

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

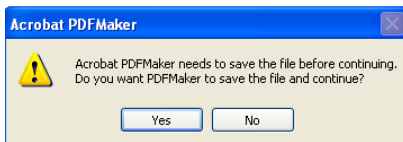
it's a good idea to save your document before you start creating your document, so it is not called "Document 1" etc...

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:

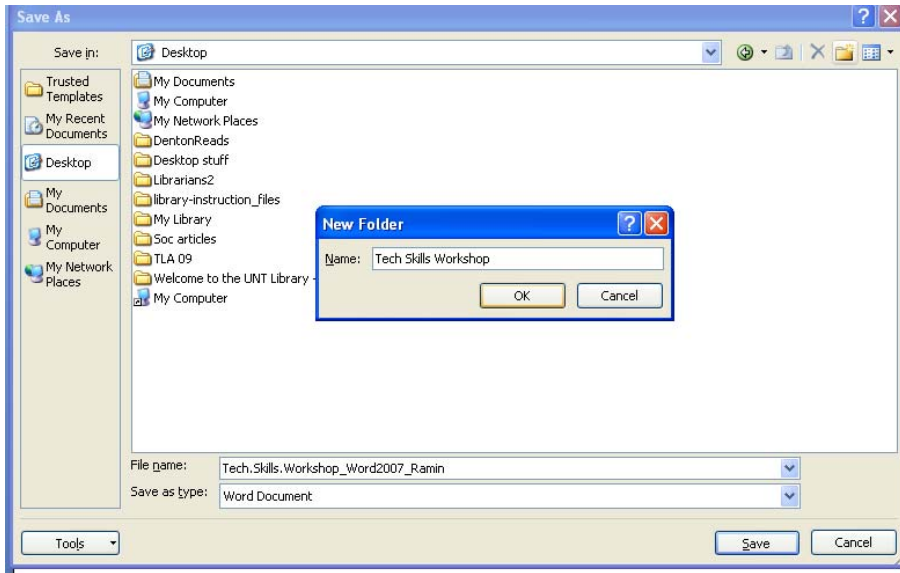
Once you click the version you want, here "Word Document" you will be asked to name your document. Keep the name simple. Try to rely on hypens (-) or underscores instead of characters like backslashes (can't save

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)

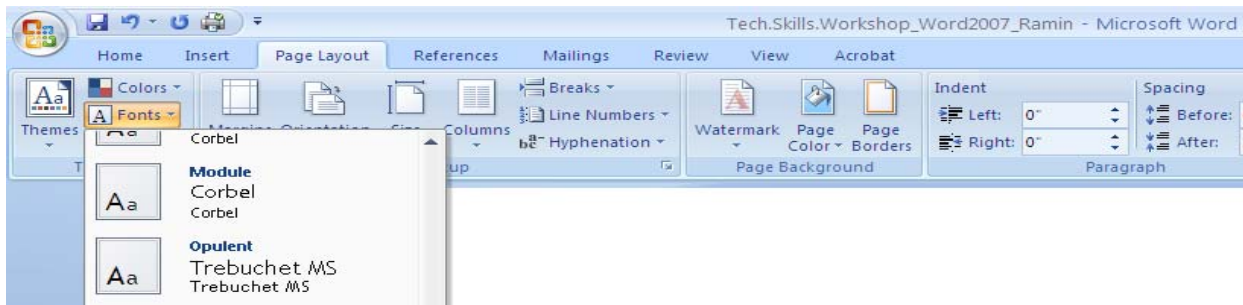
See how I named a folder called “Tech Skills Workshop”. When you click okay, you will be taken to the page that shows the contents of the folder. So click “Save” and make sure that the “Save as Type” has the type you want (i.e.doc, or pdf)



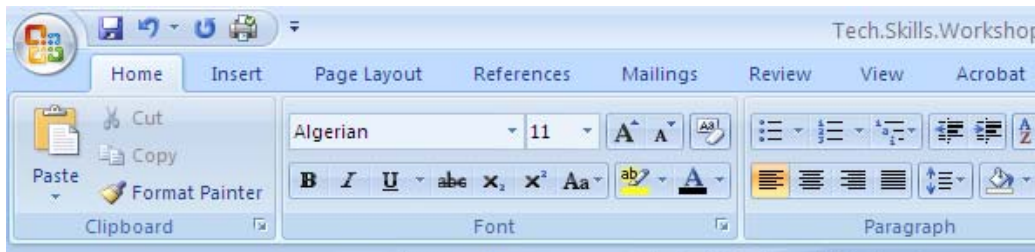
Page Layout

- Themes: the section on **Fonts** is most heavily used.

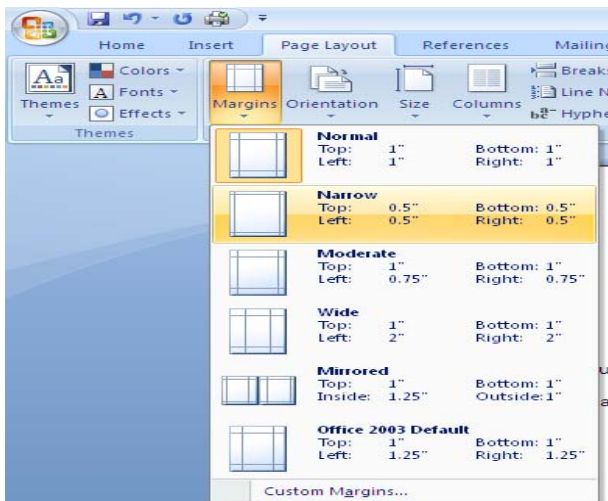
Fonts: Notice that in Microsoft 2007 enables you go down the list viewing font effects without saving



Also notice a Font section is in the Home 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



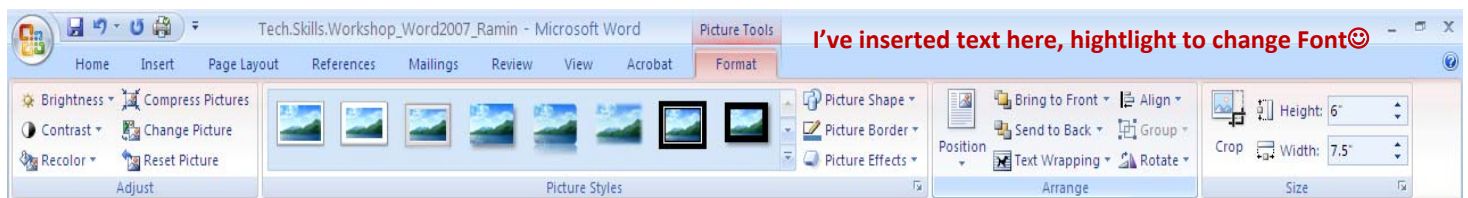
- Margins: You can adjust the margins with one simple click. If you use “Custom margins” make sure your printer is compatible with the margins you have set or you’ll get an error message. You can always go back and change margins in Word 2007. Remember, you can always click Print Preview before printing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



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 **Print Scrn** 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 downloading images and inserting to Word 2007.

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

Enter your search term in the box given (may do an advanced search) i.e. Coffee

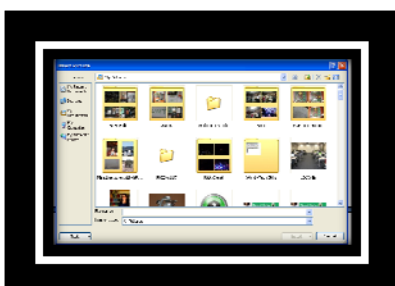
click on the image you want (if you don't have internet access Insert a sample image from My Pictures)

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, then click on "Picture"

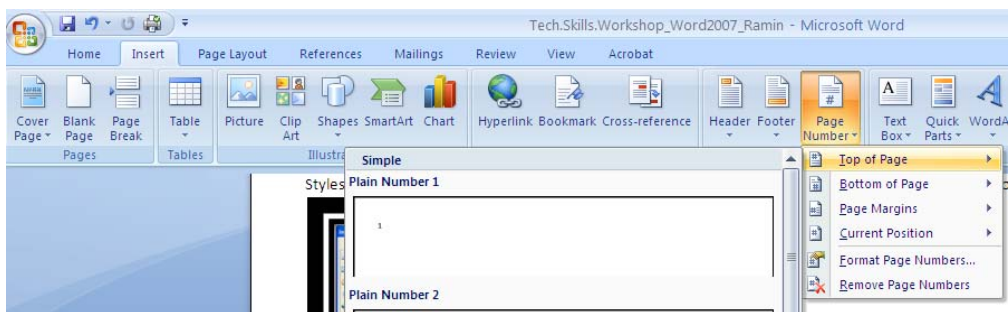
Notice something interesting about the Insert Picture screenshot below—it has a border. It is one picture style.



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

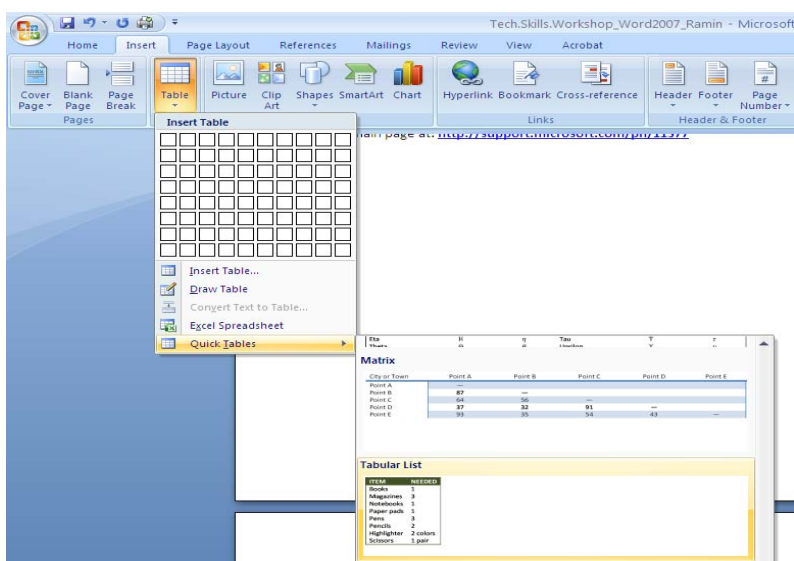
Insert:

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



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



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 Review Tab.

“Full Screen Reading” and other viewing options, in the View tab

“Paragraph” is in Page Layout 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: <http://www.customguide.com/pdf/word-quick-reference-2007.pdf>

For a great tutorial in pictures, see also Word 2007 in Pictures <http://inpics.net/tutorials/word2007/basics.html>

The official Microsoft “Find help transitioning from earlier versions of Office <http://support.microsoft.com/ph/11377>