

Microsoft Word 2007

*New Features in
Word 2007*

Training Manual

College of Lake County

Staff Computer Training

Upgrading to Word 2007

Table of Contents

<i>Word 2007 Overview</i>	3
<i>What's New?</i>	3
<i>Word 2007 Window</i>	4
<i>The Office Button</i>	5
<i>Quick Access Toolbar</i>	5
<i>Tabs</i>	5
<i>Reference Table ~ Ribbon Tabs Word 2007</i>	6
<i>The Ribbon</i>	6
<i>Dialog Box Launcher</i>	7
<i>Views & Zoom In/Zoom Out & Zoom Slider</i>	7
<i>Using Shortcut Keys in Word 2007</i>	7
<i>Saving Files in Word 2007</i>	7
<i>Compatibility Mode</i>	8
<i>Customizing the Quick Access Toolbar</i>	8
Resetting the Quick Access Toolbar	8
<i>New Default Settings in Word 2007</i>	9
<i>New Editing & Formatting Techniques</i>	9
Applying Quick Styles using Live Preview & Formatting with the Mini Toolbar	9
<i>Building Blocks</i>	10
<i>New Ways to Work with Graphics</i>	12
Adding Shapes & SmartArt	12
<i>New Picture Features</i>	14
<i>Task Oriented Tab</i>	15
<i>Using Themes</i>	15
Picture Styles & Adjusting Pictures	16
<i>Inserting Charts in Word Documents</i>	16
<i>Changes in Mail Merge</i>	17
Editing Records in the Data Source.....	18
<i>Using Word's Online Help</i>	19

Microsoft Word

Word 2007 Overview

As you open Microsoft Word 2007, you will notice that it looks very different. That's because it has been redesigned to make your work easier, faster and more efficient. The main new feature is the Office Fluent user interface, which replaces menus, toolbars, and most of the task panes from earlier versions of Word. The new interface is designed to help you be more productive in Word because the new design helps you find the tasks more easily. From tabs on the Ribbon to the buttons on the status bar, each element in the program window brings commands and options into easier reach, so you spend less time clicking to find the one you want.

What's New?

New User Interface ~ The Ribbon and Office Button are new components of Word 2007. The Ribbon groups your tools by the task, and the commands used most frequently are located on the Ribbon.

The Tabs are designed to be task oriented. There are seven tabs which include Home, Insert, Page Layout, References, Mailings, Review, and View.

Groups ~ Each tab has several groups that show related items together such as font, bold, underline, etc.

Command Buttons in each group carry out a command or display a menu of commands.

Editing & Formatting ~ The basic editing has not changed significantly however, the formatting options have. Save time and get more out of the powerful Word capabilities by selecting from galleries of predefined styles, table formats, list formats, graphical effects, and more. Building Blocks allow you to save and reuse text. SmartArt is a new graphic image for text and/or pictures.

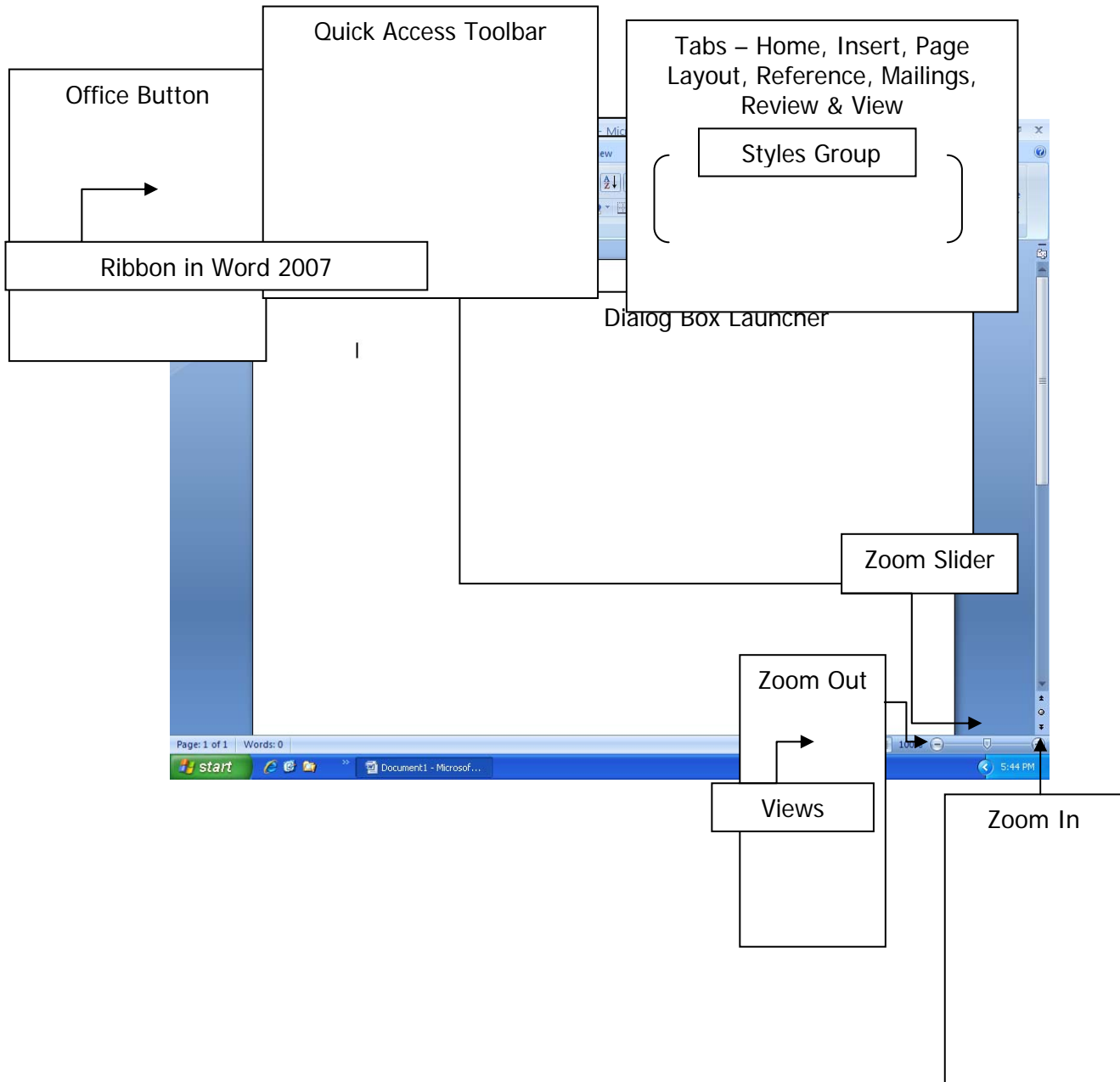
Improved Spelling & Grammar Globally ~ The spell check is more consistent across Office 2007. For example, when you add an entry to the dictionary in Word, it is now added to dictionaries in other Office programs.

Live Preview ~ See formatting changes before actually making a selection.

Word 2007 Window

As you open Word 2007 you will immediately see a new look to Word.

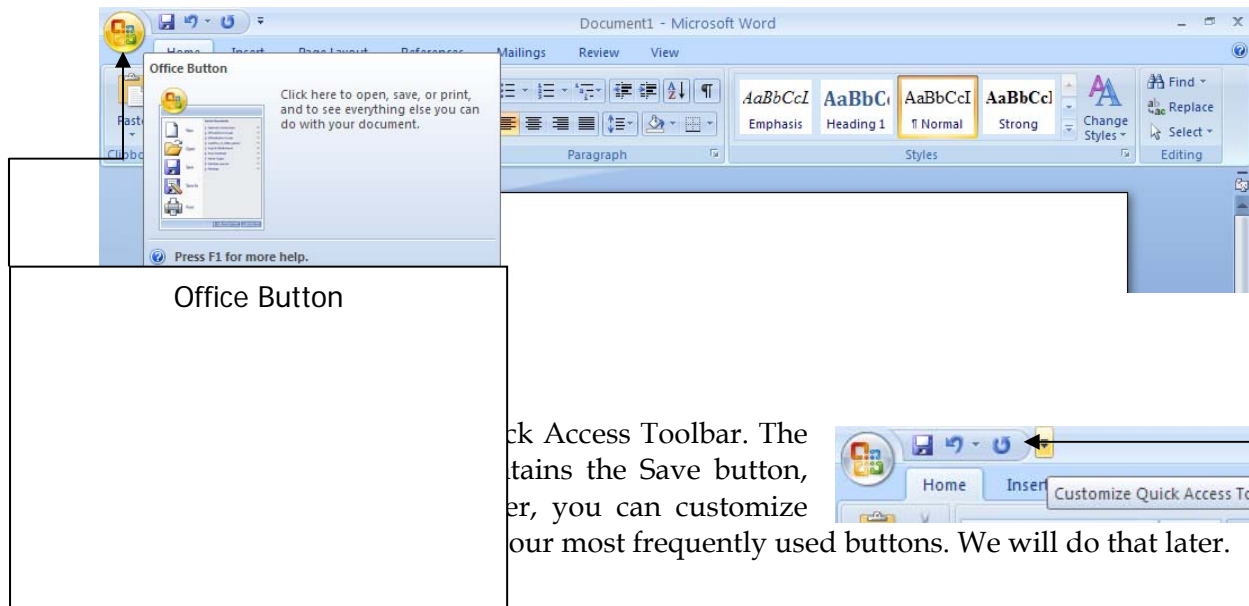
1. **Open** Word 2007. Let's take a closer look at the new features. Word opens with the default Home tab on the Ribbon.



The Office Button

A new component in Word 2007 is the Office Button. The Office Button will replace the File menu in Word 2003.

1. **Click the Office Button.**
2. Note the familiar **New, Open, Save, etc.**
3. **Click in a blank area** of the document.

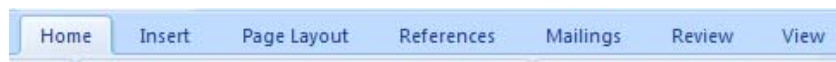


Tabs

Tabs are designed to be task-oriented. In addition to the standard set of 7 tabs that you see on the Ribbon whenever you start Word 2007, there are two other types of tabs which appear in the interface only when they are useful for the type of task that you are currently performing. For example, when you insert a picture the picture tools tab appears. We will see examples later.

You can double-click a tab on the Ribbon to make the Ribbon disappear. This allows you more work space when you need it.

1. **Double-click the Home tab** and the **Ribbon** will disappear.
2. **Double-click the Home tab** again and it reappears.



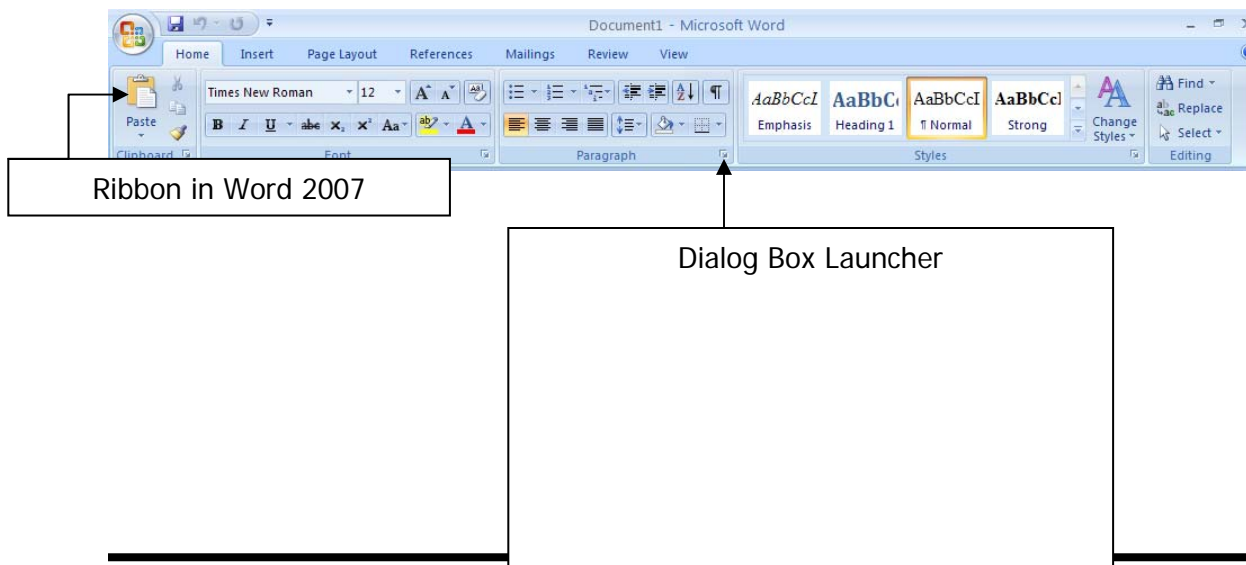
Reference Table ~ Ribbon Tabs Word 2007

This table displays the tabs in Word 2007 and shows where the item was located in Word 2003. You can use this table as a reference.

Tab	Contains These Groups	Office 2003 Location
Home	Clipboard, Font, Paragraph, Styles, Editing	File menu, Edit menu
Insert	Pages, Table, Illustrations, Links, Header & Footer, Text, Symbols	Insert menu
Page Layout	Themes, Page Setup, Page Background, Paragraph, Arrange	Format menu
References	Table of Contents, Footnotes, Citations & Bibliography, Captions, Index, Table of Authorities	Insert menu
Mailings	Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish	Tools menu
Review	Proofing, Comments, Tracking, Changes, Compare, Protect	Tools menu
View	Document Views, Show/Hide, Zoom, Window, Macros	View menu

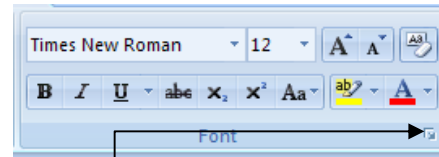
The Ribbon

The Ribbon contains tabs that group your tools by the task. Notice the font group contains the font, font size, bold, italics, underline, font color, etc.



Dialog Box Launcher

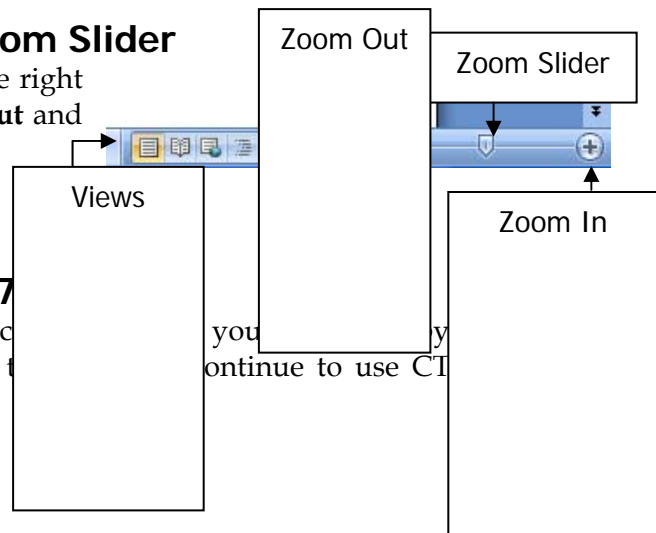
You will notice an arrow in the right corner of some the groups. Clicking on the arrow displays the dialog box you are familiar with from Word 2003.



1. Click the **Arrow Down** in **Font Group**.
2. Note the **Font dialog** is the same as it was in Word 2003.
3. Click the **Cancel** button.

Views & Zoom In/Zoom Out & Zoom Slider

You will notice you can change Views from the right corner of the status bar. The **Zoom In/Zoom Out** and **Zoom Slider** are new to Word 2007.



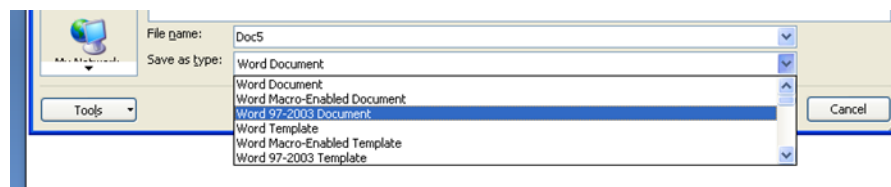
Using Shortcut Keys in Word 2007

If you like using keyboard shortcut keys to cut, copy, and paste, you will notice that the keyboard shortcut keys in Word 2007 are the same as in Word 2003. You can continue to use CTRL+C to copy, CTRL+V to paste, etc.

Saving Files in Word 2007

In previous versions of Word, the extension for a document created was .doc. The new extension for documents created in Word is .docx

If you save a file in Word 2007 and try to open it in Word 2003, the file will not open. If you need to send a file to someone or be able to work in Word 2003, you can avoid possible incompatibility problems by saving the file in an earlier version using the Save As and choosing to save the file type as a Word 97-2003 document.



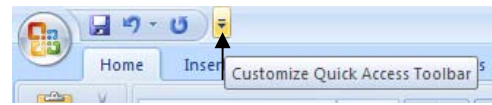
Compatibility Mode

As a general rule, new software versions are backward-compatible, meaning that documents saved by an older version can be read by newer software. Office 2007 includes a feature called Compatibility mode. When you open a file created in an earlier versions of Office, "Compatibility Mode" appears in the title bar to let you know the file was created in an earlier version. Note ~ When working in compatibility mode, you may not have access to all formatting features in Word 2007.

Customizing the Quick Access Toolbar

You can customize the Quick Access toolbar to display your frequently used commands.

1. Click the **down arrow** in the **Title bar**.
2. Click **More Commands**.
3. A dialog box opens with icons on the left. Notice the default icons in the box to the right.
4. **Scroll down** to locate the **Spelling Grammar button** and **click the Spelling Grammar button** in the box on the left and **click the Add button** and then **click OK**.
5. The Spelling & Grammar button is now on the Quick Access Toolbar.



Resetting the Quick Access Toolbar

Because this is a training room and not your individual computer, we do not want to customize the Quick Access Toolbar so we will restore it to the default setting.

1. Click the **down arrow** in the **Title bar**.
2. Click **More Commands**.
3. A dialog box opens.
4. Click the **Reset button** at the bottom of the right box.
5. You will receive a confirmation asking if you want to restore the Quick Access Toolbar to the default setting, **click Yes** and then **click OK** in the dialog box. The Quick Access Toolbar is now back the default setting.

New Default Settings in Word 2007

Word has changed the default font from Times New Roman size 12 to Calibri size 11. The default line spacing has changed from single spacing to 1.15. Margins have changed as well. You can change any of these features individually, but if you would like to use the Word 2003 defaults you can choose to do so in one step.

1. Click the **Page Layout** tab on the **Ribbon**.
2. In the **Page Setup** group, click the **arrow** under **Margins** and choose **Office 2003 default**.

Word 2007 Default Settings Reference Table:

Setting	Word 2003 Default Setting	Word 2007 Default Setting
Normal default font	Times New Roman 12 pt	Calibri 11 pt
Line Spacing	1.0 [Single]	1.15
Top Margin	1"	1"
Left Margin	1.25"	1"
Right Margin	1.25"	1"
Bottom Margin	1"	1"
Line Spacing after Paragraph	Next Line Down	Second Line Down
Color Scheme	Black & White	Black, white, blue, and other colors based on Office theme


New Editing & Formatting Techniques

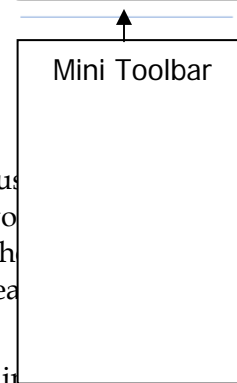
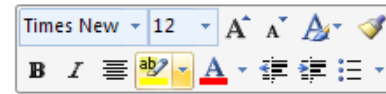
Applying Quick Styles using Live Preview & Formatting with the Mini Toolbar

New features in Word 2007 include Quick Styles, Live Preview and Mini Toolbar. Quick Styles allow you to quickly apply dramatic styles to your text. Live Preview allows you see what a formatting change will look like before actually making the selection. When you highlight text, the Mini Toolbar appears allowing you change font style, font size, font color, etc. no matter which Tab you may be working in.

We will begin the lesson by creating an ABC Corporation Benefits Plan and continue to build the Benefits Plan as we demonstrate new features of Word 2007.

1. Begin with a blank document by **clicking** the **Office button** and choosing **New**.
2. Type **ABC Corporation**.
3. **Highlight** the words **ABC Corporation**. Notice the **Mini toolbar** appears. This is a new feature in Word 2007. Move your mouse away from the words and the Mini toolbar disappears.

- We will format a **Style** by **clicking** the **More**  **button** in the **Styles** group on the **Home tab**. The **Styles gallery** opens.
- Notice as you move your mouse over various styles, you are seeing the sample in **Live Preview** before actually making a selection. **Click** the **Intense Quote** style. See how in just a simple click your document begins to look professionally created. **Click** into a **blank area** of the document.
- Highlight** the words **ABC Corporation** again and the **Mini toolbar** appears. Change the **font size** using the **Mini toolbar** to size **20**.
- DO NOT CLOSE** this document.

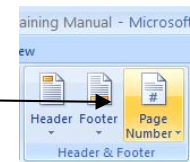


Building Blocks

Building Blocks are designed to help you save time by using selections available for you in any document. You assemble your predesigned parts, add your business information, and save them and again. Building Blocks are stored in galleries such as the header and footer, etc.

We will first begin our Benefits Plan by inserting page numbers in the footer.

- Click** the **Insert tab** on **Ribbon**.
- Click** the **Page Number arrow down** in the **Header & Footer group**.
- Click** on **Bottom of Page** and **scroll** until you find **Accent Bar 2** and **click** it.

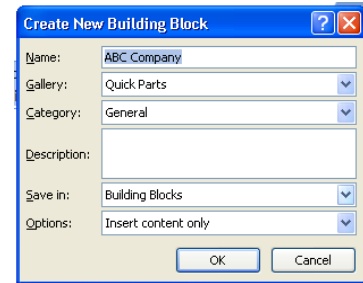


The page number now appears in the footer. Did you notice the Ribbon changed to show the Header & Footer tools? This was not there before. It appears because we inserted the page number into the footer. In Word 2007 certain contextual toolbars appear when you have inserted an item and toolbar may be necessary. We are not going to need the Header & Footer Tools so click **Insert tab** on **Ribbon**.

Professional documents always need a cover page. We will now insert a cover page and save text to use again by saving it in Quick Parts in Building Blocks.

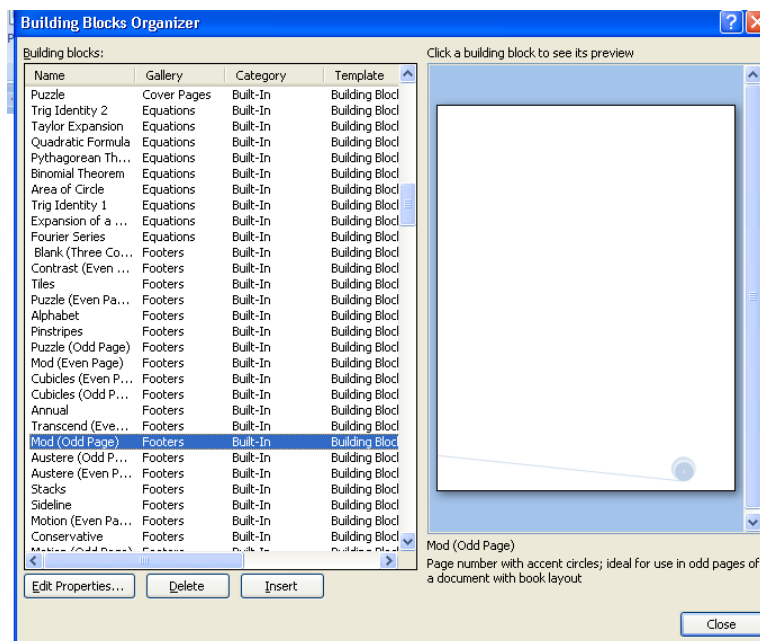
- In the **Pages group**, click the **down arrow** next to **Cover Page** and **scroll** until you find **Modern** and click on it. The cover page is automatically inserted as the first page of your document and page one is now page two.
- Click** into the **[Type the document title]** and type **ABC Corporation**.
- Click** into **[Type the document subtitle]** and type **Benefits Plan**.
- Click** into **[Pick the date]** and choose **today's date**.
- Click** into the abstract and type **ABC Corporation is a small business specializing in the sales and marketing of domestic and international travel**.
- Delete** any **remaining text** that might appear on the cover page by **highlighting** and pressing the **Delete key** on the **keyboard**.

10. **Highlight** the text you typed in the **abstract**.
11. **Click Quick Parts** in the **Text** group and click **Save Selection to Quick Part Gallery**.
12. The **Create New Building Block** dialog box appears. We will keep the default settings so **click the OK button**.



We will reuse this text later in another lesson. We will now see the built-in footers available in the Building Blocks and change the page number in the footer to match the cover page.

13. **Click** so you are on **Page 1**.
14. **Click Quick Parts** in the **Text** group.
15. **Click Building Blocks organizer** and **scroll** until you find **Mod (Odd Page)** in the **Footers Gallery**, click **Insert**. See how professional the document is looking. **Keep the document open**.

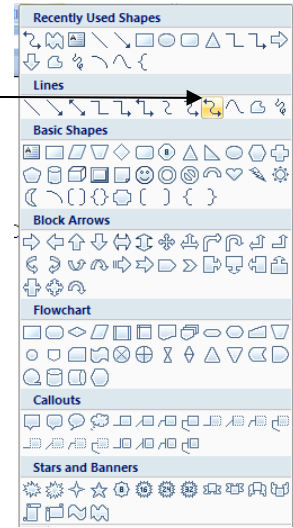


New Ways to Work with Graphics

Working with graphics in Word 2007 is so much easier than previous versions of Word. There are some new features to help you create professional-looking documents with a couple clicks of the mouse. There are more shapes than ever before as well as the ability to create Excel charts within a Word document. One new feature is called SmartArt. SmartArt graphics are professionally designed diagrams, such as organizations charts, process charts, hierarchies, and so much more. Make your documents really stand out with only a few simple clicks.

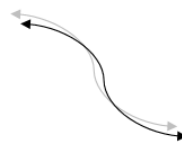
Adding Shapes & SmartArt

1. Go to **Page 2** of the **ABC Corporation**. **Double-click** below the heading and type **ABC Corporation**.
2. **Click** the **Insert** tab on the **Ribbon**.
3. In the **Illustrations** group, **click** **Shapes**. Notice the number of shapes to choose from. **Click** on the **4th shape** from the **right** in the **Lines** category and using the mouse, draw a line similar to the shape shown at the right.
4. Under the second arrow, type **Your Benefits Plan** and press the **ENTER** key **twice**.
5. With the **Arrow** selected, **click** the **arrow** in **Shadow Effect** in the **Shadow Effects** group.
6. **Click** the **Shadow Style 1** in the **Drop Shadow** category.
7. **Highlight** **ABC Corporation** and apply the **Emphasis Style**. Format **Your Benefits Plan** the same way. Your document should be similar to the example shown.



ABC Corporation

ABC Corporation

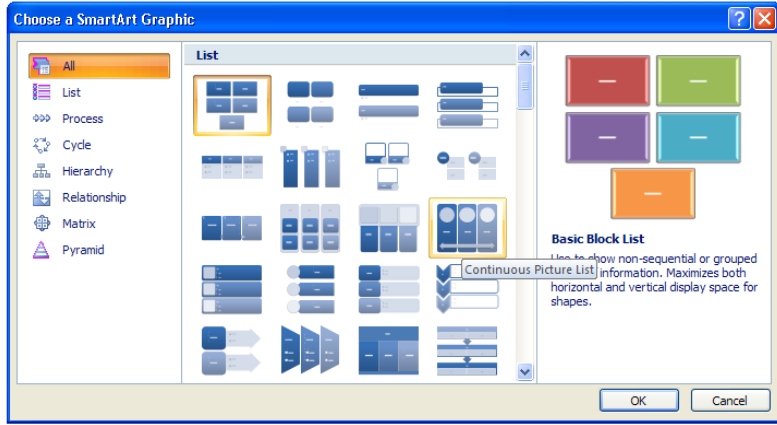


Your Benefits Plan

We will now add SmartArt to display the types of benefits available.

8. **Double-click** to about the 3 ½ inch mark on the **vertical ruler**.

9. **Click the SmartArt button** in the **Illustrations group**. Notice the number of shapes to choose from. When you **click** on one of the **SmartArt designs**, an example of how to use it is at the **right** in the **dialog box**.



10. **Click the Continuous Picture List** in the **All** category as shown in the example and **click OK**. This selection allows you to add pictures also.

11. You can click and type right in the shape and you can also use the Text Pane. We will use the Text Pane. If it is not visible, click the **Text Pane** in the **Create Graphic group**.

12. **Add the following text in the Text Pane** [be sure to click into each bullet point]:

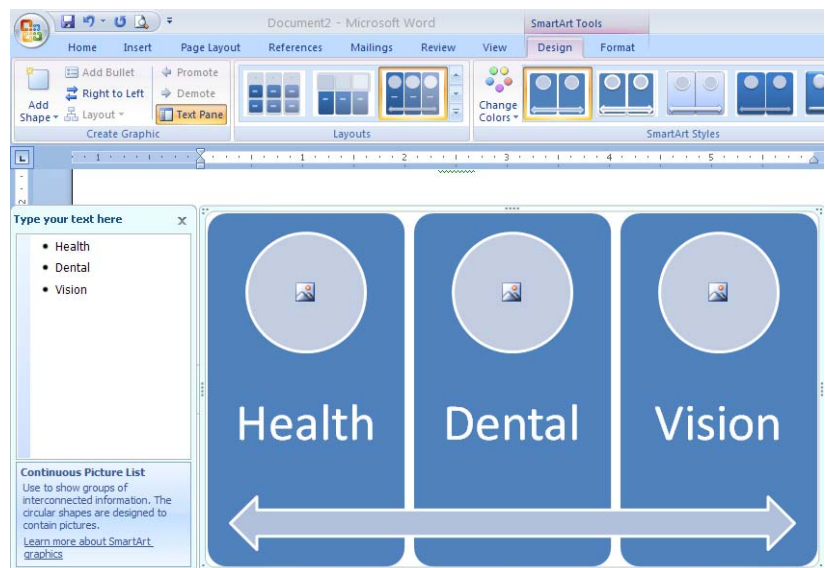
Health

Dental

Vision

13. **Close the Text Pane** by clicking the **X**.

14. **Double-click** below the **SmartArt** so it is no longer selected.

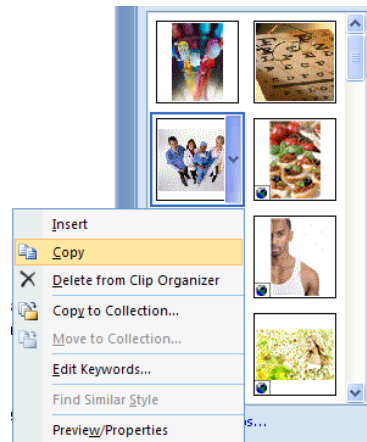
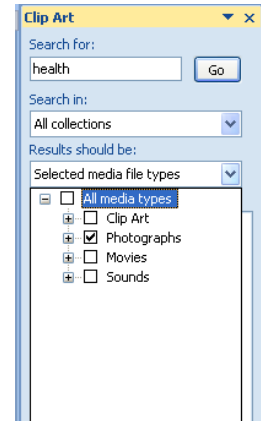


New Picture Features

Word 2007 offers new ways to format pictures. Turn ordinary into extraordinary.

We want to add pictures to the SmartArt health, dental and vision using Microsoft's Online Gallery. The insert picture in Word will open a dialog box expecting you insert pictures that have been previously saved.

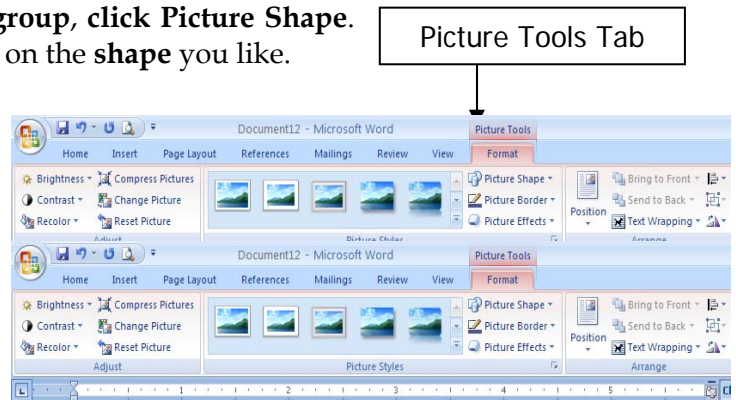
1. On the **Insert** tab, click the **Clip Art** button in the **Illustrations** group.
2. The Task Pane appears. In the **Search for:** box, type **health**.
3. In the **Results should be:** box, click the **down arrow** and select **photographs** and click the **Go** button.
4. Locate and click on an appropriate **health** photograph and then click **Copy**.
5. **Right-mouse click** in the **health photograph area** of the SmartArt and click **Paste**.
6. Continue to do the same for a dental photograph and a vision photograph.
7. Click the **Save** button.



Task Oriented Tab

Some tabs in Word are contextual, that is they only appear when a certain action has been performed. By adding a photograph, the contextual tab, Picture Tools will appear on the Ribbon.

1. Click on the **health** photograph.
2. On the **Format** tab, in the **Picture Styles** group, click **Picture Shape**. You change the shape of the picture. Click on the **shape** you like.
3. In the **Picture Styles** group, click **Picture Border**. View borders and click on the border you like.
4. In the **Picture Styles** group, click **Picture Effects**. View effects and click on the border you like.
5. For the sake of time, we will not format all of the pictures. **Double-click** below the SmartArt so the insertion point is at the bottom of the page.
6. Let's view the new page numbers style we had previously inserted. **Press** the **CTRL+ENTER** keys **twice** to insert two new pages. Scroll down to view pages 3 and 4.
7. **Save** the document and keep it open.



Using Themes

In the past, it took time to format Microsoft Office documents to match because you had to choose color or style options for your tables, charts, shapes, and diagrams separately. In the 2007 Microsoft Office system, themes simplify the process of creating matching, professional-looking documents not only within one program but across multiple programs. The same themes are now available in Microsoft Office Excel 2007, Microsoft Office PowerPoint 2007, Microsoft Office Word 2007, and Microsoft Office Outlook 2007, and you can easily apply a theme with one click. Use themes to give all of your organization's communications a branded look.

1. On the **Page Layout** tab, click the **Themes** button. View a few of the Themes before clicking on **Opulent**.
2. Click on the various **Theme Colors** and **Theme Fonts** to view the possibilities.
3. **Save and close** the document.

We will now reuse the text saved in the Quick Parts in another document.

1. **Insert** a **Blank document** by pressing **CTRL+N** if needed.
2. Click the **Insert** tab and **Quick Parts** in the **Text** group.
3. Under **General**, **ABC Corporation** is saved.

4. **Click** on it and inserted into the document.
5. **Close** this document without saving.

Picture Styles & Adjusting Pictures

We will practice one more lesson using pictures and new picture style features.

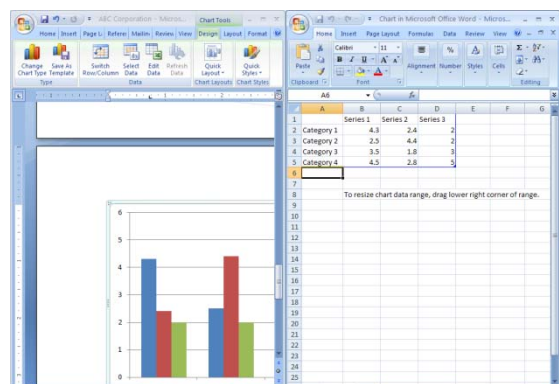
1. On the **Insert tab**, click the **Clip Art button** in the **Illustrations group**.
2. The Task Pane appears. In the **Search for: box**, type **sunset**.
3. In the **Results should be: box**, click the **down arrow** and select **photographs** and click the **Go button**.
4. Locate and **click** on a **sunset** photograph and then **click Insert**.
5. **Click the More button** in the **Picture Styles group** and view the many choices.
6. The Text Wrapping button is in an easier place than in previous versions of Word. The Text Wrapping is easily changed in the **Arrange group**.
7. **Click** some of the buttons in the **Adjust group**. Notice the many ways to format a picture.
8. **Close** this document without saving.

Inserting Charts in Word Documents

We will now view how to add a chart to the document. We will create a chart to display Quarter Sales for the ABC Corporation.

1. Begin with a **blank document**.
2. Type **ABC Corporation Quarterly Sales** and press the **ENTER** key twice.
3. **Click the Chart button** in the **Illustrations group**.
4. You can insert any number of Excel charts directly into your Word document. Select the first **Clustered Column Chart** and **click OK**.
5. The **Excel Window** opens and you actually create the chart in Excel while viewing your Word at the same time.
6. Type the following data in the Series cells:
Qtr 1, Qtr 2, Qtr 3 and then click and drag to add **Qtr 4**.
7. Type the following data in the cells:

B	C	D	E
Qtr 1	Qtr 2	Qtr 3	Qtr 4
17,500	21,000	19,000	16,000

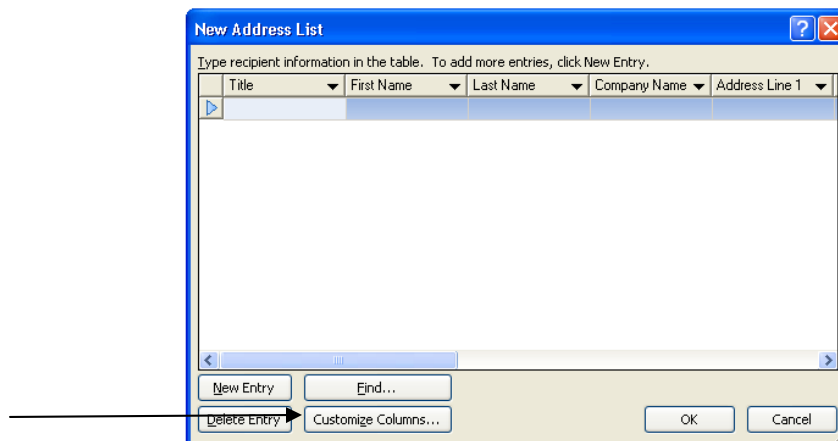


8. **Highlight** and **delete** and remaining text or numbers in the cells.
9. **Click the close button** in Excel and you will be returned to the Word document.
10. **Click on any series** of the chart and then **click the Page Layout tab** and then **click the Themes button**.
11. **Click on the Opulent theme**. See how using Themes gives documents a branded look.
12. **Close** the document without saving.

Changes in Mail Merge

The biggest change in Mail Merge is the Task Pane is no longer present when creating a Mail Merge. Customizing a recipient list and editing a recipient list is also a bit different. There is a new option in Word 2007 which allows you to Preview the Results as you are creating the merge file.

1. **Click the Mailings tab**, click the **Start Mail Merge button** in the **Start Mail Merge group** and then click **Letters**. You will not see any immediate change to the document.
2. **Click the Select Recipients button** in the **Start Mail Merge group** and then click **Type New List**.
3. The **New Address List** dialog box appears.



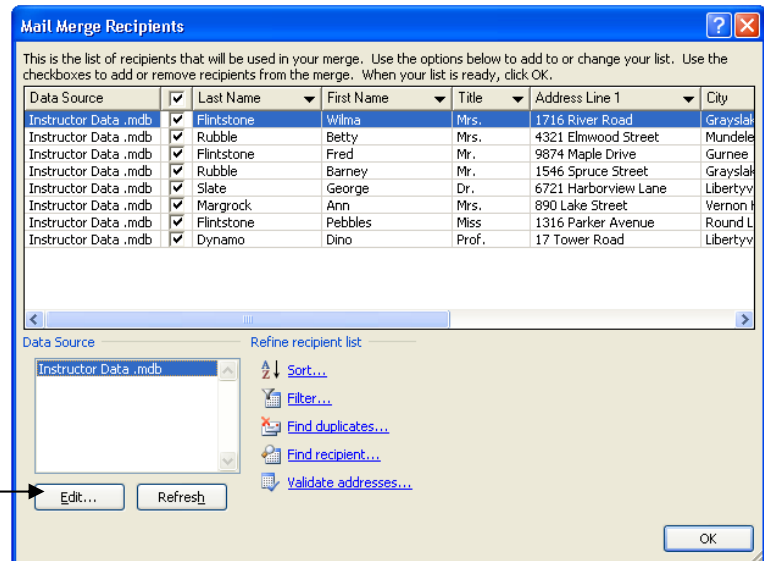
4. **Click the Customize Columns button**. You would delete and/or add fields for your merge in this dialog box.
5. **Click the Cancel button** when finished viewing.
6. The **New Address list** dialog box is where you would enter the data for each record. Use the **TAB key** to advance to the next field and pressing the **ALT +N key** or clicking the **New Entry button** to advance to the **next record**.
7. **Click the Close button**.

Editing Records in the Data Source

You may find it necessary to update your data after creating the initial data source. You can add, change, or delete records. We will view an existing database.


1. From the **Start Mail Merge** group, click the **Select Recipients** and then click **Use Existing List**.
2. Locate and **Open** the **Instructor Data** file and then click **Edit Recipient List**.
3. Under **Data Source**, locate and click the file named **Instructor data** and then click the **Edit** button.
4. The **Edit Data Source** dialog box opens. You would add, delete, or make any other changes to the records.

Click Here



5. Click the **Cancel** button.
6. Notice you would go to this dialog box for sorting, filtering, etc.
7. Click the **Close** button on the **Mail Merge Recipients** dialog box.
8. The insertion point is now on the blank line for the recipient's address block, click **Address block** in the **Write and Insert Fields** group on the **Mailings** tab. View the various choices but keep the default set for the address block and then click the **OK** button.
9. Click the **Preview Results** button in the **Preview Results** group. Press the **ENTER** key **2** times.
10. Click **Greeting Line** button in the **Write and Insert Fields** group on the **Mailings** tab, keep the default selection by clicking **OK**. Press the **ENTER** key **2** times.
11. Click on the **down arrow** on **Insert Merge Fields** in the **Write and Insert Fields** group on the **Mailings** tab. Here is where you would insert merge fields into your document.
12. Click the **Finish & Merge** button in the **Finish & Merge** group and then click **Edit Individual Documents**. Keep the default setting of **ALL Records** and click **OK**. You would now make any changes before printing.
13. **Close** the file without saving.

Using Word's Online Help

As you work with Word 2007 you may find you need help with a particular task, help is just a click away. Press the **F1** key at any time and the Online Help dialog box will launch. You can also click the help  button in the right corner of Word's window.

1. Press the **F1** key.

After pressing the F1 key, the Word Help dialog boxes displays. You can browse for help by clicking on any of the various hyperlink tasks in the Browse Word Help box or use the search box at the top to type a particular task you need help with.

Help Search Box

Help Topic Hyperlinks

