Microsoft Office 2007: Essentials, Revised Edition

Lesson 6: Working with Word Basics
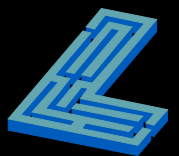
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What Is Word 2007?

- **Document Authoring Program**
  - ▲ Memos, letters, reports
  - ▲ Mail merge
  - ▲ Desktop publishing
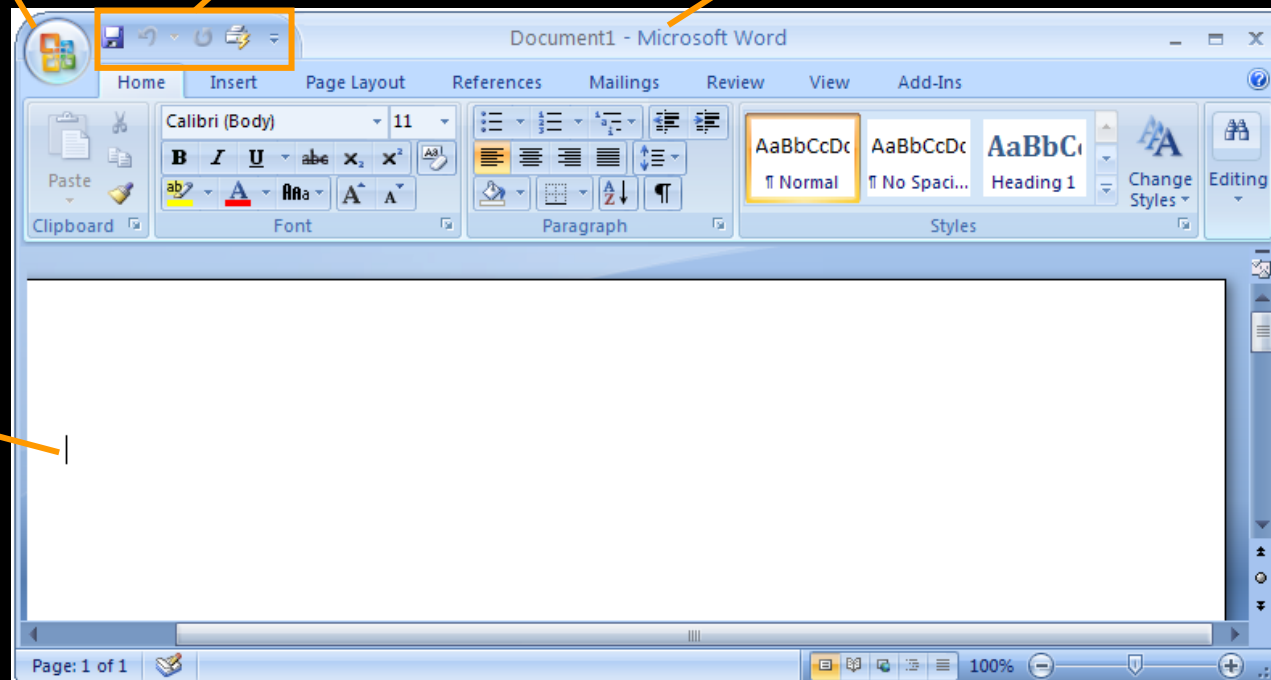 - ▲ Web pages

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The Word 2007 Window

Office button

Quick Access toolbar
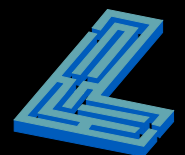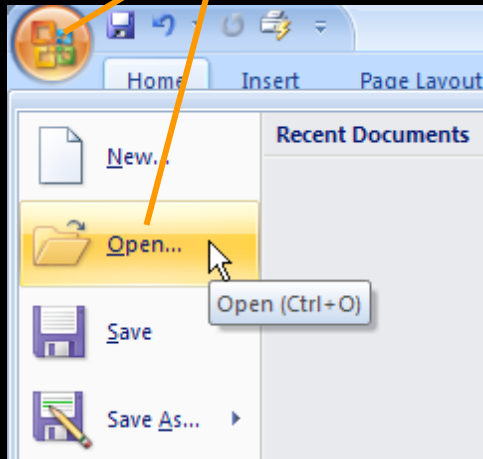
Title bar

Ribbon

Cursor

When you type, the characters appear at the cursor.
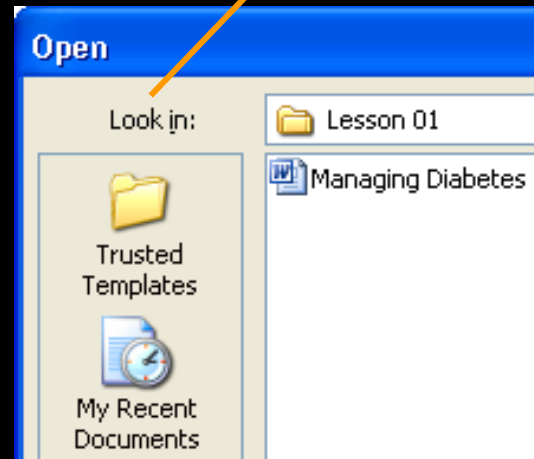
TIP

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Opening Documents

The Office menu contains
the Open command

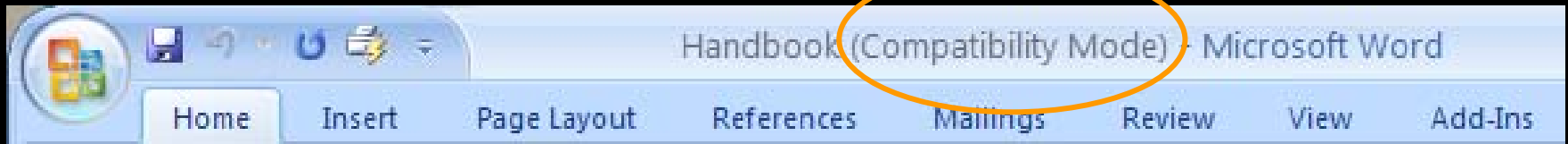
Navigate in the Look In field
to locate student exercise files

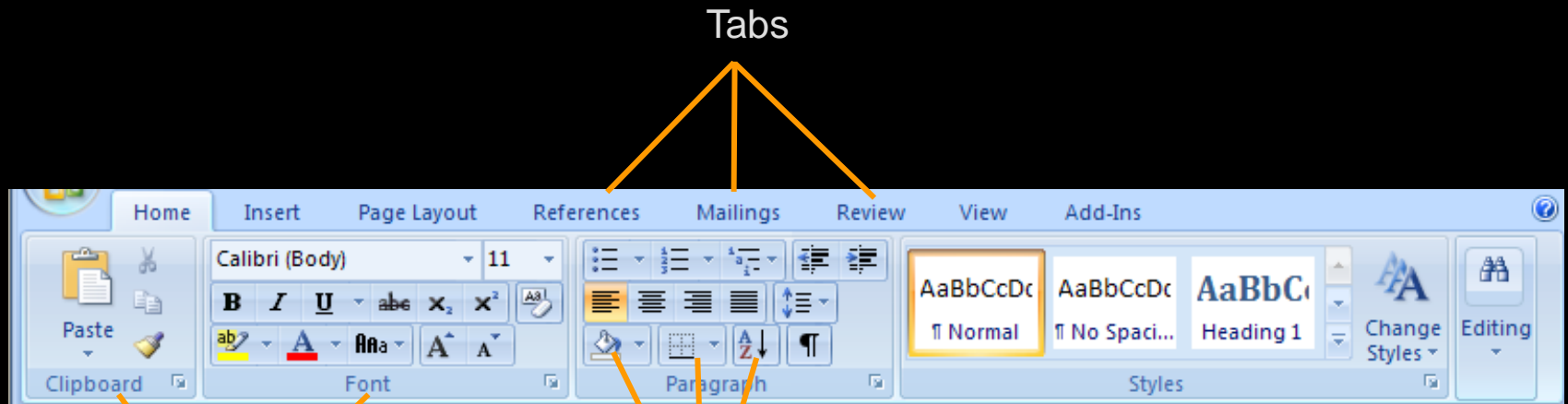TIP ⚠ *You can double-click a
document name icon to open it.*

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Opening Older Word Documents

- **A convert command is available on the Office menu if you want to upgrade a file to Word 2007**

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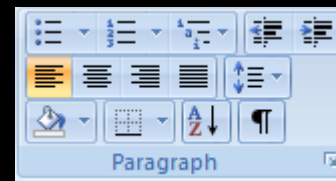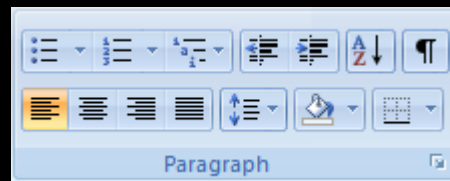L E A R N I N G ™

The Ribbon

Tabs

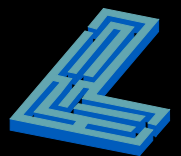Groups

Commands

Arrangement of buttons can vary

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Contextual Tabs

Appear in context with the task being performed

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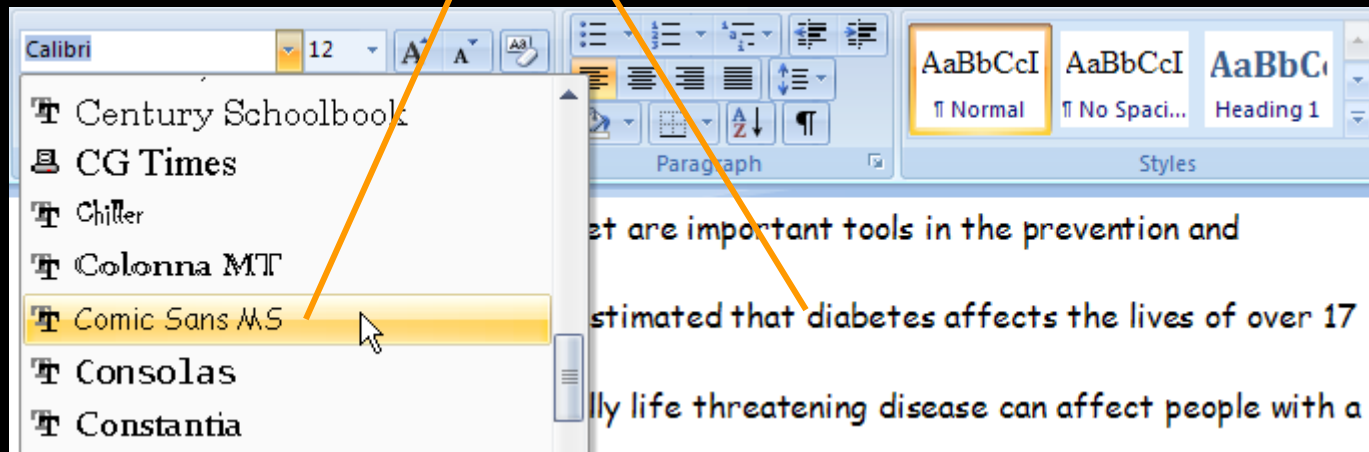L E A R N I N G ™
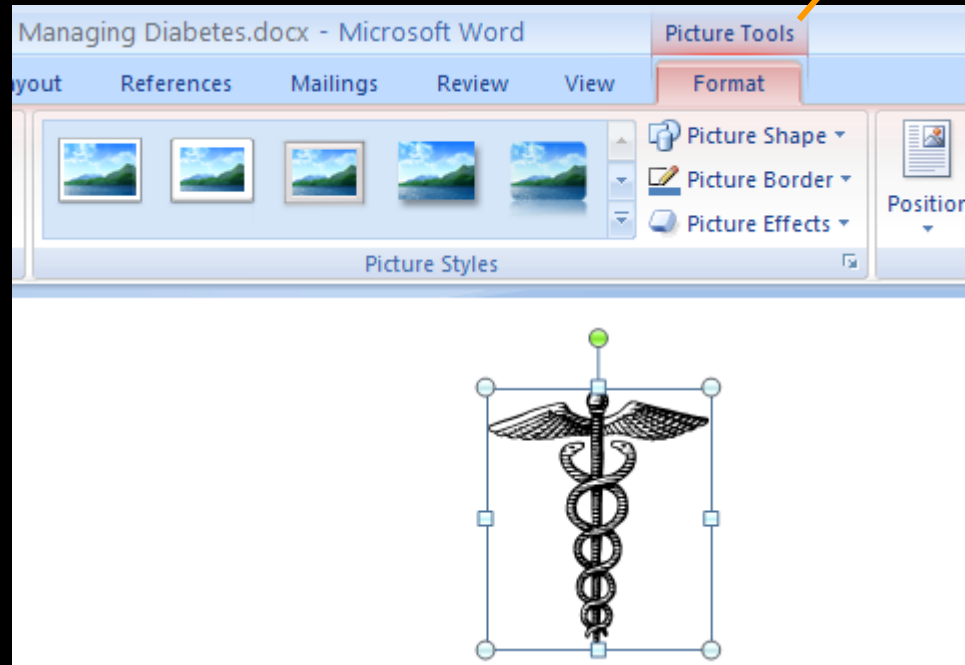
Dialog Box Launcher

Additional commands
for the group
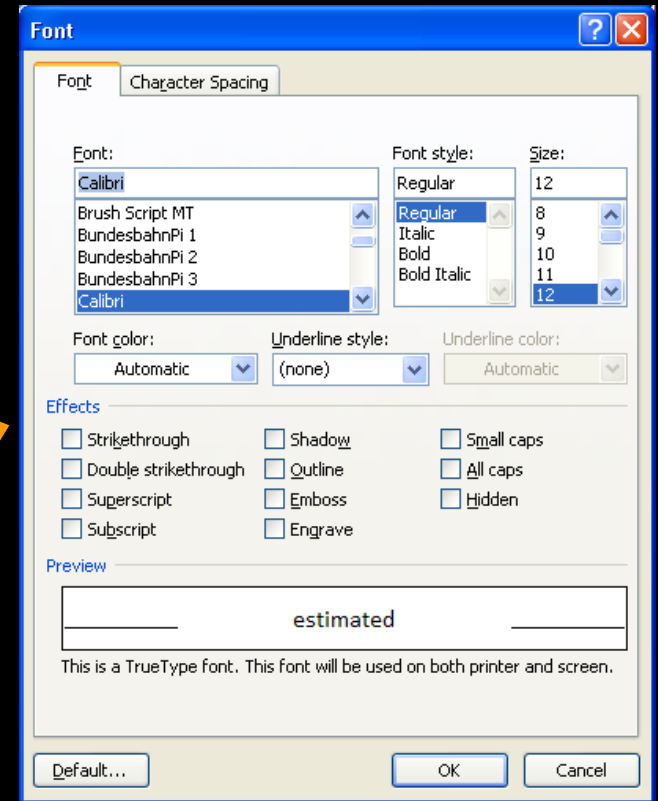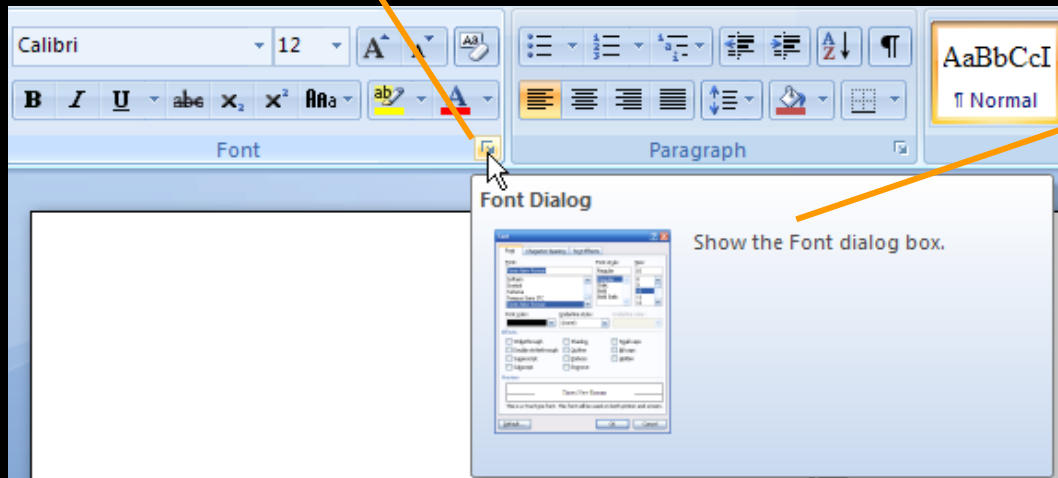
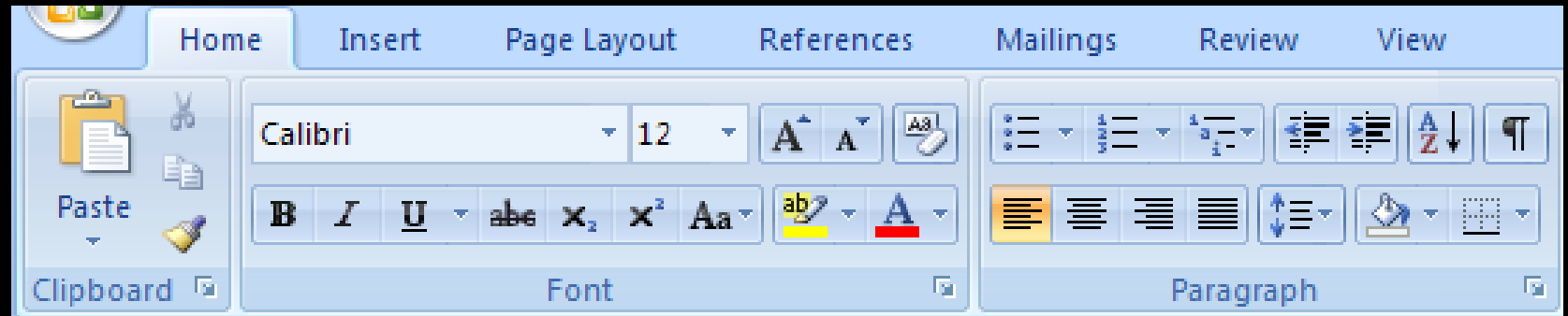# Live Preview Galleries

Previewing the Comic Sans MS font

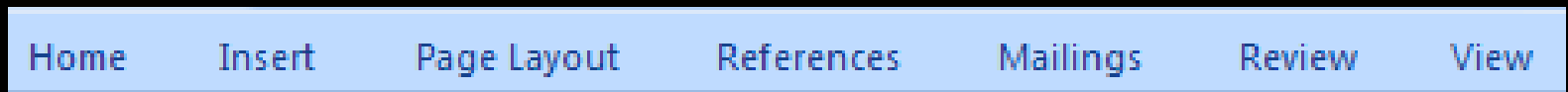TIP ⚠ *Select the text, and then preview it.*

Hide the Ribbon

- **Create more room on the screen to work**

Expanded view

Collapsed view

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The Quick Access Toolbar

Customize

Move

Add a button

Remove a button
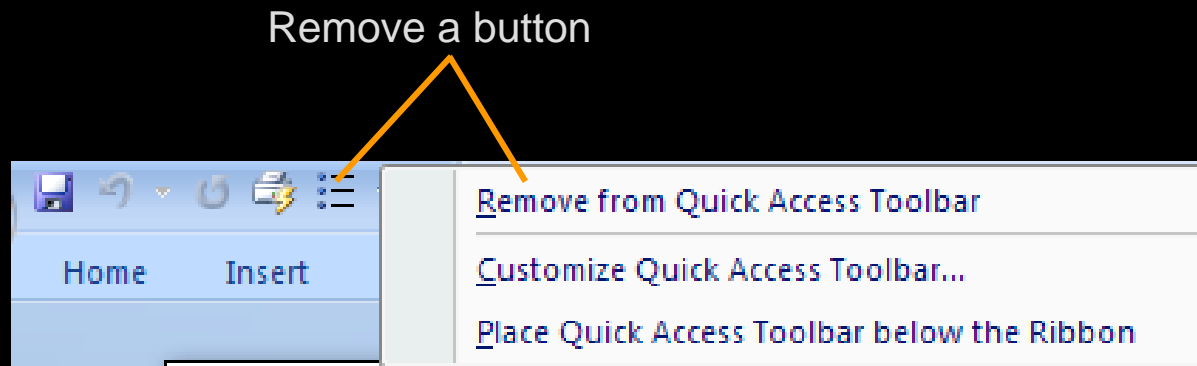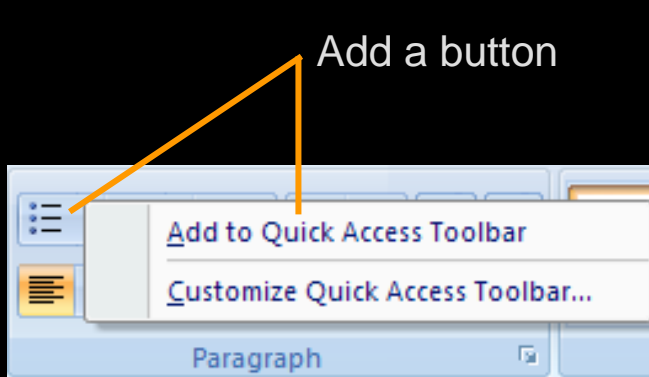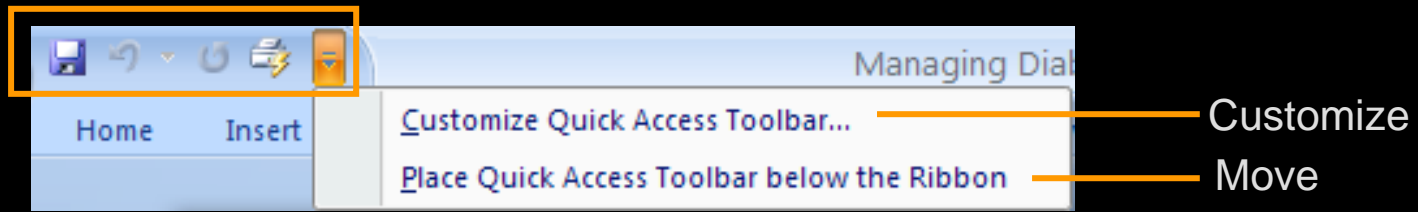
The Mini Toolbar

- **Frequently used formatting commands**

Fades in when you select text

MANAGING DIABETES

Exercise and a healthy die... ...ntion and management of diabetes. It is estimated that diabetes affects the lives of over 17 million Americans. This potentially life threatening disease can affect people with a variety of problems including heart
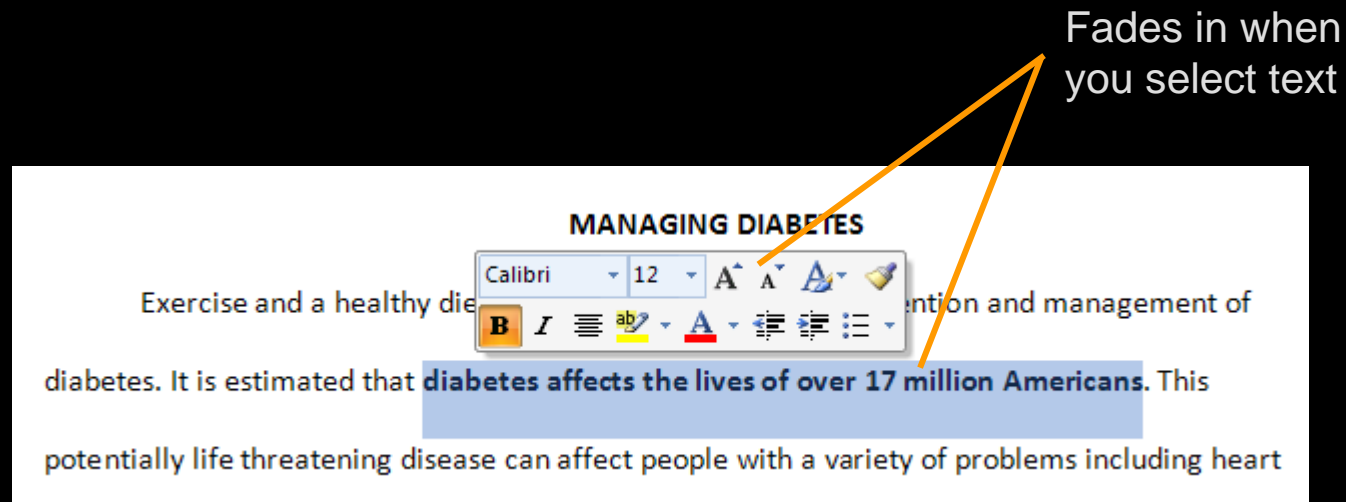
TIP ⚠️ *The Mini toolbar fades away if you ignore it.*

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Navigating with the Scroll Bar

juices, and sweets. These foods have a

tely after they are consumed. Blood sugar

nsumed than the body can process. With

ng carbohydrate consumption throughout

lition to proper carbohydrate management,

low-fat diet.

benefits in both the prevention and

e can improve the overall functioning of the

ody weight. There is evidence that shows a

Scroll line by line

Scroll bar

Scroll box

Previous page

Next page

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Navigating with the Keyboard

- **Ways to navigate:**
  - ▲ One character at a time
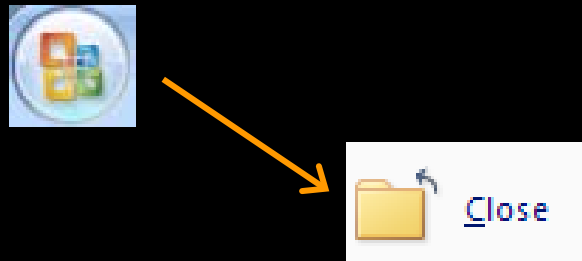 - ▲ One word at a time
  - ▲ Up/down a line
  - ▲ Up/down a screen
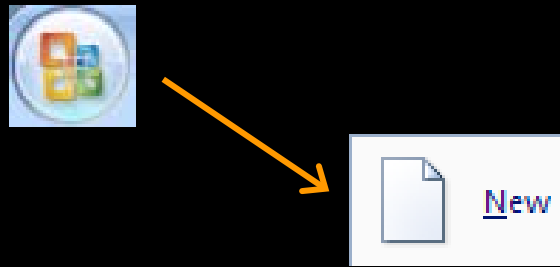 - ▲ Beginning/end of line
  - ▲ Beginning/end of document

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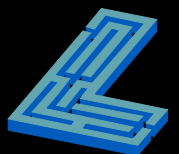
Closing Documents

- **The Office button menu contains the Close command**

TIP ⚠️ *If changes were made since the last Save, Word asks to save before closing.*

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Starting a New Document

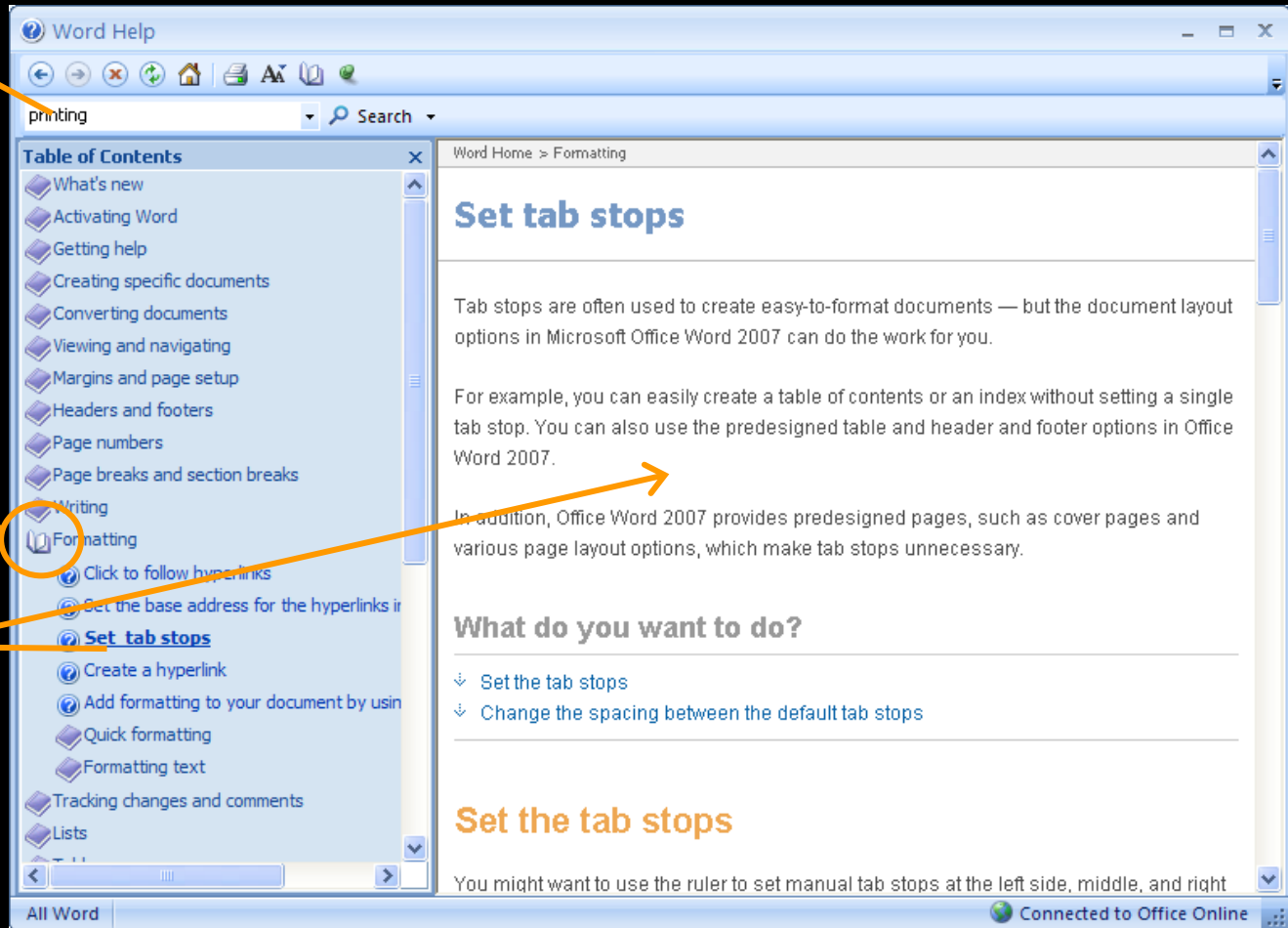- **The Office button menu contains the New command**

TIP ⚠️ *Tap* Ctrl+N *on the keyboard to start a new document.*
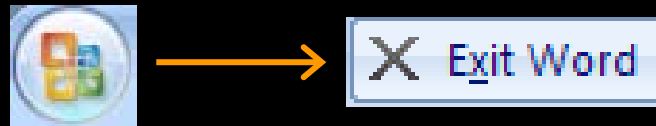
Getting Help

Search for topics

Click the book icon to display its topics

Click the topic to display it in the right pane

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Exiting From Word

- **The Office button contains the Exit Word command**

- **Closes the application and all open documents**

TIP ⚠️ *Closing Word and other programs you know you won't be using frees up memory for other programs.*

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