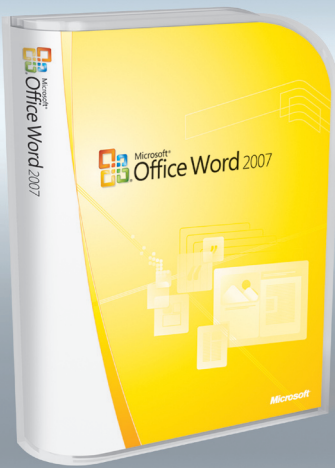


Word® 2007



Bring your documents up to date.

Word 2007 is the biggest upgrade to Microsoft's time-tested word-processing software in more than a decade. Create dynamic documents effortlessly and effectively by learning to:

- Navigate Word 2007's new interface quickly and easily
- Create, format, and print Word documents and add tables, charts, and graphics
- Ensure that your new Word documents are compatible with older versions

The Word 2007 Interface

Microsoft Word® 2007 replaces the menus and toolbars of previous versions of Word with a more intuitive and easier-to-use interface. The new interface has four main parts:

- Office button
- Ribbon
- Quick Access Toolbar
- Help button

The Office Button

The **Office button** is a round button with the Microsoft Office® insignia on it. Clicking it reveals commands that resided in the File menu in earlier versions of Word.




The Ribbon


The **Ribbon** is the core of the new Word interface. It replaces the drop-down menus and toolbars of previous versions of Word and organizes and displays the various functions that Word provides. It's made up of **tabs** and **groups**:

- **Tabs:** Tabs are the main organizational categories for Word functions. When you click on a tab, the functions within that tab appear on the Ribbon.
- **Groups:** The commands displayed within each tab are further organized into groups. For instance, the **Home** tab has the groups **Clipboard**, **Font**, **Paragraph**, **Styles**, and **Editing**. Some groups also have a little square at their bottom right, called a **launcher**, that you press to launch a dialog box that provides more commands in the category that the group covers.

Quick Access Toolbar

The **Quick Access Toolbar** is a customizable toolbar that spans the top of the Word window. It's visible no matter which tab you've selected. Change the commands on the toolbar by using the menu that appears when you click on the down arrow  to the right of the toolbar.

The Help Button

To access Word's built-in help docs and support features, click the blue **Help button**  at the top-right corner of the Ribbon, or press the F1 key on your keyboard.

Keyboard Shortcuts in Word 2007

A **keyboard shortcut** is a combination of two or three key strokes that allows you to activate a command much quicker than you could by clicking with a mouse. Word 2007 preserves the keyboard shortcuts from older versions of Word, such as Ctrl+S to save and Ctrl+B to bold text. This guide lists the keyboard shortcuts associated with any command it covers, but Word 2007 has literally hundreds more esoteric keyboard shortcuts that this guide does not cover. For a list of all of the keyboard shortcuts in Word 2007, see the *Quamut guide to Word 2007 Keyboard Shortcuts*, available in Barnes and Noble bookstores and online at www.quamut.com.

How To Customize Keyboard Shortcuts

You can create new shortcuts or modify existing shortcuts:

1. On the Office button menu, click the Word Options tab at the bottom.
2. In the Word Options dialog box, click Customize.

3. Click the Customize... button next to the words "Keyboard shortcuts" in the Customize dialog box. The dialog box for creating or modifying keyboard shortcuts will open.
4. After writing in the new or modified shortcut, click Assign before closing the dialog box.

How to Control Word Using the Keyboard

In addition to keyboard shortcuts, Word 2007 provides a way for you to use the program without touching a mouse at all. To use this feature, press the **Alt** key. Little letters and numbers will appear next to the various commands on the screen. Hit the appropriate key (or keys) to use the command. For instance, to get to the Ribbon's Home tab, you'd type Alt+H. Once there, a new set of letters and numbers appear that mark the Home tab commands. Press those keys to enact those commands. Hit the Alt key again to make the shortcut numbers and letters disappear.

Traditional keyboard shortcuts and Alt-key commands may sometimes overlap. For instance, you can save a file using Ctrl+S or Alt+F, S.

How to Create New Documents and Open Existing Documents

To work on a file in Word, you first must create or open it.

How to Create New Files in Word

There are three main ways to create a document in Word:

- From a blank document
- From a template
- From an existing document

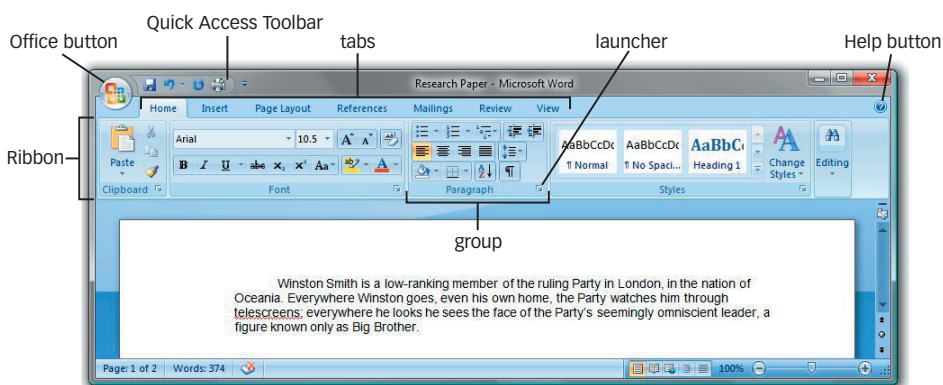
How to Create a Blank Document

1. Click the Office Button and select New (or Ctrl+N).
2. The **New Document dialog box** opens. Select Blank Document.
3. Click Create, at the bottom of the dialog box.

How to Create a Document from a Template

Word 2007 comes with a wide variety of predesigned, professional-looking **templates**. Load up a template that fits your needs, and you can type right into it.

1. Click the Office button and select New (Ctrl+N).
2. The New Document dialog box opens. On the left side of the dialog box there's a list of template categories.



The category Installed Templates at the top of the list contains templates that are automatically installed on your PC when you install Word. The rest of the categories contain templates that you can browse and download from www.microsoft.com for free.

3. Browse templates. When you select a template category, thumbnails of the available templates will appear in the center pane of the window. When you select a thumbnail in the center pane, a larger preview will appear on the right side of the window.
4. Select the template and click Create for an installed template, or Download for a not-yet-installed template.

How to Create a Document from an Existing Document

This option allows you to use a document you've already created as a template—Word creates a copy of the document you select, and then you can just type new text over the text that's currently there.

1. Click the Office button and select New (or Alt+F, N).
2. The New Document dialog box opens. Select New From Existing in the list of template categories.
3. The New Document dialog box now allows you to browse for your existing document.
4. Once you've located the document, click Create New.

How to Open an Existing File

To work on a file you've already created and saved:

1. Click the Office button and select Open (or Ctrl+O).
2. The Open dialog box opens. Browse for the file.
3. Once you've found the file, double-click to open it, or select it and click Open at the bottom of the dialog box.

Compatibility with Older Word Files


Word 2007 can open any Word document created using previous versions of Word, though you may want to save those files as Word 2007 docs after opening them in Word 2007.

How to Save and Close Documents

Though Word 2007 is more stable than previous versions of Word, it can still crash, which means that it is crucial to save your work often.

How to Save Your Work in Word 2007

You can save your work using two types of commands: **Save** and **Save As**.

- **Save:** Using this command saves existing files under the same name or opens the Save As dialog box for a file you haven't saved yet. Access the Save command through the Office button menu, the Save icon on the Quick Access toolbar , or with the keyboard shortcut Ctrl+S.
- **Save As:** This command allows you to save an existing file under a new name, while preserving the original file under the old name. For instance, you can use Save As to save several drafts of a report you're writing. Access the Save As command through the Office button menu.

Working with the Save As Dialog Box

If you're saving a new file, or if you've selected the Save As command to save an existing file, the **Save As dialog box** opens and allows you to:

- **Give the file a name:** Use the **File name** field and be as descriptive as possible.
- **Choose a folder for the file:** Use the pane on the left side of the dialog box to find the folder you want.
- **Select a file type:** Use the **Save as type** dropdown menu. The available File types are explained below.

File Types in Word 2007

To improve security, Word 2007 uses one of two new file types. As opposed to the .doc files of older Word versions, Word 2007 now saves files as either **.docx** or **.docm** files.

- **.docx files:** This is the default file type used by Word to save any file that does *not* contain **macros** (programming code included in a Word file).
- **.docm files:** This file type saves files that *do* contain macros.

Microsoft made this change to stop hackers from exploiting macros to spread malicious software. If you receive a .docx file, you can feel comfortable opening it, whereas you should be suspicious of .docm files from unknown sources.

The New File Formats and Compatibility

Older versions of Word can't open .docx or .docm files. To save files compatible with those versions of Word, save using the **Word 97–2003** file type.

Alternatively, users with older versions of Word can update their software to enable it to open .docx and .docm files by downloading the free Microsoft Office Compatibility Pack at www.microsoft.com/downloads.

How to Close a Document in Word 2007

To close a document in Word 2007, chose Close from the Office Button menu or use the shortcuts Ctrl+W.

How to Print a Word Document

The print commands in Word are accessible through the Office button menu. There you'll find three options: **Print**, **Quick Print**, and **Print Preview**. Word 2007 also makes it easy to print envelopes and labels.


Print

Choosing the **Print** command in the Office button menu (or by clicking Ctrl+P) opens the **Print dialog box**. This print option provides you with the most control or flexibility, as the Print dialog box allows you to:

- Specify the printer (if you have more than one)
- Print all or just part of your document
- Set a number of copies
- Set how many pages you want to print per page

Quick Print

Quick Print lets you print a document with one click. However, Quick Print doesn't offer any flexibility—it always prints one single-sided copy of your entire document. You can access Quick Print through the Office button menu, but it's faster to add Quick Print to the Quick Access Toolbar:

1. Click on the arrow at the right edge of the toolbar.
2. Select Quick Print.
3. A printer icon  will appear in the toolbar.

Print Preview in Word 2007

Print Preview allows you to see ahead of time what your document will look like when it prints. To launch Print Preview:

1. Go to the Office button menu.
2. Select Print, then Print Preview.

In Print Preview, you will see a specialized Ribbon toolbar that lets you change the presentation of your document. When your document looks the way you want it to, print by clicking the printer icon or by exiting Print Preview and printing in the normal way.

How to Print Envelopes and Labels

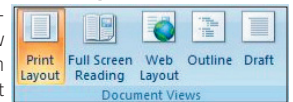
To print envelopes or labels in Word 2007, click the **Mailings** tab (Alt+M), then click either the **Envelopes** or **Labels** button in the **Create** group. An Envelopes and Labels dialogue box appears, which walks you through the process of printing envelopes or labels.

How to View a Word Document

You can view Word 2007 documents in a variety of ways using the **View tab** (Alt+W). The View tab has four groups: **Document Views**, **Show/Hide**, **Zoom**, and **Window**.

The Document Views Group

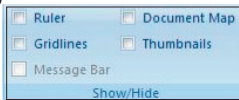
Word 2007 has five different document view options, each of which displays your document in a different way:




- **Print Layout (Alt+W, P):** The default document view, Print Layout shows the document in a form similar to how it will look in print, including headers and footers. This option is best for preparing work you plan to print.
- **Full Screen Reading (Alt+W, F):** This view is built for onscreen reading and proofing. It hides the Ribbon and allows you to highlight and insert comments, but limits your ability to type into the document.
- **Web Layout (Alt+W, L):** This view shows how your page will look as a web page.
- **Outline (Alt+W, U):** This view allows you to see or create an outline of your document's headings.
- **Draft (Alt+W, E):** This view focuses on the text. Page breaks are shown as a dotted line, and headers and footers aren't shown at all.

The Show/Hide Group

The **Show/Hide** group lets you choose which tools Word displays.

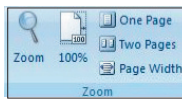


- **Ruler:** A helpful tool for setting margins and tabs, the ruler spans the top of your document.
- **Gridlines:** Gridlines are helpful if you're placing images, but not if you're working with text only.
- **Message Bar:** This is an alert bar that appears only when a document poses a potential security risk. In such cases, uncheck its box to make it disappear.
- **Document Map:** This shows an outline of your document's headings on the left of the Word 2007 window. It also helps you visualize a document's structure and lets you jump through the document by clicking the headings listed in the Map's outline.
- **Thumbnails:** Displays a small thumbnail of each page of your document. Helpful for jumping from one document page to another without having to scroll.

To show or hide **invisibles**, the marks that show formatting in a document (such as paragraph signs), go to Home > Paragraph and click .

The Zoom Group

The **Zoom** group lets you increase or decrease the size of your view without changing the size of your fonts or the rest of your document.

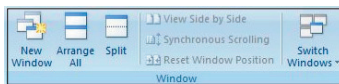


Zoom in or out by using the buttons on the Zoom tab, or get more zoom options by clicking on the magnifying glass in the tab.

You can also zoom by percentage using a sliding bar located at the bottom right of the Word 2007 window. Click on the + or - or drag the slider to zoom in or out.

The Windows Group

The **Windows** group helps you work with, arrange, and coordinate multiple windows at the same time.



- **New Window:** This opens a new window that also shows the document you're currently working in, allowing you to view two parts of the same document at once. Any change you make in one window will apply to the other.
- **Arrange All:** This arranges multiple windows so you can view them at the same time.
- **Split:** This does the same thing as New Window, but fits the two views of your document into one window.
- **View Side-By-Side:** This arranges two windows next to each other. It also engages Synchronous Scrolling so that when you scroll in one window in side-by-side view, the other window scrolls the same amount, making it easy to compare two documents.

How to Add Text to a Document

The simplest way to add text to a Word document is to type it in. To make adding text to your document easier, Word provides two time-saving features:

- **Click and Type:** To quickly position text on a page, view your page in Print Layout and double-click on the page where you'd like to insert text. Word automatically inserts the returns and tabs necessary to position your cursor in the selected location.
- **Drag and Drop:** You can move text between Word docs and applications by selecting text in one window and dragging it to another. For example, you could select a paragraph on a web page in a web browser and drag the selected text to your Word document.

Insert and Overtyping Modes in Word 2007

Insert mode means that when you type text in, the already existing text to its right just gets pushed further over. **Overtyping mode** means that when you type new text in, it erases (writes over) the previous text. Word 2007 is in Insert Mode by default. If you want to set it to Overwrite mode:

1. Go to the Office button Menu and select Word Options.
2. In the Word Options dialog box, select Advanced.
3. In Editing Options, select **Use overtype mode** or **Use the Insert Key to control overtype mode**. The latter lets you toggle between the modes using your keyboard's Insert key.

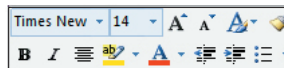
How to Select Text in Word

To modify text or content in your document, you must first select it. There are a variety of ways to select text in Word 2007 by using keyboard shortcuts or your mouse:

To select . . .	Action
Characters	Click and drag with the mouse, or Shift+Left or Right arrow.
Single word	Double click the word, or Ctrl+Shift+Left or Right arrow.
Line of text	Click the left margin, or Shift+End (to the end of the line) or Shift+Home (to the beginning).
Sentence	Press Ctrl and click in the sentence.
Multiple lines	Click and drag in the left margin, or Shift+Up or Down arrow.
Multiple noncontiguous elements	Select the first item, hold Ctrl, and then select additional text elsewhere in the document.
Paragraph	Triple-click in the paragraph, or Ctrl+Shift+Up or Down arrow.
Block of text	Click at the start of the selection and scroll to the end while holding Shift. In Page Layout, you can use Shift+Page Down or Shift+Page Up to select to the end or beginning of a page. In any view, you can use Ctrl+Shift+End to select to the end of a document, or Ctrl+Shift+Home to select to the beginning.
Arbitrary block of text	Click and drag while holding Alt, or press Ctrl+Shift+F8 with cursor at insertion point and use arrow keys. Press Esc to end.
Entire document	Triple-click in the left margin, press Ctrl and click in the left margin, or press Ctrl+A.

The Mini Toolbar

When you select text, Word 2007 displays a small toolbar of formatting options. If you find the toolbar annoying, you can stop it from appearing:



1. Go to the Office button menu. Select Word Options.
2. On the left of the Word Options window, click Popular.
3. Uncheck "Show Mini Toolbar" and click OK.

How to Delete, Cut, Copy, and Paste Text and Other Content

Word 2007 provides a variety of ways to move and edit your text and other content, such as images.




How to Delete Text in Word

You can use any of the following methods to delete text:

- Position your cursor to the left of the text you want to delete. Press Delete. You can delete an entire word to the right of the cursor by pressing Ctrl+Delete.
- Position your cursor to the right of text you want to delete. Press Backspace. You can delete an entire word to the right of the cursor by pressing Ctrl+Backspace.
- Select text and press Delete or Backspace.
- Select text, right-click, and choose Delete or Cut.

How to Cut, Copy, and Paste in Word 2007

The copy, cut, and paste commands allow you to copy or remove an item from one place and put it into another. To **cut** or **copy**, select the item(s) and execute a cut or copy command. To **paste**, position the cursor where you want the text to be inserted, and execute a paste command—the item you cut or copied most recently will be pasted.

Command	Icon	Location	Shortcut
Cut		Home > Clipboard	Ctrl+X
Copy		Home > Clipboard	Ctrl+C
Paste		Home > Clipboard	Ctrl+V

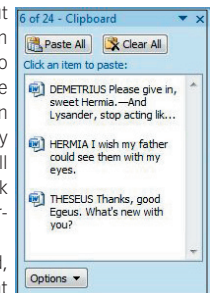
Moving Content with Your Mouse

Rather than cut and paste an item, you can also just **move** it. Select the content with your mouse, then click and hold on the selected content and move your mouse to wherever you want to drop the content. Then let go of the mouse button.

How to Work with the Clipboard in Word 2007

The **clipboard** allows you to cut or copy multiple items and then select which items to paste. To open the clipboard, click on the launcher in the Clipboard group on the Ribbon. Once opened, every time you cut or copy content it will appear in the clipboard. Just click on the content to paste it wherever your cursor is on the screen.

If you like using the clipboard, you can use the Options menu at the bottom of the Clipboard window to set it so it opens automatically when you start Word.





Paste Special

Paste Special lets you paste content while preserving or changing its formatting. For instance, if you copy a link from a web page into a Word document, you can use Paste Special to either paste the text as a hyperlink or as plain text. To use the Paste Special dialog box, click the arrow under the Paste icon at Home > Clipboard and select Paste Special.


How to Undo and Redo

The **Undo** feature allows you to undo any change you make to a Word document. If you change your mind after you Undo, you can click **Redo**.

Command	Icon	Location	Shortcut
Undo		Quick Access Toolbar	Ctrl+Z
Redo		Quick Access Toolbar	Ctrl+Y



You can also click the Undo button's drop-down arrow and undo more than 100 of your most recent consecutive actions.

Repeat

If you haven't undone any actions, the Redo icon will instead appear as the Repeat icon . In this case, clicking the icon or hitting Ctrl+Y repeats the last action you performed.

Find and Replace in Word 2007

The **Find and Replace** dialog box lets you find specific text in your document, or replace that text with other text.

Command	Icon	Ribbon Location	Shortcut
Find		Home > Editing	Ctrl+F
Replace		Home > Editing	Ctrl+H

By clicking the **More** button in the Find and Replace box, you can expand your search parameters beyond just text. For instance, the Search check boxes, Format button, and Special button allow you to search for text that's capitalized in a certain way or that has particular formatting. To hide the More options, click **Less**.

Keyboard Commands and Find

Once you've searched for a word using the Find dialog box, you can find each successive instance of the word without reopening the dialog box by using the keyboard commands Ctrl+Alt+Y or Shift+F4.

How to Insert Symbols and Special Characters

You can add symbols or special characters beyond those available on your keyboard through the Symbol dialog box or by using various keyboard shortcuts.

How to Use the Symbol Dialog Box

The Symbol dialog box allows you to insert either symbols or special characters into your document. To open it, click the Symbol menu at Insert > Symbols and select **More Symbols**, or press Alt+I+S. To insert a symbol or special character, select it with your mouse and then click the **Insert** button at the bottom of the dialog box.

Symbol and Special Character Shortcuts

The table below lists keyboard shortcuts for some of the most common symbols and special characters.

Symbol / Special Character	Keyboard Shortcut
Grave accent (à, Â)	Ctrl+', [letter]
Acute accent (á, Á)	Ctrl+', [letter]
Circumflex accent (â, Â)	Ctrl+Shift+^, [letter]
Tilde (ã, Ã)	Ctrl+Shift+~, [letter]
Umlaut / dieresis (ä, Ä)	Ctrl+Shift+., [letter]
Copyright (©)	Alt+Ctrl+C
Registered trademark (®)	Alt+Ctrl+R
Trademark (™)	Alt+Ctrl+T
En dash (—)	Ctrl+minus
Em dash (—)	Ctrl+Alt+minus

How to Navigate Documents in Word 2007

The most common methods for moving through a Word document are using the arrow keys or scrolling using the **scroll bars** at the right and bottom of the Word window. There are a number of other effective ways to a navigate through a document, including the Go To feature, keyboard commands, and the Select Browse Object tool.

How to Navigate Using the Go To Feature

The **Go To** feature is a tab on the Find and Replace dialog box and is accessible through the keyboard shortcut **Ctrl+G**. This feature allows you to jump to a specific page, line, footnote, or other feature on your page.

Helpful Navigation Keyboard Shortcuts

Press this . . .	To move your cursor . . .
Alt+F7	to the next misspelled word if the Check Spelling As You Type feature is turned on
Alt+Page Down or Page Up	to the bottom or top of the current column in a table
Ctrl+Alt+Page Down or Page Up	to the bottom or top of the window
Ctrl+Down Arrow or Up Arrow	to the next paragraph or to the preceding paragraph
Ctrl+Home or End	to the beginning or end of the document
Ctrl+Left Arrow	one word to the left
Ctrl+Right Arrow	one word to the right
End	to the end of the a line
Home	to the beginning of a line
Shift+Tab	to the previous cell in a table
Tab	to the next cell in a table

Pressing the **Page Up** or **Page Down** keys alone displays the previous or next screen's worth of text but doesn't move your cursor from its present position.

How to Use Browse by Objects

At the bottom of the vertical scrollbar there are two sets of double arrows surrounding a tiny round button. These are the **Browse by Objects** controls, which allow you to jump through your document from one graphic, heading, or comment to the next.

To use this feature, click the round button. A little menu appears that lets you choose the type of object you want to browse. For instance, if you choose Browse by Graphic, you can then click the up and down arrows to find the previous or next graphic in the document.

How to Review a Word Document

Word 2007 provides a number of tools to help you proofread your work, as well as other reference tools.

How to Use Spelling and Grammar Check

You can set Word 2007 to check your spelling and grammar automatically as you write, or you can use the Spelling and Grammar dialog box after you finish writing.

Check Spelling and Grammar as You Write

The **Check Spelling as You Type** and **Mark Grammar Errors as You Type** features place red or green wavy lines, respectively, under text that Word deems to be a possible spelling or grammar error. By default, Check Spelling is turned on and Check Grammar turned off. You can modify these settings through the **Word Options** dialog box:


1. Go to the Office Button Menu. Choose Word Options.
2. Click Proofing on the left side of the Word Options dialog box.
3. Choose the options you prefer under "When correcting spelling and grammar in Word."

How to Control AutoCorrect

If you have **AutoCorrect** turned on, Word will automatically correct certain misspellings, such as changing "hte" to "the." You can turn off AutoCorrect entirely, turn off certain AutoCorrect options, or add misspellings for AutoCorrect to

fix through the **AutoCorrect dialog box** (Office Menu > Word Options > Proofing, then click "AutoCorrect options").


How to Run a Spelling and Grammar Check

To run a spelling and grammar check, click the **Check Spelling** icon  in the Ribbon at Review > Proofing, or use the keyboard shortcut F7.


Thesaurus and Translation Tools

Word's **Thesaurus** allows you to find synonyms for a word you've written, and the **Translate** tool helps you translate a word or phrase into another language. You can access these tools at Review > Proofing or with keyboard shortcuts (Alt+R, E and Alt+R, L), though it's often easiest to right-click the word or phrase in question and then select Synonym or Translate from the menu that appears.

The Research Pane in Word 2007












The **Research Pane** in Word 2007 provides information on selected words or text that Word gathers from various internet sources. For instance, the Research Pane can provide you with an article on a word you've selected. To open the Research Pane, go to Review > Proofing and click on the **Research** icon  or press Alt+R, R.

Word Count in Word 2007


Word keeps a tally of the word count of a **Words: 1,512** document at the bottom left of the word window. If you'd like more detail, double click the tally, press Ctrl+Shift+G, or click Word Count  at Review > Proofing.

How To Format Text

Most of the tools that you'll use to format text in Word documents are in the Ribbon at Home > Font. Word 2007 also has a new **Live Preview** feature, which displays how a formatting change to selected text will look when you mouse over the options on any formatting drop-down menu. If you like how it looks, choose the option by clicking it.

Command	Icon	Shortcut
Font		Ctrl+D, Arrow keys, Enter
Font size		Ctrl+Shift+P, Arrow keys, Enter
Increase font		Ctrl+Shift+>
Decrease font		Ctrl+ Shift+<
Clear formatting		Ctrl+Spacebar
Bold		Ctrl+B
Italic		Ctrl+I
Underline		<ul style="list-style-type: none"> • Ctrl+U (underline) • Ctrl+Shift+W (word underline) • Ctrl+Shift+D (double underline)
Strike through		Alt+H, 4
Subscript		Ctrl+Equal sign
Superscript		Ctrl+Shift+Plus sign

How to Change Letter Case

To change the case of selected text, click the **Change Case** icon  and choose a setting (Sentence case, lowercase, UPPERCASE, Capitalize Each Word, or TOGGLE cASE).

- To change selected text to all caps, press Ctrl+Shift+A.
- To change selected text to small caps, press Ctrl+Shift+K.

Font Color and Font Highlight

You can use the **Font Color** and **Font Highlight** buttons and menus to choose and apply a new color or background to selected text. Click the buttons to apply the current color or highlight to selected text, or click the down arrow next to each button to select a new text or highlight color.



How to Copy Formats

To copy a format and then apply that format to other text, use the **Format Painter**, which is located on the Home tab as part of the Clipboard group. To use the Format Painter:

1. Select the text whose format you want to emulate and click the Format Painter icon.
2. Click in the word or click and drag over the words or content you want to format.

You can also use Ctrl+Shift+C to copy a format and Ctrl+Shift+V to paste the format onto other content.

How to Format Paragraphs

The majority of commands for formatting paragraphs are on the Ribbon, in either Home > Paragraph or Page Layout > Formatting.

How to Create Lists

Command	Icon	Ribbon Location
Bulleted lists		Home > Paragraph
Numbered lists		Home > Paragraph
Multilevel lists (outlines)		Home > Paragraph

You can view the different formatting options for each type of list by clicking on the down arrow next to the icon.

Renumbering Lists

You can restart the numbering of a numbered list at any point by right-clicking a number, selecting **Bullets and Numbering**, and then choosing **Restart Numbering** on the dialog box that appears.

How to Align Text

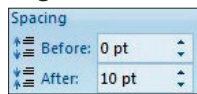
The alignment buttons at Home > Paragraph let you align text to the **left** (Ctrl+L), **center** (Ctrl+C), or **right** (Ctrl+R), or to **justify** the text (Ctrl+J). The selected option is highlighted.



If your cursor is in a paragraph when you apply one of these commands, the full paragraph will take that formatting. If you select multiple paragraphs, all of them will take the formatting.

How to Set Paragraph Spacing

The easiest way to control the spacing between paragraphs is to use the **Spacing** commands at Page Layout > Paragraph, though you can also control paragraph spacing from the **Paragraph dialog box**. To open it, click the launcher at Home > Paragraph, or Page Layout > Paragraph, or press Alt+H, PG.



How to Set Line Spacing

You can also use the Paragraph dialog box to change line spacing, but it's generally faster to click on the icon at Home > Paragraph or to use keyboard shortcuts.

Command	Icon	Shortcut
Line spacing		<ul style="list-style-type: none"> • Ctrl+1 (single spaced) • Ctrl+5 (1.5 spaced) • Ctrl+2 (double spaced)

You can access additional spacing options by clicking on **Line Spacing Options** in the menu that appears when you click the Line Spacing icon. For example, the **At Least** line spacing setting makes sure that everything fits on a line even if you use different font sizes or inline images. The **Exactly** setting lets you set an exact spacing even if that means cutting off a larger font or image.

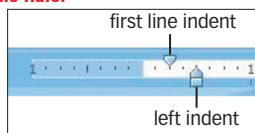
Paragraph Indents in Word 2007

You can adjust paragraph indents precisely by using the Paragraph dialog box, but it's usually quicker to click on the icons at Home > Paragraph or to use keyboard shortcuts.

Command	Icon	Shortcut
Increase indent		Ctrl+M
Decrease indent		Ctrl+Shift+M

How to Set Indents Using the Ruler

If you've set the ruler to be visible (see *How to View a Word Document*), you can create indents by dragging the indent markers to the left or right. The top indent marker on the left side of the ruler sets the **first line indent**, whereas the bottom marker sets the **left indent**, or the indent of all the lines beneath the first line. To move both of these indents together, click and drag the little rectangle at the bottom of the left indent. To move just one of the indents, click and drag its triangle. You can also set the **right indent** using the indent control at the right end of the ruler.



How to Create a Hanging Indent

To create a **hanging indent**, in which paragraph text below the first line is indented 0.5" further in than the first line, position your cursor in a paragraph, and press Ctrl+T (press Ctrl+T multiple times to indent text further). To undo the indenting, press Ctrl+Shift+T.

How to Work with Tabs in Word 2007

Setting **tabs** lets you control how a paragraph gets formatted when you hit the tab key. Word sets default tabs at 0.5". You can set your own tabs in two ways:

- Open the Paragraph dialog box and click the Tabs button. A **Tab dialog box** will open in which you can enter your desired tabs.
- Click on the ruler where you want to set the tabs.

When you set a tab, it applies to the paragraph in which your cursor is currently located, or to the text you've selected.

Types of Tabs

You can set a number of different types of tabs. **Left**, **center**, and **right tabs** cause text that starts at that tab to be formatted with left, center, or right alignment, respectively. **Decimal alignment** tabs are used when you're creating a list of numbers—this type of tab makes sure that the numbers align whether or not they have decimals.

How to Set Tab Leaders

Tab leaders are solid or dotted lines that span the length of a tabbed space. Tab leaders are often used in a table of content to create a line connecting the chapter to the page number. You can set a tab leader to appear using the Tab Dialog box.

How to Set Line Breaks

You can prevent widows and orphans (single lines of text stranded at tops or bottoms of pages), keep headings associated with paragraphs, or stop paragraphs from breaking by selecting **Pagination** options on the **Line and Page Breaks** tab of the Paragraph dialog box.

How to Set Backgrounds and Borders

To place a border around a block of selected text, or to change the shading behind it, go to Home > Paragraph and click either the **Background** tool or **Border** tool. Then select the border style or background color you'd like.



How to Format Paragraphs with Styles

Word 2007 provides a variety of preset text and heading styles at Home > Styles that let you quickly format a document. To apply these **QuickStyles**, put your cursor in the text you want to style and select the style to apply it.



Style Sets

Styles at Home > Styles are grouped into **style sets** that are designed to go together. Word provides a number of different style sets—changing the style sets changes the available styles. To change style sets, click the **Change Styles** button at Home > Styles.



How to Format Word Documents

In Word 2007, all the tools you need in order to format documents are located in the Page Layout > Page Setup and Page Layout > Page Background groups.

Page Layout > Page Setup Commands

Command	Icon	Shortcut
Margins		Alt+P, M
Page orientation		Alt+P, O
Page size		Alt+P, SZ
Columns		Alt+P, J
Line numbers		Alt+P, LN

Page Layout > Page Background Commands

Command	Icon	Shortcut
Watermarks		Alt+P, PW
Page color		Alt+P, PC
Page borders		Alt+P, PB

How to Insert Page and Section Breaks

Though similar in some ways, page and section breaks actually serve different purposes:

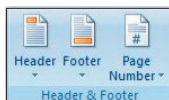
- **Page breaks:** Page breaks are used to insert a separation point between text. For instance, you might insert a page break at the end of a chapter so that the next chapter begins at the top of the following page.
- **Section breaks:** Though section breaks can be used like page breaks, they're designed to demarcate sections of text to enable you to apply different formatting to each section. For instance, if you wanted to have some text on a page in one column and the text below it to be in two columns, you would use a section break to mark the different text and then apply different columns to the two sections.

To apply a page or section break, click the **Breaks icon** at Page Layout > Page Setup, or press Alt+P, B. A menu will appear that lists the available page and section breaks.



How to Add Headers or Footers

The tools for adding **headers**, **footers**, and **page numbers** to a document are on the Ribbon at Insert > Header & Footer. Clicking on any of those icons opens a menu in which you can choose predesigned options, edit a header, or remove a header or footer from a document.



Creating or Modifying a Header

If you want to create your own header or modify a pre-designed header, select the **Edit Header** option from the header menu. When you do this, a Design tab filled with tools for editing the header appears. Write text into the header by clicking in the header and typing. When you're finished editing the header, click the **Close Header and Footer** button at the right of the Ribbon, and the Ribbon will return to its normal layout.

How to Work with Themes

New to Word 2007, **Themes** are predesigned design sets that apply specific fonts, colors, and effects to the text, headings, tables, and other elements of a document. To select a theme, go to Page Layout > Themes and click the Themes icon or press Alt+P, TH.

How to Create Tables

To create a table, go to Insert > Table and click the table icon or press Alt+N, T. When you click on the icon, a menu appears that allows you to create a table by:

- Selecting the number of rows and columns on a grid
- Opening the table dialog box by clicking Insert Table
- Drawing a table using your mouse (if you want to create a table with irregular column and row sizes)
- Importing an Excel® Spreadsheet
- Choosing a **Quick Table** (a predesigned table style)

Once you've inserted a table into a Word document, you can move the table by clicking and dragging on its top left corner, resize the entire table by clicking and dragging its bottom right corner, or resize individual cells by dragging the row or column lines. Right-clicking in a cell or highlighted cells brings up a menu you can use to further format the cell.

The Table Tools Tabs

Word 2007 makes it easier to format and design tables with the **Table Tools Layout** tab and the **Table Tools Design** tab, which appear on the Ribbon after you click within a table.

The Table Tools Layout Tab

The Table Tools Layout tab contains the following groups:

- **Table:** In this group, you can turn gridlines on or off, open the Table Properties dialog box, or choose a selection tool that lets you select a single cell, a complete row or column, or the entire table.
- **Rows and Columns:** In this group, you can insert or delete rows or columns, or delete the entire table.
- **Merge:** Here you can merge two cells into one, split a cell into two separate cells, or split an entire table at the location you want.
- **Cell size:** Here you can change the width or height of a cell, make the cell automatically fit the size of its contents, or even out the size of all columns or rows.

- **Alignment:** Here you can change text alignment in a cell, modify cell margins, or set whether the text reads horizontally or vertically.
- **Data:** Here you can sort the info in a table, add a mathematical formula to specific cells, or convert a table into regular Word text.

The Table Tools Design Tab

The Table Tools Design tab provides tools that allow you to change the color or borders of a table, or to choose predesigned table settings.

Reference Features in Word 2007

Word 2007's **References** tab makes it simple to add footnotes or endnotes, a table of contents, an index, or cross-references to your documents.

How to Create Footnotes or Endnotes

1. Place your cursor to the right of the text you want to footnote or endnote.
2. In References > Footnotes, click **Insert Footnote** (Alt+Ctrl+F) or **Insert Endnote** (Alt+Ctrl+D).
3. Your cursor will jump to the footnotes or endnotes window. Type in the new footnote or endnote.
4. Click Show Notes to exit.

How to Create a Table of Contents

Word 2007 can auto-generate a table of contents (TOC) if you use **Heading Styles** (Word's own or styles you create yourself) to style the headings in your document.

1. Place your cursor where you want the TOC to go.
2. In the References > Table of Contents, click the **Table of Contents** icon .
3. A menu will appear with table of contents style choices. Choose the style you want, and the TOC will appear in your document.

How to Update a Table of Contents

To update a TOC after it's been generated, place your cursor within the TOC and press Alt+S, U.

How to Create an Index

Creating an index first involves marking the text that you want to appear in the index:

1. Select text you want to mark for indexing.
2. Click References > Index > **Mark Entry** or press Alt+Shift+X.
3. The **Mark Index Entry dialog box** will open. Select the options you want and press the Mark button.

Once you've marked all the text that you'd like to index:

1. Place your cursor where you want the index to appear.
2. At References > Index, click **Insert Index** or press Alt+S, X. The **Index dialog box** opens.
3. Select the Index format you prefer, then click OK.

How to Update an Index

To update an index after it's been generated, insert your cursor in the index and press Alt+S, D.

How to Create Cross References

To create cross references to figures, tables, charts, and so on, click Insert > Links > **Cross References** .

1. The **Cross Reference** dialog box opens.
2. Select the type of item you want to insert a reference to, such as a figure, table, or chart.

3. When you've made a selection, the dialog box will then list all of the items of that sort that appear in your document. Select the one you want to reference.
4. Choose the text to use to introduce the reference.
5. Click Insert.

Collaboration in Word 2007

The **Review** tab on the Word 2007 Ribbon makes it easy to collaborate with others to produce a Word document.

How to Track Changes

The **Track Changes** feature marks all the changes you make as you edit a document so that the next reviewer can see all of your edits. To activate Track Changes, click the Track Changes icon at Review > Tracking.

How to Accept or Reject Changes

You can accept or reject tracked changes with the **Accept** and **Reject** buttons at Review > Changes. The **previous** and **next** buttons let you skip a tracked change without accepting or rejecting it.

How to Compare Documents

If an editor did not use Track Changes when editing your document, you can still see the changes he or she made by comparing the edited document with the new document:

1. On the Review tab, click the **Compare** icon in the Compare group.
2. In the Compare dialog box, select the original document and the revised document. Click OK.

How to Insert and Delete Comments

To insert a comment into a document, place your cursor where you want the comment to appear and click the **New Comment** icon . To delete a comment, select the comment and then click **Delete Comment** .

How to Password Protect a Document

The **Protect** icon at Review > Protect lets you set a password so that only you can open a particular document. If you use this feature, make absolutely sure you remember the password—there's no way to open the file without the password, and Word provides no way for you to recover a forgotten password.

How to Insert Art and Graphics

Most of the tools for inserting art and graphics into a Word document are on the Insert tab in the **Illustrations** group. Use this group to insert a **picture**, **clip art**, **shapes**, **SmartArt** (such as flowcharts), or **charts**.

Once you've inserted art or graphics into your text, you can select it by clicking on it. Once you've selected it, a new tab will appear that gives you options for formatting the art. For instance, you'll be able to change the art's size, orientation, location, or text wrap.

How to Add Text Boxes

A **text box** is a graphical element you can add to a document that contains text, not images. For instance, a pull-out quote in an article can be created with a text box. To add a text box to a document:

1. Click on Insert > Text > Text Box or press Alt+N, X.
2. Choose the text box style you want from the menu that appears.

When you select a text box, a tab appears that provides tools for formatting and modifying the text box.