

MICROSOFT WORD 2007



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Adapted to English by Prakarn Unachak

Styles

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Styles

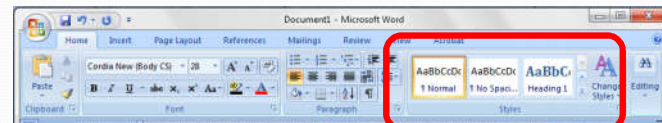
- In Microsoft Words, a style contain **formatting**: information on how a body of text should look, such as:
 - Fonts
 - Color
 - Paragraph
- Styles like headings and title are also used in navigation and making table of contents (ToC)


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Using Styles

- Go to *Home* tab → *Styles* group.



- You can highlight the text and select individual styles to apply the style,
- Or click the expand button () to access other options
- Or click *Change Styles* to select another set of styles.

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Adding/Editing Styles

- When you click on the expand button () you will have options to create a new style
- If you want to change current styles, right-click a style and select *Modify*. You can change:
 - Fonts/Size/Color
 - Paragraph formatting
 - List formatting
 - And more...

Important Styles

- Title
- Headings
- Normal
 - For body of text
- List Paragraph
 - For bullet points/numbering

Creating a Report



Making a Report

To create a complete report, you will need other parts beside the contents.

Microsoft Word has tools for you to easily add the followings:

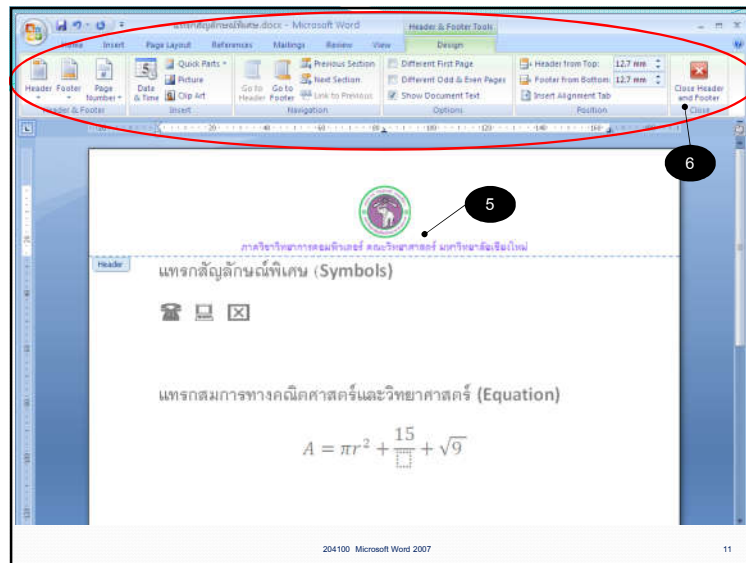
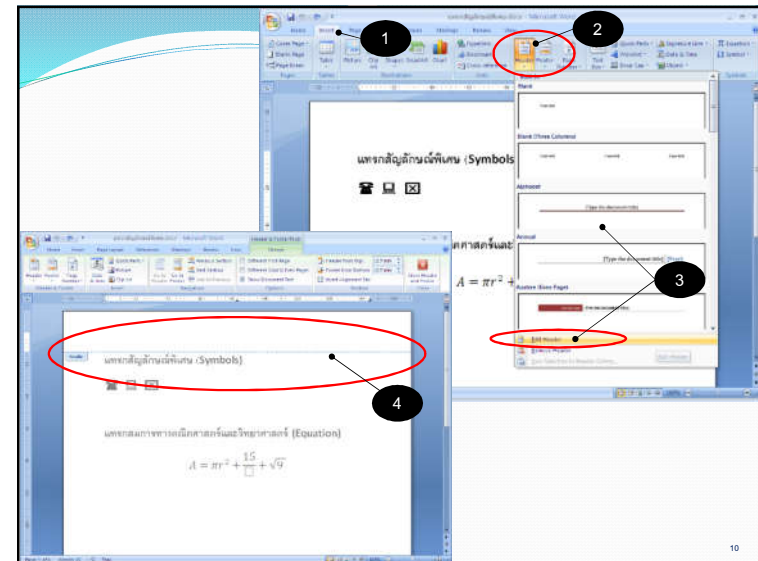
- Header and Footer
- Page Numbers
- Table of Contents
- Cover Page

Inserting Header and Footer

1. Click *Insert* tab.
2. Under *Header & Footer* group, click *Header* button  or *Footer* button .
3. You can either pick premade header and footer styles, or click *Edit Header* or *Edit Footer* to create your own style.
4. Dashed line will appear at the header and footer area, while the rest of the page is greyed out.
5. Type in text where the cursor is. You can add picture, symbols, or other objects into header and footer. The header and the footer can be formatted like the main body of the document. (Note the *Design* tab, which is available in *Header and Footer Tools*)
6. Under *Design* tab, click *Close Header and Footer* button to exit header and footer editing and go back to the rest of the document.

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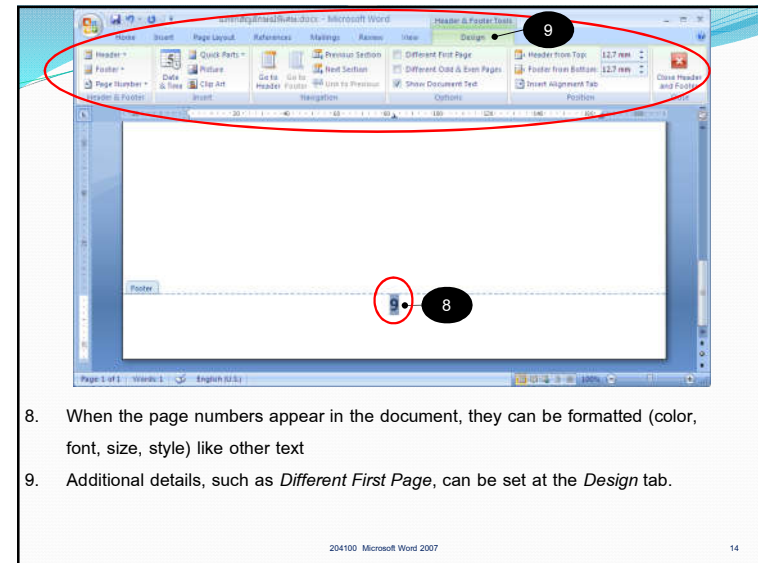
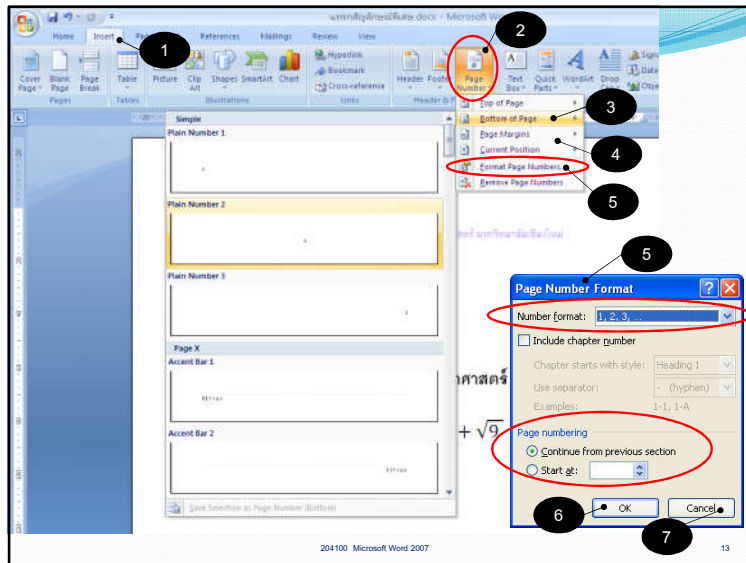
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Inserting Page Numbers

1. Click *Insert* Tab.
2. Under *Header & Footer* group, click *Page Number* button.
3. Select where you want the page numbers to be. Either on *Top of Page* or on *Bottom of Page*.
4. If you want to customize where page number will be, click at *Page Margin* or at *Current Position*.
5. If you want to customize how page number will appear on the document, select *Format Page Numbers*. *Page Number Format* dialog box will appear.
 - *Number Format* : let you choose how the numbers will be displayed.
 - *Page Numbering* : let you choose how page numbers will be counted.
 - *Continue From Previous Section* will continue counting pages from last section.
 - *Start at:* will start counting from specified number. **The smallest starting number is 0.**
6. Click *OK* to insert the page numbers as specified.
7. Click *Cancel* to return to the document without inserting/changing the page numbers.

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8. When the page numbers appear in the document, they can be formatted (color, font, size, style) like other text
9. Additional details, such as *Different First Page*, can be set at the *Design* tab.

Creating Table of Contents — Assign Headings

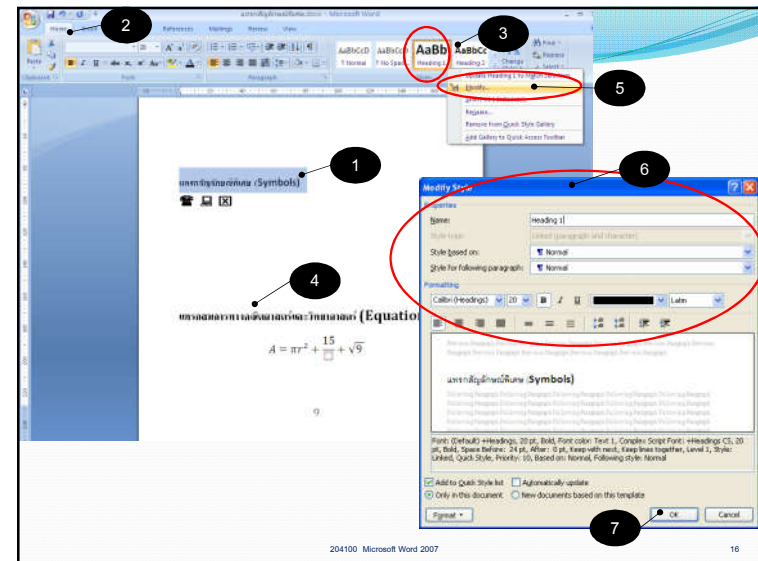
Before Microsoft Word can create the table of contents (ToC) automatically, you will need to assign heading style to each part of text you want to include into the ToC: Heading 1 for main topics, Heading 2 for sub topics, and so on.

You can assign style to each topic as follow:

1. Highlight a main topic.
2. Click Home tab. Then, under *Style* group, select **Heading 1**.
3. Highlight a sub topic.
4. Click Home tab. Then under *Style* group, select **Heading 2**.
5. Repeat throughout the document until all topics have appropriate heading styles.

NOTE: You can select the heading style before you type out the text. It might be faster to assigning headings while you are typing the document than assigning them later.

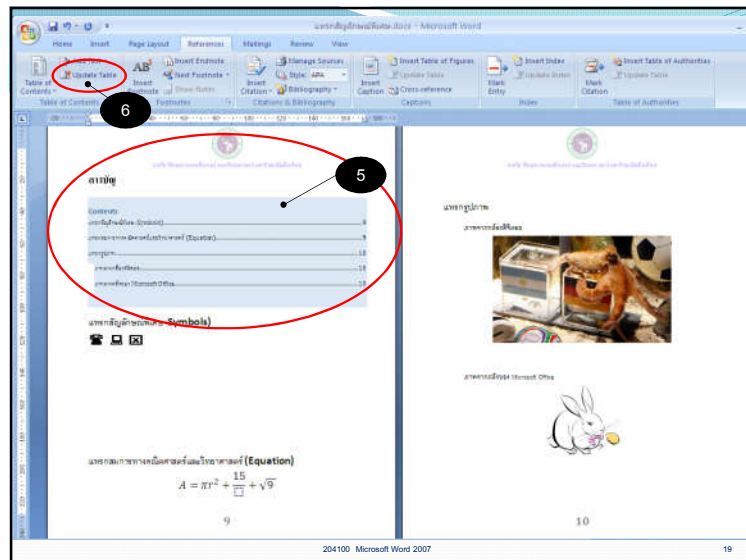
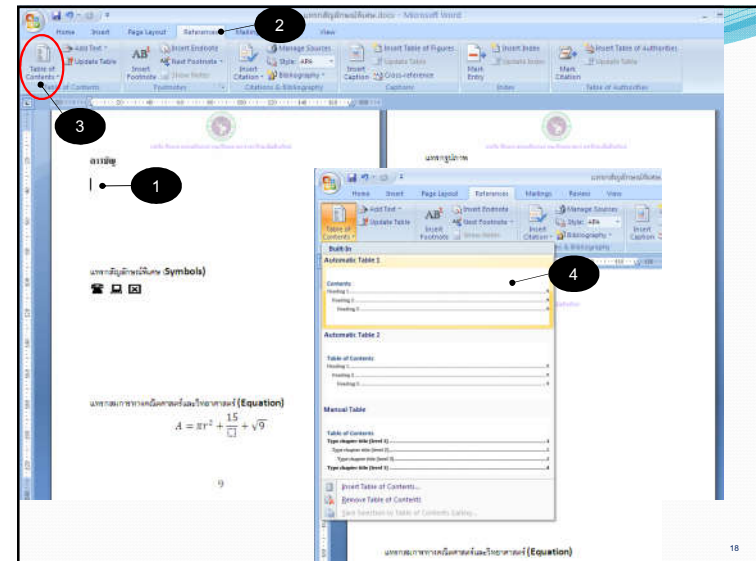
6. If you want to change how each type of heading text looks, under *Style* group, right-click on that **Heading** and select **Modify**. *Modify Style* dialog box will appear, where you can change details such as color, font, font size, and others.
7. Click **OK** when you finish modifying each Heading style to return to assigning headings to topics.



Creating Table of Contents (3)

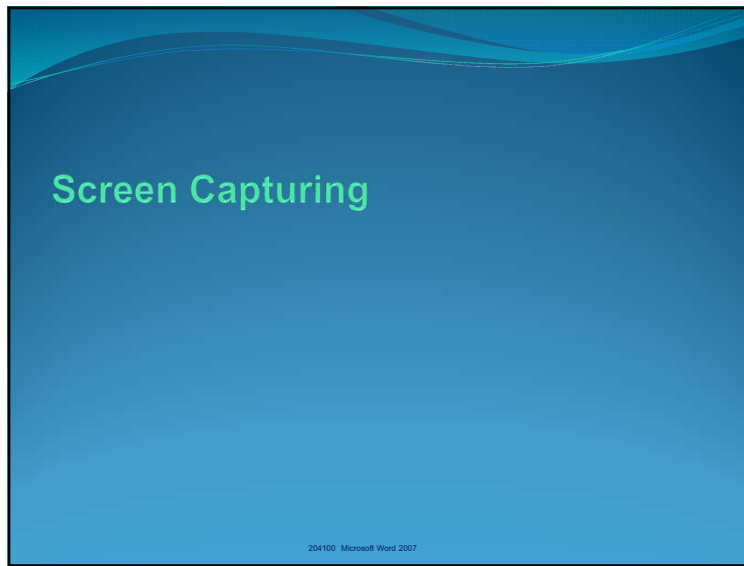
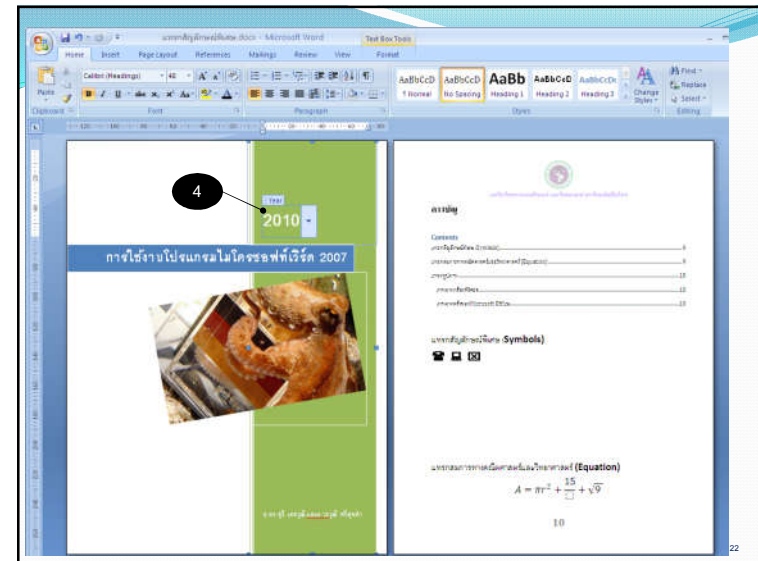
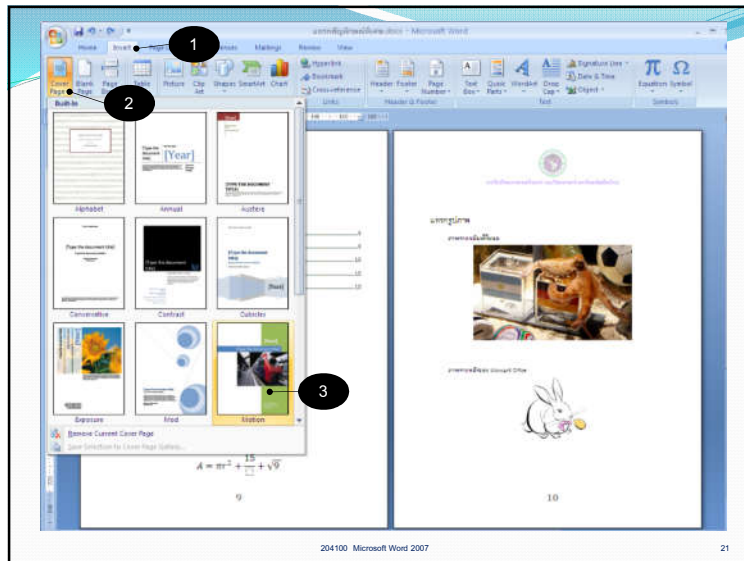
After you finish assigning headings, do the following:

1. Move the cursor (click) to where you want to insert the ToC.
2. Click *References* tab.
3. Click *Table of Contents* button.
4. Select ToC's format.
5. ToC will be automatically created and inserted where the cursor is.
6. If the document is changed later on and the ToC need to be updated:
 - Under *Reference* tab, at *Table of Contents* group, click *Update Table* button. The ToC will update its page numbers to match where the topics are.



Making a Cover Page

1. Click *Insert* tab.
2. Under *Pages* group, click *Cover Page* button.
3. Select a cover page design you want.
4. Cover page template will appear on the document. Type in text to complete it.



Screen Capture

Sometimes, you need to included how your screen/ you program looks in your report. There are two types of screen captures:

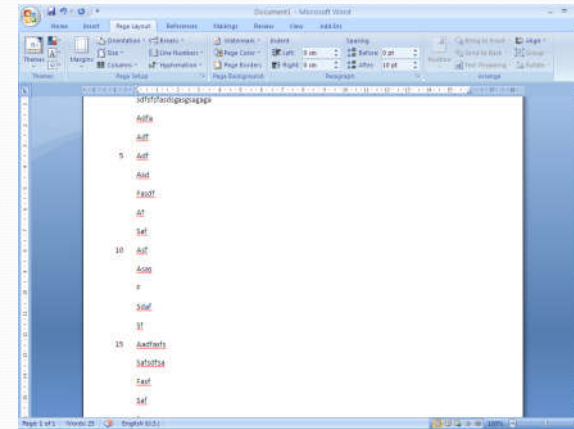
- Capture the entire screen, as you see it.
- Capture only active windows (can be a dialog box)

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Capturing the Entire Screen

- Make sure what you want to show with screen capture actually appear on current screen.
- Press *Prnt Scr* (Print Screen) key once
- Move the cursor to where you want to put the picture of captured screen
- Click *Home* tab. Under *Clipboard* group, select *Paste*.
OR right-click → select *Paste*.
The screen capture will appear in the document.

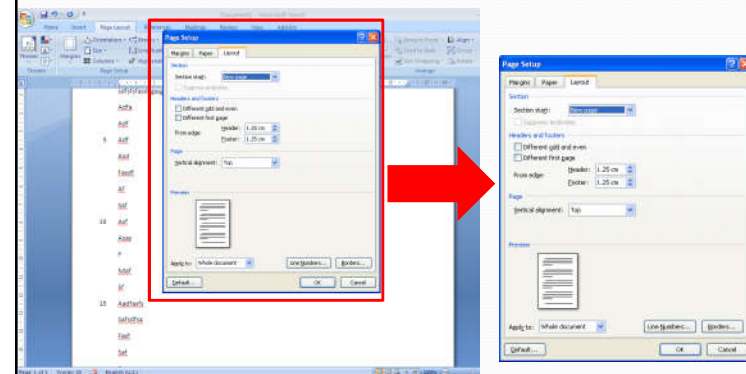
How Entire-screen capture looks



Capturing only Active Window

- Make sure what you want to show appears on screen, and is the active window.
 - For example, it is the one you click on last.
- Press *Alt + Prnt Scr* (Print Screen) once.
- Move the cursor to where you want to put the picture of captured screen
- Click *Home* tab. Under *Clipboard* group, select *Paste*.
OR right-click → select *Paste*.
The screen capture will appear in the document.

Example of Active Window Screen Capture



Printing

Printing a Document

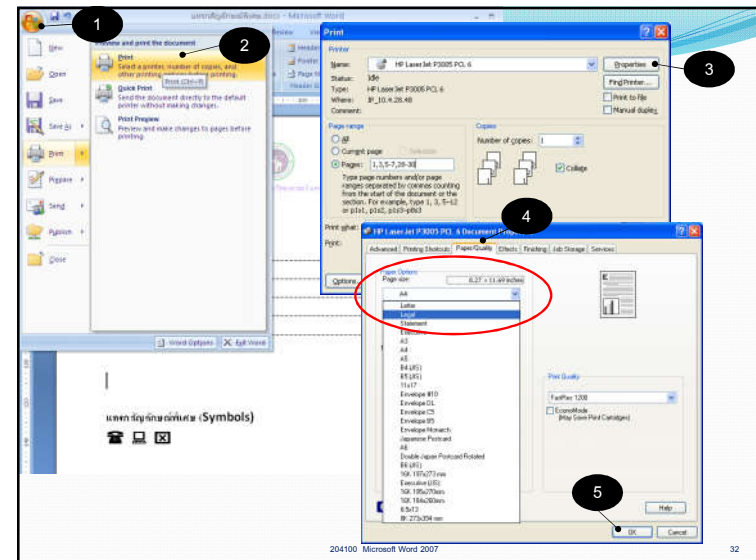
For printing in Microsoft Word 2007, we will talk about these related actions:

- Setting paper size before printing (in case the paper you want to print does not match the one you have on *Page Setup*).
- Print Preview
- Printing a document
- Printing multiple pages on one sheet of paper

Setting Paper Size

In case the paper you want to print the document to does not match the paper size you have on *Page Setup* of the document.

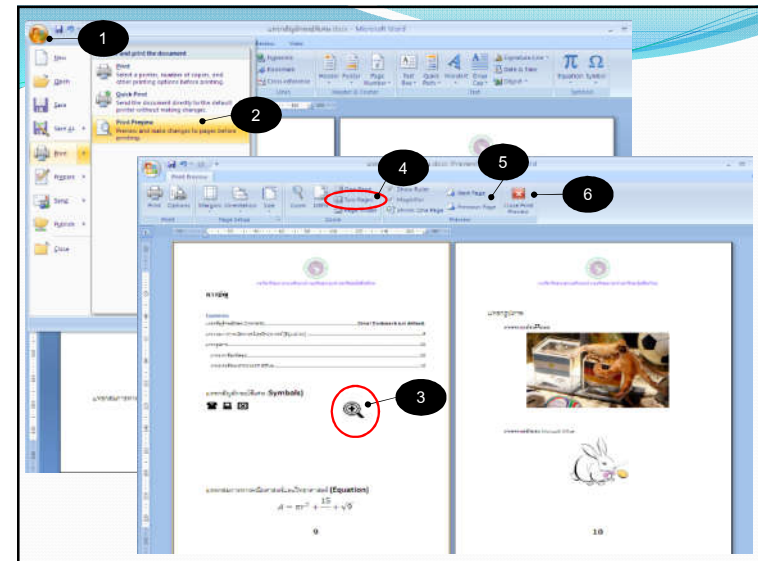
1. Click the Office Button
2. On the menu, click *Print* → Click *Print* on the submenu.
3. At *Print* dialog box, click *Properties*. Another dialog box will appear.
4. Click *Paper/Quality* tab. Under *Paper Options*, pick the paper size you want.
5. Click *OK* to go back to *Print* dialog box.



Print Preview

When you want to see the document as it will be printed.

1. Click the Office Button
2. On the menu, click *Print* → Select *Print Preview*
3. The mouse will now change to a magnifying glass. Click on the document to zoom in/out and inspect the document.
4. You can view more than one page at a time by clicking at *Two Pages*, under *Zoom* group.
5. To view the page before or after current page, click *Previous Page* or *Next Page* under *Preview* Group.
6. Click *Close Print Preview* to exit print preview.



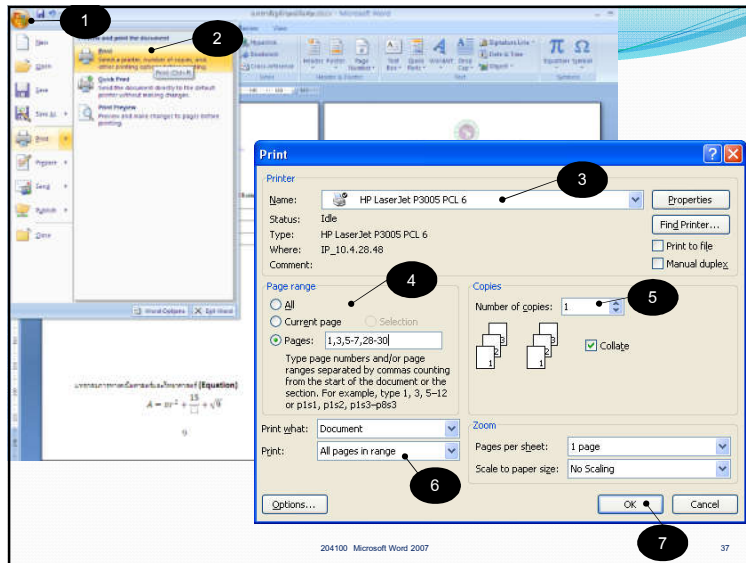
Printing the Document

1. Click the Office Button
2. On the menu, click *Print* → Select *Print*. *Print* dialog box will appear.
3. At *Name*, click at ▼ to select a printer.
4. Under *Page range*, select pages you want to print:
 - **All** If you want to print the entire document.
 - **Current page** If you want to print just the current page (where the cursor is)
 - **Selection** If you only want to print the selected (highlighted) part.
 - **Page** If you want to print only the specified pages. You can use:
 - **Comma (,)** to specify individual page
 - **Dash (-)** to specify a range of pages
 - Commas and dashes can be mixed for one printing. For example: 1, 3, 7-9, 20, 23-28

Printing the Document (2)

5. Under *Number of copies*, click at ▲ (or ▼) to select how many copies you want to print.

Notice The checkbox *Collate* is for printing the document one copy at a time. If checked, the document will be printed one copy at a time. (first page to last page of the first copy, the first page of the second copy). If not checked, the documents will be printed from first pages of all copies, then second pages of all copies, and so on.
6. Under *Print*: Click ▼ to select the pages in range to be printed. It can be *All pages in range*, *Odd pages*, or *Even pages*.
7. Click **OK** to print the document, or click **Cancel** if you don't want to print at this time.



Printing Multiple Pages per Sheet of Paper

1. Click the Office Button
2. On the menu, click *Print* → Select *Print*. *Print* dialog box will appear.
3. Select a printer.
4. Select range of pages to print.
5. Select number of copies.
6. Under *Zoom*, click at *Papers per sheet*: This will allow you to choose how many pages you want printed per sheet.
7. Click *OK*

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