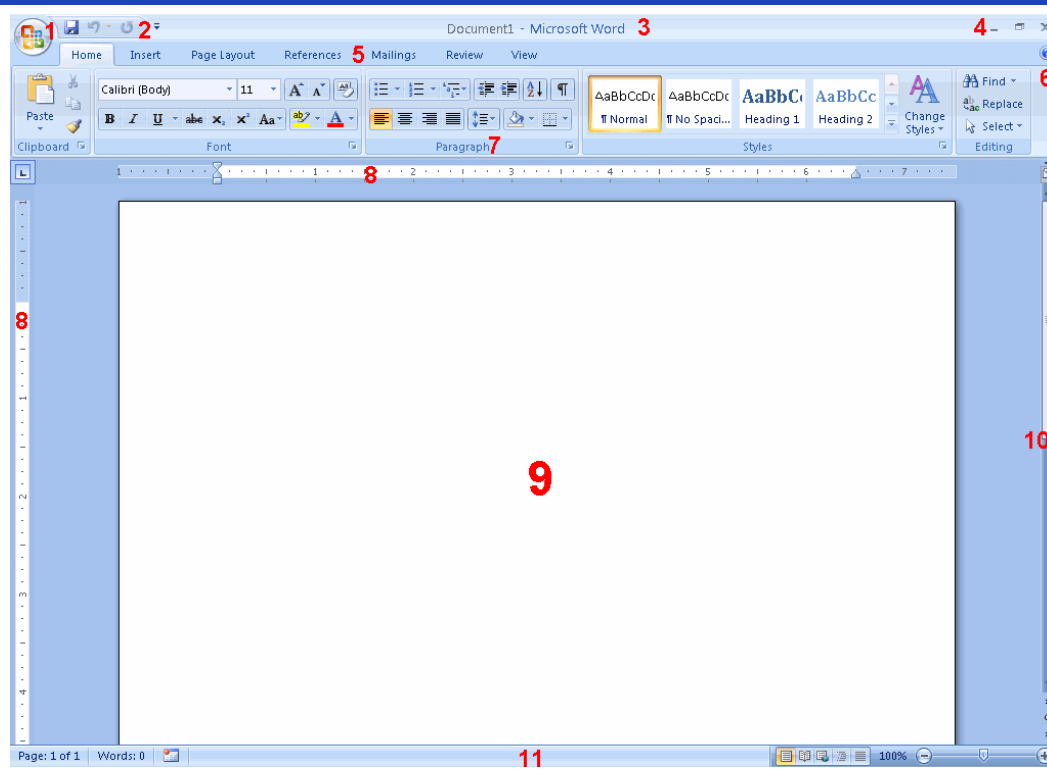


Word 2007





Quick Reference Tutorial

The Main Word 2007 Screen



- 1. Office Menu** New, Open, Save, Print, link to Word options, and Exit command.
- 2. Quick Access Toolbar** Although toolbars have mostly been removed from Microsoft Office Word 2007, you can add frequently used commands to the Quick Access toolbar.
- 3. Title Bar** This bar displays the name of the current document you're working on and the program you're working in.
- 4. Window Controls** Left of the title bar, you have buttons to minimize, maximize, or close the window.
- 5. Ribbon Tabs** These tabs each contain a different set of options relevant to the tab name.
- 6. Help Icon** Click the question mark to see the Help screen.
- 7. Chunks** Each ribbon is divided into various parts called chunks.
- 8. Rulers** To help you line up text and objects, Microsoft Office Word has a vertical and a horizontal ruler. (If you can't see the rulers, use the View ribbon to enable them.)
- 9. Editing Window** This is where you will create your document.
- 10. Scroll Bar** Use this bar to scroll up and down in your document.
- 11. Status Bar** This bar at the bottom of your screen has commands for word count, spell check, and view controls.

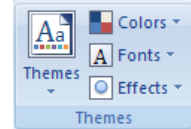
The Quick Access Toolbar

-  **Save** – Click this icon to save the current file to disk. If you have not given the file a name yet, you will be prompted to do so.
-  **Undo** – Click this icon to revert the last action you performed in Word. You can undo up to 24 operations.
-  **Redo** – Click this icon to revert an undo operation if you 'undid' something by accident.
-  **Menu** – Click this icon to show a listing of commands that can be added to the Quick Access Toolbar. Toolbar management commands are also found here.

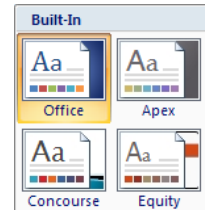
Themes for Consistency

Microsoft Office Word 2007 lets you use themes to keep a document consistent. Every aspect of a theme can be modified in some way.

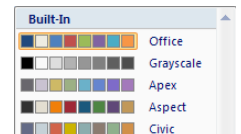
If you have a document that hasn't been formatted, you can select a theme to match the tone of the document. Click the Page Layout ribbon to see the Themes chunk:



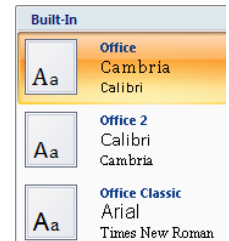
Themes Click this command to select from a large number of pre-made themes. This one-click option will apply a color, font, and effect scheme to your entire document.



Colors If you don't like the current color scheme but like the layout of a theme, use the Colors command to change the scheme.



Fonts As with Colors, change the major and minor fonts used in the current theme. Major font = headings, titles Minor font = body text



Effects The documents, images, charts, and graphs of a document can have either a shadow or 3D effect applied to them (but not both).

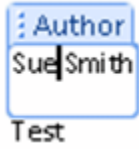


Building Blocks

Word 2007 stores watermarks, Quick Parts, cover pages, and equations in a file called BuildingBlocks.dotx.

Quick Parts

These are pre-made text boxes that instruct the author to add something to the document like phone # or address.



Cover Pages

Choose from a number of pre-made styles. You can also include your own cover page design.

Select the text/images (that all fit on one page) and click Insert → Cover Page → Save Selection to Gallery.

Your own design will be saved to Building Blocks, letting you use it later.

Equations

Those who need to add mathematical elements to your document will like the new Equation Editor features.

Click Insert → Equation and select from a number of pre-made equations.

After creating an equation, select it and click Equations → Save Selection to Gallery so you can reuse it.

Getting Help

Word 2007's help is found by clicking the ? in the upper right-hand corner of the screen or by pressing F1.

There are two help modes: **Online Help** searched Office Online to get the latest information. **Offline Help** searches local help files that were installed with Word which means faster searching.

Word 2007 File Formats

.docx	Word 2007 default format	.dot	Word 97-2003 template	.rtf	Rich Text Format, less features
.docm	Word documents with macros	.pdf *	Portable Document Format	.txt	Plain text
.doc	Word 97-2003 default format	.xps *	XML Paper Specification	.xml	Extensible Markup Language
.dotx	Word 2007 with templates	.mht, .mhtml	Multilanguage Web archive	.wps	Works Suite 6.0-7.0
.dotm	Word 2007 with macros	.htm, .html	Web page	*	(Requires add-in from Office Online)

Document Inspector

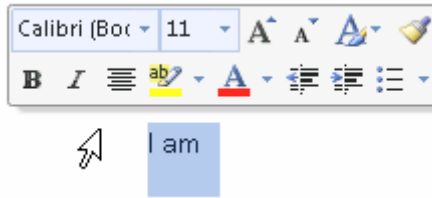
Before distributing a document, it's a good idea to make sure the document is 100% ready to go. Click Office Menu → Prepare → Inspect Document.

This will scan the document and check for comments, personal information, custom XML data that may be treated as a virus, watermarks, hidden text, etc.

After scanning, you have the option to remove anything the inspector finds.

Mini Toolbar

When you highlight a block of text with your mouse, a small toolbar will appear beside the text offering a number of formatting options, most of which are identical to the Font chunk of the Home ribbon.



Text Boxes

Word 2007 makes use of Text Boxes to help the flow of information. Usually text boxes are used for quotes or summarized information.

Text boxes in Word 2007 can be linked together so they both have the same formatting and extra text from one spills into the next, and so on. Text boxes can also be a number of different shapes, not just a box.

Click Insert → Text Box to add or draw one.

Adding a Cover Page

Word 2007 comes equipped with a new cover page feature. Click Insert → Cover Page and select a pre-made style:

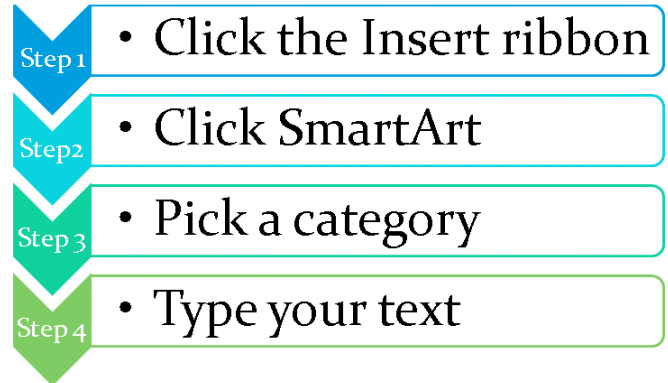


Creating SmartArt

SmartArt is a new addition to Word 2007.

Often times, if you wanted professional-looking graphics to highlight a process or workflow, you had to do it by hand or hire someone else.

Now, as you can see on the right, it took four clicks and a bit of typing to create the diagram!



Quick Styles

There is a Styles chunk on the Home ribbon that lets you quickly add some formatting to a paragraph or heading. The styles in this gallery are determined by the current theme you are using.

Select text to style, then simply click a style in the gallery. You can also add your own style by formatting text, selecting it, clicking the Styles Gallery pull-down arrow and clicking Save Selection to Gallery.

Word 2007 also has an AutoPreview feature that works for styles and many other commands that change how something looks. To use this, select the text/object to modify. Hover over the command you want to use with your mouse; the object will change to show you how it will look if you use the command. Click to accept the change or move to something else.

