

# Word 2007

## BEYOND THE MANUAL

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Connie Morrison

Apress®

# Word 2007

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THE **MANUAL**

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# Word 2007

## BEYOND THE MANUAL

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Connie Morrison

Apress®

## **Word 2007: Beyond the Manual**

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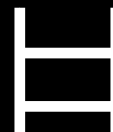
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# About the Author



**CONNIE MORRISON** has more than 30 years of combined experience in education and educational publishing. Connie began her career teaching business education at the high school and college levels. Seven years later, she worked as an education consultant in the publishing industry.

Connie's work experience in the classroom and in the publishing industry helped her establish a good foundation for developing content for instructional use. Connie became interested in technology when the Radio Shack TRS80 was introduced, and that's when she began writing her own material and training others to use computers. For more than 17 years, Connie has worked as an author and a freelance technical writer. She has authored numerous educational textbooks, many of which are tutorials for Microsoft Office applications.

Currently, Connie works as a consultant for Encore Training, Inc., providing staff training and professional development to help end users develop their computer skills, become more productive, and use technology to its fullest potential.



# About the Technical Reviewer



**KARLA BROWNING** has a master's degree in educational technology from Michigan State University and over 10 years of experience in technical writing, editing, and instruction. She has written numerous titles, including *Word 2000 MOUS Study Guide* and *Mastering Microsoft Office XP*, and has served as technical reviewer on many others.

Karla was a technology trainer and project manager for TRIAD Consulting, LLC, in Flint, Michigan, from 1996 through 2001. She has a state of Michigan K-12 teaching certificate with endorsements in science and technology. She currently serves as director of science instruction for the Midwest region with Mosaica Education, Inc.



# Acknowledgments



Prior to this book, the targeted audience for my work has always been classroom students. The template for the textbooks included detailed, step-by-step instructions. When I was asked to contribute to the *Beyond the Manual* series, I was excited about the opportunity to present the information in a new format, skipping over the obvious and basic steps and addressing only that which the end user needs to know to learn what's new and how to be proficient. I am grateful to Apress for giving me this opportunity. It was great working with the Apress team.

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# Introduction



**W**ord 2007: *Beyond the Manual* is not for beginners. It's for experienced users of Microsoft Word who are interested in learning about what's new in Word 2007. If you already know word processing basics, and if you are familiar with the main features in previous versions of Microsoft Word, you don't need to start at the beginning. You're ready to dive in, and you can learn what you need to know without reviewing the basics.

*Word 2007: Beyond the Manual* introduces the changes and the new features in Word 2007, and it also addresses topics for advanced word processing tasks. Practical examples of how and why you would use these features in everyday applications are incorporated. Furthermore, you will find plenty of tips and notes for using shortcuts to complete both new and familiar tasks.

## How This Book Is Structured

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The intent of the book structure is to make it easy for you to become familiar with the new user interface, the Ribbon, and learn about the new features at the same time. For the most part, the sequence of the content in the book parallels the organization of the Word features on the Ribbon. A synopsis of each chapter follows.

**Chapter 1**, “Word 2007 Overview,” provides an overview of the new look, the changes, and the new features in Word 2007. This will give you some insight about what to look for in the new software.

**Chapter 2**, “Getting Started with the New User Interface,” explains the structure and defines the parts of the Ribbon. You'll learn to navigate the Ribbon using both the mouse and the keyboard. This chapter also provides information about the new file formats in Word 2007. You won't want to skip this chapter, because this is where you'll learn how to access the common Word commands such as open, save, and print.

**Chapter 3**, “Viewing Documents,” covers document views and arranging windows—options that are all available on the View tab. Even though the View tab is not the first tab you see on the Ribbon, this content is intentionally introduced early in the text to give you a foundation for viewing documents as you work with them. For example, here you'll find information about setting the zoom for a document, displaying nonprinting characters, viewing documents side by side, synchronous scrolling, and more.



**Chapter 4**, “Formatting and Editing,” focuses on the commands and features available on the Home tab, which is the first tab displayed on the left side of the Ribbon. This tab includes the basic editing tools for cut, copy, and paste; and it also includes tools for applying character and paragraph formats. After learning how to access these basic formatting tools, you can explore the new gallery of styles that you can use to simplify formatting tasks and produce professional-looking documents.

**Chapter 5**, “Creating Documents More Efficiently,” addresses the commands and tools available on the Insert tab, which is the second tab on the Ribbon. You’ll find many familiar features on the Insert tab, such as tools for inserting page breaks, tables, hyperlinks, charts, headers, footers, and more. Be sure to take a closer look, though, because there are many new formatting options. There are also some new features here you won’t want to miss reading about. Word 2007 offers new SmartArt graphics and new tools for creating mathematical equations. You’ll also find preformatted table formats and new table styles.

**Chapter 6**, “Designing Page Layouts,” presents the new themes available on the Page Layout tab, which is the third tab on the Ribbon. The Page Layout tab also provides new command buttons and features for formatting margins, line spacing, and paragraph indents.

**Chapter 7**, “Using Reference Features,” introduces new features on the References tab. The chapter could be subtitled “Citations and Bibliographies Made Easy.” Word 2007 offers new tools for creating and formatting citations and bibliographies and managing reference information. The chapter also includes information about creating tables of contents, indexes, cross-references, captions, and tables of authority.

**Chapter 8**, “Creating Envelopes, Labels, and Merge Documents,” describes the tools and options available on the Mailings tab. There are some new merge features including the Highlight Merge Fields option and the new Rules command. Here you’ll also find details about personalizing an e-mail message directed to several recipients.

**Chapter 9**, “Working with Others,” is about collaborating and sharing documents. The main focus of the chapter is on the features and tools found on the Review tab. But the chapter is not limited to comments, tracking changes, and comparing and merging documents. The chapter also addresses how to change autocorrect and auto-format options, how to use research features and language and translation tools, how to compare and merge documents, how to protect documents and restrict formatting and editing, and how to share documents in PDF and XPS format.

**Chapter 10**, “Creating and Using Macros,” covers some of the more advanced features that can be accessed on the Developer tab. By default, the Developer tab does not display, but it is easy to access. Don’t be intimidated by the term “developer.” This chapter explains the process for creating and editing macros. You will also learn how to digitally sign and set security options for macros.

**Chapter 11**, “Using Templates, Form Controls, and XML,” also covers some of the advanced features available on the Developer tab. If you want to create online forms, you’ll find information about working with templates and using content controls, many of which are new and much easier to use. You’ll also find some basic information about working with XML documents and using schemas.

**Chapter 12**, “Publishing Documents,” is about the final stages before distributing a document. Several printing options are described, and this information can be quite useful if you plan to prepare hard copies of documents. If you plan to distribute documents electronically, you’ll want to know more about the new feature for converting to PDF and XPS formats. If you typically share documents electronically, the new Document Inspector feature can be very useful. You can also learn about encrypting documents, adding digital signatures, publishing to a blog, publishing on a document management server, creating a document workspace, and creating a web page.

## Contacting the Author

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