



Software Application Tutorial



Microsoft
Word 2007
Intermediate



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For Assistance Call x3350

A Member of the Pennsylvania State System of Higher Education

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Introduction

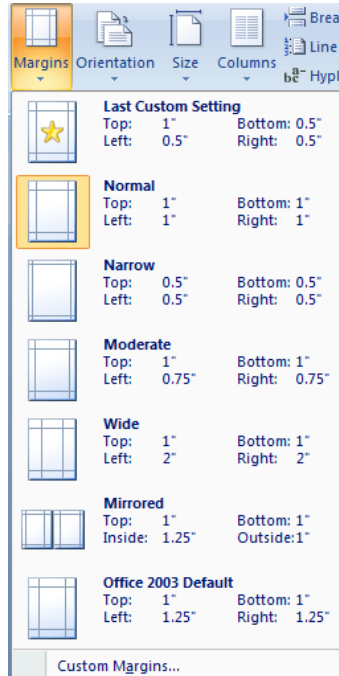
This handout will assist you in taking advantage of the more advanced document formatting features available to you in Microsoft Word 2007. Some of the features that can be easily executed and performed through mouse techniques and button icons are:

- Margin setting
- Inserting Breaks
- Tab setting
- Change paragraph spacing
- Creating bullets, numbering, and outlines
- Adding headers and footers
- Entering in page numbering
- Find and Replace
- Adding a watermark

Margins

Word 2007 defaults to a left and right margin of 1 inch and a top and bottom margin of 1 inch. You can manipulate margin settings as well as other page formatting functions by selecting the Page Layout tab.

1. On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.
2. Click the margin type that you want. For the most common margin width, click **Normal**.

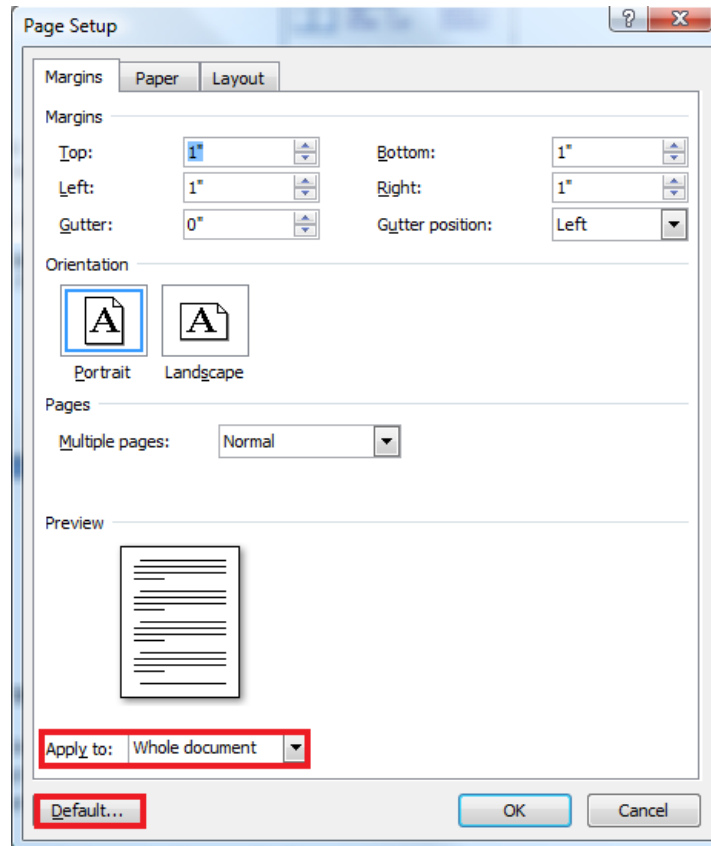


When you click the margin type that you want, your entire document automatically changes to the margin type that you have selected.

Setting Margins continued...

You can also specify your own margin settings.

1. Click **Margins** and click **Custom Margins**
2. In the **Top**, **Bottom**, **Left**, and **Right** boxes, enter new values for the margins and click **OK**.



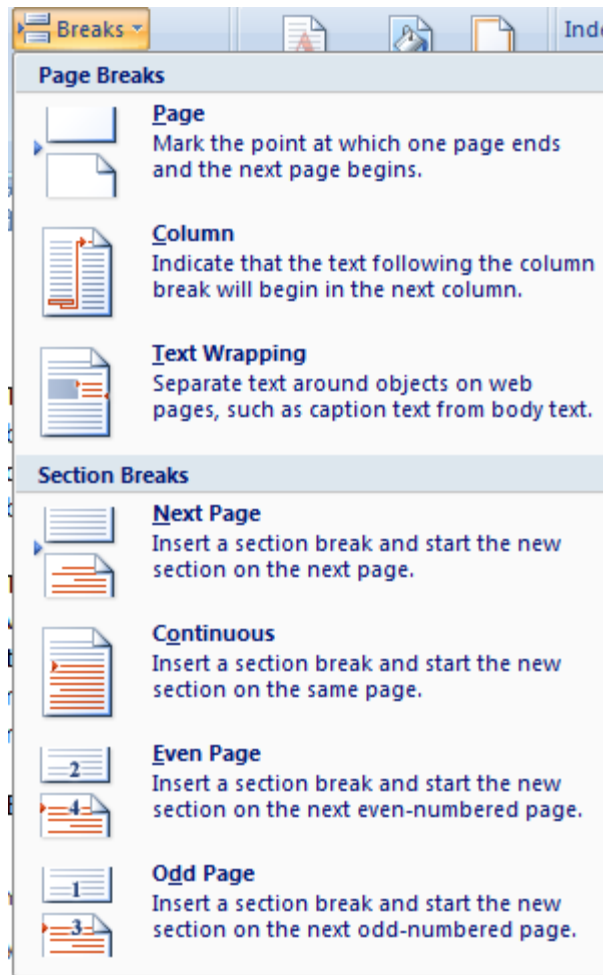
To change the default margins, click **Margins** then click **Custom Margins**. In the **Page Setup** dialog box, set the margins to the desired setting and click the **Default** button, and then click **Yes**. The new default settings are saved in the template on which the document is based. Each new document based on that template will automatically use the new margin settings.

To change the margins for part of a document, select the text, and then set the margins that you want by entering the new margins in the **Page Setup** dialog box. In the **Apply to** box, click **Selected text**. Microsoft Word automatically inserts section breaks before and after the text that has the new margin settings. If your document is already divided into sections, you can click in a section or select multiple sections and then change the margins.

Breaks

You can use section breaks to change the layout or formatting of a page or pages in your document. For example, you can lay out part of a single-column page as two columns. You can also create a different header or footer for a section of your document.

1. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.

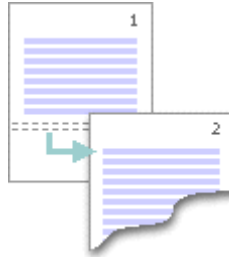


2. Click the type of section break that you want to use.

A section break controls the section formatting of the text that precedes it. When you delete a section break, you also delete the section formatting for the text before the break. That text becomes part of the following section, and it assumes the formatting of that section.

Breaks Continued...

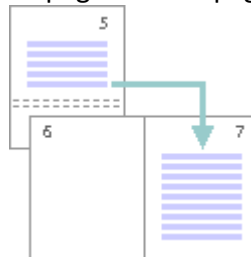
The **Next Page** command inserts a section break and starts the new section on the next page. This type of section break is especially useful for starting new chapters in a document.



The **Continuous** command inserts a section break and starts the new section on the same page. A continuous section break is useful for creating a formatting change, such as a different number of columns, on a page.



The **Even Page or Odd Page** command inserts a section break and starts the new section on the next even-numbered or odd-numbered page. If you want document chapters always to begin on an odd page or on an even page, use the Odd page or Even page section break option.

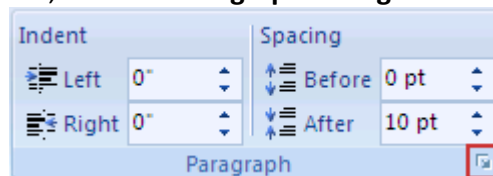


--From Microsoft Word 2007 Help

Setting Tabs

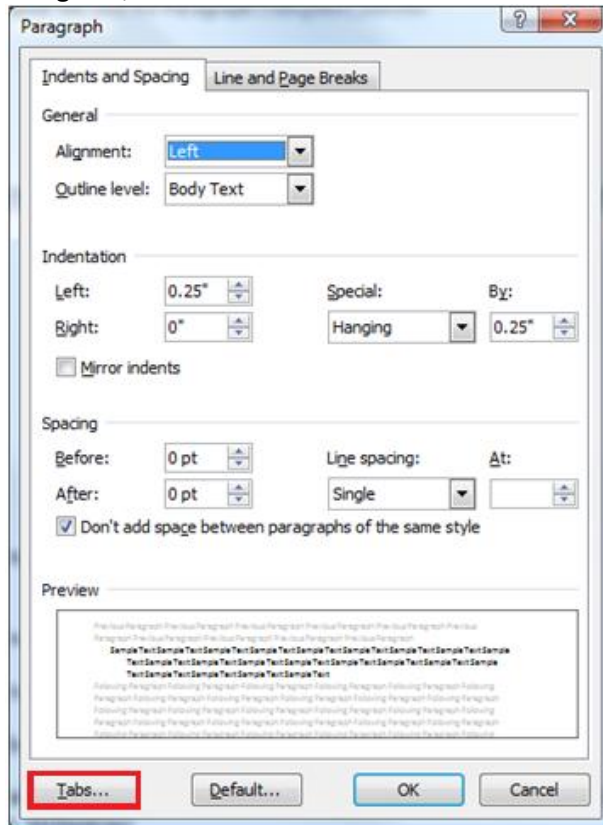
By default, tab stops in Word 2007 are set at 0.5" intervals from the left margin. You can easily adjust these defaults through the Tabs dialog box.

1. On the **Page Layout** tab, click the **Paragraph Dialog Box Launcher**.

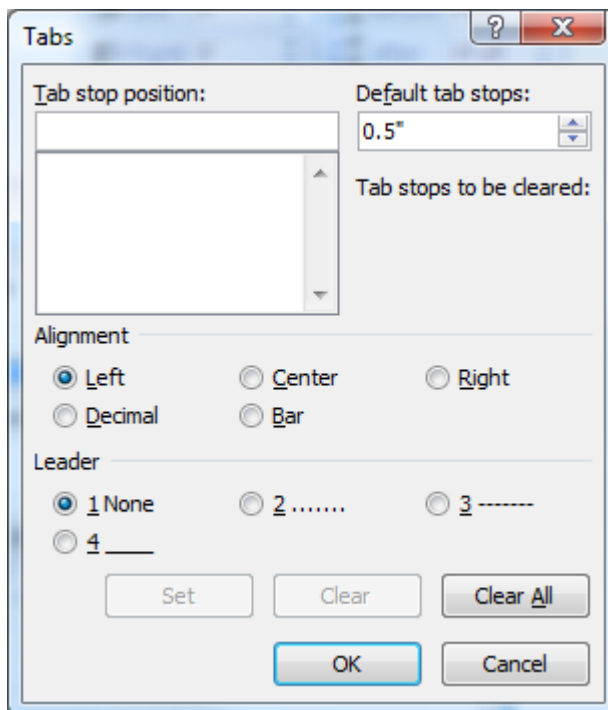


Setting Tabs Continued...

2. In the Paragraph dialog box, click Tabs.



This screen will appear:



Setting Tabs continued...

3. Click on the **Clear All** button to remove the default settings.
4. Select a Tab Alignment and indicate your selection by clicking in the circle next to an option. Definitions:
 - **Left:** Extends text to the right from the tab stop
 - **Center:** Centers text at the tab stop.
 - **Right:** Extends text to the left from the tab stop.
 - **Decimal:** Aligns a decimal point at the tab stop. Text or numbers without a decimal point extend to the left of the tab stop.
 - **Bar:** Inserts a vertical line through the selected paragraph at the ruler position you specify.
5. Leader tabs are effective in connecting text (much like a table of contents). To set a leader tab, select the type of character you want to fill the empty space to the left of a tab stop.
6. Click in the box under the option Tab Stop Position. Enter a new tab stop. Click on the Set button after each tab stop entry.
7. Click on the OK button when all selections have been made.

Line Spacing

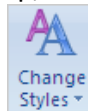
“Microsoft Office Word 2007 introduces a newly designed default template for creating documents. The new template uses fonts that were designed with readability in mind. According to a blog that was active during Word 2007 development, “the new fonts used in Word are based on the ClearType technology that provides a crisper, more easily read display of the fonts on most modern monitors.” Calibri is the new default font for body text, and “to complement the look of Calibri, Cambria was selected for use in headings.”

The default template for creating new documents in Word 2007 also uses “looser” line spacing and introduces extra space between paragraphs. The looser line spacing is actually only 15 percent greater than single spacing (it is not double spacing, or even 1.5 line spacing). Its purpose is to introduce more white space in blocks of text, which makes the text easier to read.

Because many Word users press ENTER twice after every paragraph, the Word 2007 default settings build in that extra space. Customers need to press ENTER only one time to add space between paragraphs.” --From *Microsoft Word 2007 Help*

To set Word 2007 to look like Word 2003 by default:

1. Open a new blank document.
2. On the **Home** tab, in the **Styles** group, click **Change Styles**.

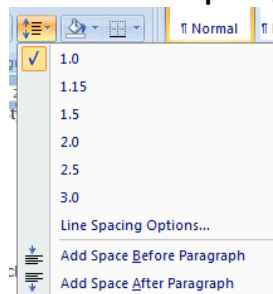


3. Point to **Style Set**, and click **Word 2003**.
4. On the **Home** tab, in the **Styles** group, click **Change Styles**.
5. Point to **Fonts** and under **Built-in**, click **Office Classic**.

If you want to create all documents with the Word 2003 style set and fonts, in the Styles group, click Change Styles, and then click Set as Default.

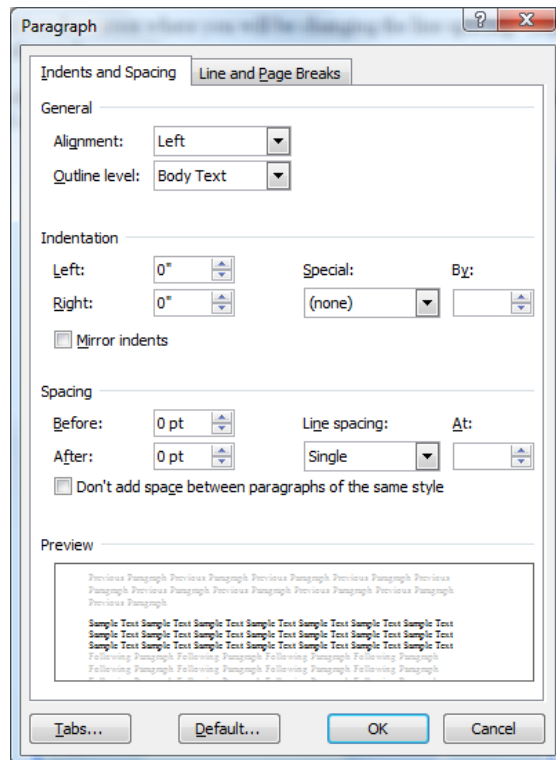
To manually change the line spacing on a new document:

1. Position the cursor where you will be changing the line spacing. Highlight the text to be changed.
2. Select the **Home** tab and click on the **Line Spacing** icon.



Line Spacing Continued...

3. Select the line spacing option you prefer or click on **Line Spacing Options...** and this screen will appear:



4. Click on the down arrow under the **Line Spacing** option. This will invoke a pull down menu of options. They are:
- **Single:** This option will set the line spacing for each line to accommodate the largest font in that line. For example, in a 10-point text, the line spacing is a little more than 10 point the actual size of the characters plus a small amount of extra space. The amount of extra space will vary depending on the font that is used.
 - **1.5 Lines:** This option will set the line spacing for each line to one-and-a-half times that of single line spacing. For example, in 1.5-line-spaced lines of 10-point text, the line spacing is approximately 15 points.
 - **Double:** This option will set the line spacing for each line to twice that of single line spacing. For example, in double-spaced lines of 10-point text, the line spacing is approximately 20 points.
 - **At Least:** This option will set a minimum line spacing that Word 2003 can adjust to accommodate larger font sizes or graphics that would not otherwise fit within the specified spacing.


- **Exactly:** This option will set a fixed line spacing that Word 2003 does not adjust. If portions of characters or graphics appear to be clipped, increase the spacing specified in the minimum or fixed line spacing. This option makes all lines evenly spaced.
- **Multiple:** Allows line spacing to be increased or decreased by any percentage. For example, setting line spacing to a multiple of 1.2 will increase the space by 20 percent, while setting line spacing to a multiple of 0.8 will decrease the spacing by 20 percent. Setting the line spacing at a multiple of 2 is equivalent to setting the line spacing at double. In the **At** box, you will type in the line spacing that you want. The default is three lines.

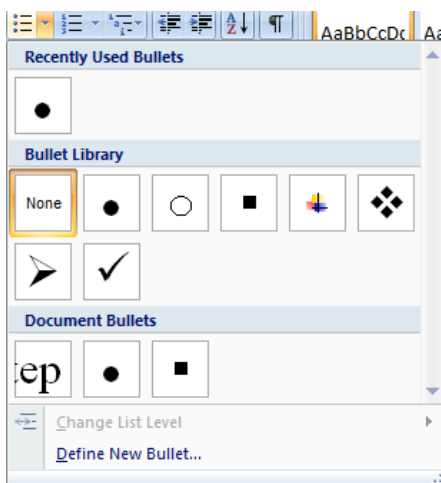
5. Click on **OK** after making your selection.

Creating Bullets & Numbering

Bullets and **Numbering** adds emphasis to important information and should be used sparingly to preserve the reader's attention. Both Bullets and Numbering options are found within the **Paragraph** group on the **Home** tab.

Creating Bullets

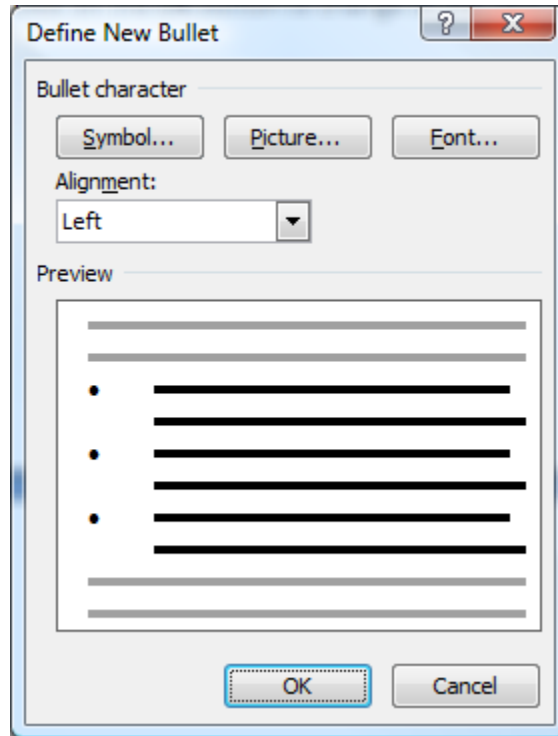
1. Position your cursor where you would like to invoke the bullet option.
2. On the **Home** tab, click on the **Bullet** icon  button in the **Paragraph** group.
 - Here is a bulleted item
3. To turn off the option, click on the **Bullet** icon again.
4. To change the bullet symbol, click on the pull down menu to the right of the **Bullet** icon. This screen will appear:



* You can also right click on an existing bullet and select Bullets.


Creating Bullets Continued...

5. Click on a style and then click on the **OK** button to change to the new style and return to the document.
6. You can also access additional bullet symbols by clicking on the **Define New Bullet...** option. This screen will appear:

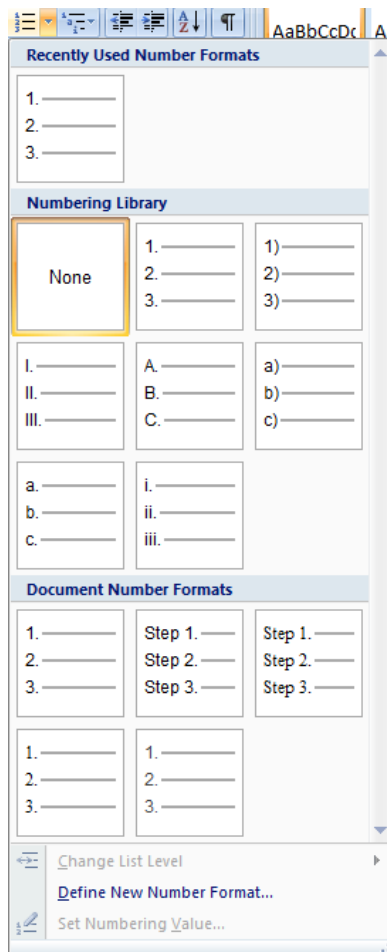


For additional Bullet symbols, click on the **Symbol**, **Picture**, or **Font** button and select the desired style. Once you find the style desired, highlight the bullet you wish to use and click on **OK**.

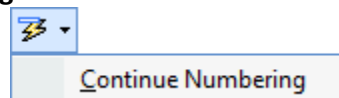
Numbered Lists

To create a numbered list, click on the Numbering icon  on the Home tab. Each time you hit the <Enter> key, the next chronological number will appear until you turn the number option off by clicking it again.

To adjust the numbered list format, click on the pull down menu to the right of the **Numbering** icon. This screen will appear:



It is also possible to interrupt a list and insert text in an un-numbered format. Turn off the numbering option and when you want to continue from previous list, just click on the **Numbering** icon and select **Continue Numbering** as seen below:

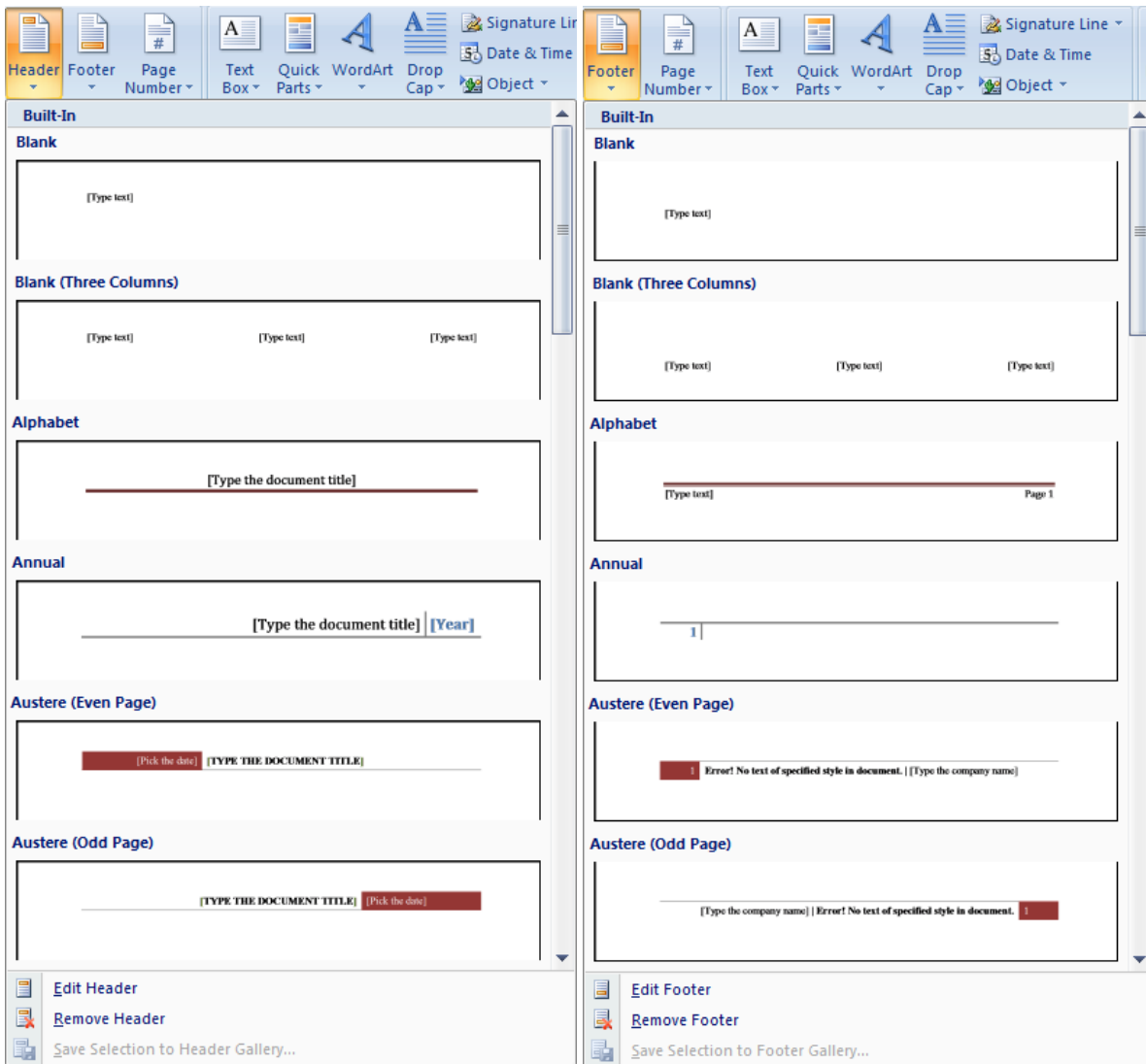


You can also customize the numbers by modifying the font of the numbers, numbering sequence, numbering position, numbering style, or text before the numbering. Just click on **Define New Number Format...**

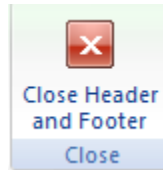
Headers and Footers

Consistent text at the top of each page (header) or at the bottom of each page (footer) can easily be created in Word 2007.

1. Select the **Insert** tab.
2. Click on either the **Header** or **Footer** icon and one the following screens will appear:

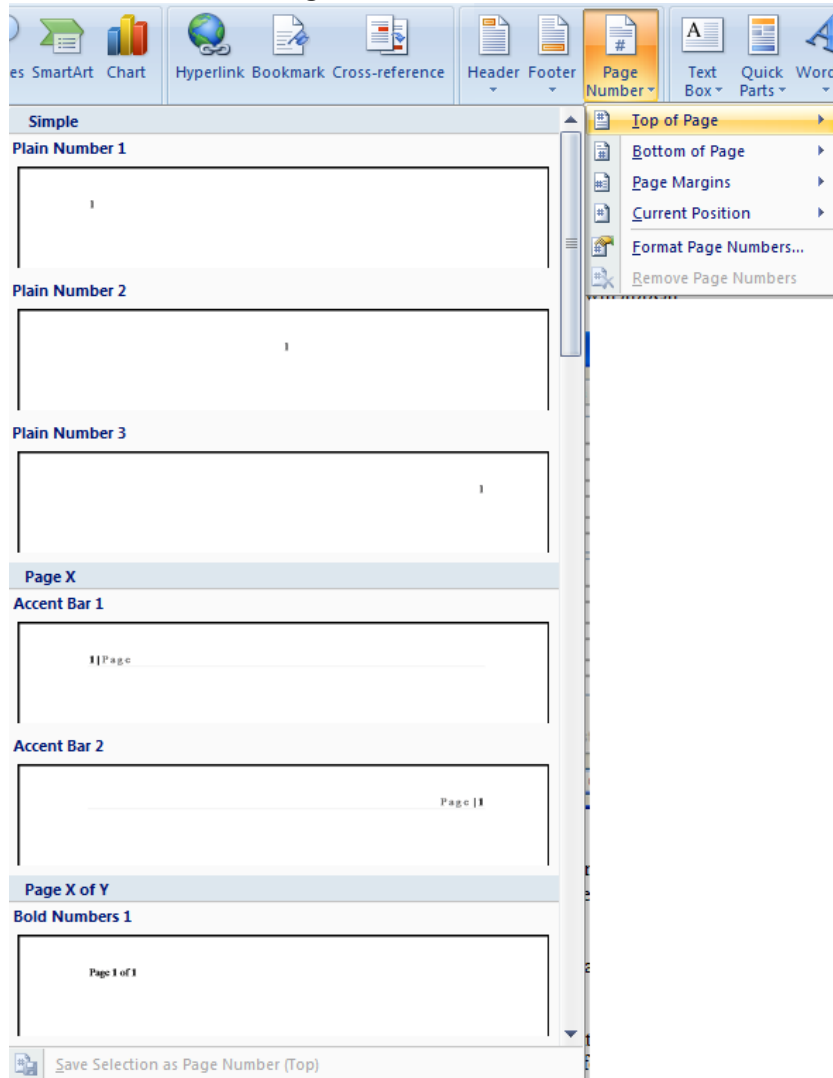


3. To just access the **Header** or **Footer**, click on either **Edit Header** or **Edit Footer**. You can also select whichever built-in option best suits your needs.
4. To complete the header and footer insertion, click on the **Close Header and Footer** icon.



Inserting Page Numbering

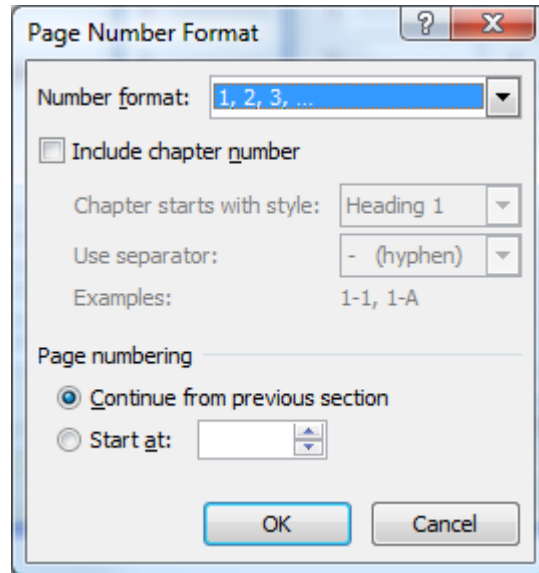
1. Place the cursor at the beginning of the document.
2. On the **Insert** tab, click on the **Page Number** icon.



Page Numbering Continued...

3. Select the desired location of your page numbers to see different options.
4. For additional options, click on **Format Page Numbers**. This screen will appear allowing you to format page numbering options:

From this Dialog Box, you have the ability to select the type of page numbering format, how page numbering starts, and whether to include the chapter number with the page number.

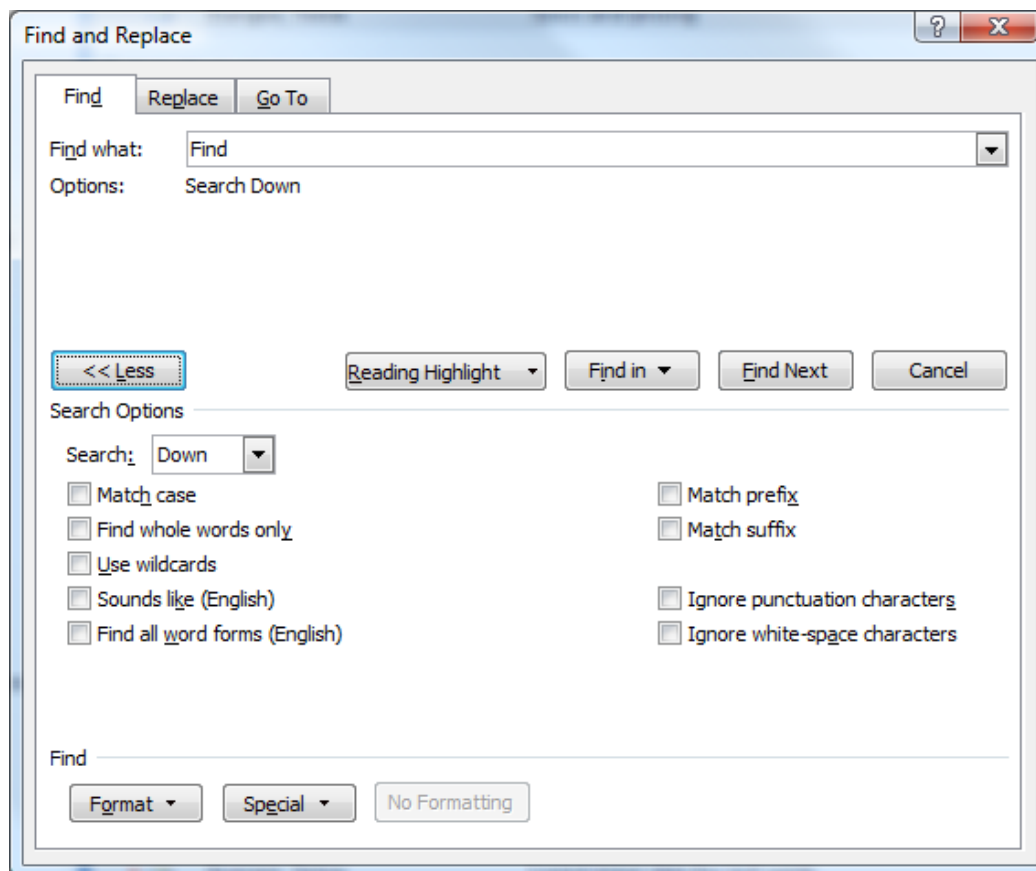


Find & Replace

You can easily review or change text, graphics, footnotes, or other elements in a document, by conducting a “find” (search) operation and then “replace” (change) the text with an alternate phrase or text format. You can also find and replace special characters such as fields, tab characters, page breaks, optional hyphens, and paragraph marks.

Find (Searching text)

1. Select the **Home** tab and click on **Find**. This screen will appear:



Dialog Box Options

- **Find What:** Type the information or word you want to find.
- **Format:** Specifies the formatting you’re looking for in the Find What box.
- **Less:** This button will take away the bottom options replacing the Less button with a More button.

Find and Replace Continued...

- **Search:** Set the direction of the search.
 - **All:** This option will search the entire document from the insertion point.
 - **Up:** This option will search from the insertion point or end of the selection to the beginning of the document or selection.

 - **Down:** This option will search from the insertion point or beginning of the selection to the end of the document or selection

- **Match Case:** This feature finds only those occurrences with the exact combination of uppercase and lowercase letters specified in the Find What box. Word 2003 considers only the case of letters as they were originally typed, even if they have been capitalized with the Small Caps or All Caps character format.

- **Find Whole Words Only:** This feature finds occurrences that are words, and not part of a larger word. If you search only for formatting, this option finds only entire words with the specified formatting.

- **Use Wildcards:** To fine-tune a search for text or documents, you can use wildcards. For example, the wildcard "?" finds any single character; a search for "s?t" finds "sit" and "set."

- **Sounds Like:** Finds words that sound the same as the search text but are spelled differently, such as "Gene" and "Jean" and "gray" and "grey"

- **Find All Word Forms:** You can search for and replace the following:
 - Singular and plural noun forms (for example, replace "apple" with "orange" at the same time you replace "apples" with "oranges").
 - All tenses of a root verb (for example, replace "sit" with "stand" at the same time you replace "sat" with "stood").

- **No Formatting:** Removes all formatting specified below the **Find What** box.

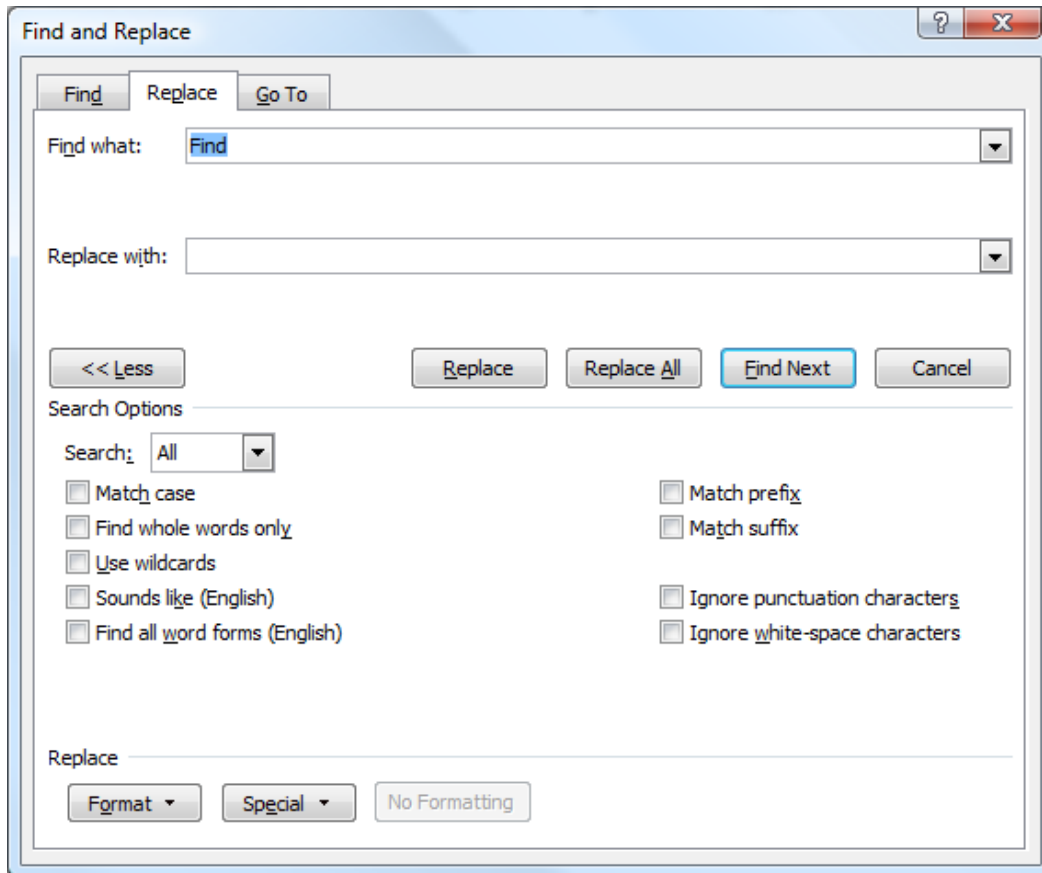
- **Format:** Display a list of formatting search or replacements options, with or without specifying text. See Font command, Paragraph command, Language command, or Style command.

- **Special:** Selects the special character you are searching for.

- **Find Next:** Finds and selects the next occurrence of the text or formatting specified in the Find What box.

Replacing Text

1. Select the **Home** tab and click on **Replace** and this screen will appear:

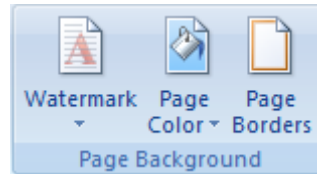


2. Enter the text you are searching for in the Find What box.
3. Enter the text complete with any formatting changes in the Replace With box. Note: Word 2007 retains an inventory of specified “find and replace” operations during the Word 2007 session. Click on the down arrow next to each option for this list.
4. There are two methods of replacing text. To conduct a find and replace on an individual basis, click on the **Replace** button. If you want to globally replace the text within the document, click on the **Replace All** button.

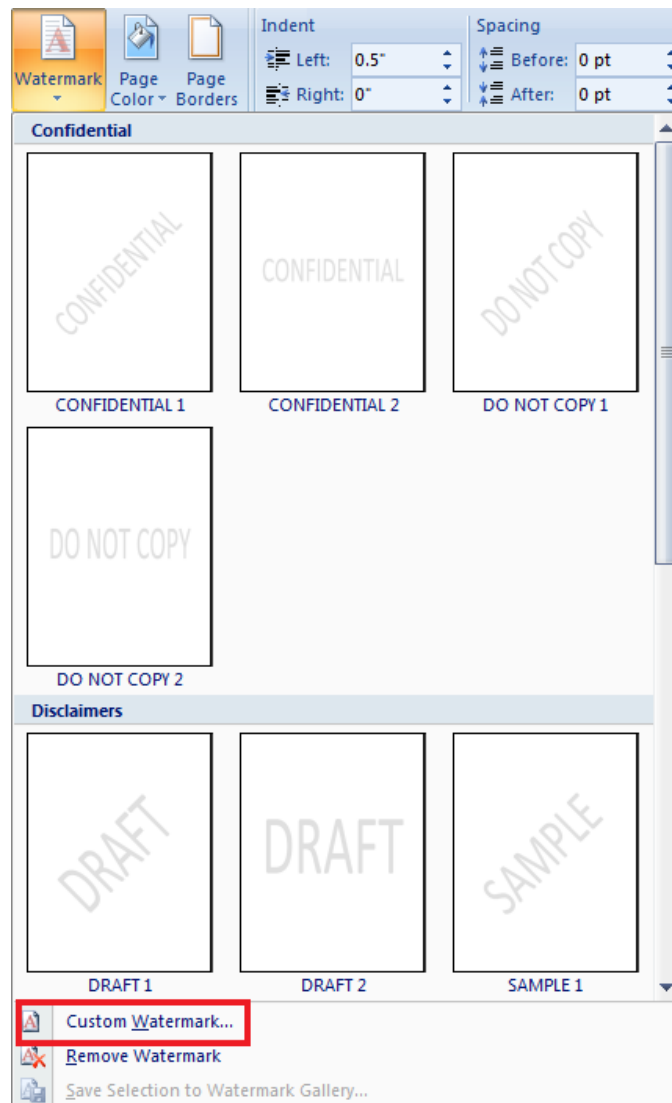
Adding a Watermark

You can insert a predesigned watermark from a gallery of watermark text, or you can insert a watermark with custom text.

1. On the **Page Layout** tab, in the **Page Background** group, click on **Watermark**

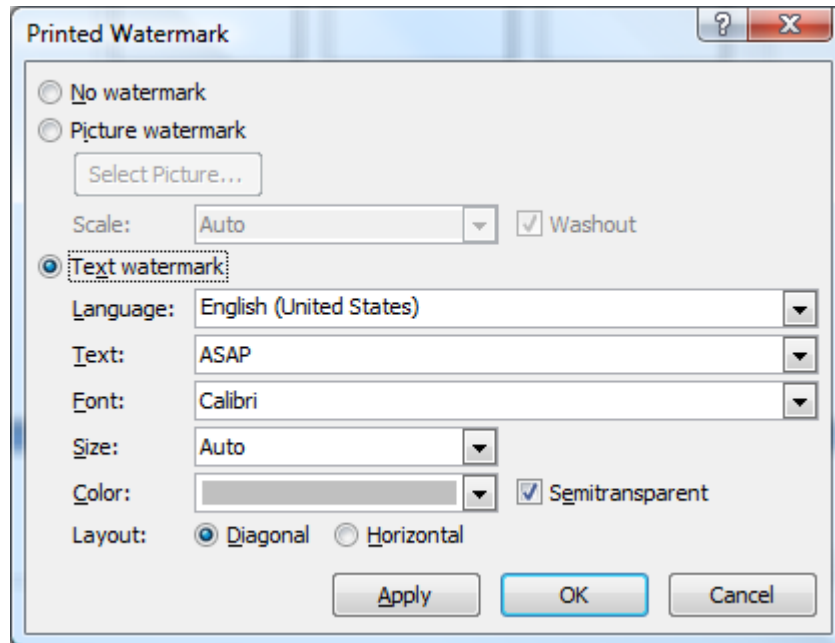


2. Select a predesigned watermark from the gallery or click on **Custom Watermark** (Continued on next page...)



Adding a Watermark Continued...

3. After clicking on **Custom Watermark**, the **Printed Watermark** dialog box will open.



4. Select either **No watermark**, **Picture watermark**, or **Text watermark**
- To add a **Picture watermark**:
 1. Select the **Picture watermark** radio button and click on **Select Picture...**
 2. Find the picture that you want to use and click **Insert**
 3. To change the size of the picture, select a percentage under **Scale**.
 4. Select **Washout** to lighten the picture.
 5. Click **OK**
 - To add a **Text Watermark**:
 1. Select the **Text watermark** radio button.
 2. Type in the desired text in the **Text** field or select a text from the drop down list.
 3. Make any desired changes to the **Font**, **Size**, or **Color** from the drop down lists.
 4. Select a **Layout (Diagonal or Horizontal)**
 5. Click **OK**

****Note:** Watermarks can be viewed only in Print Layout and Full Screen Reading views and on the printed page.