

Word 07

Microsoft Word 07

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Word 07

Contact about these notes can be made to the email address above.

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Introduction

It's great you are reading this text and we hope you find it most useful. Please use this text in conjunction with the web site at www.itelya.com. This text will normally be used as an accompaniment to classroom lessons. It is also used through internet learning along with questions and answers via a forum.

This course will go a long way in assisting you in developing the skills needed to work with Word efficiently. You will need to practice and use the features regularly to become proficient with this program.

Disclaimer

Every effort is made to provide accurate and relevant information and assistance, which is presented in an organised and considered structure. However the author takes no responsibility for careless use of the information that may result in losses of any sort.

Learning outcomes

This text is to be used in conjunction with the classroom activities or via online web activities to study the program MS Word.

What we want to achieve is;

- Be exposed to IT (information technology) generally
- Understand the GUI of Word
- Understand the tools of Word so as to produce quality documents efficiently.

This course will run through all the features of the program from the basic features to the more complicated and less used options. It is best to start at the beginning and work your way through for later features will presume you understand items covered earlier.

Assessment

To ensure your learning and understanding of the program you will need to actively participate with questions and discussion and share you efforts with the group or on the web site. It is suggested that you practice as you go as you learn more throughout the course.

The Author

I have been associated with computers for some 25 years and I studied formally at university for two years doing a Bachelor of Buss with computing as the major. I hold a Certificate IV in Training & Assessment & a Diploma in Training & Assessment and I am currently enrolled in a Certificate IV in IT so I can formalise my knowledge. I have combined my passions for photography, computing, and natural desire to teach, and designed this course on MS Word.

Part 1

What is Word.

Word is the most popular Word Processor program used today and represents an industry leader in the field. Word is a program that manipulates text and graphics to produce letters and documents.

The following table is taken from the Microsoft Web site;
<http://office.microsoft.com/en-au/word/default.aspx?ofcresset=1>

The table shows the hardware requirement to run Word 07 and most computers of today would have these specifications or better.

Microsoft Office Word 2007

Component	Requirement
Computer and processor	500 megahertz (MHz) processor or higher
Memory	256 megabyte (MB) RAM or higher ¹
Hard disk	1.5 gigabyte (GB); a portion of this disk space will be freed after installation if the original download package is removed from the hard drive.
Drive	CD-ROM or DVD drive
Display	1024x768 or higher resolution monitor
Operating system	Microsoft Windows XP with Service Pack (SP) 2, Windows Server 2003 with SP1, or later operating system ²
Other	Certain inking features require running Microsoft Windows XP Tablet PC Edition or later; speech recognition functionality requires a close-talk microphone and audio output device. Publications can be sent using Office Outlook 2007, Outlook Express 6.0, or Windows Live Mail; recipients can view in a variety of e-mail clients and Web-based services. Internet Explorer 6.0 or later, 32 bit browser only. Internet functionality requires Internet access (fees may apply).
Additional	Actual requirements and product functionality may vary based on your system configuration and operating system.

¹ Grammar and contextual spelling in **Word** is not turned on unless the machine has 1 GB memory.

² Office Clean-up wizard not available on 64 bit OS.

Buying Word

Word will often come with the MS office group of programs, and obtaining it this way generally represent good value as you also get the other 'essential' office programs such as a database(Access), a spreadsheet (Excel), and an email and organiser(outlook) program. There are different versions available and educational institutions often have excellent deals if you are currently studying.

Running word

To run word it is usual to click on the Word Icon on the desktop. This icon is as shown with a W as its main feature. If you do not have a desktop icon then go to your *Start button - all programs – where you will either find Word or Office – Click on the Word icon to run word or click on Microsoft office then on the Word Icon*. You will then be presented with the screen below.



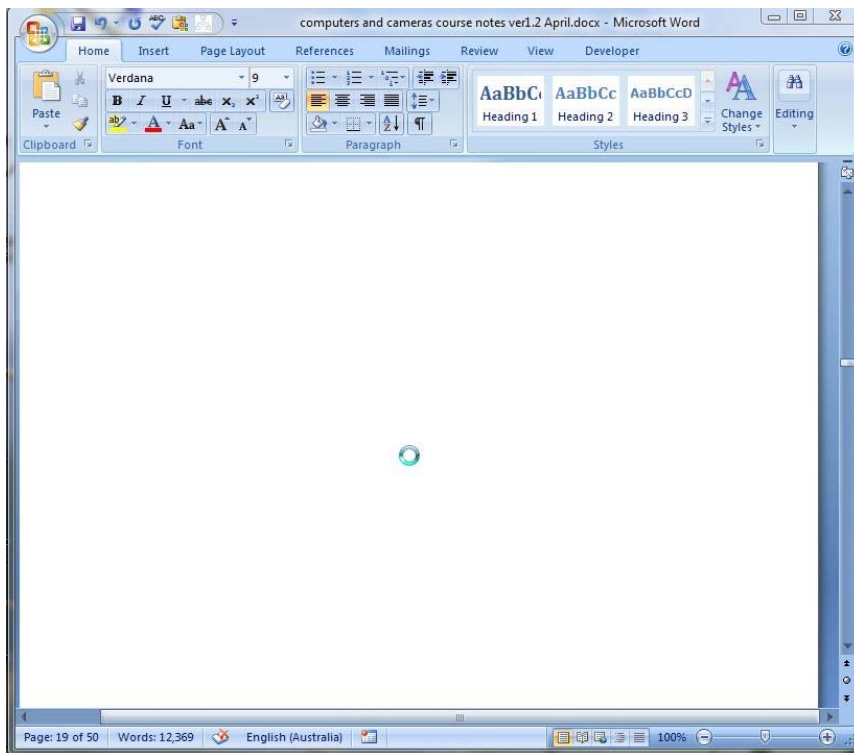
GUI (Graphical User Interface) of Word

Let's look at the screen used by Word 07. It has changed somewhat from the previous version of Word to use a menu system based on a Ribbon, tabs, and groups.

Office Button

Quick Access Tool Bar

Tabs



Close, Maximise, Minimise

The Ribbon of groups

Down arrow revealing more options

Groups

Cursor bar

Document Window

Browse options

Zoom options

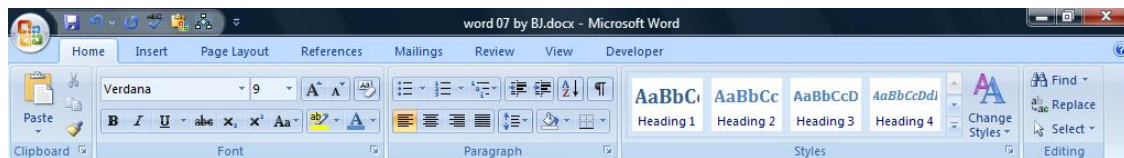
Document Information (status bar)

Document view Options

Menu commands

Using your mouse you can click along the various tabs of Home, Insert, Page Layout, etc. Each Tab has a new set of options that appear on the ribbon as you select the Tab.

With the Home tab selected you have groups of Clipboard, Font, Paragraph, Styles and Editing as Shown.



If you press the Alt key on the keyboard then numbers and letters appear next to menu options. This is useful if your mouse stops working or you become proficient at using the keyboard. For instance, to save a file without the mouse, do this:

Press the alt key

Press the F key

Press the A key and so on.

To quit the feature, press the Alt key again or click with the mouse.

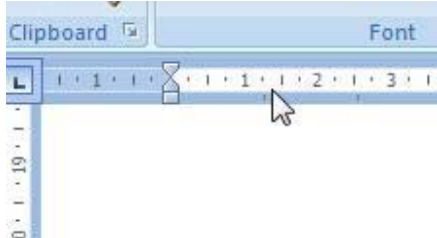
Another feature which is used extensively in Word 2007 is the use of the right mouse button click. When you press the right mouse button, a context-sensitive menu appears which will often contain the command you are looking for.

Commands also have keyboard shortcuts, which allow you to use a key combination rather than a mouse click. See the Microsoft tutorial at

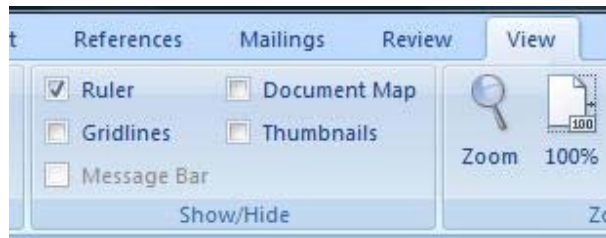
<http://office.microsoft.com/training/training.aspx?AssetID=RC101562731033&pid=CH102247601033>

Rulers tabs and indents.

Tabs are set markers on the ruler and when you press the tab key on your keyboard the cursor jumps to the next tab marker. Tab stops as they are known are set by default at every 1.27cm across the page and are shown by the little black vertical line.



The ruler is shown at the top and left of the document. If the ruler is not showing you can turn on the feature by going to the option **View tab – Show Hide Group – check the box next to Ruler**. As you can see below



You can add your own tabs to the ruler. Notice the small L shaped icon in the left corner of the ruler. This is a left tab marker. With this marker displayed you can click on the ruler anywhere to

create your left tab stops. To remove a tab stop move your mouse to it and drag it off the ruler. Dragging is a technique with the mouse. To drag you select the object with the mouse, hold down the left mouse button and keep it held down while you move the mouse.

Tabs stops are useful in lining up items such as numbers like this;

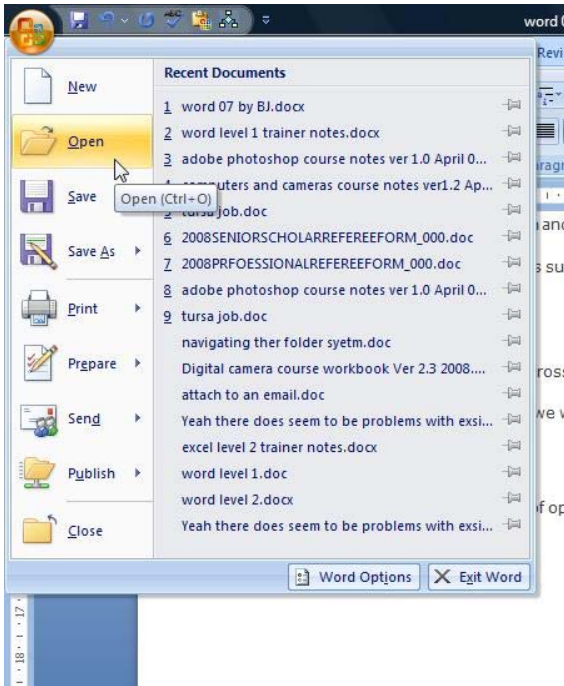
Number1	100
Next number	101
Very next Number	200
And again	203

The numbers have been pushed across to a tab mark by pressing the tab key on the keyboard.

There are other tab options but we will discuss these when we have more knowledge about justification.

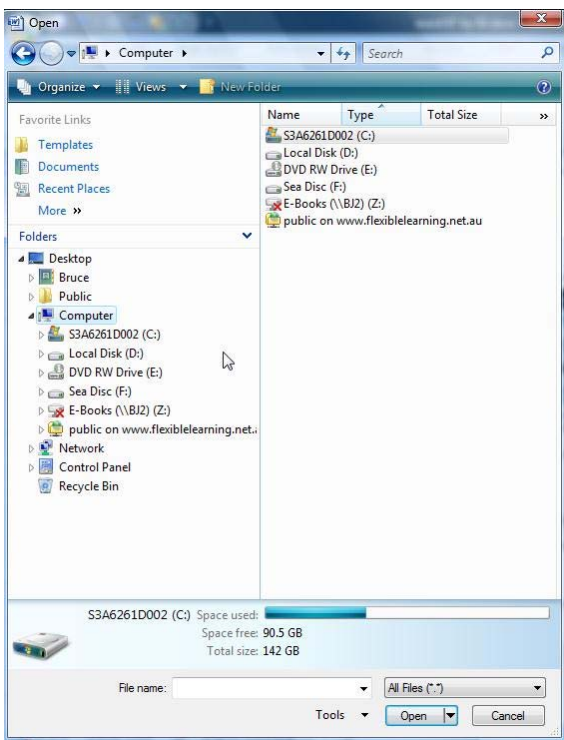
Open a Document

Ok let's go through the process of opening an existing document from the hard drive.



The open command is underneath the Office Button at the top left of the screen. You will notice other commands here as well such as New, Save, Save As and so on. At the bottom of this window there are commands for Word Options and Exit Word. We will look at all of these in due course. Notice also where it says recent documents. These recent documents are files we have worked on, well recently, and this list allows us to find them quicker than if we were to navigate our hard drive to find the file.

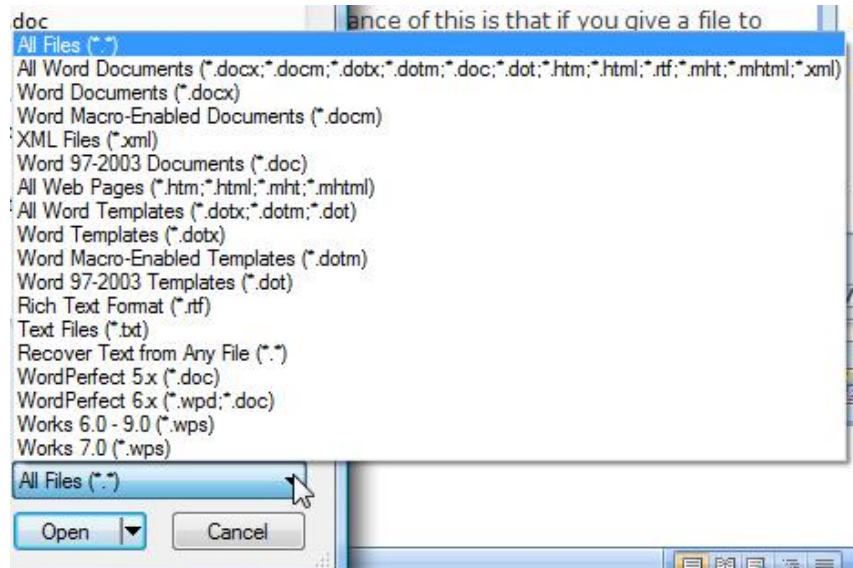
For now let's click on Open. When you do this you are presented with the folder structure that is on your computer. You will need to navigate to where the file is that you wish to open up. If you don't know how to do this then go and find the tutorial 'Navigate the folder System' at www.itelya.com. So find the file *open a document ex.docx*.



We should appreciate here what the .docx means. The three letter file extension used by Word 03 is .doc. Word 07 uses a four letter file extension of .docx. This identifies the file as one that is created by Word 07 and may contain features that are not understood by the Word 03 version. The significance of this is that if you give a file to someone who does not have word 07 then they may have problems opening the file.

If you look at the bottom of the open window you will see a box that says, in the example opposite, all files. This means that as we navigate the folder system looking for files that files of all types, such as picture files, spreadsheet files, word 03 files, and so on will be displayed. If you press the small black down arrow in the All Files box you will get a list of many file types that the program supports. These file types may be a bit foreign to you at this stage but we will address them as needed.

The ones to note now are Word 97-2003 Documents (*.doc), All files as we have mentioned, and All Word Documents.



Ok, continue the open process and the file will be opened into Word.

Document Navigation Keys

Finding your way around a document is most important especially when the document becomes large. Scrolling with the mouse is most efficient, but also are the following keyboard keys;

- Page Up (PGUP) and Page down (PGDN) - Moves a screen page up or down
- The End key – moves your cursor (the flashing black line or insertion point for text, etc) to the end of the line.
- The Home key - moves the cursor to the start of the line
- Ctrl Home – moves the cursor to the top of the document
- Ctrl End – moves the cursor to the bottom of the document.
- The arrow cursor keys to move left, right, up or down
- Esc key – used often to get back or close an open box or get out of a 'spot'

The above key presses are the ones I use most.

You can also use;

- Ctrl Page Up – Jump to the previous page
- Ctrl Page Down – Jump to the next page
- Ctrl right arrow – Move insertion point (flashing cursor) to the right one word
- Ctrl left arrow – Move insertion point (flashing cursor) to the left one word
- Ctrl up or down arrow – Move insertion point up or down a paragraph.

But this will do us for now.

Cursor bars

You can use the cursor bars when visible to scroll your document. The one on the right hand side of your screen is normally always there. A quick way to make the bottom one visible is to zoom up your document.

Cursor bar

Or just click in the bar

Slider Buttons

Navigation arrows

Previous page

Next page

Other document
browsing options



Zooming

Try this;

- Click the View Tab
- Find the Zoom group
- Click the Zoom tool
- Click on 200% and ok
- You now have a horizontal scroll bar at the bottom of the screen
- In the Zoom group click on 100% and we will be back to normal

A quicker way to do this is via the zoom option at the bottom right of the screen.



Options here are click on the 100% to bring up the menu as before, click on the – or + to change, or click on the slider bar

or drag the slider. Cool Eh.

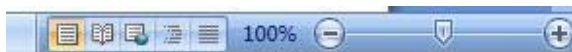
Views

The main view we use is the Print layout view and this is the default.

The view options available to us are;

- Print Layout. I would regard this as the normal view and is similar to the way the document will print on paper.
- Reading Full screen. This is supposed to make reading the document easier by enlarging the characters but in the case of this document it is inefficient.
- Web Layout
- Outline – editing assistance
- Draft

These can be accessed via the status bar, shown below, or via the **View tab – Document Views Group**.



Editing

Edit text

We edit text in a document in various ways. Some of the tools we use are;

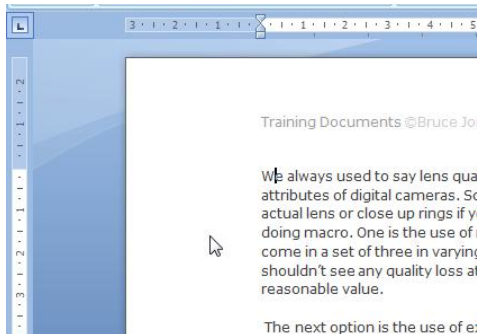
- Selecting text by dragging the mouse over the relevant text
- Selecting text by clicking in the margins with the mouse
- Selecting text by using key press combinations
- Copy and or cut and then pasting
- Dragging
- Typing over existing text
- Relocating the insertion point and then typing
- Using the enter key to move down a line
- Selecting formatting options of the menus i.e. Bold

So let's try some simple Editing.

Open up *edit text ex.docx*.

Clicking in the Margin

Look closely at the screen shot below. Notice where the white arrow is, it is positioned in the margin area of the document. I want you to position your mouse cursor in the same location and then click once. This will highlight or select the whole line adjacent to the mouse cursor. Now double click and this will select the whole paragraph. Now triple click (a bit tricky) and this will select all the text.



Clicking in the text

A similar method can be used in the text, click in the text once, then double click to select a word, and triple click to select the paragraph

Other ways to select

Click in front of a word, then hold down the shift key, move along a couple of words and click.

Ctrl Click on a sentence to select the whole

sentence. Essentially though, I generally always use the mouse to select text. Click at the start of the area to select, and then drag you mouse directly to the end of the section you are selecting.

Do this in the example document.

- Click with your mouse just before the word Macro (the last sentence in the document).
- Click and hold the Left Mouse Button down and move you mouse directly toward the end of the sentence. (dragging)
- Move the mouse pointer so it is inside the selected area.
- Press the Del (delete) key on the keyboard and the select text is deleted.
- Press the undo icon to undo the delete



Authors preferred Method

As said earlier I generally always use the mouse to select text. A way of working in a word processor is to first write the information and then worry about tidying up the document editing later. Such items as spell checking, paragraph formatting, font and heading changes, and so on, can be done as a separate exercise.

Note

The location of the Spell Checker is under the Review Tab in the first group called Proofing.

Hidden symbols

All programs have what is known as a file type. We have mentioned that Word 07 uses the file extension .docx and this identifies the file structure as being particular to this version of the program. When we save our file to the hard drive it is saved in the file structure as defined by the program. In order for the program to save in its file such things as spaces and blank lines, paragraphs, different size text and so on there needs to be some way of identifying this. For us users we can see some of how this works by turning on or off formatting symbols. This is available from the *Home tab – paragraph group – Icon* top right as shown.



The option is a toggle, click once to turn on, click again turn off.

The text below shows some formatting marks.

Space is shown by a dot and a paragraph is the symbol shown.

come·in·a·set·of·three·in·va
shouldn't·see·any·quality·lc
reasonable·value.¶
¶

Sometimes a document can do unpredictable things and by turning the markers on this will aid your editing considerable in such a case.

Saving

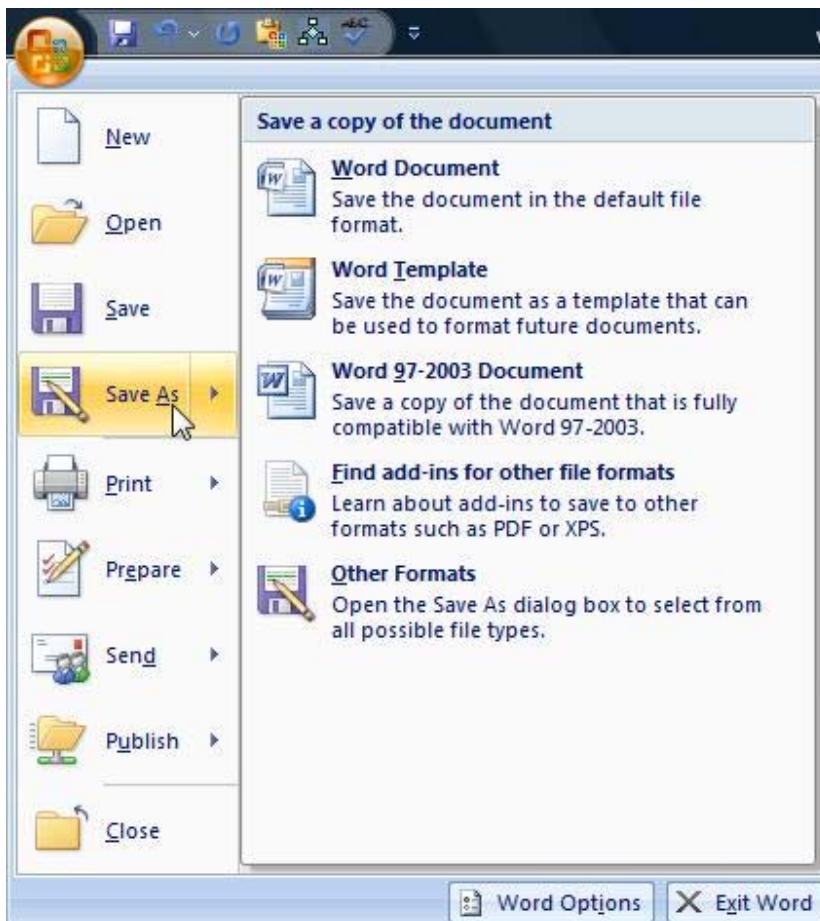
When you save a document to the hard drive for safe keeping you have two options, namely Save and Save As. If this is a new document that you wish to save and has not yet been saved then you will be presented with a Save As screen so that you can give the document a name. If it is an existing document that you have opened up and you are now re saving then you can use the Save option on its own. This will use the same file name and overwrite the old document on the hard drive.

NB – If you want to keep the previous version of the document as well as the current version then you will need to use Save As and give the current version a different name.

The Save As and Save commands can be found by clicking on the office button. A save option is also available on the quick Access toolbar.

Click on the Office Button for Save As

Quick access save option



It important to regularly save you documents to the hard drive to prevent data loss. Word has Auto save features that can be set through the Word options section. The options to auto save is set to on by default. To alter the settings you can do this;

Select office button – word options (bottom of window) – save – check the save auto recovery information box. Alter other conditions as needed.

To Be Continued
End of Document