

## Word Processing: Word 2007

*These instructions are for an IBM compatible Personal Computer using Word 2007. It is assumed that you can switch your computer on and launch an application.*

**Word 2007**

Although the basic functions of Word 2007 are very similar to earlier version of Word the way it is controlled is significantly different as the icons are now in a tabbed structure. Users of earlier version of Word should consult "Word Processing the Basics".

As with all Windows based systems there are always a variety of different ways of carrying out the same task. This document will use the quickest or simplest. If you uncertain of the purpose of any icon hover the cursor over it for a few seconds and a description will appear.

### ➤ **Launching your Word Processor**

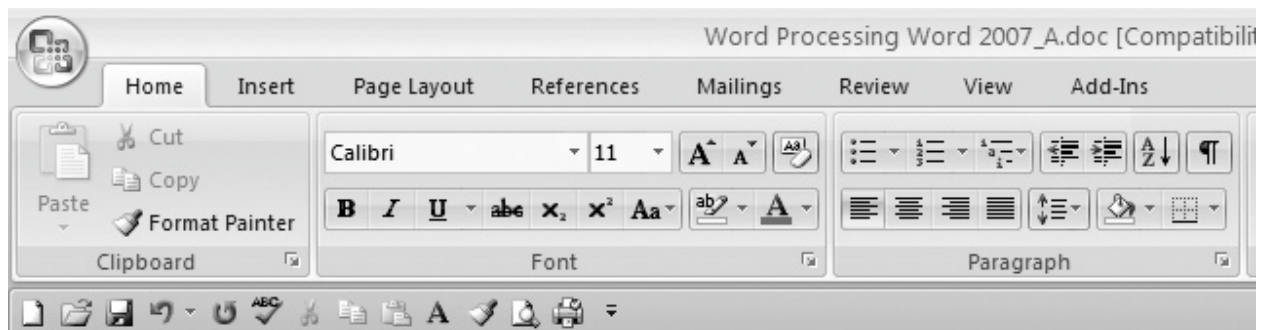
If you have an icon for your Word Processor on your desktop double click on it to start it.



If not use the Start button or Windows button at the bottom left of the screen to access the list of applications on your machine (if you are not sure about this look at the Zero Point handout.)

### ➤ **Tabbed Icons**

The essential difference between Word 2007 and earlier version is the use of Tabbed icon bar, which Microsoft somewhat confusingly calls ribbons. Rather than all icons being available simultaneously they are grouped by usage onto separate tabs.



This is **part** of the **Home** tab.

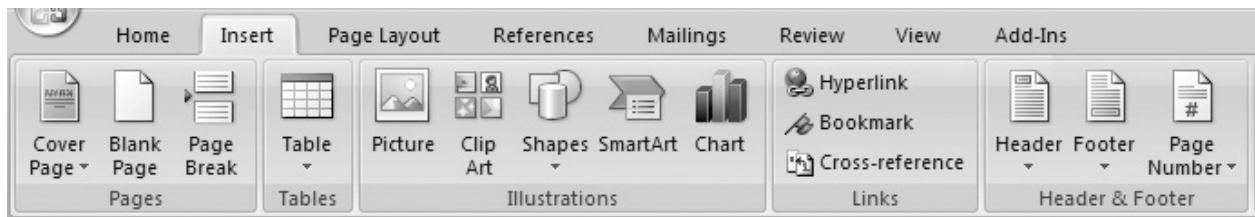
Other tabs are selected by clicking on their names; **Insert**, **Page Layout** etc. This does means that one has to guess on which tab features options are grouped, although they are fairly logical. The visible tab may change as you carry out various tasks as Word tries to second guess which facilities you might need. (I will let you know what tab to use by the message [XXXX tab]).

Many of the features which were found under the **File Menu** on older versions of Word are now behind the Office button on the top left of the screen.

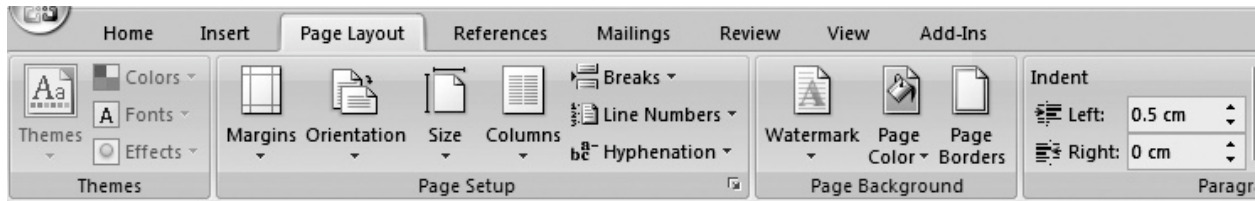
There is also a **Quick Access tool bar** which has, by default, very small icons of **Save**, **Undo**, and **Redo**.



This toolbar is usually to the right of the Office button but in the example above it have been move to a position below the tabs and a number of other icons have been added.



Part of **Insert** tab



Part of **Page Layout** tab



Note the small arrows which appear at the corners of many icon groups. Clicking on these gives you access to many of the dialogue boxes familiar from earlier version of Word.

## Basic Operations

### ➤ **Creating a new Document**

When you launch your WP you will usually be presented with a blank document, the equivalent of a blank sheet of paper. If for some reason you don't get a blank document, click on the **office button** on the top left of the screen ⇒



Select **New**

Select **Blank document** and click on the **Create** button

(You may get lots of choice of possible documents to open)

NB you can have more than one document on screen at a time.

### ➤ **Inputting text**

At this stage you can treat the Word Processor like a typewriter. One big difference is that you do not have to concern yourself with carriage returns. The WP will automatically wrap the text onto the new line. If you want to deliberately start a new line then press the Return



Key

#### TASK

Launch your Word Processor

Type 3 lines of text; it can be anything you wish.

### ➤ **Correcting Errors**

If you make an error just click on the **Undo** icon ⇒

You will find this on the Quick Access Tool bar



There are two correction keys

The **delete** key; which will delete any highlighted text.

The **backspace** key; (above the return key), which deletes the character just before the cursor position.

## ➤ Saving a document

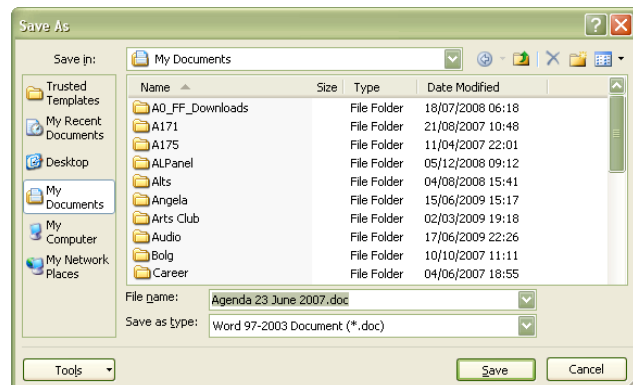
To save a document click on the **Save** icon. ⇒  
You will find this on the **Quick Access Tool bar**



If the document already exists it will be over written with this new copy

If the file is completely new:-  
A dialogue box will open ⇒  
[We will consider dialogue boxes later]

You will be prompted for a **file name**.  
(Word will make a suggestion which can be overwritten)  
The computer will assume you want to store the file in the folder you used last, but this can be changed.



### TASK

Save your document (Remember the name)  
Close down your Word Processor



## ➤ Opening an existing document

Click on the **Office** button ⇒  
A dialogue box will open  
Click on **Open**



A dialog box will open which will enable you to look at all the documents in your folders.  
Select the one you want by double clicking on it.  
You may have to navigate about the computers file structure

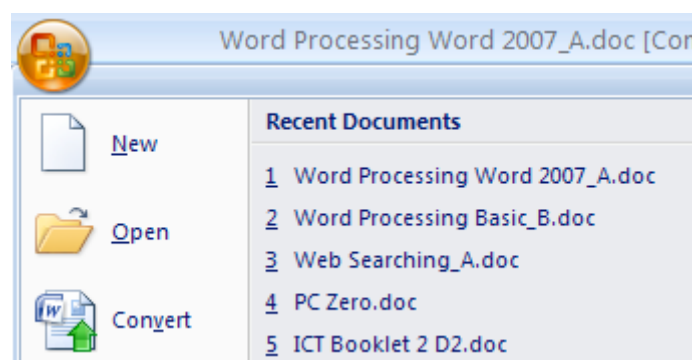
### TASK

Close down the document; (top right of Window) but not the Word Processor  
NB this will actually close down the Word Processor if you only have one document open



If you were recently working on a document:  
Click on the **Office** button

The last few documents you were working on will be shown on the right of the box that appears. ⇒  
Double click on the name to open it.



## Editing Text

### ➤ Highlighting text

Before editing any area of text you need to indicate the area you wish to work on. This is done by highlighting the text.

- ⊕ Position the cursor at the beginning of the section you wish to highlight
- ⊕ Hold down the left mouse button
- ⊕ Move the cursor over the area you wish to highlight
- ⊕ Then release the mouse button

This requires some practice to do accurately!

### ➤ Formatting text

Having highlighted the text, click on the appropriate icon to change the format of the area highlighted:-



Justify text to the left [Home tab]



Centre justify text [Home tab]



Justify text to the right [Home tab]



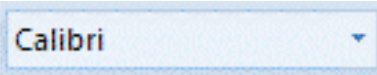
Equally justify text [Home tab]

TASK

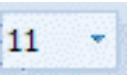
Make a right justified letter head with your address

## Fonts

You may know fonts as typefaces. Computers are only limited in the number of fonts they have by the printers they have connected to them. You may have the font type and size buttons already set up on your toolbar.



Change font type (The arrow on the right gives drop down list) [Home tab]



Change font size (The arrow on the right gives drop down list) [Home tab]

This text is in Times New Roman 11point.

This text is in Arial 9 point.

This document has been produce in Calibri 11 point

TASK

Choose a new font for your address and apply it.

Then make it slightly larger

Underlining was the traditional method of making a section of a document more visible; but with the advent of computers the bold facility is now more common.



Make text bold [Home tab]



Underline text [Home tab]

The black arrow gives formatting options



Make text italic [Home tab]

TASK

Modify your document to a business letter address the gas board querying your last gas bill.

### ➤ **Checking Spelling and Grammar**

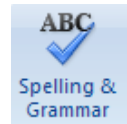
You can check the spelling and grammar (approximately) of your document

First select the **Review** Tab

Then click on the spell check icon. ⇒

This will check the whole document.

If you only want to check part of a document, highlight that part before clicking on the icon.



If continuous checking has been enabled on your machine any spelling errors will be underlined in red (and grammar errors underlined in green).

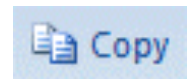
To correct these errors position the cursor on the erroneous word and right click the mouse.

Select the correction you require with a left click of the mouse.

### ➤ **Copying text**

Highlight the text you wish to copy and click on the copy icon.[Home tab]⇒

The text is stored on a 'clipboard' ready to be pasted into its new position.

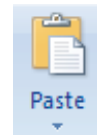


### ➤ **Pasting text**

To paste text; position the cursor where you want the text placed

Click on the paste icon [Home tab]. ⇒

The black arrow gives you some additional options



TASK

Open a new document (but don't close the old one).

Copy your letterhead onto this new document

And change the colour of the text

Hint: Its on the Home tab

### ➤ **Saving an existing document with a new name**

Click on the **Office** button

Select **Save As** from the drop down list

A dialogue box will open [See later for more information on dialogue boxes]

You will be prompted for a file name and a location to store the new file

TASK

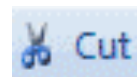
Save this new document with the name **LetterHead**

### ➤ **Cutting text**

You can use the cut facility to move text to another position.

Highlight the text you wish to cut and click on the **Cut** icon [Home tab]. ⇒

The text is stored on a 'clipboard' ready to be pasted into its new position.



TASK

Open a new document (but don't close the old one).

Copy your letterhead onto this new document

## **Printing a document**

### ➤ **Set-up**

Before printing a document it is as well to check that the Word Processor has been set up correctly.

At the Menu Bar click on **File** and then Print **Setup**.

Three tabs are available Margins, Paper and Layout.

- ⊕ **Margins** enable you to set the paper orientation, and the margin sizes (+++)
- ⊕ **Paper** enables you to set the paper size (almost invariably A4) and the printer tray
- ⊕ **Layout** allows you to do fancy things with headers and footers.

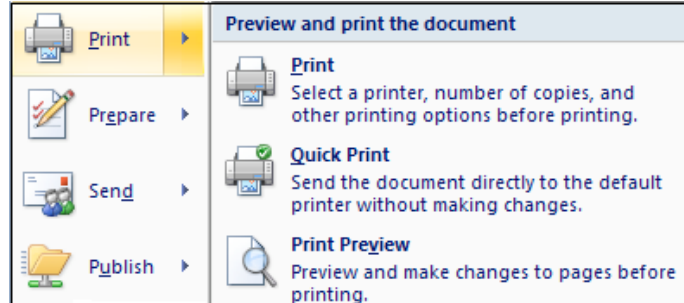
➤ **Viewing the document**

Before finally printing a document you may wish to see what it looks like on the page, something that can be difficult to visualise from the standard screen view.

Click on the **Office Button**

Click on the **black arrow** beside the Print icon

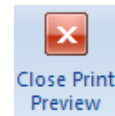
Click on the **Print Preview icon** that subsequently appears ⇨



The screen will change to a preview mode. You can change the size of the image using the slider at the bottom right of the screen ⇨ NB this size slider is available in your normal working mode.



Return the screen to its normal view by clicking on the **Close** icon ⇨



➤ **Printing the document**

If you wish to print the whole document

Click on the **Print** icon on the **Quick Access Tool bar** ⇨



OR if you wish to print part of a document or want to print more than one copy

Click on the **Office Button**

Click on the **black arrow** beside the Print icon

Click on the **Print** icon that subsequently appears ⇨

Chose the appropriate options from the dialogue box that appears.

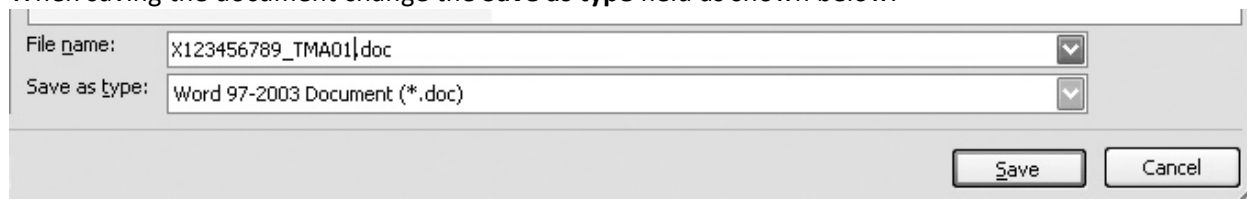
## TMA's (Tutor Marked Assignments)

See the TMA template for more information

### IMPORTANT

The Open University does not accept standard Word 2007 documents (in a format know as .docx) submitted through the electronic TMA system. They must be in the slightly older format associated with Word 97 – 2003 (known as .doc). This is very easy to manage.

When saving the document change the **Save as type** field as shown below.

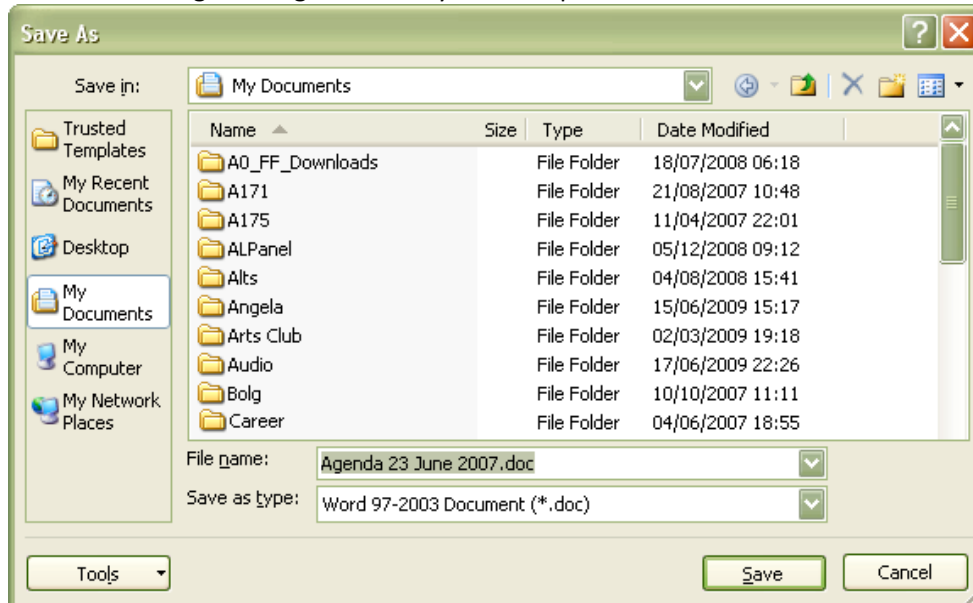


**PTO**

## ➤ Dialogue boxes

Dialogue boxes are one of the ways your PC tries to understand what you want it to do. They appear in a variety of different circumstances but although their purpose may be different, each time the basic operating principles remain the same.

This is the dialogue box given when you attempt to save a document with a new name.



The buttons along the top are a series of useful function:-



Access recently used folder (greyed out so it is not available in this case)



Move up one level in the folder structure



Deleted the selected folder (greyed out as no folder has been selected)



Create a new folder within the existing folder



Change the format of the information being displayed

**File name:** is where (in this case) you enter the name you wish the file to be called (Word always makes a suggestion which you can overwrite)

**Save As Type:** is where (in this case) you choose the file type you wish to save. All applications will suggest a preferred file type.

NB Other dialog boxes will have different features depending on their particular purpose.

## ***Additional Information***

### ➤ Free online Word 2007 Tutorials

- ⊕ From the Baycon group
- ⊕ From Microsoft
- ⊕ Google video tutorials

<http://www.baycongroup.com/wlesson0.htm>

<http://office.microsoft.com/en-us/training>

<http://video.google.com>