

# MICROSOFT OFFICE WORD 2007

## INTRODUCTION TO MS OFFICE WORD 2007

Microsoft Word is a versatile word processing program that offers flexibility in correcting and revising your work, as well as a number of stylistic options to improve your document's presentation.

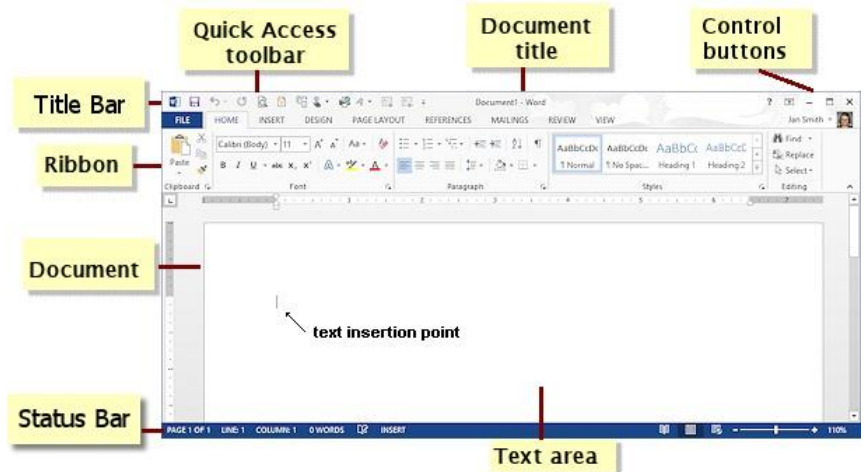
### Opening MS Office Word 2007 on a PC

To launch Microsoft Word 2007, go to Start > All Programs > Microsoft Office > Microsoft Word 2007, A blank document will open.

### Opening Screen of MS Office Word 2007

There are four features of Word 2007.

- The Microsoft Office Button
- The Quick Access Toolbar
- View options
- The Ribbon



#### 1. The Microsoft Office Button



#### 2. The Quick Access Toolbar

The Quick Access Toolbar is a collection of shortcuts to the features, options, commands, or option groups that you use frequently.

#### Adding items to the quick access toolbar:

Right click on any item in the Office Button or the Ribbon and click on Add to Quick Access Toolbar and a shortcut will be added to the Quick Access Toolbar.

#### 3. View Option

In the view option we can change the view of the document and set the zoom option.

#### 4. The Ribbon

The Ribbon is the panel at the top portion of the document. It has seven tabs: Home, Insert, Page Layout, References, Mailings, Review, and View that contain many new and existing features of Word.

## Working with Home Panel

### Features of home panel

- ❖ **Clipboard**
- ❖ **Font**
- ❖ **Paragraph**
- ❖ **Styles**
- ❖ **Editing**

### 1. Clipboard

The Clipboard is a holding place on your computer where you can temporarily store data (text, pictures, and so on). When you copy something, your selection is held on the Clipboard, where it remains until you copy something else or shut down your computer.

It has four options- Paste, Cut, Copy and Format Painter.

#### **Copy:**

Select the text you want to copy and press Ctrl+C.

#### **Cut:**

The Cut feature allows you to remove selected text from the document and temporarily place it on the Office Clipboard.

#### **Paste:**

Place your cursor where you want to paste the copied text and press Ctrl+V.

#### **Format Painter:**

You can use the Format Painter on the Write tab to apply text formatting and some basic graphics formatting, such as borders and fills.

- On the Home tab, in the Clipboard group, click Format Painter. The pointer changes to a paint brush icon.
- To stop formatting, press ESC.

*Note: Double-click the Format Painter button if you want to change the format of multiple selections in your document.*

### 2. Font:

It has the following options -

Font Face, Font Size, Grow Font, Shrink Font, Clear Formatting, Bold, Italic, Underline, Strikethrough, SubScript, SuperScript, Change Case, Text Highlight Color and Font Color.

#### **Font Tab:**

You can specify how you want text to appear by selecting options in the Font dialog box.

*Note - To show the font dialog box press - Ctrl+D.*

**All Text:**

**Font color** - Specifies the color of the selected text.

**Underline style** - Specifies whether selected text is underlined and the underline style. Click none to remove underlining.

**Underline color** - Specifies the color of the underline. This option remains unavailable until you apply an underline style.

**Effects:**

**Strikethrough** - Draws a line through the selected text.

**Double strikethrough** - draws a double line through the selected text.

**Superscript** - Raises the selected text above the baseline.

**Subscript** - Lowers the selected text below the baseline.

**Shadow** - Adds a shadow beneath and to the right of the selected text.

**Outline** - Displays the inner and outer borders of each character.

**Emboss** - Makes the selected text appear to be raised off the page in relief.

**Engrave** - Makes the selected text appear to be imprinted or pressed into the page.

**Small caps** - Formats selected lowercase text as capital letters and reduces their size. Small caps formatting do not affect numbers, punctuation, non-alphabetic characters, or uppercase letters.

**All caps** - Formats lowercase letters as capitals. All caps formatting does not affect - numbers, punctuation, non-alphabetic characters, or uppercase letters.

**Preview:**

The preview box displays the specified font and text effects.

**Character Spacing Tab:**

**Scale** - Stretches or compresses text vertically and horizontally as a percentage of its current size. Type or select a percentage between 1 and 600.

**Spacing** - Increases or decreases the space between characters. Type or select an amount in the By box.

**Position** - Raises or lowers the selected text in relation to the baseline. Type or select an amount in the by box.

**Kerning for fonts** - Automatically adjusts the amount of space between certain combinations of characters so that an entire word looks more evenly spaced. This command works for TrueType and Adobe PostScript fonts only.

**Change the font face:**

To change the font face- selects the text and press (Ctrl+Shift+F)

**Change the text size:**

In Office Word 2007, you can use the formatting options Mini toolbar to quickly format text. The Mini toolbar appears automatically when you select text. It also appears with the menu when you select text and then right-click.

1. Select the text that you want to change, and move your pointer to the Mini toolbar that appears with your text selection.
2. Do one of the following:
  - To make the text larger, click Grow Font. Or press CTRL+SHIFT+>
  - To make the text smaller, click Shrink Font. Or press CTRL+SHIFT+<

*Note: You can also specify a font size on the Home tab, in the Font group.*

**Clear Formatting:**

Clear all the formatting from the selection, leaving only the plain text.

**Make the text bold:**

Select the text that you want to make bold, and move your pointer to the Mini toolbar above your selection.

**Italic the text:**

Press CTRL+I to Italic the selected text

**Underline text:**

Types of underline, Single underline, underline word only, double underline, underline blank spaces: , decorative underline.

**Remove underline:**

- To remove single underlining from words and spaces, select the underlined text and press CTRL+U.
- To remove other styles of underlining, press CTRL+U twice.

**Strikethrough Formatting:**

Apply single-line/double-line strikethrough formatting

- Select the text that you want to change.
- On the Home tab, click the Font Dialog Box Launcher, and then click the Font tab.
- Select the Strikethrough/Double strikethrough check box.

**Make text superscript or subscript:**

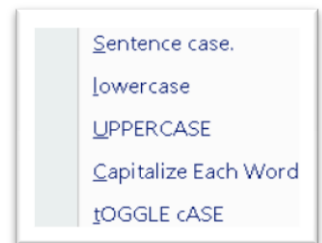
- On the Home tab, in the Font group, click Superscript. Or press CTRL+SHIFT+=.
- On the Home tab, in the Font group, click Subscript. Or press CTRL+=.

### Change Case:

Change all the selected text to UPPERCASE, lowercase or other case of the capitalization.

### Apply or Remove Highlighting:

- For highlighting click on Text Highlight Color option in the Font group.
- For removing highlighting color click Stop Highlighting.



### Change the text color:

Click Font Color, and then select the color that you want.

## 3. Paragraph:

### Bullets or Numbered List:

- To start a numbered list, type 1, a period (.), a space, and some text. Word will automatically start a numbered list for you.
- Type\* and a space before your text, and Word will make a bulleted list.
- To complete your list, press Enter until the bullets or numbering switch off.

### Add bullets or numbering to a list:

- Select the list.
- On the **Home** tab, in the **Paragraph** group, click **Bullets or Numbering**.

### Decrease and increase the indent:

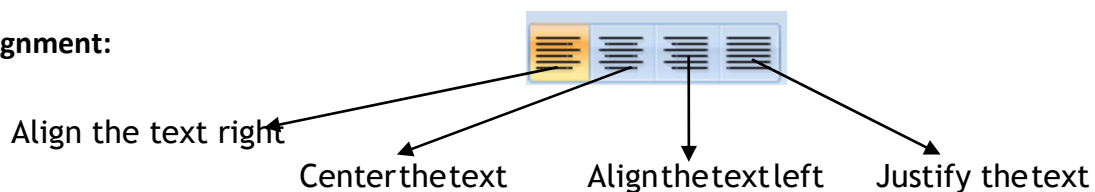
To decrease the indent level of paragraph- press the **Decrease Indent** key.

To increase the indent level of paragraph- press the **Increase Indent** key.

### Sort:

- Select the list to be sorted.
- On the **Home** tab, in the **Paragraph** group, click **Sort**.
- In the **Sort Text** dialogbox, under Sort by, click **Paragraphs** and **Text**, and then click either **Ascending** or **Descending**.

### Horizontal Alignment:



### Line Spacing:

- Select the line spaces that you want.
- Click on line spacing & choose spacing.
- For more line precise spacing click on **line spacing options...**

### Shading:

Color the background behind the selected text or paragraph.

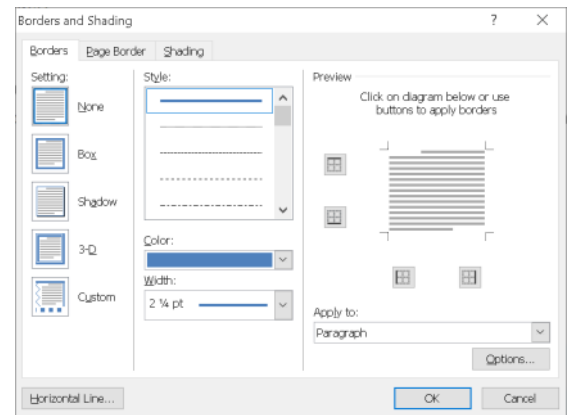
- To apply shading click on **Shading** and choose color.
- To delete shading click on **No Color** option.

## Borders:

Both **Page Border** in **Home Panel** and **Page Layout** are same.

### Add a border:

- Click on **Border and Shading**.
- In the **Borders and Shading** window select **Box**, **Style**, **Color** and **width** of border in **Borders Tab**.
- For page border choose **Art** and where to **Apply** option in **Page Border Tab**.



## 4. Style:

### Apply a Style:

- Select the text which you want to apply a style.
- On the **Home Tab**, in the **Style** group, click the **Style** that you want.

### Change a Style:

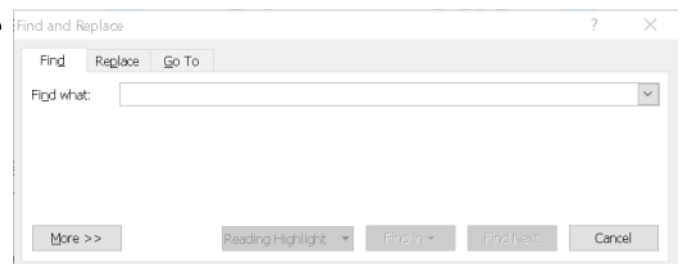
- Select one **Styled attribute** and format the selected **Attribute** that you want.
- On the **Home Tab**, in the **Style** group, **Right Click** the style that you want to change.
- Click **Update** to **Match Selection**.

## 5. Editing:

It has the following options- Find, replace & select.

### Find and replace:

- Find and select specific text, formatting, or type of information within the workbook. You can also replace the information with new text or formatting.
- You can go to the page, line, etc, by input your page number or line number in go to dialog box.



### Select:

Select text or object in the document. Use select object to allow you to select object that have been positioned behind the text. Click on select all to select all in the document.

## WORKING WITH INSERT PANEL

### Features of insert panel

- ❖ Pages
- ❖ Tables
- ❖ Illustrations
- ❖ Links
- ❖ Header & footer
- ❖ Text
- ❖ Symbols

### 1. Pages:

It has the following options -  
Cover Page, Blank Page, Page Break.

#### Cover Page:

To insert a cover page, go to the **Insert** tab, in the **Pages** group, click **Cover Page**.

#### Blank Page:

To put a blank page into your Word document, place the cursor where you want the new page to begin and then go to the **Insert** tab, in the **Pages** group, click **Blank Page**.

#### Page Break:

A page break is a special marker that will end the current page and start a new one. Click to place your cursor where you want to start a new page. Go to the **Insert** tab, in the **Pages** group, click **Page Break**.

### 2. Tables:

#### Create a Table:

- You can create a table by drawing the rows and columns that you want or by converting text to a table.
- You can also use quick table option for frequently used table.

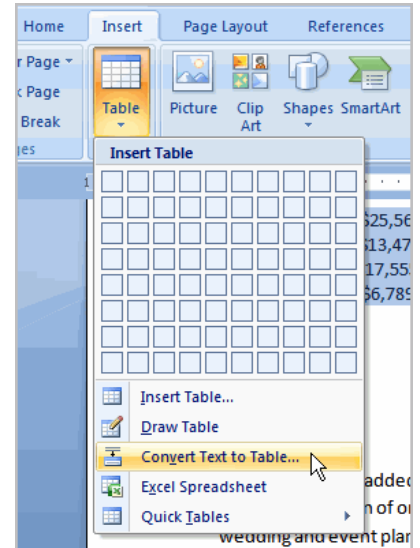
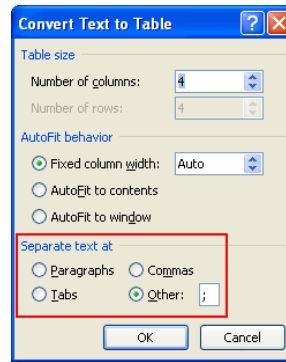
#### Draw a table:

You can draw a complex table.

1. Click where you want to create the table.
2. On the **Insert** tab, in the **Tables** group, click **Table**, and then click **Draw Table**. The pointer changes to a pencil.
3. To define the outer table boundaries, draw a rectangle. Then draw the column lines and row lines inside the rectangle.
4. To erase a line or block of lines, under **Table Tools**, on the **Design** tab, in the **Draw Borders** group, click **Eraser**.
5. Click the line that you want to erase.
6. When you finish drawing the table, click in a cell and start typing or insert a graphic.

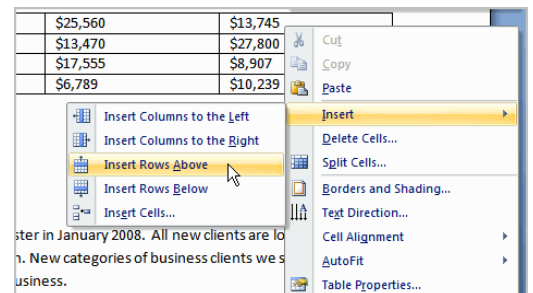
### To convert existing text to a table:

- Select the text you want to convert.
- Select the Insert tab.
- Click the Table command.
- Select Convert Text to Table from the menu. A dialog box appears.
- Choose one of the options in the Separate text at: section. This is how Word knows what text to put in each column.
- Click OK. The text appears in a table.



### To add a column:

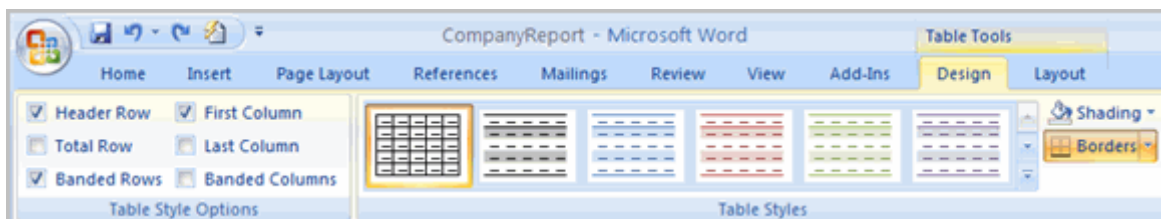
- Place the insertion point in a column adjacent to the location where you want the new column to appear.
- Right-click the mouse. A menu appears.
- Select Insert → Insert Columns to the Left or Insert Columns to the Right. A new column appears.



### To delete a row or column:

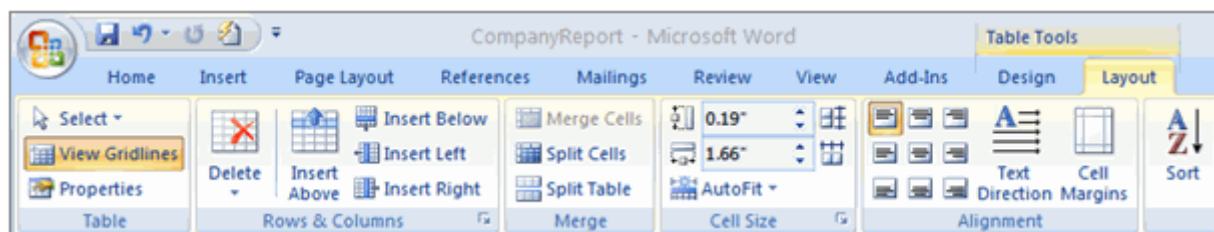
- Select the row or column.
- Right-click your mouse, and a menu appears.
- Select Delete Columns or Delete Rows.

### To apply a table style:



- Select the table. A Table Tools Design tab now appears on the Ribbon.
- Select the Design tab to access all of the Table Styles and Options.
- Click through the various styles in the Table Styles section.

### Modifying a table using the layout tab



When you select a table in Word 2007, **Design** and **Layout** tabs appear under **Table Tools** on the Ribbon. Using commands on the Layout tab, you can make a variety of modifications to the table, including:

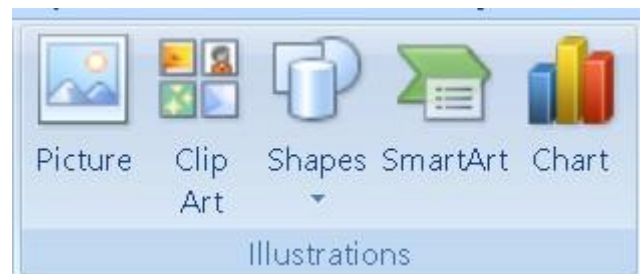
- Adding and deleting columns
- Adding and deleting rows
- Changing the cell size



- Aligning cell text
- Changing text direction
- Merging and splitting cells

### 3. Illustrations:

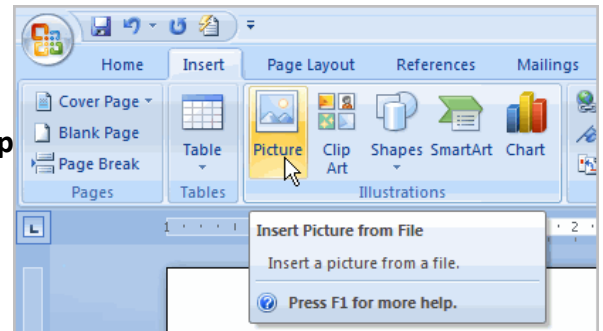
It has the following options - Picture, Clipart, Shapes, Smart Art & Chart.



#### Picture:

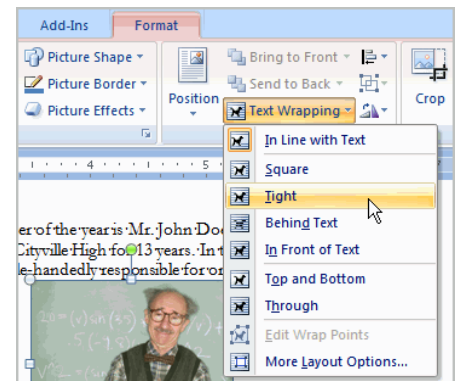
##### Insert a picture:

- Select the **Insert** tab.
- Click the **Picture** command in the **Illustrations** group
- The **Insert Picture** dialog box appears.
- Select the image file on your computer.
- Click **Insert**, and it will appear in your document.



##### To wrap text around an image:

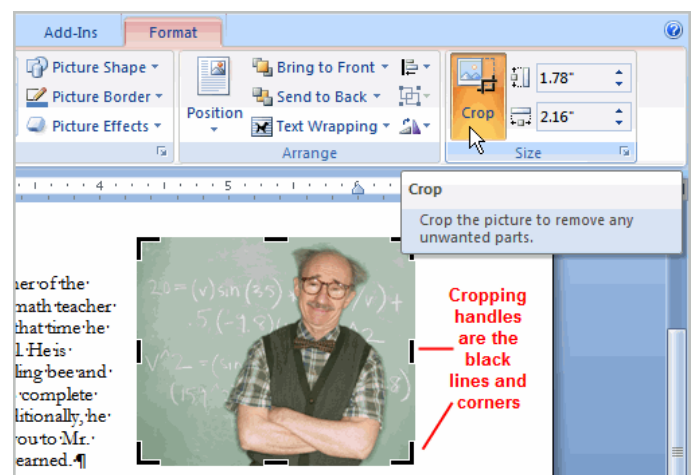
- Select the image.
- Select the **Picture Tools Format** tab.
- Click the **Text Wrapping** command in the **Arrange** group.
- Left-click a menu option to select it. In this example, we selected **Tight**.
- Move the image around to see how the text wraps for each setting.
- The **Position** button has predefined text wrapping settings. The **Position** button is located to the left of the **Text Wrapping** button.
- Click the **Position** button, and a drop-down list of text wrapping options will appear. Hover over an option to see what it does.



*Note - If you can't get your text to wrap the way you want, click the **Text Wrapping** command and select **More Layout Options** from the menu. You can make more precise changes in the **Advanced Layout** dialog box that appears.*

##### To crop an image:

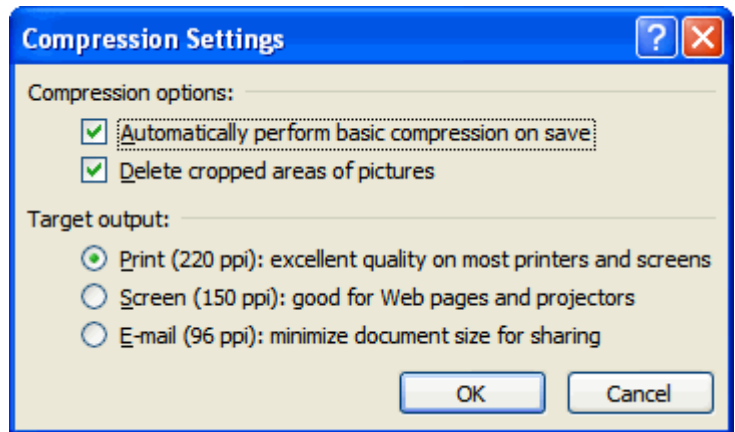
- Select the image.
- Select the **Format** tab.
- Click the **Crop** command. The black cropping handles appear.
- Left-click and move a **handle** to crop an image.
- Click the **Crop** command to deselect the crop tool.



*Note - Corner handles will crop the image proportionally.*

### To compress a picture:

- Select the picture.
- Select the **Format** tab.
- Click the **Compress Pictures** command in the Adjust group. A dialog box appears.
- Click the **Options** button to access the **Compression Setting** dialog box.
- Choose the target output.
- Change any of the default picture settings you want.
- Click **OK** in the Compression Settings dialog box.
- Click **OK** in the Compress Pictures dialog box.

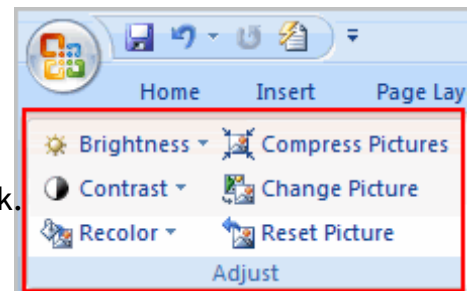


*Note - You need to monitor the **file size** of your images and documents that include images, especially if you send them via email. Cropping and resizing an image doesn't decrease the image file size, but compression does.*

### Other picture tools:

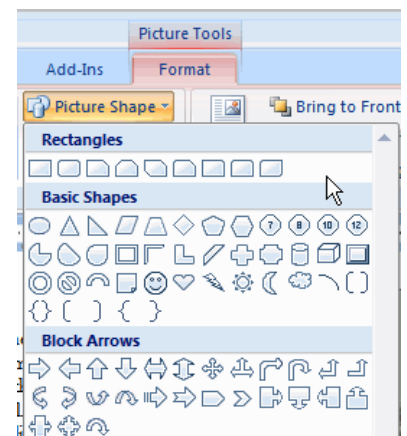
There are many other things you can do to modify a picture. From the Format tab, some of the other useful commands include:

- **Change Picture:** Selects a new picture from your computer.
- **Reset Picture:** Reverts to original image.
- **Brightness:** Adjusts the brightness of an image.
- **Contrast:** Adjusts the contrast of an image from light to dark.
- **Recolor:** Modifies the color in a variety of ways, including black and white, sepia, pink, and purple.



### To change the shape of a picture:

- Select the picture.
- Select the **Format** tab.
- Click the **Picture Shape** icon. A menu appears.
- Left-click a shape to select it.



### To apply a picture style:

- Select the picture.
- Select the **Format** tab.
- Click the **More** drop-down arrow to display all of the picture styles.
- Hover over a picture style to display a live preview of the style in the document.
- Left-click a style to select it.



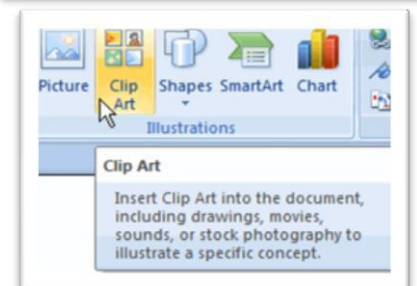
### To add a border to a picture manually:

- Select the picture.
- Select the **Format** tab.
- Left-click the **Picture Border** command, and select a color.
- Select **Weight** from the menu and choose a line weight.



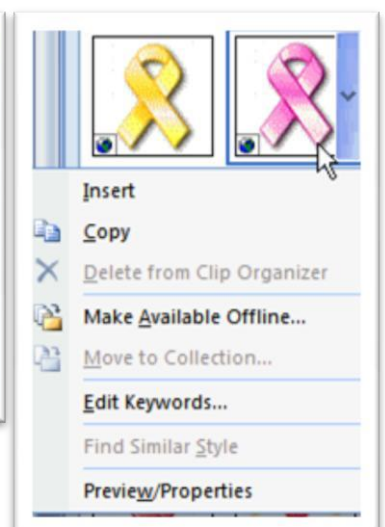
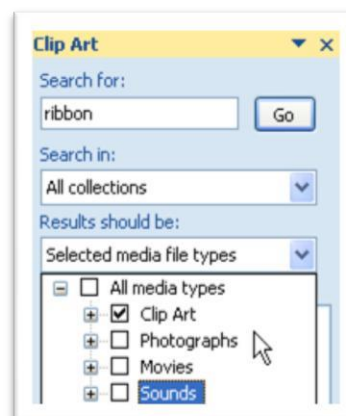
### Clip Art:

- Select the **Insert** tab.
- Click the **Clip Art** command in the **Illustrations** group.
- The clip art options appear in the **task pane** on the right.
- Enter keywords in the **Search for:** field that is related to the image you want to insert.
- Click the drop-down arrow next to the **Search in:** field.
- Select **Everywhere** to ensure Word searches your computer and its online resources for an image that meets your criteria.
- Click the drop-down arrow in the **Results should be:** field.
- Deselect any types of images you do not want to see.
- Click **Go**.



### To insert clip art:

- Review the results from a clip art search.
- Place your **insertion point** in the document where you want to insert clip art.
- Left-click an image in the task pane. It will appear in the document. OR
- Left-click the **arrow next to an image** in the task pane.
- Select **Insert**, **Copy**, or any of the other options on the list.



### Shapes:

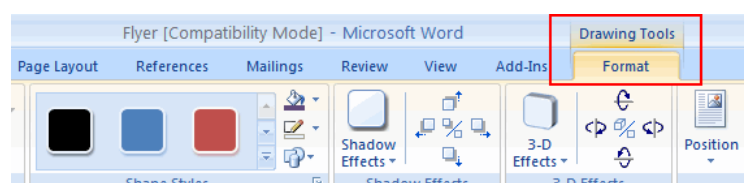
#### To insert a shape:

- Select the **Insert** tab.
- Click the **Shape** command.
- Left-click a shape from the menu. Your cursor is now a cross shape.
- Left-click your mouse and while holding it down, drag your mouse until the shape is the desired size.
- Release the mouse button.

#### To change shape style:

Select the shape. A new **Format** tab appears with **Drawing Tools**.

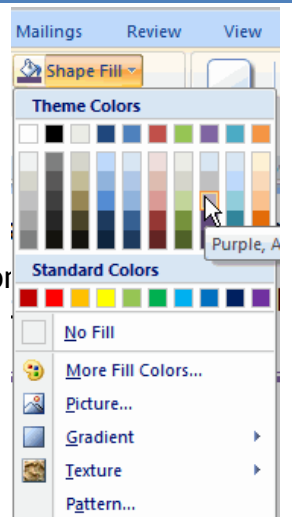
- Click the **More drop-down arrow** in the **Shapes Style** group to display more style options.
- Move your cursor over the styles, and **Live Preview** will preview the style in your document.



- Left-click a style to select it.

#### To change the shape fill color:

- Select the shape. A new **Format** tab appears with Drawing Tools.
- Click the **Shape Fill** command to display a drop-down list.
- Select a color from the list, choose No Fill, or choose one of the other options.

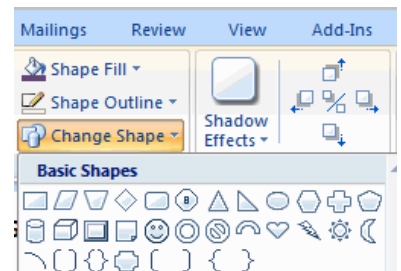


#### To change the shape outline:

- Select the shape. A new **Format** tab appears with Drawing Tools.
- Click the **Shape Outline** command to display a drop-down list.
- Select a color from the list, choose No Outline, or choose one of the other options.

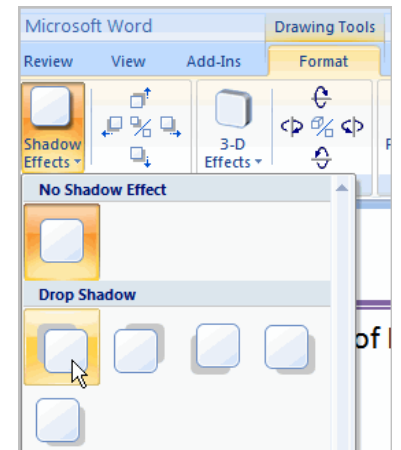
#### To change to a different shape:

- Select the shape. A new **Format** tab appears with Drawing Tools.
- Click the **Change Shape** command to display a drop-down list.
- Select a shape from the list.



#### To change shadow effects:

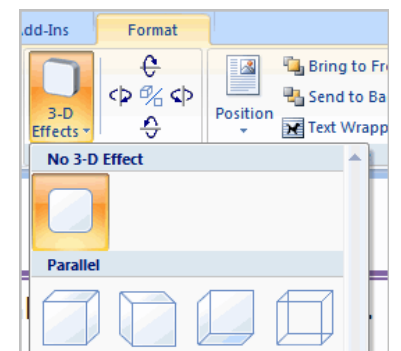
- Select the **Format** tab.
- Left-click the **Shadow Effects** command.
- Move your mouse over the menu options. Live Preview displays how it will appear in your document.
- Click an option to select the shadow effect.
- Select Shadow Color from the menu, and choose a color from the palette to change the color of the shadow on your shape.



#### To change 3D effects:

You cannot add a 3D effect to all shapes.

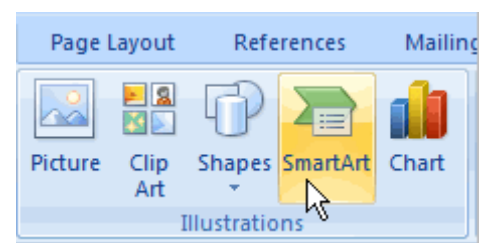
- Select the **Format** tab.
- Left-click the **3-D Effects** command.
- Move your mouse over the menu options. Live Preview displays how it will appear in your document.
- Click an option to select the 3D effect.



#### Smart Art:

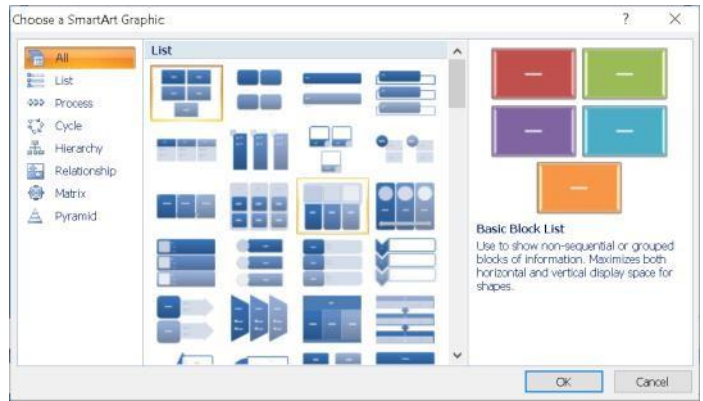
SmartArt allows you to **visually communicate information** rather than simply using text. Illustrations can make an impact in your document, and Smart Art makes using graphics especially easy.

- Select the **Insert** tab.
- Select the Smart Art command in the Illustrations group. A dialog box appears.
- Select a category on the left of the dialog box, and review the Smart Art graphics that appear in the center.
- Left-click a graphic to select it and Click OK.



### To add a shape to a graphic:

- Select the graphic. The Smart Art Tools Design and Format tabs appear on the Ribbon.
- Select the Design tab.
- Click the Add Shape command in the Graphics group.
- Decide where you want the new shape to appear, and select one of the shapes nearby the desired location.
- Select Add Shape Before or Add Shape After. If you wanted to add a superior or a subordinate, you could select the Above or Below options.



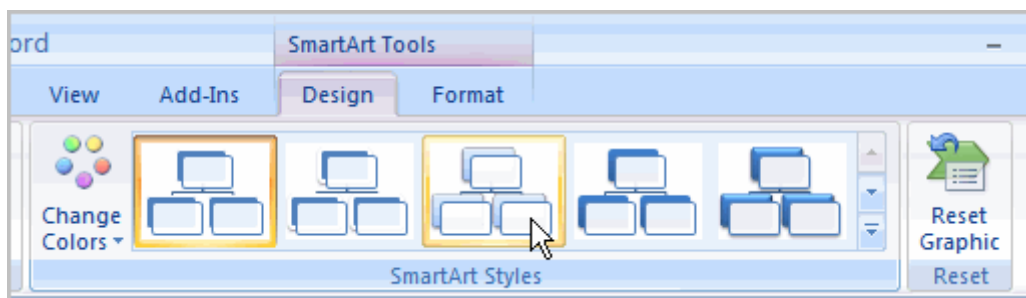
### Move Shape:

The **Promote** and **Demote** commands allow you to move shapes and customize the graphic instead of having to use the predefined default illustration.

- Select the graphic. The Smart Art Tools Design and Format tabs appear on the Ribbon.
- Select the Design tab.
- Select the shape you want to move.
- Click the Promote or Demote command in the Create Graphic group.

### To change the graphic style:

- Select the graphic. The Smart Art Tools Design and Format tabs appear on the Ribbon.
- Select the Design tab.
- **Left-click a style** to select it.



Click the **More** arrow to see all of the style options. Hover over each to display a live preview of the style in your document.

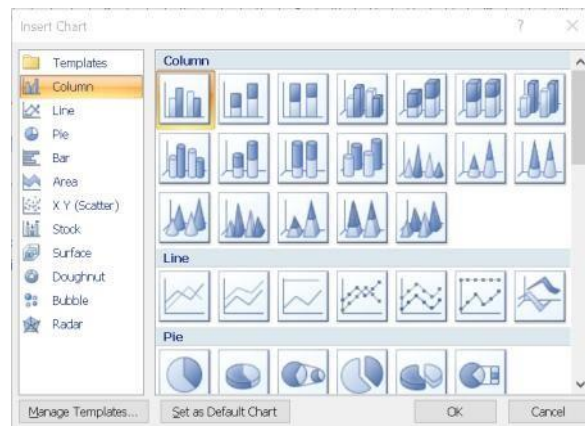
### To change the color scheme:

- Select the graphic. The Smart Art Tools Design and Format tabs appear on the Ribbon.
- Select the Design tab.
- Click the **Change Color** command. A menu of color schemes appears.
- Left-click an option to select it.



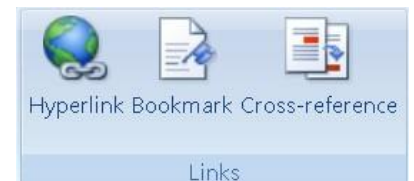
## Chart:

Insert a chart to illustrate and compare data. If you want to insert a chart then on insert tab, illustration group click on chart. Choose the type of chart in the Insert Chart tab.



## 4. Links:

It has the following options -  
Hyperlink, Bookmark, Cross-References.

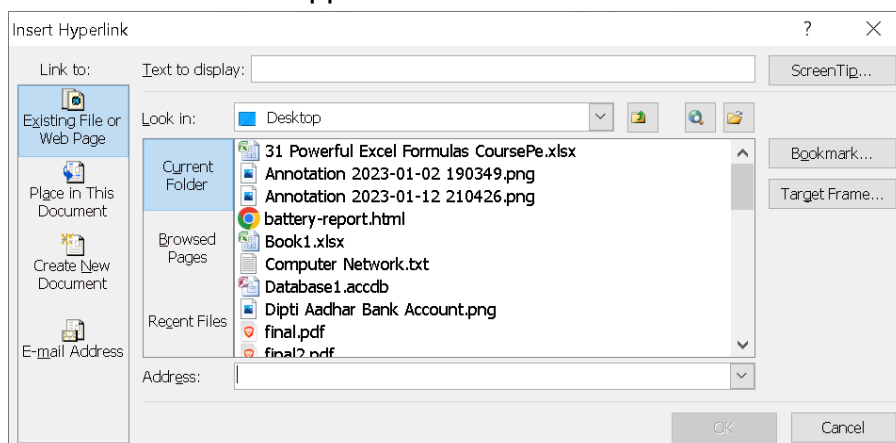


## Hyperlink:

A **hyperlink** is a **connection** from one slide to a webpage, email address, slide, or file. Text or objects such as pictures and shapes can be formatted as hyperlinks.

### To insert a hyperlink to a webpage:

- Select the **text** or **object** you want to use as a hyperlink.
- Select the Insert tab.
- Click the Hyperlink command in the Links group. The Insert Hyperlink dialog box will appear.
- If you use text for the hyperlink, the Text to display field will appear active in the dialog box. The text you select on the slide will appear in this field.



- Click Existing File or Web Page.
- In the Address field, enter the website address you want to display when the link is clicked.
- Decide whether you want to add a ScreenTip—which is a box of information that appears when you hover over a command—a hyperlink, or an action button.

### To insert a hyperlink to an existing file:

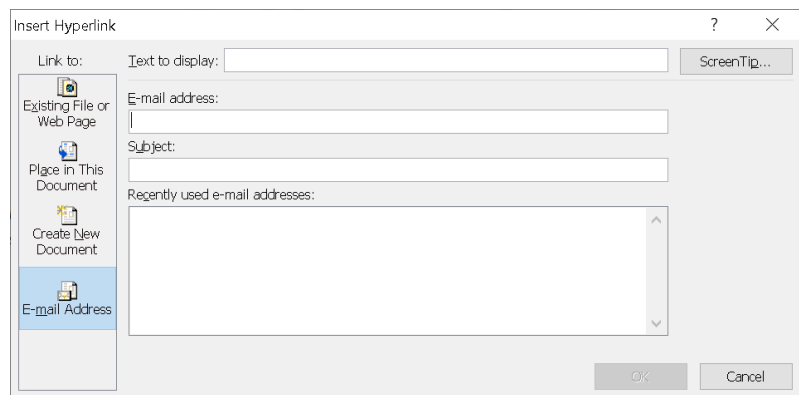
- Select the text or object you want to use as a hyperlink.
- Select the Insert tab.
- Click the Hyperlink command in the Links group. The Insert Hyperlink dialog box will appear.
- Click Existing File or Web Page.
- Select the file. The file name will appear in the Address field.

### To insert a ScreenTip:

- Click ScreenTip. The Set Hyperlink ScreenTip dialog box will appear.
- Enter the tip text.
- Click OK in the Set Hyperlink ScreenTip dialog box.

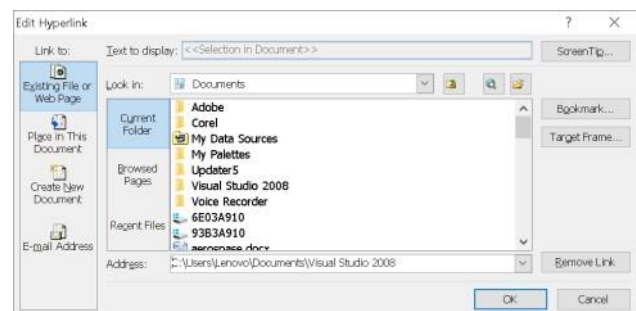
### To insert a hyperlink to an email address:

- Select the text or object you want to use as a hyperlink.
- Select the Insert tab.
- Click the Hyperlink command in the Links group. The Insert Hyperlink dialog box will appear.
- Click Email Addresses on the left. If you are using text as your hyperlink, the text to display field will appear active and have the selected text inside.
- In the Email address field, enter mailto: and the email address you want users to contact (e.g., <mailto:sarbajitsahoo8260@gmail.com>)
- Enter a subject in the Subject field if you want.
- Click OK to close the Insert Hyperlink dialog box.



### To edit or remove a hyperlink:

- Select the text or object with the hyperlink you want to remove.
- Select the Insert tab.
- Click the Hyperlink command in the Links group. The Edit Hyperlink dialog box will appear.
- Edit the selected hyperlink. OR
- Click the Remove Link button to remove the link.
- Click OK.



*Note - You can edit and remove any hyperlink the same way, regardless of whether the hyperlink is to a slide, email address, or webpage.*

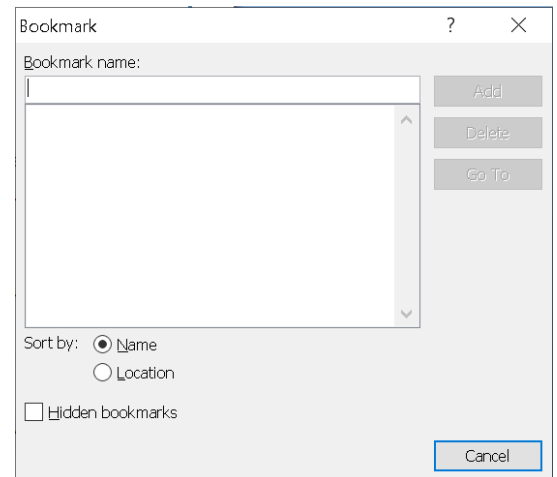
## Bookmark:

A bookmark in Word works like a bookmark you might place in a book: it marks a place that you want to find again easily.

### Bookmark the location:

- Select text, a picture, or a place in your document where you want to insert a bookmark.
- Click Insert > Bookmark.
- Under Bookmark name, type a name and click Add.

*Note: Bookmark names need to begin with a letter. They can include both numbers and letters, but not spaces. If you need to separate words, you can use an underscore ( \_ )—for example, First\_heading.*

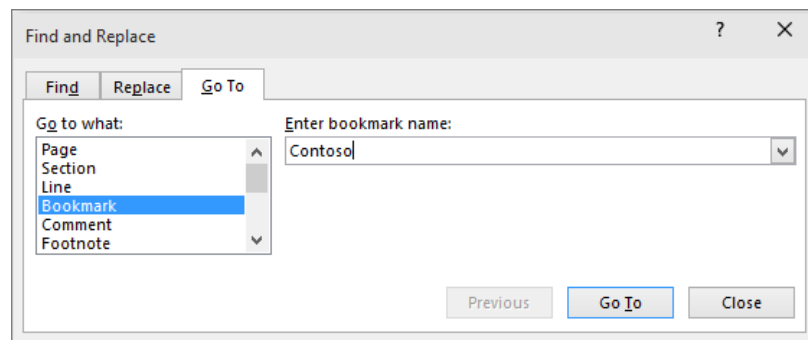


### Go to the bookmarked location:

After creating your bookmarks, you can add links to them within your document or jump to them at any time.

### Jump to a bookmark:

- Type Ctrl+G to open the Go To tab in the Find and Replace box. Under Go to what, click Bookmark. Enter or select the bookmark name, and then click Go To.



### Link to a bookmark:

You can also add hyperlinks that will take you to a bookmarked location in the same document.

- Select the text or object you want to use as a hyperlink.
- Right-click and then click Hyperlink.
- Under Link to, click Place in This Document.
- In the list, select the heading or bookmark that you want to link to.
- Click OK.

*Note: To customize the Screen Tip that appears when you rest the pointer over the hyperlink, click ScreenTip, and then type the text that you want.*



## Delete a bookmark:

- Click Insert > Bookmark.
- Click either Name or Location to sort the list of bookmarks in the document.
- Click the name of the bookmark you want to delete, and then click Delete.
- If you have inserted a hyperlink to the deleted bookmark, right-click the linked text and then click Remove Hyperlink.

*Note: To delete both the bookmark and the bookmarked item (such as a block of text or other element), select the item, and then press Delete.*

## Cross reference:

It refers to items such as headings, figures, and table by inserting a cross reference such as, "see table 6 below" or "turn to page 8".

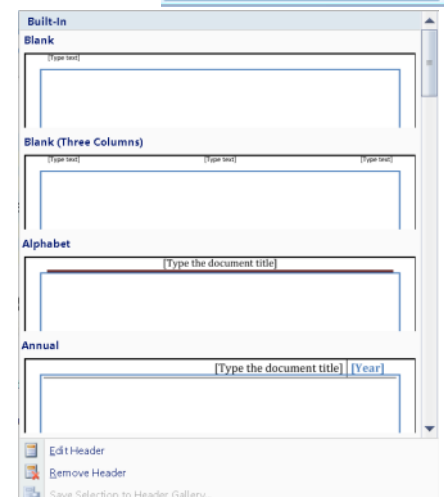
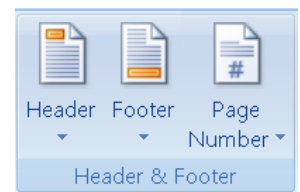
Cross references are automatically updated if the content is moved to another location. By default, cross references are inserted as hyperlinks.

## 5. Headers and footers:

It has the following options - Header, Footer and Page Number.

### To insert a header or footer:

- Select the **Insert** tab.
- Click either the **Header** or **Footer** command. A menu appears with a list of **built-in options** you can use.
- Left-click one of the built-in options, and it will appear in the document. OR
- Left-click **Blank** to select it.
- The Design tab with Header and Footer tools is active.
- Type information into the header or footer.

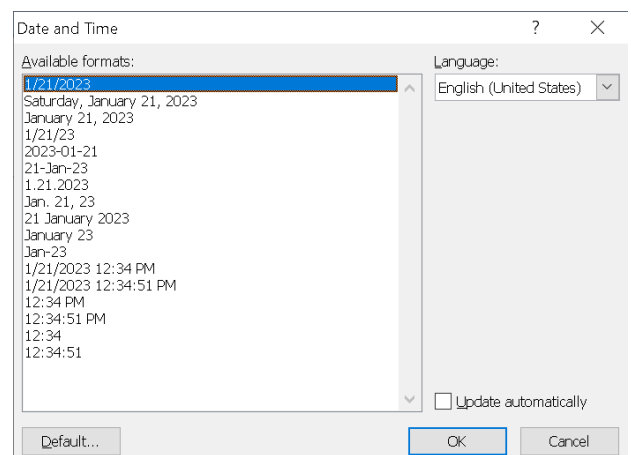


### To insert the date or time into a header or footer:

- With the header or footer section active, click the **Date & Time** command.



- Select a **date format** in the dialog box that appears.
- Click OK. The date and time now appear in the document.



## Other header and footer options:

There are many other **header and footer options** you can use to design these sections of your document. From the Header and Footer Tools Design tab, you can see all of your design options.



## Remove the header or footer from the first page:

- On the Page Layout tab, click the Page Setup Dialog Box Launcher, and then click the Layout tab.
- Select the Different first page check box under Headers and footers.

## Remove the headers or footers:

- Click anywhere in the document.
- On the Insert tab, in the Header & Footer group, click Header or Footer.
- Click Remove Header or Remove Footer.
- The header or footers are removed from the entire document.

## Insert page numbers or Page X of Y page numbers:

- On the Insert tab, in the Header & Footer group, click Page Number.
- Click Top of Page, Bottom of Page, or Page Margins, depending on where you want page numbers to appear in your document.
- Choose a page numbering design from the gallery of designs. The gallery includes Page X of Y options.

## Format page numbers:

After you add page numbers, you can change them just as you might change text in a header or footer. Change the format of the page number, the font, or the size.

## Change the page-number format, such as 1, i, or a:

- Double-click the header or footer of one of your document pages.
- Under Header & Footer Tools, on the Design tab, in the Header & Footer group, click Page Number, and then click Format Page Numbers.
- In the Number format box, click a numbering style, and then click OK.

## Remove page numbers:

Microsoft Office Word 2007 automatically removes or deletes page numbers when you click Remove Page Numbers or when you remove a single page number manually from the document.

- On the Insert tab, in the Header & Footer group, click Page Number.
- Click Remove Page Numbers.

## 6. Text:

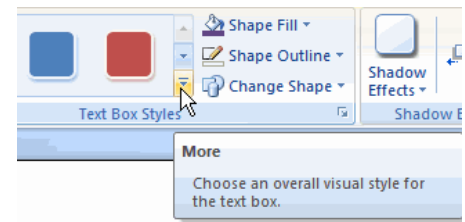
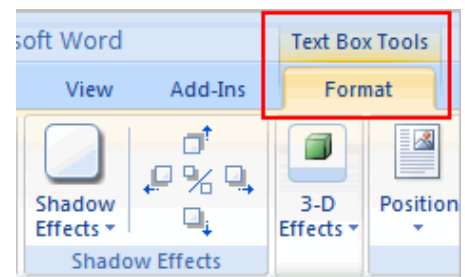
It has the following options - Text box, quick parts, word art, drop cap, signature line, date and time, and object.

### Text box:

Insert preformatted text box and draw text box. If you want to draw a text box then click the **Draw text box**.

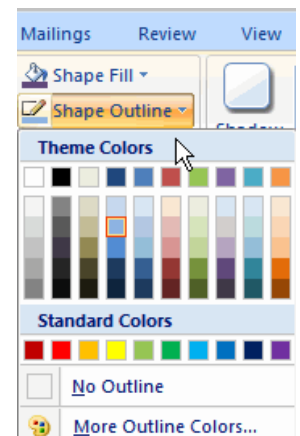
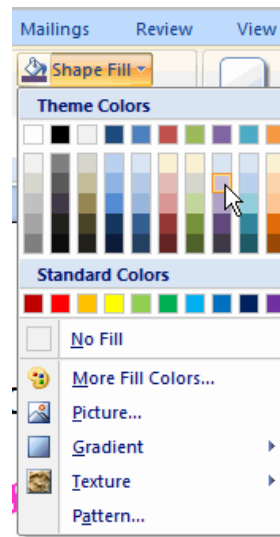
### To change text box style:

- Select the text box. A new **Format** tab appears with Text Box Tools.
- Select the Format tab.
- Click the **More drop-down arrow** in the Text Box Style group to display more style options.
- Move your cursor over the styles, and Live Preview will preview the style in your document.
- Left-click a style to select it.



### To change shape fill:

- Select the text box. A new **Format** tab appears with Text Box Tools.
- Click the **Shape Fill** command to display a drop-down list.
- Select a color from the list, choose No Fill, or choose one of the other options.

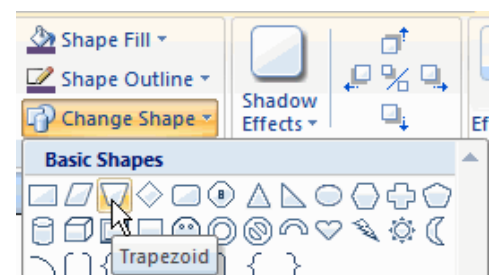


### To change the shape outline:

- Select the text box. A new **Format** tab appears with Text Box Tools.
- Click the **Shape Outline** command to display a drop-down list.
- Select a color from the list, choose No Outline, or choose one of the other options.

### To change the text box shape:

- Select the text box. A new **Format** tab appears with Text Box Tools.
- Click the **Change Shape** command to display a drop-down list.
- Select a shape from the list.



### To move a text box:

- Left-click the text box. Your cursor becomes a **cross with arrows** on each end.
- While holding the mouse button, **drag** the text box to the desired location on the page.
- Release the mouse button.

### To resize a text box:

- Select the text box.
- Left-click one of the **blue sizing handles**.
- While holding down the mouse button, **drag the sizing handle** until the text box is the desired size.

### Quick Parts:

You can use the **Quick Part Gallery** to create, store, and reuse pieces of content, including AutoText, document properties (such as title and author), and fields. These reusable blocks of content are also called **building blocks**. **AutoText** is a common type of building block that stores text and graphics. You can use the **Building Blocks Organizer** to find or edit a building block.

To open the **Quick Part Gallery**, on the **Insert tab**, in the **Text group**, click **Quick Parts**.

### Creation of a building block:

Building Blocks can be created from an existing document or from a by typing a new text too.

1. Open the existing document or type in the text you want to create as a quick part in the document.
2. Select the text and go to the **Insert tab** on the ribbon. In the **Text group** click on **Quick Parts** and from the options displayed select **Save Selection to Quick Part Gallery** or press **ALT+F3**. A **Create New Building Block** dialog box pops up.

#### Fill in the fields:

**Name:** Give an appropriate name to the building block.

**Gallery:** Select the Gallery that you want to display your building block.

**Category:** Select a category, such as **General**.

**Description:** You can enter a valid description for the building block.

**Save in:** Select the template in which you want to save the building block. You can save it to **Normal template (Normal.dotm)**.

**Options:** Options are set for how the block is inserted.

3. Click **OK** when all the options are correctly filled in the dialog box. This creates the block in the gallery.

### Using Building Blocks:

1. Open a new document or an existing document. Click on the position where you want to insert the block.
2. On the ribbon select the **Insert tab**. In the **Text group** click on **Quick Parts**.
3. You may find the building block under **Quick Parts menu**.
4. Click on **Insert** button.

### Rename a building block:

1. On the ribbon select the **Insert tab**. In the **Text group** click on **Quick Parts** and select the option **Building Blocks Organizer**.

2. Select the building block you want to rename and click on Edit Properties button.
3. In the **Modify Building Block** change the name of the block and click Ok.
4. An alert pops up - **Do you want to redefine the building block?** Click Yes.

### Word Art:

WordArt is a gallery of text styles that you can add to your 2007 Microsoft Office system documents to create decorative effects.



### Add WordArt:

- On the **Insert tab**, in the **Text group**, click **WordArt**, and then click the **WordArt style** that you want.
- Type your text in the Text box.

### Delete the Word Art:

- Select the WordArt that you want to remove, and then press **DELETE**.

### Drop cap:

- Create a large dropped initial capital letter.
- Click in the paragraph that you want to begin with a drop cap. The paragraph must contain text.
- On the **Insert tab**, in the **Text group**, click **Drop Cap**.
- Click **Dropped** or **In margin**.

### Signature line:

Insert a signature line that specifies the individual who must sign. Insert a digital signature requires that you obtain a digital ID, such as one from a certified Microsoft partner.

### Date and time:

Insert the date and time a document was created, last printed, or last saved.

- Click where you want to insert the date or time.
- On the **Insert tab**, in the **Text group**, click **Quick Parts**.
- Click **Field**.
- In the **Categories box**, click **Date and Time**.
- In the **Field names box**, click **CreateDate**, **PrintDate**, or **SaveDate**.
- In the **Date formats box**, click the date and time format that you want for example, **Sunday, January 22, 2023**.

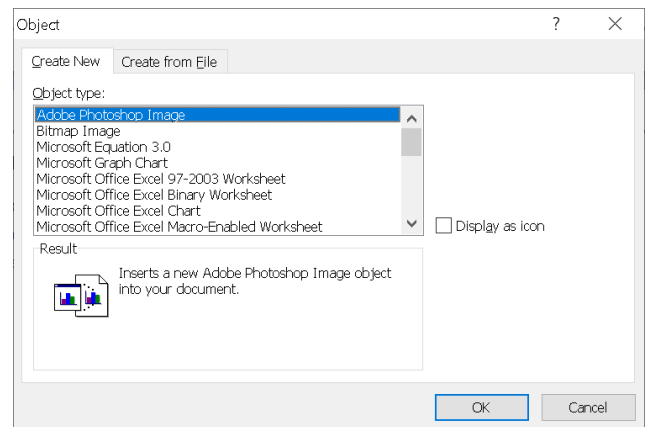
### Object:

#### Insert object:

Click on **Object** to insert embedded object.

### Insert text from another file:

- Click where you want to insert the text.
- On the **Insert** tab, in the **Text** group, click the arrow next to **Object**, and then click **Text from File**.
- In the **Insert File** dialog box, locate the file that you want, and then **double-click** it.



## 7. Symbols:

### Insert an equation:

When you type an equation, Word automatically converts the equation into a professionally formatted equation.

- On the **Insert** tab, in the **Symbols** group, click the arrow next to **Equations**, and then click **Insert New Equation**.
- Type an equation.

### Insert a commonly used math structure:

- On the **Insert** tab, in the **Symbols** group, click the arrow next to **Equations**, and then click **Insert New Equation**.
- Under **Equation Tools**, on the **Design** tab, in the **Structures** group, click the structure type that you want, such as a fraction or a radical, and then click the structure that you want.

### Insert mathematical symbols:

- On the **Insert** tab, in the **Symbols** group, click the arrow next to **Equations**, and then click **Insert New Equation**.
- Under **Equation Tools**, on the **Design** tab, in the **Symbols** group, click the **More** arrow.
- Click the arrow next to the name of the symbol set, and then click the name of the symbol set that you want to display.
- Click the symbol that you want to insert.

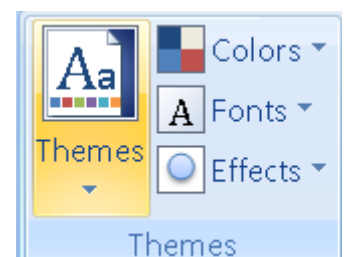
## WORKING WITH PAGE LAYOUT PANEL

### Features of page layout

- ❖ **Themes**
- ❖ **Page setup**
- ❖ **Page background**
- ❖ **Paragraph**
- ❖ **Arrange**

### 1. Themes:

It has the following options - Themes, Color, Fonts, and Effects.



### To apply a theme:

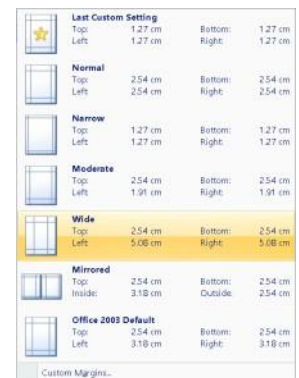
- Select the **Page Layout** tab.
- Click the **Themes** command.
- Hover your pointer over a theme to see it displayed in the document.
- Left-click a theme to select it.

## 2. Page Setup:

It has the following options- Margins, Orientation, Size, Columns, Breaks, Line Numbers & Hyphenation.

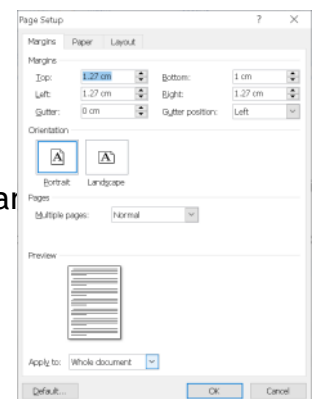
### To format page margins:

- Select the **Page Layout** tab.
- Click the **Margins** command. A menu of options appears. **Normal** is selected by default.
- Left-click the predefined margin size you want.
- Select Custom Margins from the menu. The Page Setup dialog box appears.



### To change page orientation:

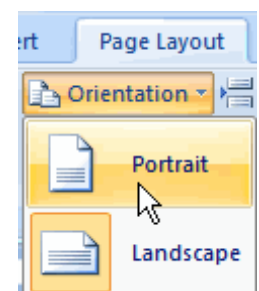
- Select the **Page Layout** tab.
- Click the **Orientation** command in the Page Setup group.
- Left-click either **Portrait** or **Landscape** to change the page orientation.



*Note - **Landscape** format means everything on the page is oriented **horizontally**, while **portrait** format means everything is oriented **vertically**.*

### To change the paper size:

- Select the **Page Layout** tab.
- Left-click the **Size** command, and a drop-down menu will appear. The current paper size is highlighted.
- Left-click a size option to select it. The page size of the document changes.



### Columns:

- On the **Page Layout** tab, click **Columns**, then click the layout you want.

### Breaks:

See Page Break Option in Insert panel - Pages tab.

### Section Break:

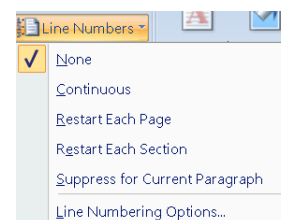
- Click where you want to make a formatting change. You might want to select a portion of the document around which to insert a pair of section breaks.
- On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.



- In the Section Breaks group, click the section break type that fits the type of formatting change that you want to make.
- For example, if you're separating a document into chapters, you might want each chapter to start on an odd page. Click Odd Page in the Section Breaks group.

### Line numbers:

Add line numbers in the margin alongside of each line of the document. You can change the line numbers by selecting restart each page, restart each section, and continuous option.



### Hyphenation:

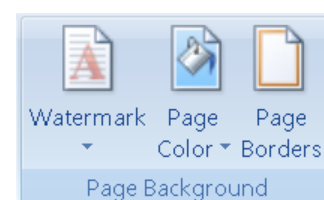
Turn on **hyphenation**, which allows word to break lines between the syllables of words. Books and magazines hyphenate their text in order to have more uniform spacing between words.

You can choose hyphenation by manually or automatically. If you want to remove hyphenation of selective text then select the **None** option in hyphenation tab.

## 3. Page background:

It has the following options -

Watermark, Page color and Page border.



### Watermark:

Insert ghosted text or picture behind the content on the page. This is often indicating that a document is to be treated specially, such as confidential or urgent.

Note - If you want to remove the watermark then select the no watermark option in printed watermark tab.

### Page color:

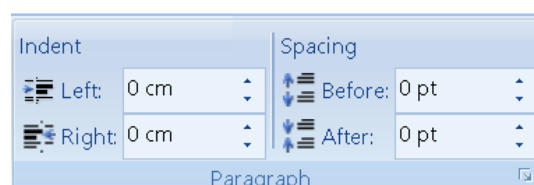
Choose a color for background of the page. If you want to insert another color then go to more color option. If you want to remove the color then click on no color in page color option.

### Page border:

Please see the description of the **Page Border** in **Home Panel - Paragraph tab**.

## 4. Paragraph:

It has the following options - Indent and spacing.



### Indent:

- Select the paragraph that you want to change.
- On the Page Layout tab, in the Paragraph group, click the arrows next to Indent Left to increase or decrease the left indentation of the paragraph. **OR**
- Click the arrows next to Indent Right to increase or decrease the right indentation of the paragraph.

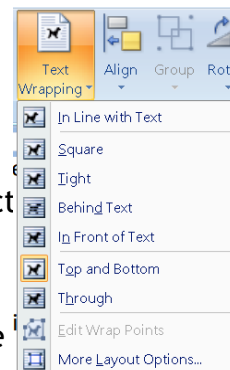
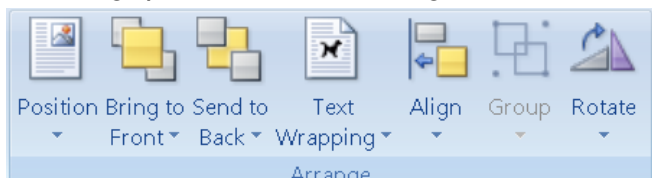


## Spacing:

- Select the paragraphs before or after which you want to change the spacing.
- On the Page Layout tab, in the Paragraph group, click an arrow next to Spacing Before or Spacing After and enter the amount of space that you want.

## 5. Arrange:

It has the following options - Position, bring to front, send to back, text wrapping, align, group, rotate.



**Position** - It refers to the position of the object.

**Bring to front** - It refers to forward the object one level or to the front of all object.

**Send to back**-It refers to back the object to one level or to all objects.

**Align** - It refers to align the edges of multiple selected items.

**Group** - It refers to group object together so that they can be treated like a single

**Rotate** - It refers to rotate the selected object.

**Text wrapping**- Text wrapping refers to how images are positioned in relation to text in a document, allowing you to control how pictures and charts are presented.

## Working with References Panel

You can add a footnote to your document from the References tab. It contains resources for researchers and anyone in the professional field. The References Tab allows you to now create a table of contents, footnotes, citations, cross-references, select MLA or APA or ISO formats and so on. You can also turn your Works Cited into a collection of records and use them in the future.

### Creating a New Citation Source & Inserting it in a Document:

- Place your cursor where you want the citation to be inserted.
- In the Citations & Bibliography Group, click the Arrow located on the Insert Citation button.
- Click Add New Source.
- In the dialog box that will pop-up, from the Type of Source list, select the type of citation and then fill in the required fields.
- Click OK when you're done.

### How Do I Review the Footnotes I've created?

- In the Footnotes group, click Show Notes.
- If the document has both footnotes and endnotes, when you see the Dialog box, select the type of note you want to review and click OK.

### How Does the Table of Contents Work?

- Open a document. The document should contain text formatted with the heading styles found in the Home tab.

- Place the cursor where you wish to insert a table of contents.
- In the Table of Contents group, click the Table of Contents button. You will see several styles that you can use to create a Table of Contents.
- Select the style you desire.
- If you had no formatting in your document using the styles found in the Home tab, click Manual Table. A table will be inserted into your document.

#### **Selecting Citation Styles:**

- Before defining citations, first select the style of your document; APA or MLA and so on. Click the References tab.
- In the Citations & Bibliography group, select the proper style.

*Note - For each citation you create Word stores it in a Master Citation List. This means that you can use it again by simply choosing it from a list.*

#### **To Use a Citation from Your List:**

- In the Citations & Bibliography group, click Manage Sources.
- Select the appropriate citation from the Master List and then Click Copy. This will add the citation to your document.
- Place the cursor where you want to insert the citation.
- In the Citations & Bibliography group, click the arrow on the Insert Citation button.
- Click the desired citation to be inserted.
- You can reuse a citation in your document repeating the steps in Bold letters.

#### **How Do I Edit My Citation Sources?**

- In the Citations & Bibliography group, click Manage Sources.
- Select the citation you want to edit and Click Edit.
- Click OK twice in order to save your changes.

#### **To Create a Bibliography:**

- Place your cursor where you want the bibliography
- In the Citations & Bibliography group, click Biography
- Then select the type of bibliography you desire.
- Word does an automatic insert.

#### **Inserting a Table of Figures:**

- Define a caption for each figure. Place the insertion point in the position where you want to define a figure's caption. On the References tab, in the Captions group, click Insert Caption. Enter a caption and Click OK.
- Place your cursor where you want to insert a table of figure
- On the References tab, in the Caption's group, click Insert Table of Figures, Configure the table's format and click OK.

## Working with Mailings Panel

### MAIL MERGE:

Mail Merge is most often used to print or email form letters to multiple recipients. Using Mail Merge, you can easily customize form letters for individual recipients. Mail merge is also used to create envelopes or labels in bulk.

- 1) In a blank Microsoft Word document, click on the Mailings tab, and in the Start Mail Merge group, click Start Mail Merge.
- 2) Click Step-by-Step Mail Merge Wizard.
- 3) Select your document type. In this demo we will select Letters. Click Next: Starting document.
- 4) Select the starting document. In this demo we will use the current (blank) document. Select Use the current document and then click Next: Select recipients.
- 5) Select recipients. In this demo we will create a new list, so select Type a new list and then click Create.
  - i) Create a list by adding data in the New Address List dialog box and clicking OK.
  - ii) Save the list.
  - iii) Note that now that a list has been created, the Mail Merge Wizard reverts to Use an existing list and you have the option to edit the recipient list.
  - iv) Selecting Edit recipient list opens up the Mail Merge Recipients dialog box, where you can edit the list and select or unselect records. Click OK to accept the list as is.
  - v) Click Next: Write your letter.
- 6) Write the letter and add custom fields.
  - i) Click Address block to add the recipients' addresses at the top of the document.
  - ii) In the Insert Address Block dialog box, check or uncheck boxes and select options on the left until the address appears the way you want it to.
  - iii) Note that you can use Match Fields to correct any problems. Clicking Match Fields opens up the Match Fields dialog box, in which you can associate the fields from your list with the fields required by the wizard.
- 7) Press Enter on your keyboard and click Greeting line... to enter a greeting.
- 8) In the Insert Greeting Line dialog box, choose the greeting line format by clicking the drop-down arrows and selecting the options of your choice, and then click OK.
- 9) Note that the address block and greeting line are surrounded by chevrons (« »). Write a short letter and click Next: Preview your letters.
  - i) Preview your letter and click Next: Complete the merge.
  - ii) Click Print to print your letters or Edit individual letters to further personalize some or all of the letters.

Shortcut	Description
<b>Ctrl+O</b>	Toggle 6pts of spacing above the paragraph.
<b>Ctrl+A</b>	Select all contents of the page.
<b>Ctrl+B</b>	Bold highlighted selection.
<b>Ctrl+C</b>	Copy selected text.
<b>Ctrl+D</b>	Open the font preferences window.
<b>Ctrl+E</b>	Align the line or selected text to the center of the screen.
<b>Ctrl+F</b>	Open find box.
<b>Ctrl+I</b>	Italic highlighted selection.
<b>Ctrl+J</b>	Align the selected text or line to justify the screen.
<b>Ctrl+K</b>	Insert a hyperlink.
<b>Ctrl+L</b>	Align the line or selected text to the left of the screen.
<b>Ctrl+M</b>	Indent the paragraph.
<b>Ctrl+N</b>	Open new, blank document window.
<b>Ctrl+O</b>	Open the dialog box or page for selecting a file to open.
<b>Ctrl+P</b>	Open the print window.
<b>Ctrl+R</b>	Align the line or selected text to the right of the screen.
<b>Ctrl+S</b>	Save the open document. Like Shift+F12.
<b>Alt+F, A</b>	Save the document under a different file name.
<b>Alt+X</b>	Show the Unicode code of a highlighted character.
<b>Ctrl+T</b>	Create a hanging indent.
<b>Ctrl+U</b>	Underline the selected text.
<b>Ctrl+V</b>	Paste.
<b>Ctrl+W</b>	Close the currently open document.
<b>Ctrl+X</b>	Cut selected text.
<b>Ctrl+Y</b>	Redo the last action performed.
<b>Ctrl+Z</b>	Undo last action.
<b>Ctrl+Shift+A</b>	Sets the selected text to all capital letters.
<b>Ctrl+Shift+D</b>	Adds double underline to the selected text.

<b>Ctrl+Shift+E</b>	Enable or disable revision tracking.
<b>Ctrl+Shift+F</b>	Open Font window to change the font.
<b>Ctrl+Shift+L</b>	Quickly create a bullet point.
<b>Ctrl+Shift+&gt;</b>	Increase selected font +1pts up to 12pt and then increase font +2pts.
<b>Ctrl+]</b>	Increase selected font +1pts.
<b>Ctrl+Shift+&lt;</b>	Decrease selected font -1pts if 12pt or lower; if above 12, decreases font by +2pt.
<b>Ctrl+[</b>	Decrease selected font -1pts.
<b>Ctrl+/,+C</b>	Insert a cent sign (¢).
<b>Ctrl+'+&lt;char&gt;</b>	Insert a character with an accent (acute) mark, where <char> is the character you want. For example, if you wanted an accented é you would use Ctrl+'+e as your shortcut key. To reverse the accent mark, use the opposite accent mark, often found on the tilde key.
<b>Ctrl+Shift+*</b>	View or hide non printing characters.
<b>Ctrl+Left arrow</b>	Move one word to the left.
<b>Ctrl+Right arrow</b>	Move one word to the right.
<b>Ctrl+Up arrow</b>	Move to the beginning of the line or paragraph.
<b>Ctrl+Down arrow</b>	Move to the end of the paragraph.
<b>Ctrl+Del</b>	Delete word to right of cursor.
<b>Ctrl+Backspace</b>	Delete word to left of cursor.
<b>Ctrl+End</b>	Move the cursor to the end of the document.
<b>Ctrl+Home</b>	Move the cursor to the beginning of the document.
<b>Ctrl+Spacebar</b>	Reset highlighted text to the default font.
<b>Ctrl+Enter</b>	Insert a page break.
<b>Ctrl+1</b>	Single-space lines.
<b>Ctrl+2</b>	Double-space lines.
<b>Ctrl+5</b>	1.5-line spacing.
<b>Ctrl+=</b>	Set selected text as subscript.
<b>Ctrl+Pg Up</b>	Move one page up in the document.
<b>Ctrl+Pg Dn</b>	Move one page down in the document.
<b>Ctrl+Shift+=</b>	Set selected text as superscript.

<b>Ctrl+Alt+T</b>	Insert trademark (TM) symbol.
<b>Ctrl+Alt+1</b>	Changes text to heading 1.
<b>Ctrl+Alt+2</b>	Changes text to heading 2.
<b>Ctrl+Alt+3</b>	Changes text to heading 3.
<b>Ctrl+Alt+F2</b>	Open new document.
<b>Ctrl+F1</b>	Open the Task Pane.
<b>Ctrl+F2</b>	Display the print preview.
<b>Ctrl+Shift+&gt;</b>	Increase the font size of selected text by one point.
<b>Ctrl+Shift+&lt;</b>	Decrease the font size of selected text by one point.
<b>Ctrl+Shift+F6</b>	Switch to another open Microsoft Word document.
<b>Ctrl+Shift+F12</b>	Print the document.
<b>F1</b>	Open help.
<b>F4</b>	Repeat the last action performed (Word 2000+).
<b>F5</b>	Open the Find, Replace, and Go To window in Microsoft Word.
<b>F7</b>	Spellcheck and grammar check selected text or document.
<b>F12</b>	Save As.
<b>Shift+F3</b>	Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of every word.
<b>Shift+F7</b>	Run a Thesaurus check on the selected word.
<b>Shift+F12</b>	Save the open document. Like Ctrl+S.
<b>Shift+Enter</b>	Create a soft break instead of a new paragraph.
<b>Shift+Insert</b>	Paste.
<b>Shift+Alt+D</b>	Insert the current date.
<b>Shift+Alt+T</b>	Insert the current time.