

Microsoft Word 2007 on Windows

Word is a very popular text formatting and editing program. It is the standard for writing papers and other documents. This tutorial and quick start guide will help you become more familiar with the basic tools of Word.

This tutorial will walk you through editing a basic document from start to finish. It will also familiarize you with the new Word 2007 workspace.

The Basics - Tips

Saving Your Work - The first thing you should always do when you start a new document is to **Save** it. Saving your work ensures that it is not lost or misplaced and also allows Word to maintain an AutoSave file. This allows you to recover a document if your computer malfunctions when you are in the middle of editing.

Formatting - Avoid formatting as you type. 'In-line' formatting tends to produce unintended results. It is better to write your text first, then select the text and apply formatting to the entire section all at once.

Accessing Features - There is usually more than one way to access any given options or features in Word. Most of the popular **Tools** are available to you as icons in the **Ribbon** at the top of the Word window. You can also access the formatting options for any item by right-clicking on it (ctrl-click on Mac).

In this tutorial, for the sake of consistency, we will generally access tools from the Ribbon at the top of the Word window.

Undoing Errors - If you make a mistake (for example, you paste over an entire section of text, or delete by accident), you can usually undo it by choosing **Quick Access Toolbar >> Undo** on the Menu Bar. This reverses the last several actions. You can also Undo an action by typing **Ctrl-Z**.

Microsoft Interactive Online Demos

Microsoft has developed a series of online demo programs to assist people with the transition to Office 2007.

- **Start the Guide** for a program by clicking on that phrase on the webpages listed below
- A new window will open in your web browser showing Office 2003
- Use the familiar Toolbar from Office 2003 to find a Tool
- A second window will appear to show you how to use the same Tool in Office 2007

The web address for the Word Guide is:

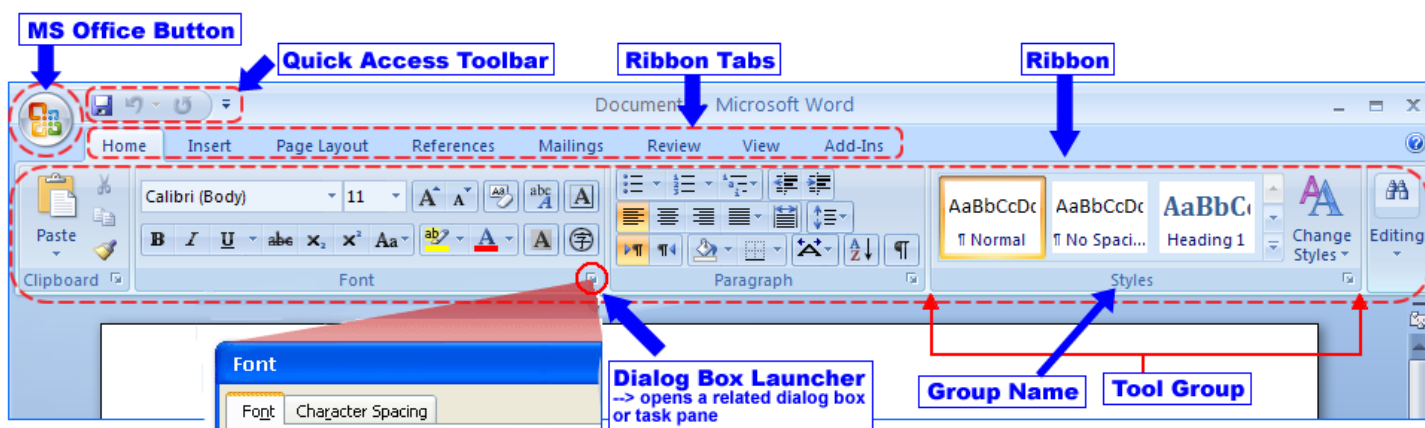
- <http://office.microsoft.com/en-us/word/HA100744321033.aspx>

MS WORD 2007 - New Interface

When you open Word 2007, you will notice that it looks quite different from Word 2000 and Word 2003. The same tools are all there, but they are arranged very differently and new features have been added.

If you are already familiar with Word 2000 or 2003, it may take you a while to adjust to this new arrangement of tools. This tutorial uses Word 2007 and you can use it as a quick reference guide for most of the common tools.

Arrangement of Tools in Word 2007



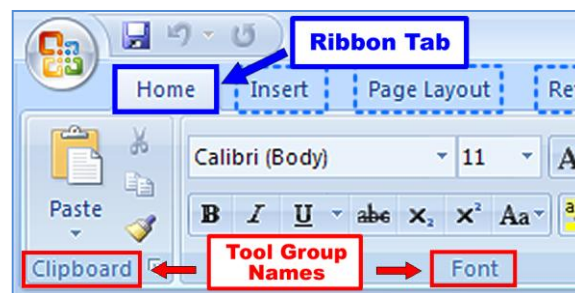
The **MS Office Button** contains the main file functions

- New, Open, Save, Save as, Print, Print Preview, etc.

The **Quick Access Toolbar** contains shortcuts to **Save, Undo, and Repeat**

Each **Ribbon Tab** displays a **Ribbon** that provides a set of **Tool Groups**.

- The **Ribbon Tab** and the **Tool Groups in the Ribbon** correspond to the **Menu and Toolbar** in Word 2000 and 2003
- The **Name** of each **Tool Group** is listed at the bottom of the Group
 - **Example** - In the **Home Tab**, the second **Tool Group** is named **Font**
 - The name "**Font**" is under the **Font Tool Group**



To change the **Tool Groups** being displayed in the **Ribbon**

- Click on the appropriate **Ribbon Tab**
- **Example** - The **Home Tab** contains **Tool Groups** for the most commonly used Tools
 - Clipboard, Font, Paragraph, and Style tools in Word

Some **Tool Group** boxes have a **small arrow** in the **bottom right-hand corner**.



- If you click on this arrow, Word will open a **Dialog Box** which offers more options and settings related to that **Tool Group**



In Word 2007, tools with similar uses are organized so that they are usually found within the same Tool Group or at least within one Ribbon. If you do not find a tool in the Ribbon you think it should be in, try exploring the other Ribbon Tabs.

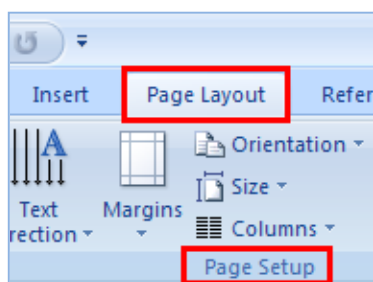
In this tutorial, we will not use the control keys as these function differently on different computers. For the sake of consistency, all instructions in this tutorial refer to the **Ribbon Tabs** and **Tool Groups** in each **Ribbon**.

Getting Started – Opening and Saving a Document

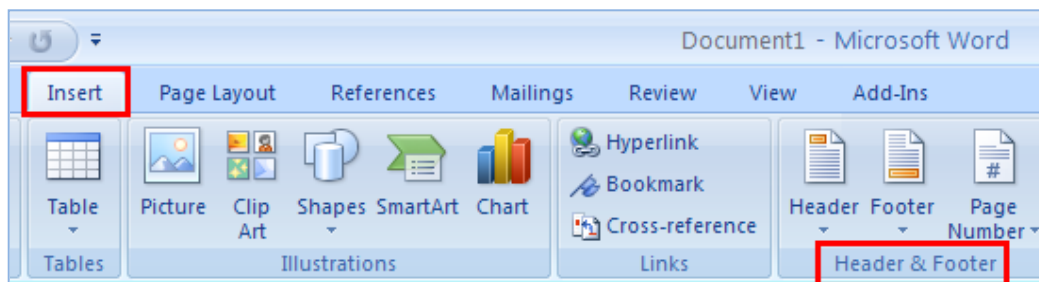
Start a New document	MS Office Button >> New <ul style="list-style-type: none"> The MS Office Button is located in the top left corner of the Word 2007 Window 	
Open an existing Document	MS Office Button >> Open	
Open a file from a different Version or Format	Word 2007 will automatically convert a document from a compatible version of Word or from .txt, .rtf, or Microsoft Works (*.wks) <ul style="list-style-type: none"> Your document will open in Compatibility Mode This will prevent you from using certain tools in Office 2007 which are not compatible with Office 2000 or 2003 When you finish editing a document, be VERY CAREFUL to save any converted documents in their original format Please read the Important Notes below regarding saving in Office 2007. 	
<p><u>IMPORTANT NOTES: Saving Documents in WORD 2007</u></p> <ol style="list-style-type: none"> In the Computing Facilities, files on the Desktop are NOT SAVED when you log off. <ul style="list-style-type: none"> ALWAYS use Save As... to save your file to a USB Flash Drive, or personal drive (H:\) You can also save a file to the Desktop and then send an email to yourself with the file as an attachment If you are NOT running Office 2007 at home and you save a document as Word 2007 (*.docx), YOU WILL NOT BE ABLE TO OPEN IT AT HOME! (see step 3 below) If you have Office 2000 or 2003 or you use a Mac at home or on an administration machine. <ul style="list-style-type: none"> You will have to save your document as an older version Go to MS Office Button >> Save As <ul style="list-style-type: none"> At the bottom, there is a bar that asks you to “Save as Type:” Choose Word 97-2003 Document (*.doc) DO NOT CHOOSE “Word Document (*.docx)” If you are using a PC at home running Office 2000 or 2003 <ul style="list-style-type: none"> You can download the MS Office 2007 to Office 2003 Compatibility Pack from Microsoft's website <ul style="list-style-type: none"> http://www.microsoft.com/downloads/ Under New Downloads, choose "Microsoft Office Compatibility Pack for Word..." Even with the Compatibility Pack, you might lose data / formatting when you save as an older version There is no Compatibility Pack available for Mac yet. 		
Save the current document Save a document as a different Name, Version, or Format	MS Office Button >> Save or Save As... <ul style="list-style-type: none"> Please read the Important Notes above regarding saving in Office 2007! In the bars at the bottom of the Save As... Window Give your document a new name in “File Name:” Select the version and format from “Save as type:” 	

Setting Document Formatting and Page Layout

Page Layout Tab



Insert Tab



Set Page Orientation

Page Layout Tab >> Page Setup Group >> Orientation
Choose Portrait or Landscape depending on your text

Adjust the page Margins

Page Layout Tab >> Page Setup Group >> Margins

- Adjust the values of the margins as desired.
- For example:
 - To have 1" margins on all sides, choose **Normal**
 - To set 1/2" margins on all sides, choose **Narrow**
 - To set your own margins, choose **Custom**

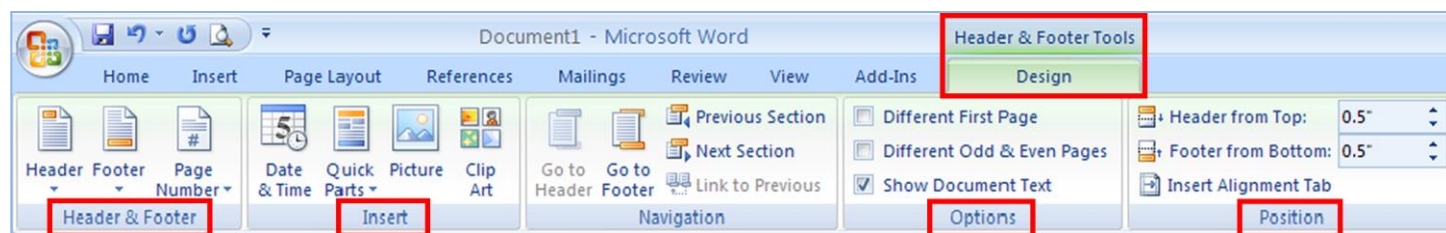
Create Columns - used for newspapers or brochures

Page Layout Tab >> Page Setup Group >> Columns

Highlight the text you wish to split into columns or set up columns before you start writing.

- In the **Page Setup Group**, click on **Columns**
- Choose the number of columns you wish to create

Design - Header & Footer Tab



Page Numbering &
Insert Headers and Footers

NOTE:

Page numbers are always placed in the **Header or Footer** and will be adjusted **automatically** as you edit a document.

Insert Tab >> Header and Footer Group >> Page Numbers then Design - Header and Footer Tools >> Header & Footer, Insert, Options, and Position Groups

- Click on **Page Number** and choose which type you want
 - **Plain 1, 2, and 3** correspond to **Left, Right, and Centre**
- When you click on a type of Page Number, the **Ribbon** will change to a hidden Ribbon called **Design - Header and Footer Tools**
- The **Header Footer Group** (at the left of the Ribbon) has options for the Header, Footer and Page Numbers
 - Click on **Page Number** to add Page Numbers to your document
 - To add the **Date**, your **Name**, or **an image** click on the appropriate tool in the **Insert Group** (2nd group in Ribbon)
- The **Options Group** lets you choose **not** to display the Header or Footer on the first page. It also has options for creating different headers and footers for even and odd pages.
- **Margins of Headers and Footers**
 - The **Position Group** changes **margins** for the Header or Footer

Turn on 'in-line' Spell Check or Grammar Check to check spelling and grammar as you type

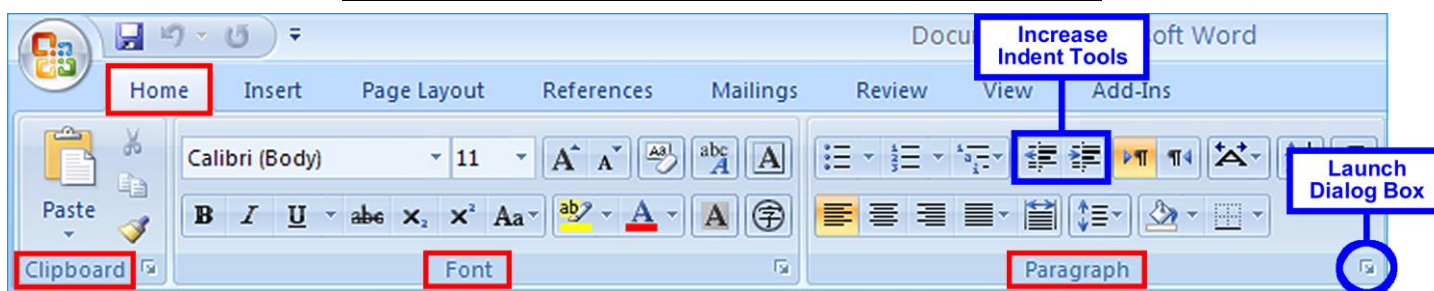
MS Office Button

- Click on the **MS Office Button**
- At the bottom of the MS Office Button Window, click on **Word Options**
- Choose **Proofing** from the side bar on the left
- In the lower half of the Proofing window
- Check boxes for
 - "Check Spelling as you type"
 - "Check Grammar with Spelling"



Formatting Text and Paragraphs

Home Tab - Clipboard, Font, & Paragraph Groups



Move a section of text

Home Tab >> Clipboard Group

- **Select** the appropriate section of text
- Click on the **Cut** or **Copy** Tools in the ClipBoard Group
- Place the cursor at desired destination
- Click on the **Paste** Tool in

Alternate method 1

- **Select** the appropriate section of text
- Click and hold the mouse button
- Drag the selected text to its destination within your document

Alternate method 2 - common to most software

- **Select** the appropriate section of text
- Press **Ctrl-X** to cut or **Ctrl-C** to copy
- Place the cursor at desired destination
- Press **Ctrl-V** to paste

Change Font formatting

Home Tab >> Font Group

- **Select** a section of text
- Click on the appropriate tool to change the Font options
 - **Font, Font size, Font Colour, Bold, Italic, Underline**

Indent first line of a paragraph using Tab

The **Left Tab** is set by default to **0.5 inches**.

To indent the first line of a paragraph with this tab setting:

- Go to the beginning of the paragraph and hit the **Tab** key on the left of the keyboard

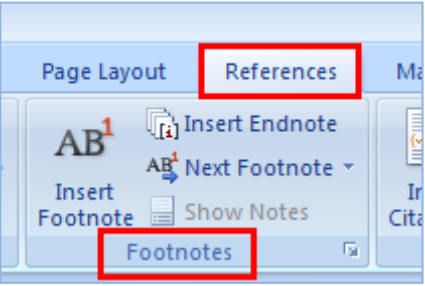
Indent a whole paragraph

Home Tab >> Paragraph Group >> Increase Indent Tool

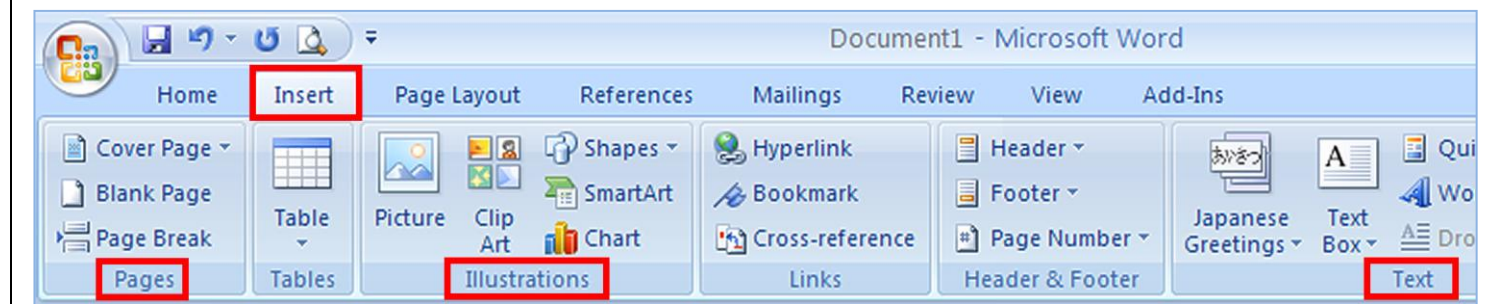
- Select the paragraph or section of text that you want to indent
- Click on the **Increase Indent tool** in the Paragraph Group

<p>Create Block Quotes</p>	<p>Home Tab >> Paragraph Group >> Alignment Tools</p> <p>Block quotes are basically regular text that is indented on both sides of the page. They are usually aligned to Justify. This means that they are aligned to have the left AND right sides of the paragraph even with the indentation</p> <ul style="list-style-type: none"> • Select the portion of text you wish to block quote • In the Paragraph Group, click on the small arrow in the lower right corner of the Group • The Paragraph Dialog Box should appear <ul style="list-style-type: none"> ○ In the General section, set the Alignment to Justify ○ Set the Indentation Before Text and After Text to the desired settings
<p>Create Bullets or Numbering</p>	<p>Home Tab >> Paragraph Group >> Bullet and List Tools</p> <ul style="list-style-type: none"> • Type out your points and place a return (hit Enter) at the end of each point so they each start on a new line • At the end of the last point hit Enter twice • Select all of the points you typed • Click on the desired type of Bullet or List Tool in the Paragraph Group • To indent some points to a second level of Bullets <ul style="list-style-type: none"> ○ Highlight those points and choose the Increase Indent Tool in the Paragraph Group • To change the symbol used for the Bullet <ul style="list-style-type: none"> ○ Click on the small arrow right next to the Bullet Tool ○ A Dialog Box will pop up and allow you to edit the Bullet Symbol

Inserting Items – Footnotes, Page Breaks, Tables, Images

<p>Insert Footnotes & Endnotes</p> 	<p>Reference Tab >> Footnotes Group >> Insert Footnote</p> <p>To add Footnote:</p> <ul style="list-style-type: none"> • Click on the Insert Footnote or Insert Endnote Tool in the Footnotes Group • Word will place a superscript number in the body of the text and insert a matching number at the bottom of the page where you can type the text of the Footnote. • For Endnotes, matching numbers are inserted at the end of the document. • Word automatically adjusts the numbering as you insert foot- or endnotes into the middle of a document • More options for Footnotes can be found by clicking on the small arrow at the bottom right corner of the Footnotes Group
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Insert Tab - Pages, Illustrations, Text



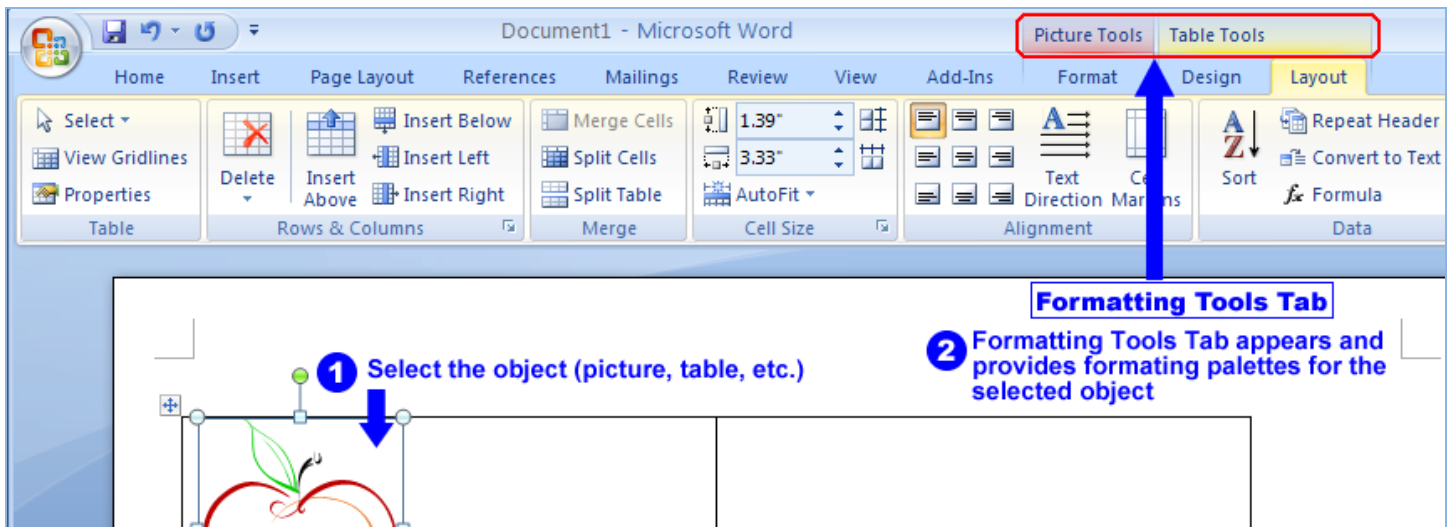
<p>Insert a Page Break</p>	<p>Insert Tab >> Pages Group >> Page Break</p> <ul style="list-style-type: none"> • Place the cursor where you want the Page Break to occur • Click on the Page Break Tool <p>To add other types of breaks (section, column...)</p> <p>Page Layout Tab >> Page Setup Group >> Breaks</p> <ul style="list-style-type: none"> • Place the cursor where you want the Page Break to occur • Click on the Breaks Tool to show the drop-down menu • Choose the type of Break you want to insert
<p>Insert an Image from a File or from Clip Art</p>	<p>Insert Tab >> Illustrations Group >> Picture or Clip Art</p> <ul style="list-style-type: none"> • If you already have an image in a file on your computer • Click on the Picture Tool in the Image Group • In the window that opens locate and select the image you want to insert <ul style="list-style-type: none"> • If you want to use a Clip Art image • Click on the Clip Art Tool in the Image Group • A window will open on the right side of your screen • Type in key words for the type of clip art you want
<p>Insert a Text Box</p>	<p>Insert Tab >> Text Group >> Text Box</p> <ul style="list-style-type: none"> • Click on the Text Box Tool in the Text Group • Choose a type of Text Box • Type or copy text into the Text Box • Adjust the size accordingly by click-dragging the small side squares
<p>Insert an Autoshape</p>	<p>Insert Tab >> Illustrations Group >> Shapes</p> <ul style="list-style-type: none"> • Click on Shapes in the Illustrations Group • Choose a type of Shape • Click+drag to draw the shape to the size you desire • Adjust the size accordingly by click-dragging the small side squares
<p>Change the Border or Fill of a Text Box or Autoshape</p> <p>Note - See next page for images</p>	<p>Format - Drawing Tools Tab >> Shape Styles Group >> Shape Fill / Shape Outline</p> <ul style="list-style-type: none"> • Click on the Text Box or Autoshape to select it • Click on the Shape Fill Tool to change the colour of the Fill (inside) of the Object or set it to None • Click on the Shape Outline Tool to change the Colour or Weight (width) of the Outline (border) of the Object or set it to None
<p>Insert an Excel spreadsheet</p>	<p>Insert Tab >> Text Group >> Object</p> <p>The easiest way to insert an Excel Chart or Spreadsheet is to Copy it from Excel and Paste it into Word.</p> <p>OR</p> <ul style="list-style-type: none"> • Click on Object in the Text Group • In the Object Window which opens, choose Create New or Create from File from the Tabs at the top of the window. • Choose the appropriate object to insert as new or find on your computer

Where are the Editing Tools for Images and Objects?

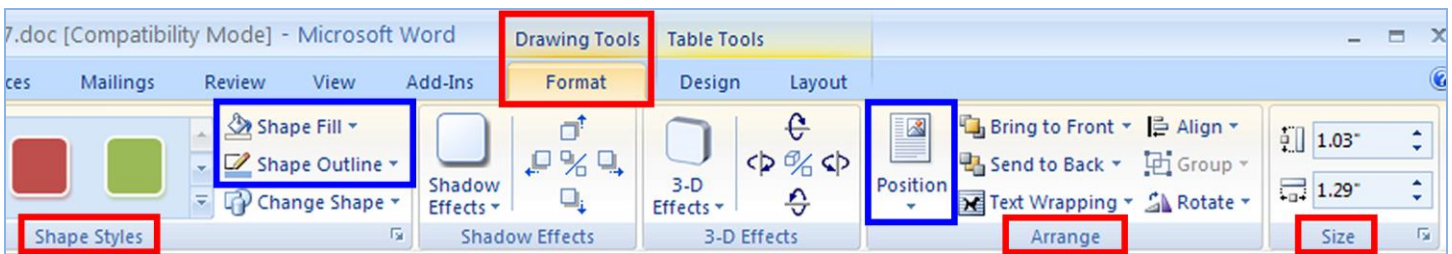
The **Tools** for editing **Images and Objects** are found in several "hidden" **Ribbon Tabs**

- There are several types of **Special Ribbons** such as
 - Format Picture Tools, Format Drawing Tools, Format Text Box
- These **Ribbon Tabs** only appear when you
 1. **Select an Image, Text Box, AutoShape, or other Object**
 - Click on an Image or Object
 2. An **extra Ribbon Tab** will appear at the **right end** of the Ribbon Tabs
 3. Click on this new **Ribbon Tab** to access the **Format Tools** for that Image, Object

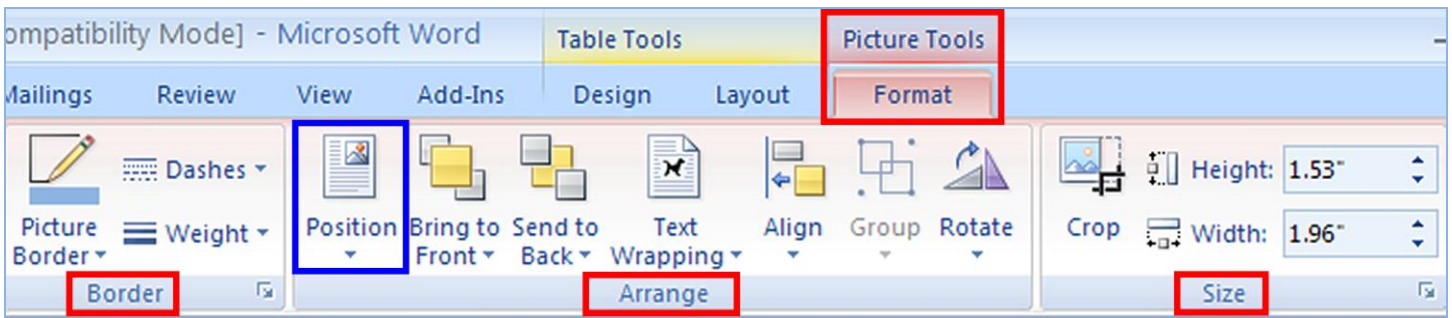
Finding Extra Ribbon Tabs



Format - Drawing Tools Tab



Format - Picture Tools Tab



<p>Resize an image or object</p>	<p>Format - Picture or Drawing Tools Tab >> Size Group >> Height / Width</p> <ul style="list-style-type: none"> • Click on the Image or Object and you will see the Format Picture or Drawing Tools Tab at the end of the Ribbon Tab • You can adjust the size of an Image or Object using the Height and Width Tools in the Size Group • If you type in a new value for one value, the other will change accordingly • This method s for precision size adjustments <p>You can also adjust the Size of an Image or Object by click+dragging any of the small square handles at the corners of the object</p> <ul style="list-style-type: none"> • Select one of the corner squares and hold the mouse button down • Move the mouse and the object will grow or shrink accordingly • To preserve the ratio of the dimensions of the object <ul style="list-style-type: none"> ○ Hold the Shift Key down ○ Then click on a corner handle of the object and move it • To change the shape of the object, choose a handle in the centre of one of the sides to increase/decrease the width or height
<p>Layer several Images or Objects over each other</p>	<p>Format - Picture Tools >> Arrange Group >> Position / Text Wrapping</p> <p>When you first insert an image, its position is In Line with Text meaning that it is treated like another text character. Other position options are:</p> <p>Square - allows text to flow around the image This is useful for inserting an image in a paper or article</p> <p>In Front of Text - places image so that it floats over the text and blocks it. This is useful for Layering images and objects to create more complex objects. Objects In Front of Text can be moved freely on the page by click+dragging on their borders.</p> <p>To change the Position of an image or object relative to the text on the page:</p> <ul style="list-style-type: none"> • Click on the image • You will see a new Ribbon Tab appear at the end of the Ribbon Tabs called Format. Above this it will say Picture Tools • Click on this Ribbon Tab to get the Picture Tools Ribbon • In the Arrange Group, click on Position or Text Wrapping and choose a position for your image from the drop-down list. <p>Text Boxes are always In Front of Text, but can be arranged over or under other objects that are In Front of Text</p>
<p>Arranging Objects that are In Front of Text</p>	<p>Format - Picture Tools >> Arrange Group >> Bring to Front / Send to Back</p> <p>Objects that are positioned In Front of Text can be arranged to overlap each other. If you have 2 overlapping objects and you would like the one that is behind to move in front of the other:</p> <ul style="list-style-type: none"> • Click on the Object/Image and choose the Format - Picture Tools Ribbon • In the Arrange Group click on Bring to Front or Send to Back until the objects are arranged in the order you desire.

Group Objects together	<p>Format - Drawing or Picture Tools >> Arrange Group >> Group</p> <p>You can combine several Objects into a single Object by Grouping them. This preserves the relationship between the Objects and allows you to move or copy them as a unit.</p> <ul style="list-style-type: none"> • Hold down the Shift Key • Click once on all the objects that you want in the Grouped Object • This will select all these objects and make the Format Drawing Tools Ribbon Tab visible • In the Arrange Group in the Drawing Tools Tab, click on Group Tool and choose Group to combine the Objects into one <p>NOTE - If one of the Objects is an Image, not a Shape:</p> <ul style="list-style-type: none"> • The Format Picture Tools Ribbon Tab will appear instead • In this case, the Group Tool is still in the Arrange Tool Group
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Inserting and Editing Tables

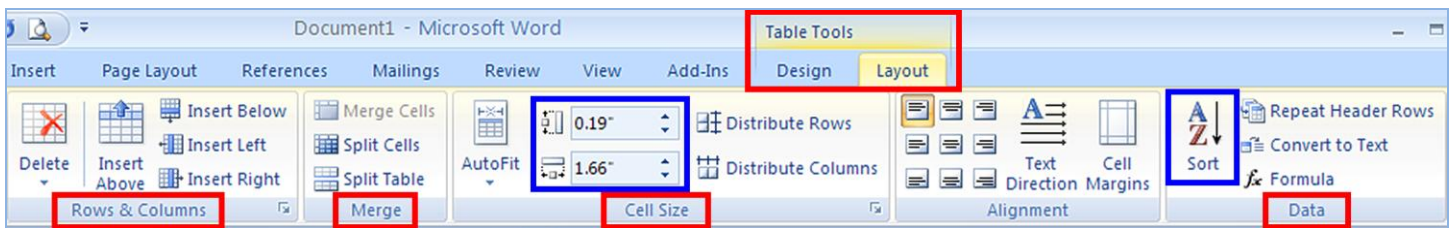
Insert a table	<p>Insert Tab >> Tables Group >> Table</p> <ul style="list-style-type: none"> • Click on the Table Tool in the Tables Group • A drop-down menu will appear • In the Table Grid at the top of the drop-down menu, highlight the number of rows and columns you want in your Table
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Where are the Editing Tools for Tables?

The **Tools** for editing **Tables** are found in several "**hidden**" **Ribbon Tabs**

- There are several types of **Special Ribbons** such as
 - Design Table Tools, Layout Table Tools
 - and several for Images and Objects as we saw in that section
- These **Ribbon Tabs** only appear when you
 1. Place the cursor in a **Table Cell**
 2. An **extra Ribbon Tab** will appear at the **right end** of the Ribbon Tabs
 3. Click on this new **Ribbon Tab** to access the **Design and Layout Tools** for Tables

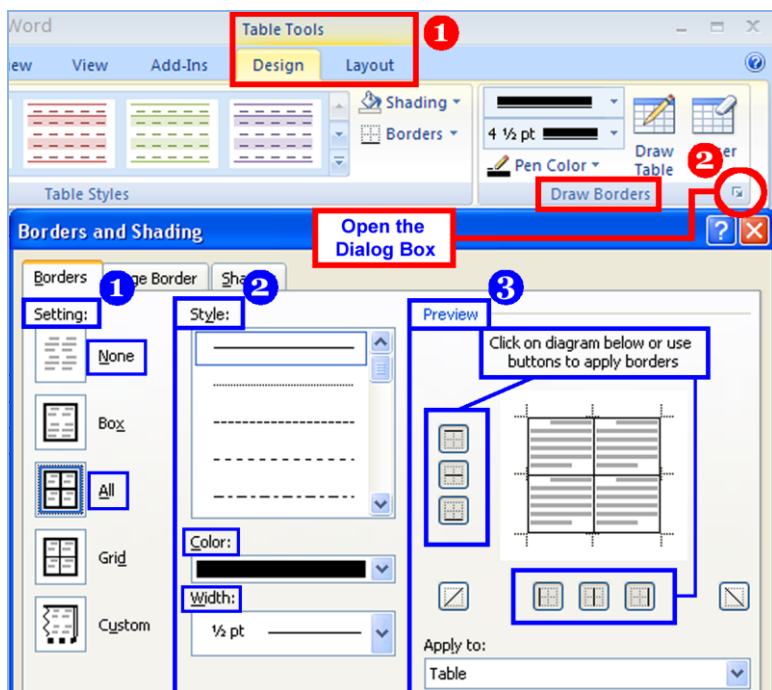
Layout - Table Tools



Add rows or columns to an existing table	<p>Layout - Table Tools >> Rows & Columns Group</p> <ul style="list-style-type: none"> • Place the cursor in a cell of your table next to where you want the new Row or Column to be inserted • In the Rows & Columns Group, click on the appropriate Tool to Insert a Row above or below or a Column to the left or right • A new Row or Column will be inserted relative to where the cursor is placed
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Delete a Cell, Row, Column, or entire Table	<p>Layout - Table Tools >> Rows & Columns Group</p> <ul style="list-style-type: none"> Place the cursor in a Table Cell that is to be deleted or that is in a Row or Column that is to be deleted In the Rows & Columns Group, click on the Delete Tool and choose the appropriate option
Change the Width/Height of a Row or Column	<p>The Width/Height of the Rows and Columns can be changed by click+dragging the Borders of the table cells</p> <ul style="list-style-type: none"> Move the cursor over one of the Borders The cursor should change to 2 lines with an arrow pointing in either direction: $\leftarrow\rightarrow$ or \updownarrow Click+drag the Border in either direction <p>Layout - Table Tools >> Cell Size Group >> Height/Width To make Table Cells a specific Height or Width</p> <ul style="list-style-type: none"> Place the cursor inside the appropriate Cell Use the Height or Width Tools to change a Cell Row or Column Choose Auto Fit to automatically adjust the Cell sizes to fit their content

Format Table Cell Borders



The first method is more effective for **single Cells or Border Lines**, the second for **groups of Cells or an entire Table**

Method 1

Design - Table Tools >> Draw Borders Group

- Choose the **Line Style, Width, and Colour** from the Tools in the **Draw Borders Group**
- Click on the **Draw Table Tool** to turn it on (it will highlight)
- Click on any **Tables Cell Border** and it will acquire the **Style, Width and Colour** you chose

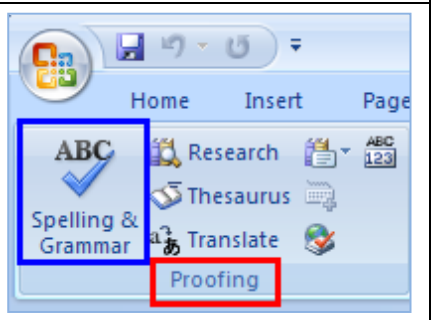
Method 2

Design - Table Tools >> Draw Borders Group

- Select the Cells** you want to change
- Click on the **small arrow** at the **bottom right** of the **Draw Borders Group** to open the **Borders and Shading Window** (see image)
- Choose options in the **Borders Tab** to change the Borders of the selected Cells

Merge or Split Table Cells	<p>Layout - Table Tools >> Merge Group</p> <ul style="list-style-type: none"> Select a group of adjoining cells. Click on the Merge Cells or Split Cells Tools in the Merge Group If you are Splitting Cells, the Split Cells Window will open <ul style="list-style-type: none"> You can choose how many Rows or Columns to split the cells into
Sorting Table Data	<p>Layout - Table Tools >> Data Group >> Sort Save Your Work before performing this operation!</p> <ul style="list-style-type: none"> Select the Cells you want to Sort Click on the Sort Tool. The Sort window will open. Choose which column(s) you want to use to Sort the Data

Finishing Steps - Spell Check and Print Preview

<p>Spell-check my document</p>	<p>Review Tab >> Proofing >> Spelling and Grammar</p> <p>Save Your Work before performing this operation! The spell-check window will open automatically and begin to check your document.</p>	
<p>Print Preview - See what printed output will look like</p>	<p>MS Office Button >> Print >> Print Preview</p> <p>Save Your Work before performing this operation!</p> <ul style="list-style-type: none"> • Close Print Preview is in the Preview Group at the right end of the Ribbon. This will return you to your editable document. 	