

Microsoft Word 2007

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Instructor for Office 2007

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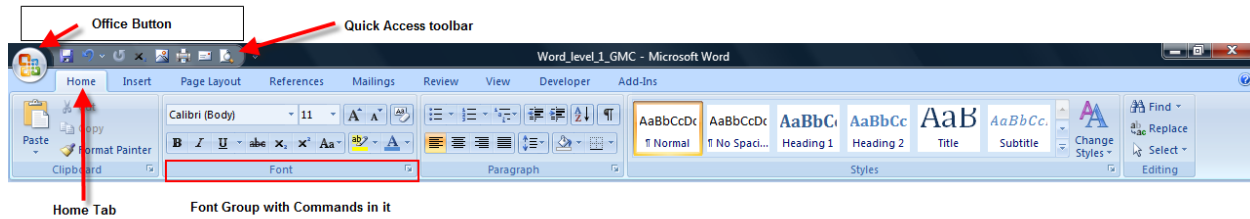
Triality Business Solutions


Contents

Word 2007 New Look	1
Quick Access Toolbar.....	1
Move the Quick Access toolbar.....	1
Customize the Quick Access toolbar	1
Metadata	2
Running the Document Inspector to remove Metadata	3
Create PDFs in Microsoft Word.....	4
Contextual Spelling.....	4
Selecting Text.....	4
Selection Bar.....	5
Copy and Paste.....	5
Paste Special.....	5
Using the Mini Toolbar.....	6
Using the Font Group	7
Setting Tab Stops.....	8
Creating Bullets and Numbers	9
Changing the Number format.....	9
Tables	9
Using the Table Menu.....	9
Using Quick Tables.....	10
Sort a Table	10
Find Text.....	11
Replace Text.....	11
Page Layout	12
Page Margins.....	12
Orientation.....	12
Columns	12
Breaks.....	13
To insert a Manual page break.....	13
Section Breaks	13
Section Break Next Page	13
Section Break Continuous	14
Watermarks.....	14
Inserting Headers and Footers.....	14
Insert the same header or footer on each page	14
Insert a custom Header or Footer	15

Make the first page header or footer different from the rest of the pages	15
Use no header or footer on the first page	15
Spell Check and Grammar check.....	16
Using Styles	16
Mail Merge	17
Chris Menard.....	18

Word 2007 New Look

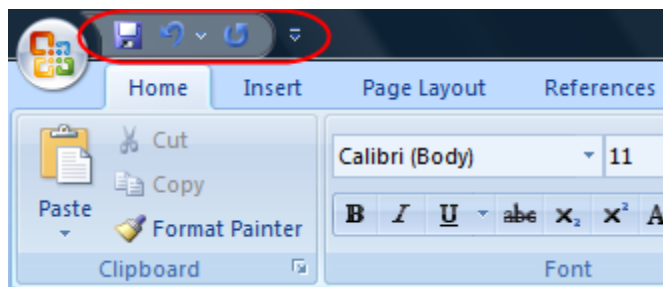


In Word 2007, the menu bar and toolbars are gone. They have been replaced with the Office Ribbon. The File Menu has been replaced by the Office Button . The Ribbon presents commands organized in a set of tabs. The Ribbon cannot be customized. Users cannot add or remove commands from the tabs nor can they rearrange the tabs.

Minimize the Ribbon

Double click on any tab and the ribbon will be minimized or click on the drop down arrow for the Quick Access toolbar and click Minimize the Ribbon.

Quick Access Toolbar



The Quick Access Toolbar can be customized. It can also be placed in one of two different locations. By default it is next to the Office button. You can add your favorite commands to the Quick Access toolbar.

Move the Quick Access toolbar

1. To move the Quick Access toolbar click on the drop down arrow and select Show below the Ribbon.

Customize the Quick Access toolbar

1. On the Ribbon or the Office button, click the appropriate tab or group to display the command that you want to add to the Quick Access Toolbar.
2. Click the command, and then click **Add to Quick Access Toolbar** on the shortcut menu.

Try it:

Click on the Review Tab then right click on Spelling and Grammar in the Proofing Group then click **Add to Quick Access Toolbar**.

Metadata

Metadata is personal information or hidden data that is stored in a document's properties. You are most likely going to share your Word documents with co-workers and customers. It is a great idea to remove all metadata from a document before sending out.

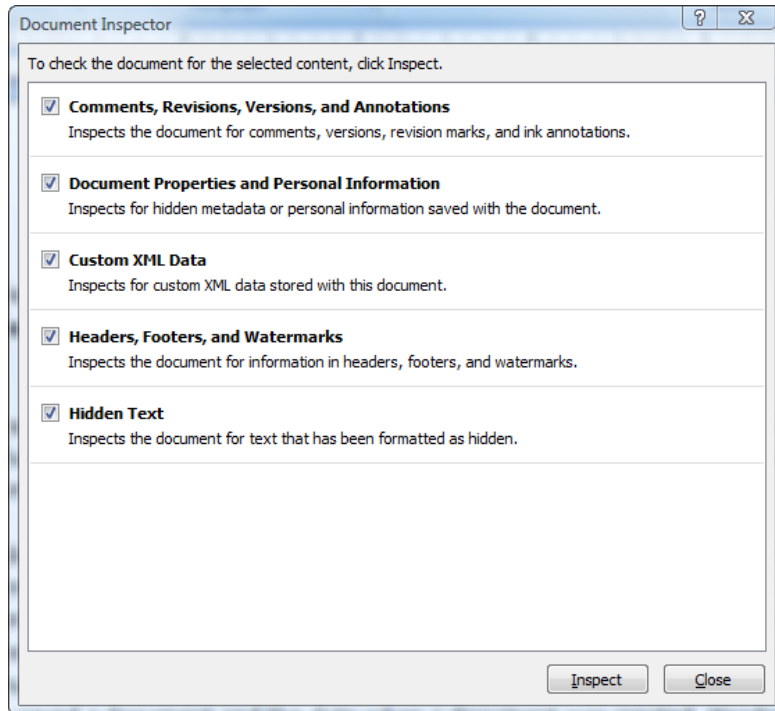
What type of hidden data and personal information can be stored in Word Documents?

1. Comments, revision marks from tracked changes, versions, and ink annotations
2. Document properties and personal information: Document properties include details about your document such as author, subject, and title. Document properties also include information that is automatically maintained by Office programs, such as the name of the person who most recently saved a document and the date when a document was created.
3. Headers, footers, and watermarks: Word documents and Excel workbooks can contain information in headers and footers. Additionally, you might have added a watermark to your Word document.
4. Hidden text Word documents can contain text that is formatted as hidden text. If you do not know whether your document contains hidden text, you can use the Document Inspector to search for it.
5. Document server properties: If your document was saved to a location on a document management server, such as a Document Workspace site or a library based on Microsoft Windows SharePoint Services, the document might contain additional document properties or information related to this server location.
6. Custom XML data Documents can contain custom XML data that is not visible in the document itself. The Document Inspector can find and remove this XML data.

Running the Document Inspector to remove Metadata


1. Click on the Office button
2. Point to **Prepare**
3. Click on **Inspect Document**

It is a great idea to save your document with another name before running the Document Inspector. Some items cannot be undone.



Create PDFs in Microsoft Word



1. Click the **Microsoft Office Button** , point to the arrow next to **Save As**, and then click **PDF or XPS**. If you don't see PDF, click on Find Add-ins for other file formats. Install the PDF Add-in.
2. In the **File Name** list, type or select a name for the document.
3. In the **Save as type** list, click **PDF**.
4. If you want to open the file immediately after saving it, select the **Open file after publishing** check box. This check box is available only if you have a PDF reader installed on your computer.
5. Click **Publish**.

Contextual Spelling

Word 2007 not only checks for spelling and grammatical errors, it checks for contextual spelling. Examples on contextual spelling errors:

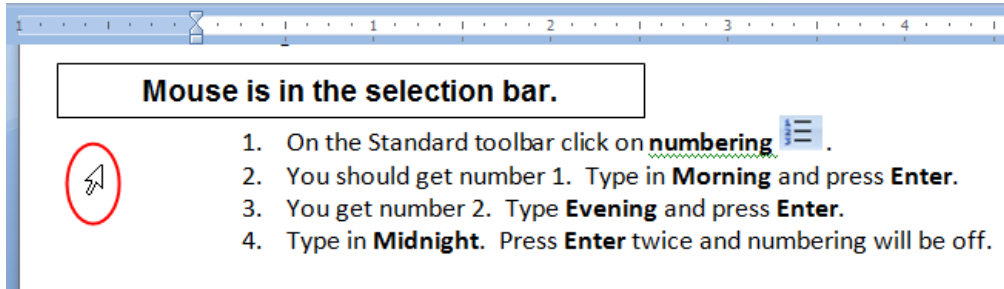
We are going to meet over their. His speech had no affect.

Notice the words with the blue underline. Should have been "there" and "effect" respectively.

Selecting Text

A Word	Double click the Word
A Paragraph	Triple click a word in the paragraph or double click the selection bar. See below for an example how the mouse looks in the selection bar.
A Line of Text	Move the pointer to the left of the line until it changes to a right pointer arrow and then click.
A Sentence	Hold down CTRL, and then click anywhere in the sentence.
The document	CTRL A

Selection Bar



Mouse is in the selection bar.

1. On the Standard toolbar click on **numbering**.
2. You should get number 1. Type in **Morning** and press **Enter**.
3. You get number 2. Type **Evening** and press **Enter**.
4. Type in **Midnight**. Press **Enter** twice and numbering will be off.

Copy and Paste



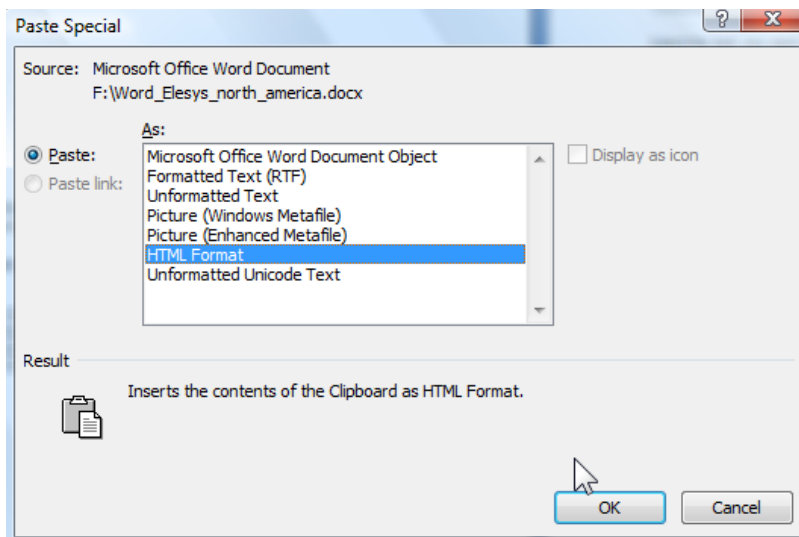
1. Select the text you want to copy
2. Using the Home Tab | Clipboard Group
3. Select Copy
4. Select where you want to paste and select Paste from the Clipboard Group

Keyboard Shortcuts

Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste

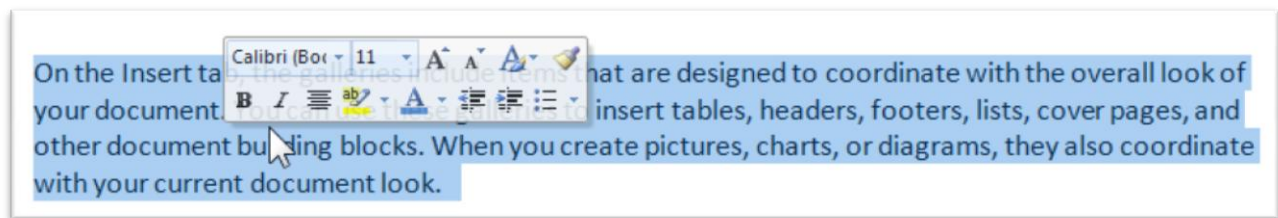
Paste Special

To use paste special, click on the Home Tab | Clipboard group | Paste drop down arrow.



Using the Mini Toolbar

The mini toolbar allows

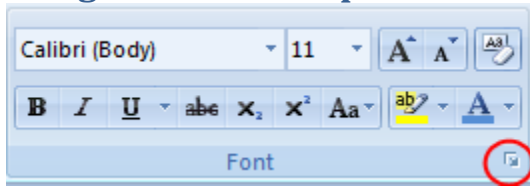


1. Select the text you want to format.
2. Move your mouse over the Mini toolbar and click the formatting option you want.

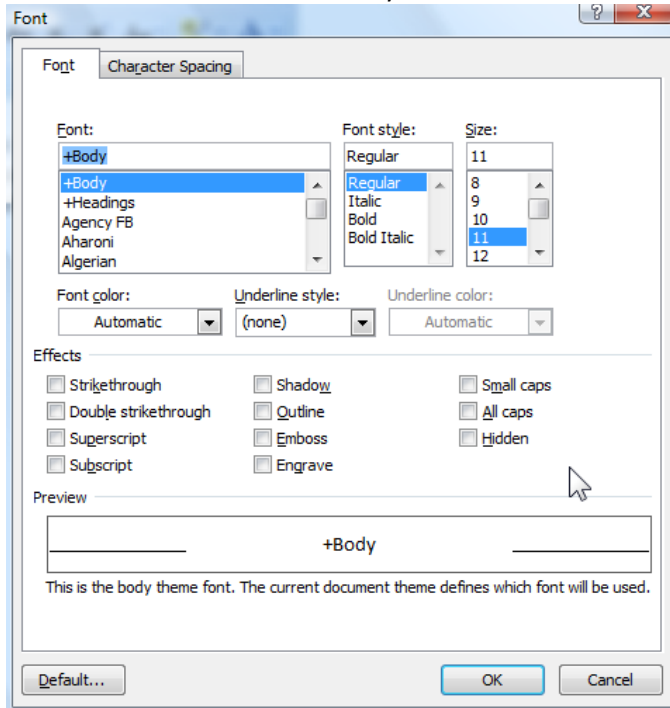
Options Available with the Mini Toolbar: Bold, Italics, Center, Highlight, Font color, Bullets, Font size, and the Format painter.

Note: The mini toolbar cannot be customized.

Using the Font Group



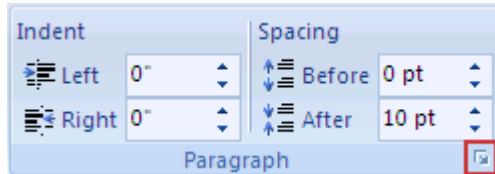
1. Using the Home Tab | Font Group
2. Select the text you want to format
3. On the **Home** tab, click the **Font** Dialog Box Launcher, and then click the **Font** tab.
4. Select the font features you want and click on OK.



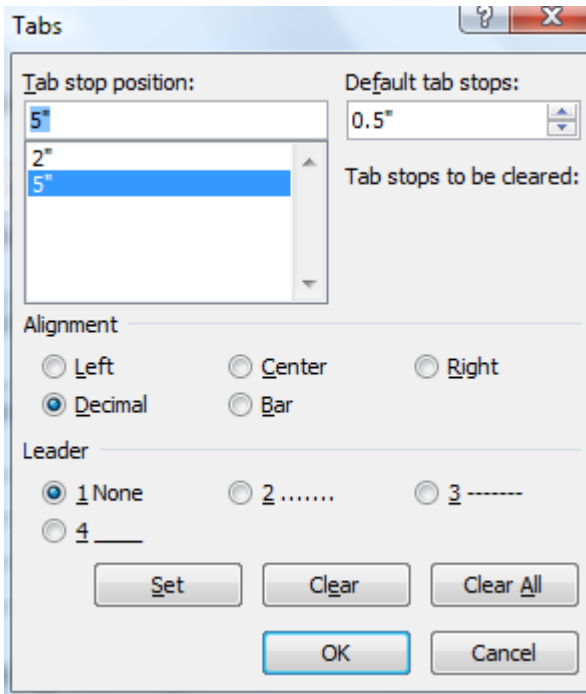
Setting Tab Stops



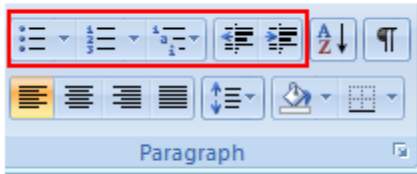
1. To show or hide the horizontal and vertical rulers, click **View Ruler** at the top of the vertical scroll bar.
2. On the Page Layout tab, click the Paragraph Dialog Box Launcher.




3. In the Paragraph dialog box, click Tabs.
4. Type in the tab stop you want. The default alignment is left; you can change it. Add a leader if you want. Default leader is 1 None.
5. Click on Set and add more tab stops.
6. Once all the tabs are set, click on **OK**.




Creating Bullets and Numbers

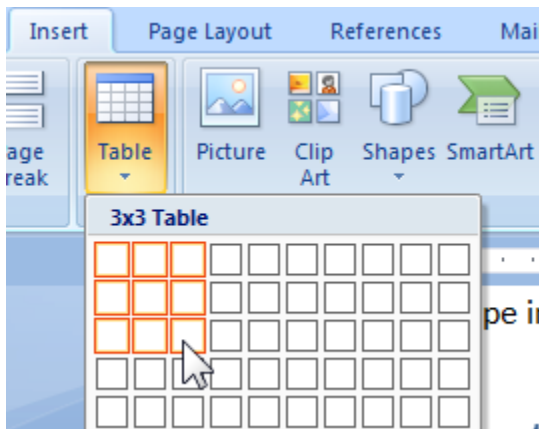


1. On the Home Tab | Paragraph group click on **numbering** .
2. You should get number 1. Type in **Morning** and press **Enter**.
3. You get number 2. Type **Evening** and press **Enter**.
4. Type in **Midnight**. Press **Enter** twice and numbering will be off.

Changing the Number format

1. Select your numbered list or you can create a new list
2. Click on **the drop down arrow next to numbering** .
3. Your current number format has a blue box around it.
4. Pick another format and click on OK.


Tables



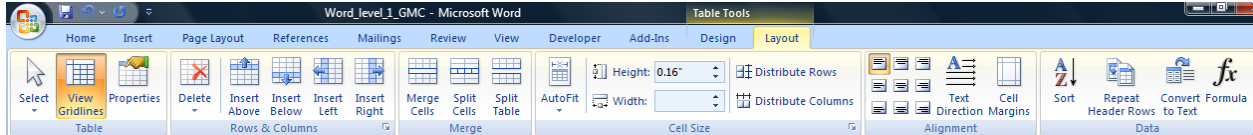
Using the Table Menu

1. Click where you want to insert a table.
2. On the **Insert** tab, in the **Tables** group, click **Table**, and then, under **Insert Table**, drag to select the number of rows and columns that you want. See image above

Using Quick Tables

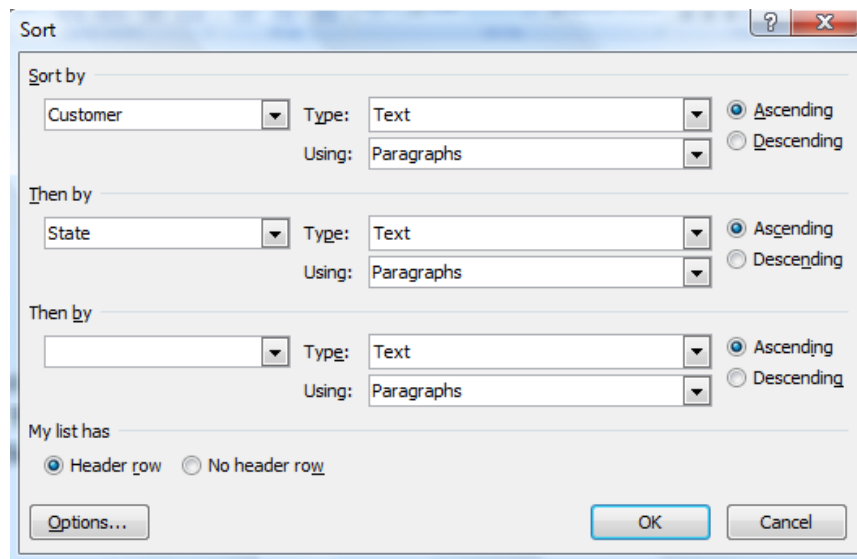
1. Click where you want to insert a table.
2. On the **Insert** tab, in the **Tables** group, click **Table**.
3. Point to **Quick Tables**  **Quick Tables** , and then click the table that you want.

Sort a Table



Customer	State
ABC	GA
ABC	FL
XYZ Company	SC
Triality	GA
Delta Machine Repairs	GA
Gwinnett Surgical	NC

1. Make the header row in your table bold. Click inside the table.
2. Under **Table Tools**, on the **Layout** tab, in the **Data** group, click **Sort**.
3. In the **Sort** dialog box, select the options that you want.



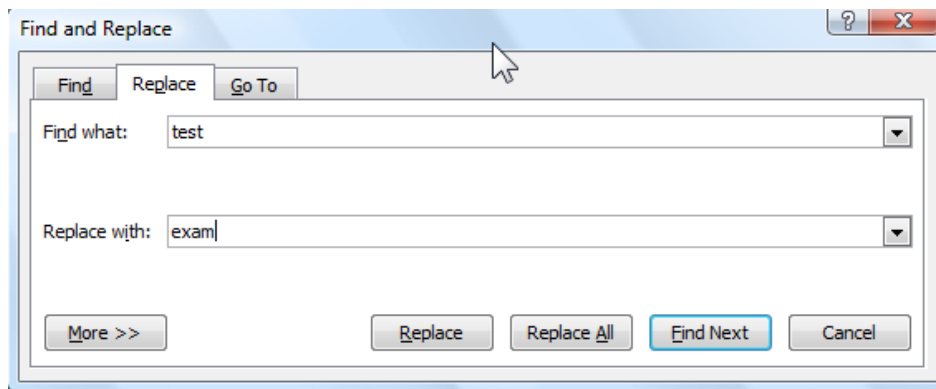
Find Text

1. On the **Home** tab, in the **Editing** group, click **Find**.
2. In the **Find what** box, type the text that you want to search for.
3. To find each instance of a word or phrase, click **Find Next**



Replace Text

1. On the **Home** tab, in the **Editing** group, click **Replace**.
2. Click the **Replace** tab.
3. In the **Find what** box, type the text that you want to search for.
4. In the **Replace with** box, type the replacement text.
5. To replace an occurrence, click on **Replace**. To replace all occurrences, click on **Replace All**.



Page Layout

Page Margins

1. To change the page margins, click on the Page Layout tab
2. Using the Page Setup Group, click on Margins
3. Select the Margins you want or click on Custom Margins

Orientation

1. To change from portrait to landscape
2. Click on the Page Layout tab
3. Click on Orientation in the Page Setup Group
4. Select Orientation and pick either Portrait or Landscape

Columns

By default all Word documents are 1 column.

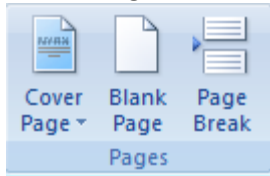
To change to more than one column

1. Select the text you want to be multiple columns and click on the Page Layout Tab
2. Click on Columns
3. Click on the number of columns you want

Breaks

To insert a Manual page break

1. Click where you want to start a new page
2. Click on the Insert Tab, click in the Pages group, and click on Page Break. Keyboard shortcut for Page Break is Ctrl + Enter



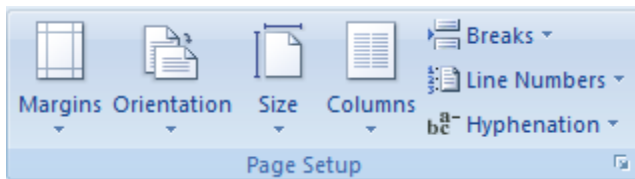
Section Breaks

Several examples of when to use section breaks:

- If you want to go from Landscape to Portrait or vice versa.
- One page has one column and you want to have part of the page two columns.
- Different Headers and Footers
- Different Page Margins
- Changing Orientation

Section Break Next Page

Reason: One page is Portrait and the next page needs to be Landscape Orientation

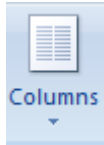


1. Page one is portrait by default in MS Word.
2. Click on Page layout tab, click on Breaks in the Page Setup group.
3. Click on Section Breaks Next Page. You will have a second page.
4. Click on Orientation Landscape

Section Break Continuous

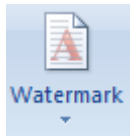
The **Continuous** command inserts a section break and starts the new section on the same page. A continuous section break is useful for creating a formatting change, such as a different number of columns, on a page.

1. Open a document with many paragraphs. If you need to create a new document, Ctrl + N on the keyboard, then type in **=rand(12,7)** and press **Enter**
2. Click at the start of the third paragraph.
3. Click on Page layout tab, click on Breaks in the Page Setup group.
4. Click on Section Breaks Continuous.
5. Click on Columns and change to Two



Watermarks

Watermarks are text or pictures, such as Confidential or a company logo that appear behind document text.



1. Click the **Page Layout** tab, in the **Page Background** group, click **Watermark**.
2. Click a predesigned watermark, such as **Confidential** or **Urgent**, in the gallery of watermarks, or you can also create a **Custom Watermark**, by clicking **Text watermark** and then select or type the text that you want. You can also format the text.
3. To view a watermark, make sure Word is in Print Layout view.

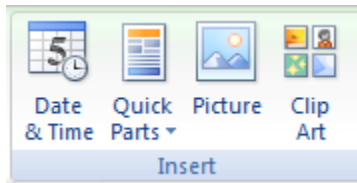
Inserting Headers and Footers

Headers and Footers appear at the top or bottom of the pages. Examples of headers and footers include page numbering, company logo, file name, and date and time.

Insert the same header or footer on each page

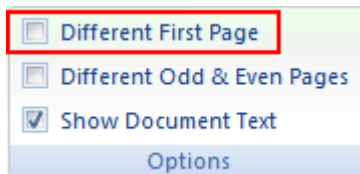
1. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.
2. Click the header or footer you want to design.

Insert a custom Header or Footer



1. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.
2. Click **Edit Header** or **Edit Footer**.
3. Type text or insert graphics and other content by using the options in the **Insert** group on the **Design** tab, under the **Header & Footer Tools** tab.

Make the first page header or footer different from the rest of the pages

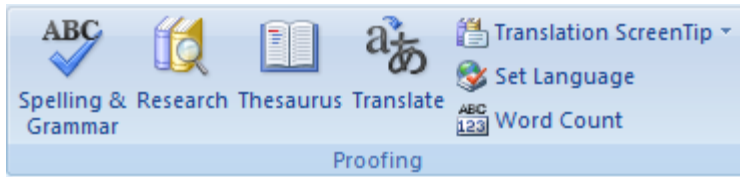


1. On the first page of the document, double click the header or footer area.
2. Under **Header & Footer Tools**, on the **Design** tab, in the **Options** group, select the **Different First Page** check box.
3. Create a header or footer, or make changes to the existing header or footer, on the first page.

Use no header or footer on the first page

1. On the first page of the document, double click the header or footer area.
2. Under **Header & Footer Tools**, on the **Design** tab, in the **Options** group, select the **Different First Page** check box.
3. In the **First Page Header** or **First Page Footer** area, delete the contents of the header or footer.

Spell Check and Grammar check



Microsoft Word can check your document for spelling and grammatical errors. Word will first check spelling then check grammar. Misspelled words have a red underline and grammar has a green underline

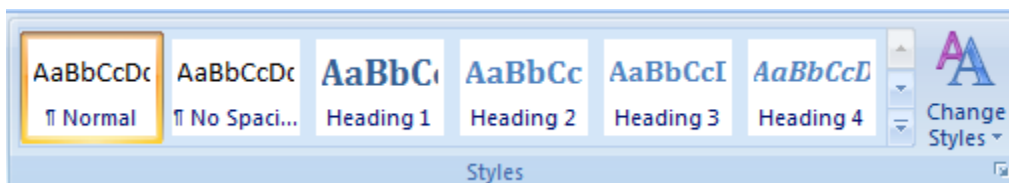
It was a difficalt exam. We is going to the meeting.

To check a document for spelling and grammatically errors:

1. Click on the Review Tab
2. Click on Spelling and Grammar in the Proofing group.
3. If the program finds spelling mistakes, a dialog box is displayed, and the first misspelled word found by the spell checker is selected.
4. You can resolve each error that the program finds in different ways.
 - Ignore the misspelled word
 - Ignore the misspelled word every time by clicking Ignore All.
 - Change the misspelled word.
 - Change all to change all occurrences of the misspelling.

Using Styles

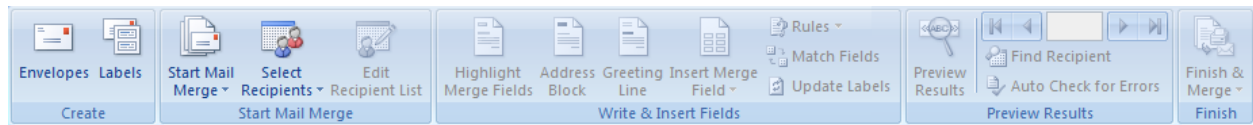
Styles makes it easy to have a consistent look throughout your Word document. It is also easy to change formatting if styles are applied.



1. Click on the Home Tab
2. Use the Styles Group to pick the style you want. Popular styles are Heading 1, Heading 2

Mail Merge

Word 2007 has a Mail Merge tab.



Steps to a mail merge

1. Set up the main document. This is usually a letter, envelope, or mailing labels.
2. Connect the document to a data source. Usually this is an Excel file or Access table.
3. Add fields from your data source to your document. When you perform the mail merge, the mail merge fields are filled with information from your data file.
4. Preview and complete the merge. You can preview each copy of the document before you print the whole set.

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- Microsoft Certified Application Specialist (MCAS) Instructor for Office 2007
- Microsoft Office Master Instructor for Office 2003, XP, Office 2000, and Office 97
- Featured in Yahoo Business New in March 2008
- Featured training provider on Microsoft's Training web site
- Featured in the Atlanta Journal
- BBA in Accounting from Clayton State University
- Previously worked for Georgia-Pacific and IBM Corporations
- Designed and facilitates courses for the University of Georgia and Clayton College & State University

Current Training Clients:

- Coca-Cola
- Gwinnett Medical Center
- Atlanta Spirit
- Dunkin Donuts Corporate
- Georgia-Pacific Corp in Atlanta
- Georgia Society of CPAs
- Indus
- Mizuno USA
- Philips Lighting
- Smith, Welch & Brittain
- Snapper Products, Inc.
- Summit Racing Equipment
- UCB
- University of Georgia

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Website Design:

SQL Database Driven Websites created by Triality

- www.kabobs.com – database driven ecommerce website owned by Heinz.
- www.mmcevents.com – database driven, flash site with over 1,500 visitors per month!
- www.cityofstockbridge.com – database driven ecommerce website
- www.swblawfirm.com – database driven web site for large law firm in metro Atlanta