

WORD 2007 TIPS & TRICKS

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WELCOME



Pam Andersen

Technology Coordinator

Wallingford Adult
Education



OUR OBJECTIVES

1. Word 2007 Shortcuts
2. Keyboard Command Shortcuts
3. Tips & Tricks



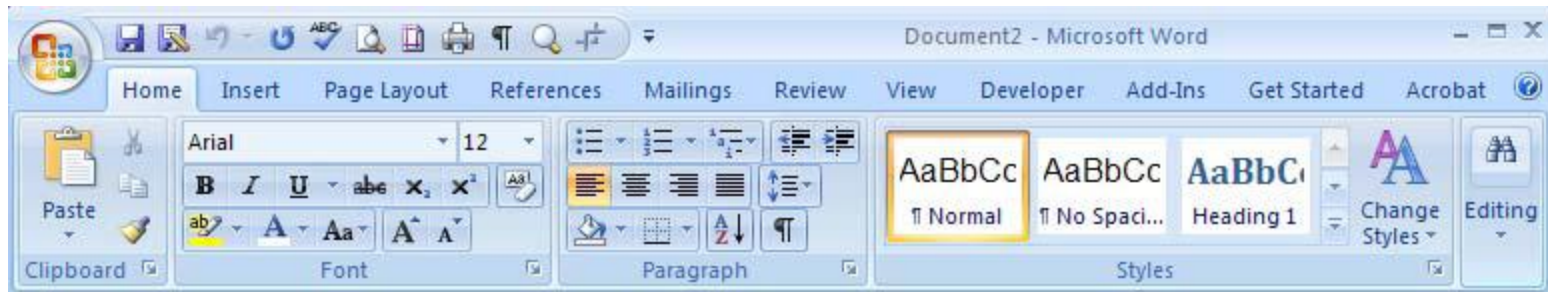
The slide features a dark blue background with a decorative left side consisting of vertical stripes in various shades of blue and white. Several blue circles of different sizes are arranged vertically on the left, with the largest one at the top and smaller ones below it. The text 'WORD 2007 TIPS' is written in a white, serif font, positioned to the right of the circles.

WORD 2007 TIPS

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WORD 2007 TOOLS

The Ribbon

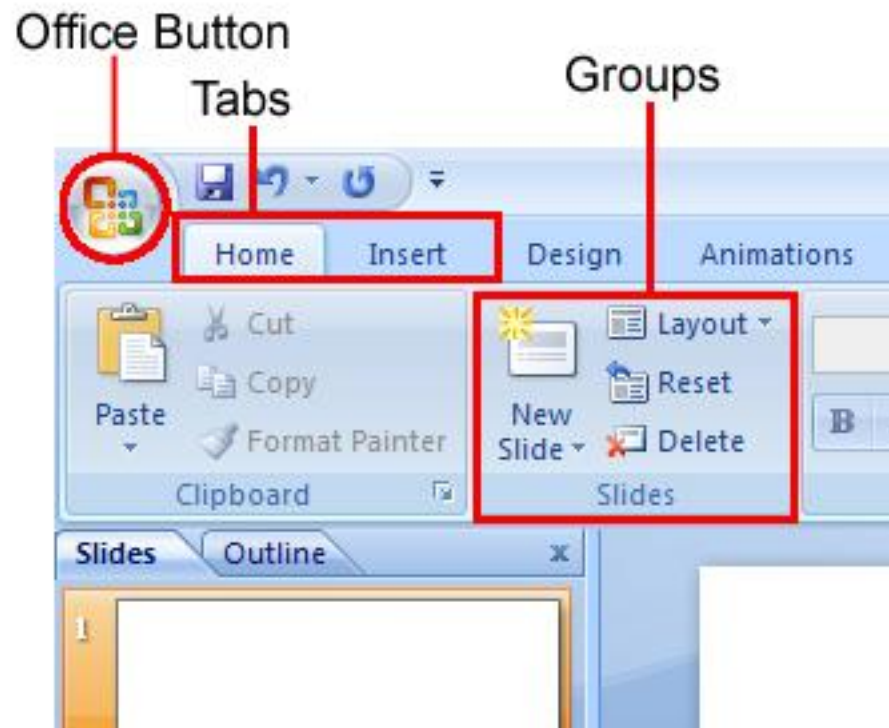


The Quick Access Toolbar

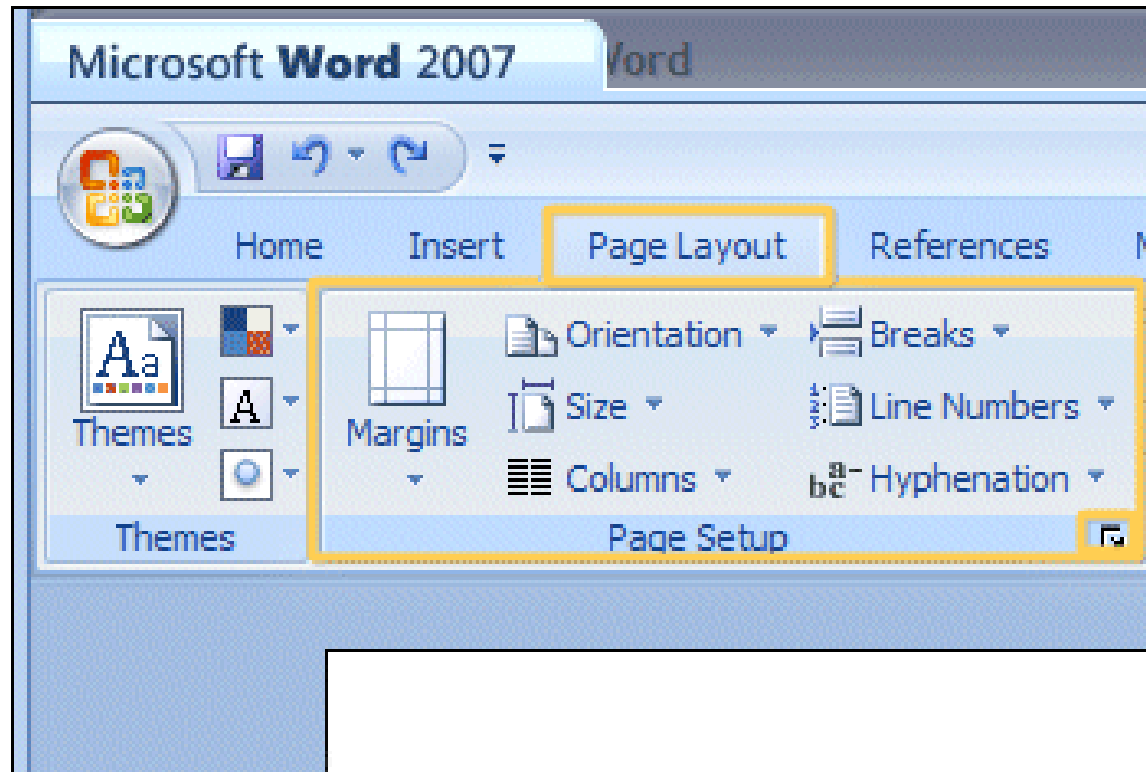
The Office Button



PARTS OF THE RIBBON



EACH RIBBON TAB HAS “GROUPS”



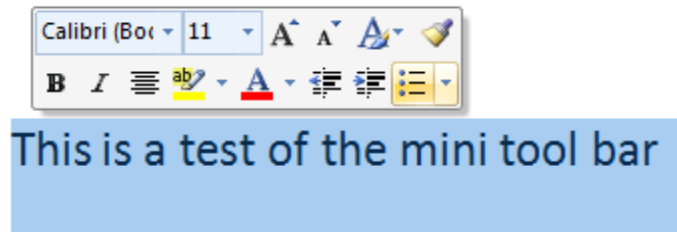
TO EXPAND THE RIBBON

- Some groups on the Ribbon have a small diagonal arrow in the lower-right corner. Click the arrow to open further tools



EDIT TEXT - SHORTCUTS

- Mini-tool bar – ONLY Appears When Text is Highlighted



- Move mouse over menu
To use it

PRACTICE USING THE MINI TOOL BAR

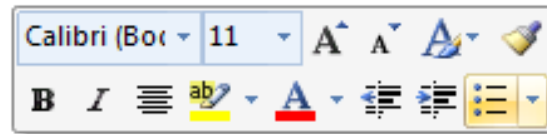
1. Highlight any sentence

2. Use Mini toolbar to:

Make text bold

Change text color

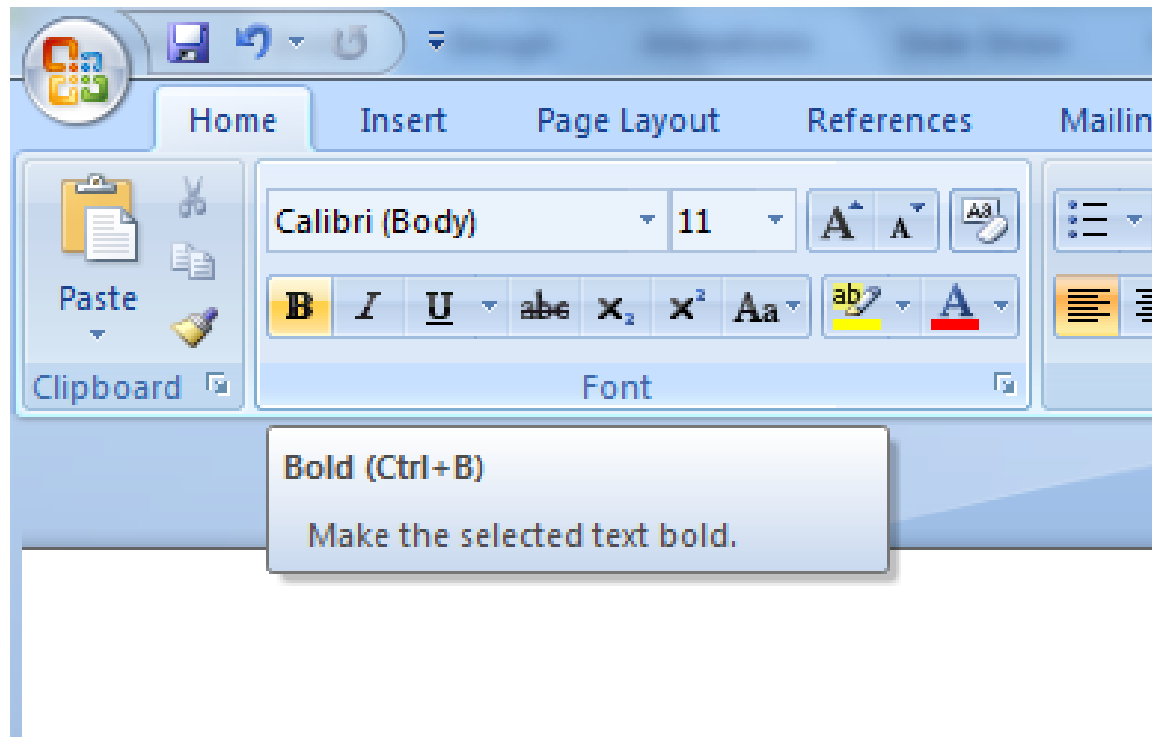
Enlarge Font



This is a test of the mini tool bar

EDIT TEXT - SHORTCUTS

- Hover over buttons in Ribbon to view their function



EDIT TEXT - SHORTCUTS



This is an example of Live Preview.


I can't decide which style of font is easier to read.

I think Arial is a plain font.

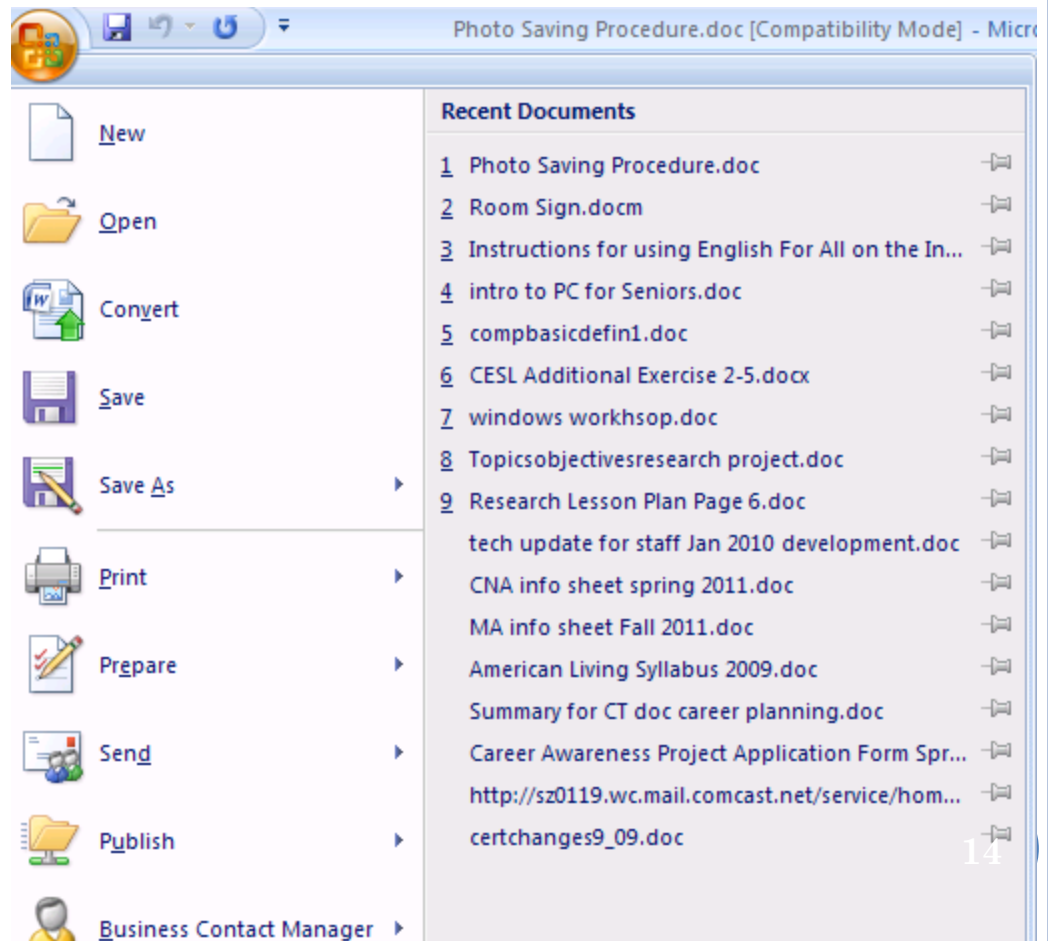
MORE SHORTCUTS TO EDIT TEXT

- Indent Paragraphs
- Single Space – Double Space lines
- Page Orientation
- Insert Bullets
- Insert Page Break

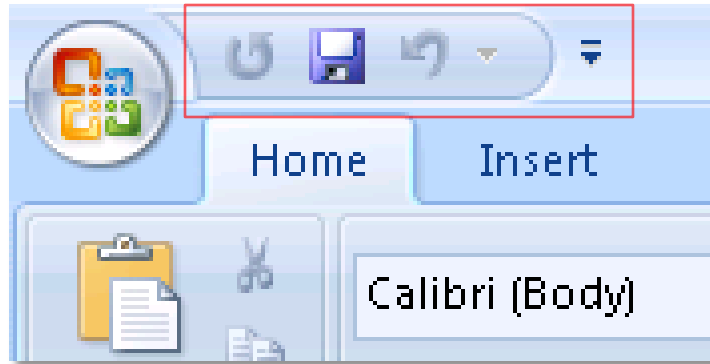
TO OPEN A RECENT DOCUMENT

- Click on the “Office Button” in the top left corner of the Word 2007 Window 

- You will see a list of recent documents in the menu



UNDERSTAND THE QUICK ACCESS TOOLBAR (QAT)



QAT in default location

- Small toolbar for several commands
- It includes three commands: Redo, Save, and Undo.

ADD A TOOL TO THE QUICK ACCESS TOOLBAR

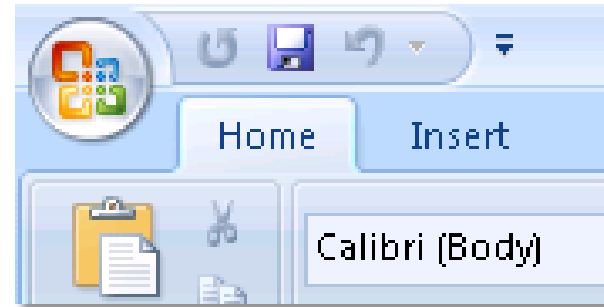
- To add “Spell Check” to the tool bar:

- Go to Review Tab

- Right Click on Spell Check

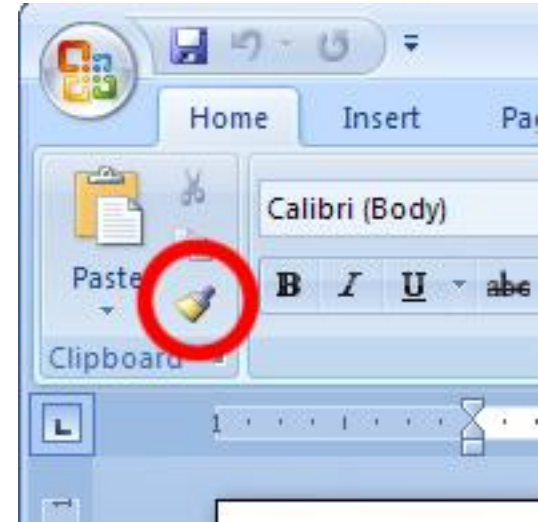
- Choose “Add to Quick Access toolbar”

- Do this with any tool



FORMAT PAINTER

- Highlight text with Desired format
- Click The Format Painter Button
- Highlight text that needs formatting to be applied



The slide features a dark blue background with a vertical decorative element on the left. This element consists of several thin, light blue vertical stripes of varying widths and a series of blue circles of different sizes arranged vertically. The largest circle is at the top, followed by a smaller one, then a medium-sized one containing the number 18, and finally a small circle at the bottom.

KEYBOARD COMMANDS

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Office Button = File Menu

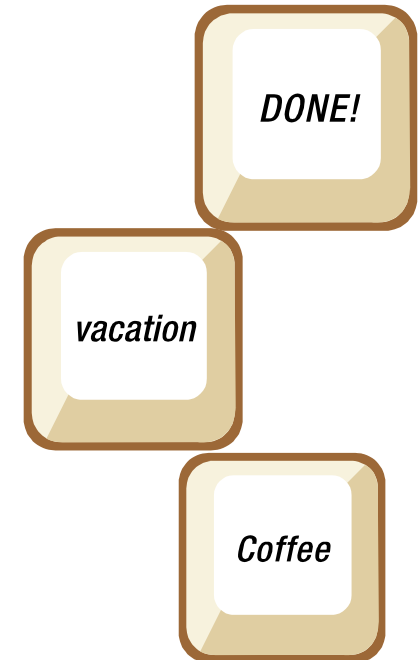
BASIC TASKS IN WORD 2007

- Create A New Document
- Save
- Open An Existing Document
- Print



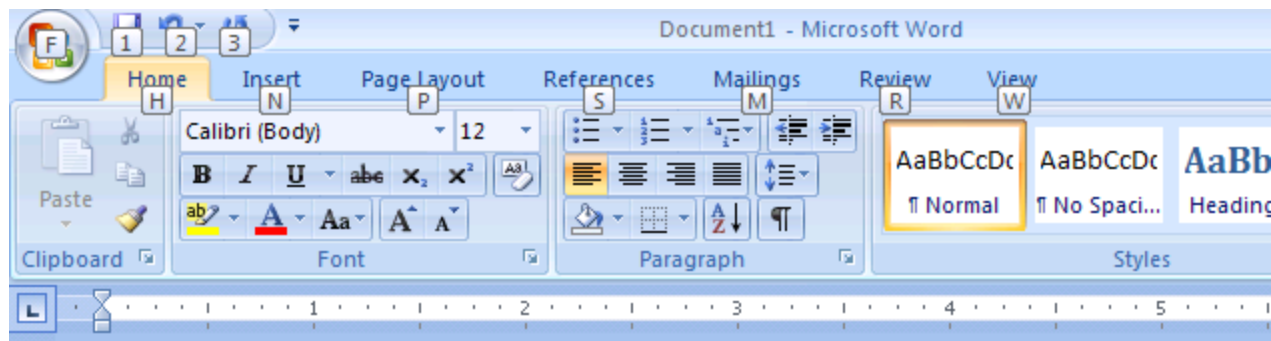
KEYBOARD SHORT CUTS

- Highlight Text **FIRST**, then:
 - Ctrl + O = Open Document
 - Ctrl + S = Save Document
 - Ctrl + P = Print Document
- F7 for Spell Check
- F12 for Save As
- Ctrl + 2 for double spacing
- Ctrl + 1 for single spacing



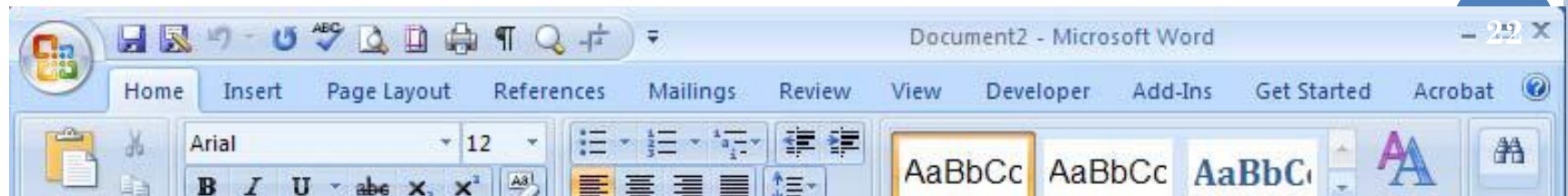
SHORTCUTS TO TABS

- Press “Alt” key on keyboard



SHORTCUTS TO TABS – PRESS ALT KEY

Home	Alt- H
Insert	Alt- N
Page Layout	Alt- P
References	Alt- S
Mailings	Alt- M
Review	Alt- R
View	Alt- W
PDF	Alt- Y



The slide features a dark blue background with a vertical decorative element on the left consisting of several thin, light blue stripes of varying widths. To the right of these stripes are several blue circles of different sizes, arranged in a vertical line. The largest circle is at the top, followed by a medium-sized one, and then several smaller ones. The text 'MORE TIPS & TRICKS' is positioned to the right of these circles.

MORE TIPS & TRICKS

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TAKE A SCREEN SHOT

1. View content on Screen
2. Press “Print Scrn” key - top right of keyboard
3. Open Paint Program
4. Click “Paste”



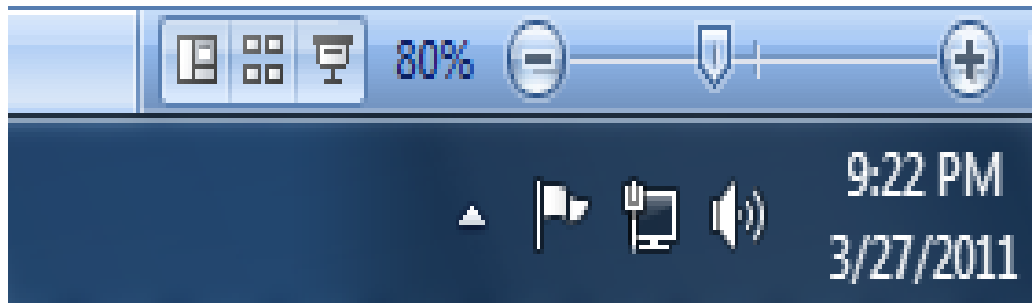
SAVE WORD DOC AS PDF FILE

- Have doc open
- Click on Office Button
- Choose “Save As”
- Choose “pdf”



CHANGING VIEWS

- Use Zoom feature in bottom right corner of screen



USING HELP



- The “Help Menu” is now the “Help Button”
- Located in upper right corner of most Office 2007 programs
- Remember: Press F1 Key in ANY program to open up “Help” for that program

COMPATIBILITY

○ File extensions

- .docx = Word 2007
- .doc = Word 2003

Options:

1. Download the File Converter software to use Word 2003 to view 2007 files.
2. Save Word 2007 File As An Older Version.

RESOURCES

- All materials from today's workshop are available online.
- Please visit
www.wallingfordadulthood.org
Click on "Academic Programs & Services"
Choose "Technology," then "Using Word 2007"
- Pam Andersen, Wallingford Adult Education
- Pandersen@wallingford.k12.ct.us

TEXT

“Plain & Simple -
Microsoft Office Word 2007”



Author: Jerry Joyce and Marianne Moon

Level: Beginner

ISBN 13:9780735622937

Paperback List Price: \$ 21.99