Using Microsoft Office 2007
Introduction to Word Handout

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Contents

For additional Microsoft Office handouts, visit http://www.calstatela.edu/its/docs/office.php

Introduction to Microsoft Word 2007

Microsoft Word 2007 is a full feature word processing program that allows the user to design documents. The many formats available easily enable the user to produce professional reports, letters, essays and other documents incorporating the use of tables, charts, and graphics. Word 2007 is part of **Microsoft Office 2007**, which includes other software applications. Microsoft Office 2007 offers Online Help for user assistance and questions related to the program.
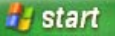
This guide is an introduction to Word 2007 and illustrates the basic functions the program offers. Start from the beginning for a general overview or choose the topics from the Contents page.

Launching Word 2007

There are six Open Access Labs (OAL's) on campus. A user can start Word 2007 from any of them.

To start Word 2007 from a station in the Open Access Labs:
1. Click the **Start** button ![start] at the bottom left corner of the screen.
2. Select the **All Programs** option.
3. Select the **Microsoft Office** folder.
4. Click the **Microsoft Office Word 2007** icon.

Working with the Word 2007 User Interface

Word 2007 includes many enhancements to make working with the document easier, and to make the document more professional looking. The redesigned user interface includes the components illustrated in Figure 1. Refer to Table 1, for a brief description of each item.

Table 1 - Word User Interface Components

Item	Description
Title Bar	Contains the title of the document and the application
Office button	Grouping of commands to save, open, print, and perform other commands common to all Office applications
Quick Access Toolbar	Collection of buttons to quickly access regularly used features of the application
Ribbon	Contains many features formerly found in menu structures
Tabs	Individual collections (groups) of commands within the Ribbon
Insertion Point	A flashing line on the screen that indicates where text will be entered into a document
Scroll Bars	Move through the document, up or down, left or right
View Options	Word 2003 provides several different ways to view a document
Dialog Launcher	A control for accessing more features contained within a group on the Ribbon
Page Indicator	Indicates the active page in the document
Magnification Control	Controls the magnification of the document
Word Count	Continuous display of the number of words in the document

In addition to the items described in Table 1, the user interface also contains a set of tabs called contextual tabs. Contextual tabs only appear above the tabs in the **Ribbon** when specific objects such as tables and pictures are selected. These tabs contain groups of commands that are relevant only to those specific objects. Contextual tabs are colored differently from the normal tabs on the **Ribbon** to alert the user that additional commands are available for the object selected.
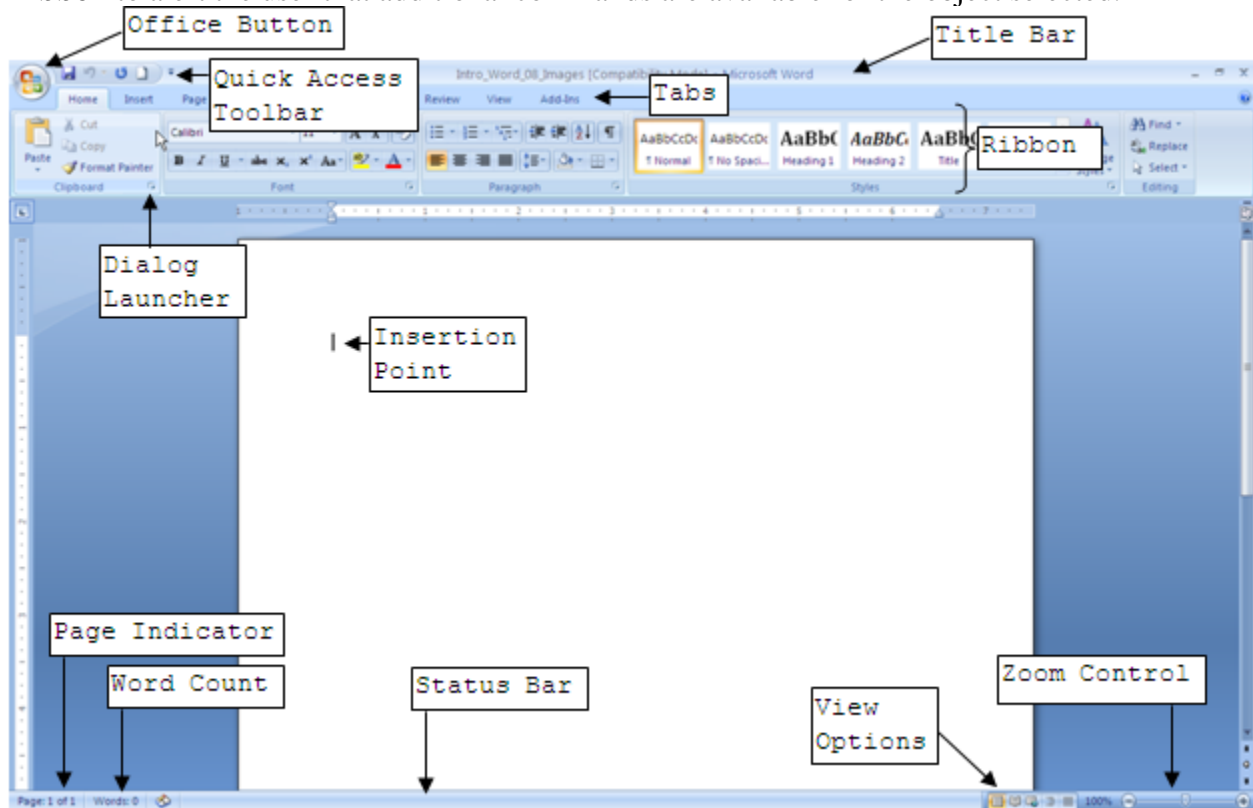

Figure 1 - Word 2007 Interface

USING THE OFFICE BUTTON

Word provides a collection of commands common to all Office applications that are grouped under the **Office Button**. The **Office Button** replaces the **File** menu that was found in previous versions of Microsoft Office. Clicking the **Office Button** (see Figure 2) will open a dialog box displaying the commands available (see Figure 3). In addition, Word can be customized by clicking the Word Options button at the bottom of the dialog and selecting the options available.
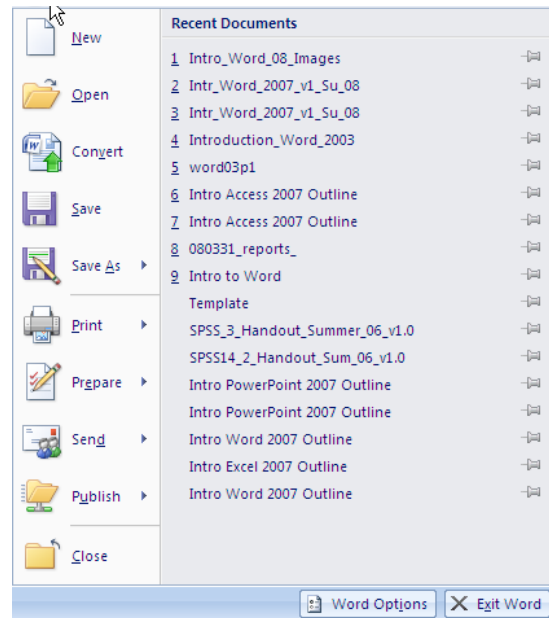
Figure 2 - The Office Button

Figure 3 - Commands within the Office Button Group

USING THE QUICK ACCESS TOOLBAR

The **Quick Access Toolbar** is located above the **Ribbon** and contains common, frequently used commands. The commands available from the **Quick Access Toolbar** are always visible, which eliminates searching through the **Ribbon** or tab*s* (see Figure 1).

MINIMIZING AND MAXIMIZING THE RIBBON

Users can minimize the **Ribbon**, which will allow more of the document to be visible in the active window. When minimized, only the tab*s* will be visible. All of the commands within the groups of each tab on the **Ribbon** will still be available.

To minimize the Ribbon:

1. Click the *Customize Quick Access Toolbar* drop-down arrow ⬚. The **Customize Quick Access Toolbar** menu will open (see Figure 4).
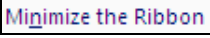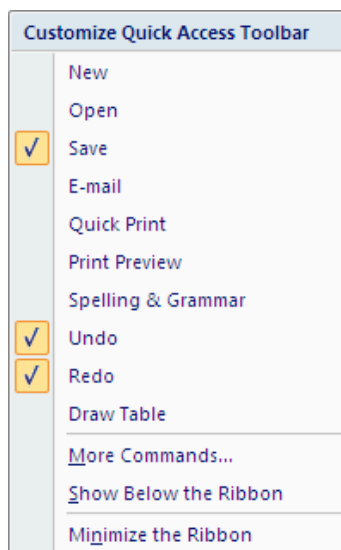2. Select the ⬚Minimize the Ribbon menu item. The **Ribbon** will be concealed.

Figure 4 - Customize Quick Access Toolbar Menu

To use commands on the Ribbon while minimized:
1. Click the tab where the command is located. The **Ribbon** will re-appear.
2. Click the tab again and the **Ribbon** will be concealed.

To maximize the Ribbon:
1. Click the *Customize Quick Access Toolbar* drop-down arrow ⧨. The **Customize Quick Access Toolbar** menu will open (see Figure 4).
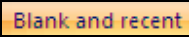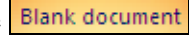2. Click the Minimize the Ribbon menu item. The **Ribbon** will reappear.

USING DIALOG BOX LAUNCHERS

Dialog Box Launchers ▣ are a new feature in Word 2007. These buttons appear in most (but not all) of the command groups on the **Ribbon** in each tab. If a group has a **Dialog Box Launcher** it will be located in the lower right corner of the group. Clicking a **Dialog Box Launcher** opens a specific dialog box that is relevant to the group.

Creating, Saving, and Closing Documents

Whenever the Word application is launched from the 🏁 start menu, a new document is opened automatically. Users can also create a new document while an existing document is open. Once a document is opened or created, text can be entered at the blinking insertion point (see Figure 1) using the keyboard. The insertion point can be moved by pressing the **[Enter]** key. When entering text into a document, it is not necessary to press the **[Enter]** key at the end of each line because Word will automatically move the insertion point to the beginning of the next line. The **[Enter]** key must be pressed when beginning a new paragraph.

To create a new document while an existing document is open:
1. Click the **Office Button** (see Figure 2) then click the **New** ⬜ New button in the available options. The *New Document* dialog box opens (see Figure 5).
2. Click the Blank and recent option in the *Templates* section of the dialog box.
3. Select the Blank document option in the *Blank and Recent* section of the dialog box.
4. Click the Create button. A new blank document will open in a **Microsoft Word** window independent of the existing document and the dialog box will close.
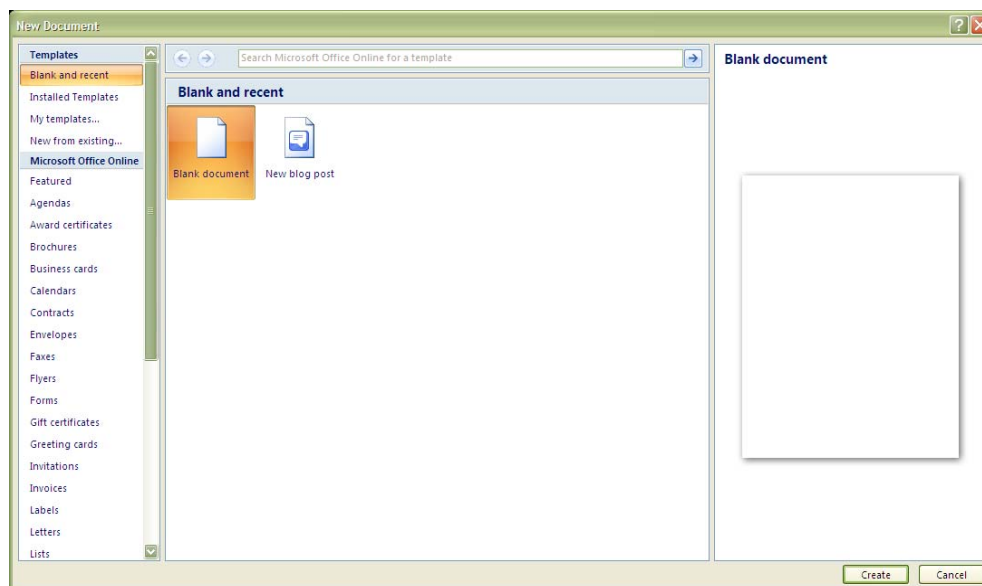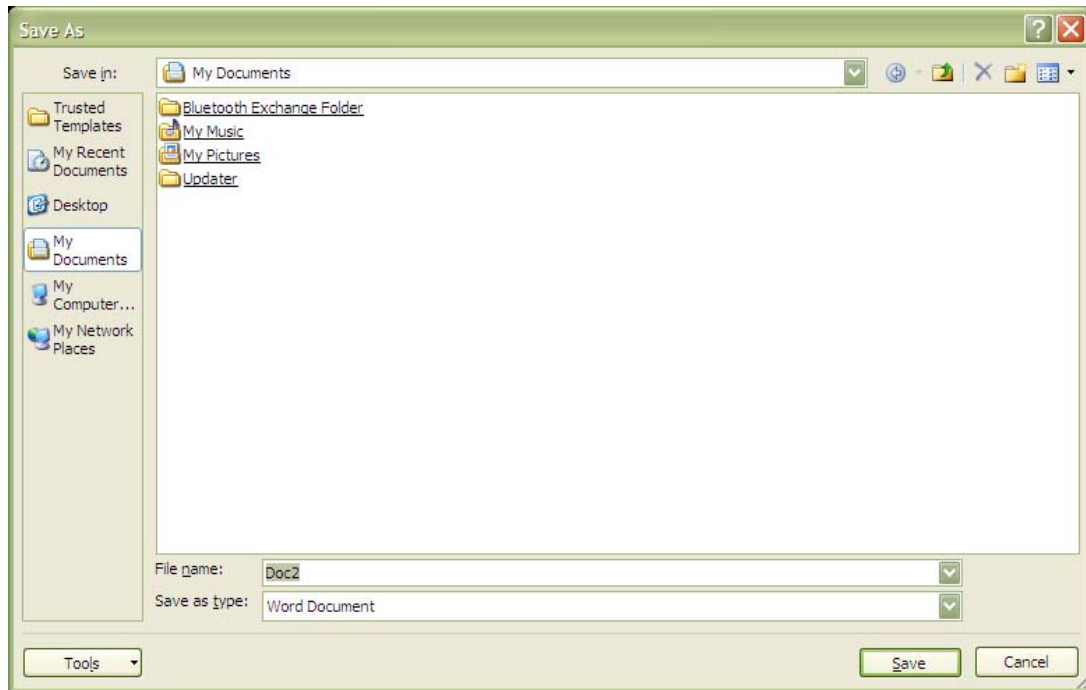

Figure 5 - New Document Dialog Box

To save a new document for the first time:

1. Click the **Save** button 🖫 on the **Quick Access Toolbar**. The *Save As* dialog box opens (see Figure 6).
2. Enter a name for the document in the File name: text box.

Figure 6 - Save As Dialog Box

NOTE: By default, documents are saved in the My Documents folder on the main drive of the computer. If the user wants to save the document in a different folder or drive, click the Save in: drop-down arrow and select a different location.

3. Click the Save button to save the file. The dialog box will close.

NOTE: By default, documents are saved with a file extension of .docx. This extension makes the document compatible only with Word 2007. If this file extension is used, the document will not open in previous versions of Word (97, XP, or 2003). If the user wants the document to be compatible with previous versions of Word then the Save As option should be used.

NOTE: After a document has been saved for the first time, clicking the **Save** button 🖫 on the **Quick Access Toolbar** will save any changes without the Save As dialog box opening.

USING SAVE AS

The *Save As* option allows users to save a new or existing document in a different format other than the default Word 2007 format. This can eliminate document incompatibility with users who do not use Word 2007.

To use the Save As option:

1. Click the **Office Button** to display the commands within the **Office Button** group.
2. Hover the mouse over the **Save As** button to display the options available (see Figure 7).
3. If compatibility with previous versions of Word is desired, select the Word 97-2003 Document option. The *Save As* dialog box will open with the Word 97-2003 file format automatically selected.

4. If a different format is desired (such as a template or web page format) then click the **Save as type:** drop-down arrow and select the appropriate format.
5. Enter a name for the file in the *File name*: textbox.
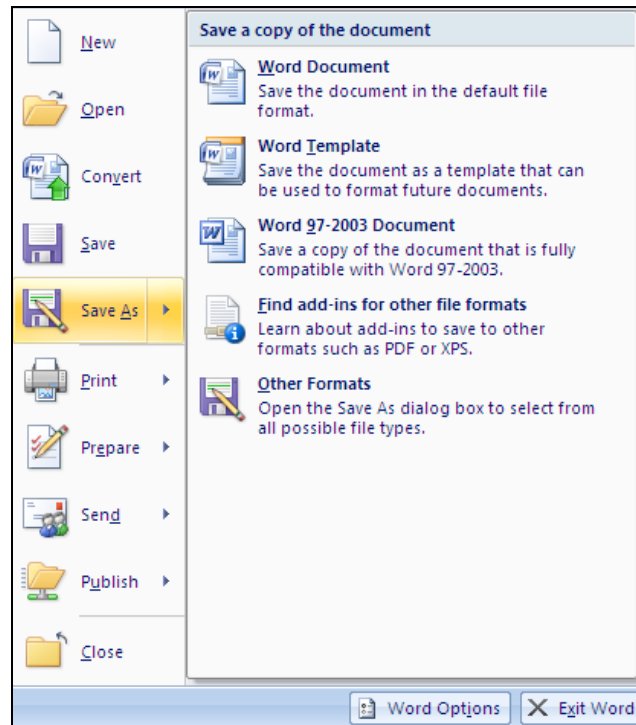6. Click the **Save** button to save the document in a different format.

Figure 7 - Save As Options

CLOSING A DOCUMENT/EXITING WORD
If a document has been saved, a user can close the document (and the Word application) by either clicking the **Close** button ⊠ in the upper right corner of the **Microsoft Word** window or by clicking the **Office Button** and then clicking the **Close** button at the bottom of the list of options (see Figure 7). Clicking the ✕ **Exit Word** button at the bottom of the list of options or the Close ⊠ button in the right corner of the title bar will close the Word application.

NOTE: If unsaved changes have been made to the document, the user will be prompted to save the changes before the document closes and/or the application closes. If changes are not saved before closing the document or exiting Word, then the changes will be lost.

Opening an Existing Document
After creating and saving a document, the file resides on a disk. To view or edit an existing document, it must first be opened from the disk.

To open an existing document:
1. Click the **Office Button**.
2. Click the **Open** button in the list of available options (see Figure 7). The *Open* dialog box appears (see Figure 8).

NOTE: If the desired document is not in the default folder, click the **Look in:** drop-down arrow and navigate to the appropriate folder and/or drive.

3. Click on the document name and, if necessary, click the [Open] button.
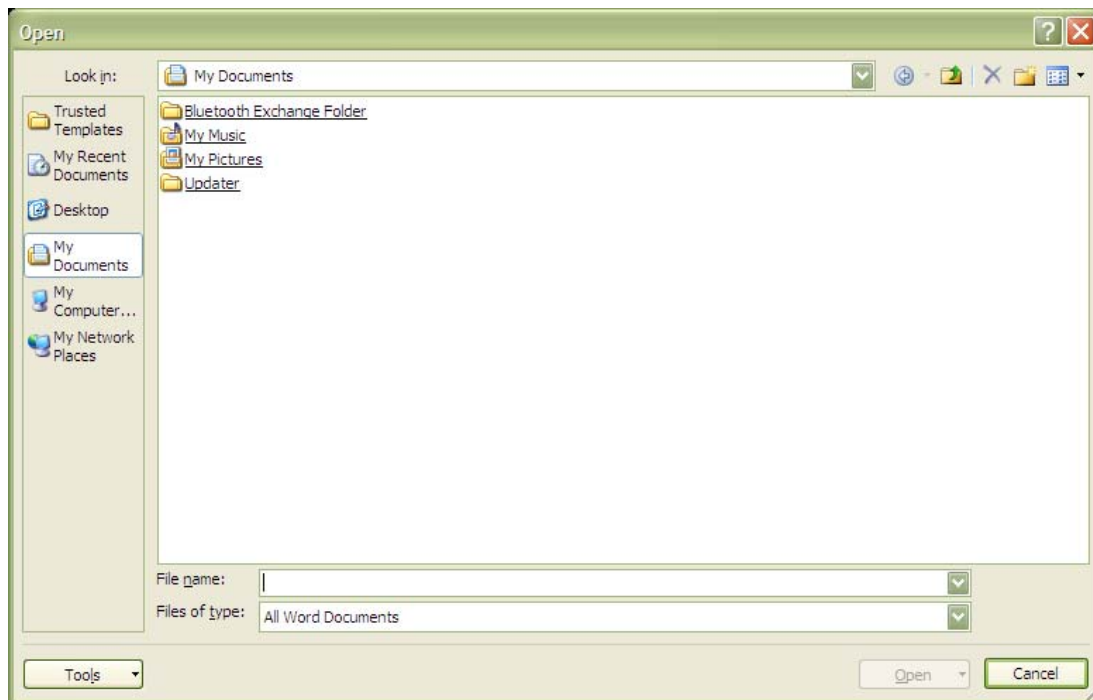
Figure 8 – Open Dialog Box

Editing a Document

Editing a document can consist of the addition or removal of characters. To edit a document, the text to be edited must be selected. Text can be selected using the dragging and highlighting method with the mouse.

SELECTING TEXT

Selecting text will be an important step in cutting, copying, pasting, deleting, and editing within a document. Table 2 describes different options for how to select text.

Table 2 - Options for Selecting Text

Action	Descriptions
Selecting a word	Double-click the word
Selecting a sentence	Hold down the [Ctrl] key on the keyboard then click anywhere in the sentence to be selected
Selecting a paragraph	Move the pointer to the left of the paragraph until it changes to a right-pointing arrow, and then double-click (a single-click will select the entire line).
Selecting any amount of text	Place the mouse in front of the text to select (it turns into an I-beam shape) then click and drag the mouse over the text
Selecting the entire document	Either move the pointer to the left of any document text until it changes to a right-pointing arrow, and then triple-click, or simply press the [Ctrl+A] key combination on the keyboard

CUT, COPY, AND PASTE

When editing a document, it may be necessary to move or copy text, either within the same document or between documents. The text that is cut or copied will be placed onto the

Clipboard (a special area in the application from which material that has been cut or copied can be retrieved).

Cut
The Cut feature removes the selected text from the document, and stores it on the **Clipboard**.

To cut text:
1. Select the text to cut.
2. Select the *Home* tab on the **Ribbon**.
3. Click the **Cut** button in the *Clipboard* group. The text is cut from its original location and stored on the **Clipboard**.

Copy
The Copy feature is similar to the Cut feature except that the Copy feature does not remove the text from its original location. It creates a copy of the selected text and stores in on the **Clipboard**.

To copy text:
1. Select the text to copy.
2. Click the **Copy** button in the *Clipboard* group. The original text remains the same, and the copied text is stored on the **Clipboard**.

Paste
The Paste feature inserts the contents of the clipboard at an insertion point or over a selected area.

To paste the last item cut or copied:
1. Select the location to paste the text.
2. Click the **Paste** button in the *Clipboard* group.

NOTE: The **Cut**, **Copy**, and **Paste** commands can also be executed by right-clicking the selected text with the mouse. A shortcut menu will appear containing these commands (see Figure 9).
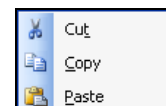
Figure 9 – Right-Click Shortcut Menu

ACCESSING THE CLIPBOARD
The **Clipboard** is where any cut or copied items are stored. To access the **Clipboard**, the **Clipboard Task Pane** (see Figure 10) must be opened by selecting the *Home* tab on the **Ribbon** and then clicking the **Clipboard Dialog Box Launcher** in the *Clipboard* group.

Deleting Clipboard Items
When items on the **Clipboard** are no longer needed, they can be deleted from the **Clipboard** either individually or by clicking the Clear All button.

To delete items from the Clipboard individually:
1. Place the cursor over the item to delete in the **Clipboard Task Pane**. A box around the item and a down-pointing arrow will appear to the right (see Figure 11).
2. Click the drop down arrow ▼.
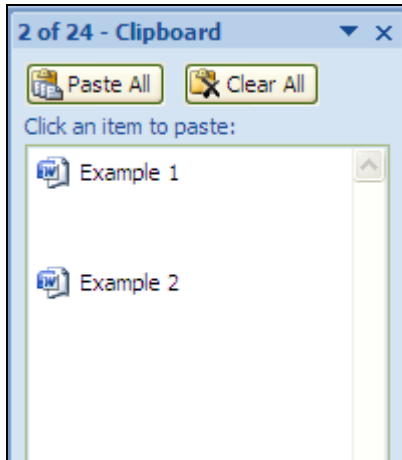
3. Select the **Delete** option.
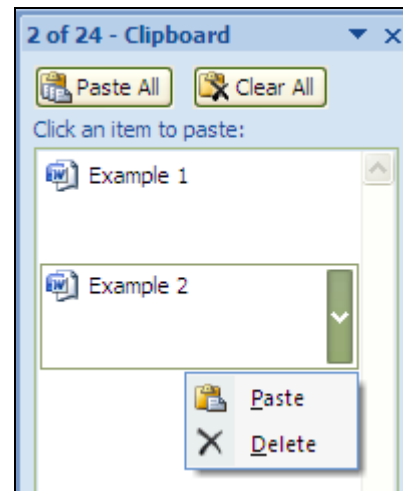

Figure 10 – Clipboard Task Pane

Figure 11 – Deleting Clipboard Items

REMOVING TEXT

There may be times when it is necessary to delete text. Once the text has been selected, it can be deleted with a single keystroke. Either the **[Backspace]** or the **[Delete]** keys on the keyboard can be used to remove one character at a time. The **[Backspace]** key removes the character immediately to the left of the cursor and **[Delete]** key removes the character immediately to the right of the cursor. Additionally, the **[Delete]** key can also be used to delete a whole word, sentence, paragraph, or block of text at once after the text has been highlighted.

DRAG AND DROP EDITING

Word has a drag and drop editing feature that allows the user to move or copy text without first placing it on the **Clipboard**.

To move text using drag and drop editing:
1. Highlight the text to be moved.
2. Click and hold the left mouse button over the highlighted text.
3. Drag the mouse cursor to the new location and release the mouse button.

To copy text using drag and drop editing:
1. Highlight the text to be moved.
2. Press and hold the **[Ctrl]** key.
3. Click and hold the left mouse button over the highlighted text.
4. Drag the mouse cursor to the new location and release the mouse button.

Formatting a Document

Formatting the characters in a document can enhance the appearance of the document and provide a more professional appearance to the entire document.

LIVE PREVIEW

Live Preview is a new feature in Word 2007. In the case of character formatting, Live Preview applies to the Font typeface, Font size, and Font color. Live Preview allows the user to visualize how a different typeface, size, or color will appear within the document. Live Preview

temporarily displays any changes to a selected object or selected text in the document without actually changing it.

THE MINI TOOLBAR

Another new feature in Word 2007 is the **Mini Toolbar**. The **Mini Toolbar** contains frequently used formatting commands and appears in a semi-transparent mode whenever text is selected for formatting. Moving the mouse over the toolbar activates it and makes the options available for use (see Figure 12). Most of the formatting options on the **Mini Toolbar** are discussed in the following sections.

CHARACTER FORMATTING

Character formatting enhances the appearance of text, and includes font typeface, font size, font style, and font color. Character formatting is applied using the features on the *Home* tab of the **Ribbon** in the *Font* group (see Figure 13).
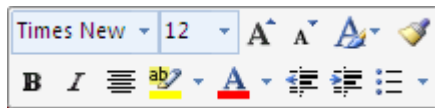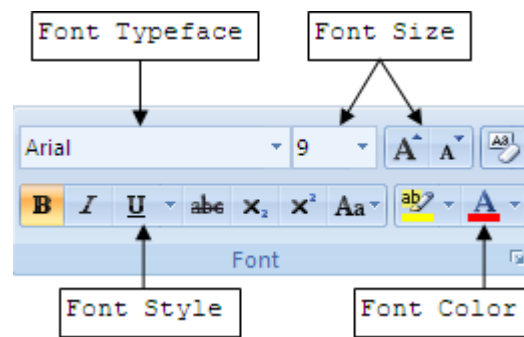

Figure 12 - The Mini Toolbar

Figure 13 – Font Group

Changing Font Typeface

A font typeface is defined as a group of characters sharing similar type attributes. The default font typeface for new documents in Word 2007 is **Calibri**.

To change the font typeface for selected text:
1. Select the text to change.
2. Click the *Font Typeface* drop-down arrow in the *Font* group. A list of available fonts will appear.
3. Select the desired font name to change the font typeface.

Changing Font Size

Font size refers to the height of printed text on a page and is measured in units called points. There are 72 points in one inch. The higher the number entered for the font size, the larger the text will be. The default font size for new documents in Word is 11 points.

To change the font size for selected text:
1. Select the text to change.
2. Select the *Home* tab on the **Ribbon**.
3. Click the *Font Size* drop-down arrow in the *Font* group. A list of available font sizes will appear.

NOTE: Font sizes are not listed in increments of one point. If a desired font size is not listed in the *Font Size* drop-down list, click the number instead of the drop-down arrow, manually enter the desired font size and press the **[Enter]** key to apply the new font size.

4. Select the desired font size.

Changing Font Style

Font style refers to font type enhancement. See Table 3 for examples of the available font styles.

Table 3 – Font Styles

Button	Font Style	Example
B	Bold	Example of **Bold** text
I	Italic	*Example of Italicized text*
U	Underline	Example of <u>Underlined</u> text
abe	Strikethrough	Example of ~~Strikethrough~~ text
x_2	Subscript	Example of $_{Subscripted}$ text
x^2	Superscript	Example of ^{Superscripted} text
Aa	Change Case	Changes the case of the selected text

The **Underline** and **Change Case** font styles have several options available that can be accessed by clicking the drop-down arrow ▾ associated with each style (see Figure 14 and Figure 15).
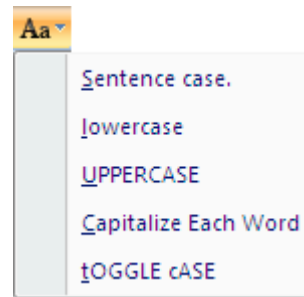
To change the font style for selected text:
1. Select the text to change.
2. Click the desired **Font** style button in the *Font* group.

NOTE: It is possible to apply more than one font style to text.
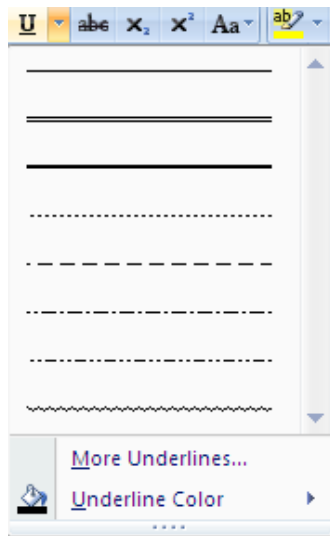
Figure 14 - Underlining Styles

Figure 15 - Change Case Styles

CHANGING FONT COLOR

Two aspects of font color can be styled. The background color of the text (also known as the **Text Highlight Color**) can be changed from the default color of white and the color of the font itself can be changed from the default color of black.

To change the Text Highlight Color for selected text:
1. Select the text to change.
2. Click the *Text Highlight Color* drop-down arrow on the **Text Highlight Color** button in the *Font* group. The available highlight colors will appear (see Figure 16).

3. Select the desired color.

To change the font color for selected text:
1. Select the text to change.
2. Click the *Font Color* drop-down arrow on the **Font Color** button in the *Font* group. The available font colors will appear (see Figure 17).
3. Select the desired color.

NOTE: Once a color has been selected for either of the styles, it will remain selected until changed. To apply the same color to different text in the document, highlight the text and click the **Font Color** button or the **Text Highlight Color** button.
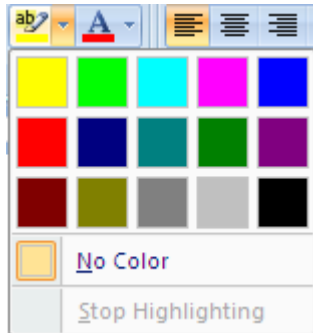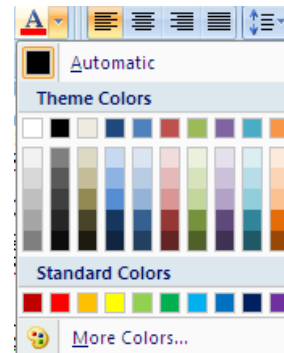

Figure 16 - Text Highlight Colors

Figure 17 - Font Colors

PARAGRAPH FORMATTING

There may be times when it is necessary to make paragraphs in a document stand out from other text. It is possible to change the line spacing, use indentations, or set tab stops so the text can appear in fixed locations across the page. Paragraph formatting can be applied by using the *Paragraph* dialog box, the ***Horizontal Ruler***, or shortcut buttons and keystrokes, depending on which type of paragraph formatting will be applied.

Paragraph Alignment

Paragraph alignment refers to the horizontal alignment of a paragraph. See Table 4 for descriptions of the different paragraph alignments that can be applied. Paragraph alignments can be applied either by using the alignment buttons on the Formatting toolbar or by using the Paragraph dialog box.

Table 4 – Paragraph Alignment Options

Button	Description
☰ Align Left	Left alignment aligns text to the left margin and produces a ragged (uneven) right margin. Align Left is the default setting.
☰ Center	Center alignment centers text to the middle of the page (between the left and the right margins).
☰ Align Right	Right alignment aligns text to the right margin and produces a ragged (uneven) left margin.
☰ Justify	Justified alignment aligns text to the both left and right margins so that neither margin is ragged.

To apply paragraph alignment using the shortcut buttons:
1. Place the cursor within the paragraph to apply paragraph alignment.
2. Click the desired paragraph alignment button in the *Font* group.

To apply paragraph alignment using the
Paragraph dialog box:

1. Place the cursor within the
   paragraph to apply a new
   paragraph alignment.
2. Click the **Paragraph Dialog Box
   Launcher** ▣ in the *Paragraph*
   group**.** The *Paragraph* dialog box
   opens (see Figure 18).
3. Select the *Indents and Spacing* tab
   if it is not selected.
4. Click the *Alignment:* drop-down
   arrow in the *General* section
5. Select the desired paragraph
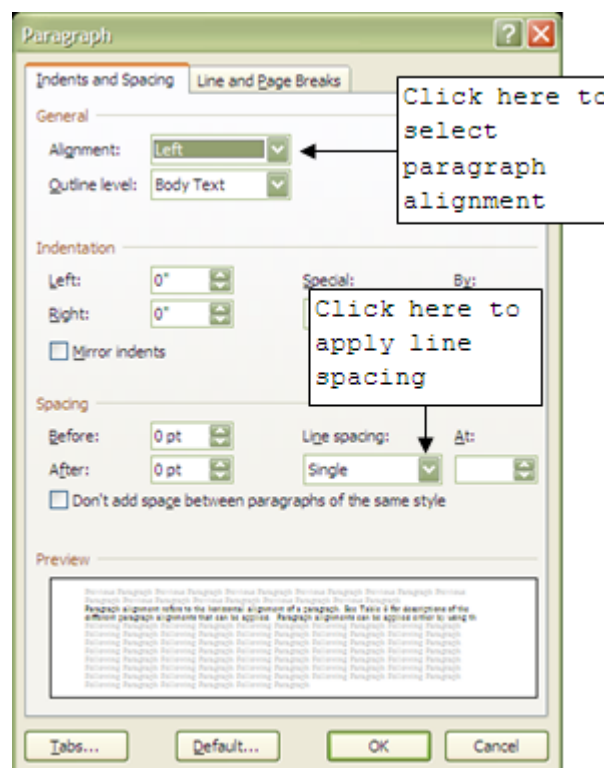   alignment option.
6. Click the **OK** button.

Figure 18 – Paragraph Dialog Box

Line Spacing

Line spacing refers to the distance between every line in a paragraph. Line spacing can be
adjusted in the *Paragraph* dialog box, or by selecting the *Home* tab on the **Ribbon and** using the
Line Spacing drop-down list ▤ in the *Paragraph*. Spacing options in the list include 1.0, 1.15,
1.5, 2.0, 2.5, and 3.0.

NOTE: If the line spacing option desired is not in the *Line Spacing* drop-down list, select
Line Spacing Options... from the list to open the *Paragraph* dialog box, or open the dialog box using the
steps described below

To apply line spacing using the Paragraph dialog box:

1. Place the insertion point within the paragraph where the line spacing will be applied.
2. Click the **Paragraph Dialog Box Launcher** ▣ in the *Paragraph* group**.** The *Paragraph*
   dialog box opens (see Figure 18).
3. Select the *Indents and Spacing* tab, if it is not selected.
4. Click the *Line spacing:* drop-down arrow in the *Spacing* section.
5. Click the desired selection (see Table 5).
6. If necessary, enter a value in the *At:* spin box
7. Click the **OK** button.

Table 5 - Line Spacing Options

Option	Description
Single	Accommodates the largest font in the line with a small amount of extra space
1.5 Lines	One-and-one-half times that of single line spacing
Double	Twice that of single line spacing
At Least	Specifies the minimum line spacing to fit the largest font on the line (specify point size in the At: spin box)
Exactly	Specifies fixed line spacing that Word does not adjust (specify point size in the At: spin box)
Multiple	Sets line spacing that is increased or decreased from single line spacing by a percentage specified in the At: spin box (a value of 1.2 would increase line spacing by 20% of single spacing)

To apply line spacing using shortcut keystrokes:
1. Place the insertion point within the paragraph where the line spacing will be applied.
2. Press the keystroke combination for the desired line spacing (see Table 6).

Table 6 – Keystroke Combinations for Setting the Line Spacing

| Keystroke	Line Spacing Applied
[Ctrl+1]	Single Line Spacing
[Ctrl+5]	1½ Line Spacing
[Ctrl+2]	Double Line Spacing

Indentations

An indentation is the space between the text and the left and/or right margins. Indentations can be applied by using the indentation markers on the *Horizontal Ruler*. See

Table 7 for descriptions of different types of indentations available.

Table 7 – Indentation Types

Indentation	Description
Left and Right Indent	Indents the entire selected paragraph from the Left/Right margin
First Line Indent	Indents only the first line of the selected paragraph from the Left margin
Hanging Indent	Indents all lines of a paragraph other than the first line from the left margin

The *Horizontal Ruler* (see Figure 19) should display automatically when Word 2007 is launched. If not, display it by selecting the *View* tab on the **Ribbon** and checking the Ruler check box in the *Show/Hide* group or by clicking the **View Ruler** button located above the *Vertical* scroll bar on the right side of the Word interface.
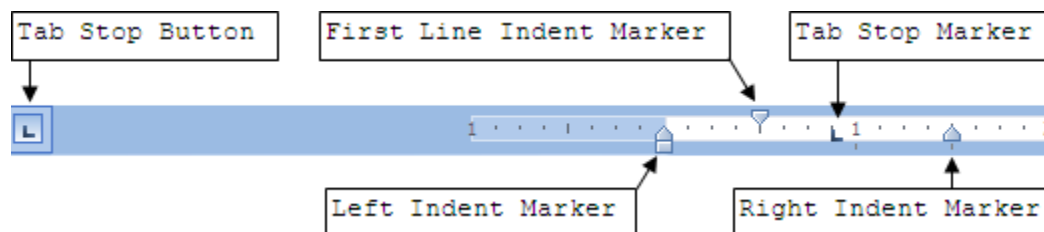
Figure 19 – Horizontal Ruler: Indentation and Tab Stop Markers

Figure 20 - Hanging Indent

To apply indentations using the *Horizontal Ruler*, simply drag the indentation marker(s) on the *Horizontal Ruler* to the point in the paragraph where the indent will begin (see Figure 19 and Figure 20).

Setting Tab Stops

At times it is necessary to have text appear at fixed locations across the page. Tab stops can be used to space text in a paragraph. Each paragraph can have a different combination of tab stops. Tab stops can be set by using the **Tab Stop** button on the *Horizontal Ruler* (see Figure 19). Table 8 describes the different types of tab stops available.

Table 8 – Tab Stops

Tab	Descriptions
⌞ Left-Aligned Tab	Text and numbers are aligned left to the tab stop
⊥ Center Tab	Text and numbers center under a center tab stop
⌟ Right-Aligned Tab	Text and numbers align right to the tab stop
⊥ Decimal Tab	Text and numbers align to the tab stop at the first decimal point
I Bar Tab	Creates a vertical line at the tab stop each time a new line is created

To set tab stops using the Horizontal Ruler:
1. Place the insertion point within the paragraph where the tab stops will be set.
2. Click the **Tab Stop** button at the far left of the *Horizontal Ruler* until it changes to the type of tab desired (see Table 8).
3. Click the *Horizontal Ruler* where to set a tab stop. A tab stop marker will appear.

NOTE: The text insertion point can be moved to the tab stop by pressing the **[Tab]** key at the beginning of the line.

CHANGING STYLES

Styles are predefined combinations of character and paragraph formatting. Styles can be used to identify headings at the beginning of a section of a document, or applied to the text within a paragraph. By using styles, it is easier to apply different character and formatting attributes simultaneously instead of having to apply them individually. When creating a new document approximately 16 different styles are available (see Figure 21). Whenever a new formatting style is applied to the text of the document, a new style is created for that document so it can be used to apply the same formatting attributes to another section later on with a single click.

Figure 21 – Default Styles Available in a New Document

To apply a heading style:
1. Select the text where the style will be applied.
2. Click the *More* drop-down arrow ⏷ in the *Styles* group. The list of available styles will expand similar to Figure 21.
3. Select the desired heading style. The style will be applied immediately to the selected text.

NUMBERS AND BULLETS

When presenting a list of items, it is possible to number or bullet each item to distinguish one from the other. A bulleted list is used for basic item lists while a numbered list is often used when the order is important (i.e. instructions). It is also possible to develop multilevel lists where each line in the list is indented

To create a bulleted list:
1. Select the text where bullets will be applied.
2. Click the **Bullets** button in the *Paragraph* group.

To create a numbered list:
1. Select the text to add numbers to.
2. Click the **Numbering** button in the *Paragraph* group.

To create a multilevel list:
1. Select the text where bullets will be applied.
2. Click the **Multilevel List** button in the *Paragraph* group.

NOTE: To select list style different than the default styles in the buttons, click the drop-down arrow on the right side of each button. The different options for each type of list will be displayed (see Figure 22, Figure 23, and Figure 24).
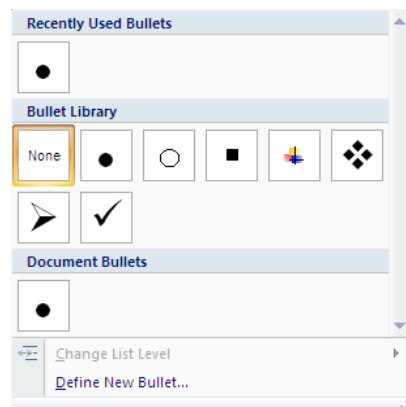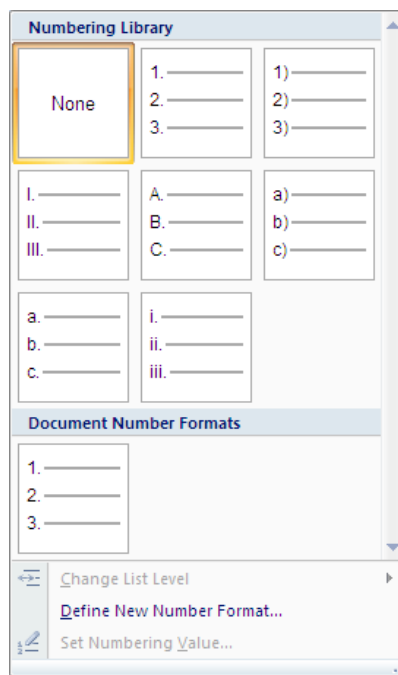
Figure 22 - Bulleted List Options

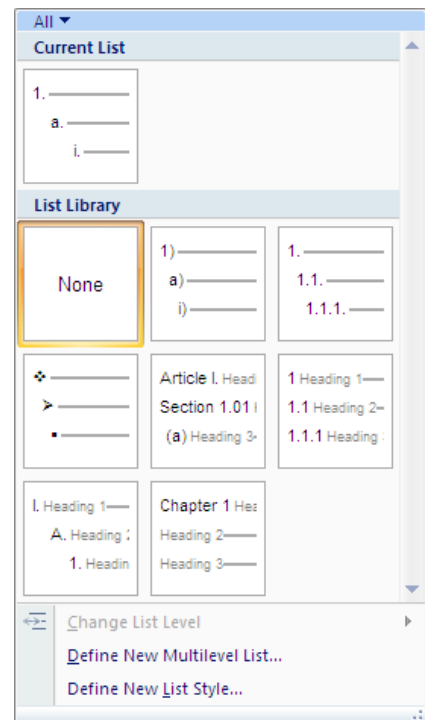**Figure 23 - Numbered List Options**

Figure 24 - Multilevel List Options

To undo bulleted, numbered, or multilevel lists:
1. Select the text.
2. Click the appropriate button in the *Paragraph* group.

SETTING BREAKS

Documents can also be formatted with the inclusion of breaks. There are four types of breaks: *Page Break*, *Column Break*, *Section Break*, and *Text Wrapping Break*. *Page Break* is an

efficient way to insert text onto a new page without using the **[Enter]** key multiple times. In a page with multiple columns, a *Column Break* is used to wrap text from the bottom of one column to the top of the next. *Text Wrapping Breaks* are applicable only to web pages. *Section Breaks* allow a page to be broken into sections (parts) that are independent of each other. Sections breaks can have their own formatting, page layout, columns, headers or footers. There are four types of *Section Breaks* that can be used in a document: the *Next Page* break, the *Continuous* break, and the *Even* or *Odd Page* break. A *Next Page* break is similar to a *Page Break* in that it ends the current page and begins the new section on the following page. A *Continuous* break inserts the new section on the current page and continues the section until a new section is designated. An *Even* or *Odd Page* break inserts a break and begins the new section on the next even or odd page, depending on the break chosen.
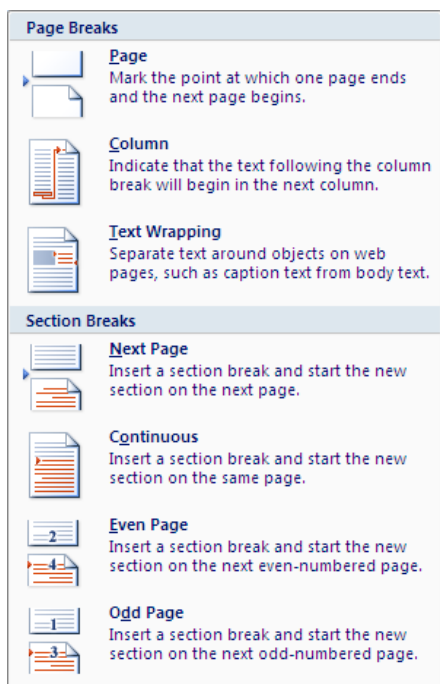

Figure 25 - Page and Section Breaks

To insert a break into a document:
1. In the document, place the insertion point where the breaks will be located.
2. Select the *Page Layout* tab on the **Ribbon**.
3. Click the [Breaks] drop-down list in the *Page Setup* group to display the available breaks (see Figure 25).
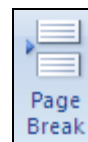4. Select the appropriate break.

Figure 26 - Page Break Button

NOTE: A *Page Break* can also be set by selecting *Insert* tab on the **Ribbon** and clicking the *Page Break* drop-down list in the *Pages* group (see Figure 26).

Changing Margins

Margins control the space between the top, bottom, left, and right edges of the paper and the text. The dark section of the *Horizontal Ruler* represents the margin, and the white section represents the width of the work area of the document (see Figure 27).
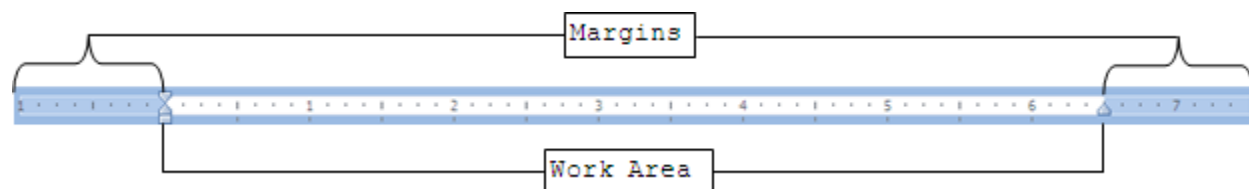

Figure 27 – Margins

To change the margins of a document:
1. Select the *Page Layout* tab on the **Ribbon**.

2. Click the *Margins* drop-down list in the *Page Setup* group (see Figure 28) to display the margins options available (see Figure 29).

NOTE: If the desired margins are not available, custom margins can be applied by using the *Page Setup* dialog box (see Figure 30).

To set custom margins
1. Click the Custom Margins... option in the Pre-Set Margins list (see previous instructions and Figure 29) OR
1. Click the **Page Setup Dialog Box Launcher** in the *Page Setup* group. The *Page Setup* dialog box opens (see Figure 30).
3. Select the *Margins* tab if it is not already selected.
4. Enter the desired margin widths in the ***Top:***, ***Bottom:***, ***Left:***, and ***Right:*** spin boxes under the *Margins* section.
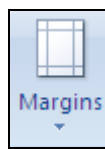5. Click the **OK** button.

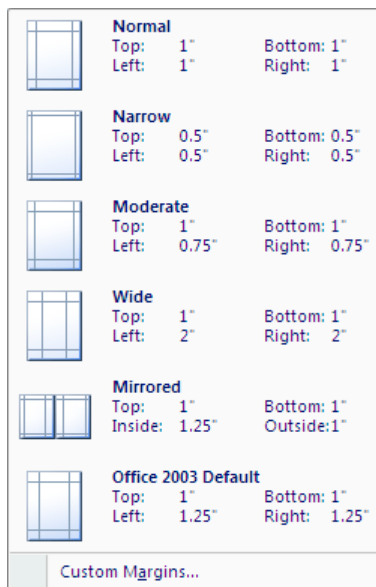**Figure 28 - Margins Drop-Down List**

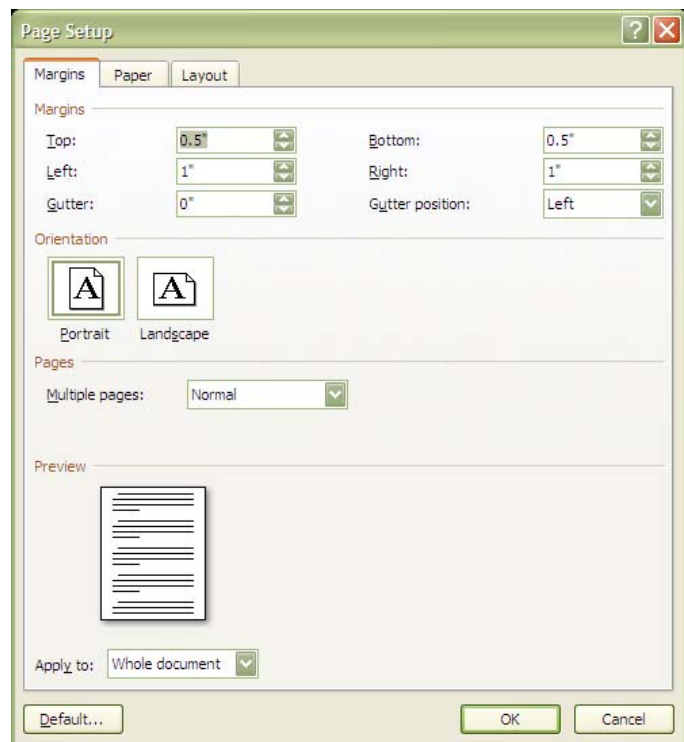**Figure 29 - Pre-Set Margins Options**

Figure 30 - Page Setup Dialog Box Margins Tab

Viewing the Document
Word provides several different ways to view a document. The document can be magnified to make it easier to read, or the magnification can be reduced to view more of the document, in order for the user to get a better view.

SWITCHING DOCUMENT VIEWS
There are five different view styles to choose from. See Table 9 for the descriptions of the different view options. By default, new documents open in *Print Layout* view. Document views can be changed by clicking the appropriate button in the *Document Views* group in the *View* tab or the appropriate button on the bottom right of the Word User Interface (see Figure 1).

Table 9 - Table Document View Options

| View Option	Description
Print Layout	View the document as it will appear when printed
Full Screen Reading	Maximizes the space used in the window
Web Layout	View the document as it would look as a Web page
Outline	View the document as an outline and show the outlining tools
Draft	Allows for quick editing of text; no headers or footers are visible

MAGNIFYING A DOCUMENT

Magnifying documents makes them easier to read. The magnification level can be set to a percentage of the actual size, or to view the entire width of the page. Changing the magnification does not change the document on paper; it only changes how the document appears on the screen.

To magnify a document:
1. Select the *View* tab on the **Ribbon**.
2. Click the **Zoom** button in the *Zoom* group. The *Zoom* dialog box will open (see Figure 31).
3. Choose the desired magnification level in the *Percent:* spin-box or one of the preset levels by clicking an option button
4. Click the **OK** button.

NOTE: The magnification level can also be changed using the *Zoom* slider control located on the *Status Bar* (see Figure 1).
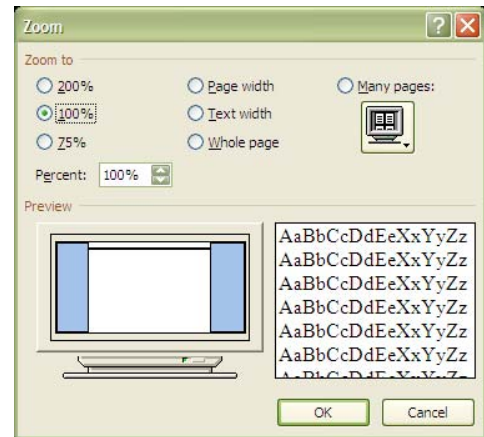
Figure 31 - Zoom Dialog Box

Printing a Document

Printing options in Word 2007 are accessed by clicking the **Office Button** and hovering the mouse over the **Print** button to display the options available (see Figure 32). Word prints the entire document using the formatting and margin settings as defined in previous sections. The options available in the **Print** menu of the **Office Button** include **Print** (which opens the *Print* dialog box and allow the user to change printer settings), **Quick Print** (which sends the entire document to the printer without opening the *Print* dialog box), and **Print Preview** (which allows the user to view the document in final form before printing).
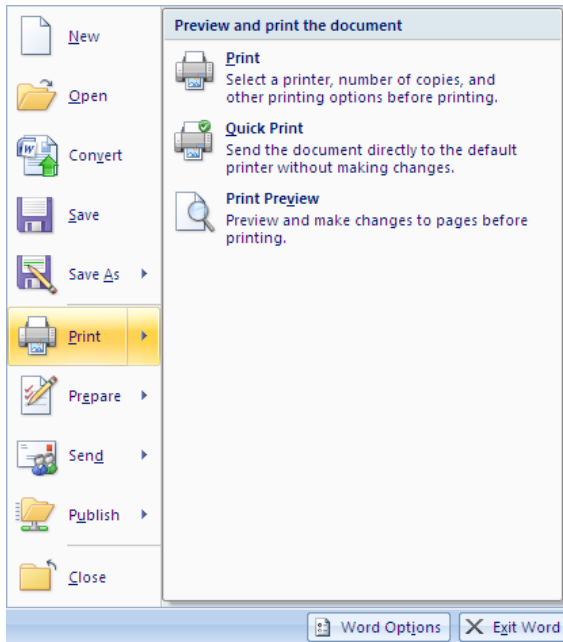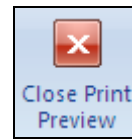
Figure 32 - Print Options

Figure 33 - Close Print Preview Button

PREVIEWING A DOCUMENT

Before printing, it is best to preview the document to see how the text appears on each page. The **Print Preview** feature displays the pages as they will appear when printed. Using the **Print Preview** feature can avoid wasting time and paper by viewing the draft version of the document.

To use Print Preview:
1. Click the **Office Button**.
2. Hover the mouse over the **Print** button to display the printing options (see Figure 32).
3. Click the Print Preview option.

   NOTE: **Print Preview** opens with one page of the document sized to fit in the window. The document magnification can be changed by using the *Zoom* slider control as described in the Viewing the Document section of this handout.

4. To exit **Print Preview** , select the *Preview* Tab on the **Ribbon**
5. Click the **Close Print Preview** button in the *Preview* group (see Figure 33).

PRINTING OPTIONS

Printing options found in the *Print* dialog box (see Figure 34) include printing the current page, selected text, a range of pages, or the entire document.
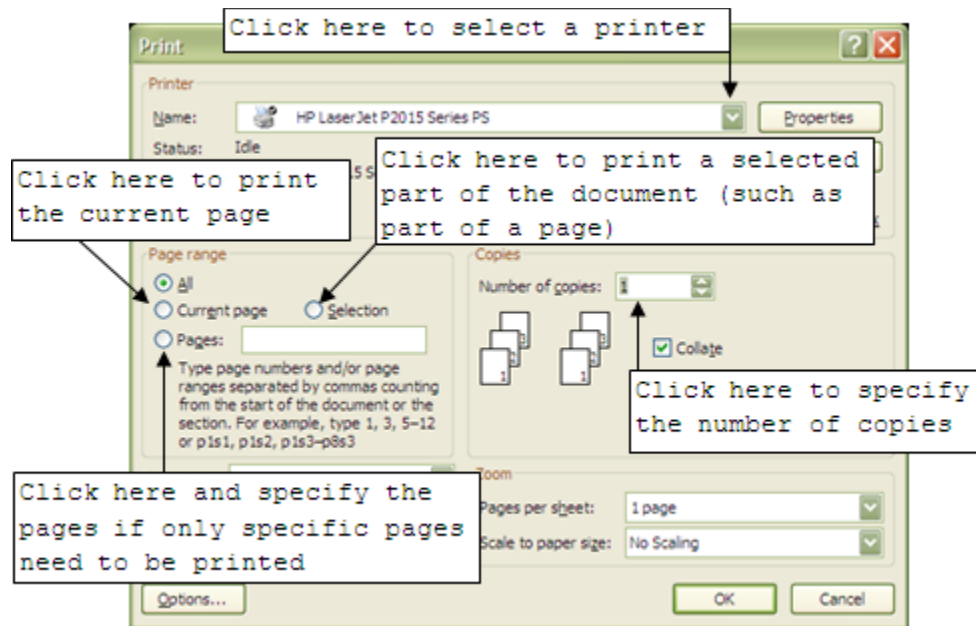
Figure 34 - Print Dialog Box

Printing the Current Page
When printing a document, it is possible to print only the current page. This option is useful if there were changes made to only one page after printing the entire document.

To print the current page:
1. Make sure the insertion point is within the page to print.
2. Click the **Office Button**.
3. Click the **Print** option. The *Print* dialog box will open (see Figure 34).
4. Click the *Current Page* option button in the *Page range* section.
5. Click the **OK** button.

Printing Specific Pages
If needed, Word can print specific pages within a document. The pages do not have to be consecutive or in any particular order.

To print a selected page:
1. Click the **Office Button**.
2. Click the **Print** option. The *Print* dialog box will open (see Figure 34).
3. Click the *Pages:* option button in the *Page Range* section.
4. Type in the page numbers to print, using commas to separate pages, or hyphens to print adjacent pages. For example, 1-12 (pages 1 through 12 will print), or 14, 19, 24 (only the individual pages 14, 19, and 24 will print).
5. Click the **OK** button.

Printing a Selection from the Document
Printing only a selection is useful to save time and paper if only an excerpt of a document is required.

To print only the selected text from the document:
1. Highlight the portion of the document to print.
2. Click the **Office Button**.

3. Click the **Print** option. The *Print* dialog box will open (see Figure 34).
4. Click the *Selection* option button in the *Page Range* section.

NOTE: If there is no text in the document selected before opening the *Print* dialog box, the *Selection* option will not be available.
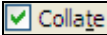
5. Click the **OK** button.

Printing Multiple Copies
There are times when it is necessary to print multiple copies of a document.

To print multiple copies:
1. Click the **Office Button**.
2. Click the **Print** option. The *Print* dialog box will open (see).
3. Enter the number of copies to print in the *Number of copies:* box in the *Copies* section.
4. Click the **OK** button.

NOTE: To get sets of multiple copies, check the *Collate* check box ☑ Collate located under the
Number of copies: spin box.

SELECTING A PRINTER

If there is a shared network of printers, like the set up of the library and computer labs, it will be necessary to choose the appropriate printer.

To select a printer:
1. Click the **Office Button**.
2. Click the **Print** option. The *Print* dialog box will open (see).
3. Click the *Name:* drop-down arrow.
4. Select the printer from the drop-down list.
5. Click the **OK** button

Using the Help Function
Word 2007 has an extensive Help function to answer any questions the user may have regarding the commands and functions of Word. The Help function includes two components, the component that is built in to the Word application and the online component that is available if an active Internet connection is available. The Help function can be activated from the Word user interface by clicking the **Microsoft Word Help** button ⓘ located in the upper right corner of the interface. It can also be activated from any open dialog box by clicking the **Help** button ？ which is located in the upper right corner of all dialog boxes. Clicking either of these buttons will open the Help dialog box (see Figure 35). When the dialog box opens, the user is presented with a list of general help topics in the *Browse Word Help* section (see Figure 35). Clicking on any of the links will take the user to more detailed information about that topic. If the topic is not present in the *Browse Word Help* section, the user can perform a search of the Help function.

To search the Help function:
1. Click inside the *Search* text box (see Figure 35).
2. Type in a keyword or keywords related to the topic.
3. Press the **[Enter]** key. Word will search the Help function and present the user with a list of topics that are most relevant to the search.
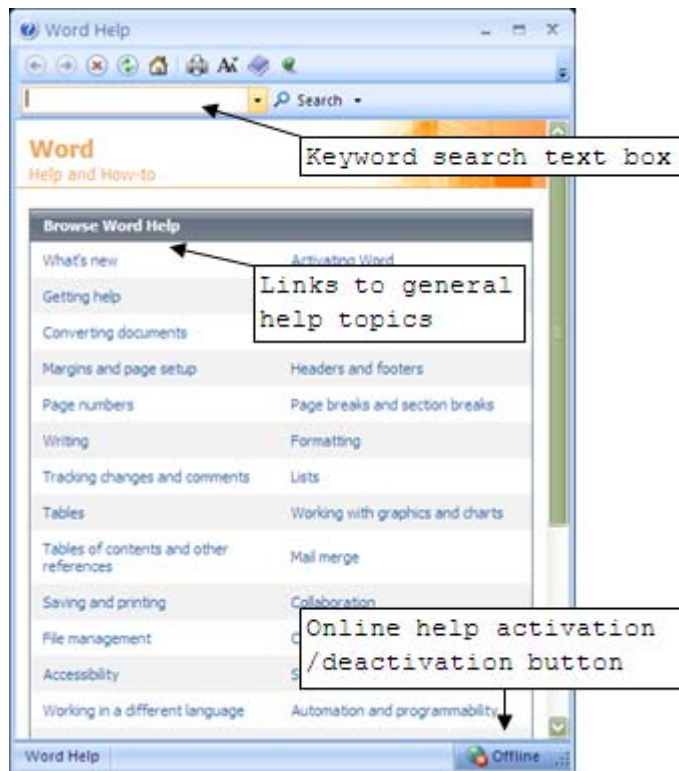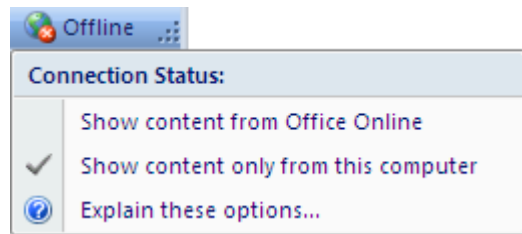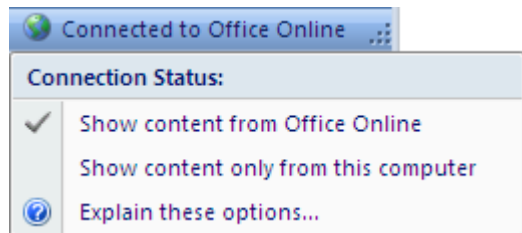
Figure 35 - Help Dialog Box

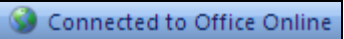**Figure 36 - Office Online (not Activated)**
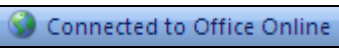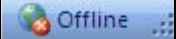

Figure 37 - Office Online (Activated)

Online Help

The Word Help function can also be used to connect to Office Online. By connecting to Office Online, the user can find templates, Clip Art, information about Microsoft Office products and more Help topics on the Internet.

To activate Office Online:

1. Click the ![Offline] button in the lower right corner of the *Help* dialog box.
2. Click the ![Show content from Office Online] option (see Figure 36). The status will change to ![Connected to Office Online].

To deactivate Office Online:

1. Click the ![Connected to Office Online] button in the lower right corner of the *Help* dialog box.
2. Click the ![Show content only from this computer] option (see Figure 37). The status will change to ![Offline].