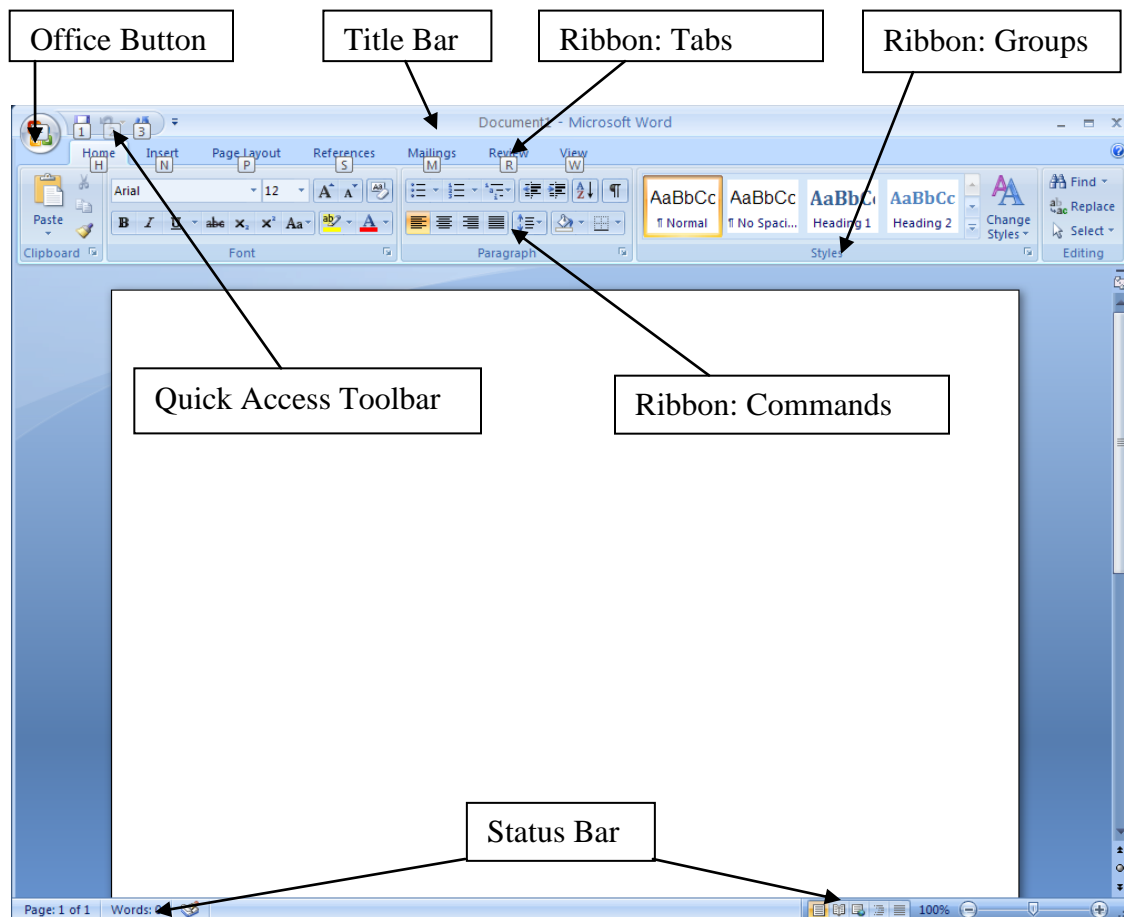


Microsoft Office 2007 Word I

Starting Word from the Desktop

To start Word, double-click on the Word icon from the desktop. Alternatively, you may click on the **Start** button, and then choose **Programs**, then **Microsoft Office**, and finally **Microsoft Office Word 2007**. Both ways will launch the application and bring up a blank document.



The Title bar is at the top of the screen and contains the name of the document and the name of the Office program you are working in. On the right side of the title bar are the Minimize, Maximize/Restore, and Close buttons. On the left is the Quick Access Toolbar with the commands Undo, Save, and Redo.

The Office button at the far top left of the screen opens the only menu in Word 2007. Click this button to find a list of commands such as New, Open, Save, Print, and Close.

The Ribbon area is below the Title bar. The commands are organized in three components: tabs, groups, and commands. Tabs at the top of the ribbon represent activities that you perform in Word and are organized in related groups. Because they are context sensitive, some tabs will appear only when you need them. Groups

organize related commands. The name of the group appears below the group of commands on the ribbon. Commands appear within each group.

The Status bar is located at the bottom of the screen. On the left side is information about the current document such as the number of the page you are working on (where the insertion point is), the total number of pages in the document and the number of words in the document. On the right side are view buttons and a zoom command.

The Document area is the large area in the center of the screen where you type. There is a scroll bar on the right with page up and page down buttons (double arrows at the bottom of the scroll bar).

The Quick Access Toolbar has the default buttons of Save, Undo, and Repeat/Redo. This toolbar can be customized by clicking on the down arrow next to the toolbar and then selecting commands for things you want to add or drop from the menu.

Typing in Word

Unlike a typewriter, when typing in Word you **do not** need to press the **Enter** key at the end of each line. Word automatically “wraps” the words around to the next line when it reaches the end of a line. To get a feel for this, type the following sample paragraph on your screen (don’t worry about typos):

A cursor may be inserted by pointing to a spot and clicking. Double-click to select a word and triple-click to select a paragraph. Use the Delete key to delete text to the right of the cursor and the Backspace key to delete text to the left of the cursor.

Moving Around the Document

To add or delete text in your document, use the mouse to move the “I” bar cursor to the place where you wish to make the change. Left click the mouse once to get the blinking vertical line cursor. You are now ready to type new text or delete text at this point. You can also use the arrow keys on the keyboard to move the blinking line cursor to the right, left, up, or down.

Deleting Text

You can easily remove text from your document by using either the **Delete** or the **Backspace** keys.

Exercise 1: Using the Delete Key

1. Insert your cursor anywhere in your typed paragraph and left click once to get the blinking line cursor.
2. Press the **Delete** key a few times and notice how the characters to the right of the cursor are erased.

Exercise 2: Using the Backspace Key

1. Insert your cursor anywhere in your typed paragraph and left click once to get the blinking line cursor.
2. Press the **Backspace** key a few times and notice how the characters to the left of the cursor are erased.

Undo/Redo

Oops! You didn't mean to delete that last word! Luckily, there's the **Undo** button that will undo your most recent actions. The **Undo** button is on the **Quick Access Toolbar** and looks like an arrow bending backwards. Click it and watch the letters reappear, undoing the last several actions you performed. Conversely, the **Redo** button allows you to "redo" what you have just undone. Confusing? Just remember that anything you do in Word can be reversed easily using these buttons.

Selecting or Highlighting Text

In order to perform many functions in Word, you must first tell the program which existing text you want to work on. (It's the "Select, then Do" approach.) For example, in order to apply italics, boldface, or underlining to existing text, you must first select or highlight the text that you want to emphasize. Selecting can be done by clicking or dragging.

Exercise 3: Selecting a Word by Clicking

1. To select (highlight) a single word, position the cursor anywhere within that word.
2. Using the left mouse button, quickly double-click on the word. The blue or black box around the word shows that the text is selected (highlighted).
3. To de-select (remove the highlighting), click anywhere outside of the selected word.

Exercise 4: Selecting a Paragraph by Clicking

1. To select (highlight) an entire paragraph, position the cursor anywhere within the paragraph.
2. Using the left mouse button, triple-click (click 3 times rapidly) on the paragraph. The whole paragraph is now selected (highlighted).
3. To de-select (remove the highlighting), click anywhere outside of the selected paragraph.

Exercise 5: Selecting or Highlighting Text by Dragging

Another way to select (highlight) is to **Drag**. You can select a word, group of words, sentence or paragraph(s) by dragging. To select the first sentence of the paragraph using the dragging technique:

1. Position the cursor to the left of the beginning of the first sentence of your typed paragraph.
2. Click the left mouse button and continue to hold it down while dragging (moving) the mouse to the right.
3. Release the mouse button when you are finished selecting (highlighting) the desired text and the text will be highlighted.

Note: When selecting several lines or paragraphs, click to the left of the beginning of the text you wish to select then move the mouse across and down to select the text.

Formatting Text with Italics, Boldface, and Underlining

An easy way to emphasize words, sentences, or whole paragraphs in a document is to apply italics, boldface, or underlining.

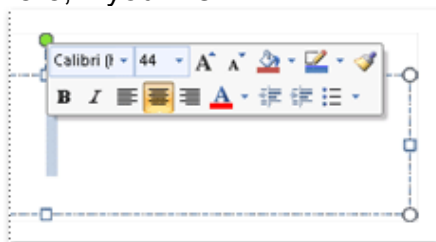
Exercise 6: Applying Italics, Boldface, and Underlining to Selected Text

1. Choose a word in the paragraph to emphasize. Select (highlight) the word by double-clicking or dragging.
2. On the **Home** tab, locate the **Font** group.
3. Left click once on an “*I*”, “**B**” or “U” button **command**.
4. Remove the highlighting by clicking anywhere outside of the selected word. The selected word will now appear in italics, boldface, or underlined.

To remove the italics, boldface, or underlining, select (highlight) the word by double-clicking on it. Go to the same command button as used before and left click once. Click anywhere outside the selected word to remove the highlighting. **Or**, use the **Undo** button on the Quick Access Toolbar.

Note: Working with the Mini Toolbar

When you have selected (highlighted) text, a faded Mini Toolbar appears automatically in the background. Move your cursor (changes to an arrow) up toward the Mini Toolbar and it will become more prominent. You can click on the **Bold** icon or the *Italic* icon here, if you wish.



Copying and Pasting

Using the copy and paste function eliminates the need to re-type text that you want repeated in another location in your original document or in another document altogether. When you copy and paste, the original text remains in place while a copy of the text is also placed (pasted) in a new location.

Exercise 7: Copying and Pasting a Paragraph

1. Triple-click to select (highlight) your whole paragraph.
2. On the **Home** tab, locate the **Clipboard** group.
3. Click the **Copy** icon (looks like two sheets of paper). (Word has placed a copy of the paragraph on the Office Clipboard. The Office Clipboard can be displayed by clicking the Clipboard **launcher**—the diagonal arrow.)
3. To paste this copy of the paragraph, position the cursor at the end of the paragraph. Press the Enter key 2 times to move the cursor down. Click on the **Paste** icon (clipboard with a piece of paper on it). The copy of your paragraph should appear below the original.

Cutting and Pasting to Move Text

Using the cut and paste function eliminates the need to re-type text that you want to move to a new location in your document.

Exercise 8: Cutting and Pasting a Sentence

1. Select (highlight) the first sentence of the first paragraph by dragging.
2. On the **Home** tab, locate the **Clipboard** group.
3. Click on the **Cut** icon (looks like a pair of scissors). (Word has moved the selected sentence onto the Office Clipboard.)
4. To paste this sentence into your document, position the cursor at the end of the first paragraph. Click on the **Paste** icon. Your sentence should appear in the new location.

Dragging and Dropping

A quicker way to cut and paste is to “drag and drop.”

Exercise 9: Drag and Drop

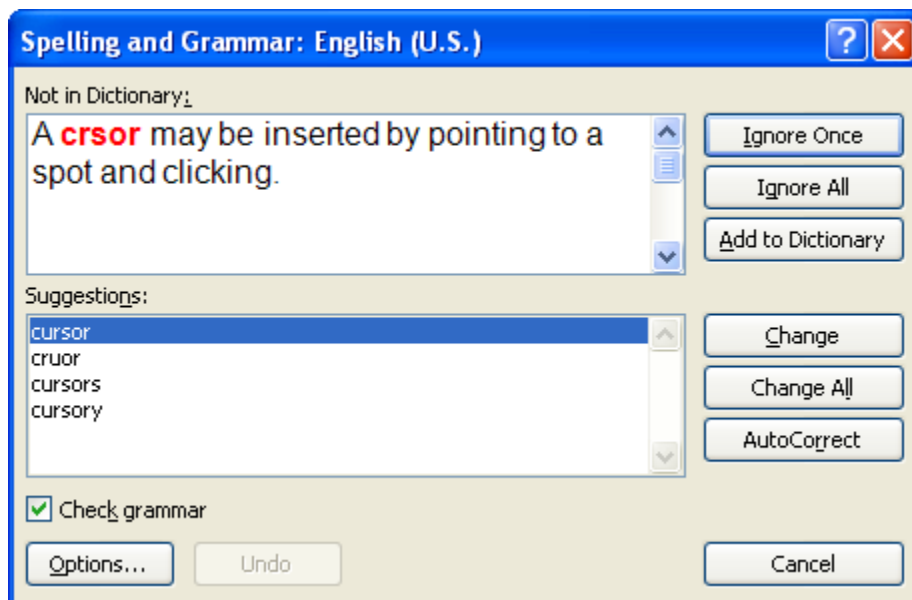
1. Select (highlight) a word in the first paragraph.
2. Position the mouse pointer over the selected word and the cursor will change from an “I” to an arrow.

3. Hold the left mouse button down while dragging the word where you want it to go.
4. Release the mouse button when the word is positioned where you want it.

Spelling and Grammar Check

Once you have finished your document, or at any time while composing it, you may use Word's "Spelling and Grammar Check" feature to check for spelling and grammatical errors. Word places a red squiggly underline beneath spelling errors and a green squiggly underline beneath grammar errors.

1. Click the **Review** tab.
2. In the **Proofing** group, click **Spelling & Grammar** icon (ABC with a check mark). A dialog box will appear:



Words that are suspected as being misspelled appear in red in the top window. In the bottom window are suggested replacements for the word. Grammatical errors are shown in green in the top window. You may choose to do one of the following:

Ignore Once: Clicking this button will skip over the word and Word will go to the next suspected misspelled word. Often, Word thinks proper names are misspelled and these can usually be ignored by the user.

Ignore All: If a word, such as a proper name, is not to be replaced and is repeated often in your document, you may want to click **Ignore All** so that the spelling check does not stop on the word each time it appears.

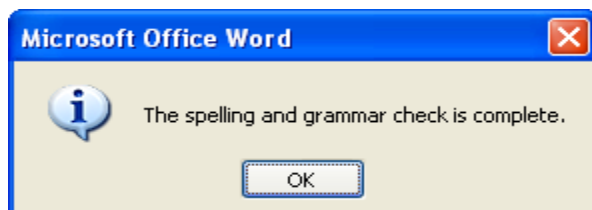
Add to Dictionary: Use this to add the word to Word's own dictionary. For instance, if you have a proper name that you use often, you may want to tell Word that if it comes to this name, it is not misspelled.

Change: Click on a suggestion in the lower window and then the **Change** button to replace the misspelled word. Or, make a change manually by typing the correct word in the top window and then clicking on the **Change** button.

Change All: Makes the correction to every occurrence of the word in the document.

Auto Correct: Adds the spelling error and the correction to Word's list to correct as you type.

Word displays a dialog box when it finishes checking for spelling and grammar mistakes. Click on OK to close the box.



Exercise 10: Using the Spelling & Grammar Checker

Use the **Spelling & Grammar Checker** on the paragraph you typed. If everything is spelled correctly, change a word so that it is misspelled and try it again.

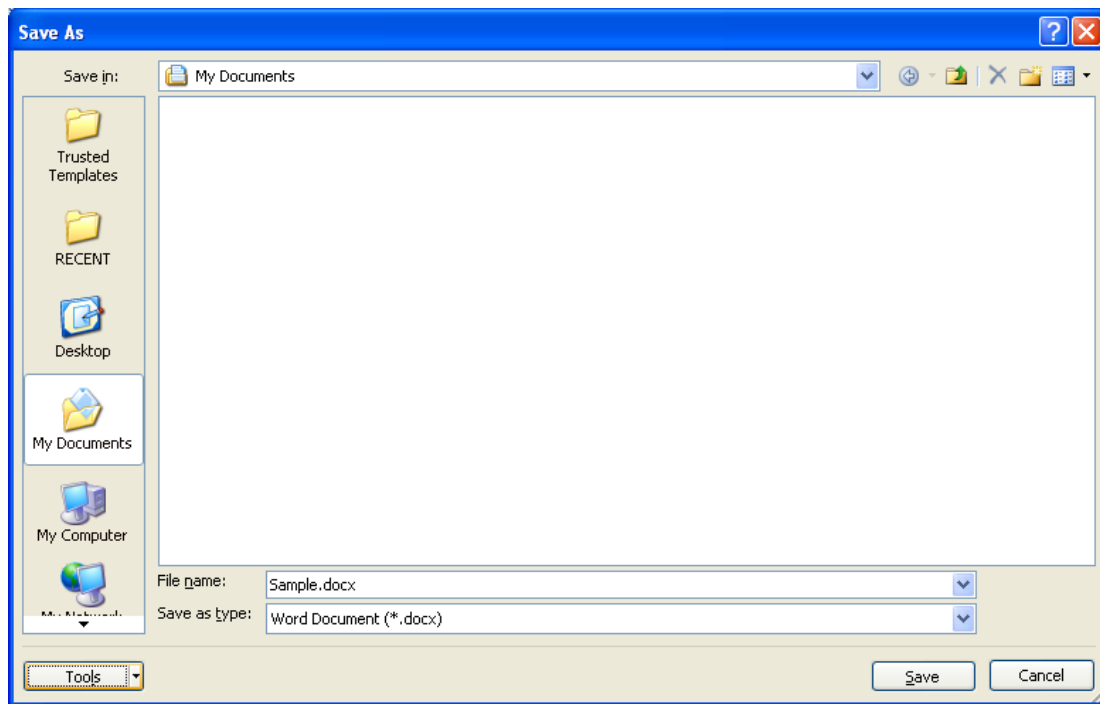
Note: You can correct spelling and grammar errors as you type instead of checking and correcting them when you finish your document. When a red or green squiggly underline appears, click the right mouse button on the word or phrase. A menu of suggested corrections will appear. Left-click on the correction to change your document.

Saving a Document and Opening an Existing File

The rule is, save early and save often! The first time you save your document you will also want to name it by using the **Save As** dialog box.

Exercise 11: Saving and Naming a Document

1. Click the **Office button**.
2. Click **Save As** to get the Save As dialog box:



3. Click the arrow on the right side of the **Save in** box to select a location on your computer where you wish to save your document, or click on an icon on the left side of the box. For this exercise, choose **My Documents**.

4. In the **File name** box, type a name for your document file such as “Sample.”

5. Click on the **Save** button. Your document is now saved. Notice that the name you gave your document appears in the Title bar at the top of the page.

Note: Once you have done the initial “**Save As**” and named your file, you will want to continue to save new text as you add it to your document. Periodically click on the **Save** icon (the diskette) on the **Quick Access Toolbar**. This will automatically save your document and in the event of technical difficulties, your current work may be retrieved.

Exercise 12: Closing and Retrieving a Document

1. To close the saved document, click on the **Office button**.

2. Click on **Close**. If you have forgotten to save any of your recent changes to your document, Word asks if you want to save them before you close your file.

3. To retrieve the document, click on the **Office button** and then click on **Open** (yellow file folder).

4. Choose the **My Documents** folder. Click on the name of your file to select it.

5. Click on the **Open** button in the lower right corner. Your document appears on the screen.

Saving a Document in Word 97-2003 Format

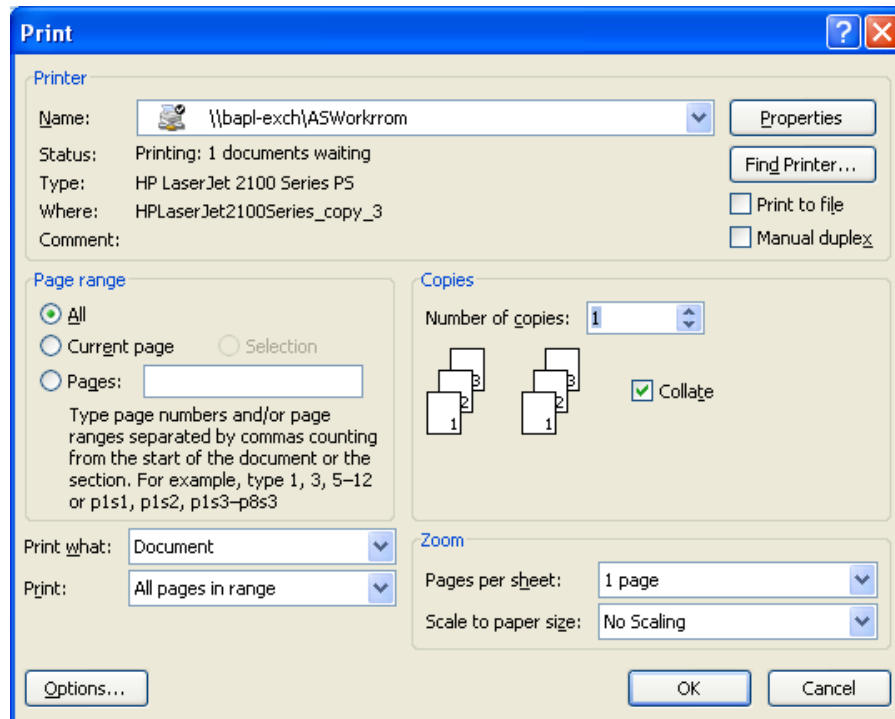
Although you have created and saved your document in Word 2007, you may be sending it to someone who uses Word 2003. To make sure that person will be able to open your document, it can also be saved in Word 97-2003 format. (Word 2007 uses the file name extension .docx to mark its new file format while the file name extension for a Word 2003 document is .doc.)

To save a document in Word 97-2003 format, click the **Office button**. Click on **Save As**. Click **Word 97-2003 Format**. Type a name for the document. Click on the **Save** button.

Printing Documents

Exercise 13: Printing a Document

1. Click on the **Office** button.
2. Click on **Print**. The **Print** dialog box appears.



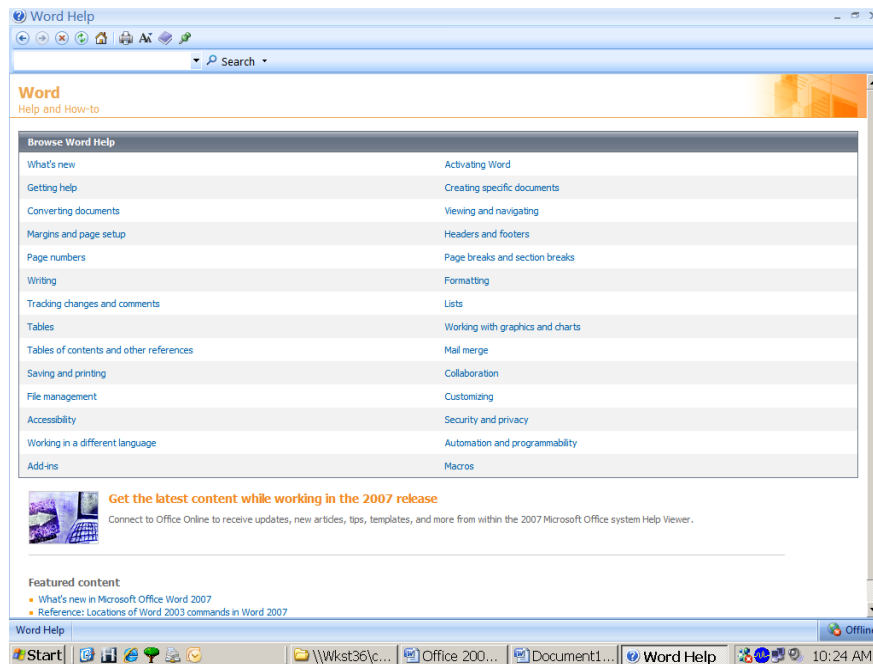
3. In this box, you may choose to print the entire document or just certain pages, and the number of copies you need.
4. Make your choices and click **OK**.

Help

It's easy to get help when learning to use Word 2007.

Exercise 14: Getting Help

1. Click the **Help** button (a circle with a question mark in it) in the upper right corner of the ribbon to get the **Help** dialog box.



2. In the Search text box (upper left corner of the Help dialog box), type a word or phrase describing the help topic you want to see. For this exercise, type **Stop Printing**. Press the Enter key or click on Search.

3. Help topics related to the phrase “stop printing” appear. Select the desired help topic or for this exercise, click on **Cancel printing**.

4. Notice that in the Help dialog box, the Help toolbar (under the Title bar) contains a number of buttons to help you navigate through the Help system. For example, you can click on the Print button to print the current Help page.

5. To close the **Help** box, click the “X.”

Note: By default, word searches the Help file on your computer as well as the Internet. If Word Help takes too long to load or returns too many results, you may want to limit the help menu to help topics loaded on your computer. Click the arrow next to the Search button in the upper left area of the Help dialog box. Under Content from this computer, click Word Help.



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