

# Word Stuff I

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This weeks class will be about Word. Things we have touched on in the past and some new stuff as well. We will be review using Microsoft Word, some tips and shortcuts. Examples will shown in Word 2003 and Word 2007.

Differences between 2003 and 2007:

## The Document File

Previous versions of Word and 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.

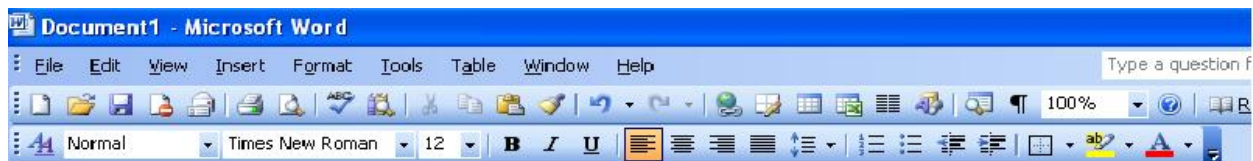
Office 2007 will open DOC files in compatibility mode and can save-as new documents in the DOC format. Persons with an older version of Word can open DOCX files by downloading the compatibility pack from the Microsoft Web site. This is a free addition to Office XP or Office 2003. Updated versions of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

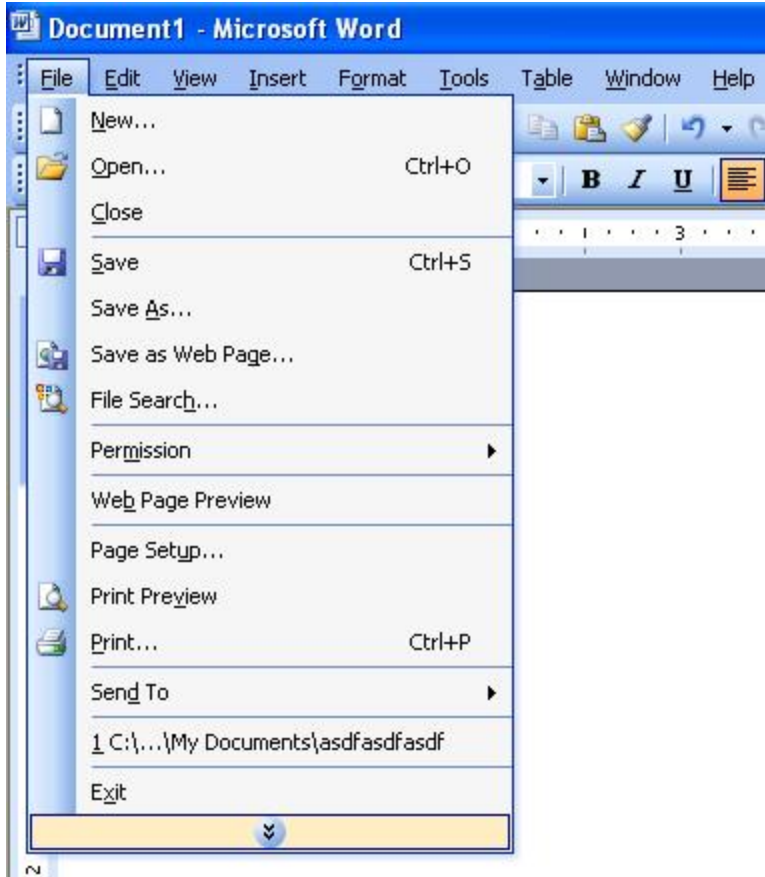
## Menus or Ribbons

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.

### 2003 Menus

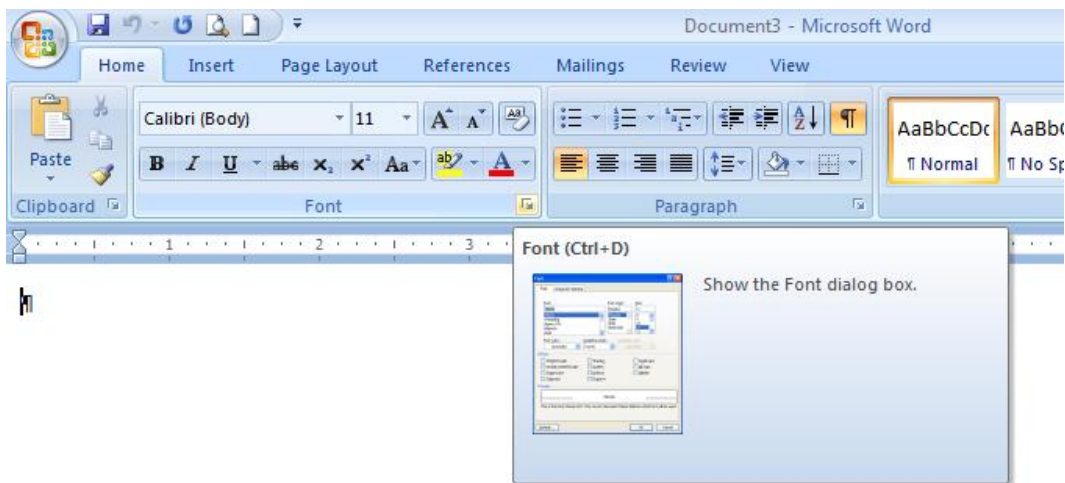
Word 2003 contains toolbars and menus. The toolbars contain a few of the many options found in the menus. The two most used toolbars are the standard and formatting ones. Others can be activated ny right-clicking on the menu bar.





This is an example of a pull down menu in Word 2003. Notice the shortcut notations and the right arrows that denote another layer of menus.

## 2007 Ribbons



Each ribbon has groups associated with it. Within each group are tools accesses 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.

## Shortcut Keys

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
- === to draw a double line
- --- to draw a thin line
- \_\_\_ to draw a thick line

## The 2007 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.

## 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*