

IT Training

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Office 2007

Word

Getting Started

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INTRODUCTION

This introductory level course is aimed at those who want to learn word processing basics.

Knowledge assumed

experience of using a computer, for example keyboard familiarity
experience of using Windows
familiarity with a mouse, icons, loading software and click boxes

Areas covered

creating a document
saving and retrieving a document
basic editing
producing a letter and envelope



Document signposts

Instructions for you to type

Bold text

Shortcuts

Reminders



Notes



Exercises



STARTING WORD 2007

- Double click the Word 2007 icon on the desktop

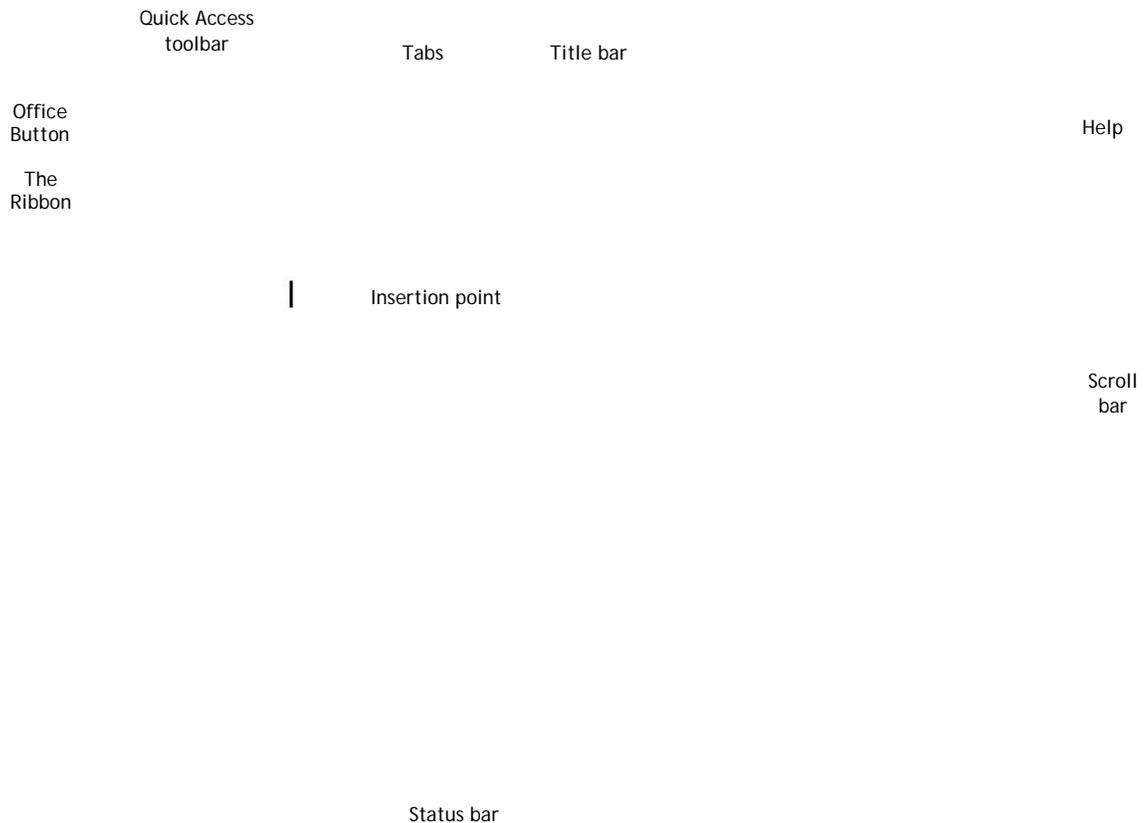


or

- Click the **Start** button (at the bottom left of the screen)
- Select **All Programs**
- Select **Microsoft Office**
- Select **Microsoft Office Word 2007**

A blank document is automatically opened ready for use.

SCREEN OVERVIEW



OFFICE BUTTON

The Office Button is common to Word, Excel, PowerPoint, Access and Outlook and provides the basic commands such as open, save and print, together with some new ones.



- Click the Office Button now

The window opens and you see the commands available.



You also see a list of the most recent documents you have accessed.

Some commands, such as Print, have a ► next to them, and this indicates that there will be further options to choose from.

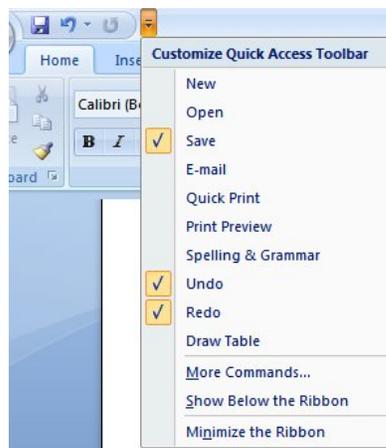
- Hover the mouse pointer over each of the commands in turn
- Click away from the window to deselect it

QUICK ACCESS TOOLBAR

The Quick Access Toolbar, which is next to the Office Button, is a customisable toolbar that contains commands that are independent of the tab currently displayed.



By clicking the toolbar, you can add other commands to it, either from the list displayed, or by clicking the **More Commands** option.



You can see that the currently selected commands on the Quick Access Toolbar are Save, Undo, and Redo.

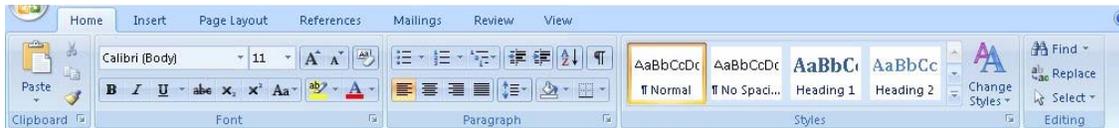
THE RIBBON

The Ribbon is designed to help you quickly find the command you need to complete a task. The commands are organised in logical groups which are collected together under tabs.

As you click on a tab the Ribbon shows you the commands that are grouped under that tab.

The tabs you see when you open Word 2007 are not the only ones available; some, such as the Picture Tools tab, are shown only when needed.

The picture below shows the Home tab which features, amongst others, commands enabling you to specify the font size and style, and also text alignment.



- Click each tab now to see the commands available

STATUS BAR

- Look at the status bar at the bottom of the screen

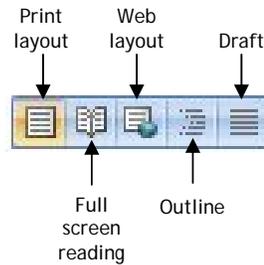


The status bar indicates the options currently selected.

You can customise the status bar by adding other options such as line number and section number.

VIEW SHORTCUTS

You use the view shortcuts to select the way that you want to view the document.



Print layout

To see how text, graphics, and other elements will be positioned on the printed page, use Print layout view. It is useful for editing headers and footers, for adjusting margins, and for working with columns and drawing objects.

Full screen reading

This view shows you the full page (hiding the ribbon, title bar and status bar) so that you can maximise the space available for reading or commenting on the document.

Web layout

You use this view when you are creating a web page or document that is viewed on the screen. In Web layout you can see backgrounds, text is wrapped to fit the window, and graphics are positioned just as they are in a web browser.

Outline

This view shows you the structure of your document and makes it easy to move, copy, and reorganise text by dragging headings. You can collapse a document so that you see only the main headings, or you can expand it so that you see all of the headings and body text.

Draft

Use this view if you want to quickly edit text, but do be aware that certain elements, such as headers and footers, will not be visible in this view.

HELP

Help is always available.

To see the Help window, either:

- Click the Help button 

or

- Press F1

There is a list of topics which you can browse through.



Alternatively, you can type a word or phrase in the Search window.

- Type spelling

- Click the  button

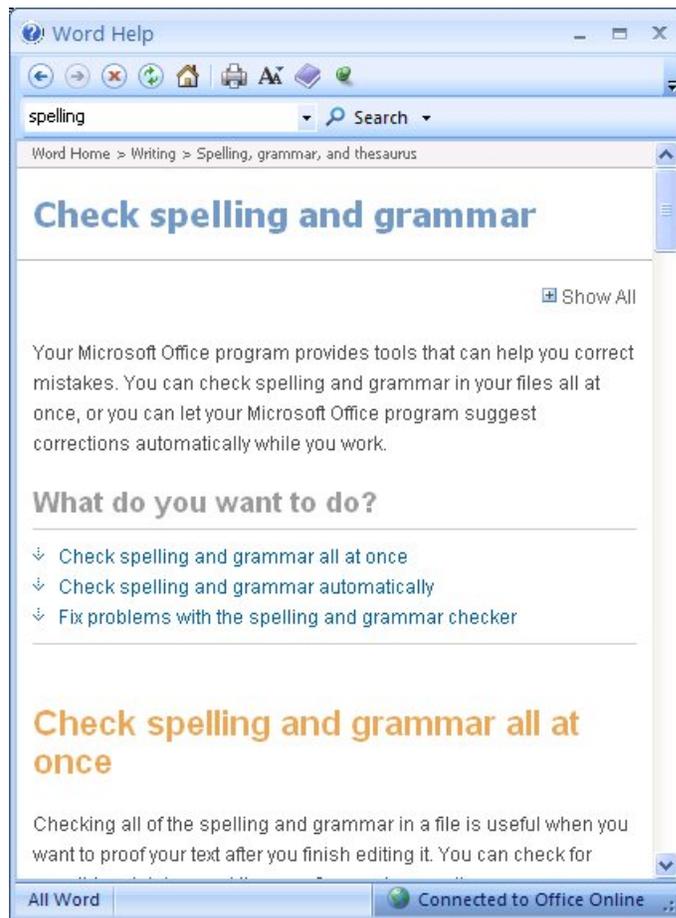
The results of the search are revealed:



The icon next to each entry indicates the type of help that has been found.

-  Word help and how-to
-  Word training
-  Word template

- Select the first item in the list Check spelling and grammar



There are three options available which are indicated by the blue text and arrows.

- Click [↓ Check spelling and grammar all at once](#)

You then see further options.

- Point and click on [Word](#)

You are told how to perform the task.

- Close Help by clicking the Close icon [✕](#) at the top right corner of the dialog box

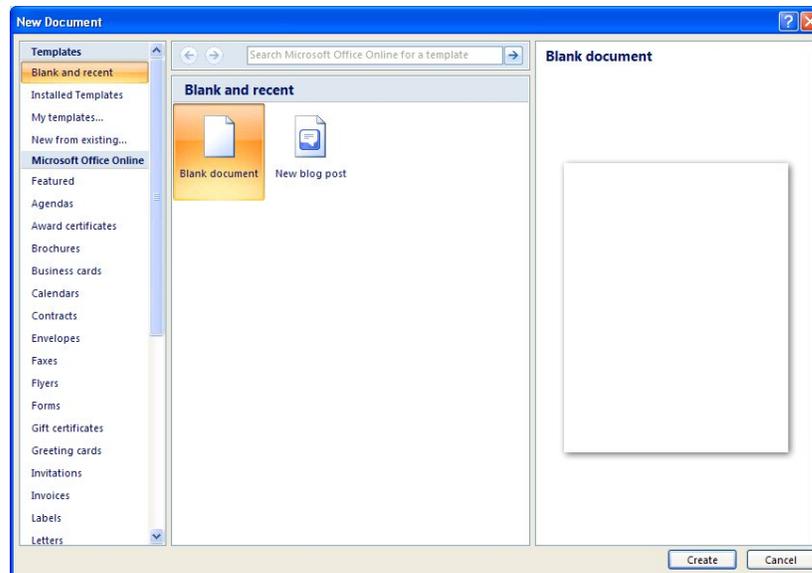
OPENING A NEW BLANK DOCUMENT

- Point to the Office Button and click



- Click New

The New Document window opens:



TEMPLATES

Every Word document is based on a 'template' that determines the basic structure of the document. The New Document window offers a range of options, including Blank document (which is based on the Normal template), Installed Templates (which are included in Word), and your own templates when you have created them.

It is likely that most of your documents will be based on the Normal template. This is the one that contains the 'default' settings that are available for all documents. A 'default' is a value or setting that is automatically selected if you do not specify a substitute.

➤ Click **Blank document**

A new document is opened.



To open a new document

Hold the Ctrl key down and press N

ENTERING TEXT

You are now ready to start creating a document.

WORD WRAP

All word processing packages use word wrap. This feature allows you to type continuously without having to worry that the text will overflow into the right margin of your document. Word will automatically 'wrap' your lines of text to keep them within both the left and right margins.

It is very important, therefore, that you do not press the Enter key



unless you want to create a heading or start a new paragraph.

- Type the following text into your new document - any mistakes are deliberate, you will correct them later

THE MOUSE

The mouse is a warm blooded animal that is insulated from the environment by its hairy and waterproof skin.

There are some very famous mice about, I'm sure you have heard of Mickey, Minnie and Jerry.

There are six different species of mice living in England, but it is the house mouse that is the best known to most of us. It prefers to live inside, where it is warm and there is plenty of food, although some may live outside during the winter months.

The mouse will eat whatever it can find, its favourite food is seeds, but it will enjoy any scrap of left-over food - even cheese!

The mouse that lives outside has paler fur and a white belly. Its most noticeable feature is a tail that is slightly shorter than the rest of its body.

SPELLING AND GRAMMAR CHECKING

Look at the text that you have just typed and you will notice that, as you type, some words are automatically underlined in RED or GREEN. Don't worry about this - Word is indicating that it thinks you have made a spelling mistake (red underlining), or that your use of grammar might be improved (green underlining)!

In your text the word 'bloded' has been indicated as a spelling mistake. In this instance Word is correct, but this is not always true. Words are matched against a dictionary and, if they are not found, they are underlined in red so that you notice and check them. Proper words such as place names are unlikely to be included in the dictionary and so are likely to be shown as a spelling mistake.

- Point to the word 'bloded'
- Display the quick menu by clicking the right mouse button

Mini
toolbar

Quick
menu



In addition to the quick menu you will also see the mini toolbar, which is discussed on page 15.

At the top of the menu, there are several suggested spellings to correct the word. You could select one of these and the word in the text would be changed accordingly. However, you will amend the spelling later in the training, so:

- Point to the bottom of the document and click the left mouse button to hide the menu

You can use the quick menu to see suggested amendments to text that is underlined in green too.

MINI TOOLBAR

You have already seen that, when you select text, a miniature semi-transparent toolbar is displayed. This is known as the mini toolbar and you can use it to add formatting to your document.



It offers a selection of commands such as font, alignment, indenting and bullets.

CLICK AND TYPE

Click and type allows you to insert text in any position on the page.

Reposition the insertion point so that it is two or three lines below the end of your document:

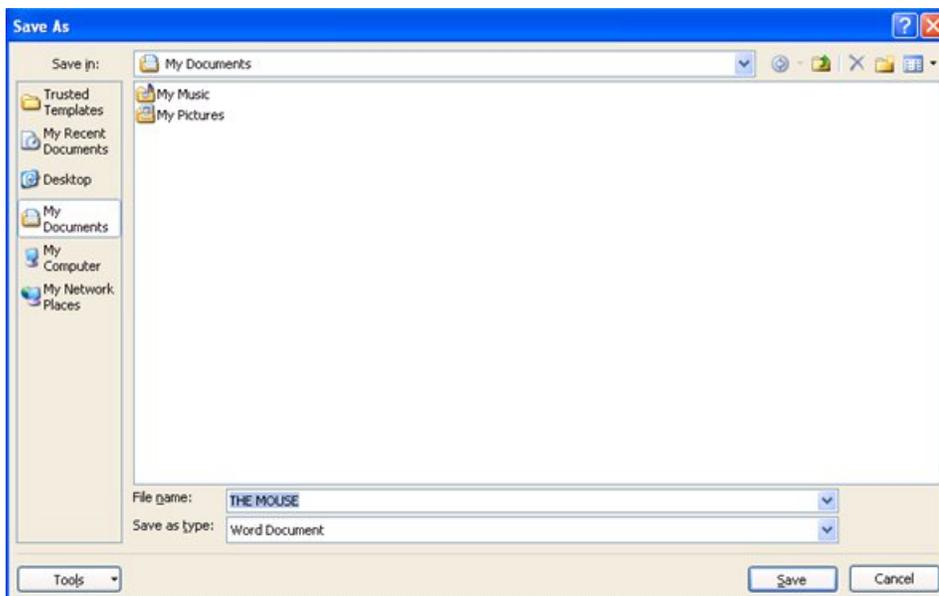
- Move the mouse pointer to an appropriate position
- Double click the left mouse button
- Type your name

SAVING

It is very important that you acquire the habit of regularly saving your document, say every 20 minutes or so. Until you save a document, its contents are held in a temporary file. If you accidentally switch off your computer, or there is a power cut, the contents of the temporary file may be partially or totally lost.

- Click the **Office Button**
- Click **Save**

The Save As dialog box is opened.



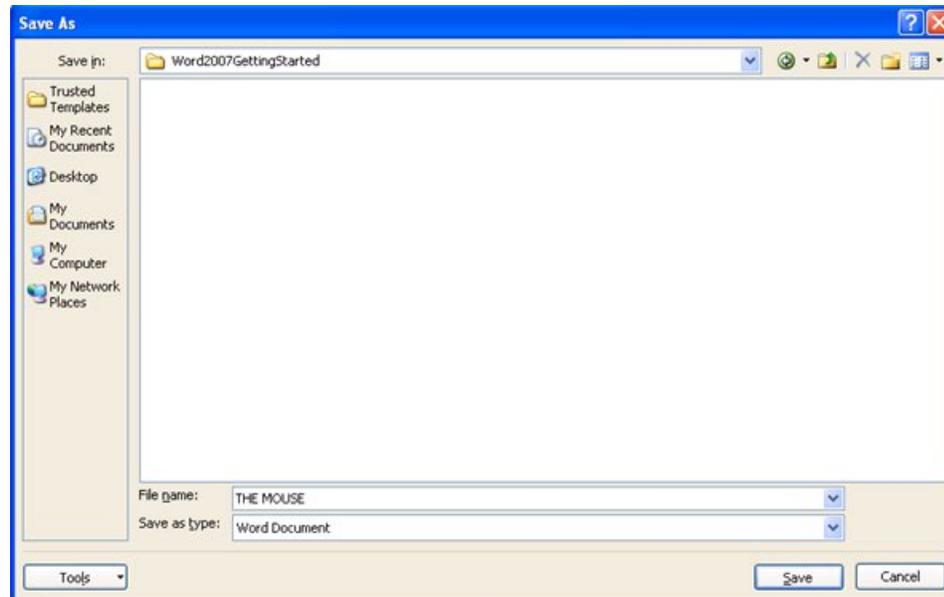
Word will, by default, offer you the folder called **My Documents**, and if you are working on your own computer, it's fine to save your document in this folder.

However, to help you in the future to find documents you've stored on the computer, it's better to create a folder specifically for the work you are doing so that you can store related documents together. If you don't know how to create folders, consider attending the 'Windows File Management' training course. Alternatively you can access the training guide at www.training.dmu.ac.uk - but only from computers within the University.

If you are working on a computer in one of the University computer labs, you should be able to save to your own network area. If you're not sure how to do this, ask the Technician.

If you are attending a course in the IT Training Suite:

- Click the drop arrow next to the **Save in** box and select the folder named Word2007GettingStarted



Word has automatically offered a name for the file, but you are going to amend it.

In the **File name** box:

- Type **Mouse**
- Click **Save**

The document is saved and the filename is displayed on the title bar at the top of the screen.



NAMING FILES AND NAMING CONVENTIONS

When you save a document you need to give it a name. To make it easier to find it later, you can use a long, descriptive, file name - you are allowed up to 255 characters in total.

In our examples in this training session, all of the file names we instruct you to use are short, but remember that, in a work situation, you need to be able to identify files easily, so do give them meaningful names - Report1 may mean something to you at the time, but three months later its content will not seem so obvious.

Remember, as well, that there are certain characters that you cannot include in a file name - these reserved characters are as follows:

Character	Name
/	forward slash
\	back slash
>	greater than
<	less than
*	asterisk
?	question mark
"	quotation mark
	pipe symbol
:	colon



TO SAVE A FILE

Click the Save button  on the Quick Access Toolbar

or

Hold down the **Ctrl** key and press **S**

SELECTING (HIGHLIGHTING) TEXT

In the next section you will be editing the document - inserting, deleting, and replacing text.

Before you can do this, however, you need to know how to select specific items, say a word or a sentence, for example, and there are several ways of selecting text using the mouse.



- Follow the instructions below to practise selecting

DRAGGING

Dragging can be used to select single characters or 'bits' of text.

- Point to the place where you want the selection (highlighting) to begin
- Hold down the left mouse button
- Drag the mouse in any direction

When the pointer hits the side or the top/bottom of the screen, the document will automatically scroll as the highlighting continues.

- Release the mouse button when you have selected the desired area



IMPORTANT TO REMEMBER

Take care once you have selected (highlighted) text - if you press any key on the keyboard, the text will be deleted.

If this does happen, don't panic. Use the UNDO option (explained on page 24).

SELECTING ENTIRE WORDS

- Double click (using the left mouse button) anywhere on the word you want to select

SELECTING ENTIRE LINES OF TEXT

- Position the mouse pointer in the left margin

The mouse pointer changes from the I-beam  to a right pointing arrow 

- Click the left mouse button

The entire line to the right of where you have clicked will be selected.

To select an additional line:

- Drag the arrow down the document

SELECTING ENTIRE PARAGRAPHS

There are two ways of selecting entire paragraphs:

Paragraph - triple click

- Position the mouse pointer anywhere in the paragraph you wish to select
- Triple click the left mouse button (quickly click three times in succession)

Left margin - double click

- Position the mouse pointer in the left margin next to the paragraph you wish to select
- Double click the left mouse button

SELECTING THE ENTIRE DOCUMENT

- Position the mouse pointer in the left margin

Either

- Hold the Ctrl key down and click the left mouse button once

or

- Treble click in the left margin
-



SELECT ALL

Hold down the Ctrl key and press A

REMOVING A SELECTION

To remove a selection (highlighting):

- Click anywhere in the document away from the highlighted text

EDITING TEXT

INSERTING

To insert text, you position the insertion point where you want the new text to go, and start typing.

- Position the insertion point (cursor) at the end of the third paragraph ending.... **the winter months.**
- Press **Enter** twice
- Type the following new paragraph

The mouse that lives inside is about 10 cm long with a tail of the same length. It has brownish-grey fur on its back with pale-grey fur on its belly and sides.

There is a typing error in the first paragraph of the document.

- Position the insertion point between the 'o' and the 'd' in the word 'bloded'
- Type o

There is a missing word in the final paragraph.

- Position the insertion point between the words 'a' and 'tail' in the final sentence
- Type the word long

DELETING

To delete text, position the insertion point immediately **after** the text to be removed, and then use the **Backspace** key to delete it.

- Position the insertion point at the end of the second paragraph ending **Mickey, Minnie and Jerry.**
- Press the **Backspace** key  until the entire paragraph has been deleted.



IMPORTANT TO REMEMBER

You can also delete text using the key

To do this you need to position the insertion point immediately before the text to be deleted.

DELETING AN ENTIRE WORD

With the insertion point positioned immediately after the text to be deleted:

Hold down the **Ctrl** key and press the left arrow key

With the insertion point positioned immediately before the text to be deleted:

Hold down the **Ctrl** key and press the **Delete** key

REPLACING

You replace text by simply typing over it.

➤ Select the word 'England' in the second paragraph

➤ Type **Britain**

In the final paragraph

➤ Select the word 'shorter'

➤ Type **longer**



Now have a go on your own

➤ Insert the following sentence at the end of the first paragraph

It belongs to a group of mammals called rodents.

- Delete the dash and the last two words of the fourth paragraph (– even cheese) but leave the exclamation mark
- Insert your name again immediately under the last paragraph
- Save the file

UNDO

As you add to or edit a document, Word records all of your actions and makes them available via the Undo button.

If, for example, you delete a word, you can use the Undo button to bring it back. This function is only helpful if you realise reasonably quickly that you have made a mistake. This is because all of your actions from the time you open a document until you close it are recorded, and therefore the more editing you do to a document, the longer the list of actions which can be undone.

- Click the **Undo** button  on the Quick Access Toolbar once only

Your last action (which was typing your name) has been undone.

If you click the arrow at the side of the Undo button, you are able to view a list of all the actions that can be undone.



- Click away from the box to close it



IMPORTANT TO REMEMBER

As actions must be undone in sequence, you cannot choose an action from, say, the middle of the list and undo it in isolation - all of the actions above it in the list must also be undone.

Redo

The Redo button works in much the same way as the Undo button. If, having undone an action, you then decide that this was a mistake, you can click the Redo button.

- Click the **Redo** button  on the Quick Access Toolbar

Your name is pasted back into the document.

Repeat

You can repeat your last action by clicking the **Repeat** button  on the Quick Access Toolbar.

If you can't repeat the last action, the Repeat command changes to **Can't Repeat**.



You will notice that you see *either* the Redo *or* the Repeat button - the button changes depending upon your actions.

FIND AND REPLACE

It is possible to automatically find a given word (or phrase), however many times it appears throughout a document, and replace it with another word.

- Ensure that the **Mouse** document is still on the screen

You will have noticed that the word **mouse** appears several times in this document. For your next task, you are going to find every occurrence of the word **mouse** and change it to the word **cat**.

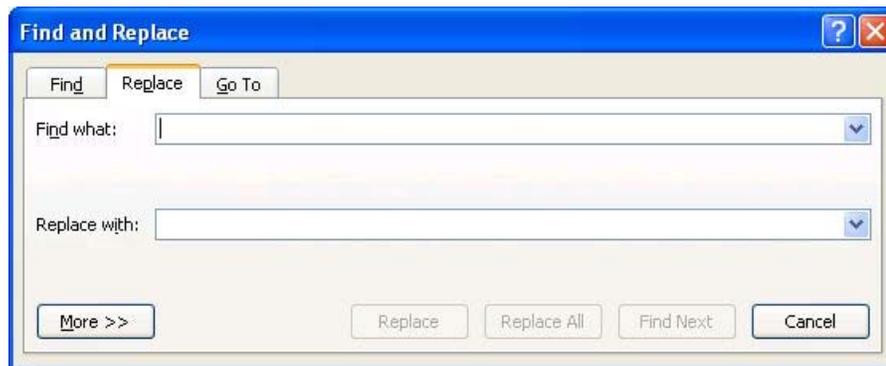
- Ensure that the **Home** tab is displayed on the Ribbon

The Editing commands - Find, Replace, and Select - are located at the right hand end of the Home tab.

Editing
commands

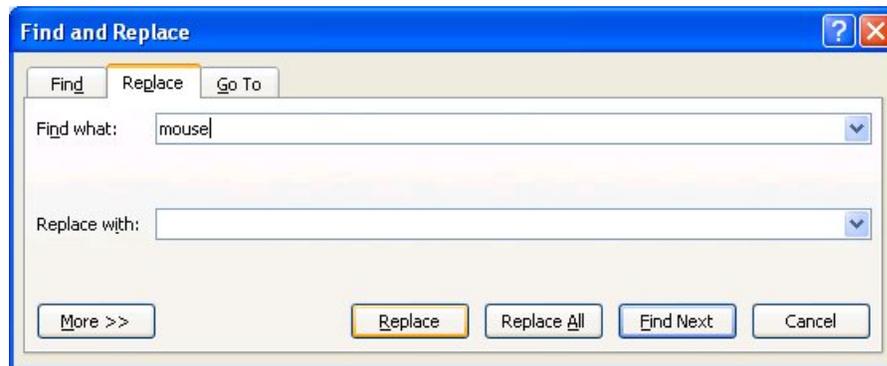
- Click **Replace**

The Find and Replace dialog box is displayed:



In the **Find what:** window:

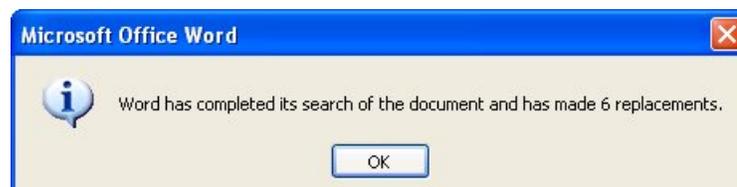
- Type the word **mouse**



In the **Replace with:** window:

- Type the word **cat**
- Click the **Replace All** button

You will see a dialog box advising how many replacements have been made.



- Click **OK**
- Click **Close**
- Look at the changes that have occurred in the document



If you click the **Replace** button rather than **Replace All**, Word searches for and highlights the first occurrence of the target word. If you want to replace it, click the **Replace** button again. Word then searches for the next occurrence of the target word.



TO FIND WHOLE WORDS ONLY

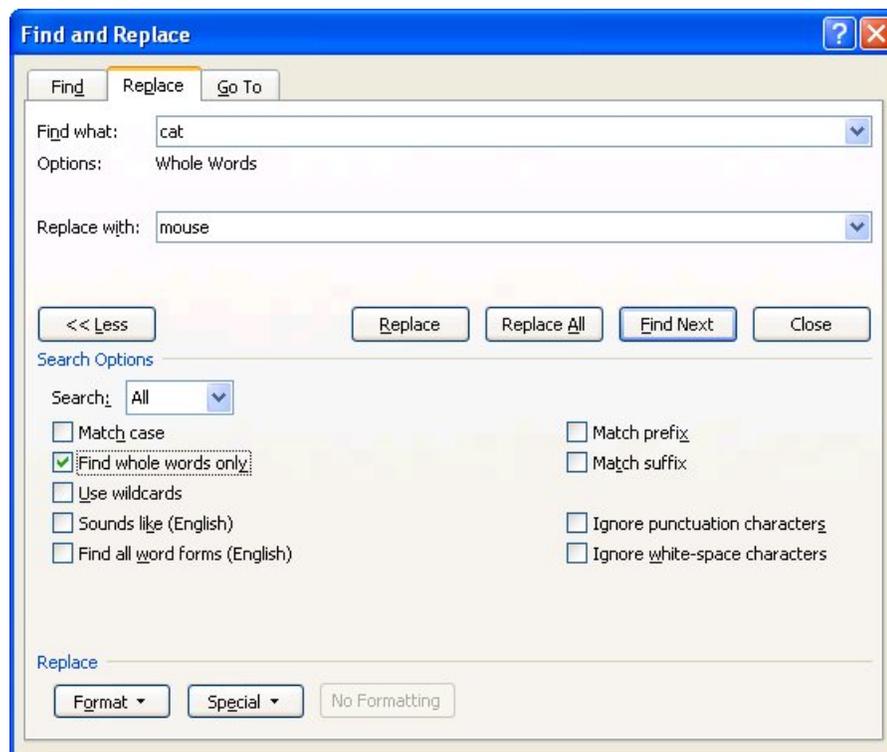
The find and replace function in the previous exercise should work without any difficulty.

If, however, the exercise was reversed and you were asked to find the word 'cat' and replace it with the word 'mouse', you might encounter a few problems.

The letters C A T may appear within a number of words (for example, complicATed, dediCATion, conCATenated, CAThode) and could also be used as an abbreviation for the word CATalogue. Therefore if you use this search as it stands, every word containing the letters C A T will be found.

To resolve this problem, in the Find and Replace dialog box:

- Click the **More** button
- Click in the **Find whole words only** check box





Have a go on your own

- Undo the replacements
- Replace the word **lives** with the word **resides**
- Undo the replacements
- Save the file

SCROLLING

To move quickly through your document, you can use the scroll bars at the side and bottom of the screen - see the screen overview diagram on page 3).



Practice now

- Scroll to the bottom of the document
- Scroll to the top of the document
- Scroll to the left and then to the right of the document

QUICKLY MOVING AROUND TEXT

Left/right, word by word

Ctrl key + or Ctrl +

End/start of a line

Press End or Home

Top/bottom of a paragraph

Ctrl key + or Ctrl +

Up/down one screen

Press Page Down or Page Up

Top/bottom of the document

Ctrl key + Home or Ctrl + End

PRINTING

The file you have created should still be open.

PRINT PREVIEW

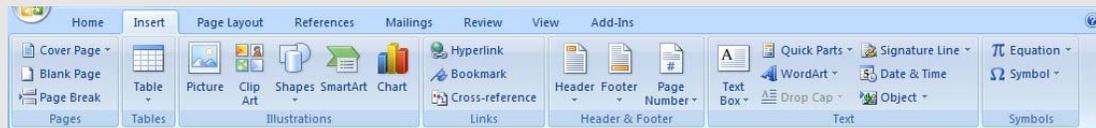
You use the Print Preview option to display each page as it will look when printed.

This is particularly useful where you have a multi-page document and you want to see where the page breaks fall. Having previewed the document, you can then make any necessary changes before printing it.



You can force a page break to ensure that a particular section of your document starts on a new page.

- Position the insertion point where you want the new page to begin
- Select the Insert tab on the Ribbon



Pages
commands

From the Pages commands group:

- Select Page Break

Alternatively, hold the Ctrl key and press Enter.

You will also see the Print Preview contextual tab on the Ribbon.

Close Print
Preview

➤ Click Close Print Preview



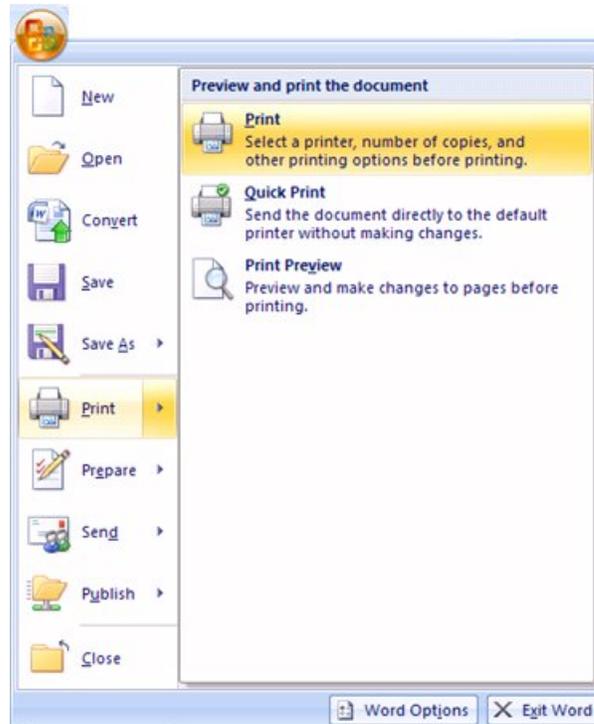
IMPORTANT TO REMEMBER

Always **SAVE** a file **BEFORE** printing it.

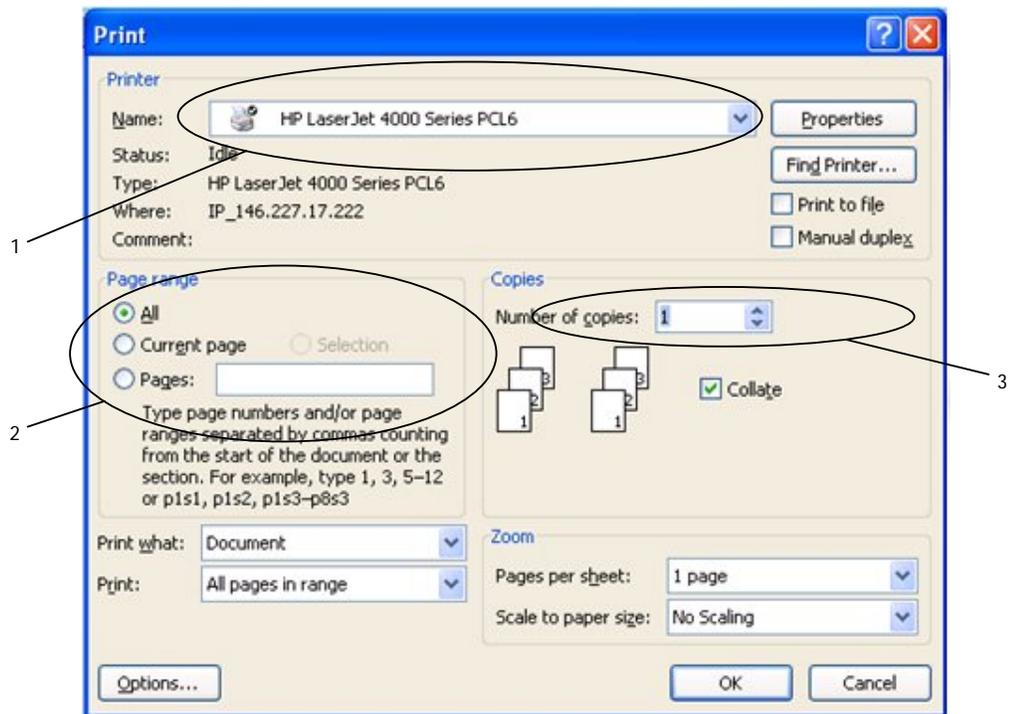
PRINTING OPTIONS

Having previewed your file, you are now ready to print it.

- Click the Office Button
- Point to Print
- Select Print



The Print dialog box is displayed.



As you can see, this dialog box offers you a number of options. The ones annotated above are as follows:

1. The printer to be used
2. The page range to be printed
3. The number of copies to be printed

➤ Click OK

Assuming the printer is switched on your document will now print.

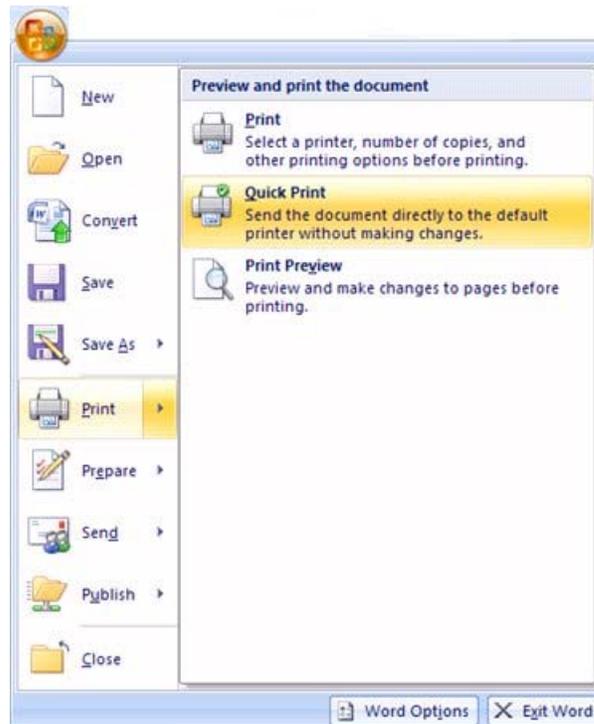


TO PRINT A COMPLETE DOCUMENT

- Press the Ctrl key and P

or

- Click the Office Button
- Select **Print**
- Select **Quick Print**



Note that, with this option, you do not have the opportunity to specify which pages you want to print.

CLOSING A DOCUMENT

Once you have finished with a document, it is good practice to close it. You can, of course, have several documents open simultaneously.

If you make any changes to any of the open documents, when you close Word, the program will prompt you to save and close each of the documents which have been altered but not saved.

➤ Click the Office Button

➤ Click Close 

CREATING A LETTER

Using the skills you have learned in this course so far, you can produce a simple letter.

- Open a new document
- Type the following text:

Apple Cottage
123 Field Head Lane
CANTERBURY
CT3 9RG

7 January 2008

Silverdale Plumbing Services
7 Beedle Street
CANTERBURY
CT1 6BR

Dear Sir

REF: BATHROOM FITTING [*type heading in bold text*]

Thank you for your recent quote for refitting my bathroom. I accept your figure of £800 + VAT for fitting only.

As I have seen the bathroom suite that I would like, I will order it from the suppliers and inform you of the delivery date so that we can arrange a mutually convenient time for installation.

Yours faithfully

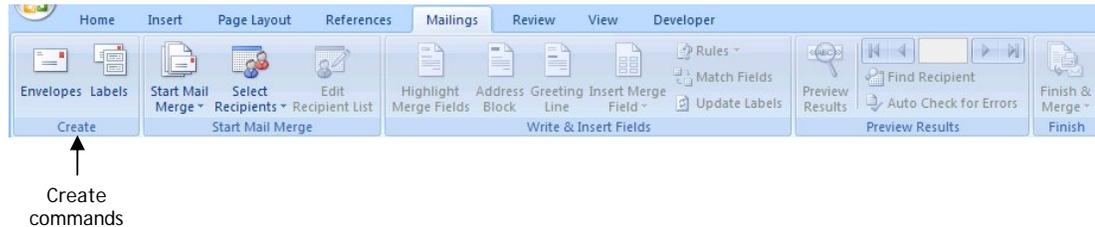
L G Mapley (Ms)

- Save the document giving it the name **Silverdale Acceptance Letter**
- Print the letter

PRINTING AN ENVELOPE

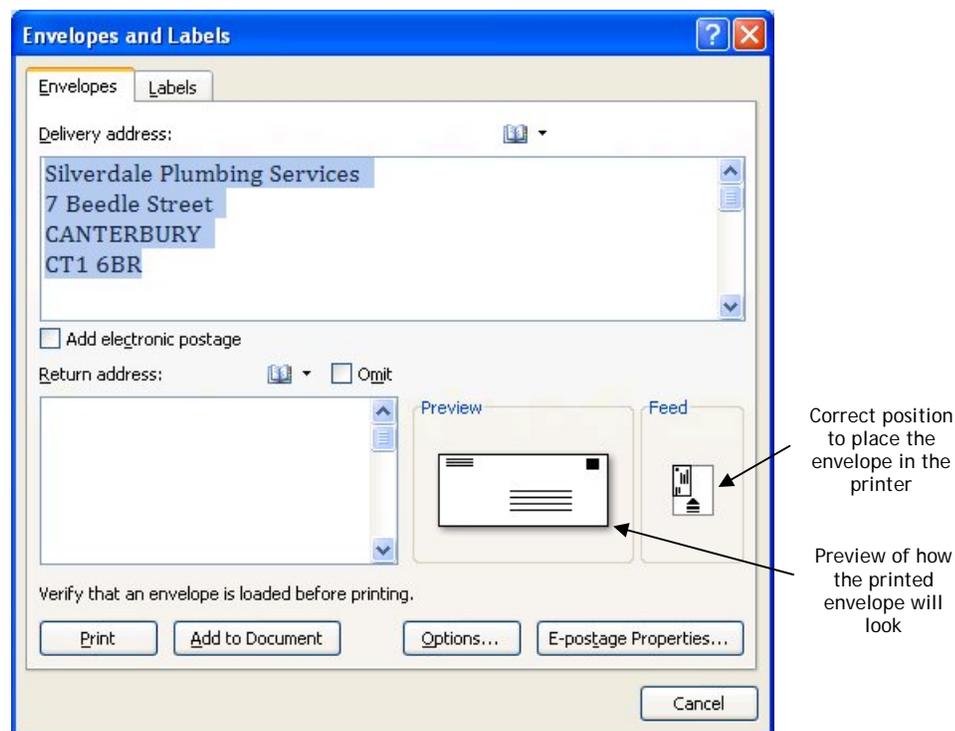
Next you'll print an envelope to go with the letter.

- Highlight the address of the recipient
- Click the **Mailings** tab on the Office Ribbon



- In the Create commands group select **Envelopes**

The Envelopes and Labels dialog box is displayed.

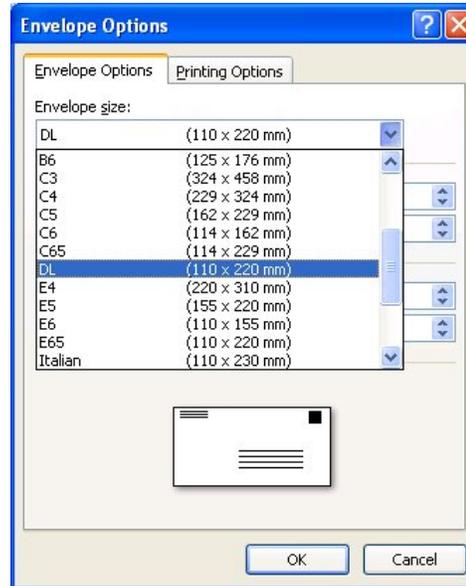


The address you selected is automatically entered as the delivery address.

A preview of the printed envelope is displayed. You want to print the standard size 'long' envelope which is known as DL (110 x 220mm).

To check the size of the envelope currently selected:

- Click the **Options** button
- Click the drop arrow to the right of the **Envelope size** box



- Ensure that **DL** is selected

Although the Envelopes and Labels dialog box indicates how you should feed the envelope into the printer, let's just take a quick look at printing options.

- Click the **Printing Options** tab

This tells you whether to place the envelope face up or face down

This shows you how to position the envelope so that it feeds into the printer correctly

The printer driver tells Word which way the envelope should be loaded into the printer and this information is displayed on the Printing Options tab.

- Click **OK**

Now, bearing that information in mind:

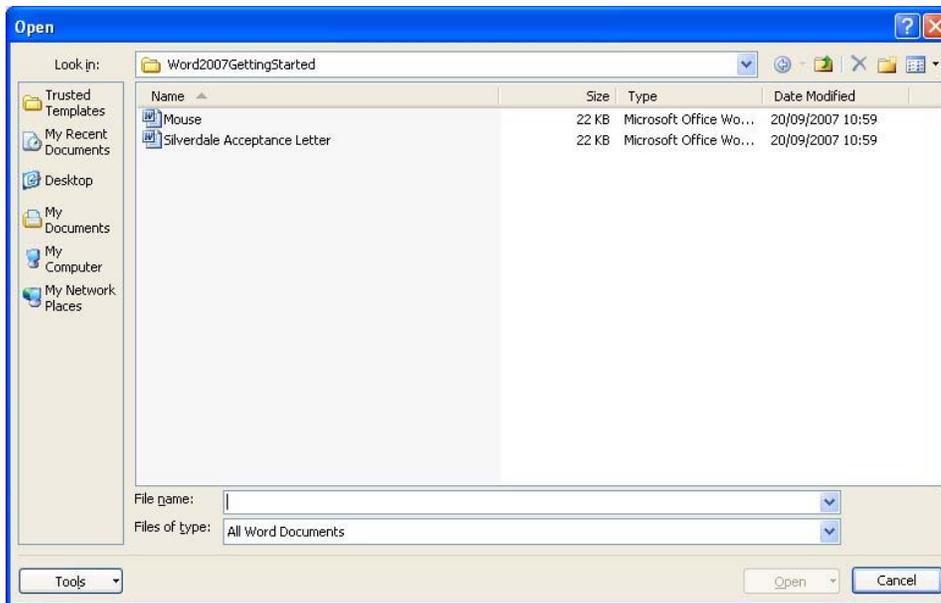
- Feed an envelope into the printer (depending on the type of printer you have, there may be a drop-down tray at the front of the printer, or you might have to use the paper tray)
- Click **Print**
- Close the document without saving

OPENING A DOCUMENT

Finally, you are going to open a document that already exists.

- Click the Office Button
- Select **Open**

The Open dialog box is displayed.



- Select the **Mouse** file by clicking on to it
- Click **Open**

The document is displayed on the screen.



TO OPEN A DOCUMENT

Press **Ctrl** and **O**

- Make a small alteration to the text, resave it, and print it
- Close the document
- Close Word