University College of Jaffna

University of Vocational Technology

Microsoft Word Tutorials

Information and Communication Technology Unit

University College of Jaffna

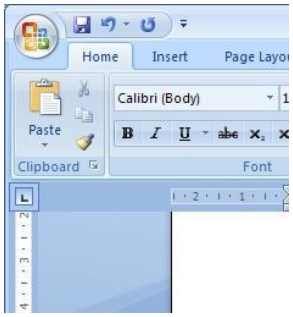
University of Vocational Technology

2018

Microsoft Word 2007 Basics

Microsoft Word 2007 has a completely redesigned user interface. The standard menus along the top have been removed and replaced with a series of toolbars Microsoft calls “The Ribbon.” These tool bars are changed using tabs at the top and try to automatically adjust themselves to the content you are working with. If you select an image it will automatically switch to the picture tools. The new layout seems to offer easier access to most of the features of Word allowing for more complex documents to be created quicker.

The Office Logo



The first thing most people will need to relearn is where to go to open a document, create a new one, save your document and print. Clicking the Office logo at the top left of the screen will provide most of the items formerly found under the file menu including those listed above. Beside the logo you also will find a disk icon to save your document as well as the undo and redo buttons. More buttons can be added to this “Quick Access Toolbar” through the word options mentioned in the next section.



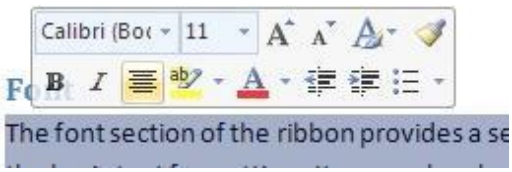
As you can see here the Office logo opens up listing your options for new, open etc. and also contains a list of your recent documents for quick opening. Any of the items listed with an arrow beside them will replace the recent documents on the right with the options associated with the menu item. You should also see at the bottom right of this menu a button for exiting Word and changing Word’s options.

Save as

The save as option will provide you with the most common file formats to save your document in. The common ones are Word Document, Word Template, and Word 97-2003 document. The last one is the option most people should be using currently, especially if they wish to share documents with others who do not have the new version of Office.

Print

Here you can choose from Print, Quick Print and Print Preview. Print brings up the standard print dialog box, quick print will print one copy without any dialog box

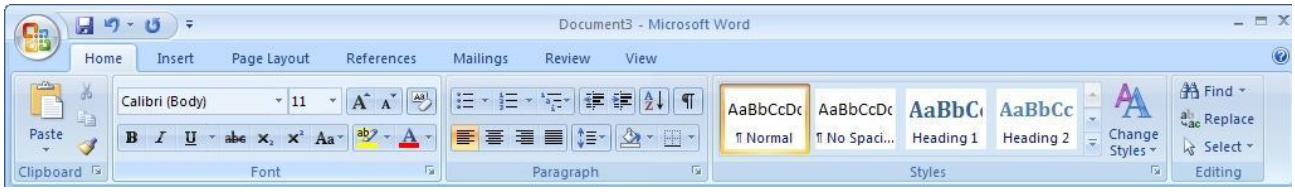


coming up and print preview will bring up the print preview screen.

Prepare

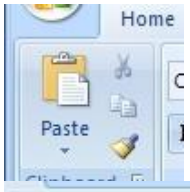
The prepare menu's most common options are Properties, Inspect Document, Mark as Final and Run Compatibility Checker. The properties option allows you to setup metadata for the document like Author, Title, keywords, comments and others. Inspect Document will scan the document for any hidden data like comments and annotations, and any hidden collaboration data. This is very useful when making a previously private document public. It will help you find any comments or changes made previously that should not be made public. Mark as Final will mark the document as a final copy and make it read only so changes cannot be made. The last common item, Run Compatibility Checker will scan the document for new features that were used and show you these. This is recommended if you where creating a document in the new file format but now need to convert it back to the Office 2003 format to share with someone who does not have Office 2007.

The Home Tab

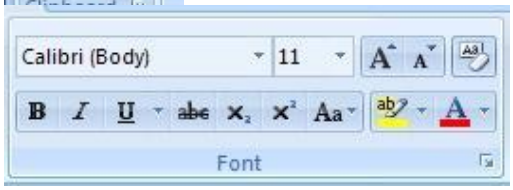


The home tab the basic formatting tools found in Word 2007. You will find five sections, Clipboard, Font, Paragraph, Styles and Editing. Clicking the down arrow beside any of the icons here will drop down more options for that tool. Each section also contains an arrow in the bottom right corner which will open a window containing the options found in that section.

Clipboard



The Clipboard allows you to cut, copy, paste and copy formatting from one place to another.



Font

The font section of the ribbon provides a section to handle the basic text formatting. Items such as bold, underline, strikethrough, highlight and font type can be changed here. Some items from this section and some items from the paragraph section are also available by highlighting text and moving your cursor slightly above the highlighted text. This saves having to move your cursor all the way to the top of the screen for some common formatting items.



Paragraph

The paragraph section provides icons for bullets, lists, justify, line spacing, indents and borders.



Styles

The styles section allows you to quickly change the formatting of a section of text by choosing one of the predefined styles. You can also create a new style based on the formatting of your selected text for use later in other sections of your document.



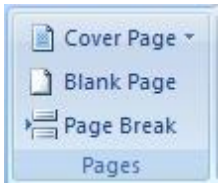
Editing

The Editing section of the toolbar allows you to find, replace and select items. The select option gives you the ability to select all, select objects or select text with similar formatting. This last option gives you the ability to quickly change everything in your document with one style to another style without having to manually find all of that text and change each area separately.

Insert Tab



The insert tab has seven sections for inserting most types of objects. The sections are pages, tables, illustrations, links, header and footer, text and symbols.



Pages

The pages section is where you can go to insert an cover page, blank page or page break. The cover page drop down offers a selection of predefined cover pages for your document that have sections for title, date and author. You can also select text in your document and choose to save the selected text to the cover page gallery for use in future documents.



Table

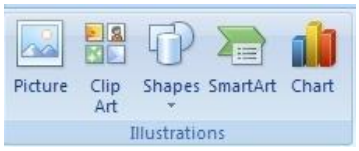
The table section only has a drop down menu which offers a grid to create a new table, insert table, draw table, convert text to table for selected text, Excel spreadsheet, and some predefined “Quick Tables” that have formatting already setup for you. When working on a table you will have two additional tabs along the top of the ribbon, the design and layout tabs. There are screenshots of both directly below.

Table Design



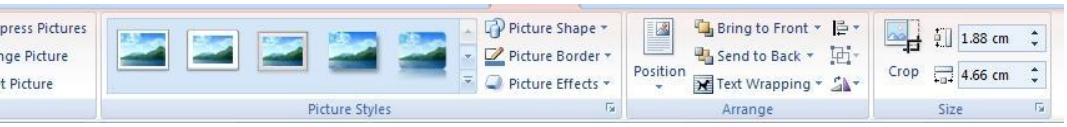
Table Layout





Illustrations

The Illustrations section allows you to insert pictures, clipart, shapes, SmartArt and charts. After inserting or selecting a picture you are provided with a new toolbar along the top shown here. This toolbar gives you the ability to change the



brightness, contrast, shape, position, text wrapping and other options for the picture. Clicking off the picture or on one of the other tabs will take you back to the standard toolbars. The Shapes option of the Illustrations section allows you to insert lines, arrows, boxes, basic flowchart shapes and a number of others. The SmartArt option provides features like org charts, flow charts, illustrated lists and processes. The Chart option is similar to Word 2003 but it offers more options for your charts.



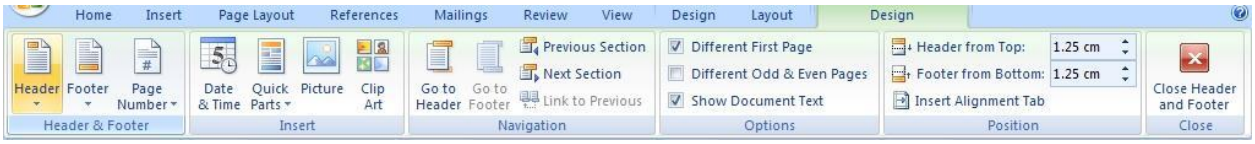
Links

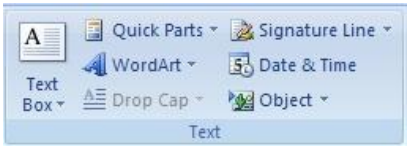
The links section provides options for inserting hyperlinks, bookmarks and cross-references. Cross-references can link to figures, tables, equations, endnotes, footnotes, headers and numbered items.



Header & Footer

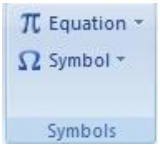
The header & footer section allows you to edit the header, footer and page numbering for your document. Once you select this option it will change the toolbar along the top to include a larger number of options for the header and footer. The header bar is shown here. In order to stop editing the header and footer you need to click the "Close Header and Footer" button on the right of the bar.





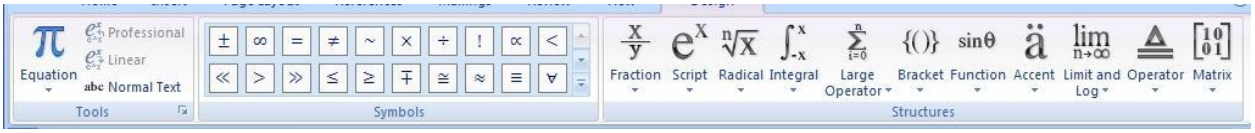
Text

Options in the text section include text box, drop cap, WordArt and a number of predefined text blocks like a signature line the date and time, and document properties like abstract, author, and title. There are a lot of option in here to setup on your own or you can use Words predefined options.



Symbols

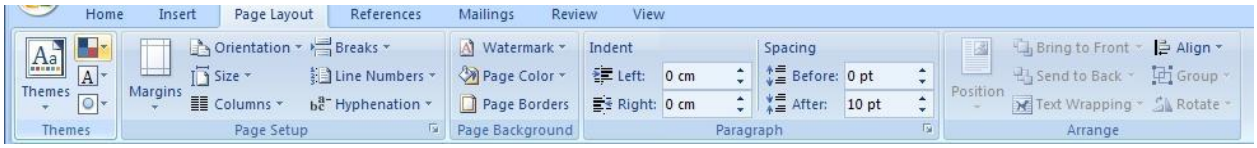
The last option in the insert toolbar is symbols. Here you can insert a large number of special characters and symbols. Choosing the "more symbols" option from the drop down will also allow you to setup shortcut keys for commonly used symbols. One of the improved features of Word 2007 is the equation editor. You can now insert more complicated mathematical and statistical equations. Here there are some standard equations to chose from or you can create your own.



Standards like $(x+a)^n = \sum_{k=0}^{n} \binom{n}{k} x^k a^{n-k}$ $(x+a)^n = \sum_{k=0}^{n} \binom{n}{k} x^k a^{n-k}$,the binomial theorem are available or, by choosing "Insert new equation" you will get the equation toolbar. Which gives you a large number of options to chose from while creating your own equation. $\int_y^x 4 + \log y * \frac{\frac{\Delta y}{\Delta x}}{\tan x} + x_{y^2}$

$\int_y^x 4 + \log y * \frac{\frac{\Delta y}{\Delta x}}{\tan x} + x_{y^2}$ The equations can be edited in the new Word 2007 file format however, once they are converted to a Word 2003 format they will become images which cannot be edited.

Page Layout Tab

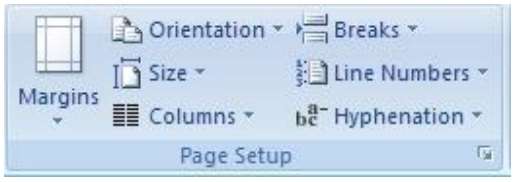


The page layout tab has five sections, Themes, Page Setup, Page Background, Paragraph, and Arrange.



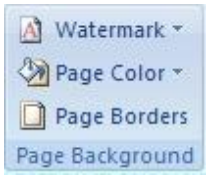
Themes

The themes section provides a quick way to format your document. By choosing a theme you will have a set colour scheme, font combinations, and effects. You can choose one of the provided themes, modify a provided them or create your own. You can also go online in this section and browse Microsoft.com for additional themes. Be aware that changing your theme after creating a document may require you to reformat some items as themes also include some layout options.



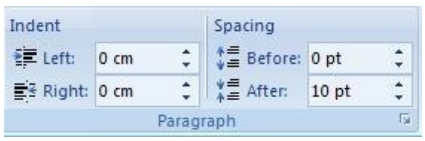
Page Setup

Page setup provides you with the tools to change margins, size, orientation, columns, breaks, line numbers and hyphenation in the document.



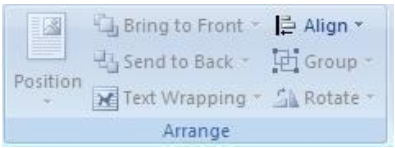
Page Background

The page background section allows you to change the background colour of the document, watermark and draft or confidential document or add borders to your document.



Paragraph

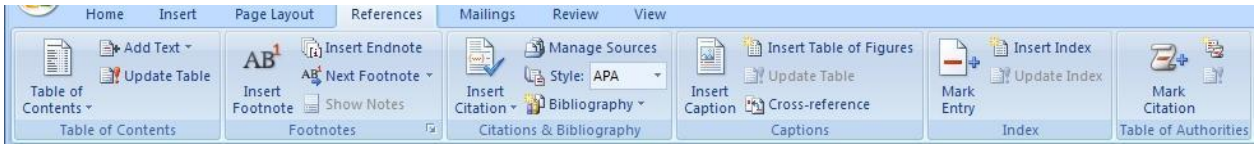
The paragraph section in the page layout tab allows changes to a paragraphs spacing and indentation.



Arrange

The arrange section is also found in the image toolbar when an image is selected. Here you can change an images position, how text moves around the image, the alignment, grouping and rotation or the image.

References Tab



The references tab contains six sections, Table of Contents, Footnotes, Citations & Bibliography, Captions, Indexes and Table of Authorities.

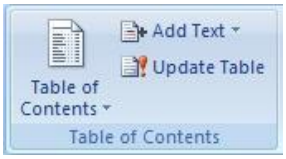
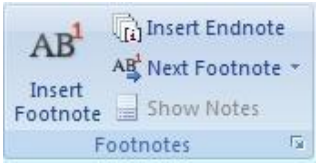


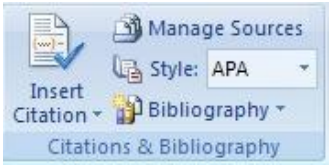
Table of Contents

The table of contents section allows you to insert and modify the table of contents. You can insert automatic or manual table of contents and change what styles will be included in the table of contents, if any. You can also add text to the table and update the table of contents after adding or removing items from your document.



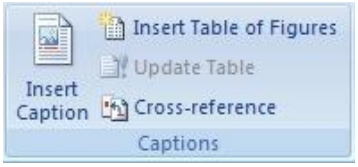
Footnotes

This section allows you to insert footnotes and endnotes and move through your existing footnotes quickly.



Citations & Bibliography

This section provides tools to insert citations, manage sources, citation style and bibliography.



Captions

Insert captions, table of figures, or cross-references in this section. Once you have created a table of figures you can also update the table at the click of a button.



Index

This section allows you to create an index, update the index and mark and item for inclusion in the index.

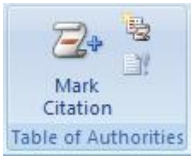
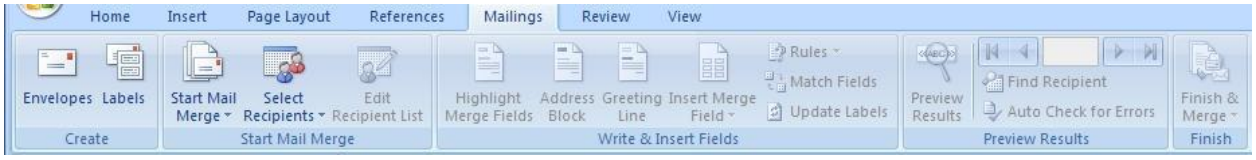


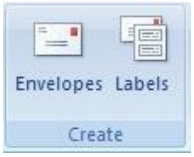
Table of Authority

This section allows you to create a table of authorities, update the table and mark and citations for inclusion in the table of authorities.

Mailings Tab



The mailings tab contains five sections, create, start mail merge, write & insert fields, preview results and finish.



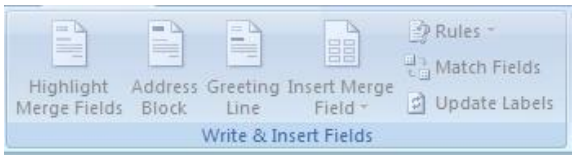
Create

The create section provides a window to create envelopes or labels. This is mostly for creating single envelopes, labels or a sheet of the same label.



Start Mail Merge

The main features of this section are start mail merge, select recipients and edit recipient list. The method most people will likely use to create a mail merge in Word 2007 is the step by step mail merge wizard found in the start mail merge drop down list. This option will bring up a wizard along the right side of the screen that will walk you through the process. Recipients can come from Outlook contact or a large number of files including Access, Paradox, Excel, Word, CSV and even HTML.



Write & Insert Fields

This section provides the tools necessary to make a document into one that will work with a mail merge. You can Highlight merge fields, work with address block or greeting line, insert new merge fields, setup rules, match fields and update your labels.



Preview Results

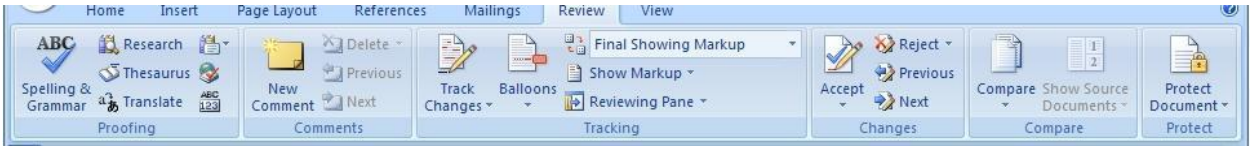
This section allows you to preview your merge before completing it. Make sure all your recipients fit onto one page, the formatting remained the same after merging, look for specific recipients and even have Word auto check for common errors.



Finish

The final section in the mailings tab completes your mail merge.

Review Tab

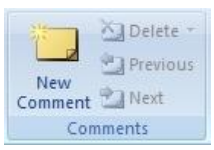


The review tab offers six sections which include proofing, comments, tracking, changes, compare and protect.



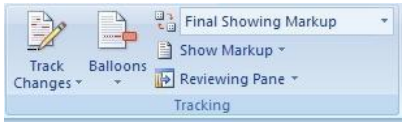
Proofing

The proofing section provides the standard spelling and grammar check, a thesaurus, word count, research tools that include MSN search and Microsoft Encarta encyclopedia. You will also find translation tools to help with single words or the whole document. The translation of the entire document is done by an online service called Wordlingo.



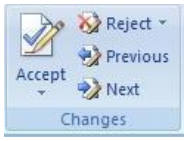
Comments

The comments section allows you to add comments to a document for easier collaboration. You can cycle through the comments to find out what notes you left for yourself or others and you can delete a comment that was made when it is no longer relevant.



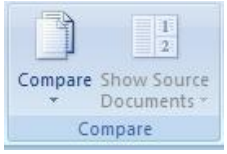
Tracking

The tracking section can be very helpful with a document that changes a lot while composing it. You can track the changes made, who made them and show the changes in balloons off to the side. Be aware that you must turn this on before it will start to work. Tracking changes does not occur on every document automatically. You should also be aware that unless you clear the changes once the document is final they may be visible to others who receive the document even though older changes were not intended for others to view. You can find all the revisions by turning on the balloons for revisions and checking each on and accepting or rejecting it by right clicking on the balloon and choosing the correct option. You can also clear them with the options in the next section of the review tab.



Changes

The changes section allows you to cycle through and accept or reject changes made to the document and tracked using the track changes feature. This should be done before the document is considered final so any changes can be cleared and no longer visible if the document is distributed to anyone who should not have access to the revisions and comments.



Compare

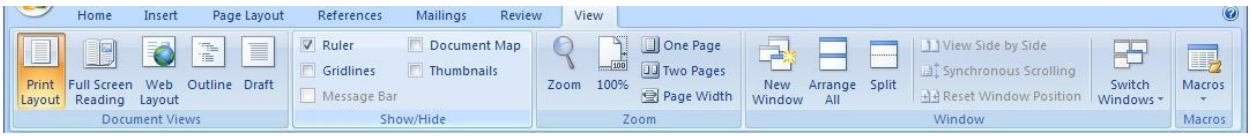
This section can be used to compare two versions or a document or help you combine two versions of a document. This can be very helpful when you find you have accidentally been working on one version on your local drive and another on the network. You can take the two documents and step through them combining them instead of redoing work that was already done.



Protect

The protect section gives you options to add a password and protect the document. You can restrict changes to formatting and editing or the whole document. If you use Windows Live you can also manage permissions for specific users who also have Windows Live.

View Tab



The view tab offers five sections which include document views, show/hide, zoom, window and macros.



Document Views

The document views section switches you between print layout, full screen reading, web layout, outline and draft views. Print layout is the default view. Full screen view removes all but a couple of tools from the top of the screen and the rest of the screen is your document. Web layout will take away the empty space on either side of the document if there is any and fill the window as if it were a web page. Outline view changes the look of your document into an almost point form style which may help with reviewing main points. Draft view takes away most of your formatting and images and just shows the text. It also fills the window with your text similar to web layout.



Show/Hide

The show/hide section will toggle certain tools on or off the screen including rulers, gridlines, message bar, document map and thumbnails. The rulers will show along the top and left side of the screen. Gridlines will cover your entire document inside the margins. They will be visible on screen but don't print. The message bar can only be displayed when there is a message to be displayed. One common reason for the message bar to display is when macros have been enabled or disabled. The document map and thumbnails will show along the left hand side of the screen.



Zoom

The zoom section provides tools to zoom into or out of the document. You can choose your own zoom factor or use one of the predefined zoom factors of 100%, one page, two pages(side by side), or page width which causes the document to zoom in or out so it fills your window.



Window

The new window button will open your current document in a new window. The arrange all button will take your currently open windows and stack them one on top of the other. The split button will take your current document and show it in two frames within the window one on top of the other. This will allow you to look at something you wrote on page one while working on page twenty. View side by side allows you to view two windows side by side, once in side by side view you can turn on synchronous scrolling so both side scroll at the same time. Also while in side by side mode if you resized either window you can click the reset window position button to have them share the screen equally again. The switch window drop down will allow you to switch between open windows.



Macros

The macros section provides the tools required to work with and create basic macros. You can view existing macros or record your own. Choose record macro from the drop down and then perform the functions you do often, like change the page layout, and style of the document. Once you have done those tasks then stop recording. You will be able to use that macro over again to shorten the steps you need to take every time you need to perform that set of tasks.