



Microsoft Word 2007

How-to Guide

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The Office Button

Create a new document

1. Click on the *Office Button*.



2. Click on *New*.
3. Click on *Blank Document*.

Open a recent document

1. Click on the *Office Button*.



2. On the right hand side of the pop-up window you will see a list of your recent documents.
3. Click on the document you wish to open.

Open a document

1. Click on the *Office Button*.



2. Click on the *Open* icon.



3. A dialog box will open. Find your document and click on *Open*.

Print

1. Click on the *Office Button*.



2. Click on *Print*.
 - a. **Print Preview** will show you a preview of your document.
 - b. **Quick Print** will print 1 copy to your default printer.
 - c. **Print** will let you choose your printer and how many copies you want to print.

Save a document

1. Click on the *Office Button*.



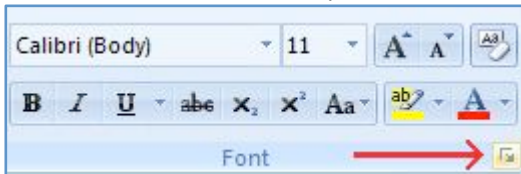
- Click on *Save* to save to the same location with the same name.
 - Click on *Save As* to change the name of the document, to save it to a different location, or to change the type of document.
- ★ If you are going to send the document to a large group of people or to students you might want to choose *Save As* and then choose “Word 97-2003 Document”. This will make sure that anyone with older versions of Microsoft Office will be able to open the document.
2. You can also click on the *Quick Save Button* next to the *Office Button* to perform a save.



The Home Tab

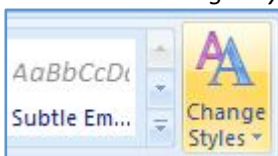
Change the font

1. Options for changing the font are under the *Home* tab.
2. You can also click on the expansion button to make several font changes at the same time.



Change the document style

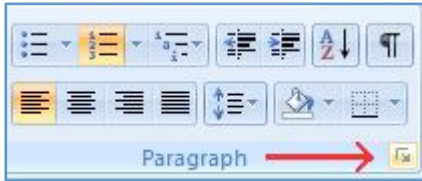
1. Click on the *Home* tab.
2. Click on the *Change Styles* icon.



3. From the drop-down menu you can choose a new style for your document.
 - a. **Style Set** includes pre-made styles.
 - b. **Colors** allows you to change the color scheme of your selected theme.
 - c. **Fonts** allows you to adjust the font used by your selected theme.

Set the text to single space

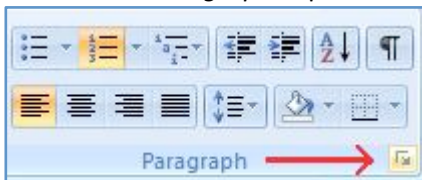
1. Click on the *Home* tab.
2. Click on the *Paragraph* expansion button.



3. Click on the *Indents and Spacing* tab.
4. Under *Line Spacing* choose *Single*. Click on *OK*.

Set the current document settings as the default settings.

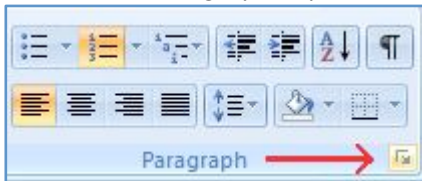
1. Click on the *Home* tab.
2. Click on the *Paragraph* expansion button.



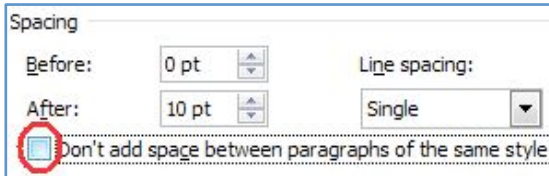
3. Click on the *Indents and Spacing* tab.
4. Click on the *Default...* button. Click on *Yes* to confirm the changes.

Prevent Word from adding a space between paragraphs

1. Click on the *Home* tab.
2. Click on the *Paragraph* expansion button.



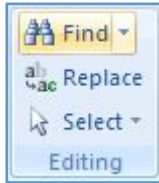
3. Click on the *Indents and Spacing* tab.
4. Click the check box next to *Don't add space between paragraphs of the same style*.



5. Click *OK*.

Find a word in the document

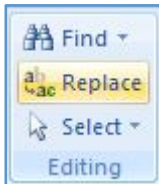
1. Click on the *Home* tab.
2. Click on *Find*.



3. Type in the word you are looking for. Click *Find Next*.
4. You can also hold down the “Ctrl” and “F” key.

Replace a word in the document.

1. Click on the *Home* tab.
2. Click on *Replace*.



3. Under *Find What* type in the word you would like to replace.
4. Under *Replace With* type in the word you would like to use. Click on *Find Next*.
 - a. Clicking *Replace* will replace the highlighted instance of the word.
 - b. Clicking *Replace All* will replace all instances of the word.

Show formatting

1. Click on the *Home* tab.
2. Click on the *Show/Hide* icon.



3. You can also hold down “Ctrl”, “Shift”, “8” on your keyboard.

The Insert Tab

Add an image

1. Click on the *Insert* tab.



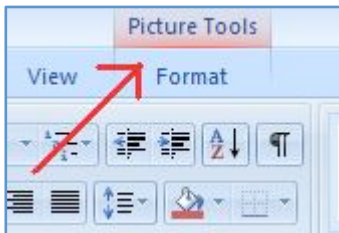
2. Click on the *Picture* or *Clip Art* icon.



3. Choose the picture you wish to add and click on *Insert*.

Edit an image

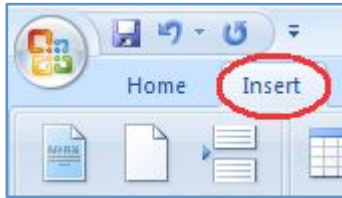
1. Click on the image you wish to edit.
2. Notice that above the tab bar a new tab has appeared called *Picture Tools*. Click on it.



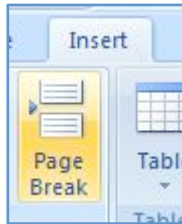
3. The *Picture Tools* tab will let you:
 - a. Adjust the brightness, color and contrast of an image.
 - b. Add a border or effects to the image.
 - c. Allow you to change the alignment or text wrapping of the image.
 - d. Change the size or crop the image.

Add a page break

1. Click on the *Insert* tab.



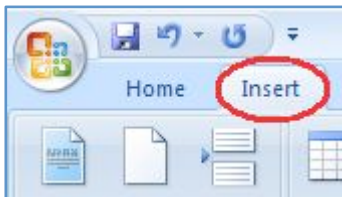
2. Click on the *Page Break* icon.



3. You can also hold down "Ctrl" and click on "Return" on your keyboard.

Add a header or footer

1. Click on the *Insert* tab.



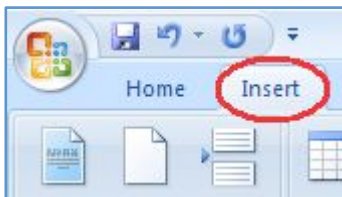
2. Click on the *Header or Footer* icon.



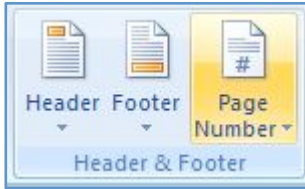
3. Choose the style of the header or footer from the list.

Add page numbers

1. Click on the *Insert* tab.



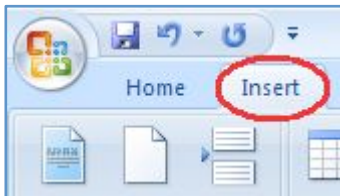
2. Click on the *Page Number* icon.



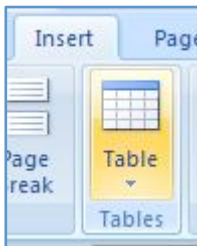
3. Choose the orientation and style from the drop-down menus.

Add a table

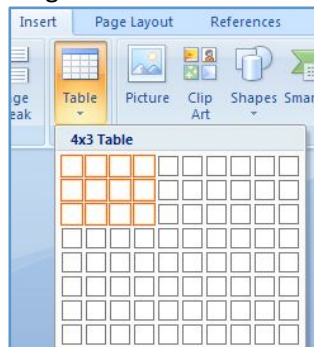
1. Click on the *Insert* tab.



2. Click on the *Table* icon.



3. Drag the mouse over the squares until you have the right sized table.



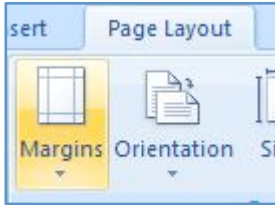
The Page Layout Tab

Change the margins

1. Click on the *Page Layout* tab.



2. Click on the *Margins* icon.



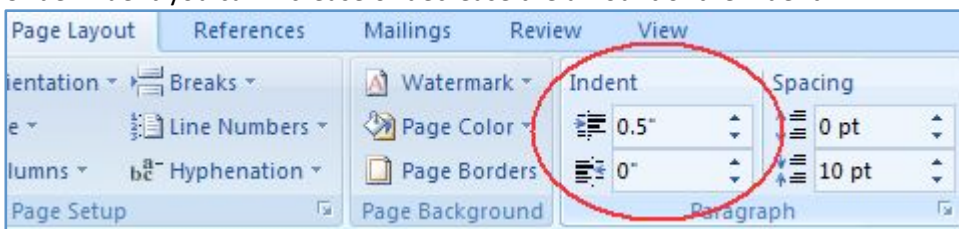
3. You can choose a pre-set margin scheme or customize the margins.

Change the indent of a line or bullet

1. Click on the line you wish to change.
2. Click on the *Page Layout* tab.



3. Under *Indent* you can increase or decrease the amount of the indent.



Change the page orientation

1. Click on the *Page Layout* tab.



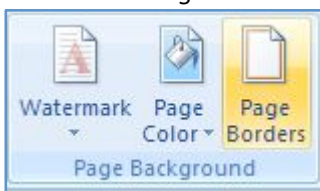
2. Click on the *Orientation* icon.
3. Choose portrait or landscape.

Add a border

1. Click on the *Page Layout* tab.



2. Click on the *Page Borders* icon.



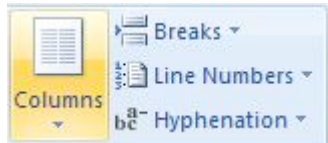
3. Select the width and style desired.

Create columns

1. Select the text you wish to separate into columns or place the blinking cursor at the beginning of the columns.
2. Click on the *Page Layout* tab.



3. Click on the *Columns* icon.

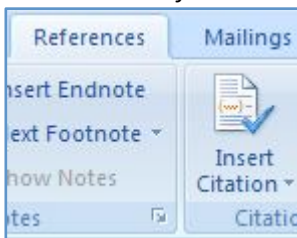


4. Select the desired column configuration from the drop-down menu.

The References Tab

Insert a Table of Contents

1. Click on the *References* tab.



2. Click on *Table of Contents*.

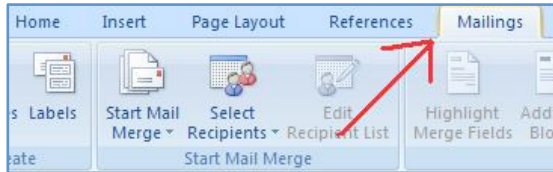


3. Choose a table format from the drop-down menu or click *Insert Table of Contents* to customize the table.

The Mailings Tab

Create envelopes or labels

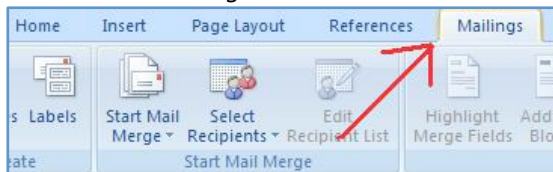
1. Click on the *Mailings* tab.



2. Click on *Envelopes* or *Labels*.
3. In the pop-up window enter the delivery and return addresses.
4. If you need to alter the font or the way the envelope will be printed you can change that information by click on the *Options* button.
5. Click *Print* to print the envelope.

Create a mail merge

1. Click on the *Mailings* tab.



2. Click on the *Start Mail Merge* icon.

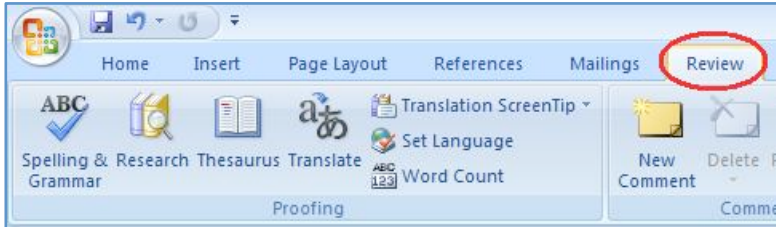


3. Select the type of merge from the drop-down menu.
4. Choose your recipients or create a new recipient list from the *Select Recipients* icon.
5. The recipient list can be edited by clicking on the *Edit Recipient List* icon.
6. Create the document. Add fields by clicking on *Insert Merge Field* and choosing the field from the menu.
7. Complete the merge by clicking on the *Finish & Merge* icon.
 - a. **Edit Individual Documents** will open each merged document in a new window.
 - b. **Print Documents** will print each merged document without previewing.
 - c. **Send E-Mail Messages** will send the document to e-mail accounts, provided that there is an e-mail field in the recipient list.

The Review Tab

Run a spelling & grammar check

1. Click on the *Review* tab.

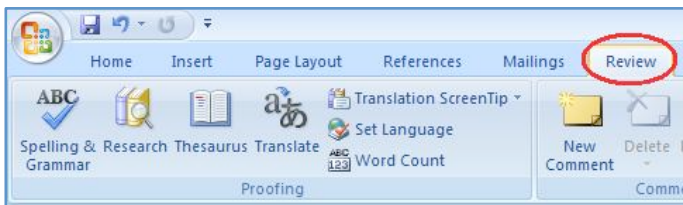


2. Click on the *Spelling & Grammar* icon.

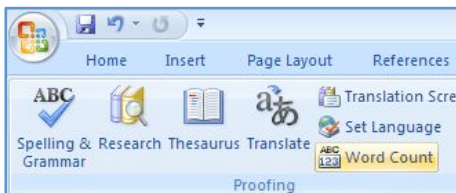


Run a word count

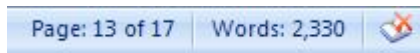
1. Click on the *Review* tab.



2. Click on the *Word Count* icon.

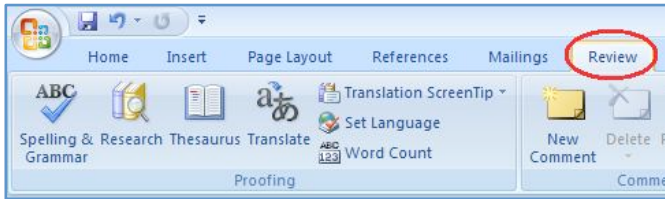


3. The number of words is also automatically tallied in the bottom left hand corner of your window.



Add a new comment

1. Click on the *Review* tab.

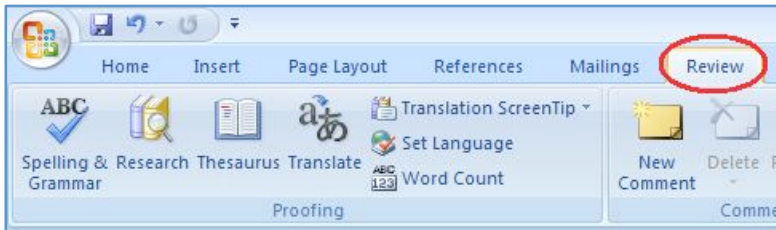


2. Click on the *New Comment* icon.

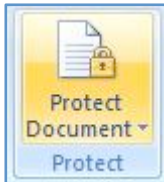


Prevent other users from changing your document

1. Click on the *Review* tab.



2. Click on the *Protect Document* icon.

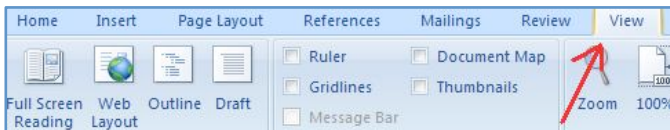


3. Click on *Restrict Formatting and Editing* from the drop-down menu.
4. A menu will appear on the right-hand side of the screen. You can customize the restrictions you wish to place on the document. Click on *Yes, Start Enforcing Protection* to create a password for the document.

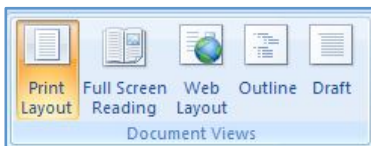
The View Tab

Change the page view

1. Click on the *View* tab.



2. From *Document Views* choose how you would like to view the document.



- a. **Print Layout** will show the page as it would look if printed.
- b. **Full Screen Reading** will remove the tabs at the top of the screen and fill your entire screen with the document. The bar at the top will control the way the screen looks.



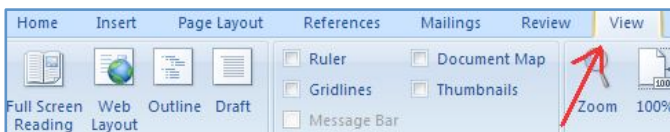
Exit from the **Full Screen** view by clicking on Close.

- c. **Web Layout** will display the document as if it were a webpage.
 - d. **Outline** will display the document as though it were an outline.
 - e. **Draft** will cause the typable areas of the document to fill the entire window.
3. You can also change the view by clicking on the page view icons in the lower left corner of the window.

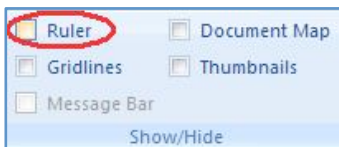


Add the ruler to do the document view

1. Click on the *View* tab.

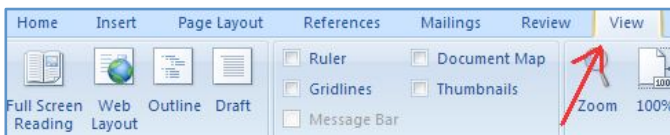


2. Put a check mark next to *Ruler* under the *Show/Hide* section.



Change the document Zoom percentage

1. Click on the *View* tab.



2. Click on the *Zoom* icon.
3. Choose the zoom amount and click *OK*.
4. You can also change the zoom by clicking on the zoom slide bar in the lower left corner of the window.



Menu Map

Home Tab

Clipboard

- Paste
- Cut
- Copy
- Format Painter
- Expansion Button – shows the clipboard

Font

- Font Face
- Font Size
- Clear Formatting
- Font Style (Bold, Italics, Underline)
- Font Effects (Strike Through, Subscript, etc.)
- Change Case
- Text Highlight Color
- Font Color
- Expansion Button – font & character spacing options

Paragraph

- Lists
- Indent Level
- Sort
- Show/Hide formatting information
- Text Alignment
- Line Spacing
- Shading
- Borders
- Expansion Button - indents, spacing, line, and page break options

Styles

- Easy format bar
- Style Change Button

Editing

- Find
- Replace
- Select

Insert Tab

Pages

- Cover Page
- Blank Page
- Page Break

Tables

- Table

Illustrations

- Picture
- Clip Art
- Shapes
- SmartArt
- Chart

Links

- Hyperlink
- Bookmark
- Cross-Reference

Header & Footer

- Header
- Footer
- Page Number

Text

- Text Box
- Quick Parts
- WordArt
- Drop Cap
- Signature Line
- Date & Time
- Object

Symbols

- Equation
- Symbol

References Tab

Table of Contents

- Table of Contents
- Add Text
- Update Table

Footnotes

- Insert Footnote
- Insert Endnote
- Next Footnote
- Expansion Button – location and format options for footnotes and endnotes

Citations & Bibliography

- Insert Citation
- Manage Sources
- Style
- Bibliography

Captions

- Insert Caption
- Insert Table of Figures
- Update Table
- Cross-Reference

Index

- Mark Entry
- Insert Index
- Update Index

Table of Authorities

- Mark Citation
- Insert Table of Authorities
- Update Table

Mailings Tab

Create

- Envelopes
- Labels

Start Mail Merge

- Start Mail Merge
- Select Recipients
- Edit Recipient List

Write & Insert Fields

- Highlight Merge Fields
- Address Block
- Greeting Line
- Insert Merge Field
- Rules
- Match Fields
- Update Labels

Preview Results

- Preview Results
- Find Recipient
- Auto Check for Errors

Finish

- Finish & Merge

Review Tab

Proofing

- Spelling & Grammar
- Research
- Thesaurus
- Translate
- Translation ScreenTip
- Set Language
- Word Count

Comments

- New Comment
- Delete Previous
- Next

Tracking

- Track Changes
- Balloons
- Final Showing Markup
- Show Markup
- Reviewing Pane

Changes

- Accept
- Reject
- Previous
- Next

Compare

- Compare
- Show Source Documents

Protect

- Protect Document

View Tab

Document Views

- Print Layout
- Full Screen Reading
- Web Layout
- Outline
- Draft

Show/Hide

- Ruler
- Document Map
- Gridlines
- Thumbnails
- Message Bar

Zoom

- Zoom
- One Page
- Two Pages
- Page Width

Window

- New Window
- Arrange All
- Split
- View Side by Side
- Synchronous Scrolling
- Reset Window Position
- Switch Windows

Macros

- Macros