

Getting Familiar with Microsoft Word 2007

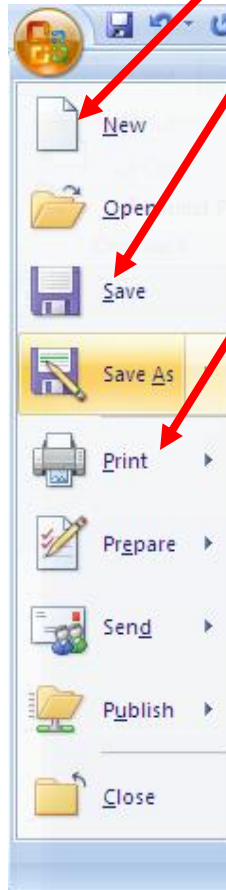
BRAVO Employee Institute 2010

The Office Button

The Office Button is in the upper left corner of you Microsoft Word 2007 document.

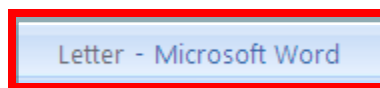


This button opens up options, such as “New,” “Save” and “Print.”



The Title Bar

The Title Bar is where the name of you document and the name of the program is located. The following title bar shows the name of the document as “Letter” and the name of the program as “Microsoft Word.”



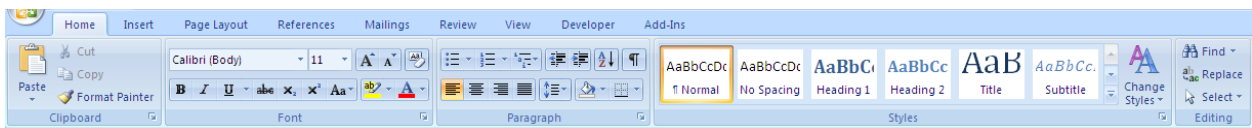
Windows Controls

You also have on the upper right corner the Windows Controls, where you can “Minimize,” “Restore Down,” or “Close” your Microsoft Word document.



The Ribbon

The “Ribbon” is a new and easier way to navigate Microsoft Word 2007. The “Ribbon” is composed of Tabs, Groups, and Commands.



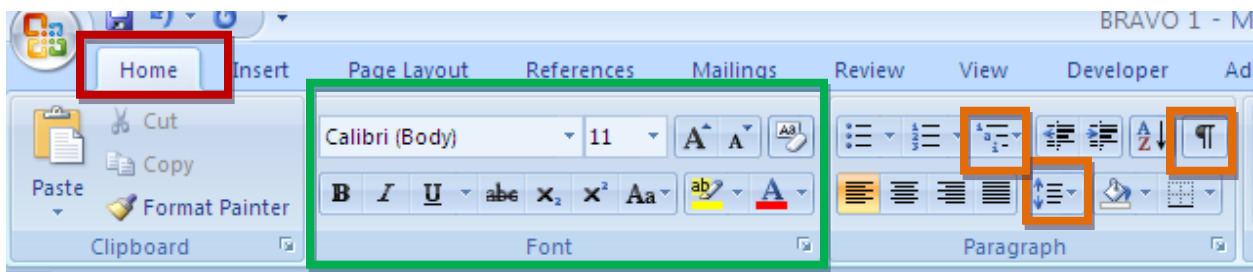
Tabs, Groups & Commands

Each Tab represents an activity area. Within each Tab there are several Groups that show related items together. Within each Group there are different Commands. A Command is a button, a box to enter information, or a menu.

Tab

Group

Commands



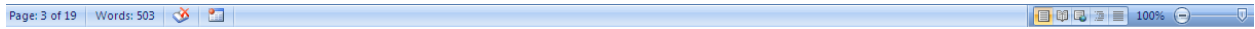
The Ruler

The Ruler helps you when you are lining up items or text in your document.



Status Bar

The Status Bar has a variety of commands, such as the amount of “Pages” you have, “Word Count,” “Spell Check,” and “Zoom.”

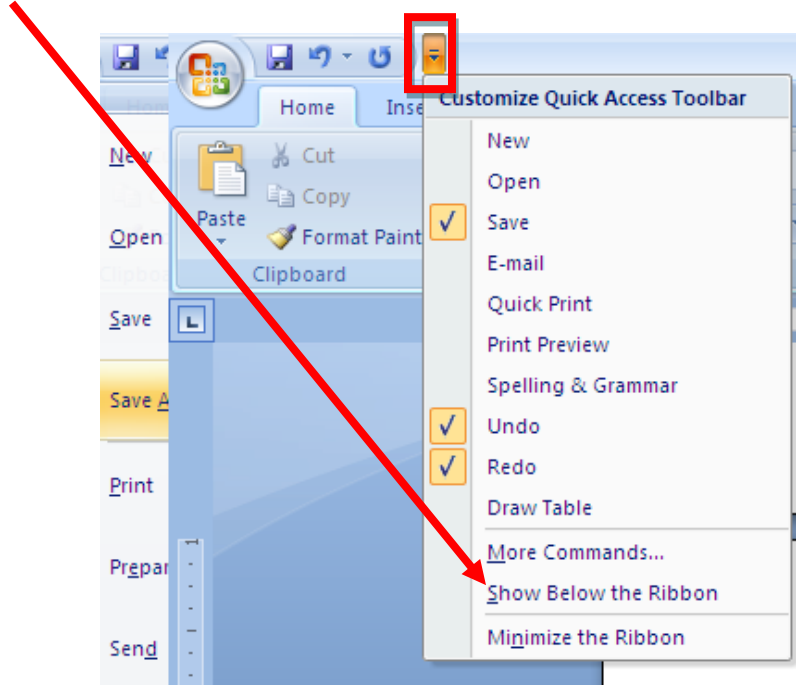


Quick Access Toolbar

The Quick Access Toolbar has the most frequently used commands. By default the Quick Access Toolbar will have “Save,” “Undo” and “Repeat.”

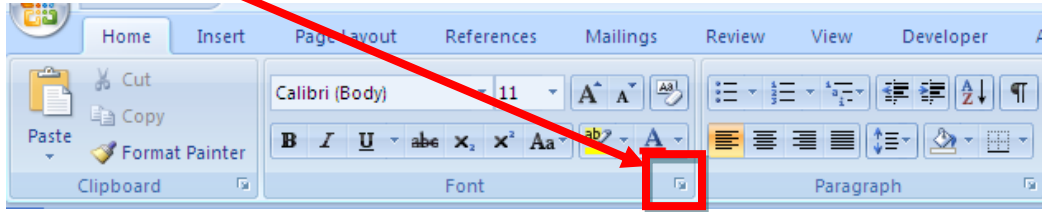


You can add more features to the Quick Access Toolbar by clicking the downward arrow next to the Quick Access Toolbar. You can then choose to place the Quick Access Toolbar below the ribbon by clicking “Show Below the Ribbon.” By default the Quick Access Toolbar will be above the Ribbon.



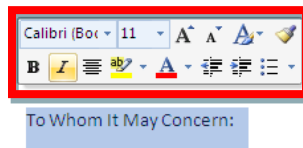
Dialog Box Launcher

The “Dialog Box Launcher” is a small arrow in the bottom right of certain groups. It will give you more options that are related to the group that it is in.



Mini Toolbar

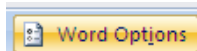
When you select a text the “Mini Toolbar” will appear. It can help you work with “Font,” “Text Color,” and “Bullets,” among many other things.



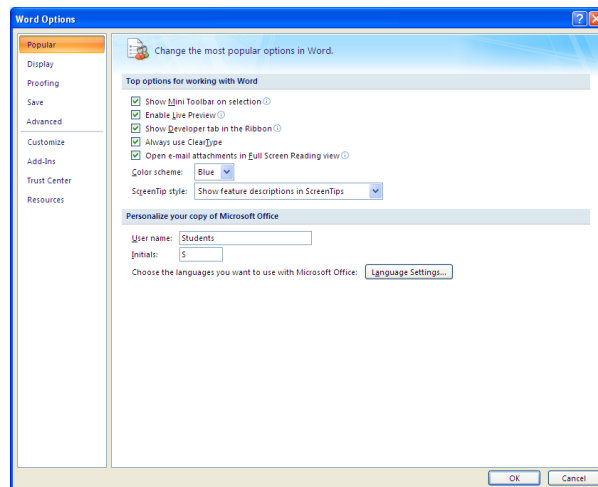
You can turn off the “Mini Toolbar” in “Word Options.” This is by clicking on the “Office Button,”



and “Word Options.”

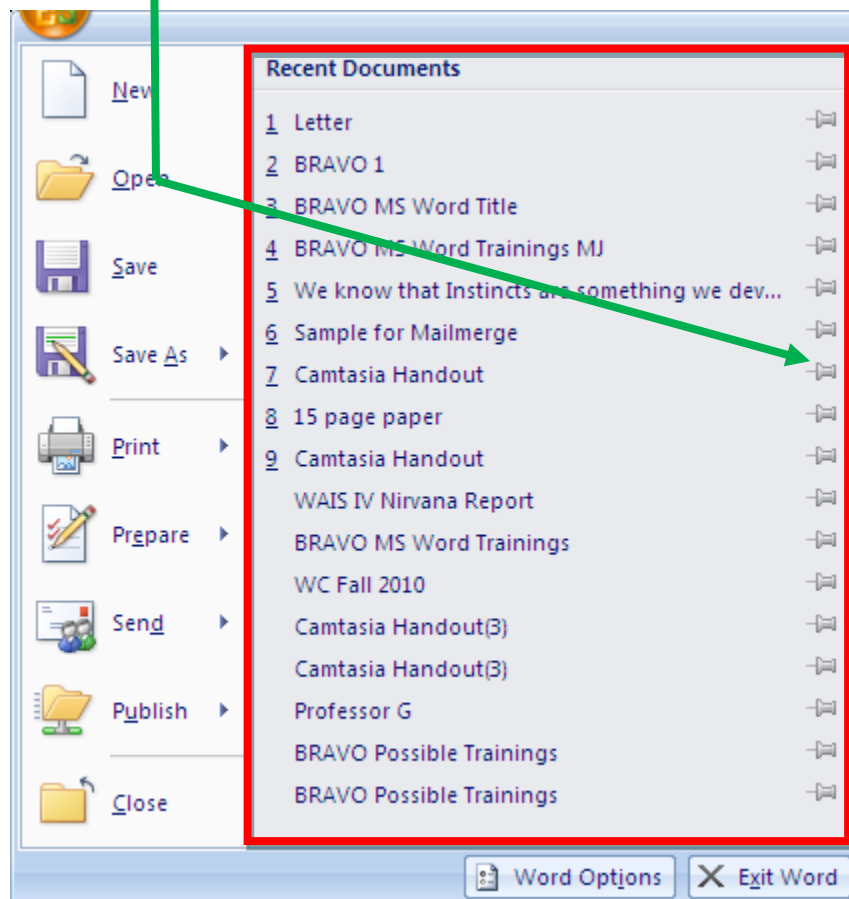


Then uncheck the option that says “Show Mini Toolbar On Selection” and click “OK.”



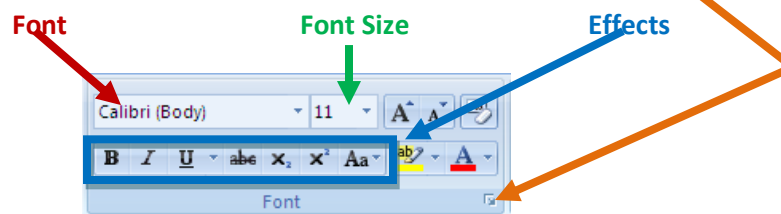
Recent Documents List

The “Recent Documents” list is a way to open a file in Microsoft Word. After you click on the “Office Button” all the recent documents you have opened will appear in the “Recent Documents” list. You can pin a file and click on the “Pin” icon so that the file will always remain in the “Recent Documents” list. To “Unpin” a document click on the pin again.




The Font Options

In the “Font Group” you can change the “Font,” “Font Size,” and add “Effects” among many other things. For more options, click on the Font group’s “Dialog Box Launcher.”



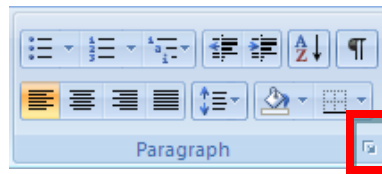
Heading Styles

There are different “Heading Styles” which appear when you click on the downward arrow  in the “Styles” groups.

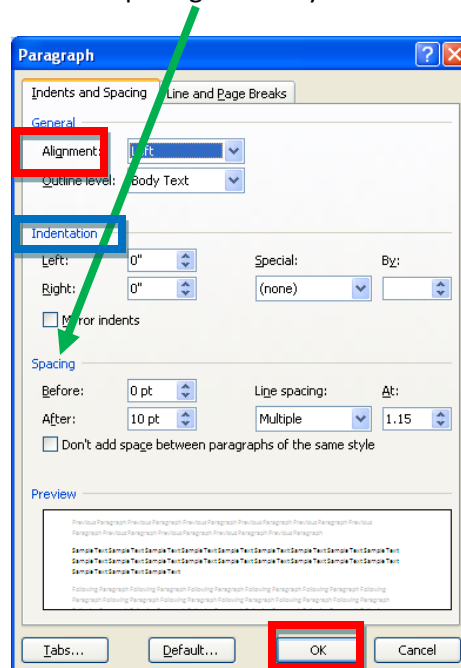


Paragraph Options

The “Paragraph” group has a variety of different options. All the options in the “Paragraph” group appear when you click on the Paragraph group’s “Dialog Box Launcher.”

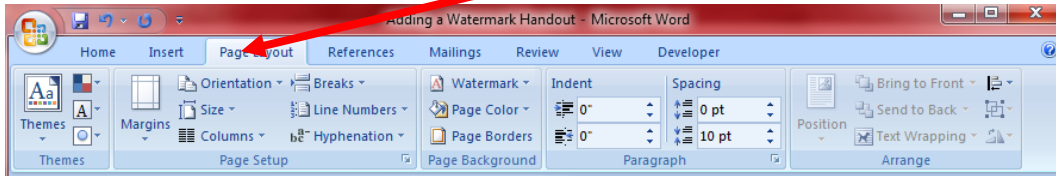


Afterwards, the “Paragraph” window will appear. You will be able to change the “Alignment,” “Indentation” and “Spacing.” When you are done, click “OK.”



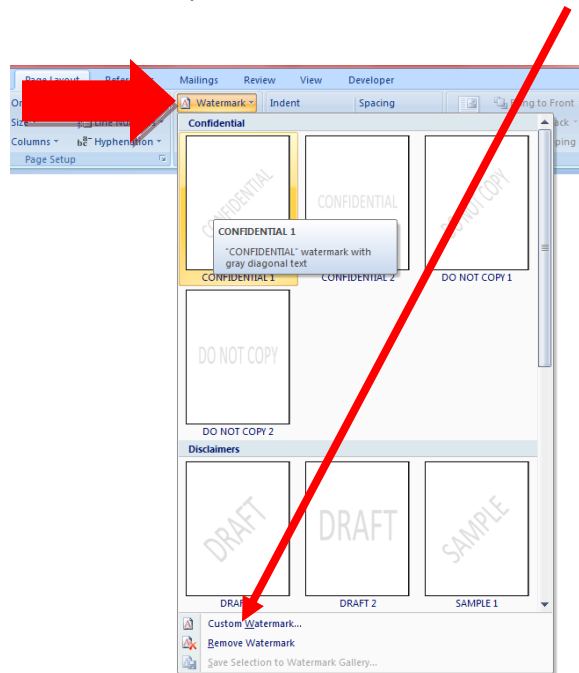
Watermarks

To add a “Watermark” click on the “Page Layout” tab.

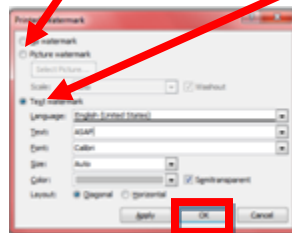


Then, click on “Watermark” option and choose a predesigned watermark, such as “Confidential” or

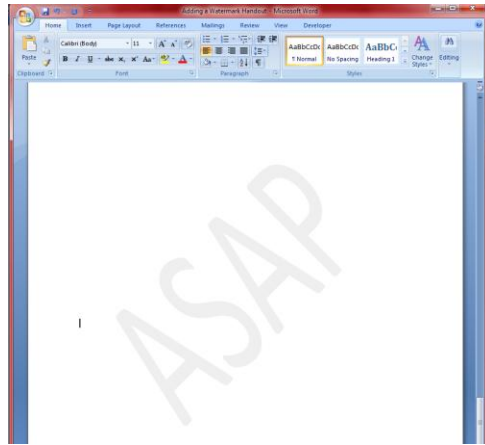
“Urgent.” If you wish to choose your own watermark, click “Custom Watermark...”



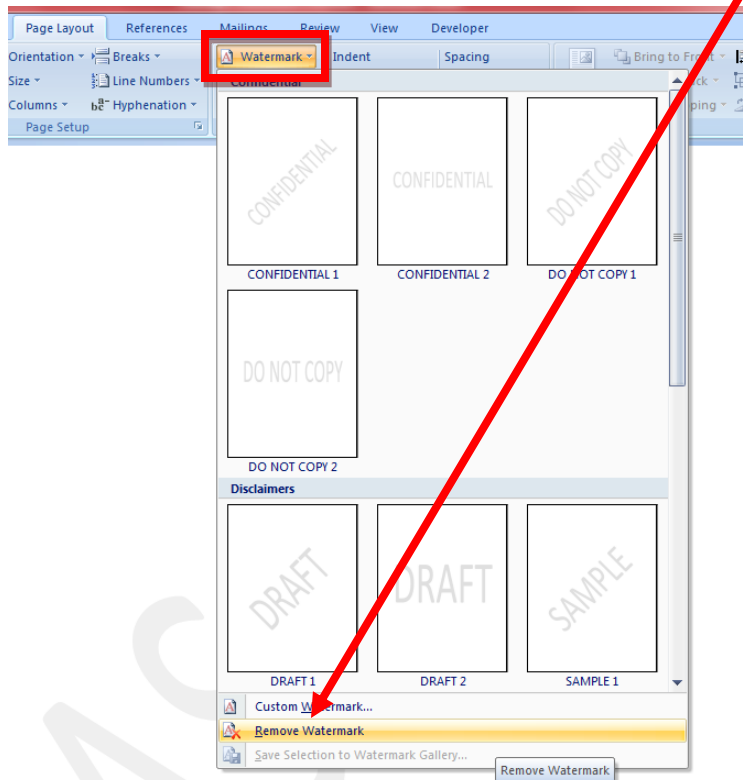
You can then add a “Picture watermark” or “Text watermark” and click “OK.”



You will then see your watermark on your document.



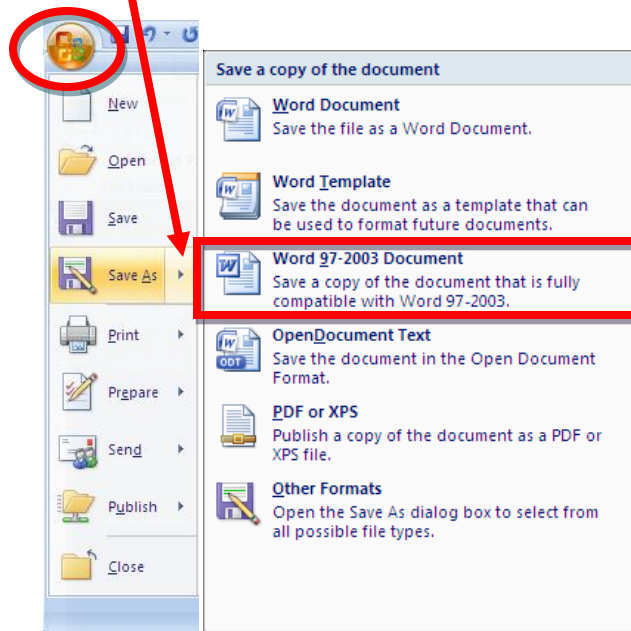
To remove the watermark, click on “Watermark” once again, and “Remove Watermark.”




Compatibility Mode

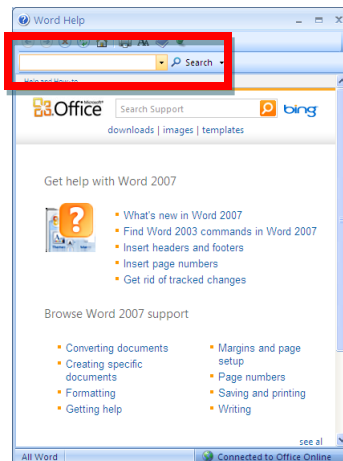
When you click on the “Office Button” and “Save As” you have a variety of ways to save your document.

The documents saved as a Microsoft Word 2003 document can open in the Microsoft Word 2007 version. But you cannot always open the 2007 document in the 2003 version. If you wish to open the file in a 2003 version click on “Save As” and “Word 97-2003 Document” so you can open your document in any previous version of Word.



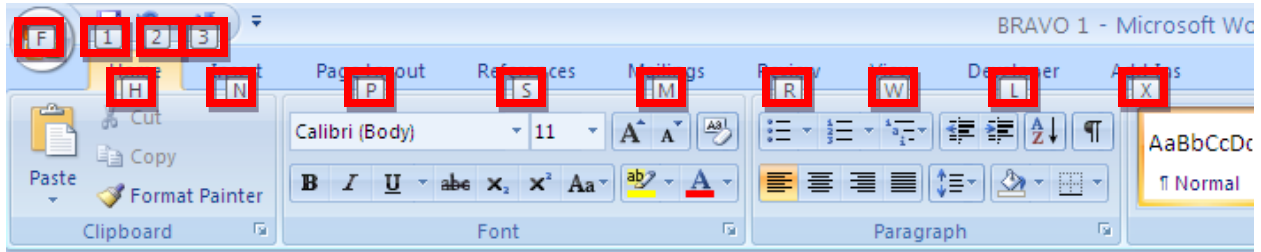
Using Help Screen

If you need assistance with your Microsoft Word 2007 document click on the “Help Icon”  on the upper right corner of the screen. The “Word Help” window will appear. You can then type your question in the search box and a list of links on the topic will appear.



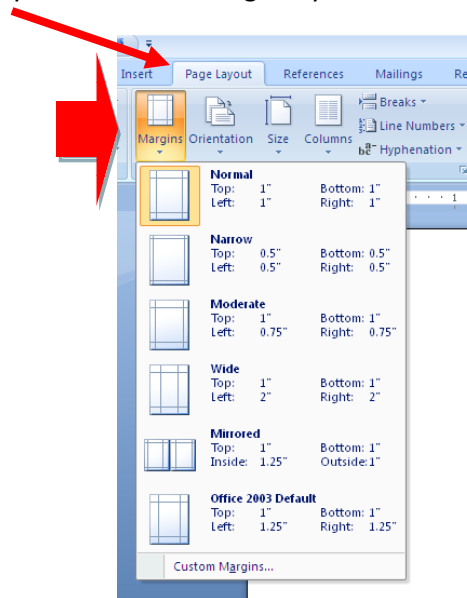
Keyboard Shortcuts

If you click on ALT you will see “Key Tips,” which allow you to access commands quickly.



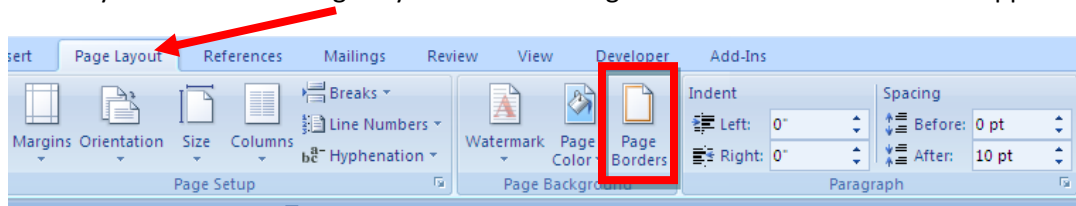
Page Margins

If you click on the “Page Layout” tab and “Margins” you will be able to edit your document’s margins.

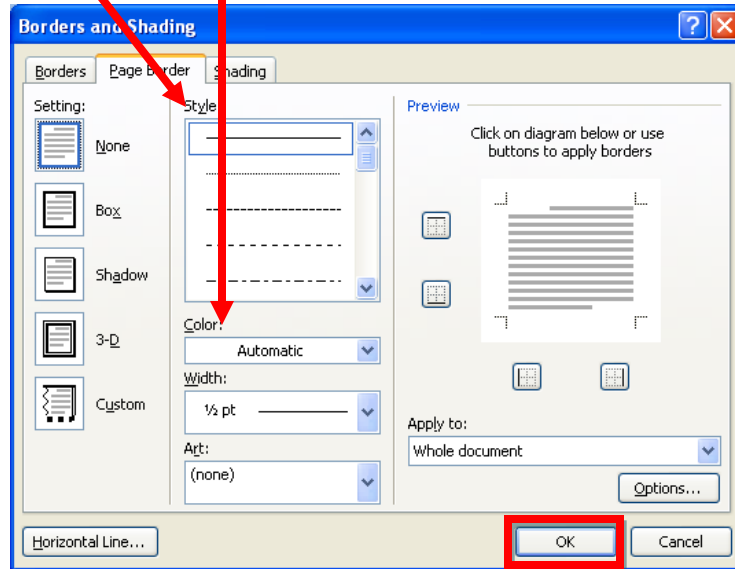


Page Borders

When you click on the “Page Layout” tab and “Page Borders” a new window will appear.

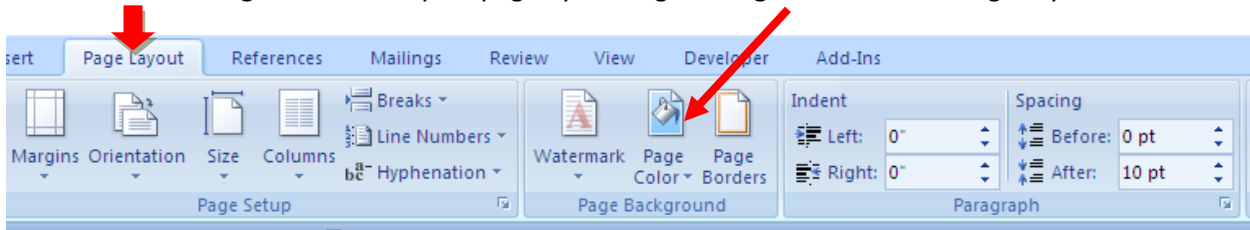


The “Borders and Shading” window will appear and you will be able to add a border with different “Styles” and “Color.” After you edit your border, click “OK.”

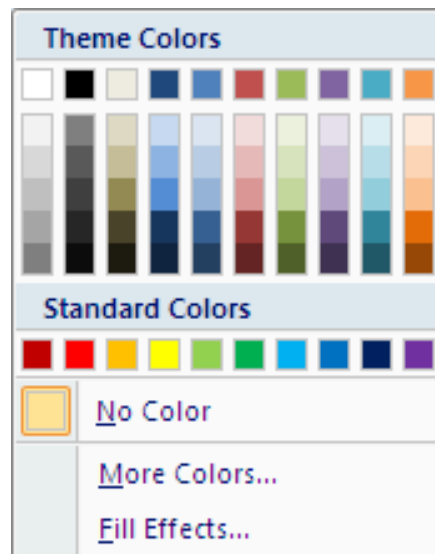


Page Color

You can change the color of your page by clicking on “Page Color” in the “Page Layout” tab.

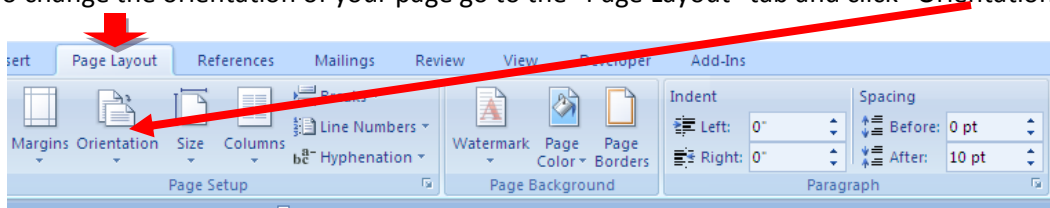


You will then get a variety of “Theme Colors” to choose from.

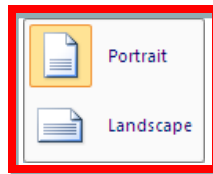


Page Orientation

To change the orientation of your page go to the “Page Layout” tab and click “Orientation.”

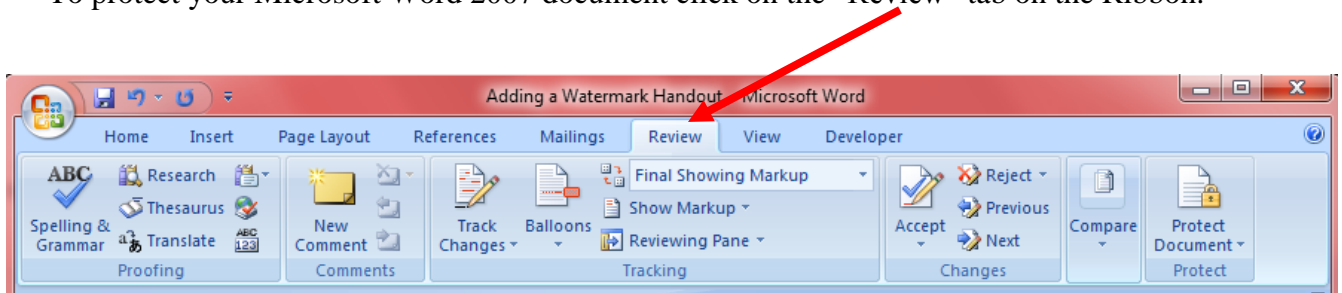


You will then be able to change the orientation of your page to “Portrait” or “Landscape.”

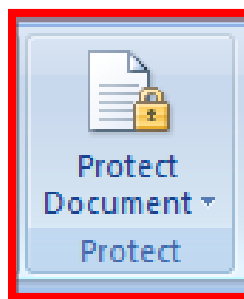


Protecting your Document

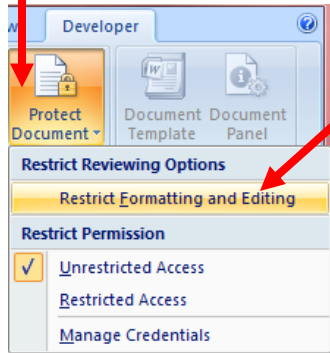
To protect your Microsoft Word 2007 document click on the “Review” tab on the Ribbon.



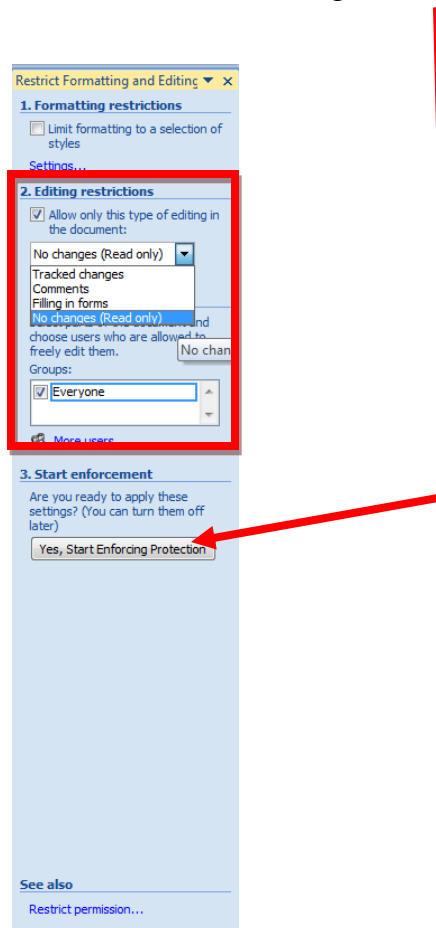
Then click “Protect Document.”



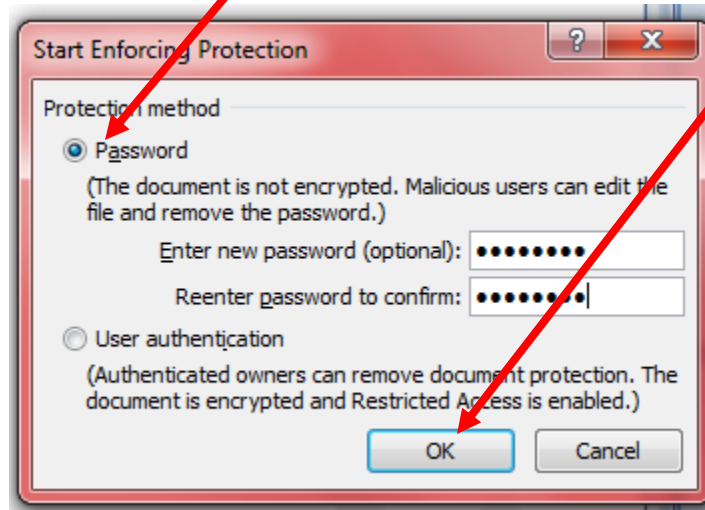
Choose an option from the “Protect Document” drop-down list. Click “Restrict Formatting and Editing.”



A new window will open on the side of your document. You will then be able to change the “Editing restrictions” and add any “Exceptions” if you wish certain people to freely edit parts of the document. Then click “Yes, Start Enforcing Protection.”



Afterwards, you can add a “Password” to protect your document and click “OK.”



To unprotect the document click “Stop Protection,” type in the “Password:” and click “OK.”

