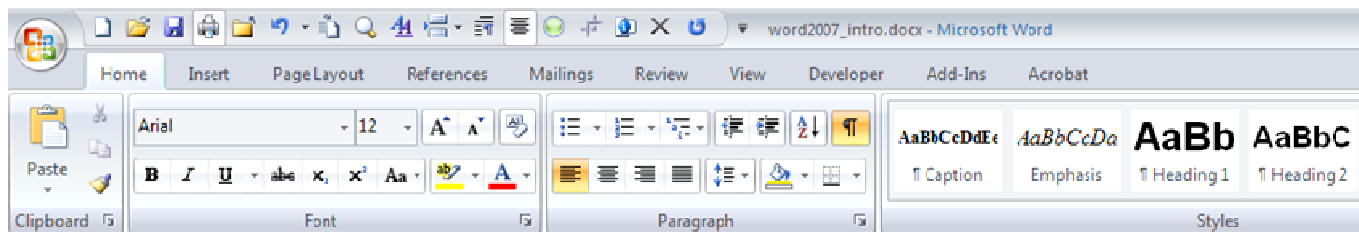

Introduction to Word 2007

Technical Support Services

Office of Information Technology, West Virginia University

OIT Help Desk (304) 293-4444, oithelp@mail.wvu.edu

Workshop Materials: oit.wvu.edu/training/classmat/word/



OIT Technical Support Services
Last Revised: February 6, 2008

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Getting Started

To start Word, do one of the following:

- ▶ Click once on the shortcut on the Quick Launch toolbar.

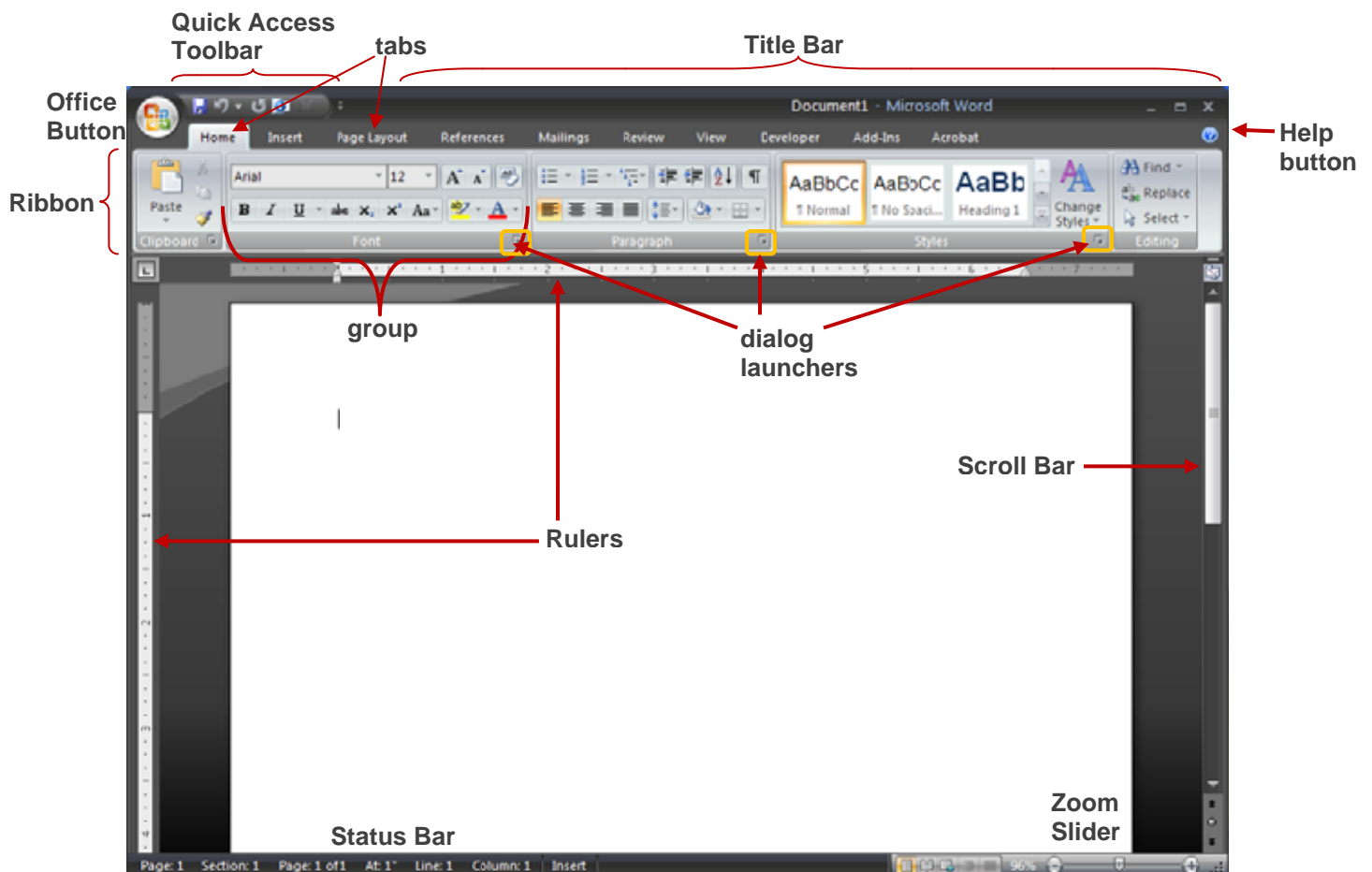


- ▶ Double click on a shortcut icon on your desktop.
- ▶ Go to Start > Programs > Microsoft Office > Microsoft Office Word 2007
- ▶ Double click on a Word document on your desktop or in a folder on your computer.



Word Environment

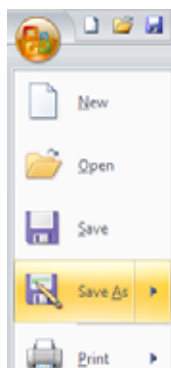
If you are new to the Office 2007 environment, here is what Word 2007 looks like:



Instead of a menu with commands and toolbars with buttons, you now have a ribbon where buttons and commands are grouped under tabs. Some groups will include a dialog launcher button in its lower right corner to bring up additional options. Another new feature is the Mini Toolbar which appears nearby when you place your mouse over selected text (see page 12).

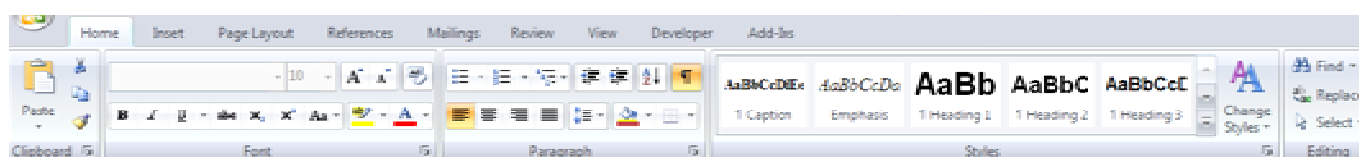
Take a few minutes and find the Title Bar, Quick Access Toolbar, Office Button, Help button, Rulers, Ribbon, Home tab, Font group, Paragraph dialog launcher, Status Bar, Zoom Slider.

Office Button and Ribbons

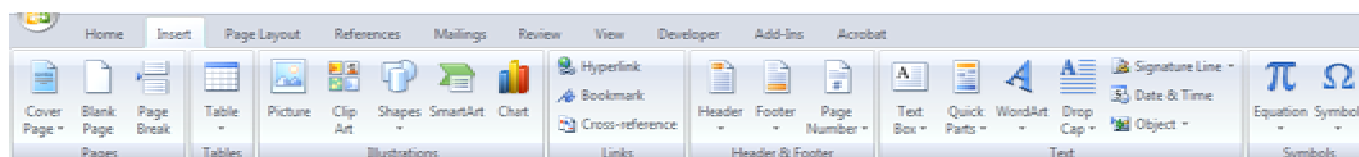


The Office Button in the upper left corner contains several commands formerly found under a File menu in earlier versions of Office. When you need to open, save, or print a file, clicking on the Office Button is one way to accomplish these tasks.

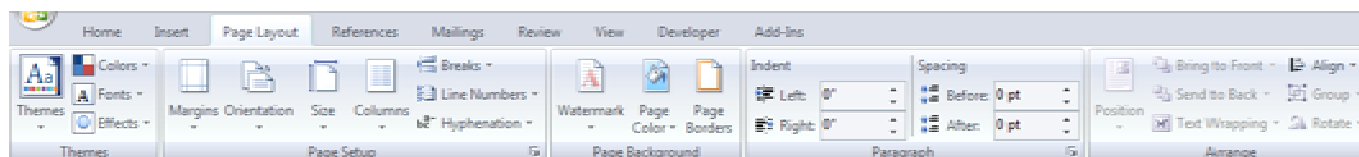
The Office Button will also display a list of recently saved documents on the right hand side until you click on one of certain commands from the list. Once you select a command, additional options might appear on the right side.



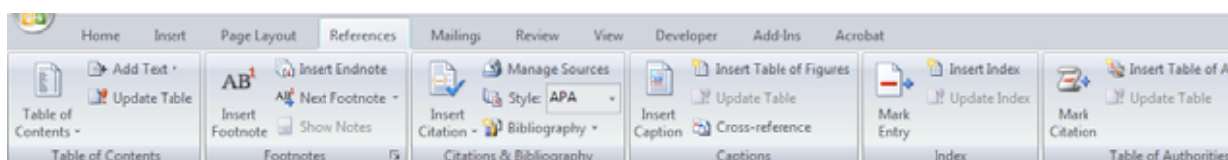
Home tab contains Clipboard, Font, Paragraph, Styles, and Editing groups



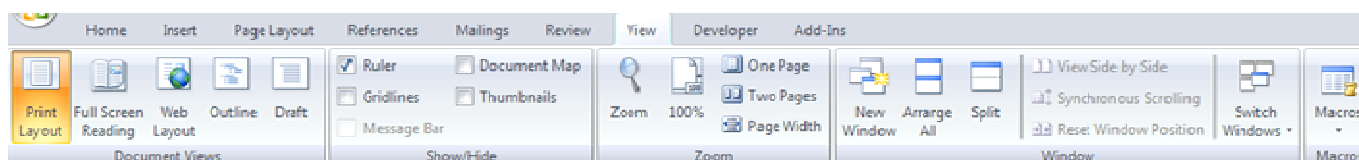
Insert tab – you can insert page breaks, tables, illustrations, links, header or footer, today's date, symbol, etc.



Page Layout tab – change theme, margins, orientation (portrait vs. landscape); insert a page border; format paragraph



References tab – insert table of contents, footnote, endnote, citation, caption, index; mark entry for index



View tab – change to Outline or Draft view, display the Ruler or Document Map, change the Zoom, arrange windows

You can add frequently used commands to your **Quick Access Toolbar**.

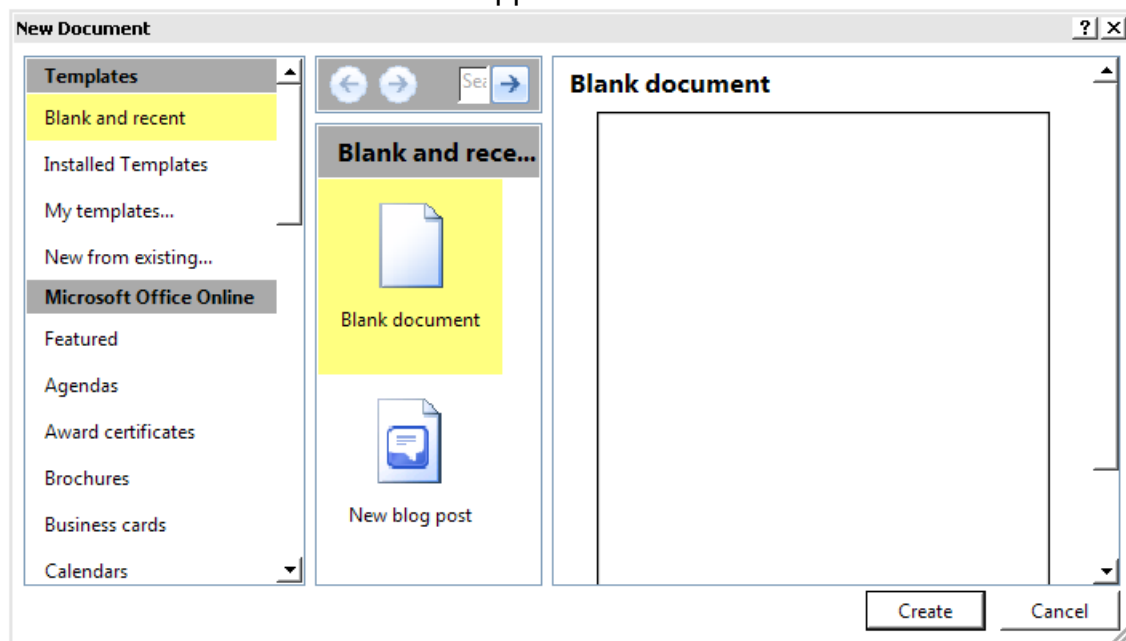
Refer to the handout distributed at the *Transitioning to Office 2007* workshop for more details:

oit.wvu.edu/training/classmat/office/transition_office2007_handout.pdf

oit.wvu.edu/training/online/office2007/quickaccesstoolbar.html

Start a New Document

1. Click on the **Office Button** in the upper left corner and select **New** from the list of commands.

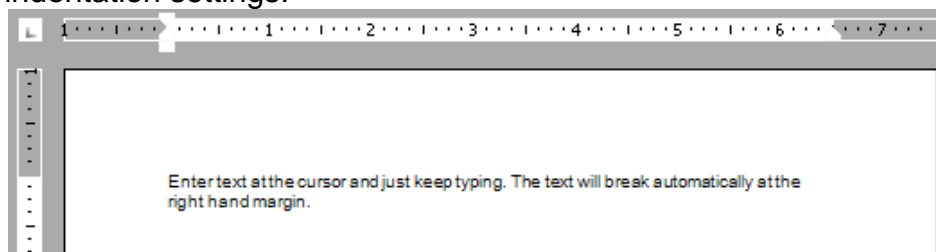


2. Choose **Blank document** or some other template from the list of possible choices.
3. Click on the **Create** button.

Entering and Editing Text

Type: When you start a new document, your cursor will appear in the upper left corner of the blank page. Just start typing!

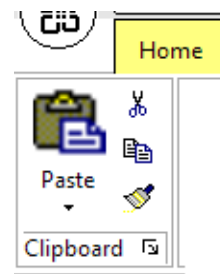
Word wrap will take care of the ends of lines for you, based on your margins and indentation settings.



Insert Text: Position the cursor where you need to insert a word or letter using your mouse or the arrow keys on your keyboard. By default, your keyboard is in “insert mode” and any new characters you type will be inserted.

Delete Text: Use the Backspace key to erase backwards one character from the cursor. Use the Delete key to erase the character to the right of the cursor.


Select Text: Click and drag the mouse over text to select it. You can also double click on a word to select that word or triple click to select the current paragraph. Press **Ctrl A** to select the entire document.





Copy: Once you have selected some text, you can use the Copy button on the Clipboard group under the Home tab, or press **Ctrl C**, or right click and choose Copy from the shortcut menu. After you have copied the text to the clipboard, move to where you want the copied text to appear and paste it in using the big Paste button or Ctrl V or right click and choose Paste.

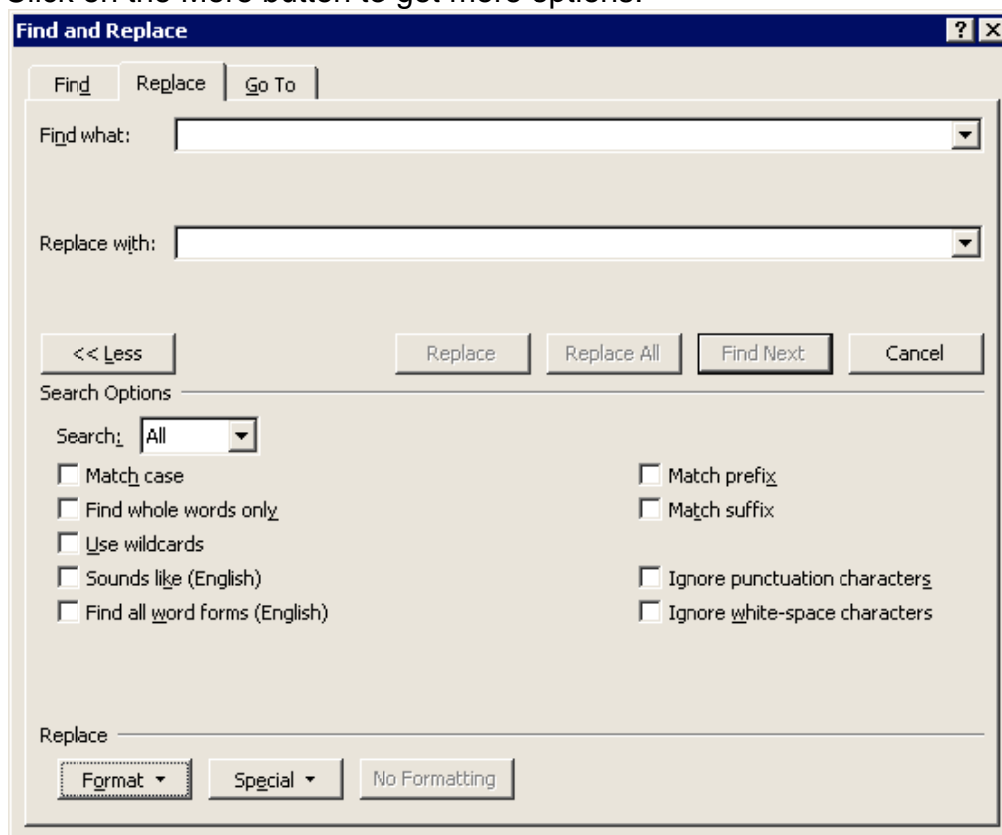
Move: You can select text and then cut (Ctrl X) and paste it as described in the Copy operation listed above. Alternatively, you can select text, click on it again, and then while holding down your left mouse button, drag it to a new location in the document and release the mouse to drop it. While you are dragging the text, your cursor has a small box attached to it.



Undo: To undo the last thing you did, click on the Undo button  on the Quick Access Toolbar or press Ctrl Z.

Redo: To redo the last thing you un-did, click on the Redo button.  
It can change its shape depending on whether you have performed an "undo".

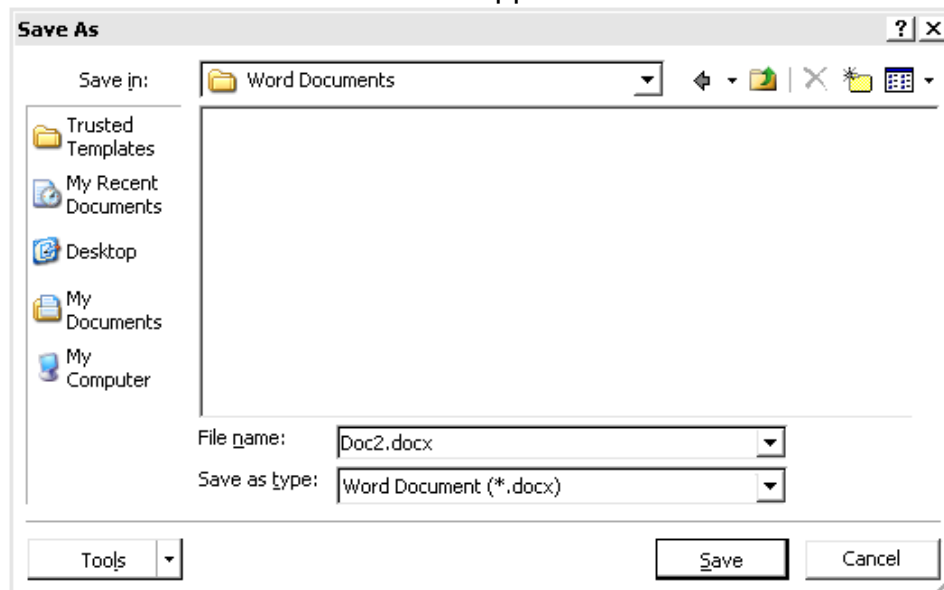
Find and Replace: You can replace words throughout your document with the Replace command found under the Editing group on the Home tab. Click on the More button to get more options.



The **Special** button allows you to seek for and replace special symbols such as tabs, em dashes, paragraph marks, section breaks, etc.

Save a Document

1. Click on the **Office Button** in the upper left corner and select **Save** from the list of commands.



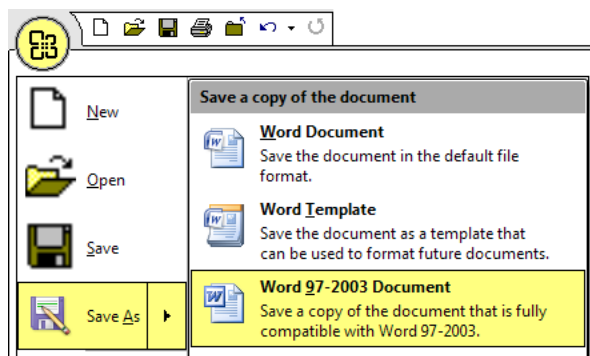
2. Select a folder to hold the file and give the file a name.
3. Click on the **Save** button.

Saving Files for Office 2003 Users

By default, newly created Microsoft Word 2007 files will be saved in a new XML-based file format with the extension **.docx**; this new file format cannot be read by older versions of Word unless that person successfully installs a free compatibility pack available at microsoft.com. If you need to share documents with someone who is using an older version of Word, you might want to use the Save As command to save the file in the older Word 97-2003 file format.

To Create a Word 97-2003 Format Document

1. Click on the **Office Button**.
2. Click on **Save As**.
3. Select **Word 97-2003 Document**.
4. Choose a folder location and give the file a name.
5. Click on the **Save** button.

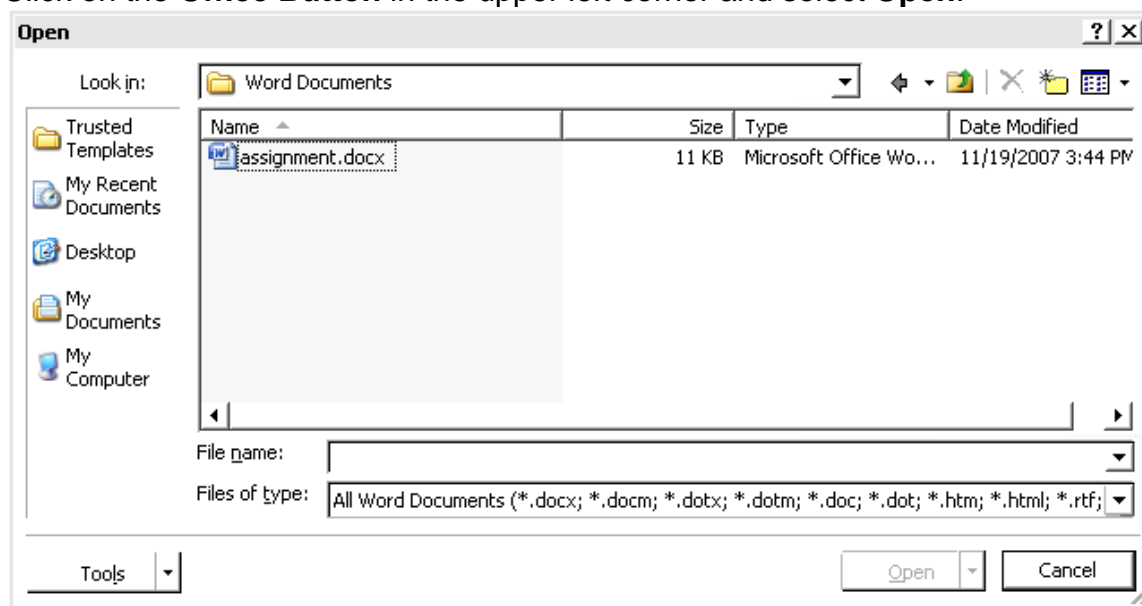


Change the Default File Format for Saving

1. Click on the **Office Button**.
2. Click on **Word Options** button at bottom of dialog
3. Choose **Save** from the list on the left
4. Change the value for "Save files in this format" to Word 97-2003 Document.
5. Click on the **OK** button.

Open an Existing Document

1. Click on the **Office Button** in the upper left corner and select **Open**.




2. Look in the My Documents folder or on your Desktop or in other folders until you find the file you wish to open.
3. Click once on the file name then click on the **Open** button
-or-
Double click on the file name.

Close a Document

Click on the **Office Button** in the upper left corner and select **Close**.

-or- Press **Ctrl W**

-or- Click on the X in the upper right corner of the title bar 

-or-

Add the Close button to your Quick Access toolbar and use it.



If you haven't saved your most recent typing or editing changes, you will be prompted to do so. Click on Yes to save your document while you are closing it.

Print a Document

Click on the **Office Button** in the upper left corner and select **Print**.

-or- Press **Ctrl P**

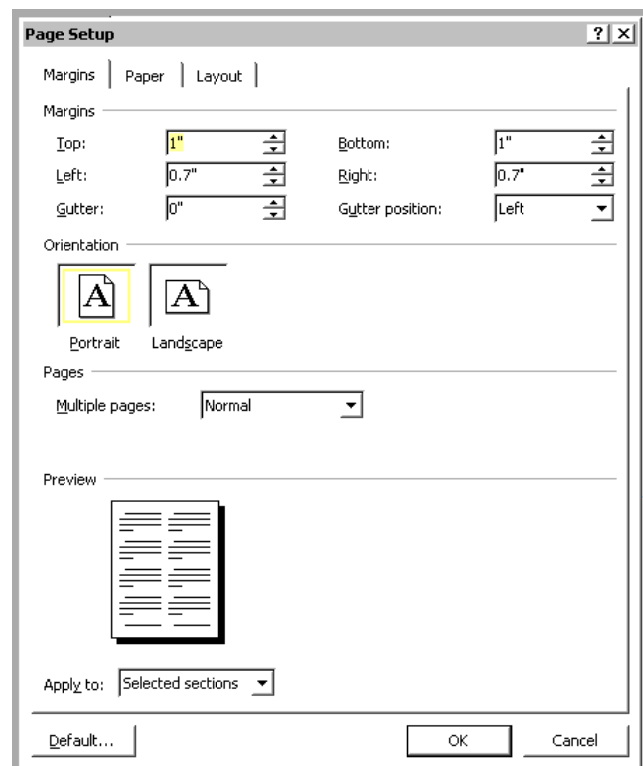
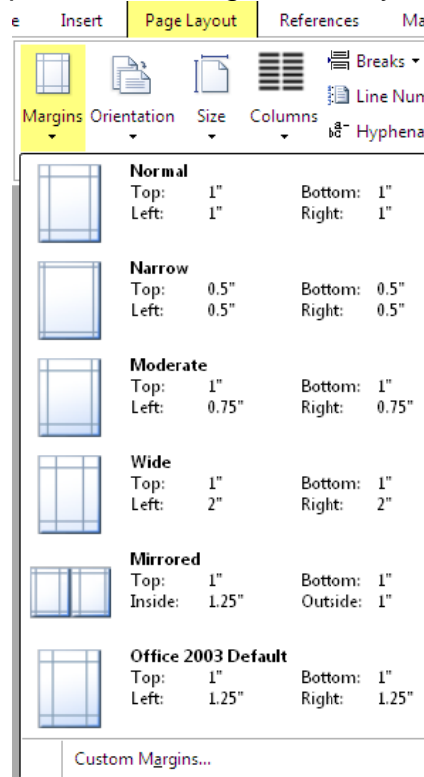
-or-

Add the Print button to your Quick Access toolbar and use it.



Margins

Use the **Page Layout** tab, click on the **Margins** button, and then choose from a selection of predefined margins or set your own custom margins.

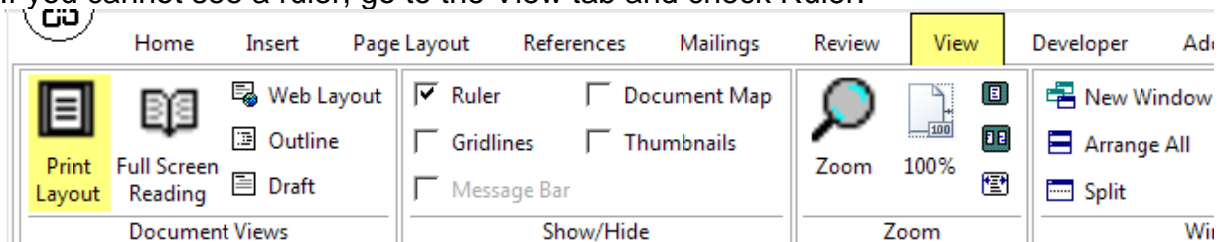


You can also click the dialog launcher button in the bottom right corner of the **Page Setup** group under the Page Layout tab to open a dialog box that will allow you to change the Margins, Orientation, Paper Size and Source, and Layout. If you want these new margins to be the default for new documents that you create, click on the Default button in the lower left corner of the dialog box.

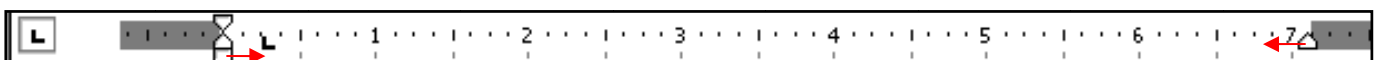
Ruler

An alternative method for setting margins and indentation is to use the ruler.

1. Make sure you are in Print Layout view: **View** tab > **Print Layout**.
2. If you cannot see a ruler, go to the View tab and check Ruler.



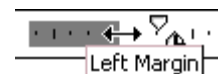
3. You might need to drag the Indent buttons out of the way first. Drag the square at the bottom to the right and drag the little house button on the far right a little to the left.



4. Position your cursor over the division between light and dark; your cursor will change into a double-headed arrow.

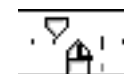
5. Drag it to the left or right to change the margin for the document.

You can do the same thing to the ruler on the left for top and bottom margins.



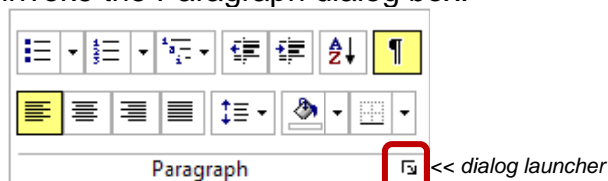
You can drag the indent buttons to change the paragraph indentation for a selected paragraph. Select the paragraph(s) first. Then:

- Drag the left indent square to bring the entire paragraph to the right.
- Drag the upside house to the right to have a first line indent for the paragraph
- Drag the house button on top of the square to the right for a hanging indent.
- Drag the house button on the far right side to the left to shorten the line length for the paragraph.

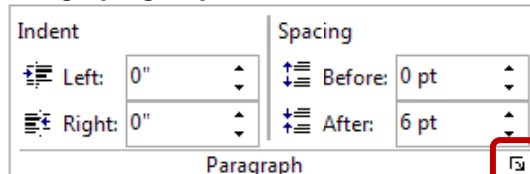


Paragraph Format Options

You can use the ruler to set first line indent or hanging indent. As an alternative to the ruler techniques or to specify other formatting options, click the dialog launcher of a Paragraph group to invoke the Paragraph dialog box.

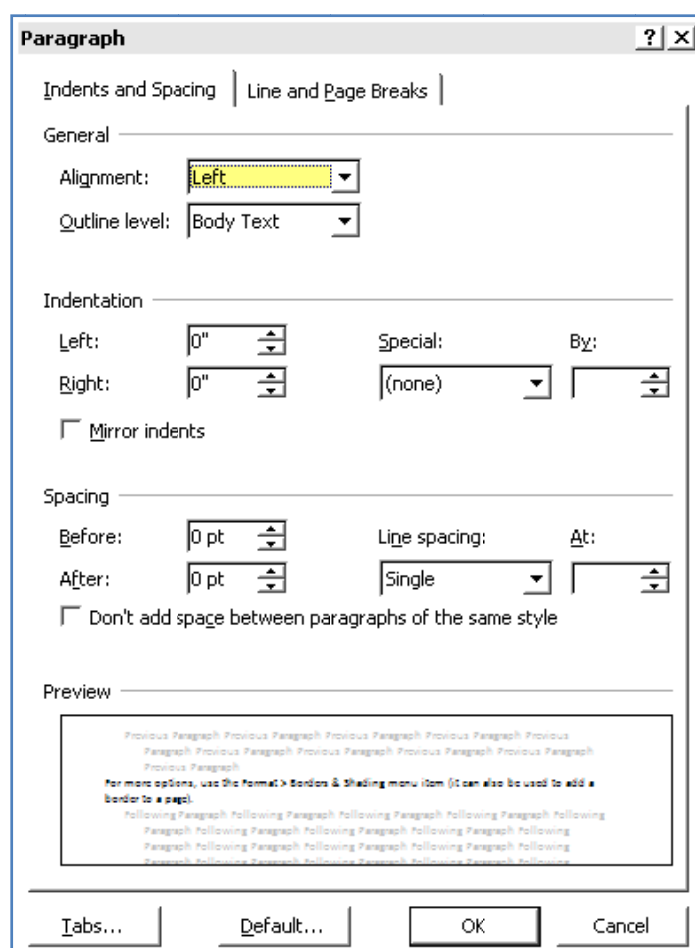


Paragraph group under the Home tab

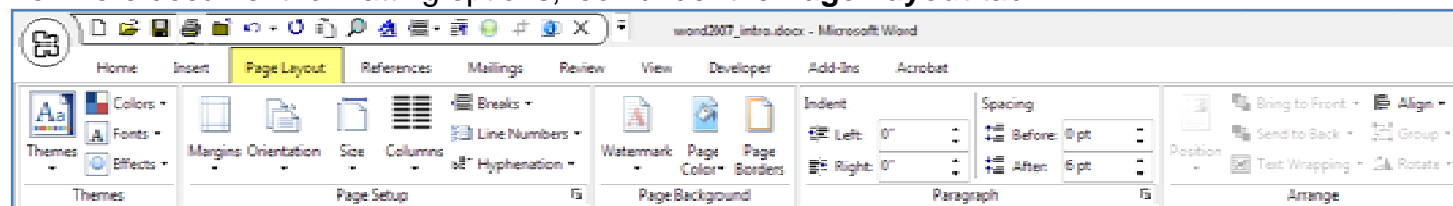


Paragraph group under the Page Layout tab

You can set the alignment, change the indentation of a paragraph, and set the line spacing. Use Spacing Before or Spacing After to control spacing between paragraphs as an alternative to using two hard returns between paragraphs.

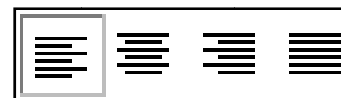


For more document formatting options, look under the **Page Layout** tab.



Alignment

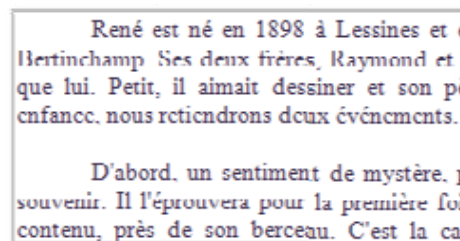
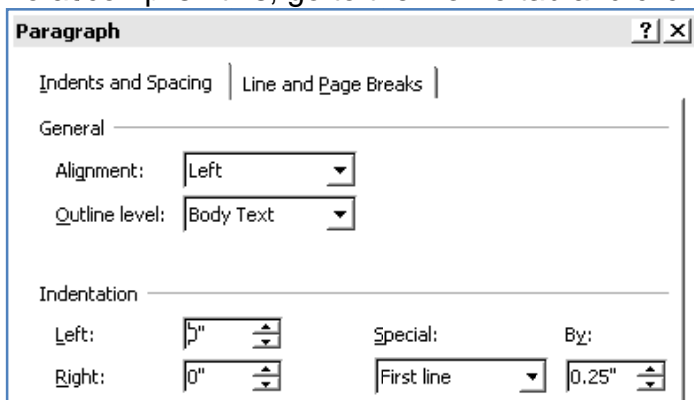
There are four buttons in the **Paragraph** group on the **Home** tab that are specifically for alignment. Once you have highlighted the paragraph(s) that you want to work with, click on the appropriate button (left, center, right, full justify).



First Line Indent

A first line indent is where the first line of the paragraph is indented (e.g. 5 spaces or half inch).

1. To accomplish this, go to the **Home** tab and click on the **Paragraph** dialog launcher.

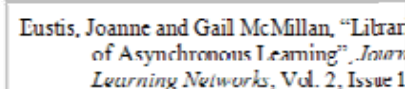


2. Click on the **Indents and Spacing** tab if it is not on top.
3. In the Indentation section, click on the down triangle under **Special**; the current value is probably set to "(none)".
4. Select **First Line** and specify how far you want the first line indented.

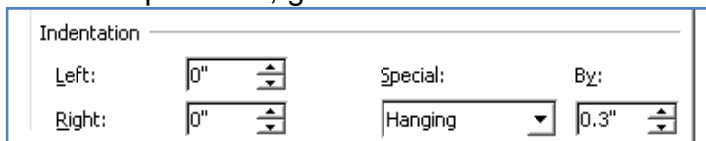
This paragraph format will stay in effect for the rest of your paragraphs.

Hanging Indent

A hanging indent is where the first line of the paragraph touches the left margin but subsequent lines are indented. You may choose to create hanging indents for a list of references at the end of your document or for a glossary.



1. To accomplish this, go to the **Home** tab and click on the **Paragraph** dialog launcher.

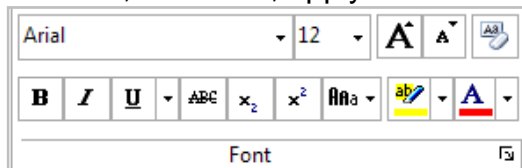


2. Click on the **Indents and Spacing** tab if it is not on top.
3. In the Indentation section, click on the down triangle under **Special**.
4. Select **Hanging** and specify how far you want the subsequent lines indented.

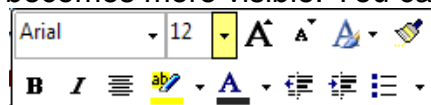
This paragraph format will stay in effect for the rest of your entries. If you have already typed in your list of references, select all of the entries and then apply this formatting.

Change the Font

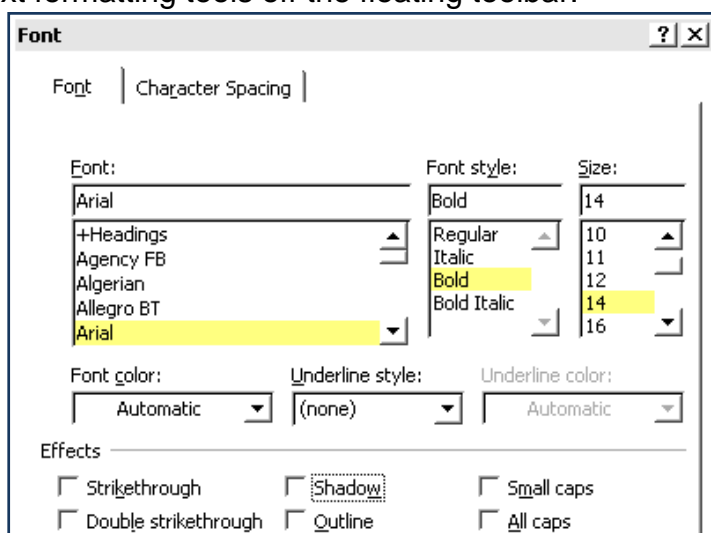
Font Group under the Home tab: To change the appearance of existing text, select it with your mouse; then use the font tools found under the Home tab. You can change the font family, the text size, text color, apply bold formatting or italics, etc. There is also a Clear Formatting button.



Mini-toolbar: Another option is that if you select text and then hover your mouse over the selected text, a very dim mini-toolbar will appear. As your mouse cursor gets closer to it, it becomes more visible. You can select any of the text formatting tools off the floating toolbar.

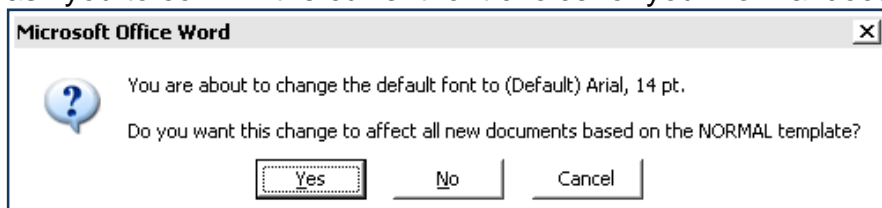


Font Dialog: In addition to using the formatting tools to modify text appearance, you can bring up the Font dialog: **Home tab > Font dialog button**. In this dialog, you can change several attributes at one time. You can change the font itself, text size, its underline and font style, and its color. You can add special effects such as **strikethrough**, **shadow**, or **superscript**.



Default Font

You can make a font your default font for all new documents by clicking on the Default button in the lower left corner of the Font dialog. Word will ask you to confirm the current font choice for your normal document template.



Format Painter



You can use the Format Painter tool found under the Home tab or the mini-toolbar to apply font characteristics to additional text:

1. Select text and make your formatting changes
2. Make sure the text is still selected
3. Click on the **Format Painter** tool (double click if you want to use it several times in a row)
4. Click on a word or select text to change its appearance to that of the previously selected text
5. If you double clicked on the tool, click on it once to turn it off or press the escape key.

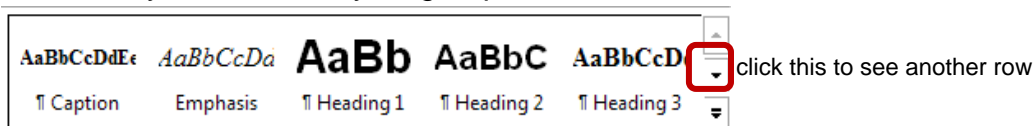
Styles

A **style** is a set of formatting instructions that control the appearance of your text. You identify this unique set of instructions by giving it a style name. Any text can be altered quickly, consistently, and easily by using the style that you have identified. Styles can be very handy if you need to modify your formatting later and heading styles can be used to generate an automatic table of contents.

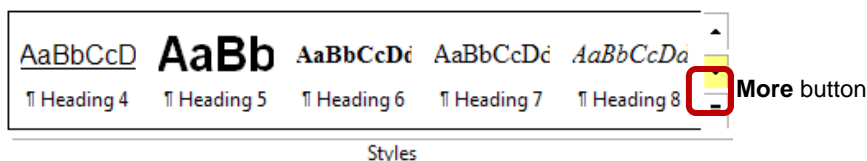
Styles are collections of character and paragraph formatting decisions that you make and then save using names that are meaningful to you. Although you aren't always aware of it, any time that you are using Word, you are using styles.

Apply Styles from the Home tab

1. Place the insertion point in the paragraph that you want to format or select several paragraphs.
2. Select a style from the Styles group on the Home tab.



Click on the down triangle to see another row of choices



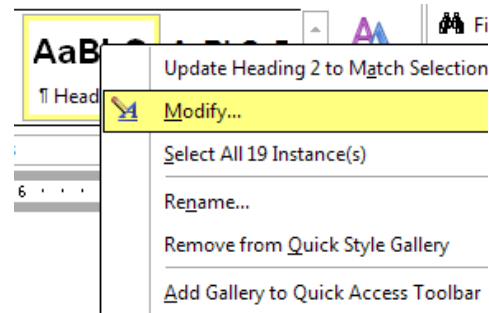
Click on the More button to see additional choices including "Clear Formatting"



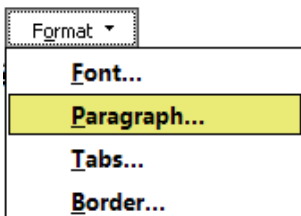
Modify Existing Heading Styles

If your style guide dictates a different appearance for the heading text, here are the steps to customize the heading style:

1. Go to the **Home** tab
2. Right click on a heading style in the **Styles** group
3. Choose **Modify** from the shortcut menu



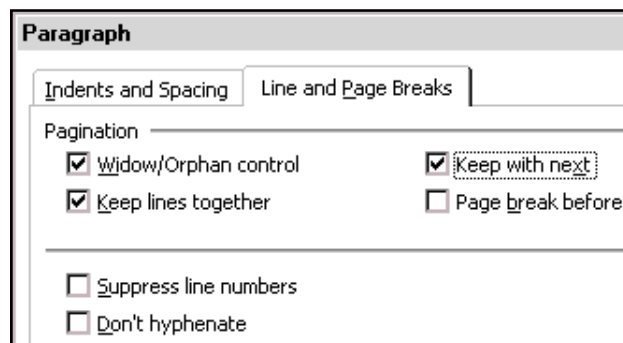
4. Make changes to the font, font size, style, color, alignment, line spacing. Click on the **Format** button to get to dialog boxes to change more formatting.



5. Click on **OK** to save your changes to the style. By default, these changes will apply only to this document.

Keep lines of a paragraph together

1. Select the paragraphs.
2. On the **Home** menu, click **Paragraph**, and then click the **Line and Page Breaks** tab.
3. Select the *Keep lines together* check box.



Keep a heading with its first paragraph

1. Select the paragraph you want to keep with the next on a page. This is usually used when you have text you want to act as a heading and you don't want it to be separated from its first paragraph. If you use Word's built-in heading styles, this option is already in effect.
2. On the **Home** menu, click **Paragraph**, and then click on the **Line and Page Breaks** tab.
3. Select the *Keep with next* check box.

Widows and Orphans

In documents, an "orphan" is a heading or first line of a paragraph as the last line on a page and a "widow" is the last line of a paragraph alone at the top of the next page. Some style guides discourage allowing paragraphs to split so that orphans or widows are created.

1. Select the desired text (keyboard shortcut: Ctrl A for whole document)
2. Click on the **Paragraph** dialog launcher from the **Home** menu.
3. Click on the **Line and Page Breaks** tab
4. Put a check mark in front of *Widow/Orphan control*

This will move a line at the bottom of a page to the top of the next page as needed.

<p>Magritte. Selon lui, le mystère est la première chose que puisse ressentir un enfant. connaît rien et découvre sans cesse. Ce mystère est aussi inexplicable puisque si on n'est plus un mystère. N'est ce pas le propre du mystère d'être mystérieux et donc i Ensuite le suicide de sa mère. Dépressive, elle s'enfuit une nuit de chez elle pou</p> <p>before "Widow/Orphan" control one line at top of next page</p>	<p>mystérieuse qui apparaît dans certains de ses tableaux. Ce sentiment bercera Magritte. Selon lui, le mystère est la première chose que puisse ressentir un enfant. connaît rien et découvre sans cesse. Ce mystère est aussi inexplicable puisque si on n'est plus un mystère. N'est ce pas le propre du mystère d'être mystérieux et donc i Ensuite le suicide de sa mère. Dépressive, elle s'enfuit une nuit de chez elle pou</p> <p>after "Widow/Orphan Control" is checked line from previous page joins the lonely line</p>
<p>aimait ses peintures, l'encourageait. À sa son enfance, nous retiendrons deux événements. D'abord, un sentiment de mystère, ou veuille se souvenir. Il l'éprouvera pour la prem bébé en contemplant une caisse, dont il ignore le contenu, près de son berceau. C'est i mystérieuse qui apparaît dans certains de ses tableaux. Ce sentiment bercera l'enf</p> <p>before "Widow/Orphan" control first line of paragraph at bottom of page</p>	<p>aimait ses peintures, l'encourageait. De son enfance, nous retiendrons deux événements. D'abord, un sentiment de mystère, ou veuille se souvenir. Il l'éprouvera pour la prem bébé en contemplant une caisse, dont il ignore le contenu, près de son berceau. C'est i</p> <p>after "Widow/Orphan Control" is checked that lonely line jumps to top of next page</p>

Breaks

To add a line or page break to the document, select the **Page Layout** tab and click on **Breaks**. Then choose the type of break you'd like to insert in your document from the list that drops down.

Page Break: choose Page from the top of this list for a forced break between pages.

Column Break: used to force text to the top of the next column when you have set up your document or section with columns.

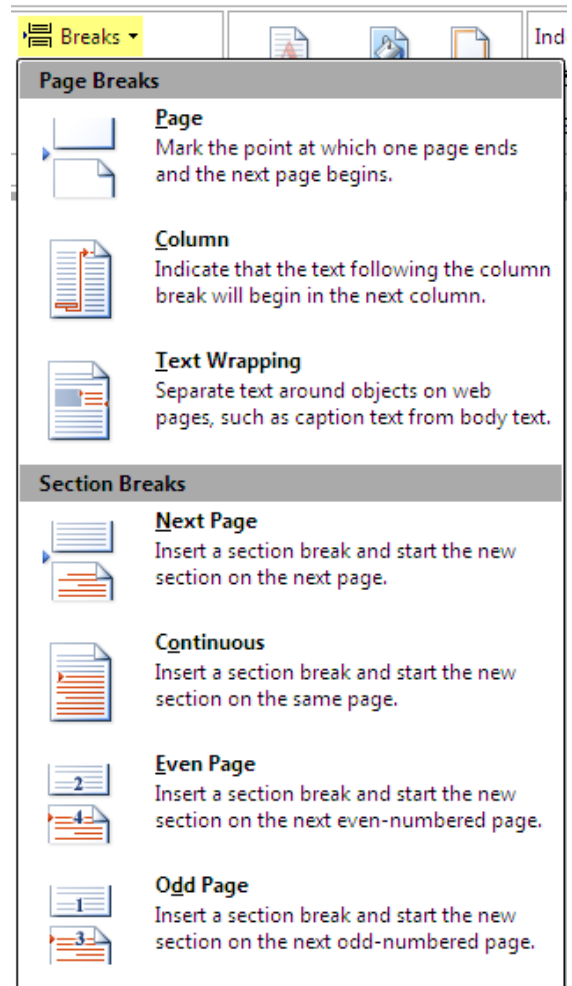
Next Page Section Break: if you want some pages to have a different orientation, different header/footers, a different style of page numbers, or different margins, you will have to insert a section break.

Continuous Section Break: useful for having a portion of a page with columns or different margins.

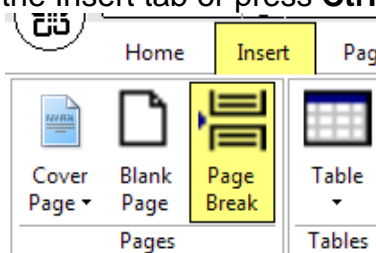
Even or Odd Page Section Break: avoid these unless you know what you're doing. They are meant for those documents where the new chapter must start on an odd or even page. These should not be used at all in WVU theses and dissertations.

Line Break: To insert a line break instead of a paragraph break, press **Shift Enter**. This is useful when you want to break a document heading or block of text in a specific location.

Note: If you delete a section break, the previous section will inherit the characteristics of the former second section (formatting will flow backwards)



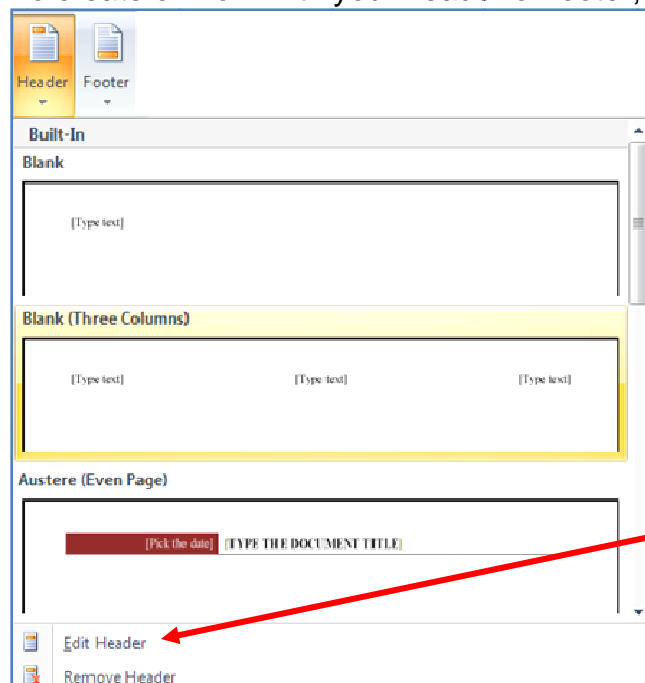
Another way to insert a simple page break is to choose Page Break from the Pages group on the Insert tab or press **Ctrl Enter**.



Headers and Footers

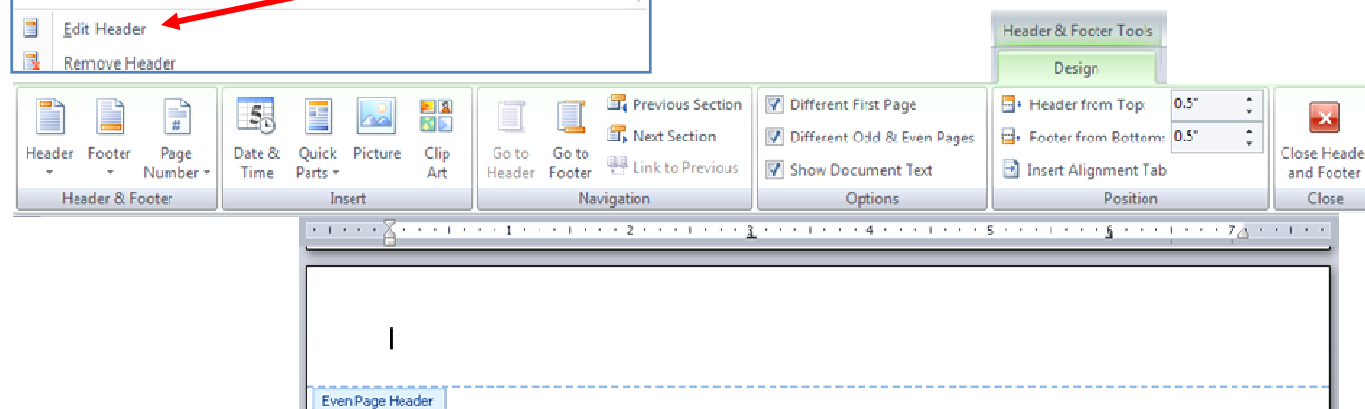
Sometimes you want more than just a page number at the top or bottom of your pages. You can create a running title or a running footer that will print on each page.

To create or work with your header or footer, go to the **Insert** tab and select **Header** or **Footer**.



You can select a Built-In style from the menu that appears.

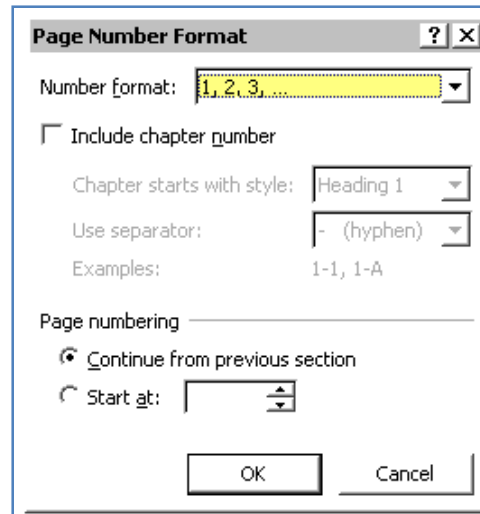
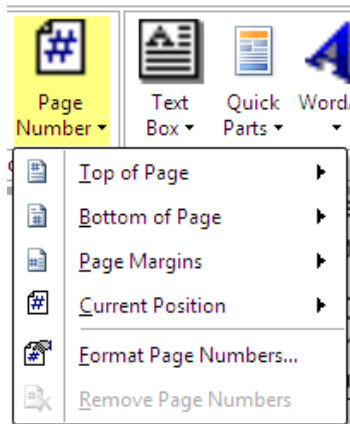
You can enter text by clicking Edit Header or Edit Footer from the below the list of built-in styles and typing in the dotted box that appears.



- To insert text such as the title or the author name: **QuickParts > Document Property**.
- To insert text such as the filename or AutoText: **QuickParts > Field**
- To insert a page number, click on the **Page Number** button.
- To change page number appearance, click on the Page Number button and choose Format Page Numbers.
- You can include the total number of pages.
- You can insert the current date or time or an image into the header or footer.
- You can switch between editing the header and the footer.
- You can go to a previous or next section's header or footer.
- Quick trick: once a header or footer exists, you can double click in that area to start editing it. You can double click back in the body or press Esc to return to the document.

Insert Page Numbers

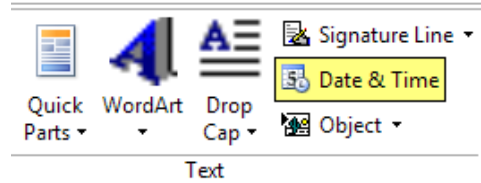
1. Go to the **Insert** tab and select **Page Number...**
2. Select a position for the page numbers or select **Format Page Numbers**.
3. You can choose a number format (Letters, Roman Numerals, etc.) and the page you want the numbers to begin.



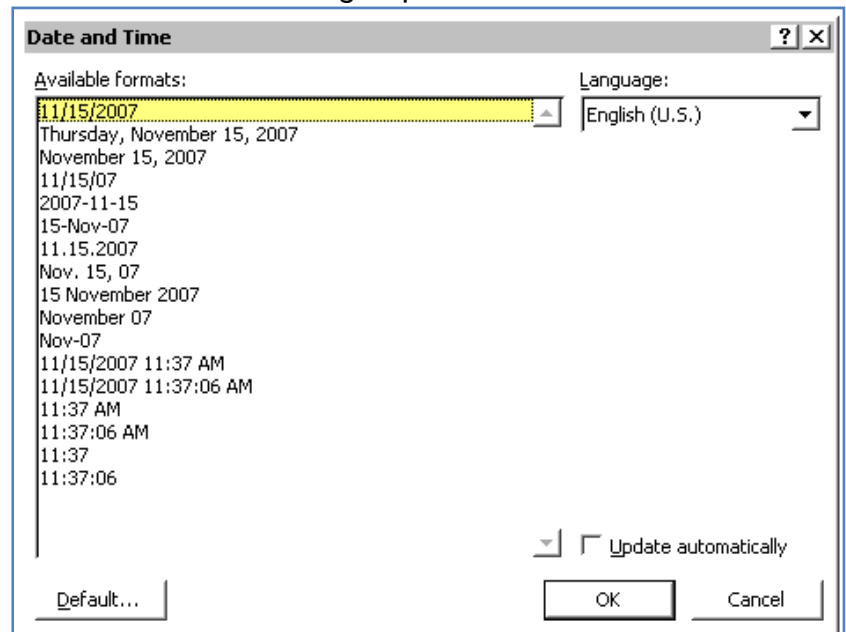
An alternative technique for page numbers is to place them in a header or footer.

Insert Today's Date

1. Go to the **Insert** tab and select **Date and Time** from the Text group.

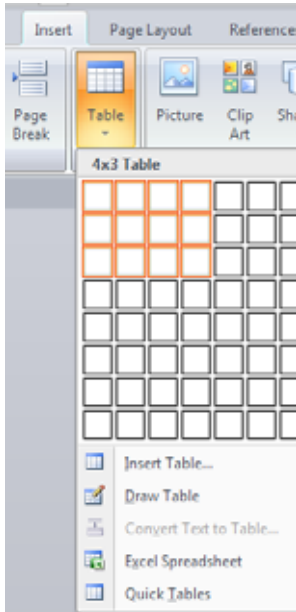


2. You can choose the format of the date or time that you want to insert.
3. Put a check mark next to *Update automatically* if you always want the date on the document to be the date the document was opened.
4. Click on **OK**.



Insert a Table

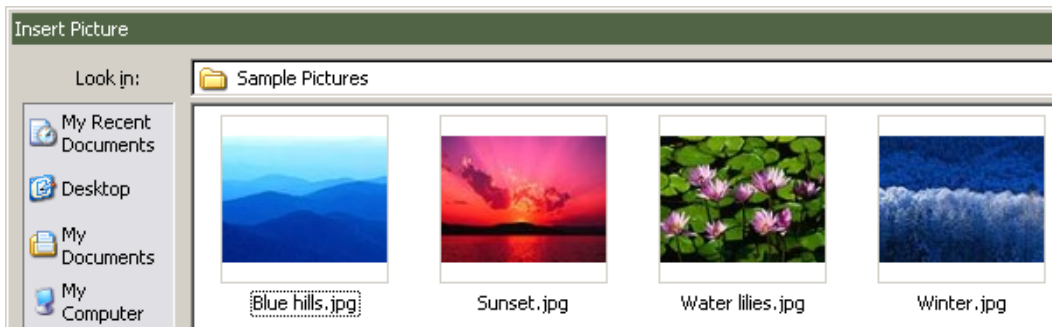
1. Go to the **Insert** tab and click on **Table**.



2. Either select the number of rows and columns with your mouse – then click.
-or-
Click on Insert Table and enter the number of rows and columns in the dialog.

Insert an Image

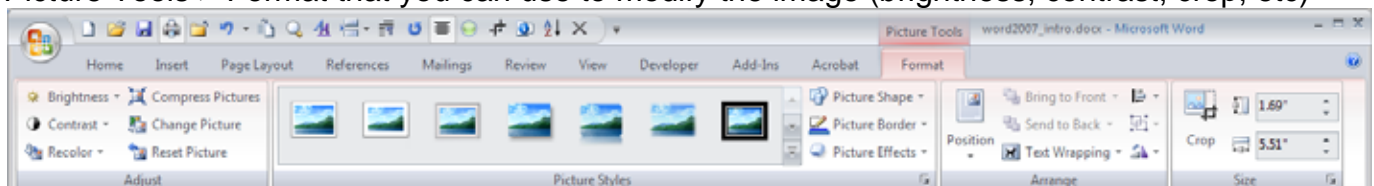
1. Go to the **Insert** tab and click on **Picture**



2. Look in your folders until you find the image you wish to insert.
3. Double click on it or click once then on the Insert button.

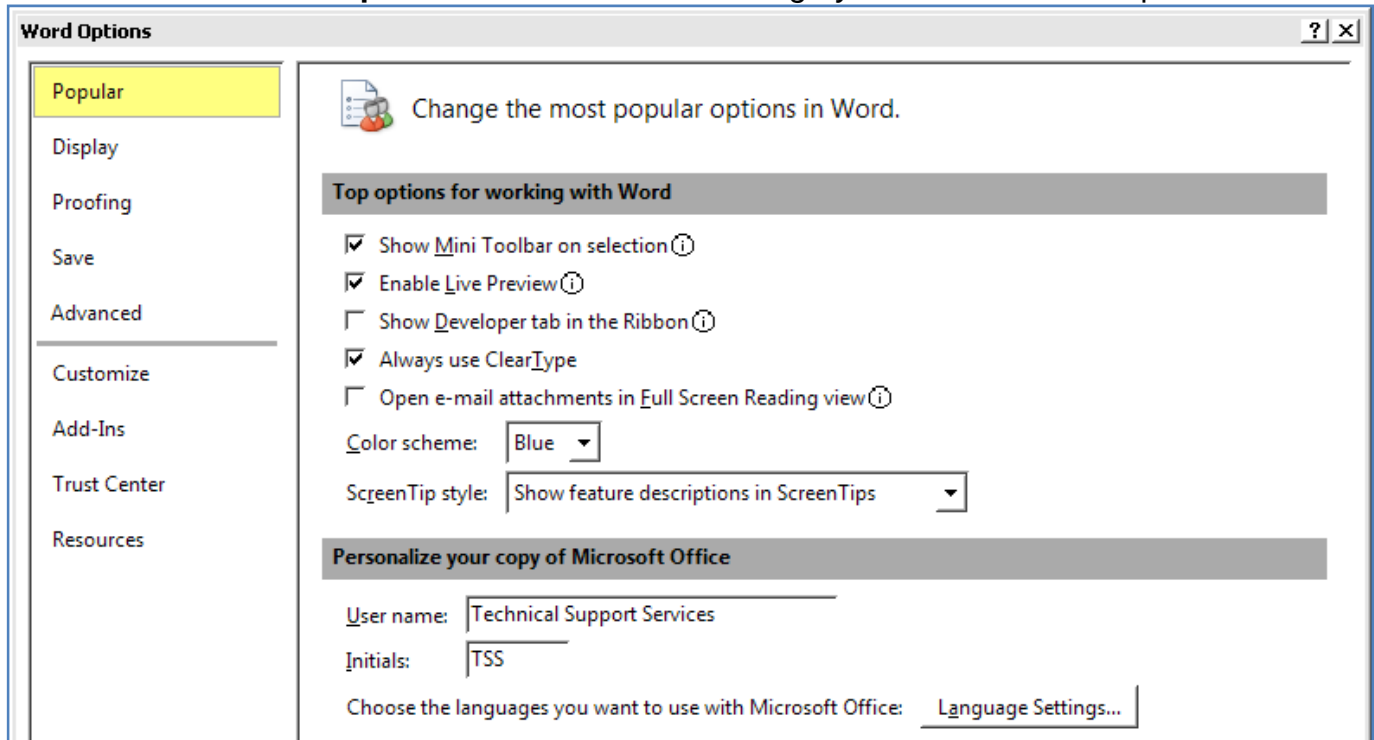
When you click on an inserted picture, you will have an additional ribbon:

Picture Tools > Format that you can use to modify the image (brightness, contrast, crop, etc)

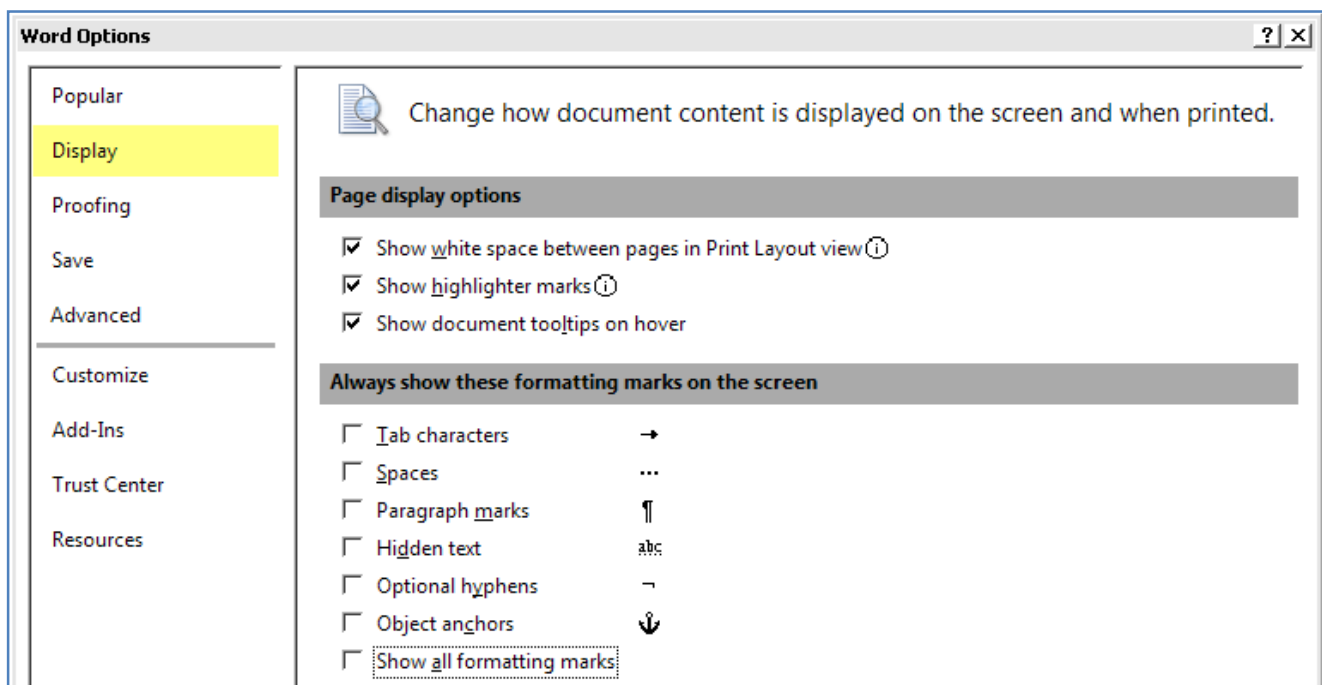


Word 2007 Options

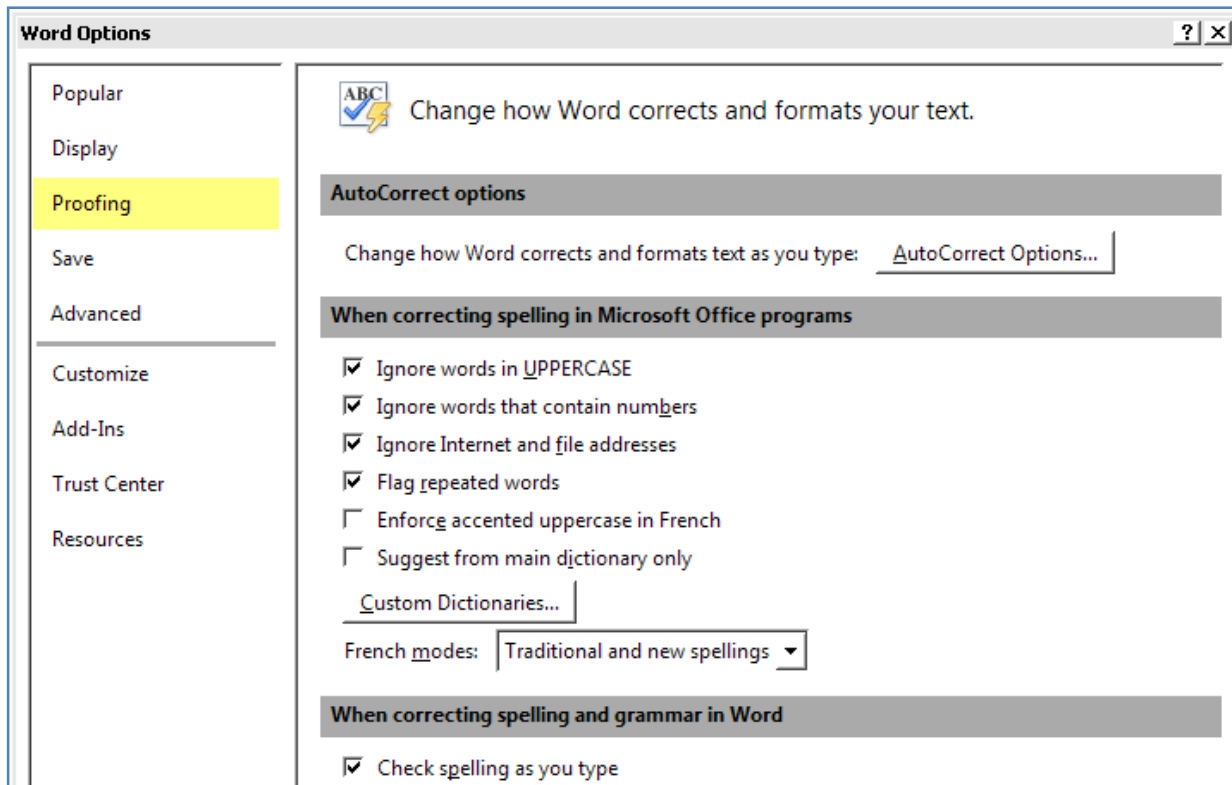
Office Button > Word Options button > choose a *category* on left > choose responses > OK



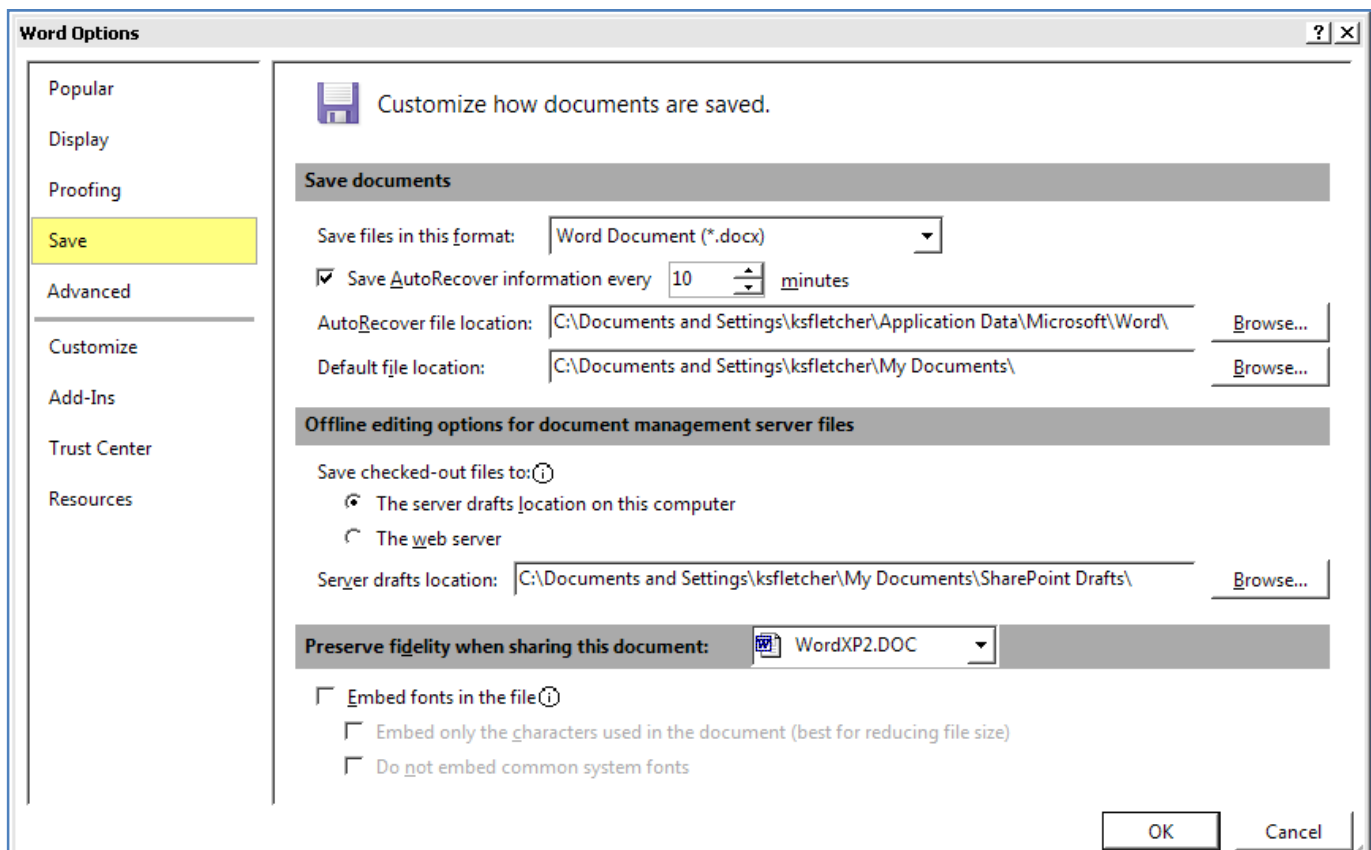
Popular Options – control interface for working with Word



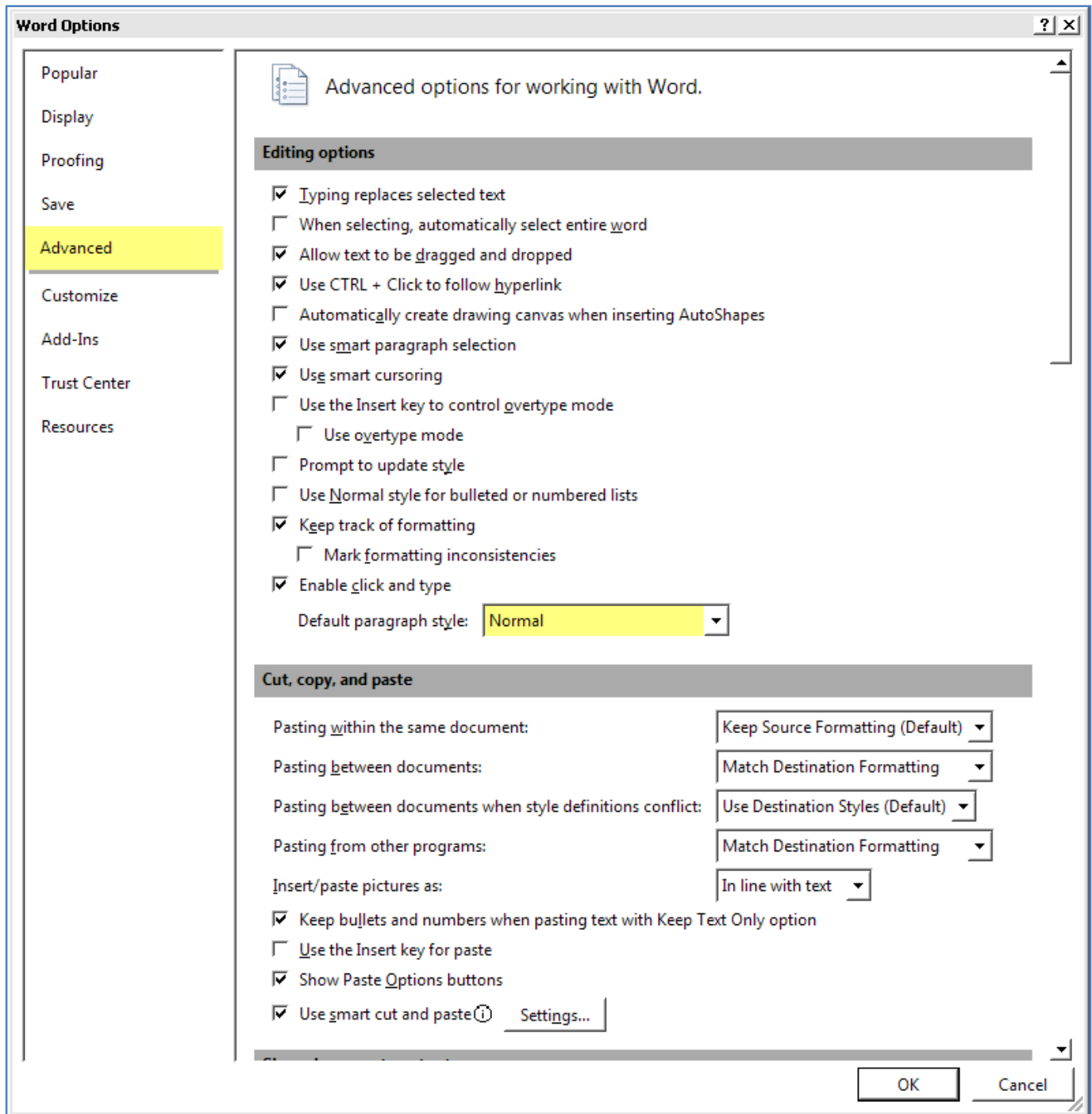
Display Options – control page display, visibility of formatting marks, printing options



Proofing Options – AutoCorrect, spell check



Save Options – default file format, autorecover, embedding fonts



Advanced Options – selecting text, overtype, default paragraph style, copy & paste formatting

Word Keyboard Shortcuts

Bold = **Ctrl B**

Center a paragraph = **Ctrl E**

Copy = **Ctrl C**

Cut = **Ctrl X**

Exit = **Alt F4**

Find = **Ctrl F**

Go to a certain page = **Ctrl G** (or F5)

Go to beginning of line = **Home**

Go to beginning of document = **Ctrl Home**

Go to end of line = **End**

Go to bottom of last page = **Ctrl End**

Hanging Indent = **Ctrl T**

Help = **F1**

Italicize = **Ctrl I**

Open = **Ctrl O**

Paste = **Ctrl V**

Print = **Ctrl P**

Print Preview = **Ctrl F2**

Replace = **Ctrl H**

Right Align paragraph = **Ctrl R**

Save = **Ctrl S**

Save As = **F12**

Select word = double click on it

Select paragraph = triple click in it

Select All text in document = **Ctrl A**

Spell Check = **F7**

Undo = **Ctrl Z**

View Paragraph Formatting = **Shift F1**