

# Microsoft® Word 2007

## Introduction

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*A Workshop for San Diego State University Faculty and Staff*



**NOTE:**

This handout was not designed to be a standalone tool to teach the reader to do the task. It was designed as a review for the individual that has previously taken the applicable BATS workshop.

## Where to Find Help When You Need It

### Help from your Division/College's Computer Consultant

Some divisions and colleges have computer consultants assigned to them. You can contact these consultants when you need help. To determine if you have a consultant assigned to your division or college, look to: <http://rohan.sdsu.edu/~facstaff>

### Help from the BATS Web Page

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University. You can access the BATS Web Page by pointing your browser to: <http://its.sdsu.edu/~bats/>

### Help in the San Diego State University, Faculty Room

The Faculty Room is staffed Monday through Friday with computing consultants who will try to answer your questions.

**Location:** Adams Humanities, 1109  
**Phone Number:** x45727  
**Semester Hours:** 7:30am – 6:00pm Monday -Thursday  
7:30am – 4:30pm Friday  
**Semester Intersession:** 7:30am – 4:30pm Monday – Friday

### Help from the Faculty Computing Help Line

**Phone Number:** x41348      **E-mail:** [helpline@mail.sdsu.edu](mailto:helpline@mail.sdsu.edu)  
**Semester Hours:** 7:30am – 6:00pm Monday – Thursday  
7:30am – 4:30pm Friday  
**Semester Intersession:** 7:30am – 4:30pm Monday – Friday

### Help from the Staff Computing Help Line

**Phone Number:** x40824      **E-mail:** [staffhelp@sdsu.edu](mailto:staffhelp@sdsu.edu)  
**Semester Hours:** 7:30am – 6:00pm Monday – Thursday  
7:30am – 4:30pm Friday  
**Semester Intersession:** 7:30am – 4:30pm Monday – Friday

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# Microsoft Word: Introduction

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## WHAT IS MICROSOFT WORD?

Microsoft Word is a full-featured word processing program that enables you to create memos, letters, flyers, newsletters, manuals and most other types of printed communications.

The software contains a variety of features that help you to create professional document. You can change the look of the font, include pictures in the document, use borders and shading throughout the document, and have the software automatically check your spelling and grammar.

Word can also be used with other Microsoft applications in a way that allows you to link documents together so that changes in one document are automatically updated in a second document.

### How do I Start Word?

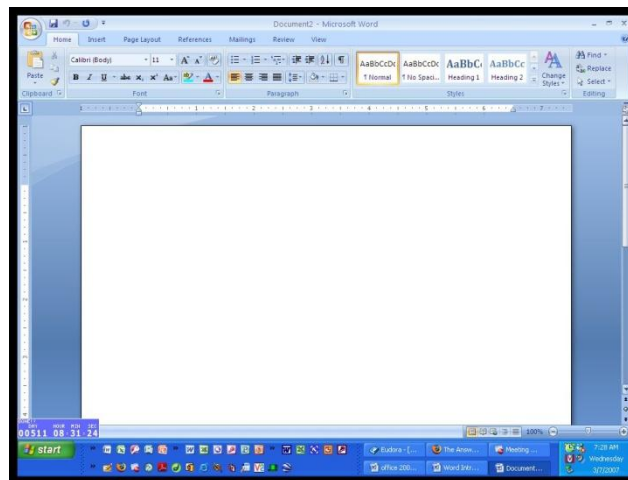
To initially start Word, click on the **Start** button, select **Programs** from the Start Menu then click on **Microsoft Word**.

You can create a shortcut that will cause Word to start automatically when you turn on your computer, or you can put a shortcut on the desktop.

Once you have created Word documents, you can start Word by double clicking the **Document** icon. If you regularly work in a certain document, you may want to create a shortcut on the Desktop to speed your access to the document.

## THE WORD WINDOW

Once Microsoft Word has started, you will be presented with a blank document to work with.



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**Ribbon** The Ribbon has replaced the Menu Bars and Tool Bars. The Ribbon contains Tabs where you can find Groups of commands.

**Scroll Bar** The Scroll Bars on the right of the window enable you to move through a document when the entire document does not fit in the windows or the allotted space.

Click the scroll arrows (at the top and bottom of the vertical scroll bars) with the mouse to move through the document or to see one line at a time

**Buttons** In the upper right corner of the screen you will find the following buttons:

**Maximize Button**



Clicking the Maximize Button with the mouse enlarges the active window so that it fills the entire Desktop.

**Minimize Button**



Clicking the Minimize Button reduces the window to the Task Bar.

**Close Button**



The Close Button causes the file to close. If you have not saved it recently, you will see a dialog box that asks if you want to save the file.

**Restore Button**



The Restore Button returns the window to its size before the maximize or minimize button was used.

## CREATING A DOCUMENT

When you are ready to create a document you will first want to set up the format of the document. You will want to establish the page size and orientation and you may want to setup headers and footers for your document.

**Page Setup**



Select the **Page Layout** tab from the Ribbon.

To change a characteristic of the document click on the applicable button. You can choose from a list of options or you can choose to create a customized layout.

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### Entering Text

To enter text on a new document all you need to do is to begin typing. The text will appear to the left of the blinking cursor ( | ).

### Show/Hide Button



To see the results of all your keystrokes, use the **Show/Hide** button. It is found on the **Home** tab of the Ribbon in the **Paragraph** group.

Paragraph marks, spaces and other special characters can be seen on the document when this feature is activated. Although the characters display on the screen, they will not print when the document is printed.

### Entering Blank Lines in a Document

To enter a blank line in a document, such as a break between paragraphs, press the **Enter** key twice. A blank line will be inserted before the next paragraph.

### Changing Text

To add a word or some text to a sentence, place the insertion point (I) where you want the text inserted. Word always inserts the text to the left of the insertion point. This will cause the text to the right of the insertion point to move to the right and downward to accommodate the added text.

To delete an incorrect character in a document, place the insertion point next to the incorrect character. Press the **Backspace** key to erase to the left of the insertion point, or press the **Delete** key to erase to the right of the insertion point.



To delete an incorrect word or phrase, select (highlight) the incorrect word or phrase and either press the **Delete** key or click the **Cut** button on the **Home** tab of the Ribbon in the **Clipboard** group.

## EDITING TEXT

As you create your document you will probably need to make some changes to the text. To make a change you first select the text and then you execute a command to change the text.

Following are a variety of ways to select text:

To Select a Word

Double Click

To Select a Sentence

Control + Click

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To Select a Paragraph	Triple Click a word OR Double click in left margin
To Select Part of a Document	Click + Shift key + Click OR Drag Cursor
To Select a Line	Click in Left Margin
To Select multiple lines	Click in Left Margin and drag mouse down
To Select non-contiguous text	Select a line – Press the Ctrl key – Select another line, etc.
To Select a document	Ctrl + click in left margin Triple click in left margin Edit – Select All Ctrl +A

### Formatting Fonts

You can format characters, words and paragraphs easily by using the commands on the **Home** tab in the **Font** group. To format text, select the text and click on the following buttons as desired:

#### Font Type and Size

You can select the style of font to be used along with the desired size font size. Click on the down arrowhead to see the various font types and sizes that are available.



You can also use the following buttons to create a special effect with the font.

Bold Character or Text



Italicized Character or Text



Underlined Character or Text







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## Aligning Characters or Text

You can specify how you want the document aligned by selecting the text and then clicking one of the following buttons from the **Home** tab in the **Paragraph** group:

Left Aligned		Right Aligned	
Centered		Justified	

### **Cut and Paste**



To move some text from one location to another location in your document (or to another document), you can “Cut” the text from the original location and “Paste” it into another location. To cut text, highlight the desired text, click on the scissors on the **Home** tab in the **Clipboard** group.

When you “Cut” text you are removing the text from the current location and placing the text onto a “Clipboard” which is a temporary holding area. The text will remain on the clipboard until you are ready to “Paste” it into another location.



When you have decided where you want the text to be inserted, place your cursor at the location where the text is to begin, select **Paste** from the **Home** tab, **Clipboard** group.

### **Copy and Paste**



To make a copy of some text at another location in your document (or to another document), you can “Copy” the text at the original location and “Paste” a copy of it into another location. To copy text, highlight the desired text, click on the **Copy** button on the **Home** tab in the **Clipboard** group.

When you “Copy” text you are removing the text from the current location and placing the text onto a “Clipboard” which is a temporary holding area. The text will remain on the clipboard until you are ready to “Paste” it into another location.



When you have decided where you want the text to be inserted, place your cursor at the location where the text is to begin, select **Paste** from the **Home** tab, **Clipboard** group.

### Drag and Drop

To move any portion of the text to a different location, select the text to be moved. Point to the selected text, and hold down the mouse button. The drag and drop pointer appears. Drag the pointer and the dotted insertion point that appears to the new location, and then release the button.

## CHECKING SPELLING AND GRAMMAR

At any time during the creation of a document, you can ask Word to check your spelling and grammar. You can have the entire document checked, you can select a portion of text or you can select a word you are not confident you spelled correctly.

You can set up Word to activate the spelling and grammar checkers on demand or you can have your text checked as you type.



To check the entire document, place the cursor at the beginning of the document and click on the **Review** tab and then click on the **Spelling and Grammar** button in the **Proofing** group.

To check a part of the document, select the desired text and then click on the **Spelling and Grammar** button.

To check a word, select the word and then click on the **Spelling and Grammar** button.

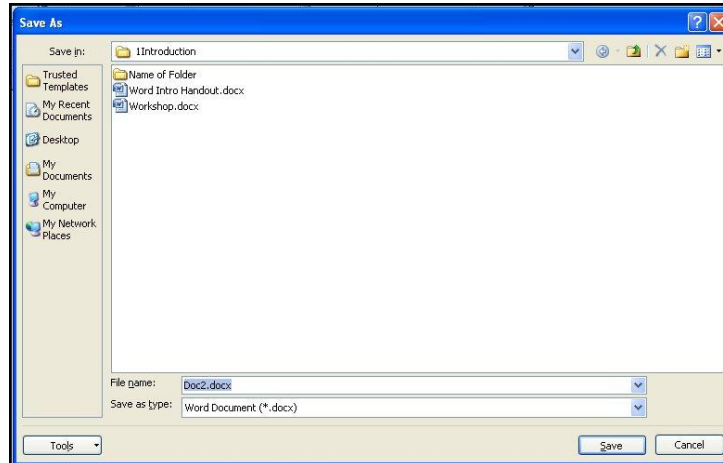
## SAVING THE DOCUMENT

When you save a document the first time, you need to tell Word where you want the document saved. You will have folders and sub-folders set up, and you will want the document saved to a specific location. To get the document where you want it, you will need to be specific in your instructions to the computer.

### New File Name

The first time you save a document you will need to name the file and specify where it is to be saved. When you are ready to save a document click on the **Office Button** on the **Ribbon** and select the **Save** option. You will see the following screen:

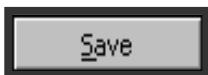
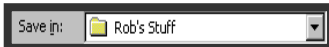
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Once you determine what you want to call the file, enter that name in the **File name** dialog box.

Word allows you to use descriptive file names, which makes it easier for you to find documents. File names can contain up to 255 characters. You cannot include any of the following characters in a file name: forward slash (/), backslash (\), greater than sign (>), less than sign (<), asterisk (\*), period (.), question mark (?), quotation mark (“), pipe symbol (|), colon (:), or semicolon (;).

## Specifying the Location



You will tell the computer where to save the file by browsing through your folders until you find the folder that is to house the file. To browse, click on the **Up One Level** button.

As you move through your folders, the contents of each folder will be displayed in the window. You can double click on a folder in the window to see the contents of that specific folder. When you do so, that folder becomes the active folder and that folder's name is displayed in the “Save in” box.

Once you find the folder that is to house the file, (and the folder's name is displayed in the “Save in” box), click on the **Office Button** on the **Ribbon** and select the **Save** option, and your file will be saved in the selected folder.

## Same File Name and Location

As you are working on your document, you will probably get into the habit of saving the document periodically. Once your document has initially been saved, you can replace the current saved copy with a copy that includes all your changes since the last time you saved it.

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To save your changed document, click on the **Office Button** on the **Ribbon** and select the **Save** option. Word will automatically save your document without presenting you with a screen asking for a name and location. Word will use the current name and location as the name and location for the current save.

### Different File Name and/or Location

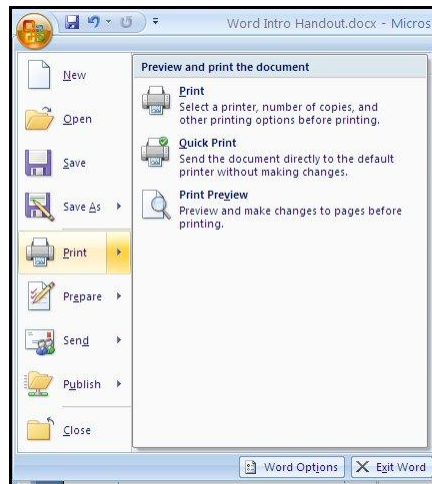
To save your document with a different file name (in effect you will be making a copy of your file and giving it a new name), click on the **Office Button** on the **Ribbon** and select the **Save As** option. You will be presented with the same screen you see when you first save a document. You will be asked to give a new name to the document and to specify the folder in which the document is to be saved.

## PRINTING

Before you print your document, you may want to look at the document on the screen to ensure that your page breaks are where you want them. Word allows you to see each page of the document as it will appear when printed.

### Print Preview

To preview your document, click on the **Microsoft Office** button, click on **Print** and choose **Print Preview**.



This view enables you to see what the final document will look like, and it may save you from printing pages that are not formatted properly.



To exit the print preview screen click on the **Close Print Preview** button which is found on the **Print Preview** tab in the **Preview** group.

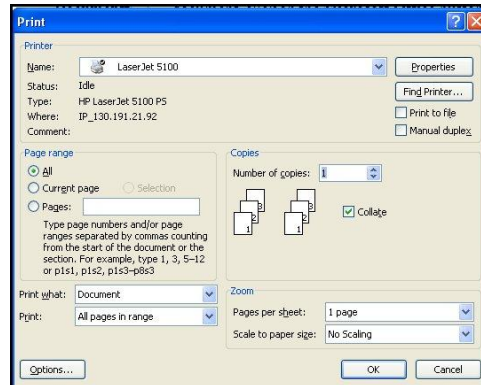
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### Printing the Document

When you are ready to print your document, or a part of your document, click on the **Microsoft Office** button, click on **Print** and choose **Print**, or **Quick Print**.

Choosing **Print** allows you to make some choices as to what to print and **Quick Print** sends your document to the printer where a single copy of the entire document will be printed.

If you choose **Print**, the following screen will appear:



You will need to tell Word which pages of your document to print and how many copies of each page to print.

### Print Range

If you only want a specific page of your document printed, and if that page is the current page (the page where your cursor rests), click on **Current page**.

If you want a specific page or pages printed, click on **Pages** and tell Word which pages to print. You can enter specific page numbers (for example, 1,3,7) or a range of pages (for example, 5-12) or both.

### Copies

Once you have told Word which pages to print, you can choose to have multiple copies of the document or pages print. The default is set up to print one copy, so if you only want one copy, you do not need to tell Word about the number of copies.

However, if you want multiple copies, enter the number of copies in the “Number of copies:” box or click on the up/down arrowheads to select the desired number of copies. Click on **OK** to print.

### QUITTING WORD

When you are ready to quit Word, Click on the **Microsoft Office** button. Click on **Close** to close the document, click on **Exit Word** to quit the Word application.

If you have not made any changes to your document since you last saved it, Word will close your document.

If you have made changes to your document since it was last saved, Word will ask you if you really want to exit the program (without saving your changes) or if you want a chance to save your changes. You will see the following screen:



If you do not want to save the changes, select **No** and your document will be closed (all changes will be discarded) and Word will close.

If you want to save your changes, select **Yes** and if your document had been saved previously, Word will save the document with the changes and then it will close the document and the Word program.

If you have not previously saved your document, and you want to save the work you have done on the document, Word will display the **Save As** window. You will be asked to provide a name for the document.