

The Keyboard (A Review)



Backspace key deletes one character to the left of the cursor.

Caps Lock key will result in everything you type being in uppercase. Press it again to turn it off.

Control and Alt keys are used in combination with other keys as shortcuts to activate commands.

Delete key deletes one character to the right of the cursor.

Enter key move to the next line in word processing, as a "return" key would do.

Function keys perform shortcuts in programs, their command differs in each program. F1 usually is used for Help.

Number pad and Num Lock when the Number Lock key is pressed all the keys in the number pad are activated and you can use it to easily type numbers and mathematical processes.

Shift key as with a typewriter it allows you to type uppercase letters or the symbols or other characters shown on the top portion of the keys.

Space bar inserts one space between characters.

Tab key Moves the cursor in one half-inch increments.

Selecting Text

You may want to change the formatting of text in your document. But before any of these actions can be preformed you must select the text. There are many ways that you can do this. Some are with the mouse and others with the keyboard.

1- Using the Mouse

- | | |
|--------------------------|---------------------------|
| 1- Click, hold, and drag | Selects a specified area |
| 2-Double click a word | Selects a whole word. |
| 3-Triple Click | Selects a whole paragraph |

2- Using the Keyboard

- | | |
|--------------|--------------------------------------|
| Control + a | Selects the entire document |
| Shift + ← | Selects one character to the left |
| Shift + → | Selects one character to the right |
| Shift + ↑ | Selects one line up |
| Shift + ↓ | Selects one line down |
| Shift + Home | Selects to the beginning of the line |
| Shift + End | Selects to the end of the document |

Microsoft Word 2007

Opening Word 2007

Open word via Desktop Shortcut

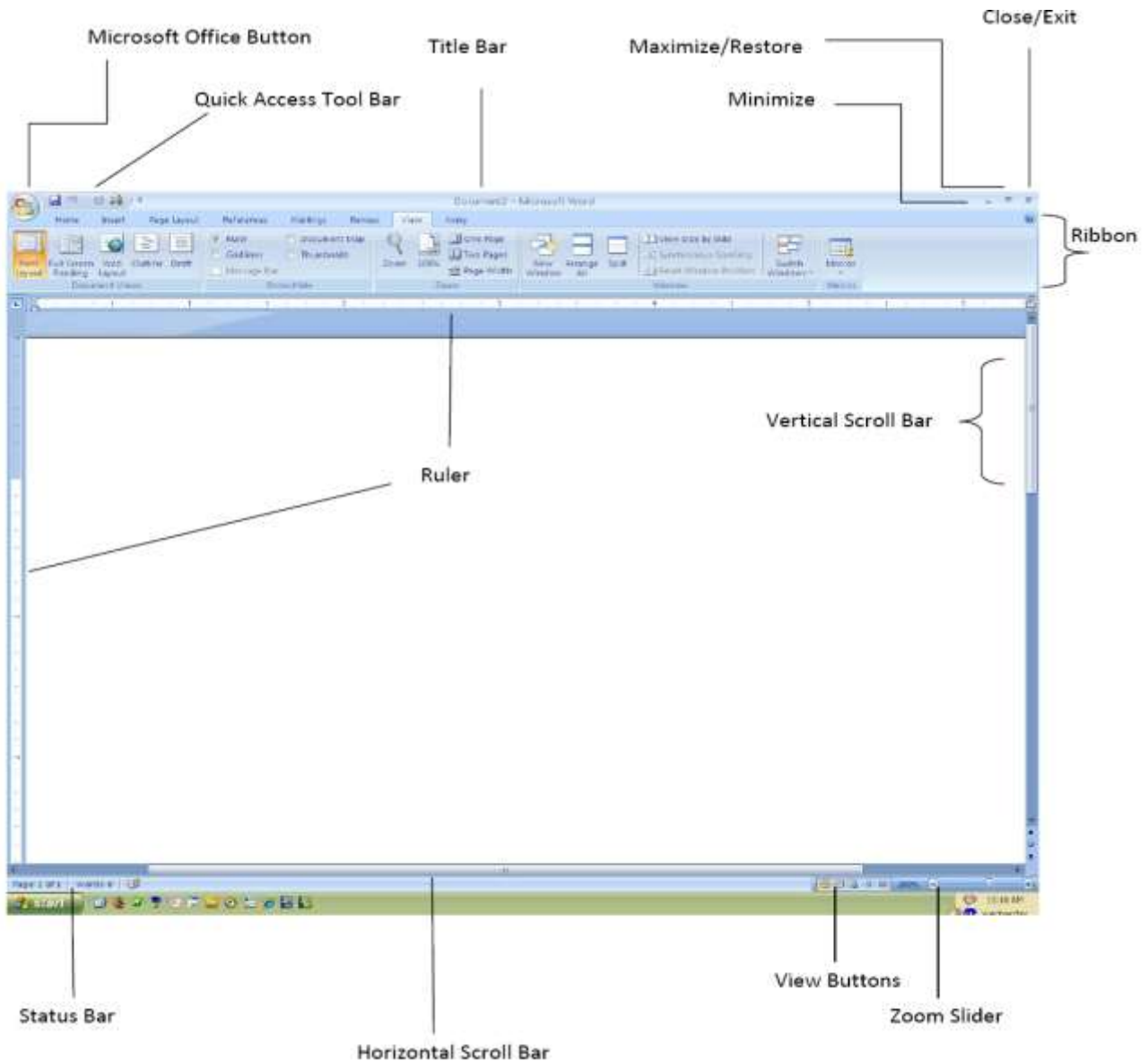
1. Double click on **Microsoft Office Word 2007** icon.



Open Word via the Start Menu

1. Click on the **Start Menu**.
2. Click on **Programs**.
3. Click on **Microsoft Office**.
4. Click on **Microsoft Office Word 2007**.

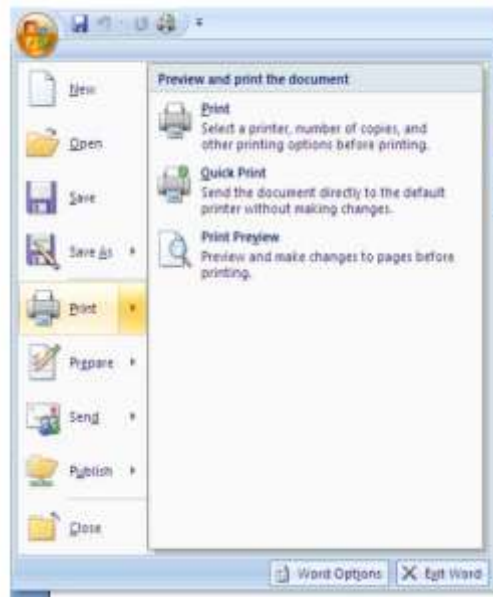
Microsoft Office Word 2007 Window



Microsoft Office Button

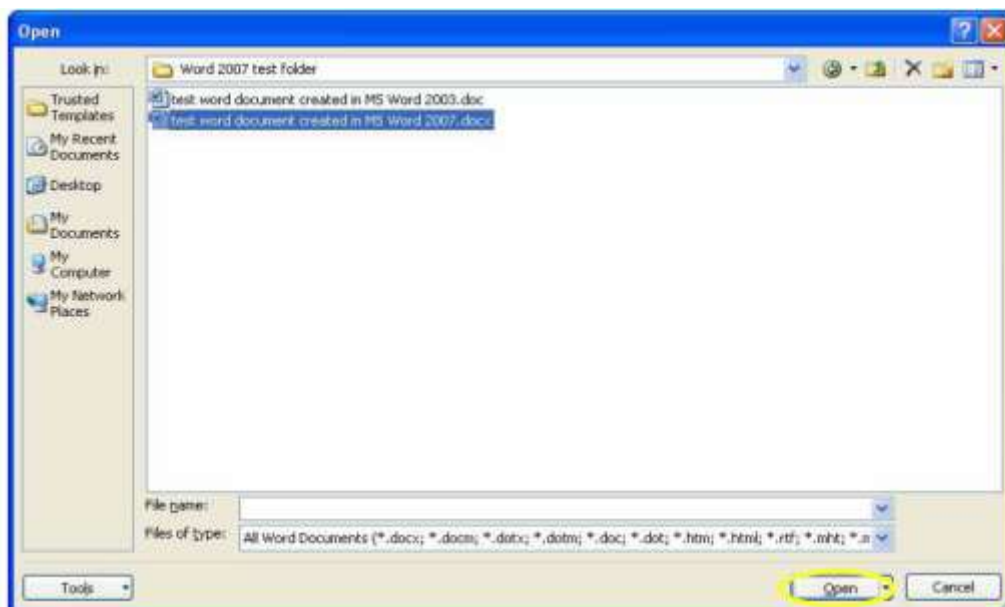


When Microsoft created Word 2007 they did a little redesigning. The Office Button replaces the old File Menu. Here is where you will find New, Open, Save, Save As, Print.



Opening a File

1. Open **Word 2007**.
 2. Click the **Office Button**.
 3. Click **Open**. The Open dialog box appears. Find your file that you just saved and click it.
 4. Click the **Open** button on the bottom right hand side of the dialog box.
- Note:** You can also double click the file to open it.



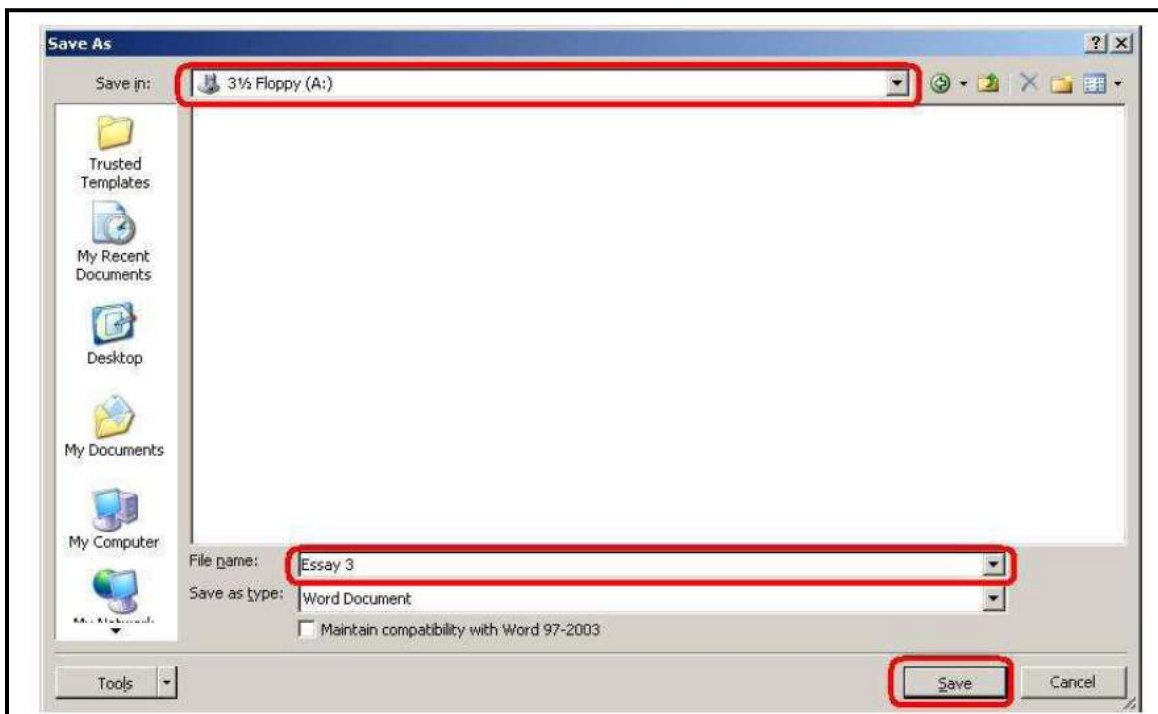
Saving a File

Once you have created your document, you may wish to save it onto a disk for later use. Once it has been saved, you will always have a copy of the document for future use.

1. You should be in the document you want to save.
2. Click the Microsoft Office button.
3. Click **Save**.

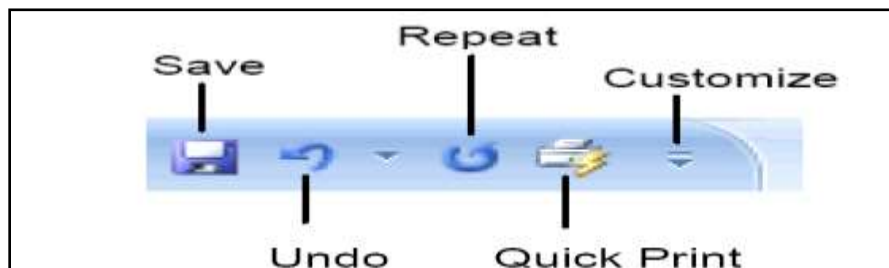
Note: The **Save As** dialog box opens when you save for the first time.

4. In the **File Name** box, type in the name you want to give the file.
5. Click the **Save** button.
6. The document has now been saved. The file name should appear in the title bar of your document.
7. Click the **X** in the right- hand side of your screen to close Word.



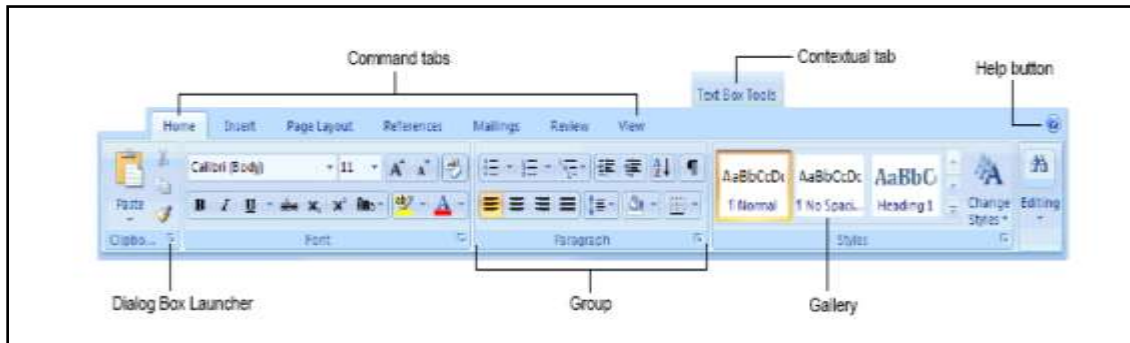
Quick Access Toolbar

Microsoft created this **Quick Access Toolbar** to be able to create a tool bar with buttons you click to perform frequently used commands. The Save, Undo, Redo/Repeat, and Quick Print buttons appear by default. You can add your favorite or most used commands to the **Quick Access Toolbar** by clicking the arrow next to the quick print. It will bring up a list of commands that you can choose from.



Microsoft Office 2007 Ribbons

A **Ribbon** is an area that displays commands organized in groups and tabs. The Ribbon replaces the menus and toolbars found in previous versions of Word.



Command tabs: Appears by default whenever you open a Microsoft Office. You click on the tab to view its commands.

Contextual tabs: Appear when you perform a specific task and offer commands only to that task. For example if you insert a picture you will see a **Picture Tools** tab.

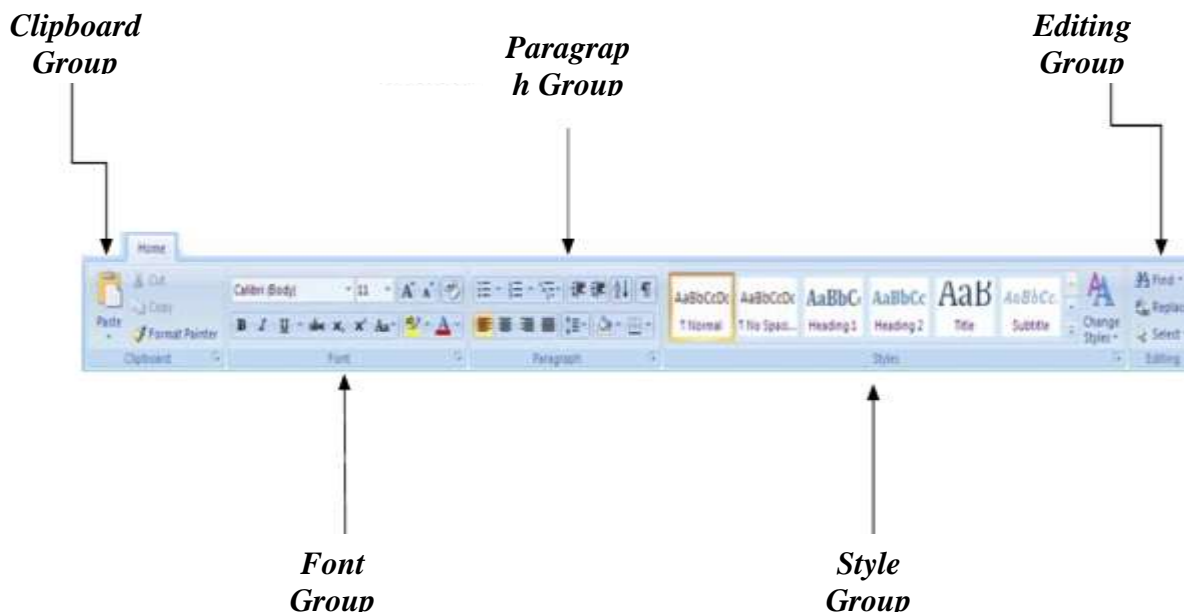
Group: To help you find commands easier they are arranged into groups of related commands.

Gallery: A gallery is a set of thumbnail pictures that show the result of applying a set of formatting commands.

Help Button: When you click this the help window appears.

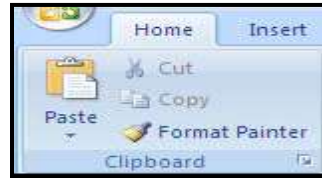
Command Tabs

1- Home Tab



Clipboard Group: this is where you will find

- 1- paste
- 2- copy
- 3- cut



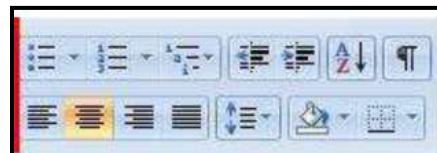
Font Group: this contains

- 1- Font Type,
- 2- Size,
- 3- Color,
- 4- Bold,
- 5- Italics,
- 6- Underline,
- 7- increase or decrease font size .
- 8- strike through.
- 9- subscript and superscript
- 10- highlight text commands.



Paragraph Group: this contains

- 1- bullets,
- 2- numbering,
- 3- multilevel lists,
- 4- increase and decrease indents,
- 5- sort,
- 6- show/hide paragraph marks,
- 7- align,
- 8- spacing,
- 9- shading and boarder commands.



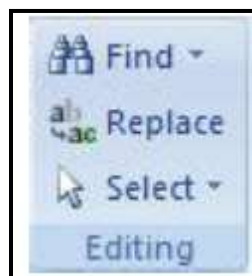
Styles Group: contains collections of

- 1- paragraph formats that are stored together and can be applied quickly.

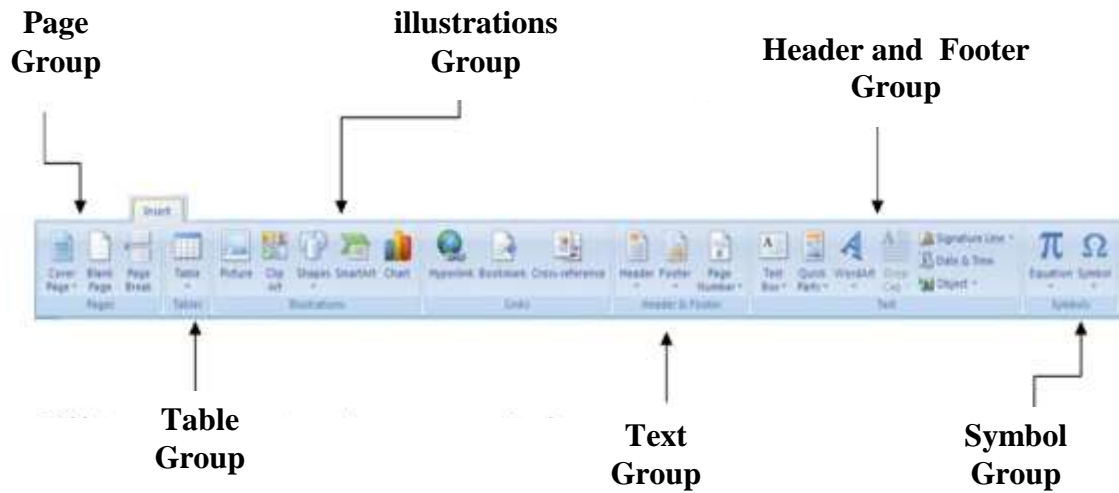


Editing Group: Contains Find,

- 1- Replace and Select commands.

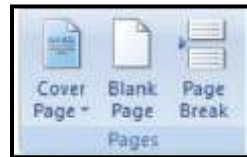


2- Insert Tab

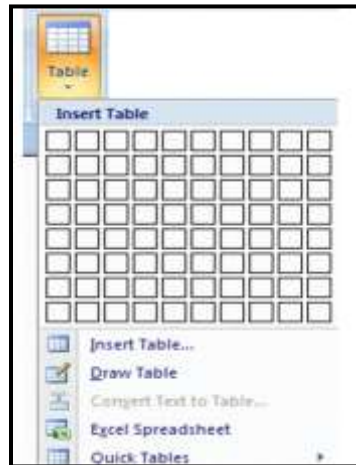


Pages Group: contains

1. Cover Page.
2. Insert.
3. Blank Page and Page Break Commands.



Tables Group: helps you to create a table in your document.



Illustrations Group Contains

1. insert Picture.
2. Clipart.
3. Shapes.
4. Smart Art .
5. Chart Commands.



Header and Footer Group: contains the

1. insert Header, Footer .
2. Page number commands.

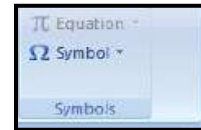


Text Group: contains the insert

1. Text Box.
2. Quick Parts.
3. Word Art.
4. Drop Cap.
5. Signature Line.
6. Date & Time and Object commands.

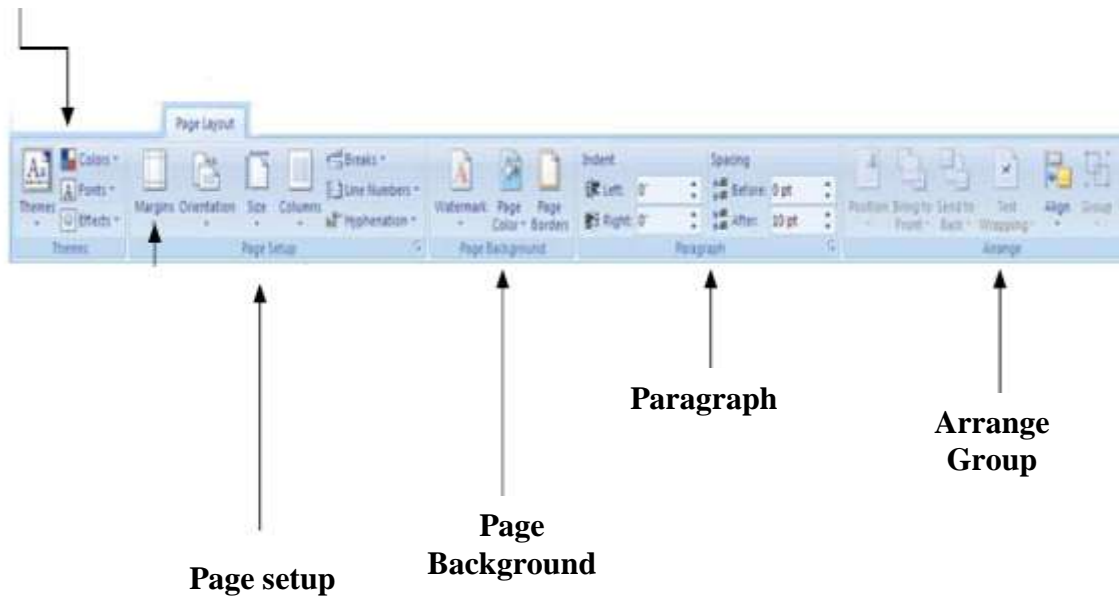


Symbols Group: contains the insert equation and symbol commands



Page Layout Tab

Them



Page Layout Tab

Themes Group: helps you to create and modify themes. **Themes** help you to create a matching professional looking document by having predefined fonts, colors, and style options.

Page setup is contain

Margins: allows you to change the margins of your document.

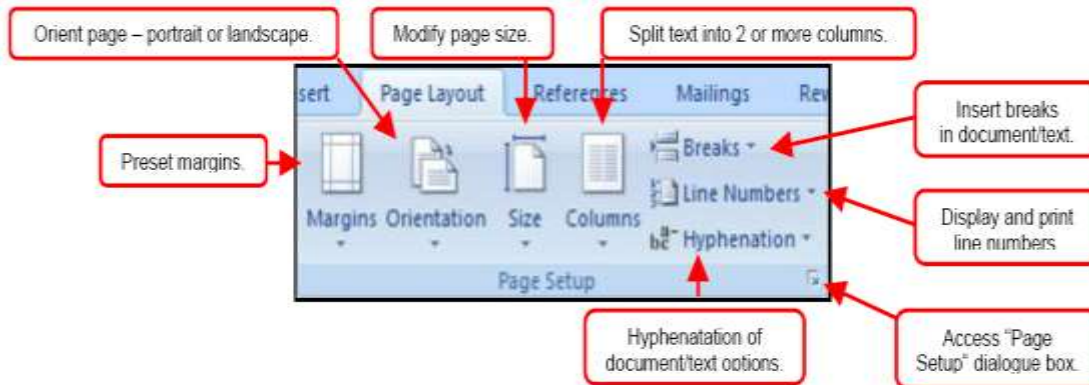
Orientation: gives you the option of having your document portrait or landscape.

Size: allows you to change the size of your page.

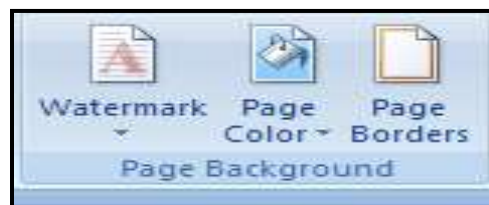
Columns: helps to create columns in your document.

Breaks: allows you to change the margins of your document. **Line numbers:** adds line numbers in the margins alongside of each line of the document.

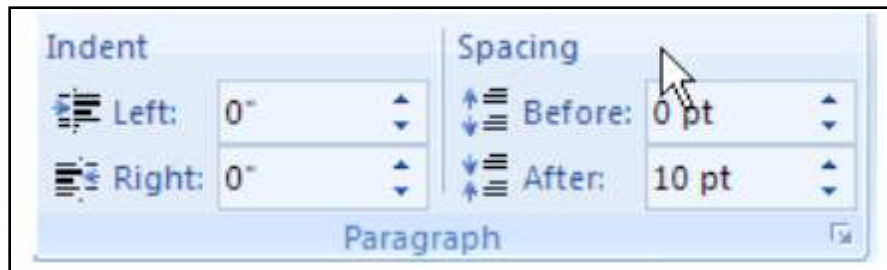
Hyphenation: turns on hyphenation – which allows words to be broken between syllables of words.



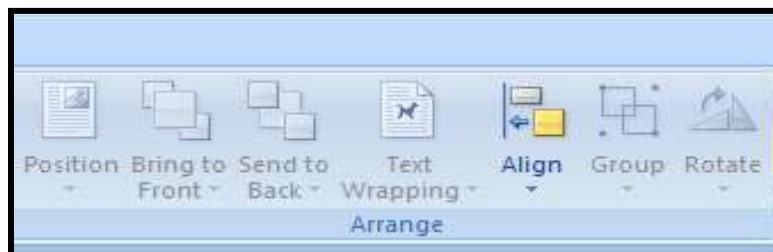
Page Background group: contains commands to add a watermark, add page color and borders.



Paragraph Group: contains left and right indents and spacing before and after paragraphs.



Arrange Group : gives you options for arranging objects in your document.



References Tab

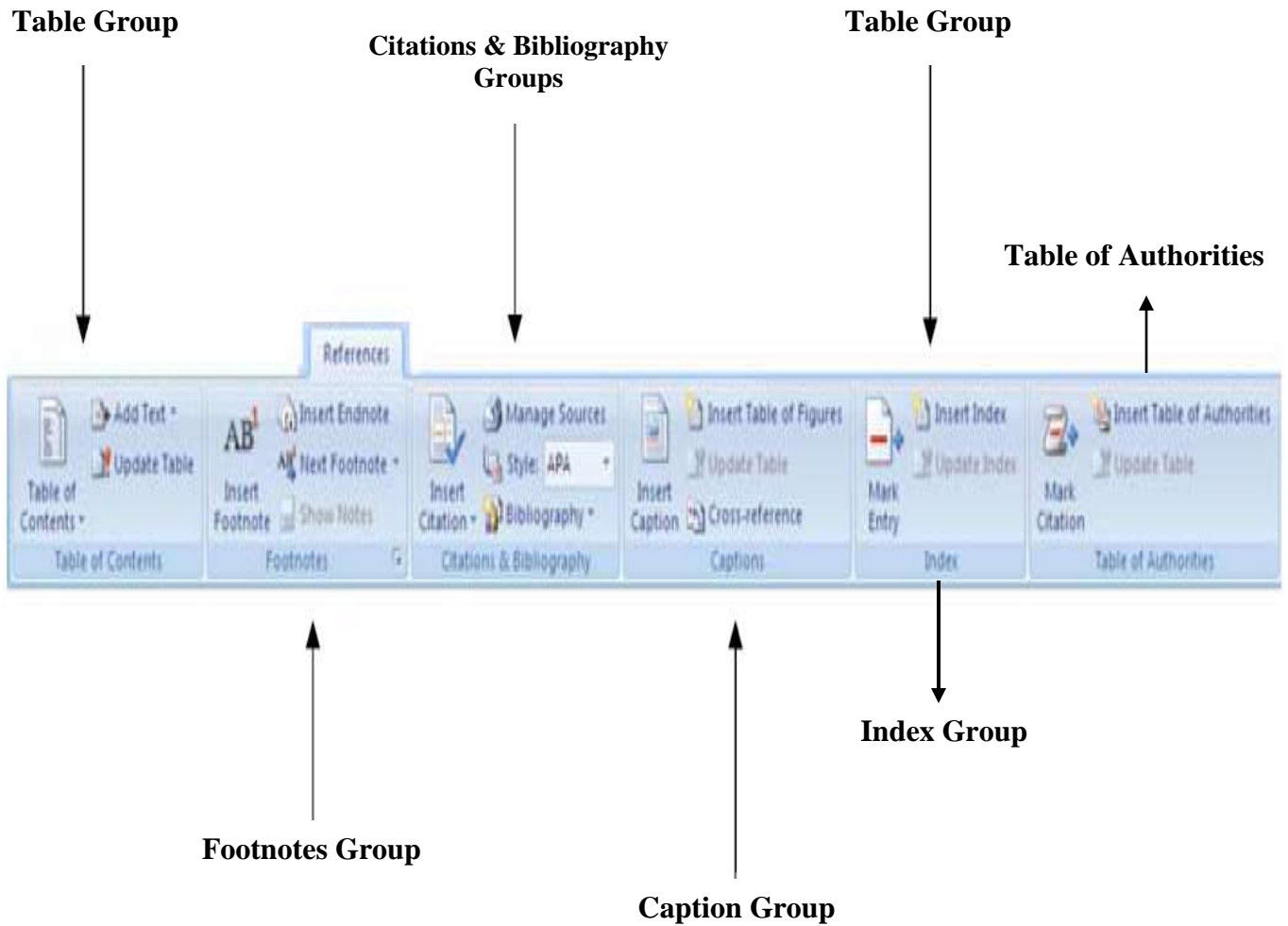
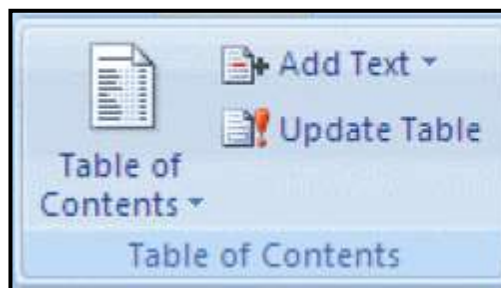
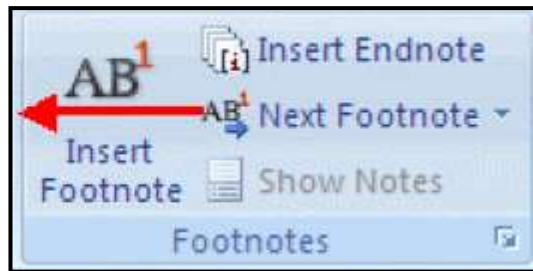


Table Group: allows you to create and manipulate a table of contents for your document.



Footnotes group: allows inserting and editing of footnotes and endnotes.

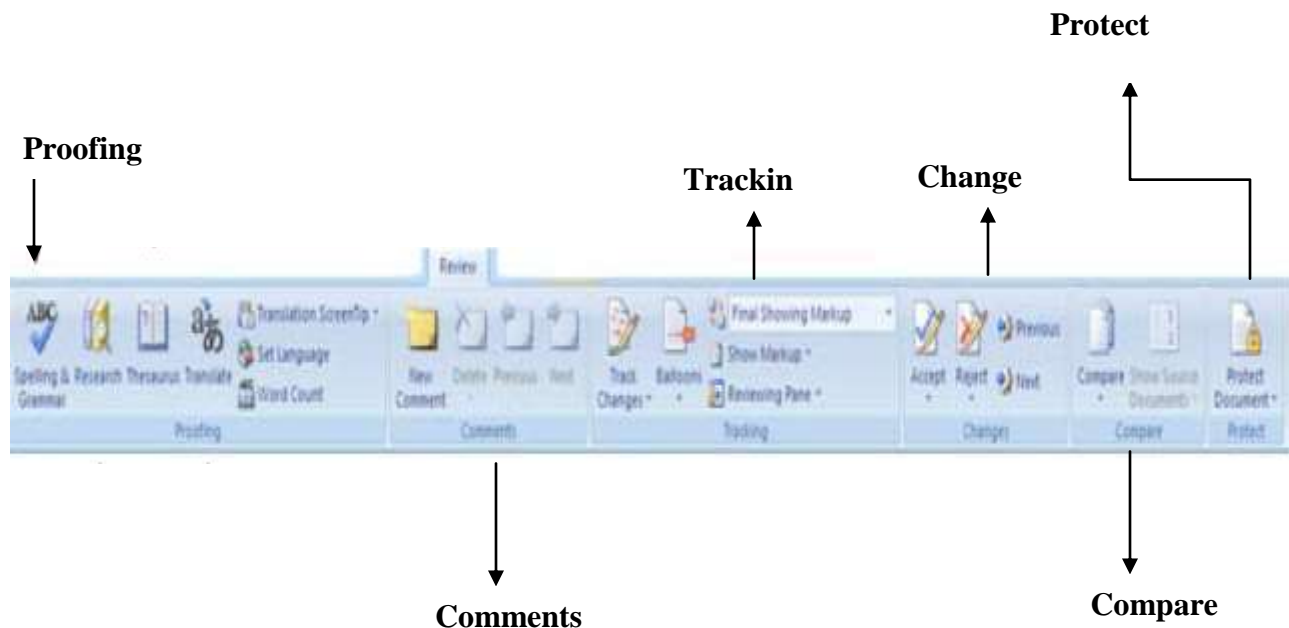


Citations & Bibliography groups: allows you to insert citations and creates a bibliography.

Captions group: gives you commands that will add captions to pictures, insert table of figures and cross references.

Index group: gives you commands that create an index for your document.

Review Tab



Proofing contain the command

Spelling and Grammar: checks the spelling and grammar in your document.



Research: opens the research pane to search through reference materials, such as dictionaries, encyclopedias and translation services.

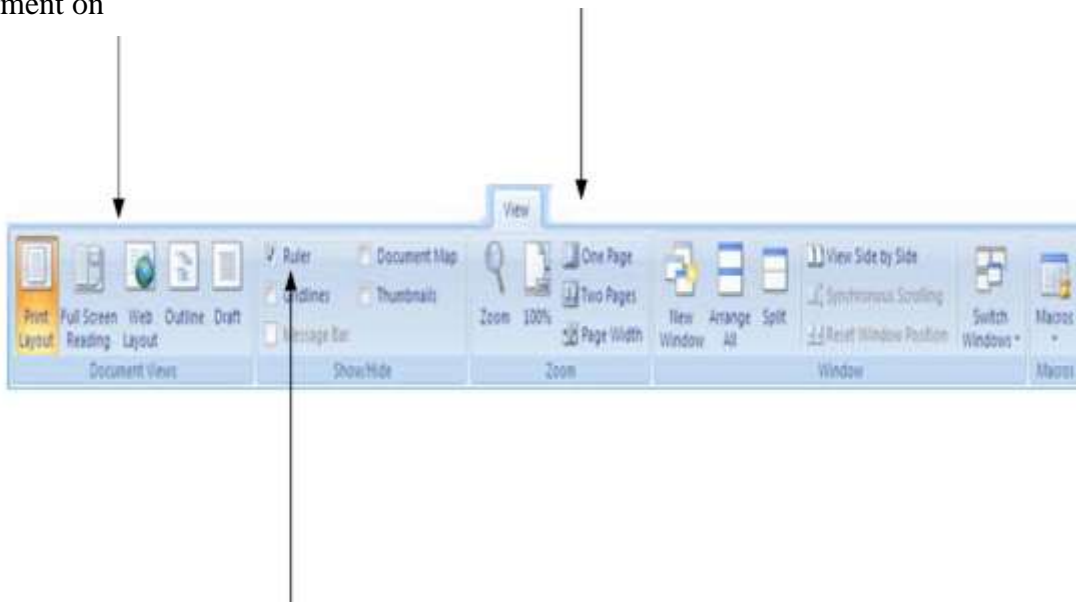
Thesaurus: gives you a selection of different words that have the same meaning of the word you have selected.

Translate: translates selected text into a different language.

View Tab

Document Views group: allows you to change the view of your document on

Zoom group: allows you to zoom in and out of your document



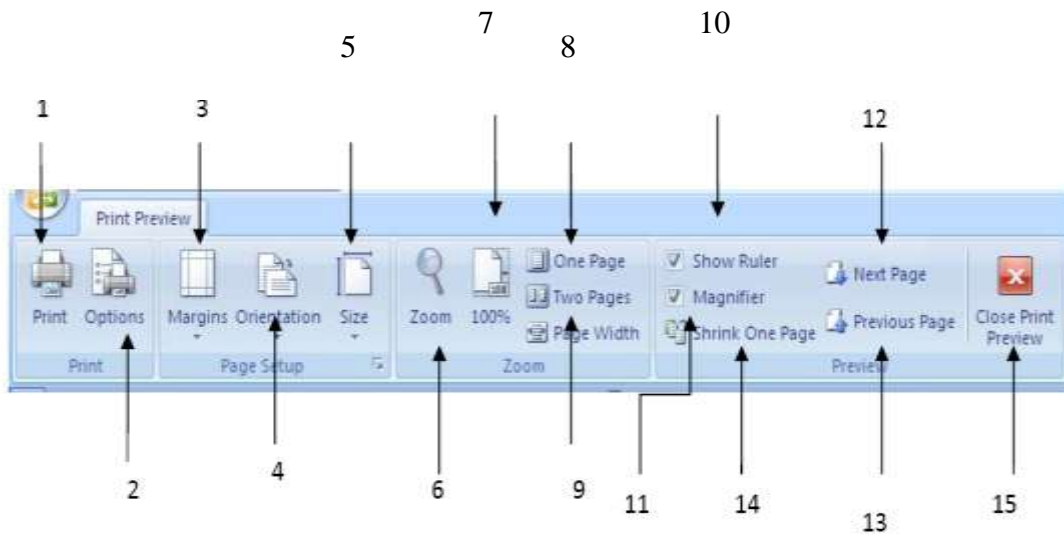
Ruler: shows or hides the ruler at the top and left side of your screen. You would use this to line up objects in your document

Print Preview

Before you print your document we recommend that you do a **Print Preview**. This will allow you

to make sure you don't need to adjust anything in your document.


1. Click the **Office Button**.
2. Click **Print**.
3. Select **Print Preview**.



1. **Print** Sends your document to the printer
2. **Options** Opens the options dialog box in which you can change printing.
3. **Margins** Allows you to change the margin sizes for your whole document
4. **Orientation** Switch between Portrait and Landscape
5. **Size** Choose paper size for the current section
6. **Zoom** Brings up the Zoom Dialog box which allows you to zoom in and out of your document.
7. **100%** Shows the document to 100% of the normal size
8. **One Page** Shows the whole page on the screen
9. **Two Page** Zooms the document so that 2 pages fit on the screen
10. **Show ruler** If checked will show you the rulers that are used to measure and line up objects.
11. **Magnifier** Turns the cursor into a magnifying glass which can be used to quickly toggle between 100% and Fit Whole Page zoom levels through clicking the document.
12. **Next Page** Moves you to the next page of your document
13. **Previous Page** Moves you to the previous page of your document.
14. **Shrink One Page** Attempt to shrink the document by one page by slightly reducing text size and spacing in the document.
15. **Close Print Preview** Exits you out of print preview.

Set a password for a document

To allow only authorized reviewers to view or modify your content, you can help secure your entire document with a password.

1. Click the **Microsoft Office Button** , and then click **Save As**.
2. Click **Tools**, and then click **General Options**.
3. Do one or both of the following:
 - If you want reviewers to enter a password before they can view the document, type a password in the **Password to open** box.
 - If you want reviewers to enter a password before

Printing Your Document

- 1- Now that you have finished creating your document it's time to print!
- 2- Click on the **Office Button**.
- 3- Click on **Print**.
- 4- The **Print Dialog Box** opens. Here is where you can select different page ranges that
- 5- you want to print, the current page, the selected area, or specific pages. You can also
- 6- select to print multiple copies of the document.

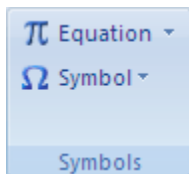
Use the Office Word 2007 features

When you open a document that contains an equation that was written in a previous version of Word, you cannot use the built-in support for writing and changing equations unless you convert your document to Office Word 2007. To convert your document, do the following:

1. Click the **Microsoft Office Button** , and then click **Convert**.

Insert a commonly used math structure

1. On the **Insert** tab, in the **Symbols** group, click the arrow next to **Equations**, and then click **Insert New Equation**.



2. Under **Equation Tools**, on the **Design** tab, in the **Structures** group, click the structure type that you want, such as a fraction or a radical, and then click the structure that you want.
3. If the structure contains placeholders, click in the placeholders and type the numbers or symbols that you want. Equation placeholders are small, dotted boxes in an equation $\frac{\square}{2}$.