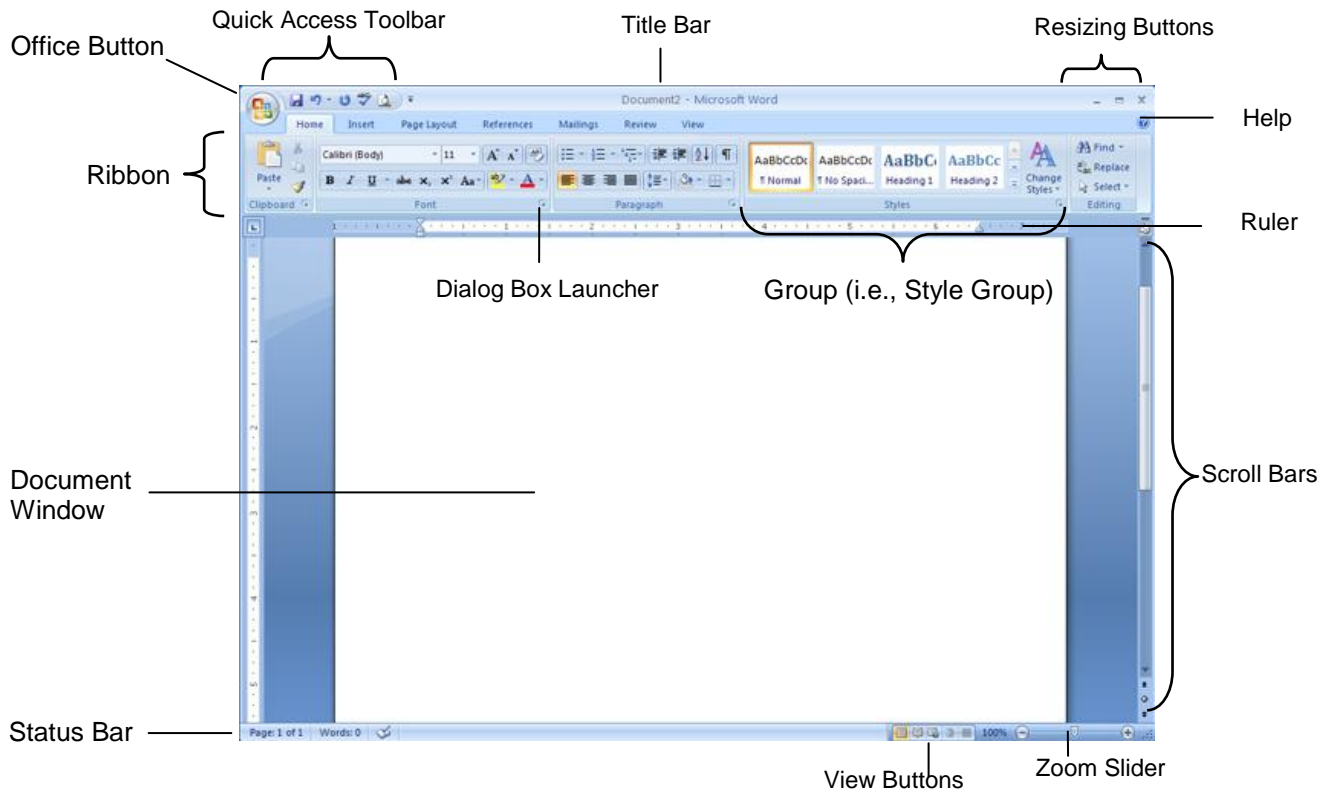


WORKSPACE



OFFICE BUTTON – BASIC TASKS

THE OFFICE BUTTON, LOCATED IN THE UPPER LEFT HAND CORNER OF THE WORD SCREEN, REPLACES THE FILE MENU FROM PREVIOUS VERSIONS OF WORD.

TO CREATE A NEW DOCUMENT

1. CLICK THE OFFICE BUTTON.
2. SELECT NEW FROM THE OFFICE MENU.
3. FROM THE NEW DOCUMENT DIALOG WINDOW, SELECT THE BLANK DOCUMENT ICON.
4. CLICK THE CREATE BUTTON.

OPEN AN EXISTING DOCUMENT

1. CLICK THE OFFICE BUTTON.
2. SELECT OPEN FROM THE OFFICE MENU.
3. NAVIGATE TO AND SELECT THE DESIRED DOCUMENT.
4. CLICK THE OPEN BUTTON.

SAVE A DOCUMENT

1. CLICK THE OFFICE BUTTON.
2. SELECT SAVE FROM THE OFFICE MENU.
3. THE SAVE AS DIALOG BOX OPENS. (THE DEFAULT SAVE IN LOCATION IS NORMALLY THE MY DOCUMENTS FOLDER.)
4. REPLACE OR ACCEPT THE DOCUMENT NAME.
5. CLICK SAVE.

SAVE USING SAVE AS

1. CLICK THE OFFICE BUTTON.
2. SELECT SAVE FROM THE OFFICE MENU.
3. IF DESIRED, ENTER A NEW FILENAME.
4. CLICK SAVE.

SAVE AS .RTF – RICH TEXT FORMAT

1. CLICK THE OFFICE BUTTON.
2. SELECT SAVE OR SAVE AS FROM THE OFFICE MENU.
3. THE SAVE AS: DIALOG BOX OPENS, SELECT THE SAVE AS TYPE: DOWN-FACING ARROW.
4. LOCATE AND SELECT THE RICH TEXT (.RTF) FORMAT OPTION.
5. CLICK SAVE.



OFFICE
BUTTON

OFFICE BUTTON - CONT.

PRINTING - IF YOU ARE CURRENTLY IN PRINT PREVIEW

1. CLICK THE PRINT BUTTON .
2. SELECT THE DESIRED PRINT OPTIONS.
3. CLICK OK

PRINTING - USING THE OFFICE BUTTON

1. CLICK THE OFFICE BUTTON
2. PLACE YOUR MOUSE OVER THE WORD PRINT.
3. SELECT PRINT FROM THE PRINT OPTIONS MENU.

CLOSE A DOCUMENT

1. CLICK THE CLOSE BUTTON LOCATED ON THE TITLE BAR.



CLOSE
BUTTON

RIBBON/TABS

THE RIBBON LOCATED BELOW THE TITLE BAR. PROVIDES EASY ACCESS TO TASKS YOU PERFORM WHILE CREATING A DOCUMENT. THE RIBBON CONTAINS TABS, GROUPS, AND COMMANDS (BUTTONS).

A TAB IS AN AREA ON THE RIBBON THAT CONTAINS BUTTONS ORGANIZED INTO GROUPS. EACH GROUP CONTAINS A COLLECTION OF COMMANDS (BUTTONS).

HOME TAB - CALLED THE PRIMARY TAB, CONTAINS BUTTONS RELATED TO WORKING WITH DOCUMENT CONTENT.



ADDITIONAL TABS INCLUDE:

- INSERT
- PAGE LAYOUT
- REFERENCES
- MAILINGS
- REVIEW
- VIEW

QUICK ACCESS TOOLBARS

THE QUICK ACCESS TOOLBAR, LOCATED TO THE RIGHT OF THE OFFICE BUTTON, PROVIDES EASY ACCESS TO FREQUENTLY USED COMMANDS.



THE COMMANDS ON THE TOOLBAR ARE ALWAYS AVAILABLE NO MATTER WHAT TASK YOU ARE PERFORMING.

TO CUSTOMIZE THE TOOLBAR:

1. CLICK THE CUSTOMIZE TOOLBAR BUTTON.
2. SELECT THE DESIRED COMMAND FROM THE DROP DOWN LIST.

TEXT

TO ADD TEXT TO YOUR DOCUMENT

KEY IN THE DESIRED TEXT. REMEMBER IT IS NOT NECESSARY TO PRESS ENTER AT THE END OF A LINE OF TEXT; WORD WILL AUTOMATICALLY "WRAP" TEXT TO THE NEXT LINE FOR YOU.

TO INSERT TEXT

MOVE THE I-BEAM TO THE DESIRED LOCATION AND CLICK THE LEFT MOUSE BUTTON. ENTER THE DESIRED TEXT. TO EDIT ANY OBJECT, THE OBJECT (I.E., TEXT) MUST BE SELECTED.

TO COPY TEXT

1. SELECT THE OBJECT TO BE COPIED.
2. FROM THE CLIPBOARD (HOME TAB) SELECT COPY.
3. A COPY OF THE OBJECT IS PLACED ON THE CLIPBOARD FOR FUTURE USE.

TO CUT TEXT

1. SELECT THE OBJECT
2. SELECT THE HOME TAB.
3. CLICK THE CUT ICON. THE ORIGINAL OBJECT IS DELETED AND A COPY IS PLACED ON THE CLIPBOARD FOR FUTURE USE.

TO PASTE TEXT

1. PLACE THE INSERTION MARK IN THE DESIRED LOCATION
2. SELECT THE PASTE ICON.

TO DELETE TEXT

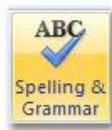
1. SELECT TEXT.
2. PRESS THE DELETE KEY ON YOUR COMPUTER'S KEYBOARD

SPELLCHECK

TO SPELL/GRAMMAR CHECK YOUR DOCUMENT

1. SELECT THE REVIEW TAB.
2. IN THE PROOFING GROUP, CLICK THE SPELLING & GRAMMAR BUTTON.
3. SUGGESTIONS FOR CORRECTIONS APPEAR.

- TO ACCEPT A SUGGESTION, CLICK THE CHANGE BUTTON.
- TO REJECT A SUGGESTION, CLICK THE IGNORE BUTTON.



INDENTING

FIRST LINE

1. PLACE THE CURSOR AT THE START OF THE PARAGRAPH'S FIRST LINE.
2. PRESS THE TAB KEY ON YOUR COMPUTER'S KEYBOARD. THE PARAGRAPH WILL BE INDENTED ONE HALF-INCH EACH TIME YOU PRESS THE TAB KEY.

HANGING

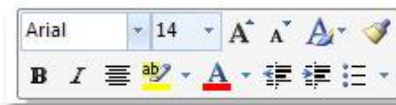
1. SELECT THE PARAGRAPH WHERE YOU WANT A TO CREATE A HANGING INDENT (INDENT ALL BUT THE FIRST LINE OF THE PARAGRAPH).
2. ON THE HORIZONTAL RULER, DRAG THE HANGING INDENT MARKER TO THE POSITION AT WHICH YOU WANT THE INDENT TO START.



MINI TOOLBARS

WHEN TEXT IS SELECTED, THE MINI TOOLBAR APPEARS AUTOMATICALLY. ALL COMMANDS ON THE MINI TOOLBAR ALSO EXIST ON THE RIBBON. THE MINITOOLBAR PROVIDES, AN EASILY ACCESSIBLE METHOD FOR FORMATTING TEXT.

WHEN THE MINI TOOLBAR APPEARS, IT IS INITIALLY TRANSPARENT. IT DISAPPEARS IN A SHORT TIME IF YOU DO NOT ACTIVATE IT BY POINTING TO IT.



ALIGNMENT & PAGE SETUP

VERTICAL

1. SELECT THE PAGE LAYOUT TAB, CLICK THE PAGE DIALOG BOX LAUNCHER
2. CLICK THE LAYOUT TAB.
3. SELECT THE OPTION YOU WANT.
4. IN THE APPLY TO BOX, CLICK, WHOLE DOCUMENT, THIS SECTION, OR THIS POINT FORWARD.
5. CLICK OK.

HORIZONTAL

1. SELECT TEXT.
2. SELECT THE HOME TAB.
3. IN THE PARAGRAPH GROUP, CLICK ALIGN LEFT, ALIGN RIGHT, CENTER, OR JUSTIFY.

PRINT PREVIEW

TO PREVIEW YOUR DOCUMENT BEFORE PRINTING:

1. CLICK THE OFFICE BUTTON,
2. SELECT PRINT PREVIEW FROM THE MENU.
3. WHEN YOU ARE FINISHED PREVIEWING YOUR DOCUMENT:
 - CLICK THE CLOSE PRINT PREVIEW BUTTON
 - OR... IF THE DOCUMENT IS READY FOR PRINTING,
 - CLICK THE PRINT ICON.



TIP: THE PAGE WHERE THE INSERTION POINT IS LOCATED DISPLAYS ON THE SCREEN. ONE PAGE AND MULTIPLE PAGE VIEWS ARE AVAILABLE ON THE PRINT PREVIEW TOOLBAR.

HEADERS AND FOOTERS

1. SELECT THE INSERT TAB
2. SELECT HEADER OR FOOTER ICON (HEADER & FOOTER GROUP).
3. ALIGN TEXT USING THE TAB KEY (I.E. LEFT CENTER RIGHT).
4. ENTER THE DESIRED HEADER OR FOOTER TEXT.

PAGE NUMBERS CAN BE INSERTED AT THIS POINT BY CLICKING THE INSERT PAGE NUMBER BUTTON ON THE HEADER AND FOOTER TOOLBAR. IF THE WORD "PAGE" IS REQUIRED, KEY IN THE TEXT BEFORE SELECTING THE INSERT PAGE NUMBER BUTTON.

GET HELP!

USING THE SEARCH FEATURE

1. TO OPEN THE HELP SELECT THE HELP ICON LOCATED IN THE UPPER RIGHT-HAND SIDE OF YOUR SCREEN. OR PRESS **F1** ON YOUR COMPUTER'S KEYBOARD
2. ENTER YOUR QUESTION IN THE SEARCH TEXT BOX.
3. PRESS ENTER.
4. THE SEARCH RESULTS APPEAR.
5. CLICK THE LINK FOR THE DESIRED ANSWER.



HELP
BUTTON

To view Word 2007 Online tutorials, please visit:

<http://www.gc.maricopa.edu/ic/gcchelp/tutorials/word2007/index.html>