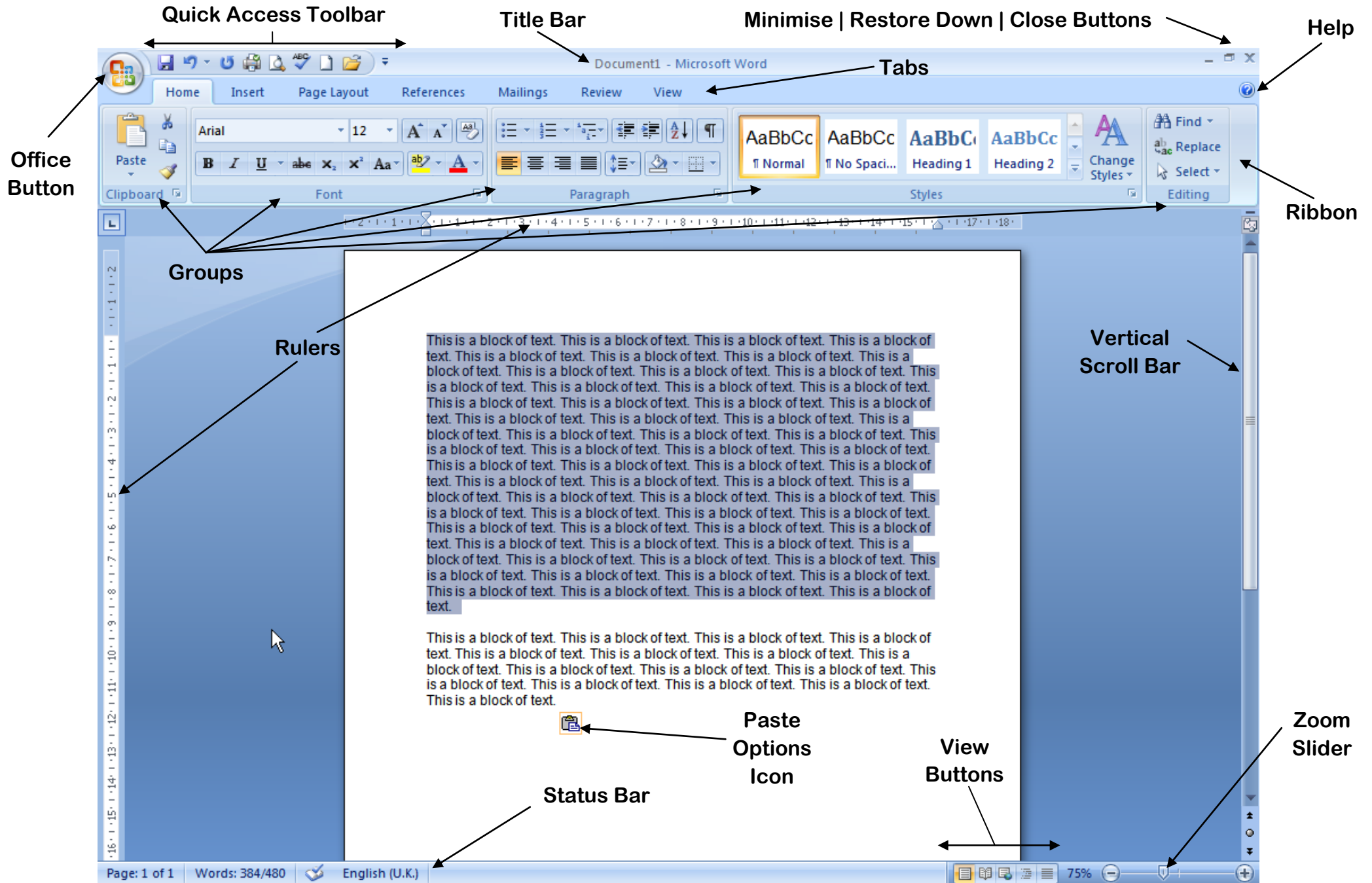



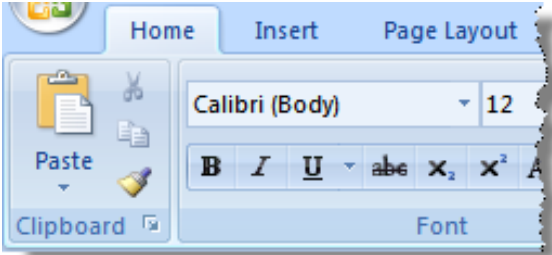
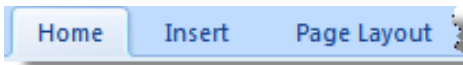
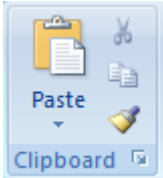





# MICROSOFT WORD 2007 – HINTS & TIPS



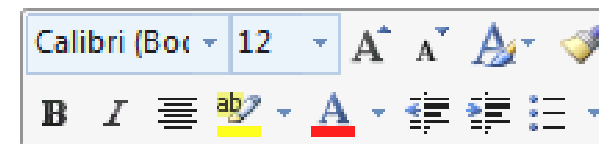
<p><b>OFFICE BUTTON</b></p>	 <p>The <b>Office Button</b> replaces the File menu from previous versions of Word and allows you to access commonly used file management commands such as:</p> 
<p><b>QUICK ACCESS TOOLBAR</b></p>	 <p>The <b>Quick Access Toolbar</b> allows easy access to a number of commands including the ones displayed here (from left to right): <b>Save; Undo; Redo; Quick Print; Print Preview; Spelling &amp; Grammar; New</b> and <b>Open</b>.</p> <p><b>NB</b> This toolbar can be customised via the arrow button at the far right hand side of the toolbar.</p>
<p><b>RIBBON</b></p>	 <p>The <b>Ribbon</b> replaces drop-down menus and toolbars from previous versions of Word. It consists of 3 elements: <b>Tabs; Groups</b> and <b>Commands</b>. Whenever you select a tab you will see that the ribbon will change to show groups and commands which are relevant to the sphere of activity covered by that tab. The ribbon allows easy and more visible access to groups of related commands which were previously “buried” in various menus, toolbars and/or task panes. <b>NB</b> You can minimise the ribbon by clicking on the arrow at the right-hand side of the <b>Quick Access Toolbar</b> and selecting <b>Minimize the Ribbon</b>.</p>
<p><b>TABS</b></p>	 <p>There are 7 permanent tabs: <b>Home; Insert; Page Layout; References; Mailings; Review</b> and <b>View</b>. Each of these tabs control a particular sphere of activity (e.g. changes to the default page set up can be made using the <b>Page Layout</b> tab). In addition to these basic tabs there are other “<i>on-demand</i>” tabs which only appear whenever a specific element such as a table, a picture or a drawing object is selected or inserted. When this is the case notice that these tabs are grouped according to the object, which has been selected, inserted or modified, using coloured tabs in the <b>Title Bar</b>.</p>
<p><b>GROUPS</b></p>	 <p>Within each tab there are several <b>Groups</b> which show related clusters of commands as illustrated here using the <b>Clipboard</b> group which includes the related commands of <b>Paste, Cut, Copy</b> and <b>Format Painter</b>. You can also click on the arrow in the bottom right-hand corner of the group, if displayed, to open up an appropriate dialog box or to display the <b>Task Pane</b> where further related options can be selected. This arrow is called the <b>Dialog Box Launcher</b>.</p>
<p><b>STATUS BAR</b></p>	 <p>The <b>Status Bar</b> provides information relating to the current document including:</p> <p><b>Page number in document:</b> indicates number of pages in the document and current page location of insertion point (<b>NB</b> clicking on this section of the Status Bar opens the <b>Find and Replace</b> dialog box at the <b>Go To</b> tab);</p> <p><b>No. of words in document:</b> indicates the total number of words used in the current document (<b>NB</b> to display the word count for a part of a document simply highlight the relevant section and the word count of that section will be displayed as a fraction of the overall word count (e.g. 384/480) - you can also get further details, including the number of characters, paragraphs, lines etc., by clicking on this section of the Status Bar);</p>

	<p><b>Proofing status:</b> indicates if there are any proofing errors (i.e. spelling or grammatical mistakes); tick = no proofing errors while cross = proofing errors found – you can click on this icon to correct any proofing errors;</p> <p><b>Language:</b> indicates the language used in detecting proofing errors – you can click here to change language.</p>
<b>VIEW BUTTONS</b>	 <p>The <b>View Buttons</b> allow you to quickly switch between different ways of viewing your document (from left to right): <b>Print Layout</b> (allows you to view the document as it will print out); <b>Full Screen Reading</b> (useful for proofing your document); <b>Web Layout</b> (displays document as it will appear when viewed in a browser); <b>Outline</b> (useful for quickly navigating and organising longer documents) and <b>Draft</b> (view which displays only text and no graphics to allow for quick proofreading). These options are also available from the <b>View</b> tab. <b>NB</b> The option highlighted in yellow is the currently selected view.</p>
<b>ZOOM SLIDER</b>	 <p>The <b>Zoom Slider</b> allows you to zoom in and out by dragging the slider, clicking on the plus and minus symbols or clicking anywhere on the scale between those two symbols. <b>NB</b> Clicking on the current <b>Zoom Level</b> (e.g. 75%) opens the <b>Zoom dialog box</b> to allow you to choose from preset options.</p>

## HOW TO DO LIST

### Format text

- 1 You can format text in a similar way to Word 2003:
  - select the text to be formatted;
  - use required formatting commands from the **Font**, **Paragraph** or **Styles** groups on the **Home** tab.
- 2 Also you will find that the **Mini Toolbar** appears automatically above text when you select it or when you right-click text .The Mini Toolbar allows quick and easy access to commonly used formatting options such as **Font**, **Font Size**, **Format Painter**, **Bold**, **Italic** etc. **NB** When you right-click text the format changes will only be applied to the word which you have right-clicked.



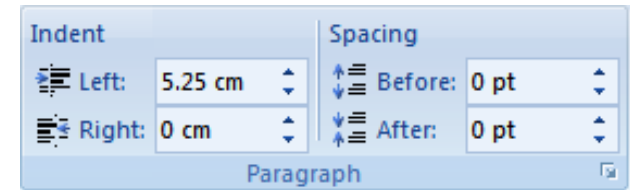
### Formatting pictures

- 1 You can format pictures using the **Picture Tools – Format** tab as follows:
  - click on the picture to be formatted (notice that the **Picture Tools – Format** tab now appears on the Ribbon);
  - click anywhere on the **Picture Tools – Format** tab (highlighted in red) to display formatting picture options;
  - select required command from following groups: **Adjust** (various commands which allow you to adjust various aspects of the picture including **Contrast**, **Brightness**, **Recolor** (using various stylized effects) etc.); **Picture Styles** (various commands which allow you to add picture effects such as frames, shapes, borders and other effects including shadows, reflection, 3D rotation etc.); **Arrange** (various commands which allow you to change where and how pictures appear in your document relative to other items including text) and **Size** (this group of commands allows you to change the height and width of your picture and crop unwanted portions of it).
- 2 You can also quickly access common picture format commands, including text wrapping, by right-clicking the picture.

## Line spacing

You can change the line spacing in your document as follows:

- select the text to be changed and click on the **Page Layout** tab;
- in the **Paragraph** group you can make changes to the **Indent** (space between left margin and text) and **Spacing** before or after selected lines (measured in points – you can use arrows provided to increase/decrease line spacing by preset amounts or click in the box and type in your own values);
- other line spacing options are available by clicking on the arrow in the bottom right-hand corner of the **Paragraph** group to open the **Paragraph Dialog Box** where you can make various changes to: **Alignment** (i.e. **Left**, **Centered**, **Right**, or **Justified**); **Indentation** (**Left**, **Right** or **Special**) and **Spacing** (**Before**, **After** or other **Line Spacing** options – i.e. **Single**, **1.5 lines**, **Double**, **At least**, **Exactly** or **Multiple**) – NB you can also access the **Paragraph Dialog Box** by right-clicking the paragraph you want to change or text which you have previously selected and selecting **Paragraph**.



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## Page numbers

- 1 You can insert page numbers into your document as follows:
  - click on the **Insert** tab to display the **Header & Footer** group and then click on the **Page Number** command;
  - choose where to place your page numbers from the available options: **Top of Page** (header); **Bottom of Page** (footer); in **Page Margins** (left or right) and **Current Position** (of text insertion point);
  - once you have selected where to place the page numbers you can then select from a list of pre-set styles (including page numbers inserted in different shapes) to complete this task (**NB** you can also **Format** or **Remove Page Numbers** using the **Page Number** command).
- 2 If you don't want page numbers to appear on the 1<sup>st</sup> page of your document you should:
  - click on the **Page Layout** tab
  - then click on the **Page Setup Dialog Box Launcher** (small arrow in bottom right-hand corner)
  - in the **Page Setup Dialog Box** click on the **Layout** tab
  - in the **Headers and footers** section select the **Different first page** check box and click the **OK** button (**NB** if you want to the second page of your document to start numbering with **1** then click on the **Insert** tab and then click on the **Page Number** command (from the **Header & Footer** group) and in the **Start at** box type in the number **0**).

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## Spelling/ Grammar

You can conduct a spelling and grammar check of your document in one of 4 main ways:

- (i) click on the **Review** tab and then click on the **Spelling & Grammar** command, from the **Proofing** group, to begin a spelling and grammar check, starting from wherever the text insertion point is located;
- (ii) similarly you can click on the **Spelling & Grammar** command icon on the **Quick Access Toolbar** (**NB** if this icon is not currently displayed then you can add it by clicking on the arrow at the far right-hand side of the **Quick Access Toolbar** and clicking on the **Spelling & Grammar** option from the list displayed);
- (iii) you can also press the **F7** button on your keyboard to launch the spelling and grammar check;
- (iv) you can proof any text, which is underlined by a red zigzag line (spelling error detected) or a green zigzag line (grammatical error detected), by right-clicking it and choosing an appropriate option from the menu which appears.