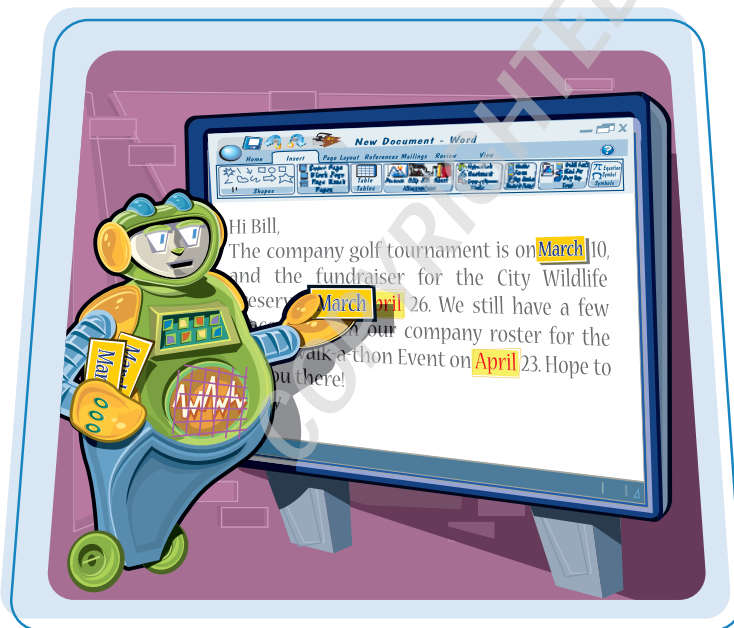# CHAPTER

1

A First Look at Word

Are you ready to get started in Word? In this first chapter, you become familiar with the Word working environment and you learn basic ways to navigate and to enter text.
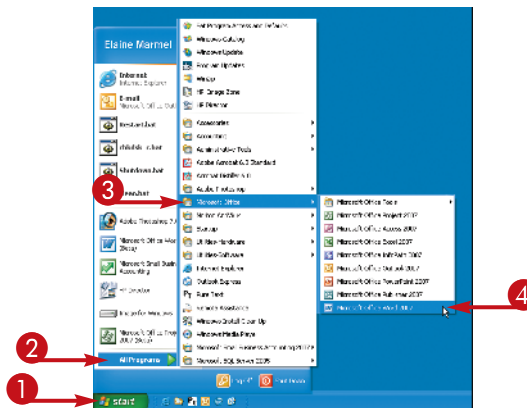
Open Word

You can open Microsoft Word a number of ways. This section demonstrates how to open Microsoft Word from the All Programs menu. Once Word opens, a blank document, ready for you to type text, appears.
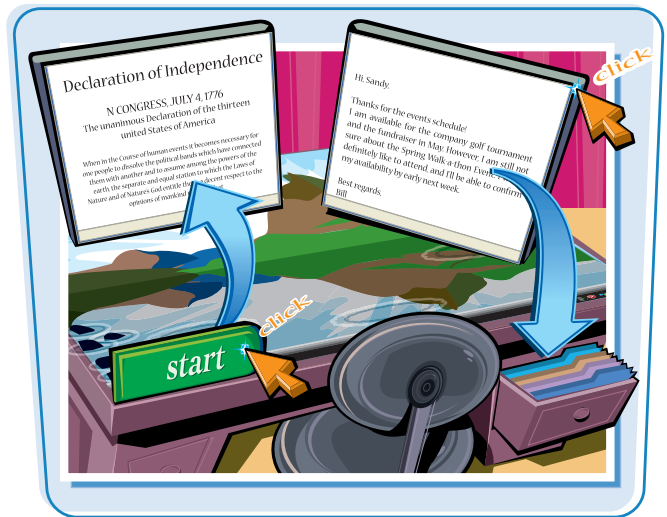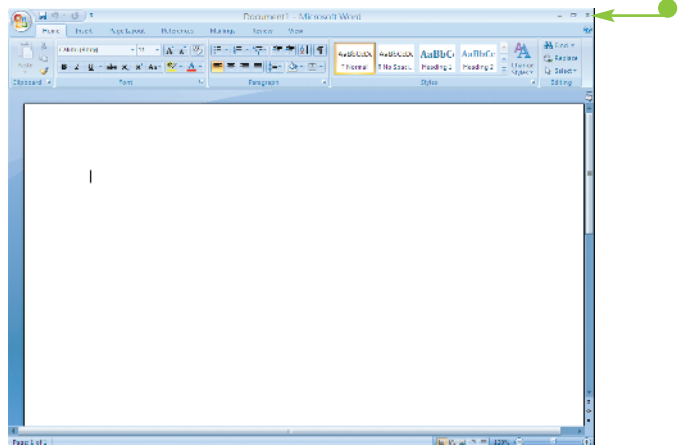

Open Word

1 Click **Start**.

2 Click **All Programs**.

3 Click **Microsoft Office**.

4 Click **Microsoft Office Word 2007**.

● A blank document appears in the Word window.

● A button representing the document appears in the Windows taskbar.

● To close Word, click the **Close** icon (⊠).

The Word window contains tools you can use to work quickly and efficiently while you are creating documents.

Title Bar
Shows the program and document titles.

Office Icon
Provides access to the only menu in Word 2007. The commands on this menu start a new document, open an existing document, and save, print, and close documents.

Ribbon
Contains the commands organized in three components: tabs, groups, and commands. **Tabs** represent activities you perform in Word. They appear across the top of the ribbon and contain related groups. Some tabs, like the Table Tools tab, are context sensitive and only appear when you need them. **Groups** organize related commands; each group name appears below the group on the ribbon. **Commands** appear within each group.

Quick Access Toolbar
Contains buttons that perform the common actions: saving a document, undoing your last action, or repeating your last action.

Dialog Box Launcher
The button that appears in the lower right corner of a group on the ribbon; clicking this button opens a dialog box or task pane that provides more options.
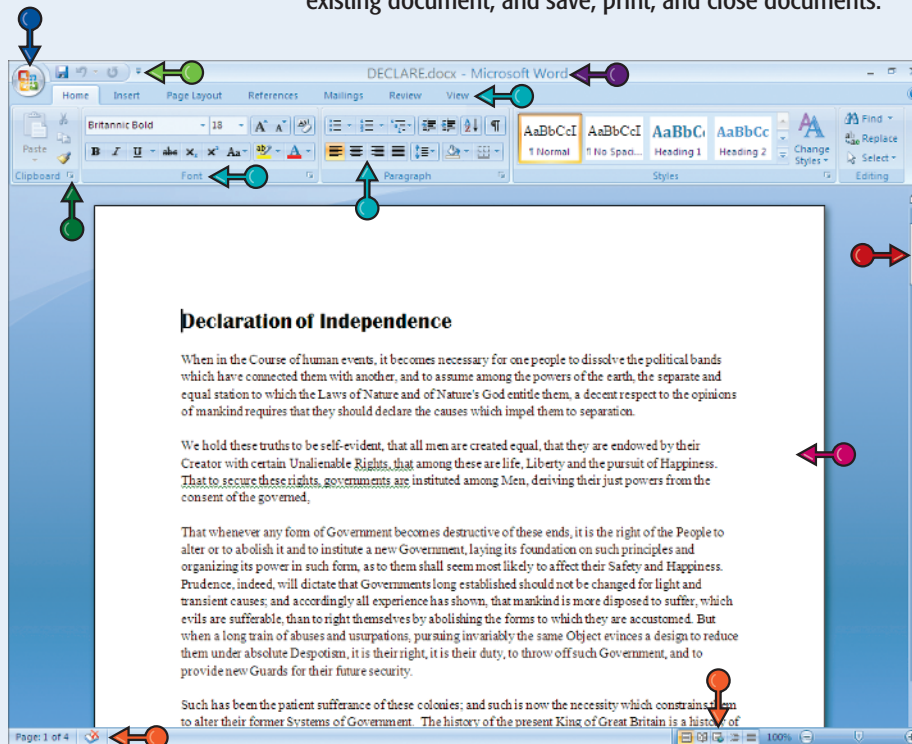
Status Bar
Displays document information as well as the insertion point location. From left to right, this bar contains: the number of the page on which the insertion point currently appears as well as the total number of pages in the document; the proofing errors indicator ( ); and the view buttons.
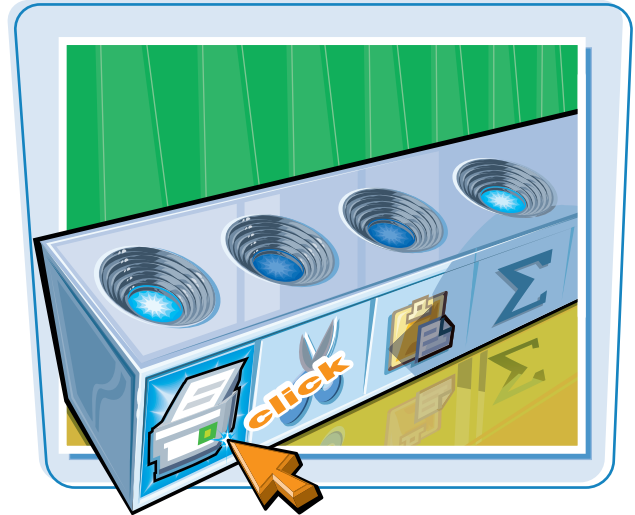
Scroll Bar
Enables you to reposition the document window vertically. Drag the scroll box within the scroll bar or click the scroll bar arrows (and).

Document Area
The area where you type. The flashing insertion point represents the location where text will appear when you type.
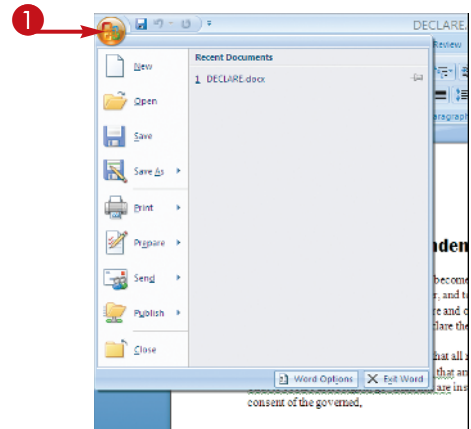
Work with the Office Button

The Office button opens the only menu in Word 2007. On this menu, you find a list of actions — commands — you can use to manage files by saving them, printing them, cleaning them up by removing sensitive information, and distributing them.
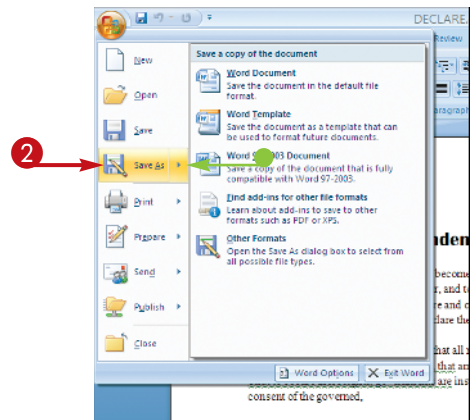
1 Click the **Office** icon ( ).

A menu opens, displaying the most commonly used file management commands.

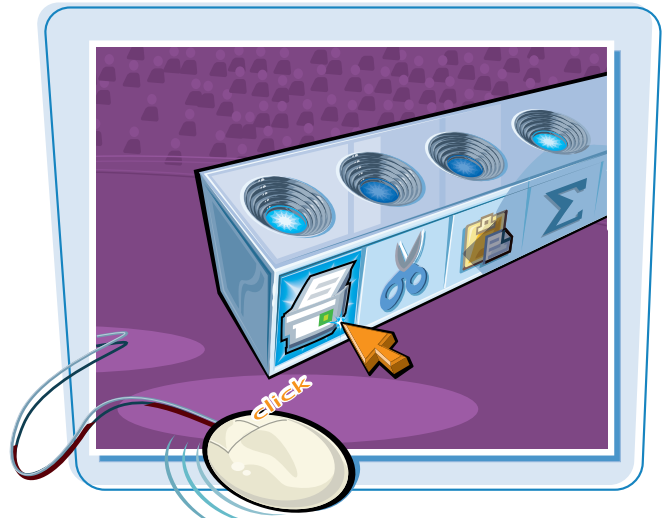**2** Click the command you want to use.

Word performs the command.

● Menus displaying side-pointing arrows display additional information to the right when you position the mouse pointer over them.

Select Commands with the Mouse

You can use the mouse to navigate the Ribbon or select a command from the Quick Access toolbar at the top of the window. The Ribbon organizes tasks using tabs. On any particular tab, you find groups of commands related to that task.
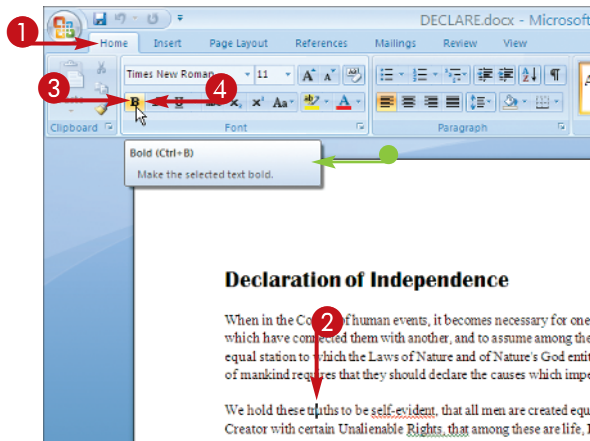
The Quick Access toolbar appears immediately beside the Office button and contains four commonly used commands: Save, Undo, Redo, and Print. Click a button to perform that command.

Select Commands with the Mouse

① Click the tab containing the command you want to use.

② Click in the text or paragraph you want to modify.

③ Point to the command you want to use.

● Word displays a ToolTip describing the function of the icon at which the mouse points.

④ Click the command.

● Word performs the command you selected.

Select Commands with the Keyboard

To keep your hands on the keyboard and work efficiently, you can use your keyboard to select commands from the Ribbon or the Quick Access toolbar.

1 If appropriate for the command you intend to use, place the insertion point in the proper word or paragraph.

2 Press `Alt` on the keyboard.
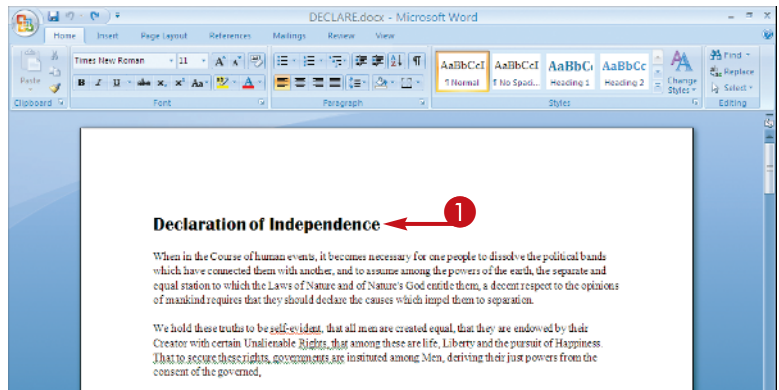
● Shortcut letters and numbers appear on the Ribbon.

Note: *The numbers control commands on the Quick Access toolbar.*

3 Press a letter to select a tab on the Ribbon.

This example presses `P`.

Note: *If you press a key you did not mean to press, press* `Esc` *to back up to your preceding action.*

● Word displays the appropriate tab and letters for each command on that tab.

④ Press a letter or letters to select a command.

● Word displays options for the command you selected.
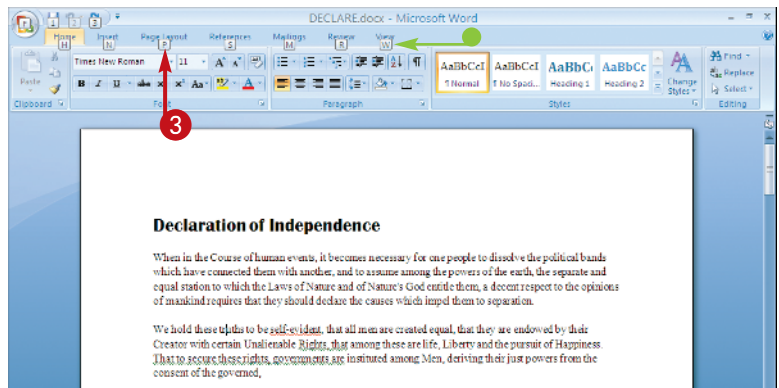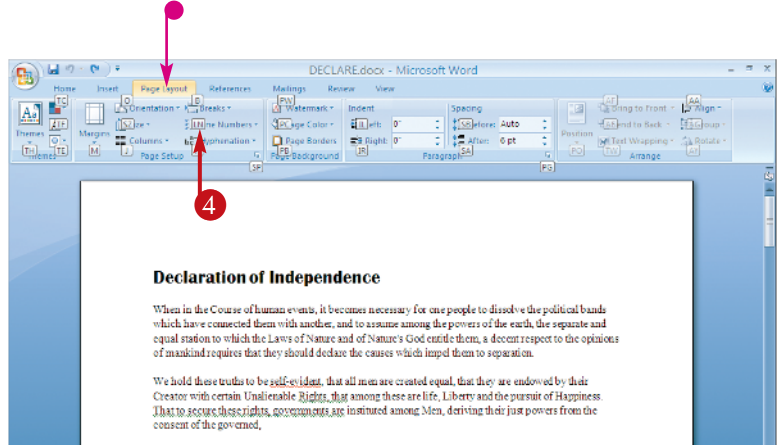
⑤ Press a letter or use the arrow keys on the keyboard to select an option.

Word performs the command you selected, applying the option you chose.
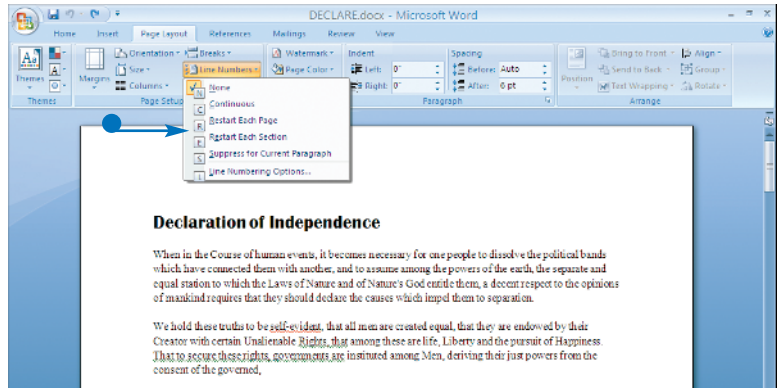
TIPS

Is there a way to toggle between the document and the Ribbon using the keyboard?

Yes. Each time you press F6, Word changes focus of the program, switching between the document, the Status bar, and the Ribbon.

I just want to type and I do not need any commands. Can I hide the Ribbon so that I have more screen space in which to type?

Yes. Double-click any tab; Word hides the Ribbon. Double-click any tab again to redisplay the Ribbon.
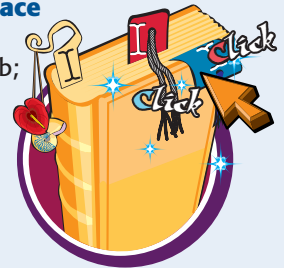
Select Command Choices

In many cases, Word 2007 previews the effects of a command choice before you select it, giving you the opportunity to "try before you buy."

You cannot preview the effects of all commands, and the type of preview available varies from command to command. In addition, Live Preview does not work with the Mini Toolbar.

Select Command Choices

VIEW A LIVE PREVIEW

1 Click in the word or paragraph you want to modify.

2 Click the tab containing the command you are considering performing.

3 Position the mouse pointer above the command you are considering applying.
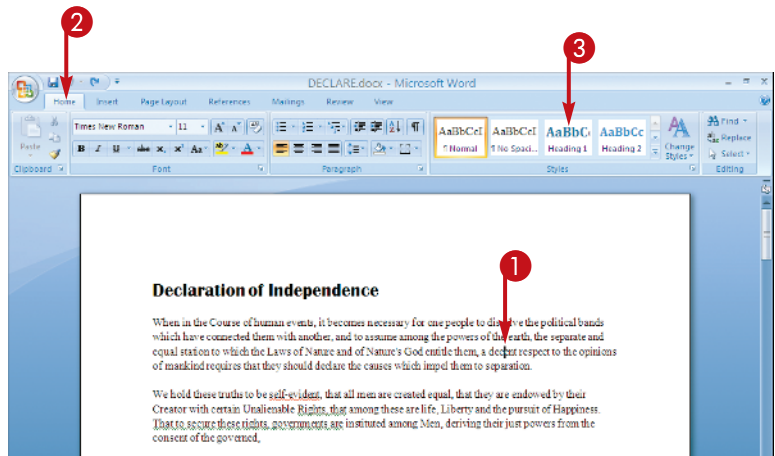
● Word displays the effects of the command without performing the command.

In this example, the paragraph containing the insertion point appears in the Heading 1 style.

On the Ribbon, the currently applied style is highlighted for the paragraph. When you position the mouse pointer over a new style, Word displays the text in the Document Area in that style and highlights the new style on the Ribbon.
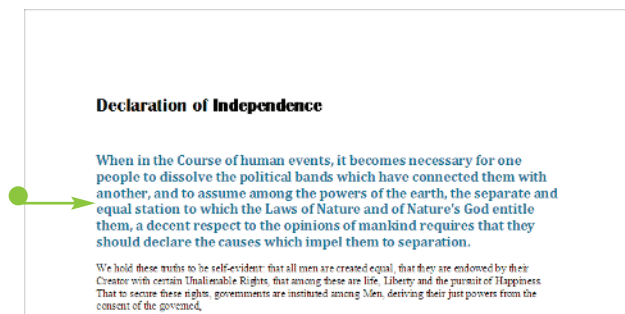
PREVIEW USING OTHER METHODS

1 Click an icon containing an arrow.

● You can view more choices.

● For some commands, you might click arrows to scroll through choices.

● You can also click the **More** icon to display a drop-down view of the choices.

● Word displays additional choices.

2 Click a choice to select it.
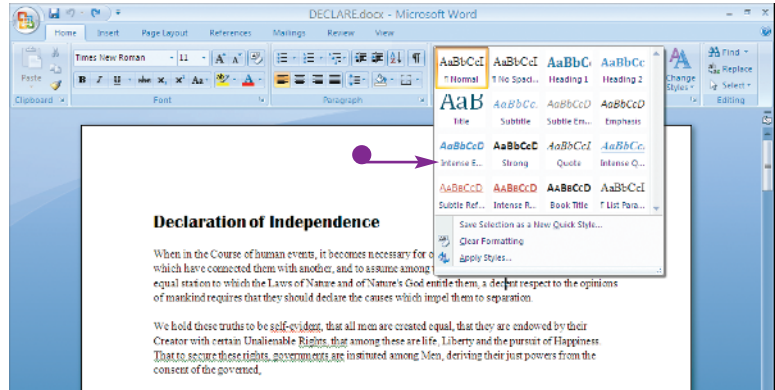
TIP

Can I preview font selections?
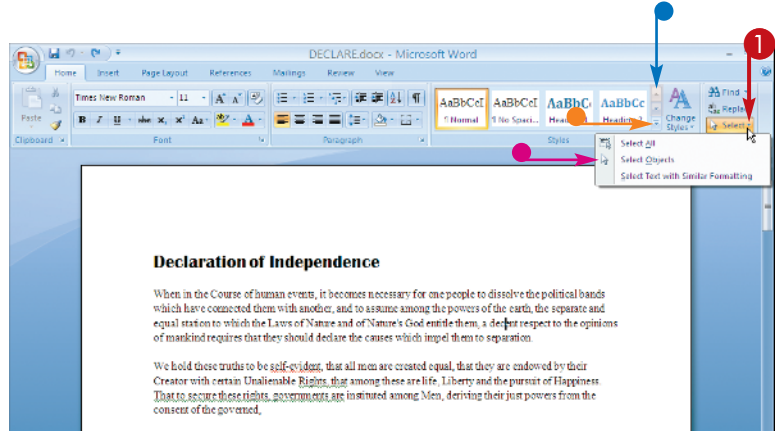Yes. Follow these steps:

1 Click in the word or select the text you want to preview in a different font.

    Note: See Chapter 3 for more on selecting text.

2 Click the **Home** tab.

3 On the Ribbon, click here to display the list of fonts.

4 Point at a font to see Word display the selected word or text in that font.

Work with the Mini Toolbar and Context Menus

You can use the Mini Toolbar and the context menu to format text without switching to the Home tab. The Mini Toolbar and the Context menu contain a combination of commands available primarily in the Font group and the Paragraph group on the Home tab.

The Mini Toolbar fades in and out when you select text.
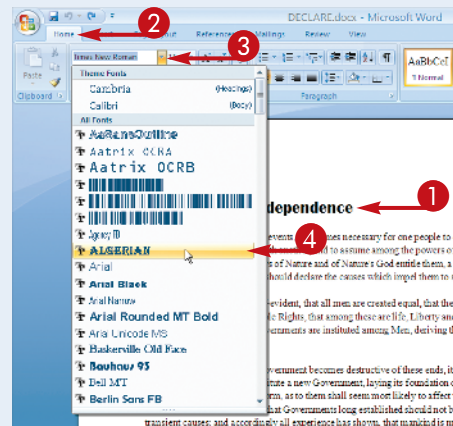

Work with the Mini Toolbar and Context Menus

1 Select text.

● The Mini Toolbar appears in the background.

2 Position the mouse pointer over the Mini Toolbar to make it appear solidly.
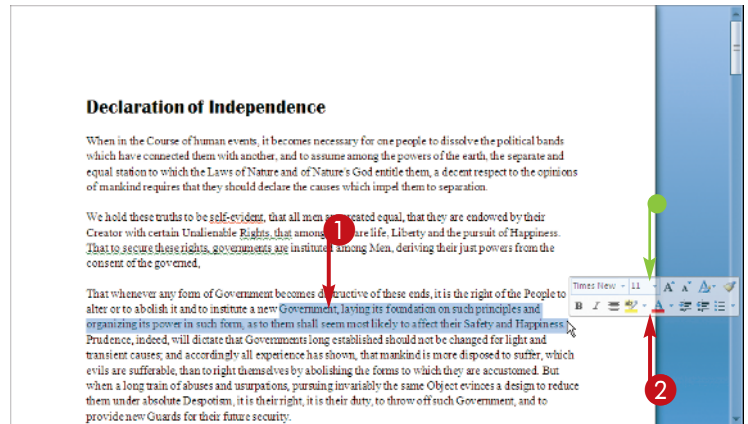
3 Right-click the selected text.

● Both the Mini Toolbar and the context menu appear.

You can right-click anywhere, not just on selected text, to display the Mini Toolbar and the context menu.

4 Click any command or icon.

Word activates the command or icon.
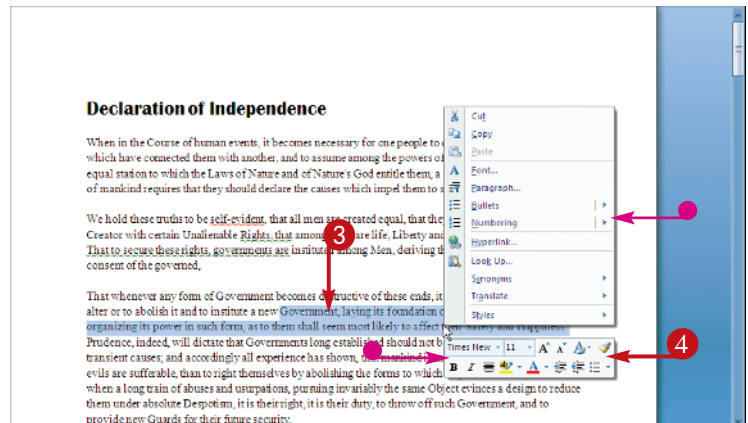
Although the Ribbon contains most of the commands you use on a regular basis, you still need dialog boxes occasionally to select a command or refine a choice.
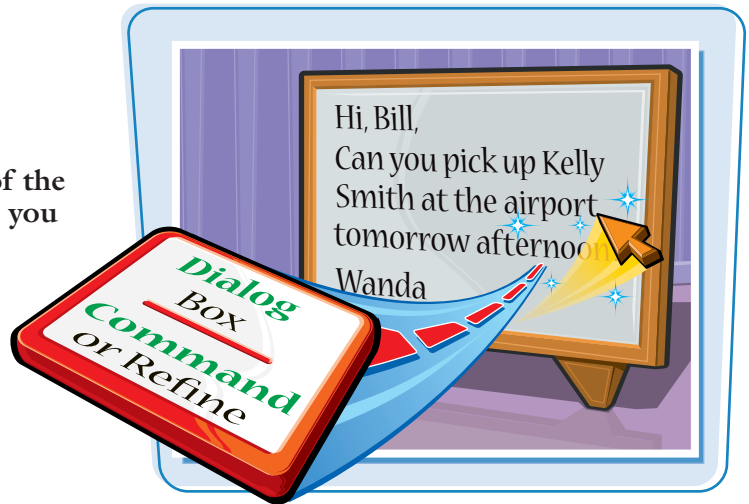
Launch a Dialog Box

1 Position the mouse pointer over a **Dialog Box launcher** icon (⬜).

● Word displays a ToolTip that describes what will happen when you click.

2 Click ⬜.

● Word displays the dialog box.

Enter Text

Word makes typing easy: you do not need to press Enter to start a new line. Word calculates when a new line should begin and automatically starts it for you.

When you type, you should use the Tab key instead of the spacebar to add more than one space between words. See Chapter 6 for details on setting tabs.

Hi Bill,
The company golf tournament is on March 10, and the fundraiser for the City Wildlife reserve March April 26. We still have a few openings on our company roster for the Walk-a-thon Event on April 23. Hope to you there!
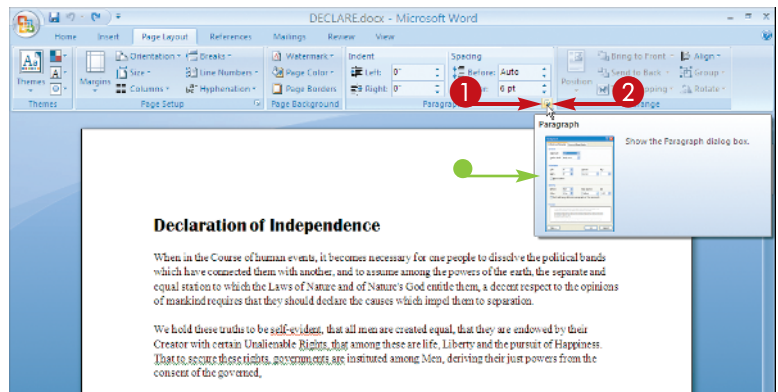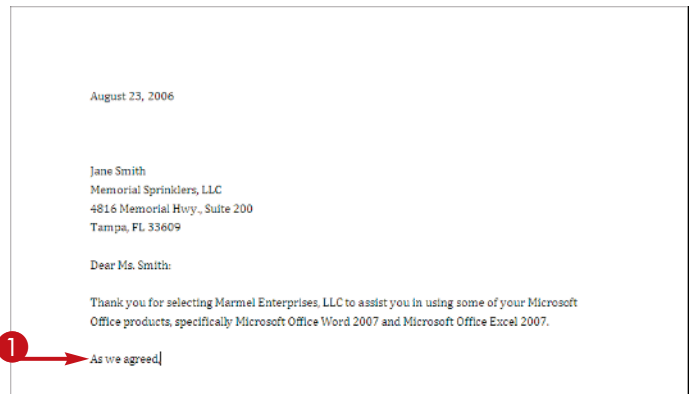
Enter Text

TYPE TEXT

1 Type the text that you want to appear in your document.

The text appears to the left of the insertion point as you type.

As the insertion point reaches the end of the line, Word automatically starts a new one.
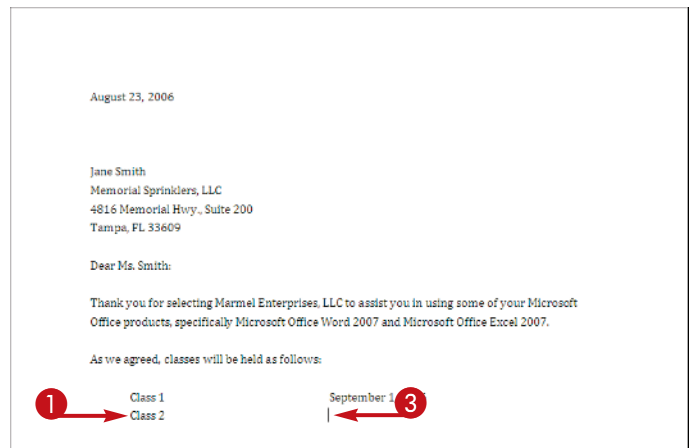
Press Enter only to start a new paragraph.

SEPARATE INFORMATION

1 Type a word or phrase.

2 Press Tab .

To align text properly, you press Tab to include more than one space between words.

Several spaces appear between the last letter you typed and the insertion point.

3 Type another word or phrase.

August 23, 2006

Jane Smith
Memorial Sprinklers, LLC
4816 Memorial Hwy., Suite 200
Tampa, FL 33609

Dear Ms. Smith:

Thank you for selecting Marmel Enterprises, LLC to assist you in using some of your Microsoft Office products, specifically Microsoft Office Word 2007 and Microsoft Office Excel 2007.

As we agreed

August 23, 2006

Jane Smith
Memorial Sprinklers, LLC
4816 Memorial Hwy., Suite 200
Tampa, FL 33609

Dear Ms. Smith:

Thank you for selecting Marmel Enterprises, LLC to assist you in using some of your Microsoft Office products, specifically Microsoft Office Word 2007 and Microsoft Office Excel 2007.

As we agreed, classes will be held as follows:

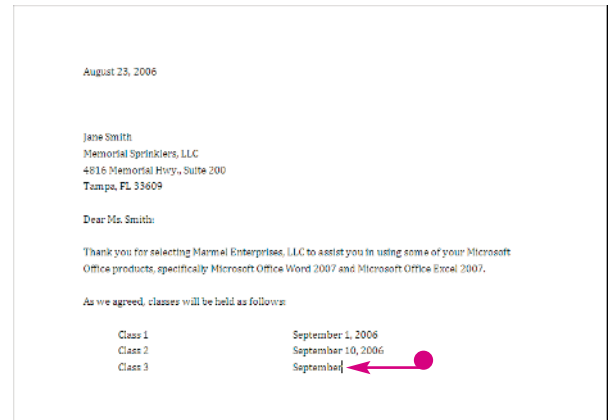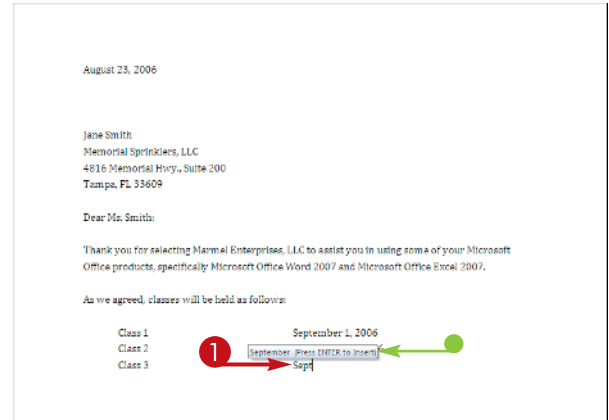Class 1   September 1
Class 2

ENTER TEXT AUTOMATICALLY

1 Begin typing a common word, phrase, or date.

The AutoComplete feature suggests common words and phrases based on what you type.

● Word suggests the rest of the word, phrase, or month.

● You can press **Enter** to let Word finish typing the word, phrase, or month for you.

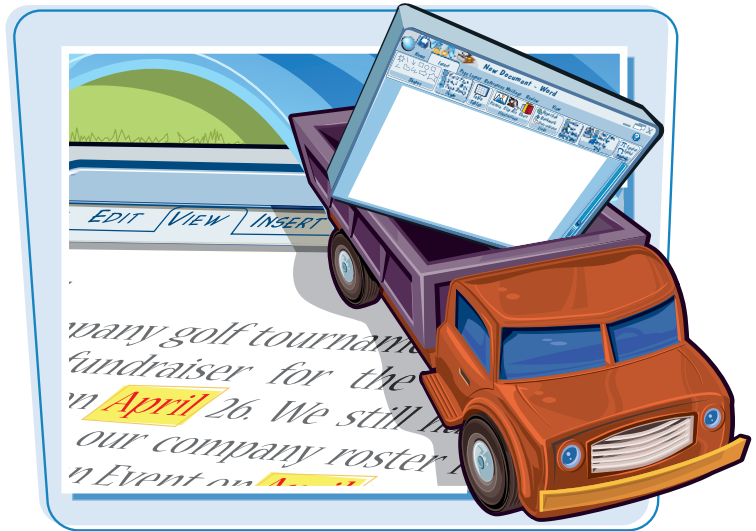You can keep typing to ignore Word's suggestion.

TIP

Why should I use Tab instead of Spacebar to include more than one space between words?

Typically, when you include more than one space between words or phrases, you intend to align text in a columnar fashion. Most fonts are proportional, meaning each character of a font takes up a different amount of space on a line. Therefore, you cannot calculate the number of spaces needed to align words beneath each other. Tabs, however, are set at specific locations on a line, such as 3 inches. When you press **Tab**, you know exactly where words or phrases appear on a line. Word sets default tabs every .5 inches; to avoid pressing **Tab** multiple times to separate text, change the tab settings.
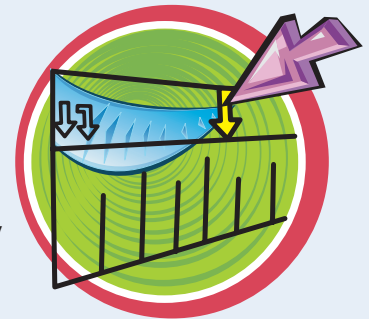
Move Around in a Document

You can use many different techniques to move to a different location in a document; the technique you select depends on the location to which you want to move.

MOVE ONE CHARACTER

1 Note the location of the insertion point.

2 Press ➡.

● Word moves the insertion point one character to the right.

You can press ⬅, ⬆, or ⬇ to move the insertion point one character left, up, or down.

Holding any arrow key moves the insertion point repeatedly in the direction of the arrow key.

You can press `Ctrl` + ➡ or `Ctrl` + ⬅ to move the insertion point one word at a time to the right or left.

Declaration of **Independence**

When in the Course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the Laws of Nature and of Nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to separation.

We hold these truths to be self-evident: that all men are created equal, that they are endowed by their Creator with certain Unalienable Rights, that among these are life, Liberty and the pursuit of Happiness. That to secure these rights, governments are instituted among Men, deriving their just powers from the consent of the governed,

1

Declaration of **Independence**

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We hold these truths to be self-evident: that all men are created equal, that they are endowed by their Creator with certain Unalienable Rights, that among these are life, Liberty and the pursuit of Happiness. That to secure these rights, governments are instituted among Men, deriving their just powers from the consent of the governed,

MOVE ONE SCREEN

1 Note the last visible line on-screen.

2 Press **Page down**.

● Word moves the insertion point down one screen.

You can press **Page up** to move the insertion point up one screen.

● You can click the ▲ to scroll up or ▼ to scroll down, one line at a time in a document.

Declaration of Independence

When in the Course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the Laws of Nature and of Nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to separation.

We hold these truths to be self-evident: that all men are created equal, that they are endowed by their Creator with certain Unalienable Rights, that among these are life, Liberty and the pursuit of Happiness. That to secure these rights, governments are instituted among Men, deriving their just powers from the consent of the governed,

That whenever any form of Government becomes destructive of these ends, it is the right of the People to alter or to abolish it and to institute a new Government, laying its foundation on such principles and organizing its power in such form, as to them shall seem most likely to affect their Safety and Happiness. Prudence, indeed, will dictate that Governments long established should not be changed for light and transient causes; and accordingly all experience has shown, that mankind is more disposed to suffer, while evils are sufferable, than to right themselves by abolishing the forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same Object evinces a design to reduce them under absolute Despotism, it is their right, it is their duty, to throw off such Government, and to provide new Guards for their future security.

Such has been the patient sufferance of these colonies; and such is now the necessity which constrains them to alter their former Systems of Government. The history of the present King of Great Britain is a history of repeated injuries and usurpations, all having in direct object the establishment of an absolute Tyranny over these States. To prove this, let Facts be submitted to a candid world.

He has refused his Assent to Laws, the most wholesome and necessary for the public good.

He has forbidden his Governors to pass Laws of immediate and pressing importance, unless suspended in their operation until his assent should be obtained; and when so suspended, he has utterly neglected to attend to them. He has refused to pass other Laws for the accommodation of large districts of people unless those people would relinquish the right of Representation in the Legislature, a right inestimable to them and formidable to tyrants only.

He has called together legislative bodies at places unusual, uncomfortable, and distant from the depository of their public Records, for the sole purpose of fatiguing them into compliance with his measures.

He has dissolved Representative Houses repeatedly, for the opposing with manly firmness his invasions on the rights of the people.

He has refused for a long time, after such dissolutions, to cause others to be elected; whereby the Legislative powers, incapable of annihilation, have returned to the people at large for their exercises, the state remaining in the mean time exposed to all the dangers of invasion from without, and convulsions within.

He has endeavored to prevent the population of these states, for that purpose obstructing the Laws of Naturalization of Foreigners, from gaining permission to pass, other than to encourage their migrations hither, and raised the conditions of new Appropriations of lands.

TIPS

How do I quickly move the insertion point to the beginning or the end of a document?

Press **Ctrl** + **Home** to move the insertion point to the beginning of a document or **Ctrl** + **End** to move the insertion point to the bottom of a document. You can press **Shift** + **F5** to move the insertion point to the last place you changed in your document.
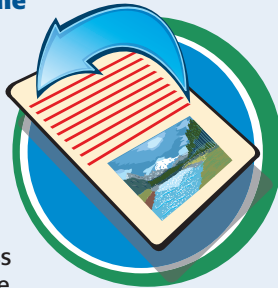
Is there a way to move the insertion point to a specific location?

Yes, you can use bookmarks to mark a particular place and then return to it. See Chapter 3 for details on creating a bookmark and returning to the bookmark's location. See Chapter 4 for details on searching for a specific word and, if necessary, replacing that word with a different one.
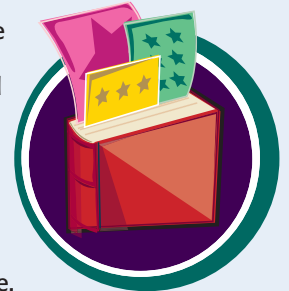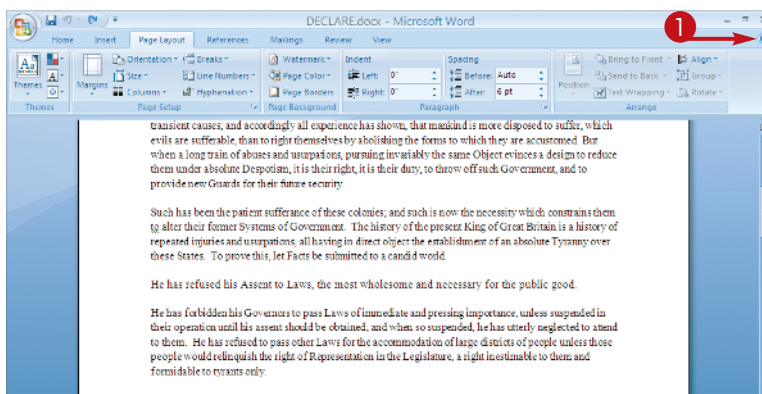
You can search for help with the Word tasks you perform. By default, Word searches the Help file on your computer as well as the Internet.
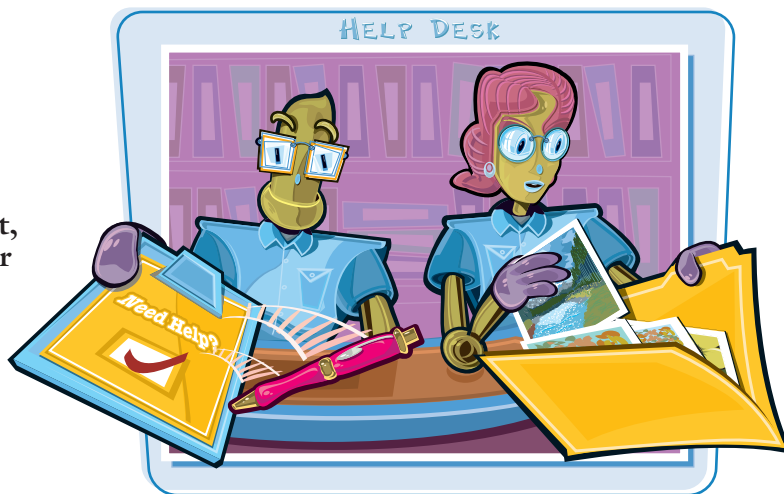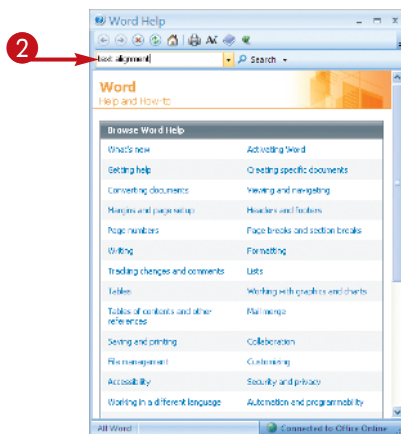

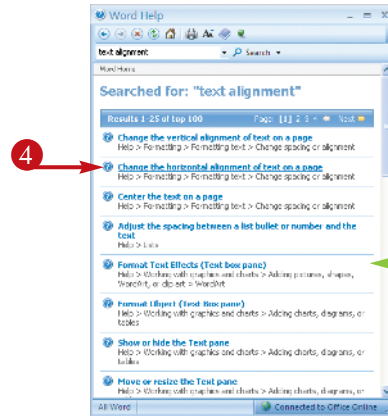
Get Help

1 Click the **Help** icon ().

The Word Help window appears.

2 Type a word or phrase related to the help topic you want to view.

3 Press Enter.

● Help topics related to the word or phrase you typed appear in the task pane.

④ Click the topic most closely related to the subject on which you want help.

● The help topic information appears in the Word Help window.

⑤ To close the Help window, click ☒.

The Word window reappears.
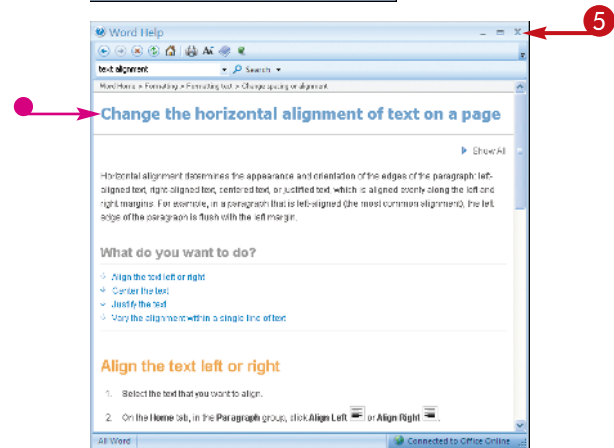
TIPS

Can I leave the Word Help window open while I work in Word?

Yes. Simply do not perform Step **5**. By default, the Word Help window remains on top of the Word window. You can move the Word Help window by dragging its title bar. You can resize the window by positioning the mouse pointer over any edge of the window; when the mouse pointer changes to a two-headed arrow, drag in to make the window smaller and out to make the window larger.

I want to keep the Help window open, but not in front of the Word window. Is there a way to make it drop down to the Windows Task Bar?

Yes. Click the **pushpin** icon (🖈). When you subsequently click in Word window, Word Help drops down to the Windows Task Bar. You can redisplay Word Help by clicking its task bar button.