

Intro to Word 2007 by Rockaway Township Library

Developed by Barb Hauck-Mah

<http://www.rtlibrary.org/word2007handout.pdf>

What is Word?



Word is a computer software program that has many tools for typing and editing documents with text, images, tables and graphics for printing and sharing.



What we will learn in Intro to Word 2007

HOW TO - open and save Word files

- change the style, size and color of text
- correct mistakes
- copy and paste text
- set paper layout, margins and line spacing
- change text alignment
- create a bulleted list and add a border
- insert special characters
- print a document



How to Open Word 2007

1) Click button in bottom left corner of computer screen

In Windows XP, click Start

In Windows Vista or Windows 7 ,click Windows button on left

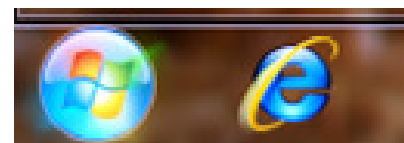
2) Click **All Programs** to open

3) Scroll to find Microsoft Office in program list

4) Click **Microsoft Office Word 2007** to open

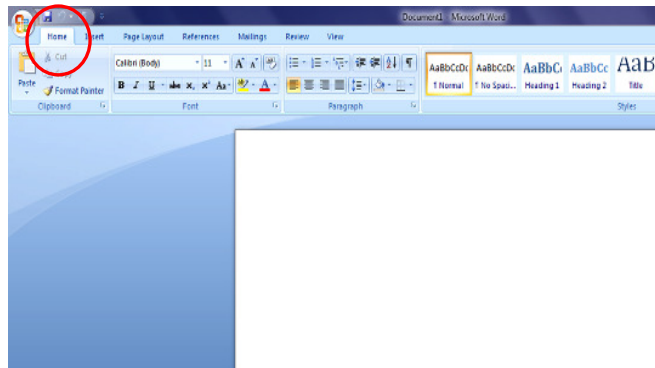
TIP: R ight click Word on list and select **Pin to Start Menu.**

Word 2007 will be put on the Start Menu. Just Click to open.



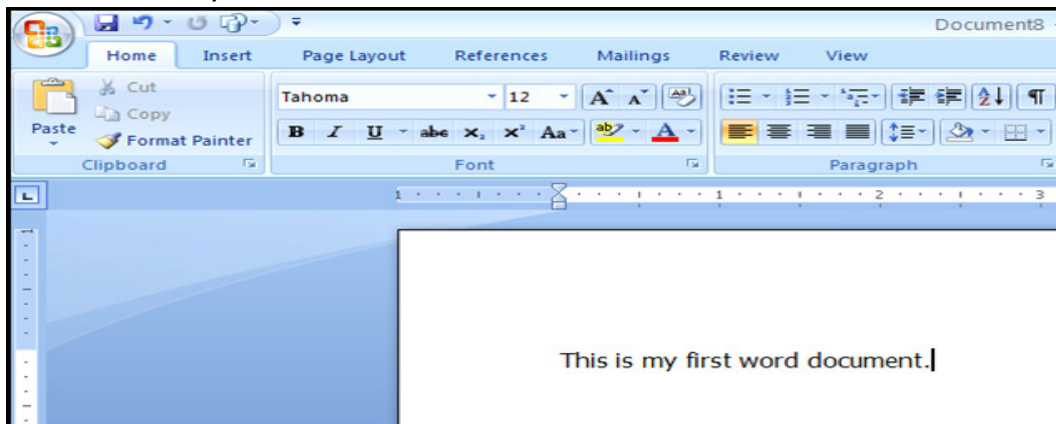
When you open Word, a new blank document opens

It is an empty white page and the **Home** Tab is open



How to enter text

See a blinking line cursor? | Start typing and letters will appear to the left of the blinking line. When you reach the end of a line, Word automatically starts on a new line.



To put spaces between words, hit the **Space Bar** on keyboard

To start typing on a new line Click Enter key on keyboard





To Type a Capital Letter (A not a) Hold Shift Key as you type letter

To Type a Symbol from top row of Keyboard, Hold Shift Key as you hit the symbol/number key

To Type in ALL CAPITAL LETTERS Click the Caps Lock key
Release to return to Upper and Lower Case

How to Move around the page

There are two scroll bars. They are on the **right side** and on the **bottom** of the screen. Te scroll bar helps you to **move up** or **down, right** or **left**

fast. To scroll down, click  To scroll up, click 
To scroll right,  to scroll left, click 

Practice 1 Type a Word document

Type the text in the box

FAX COVER SHEET

To: Maria Jones

Fax Number: (888-555-1874)

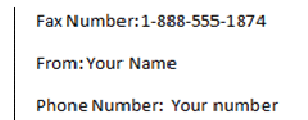
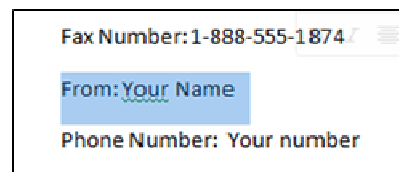
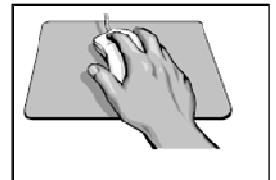
From: Your Name

Phone Number: (Your number)

Attached is my resume. Please call me with any questions. Thank you!

Mouse Practice: How to Highlight text in Word

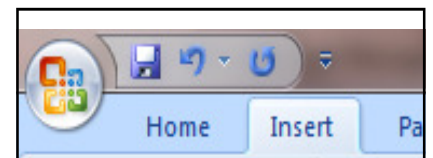
1. Put the cursor | to the left of words you select
 2. Put your first finger on left mouse button
 3. Hold down the left mouse button
 4. Move the mouse across the words
 5. Lift up your finger
 6. You see text highlighted in blue
 7. When done, click on white part of screen
- When you stop highlighting, the blue color disappears



Change, Delete and Copy Text

The UNDO arrow can undo a mistake

If you click the wrong button or make a typing error, Click the Blue UNDO arrow in top left corner. It will go back or undo one or more steps if you haven't saved the file



How to delete and change text

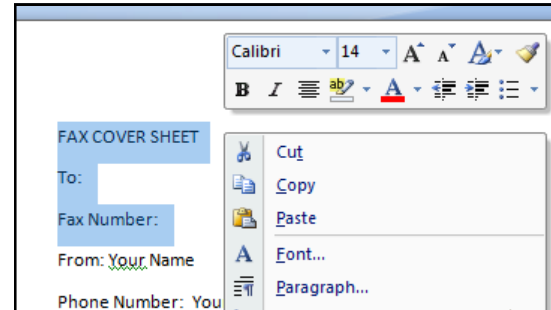
- Move the cursor | to the right of text to delete. Use the **Backspace** key to delete one letter at a time & retype **OR**
- Highlight text to delete and click **Delete**

How to insert text

Move cursor | to left of where you want to insert text. Start typing text

How to Copy and Paste Text

- Highlight text to copy
- Right click mouse and Pop Up box shows
- Click Copy
- Move cursor | to location on page to paste text
- Click Paste. You should have 2 copies of the text now



Practice 2 Edit the Document

Open the Word document created in Practice 1

1. Highlight and change Fax Number to 888-555-1234
2. Highlight and delete FAX COVER SHEET. Change to Resume Attached
3. Insert the sentence See you soon. before Thank you!
4. Copy and paste all the text

BONUS! Try a CUT and PASTE on one line of text

Save a new Word file

How to save a file for the first time

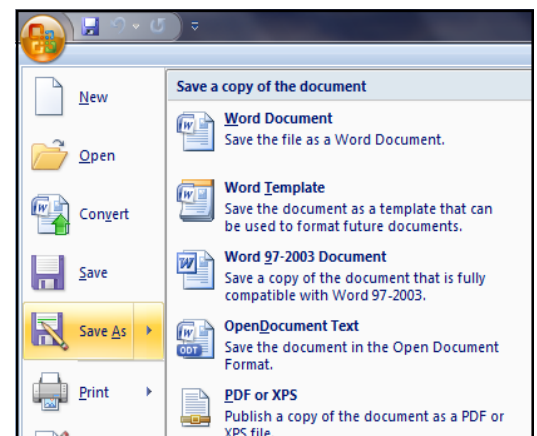
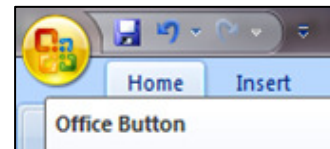
- Click the Office button in top left corner
- Point to "Save as" option
- Click "Word 97-2003" option

This format can be opened by computers with Word software from 1997 through 2007

It will save as a .doc file .Word 2007 is .docx

- My Documents opens. This saves file in My Documents folder in computer
- Click in File Name box to name your file
- Select all the words in the File name box
- Press Delete and type file name
- Click Save
- Check file name top center above document

To Exit Word Click  in top right corner.



Practice 3 Save, Exit and Open a Word document

1. Save the document you edited in Practice 2

Remember to Save As "Word 1997-2003"

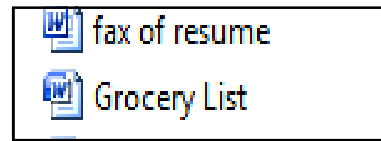
2. Type "fax of resume" as the File Name

3. Exit Word

4. Open **All Programs** and Open **Microsoft Office Word 2007**

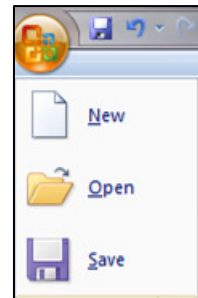
NOTE-- A new, blank Word document will appear (Document1)

5. Find the Word document you saved and open it.



How to open an existing Word file

- Click Office button and Recent Documents list appears
- Click Open folder on left and My Documents window opens
- Click on Word file "fax of resume" and click Open

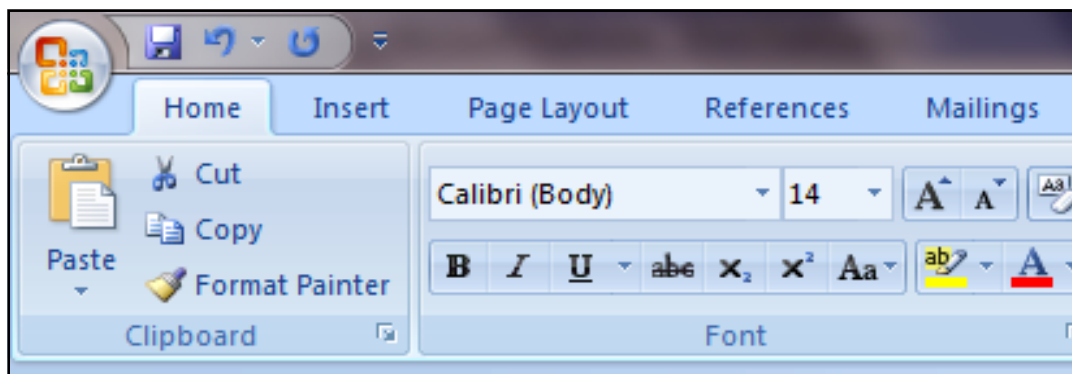


How to Format Text

In Word, it is easy to change text style, size and color.

For all Formatting Text changes

- Check that the **Home** Tab is selected. Find the Font Menu.
- Highlight text font to change



EXAMPLE 1 : Change Font Style

- Click arrow to right of text box to open Font Menu
- Menu shows what text will look like
- Select a different font style

EXAMPLE 2: Change Font Size

- Click arrow to right of number box to open Font Size Menu
- Click number of font size or pt. you want (for example, 14.)

Example 3: Change Font Color

- Click to open Color menu
- Click square of color you want
- Click More Colors on bottom for more choices



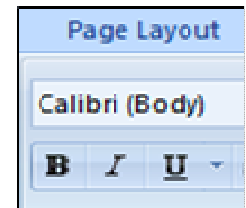
More Text Format Choices

B changes highlighted text to **Bold**

I changes highlighted text to *Italic*

U underlines highlighted text

For text that is bold, in italics and underlined, click all 3 boxes

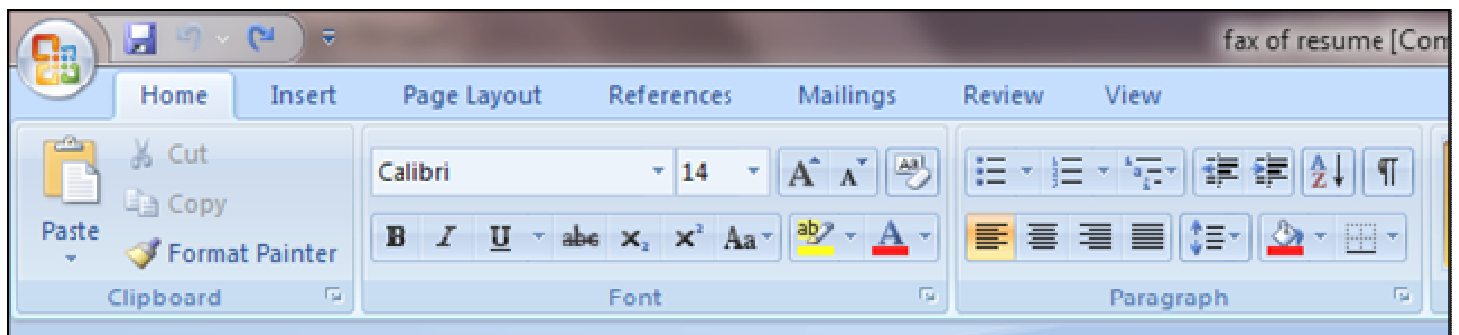


Practice 4 Format the Text

1. Open the Word document from Practice 3
2. Highlight all text and change the font style (your choice)
3. Highlight the first line only. Change font size to 24
4. Highlight any 2 lines and change text color to green
5. Highlight Thank you! Put it in *Italics*

Format Paragraphs

- Check that the **Home** Tab is selected. Find Paragraph Menu
- Highlight text font to change



Example 2: Line Spacing

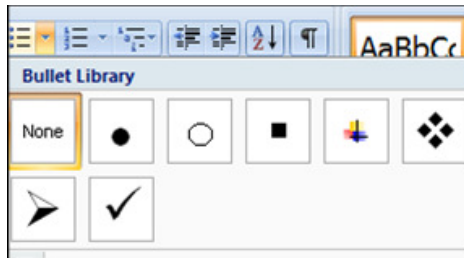
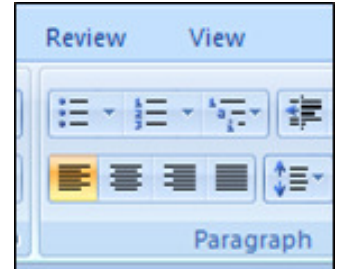
Default spacing between lines is Single spacing
For more space between lines, Open the Paragraph Menu
Select 1.5 lines or Double in Line Spacing Menu

Example 3: Lists

In **Home** Tab, find lists above the Paragraph Menu

- Type the list, one item per line, single spacing
- Highlight the list. Select either bullets or numbers list

TIP! When done, click NONE to stop the list format



BULLETED LIST OPTION

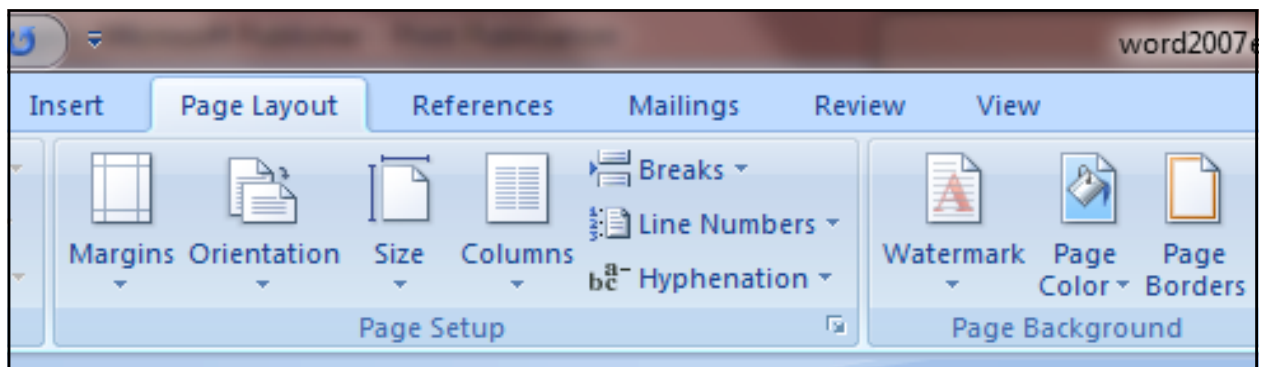
Grocery List

- Milk
- Eggs
- Bread
- Bananas

Format Pages

For all Formatting Page changes

Check that **Page Layout** Tab is selected. Find Page Setup Menus. You don't need to highlight text. These are changes to whole Word document.

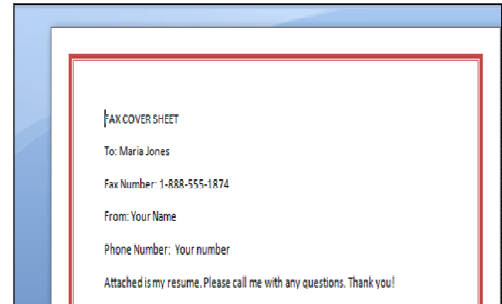


Example 1: Page Margins

- Click Page Setup Menu. Default margins of 1" top, bottom and sides
- Click Menu arrows to change Margins

Example 2: Page Layout Click Page Setup to change page layout from vertical to horizontal OR, Click Orientation Menu

Example 3: Add a Page Border
- Click Page Borders from **Page Layout** Tab
- In Box, select Style, Size and line color

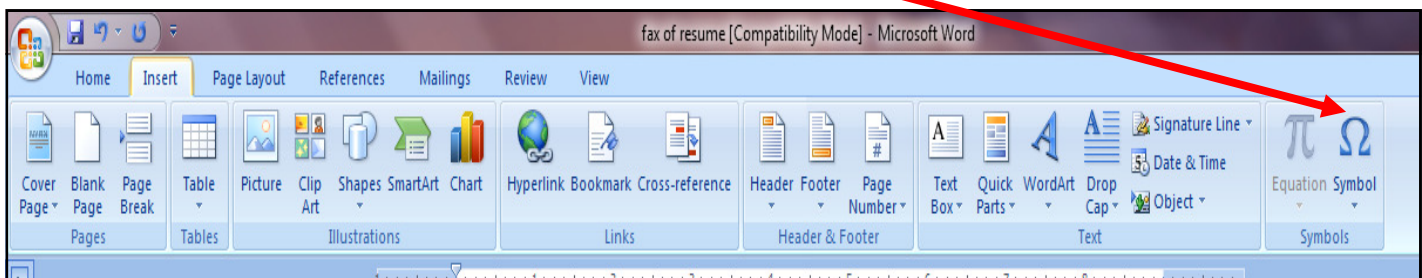


Practice 5 Format a Document

1. Open the document from Practice 4
2. Click Page Setup in **Page Layout** Tab. Set Page Margin: 1.25" left and right, 0.5" top & bottom
3. Set Paper Orientation to Landscape
4. Center Align the first line of text
5. Add a Page Border (your choice)
6. Type 3 person's names, 1 on each line. Make these into bulleted list.

How to Insert Special Characters or Symbols

Word documents include pictures, tables, WordArt and special characters like ©. **Insert** Tab has many choices. On right side, click Symbol menu.



Practice 6 Insert Symbols

Open a New Word Document and select **Insert** Tab.

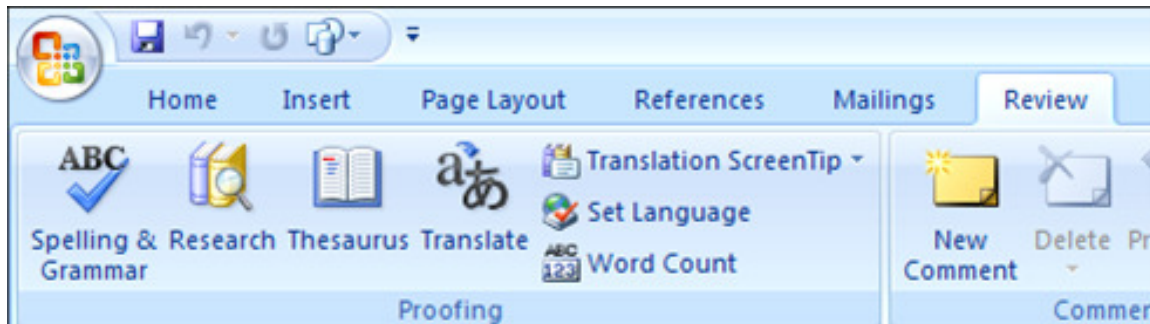
Type Copyright © 2010 Type €104 ≥ €50.

Insert today's date using the **Date & Time** Menu

BONUS! Try inserting some fun symbols Open More Symbols box and open the Font Menu on the left. Scroll down to Wingdings. Here are some sample pictures from the list. ☺ ☘ ☑ ☒ 📖

How to Proofread and Translate

The **Review** Tab has grammar, definitions and spelling tools to check text and to tools to translate into other languages.



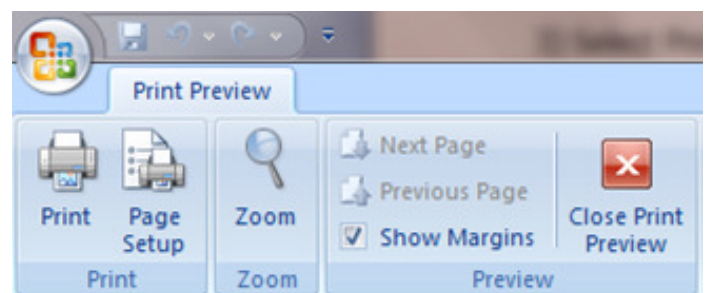
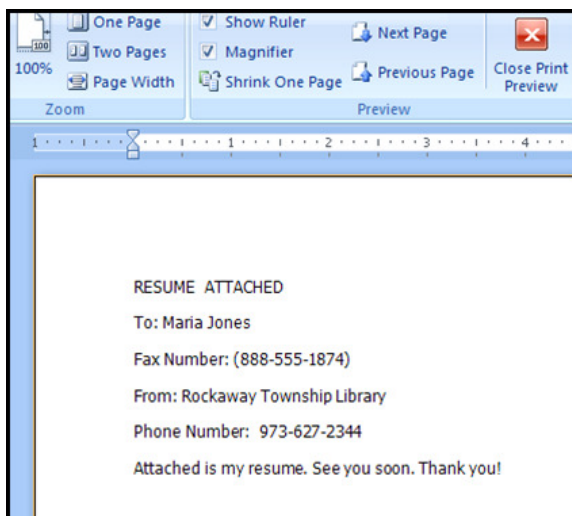
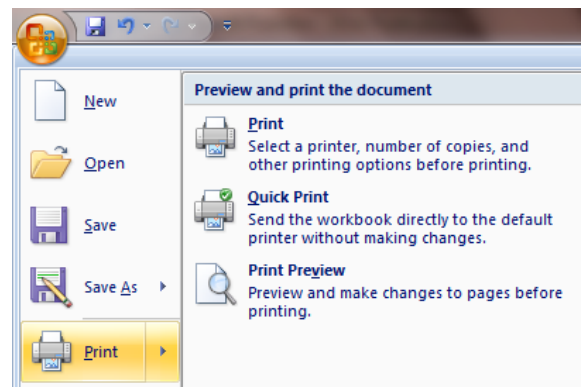
Spelling & Grammar: Checks spelling and grammar of your document, flags mistakes and suggests changes to fix the errors.

Research: Uses dictionaries, encyclopedias and bilingual dictionaries to translate a word or sentence.

Word Count: Counts the length of the document in number of words, characters, paragraphs, pages and lines.

How to Print

- Check the document before you print in **Print Preview** and Save your work
- Click Office button in top left
- Select Print from Menu
- Select Print Preview again
- Check Show Ruler box to see page margins



Practice 7 Print a Word document

1. Open Word 2007 and open a recent document
2. Click Office button to open print
3. Select Print Preview
4. Click Margins menu and select Moderate (1" and 0.75")
5. Click Orientation and select Portrait
6. Click Print, and Okay button to send document to printer



To print, you must have a printer attached to your computer, and printer software installed on your computer

For More Help and Practice

In Word, click on the blue ? help button in the top right corner of the screen

Free online help from Microsoft Office with answers to questions plus tutorials with pictures and sound on how to use Word 2007

<http://office.microsoft.com/en-us/word-help/CL010072933.aspx>

Baycon Group Word 2007 tutorial

http://www.baycongroup.com/word2007/01_word2007.html

Goodwill Community Foundation Word 2007 tutorials (text and videos)

In English <http://www.gcflearnfree.org/computer/topic.aspx?id=140>

In Spanish <http://www.gcfaprendagratis.org/computer/topic.aspx?id=141>

Link to other computer classes in Spanish <http://www.gcfaprendagratis.org/>

Free Word 2007 Video Tutorials (visuals and text but no sound)

<http://www.free-training-tutorial.com/msWord2007-formattingText.html>