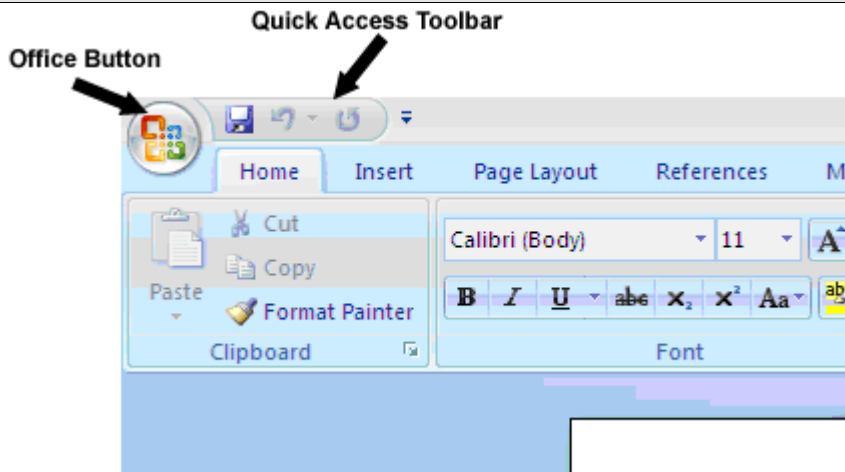
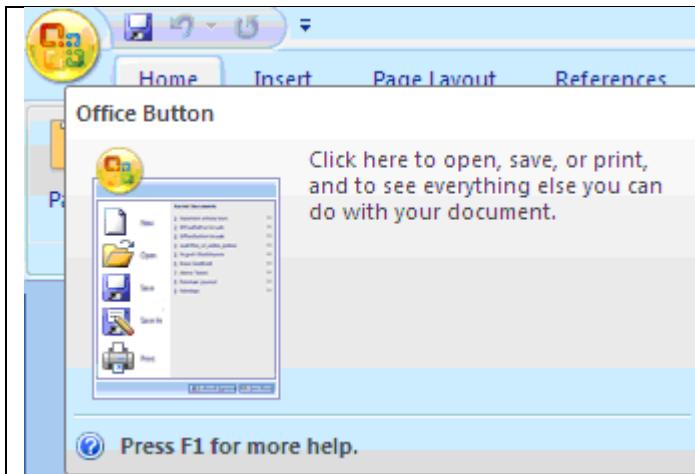


Introduction to Microsoft Word Word 2007

New Features



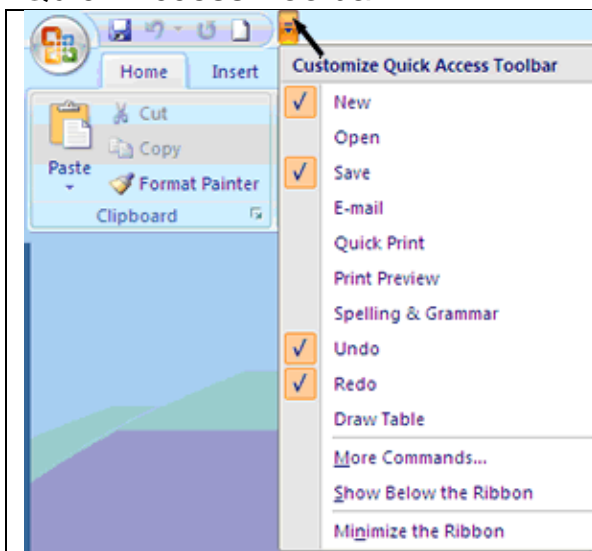
Office Button



Click on the Office Button to reveal basic functions such as New, Open, Save and Print.

The **Word Options** button at the bottom of the screen lets you set and/or change various options.

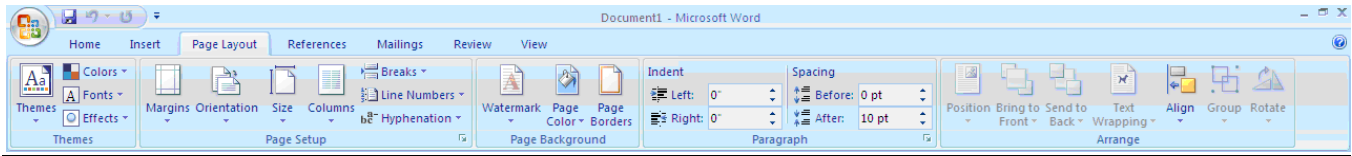
Quick Access Toolbar



Click on the black triangle on the right of the Quick Access Toolbar to add icons for commands that you use often.

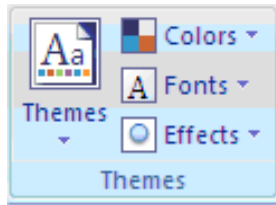
Choose More Commands to show more options,

Page Layout Tab

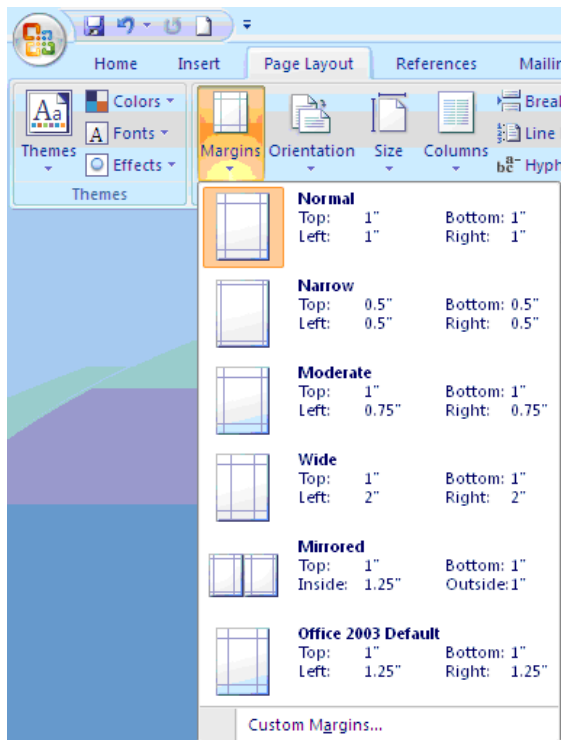


The Page Layout Tab includes setting margins, page orientation, breaks (page, column, etc), indentation and spacing between paragraphs.

New – Themes



You can format an entire document with a theme. Each theme is a set of formatting that includes a set of theme colors, a set of theme fonts and a set of theme effects.

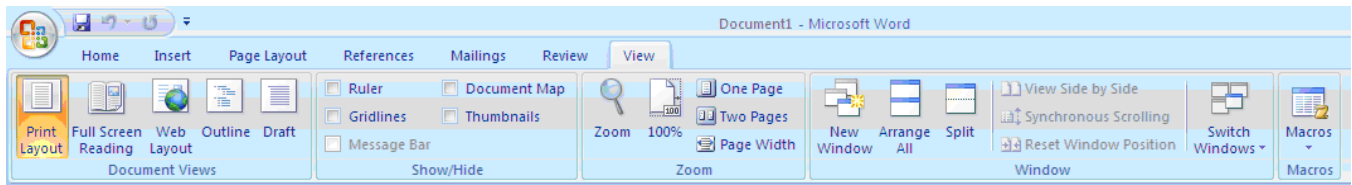


Setting Page Margins

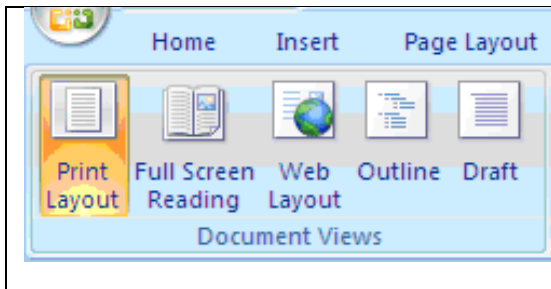
To set your page margins, click the Page Layout Tab and then click Margins. You can choose one of the pre-set margins or choose Custom Margins.

Custom Margins will display the old Page Setup window

View Tab



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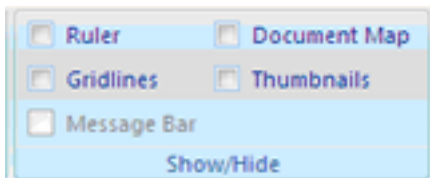


Document Views Section

Draft (formerly called Normal) – view for quick editing

Print Layout – view the document as it will appear on the printed page

Outline – view document as an outline and show outlining tools



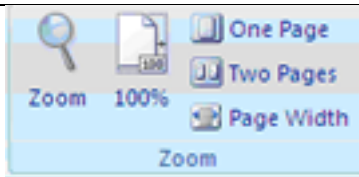
Show/Hide Section

Ruler – show the ruler to measure and line up items in the document

Gridlines – turn on to align objects in the document

Document Map – navigate a structural view of the document

Thumbnails – view the document pages as small pictures

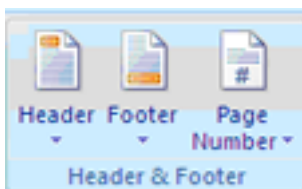
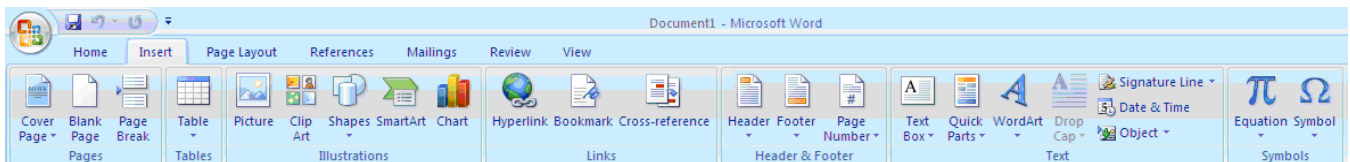


Zoom Section

Zoom – Click Zoom to specify the Zoom level for viewing
OR

You can select to zoom to one or two pages showing on screen or have the document stretch the width of the screen

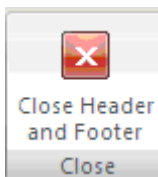
Insert Tab



Page Numbers

the page number.

To insert page numbers, click on the **Insert** tab look for the **Header & Footer** section and click **Page** You can then choose Top of Page or Bottom of Page and the format that you want for



Note that you are now in the header or footer area of the document and that the toolbar has changed to “**Header & Footer Tools Design**”. Click on “Close Header and Footer” at the far right side of the toolbar in order exit the Header or Footer area.

Revising Text

Moving and Copying Text and Graphics

Drag-and-Drop Editing

Easiest way to move or copy selected text a short distance

- To MOVE
Select text or graphic, put pointer on selection, hold down mouse button and drag the dotted insertion point to the new location
- To COPY:
Select text or graphics, hold down the CTRL key, put pointer on selection, hold down mouse button and drag the dotted insertion point to the new location

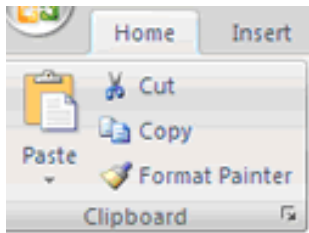
Keyboard Commands

Cut CTRL + X


Copy CTRL + C

Paste CTRL +V

Home Tab Toolbar – the Clipboard section



More convenient when moving or copying a longer distance

 Cut - Removes selected text from the screen to the Clipboard

 Copy - Copies the selected text to the Clipboard

 Paste - Paste text from the clipboard into your document

 Format Painter Button

Once you've formatted text to look the way you want, use the Format Painter button on the standard toolbar to copy the formatting to other text you select:

1. Select the text with the formats you want to copy. Then double-click the Format Painter button. The mouse pointer will change to the Format Painter pointer
2. Select the text to format - the formatting will be applied to the selected text. You can copy the formatting to more than one section.
3. To return to the regular mouse pointer, click the Format Painter button again.\

Undoing Mistakes



These commands are now on the Quick Access Toolbar at the upper left edge of the screen.



Undo

Click on the undo button to undo the last action. Click on the down arrow next to the Undo button to undo multiple actions.

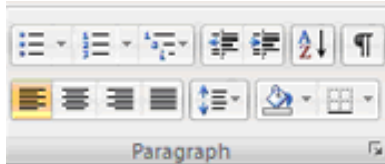


Redo

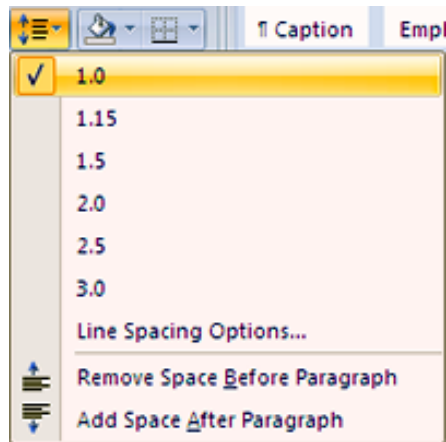
Use the Redo button when you decide to proceed with a change that you canceled with the Undo button. The down arrow next to the button allows you do redo multiple actions.

Formatting Paragraphs

Home Tab Toolbar – the Paragraph Section



Line Spacing



Click on the small black triangle on the line spacing icon to display and choose line spacing options.

Alignment

To change paragraph alignment, use the following buttons on the **Paragraph** section of the **Home Tab Toolbar**



Left



Right



Centered



Justified

Indentation

Never press TAB or the SPACEBAR numerous times in an attempt to indent text. Also, don't press enter at the end of each line. When printed, the text may not line up evenly and if you add or delete text the tabs will end up in strange locations.

There are three ways to set indentation

Select the paragraph(s) to be changed and do **ONE** of the following

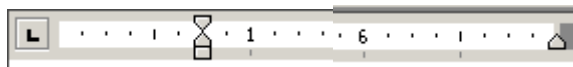
1. Use the indentation buttons on the **Paragraph** section of the **Home Tab Toolbar**


 To indent a paragraph to the next tab stop


 To indent a paragraph to the previous tab stop


2. Use the **Ruler**

To display the **Ruler**, click the **View** tab; go to the **Show/Hide** click the check box for **Ruler**.



 Top triangle = first-line indent marker

 Bottom triangle and square = left indent marker

 Triangle on right side = right indent marker

Click and drag the markers to the desired settings on the ruler.

To indent

First line only

Left edge of paragraph

Right edge of the paragraph

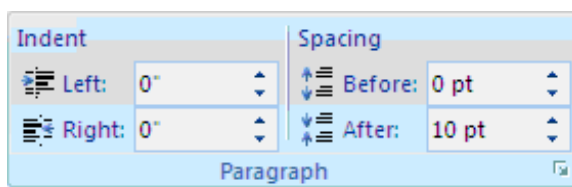
Do

Drag the first-line indent marker

Drag the left indent marker

Drag the right indent marker

3. Use the **Paragraph Section** on the **Page Layout Tab** menu to set precise measurements for paragraph indents.







Setting and Clearing Tab Stops Using the Ruler


Word has preset tabs at half-inch intervals. To set or change custom tabs, select the paragraphs you want the changes to affect and use the ruler to make the changes.



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left aligned tab	centered tab	decimal tab.00	right-aligned tab
Widgets	50	\$124.34	June
Gizmos	120	\$19.95	August
Thingamajigs	1200	\$1234.56	September

To set a tab stop:

 Click on this icon on the left side of the ruler to select the type of tab stop. Then click the point on the ruler where you want to set the tab stop.

To change a tab stop:

Click and drag a tab stop marker to move it to another location on the ruler.

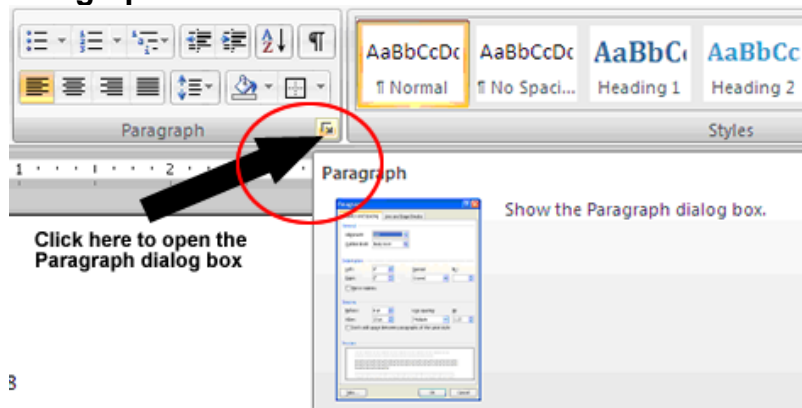
To clear a tab stop:

Click and drag the tab stop off the ruler.

To set precise measurements for tab stops or to insert leader characters:

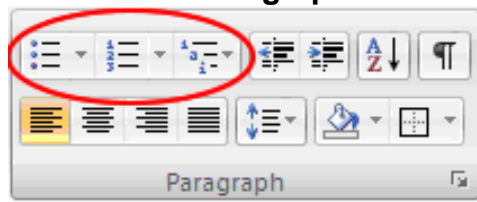
Open the Tabs dialog box:

Click the **Home Tab** and then click the tiny box in the lower right corner of the **Paragraph** section



Bulleted, Numbered, and Multilevel Lists

Home Tab - Paragraph Section



The icons for creating numbered, bulleted and multilevel lists can be found on the **Paragraph** section of the **Home Tab**.

Select text and then click one of the icons to add numbers or bullets.

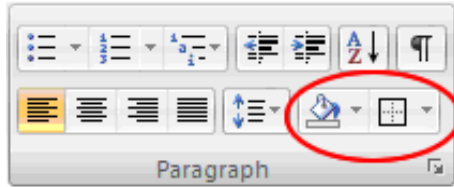
OR, click on one of the icons before typing a list.

When the list is completed click the same button again to turn off this feature.

Borders and Shading

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Home Tab - Paragraph Section



Borders and shading can be added to ordinary text and to paragraphs in table cells and frames.

Borders and shading extend from the left indent of the selected paragraph to the right indent of the paragraph. To change the width of the bordered or shaded area in paragraphs with short lines of text, adjust the indent markers on the ruler.

Tables

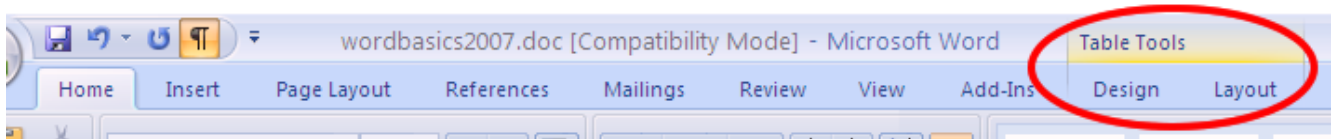
Inserting Tables

	<p>Click the Insert Tab and click the Table icon</p>
	<p>Click and drag to select the number of rows and columns that you want for the table.</p> <p>OR - Choose Insert Table and choose options from the Insert Table window.</p>

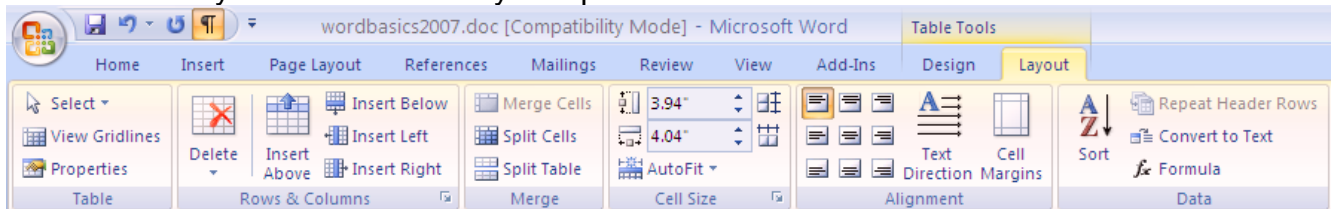
SIU Medical Library : Microsoft Word2007 Basics

Table Tools: Table Design and Layout

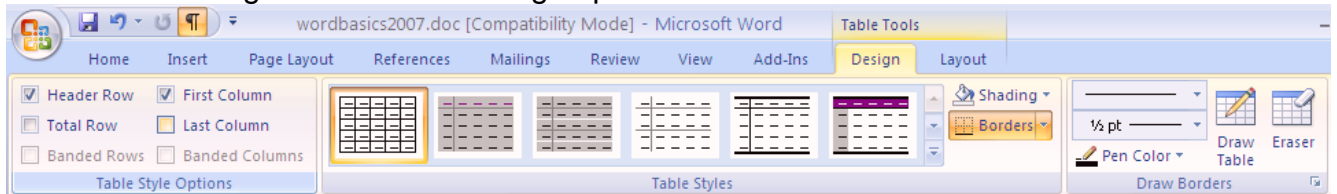
Click anywhere in a table to make the **Table Tools** tab appear on the top Toolbar:



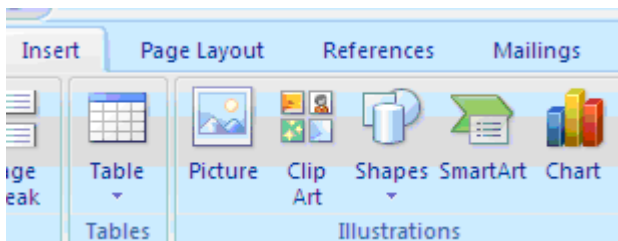
Click on the Layout tab to reveal layout options



Click on the Design tab to reveal design options

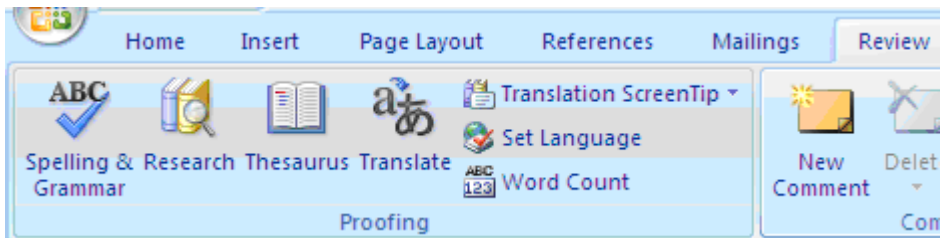


Adding Illustrations – Insert Tab – Illustrations Section



- Picture After inserting a picture, Picture Tools will appear on the Toolbar.
- Clip Art Lets you search in Office and web collections of clip art.
- Shape Lets you choose from a variety of shapes and then add formatting such as color and drop shadows.
- SmartArt Choice of different types of organizational charts
- Chart Opens an editable data sheet to customize your chart. Different types of charts are listed on the toolbar.

Spelling and Grammar



The Review tab Proofing section includes Spelling & Grammar, Thesaurus and Word Count.

CPG 3/28/12