



Teaching & Learning Technologies Center

TUTORIAL

Microsoft Office Word 2007

Contact Information

Teaching & Learning Technologies Center

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What is Microsoft Word?

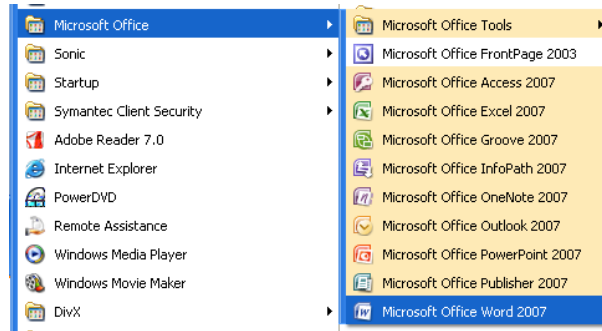
Microsoft Word is a word processing program offered in the Microsoft office software package. This program allows you to create documents such as letters, memos, newsletters and books. In addition, it also allows you to insert tables and images.

After finishing this course you should be able to do the following:

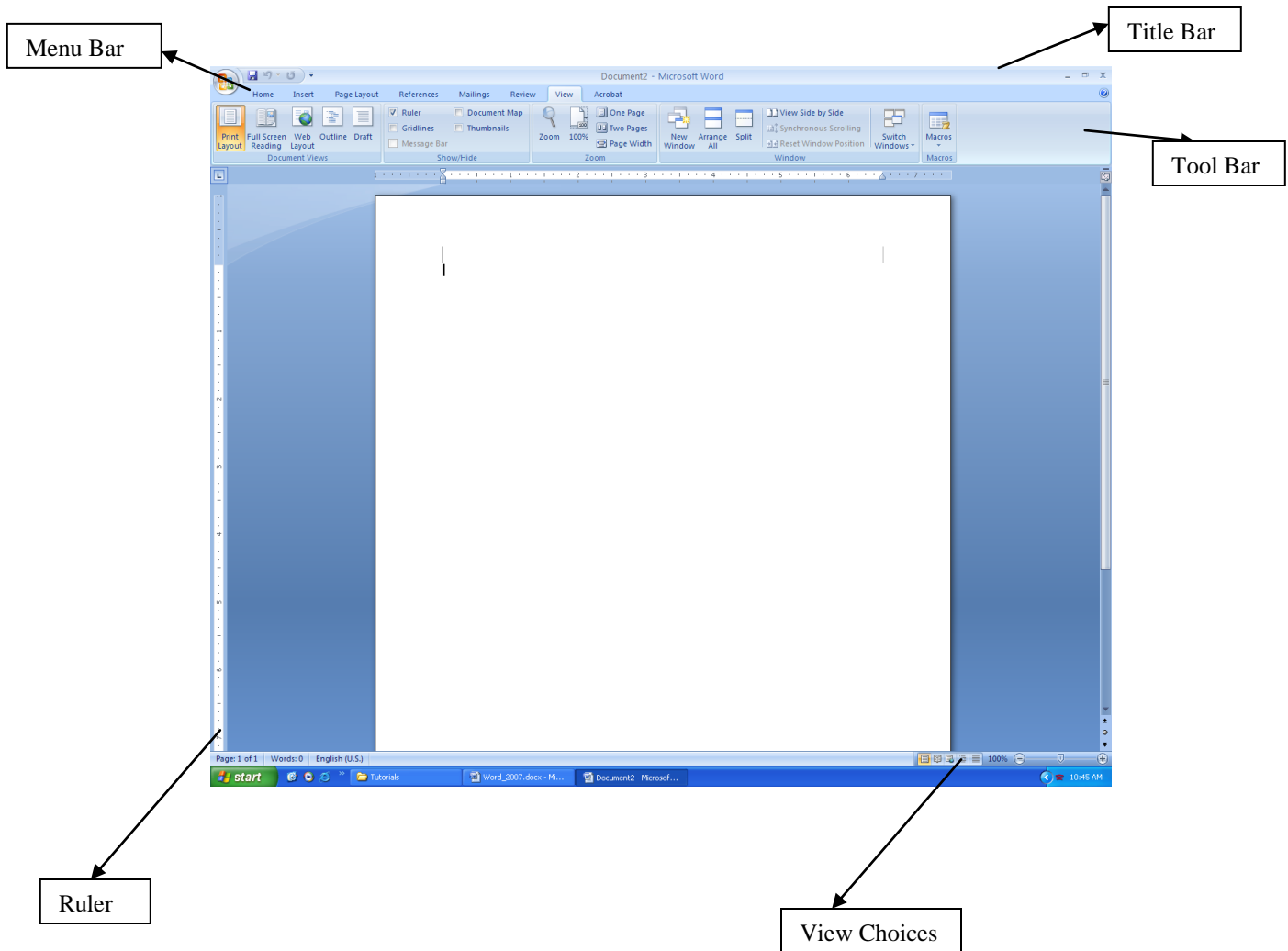
- Start Word
- Identify the items on the Word program screen
- Know how to use Toolbars
- Customize Toolbars
- Work with Files
- Create a New document
- Open an existing saved document
- Save a document
- Rename a document
- Work on multiple documents
- Compare two documents
- Close a document
- Work with Text
- Select/Delete/Format Text
- Format paragraphs
- Cut/Copy/Paste Text
- Work with Lists
- Insert/Draw a Table
- Insert Rows/Columns in a Table
- Move and resize a Table
- Alter Table properties
- Work with Graphics by adding Clip art/Images from files
- Use Spelling and Grammar check
- Format pages
- Insert Header/Footer/Page numbers
- Preview the document and print it
- Use Speech Tools.

Starting Word:

1. Go to the **Start** Button on the Desktop and press it. Click on **All Programs**.
2. Click on Microsoft Office, then Microsoft Office Word 2007.
3. This opens the Word 2007 program.



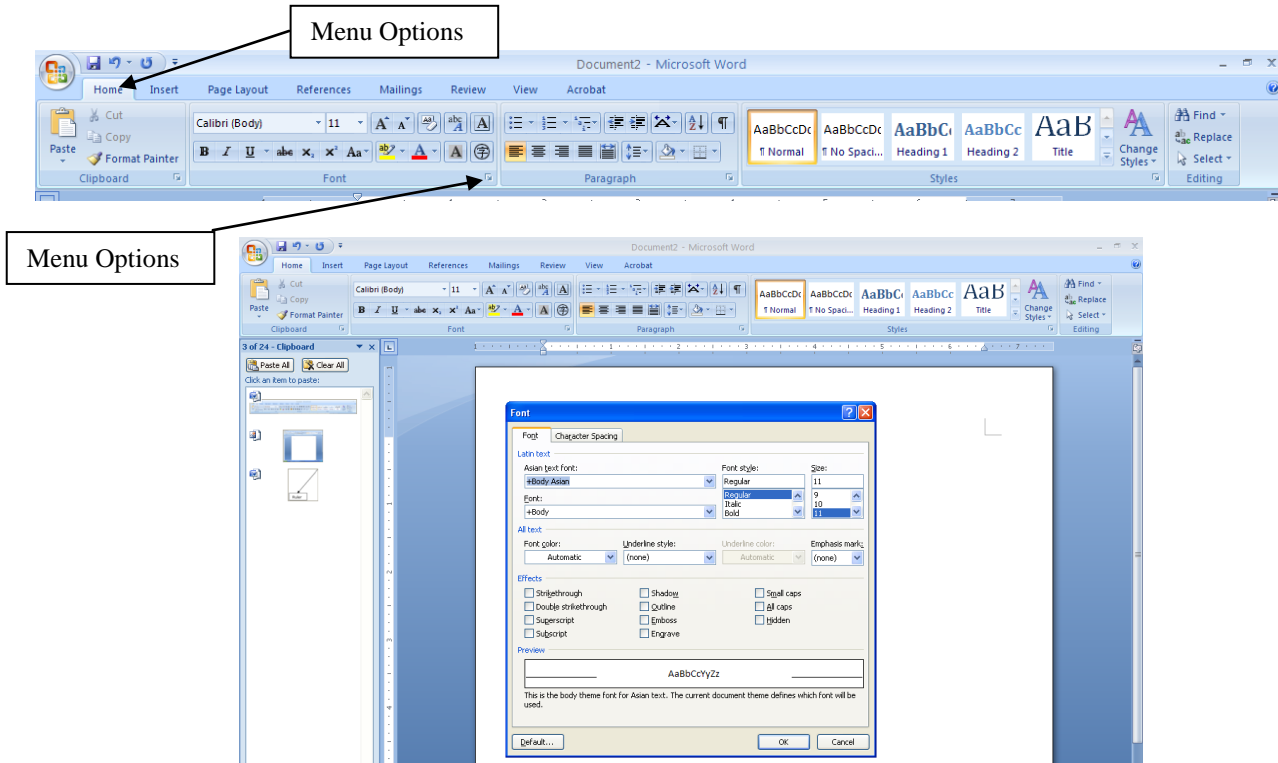
Identifying the items on the Word program screen:



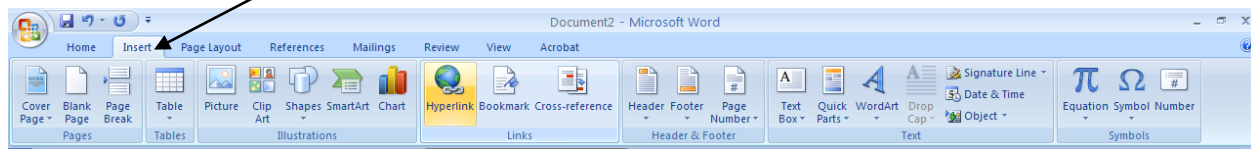
Menus:

Menus display the commands that are available for use.

1. The MENU bar is displayed below. If you need to see more options for that specific menu (i.e. font) click on the downward arrow at the bottom, as shown below.

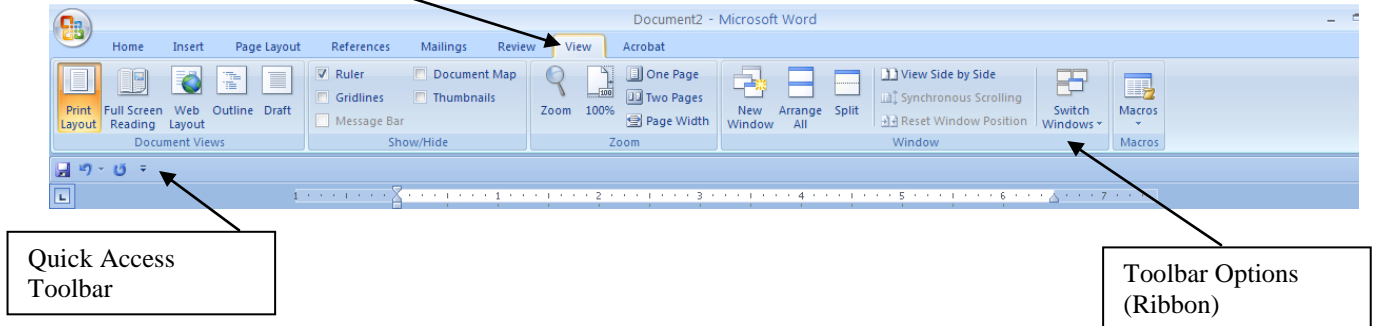


2. The Menu Bar changes with each option you choose. Displayed above is the HOME Menu option, displayed below is the INSERT Menu option.



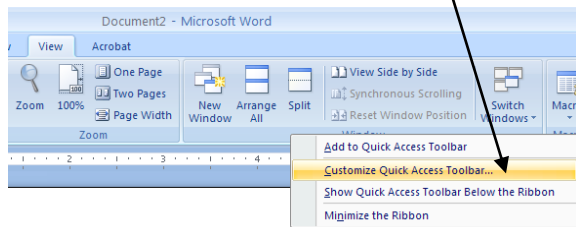
Toolbars:

1. In previous versions of WORD, the toolbars were modifiable by selecting a drop-down menu under the VIEW menu option. In 2007 WORD, all toolbars are displayed when you select that menu option.

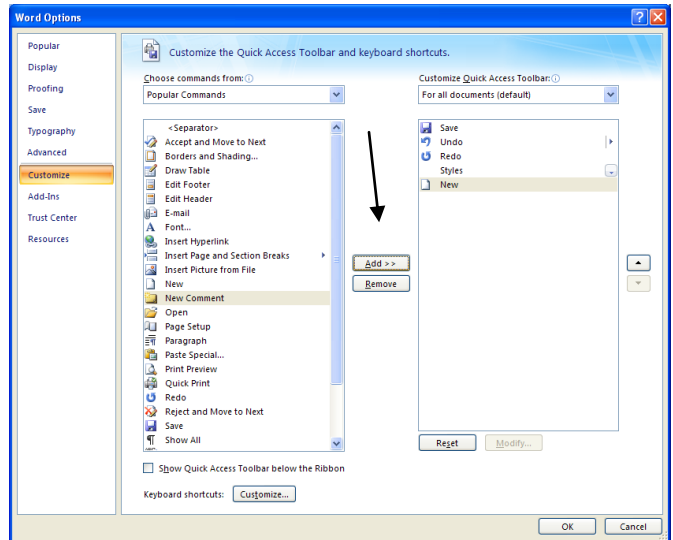


Customizing Quick Access Toolbar:

1. A new feature of WORD 2007 is the Quick Access Toolbar, which can be displayed above or below the ribbon (as displayed below the ribbon, above).
2. To customize this feature, **RIGHT** click on the Ribbon, and select **CUSTOMIZE QUICK ACCESS TOOLBAR**. (Displayed below).




3. Modify the Quick Access Toolbar, by adding which features you want easy access too.

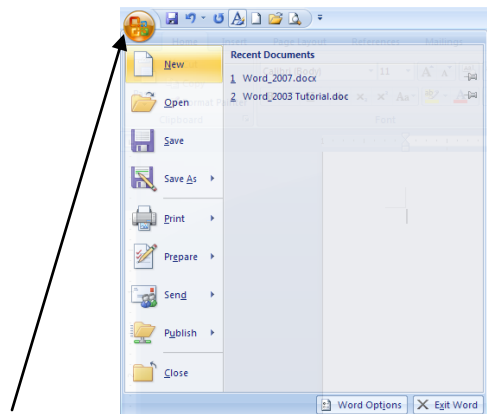


How to Work with Files:

Creating a New Document:

In order to create a New document on the menu bar you may either


- a) Click on the New Document button on Quick Access Toolbar. 
OR



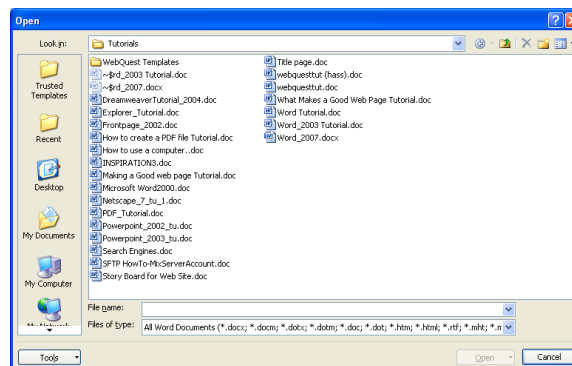
- b) Choose the **OFFICE BUTTON** (top-left corner) and select **NEW**.
OR
 c) Press **Ctrl+N** (press the **Ctrl** key while pressing “**N**”) on the keyboard.

Open an existing saved document:

In order to open an existing saved file, you may either

- a) Click on the Open file button on the Quick Access Toolbar. 
OR
 b) Choose the **OFFICE BUTTON** from the menu bar and select **OPEN**.
OR
 c) Press **Ctrl+O** on the keyboard.

Each of these methods will show an Open dialog box. Choose the file and click the **Open** button.



Save a Document:

In order to save a document, you may either

a). Click the Save button on the QUICK ACCESS TOOLBAR. 

OR

b). Select the **OFFICE BUTTON** from the menu bar and select SAVE AS.

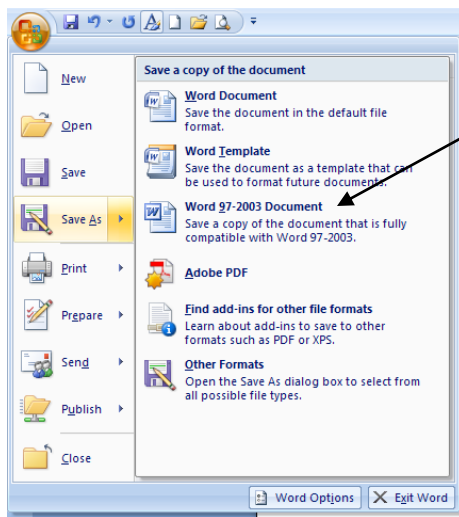
OR

c). Press **Ctrl+S** on the keyboard.

In either case you will get a Save as dialog box. Navigate to where you want to save the document where it says **Save in** by clicking on the arrow and then give the desired file name where it says File name. Then click on **Save**.

REMEMBER: If you need to open this document on a computer that runs a previous version of Microsoft Office (1997, XP, 2003, etc.), you MUST save this file in a previous version.

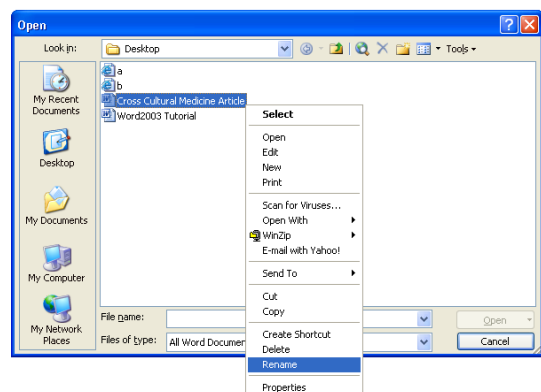
1. Press the **OFFICE BUTTON**.
2. **HOVER** over SAVE AS.
3. **CLICK** on Word 97-2003 Document.
4. Continue with selecting the file location and file name, as mentioned above.



Renaming Documents:

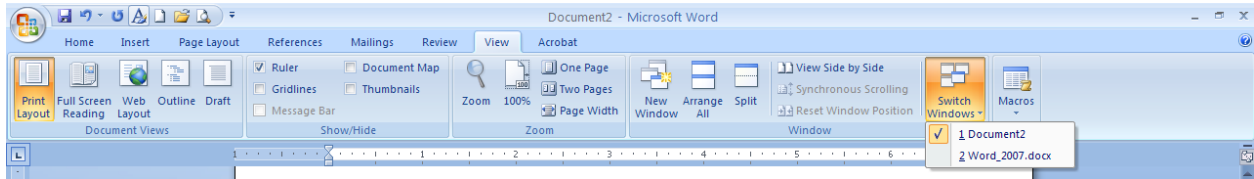
In order to rename a saved document

- a). Click on the **OFFICE BUTTON and OPEN**; find the file that you want to rename.
- b). Right click on the document name with the mouse and select **Rename** from the shortcut menu that appears.
- c). Type a new name for the file and then press **Enter**.



How to work on Multiple Documents:

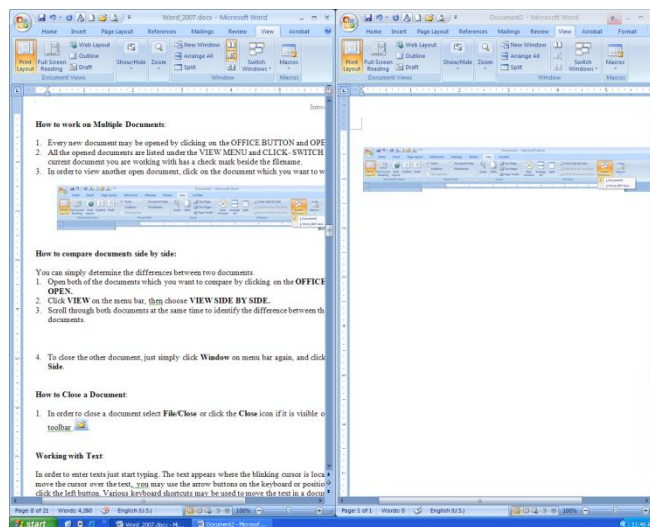
1. Every new document may be opened by clicking on the OFFICE BUTTON and OPEN.
2. All the opened documents are listed under the VIEW MENU and CLICK- SWITCH WINDOWS. The current document you are working with has a check mark beside the filename.
3. In order to view another open document, click on the document which you want to work on.



How to compare documents side by side:

You can simply determine the differences between two documents.



1. Open both of the documents which you want to compare by clicking on the **OFFICE BUTTON- OPEN**.
2. Click **VIEW** on the menu bar, and then choose **VIEW SIDE BY SIDE**.
3. Scroll through both documents at the same time to identify the difference between those two documents.



4. To close the other document, **CLICK** on the **SIDE BY SIDE BUTTON** .

How to Close a Document:

1. In order to close a document select the **OFFICE BUTTON- CLOSE** or click the **Close** icon if it is

visible on the Quick Access Toolbar , or choose the  at the top right side of the screen. Be sure to **SAVE** first!!!

Working with Text:

To enter text just start typing. The text appears where the blinking cursor is located. To move the cursor over the text, you may use the arrow buttons on the keyboard or position the mouse and click the left button. Various keyboard shortcuts may be used to move the text in a document such as:

1. Press **Home** to navigate the cursor to the beginning of the line
2. Press **End** to navigate to the end of the line.
3. Press **Page Up** to navigate to the previous page
4. Press **Page Down** to navigate to the following page
5. Press **Ctrl+ Home** to navigate to the top of the document.
6. Press **Ctrl+ End** to navigate to the bottom of the document.

Selecting Text:

To change any attribute of the text it has to be highlighted first. In order to highlight, Click and drag the mouse over the desired text while pressing on its left button. The following are shortcuts to selecting a certain portion of text:

1. To select the whole word double click within the word.
2. To select the whole paragraph triple click within the paragraph.
3. To select several words or lines drag the mouse over the words.
4. To select the entire document press **Ctrl + A**.

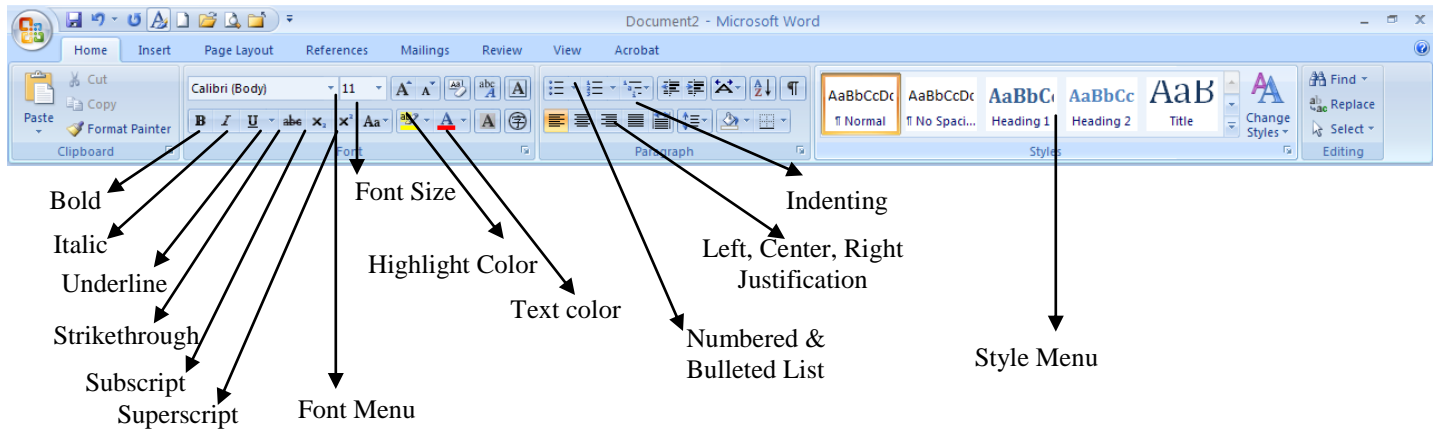
In order to deselect text, click anywhere outside the selection on the page.

Deleting Text:

1. To delete text use the **Backspace** and **Delete** keys on the keyboard. Whereas Backspace deletes text to the left of the cursor, Delete erases text to its right.
2. To delete a large section of text, highlight it as explained above and then hit the **Delete** button.

How to Format text:

The easiest way to format text is to make use of the formatting toolbar. The formatting toolbar is shown below and can be found under the HOME Menu toolbar:



Font menu: Allows you to choose from a wide number of fonts. To select a particular font click on the arrowhead beside the box, scroll down with the scrollbar until you select a particular font and select it by clicking on it.

Font Size: Select a size for your font by clicking on the arrowhead and scrolling down and clicking on the size that you desire. If you want to change the font of text which has already been typed in, highlight the text and then select the size as mentioned above.

Font Style: You may select whether you want to make the font Bold, Italicized or underlined.

Alignment: The text may be aligned to the left right or center or can be aligned to the right side or can be justified across the page.

Numbered and Bulleted lists: Creates a numbered or bulleted list.

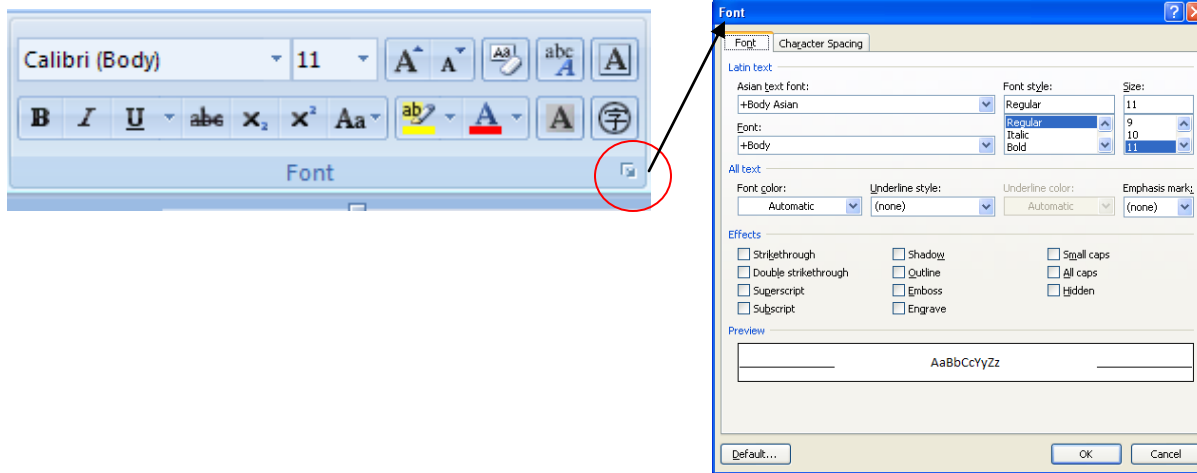
Increase/Decrease indent: Change the indentation of a paragraph in relation to the side of the page.

Outside Border: Add a border around a text selection.



Highlight Color: This option may be used to change the color behind the selected text.

Text Color: This option changes the color of the text selected.

The **Font** dialogue box allows you to select from a larger selection of formatting options. Click on the down arrow button on the Font toolbar to access the box below.

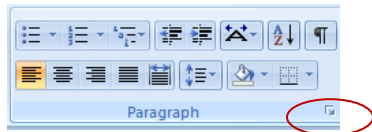


How to undo what has been done!

One may undo the last action by clicking on the **Undo** button  on the Quick Access Toolbar. In order to erase the undo action, click the **Redo** button  on the Quick Access Toolbar.

Formatting Paragraphs:

A paragraph may be formatted by placing the cursor within the paragraph and selecting **the downward arrow, in the paragraph section of the HOME menu toolbar. (Shown below)**

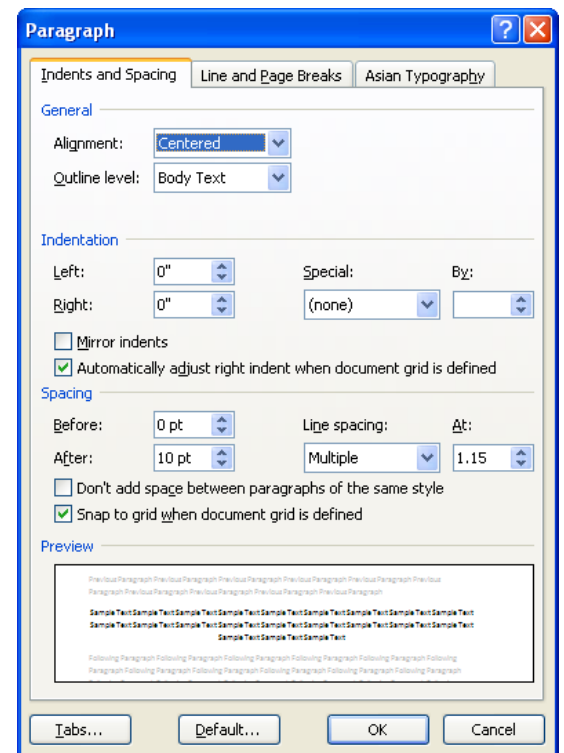


Alignment: This is used to align the text horizontally either to the left, center, right or justified.


Indentation: This indicates the distance the text is indented from the left and right edges of the page.

Special: Select special indents for first lines and hanging indents.

Line Spacing: Set the line spacing for the text.




Moving (Cutting) Text:

Highlight the text that you want to move and click the Cut button  on the toolbar or press **Ctrl+ X** at once. This moves the selected text to a clipboard.

OR

Highlight the text that you want to move and right click on the highlighted text. You get a shortcut menu. Select **Cut** from this menu. This cuts the text that you have selected.


Copying Text:

To copy text, highlight the text that you want to copy, click the Copy button  on the toolbar or press **Ctrl+ C** to copy the text onto a clipboard.

OR

Highlight the text that you want to copy and right click on the highlighted text. You get a shortcut menu similar to the one explained above. Select Copy from the menu. This copies the text that you have selected.

Paste Text:



To paste text which is either copied or cut, move the cursor to the location you want the text to be placed and click the Paste button  on the standard toolbar.



OR

Place the cursor at the location where you want to paste the text and right click the mouse button. You will obtain a shortcut menu. Select **Paste** from this menu and this will paste the information that you have copied.

Lists:

In order to Create Bulleted or Numbered lists use the following features:

1. Click the **Bulleted List** button  or **Numbered list** button  on the formatting toolbar.
2. Type the first entry and then press Enter. This creates a new bullet or number on the next line. If you want to start another line without adding another bullet or number, hold down the **SHIFT** key while pressing **ENTER**.
3. You can continue typing entries and press ENTER twice once you are done typing to end the list.

Use the **Increase Indent**  and **Decrease Indent** buttons  on the formatting toolbar to create a list at a multiple level.


Nested Lists:

In order to create a nested list, such as a numbered list inside a bulleted list:

1. Type the list and increase the indentation of the items that will make up the nested list by clicking the **Increase Indent** button on each item.
2. Highlight the items and click the **Numbered List** button on the formatting toolbar.
 - This is an example of a list
 - i. Line one
 - ii. Line two
 - iii. Line three
 - Good luck with lists!

Formatting Lists:

The bullet image and numbering format can be changed by using the Bullets and Numbering dialog box in the following way:


1. Highlight the entire list to change all the bullets or numbers or put the cursor on one line within the list to change a single bullet.
2. Access the dialog box by **Clicking on the drop down arrow beside the bullet/numbering buttons on the formatting toolbar**  or by right clicking within the list and selecting **Bullets/Numbering** from the shortcut menu.
3. Select the list style from one of the choices given or click on “Define new bullet” and then choose “picture” to choose a different icon. Click the **Numbered** tab to choose a numbered list style and click Ok when finished.

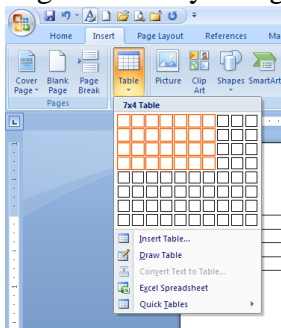
Tables:

Tables are used to display data and there are several ways to build them. To begin place the cursor where you want the table to appear in your document. Then choose one of the following ways to insert the table:

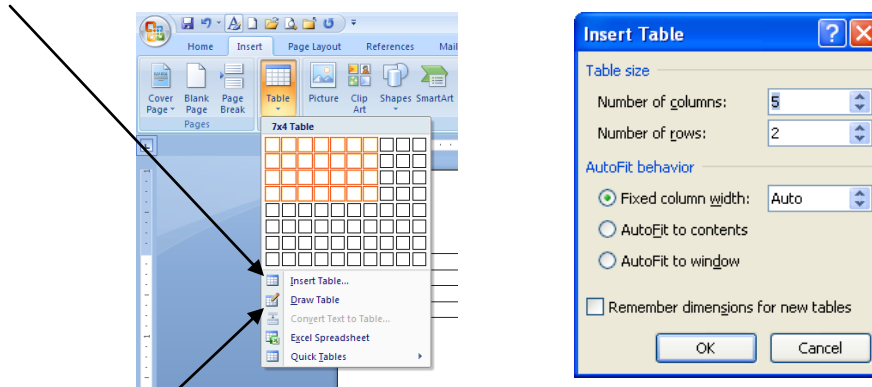
Insert a Table:

There are two ways to add a table to the document using the Insert feature.

1. Click the **Insert Tab on the Menu Bar**. Then click the  on the standard toolbar. Drag the mouse along the grid so that you highlight the number or rows and columns that you want in your table.



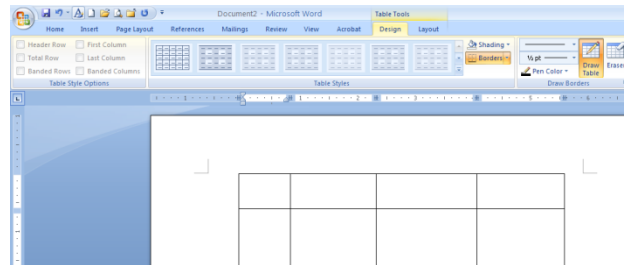
2. Under the **INSERT** menu tab, select **TABLE**, select **INSERT TABLE...** Then select the number of rows and columns for the table and click **OK**.





Drawing the Table:

You may also draw a table onto the document.

1. Draw the table by selecting **DRAW TABLE** (as shown above). You can see that the cursor now is the image of a pencil and the **Tables and Borders** toolbar has now appeared.

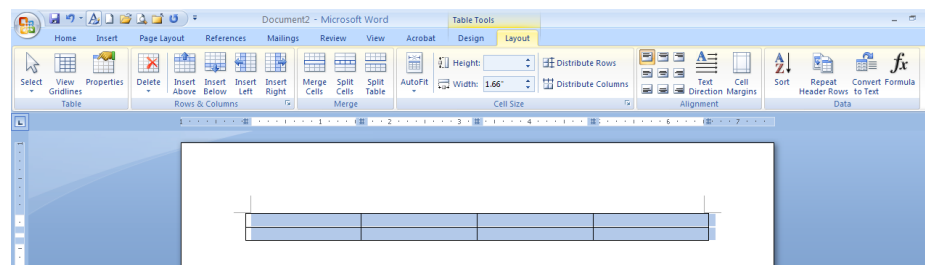


2. Draw the cells of the table with the mouse. In case you make a mistake, click the Eraser button  and drag the mouse over the area which you want to be deleted.

3. In order to draw more cells, click on the Draw Table button. 

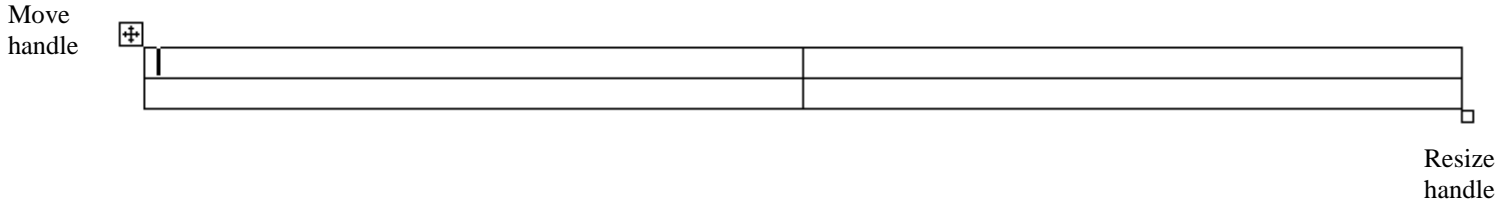
Inserting Rows and Columns:

Once you draw the table, you may insert or remove additional rows by selecting the table (shown below). Select the **LAYOUT** menu tab; select either **INSERT ROW (ABOVE, BELOW, RIGHT, LEFT)** or **DELETE**.



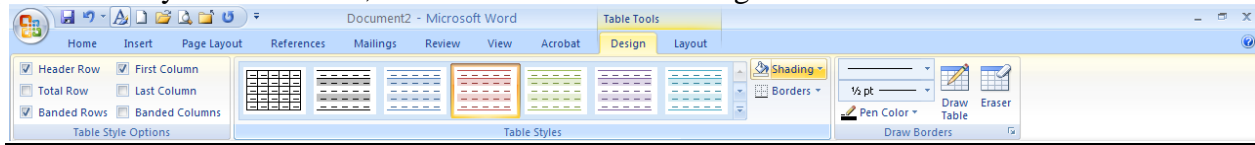
Moving and Resizing a Table:

When the mouse is placed over the table, a four-sided moving arrow and open box resizing handle will appear on the corners of the table. Click and drag the four-ended arrow to move the table and release the mouse button when the table is positioned where you want it. Click the drag the open box handle to resize the table. Change the column widths and row heights by clicking on the cell dividers and dragging them with the mouse.



Tables and Borders Toolbar:

The **DESIGN TAB** appears in the toolbar, when the table is selected; it enables you to change the design properties and styles of the table, as well as customize shading and borders.



The **LAYOUT TAB** appears in the toolbar, when the table is selected; it enables you to insert new rows and columns into the table, merge and split tables and cells, as well as, add formulas to your cells.

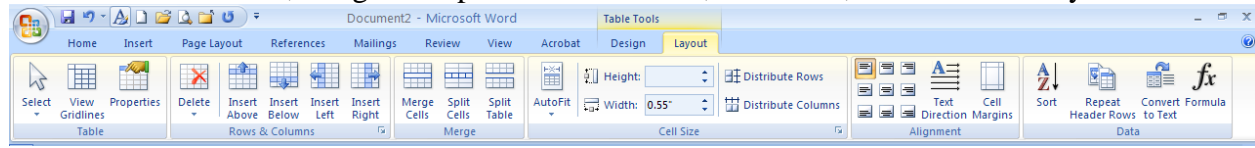
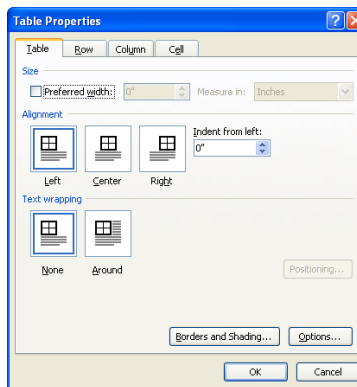
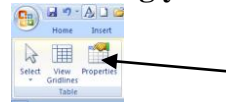


Table Properties:

You may use the **Table Properties** dialogue box to modify the alignment of the table with the text surrounding and within the table. You can access this feature by **first having your table selected**, then

clicking on the **LAYOUT TAB**, and selecting **PROPERTIES**.



Size: If you want your table to be of an exact width check the preferred width box and enter the width of the table.

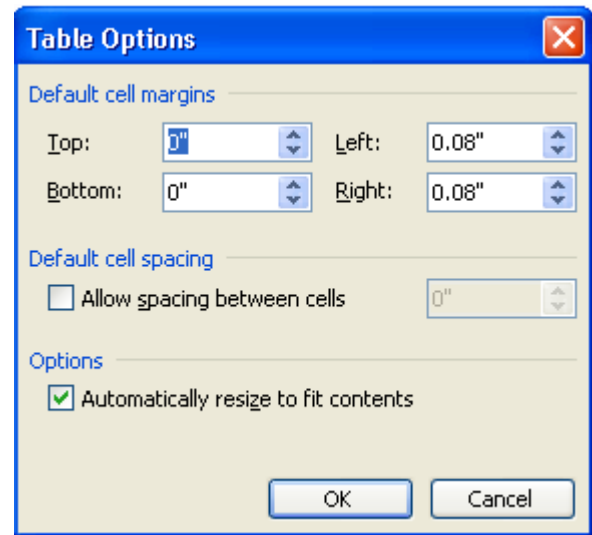
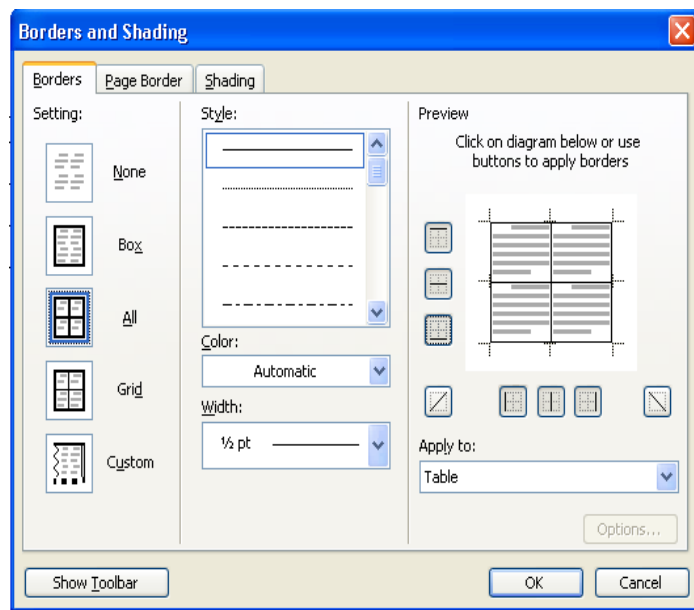
Alignment: Highlight the illustration which represents the alignment of the table in relation to the text of the document.

Text Wrapping: Highlight “None” if you want the table to appear on a line separate from the text or choose “Around” if you want the text to wrap around the table.

Borders and Shading: Select from a number of styles and colors and widths for the border. Click on the Shading tab to change the background color and pattern.

Options:

Click on the **Options** button on the **Table Properties** window. To change the spacing between the document text and the table borders under **Default cell Margins**. Check the Allow Spacing between cells box and enter a value to add space between the table cells.

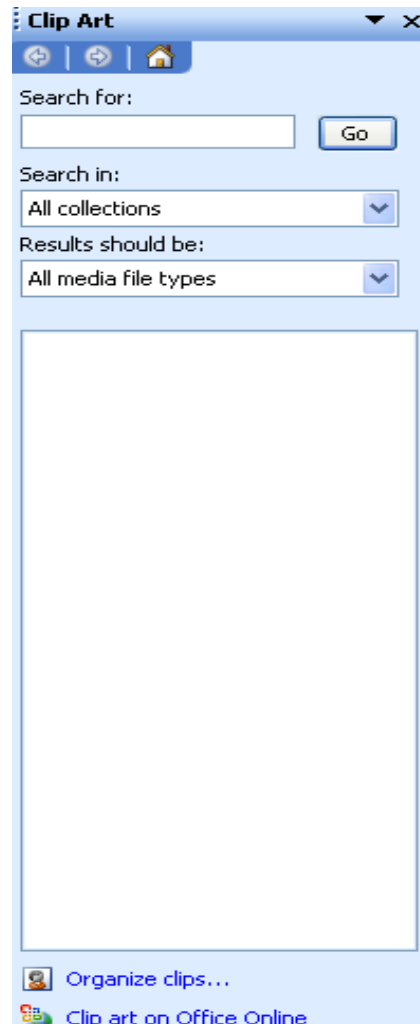


Graphics:

Adding a Clip Art:

In order to add a clip art image from the Microsoft library to a document, the following steps must be followed:

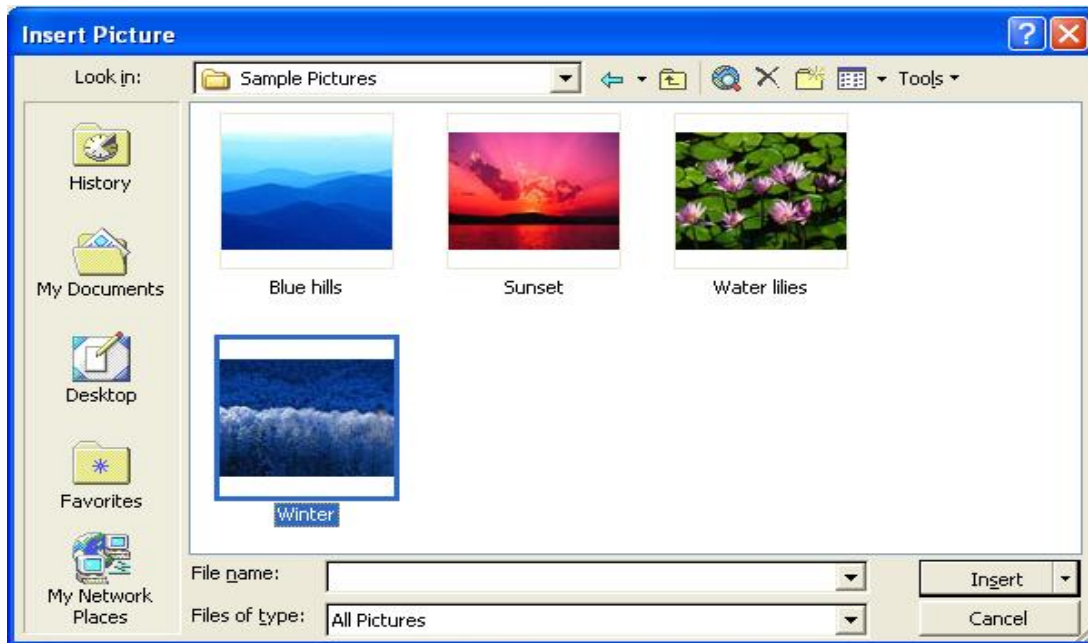
1. Select **Insert/ Clip Art** from the menu bar.
2. In order to find the image click on the box which says **SEARCH FOR**. Enter the keywords which describe the image that you want to use.
3. Click on **Go**.
4. Place the cursor at the point on the document where you want to insert the image. Click once on the image you want to add to the document and the image is inserted where you had pointed your cursor.



Add an Image from a File:

Follow these steps to add a photo or graphic from an existing file:

1. Place the cursor where you want the image to be inserted. Select **Insert/Picture** on the menu bar.
2. Click on the down arrow button on the right of the Look in: window to find the image on your computer.
3. Highlight the file name from the list and click the Insert button.



- You may change the size of the image by moving the cursor to the side of the image until you see a double headed arrow.

REVIEW TAB:

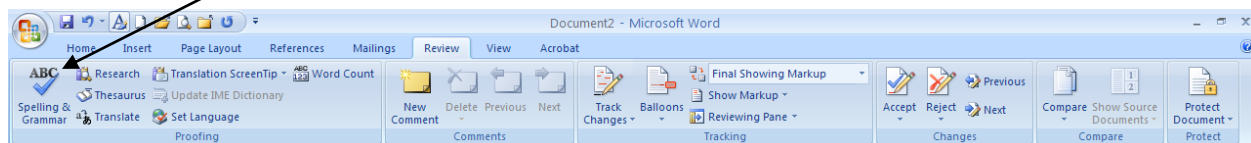
Spelling and Grammar check:

Spelling and Grammar Check:

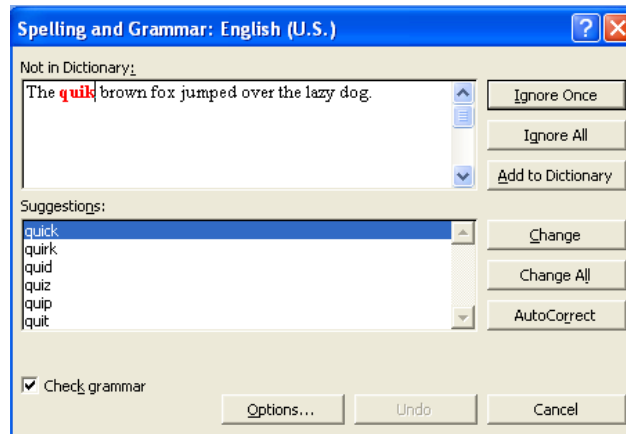
Word will automatically check for spelling and grammar errors as you type unless you turn this feature off. Spelling errors are indicated in the document by a red underline and grammatical errors by a green underline.

In order to use the spelling and grammar checker, follow these steps:

- Select **REVIEW /Spelling and Grammar** from the menu bar.



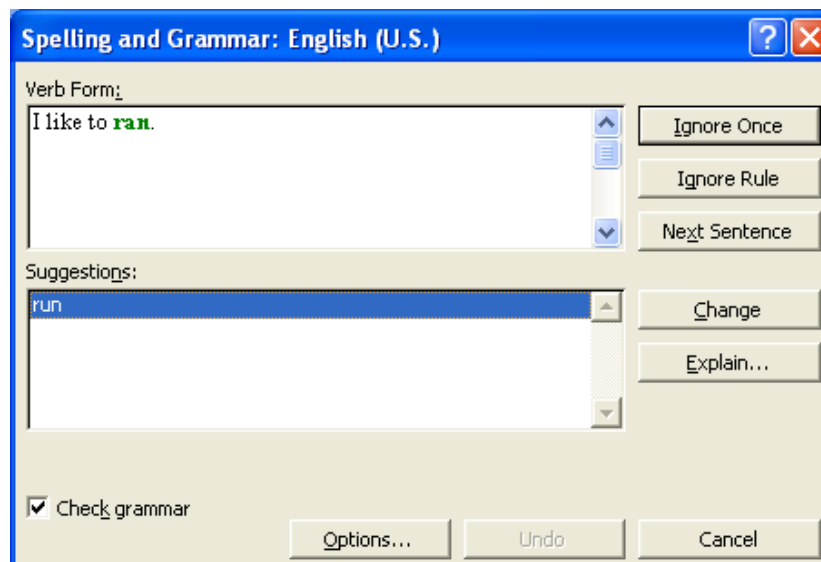
- The Spelling and Grammar dialog box will notify you of the first mistake in the document and misspelled words will be highlighted in red.



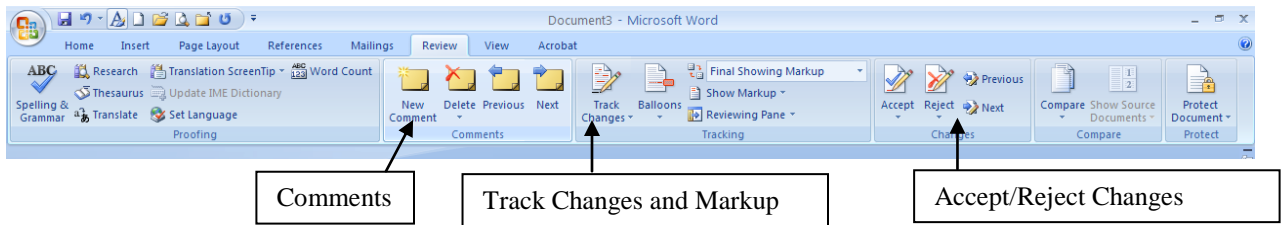
3. If the word is spelled correctly, click the **Ignore** button or click the **Ignore All** button if the word appears more than one time in the document.
4. If the word is spelled incorrectly, choose one of the suggested spellings in the **Suggestions** box and click the **Change** button or **Change All** button to correct all occurrences of the word in the document. In case the correct spelling is not suggested, enter the correct spelling in the Not In Dictionary box and click the **Change** button.
5. If the word is spelled correctly, and will appear in many documents you type, for example your name, click the Add button to add the word in the dictionary so that it no longer appears as a misspelled word.

As long as the **Check Grammar** box is checked in the Spelling and Grammar dialog box, Word will check the grammar of the document in addition to the spelling. If you do not want grammar checked, remove the check mark from this box. Otherwise, follow the following steps in order to correct grammar:

1. If MS Word finds a grammatical mistake, it will be shown in the box as the Spelling errors. The mistake is highlighted in green text.
2. Several suggestions may be given in the **Suggestions** box. Select the correction that best applies and click **Change**.
3. If no correction is needed, click the **Ignore** button.



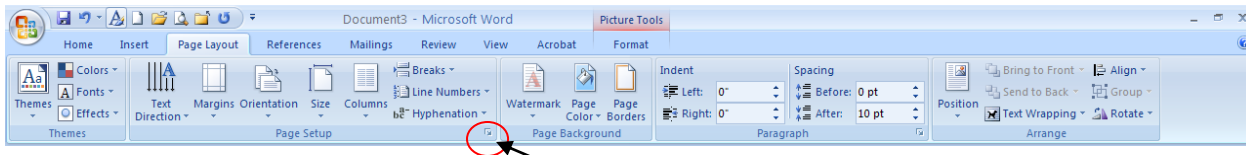
Track Changes



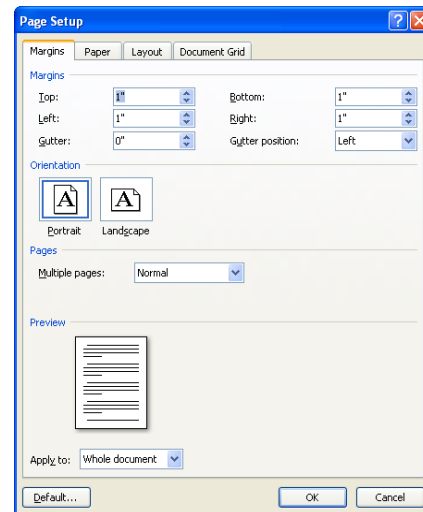
1. You can also access the **TRACK CHANGES** and **NEW COMMENTS** icons under the **REVIEW** tab.
2. To add a **NEW COMMENT** click on the icon and begin typing in the comment field.
3. You can **TRACK CHANGES** in your document, by clicking on the **TRACK CHANGES ICON**. You can turn tracking off by clicking the same button.
4. Once finished with Tracking changes, you may highlight the changes and click on **ACCEPT** or **REJECT** to make the changes in your document.

PAGE LAYOUT TAB:

The page margins of the document may be changed using the Page Setup dialog box, which can be found by clicking on the **PAGE LAYOUT** tab and then the little downward arrow near the words **PAGE SETUP**.



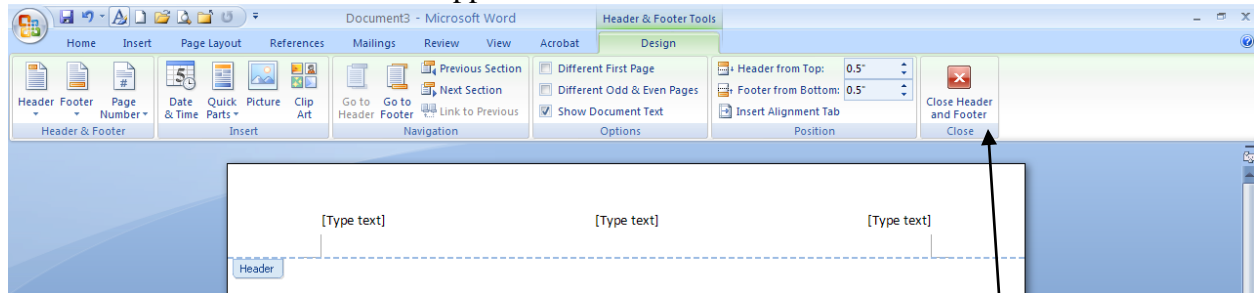
1. Enter margin values in the **Top, Bottom, Left** and **Right** boxes. The **Preview** window will indicate the changes.
2. If the document has **Headers** and / or **Footers**, the distance this text appears from the edge of the page can be changed.
3. Change the orientation from Portrait or Landscape by checking the corresponding radio button.
4. Click **OK** when finished.



Headers and Footers:

A header is text that is added to the top margin of every page such as document title or page number and footer is text added to the bottom margin. In order to add or edit the headers and footers in the document follow these steps:

1. Select **INSERT** from the menu bar. Then click on the **HEADER/ FOOTER** icons.
2. Select the design of **HEADER/FOOTER**.
3. The **HEADER/ FOOTER** will appear similar to what is shown below.

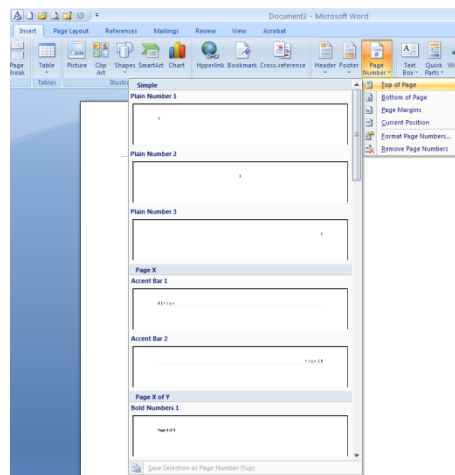


4. Begin typing your text in the brackets that state, “TYPE TEXT”.
5. When you are finished adding the headers and footers, click the **Close** button on the toolbar.

Page Numbers:

In order to add page numbers to a document:

1. Select **Insert/Page Numbers** from the Menu bar and the following dialog box shown below appears.
2. Select the position of the page numbers by choosing “Top of page” or “Bottom of page” from the **Position** drop down menu.



Print Preview and Printing:

1. Preview your document by selecting the **OFFICE BUTTON/PRINT/ PRINTPREVIEW**.
2. When the document is ready to print, click the **Print** button from the **Print Preview** screen or select the **OFFICE BUTTON/Print**.

More Features of WORD 2007:

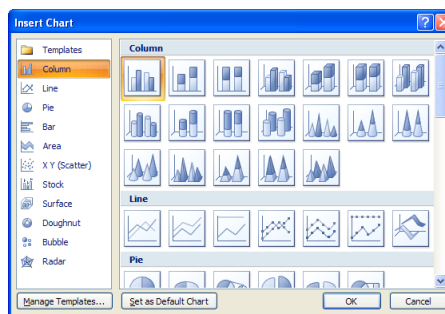
WORD 2007 offers an array of new/improved features for WORD Documents.

INSERT

1. To insert a thematic cover page, click on **INSERT/COVER PAGE/** and selecting the style that you want. Edit the text by placing the cursor over the existing text and typing your information.



2. To insert a chart, click on **INSERT/ CHART/** select which chart is most appropriate for your information. Click on that chart and it will automatically be inserted into your document; modify the text as you would any other text object in WORD.



3. To insert SMARTART (diagrams and graphic lists), click on **INSERT/ SMARTART** and select the style of diagram or list that best suits your needs, and click to insert it into your document. Modify the text as you would any other text.

