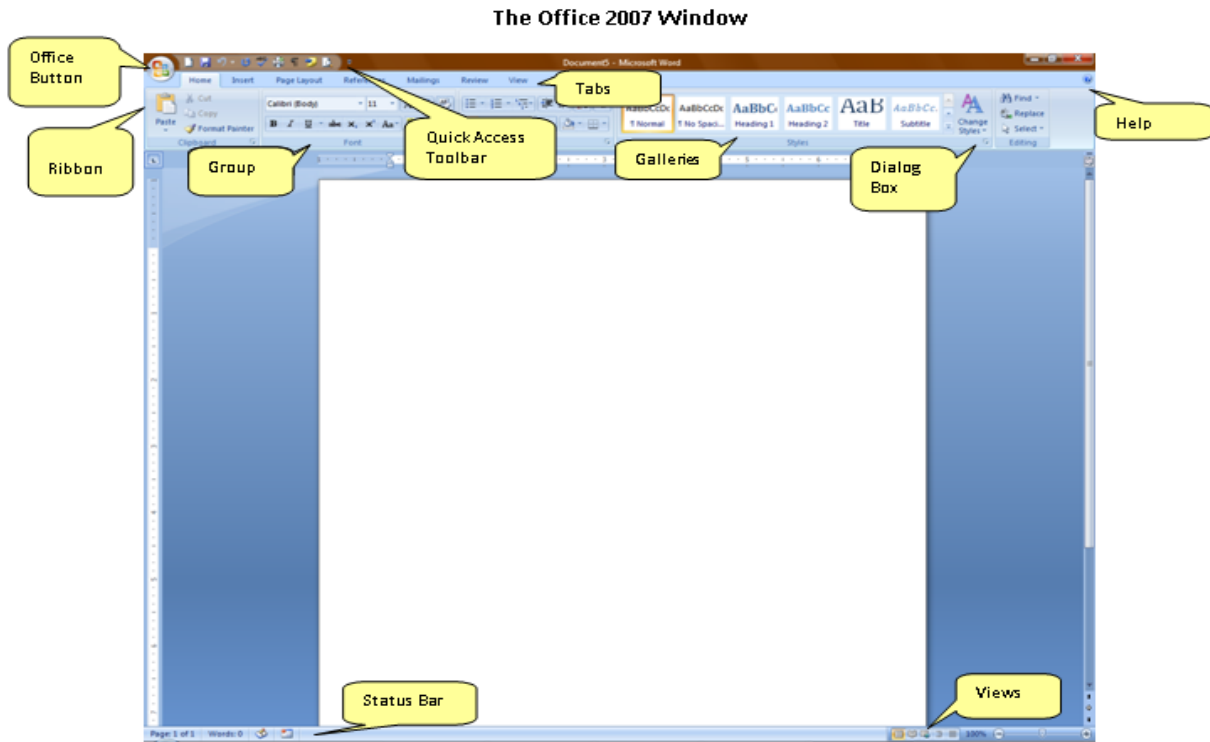


Word 2007 Essentials

Word 2007 Tips

- Default Font is Calibri (Home tab, Font, Dialog Box Launcher)
- Turn on the rulers by clicking above scroll bar on right of screen
- Ctrl + mouse wheel to zoom
- Downloading templates made easy (see **Office Button, New**)
- Right-click to bring up short-cut menus or customize the **Quick Access Toolbar**
- Use “Live Preview” to see changes/updates



1. **Highlight** (selects text)

Left click, hold the button and drag the cursor across

2. **Drag or Drag and Drop** (moves a selected item to a new location)

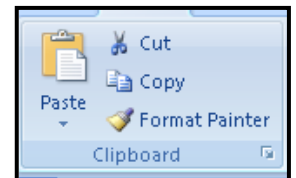
When the mouse becomes an arrow

Left click, hold the button and drag

Item will be placed in the area when the mouse is released

3. **Cut/Copy/Paste** (creates a copy or moves text to another location)

Highlight text, click the **Home Tab, Cut/Copy**, move to the new location, click **Paste** OR use **ctrl + C** (copy), **ctrl + X** (cut) , then **ctrl + V** (paste)



4. **New Document**

Click on **Office Button, New** or click on **New Button** (on the Quick Access Toolbar)



5. **Undo** (Undoes last action/command)

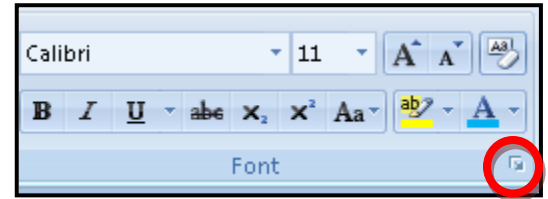
Click the **Undo button** (on the Quick Access Toolbar) OR **ctrl + Z**



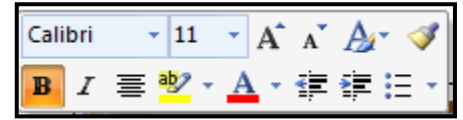
6. **Alignment of Text** (allows text to be centered)

Click on the **Home Tab, Paragraph Group, Alignment Buttons**

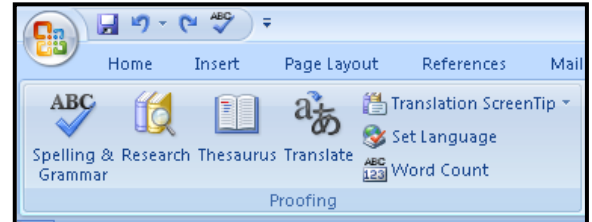
7. **Line Spacing** (makes a paragraph double spaced)
 Use the **Line Spacing Button** or click on **Page Layout Tab, Paragraph, Indents and Spacing Tab, Line Spacing, Double**
Note: There is an automatic 10pt space after each paragraph marker (Page Layout Tab, Paragraph, Dialog Box Launcher)



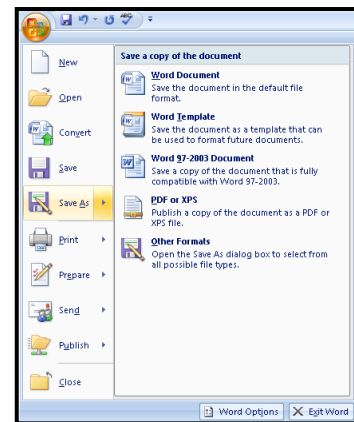
8. **Change the Font Color/Font Characteristics**
 Use the **Home Tab, Font OR Mini Toolbar**



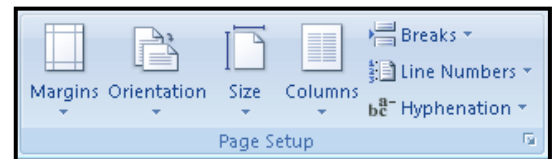
9. **Spell Check**
 Use the **Spell Check button** on the **Review Tab OR Quick Access Toolbar**
Red wavy line – spelling Green wavy line – grammar
 Use the options to **Ignore, Change, or type in text**
Note: Spell Check may not be turned on automatically (see Office Button, Word Options)



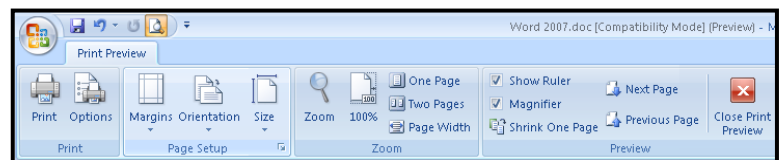
10. **Save A Document**
 Click the **Save** button (on the Quick Access Toolbar) OR **Office Button, Save or Save As**
 Update the location of the file (if needed)
 Create a Folder (if needed)
 Name the file –do not use slashes or symbols in the file name
 Change the Save as type if needed (**docx vs. doc**)
 Click **Save**
Note: Compatibility mode limits file capabilities



11. **Change the Margins**
 Click the **Page Layout tab**
 Click **Margins**
 Set the page margins by using the arrows or typing in the numbers
 Click **OK**
Note: Double-click the ruler to get to Page Setup



12. **Print Preview**
 Click the **Print Preview** button (on the Quick Access Toolbar) OR **Office Button, Print, Print Preview**
 Click **Close** to close the preview window



13. **Print A Document**
 Click on the **Office Button, Print**
 Select the printer
 Select the page range
 All (entire document)
 Current Page (page that is active)
 Pages (input page numbers to print)
 Click **OK**

