



Introduction to Microsoft® Word 2007

Class Learning Objectives

By the end of class, students should be able to perform the following tasks in Microsoft Word:

1. **Creating and Managing Files**
 - Open Word
 - Create a New File
 - Save a New File
 - Open a Saved File

2. **Editing and Rewriting**
 - Move Around Inside of a Document
 - Delete Text
 - Insert Text into document
 - Copy & Paste Text
 - Undo Changes
 - Correct Spelling

3. **Formatting and Printing**
 - Select Text
 - Format Text
 - Print a Document

4. **Getting More Help with Word**
 - Use Word's Built in Help Feature

About Microsoft Office 2007

Microsoft Office is a collection of different application programs that were originally designed to be used to perform many of the tasks that are completed every day in an office setting, but they can also be useful in your personal life as well.

Microsoft Word is a word processing program that can be used to type documents, from simple letters to illustrated newsletters.

Microsoft Excel is a spreadsheet program that can be used to track of lists, numbers and statistics, such as might be used in accounting.

Microsoft Access is a database program that can be used to track of diverse but related information, such as customer orders, customer billing information, customer shipping information, and product inventories.

Microsoft PowerPoint is presentation software that can be used for making fully animated computer presentations.

Microsoft Publisher is publication design software that can be used for creating greeting cards, business cards, calendars and more.

Office 2003 Users: Please note that we are using Office 2007 here at the library. If you are running Office 2003, please consult the following URL to view and/or download a Microsoft Excel file detailing how commands in Office 2003 correspond to those in Office 2007: <http://office.microsoft.com/en-us/training/HA102295841033.aspx> .

About Word Processing

A word processor is a type of computer program that is used to create a variety of documents, from simple letters to fully illustrated newsletters and fliers. Word Processing applications display text on a computer screen and allow users to easily add, remove, and change the style, size, and placement of text in a document without having to retype the entire document as they would with a typewriter. Microsoft Word is one of the most popular word-processing software applications in use today.

Microsoft Word Basics

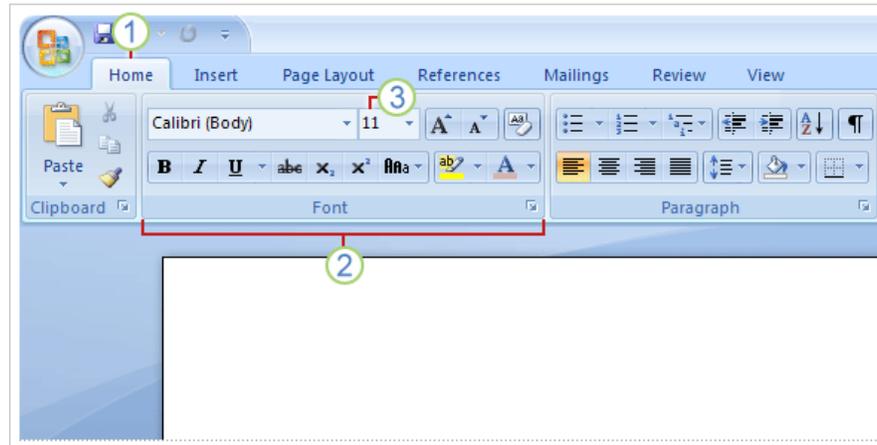
Opening Microsoft Word

To open Word, do either one of the following:

- Double click on the  icon for Microsoft Word on the desktop. A blank document will appear on the screen.
- Or, click once on the **Start** button on the bottom left corner of the screen. Click on **Programs**. Move the cursor to the new menu on the right and then click on **Microsoft Office 2007**. Move the cursor to the next menu that opens and click  **Microsoft Office Word 2007**. A blank document will appear on the screen.

The Microsoft Office Ribbon

Microsoft Office 2007 uses a visual tool called **the ribbon** to display all of the commands that are used to edit a document. The ribbon uses two different visual elements: tabs and command groups.



1. Each tab contains a set of groups that share a theme in common. The Home tab, for example, contains all of the commands that are used most often by most people.
2. Within each tab are groups of command icons that share a common design element. The **Font** group, for instance, contains all of the commands that change the way that text looks while the **Paragraph** group contains commands that change the way a paragraph is displayed in Word.
3. Finally, within each group are visual representations of the commands themselves.

Moving Around Within a Microsoft Word Document

To move around in a Word document, do any of the following:

- Use the scroll bars to the right of the document window.
- Use the wheel between the left and right mouse buttons.
- Use the **Page Up** and **Page Down** keys to scroll up or down quickly.
- Use the arrow keys and click with the mouse to move the cursor.
- Hold down the CTRL key and press the HOME or END keys to go to the beginning or the end of a document.

Editing Text



You must select text before you can edit it in any way. **This is very important.**

To Select Text, do any of the following:

- Click at the beginning of the text to be selected. While holding the left mouse button down, drag the mouse over all the text to be selected, then release the mouse button.
- Double-click on a word to highlight the word and triple-click inside a paragraph to highlight the whole paragraph.

To Select All of the Text in a Document

1. Click the **Edit** menu at the top of the screen.
2. Move the cursor down to highlight **Select All** and click on this.

To Delete Text do any of the following

- Select the desired text and press the **Delete** key or the **Backspace** key on the keyboard.
- Click in the document after the text to be removed and press the **Backspace** key on the keyboard. Backspace until all the desired text has been removed.
- Click in the document before the text to be removed and press the **Delete** key on the keyboard until all the desired text has been removed.

To Replace Text

- Select the text to be replaced and type the new text.

To Insert Text

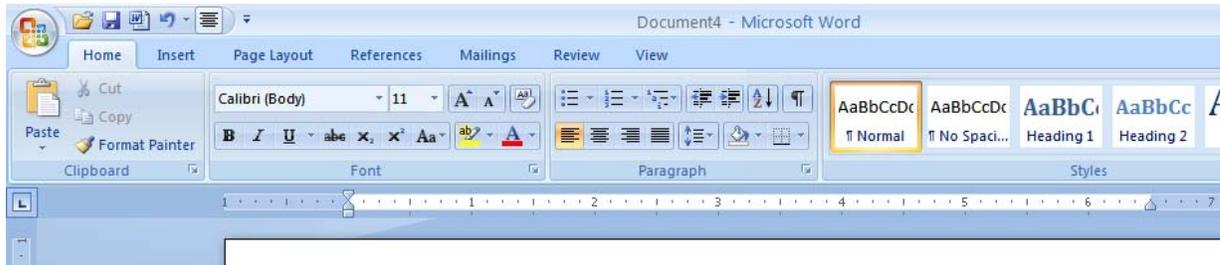
- Click once at the beginning of the area where you want your new text is to appear.
- Type the text you would like to insert there.

To Copy & Paste Text

1. Select the text to be copied.
2. -Click the Copy command in the Clipboard Group under the Home tab located in the top left corner of the ribbon.
-Or you can hold down the CTRL key and press the C key on the keyboard to copy the text.
3. Click once at the beginning of the area where the text is to be inserted.
4. -Click the Paste command in the Clipboard Group in the top left corner of the ribbon.
-Or you can hold down the CTRL key and press the V key on the keyboard to paste the text.

Formatting Text

To add character emphasis, change font sizes and styles, and change the alignment of text in a word document, the easiest thing to do is select the text you want to adjust and use the buttons in the various groups located on the Home tab.



Formatting existing text

Formatting text in Microsoft Word 2007 is easy.

Simply:

1. Select the text to be formatted
2. Select the formatting options you want to apply on the ribbon.

Formatting as you Type

You can also type text with a specific format style. To do this:

1. Select the formatting options you want to apply.
2. Begin typing.
3. Make formatting option adjustments as needed.

Adding Character Emphasis

To Add Character Emphasis as you Type

1. Click on an emphasis button in the **Font** group at the top of the screen to apply an emphasis to text. The button will highlighted in orange when it is activated.
 - **B** indicates **Boldface** type.
 - *I* indicates *Italicized* type.
 - U indicates Underlined type – use this feature sparingly because it can be mistaken for an internet link in an online document.
2. Click on the same emphasized button again to turn off emphasis.

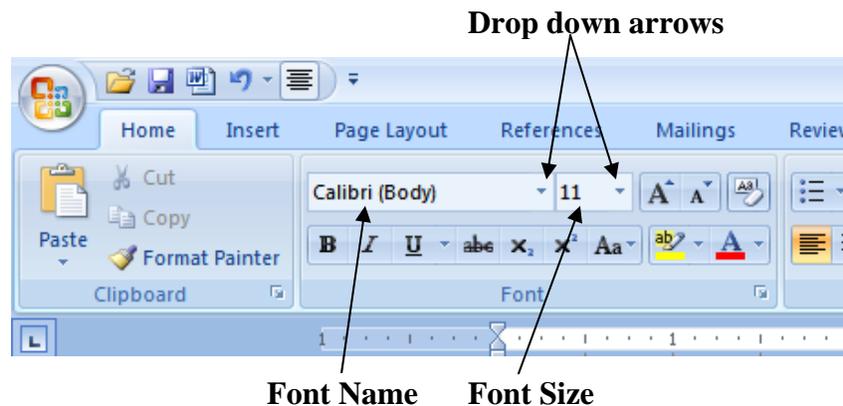
To Remove the Emphasis from Text

1. Select the text.
2. Click any of the pressed emphasis buttons to turn them off.

Changing Typeface and Font Size

To Change the Typeface as you Type

1. Click on the dropdown arrow to the right of the font name in the Font group.
2. Click on a new typeface from the list of selections.
3. Type the text you want in the current typeface.
4. You can change back to the original typeface or to a new typeface by following steps 1-3.



To Change the Font Size as you Type

You can also change the size of the text that you type. To do so:

1. Click on the down arrow of the **Font Size** box in the **Font** group.
2. Click on the new font size from the drop-down list of selections.
3. Type the desired text in the new font size.
4. Change back to the original or a different font size if you like by following steps 1-3 above.



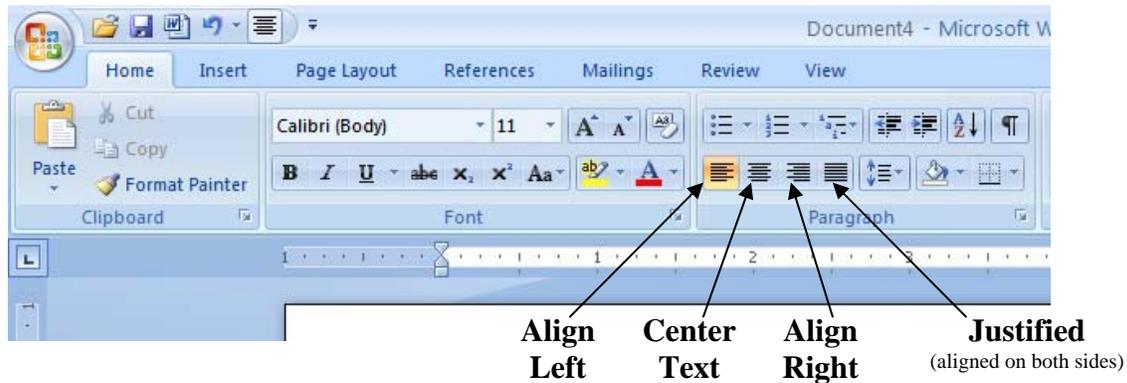
Remember, all of the formatting changes we have covered in this segment of the class can be made to text that is already typed by selecting it and following steps 1 and 2 of the appropriate section.

Changing Paragraph Alignment

To Change Paragraph Alignment

To change whether the text is lined up on the left or right side, or centered on the page:

1. Select the desired text.
2. Click the alignment button that matches how you want your text to look.



Undoing/Redoing Changes

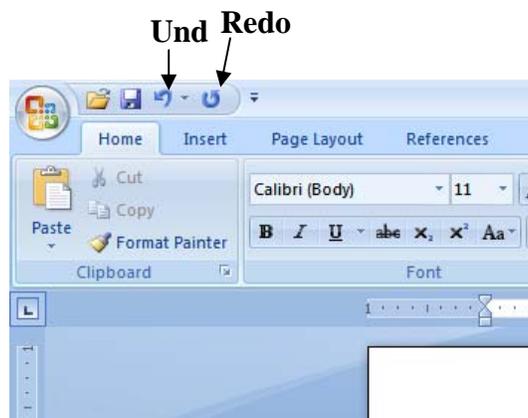
Undo/Redo Actions

To Undo Your Most Recent Action

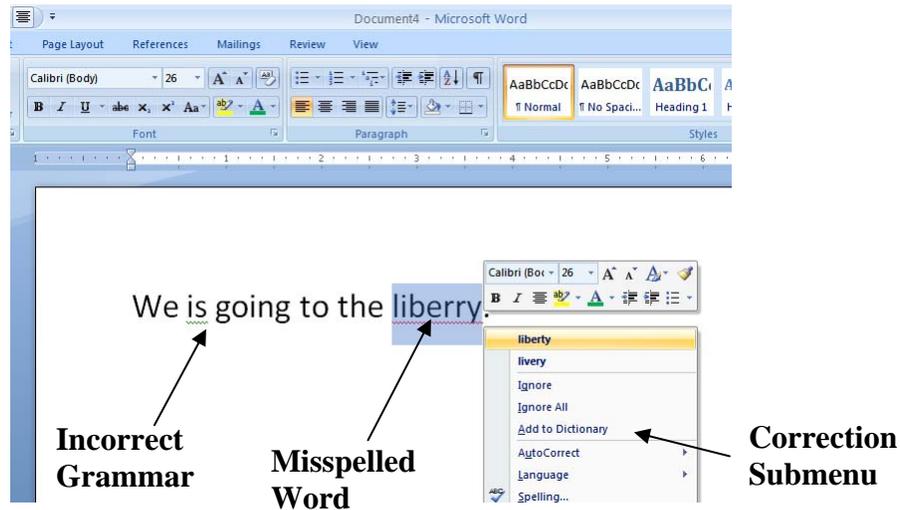
1. Click the Undo button  on the Standard Toolbar.

To Cancel Your Most Recent Undo

1. Click on the Redo button  on the Standard Toolbar.



Checking Spelling and Grammar

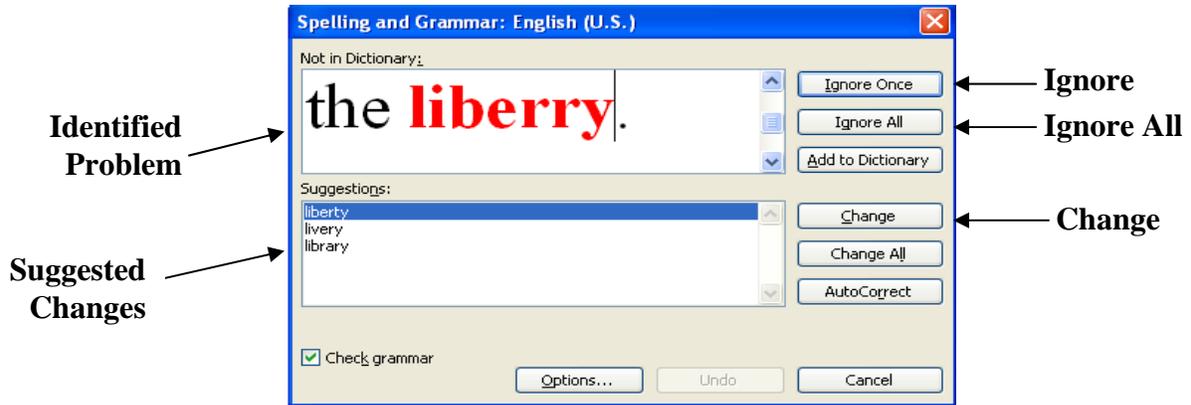


To Correct Spelling and Grammar Errors as You Type

- Word displays a **red** squiggly line under each spelling error and a **green** squiggly line for each grammatical error that it finds in your document. **These squiggles will not show up when you print your document, so don't panic.**
- For each error, right-click on the word that is misspelled or on the grammatical error. Word displays a helpful list of suggested changes in bold print at the top.
- Left-click a suggestion to change your word to the suggested word.
- Click "Ignore" if you choose not to accept any of the suggestions. Word is usually, but not always, correct when it locates mistakes. Remember, it's just a program, and can't think or reason on its own.

To Check the Spelling of a Finished Document

1. Click at the beginning of your document, so the spell check will begin there.
2. Click on the **Review** tab.
3. Click on **Spelling and Grammar** in the **Proofing** group. The Spelling and Grammar box will pop up and Word will display each spelling error, one at a time, in the top of the box. Below this, it will list one or more suggested corrections. You can now:
 - Replace the highlighted word with a suggestion by clicking on the suggestion and clicking **Change** on the right side of the window.
 - Leave a word the way you've spelled it by clicking **Ignore**. Clicking **Ignore all** will tell Word to accept all instances of the highlighted word as you have spelled it.
 - Manually make changes by editing the sentence in the top box and click on **Change**.

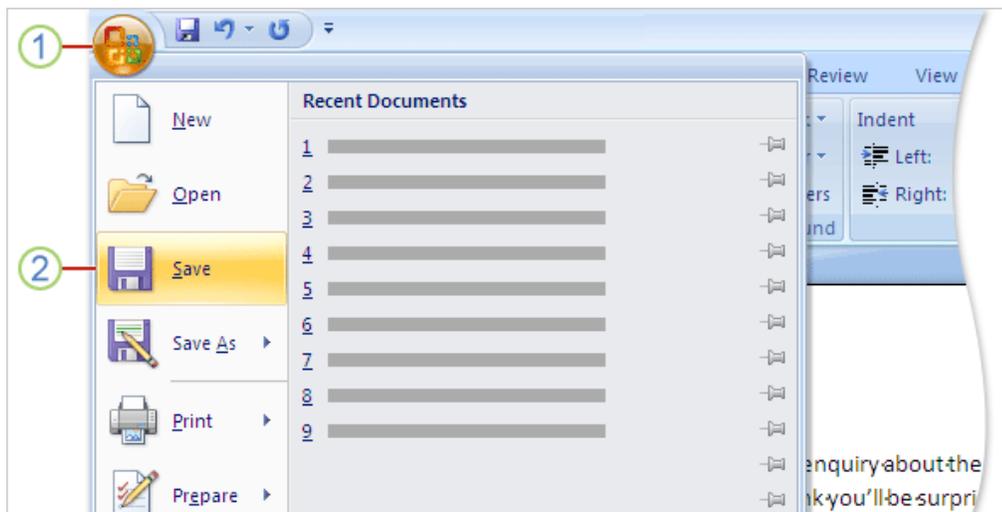


4. Click Ok when Word prompts that the spelling and grammar check is complete.

★ Though its spellchecking function works pretty well, Word is not always correct when it locates mistakes. Remember, it's just a program, and can't think or reason on its own. Always make sure that you proofread your work for spelling and grammar errors when you finish.

Saving Your Work

To Save Your Work for the First Time /or under a New Name



1. To save your new document, click the Microsoft Office Button .
2. Then click Save. A box will pop up that allows you to name your document and choose where it is saved on your computer. Click the **Save** button in this box to save your document.

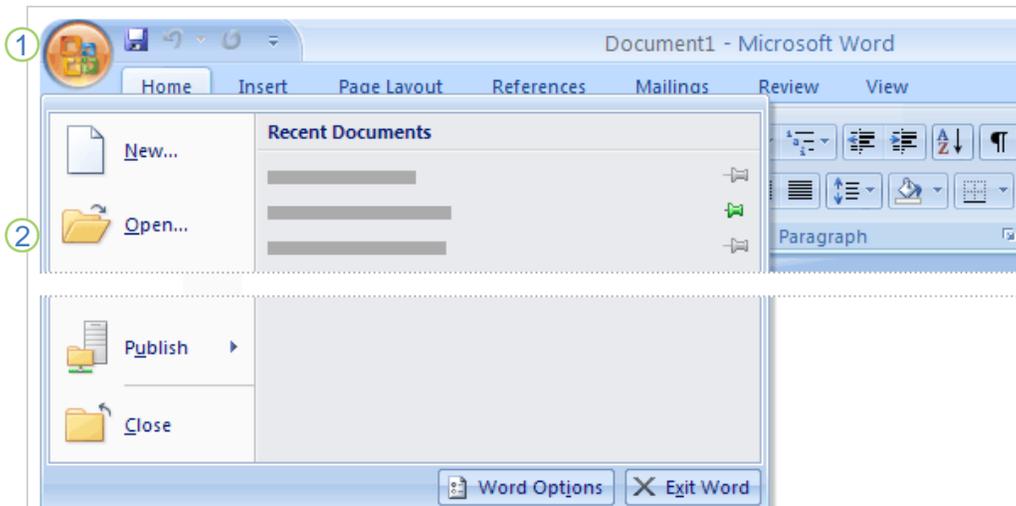
Saving your Work after the First Time

- Click on the disk icon  in the Quick Access Toolbar in the upper-left corner of the window.
- OR, hold down the CTRL key and press the S key on your keyboard to save.



Save frequently and if possible to multiple places so that you don't lose all of your work in the case of a power outage or computer failure.

Opening a Saved Document

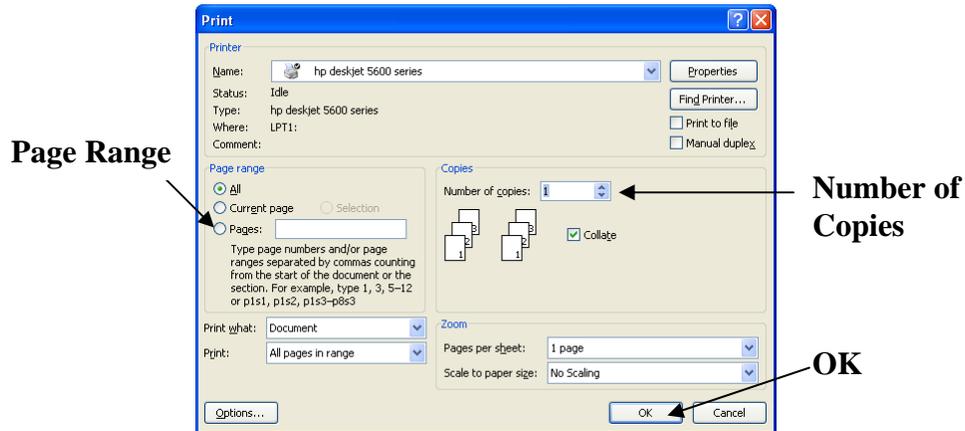


To open a Word document that is saved on your computer, open Microsoft Word and then follow the steps below:

1. Click the Microsoft Office Button .
2. In the menu, click Open to open an existing workbook.
3. Finally, find the Microsoft Word file on your computer that you would like to open and click it.

Printing

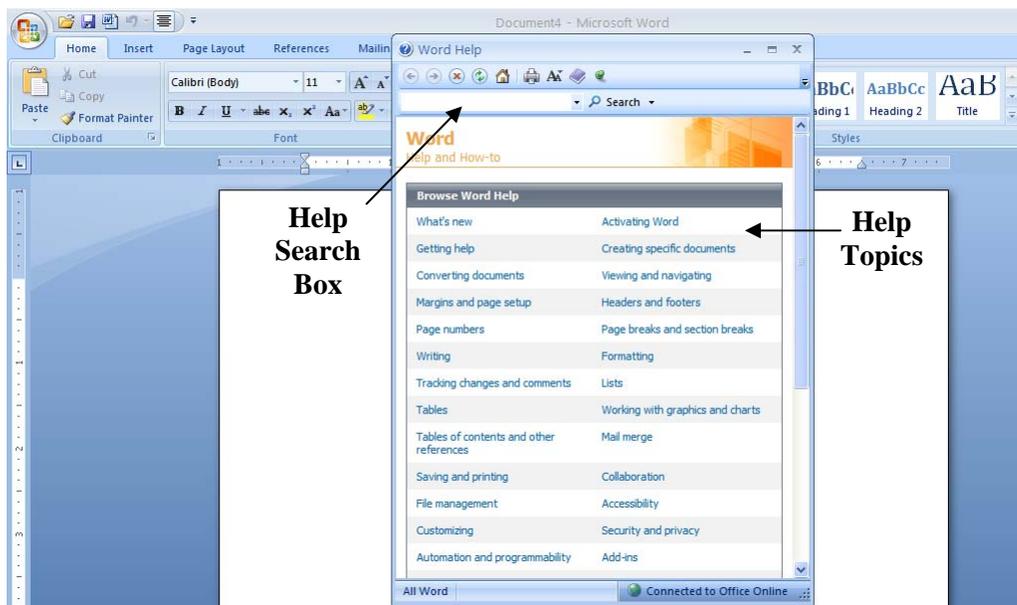
1. Click the Microsoft Office Button .
2. Click on **Print**.
3. Select the number of copies desired under **Copies**.
4. Select the desired pages to print under **Page Range**.
5. Click **OK** in the bottom right corner of the print window.



Using Word Help

Accessing Microsoft Word's Help Feature

If you have a question about Word that you need answered right away, you might want to consult Microsoft Word 2007's built in help feature. You can access this feature in Word by pressing the **F1** key on your computer keyboard. From there you can click on a help topic or search for one using Word's help search box located near the top of the Word Help window.



For Further Reading and Learning

Now that you have completed Introduction to Microsoft Word, the next recommended class in the core computer class series is Intermediate Microsoft Word 2007. In Intermediate Microsoft Word, you will learn how to insert clip art, create numbered and bulleted lists, set margins and more. You may also want to explore the introductory classes that we offer for Microsoft's other productivity applications like Excel and Powerpoint.

To find a book on Microsoft Word, search the library's online catalog using "Microsoft Word" as a subject.

Learn more about upcoming classes on the library's event's calendar at <http://www.lfpl.org/events.htm> or in our monthly Computer Learning Center brochure.