



Gloucester County Library System

Gloucester County Library System



COMPUTER MICROSOFT WORD 2007



FREEHOLDER DIRECTOR
Robert M. Damminger
of
CHOSEN FREEHOLDERS

Computer Classes



**Check online calendar for
Monthly Classes**

We offer computer courses for adults. which include basic computer skills. Our goal is to teach you what you need to know, using patient, experienced and friendly instructors. Classes are small in size with individual attention.

- **Basic Computer Skills,**

Required for all other computer classes, Learn how to use the mouse, opening and closing programs, selecting items and text.

- **Internet Basics** Learn how to use the Internet, click links, navigate sites and print useful information ,

- **Email Basics** Learn about email, create your own email address and get some valuable practice.

- **Overview** of common office software such as Excel, PowerPoint, Microsoft word

Computer Guides

Basic Computer Guide



FREEHOLDER DIRECTOR
Robert M. Damminger

FREEHOLDER LIAISON
Warren S. Wallace, Ed.D.

Quick Reference Guides:

Computer Basics

Microsoft Internet Explorer 7

Microsoft Windows Vista

Microsoft Windows XP

Adobe Acrobat 8

Microsoft word 2003

Microsoft office 2007

Microsoft Publisher 2007

Microsoft Excel 2007

Microsoft Power Point 2007

Microsoft Word 2007



- Microsoft Word is a word processing program you can use to write letters, resumes, reports, and more. Anything you can create with a typewriter, you can create with Word. You can make your documents more appealing and easier to read by applying formatting to text.
- To Start Double—click the Microsoft Word icon to open the program. If you have used Word 2002 or 2003, you will notice differences in the layout of the screen. Microsoft has replaced the menu bar and toolbars with the Ribbon. The Title Bar is centered.

Word 2007 Beginning

Quick Access Toolbar

The Quick Access Toolbar is just to the right of the Microsoft Office Button. When the cursor is over a button, the name of the button is displayed. The options available when Microsoft Office 2007 is first installed include Save, Undo, and Redo.

Customizing the Quick Access Toolbar

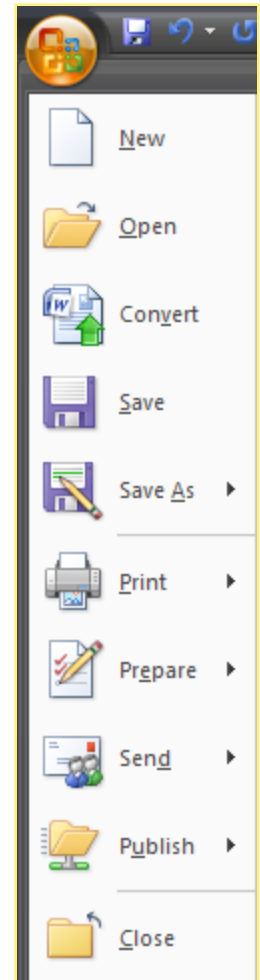
To add an item, click on the Customize Quick Access Toolbar drop down arrow at the end of the Quick Access Toolbar and click on the desired item.

Options with a check mark in front of them are displayed on the Quick Access Toolbar.

To remove a button, click on the Customize Quick Access Toolbar drop down arrow at the end of the Quick Access Toolbar and click on the desired item. (This removes the checkmark from in front of the item.)

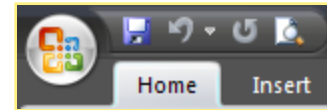
To add a command button from the Ribbon, right click on the desired command button and choose Add to Quick Access Toolbar.

To remove a command button that has been added to the Quick Access Toolbar, right click on the button on the Quick Access Toolbar and choose Remove from Quick Access Toolbar.



Changing the order of the Buttons on the Quick Access Toolbar

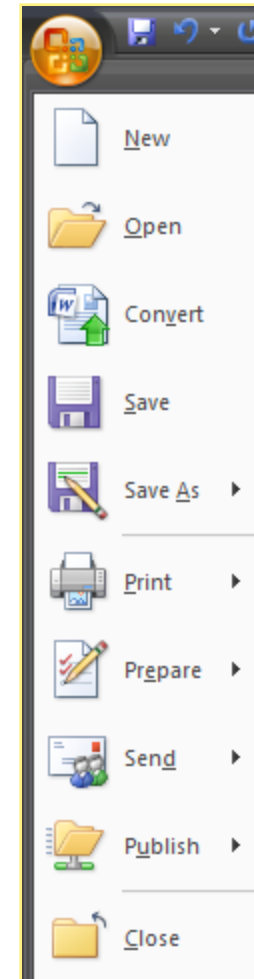
Microsoft Office Button



The **Microsoft Office Button** is in the top left corner of the window and provides access to open, save, and print documents.

Click on the **Microsoft Office Button** and then click on the desired option.
Menu options with an arrow have additional choices available in the area to the right.

The **Word Options** button at the bottom of the window allows the user to make adjustments to **Word** such as color scheme, page display options, AutoCorrect options, spelling, and grammar.



Customize Quick Access Toolbar

Click on the Customize Quick Access Toolbar drop down arrow at the end of the Quick Access Toolbar and choose More Commands....

In the column on the right below Customize Quick Access Toolbar, click on the item to be moved.

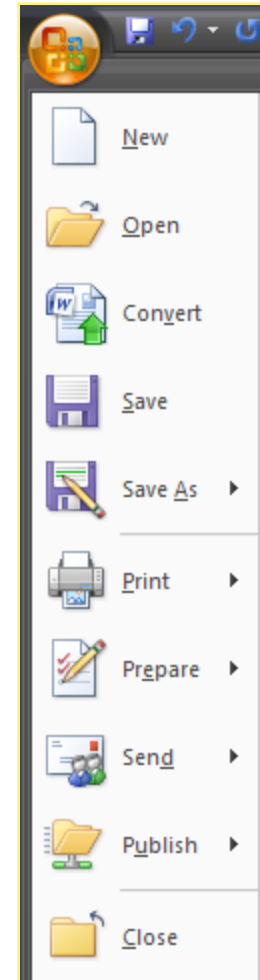
To move the item up, click on the up arrow at the right.

To move the item down, click on the down arrow at the right.

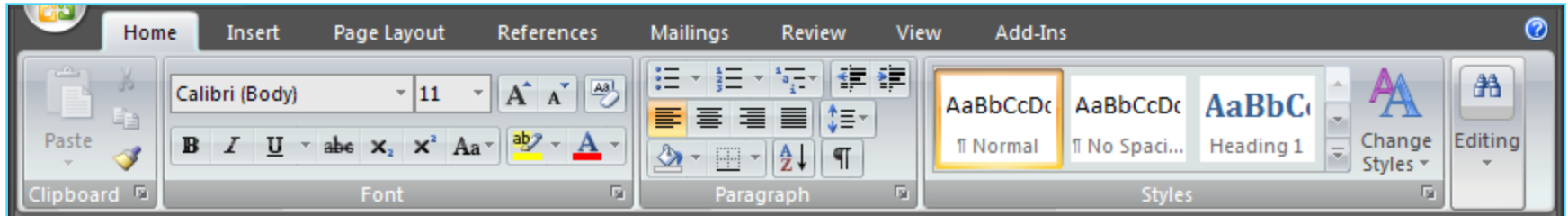
Click on OK.

Position of the Quick Access Toolbar

The Quick Access Toolbar is usually located to the right of the Microsoft Office Button. To place the Quick Access Toolbar below the Ribbon, click on the Customize Quick Access Toolbar drop down arrow and choose Show Below the Ribbon. To place the Quick Access Toolbar back next to the Microsoft Office Button, click on the Customize Quick Access Toolbar drop down arrow and choose Show Above the Ribbon.



The Ribbon



The **Ribbon** runs across the top of the window.

The Ribbon consists of 3 types of items.

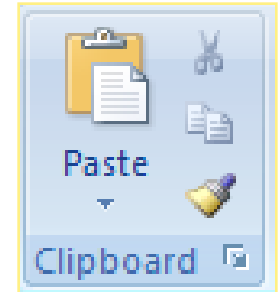
- **Tabs** – This is the main level and includes Home, Insert, Page Layout, etc.
- **Groups** – Each tab has several groups that show related items together.
- **Commands** – A command is a button in a group or an item in a list.

Some tabs are only available when a particular item is selected. For example, the Picture Tools tab is only shown when a picture is clicked on.

- ***Using the Ribbon***

Click on the desired tab.

The commands under each tab are grouped. The name of the group is at the bottom.

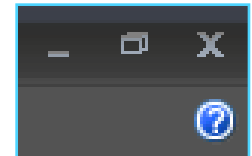


Some groups have a Dialog Box Launcher button which opens the dialog box with more commands.

- ***Minimizing/Restoring the Ribbon***

To minimize the Ribbon, click on the Customize Quick Access Toolbar drop down arrow and choose Minimize the Ribbon (a checkmark is now displayed in front of Minimize the Ribbon)

OR double click on the currently selected tab on the Ribbon.



To display the Ribbon, click on the Customize Quick Access Toolbar drop down arrow and choose Minimize the Ribbon (the checkmark in front of Minimize the Ribbon is removed.)

OR double click on the currently selected tab on the Ribbon.

Help

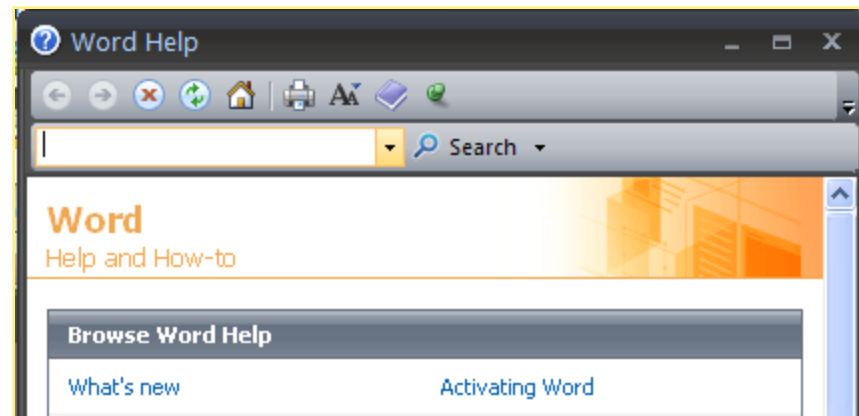
Click on the **Microsoft Office Word Help** button in the top right corner.

Type the desired word in the search box and then press the Enter key.

Choose the desired topic from the ones displayed.

To research another topic, enter the desired word in the search box and then press the Enter key.

Note – An active Internet connection will find more results.

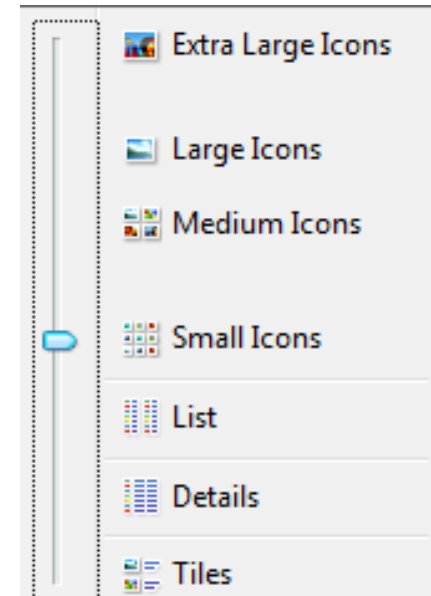


Opening a Document



Click on the **Microsoft Office Button** and then click on Open.

(Optional) Click on the Views button and choose Large Icons, Small Icons, List, Details, Properties, Preview, or Thumbnails.



Choose the name of the file to work with and click on the Open button.

Challenge!



Use the Cover Letter or any other Word document you choose to complete this challenge.

Open an existing Word document

Select a sentence.

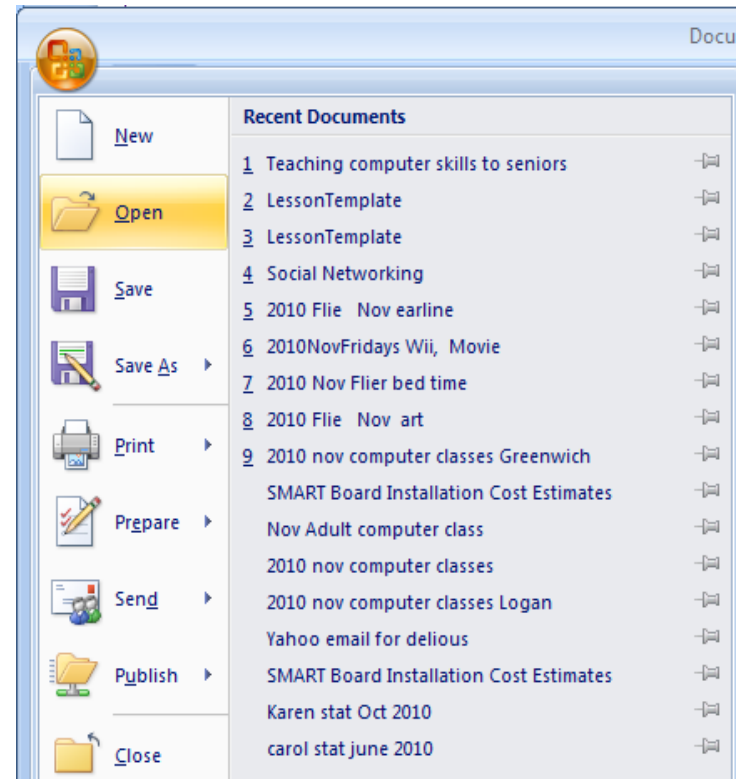
Copy and paste the sentence from one location in the document to another.

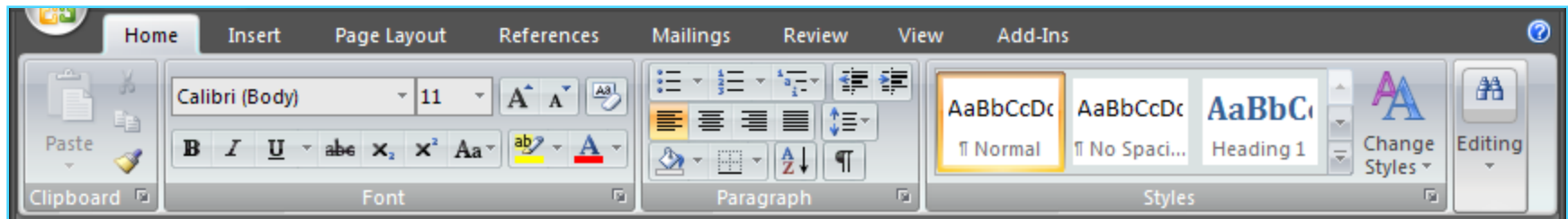
Select another sentence.

Drag and drop it to another location in the document.

Select the entire document.

Change the font style, size, and color.





Styles and themes are powerful tools in Word that can help you create professional looking documents easily. a font style, color, and size of text that can be applied to selected text. A theme is a set of formatting choices that can be applied to an entire document and includes theme colors, fonts, and effects.



Challenge!



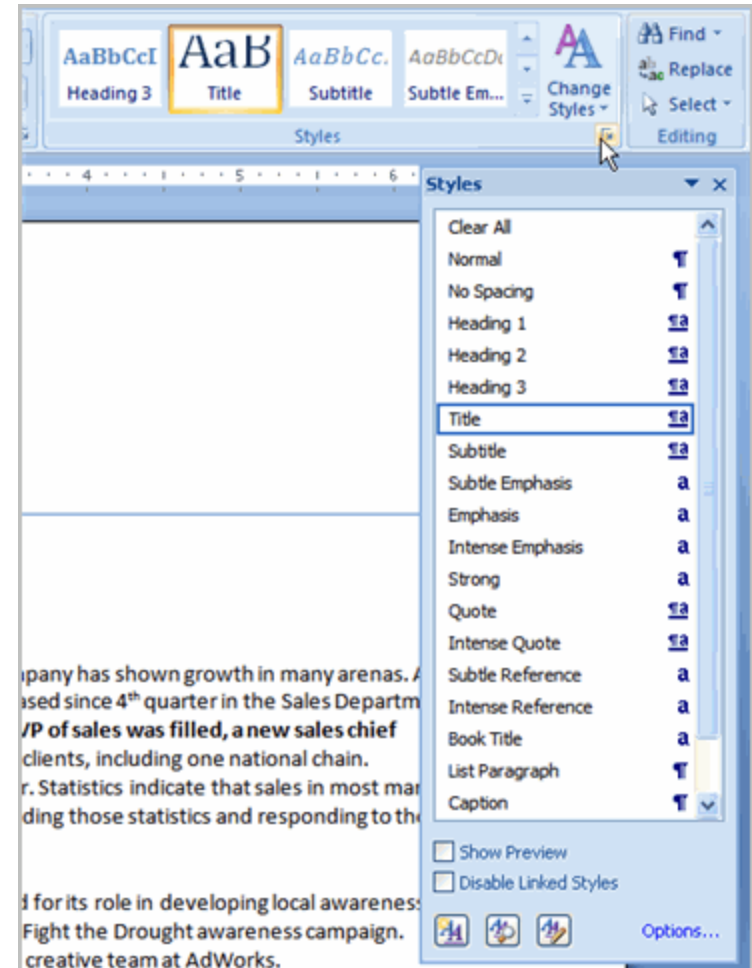
Use any Word document you choose to complete this challenge

Apply a style to one section of your document.

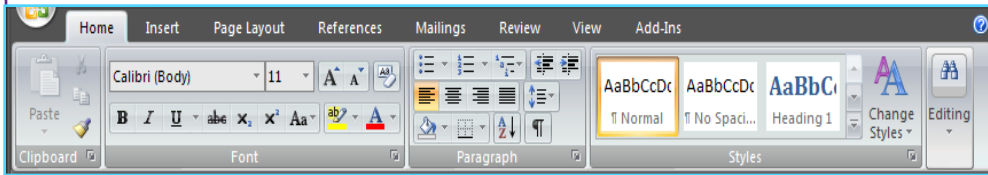
Apply a style set to your entire document

Modify an existing style.

Apply a theme.



Word 2007



- **Views**

- On the Ribbon, click on the View tab.
- In the Document Views group, click on the desired view.

- ***Full Screen Reading***

- Full Screen Reading is a view which makes it easy to read the document on the screen.
- On the Ribbon, click on the View tab.
- Click on the Full Screen Reading view.
- Click on the View Options button at the top right of the screen for more options.
- To leave Full Screen Reading view, click on the Close button at the top right.

Word 2007

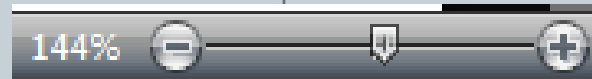


Zoom

- On the **Ribbon**, click on the **View** tab.
- In the **Zoom** group, click on the **Zoom** button.
- In the **Zoom to** section, choose the **desired zoom**.
- Click on **OK**.
- OR Use the **Zoom toolbar** on the **Status Bar** at the **bottom right corner** of the **window**

White Space

- The feature **Hide White Space** removes **the top and bottom margins from view**.
- Place the cursor in the space between two pages and double click. (The **White Space is hidden**.)
- Place the cursor in the space between two pages and double click again. (The **White Space is shown**.)



Word 2010

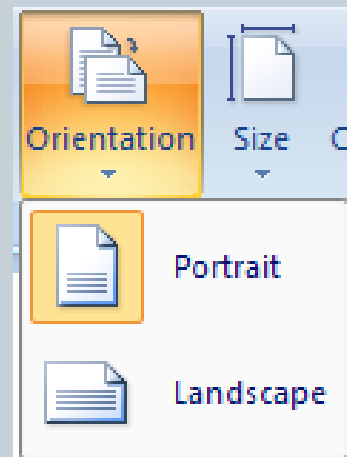
Undo and Redo

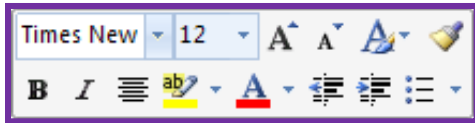


- To reverse the last change made, click on the Undo button on the Quick Access Toolbar.
- To change things back, click on the Redo button on the Quick Access Toolbar.
- To see the undo history, click on the down arrow next to the button.
- To perform multiple undo's, click on the Undo down arrow and click on the desired item in the list. The
- action clicked on and all others above it in the list will be undone. `

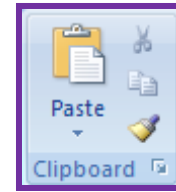
Landscape or Portrait Orientation

- On the Ribbon, click on the Page Layout tab.
- In the Page Setup group, click on the Orientation button and choose Portrait or Landscape.





Word 2007



Mini toolbar

- The Mini toolbar is a semi-transparent toolbar which appears when text is selected.
- Highlight text to be formatted.
- Use the buttons on the Mini toolbar to make the desired changes to the text.
- If the Mini toolbar has disappeared, right click on the highlighted text to bring up the Mini toolbar.

Format Painter

- Select the text that has the desired formatting.
- On the Ribbon click on the Home tab.
- In the Clipboard group, click on Format Painter.
- Notice - The cursor changes to a paintbrush.
- Click and drag over the text to be formatted.
- Note - The Format Painter then turns itself off.

• Margins

On the **Ribbon**, click on the **Page Layout** tab.

In the **Page Setup** group, click on the **Margins** button and choose an option from the list

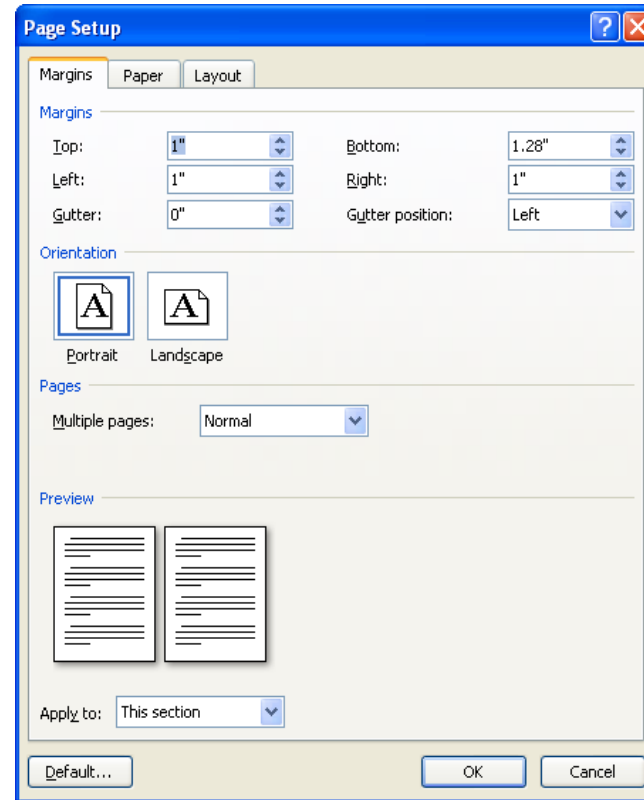
OR click on **Custom Margins...** at the bottom.

Click on the **Margins** tab.

Enter the numbers for **Top**, **Bottom**, **Left**, and **Right** margins.

In the **Apply to** box, choose **the whole document or this point forward**.

Click on **OK**.



• *Selected Text (Custom Margins only)*

If text was selected when the margins were changed, there will be an option to apply the margins to the selected text only.

Note - Changing the margins for a block of text moves the text to a new page.

Word 2007



- **Formatting Text**

- Highlight the text to be changed.
- On the Ribbon, click on the Home tab.
- In the Font group, change the font and font size as desired.
- Click on the Grow Font or Shrink Font buttons to quickly adjust the font size.
- Note - By clicking on the Font down arrow or the Font Size down arrow and resting the cursor over the desired choice, the highlighted text changes to preview the effect of the choice.

- ***Exact Font Size***

- The exact font size desired can be typed in the Font Size box.
- Click in the Font Size box.
- Type in the desired size (i.e. 11.5), and press the Enter key.



Word 2007



Alignment



- Highlight the text to be formatted.
- On the Ribbon, click on the Home tab.
- In the Paragraph group, click on the appropriate alignment button on the toolbar.
- Left – Text aligns to the left with an uneven edge on the right.
- Center – Text aligns to the center.
- Right – Text aligns to the right with an uneven edge on the left.
- Justify – Text aligns with even edges on left and right by spacing words across the page.

Changing the Default Font

On the Ribbon, click on the Home tab.

In the Font group, click on the Dialog Box Launcher button at the bottom right corner.

Choose the desired font and font size.

Click on the Default button at the bottom left.

Click yes

Changing Case



Highlight the text to be formatted.

On the Ribbon, click on the Home tab.

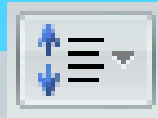
In the Font group, click on the Change Case button.

Choose the case. (Sentence case, lowercase, UPPERCASE, Capitalize Each Word, tOGGLE cASE)

Word 2007



Adjusting Line Spacing



- Click in the paragraph to be formatted or highlight the paragraphs if formatting more than one.
- On the Ribbon, click on the Home tab.
- In the Paragraph group, click on the Line Spacing button and choose the desired spacing.

Bullets

- Creating a Bulleted List
- Click in the line of text to be bulleted.
- On the Ribbon, click on the Home tab.
- In the Paragraph group, click on the Bullets button.
- *Turning Off Bullets*
- Click in the line of text that is bulleted.
- On the Ribbon, click on the Home tab.
- In the Paragraph group, click on the Bullets button

Challenge!

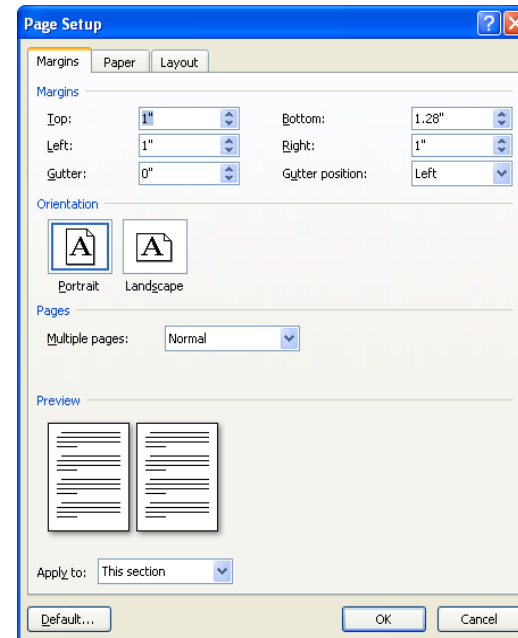


Use any Word template you choose to complete this challenge.

Change the line spacing of a list.

Change the line spacing of a paragraph of text.

Change the paragraph spacing between body text and a heading





Spelling & Grammar Check

Right Click Correct

Right click on the word in question.

(The word is marked with red underscore.)

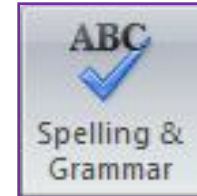
Select from the words at the top of the box OR

Click on Spelling and use the Spell Checker as noted below

Spelling Check

On the Ribbon, click on the Review tab.

In the Proofing group, click on Spelling & Grammar.



The word in question will be shown in red in the context of the sentence.

Choose one of the following:

Ignore Once - Don't replace the word.

Ignore All - Don't replace the word and don't stop if the same problem is encountered again.

Add to Dictionary- Add the word to the dictionary. This is dangerous because it changes the Spelling Dictionary.

Change - Change the word in red to the selected

word in the Suggestions box.

Change All - Change all occurrences of the word in the document to the selected word in the Suggestions box.

AutoCorrect - Sets the computer to automatically help with spelling. Note- automatic spelling must be turned on in Options.

Click on the Close button.

Note – If no words are recognized as being misspelled and no grammar errors are encountered, the window does not open.

Word 2007

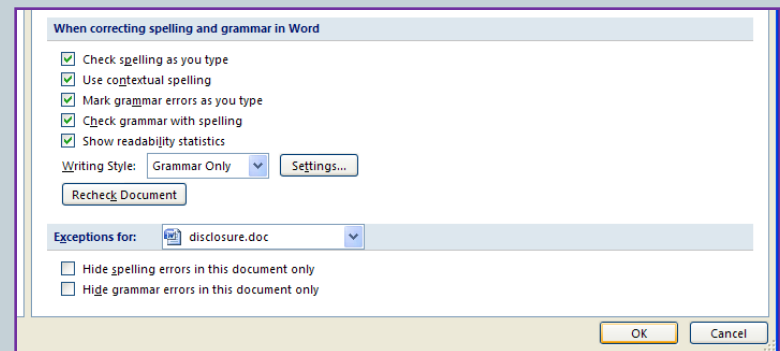


Grammar Check

- When the computer encounters a grammar question, the word(s) in question are shown in green.
- Choose one of the following:
- Ignore Once - Don't replace it.
- Ignore Rule - Don't replace it and don't stop if encountered again.
- Next Sentence - Used to move to the next problem after making corrections to the sentence in the window.
- Change - Change the word in red to the selected word in the Suggestions box.
- Explain - Offers an explanation of the grammar in question.
- Click on the Close button.

Spelling and Grammar Options

- Start a spelling and grammar check.
- Note – If no errors are misspell a word so the Spelling window comes up.
- Click on the Options button at the bottom.
- In the When correcting spelling and grammar in Word section, make the desired choices.
- Click on OK.



Challenge!

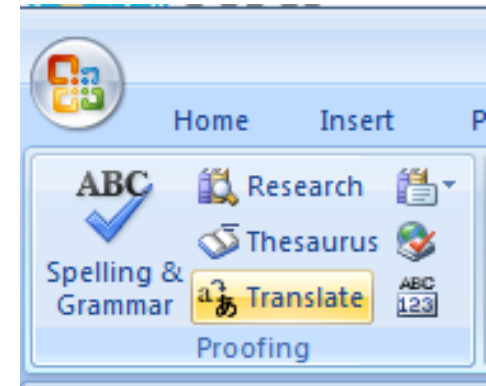


Open an existing Word document.

Type the following sentences at the beginning of the document:

I really enjoy learning an computers and about new skillz.

This is the first classs I have takenn.



Correct the spelling errors in the sentences.

Correct the grammar mistake that appears in one of the sentences.

Use the Spelling and Grammar command to check the remainder of the document.

Word 2007



Readability Statistics

- *Displaying Readability Statistics*
- Start a spelling and grammar check.
- Click on the Options button at the bottom.
- In the When correcting spelling and grammar in Word section, click in front of Show readability statistics.
- Click on OK.

Seeing the Statistics

- The Readability Statistics will be displayed when the spelling and grammar checking have finished.
- Counts - the number of words, characters, paragraphs, and sentences in the document.
- Averages - the average number of Sentences per Paragraph, Words per Sentence, and Characters per Word.
- Readability - the percentage of Passive Sentences, the Flesch Reading Ease score, and the Flesch-Kincaid Grade Level of the document.
- Click on OK.

Word 2007



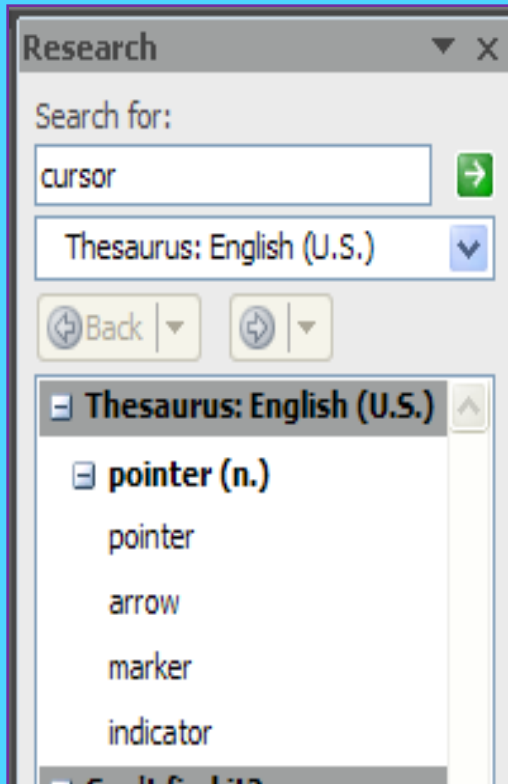
- **Word Count**

- The number of words in a document is displayed on the Status Bar at the bottom of the screen.
- To count the number of words in a selection, highlight the selection and the first number is the count. (i.e. 250/3500 indicates the section has 250 words out of a total of 3500 words in the document.)
- If the Word Count is not displayed, right click on the Status Bar and select Word Count.

- **AutoCorrect**

- Click on the Microsoft Office Button.
- Click on the Word Options button at the bottom.
- Click on Proofing.
- Click on the AutoCorrect Option button.
- Choose from the checkboxes:
 - Correct TWo INitial CApitals
 - Capitalize first letter of sentences
 - Capitalize names of days
 - Correct accidental usage of cAPS lOCK key

Thesaurus



- Right Click Thesaurus
- Right click on the desired word.
- Place the cursor over Synonyms and then click on the desired word.
- Thesaurus
- Right click in the word to look up.
- Place the cursor over Synonyms and then click on Thesaurus at the bottom of the list.
- Click on the desired meaning if the list of words is not showing.
- Right click on the desired word and choose Insert.
- Looking Up a Different Word
- Click on a word showing in the window of the Search for box.
- Type in the desired word and click on the green arrow

Word 2007

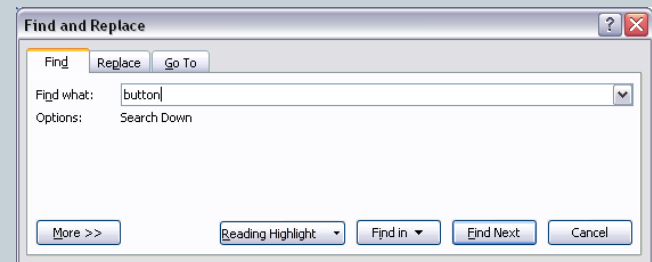
Find

- On the Ribbon, click on the Home tab.
- In the Editing group, click on Find.
- In the Find what box, enter the word or phrase to be found.
- Click on the Find Next button.



Find and Replace

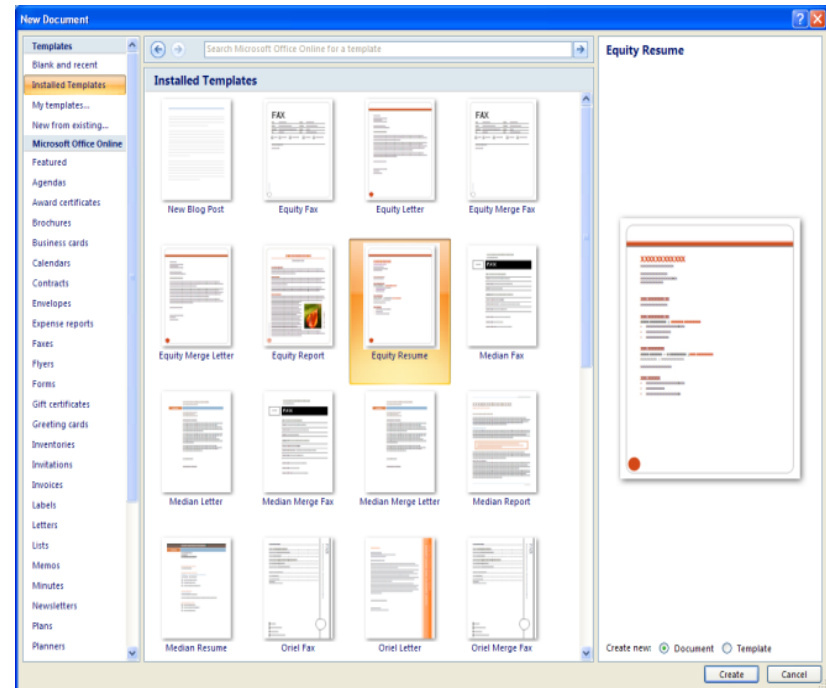
- On the Ribbon, click on the Home tab.
- In the Editing group, click on Replace.
- In the Find what box, enter the word or phrase to be found.
- In the Replace with box, enter the word or phrase to replace it with.
- Click on the Find Next button to find the word(s) in the text.
- Click on the Replace button to replace the word in the text.



Templates



- Templates provide the basic format of a document.
- Click on the Microsoft Office Button and then click on New.
- The Templates section displays templates available on the computer.
- Choose the category of template desired.
- Click on the desired template.
- Click on the Create button.
- The Microsoft Office Online section connects to templates available online from Microsoft.
- Choose a category and click on the desired template.
- Click on the Download button.
- The template opens in Word.
- Note – The document should be saved to the computer.



Challenge!



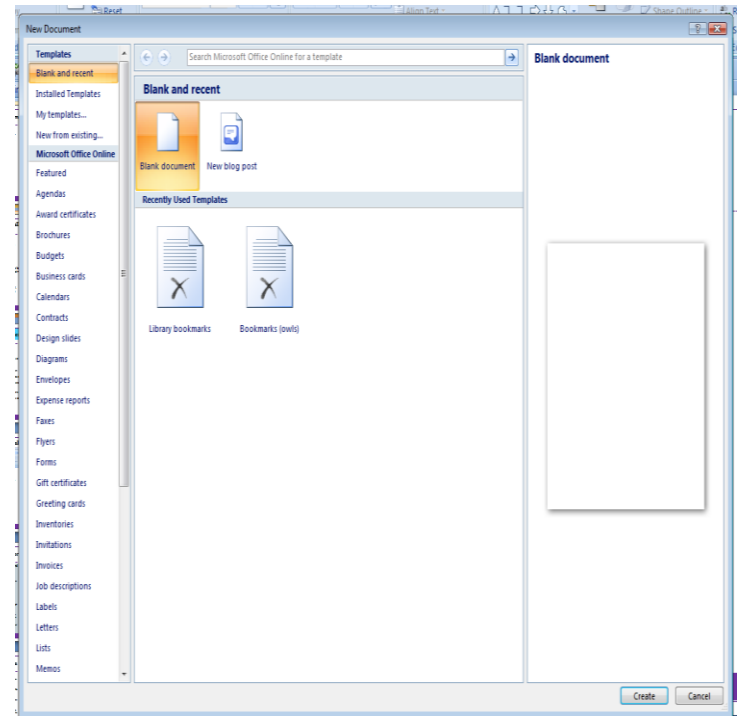
Create a new document using a template.

Choose a template

Enter text into the template.

Modify the user name and initials for your version of Word if you are using a home computer.

Note: If you are using a public computer such as one at a library, you do not need to change these settings.



Pictures



Inserting a Picture from Clip Art

Click in the document where the picture should be placed.

On the Ribbon, click on the Insert tab.

In the Illustrations group, click on Clip Art.

In the Clip Art pane, type a word in the Search text: box and click on the Go button.

If a message appears asking if pictures should be included from the Microsoft site, click on the Yes button.

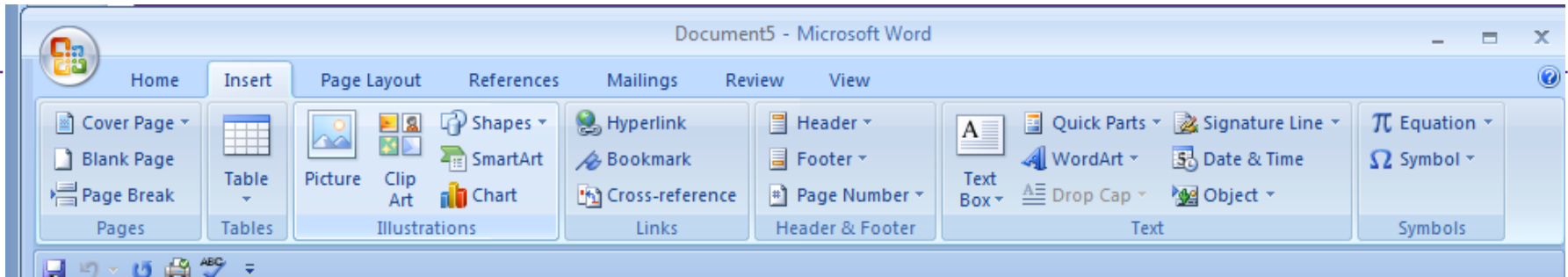
Note – An active Internet connection is required to see clipart from the Microsoft site.

Scroll through the collection and find the desired picture.

Click on the desired picture.



Challenge!

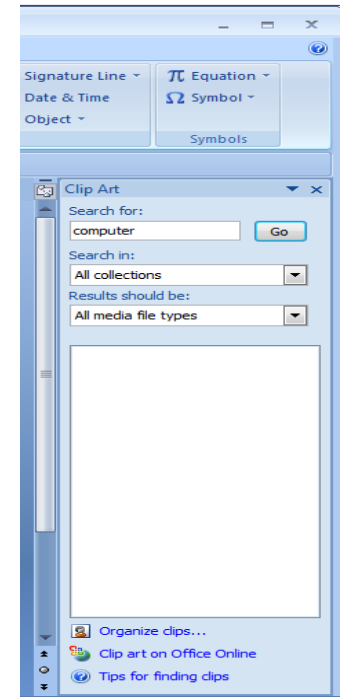
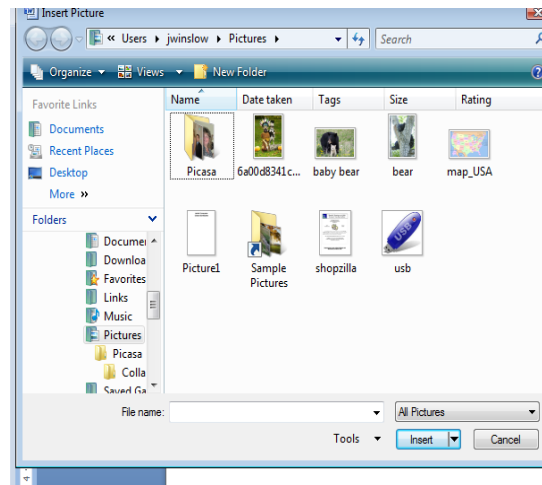


Use the any Word document you choose to complete this challenge.

Insert a picture into a document.

Crop the image proportionally.

Apply a picture style to the image.
Compress the picture.

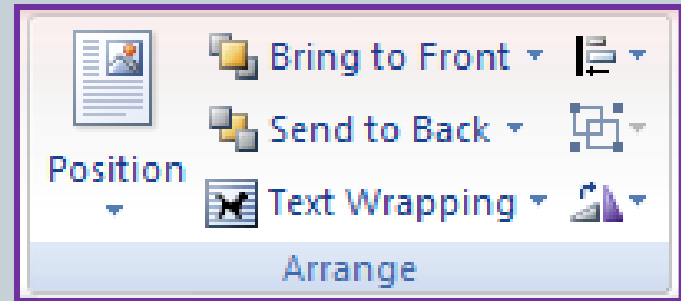


Word 2007



- ***Positioning Pictures in Word***

- Double click on the picture.
- The Format tab of Picture Tools comes up on the Ribbon.
- In the Arrange group, click on the Text Wrapping button and choose Square or Tight.
- Square causes the text to line up on a straight edge on the side of the picture.
- Tight causes the text to wrap closely to the picture, following the shape for the picture.
- Click on the picture and drag it to the desired position.



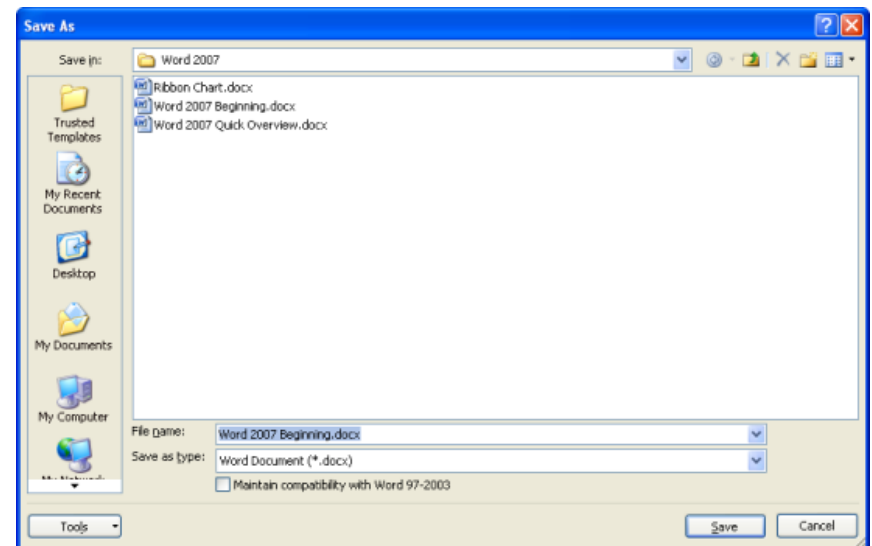
- ***Rotating the Picture***

- Double click on the picture.
- The Format tab of Picture Tools comes up on the Ribbon..
- In the Arrange group, click on the Rotate button and choose the desired rotation.
- OR click on the green dot above the picture and drag the picture to the desired angle.

Saving a Document



- Click on the Microsoft Office Button and then click on Save As.
- By default, Word saves documents to the My Documents folder as a .docx file.
- In the schools, the default location may have been changed to the H: drive.
- If it is not saving it in My Documents, click on the My Documents button (left side of the Save window) or navigate to the desired location.
- Note – To create a new folder to place the document in, click on the Create new folder button and type in
 - a name for the folder.
 - Check the name of the document and make changes as needed.
 - Click on the **Save button**.



Challenge!



Use the Letter or any other Word document you choose to complete this challenge.

Open an existing Word document.
Save the document with the file name.

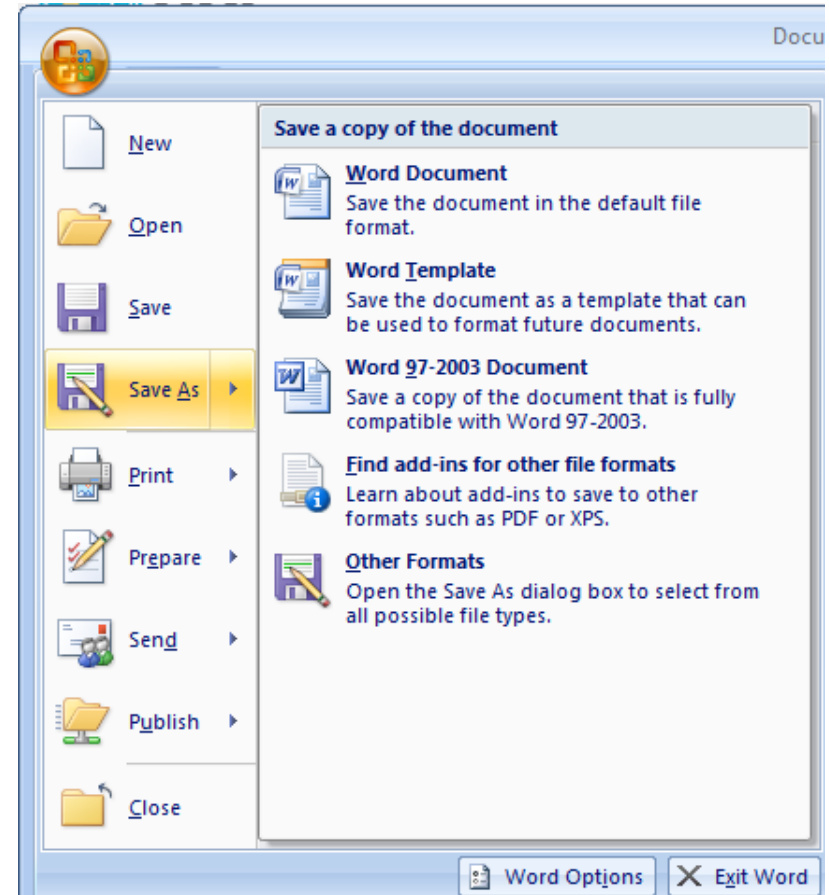
Save the same document as a PDF file.

Close the document.

Open another existing Word document.
Save the document so that it is

compatible with Word 2003.

Close the document.





Printing the Document

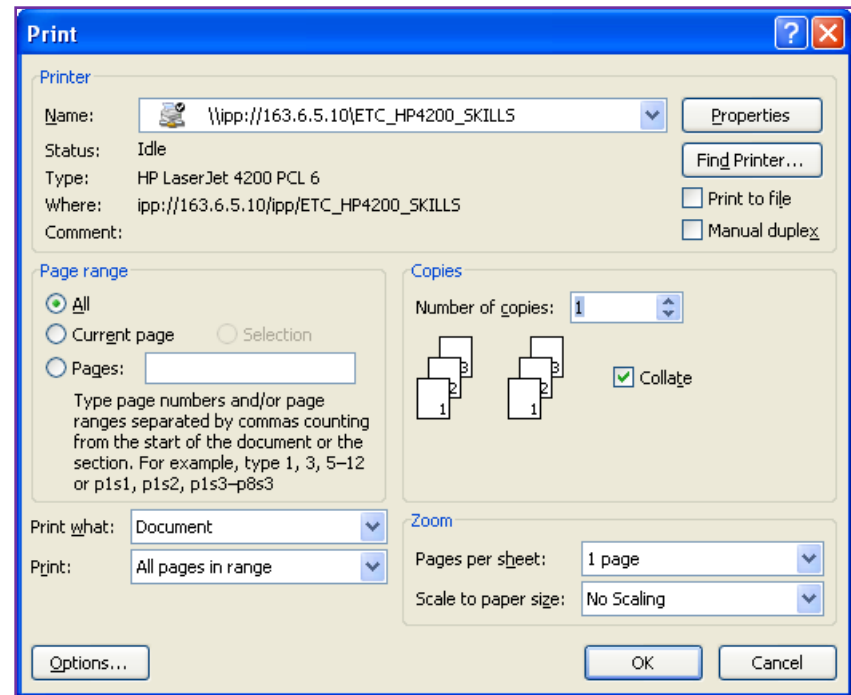
Click on the Microsoft Office Button and then choose Print.

Check to make sure the correct printer is chosen (Click on the down arrow in the Printer section and choose a printer).

In the Page range section, decide which pages to print. (All, the current page, or a range of pages.)

In the Copies section, indicate how many copies.

Click on the OK button.



Printing Options

Other options are available for printing by clicking on the Microsoft Office Button, choosing Print and then clicking on one of the available options.

Print – Click in the Print button to open the Print dialog box as noted above.

Quick Print – Sends the document directly to the printer last used.

Print Preview – Displays how the document will appear before printing it.

Challenge!



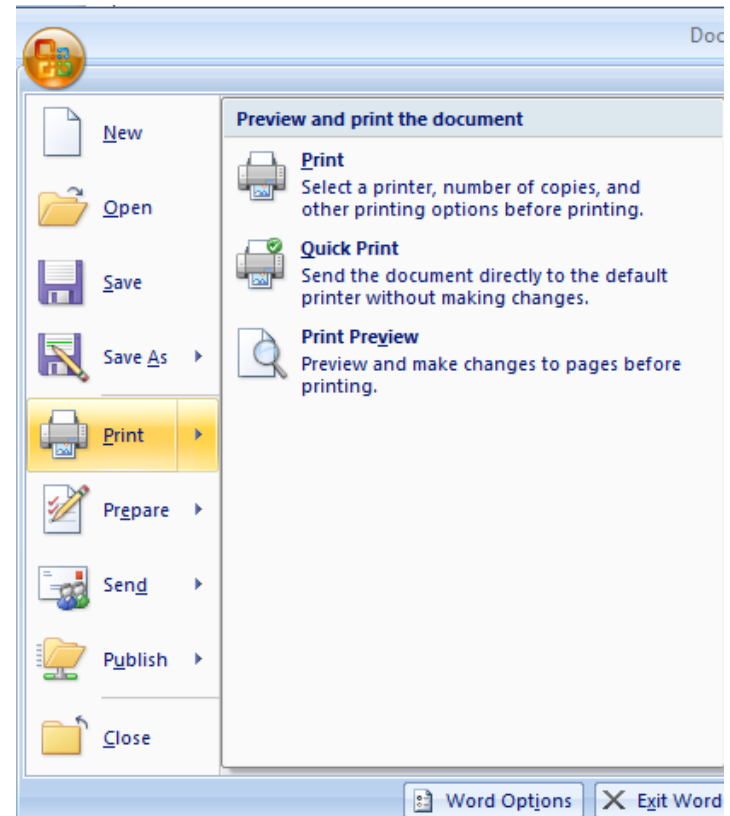
Use the Cover Letter or any other Word document you choose to complete this challenge.

Open an existing document.

View the document in Print Preview.

Close the Print Preview format without printing.

Print two copies of the document.



Converting from Older Versions



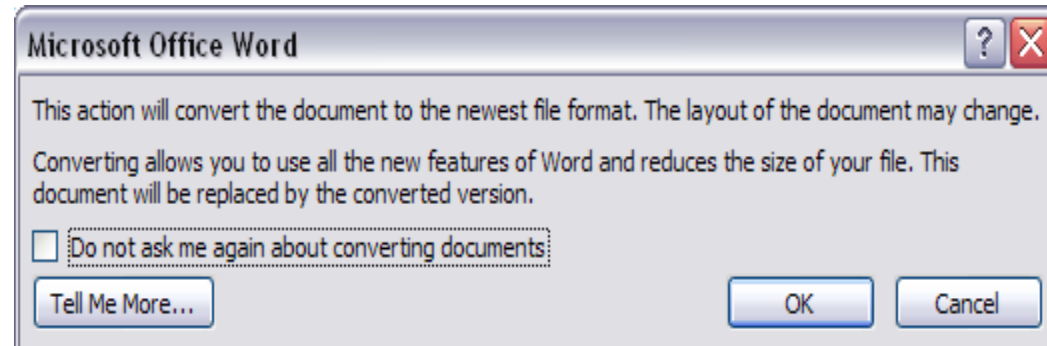
- Microsoft Office 2007 can open documents created in all previous versions of Word. Previous versions will be opened in compatibility mode. (The name of the document in the title bar is followed by [Compatibility Mode] to indicate is an older document.)

- ***Converting Older Word Documents***



Click on the **Microsoft Office Button** and then **click on Convert.**

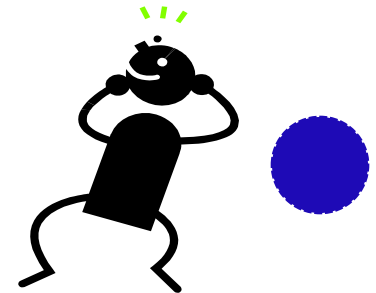
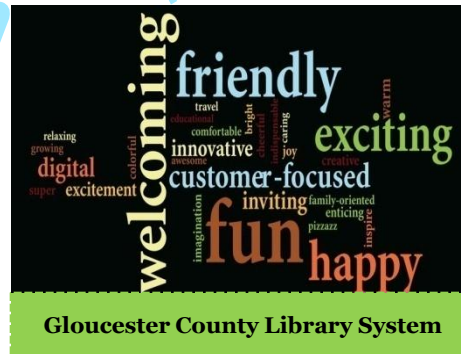
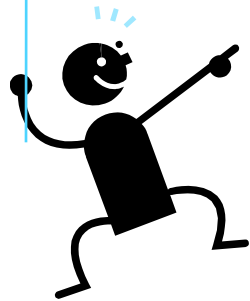
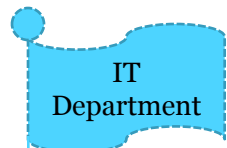
Click on **OK.**



Thank You!

We hope this Class was helpful

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our
computer classes



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