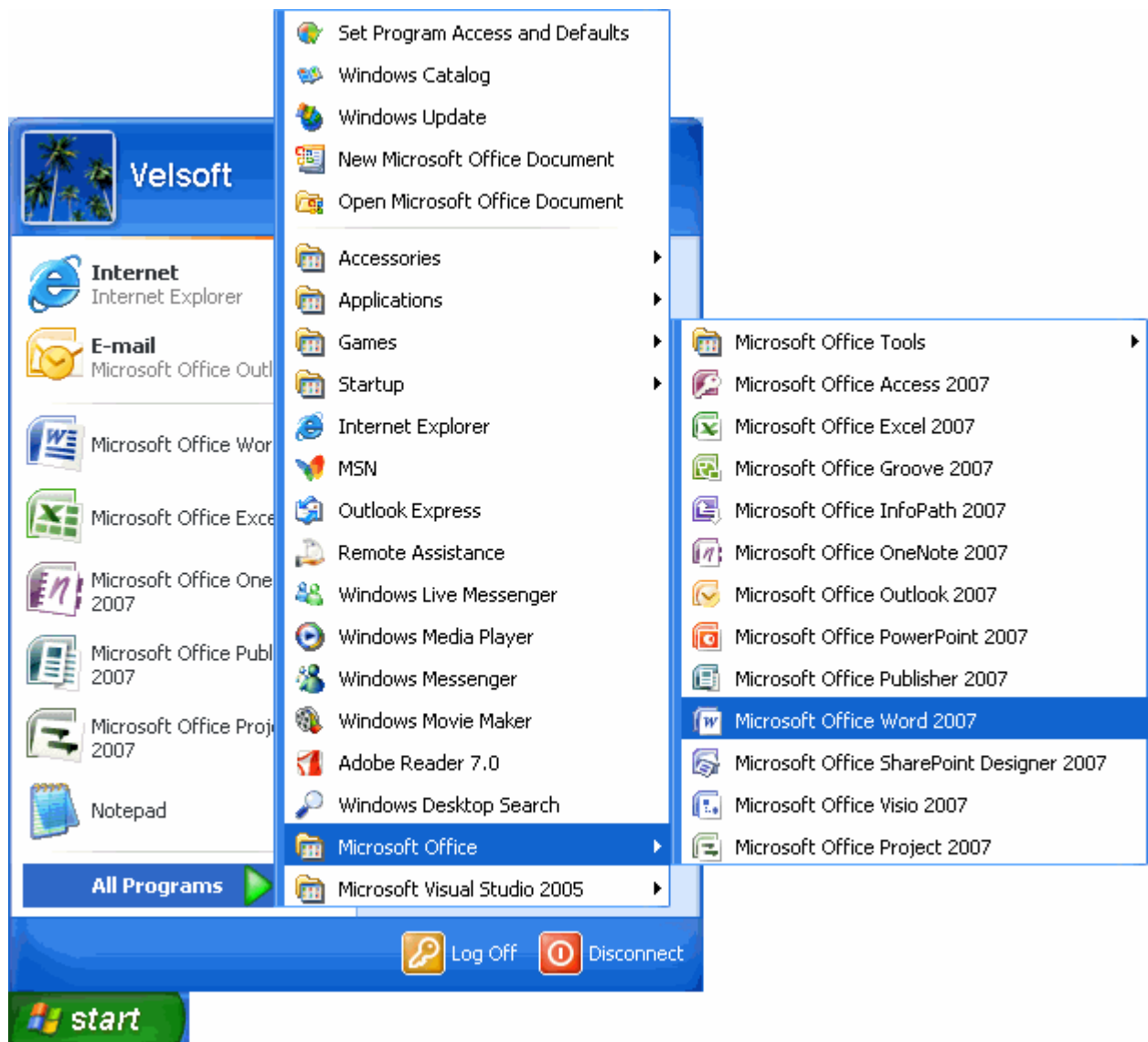


Section B: Basics in Microsoft Word 2007

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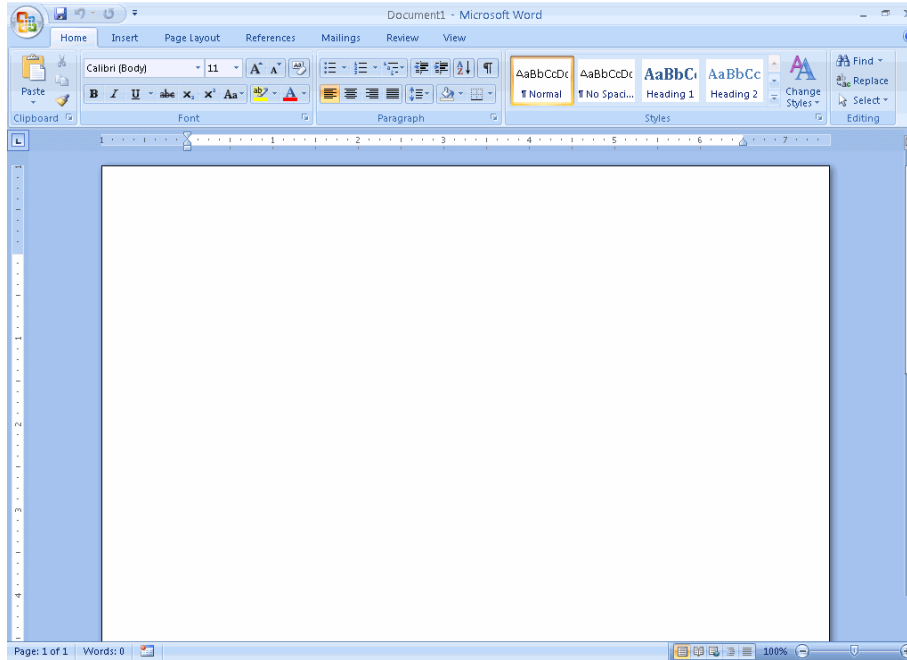
Launching Word

To open Microsoft Office Word 2007, click the Start menu and place your mouse over All Programs. You should see a Microsoft Office folder inside the Start menu. Hover over it with your mouse and then click Microsoft Office Word 2007:



(These steps are for Windows XP users, although most versions of Windows are very similar. If you don't see an All Programs folder, look for a Programs folder.)

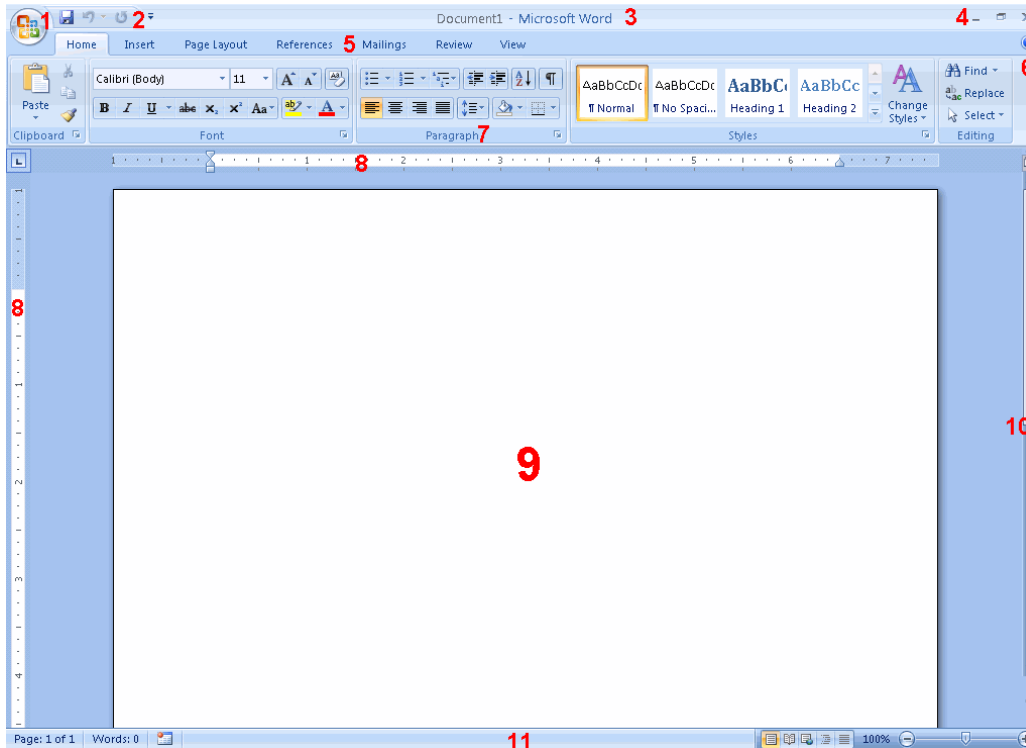
You will see a blank document:



And now you're ready to work with Word!

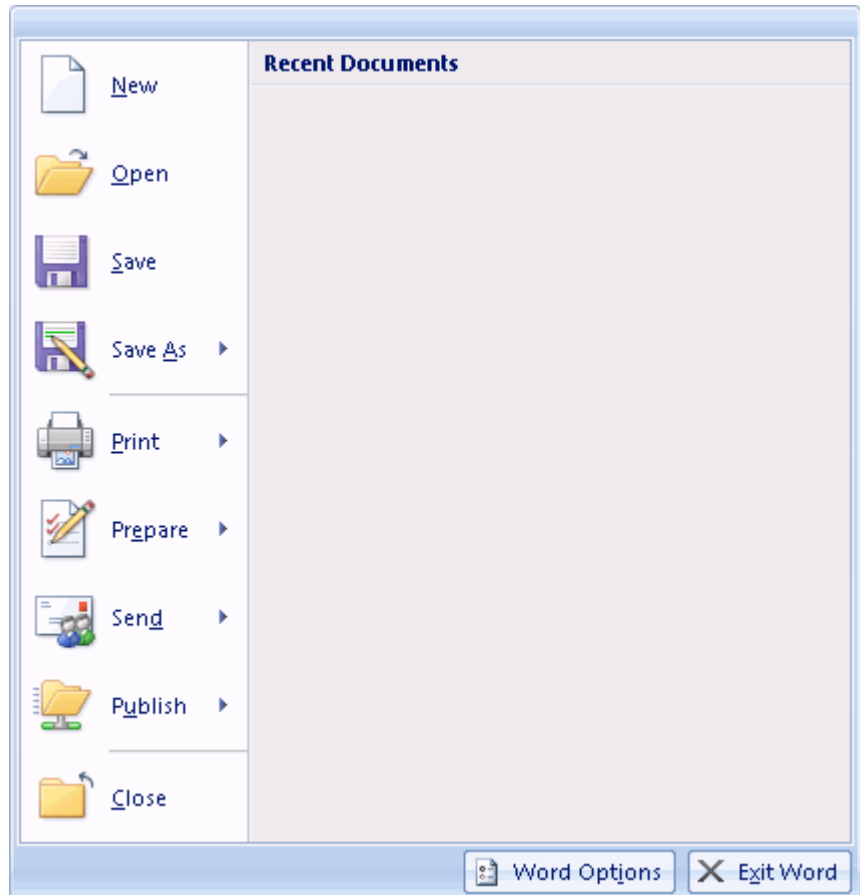
Microsoft Word Ribbon Interface Overview

Now that we've opened Word, let's take a look at what's on our screen.



We have numbered the figure on the previous page for easy reference. Let's take a look at each part. Remember, this is just an overview, so don't worry if you don't understand everything right now.

- 1 Office Menu** When you click the Office logo, you will see a range of commands relating to your document. It's a lot like the File menu in older versions of Word.



- 2 Quick Access Toolbar** Although toolbars have mostly been removed from Microsoft Office Word 2007, you can add frequently used commands to the Quick Access toolbar.



- 3 Title Bar** This bar displays the name of the current document you're working on and the program you're working in.



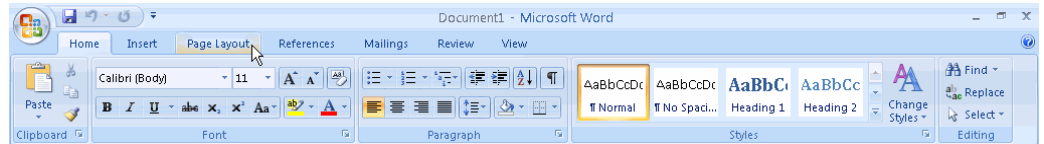
4 Window Controls

To the far left of the title bar, you have buttons to minimize, maximize, or close the window.



5 Tabs

These tabs each contain a different set of options. So, if you want to change your page's layout, just click the Page Layout tab to see those commands:

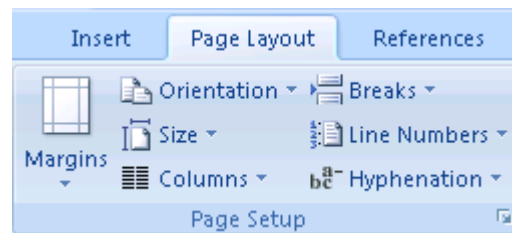


6 Help Icon

Click the question mark to see the help screen.

7 Groups

Each tab is divided into various parts called groups. For example, the Page Setup group on the Page Layout tab contains all the commands you will need to configure your page.



8 Rulers

To help you line up text and objects, Microsoft Office Word has a vertical and a horizontal ruler. (If you can't see the rulers, use the View tab to enable them.)

9 Editing Window

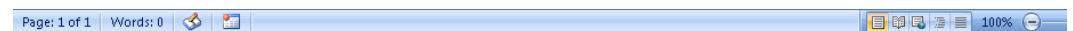
This is where you will create your document.

10 Scroll Bar

Use this bar to scroll up and down in your document.

11 Status Bar

This bar at the bottom of your screen has commands for word count, spell check, and view controls.

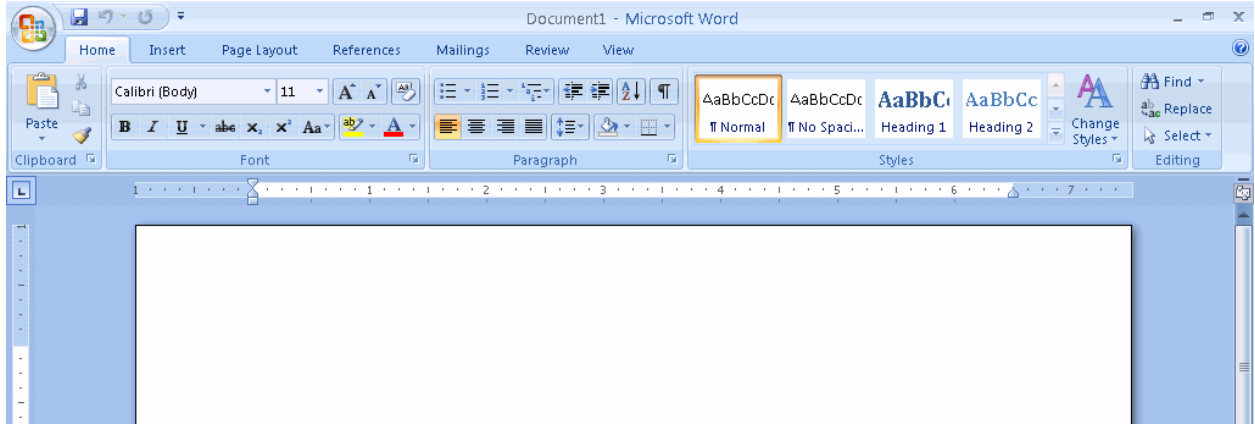


Creating a Document

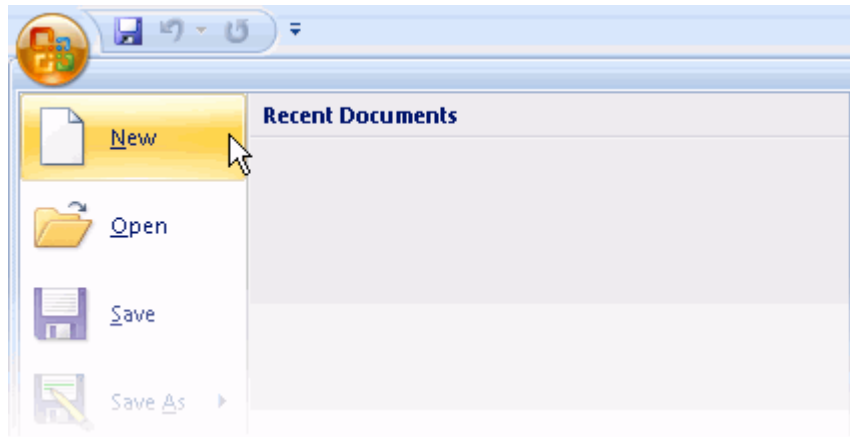
Now that we know a little bit about using Microsoft Office Word 2007, we're going to start creating a document.

Creating a New Document

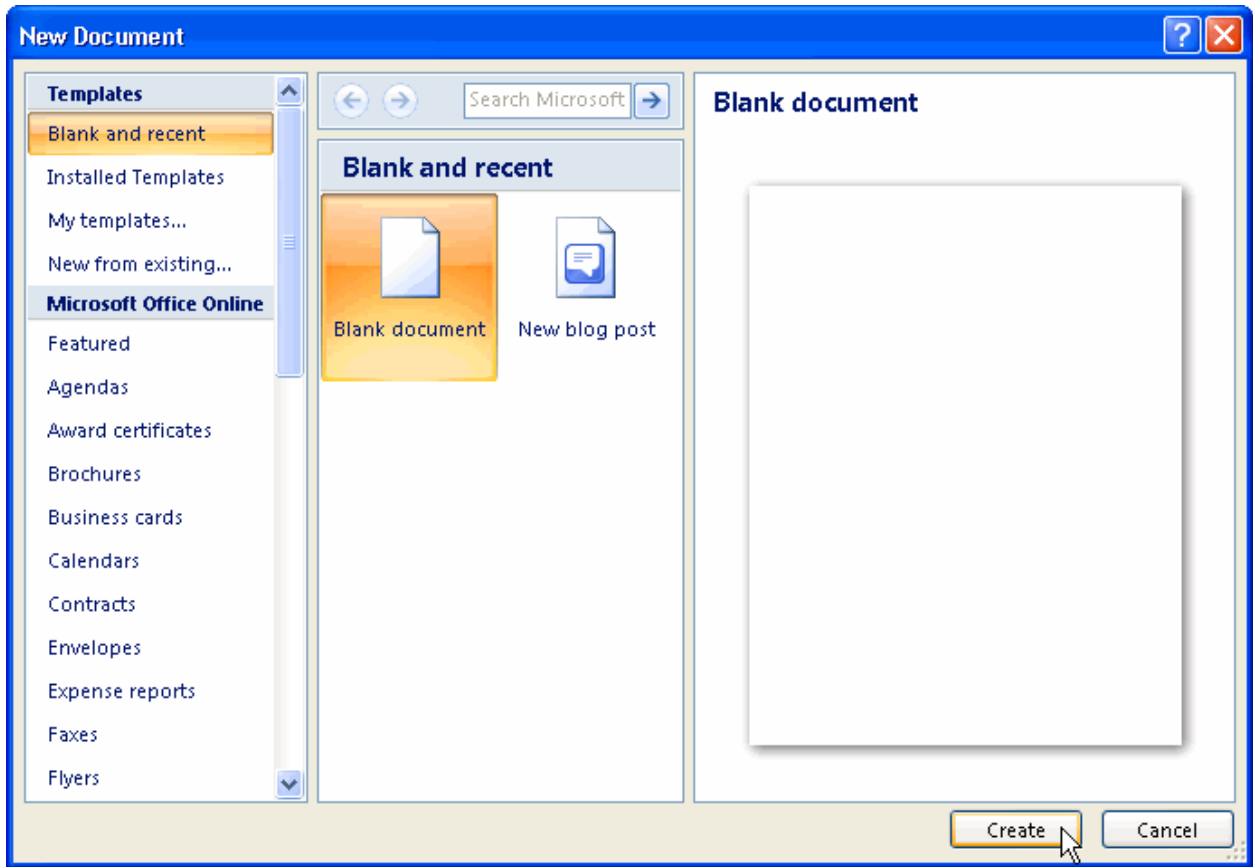
In our last lesson, we saw that when you open Word, it creates a new document and names it Document 1 (visible on the title bar).



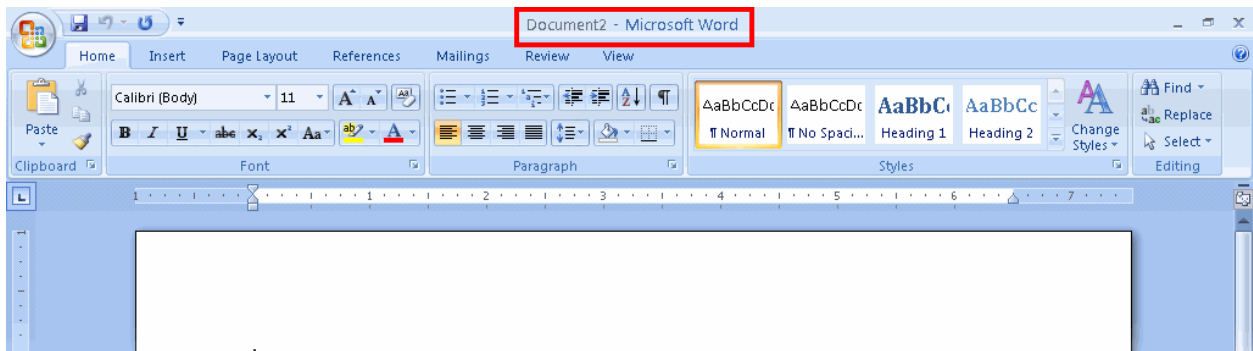
If you want to create another new document, click the Office menu and click New.



There are many options in the New Document window; for now, choose Blank Document and click Create.



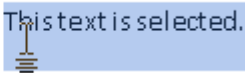
You will then see a new document, named Document 2.



The Basics of Selecting Text

Selecting text simply means to highlight or identify text. Using your mouse is the most common way of selecting. First, place your mouse to one end of the part of text you want to select. Then, hold down your left mouse button and drag your mouse over the text you want to select.

Once you've completed these steps, the text will appear highlighted (usually with blue), like this:

This text is unselected.  This text is selected.

You can see how the cursor changes to an I-Beam to let us know that we can select.

Once text has been selected, any changes you make will be applied to the entire selected portion. For example, if you press the Delete key, the selected portion will be removed.

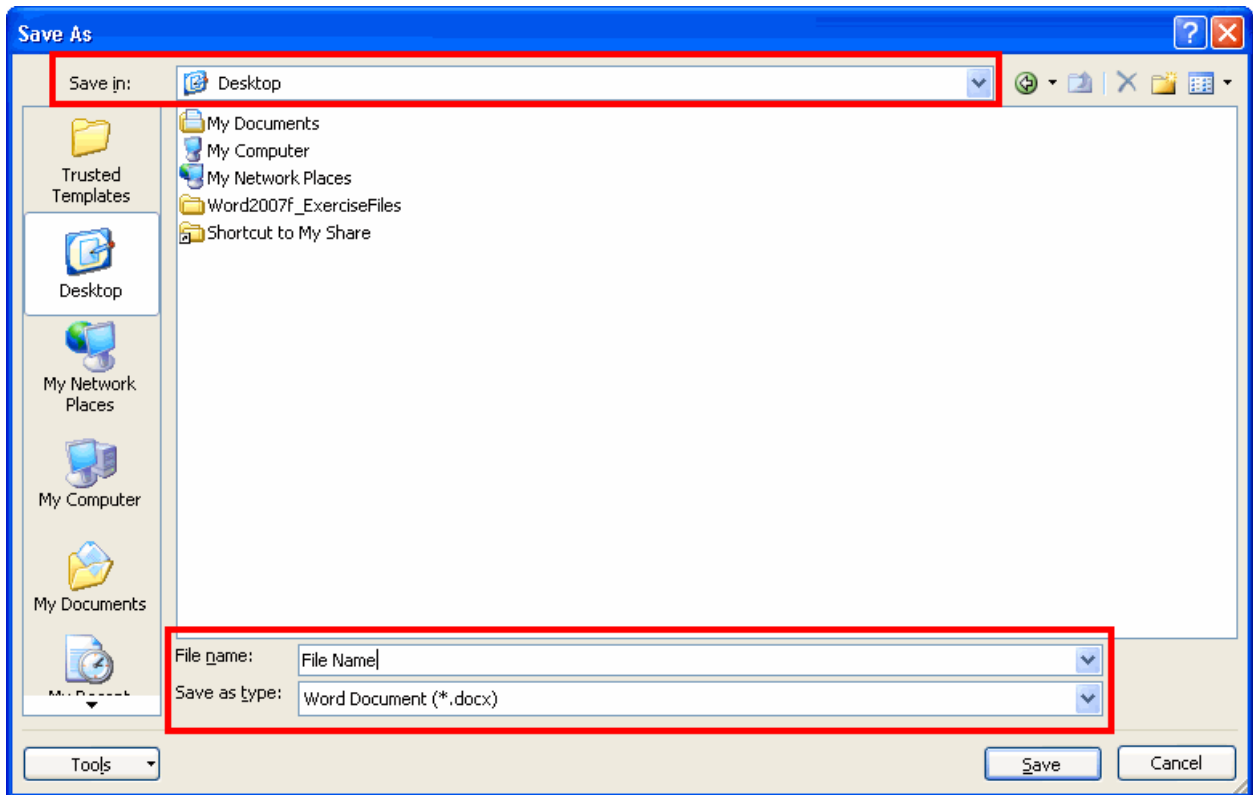
You can select a whole word, a phrase, a paragraph, a page, or even a whole document. You can also select any part of these levels (for example, the first two lines of a paragraph).

Working with Your Document

So far, we have learned how to create documents, but we have been creating documents from scratch. That's really not practical! Let's take a look at how to open, save, close, and work with Word documents.

Saving Files

To save a file for the first time, you can click the Save icon on the Quick Access toolbar, press the Ctrl and S keys, or click the Office menu and click Save. Any of these options will open the Save As dialog:



At the top of the window, you can choose a location to save your file. (You can also use the shortcuts on the left hand side of the window.) At the bottom, enter a file name. (You can also choose a file type; for now, we will stick with the default Word document type.) Once you're ready, click Save.

Once you have saved a file in this way, you can use the commands mentioned above (Save icon on the Quick Access toolbar, Ctrl and S keys, or Office menu and Save) to update the saved file. (You won't need to enter the file name, location, or type again. If you want to save the file with a different location, name, or type, press the F3 key or use the Office menu – Save As command. This will re-open the Save As dialog.)

Save vs Save As...

Save

- used first time a document is saved
- writes over any existing version of the document
- happens when you click on the disk icon on the standard toolbar

Save As...(Under the File Menu)

- Used AFTER first-time save
- gives you the opportunity to rename the file
- must use File menu command

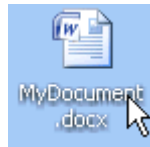
Save (Save As...) Dialog Box , see previous picture
Microsoft Word Basics

Select the correct Drive and Folder or create a new folder

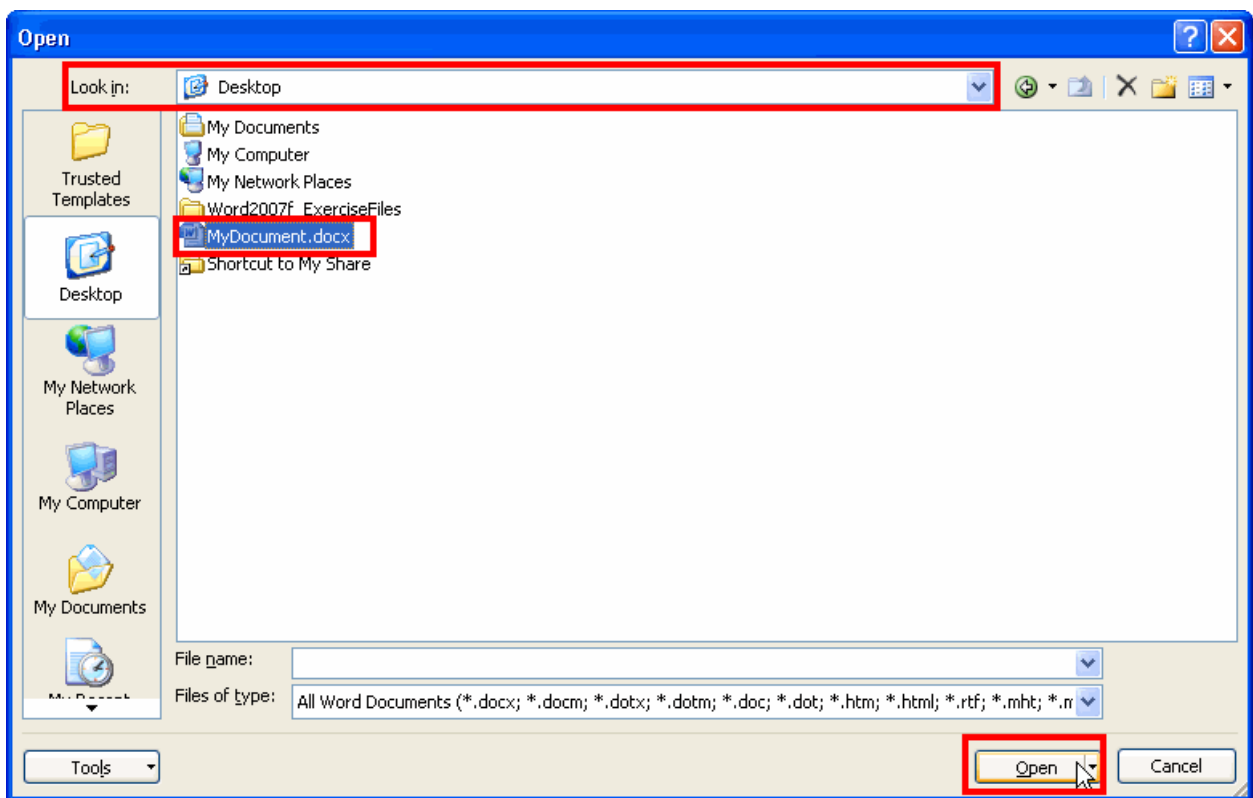
Give a new name to your file (remember not to use a period or/, \)

Opening Files

There are a few ways to open Word documents. The first is to find the file and double-click it.

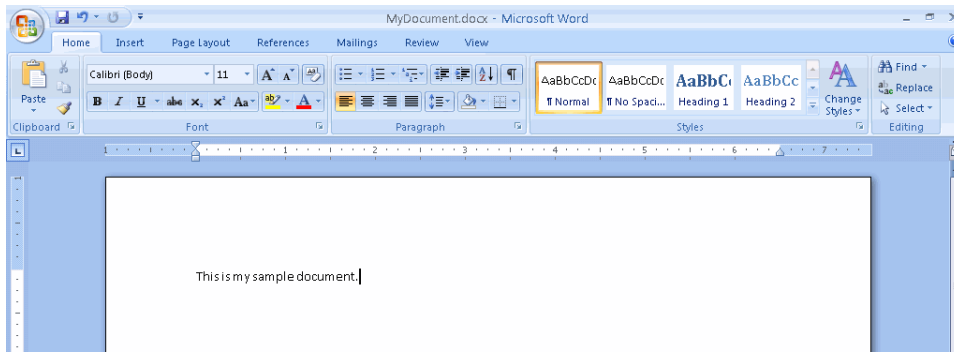


From within Word, you can click the Office menu and click Open or use the Ctrl + O shortcut. This will launch the Open dialog.



This dialog works much the same as the Save As dialog. Select a location from the top or the pane on the left, click a document to select it, and then click Open.

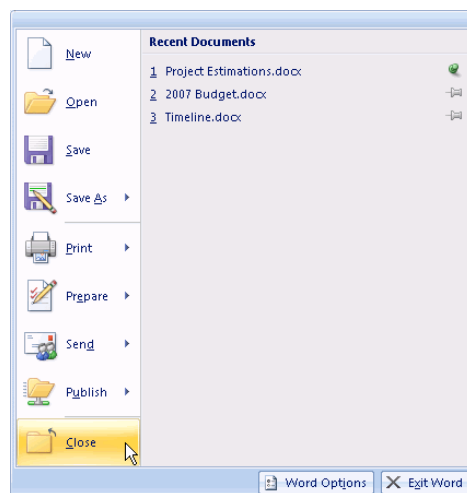
You will then see the file open in Word.



After you have opened a file and edited it, you can use any of the basic save commands discussed in the last lesson to update the original file.

Closing Files

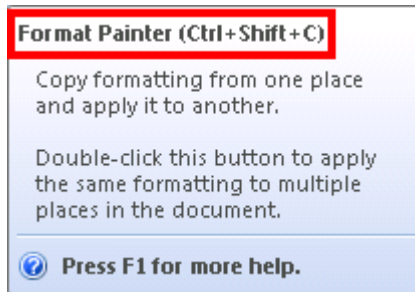
To close a document without closing Word, click the Office menu and click Close.



Or, you can right-click on the taskbar icon and click Close.

Keyboard Shortcuts

Another way to implement commands in Word is by using shortcut keys. Shortcut keys are when you press a key (or sometimes a combination of two or even three keys at once) to perform an action instead of clicking on the icon or finding its toolbar command. Sometimes you can see this shortcut in the icon's ScreenTip.



There are hundreds of shortcuts in Word, but here's a list of the most common ones:

- Open a new document** Ctrl + N
- Save a file** Ctrl + S
- Open a file** Ctrl + O
- Print a document** Ctrl + P
- Close Word** Alt + F4
- Select All** Ctrl + A
- Copy text** Ctrl + C
- Cut text** Ctrl + X
- Paste text** Ctrl + V
- Find text** Ctrl + F
- Align text to centre** Ctrl + E
- Align text to left** Ctrl + L
- Align text to right** Ctrl + R
- Justify text** Ctrl + J
- Increase font size** Ctrl + Shift + .
- Increase font size** Ctrl + Shift + ,
- Undo last action** Ctrl + Z
- Redo last action** Ctrl + Y
- Check spelling or grammar** F7
- Get Help** F1

Doing More with Your Document

Now that we've got the basics of creating documents down, we're going to learn some advanced tricks, including applying formatting, removing formatting, and using Undo and Redo.

Using Basic Formatting

The next part of working with text is applying formatting. The basic formatting types are:

Bold: Makes the selected type darker.

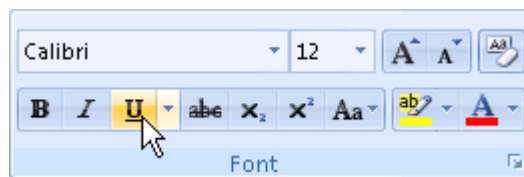
Italics: Text slants slightly to the right.

Underline: Places a line under the selected text.

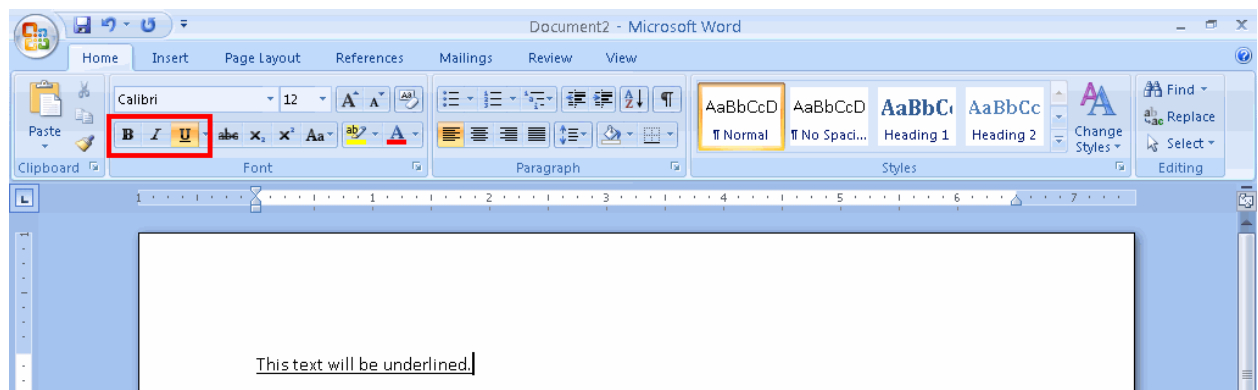
Here's how you can apply each of these formats. First, select your text. Then, follow the steps for the type of formatting you want to apply:

- **Bold:** Click the bold button (**B**) on the Home tab or press Ctrl + B.
- **Italics:** Click the italics button (*I*) on the Home tab or press Ctrl + I.
- **Underline:** Click the underline button (U) on the Home tab or press Ctrl + U.

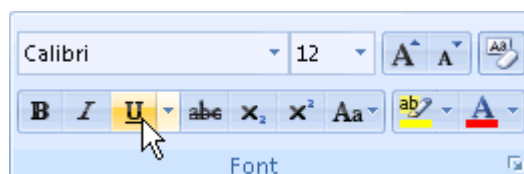
You can also click the format command to turn it on before you type text.



Then, type your text. In the following image, note how the underline button is orange, indicating it is active.



Now, click the format command again to turn it off.



You can also combine effects by turning multiple effects on:

Bold underlined text

Italicized underlined text

Bold, underlined, and italicized text

Bold italicized text

There are a lot more effects you can use, but we'll save those for another lesson. Bold, italics, and underline are the three you will use the most often.

Using Undo and Redo

You will find the Undo and Redo commands on the Quick Access toolbar.



These commands let you undo or redo your previous actions. Take a look at this text, which we just typed.

I am learning how to use Undo and Redo. |

If we click the Undo button (↶), the text will be removed.

|

If we click the Redo button (which in this case is a Repeat arrow: ↷) the text will be repeated:

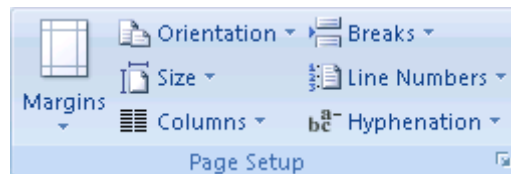
I am learning how to use Undo and Redo. I am learning how to use Undo and Redo. |

Using Page Setup

In the last lesson, we learned how to look at your document. But what if there are some changes you need to make? In this lesson, we'll learn how to set up your document so that it prints perfectly.

Using the Page Setup Group

On the Page Layout tab, you will find a group devoted to setting up your page.



Let's look at each command.

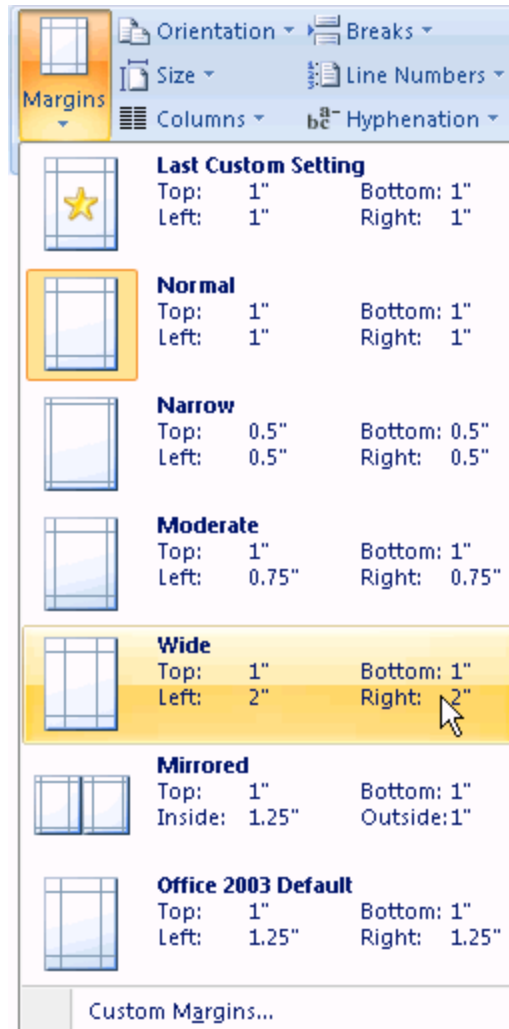
- | | |
|-----------------------|---|
| Margins | Click this button to see a menu of preset margins. You can also click Custom Margins to open the Page Setup dialog. |
| Orientation | Choose portrait or landscape orientation. |
| Size | Click this button to see a menu of preset paper sizes. You can also click More Paper Sizes to open the Page Setup dialog. |
| Columns | Format your text into columns. |
| Breaks | Insert line, page, or section breaks. (We will learn about these tools in the Intermediate manual.) |
| Line Numbers | Add numbers to your lines. |
| Hyphenation | Control hyphenation options. |
| Options button | Opens the Page Setup dialog. |

We're going to look at the more complicated commands one by one, so don't panic if you don't understand how to use all of these options yet.

Setting Margins

Margins are the white space around the page's edges. To change the margins, click the Margins button on the Page Setup group and pick a preset size.

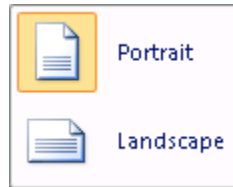
When using MATC letterhead paper, use 2.5 inches for top margin and 1 inch for bottom



Note that this change will affect your entire document. If you don't like the options that you see, click the Custom Margins button to open the Page Setup dialog. (We'll take a look at this dialog shortly.)

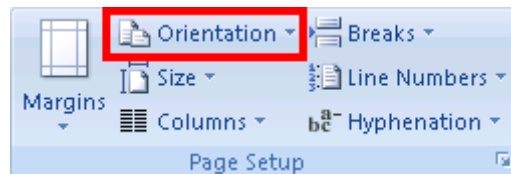
Changing Page Orientation

Page orientation refers to how the text is laid out on the page.



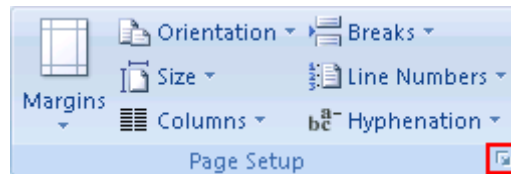
As you can see, with portrait orientation the paper would be printed on with the long side vertically. With landscape orientation, the paper would be printed on with the long side horizontally.

To change your document's orientation, click the Orientation button on the Page Setup group and choose either portrait or landscape.

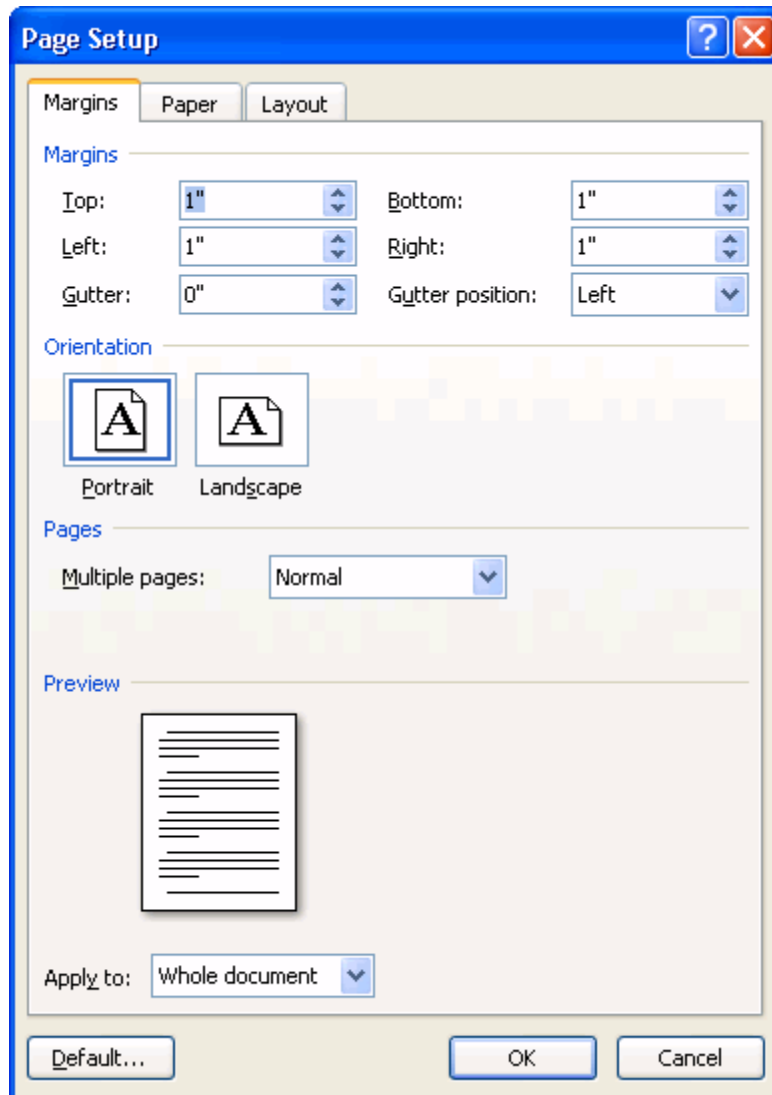


Using the Page Setup Dialog

All along, we've been referring to the Page Setup dialog. As we saw, you can open it from the Size or Margin menus. You can also open it by clicking the option button in the bottom right hand corner of the group.



Here is what the Page Setup dialog looks like:



Let's take a brief look at each tab.

- Margins** Control margin size, page orientation, and the type of pages in the document.
- Paper** Set the paper size and source.
- Layout** Set advanced options including section options, header and footer configuration, and page alignment. This tab also contains commands for line numbers and page borders.

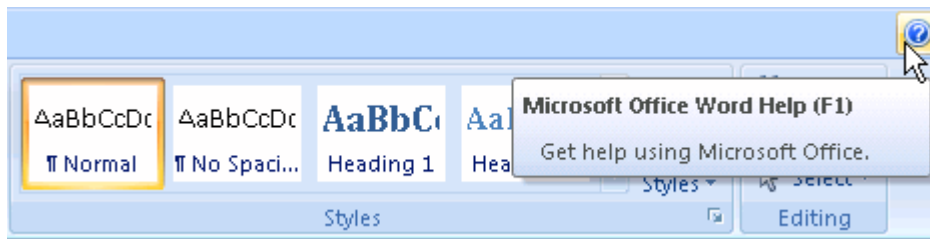
Each tab also has a preview area (where you can see the effects of your changes before you apply them) and a Default button (so that you can make every new document have the current page settings).

Getting Help in Word

By now, you'll have noticed that there are an awful lot of things that you can do with Microsoft Office Word 2007. No matter how many books you read or how many courses you take, it's virtually impossible to memorize everything. Luckily, Word comes with help files so that you can find quick, accurate answers to your questions.

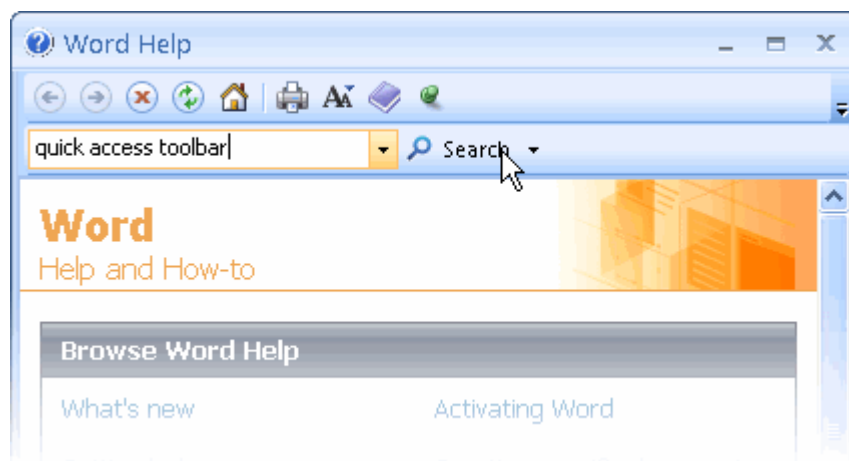
Opening Help

To open Help, click the question mark in the top right hand corner of the Word screen or use the F1 shortcut.

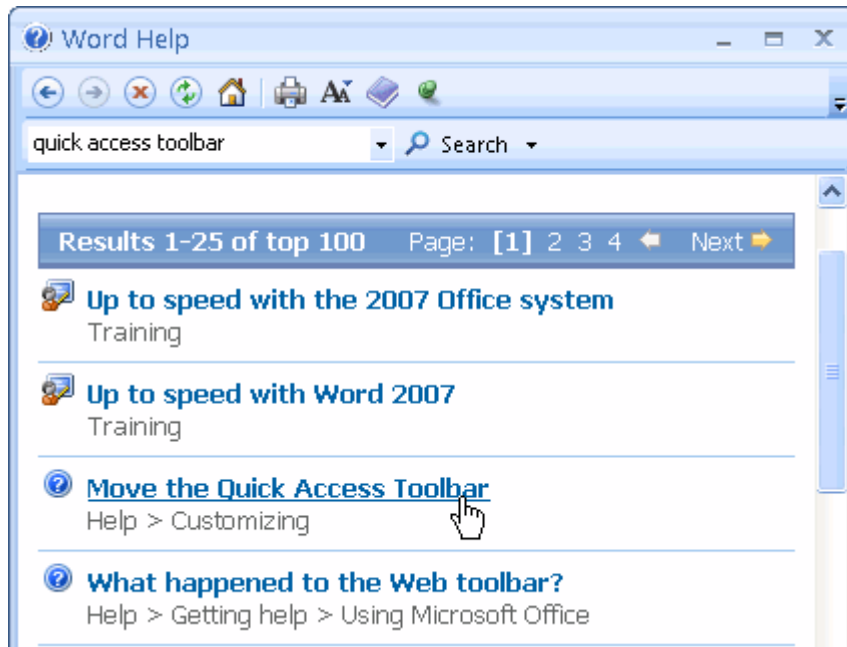


Searching for Help

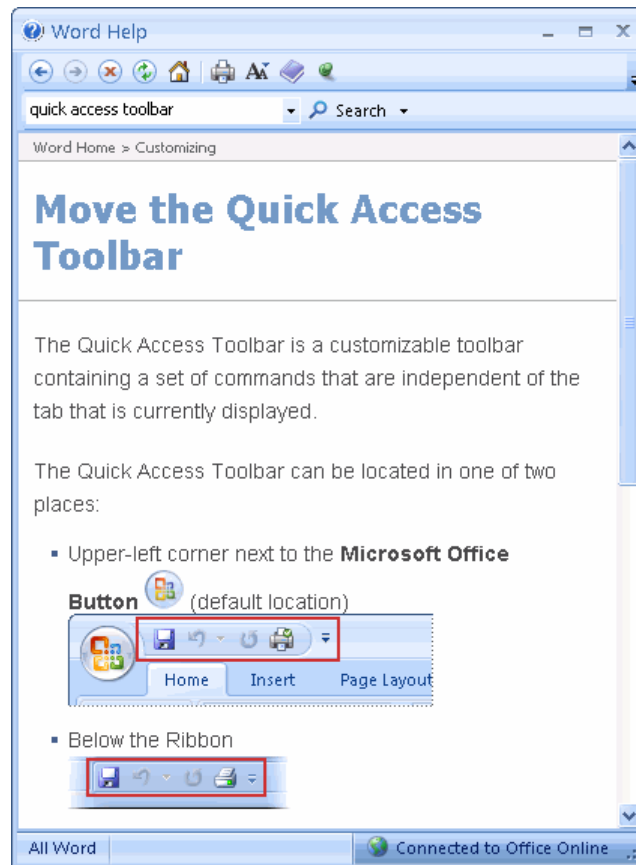
To search for help, simply type what you're looking for into the search box and click Search.



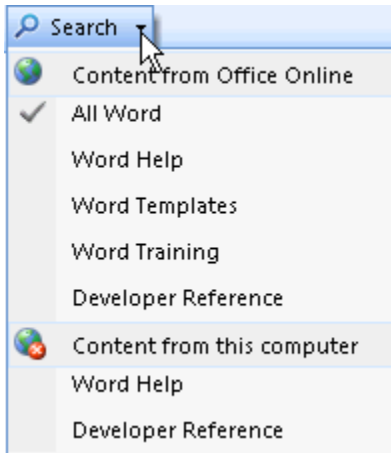
You will then see a list of links. Find the link you're searching for and click it to display it.



The result will then appear for you to read. Remember, you can use the back, forward, and home buttons on the help toolbar to help you navigate.

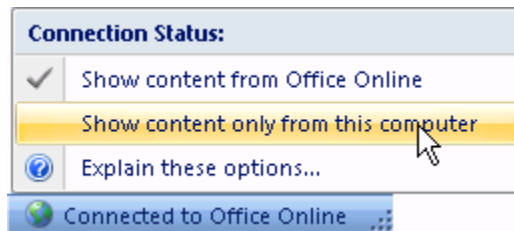


If you would like, you can customize your search using the Search drop-down menu. Simply click the arrow next to the Search button and choose an option.



Online Help vs. Offline Help

Many of the resources in Microsoft Office Word 2007 are focused on the Internet, and help is no exception. Most of the results are pulled from the Internet, giving you the latest information. Although your results will be much more limited, you can choose not to use Office Online. Simply click the connection menu in the status bar of the help screen and choose “Show content only from this computer.”



If you do not have an Internet connection, Microsoft Office Word should change this option for you automatically.