Chapter 1

Word Hokey-Pokey

Cheer up! Word processing is one of the best things that a computer can do. It's much better than trying to compose your thoughts on a typewriter. It's better than worrying about good penmanship. It's much more efficient than using Gutenberg's moveable-type machine. It's cheaper than paying a scribe to scribble hieroglyphics on a papyrus roll. And it's certainly better than chipping a stone tablet with a rock. Keep that rock handy, though: You may still need something to smash the computer when it frustrates you.

This chapter provides an overview of Microsoft Word 2007. It's your introduction to the newfangled way that people are word processing during this, the breakfast of the 21st century. So, sit back, relax, grab a refreshing beverage, and definitely put down that rock! You'll be on your way to writing words electric in no time.

How Do I Start Word? Let Me Count the Ways. . . .

Anyone using a computer suspects that there's probably a better, faster, or more serious way to get things done. There are so many options! Who knows when someone will amble up to you and point at how you start your word processor. "You do *that?*" they'll snicker and walk away. Oh, no. What now?

The question isn't really how to start Word, but rather how *best* to start Word. In Windows, there are a bazillion ways to start any program. Other books drag out every last method, but for starting Word (or any program that you use

often), there are definitely good, better, and best ways. Before going there, consider taking some general steps before you begin your word processing odyssey:

1. **Ensure that your computer is on and toasty.**

   Any computer that's on is, in fact, toasty. The only way to make it toastier is to insert bread, which I don't recommend.

2. **Prepare yourself physically.**

   Make sure you're seated, with a nice, upright, firm posture. They tell me that your wrists should be even with your elbows and that you shouldn't have to tilt your head forward. Shoulders are back and relaxed.

   Close your eyes. Unwind. Breathe in, breath out.

3. **Prepare yourself mentally.**

   Yes, you can do this! Hail the muse *scribborrhea,* the forest nymph of electronics and typing. Think calm thoughts. Concentrate on letting the thoughts flow from your brain and rush down your arms and into your fingers as they dance upon the keyboard. Remember that you are the master. Mutter that over and over: "I am the master. . . ."

If you need help starting your computer, refer to my book *PCs For Dummies* (Wiley Publishing) for quick and accurate turning-on-the-computer instructions.

You can stop muttering "I am the master" now.

The good, yet unimaginative, way to start Word

Without fail, the place to start any program in Windows is at the fabled Start button. It may not be the coolest way to start a program, but it's consistent and reliable — good things to have in a computer. Obey these steps:

1. **Click the Start button.**

   Use your computer mouse to click the Start button, which is often found on the left side of the taskbar, at the bottom of the screen, adorned with the Windows logo and often (cleverly) the word *Start.*

   Clicking the Start button displays the Start menu.

2. **Choose Word from the All Programs menu.**

   Now, you may be lucky and see the Word program icon on the Start menu. If so, click the Word icon to start Word. If not, you have to click the All Programs menu and look for Word in that vast labyrinth.

TECHNICAL STUFF

Automatically starting Word every ding-dong time you start Windows

To get your computer to start Word whenever you start Windows, you need to move the Microsoft Word item from its current location on the All Programs menu to the All Programs⇨Startup folder. The items in the Startup folder start up automatically when Windows begins its day. As with all things in Windows, there exists a multitude of ways to accomplish the move. Refer to your favorite Windows reference for the details, or just grab someone who looks like a Windows nerd and have them perform the task for you. Suggestion: Bribe them with something salty and crunchy.

Behold! Word starts! Watch in amazement as your computer whizzes and whirs. Before too long, Word appears on the computer's monitor, trying to be friendly and inviting but failing utterly.

Don't let Word's appearance overwhelm you! I describe what you're looking at later, in the section "Behold Word!"

- ✔ If you can't find Word on the All Programs menu, look for a submenu named Microsoft Office or Office 12 or even Office 2007. Word may be lurking on that submenu.

- ✔ The Start menu contains a list of many interesting things, including programs, recently used programs, and fun locations to visit in Windows. One of those Start menu things is the All Programs menu, which may also be called Programs (without the word *All*).

- ✔ Supposedly, every program ever installed on your computer has installed its icon in a spot somewhere on the All Programs menu.

- ✔ I refer to the program as Word, though the icon may be labeled Microsoft Word, Microsoft Office Word, Word 2007, or some other clever variation on that theme.

The better and best ways to start Word

When you use Word a lot, it helps to have quick access to its icon — that icon is the way you start Word — and then start your work. A better way than keeping Word hidden on the All Programs menu is to create a Word shortcut icon on the desktop. Heed these steps:

1. **Locate the Word icon on the All Programs menu.**

   Don't start Word now! Just point the mouse at the Word icon on the Start button's All Programs menu or wherever else it may be found.

2. **Right-click the Microsoft Word menu item.**

   A pop-up menu appears.

3. **Choose Send To⇨Desktop (Create Shortcut).**

   Whew! The scary part is over. You haven't changed anything, but you have added a new icon to the desktop, an icon you can use to start Word, if you like. To prove it:

4. **Click the mouse on the desktop.**

   The *desktop* is the background you see when you use Windows. Clicking the desktop hides the Start menu.

5. **Locate the Microsoft Word shortcut icon.**

   It looks like the icon shown in the margin. That's your shortcut to Word.

You can now use that icon to start Word: Just double-click, and you "open" the program. Then you can start clack-clack-clacking away at the keyboard. That's faster than using the All Programs menu.

The *best* way to start Word, and the way I do it every day, is to place the Word icon on the Quick Launch Toolbar.

The *Quick Launch Toolbar,* found right next to the Start button on the taskbar, is a row of icons representing programs, which you can start with a single click of the mouse. And, unlike the desktop, the Quick Launch bar is always handy.

To put the Word icon on the Quick Launch bar, you need to drag and drop, so it helps to have a Word icon already on the desktop, as described in the preceding set of steps. From the desktop, use the mouse to drag the Word icon to the Quick Launch bar, and then release the mouse button to "drop" the icon, as shown in Figure 1-1.

Starting Word from the Quick Launch bar is the best way to go: Just point the mouse at the Word icon and click, and Word is summoned to the screen.

 ✔ The Quick Launch Toolbar may not be visible on your computer. Refer to my book *PCs For Dummies* for more information or if the Quick Launch bar is too narrow and you cannot see the Word icon.

 ✔ Another way to have the Word icon always handy is to pin it to the Start menu directly. In Step 3 (a few paragraphs back), choose the item named Pin to Start Menu.

 ✔ Making these multiple copies of the Word icon does not consume extra hard drive space. You're merely copying *shortcuts* to the Word program, not copies of the entire program itself.

Word shortcut icon on the desktop

Drag the Word icon here.
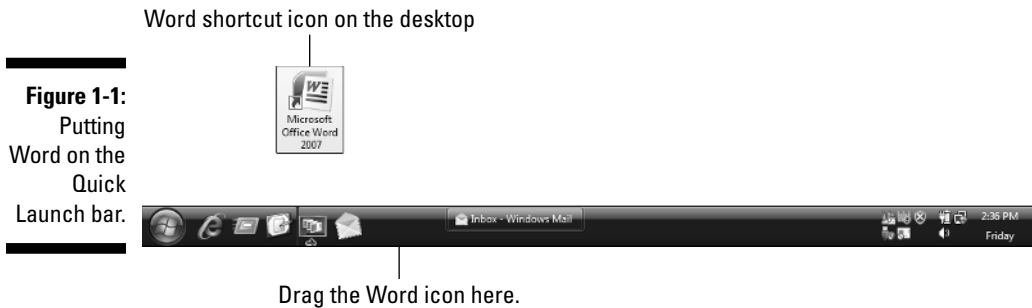
Starting Word by opening a document

Word is a computer program. You use that program to create *documents*, which are stored on your computer in much the same way as people pile junk into boxes and store them in their garages. But that's not important. What is important is that you can use those documents to start Word: Opening a Word document causes Word to start *and* to display that document for editing, printing, or just giving others the impression that you're doing something.

Here's one way you can start Word by opening a document:

1. **Open the Documents folder.**

   The Documents folder, also called My Documents in some versions of Windows, is where Word, as well as other applications, stores the stuff you create. You can find this folder on the desktop, or you can get at it from the Start menu.

   The Documents folder opens and displays its content, which is the stuff you've already created and saved to disk.

2. **Locate a Word document.**

   A Word document appears, as shown in the margin.

3. **Double-click the Word document icon.**

   Word starts and loads the document for editing, reading, modifying, perusing, cussing, mangling, and potentially fouling up beyond all recognition.

You can open any Word document by following these steps. The document can be on the desktop, in the Documents folder, or in any other folder or location where a Word document icon can lurk.

✔ The document name appears beneath or to the right of the icon. You can use the name to determine the document's contents — as long as the document was properly named when it was saved to disk. (More on that later.)

✔ If you have one document you open consistently, consider putting a shortcut to that document on the desktop for quick access: Right-click the document's icon and choose Send To➪Desktop (Create Shortcut).

✔ Word is capable of opening other types of documents, including documents from previous versions of Word, Rich Text Format documents, and others. Each of these documents has its own icon, though the icon looks similar to the standard Word document icon. See Chapter 25 for more information on opening alien documents in Word.

✔ You can see a list of the recent documents you've worked on by choosing the Recent Items or My Recent Documents submenu from the main Start menu. Choose your document from that list to open it.

Behold Word!

Word appears on your computer's monitor just like any other program, nestled within its own window. Look on the screen and at Figure 1-2. There's more to Word and word processing than an electronic version of the blank sheet of paper.

The details of what you see on the screen are covered elsewhere in this book. Because you may not know what each doodad and greeblie is called, I've labeled some of the important things in Figure 1-2. Use this book's index to help you find stuff you might be curious about.

✔ Word 2007 represents a new approach to word processing. Gone are the menus and toolbars that have dominated computer programs for a decade or more. Replacing them is a new, tabbed, Ribbon interface. Although it may be intimidating at first, don't let it overwhelm you. Just keep reading this book and you'll be fine.

✔ The *very* first time you start Word, you may be asked some questions: Enter your name and initials, set up Word security, and set Microsoft update options. I recommend the updates.

Maximize Word's window size

Unless your computer system has one of those huge monitors, you probably want to maximize the Word program window just before you start working. To run Word in full-screen mode, click the Maximize button (the middle one) in the upper-right corner of the window.

Maximizing forces a window to fill the entire screen. If Word is already maximized, two overlapping boxes appear on the button; you don't need to click anything in that case.
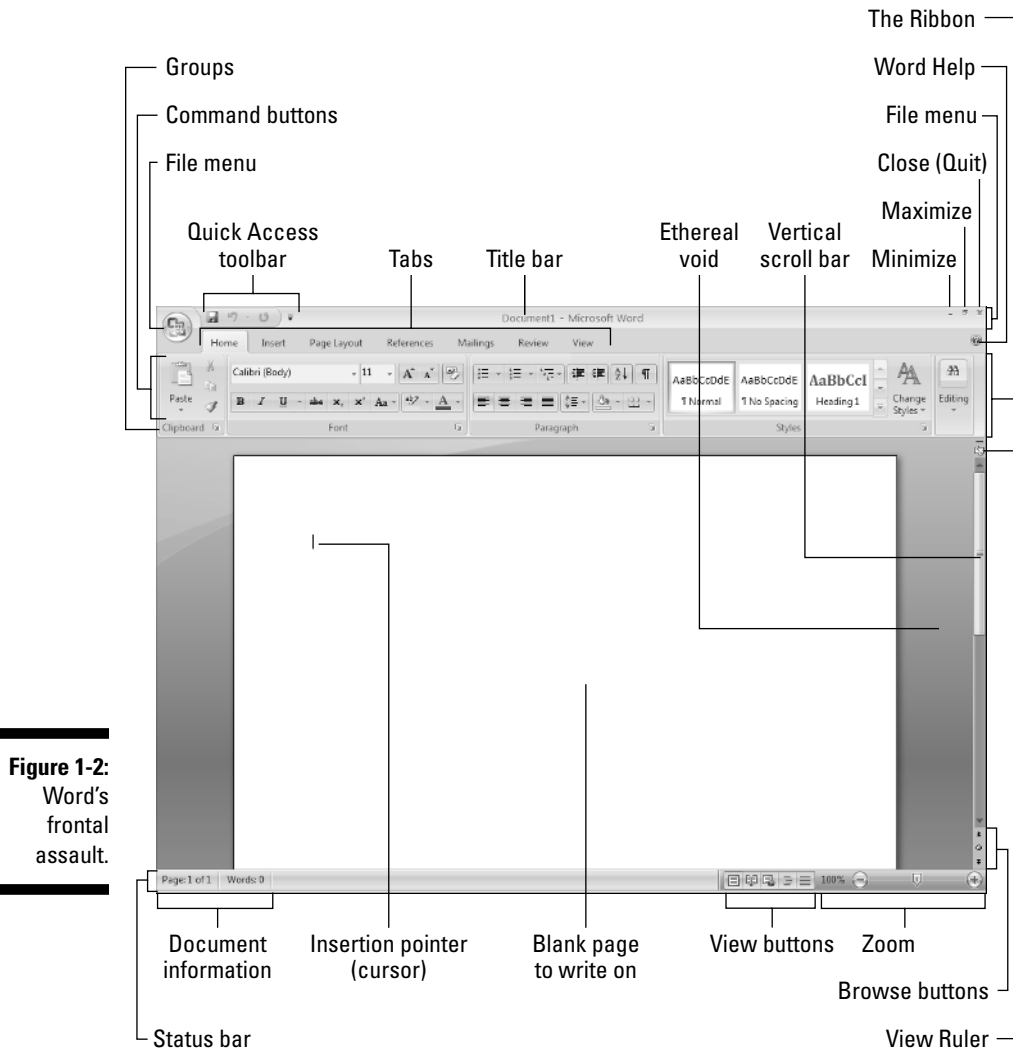
Groups

Command buttons

File menu

Quick Access toolbar

Tabs

Title bar

Ethereal void

Vertical scroll bar

The Ribbon

Word Help

File menu

Close (Quit)

Maximize

Minimize

Figure 1-2:
Word's frontal assault.

Document information

Insertion pointer (cursor)

Blank page to write on

View buttons

Zoom

Browse buttons

Status bar

View Ruler

Just in case your computer system is blessed with a giant monitor, you can resize the Word window without maximizing it; drag any of the window's edges in or out.

TIP

Word's window size affects what you see in the Ribbon's command groups. On smaller screens, fewer buttons show up, or they may show up in three rows. On larger screens, you see more buttons, usually in two rows.

Look! Up on the screen!

Everything in the Word window is designed to help you write. No, I'm serious! Well, I don't mean *write* in the sense of Ernest Hemingway or Jane Austen, although that's possible. Word wants you to manage, organize, and create things with words. That's the essence of word processing. What you see on the screen, on Word's *interface*, is designed to make writing an easy and effortless task.

The largest portion of the Word screen is for composing text. It's blank and white, just like a fresh sheet of paper. (Refer to Figure 1-2.) That's where you compose and format your text, and I cover that area specifically in the next section.

Surrounding the text-composing area is a host of goobers that are as bewildering as an exhibit in a modern art museum, as intimidating as the cockpit of a jet fighter, and almost as dangerous as a plate of sushi. Despite their overwhelming appearance, the things that cling to the Word program window are there to help you write. The following list gives you the quick top-to-bottom explanation. Use Figure 1-2 for reference. And, please: Do not memorize anything!

- ✔ **The title bar** lists the document's title, or merely `Document 1` until you give the document a title by saving it to disk. (See Chapter 9 for information on saving documents — very important!)
- ✔ **The Office button replaces the traditional File menu of most Windows programs.** Clicking the Office Button displays the Office Button menu, a list of commands that deal with files and documents.
- ✔ **Tabs** organize Word's various and sundry commands into groups based on word processing activities. Tabs appear and disappear depending on what you're doing in Word.
- ✔ **Groups and command buttons** help keep commands for the various tabs organized. Each group contains command buttons that do specific things to your text.
- ✔ **The Ruler** may or may not be visible. When the Ruler is visible, it helps you set margins and tabs. The View Ruler button (refer to Figure 1-2) shows and hides the Ruler.

Below the writing area dwells the status bar. This informative strip of graphical goodness contains trivial information about your document as well as the following ornaments:

- ✔ **Document information** lists optional data specific to your document.
- ✔ **The View buttons** specify how the blank page appears in the window (also refer to the next section).
- ✔ **The Zoom thing** sets how large or small your document appears inside the window. (See Chapter 30 for more information on zooming.)

Don't fret over these things! What's important now is that you recognize the names of things so that you don't get lost later.

REMEMBER

✔ The tabs, groups, and command buttons change as you take on various activities in Word. Although this may seem disruptive, it's in fact quite handy.

TIP

✔ You can hide the Ribbon if you would rather have more room to write: Right-click anywhere on the Ribbon and choose the Minimize Ribbon command from the pop-up menu. To restore the Ribbon, right-click any tab and choose the Minimize Ribbon command again.

✔ Another part of the window, not shown in Figure 1-2, is the *task pane*. It shows up when it's needed, to offer more choices, options, or information.

✔ A Document Recovery task pane may show up when Word starts, telling you that Word has saved a document that may have been lost because of a power failure or computer crash. Refer to Chapter 32 for information on the AutoRecover feature.

✔ The Windows taskbar, located at the bottom of the screen, is a part of Windows itself and not Word. However, as you open documents in Word, buttons representing those documents appear on the Windows taskbar.

TECHNICAL STUFF

✔ Unlike in previous versions of Word, the tabs, groups, and command buttons *cannot* be customized, moved, or resized. You can customize the Quick Access toolbar (refer to Figure 1-2), but that's about it.

The blank place where you write

The words you write appear in the center part of Word's program window, in that blank area shown in Figure 1-2. That pallid vista is the equivalent of a blank sheet of paper, and the documents you create on that electronic sheet of paper look just the way they will when they're eventually printed on a real sheet of paper. Such is the magic of word processing.

Word lets you view the blank sheet in five different ways. Two of the views are the most popular for wordsmiths:

✔ **Print Layout:** Activate this view by clicking the status bar's Print Layout button. In Print Layout view, you get to see the entire page, just as it prints. Graphical images, columns, and all sorts of other fancy items show up on the page fully visible. You can see the edge of the page and a blank space between pages (the "Ethereal void" in Figure 1-2).

✔ **Draft:** Set this view by clicking the Draft button on the status bar. Draft view is favored by writers who don't really want to clutter the page with anything other than text. In Draft view, you see your text and not the fancy graphics, columns, headers, page breaks, and other things that clutter Print Layout mode.

There are three other ways to view your document: Full Screen Reading, Web Layout, and Outline. None of these views has anything to do with basic word processing. Refer to Chapter 26 for more information on these different views.

✔ Word automatically switches to Print Layout view from Draft view when necessary. So, when you're working in Draft view and you want to edit a header or insert a picture, Print Layout view is activated. You need to manually switch back to Draft view, if that's your preferred way of using Word.

✔ One thing that's visible in Draft view that you don't find in Print Layout view is a thick, horizontal bar on the left side of the page, just below a document's last line of text. That heavy bar marks the end of your document. You cannot delete the bar — unless you switch from Draft view to Print Layout view.

✔ Draft view may also be referred to as *Normal view,* as it was in previous versions of Word.

✔ Writing (or typing, depending on how good you are) is covered in the next chapter. That would be Chapter 2.

✔ Any weird stuff you see onscreen (a ¶, for example) is a Word secret symbol. Chapter 2 tells you why you may want to view those secret symbols and how to hide them if they annoy you.

The mouse pointer in Word

Word processing is a keyboard thing, although the computer's mouse comes in handy. In Word, you use the mouse to choose commands and to move the insertion pointer around as you edit text.

The mouse pointer changes its look as you work in Word:

For editing text, the mouse pointer becomes the I-beam.

For choosing items, the standard eleven o'clock mouse pointer is used.

For selecting lines of text, a one o'clock mouse pointer is used.

In Print Layout view, the mouse pointer may change its look when *click-and-type* mode is active: Lines appear to the left and right of, and below, the I-beam mouse pointer. Refer to Chapter 33 for more information on using click-and-type.

Memorizing these mouse pointer types isn't important, but remember that the mouse pointer changes as you use Word.

TIP

✔ You can use the mouse to see what some of the little buttons and things with pictures on them do in Word. Just hover the mouse pointer over the button, and — voilà! — it's like Folgers instant information crystals.

✔ Chapter 4 discusses how to use the mouse pointer to move the insertion pointer, allowing you to edit different parts of your text.

Cajoling Word to Help You

There are many ways to extract help from Word, the most common of which is to press the F1 key. That key not only works in Word's main window, but can also summon specific help for when you're doing certain things, such as when you're performing some obscure task way inside some dialog box or task pane.

Summoning Word Help displays a separate program window labeled Word Help, as shown in Figure 1-3. You can type a topic, command name, or question into the box in the upper-left corner of the window, or you can browse the table of contents for help.
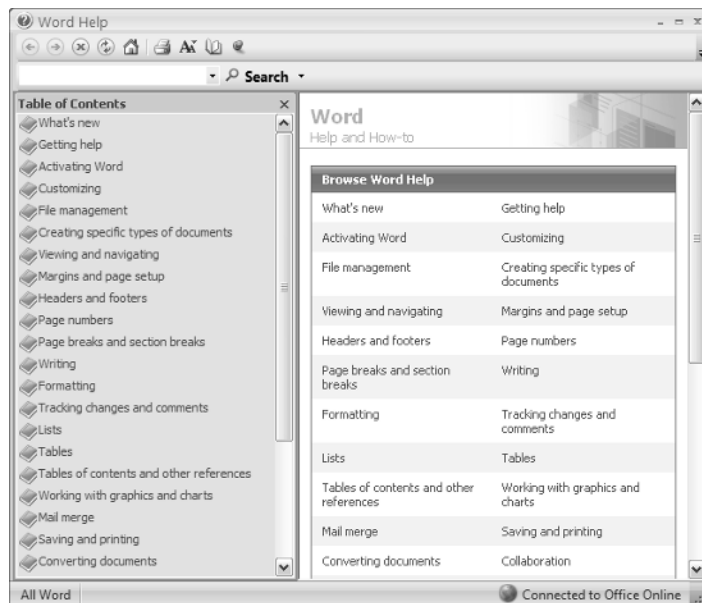

Figure 1-3: Word's feeble attempts to help you.

✔ You can also summon help by clicking the wee round question mark button near the upper-right corner of the Word window.

✔ Word's help works best when you have an Internet connection, especially a high-speed, or *broadband,* connection.

✔ If you've used previous versions of Word, note that there's no more Office Assistant in Word 2007. You can mourn or rejoice as appropriate.

✔ Of course, this book can be your handiest and most useful source for Word help. Sadly, I don't have room here to document *everything,* so Microsoft relented and decided to provide *everything* in its Word Help window.

When You're All Done

It's the pinnacle of etiquette to know when and how to excuse oneself. Leaving can be done well or poorly. Experience taught me this lesson when I was dining with royalty and suddenly all conversation stopped. I had to meekly raise my hand, mutter "It was me," and then run off all red-faced and ashamed. I hope that such a thing never happens to you.

Just as there are many ways to start Word, there are several ways to quit. You can quit the program outright, you can pause and start over, or you can set Word aside. These options are covered in this section.

Quitting Word

When you're done word processing and don't expect to return to it anytime soon, you need to quit the Word program. Quitting a computer program is like putting away a book on a shelf. In the electronic world of the computer, this is how you do such a thing:

1. **Choose Exit Word from the Office Button menu.**

2. **Save any files when Word prompts you to do so.**

   Word always warns you before it leaves; if you have any unsaved documents, you're prompted to save them to disk. You see a warning displayed on the screen, as shown in Figure 1-4.

   Click Yes to save your file. You may be asked to give the file a name, if you haven't yet done so. (Chapter 3 tells you how to do it.)

   If the slop you typed isn't worth saving, click No.

   You can click Cancel to "quit" the Exit Word command and return to Word for more word processing delight.

Figure 1-4:
Better click
that Yes
button!

> **Microsoft Office Word**
> Do you want to save the changes to Document1?
> Yes   No   Cancel
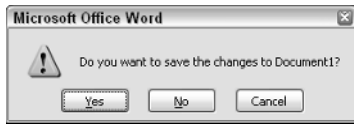
If you elect to quit, Word closes its window. Poof! It's gone. You return to Windows or some other program, such as FreeCell, which you know you shouldn't be playing anyway.

✔ You don't have to quit Word just to start editing another document. Refer to the next few sections for helpful, time-saving information!

✔ Do not quit Word by resetting or turning off your computer! It's a *bad thing*. Trust me on this one.

How to quit what you're doing without quitting Word

It's not always necessary to quit Word. For example, if you're merely stopping work on one document to work on another, quitting Word is a waste of time. Instead, you can close one document and then open another. Or, better still, you can simply open the new document and keep the old one active; you can then easily switch between the documents.

To close a document in Word, choose the Close command from the Office Button menu. This doesn't quit Word, but it removes the document from the screen, allowing you to stay in Word or work on another document.

Likewise, you can start up a new document in Word, just like sticking a blank sheet of paper into a typewriter. See Chapter 3, the section about starting out with a new document.

Bottom line: There's no point is quitting Word when all you want to do is start editing a new document.

✔ Closing a document in Word is similar to ripping a sheet of paper out of your typewriter — but without the satisfying *SSHHHHHTHWP!* sound it makes.

✔ There's no need to close a document, really. In fact, I work on a document over a period of days and keep it open (and my PC on) the entire time. Doesn't hurt a thing. (I do occasionally save it to disk, which *is* important.)

> ✒ When you try to close a document before it has been saved, Word displays a warning dialog box. Click the Yes button to save your document. If you want to continue editing, click the Cancel button and get back to work.
>
> ✒ The keyboard shortcut for the Close command is Ctrl+W.

Putting Word away for a spell

There's no need to quit Word if you know that you will be using it again soon. In fact, I've been known to keep Word open and running on my computer for *weeks* at a time. The secret is to use the *Minimize* button.

Clicking the Minimize button shrinks the Word window to a button on the taskbar. Thwoop! It's gone! With the window out of the way, you can do other things with your computer. Then, when you're ready to word-process again, click the Word button on the taskbar to restore the Word window to the screen.

The Minimize button is the first of the three buttons in the window's upper-right corner. Refer to Figure 1-2.