

## Word 2007 part 2

By Dick Evans

Learned about using tables, cut/copy/paste, inserting clip art and pictures, creating a letterhead template, making a flyer with a picture from the Web and a fancy page border, using the letterhead template to type a letter and then have Word print the envelope to mail the letter, and saving the document as a PDF.

### The Three Nevers

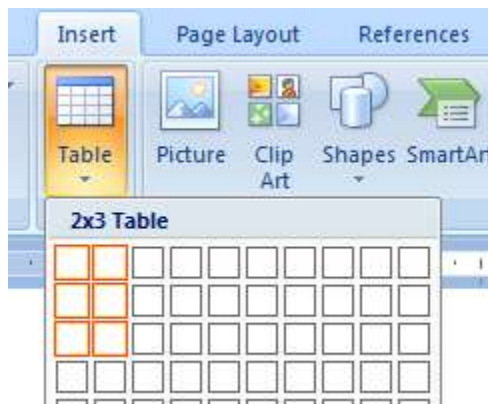
Never use the space bar to line up text horizontally

Never use the enter key to start a new line. Let word wrap move the next word to the next line automatically. Only use enter to start a new paragraph. If a new line within a paragraph is desired, used Shift+Enter

### Insert Today's Date

Shift+Alt+D

### Using tables



Use Tab to move between cells

Double-click left vertical line to resize

Click selection button at top left to select entire table. Can then left right or center the table on the page.

Click in any cell, then on the Table Tools Layout ribbon click Sort to sort the rows

### Cut/copy/paste

Click to point to a word. Double click a word to select it. Triple click any word in a paragraph to select the entire paragraph. Click in the left margin while the mouse pointer is an arrow to select a line, double-click to select the paragraph, or triple-click to select the entire document.

Ctrl+X to cut

Ctrl+C to copy

Ctrl+V to paste

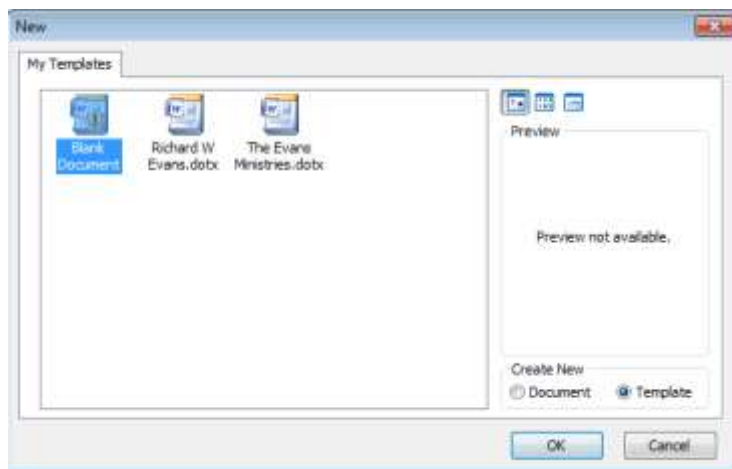
## Inserting clip art and pictures

Insert > Picture or Insert > Clip art

When using clip art and pictures from the Internet remember that most are copyrighted. Be careful to use only free images or one you have taken yourself with your camera.

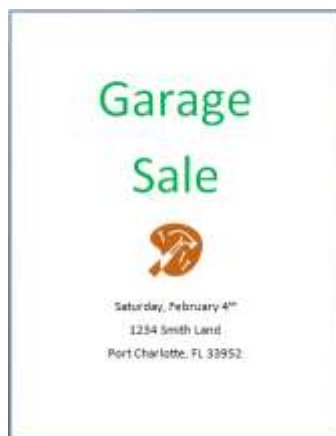
## Creating a letterhead template

File > New > My Templates

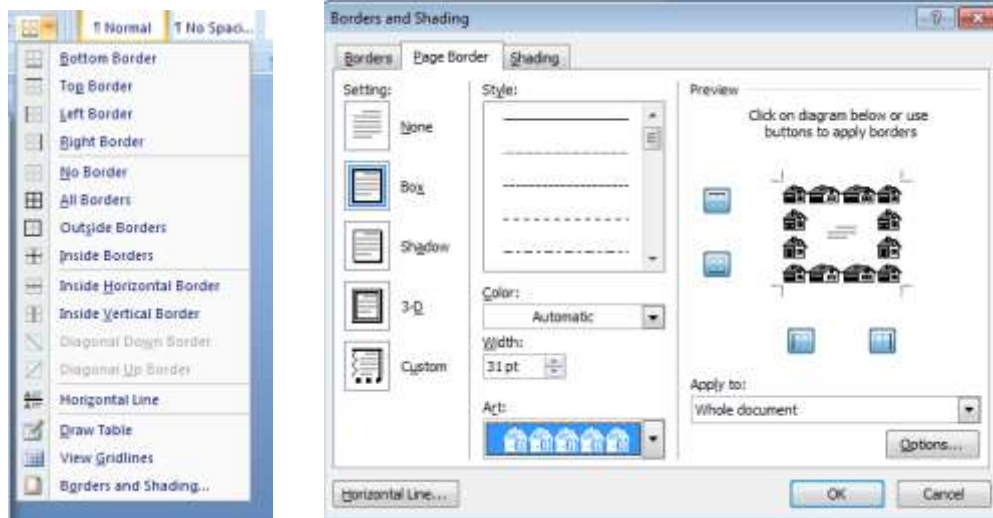


In the lower right click the Template radio button, be sure the Blank Document is selected, and then click OK

## Making a flier with a picture from the web and a fancy page border



Open a new document. Type the details of your flier. Center the words and pictures in the flier.



Use the borders tool to add an outside border.



General rule: Center titles if needed, but all documents except fliers should be left aligned.

### Using the letterhead template to type a letter

File > New > from My Templates

Make sure Create New is set to Document, select your letterhead, and then click OK. Your letterhead is on the top of a new document which can then be used to type and save your letter.

### Have word print the envelope to mail the letter

Mailings > Create > Envelopes

It will use the name and address block it finds in the document. If you select the block to be used first, that is what it will display. You may add your return address in the dialog box and save it for future use. Note the instructions for how to place the envelope in your printer.

### **Saving the document as a PDF**

File > Save As PDF

This creates a file that can be read by anyone on any computer regardless of the software or apps they have. If you send someone a Word document they must have the app on their computer to read it. PDFs can be view and printed, but cannot be modified.