

Word 2007

Using the new Interface

In this lesson you will learn how to:

- Use the Office Button
- Navigate the New Interface
- Explore sections of Interface
- Show Shortcut Keys
- Use the Quick Access Toolbar
- Use the Mini Toolbar
- Access Help Feature
- Access View Feature
- Use Save features
- Use Print Features

It is important to save and print out the .pdf file before starting this lesson. You will then be able to work alongside it and practise the techniques

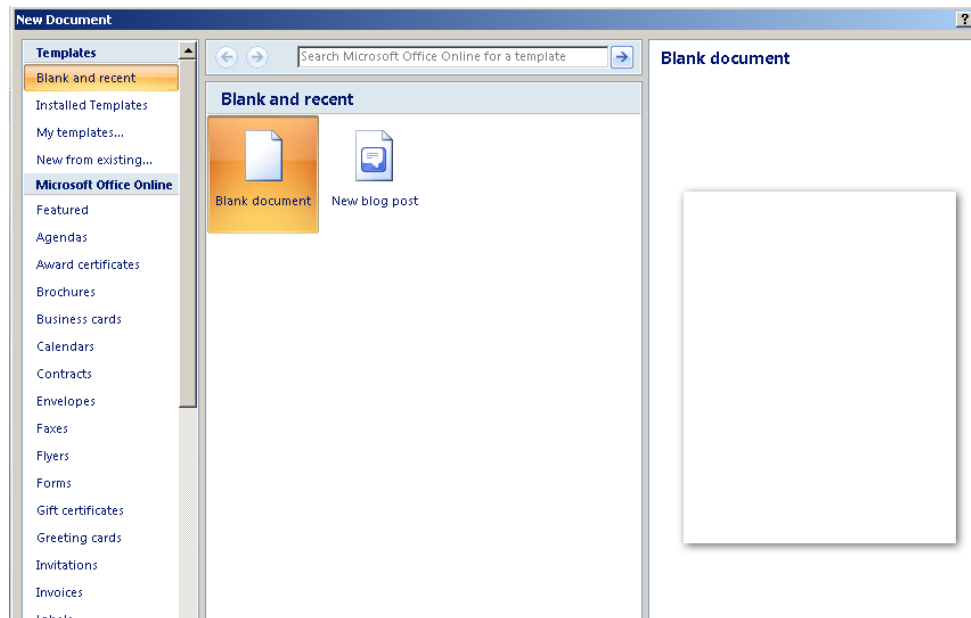
The Office Button

Open up a new word document, do this by clicking on the large button in the left hand corner of the ribbon which is the Office Button.



Click on New – on the top of the dialogue box that opens up.

Word 2007 will present you with another dialogue box to choose what type of new document you want.



Along the left hand side of the new dialogue you can chose a template. An installed template, or new office online templates. If you want to have a look at all the installed templates, do so now. There are many to chose from. A list of templates is shown.

In the screen above, there is a new blank document or a new blog, showing so let's chose a black document for this exercise and then click on Create. You just need to find where all the tools are as Office 2007 uses the new interface to help rather than hinder your work.

The New Interface

When you have your new Word document opened up you will see the new interface below.



The title bar is still in the same place I am using Document 1 in Word. If I were to save and name my document it would be titled under the new title.

The default font is no longer Times New Roman but Calibre which I think is nicer. There are seven sections/tabs on the New Interface that are designed to work in your favour once you get the feel of them. The Home Tab opens by default. The insert tab where you would insert objects into your document such as tables, the page layout tab, references where you would add footnotes, table of contents, indexes etc, Mailings, Review where you would check spellings, add comments and View which replaces the old view. Check them out now to get a feel of them.

Word 2007's ribbon interface changes to reflect on whatever you are doing in your document. If you click on the arrow at the bottom of the ribbon on the Font section Word 2007 offers me the option of the font dialogue box.

The shortcut key of Ctrl D for this feature, is also shown when you hover over the arrow in the corner of the Font Section...



There are arrows on many of the new groups. Paragraphs, Clipboard, font, Styles which you can explore.

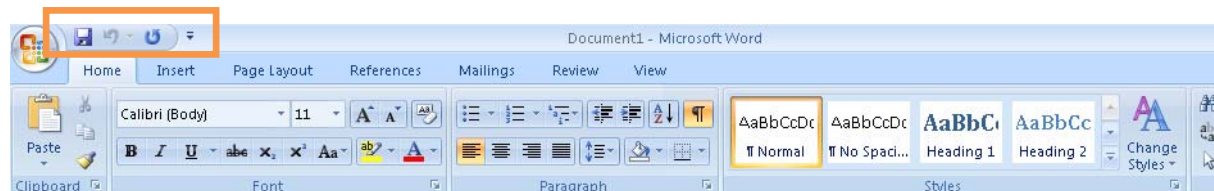
Shortcut Keys

If you click on ALT on your keyboard. A list of Shortcuts keys will appear so that when you use Ctrl and the shortcut letter that action will be carried out. Try them out now. To remove the shortcut keys click on ALT again on your keyboard.

The Quick Access Toolbar

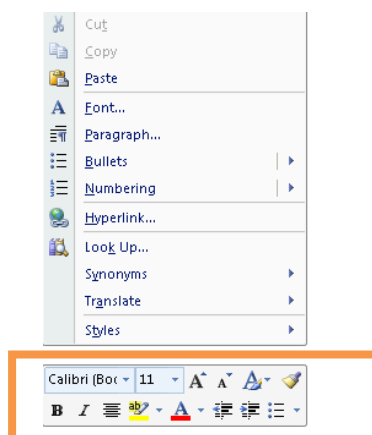
There is a quick toolbar just under the title indicated with a few options added such as save, and undo. It is possible to change your options here, and add more tools, click on the arrow.

You can then check off the options you want on your quick toolbar. For example, Quick Print or Print Preview, etc. Word 2007 will then add it to your quick toolbar, you can change the options whenever or keep them the same. There is also an option for more commands if the tool you use most often is not shown. If you are using a tool on the Interface and you decide that you would like to add it to the Quick Access Toolbar. Right Click on your mouse and you will be given an option to add it to the Quick Access Toolbar.



The Mini Toolbar

Type some text into your Word 2007 document and right click on your mouse, you will see the mini toolbar. Word 2007 has further options here that you can use to format your text quickly.



There is no need to keep going up to the top of the toolbars any more, to format text, by right clicking on your mouse Word 2007 puts these options right at your fingertips.

Help Feature

To access the help function click on the question mark on the far right of your screen.



The help dialogue box is different, it applies to this document only and you go online to access the help functions. There is also the Search Tool for you to type in a different help file that you would like to read. At the top of this dialogue box, you can print, go back, go forward, show table of contents or go to the home help of your file. Experiment now, using the buttons at the top of your help box.

View Feature

Click on the View tab. You can tick the box option to show rulers, gridlines, thumbnails or the Document Map. There is an option for zoom and a window style.

To view more than one document side by side open up the documents and then click on View side by Side, you will be presented with two views to look at and work on. If you switch to the switch windows tab you can move from one document to the next.

On the other side of the ribbon there is a full screen reading option, this will change the screen giving you the option to read text as it should be read on full screen.

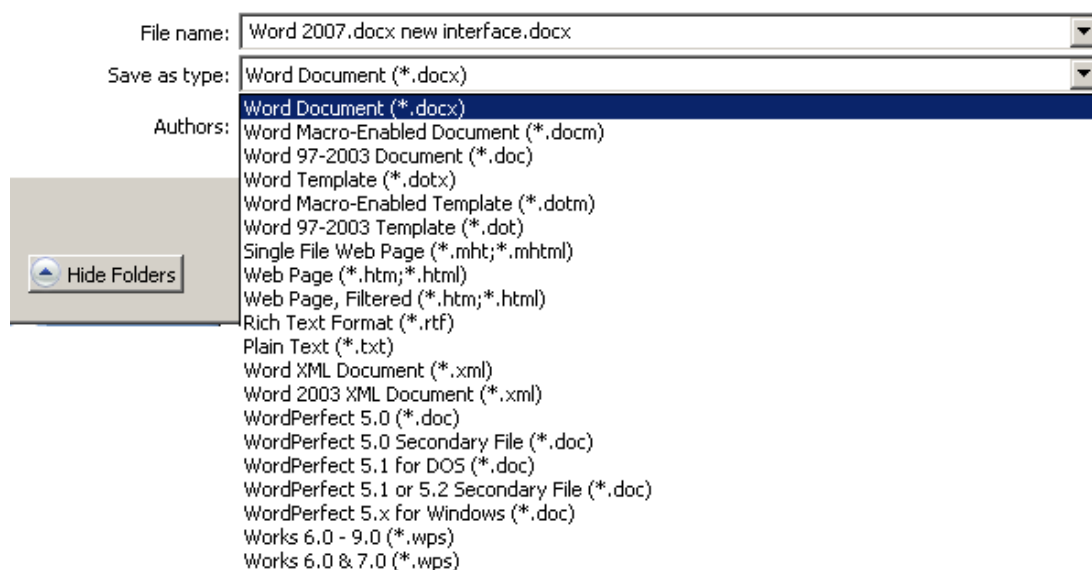
You then have a web layout, an Outline view if you want that or a draft view. Print Layout view is the most usual view. Whatever view you are in,

except on print layout view, there is a close button that will only close that view, it will not close the document. Try it now.



Save

To save your work you can use the Quick Toolbar. If you have not named your document you will be presented with the save as option.



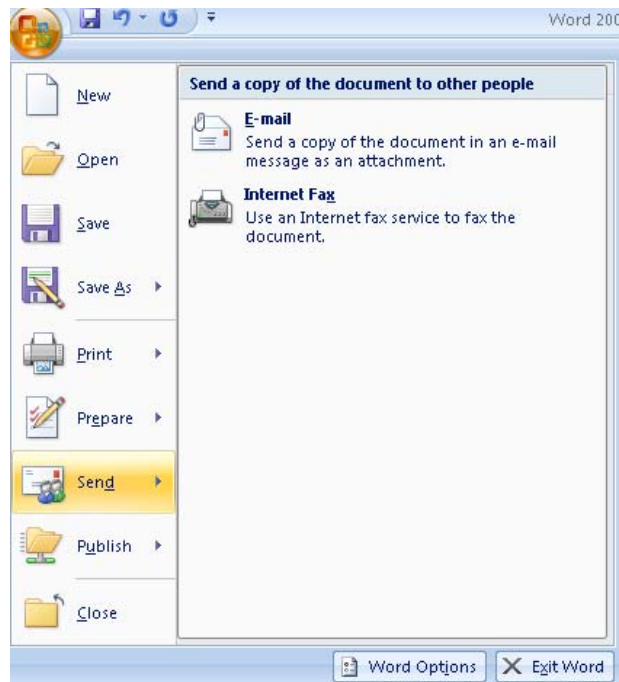
If we click on the arrow on the Save as type box, there are many options to save the document as: for example we can save the document as an old Word 2003 document for someone who does not have Word 2007 say, we can even chose to save as a very old Word Perfect document. Notice that Word 2007 documents are .docx and not the old .doc file type. If you save as a .doc Word 2007 title will show it is in be in compatibility mode.

It is important to keep saving your work as there may be anything happen, a power cut for instance, get into the habit of saving your work often.

Send a Document

To send a document. Click on the Office button in the far left hand corner of your screen. This button is similar to the old file menu. And chose send as from the drop down list. You can chose to send it as an email, in which case it will be attached to a new email or you can chose to send it as a Fax, if you

have fax enabled. There are many Fax Providers, some are free on the internet.



Screen

If you look at the bottom left hand side of the screen. You will get the page numbers of your document. Look to the left and you get the layout views. On the side of your screen on the right are the arrows to move around your document. Clicking on the arrows up, your document will be moved up one page and the arrows down your document will move one page down.

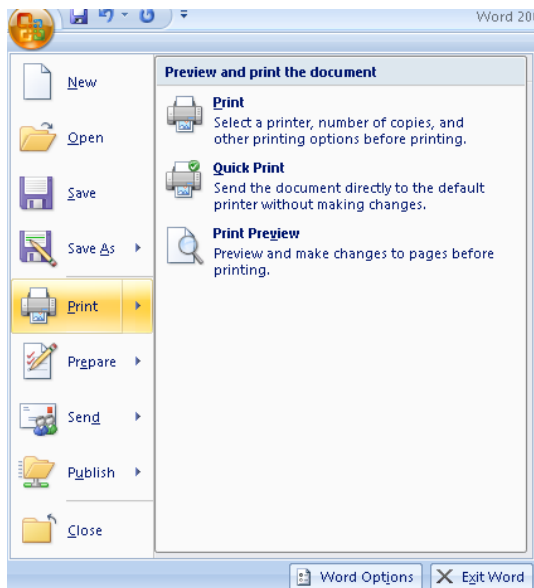


Print

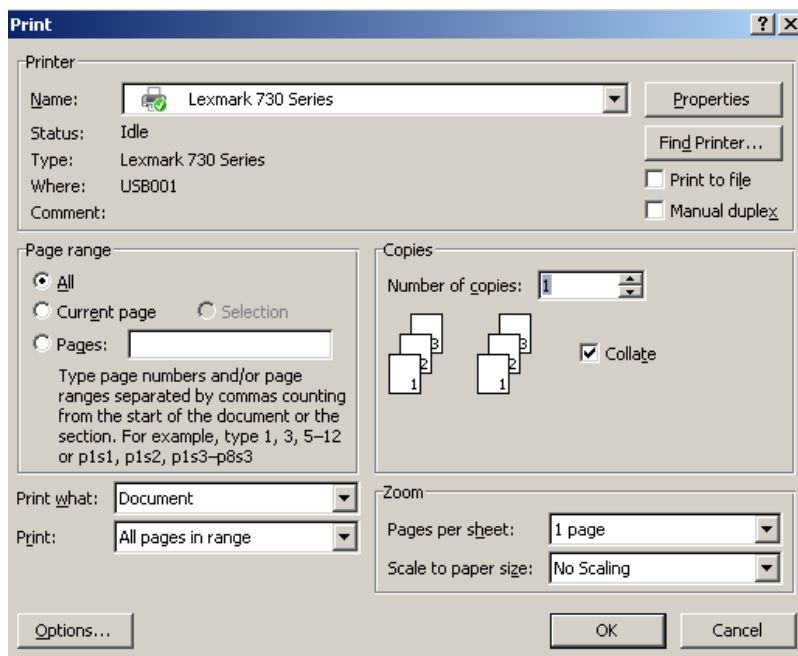
Printing a document. Use the quick toolbar, but if the Quick Print option is not there you will have to customize the toolbar by clicking on the arrow.

To print a document and show all the Print options do not use the Quick Toolbar but use the Print option in the Office button menu.

By right clicking on the Print icon, you can save it to the quick access toolbar.



This dialogue box opens when you click on Print, we have print, quick print and print preview. Click on the Print icon.



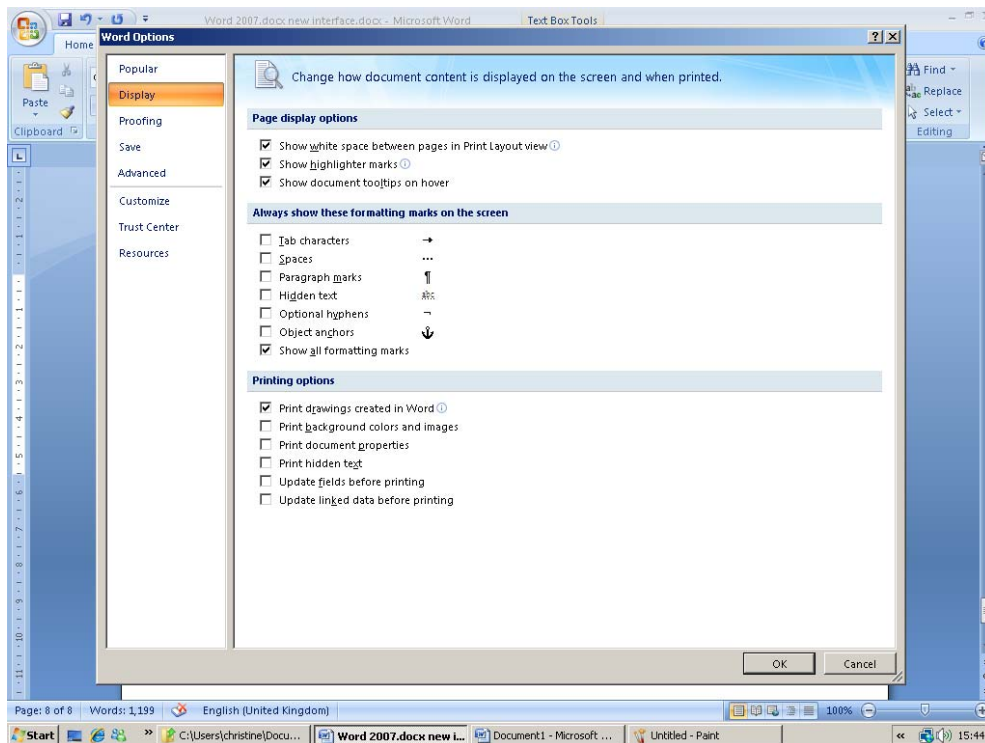
The print dialogue box appears just like the old one in Office 2003. 'Click on Properties Your Printer Options appears and you can apply changes if you need to here.

Click on Options and the following dialogue box appears.

Change Word Options

Click on the office button and choose the Word Options tab at the bottom of the menu.

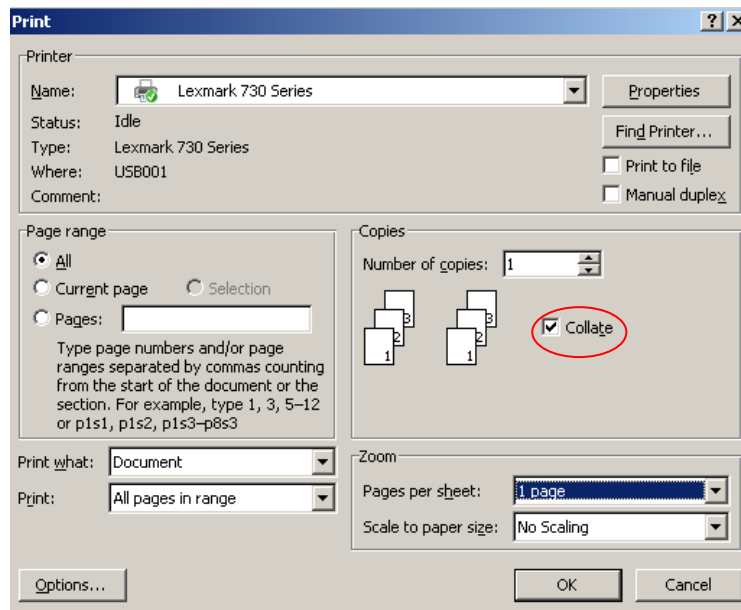
There are many options that you can change to make your document show on printing or not. For example we can choose to have my details printed at the end of the document. Click on print document/properties.



We can print to show the formatting or paragraphs marks. And much more, take a while to study this box and its options. Change what you need to. Click on OK.

In the Print dialogue box, make sure that the printer you have highlighted is the one that you want to use.





Note I have the collate button ticked so that my document will get printed in order. If I just wanted to print the current page I would click on that option. Or chose in the pages box what pages I want printed, you must insert a comma after each page in this box.

In the Zoom box I can print how many pages per sheet I want to print or scale the paper to size.