

Lesson 6: Working with Word Basics

Return to the Office 2007 web page



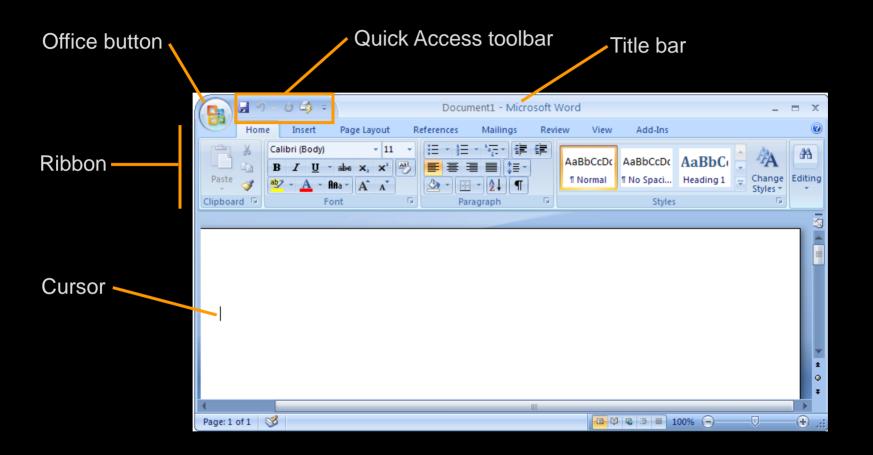
What Is Word 2007?

Document Authoring Program

- ▲ Memos, letters, reports
- A Mail merge
- Desktop publishing
- ▲ Web pages



The Word 2007 Window



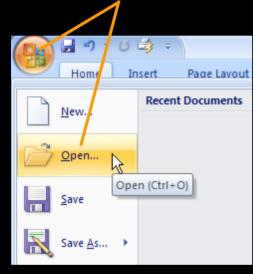


When you type, the characters appear at the cursor.



Opening Documents

The Office menu contains the Open command



Navigate in the Look In field to locate student exercise files

Open	
Look <u>i</u> n:	🛅 Lesson 01
Trusted Templates My Recent Documents	Managing Diabetes

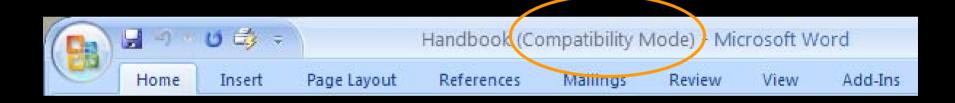


You can double-click a document name icon to open it.



Opening Older Word Documents

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





The Ribbon Tabs Page Layout Mailings Add-Ins Home Insert References Review View ĥ X Calibri (Body) - 11 := - \mathbf{T} AaBbCcDc AaBbC AaBbCcDc E a abe X, X² ■||\$≡-BIU Change Paste ¶ Normal ¶ No Spaci... Heading 1 Editing ab/ - A -AAa A A \mathfrak{D} - - A T Styles * Clipboard 5 5 5 Styles 5 Font Paragrar h Groups Commands := ┋╴╴┋╴╴┶╤╴╡╪╴┋╴**Ѯ**┙╺╢ 물 글 📑 🎏 -- <u>2</u>↓ ¶ 3 E. Paragraph Paragraph 5 Arrangement of buttons can vary



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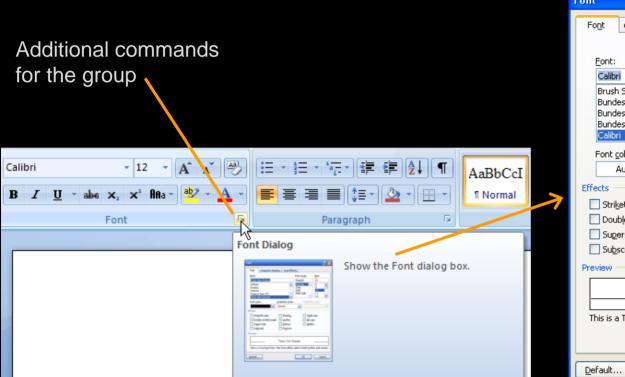
Contextual Tabs

Appear in context with the task being performed





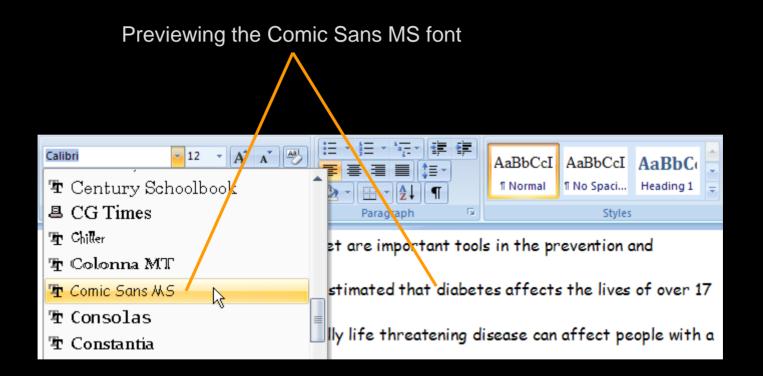
Dialog Box Launcher



Font		? 🛛			
Font	Character Spacing				
Bund Bund	i Script MT esbahnPi 1 esbahnPi 2 esbahnPi 3	Font style: Size: Regular 12 Regular 9 Italic 9 Bold 10 Hold Italic 11			
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Dou	sethrough Shado ble strikethrough Qutline erscript Embos script Engrav	s <u>H</u> idden			
Previewestimated This is a TrueType font. This font will be used on both printer and screen.					
		OK Cancel			



Live Preview Galleries





Select the text, and then preview it.



Hide the Ribbon

Create more room on the screen to work

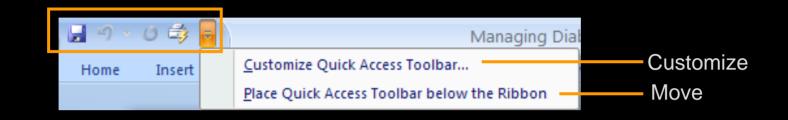
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Clipboard	16		Font	G.		Paragraph	5

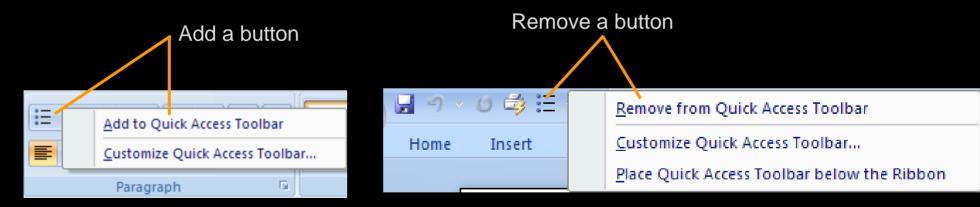
Expanded view

Home	Insert	Page Layout	References	Mailings	Review	View
Collapsed view						



The Quick Access Toolbar

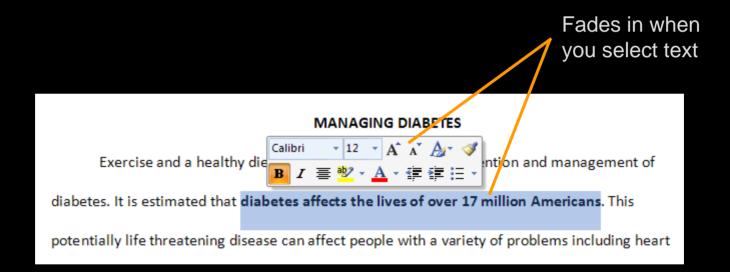


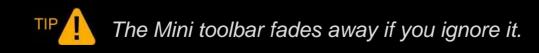




The Mini Toolbar

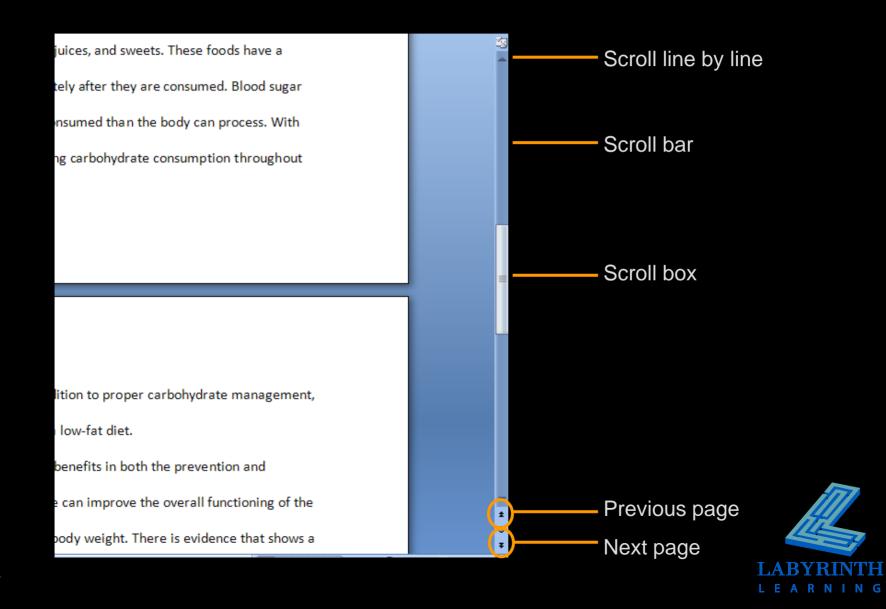
Frequently used formatting commands







Navigating with the Scroll Bar



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



Closing Documents

The Office button menu contains the Close command

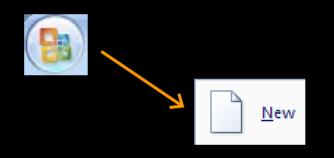


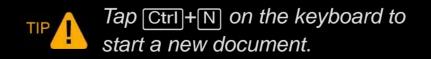
If changes were made since the last Save, Word asks to save before closing.



Starting a New Document

The Office button menu contains the New command







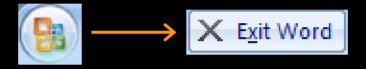
Getting Help

	🕐 Word Help 🗕 🗖			
Search for topics	💽 🕘 🗷 🕼 🚍 AK 🔟 🍳			
	printing - 🔎 Search	•		
	Table of Contents ×	Word Home > Formatting	^	
	What's new Activating Word Getting help	Set tab stops		
	Creating specific documents Converting documents Viewing and navigating	Tab stops are often used to create easy-to-format documents — but the document layout options in Microsoft Office Word 2007 can do the work for you.		
Click the book icon to display its topics	 Margins and page setup Headers and footers Page numbers Page breaks and section breaks 	For example, you can easily create a table of contents or an index without setting a single tab stop. You can also use the predesigned table and header and footer options in Office Word 2007.		
	For natting Click to follow hyperinks Click to follow hyperinks For the hyperlinks in	In addition, Office Word 2007 provides predesigned pages, such as cover pages and various page layout options, which make tab stops unnecessary.		
Click the topic	© Set tab stops © Create a hyperlink	What do you want to do?		
to display it in the right pane	 Add formatting to your document by usin Quick formatting Formatting text 	 ❖ Set the tab stops ❖ Change the spacing between the default tab stops 		
	Tracking changes and comments	Set the tab stops		
	All Word	You might want to use the ruler to set manual tab stops at the left side, middle, and right Connected to Office Online	~	

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Exiting From Word

The Office button contains the Exit Word command



Closes the application and all open documents



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





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