

Microsoft® Word 2007 Intermediate II

A Workshop for San Diego State University Faculty and Staff

BATS
Baseline Access,
Training & Support



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
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
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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CLIP ART

What is the Clip Gallery?

You can use the Clip Gallery to preview a wide variety of pictures, photographs, sounds, and video clips that you can insert in your documents.

Insert a Clip

To insert a clip:

1. Click on the **Insert** tab, then click on the **Clip Art** button in the Illustrations group. The Clip Art Task Pane will open.
2. Enter a keyword for what you are looking for in the **Search For** box.
3. In the **Search In** box, indicate where you want the search to take place.
4. Indicate the desired results in the **Results Should Be** box.
5. Click on **Go** and the Task Pane will list a number of images for you to choose from.
6. Click on the **desired image** and it will be inserted into your document at the cursor location.

Search for On-line Clip Art

Microsoft provides a variety of free clip images on their site. To access these images:

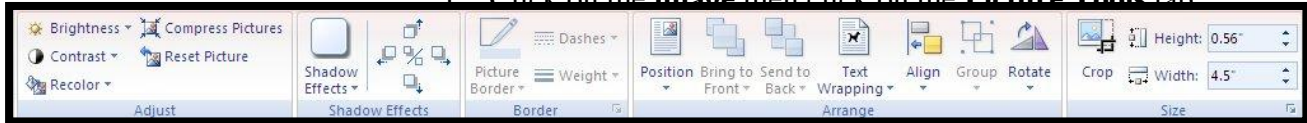
1. Click **Clip art on Office Online** in the Task Pane. You will be taken to Microsoft's website.
2. Enter your search criteria in the **Search Window**. Click on the **Search** button. Clips matching your criteria will be displayed.
4. Put a check mark by the desired clip and click on the **Download # Item(s)** link.
5. When the next window displays, click on the **Download Now** button.
6. Choose **Open With Clip Organizer** and the clip(s) will be downloaded to your computer and will be placed in the Downloaded Clips category in the Clip Gallery.

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Format A Picture

You can use tools in Microsoft Word to adjust your pictures as follows:

1. Click on the **image** then click on the **Picture Tools** tab



2. A variety of tools will be displayed that will allow you to modify the image as follows:

From the Adjust Group:

- **Brightness** – Use this button to brighten or darken the picture.
- **Contrast**– Use this button to increase or decrease contrast.
- **Recolor** – You can use this button to make your picture black and white, shades of gray, a watermark or to set a transparent color.
- **Compress Picture** – Use this button to reduce the resolution (to 96 dots per inch (dpi) for Web use and 200 dpi for print). You can also delete extra information such as cropped information.
- **Reset Picture** –This button removes any previously applied cropping and returns the color, brightness and contrast to the original state.

From the Shadow Effects Group:

You can add shadows to the image and you can modify the shadow effect to represent light shining from a variety of angles.

From the Border Group:

You can add a border to the image and you can select the color, type and size of the border.

From the Arrange Group:

You can tell Word how the image is to interact with the text in the document and you can rotate the image.

From the Size Group:

You can resize the image and you can select a part of the image by using the Crop Tool.

- **Crop** – To use the Crop Tool, position the cropping tool over a sizing handle and drag to cut out part of the picture.

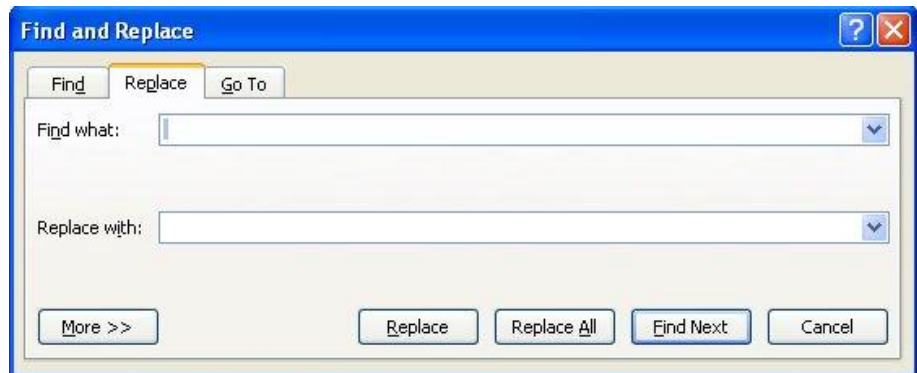
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FIND AND REPLACE

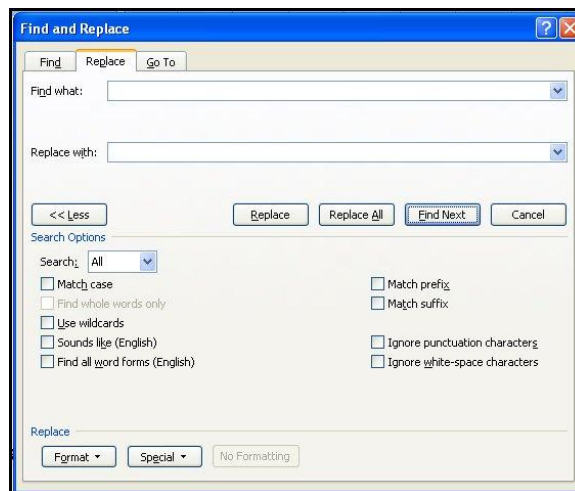
Microsoft Word provides you with a variety of options for finding and replacing text and other special items in your document:

To activate this function, click on the **Home** tab and then click on **Find** or **Replace** in the Editing group.

The following window opens:



Click on the **More** button and the above window will expand to show the following:



Find and Replace Text

You can quickly search for every occurrence of a specific word or phrase. Simply type the text in the “**Find what:**” window. Once you locate the text, you can automatically replace the text by entering the replacement text in the “**Replace with:**” window.

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Find and Replace Formatting



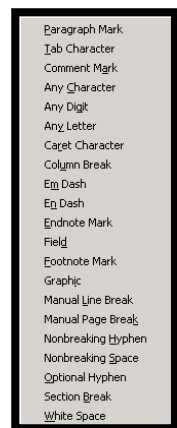
You can search for formatting such as character and paragraph formats, styles, language formats, and highlighting.

If you click on the **Format** button you will see a menu of formatting options. Select the desired type of formatting to search for. When you locate the selected formatting, you can replace the formatting without changing the text or replacing the formatted text.

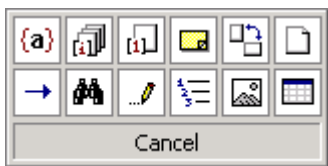
Find and Replace Special Characters


You can easily search for and replace items other than text or formatting - for example, special characters and document elements such as page breaks and tabs.

To search for special characters, click on the **Special** button and you will see a menu of special characters. Select the desired type of character to search for. When you locate the selected formatting, you can replace the formatting without changing the text or replacing the formatted text.



BROWSING A DOCUMENT



Microsoft gives you the ability to browse through your document a variety of ways. You will find the Browse Object button at the lower right hand corner of your window. Click on the button  to bring up the browse menu.

Once the menu is showing, you can select from ten browsing options. You can browse by Page, Section, Comment, Footnote, Endnote, Field, Table, Graphic, Heading or by Edits.

Once you make your selection simply click on the **Next** button  to go to the next item or the **Previous** button  to browse to the previous item.

BOOKMARKS

A bookmark is an item or location in a document that you identify and name for future reference. You can use bookmarks to quickly jump to a specific location, create cross-references, mark page ranges for index entries, and so on.

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Adding bookmarks To add a bookmark,

1. Select an item you want a bookmark assigned to, or click in the document where you want to insert a bookmark.
2. Click on the **Insert** tab and then click on **Bookmark** in the Links group.
3. Under Bookmark name, type or select a name.
4. Click **Add**.

Note - Bookmark names must begin with a letter and can contain numbers. You can't include spaces in a bookmark name.

Showing bookmarks Bookmarks generally aren't visible in your document. However, you might want to see your bookmarks when you're working in a document.

Word uses 'brackets' to represent bookmarks around an item or an 'I-beam' to represent a bookmark at a location.

NOTE: The bookmarks do not print.

To see your bookmarks in the document:

1. Click on the **Microsoft Office Button** then click on **Word Options**.
2. Click on the **Advanced** tab and then check the box next to **Show Bookmarks** in the Show Document Content group.

Jumping to a Bookmark in a Document To go to a bookmark in your document:

1. Click on the **Insert** tab and then click on **Bookmark** in the Links group.
2. Double-click the **Bookmark** or select it and click the **Go To** button.
3. Click **Close**.

HYPERLINKS

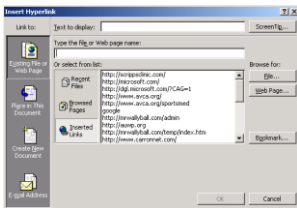
You can enhance a reader's experience of reading a document on the screen by inserting hyperlinks.

A hyperlink is represented by a "hot" image or display text that the user clicks to go to a different location.

The hyperlink can redirect the reader to a location on your hard disk, to a location on the SDSU intranet, or to a web page on the Internet. You can create a hyperlink in a Word file that goes to a chart in Microsoft Excel that provides more detail.

Inserting a Hyperlink

You can insert a hyperlink that takes the reader to a variety of places.



1. Click on the **Insert** tab and then click **Hyperlink**. The Insert Hyperlink window will open.

2. Using the menu bar at the left of this window, click the **type of link** that you want to insert.

- To create a link to an existing file or Web page, click **Existing File or Web Page**.
- To link to a place within the current file, click **Place in This Document**.
- To link to a file that you haven't created yet, click **Create New Document**.
- To create a link that allows users to create an e-mail message with the correct address in the "To" line, click **E-mail Address**.

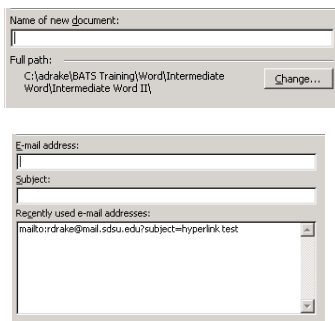
3. If you are linking to an existing file or web page, you can select one of the following three options:

- **Recent Files** - This will show you a listing of the most recently accessed files on your computer.
- **Browsed Pages** - This will show you a listing of the most recently browsed Web pages.
- **Inserted Links** - This will show you the most recently inserted links that you've added to the file.

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NOTE: You can quickly insert a hyperlink into a Word document or Web page by typing the address directly into your document. Word automatically formats the address as a hyperlink. Use **Insert Hyperlink** to insert a hyperlink into Word files and Web pages when you aren't using the automatic formatting features or when you want to browse for the destination address.

4. If you are linking to a location in the current document, you will see a list of places you can link to. You can link to the “Top of the document”, to any location where you have applied “Heading Styles” and you can link to any “Bookmarks” you have created in the document.



5. If you are linking to a new document you can insert the path to the new document or click on **Change** and you will be presented with a window that will allow you to search through your computer (or through a networked drive) to find the location.

6. If you are creating an e-mail link, you will be provided with a window that allows you to insert the destination address and a subject line.

CHECK SPELLING

Microsoft Word includes powerful tools to help you to create your documents. The Spell Checker and Thesaurus are two tools that you will frequently use as you create your documents in Word.

Spell Check



To check your spelling:

1. Click on **Review** tab and then click on the **Spelling & Grammar** button in the Proofing group.
2. Follow the prompts in the Spelling Checking dialog box to spell check your document. You can use the “**add**” button to add a word to Word’s dictionary. This is especially helpful for personal pronouns that are commonly picked up by the Spell Checker.
3. When spell checking has been completed, click **OK**.

GRAMMAR CHECKER

You have the option of setting the level of grammar checking that is to be used when Word checks your document.

To view your options:

1. Click on the **Microsoft Office Button**, and then click on **Word Options**.
2. Click on the **Proofing** tab.

Look in the “When Correcting Spelling and Grammar in Word” section and you will see options that can be set. Choose your desired style and select or deselect the listed options until you are satisfied with the level of grammar that will be checked.

Click on **OK** to apply the new settings.

THESAURUS

To use the thesaurus:

1. Click on the **Review** tab and then click on the **Thesaurus** button.
2. Word’s Thesaurus can help you come up with more creative synonyms for commonly used words.

MACROS

Macros are great tools that will save you time doing tasks in Word that you do over and over.

You can create a macro by writing computer code using the Visual Basic for Applications (VBA) programming language.

Or, you can create a macro by recording each step in the process. The following instructions are for recording a macro.

To record a macro:

1. Click on the **View** tab and then click on the **Macros** button in the Macros group.
2. Click on **Record Macro**

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3. Name the macro. Macro names must begin with a letter but can include numbers. Names can contain up to 80 letters and numbers. Spaces and other characters are not allowed with the exception of the underscore character.
4. You can assign the macro to a keystroke combination or to a button. Once you've made your choice, enter the keystroke combination or pick the button you want and then click **OK**. The macro recorder will start recording your actions.
5. Record your macro actions.
6. When finished click on the **View** tab then click on the **Macros** button in the Macros group. Click on **Stop Recording** option.