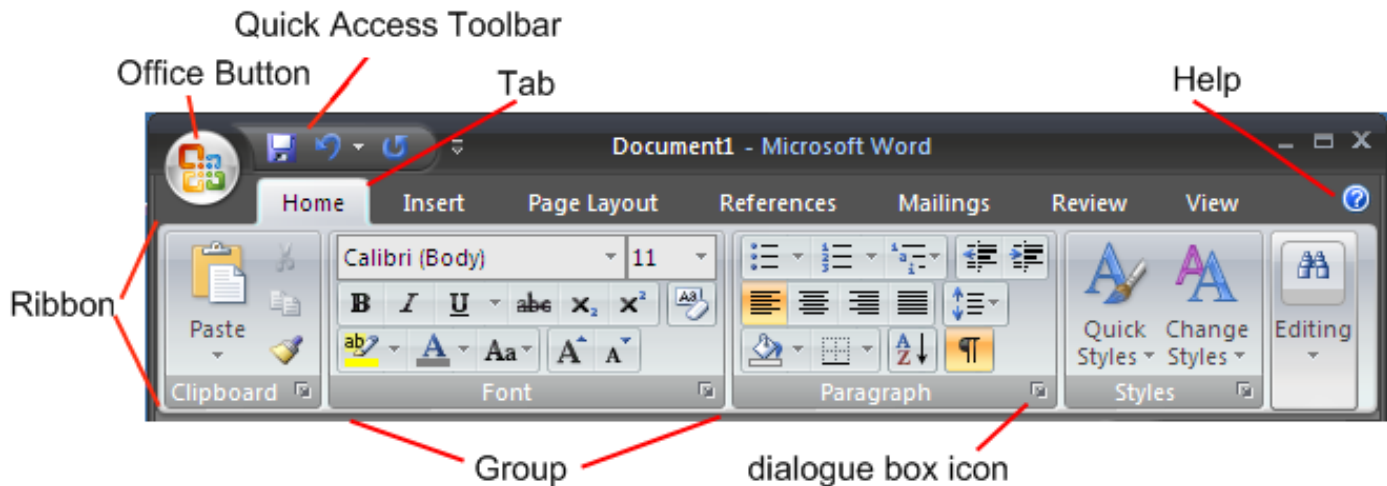


Word 2007 - Introduction to Word 2007

Office 2007 has replaced the menus and toolbars with a new interface, referred to as the Ribbon. The Ribbon is divided into a number of Tabs; clicking on a Tab gives you access to a different selection of icons. The icons on each tab have been grouped together in logical units referred to as Groups. The name of each Group appears on the grey bar at the bottom of the Group.



It may take a while to get used to learning the graphical icons for commands that you were used to accessing through menus in previous versions of Word. **Quick Tip:** Resting the pointer over an icon will bring up a tool tip which tells the icon's name and gives a brief description of its function.

The commands that used to be located on the file menu in previous versions of Office can now be found by clicking on the **Office Button**.

Minimize the ribbon – Double-click on the active tab to minimize the ribbon. To restore the ribbon, double click again on one of the tabs. You can also minimize and restore the ribbon by clicking on the drop-down arrow next to the Quick Access Toolbar, and choosing **Minimize Ribbon** from the menu.

Add an item to the Quick Access Toolbar – Items that you use all the time, that you don't want to have to go searching for, can be added to the Quick Access Toolbar so they will appear on the screen all of the time. Just right-click on the icon you wish to add to the toolbar, and choose **Add to Quick Access Toolbar** from the shortcut menu that appears.

Display the Quick Access Toolbar below the ribbon – Click on the drop down arrow next to the Quick Access Toolbar and choose **Show Below the Ribbon** from the menu.

Print – Select the **Office Button** and point at **Print** on the menu that appears. Click on **Print** to access the print dialogue box. Click on **Quick Print** to send the document directly to the printer.

Create a New Document – Select the **Office Button** and click on **New**. The New Document dialogue box will appear. Double click on Blank Document to start from a blank page. The New Document dialogue box also allows you to choose from a large number of pre-formatted templates for a wide variety of documents. Browse through the categories at the left, or search for a template on Microsoft Office online using the search bar at the top of the dialogue box.

Access a dialogue box – In the bottom corner of many of the Groups of icons, you will find an icon for access a dialogue box related to that group. Clicking on this icon opens a dialogue box where you may find additional commands and formatting options that do not appear on the ribbon.

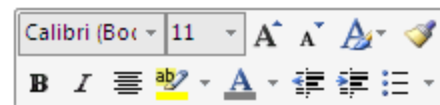
Adjust Word's Settings – Click on the **Office Button**. Click on the **Word Options** button, located on the black bar at the bottom of the menu. This brings up the Word Options dialogue box. Click on the categories on the left to access different pages of settings that can be adjusted. By clicking on Proofing and then the Auto Correct Options button, you can turn on or off some of features that Word automatically formats for you, like numbered lists.

New document format – Word 2007 saves files in a new format, .docx. Older versions of Word require that an additional piece of add-on software be installed before they will be able to open a file saved in the Word 2007 .docx format. This add-on software is available for free from Microsoft's website. Word 2007 can work with documents saved in the older Word format, .doc, without any problems.

Using Save As to save in the new .docx document format – Click on the **Office Button**, point to **Save As**, and then click on **Word Document** (the top item on the Save as Menu). The Save as dialogue will appear, and the file type will be set to .docx. Browse to the location that you wish to save the file, type in the file name, and click the Save button.

Saving in the old .doc document format – Click on the **Office Button**, point to **Save As**, and then click on **Word 97-2003 Document**. The Save as dialogue will appear, and the file type will be set to .doc. Browse to the location that you wish to save the file, type in the file name, and click the Save button.

The Mini Toolbar –When you select text in a Word 2007 document, the faint outline of a toolbar will appear—this is the Mini Toolbar. If you move your pointer over the Mini Toolbar, it will become more distinct and you will find some of the more common text formatting icons, which will allow you to format the text you have selected. Sometimes it can be tricky to move your pointer over to the Mini Toolbar without making it disappear. **Quick Tip:** Another way to access this Mini Toolbar is to select the text you wish to format, and then right click on the selection. The Mini Toolbar appears, along with the usual shortcut menu. When you access the Mini Toolbar this way, it doesn't disappear if you move your pointer away from it.



The Zoom Slider – You can adjust the size of how your document appears on the screen using the Zoom Slider, located in the bottom right-hand corner of the window. Use the Plus and Minus icons to zoom in and out in 10% increments, or click and drag the slider bar to adjust the size more quickly.