


MAKING SENSE OF WORD 2007

The most commonly used commands are found on the **Office menu**, on the **Quick Access toolbar**, or the **Home tab** which has groups of items across the top of the screen (*Clipboard, Font, Paragraph, Styles, and Editing*). Less commonly used commands are grouped on other tabs (*Insert, Page Layout, References, Mailings, Review, and View*) which you can access by clicking on the headings across the top of the screen.

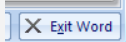
You can create a copy of a document by saving it with another name. Click the **Microsoft Office Button**, click **Save As** instead of **Save**, and then type a new name in the **File name** box. Then you have two copies: your original and the copy with the new name.

If you are going to be sending your file to someone with a prior version of Microsoft Word be sure to save the file you send as a Word 97-2003 Document so they can open the file. This will save the file with an extension of .doc. (Word 2007 files have the extension .docx). Note that some formatting, such as the ability to edit Smart Art graphics, may be lost.

Get Help: To find out how to do something, click the Microsoft® Office Word Help button  in the upper-right corner of the window. Then type your question in the **Type words to search for** box, next to Search.



OFFICE TAB

New document	Keyboard shortcut ctrl + N
Open document	Keyboard shortcut ctrl + O
Close document	Keyboard shortcut ctrl + W
Save	Keyboard shortcut ctrl + S
Save as	
Print	Keyboard shortcut ctrl + P
Print Preview	
Close document	
Exit Word	

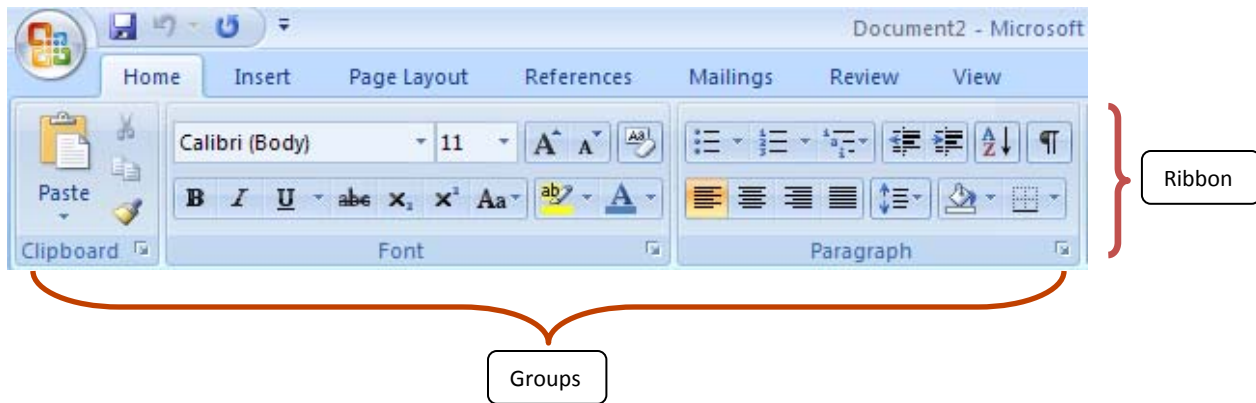
Undo



QUICK ACCESS TOOLBAR

You can customize this to have all of your frequently used commands here (save, print, new, open, Repeat command). To remove formatting and style after you apply them (or to undo any action), click **Undo** on the **Quick Access Toolbar** or press **CTRL+Z** to do the same thing.

HOME TAB



The ribbon is visually organized according to tabs, groups and commands. For more options on the ribbons, click the arrow in the lower right- corner of each group.

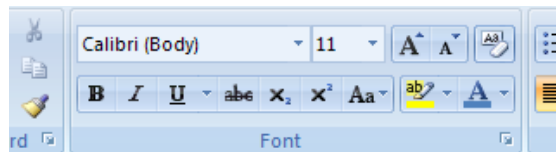


COMMON COMMANDS IN THE CLIPBOARD GROUP



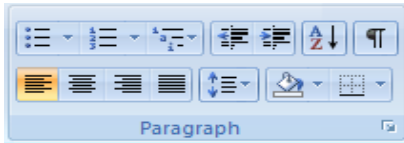
Cut		Keyboard shortcut ctrl + X
Copy		Keyboard shortcut ctrl + C
Paste		Keyboard shortcut ctrl + V

COMMON COMMANDS IN THE FONT GROUP



Bold		Keyboard shortcut ctrl + B
Italic		Keyboard shortcut ctrl + I
Underline		Keyboard shortcut ctrl + U
Font style, size & effects (e.g., strike through, superscript, subscript, etc.)		
To remove all the formatting and styles from a document with one click, Clear Formatting		

COMMON COMMANDS IN THE PARAGRAPH GROUP



Bullets, Numbering and Multi-Level Text (for outlining)		
Text alignment (left, center, right, justified)		Keyboard shortcut ctrl + L (<i>left</i>), E (<i>center</i>), or R (<i>right</i>)
Spacing (single, 1.5, double) [Note: default spacing is 1.15]		Keyboard shortcut ctrl + 1 (<i>single</i>), 5 (1 & ½), or 2 (<i>double</i>)
Table borders and shading		
Click Show/Hide to see formatting marks. Click the button again to hide them. This is a great tool for troubleshooting formatting and layout errors.		

INSERT TAB



COMMANDS IN THE TABLES GROUP



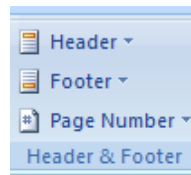
To insert a table, click on the table icon, then draw out the table according to how many columns you wish.

COMMON COMMANDS IN THE TEXT GROUP



Date	
Text Box	

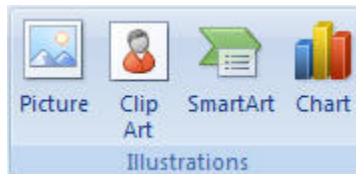
COMMON COMMANDS IN THE HEADER & FOOTER GROUP



Page number—after selecting the page number format you want [top or bottom, left, center, or right], you'll need to click on the red X on the far right to close header and footer.

Headers and Footers—use these to put the same text at the top (header) or bottom (footer) of each page of your document.

COMMON COMMANDS IN THE ILLUSTRATIONS GROUP



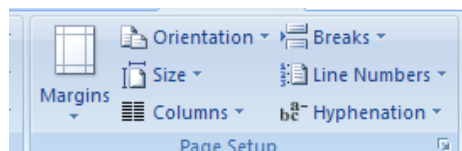
To insert a picture from a file, click where you want to insert the picture, click **Picture**, locate the picture that you want to insert, and then double-click it. To add multiple pictures, press and hold CTRL while you click the pictures that you want to insert, and then click **Insert**.





To insert a Clip Art graphic, click **Clip Art**, locate the graphic you want to insert, and double click it.

PAGE LAYOUT TAB

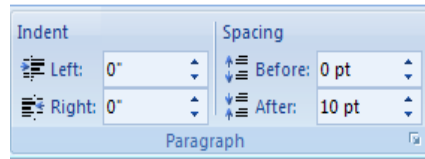


COMMON COMMANDS IN THE PAGE SETUP GROUP



Margins	
Orientation - portrait <input type="checkbox"/> or landscape <input type="checkbox"/>	
Breaks – page breaks, column breaks, text wrapping, section break types	
Columns	

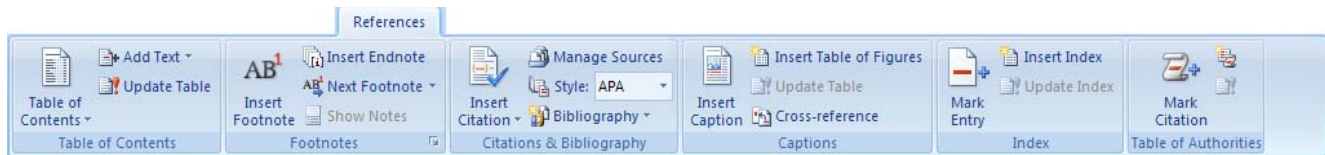
COMMON COMMANDS IN THE PARAGRAPH GROUP



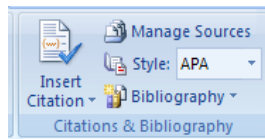
Left and right indents

Spacing before and after a paragraph

REFERENCES TAB



COMMON COMMANDS IN THE CITATIONS & BIBLIOGRAPHY GROUP



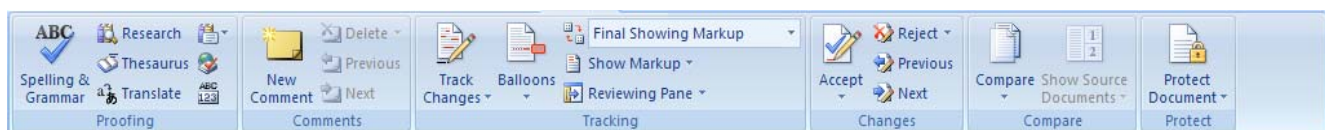
Insert Citation: Click *Insert Citation* icon, choose style (APA, MLA, etc.), click *Add New Source*, type the information about the source you're using. MS Word will save the information and format the citation for you.



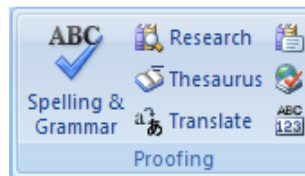
Bibliography: Click *Bibliography* icon, choose *Insert Bibliography* to insert a list of sources for your *Works Cited* page.



REVIEW TAB



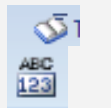
COMMON COMMANDS IN THE PROOFING GROUP



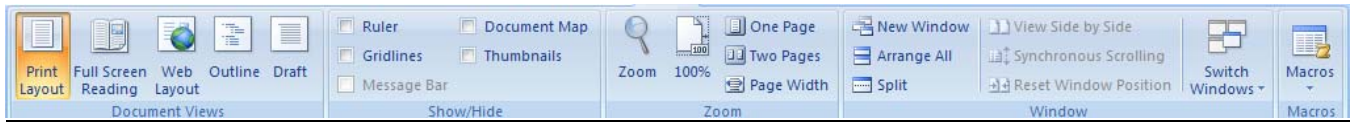
Spelling & Grammar--Word enters a wavy red underline under misspelled words or under words it does not recognize. A wavy green underline under text means that the grammar may need to be revised. A blue underline means the wrong word may have been used (e.g., *there* instead of *their*).

Thesaurus

Word Count





VIEW TAB

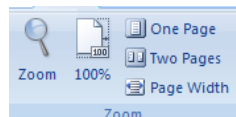




COMMON COMMANDS IN DOCUMENT VIEWS GROUP



Print Layout—Shows what the page will look like when printed.	
Full Screen Reading—Shows the page without menus, margins, etc.	

COMMON COMMANDS IN DOCUMENT VIEWS GROUP



Zoom—Allows you to zoom in to see the page larger.	
One Page/Two Pages—Allows you to view one page or two pages on the screen.	

This handout created by the Learning Resource Center with materials supplied by Dottie Sunio (Business Tech Division) and Brent Hirata (Educational Media Center). Mahalo for their assistance.

