# TABLE OF CONTENTS

**INTRODUCTION** ................................................................................................................................. 1  
**THE MICROSOFT WORD 2007 WINDOW** ......................................................................................... 1  
  The Office Button................................................................................................................................. 3  
  The Ribbon........................................................................................................................................ 3  
**DOCUMENT LAYOUT VIEWS** .............................................................................................................. 4  
  Understanding the Various Document Views...................................................................................... 4  
**THE BASICS OF ENTERING TEXT** ..................................................................................................... 5  
  Understanding the Text Area ............................................................................................................... 5  
  Using the Enter Key.............................................................................................................................. 5  
  Displaying Nonprinting Characters .................................................................................................. 6  
  Correcting Spelling and Grammar...................................................................................................... 7  
**SAVING A DOCUMENT** .................................................................................................................... 7  
  Using the Save As Command ............................................................................................................ 7  
  Using the Save Command ................................................................................................................... 8  
  Naming a Document ............................................................................................................................ 8  
  Closing a Document ............................................................................................................................. 9  
**OPENING AND EDITING A DOCUMENT** .......................................................................................... 9  
  Using the Open Command .................................................................................................................. 9  
  Editing a Document ............................................................................................................................... 9  
  Using Overtype Mode .......................................................................................................................... 10  
  Selecting Text ...................................................................................................................................... 10  
  Deleting Text ....................................................................................................................................... 11  
  Replacing Text .................................................................................................................................... 12  
  Using the AutoCorrect Feature ........................................................................................................ 12  
  Previewing and Printing a Document .................................................................................................. 13  
**NAVIGATING IN WORD** .................................................................................................................... 13  
  Adjusting the Document Magnification .............................................................................................. 13  
  Scrolling Thorough a Document ....................................................................................................... 14  
  Navigating Using Scroll Bar and Keyboard Techniques .................................................................. 14  
  Using the Go To Command ................................................................................................................ 15  
**SEARCHING IN A DOCUMENT** ....................................................................................................... 15  
  Using the Find Command .................................................................................................................. 15
Using the Replace Command ................................................................. 15
Correcting Errors Using the Undo Typing Tool ...................................... 16

MOving, Copying, and Pasting Text ......................................................... 16
  Copying Text to the Clipboard .............................................................. 16
  Cutting and Pasting Text ...................................................................... 16
  Dragging-and-Dropping Text ................................................................. 17
  Copying Text ......................................................................................... 17
  Copying Text from Another Document .................................................. 17

Character and Paragraph Formatting ....................................................... 18
  Basic Character Formatting Techniques ............................................... 18
  Making Formatting Changes Using the Mini Toolbar ............................ 19
  Changing Fonts and Font Sizes ............................................................. 19
  Making Formatting Changes Using the Font Dialog Box ....................... 19
  Using the Format Painter Button .......................................................... 20
  Formatting Paragraphs .......................................................................... 20
  Creating Numbered Lists ..................................................................... 22
  Creating Bulleted Lists ......................................................................... 23
  Using Tabs ............................................................................................ 23

Creating a Table ...................................................................................... 25
  Inserting Tables .................................................................................... 25
  Moving Around a Table ....................................................................... 25
  Entering Text into a Table .................................................................... 25
  Inserting and Deleting Rows or Columns .............................................. 26
  Resizing Columns ................................................................................ 26
  Merging Cells ....................................................................................... 27
  Applying a Design Format .................................................................... 27

Getting Help .......................................................................................... 27
INTRODUCTION

Microsoft Word is a word processing program that allows you to create, revise, and save documents for printing and future retrieval. As you type, the words are displayed on a monitor or screen, and are stored in computer memory rather than on paper.

Microsoft Word 2007 is a part of a new suite of Office programs that have an enhanced, intuitive design. This course will introduce you to the interface of Microsoft Word 2007, (Figure 1), and guide you through the steps of performing familiar word-processing tasks.

EXERCISE: HOW TO START WORD

1. Click the Windows START MENU button, and then select ALL PROGRAMS.
2. Locate the MICROSOFT OFFICE folder. Then, click the MICROSOFT OFFICE WORD 2007 option.

THE MICROSOFT WORD 2007 WINDOW

![Office 2007 Environment](image)
<table>
<thead>
<tr>
<th><strong>Ribbon</strong></th>
<th>Task-related contextual tabs and menu groups running along the top of the application window.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office Button</strong></td>
<td>A button in the top left corner of the screen where high-level file controls can be found, such as SAVE, PRINT, and CLOSE.</td>
</tr>
<tr>
<td><strong>Quick Access Toolbar</strong></td>
<td>A toolbar located to the right of the Microsoft Office Button, which contains a customized set of command buttons, like SAVE, UNDO, or REDO.</td>
</tr>
<tr>
<td><strong>Title Bar</strong></td>
<td>A bar located across the top of the window, which displays the name of the current document and the current application.</td>
</tr>
<tr>
<td><strong>Minimize Button</strong></td>
<td>A button located to the left of the Maximize/Restore button in the top right corner of the window, which reduces the window to an icon at the bottom of the screen.</td>
</tr>
<tr>
<td><strong>Maximize/Restore Button</strong></td>
<td>A button located to the left of the Close button in the top right corner of the window, which controls the size of the application and document windows.</td>
</tr>
<tr>
<td><strong>Close Button</strong></td>
<td>A button located to the right of the Maximize/Restore button in the top right corner of the window, which displays an X. It is used to close the current window.</td>
</tr>
<tr>
<td><strong>Command Tabs</strong></td>
<td>Eight default Command Tabs are located at the top of the Ribbon. They group task-related commands together. Command tab titles include: HOME, INSERT, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, VIEW and ADD-INS.</td>
</tr>
<tr>
<td><strong>Contextual Tools</strong></td>
<td>These tools appear as additional tabs, beside the Command Tabs, when a particular object is selected. The tab will offer property change options related to the object selected and the tab will disappear when the object is no longer selected.</td>
</tr>
<tr>
<td><strong>Command Groups</strong></td>
<td>Commands available for the selected tab that relate to what you are trying to do.</td>
</tr>
<tr>
<td><strong>Zoom Controls</strong></td>
<td>A slide scale located in the bottom right corner of the window, which controls the magnification of the document. Slide the marker closer to the plus (+) or minus (-) to increase or decrease the appearance of the document.</td>
</tr>
<tr>
<td><strong>Document Layout Controls</strong></td>
<td>A toolbar located in the lower right corner of the window to the left of the Zoom controls, which provides different ways to view your document.</td>
</tr>
<tr>
<td><strong>Status Bars</strong></td>
<td>A toolbar located in the bottom left corner of the window, which displays page and word counts.</td>
</tr>
<tr>
<td><strong>Scroll Bar(s)</strong></td>
<td>Scroll bars are located on either the far right or bottom of the window, and allow you to navigate up or down and left or right to view different portions of the document.</td>
</tr>
</tbody>
</table>
**THE OFFICE BUTTON**

The *Office Button* replaces the traditional file menu and provides access to functionality common to all Microsoft Office applications, including but not limited to: opening, saving, printing, and sharing a file.

The Office Button includes two panels (Figure 2). The left pane contains major file tasks. The right pane changes to show specific options related to the task selected on the left. The image below shows the specific options relating to the Print task selected in the left pane.

![Image of Office Button](image.png)

*Figure 2: List of options on the Office Button*

**THE RIBBON**

The *Ribbon* runs along the top of each application window replacing the old menus and toolbars (Figure 3). The ribbon has been designed, uniquely for each Microsoft Office application, to expose the most commonly needed commands in a logical fashion. Microsoft refers to this as a “results-oriented” user interface.
There are three basic components to the Ribbon:

**Command Tabs**: appear at the top of the Ribbon and vary depending on the application. Each one represents core tasks you perform in a given program.

**Command Sets/Groups**: are the commands available for the selected tab that relate to what you are trying to do. The name of the Command Groups appears below the commands. To display the dialog box for a particular command set, click the dialog launcher.

**Commands**: are arranged in clustered groups. A command can be a button, a menu, or a box where you enter information.

You cannot resize the Ribbon, although it disappears when you shrink the window beyond a preset size. You can however, minimize it. To quickly minimize the Ribbon, double-click the name of the active tab. Double-click a tab again to restore the Ribbon.

### DOCUMENT LAYOUT VIEWS

**UNDERSTANDING THE VARIOUS DOCUMENT VIEWS**

There are different document layout views you can select to view your document (Figure 4). To switch between layouts, click the **VIEW** tab on the Ribbon.

- **Print Layout**: – Print Layout is the default view. It shows the entire page you are working on, including margins, header, and footer information. It shows the layout of the text on the page the way it would be displayed, if printed.
- **Full Screen Reading Layout**: – The Full Screen Reading Layout displays your document like a book, showing two pages side by side without the editing toolbars for reading.
- **Web Layout**: – The Web Layout displays the document as it would appear in a browser, such as Internet Explorer or Mozilla Firefox.
- **Outline View**: – The Outline Layout displays the document in an outline form.
• **Draft Layout**: – The Draft Layout shows just the text that you are working on, without margins, or header and footer information. It also does not differentiate between different pages of text.

**Note**: Document layout controls are located in the bottom right corner of the window. To display the name of the button, place the mouse directly over the button and pause.

---

**THE BASICS OF ENTERING TEXT**

**UNDERSTANDING THE TEXT AREA**

As you type, characters are inserted at the insertion point. To place the insertion point, position the mouse pointer (when it appears as an I-beam), and click the left mouse button.

**OBSERVING THE WORD TEXT AREA**

1. Observe the *Insertion Point*.
   - The insertion point determines where text or other items will be entered into the document.
2. Observe the *End Mark*.
   - This is the horizontal line that indicates the end of the document from within the Draft layout view. The end mark cannot be formatted or deleted, and nothing can be inserted beyond it.
3. Observe the *Mouse Pointer*.
   - The mouse pointer is usually an I-beam when it is in the text area. When moved outside the text area, the mouse pointer usually becomes an arrow.

**USING THE ENTER KEY**

In word processing, you do not have to press the [Enter] key to end each line of text. When text does not fit on a line, it automatically flows to the beginning of the next line. This is called word wrap.

Press the [ENTER] key to:
- End a short line
- End a paragraph
- Create a blank line
EXERCISE: ENTERING TEXT
1. Type INTEROFFICE MEMO.
2. Press the [ENTER] key twice to end the line and create a blank line.
3. Type TO:

DISPLAYING NONPRINTING CHARACTERS

Word can display a number of special symbols on the screen that indicate each time you have pressed the [ENTER], [SPACEBAR], or [TAB] keys. These nonprinting characters are useful when you are working with a document.

Displaying Nonprinting Characters on the Screen
To display these special formatting characters, click the HOME tab on the Ribbon. Then, click the SHOW/HIDE button from the PARAGRAPH command group.

Using the Tab Key
Tabs make it easier to align text precisely. Pressing the [TAB] key inserts a tab character, moving the insertion point to the next tab stop. By default, tab stops in Word are set at 0.5” increments.

Using the Backspace Key
By pressing the [BACKSPACE] key, you can delete the character immediately to the left of the insertion point.

EXERCISE: USING TAB, BACKSPACE, AND THE WORD-WRAP FEATURE
1. Press the [TAB] key.
2. Type YOUR NAME (in the format of first and last name).
3. Press the ENTER key twice to end the line and create a blank line.
4. Type FROM: and press the [TAB] key.
5. Type JENNIFER SMITH.
6. Press ENTER twice to end the line and create a blank line.
7. Type SUBJECT: and press the [TAB] key.
8. Press the [BACKSPACE] key nine times.
10. Type WORD TRAINING CLASS and press [ENTER].
11. Refer to Figure 5 to complete the text area. Notice that the words will automatically move to the next line, even though you have not pressed the [ENTER] key. This is called word wrap.
CORRECTING SPELLING AND GRAMMAR

Word will display a red wavy line beneath a word, if it does not recognize the word. Word will display a green wavy line beneath a phrase or sentence, if it thinks there is a grammatical error in the document.

Right-click on a word or phrase to display choices for spelling and grammar correction. Click on a selection to replace the misspelled word with the new selection.

SAVING A DOCUMENT

Before a document is saved, it exists only in the computer’s memory, which is a temporary storage area. To store a document permanently, it must be saved in a file on a disk.

Word has two commands in the Office Button menu that are commonly used to save a file on a disk: Save As and Save.

USING THE SAVE AS COMMAND

The Save As command enables you to:
- Save a document for the first time
- Save a document with a new file name
- Save a document to a different location
**USING THE SAVE COMMAND**

The Save Command enables you to:
- Record changes made to an existing file
- Automatically display the Save As dialog box when saving a new file

**NAMING A DOCUMENT**

When you save a file for the first time, Word automatically assigns a file name by using the first words of the document. You can accept this default name or name it something different.

A file name should be descriptive, so that you can remember the file’s contents. A file name in Word can contain up to 255 characters, spaces, and other punctuation. A file name cannot contain any of the following characters: /;:*?"<>|.

**EXERCISE: SAVING A DOCUMENT FOR THE FIRST TIME**

1. Click the OFFICE BUTTON.
2. Highlight SAVE AS, and then select WORD DOCUMENT for the document type.
3. Click the MY DOCUMENTS folder icon. **Note**: the C:\ Drive is being used for training purposes only; normally, you should save to your G:\ Drive where files are backed up nightly.
4. Highlight the suggested filename in the FILE NAME text box.
5. Type MY MEMO and click the SAVE button (Figure 6).
6. Notice that the title bar has changed to display the document’s name, My Memo.

![Figure 6: Save As Window](image)
Note: By default, Microsoft Word will select the My Documents folder as the location for storing new documents; however, you can adjust settings within the Word Options menu to reset the default saving location to a folder that is assigned.

**CLOSING A DOCUMENT**

When you are finished with a document, click the **OFFICE BUTTON** and select **CLOSE** to close the document window. You may also close the document window by clicking on the window’s **CLOSE** button marked with an X in the top right corner.

**EXERCISE: CLOSING A DOCUMENT**

1. Click the **OFFICE BUTTON** and select **CLOSE**.
2. Notice that the Microsoft Word application is still active, but there is no document open.

**OPENING AND EDITING A DOCUMENT**

**USING THE OPEN COMMAND**

The *Open* command places a copy of a file on disk into an active document window. The open dialog box lists all of the document files on the current disk, in the current folder.

To open a listed file, click the **OFFICE BUTTON** and select **OPEN**. Then, either highlight the file name in the File Name list box and click the **OPEN** button, or simply double-click on the file name. A copy of the file is placed in an active document window.

To make recently used documents more accessible, Word tracks documents that have been opened and places their names as choices in the right column of the Office Button menu. To open one of these listed files, click on the document name.

**Note:** Click the **OFFICE BUTTON** and then click the **WORD OPTIONS** button at the bottom to manage how many recently used filenames appear in the Recent Document list. In the Options dialog box that appears, click on the **ADVANCED** tab. In the option labeled “Display this number of recent documents,” change the number of entries to display up to 50 recently used files on the Office Button menu.

**EDITING A DOCUMENT**

By default, Microsoft Word is in the *Insert* mode; as you type, text to the right of the insertion point is pushed to the right. To insert text, place the insertion point where you want the text to appear and begin typing.
To place the insertion point, position the _I-beam_ at the desired location and click the left mouse button.

**USING OVERTYPE MODE**

Microsoft Word gives you the option of turning off _Insert_ mode and turning on _Overtype_ mode. Instead of pushing text to the right as you type, Overtype mode replaces existing text, one character at a time.

You can turn on Overtype mode by pressing the [INSERT] key on the keyboard.

**EXERCISE: INSERTING TEXT**

1. Click the **OFFICE BUTTON** and select **OPEN**.
2. Navigate to the folder: C:\DESKTOP\WORD SAMPLE FILES.
3. From the list of filenames, select **FORM LETTER**.
4. Click the **OPEN** button.
5. Point to the left of the letter i in **inquiry**, located in the first sentence of the first paragraph. Then, click the left mouse button.
6. Type **RECENT** and press the [SPACEBAR]. Notice that existing text is pushed to the right of the new text.

**SELECTING TEXT**

To select text, position the cursor at the front or back end of the text to be selected. Press and hold the left mouse button. Drag the cursor across the text by sliding the mouse over. The highlighted text will be given a shaded appearance. Release the mouse button when finished selecting the desired text.

The following table details various techniques for selecting text:

<table>
<thead>
<tr>
<th>Technique</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drag</td>
<td>Move the insertion point to one end of the text to be selected. Press and hold the left mouse button. Move the mouse point to the other end of the text; this creates a highlight between the two ends. Then, release the mouse button.</td>
</tr>
<tr>
<td>Select a word</td>
<td>Move the insertion point anywhere within the word and double-click the left mouse button.</td>
</tr>
<tr>
<td>Select a sentence</td>
<td>Move the insertion point anywhere within the sentence. While pressing the [CTRL] key, click the left mouse button.</td>
</tr>
</tbody>
</table>
**Select a line**
Move the insertion point in the selection bar (located at the extreme left of the text area) next to the line and click the left mouse button.

**Select multiple lines**
Move the insertion point in the selection bar next to the first or last line of text to be selected. Press and hold the left mouse button, and drag up or down.

**Select a paragraph**
Move the insertion point in the selection bar next to the paragraph and double-click the left mouse button.

**Select a document**
Press the [CTRL] and A keys simultaneously to select all contents.

**Select a variable amount of text**
Move the insertion point to one end of the text. While pressing the [SHIFT] key, click at the other end of the text. All of the text between the two ends will be selected.

**Extend a selection**
Make a selection. While pressing the [SHIFT] key, click beyond the selection.

**Shorten a selection**
Make a selection. While pressing the [SHIFT] key, click inside the selection.

**Deselect**
Make another selection, or click the left mouse button in the text area.

---

**DELETING TEXT**

To delete the character immediately to the right of the insertion point, press the [DELETE] key. To delete the character or space immediately to the left of the insertion point, press the [BACKSPACE] key. To delete selected text, use the mouse to highlight the text and press the [DELETE] key.

To delete an extra line, place the insertion point at the beginning of the line below the blank line and press the [BACKSPACE] key.

**EXERCISE: DELETING SELECTED TEXT AND A BLANK LINE**
1. Point to the left of the letter s in STELLAR, located in the first sentence of the first paragraph.
2. Press and hold the left mouse button and highlight STELLAR.
3. Release the mouse button.
4. Press the [DELETE] key.
5. Scroll if necessary, and place the insertion point at the beginning of the line, Yours truly.
6. Press the [BACKSPACE] key to delete the extra paragraph code.
7. Click the OFFICE BUTTON and choose SAVE AS.
8. Type **MY FORM LETTER** for the filename and press the **[ENTER]** key.

**REPLACING TEXT**

There may be times when you want to replace the existing text with new text, when it will be more efficient to retype the text than it would be to edit it. To do this, select the text to be replaced and begin typing the new text.

**EXERCISE: REPLACING SELECTED TEXT**

1. In the salutation **Dear Name**, use your mouse to highlight the word **NAME**.
2. Type **GINA**.
3. Highlight the last two words in the first paragraph, **our clients**.
4. Type **YOU**.
5. Highlight the words, **YOURS TRULY**.
6. Type **SINCERELY**.
7. Highlight the place holders for the inside address text with:
   - **MS. GINA LEE**
   - **LEE ESTATES**
   - **92 WASHINGTON BLVD.**
   - **PARIS, TX  75460**

**USING THE AUTOCorrect FEATURE**

You can use the **AutoCorrect** feature to correct misspelled text automatically as you type. For example, if you type “teh,” AutoCorrect will replace it with “the” as soon as you press the **[SPACEBAR]**. Word supplies a number of default AutoCorrect entries. The AutoCorrect command also has other options available, such as correcting initial capitalization and capitalizing the days of the week. To activate or deactivate the various AutoCorrect options click the **OFFICE BUTTON**, and then click the **WORD OPTIONS** button. Click **PROOFING** and then click the **AUTOCORRECT OPTIONS** button to view the default AutoCorrect entries or add an AutoCorrect entry.

**EXERCISE: USING THE AUTOCorrect FEATURE**

1. In the first sentence, place the insertion point to the left of **T** in **THANK**.
2. Type **TEH**, which is intentionally misspelled for this exercise.
3. Press the **[SPACEBAR]**. Notice that the autocorrect feature automatically corrected the mistyped word.
4. Click the **OFFICE BUTTON**, and then click the **WORD OPTIONS** button.
5. Click **PROOFING**, and then click the **AUTOCORRECT OPTIONS** button.
6. Examine the options in the dialog box. Use the scroll bar to view additional entries.
7. Click the CANCEL button to close the AutoCorrect dialog box.

**EXERCISE: CREATING AN AUTOCORRECT ENTRY**

1. Click the OFFICE BUTTON, and then click the WORD OPTIONS button.
2. Click PROOFING, and then click the AUTOCORRECT OPTIONS button.
3. In the REPLACE box, type YOUR INITIALS.
4. Press the [TAB] key.
5. In the WITH box, type YOUR FULL NAME.
6. Click the ADD button.
7. Click OK.
8. In the document, highlight Heather LaPierre.
9. Type YOUR INITIALS. Notice that Heather LaPierre has been replaced by your initials.
10. Press the [SPACEBAR]. Notice that your initials have been replaced with your complete name.

**EXERCISE: DELETING AN AUTOCORRECT ENTRY**

1. Click the OFFICE BUTTON, and then click the WORD OPTIONS button.
2. Click PROOFING, and then click the AUTOCORRECT OPTIONS button.
3. Highlight the entry containing your name.
4. Click the DELETE button.
5. Click OK to return to your document.

**PREVIEWING AND PRINTING A DOCUMENT**

*Print Preview* provides a snapshot view of the document, which is useful for examining and adjusting the layout of the document, before you print it. Once in Print Preview mode, you have several options for changing the view of your document.

**EXERCISE: USING PRINT PREVIEW TO VIEW A DOCUMENT**

1. Click the OFFICE BUTTON.
2. Highlight PRINT, and then click PRINT PREVIEW.
3. Click and drag the Zoom slider in the bottom right corner of the application window to 75%. Notice that you can slide the marker closer to the plus (+) or minus (-) to increase or decrease the appearance of the document.
4. Click the TWO PAGES option from the ZOOM section on the Ribbon.
5. Click CLOSE PRINT PREVIEW when done.

**NAVIGATING IN WORD**

**ADJUSTING THE DOCUMENT MAGNIFICATION**
You can use the *Zoom* tool to increase or decrease the appearance of a document in the document window. You can adjust the appearance of the document by clicking and dragging the **ZOOM SLIDER** located in the bottom right corner of the window. Notice that you can slide the marker closer to the plus (+) or minus (-) to increase or decrease the appearance of the document. The larger the percentage value, the larger the page will appear. Values between 1 and 500 are available.

**SCROLLING THROUGH A DOCUMENT**

By default, the active document window can display only a little more than a half-page of text. You can use the vertical scroll bar to view different portions of the document by adjusting the view up and down. (The horizontal scroll bar controls side-to-side scrolling.)

**NAVIGATING USING SCROLL BAR AND KEYBOARD TECHNIQUES**

Use the following table and scroll bar to view different parts of the document:

<table>
<thead>
<tr>
<th>In the vertical scroll bar:</th>
<th>To scroll:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click on the UP or DOWN scroll arrow.</td>
<td>Move up or down one line at a time.</td>
</tr>
<tr>
<td>Drag the SCROLL box to the top, bottom, or middle of the scroll bar.</td>
<td>Move to the top, bottom, or middle of a document.</td>
</tr>
<tr>
<td>Click in the SHADED area above or below the scroll box.</td>
<td>Move up or down one screen at a time.</td>
</tr>
</tbody>
</table>

Use the following table and the keyboard to view different parts of the documents:

<table>
<thead>
<tr>
<th>Keystroke</th>
<th>To move:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press →</td>
<td>Move one space to the right.</td>
</tr>
<tr>
<td>Press ←</td>
<td>Move one space to the left.</td>
</tr>
<tr>
<td>Press ↓</td>
<td>Move one line down.</td>
</tr>
<tr>
<td>Press ↑</td>
<td>Move one line up.</td>
</tr>
<tr>
<td>Press [PAGE UP]</td>
<td>Move up one screen.</td>
</tr>
<tr>
<td>Press [CTRL]+[END]</td>
<td>Move to the end of the document.</td>
</tr>
<tr>
<td>Press [CTRL]+[HOME]</td>
<td>Move to the top of the document.</td>
</tr>
<tr>
<td>Press [HOME]</td>
<td>Move to the beginning of a line.</td>
</tr>
</tbody>
</table>
**Using the Go To Command**

The Go To command provides an efficient way to navigate through large documents. To move the insertion point to the top of a specific page, click the FIND button in the EDITING command group on the HOME tab on the Ribbon.

Alternatively, press the [F5] key. Type the PAGE NUMBER and click the NEXT button. Click the CLOSE button to close the Find and Replace dialog box.

**Exercise: Using the Go To Command**

1. Verify that the insertion point is at the top of the document.
2. Click the FIND button, from the EDITING group on the HOME tab.
3. Then, click the GO TO tab.
4. In the Enter Page Number text box, type 3.
5. Click the GO TO button.
6. Click the CLOSE button, when finished.

**Searching in a Document**

**Using the Find Command**

The Find command enables you to search for specific text throughout a document. To search for text, click the FIND button in the EDITING command group on the HOME tab on the Ribbon. In the Find What text box, type the TEXT YOU WANT TO SEARCH FOR. Click the FIND NEXT button, then Microsoft Word will highlight the first occurrence of that text. To search for additional occurrences, click FIND NEXT again. Click OK to close the message box that informs you that you have reached the end of the document. When you are finished searching, close the Find and Replace dialog box.

**Using the Replace Command**

You can use the Replace command, which includes all of the features of the Find command, to search for specific text and replace it with new text. You can also use the Replace command to search for text with specific formatting and replace it with different formatting.

**Exercise: Using the Find and Replace Commands**

1. Verify that the insertion point is at the top of the document.
2. Click the FIND button, from the Editing group on the Home tab.
3. In the Find What text box, type REAL ESTATE.
4. Click the **FIND NEXT** button. Continue to click the **FIND NEXT** button repeatedly, until the message box is displayed stating that you have reached the end of the document.

5. In the Find And Replace dialog box, click the **MORE** button.

6. Select the **MATCH CASE** option to narrow the search.

7. Click the **FIND NEXT** button.

8. Click the **FIND NEXT** button again.

9. Click **OK**.

10. Click the **CANCEL** button.

11. Click the **SAVE** button.

**CORRECTING ERRORS USING THE UNDO TYPING TOOL**

You can use the **UNDO TYPING** button to reverse changes that you have made in a document. To undo the last action that you performed, simply click the **UNDO TYPING** button. To undo multiple actions, click on the drop-down list to the right of the Undo button. Then, select the desired actions from the Undo button’s drop-down list. While most actions can be undone, there are certain actions that cannot, such as saving or printing a document.

You can also redo an action that was undone by clicking the **REPEAT** button. Notice: the Undo and Repeat commands work similarly.

**MOVING, COPYING, AND PASTING TEXT**

While editing your document, you may want to move or copy portions of the text to another part of the document. The clipboard enables you to do that.

**COPYING TEXT TO THE CLIPBOARD**

The Windows environment provides a temporary storage area called the *Clipboard* for times when you want to move or copy text or objects. Clipboard entries remain available for use until you cut or copy another object or until you exit Windows. The Clipboard can be launched by clicking the **CLIPBOARD** dialog launcher, in the **CLIPBOARD** command group on the **HOME** tab.

**CUTTING AND PASTING TEXT**

To move text within a document, select the text to be moved. Click the **CUT** button. Place the insertion point where the text will be placed. Then, click the **PASTE** button.
**Dragging-and-Dropping Text**

An effective way to move text a short distance is by using drag-and-drop editing. To move text using the drag and drop method, highlight the text to be moved. Then, point to the selected text. Press and hold the left mouse button. A small dotted box and dotted insertion point will appear. Drag the dotted insertion point to where the text should be placed. Then, release the left mouse button.

**EXERCISE: MOVING SELECTED TEXT**

1. Make sure the document titled “Lee Letter” is open.
2. Select the entire paragraph that begins with: We realize that, and the blank line following it.
3. From the HOME tab, click the CUT button.
4. Place the insertion point at the beginning of the paragraph that begins with: By realizing our goal.
5. Then, click the PASTE button.
6. Click the SAVE button.
7. Click the CLOSE button, to close the document.

**Copying Text**

To copy text within a document, select the text to be copied. Click the COPY button. Place the insertion point where you want the text to be placed. Then, click the PASTE button.

You can also copy text using the drag-and-drop method by holding down the [CTRL] key as you drag the selected text to its new location.

**Copying Text from Another Document**

Text that has been placed on the Clipboard can be moved or copied from one document to another in the same way that it is moved or copied within a document.

**EXERCISE: COPYING TEXT FROM ANOTHER DOCUMENT**

1. Click the OFFICE BUTTON and select OPEN.
2. Navigate to the folder: C:\DESKTOP\WORD SAMPLE FILES.
3. From the list of filenames, double-click on BURKE EDIT.
4. Navigate to the top of page 1.
5. Place the insertion point to the left of the O in Our Corporate Philosophy.
6. Click the **OFFICE BUTTON** and select **OPEN**.
7. From the list of filenames, double-click on **ABOUT US**.
8. Press the [CTRL] and A keys simultaneously to select all of the text.
9. Click the **COPY** button, ![Copy](image).
10. Switch to the **BURKE EDIT** document window.

11. Then, click the **PASTE** button, ![Paste](image).
12. Click the **OFFICE BUTTON**.
13. Highlight **SAVE AS**, and then select **WORD DOCUMENT** for the document type. Type **MY BURKE EDIT** for the new file name, and click the **SAVE** button.

14. Click the **CLOSE** button, ![Close](image), to close the document.

**CHARACTER AND PARAGRAPH FORMATTING**

**BASIC CHARACTER FORMATTING TECHNIQUES**

Character formats – such as **bold**, **italics**, and **underlining** – can be used to emphasize text in a document. Use the **Font** command group on the **Home** tab dialog box to apply character formats to, and remove them from, selected text.

One way to apply character formats is to select the text that you want to format, and then click on the appropriate button to apply the format. To remove the format, select the text and click the same button again.

**EXERCISE: USING THE FONT GROUP COMMANDS TO APPLY CHARACTER FORMATS**

1. Click the **OFFICE BUTTON** and select **OPEN**.
2. Navigate to the folder: `C:\DESKTOP\WORD SAMPLE FILES`.
3. From the list of filenames, double-click on **BURKE FLYER**.
4. Use your mouse to highlight the text: Make Burke Properties Your Realtor.
5. From the Font command group on the Home tab, click the **ITALIC** button, ![Italic](image), to apply the italics format.
6. Then, click the **UNDERLINE** button, ![Underline](image), to apply the underline format.
7. Click the **ITALIC** button again to remove the italics format.
8. Next, click the **BOLD** button, ![Bold](image), to apply the bold format.
9. Click the **OFFICE BUTTON**.
10. Highlight **SAVE AS**, and then select **WORD DOCUMENT** for the document type. Type **MY BURKE FLYER** for the new file name, and click the **SAVE** button.
**Making Formatting Changes Using the Mini Toolbar**

Another way to make common formatting changes is to use the quick access *Mini Toolbar* (Figure 7). Notice that when you have selected text, the Mini Toolbar will appear whenever you position the mouse pointer on top of the selection or right-click the mouse button.

![Mini Toolbar](image)

*Figure 7: Mini Toolbar*

**Changing Fonts and Font Sizes**

You can change how selected text looks by changing its font characteristics. A font consists of a typeface and a font size.

You can use either the Font command group on the Home tab, the Mini Toolbar, or launch the Font dialog box to specify fonts and font sizes.

**Exercise: Changing the Font and Font Size**

1. Select the first line of the document.
2. Right-click the mouse button. Notice that the Mini Toolbar appears.
3. Click on the drop-down list to select a font. Select **Arial**.
4. Click on the drop-down list to select the font size.
5. Select **14**. Notice that you see a preview of the changes prior to selecting them.

**Making Formatting Changes Using the Font Dialog Box**

The *Font Dialog Box*, (Figure 8) contains all font formatting options, character spacing, and text effects – some of which are not in the Font command group. Examples of the additional formatting choices are subscript and superscript. Select the text that you wish to format. Click the dialog launcher button, ![Dialog Box Icon](image), in the bottom right corner of the Font command group to display the font dialog box. Then, make the desired changes. Click **OK** when complete.
Using the Format Painter Button

You can quickly copy character formatting from selected text to another section of text by using the Format Painter button, 

To quickly copy and apply character formatting, select the text containing the desired formats. Then, click the FORMAT PAINTER button, 

Please note: the Format Painter feature will work only once; the Format Painter button must be reloaded to use it again. Double-click the FORMAT PAINTER button to activate using it continuously. Then, paste formats until the Format Painter is deactivated by clicking the FORMAT PAINTER button again.

Formatting Paragraphs

Paragraph formatting, such as alignment, indents, and tabs, can be used to change the appearance of your document. To apply a paragraph format, select the paragraph and apply the desired formatting. You can select the paragraph by just placing the insertion point in the paragraph, or by selecting any amount of text in the paragraph. The formats you apply will affect the entire paragraph.
Paragraph Alignment

Align Left:
Lines of text are aligned along the left indent. The text along the right side of the paragraph appears ragged. *Left-aligned is the default paragraph-alignment setting.*

Center:
Lines of text are aligned between the indents. Both the left and right sides of the paragraph appeared ragged.

Align Right:
Lines of text are aligned along the right indent. The left and right indents are even with the left and right margins by default.

Justify:
Lines of text are aligned along both the left and right indents. Word adjusts the spacing between words so that they stretch from left indent to right indent. When the last line of a justified paragraph is short, however, it will not be stretched out.

Working with indents, numbered lists, and bulleted lists

*Indents* are used to create left and right boundaries for selected paragraphs without changing the margins for the entire document. By default, indents are set equal to the margins.

The indent markers are the up and down pointing triangles and small box on the ruler. There are four indent markers:

- The *First Line Indent* marker, ✐️, is the downward-pointing triangle on the left end of the ruler. It controls the left boundary for the first line of a paragraph.
- The *Hanging Indent* marker, 🔄, is the upward-pointing triangle on the left end of the ruler. It controls the left boundary of every line in a paragraph except the first line.
- The *Left Indent* marker, 🍀, is the small rectangle under the Hanging Indent marker. It controls the left boundary for every line in a paragraph except when a First Line or Hanging Indent is applied. When no left-margin indents are applied, moving the Left Indent marker simultaneously moves the First Line and Hanging Indent markers as well.
- The *Right Indent* marker, 🔄, is the upward-pointing triangle on the right end of the ruler. It controls the right boundary for every line in a paragraph.

**EXERCISE: SETTING AND REPEATING INDENTS**
1. Click the *OFFICE BUTTON* and select *OPEN*.
2. Navigate to the folder: `C:\DESKTOP\WORD SAMPLE FILES`.
3. From the list of filenames, double-click on *LISTS AND LINE BREAKS*.
4. Place the insertion point on the line: *Attend open houses with you.*
5. Click the **INCREASE INDENT** button, from the **PARAGRAPH** command group on the **HOME** tab.

6. Next, click the **DECREASE INDENT** button. 

7. If you do not see the ruler at the top of your document under the ribbon, click the **VIEW** tab. Click the **RULER** checkbox. Then, click the **HOME** tab again. 

8. On the ruler, place the tip of the mouse pointer on the small box under the **Hanging Indent marker**. Drag the **LEFT INDENT** marker, to the **0.5** inch mark on the ruler. 

9. Drag the **RIGHT INDENT** marker, to **3.5** inches. 

10. Place the insertion point anywhere in the line: Present your offer. Then, press the **[F4]** key. 

11. Drag the **LEFT INDENT** marker to the **0.5** inch mark on the ruler. 

12. Repeat the left and right indents for: Guide you through closing. 

13. Click the **OFFICE BUTTON**. 

14. Highlight **SAVE AS**, and then select **WORD DOCUMENT** for the document type. Type **MY LISTS AND LINE BREAKS** for the new file name, and click the **SAVE** button.

---

**CREATING NUMBERED LISTS**

Use the numbering feature with paragraphs in a document when needed. When numbering is added to paragraphs, Word formats the paragraphs with hanging indents.

To create a numbered list while composing a document:

1. Place the insertion point where you want the numbered list to begin. 
2. Click the **NUMBERING** button, from the **PARAGRAPH** command group on the **HOME** tab. 
3. Type the text for the list. Press the **[ENTER]** key to move to the next line and start a new number. 
4. Click the **NUMBERING** button again to discontinue the number formatting.

**EXERCISE: APPLYING THE NUMBERED LIST FORMAT TO EXISTING TEXT**

1. Select the three indented paragraphs starting with: Attend open houses with you. 
2. Click the **NUMBERING** button, from the **PARAGRAPH** command group on the **HOME** tab. 
3. Click the **SAVE** button, . 
4. Click the **CLOSE** button, , to close the document.
CREATING BULLETED LISTS

You can also apply bullets to a series of paragraphs in a document by using the same method you used for a numbered list. Select the paragraphs, and then click the BULLETS button, ⌂.

You can change the style of the bullet that is used in your list. To do so, click the drop-down arrow to the right of BULLETS button, ⌂, from the PARAGRAPH command group on the HOME tab. Select one of the additional bullet styles from the Bullet Library.

You can choose from additional symbols to be used as a bullet by clicking on DEFINE NEW BULLET, while viewing the Bullet Library, and then selecting a suitable symbol. Click OK, when finished.

USING TABS

By default, left-aligned tab stops are set at 0.5-inch increments between the margins. These default tab stops are visible on the ruler only when a tab character is inserted in the text. When you set custom tab stops, all default tab stops to the left of the custom tab stops are automatically cleared. One tab stop should be set for each tab character that appears in selected paragraphs.

EXERCISE: USING THE DEFAULT TAB STOPS

1. Click the OFFICE BUTTON and select OPEN.
2. Navigate to the folder: C:\DESKTOP\WORD SAMPLE FILES.
3. From the list of filenames, double-click on TABS AND TABLES.
4. Place the insertion point to the right of the text: To:. Press the [TAB] key. Then, type GILL BATES.
5. Place the insertion point to the right of the text: From:. Press the [TAB] key. Then, type your name.
6. Place the insertion point to the right of the text: Date:. Press the [TAB] key. Click the INSERT tab on the ribbon. Choose DATE AND TIME from the TEXT command group.
7. Double-click one of the Date and Time styles.
8. Place the insertion point to the right of the text: Re:. Press the [TAB] key. Type MORTGAGE RATES.
9. Click the OFFICE BUTTON.
10. Highlight SAVE AS, and then select WORD DOCUMENT for the document type. Type MY TABS AND TABLES for the new file name, and click the SAVE button.
USING CUSTOM TAB STOPS

To set a custom tab stop, select the appropriate paragraph or paragraphs. Click on the TAB STOP button on the far left corner of the ruler to choose the appropriate type of tab stop (Figure 9). Point to the desired tab-stop position, just under the tick marks on the ruler, and click the left mouse button.

MOVING AND DELETING A TAB STOP

You can move any delete any tab stops that you have set. To move a custom tab stop, select the appropriate paragraph(s). On the ruler, point to the marker representing the custom tab stop, and drag it to a new position.

To delete a custom tab stop, select the appropriate paragraph(s). On the ruler, point to the marker that represents the custom tab stop, and drag it down into the text area.

EXERCISE: USING THE RULER TO SET, MOVE, AND DELETE A TAB STOP

1. Select the four paragraphs that start with: To:, From:, Date:, and Re:.
2. Notice that the TAB STOP button should have a left tab selected by default.
3. Point directly beneath the 1-inch mark on the ruler. Click the left mouse button to insert a left tab stop.
4. Point to the tab stop at 1 inch and press and hold the left mouse button to drag the tab stop to 1.5 inches.
5. Point to the tab stop at 1.5 inches and press and hold the left mouse button to drag the tab stop down off the ruler into the text area.
6. Release the mouse button to remove the tab stop. Notice that the text moves back to the default tab stop.

<table>
<thead>
<tr>
<th>Tab Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left Tab</td>
<td>Text flows to the right of the tab stop.</td>
</tr>
<tr>
<td>Center Tab</td>
<td>Text is centered on the tab stop.</td>
</tr>
<tr>
<td>Right Tab</td>
<td>Text flows to the left of the tab stop.</td>
</tr>
<tr>
<td>Decimal Tab</td>
<td>Text aligns on the decimal point.</td>
</tr>
</tbody>
</table>

Figure 9: Tab Types
CREATING A TABLE

You can create a *Table* to enhance the presentation of data, to create side-by-side paragraphs, and to organize information used in form letters.

**INSERTING TABLES**

To insert a table into your document, place the insertion point where you want to insert the table. Then, click the **INSERT** tab on the ribbon and click the drop-down menu on the **TABLES** command group. Use the mouse to shade the desired number of columns and rows. Word will create a table that fills the area inside the margins with the width of the columns adjusting automatically according to the amount of space available. Click the left mouse button to insert the table to your document according to your specifications.

**EXERCISE: INSERTING A TABLE**

1. Scroll to the bottom of the document.
2. Then, click the **INSERT** tab on the ribbon.
3. Click the drop-down menu on the **TABLES** command group.
4. Use the mouse to shade 4 columns and 5 rows, and then click the left mouse button to insert the table.

**MOVING AROUND A TABLE**

Each block in a table is called a *Cell*. You can move around a table by using the left, right, up, and down arrow keys. To move to a specific cell, use your mouse pointer to move to the specified cell. Or, you can use the **[TAB]** key to move from cell to cell, from left to right. You can hold down the **[SHIFT]** key and press the **[TAB]** key simultaneously to move from cell to cell, from right to left.

**ENTERING TEXT INTO A TABLE**

To enter text into a table, simply type the text inside the desired cell. Press the **[TAB]** key to move to the next cell.

**EXERCISE: ENTERING TEXT INTO A TABLE**

1. With the cursor in the first cell, type **TYPE OF MORTGAGE**. Then, press the **[TAB]** key.
2. Type **THIS YEAR** in the first cell in the second column. Then, press the **[TAB]** key.
3. Continue until you have entered all of the text shown below (Figure 10).
INSERTING AND DELETING ROWS AND COLUMNS

You can easily add additional rows or columns to your existing table.

EXERCISE: INSERTING ADDITIONAL ROWS OR COLUMNS
1. With your cursor inside the table, click the LAYOUT tab from the Table Tools contextual tab area.
2. From the ROWS & COLUMNS command group, select the appropriate insertion method; in this case, click INSERT BELOW.
3. Notice a new row has been added beneath the current row.

You can add multiple rows or columns at once by selecting the desired number of rows or columns to add, and then clicking the desired insertion method.

Note: The simplest way to add a new row at the bottom of the table is to move to the last column of the last row and press the [TAB] key.

EXERCISE: DELETING A ROW OR COLUMN
1. Use your mouse to select the last column.
2. Then, from the LAYOUT tab, click the DELETE option, from the ROWS & COLUMNS command group.
3. Select DELETE COLUMNS.

RESIZING COLUMNS

When a table is first created, it evenly distributes the space for each column. You can resize column widths to best fit the data by clicking inside the table. Then, from the LAYOUT tab, click the AUTOFIT command, from the CELL SIZE command group.

An alternative method is to use the Width Indicator. To use this method, place your cursor on the line that separates the two columns. This causes the width indicator to appear. Click and drag with the mouse to adjust the column width either larger or smaller.
**MERGING CELLS**

If you want to create a table heading which will span several columns, you can use the *Merge Cells* feature to combine the adjacent cells into a single cell.

To merge cells, right-click the mouse button, and choose **MERGE CELLS**.

**APPLYING A DESIGN FORMAT**

Microsoft Word 2007 allows you to easily apply borders, shading, special fonts, and color to your table. All of the pre-bundled formats can be previewed and applied. If none of the options are exactly right, you can customize the format to meet your needs. Notice that you can see a live preview of the design format, while hovering above the style with your mouse.

**EXERCISE: APPLYING AN AUTOFORMAT DESIGN STYLE**

1. Click anywhere inside the table.
2. Click the **DESIGN** tab from the Table Tools contextual tab area.
3. Hover above the styles in the **TABLE STYLES** command group to see a preview.
4. Click the **MORE** button, to see all of the design styles.
5. Click to select the desired style.
6. Look at the options in the **TABLE STYLE OPTIONS** command group. Click the **HEADER ROW** option to have the first row stand out from the others.
7. Click the **SAVE** button,.
8. Click the **CLOSE** button, to close the document.

**GETTING HELP**

Word’s extensive *Help* feature lists the steps you need to perform to complete specific tasks. It also provides you with tips and shortcuts for using Microsoft Word.

**EXERCISE: GETTING HELP**

1. Click the **HELP** button, in the upper right corner of the window. The *Word Help* window will open (Figure 11).
2. Type **PRINT PREVIEW** into the **SEARCH** box and press the **[ENTER]** key.
3. Browse through the various Help documents
4. When finished, click the **CLOSE** button, at the top right corner of the Help window.
Figure 11: The Help Window