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# Character properties

|  |  |  |
| --- | --- | --- |
| This table is left aligned and has solid borders. | | |
| Cell1 | Cell2 | Cell3 |
| Cell4 | Cell5 | Cell6 |
| Cell7 | Cell8 | SUNSETS-03.jpg |

## Font size

This Line increases from font size 6

Incrementally up to 59 by one

## Bold, italics, and underline

***Documents need some planning. But even after the most thoughtful planning, document designs sometimes travel down unplanned paths, seemingly on their own.***

## Text color/Highlight (shading) color

White font color and blue text highlight color

Purple text color and pink text highlight color

Green font color and yellow text highlight color

## Solid border/Dashed border

An easy way to add a plain border to an item in your document is to select the item and then use the border button in the paragraph group on the home tab.

In the paragraph group, click the arrow to the right of the border button and then select the border option.

## Strikethrough/Double strikethrough

~~One of the major enhancements in Word 2007 is the addition of many professional and easy-to-use design features that make creating attractive documents simple.~~

Borders and shading can add a special look to important elements and to help them stand out.

## Superscript/Subscript

When you remove a background color from the web page the page will be displayed using the default background color. Generally the default background color is white on gray.

## Shadow, outline, Emboss, Engrave, All caps, Small caps

Shadow effect. Shadow effect.

Outline effect. Outline effect.

Emboss effect. Emboss effect.

Engrave effect. Engrave effect.

Small caps. Small caps.

All caps. All caps.

## Hidden text

This text is hidden. To unhide open the fond dialog box and remove the check mark from the ‘Hidden’

## Symbol

 ∞ ©    ≠

## Character spacing

The character spacing is normal.

The character spacing is expanded by 2 pt.

The character spacing is condensed by 2 pt.

Page break follows.

# Paragraph properties

## Double line spacing

Paragraph with double line spacing. Paragraph with double line spacing. Paragraph with double line spacing. Paragraph with double line spacing. Paragraph with double line spacing. Paragraph with double line spacing. Paragraph with double line spacing. Paragraph with double line spacing.

## Spacing before

Space before paragraph is 18 pt. Space before paragraph is 18 pt. Space before paragraph is 18 pt. Space before paragraph is 18 pt. Space before paragraph is 18 pt. Space before paragraph is 18 pt. Space before paragraph is 18 pt. Space before paragraph is 18 pt.

Space before paragraph is 30 pt. Space before paragraph is 30 pt. Space before paragraph is 30 pt. Space before paragraph is 30 pt. Space before paragraph is 30 pt. Space before paragraph is 30 pt. Space before paragraph is 30 pt. Space before paragraph is 30 pt.

## Spacing after

Space after paragraph is 18 pt. Space after paragraph is 18 pt. Space after paragraph is 18 pt. Space after paragraph is 18 pt. Space after paragraph is 18 pt. Space after paragraph is 18 pt. Space after paragraph is 18 pt. Space after paragraph is 18 pt.

Space after paragraph is 30 pt. Space after paragraph is 30 pt. Space after paragraph is 30 pt. Space after paragraph is 30 pt. Space after paragraph is 30 pt. Space after paragraph is 30 pt. Space after paragraph is 30 pt. Space after paragraph is 30 pt.

## Indentation

The entire paragraph is indented to the left by 1 “. The entire paragraph is indented to the left by 1 “. The entire paragraph is indented to the left by 1 “.The entire paragraph is indented to the left by 1 “.The entire paragraph is indented to the left by 1 “.The entire paragraph is indented to the left by 1 “.

The entire paragraph is indented to the left by -2 “. The entire paragraph is indented to the left by -2 “. The entire paragraph is indented to the left by -2 “.The entire paragraph is indented to the left by -2 “.The entire paragraph is indented to the left by -2 “.The entire paragraph is indented to the left by -2 “.

The entire paragraph is indented to the right by -2 “. The entire paragraph is indented to the right by -2 “. The entire paragraph is indented to the right by -2 “.The entire paragraph is indented to the right by -2 “.The entire paragraph is indented to the right by -2 “.The entire paragraph is indented to the right by -2 “.

## First line indented

Only first line in this paragraph is indented to the left by 0.5 “. Only first line in this paragraph is indented to the left by 0.5 “. Only first line in this paragraph is indented to the left by 0.5 “. Only first line in this paragraph is indented to the left by 0.5 “.

## Hanging

In this paragraph the first line is hanging by 2 “. In this paragraph the first line is hanging by 2 “. In this paragraph the first line is hanging by 2 “. In this paragraph the first line is hanging by 2 “. In this paragraph the first line is hanging by 2 “. In this paragraph the first line is hanging by 2 “. In this paragraph the first line is hanging by 2 “.

## Alignment: left, right, centered, justified

The biggest change in Office Word 2007 is the one that will make creating, modifying and, and managing outlines much easier. Word 2007 brings all the tools you need to outline your document in one convenient place: the Outlining tab. (left)

The biggest change in Office Word 2007 is the one that will make creating, modifying and, and managing outlines much easier. Word 2007 brings all the tools you need to outline your document in one convenient place: the Outlining tab. (right)

The biggest change in Office Word 2007 is the one that will make creating, modifying and, and managing outlines much easier. Word 2007 brings all the tools you need to outline your document in one convenient place: the Outlining tab. (center)

The biggest change in Office Word 2007 is the one that will make creating, modifying and, and managing outlines much easier. Word 2007 brings all the tools you need to outline your document in one convenient place: the Outlining tab. (justify)

# Bullets and Numbered lists

## Bulleted list

* Apple
* Pear
* Grapes
* Kiwi
* Orange

## Nested bulleted list with different bullet symbols

* Level1
* Level1
  + Level2
  + Level2
    - Level3
    - Level3
  + Level2
  + Level2
* Level1
* Level1

## Numbered list

1. Red
2. Orange
3. Yellow
4. Green
5. Light blue
6. Blue
7. Violet

New list

1. Sunday
2. Monday
3. Tuesday
4. Wednesday
5. Thursday
6. Friday

New list

1. Moscow
2. Saint Petersburg
3. Yekaterinburg
4. Novosibirsk
5. Vladivostok

Page break follows.

## Nested numbered list

1. Level1
2. Level1
   1. Level2
   2. Level2
      1. Level3
      2. Level3
      3. Level3
   3. Level2
3. Level1

## Display number in number list

1. 100
2. 2321
3. 2332.129
4. -123
5. ¾
6. 123,45.33

# Bullets and Numbered list properties

## Bullet character, bullet image, Bullet color, Bullet size

* Bullet with picture
* Bullet with picture
* Bullet with picture
  + Symbol bullet
  + Symbol bullet
  + Symbol bullet
    - Bullet in Aqua color and size is 24 pt
    - The same bullet
    - The same bullet
      * Pink bullet size is only 6 pt
      * Small and pink
      * Small and pink

Page break follows.

# Table

## Shading patterns, Cell shading, Table alignment, Table borders, Merged cells,

Table 1

|  |  |  |
| --- | --- | --- |
| This table is left aligned and has solid borders. | | |
| Cell1 | Cell2 | Cell3 |
| Cell4 | Cell5 | Cell6 |
| Cell7 | Cell8 | Cell9 |

Table 2

|  |  |  |
| --- | --- | --- |
| This table is centered and has no borders except one cell. | | |
| Cell1 | Cell2 | Cell3 |
| Cell4 | Cell5 | Cell6 |
| Cell7 | Cell8 | Cell9 |

Table 3

|  |  |  |
| --- | --- | --- |
| This table is right aligned and has dashed dark blue borders. | | |
| Cell1 | Cell2 | Cell3 |
| Cell4 | Cell5 | Cell6 |
| Cell7 | Cell8 | Cell9 |

Page break follows.

## Image inside table, Text wrapping around the table

Tip: Avoid using text wrap around tables. Instead, when you need content beside a table, nested tables are perfect, simple solution. Tip: Avoid using text wrap around tables. Instead, when you need content beside a table, nested tables are perfect, simple solution. Tip: Avoid using text wrap around tables. Instead, when you need content beside a table, nested tables are perfect, simple solution. Avoid using text wrapping around tables. Instead, when you need content beside a table…

|  |  |
| --- | --- |
| Picture inside table. | Winter20%.JPG |
|  |

# Image

## Inline wrapping

Pictures and clip art can be inserted or copied into a document from many different sources, including downloaded from a clip art Web site provider,  copied from a Web page, or inserted from a file where you save pictures.

## Image with other layout (behind text)

C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0332364.wmfIn previous versions of Microsoft Office, the commands, buttons, and other controls you used to format text or sort columns of data, for example, were organized on menus and toolbars. The name of a menu provided some sense of the general function of the commands the menu contained.

In the 2007 release menu commands and tool bars have been replaced with Microsoft calls “The ribbon,” a change to the user interface that was designed to make program features easier to find and use.

Only time will tell…

## Rotated image

Image has been rotated to 330 degrees



## Image border, image fill

C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0183290.wmf

# Comments

Let’s put some comments here.

## Track changes

# References

## Footnotes, Endnotes

Microsoft Office Word automatically numbers footnotes and endnotes for you, after you specify a numbering scheme. You can use a single numbering scheme throughout a document, or you can use different numbering schemes within each section (section: A portion of a document in which you set certain page formatting options. You create a new section when you want to change such properties as line numbering, number of columns, or headers and footers.) in a document. [[1]](#footnote-2)

## Captions

A caption is a line of text that appears below or above an object to describe it. In this document when inserting a table, ‘Table #’ is inserted above each table.

Table 4

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

## Table of contents

## Hyperlinks

[Link to Quick office Web page](http://www.quickoffice.com/)

[Send email to somebody](mailto:marina.motovilov@quickoffice.com)

## Bookmarks

There is a bookmark named “Top of the document”. To follow it, select Links group on the Insert tab sheet, and select Bookmark, then press Go to button.

## Fields

Create date field:

Thursday, November 29, 2007

File name field:

/media/synerzip/DATA/google\_project/testdata/BAT/QW BAT\_superdoc.docx

File size field: 75Kb

# Section

## Page margins

All margins (top, left, bottom, right) are set to ‘Narrow’ – 0.5”

## Page orientation

Switch page orientation between Portrait and Landscape on Page Layout tab under Page Setup group

## Page borders

To check Page border setting, go to Page Layout tab->Page Background group (in this document box with art selected)

## Page breaks

In some case, you might want to add your own page break to control where content is positioned on the page.

## Header/footer

In this document there is header and footer on every page

## Page background color

Here Page color is ‘Purple 80% lighter’

# Table style

Table style is “Medium list 2- Accent 3”

|  |  |  |  |
| --- | --- | --- | --- |
| Quick office/  Device | V4 | V2 | For UIQ |
| E90 | + |  |  |
| 6708 |  |  | + |
| N90 |  | + |  |
| 6682 |  | + |  |
| N70 |  | + |  |
| E70 | + |  |  |
| E61 | + |  |  |

# Drawing

## WordArt

Introduction to Word 2007

## AutoShape

Transparency is set to 70 %

Line is dashed and red

## Smart Art graphics

## Text box

Text boxes, because they’re always a floating graphic, are something the author recommends avoiding in Word documents to keep your work as simple as possible.

# Objects

## Embedded Excel table



Page beak inserted

## Embedded Excel chart



## Embedded Adobe PDF



Double click on the icon above to open “ArabClock.pdf” file in Adobe application.

# Forms

## Drop-Down list

Choose an item.

## Check box

1. Footnote #1:If the footnotes in your document are numbered incorrectly, your document may contain tracked changes. Accept the tracked changes so that Word will correctly number the footnotes and endnotes. [↑](#footnote-ref-2)