

# Microsoft® Word 2007 Intermediate I

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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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### QUICK PARTS

Auto Text is now Quick Parts which is part of the Building Blocks Organizer feature. If you have text that you use frequently (such as your signature), you can create a Quick Parts entry for this text. This allows you, with a few keystrokes or the click of the button, to insert this text anywhere in your document.

#### New Entry

To create an Quick Parts entry:

1. Type the text and highlight it.
2. Click on the **Insert** tab and then click on **Quick Parts** in the **Text** group.
3. Click on **Save Selection to Quick Parts Gallery**.

#### Delete Entry

To delete a Quick Parts entry;

1. Click on the **Insert** tab and then click on **Quick Parts** in the Text group.
2. Click on **Quick Parts**.
3. Right click on the entry you want to delete.
4. Choose **Organize and Delete**.
5. In the Building blocks Organizer window click **Delete** then click **OK**.

### HEADERS AND FOOTERS

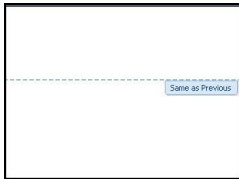
A header or footer is text, such as a page number, that appears at the top or bottom of every page. To add headers and footers choose the **Insert** tab from the Ribbon, then choose **Header** or **Footer** from the Header & Footer group.



← An empty header appears.

While in Header & Footer mode you can insert freeform text by just typing in the header or footer. To insert images, clip art, page numbers and date and time, click on the **Design** tab and then click on the applicable **buttons** in the **Insert group**.

To switch between the header and footer, click on the **Design** tab and then click on the **Go to Header** or **Go to Footer** buttons in the Navigation group.



←

By default, headers and footers are linked throughout your document. If you see the “Same as Previous” indicator in the header or footer, you know that the headers or footers are linked.

If you want to use different headers and/or footers in the same document, you will need to separate the various parts of your document into sections. You will then be able to apply different headers and footers in each section of the document.

To break your document into sections, place the cursor where you want the break to occur, click on the **Page Layout** tab, then click on **Breaks** in the Page Setup group, then click on the **type of section break** you want (generally “Continuous”).

Once the document is broken into sections, click into the applicable header or footer area (for instance the header or footer for Section 2) and break the link to the previous section. Click on the **Design** tab and then click on the **Link to Previous** button in the Navigation group.

The link between the sections is now broken and you can create a new header or footer. This header and/or footer will display on all the following pages until you insert a new section break and create a new header and/or footer.

If you want to leave the header and footer off the first page, click on the **Design** tab and then click on **Different First Page** from the Options group.

If you want different headers and/or footers for even and odd numbered pages, click on the **Design** tab and then click on **Different Odd and Even Pages** from the Options group.

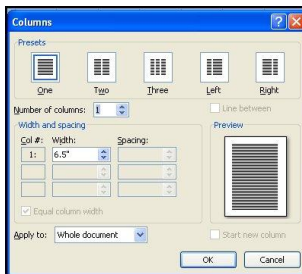
## COLUMNS

You can do some desktop publishing with Word's Columns feature. If you are working with a newsletter, brochure or flyer, you can set the format to use multiple columns. This enables you to create a document that reads much like a newspaper.

To use the columns feature, select the text that you want to spread across your columns and click on the **Page Layout** tab and then click on the **Column** button in the Page Setup group.



When you click the button, the five most common column options will be available for you to choose from.



To gain complete control over your columns, click on **More Columns** and the Columns dialog box will open and you can control the number of columns in your document, the width and spacing of each column, and you can cause a vertical line to be inserted between your columns.

You can also break a column and force the start of a new column in your document. Select the location of the break and click on the **Page Layout** tab, click on **Breaks** in the Page Setup group and choose **Column Break**.

You might also want to use the Column Break feature to balance the last page of your document. For instance, assume that you have a two-column document, and that you have a long, single column on the last page of your document.





To balance the text on the page, select a point about half way down the column and insert a **Column Break**. Your text will be spread between the two columns.

### INDENTING



Word allows you to change the indent of paragraphs in various ways.

You can use the indenting tools on the ruler to change the look of your paragraphs. The left most indenting icon actually consists of three separate tools.

1. To create a Left Indent, select the paragraph(s) and drag the  button to the desired position.
2. To create a First Line Indent, select the paragraph(s) and drag the  button to the desired position.
3. To create a Hanging Indent, select the paragraph(s) and drag the  button to the desired position.
4. To create a Right Indent, select the paragraph(s) and drag the  button located on the right side of the ruler to the desired position.

### TABS

You use tabs to set stopping points in a line so you can align text or numbers.

Word provides default tab stops at every .5 inch in the document. However, if you want to use different tab stops in your document you will need to manually set them. You can easily set the stops using the **Tab Selector button** on the left end of the **Ruler Bar**.

#### Set Tab Stops

To set tab stops:

1. Select the paragraphs in which you want to set tab stops.
2. Click the **Tab Selector** button at the far left of the horizontal ruler until it changes to the type of tab you want as shown below:

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Left align



Right align



Center align



Aligns decimal points



Bar Tab



First line indent



Hanging indent



3. Click on the horizontal ruler where you want to set a tab stop

## Clear Tab Stops

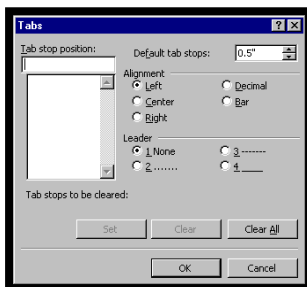
To clear tab stops:

1. Select the paragraphs in which you want to clear or move a tab stop.
2. Drag the tab marker off the horizontal ruler.

## Move Tab Stops

To move a tab stop, drag the tab marker to the right or left on the horizontal ruler.

## LEADERS



A leader is a repeated character that extends from typed text to the next tab stop. You will often use leader characters to connect text at the left margin of the document to text at the right margin (as in a Table of Contents).

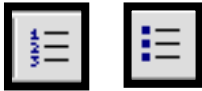
To set leader characters:

1. Select the paragraphs in which you want to set leaders.
2. Click on the **Page Layout** tab, then click on the **small arrow** in the lower right corner of the **Paragraph** group. When the Paragraph window opens, click on the **Tabs** button.
3. Select the leader style you want, and then click **Set**.
4. Click on **OK**.

### BULLETS & NUMBERING

Numbered and bulleted lists are often used in documents. Numbered lists allow you to indicate order or sequence of items. If sequence isn't important then a bulleted list might be better.

In Word 2007 you can automatically start a bulleted list by typing an “asterisk” and then a space (\* ). You can start a numbered list by typing a “1” then a period (1.), and you can create a lettered list by typing “a” then a period (a.).



You can also create a numbered or bulleted list as was done in earlier versions of Microsoft Word by clicking on the **Home** tab and then clicking either on the **Number** button or **Bullet** button in the Paragraph group.

You can define a custom bullet format by clicking on the downward pointing arrow on the right of the **Bullet** button and then select **Define New Bullet**.

You can define a custom numbering format by clicking on the downward pointing arrow on the right of the **Number** button and then select **Define New Number Format**.