

# The New York Society Library Presents:



This class will bring those already familiar with Microsoft Word menus and commands up to date on the latest version of the software (Microsoft Word 2007).

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# MICROSOFT WORD 2007

## OVERVIEW

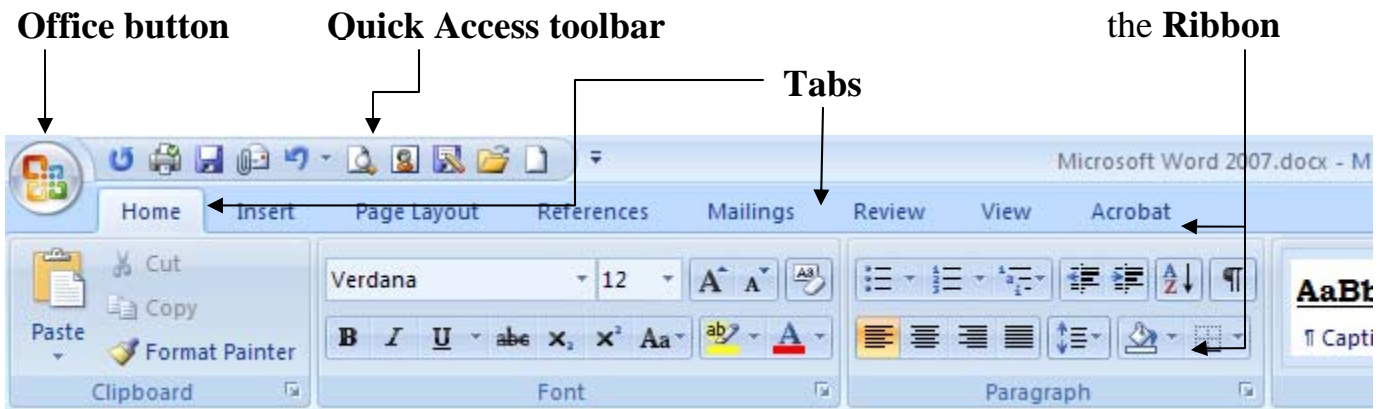
Microsoft Word, first released in 1983, is a sophisticated word-processing program that can be used for writing and editing, as well as desktop publishing and bulk mailings.

Versions include:

- |              |                                |      |
|--------------|--------------------------------|------|
| • Word 95    | (aka Word 7.0)                 | 1995 |
| • Word 97    | (aka Word 8.0)                 | 1997 |
| • Word 2000  | (aka Word 9)                   | 1999 |
| • Word 2002  | (aka Word 10 or Word XP)       | 2002 |
| • Word 2003  | ("Microsoft Office Word 2003") | 2003 |
| • Word 2007* | ("Microsoft Office Word 2007") | 2007 |

\*Today's class will focus specifically on Microsoft Word 2007, part of the Office 2007 suite. The most notable difference between this version and prior versions of the software is the entirely new graphical user interface, called the Ribbon User Interface or Fluent User Interface.


THE NEW GRAPHICAL USER INTERFACE



The **Office button** has replaced the old **File** menu, providing access to functions like opening, saving, printing, sending, and closing files.



The **Quick Access toolbar** provides access to functions you use often.

To add commands to the toolbar: Click on  and **More Commands** OR Right click on a command on the ribbon and select **Add to Quick Access toolbar**

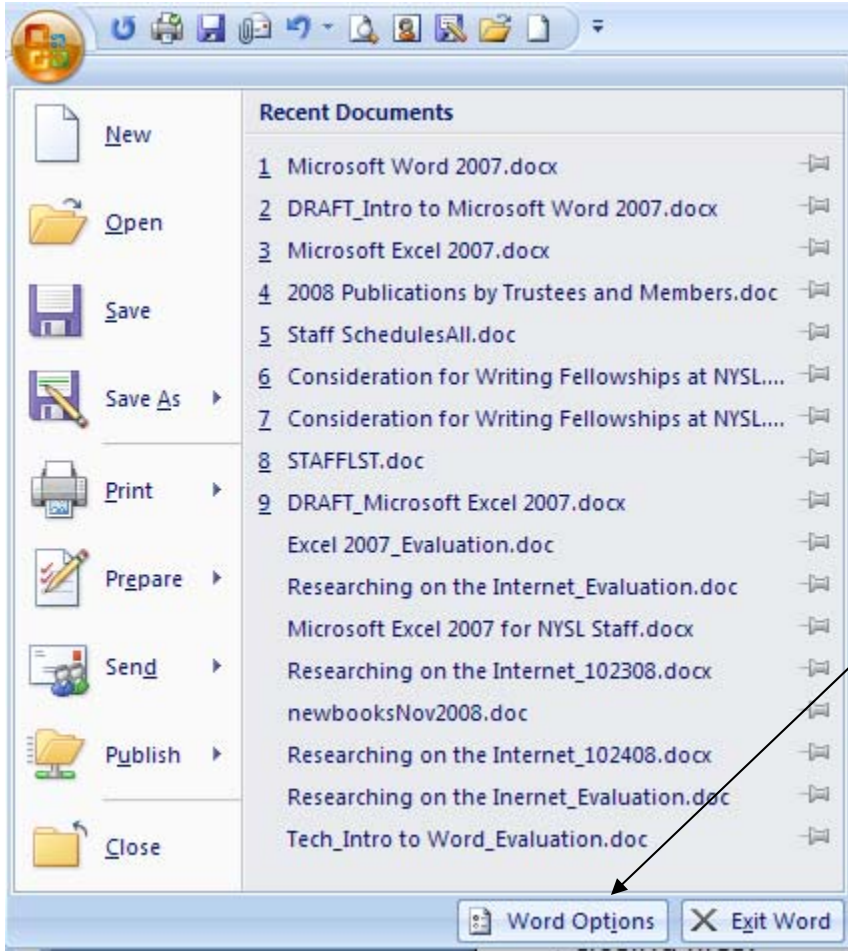
The **Ribbon** is a panel that is organized into **Tabs** which house all of the remaining icons (commands) that were previously available as menu items in prior versions of the program. Relevant commands are grouped together in the **Tabs**.

**Other New Features:**

**Live Preview** temporarily applies formatting to text when you mouse over a formatting button so you can see what the formatting may look like. The formatting is removed when you move the mouse away from the button.

**Mini Toolbar** is a contextual toolbar that appears when you click on text. It provides access to commonly used commands, but cannot be customized. It remains semi-transparent and also appears above the right-click menu.

## The OFFICE Button

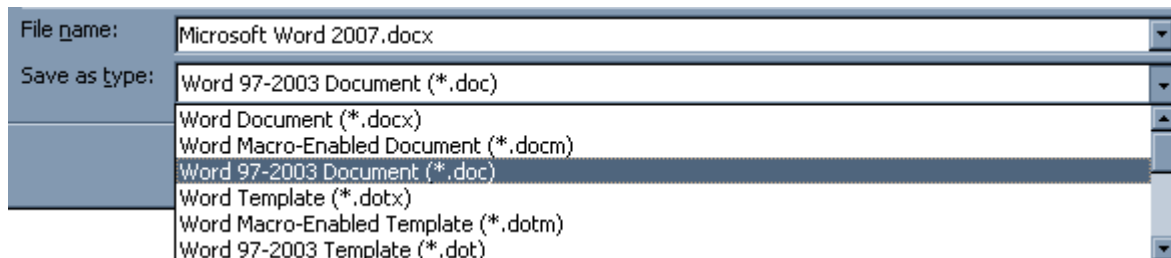


The **Word Options** box is where you can change how Word corrects and formats your text:

1. Click **Word Options**
2. Click **Proofing**
3. Click **AutoCorrect Options** button

Files are automatically saved with the extension **.docx** which can only be opened and read by this version of Word

- To save your file so that it can be opened and read by an earlier version of Word:
  1. Click **Save As** to bring up the **Save As** dialog box
  2. Click the down arrow under **Save as type:** and select **Word 97-2003 Workbook (\*.doc)**



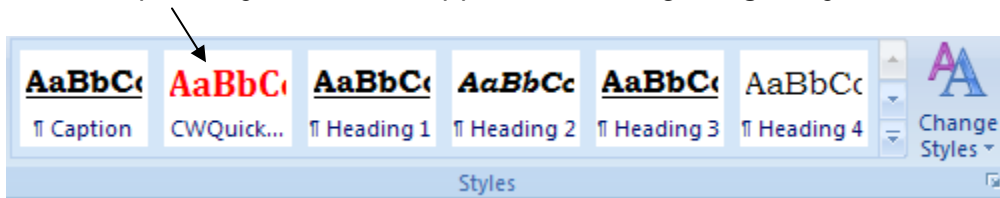
- Before saving your file in an earlier version of Word, check to see if you have used features of Word 2007 that are not supported by earlier versions.
  1. Click **Prepare**
  2. Click **Run Compatibility Checker**

## A FEW OTHER NEW FEATURES in Word 2007

The following are a few of the new or updated features in Word 2007:

### Home Tab

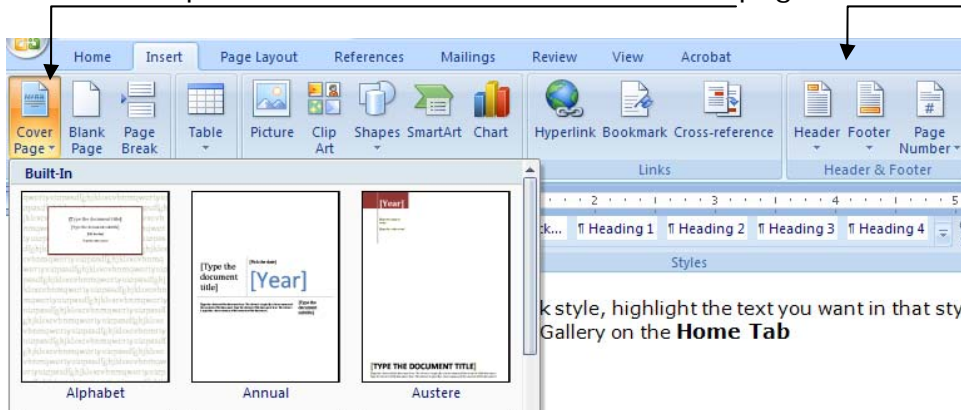
- ❖ Create a **Quick Style** to make it easy to apply formatting throughout your document
  - Select the formatting for your style
  - Highlight the text with the formatting you want to save as a quick style
  - Right click and select **Styles** and **Save Selection as a New Quick Style**
  - Give your new quick style a name and click **OK**
  - Your quick style will now appear in the **Styles** gallery on the **Home Tab**



- ❖ To use your quick style, highlight the text you want in that style and click on your quick style from the **Styles** Gallery on the **Home Tab**

### Insert Tab

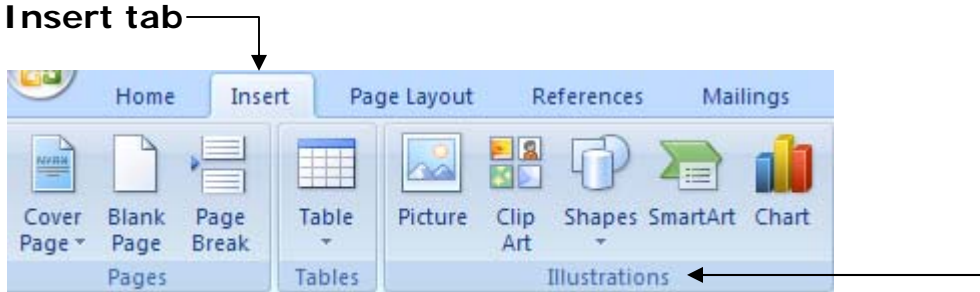
- ❖ Insert and coordinate pre-formatted elements, like a cover page, and headers and footers



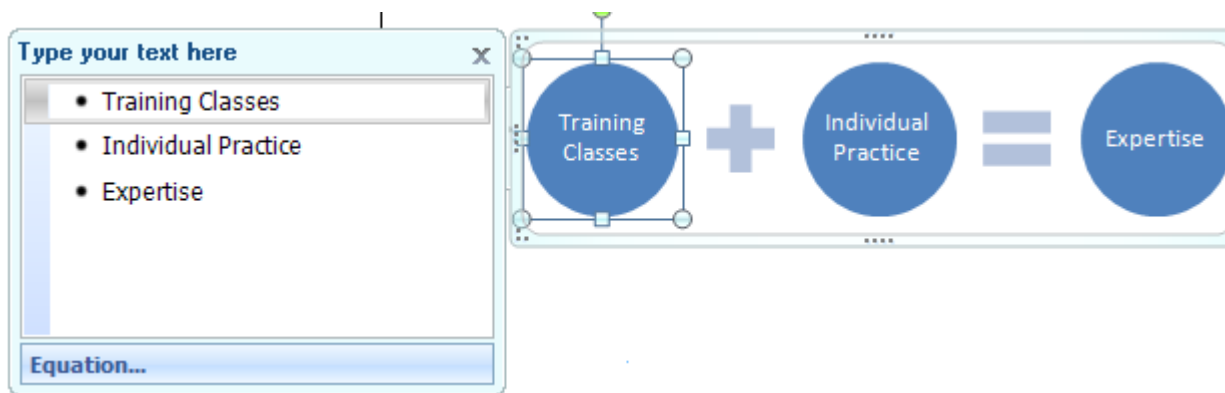
- ❖ Customize a pre-formatted element or create your own
  - Open an existing cover page or header or footer and edit it *or* design a new element by typing and formatting the text as you wish
  - Highlight the text you want to appear as a new pre-formatted cover page (or as a header or footer)
  - Click the **Insert Tab**, and click **Cover Page** (or Header or Footer)
  - Select **Save Selection to Cover Page Gallery** (or Header or Footer Gallery)
  - Your selection will now be available from the respective gallery (Cover Page, Header, Footer) to use in this and in other documents

## A FEW OTHER NEW FEATURES continued

- ❖ Insert new graphics and diagramming features found in the **Illustrations** group in the **Insert tab**



*example of a SmartArt Process graphic:*




## Acrobat Tab

Click **Create PDF** to create a portable document format file from a Word 2007 document

for an overview of all the new features, go to  
<http://office.microsoft.com/en-us/word/HA100742241033.aspx>

# WHERE DID EVERYTHING GO?


## A Quick Guide to Some Commonly Used Commands

Word 2003 Menu	Commands	Word 2007 Location
<b>File</b>	New, Open, Close, Save, Save As, Print, Print Preview, Send To	<b>Office Button</b>
	Page Setup	<b>Page Layout tab→Page Setup</b>
<b>Edit</b>	Undo, Repeat	<b>Quick Access Toolbar</b> (not available in the Ribbon)
	Cut, Copy, Paste, Paste Special	<b>Home tab→Clipboard</b>
	Select All, Find Replace, Go To	<b>Home tab→Editing</b>
<b>View</b>	Normal, Print Layout	<b>View tab→Document Views</b>
	Ruler	<b>View tab→Show/Hide</b>
	Header and Footer	<b>Insert tab→Header &amp; Footer</b>
		<b>View tab→Document Views</b>  Click <b>Print Layout</b> and left click 2x near header or footer to edit
	Footnotes	<b>References tab→Footnotes</b>
	Zoom	<b>View tab→Zoom</b>
<b>Insert</b>	Break	<b>Insert tab→Pages</b> <b>Page Layout tab→Page Setup</b>
	Page Numbers	<b>Insert tab→Header &amp; Footer</b>
	Date & Time	<b>Insert tab→Text</b>
	Symbol	<b>Insert tab→Symbol</b>
	Comment	<b>Review tab→Comments</b>
	Reference (Footnotes, Index, Table of Contents)	<b>References tab</b>
	Pictures, ClipArt, Shapes	<b>Insert tab→Illustrations</b>
	Text Box, WordArt	<b>Insert tab→Text</b>
<b>Format</b>	Font Paragraph, Bullets & Numbering, Borders, Shading	<b>Home tab→Font</b> <b>Home tab→Paragraph</b>
	Columns	<b>Page Layout tab→Page Setup</b>
	DropCap	<b>Insert→Text</b>
<b>Tools</b>	Spelling & Grammar, Word Count	<b>Review tab→Proofing</b>
	Track Changes	<b>Review tab→Tracking</b>
	Letters & Mailings	<b>Mailings tab</b>
	AutoCorrect Options	<b>Office Button→Word Options→Proofing</b>
<b>Table</b>	Insert	<b>Insert tab→Tables</b>
	All other table commands	Once you have inserted a table, two new <b>Table Tools</b> tabs will appear: <b>Design</b> and <b>Layout</b> .
		<b>Insert tab→Tables</b>
<b>Window</b>	New Window, Arrange, Split	<b>View tab→Window</b>
<b>Help</b>		Press <b>F1</b> key (not in Ribbon)




## WHERE DID EVERYTHING GO? continued

### Still pining away for the old menu commands and dialog boxes?

- Right-click to bring up the old shortcut menus
- Type the Office 2003 menu key sequence
- Left-click on the  at the bottom of a set of commands in the ribbon. This will bring up the Office 2003 dialog box for some command sets like Page Setup, Format Cells, Charts

## HELP!!

Press **F1** key or click  found on the far right side of the ribbon to bring up the **Word Help** dialog box.

To download a Get Started tab for the Ribbon with Video Demos and interactive guides to help you navigate the new version and find Word 2003 commands in Word 2007, go to:

<http://office.microsoft.com/en-us/help/HA102146851033.aspx> and click on **Word 2007 Get Started tab**