

# Microsoft Word 2007™

## An Essential Guide (Level 1)

### Contents

Introduction .....	1
Logging on to an IT Services Managed Computer .....	1
Using the Mouse, Keyboard and Windows .....	1
Starting Microsoft Word .....	1
Writing Your Document .....	2
Changing Fonts .....	2
Changing Font Size .....	3
Entering Your Text .....	3
Correcting Mistakes .....	3
Aligning Text on the Page .....	4
Altering Line Spacing .....	4
Changing the Look of Your Text .....	5
Saving Your Work .....	5
Working with Selected Text .....	6
Selecting the Text .....	7
Cut, Copy and Paste .....	7
Making Multiple Copies and the Clipboard .....	8
Drag and Drop .....	8
Further Formatting .....	9
Bulleted and Numbered Lists .....	9
Correcting Spelling and Grammar .....	9
Closing a Document .....	10
Opening an Existing Document .....	11
Starting a New Document .....	12
Printing .....	12
Using Help and the Get Started Tab .....	13
Where to go Next .....	13
Leaving Microsoft Word .....	14
Logging Out .....	14

# Introduction

These notes are designed to cover the essential features of Microsoft Word. It covers everything which all users should know, whether they are complete beginners or are already reasonably familiar with Word. Once you have made sure you know the fundamentals, take a look at the intermediate level guide, [Microsoft Word 2007: An Intermediate Guide](#).

## Logging on to an IT Services Managed Computer

If you are using an IT Services PC running Windows XP, you will first need to start up the computer. Even if the screen is black, the computer should be running.

1. Press any key to activate the computer
2. If the screen still remains black, check the last user hasn't turned off the monitor or PC
3. Next press **<Ctrl Alt Delete>** - ie hold down both the **<Ctrl>** and **<Alt>** keys and press **<Delete>**

You should now be able to login:

4. Enter your *username* and *password* into the boxes on the screen (the **<Tab>** key - the key immediately above **<Caps Lock>** on the far left of the keyboard – can be used to move between the boxes)
5. Press **<Enter>** or click on **[OK]**

## Using the Mouse, Keyboard and Windows

The mouse has two buttons separated by a central scrolling wheel. Throughout this course, *always press the left mouse button* when told to click on a tab or command button (unless explicitly told to *right click*, in which case press the *right mouse button*).

If you haven't used a keyboard before you may think the order of keys is confusing. Don't worry about this - you soon get used to it. It is in fact designed for *touch typing* (using all fingers), with the most frequently-used keys in convenient positions. If you need an introduction to the keyboard or would like to learn how to type properly, go to *Accu-Type training* under *Teach Yourself* via the **Start** menu and **All Programs**. For further details see the [Using the Keyboard Quick Guide](#).

To get CAPITAL LETTERS you can use the **<Caps Lock>** key but this is only really used for typing everything in upper case. If you require just a single letter (or a character above the numbers on the top row) then hold down the **<Shift>** key (immediately above **<Ctrl>** on both the left and right) as you press the relevant key.

If you are not familiar with the Microsoft Windows XP then have a look at the [Microsoft Windows XP Beginners' Guide](#).

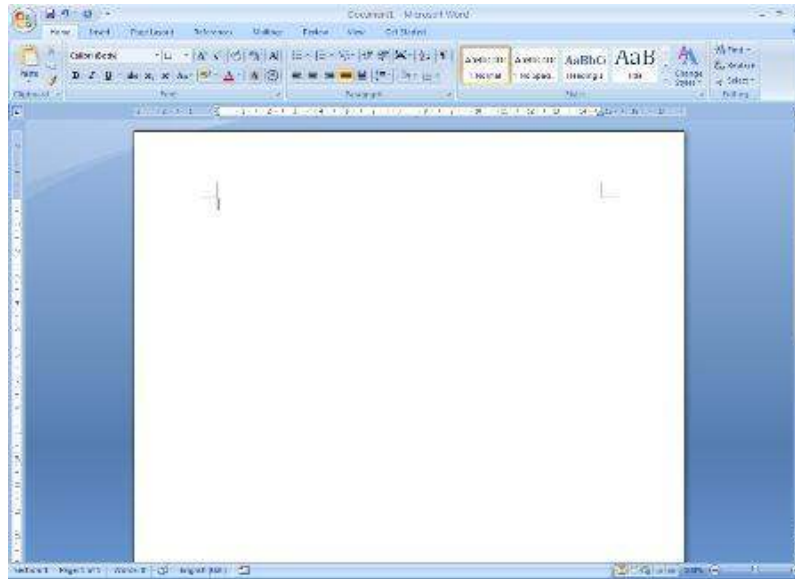
## Starting Microsoft Word

To load Microsoft Word:

1. Click on the **Start** menu in the bottom left corner of the screen
2. Choose **All Programs** then **Microsoft Office** (from the sub-menu which appears)
3. Finally click on **Microsoft Office Word 2007**

**Tip:** You'll probably be using Word quite frequently in the future, so it's worth putting it as an icon on the *Desktop*. To do this, repeat the above steps, but at the last step, *right click* (ie press the *right mouse button*) and choose **Send To** followed by **Desktop (create shortcut)**. To load Word in future, simply *double click* on the *Desktop* icon.

The window shown below will open, ready for you to begin typing.



Office Button

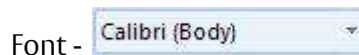
In the top left-hand corner is the **[Office]** button which can be used to **open** and **print** your document. To the right of this is the *Quick Access Toolbar* which contains icons to a few commands, eg **save** and **undo**, and to which you can add further buttons. Below this is the *Ribbon*, with *tabs* along the top and command buttons on each tab. These can be used to give instructions to Word.

*Scroll bars* are provided on the right (and bottom) to let you move up and down (or sideways across) your work. At the very bottom of the window, there is information about where you are in your document on the *Status Bar* - here you are on Page 1. The information that is shown on the *Status Bar* is a word count and the language you're working in. On the right-hand side of the *Status Bar* are icons to change the view of the page, and to zoom in or out, ie make the text on the screen bigger or smaller.

## Writing Your Document

You next need to decide how you want the rest of your text to appear. It's easiest to set this up before you start typing - the settings will then be carried forward from one paragraph to the next.

## Changing Fonts



The starting font for a new document in Word 2007 is usually set to **Calibri (Body)**. You might want to use a different style of lettering (font or typeface) to personalise your work. Several fonts are available in Word. If you want to change the current font:

1. Click on the *list arrow* attached to the **[Font]** button on the **Home** tab
2. Click on the font you require, eg *Times New Roman* – you can either scroll down the list to find the font you want, or type in the name of the font to pick it up more quickly

**Tip:** It's best to stick to *true-type fonts* (those labelled *TT*) to maintain your document's portability.

Some fonts (eg **Symbol** and **Wingdings**) produce non-Roman letters or iconic symbols. **Courier New** gives a typewriter font. *Sans-serif* fonts, such as **Ariel**, give clear headings.

## Changing Font Size

Font Size - 11

Generally a point size of 10, 11 or 12 is used for the body of the text while point sizes of 13 to 16 are used for headings. The current size (11) is shown in the font size box. To alter this:

1. Click on the *list arrow* attached to the [**Font Size**] button on the **Home** tab
2. Click on the size you require - for example, **12**

**Tip:** You can also type the number directly into the font size box (press **<Enter>** to set it). This allows you to select a font size not in the list, for example 13 or a bigger number if you want very large characters.

## Entering Your Text

1. Type in a few words, pressing the **<spacebar>** once after each word to separate them (the spacebar is the long key along the bottom of the keyboard)

If you are not very fast at typing just type some imaginary words, pressing keys at random, but remember to include spaces between your words. Remember that if you want to improve your typing, there is an **Accu-Type training tutorial** on the IT Services PCs (you can also buy a copy for a personal computer).

2. Continue typing across the screen - the words will automatically spill onto a new line when you reach the right-hand side (this is known as *wraparound*)
3. Continue typing until you have at least *three* lines of words then press **<Enter>** to mark the end of the paragraph (this is the upside-down L-shaped key on the right of the main keyboard – it is also located on the far right of the keyboard, in the numeric keypad, with the word **Enter** written on it)

**IMPORTANT:** When using a word processor, do NOT press the **<Enter>** key at the end of each line. If you need your work *double spaced* (each line followed by a blank line) then you simply change the paragraph's *line spacing* - this is covered later on. Press **<Enter>** only when you want to start a new paragraph.

A jagged red (or occasionally green) line may appear beneath your text. Don't worry about this - Word is telling you that what you typed is not recognised (the words are not in the dictionary) or that the grammar may be incorrect. You learn more about this later.

**Tip:** Never press the **<spacebar>** or **<Enter>** key more than twice in succession. In particular, do not use spaces to centre a heading or line up words in columns, or to add extra blank lines to force a heading onto a new page. There are special key presses that do this for you (tabs and hard page breaks) that are covered in our [Microsoft Word Intermediate Guide](#).

4. Practice typing a couple of extra paragraphs, pressing **<Enter>** at the end of each

## Correcting Mistakes

Don't worry if you go wrong, as it is very easy to correct your work. The **<Backspace>** key (immediately above **<Enter>** in the main section of the keyboard) can be used to delete the last character(s) typed.

1. Press **<Backspace>** a few times and note what happens

You should have noticed a flashing vertical bar on the screen at the end of your work. This marks the *insertion point*. Anything that you type will always appear at the insertion point. You can move the insertion point around your work by using the arrow keys to the right of the main keyboard. You can also change its position by moving the mouse pointer on the screen and clicking where you want the *insertion point* to be.

2. Press the **<arrow>** keys to move the *insertion point* around - note that you can hold down a key to move more rapidly
3. Move the mouse to position the pointer in the middle of a paragraph and click on the mouse button - the *insertion point* should have moved to where you clicked

4. Type in some more words - watch how the text which follows moves sideways to make room for the new words

As the text moves, the following lines of the paragraph are redrawn automatically. Within a paragraph, the <Backspace> key works as before but you can also remove characters forwards:

5. Press the <Delete> key (immediately to the right of <Enter>) a few times and note what happens

Here you are only practicing on text you do not need to keep, but you may accidentally delete words that you needed. Do not panic! If you ever make a mistake when using Word then you can undo your error by using the [Undo] button.

Undo - 

This can be found on the *Quick Access Bar* in the top left-hand corner. The undo button can be used more than once, to undo a series of actions, one at a time.

6. Click on the [Undo] button several times to see its effect

Note: There's also a [Redo] button (to the right of [Undo]) if you accidentally undo too much!

**Tip:** Word lets you use control key combinations to issue commands from the keyboard. The combination <Ctrl z> (hold down <Ctrl> and press <z>) can be used to undo something. <Ctrl y> can be used for redo.

## Aligning Text on the Page

Align Left -  Centre -  Align Right -  Justify - 

With Microsoft Word, it's easy to change the appearance of your work. Changes to the way a paragraph is laid out can be made by first moving the insertion point into that paragraph (anywhere will do). You can then decide how you want your paragraph to look.

1. Move the insertion point into the paragraph you want to change

When typing a document you normally want text to align on the left-hand side of the page. Some people prefer text to be *fully justified* - this is where text aligns both left and right. You can also align text to the right (eg for an address) or to the centre (eg for a title or heading). You can use the buttons shown above (they are on the **Home** tab in the *Paragraph* group) to control how text is aligned on the page.

2. Try out all four justification buttons (or use <Ctrl l>, <Ctrl e>, <Ctrl r> and <Ctrl j>) - note that only the current paragraph is affected; each paragraph has its own justification setting

**Tip:** If you like justified text, consider turning on *hyphenation*. This automatically splits a long word at the end of a line in two, improving the layout considerably. To turn this on, click the **Page Layout** tab, then the [Hyphenation] button in the *Page Setup* group and choose **Automatic**.

## Altering Line Spacing

Line Spacing - 

Sometimes you might be asked to *double space* your work (or use some other spacing). You might even choose to have a quotation (for example) *one-and-a-half* spaced, with the rest of your text *double* spaced. You should still be in the paragraph where you tested the different justification settings.

1. Click on the *list arrow* attached to the [Line Spacing] button in the *Paragraph* group
2. Select **2.0** for double spacing

**Tip:** You can also use <Ctrl 2> (hold down <Ctrl> and press <2>) for double, <Ctrl 1> for single and <Ctrl 5> for one-and-a-half spacing. <Ctrl 0> adds a blank line before a paragraph.

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