



Word 101 – Basics

New Interface

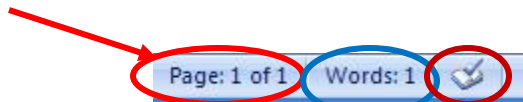
The most significant change with Office 2007 is the change with the way all the programs look. Microsoft has removed the previous method of menus and toolbars and replaced them with:

- **Office button** – This button replaces most of the functions that used to be under the File menu. There is also the button at the bottom called “Word Options” where you can access the settings of Word.
- **Quick access menu** – is customizable (click on the down arrow at the right end) that lets you turn on some of the basic functions that people most often use.
- **Ribbon groups** – collect commands that have similar aspects. For example, the Insert ribbon has the commands for all the different type of things that can be inserted into a Word document.



Other interface functions:

- **Page number box** can be used to quickly access the Find, Replace, and the “Go to” commands.
- **Word count box** displays other statistics about your document.
- **Proofing button** accesses the Spell and Grammar checking.
- **Layout buttons** change your perspective views of the document.
- **Zoom control** allows you to quickly zoom in and out of the document.

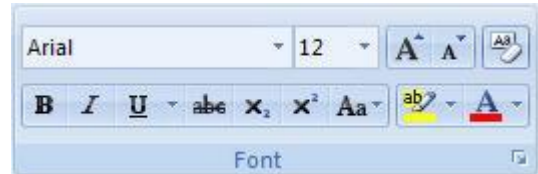


The HOME ribbon

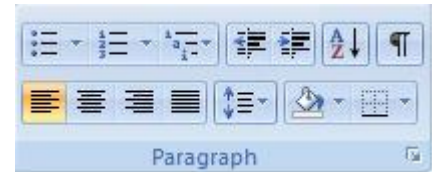
- **Clipboard** – controls the cut, copy, and paste commands. [**COOL TIP** – use the Format Painter tool to duplicate the format of a selected text to other areas within your document, instead of manually changing the format on each section at a time.]



- **Font** – controls the look of your text by changing font types, size, text color, bold, italics, underline, etc. Click the lower right-hand corner to bring up the Font dialog box for more features.



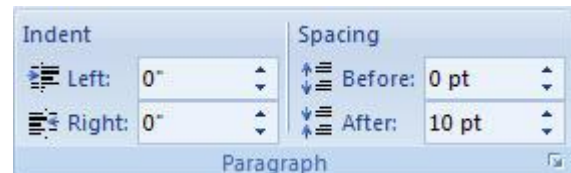
- **Paragraph** – controls the look of paragraphs by changing alignment, spacing, indents, bullets, numbers, etc. Click the lower right-hand corner to bring up the Paragraph dialog box for more features. [**TIP** – Word 2007 automatically defaults with spacing after paragraphs, use the dialog box to turn off the spacing between paragraphs.]



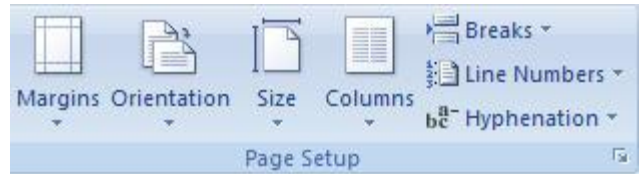
- **Styles** – these are used to quickly apply pre-set formats to specific sections of text within your document. One advantage to using styles is that if you modify a particular style (like Heading 1) all the places that you have applied that style will automatically be modified (instead of having to manually change each one).
- **Editing** – accesses the Find and Replace functions. [**TIP** – You can also use the Select function for: “Select All” – select everything in your document; “Select Objects” – useful for selecting objects that are behind text; “Select Text with Similar Formatting” – will select all the text in your document that has the same format.]



Under the Page Layout Ribbon is another section for formatting paragraphs. While the visible controls are for indenting and spacing, if you click on the lower right-hand corner, you will get the same Paragraph dialog box.

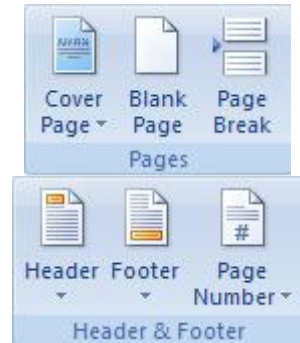


The Page Setup controls are also available on the Page Layout Ribbon. Here is where you modify the margins, orientation, paper size, and adding columns to your document.



The Insert Ribbon

This ribbon has a section for adding cover pages, blank pages, and page breaks to your current document.



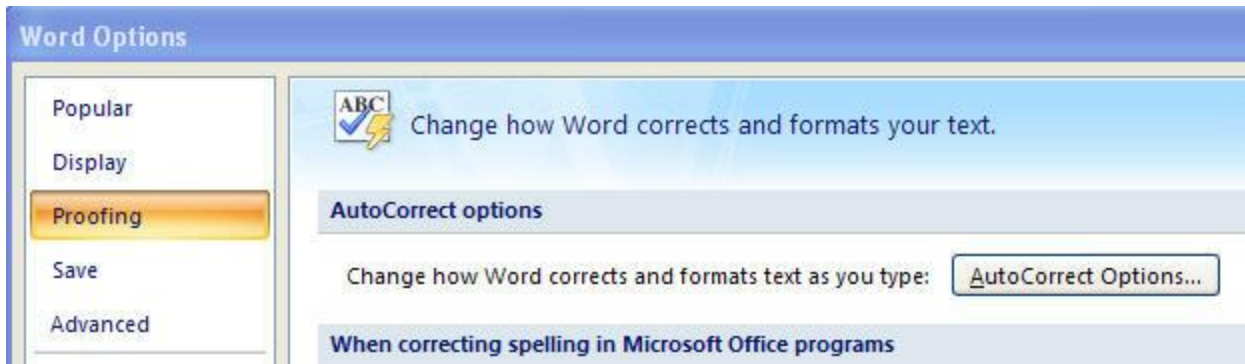
It also has a section for adding/modifying headers, footers, and page numbers.

Tips & Tricks of Word 2007 – Part 1

Different ways to select text:

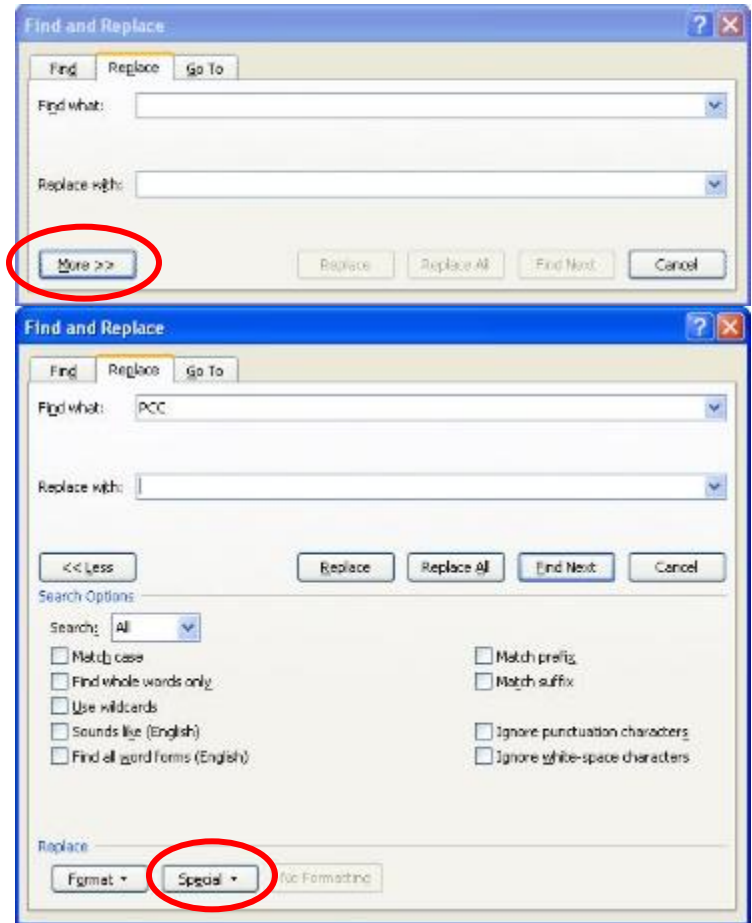
- Using the Select function on the Home Ribbon
- Double-clicking on a word selects the word
- Triple-clicking will select an entire paragraph
- Single-clicking on the left margin can select a line
- Double-clicking on the left margin can select an entire paragraph
- Triple-clicking on the left margin will select the entire document
- Using the Shift key with the mouse to select ranges of text
- Using the Control key with the mouse can select text that is not next to each other
- Using the Alt key with the mouse can select text in a rectangular-like zone

Autocorrect – Word has a built-in function that checks your words as you are typing and will automatically make corrections. These corrections are based upon a “dictionary” list that has the incorrect version linked with the correct version. It is possible for you to modify this “dictionary” so that it can automatically change things for you. An example would be to put in short-hand abbreviations that you want to have automatically filled out for you (e.g. “p2c” could be an abbreviation you add to the dictionary that whenever you type this combination, Word should replace it with “Portland Community College”). The Autocorrect is located in the **Word Options**, under the Proofing tools.



Find & Replace – This can be used for more than just replacing words. It can also be used for replacing formats (like bold or italics) or special characters (like page breaks or paragraph marks). Use the **More** button in the Replace dialog box to view added functions.

Then use the **Special** button to work with the formats or special characters.



Use Tables for creating forms!

Instead of using the Underline key on the keyboard to draw lines, use a table. When you use the Underline key, the line will move whenever text is “added” to that location. But if you use tables, you can turn on and turn off the “borders” of the table so that it creates lines that don’t get moved when text is entered.