## Tech Skills Workshop: Microsoft Word 2007

Willis Library, room 136/11-19-08/Instructor: Lilly Ramin

Scope: Basic hands-on training on document creation and tips for maximizing Word 2007 with references to Word 2003

Step 1: Launch Word 2007:

If it's not saved as a short cut on your start menu go to: Start, All Programs. Microsoft Office, Microsoft Office Word Step 2: Save As

it's a good idea to save your document before you start creating your document, so it is not called "Document 1" etc... Click on the Office Button (instead of File as it was in Word 2003)

Saving as a "Word Document" should be fine.



Notice that if you choose "Adobe PDF" you will get a message from Adobe PDFMaker before converting.



Naming Your Document:

Once you click the version you want, here "Word Document" you will be asked to name your document. Keep the name simple. Try to rely on hypens (-) or underscores instead of characters like backslashes (can't save

## Location of Document:

From the scroll down option next to "Save in" you can select a location. The default may be "Desktop" Use My Documents for files that you want to keep on the C-drive. Desktop is better for temp files or quick access. If you are saving more than one document consider creating a "New Folder" by clicking the yellow folder icon

- While composing your document, you can always click the regular "Save button" (the blue disc/cntrl+S)

See how I named a folder called "Tech Skills Workshop". When you click okay, you will be taken to the page that shows the contents of the folder. So click "Save" and make sure that the "Save as Type" has the type you want (i.e.doc, or pdf)

Save As				? 🗙
Save in:	Desktop	nts	~	🕘 • 🖄   🗙 📑 🖬 •
My Recent Documents Documents Documents My Computer My Network Places	My Comput My Comput DentonRea Desktop st Library-inst My Library Soc articles TLA 09 Welcome to My Comput	er (Places ds iff uction_files New Folder New Folder New Folder New Folder Cancel		
	File <u>n</u> ame: Save as <u>t</u> ype:	Tech. Skills. Workshop_Word2007_Ramin Word Document		<b>v</b>
Tools 🔻			C	Save Cancel

#### Page Layout

Themes: the section on Fonts is most heavily used.
 Fonts: Notice that in Microsoft 2007 enables you go down the list viewing font effects without saving



Also notice a Font section is in the <u>Home</u> section which has style, number, affects (like bold/italics) but using this section is like a setting, **RIGHT HERE I AM TYPING IN ALGERIAN** now back to Cambria

Ca	🚽 ") -	U 🖨	Ŧ				Tech.Skills	Workshop
	Home	Insert	Page Layout	References	Mailings	Review	View	Acrobat
ß	X Cut		Algerian	* 11 *	A A	[:Ξ + ];	* * <u>a</u> _*	
Paste	J Copy	at Painter	B <i>I</i> <u>U</u> ∗ al	e x <sub>2</sub> x <sup>2</sup> Aa	• <mark>• A</mark> •		₹	(≣•) 🖄 •
Clipboard 📴			Font	Ta		Paragra	ph	

Margins: You can adjust the margins with one simple click. If you use "Custom margins" make sure your printer is compatible with the margins you have set or you'll get an error message. You can always go back and change margins in Word 2007. Remember, you can always click Print Preview before printing (see Printing tips)

Cn 2 "7 - U	<b>#</b> =				
Home In:	sert Pag	ge Layout	Ref	erences	Mailing
Themes Colors *	Margins Or	ientation	Size	Columns	금 Break: Line N 윤 Hyphe
Themes		Normal Top: Left:	1" 1"	Bottom Right:	1" 1"
		Narrow Top: Left:	0.5" 0.5"	Bottom Right:	0.5" 0.5"
		Moderal Top: Left:	te 1" 0.75"	Bottom Right:	: 1" 0.75"
		Wide Top: Left:	1" 2"	Bottom Right:	1" 2"
		Mirrored Top: Inside:	1" 1.25"	Bottom Outside	: 1" ::1" a
		Office 20 Top: Left:	003 Defa 1" 1.25"	ult Bottom Right:	1" 1.25"
	Custo	om M <u>a</u> rgin	ıs		

# Pictures: Adding and editing in Word 2007

## The quickest way to edit an individual image is double click on it. You should get a Picture Tools (Format) bar

Want to insert text into an image? On your mouse, right click on the image, go to text wrapping, then Behind Text Also get to picture editing options by double- clicking an image and choosing these options in the "Arrange" section Note that the picture will be floating on the screen, so use the arrows to move it whole image. Edit text separately.



## Screenshots as images

It 's easier now to edit images or screenshots. Go to any website, click the <u>Prnt Scrn</u> button on the upper right of your keyboard, click on the Word document where you want the image, then where you want the image, then Paste Try this exercise of dowloading images and inserting to Word 2007.

Go to a free image site such as: <u>http://morguefile.com/</u>

Enter your search term in the box given (may do an advances search) i.e. Coffee click on the image you want (if you don't have internet access Insert a sample image from My Pictures)

Then Right Click and Choose Save picture As. It will save in My pictures (you can change the title at this point or remember what it was for later). To upload into Word document, go to Insert **Insert** 

*Picture:* To insert a picture from your computer, go to the Insert button, the click on "Picture" Notice something interesting about the Insert Picture screenshot below—it has a border. It is one picture style.



Like with other images, you double click on the image, get the Format Toolbar, and choose what you want.

### Insert:

Page Numbers: You can add different styles of pages numbers by going to the insert tab

<b>Cn</b>	9	· U 🛱	1) <del>-</del>						1	Tech.Skills.	Workshop_W	ord2007_F	Ramin -	Mic	rosoft	Word		
	Home	Inse	rt Pag	ge Layout	Re	ferences	Mail	ings	Review	View	Acrobat							
						Ð		1	Q						#	Α		A
Cover Page *	Blank Page	Page Break	Table	Picture	Clip Art	Shapes	SmartArt	Chart	Hyperlink	Bookmark	Cross-referenc	e Heade	r Footer	P. Nur	age nber*	Text Box ▼	Quick Parts *	WordA
	Pages		Tables		11	lustra	Simple		hitti.						Top	of Page		+
					St	tyles Pla	ain Numb	er 1							Bott	om of Pa	ge	+ =
				-		F	1								<u>P</u> age <u>C</u> urr	Margins ent Positi	on	*
							in Number								<u>F</u> orm <u>R</u> em	iat Page I ove Page	Number: Number	i rs
6	1					Pla	ain Numb	er 2					_					

## **Tables**

Tables: You can add your table like before with the number of columns and rows, but going to clicking on Tables, then insert Table. However, Word 2007 has some really nice "Quick tables with colors" in which you can add and edit text

Cn 2 " · U	a) =		T	Fech.Skills.W	/orkshop_Wor	d2007_Ram	in - Microsoft
Home Inse	rt Page Layout References	Mailings	Review	View	Acrobat		
Cover Blank Page Page + Page Break	Table Picture Clip Shapes Smi	artArt Chart	Q Hyperlink	Bookmark C	Cross-reference	Header Fo	oter Page • Number •
Pages	Insert Table	[]		Links		Heade	r & Footer
		nen page at	11002.77.30	pportanita	osort.com/pri		
	Quick Tables	Thats		2 .	130 I Invilian	1	- I <b>-</b> I
		City or Town Point A Point B Point C Point C Point C Point E	Point A 	Point 8 	Point C P 	oint D Po 43	
		Tabular List	2				

Tabular list	example
This is a	1
Quick table	2
I am editing	3
This text and	4
Changing	1
The numbers	2

#### **Other quick tips:**

"ABC Spelling and Grammar" can be found as the first feature in the <u>Review</u> Tab. "Full Screen Reading" and other viewing options, in the <u>View</u> tab "Paragraph" is in <u>Page Layout</u> and if you click on the right corner of this section to set your spacing between lines

#### Resources on Microsoft Word:

Many tips on various Microsoft products are compressed in one page front and back, in color, via Custom Guides PDF for Microsoft Word 2007 at: <u>http://www.customguide.com/pdf/word-quick-reference-2007.pdf</u> For a great tutorial in pictures, see also Word 2007 in Pictures <u>http://inpics.net/tutorials/word2007/basics.html</u> The official Microsoft "**Find help transitioning from earlier versions of Office** http://support.microsoft.com/ph/11377

Ramin, Nov.2008.