

University of Babylon
College of Engineering
Electrical Department

Microsoft Office Word

2007

Introduction to Word (2007)

Word 2007 is the word processing software in the Microsoft 2007 Office Suite. It allows you to easily create a variety of professional-looking documents using features such as themes, styles, Smart Art, and more.


RUNNING MICROSOFT WORD

Microsoft Word (along with all of the other MS Office 2007 applications) can be accessed through the desktop or through the Start menu.



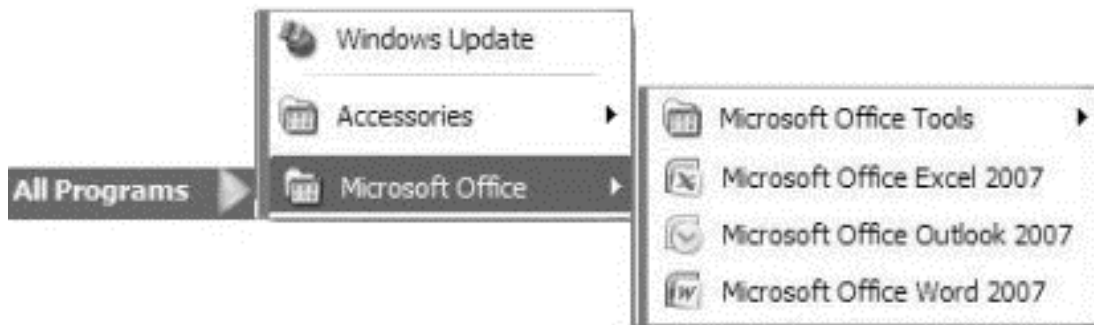
If you have assigned a shortcut to your desktop, double-click on the Microsoft Office Word 2007 icon to run the application.

Although the quickest way of running Word is obviously through the desktop, you can also access the Start menu which allows you to locate any program available on your system. Follow these steps to run Word from the Start menu:

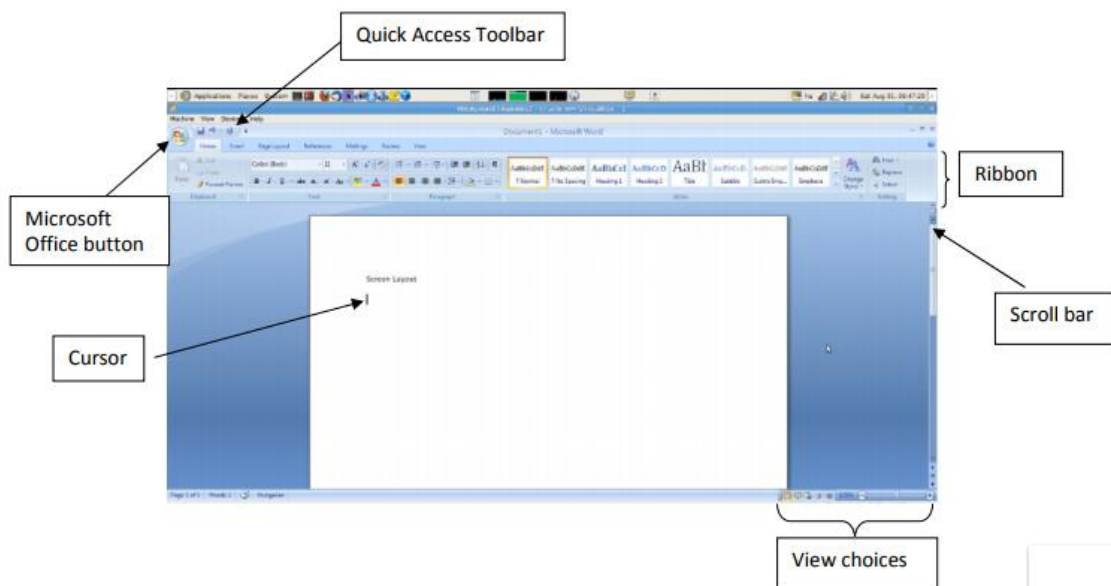
1.  Click on this button (located along the far-left side of the taskbar) to access the Windows Start menu.

2. Select  from the pop-up menu.

3. Select Microsoft Office Word 2007 from the sub-menu.

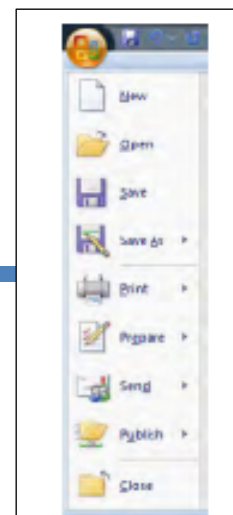


1-Screen Layout



The Microsoft Office Button

You click on it to see these options: New, Open, Save, Save As, Print, Prepare, Send, Publish and Close.



2- The Cursor

The cursor is the short vertical flashing line on your screen.

- The cursor shows you where you will start typing in a Word document.
- When you are using the Tools in Microsoft Word your cursor will change to an arrow. This is called a pointer.

3- Scrolling

- Your scroll bar is at the right-hand side of your screen.
- Click on the up/down arrow to go up/down the page.

Hold down the left mouse button to scroll up and down the screen more quickly.

4- Using the Keyboard in MS Word

- The **arrow keys** on your keyboard move your cursor around.
- To make a letter a **capital letter**:
- Hold down the **Shift and the letter key** at the same time.
- For the **signs** on your keyboard:
- Hold down the **Shift and the number key** at the same time.
- The Shift keys are on both sides of the keyboard.
- The **Space bar** makes spaces between words when typing. Tap the bar one time to make a space.
- Use the **Enter key** to move your cursor to finish the line and make a new one.
- The **Backspace key** deletes everything to the left of the cursor.
- The **Delete** key will erase everything to the right of the cursor.

- To make the **cursor go to the end** of the line **press End**.
- To make the **cursor go to the start** of a line **press Home**.
- To make the **cursor go to one page up/down** press **Page Up/Page Down**.
- To make the **cursor go to the top/end** of the document press **Ctrl+Home/Ctrl+End**.

5- Selecting text

- Put the cursor at the beginning or end of the words you want to select.
- Put your finger on the left mouse button.
- Hold down the left mouse button.
- Move the mouse across the words.
- Lift your finger.
- The word will be highlighted in blue.

When this is done, you can move words or change the size, the color, and the style of the words on the computer.

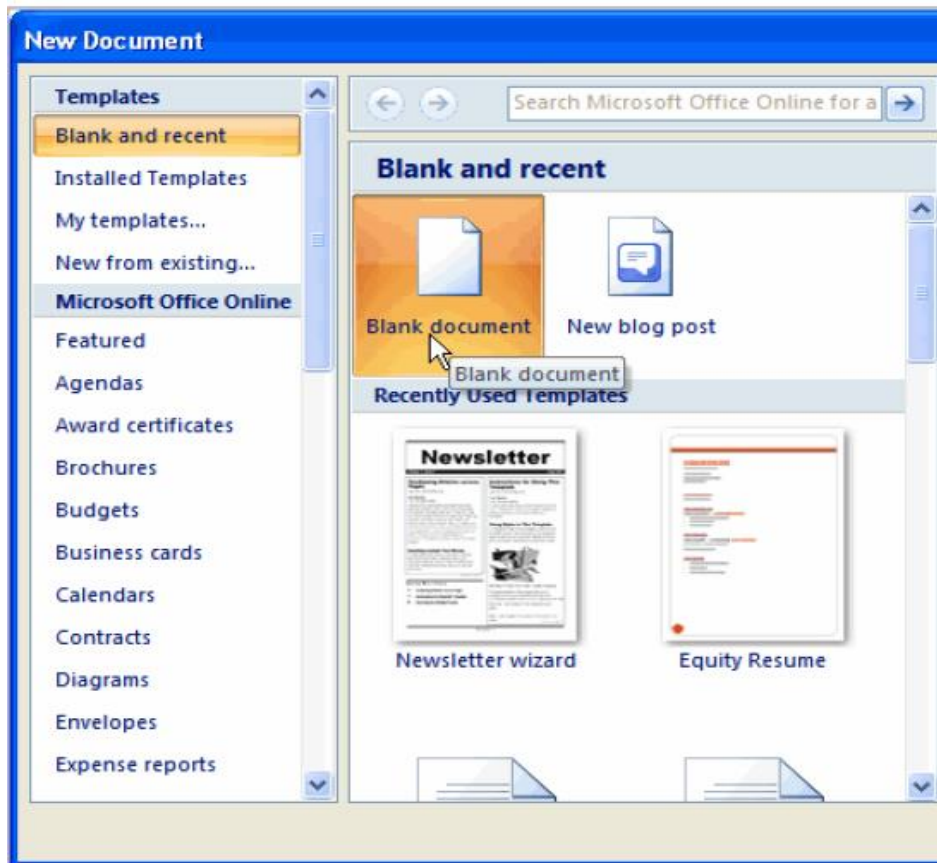
Alternatives, to **select a word, double click within the word**.

6- Creating a New Document

1- New Documents

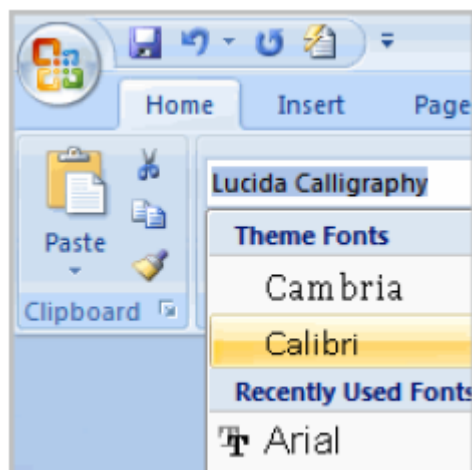
To Create a New, Blank Document:

- Click the **Microsoft Office Button**.
- Select **New**. The New Document dialog box appears.
- Select **Blank document** under the **Blank and recent** section. It will be highlighted by default.



Click Create. A new, blank document appears in the Word window.

2-Formatting Text



To create and design effective documents, you need to know how to **format text**. In addition to making your document more appealing, **formatted text** can draw the reader's attention to specific parts of the document and help

communicate your message. format the font size, style, and color; and use the Bold, Italic, Underline, and Change Case commands

➤ **To Format Font Size:**

Select the text you wish to modify.

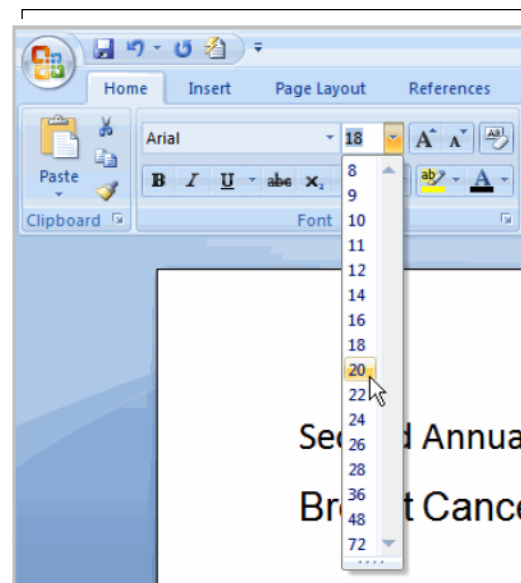
Left-click and drop-down the next arrow to the font size box on the Home tab.

The font size drop-down menu appears.

Move your cursor over the various font sizes. A live preview of the font size will appear in the document.

Left-click the font size you wish to use.

The font size will change in the document.

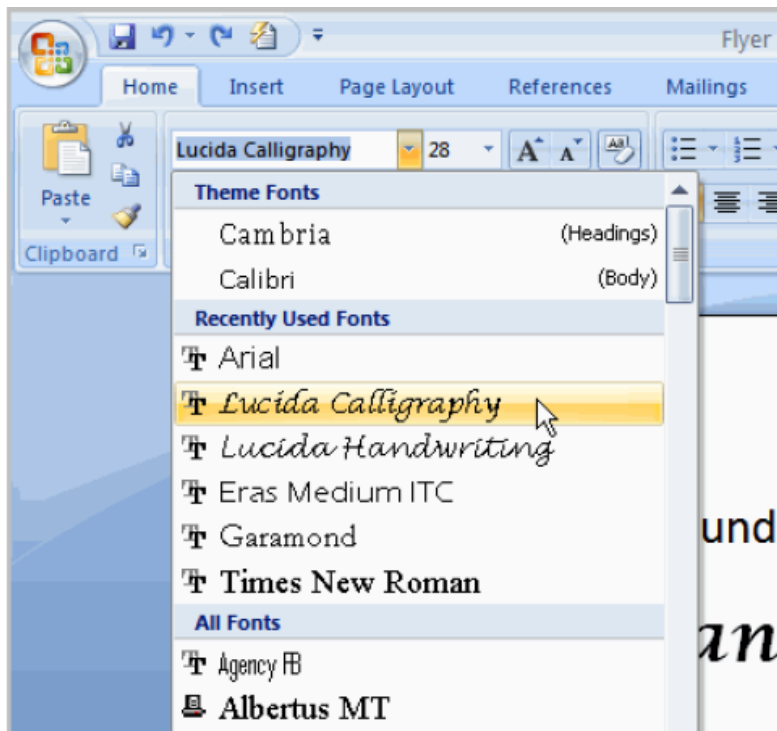


➤ **To Format Font Style:**

Select the text you wish to modify.

Left-click and drop-down the arrow next to the **font style box** on the Home tab. The font style drop-down menu appears.

Move your cursor over the various font styles. A **live preview** of the font will appear in the document.



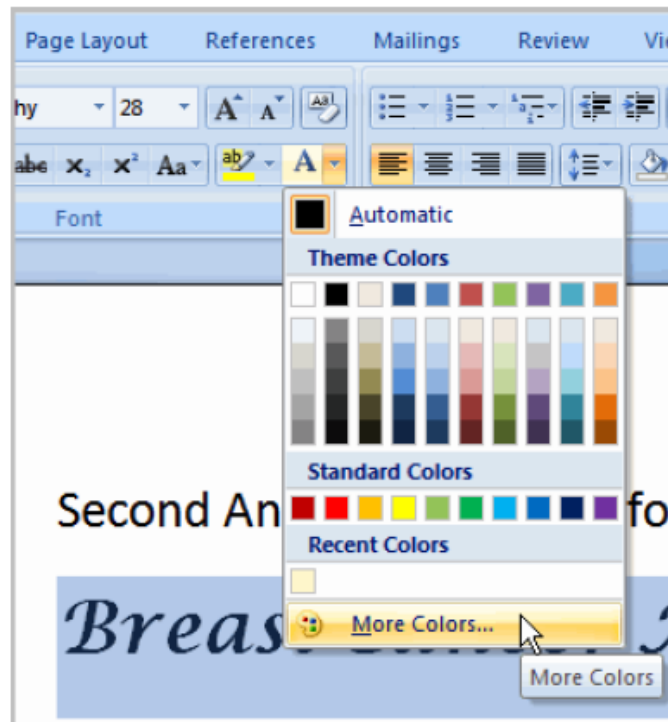
Left-click the font style you wish to use. The font style will change in the document.

➤ **To Format Font Color:**

Select the text you wish to modify.

Left-click and drop-down the arrow next to the **font color box** on the Home tab. The font color menu appears.

Move your cursor over the various font colors. A live preview of the color will appear in the document.

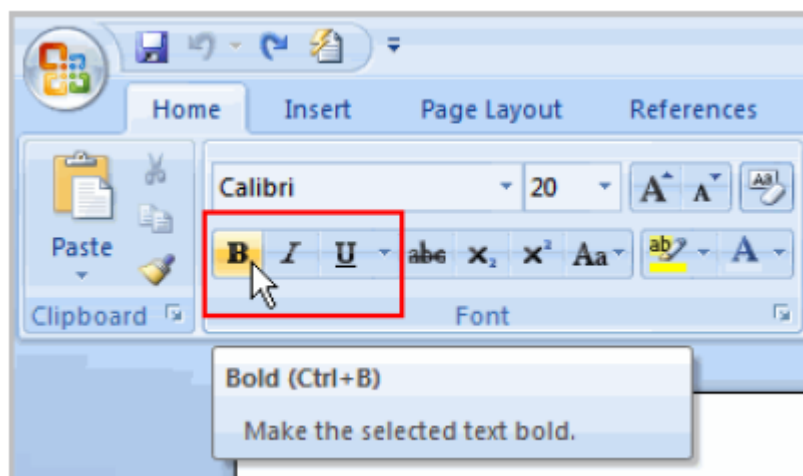


Left-click the font color you wish to use. The font color will change in the document.

Your color choices aren't limited to the drop-down menu that appears. Select **More Colors** at the bottom of the list to access the Colors dialog box. Choose the color that you want and click OK

To Use the Bold, Italic, and Underline Commands:

Select the text you wish to modify. Click the Bold, Italic, or Underline command in the **Font group** on the Home tab.

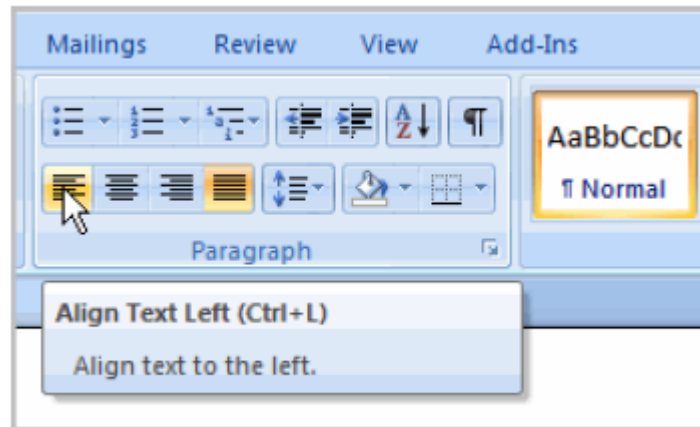


➤ **To Change Text Alignment:**

Select the text you wish to modify.

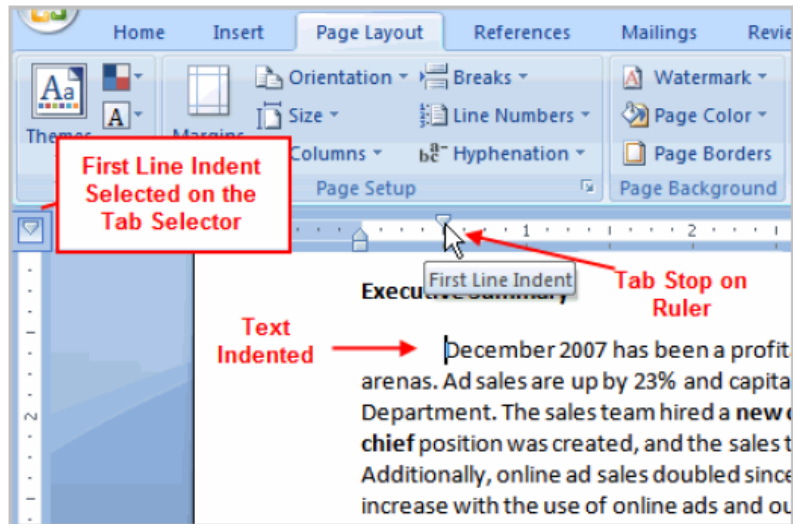
Select one of the four **alignment options** from the Paragraph group on the Home tab.

- **Align Text Left:** Aligns all the selected text to the left margin.
- **Center:** Aligns text an equal distance from the left and right margins.
- **Align Text Right:** Aligns all the selected text to the right margin.
- **Justify:** Justified text is equal on both sides and lines up equally to the right and left margins. Traditionally many books, newsletters, and newspapers use full-justification.



Press the Enter key to start a new paragraph and your insertion point will automatically indent to that point.

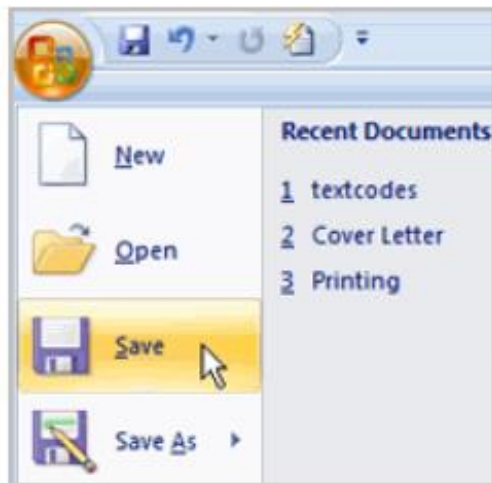
To move a tab stop once you have inserted it, left-click and drag the tab stop back and forth on the ruler.



➤ Copy and Paste Text:

- Select the text you wish to copy.
- Click the Copy command on the Home tab.
- Place your insertion point where you wish the text to appear.
- Click the Paste command on the Home tab. The text will appear.

7- Saving Documents



It is important to know how to save the documents you are working with. There are many ways you share and receive documents, which will affect how you need to save the file.

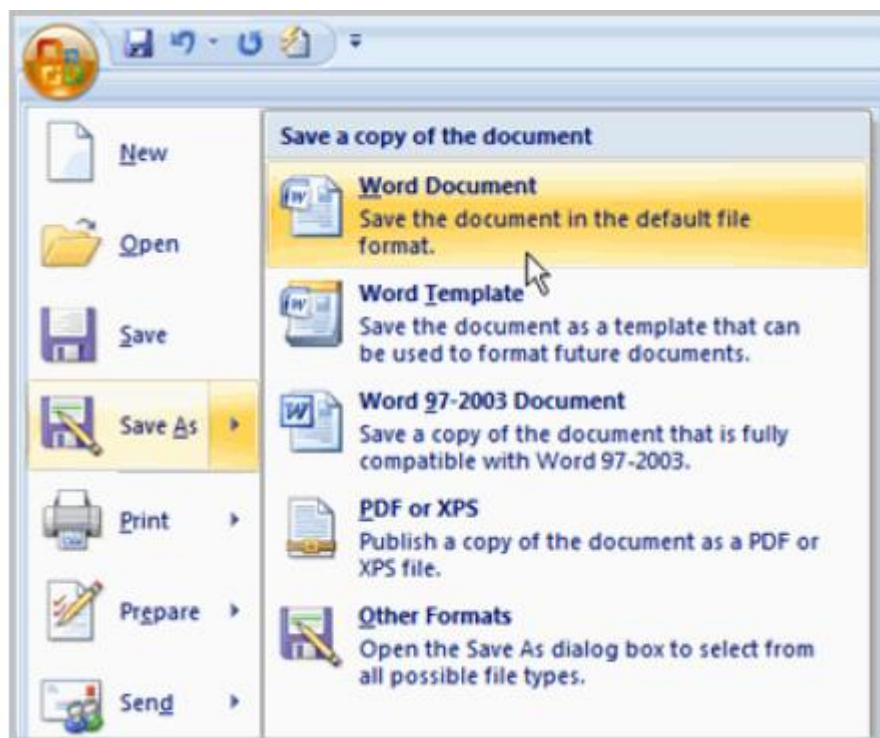
Are you downloading the document? Saving it for the first time? Saving it as another name? Sharing it with someone that does not have Word 2007? All of these things will affect how you save your Word documents. you will learn how to use the save and save as commands, how to save as a Word 97-2003 compatible document, and how to save as a PDF.

➤ How to Save Documents

To Use the **Save As Command**:

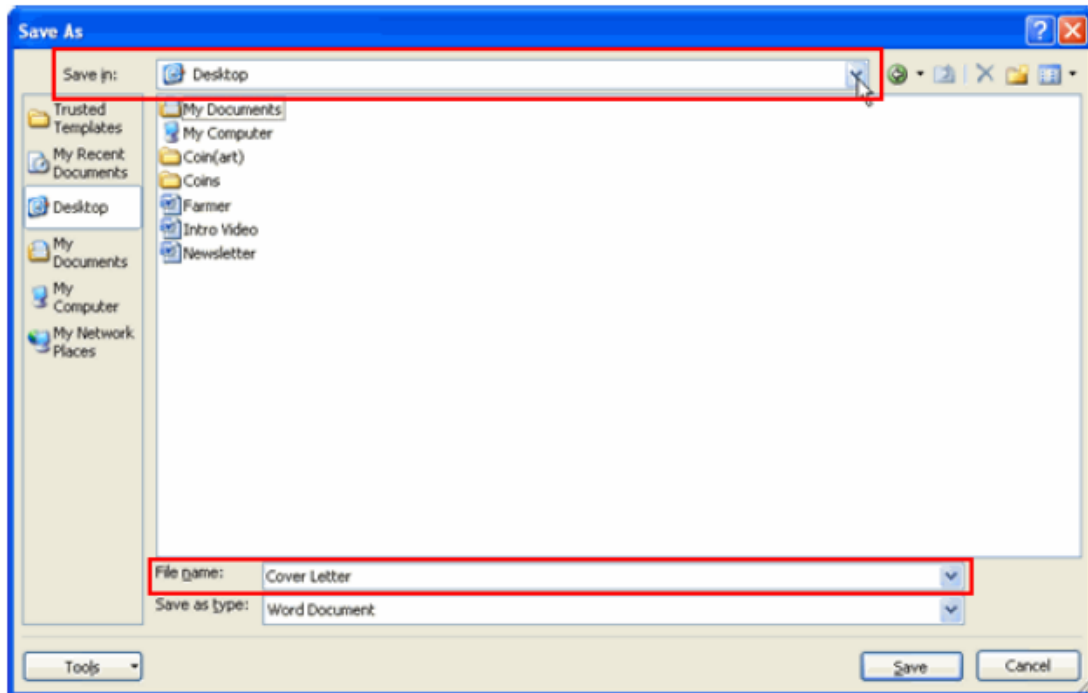
Click the Microsoft Office Button.

Select **Save As** → Word Document. The Save As dialog box appears



Select the **location** you wish to save the document using the drop-down menu.

Enter a **name** for the document.



Click the **Save** button.

To Use the Save Command:

Click the **Microsoft Office Button**.

Select **Save** from the menu.

Using the Save command saves the document in its current location using the same file name. If you are saving for the first time and select **Save**, the **Save As** dialog box will appear

To Save As Word 97 - 2003 Document:

Click the Microsoft Office Button.

Select Save As → Word 97-2003 Document.

Select the location you wish to save the document using the drop-down menu.

Enter a name for the document.

Click the Save button.

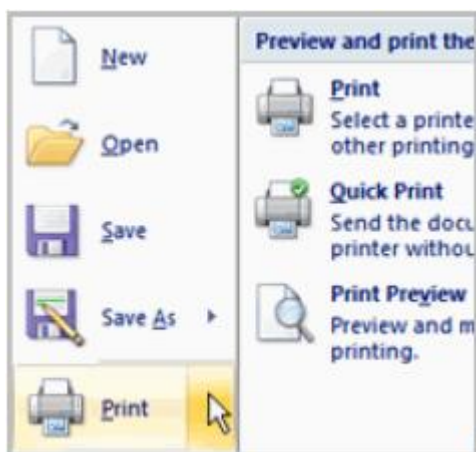
➤ **To Save As a PDF:**

Click the Microsoft Office Button.

Select **Save As** → **PDF**. The Save As dialog box will appear. As shown below:



8- Printing



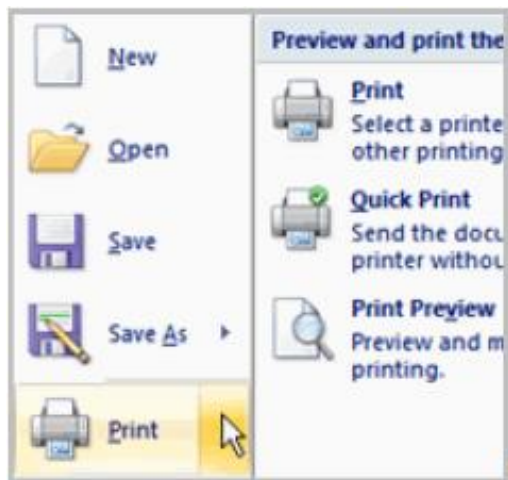
Once you complete your document, you may want to print it for various reasons. There are three basic features of printing in Word including **Print Preview**, **Quick Print**, and **traditional Print**.

➤ Printing

To Preview the Document Before Printing:

Click the Microsoft Office Button.

Select **Print** → **Print Preview**. The document opens in **Print Preview** format



Click **Print** to print the document or **Close Print Preview** to exit the preview format and make changes to the document.

To **Print**:

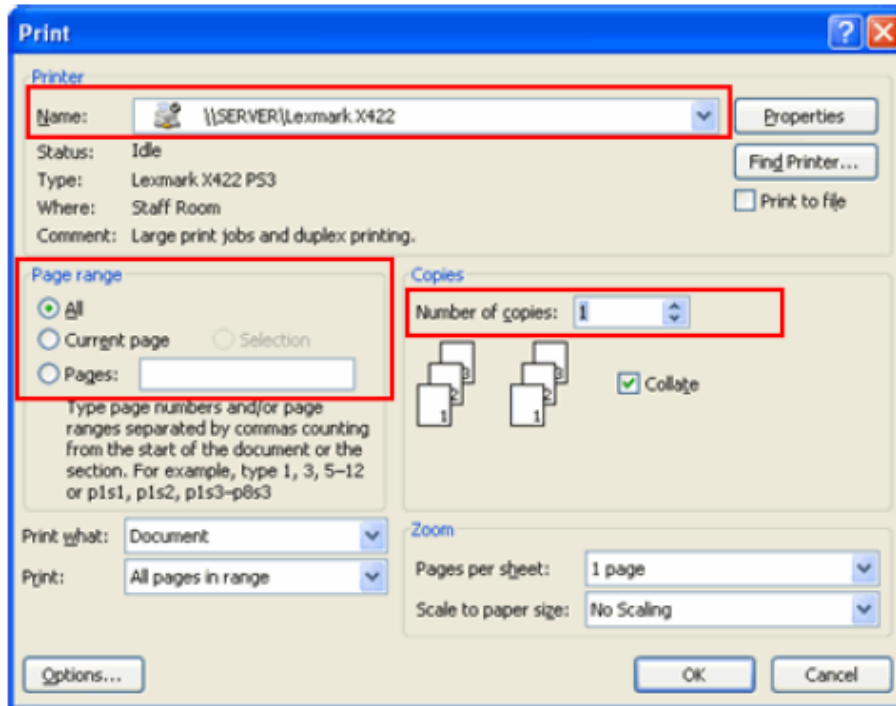
Click the **Microsoft Office Button**.

Select **Print** → **Print**. The Print dialog box appears.

Select the **pages** you would like to print -- either **all pages** or **a range of pages**.

Select the **number of copies**.

Select a **printer** from the **drop-down list**.



Click OK.

To **Print via Quick Print**:

Click the **Microsoft Office Button**.

Select **Print** ➡ **Quick Print**.

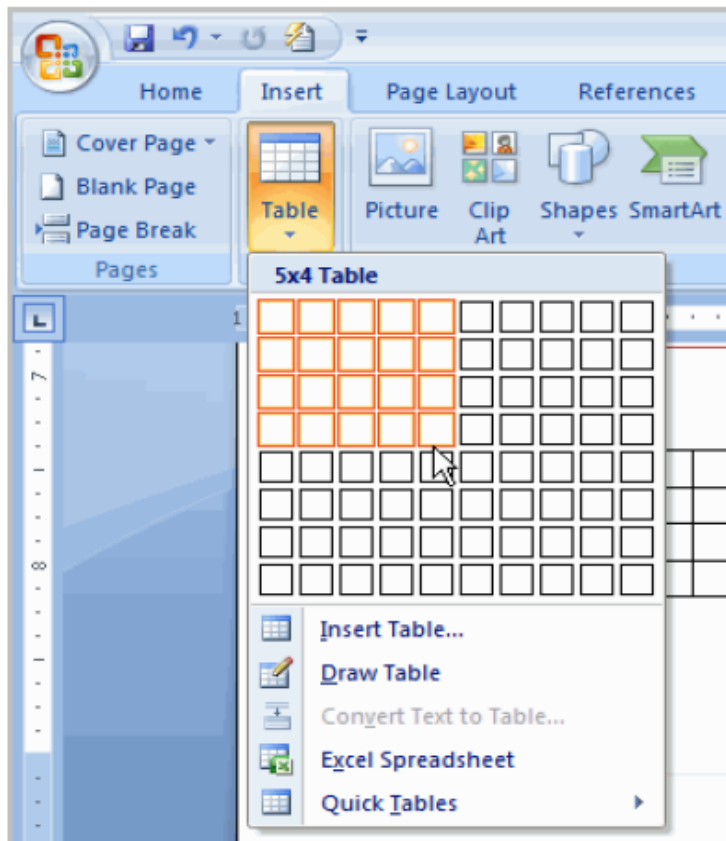
The document automatically prints to **the default printer**

9- Inserting Tables

A **table** is a grid of cells arranged in **rows** and **columns**. Tables can be customized and are useful for various tasks such as presenting text information and numerical data.

You can access to a table from **Insert** which sets in the **Ribbon panel**:

Click Insert ➡ **Table**, as shown below:



➤ **Create a Table:**

- Place the **cursor** on the **page where you want the new table**
- Click the **Insert Tab of the Ribbon**
- Click the **Tables Button on the Tables Group.**

You can create a table one of four ways:

- Highlight the **number of row and columns**
- Click **Insert Table** and enter the number of rows and columns
- Click the **Draw Table**, create your table by clicking and entering the **rows and columns**
- Click **Quick Tables** and choose a table

➤ **Enter Data in a Table:**

- Place the **cursor in the cell** where you wish to enter the information. Begin typing.

➤ **Table Style**

To Apply a Table Style:

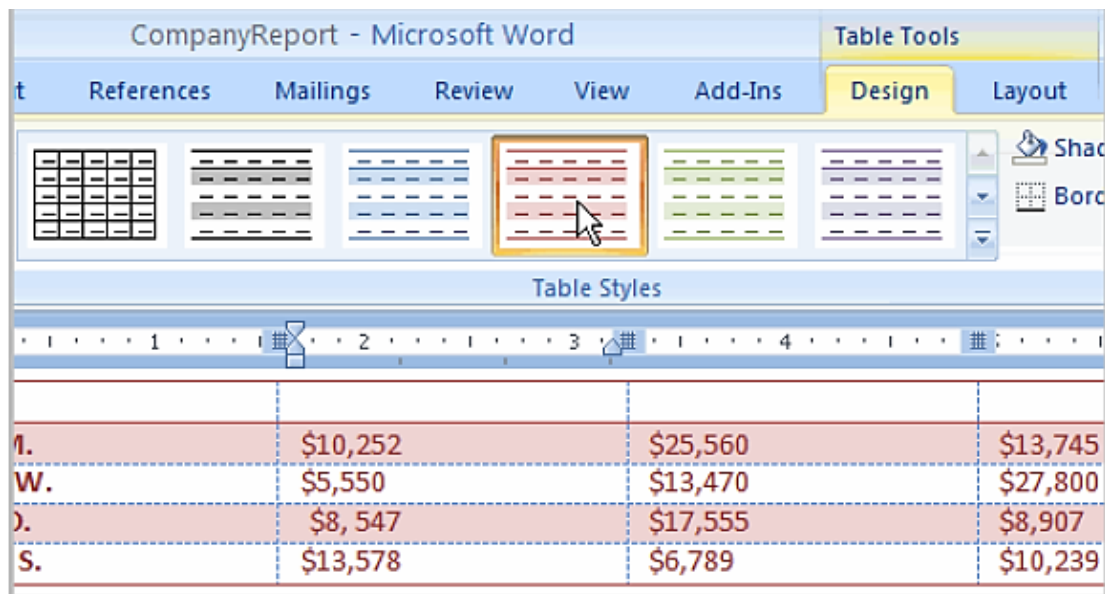
- Click the table and notice that you have a new tab on the Ribbon: **Design**.

This pertains to the table **design**



Click through the various styles in the **Table Styles** section.

Left-click on a style to select it. The table style will appear in the document



You can modify which table styles are displayed. In the **Table Styles Options**, you can select various table options.

➤ **On the Design Tab**, you can choose:

- **Table Style Options**
- **Shading and Borders**

➤ **To Add a Row Above an Existing Row:**

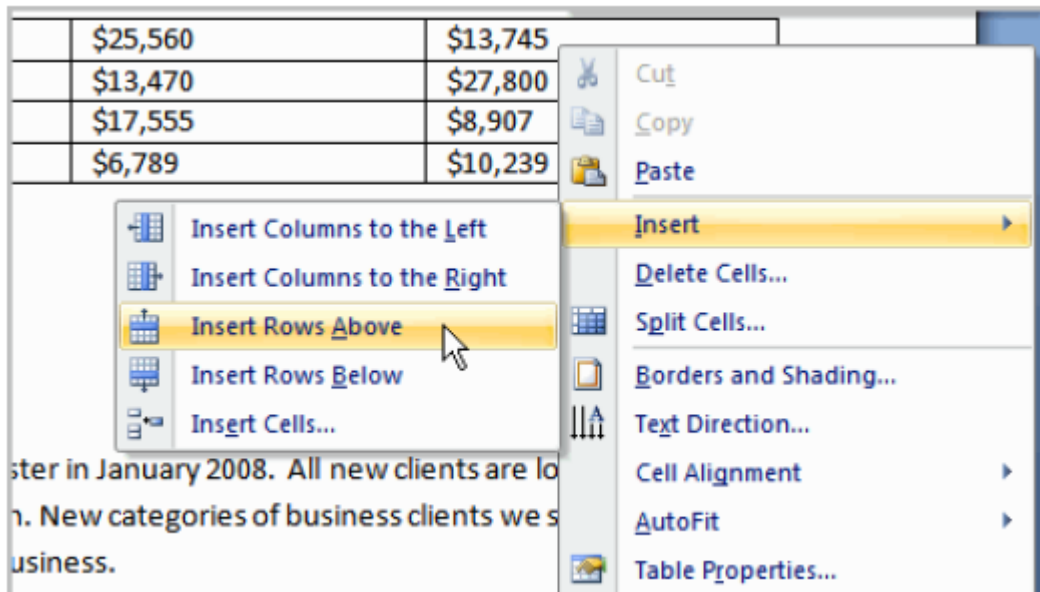
Place the insertion point in a row below the location you wish to add a row.

By Salesperson
Current Salespeople & Monthly Ad Sales (Print, TV, Web)

Insertion point is in FIRST row so we can add a new row ABOVE it.

| | | | |
|----------|----------|----------|----------|
| Jim M. | \$10,252 | \$25,560 | \$13,745 |
| Beth W. | \$5,550 | \$13,470 | \$27,800 |
| Luiz D. | \$8,547 | \$17,555 | \$8,907 |
| Alice S. | \$13,578 | \$6,789 | \$10,239 |

Right-click on the mouse. A menu appears.
Select Insert → Insert Rows Above.



A new row appears above the insertion point

By Salesperson
Current Salespeople & Monthly Ad Sales (Print, TV, V

| | |
|----------|----------|
| | |
| Jim M. | \$10,252 |
| Beth W. | \$5,550 |
| Luiz D. | \$8,547 |
| Alice S. | \$13,578 |

➤ **To Add a Column:**

Place the **insertion point in a column adjacent to the location** you wish the new column to appear.

Right-click on the mouse. A menu appears.

Select **Insert** → **Insert Columns to the Left** or **Insert Columns to the Right**.

A **new column** appears.

➤ **To Delete a Row or Column:**

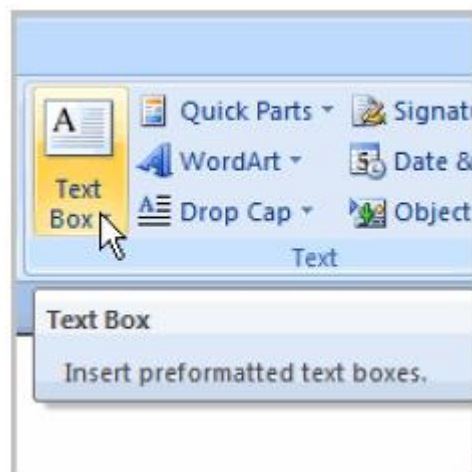
Select the **row or column**.

Right-click your mouse and a menu appears.

Select **Delete Columns** or **Delete Rows**

10-Text boxes

You may want to **insert a text box** into your document to draw attention to specific text or so that you have the ability to **easily move text** around within a document.



➤ **Text Boxes**

To Insert a Text box:

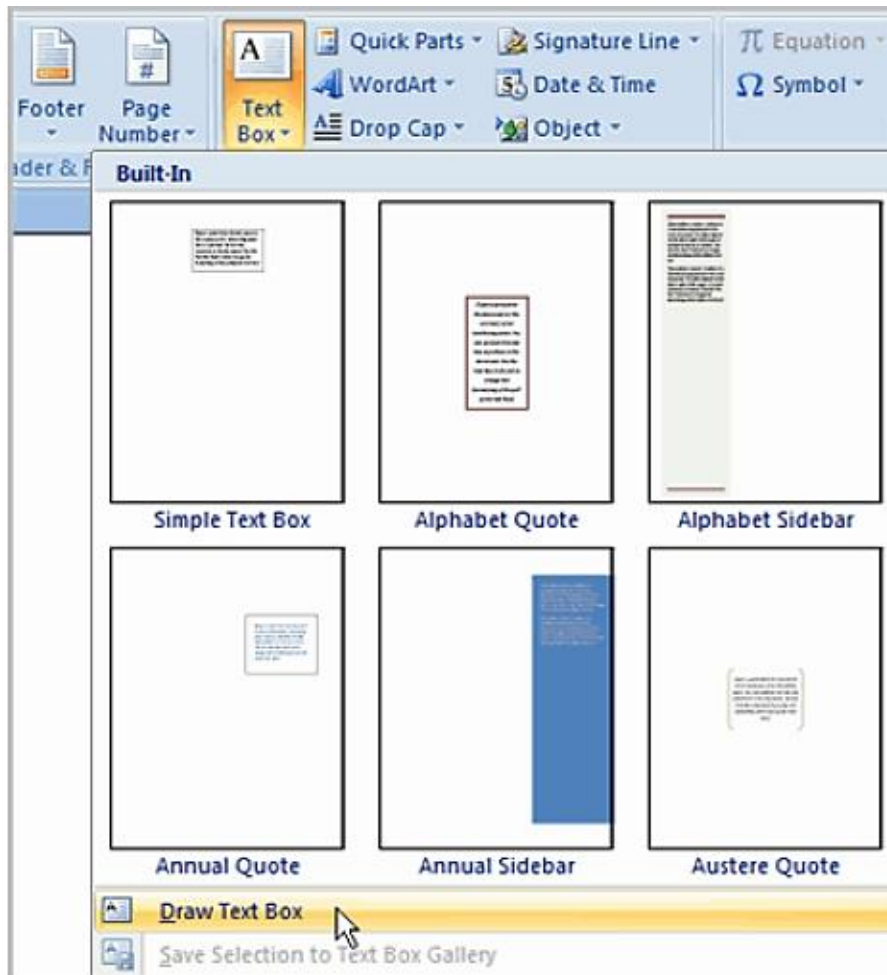
Select the **Insert** tab on the Ribbon.

Click the **Text Box** command in the **Text** group.

Select a **Built-in text box** or **Draw Text Box** from the menu.

If you select **Built-in text box**, left-click the text box you wish to use and it will appear in the document. **OR**

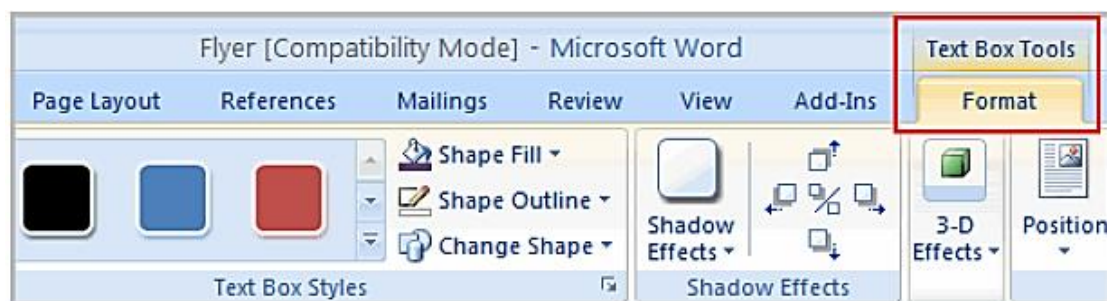
If you select **Draw Text Box**, a crosshair cursor will appear. Left-click your mouse and while holding it down, drag your mouse until the text box is the desired size.



Release the mouse button.

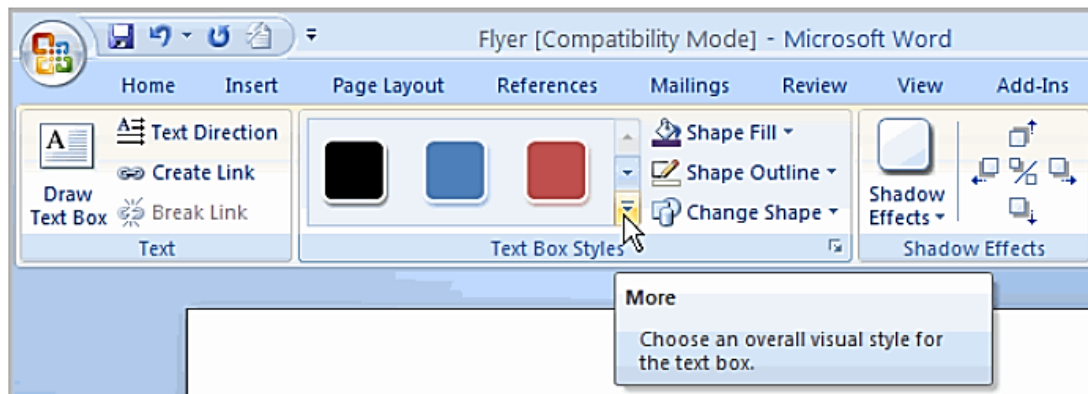
➤ **To Change Text Box Style:**

Select the text box. A new **Format** tab appears with Text Box Tools.



Select the Format tab.

Click the **More drop-down arrow** in the Text Box Style group to display more style options.

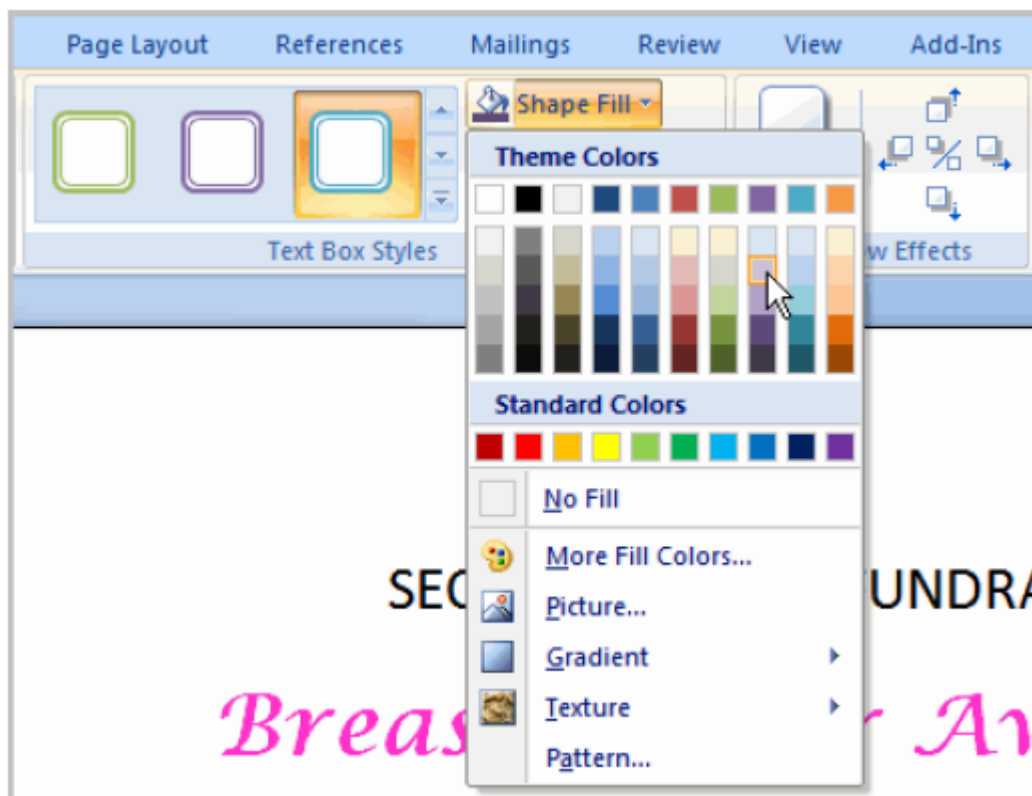


Move your cursor over the styles and Live Preview will preview the style in your document.

Left-click a style to select it.

Click the **Shape Fill** command to display a drop-down list.

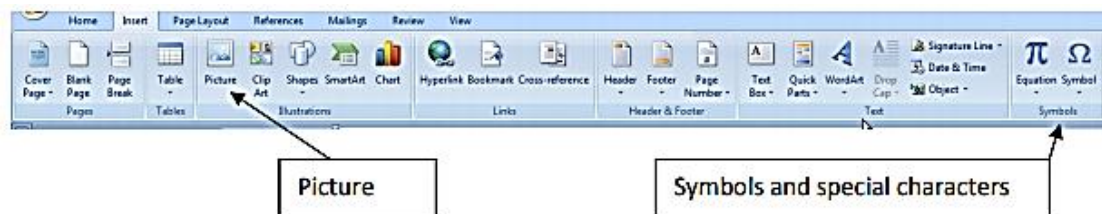
Select a color from the list, choose No Fill, or choose one of the other options



Select a color from the list, choose, or choose one of the other options.

11- Graphics

You can insert special characters, symbols, pictures, illustrations, and watermarks.



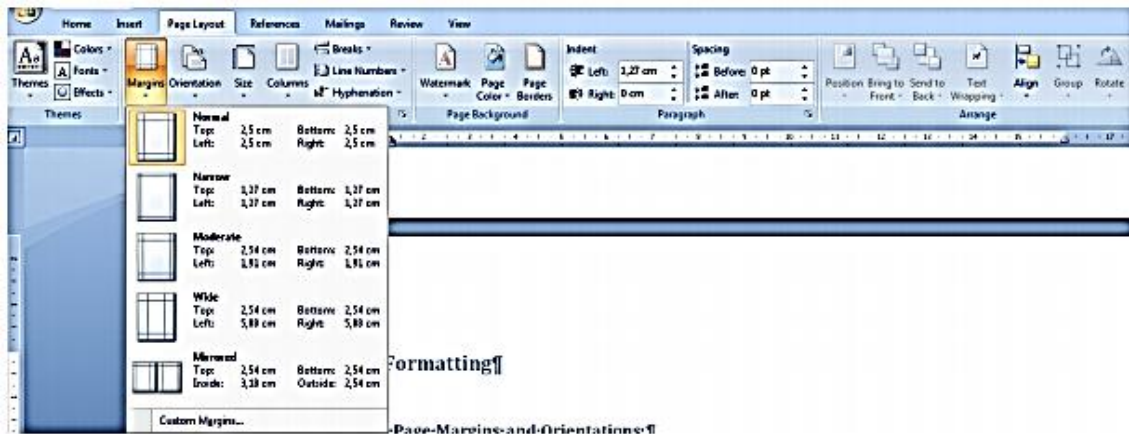
➤ Symbols and Special Characters:

- Place your cursor in the document where you want the symbol
- Click the Insert Tab on the Ribbon
- Click the Symbol button on the Symbols Group
- Choose the appropriate symbol.

➤ To insert a picture:

- Place your cursor in the document where you want the picture
- Click the Insert Tab on the Ribbon
- Click the Picture Button
- Browse to the picture you wish to include
- Click the Picture
- Click Insert

12- Page Formatting



➤ **Modify Page Margins:**

- Click the Page Layout Tab on the Ribbon
- On the Page Setup Group, Click Margins
- Click a Default Margin, or
- Click Custom Margins and complete the dialog box.