Microsoft Office
Word 2007
introduction to Word (2007)

Word 2007 is the word processing software in the Microsoft 2007 Office Suite. It allows you to easily create a variety of professional-looking documents using features such as themes, styles, Smart Art, and more.

Lessons

1 - Creating a New Document
   Formatting Text
   Format Font Size
   Format Font Style
   Format Font Color
   Change the Text Case
   Change Text Alignment
   Using Indents and Tabs
   Find and Replace to Replace Existing Text
   Copy and Paste Text
   Drag and Drop Text

2 - Saving Documents

3 - Printing

4 - Inserting Tables
   Modifying Page Layout
   Format Page Margins
   Insert a Blank Table:
   Inserting and Modifying Tables
   Add a Row Above an Existing Row:
   Add a Column:
   Delete a Row or Column
   Apply a Table Style:
   Modify a Table Using the Layout Tab

5 - Text Boxes
   Insert a Text box:
   Change Text Box Style
   Change Shape Fill

6 - Shapes
   Locate Clip Art:
   Modifying Page Layout
   Introduction
   Change the Paper Size
Creating a New Document

1- New Documents

To Create a New, Blank Document:
Click the Microsoft Office Button.
Select New. The New Document dialog box appears.
Select Blank document under the Blank and recent section. It will be highlighted by default.

Click Create. A new, blank document appears in the Word window.
To create and design effective documents, you need to know how to format text. In addition to making your document more appealing, formatted text can draw the reader’s attention to specific parts of the document and help communicate your message. Format the font size, style, and color; and use the Bold, Italic, Underline, and Change Case commands.

**To Format Font Size:**

Select the text you wish to modify.

Left-click the drop-down arrow next to the font size box on the Home tab. The font size drop-down menu appears.

Move your cursor over the various font sizes. A live preview of the font size will appear in the document.
Left-click the font size you wish to use. The font size will change in the document.

**To Format Font Style:**
Select the text you wish to modify.

Left-click the **drop-down arrow** next to the **font style box** on the Home tab. The font style drop-down menu appears.

Move your cursor over the various font styles. A **live preview** of the font will appear in the document.
Left-click the font style you wish to use. The font style will change in the document.

To Format Font Color:
Select the text you wish to modify.
Left-click the drop-down arrow next to the font color box on the Home tab. The font color menu appears.
Move your cursor over the various font colors. A live preview of the color will appear in the document.
Left-click the font color you wish to use. The font color will change in the document.

Your color choices aren’t limited to the drop-down menu that appears. Select **More Colors** at the bottom of the list to access the Colors dialog box. Choose the color that you want and click OK

**To Use the Bold, Italic, and Underline Commands:**

Select the text you wish to modify.

Click the Bold, Italic, or Underline command in the **Font group** on the Home tab.
To Change the Text Case:
Select the text you wish to modify.
Click the **Change Case** command in the **Font** group on the Home tab.
Select one of the case options from the list.

To Change Text Alignment:
Select the text you wish to modify.
Select one of the four **alignment options** from the Paragraph group on the Home tab.

**Align Text Left:** Aligns all the selected text to the left margin.

**Center:** Aligns text an equal distance from the left and right margins.

**Align Text Right:** Aligns all the selected text to the right margin.

**Justify:** Justified text is equal on both sides and lines up equally to the right and left margins. Traditionally many books, newsletters, and newspapers use full-justification.
Formatting Text
Using Indents and Tabs

The Tab Selector
The tab selector is above the vertical ruler on the left. Hover over the tab selector to see the name of the type of tab that is active.

The tab options are:

First Line Indent: Inserts the indent marker on the ruler and indents the first line of text in a paragraph.

Hanging Indent: Inserts the hanging indent marker and indents all lines other than the first line.

Left Tab: Moves text to the right as you type.

Center Tab: Centers text according to the tab.

Right Tab: Moves text to the left as you type.

Decimal Tab: Aligns decimal numbers using the decimal point.

Bar Tab: Draws a vertical line on the document.

To Set a Tab Stop to Indent the First Line of Text:
Click the tab selector until the First Line Indent icon is visible.
Left-click at any point on the horizontal ruler.
The First Line Indent icon will appear.

The tab options are:

To Set a Tab Stop to Indent the First Line of Text:
Click the tab selector until the First Line Indent icon is visible.
Left-click at any point on the horizontal ruler.
The First Line Indent icon will appear.
Press the **Enter** key to start a new paragraph and your insertion point will automatically indent to that point.

To move a tab stop once you have inserted it, left-click and drag the tab stop back and forth on the ruler.

You can set the **Hanging Indent** the same way; however, this tab stop changes all the other lines in a paragraph.

**To Set the Left, Center, Right, and Decimal Tab Stops:**

**Click the tab selector until the tab stop you wish to use appears.**

Left-click the **location on the horizontal ruler** where you want your text to appear.

Press the Tab key to reach the tab stop.

**Use Find and Replace to Replace Existing Text:**

Click the Replace command on the Home tab. The Find and Replace dialog box appears.
Enter text in the **Find** field that you wish to locate in your document.
Enter text in the **Replace** field that will replace the text in the Find box.

Click OK. The change is made in the document.
You can also use the **Find command** to locate **specific information** in a document. For example, if you are working with a twenty page report, it would be time consuming to search the document for a specific topic. You can use the Find command to locate **all instances** of the word or phrase in the document. This is a great way to **save time** when working with long documents.

**To Copy and Paste Text:**
Select the text you wish to copy.
Click the **Copy** command on the Home tab.
Place your insertion point where you wish the text to appear.
Click the **Paste** command on the Home tab. The text will appear.
Saving Documents

It is important to know how to save the documents you are working with. There are many ways you share and receive documents, which will affect how you need to save the file.

Are you downloading the document? Saving it for the first time? Saving it as another name? Sharing it with someone that does not have Word 2007? All of these things will affect how you save your Word documents. you will learn how to use the save and save as commands, how to save as a Word 97-2003 compatible document, and how to save as a PDF.
To Use the Save As Command:
Click the **Microsoft Office Button**.
Select **Save As → Word Document**. The **Save As** dialog box appears.

Select the **location** you wish to save the document using the drop-down menu.
Enter a **name** for the document.
Click the **Save** button.

**To Use the Save Command:**

Click the **Microsoft Office Button**.
Select **Save** from the menu.
Using the Save command saves the document in its current location using the same file name. If you are saving for the first time and select **Save**, the **Save As** dialog box will appear.

**To Save As Word 97 - 2003 Document:**
Click the Microsoft Office Button.
Select **Save As** → **Word 97-2003 Document**.
Select the location you wish to save the document using the drop-down menu.
Enter a name for the document.
Click the Save button.

**To Download the PDF Extension:**
Click the Microsoft Office Button.
Select Save As → Find add-ins for other file formats. This will open your web browser to the Microsoft site.
Follow the instructions on the Microsoft site for downloading the extension.

**To Save As a PDF:**
Click the Microsoft Office Button.
Select Save As → PDF. The Save As dialog box will appear.
Select the location you wish to save the document using the drop-down menu.
Enter a name for the document.
Click the Publish button.

3- Printing

Once you complete your document, you may want to print it for various reasons. Three basic features of printing in Word including Print Preview, Quick Print, and traditional Print.

Printing

To Preview the Document Before Printing:
Click the Microsoft Office Button.
Select Print → Print Preview. The document opens in Print Preview format.
Click **Print** to print the document or **Close Print Preview** to exit the preview format and make changes to the document.

In **Print Preview format**, you can do many tasks including:

**To Print:**

Click the Microsoft Office Button.
Select **Print → Print**. The Print dialog box appears.
Select the pages you would like to print -- either **all pages** or a **range** of pages.
Select the **number of copies**.
Check the **Collate** box if you are printing multiple copies of a multi-page document.
Select a printer from the drop-down list.
Click OK.

**To Print via Quick Print:**
Click the Microsoft Office Button.
Select **Print → Quick Print**.
The document automatically prints to the default printer

### 4- Inserting Tables

A **table** is a grid of cells arranged in **rows** and **columns**. Tables can be customized and are useful for various tasks such as presenting text information and numerical data.

how to convert text to a table, apply table styles, format tables, and create blank tables
To Insert a Blank Table:
Place your insertion point in the document where you want the table to appear.
Select the Insert tab.
Click the Table command.
Drag your mouse over the diagram squares to select the number of columns and rows in the table.

Left-click your mouse and the table appears in the document.
Enter text into the table.

Inserting and Modifying Tables

To Convert Existing Text to a Table:
Select the text you wish to convert.
Select the Insert tab.
Click the Table command.
Select Convert Text to Table from the menu. A dialog box appears.
Choose one of the options in the **Separate text at:** section. This is how Word knows what text to put in each column.

Click OK. The text appears in a table.
To Add a Row Above an Existing Row:

Place the insertion point in a row below the location you wish to add a row.

Right-click the mouse. A menu appears.

Select Insert → Insert Rows Above.

A new row appears above the insertion point
To Add a Column:
Place the insertion point in a column adjacent to the location you wish the new column to appear.
Right-click the mouse. A menu appears.
Select Insert → Insert Columns to the Left or Insert Columns to the Right. A new column appears.

To Delete a Row or Column:
Select the row or column.
Right-click your mouse and a menu appears.
Select Delete Columns or Delete Rows

Table Style
To Apply a Table Style:
Select the table. A Table Tools Design tab now appears on the Ribbon.
Select the Design tab to access all the Table Styles and Options.

Click through the various styles in the Table Styles section.
Left-click a style to select it. The table style will appear in the document.

You can modify which table styles are displayed. In the Table Styles Options you can select and deselect various table options.
For example, you can select Banded Rows and only tables with banded rows will appear in the Tables Styles section.

Want to have a little more creative freedom when it comes to formatting your tables? You can manually change the table border or shading, change line weight, or erase part of the table.

**Modify a Table Using the Layout Tab**

When you select a table in Word 2007, **Design** and **Layout** tabs appear under **Table Tools** on the Ribbon. Using commands on the Layout tab you can make a variety of modifications to the table such as:

- Adding and deleting columns,
- Adding and deleting rows,
- Changing the cell size,
- Aligning cell text,
- Changing text direction,
- Merging and splitting cells,
- And More.

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5-Text boxes

You may want to **insert a text box** into your document to draw attention to specific text or so that you have the ability to **easily move text** around within a document.
Text Boxes
To Insert a Text box:
Select the Insert tab on the Ribbon.
Click the Text Box command in the Text group.
Select a Built-in text box or Draw Text Box from the menu.
If you select Built-in text box, left-click the text box you wish to use and it will appear in the document.
OR
If you select Draw Text Box, a crosshair cursor will appear. Left-click your mouse and while holding it down, drag your mouse until the text box is the desired size.

Release the mouse button.
To Change Text Box Style:
Select the text box. A new Format tab appears with Text Box Tools.
Select the Format tab. 
Click the **More drop-down arrow** in the Text Box Style group to display more style options.

Move your cursor over the styles and Live Preview will preview the style in your document. 
Left-click a style to select it. 
**To Change Shape Fill:**
**6- Shapes**
Select the text box. A new **Format tab** appears with Text Box Tools.
Click the **Shape Fill** command to display a drop-down list. Select a color from the list, choose No Fill, or choose one of the other options.

**To Change the Text Box Shape:**
Select the text box. A new **Format tab** appears with Text Box Tools. Click the **Change Shape** command to display a drop-down list.
Select a shape from the list.

7- Inserting Clip Art:

To Locate Clip Art:
Select the **Insert** tab.
Click the **Clip Art** command in the **Illustrations** group.

The Clip Art options appear in the **task pane** on the right.
Enter keywords in the **Search for:** field that are related to the image you wish to insert.
Click the drop-down arrow next to the **Search in:** field.
Select **Everywhere** to ensure that Word searches your computer and its online resources for an image that meets your criteria.

Click the drop-down arrow in the **Results should be:** field.

Deselect any types of images you do not wish to see.

Click **Go**.

To Insert Clip Art:

Review the results from a clip art search.

Place your **insertion point** in the document where you wish to insert the clip art.

Left-click an image in the task pane. It will appear in the document.

OR

Left-click the **arrow next to an image** in the task pane.

Select Insert, Copy, or any of the other options on the list.
Modifying Page Layout

Introduction

You may find that the default page layout settings in Word are not sufficient for the document you wish to create, in
which case you will want to modify those settings. In addition, you may want to change the **page formatting** depending on the document you are creating. How to change the page orientation, paper size, and page margins, and insert a break.

**Page Layout and Formatting**

**To Change Page Orientation:**

Select the **Page Layout** tab.

Click the **Orientation** command in the Page Setup group.

Left-click either **Portrait** or **Landscape** to change the page orientation. **Landscape** format means that everything on the page is oriented **horizontally** and **portrait** format is oriented **vertically**.

**To Change the Paper Size:**

Select the Page Layout tab.

Left-click the **Size** command and a drop-down menu will appear. The current paper size is highlighted.
Left-click a **size option** to select it. The page size of the document changes.

**Modifying Page Layout**

To **Format Page Margins:**

Select the **Page Layout** tab.

Click the **Margins** command. A menu of options appears. **Normal** is selected by default.

Left-click the predefined margin size you want.
OR
Select **Custom Margins** from the menu. The Page Setup dialog box appears.

Enter the desired margin size in the appropriate fields.
You can always access the **Page Setup** dialog box by clicking the small arrow in the bottom-right corner of the Page Setup group. The dialog box should look familiar to people who have used previous versions of Word.