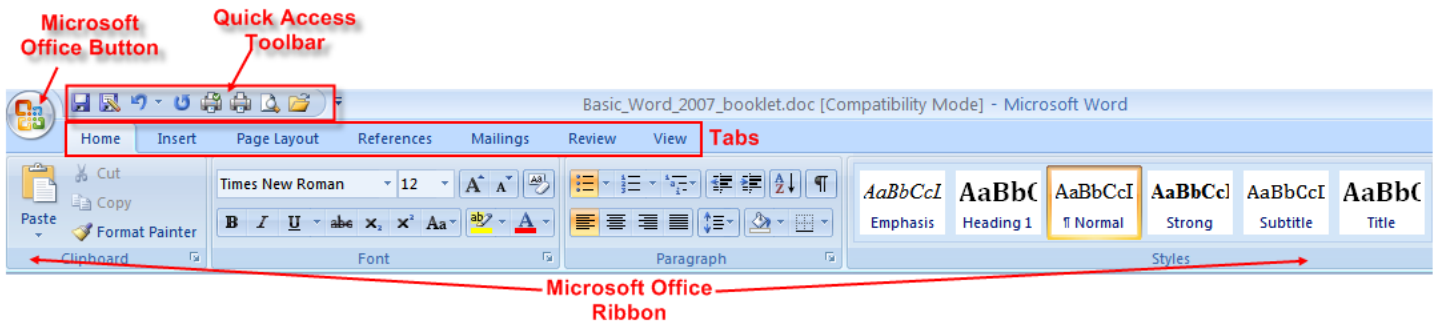
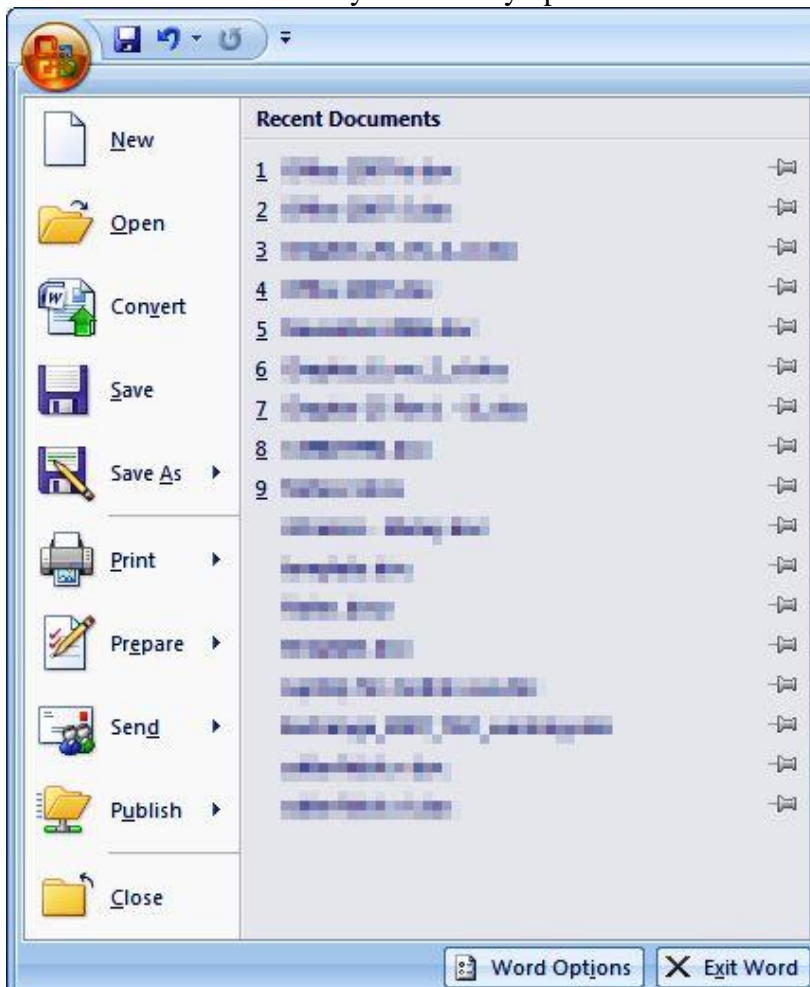


## Basic Microsoft Word 2007

The biggest difference between Word 2007 and its predecessors is the new layout. All of the old functions are still there (with some new additions), but they are now located on tabs instead of menus.



- The **Microsoft Office Button** has replaced the File menu in Word 2007. You will find many basic commands after clicking on the Microsoft Office button such as New file, Open a file, Save, Save As, or Print. The Microsoft Office Button is where you will go to set Word Options (formerly Tools>Options). You will also find a list of your recently opened documents.



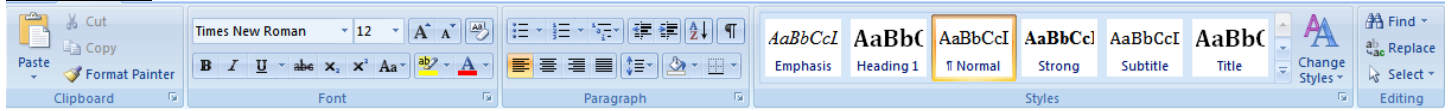
*Microsoft Office Button menu*

- Use the **Quick Access Toolbar** as a shortcut to standard commands in Microsoft Word such as Save a File, Undo the last action, or Print. The Quick Access toolbar can be customized to contain shortcuts to almost


any command you choose. Click the drop down arrow at the end of the Quick Access Toolbar to add more commands.

- The **Microsoft Office Ribbon** has replaced the menu bar in previous versions of word. The ribbon consists of **tabs** called **Home, Insert, Page Layout, References, Mailings, Review, and View**. All of the commands that existed on menus in previous versions of Word will now be stored on each of the tabs on the ribbon.

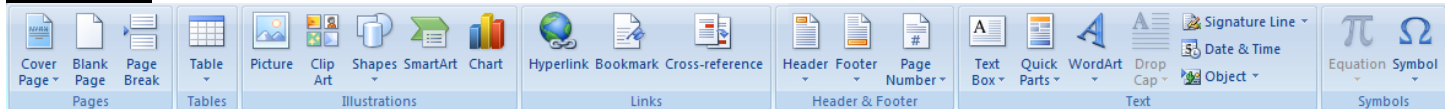
## Home Tab



### Home tab

- Use the **Home tab** to format text in your Word document.
  - Cut, copy, and paste text.
  - Change font type and size
  - Bold, Italics, Underline, Strike through, Subscript, Superscript, or a new feature is to change text from upper to lower case and vice versa.
  - Left align, center, right align or justify text or paragraphs and adjust spacing between lines.
  - Add numbering or bullets, and format your list style.
  - Increase or decrease indent
  - Sort text
  - Add shading or a border to selected text.
  - Highlight text and Change font color
  - Change font style to add emphasis, a heading, or a title
  - Find and Replace, or Select text
- Use **Format Painter** to quickly copy paragraph formatting from one section of your document to another
  - Highlight the word or words you wish to copy the format of
  - Click the Format Painter icon  on the home tab.
  - Drag the brush over the text you wish to format

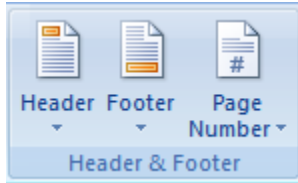
## Insert Tab



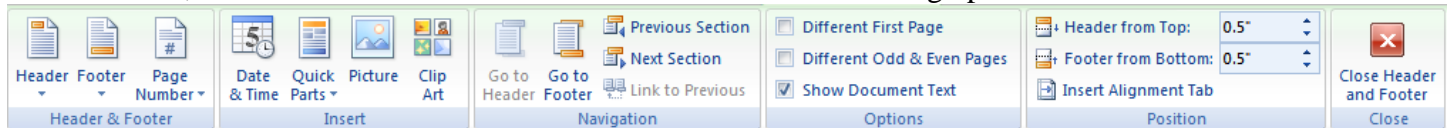
### Insert tab

- The **Insert tab** is used to:
  - Insert a cover page, a blank page, or a page break.
  - Insert a table
  - Insert pictures, clip art, charts, or shapes
  - Insert hyperlinks, bookmarks, or cross reference links
  - Insert Headers & Footers
  - Insert text boxes, auto text, word art or other objects
  - Insert symbols

- Adding a **Header/Footer**
  - Go to **Insert** tab on the **Microsoft Office Ribbon**
  - Use the **Header & Footer** section to add a header, footer, and/or page number



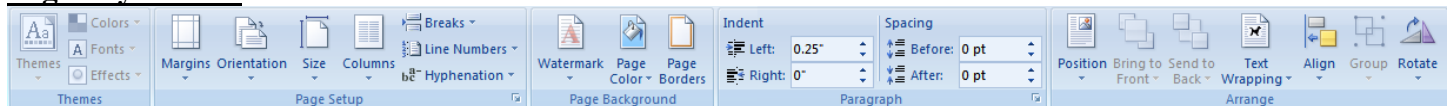
- Click the down arrow under Header or Footer to choose from one of the Built-in Header and Footer styles.
- Or, choose Edit Header or Edit Footer from the menu to bring up the Header/Footer tools ribbon.



*Header/Footer ribbon*

- Use the Header/Footer ribbon to add automatic entries to your Header/Footer (such as Date & Time), to navigate between Header and Footer, to set a different header for the first page, odd pages, or even pages, and to adjust the Header/Footer alignment on the page.

## **Page Layout Tab**



*Page layout tab*

- The **Page Layout** tab is used to format the layout of your document.
  - Set a theme for the document
  - Change page setup (margins, orientation, etc)
  - Format the page background
  - Change paragraph indent or spacing
  - Arrange document icons
- **Watermark**
  - *Inserting a picture watermark*
    - Go to **Page Layout** tab on the **Microsoft Office Ribbon**
    - In the **Page Background** section, click the down arrow under **Watermark**
    - Choose **Custom Watermark** from the drop down menu.
    - Click the Picture watermark option
    - Click the Select Picture button to browse for the picture
    - Set Scale options (or leave at default)
    - Click **OK**
  - *Inserting a text watermark*
    - Go to **Page Layout** tab on the **Microsoft Office Ribbon**
    - In the **Page Background** section, click the down arrow under **Watermark**.
    - Choose one of the standard watermarks or click the **Custom Watermark** option from the drop down menu.
    - Click the Text watermark option
    - Fill in the text watermark details

- Click **OK**

## References Tab

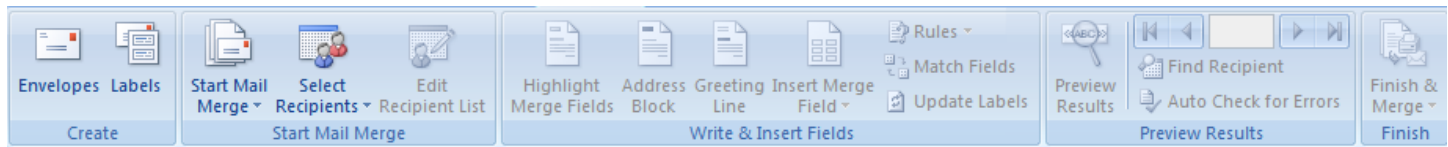


### *References tab*

- The **References Tab** is used to add reference information to your document.
  - Insert a table of contents
  - Format footnotes
  - Insert a citation or create a bibliography
  - Insert a caption
  - Insert an index

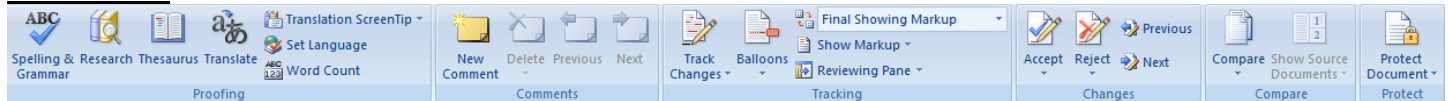
## Mailings Tab

The **Mailings tab** is used to create envelopes or labels. It's also used for doing Mail merges.



### *Mailings tab*

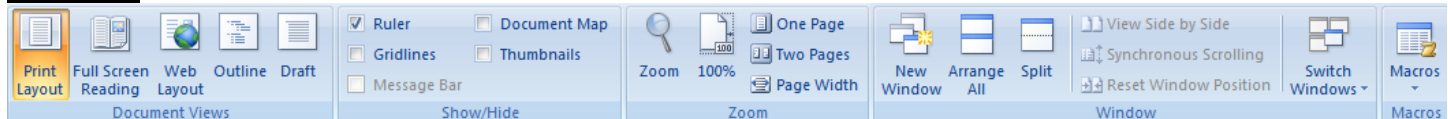
## Review Tab



### *Review tab*

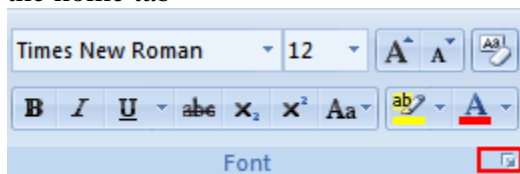
- The **Review tab** is used for:
  - Checking spelling and grammar in the document
  - Opening the research task pane
  - Using the thesaurus for different word suggestions
  - Translating selected text into another language
  - Determining word count
  - Adding comments
  - Tracking, accepting, and rejecting changes to the document
  - Comparing revisions of a document side by side
  - Combining multiple revisions of a document into a single document
  - Protecting a document from being edited or from being viewed

## View Tab





### *View tab*

- The **View tab** is used to:
  - Change the view of the document on your screen (print layout, full screen reading, web layout, outline, or draft)
  - Show or Hide the ruler, gridlines, document map, or thumbnails of the pages in your document
  - Zoom in on your document or change the view to one page or two pages on your screen
  - Arrange windows containing your document
  - Switch to other open office documents
  - View or record Macros
  
- **AutoCorrect/AutoFormat**
  - *AutoCorrect*
    - Word comes with several AutoCorrect features for fixing common typing mistakes such as capitalize first letter of sentences, or capitalize first letter of days
    - To turn off AutoCorrect options, click the **Microsoft Office Button** and then the **Word Options** button. Click **Proofing** from the list on the left, and then click the **AutoCorrect options** button. On the AutoCorrect tab, uncheck any of the AutoCorrect options that you would like to turn off.
    - You can also add your own Replace \_\_\_\_ with \_\_\_\_ entries by entering text into the Replace and With boxes
    - For instance, you can abbreviate the typing of Beloit College by entering replace BC with Beloit College. This way each time you type BC, Beloit College will be entered instead.
  - *AutoFormat*
    - Word comes with several AutoFormat features for applying common formatting in your document such as automatically replace fractions (1/2) with fraction characters ½
    - To turn off AutoFormat options, click the **Microsoft Office Button** and then the **Word Options** button. Click **Proofing** from the list on the left, and then click the **AutoCorrect options** button. On the AutoFormat tab, uncheck any of the AutoFormat options that you would like to turn off.
    - AutoFormat features can also be adjusted on the “**AutoFormat as you type**” tab
  
- **Hidden Text**
  - Hidden text can be useful for creating tests with answer keys or for doing a presentation with handouts
  - Hidden text allows you to have all text within one document while allowing you to print one copy with notes or answers (show hidden text) and one without (hide hidden text)
  - *Hiding text*
    - Type the text as you normally would
    - Highlight the text you wish to hide
    - On the **Home tab**, expand the Font dialog box by clicking the arrow in the Font section of the home tab



*Expand the font dialog box*

- Check the Hidden box in the Effects section
- Click **OK**

- Hidden text can be viewed by clicking the **Show/Hide**  button on the **Home tab**
- Hidden text will appear in the document as underlined with dots
- Several sections of text can be hidden at once by holding the Ctrl key on the keyboard while selecting all sections of text
- *Printing Hidden text*
  - Printing, by default, will not show hidden text in a document
  - Go to the **Microsoft Office button** and click the **Word Options** button
  - Click **Display** from the section on the left
  - In the **Printing Options** section, check the Print Hidden Text box option
  - Click **OK**
  - To turn off Hidden text printing, go to the **Microsoft Office button** and click the **Word Options** button
  - Click **Display** from the section on the left
  - In the **Printing Options** section, uncheck the Print Hidden Text box option
  - Click **OK**
- **Use Microsoft Office Help**
  - Click the  icon on the right hand side of the ribbon.
  - Enter keywords for what you would like help with
  - Click the Search button to begin searching