

Microsoft Word 2007 Quick Start

Office Button

The “Office Button” is located in the upper left hand corner of the document window. You may access the Office Button with the Alt-F key combination. The Office Button allows you to:

- New - Create a new document
- Open – Open an existing document
- Save – Save the current document
- Save As – Save a copy of the document that is compatible with Office 97-2003
- Print – Print the current document
- Close – Close the current document
- Recent Documents – Allows you to open documents that were recently edited

Quick Access Toolbar

The “Quick Access Toolbar” is located at the top of the window to the right of the Office Button. It allows you to:

- Save (Alt-1)
- Undo (Alt-2)
- Redo (Alt-3)
- Customize – Add or remove icons from the Quick Access Toolbar

Windows Control

The Windows control buttons are located in the title bar at the upper right hand corner of the document window. They are:

- Minimize
- Maximize/Restore
- Close

Help

The “Help” button (F1) is the circle containing a question mark located below the Close button. A Search bar is located below the toolbar.

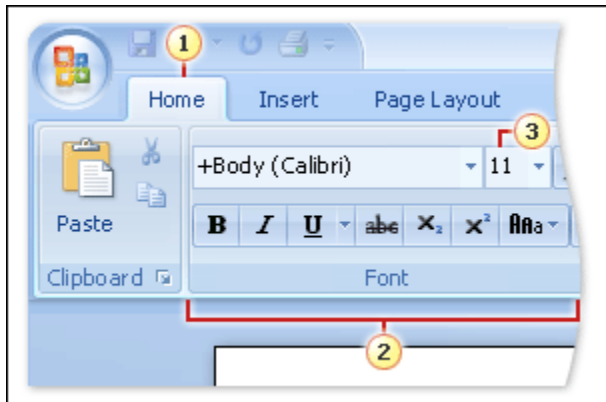
Tips

Here are some tips that you may find helpful.

- **Right-click** for quick access to most formatting commands.
- Before sending your Word document to someone who may not have Office 2007, first save the document as a Word 97-2003 Compatible Document.
- Hold the Alt key down to see available shortcut keys.
- Select the “No Spacing” Style to eliminate the extra space when you press enter.

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The “Ribbon”



The Ribbon has three basic components.

1. Tabs. There are six of them across the top. Each represents an activity area.
2. Groups. Each tab has several groups that show related items together.
3. Commands. A command can be anything from a button, a drop-down list, or a box to enter information.

A list of Tabs, Groups and frequently used Commands are listed below:

- Home tab (Alt-H)
 - Clipboard – Cut, Copy, Paste
 - Font – Font, Style, Size, Color and Effects
 - Paragraph – Bullets, Numbering, Alignment, Indention, Spacing, Sorting
 - Styles – Normal, No Spacing (between paragraphs), Headings
 - Editing – Find, Replace
- Insert tab (Alt-N)
 - Pages
 - Tables
 - Illustrations
 - Links
 - Header & Footer – Header, Footer, Page Numbering
 - Text – WordArt, Insert Date/Time
 - Symbols
- Page Layout tab (Alt-P)
 - Themes
 - Page Setup – Margins, Orientation, Size, Columns, Breaks, Line Numbers
 - Page Background – Watermark, Page Color, Page Borders
 - Paragraph - Alignment, Indention, Spacing
 - Arrange

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- References tab (Alt-S)
 - Table of Contents
 - Footnotes
 - Citations & Bibliography
 - Captions
 - Index
 - Table of Authorities
- Mailings tab (Alt-M)
 - Create – Envelopes, Labels
 - Start Mail Merge
 - Write & Insert Fields
 - Preview Results
 - Finish
- Review tab (Alt-R)
 - Proofing – Spelling & Grammar, Thesaurus, Word Count
 - Comments
 - Tracking
 - Changes
 - Compare
 - Protect
- View tab (Alt-W)
 - Document Views – Print Layout, Full Screen, Web Layout, Outline, Draft
 - Show/Hide – Ruler, Gridlines
 - Zoom – 100%, One Page, Two Pages, Page Width
 - Window – Arrange All, Split, View Side by Side, Switch Windows
 - Macros
- Add-Ins tab (Alt-X)
 - Menu Commands
 - Custom Toolbars