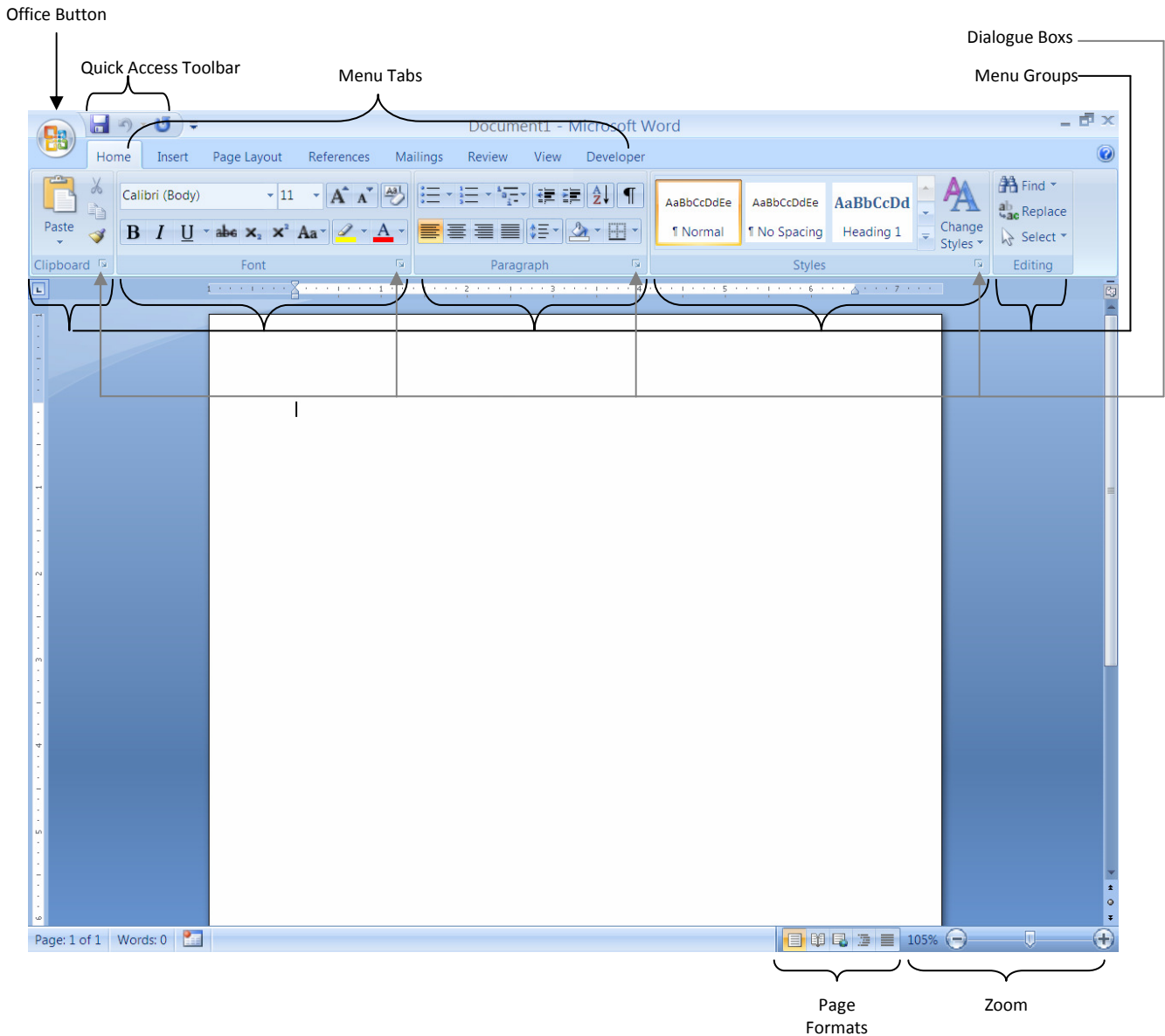



Microsoft Word: Upgrade Summary

Anatomy of Microsoft Word 2007




Starting a Document

New Document



	→ New	<ol style="list-style-type: none"> 1. Click on the Office Button. 2. Select New. 3. Double click on Blank Document.
	Ctrl + N	*Automatically opens a new blank document.

Opening a Document



	→ Open	<ol style="list-style-type: none"> 1. Click on the Office Button. 2. Select Open. 3. Locate the document to be opened. 4. Double click on the document to open.
	Ctrl + O	<ol style="list-style-type: none"> 1. Locate the document to be opened. 2. Double click on the document to open.

Saving

Save Document


 → Save	<ol style="list-style-type: none">1. Click on the Office Button2. Select Save.
Ctrl + S	*Automatically saves document.
	*Automatically saves document.

Rename Document, Change File Type, Save in a New Location


 → Save As	<ol style="list-style-type: none">1. Click on the Office Button2. Select Save AS.3. Select where to save the document.4. Click OK.
Ctrl + S	<ol style="list-style-type: none">1. Select where to save the document.2. Click OK.
	<ol style="list-style-type: none">1. Select where to save the document.2. Click OK.

Printing

Print Preview



 Print → Print Preview.	<ol style="list-style-type: none">1. Click on the Office Button.2. Use the mouse cursor (magnifying glass) or utilize the Zoom menu option group.3. To return to your document, click on Close Print Preview on the toolbar.4. To print from Print Preview, on the print preview toolbar, select the printer icon.
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Printing







 → Print	<ol style="list-style-type: none">1. Click on Office Button.2. Select Print.3. Select:<ul style="list-style-type: none">- The printer to be used (name drop-down)- Therange of pages to be printed (page range)- And/or the number of copies to be printed.4. Click OK.
Ctrl + P	<ol style="list-style-type: none">1. Select:<ul style="list-style-type: none">- The printer to be used (name drop-down)- Therange of pages to be printed (page range)- And/or the number of copies to be printed.2. Click OK.

Viewing Documents

Quick Access Toolbar



1. Click on  in the Quick Access Toolbar (.
2. Select the tool you'd like to display as part of the Quick Access Toolbar. A check next to the tool indicates it is being displayed.

Screen Magnification



View Tab → Zoom Group → 	<ol style="list-style-type: none">1. Indicate the desired zoom percentage.2. Click OK.
	Click and drag  , or click on  or  to a  st zoom

Moving Text



Copying Text

Home Tab → Clipboard Group →		<ol style="list-style-type: none"> 1. Select the text to be copied. 2. From the Home tab, within the Clipboard group select .
Ctrl + C		<ol style="list-style-type: none"> 1. Select the text to be copied. 2. Hit Ctrl + C

Cutting Text

Home Tab → Clipboard Group →		<ol style="list-style-type: none"> 1. Select the text to be cut. 2. From the Home tab within the Clipboard Group select .
Ctrl + X		<ol style="list-style-type: none"> 1. Select the text to be copied. 2. Press Ctrl + C

Pasting Text


Home Tab → Clipboard Group →		<ol style="list-style-type: none"> 1. After copying/cutting, place cursor where text will go. 2. From the Home tab, within the Clipboard group select .
Ctrl + V		<ol style="list-style-type: none"> 1. After copying/cutting, place cursor where text will go. 2. Press Ctrl + V.

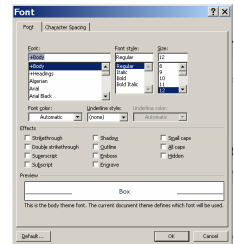
Drag and Drop

1. Select the text that you wish to move.
2. Click and drag the text to the desired location.
3. To drop the text, release the mouse button.

Formatting Text





Formatting Text


1. Select the text to be altered.
2. Press Ctrl + D or from the **Home** tab, within the **Font** group, click dialogue box icon . The extended **Font** dialog box will appear.
3. Select Font, Size, and Effects.
4. When finished, select **OK**.



Formatting Text from the Home Tab



Alignment

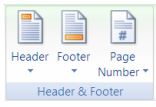
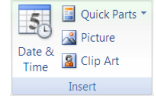
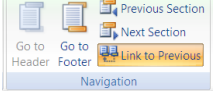
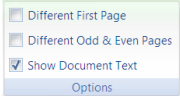
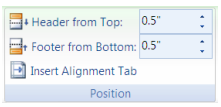

Alignment	What it does	Keyboard	Toolbar
Left	Left margin is a straight line, right is uneven	Ctrl + L	
Center	Each line is centered in the middle of the page	Ctrl + E	
Right	Right margin is straight, left is uneven	Ctrl + R	
Justify	Both left and right margins are straight	Ctrl + J	

1. Select the text you want to alter.
2. From the **Home** Tab, within the **Paragraph** box, click on . The extended **Paragraph** dialog box will appear.
3. Select the **Indents and Spacing** tab.
4. From the Alignment pull-down list, make the appropriate selection.
5. Click **OK**.

Formatting Pages


Headers and Footers

1. From the **Insert** tab, within the **Header & Footer** box, click on either  **Header** or  **Footer**.
2. Select the type of Header/Footer to add.
3. If necessary, switch between the header and footer using the **Go to Header** or **Go to Footer** in the **Navigation** box.
4. Type the desired text and click the icons to add the date, time, page number, etc.


Toolbar Section		Function
Header & Footer		Changes format of the Header and/or Footer. Inserts Page Numbers.
Insert		Inserts date, time, and pictures.
Navigation		Switches between header and footer, shows previous, and shows next. Makes the header or footer the same as the previous section.
Options		Allows variations of the Header and/or Footer throughout the document. Shows or Hides the body of the document when viewing a Header/Footer.
Position		Changes the size of a Header and/or Footer and controls the alignment.
Close		Closes Header/Footer view.

5. Select **Close**.


Margins

1. From the **Page Layout** tab, within **Page Set Up**, select **Margins** ().
2. Click on a displayed margin setting.

OR

1. From the **Page Layout** tab, within **Page Set Up**, select **Margins** ().
2. Select **Custom Margins**.
3. Choose margin sizes for the document.
4. Click **OK**.


Orientation

1. From the **Page Layout** tab, within **Page Set Up**, select **Orientation** ().
2. Click on the desired page orientation.



Size

1. From the **Page Layout** tab, within **Page Set Up**, select **Orientation** ().
2. Click on the desired page size.

Page Break

1. Place your cursor where you want the new page to begin.
2. From the **Page Layout** tab, within **Page Set Up**, select **Breaks** ().
3. Click on **Page**.

Spelling and Grammar

<p>Review Tab → Proofing Box → </p>	<ol style="list-style-type: none"> 1. From the Review tab, within the Proofing box, click on Spelling & Grammar (). 2. The Spelling and Grammar dialog box appears. 3. Select correct spelling/grammar by clicking: <ul style="list-style-type: none"> - Ignore Once - Ignore All - Add to Dictionary - Change - Change All - AutoCorrect 4. When it is finished, a dialog box appears. Select OK.
<p>F7</p>	<ol style="list-style-type: none"> 1. Press F7The Spelling and Grammar dialog box appears. 2. Select correct spelling/grammar by clicking: <ul style="list-style-type: none"> - Ignore Once - Ignore All - Add to Dictionary - Change - Change All - AutoCorrect 3. When it is finished, a dialog box appears. Select OK.

