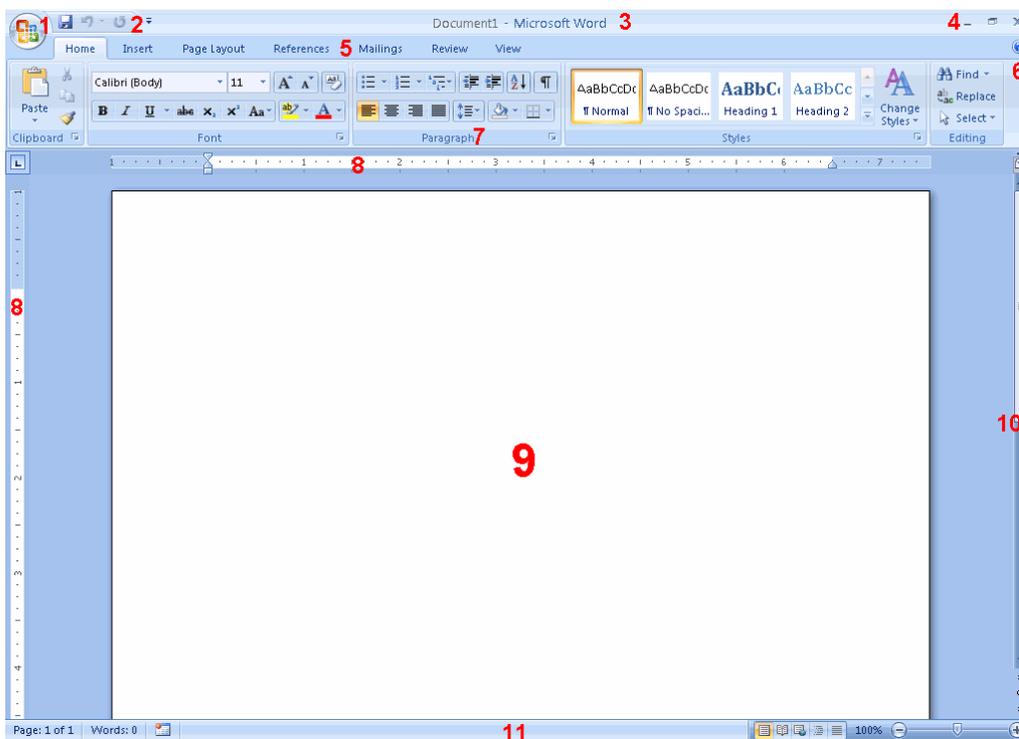


Microsoft®  
**Word** 2007  
 Quick Reference Guide

## The Main Word 2007 Screen



- 1. Office Menu** New, Open, Save, Print, link to Word options, and Exit command.
- 2. Quick Access Toolbar** Although toolbars have mostly been removed from Microsoft Office Word 2007, you can add frequently used commands to the Quick Access toolbar.
- 3. Title Bar** This bar displays the name of the current document you're working on and the program you're working in.
- 4. Window Controls** Right of the title bar, you have buttons to minimize, maximize, or close the window.
- 5. Ribbon Tabs** These tabs each contain a different set of options relevant to the tab name.
- 6. Help Icon** Click the question mark to see the Help screen.
- 7. Chunks** Each ribbon is divided into various parts called chunks.
- 8. Rulers** To help you line up text and objects, Microsoft Office Word has a vertical and a horizontal ruler. (If you can't see the rulers, use the View ribbon to enable them.)
- 9. Editing Window** This is where you will create your document.
- 10. Scroll Bar** Use this bar to scroll up and down in your document.
- 11. Status Bar** This bar at the bottom of your screen has commands for word count, spell check, and view controls.

## The Quick Access Toolbar

 **Save** – Click this icon to save the current file to disk. If you have not given the file a name yet, you will be prompted to do so.

 **Redo** – Click this icon to revert an undo operation if you 'undid' something by accident.

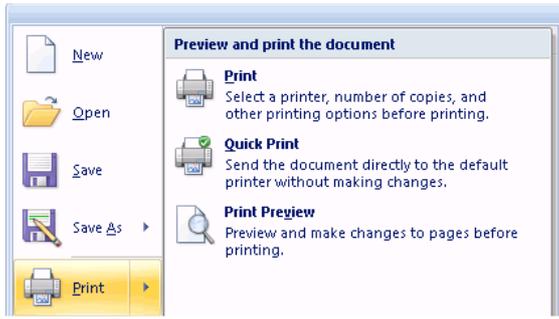
 **Undo** – Click this icon to revert the last action you performed in Word. You can undo up to 24 operations.

 **Menu** – Click this icon to show a listing of commands that can be added to the Quick Access Toolbar. Toolbar management commands are also found here.

## Font Chunk commands

- Calibri (Body)
- 12
-  **Font list**  
click pull-down arrow to choose font face
-  **Font size**  
pick size from list or type a size
-  **Increase size**  
increases font size
-  **Decrease size**  
decreases font size
-  **Clear formatting**  
removes all style elements to selected text
-  **Bold**  
makes the selected text darker and thicker
-  **Italic**  
slants the text for emphasis
-  **Underline**  
underlines text. Click the pull-down arrow to see different underline options
-  **Strikethrough**  
draws a line through selected text
-  **Subscript**  
lets you type text as a subscript to main text, like a footnote reference
-  **Superscript**  
lets you type text as a superscript to main text, like an exponential number
-  **Styles**  
Choose from a number of quick styles you can apply to a heading or paragraph
-  **Highlighting**  
highlights the selected text. Click the pull-down arrow to see a number of different highlight colors
-  **Text Color**  
Click the pull-down arrow to choose from a number of different text colors
-  **Option button**  
opens the Font dialogue box where you can apply all of the above text styles at once.

## Printing a Document



When you want to print a copy of a document, click the Office Menu button and then click the Print command. The sub menu shown at left will appear.

**Print** will open the print dialogue, allowing you to specify a number of different printing options.

**Quick Print** will send one copy of the document to the default printer for immediate printing.

**Print Preview** is a special viewing mode that lets you make last minute adjustments to the document before it is printed. This view will show you exactly what will come out on each piece of paper.

## Starting Word

### From the Desktop

Double click the Microsoft Office Word 2007 icon if this is available.



Microsoft Office Word 2007

### From the Start Menu

Start > All Programs / Programs > Microsoft Office > click Microsoft Office Word 2007.

## Keyboard Shortcuts

Ctrl + N **Open a new document**  
 Ctrl + P **Print a document**  
 Ctrl + C **Copy text**  
 Ctrl + F **Find text**  
 Ctrl + R **Align text to right**  
 Ctrl + Y **Redo last action**

Ctrl + S **Save a file**  
 Alt + F4 **Close Word (prompt to save)**  
 Ctrl + X **Cut text**  
 Ctrl + E **Align text to centre**  
 Ctrl + J **Justify text**  
 Ctrl + Z **Undo last action**

Ctrl + O **Open a file**  
 Ctrl + A **Select All**  
 Ctrl + V **Paste text**  
 Ctrl + L **Align text to left**  
 F7 **Check spelling or grammar**  
 F1 **Get Help**

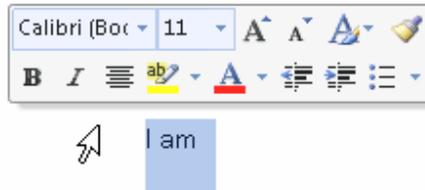
## Keyboard Navigation

As you become more familiar with using a computer, you will find that using the following keys will be helpful in navigating large documents. These keys should all be in a cluster to the left of the numeric keypad:

**Page Up** Goes up one page.  
**Page Down** Goes down one page.  
**Home** Goes to start of line.  
**End** Goes to end of line.

## Mini Toolbar

When you highlight a block of text with your mouse, a small toolbar will appear beside the text offering a number of formatting options, most of which are identical to the Font chunk of the Home ribbon.



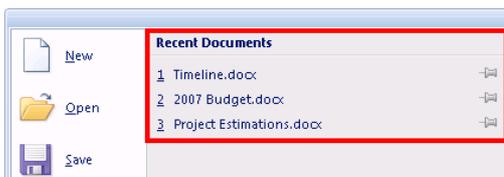
## Page Tabs

Enable the ruler, then click the Tab icon (left of the horizontal ruler) to cycle modes:



## Recent Documents List

After you work with a file in Word, its name will appear in the Recent Documents list, visible when you click the Office Menu button.



Click a pushpin icon beside a list entry to pin that particular file to list. Click the pushpin icon again to unpin.

## Using the Status Bar



### Page Count

Shows you what page of the document you are in. Click this area to open the Go To dialogue.

### Word Count

Shows you how many words the current document has in it. Click this area to open the Word Count dialogue; a detailed list of items in your document.

### Proofing Tools

This book icon indicates whether or not there are spelling errors in your document. Click the icon to do a spell check.

### Macro Status

This icon shows whether a macro is recording, playing, or paused. Click the icon to record a macro.

### View Controls

Use these buttons to change document views.

### Zoom Slider

Use this slider to zoom in or out of your document.

## Tips and Tricks when Selecting Text

- If you have a block of text selected and you start typing, the selected text will be erased and your new text will replace it.
- You can select a block of text and drag and drop it into anywhere in your document. (We'll talk about this more in a moment.)
- You can select any level of text (letter, word, phrase, paragraph, page, or entire document, or parts thereof) and manipulate it.
- You can double-click a word to select it. Triple-click to select the whole paragraph.
- If you want to delete a portion of text, you can select it and hit either the Backspace or Delete keys on your keyboard rather than cutting it.
- You can cut or copy a portion of text and then paste it in a separate document or word processing program.
- You can select different parts of text by selecting the first part, then holding the Ctrl key with your mouse and selecting another part.
- You can select a large portion of text by selecting the first word, pressing and holding the Shift key and then selecting the last word.
- To deselect text, click anywhere in your document.