

MICROSOFT WORD 2007

This Document Introduces the New Features
of
Microsoft Office 2007

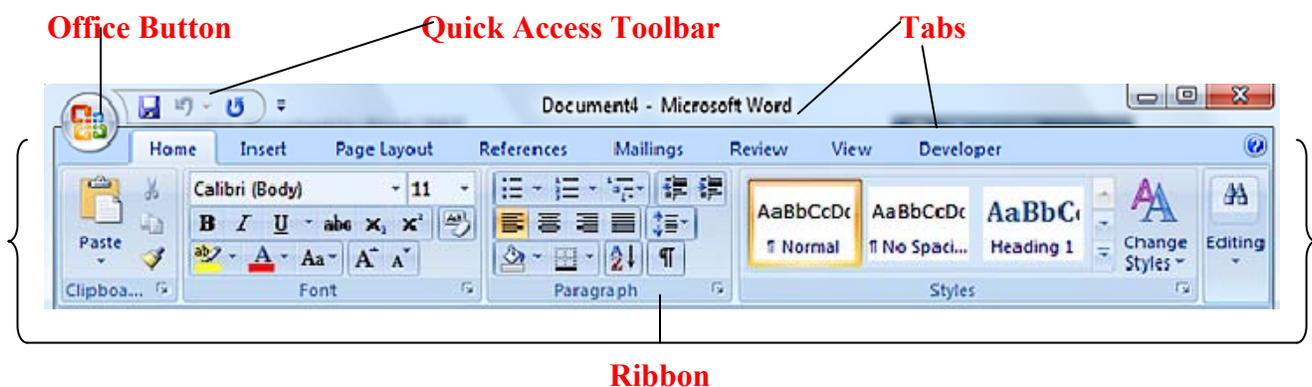
Introduction

The Word 2007 window has changed dramatically from earlier versions of Word. Functions used in previous versions of Word are still present, but they are now organized into quickly accessible areas.

Documents created in previous versions of Word can be opened in Word 2007. In addition, documents created in Word 2007 can be saved back to the previous versions (Word 97-2003 format).

Word 2007 Presents a New User-Interface

The Word 2007 Window

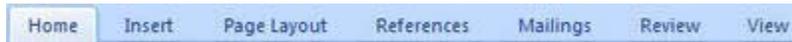


The Office Button - The **Office Button**  is located in the top left-hand corner of the window and has replaced the File menu and Tools, Options dialog box. By clicking on this button, commands previously found in the *File menu*, including **New**, **Open**, **Save**, **Save As**, **Print** and **Close** can be used.

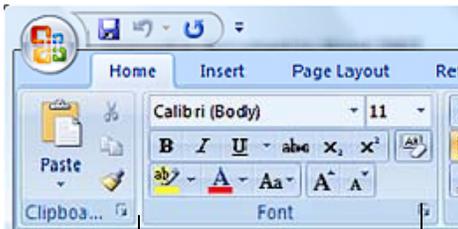
Ribbon - The **Ribbon** replaces the menu bars and toolbars from previous versions of Word. The Ribbon keeps commands visible while you work instead of hiding them under menus and toolbars.

The Ribbon has 3 components:

1. **Tabs** - There are eight task-oriented **Tabs** located across the top of the ribbon. Each Tab represents an activity area.



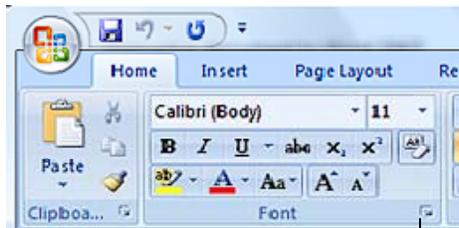
2. **Groups** - Each tab has its own set of **Groups** that show related items together.



Group

3. **Command buttons** – These are buttons, boxes or menus relative to each group, e.g. the **Font Name**, **Font Size**, **Font Color**, and **Strikethrough** buttons are in the **Font group**, while **Find** and **Replace** are in the **Editing group**.

Dialog Box Launcher – Some groups will have a small button in the lower right-hand corner, indicating that there are more detailed or advanced options available.



Dialog Box Launcher

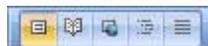
Quick Access Toolbar - The **Quick Access Toolbar** , located next to the Office Button, is a customizable toolbar that contains shortcuts for commonly used tools. LPITS has provided basic tools to the Quick Access Toolbar, such as **Print, Print One Page, Undo** and **Redo**. You have the ability to add and remove the toolbar buttons based on your personal preferences.

Mini Toolbar – The **Mini Toolbar** appears automatically when text is selected. It contains common text formatting commands such as Font type, Font Size, Bold, etc.



Zoom Slider – The **Zoom Slider** is located in the bottom-right hand corner of the window on the status bar. This allows you to view your document at different percentages by clicking on the plus or minus buttons or “sliding” the zoom knob. 

Document Views – There are five **Document View** buttons. They are found on the status bar beside the zoom slider on the status bar. Click on these buttons to change the Document View from Print Layout, Full Screen, Web Layout, Outline or Draft. Your View will default to Print Layout.



Keyboard Short Cuts - The **Keyboard Short Cuts** used in previous versions of Word, such as *Ctrl + S* to **Save** and *Ctrl + B* to **Bold** are still available for use in Word 2007.

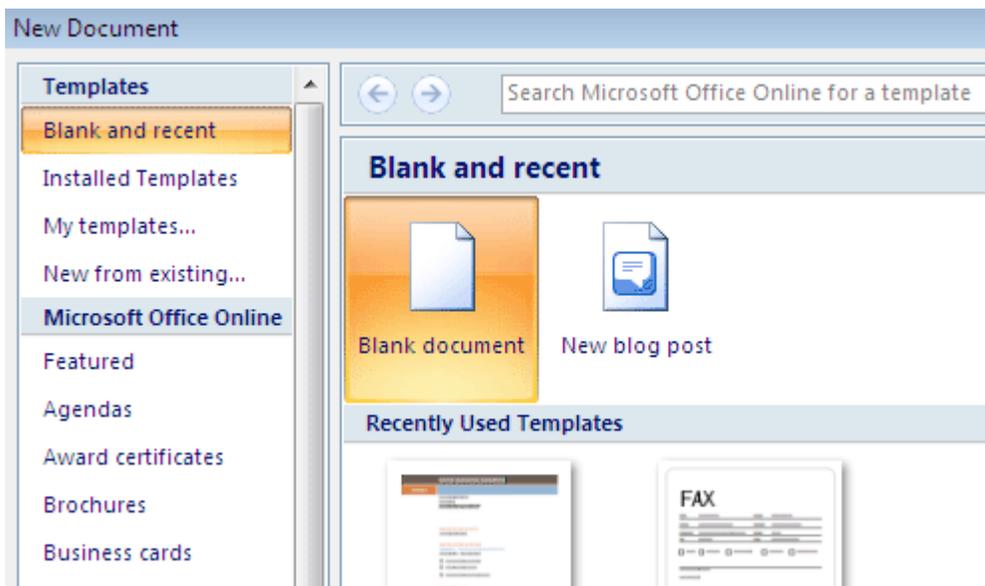
Help Button – The Microsoft Office Help button is the question mark located in the top-right hand corner of the screen . Clip It and his friends are not available in this version of Word.

Functions in the Office Button

Creating a New Document

New blank documents can be created by using the menu option **or** the keyboard shortcut Ctrl+N **or** the Quick Access Toolbar command button  provided by LPITS. The menu option gives you more choices in creating your new document.

1. From the **OFFICE BUTTON** , select **New**. The **New Document** dialog box appears.



2. From the **Blank and recent** section, double-click **Blank document**
3. A new blank document appears.

Opening an Existing Document

Opening an Existing Document can be achieved by using the menu option **or** the keyboard shortcut Ctrl+O **or** the Quick Access Toolbar command button  provided by LPITS.



1. From the OFFICE BUTTON , select **Open**
2. From the **Look in** box located in the open window pull-down list, navigate to and select the desired file.
The Word document files are displayed.
3. To open the file, click **OPEN**.

Recent List

Recently opened files are shown on the Recent List found when clicking on the Office Button. LPITS has increased the number of items in the Recent List to twenty (20) items.

Compatibility Mode

When opened in Word 2007, documents from previous versions of Word will open in Compatibility Mode. In Compatibility Mode, some features of Word 2007 are limited in order to be consistent with the features in previous versions of Office. When in use the words "Compatibility Mode" are added to the program's title bar

Users can also convert a document from compatibility mode to full functionality. By selecting Convert from the Office Start Button, users can convert the document to the 2007 Office system, and add content using the new features available in the 2007 Office system.

DOCX File Format

Documents created in Word 2007 use a new document format with the extension .docx. This new Ecma Office Open XML Format reduces file size and improves recovery of damaged files. The new format also provides a savings in storage needs, bandwidth requirements and reduces the burden on IT personnel.

Saving a Document

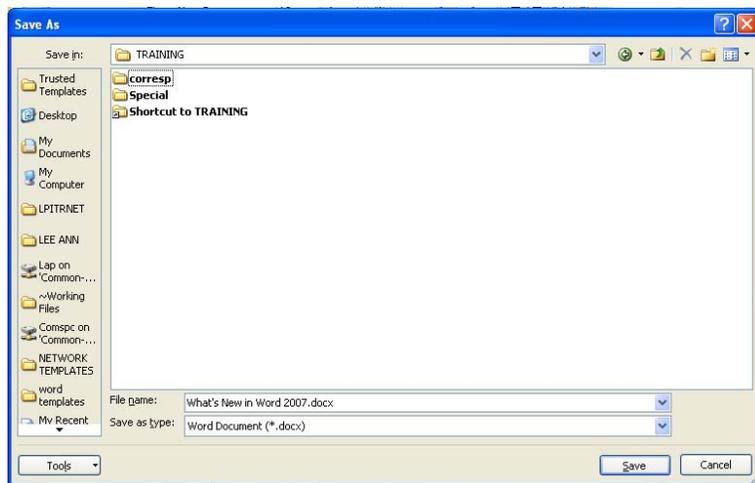
The **Save** and **Save As** commands are located within the **Office button**. When saving a document for the first time, both selections will open the **Save As** dialog box.

Use the **Save** option to keep a previously saved document by using the Office Button and selecting **Save** **or** clicking on the **Save** button on the Quick Access Toolbar **or** using the keyboard shortcut **Ctrl + S**.

Use the **Save As** option when saving a document for the first time or when saving an existing file using a new name and/or location. Using this option allows one to edit the new file, while retaining the original document.

1. From the **OFFICE BUTTON** , select **Save As**  

The **Save As** dialog box appears.



2. From the **Save in** pull-down list, make the appropriate selection:
3. In the **File name** text box, type a **filename**

Word will automatically add a **.docx** extension to Word 2007 documents.

Saving in Word 97-2003 Format

Saving Word document in the Word 97-2003 file format allows users of older versions of Word the ability to open and edit files created in Word 2007. Saving to the Word 97-2003 format prevents the use of new features available in Word 2007.



1. From the OFFICE BUTTON , click the ▶ next to **Save As** , select **Word 97-2003 Document**. The **Save As** dialog box appears.
2. From the **Save in** pull-down list, navigate to the desired save location
3. In the **File name** text box, type the desired **filename**
4. In the **Save as type** text box, confirm that **Word 97-2003 Document** is selected
5. Click **Save**

Save As PDF

LPITS has installed the Save As PDF add-in to the Office 2007 system. The PDF format ensures that when the file is viewed online or printed, it retains exactly the format that you intended, and that data in the file cannot easily be changed.



1. From the OFFICE BUTTON , click the ▶ next to **Save As** , select **PDF or XPS** . The **Save As** dialog box appears.
2. From the **Save in** pull-down list, navigate to the desired save location
3. In the **File name** text box, type the desired **filename**
4. In the **Save as type** text box, confirm that **PDF** is selected
5. Click **Save**

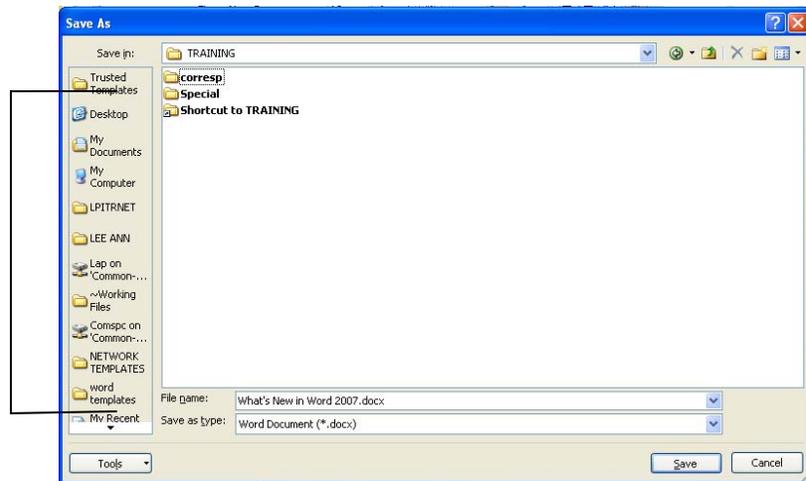
Compatibility Utility

Computers outside of the SC State House Network using Word 2000, XP or 2003 can be upgraded with a free compatibility utility from Microsoft. This free download allows the opening, editing and saving of Word 2007 files. A link to the utility can be found at the SC State

House website, www.scstatehouse.net, by clicking on the Publications button, then selecting Viewer Page.

My Places Bar

Shortcuts to frequently used folders can be added to the My Places Bar. The My Places Bar is located on the Open and the Save dialog boxes.



1. Add an item to the My Places Bar

- a. In any 2007 Office program, click the **Microsoft Office Button** , and then click **Open**.
- b. In the **Open** dialog box, navigate to the location desired.
- c. Right-click below the existing shortcuts in the My Places Bar
- d. Left-click **Add folder name**. The new shortcut appears at the bottom of the **My Places** bar.

2. Rename items on the My Places Bar

- a. Click the **Microsoft Office Button** , and then click **Open**.
- b. On the **My Places Bar**, right-click the item desired, and then click **Rename**.

- c. In the **Rename** dialog box, type the name desired, and then click **OK**.

Printing a Document

The Print dialog box has not changed from the previous versions.

The Print dialog box can be accessed by clicking on the Office Button and selecting Print **or** using the keyboard shortcut Ctrl + P **or** the Quick Access Toolbar button provided by LPITS.

Print One Page



The Print One Page option was first provided many years ago by LPITS and will continue to exist in this new environment. In a multiple page document, using this command will print the page where the cursor is located.

Send

Send is used to attach the active document to a new e-mail message. There are several options in the Send window.

1. **E-mail** attaches the active document to a new e-mail message as a Word file.
2. **Create Adobe PDF and E-mail** converts the active document to a PDF file format before attaching it to a new e-mail message.

Customize Your Environment

Quick Access Toolbar

The Quick Access Toolbar, by default, contains the Save, Un-do and Repeat commands. LPITS has provided additional buttons to the Quick Access Toolbar, including New Blank Document,

Redo, Open, Close, Print, Print One Page, and Print Preview



The Quick Access Toolbar can be relocated below the Ribbon by clicking on the drop-down bar



and selecting Show Below the Ribbon.

Customizing the Quick Access Toolbar is easy using the following steps:

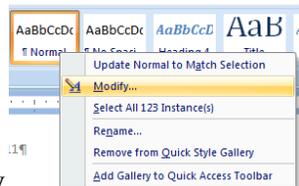
1. Right-click on any Command on the Ribbon that you would like to add to the Quick Access Toolbar
2. Left-click on Add to Quick Access Toolbar to add any feature to the Quick Access Toolbar.

Normal Style

The Normal Style is the format used for all newly created documents. Microsoft has made significant changes to the Word 2007 Normal Style. The default font is Calibri and the line spacing (the space between lines of text) is set to 1.5 instead of single spaced. Also in the new Normal Style is additional spacing after each paragraph.

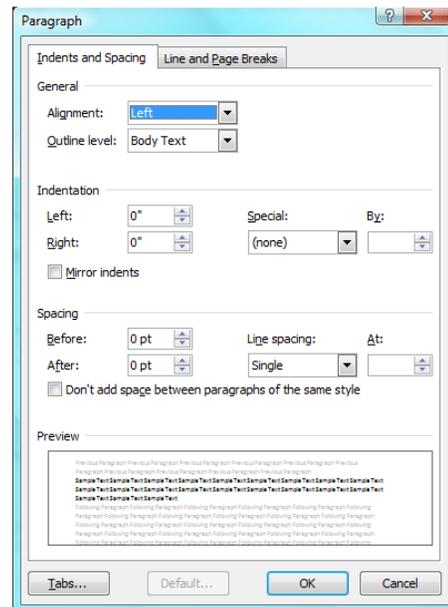
Changes can be made to the Normal Style to accommodate the needs of each individual.

1. In the Home tab of the Ribbon, right-click on the Normal Style command button



2. Left-click on Modify
3. Change the Font Name and Font Size as desired
3. Change the paragraph alignment as desired
4. Click on the Format button

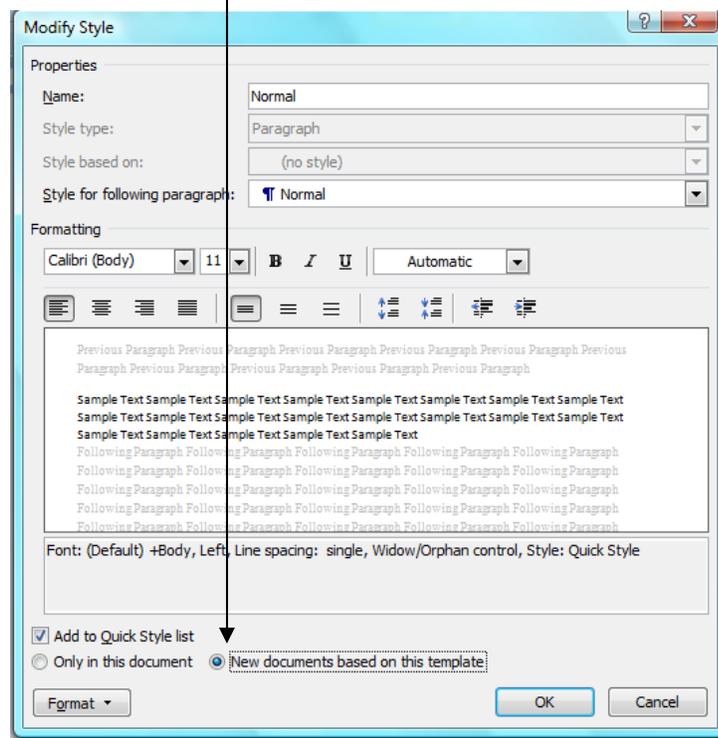
5. Click Paragraph



6. Change the settings as desired

7. Click OK

8. Click in the radio button beside **New document based on this template**

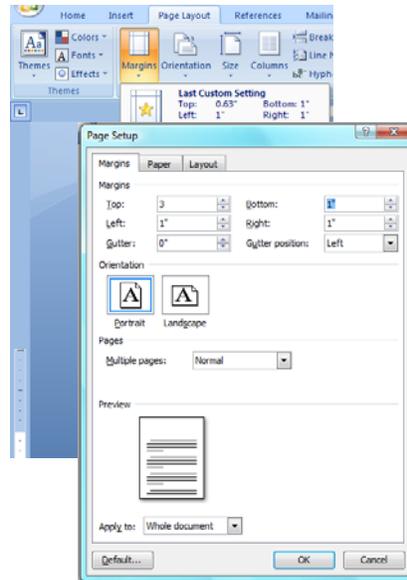


9. Click OK.

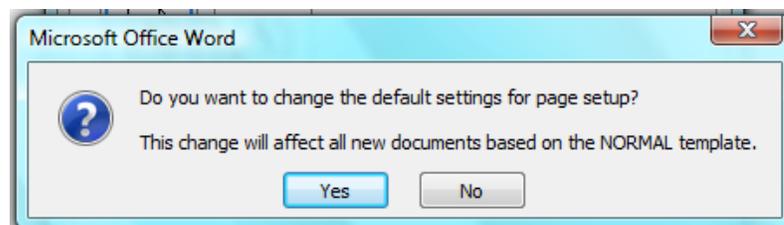
Default Margins

The default margin in Word 2007 environment is one inch from the top, bottom and each side. Each individual may choose their preferred margins used in all newly created documents.

1. In the Ribbon, click on the Page Layout tab
2. Click on the Margins command button.



3. Click on Custom Margins
4. Change the margins as desired
5. Click the Default button
6. Click Yes in the Confirmation box.



Live Preview

With Live Preview you can see the effects of a formatting option before it is applied.

1. Type *Legislative Update*
2. On the Ribbon, click on the Center paragraph alignment 
3. Select the text Legislative Update
4. From the Font group click on the down arrow to the right of the font name.
5. As you hover your mouse over a font name, Word previews it live on your selected text
6. Click in the document area. Note that the font for Legislative Update has not changed.

Applying Styles

You can apply a paragraph or a character style by selecting one from the **Styles** group.

1. Select the text Legislative Update
2. From the **Home** tab, in the **Styles** group, click **MORE** 
A gallery of styles appears.
When the cursor hovers over a style, a preview of the style appears in the selected text.
3. Select the Title style
The style is applied to the selected text.

Auto-text

In the installation process LPITS attempted to preserve any Auto-text items that existed in the previous version. If you are missing a substantial number of AutoText items please contact LPITS to retrieve them. For a small number of AutoText, it would be easier to recreate them using the steps below.

In Word 2007, Microsoft replaced the AutoText feature with "Building Blocks." Building Blocks are a part of the Quick Parts Gallery.

1. Create an **AutoText** item
 - a. Type the desired text
 - b. Select the desired text
 - c. From the Ribbon, click on the **Insert** Tab
 - d. From the **Text** group, select **Quick Parts**
 - e. Click on **Save Selection to Quick Part Gallery**
 - f. Enter a Name
 - g. Change the **Gallery to AutoText**
 - h. Click OK
2. Insert an AutoText item
 - a. Type the Name
 - b. Press **F3**.

Word Templates

A template is a preset document layout with a collection of styles which are saved to a file and can be applied to other documents. Time and effort can be saved by creating new documents based on templates designed for a frequently used type of document.

Word provides templates for many common types of documents. Use the templates as they are, modify them, or create your own templates. Word automatically bases new documents on the **Normal** template.

LPITS has provided commonly used templates for our unique work environment. These templates include Senate certificates, leave forms, bill drafting, etc.

To access the LPITS templates:

1. Click on the **Office button**
2. Click on **New**
3. Choose **My Templates**.

To access Microsoft installed templates:

1. Click on the **Office button**
2. Click on **New**
3. Choose **Installed Templates**.

Microsoft has also provided additional templates found online which include calendars, agendas, flyers, brochures, etc.

To access Microsoft Office Online templates:

1. Click on the **Office button**
2. Click on **New**
3. Choose a category below the Microsoft Office Online heading
4. **Select** the template desired
5. Click the **Download** button.

Creating a Table: Drag Option

When creating a table, some preliminary planning reduces the amount of time needed later to make the table look correct. Sometimes even a simple sketch of one or two lines of the table can save a great deal of time. With a table format in mind begin creating it by using Word's **Tables** command.

1. From the **Insert** Tab, click the **Table** command
2. Select the appropriate layout by dragging your mouse in the table grid

3. With the desired layout highlighted, left-click to insert the table into the document.

Insert Pictures and Clip Art

Pictures and Clip Art items are easy to add to documents.

Insert State, House or Senate seals:

1. Go to the Insert tab
2. Click on the Picture command
3. From the Window, click the desired graphic item
4. Click Insert.

Insert Microsoft provided Clip Art:

1. Go to the Insert tab
2. Clicking on the Clip Art command
3. From the Panel enter a description in the Search for box (ex. Buildings)
4. Click Go
5. Click on the desired clip art to insert it into the document.