

MICROSOFT WORD 2007



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Adapted to English by Prakarn Unachak

Outline

- Word 2007 Basics
- Formatting Documents
- Find, Replace & Correction

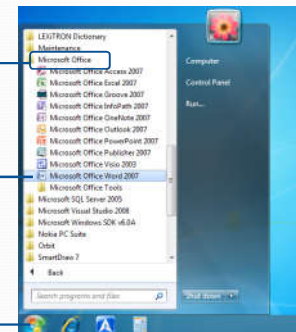
Word 2007 Basics

Getting Start

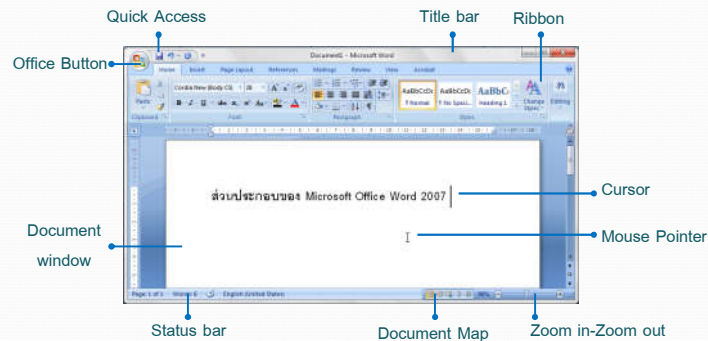
Select Microsoft Office
Menu Folder

Click Microsoft Office 2007
to Open

Click the Start Button



Interface Overview



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Interface Overview (2)

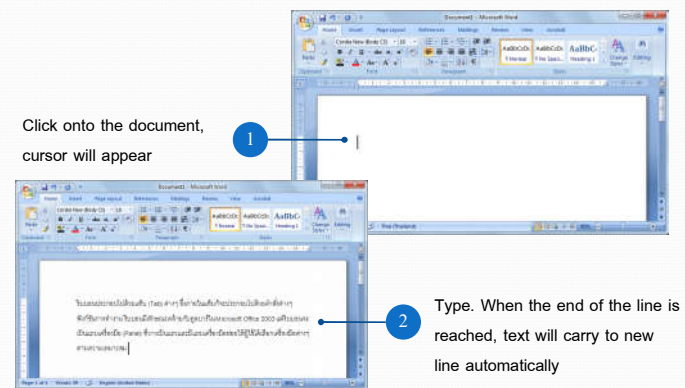
- **Quick Access**
 - Contains often used buttons
 - Can add more later
- **Office Button**
 - Open, Save, etc.
 - Similar to *File* menu in earlier version
- **Title bar**
 - Document and Program's names
- **Ribbon**
 - Contains tabs, which contains useful commands, organized by functions

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Interface Overview (3)

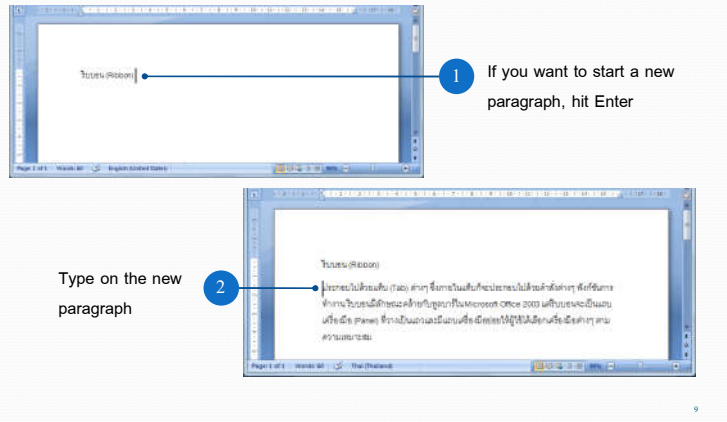
- **Cursor**
 - Where text and objects will be inserted into the document
- **Document window**
 - Display the document
- **Mouse Pointer**
 - Show where the mouse point to
- **Status bar**
 - Show status of the document
- **Document Map**
 - Show display options
- **Zoom in – Zoom out**

Typing into a Document



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New Paragraph



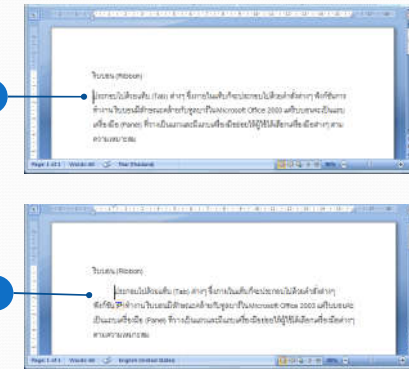
1 If you want to start a new paragraph, hit Enter

2 Type on the new paragraph

Indentation

Put cursor to where you want to indent

Hit tab, paragraph will be indented



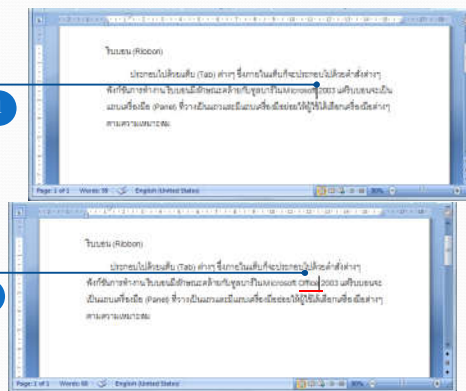
1 Put cursor to where you want to indent

2 Hit tab, paragraph will be indented

Inserting Text

Put cursor to where you want to insert text

Type in text you want to insert



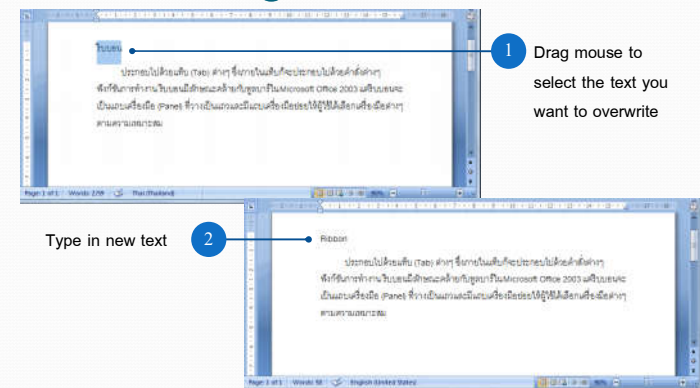
1 Put cursor to where you want to insert text

2 Type in text you want to insert

Overwriting Text

Drag mouse to select the text you want to overwrite

Type in new text



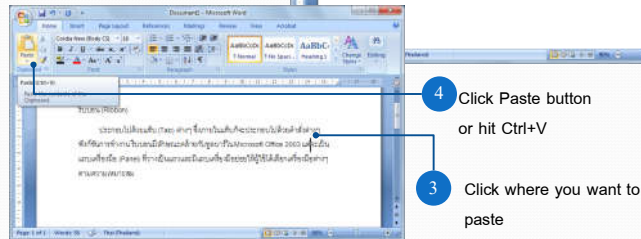
1 Drag mouse to select the text you want to overwrite

2 Type in new text

Copy & Paste

At Home tab, click copy button
or hit Ctrl+C

Drag over to select text
you want to copy

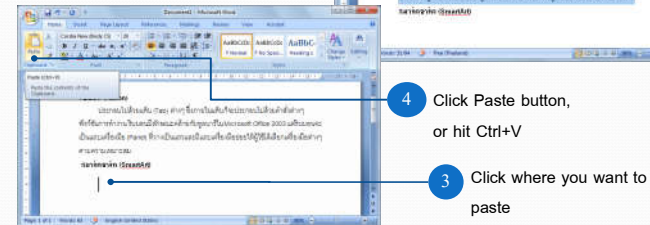


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Cut & Paste

At Home tab, click cut button
or hit Ctrl+X

Drag over text you want to
move to highlight it



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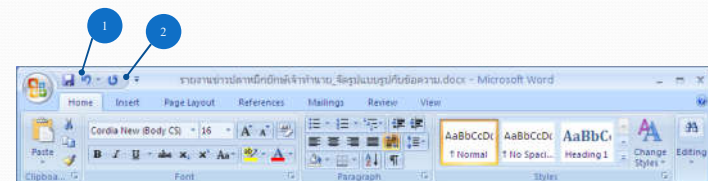
Erasing text

- Use **Backspace** key to remove text before the cursor
- Use **Delete** key to remove text after the cursor
- Or you can drag over a block of text, and hit Backspace or Delete key.

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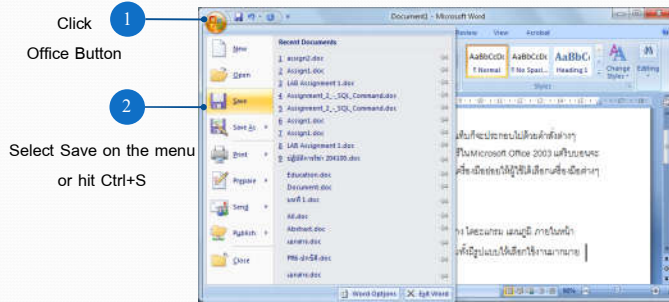
Undo and Redo

1. To cancel (undo) a change
Click or hit Ctrl+Z
2. You can cancel **Undo** with **Redo** command
Click or hit Ctrl+Y



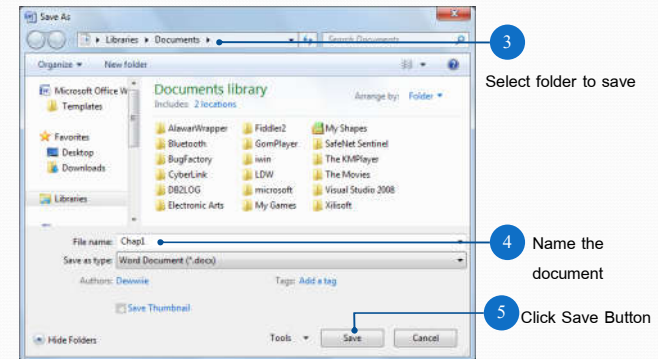
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Saving a Document



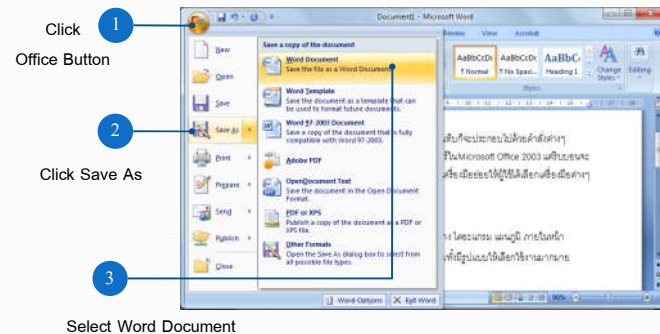
17

Saving a Document (2)



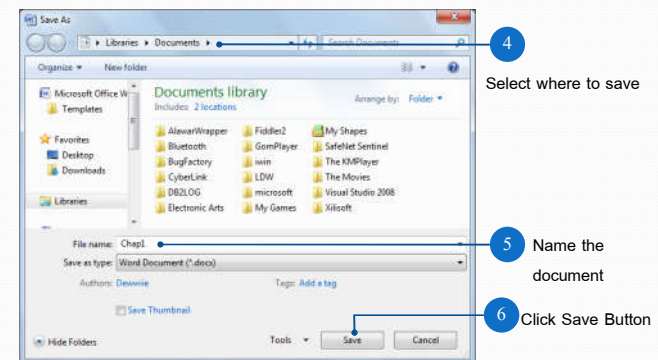
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Creating a Copy with Save As



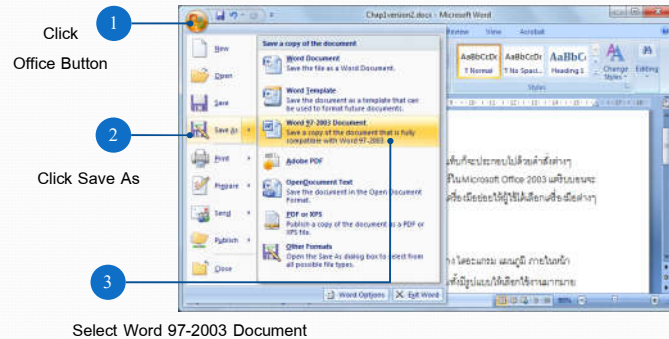
19

Creating a Copy with Save As (2)



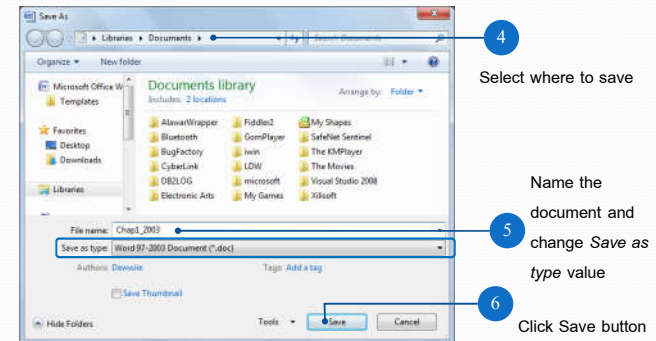
20

Save as Word 97-2003 Documents



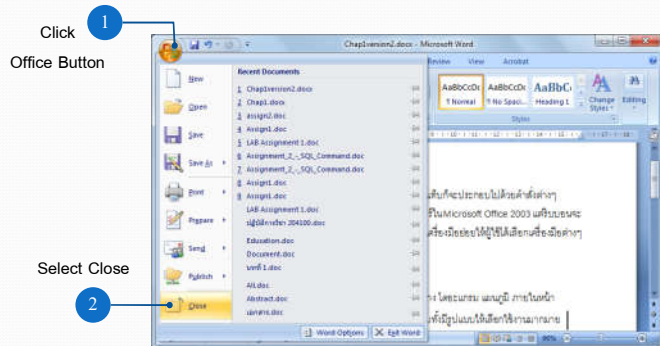
21

Save as Word 97-2003 Documents (2)



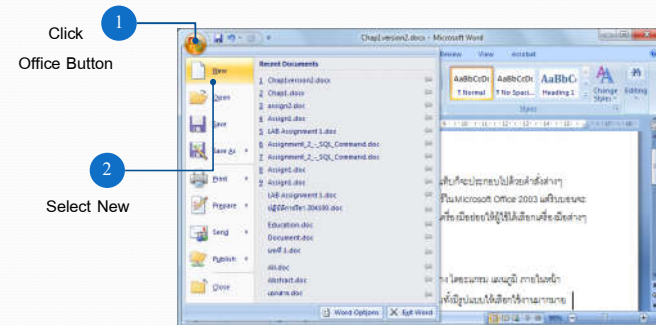
22

Close the Document



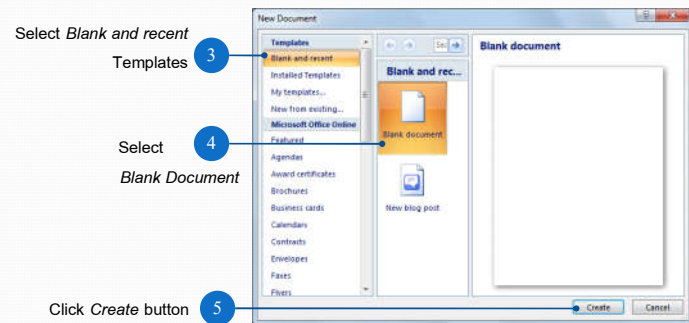
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Creating a new Document



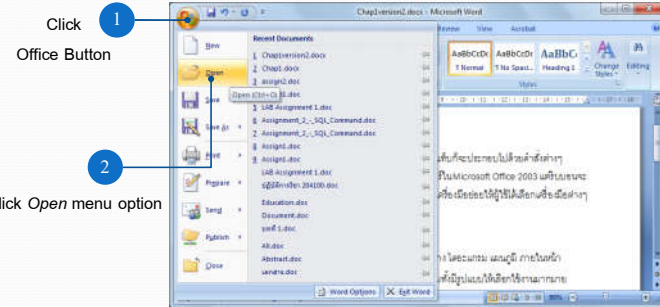
24

Creating a new Document (2)



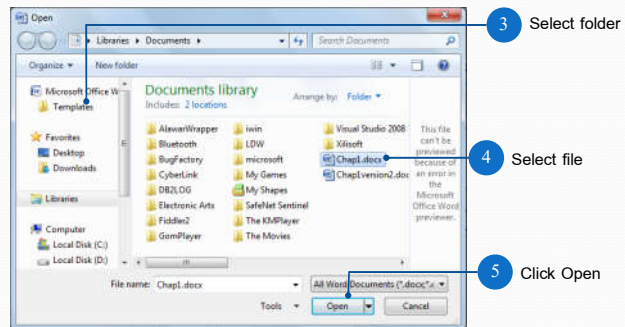
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Opening a Document



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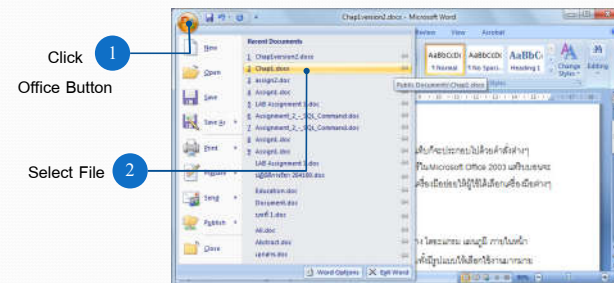
Opening a Document (2)



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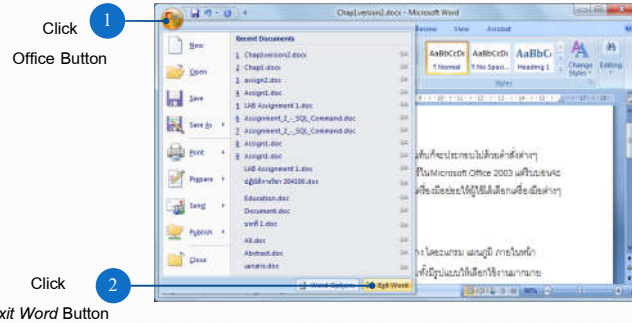
Recent Documents

Documents opened recently will appear on *Recent Documents* list.



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Closing Microsoft Office Word 2007



Formatting Documents

Formatting Documents

Important Formatting Features in Microsoft Word

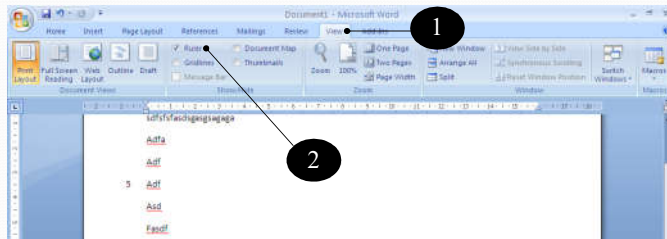
- Show/hide rulers
- Zooming
- Changing ruler's unit
- Set margins and layout
- Set page orientations (portrait, landscape)
- Font & Effects
- Bullets & Numberings

Formatting Documents (2)

- Text alignment
- Inserting symbols
- Page border
- Formatting columns
- Line number

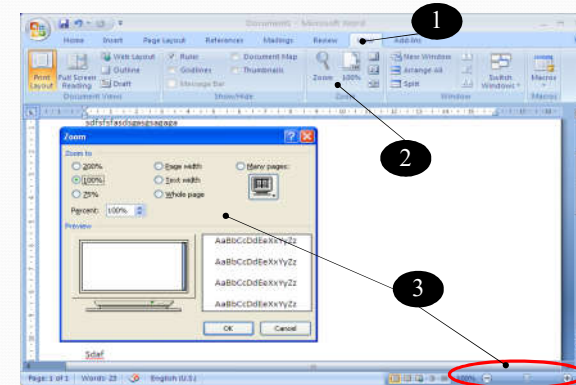
Show/Hide Ruler

1. Click View tab
2. Under Show/Hide group, click at the Ruler checkbox ☒ to toggle between showing ruler and hiding it.



Zooming

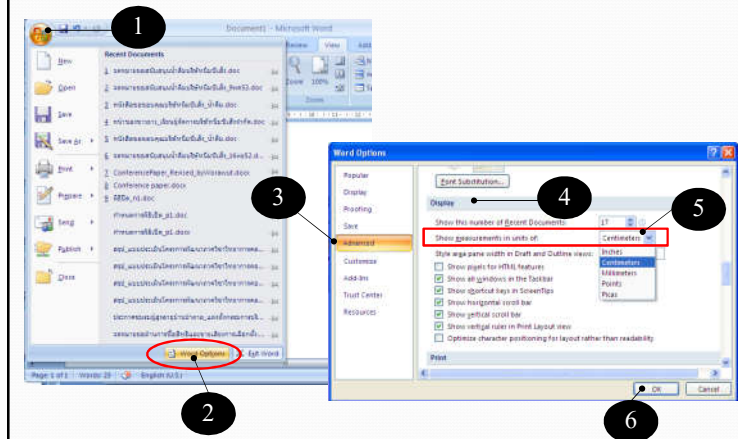
1. Click View tab
2. Click Zoom icon
3. Select the zoom value you prefer




Changing Unit for Ruler

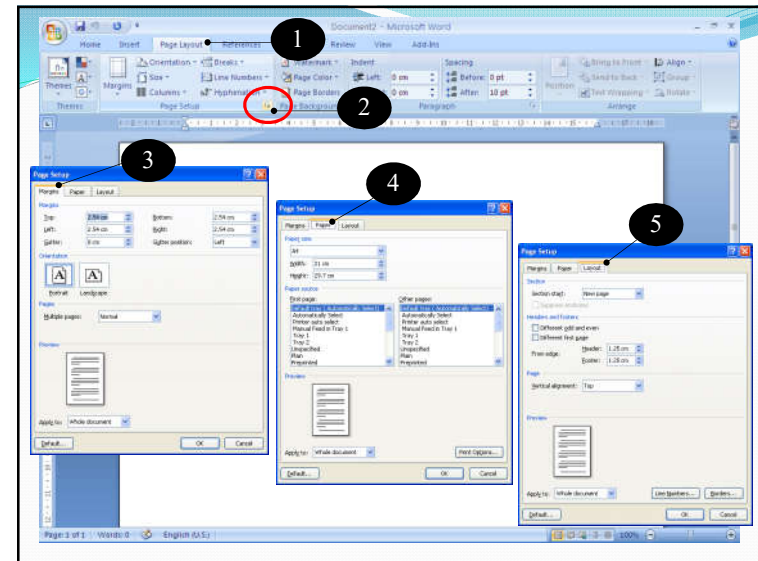
1. Click Office Button
2. Select Word Options button, Word Options will appear.
3. On the menu on the left, click Advanced option.
4. Scroll down to Display
5. At Show measurement in unit of, choose the unit you want:
 - Inches
 - Centimeters
 - Millimeters
 - Points
 - Picas
6. Click OK

Changing Unit for Ruler (2)



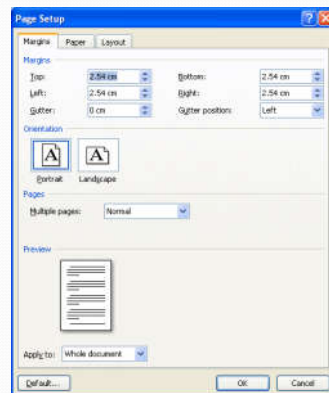
Setting Margins and Layout

1. Click *Page Layout* tab
2. Click  to open *Page Layout* dialog box
 - There are 3 tabs: *Margins*, *Paper*, and *Layout*
3. *Margins* tab is for setting margins and orientation
4. *Paper* tab is for setting paper size
5. *Layout* tab is for setting header and footer distance from paper edge.
 - You can set it differently for first page, even page, and odd page.



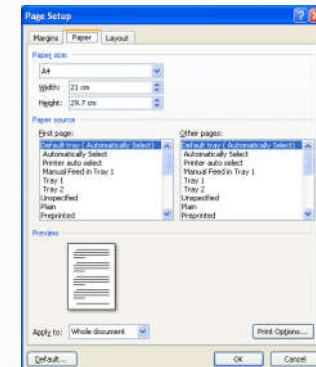
Margins tab

- Margins for edge
 - Top, Bottom, Left, and Right
- Gutter — Where the page will be bound
 - Size, position
- Orientation
 - Portrait, Landscape
- *Apply to:* — which pages will be changed
 - Whole Document
 - This Point Forward
 - This Section



Paper Tab

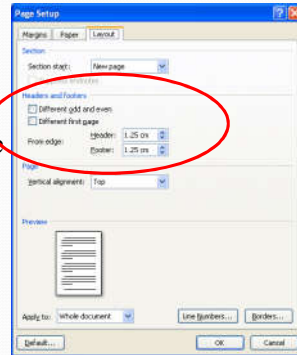
- Use drop-down menu to select the paper you want, such as A4
- Choose Custom to select Width and Height of the pages
- *Apply to:* — which pages will be changed
 - Whole Document
 - This Point Forward
 - This Section



Layout Tab

Headers and footers

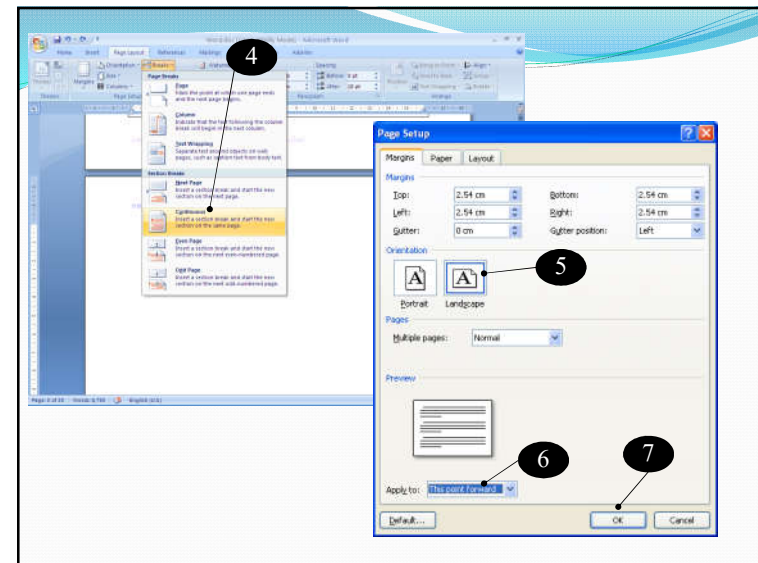
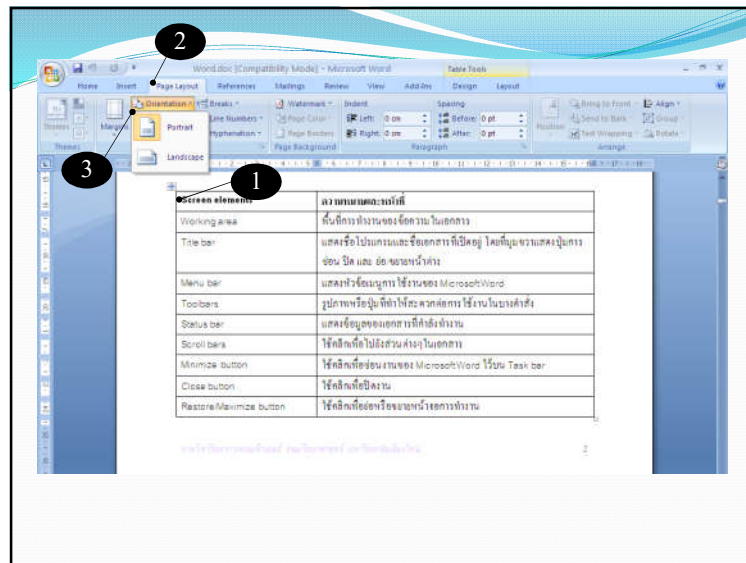
- Different odd and even checkbox
- Different first page checkbox
- Apply to: — which pages will be changed
 - Whole Document
 - This Point Forward
 - This Section

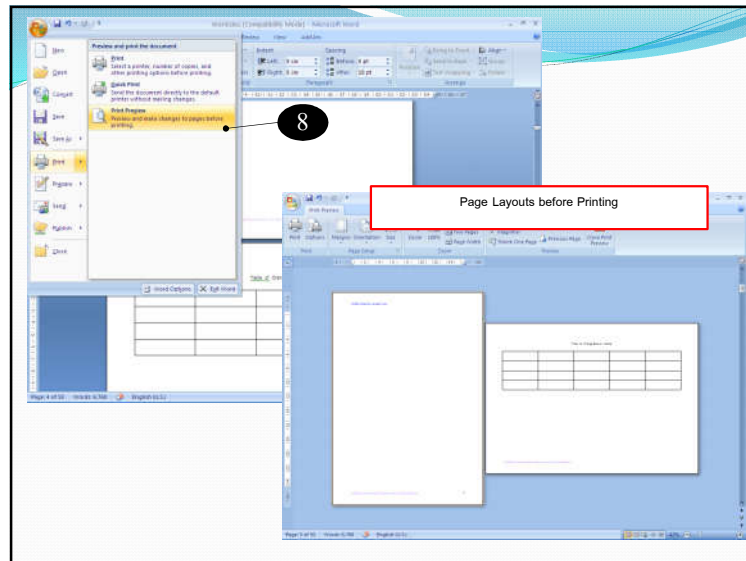


Alternate between Orientations

Sometime you need to have different orientations for each page. To do that:


1. Click first page
2. Click **Page Layout** tab → **Orientation**, then choose the layout you want for the first page.
3. Move the cursor to the page you want different orientation
4. Click **Breaks** button and choose **Section Breaks to be Continuous**
5. Open **Page Setup** dialog box and choose the orientation, such as Landscape
6. Under **Apply to:**, select **This point forward** so the change will occur from that page onward
7. Click **OK**. You will see the orientation has changed
8. Office Button → **Print** → **Print Preview** to see that there're two orientations in the same documents

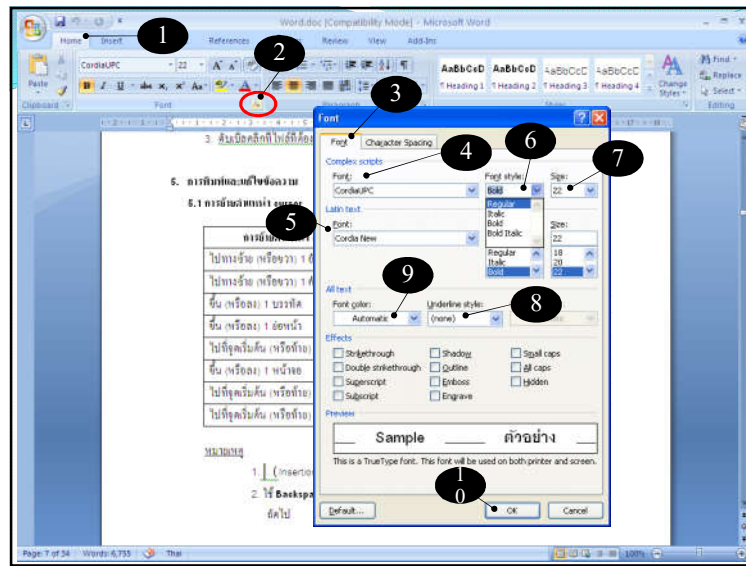




Fonts and Effects

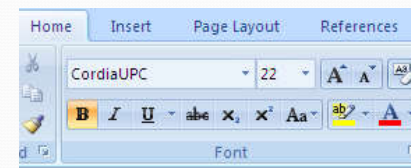
Fonts are typefaces for texts that appear in the document or on screen. There can be multiple fonts in the same document. You can manage the fonts as following:

1. Click *Home* tab
2. Click  to open *Font* dialog box
3. Click *Fonts* tab
4. *Complex scripts* — select font to use for Asian languages
5. *Latin text* — select font to use for Roman character
6. *Font Style* — Regular, *Italic*, **Bold**, or **Bold Italic**.
7. *Size* — select Font Size
8. *Underline* — select underline style
9. *Color* — select Font Color
10. Click *OK* when you're done.




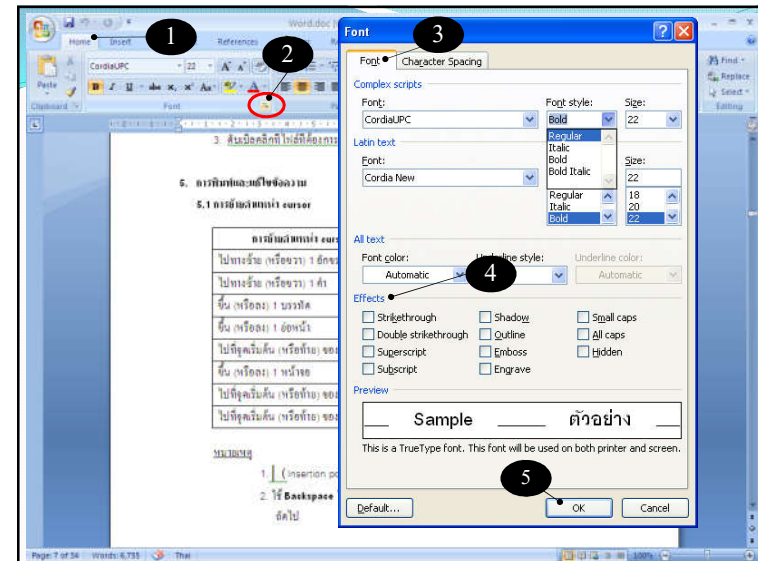
Fonts

- Tools related to fonts are under *Home* tab in the Ribbon.




Font Effects

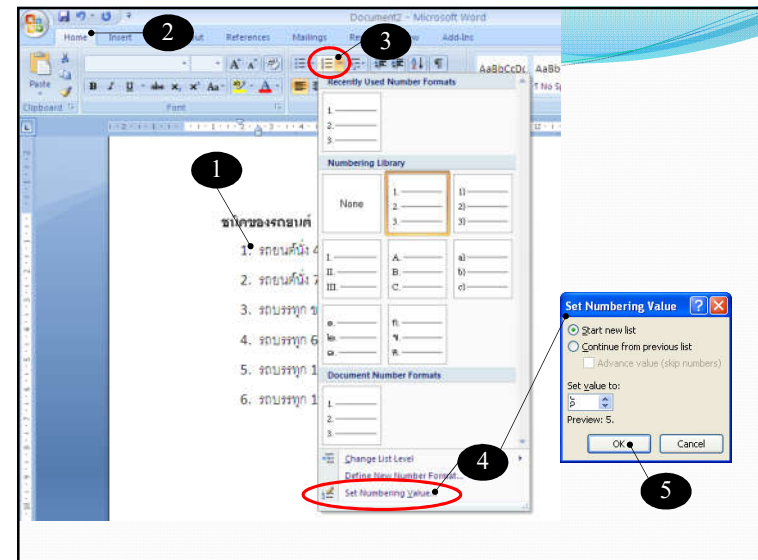
1. Click *Home* tab
2. Click  to open *Font* dialog box
3. Click *Font* tab
4. Under *Effects* section contains font effects
 - Superscript (X^{109})
 - Subscript (P_5)
 - Shadow (**Pong**)
 - Strikethrough
5. Click *OK* to accept the change, or *Cancel* to ignore the change.



Numbering


How to assign numbering

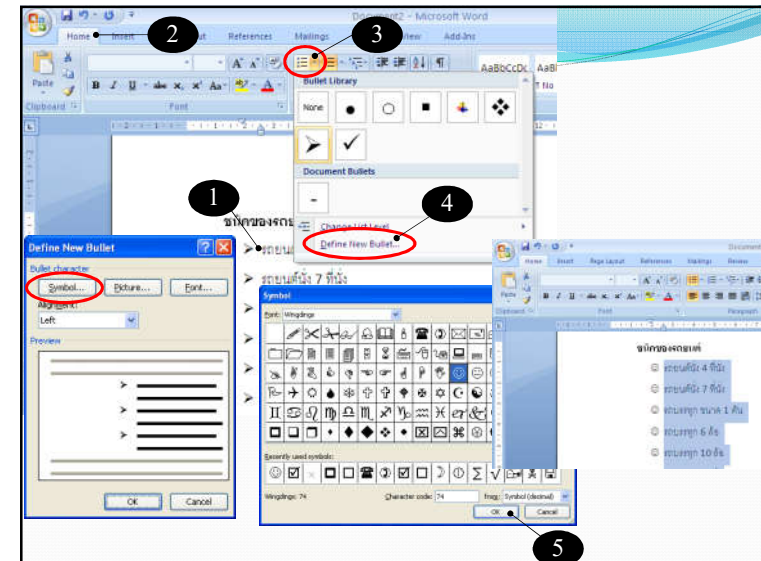
1. Highlight text block you want to number
2. Click *Home* tab
3. Click  to assign numbers to paragraphs
 - In Word 2007, you can click the drop-down menu to pick the type of numbering you want
4. Under the drop-down menu, you can click on *set numbering value* to open *set numbering value* dialog box
 - *start new list* will start number from the value under *set value*
 - *continue from previous list*
5. Click *OK* when you're done.



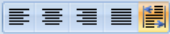






Bullet

How to assign bullets

1. Highlight text block you want
2. Click *Home* tab
3. Click  under *Paragraph* group
 - You can use the drop-down menu here to pick the type of bullets you want
4. Use *Define New Bullet* to open *Define New Bullet* to choose your own bullets from *Symbol* or *Picture*
4. Click *OK* when you're done.

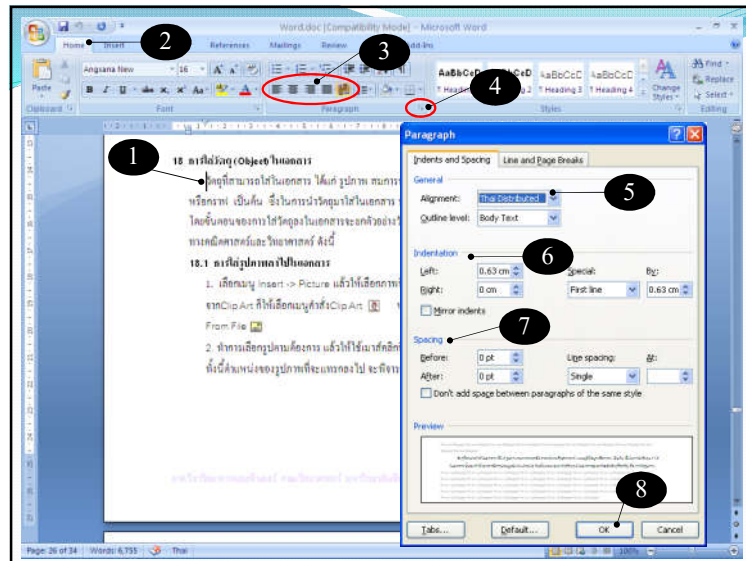


Text Alignment

1. Highlight text block you want
2. Click Home tab
3. Click the button  *Paragraph* group
They are:
 -  *Align to the left*
 -  *Align to the middle*
 -  *Align to the right*
 -  *Justified*
 -  *Thai-distributed*
4. Click  for *Paragraph* dialog box

Paragraph dialog box

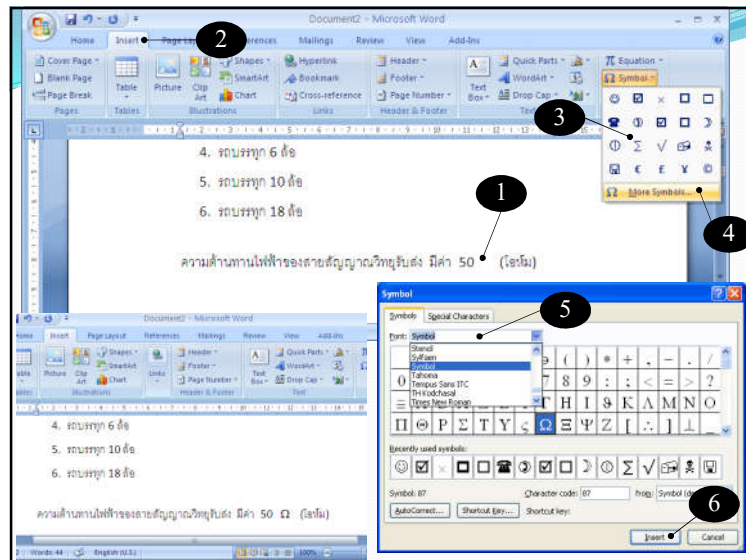
5. Alignment
 - Left, Middle, Right, Justified, and Thai Distributed
6. Indentation
 - Left — from left edge
 - Right — from right edge
7. Spacing — space between sentences
 - Before
 - After
8. Click *OK* to accept, or click *Cancel* to ignore



Inserting Symbols

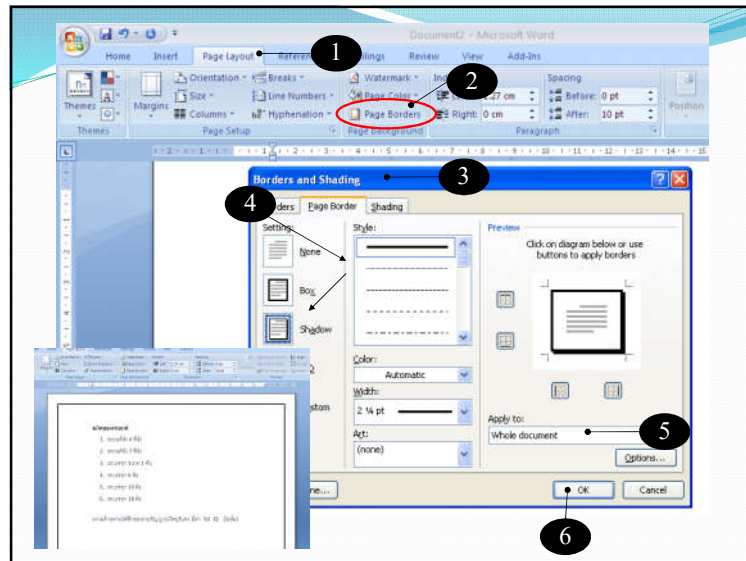
1. Place cursor where you want to insert the symbols
2. Click *Insert* tab. Click *Symbol* under *Symbols* group
3. Choose symbol you want
4. Click *More Symbols* for *Symbol* dialog box
5. Click *Symbols* tab select *Font* for the font you want
 - Symbols for math and scientific symbols
 - wingding, wingding2, winding3 for other symbols
6. Click *Insert* to insert the symbol

*** You can change size/color of symbols like other text ☺***



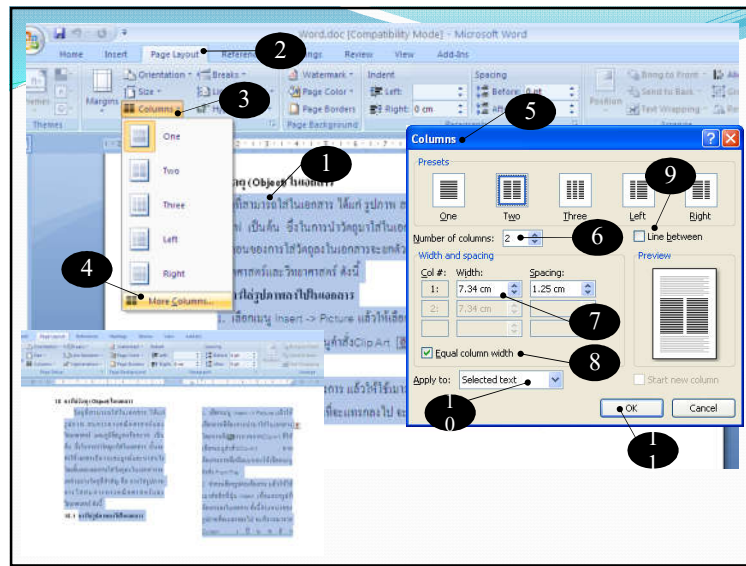
Setting Page Border

1. Click *Page Layout* tab
2. Under *Page Background* group, click *Page Borders* button
3. *Border and Shading* dialog box will appear, select *Page Border* tab.
4. Select style, color and width of the border, then select the border under *Setting*:
 - The border will appear on the preview on the right side of the dialog box
5. Used *Apply to:* drop-down menu to select which pages will have this border
6. Click *OK*



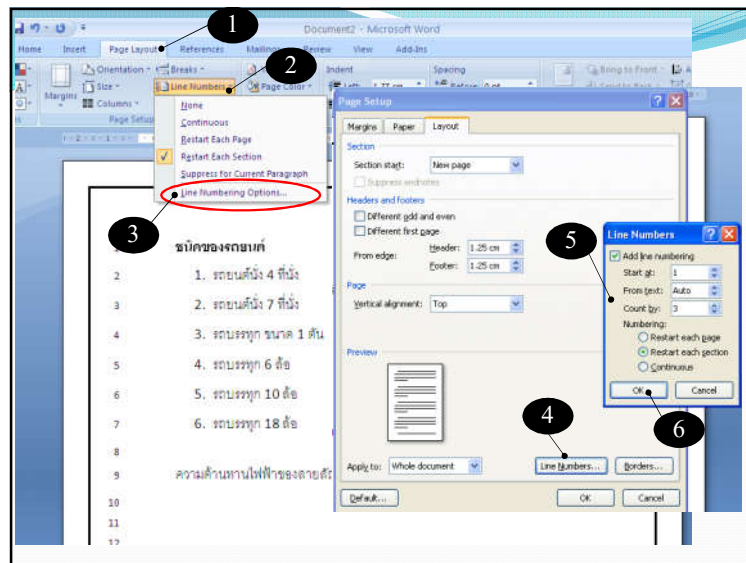
Setting Columns

1. Highlight text block you want to put into columns
2. Click **Page Layout** tab
3. Click **Columns** button, then select the columns you want
4. If you want to set your own columns, select *More Columns*
5. *Columns* dialog box will appear.
6. Click the presets you want, or specify the number of columns.
7. Under *Width and Spacing*, set width of the columns and space in between columns
8. Check *Equal column width* if you want all columns to have the same width
9. Check *Line between* checkbox if you want lines between columns
10. Use *Apply to:* drop-down menu to choose where the change will apply to. Note that you can apply columns to just selected text.
11. Note the change in the preview and click *OK* if you want to accept the change.



Inserting Line Number

1. Click **Page Layout** tab
2. Click **Line Numbers** button and select line numbers option:
 - *None* — not displaying line numbers
 - *Continuous* — display line number, counting from start of document
 - *restart each page* — display line number, counting from start of page
 - *restart each section* — display line number, counting from start of section
 - *Suppress for Current Paragraph* — not counting nor displaying line numbers for current paragraph
3. Click *Line Numbering Options* to set your own line numbering
4. *Page Setup* dialog box will appear. Click *Line Numbers* button.
5. *Line Numbers* dialog box will appear.
6. After you have set line numbering option, click *OK*



Find, Replace & Correction

Checking and Correcting Documents

Before you print a document, you should check for errors

- Misspellings
- Grammatical errors

You can do the following to help you find and correct the errors

- Finding and replacing words in the document
- Correction tools

Find

To find a word (or more) in the document

1. Click **Home** tab → click **Find** button.
2. **Find and Replace** dialog box will appear, with **Find** tab selected
3. Type in the word you want to search in **Find what:** textbox.
 - For example, World Cup
4. Click **Find Next** to search. If the word is found, it will be highlighted.

Setting search options

5. Click **More >>** button, options will appear
 - **Match case** will only report the word that is of exact case (uppercase, lowercase)
 - Example: Finding *Hello* will not highlight *hello*.
 - **Find Whole Words Only** only matches whole word
 - Example: Finding *soft* will not highlight *Microsoft*.

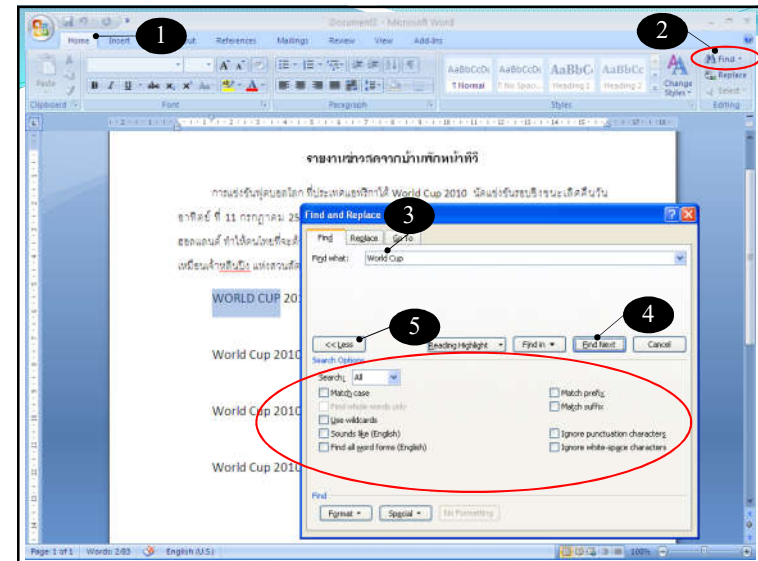
Find (2)

Search option (cont.)

- **Use Wildcards**— You can use:

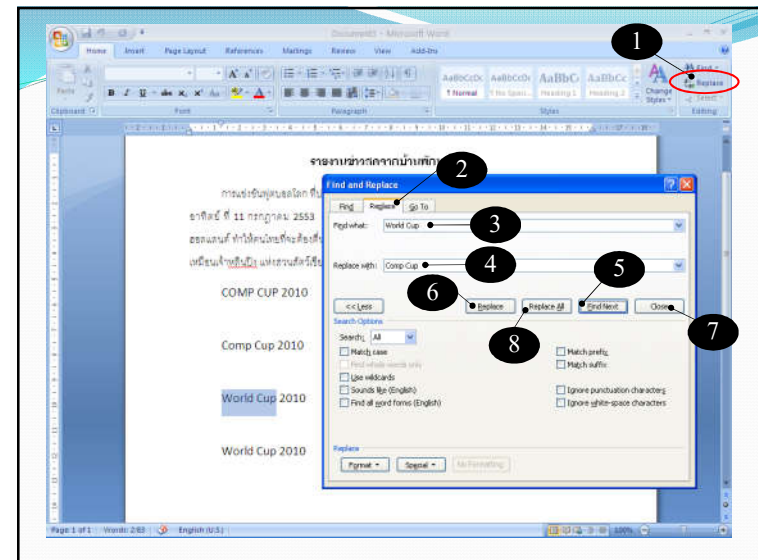
*	for any length of any characters
?	for any one character
Example:	
mi*	will match <i>mix</i> , <i>mitt</i> , <i>mist</i> , <i>Mississippi</i> i.e. anything that begin with <i>mi</i>
mi??	will match <i>mitt</i> and <i>mist</i> i.e. anything that begin with <i>mi</i> follow by exactly two characters

- **Sounds Like** will words that sound the same
- **Find All Word Forms** will find that word and that word in other tenses (verb) or plural (noun) or adjective forms. Example:
 - Finding *go* will match *go*, *went* and *gone*.
 - Finding *goose* will match *goose* and *geese*.
 - Finding *good* will match *good*, *better* and *best*.



Replace

1. Click **Home** tab → and click **Replace** button
2. **Find and Replace** dialog box will appear, with **Replace** tab selected.
3. Type in the word you want to search in **Find what:** textbox.
 - For example, Pizza Hut
4. Type in the word you want to replace it with in **Replace With** textbox
5. Click **Find Next** button to search for next match
6. Click **Replace** to replace the next match
7. Click **Cancel** to stop the replacing
8. Click **Replace All** to replace all matches in the document



Correction

While you are typing, Microsoft Word 2007 will automatically check for error

- Misspelled word will be highlighted with red squiggly line. Note that the word might be correct, just that Microsoft Word 2007 does not recognize it
- Incorrect grammar will be highlighted with green squiggly line

To correct the mistake:

- Right click at the word with squiggly line
- Pick available corrected choice (verify that it is indeed correct)
- Corrected word will no longer have squiggly line
- If you don't want to correct this error, click *Ignore*. Or click *Add to Dictionary* to make sure that Word 2007 will recognize the word next time.

