

1.0 Getting Started (1:31)

1.1 How to launch (4:05)

Shortcut on Desktop

Start → Office

Quick Launch Toolbar

To activate: right click Taskbar, Toolbars, Quicklaunch

Drag shortcut to toolbar with right mouse button.

1.2 Touring the Word Window (7:22)

Title Bar

Name of document

Program Name

Control Buttons

Quick Access Toolbar

Office Menu

Ribbon

7 Tabs

Each Tab has Groups of Commands

Some Groups have a Dialogue Box Launcher

Status Bar

1.3 Office Menu (1:37)

Like File Menu in previous versions of Word

Contains Word Options

1.4 Quick Access Toolbar (1:00)

Save, Undo, Redo by default

Use drop down to Customize

Add Commands

Locate below Ribbon

1.5 Help (6:03)

Includes Templates (indicated by the Word Symbol)

Main Navigation Screen or Search for topic

2.0 Creating New Documents (:54)

2.1 Starting New Document

Ctrl/N

Office Menu

Add to Quick Access Toolbar

To see open documents, View Tab, Switch Windows

2.2 Editing Text (4:58)

Insert vs. Overtyping

Activate Insert key in Word Options, Advanced, Use Insert key to

Overtyping

2.3 Saving your Work (6:59)

XML format

.docx – No Macros

.docm – Macros

New folder button in Save As Dialogue Box

2.4 Preview and Print a Document (5:26)

2.5 Using a Template (3:19)

2.6 Exiting Word (2:42)

If a message box appears asking to Save Building Blocks, which are design elements) when exiting, choose Cancel.

3.0 Editing Existing Document (:32)

3.1 Opening a Document

3.2 Navigating a Document (8:11)

Status Bar shows where I-Beam is located

Drag Scroll Box, Tool Tip shows page viewing

Click Up or Down Arrow on Scroll Bar to move one line at a time

Click in space between Up or Down Arrow and Scroll Box to move one screen at a time

Keyboard moves cursor

Ctrl/Left or Right Arrow – moves cursor one word

Ctrl/Up or Down Arrow – moves cursor one paragraph

Page Up or Page Down – moves cursor one screen at a time

Home or End – moves cursor to beginning or end of line

Ctrl/Home or End – moves cursor to beginning or end of document

Shift/F5 – returns cursor to previous location (saves 3 locations)

3.3 Working with Multiple Page Documents (3:42)

Create new Page

Insert Tab, Pages Group

Ctrl/Enter

To remove page break

Home Tab, Paragraph Group, Show Hide Button

Delete Page Break symbol

4.0 Essential Word 2007 Skills (:37)

4.1 Selecting Text

Double click - highlights word

Smart Select – begins highlighting by word on mouse select

Single Click in Selection Bar – one line

Double click in Selection Bar - highlights paragraph

Triple click in Selection Bar - highlights whole document

Shift key acts as Selection Extender

Shift/Left or Right Arrow – selects character at a time

Shift/Ctrl/Left or Right Arrow – selects word at a time

Shift/Ctrl/Up or Down Arrow – selects a paragraph at a time

Shift/Home or End – selects to beginning or end line

Shift/Ctrl/Home or End – selects to beginning or end of document

Ctrl/A – selects whole document

Ctrl/Click – selects a sentence

Ctrl/Double Click – selects a paragraph

Alt/Drag – exact control over selecting

4.2 Moving and Copying Text (7:48)

Goes to Windows Clipboard

Can Move selected text to new location by dragging

Look for Arrow with rectangle

Look for dotted line

Can Copy to selected text to new location by dragging

Hold down Ctrl

Look for Arrow with rectangle and +

Look for dotted line

Release Mouse button before Ctrl key – or will Move

4.3 Clipboard Task Pane (4:02)

Holds up to 24 items

Can paste 10 different item from clipboard

4.4 Undo,Redo,Repeat (3:51)

Ctrl/Z – Undo

Redo undoes a Undo

F4 – repeats the last command

4.5 AutoCorrect (8:52)

Office Menu, Word Options, Proofing, AutoCorrect Options

Enter text and hit space bar, replaces text as you type

Includes symbol, ie (c) – ©

Use as a shortcut to insert text, such as a closing

Select Formatted text

Go into AutoCorrect

Text will appear in With box with Formatted Text already selected

Attach to a mnemonic

5.0 Formatting Text and Paragraphs (:25)

5.1 Using the Home Tab (1:51)

5.2 Using the Quick Format Mini Toolbar (1:06)

Select some text and move the mouse slowly up to the right
and toolbar fades into focus

5.3 Working with text formatting (9:38)

Applies to character or group of characters

Results oriented user interface – see on the fly

Clear Formatting Button – set back to Normal, ie Calibri, 11

Sentence Case – Upper/Lower Case Option

Highlight Button changes background color

Select No Color to turn off

Font Color changes color of the text

Select Automatic to return to black

5.4 Working with line and paragraph spacing (8:38)

Paragraph formatting affects all text between marks (made visible with
Show/Hide button)

Alignment affects current paragraph

Shade - background color of paragraph

Border of paragraph

Indentation of paragraph

Sort paragraphs

Line spacing affect the paragraph the cursor is located in

Ctrl/1 – single

Ctrl/2 – double

Ctrl/5 – 1 ½

Paragraph spacing

Refers to space before and after the paragraph

Before/After in Line Spacing Dialogue Box

5.5 Using the Format Painter (3:04)

Highlight text

Hit Format Painter, select text to format, release mouse

Double Click to leave on, then click Format Painter to turn off

5.6 Adding symbols and Special Characters (5:35)

Back space will turn off AutoCorrect

Do it over until AutoCorrect turns on

Custom Symbols Dialogue Box on Insert Tab

All fonts have their own custom symbols

Look in Wingdings Font for cool symbols

6.0 Proofing Tools (:32)

6.1 Spelling & Grammer (3:22)

Grammer check is not set by default, turn on in Word Options
Review Tab, Proofing Group, Spelling and Grammer Button

6.2 Using the Thesaurus & other Research Options (3:13)

Highlight the word, Review Tab, Proofing Group, Research Button
Highlight the work, Shift F7 to refresh the search
Throws in antonyms at end

6.3 Checking Character & Word Count (1:24)

Review Tab, Proofing Group, ABC/123 button
Can get status for selected area

6.4 Working with Custom Dictionaries (3:33)

Shared throughout Office
Right click word and Add to Dictionary
Add and delete words in Custom Dictionary
Word Options, Proofing, Custom Dictionary, Edit Word List
Button

6.5 Editing in Print Preview (4:38)

Turn off Magnifier - get I-beam
Use keyboard to make basic edits
Turn on Magnifier to review

7.0 Changing Your Page Appearance (:38)

7.1 Using the Page Layout Tab (1:44)

7.2 Changing Margins & Page Orientation (3:02)

Page Setup Group

7.3 Page Breaks (6:25)

More Options than in the Insert Tab

Column Break

Text Wrapping

Section Breaks – apply different formatting to a Section

Even/odd page Section Break

7.4 Line Numbering (3:15)

Puts consecutive numbers just inside the left margin

Page Layout Tab, Page Setup Group, Line Numbers Command, Line Numbering Options, Layout, Line Numbers Button