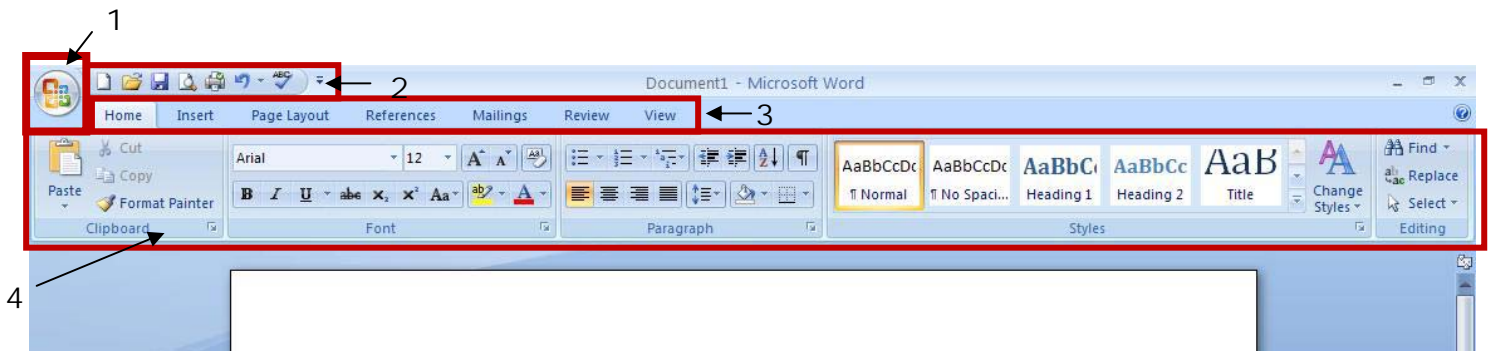


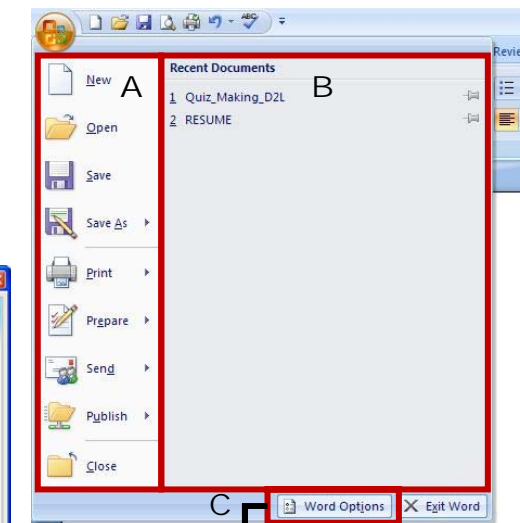
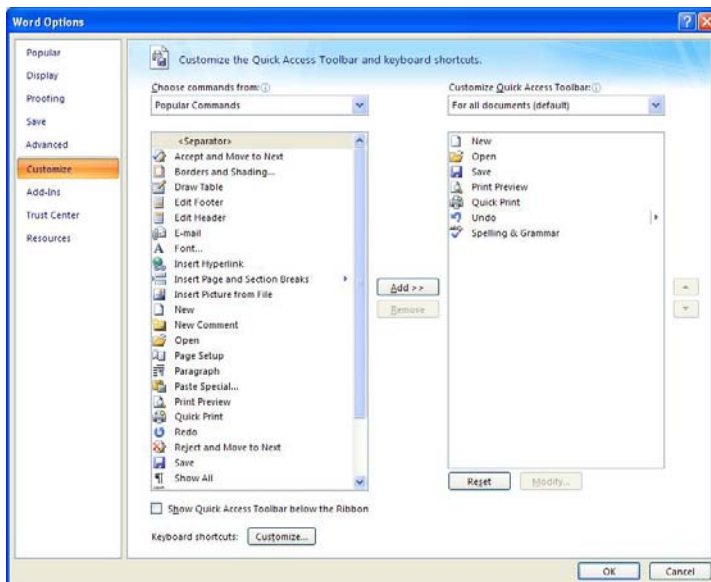
MICROSOFT WORD 2007 TUTORIAL

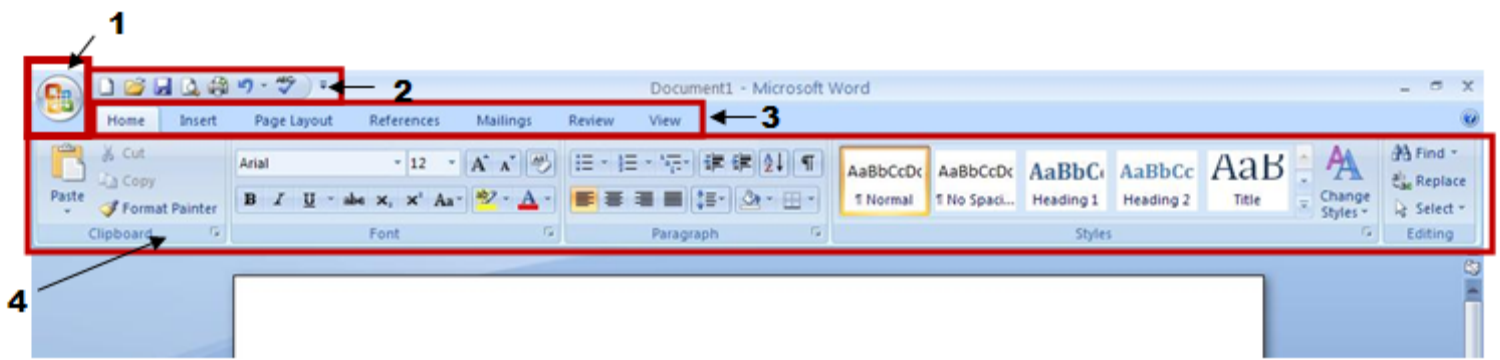
To get started first familiarize yourself with the new set up of Microsoft Word 2007. You will notice it does not have the regular menu system anymore. It now has tabs and buttons. 1) **Office button**, 2) **Quick Access Toolbar**, 3) **Tabs**, and 4) **Ribbon**.



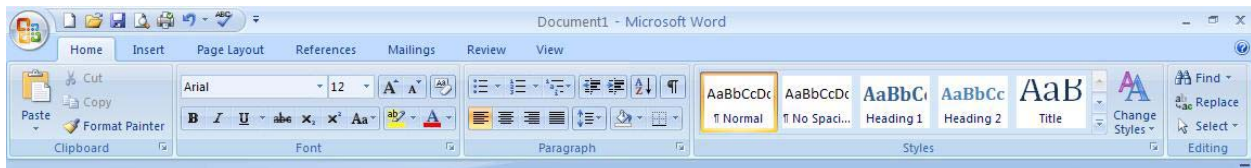
1. This is the **Office button** which is similar to the File menu in MW2003. This is also where you can customize your Quick Access Toolbar.

- A. Start new project, Open a Project, Save, Print, etc.
- B. This shows recent documents and is a quick way to open a recent project.
- C. This opens the Word Options window where You can change settings and customize your Quick Access Toolbar.





2. This is the **Quick Access Toolbar**. With this tool bar one can set it up to fit his/her needs. To do so just click the arrow at the end of this bar and select which items best suit your needs. They will be placed in the order they are selected. Again to customize this Quick Access Toolbar go to the office button and select Word Options. Click customize on the left and you can search for any buttons that suit your needs. A Shortcut to customize this bar is to right click in the Tabs bar and select Customize Quick Access Toolbar.
3. This is the **Tabs Bar**. Tabs are similar to the menu system of MW2003 instead of having dropdown menus MW2007 created the Tab and Ribbon system. When you select a tab it will display the Ribbon associated with that tab. Here everything has been changed into button form.

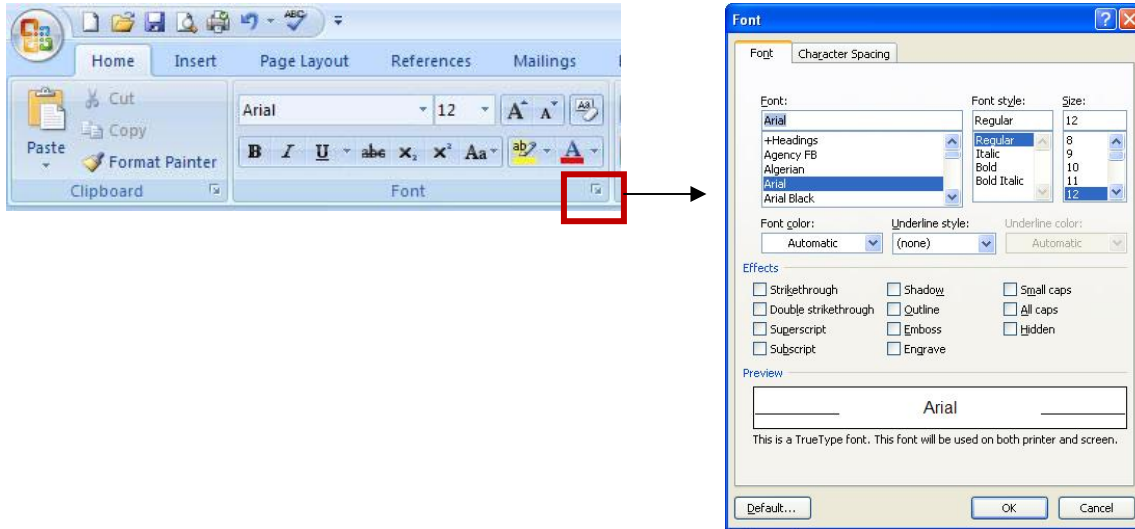


The picture above shows MW2007 and the bottom picture is MW2003. You can see the similarity of the two menu systems. MW2007 makes choices more readily available.

4. This is the **Ribbon**. The tabs display a Ribbon. In this Ribbon there are many buttons that are grouped into categories such as Clipboard, Font, and Paragraph. It will help if you take a couple minutes to look through all the tabs and Ribbons to learn the layout and to remember where to find buttons you will need when working on your projects and papers. Another new feature is the preview feature. If you scroll your mouse over one of the Styles in the Home tab it will show in your paper what it will look like before clicking the style.



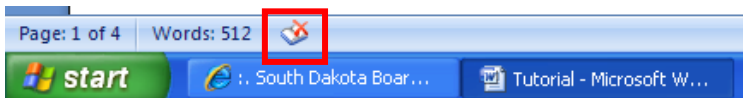
Now the categories in each Ribbon may have a button at the end of its bar. If you click this button it will expand into a window and show more options. For example the Font category will expand into a window where it will have all the settings for the font and character spacing.



If you would rather have the Ribbon hidden then you can right click in the tabs bar and select Minimize the Ribbon. This will minimize the Ribbon until you click a Tab.

Last is the bottom of the screen where you will have the page, words, proofing, view, and zoom.

If you click on the **proofing button** it will find the first error in document. It will only do one at a time. To correct the entire document select spelling and grammar from either the review Tab or from the Quick Access Toolbar. (F7)



The **View buttons and Zoom controls** are at the bottom right of the screen.



MAIL MERGE

These are how-to links for mail merge from Microsoft.

Mail merge I: Use mail merge for mass mailings

<http://office.microsoft.com/training/training.aspx?AssetID=RC102778121033>

Mail merge II: Use the Ribbon and perform a complex mail merge

<http://office.microsoft.com/training/training.aspx?AssetID=RC102798041033>

File Menu

Word 2003 Location	Word 2007 Location	Keyboard Shortcut
File > New	Office Button > New	Ctrl-N
File > Open	Office Button > Open	Ctrl-O
File > Close	Office Button > Close	Ctrl-W
File > Save	Office Button > Save <i>or</i> Quick Access toolbar > Save icon	Ctrl-S
File > Save As	Office Button > Save As	F12
File > Page Setup	Page Layout > Page Setup (click dialog box launcher for more options) <i>or</i> Office Button > Print > Print Preview > Page Setup (click dialog box launcher for more options)	<i>In Word 2003: Alt-F, U</i> <i>In Word 2007: Alt-P, SP</i>
File > Print Preview	Office Button > Print > Print Preview	Alt-Ctrl-I
File > Print	Office Button > Print	Ctrl-P
File > Recently Used Documents	Office Button > Recent Documents	Alt-F