



Microsoft®

# Office Word 2007

**Northern New York Library Network**

*Workshop*

[www.nnyln.org](http://www.nnyln.org)

**Jim Crowley**

*C3 – Crowley Computer Consulting*

*9148 State Highway 37*

*Ogdensburg NY 13669*

*315-394-7008*

*315-394-7009 fax*

[www.crowleycomputers.com](http://www.crowleycomputers.com)

[jim@crowleycomputers.com](mailto:jim@crowleycomputers.com)

## Course objectives

1. Develop word processing skills using Microsoft Word 2007 with attention to other versions of Word as appropriate.
2. Improve productivity through improved usage of the application.
3. Explore topics listed for the session.
4. Develop computer literacy.
5. Address **your** questions and concerns.

## Schedule

9:00	Registration
9:30	Morning session
10:45	approximate break
12:00	Lunch
1:00	Afternoon session
2:00	approximate break
3:30	Dismissal

Handouts available in PDF format at  
[www.crowleycomputers.com/handout.htm](http://www.crowleycomputers.com/handout.htm).

## General session topics

### *Session I*

1. Structural overview
2. Formatting and styles
3. Getting around better and using Views
4. Page layout
5. Tables
6. Pictures, clipart and other objects

### *Session II*

7. Structural overview and navigation review
8. Modifying styles
9. Working on shared documents
10. Mail merge
11. More pictures, clipart and other objects
12. Working better with long documents
  - a. The power of page layout
  - b. Tables of Contents,

## Contents

Course objectives.....	1
Schedule.....	1
General session topics .....	1
Session I.....	3
Quiz .....	3
Versions.....	3
Structural overview.....	4
Application versus document .....	6
Getting Help .....	6
Open and Close, Save and Save As.....	6
Getting around a document.....	7
Formatting and styles .....	8
Views.....	10
Page Layout.....	11
Insert .....	11
Pictures .....	11
Tables .....	11
Inserting other objects.....	12

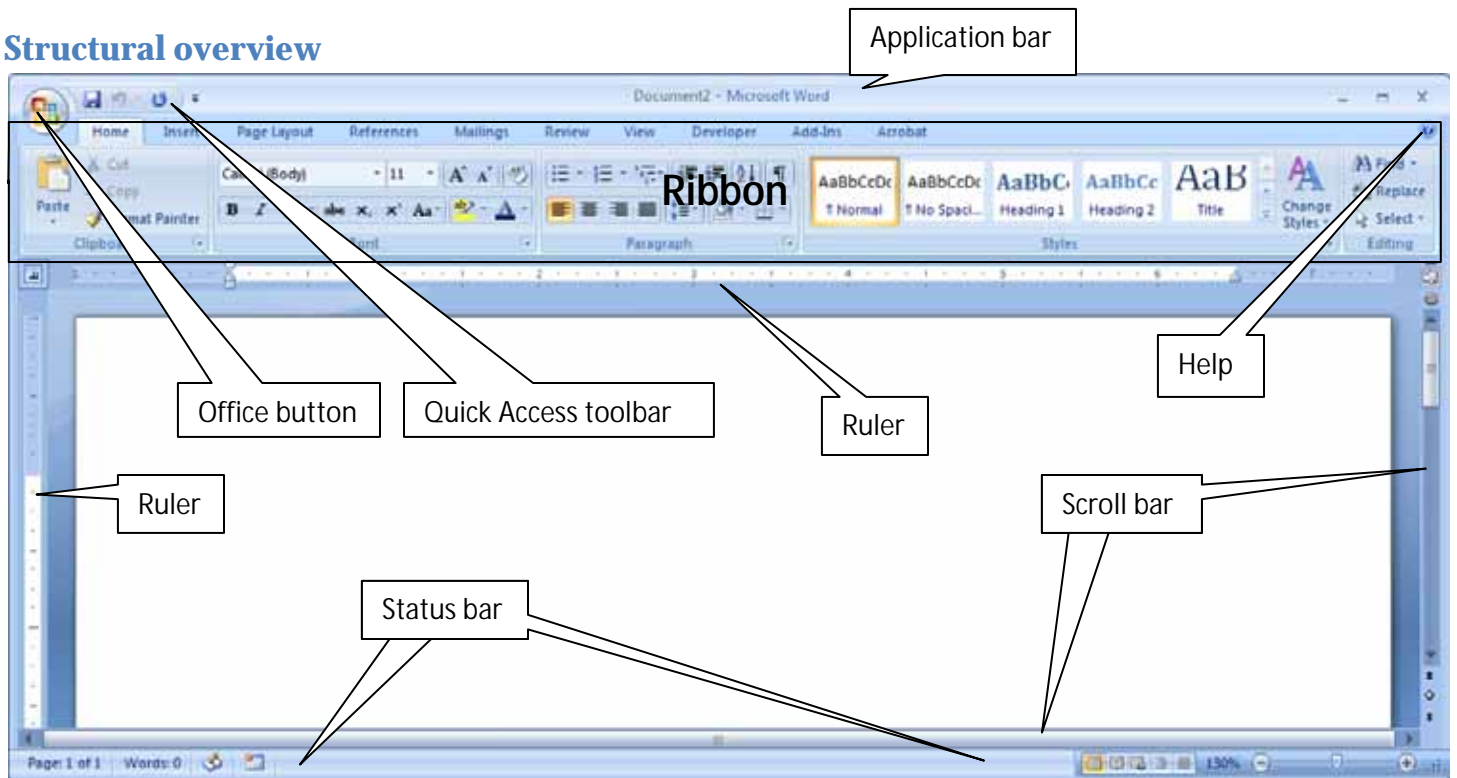
# Session I

## Quiz

### Versions

1. History
  - A. 2007
  - B. Recent history, all very similar
    - i. 2003
    - ii. 2002 aka Xp
    - iii. 2000
  - C. Ancient history
    - i. 97
    - ii. 95
    - iii. 2.0
    - iv. DOS versions up to 6
2. What's New?
  - A. New GUI makes formatting easier
  - B. Galleries of preformatted elements
  - C. New charting and diagrams
  - D. Improved styles and document themes
  - E. Contextual spell checker
  - F. New comparison tool
  - G. Strip hidden metadata and personal information from documents
  - H. Digital signatures
  - I. Save to PDF (with download) and XPS
  - J. Prevent changes to finished documents
  - K. XML storage reduces size, prevents corruption and improves recovery
  - L. Improved document management
3. But not everyone has Office 2007!
  - A. Office 2007 can run on Windows Vista, Xp and 2000
  - B. All users running Office 2003 through 200? should install the compatibility pack from
    - i. <http://www.microsoft.com/downloads/details.aspx?FamilyID=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en>
    - ii. Or Google "microsoft office compatibility pack" and it will be the first link
  - C. There are always winners and losers...

## Structural overview



### 1. Application Bar identifies document and application

A. Minimize, Restore to window, Exit



B. Minimize, Maximize, Exit



### 2. Microsoft Office Button

A. Think of the 2003 File menu

B. Application options are found on the bottom right.



### 3. Quick Access Toolbar

A. Only easily customized part of the UI

i. Ribbon can be customized programmatically and via add-on apps

B. Standard commands are Save, Undo and Redo

C. Customize menu

### 4. The Ribbon – heart of the new User Interface (UI)

A. Features

i. Same commands, new places

ii. No menus

iii. One toolbar

iv. Not customizable

v. Easy to learn, but tough to unlearn menus and toolbars

vi. More extensive tooltips

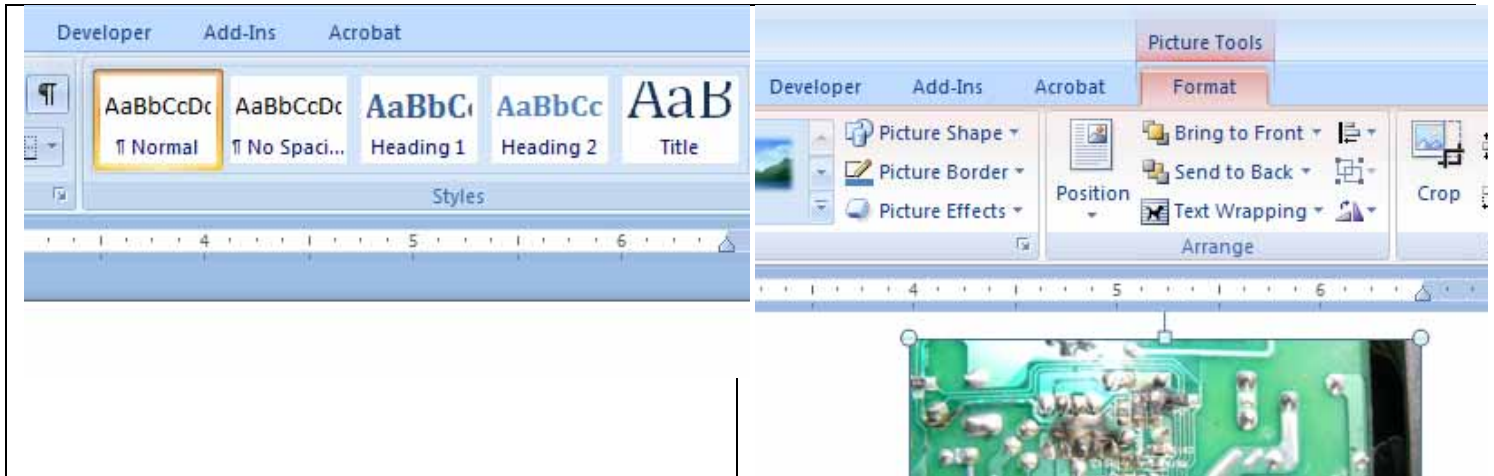
vii. Most items will preview

B. Cutting the Ribbon to pieces

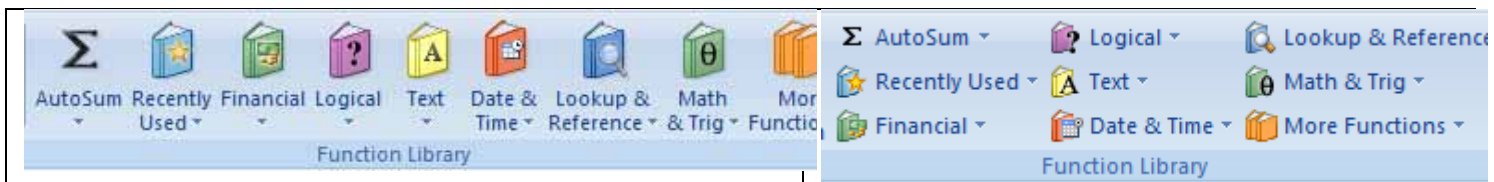
i. Tabs



- ii. Groups
  - iii. Commands
  - iv. Dialog boxes
- C. Lost commands - Many specific, contextual commands do not show on the ribbon until the proper context is available. For example, there are no picture formatting commands until a picture is inserted or selected.

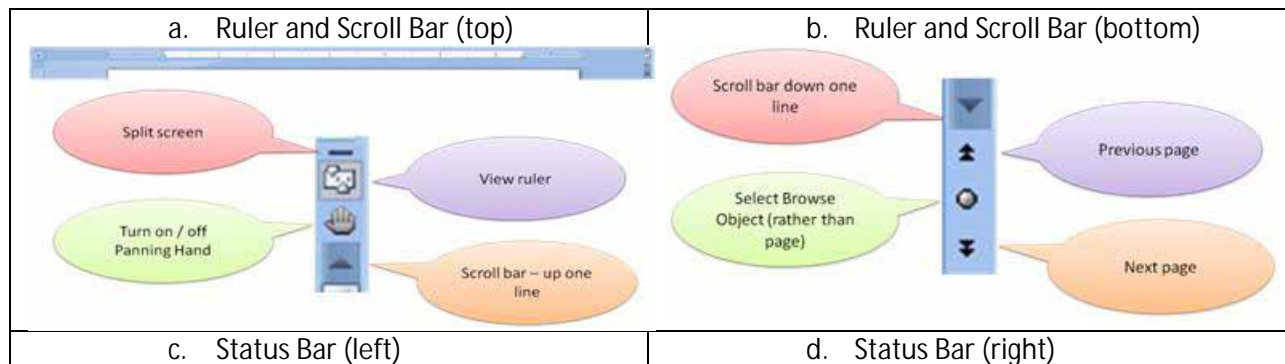


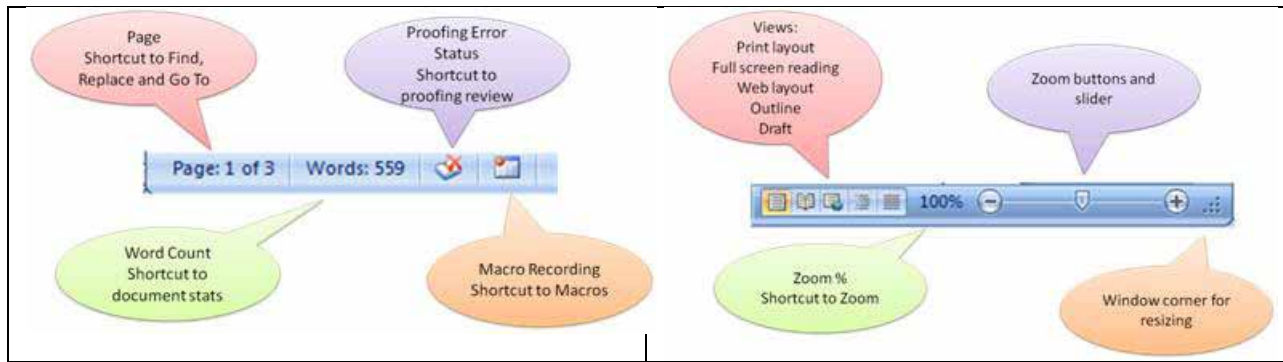
D. Ribbons adjust to fill window



- E. Mice are for Wimps
- i. Navigate the Ribbon by tapping the Alt key and then resulting KeyTips. ESC moves to previous selection.
  - ii. There are many keyboard shortcuts.
    - a. Most are unchanged from older Office editions.
    - b. From Help, search for "keyboard shortcuts."

F. Other Screen parts






## G. Task Panes

### Application versus document

- H. Pieces we've been discussing are the Word program or application. In a disaster, the application can be simply re-installed.
- I. What you type, layout, format and print are the document. The document is what has value, as it represents your work. Recreating this may take hours or be impossible. Backup!

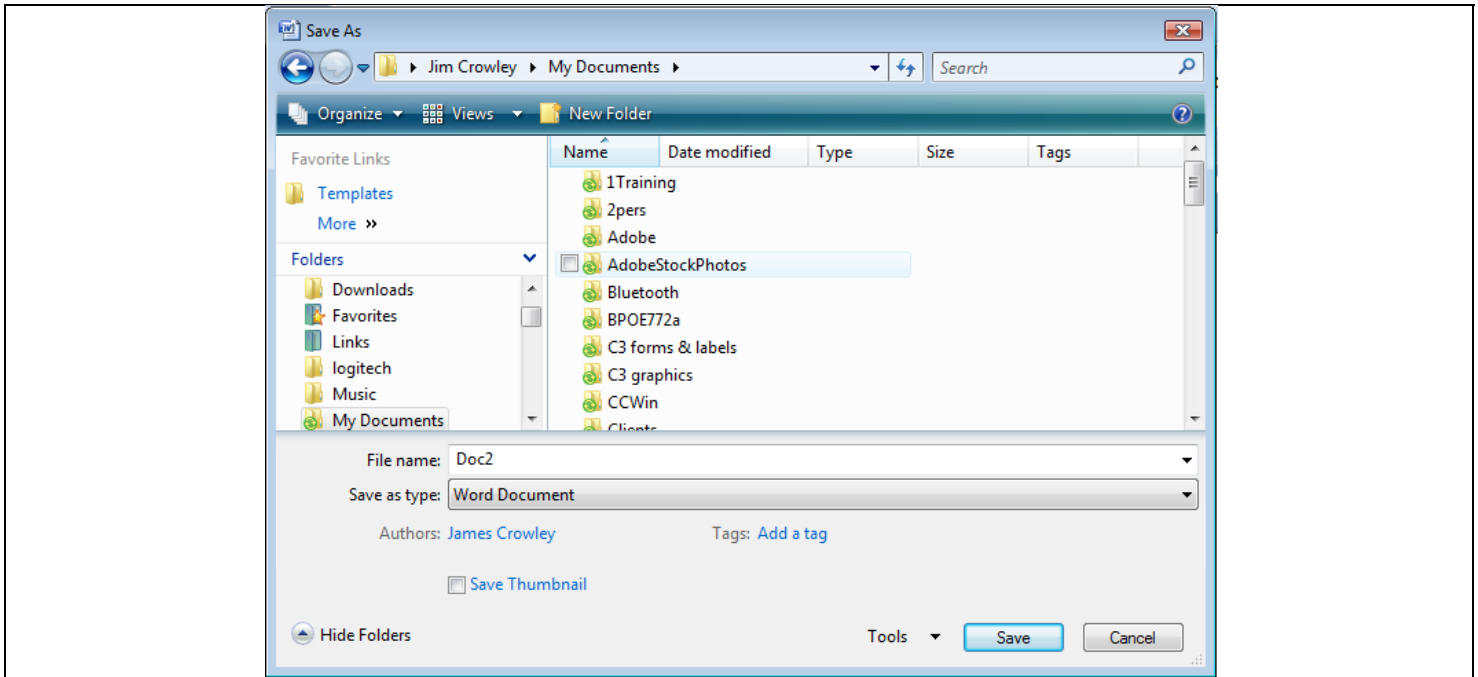
### Getting Help

- J. ? button in upper right hand corner of window. 
  - i. Office help programs access Microsoft web pages for improved results.
- K. Web searches, Google works!

### Open and Close, Save and Save As...

- L. Save makes a copy of the current document onto your hard disk, floppy drive, network drive, USB flash drive (USB memory key)...
- M. Save As makes a new copy of the current document onto your hard disk, etc. by giving you the opportunity to give the file a new name and/or select a new location to save the document. Actually, any *new* Save is a Save As since you have the opportunity to select the document type and location





Save as type: Word Document

Authors: Word Document

- Word Macro-Enabled Document
- Word 97-2003 Document
- Word Template
- Word Macro-Enabled Template
- Word 97-2003 Template
- Single File Web Page
- Web Page
- Web Page, Filtered
- Rich Text Format
- Plain Text
- Word XML Document
- Word 2003 XML Document
- Works 6.0 - 9.0
- Works 7.0

ie Folders

- i. Save as type
  - a. Word Document = 2007
  - b. Word 97-2003 Document = older type, larger, may not support all formatting

Favorite Links

Templates

More >>

My Documents

Recently Changed

Recent Places

Desktop

Computer

Pictures

Music

Searches

Public

Save as type: Word Document

- ii. Favorites Links helps you select commonly used areas on your computer.

N. Open makes a copy of a stored document in your Word application

## Getting around a document

### 1. Keyboard navigation basics

Keyboard Navigation	Character / Line	Word / Paragraph	Line / Screen or GoTo	Scroll Screen	Printed Page	Document
Left	←	Ctrl←	Home			
Right	→	Ctrl→	End			
Up	↑	Ctrl↑	Ctrl-PgUp	PgUp	Ctrl-Alt-PgUp	Ctrl-Home
Down	↓	Ctrl↓	Ctrl-PgDn	PgDn	Ctrl-Alt-PgDn	Ctrl-End


Delete commands

Edit commands

Keyboard

Mouse

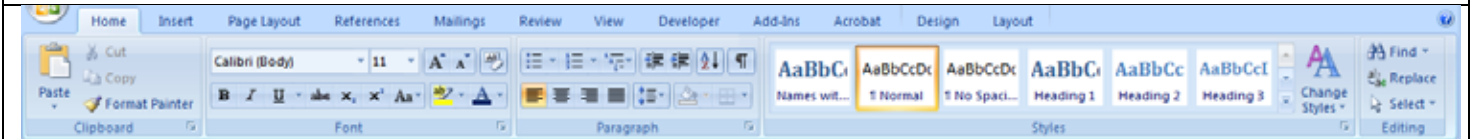
Format


Word left	Ctrl-Backspace	Undo	Ctrl-Z		
Character left	Backspace	Cut	Ctrl-X	Drag selected	
Character right	Del	Copy	Ctrl-C	Ctrl-drag selected	Ctrl-Shift-C
Word right	Ctrl-Del	Paste	Ctrl-V		Ctrl-Shift-V

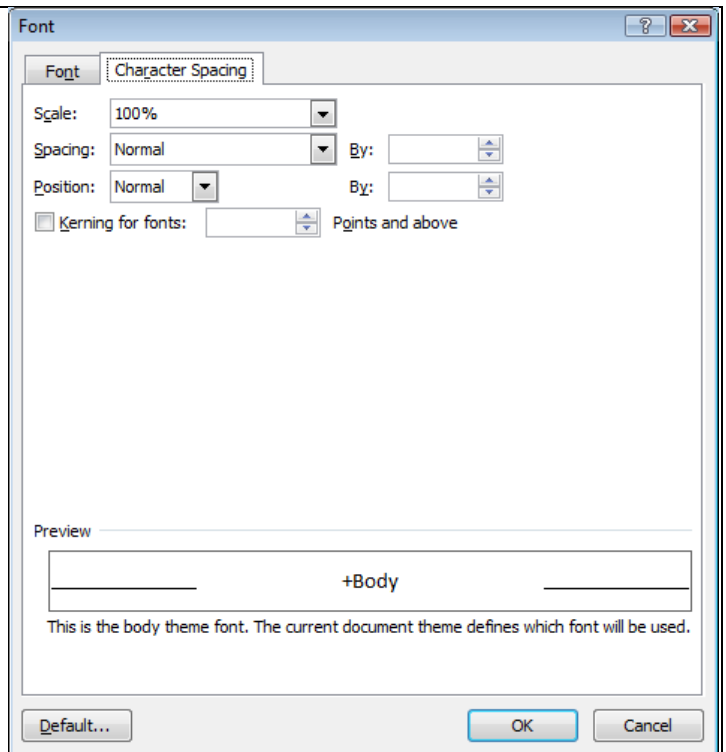
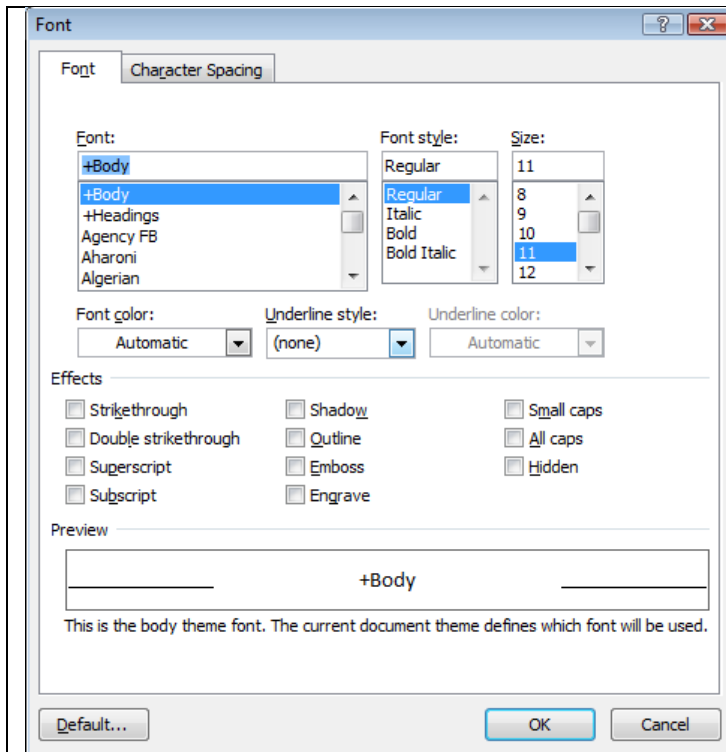
## 2. Mouse navigation basics

- A. Scroll bars
- B. Panning hand
- C. Find Next/Previous / GoTo buttons



## Formatting and styles

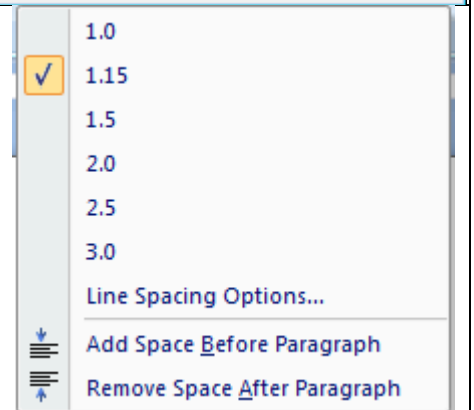


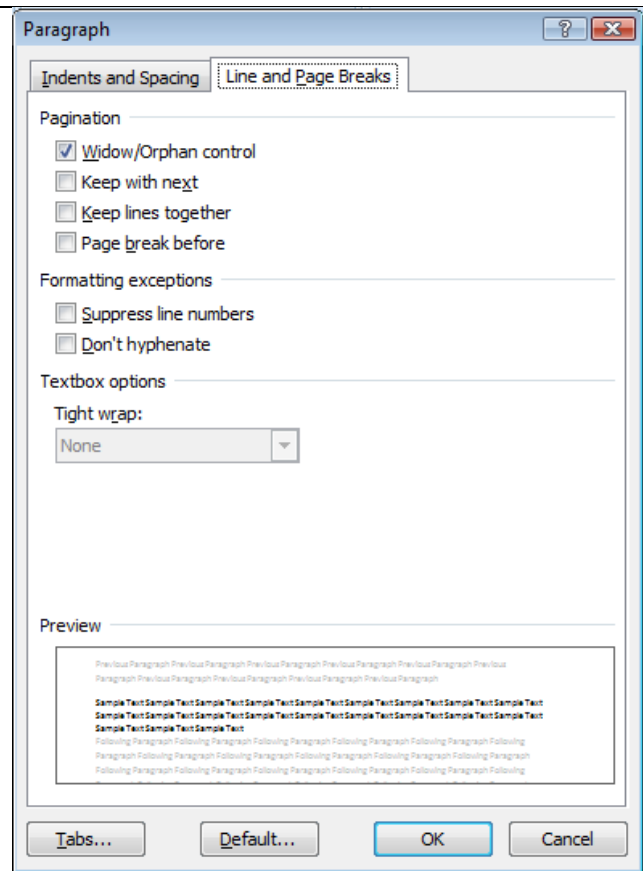
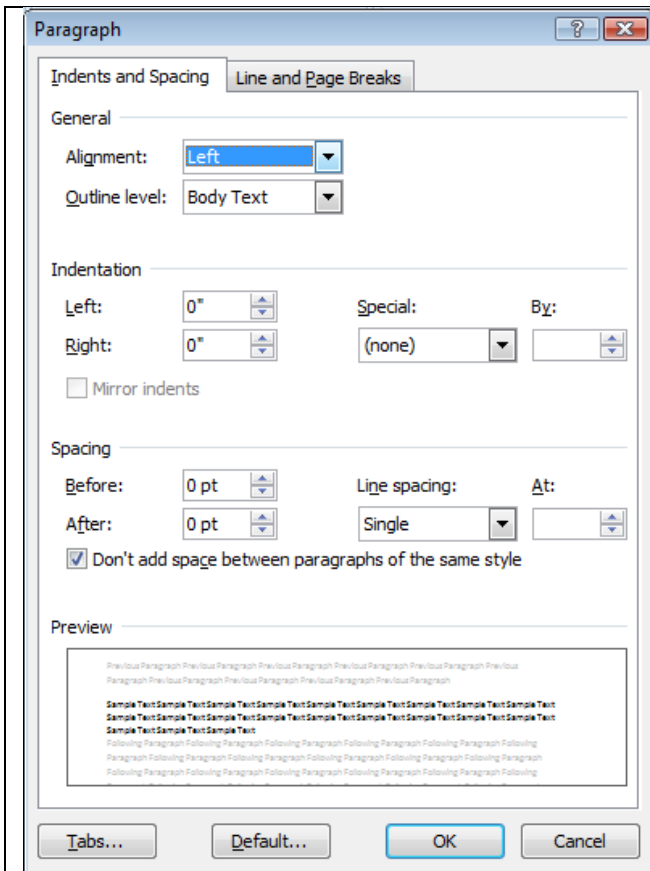
- 1. All formatting is done from the ribbon or keyboard short cuts.
- 2. Font
  - A. Commands remain very much the same.
  - B. Don't forget the dialog box 



### 3. Paragraph

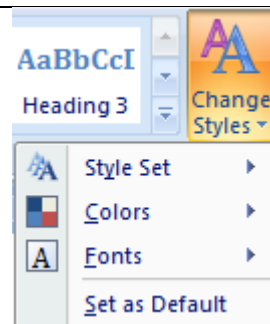
- A. Remember a paragraph is defined by Enter.  is the Show / Hide command to see hidden characters.
- B. Line Spacing  becomes very critical. Notice the drop down choices and settings.



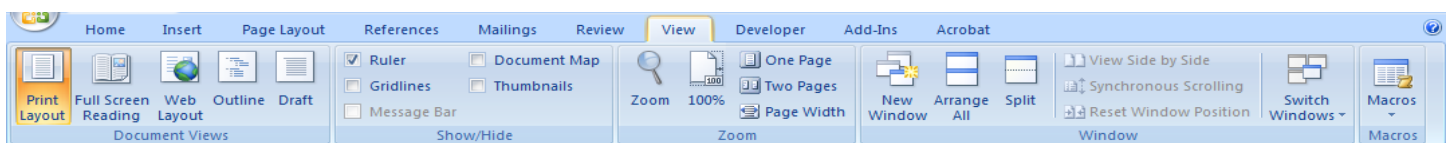


#### 4. Styles

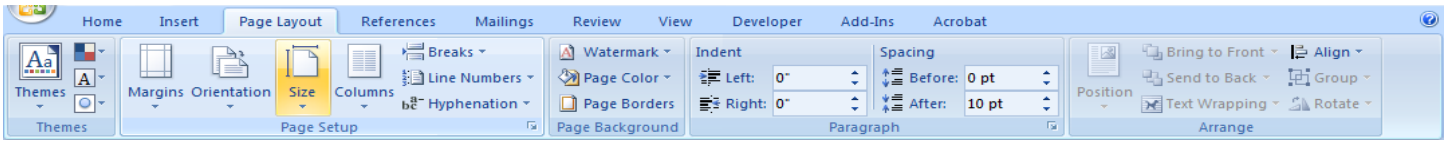
- A. Critical to making longer documents easy to format and reference.
- B. Stores all formatting commands for reuse.
- C. Consistent across most Microsoft Office programs.



#### Views

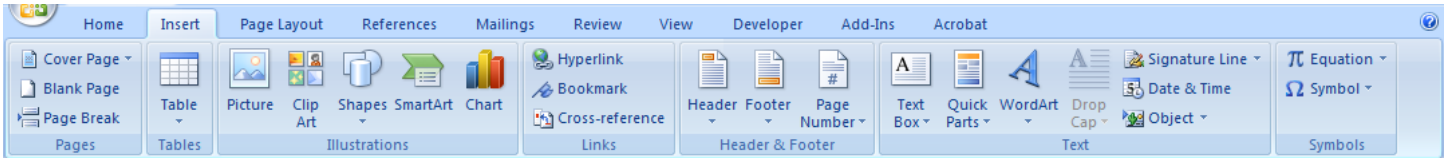


## Page Layout



## Insert

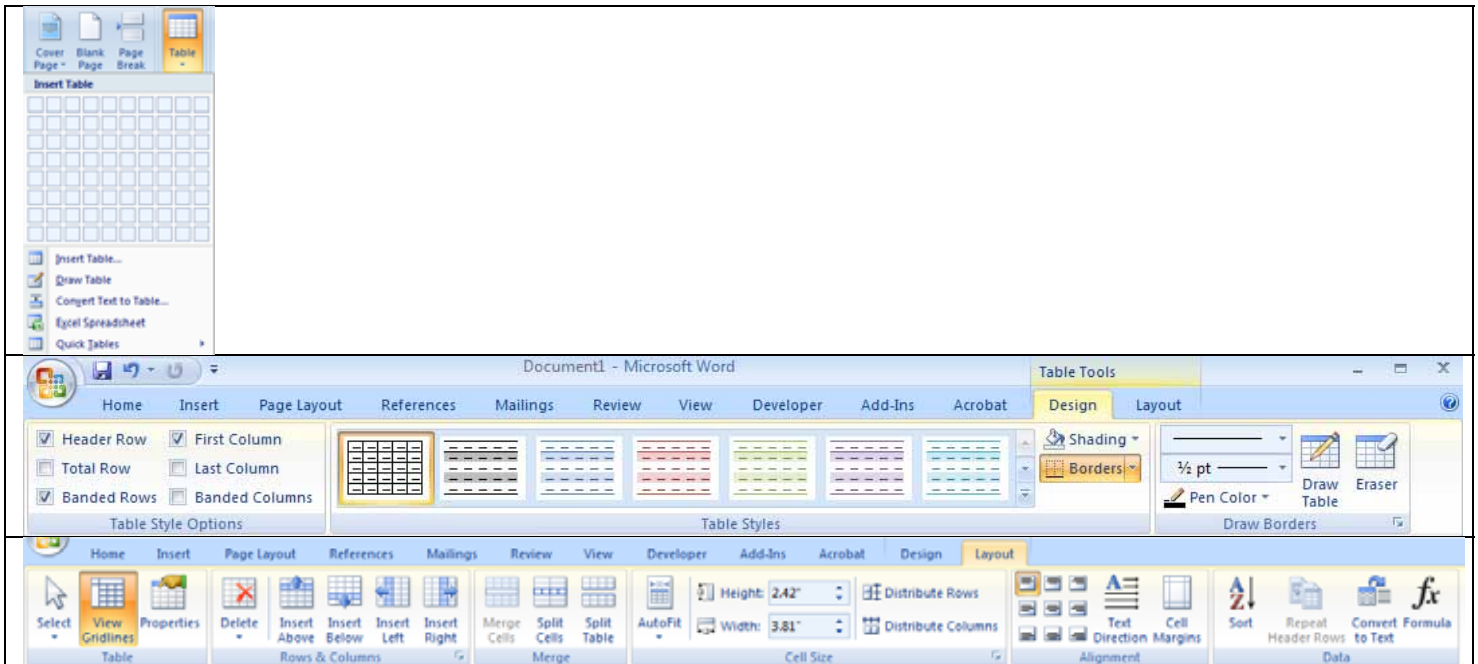
5. If you can't find it or get it done, look on the Insert ribbon.



## Pictures

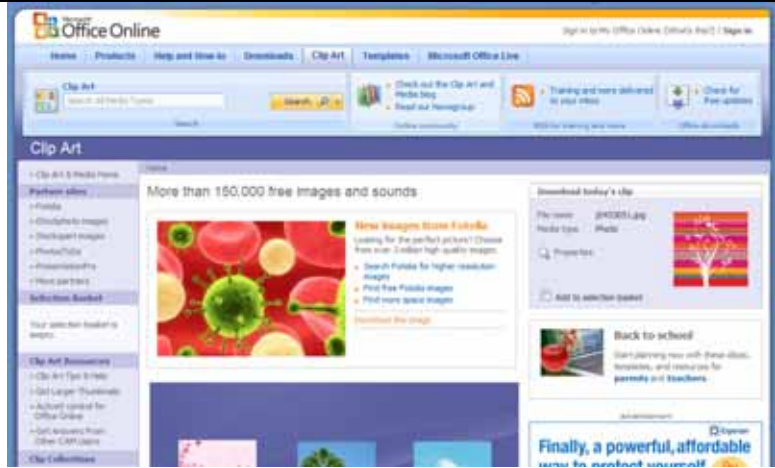
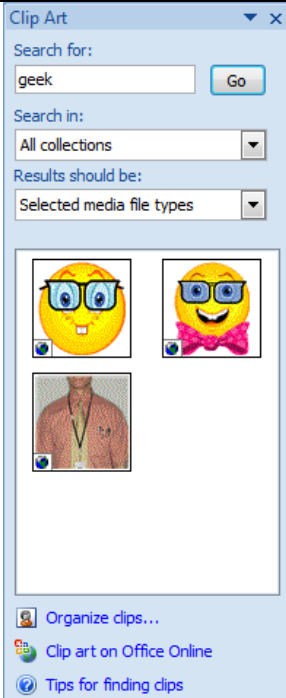


## Tables



# Inserting other objects

## 1. Clipart



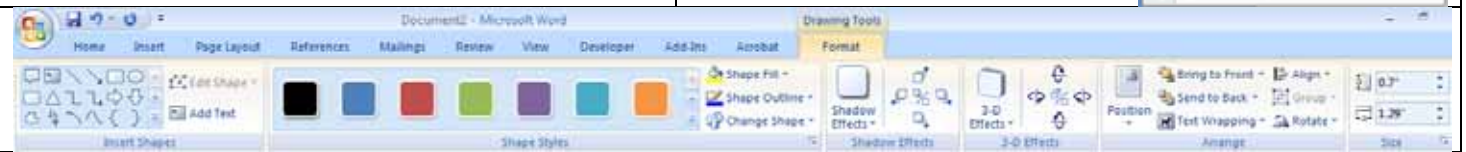
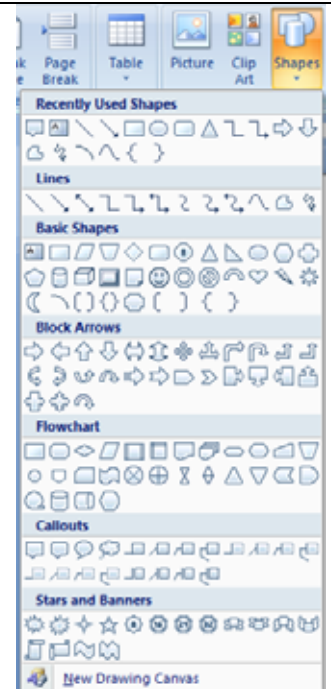
## 2. Pages

- A. Cover page
- B. Blank Page
- C. Page Break

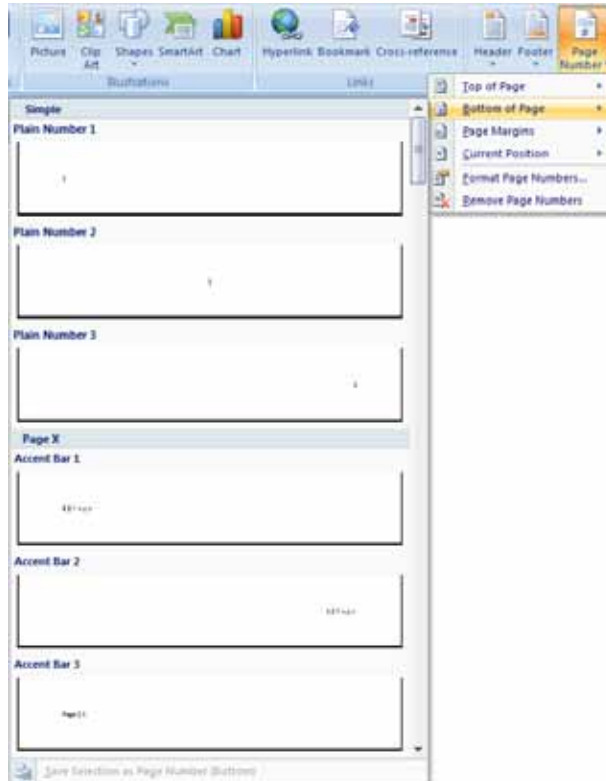


## 3. Shapes

- A. Use Drawing Tools after inserted.
- B. Pick a shape, use the mouse to approximate its size.



#### 4. Page numbering



#### 5. Smart Art

