

## **IT Training**

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# **Microsoft Office 2007**

## **Using the Ribbon**

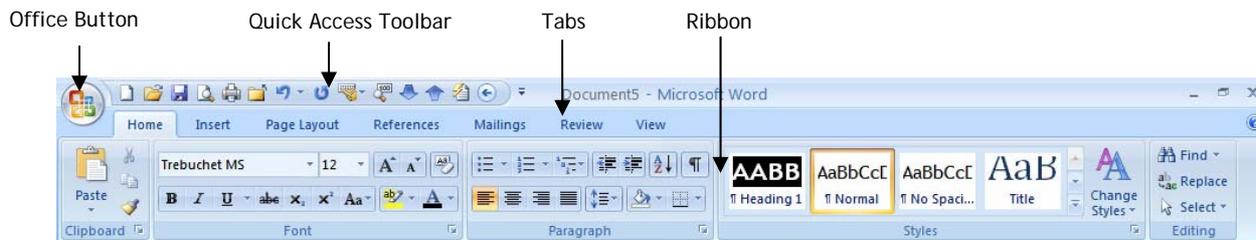
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# INTRODUCTION

When you open one of the software packages associated with Microsoft Office 2007, one of the first things you notice is that it looks quite different from previous versions. The usual menus and toolbars have been replaced by a continuous Ribbon that contains all the commands that were once hidden on menus. The commands are organised in logical groups which are collected together under tabs.



When you select a tab, the section of the Ribbon that you can see changes to show related commands. For example the Home tab shows the most common commands such as changing the font style and size, line spacing and justification. The Page Layout tab includes orientation, margins and paragraph spacing.



Above the Ribbon (although you can choose to position this below the Ribbon) is the Quick Access Toolbar. You can customise this toolbar to hold the commands that you use most often, such as print, close a document, and shortcuts to macros.

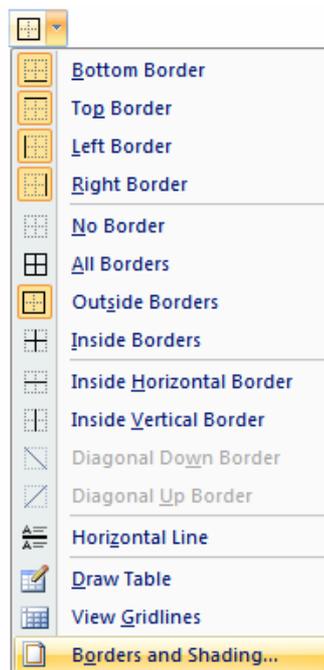
## USING THE RIBBON

- Start Word 2007
- Open the document called **Mushroom** from the **Ribbon** folder on drive C:
- Ensure the **Home** tab is selected
- Format the heading as **Trebuchet, 12 point, centred**
- Format the sub-heading as **Arial, 12 point, italic, centred**

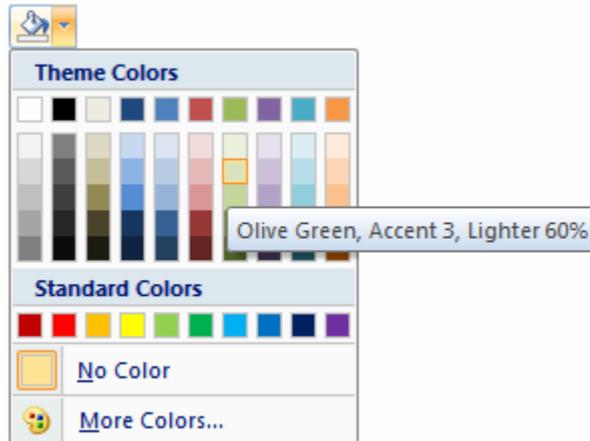


Notice that, as you move the mouse pointer over the font style and size, the selected text changes to allow you to preview the format.

- Select the second heading - 'To mushroom - mushrooming - to pop up like mushrooms'
- Format this text as **Trebuchet, 14 point**, put a **border** around the text
- Check that the thickness of the border is **½ point** - click the drop arrow to the right of the border button and choose **Borders and Shading**

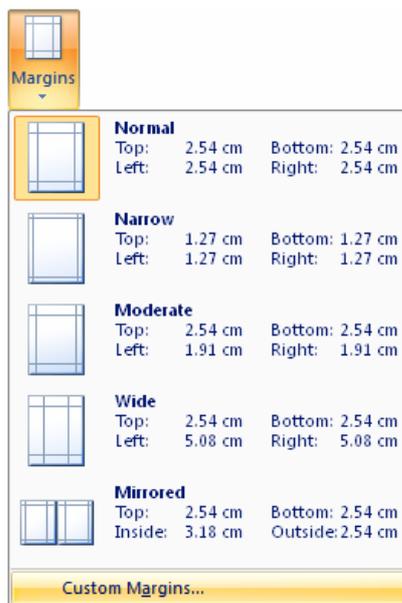


- Fill the border with the theme colour **Olive Green, Accent 3, Lighter 60%**



You need to change the left and right margins on the document 3 cm.

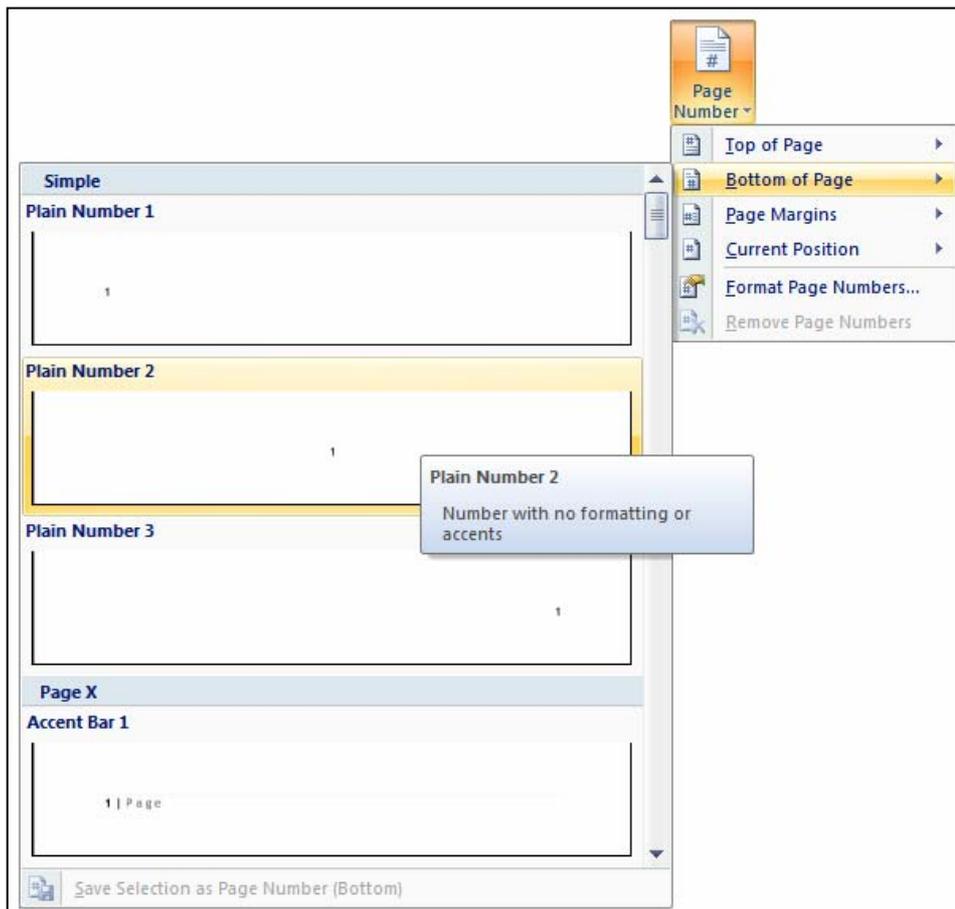
- Click the **Page Layout** tab
- Click the **Margins** button to see a list of pre-designed layouts
- None of these match your requirements so click **Custom Margins** at the bottom of the list and make your changes



The text beginning 'Yellow, flower pot mushrooms....' and continuing to the end of the document needs to be formatted in the same way as the text at the beginning of the document - beginning 'Mushroom(s) are the fleshy...'

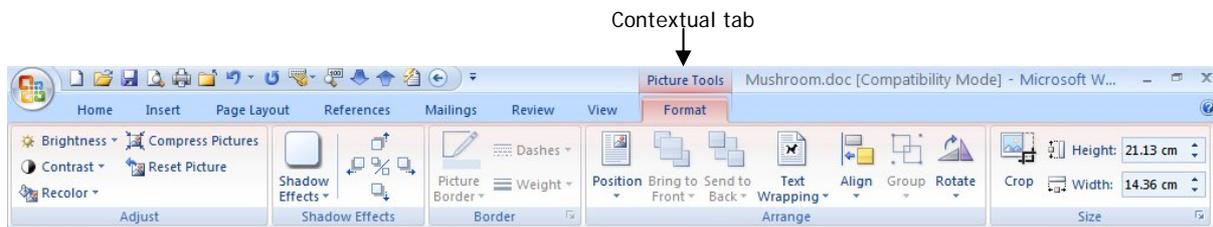
- Use the **Format Painter** (Home tab) to copy the format from the text at the top of the document to that at the end
- Insert a **blank line** before the text 'Many species of mushrooms seemingly appear overnight, ...'

- Insert another **blank line** before the text 'The term "mushrooming" differs...'
- And another **blank line** before the text 'Notably, not all mushrooms expand overnight...'
- Check that the paper size is **A4** (Page Layout tab)
- Insert **Page Numbers** (Insert tab) at the bottom centre of the page - Plain Number 2 format



- **Zoom** the document to **75%** (View tab)
- Select the paragraph beginning 'The term "mushrooming" differs...' and format it as **two columns** (Page Layout tab)
- Position the insertion point below the first paragraph ending 'their food sources.'
- Insert the picture (from file) (Insert tab) named **RedMushroom** from the **Ribbon** folder on drive C:

When the picture is selected the Picture Tools tab is displayed. This is called a contextual tab. Contextual tabs are only displayed when they are required, for example when a Picture, Shape, SmartArt, or Chart is displayed.



- Change the **height** of the picture to **8 cm**
- Apply **Tight** text wrapping to the picture
- Ensure that all of the text in the second paragraph is to the right of the picture

## Mushroom

*From Wikipedia, the free encyclopedia*

**Mushroom(s)** are the fleshy, spore-bearing fruiting bodies of fungi typically produced above ground on soil or on their food sources.



The standard for the name **mushroom** is the cultivated white button mushroom, *Agaricus bisporus*, hence the word **mushroom** is most often applied to fungi (Basidiomycota, Agaricomycetes) that have a stem (called a **stipe**), a cap (called a **pileus**), and gills (each called a lamella/pl. lamellae) on the underside of the cap just as do store-bought white mushrooms. However, mushrooms can also be a wide variety of gilled fungi, with or without stems, and the term is used even more generally to describe both fleshy fruitbodies of some Ascomycota and woody or leathery fruitbodies of some Basidiomycota, depending upon the context of the usage.

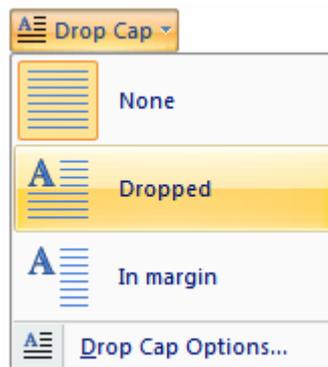
Usually forms deviating from the standard form have more specific names, such as puffballs, stinkhorn, morels, etc. and gilled mushrooms themselves are often called agarics, in reference to their similarity to *Agaricus* or placement in the order Agaricales. By extension, **mushroom** can also designate the entire fungus when in culture or when referring to the whole thallus (called a mycelium) of species forming fruitbodies called mushrooms.

- Insert the picture called **YellowMushrooms** above the paragraph formatted as two columns
- Change the **height** of the picture to **8 cm**
- Apply **Top and Bottom** text wrapping to the picture
- Centre align the picture

The document would look better without the red (check spelling) and green (check grammar) underlining.

To turn this off:

- Click the **Office Button**
- Choose **Word Options**
- Select **Proofing**
- Select the options to **Hide the spelling and grammar errors in this document only**
- Position the insertion point in the paragraph beginning 'Many species of mushrooms seemingly appear overnight'
- From the **Insert** tab choose **Drop Cap**
- Select the **Dropped** format



**M**any species of mushrooms seemingly appear overnight, growing or expanding rapidly. This phenomenon is the source of several commonly used phrases in the English language. In fact all species of mushrooms take several days to form primordial mushroom fruit bodies. The cultivated mushroom as well as the common field mushroom initially form minute fruiting body initials referred to as the pin stage, because of their small size. Slightly expanded they are called buttons, once again because of the relative

- View the two pages of the document side by side (View tab)
- Using the **Office Button**, print the first page of the document to the default printer

# CUSTOMISING THE QUICK ACCESS TOOLBAR

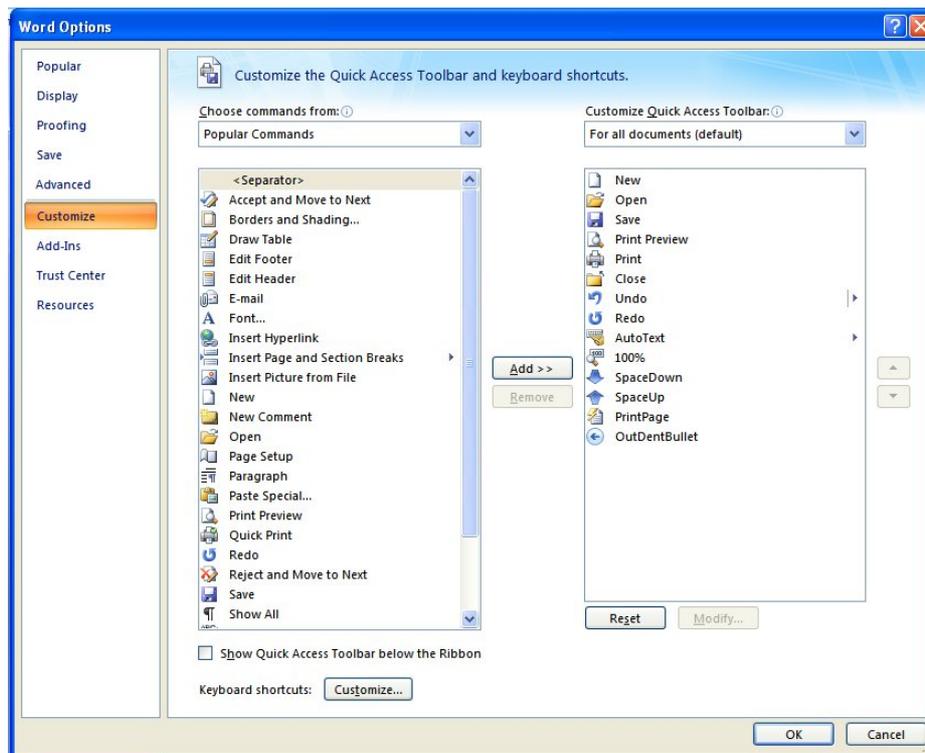
- Click the Customize Quick Access Toolbar button



You can see that there are several of the most common commands available to add to the toolbar.

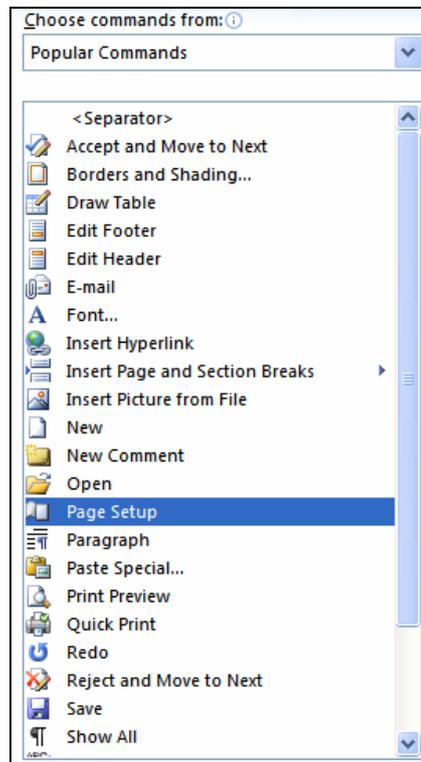
You also have the option of showing the toolbar below the Ribbon.

- Click More Commands...



A list of the most popular commands is displayed in the window to the left. The window to the right shows the ones that have been added to the toolbar.

- In the 'Choose commands from' window, click the down arrow and select **Popular Commands**
- Choose **Page Setup** from the list



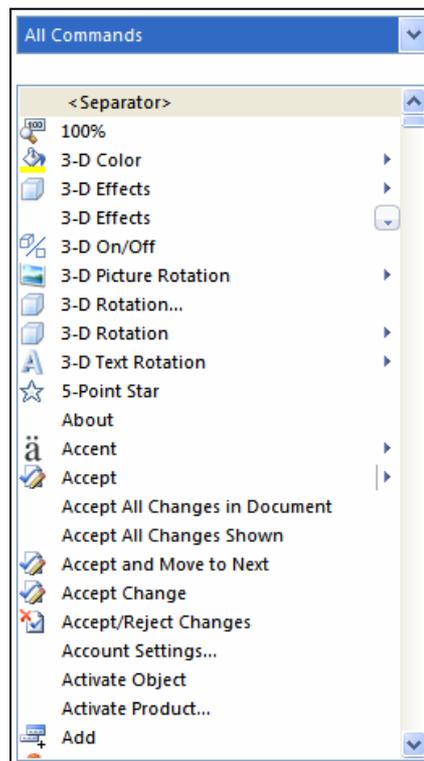
- Click the **Add** button



- Use the **Move Up** and **Move down** buttons to position the new shortcut on the toolbar



- In the 'Choose command from' window select **All commands**



A list of every command is displayed for you to choose from.

- Remove the **Page Setup** command from the toolbar
- Click **OK**

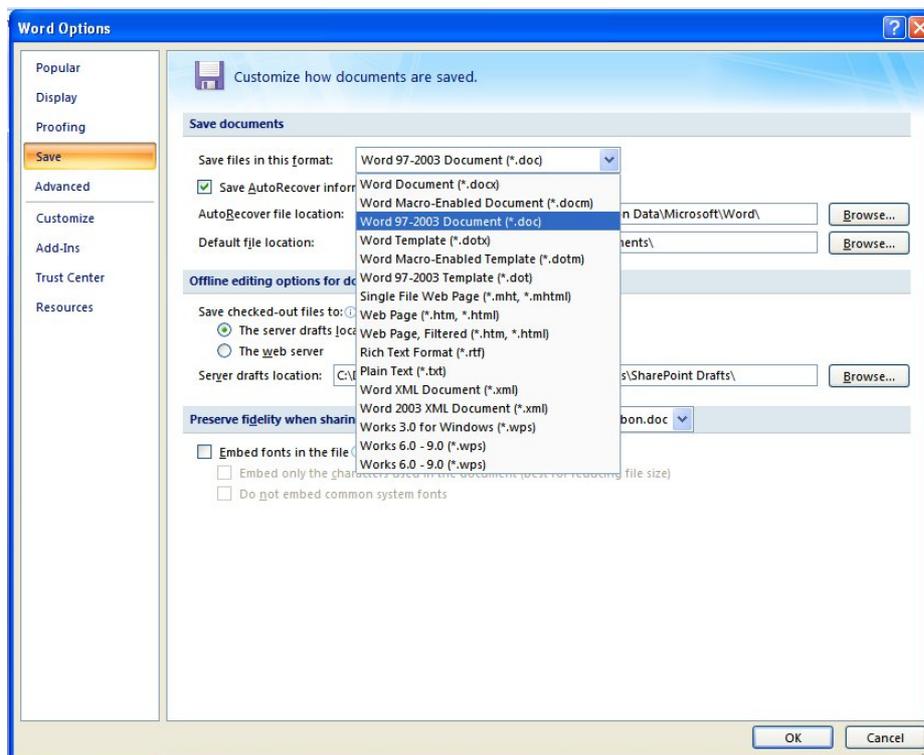
## SAVING THE DOCUMENT IN WORD 2002 FORMAT

- Click the Office Button
- Choose Save As
- Save the document in Word 97-2003 format

Documents saved in Word 2007 are saved in XML format and have a filename extension of either docx or docm.

If you want to regularly save documents in another format change the default format for saving.

- Click the Office Button
- Click Word Options
- Choose Save from the pane on the left
- Select Word 97-2003 Document (\*.Doc) from the Save files in this format: section of the dialog box



- Click OK
- Close the document
- Close Word