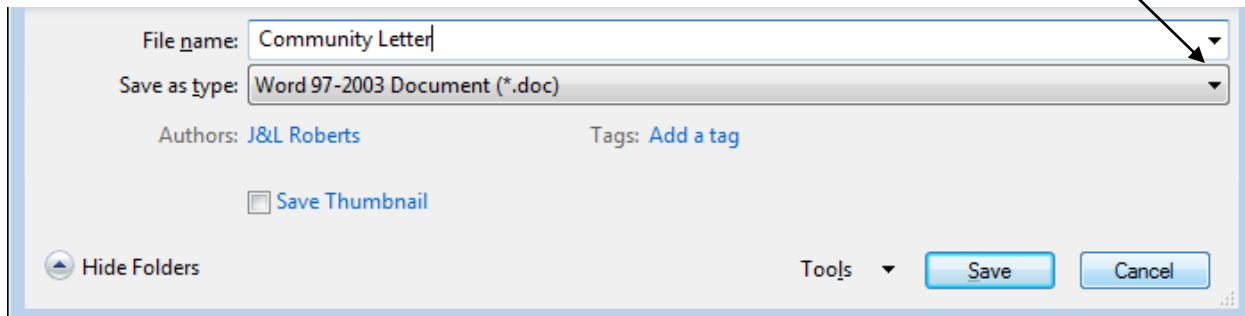
2007



2010

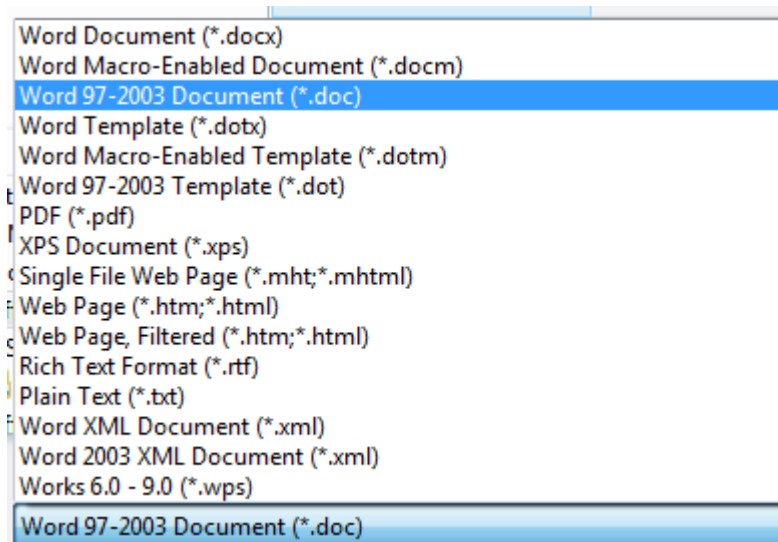
Save As Other Formats

You can change the file type in the **Save As** dialog box. Click on the ▼ in the Save as type: field.



Select the file type from the list box:

Note: PDF format is not a standard Office Word feature. You need to install a PDF writers either from Primo (Free) or Adobe.



PDF

Portable Document Format. It's a distribution format common on the internet for sharing documents. It was developed by Adobe Corporation to allow electronic information to be transferred between various types of computers. The software which allows this transfer is called Acrobat. In order to view and print a PDF file you will first need to download and install a copy of the Adobe Acrobat Reader.

Close and Reopen a Document

Close your document

Once you have saved your document, you can safely close it. If you try to close a document before saving any changes that you have made, Word will ask you if you want to save those changes. Read each message box carefully so that you don't lose your changes!

Click on the **Lower X** in the upper right corner. The **Top X** will close the Word program. The **Bottom X** will close the current document.

-or-

Click on the **Office Button**, then on the word **Close**. Remember, the word **Exit** will close the Word program. The word **Close** will close the current document.

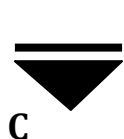
Open a Saved Document

To open a document that you have already created, click on the **Open** button



-or-

Click on the **Office Button**, then click **Open**.



Note: If you Open button does not appear click the arrow on the Quick Access toolbar to add it.

You must now tell Word where to find your document. Navigate the folder list to find your document.

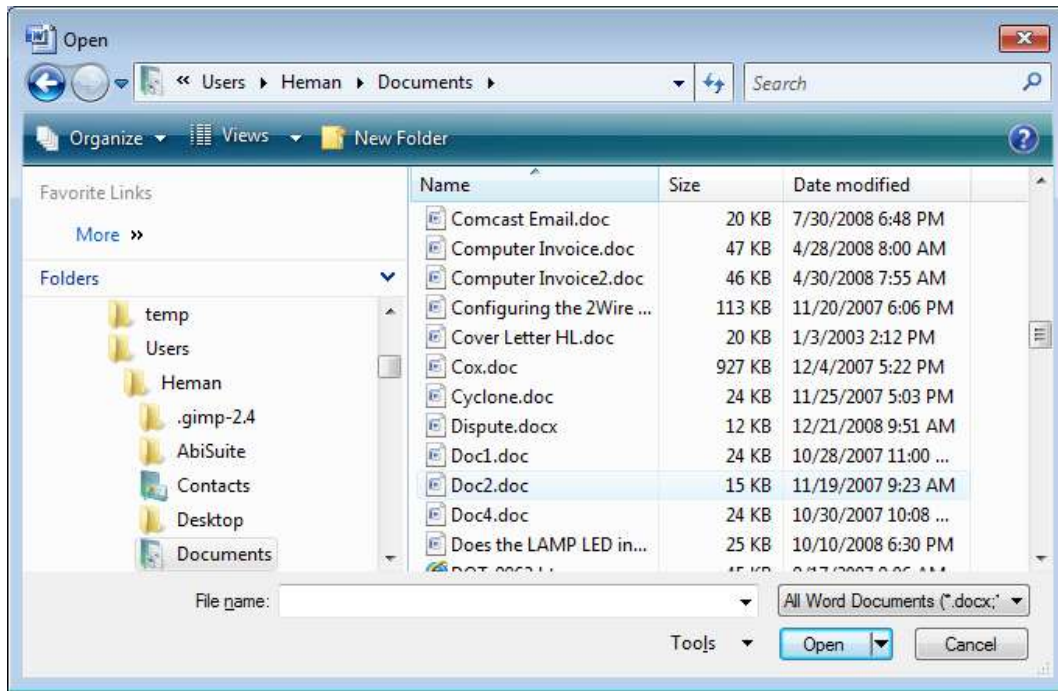


Figure 3 - Open Dialog Box

Click **Open** to open your file. (Notice that we are using the terms file and document interchangeably)

Once your document is opened, you can add to it or edit it as needed. Remember to save your document if you make any other changes!

Printing

1. To print your document, the **Office Button**, then click **Print**
2. Click **OK** to print the default setting (1 copy).

The **Print** dialog box will let you select the number of copies to print, select the printer you want to use if you have more than one available, and select a range of pages to print or the entire document.

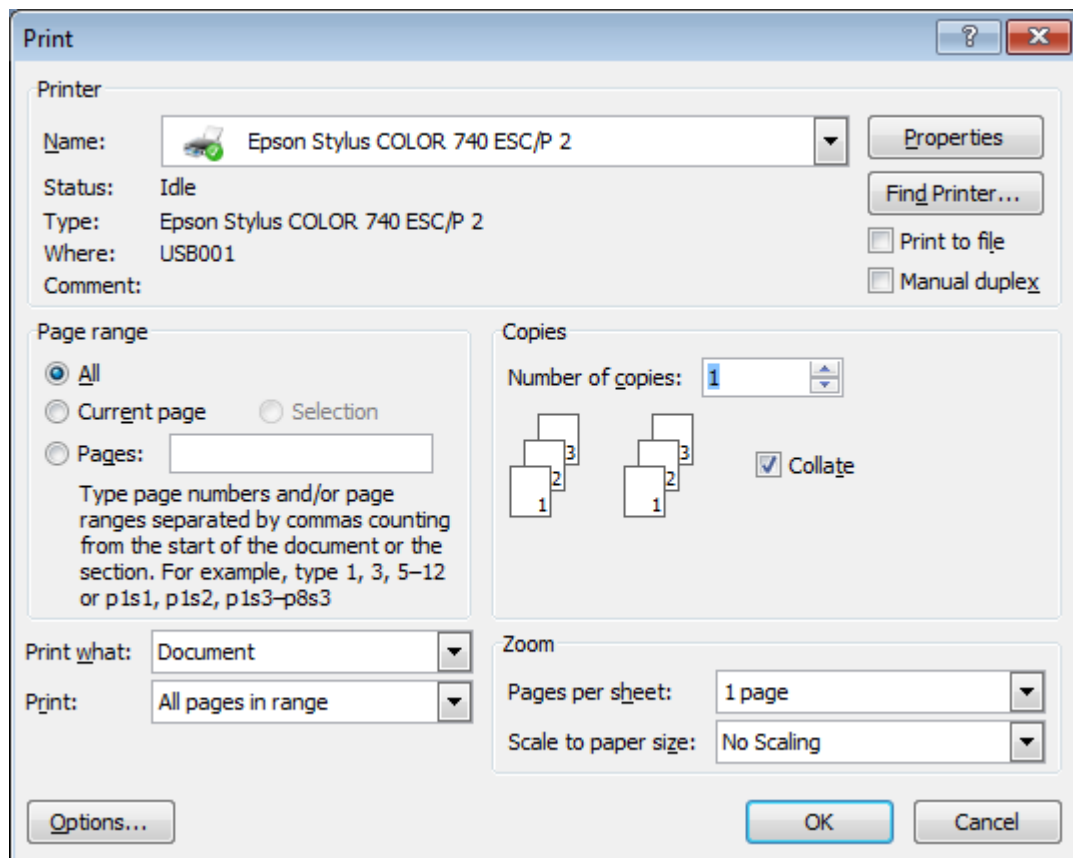


Figure 4 - Print Dialog Box

Note: You can also print by clicking on the Print button:



Important note: Using the print button will automatically print one copy of your entire document on your default printer. Use the File menu option if you want to print more than one copy or use another printer.

Properties – You can change the print quality or paper type. This setting will be different depend on your printer.

Help

To display the Word 2007 Help Dialog box, just click on the Help icon in the upper left corner of your windows.



in



Figure 5 - Help Windows

Getting Started Tab

The Get Started tab contains video demos, interactive guides, and online training courses that show you how the Office 2007 programs work and where the Office 2003 commands and buttons appear in the Office 2007 programs.



The Interactive Guide

This is for users who are already family with Word 2003. The guide will show the same commands in both 2003 and 2007.

When you click on the **interactive Guide** it will take you to the Microsoft Office web site. Once you're there, click on the button the start the guide.

Rest the mouse pointer over a **Word 2003 menu** or button to learn its new location in **Word 2007**. To see an animation of the location of the command or button in **Word 2007**, just click it.

Save your work

1. Save and Close your document after it has printed.
2. Close, but do not save, any other open documents.
3. Close the Microsoft Word window.

Safely shut down your computer

1. Be sure you have closed the Microsoft Word 2007
2. Click on the **Start** button in the lower left corner of your screen
3. Click on the ►, then click **Shut Down**
4. Press the **Yes** button

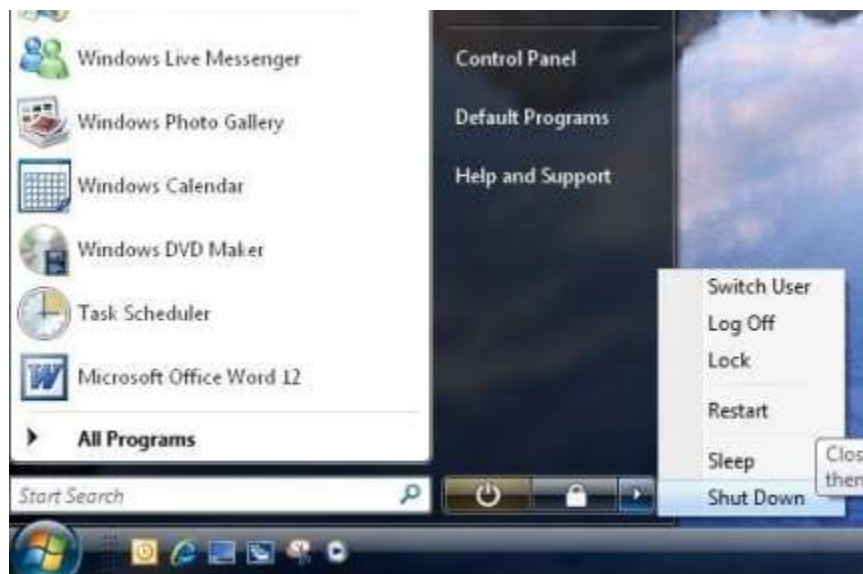


Figure 6 - Vista Shutdown

Your computer will turn itself off automatically!