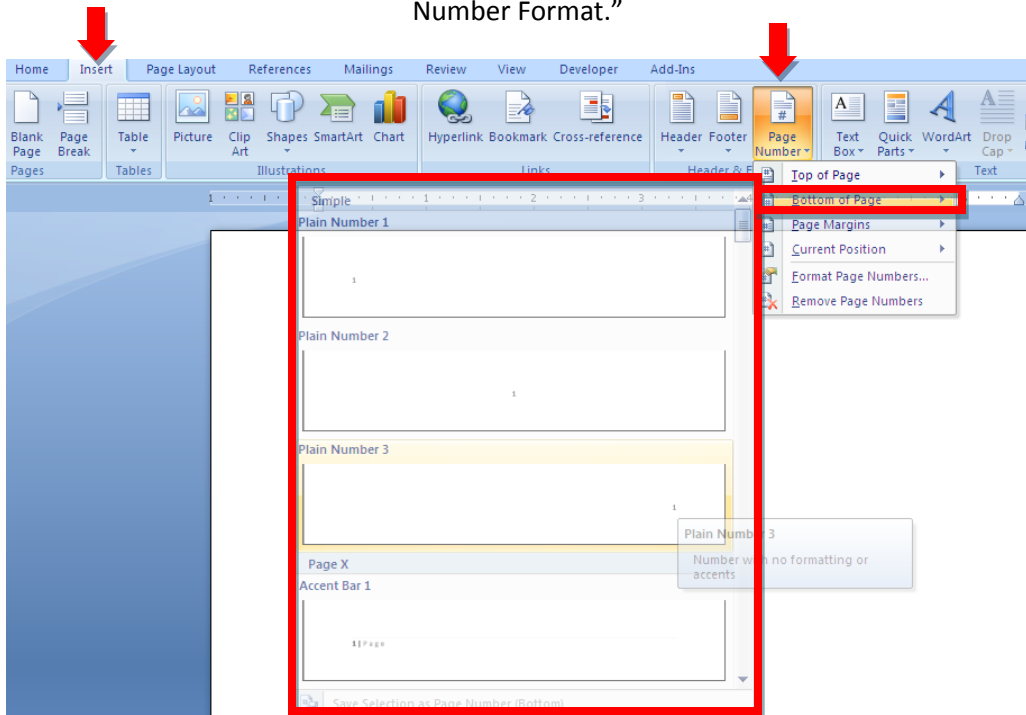


Customizing Microsoft Word 2007

BRAVO! Summer Institute 2010

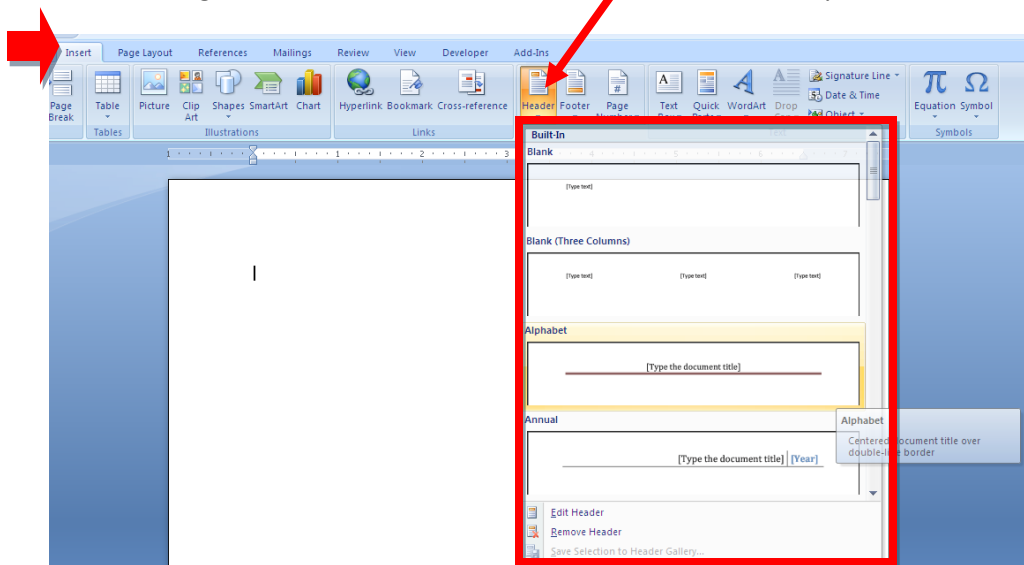
Adding Page Numbers

To add Page Numbers you must go to the “Insert” tab, click on “Page Numbers,” choose where you could like the Page Numbers to appear, such as on the “Bottom of Page.” Then you can choose a “Page Number Format.”



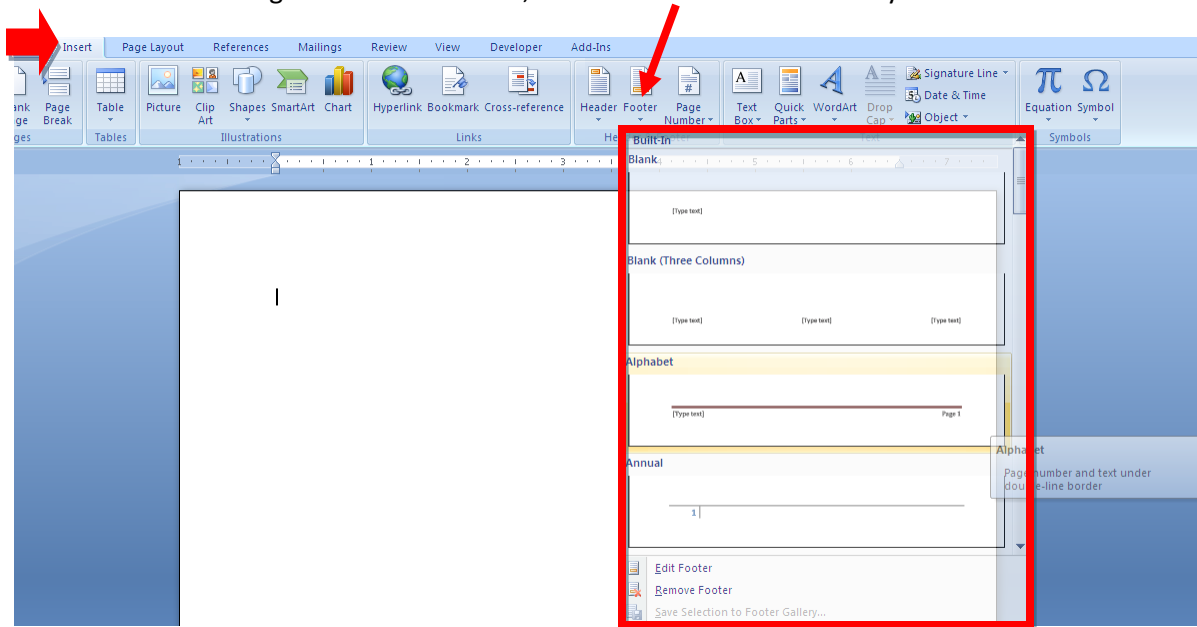
Header

To add a Header go to the “Insert” tab, click on “Header” and choose your Header’s format.



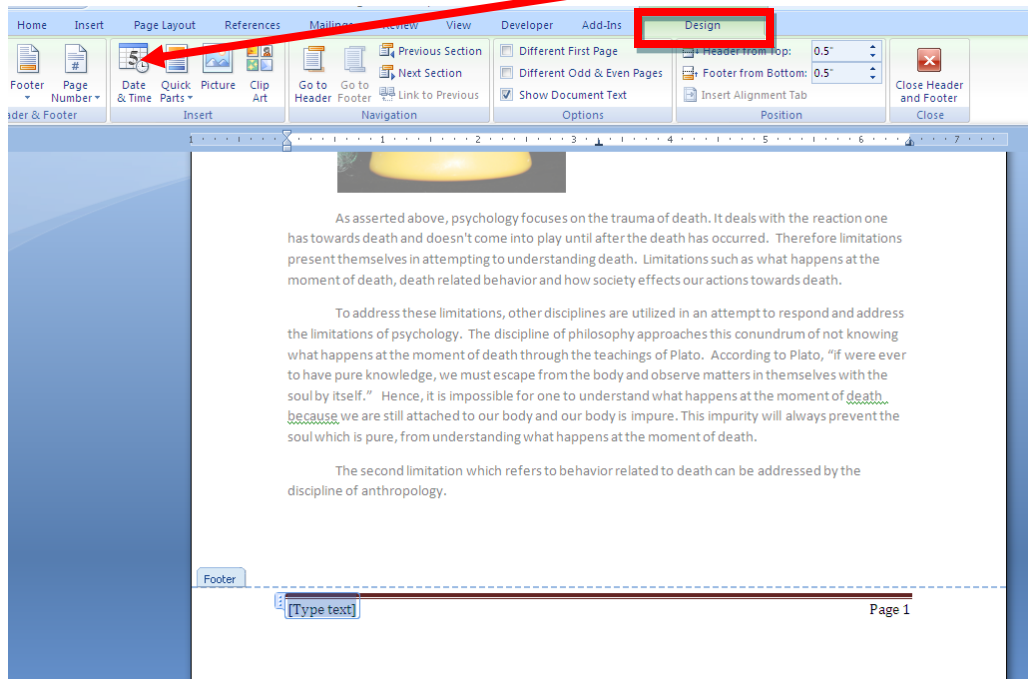
Footer

To add a Footer go to the “Insert” tab, click on “Footer” and choose your Footer’s format.

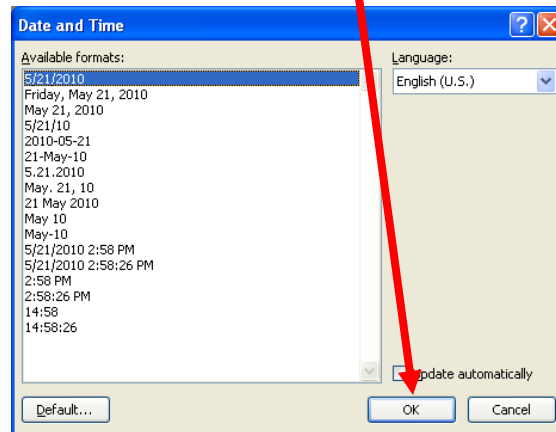


Adding Date & Time

When adding a Header or Footer the “Design” tab will appear. You can then add “Date & Time” to the Header or Footer.

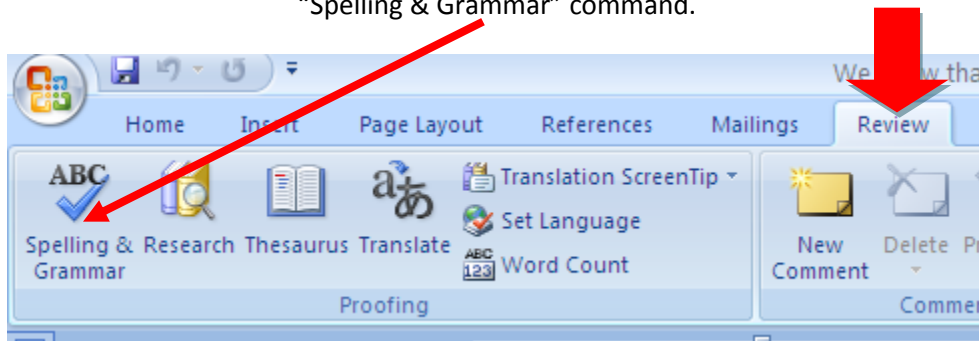


You will then be able to choose the format you wish your Date and Time to appear in. When you are done, click “OK.”

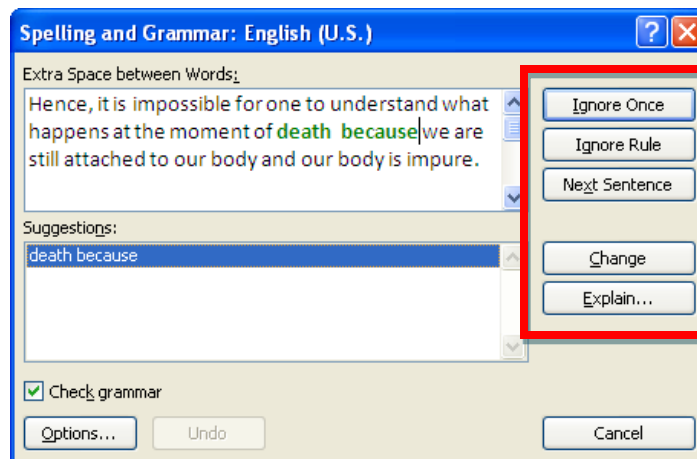


Spelling & Grammar

To check the Spelling and Grammar of your Microsoft Word document click on the “Review” tab and the “Spelling & Grammar” command.

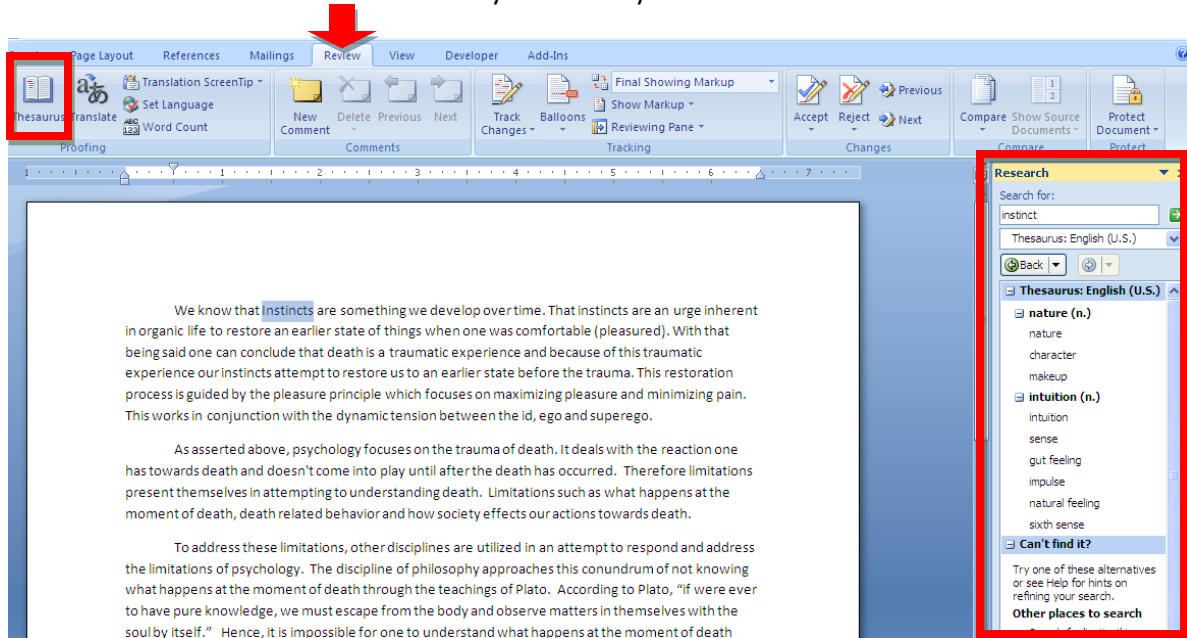


Then a window will appear that will show you the mistakes that Microsoft Word has found. You will be able to choose to “Ignore Once,” “Ignore Rule,” skip to the “Next Sentence,” accept the “Change” or ask Microsoft Word to “Explain...”



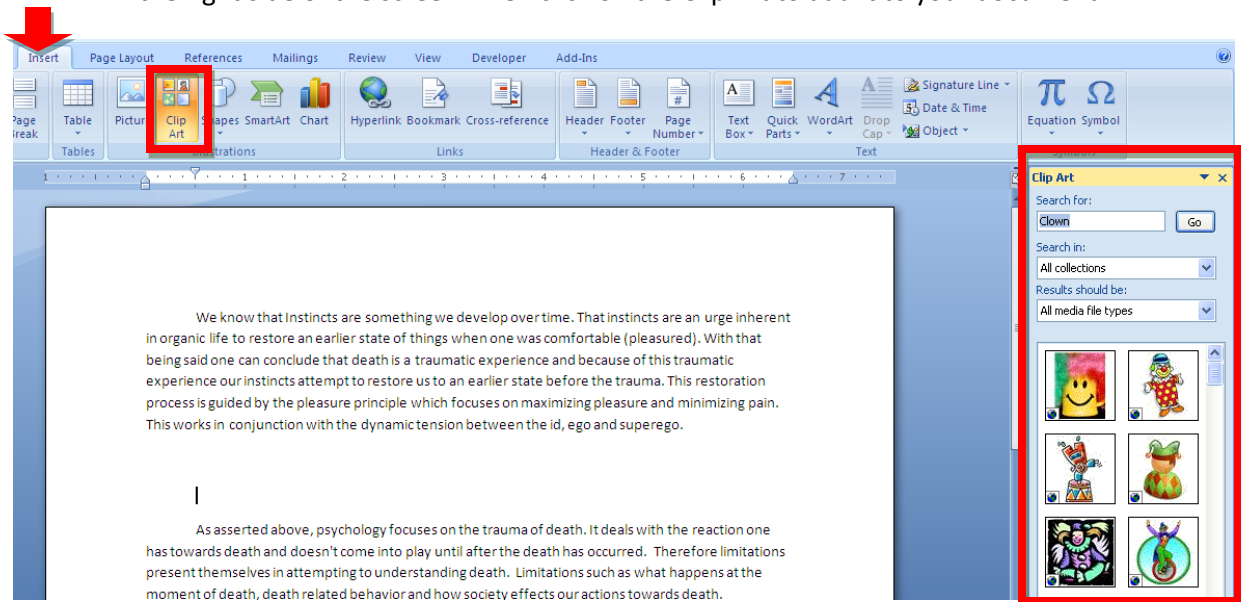
Thesaurus

To check the Thesaurus select the word you wish to research about, go to the “Review” tab and click on “Thesaurus.” A new window with possible words will appear. Click on the word you choose to replace the word you have in your document.






Inserting Clip Art

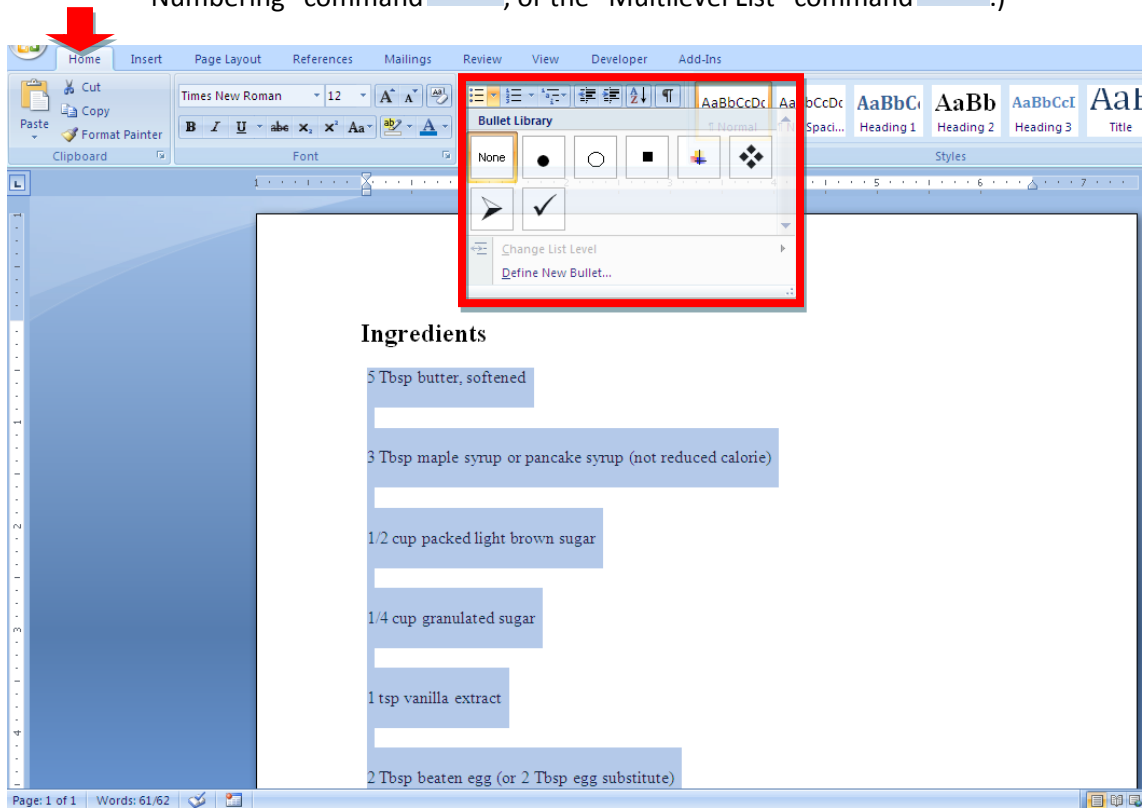
To add a clip art go to the “Insert” tab and click on “Clip Art.” A new window of Clip Art will appear on the right side of the screen. Then click on the Clip Art to add it to your document.



Managing Lists

To add a List to your document highlight the potential list and click on the “Bullets” command,  under the “Home” tab. Then chose the design you want for your Bullet List. (You can also click on the

“Numbering” command , or the “Multilevel List” command .)

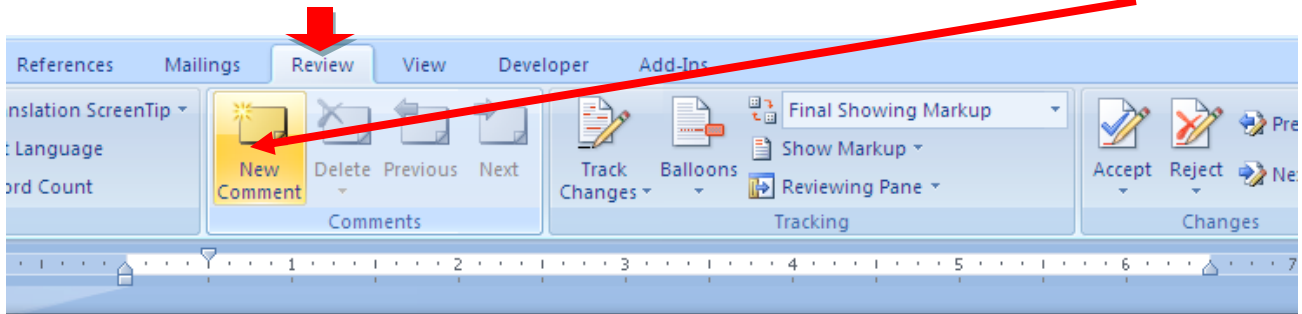


Then your list will appear.



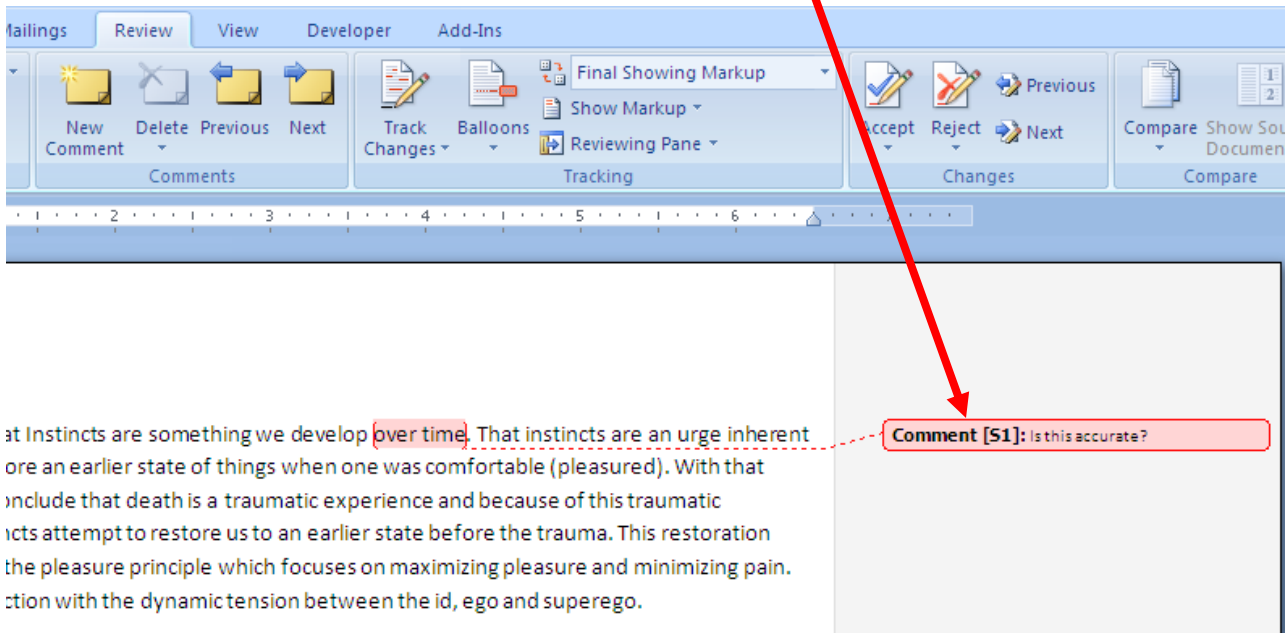
Comments

To add comments to a selected text in a document click on the “Review” tab and “New Comment.”



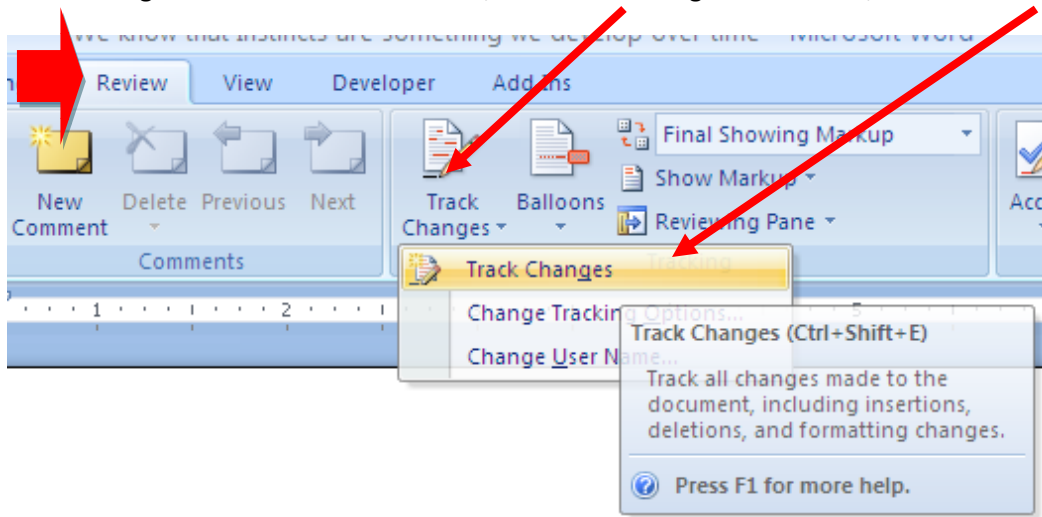
We know that Instincts are something we develop over time. That instincts are an urge inherent in organic life to restore an earlier state of things when one was comfortable (pleasured). With that being said one can conclude that death is a traumatic experience and because of this traumatic

Then you will be able to type your new comment.

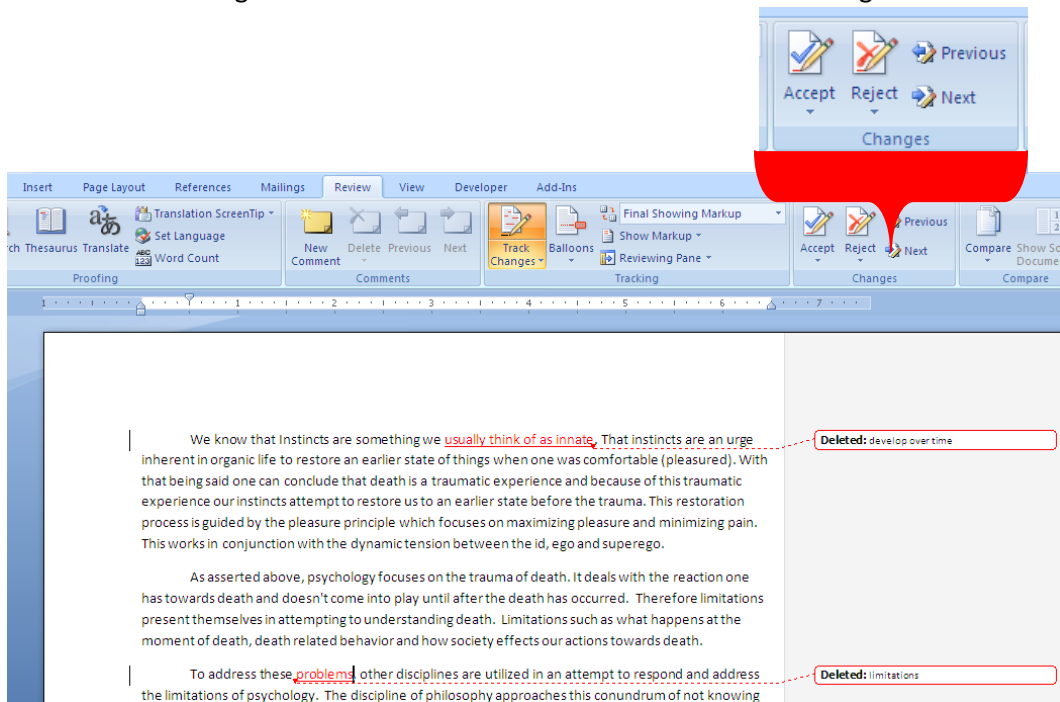


Track Changes

To add Track Changes click on the “Review” tab, the “Track Changes” command, and “Track Changes.”

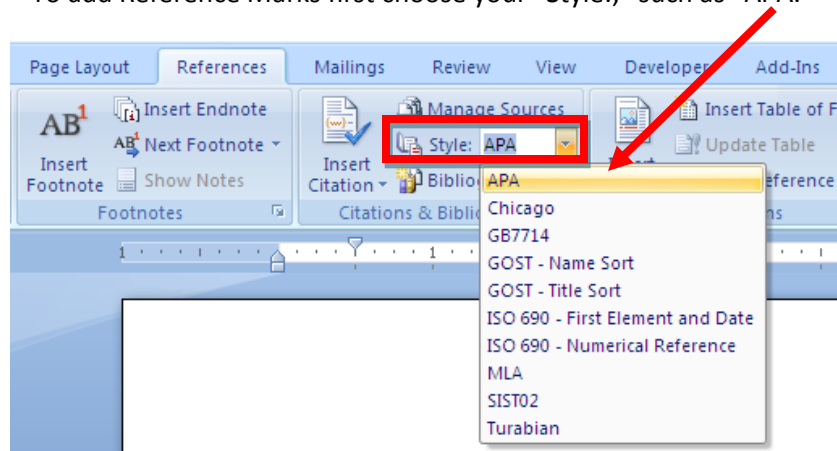


The author can then choose to “Accept” or “Reject” the changes. You can also look at all the Track Changes and click on “Previous” or the “Next” Track Change.

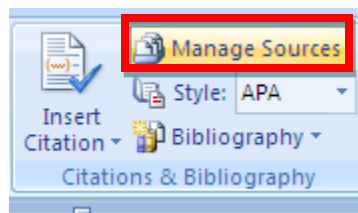


Reference Marks

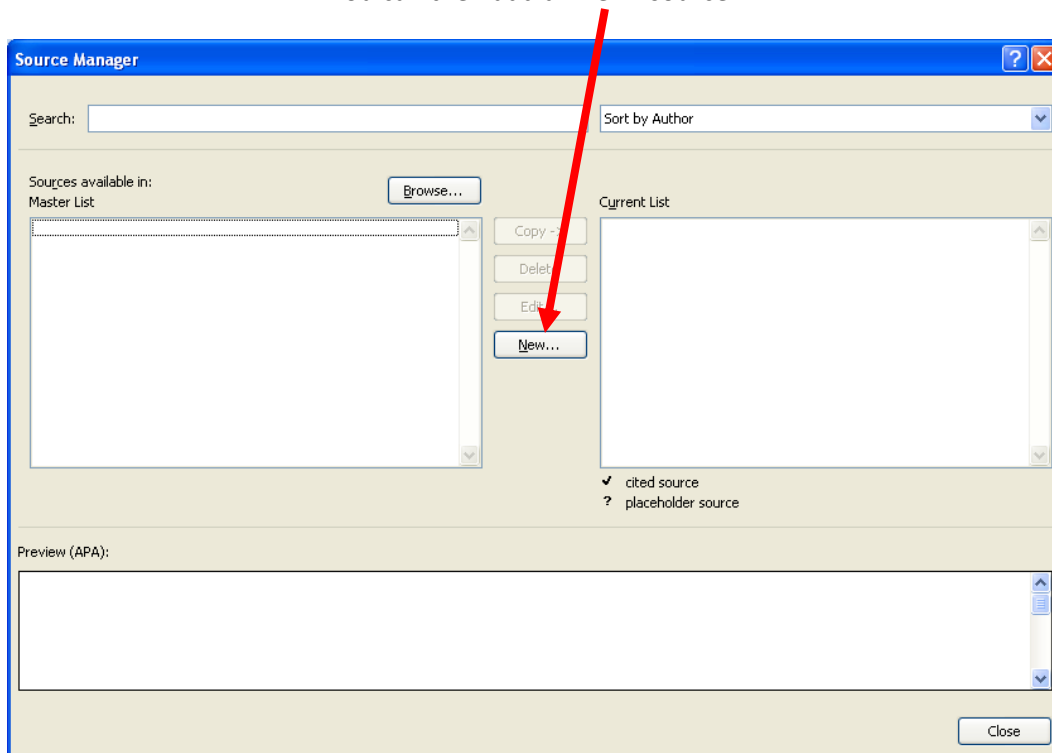
To add Reference Marks first choose your “Style:,” such as “APA.”



Then click on “Manage Sources.”

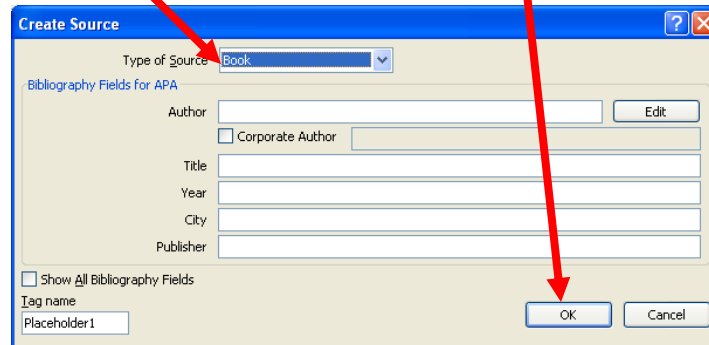


You can then add a “New” source.



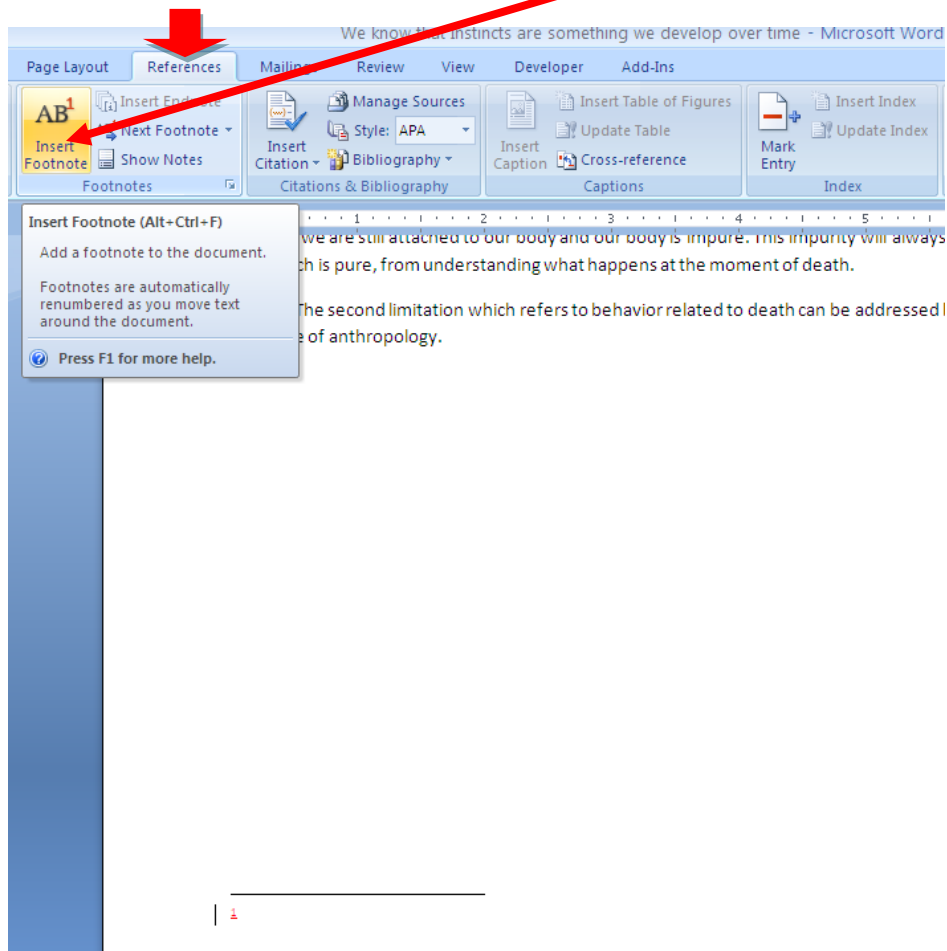
Select the "Type of Source" and fill in the rest of the information of the new source.

When you are done, click "OK."

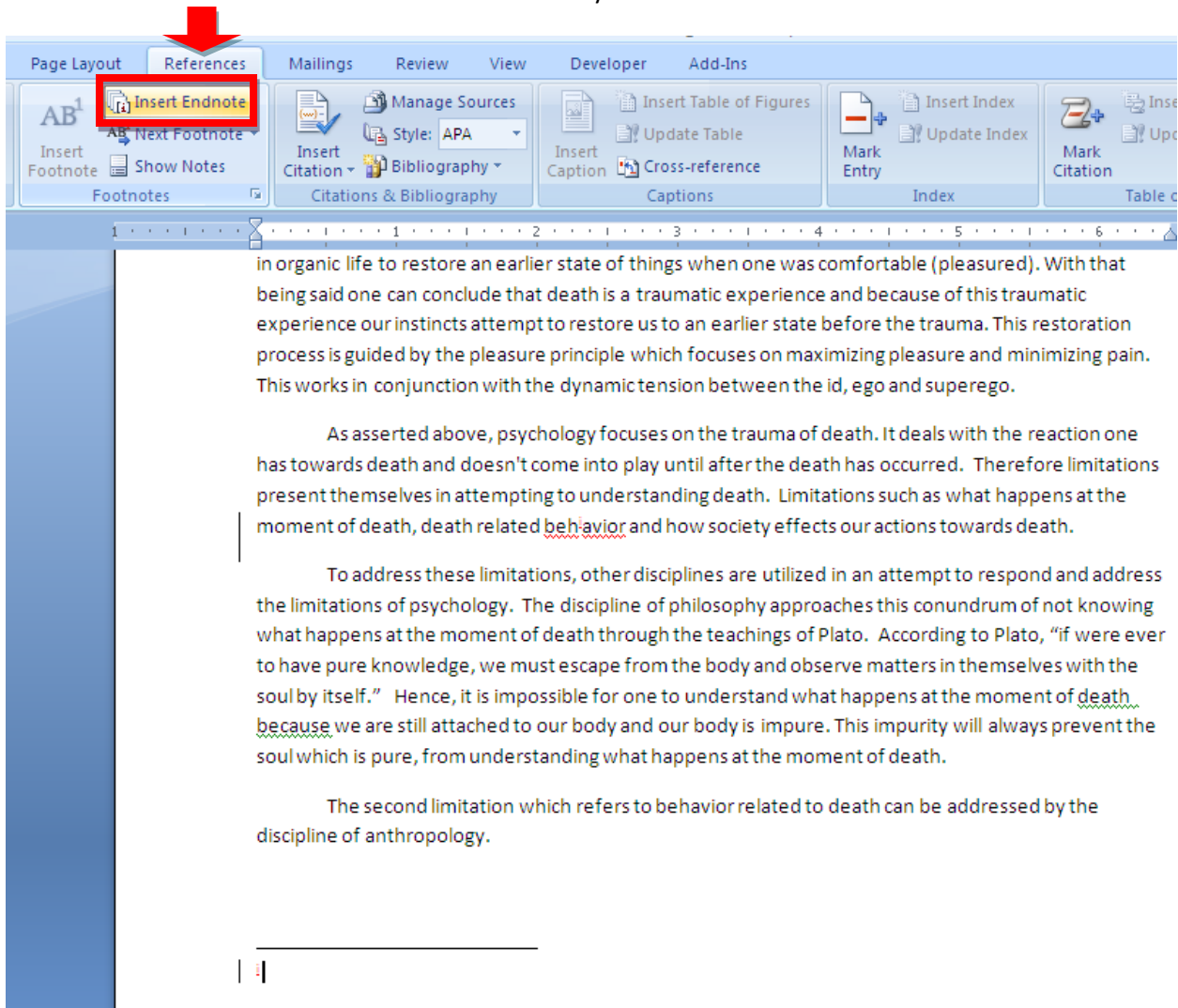


Adding Footnotes and Endnotes

To add Footnotes click on the "References" tab and "Insert Footnotes." Then type the information of your footnote.

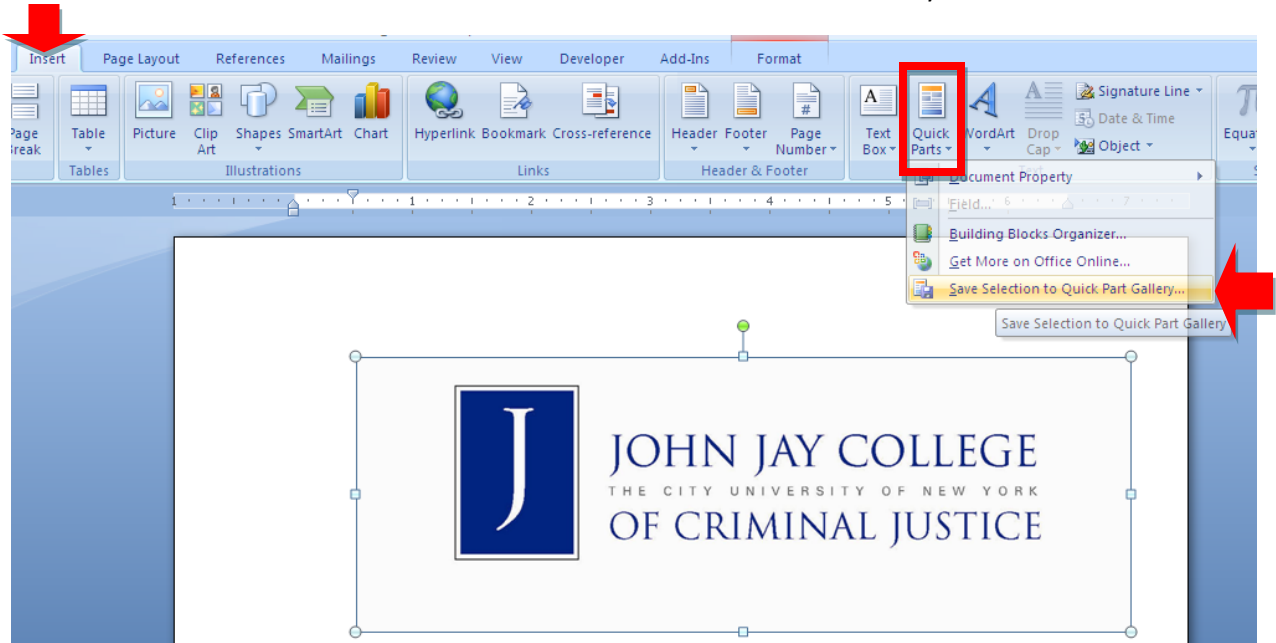


To add Endnotes click on the “References” tab and “Insert Endnote.” You will then be able to type the information of your Endnote.

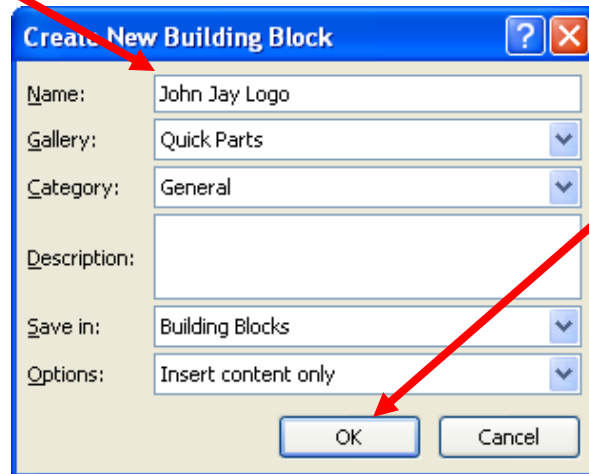


Using Building Blocks

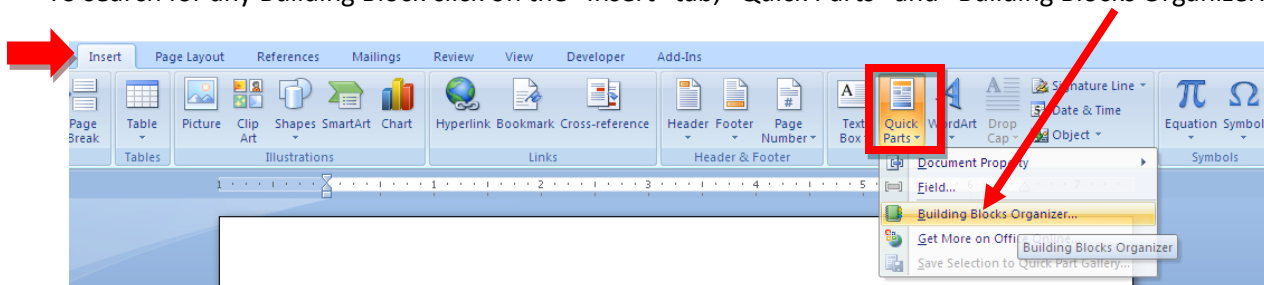
If you have a picture that you would like to add as a Building Block select the picture, click on the “Insert” tab and “Save Selection to Quick Part Gallery.”



Then you can add a “Name:” to your Building Block, among other detailed information and click “OK.”



To search for any Building Block click on the “Insert” tab, “Quick Parts” and “Building Blocks Organizer...”



Then you can search for your Building Block. You can organize your Building Blocks by “Name” to facilitate your search for the Building Block. When you select a Building Block, click “Insert” to add it to your document. Then click “Close” when you are done.

