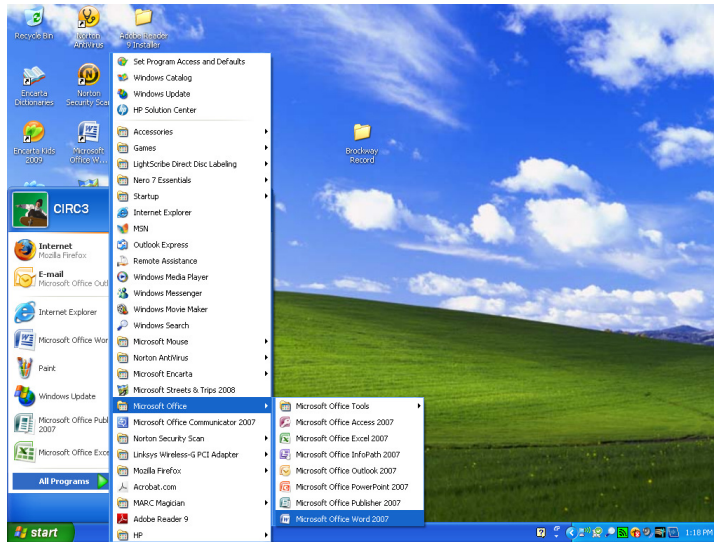


Microsoft Office Word 2007

To open Word

Start– All Programs – Microsoft Office – Microsoft Office Word 2007



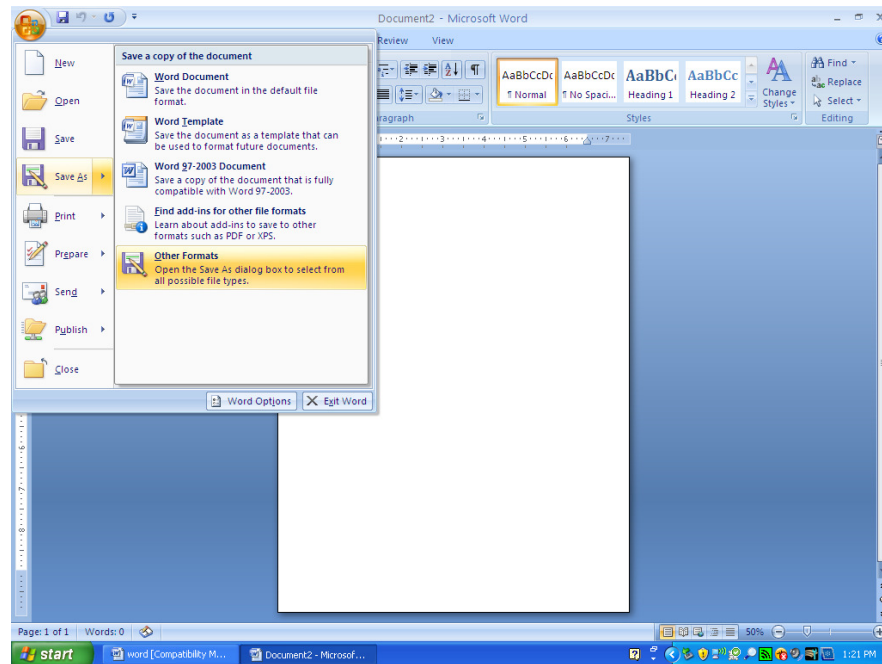
To Save

Click on the circle in the upper left corner. Go to Save As (the 4th option from the top). Click on Other Formats.

Save In: Choose where you want to save your document.

If you are saving it on a floppy disk or a USB drive, make sure that you save it on the right drive.

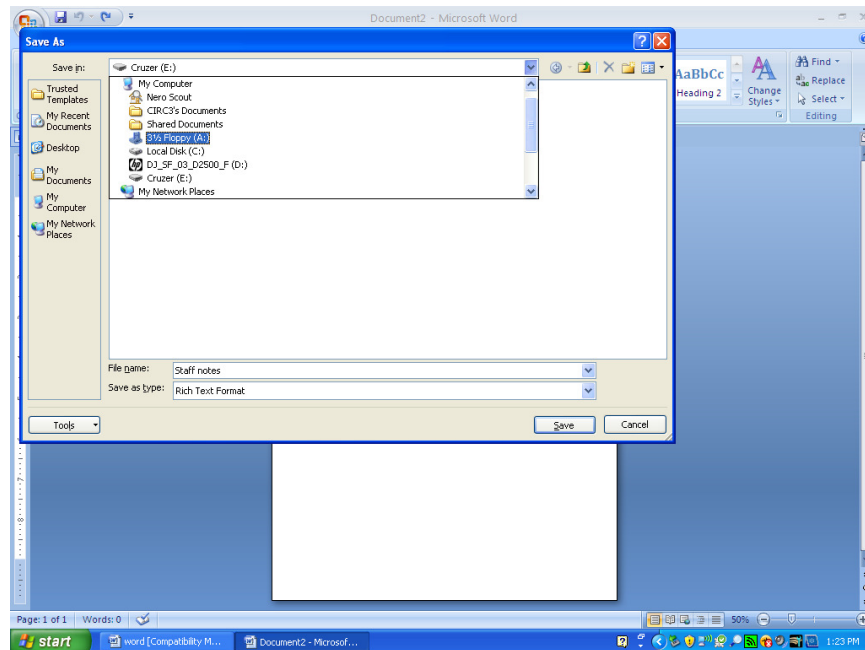
If you are saving it on the computer, save it to My Documents **OR** the desktop (if it is something you will need easy access to for awhile).



Note: You do not want to save everything to the desktop because it will become crowded and difficult to find things on.

In file name: type in the name you want your file to be called. Make sure that it is something that you will remember what is in the document.

Save as type: Rich Text Format.

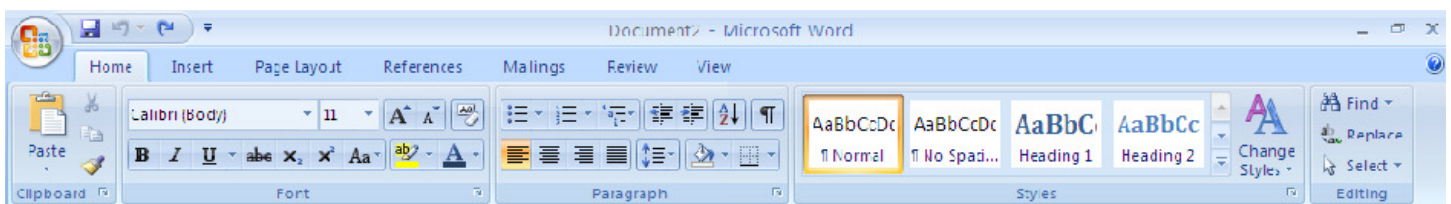


Note: Always save in Rich Text Format. This allows you to open your document in any version of Word. The other formats might not allow you to open in older additions or will change how your document is formatted.

You want to make sure that you save before you create your document. This way you can just click on the save button (the little blue disk at the top left of your screen) periodically as you work. (The keyboard shortcut for saving is CTRL S.)

Make sure you save your work every couple of minutes.

Making Changes to text



You need to be in the Home tab to make the basic changes to text.

Here you can: **Cut, Copy** and **Paste** (all in the top left corner)

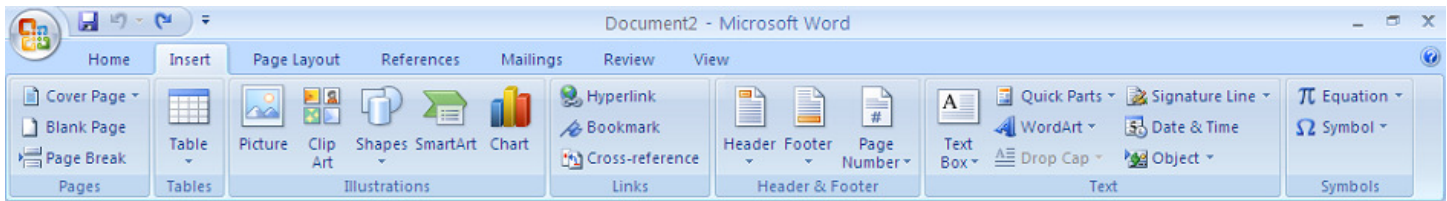
Change the **font, font size, font color, bold, italic** and **underline** text

Edit the paragraph: Align text **left, right** or **center**

Start a bulleted or numbered list

Change the line spacing or indent the paragraph

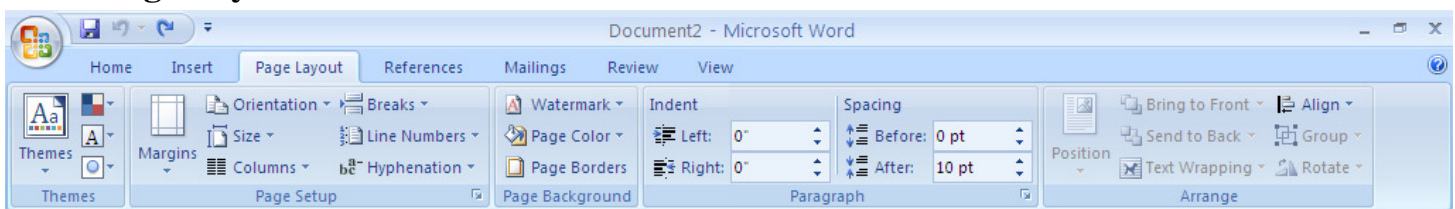
Inserting



On the Insert tab you can: Insert a page break, picture, clipart, shapes, header or footer, text box or wordart.

This tab allows you to add things to your word document. The majority of these items are extras that a lot of people do not need. However, it is important to know where these objects are.

Page Layout

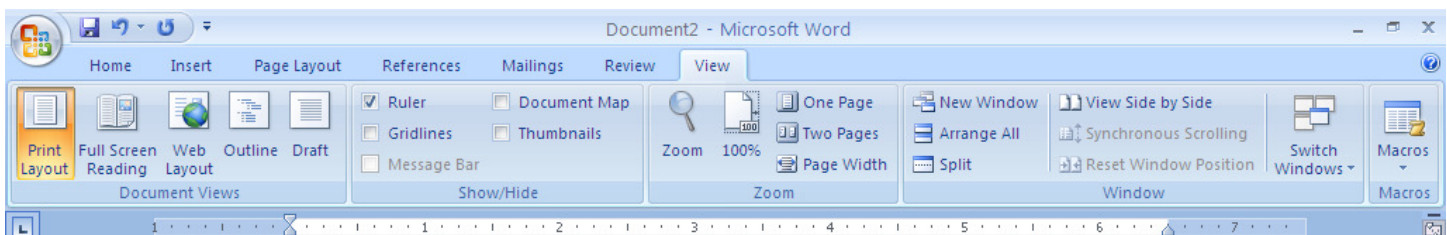


Margins: the border around the document. You can use one of the default options, or under Custom Margins you can choose the exact size you want the border to be.

Orientation: changes the page from portrait to landscape

Columns: you can insert columns into your document

View

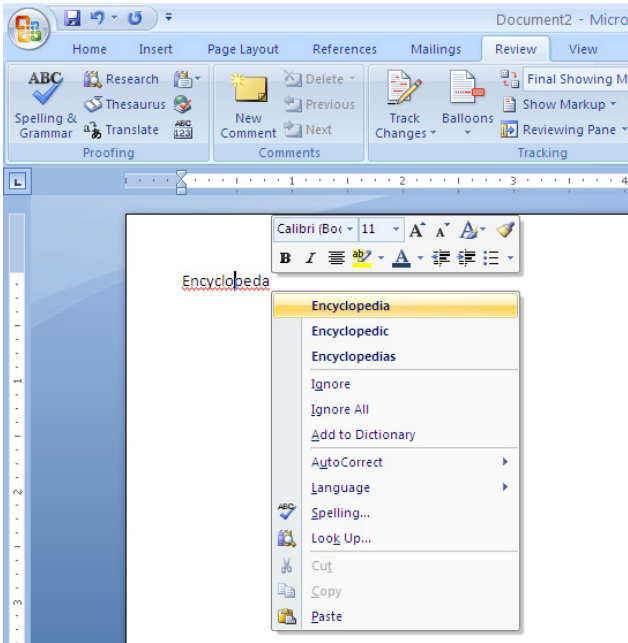


Ruler: The ruler allows you to change the margin size of your document or the indent on your text. The ruler will not appear if the box is not checked.

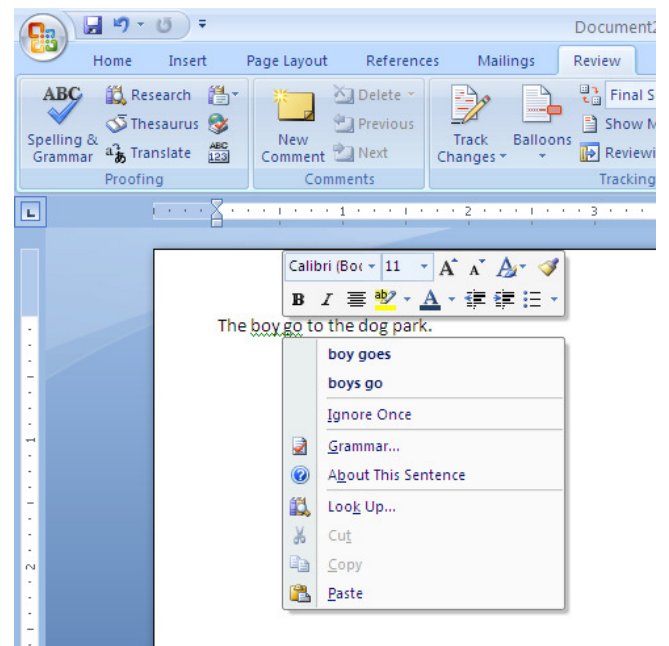
Gridlines: presents a line every 1/8 of an inch. This allows you to evenly line objects up. This is especially useful when you insert pictures into your document.

Zoom: changes the view of the document. 100% is the actual size of text and objects. One Page gives you an idea on the way the entire document will look.

Spell Check



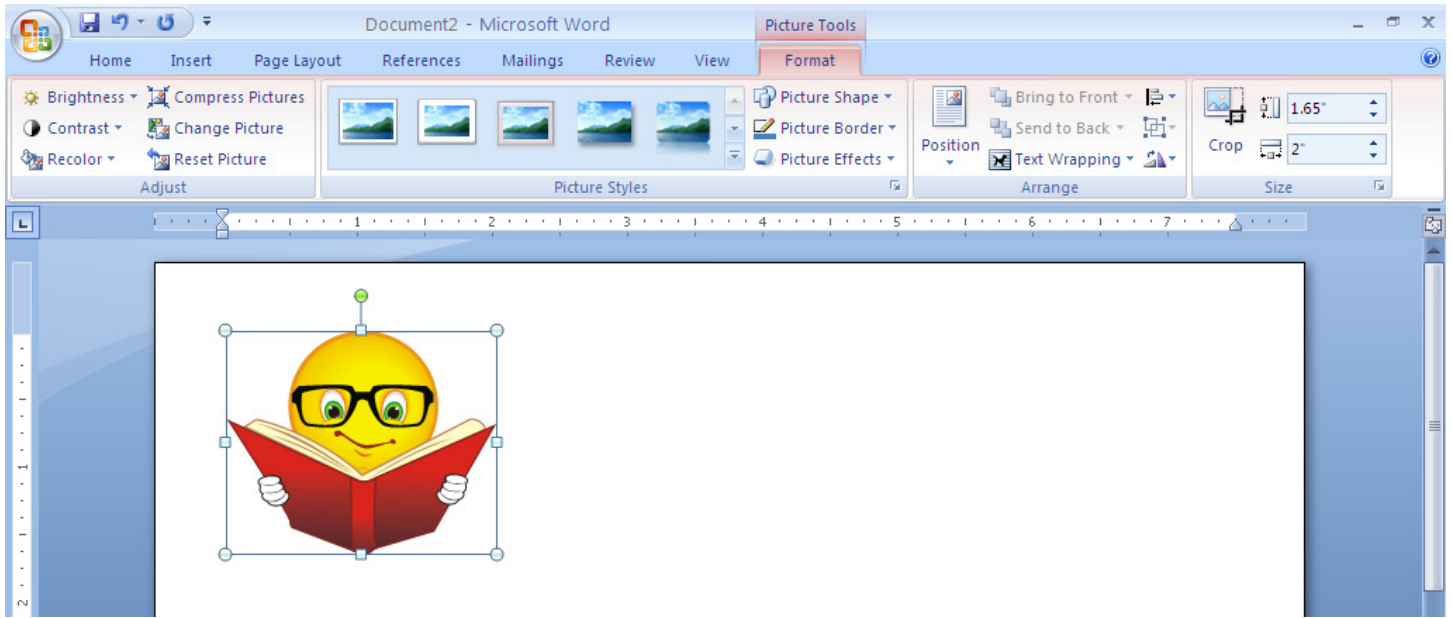
If a red zigzag line appears underneath a word in your document, the computer believes that word is misspelled. If you right click the mouse overtop of this word, you will receive options on what the word should be.



If a green zigzag line appears underneath a few words or a sentence in your document, the computer believes that the grammar is not correct. If you right click the mouse overtop of this word, you will receive options on how the sentence should be worded.

You can ignore the computers corrections, and check the entire document when you are finished by going to the Review Tab. And clicking on the Spelling & Grammar icon at the top left of the screen.

Picture Tools



The formatting on a picture, clipart, or textbox is rigid and needs to be changed if you want to move the object to a different position.

It is best to change the Text Wrapping to Tight. This will allow you to place objects or objects and text right beside each other. It also allows you to move the object to any place on the page.

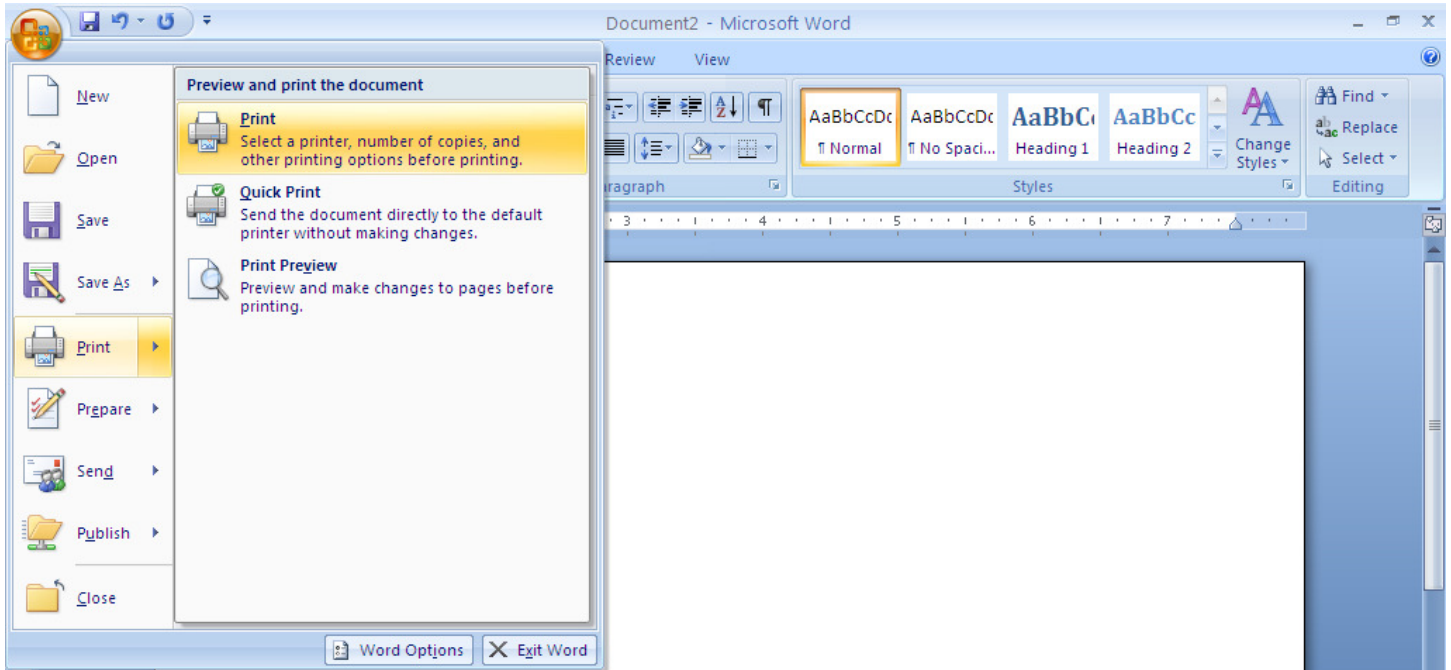
When you click on an object each corner of the object will have a circle. These are places where you can drag the object to make it smaller or larger.

The green circle at the top of the object will allow you to turn the object 360°. You can flip the object horizontally, vertically, or by a specific degree by clicking on the icon that looks like two triangles in the Arrange section of the toolbar.

In this tab you can do basic photo editing: crop and change the brightness or contrast of the picture.

Once you click off of the object you will no longer see the Picture Tools tab. To get this tab back you will need to click on your object again.

Printing



To print a document, click on the circle in the top left corner, and click on print (the 5th option from the top).

You will want to leave it on the default printer.

Then click OK.

