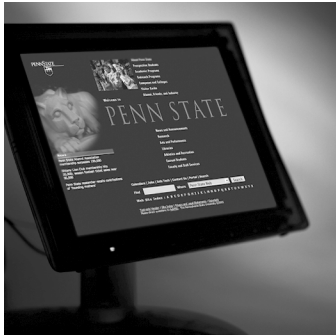
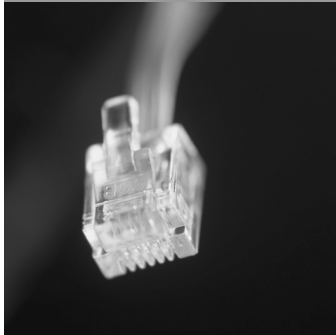


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Word 2007: Overview

Delivered by ITS Training Services for Penn State

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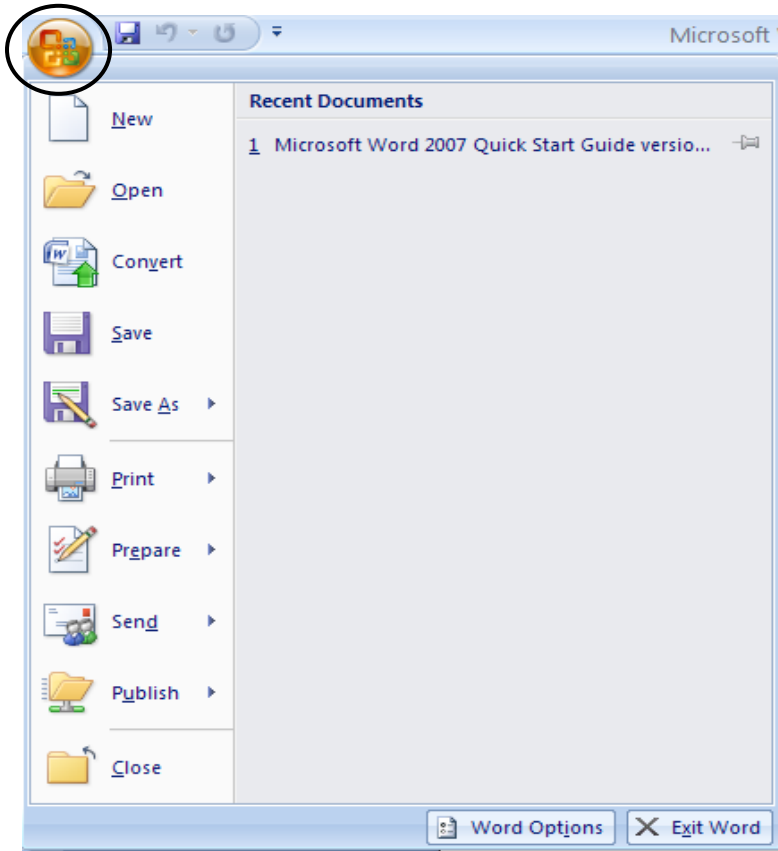
Table of Contents

Office Button	2
Word Options	3
File Format	4
Ribbon.....	5
Quick Access Toolbar	5
Status Bar	6
Mini Toolbar	6
Live Preview.....	6
Word Help	7
Page Setup	7
Cut, Copy, and Paste	8
Undo Feature	8
Bullets and Numbering.....	8
Headers and Footers.....	9
Styles Formatting	10
Tables	11
Mail Merge	12
Resources.....	13

Microsoft Word 2007 Overview

Office Button

The **Office Button** replaces the File menu. It is located in the upper left corner of the window.

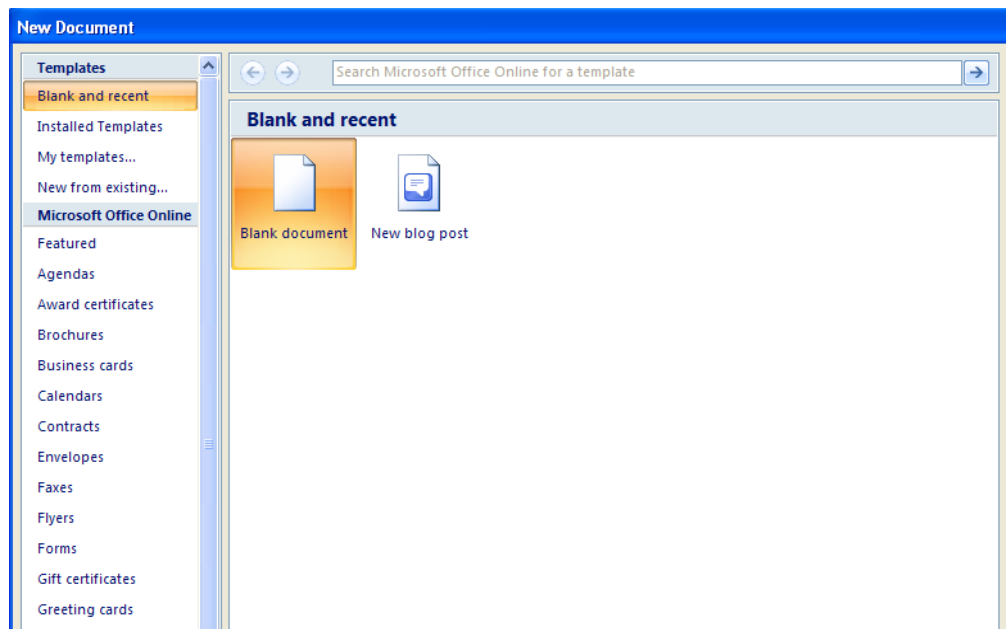


The options in the top portion of the Office menu are familiar from the File menu in previous versions.

The options that appear in the lower half of the menu are new. The **Prepare** option defines properties, permissions, and compatibility so the document can be shared. The **Publish** option provides new features for creating blog posts and sharing documents using server and workspace options.

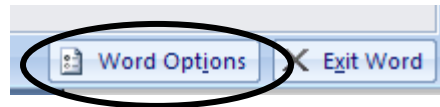
Selecting **New** will open the window below where a Blank document is selected. A blog post option is also available.

There are several Template options that are available to use when starting a new document both built in to the application and on Microsoft Office Online.

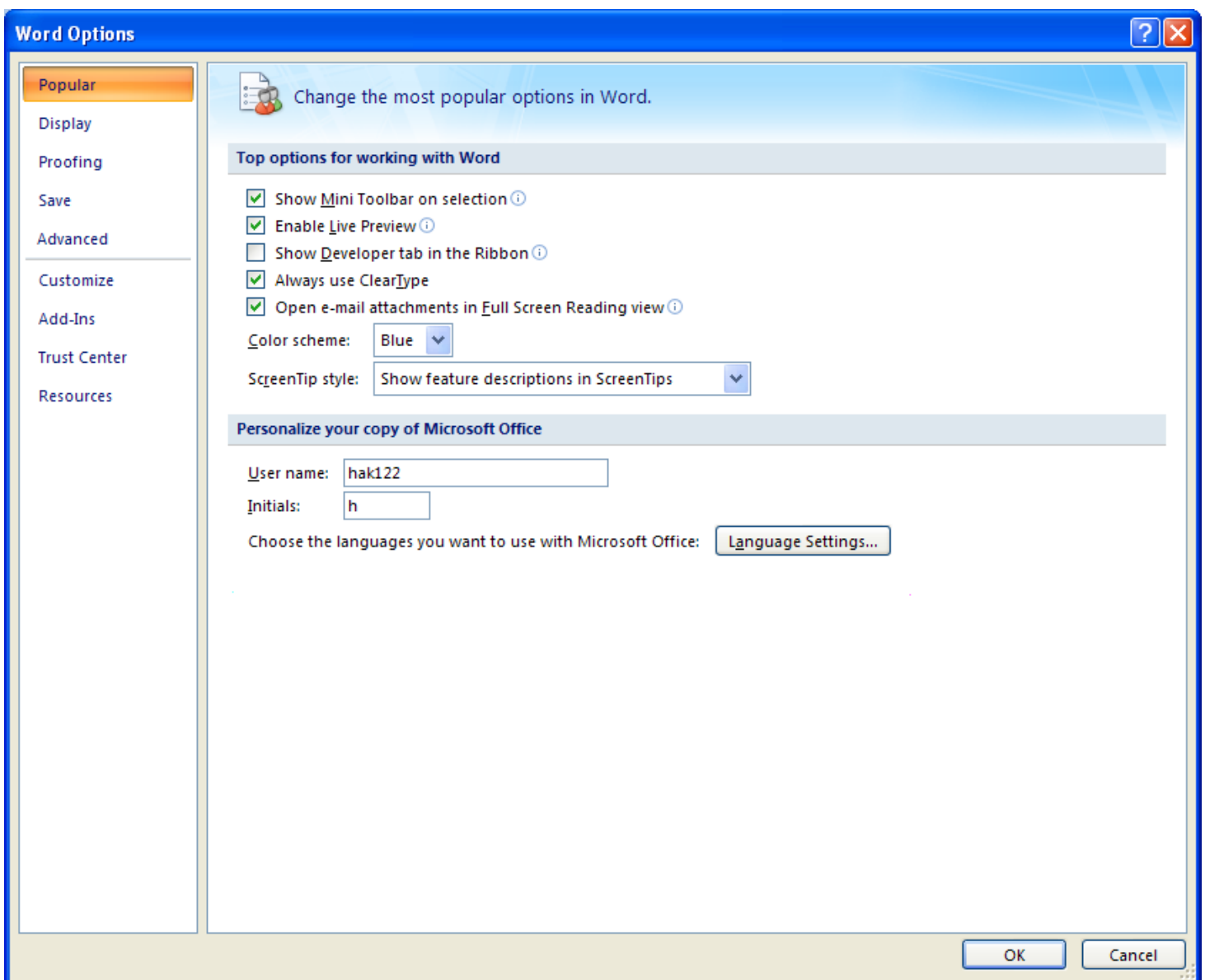


Word Options

Word Options can be opened using the button located in the lower left corner of the Office Button window.



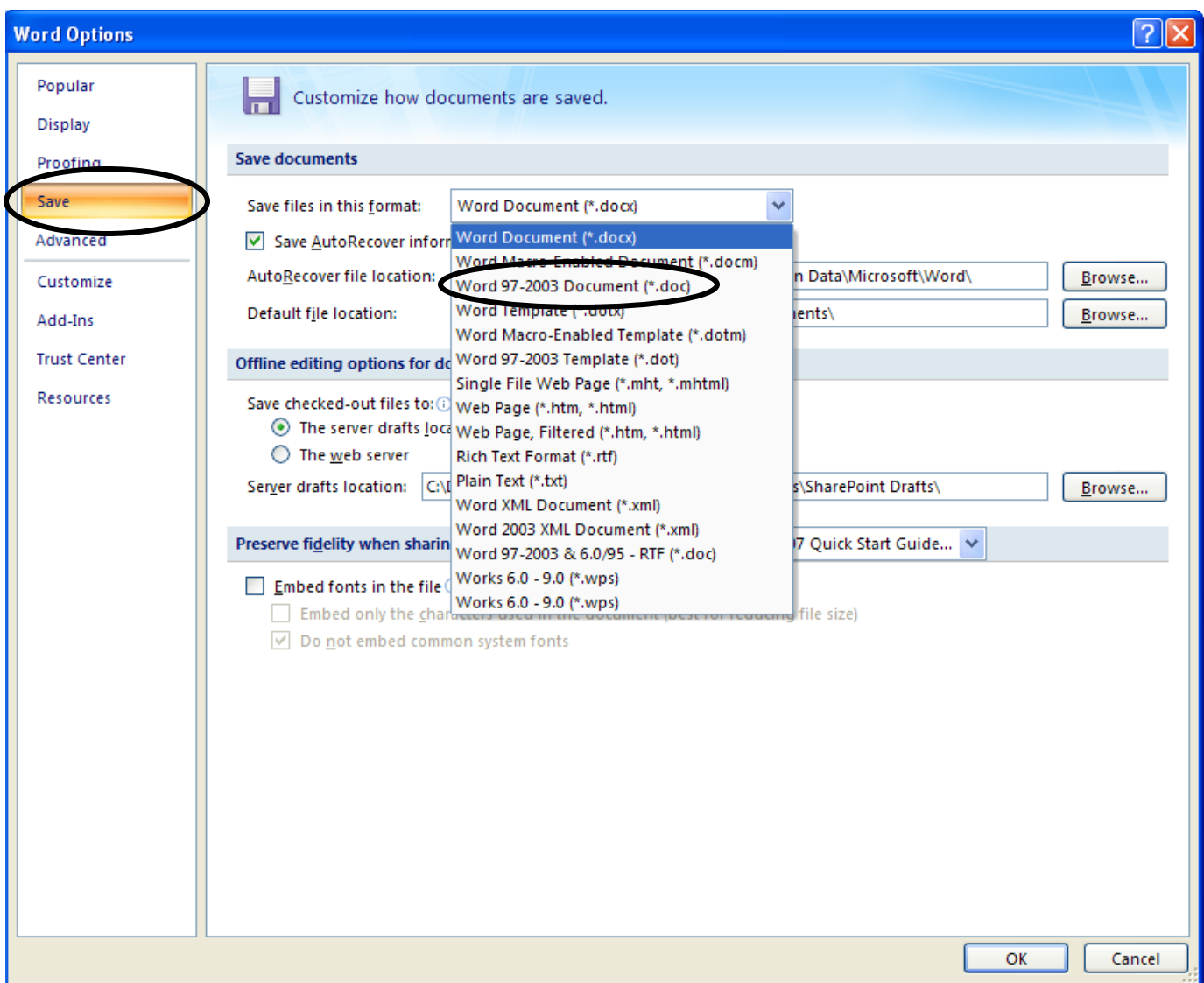
The Word Options dialog box provides categories of options that define how Word functions, such as **Popular** (or new), **Display**, and **Proofing** features. There are also options to **Customize** and **Add-In** features.



File Format

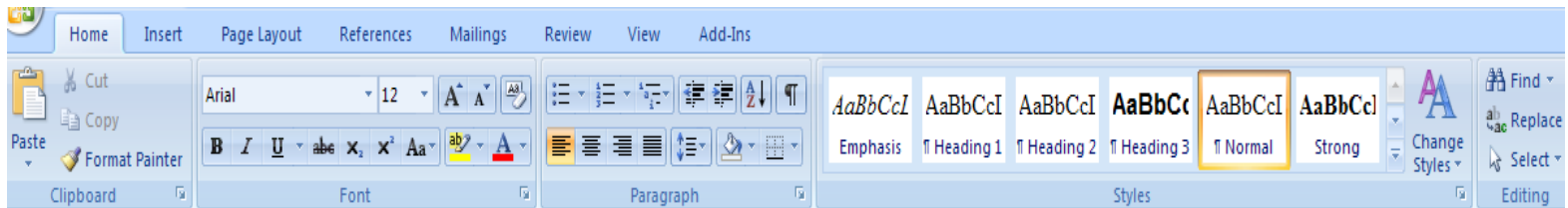
Files saved in Word 2007 are saved in the new *.docx format by default. This new format allows file sizes to remain relatively smaller than the previous format files while providing the ability to be recovered more easily and having compatibility with XML compliant applications outside of Word.

Documents from previous versions of Word can be opened in the new file format. However, documents created in Word 2007 may lose features when opened in previous versions. To make the version transition easier, setting the default format for saved documents to Word 97-2003 (*.doc) using the Word Options dialog box and the Save option will ensure that others using earlier versions can open documents saved in Word 2007.

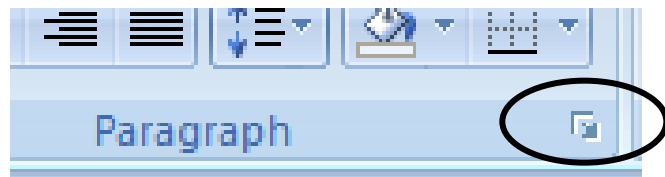


Ribbon

The **Ribbon** replaces commonly used menus. It is categorized by **Tabs**. The tab headings are similar to past menu headings and group commands by category of action. Some tabs are contextual and only appear when a certain object is selected. For example, the Table Tools Tab appears only when a table is selected.

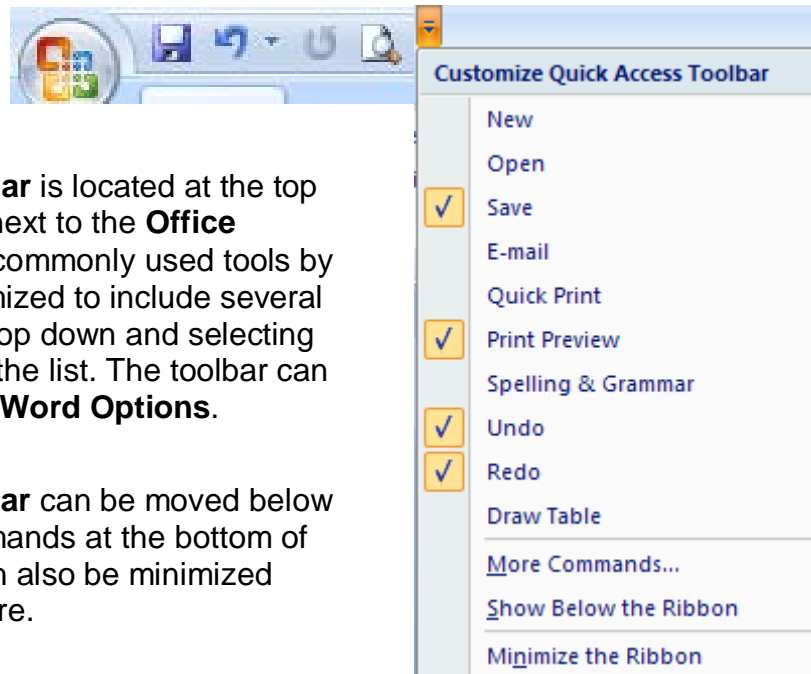


Certain formatting options such as Page Setup and Paragraph still have dialog boxes associated with them. The **Dialog Box Launcher**, located at the bottom left corner of certain Ribbon sections, will open formatting dialog boxes.



The Ribbon can be minimized by right-clicking on it. Tab names such as Home and Insert will remain visible and will show the specified Ribbon portion when selected.

Quick Access Toolbar

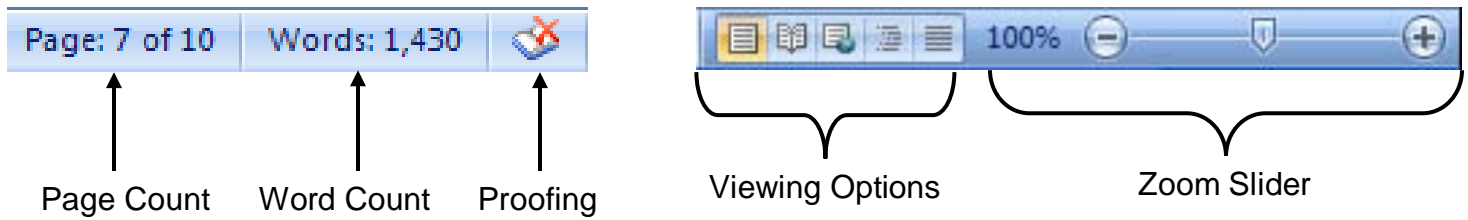


The **Quick Access Toolbar** is located at the top left corner of the window next to the **Office Button**. It displays some commonly used tools by default and can be customized to include several more by clicking on the drop down and selecting the desired features from the list. The toolbar can also be customized using **Word Options**.

The **Quick Access Toolbar** can be moved below the ribbon using the commands at the bottom of the menu. The Ribbon can also be minimized with a command found here.

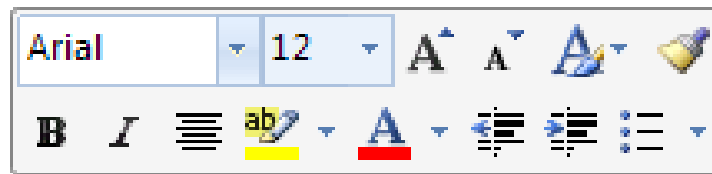
Status Bar

The **Status Bar** area along the bottom of the window shows the current page number and number of pages. It also now features a word count and a proofing errors indicator that can be clicked to begin proofing checks. Document view buttons are located along the right side. The Draft view replaces the Normal view in previous versions. A zoom slider along the right is used to zoom in and out of the document. Right-clicking on the Status Bar allows customization to add additional tools or remove the defaults.



Mini Toolbar

The **Mini Toolbar** appears when text is selected. Hovering over the toolbar will make it appear more clearly. It can also be displayed by right-clicking selected text. The tools can be used to format the selected text without having to use the **Ribbon**.



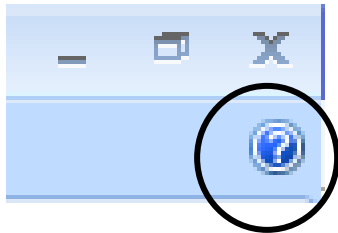
Live Preview

The **Live Preview** feature works with the **Ribbon** to allow possible font size and color formatting changes to be previewed before they are implemented. Selected text will change as the cursor is placed over various options. Changes are selected by clicking on them.

***Note:** *Not every formatting feature has Live Preview.*

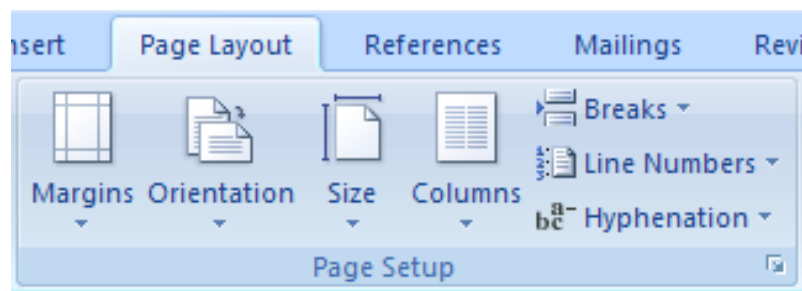
Word Help

To get Help, click on the Help icon in the upper right corner. A separate dialog box will open in which to type a question. There are also several categorized links such as “What’s New” which opens up a list of tips, references, and other resources.



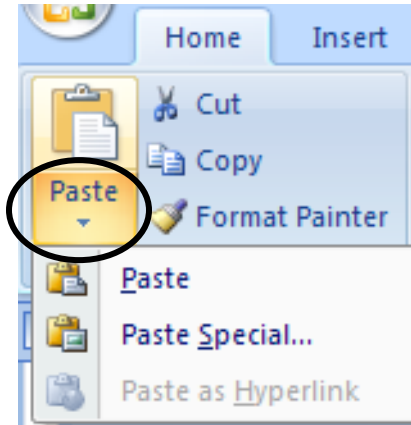
Page Setup

The **Page Layout Tab** includes a **Page Setup** area that can be used to modify several document options. Margins can be modified from the “Normal” 1 inch on all sides using predefined options or by customizing. Page Orientation can be changed as well as paper size and other document features. The Dialog Box Launcher in the lower right corner can also be used to open the **Page Setup dialog** box.



Cut, Copy, and Paste

All of the Cut, Copy, and Paste options available in previous versions are available in Word 2007; they are just located in a different area. These commands are located on the left most area of the **Home Tab**. To make tools active, first select text, and then click on the appropriate command. The **Paste command** has its own two-part button. Clicking the bottom portion of the button reveals additional options such as **Paste Special**.



Undo

The **Undo icon** is located on the **Quick Access Toolbar** by default. The drop down arrow next to the icon can display recent actions that can be undone as well. The keyboard shortcut **Ctrl+Z** also works to undo the most recent action. There is a **Redo icon** located on the Quick Access Toolbar as well.

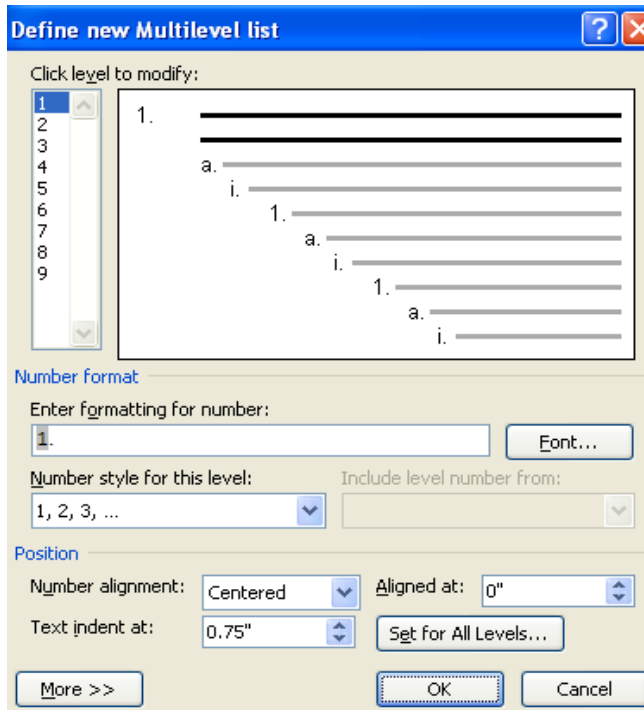


Bullets and Numbering

Bulleted or numbered lists can be added with the command icons in the **Paragraph** area of the **Home Tab**. They can also be added by typing * or 1 at the start of a line to be bulleted. Word will automatically keep bulleting or numbering until the command is turned off by clicking the command on the Ribbon or by pressing the Enter key twice.

***NOTE:** *If bullets and numbering do not automatically begin, go to Office Button>Word Options>Proofing>Autocorrect Options>AutoFormat As You Type tab and check the boxes for automatic bullets and numbering.*

To further format bulleted or numbered lists, use the **Multilevel List** command in the **Paragraph** area of the **Home Tab**. The **Define New Multilevel List...** option, can be used to modify indents and spacing as well as the format of the bullet or number itself.

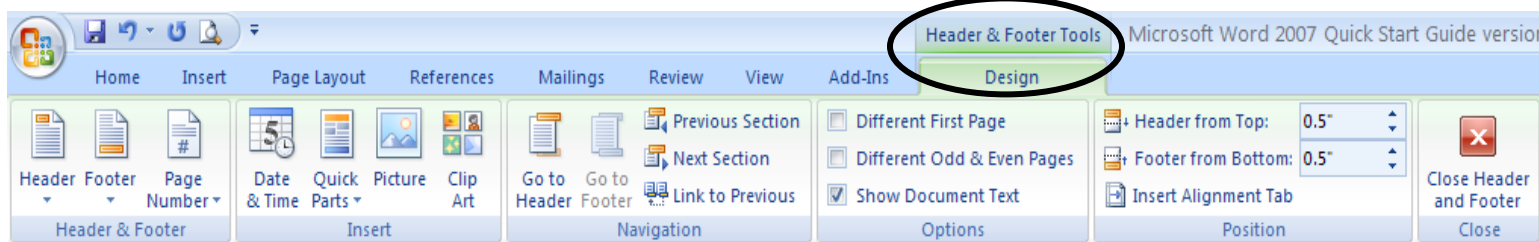
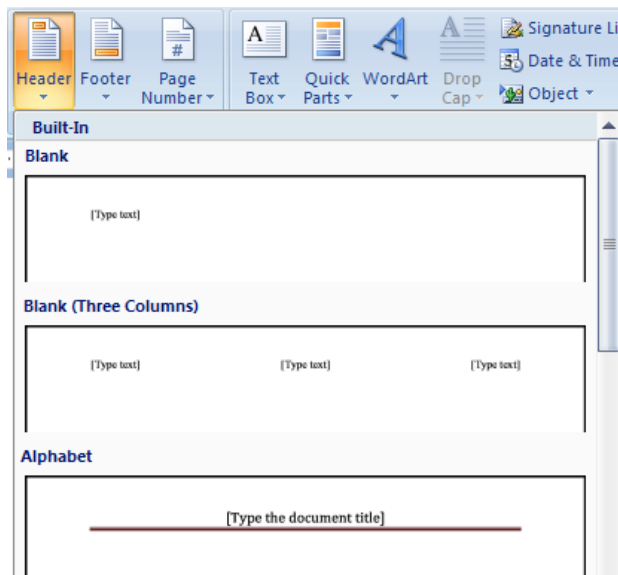


Headers and Footers

Headers and Footers can be inserted into documents using the **Insert Tab**.

Selecting the header or footer tool displays a number of built-in style options including a Blank option to create an original style of header or footer. Page number can also be inserted here as part of a header or footer or on its own.

When header, footer, or page number is selected a **contextual Design Tab** opens up. When the header or footer is deselected by clicking the Close Header and Footer button or by double-clicking in the body of the document, the contextual tab is no longer visible. Contextual tabs will be visible when the object they format is selected.

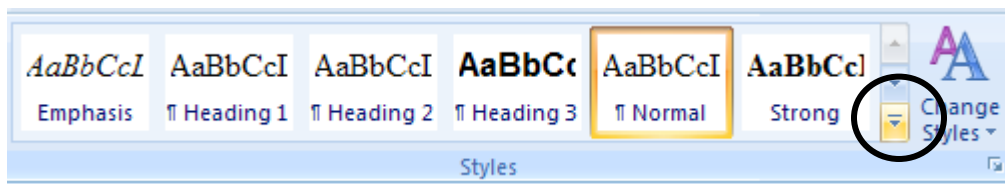


Styles

Styles define the formatting of text located in certain areas. Styles can be applied by selecting text and using the **Home Tab** or by using the Style button on the **Mini Toolbar**. The Styles area of the Ribbon has a **Gallery** that can be opened by clicking on the **More button** to display all of the styles available.



Style Button on Mini Toolbar



More button

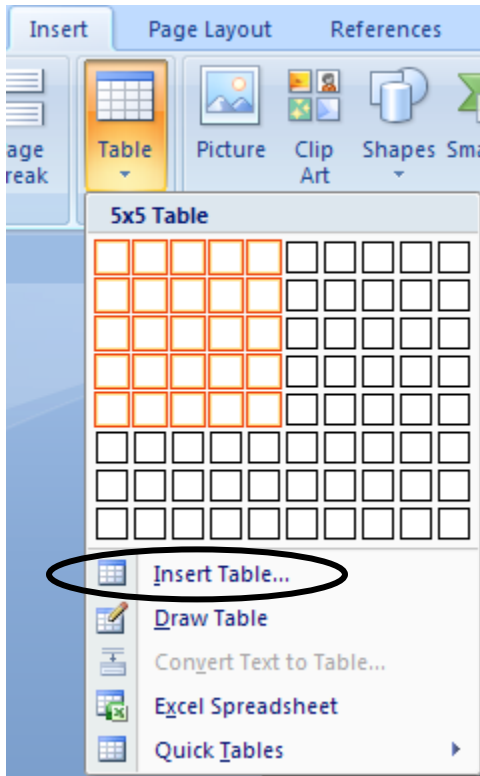
to display

Styles Gallery



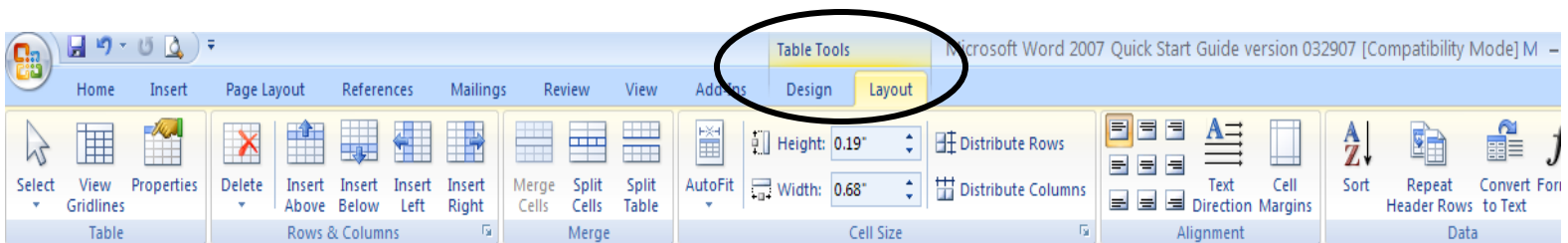
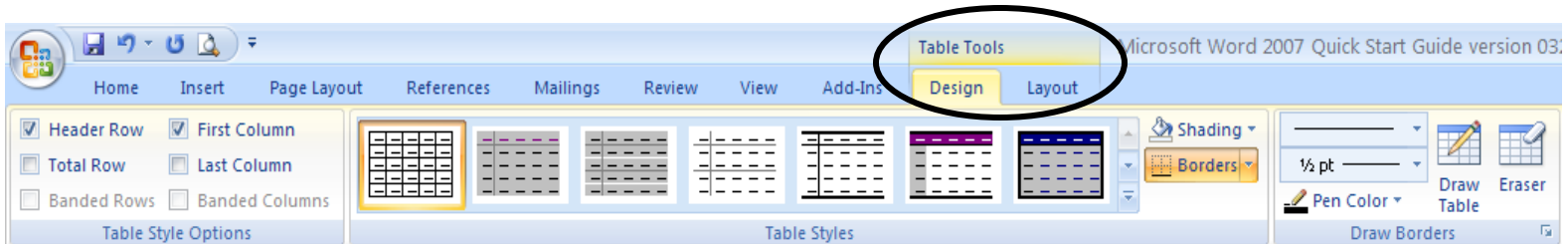
Tables

A Table can be inserted into a document using the Table command included on the **Insert Tab**.



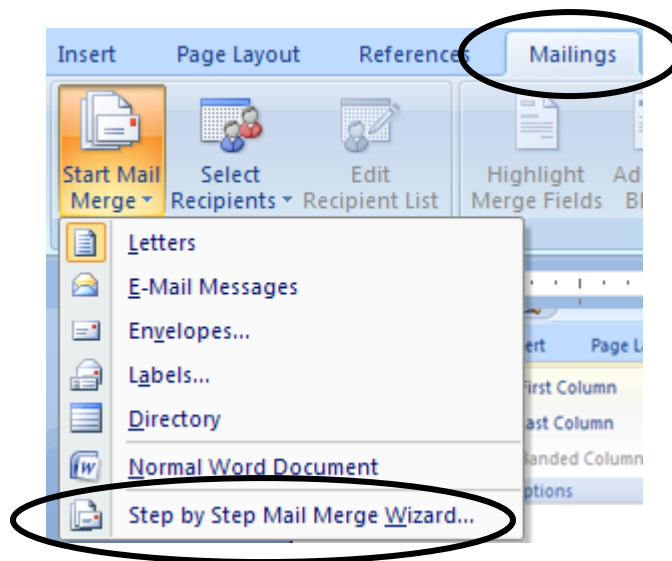
Selecting this command opens up a **Gallery** that provides a visual for selection of the number of rows and columns using a series of blocks and performs a Live Preview of the table within the document. The **Insert table...** option can also be selected to open an Insert table dialog box.

When a table is selected within the document, the **Table Tools contextual tab** opens to provide **Design** and **Layout** tab options for the table. Right-clicking on the table will also open up options for modifying the table.



Mail Merge

The **Mailings Tab** on the Ribbon contains the mail merge feature. The **Mail Merge Wizard** can be started by clicking on the **Start Mail Merge button** and selecting **Step By Step Mail Merge Wizard....** The wizard will open up in a task pane similar to previous versions. If the wizard is not the preferred method, the steps of the mail merge can be completed using commands on the **Mailings Tab** from left to right.



Word 2003 to Word 2007 Command Reference Guide

<http://office.microsoft.com/en-us/word/HA100744321033.aspx>

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