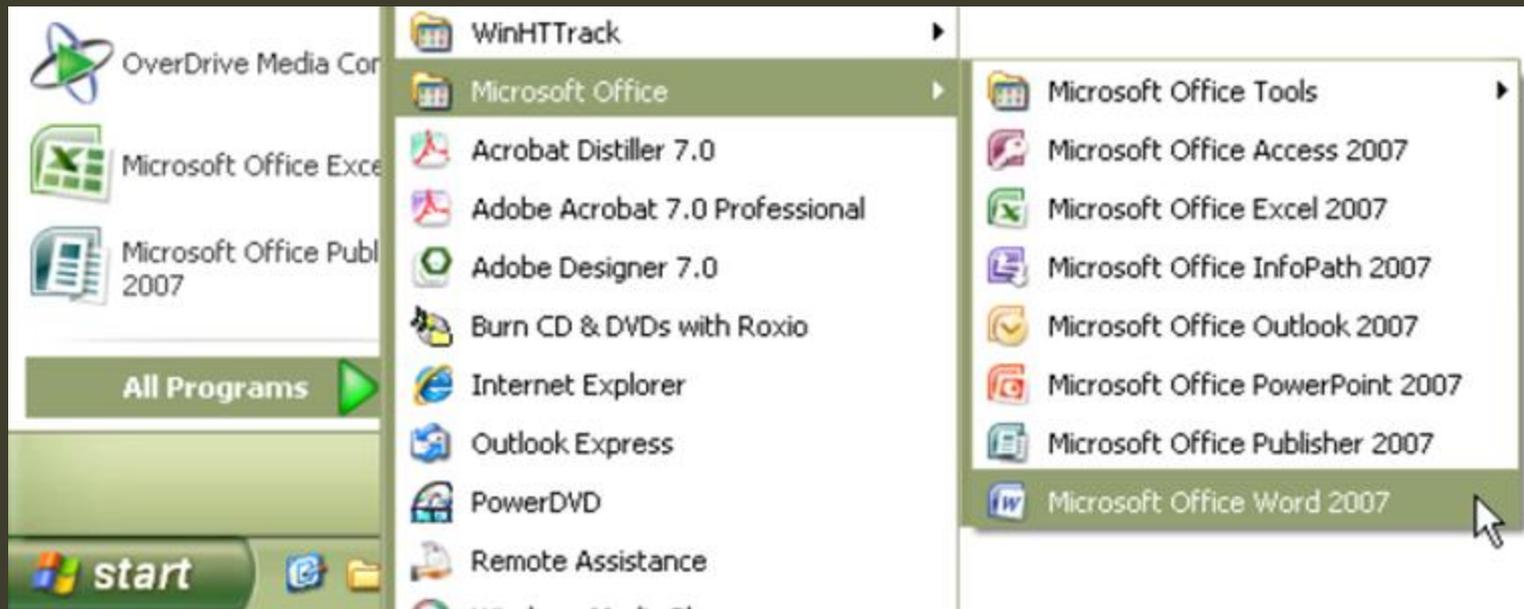
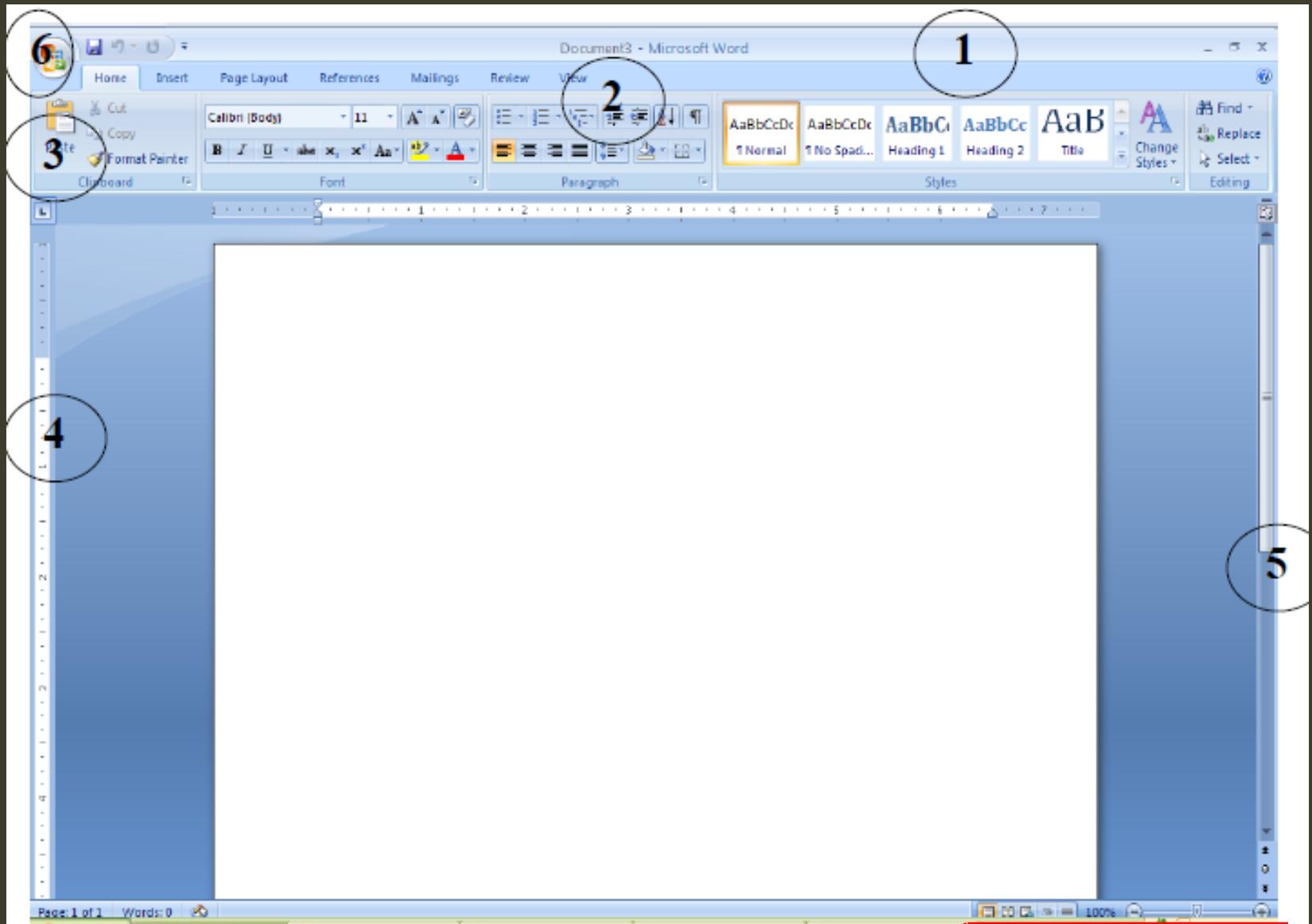


# MICROSOFT WORD

# Opening Word

- Double click the Word icon on the desktop.
- OR
- Click the **Start menu** > **All Programs** > **Microsoft Office**, then select **Word 2007** from the list.





# The Word 2007 Window

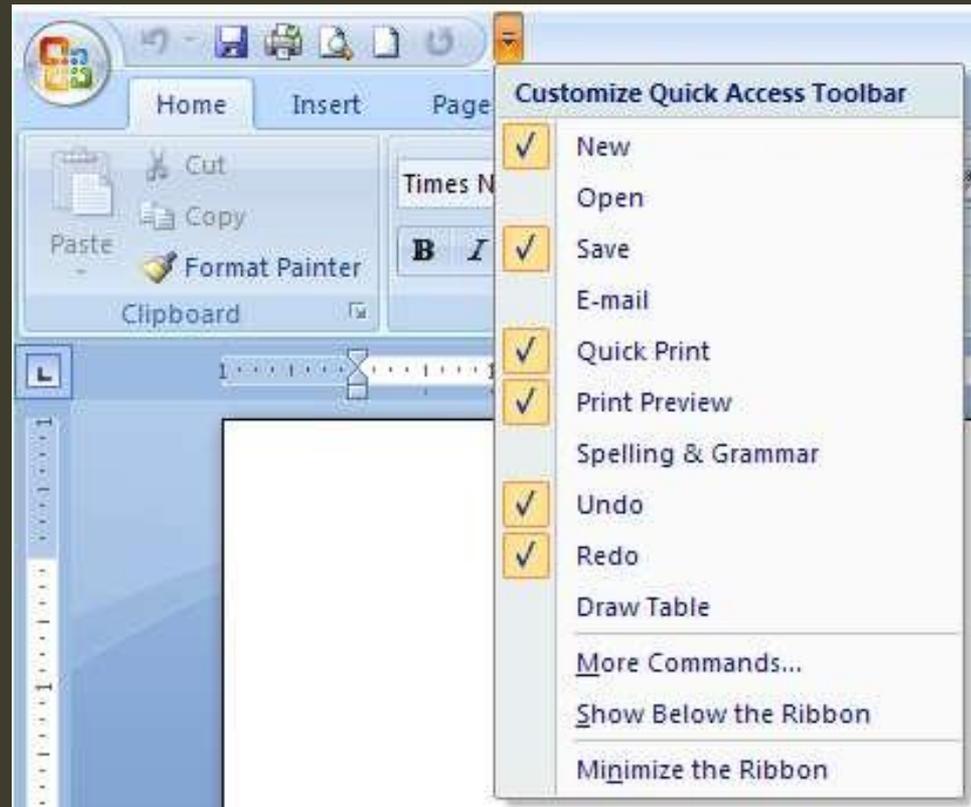
When Word is started, a new blank page titled **Document1** is opened automatically.

1. **Title Bar** - located at the top of the window and states the file name and the program you currently have open.
2. **Ribbon** - includes *Home, Insert, Page Layout, References, Mailings, Review, and View* ; rows of buttons that perform various actions used in creating and editing your document.
3. **Groups** - related actions and commands
4. **Ruler** - directly below the ribbon is a ruler. Use the ruler to set tabs, indents, and margins.
5. **Scrollbars** - are located on the right side and on the bottom of the screen. By clicking on the arrows at the ends of the scrollbars, you can move up and down or left and right.
6. **Microsoft Office Button** – located in the upper left hand corner. It is the menu button where you will find new, open, print, etc.

Notice the buttons in the lower right corner. They allow you to view your document in **print layout, full screen reading, web layout, outline, and draft** views. Next to these buttons is the zoom in and out feature, which allows you to move in and out on the document (This does not affect print size.)

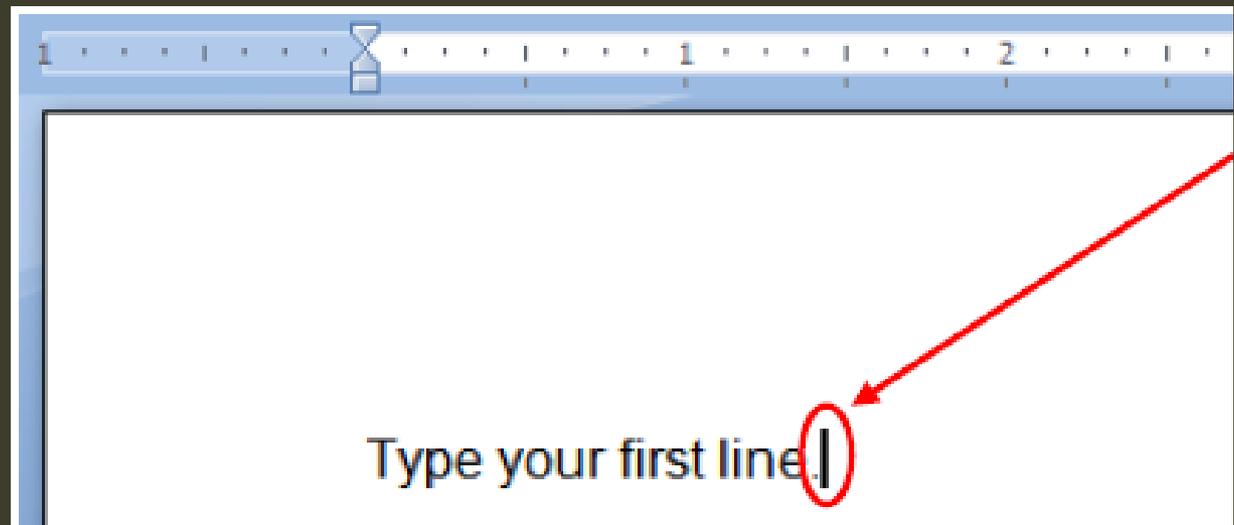
# Quick Access Toolbar

If you often use commands that are not as quickly available as you would like, you can easily add them to the **Quick Access Toolbar**, which is the area to the right of the **Office Button**. On that toolbar, commands are always visible and near at hand. You can click on the drop-down arrow next to the **Quick Access Toolbar** and select items to be added.



# Adding Text

- Look for the blinking black line. This is called the “I-beam” cursor or the insertion point. That is where text will appear when you type.
- Type the following: `=rand(4,3)`

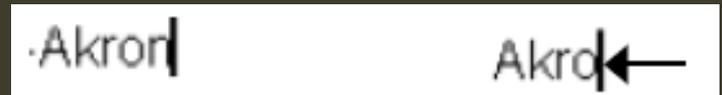


# Editing Text

- Delete - one character to the right is removed



- Backspace - one character to the left is removed



- Undo - will undo the most recent action

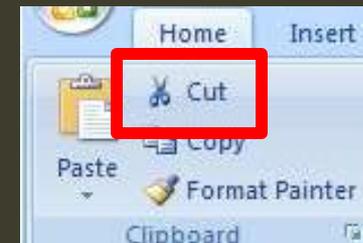
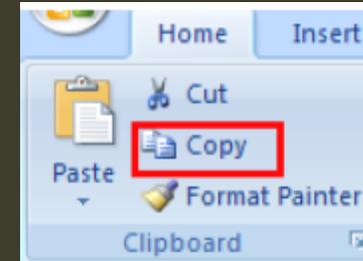


- Redo - will redo the most recent undo



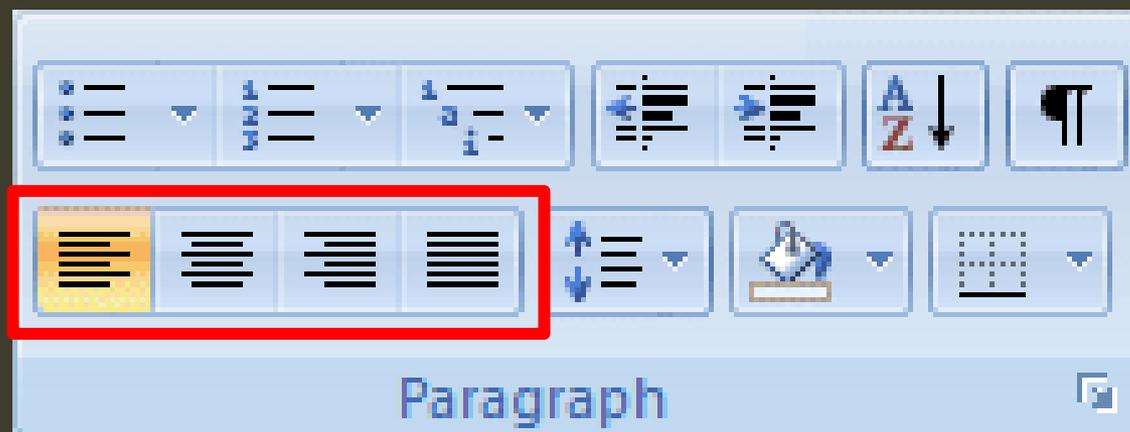
# Copy & Paste Text

- **Copy** text - makes a copy of the selected text to paste elsewhere
- **Cut** text - removes the selected text to be pasted elsewhere
- **Paste** text - inserts the text that has previously been copied or cut



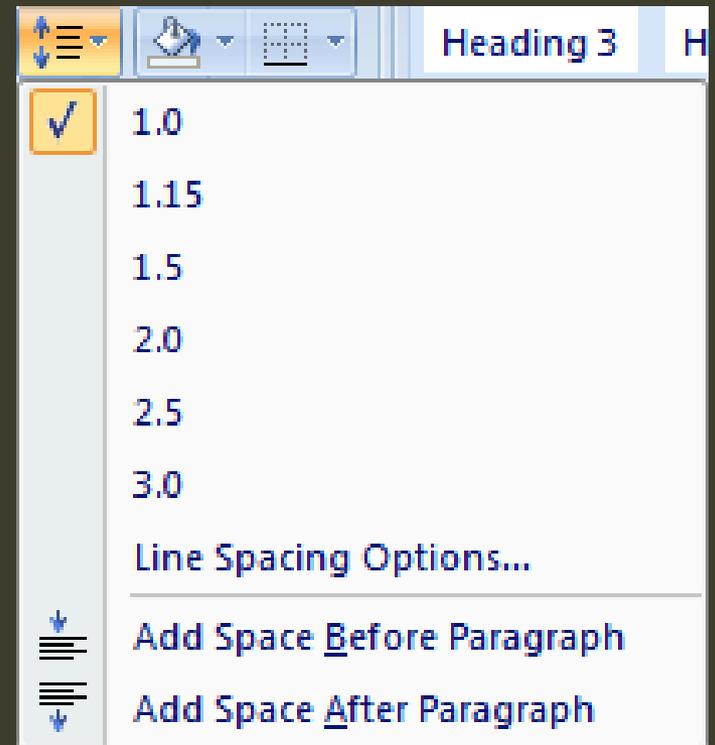
# Alignment

- Microsoft Word defaults to left aligned paragraphs
- Other options: Centered, Right Aligned, & Justified
- To alter alignment utilize the buttons in the **Paragraph** group of the **HOME** tab.



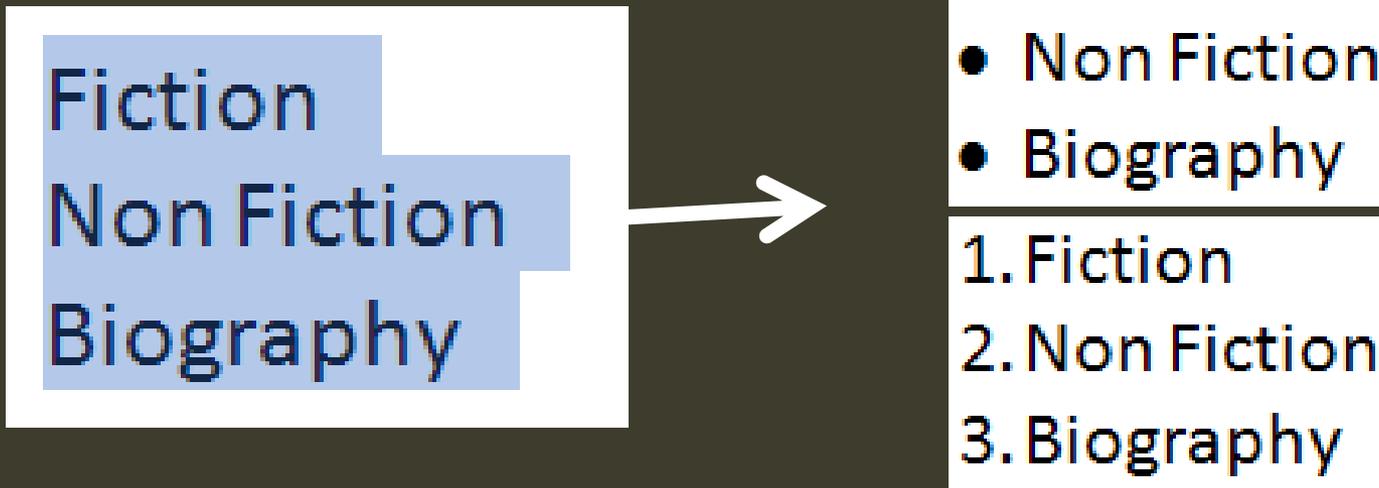
# Line Spacing

- Line spacing defaults to single spacing, unless you have altered your settings.
- To alter line spacing utilize the line spacing button on the HOME tab.



# Bullets & Numbers

- You can add a bulleted or numbered list before or after you type the actual list.
  - *To add bullets or numbers to an existing list*
    - Highlight the list to be modified
    - In the **Paragraph** group of the HOME tab, click the left side of the bullets or numbering button



# Bullets & Numbers

- You can add a bulleted or numbered list before or after you type the actual list.
  - *To add bullets or numbering BEFORE you type the list*
    - Place the blinking cursor where you would like your list to begin.
    - Click on the button of your desired format (bullets or numbers)
    - A bullet/number will appear and you can begin to type your list
    - To add a new bullet/number press ENTER

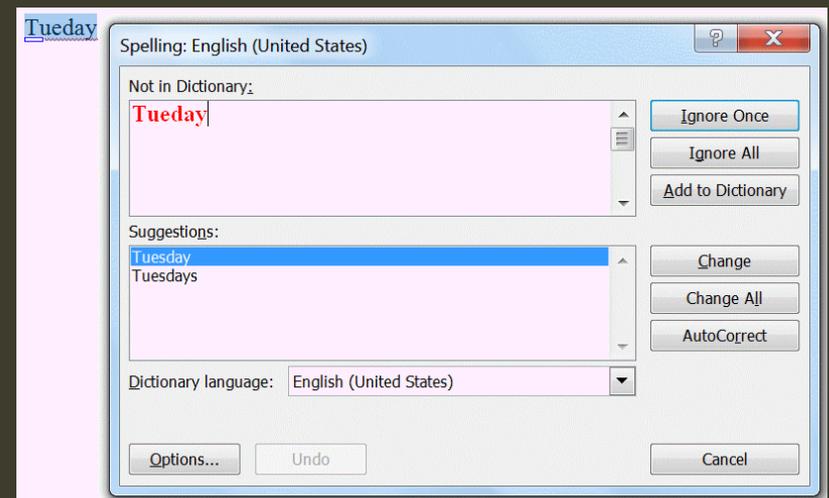
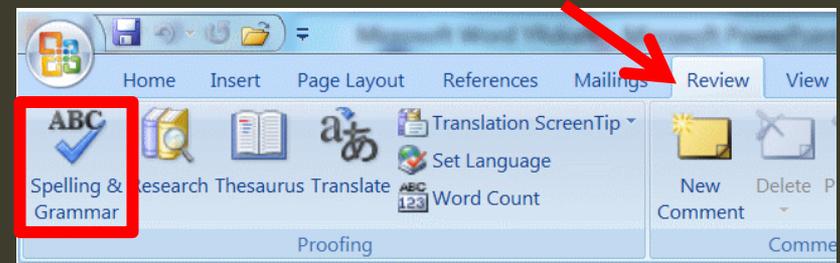
# Bullets & Numbers

- To change the bullet or number style:
  - Highlight the current list
  - Select the drop down arrow next to either the bullet  or number  icons
  - Choose whichever bullet or numbering style you would like to use.
- To choose a bullet that is not on the list
  - Click define new bullet or number format
  - Define your new bullet/number and select OK when finished

# Spelling & Grammar

Word has built-in spelling and grammar checking functions. When you misspell a word you will see a squiggly red line appear under that word. If you make a grammatical error you will see a green squiggly line instead.

- To correct the spelling or the grammar, right-click on the underlined word with the mouse and pick the appropriate option from the list Word suggests.
- To spell check and grammar check an entire document, click the Spelling & Grammar button in the Review tab, then click the appropriate option.



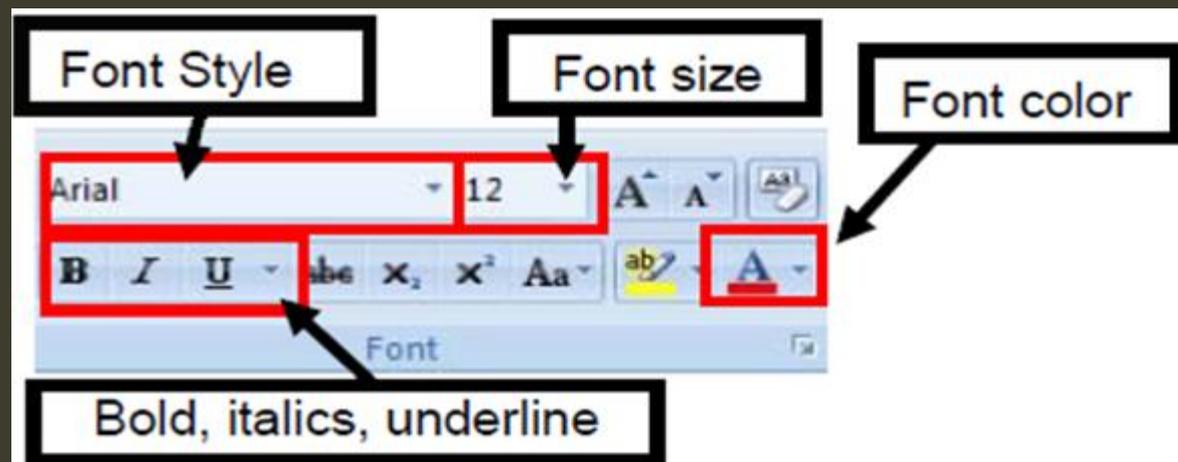
# Formatting Text

You can change the size, shape, and style of the letters. Formatting changes can be made from the **Font** group in the **Home** tab.

If you change the formatting *before* you begin typing any words the formatting changes will apply to the entire document.

If you change the formatting *after* you have typed some text the formatting changes will apply to *the text you have highlighted*, or any *subsequent text you type*.

You can make several changes at once using the Font Dialog Box.

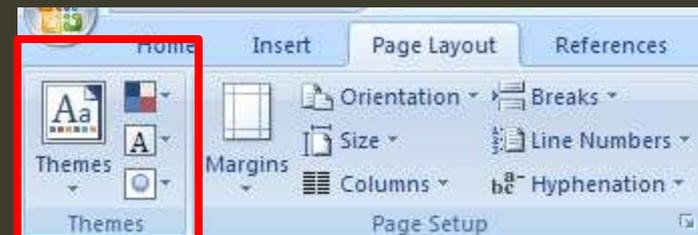


# Styles & Themes

- The use of Styles allows you to use ready-made formatting on your text. This ensures that all titles, subtitles, headings, normal text, etc. are the same font size/color/style.

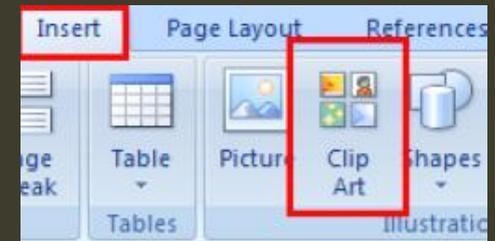


- Themes change the colors and font styles of your entire document. Themes only work to change the color of text if you have first used Styles to classify them.



# Adding Clip Art

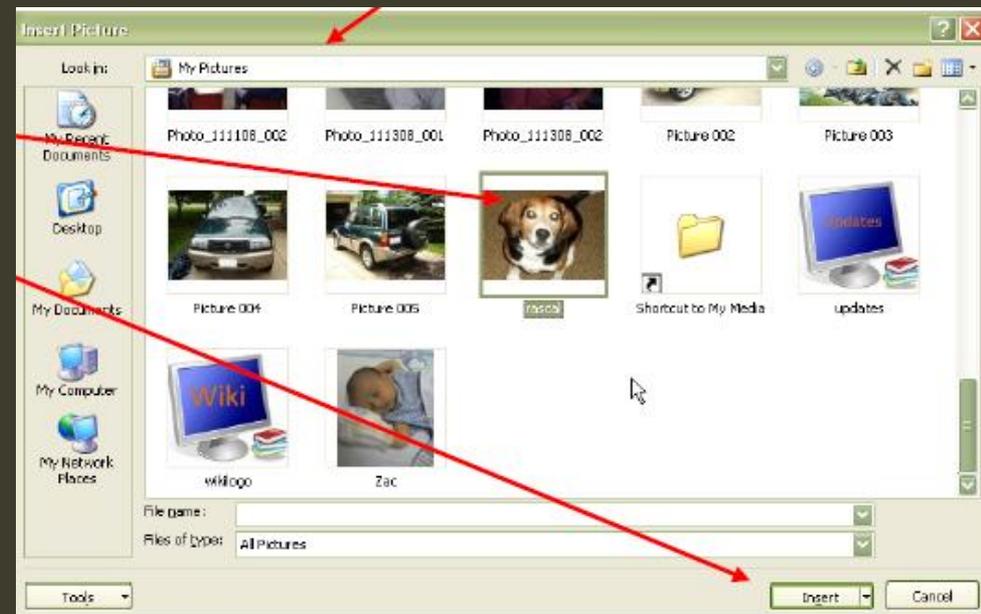
- ❑ Click the **Clip Art** button on the **Insert** tab.
- ❑ The Clip Art task pane will open. Type a description of what you are looking for in the **Search for: box** and **Click GO**.
- ❑ To insert an image into your document, click on the place in your document that you would like the image to appear. Then click on the image from the Task Pane on the right and it will appear in your document.



# Inserting a Picture

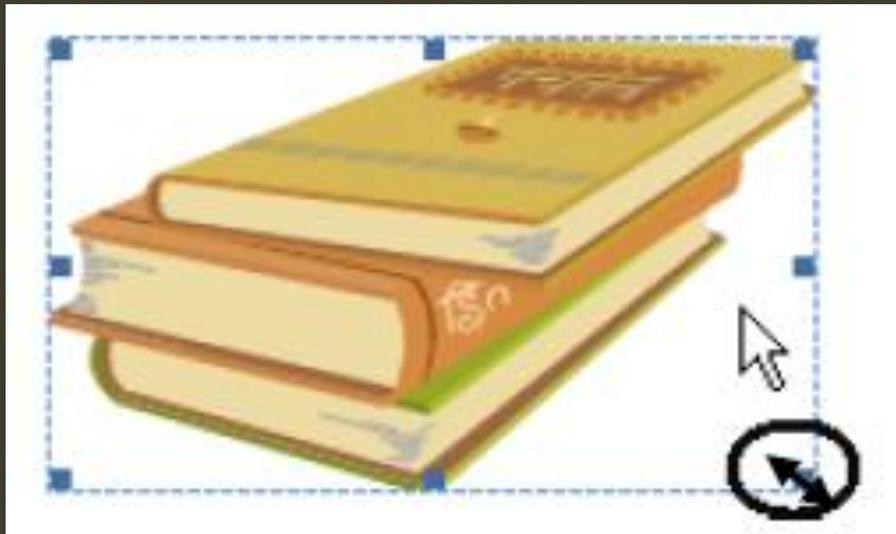
To add an image to your document that you have saved in a folder:

- ❑ Click the **Insert** tab. Then click the **Picture** button.
- ❑ Choose your picture's location from the **Look in** drop down menu.
- ❑ Click on the picture which will become highlighted.
- ❑ Click on the **Insert** button.



# Resizing Images

- To resize the image **click on it** to select it and then move your mouse to one of the squares surrounding the image so that you get a **two way arrow**. **Click and drag** to shrink or expand the image.



# Formatting Graphics

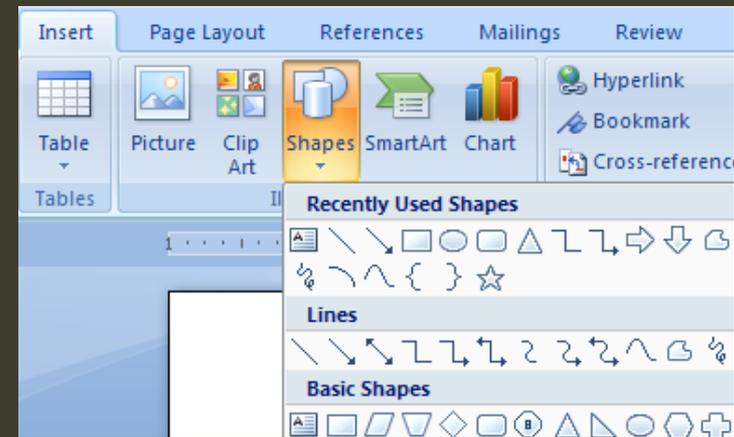
To make the text wrap around, go above, or go below your picture:

- ❑ Click on the image you would like to change alignment for.
- ❑ Click on the Format tab that will appear only when the image has been clicked on.
- ❑ Click on the Text Wrapping button.
- ❑ Choose an option from the list. These options include:
  - ❑ In Line With Text which is how all pictures appear on your document by default.
  - ❑ Square which wraps the text around your image, keeping the words squared off.
  - ❑ Tight allows the text to flow around your image but conforms to the shape of the image.
  - ❑ Behind Text places your image behind any text on the page.
  - ❑ In Front of Text places your image in front of any text on the page.

# Autoshapes

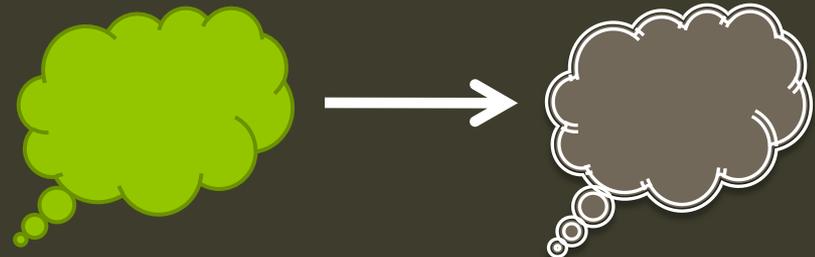
To insert AutoShapes:

- Click the INSERT tab
- Click the SHAPES button
- Select the shape you need
- Click and drag your mouse to create the size you desire



To change the color of your AutoShape:

- Click the shape you wish to format
- Click the option you wish to change from the **Format** tab when the shape is selected.



# WordArt

- On the **Insert** tab select the **WordArt** button from the **Text** group
- Choose WordArt style

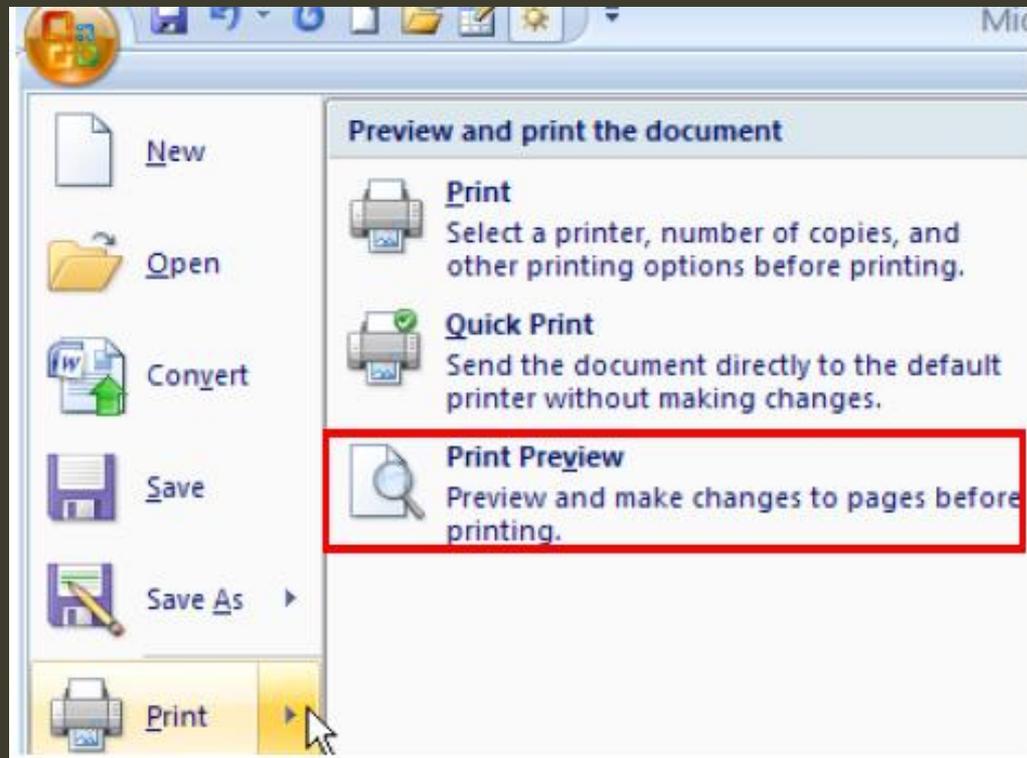


- Type your text into the dialog box
- Modify the font style, size, and format if you wish, from the **WordArt Styles** group
- Press ok when finished

**WORDART!**

# Print Preview

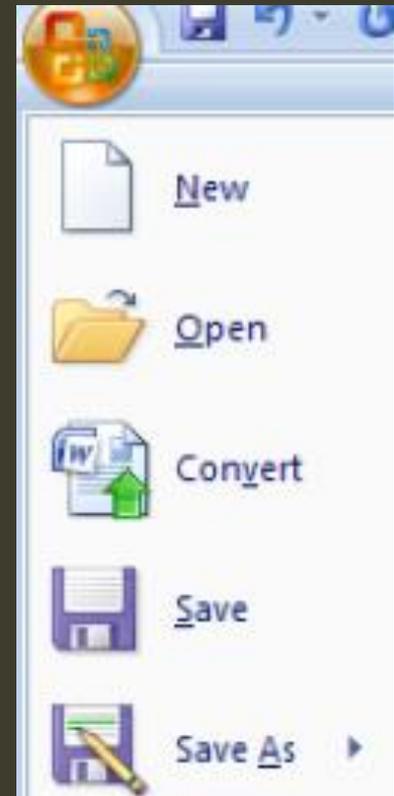
- To see what your document would look like on a page before it prints, preview your document by going to the **Microsoft Office Button** and then **Print Preview**.



# Saving Your Document

## Save and Save As

- Use **Save** to save a document for the first time or to save changes. On the first save, **Save** will default to **Save As**
- Use **Save As** to also save a document for the first time or to save a previously saved document in a different location, with a different name, or as a different file type.

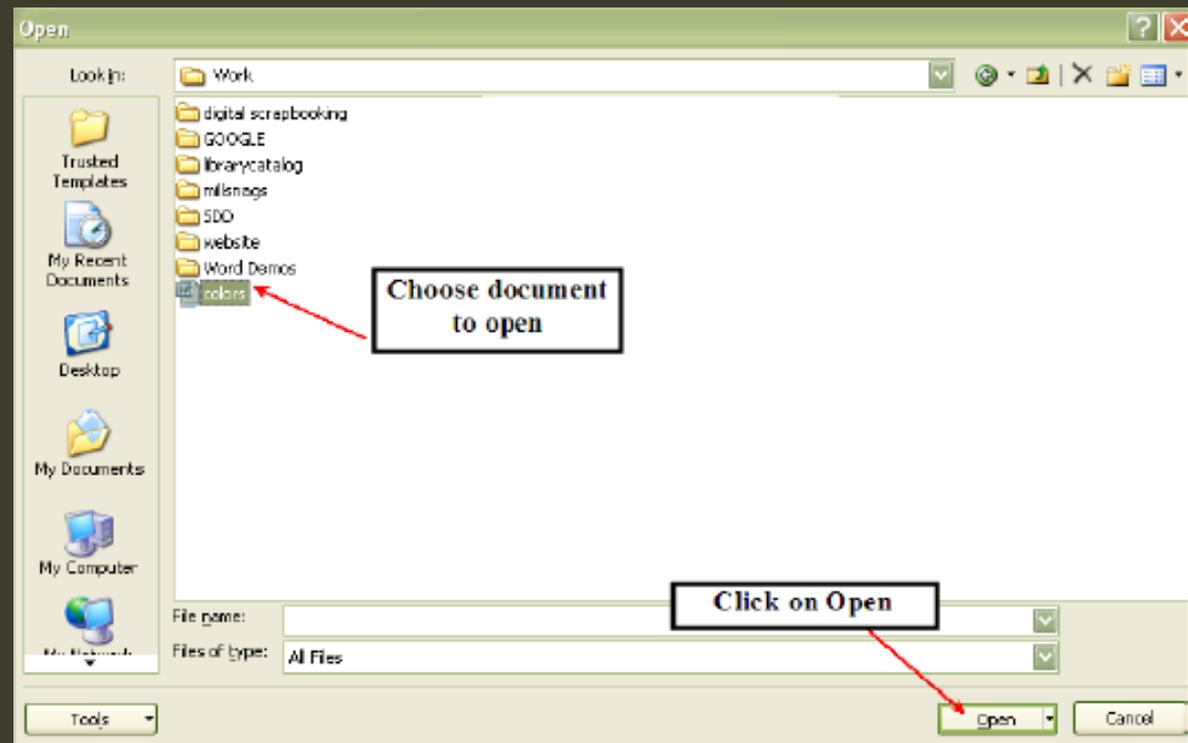
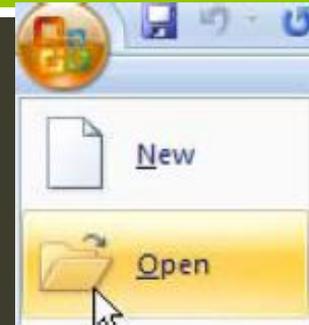


# Saving Your Document

- Navigate to the folder or device where you would like to save the document. You can use the **Save in** box or the buttons on the left.
- In the field next to **File name**, type the name of your document.
- Click on the **Save** button when finished.

# Open a Document

- ❑ To open a document:
- ❑ Click on the **Microsoft Office Button** in the left hand corner, and choose **Open**.
- ❑ Choose the document you want to open
- ❑ Click **Open**.



# Questions?

