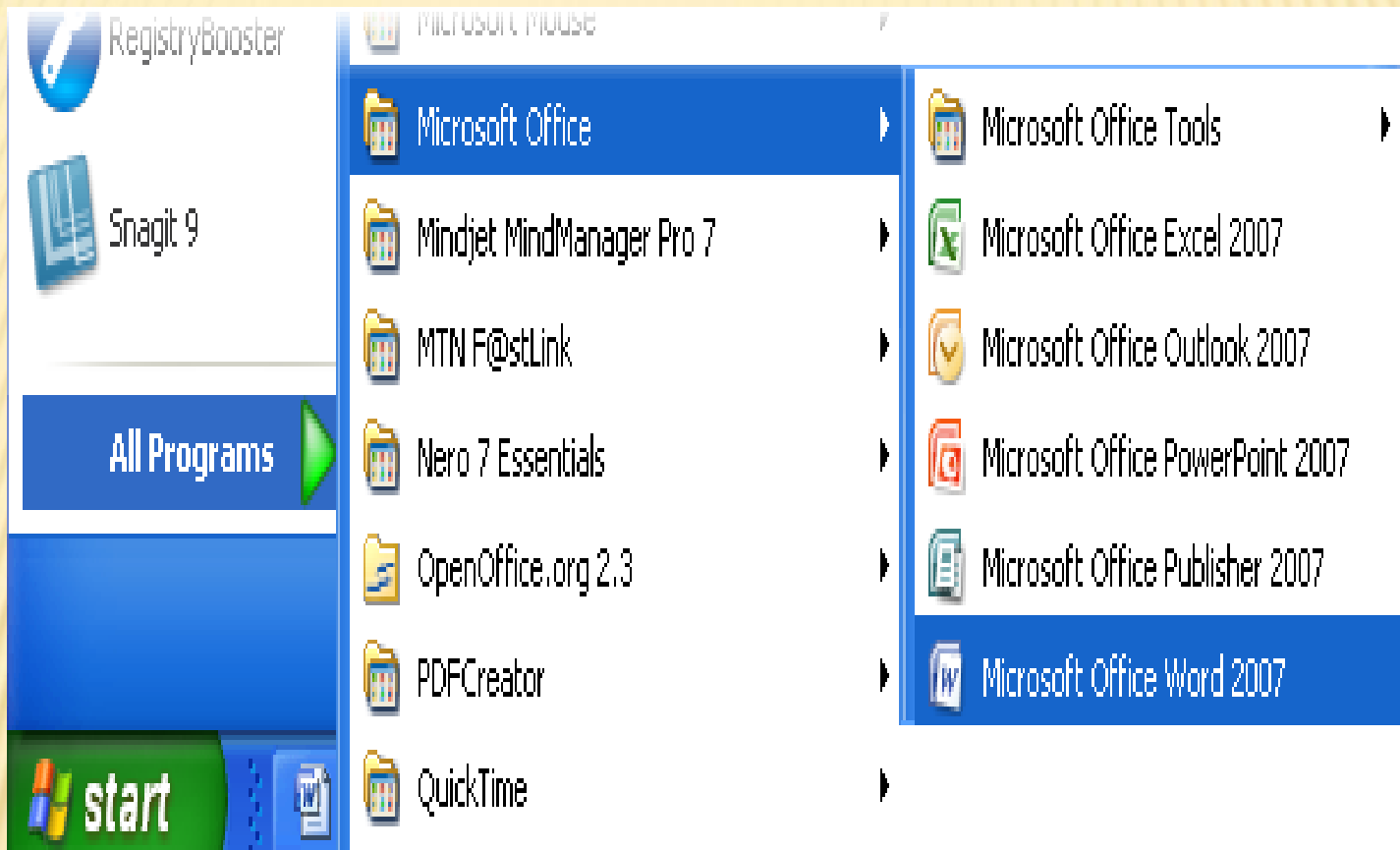
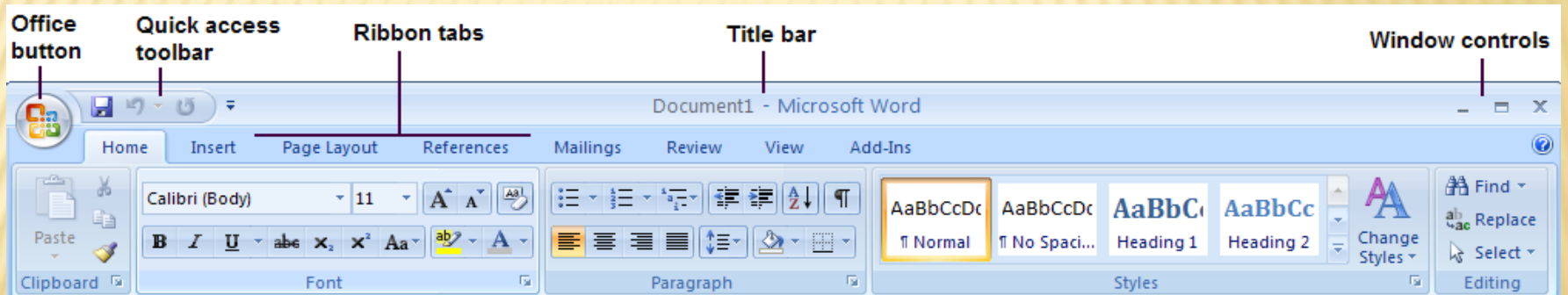


Microsoft Word is a word processing software package. You can use it to type letters, reports, and other documents. It gives you the ability to use your home computer as well as your business computer for desktop publishing.,

1. Select the **Start** button on the taskbar.
2. All Programs.
3. Select Microsoft Office.
4. Select Microsoft Office Word 2007.



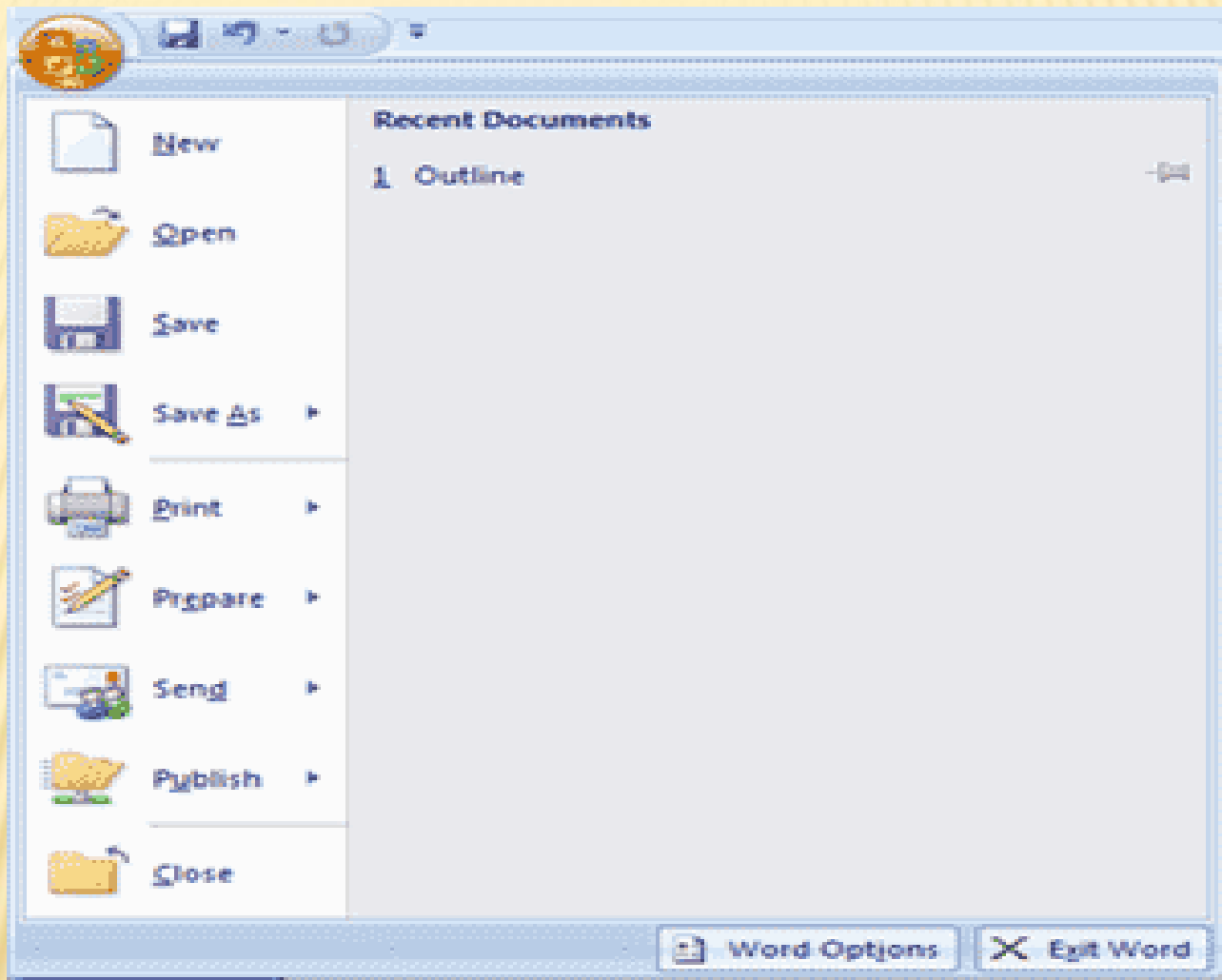
THE MS WORD 2007 WINDOW



Office 2007 User Interface Components

- Office Button
- Ribbon
- Quick Access Toolbar
- Dialog Box Launcher
- Document Information Panel
- Galleries and Live Preview
- Help is improved and expanded

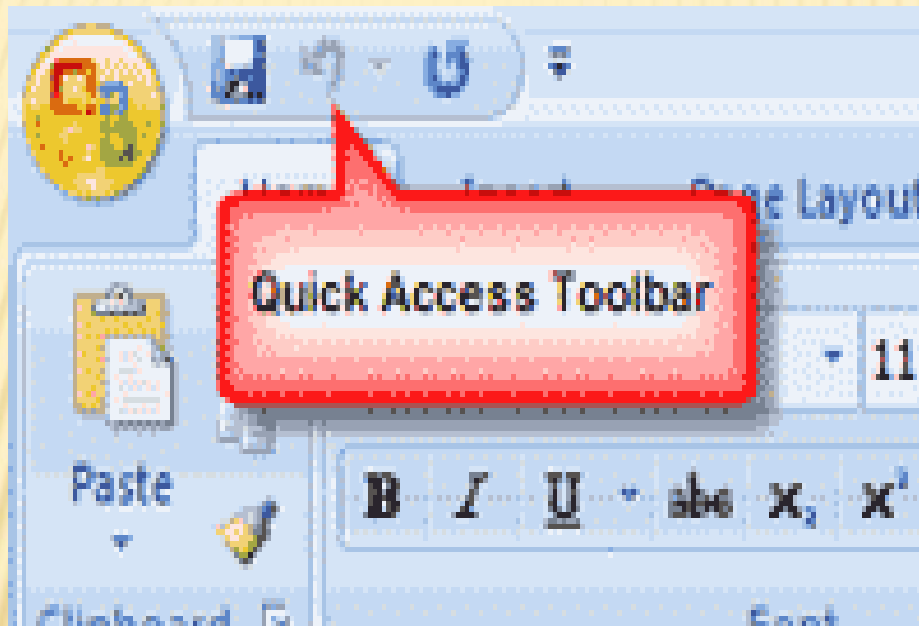
The **Office** button, a large round icon located in the top left hand corner of the screen, is the heart of all the new Microsoft Office applications and, among others, includes all the traditional features such as **New, Open, Save, Print,** and **Close**. New commands available in this menu are **Prepare** and **Publish** in Word, Excel, PowerPoint and Access, and **Permissions** in Outlook. The **Office** button offers consistency across the Microsoft Office 2007 suite.



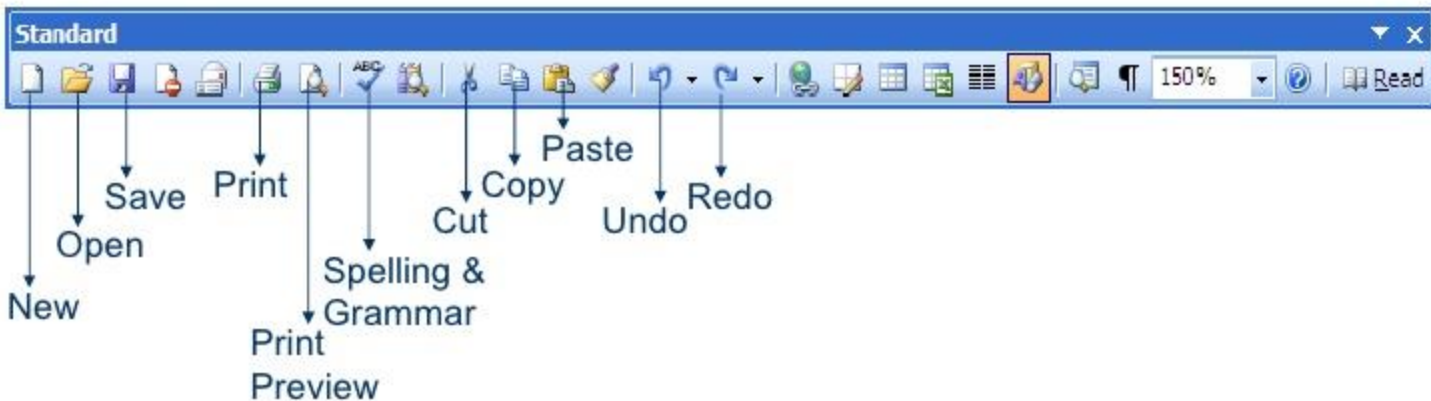
- The Microsoft Office Button
- The Quick Access Toolbar
- The Title Bar
- The Ribbon
- The Ruler
- The Text Area
- The Vertical and Horizontal Scroll Bars
- The Status Bar
- Understanding Document Views
- Click
- Understanding Nonprinting Characters
- Create Sample Data and Select Text
- Place the Cursor
- Execute Commands with Keyboard Shortcuts
- Start a New Paragraph
- Exit Word

The **Quick Access Toolbar** has three default buttons: **Save**, **Undo** and **Redo**. You can also customize the **Quick Access Toolbar** to add your other regularly used commands to it for easy access.

QUICK ACCESS TOOLBAR

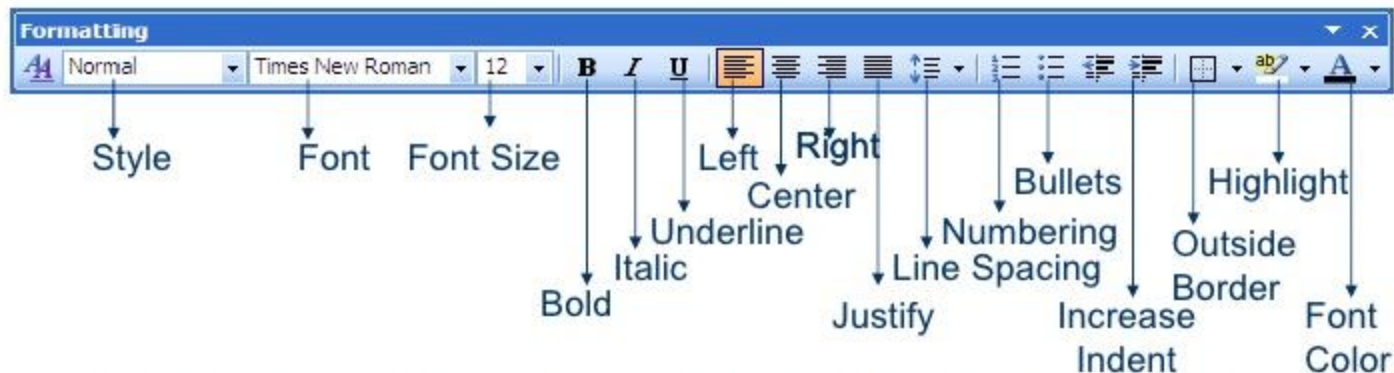


6) Explain detail the Standard Toolbar?



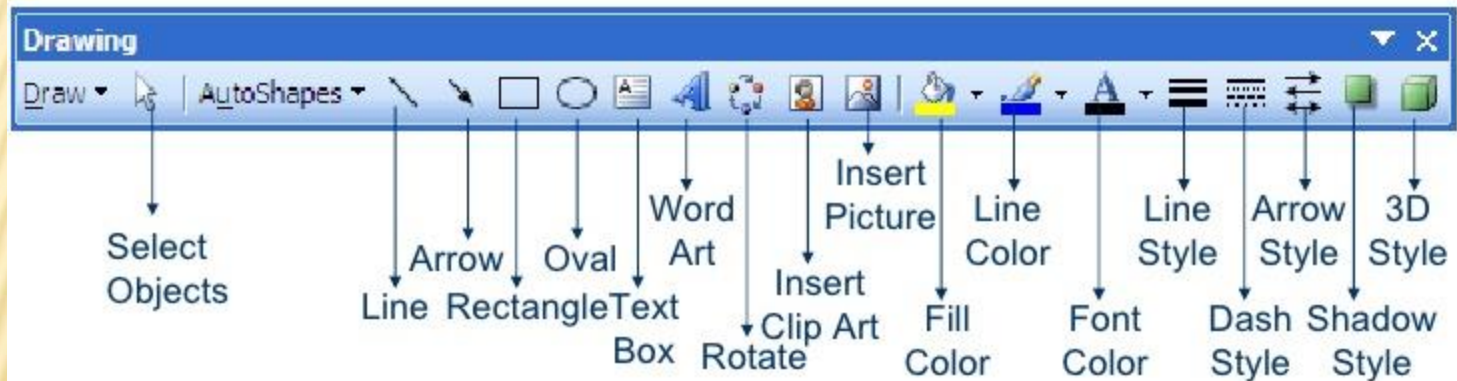
The Standard Toolbar displays buttons as shortcuts for the things you are most likely to do every time you start Microsoft Word.

7) Explain detail the Formatting Toolbar?



The Formatting Toolbar includes buttons as a shortcuts way of doing formatting to text and paragraph.

8) Explain detail the Drawing Toolbar?



The Drawing Toolbar buttons used to draw shapes, insert Word Art, text box and apply effects.

- The *Office button* contains a menu of file-related commands. Click the Office Button to see the available commands. Select a command by clicking on it.
- The *Quick access toolbar* provides a set of frequently used commands. The default options are to save a file, to undo the last action, and to repeat your most recent action.
- The *Ribbon tabs* provide you with a set of tools that are relevant to what you are currently doing. In the example above, the **Home** tab contains formatting and editing options.
- The *Title bar* displays the name of the program and the name of the current document. If you haven't named the document yet, then it will be called something like Document1.
- Window controls* are used to change the size of a window, or to close it.



To get started first familiarize yourself with the new set up of Microsoft Word 2007. You will notice it does not have the regular menu system anymore. It now has tabs and buttons. 1) Office button, 2) Quick Access Toolbar, 3) Tabs, and 4) Ribbon.

Create a New Document There are several ways to create new documents, open existing documents, and save documents in Word:

🕒 ③ Click the **Microsoft Office Button** and Click **New** or

🕒 ③ Press CTRL+N (Depress the CTRL key while pressing the "N") on the keyboard

You will notice that when you click on the Microsoft Office Button and Click **New**, you have many choices about the types of documents you can create. If you wish to start from a blank document, click **Blank**. If you wish to start from a template, you can browse through your choices on the left, see the choices on center screen, and preview the selection on the right screen.

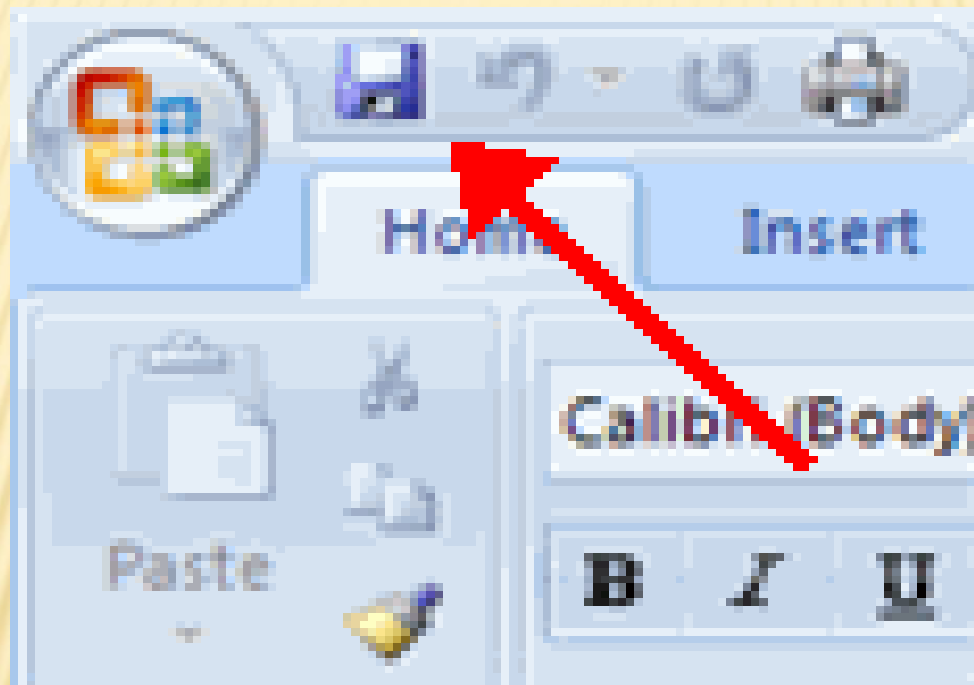
Saving a Document

Click the **Microsoft Office Button**
and Click **Save** or **Save As**

(remember, if you're sending the
document to someone who does not
have Office 2007, you will need to
click the **Office Button**, click **Save
As**, and Click **Word 97-2003
Document**), or

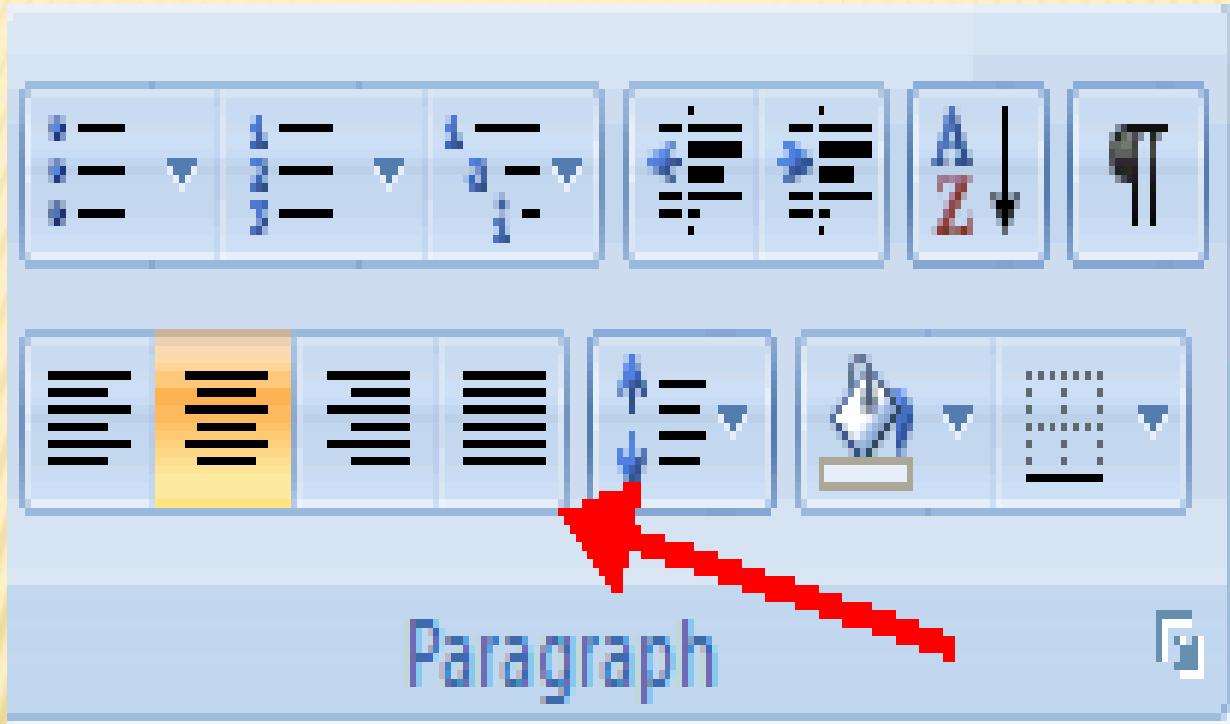
⌚ ③ Press CTRL+S (Depress the
CTRL key while pressing the "S") on
the keyboard, or

⌚ ③ Click the **File** icon on the Quick
Access Toolbar



Change Paragraph Alignment The paragraph alignment allows you to set how you want text to appear. To change the alignment:

- Click the Home Tab
- Choose the appropriate button for alignment on the Paragraph Group.
- Align Left: the text is aligned with your left margin
- Center: The text is centered within your margins
- Align Right: Aligns text with the right margin
- Justify: Aligns text to both the left and right margins



Adding Tables

Tables are used to display data in a table format.

Create a Table To create a table:

🕒 ③ Place the cursor on the page where you want the new table

🕒 ③ Click the **Insert** Tab of the Ribbon

🕒 ③ Click the **Tables** Button on the Tables Group. You can create a table one of four ways:

🕒 ③ Highlight the number of row and columns

🕒 ③ Click **Insert Table** and enter the number of rows and columns

🕒 ③ Click the **Draw Table**, create your table by clicking and entering the rows and columns






🕒 ③ Click **Quick Tables** and choose a table

Insert Page Layout Referen

Table Picture Clip Art Shapes Sma

Insert Table

| | | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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-  **I**nsert Table...
-  **D**raw Table
-  **C**onvert Text to Table...
-  **E**xcel Spreadsheet
-  **Q**uick **T**ables ▶

Graphics

Word 2007 allows you to insert special characters, symbols, pictures, illustrations, and watermarks



Graphics - Microsoft Word



Home

Insert

Page Layout

References

Mailings

Review

View

Developer

Cover Page

Blank Page

Page Break

Pages



Table

Tables



Picture



Clip Art



Shapes



SmartArt



Chart

Illustrations

Hyperlink

Bookmark

Cross-reference

Links



Header



Footer



Page Number

Header & Footer



Text Box

Quick Parts

WordArt

Drop Cap

Text

Signature Line

Date & Time

Object

Equation

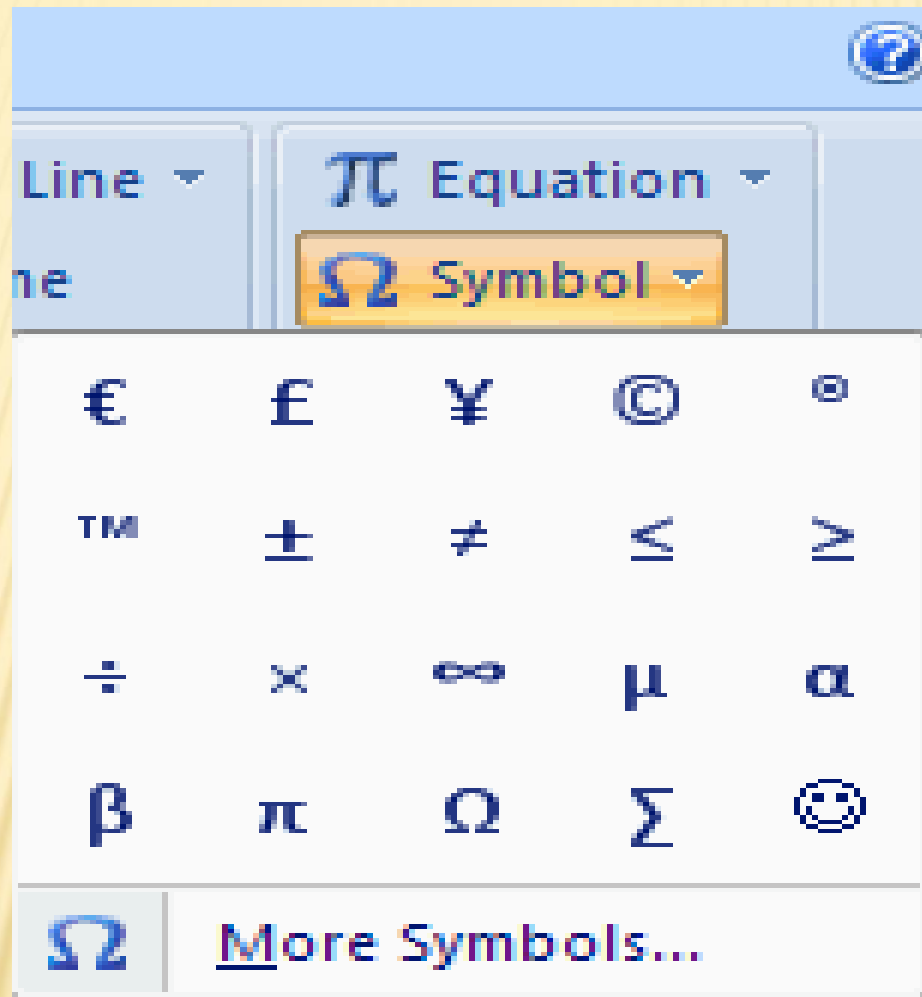
Symbol

Symbols

Symbols and Special Characters

Special characters are punctuation, spacing, or typographical characters that are not generally available on the standard keyboard. To insert symbols and special characters:

- ⌚ ③ Place your cursor in the document where you want the symbol
- ⌚ ③ Click the **Insert** Tab on the Ribbon
- ⌚ ③ Click the **Symbol** button on the Symbols Group
- ⌚ ③ Choose the appropriate symbol



Equations Word 2007 also allows you to insert mathematical equations. To access the mathematical equations tool:

⌚ ③ Place your cursor in the document where you want the symbol

⌚ ③ Click the **Insert** Tab on the Ribbon

⌚ ③ Click the **Equation** Button on the Symbols Group

⌚ ③ Choose the appropriate equation and structure or click Insert New Equation

Equation

Built-In

Area of Circle

$$A = \pi r^2$$

Binomial Theorem

$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k}$$

Expansion of a Sum

$$(1 + x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \dots$$

Fourier Series

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right)$$

Insert New Equation

Save Selection to Equation Gallery...

π Professional
Linear
Equation
Normal Text

Tools

Symbols

| | | | | | | | | | |
|-------|----------|-------|--------|--------|----------|---------|-----------|----------|-----------|
| \pm | ∞ | $=$ | \neq | \sim | \times | $+$ | $!$ | α | $<$ |
| \ll | $>$ | \gg | \leq | \geq | \mp | \cong | \approx | \equiv | \forall |

Structures

| | | | | | | | | | | |
|---------------|--------|---------------|---------------|----------------|----------|--------------|------------|-------------------------------|-------------|--|
| $\frac{x}{y}$ | e^x | $\sqrt[n]{x}$ | \int_{-x}^x | $\sum_{i=0}^n$ | $\{()\}$ | $\sin\theta$ | \ddot{a} | $\lim_{n \rightarrow \infty}$ | \triangle | $\begin{bmatrix} 1 & 0 \\ 0 & 1 \end{bmatrix}$ |
| Fraction | Script | Radical | Integral | Large Operator | Bracket | Function | Accent | Limit and Log | Operator | Matrix |

To insert a **picture**:

🕒 ③ Place your cursor in the document where you want the illustration/picture

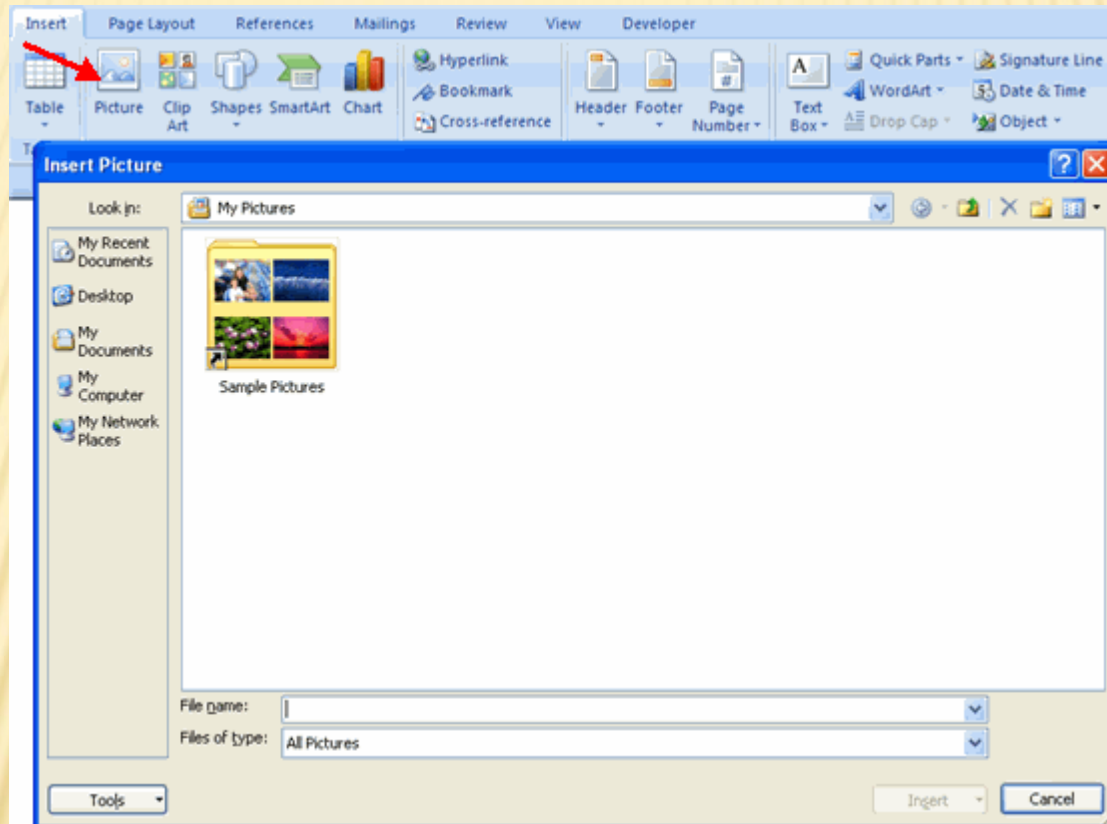
🕒 ③ Click the **Insert** Tab on the Ribbon

🕒 ③ Click the **Picture** Button

🕒 ③ Browse to the picture you wish to include

Click the **Picture** ③ 🕒

Click **Insert** ③ 🕒



Watermarks A watermark is a translucent image that appears behind the primary text in a document. To insert a watermark:

🕒 ③ Click the **Page Layout** Tab in the Ribbon

🕒 ③ Click the **Watermark** Button in the Page Background Group

🕒 ③ Click the **Watermark** you want for the document or click **Custom Watermark** and create your own watermark

🕒 ③ To remove a watermark, follow the steps above, but click **Remove Watermark**

Home Insert Page Layout References Mailings Review View Developer

Orientation Breaks Watermark Indent Spacing

Margins Size Line Numbers

Columns Hyphenation

Page Setup

CONFIDENTIAL

CONFIDENTIAL

DO NOT COPY

CONFIDENTIAL 1

CONFIDENTIAL 2

DO NOT COPY 1

DO NOT COPY

DO NOT COPY 2

Custom Watermark...

Remove Watermark

Save Selection to Watermark Gallery...

The image shows the Microsoft Word interface with the 'Page Layout' tab selected. The 'Watermark' task pane is open, displaying a gallery of watermark options. The gallery is titled 'CONFIDENTIAL' and contains four preview boxes. The first three boxes show 'CONFIDENTIAL', 'CONFIDENTIAL', and 'DO NOT COPY' respectively, each with a corresponding label below it: 'CONFIDENTIAL 1', 'CONFIDENTIAL 2', and 'DO NOT COPY 1'. The fourth box shows 'DO NOT COPY' with the label 'DO NOT COPY 2' below it. At the bottom of the task pane, there are three options: 'Custom Watermark...', 'Remove Watermark', and 'Save Selection to Watermark Gallery...'. The main document area is mostly blank with a single vertical line cursor.

Spelling and Grammar To check the spelling and grammar of a document

🕒 ③ Place the cursor at the beginning of the document or the beginning of the section that you want to check

🕒 ③ Click the **Review** Tab on the Ribbon

🕒 ③ Click **Spelling & Grammar** on the Proofing Group

Document5 - Microsoft Word

Home Insert Page Layout References Mailings **Review** View Developer

ABC
Spelling & Grammar

Research Thesaurus Translate

New Comment

Delete Previous Next

Track Changes

Balloons

Final Showing Markup
Show Markup
Reviewing Pane

Proofing Comments Tracking

