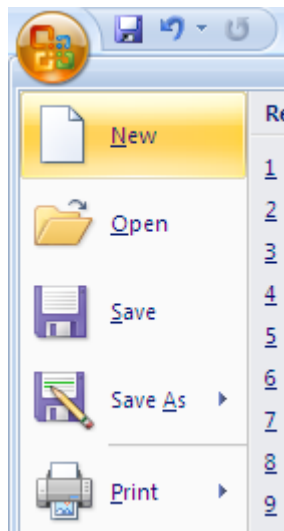


# Word 2007

There are a lot of new changes to Office 2007. This handout will provide a few examples on how to do basic formatting. If at any point you get stuck, remember that Office has a feature that allows you to hover over a button to determine what it does.

## Opening, Saving, and Printing

The major change in Word is the ribbon toolbar. The 'File' menu has been replaced with a button.



To create a **new** document: Click the button and select 'New'

To **Open** a document: Click the button and select 'Open'.

To **Save**: Click the button and choose 'Save'.

**Note:** This will save it as a Word 2007 file. If you do not have Word 2007 at home, you should choose 'Save As' to save your document as a Word 2003 file. See below.

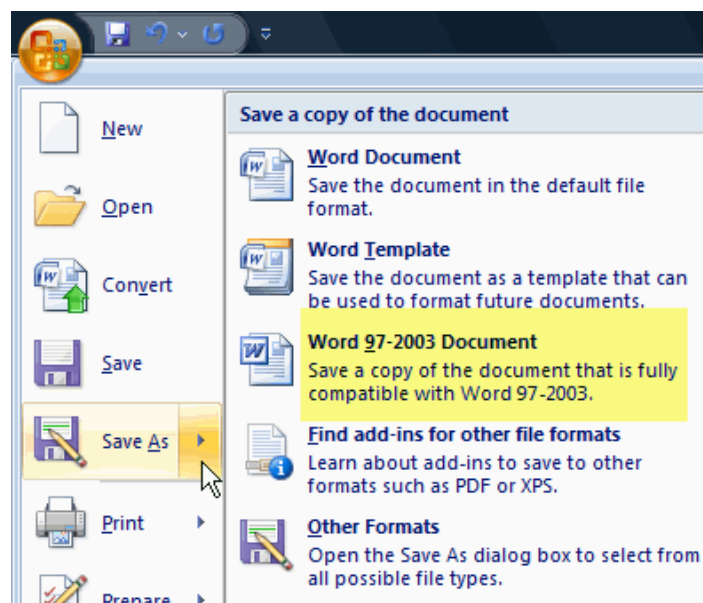
To **Print**: Click the button and choose print.

**Note:** You can choose 'Print Preview' to see how it will print. Good if you are not sure about margins and color.

## Saving Files as a Word 2003 (.doc)

This will prevent compatibility issues with other users who are using an older version of Word. This version is not compatible with any other version.

**Note:** If you do not have Microsoft Office 2007 at home, or if you are not sure, it is safest to save as a Word 2003 .doc



# Basic Editing Features

To perform basic editing features, your first step is to select the text. There are two ways to do this: using the mouse and the keyboard.

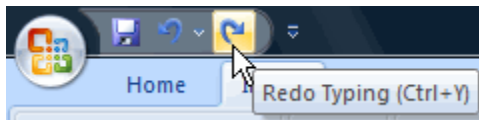
- To select text using the mouse, press and hold the mouse button (left button unless otherwise noted) and move the arrow with the mouse over the desired text. Release the mouse button after text is selected.
- To select the text using the keyboard, move the cursor using the arrow keys on the keyboard. Once you have moved the cursor before the text, press and hold shift. Next (still holding the shift button) press the arrow keys in the direction of where the text is. Once the desired area is selected, release the shift button.

## Undo/Redo



One of the most useful tools is the **undo** button. This is a blue arrow pointing toward the left in the upper left-hand corner of your Word document.

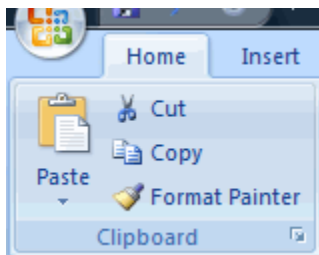
**Undo** you to "back track" when you have made a change that you do not like or did not intend. Undo will remove the last change you made. Whenever you are working in a document and need to delete the last task performed. Example: Perhaps you may have hit the wrong button, or deleted the wrong paragraph. Click Undo to go back to what you had before.



**Redo** will put the last change back into effect. You can practice these editing tools by typing a test sentence, and then deleting a portion of it by highlighting a word or phrase and hitting the delete key. Now click on the redo typing icon. Your text should be returned. Redo will bring back anything

taken away from hitting 'undo'.

## Cut, Paste, and Copy

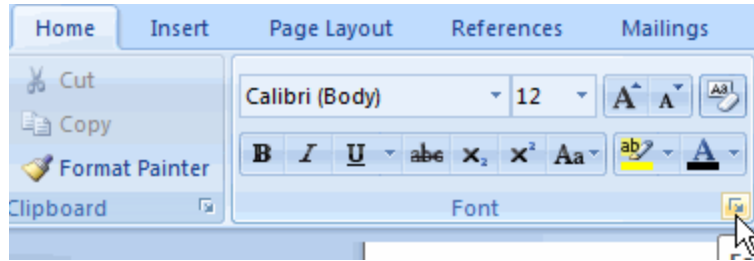


Found on the far left side of the Home ribbon, these icons are the most commonly used editing tools. You can access them by short cut keys or with the icons on the home ribbon. The following is a chart explaining the different ways to access these functions:

To use these editing features (cut, copy, paste); highlight the text upon which you would like to perform the edit.

## Fonts

To change a font or its size or other attribute, you must first select the text then use the **Home** ribbon in the Font section. Click on the small box in the lower right corner of the Font section.



You can change font, size, style and color directly from the Home tab. The box that has Calibri (Body) written within is the box that will change your fonts. Click on the downward pointing arrow beside the Calibri (Body) and view all of the fonts. Select one and your highlighted fonts in the document will change to the font you have selected. The box with the number 12 will change your font size. Click on the arrow to the right of the number and increase or decrease your font size. The **B** is to bold your text, the **I** italicizes and the **U** underlines your text. The **A** with the color below will change the font color.

For more options in this category, click the expand button on the bottom of the **Font** category (as shown in the figure above).

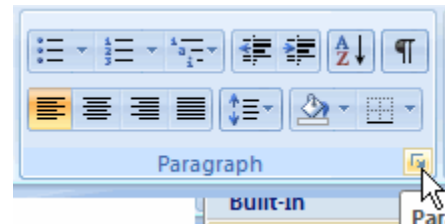
## Page Layout

### Justification and Double Spacing

In the **Home** tab, there is a section called '**Paragraph**'. From here you can insert bullets, change paragraph justification, and change you line spacing.

For example, to center the title of your paper, you would highlight your title text, and choose the 2<sup>nd</sup> button on the second row.

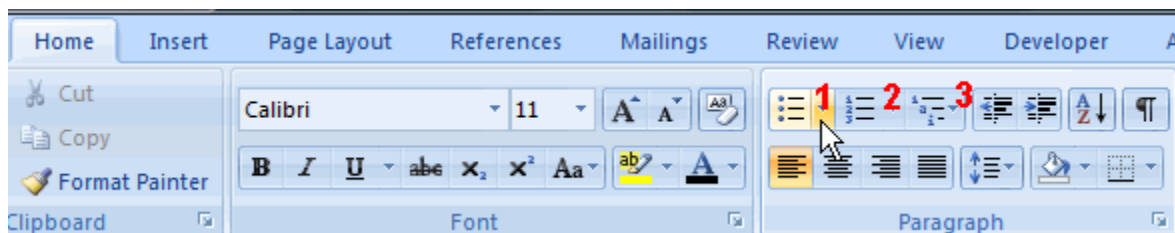
To change spacing, highlight your text and choose the button with the up and down arrows. For double spacing, you would choose '2.0'.



You can also expand **Paragraph** and select your justification and spacing there.

### Bullets and Numbers

The option of inserting an outline or bullets is found under the home ribbon. This option is useful when creating an outline, report, or adding bullets to a document. The icon is in the paragraph section of the home ribbon.



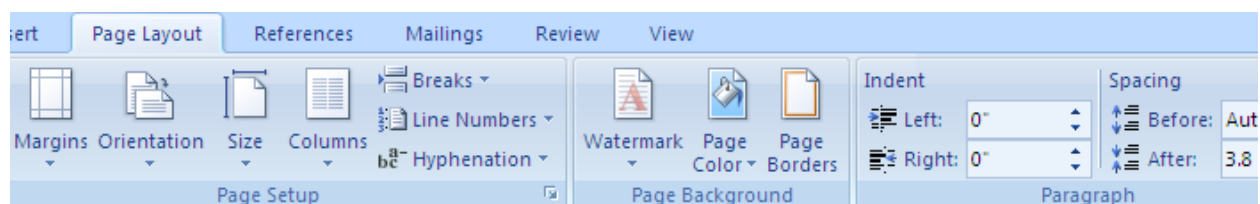
Clicking on the bullets icon (1) will make a simple bullet appear. Clicking on the downward pointed arrow to the right of the bullets will list a few options (Options within your Bullet Library and document bullets. Within this window are recently used bullets).

Clicking on the numbered list (2) will create a numbered bulleted list. Clicking on the downward pointing arrow will open the Numbering Library with different formats. If you need to continue with a different numbered format, click on define new number format.

Another box of number formats will appear. To select one of those bullets, left click on your choice, and then click on OK. Clicking on the Customize button (3) will create a multi-levelled list.

## Margins

In the older version of Microsoft Word, there was a Page Setup option within the File menu. Now, the Page Layout ribbon offers assistance with Page Setup, Backgrounds, Paragraphs, etc.



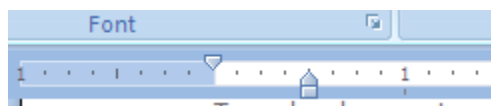
To make changes to your margins within a document, use the Page Layout ribbon, and click on the Margin icon. You will immediately see quick options for changing your margins. The last option on the pull down menu is to utilize custom margins. This will open the old Page Setup box.

## Indents

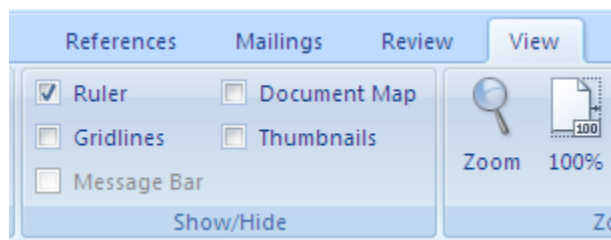
Generally, Word knows that you want to indent first paragraphs, but if it does not, you can indent by hitting the 'Tab' key on your keyboard. This will create a 'First Line Indent'.

When you are creating MLA format works-cited pages, you need to indent all lines except the first. To do this, first go to the View tab and click 'Ruler'.

Highlight the paragraphs/citations that you wish to format. In the ruler, click and drag the upward pointing arrow to the 1/2 inch mark so it looks like this:



This should create the 'hanging indent' for your works cited.

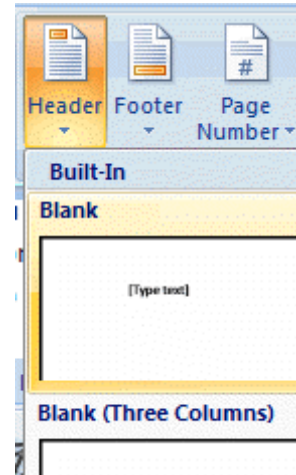


## Creating a Header and Footer

Headers and footers are used to create text that is to appear on multiple pages in the document, whether it is names, dates, chapters, or section titles. Word gives you the option of placing headers and footers on alternating pages as well as the suppression of these elements on certain pages. To create a header or footer, make sure you are on the page that you want it to begin. Perform the following steps:

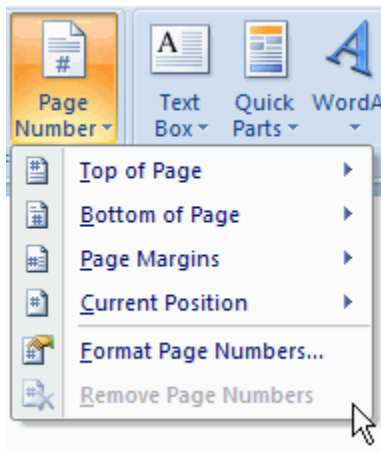
1. Choose the Insert Ribbon
2. Click on the Header (or Footer) icon
3. Choose the picture of the Header (or Footer) that you prefer.

You will see the option to insert text, page numbers (in various formats) dates, and times. You can format this information as you would any text, adjusting the font face or size and including styles such as bold or italic. Once you are within the header/footer menu, you have the option of moving to the next header or footer. The last three icons on the Header or Footer toolbar do that easily. The close box on the end will close the header/footer view.



## Page Numbering

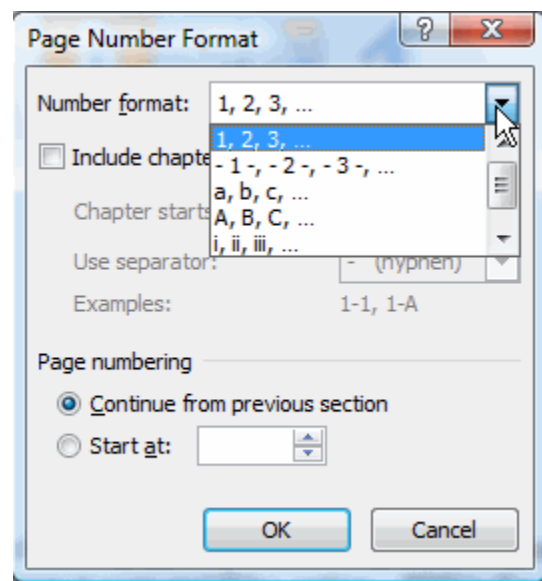
Page Numbering is a commonly used feature in Microsoft Word, You should begin by opening up a header, or placing your cursor where you would like your page numbers to be. To initiate page numbering, use the **insert** ribbon, and then select **page numbers**. Click on the downward pointing arrow to the right of the icon.



Decide where you would like the page number to be placed. If you would rather not have page 1 numbered, click the format page numbers option. Within the Page Number Format box, there is an option to show the number on the first page. Your numbering will begin with page 2.

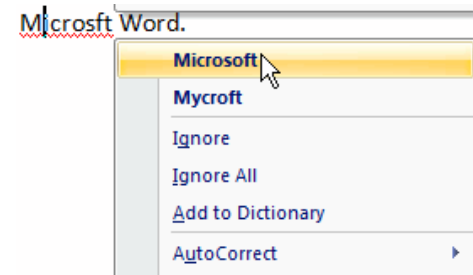
When creating various sections of a formal paper, you may need to change the format of your numbers. Examples include the numbering in the beginning for the

Table of Contents, or your index at the end. To change the number format, click on format within the Page Numbers box above. A box like the one below will appear. Notice the various format options you have within the format page numbers box.

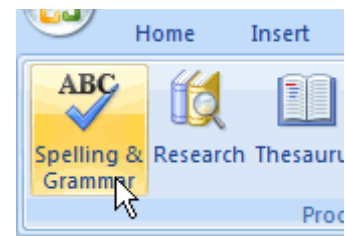


## Spell Checking

Microsoft Word Automatically notices spelling mistakes and grammar mistakes as well as words that it does not recognize. If there are simple errors, you will notice that it underlines these words in **red**. If there are errors in grammar, the words have a **green** underline. To correct a grammar mistake, right click with your mouse on the word and see the suggestions listed. Left click on the corrected spelling in the small menu box or left click on the Add button. The red or green line should disappear. Even if there is a line, when printing, the line doesn't print.



If you would prefer to spell check your document when it is complete, go to the **Review** tab, and select spelling and grammar from the far left. A box from the menu will go through your entire document and suggest spelling and grammar corrections. The spelling error will be corrected. Grammar suggests other options for your sentence structure. You have the option to change or ignore the suggestions.



## Further Resources

Davis School District Word 2007 (PDF)

<http://www.davis.k12.ut.us/district/etc/paul/files/96257A2D8A7C43088FCB3F9E483AD29D.pdf>

Georgetown University Word 2007 - <http://uis.georgetown.edu/training/handouts/word2007.html>

Word07.com - <http://www.word07.com/>

\* Special thanks to Georgetown University's handout – many of the screenshots and explanations in this document were taken and adapted from there.