



Word 2007 - Introduction

Getting started with Word to create, edit, save and print documents



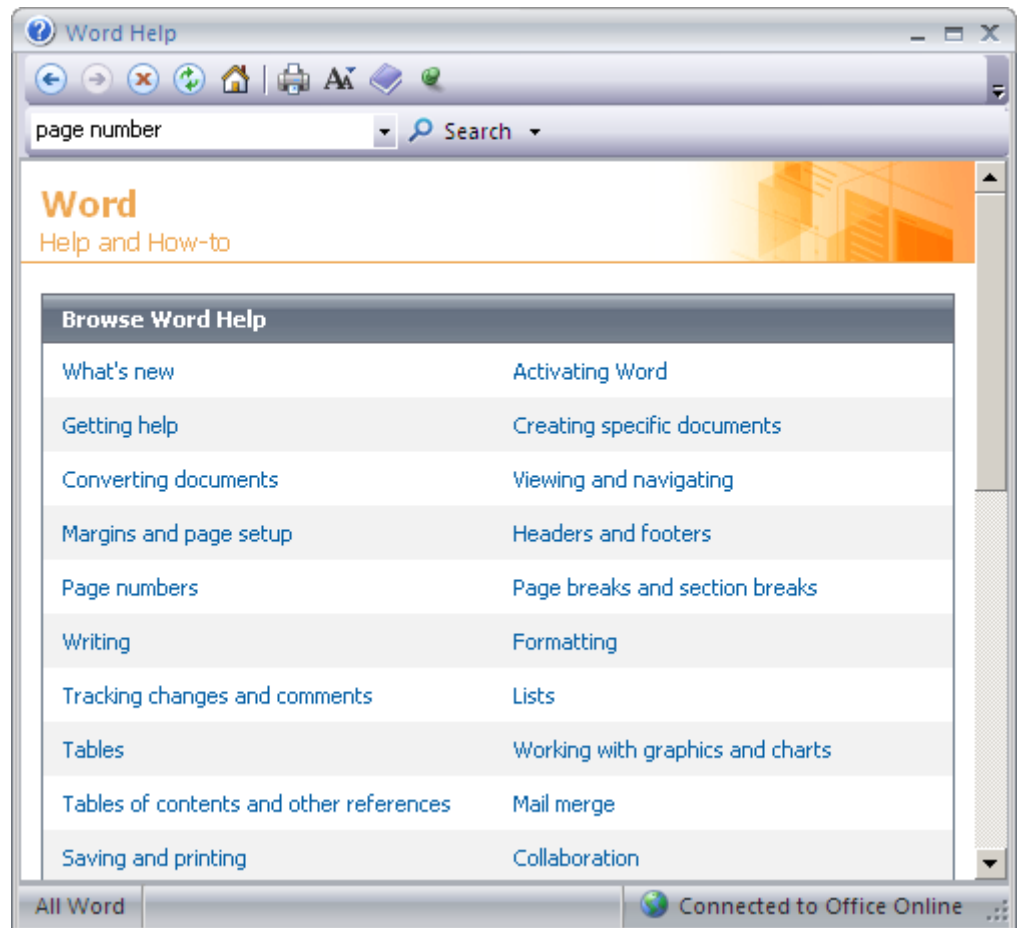
Table of Contents

Help	3
Creating a Document	4
Saving and Opening a Document	6
To Save a New Document	6
Formatting Characters	8
Formatting Text	8
Formatting Paragraphs	9
Indents	10
Copying Formats	12
Multiple Undo & Redo	13
Headers & Footers	14
Spelling	15
Find and Replace	16
Copying and Moving Text	17
The Clipboard	17
Copying Text	17
Moving Text	17
Drag and Drop	18
Tables	19
Creating a Table	19
Page Setup	20
Printing	22

Help

At any time, you can access Word's extensive help information by pressing the **F1** function key. This is your online manual and includes How-to videos and examples.

Type in a search topic and grow your knowledge.



Notes:

Creating a Document

When you start Word, a blank document will automatically appear on the screen. At this point you can just start typing your text.

Wordwrap

As you near the end of a line, continue to type and the text will automatically wrap around to the next line. This feature is called Wordwrap.

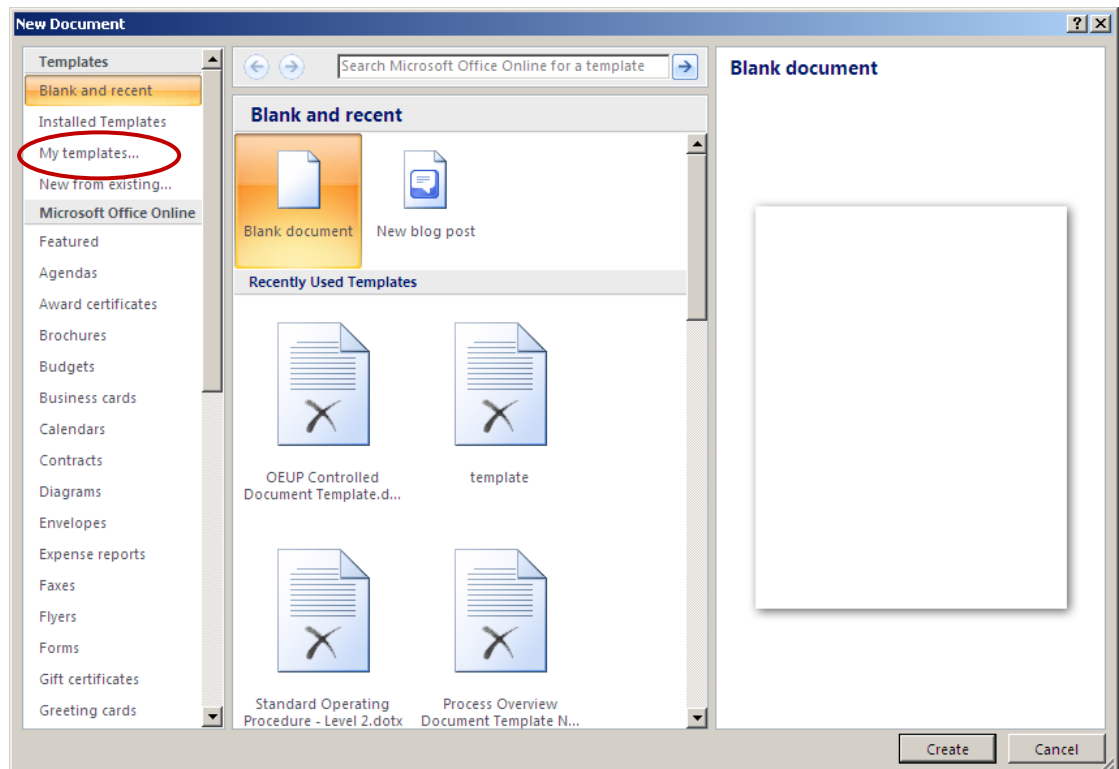
Whenever you want to begin another paragraph, press the Enter key. The cursor will move down to the next line and will be positioned for you to begin the next paragraph.

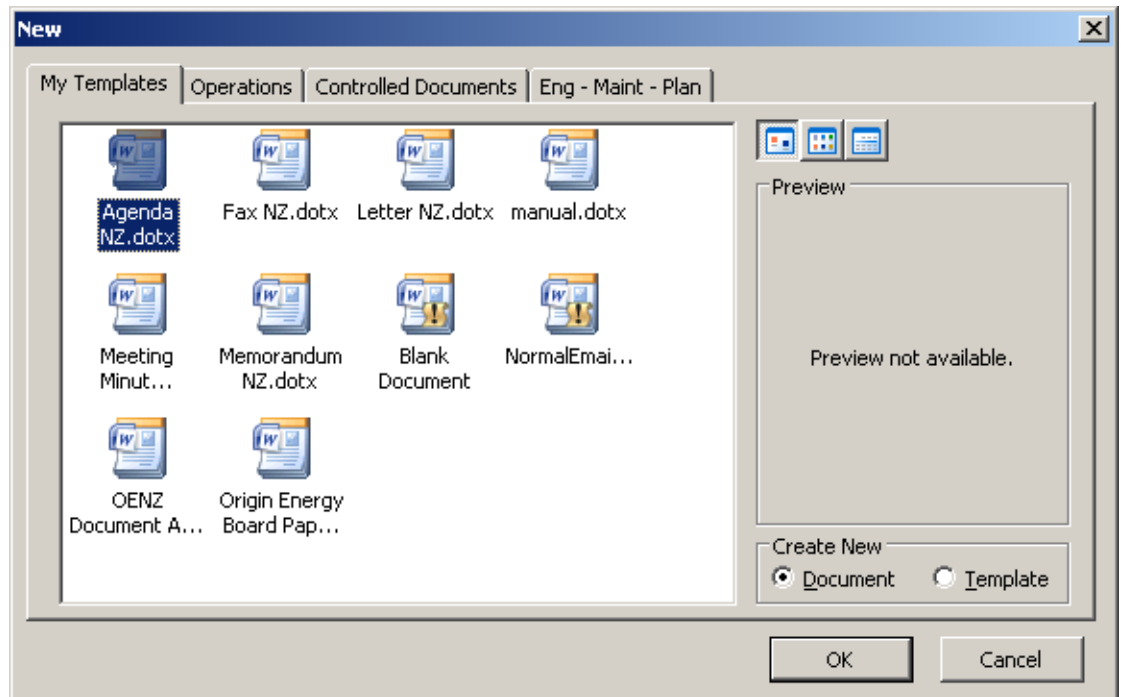
New Document

If you need a new document choose the Microsoft Office button and select either a new blank workbook or a template.



Workgroup Templates are located under My Templates





Notes:

Saving and Opening a Document

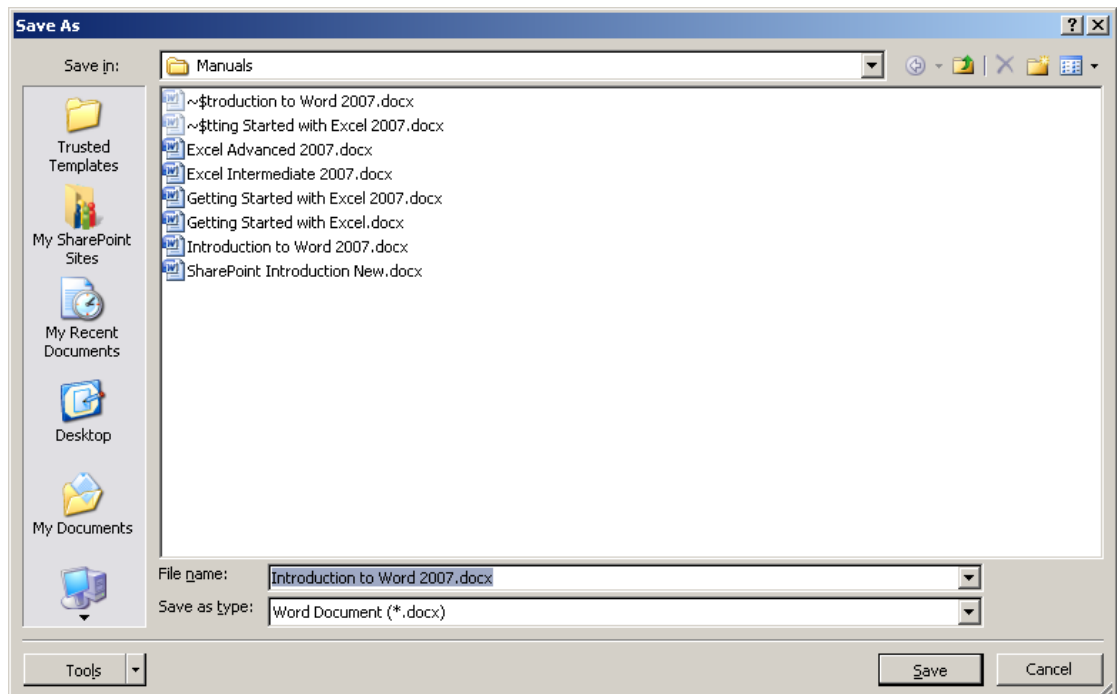
All documents that you create with Word are only temporary until you “Save” them onto disk. Saved files can be retrieved at a later date.

To Save a New Document

1. Select the Save button or Microsoft Button Save.



2. Type a name in the File Name box.



3. Word automatically gives the extension *.docx*
4. The Save In box indicates where your file will be saved.
5. Press Save.

TIP To Save an Existing Document with a new name, use Save As and enter a new File name.



Notes:

Opening Documents

Any documents that have been saved can be reopened.



1. Select the Open button.
2. Choose the appropriate drive and folder, if required.
3. Select the file from the list.
4. Double-click or choose Open.

Opening a Recently Used Document

To open a recently used document, choose one of the documents listed under Recent Documents.

Recent Documents	
<u>1</u> Introduction to Word 2007.docx	📌
<u>2</u> Getting Started with Excel 2007.docx	📌
<u>3</u> Introduction to Word latest.doc	📌
<u>4</u> Excel Advanced 2007.docx	📌
<u>5</u> Excel Advanced 2007.docx	📌

Notes:

Formatting Characters

Fonts

You can change the formatting of characters from normal to **bold** or *italic* or even change the font and point size. The term font pertains to the shape of the characters. Here are some examples of different types of fonts:

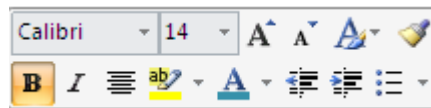
Arial
Times New Roman
Impact
Brush Script

Point Size

The point size refers to the size of the characters. The larger the point size, the larger the characters. Here are some examples of different point sizes:

8 point Trebuchet
10 point Trebuchet
12 Point Trebuchet
24 Point Trebuchet

Formatting Text



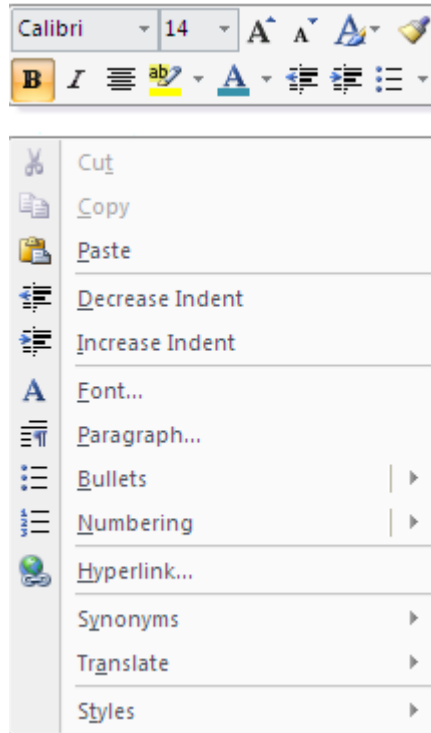
- Select the text you want to format. A floating menu appears above for your selection.

TIP Double – click selects a word.

Notes:

Formatting Paragraphs

1. Right -click inside a paragraph and the floating menu appears.



2. Use the available options listed or use Paragraph for more.

In Word, a paragraph is any amount of text, graphics, or other items that are followed by a paragraph mark. You insert a paragraph mark ¶ each time you press Enter. If you don't see paragraph marks on your screen, click the Show/Hide button to display them. Paragraph formats affect the appearance of the selected paragraph.



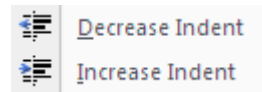
TIP Triple – click to select a paragraph.

Notes:

Indents

Paragraphs generally extend from the left margin to the right margin on the page. There may be cases in which you want to have a paragraph that is indented.

Setting a Left or Right Indent



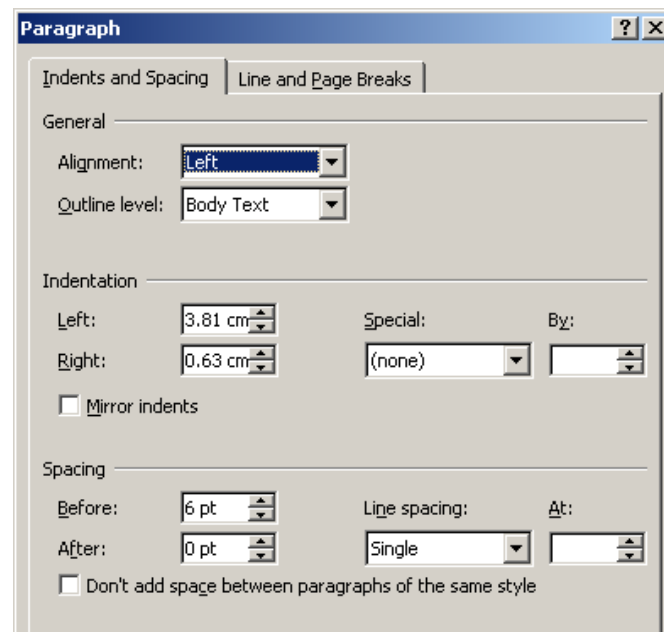
These buttons on the floating Toolbar can be used to increase or decrease the indent from the left:

Using the Menus

1. Choose the Paragraph Group in the Home Tab.

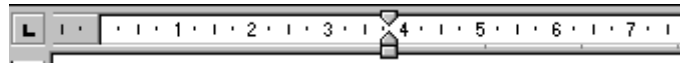


2. Click on the the arrow in the bottom right corner to show the Paragraph dialog box.



3. Move to the Left or Right box under “Indentation” and type the required measurements and select OK.

Using the Ruler




TIP Drag the rectangle under the triangular shaped markers to indent at an exact spot.

Notes:

Copying Formats

You can copy the format of selected text to another selection.

1. Select the text that has the formatting you want to copy as an example.
2. Click the Format Painter button on the Home Tab.
 Format Painter
3. Drag the pointer over the text you want to format.

TIP To copy the formatting of selected text multiple times. Double click the Format Painter button on the toolbar and then drag over the text you want to format. To turn off the paintbrush pointer, click the Format Painter button again or press Esc.

Notes:

Multiple Undo & Redo



You can undo most actions by clicking the Undo button on the Standard Toolbar. Word has the ability to undo up to your last 100 actions. Just click on the dropdown arrow to the right of the undo button on Word's standard toolbar. Word will show you a list of your previous actions so you can determine how many you want to undo. If you change your mind, just click on the arrow to the right of the Redo button. Word will then show you a list of the actions that are available to be redone.

Undoing Several Actions

You can undo several actions at the same time.

1. Click the arrow next to the Undo button.
2. Select the action(s) you want to undo.

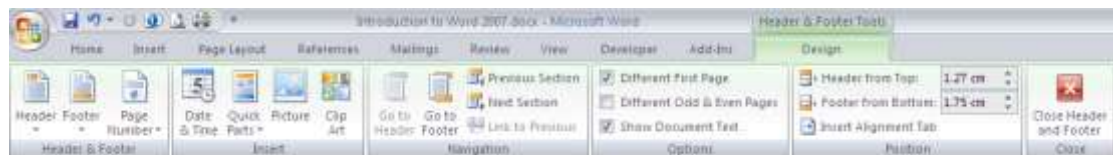
Notes:

Headers & Footers

1. Select the Header and Footer group under the Insert Tab.



2. Use the down arrow below Header or Footer to select from Built-in designs or choose Edit Header/Footer at the bottom.
3. The Header & Footer Tools appear on the ribbon with a Design Tab.

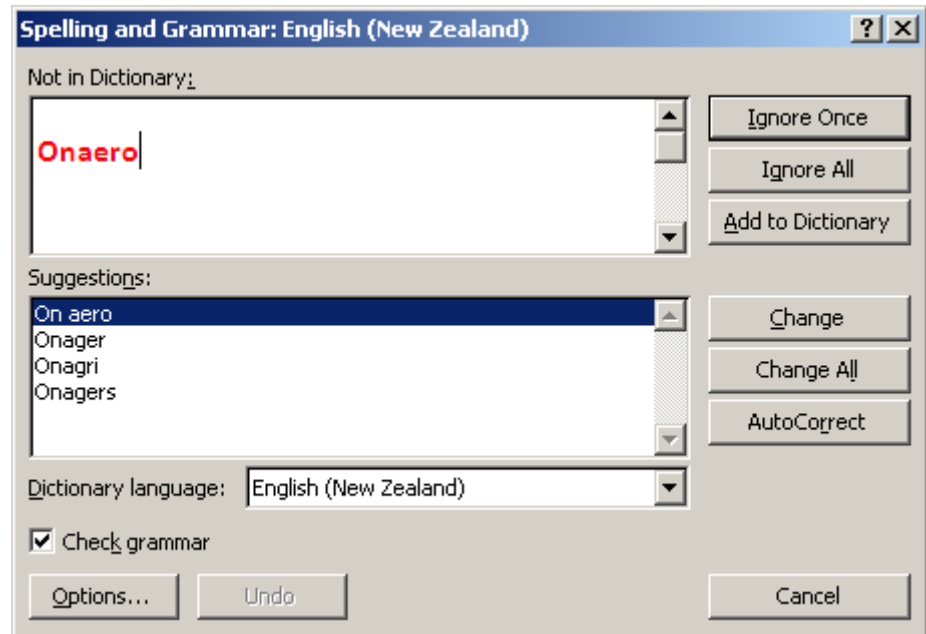


TIP Once a Header or Footer has been created double-click in the Header or Footer area to edit.

Notes:

Spelling

1. Position cursor at top of document.
2. Choose the Spelling & Grammar button in the Proofing Group in the Review Tab.
3. When an unknown word is encountered, it is displayed on the screen.



4. For each word found, you can either ignore it, change it or Add to Dictionary.

TIP Use your right mouse button on a word that is misspelled and make your choice.

Notes:

Find and Replace

In the Editing Group on the Home Ribbon select Find or Replace.



Use Find to quickly navigate through a document.

Replace is useful if you decide to exchange one word for another.

TIP Click on the Select Browse by Object button on the Horizontal Scroll Bar and choose the Binoculars.



Notes:

Copying and Moving Text

With Word, you can save time by copying or moving text from one location in the document to another or from one document to another document.

The Clipboard



Both Copy and Cut make use of a temporary storage area called the clipboard. The Clipboard is a temporary storage area designed to accept text and graphics for movement to and from:

- ✓ another part of the document
- ✓ another document
- ✓ other Windows applications, e.g. Microsoft Excel

Copying Text

If you need to repeat text within a document, you can copy it rather than typing it again.

1. Select the text you wish to copy.
2. Choose Copy
3. Position cursor where you want the copy to appear.
4. Choose Paste. An additional copy of the text will appear in the new location.

Moving Text

1. Select text you want to move.
2. Choose Cut. The text will disappear from the screen.
3. Position cursor where you want the copy to appear.
4. Choose Paste. The text will reappear in the new location.

Short Cuts

- ✓ Use the Short Cut menu using the right mouse menu.
- ✓ Use the keyboard short cuts Ctrl+X (Cut), Ctrl+C (Copy) and Ctrl+V (Paste).

Drag and Drop

A quick way to move or copy text in a document is to use the "Drag and Drop" command that is available with the mouse.

Moving with Drag and Drop

1. Select the text to be moved and release the mouse button.
2. Point to the selected text with the mouse. ↖
3. Drag the mouse to a new location. As you drag the mouse, the "drag and drop" mouse pointer will appear.
4. Position mouse at the destination.
5. Release mouse button to "drop" the text.

Copying with Drag and Drop

1. Select the text to be copied and release the mouse button.
2. Hold down the Ctrl key. Point to the selected text with the mouse pointer. ↖
3. While still holding down the Ctrl key, drag the mouse to a new location. As you drag the mouse, the "drag and drop" mouse pointer will appear.
4. Position mouse at the destination.
5. Release mouse button to "drop" the text. A copy of the text will appear in the new location.

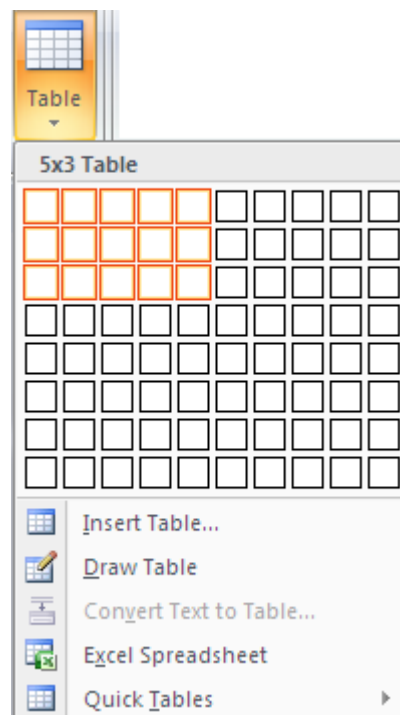
Notes:

Tables

Tables can be used to arrange rows and columns of text and numbers. Within each cell in the table, text wraps around. When you create a table, Word displays dotted gridlines between the cells to show you the boundaries of the rows and columns.

Creating a Table

1. Position the insertion point where you want to place the table.
2. Click the Table button from the Insert Tab.
3. Drag the mouse to select the number of columns you want the new table to have.



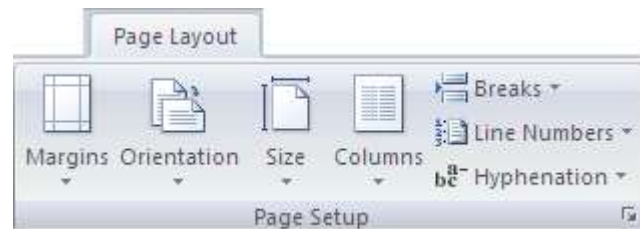
4. Release the mouse button to insert the table.

TIP To move to the next cell, press the Tab key. If you want to move back to the previous cell, press Shift Tab. Pressing Tab at the last cell of your table creates a new row.

Notes:

Page Setup

The Page Setup group in the Page Layout Tab provides options for the layout of whole pages. This includes margins, paper size, and paper orientation.



To Change Margins

1. Select Margins, Custom Margins.
2. Type new measurements.
3. Choose OK.

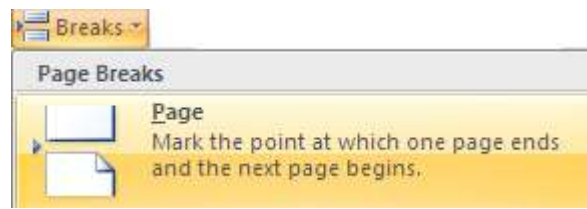
To Change Orientation to Landscape

1. Select Orientation.
2. Click on the button for Landscape or Portrait.
3. Choose OK.

To Change Paper Size

1. Select Size.
2. Make a selection from the list.

Page Breaks

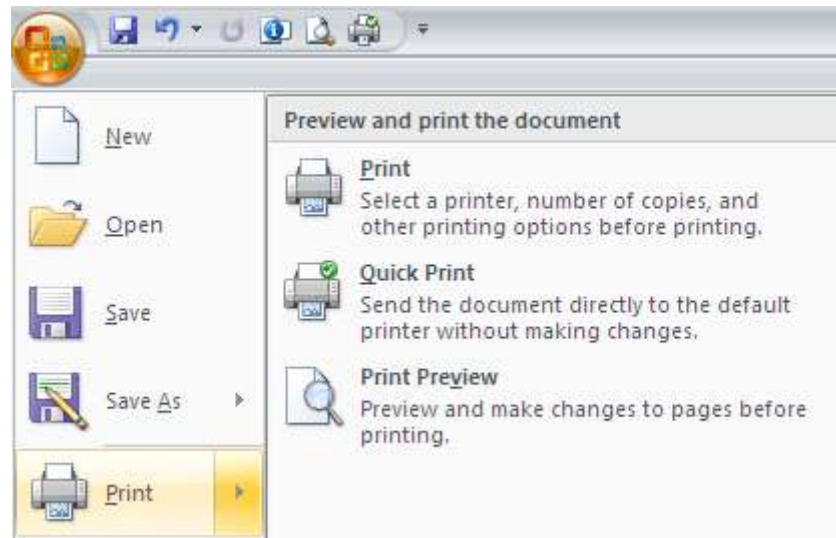


Word automatically creates page breaks based on the paper size and margins. If you wish to control the pages breaks, you select Breaks, Page Break , Page or type Ctrl Enter.

Notes:

Printing

Under the Microsoft Button select Print and make your choice.



TIP To add Print Preview to the Quick Access Toolbar right-click on the the command.

Notes: