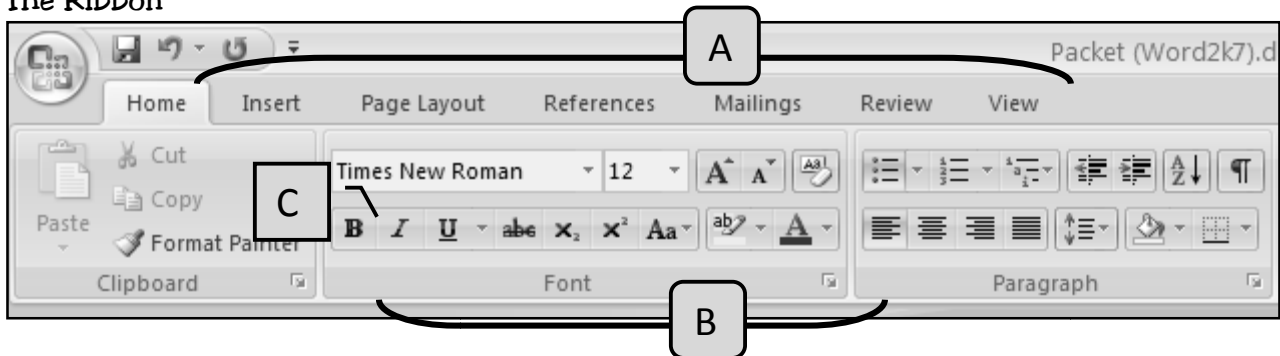






A Guide to Microsoft Word 2007


The Ribbon





- A. **Tab** – These are new to Word 2007. They are task-oriented and very handy.
- B. **Group** – Within each tab, there are subtasks, organized by group.
- C. **Command Buttons** – Each group contains several buttons, for carrying out commands or displaying menus.

Creating New Documents, Opening and Closing Files

- To create a **New** document/file when the program is already open, or if you would like to create something while another file is still in use:
 - Click the Office button in the top left corner of the screen  → New
- To **Open** a document/file that you created previously and is saved:
 - Click the Office button in the top left corner of the screen  → Open
- To **Close** a document:
 - Click on the X in the top, right corner of the screen 
 - Or click the Office button in the top left corner of the screen  → Close

NOTE: If there is only one document open, clicking  or Close will close the entire program.

Printing and Saving

- To **Print** a document:
 - Click the Office button in the top left corner of the screen  → Print
 - To make changes (# of copies, printer selection, etc.), select Print
 - To print one copy immediately, without making changes, select Quick Print
- To **Preview** a document before Printing:
 - Click the Office button in the top left corner of the screen  → Print → Print Preview

- To **Save** a document:

- Click the Save icon located in the Quick Access Toolbar



- Or, click the Office button in the top left corner of the screen → Save



NOTE: The first time you save a document, you will see a window that gives you an opportunity to designate a name and a location. However, every subsequent Save, you will *not* see this window. To change the name or location of a file, → Save As.

- To **Save Your Document as a Previous Version of Word:**

- Click the Office button in the top left corner of the screen → Save As → Word 97-2003 Document

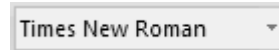


NOTE: This should be used if the file will be opened by someone who does not have Microsoft Office 2007 on his/her computer.

Formatting - the Basics

Font Face and Size

- To change the **Font Face**, go to Home (Tab) → Font (Group) → Font Times New Roman Click on the down-pointed arrow, and then scroll through the choices until you find an appealing font.



- Font faces include American Text, Mordred, Ransom, DomBold, and Tempus.

- To change the **Font Size**, go to Home → Font, then click the down-pointed arrow 12 to select a size.



- Font sizes are measured in points (1/72 inch = 1 point). Standard is 10-12 points.

Bold, *Italics*, Underline

- Go to Home → Font →



Alignment

Left Aligned:

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

Right Aligned:

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

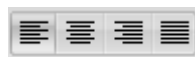
Centered:

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

Justify:

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

- Go to Home → Paragraph →



Spacing: Change the spacing between lines (single, 1.5, double, etc).

- Go to Home → Paragraph →




Font Color: Change the color of the text.


- Go to Home → Font → Font Color 

Bulleted and Numbered Lists: All of the small, black circles on this handout are called bullets. They are used to emphasize text, or to create lists.


Bulleted List:

- Go to Home → Paragraph → 
- Press the down arrow to the right of the bullet icon for more bullet choices.

Numbered List:


- Go to Home → Paragraph → 
- To finish a list, either press enter twice, or click the icon a second time.

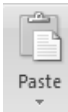
Clear Formatting: Removes any formatting changes and restores the text to its original appearance

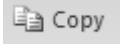
- Go to Home → Font → 

Cut, Copy and Paste

One advantage to word processing over typing is maneuverability. If you want to change the location of the text, you can move it without having to re-type. This is called cutting and pasting.


- Highlight the desired block of text.
- Go to Home → Clipboard →  Cut. This removes the text.
- Now you need to tell the computer where you would like to put the text. Click where you would like the text to appear.

- Go to Home → Clipboard →  Paste

Copy and Paste works along the same principles. However, the highlighted text is duplicated, not removed from the document. To practice, follow the above instructions, but go to Home → Clipboard →  Copy instead of Paste.

Fixing Your Mistakes

Undo: Oops! You made the whole document 18 pt. type or worse yet, you deleted everything. What now? The Undo Button will remove your formatting changes one at a time.

- Go to the Quick Access Toolbar (right of the Office button) → Undo 

Spelling:

Microsoft Word automatically puts red squiggly lines under words it thinks you have spelled incorrectly. Green squiggles indicate a grammatical error.

NOTE: these show up on the screen, but not on the printed version of your document.

Spelling and Grammar: Go to Review → Proofing → Spelling and Grammar. Word scans your entire document for misspelled words and grammatical errors. It provides suggestions for correct spelling, in addition to the option to add new words to your Word dictionary.

- To correct a single misspelled word, try right-clicking on the word. You should see a list of suggestions as well as an option to ignore.

AutoCorrect: AutoCorrect *knows* when you've misspelled a word and corrects it for you. It doesn't work for everything, but it will change common errors such as **teh** for **the**, or **becasue** for **because**. This function has many benefits because you can add to the list of words you would like to correct. This might include words that you commonly misspell, or long phrases that you frequently type (e.g. typing **wpl** becomes **Wheaton Public Library**).

- To add or change features of AutoCorrect, click the Office button in the top left corner of the screen



→ Office Options → Proofing → AutoCorrect Options

Appearance and Layout of the Page

Margins: The margin is the empty space around the border of the page. Normally margins are set between .5 and 1.5 inches, but ultimately the choice is yours.

- Go to Page Layout → Page Setup → Margins

Orientation: You may change the way a page is turned when it comes out of the printer.

- Go to Page Layout → Page Setup → Orientation
- You may choose Portrait (8½" across by 11" down), or Landscape (11" across by 8½" down).

Zoom: This allows you to change the relative size of the page that appears on the screen. For example, if you would like to see how your text appears overall, you might want to make the page smaller – so that it fits on the screen.

- Go to the Status Bar located in the bottom right corner of the screen, and drag the Zoom Slider



Size: Use this option if you are printing on legal (8½ x 14), tabloid (11 x 17), or another size paper.

- Go to Page Layout → Page Setup → Size
NOTE: Your printer must be capable of printing on the desired size of paper.