

WORD 2007

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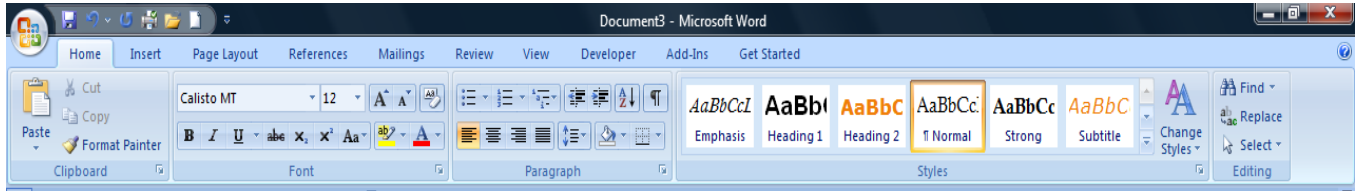
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I. Office 2007 New Interface:

The “Ribbon”



The “Ribbon” replaces the menus and toolbars.

New graphical user interface which consists of 3 basic components:

1.) *7 basic tabs each relating to certain functions:*

- Home – most common commands: Copy/Paste, Fonts, Styles, Find/Replace
- Insert – adding elements in your document: Graphs, Pictures, Headers & Footers
- Page Layout – Themes, Page Setup, Background, Paragraph, Arrange
- References – Tables of Contents, Footnotes, Bibliography, Captions, Index, Table of Authorities
- Mailings – Envelopes, Label, Mail Merge
- Review – Spelling & Grammar, Tracking Changes
- View – Document & Window Views, Show/Hide, Zoom, Macros

2.) *Tabbed section:*

- groups of related items
- Click on Home and notice the grouped sections: Clipboard, Font, Paragraph, Styles and Editing

3.) *Commands:*

- button, box or menu

Minimize the ribbon

Click the **Customize Quick Access Toolbar** and select minimize the ribbon

or

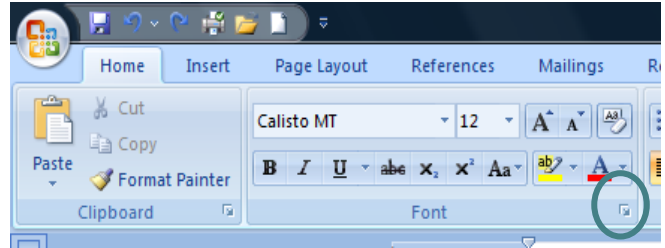
Double click the active tab (Home, Page Layout, References, etc.) to minimize and double click any tab to restore the Ribbon

or

Press control f1 to minimize and restore the ribbon

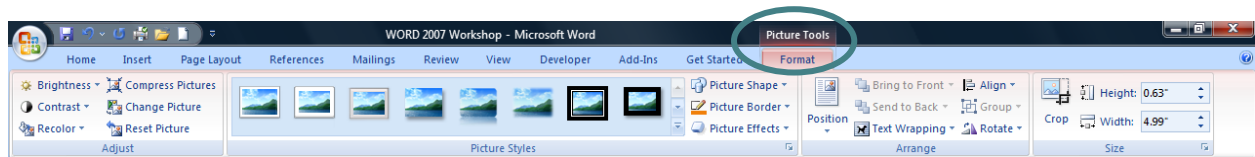
Dialog Box Launcher

Most tabbed sections will have a dialog box launcher which contains additional menu options relating to that section.



Practice: Use the Dialog Box Launcher to change the font effect to shadow:
Highlight a title and click on Home
Click on the dialog box launcher in the Font section
Select shadow and click ok

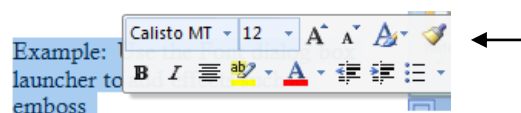
On Demand Tabs



Tabs automatically appear when you select certain objects: picture, chart, table or drawing.

Practice: Insert a picture and use the on demand tab (Picture Tools) to edit the picture:
Click on Insert tab / select Clipart / Search for and select image / click on image
Notice the Picture Tools tab (sections include adjust, picture style, arrange and size)
In the Picture Style section, select a frame for your picture
Go to Picture Effect and click Reflection and select desired reflection
Also check out Picture Border and Picture Shape under Picture Tools/Format

II. Toolbars:



Mini Toolbar

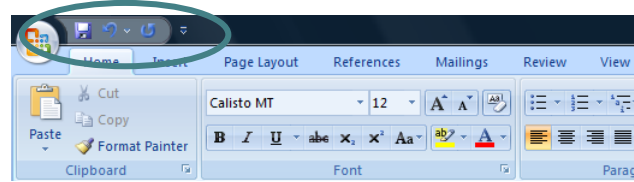
Common functions are available on the mini toolbar.

The mini toolbar appears when you select and point to highlighted text. Instead of using the function on the ribbon, you can conveniently make the selection from the Mini Toolbar.

Practice: Use the mini toolbar to change your text to Center, Bold and 24 point:
Select a paragraph and point to the highlighted text
You will see a faded mini toolbar
As soon as you point on the toolbar, it becomes solid
Select the desired function: Center, Bold, Font Size

Quick Access Toolbar

The quick access toolbar is displayed on the top left above the ribbon.



The default functions available on this toolbar are: Save / Undo / Repeat.
The Quick Access Toolbar can be customized to add your common functions.

Practice: Customize the Quick Access Toolbar:

Click on the Customize Quick Access Toolbar icon

Select any option listed to add it to the toolbar

or click on More Commands

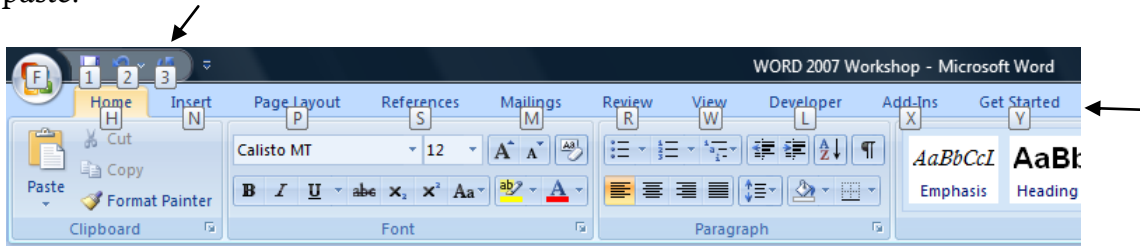
Locate the command on the left and double click to select (view command on right panel) and click ok



III. Key Tips: (Keyboard Shortcuts)

Keyboard shortcuts are now called “KEY TIPS”.

Many shortcuts are the same as previous versions such as control c to copy and control v to paste.



Press the ALT key to display the Key Tip badges
Press ALT again to remove the Key Tip badges

Every button on the ribbon has a shortcut!

Practice: Use the Key Tips to insert a table:

Press Alt to display the key tips

Press N (Insert) / T (Tables) / X (Excel Tables) scroll and select desired table

IV. Office Button: (similar to File Menu in previous version)

- Lists all commands to work with your document:
New, Open, Save, Save As, Print, Prepare, Send, Publish, Close
- Lists frequently used documents on the right

- Contains “Word Options” – used to set defaults in Word (replaces Tools/Options)

Practice: Change your default to open email attachments in Full Screen Reading view:
Click on Office Button / Select Word Options / On the Popular tab: check option:
Open email attachments in Full Screen Reading View

Note: You will want to change your default file location to point to a network location. Go to Word Option/Save.

Print

Setup:

Click on the Page Layout tab

Page Setup group contains options for Margins, Orientation, Size & Columns

To Print:

Click on the Office Button

Click Print to see the print dialog box to specify print options

Or

Click on the arrow next Print / options include:

- Print – brings you to the print dialog box
- Quick Print – sends the document directly to printer (no dialog box shown)
- Print Preview – preview document before sending to printer

Other Print options:

Save As includes PDF

Send As include email as attachment or email with XPS format (electronic file format which retain all the document formatting.)

Publish allows you to save your file as a blog post

Prepare allows you to make your document more secure by using encryption and also has a compatibility checker to check for document features not supported by other versions.

V. New File Format (XML format):

Smaller file size – files are automatically compressed when saved

Safer - Less likely to become damaged with this new format

Better security – documents containing macros are saved with different extension than those not containing macros.

Filename. <i>.docx</i> :	2007 document without macros
Template. <i>.dotx</i> :	2007 template without macros
Filename. <i>.docm</i> :	2007 document with macros
Template. <i>.dotm</i> :	2007 template with macros

Example: Click on File / Save and check the extension
The default format is XML

Open documents created on previous Word versions

Click on the Office Button / Open / double click on file
Top of screen will read “*Compatibility Mode*” next to the document name
Some features will be turned off when in compatibility mode since the old version does not contain the new feature. Example is Smart Art.

Practice: Open an old document that contains a picture:
Click on Insert tab / select Smart Art / *only* the Diagram Gallery is available
If you convert to the new format, all new features are available

NOTE: Most “older” Microsoft Office versions (2000 sp3, Office XP sp3 & Office 2003 sp1) will automatically prompt the user to download a compatibility patch in order to open the Office 2007 file. If the patch has already been installed, the file will just open.

Practice: Convert your “old” document to the new Office 2007 format (XML):
Open an “old” document
Click on the Office Button
Click on the Save As tab ►
Click on Word Document (top of the list - the default format is XML)
Click Save
Click OK to save document in the new format

VI. Status Bar:

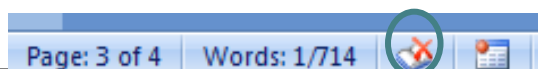
Window frame that displays at the bottom of the screen is the Status Bar

Left side displays the number of pages, words, proofing errors and macros
Right side displays different page views and the zoom option

Customize the status bar:
Right click on the status bar and check the desired function

Spelling & Grammar

Practice: Spell check your file:
Click on the Review tab
Click Spelling & Grammar (1st button of left in Proofing group)
or
Click on Proofing Errors icon



(check bottom left of screen)
Red X indicates spelling/grammar errors
Green check indicates no spelling/grammar errors

Document Views

Different views of your document
Located on the Status (bottom right) and the View tab

Types of document views:

Print Layout – lets you view how your document will look when printed; can see margins; most popular

Full Screen Reading – was called Reading Layout in previous versions

When using full screen can click on View Options button and define various options. View Options allows you to read your document in a one or two page view, increase font size for reading or allow typing while reading.

Press Close button to close this view.

Web Layout – displays document as it would look on the web

Outline – displays document in an outline

Draft – shows text only

Zoom



To zoom in and out and see a smaller or larger display of your document:

Click on the zoom slider on the lower right of the screen

or

Click on the % amount to view the zoom dialog box

or

Click on the – or +

VII. New Features:

Live Preview

Text changes on the screen automatically so you can see the change before committing to it. Available with fonts, styles, themes, picture tools, etc.

Practice: Use the live preview when selecting a new font:

Highlight to select paragraph (triple click)

Click on Home tab

Click the down arrow in the font box

Point to various selections and notice your text change

Make your font selection after you have seen the outcome

Styles

Style Sets change the text appearance of the document (styles, colors & fonts).
You can also select a portion of text and select the desired style.

Practice: Change the Style Set for the whole document:

Click Home tab

Click on Change Styles from the Styles group

Select Style Sets

Move over the style to preview and click on the style to select

Practice: Change the style of the headings:

Highlight the first heading and press control click and drag to select another heading

Click on Home tab

Select Heading 2 in the styles group

Themes

Themes include combination of colors, fonts and effects
Allows you to change the appearance of the whole document
Will not work on document in compatibility mode

Practice: Click on Page Layout tab and click Themes:

If you only want to change the font or color, choose that option from Themes group.

Note: Themes work best with documents that contain styles that the themes can update.

SmartArt

A new way to define a list or related data with the addition of a graphic element.
Communicate your ideas more clearly with SmartArt

Practice: Insert a SmartArt graphic:

Click on Insert tab and select SmartArt

Scroll through the list of the available graphic options and select desired graphic and click OK

Click on [Text] and enter your data



Click on your SmartArt graphic then try the following options:

To add color: Click on change colors from the SmartArt Styles group

Another option for adding text: Click on the tab arrow on left of SmartArt area

To specify a new design: Click the more arrow from the Layouts group

To specify a different style: Click the more arrow from the SmartArt styles group

To change the size of the SmartArt graphic: Click and drag the outside edge to make the area larger or smaller (will get double headed arrow)

To change the size of SmartArt area: Click and drag the 4 dots on the left, right, top or bottom box to increase or decrease the SmartArt area

Note: SmartArt is available in Word, Excel, PowerPoint and Outlook email.
Using PowerPoint, you can convert an existing list to a SmartArt list.

Galleries

Galleries contain blocks of data that can be used for headers, footers, cover pages, watermarks, table of content and page numbers. Building Blocks are stored in Galleries and contain objects that you save in Word for easy retrieval when needed.

Quick Parts Gallery

Makes it easy to save and reuse commonly used data and images.

Practice: Save a commonly used closing paragraph to the Quick Parts Gallery:
Highlight a paragraph and click on the Insert tab
Select Quick Parts
Select Save Selection to Quick Parts Gallery

Recall your stored information:

Click on Insert tab / click on Quick Parts / Select your data

Notes: When you exit Word, you need to click “yes” to save your building block information.

Check out:

Cover Page Gallery: Go to Insert / Cover Page / Make selection

Footer Gallery: Go to Insert / Footer / make selection / click on close header/footer

VIII. HELP!!!

- Press F1 to get help! Search for any topic
- Click the ? on top right
- Go to <http://office.microsoft.com/en-us/training/HA102295841033.aspx>
- Interactive Guides – available for Word, Excel & PowerPoint
If the guide is already installed, you will see a tab on the Ribbon labeled, “Get Started”.

To install a guide: Go to the Microsoft.com site

Enter “Get Started Tab” in the search box on the right

Click on the first link

Scroll to the heading “Get it now” and select the desired guide

Click Continue/Download/Run/Run

When the installation is complete, you will run the Office program and see the get started tab on the ribbon.

To use the guide: Click on Get Started tab / Interactive Guide

Click on Start the Guide / click Start

A 2003 screen is presented. Select your function

The 2007 commands will be shown / notice the yellow boxes

- Go to www.microsoft.com
 - Microsoft site has training, reference guides, interactive 2003 2007 guide, presentations, demos, blogs, etc.
 - Search “office 2007 home page”
 - Also check out Workbook Mapping