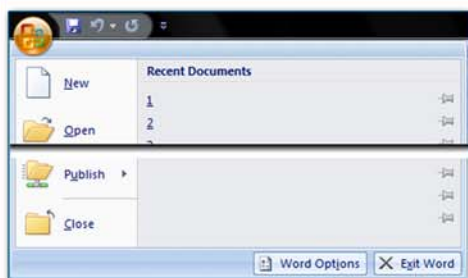




# Welcome to Word 2007 - A Flummoxed Guide



The new version of MS Office has a new, intuitive, 'contextual' menu bar called the 'Ribbon'. The Ribbon is contextual, meaning, depending on what you click or do, the menu options will change to allow faster access to common features. For more information, look at the Office Basics Self Help pages on the Intranet.

The place to begin when you open Word 2007 is the Office button.

Clicking the Office button will display a new version of the old 'file' menu where you can open new documents, save, print, publish, prepare your documents and edit your preferences for Office 2007 and Word 2007.

The Paragraph group now contains the tools you need to control the layout of your document. With this group you can insert bullets, numbered lists, indent text, outdent text, sort a list, insert paragraph marks, control alignment options, line spacing and more. To view the paragraph dialogue box like you may have been used to in previous versions of Word, click the expand group icon in the bottom right of the group container.

## Bullets and Numbering



## Styles

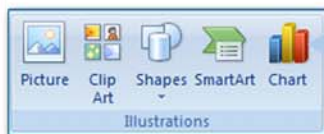
apply a style to an entire document or a selection. To apply a style, simply select the relevant text of your file and click the expand button below the styles group to display all of the built in styles. Hovering over the thumbnail will allow you to see a preview of how your document will look with the style applied. To keep the style, just single-click the style thumbnail to apply the changes. You can also edit and create your own styles by right-clicking on the thumbnails and selecting 'modify'. You can preset spacing, fonts, colours and more.



## Format Painter

Format Painter allows you to quickly replicate the formatting you apply to one part of your document to any other sections you wish to. To copy your formatting, simply place the cursor over your existing formatted text, click the Format Painter button on the Clipboard group (to paste your formatting in more than one location, double-click the icon) then highlight the text you wish to apply the formatting to. As soon as you let go of the mouse button, your formatting will be applied. To end the Format Painter (if you double-clicked) simply press the escape key.

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## Inserting Objects

Inserting objects is now easier in Word 2007. To insert a picture for example, simply click on the 'Insert' tab on the Ribbon and click 'Picture', find the file and double-click to insert it. When you do, the contextual menu will automatically change to the 'Format' tab and you will be able to edit the image, apply effects such as drop shadows and reflections and change layout options.

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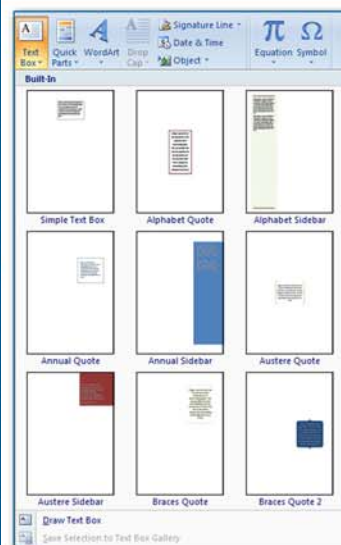


Simply hover over any of the 'Picture Styles' thumbnails and you will see a preview of how your image will look, to apply the change simply click the thumbnail to save the changed. You can crop your images, change the brightness and contrast etc all from the same place now. If you click away from the image, the Ribbon will automatically return to the 'Home' tab where your favourite options are. To return to the 'Format' tab, simply click on your object again and click the 'Format' tab on the Ribbon.



## Inserting other Objects

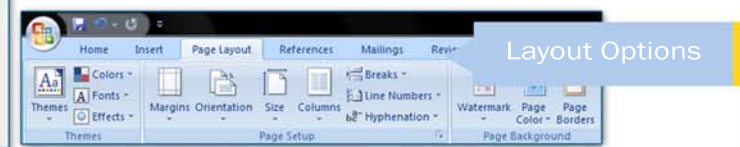
The same 'Insert' tab contains other favourites, such as inserting a hyperlink or bookmark. You can also insert your headers and footers, a text box, worked art or quick parts such as time and date fields, signatures etc. To insert an hyperlink, simply highlight the words which you would like to form the link and click the 'Hyperlink' button, complete the options which appear and that's all there is to it!



Word 2007 has a series of templates for speeding up operations such as the insertion of a text box. Now you can create a text box with a style or create your own, simply by clicking 'Text Box'. You'll see a whole range of styled text boxes appear. All you need to do is select one and edit the contents when it appears on your document.



You will now find your spelling and grammar checking tools on the 'Review' tab of the Ribbon. Simply click the button to run the same, familiar spell checker that you're used to. Word 2007 has a built in thesaurus now, simply highlight a word you would like to find an alternative to and click the Thesaurus button on the Ribbon.



The 'Page Layout' tab is where you will find all of the functions related to how your document will look when you come to print it. You can change the margins and paper orientation here as well as adding columns, numbering, page watermarks, borders and colourings. You can also change the 'Theme' for your pages here by simply clicking on the 'Themes' command on the Ribbon, you will be given a range of themes relating to your current document, simply hover over one to see a preview of how your work will look, click to save!

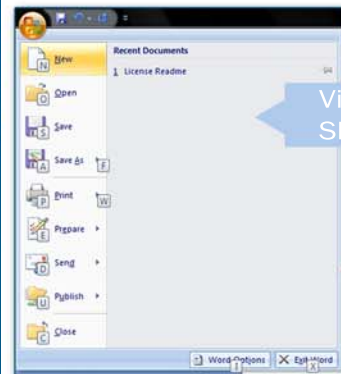
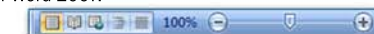
Now all mailing options have their own Tab on the Ribbon. Simply click on 'Mailings' on the Ribbon and you will see the new location. You can still create labels and envelopes as you did before by clicking on an option on the 'Create' group. You can start a mail merge and select data sources by selecting an option from the 'Start Mail Merge' group. The process itself is the same as before, just in a new location.

## Mail Merge and Envelopes



## View Options

To change the way you view your documents you now need to select the 'View' tab on the Ribbon where you will see the page layout options. The normal layout is 'Print Layout' which is why it is highlighted in orange. 'Full Screen Reading' allows you to view the document as a book, with two pages on-screen. Within the 'Show/Hide' Group you will be able to add the rulers, grids or thumbnails within your current file. You can also 'Zoom' on the document to viewer the document larger or smaller or normal size by clicking the '100%' command. You can also zoom at any point by using the zooming bar in the bottom right of Word 2007.



## View Keyboard Shortcuts

Keyboard shortcuts allow you to access files quickly without having to reach for the mouse. If you don't know the keyboard shortcuts, don't panic, Office 2007 have a feature which allows you to show the key options available. Simply press the 'Alt' key within Office 2007 and all of the available keyboard shortcuts will appear alongside the menu command. Whilst in this mode, simply press the letters on your keyboard in turn which coincide with the menu options which you wish to use for example 'Alt', 'F' and 'A' to save a file.