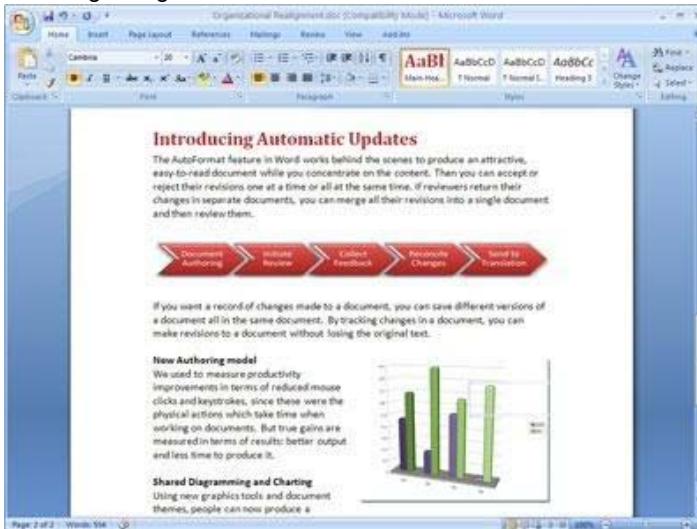


Introducing Word 2007

Word 2007 is a powerful authoring program that has the ability to create and share documents by combining a comprehensive set of writing tools. With the Office 2007 interface, users can enjoy SmartArt diagrams and charts, compose and publish blogs, build equations, use improved bulleted and numbered lists, write with the help of a Citation Manager and Reference Builder, create digital signatures and much more.



Creating a New Blank Document

1. Click the **MS Office** button.
2. Select **New** from the menu.
3. Click the **Create** button.



Creating a New Document from a Template

Templates have specific formatting options such as font size and type preset.

1. Click the **MS Office** button.
2. Select **New** from the menu.
3. Click the **Installed Templates** in the Templates pane of the dialog box.
4. Select the template to be used.
5. Click the **Create** button.

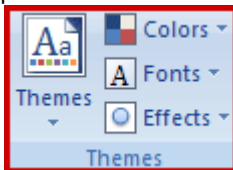
Finding the Basics in Word 2007 Using the Ribbon

Home	Insert	Page Layout	References	Mailings	Review	View
Clipboard	Pages	Themes	Table of Contents	Create	Proofing	Document views
Font	Tables	Page Setup	Footnotes	Mail Merge	Comments	Show/Hide
Paragraph	Illustrations	Page	Citations/	Write/	Tracking	Zoom
Styles	Links	Background	Bibliography	Insert Fields	Changes	Window
Editing	Header/	Paragraph	Captions	Preview	Compare	Macros
	Footer	Arrange	Index	results	Protect	
	Text		Table of	Finish		
	Symbols		authorities			

By default, the ribbon is divided into seven tabs. Each tab is organized into groups of related commands. The graphic on the left lists the various groups under each tab.

Themes

Themes are design elements that apply unified formatting to a presentation.



Applying a Theme

1. Click the **Page Layout** tab.
2. Select a theme in the **Themes** group. If the theme you want is not displayed use the **More** button to select from a gallery.

Applying a Color, Font and Effects Scheme

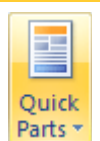
1. Click the **Design** tab.
2. In the **Themes** group, do any of the following:
 - ❖ **Color scheme** - click the **Colors** button and select a color scheme from the menu.
 - ❖ **Font scheme** - click the **Fonts** button and select a font scheme from the menu.
 - ❖ **Effects scheme** - click the **Effect** button and select an effects scheme from the menu.

Document Building Blocks

Building blocks are items within a document that can be saved using the Quick Parts tool and reused in other documents. For example, a logo, header or footer or cover page used to keep a consistent look in a department or organization.

Creating a Quick Part

1. Select the item(s) to be saved as a building block.
2. Click the **Insert** tab.
3. Click the **Quick Parts** button in the **Text** group.
4. Click **Save Selection to Quick Part Gallery**.



To add a saved Quick Part to a document, anchor the cursor in the document where the Quick Part is being added. Click the **Quick Parts** button. Select the Quick Part from the list of options.

Quick Guide

SmartArt

SmartArt is a new group of easily editable and formatted diagrams. There are many preset SmartArt templates in a variety of categories such as list, process, cycle and hierarchy.



Horizontal Hierarchy

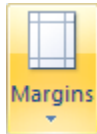
Use to show hierarchical relationships progressing horizontally. Works well for decision trees.

Inserting an Illustration

1. Select the slide to have the illustration and click the **Insert** tab.
2. In the **Illustrations** group, do one of the following:
 - ❖ **Insert a picture** - click the **Pictures** button, locate the picture and click the **Insert** button.
 - ❖ **Insert SmartArt graphic** - click the **SmartArt** button, select a category in the left pane and the graphic to be inserted. Click **OK**.
 - ❖ **Insert a chart** - click the **Chart** button, select a category in the left pane and the chart to be inserted. Click **OK**. Enter the chart data and click **Close**.

Change or Set Page Margins

1. Click the **Page Layout** tab.
2. Click the **Margins** button in the **Page Setup** group.
3. Select **Normal** for the most common margin settings. Select **Customize Margins** to change the default margins.

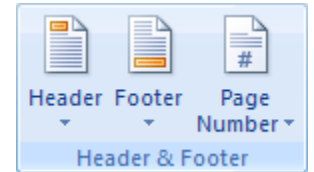


Word 2007 includes some additional margin options including narrow, moderate, wide and mirrored (for facing pages in a binder).

Inserting a Header, Footer and Page Number

Headers and footers are areas in the top, bottom, and side margins of each page in a document. Word 2007 comes with many predesigned headers and footers to insert into a document.

1. Click the **Insert** tab.
2. Click the **Header** or **Footer** button in the **Header & Footer** group.
3. Select **Blank** to create a header or footer from scratch or select one of the predesigned headers or footers.



Use the **Page Number** button in the same fashion as the Header and Footer.

NOTE: To use a customized Header and Footer in more than one document, set the items as a Quick Part. See the **Creating a Quick Part** section.

Save as PDF

PDF is a fixed-layout electronic file format that preserves document formatting and enables file sharing.

1. Click the **MS Office** button.
2. Select **Save As** from the menu.
3. Click the **PDF or XPS** button. Once the file name is determined, Word 2007 automatically converts the file.

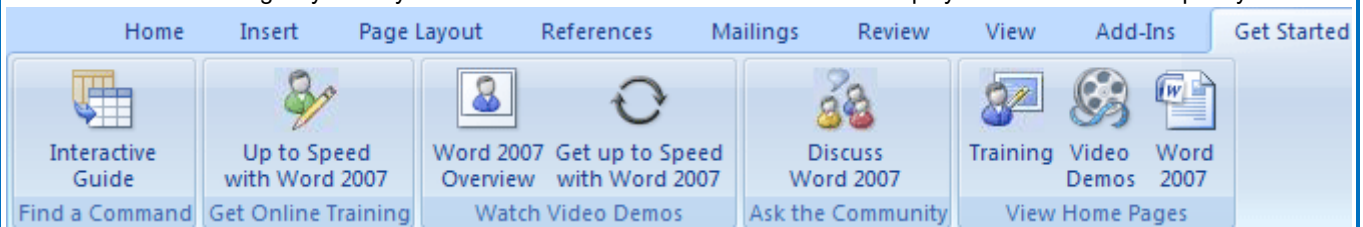


PDF or XPS

Publish a copy of the document as a PDF or XPS file.

Getting Help in Word 2007

Commands on this tab give you easy access to free content on Office Online that helps you learn Word 2007 quickly.



For more information on Office 2007, contact the ITS Helpdesk at helpdesk@sunybroome.edu or (607) 778-4357.

References: Microsoft Office Online at <http://office.microsoft.com/en-us/default.aspx>, The Resource Network, QUICK Source Guides.

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