

Fayetteville State University

Microsoft® Office Word 2007 Training

Create your first document

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Overview: New to Word?



Do you need to use Word 2007, but you're not quite sure how to get started?

This course is designed to help you learn the basics of creating your first document.

You'll find out how to type where you want to on a page, fix spelling errors, change spacing and page margins, and save your work.

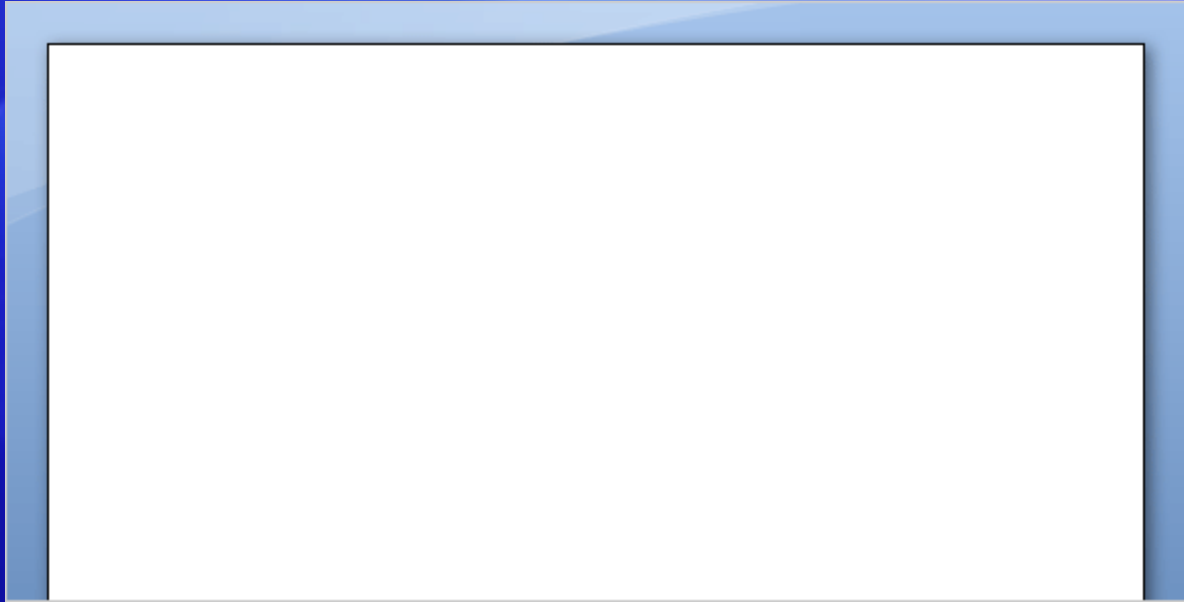
Course goals

- Create and save a document.
- Accept or reject suggested revisions for spelling and grammar as you type.
- Change page margins.
- Adjust spacing by deleting any extra spaces between words or extra lines between paragraphs.

Lesson 1

Meet the document

Meet the document



When you open Word, you see a **blank document**.

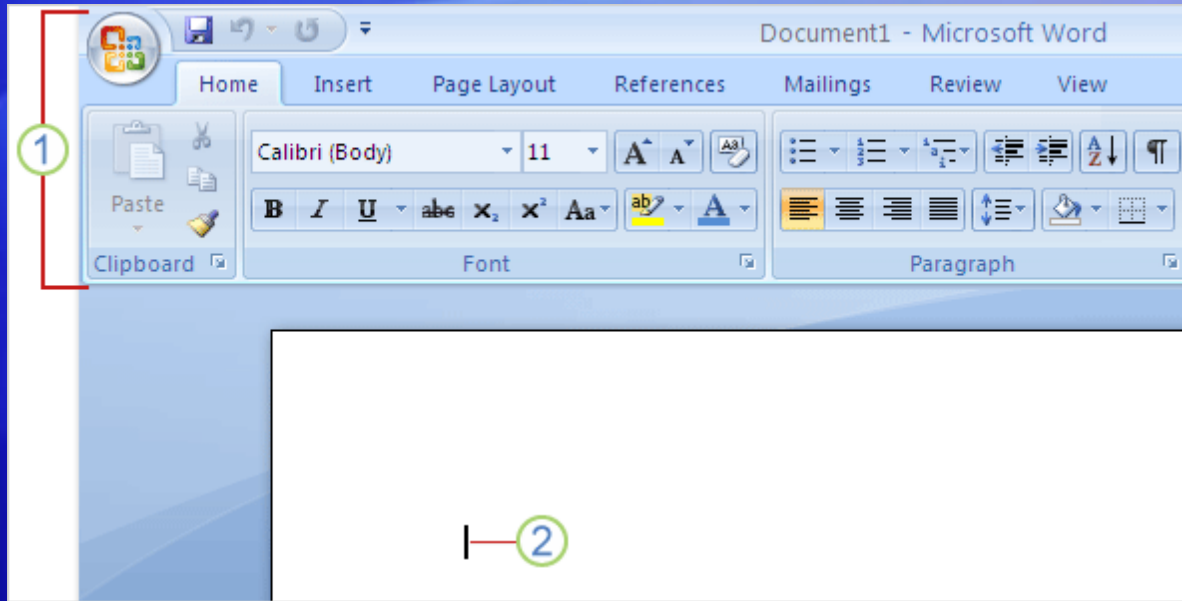
It looks like a sheet of paper and takes up most of the screen space.

You need to get to work, but being new to Word, you may wonder how to get started.

Let's begin by helping you get comfortable with some Word basics.

Create your first document

Just start typing

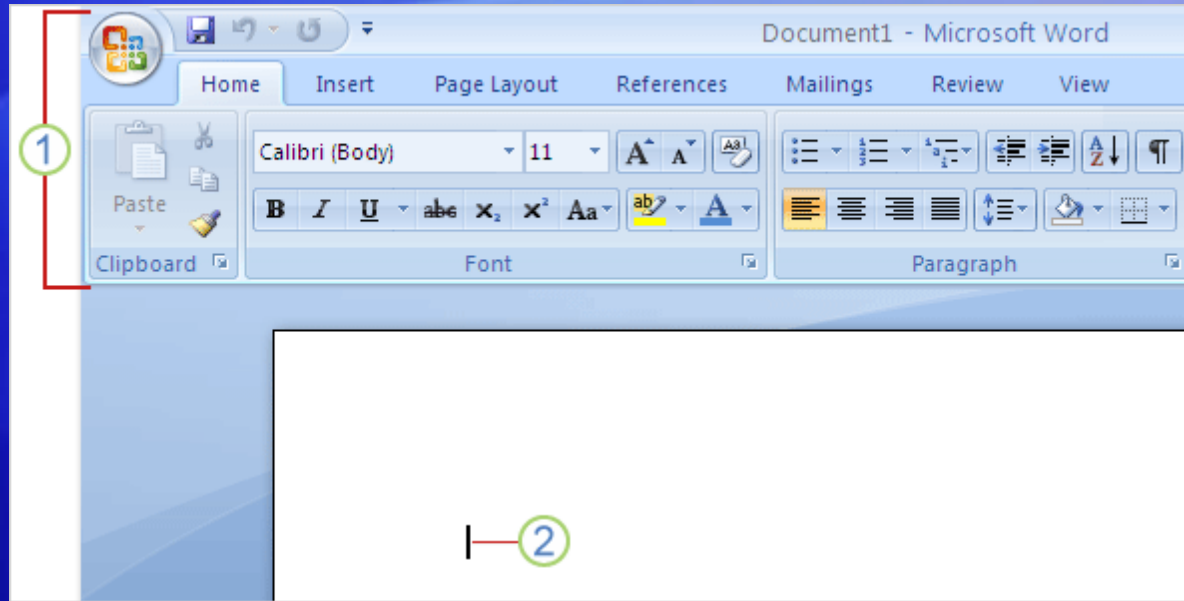


Start with the **Ribbon** and the **cursor**.

- ① Above the document, the Ribbon spans the top of Word. You use buttons and commands on the Ribbon to tell Word what you want to do.
- ② Word waits for you to start typing. The cursor, a blinking vertical line in the upper-left corner of the page, shows where the content you type appears on the page.

Create your first document

Just start typing



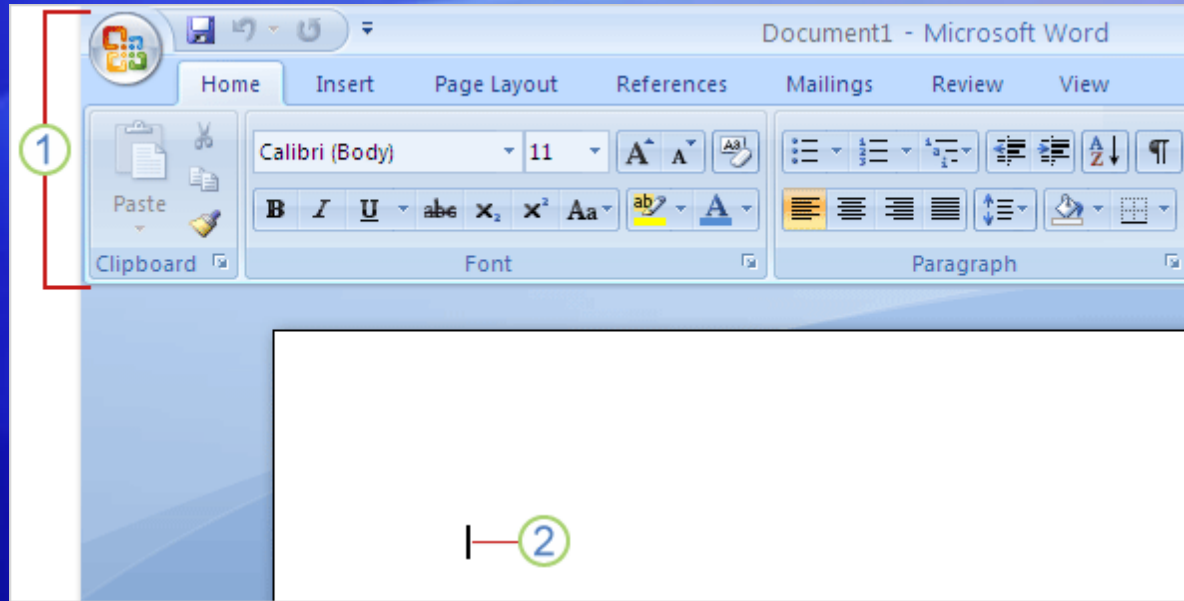
Start with the **Ribbon** and the **cursor**.

If you'd like to start typing further down the page instead of at the top, press the ENTER key on your keyboard until the cursor is where you want to type.

If you want to indent the first line you type, press the TAB key on your keyboard before you start to type. This will move the cursor one-half inch to the right.

Create your first document

Just start typing



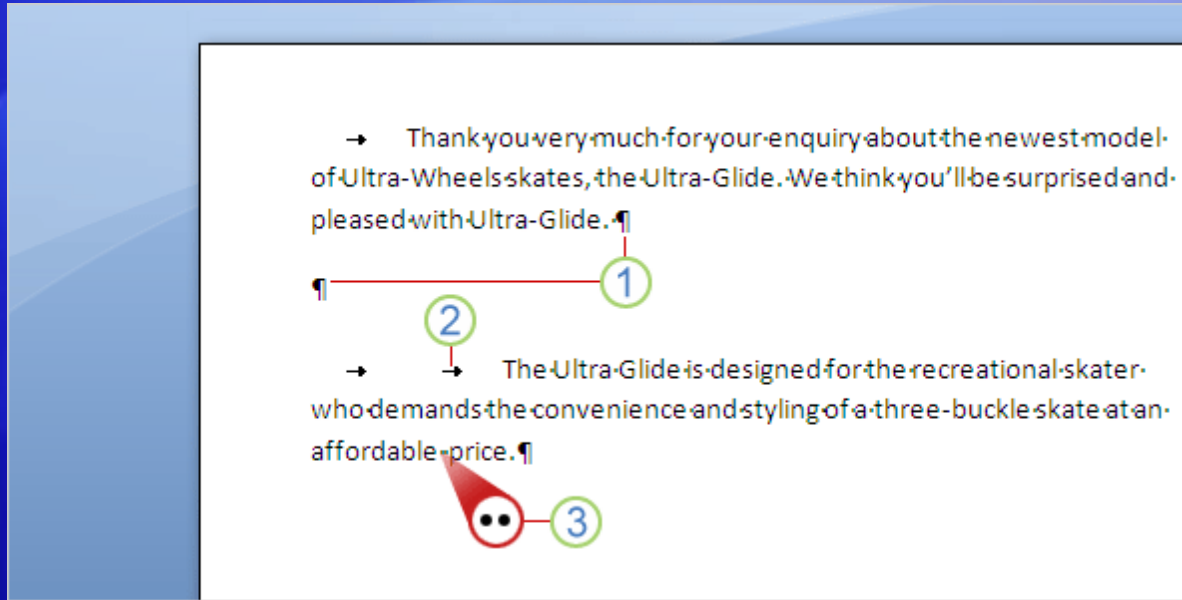
Start with the **Ribbon** and the **cursor**.

As you type, the cursor moves to the right. When you get to the end of a line on the right side of the page, just continue to type. Word will move on to the next line for you as you type.

To start a new paragraph, press ENTER.

Create your first document

What's that?



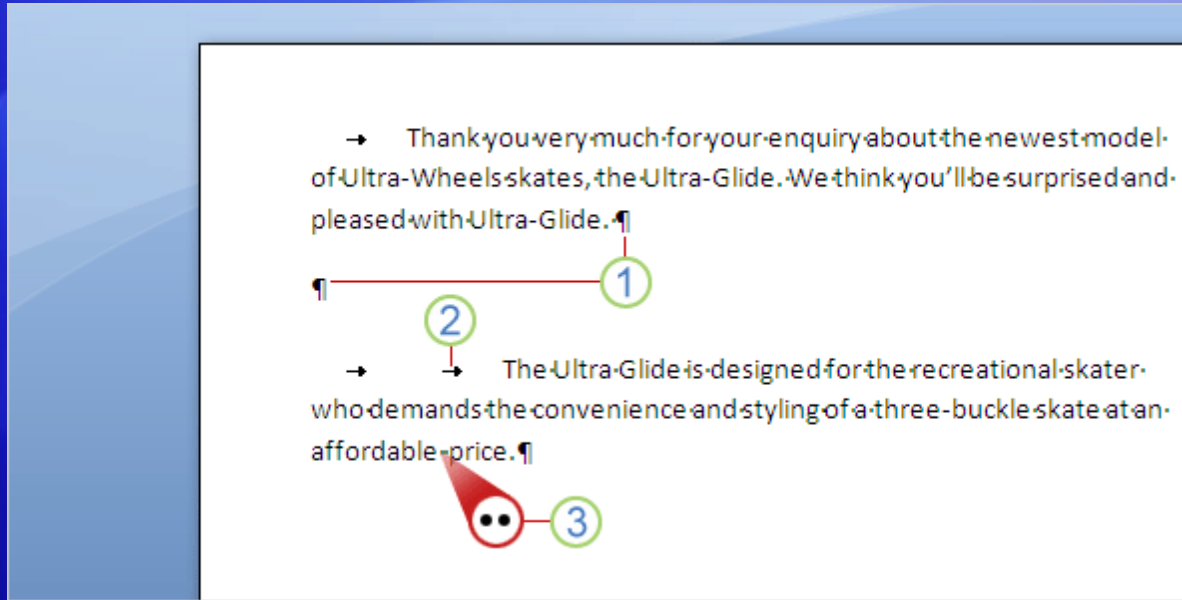
Imagine that you've typed a few paragraphs.

They seem far apart, and the second paragraph starts farther to the right than the first.

You can see what's going on by looking at the formatting marks Word automatically inserts as you type.

These marks are always in documents, but they are invisible until you display them.

What's that?

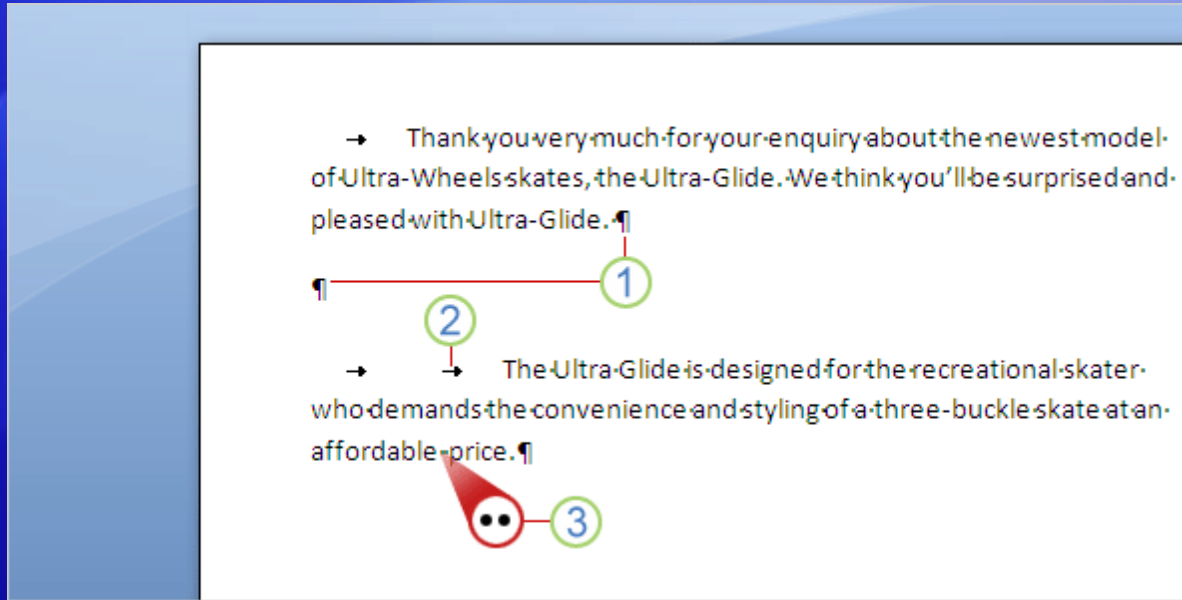


To see formatting marks, use the Ribbon, at the top of the window.

On the **Home** tab, in the **Paragraph** group, click the **Show/Hide** button . Click the button again to hide formatting marks.

These marks aren't just for show. You can get rid of extra spacing by deleting extra marks.

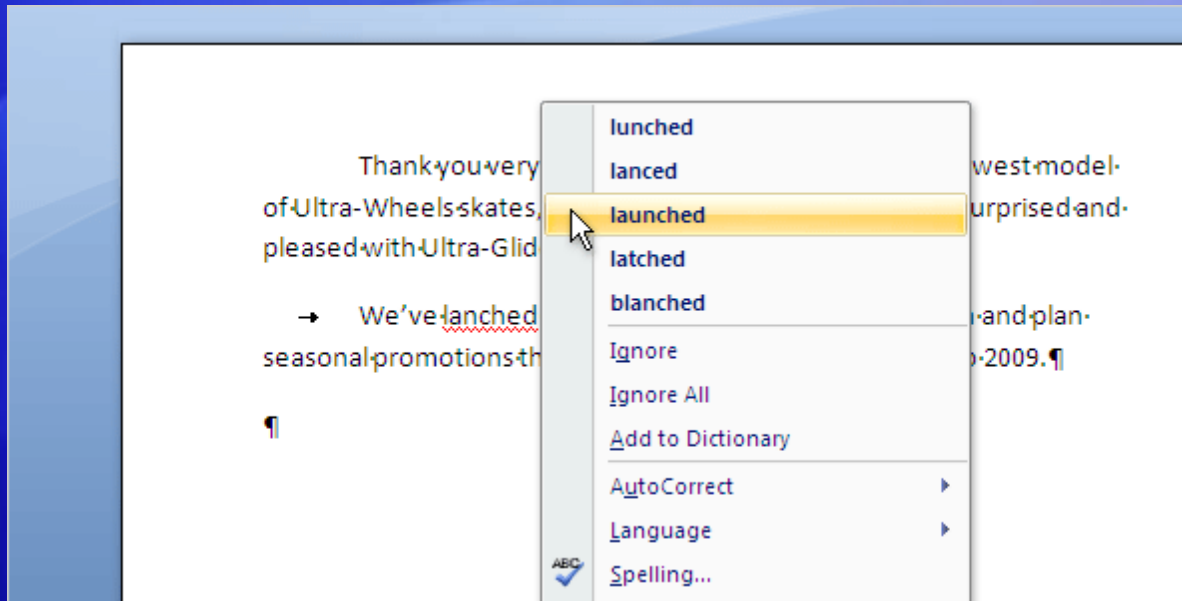
What's that?



So what are formatting marks, and what do they mean? The picture shows a few examples.

- 1 Extra paragraph mark: ENTER was pressed twice.
- 2 Extra tab mark: TAB was pressed twice, making the second paragraph indented more than the first.
- 3 Extra space between words: The SPACEBAR was pressed twice instead of once.

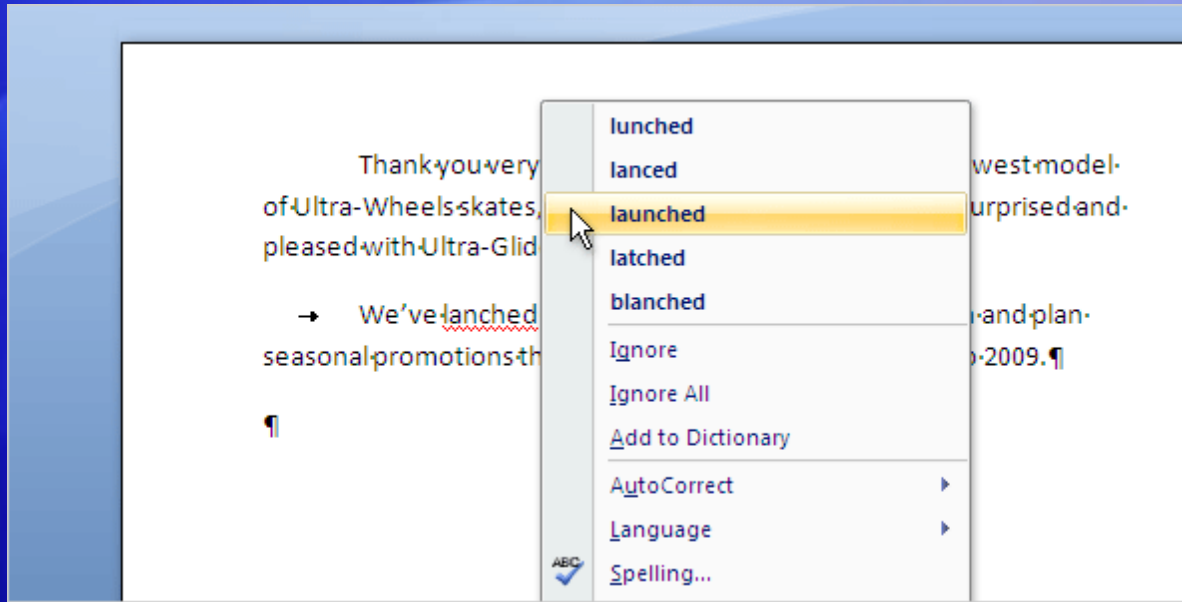
What are those underlines in my document?



As you type, Word might on occasion insert a wavy red, green, or blue underline beneath text.

- **Red:** Indicates either a possible spelling error or that Word doesn't recognize a word, such as a proper name or place.
- **Green:** Word thinks grammar should be revised.
- **Blue:** A word is spelled correctly but does not seem to be the correct word for the sentence.

What are those underlines in my document?

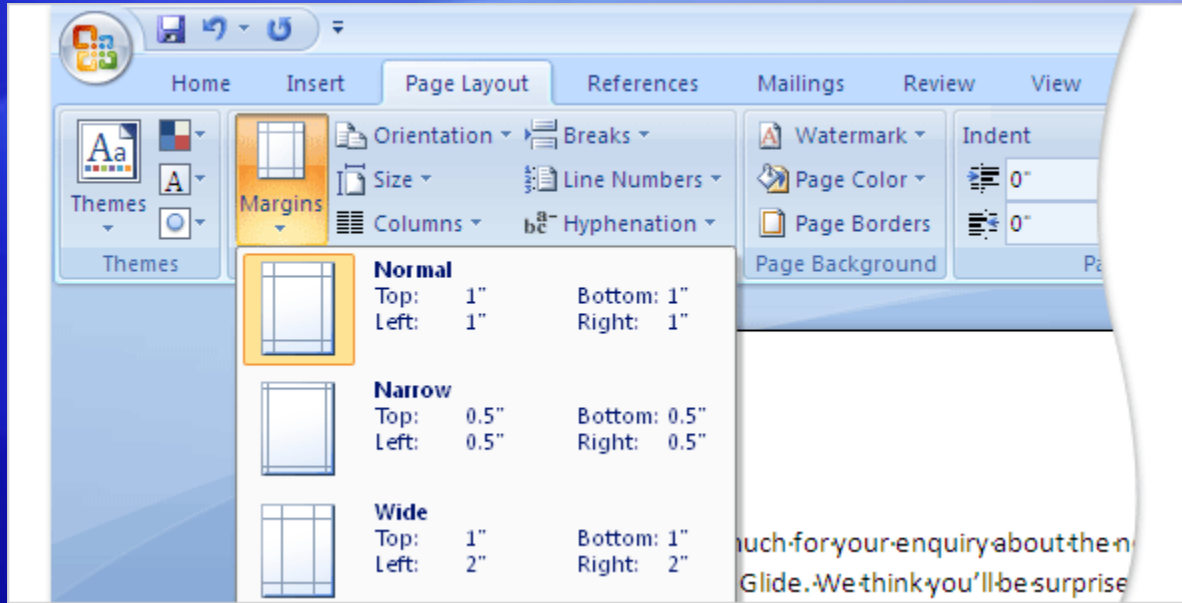


The picture shows an example of what you can do about the wavy underlines, in this case, red for spelling.

Right-click the underlined word to see suggested revisions (every once in a while Word may not have any alternate spellings).

Click a revision to replace the word in the document and get rid of the underlines.

Change page margins



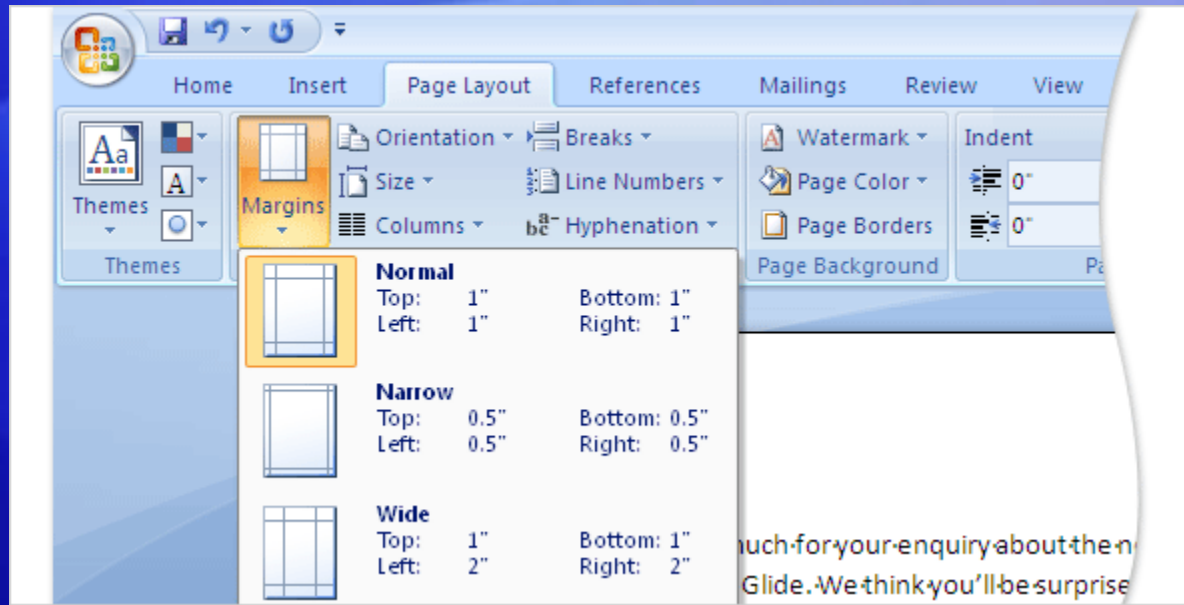
Page margins are the blank spaces around the edges of the page.

There is a 1-inch (2.54-cm) page margin at the top, bottom, left, and right sides of the page.

But if you want different margins, you should know how to change them, which you can at any time.

When you type a very brief letter, for example, or a recipe, an invitation, or a poem, you might like different margins.

Change page margins

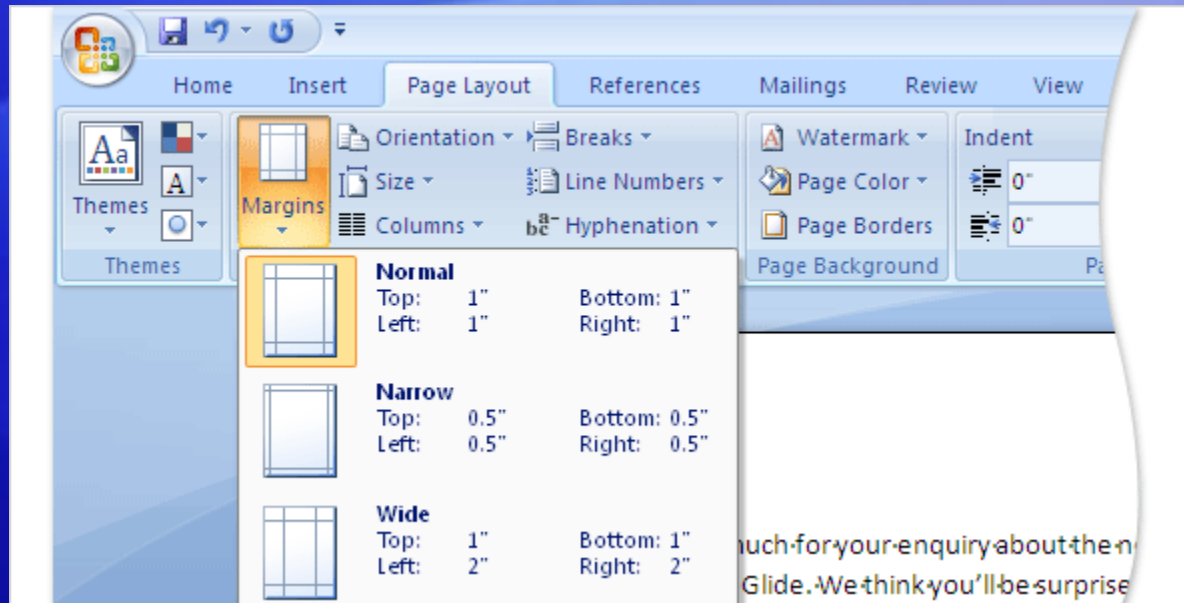


To change margins, use the Ribbon at the top of the window.

Click the **Page Layout** tab. In the **Page Setup** group, click **Margins**.

You'll see different margin sizes, shown in little pictures (icons), along with the measurements for each of the margins.

Change page margins

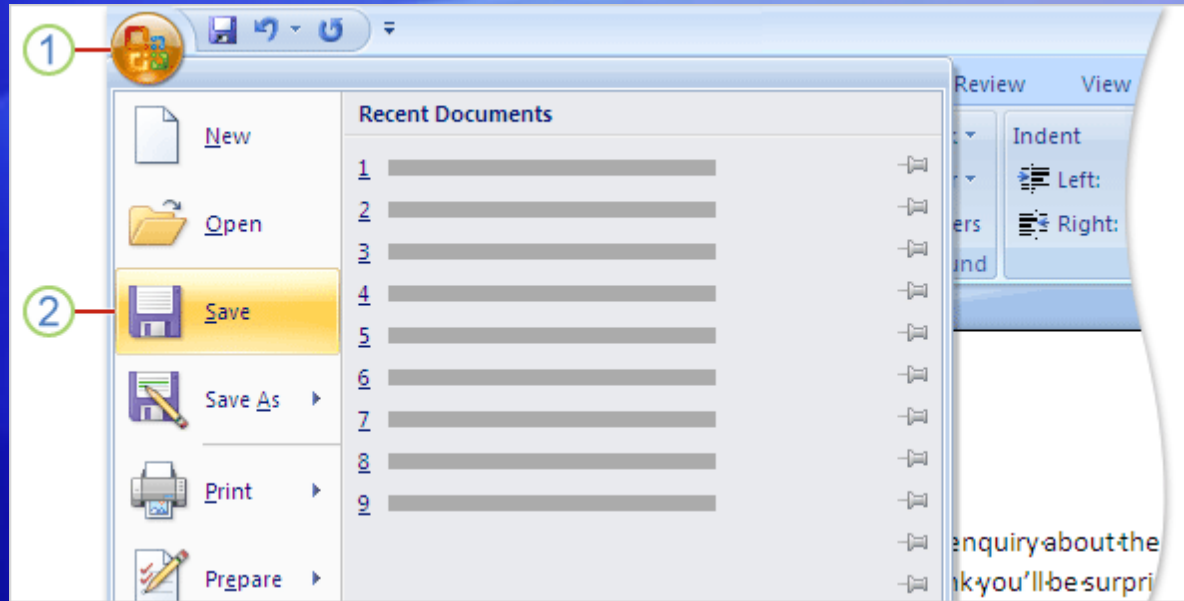


The first margin in the list is **Normal**, the current margin.

To get narrower margins, click **Narrow**. If you want the left and right margins to be much wider, click **Wide**.


When you click the margin type that you want, your entire document automatically changes to the margin type you selected.

Save your work



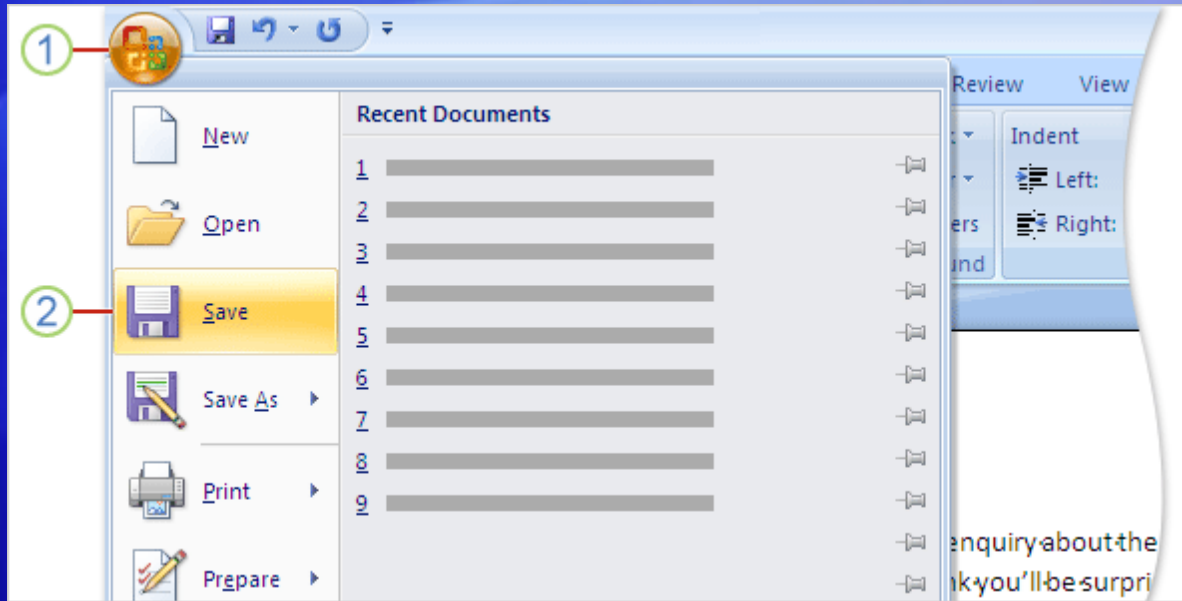
By now you may have a finely tuned sentence or several paragraphs that you'd regret losing if your cat jumped on your keyboard, or if a power failure shut your computer off.

To keep your work, you must save it. It's never too early.


- 1 Click the **Microsoft Office Button**  in the upper-left corner of the window.
- 2 Click **Save**. A dialog box opens, where you tell Word where you want to store the document on your computer and what you want to call it.

Create your first document

Save your work



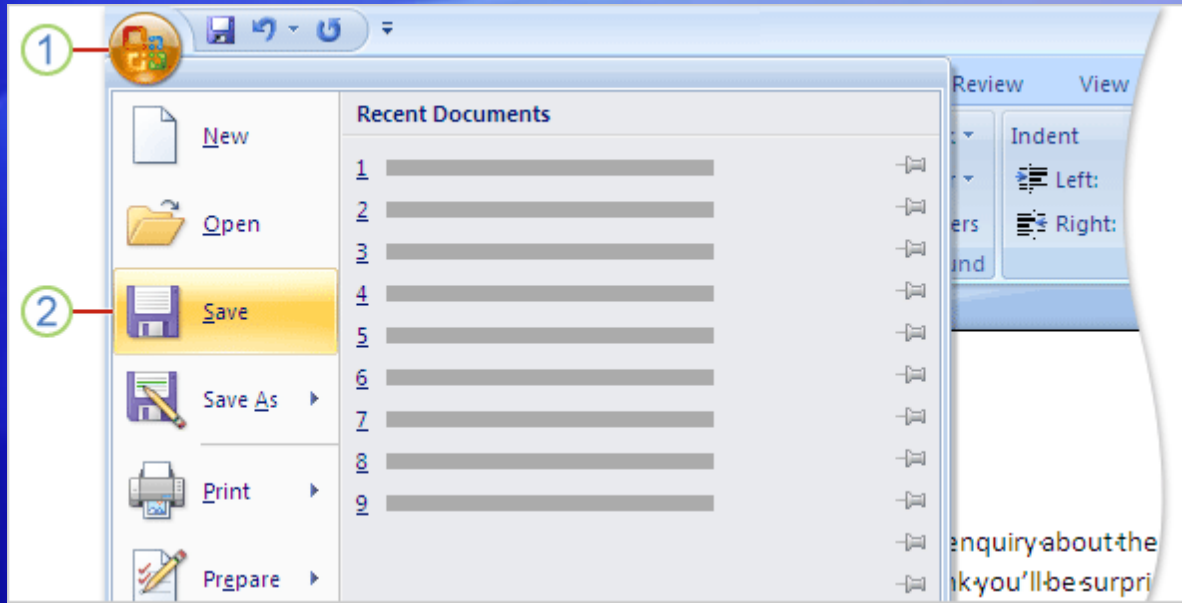
After you save your document, and you continue to type, save your work as you go.

Every once in a while, click the **Save** button  on the Quick Access Toolbar in the upper-left corner of the window.



Create your first document

Save your work



After you save your document, and you continue to type, save your work as you go.

When you are through with the document and have saved your work, close the file. Click the **Microsoft Office Button**, and then click **Close**.

Suggestions for practice

1. Turn formatting marks on.
2. Do some typing in your document.
3. Work with revision marks.
4. Change page margins.
5. Save your document.

Lesson 2

Make changes to your document

Overview: Moving, selecting, and getting around



Have you created a Word document and then wondered how to make changes to it?

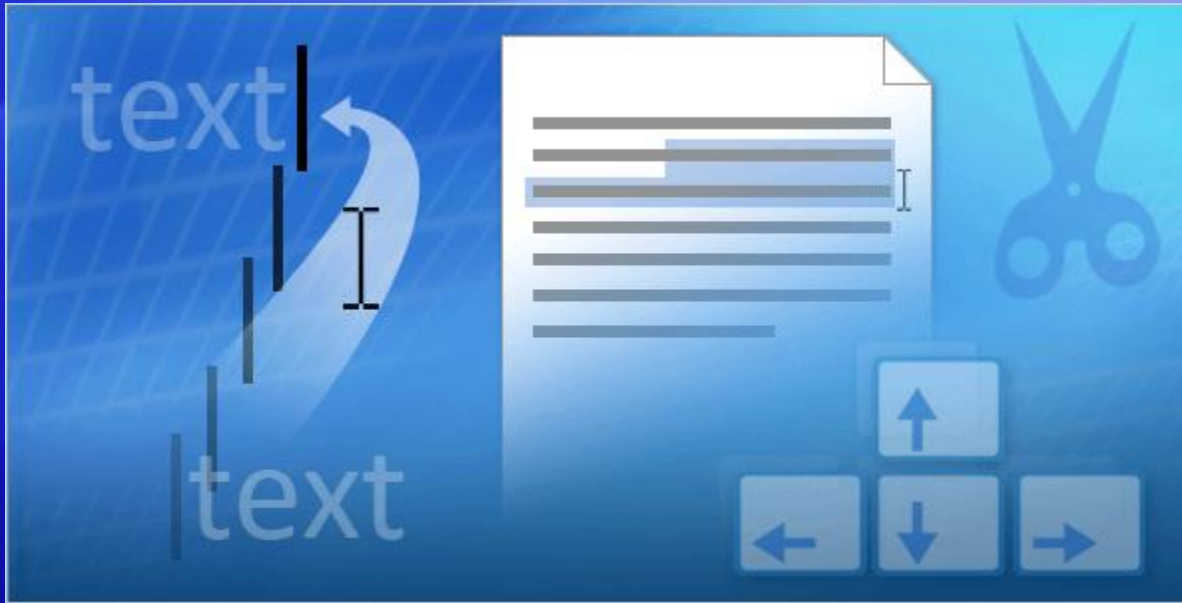
In this course, you'll learn how to get from one place to another in a document so that you can make changes anywhere on the page.

Then you'll learn how to add and delete text and move it around.

Course goals

- Move the cursor around a document, using either the mouse or the keyboard, so that you can get to where you need to in order to make changes.
- Select text to make revisions.
- Move text by cutting and pasting.

Make changes to your document



Documents get changed.

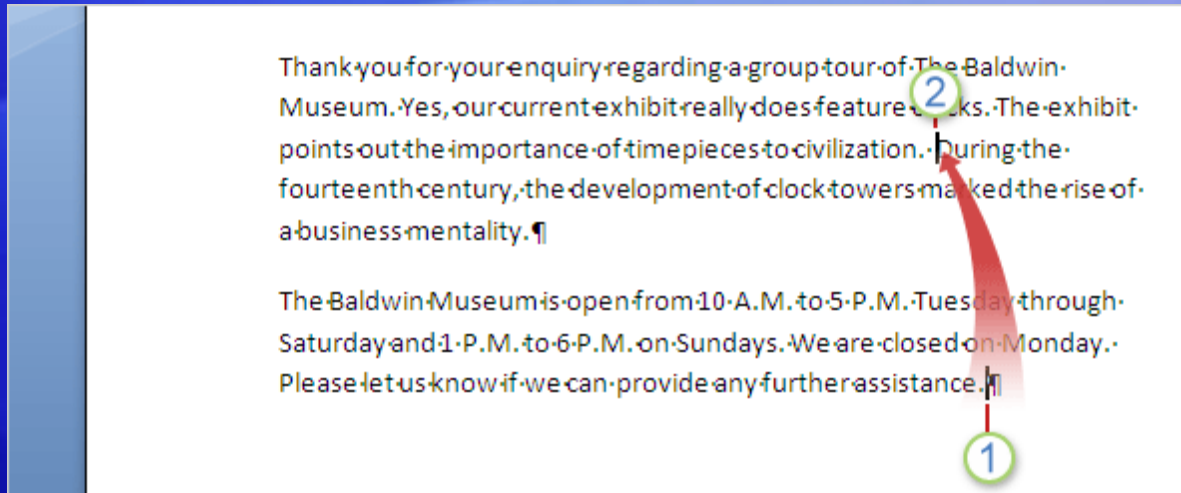
You may make changes as you type, or after you finish the document.

To work quickly and efficiently in the document, you need to know how to move around.

Once you get to the part of the document you want to edit, you'll need to type the new text you want to add, or select the existing text so that you can change or delete it.

Edit text and revise your documents

Move around the document



Imagine that you want to type a new sentence between “civilization” and “During”: “Symphonies and constellations have been named for clocks.”

To type where you want, first move the cursor:

- 1 The **cursor** is the vertical line at the end of the second paragraph, in front of the paragraph mark.
- 2 You can move the cursor to the first paragraph by moving the pointer and then clicking, or by using the keyboard.

Select and delete text

Thank you for your enquiry regarding a group tour of The Baldwin Museum. Yes, our current exhibit really does feature clocks. The exhibit points out the importance of timepieces to civilization. Symphonies and constellations have been named for clocks. During the fourteenth century, the development of clock towers marked the rise of a business mentality. ¶

The Baldwin Museum is open from 10 A.M. to 5 P.M. Tuesday through Saturday and 1 P.M. to 6 P.M. on Sundays. We are closed on Monday. Please let us know if we can provide any further assistance. ¶

After adding the sentence to the first paragraph, you read the paragraph.

You think the second sentence will read better if you delete the word “really.”

To delete text, first **select** what you want to delete. You can do this by using the mouse or the keyboard.

Once “really” is selected, delete the word by pressing **DELETE** on your keyboard.

Select and delete text

Thank you for your enquiry regarding a group tour of The Baldwin Museum. Yes, our current exhibit really does feature clocks. The exhibit points out the importance of timepieces to civilization. Symphonies and constellations have been named for clocks. During the fourteenth century, the development of clock towers marked the rise of a business mentality. ¶

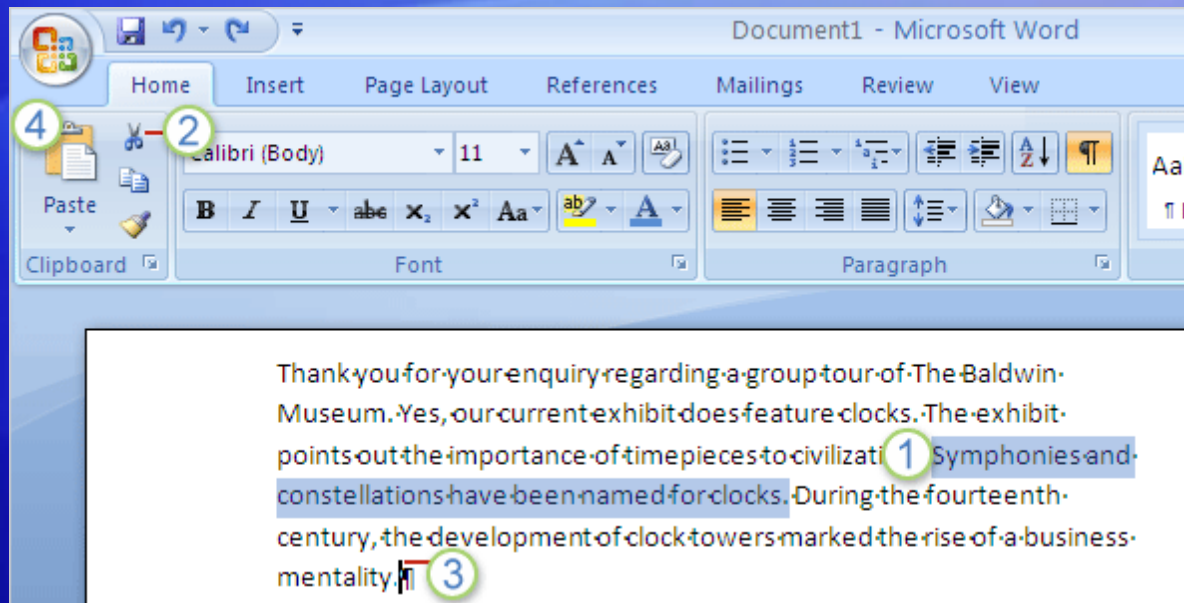
The Baldwin Museum is open from 10 A.M. to 5 P.M. Tuesday through Saturday and 1 P.M. to 6 P.M. on Sundays. We are closed on Monday. Please let us know if we can provide any further assistance. ¶

In the picture, you can see formatting marks: a dot between each word and sentence, and a paragraph mark at the end of each paragraph.

These marks help you when you revise text.

For example, you don't want to delete the space between words or sentences. One dot between each word or sentence lets you know that the spacing is okay.

Move text

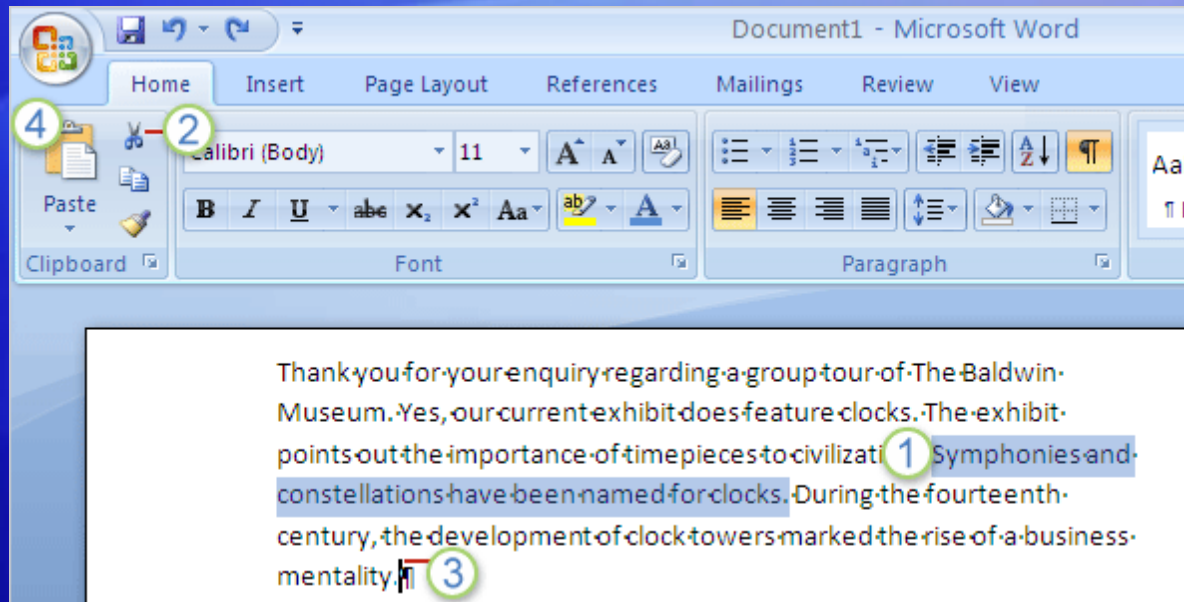


Still looking at the first paragraph, you decide that the sentence you added should be the last sentence in the paragraph.


You don't have to delete the sentence and then type it again.

Instead, you can move the sentence by performing a **cut-and-paste** operation: **Cut** the sentence to delete it from its current location, and then **paste** it into the new location.

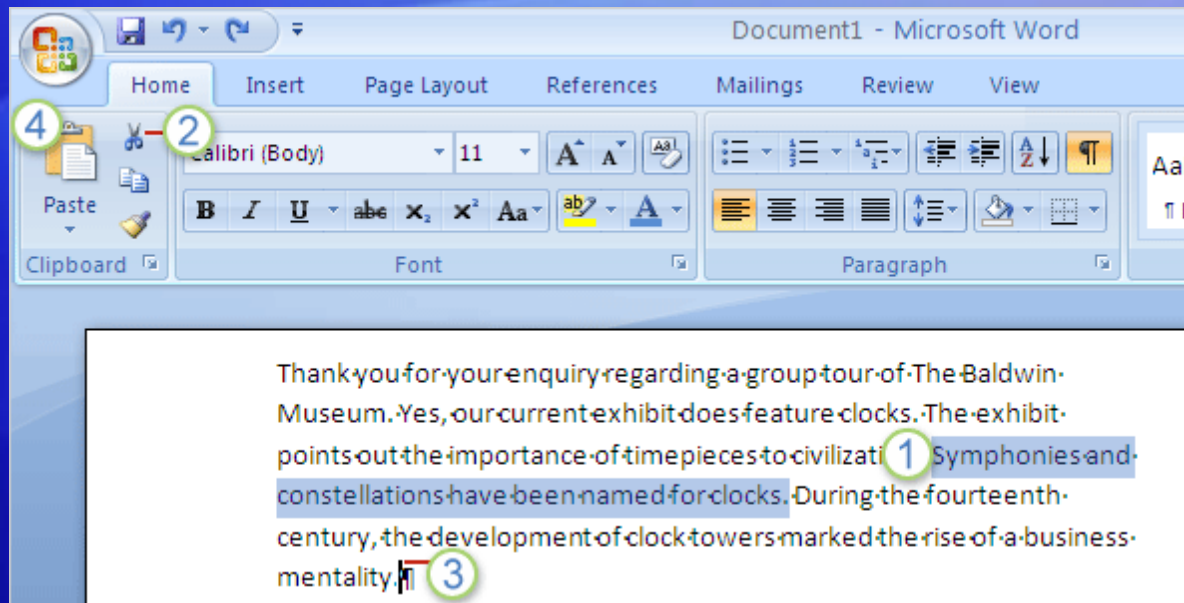
Move text




The picture illustrates what to do.

- 1 First select the entire sentence.
- 2 Then, on the Ribbon at the top of the window, on the **Home** tab, in the **Clipboard** group, click **Cut** .

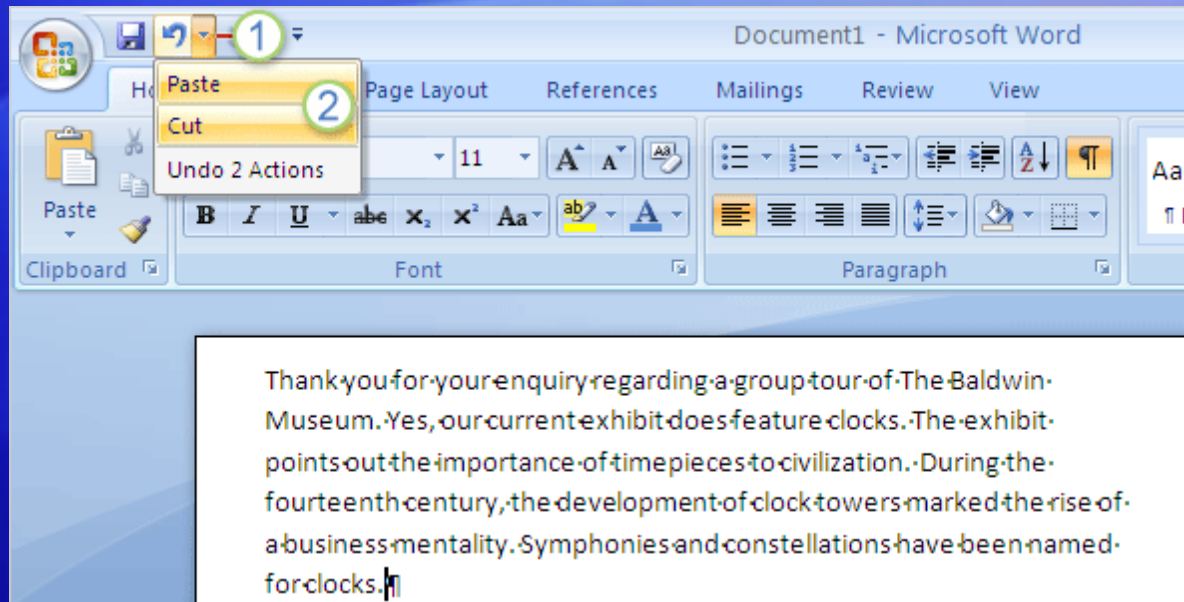
Move text



The picture illustrates what to do.

- 3 Move the pointer to the end of the paragraph, where you want the sentence to appear (after the dot (·) formatting mark).
- 4 On the **Home** tab, in the **Clipboard** group, click **Paste** . The sentence is pasted in place.


Undo changes



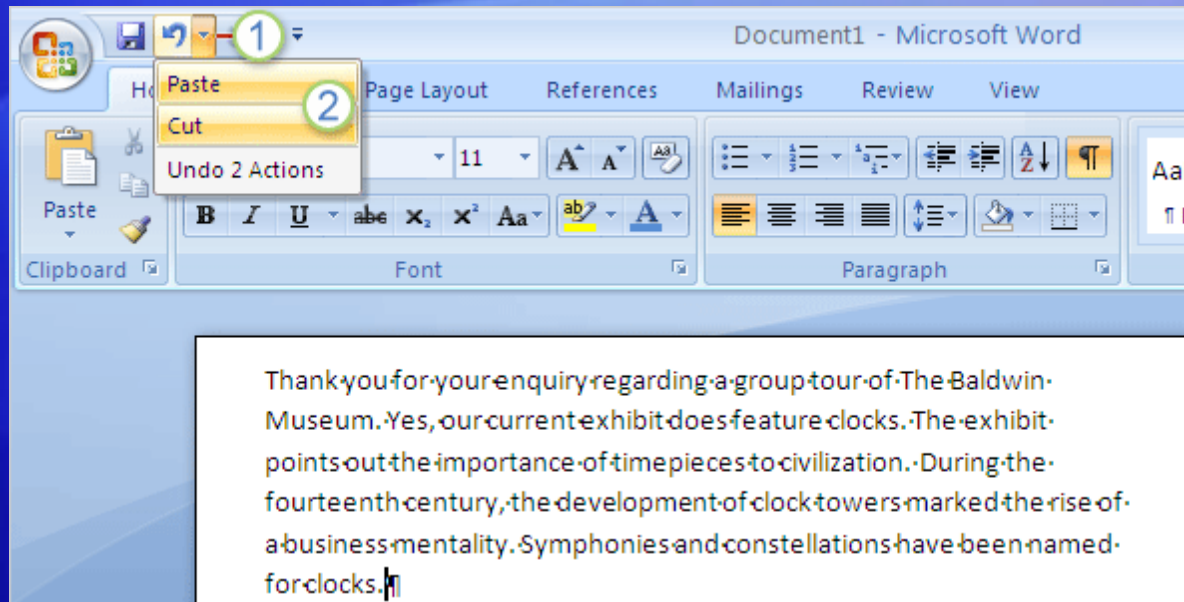
You've moved the sentence, but now you're not happy with the change.

Fortunately, you don't have to go through the cut-and-paste process again to move the sentence back.

Instead, use **Undo**:

- 1 On the Quick Access Toolbar at the very top of the window, click the arrow on the **Undo** button .

Undo changes



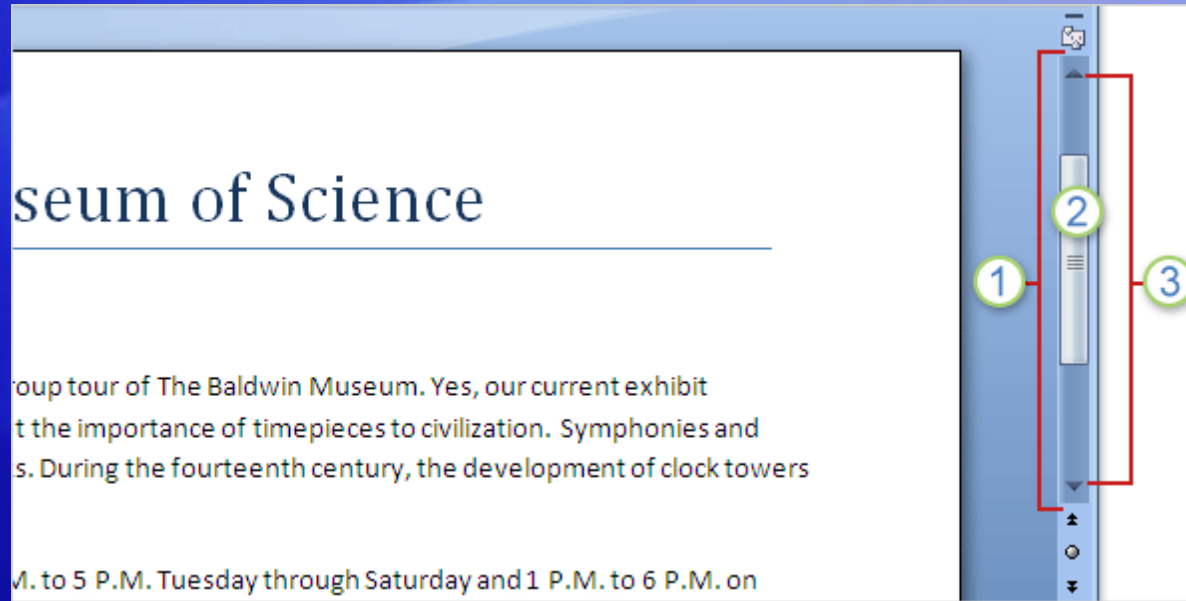
You've moved the sentence, but now you're not happy with the change.

Fortunately, you don't have to go through the cut-and-paste process again to move the sentence back.

Instead, use **Undo**:

- 2 Move the cursor over the last two actions, **Paste** and **Cut**, and then click. This will undo the last two actions you took and place the sentence back in its original location.

Use the scroll bar to review a document

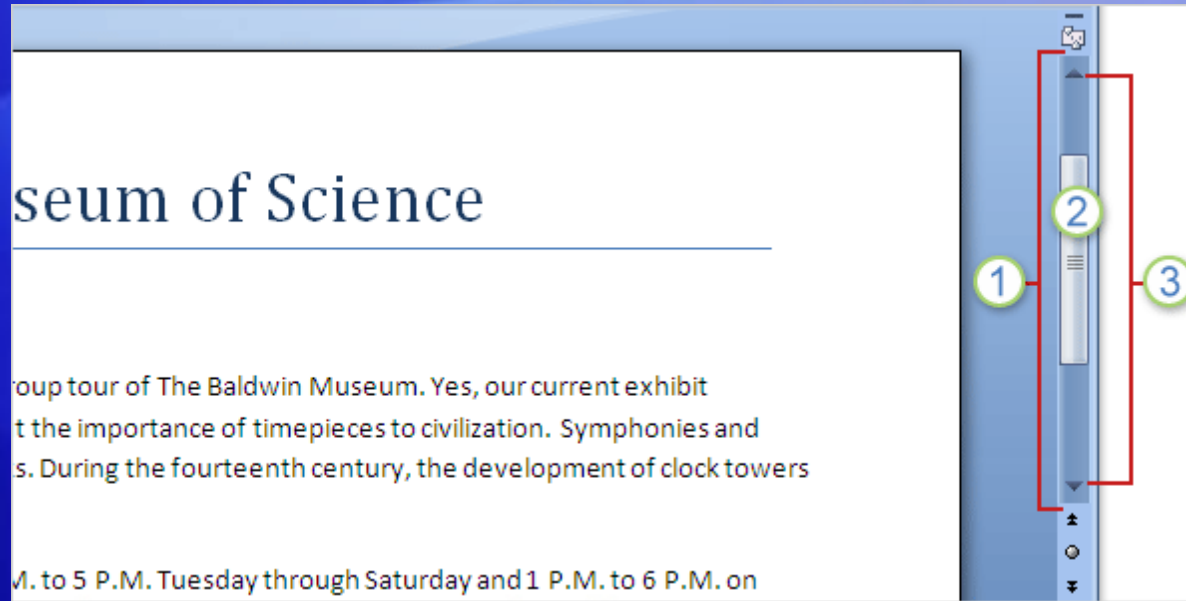


Perhaps you have a long document that you'd like to read all the way through without having to continuously press the arrow keys to move the cursor.

You can do that by **scrolling**, using the scroll bar.

- ① The scroll bar is on the right side of the window,
- ② To use it, click the scroll box, and then drag it up or down to move through a document without moving the cursor.

Use the scroll bar to review a document

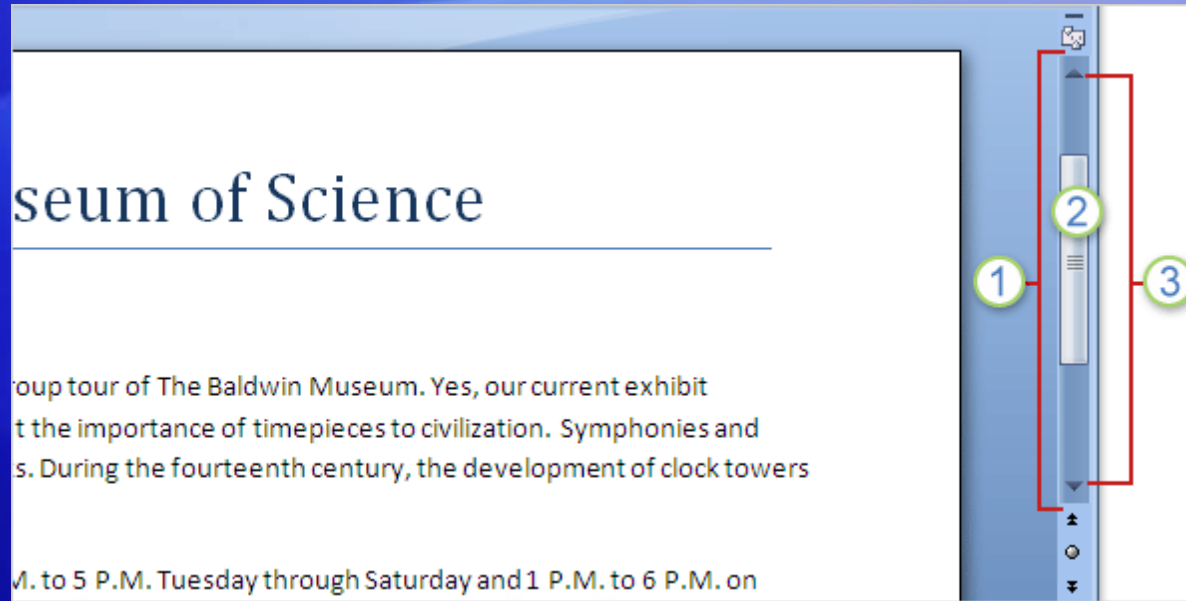


Perhaps you have a long document that you'd like to read all the way through without having to continuously press the arrow keys to move the cursor.



You can do that by **scrolling**, using the scroll bar.

- 3 Or click the single scroll arrows at either end of the scroll bar to move up or down.

Use the scroll bar to review a document



Perhaps you have a long document that you'd like to read all the way through without having to continuously press the arrow keys to move the cursor.

To quickly scroll by using your keyboard, press **PAGE UP**  to go up one screen or **PAGE DOWN**  to go down one screen.

Suggestions for practice

1. Show formatting marks.
2. Move around in the document.
3. Select text.
4. Move text.