

Microsoft Office 2007 (Brief Concepts and Techniques)
Windows XP Edition

I. Creating and Editing a Word Document

a. Objectives

- i. Start and quit Word
- ii. Describe the Word window
- iii. Enter text in a document
- iv. Check Spelling as you type
- v. Save a document
- vi. Format text, paragraphs, and document elements
- vii. Undo and redo commands or actions
- viii. Insert a picture and format it
- ix. Print a document
- x. Change document properties
- xi. Correct errors in a document
- xii. Use Word's Help

II. What Is Microsoft Office Word 2007?

Microsoft Office Word 2007 is a full-featured word processing program that allows you to create professional-looking documents and revise them easily. A document is a printed or electronic medium people use to communicate with others. With Word, you can develop many types of documents, including flyers, letters, memos, resumes, reports, fax cover sheets, mailing labels, and newsletters. Word also provides tools that enable you to create Web pages.

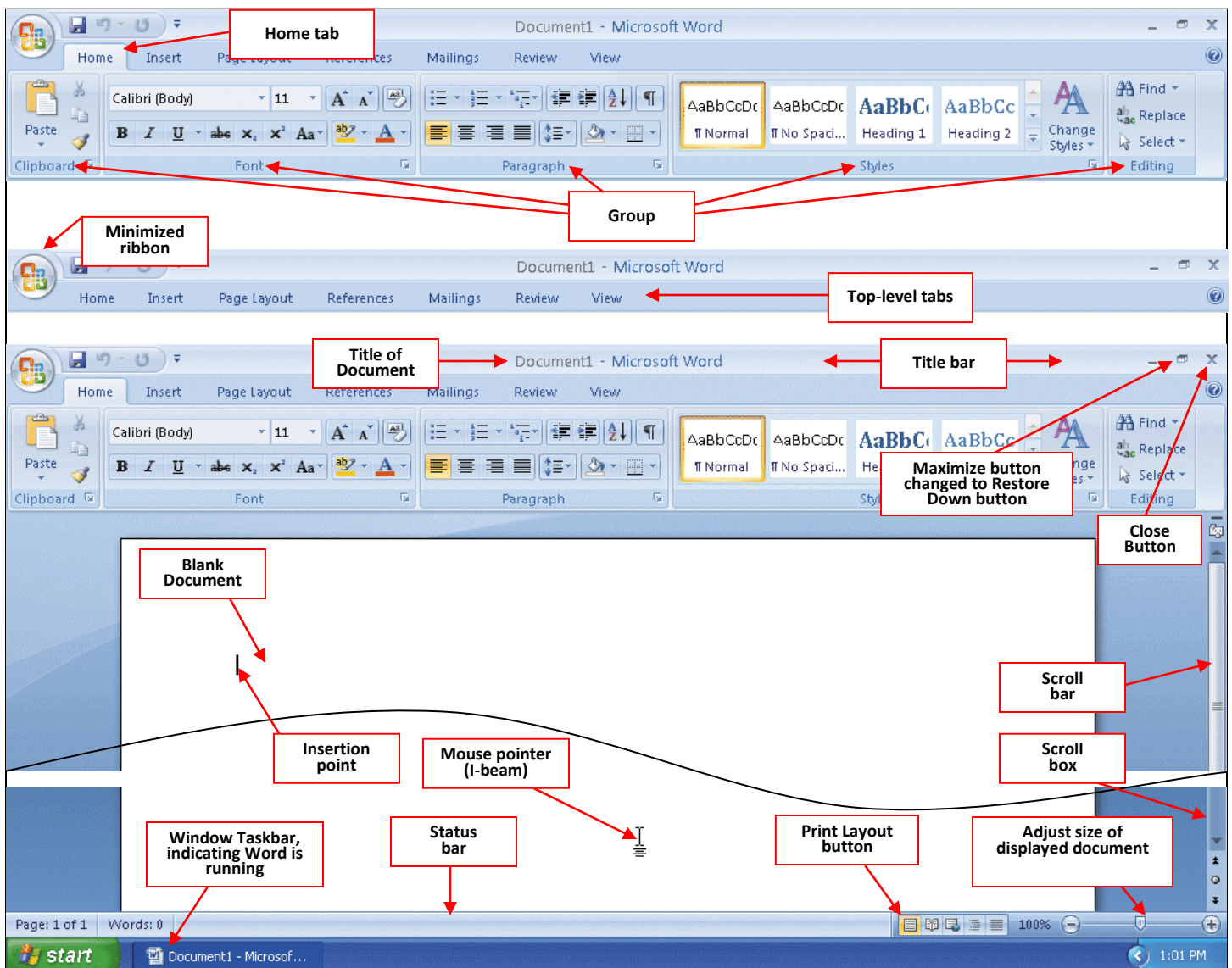
This latest version of Word has many new features to make you more productive. For example, Word has many predefined, text and graphical elements designed to assist you with preparing documents. Word also includes new charting and diagramming tools; uses themes so that you can coordinate colors, fonts, and graphics; and has a feature that enables you to convert a document to a PDF format.

III. Starting Word

- a. Click the Start button on the Windows taskbar to display the Start menu.
- b. Point to All Programs on the Start menu to display the All Programs submenu.
- c. Point to Microsoft Office on the All Programs submenu to display the Microsoft Office submenu.
- d. Click the Microsoft Office Word 2007 command.



Figure for Quiz 5



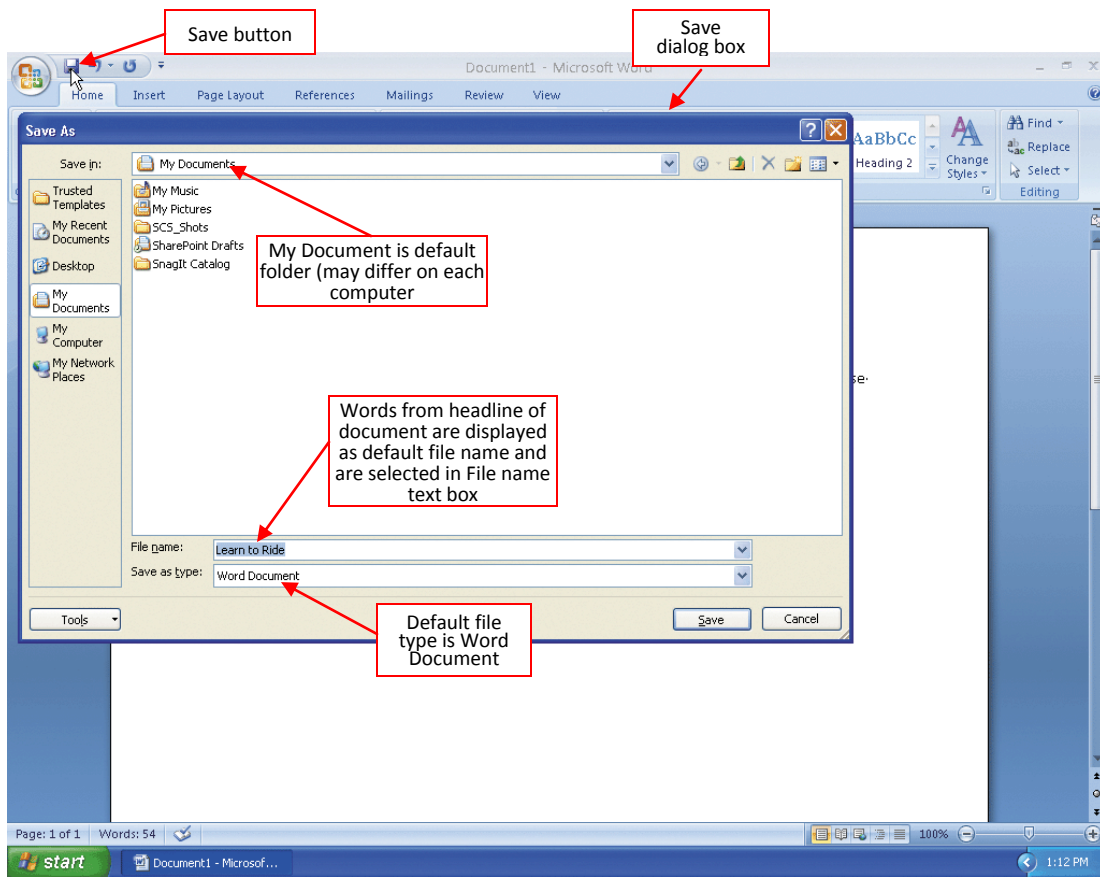
- Discuss and demonstrate entering text into document
- Discuss and demonstrate spell checking a document

IV. Saving a Project (Word Document)

While you are creating a document, the computer stores it in memory. When you save a document, the computer places it on a storage medium such as a USB flash drive, CD, or hard disk. A saved document is referred to as a **file**. A **file name** is the name assigned to a file when it is saved.

It is important to save a document frequently for the following reasons:

- The document in memory will be lost if the computer is turned off or you lose electrical power while Word is open.
- If you run out of time before completing your project, you may finish your document at a future time without starting over.



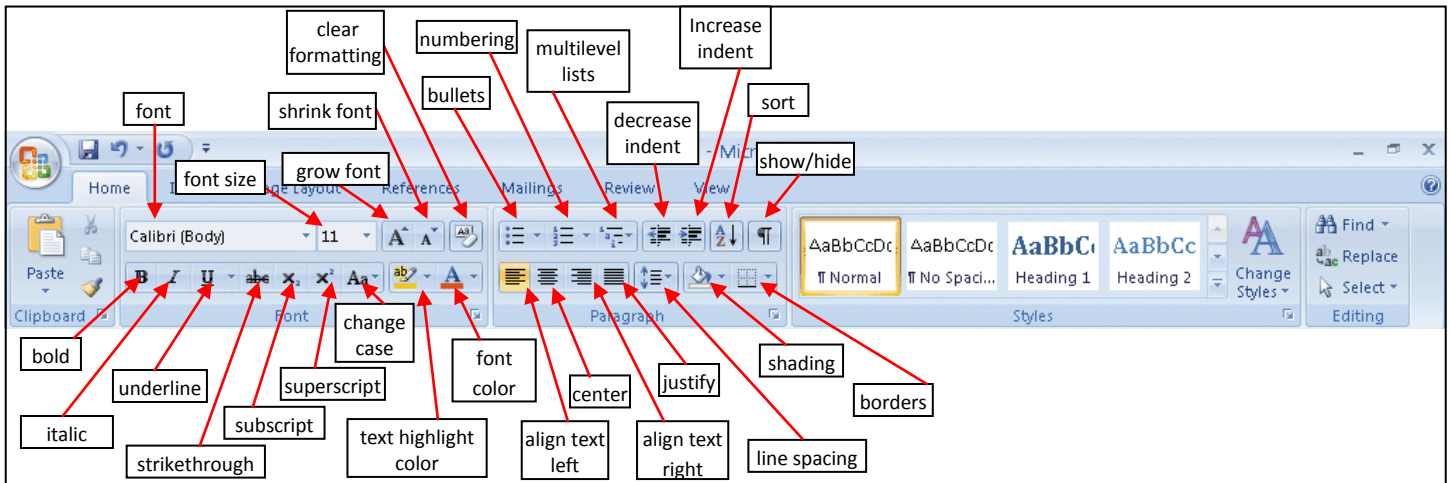
V. Formatting Paragraphs and Characters in a Document

Paragraphs encompass the text from the first character in a paragraph up to and including a paragraph mark. **Paragraph formatting** is the process of changing the appearance of a paragraph. For example, you can center or indent a paragraph. Characters include letters, numbers, punctuation marks, and symbols. **Character formatting** is the process of changing the way characters appear on the screen and in print. You use character formatting to emphasize certain words and improve readability of a document. For example, you can italicize or underline characters. Often, you apply both paragraph and character formatting to the same text. For example, you may center a paragraph (paragraph formatting) and bold some of the characters in a paragraph (character formatting).

Although you can format paragraphs and characters before you type, many Word users enter text first and then format the existing text

Before formatting	After formatting
<p>Learn to Ride</p> <p>High-quality Western and English riding lessons, focusing on safety and including instruction on horse care, saddling a horse, and other aspects of horsemanship.</p>	<div data-bbox="716 1583 1386 1675" style="background-color: #f4a460; color: white; padding: 10px; text-align: center;"> <h1>LEARN TO RIDE</h1> </div> <p>High-quality Western and English riding lessons, focusing on safety and including instruction on horse care, saddling a horse, and other aspects of horsemanship.</p> <ul style="list-style-type: none"> • Novice to advanced instruction for children <u>and</u> adults • Indoor and outdoor arenas • \$40 per hour for private lessons; \$25 for group lessons <div data-bbox="716 1969 1386 2003" style="background-color: #f4a460; padding: 5px; text-align: center;"> <p>CALL TRI-VALLEY STABLES AT 555-2030 TODAY!</p> </div>
<p>Novice to advanced instruction for children and adults</p> <p>Indoor and outdoor arenas</p> <p>\$40 per hour for private lessons; \$25 for group lessons</p> <p>Call Tri-Valley Stables at 555-2030 today!</p>	

Figure for Quiz 6



VI. Fonts, font Sizes, Styles, and Themes

Characters that appear on the screen are a specific shape and size. The **font**, or typeface, defines the appearance and shape of the letters, numbers and special characters. In Word, the default font usually is Calibri. You can leave characters in the default font or change them to a different font. **Font size** specifies the size of the characters and is determined by a measurement system called points. You can increase or decrease the font size of characters in a document.

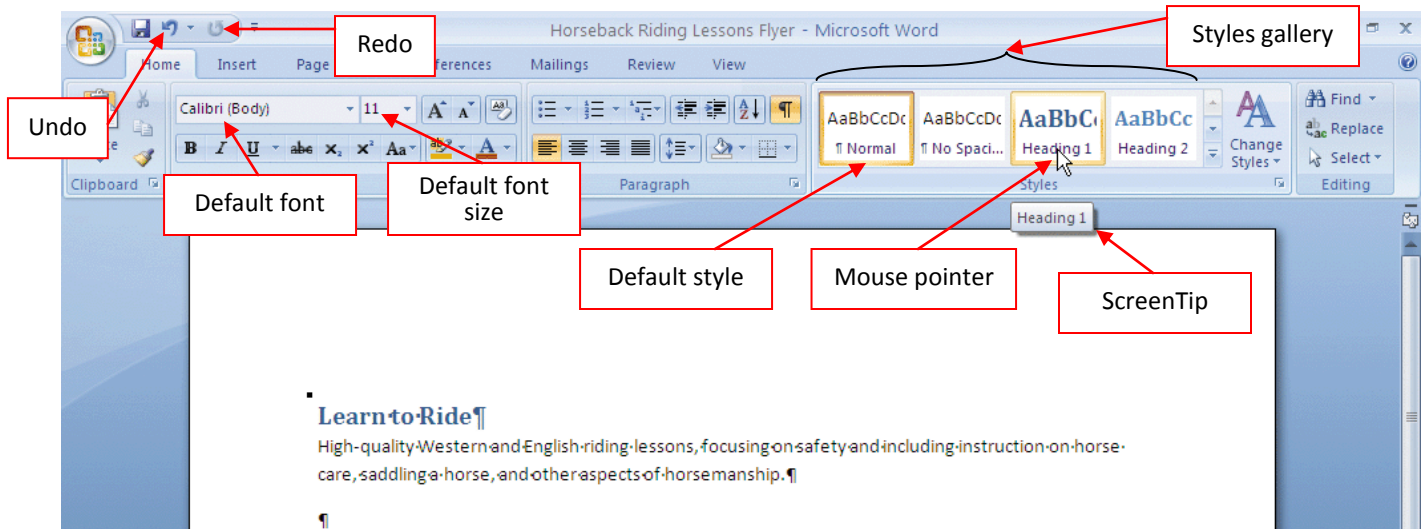
When you create a document, Word formats the text using a particular style. A **style** is a named group of formatting characteristics, including font and font size. The default style in Word is called the **Normal style**, which most likely is 11-point Calibri font. If you do not specify a style for text you type, Word applies the Normal style to the text. In addition to the Normal style, Word has many other built-in or predefined styles that you can use to format text. You also can create your own styles. Styles make it easy to apply many formats at once to text. After you apply a style to text, you easily can modify the text to included additional formats. You also can modify the style.

To assist you with coordinating colors and fonts and other formats, Word uses document themes. A document **theme** is a set of unified formats for fonts, colors, and graphics. By changing the document theme, you quickly give your document a new look. You also can define your own document themes.

By formatting the characters and paragraphs in a document, you can improve its overall appearance. In creating flyers, some formatting suggestions would be to:

1. Increase the font size of characters.
2. Change the font of characters.
3. Change paragraph alignment.
4. Highlight key paragraphs with bullets. A **bullet** is a dot or other symbol positioned at the beginning of a paragraph.
5. Emphasize important words.
6. Use color.

- Discuss and demonstrate increasing the font size of characters
- Discuss and demonstrate changing the font of characters
- Discuss and demonstrate changing paragraph alignments
- Discuss and demonstrate bulleting and numbering
- Discuss and demonstrate emphasizing letters and words (bold, italicize and underline, etc)
- Discuss and demonstrate changing font color



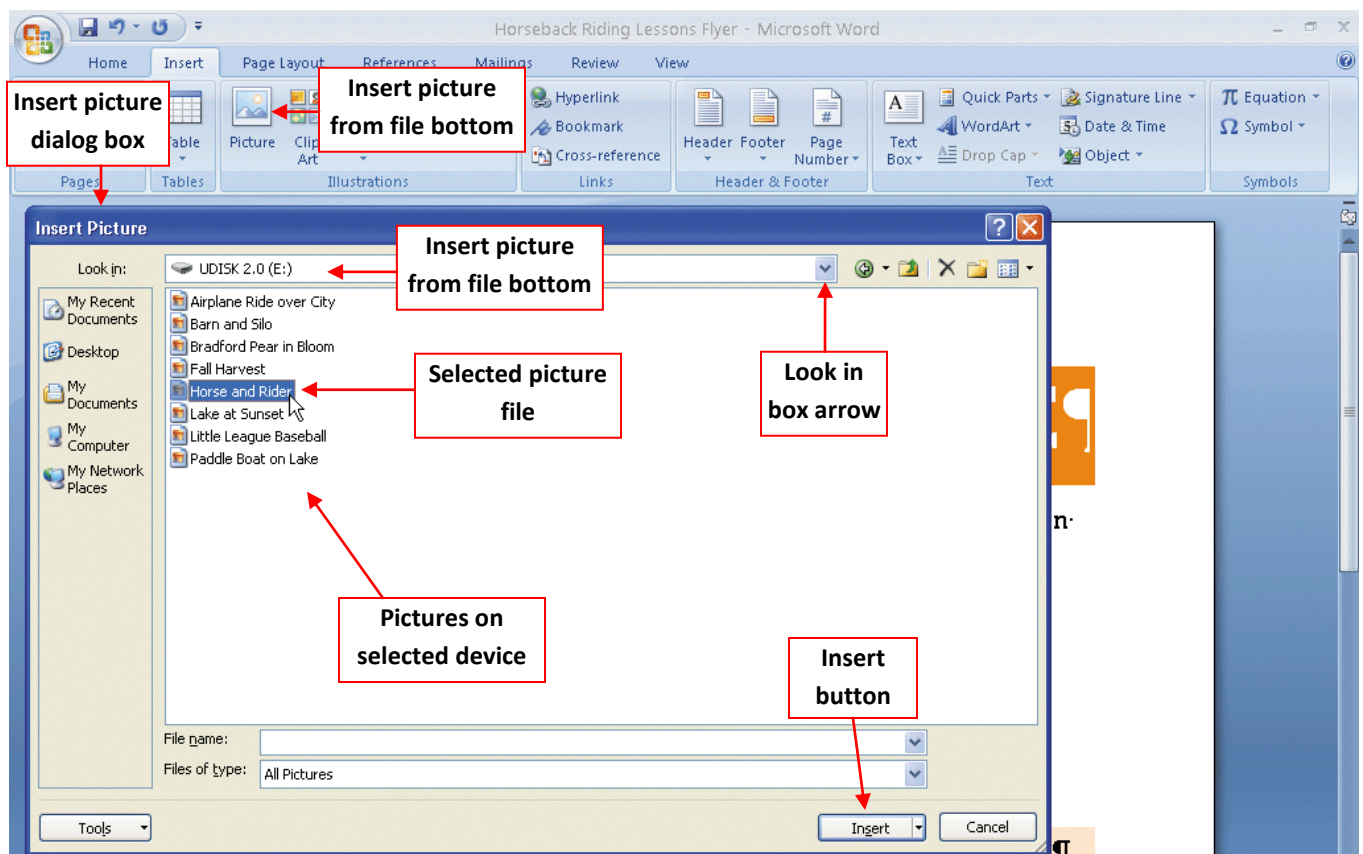
VII. Inserting and Formatting a Picture in a Word Document

To use graphical images, also called graphics, in a Word document, the image must be stored digitally in a file. Files containing graphical images are available from a variety of sources:

- Word includes a collection of predefined graphical images that you can insert into a document.
- Microsoft has free digital images on the Web for use in a document. Other Web sites also have images available, some of which are free, while others require a fee.
- You can take a picture with a digital camera and **download** it, which is the process of copying the digital picture from the camera to your computer.
- With a scanner, you can convert a printed picture, drawing, or diagram to a digital file.

If you receive a picture from a source other than yourself, do not use the file until you are certain it does not contain a virus. A **virus** is a computer program that can damage files and programs on your computer. Use an antivirus program to verify that any files you use are virus free.

- Discuss and demonstrate inserting and formatting pictures



VIII. Changing Document Properties and Saving Again

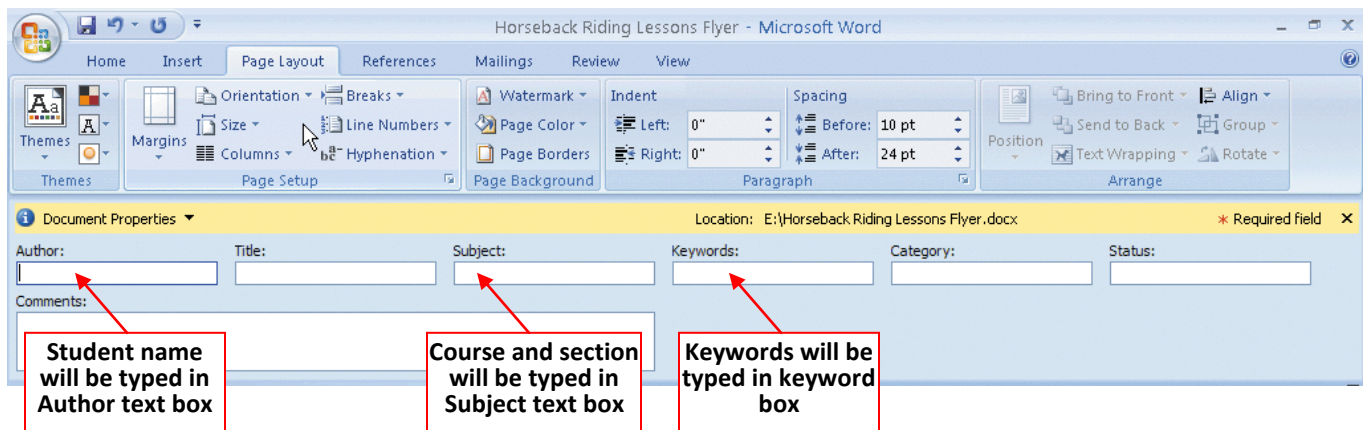
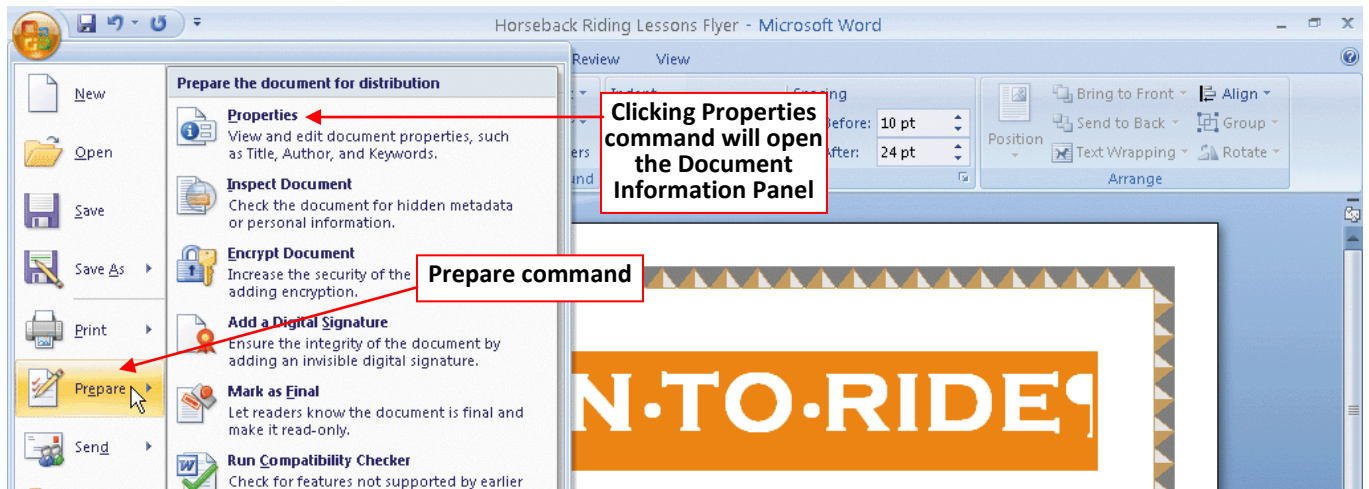
Word helps you organize and identify your files by using document properties, which are the details about a file. Document properties, also known as **metadata**, can include such information as the project author, title, or subject. **Keywords** are words or phrases that further describe the document. For example, a class name or document topic can describe the file's purpose or content.

Document properties are valuable for a variety of reasons:

- Users can save time locating a particular file because they can view a document's properties without opening the document.
- By creating consistent properties for files having similar content, users can better organize their documents.
- Some organizations require Word users to add document properties so that other employees can view details about these files.
- **(NOTE: In this class all created documents must have student name for author, course and section for subject and Assignment #? For key word.)**

Five different types of document properties exist, but the more common ones used in this book are standard and automatically updated properties. **Standard properties** are associated with all Microsoft Office documents and include author, title, and subject. **Automatically updated properties** include file system properties, such as the date you create or change a file, and statistics, such as the file size.

The **Document Information Panel** contains areas where you can view and enter document properties. You can view and change information in this panel at any time while you are creating a document. Before saving your document again, you may want to add your name and course information as document properties.

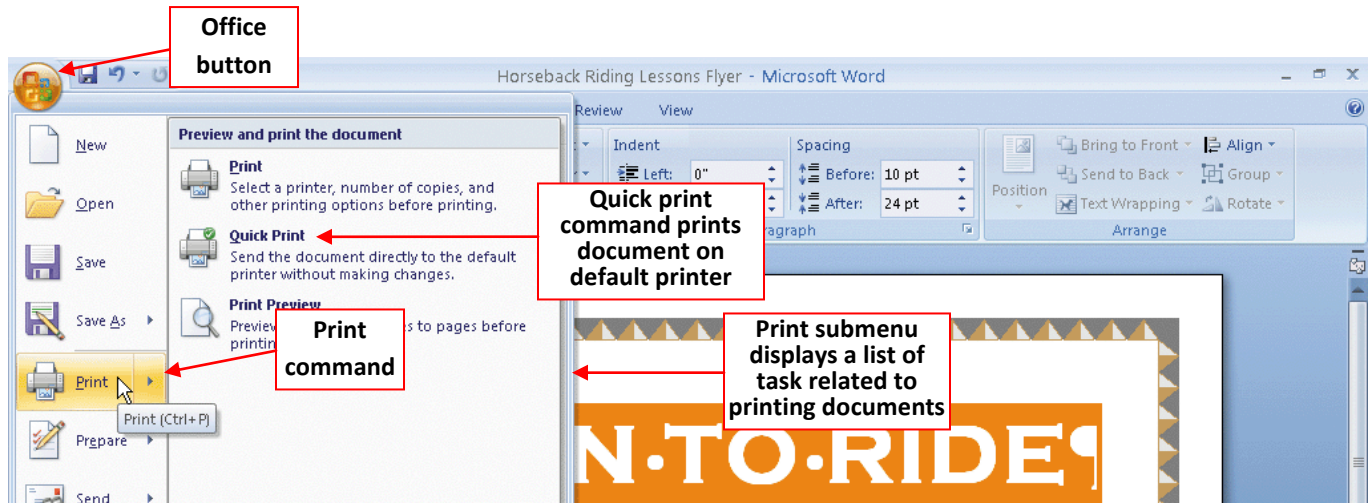


IX. Printing a Document

After you create a document, you often want to print it. A printed version of the document is called a **hard copy** or **printout**.

- Many people prefer proofreading a hard copy of the document rather than viewing it on the screen to check for errors and readability.
- Hard copies can serve as reference material, or backup, if your storage medium is lost or becomes corrupt and you need to re-create the document.
- **(NOTE: In this class all Office files created and turned in must be spelled checked and proofread.)**

It is a good practice to save a document before printing it, in the event you experience difficulties with the printer.



X. Quitting Word

When you quit Word, if you have made changes to a document since the last time the file was saved, Word displays a dialog box asking if you want to save the changes you made to the file before it closes that window. The dialog box contains three buttons with these resulting actions:

- Yes button – Saves the changes and then quits Word
- No button – Quits Word without saving changes
- Cancel button – Closes the dialog box and redisplay the document without saving the changes

If no changes have been made to an open document since the last time the file was saved, Word will close all windows without displaying any dialog boxes.

