



# Word 2007 Basics

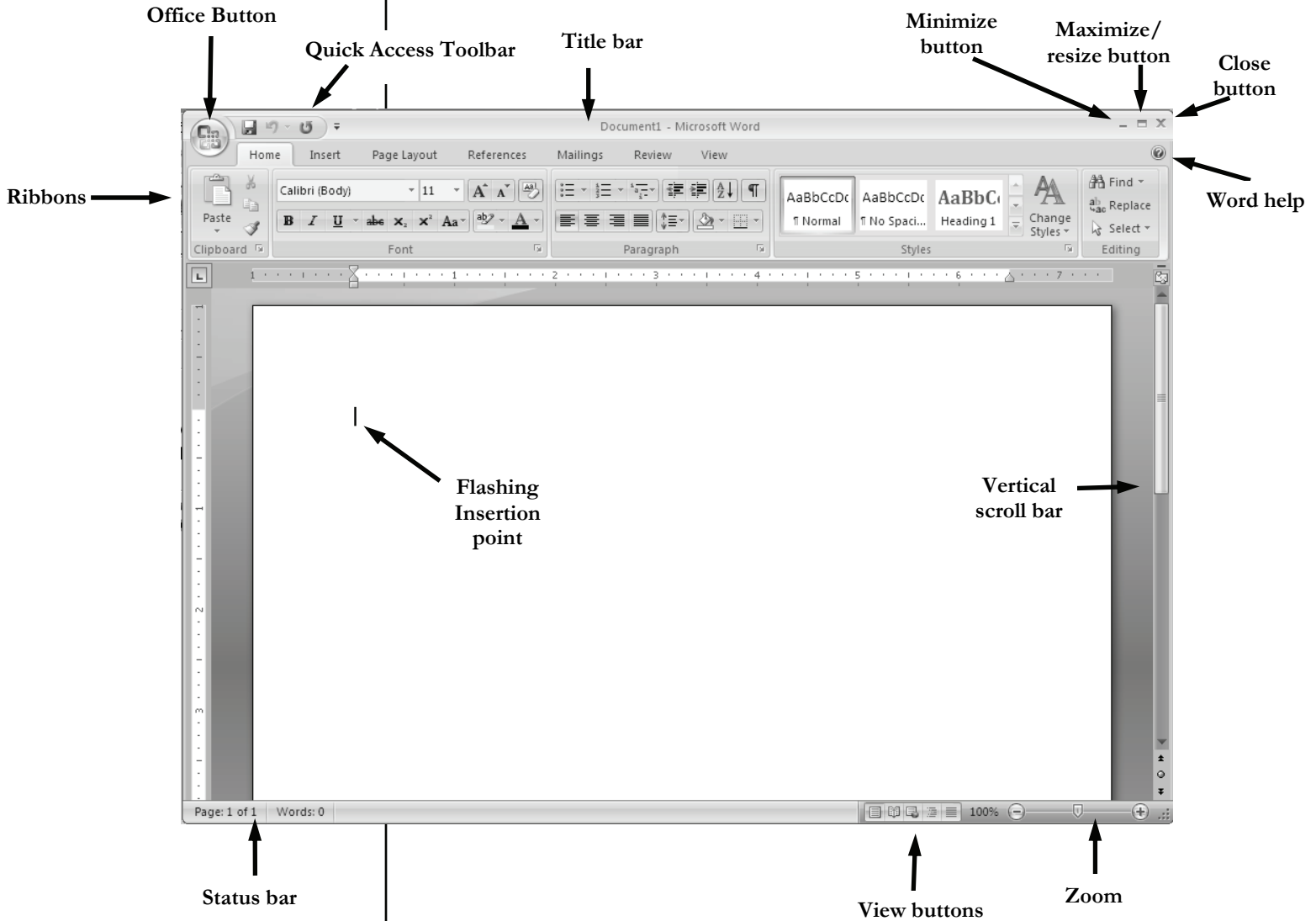


south carolina  
**STATE LIBRARY**

Rev Oct 2010



# The Word window



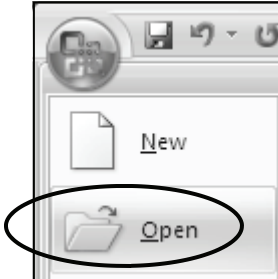


# Opening and closing files

## To open a file

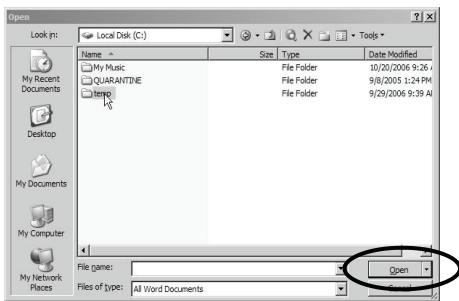
First, tell Word what you are doing.

1. Click on the **Office Button**.
2. Move the mouse straight down and click on the **Open** command.



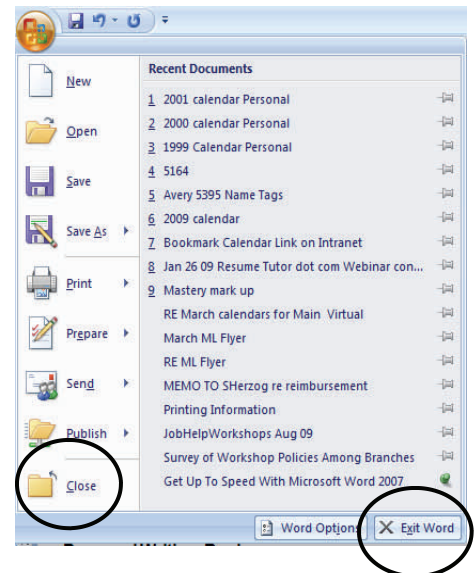
Now, tell Word where to look for your file.

1. Click the drop down arrow to the right of the words **Look in:**
2. Move the mouse pointer down to the storage device indicated by your instructor and click.
3. When the contents of the storage device appear, select the file or folder you want to open by clicking the icon beside its name. **For practice today, open the document File 1.**
4. Press the **Enter** key on your keyboard or move the mouse pointer over to the **Open** button and click.



## To close a file and Microsoft Word

1. Click on the **Office Button**.



2. To close a file, move the mouse straight down and click on the **Close** command

You can also close Word by clicking on the X in the upper right corner of the window.



To close the Word program instead of just the document, move the mouse down and click on the **Exit Word** button.



# Navigation

## The Scroll Bar

Scroll Up Arrow →

Scroll Box →

Scroll Down Arrow →

Page Up/Down →



## The insertion point

The insertion point is a flashing vertical bar in your document that tells you where your text will go. You can move the insertion point by using the mouse or the keyboard. Remember to always look for the insertion point **before** you start typing.

## Using the scroll bar

The scroll bar can be used to move through a document. To choose a specific location in the document, click and drag the scroll box to that location.

By clicking in the lighter gray area above or below the scroll box, you can move through the document one screen at a time.

The single up and down arrows on the scroll bar allow you to navigate through the document one line at a time.

The double up and down arrows allow you to navigate through the document one page at a time.

## Using the keyboard

You can use the scroll bars on the screen or the scroll wheel on your mouse to move through your document, or the following keyboard shortcuts.

**Tab** - Moves the insertion point over to the next tab.

**Enter** - Moves the insertion point down a line.

**Page Up** - Moves you to the previous page.

**Page Down** - Moves you to the next page.

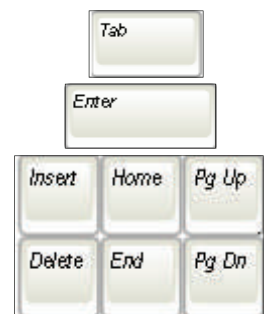
**Home** - Moves you to the beginning of the line.

**End** - Moves you to the end of the line.

**Ctrl + Home** - Moves you to the beginning of your document.

**Ctrl + End** - Moves you to the end of your document.

**Arrow keys** - Move you one character or one line in the direction of the arrow.



## Keyboard combos

To use a combination shortcut, such as **Ctrl + End**, press and hold the **Ctrl** key while you tap the **End** key.

## Using the scroll wheel

You can use the scroll wheel on your mouse to move through your document.



## Exercise 1

1. If Word is not already running, open Word according to your instructor's directions.
2. Open the file called **File 2**.
3. Use the **Scroll Down arrow** on the scroll bar to move to the bottom of the document one line at a time.
4. Now go back up to the top by pressing and holding down the **Scroll Up arrow**.
5. Use the **Scroll Box** to move towards the bottom of the document.
6. Try using the **Next Page** and **Previous Page** commands to move through the document.
7. Use the **scroll wheel** on your mouse to move up and down the document.
8. Use the keyboard shortcuts to move around the document. Try all four arrow keys, as well as **Page Up**, **Page Down**, **End** and **Home**.
9. Use your mouse to reposition the flashing **Insertion Point**.
10. Close **File 2** using either one of the methods discussed in the handout. When asked if you want to save your changes, click on **No**.



# Creating and saving a simple document

## The Quick Access Toolbar

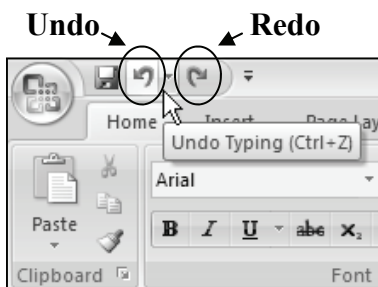


Located in the upper left corner of the screen, to the right of the Microsoft Office Button, is an area called the Quick Access Toolbar. This area contains several of the most frequently used tools in Office applications—Save, Undo, Redo.

## The most wonderful buttons in the world!

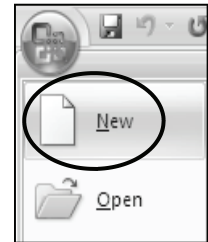
- Use the **Undo** command (loops to the left) on the Quick Access Toolbar to undo an action.
- After you use the Undo command, the **Redo** command (loops to the right) will appear beside it on the Quick Access Toolbar. It redoes an action.

Undo and Redo will work until you close your document.



## Creating a new document

Click the **Office Button** and then Click on **New**.



## Entering text

Type new text in at the flashing insertion point. Use the **Enter** key to start a new paragraph. **Do not press the Enter key unless you want to start a new paragraph.** When you are typing a lengthy paragraph, you do not need to press Enter just because you are getting close to the right side of the page. There is a function of Word called Word Wrap which automatically detects the margins and moves to the next line for you.

## Deleting individual characters

Use the **Backspace** key to delete characters to the *left* of the insertion point.

Use the **Delete** key to delete characters to the *right* of the insertion point.

Use **Backspace** to erase the “W”

Insertion point

...ady Lucas determined to g  
y visit no new comers. Indeed y  
it him if you do not.”

Use **Delete** to erase the “C”

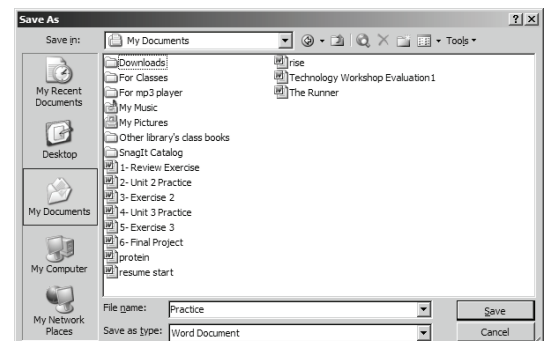
## Saving

To save your document, click the **Save** command on the Quick Access Toolbar.



The first time you save a document, the Save As window will appear. Give your document a name and tell Word where you want to save the file.

After the first save, the settings that you specified in the Save As window will apply every time you save a file. Word will not ask you for this information again.





## Exercise 2

1. If Word is already open on your computer, close it by clicking the top X in the upper right-hand corner.
2. Open Word and create a new document.
3. Type the short note below, making any changes you want. **Remember:** Your document will **not** have the same line length as this text. **DO NOT press Enter at the end of each line to make it look like this!** **ONLY press Enter at the end of a paragraph.** If you make any mistakes, leave them for now.

Dear Emily,  
Grab your swimsuit and sunglasses. We're off to the beach. Take enough clothes to stay a while. We're booked on a cruise ship headed for the Greek Isles!  
Don't forget the suntan lotion.  
Love, Mom

4. Save the file to My Documents. Give it the file name **Vacation**.

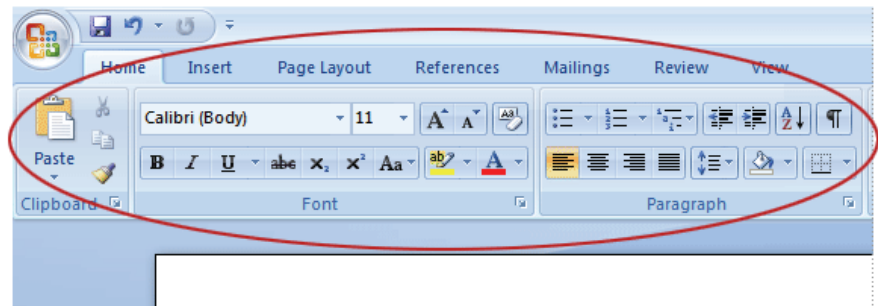


# Ribbons

There is no way to delete or replace the Ribbon. However, you can minimize the Ribbon to make more space available on your screen. There are several ways to do this:

- 1) To quickly minimize the Ribbon, double-click the name of the active tab. Double-click a tab again to restore the Ribbon.
- 2) Keyboard shortcut— To minimize or restore the Ribbon, press **CTRL+F1**

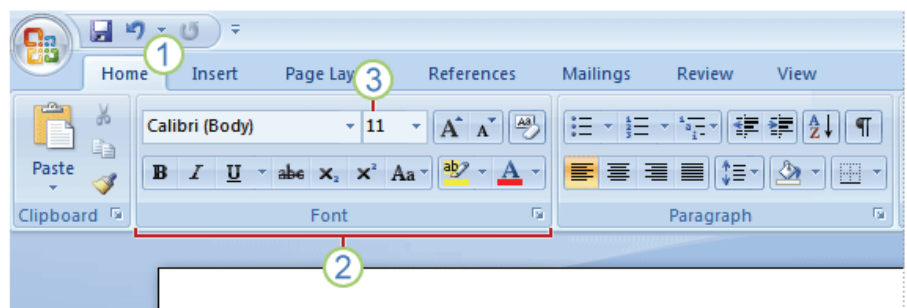
A Ribbon holds commands and icons in logical groups that relate to a type of activity. The Home Ribbon is always shown first, as it contains the commands you use the most often.



## What's on the Ribbon

There are three basic components to the Ribbon.

- 1) **Tabs** sit across the top of the Ribbon. Each one represents core tasks you do in a given program. The term Tab is often used to refer to a Ribbon.
- 2) **Groups** are sets of related commands, displayed on tabs. They pull together all the commands you're likely to need for a type of task, and they remain on display and readily available, giving you rich visual aids.
- 3) **Commands** are arranged in groups. A command can be a button, a menu, or a box where you enter information.



Ribbons are context sensitive. That means what you see varies depending on what you click in your document. For example, if you click on a table, you see a Ribbon with tools for working with tables.



# The Home Tab

Explore the tools on the Home Tab by opening File 4 and following the instructions.

## Selecting text

Before you can change the look of your text, you must first select (highlight) the text you want to change. There are several ways to do this.

- Click in front of the first letter of the text you want to change. Hold down the mouse button and “drag” to the last letter of the text you want to select.

or

- Click in front of the first letter of the text you want to change. Move your cursor to just after the last letter of the text. Hold down the **Ctrl** key while you use the regular mouse button to click (**Ctrl + Click**).

If you want to make changes to all of the text in a document, hold down the **Ctrl** key while you tap the **A** key (**Ctrl + A**).

The **Home Tab** (Ribbon) is always shown first, and contains the commands you use the most often, including the text-formatting commands.



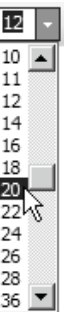
**Font Style** – Specifies what the letters and numbers look like. For example:

Arial  
 Times New Roman  
 Courier New  
 Haettenschweiler




**Font Size** – Specifies how large characters are. For example:

Font size = 8  
 Font size = 12  
 Font size = 16  
 Font size = 20




**Grow and Shrink Font** – You can also use the Grow and Shrink Font commands to adjust font size. The command with a big A enlarges text; the command with a little A reduces font size. These commands use the same increments that are in the Font Size tool.



 **Bold** – Makes text darker/heavier

 *Italic* – Makes text lighter, tilted

 Underline – Underlines the text

 **Font Color** – Changes the color of text

 **Align Left**

Text in the paragraph aligns at the left margin, and the right margin is uneven. Align Left is the default setting in Word.

 **Center**

Center alignment aligns text in the paragraph so that it is centered between the left and right margins.

 **Align Right**

Text in the paragraph aligns at the right margin, and the left margin is uneven. The opposite of Align Left.

 **Justify**

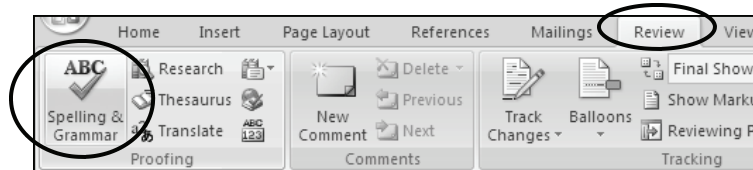
The Justify alignment option adds additional space between words so that both the left and right margins are even. Justify is often used when formatting newspaper-style columns.



# Using spell check

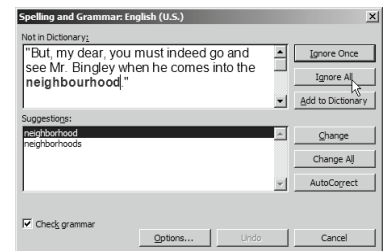
To get practice using spell check, open File 7 and follow the instructions.

Click the **Review** tab, then the **Spelling and Grammar** command.



The Spelling and Grammar check highlights what Word believes to be spelling or grammatical errors. The top box shows the problem as it appears in your document. In the bottom box, Word suggests alternate spellings or ways you could fix the grammatical error.

To use one of the suggestions shown in the bottom of the spell check window, click the one you want and click the **Change** button.



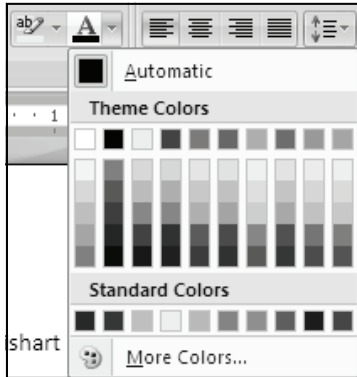
To skip the error and continue checking the document, click **Ignore Once**.

To tell Word that the word is spelled correctly and is used throughout this document, click **Ignore All**. To add a word to the dictionary, so that Word will know it is spelled correctly in *any* document you create, click **Add**.

**(Note:** Even before you click the Spelling & Grammar command, possible errors are highlighted in your document. Potential misspellings are underlined with a red wavy line. Potential grammatical mistakes are underlines with a green wavy line. Don't worry, these lines will not print!)



## Exercise 3



1. Open the file that you previously created and called **Vacation**.
2. Select all the text in the document
3. Modify the text so that:
  - The font size is 16.
  - The font style is Maiandra GD.
  - The font color is a shade of blue.
  - The text is bold.
4. Underline the words “Greek Isles.”
5. Save the changes you just made to this file.

Dear Emily,

Grab your swimsuit and sunglasses. We're off to the beach. Take enough clothes to stay a while. We're booked on a cruise ship headed for the Greek Isles!

Don't forget the suntan lotion.

Love, Mom



# Using pictures

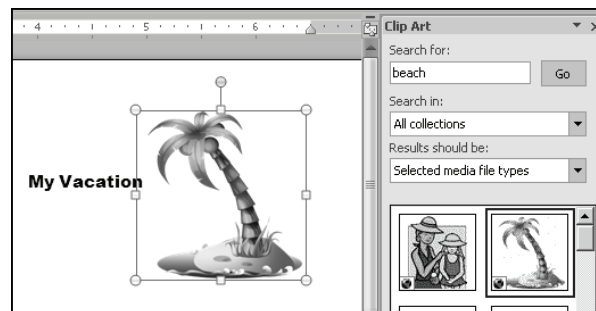
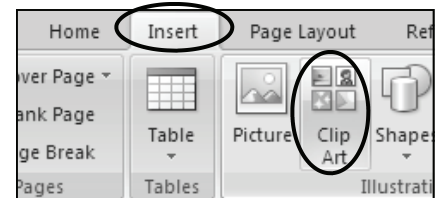
To get practice working with pictures, open File 6 and follow the instructions.

## The Clip Art Task Pane



## To add a picture to your document:

1. Click the **Insert** tab to bring up the Insert ribbon.
2. Click the **Clip Art** icon.
3. Everything else is done in the task pane. In the “Search for” box, type a one word description of what you want a picture of.
4. Click **Go**. Your results will appear in the bottom of the task pane.
5. If you want to see a picture in more detail, move your mouse cursor over it but do not click. You will see a small bar with a down-ward pointing triangle on it. Click the triangle, then choose **Preview/Properties**. After viewing the image, close the preview.
6. Click the thumbnail of the picture you want to insert.
7. Wait a few seconds. Your picture will appear in your document.



Word doesn't give you a lot of initial control over where the picture goes or what size it is. It is usually easier to resize it first. Move your cursor to the white circle in any of the corners of the picture until you see a double-headed diagonal arrow. Once you see the arrow, click and hold the mouse button down while you move the mouse to resize the image. (Away from the center of the picture will make it bigger; toward the center will make it smaller.)

Before you can move the picture, you need to change its Text Wrapping. On the Picture Tools Format ribbon, which appears when you click a picture, in the Arrange group, find the Text Wrapping command. Click it, and from the drop-down menu select **Square** or **Tight**.

By the way, the green circle above your picture lets you tilt it. Put your cursor over it, and when you see the circular arrow, experiment with moving your cursor in various directions.



# Printing your document

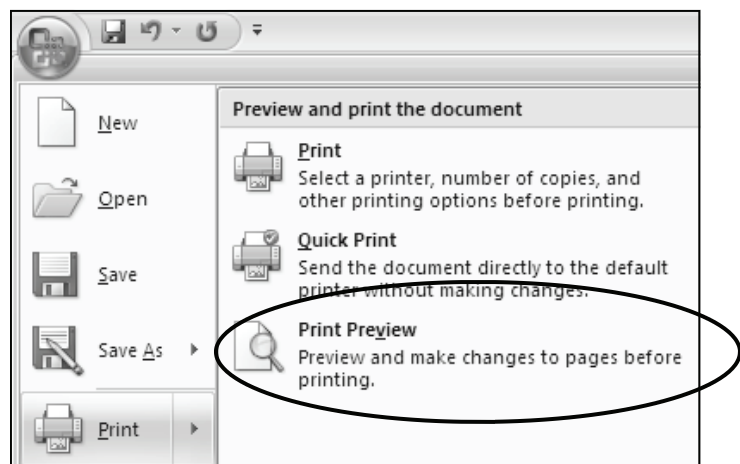
## Printing tips

Remember, at the library each black and white page you print costs **10¢** and each color page is **\$1**.

## Print preview

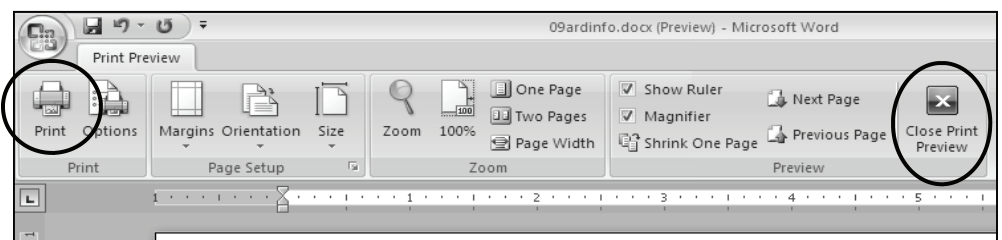
Always use Print Preview to see how your document will look when it is printed. That way there are no surprises and no extra pages.

To access Print Preview, click the Office Button to see the menu. Click the **Print** command. Then choose **Print Preview** from the “Preview and print the document window.”



Scroll through the pages of your document (if there is more than one page) using either your mouse’s scroll wheel or the **Next Page** and **Previous Page** buttons in the **Preview** group on the Print Preview ribbon.

Print your document using the Print command on the Print Preview ribbon, or click the **Close Print Preview** command.



## Printing

To print a document without using Print Preview, on the **Office Button** Menu, select the **Print** command.



## Practice exercise 4

1. Open the file that you previously created and named Vacation.
2. Insert a picture that relates to the letter.
3. Run spell check, and proofread your document to see if it missed anything.
4. Save your changes.
5. Use Print Preview to see how your document would look when printed.
6. Go through the steps for printing your document. Note: Because we are logged in for a class, you may not be able to print your finished document.

Dear Emily,

Grab your swimsuit and sunglasses. We're off to the beach in the next few days. Take enough clothes to stay a while. This will be a long vacation!

We'll be gone for several months. We're booked on a cruise ship headed for the Greek Isles!

Don't forget the suntan lotion!

Love, Mom





# Final project

1. Type the announcement shown below (with mistakes).
2. Save the document and give it the name **Computer Meeting**.
3. Spell check your document.
4. Select the document and change the font style to one of your choice.
5. Select “The Computer Club,” make it bold, and change the font size to 28.
6. Select line two, change the font size to 18, and make it italic.
7. Select line three, make it bold, and change the font size to 36.
8. Insert a picture below line three.
9. Select the entire document, center the text, and change the text color to one of your choice.
10. Save the changes.
11. Print Preview your document.

The Computer Club

Announces its

**MONTHLY MEETING**

This month’s meeting is schiduled for Wednesday, July 23<sup>rd</sup>. from 3:00 pm untel 6:00 pm in Southminster Hall.

Our guest speaker for the event, Bill Gates of Microsoft Corporation, will address the issu of monopolies in the technology industry.

Refreshments will be served beginning at 3:00. Our speaker will begin at 4:00.

For further information, call 555-1234.

## Your finished product

**The Computer Club**  
Announces its  
**MONTHLY MEETING**



This month’s meeting is scheduled for Wednesday, July 23<sup>rd</sup>, from 3:00 pm until 6:00 pm in Southminster Hall.

Our guest speaker for the event, Bill Gates of Microsoft Corporation, will address the issue of monopolies in the technology industry.

Refreshments will be served beginning at 3:00. Our speaker will begin at 4:00.