

Reference Services Division Presents



WORD 2007

Introductory Class

CLASS OBJECTIVES:

- Navigate comfortably on a Word page
- Learn how to use the Ribbon menus and issue commands
- Format a simple document
- Edit, print, and save a document



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Navigating in Word 2007

Starting Word



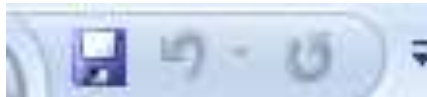
- Open Microsoft Word by double clicking on the Word icon
- This will open the “Word Window”, allowing you to interact with the Word program

The Microsoft Office Button



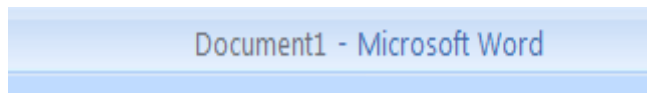
- In the upper-left corner of the Word Window is the Microsoft Office button
- When you click the Office button a drop-down menu appears
- Use the menu to create a new document, open an existing document, save, print and perform other common tasks

Quick Access Toolbar



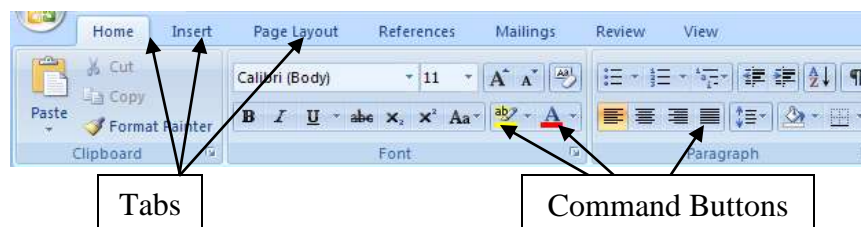
- Next to the Microsoft Office button is the Quick Access toolbar
- The Quick Access toolbar provides shortcuts to frequently used commands such as Undo and Redo

Title Bar



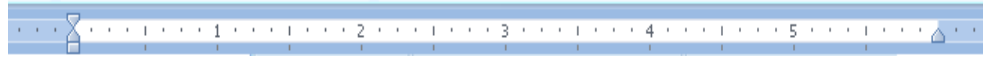
- Immediately adjacent to the Quick Access toolbar is the Title bar
- The Title bar displays the title of the document you are currently working on
- Word names the first new document you open Document1
- By saving your document you can assign it a new name

The Ribbon



- The Ribbon sits just beneath the Title Bar and contains several tabs
- Clicking a tab displays groups of related command buttons
- Use the command buttons to edit and format your document

The Ruler



- Below the Ribbon lies the Ruler
- Use the ruler to make changes to your document's layout

Text Area



- The large white space beneath the ruler is called the Text Area
- Use this space to type text and insert graphics for your document

Status Bar



- The Status Bar appears at the bottom of the Word Window
- The Status Bar displays important information such as page number and word count

Using Word 2007

Opening a Document

- Click the Office Button
- To open a new blank document choose “New” from the drop-down menu
- To open an existing Word document choose “Open”

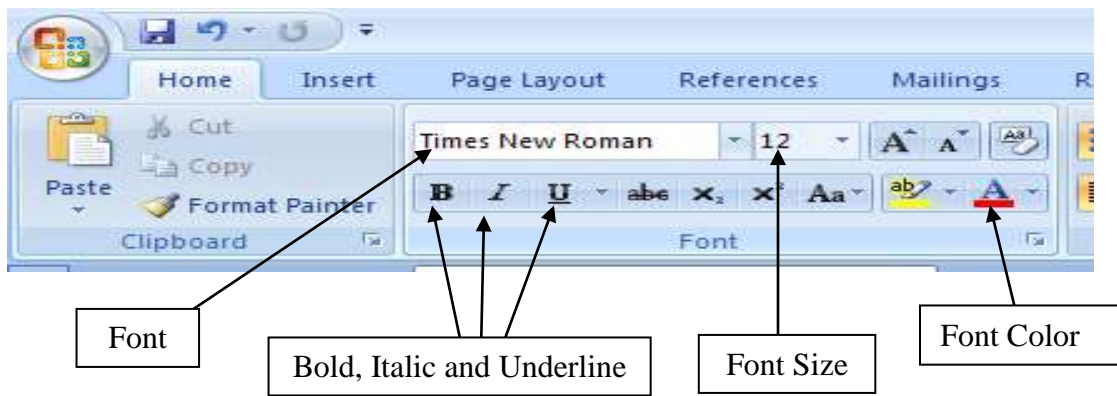


Formatting and Editing

- Once you open a new Word document, you can begin typing
- You can make formatting changes before or after text is entered
- If you know the changes you want to make before you begin typing, click the appropriate command buttons on the Ribbon and begin typing
- To change text you've already typed, highlight it then select the desired commands
- The most common formatting commands are found in the Ribbon's "Home" tab

Font & Size

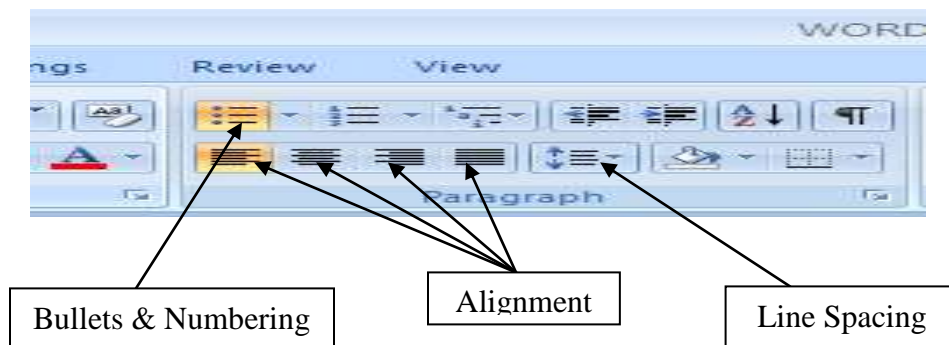
- Select the "Home" tab on the Ribbon



- To change the font, click the arrow next to "Times New Roman"
- Scroll through the drop-down menu to view the various fonts
- Click on any font to select it
- To change font size, click the arrow next to the number "12"
- Click on any number from the menu to select a new size

Bold (Ctrl B), Italicize (Ctrl I), Underline (Ctrl U)

- To make text bold, italicized or underlined click on **B**, *I* or U
- When activated the buttons will turn orange



Alignment

- To change the alignment of your text click one of the four alignment buttons
- The default alignment is Left, and that is why it is orange

Line Spacing

- To change the amount of space between lines click the arrow at Line Spacing
- Select any number from the drop-down menu

Undo & Redo



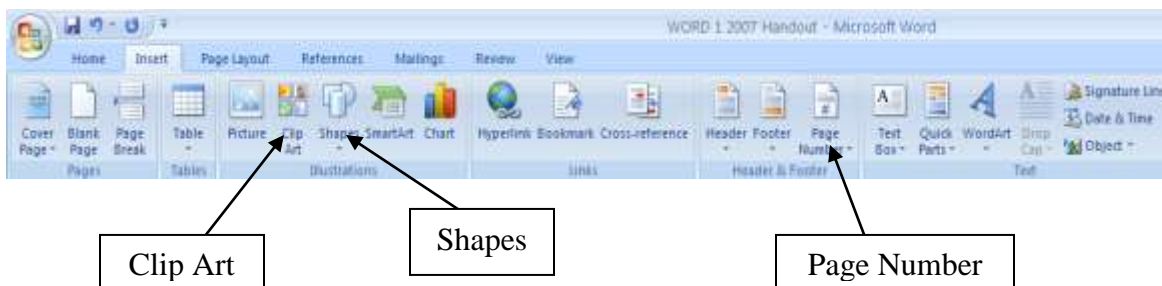
- The “Undo” and “Redo” buttons can be found in the Quick Access Bar
- To reverse the last change you made to your document click “Undo”
- Clicking on “Redo” will make the changes back

Cut Copy and Paste



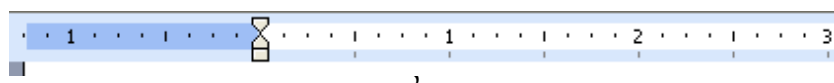
- To move a block of text or image in your document highlight it, click Cut, move your cursor to where you want the text to be and click Paste.
- To make a copy of an image or block of text in your document highlight, click Copy, move your cursor to the desired location, then Paste.

Insert



- To insert Page Numbers, Clip Art, Symbols, etc select the “Insert” tab from the Ribbon at the top of the Word Window

Margins



- To change the left or right margins of your document, position the pointer over the center of the margin marker on the horizontal ruler
- Drag the margin marker along the ruler to the position that you want

Spelling & Grammar Check (F7)

- Word automatically checks spelling and grammar as you type
- Misspelled words are underlined in red, grammar mistakes in green
- Right click on the red and green underlined words for suggestions

Saving & Printing



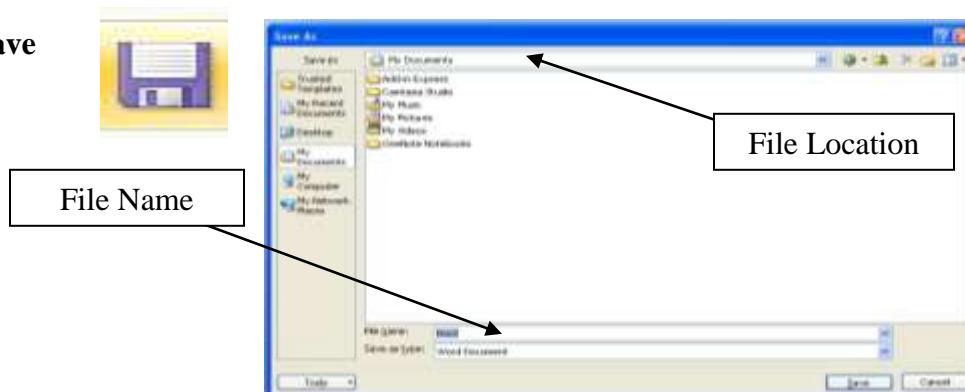
Print Preview

- Print Preview shows what your document will look like when you print it
- To access Print Preview, click the Office Button
- Select "Print" from the drop-down menu and "Print Preview" from the Print menu

Print

- To print your document select "Print" from the Print menu

Save



- The first time you Save a document a dialog box will appear containing the first few words that were typed in your document. This is the default file name.
- If this is the name you want, leave it as is, otherwise, type in the desired name of the document

- Pay attention to the location on your computer you save the file to
- After a document has been saved once click the Save button on the Quick Access Bar periodically to save any changes you make

Save As

- Use Save As to save a copy of the file under a different name or location
- Click the Office Button
- Click SAVE AS
- Select the desired file format
- Choose the location to save the file to e.g. My Computer or My Documents
- Type in the file name
- Click on SAVE

Close



- Click the X button in the top right corner of the Word Window to close Word at any time

Word 2007 Hints & Shortcuts

Highlighting Text

Highlighting selects a block of text allowing you to make changes to it

1. Using the Mouse by Dragging

- Place the cursor at the point where you want to begin your selection
- Hold down the left mouse button and drag it over the words, lines, or paragraphs you want to select

2. Using the Mouse by Clicking

- Click on a word twice to highlight it
- Click on a sentence or a paragraph three times to highlight it

3. Highlight the Entire Document

- Hold the Ctrl Key while you depress the “A” Key to select the entire document

To remove the highlighting from selected text click the mouse once anywhere on the page or document beyond the highlighted text

Editing Shortcuts

To use the following commands, hold the Control Key down while pressing the other key

Highlight entire document – Control A

Bold - Ctrl B

Copy - Ctrl C

Find - Ctrl F or F5

Italic - Ctrl I

Underline - Ctrl U

Print - Ctrl P

Cut - Ctrl X

Paste - Ctrl V