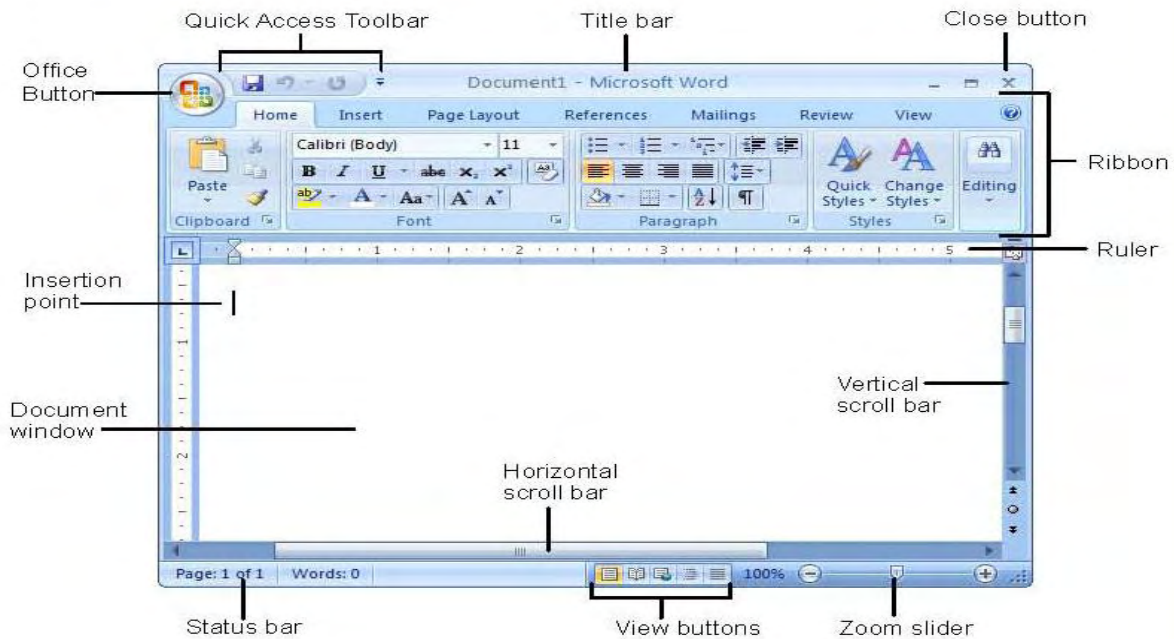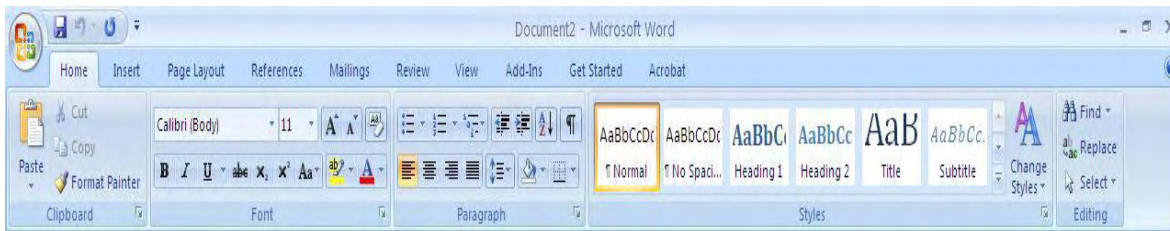# MS Office Word 2007 Hands-On

1. Word 2007 Screen Overview

2. Using the *Ribbon*

3. Hands-On Exercise
   a. Creating a new document
      1. **Run** MS Office Word 2007
      2. **Click** the **Office Button** and save the document with the name **Word Exercise**
   b. Applying heading styles
      1. Click the **Insert** tab. From the **Header & Footer** group select **Header**. Select the **Alphabet** style.
      2. The document shows the Header **Title**. Just type **MS Office Word 2007.** From the Ribbon the last group is **Close**, click on **Close Header & Footer**.
   c. Type the following paragraph

      On Monday, June 09, 2008, we began our first MS Office 2007 course. This training is very important as we began to rollout MS Office 2007 to the entire university community. The target audience for the MS Office training is as follows:

   d. Adding a bulleted list

      1. Click on the **Home** tab and from the **Paragraph** group click the **Bullets** icon [icon].
      2. Create a bulleted list using the following text:
         - **Faculty**
         - **Staff**
         - **Students**

e. Inserting a Picture and applying a Picture Style
   1. Select the **Insert** tab. From the **Illustrations** group click **Picture**.
   2. **Double-click** the **Sample Pictures** folder and select a picture from the list. Click **Insert**.
   3. The picture is inserted. **Grab** the picture by **one of the corners** and **resize it** by making it **smaller**. Click the **Home** tab and from the **Paragraph** group click the **Center** icon.
   4. Make sure the Picture is selected. Click the **Picture Tools Format** tab. From the **Picture Styles** group **select any Picture Style**. You'll see the picture changing while rolling the mouse pointer over the styles.
   5. **Click** on the **desired Style**.

f. Adding a Caption to the picture
   1. **Right click** on the **picture**. From the pop-up menu select **Insert Caption**.
   2. In the **Caption Dialog box** type next to **Figure 1** the following and **Click Ok**:

    Figure 1 – **MS Office 2007 Picture**

g. Insert a Table
   1. Click the **Insert** tab. From the **Tables group** select **Table**.
   2. **Roll** the mouse pointer over the squares and **click** when you have a **4 x 4 selection**.
   3. Add the following text:

	Start Date	End Date
Pilot Training	Monday, June 9, 2008	Thursday, June 26, 2008
Staff Training	Monday, July 14, 2008	On-going
Faculty Training	Monday, May 12, 2008	On-going

   4. Select the entire first row of cells. Click the Home tab and from the Paragraph group click the Shading icon (Paint bucket) .
   5. Apply a Tan or light pastel color. You'll see the cells changing while rolling the mouse pointer over the colors.
   6. **Press** the **Enter key** 2 or 3 times **after the table** and type **your full name.**
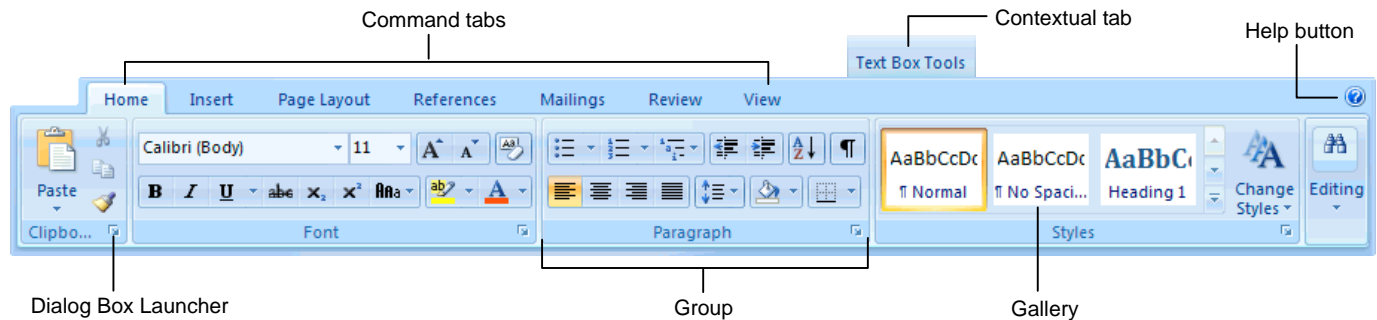
h. Printing the document
   1. Click the Office Button and select Print from the menu.
   2. From the **Print Dialog box** click **Ok.**
   3. Sign and submit your printout before leaving the training session.

Microsoft®

Microsoft Office 2007
Quick Reference Card

The Ribbon

Microsoft Office 2007 provides easy access to commands through the **Ribbon**, which replaces the menus and toolbars found in previous versions. The purpose of the Ribbon is to keep commands visible while you work instead of hiding them under menus and toolbars.

Command tabs — Contextual tab — Help button

Text Box Tools

Home | Insert | Page Layout | References | Mailings | Review | View

Dialog Box Launcher — Group — Gallery

- **Command tabs:** Appear by default whenever you open a Microsoft Office program. Click on a tab to view its available commands.

- **Contextual tabs:** Appear whenever you perform a specific task and offer commands relative to only that task.

- **Dialog Box Launcher:** Click to display a dialog box or task pane.

- **Group:** To make things easier to find, the commands on each tab are organized into groups of related commands.

- **Gallery:** A set of thumbnail graphics that represent the result of applying a series of formatting commands.

- **Help button:** Click to display the new Help window.

Microsoft Office Button

The **Microsoft Office Button**, located in the upper left-hand corner of the program window, replaces the File menu found in previous versions of Microsoft Office. The Microsoft Office Button menu contains basic file management commands, including New, Open, Save, and Close.

Inspect Document
Removes comments, tracked changes, metadata (document history such as the author and editors) and other information that you don't want to appear in the finished document.

Restrict Permission
Uses Information Rights Management (IRM) to specify access permissions.
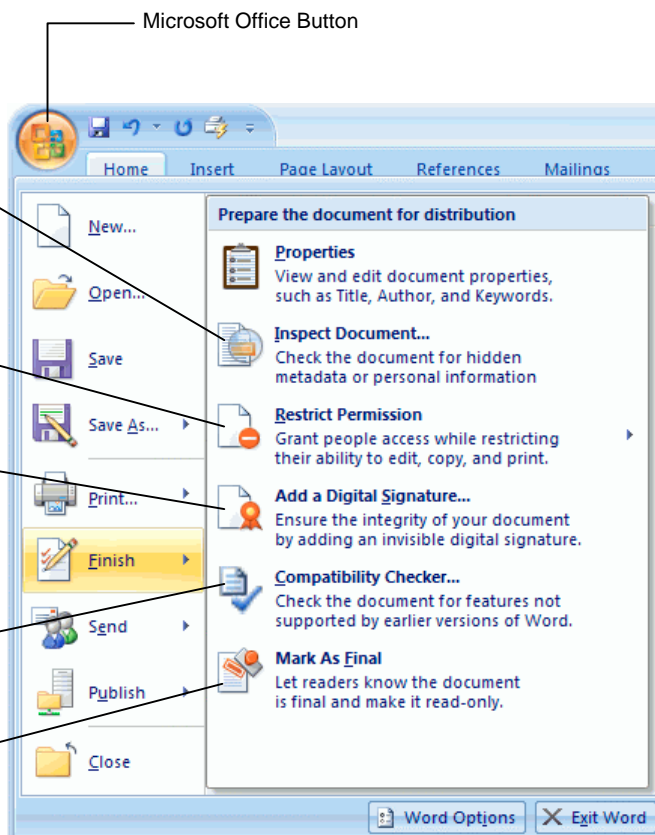
Add a Digital Signature
Adding a digital signature prevents inadvertent changes, ensuring that your content cannot be altered.

Compatibility Checker
Checks for elements in a document that aren't supported or will behave differently in previous versions of the program.

Mark As Final
Prevents changes by making the document read-only.

Microsoft Office Button

New...
Open...
Save
Save As...
Print...
Finish
Send
Publish
Close

Prepare the document for distribution

Properties
View and edit document properties, such as Title, Author, and Keywords.

Inspect Document...
Check the document for hidden metadata or personal information

Restrict Permission
Grant people access while restricting their ability to edit, copy, and print.

Add a Digital Signature...
Ensure the integrity of your document by adding an invisible digital signature.

Compatibility Checker...
Check the document for features not supported by earlier versions of Word.

Mark As Final
Let readers know the document is final and make it read-only.

Word Options | Exit Word

Quick Access Toolbar

The **Quick Access Toolbar** provides easy access to the commands you use most frequently. The Save, Undo, Redo/Repeat, and Quick Print buttons appear on the Quick Access Toolbar by default, but you can add and remove commands to meet your needs.

Save — Repeat — Customize

Undo — Quick Print
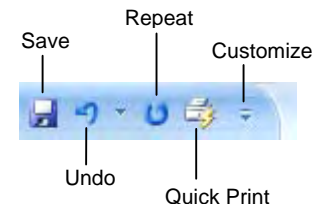
- **To Move the Quick Access Toolbar:** Click the Customize Quick Access Toolbar button on the Quick Access Toolbar and, depending on the location of the toolbar, select Place Quick Access Toolbar below the Ribbon or Place Quick Access Toolbar above the Ribbon from the menu.

- **To Add a Command to the Quick Access Toolbar:** Click the Customize Quick Access Toolbar button and select Customize Quick Access Toolbar from the menu. Select the command you want to add, click the Add button, and click OK. Or, on the Ribbon, right-click the command you want to add and select Add to Quick Access Toolbar from the contextual menu.

- **To Remove a Command from the Quick Access Toolbar:** Right-click the command you want to remove and select Remove from Quick Access Toolbar from the contextual menu.

Mini Toolbar

The **Mini Toolbar** appears automatically whenever you select text and contains common text formatting commands.
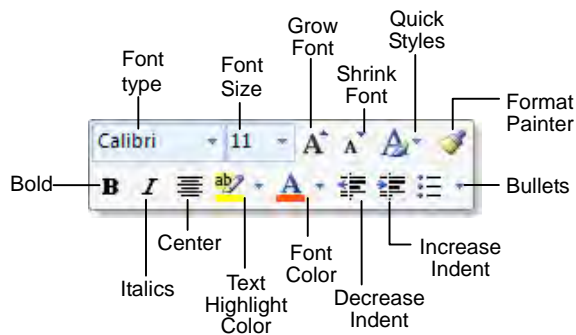
- **To Use the Mini Toolbar:** Select the text you want to format and click the desired command on the Mini Toolbar. Click anywhere outside the Mini Toolbar to close it.
- **To Turn Off the Mini Toolbar:** Click the **Microsoft Office Button** and click the **Options** button. Click the **Personalize** tab, uncheck the **Show Mini Toolbar on selection** check box, and click **OK**.

Themes

A **theme** is a set of unified design elements that you can apply to a document to give it a consistent look and feel. Themes coordinate the look of a document using colors, fonts, and effects.
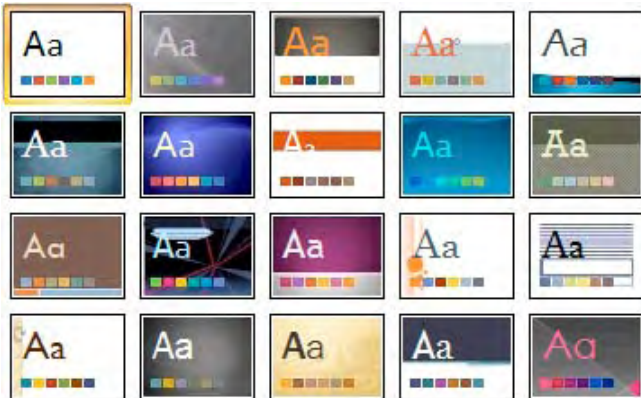
- **To Apply a Theme:** Click the **Page Layout** tab on the Ribbon and click the **Themes** button in the Themes group (Word/Excel) or click the **Design** tab on the Ribbon and click the **More** button in the Themes group (PowerPoint).

XML Compatibility

The new Microsoft Office Open XML format (.docx, .pptx, .xlsx, etc.) is based on the XML (Extensible Markup Language) programming language. Here are its main benefits:

- **Safer documents:** Documents containing unwanted code, macros, or controls are easier to identify and block.
- **Reduced file size:** All Office 2007 documents are automatically compressed.
- **Improved information security:** Personal and business-sensitive information is easier to remove.
- **Improved damaged-file recovery:** A file can still be opened even if part of it is damaged.
- **Easier integration:** Document content can be shared with and opened in other programs.

Save as PDF

Now you can save a document as a PDF without using third-party software. PDF format allows you to share your presentation with users on any platform

- **To Save a Document as a PDF:** Click the **Microsoft Office Button** point to the **Save As** list arrow, and select **PDF**. Give the presentation a name, select **PDF** in the Save as type list, and click **OK**. Click **Publish**.

Live Preview

Live Preview enables you to preview how a formatting change will look before applying it. Simply point to a selection and Office 2007 shows you a preview of what your document or object would look like if the selected changes were applied.
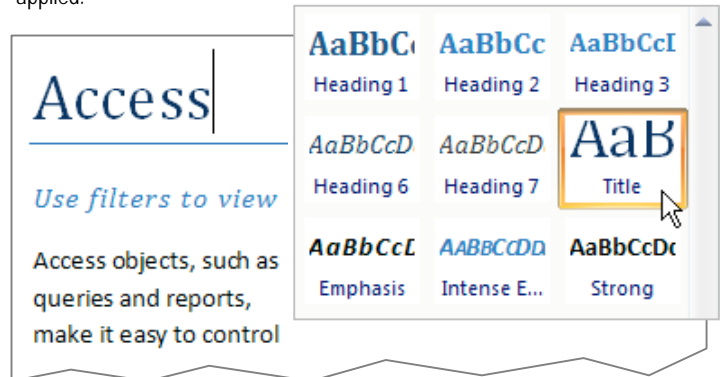

Simply point to a selection to preview how it will look in the document.

SmartArt Diagrams

SmartArt diagrams are dynamic diagrams that update automatically according to the type of information you want to include.

- You can create SmartArt diagrams in Excel 2007, Outlook 2007, PowerPoint 2007, and Word 2007. Although you cannot create a SmartArt diagram in other Office 2007 programs, you can copy and paste SmartArt diagrams as images into those programs.
- **To Insert a SmartArt Diagram:** Click the **Insert** tab on the Ribbon and click the **SmartArt** button in the Illustrations group. Select the SmartArt type you want to use and click **OK**.
- **To Add Text to a SmartArt Diagram:** Click inside the Text pane and type your text.
- **To Add a Shape to a SmartArt Diagram:** In the Text pane, position the insertion point where you want to add the shape and press **<Enter>**.
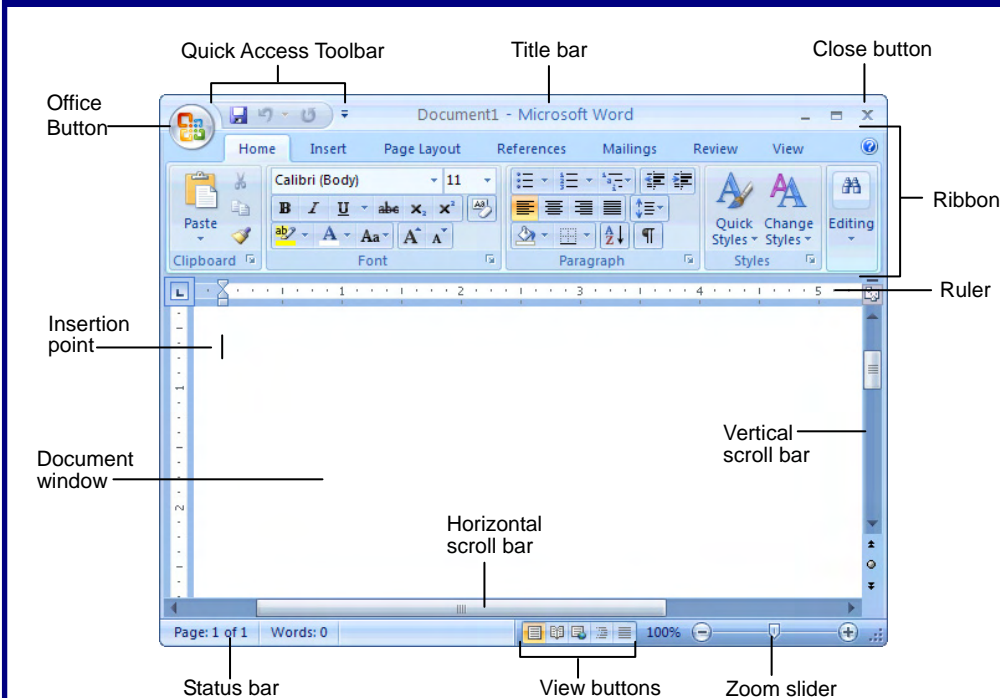- **To Remove a Shape from a SmartArt Diagram:** Select the shape you want to remove and press **<Delete>**.
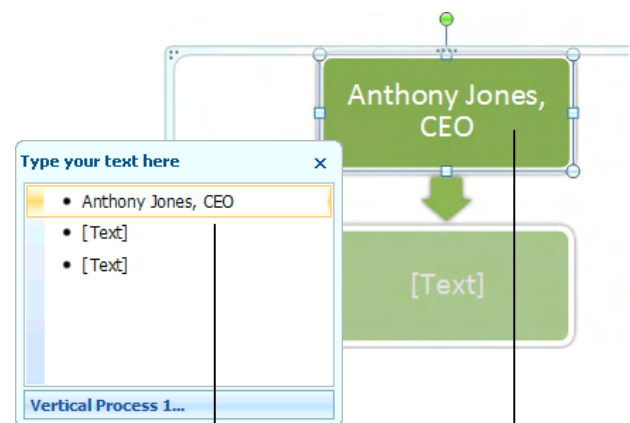
As you type your text in the Text pane…   …Office 2007 inserts it into the diagram automatically.

Microsoft®
Word 2007 Training
Word Quick Reference Card

Word 2007 Screen

Quick Access Toolbar — Title bar — Close button
Office Button
Ribbon
Ruler
Insertion point
Document window
Vertical scroll bar
Horizontal scroll bar
Status bar — View buttons — Zoom slider

Keyboard Shortcuts

General

Open a Document	**<Ctrl> + <O>**
Create New	**<Ctrl> + <N>**
Save a Document	**<Ctrl> + <S>**
Print a Document	**<Ctrl> + <P>**
Close a Document	**<Ctrl> + <W>**
Help	**<F1>**

Editing

Cut	**<Ctrl> + <X>**
Copy	**<Ctrl> + <C>**
Paste	**<Ctrl> + <V>**
Undo	**<Ctrl> + <Z>**
Redo or Repeat	**<Ctrl> + <Y>**

Formatting

Bold	**<Ctrl> + <B>**
Italics	**<Ctrl> + <I>**
Underline	**<Ctrl> + <U>**
Align Left	**<Ctrl> + <L>**
Center	**<Ctrl> + <E>**
Align Right	**<Ctrl> + <R>**
Justify	**<Ctrl> + <J>**

Navigation and Layout

Up One Screen	**<Page Up>**
Down One Screen	**<Page Down>**
Beginning of Line	**<Home>**
End of Line	**<End>**
Beginning of Document	**<Ctrl> + <Home>**
End of Document	**<Ctrl> + <End>**
Open the Go To dialog box	**<F5>**

The Fundamentals

The **Office Button**, located in the upper left-hand corner of the program window, replaces the File menu found in previous versions of Microsoft Word. The Office Button menu contains basic file management commands, including New, Open, Save, Print and Close.
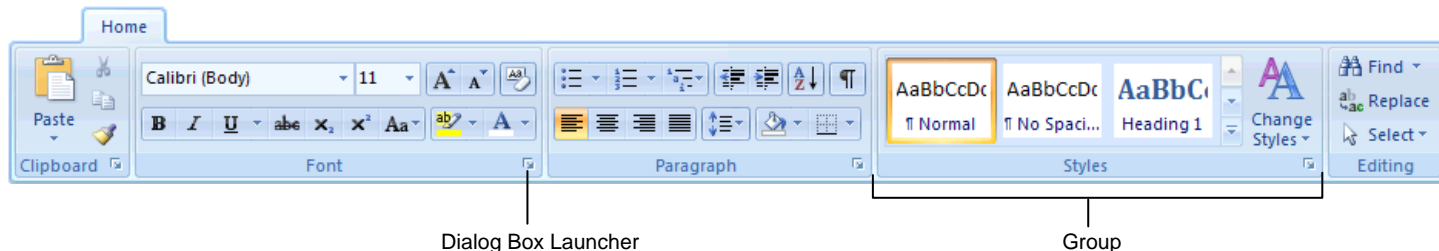
Office Button

- **To Create a New Document:** Click the **Office Button**, select **New**, and click **Create**, or press **<Ctrl>** + **<N>**.
- **To Open a Document:** Click the **Office Button** and select **Open**, or press **<Ctrl>** + **<O>**.
- **To Save a Document:** Click the **Save button** on the Quick Access Toolbar, or press **<Ctrl>** + **<S>**.
- **To Save a Document with a Different Name:** Click the **Office Button**, select **Save As**, and enter a new name for the document.
- **To Preview a Document:** Click the **Office Button**, point to the **Print** list arrow, and select **Print Preview**.
- **To Print a Document:** Click the **Office Button** and select **Print**, or press **<Ctrl>** + **<P>**.
- **To Undo:** Click the **Undo** button on the Quick Access Toolbar or press **<Ctrl>** + **<Z>**.
- **To Close a Document:** Click the **Close** button or press **<Ctrl>** + **<W>**.
- **To Get Help:** Press **<F1>** to open the Help window. Type your question and press **<Enter>**.
- **To Exit Word:** Click the **Office Button** and click **Exit Word**.

(Office Button menu items: New, Open, Save, Save As, Print, Prepare, Send, Publish, Close. Save a copy of the document: Word Document — Save the document in the default file format. Word Template — Save the document as a template that can be used to format future documents. Word 97-2003 Document — Save a copy of the document that is fully compatible with Word 97-2003. Find add-ins for other file formats — Learn about add-ins to save to other formats such as PDF or XPS. Other Formats — Open the Save As dialog box to select from all possible file types. Word Options | Exit Word)

Text Selection

To Select:	Do This:
A Word	Double-click the word
A Sentence	Press and hold **<Ctrl>** and click anywhere in the sentence
A Line	Click in the selection bar next to the line
A Paragraph	Triple-click the paragraph
Everything	**<Ctrl> + <A>**

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Formatting

Dialog Box Launcher   Group

- **To Cut or Copy Text:** Select the text you want to cut or copy and click the **Cut** or **Copy** button in the Clipboard group on the Home tab.
- **To Paste Text:** Place the insertion point where you want to paste and click the **Paste** button in the Clipboard group on the Home tab.
- **To Format Selected Text:** Use the commands in the Font group on the Home tab, or click the **Dialog Box Launcher** in the Font group to open the Font dialog box.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy and click the **Format Painter** button in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (**Align Left**, **Center**, **Align Right**, or **Justify**) in the Paragraph group on the Home tab.
- **To Indent a Paragraph:** Click the **Increase Indent** button in the Paragraph group on the Home tab.
- **To Decrease an Indent:** Click the **Decrease Indent** button in the Paragraph group on the Home tab.
- **To Add a Tab Stop:** Click the **Tab alignment** box on the Ruler until you see the type of tab you want to insert. Then, click on the Ruler where you want to insert the tab stop.
- **To Adjust or Remove a Tab Stop:** Click and drag the **L** tab stop to the desired position on the Ruler. Click and drag the **L** tab stop off the Ruler to remove it.
- **To Change Paragraph Line Spacing:** Click the **Line Spacing** button in the Paragraph group on the Home tab and select an option from the list.
- **To Create a Bulleted or Numbered List:** Select the paragraphs you want to bullet or number and click the **Bullets** or **Numbering** button in the Paragraph group on the Home tab.
- **To Change a Document's Margins:** Click the **Page Layout** tab on the Ribbon, click the **Margins** button in the Page Setup group, and select a setting.
- **To Change Page Orientation:** Click the **Page Layout** tab on the Ribbon, click the **Orientation** button, and select an option from the list.
- **To Insert a Header or Footer:** Click the **Insert** tab on the Ribbon and click the **Header** or **Footer** button in the Header & Footer group.
- **To Insert a Manual Page Break:** Click the **Insert** tab on the Ribbon and click the **Page Break** button in the Page Setup group.
- **To Insert a Section Break:** Click the **Page Layout** tab on the Ribbon, click the **Breaks** button in the Page Setup group, and select the type of break you want to insert.
- **To Correct a Spelling Error:** Right-click the error and select a correction from the contextual menu. Or, press **<F7>** to run the Spell Checker.
- **To Find Text:** Click the **Find** button in the Editing group on the Home tab.
- **To Replace Text:** Click the **Replace** button in the Editing group on the Home tab.
- **To Move Text with the Mouse:** Select the text you want to move, drag the text to a new location, and release the mouse button.

Tables

- **To Insert a Table:** Click the **Insert** tab on the Ribbon, click the **Table** button in the Tables group, and select **Insert Table** from the menu.
- **To Insert a Column or Row:** Click the **Layout** tab under Table Tools and use the commands located in the Rows & Columns group.
- **To Delete a Column or Row:** Select the column or row you want to delete, click the **Layout** tab under Table Tools, click the **Delete** button in the Rows & Columns group, and select an appropriate option from the menu.
- **To Adjust Column Width or Row Height:** Select the column or row you want to adjust, click the **Layout** tab under Table Tools, and use the commands located in the Cell Size group.

Mail Merge

1. **Select a document type:** Click the **Mailings** tab on the Ribbon, click the **Start Mail Merge** button in the Start Mail Merge group, and select the type of document you want to create.
2. **Connect the document to a data source:** In the Start Mail Merge group on the Mailings tab, click the **Select Recipients** button.
3. **Refine recipients:** In the Start Mail Merge group on the Mailings tab, click the **Edit Recipient List** button.
4. **Insert merge fields:** Position the insertion point where you want to insert the merge field(s) and use the commands found in the Write & Insert Fields group on the Mailings tab.
5. **Preview your letters:** In the Preview Results group on the Mailings tab, click the **Preview Results** button.
6. **Complete the merge:** In the Finish group on the Mailings tab, click the **Finish & Merge** button and select an option from the list.

Drawing and Graphics

- **To Insert a Clip Art Graphic:** Click the **Insert** tab on the Ribbon and click the **Clip Art** button in the Illustrations group. Type the name of what you're looking for in the "Search for" box and click **Go**.
- **To Insert a Picture:** Click the **Insert** tab on the Ribbon and click the **Picture** button in the Illustrations group. Find and select the picture you want to insert and click **Insert**.
- **To Adjust Text Wrapping:** Double-click the object, click the **Text Wrapping** button in the Arrange group, and select an option from the list.
- **To Draw a Shape:** Click the **Insert** tab on the Ribbon, click the **Shapes** button in the Shapes group, and select the shape you want to insert. Then, click where you want to draw the shape and drag until the shape reaches the desired size. Hold down the **<Shift>** key while you drag to draw a perfectly proportioned shape or straight line.
- **To Move an Object:** Click the object and drag it to a new location. Release the mouse button when you're finished.
- **To Resize an Object:** Click the object to select it, click and drag one of its sizing handles, and release the mouse button when the object reaches the desired size. Hold down the **<Shift>** key while dragging to maintain the object's proportions while resizing it.
- **To Delete an Object:** Select the object and press the **<Delete>** key.
- **To Format an Object:** Double-click the object and use the commands located on the Format tab.
- **To Insert a WordArt Object:** Click the **Insert** tab on the Ribbon, click the **WordArt** button in the Text group, and select a design from the WordArt Gallery. Enter the text you want WordArt to format and adjust the font type and size, if necessary. Click **OK**.