





# INTERESTING THINGS TO DEMONSTRATE IN WORD 2007


**Office Button:** When I first got Word 2007, I thought “What a lovely little symbol that is in the corner!” A few days later, I hovered my mouse over the symbol. Lo and behold! A message appeared, telling what the button was for. I clicked it and a menu opened up. My first inkling to the hidden treasures to be found in Word 2007. This symbol is called the Office Button, and is used instead of File in old versions to Save As, Send (by email) etc. It has the usual things like Print, plus a clever invisible signature in ‘Prepare’ part of this dropdown.

 **Word Options:** At end of Office menu is Word Options, used for setting up your computer how you want it. It’s worth looking at **Popular, Display & Proofing** to make sure what you need is either ticked or unticked, as you wish. I find unticking **Ignore Words in UPPERCASE**, and **Ignore Numbers** desirable, so that wrong spelling in these areas is brought to my attention.


 **Rulers:** To Show or Hide Rulers, click the tiny tab at the top of the vertical scroll bar. Alternatively, you can go to View on the top ribbon, and tick the square in front of the word Ruler.


 **Save As:** This brings up a variety of means of saving your document, such as Word Document, Word Template, Word 97-2003 (if you need to send the document to someone with earlier than 2007 Word programs, PDF or XPS Files, Other Formats (such as Rich Text Format – RTF). Another thing to note is that the extension on Word 2007 files is .docx instead of .doc as in previous Word programmes.


 **Open:** Click Office Button to find Recently Changed, Recent Places or Search to look for files recently completed if you cannot remember where you filed them. Click **Open** to use files not in this list.


 **Shortcuts – Quick Access Toolbar:** Just alongside the Office Button and on top of the word “Home” are about three shortcuts. At the end of this row of shortcuts is a v to click. This opens up a whole lot of other shortcuts you can add to make your life easier. I found them a little awkward to use right at the top of the screen, as they were. So I was able to move them down below the ribbon to just above the ruler by clicking the little v again, and clicking ‘Show below the Ribbon’. If I wish, I could now repeat this to move them above the ribbon.


**Home** has toolbars similar to old versions with quickie extras like formatting Titles, headings etc.


 **Paste** no longer has to be found in the old Edit dropdown. It is there at the left hand end in plain view.

 **Paste Special** is accessed here to allow downloading of items from the Internet into the same format and font style you are using in your current document. If you paste the item in just as it is from the Internet, it will present with whatever font the Internet page used. Use Paste Special, then Unformatted Text, and it will use the same font, size, line spacing or alignment as you are using in the document into which you wish to download it.


 **Format Painter:** This tool is ready to hand, as it was in older versions, I am glad to say, as I use it frequently.


 **Find & Replace & Go To:** This can be found at the end of the Home Ribbon, and works just as it did in older versions. **Go To** can also be found quickly by clicking the Page Number at the very bottom of the screen on the left, right on top of the **Start** button. Note **Word Count** right alongside this also.


 **Fonts:** When a word is highlighted, and you click the font arrow on the task ribbon, the font list appears. As you run your mouse down the list of fonts, the highlighted text show what it will look like in those fonts, without having to actually click it, as you do in previous Word versions. When a font appeals, click it and the text changes to that Font.

 **Styles** are quick to find on this Ribbon, also. **Style, Colours and Fonts** are here for you to choose and set as Defaults, if you want a different one to the current default setting. You can customise your own styles here, too. Cambria and Calibri were the defaults when I purchased Word 2007. I have changed them back to Times New Roman, which suits me better. We're all different in our preferences, so you can choose what you like best. Here, at the click of the mouse, you can have Headings 1, 2, 3, 4 to make your document 'stylish'. I have used Headings 1 and 2 for this document. For instance, The Headings for each ribbon are Heading 1 and the sub headings under each section is Heading 2. Example: **Home, Styles.**


 **Font:** Click the small arrow at the right of the word 'Font' to reveal the same menu you used to have to click Format, then Font, to bring up.

 **Paragraph:** At the bottom right of this part of the ribbon is a very small arrow. Click this, and the old familiar screen comes up. This is also available on the Page Layout Ribbon. I use this to alter space between lines if needed, to cramp lines up to fit the page.


 **Sort:** Sort lists and bulleted lists alphabetically. It is located to the left of the sign for Paragraph. ¶

 **Old Familiar Menus:** As you can see, clicking small arrows at right hand end of "Font", "Paragraph" brings up old menus with which we are familiar.

## Insert

 **Pictures:** Insert is where you obtain Pictures to place in your documents just as in the old version except that you don't have to drop down a menu first and search for file, etc. It just goes straight into the Pictures Folder.




 **Picture Toolbar:** A little sign appears at the top middle of the screen – Picture Tools. So if you have gone out of your picture, thus turning

off the picture tools, but


want to go back and do some more with it, click Picture Tools and all the old familiar tools are shown, plus a lot more that are available with just a click of the button.




 **Frames:** Immediately under the **Picture Toolbar**, is **Format**. This gives you a number of different frames that you can, with a click, surround your picture. Experiment by clicking the arrow beside the frames to see lots more with


which you can frame your picture.

 **Improving Pictures:** In the **Format Ribbon** all sorts of things can be done to the picture like **Brightness, Contrast, Compress, Crop. Text Wrapping** is the familiar dog in the frame – so no worries there.

 **Picture Effects:** When Picture is selected, Picture Tools is available, as mentioned above. Choose **Picture Effects** which give a choice of 6 effects. I will choose Glow & Reflections to show what happens.


 **Clip Art** is just as easy, and has its own button to press.

 **Tables Button** brings you into the familiar old style of making Tables. More on this later.


 **Shapes** are clever and available quickly. Point thus:




 **Headers, Footers and Page Numbering** are easily accessible.

 **Text Boxes, WordArt, Drop Caps**, too. The WordArt drop down is exactly the same as old versions of Word. (*Click to show WordArt styles*)



 **Symbols:** One click brings up all the ones you use a lot. **More symbols** brings up the old familiar format of previous versions of Word.


## Page Layout

 **Margins** quickly presents pages you can use without having to stipulate sizes, but click the arrow at the right hand end of **Page Setup** and you find the old '97-2003 menu.

 **Orientation** is a click of the button, as is **Size** e.g. changing to A5.


 **Size** Change size of paper e.g. A4 to A5, for instance.


 **Columns** are available at a click. **More Columns** at the bottom of the drop down brings up the old original menu.


 **Watermarks** – easy. Follow the prompts and you can't go wrong. Easy to delete a watermark, too.

 **Custom Watermark** is same as the old format.


 **Picture Watermark** – easy, as is **Resize Watermark**.

 **Colour the Page** – saves buying pretty paper, as you can choose all sorts of backgrounds and Fill Effects, as well as use your own pictures to cover the whole page – just like the old days. (To make background print, go to Office Button, Word Options, Display, Printing Options. Tick **Print Background**, then print your document. Don't forget to go back and untick **Print Background**, so it won't print backgrounds other times when you don't want it.)


 **Page Borders** brings up the familiar menu. Once you bring up this menu, you will find **Borders** is available as in previous Word programs.

 **Paragraph:** At the bottom right of this part of the ribbon is a very small arrow. Click this, and the old familiar screen comes up. This is also available on the **Home** Ribbon.


## References

 **Table of Contents** – click the button. If you are writing a book or creating a magazine –all you want is right here.

**Mailings:** Mail Merge is here at the click of the button.


 **Envelopes and Labels** – Click either one and it brings up the old familiar menu with only one click. No having to go to the top to choose from a long drop-down list as we did of yore.

**Review** is where you find **Word Count**. But this is not necessary, as the **word count** is displayed at all times at the bottom of the screen, alongside where it tells you what page you are currently typing.

 **GO TO:** Click the Page number at the bottom left of the screen, and the old **GO TO** Screen comes up and you can tell it “Go to page 12” or what you wish. Click Enter and there you are! **GO TO** is also available on the Home Ribbon at the right hand end. Click **Find** or **Replace**, and **Go To** is available here.

**View** is what used to be under View and Edit on the old Word programmes.

 **Zoom:** You can zoom to a larger size for viewing on this ribbon.


 **Ruler:** You can insert the Ruler here, choose the **Print Layout view**, use your **Macros**, and **Switch Windows**.


**Developer** is where you can record your **Macros, make Templates, use Design Mode**. **The Developer Ribbon** is not displayed by default. To add it to the Ribbon, Click Office Button, Word Options at bottom of dropdown, then **Popular**, then tick **Show Developer Tab on Ribbon**. This is where Macros are recorded, and **Templates** are viewed or changed.


 **Not Used as Much:** These last three – **Review, View, Developer**, I find I only use when something special is to be done. I don't know a lot about all the functions.


## Tables

When a Table has been inserted into work, two extra tabs appear in the top ribbon of the screen. Table Tools appears above this line, and below it Design and Layout.

 **Design** shows Borders, Shading, Different coloured rows, Draw Table and many more interesting things to make Tables catch the eye.

 **Layout** allows you to change the Table according to what you need. For instance, inserting or deleting rows above and below, and inserting columns to right and left. You have easy access to merging cells, splitting cells, Autofit and height and width of rows and cells. Aligning Text – Left. Right. Centre, etc.

 **Sorting** Sort text alphabetically. This is available on the Layout Ribbon when using Tables. If not using tables it is on the Home Ribbon, just to the left of the ¶ (Paragraph sign).

© *Pamela Taig 2009*

**Disclaimer:** These notes are presented with no warranty of any kind. While all care has been taken to provide accurate information, the user must accept risk and responsibility for the subsequent use of any information contained herein.

