

Department of Instructional Technology and Media Services

Microsoft Word 2007

The new Microsoft Word 2007 has an exciting new look and is a little different compared to previous versions of Word. Word 2007 opens up with “**Ribbon**,” which makes this application easier than ever to use.

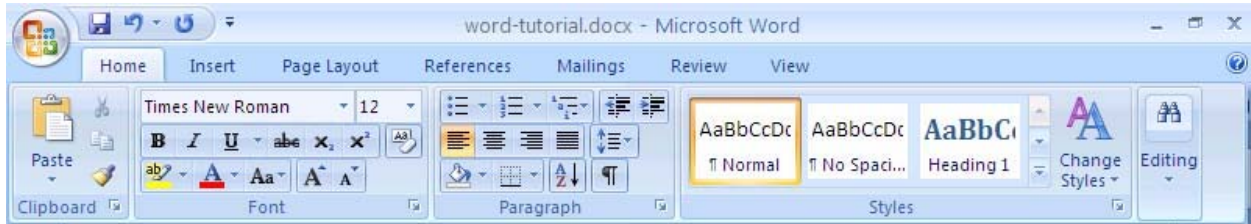
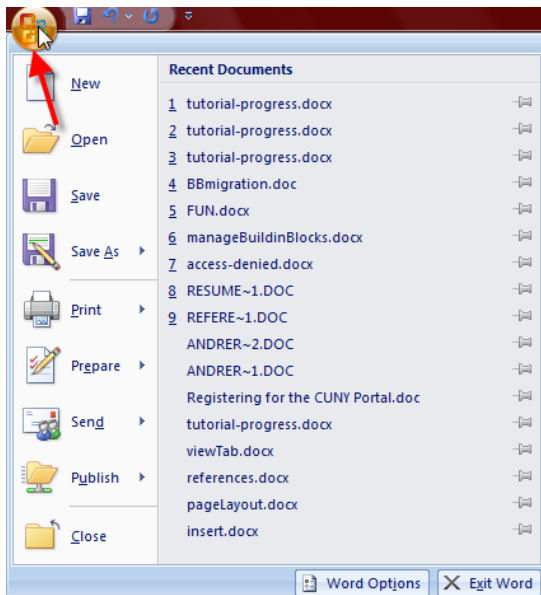


Fig: Ribbon

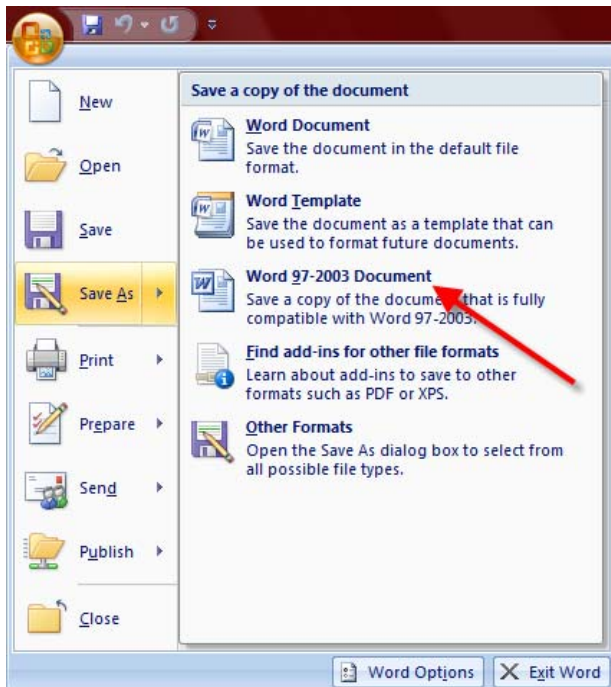
There are three parts in the Ribbon: Tabs, Groups, and Commands/Buttons. We will see each of those.

Home Tab:

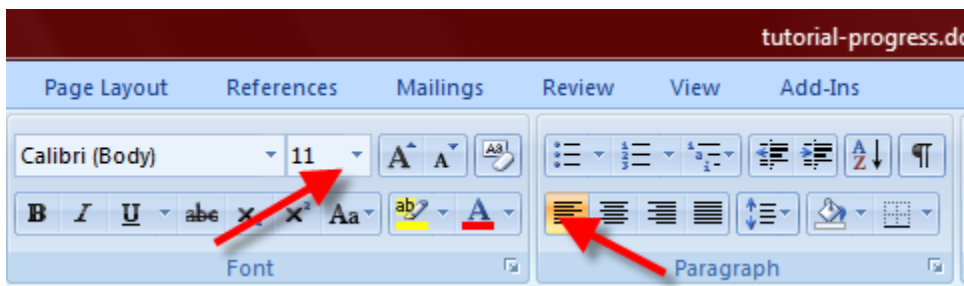
Pull down the Office Button to open, save, or create a new document or to view various options:



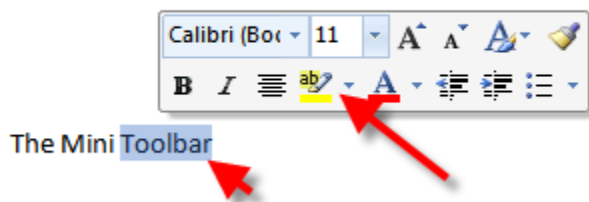
If you want to save the document with a previous version of Word so that the document is fully compatible with that version, go to **Save As** and select Word 97-2003 Document.



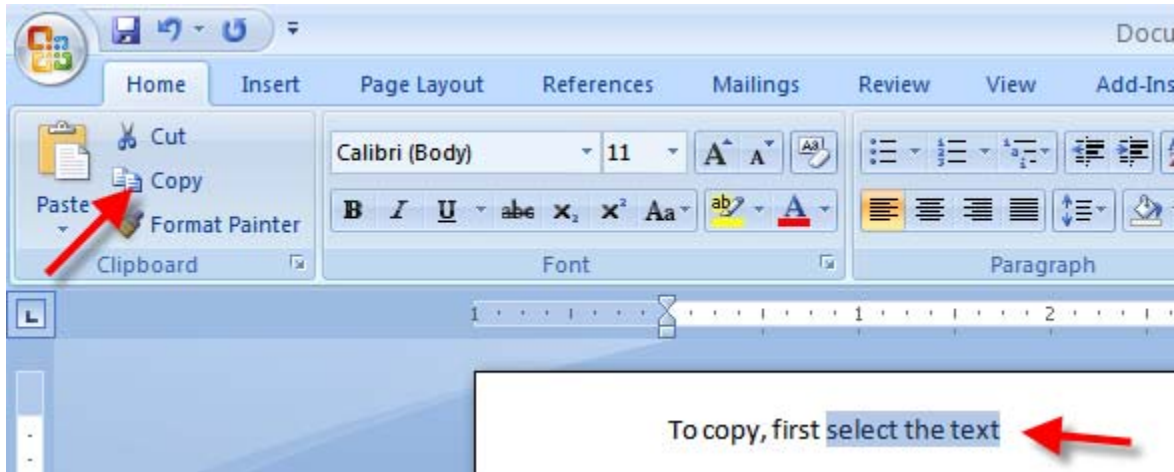
To change font size, font color, and text alignment, look in the home tab under the Font and Paragraph group.



The easiest way to change information about the font is by using the Mini Toolbar. Select the text and right-click for the Mini Toolbar.

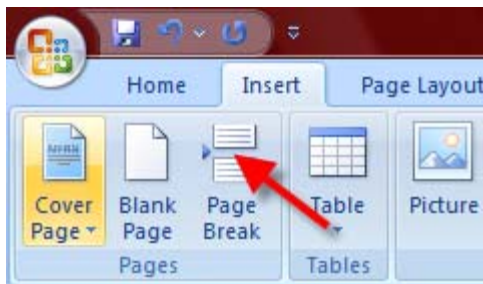


To copy text, select the text first, then click Copy from the Clipboard group.

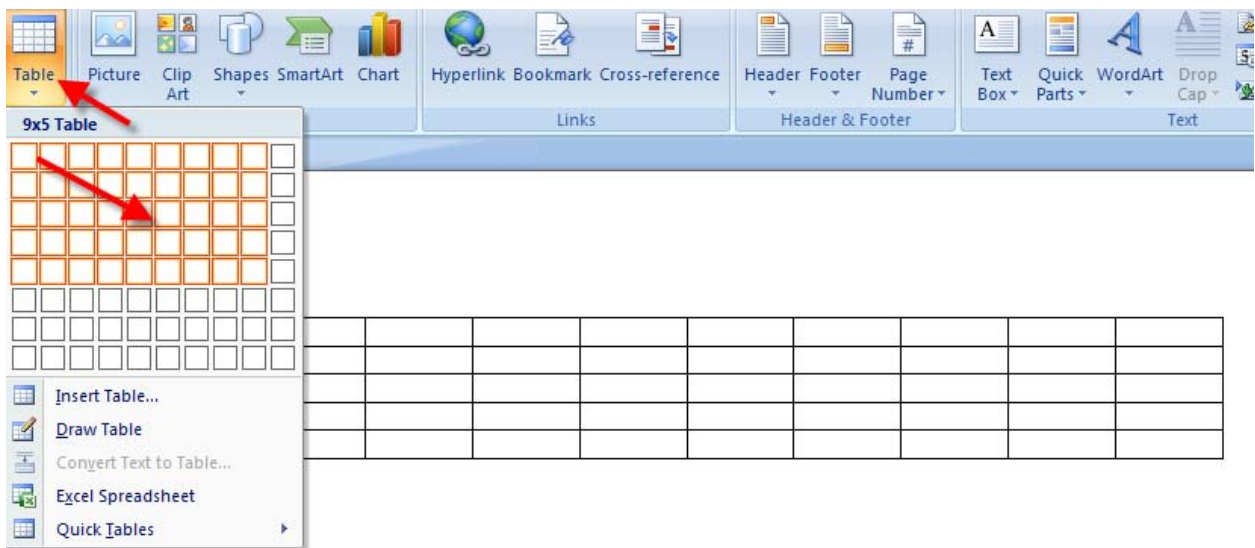


Insert Tab:

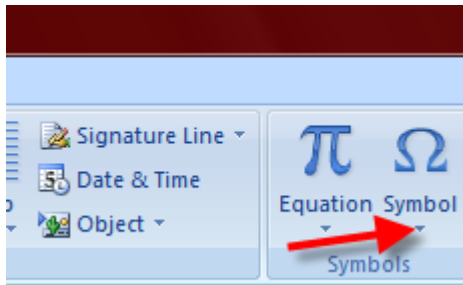
To put a Page Break into a document, click Page Break under the Pages group.



To insert a table click on the Table under Tables group, and hover the mouse to get the number of rows and columns you want to insert in the table.

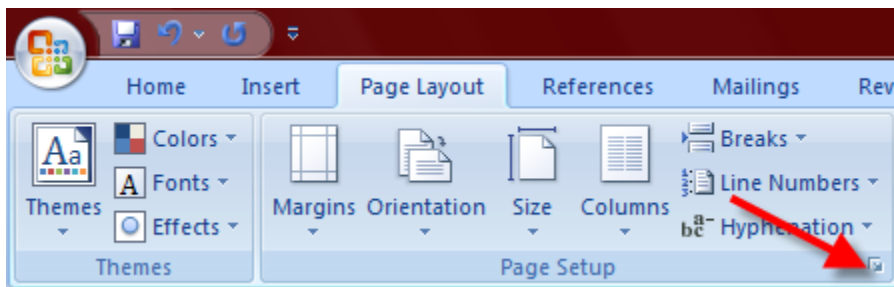


To insert a Symbol click on the small arrow under the Symbols group, and select the symbol you want to insert.



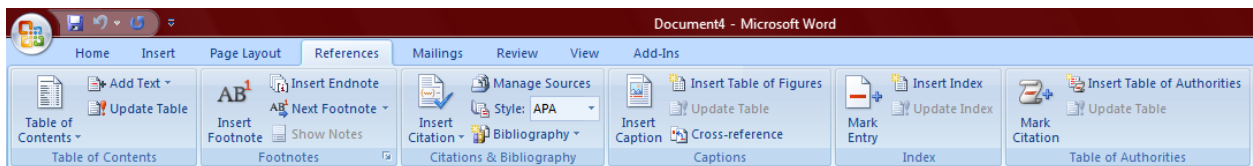
Page Layout:

To set up Margin, paper Size, or paper Orientation, click on the small diagonal arrow in the lower right-hand corner of the Page Setup group, and the Page Setup dialog box will appear to make necessary changes.



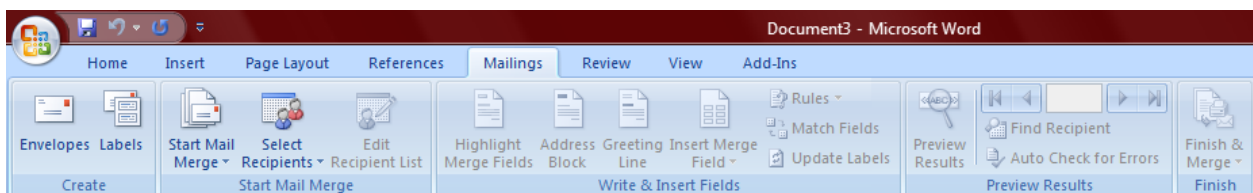
References Tab:

This tab is used mainly for scholarly papers, writing, and publishing purposes.

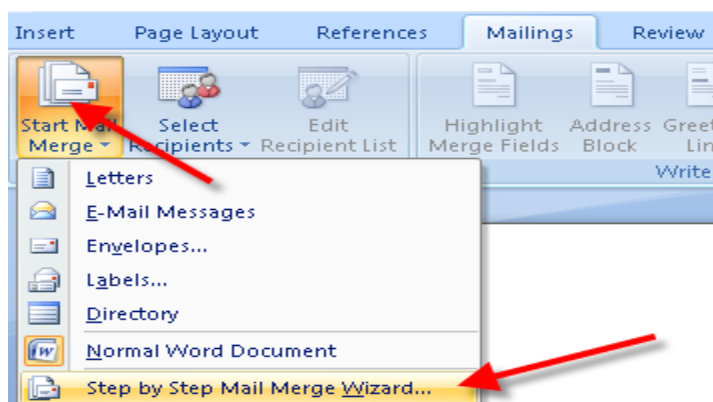


Mailings Tab:

This tab is used for creating envelopes and labels and to do the mail merge.



Click Start Mail merge and select Step by Step Mail Merge Wizard....

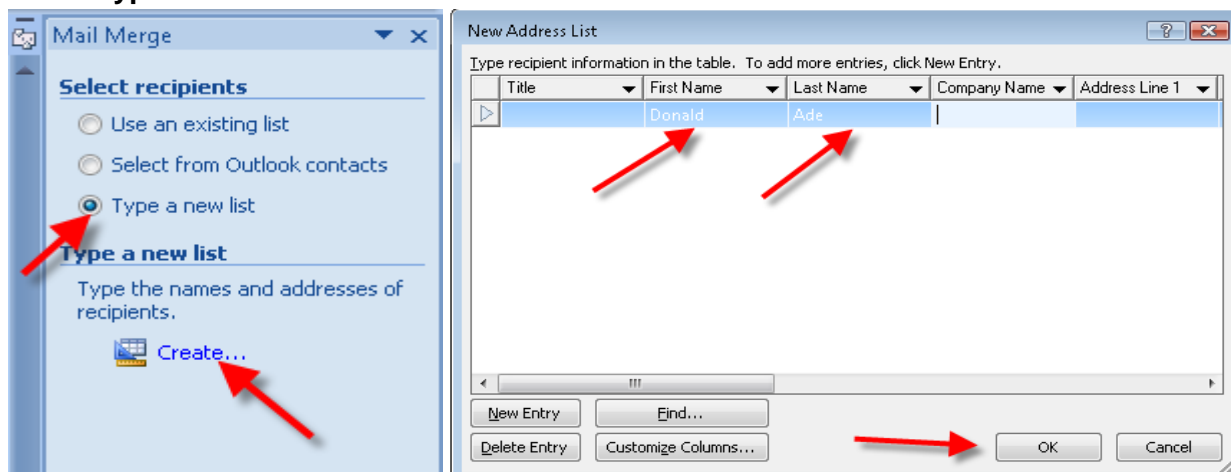


Select document type, such as Letters.

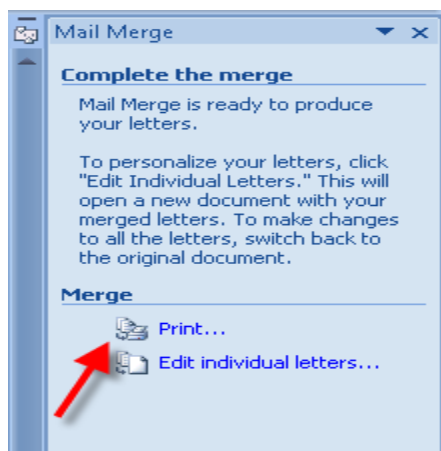
Step 1: Click **Next: Starting document**.

Step 2: Choose **Use the current document** and click **next : select recipients**

Check **Type a new list** and click **Create**.



The New Address List will popup, enter First Name, Last Name, etc and click Ok and save the file. Click **Ok** again when your list is ready.



Step 3: Then click **Next: Write your letter**

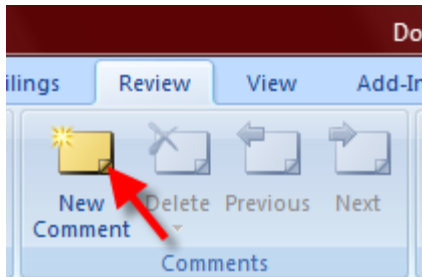
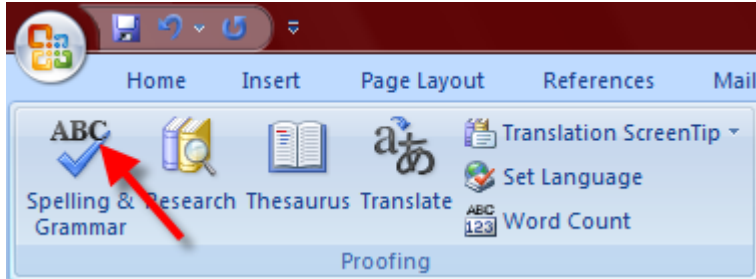
Place the cursor at the beginning of the letter where you want to position the name of recipients and click **Greeting line**. Insert Greeting Line window will pop up. Make necessary changes and click Ok.

Step 4: Click **Next: Preview your letters**

Step 5: Click next: Complete the merge . Select **Print** to get the Merged letters.

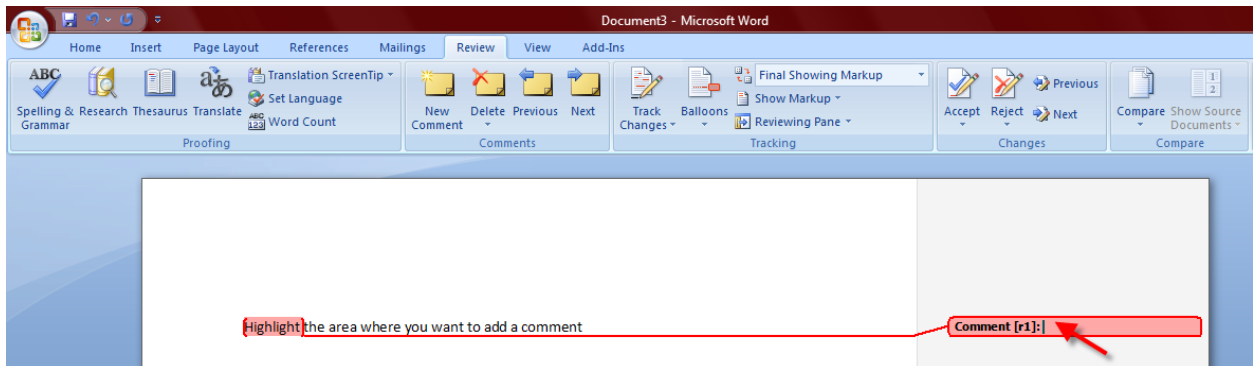
Review Tab:

To check spelling and grammar, click Spelling & Grammar from Proofing group.



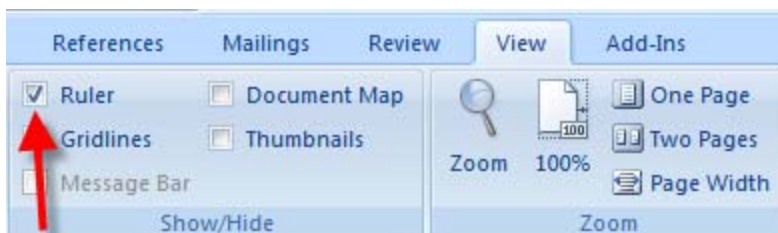
Comments are added to proof-read a document and make notes to share with others. To add a comment on a document highlight the area where you want to add a comment, and click **New Comment** from the Comments group.

Now start typing the comment within the shaded comment area on the right-hand side.

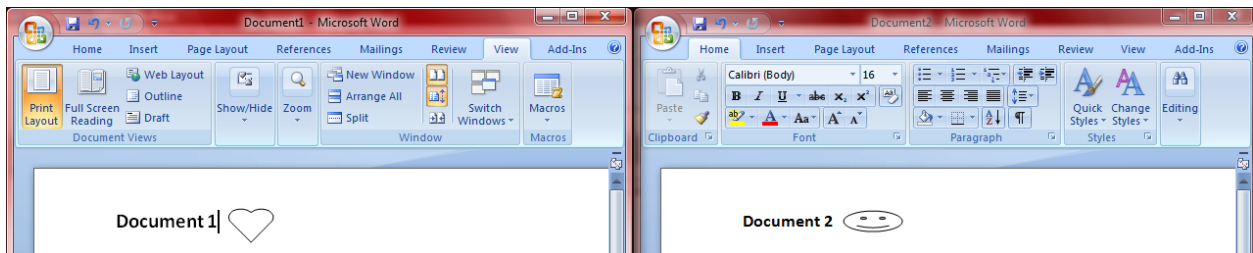


View Tab:

To show the ruler on the document check Ruler on Show/Hide group.

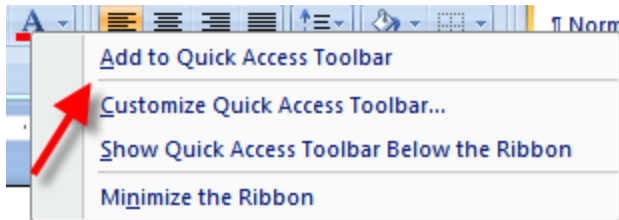


To see two documents side-by-side just click on **View Side by Side** icon and two documents will split the screen.



Quick Access Toolbar

Frequently used tools can be added to Quick Access Toolbar by right clicking on the tool and pointing to Add to Quick Access Toolbar.



PRACTICE ACTIVITY:

1. Open Office 2007
2. Type the following (or another sentence), and make the underlined text bold:
Word 2007 opens up with "Ribbon," which makes this application easier than ever to use.
3. Change the font face of the following sentence to Arial Black:
The new Microsoft Word 2007 has an exciting new look.
4. Insert a comment after "Ribbon."
5. Add a table to your document with two rows and two columns. Enter your name in one of the cells of the table.
6. Check the spelling of your document.
7. Change your page orientation to *Landscape*.
8. Save this document as Practice Document on the desktop.