

Word 2007

by Dick Evans, January 2012

Differences between Word 2007 and the other versions out there:

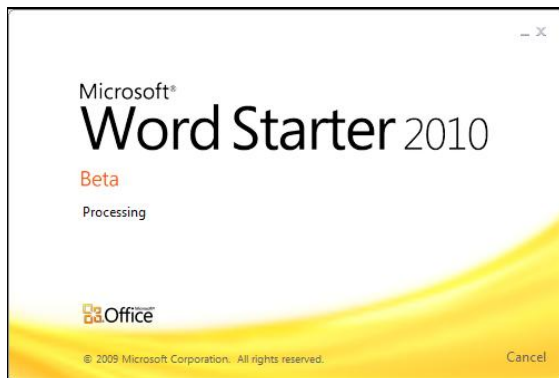
Works pre Windows 7

WordPad pre 2010 and 2010

Word 97-2003

Word 2010

What about the trial version available at <http://bit.ly/rKNRSK>
or the Office Starter 2010 that comes with many new computers?



What end users can do with Office Starter 2010

- Create and edit basic Word documents and Excel spreadsheets with 100 percent file fidelity
- Open existing Word and Excel documents
- Manage a simple home budget
- Write letters
- Create newsletters with photos and easily send them out
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What end users cannot do with Office Starter 2010

- Create PowerPoint presentations
- Manage email with Outlook
- Organize notes, media, and project resources in one place using Microsoft OneNote
- Add comments or track changes to documents
- Analyze data with pivot tables
- Enhance documents with SmartArt graphics
- Automate and accelerate repetitive tasks using programmable macros
- Customize the quick access toolbar
- Connect to an external data source in Excel
- Create a report with a table of contents, footnotes, and bibliographies
- Turn off the advertisements

What is new in 2010?

The following describes the major inclusions. Other minor changes were made as well as the removal of some minor features included in 2007.

The ribbon

A FILE tab has been added that opens the Backstage view. The tab replaces the Microsoft Office Button and File menu that were used in earlier releases of Microsoft Office. The Backstage view, which can be accessed from the File ribbon, helps you find frequently used features for managing Word document files. The Backstage view is used to manage files and the data about the files, such as creating and saving files, inspecting for hidden metadata or personal information, and setting file options.

Document graphic enhancements

Word 2010 provides improved editing tools with a new set of Picture Tools that enable you to transform your documents into artistically engaging documents. New editing tools are as follows:

- Picture Correction Options
- Artistic Effect Options
- Background Removal
- Picture Layout Options

PDF included

Creation of either a PDF or an XPS document included at File > Save & Send > PDF

Screenshots

Ability to take a screenshot and insert it right into a page is found on the Insert ribbon

The Document File

Previous versions of Word and most other word processors save a file in the DOC format. This has been used for over twenty years. Word 2007 was the first to use a DOCX format. These X-files take less space on the hard disk than the old format--a 10kb document file will only take about 2kb in the new format. This is do to it's compressed file format.

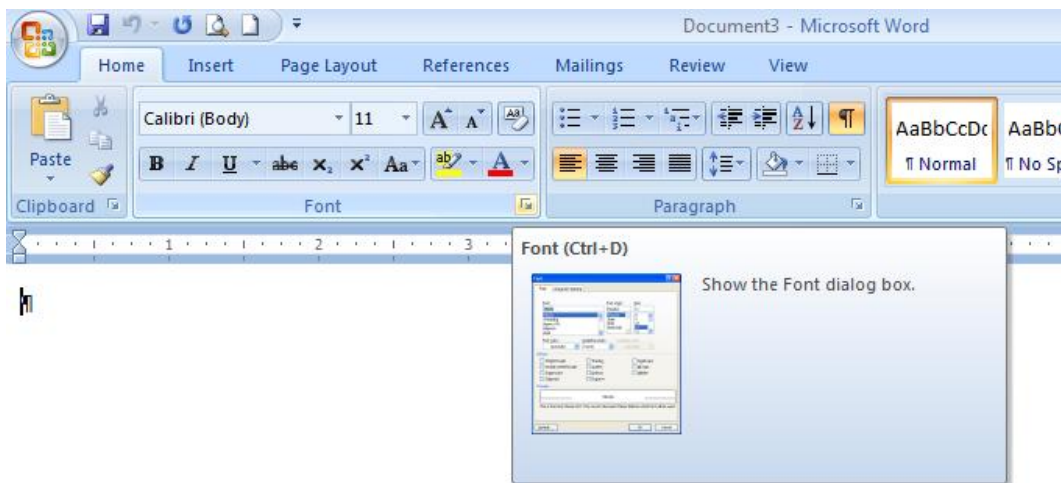
Office 2007 will open DOC files in compatibility mode and can save-as new documents in the DOC format. Persons with an older version of Word can open DOCX files by downloading the compatibility pack from the Microsoft Web site. This is a free addition to Office XP or Office 2003. Updated versions of non-Microsoft apps such as Google Docs, OpenOffice, etc have been upgraded to read DOCX file.

It should be noted that files in the DOC format will not be able to utilize many of the new features in Word 2010 such as the graphics editing and enhancing tools. Document editing of the text is not affected by being in compatibility mode and an old format file can be easily

converted to the new format from the Office Button.

The Ribbons

The biggest change a user has is understanding the Ribbons vs the old style toolbars. I simply think of the tabs as menu options and the groups and icons within as the option on the menu pull downs.



Each ribbon has groups associated with it. Within each group are tools accessed through an icon and/or a pull down arrow. Some groups also have a button in the lower right corner which brings up a dialog box containing all the tools available for that group (looks like the dialog boxes from Office 2003). This is called a dialog box launcher.

Want more real estate? You may turn the ribbons off using Ctrl+F1 or by double-clicking a tab. Single clicking on a tab will display the ribbon until a tool is selected. Ctrl+F1 or double-clicking a tab will turn the ribbons back on.



Contextual ribbons appear as needed. Click on an image and the Format ribbon appears.

Keyboard Shortcuts

All shortcuts available in previous version of Word still work in 2007, such as:

- Ctrl+B for bold
- Ctrl+I for italic

- Ctrl+U for underline
- Ctrl+P for print
- Ctrl+C for copy
- Ctrl+X for cut
- Ctrl+V for paste
- Ctrl+Z for undo
- Ctrl+Y for redo
- Ctrl+S for save
- Ctrl+O for open
- Ctrl+F for find
- Ctrl+H for find and replace
- Ctrl+Enter for a page break
- Ctrl+Home to jump to the beginning of the document
- Ctrl+End to jump to the end of the document
- Shift+Alt+D to insert today's date
- Alt+click a word to open the research window for that word
- Shift+F3 changes the case of the selected word or selection

The Quick Access Toolbar



To the right of the Office Button is the Quick Access Toolbar or QAT. It comes with a file save tool, undo, and redo buttons. By pulling down the arrow, you may add additional tools. You may also right-click on any tool in a ribbon and choose to add it to the QAT. This allows you to build a customized tool bar for most of your editing needs eliminating the need to search through ribbons for most of your work.



I suggest adding the print preview and new tools, at the least. You may also move the QAT so it displays below the ribbons.

Live Preview

One of the great features in 2007 is the live preview available on many of the tools.

Changing font style or size? As you scroll down the list of styles, you see what the document will look like as your mouse over each selection before you accept it. Also found in image editing and many other places in Word.

Spacing and Other Changes

The default document template uses the following settings:

- Font style Calibri
- Font size 11 point
- Space after paragraph
- Line spacing 1.15
- Margins 1" all around

To change to no spacing, Home > Styles > No Spacing before typing anything.

Yes, you can change the default or create your own templates for the types of documents you normally use.

The Three Nevers

There are three things you should avoid when creating a document.

1. Using the space bar to align text on the page
2. Using the enter key to go to the next line to type
3. Using the enter key to force a new page

Although you can ignore all three of these and create a good looking document, it takes more time to create the document and much more time to change it later.

1. Alignment should be done using the tool on the home tab's paragraph group or using a shortcut:

- Ctrl+L to left align
- Ctrl+E to center align
- Ctrl+R to right align
- Ctrl+J to full justify

Tables are a much better way to align columns of data than using the tab key.
Insert > Table

For newspaper style documents, use the column feature instead of tables or tabs.

Page Layout > Page Setup > Columns

2. When typing do not stop when the insertion points gets near the right margin as you would if using a typewriter. Continue to type and Word will use it's word wrap feature to automatically place the next full word on a new line. If you want to force a new line, use Shift+Enter. If you have finished the paragraph, press Enter to start a new one.

3. For a new page, press Ctrl+Enter

The Shift Click Method

When selecting text in your document or from another document such as a Web page, use the shift click method instead of trying to drag from one end of the selection to the other.

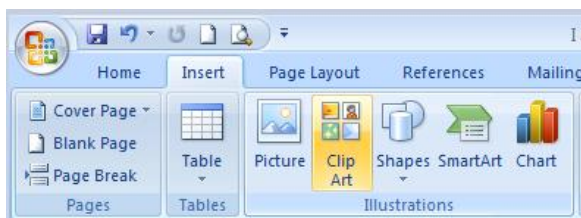
To select a word, double-click it. To select the entire paragraph, triple-click it.

Use the left margin to select. Click once to select the entire line, twice to select the paragraph, and three times to select the document.

When selecting text from a Web site or another document with formatting, it may be necessary to use an in between app to clean it up. Notepad is a good choice. Paste into Notepad and all but the text is removed. Select all and paste into the Word document. Yes, you could use the Insert smart tag and select keep text only, but that does not always get rid of everything.

Note: You can always select an entire document by using Ctrl+A

Working with Pictures



Pictures or images come from many sources. There is a library full of them within Word itself called Clip Art at Insert > Illustrations > Clip Art

Or you can use a number of methods to insert an image of your own or one you have located on the Web.

1. Use a picture already on your computer
2. Take a picture with your phone or a digital camera
3. Take a picture with your web cam
4. Locate and download a picture from a Web site

5. Use the snipping tool to capture an image from the screen

In addition to Insert > Illustrations > Picture to insert a picture from your computer, you can open a picture, right-click, select Copy and then return to the document a Paste it to the location of the insertion point.

The snipping tool that comes with Windows Vista and Windows 7 makes it easy to capture an image of whatever is on the screen. After snipping it, you can either paste it to your document or save it as an image file on your computer and then insert it.

Note: For XP I use a free app called MWSnap that does screen captures and more. This also works on Vista and 7.

Need to edit what you captured? Past it into Paint. Make the changes. Then select and copy the portion you want to use in your document.

Saving as a PDF

Why save it as a PDF? Two basic reasons. (1) You want to email or post a document on a Web site without giving the reader a means to change it. (2) You are making it available to persons who may not have the ability to view a DOC or DOCX file.

PDF capability was not built into Word 2007. It was added later and is a free add-in download from Microsoft. Once installed, simply click the Office Button > Save As > PDF to generate a PDF of your document.

Link to download the add-in for PDF for Office 2007: <http://bit.ly/w0gzY8>

Note: Always save your document as a DOC or DOCX file first. Do not just save it as a PDF or you will not be able to open it later to make changes to it.