

Microsoft Word 2007

WHAT'S NEW

Word 2007 presents a new user-interface which is quite different than previous versions of Word. This section will provide you with some basic information about the new look and features available in Word2007 in order to help you get started.

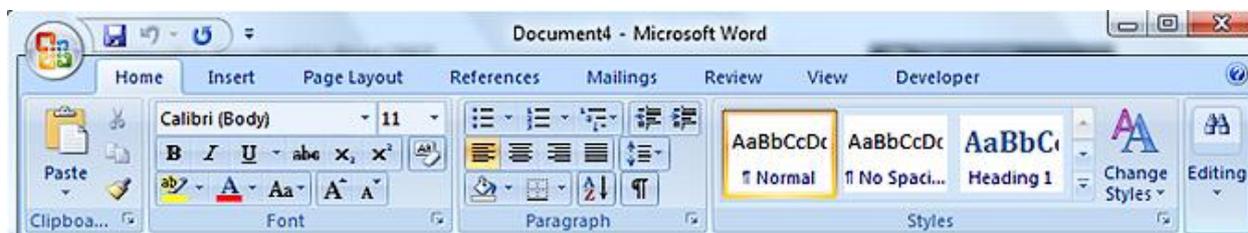


Figure 1: The Ribbon

The Ribbon - Upon launching Word 2007 for the first time the most noticeable change is likely Microsoft's replacement of the traditional toolbars and menus with the Ribbon. The Ribbon presents you with a panel of commands which are organized into a set of tabs (known as the Tab Bar). Each task-oriented tab presents groupings of tasks and their associated subtasks..

- **The Microsoft Office Button**  - The Microsoft Office Button has replaced the File menu in earlier versions of Word. By clicking on this button, you are presented with the commands previously found in the File menu of Word 2003, including *New*, *Open*, *Save*, *Save As*, *Print* and *Close*. In addition, some of these commands include an expandable menu to provide additional options.

- **Live Preview** - Another new feature in Word 2007 is Live Preview, which temporarily applies formatting on the selected text or object when you mouse-over any of the formatting buttons. This temporary formatting is removed once the mouse pointer is moved away from the button, allowing you to preview how the text would appear without having to apply it.

Mini Toolbar – The Mini Toolbar pops up whenever text is selected. This new feature provides easy access to the most commonly used formatting commands in Word. The toolbar will also appear when you right-click on a selection of text. Initially, the toolbar is semitransparent to allow you a nearly unobstructed view of the text beneath, and becomes opaque when the mouse pointer moves over it.



Figure 2: Mini Toolbar

Please note: You do not have the ability to customize the Mini toolbar.

Quick Access Toolbar - The Quick Access Toolbar is a customizable toolbar which contains shortcuts for commonly used tools. You have the ability to add and remove the toolbar buttons based on your personal preferences.

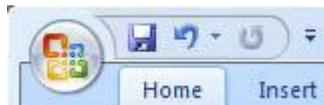


Figure 3: Quick Access Toolbar

File Format (OpenXML) – The Microsoft Office suite applications now use a new file format as the default file format. Documents created in Word 2007 will use a file extension of **.docx** (compared to **.doc** in previous versions). Based on XML, this format uses the ZIP file container, which is compressed and up to 75% smaller than previous Office file formats. Additionally, Word 2007 is able to open all previous versions of Word documents, and you may wish to see Microsoft's Download Site for information pertaining to the availability of the Compatibility Pack.

GETTING STARTED

Launch Word 2007

In order to access Word 2007, you will need to do one of the following:

- Double-click the shortcut on your desktop (if applicable), or
- Navigate to Word 2007 through the **Start** button in the Windows taskbar.

Change the document view

1. Select the **View** tab.
2. Select your preferred view option from the **Document Views** group.



Figure 4: Document Views Group

Create a new blank document

In order to create a new document in Word 2007, follow the steps below:

1. Click the **Microsoft Office Button** and select **New**.
2. From the resulting menu, select **New**.
3. Click the **Create** button.

Keyboard Shortcut: **CTRL+N**

Open an existing document

1. Click the **Microsoft Office Button** and select **Open**.
2. From the resulting menu, navigate to the existing document you wish to open.

- From the **Paragraph** group, click the arrow on the **Bullets** button  to select your bulleted list style, or
- From the **Paragraph** group, click the arrow on the **Numbering** button  to select your numbered list style.

Modify a an existing bulleted or numbered list

1. Select the bullets or numbers from the list.
2. From the Paragraph group, select the drop-down arrow next to the Bullets or Numbering button.
3. Select a new bullet or numbering style.

Insert symbols or special characters

1. Place your cursor in the location you wish to insert your symbol or special character.
2. Select the **Insert** tab.
3. Click the **Symbols** button from the **Symbols** group.
4. If your symbol or special character is not visible, click **More Symbols** from the resulting menu,

and do one of the following:

- Click on the **Symbols** tab and select a symbol to insert, or
 - Click on the **Special Characters** tab and select a special character to insert.
5. Click the **Insert** button to insert your symbol or special character.
 6. Click the **Close** button to return to your document.

Apply paragraph formatting

1. Select the text you wish to format.
2. Select the **Home** tab.
3. From the **Paragraph** group, select the appropriate formatting option(s), or select  to open the Paragraph dialog box.

Check spelling and grammar

1. Select the **Review** tab.
2. Click on **Spelling & Grammar** from the **Proofing** group.

Keyboard Shortcut: F7



Figure 7: Proofing Group

CUT, COPY AND PASTE OPTIONS

In order to cut, copy and/or paste your document's text or items, follow the appropriate steps below

Cut text

1. Select the text you wish to cut from your document.
2. Select the **Home** tab.
3. Click on **Cut** from the **Clipboard** group.

Keyboard Shortcut: CTRL+X



Figure 9: Clipboard Group

Copy text

1. Select the text you wish to copy from your document.
2. Select the **Home** tab.
3. Click on **Copy** from the **Clipboard** group.

Keyboard Shortcut: CTRL+C

Select all text in a document

1. Select the **Home** tab.
2. Click on **Select | Select All** from the **Editing** group.

Keyboard Shortcut: CTRL+A

Paste text

1. In your document, place your cursor in the area you wish to paste your text or item.
2. Select the **Home** tab.
3. Click on **Paste** from the **Clipboard** group, and select the appropriate option.

Keyboard Shortcut: CTRL+V

INSERTING PICTURES AND CLIP ART

Inserting pictures or clip art in Word 2007 is done through the **Insert** tab. Select one of the methods below to insert your preferred object.

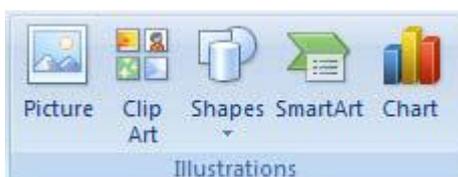


Figure 10: Illustrations Group

Insert a picture

1. Place your cursor where you want to insert the picture.
2. Select the **Insert** tab.
3. Click on **Picture** from the **Illustrations** group.
4. Navigate to the location that your picture is located.

Double-click the picture that you want to insert

Insert clip art

1. Place your cursor where you want to insert the picture.
2. Select the **Insert** tab
3. Click on **Clip Art** from the **Illustrations** group.
4. Type a word or phrase that describes the clip art you are searching for in the **Clip Art** task pane.

INSERTING AND MODIFYING TABLES

The following section will walk you through inserting a table into your document, as well as modifying your table preferences (i.e., borders).

Insert tables

1. Select the **Insert** tab.
2. Click on **Table** from the **Tables** group.
3. From the expanded menu, you can do one of the following to determine your table size:
 - a. Select **Insert table...** and specify your table size, or
 - b. Using your mouse, select the appropriate table size by dragging it across the squares on the grid.

Modify tables

Note: The **Table Tools** tabs (**Design** and **Layout**) will not be visible in the Ribbon until you have

inserted a table into your document and have placed your cursor somewhere in the table.

1. Click on your table in order to reveal the **Table Tools** tabs.
2. From the **Table Tools** tabs, select **Design** or **Layout**, and select your table modifications.

PAGE SETUP AND PAGE/SECTION BREAKS

This section will include information for setting page margins, page orientation and inserting page/section breaks into your document.

Set page margins

1. Select the **Page Layout** tab.
2. Click on **Margins** from the **Page Setup** group.
3. Select one of the pre-defined margin settings, or specify your own by selecting the **Custom Margins** and entering the new values into the appropriate fields.

Set page orientation

1. Select the **Page Layout** tab.
2. Click on **Orientation** from the **Page Setup** group.
3. Select **Portrait** or **Landscape**.

Insert page or section breaks

1. Select the **Page Layout** tab.
2. Click on the **Breaks** drop-down menu from the **Page Setup** group.
3. Select the type of break you wish to insert into your document.

PAGE NUMBERING, HEADERS AND FOOTERS

The following section will assist you in inserting and modifying page numbers, headers and footers.

Insert page numbers

Page numbers are associated with headers and footers, and can be added to the top, bottom or margins of a document. In order to insert page number in your documents, follow the instructions below:

1. Select the **Insert** tab.
2. Click on **Page Number** from the **Header & Footer** group.
3. Based on your preferences, select the appropriate location for your page numbers to appear (**Top of Page, Bottom of Page** or **Page Margins**).
4. Select your page numbering design from the design gallery.

Change “Start At” page number

1. Select the **Insert** tab.
2. Click on **Page Number** from the **Header & Footer** group.
3. Select **Format Page Numbers**.
4. Select **Start at:** under **Page numbering**, and

change your new beginning page number

Remove page numbers

1. Select the **Insert** tab.
2. Click on **Page Number** from the **Header & Footer** group.
3. Select **Remove Page Numbers**

Insert headers and footers

1. Select the **Insert** tab.
2. Click on **Header** or **Footer** from the **Header & Footer** group.
3. Select and click the header or footer design that you want.

Modify headers and footers

1. Select the **Insert** tab.
2. Click on the appropriate option from the **Header & Footer** group (Header or Footer).
3. Select **Edit Header** or **Edit Footer** (based on your selection in step 2).

Print Preview (preview document before printing)

1. Click the **Microsoft Office Button** and select **Print**.
2. Click on **Print Preview**.

Print documents

1. Click the **Microsoft Office Button** , select **Print** and choose one of the following options:
 - a. To print using the Print dialog box, click **Print**.
 - b. To print your document and bypass the Print dialog box, click **Quick Print**.

Note: By selecting **Quick Print**, you will not have the ability to select other printers, modify number of copies or set other printer options. The document will be sent directly to the default printer.

Keyboard Shortcut: **CTRL+P**

MAIL MERGE

Mail merge can be used to create documents, such as a form letter sent to many customers, or a sheet of address labels. Given the many routes you can go with a mail merge, we are not able to provide specific instructions for this feature. However, we can provide you with resources to assist you in completing your task.

Microsoft Word Help Menu

Microsoft's Help menu provides you with detailed, step-by-step instructions for completing a mail merge.

In order to access the mail merge instructions, follow the steps below:

1. Click on the **Microsoft Office Word Help** button (or press **F1**).
2. Under the **Browse Word Help** section, click on the **Mail merge** link (or enter "**mail merge**" in the search field).
3. In the resulting list, select the option that best describes your project.

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