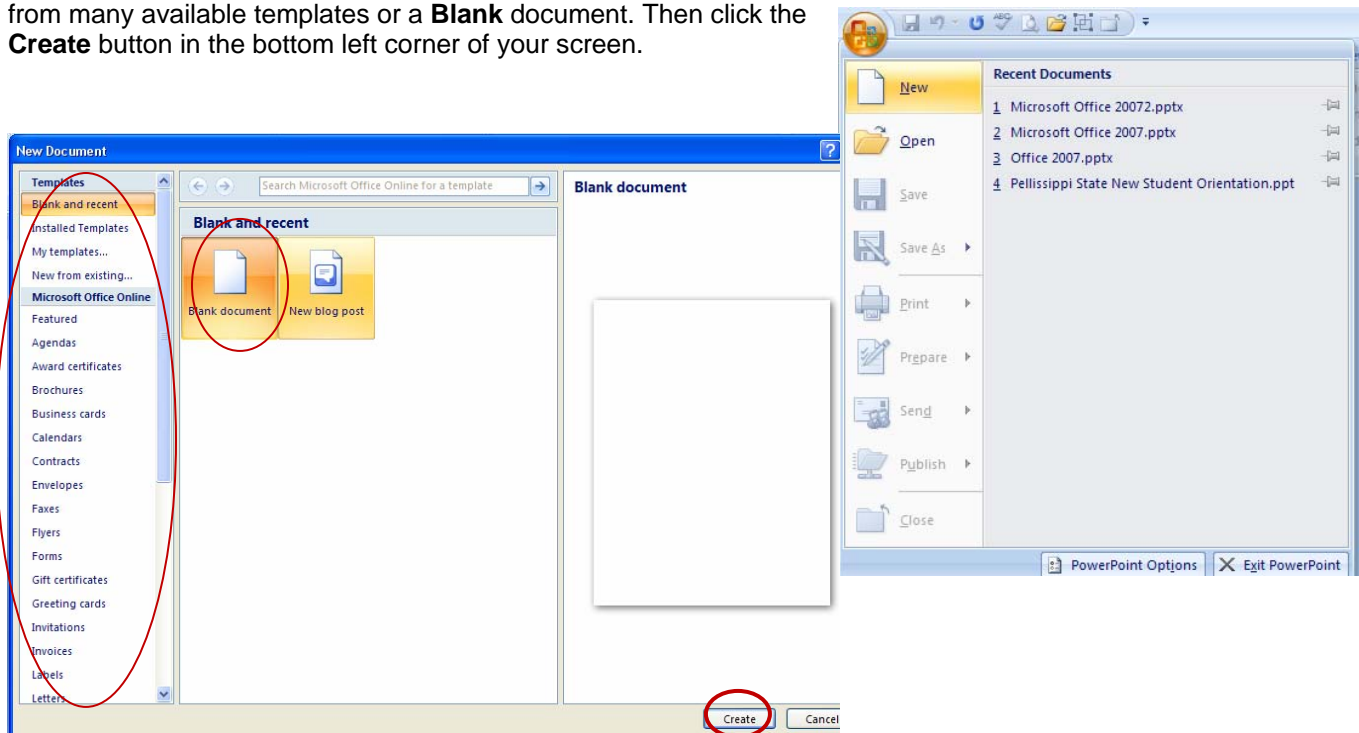


Microsoft Office 2007

Word Basics

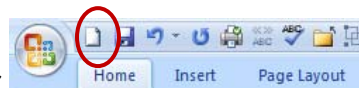
Creating a New Document

To create a new document, begin at the Office Button and choose **New**. Then you have the option of choosing from many available templates or a **Blank** document. Then click the **Create** button in the bottom left corner of your screen.



Or

Choose New Document on your Quick Access Toolbar



Saving a Document


Documents can be saved as any other Office document.

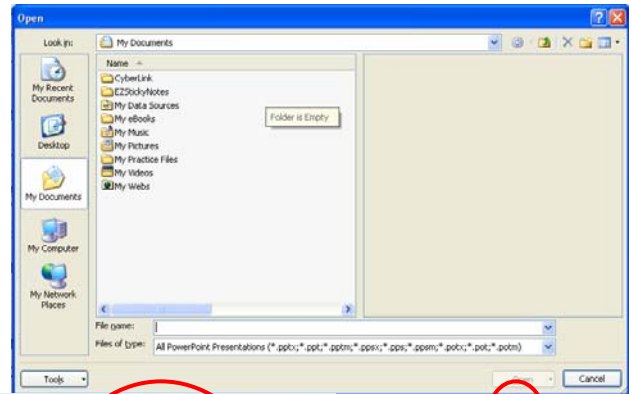
1. From the **Office Button**  > **Save** or **Save As**.

2. From the Quick Access Toolbar 

*Please note the file format you choose in the **Save As** Option. The default will be the Office 2007 format **.docx**, however if you want to be able to access the file from Office 2003 you need to choose the **97-2003 office format**.

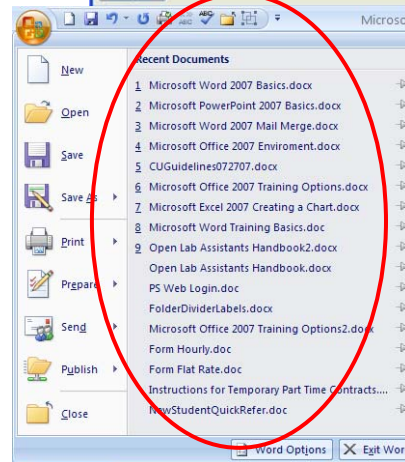
Opening a Document

1. From the **Office Button**  > **Open** > then navigate in the dialog box to find your file and click **Open**.



2. From the **Office Button**  and choose from the most recently viewed files.

3. From the Quick Access Toolbar



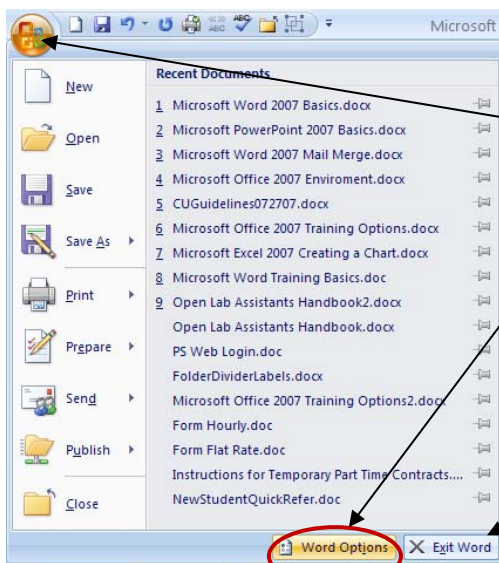
Printing a Document

From the **Office Button**  > **Print** > then navigate to Print, Quick Print, or Print Preview.

Or

Add a Command to your **Quick Access Toolbar**

Changing Word Options

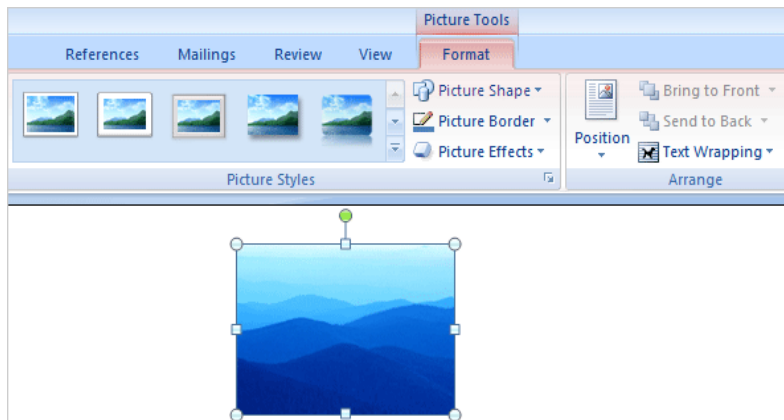


To change options in Word (which was previously located under the Tools menu) is now under the **Office Button**.

Exit is also located on this menu.

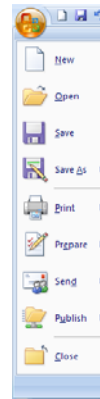
New Menu Locations\ Tab Organization

Commands are now better organized to tasks, however, it will take some getting used to. Also, command menus are smarter. For instance, when selecting a picture or object the commands related to that task appear.



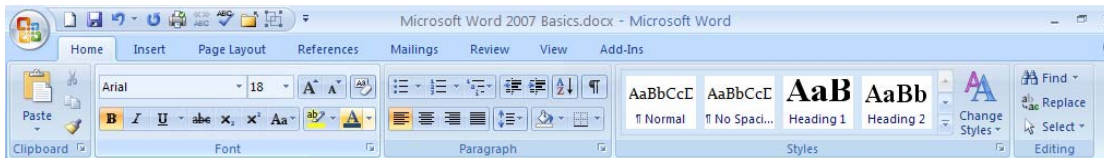
❖ Office Button - 2003 *File* Menu

Go here for tasks like New, Open, Close, Save, Print, Exit, and Options



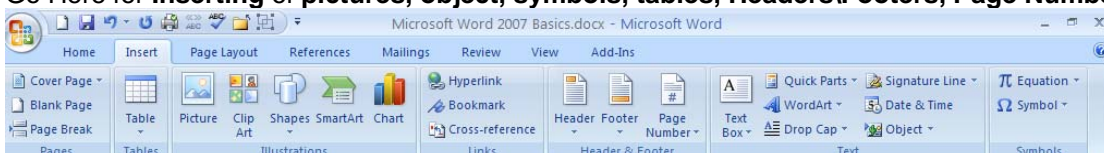
❖ Home Tab - Part of 2003 *Format* and *Edit* Menus

Go here for **Copy, Cut, Paste, Font** and **Paragraph** formatting. Also, look here for Find, Replace, and Select All.



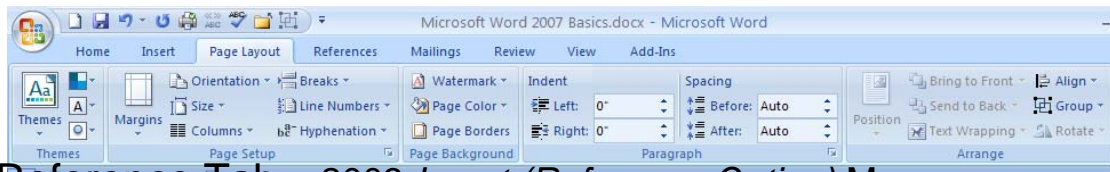
❖ Insert Tab - 2003 *Insert* Menus

Go Here for **Inserting** of pictures, object, symbols, tables, Headers\Footers, Page Numbers, etc.



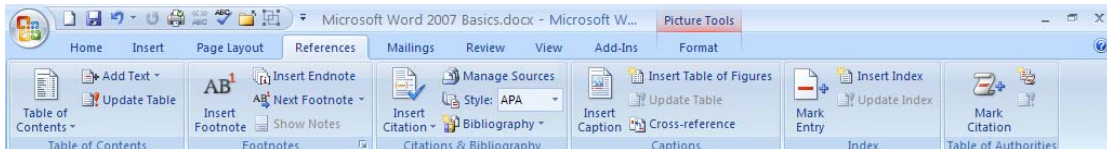
❖ Page Layout Tab - 2003 *File-Page Setup* and *Format* Menus

Go here to set **Margins, Indents, Spacing,** and Selecting Themes for Formats to the Entire document.



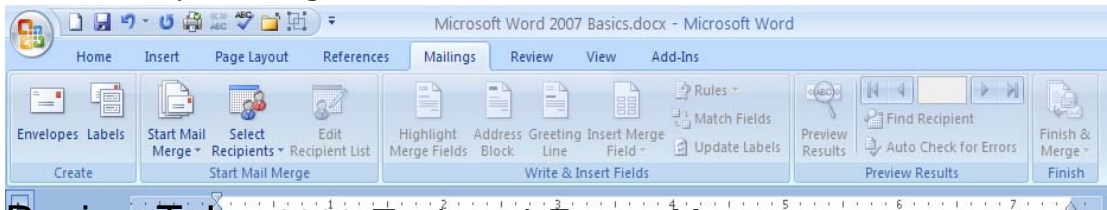
❖ Reference Tab - 2003 *Insert (Reference Option)* Menu

Go here to add **footnotes** and any other **reference** items.



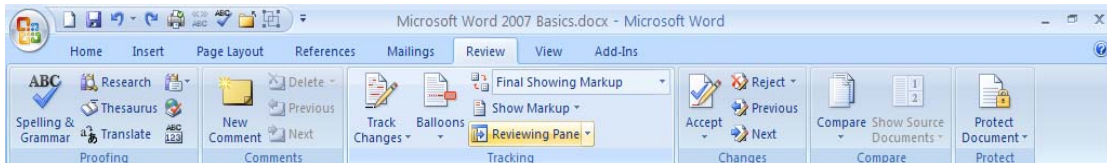
❖ Mailings Tab - 2003 *Tools (Letters and Mailings Option)* Menu

Go here for any **Mail Merge** features



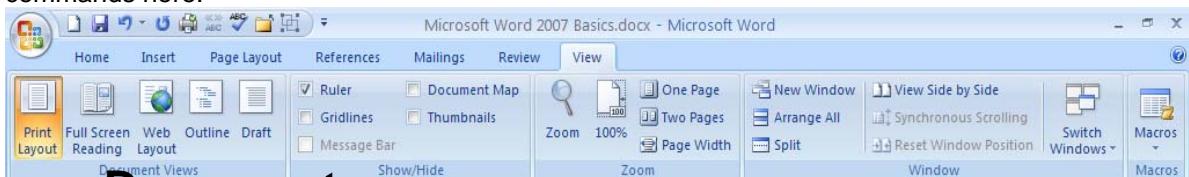
❖ Review Tab - 2003 *Tools and Format* Menu

Go here for items previously located under Tools, such as **Spell Check, Thesaurus,** and **Protect Document.** Also items previously found under Format, such as **Track Changes** and **Show Markup** are here too.




❖ View Tab - 2003 *View and Window* Menu

This tab is very comparable to the previous **View** and **Window Menus.** You should find all those commands here.



✚ Closing a Document

Closing objects is too easy to do in Office 2007. You can easily close the entire application by mistake when only wanting to close the current file. Double boxes are  **Please follow one of the following options:**

1. From the **Office Button** > **Close**>



2. From the Quick Access Toolbar, add this button to your toolbar.



Training

Many training tutorials can be seen at Microsoft site: <http://office.microsoft.com/en-us/training>

Please reference the following tutorial for this topic:



Up to speed with the Word 2007

Length: 40 min

Get to know Word 2007 I: Create your first document

Length: 30 min

Get to know Word 2007 II: Edit text and revise your documents

Length: 30 min

Get to know Word 2007 III: Make documents look great

Length: 40 min