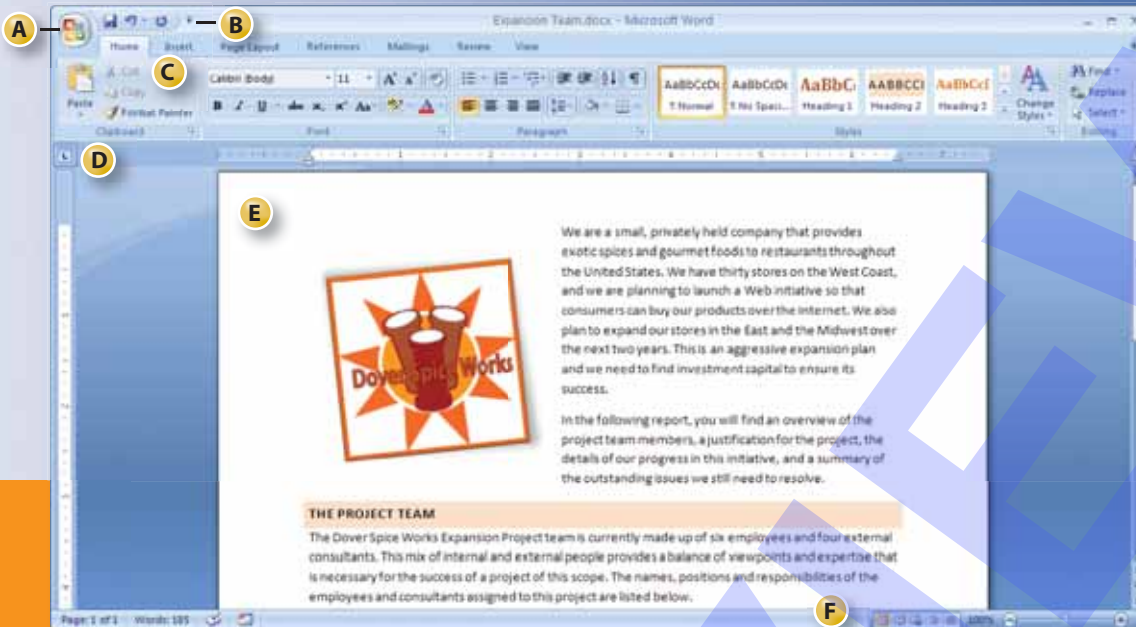


Word 2007



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- Document area
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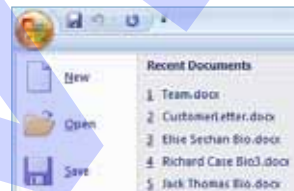
Frequently Asked Questions

- Get more help with Word
- Show formatting marks
- Format text into columns
- Find and replace text
- Print labels
- Protect documents
- Review changes and comments

To start Microsoft Word 2007, click **Start** and choose **All Programs, Microsoft Office, Microsoft Office Word 2007**.

Office Button

Provides access to a menu of commonly used commands, such as New, Open, Save As, Send, and Close. (This menu replaces the File menu used in previous versions of Word.) The right side of the menu contains links to recently opened files.



Quick Access toolbar

Contains buttons for frequently used commands (by default, Save, Undo, and Repeat/Redo).

- **Add commands to the toolbar:** Click the Quick Access toolbar button and choose the command you want to add.
- **Move the toolbar beneath the Ribbon:** Click the Quick Access toolbar button and choose **Show Below the Ribbon**.

Ribbon

Contains tabs, which in turn contain groups of tools for related tasks. Tools include buttons, drop-down lists and menus, and galleries. A gallery is a collection of commands or options that are represented graphically to show their results. If your screen is set to a low resolution, some groups will display only the group name.

Rulers

Used to set and view paragraph indents, tab stops, margins, and column widths. By default, the rulers are not shown. To display them, you can click the View Ruler button at the top of the vertical scrollbar, or check the **Ruler** box in the Show/Hide group on the View tab.

Document area

Used to type and edit text. When you start Word, a blank document automatically appears in the Document area.

- **Create a new, blank document:** Click the Office Button and choose **New**. In the New Document dialog box, the "Blank and recent" category will be active and the Blank document option will be selected. Click **Create**.
- **Open an existing document:** Click the Office Button and choose **Open**. Locate and select the document you want to open, and then click **Open**.

Status bar


Provides information about the document's current state, such as which page is displayed, how many pages and words are in the document, and whether any proofing errors have been found. **Page: 1 of 2 Words: 505** Use the View buttons to switch among document views: Print Layout, Full Screen Reading, Web Layout, Outline, and Draft. Use the Zoom slider to change the display magnification for a document.

NOT FOR PRINTING OR INSTRUCTIONAL USE


Setting up Documents

Creating, saving, and viewing documents

Create a document from a template


1. Click the Office Button  and choose **New**.
2. On the left side of the New Document dialog box, click a category name to display a gallery of templates.
3. Select the desired template. Then, if the template is stored locally, click **Create**; if the template is online, click **Download**.

Save a document for the first time


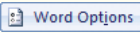
1. Click the Office Button  and click **Save As**.
2. In the Save As dialog box, select the location (drive and folder) where you want to save the document.
3. Enter a name for your document and click **Save**.

Save a document so it's compatible with Word 97–2003



Word 2007 documents are saved with the extension .docx. Previous versions of Word have used the .doc extension. Here's how to save a document created in Word 2007 so it is compatible with older versions of Word:

1. Click the Office Button .
2. Point to **Save As** and choose **Word 97-2003 Format**.

Consistently save documents in the .doc format

1. Click the Office Button  and then click  to open the Word Options dialog box.
2. In the left pane of the dialog box, click **Save**.
3. From the "Save Word files as" list, select **Word 97-2003 Document (*.doc)**.
4. Click **OK**.

Change the default folder for saving documents

1. Click the Office Button  and then click .
2. In the left pane of the Word Options dialog box, click **Save**.
3. To the right of the Default file location box, click **Browse**. Locate and select the folder where you want to store your documents, and then click **OK**.
4. Click **OK**.






Use AutoRecover to automatically save your files

You can specify how often Word automatically saves your files. Here's how:

1. Open the Word Options dialog box and click **Save**.
2. Check the **Save AutoRecover info every** box. Then, in the minutes box, either enter a new value or click the arrow buttons to increase or decrease the number of minutes between automatic saves.
3. Click **OK**.

Switch views of the document

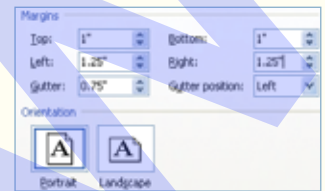
Depending on your current task or document type, you might want to switch document views. To do so, click one of the following View buttons at the bottom of the Word window.

View	Use this view when...
 Print Layout	You want to see how text, graphics, and other elements will be positioned on the printed page.
 Full Screen Reading	You want to read a document that has been optimized for reading on screen.
 Web Layout	You're creating a Web page.
 Outline	You want to organize and maintain a long document or a multipart document, such as a book with chapters.
 Draft	You're typing, editing, or formatting text.

Controlling page layout

Set page margins and page orientation

1. Click the **Page Layout** tab.
2. In the Page Setup group, click **Margins** and choose **Custom Margins**.
3. Under Margins, enter values for the **Top**, **Left**, **Bottom**, and **Right** margins.
4. Under Orientation, click **Portrait** or **Landscape**.
5. Click **OK**.



Change paper size

1. Click the **Page Layout** tab.
2. In the Page Setup group, click **Size** and select your paper's size.

Insert a page break







1. Click the **Page Layout** tab.
2. In the Page Setup group, click **Breaks** and choose **Page**.

Insert page numbers

1. Click the **Insert** tab.
2. In the Header & Footer group, click **Page Number** and choose **Top of Page**, **Bottom of Page**, or **Page Margins**.
3. In the gallery that appears, click a page-number format to insert a page-number field in the document.
4. If you don't want a page number on the document's first page, check **Different First Page** in the Options group.
5. To format your page numbers, click **Page Number** in the Header & Footer group and choose **Format Page Numbers**. In the Page Number Format dialog box, do any of the following:
 - Select a number format from the Number format list.
 - Check **Include chapter number** and select the formatting options you want to use for the numbering.
 - Specify whether the page numbering should continue from the previous section or start at a different number.
6. In the Close group, click **Close Header and Footer**.

Set custom tab stops on the ruler

By default, tab stops are set every half-inch on the horizontal ruler. You can set your own tab stops; this process clears the default tab stops to the left of those you set manually.

1. At the top of the vertical scrollbar, click  to display the ruler.
2. Select the paragraphs for which you want to set tabs.
3. At the left end of the ruler, click the Tab Alignment button to select one of the five types of tab stops:
 -  Aligns the left edge of text with the tab stop.
 -  Centers text under the tab stop.
 -  Aligns the right edge of text with the tab stop.
 -  Aligns any decimal point under the tab stop.
 -  Inserts a vertical line under the tab stop.
4. On the ruler, click the position where you want to set the tab.

NOTE: To clear a custom tab, select the paragraph to be affected, and then drag the tab indicator off the ruler and into the text area.

Insert headers and footers

1. Click the **Insert** tab.
2. In the Header & Footer group, click **Header** to display the gallery.
3. Select a header from the gallery, or choose **Edit Header** to create an unformatted header.

*NOTE: The procedure for creating a footer is similar, except that you click **Footer** in the Header & Footer group.*

Inserting and editing text

Insert text

To insert text, click where you want to insert the text and start typing. As you reach the end of a line, your text will automatically wrap to the next line. To start a new paragraph, press **↵** (ENTER).

Delete text





Press this...	To delete this...
DELETE	One character to the right of the insertion point. Does not move the insertion point.
← (BACKSPACE)	One character to the left of the insertion point. Moves the insertion point back one space.
CTRL + DELETE	The entire word after the insertion point.
CTRL + ← (BACKSPACE)	The entire word before the insertion point.

Select text

To select this...	Do this...
Any amount of text	Click just before or after the text, and then drag the mouse pointer over the text.
A single word	Double-click the word.
A sentence	Hold CTRL and click the sentence.
A paragraph	Triple-click the paragraph.
The entire document	Press CTRL + A .
Noncontiguous text	Hold CTRL and double-click each word.

Use the Undo, Redo, and Repeat commands

The Undo, Redo, and Repeat commands are located on the Quick Access toolbar.


- **Reverse the most recent action:** Click the Undo button .
- **Reverse the last undo action:** Click the Redo button .
- **Repeat the last action:** Click the Repeat button .
- **Undo multiple actions:** Click the Undo button's down-arrow  and select the actions you want to reverse.

Cut, copy, and paste text

You can cut or copy selected text and then paste it into a new location. The Cut, Copy, and Paste buttons are in the Clipboard group on the Home tab.



Use the Office Clipboard

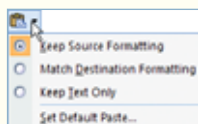
The Office Clipboard holds up to 24 items of cut or copied text or graphics. They remain available until you delete them from the Clipboard or exit all Office programs. You can paste these items into any Office file. To display the Clipboard task pane, click the **Home** tab and then click the Dialog Box Launcher  in the Clipboard group.

- **Paste a single item:** Click where you want the item to be inserted, and then click the item.
- **Paste all of the items:** Click where you want the items to be inserted, and click **Paste All**.
- **Delete a single item:** Point to the item, click its down-arrow, and choose **Delete**.
- **Delete all items:** Click the **Clear All** button.



Format pasted information

After you paste text, the Paste Options button appears to the right of it. To format the pasted text, click the Paste Options button's down-arrow and choose an option. You can keep the original (source) formatting, match the current document's formatting, or keep only the text.



Automating tasks

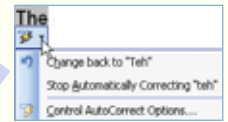
Use AutoCorrect to correct errors and enter symbols

As you type, AutoCorrect automatically corrects common errors, such as misspelled words and incorrect capitalization. You can also use AutoCorrect to insert symbols.


When you type this...	AutoCorrect will insert this...
(c)	©
(r)	®
(tm)	™

Use the AutoCorrect Options button

1. Type any text that triggers an automatic correction. For example, "Teh" will be changed to "The" automatically.
2. Point to the corrected text to activate the smart-tag indicator, which appears under the first letter **The**.
3. Point to the indicator to activate the AutoCorrect Options smart-tag button.
4. Click the button and choose whether to keep the correction.




Create your own AutoCorrect entries

1. Click the Office Button  and then click **Word Options** to open the Word Options dialog box.
2. Click **Proofing** and then click **AutoCorrect Options**.
3. In the Replace box, enter the word (usually a common typing error) that you want replaced.
4. In the With box, enter the correct word.
5. Click **OK** twice.


Select a document Quick Style set

To quickly give a document a unified appearance, use one of Word's built-in Quick Style sets. Each set includes styles—for such elements as headings, body text, quotes, and titles—that are designed to work together in a single document. To apply a set to a new document:

1. Click the Office Button  and then click **New**.
2. Double-click **Blank document**.
3. On the Home tab, in the Styles group, click **Change Styles**. Point to **Style Set** and then select a set, such as **Elegant**.

The Quick Styles gallery in the Styles group changes to reflect the Quick Style set you selected.

Apply a Quick Style

1. Select the text to which you want to apply a style.
2. On the Home tab, in the Styles group, click the desired style. If you don't see the style you want, you can scroll up and down in the gallery to view more styles, or click the More arrow  to expand the Quick Styles gallery.

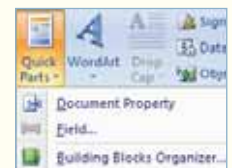


NOTE: You can see how selected text will look with a particular style by placing the mouse pointer over the style that you want to preview.

Use Building Blocks to insert predefined content

A *building block* is a predefined portion of content—such as a cover page, header, or footer—that can be reused.





1. Click the **Insert** tab.
2. In the Text group, click **Quick Parts** and choose **Building Blocks Organizer**.
3. From the Building blocks list, select the desired building block.
4. Click **Insert**.





Formatting Paragraphs and Characters


Formatting paragraphs

Set paragraph alignment

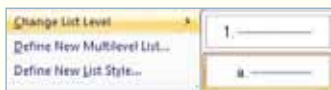
Click anywhere in the paragraph. On the Home tab, in the Alignment group, click one of the following buttons: Align Text Left , Center , Align Text Right , or Justify .


Create bulleted or numbered lists

- **Create a list from existing text:** Select the paragraph you want to turn into a list. On the Home tab, in the Paragraph group, click the Numbering button  or the Bullets button .
- **Create a new list:** Type 1. to start a numbered list, or type * (an asterisk) to start a bulleted list. Press **(TAB)** and enter your first line of text. Press **(←ENTER)** to add the next item to the list. To finish the list, press **(←ENTER)** twice.


*NOTE: If the list formatting doesn't start automatically, click  and click **Word Options**. On the left, select **Proofing**. Click **AutoCorrect Options** and click the **AutoFormat As You Type** tab. Under "Apply as you type," check the **Automatic bulleted lists** and **Automatic numbered lists** boxes, and then click **OK**.*

- **Create a multi-level list from a one-level list:** Click the item that you want to move to a different level. On the Home tab, in the Paragraph group, click the down-arrow on the desired button: Bullets, Numbering, or Multilevel List. Then point to **Change List Level** and click the level you want to use.



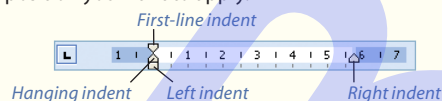
- **Create a new multi-level list:** Click where you want to start your list. On the Home tab, in the Paragraph group, click the down-arrow on the Multilevel List button  to display a gallery of styles. Click the list style you want to use. Then, type your list.

Change bullet formatting in a list


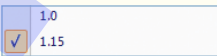
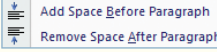
1. Place the insertion point in the list.
2. On the Home tab, in the Paragraph group, click the down-arrow on the Bullets button . Then, do one of the following:
 - Select the bullet character you want to use.
 - Choose **Define New Bullet**. Click **Symbol** or **Picture**, select the symbol or picture you want to use, and click **OK**.

Set paragraph indents


1. Click anywhere in the paragraph you want to indent.
2. On the ruler, drag one of the indent markers to the indent position you want to apply.

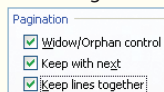


Specify line and paragraph spacing

1. Click in the paragraph you want to format.
2. On the Home tab, in the Paragraph group, click the Line Spacing button . Then, do either or both of the following:
 - Select the line spacing you want to use. 
 - Choose one of the commands shown here to add space before or remove space after the paragraph. 

Keep lines and paragraphs together

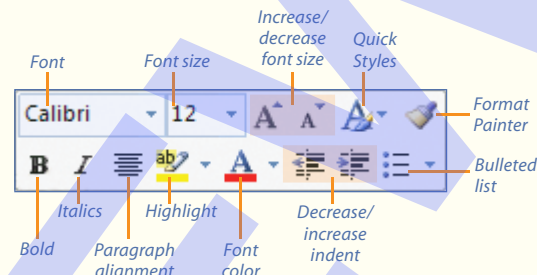
1. Select the text you want to keep together.
2. On the Home tab, in the Paragraph group, click the Dialog Box Launcher .
3. Click the **Line and Page Breaks** tab. Under **Pagination**, check as shown. Then click **OK**.




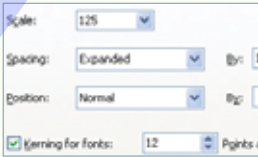
Formatting characters

Use the Mini toolbar to format selected text


When you select text, a small semitransparent toolbar—the Mini toolbar—appears above the text. The Mini toolbar includes some of the formatting options available in the Font and Paragraph groups on the Home tab. The Mini toolbar is useful if you want to format text without switching tabs on the Ribbon.




Change character spacing

1. Select the text you want to format.
2. On the Home tab, in the Font group, click the Dialog Box Launcher .
3. Click the **Character Spacing** tab. 
4. Specify settings for the font's scale, spacing, position, and kerning.
5. Click **OK**.

Change the default font

1. On the Home tab, in the Font group, click the Dialog Box Launcher .
2. Select the font, style, and size you want to use as your default.
3. Click **Default** and then click **Yes**. All new documents will use the new default font.


Copy formatting with the Format Painter

1. Select the text whose formatting you want to copy.
2. On the Home tab, in the Clipboard group, click the Format Painter button .
3. Select the text you want to format.

Copy text without its formatting


1. Select the text and press **(CTRL)+C** to copy it to the Clipboard.
2. Place the insertion point where you want the text to be placed.
3. On the Home tab, in the Clipboard group, click the down-arrow on the Paste button and choose **Paste Special**. Then, under **As**, select **Unformatted Text**.
4. Click **OK**.

Create a new style based on formatted text

1. Select the text on which you want to base the new style.
2. On the Home tab, in the Styles group, click the More arrow  and choose **Save Selection as a New Quick Style**.
3. Enter a name for the new style and click **OK**. The new style will be available in the Styles gallery and the Styles task pane.

Display a document style in the Quick Styles gallery

Occasionally, a document style does not appear in the Quick Styles gallery. When that happens:

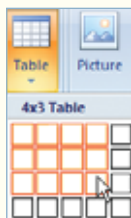
1. On the Home tab, in the Styles group, click the Dialog Box Launcher .
2. Click **Options**. Under "Select styles to show," select **All styles**, and then click **OK**.

Adding Extras, Reviewing, and Printing

Working with tables

Insert a table

1. Place the insertion point where you want the table to appear.
2. Click the **Insert** tab.
3. In the Tables group, click the **Table** button, and then drag to select the number of columns and rows you want, as shown.



Use the keyboard to move within a table

Press this...	To do this...
	Move one cell to the right.
	Move one cell to the left.
	Move up one row.
	Move down one row.

Add text to a table

1. Place the insertion point in the cell where you want to add text.
2. Type your text and then press **TAB** to move to the next cell. (Pressing **ENTER** will create a new paragraph within the cell.)

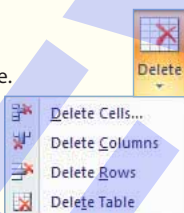
Insert columns or rows

1. In the table, click where you want to add a column or row.
2. Click the **Table Tools | Layout** tab.
3. In the Rows & Columns group, click one of the following:



Delete columns or rows

1. Click in the column or row you want to delete.
2. Click the **Table Tools | Layout** tab.
3. In the Rows & Columns group, click **Delete** and choose **Delete Columns** or **Delete Rows**.



Change a column's width

1. Click in the column you want to change.
2. On the Table Tools | Layout tab, in the Cell Size group, enter a number in the Width box.

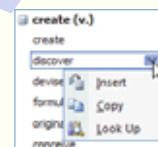
Proofing and reviewing documents

Check spelling


1. Press **CTRL**+**HOME** to move to the beginning of the document.
2. Click the **Review** tab. In the Proofing group, click **Spelling & Grammar**. (You can also press **F7**.)
3. Choose any option in the Spelling and Grammar: English (U.S.) dialog box:
 - If the correct word is in the Suggestions box, select it and click **Change**. You can also click **Change All** to change all occurrences of the word.
 - Click **Ignore Once** or **Ignore All** to leave the word as it is.
 - Click **Add to Dictionary** to add the word to the dictionary.

Replace a word with a synonym or antonym

1. Select the word you want to look up.
2. Click the **Review** tab and click **Thesaurus**.
3. In the Research task pane, point to the word you want to use, click its down-arrow, and choose **Insert**.



Preview a document

To see what a document will look like when printed, click the Office Button , point to **Print**, and choose **Print Preview**. To close the Print Preview window, click **Close Print Preview**.

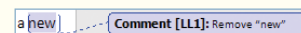
Track your changes

Use Word's revision marks to show your edits as you make them. Insertions will be underlined, and deletions will be struck through.

1. On the Review tab, in the Tracking group, click **Track Changes**.
2. Make your changes in the document.
3. When you're finished, click **Track Changes** again.

Insert comments

1. Select the text where you want to insert a comment.
2. On the Review tab, in the Comments group, click **New Comment**.
3. In the Comment bubble, enter your comment. The text you commented on will be highlighted, and a dotted line will connect the text to the Comment bubble in the Markup Area.



Using hyperlinks and graphics

Insert hyperlinks


1. Select the text you want to use as a link.
2. Click the **Insert** tab and then click **Hyperlink**.
3. Locate and select the file you want to link to, and click **OK**.

Insert and position graphics (pictures)


1. Click where you want to insert the graphic.
2. On the Insert tab, in the Illustrations group, click **Picture**.
3. Locate and select the graphic you want to insert and click **Insert**. The Picture Tools | Format tab will appear.
4. In the Arrange group, click **Position** and select either **In Line with Text** or a layout option under With Text Wrapping.
5. If you need more control over positioning, click the **Text Wrapping** button and choose **More Layout Options**. Click the **Text Wrapping** tab, select the wrapping style and alignment you want to use, and click **OK**.

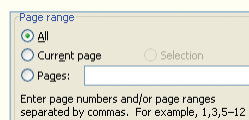
Printing

Print a document

To print a document with the default print settings, click the Office Button , point to **Print**, and choose **Quick Print**.

To print with different settings:

1. Click the Office Button , point to **Print**, and choose **Print**.
2. Specify settings, such as the page range and number of copies, and click **OK**.




Print envelopes

1. Click the **Mailings** tab and click **Envelopes**.
2. Enter the delivery and return addresses.
3. Click **Options**, specify the envelope size and font, and click **OK**.
4. Click **Print**.



Frequently Asked Questions

1. How can I get more help with Word 2007?

To access Help, click the Microsoft Office Word Help button  in the upper-right corner of the document window. You can also visit the following Web pages, which contain links to useful resources:





- office.microsoft.com/word
- support.microsoft.com

2. How can I open Word 2007 documents in an earlier version of Word?

If you want to be able to open Word 2007 .docx or .docm files in Word 2000/2002/2003, you must install the Compatibility Pack.

1. Go to www.microsoft.com/downloads.
2. Download and install the **Microsoft Office Compatibility Pack for 2007 Office Word, Excel and PowerPoint File Formats**.

3. How can I show or hide formatting marks?

Every time you press , , or , Word inserts formatting marks, which represent actions on the keyboard. By default, formatting marks are hidden. To turn them on or off, click the Show/Hide button  in the Paragraph group on the Home tab.

NOTE: Formatting marks do not print.

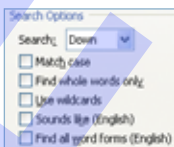
4. How can I format my text into multiple columns?

1. Select the text you want to format as columns.
2. Click the **Page Layout** tab. In the Page Setup group, click **Columns** and select the number of columns you want.
3. To specify column width and spacing, click **Columns** and choose **More Columns**. In the Columns dialog box, make your changes and click **OK**.



5. Is there an easy way to find and replace text?

1. On the Home tab, in the Editing group, click **Replace**.
2. In the Find what box, type the text you're replacing.
3. In the Replace with box, type the text you're substituting.
4. Click **More** if you want to specify additional search options, such as matching case or finding whole words.
5. Click **Find Next**.
6. Click **Replace** to replace the text one occurrence at a time, or click **Replace All** to replace all occurrences at the same time.



6. How can I look up a word in the dictionary?

1. Click the **Review** tab and then click **Research**.
2. In the Search for box, enter the word you want to look up.
3. In the list below Search for, select **Encarta Dictionary: English (North America)**. The definitions will appear in the large list box in the Research task pane.

7. How can I print labels?

1. Click the **Mailings** tab and then click **Labels**.
2. In the Address box, enter the address for the labels.
3. Under Print, specify whether to print a full page of the labels or a single label.
4. Click **Options**, specify printer information and the label brand and product number, and click **OK**.
5. Click **Print**.

8. Is there a way I can protect my documents?



1. Click the **Review** tab.
2. In the Protect group, click **Protect Document** and choose **Restrict Formatting and Editing**.
3. Under Formatting restrictions, check **Limit formatting to a selection of styles**.
4. Click **Settings**. Select the styles you want to allow in the document, and then click **OK**.
5. Under Editing restrictions, check **Allow only this type of editing in the document**. Then select the type of editing that you will allow: **Tracked changes**, **Comments**, **Filling in forms**, or **No Changes (Read only)**.
6. Under Start Enforcement, click **Yes, Start Enforcing Protection**.
7. Enter and confirm a password, and then click **OK**.




9. How can I compare two documents?

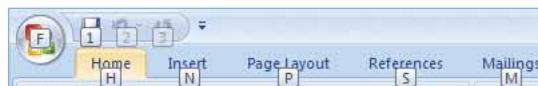
1. Open the two documents you want to compare.
2. Click the **View** tab. Then, in the Window group, click **View Side by Side**. By default, the windows will scroll synchronously to help you compare their content.

10. How can I review changes and comments in a document?

1. Click the **Review** tab.
2. In the Changes group, click the Next  or Previous  buttons to view each change or comment.
3. With a change selected, do any of the following:
 - **Accept a change:** Click the **Accept** button.
 - **Reject a change:** Click the **Reject** button.
 - **Accept all changes:** Click the Accept button's down-arrow and choose **Accept All Changes in Document**.
 - **Reject all changes:** Click the Reject button's down-arrow and choose **Reject All Changes in Document**.




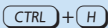
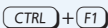
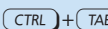

11. How do I use Key Tips?

1. Press  to display the Key Tip badges. They first appear for all Ribbon tabs (shown here), the Quick Access toolbar, and the Office Button.



2. Press the key for the desired tab to display all of the Key Tip badges for that tab's buttons.
3. Press the key or keys for the button you want. If the Key Tip is two letters, press the first key and then the second one.

12. What are some useful keyboard shortcuts?

Press these keys...	To do this...
	Create a new document.
	Save the current document.
	Print the current document.
	Open the Find and Replace dialog box.
	Minimize or maximize the Ribbon.
	Enter a tab character in a table cell.
	Continue a search without opening the Find dialog box.

