

WORD 2007 OVERVIEW

OFFICE BUTTON for basic tasks such as Save, Print, etc.



Save File As
File Type (extensions - .doc, .docx)
Open
Print, print preview



.doc



.docx

MicroSoft Office Compatibility Pack

Word Options (old Tools/Options)

F1 - Help

RIBBONS vs. Toolbars:

HOME Ribbon: formatting, editing

Line spacing, alignment, bullets, numbering, find & replace, format painter
Remove space after paragraph if needed

INSERT Ribbon: table, picture, clipart, drawing objects, hyperlinks, etc.

Drawing toolbar – insert an object and familiar options will appear
Change in-line objects to floating objects with TIGHT wrapping

PAGE LAYOUT Ribbon: margins, print orientation, size, columns, indents

Group, order

REFERENCES Ribbon: table of contents, footnotes, citations, etc.

MAILINGS Ribbon: mail merge


REVIEW Ribbon: spelling & grammar, thesaurus, translate, etc.

VIEW Ribbon: document views, rulers, gridlines, windows, etc.

Quick Access Toolbar

Office Button/Word Options/Customize

Miscellaneous:

- Print Preview – use ZOOM feature in bottom right corner or Office Button/Print/Print Preview
- View Ruler button – top, right above vertical scrollbar
- Keyboard shortcuts still work: ctrl s, ctrl p, ctrl e, ctrl shift > or <, etc.
 - Ctrl Z and Y still work the same as UNDO/REDO
- Show Office Task Panes or Dialogue Boxes – bottom, right corner of each item on ribbons
 - Example: Page Layout/Page Setup 
 - Remember, you can still right click to get submenus
- If you can't find the old tool, GOOGLE it – For example: spell check in Word 2007
- Office tutorial links on our district technology web site under Resources/MS Office